

SB Maintenance Application Manual for DOP Staff

Core System Integrator (CSI)

For

DEPARTMENT OF POSTS

Ministry of Communications & IT, Government of India

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Tata Consultancy Services

4th and 5th Floor, PTI Building,
4, Parliament Street, New Delhi -110001, India

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1 INTRODUCTION

After the digitization of service books and before the roll out of the target CSI system the SPOC's will require to maintain the service book data in digitized format. This document is for DOP employees who are responsible for maintaining Service Books.

1.1 Overview

The Service Book Maintenance application provides the following functionality:

1. View the data in the digitized service book.
2. Add new data to History and Verification of service section.
3. Add new data to Foreign Service section (in case employee is deputed to any foreign office).
4. Error Corrections (Mandatory Step).

1.1.1 View the data in the digitized service book

The Service book digitized data will be available to DOP SPOC or supervisor (as termed in this application) for view purpose through the Service book Maintenance application. In order to view the data the supervisor has to login to the application. Once he/she is logged in then supervisor needs to search the required employee by their GPF or PRAN details. Once employee is selected then supervisor can view all sections of service book (Biodata, Previous Qualifying Service, Foreign Service, History and Verification of Service and Leave Balance).

1.1.2 Add new data to History and Verification of service section

A Supervisor is authorized personnel to add new data to History and Verification of the Employee tagged to him/her. Once he/she has logged into the application needs to search the required employee by their GPF or PRAN details. Once employee is selected then supervisor can select the Service History section to add new data to the digitized service book. On the Service History page supervisor needs to click Add New Row to add data and select the desired entry type and add corresponding details. Once details added click Save to save the details.

1.1.3 Add new data to Foreign Service section

If any employee is posted on a Foreign Deputation in any foreign department then those details can be added to Service book in the Foreign Service Section. Once supervisor has logged into the application needs to search the required employee by their GPF or PRAN details. Once employee is selected then supervisor can select the Foreign Service section to add new data to the digitized service book. On the Foreign Service page supervisor needs to

click Add New Row to add data and add corresponding details. Once details added click Save to save the details.

1.1.4 Department Error Correction

There might be few records in the digitized data which will be marked as error records in case of missing details. Supervisor need to verify these records and provide the missing information. This is a mandatory step for supervisor to complete.

2 ACCESSING THE APPLICATION

The application can be accessed at the following URL:

<https://digitization.indiapost.gov.in/SBMaintenance>

The application works best with the following browsers:

- IE-8 and above
- Google Chrome
- Mozilla Firefox.

3 SERVICE BOOK MAINTENANCE BY SUPERVISOR

Supervisor will be able to maintain the service book data of employees using this application. Once Administrator has assigned the employees to supervisor then supervisor can search the service book and update its Service and History and Leaves credited.

3.1 Search an Employee

In order to maintain the service book user first need to search for the employee. Following steps are to be followed by supervisor to search an employee's service book data:

1. On the Login screen supervisor needs to select "Supervisor" from the Login As drop down.
2. Enter the User Id and Password as provided and click Login as shown in the **Figure 1**.

