

# **SB Verification Application Manual for DOP Staff**

## **Core System Integrator (CSI)**

**For**

## **DEPARTMENT OF POSTS**

Ministry of Communications & IT, Government of India

**May, 2018**

**Version 1.2**

**Tata Consultancy Services**

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## Document Release Note

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**Customer:** Department of Posts

**Project:** Core System Integration (CSI) Program

### Document Details

| Name   | Version Number | Description  |
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| SB Verification Application Manual for DOP Staff | 1.0            | Base version   |
| SB Verification Application Manual for DOP Staff | 1.1            | Chapter 6 added for Summary of steps and all figures updated.              |
| SB Verification Application Manual for DOP Staff | 1.2            | Added changes which are made post Roll out based on Minimal data approach. |

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| Action Taken<br>(add/del/change) | Previous page<br>number | New page<br>number | Revision description   |
|----------------------------------|-------------------------|--------------------|--|
| Change                           | -                       | -                  | Chapter 6 added for Summary of steps and all figures updated.              |
| Change                           |                         |                    | Added changes which are made post Roll out based on Minimal data approach. |

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## Document Revision List

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**Customer:** Department of Posts

**Project:** Core System Integration (CSI) Program

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## Release Notice Reference (for release)

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| 1               | 24 Feb 2015   | Chapter 6 added for Summary of steps and all figures updated.              | V 1.1   | TCS CSI Team |
| 2               | 25 May 2018   | Added changes which are made post Roll out based on Minimal data approach. | V 1.2   | TCS CSI Team |

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# 1 INTRODUCTION

Employees can view and verify their digitized service book, before their data is uploaded into the target CSI system. This document is for DOP Employees who will be using the Service Book Self Verification Application to view their digitized service book.

## 1.1 Overview

The Service Book Verification application provides the following functionality:

1. View the data in the digitized service book
2. Allow employee to mark a request for updating the contents of the digitized service book (only in case it does not match with the paper service book)
3. Allow the supervisor to approve or reject the changes requested by the employee

### ***1.1.1 View the data in the digitized service book***

The Service Book Verification application will show the digitized data of Service Book to the employee. After his service book has been digitized, any employee can view his/ her digitized service book and can check whether it matches with the original service book on paper. In order to view the data the employee has to login to the application. Once an employee is logged in the application he/she will be able to view data from first page of their Service Book. Digitized data for various sections of the service book can be viewed by the employee one by one.

### ***1.1.2 Allow employee to mark a request for updating the contents of the digitized service book***

Before reaching this step of self verification by the employee, the data entry & scanning of each employee's service book has already been inspected for quality by the vendor, verified and then re-verified by DOP Supervisor/ SPOCs.

In the rare case any employee notices any mismatch between his/her paper service book and digitized\* service book, he/she can request for such mismatches to be corrected through this application, subject to his/her Supervisor/ SPOC's approval.

Kindly note that only a mismatch between the paper service book and digitized\* service book can be requested for a correction. If any information/ data is incorrectly mentioned in the paper service book or has become old/ outdated, and the employee wants to correct/ update it, then this must be taken up with the Supervisor/ SPOC for offline correction in the paper service book.

Employee can request to modify the data along with reason why that change is requested and click Save and Next to move further on next screen.

*\* Please also note the content of your service book has been digitized as per the scope of digitization mentioned in the Handbook of Digitization and some entries have been selectively digitized as agreed with Department of Posts.*

### ***1.1.3 Allow the supervisor to approve or reject the changes requested by the employee***

Once the employee has viewed his entire service book and also requested for any changes, if applicable, then the Supervisor/ SPOC has to approve those changes for those changes to be applied. In case the supervisor finds the requested change or the reason invalid he/she can reject the changes. After the Supervisor/ SPOC has taken this action, the service book data is saved and is ready to be used by the CSI application.

**Note:** In the context of this document the terms “Supervisor” and “SPOC” have been used interchangeably for a DOP employee/officer who is responsible for maintenance of Service Books of other DOP employees.

## 2 ACCESSING THE APPLICATION

The application can be accessed at the following URL:

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

The application works best with the following browsers:

- IE-8 and above
- Google Chrome



### 3 LOGIN

Whether an employee wants to review their service book, or a supervisor/ SPOC wants to approve the changes submitted by an employee, both have to first login into the application.

The login screen ensures that only authorized employees of DOP who have either a GPF or a PRAN can log into the application.

A password will be provided to each employee before they are intimated to start using this application.

**Service Book Verification**

India Post

[Help](#)

**Sign In**

Login As: Employee

User Id:

Password:

**Login**

**\*Note:**

- In User Id please use your GPF/PRAN.
- In Password use your DOB(ddmm/yyyy) as per Service Book.
- Make sure that the PRAN should contain 12 digits only.
- Employee should enter his GPF number in BG 12345 format only.
- Once Supervisor has completed the review then you will not be able to Login to this application.

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Figure 1

## 4 EMPLOYEE VIEW AND CONFIRM

In order to view service book data an employee must login to the application with a valid User Id and Password as provided by TCS Admin. The employee must specify whether he/she is logging in as an Employee or Supervisor. Only designated employees who are eligible to review the Service Books will be able to use the Supervisor Login.

Following steps need to be followed by employee to view and /or change the Service Book data.

1. Employee needs to select “Employee” option from the Login As drop down.
2. Enter the User Id and Password as provided. Please make sure that correct User Id and Password is used as provided by TCS Admin as shown in **Figure 2**.
3. Click Login button.

Figure 2

4. Once an employee click on Login and the login is successful the first screen shown is Disclaimer Screen as shown in **Figure 3**.

The screenshot shows a web application titled "Service Book Verification" for the Indian Post. The header includes the Indian Post logo and the text "भारतीय डाक" (India Post). A "Sign Out" link is visible in the top right. The main content area contains the following text:

Welcome, [AddMe](#)! (logged in as: Employee) Your Supervisor is: [AddMe](#) (View)

Before reaching this stage, your digitized Service Book has already been inspected for quality and verified by DOP SPOC/ Accountant.

The purpose of this application is to allow you to see your digitized Service Book.

In the rare case you notice any mismatch between your paper service book and digitized\* service book, you can request for such errors to be corrected through this application, subject to your SPOC's approval.

Kindly note: If any information/ data is incorrectly mentioned in the paper service book or has become old/ outdated, and you want to correct/ update it, then this must be taken up with your SPOC for offline correction in the paper service book. Then only change need to be done here.


Till the Approval is pending with supervisor you can view your change but can not modify the same.

\*Please also note the content of your service book has been digitized as per the scope of digitization mentioned in the Handbook of Digitization and some entries have been selectively digitized as agreed with Department of Posts.


At the bottom, there is a red bar containing the text: "Continue >>>" (a button), "Copyright © 2013 Indian Post Office| Site best viewed in 1024x768 resolution.", "Entry to this site is restricted to employees of Post Office", and a "Contact Us" link.

Figure 3

5. On this screen the disclaimer text is written, user must go through it and read what user is required to do using the application.
6. User can click Continue to go to the next screen which is Bio data screen as shown in **Figure 4**.



**Service Book Verification**



Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### I. Bio-Data [Help](#)

| Fields                                | Current Value   | Check to Modify          | Modified Value | Reason to Modify |
|---------------------------------------|---|--------------------------|----------------|------------------|
| Employee Number:                      | 10000001  |                          |                |                  |
| GPF Number:                           | KT 99999  |                          |                |                  |
| PRAN Number:                          |   |                          |                |                  |
| Employee Group:                       | Group A   | <input type="checkbox"/> |                |                  |
| Title:                                | Shri  |                          |                |                  |
| First Name:                           | Kshitij   |                          |                |                  |
| Middle Name:                          |   |                          |                |                  |
| Last Name:                            | Tulli   |                          |                |                  |
| Name Changed:                         | No  | <input type="checkbox"/> |                |                  |
| Previous First Name:                  |   | <input type="checkbox"/> |                |                  |
| Previous Middle Name:                 |   | <input type="checkbox"/> |                |                  |
| Previous Last Name:                   |   | <input type="checkbox"/> |                |                  |
| Fathers name:                         | Mukesh Tulli  | <input type="checkbox"/> |                |                  |
| Spouses name:                         |   | <input type="checkbox"/> |                |                  |
| Nationality:                          | Indian  |                          |                |                  |
| Number of eligibility certificate:    |   | <input type="checkbox"/> |                |                  |
| Date of eligibility certificate:      |   | <input type="checkbox"/> |                |                  |
| Caste/Tribe:                          | Select Caste  |                          |                |                  |
| Date of birth:                        | 20/04/1968  |                          |                |                  |
| Date of birth in words:               | twentieth april one thousand nine hundred sixty eight |                          |                |                  |
| Qualification1:                       | B.Sc Maths  | <input type="checkbox"/> |                |                  |
| Qualification2:                       | M.Com   | <input type="checkbox"/> |                |                  |
| Qualification3:                       |   | <input type="checkbox"/> |                |                  |
| Qualification4:                       |   | <input type="checkbox"/> |                |                  |
| Professional Technical Qualification: | P.G Diploma in Business Manegment                     | <input type="checkbox"/> |                |                  |
| Exact height(without shoes):          | 5 11 ft   | <input type="checkbox"/> |                |                  |
| Personal marks for identification1:   | A Mole on the left side of forehead                   | <input type="checkbox"/> |                |                  |
| Personal marks for identification2:   |   | <input type="checkbox"/> |                |                  |
| Address Line 1:                       | C/O Dr Abu Mohammad                                   | <input type="checkbox"/> |                |                  |
| Address Line 2:                       | 36A Tatarpur road                                     | <input type="checkbox"/> |                |                  |
| Address Line 3:                       | Bhagalpur   | <input type="checkbox"/> |                |                  |
| District:                             | Bhagalpur   | <input type="checkbox"/> |                |                  |
| City:                                 | Bhagalpur   | <input type="checkbox"/> |                |                  |
| State:                                | Select State  | <input type="checkbox"/> |                |                  |
| Zipcode:                              | 110001  | <input type="checkbox"/> |                |                  |
| Marital Status:                       | Single  | <input type="checkbox"/> |                |                  |

[View Biodata Pdf](#)
[Save & Next](#)
[Next](#)

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Figure 4

7. On Biodata screen employees can view the Biodata as per first page of their Service Book. The top section on Biodata screen which shows Employee Number, GPF Number and PRAN is only for view purpose. Employee cannot make any change on these fields. **Also some other information like Employee First Name, Middle Name, Last Name, Caste, Date of Birth, Marital Status are not allowed to be modified here as this information is already added in CSI.**
8. On Biodata screen user can click on **View Biodata PDF** button to view their scanned copy of Biodata page from paper service book. This is available just for view purpose. Once user clicks on **View Biodata PDF** button a pop up message appears which states “You are about to view your Service book Biodata page in PDF format. Please close the screen after you view the page” as shown in **Figure 5**.

