Section A Employee Personal Information,

Point of correction	Details as per manav sampada portal	Details to be updated
Father Name		
Marital Status		
Gender		
Identity Mark		
Height(in Cms)		
Category		
Sub Category		
Caste		
Religion		
Blood Group		
Home State		
Home District		
Cadre		
Service		
Service Grade		
Home Town		
Nearest Railway		
UID No		
Source of Appointment		
Remarks		

Section B

Employee Address Information

	Present Address D	etail	
Point of correction	Details as per manav sampada portal	Details to be updated	
Present Address			_
House Number			_
Street Number			_
Mohalla / Village			
Ward Number			_
State			
District			
Block			
Panchayat			
Pin Code			
Police Station			
Phone Number			
Mobile Number			
Email			
Permanent Address	s Detail		_
check If Permanent Address	s is same above as Present Address		_
Permanent Address			_
Permanent Address			_
Street Number			

Mohalla / Village	
Ward Number	
State	
District	
Block	
Panchayat	
Pin Code	
Police Station	
Phone Number	
Mobile Number	
Email	

Section C

Employee Initial Joining Information

Point of correction	Details as per manav sampada portal	Details to be updated
Initial Joining In		
Department		
Office State		
Office District		
Office Leve		
Office		
Mode of Recruitment		
Joining Time		
Appointment Date		
Initial Joining Date		
Service Regularisation Date	•	
Service Confirmation Date		
Class		
Vide Order Number		
Initial Designation		
Sub Designation		
Employee Type		
Gazetted		
Non-Gazetted		
Cadre		
Level in Cadre		
Appointing Authority		
Source of Appointment		
Seniority Year		
Number		
Division		
	Salary Details - (At the time	e of Initial Joining)
Pay Commision		
Pay Band		
Grade Pay		
Basic Pay		
Deduction Type		
GPF/CPF/EPF Number		
GIS Number Detail		

Section D

EMPLOYEE EDUCATION DETAILS

	Details as per manay sa	mnada	
Point of correctio		Details to be updated	

Standard	
Education	
Stream/Subject	
Board/University Name	
Passing Year	
Marks (%)	
Remarks	

Section E

EMPLOYEE FAMILY INFORMATION

		- C - C - C - C - C - C - C - C - C - C
Point of correction	Details as per manav sampada portal	Details to be updated
Member Name		
Relation		
Member Date Of Birth		
Member UID No		
Member Qualification		
Dependent		
Whether Employed		
Member E-Salary Code		
Member Employee Code		
Whether in Same Department		
Name Of Department Other than Same Department / Occupation		
Member Status		
In-Active Reason		
Attachment		

Section F

EMPLOYEE TRAINING DETAIL

Point of correction	Details as per manav sampada portal	Details to be updated
Place		
Training Type		
Training Name		
Institute Name		
Remarks/Sponsored by		
Date From		
Date To		

Employee Loan Detail Information

Point of correction	Details as per manav sampada por	Details to be updated
Loan Type		
Loan A/C No		
Letter number		
Sanction Date		
Sanction Amount		
Return Date		
Remarks		

Section H

Employee Service History

Point of correction	Details as per manav sampada	Details to be updated	
Point of correction	portal	Details to be updated	

Order Number	
Order Date	
Transaction	
Posting Area	
From- To	
From State	
To State	
From Department	
To Department	
To Office State	
To Office State	
From District	
To District	
From Office Level	
To Office Level	
From Office	
To Office	
From Branch	
To Branch	
From Designation	
To Designation	
From Sub Designation	
To Sub Designation	
Remark (if any)	
Effective Order Date	
From Date	
To Date	
Notional	
Real	
Financial Benificial Date	
Pay Commision	
Basic Pay	
Pay Scale/Grade Date	
Cadre	
Level in Cadre	
Upload File	
1	1

Section G

Previous Posting History

,			
Point of correction	Details as per manav sampada portal	Details to be updated	
	Joining Detai	L	
Sr.No.			
Order			
Order Date			
Joining Date			
Department			
Office State			
District			
Office Level			
Office			
Designation			
Sub Designation			
	Relieving Deta	ail	
Sr.No.			
Releiving Date			

Against Transfer Order No	
Order Date	
Establishment At	
Office State	
Office District	
Office Level	
Establishment Office	
Releiving to Designation	
Sub Designation	