Figure 1

3. Once the Login is successful, the user is redirected to the Home screen as shown in the **Figure 2**.

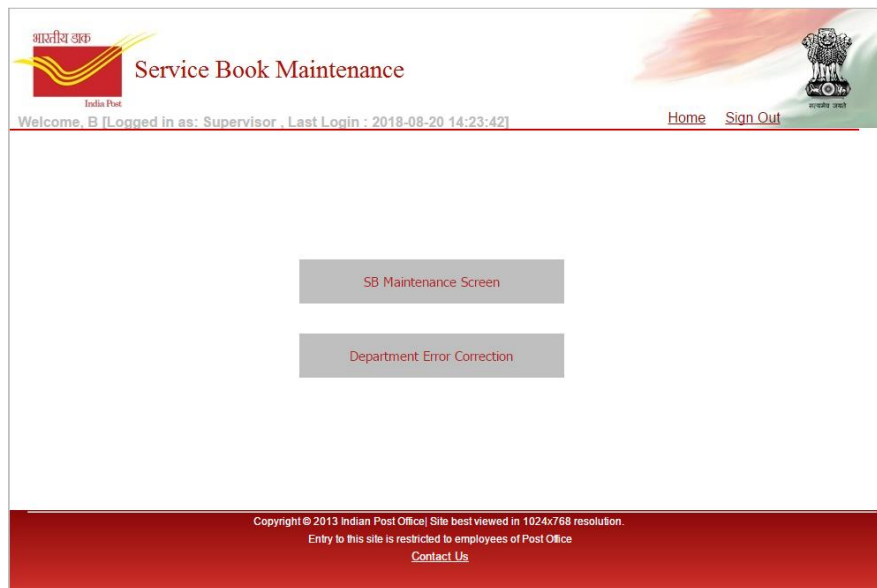


Figure 2

- On the Home screen there are two options available as SB Maintenance Screen and Department Error Screen. When Supervisor clicks on SB Maintenance Screen option. Search screen opens as shown in Figure 3.

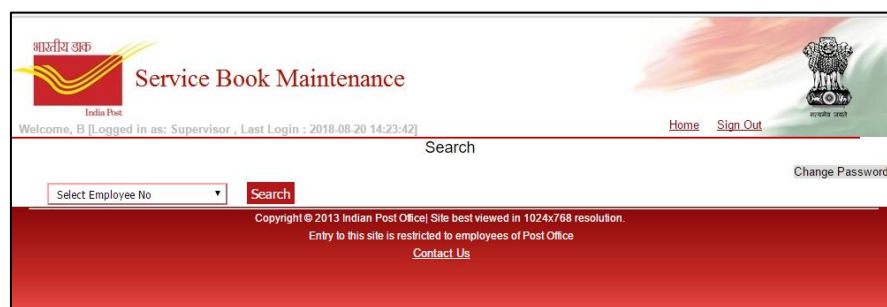


Figure 3

- On the search screen user needs to select the employee Number from the drop down and click on Search Button to show the information of the employee as shown in Figure 43.

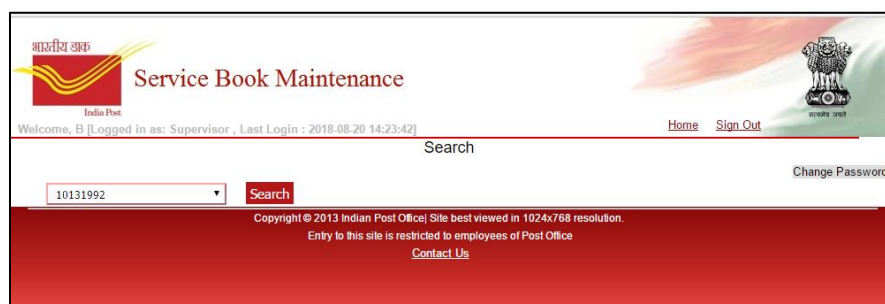


Figure 4

- Once search button is clicked, the result if found, is shown to the user on the same screen as shown in Figure 5.

The screenshot shows the 'Service Book Maintenance' web application. At the top left is the Indian Post logo with the text 'भारतीय डाक' and 'India Post'. The title 'Service Book Maintenance' is in the center. On the top right is the Government of India emblem with the motto 'Satyameva Jayate'. Below the header, a welcome message reads 'Welcome, B [I logged in as: Supervisor, Last Login : 2018-08-20 14:23:42]'. There are links for 'Home' and 'Sign Out'. A search bar contains the number '10131992' and a 'Search' button. Below the search bar, a table displays employee details:

GPF/Pran	Name	Father's Name	Date Of Birth	View only pages	Update pages
PTH036563	G SWAMY	G.RAMULU	01/07/1969	Biodata Previous Service	Service History Previous Foreign Service

At the bottom, there is a red banner with the following text: 'Copyright © 2013 Indian Post Office! Site best viewed in 1024x768 resolution. Entry to this site is restricted to employees of Post Office. [Contact Us](#)'.

Figure 5

7. The result shows the Name of the employee, Fathers Name, and Date of Birth of the employee. User can verify he/she has chosen the correct employee. If user wants to verify further, then

3.2 View only information

Once user has searched the employee, user can view the details of the employee on Biodata screen as well as Previous Qualifying Service screen.