The screenshot shows a web form for entering biodata. The form includes fields for Qualification3, Qualification4, Professional Technical Qualification, Exact height, Personal marks for identification, Address Line 1, Address Line 2, Address Line 3, District, City, State, Zipcode, and Marital Status. A red button labeled 'View Biodata Pdf' is visible at the bottom left. A modal dialog box titled 'Message from webpage' is overlaid on the form, displaying a warning icon and the text: 'You are about to view your Service Book Biodata Page in PDF format. Please close the screen after you view the page.' with an 'OK' button.

Figure 5

9. User needs to click Ok on the popup and a new window will open which shows the Biodata PDF, as shown in **Figure 6**.

https://digitization.indiapost.gov.in/SBVerificationDemo/pdfviewer.action?struts.token.name=tok - Windows Internet Explorer

1 / 1 125% Find

C.P.F. AC  
PTBG 13306  
No .....

### I. जीवन - वृत्त BIO-DATA

1. पूरा नाम (साफ अक्षरों में)  
Name in full (in block letters) **SRI SRGERAMA**  
श्री/श्रीमती/कुमारी / Shri/Smt./Kumari
2. पिता का नाम (साफ अक्षरों में)  
Father's Name (inblock letters) **VENKATE GOWDA**
3. पति का नाम (साफ अक्षरों में)  
Husband's Name (inblock letters) —
4. राष्ट्रियता (यदि भारत का नागरिक नहीं है तो पात्रता-पत्र)  
की संख्या तथा तारीख  
Nationality (if not a citizen of India, number and date of  
eligibility certificate) **Indian**
5. क्या अनुसूचित जाति/जनजाति का है ?  
Whether member of Scheduled Caste/Tribe ? **No**
6. ईसवी सन और जहाँ कहीं संभव हो शक संवत् में जन्म की  
तारीख (शब्दों और अंकों दोनों में)  
Date of birth by Christian Era and wherever possible also in  
Saka Era (both in words and figures) **1-10-1961**  
**First October Nineteen Seventy One**
7. शैक्षिक योग्यताएं  
Educational qualifications  
(क) पहली नियुक्ति के समय  
(a) at the time of first appointment **B.Com**  
(ख) बाद में प्राप्त की गई  
(a) subsequently acquired —
8. ऐसी व्यावसायिक तथा तकनीकी योग्यताएं जिनका उल्लेख उक्त  
7 में न किया गया हो  
Professional and technical qualifications not covered by 7 —
9. नाप के अनुसार वास्तविक कद (बिना जूतों के)  
Exact height by measurement (without shoes) **5' 4"**
10. पहचान का वैयक्तिक चिन्ह  
Personal marks for identification **Two vaccination mark on left arm  
One black mole about one inch  
below the vaccination mark**
11. स्थायी घर का पता  
Permanent Home Address **Sreerama - S/o. Venkar Gowda  
Varakodu, Mysore Co.**
12. सरकारी कर्मचारी के हस्ताक्षर अथवा बाएँ हाथ के अंगूठे का  
निशान (तारीख सहित)  
Signature or left hand thumb impression of the Government  
Servant (with date) **X**  
**6-2-1991**  
**Asst Supt of Post Office  
K East Sub Division  
Mysore - 570020**
13. साक्ष्यांक अधिकारी के हस्ताक्षर तथा पदनाम (तारीख सहित)  
Signature and designation of attesting officer (with date)

\* विपकाने से पहले कार्यालय-अध्यक्ष द्वारा साक्ष्यांकित किया जाना है ।  
\* To be attested by the Head of office before pasting.

टिप्पणी - सरकारी कर्मचारी की 10 वर्ष की सेवा के बाद नया फोटोग्राफ लगाया जाए ।  
Note :- Photograph should be renewed after 10 years of service of Government Service.

**21-6-13**  
**Reallined**  
**29/01/13**

Figure 6

10. Once user has seen the Biodata pdf then user need to click on close button of window to close the screen and return to the Biodata screen.
11. On the Biodata screen the existing digitized data is present under column Current Value. Employee cannot make any change under this column. If an employee would like to change any field listed on this screen, employee need to check the checkbox against that particular field. Once a checkbox is checked the "Modified value" field and "Reason to Modify" field against that information will be visible as shown in **Figure 7**.

**Service Book Verification**

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwari [Sign Out](#)

### I. Bio-Data

[Help](#)

Employee Number: 10000001  
 GPF Number: KT 99999  
 PRAN Number:

| Fields                             | Current Value   | Check to Modify                     | Modified Value  | Reason to Modify          |
|------------------------------------|---|-------------------------------------|-----------------|---------------------------|
| Employee Group:                    | Group A   | <input type="checkbox"/>            |                 |                           |
| Title:                             | Shri  | <input type="checkbox"/>            |                 |                           |
| First Name:                        | Kshitij   | <input type="checkbox"/>            |                 |                           |
| Middle Name:                       |   | <input type="checkbox"/>            |                 |                           |
| Last Name:                         | Tulli   | <input type="checkbox"/>            |                 |                           |
| Name Changed:                      | No  | <input type="checkbox"/>            |                 |                           |
| Previous First Name:               |   | <input type="checkbox"/>            |                 |                           |
| Previous Middle Name:              |   | <input type="checkbox"/>            |                 |                           |
| Previous Last Name:                |   | <input type="checkbox"/>            |                 |                           |
| Fathers name:                      | Mukesh Tulli  | <input checked="" type="checkbox"/> | Dr Mukesh Tulli | corrected name with title |
| Spouses name:                      |   | <input type="checkbox"/>            |                 |                           |
| Nationality:                       | Indian  | <input type="checkbox"/>            |                 |                           |
| Number of eligibility certificate: |   | <input type="checkbox"/>            |                 |                           |
| Date of eligibility certificate:   |   | <input type="checkbox"/>            |                 |                           |
| Caste/Tribe:                       | Select Caste  | <input type="checkbox"/>            |                 |                           |
| Date of birth:                     | 20/04/1968<br>twentyeth april one thousand nine hundred sixty eight | <input type="checkbox"/>            |                 |                           |

Figure 7

12. The changed or modified value should be entered under the column “Modified Value” and reason should be entered under the column “Reason to Modify”.
13. Once a checkbox is checked, these fields are mandatory to fill. These fields cannot be left blank. If employee does not want to change the field then the respective checkbox should be unchecked.
14. Date need to be updated from the calendar only. For e.g. if Date of eligibility certificate need to be changed, user need to check on check to modify checkbox against this field, a calendar populates to fill the value in Modified Value as shown in **Figure 8**. Employee cannot type the Date in the field directly.

|                                       |                              |                                     |
|---------------------------------------|------------------------------|-------------------------------------|
| Spouses name:                         | M. LAKSHMI                   | <input type="checkbox"/>            |
| Nationality:                          | Indian                       | <input type="checkbox"/>            |
| Number of eligibility certificate:    |                              | <input type="checkbox"/>            |
| Date of eligibility certificate:      |                              | <input checked="" type="checkbox"/> |
| Caste/Tribe:                          | Select Caste                 | <input type="checkbox"/>            |
| Date of birth:                        | 18/03/1976                   | <input type="checkbox"/>            |
| Date of birth in words:               |                              | <input type="checkbox"/>            |
| Qualification1:                       | HSC                          | <input type="checkbox"/>            |
| Qualification2:                       |                              | <input type="checkbox"/>            |
| Qualification3:                       |                              | <input type="checkbox"/>            |
| Qualification4:                       |                              | <input type="checkbox"/>            |
| Professional Technical Qualification: |                              | <input type="checkbox"/>            |
| Exact height(without shoes):          | FT                           | <input type="checkbox"/>            |
| Personal marks for identification1:   | A MOLE BELOW THE LEFT EYE.   | <input type="checkbox"/>            |
| Personal marks for identification2:   | A MOLE ON THE LEFT TEMPLE.   | <input type="checkbox"/>            |
| Address Line 1:                       |                              | <input type="checkbox"/>            |
| Address Line 2:                       | D.No:- 12/111, ENGLISH PALEM | <input type="checkbox"/>            |
| Address Line 3:                       | KRISHNA DIST                 | <input type="checkbox"/>            |
| District:                             |                              | <input type="checkbox"/>            |

