

Project Progress Monitoring System(PPMS) WRD, JHARKHAND

USER MANUAL FOR Personal Module

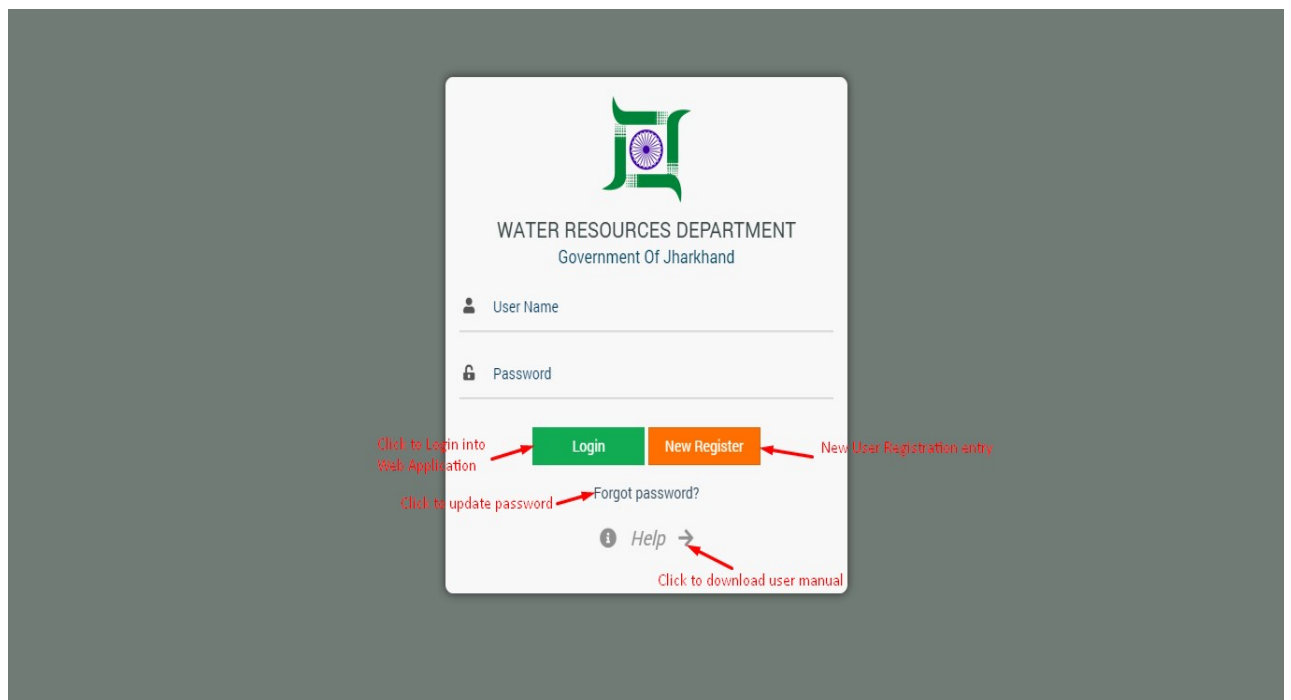


**Water Resources Department,
Jharkhand.**

Nepal House, Doranda, Ranchi-834002

Website- <http://wrджharkhand.nic.in> | Email- cemont-wrd-jhr@nic.in

1. Login Page



- First, User will have to type the link in Browser URL. Link- <http://jalshaktijharkhand.in>
- User can enter their login details like Username and Password in respective text box and click on Login button as shown in above picture to enter into the PPMS Application.
- User can click on forget password option to change the password if they forget their password.
- User can Click on Help link to download user manual.

1. Manage Employee

WATER RESOURCES DEPARTMENT
GOVERNMENT OF JHARKHAND

WRD PPMS

Employees List

Click to add new employee details

Click to search employee

Click to edit the employee details

Designation	Appointment Type	Appointment Date F	Appointment Date T	Employee Name/Employee Id
TEST				
TESTDEMO				
TESTDEMO				
EMP				
PRIYA NATH JHA				
TEST NAME 050719 UP				
ZAHID				
SUJEET KUMAR BHAGAT				
MUKUND ORAON				
DILIP KUMAR SINGH				

Employees 28

Powered by CyberSWIFT

- User have to click on Personal Module and then 'Manage Employee' button to go to manage employee page.
- User will see the list of Employee name. User cans search the respective employee by using the filters given.
- User can click on edit icon button to update the employee details as shown in picture.
- User will have to click on '+' button to add the new employee details.