Section i

Employee Leave Detail Info

Point of correction	Details as per manav sampada portal	Details to be updated
Type Of Action		
Leave Type		
From Date		
To Date		
Total No Of Days		
Reason		
Remarks		

Section L

EMPLOYEE DEPARTMENTAL PROCEEDING

Point of correction	Details as per manav sampada portal	Details to be updated
Proceeding Type		
Initiation Date		
Title		
File Number		
Order No / Memo No		
Order Date		
Employee Status		
Proceeding Current Status		
Current Status Date		
Remarks		
Inquiry Officer Details		
Name		
Contact No.		
Department		
Designation		

Section J

EMPLOYEE NOMINATION DETAIL

Point of correction	Details as per manav sampada portal	Details to be updated				
is Family Member						
Nominee Name						
Relation						
Nomination Type						
Date of Birth						
Nomination Percentage						
Aadhaar UID						
Bank Account Number						

Bank Name	
Bank Branch	
Branch Code (IFSC)	
Minor Status	
Click if Nominee Address is	
same as Employee	
Address	
Present Address	
House Number	
Street Number	
Mohalla Village	
Ward Number	
State	
District	
Block	
Panchayat	
PinCode	
Police Station	
Phone Number	
Email	
Remarks	

Section K

Employee Awards & Commendation Information

Point of correction	Details as per manav sampada portal	Details to be updated
Date Of Entry		
Nature		
Description		

Section Documents

Upload Documents

Point of correction	Details as per manav sampada portal	Details to be updated
Document Category		
Educational Document		
Other Document		
Document Type		
Issue Date		
Certificate Number		
Issuing Authority		