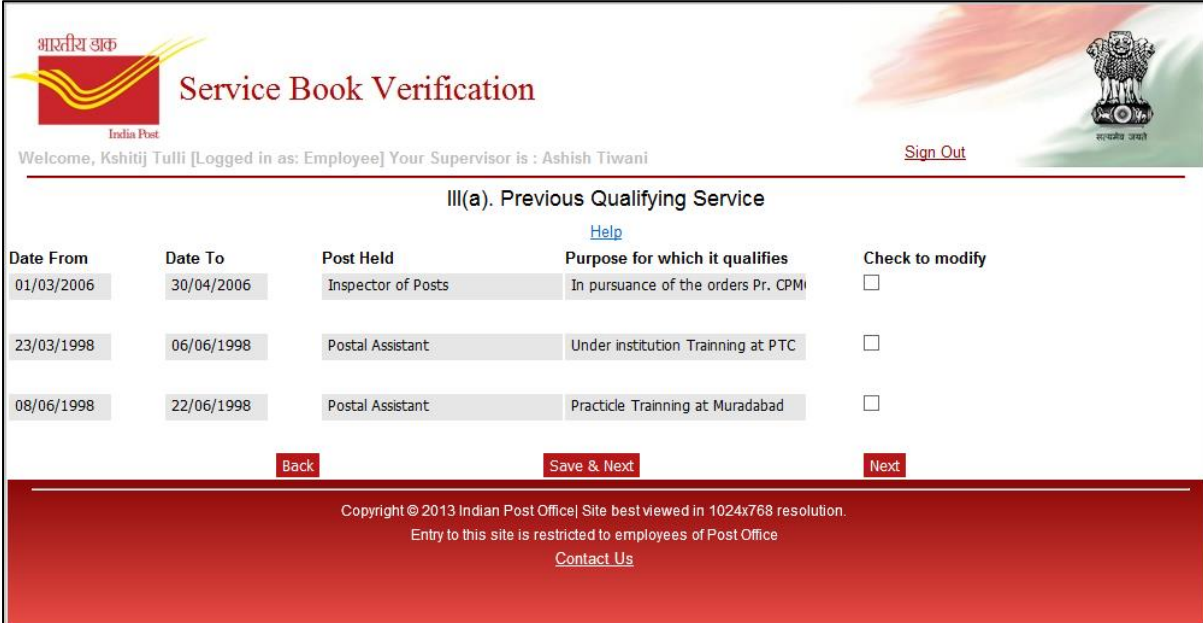
May
2018

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

Figure 8

15. By default the calendar shows current month. If employee wants to choose any month then employee can choose from the month drop down. Similarly employee can select previous years from the year drop down. At a time the year drop down only lists 60 years back and 10 years forward from the current selection. If employee wants to select year which is more than 60 years back then employee first need to select the first year available in the drop down and then again open the drop down to select year which is more than 60 years back. As the drop down values will be updated according to the year selected. Also the user will not be able to enter any date manually. In order to clear the date the user needs to double click on the date field.
16. If employee has changed any information on this screen then employee must click on **Save & Next** button to save the changed information and move to the next screen. If employee has not changed anything then employee can click on **Next** button to move to the next screen.
17. If employee has changed any value on this screen and clicked on Next button, a pop up message will be shown to the employee stating that “you have made changes on this page. Are you sure you want to move from this page. If employee does not want to change anything then click Ok button. If employee wants to save the change then click cancel and again click **Save & Next** button on screen.
18. Once employee clicks on **Save & Next** or **Next** button on Biodata screen, the next screen opened is the Previous Qualifying Service Screen as shown in **Figure 9**.





भारतीय डाक  
India Post

## Service Book Verification

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### III(a). Previous Qualifying Service

[Help](#)

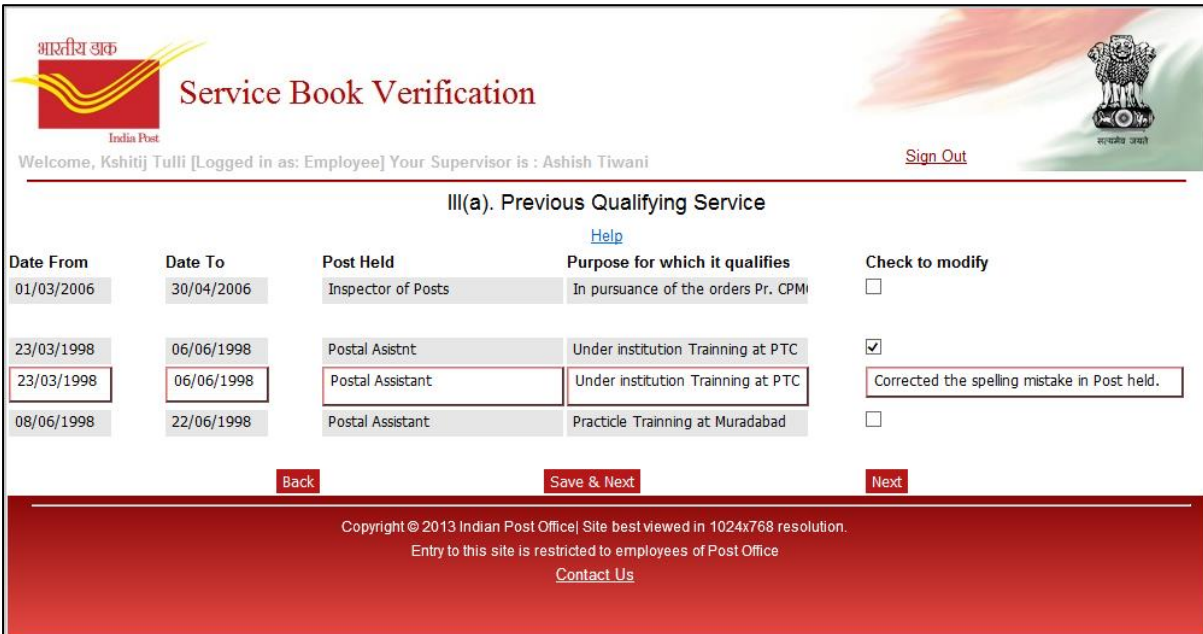
| Date From  | Date To    | Post Held          | Purpose for which it qualifies      | Check to modify          |
|------------|------------|--------------------|-------------------------------------|--------------------------|
| 01/03/2006 | 30/04/2006 | Inspector of Posts | In pursuance of the orders Pr. CPMI | <input type="checkbox"/> |
| 23/03/1998 | 06/06/1998 | Postal Assistant   | Under institution Training at PTC   | <input type="checkbox"/> |
| 08/06/1998 | 22/06/1998 | Postal Assistant   | Practicle Training at Muradabad     | <input type="checkbox"/> |

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Figure 9

19. This screen lists the details of employee's previous service (Section III a. from Service Book) if exists. This screen also shows employee's training details at the time of joining.
20. If employee wants to change any information on this screen then employee needs to check the checkbox against the row. Once an employee clicks on the checkbox, a new row to enter changed information will be visible just below the existing row. Also reason to modify the information will be visible under the checkbox as shown in **Figure 10**.



भारतीय डाक  
India Post

## Service Book Verification

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### III(a). Previous Qualifying Service

[Help](#)

| Date From  | Date To    | Post Held          | Purpose for which it qualifies      | Check to modify                              |
|------------|------------|--------------------|-------------------------------------|--|
| 01/03/2006 | 30/04/2006 | Inspector of Posts | In pursuance of the orders Pr. CPMI | <input type="checkbox"/>                     |
| 23/03/1998 | 06/06/1998 | Postal Asistnt     | Under institution Training at PTC   | <input checked="" type="checkbox"/>          |
| 23/03/1998 | 06/06/1998 | Postal Assistant   | Under institution Training at PTC   | Corrected the spelling mistake in Post held. |
| 08/06/1998 | 22/06/1998 | Postal Assistant   | Practicle Training at Muradabad     | <input type="checkbox"/>                     |

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Figure 10

21. The new row to change the information will contain the default values as the existing value, if employee wants to change any information then just need to click on that field

the default value will be removed after the click. If the field is not changed then again the default value appears.

22. The date fields “Date From” and “Date To” will show a calendar to select the date from calendar as shown in **Figure 11**.

**Service Book Verification**

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### III(a). Previous Qualifying Service

[Help](#)

| Date From  | Date To    | Post Held          | Purpose for which it qualifies      | Check to modify   |
|------------|------------|--------------------|-------------------------------------|---|
| 01/03/2006 | 30/04/2006 | Inspector of Posts | In pursuance of the orders Pr. CPMI | <input type="checkbox"/>  |
| 23/03/1998 | 06/06/1998 | Postal Asistnt     | Under institution Training at PTC   | <input checked="" type="checkbox"/>                                   |
|            | 06/06/1998 | Postal Assistant   | Under institution Training at PTC   | <input type="checkbox"/> Corrected the spelling mistake in Post held. |
|            |            | Postal Assistant   | Practicle Training at Muradabad     | <input type="checkbox"/>  |

Mar 1998

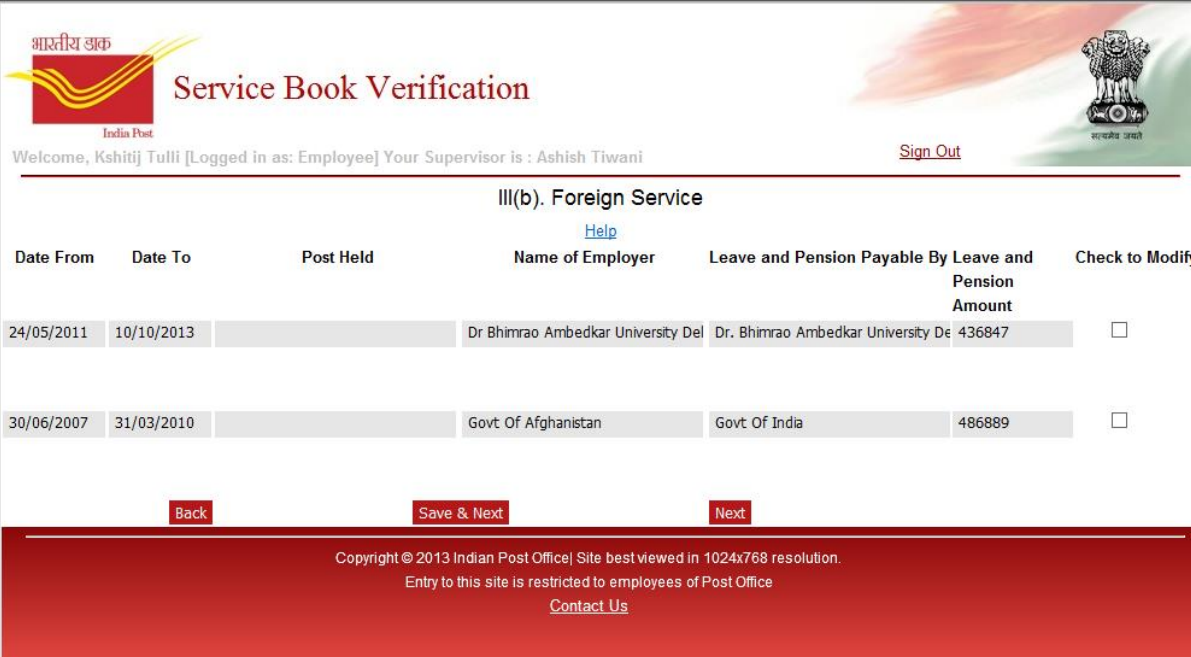
| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

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Figure 11

23. Once employee has made changes on this screen, employee needs to click on **Save & Next** button, to save the changed information and move to the next screen. If employee has not made any change then employee can click on **Next** button to move to the next screen.
24. Once employee clicks on **Save & Next** or **Next** button on Previous Qualifying Service screen, the next screen opened is the Foreign Service Screen as shown in the Figure 8.
25. This screen lists the details of employee's Foreign Service (Section III b. from Service Book) if exists as shown in **Figure 12**.