Following are the steps to view information:

1. User need to follow the steps mentioned in Search Employee section and search the desired employee and once the search results are shown on screen user can view the Biodata screen by clicking on the Biodata link under the View only pages as shown in **Figure 6**.
2. On Biodata screen, user can view the biodata details of the employee and can click next to go to the Previous Qualifying Service screen.

Service Book Maintenance

Welcome, Kshitij [Logged in as: Supervisor , Last Login : 2014-06-24 17:55:04] [Sign Out](#)

I. Bio-Data

Employee number:	10100010
GPF number:	
PRAN number:	110011616161
Employee group:	Group B Non Gazetted
Title:	Shri
First name:	Guru
Middle name:	
Last Name:	B S
Name changed:	No
Previous first name:	
Previous middle name:	
Previous last name:	
Fathers name:	Basa S B
Spouse name:	
Nationality:	Indian
Number of eligibility certificate:	
Date of eligibility certificate:	
Caste/Tribe:	Schedule Caste
Date of birth:	30/11/1991
Date of birth in words:	Thirtieth November Nineteen Ninety One
Qualification 1:	II P U C
Qualification 2:	
Qualification 3:	
Qualification 4:	
Professional technical qualification:	
Exact height(without shoes):	5-ft-3.5
Personal marks for identification 1:	Black mole on right side of chest
Personal marks for identification 2:	
Address line 1:	NO E 24 N G O S Quarters
Address line 2:	12th C Main 6th Block
Address line 3:	Rajajinagar
District:	Bangalore
City:	Bangalore
State:	Karnataka
Zipcode:	560010
Marital status:	Select MaritalStatus

[Back to Search](#) [Next](#)

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Figure 6

3. If user wants to go back to the search screen to search for a different employee, user can click on **Back to Search** button.
4. From the Search screen user can view the Previous Qualifying Service screen by clicking on the Previous Service link as shown in **Figure 78**.

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Service Book Maintenance

Welcome, Kshitij [Logged in as: Supervisor , Last Login : 2014-06-25 11:25:03] [Sign Out](#)

III(a). Previous Qualifying Service

Date From	Date To	Post Held	Purpose for which it qualifies
18/03/2010	19/03/2010	Trainee	Pre-induction trg at DO channapatna
20/03/2010	22/03/2010	Trainee	Pre-induction trg at DO channapatna

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Figure 7

5. If user wants to go to the Biodata screen to view Biodata of employee, user can click on **Back** button.
6. If user wants to go back to the search screen to search for a different employee, user can click on **Back to Search** button.

3.3 Add History and Verification of Service

Once user has searched the employee, user can maintain the service book and add data for the History and Verification of service.

Following are the steps to add the service book data:

1. User need to follow the steps mentioned in Search Employee section and search the desired employee and once the search results are shown on screen user can view the History and Verification of Service screen as shown in **Figure 89**.
2. From Search screen user can view the History and Verification of Service screen by clicking on the Service History link as shown in the **Figure 89**.

Service Book Maintenance

Welcome, Kshitij [Logged in as: Supervisor, Last Login : 2014-06-26 11:06:22]

IV. History and Verification of Service

Check To Update/Remove	Entry type	Date from	Date to	Post	Scale of pay	Office (with station)	Substantive Pay	Officiating Pay	Grade pay	Events affecting cols. 4.8	Amount
<input type="checkbox"/>	Strike	20/02/2013	21/02/2013	PA SBCO		Mys HO	0.0	0.0		Strike ends	0.0
<input type="checkbox"/>	Leave	11/03/2013	12/03/2013	PA SBCO		Mys HO	7810.0	0.0	2400	Leave ends	0.0
<input type="checkbox"/>	Annual verification of s	01/04/2012	31/03/2013				0.0	0.0			0.0
<input type="checkbox"/>	Leave	21/06/2013	25/06/2013	PA SBCO		Mys HO	7810.0	0.0	2400	Leave ends	0.0
<input type="checkbox"/>	Leave	10/09/2013	12/09/2013	PA SBCO		Mys HO	8120.0	0.0	2400	Leave ends	0.0
<input type="checkbox"/>	Leave	14/10/2013	15/10/2013	PA SBCO		Mys HO	8120.0	0.0	2400	Leave ends	0.0
<input type="checkbox"/>	Leave	11/11/2013	12/11/2013	PA SBCO		Mys HO	8120.0	0.0	2400	Leave ends	0.0

