

Digitalization of Employees Service Registers

APGENCO Management has directed to digitalize the Employees Service Registers duly dispensing the physical SRs.

The Roadmap for Digitalization of SRs is as follows.

- I. Development of e-SR online Application Software.
- II. Scanning of all employees SRs .
- III. Data entry in e-SR online Application from scanned SRs.
- IV. Verification and authentication of Data by SR Custodian.
- V. Validation and Consent of employee for digital SR data.
- VI. Generation of digital SR and discarding of Physical SR.

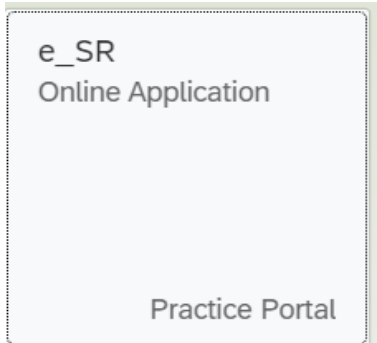
The tasks at item (i & ii) were completed.

Instructions and Procedure for Data capturing

1. Employees shall read the instructions carefully before login.
2. Initially , Employees are provided e-office Tile of “e-SR online application practice” to know how to enter SR Data. After know how, they will be provided access to the “e-SR online application”.

The screenshot displays the APGENCO e-office dashboard. At the top, there is a navigation bar with the APGENCO logo and the text 'Home'. Below this, there are several menu items: 'My Applications', 'My Leaves', 'CORE ADM', 'HCM ADMIN', 'Quarters', and 'Quarters Reports'. The main area of the dashboard is a grid of application tiles. The tiles include: 'New WS DSC File Lifecycle...' (FLM EXT WSDSC) with a value of 20; 'New Daak' with a value of 2; a large blue banner for 'ANNUAL PROPERTY RETURNS AND ANNUAL APPRAISAL REPORTS ARE TO BE SUBMITTED...'; 'My Paystubs' (View my paystubs); 'My Leave Requests' (Manage Leave Requ...); 'Approve Leave Request' (Approve/Reject Leaves) with a value of 0; 'Biometric Attendance Report' (Know Your Attendance) with a value of 0; 'Biometric Attendance...' (Approve Attendance) with a value of 0; 'Biometric Attendance Report'; 'FLM DAAK Report PR' (Get List of DAAK in F...); 'File Report' (Get File List); 'Telephone Directory' (APGENCO); 'Employee FORM16 in PDF' (Form16 in PDF); 'Employee BioData'; 'Employee Query'; 'Daily Attendance Register'; 'Employees Reports' (AAR/APR Submissions) with a value of 0; 'AAR_APR_Report USERS' (Status of Annual Ret...); 'Employee Dependent Details' (Updation); and 'e_SR Online Application' (Practice Portal). A small black box with white text 'e_SR Online Application Practice Portal' is overlaid on the bottom right of the 'e_SR Online Application' tile. At the bottom left of the screenshot, the URL 'http://apgenstool.apgenco.gov.in/5091/Forms/FLmain.aspx' is visible.

- Employees shall click on the e-office Tile of “e-SR online application practice” for login to the e-SR application.



- Employee Id is the Login Id for login to the e-SR online application and click on Get OTP
- Employee shall enter the OTP Received to the employee mobile number
- Employees shall enter Captcha for login.

Employee Login

Employee ID

Get OTP

OTP

Login

- Employees can access their own SR only.

1074411
PRASADA RAO - MVV

Home
Logout

Employee Info
Probation *
Transfers *
Relief & Joining
Leaves *
Ei-Encashment *
Increment
Pay Fixation *
Department Test *
Trainings
LTC
Dept. Loans *
NOC
VR-Superannuation-Resignation-Termination
Annual Service Verification
Satisfactory Service Certificate

Disciplinary Action *
Medical History *
Others
Status

Personal
Employment
Qualification *
Dependants
Address
Contact
Nominees

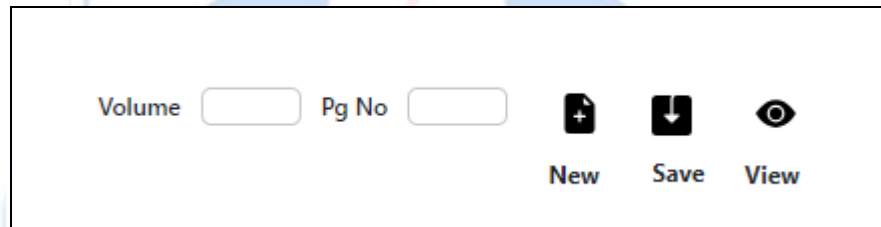
Volume Pg No

New Save View

Name	: MVV PRASADA RAO	Spouse Name	: VIMALA MUSINI
Father Name	:	Mother's Name	: MUSINI PARVATI
Gender	: MALE	Place of birth	: P GANNAVARAM
Mother tongue	: TELLUGU	Home town	: P GANNAVARAM
Marital Status	: MARR.	Blood Group	: O+
Join Group	: ENGINEERING SERVICES	Designation at the time of recruitment	: TCAE
Nationality	: Indian	Religion	:
Social Category	: BC-B	Sub Social Category	:
Height in cms	:	Native Place	: P GANNAVARM
Disability	: NO :: NA. ::	Date of Birth	: 1978-01-29
Present Address	: Plot no:2D,Nirmala Residency	Permanent Address	: Plot no:2D,Nirmala Residency
Personal Identification Marks	: ON THE LEFT SIDE OF THE BELLY A MOLE ON THE LEFT FOREARM	Specimen signature	:
Specimen photograph	:		

Vol-1
Vol-2
Vol-3

8. The SR data shall be captured with utmost care by the employee.
9. Entering additional information other than data available in physical SR is strictly prohibited.
10. If Scanned SR is not clear, then it needs to be re-scanned again and the same needs to be sent to Application Admin for loading at central server.
11. If there is any difficulty in reading online scanned document, the employee can download the pdf format soft copy.
12. Each SR Entry Events are mentioned in the header as TABs.
13. For each Tab click on new button and data shall be entered from scanned SR
14. The following information is compulsory for each event entry.
 - a. Volume i.e SR Book Number
 - b. Page Number
 - c. Designation, Post and Office – These details shall be entered. This information is pertain to employee status at the time of SR Entry.



The screenshot shows a user interface for entering SR data. It features two input fields: 'Volume' and 'Pg No'. To the right of these fields are three buttons: 'New' (with a plus icon), 'Save' (with a downward arrow icon), and 'View' (with an eye icon).

15. After completion of SR data entry, Employees can view the SR data in pdf document and shall click on the “Submit” button to communicate the completion of SR entries. Then the login facility will be locked automatically for the employee.
16. For speeding up of process of digitalization of service registers and to replace physical service registers with e-SR on or before 31.08.2024, the employees in the cadres of Class-III and above are allowed to capture the data from scanned copy of SR available in e-SR application.
17. The data capturing and validation with regard to O&M, Class-IV and employees working on deputation shall be the responsibility of the concerned SR Custodian.