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## Service Book Verification

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### III(b). Foreign Service

[Help](#)

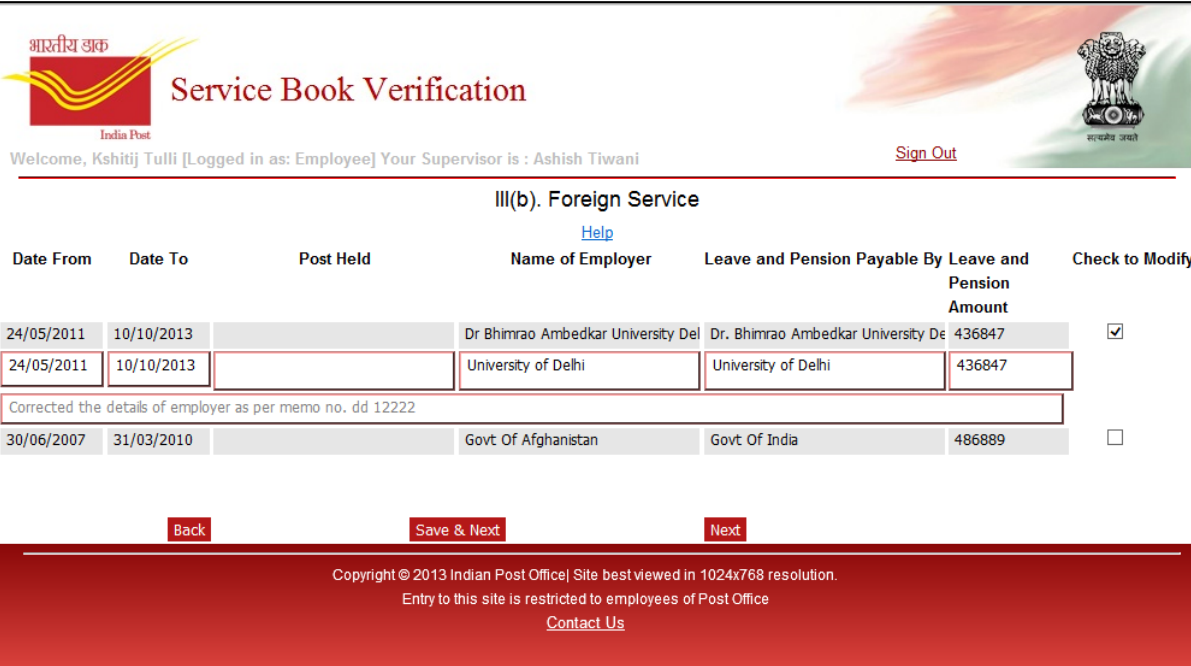
| Date From  | Date To    | Post Held | Name of Employer                   | Leave and Pension Payable By       | Leave and Pension Amount | Check to Modify          |
|------------|------------|-----------|------------------------------------|------------------------------------|--------------------------|--------------------------|
| 24/05/2011 | 10/10/2013 |           | Dr Bhimrao Ambedkar University Del | Dr. Bhimrao Ambedkar University De | 436847                   | <input type="checkbox"/> |
| 30/06/2007 | 31/03/2010 |           | Govt Of Afghanistan                | Govt Of India                      | 486889                   | <input type="checkbox"/> |

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Figure 12

26. If employee wants to change any information on this screen then employee needs to check the checkbox against the row. A new row to enter changed information will be visible just below the existing row. Also reason to modify the information will be visible under the checkbox as shown in **Figure 13**.



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## Service Book Verification

Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani [Sign Out](#)

### III(b). Foreign Service

[Help](#)

| Date From  | Date To    | Post Held | Name of Employer                   | Leave and Pension Payable By       | Leave and Pension Amount | Check to Modify                     |
|--|------------|-----------|------------------------------------|------------------------------------|--------------------------|-------------------------------------|
| 24/05/2011   | 10/10/2013 |           | Dr Bhimrao Ambedkar University Del | Dr. Bhimrao Ambedkar University De | 436847                   | <input checked="" type="checkbox"/> |
| 24/05/2011   | 10/10/2013 |           | University of Delhi                | University of Delhi                | 436847                   |                                     |
| Corrected the details of employer as per memo no. dd 12222 |            |           |                                    |                                    |                          |                                     |
| 30/06/2007   | 31/03/2010 |           | Govt Of Afghanistan                | Govt Of India                      | 486889                   | <input type="checkbox"/>            |

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Figure 13

27. The new row to change the information will show the data as the existing digitized data, if employee wants to change any field then just need to click on that field the default value will be removed after the click. If the field is not changed then again the default value appears.
28. The date fields “Date From” and “Date To” will show a calendar to select the date from calendar as shown in **Figure 14**.

The screenshot displays the 'Service Book Verification' web application. At the top, there is a header with the India Post logo, the text 'Service Book Verification', and a 'Sign Out' link. Below the header, a welcome message reads: 'Welcome, Kshitij Tulli [Logged in as: Employee] Your Supervisor is : Ashish Tiwani'. The main section is titled 'III(b). Foreign Service' and includes a 'Help' link. A table lists service entries with columns: Date From, Date To, Post Held, Name of Employer, Leave and Pension Payable By, Leave and Pension Amount, and Check to Modify. The first entry shows dates 24/05/2011 to 10/10/2013 for a Postal Assistant at Dr. Bhimrao Ambedkar University Delhi. A calendar is open over the 'Date From' field, showing October 2013. The second entry shows dates 24/05/2011 to 30/06/2007 for a Postal Assistant at Govt Of Afghanistan. Below the table are 'Save & Next' and 'Next' buttons. At the bottom, there is a footer with a resolution notice and a 'Contact Us' link.

Figure 14

29. Once employee has made changes, needs to click on **Save & Next** button, to save the changed information and move to the next screen. If employee has not made any change then employee can click on **Next** button to move to the next screen.
30. Once employee clicks on **Save & Next** or **Next** button on Foreign Service screen, the next screen opened is the History and Verification as shown in **Figure 15**.
31. This screen lists the details of employee's History and Verification of Service (Section IV. from Service Book) if exists as shown in **Figure 15**.



**Service Book Verification**

Welcome, Shankara [Logged in as: Employee] Your Supervisor is : Satish Kumar

### IV. History and Verification of Service

| Check to modify          | Status      | Entity type           | Date from  | Date to    | Post     | Scale of pay | Office(with station) | Substantive Pay | Officiating Pay | Grade pay | Events affecting cols. 4-8 | Amount | Remarks  |
|--------------------------|-------------|-----------------------|------------|------------|----------|--------------|----------------------|-----------------|-----------------|-----------|----------------------------|--------|--|
| <input type="checkbox"/> | Not changed | Joining   Joining     | 20/03/2010 |            | Post man | 5200-20200   | Laxmipuram           | 6460.0          | 0.0             | 2000      | leave                      | 0.0    | GDS Provisionally selected to the cadre of Post man under outsider merit quota for the year 2009 under |
| <input type="checkbox"/> | Not changed | Transfer   Transfer   | 19/09/2010 |            | P M      |              | Mysore HPO           | 6460.0          | 0.0             | 2000      | Increment                  | 0.0    |  |
| <input type="checkbox"/> | Not changed | Increment   Increment | 01/07/2011 |            | P M      |              | Mysore HPO           | 6720.0          | 0.0             | 2000      | Increment                  | 0.0    |  |
| <input type="checkbox"/> | Not changed | Increment   Increment | 01/07/2012 |            | P M      |              | Mysore HPO           | 6990.0          | 0.0             | 2000      | Strike                     | 0.0    |  |
| <input type="checkbox"/> | Not changed | Select Entity Type    | 12/12/2012 | 12/12/2012 | P M      |              | Mysore HPO           | 0.0             | 0.0             | 0         | ends                       | 0.0    |  |
| <input type="checkbox"/> | Not changed | Leave   Leave         | 31/01/2013 | 04/02/2013 | P M      |              | Mysore HPO           | 6990.0          | 0.0             | 2000      | ends                       | 0.0    |  |
| <input type="checkbox"/> | Not changed | Leave   Leave         | 20/02/2013 | 21/02/2013 | P M      |              | Mysore HPO           | 0.0             | 0.0             | 0         | Ends                       | 0.0    |  |
| <input type="checkbox"/> | Not changed | Increment   Increment | 01/07/2013 |            | P M      |              | Mysore HPO           | 7260.0          | 0.0             | 2000      |                            | 0.0    | Family Particulars furnished & filed S B   |
| <input type="checkbox"/> | Not changed | Select Entity Type    |            |            |          |              |                      | 0.0             | 0.0             |           |                            | 0.0    | CGEPSS 80 Nomination furnished 1/2/2000 Subhadra R wife and filed in SR                                |

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Figure 15

32. To see the complete details of the employee data of History and Verification, employee can scroll the screen to right using the scrollbar available at the bottom of the explorer as shown in **Figure 16**.

