

USER MANUAL

For

Web Based "Training of Employee" Software Module

DESIGNED AND DEVELOPED FOR

UTTAR PRADESH POWER CORPORATION LIMITED
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UTTAR PRADESH

Submitted By :



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Instructions for Using Web Based Training of Employees Software Module

Home Page

Step 1: To Login the Monitoring of Training of Employees Module open Uttar Pradesh Power Transmission Corporation Limited website: <http://www.upptcl.org>

The screenshot shows the website interface for Uttar Pradesh Power Transmission Corporation Limited. On the left is a vertical navigation menu with items like Home, About Us, Objectives, Infrastructure, Technical Information, Pension Procedure, Tenders, Right to Information, Acts & Rules, Transmission Map, Grid Map, Energy Growth in U. P., Office Orders (marked 'new'), Useful Links, Contact Us, Feedback, Check E-mail, Corporate Login (marked 'new'), and Institutional Memory (marked 'new'). The main content area has a blue header with the company name and a search bar. Below the header is a large image of a glowing lightbulb. To the right of the lightbulb is the 'About Us' section, which contains a detailed paragraph about the corporation's history and objectives, accompanied by a photograph of a modern office building. Further right is the 'Intranet' section, which includes a 'Welcome to Management Information System' message and a 'Click Here' button. A callout bubble points to a 'Click Here' button in the Intranet section, which is labeled 'Click Here to fill Daily Electricity Supply by DM Office' (marked 'new').

Step 2: Click on Link of **Monitoring of Training** Module as shown below:

Technical Input Formats

<ul style="list-style-type: none"> ✔ Commercial <ul style="list-style-type: none"> » CS-3 & CS-4 » Theft-Combing & Prapatra-17 » Target and Realization ✔ CMU(D) <ul style="list-style-type: none"> » Daily Supply Hours » Feederwise Supply Hours » Damage Transformer Status ✔ Energy Account Directorate <ul style="list-style-type: none"> » Feederwise Line Losses » Substation Metering Status ✔ Business Plan new <ul style="list-style-type: none"> » Monitoring of Business Plan ✔ Daily Collection & Expenditure new <ul style="list-style-type: none"> » Monitoring of Bank Accounts ✔ Training Module new <ul style="list-style-type: none"> » Monitoring of Training ✔ Office Orders new <ul style="list-style-type: none"> » Uploading Office Orders on Web 	<ul style="list-style-type: none"> ✔ Transmission <ul style="list-style-type: none"> » Sub-Station Master » Transmission Line Master » Meter Master » Civil Work » Erection Work » Material Supply ✔ Tender Uploading System <ul style="list-style-type: none"> » Tender Notices » Tender Documents » Corrigendums » Tender Reports ✔ Disciplinary Proceeding Coming Soon! <ul style="list-style-type: none"> » Monitoring of Disciplinary Proceeding ✔ Employee PIS Module new <ul style="list-style-type: none"> » Employee Personal Information System ✔ Prapatra 2, 3, 4A, 4B Coming Soon! <ul style="list-style-type: none"> » Monitoring of Prapatra 2, 3, 4A, 4B ✔ Audit Para Coming Soon! <ul style="list-style-type: none"> » Monitoring of Audit Para
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Click Here

Login

Step 3: Enter the **User Name** and **Password** and click on **Login** Button.

:: TRAINING MODULE ::

:: Login Panel ::

User Name :

Password :

Login
Reset

Type Here

omni-NET
TECHNOLOGIES (P) LIMITED
ISO 9001:2000 Certified

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Add Training Detail (if k{k.k foj.k)

Step 4: To add Training detail, click on the **Training Detail (if k{k.k foj.k)** link as shown below:

:: Welcome in Training Module ::

Entry Panel




Forms

- प्रशिक्षण विवरण
- प्रशिक्षुओं का विवरण

Edit

- प्रशिक्षण विवरण
- प्रशिक्षुओं का विवरण

Report Panel



- प्रशिक्षण विवरण रिपोर्ट
- प्रशिक्षण केंद्र की रिपोर्ट

Click Here

Step 4.1: To Add new **Training detail** in the following screen:

