

# USER MANUAL

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TEACHER/EMPLOYEE/ INDIVIDUAL USER

NATIONAL INFORMATICS CENTRE

DEPARTMENT OF SCHOOL EDUCATION & LITERACY | MINISTRY OF EDUCATION

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## 1. KVS ONLINE EMPLOYEE PLATFORM

The KVS Online Employee Platform is designed by National Informatics Centre, Ministry of Education, as per the requirements of the Kendriya Vidyalaya Sangathan, to facilitate the process of generating a digital database consisting of details of all its employees.

Users of this platform are identified at multiple levels, starting from individual employee to national level officer. This platform, depending on the nature and scope of duty and authority, has different modules and functionalities (with defined accessibility to data) that are required to facilitate the work flow and fulfil the responsibility entrusted with the user.

This user manual consists of all the modules and their functionalities, with respect to the role and requirement of an individual employee on this online platform.

## 2. LOGIN PROCESS

Upon creation of a user in the KVS Online Employee Platform, he/she will receive an email for generating a password.

Step 1: Click on the link received over e-mail to generate password

Step 2: You will be redirected to the KVS online employee platform, where a password is to be created (as shown in fig.1)

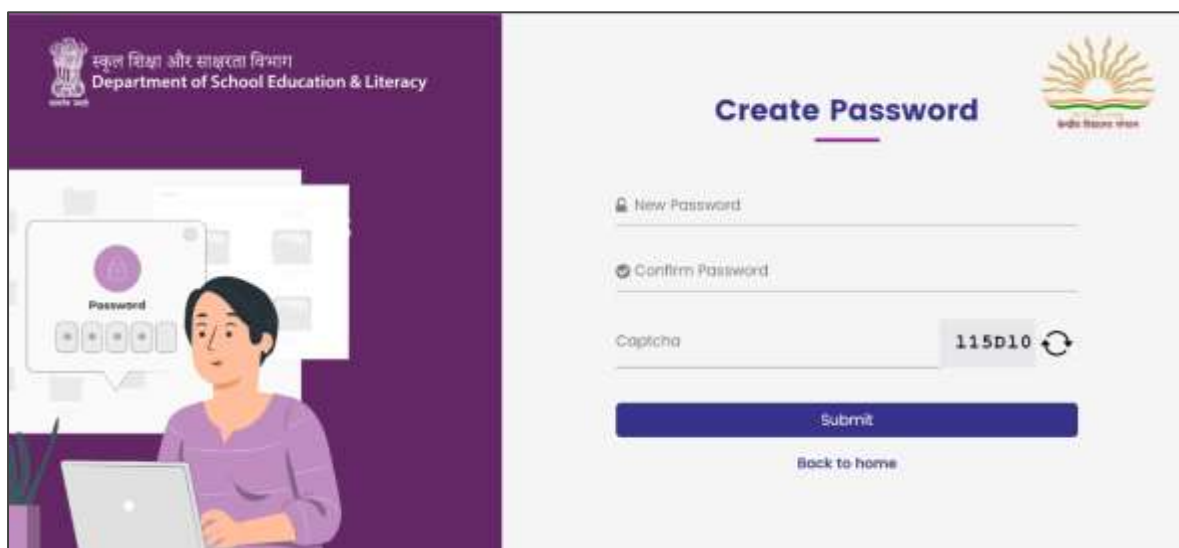
The image shows a web interface for creating a password. On the left, there is a purple banner with the text 'स्कुल शिक्षा और साक्षरता विभाग' and 'Department of School Education & Literacy'. Below this, an illustration shows a person at a laptop with a 'Password' dialog box. On the right, the main content area has a light gray background. At the top right is the KVS logo with the motto 'विद्यया विमुक्तये'. The heading 'Create Password' is centered. Below it are three input fields: 'New Password', 'Confirm Password', and 'Captcha'. The captcha field displays '115D10' with a refresh icon. A blue 'Submit' button is below the fields, and a 'Back to home' link is at the bottom.