Sign Out

### IV. History and Verification of Service

| Grade pay | Events affecting cols. 4-8 | Amount | Remarks  | Type of leave | Appointing authority | Grade of appointing authority | Date of sanction | Amount of Loan | Leave enhancement | Number of days | LTC type | LTC period |
|-----------|----------------------------|--------|--|---------------|----------------------|-------------------------------|------------------|----------------|-------------------|----------------|----------|------------|
| 2000      | leave                      | 0.0    | GDS Provisionally selected to the cadre of Post man under outsider merit quota for the year 2009 under | Select I      | 5   SSP              | 5400/JTS                      |                  | 0.0            |                   |                | Select L |            |
| 2000      | Increment                  | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 2000      | Increment                  | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 2000      | Strike                     | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 0         | ends                       | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 2000      | ends                       | 0.0    |  | 1001          | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 0         | Ends                       | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
| 2000      |                            | 0.0    |  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
|           |                            | 0.0    | Family Particulars furnished & filed in S B  | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |
|           |                            | 0.0    | CGEPSS 80 Nomination furnished 1/2/2000 Subhadra R wife and filed in SR                                | Select I      | Select Appoin        |                               |                  | 0.0            |                   |                | Select L |            |

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Figure 16

33. On History and Verification of Service screen, only those entries will be shown which are required for the target system and agreed for the digitization. Such as Joining, Transfer, Leave, LTC etc. Some of the entries such as Deputation, Remarks, Duty etc. are not digitized and will not be shown on this screen.
34. **Joining Entry and one latest Promotion or Transfer entry which is already added in CSI through Minimal data will not be allowed here for modification. These entries will be shown highlighted and the checkbox “Check to Modify” will be disabled.**
35. If employee wants to change any information on this screen then employee needs to check the checkbox against the row. A new pop up window will get opened with current information already filled as shown in **Figure 17**.

|  |                               |  |
|--|-------------------------------|--|
| Entry type:  | Increment                     |  |
| Date from:   | 01/07/1982                    |  |
| Date to:   |                               |  |
| Post:  | Jr Accountant                 |  |
| Scale of pay:  | 330-10-380-EB-12-500-EB-15-56 |  |
| Office(with station):  | DAP Nagpur                    | *Please type atleast first 5 characters of office name and press tab button to open office list. |
| Substantive:   | 340.0                         |  |
| Officiating:   |                               |  |
| Grade pay:   |                               |  |
| Events affecting cols. 4-8:  |                               |  |
| Amount:  |                               |  |
| Remarks:   |                               |  |
| Type of leave:   | Select leave type             |  |
| Appointing authority:  | Select designation            |  |
| Grade of appointing authority:   |                               |  |
| Date of sanction:  |                               |  |
| Amount of Loan:  |                               |  |
| Type of advance:   | Select type                   |  |
| Leave encashment:  | Select a value                |  |
| Number of days:  |                               |  |
| LTC type:  | Select LTC type               |  |
| LTC period:  |                               |  |
| LTC amount:  |                               |  |
| Advance amount:  |                               |  |
| Training Name:   | Select Training               |  |
| Reason for change:   |                               |  |
| <input type="button" value="Update"/> <input type="button" value="Close"/> |                               |  |

Figure 17

36. The employee needs to modify the required information and leave the rest of the information on this pop up window as it is.
37. If employee wants to modify the office name then need to enter first five letters in the office name field and click tab button or click left button of mouse outside of office field, this will open a new pop up with the relevant office names. Employee needs to select the required office name from the list.
38. Once information is changed employee needs to click on **Update** button. This will save the changed information and close the pop up window.
39. Similarly if employee would like to change any other row then employee can click on the checkbox against that row. A new pop up window will open with the specific details.



40. Once the data is changed on pop up window and clicked update, it is saved. But employee will not be able to view the modified data on main History and Verification page. It will only appear on the pop up window.
41. At a time on History and Verification screen employee can see 10 rows, to view the next 10 rows employee need to click on **>>>**. Similarly click **<<<** to view the previous 10 entries.
42. Once employee finishes the change on the History and Verification screen then employee needs to click on **Save & Next** button to save the information changed and move to the next screen.
43. If employee has verified all the information on the History and Verification screen and has not modified anything, then employee can click **Next** button to move to the next screen.
44. Once employee clicks either on **Save & Next** or **Next** button the next screen opened is Leave Balance screen.
45. Leave Balance screen shows the digitized leave balance of Earn leaves and Half Pay leaves of employee as shown in **Figure 18**.



Figure 18

46. On this page no change is required to be made as the correct Leave Balance is already added in CSI.
47. Once employee has reviewed service book, employee needs to click **View Changes** Button, to view all the information modified at all pages.
48. On the View Changes screen all changes which are made by employee will be visible as shown in Figure. Employee can still make the changes by clicking on Edit Biodata and Edit Service History buttons.



**भारतीय डाक**  
India Post

## Service Book Verification

Welcome, Kshitij Tulli (Logged in as: Employee) Your Supervisor is : Ashish Tewani

Employee GPF/Pran:

Employee Name:

**BIO DATA**

| Field Name | Old Value | New Value | Reason |
|------------|-----------|-----------|--------|
| empGroup   | 1         | 2         | OK     |

[Edit BioData](#)

**Service History**

| Entry Type      | Date from | Date to | Post    | Office(with station) | Substantive Pay | Officiating Pay | Grade pay | Events affecting cols. 4-8 | Amount | Remarks | Type of leave | Ap |
|-----------------|-----------|---------|---------|----------------------|-----------------|-----------------|-----------|----------------------------|--------|---------|---------------|----|
| Old Values      | Leave     | 9/9/14  | 9/30/14 | PostMan              | Lakshmiapuram S | 9540.0          | 0.0       | 2400                       | Duty   | 0.0     | 1001          |    |
| Modified Values |           |         |         | PO11409221000        |                 |                 | 5400      |                            |        |         |               |    |

[Edit Service History](#)

[Submit](#)

Figure 19

49. If there are no changes made by employee then on this screen a message will be shown to employee that there are no changes made. Employee needs to click Submit on this screen.



**भारतीय डाक**  
India Post

## Service Book Verification

Welcome, Kshitij Tulli (Logged in as: Employee) Your Supervisor is : Ashish Tewani

Employee GPF/Pran:

Employee Name:

There are no changes made in your Service Book.

[Submit](#)

Figure 20

50. On this screen, once the Submit button is clicked a message will be visible to employee to confirm if employee wants to submit the information, or employee can click cancel to change the information again. Once Ok is clicked the information will be submitted to the Supervisor for review purpose and Employee will see a confirmation screen where message is shown that Verification is complete and Supervisor will review the changes as shown in **Figure 21**.



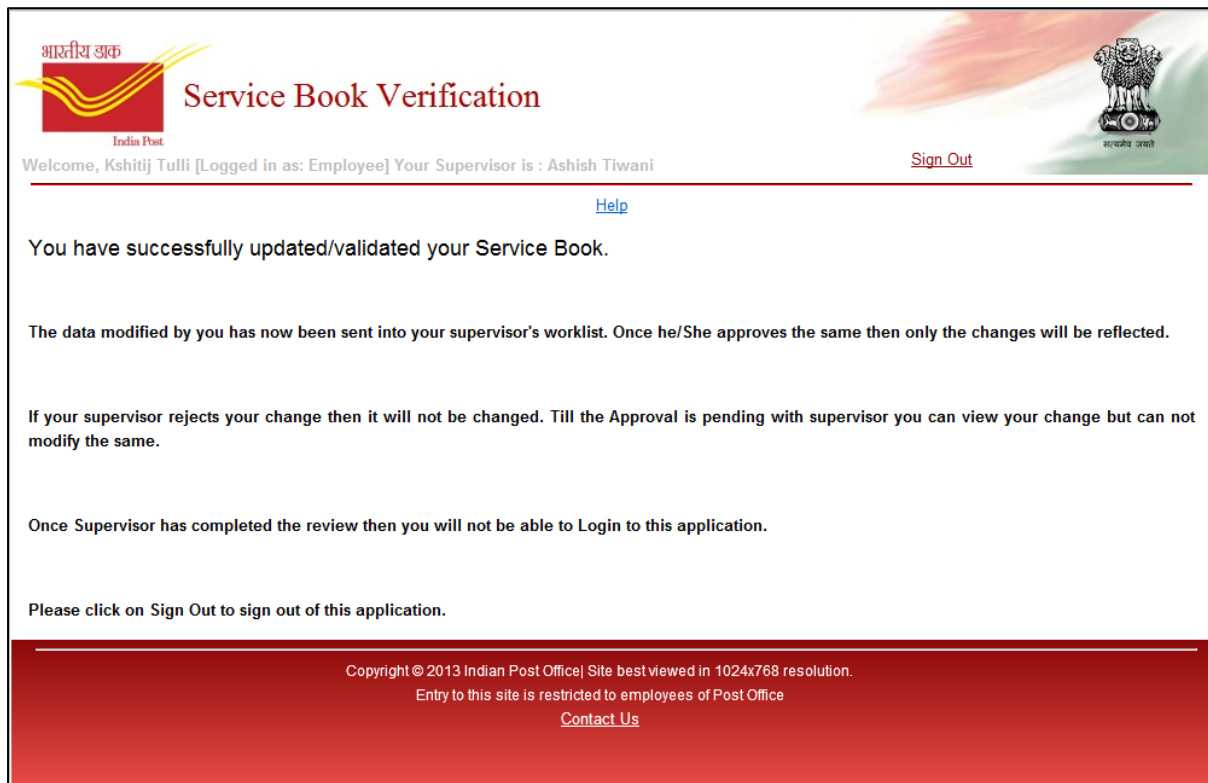


Figure 21

51. On this screen employee needs to click on Sign Out to get out of the application and redirected to the Login screen.
52. If employee would like to see what changes were made by him/her then employee can login again with the login credentials. Once logged in after the disclaimer screen, Biodata screen will be opened and a message populates stating that changes have already been made and you can only view the change.
53. Employee can only click **Next** button to view all the changes on all screens. **Save & Next** button will be disabled.