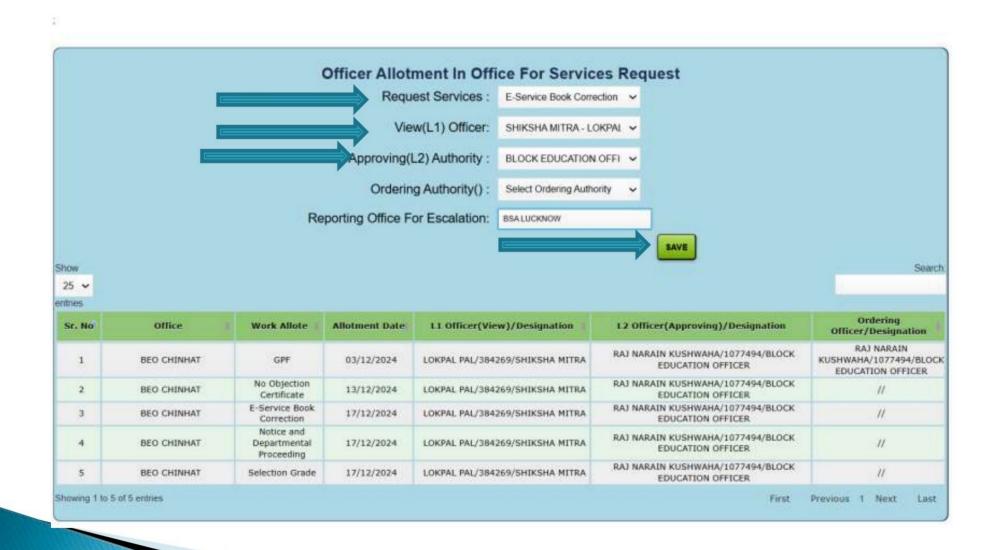
E-Service Book Correction Module

Office Admin Work

Fix L1 and L2 Officer From office Admin



Select L1 Officer and L2 Officer



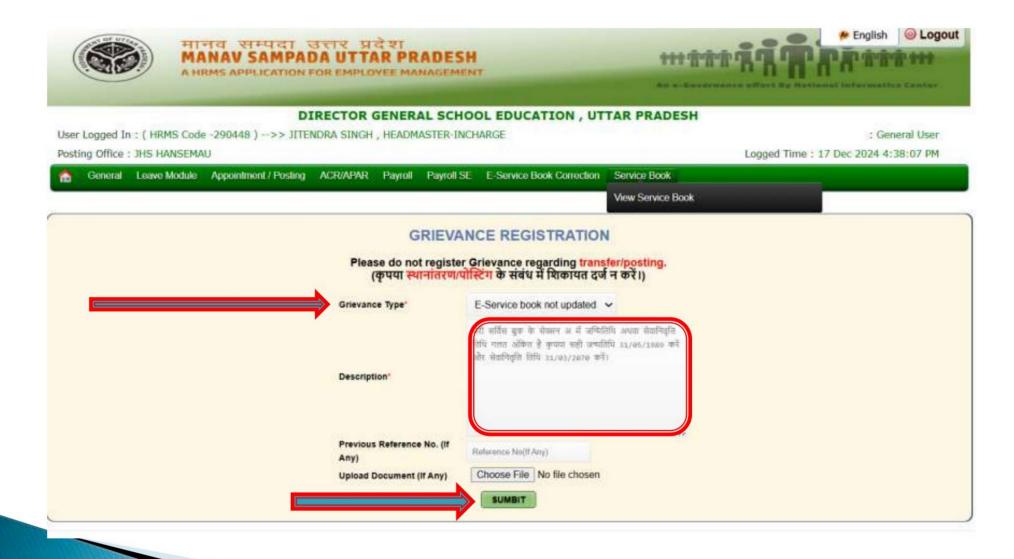
E-Service Book Correction Module

Employee Work

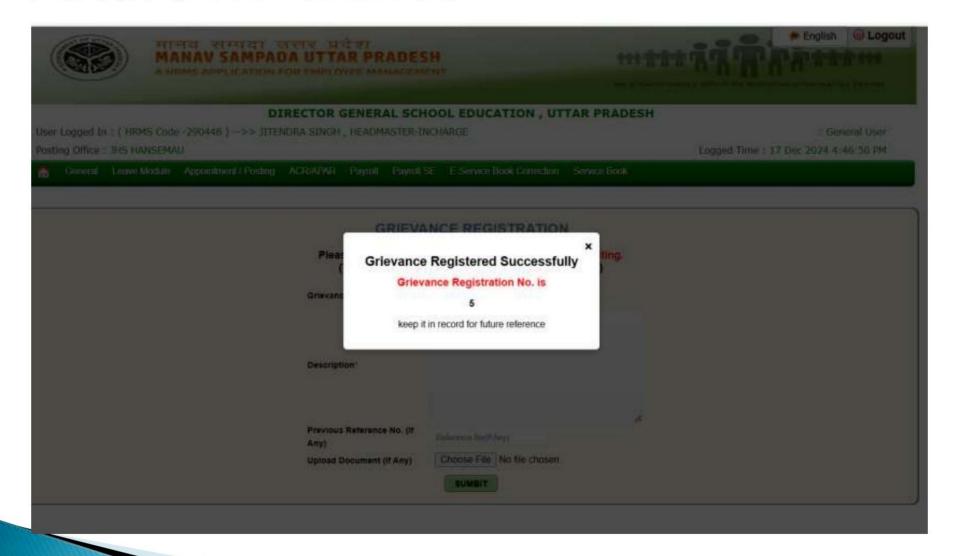
Register E-Service Book Correction



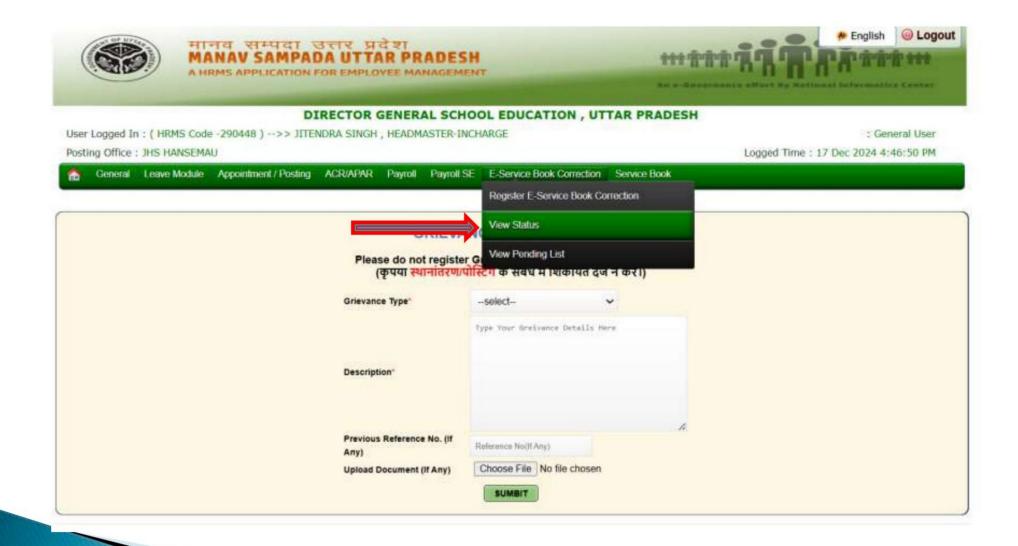
Fill Proper Detail of Correction in Description Box and upload supporting Document and Submit