Figure 1

Step 3: Click on 'Login' and select the option "Employee Login" as shown in Fig.2

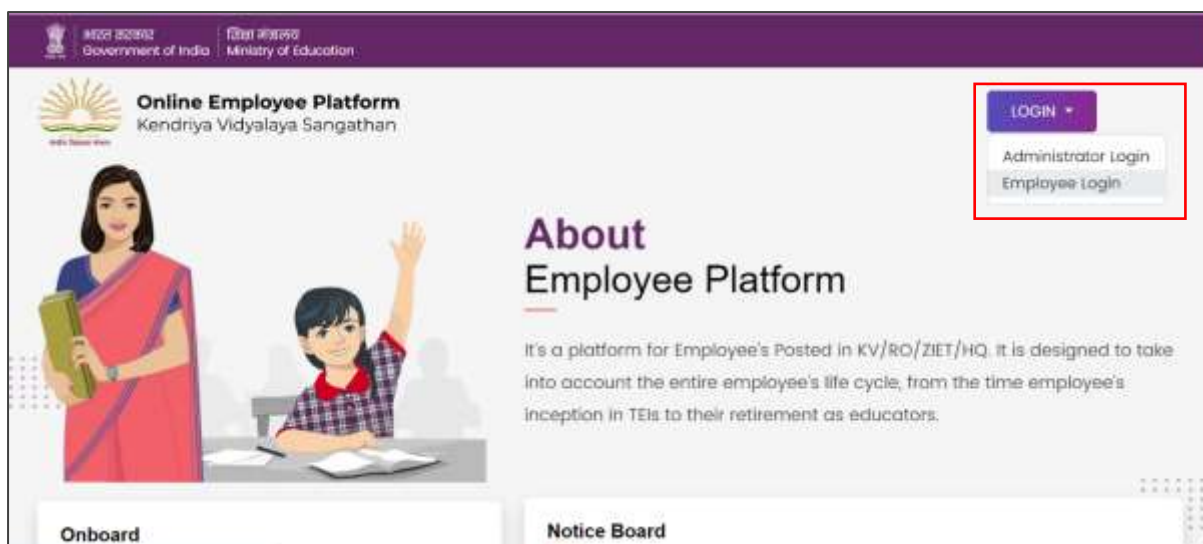


Figure 2

## 2.1 Ways to login

The platform allows its user to login by two ways

- **Through the Username & Password:** Type in the registered username (employee code), password and captcha (shown on the login page) as marked in Fig. 3.

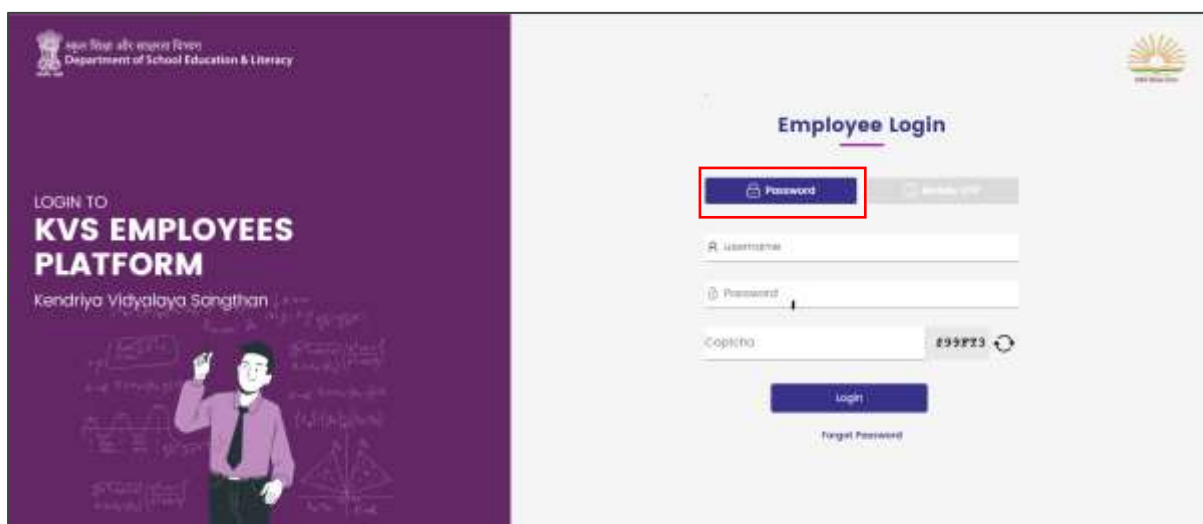


Figure 3

- **Using Mobile number & OTP:** User can login through their mobile number (registered /saved in the KVS Online Employee Platform), OTP received and captcha, as shown in fig.4 Please note that the requested *OTP is valid only for \_\_\_\_ minutes.*