2. Employee Details Entry Page

WATER RESOURCES DEPARTMENT
GOVERNMENT OF JHARKHAND

WRD PPMS

Employee Details New Employee Details Entry Page

Name Employee ID Contact No GPF / PRAN

Father's Name Home District Name of Spouse Designation

Caste Date of Birth Gender Date of Retirement

Appointment Letter Details Appointment Type Date of Joining Date of Service Completion for Contractual

Permanent Address Correspondence Address Phone No Email ID

Aadhaar No Driving License No. Passport No Health Status

Child Information + Add

Serial No.	Child Name	Gender	Date Of Birth	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Powered by CyberSWIFT

WATER RESOURCES DEPARTMENT
GOVERNMENT OF JHARKHAND

WRD PPMS

Employee Details

Child Information Click to add multiple child information details + Add

Serial No.	Child Name	Gender	Date Of Birth	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Educational Qualification + Add

Serial No.	Name of Exam	Stream	Year of Passing	Institution/University
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial Upgradation Scheme + Add

Serial No.	Name	Payscale	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details Of Vocational Training + Add

Powered by CyberSWIFT



- Inspection
- Monitoring
- Field Visit
- Land Acquisition
- Forest Clearance
- Legal
- Agency Performance
- Asset Management
- Personal**
 - Manage Employees**
- User Communication
- Budget Head
- Manage User

Employee Details

Details Of Vocational Training

Click to add multiple details

+ Add

Serial No.	Area of Training	Institution/University	Duration(In Months)	Year	
1	Area of Training	Institution	Duration	Year	

Membership in Technical Institution

+ Add

Serial No.	Type of Membership	Institution/University	Year	
1	Type of Membership	Institution	Year	

Posting Details

+ Add

Serial No.	Designation	Department	From	Till	Chief Engineer Division	Work/No Work	
1	Designation	Department	From	Till	CE Division	Select...	

Details of Additional Charges

+ Add



- Inspection
- Monitoring
- Field Visit
- Land Acquisition
- Forest Clearance
- Legal
- Agency Performance
- Asset Management
- Personal**
 - Manage Employees**
- User Communication
- Budget Head
- Manage User

Employee Details

Details of Additional Charges

Click to add multiple details

+ Add

Serial No.	Designation	Department	From	Till	Name Of Office	Work/No Work	
1	Designation	Department	From	Till	Name Of Offi	Select...	

Passing Departmental/Professional Examination

+ Add

Serial No.	Name of Examination	Year of Passing	With Notification No	
1	Name of Examination	Year of Passing	With Notification No	

Details of Promotion

+ Add

Serial No.	Present Post	Effective Date	Notification Details	Promoted Post	
1	Present Post	Effective Date	Notification Details	Promoted Post	

Details of Punishment

+ Add

Employee Details

Details of Promotion Click to add multiple details → + Add

Serial No.	Present Post	Effective Date	Notification Details	Promoted Post
1	Present Post	Effective Date	Notification Details	Promoted Post

Details of Punishment + Add

Serial No.	Letter No.	Effective Date	Punishment Details
1	Letter No.	Effective Date	Details

Details of Any Gap in Service

Name and Address of Relative in event of Death

Click to submit all details of employee

Submit Reset

Powered by CyberSWIFT

- After clicking on ADD button , User will land into this Employee Entry page where they have to fill the details given and submit the details by clicking on submit button.
- User will have to fill the details like Personal Details, Child Information, Educational Qualification, Financial Upgradation scheme, Details of Vocational Training, Membership in Technical Institution, Posting Details, Details of Additional Charges, Passing Departmental/Professional Examination, Details of Promotion, Details of Punishment see the list of Employee name.
- After filling all the details, user will have to click on submit button to save the details as shown in picture.