Note Down Your Grievance No. For Future Referance



View Your Grievance Status



View Grievance Status By No. and Month/Year





entries



DIRECTOR GENERAL SCHOOL EDUCATION, UTTAR PRADESH

User Logged In: (HRMS Code -290448) -->> JITENDRA SINGH, HEADMASTER-INCHARGE

: General User

Posting Office: JHS HANSEMAU

Logged Time: 17 Dec 2024 4:46:50 PM

General Leave Module Appointment / Posting ACR/APAR Payroll SE E-Service Book Correction Service Book

GRIEVANCE STATUS

Search With GrvID Search With Month/Year

Grievance Number Sumbit

Show Search:

Grievance ID Grievance Date Grievance Type Current Office Contact Person Last Remark Status

5 Dec 17 2024 4:48PM E-Service book not updated BEO CHINHAT LOKPAL PAL Pending

Showing 1 to 1 of 1 entries First Previous 1 Next Last





DIRECTOR GENERAL SCHOOL EDUCATION, UTTAR PRADESH

User Logged In : (HRMS Code -290448) -->> JITENDRA SINGH , HEADMASTER-INCHARGE

: General User

Posting Office : JHS HANSEMAU

Logged Time: 17 Dec 2024 4:46:50 PM

General Leave Module Appointment / Posting ACR/APAR Payroll Payroll SE E-Service Book Correction Service Book







DIRECTOR GENERAL SCHOOL EDUCATION, UTTAR PRADESH

User Logged In: (HRMS Code -290448) -->> JITENDRA SINGH, HEADMASTER-INCHARGE: : General User
Posting Office: JHS HANSEMAU

Logged Time: 17 Dec 2024 4:46:50 PM
Ceneral Leave Module Appointment / Posting ACR/APAR Payroll Payroll SE E-Service Book Correction Service Book



Show

25 v

entries

Grievance ID	Grievance Date	Grievance Type	Current Office	Contact Person	Last Remark	Status
4	Dec 17 2024 3:54PM	E-Service book not updated	BSA LUCKNOW	ABHISHEK	test	Disposed
5	Dec 17 2024 4:48PM	E-Service book not updated	BEO CHINHAT	LOKPAL PAL		Pending

Showing 1 to 2 of 2 entries First Previous 1 Next Last

E-Service Book Correction Module

BEO Office Role

View Pending List



You Can View Transaction History and Upload Documents





DIRECTOR GENERAL SCHOOL EDUCATION, UTTAR PRADESH

User Logged In: (HRMS Code -384269) -->> LOKPAL PAL, SHIKSHA MITRA

: General User

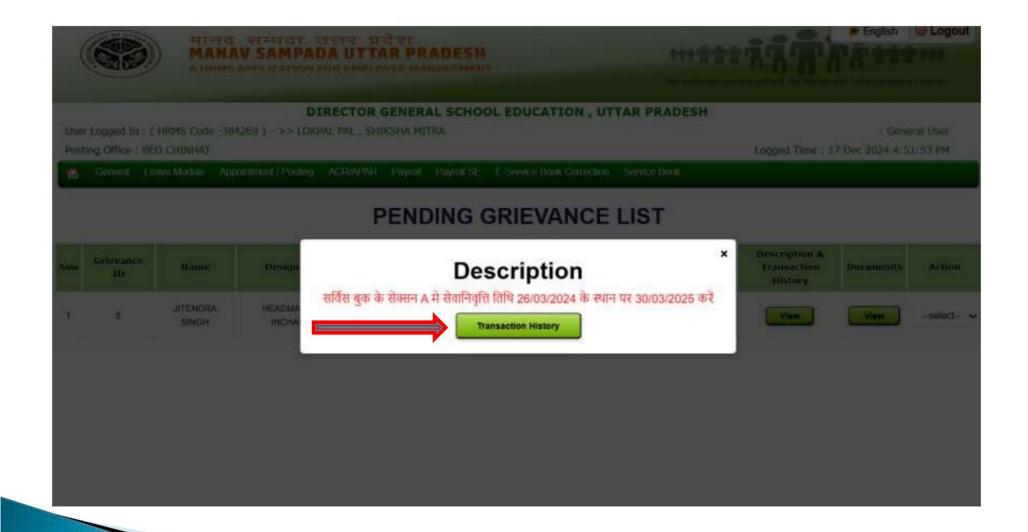
Posting Office: BEO CHINHAT Logged Time: 17 Dec 2024 4:51:53 PM