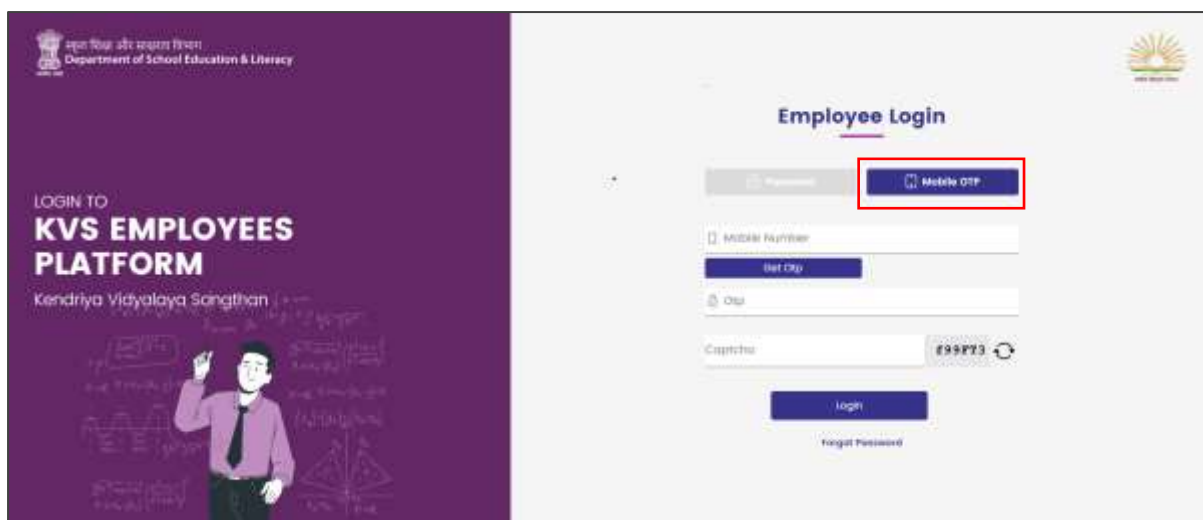


Figure 4

## 2.2 How to reset password

Step 1: Click on 'FORGOT PASSWORD' option in the login page (as marked in fig.5)