## 5 SUPERVISOR LOGIN AND APPROVAL

The application has functionality through the supervisor/ SPOC login to approve or reject the changes requested by employee. Supervisor can follow the following steps:

1. Supervisor/ SPOC needs to select “Supervisor” option from the Login As drop down.
2. Enter the User Id and Password as provided. Please make sure that correct User Id and Password is used as provided by TCS Admin as shown in **Figure 22**.

**Service Book Verification**

[Help](#)

**Sign In**

Login As: Supervisor ▼

User Id: PTN 12345

Password: \*\*\*\*\*

**Login**

**\*Note:**

- In User Id please use your GPF/PRAN.
- In Password use your DOB(ddmm/yyyy) as per Service Book.
- Make sure that the FRAN should contain 12 digits only.
- Employee should enter his GPF number in BG 12345 format only.
- Once Supervisor has completed the review then you will not be able to Login to this application.

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Figure 22

3. Click Login button.
4. Once a supervisor click on Login and the login is successful the first screen shown is Supervisor's Worklist as shown in **Figure 23**.

**Service Book Verification**

Welcome, MOHAMMED ABDUL MUNIM [Logged in as: Supervisor]  
Last Login : 2018-05-21 11:12:59

[Change Password](#) [Sign Out](#)

**Supervisor's Worklist**

| Emp Id   | GPF/PRAN   | Emp Name            | Date Submitted | Change Requested    |
|----------|------------|---------------------|----------------|---------------------|
| 10002370 | PTN 154127 | JUEE KESHAV PALEKAR | 29/07/2016     | <a href="#">Yes</a> |
| 10000360 | PTN 117781 | AFZAL HABIB SHAIKH  | 05/12/2016     | <a href="#">Yes</a> |
| 10142972 | 153326     | DEELIPKUMAR         | 01/06/2016     | <a href="#">Yes</a> |
| 10000434 | PTN 124324 | SHRIRANG PATIL      | 02/01/2017     | <a href="#">Yes</a> |
| 10001358 | PTN 159985 | AVINASH VINAYAKRAO  | 01/12/2016     | <a href="#">Yes</a> |
| 10000437 | PTN 120986 | DESHMUKH            | 25/07/2016     | <a href="#">Yes</a> |
|          |            | YUNUS NOOR          |                |                     |
|          |            | MOHAMMAD            |                |                     |
|          |            | NANA SUKALAL        |                |                     |
|          |            | WANKHEDE            |                |                     |

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Figure 23

5. This screen shows a list of all the employees who have reviewed their Service book and made some changes which supervisor has to review.
6. The list contains Employee Id, Employee Name, Verification Status, Approval Status, Date Self-Verification submitted by employee and whether change was requested or not.
7. Supervisor needs to review the changes requested by employee and either approve or reject the changes.
8. Supervisor needs to click on the link “Yes” against the employee to review his/her changes.
9. Once supervisor clicks on Yes link the next screen opens is Biodata screen with the details of the employee and all the changes requested by employee along with the reason given by employee as shown in **Figure 24**.

The screenshot displays the 'Service Book Verification' interface. At the top, it includes the India Post logo and the title 'Service Book Verification'. Below this, a welcome message for 'Ashish Tiwani' (logged in as Supervisor) and a 'Sign Out' link are visible. The main section is titled 'I. Bio-data' and contains a form for verifying an employee's details. The form includes fields for Employee Number (10000001), GPF Number (KT 99999), and PRAN Number (0). A table lists various fields for verification, including Group, Title, First Name, Middle Name, Last Name, Name Changed status, Previous names, Fathers name, Spouses name, Nationality, and Number of eligibility. Each field has a 'Digitized Content' column, a 'Modified by Employee' column with a dropdown, a 'Reason to Modify' column, and two columns for 'Approve/Reject' (radio buttons). The 'Fathers name' row shows 'Mukesh Tulli' as the digitized content, 'Dr Mukesh Tulli' as the modified content, 'Corrected name with title' as the reason, and the 'Approve' radio button is selected, with a 'Verified in Service book' status box.

| Fields                 | Digitized Content | Modified by Employee | Reason to Modify          | Approve/Reject   | Reason/Remarks           |
|------------------------|-------------------|----------------------|---------------------------|--|--------------------------|
| Employee Number:       | 10000001          |                      |                           |  |                          |
| Group:                 | Group B           | Select Group         |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Title:                 | Shri              | Select Title         |                           | <input type="radio"/> <input type="radio"/>            |                          |
| First Name:            | Kshitij           |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Middle Name:           |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Last Name:             | Tulli             |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Name Changed:          | No                |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Previous First Name:   |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Previous Middle Name:  |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Previous Last Name:    |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Fathers name:          | Mukesh Tulli      | Dr Mukesh Tulli      | Corrected name with title | <input checked="" type="radio"/> <input type="radio"/> | Verified in Service book |
| Spouses name:          |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Nationality:           | Indian            |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |
| Number of eligibility: |                   |                      |                           | <input type="radio"/> <input type="radio"/>            |                          |

Figure 24

10. Supervisor has the option to either approve or reject the change made by employee and provide the reason why the change was approved or rejected.
11. There is no option for supervisor to change any information for any employee.
12. To approve the changes, supervisor needs to click on approve option for all the changes and provide the reason and click Save & Next button.
13. If supervisor approves the change made by employee then Service Book data of that employee will get updated with the changed value.
14. To reject the changes, supervisor needs to click on reject option for all the changes and provide the reason and click Save & Next button.

15. If supervisor rejects the change made by employee then no change will be made in Service Book data corresponding to that entry will remain as it was digitized.
16. Once supervisor has completed the review on Biodata screen and selected option Approved/Reject for all the changes and provided remarks for those changes then supervisor can click Save & Next button to continue to next screen.
17. If employee has not requested any change on the Biodata screen then supervisor can click Next button to move to the next screen.
18. Once supervisor clicks on Save & Next or Next button the next screen opened is the Previous Qualifying Service screen as shown in **Figure 25**.

**Service Book Verification**

Welcome, Ashish Tiwani [Logged in as: Supervisor] Last Login : 2015-02-20 17:22:51 [Sign Out](#)

**III(a). Previous Qualifying Service** [Help](#)

|                    | Date From                                   | Date To    | Post Held                              | Purpose for which it qualifies      | Approve/Reject   |
|--------------------|---|------------|--|-------------------------------------|--|
| Current Values:    | 01/03/2006                                  | 30/04/2006 | Inspector of Posts                     | In pursuance of the orders Pr. CPMI | <input type="radio"/> <input type="radio"/>            |
| Modified Values:   |   |            |  |                                     |  |
| Reason for change: |   |            |  |                                     |  |
| Current Values:    | 23/03/1998                                  | 06/06/1998 | Postal Asistnt                         | Under institution Training at PTC   | <input checked="" type="radio"/> <input type="radio"/> |
| Modified Values:   |   |            | Postal Assistant                       |                                     |  |
| Reason for change: | corrected the spelling mistake in Post held |            | Spelling mistake verified and approved |                                     |  |
| Current Values:    | 08/06/1998                                  | 22/06/1998 | Postal Assistant                       | Practicle Training at Muradabad     | <input type="radio"/> <input type="radio"/>            |
| Modified Values:   |   |            |  |                                     |  |
| Reason for change: |   |            |  |                                     |  |

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Figure 25

19. On this screen supervisor can review the changes made by employee related to their Previous Qualifying Service, along with the original details which were available in service book.
20. All the fields which were modified by employee will be shown as highlighted in yellow colour.
21. Supervisor has option to either approve or reject the changes as a whole row. Also remarks are required while approval/rejection.
22. Once Supervisor has selected choice of approval or rejection and provided the remarks, supervisor needs to click on **Save & Next** button to save the changes.
23. If employee has not requested any change on the Previous Qualifying screen then supervisor can click Next button to move to the next screen.
24. Once supervisor clicks on **Save & Next** or **Next** button the next screen opened is the Foreign Service screen as shown in **Figure 26**.

आरतीय डाक  
India Post

Service Book Verification

Welcome, Ashish Tiwani [Logged in as: Supervisor] Last Login : 2015-02-20 17:23:32 [Sign Out](#)

III(b). Foreign Service [Help](#)

|                    | Date From  | Date To    | Post Held | Name of Employer      | Leave and Pension Payable By | Leave and Pension Amount | Approve/Reject   |
|--------------------|--|------------|-----------|-----------------------|------------------------------|--------------------------|--|
| Current Values:    | 24/05/2011   | 10/10/2013 |           | Dr Bhimrao Ambedkar U | Dr. Bhimrao Ambedkar Univer  | 436847                   | <input checked="" type="radio"/> <input type="radio"/> |
| Modified Values:   |  |            |           | University of Delhi   | University of Delhi          |                          |  |
| Reason for change: | Corrected the details of employer as per memo no. dd 12222 |            |           |                       |                              |                          | Verified against Service book and approved             |
| Current Values:    | 30/06/2007   | 31/03/2010 |           | Govt Of Afghanistan   | Govt Of India                | 486889                   | <input type="radio"/> <input type="radio"/>            |
| Modified Values:   |  |            |           |                       |                              |                          |  |
| Reason for change: |  |            |           |                       |                              |                          |  |

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Figure 26

25. On this screen the list of employee's Foreign Service will be displayed. If employee has made any change on this screen it will be shown highlighted in yellow colour.
26. Supervisor has option to either approve or reject the changes as a whole row. Also remarks are required while approval/rejection.
27. Once Supervisor has selected choice of approval or rejection and provided the remarks, supervisor needs to click on **Save & Next** button to save the changes.
28. If employee has not requested any change on the Foreign Service screen then supervisor can click **Next** button to move to the next screen.
29. Once supervisor clicks on Save & Next or Next button the next screen opened is the History and Verification of Service screen.
30. On this screen supervisor can review the changes made by employee related to their History and Verification, along with the original details which were available in service book as shown in **Figure 27** and **Figure 28**.

