



# SOP for Employee Master & PO-DO Assignment by DCF&S



Ver. 1.0

Date: 11.09.2024

Existing employees working as Purchase Officers and Disbursement Officers in CPC/mCPCs have been transferred to new centres. Also, new employees will be posted by the Department as POs and DOs. The DCF&Ss will do the work of entering the employees into Employee Master (for new PO/DOs) or update them (for existing employees) and assign them to a CPC/mCPC in his district. The DCF&S will carry out the work from his login following the steps noted hereunder:

## Employee Master

1. The DCF&S will go to 'User Management' > 'Employee Master' menu.

The screenshot shows the 'Employee Master' interface. On the left is a dark sidebar menu with various options. The 'User Management' option is highlighted with a red box, and a red arrow points to the 'Employee Master' option below it. The main content area shows a form for adding a new employee with fields for 'Mobile No.' and 'Email ID of the Employee (optional)', each with a 'Generate OTP' and 'Validate OTP' button. Below the form is a table of existing employees.

First Name	Last Name	Mobile Number	Aadhaar Number	Designation	Office Name/Rice Mill Name	InService or Retired	Actions
SOURAV	PRADHAN	9100000000	280000000000	Chief Inspector	AGFASD	InService	
ARUN KUMAR	SANJA	9100000000	500000000000	PO			
PRAJAP	IBISWAS	6100000000	580000000000	PO			
Bulet	Kahaman	7500000000	560000000000	PO			
Tilok Chand	Mondal, SI	8100000000	730000000000	PO			
Chhoton	Mondal, SI	8100000000	400000000000	PO			
Hasthur	Behaman, SI	9100000000	850000000000	PO			
Rathin	Saha, SI	0100000000	330000000000	PO			
Supriya	Mahesh, UDC	9100000000	420000000000	PO			
Kallol	Mondal	9100000000	950000000000	PO			

2. The DCF&S will first choose whether the employee is a 'New' employee or an 'Existing' one. It is reiterated that an employee who has worked as PO/DO in any Purchase Centre across the State, is to be regarded as an 'Existing' employee. All others will be counted as 'New' employees.



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## New Employees

- The DCF&S will click on 'New' radio button. The following form will open. As a first step, the DCF&S will enter the Aadhaar no. of the employee and do eKYC. For testing purpose Aadhaar eKYC through OTP is shown. However, this will be done through biometric (fingerprint) scan only.

The screenshot shows the 'Employee Master' form. The 'Select Employee Type' section is highlighted with a red box, showing 'New' selected and 'Existing' unselected. Below this, there are several input fields and buttons for generating and validating OTPs. The fields include: Aadhaar Number (with a 'Generate OTP' button), Enter OTP (with a 'Validate OTP' button), First Name, Last Name, HRMS ID, Designation (a dropdown menu), Office Name/Rice Mill Name, InService or Retired, Mobile No (with a 'Generate OTP' button), Enter OTP (with a 'Validate OTP' button), and Email ID of the Employee (optional) (with a 'Generate OTP' button and an 'Enter OTP' field with a 'Validate OTP' button).

- On successful eKYC, name of the employee as in Aadhaar will be fetched. It will not be editable. The DCF&S will enter his HRMS ID (optional) and select his designation from the drop down.

The screenshot shows the 'Employee Master' form with the 'Designation' dropdown menu open. The dropdown menu lists various designations: Select, Chief Inspector, Head Assistant-I, Head Assistant-II, Head Clerk, Area Inspector, UDA, UDC, Sub-Inspector, LDA, INO, PO, and DO. The 'Chief Inspector' option is highlighted. The rest of the form is visible, showing the 'First Name' field filled with 'SOURAV', 'Last Name' field filled with 'PRADHAN', and 'HRMS ID' field. There are also 'Generate OTP' and 'Validate OTP' buttons for the mobile and email fields, and 'Reset' and 'Submit' buttons at the bottom right.



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- The DCF&S will enter the name of his parent office (from where his salary is drawn) and will select whether he is 'In Service' or 'Retired'.