प्रशिक्षण आदेश संख्या :	<input type="text"/>	
प्रशिक्षण आदेश दिनांक :	<input type="text"/>	खोज करे
सत्र :	<input type="text"/>	
केन्द्र का नाम :	<input type="text" value="चुने"/>	
प्रशिक्षण का नाम :	<input type="text" value="चुने"/>	
कोर्स का नाम :	<input style="height: 40px;" type="text"/>	
प्रशिक्षण प्रारंभ तिथि :	<input type="text"/>	
प्रशिक्षण समाप्ति तिथि :	<input type="text"/>	
प्रशिक्षण के दिन :	<input type="text"/>	
प्रशिक्षण के श्रेणी :	<input type="text" value="चुने"/>	
प्रशिक्षण का प्रकार :	<input type="text" value="चुने"/>	
टिप्पणी :	<input style="height: 20px;" type="text"/>	
प्रशिक्षण शुल्क :	<input type="radio"/> Paid <input type="radio"/> Received <input checked="" type="radio"/> UnPaid	
कर्मचारी प्रकार :	<input checked="" type="radio"/> Uppcl <input type="radio"/> Others	
<input type="button" value="सुरक्षित करे"/> <input type="button" value="रीसेट करे"/>		

- Enter Training Order Number (if k{k.k vkns k l d; k)
- Enter Training Order Date (if k{k.k vkns k fnukd)
- Click on Search ([kkst dj] Button as shown above.

Step 4.1.1: If the records entered in the Training Order Number (if k{k.k vkns k l d; k) and Training Order Date (if k{k.k vkns k fnukd) are not found in the database search then the user will have to fill the following fields:

Year (l =)	: Fill Training Year
Center Name (dlnz dk uke)	: Fill Training Center Name.
Training Name (if k{k.k dk uke)	: Fill Training Name
Course Name (dkd l dk uke)	: Fill Course Name
Training Start Date (if k{k.k i kJEhk frffk)	: Select Training start date calendar appear when user click on Text box).
Training End Date (if k{k.k l ekflr frffk)	: Select Training end date calendar appear when user click on Text box).
Number of Days (if k{k.k ds fnu)	: Number of days is displayed automatically
Category of Training (if k{k.k ds Js kh)	: Fill category of Training (On Recruitment, Mid Term Training, On Promotion)
Type of Training (if k{k.k dk i dklj)	: Fill Training Type (Internal / External)
Remarks (fvli . kh)	: Enters remarks if required
Training Fee (if k{k.k "k/d)	: Select Training Fee Mode (Paid, Received, Unpaid)
Type of Employee (depkjh i dklj)	: Select type of employee weather he is employee of UPPCL or other Unit

After filling the details Click on **Add Record** (l jf{kr dj] Button to save Records. A Confirmation message will appear

Step 4.1.2: IF Training Order Number and Training Order Date match with previous record then following screen will be display as shown below.

अभिलान/सम्प्रेक्षा संख्या :	<input type="text"/>
कर्मचारी का नाम :	<input type="text"/>
नियुक्ति/पदोन्नति की तिथि :	<input type="text"/>
पदनाम :	<input type="text" value="चुनें"/> ▼
विभाग :	<input type="text" value="चुनें"/> ▼
पाठ्यक्रम शुल्क :	<input type="text" value="0"/>
इकाई पोस्टिंग :	<input type="text"/>

अभिलान सं०	कर्मचारी का नाम	पदनाम	विभाग	
201	सलील	उप अभियन्ता	याण्डिप्य विभाग	Delete
207	242	अपर अभियन्ता	याण्डिप्य विभाग	Delete
208	675	अपर अभियन्ता	याण्डिप्य विभाग	Delete
206	सारासपय	सिपिक	याण्डिप्य विभाग	Delete
210	सारास	सिपिक	ई 0 १० डी०	Delete
205	डिरीको ह	सहायक अभियन्ता	ई 0 १० डी०	Delete

To add a new Scheme User has to perform following steps:

Id No (vfhkKku@l Ei dkk l d; k) : When Id No of the Employee is entered **Name of Employee** (depkjh dk uke) &

Recruitment

/Promotion Date (fu; fDr@i nkWufr dh frffk) detail will be display automatically

Rank (i nuke)

: Select the Rank of Employee

Name of Department (foHkkx)

: Select the Name of Department

Program Fee (i kB; dæ "kq/d)