**भारतीय डाक**  
India Post

## Service Book Verification

Welcome, Ashish Tiwani [Logged in as: Supervisor]

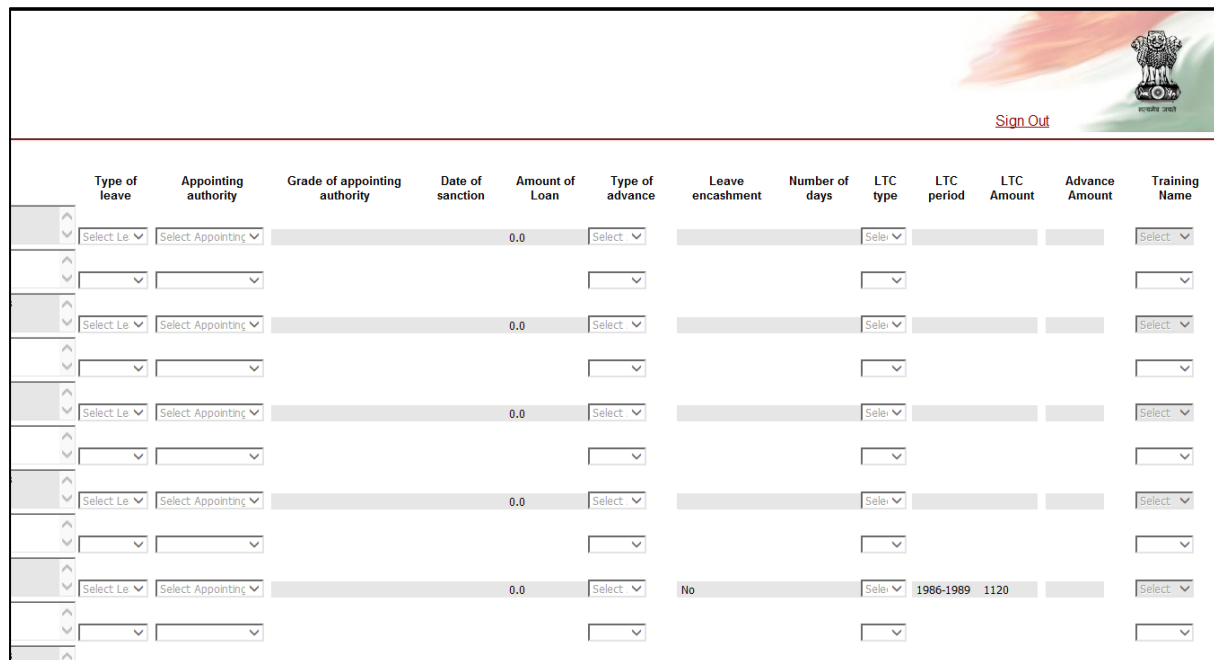
| Approve/Reject        | Reason for change     | Entry type                  | Date from  | Date to        | Post       | Scale of pay               | Office(with station) | Substantive Pay | Officiating Pay | G |
|-----------------------|-----------------------|-----------------------------|--|----------------|------------|----------------------------|----------------------|-----------------|-----------------|---|
| <input type="radio"/> | <input type="radio"/> | Current Values              | Increment  | 01/07/1985     |            | Jr Accountant 330-10-380-E | DAP Nagpur           | 370.0           | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Annual   | 01/04/1986     | 31/03/1987 |                            |                      | 0.0             | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Increment  | 01/06/1986     |            | Jr Accountant 1200-30-1560 | DAP Nagpur           | 1290.0          | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Annual   | 01/04/1987     | 31/03/1988 |                            |                      | 0.0             | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | LTC  | 08/02/1988     | 03/03/1988 |                            |                      | 0.0             | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Annual   | 01/04/1988     | 31/03/1989 |                            |                      | 0.0             | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Increment  | 01/04/1988     |            | Sr Accountant 1440.0       | DAP Nagpur           | 1440.0          | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Reason to approve or reject | Corrected the Substantive Pay as per service book. | Changed Values | Select     |                            |                      | 1450.0          |                 |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Annual   | 01/04/1989     | 31/03/1990 |                            |                      | 0.0             | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Increment  | 01/04/1989     |            | Sr Accountant 1400-40-1600 | DAP Nagpur           | 1480.0          | 0.0             |   |
| <input type="radio"/> | <input type="radio"/> | Current Values              | Annual   | 01/04/1990     | 31/03/1991 |                            |                      | 0.0             | 0.0             |   |

Back Save & Next Next <<< >>>

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Ente

Figure 27

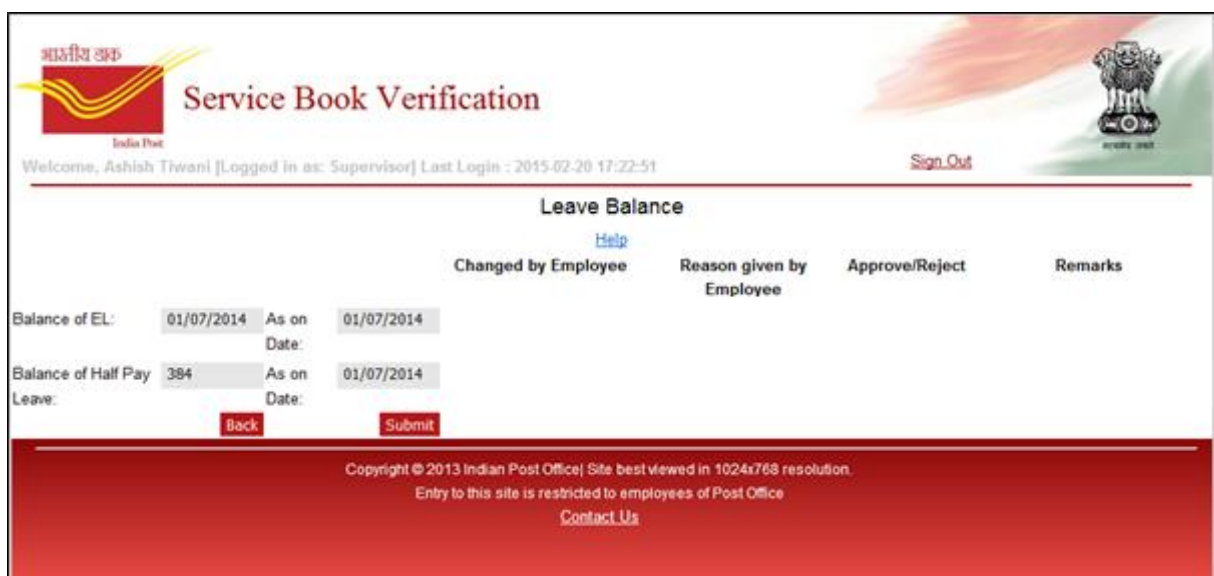
31. All the fields which were modified by employee will be shown as highlighted in yellow colour.
32. Supervisor has option to either approve or reject the changes as a whole row. Also remarks are required while approval/rejection.



The screenshot shows a web application interface for the DOP - CSI PROGRAM. At the top right, there is a 'Sign Out' link and the Indian Post logo. Below this is a table with the following columns: Type of leave, Appointing authority, Grade of appointing authority, Date of sanction, Amount of Loan, Type of advance, Leave encashment, Number of days, LTC type, LTC period, LTC Amount, Advance Amount, and Training Name. The table contains several rows of data, with some fields highlighted in grey. The last row shows 'No' for Leave encashment and '1986-1989 1120' for LTC period.

Figure 28

33. Once Supervisor has selected choice of approval or rejection and provided the remarks, supervisor needs to click on **Save & Next** button to save the changes.
34. If employee has not requested any change on the History and Verification of Service screen then supervisor can click **Next** button to move to the next screen.
35. Once supervisor clicks on **Save & Next** or **Next** button the next screen opened is the Leave Balance screen.
36. On this screen employee's digitized balance of leaves will be displayed. No changes are required to be done here as shown in **Figure 29**.



The screenshot shows the 'Service Book Verification' screen. At the top, there is a header with the Indian Post logo and the text 'Service Book Verification'. Below this, a welcome message reads: 'Welcome, Ashish Tivani [Logged in as: Supervisor] Last Login : 2015-02-20 17:22:51'. There is a 'Sign Out' link at the top right. The main section is titled 'Leave Balance' and contains a table with columns: Changed by Employee, Reason given by Employee, Approve/Reject, and Remarks. Below the table, there are input fields for 'Balance of EL' and 'Balance of Half Pay Leave', each with a date selector. At the bottom, there are 'Back' and 'Submit' buttons. A footer section contains copyright information and a 'Contact Us' link.

Figure 29

37. Supervisor needs to click on **Submit** button to save the changes.



38. Once Submit is clicked all the data approved and rejected by supervisor will be saved and a check will be made to verify if all the modified data from all screens have been approved or rejected. If its approved or rejected then the process of review will get completed and a confirmation screen will be shown as shown in **Figure 30**.