From the pay b

First Page <<Previous Entries Next Entries>> Last Page

Add New Row Save Remove Row

Back to Search Back Next

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Figure 8

- User can edit the Service History data by clicking on the Service History link under the Update pages. Once User clicks on Service History link, user is redirected to the History and Verification of Service screen.
- On History and Verification of Service screen by default the last page of the digitized entries will be shown to the user which contains the recent entries of service book.
- There is an option on the History and Verification of Service screen to add a new entry for the Service history of employee. To add a new entry user needs to click on the Add new Row button. This will add a new blank row on screen below the last entry as shown in the Figure
- Once the new row is added to the screen, user can enter the details as required and click on **Save** button to save the data.
- Following are the buttons available on History and Verification of Service Screen, which will allow user to perform actions as described:
 - First Page:** To navigate to the first page of History and Verification of Service entries directly.
 - Previous Entries:** To view previous page that contains the previous records of Service History in order.
 - Next Entries:** To view next page that contains the next records of Service History in order.
 - Last Page:** To navigate to the last page that contains the most recent records of Service History.
 - Add New Row:** To show a new blank row at the end of the screen, that will be added to the last page of Service History records.
 - Save:** To save data added in the newly added row.

- g. **Remove Row:** To remove a row that has not been saved yet. Once a new row is saved cannot be removed.
- h. **Back to Search:** To navigate to Search Screen directly.
- i. **Back:** To go back to previous screen i.e. Foreign Service screen.
- j. **Next:** To move to the next screen i.e. Leave Record screen.

3.4 Add Foreign Service Details

Once user has searched the employee, user can maintain the service book and add data for the Foreign service.

Following are the steps to add the service book data:

1. User need to follow the steps mentioned in Search Employee section and search the desired employee and once the search results are shown on screen user can view the Foreign Service screen by clicking on the **Foreign Service** link as shown in the **Figure 5**. Once user clicks on link the Foreign Service screen opens as shown in **Figure 9**.

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Welcome, Kshitij [Logged in as: Supervisor, Last Login : 2014-12-16 09:48:38] [Sign Out](#)

III(b). Foreign Service

Check To Update/Remove	Date From	Date To	Post Held	Name of Employer	Leave and Pension Payable By	Leave and Pension Amount
<input type="checkbox"/>	01/01/2004	31/05/2004	Post Master	BSNL	per month. LSC= 1617 per month	18725

[Add New Row](#)
[Save](#)
[Remove Row](#)
[Back to Search](#)
[Back](#)
[Next](#)

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Figure 9

2. User can add data to this screen. To add a new entry for the Foreign Service of employee user needs to click on the Add new Row button. This will add a new blank row on screen below the last entry as shown in the Fig.
3. Once the new row is added to the screen, user can enter the details as required and click on **Save** button to save the data.
4. Following are the buttons available on History and Verification of Service Screen, which will allow user to perform actions as described:
 - a. **Add New Row:** To show a new blank row at the end of the screen, that will be added to the last page of Service History records.
 - b. **Save:** To save data added in the newly added row.
 - c. **Remove Row:** To remove a row that has not been saved yet. Once a new row is saved cannot be removed.
 - d. **Back to Search:** To navigate to Search Screen directly.

- e. **Back:** To go back to previous screen i.e. Foreign Service screen.
- f. **Next:** To move to the next screen i.e. Leave Record screen.

3.5 Department Error Correction

The section for updating the error records can be accessed through the option “Department Error Correction” from the Home Screen. Once this option is selected, Supervisor is directed to the Department Employee Error screen as shown in **Figure 10**.