General Leave Module Appointment / Posting ACR/APAR Payroll Payroll SE E-Service Book Correction Service Book

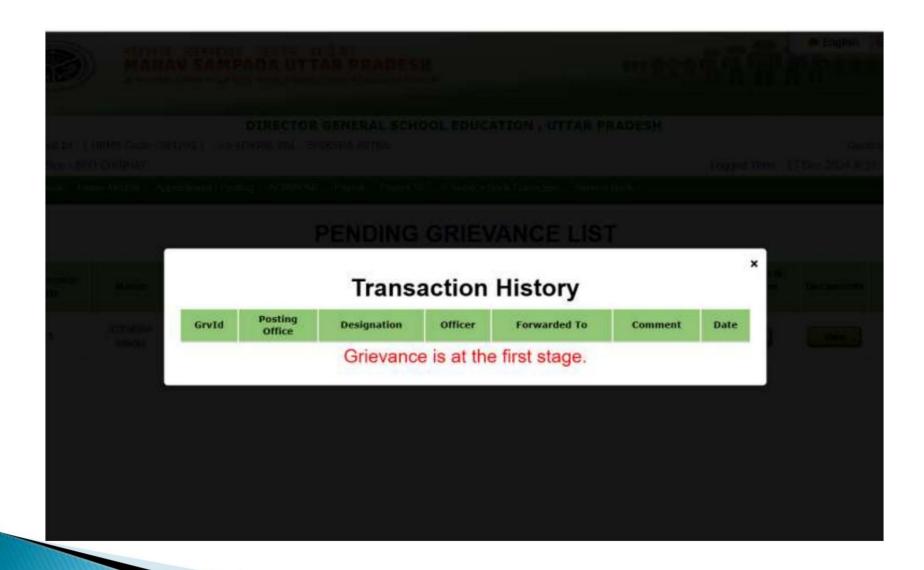
PENDING GRIEVANCE LIST

Sno	Grievance ID	Name	Designation	District	Office	Upload Date	Grievance Type	Remark	Description & Transaction History	Documents	Action
1:	5	JITENDRA SINGH	HEADMASTER- INCHARGE	LUCKNOW	JHS HANSEMAU	Dec 17 2024 4:48PM	E-Service book not updated		View	View	-select- v