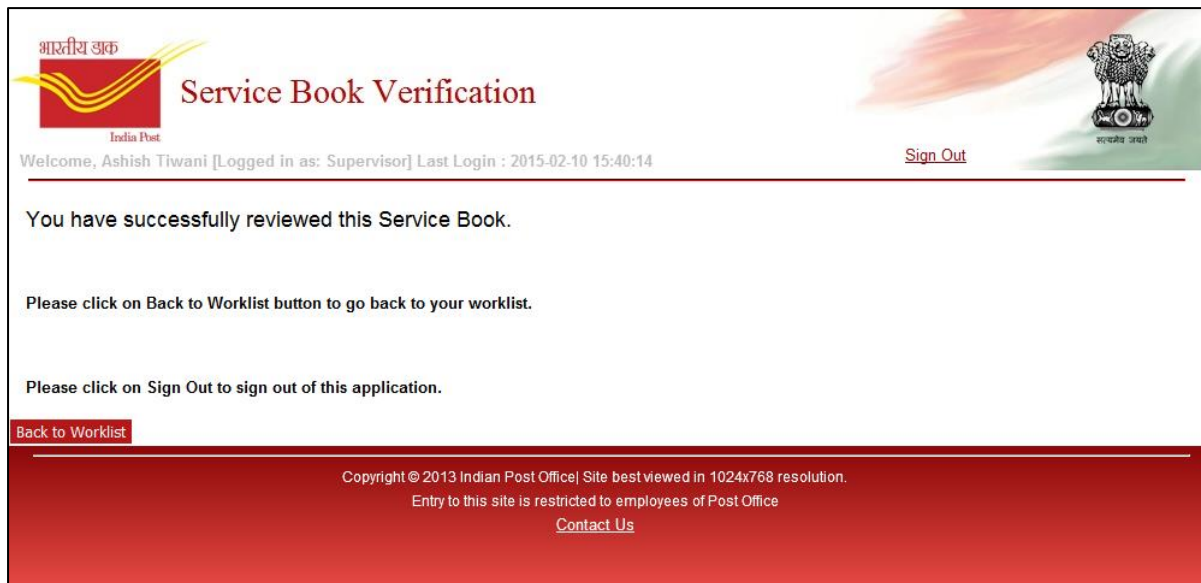


Figure 30

39. If some of the data was skipped in between the process, then system will throw error on the Leave Balance screen itself specifying which of the screen is not approved/rejected.
40. If all the screens are completed then a summary screen will be shown to supervisor where message appears that review has been completed successfully.
41. Supervisor can click Sign Out to leave the application or can click on Back To Worklist button to go back to the Supervisor's Worklist screen.
42. Supervisor can check the status of all employees of their division on the Verification Status screen as shown in **Figure 31**Error! Reference source not found.Error! Reference source not found.Error! Reference source not found.Error! Reference source not found..





|            |              | Service Book Verification                                |                  |                |  |
|---|--------------|--|------------------|----------------|---|
| Welcome, MOHMMED ABDUL MUNIM [Logged in as: Supervisor]<br>Last Login : 2018-05-21 11:12:59 |              | <a href="#">Change Password</a> <a href="#">Sign Out</a> |                  |                |   |
| Supervisor's Worklist   |              | Verification Status                                      |                  |                |   |
| Emp Id  | GPF/PRAN     | Emp Name   | Status           | Date Submitted |   |
| 10002370  | PTN 154127   | JUEE KESHAV PALEKAR                                      | Approval Pending | 29/07/2016     |   |
| 10000360  | PTN 117781   | AFZAL HABIB SHAIKH                                       | Approval Pending | 05/12/2016     |   |
| 10142972  | 153326       | DEELIPKUMAR  | Approval Pending | 01/06/2016     |   |
|   |              | SHRIRANG PATIL   |                  |                |   |
| 10000434  | PTN 124324   | AVINASH VINAYAKRAO                                       | Approval Pending | 02/01/2017     |   |
|   |              | DESHMUKH   |                  |                |   |
| 10001358  | PTN 159985   | YUNUS NOOR   | Approval Pending | 01/12/2016     |   |
|   |              | MOHAMMAD   |                  |                |   |
| 10000437  | PTN 120986   | NANA SUKALAL   | Approval Pending | 25/07/2016     |   |
|   |              | WANKHEDE   |                  |                |   |
| 10085705  | LW 25260     | VIRENDER KUMAR   | Verified         | 20/07/2016     |   |
|   |              | GUPTA  |                  |                |   |
| 10046722  | 110052647462 | GAJBHIYE   | Verified         | 06/04/2018     |   |
|   |              | DHAMMAJYOTI RAMDAS                                       |                  |                |   |
| 10001227  | BH 8874      | ABARAO KASHIRAM  | Verified         | 21/07/2016     |   |
|   |              | INGLE  |                  |                |   |
| 10001313  | 124181       | RAMA ABAJI DHAS  | Verified         | 26/07/2016     |   |
| 10142523  | PTN144162    | RAMESH NAMDEORAO   | Verified         | 28/07/2016     |   |
|   |              | GAIKWAD  |                  |                |   |
| 10001312  | PTN133182    | RAJRATAN DAGADU  | Verified         | 03/05/2016     |   |
|   |              | TAYADE   |                  |                |   |
| 10020224  | PTN 143045   | LAXMAN BABURAO   | Verified         | 22/02/2018     |   |
|   |              | KAMBLE   |                  |                |   |
| 10000367  | PTN 118590   | RADAHAKISAN KONDAJI                                      | Verified         | 20/07/2016     |   |
|   |              | RAKATE   |                  |                |   |
| 10142959  | PTN 134655   | VIJAYKUMAR ANANTRAO                                      | Verified         | 10/11/2016     |   |

Figure 31

## 6 SUMMARY STEPS TO FOLLOW FOR SELF VERIFICATION AND APPROVAL

### 6.1 Steps to follow to do Self Verification (as an employee):

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/SBVerification>

*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 DOB (DDMMYYYY) as Password fields and select “Login as Employee”.
4. Continue on the next screen which is the declaration screen.
5. Next screen is the Biodata screen. You can view the scanned Biodata page by clicking on the “View BiodataPdf” button.
6. Biodata information can also be viewed as data entered on the screen. Please go through the same and verify it against your paper service book.
7. If any change is required then click on the “Check to Modify” checkbox, a new field will be available for entering the details. Also specify the reason and click Save& Next.
8. If no changes are requested on screen then click “Next” to view the next screen.
9. Following is the sequence of the screens to visit:  
Biodata -> Previous Qualifying Service -> Foreign Service -> History and Verification -> Leave Balance
10. On History and Verification screen you need to view all the data by clicking on the Left “<<<” and Right “>>>” buttons.
11. If you would like to change any information on “History and Verification of Service” screen, then click on the checkbox available at the beginning (left hand side) of the respective row. This will open a new pop-up window with the details pre-filled. Change the required information and provide the reason and click update.
12. You need to view all the screens and finally click “Submit” on the last page i.e. “View Changes” page to submit the self-verification, irrespective of whether you have requested any changes or not.
13. Once submitted then click “Sign out” on the summary screen.

The workflow will now go to your Supervisor/ SPOC and he will approve the changes requested by you in your service, book if any. Please inform your Supervisor/ SPOC that you have submitted your service book verification so that he know he has to approve it

## 6.2 Steps to follow for Approval of changes requested by employee (as a supervisor)

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/SBVerification>

*Please note the above link is case sensitive.*

2. The Login screen will be visible to Supervisor/ SPOC.
3. Login with entering your GPF/PRAN in the User Id and Password fields and select “Login as Supervisor”.
4. Once logged in Supervisor/ SPOC will see the “worklist” screen on which status of all the employees of their section/office will be shown.
5. Worklist shows the self-verification submitted by employee.
6. Verification Status screen shows the status of all employees under the supervisor, whether they have submitted self verification or not.
7. Supervisor/ SPOC needs to review the changes requested by employee by clicking on the “Yes” link available in the same row.
8. Following is the sequence of the screens to visit:  
Biodata -> Previous Qualifying Service -> Foreign Service -> History and Verification -> Leave Balance
9. On Previous Qualifying Service, Foreign Service and History and Verification of Service screen if employee has requested any change then it will show highlighted in Amber colour to Supervisor/ SPOC.
10. On each screen where employee has requested the change, Supervisor/ SPOC will have two options available: Accept and Reject. If Supervisor/ SPOC has reviewed the requested change and found suitable as per the service book then click on “Approve” else click on “Reject” option. Also provide the reason and click “Save& Next”.

***Please do not Approve any change requested by the employee through this application, unless the change has been first made in the paper Service Book. The aim of this application is to ensure that the digitized service book matches with the paper service book.***

11. Once you have completed the review then on the “Leave Balance” screen, click “Submit”.
12. If employee has not requested any change then you need not to review the respective employee’s service book.

## 6.3 TCS Contact Person information (in case of any issues related to the application):

For any clarification/ questions regarding the application please connect to your circle coordinator. In case any technical issue is there please send email to below mentioned email Id.

[tcscsi.dmdigitization@tcs.com](mailto:tcscsi.dmdigitization@tcs.com)

## 6.4 Common Errors and Resolution:

| S No. | Errors   | Resolution  |
|-------|--|---|
| 1     | Invalid User Name and Password.  | Please check if you are entering correct user name and password and reenter.  |
| 2     | Your account is locked. Please contact System Administrator.                                 | Please connect with your circle coordinator or send email to mentioned email id.  |
| 3     | You are already logged in from another system.   | Please wait for 20 minutes for system to auto log off. In case you still face the issue, Please connect with your circle coordinator or send email to mentioned email id.<br>Also make sure do not close the application directly without clicking on Sign Out. |
| 4     | No data displayed on Biodata PDF.  | Please connect with your circle coordinator or send email to mentioned email id.  |
| 5     | Name is showing incorrect but no checkbox for modification.                                  | Please note that in case the service book name here is showing incorrect, you need not to get it changed here as this data is already available in CSI.   |
| 6     | Previous Service or Previous Foreign Service showing “Currently there is no data available”. | Please check with the accountant as per your service book, there is no data available in this section.  |
| 7     | Checkbox against Joining Entry is disabled on Service History Screen.                        | This entry is not allowed for modification as this is already available in CSI.   |
| 8     | Leave Balance in showing old or incorrect.   | Please do not verify leave balance, no changes are allowed here as this is an old information from service book. Correct leave balance is already available in CSI.   |
| 9     | Save and Next button is disabled or Greyed out.  | You have already submitted your service book. Now you will not be able to make any more changes.  |

|    |   |  |
|----|---|--|
| 10 | Not able to login, showing your service book is already verified.                                 | You will not be able to login, if you have submitted your service book without any change or your supervisor has approved all changed made by you.                                     |
| 11 | When clicking on check to modify checkbox on Service History screen, nothing is happening.        | Please ensure that your browser allows pop up to open. Pop up blocker is not enabled.  |
| 12 | While updating Service History, error message shown, please select correct office name from list. | You need to type few characters of the required office name and hit Tab button so that pop up can show the list of offices. You need to select the correct office from that list only. |