

Employee Master Database 2023 (EMDb-2023)

FUNCTIONALITIES AND FLOWCHART

➤ RJD Log-in

1. Log-in
2. **Manage DSO user** - Select application and DSO
3. **Click on Login name (DSO code)** - (Users for all DSOs are already created)
4. **DDO data entry completion statistics** - Click on 'Data Entry Completion Statistics' then 'View Details' for details of data entry completion status.
5. **Locked Accounts** - If any DSO Account is locked, click on 'Locked Accounts', select the user ID and click on 'unlock'.
6. **Invalid Data** – Click on 'Invalid Data' tab to view invalid data for any DDO.
7. **Transfer Employee (New Tab)**- To transfer employee from one DDO of a district to another DDO of different district within region.
 - a) Select old district , old DDO and Sevarth Id.
 - b) Select new district , new DDO
 - c) Click on Transfer

➤ DSO Log-in

1. Log-in
2. **Manage DDO user** - Select Application and Taluka
3. **Click on Login name (DDO code)** - (Users for all DDOs are already created) DSO's are supposed to update only Password and Account Status.
4. **Click on Create New User (DDO)** - Create new user if DDO code does not exist.
5. **Scheme code** - For new DDO add scheme code by clicking on 'Add DDO scheme' tab.
6. **Transfer Employee (New Tab)**- To transfer employee from one DDO to another DDO within district.
 - a) Select old DDO and Sevarth Id.
 - b) Select new DDO
 - c) Click on Transfer
7. **Invalid Data** – Click on 'Invalid Data' tab to view invalid data for any DDO.

8. To generate and issue certificate

- a) **Data Entry Completion Statistics** - Click on 'Data Entry Completion Statistics' then 'View Details' for details of data entry completion status.
- b) Check it
- c) **First Certificate** - Click on 'Approve' for **first Certificate** generation
- d) **Invalid Data** - Check 'Invalid Data' tab for invalid data. If invalid data exists then such data list is to be cleared and then go to step (e)
- e) **Second Certificate** - Click on 'Confirm' for **Second Certificate** generation
- f) **Revert** - Click on 'Revert' to open for data entry/correction. (For any discrepancies or queries from DDO, corresponding DSO can revert the status only **before** generating the certificates.)

➤ DDO log-in

1. Log-in
2. **Home page** (Default Tab)
 - a) Office Profile - Edit (if any changes) and Save
 - b) Employee **Transferred to** your office - whenever transferred employee list or individual appear on the screen, select 'Accept' or 'Reject' and then click on 'Confirm' tab.
3. **Employee Abstract** - Edit (if required) and Save (Editable till submit)
4. **Manage Employee Status** -
 - a) Default status 'ACTIVE'. Includes employees accepted from the home page (transferred employees)
 - b) Update Employee Status for all Employees and save (after saving, the employees list is refreshed. Displays only ACTIVE employees. Retired/ Resigned/ Terminated employees will be deleted from the list and **Transferred from** your office employees will be displayed on 'Transferred Employee' page). Select an Employee, Employee details page will be displayed. Update the information in all three tabs (Personal Info, Service Details, Payment Details and save after each tab) and submit. Repeat this step for all 'ACTIVE' employees
5. **Transferred Employee** (Transferred from your office) - Click on 'Transferred Employee' tab. Enter DDO code of that office to which the corresponding employee is transferred. Then click on save button. Repeat this step for all employees shown in this tab.
6. **Vacant Post Details** - Fill up Vacant Post details and save.

7. Go to 'Invalid Data' tab and correct all invalid records according to the list displayed.
8. After completing all above steps go to Home tab.
9. **Submit data** - Click on '**Data Entry Status**', Check report and Submit data - After submitting, data entry will be blocked for that DDO. For any discrepancies DDO can contact their corresponding DSO.
10. Save the corrected employees data.