Click on Transaction History



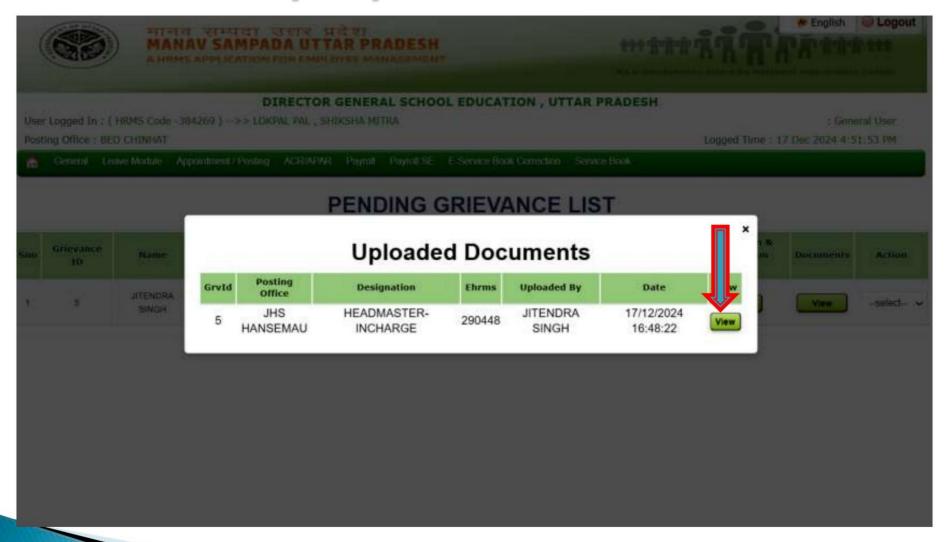
First Stage



View Uploaded Document



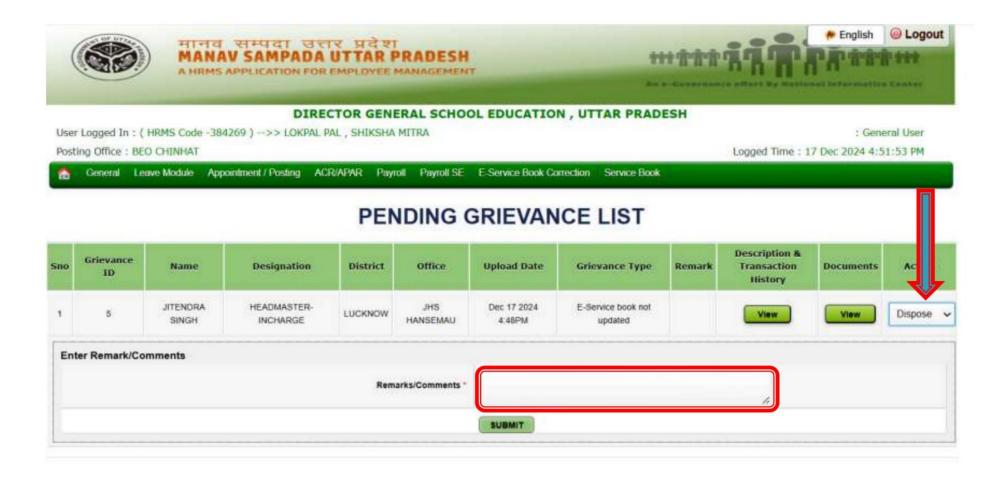
Click on View Button document will be Displayed



Take Action



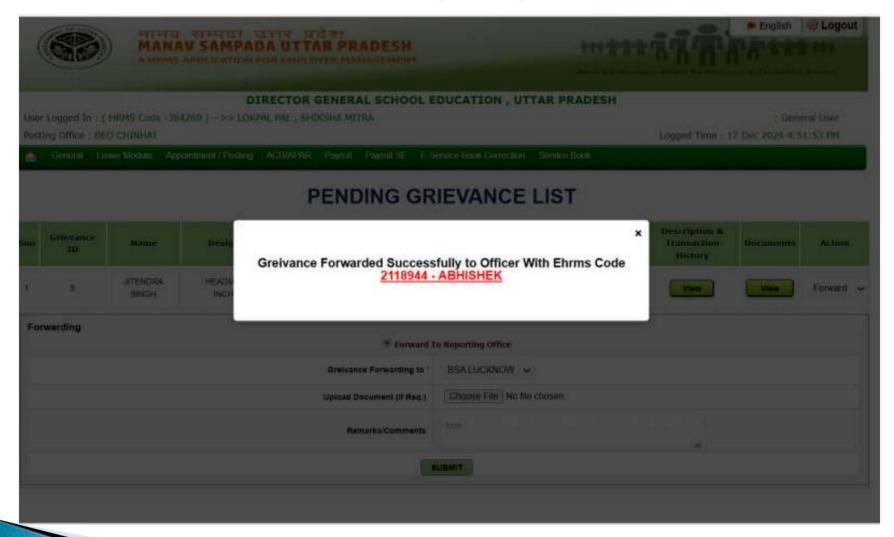
Disposed if correction Done from BEO Level Remark Compulsory



Forward Next Level with Comment if Correction option is not Available in BEO Level



