

No.ITPO/ITSD/HRMS/2016-17
India Trade Promotion Organisation
(IT Services Division)

Pragati Maidan, New Delhi
August 29, 2017

Office Order No. Admn/ 672/2017

A self service Login based software has been developed for employees of ITPO where they can check the following credentials online :

1. **Profile** : Under this section an employee can view his personal details such as name, educational qualifications, address, telephone no., date of joining, date of retirement etc.
2. **Attendance**: Through this facility the employee is able to check his attendance for a particular month.
3. **Pay Slip** : Pay Slip for previous month can be viewed online and printout of the same may also be taken.
4. **Leave Status** : An employee can view his various type of leave status such as CL/EL/ML etc.
5. **PF Details** : PF statement for financial year is available online and can be viewed.

A copy of user guide is enclosed for ready reference. The software may be accessed on Local Area Network (LAN) at the following link w.e.f. 01.09.2017:

Link-172.16.37.225

User ID = Emp. No. (Number in 5 digit) e.g.-00021

Password: = Date of Birth of employee (DD-MMM-YY)

This is for kind information of all the employees.

A. Chida Kumar

(A.C.M. Kumar)
Dy. General Manager (IT)

To : All employees through Notice Board
alluser-itpo@ismgr.nic.in

Copy for information to :

1. PS to CMD
2. PS to ED
3. All HODs

USER GUIDE

For

HRMS Module(Self Portal)

Step By step process to use:-

Link→**172.16.37.225**

1-Login Page:-



Step.1-Enter User Id := Emp.No (Number in 5 digit) e.g-00021

Password: = Date of Birth of employee(DD-MMM-YY)

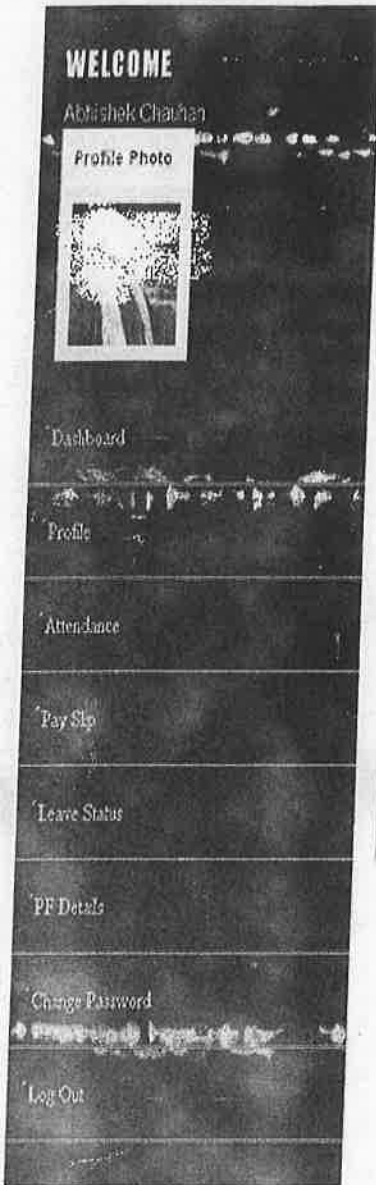
2-Dashboard:-



Abhishek Chauhan

DashBoard

3-Profile:-



Abhishek Chauhan Profile

Employee Id :	01459	Name :	Abhishek Chauhan
Designation :	Manager(GC)	Gender :	Male
Mobile No :	8505956777	Aadhar No :	8016623195
D O B :	10/03/1978	D O J :	07/09/2015
D O R :	31/08/2048	Upload Photo	<input type="button" value="Upload"/>
		<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>	
UAN No :	100073745677	PAN No :	ASFPCC4634Z
PF No :	1612	Pension No:	DLCFM000358800000
E Mail_Id :	<input type="text"/>	<input type="button" value="Update"/>	aa@gmail.com
<input type="radio"/> Qualification <input type="radio"/> Promotion <input type="radio"/> Address			

For Viewing details of Qualification, Promotion and Address
Check the concern Radio Button.

4-Attendance:- To check your daily attendance select Month And Year click show button.

Can be printed as hard or saved as excel format of attendance.

WELCOME
Abhishek Chauhan

Dashboard

Profile

Attendance

Pay Slip

Leave Status

Change Password

PF Detail

Log Out

Abhishek Chauhan
Attendance

Select Month: Jan
Select Year: 2017

Show Export to Excel

Date	InTime	OutTime	Status	Total Hour
31/01/2017	10:00 AM	6:01 PM	P	8 H 1 M
30/01/2017	10:21 AM	7:27 PM	P	9 H 6 M
29/01/2017			WO	H M
28/01/2017			WO	H M
27/01/2017	10:15 AM	7:06 PM	P	8 H 51 M
26/01/2017			HLD	H M
25/01/2017	10:10 AM	7:30 PM	P	9 H 20 M
24/01/2017	10:19 AM	7:19 PM	P	9 H 0 M
23/01/2017			CL	H M
22/01/2017			WO	H M
21/01/2017			OD	H M
20/01/2017			OD	H M

System Admin

5-Pay Slip:- To view/download pay slip Month wise select Month and Year and click show PDF.

The screenshot shows a web application interface. On the left is a dark sidebar with a menu. The main content area is white and contains the following elements:

- WELCOME** header with the name **Abhishek Chauhan**.
- Pay Slip** title.
- Form fields for **EMP NO** (01453), **Select Month** (Jan), and **Select Year** (2017).
- A **Show PDF** button.

The sidebar menu includes the following items:

- Dashboard
- Profile
- Attendance
- Pay Slip
- Leave Status
- Change Password
- PF Details
- Log Out

6-Leave Status:- Check your leave status e.i. CL,EL AND HPL



Abhishek Chauhan
Leave Status

Casual Leave(CL/RH/OD)

• EL And HPL

Remaining Casual Leave (CL) 0.5

Remaining Reserved Holiday (RH) 1

Emp Number	Balance Earned Leave	Balance Half Pay Leave	Extra Leave Taken
01459	34	35	

7-PF Details:- check your PF year wise



Abhishek Chauhan
P F Details

F.Y. Year

Select Year

2020

Select Year ▼

Submit

PF details can be checked for F.Y Year selected and clicking submit button.

8-Change Password:- change your password for new login.

The screenshot displays a user interface for a web application. On the left is a dark sidebar menu with the following items: 'WELCOME', 'Abhishek Chauhan', 'Dashboard', 'Profile', 'Attendance', 'Pay Slip', 'Leave Status', 'PF Details', 'Change Password', and 'Log Out'. The main content area shows the user's name 'Abhishek Chauhan' and the title 'Change Password'. Below this, there are three input fields: 'Enter Current Password:-', 'Enter New Password:-', and 'Confirm New Password:-'. A 'Change Password' button is located below the first field, and a 'Cancel' button is located below the second and third fields.

WELCOME
Abhishek Chauhan

Dashboard
Profile
Attendance
Pay Slip
Leave Status
PF Details
Change Password
Log Out

Abhishek Chauhan
Change Password

Enter Current Password:-

Enter New Password:-

Confirm New Password:-

Change Password

Cancel

9-LogOut:-