



Ver. 1.0

Release Date: 10.01.25

In epaddy.wb.gov.in user management module has been developed by the System Integrator. The following are central ideas in the module:

User: Denoted by a User ID. It is like an office/post which are fixed in the hierarchy.

Employee: It is the person who occupies an office. When mapped with a User ID, he executes the works assigned to said office. An employee created in the system is inextricably linked to the person himself.

Role: It is the function or a bunch of functions which are assigned to a User. It is denoted by the menus shown in the login of a User.

Users would generally come created by the SI. A list of users shown in hierarchy of different levels created by the SI is attached herewith. The higher officials would be able to create employees, map them with Users under them and delegate roles to them. There will be roles which the higher officials will be able to delegate, and some roles will remain undelegable.

The workflow will be as following:

1. Employee Creation:

1.1. A superior officer can create employee for his subordinates. In his login in 'Employee Master' menu, he can create an employee through biometric eKYC of Aadhaar. In 'Employee Master (Mobile eKYC)' menu he can create an employee through OTP validation to Aadhaar-linked mobile no. In this example the workflow is shown through 'Employee Master (Mobile eKYC)'. The creating officer will enter the Aadhaar no. of the employee and click on 'eKYC OTP' button.

Dashboard					
# Home					
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Rice Mill Mgmt <	Mobile No *				
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C Edit Access		Com	Deced		
Employee Master(Mobile e-KYC)		Sare	Reset		
C Employee Master	Authorised Person Name	Aadhaar Number	Mobile No	Created by	Action
C Employee User	Shirshando Roy	**** **** 1146	9	dcfsudj	
Mapping	φα	is so Page 1	of 1 🔛 🖃 20 🗸	View 1 - 1 of 1	
 Employee Master(Update) 				_	
 PO and DO User Mapping 				Seek	

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1.2. The OTP received in the Aadhaar-linked mobile no. will have to be entered and click on 'Validate OTP' button.

adhaar Number *				Enter OTP	
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thorised Person Name					\sim
Enter Name					4 2
bile No *					
Enter Your Mobile Number		Generat	te OTP		
	Save	Reset			
				Action	
Authorised Person Name	Aadhaar Number	Mobile No	Created by	ACCION	
Authorised Person Name Shirshando Roy	Aadhaar Number	Mobile No 9444444	dcfsudj	a contraction of the second se	

1.3. If OTP is entered correctly, the Aadhaar eKYC will be successful. This success message will show and the name from Aadhaar will be fetched.

	екус	OTP	
		Aadhaar Verification	n
	Aad	haar verification successfully cor Ok	mpleted
Save	Reset		
lhaar Number	Mobile No	Created by	Action





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Aadhaar Number *					
524817980849		екус	отр		
Authorised Person Name					
SUMAN GHOSH					
Mobile No *					
Enter Your Mobile Number		Genera	ate OTP		
	Save	Reset			
Authorised Person Name	Save Aadhaar Number	Reset Mobile No	Created by	Action	

1.5. Next, the creating officer will enter the mobile no. of the employee and click on 'Generate OTP' button. The OTP received in the given mobile no. will be entered and 'Validate OTP' button clicked.

adhaar Number *						
			_			
5		eKYC O	тр			G₂ (
uthorised Person Name		_	-			
SUMAN GHOSH			L.			
lobile No *				Enter OTP *		
9		Genera	IN OTP	Enter You Reciev	wed OTP	Validate OTP
TP Sent Successfully		Centra				
	Save	Reset				
	Save	Reset				
Authorised Person Name	Save Aadhaar Number	Reset Mobile No	Created by	Action		
Authorised Person Name Shirshando Roy	Aadhaar Number	Reset Mobile No 95	Created by dcfsudj	Action		





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1.6. If the OTP is correct, the mobile no. will get successfully validated. Now he will click the 'Save' button to finally save the employee.

Employee Master	
Aadhaar Number *	
	екус отр
Authorised Person Name	
SUMAN GHOSH	
Mobile No *	
9	Generate OTP
Mobile Number Validated	
Same Danel	

1.7. A saved employee will be shown in the grid at the bottom of the page. If required, the creating officer will delete the employee by clicking on the recycle bin icon in the concerned grid.

Aadhaar Number *				
5		eKYO	СОТР	
Authorised Person Name				
SUMAN GHOSH			Mobile Verification	on
Nobile No *				
			Data processed successf	ully
9				
9 000000000000000000000000000000000000		Gen	Close	
9 Mobile Number Validated		Gen	Close	
9 Mobile Number Validated	Save	Gen	Close	
9 Mobile Number Validated	Save	Gen	Close	
9 Mobile Number Validated Authorised Person Name	Save Aadhaar Number	Cen Reset Mobile No	Close Created by	Action
9 Mobile Number Validated Authorised Person Name Shirshando Roy	Aadhaar Number	Gen Reset Mobile No 9800005015	Close Created by dcfsudi	Action

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2.1. As mentioned before, User IDs would be created beforehand. At every level (Secretariat, Directorate, District, Sub-division) there would be fixed no. of User IDs created for every type of employee (officer, clerical staff and inspectorate staff). All User IDs are given in the hierarchy matrix attached herewith. A User ID works only when attached to an employee, and vice versa.

To map an employee with a User, the designated officer will go to 'Employee User Mapping' menu. He will type the first few letters of a User to find all matching User IDs. He can select any one of them. It is to be mentioned that just typing a User ID in the field will not suffice. One of the matching options need to be taken to proceed.