: Fill the Program Fee (if Applicable)

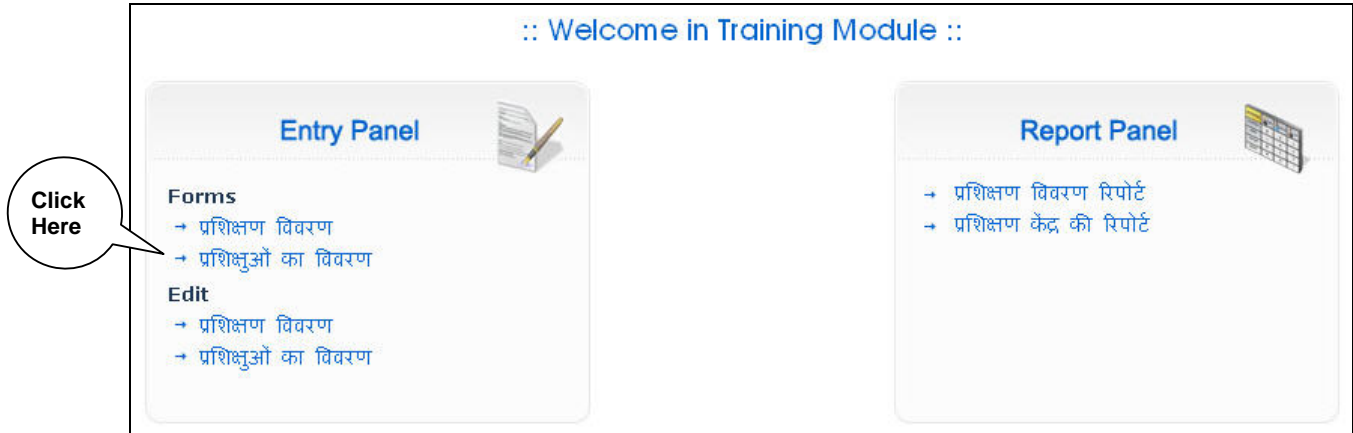
Posting Unit (bdkkbz i kfLVx)

: Fill Posting Unit

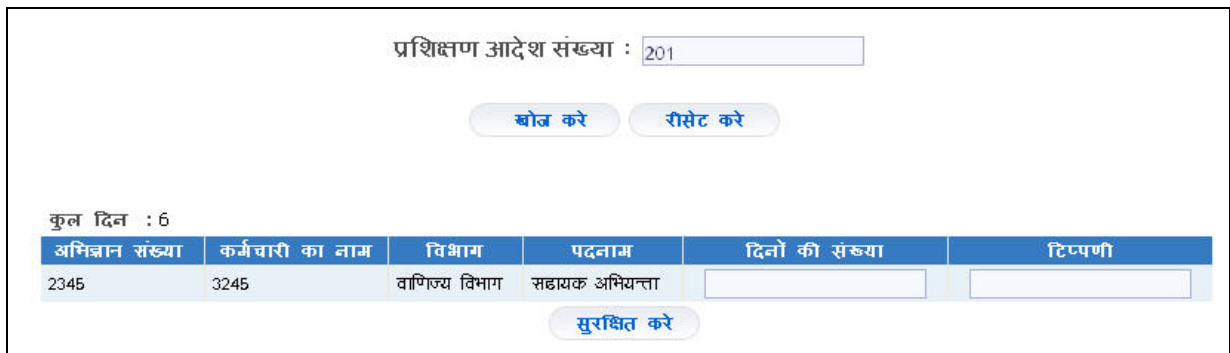
After filling the details Click on **Add Record** (l jf{kr dj) Button to save Records. A Confirmation message will appear

Add Trainees Detail (if k{kq/ka dk foj .k)

Step 5: To add **Trainee’s Details** (if k{kq/ka dk foj .k) following Screen will be displayed as shown below:



Step 5.1: After entering **Training Order number** (if k{k.k vkns k l d; k) list of existing trainees will be displayed as shown in screen below:



To enter number of training days:

1. Fill the number of days (fnuka dh l d; k) for which the employee has attend the Training.
2. Fill the Remarks (fVli .kh) if required.

After filling the details Click on **Add Record** (l jf{kr dj) Button to save Records. A Confirmation message will appear

-----THANKS-----