First Name \*  
SOURAV

Last Name \*  
PRADHAN

HRMS ID  
Enter 10-digit HRMS ID

Designation \*  
Chief Inspector

Office Name/Rice Mill Name \*  
AGFDS

InService or Retired \*  
Select  
InService  
Retired

Mobile No \*  
Enter Your Mobile Number

Enter OTP \*  
Enter You Recieved OTP

Generate OTP

- Now, the mobile no. of the employee will be verified through OTP.

Mobile No \*  
S [REDACTED] D

Generate OTP

Enter OTP \*  
267

Validate OTP

OTP Sent Successfully  
Resend OTP in: 01:45

Email ID of the Employee (optional)  
Enter Your Valid Email id

Generate OTP

Enter OTP  
Enter the OTP received on ema

Validate OTP

Reset Submit

- When the correct OTP is entered and 'Validate OTP' button clicked, the mobile no. will be validated. Email ID of the employee may also be validated the same way (optional).

Mobile No \*  
0046570700

Generate OTP

Mobile Number Validated

Email ID of the Employee (optional)  
Enter Your Valid Email id

Generate OTP

Enter OTP  
Enter the OTP received on ema

Validate OTP

Reset Submit



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8. On clicking 'Submit' button, this confirmation will show that the employee has been created successfully.

## Existing Employee

9. For an existing employee, at step #3 'Existing' will have to be selected. The already stored data i.r.o. the employee will be populated. The DCF&S will have to enter data in the fields of – HRMS ID (optional), designation, office, email ID (optional). However, even if this is not done for an existing employee, he will remain available in the system for Purchase Centre assignment.
10. When thus saved, an existing or a newly entered employee will be shown in the following grid. If required, a record can be removed by clicking the 'bin' icon at the right end of the concerned row.

First Name	Last Name	Mobile Number	Aadhaar Number	Designation	Office Name/Rice Mill Name	InService or Retired	Actions
SDURAV	PRADHAN	9046570700	868040686033	Chief Inspector	AGFASD	InService	•
ARUN KUMAR SAHA		9732316768	508045625145	PO			•
PRATAP BISWAS		6289995342	588823431522	PO			•
Bulet Rahman		7001878152	575215618813	PO			•
Tilok Chand Mondal	SI	8972412132	735315594589	PO			•



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## Purchase Centre Assignment

- The DCF&S will go to 'User Management' > 'Employee User Mapping' menu. He will first find the Purchase Centre where he wants to assign the PO/DO. Towards this, he will select the block where the Centre is located from 'Select Block' drop down, and then the CPC/mCPC from the 'Select CPC' drop-down.

The screenshot shows the 'PO & DO User Mapping' form. The 'Select Block' dropdown is set to 'Balurghat'. The 'Select CPC' dropdown is open, showing a list of centers. The center 'Balurghat Ist CPC (20222053310002)' is selected and highlighted in blue. Below the dropdowns, there are input fields for 'PO User Id' and 'DO User Id'. The 'Existing PO and DO Details' section contains fields for 'PO Name', 'PO Mobile No', 'PO Aadhaar No', 'DO Name', 'DO Mobile No', and 'DO Aadhaar No'. A 'Reset' button is located at the bottom right.

- When the Centre is selected, the PO and DO currently mapped with it will be shown. In this instance, PO is already assigned to this Centre whereas DO is not assigned.

The screenshot shows the 'PO & DO User Mapping' form with the 'Select CPC' dropdown set to 'Balurghat Ist CPC (20222053310002)'. The 'PO User Id' field contains 'CPCDDP0024' and the 'DO User Id' field contains 'DD\_CPCDDP0004'. The 'Existing PO and DO Details' section is highlighted with a red box and contains the following information: PO Name: KUNTAL SARKAR, PO Mobile No: 8709220992, PO Aadhaar No: 2740xxxx8777, DO Name: (empty), DO Mobile No: (empty), and DO Aadhaar No: (empty). At the bottom, there are buttons for 'Replace Po', 'Assign Do', and 'Reset'.



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13. So, for PO the DCF&S is getting 'Replace PO' button and for DO 'Assign DO' button.