EmpNo	Name	Service History	Nomination CGEGIS	Nomination GPF	Nomination DCRG
10131973		⚠	✓	✓	✓
10131984		⚠	✓	✓	✓
10131988		⚠	✓	✓	✓
10131993		⚠	✓	✓	✓
10131994		⚠	✓	✓	✓
10132064		⚠	✓	✓	✓
10132115		⚠	✓	✓	✓
10132162		⚠	✓	✓	✓
10132188		⚠	✓	✓	✓
10132270		⚠	✓	✓	✓

Figure 10

1. This screen lists all the employees for which an error record is identified.
2. Wherever the error sign “a red triangle” is present need to be verified by Supervisor.
3. Once Supervisor clicks on the error sign under the respective column the respective screen opens along with the details of the employee as shown in the **Figure 11**.

Edit	Id	FormId	Entry Type	periodFrom	periodTo	post	scale	office	paySubStantive	payOfficiating	gradePay	event	amount	remarks
⚠	2186750	10166926	TRAINING			POSTAL ASSISTANT								PRE INDUCTION TRG. :24.06.2013 TO 07.07.2013 INDUCTION TRG. : POST INDUCTION TRG.:

Figure 11

4. Supervisor again need to click on the error sign in Edit Column against the specific record of the employee to open the update screen as shown in Figure

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Service Book Maintenance

Welcome, G (Logged in as: Supervisor , Last Login : 2018-08-20 12:25:27) [Home](#) [Sign Out](#)

Page 5 Edit Entry

Employee No: 10166926

Entry Type: Training

Period From:

Period To:

Post: POSTAL ASSISTANT

Office:

Remarks: PRE INDUCTION TRG. :24.06.20

Type Of Leave:

Training Name:

[Back](#) [Update](#)

* From Date should always be present for Joining, LEAVE, DEPUTATION, STRIKE, DIES-NON, Suspension, Change of Post, Training

* From Date and To Date should always be present for LEAVE, DEPUTATION, STRIKE, DIES-NON, Change of Post, Training

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Figure 12

5. Here Supervisor need to provide the missing details and click on update button.
6. Once the record is saved and missing details is updated, the error mark disappear and correction mark appears against the record.

4 SUMMARY STEPS TO FOLLOW FOR MAINTENANCE

4.1 Steps to follow for SB Maintenance

1. Open the Internet explorer or Google Chrome browser on any computer and type following link on the address bar and click enter:
<https://digitization.indiapost.gov.in/SBMaintenance>
Please note the above link is case sensitive.
2. The Login screen will be visible to employee.
3. Login with entering your GPF/PRAN in the User Id and Password fields and select “Login as Supervisor”.
*Enter the GPF no in CAPITALS and include a space between the alphabets and numerals e.g. **ABC 12345** as provided by TCS.*
4. Continue on the next screen which is the Home screen.
5. Select SB Maintenance from this screen.
6. Select the employee no from drop down and click Search Button. Populated details shows the employee name and other information.
7. Click on Service History for adding Service History details or click on Previous Foreign Service to add Foreign Service details.
8. On Service History screen click on “Add New Row” button to add a blank row to the bottom of the page.
9. Fill all the required columns in the Row and click on Save button to save the details.
10. To update a newly added row, please check the checkbox at start of the row and edit and click on Save.
11. To delete a newly added row please check the checkbox at start of the row and click on Remove Row.

4.2 Steps to follow for Department Error Correction

1. Open the Internet explorer or Google Chrome browser on any computer and type following link on the address bar and click enter:
<https://digitization.indiapost.gov.in/SBMaintenance>
Please note the above link is case sensitive.
2. The Login screen will be visible to employee.
3. Login with entering your GPF/PRAN in the User Id and Password fields and select “Login as Supervisor”.
*Enter the GPF no in CAPITALS and include a space between the alphabets and numerals e.g. **ABC 12345** as provided by TCS.*

4. Continue on the next screen which is the Home screen.
5. Select Department Error Correction option from this screen.
6. Department Employee Error screen will show all employees for whom error is identified.
7. Click on the error button in each column to go to the respective screen.
8. On the Service History screen or Nomination screen click Error button under Edit column to open the Update screen.
9. Fill the missing information as per the detail error description and click on Update.

5 TCS CONTACT PERSON INFORMATION (IN CASE OF ANY ISSUES RELATED TO THE APPLICATION):

For any clarification/ questions regarding the application please contact:

Jyoti Thakur

TCS Digitization Team

Email: TCSCSI.DMdigitization@tcs.com