2.2. He can similarly search an employee.

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UDP 1		SU			
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		SUMAN GHOSH (947572306	0)		
			Submit Reset		
		O Ma	pped Un-Mapped		
	Employee User Mapping				0
	Employee User Mapping User Name	Employee Name	Employee Mobile	Status	O Actions
	Employee User Mapping User Name CPCJHG0010	Employee Name Bikash Das	Employee Mobile	Status Un-Mapped	O Actions
	Employee User Mapping User Name CPCJHG0010 CPCEBD0075	Employee Name Bikash Das ABHIJIT SARKAR	Employee Mobile	Status Un-Mapped Un-Mapped	O Actions
	Employee User Mapping User Name CPCJHG0010 CPCEBD0075 CPCNAD0019	Employee Name Bikash Das ABHIJIT SARKAR AJMAT HOSSEN MONDAL	Employee Mobile	Status Un-Mapped Un-Mapped Un-Mapped	Actions
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	Employee User Mapping User Name CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN40039 CPCJHG0010 CPCBNK0026	Employee Name Bikash Das ABHJJIT SARAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaidur Rahaman	Employee Mobile 4 6 4 9 7 8 9 6 4 9 0	Status Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	Actions
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	Employee User Mapping User Name CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN40039 CPCJHG0010 CPCBNK0026 DO_CPCHGL0025 CPCVHGL0025	Employee Name Bikash Das ABHJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaidur Rahaman Sandip Sen Shubhankar Roy	Employee Mobile	Status Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	Actions
	Employee User Mapping User Name CPC.IHG0010 CPCEBD0075 CPCNAD0019 CPCNA20039 CPCJHG0010 CPCBHK0026 DO_CPCHGL0025 CPCWMD0025 DO_CPCWMD0022	Employee Name Bikash Das ABHJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaldur Rahaman Sandip Sen Shubhankar Roy Pratik Sarkar	Employee Mobile 4 4 9 9 7 8 9 4 9 0 5 8 7 8 7 8 7 8 9 8 7 8 9 8 7 8 9 8 7 8 8 8 7 8 8 8 8 8 8 8 8 8 8 8 8 8	Status Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	Actions

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2.3. The officer will click 'Submit' button to map the selected User ID with the selected employee. On successful mapping this message will show.

	Search Employee:			
	Search by Employee Name or M	Aobile		
Employee User Mapping User Name	Created successfu	lly Mobile	Status	O Actions
User Name	Ok	Mobile	Status	Actions
CPCJHG0010		194	Un-Mapped	
CPCJHG0010 CPCEBD0075	ABHIJIT SARKAR	194 67 4 91 99	Un-Mapped Un-Mapped	N
CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN240039	ABHIJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiva	194 64 4 91 9 73 8	Un-Mapped Un-Mapped Un-Mapped	L3
CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN240039 CPC_JHG0010	ABHLJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das	194 64 95 99 77 88 96 44	Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	G
CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN240039 CPCJHG0010 CPCBNK0026	ABHIJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaidur Rahaman	194 62 4 92 9 77 8 90 4 91 0	Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	ß
CPCJHG0010 CPCEBD0075 CPCNAD0019 CPCN240039 CPCJHG0010 CPCBNK0026 DO_CPCHGL0025	ABHIJIT SARKAR AJMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaidur Rahaman Sandip Sen	194 62 4 92 9 77 8 90 4 92 0 92 8	Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	ß
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CPC.IHG0010 CPCEBD0075 CPCNAD0019 CPCNA20039 CPCJHG0010 CPCBNK0026 DO_CPCHGL0025 CPCWMD00025 DO_CPCWMD0002	ABHLJIT SARKAR AMAT HOSSEN MONDAL Subir Naiya Bikash Das Md. Wabaldur Rahaman Sandip Sen Shubhankar Roy Pratik Sarkar	194 62 4 95 9 77 8 96 4 97 0 97 8 76 3 91 8	Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped Un-Mapped	ß

The grid at the bottom of the screen is searchable with 2 radio buttons – 'Mapped' button opens all Users mapped hitherto with employees and 'Unmapped' radio button shows unmapped Users and employees.

If the mapping of an employee and User is to be undone, the officer in the 'Mapped' grid can click on the recycle bin icon in the concerned row.

3. Role Access to User:

3.1. Roles accessible by a specific User is decided by his designated superior officer. The superior officer in his login will go to 'Edit Access' menu. He will see all users under him in this grid. Each row shows a User. If employee is already mapped, it shows in 'Name' column. Roles already given to a User show in 'Roles' column. To delegate roles to a User, the superior officer will click the 'Edit Role' icon in the concerned row.

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3.2. Account access i.e. login function and inspection report upload and related MIS report viewing roles be default to every User. Other roles will be listed with check box given against each function.

 Home e-POP Mgmt Edit User Access Farmer Mgmt CPU Mgmt User Id CI_UDP_1 BDO Mgmt Eoles List Role AccountAccess AccountAccess AccountSofficer Procurement Mgmt BAMMtPRiceIISE BODAgenovalFending BODAgenovalFending BODAgenoval BODAgenovalFending BODAgenoval BODAgenovalFending BODAgenoval BODAgenoval BODAgenoval BODAgenoval BODAgenoval BODAgenoval BODAgenoval CompScheduleAccelation CompScheduleAccelation Contencipation Conte
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3.3. The superior officer can tick any role and click on 'Submit' button to delegate that role to the user. Likewise, if he unchecks a role, the role stands withdrawn from the user. The Department has decided which role a user can delegate, and which are not delegable. Only delegable roles can be assigned this way.

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4. The User with whom employee is mapped can login in <u>www.epaddy.wb.gov.in</u> and find the roles allowed to him in his menu. To login for the first time, he will have to use the 'Forgot Password' option and reset his password through OTP authentication.