**PO & DO User Mapping**

Select Block \*  
Balurghat

Select CPC \*  
Balurghat 1st CPC (20222053310002)

PO User Id \*  
CPCDDP0024

DO User Id \*  
DO\_CPCDDP0004

**Existing PO and DO Details**

PO Name \*  
KUNTAL SARKAR

PO Mobile No \*  
8758220992

PO Aadhaar No \*  
2740xxxx8777

DO Name \*

DO Mobile No \*

DO Aadhaar No \*

Replace Po

Assign Do

Reset

14. Let us first see how replacement of a personnel will be done. In this case, on clicking 'Replace PO' the following pop-up screen will open. The DCF&S will search the employee whom he wants to now assign as PO. In this search box, on typing the first few letters of the name or first few digits of the mobile no. of the employee, all matching employees (newly created employees as shown in earlier section and existing employees to have worked as PO/DO across the State) will be shown. The DCF&S can select any one of them.

**PO Mapping**

Employee Name \*  
Sourav

Employee Mobile No \*

District Name \*

PC Code \*

SOURABH SANPUI (7872095278)  
SOURAV PRADHAN (9046570700)  
Sourav Chakraborty (9800452606)  
SOURAV DAS (9635325716)  
Sourav Koley (8918731503)  
Sourav Mondal (9054690416)  
Sourav Singha Thakur (7908053493)

Save

Close



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15. On selection of the employee, his mobile no., Aadhaar no. and current Centre where he is assigned will be shown.

15.1. In this instance, the employee is not assigned anywhere currently.

PO Mapping

Employee Name \*  
SOURAV PRADHAN

Employee Mobile No \*  
[REDACTED]

Employee Aadhaar No \*  
[REDACTED]

District Name \*

Centre Name \*

PC Code \*

Save Cancel

15.2. On clicking the 'Save' button, the DCF&S will be shown an alert that he is going to assign the selected employee with the selected Centre. If the DCF&S is satisfied that this is the assignment he intends to do, he will click 'OK' button. Clicking 'No' button will close the pop-up screen and return the DCF&S to step no. 14.

PO Mapping

Employee Name \*  
SOURAV PRADHAN

Employee Mobile No \*  
9046570700

Employee Aadhaar No \*  
8680XXXX6033

District Name \*

Centre Name \*

PC Code \*

PO Mapping  
You are going to assign an employee with a Balurghat 1st CPC (202220533110002) Centre. Continue?  
Yes No

15.3. If the DCF&S confirms by clicking 'Yes', he will be shown this confirmation message as the selected employee will be assigned as PO of the selected centre.

PO Mapping  
Mapping updated successfully  
Ok



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15.4. However, if the selected employee is already assigned to some other Purchase Centre, its name and code will be shown.

PO Mapping

Employee Name \*  
Sourav Chakraborty

Employee Mobile No \*  
[REDACTED]

Employee Aadhaar No \*  
[REDACTED]

District Name \*  
MALDAH

Centre Name \*  
Kushia SKUS Ltd

PC Code \*  
152000233220014

Save Close

15.5. If the Purchase Centre is **outside the district of the instant DCF&S user**, he will be asked to contact the DCF&S under whom the employee is currently assigned. If the said DCF&S (as shown DCF&S, Malda here) replaces the employee with another employee at the said centre, this employee will be free to be assigned by the instant DCF&S user.

PC Code \*  
152000233220014

PO Mapping

Contact MALDAH DCF&S to release the current mapping.

Ok

15.6. However, if the Purchase Centre shown in 15.4 is **within the district of the instant DCF&S** user, he will be able to successfully assign the employee to the selected Centre as PO and automatically his assignment from the earlier centre will be removed.

16. We will now see how assignment will work if there is no employee assigned at the selected centre in step 13. Here, as we can see, post of DO is vacant. So the DCF&S will click on 'Assign DO' button to assign a DO here.





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### PO & DO User Mapping

Select Block *	Select CPC *
Balurghat	Balurghat 1st CPC (20222053310002)
PO User Id *	DO User Id *
CPCDDP0024	DO_CPCDDP0004

#### Existing PO and DO Details

PO Name *	DO Name *
SOURAV PRADHAN	
PO Mobile No *	DO Mobile No *
91-9876543210	
PO Aadhaar No *	DO Aadhaar No *
98765432109876543210	

17. Hereafter, the steps 14 to 15.6 will be relevant.

18. When an employee is assigned as PO/DO to a centre by the DCF&S, he will receive an SMS in his mobile no. reading "You are assigned to <CPC/mCPC name> <CPC/mCPC code>. Pl contact the DCF&S office."