Forwarded to BSA Office Concern Officer Name Display



E-Service Book Correction Module

BSA Office Role

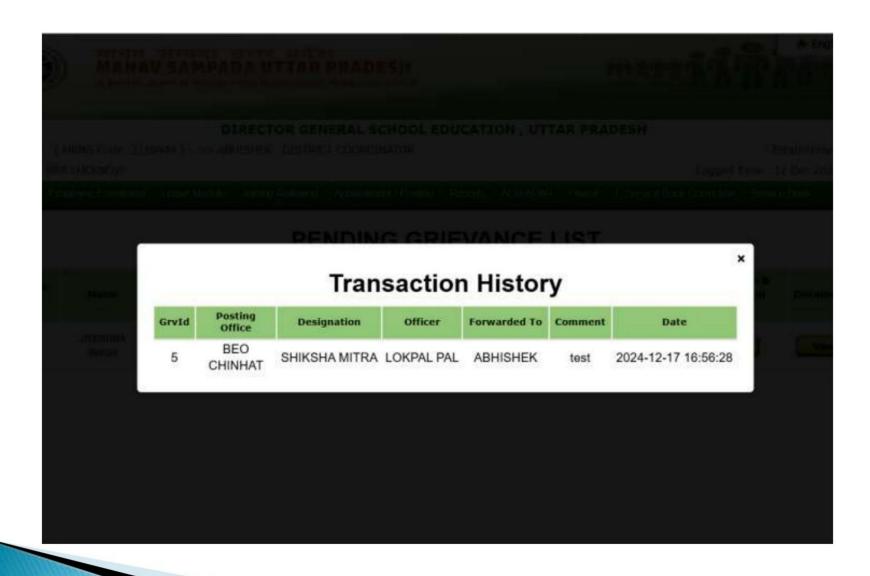
Click on Pending List



View Description and Transaction History and uploaded Document



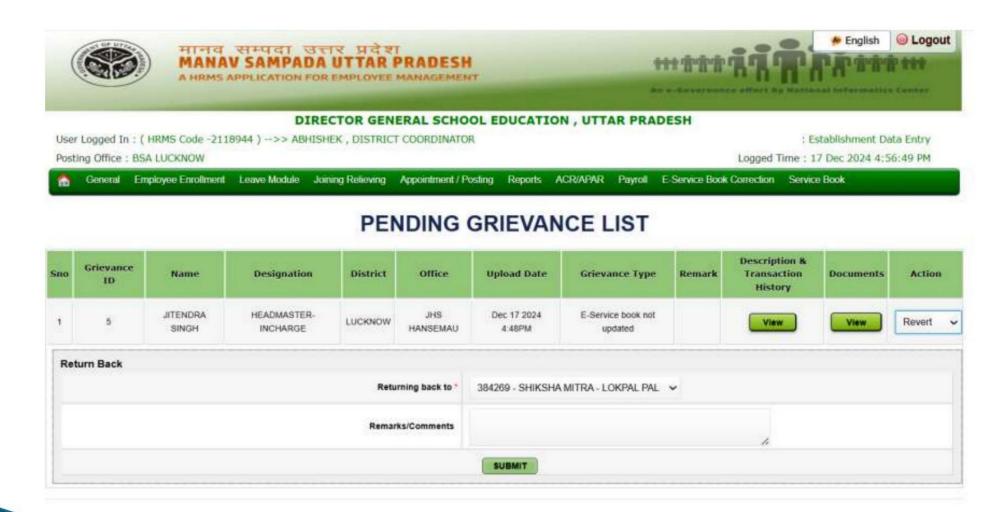
Transaction History



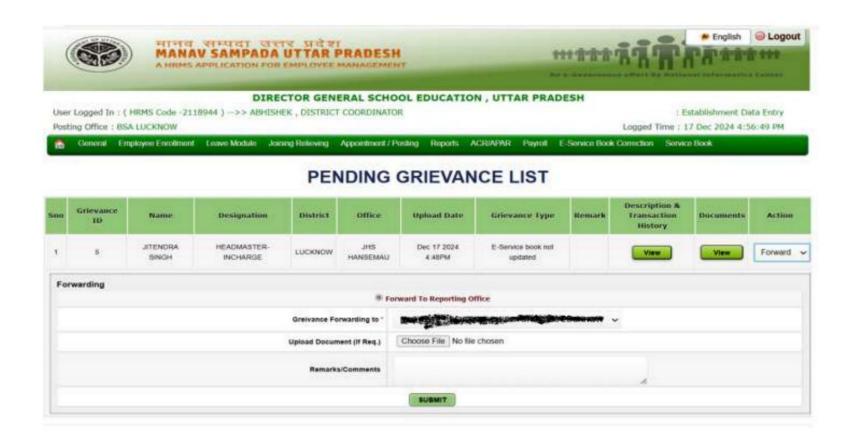
Take Action



If any Supporting Document not attached or any other issue Revert to Previous Office



If Forward With Recommendation Application Automatic Forward to State Level



Thank You