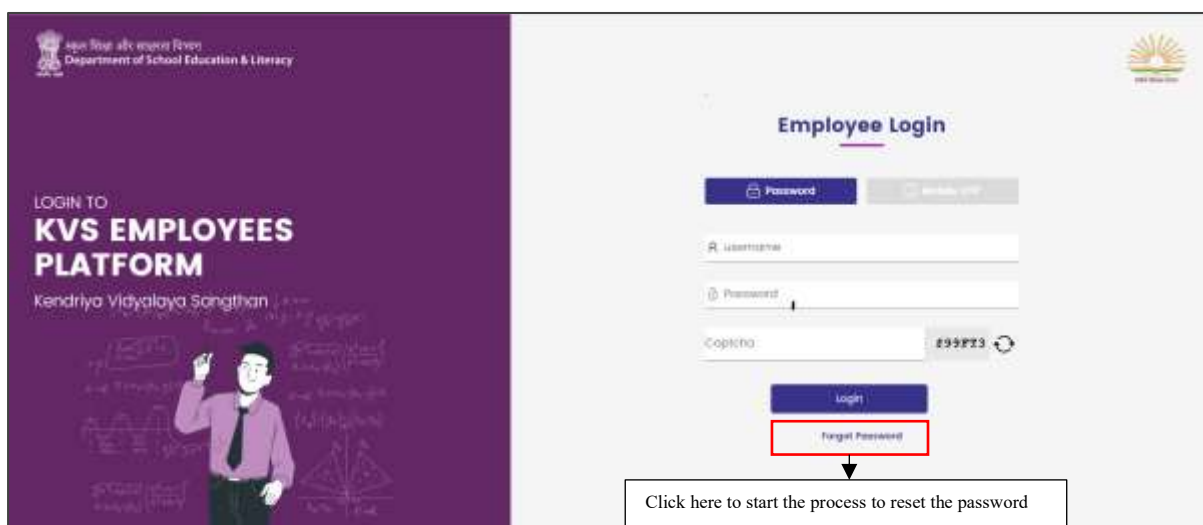


Figure 5

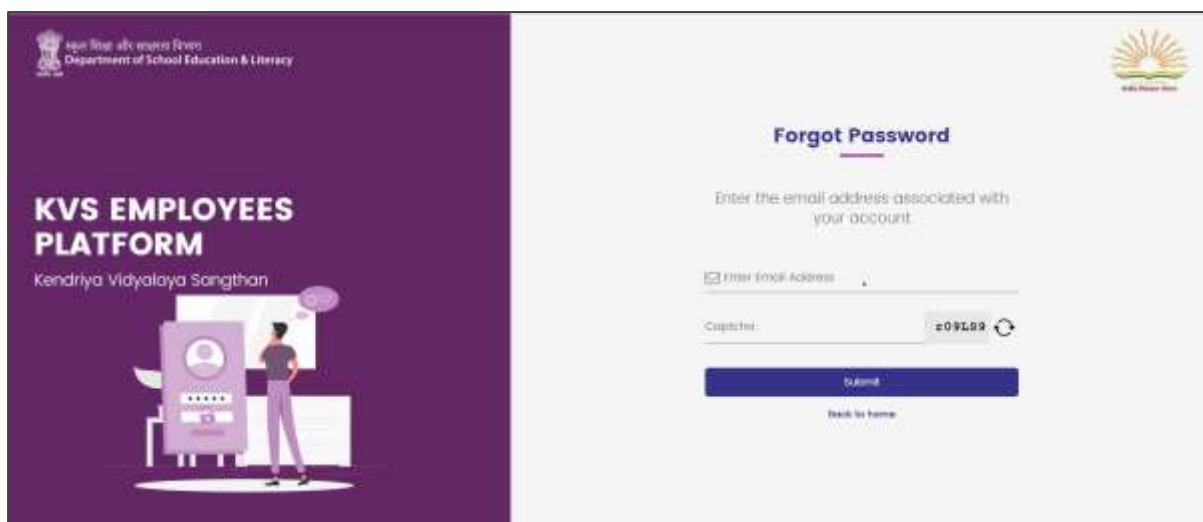


Figure 6

Step 2: Enter the registered Email Address and captcha (as shown in fig.6), and click on submit button. A link to reset the password will be sent to the user's email ID.

### 3. EMPLOYEE DETAILS

In this module, an **employee can only view his/her details**, which is profile and work experience, filled and submitted on the KVS Online Employee Platform by the school where he/she is currently or previously posted. (fig.6,7,8)

[illegible]

Figure 6

The screenshot shows the Online Employee Platform (OEP) interface. The sidebar on the left contains navigation links: 'Employee Details', 'Transfer Management', 'Leave', 'Payroll', 'Service History', 'List of Services', and 'Help'. The main content area is titled 'Online Employee Platform' and 'Sambutan Indonesia's Unggah'. A red box highlights the 'Employee' tab. Below this, there is a table titled 'Work Experience' with columns: 'Workplace/Unit', 'From', 'To', 'Position held', 'Approved by Subject', and 'Family Member'. The table contains two rows of data. At the bottom right, there is a 'NIC TESTER' button.

| Workplace/Unit                              | From       | To         | Position held                    | Approved by Subject | Family Member     |
|---|------------|------------|----------------------------------|---------------------|-------------------|
| 123 - KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN | 01/01/2018 | 31/12/2020 | ASISTEN TENAGA KEMENTERIAN (ATK) | NIK: 123456789012   | NIK: 123456789012 |
| 123 - KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN | 01/01/2021 | 31/12/2021 | PELATIH TENAGA KEMENTERIAN (PTK) | NIK: 123456789012   | NIK: 123456789012 |

NIC TESTER

Figure 7

The screenshot displays the NIC Employee Portal interface. On the left is a purple sidebar with navigation links: 'Employee Details', 'Employee Management', 'Tools', 'User Manual', 'Nic Policy 2021', 'NIC App Download', and 'NIC'. The main content area has a header with 'NIC Online Employee Platform' and a user profile 'NIC Employee' with a 'Logout' button. Below the header is a progress bar with three steps: 'Profile', 'Employee Details', and 'Preview & Confirm' (highlighted with a red box). The 'Preview & Confirm' section contains two tables. The first table, 'Profile Details', shows employee information. The second table, 'Employee Details', shows institutional and subject-related information. At the bottom, there is a 'Preview & Confirm' button.

| Profile Details   |                        |
|-------------------|------------------------|
| Employee Code     | 40002                  |
| Name              | Arjun                  |
| Email             | arjun.nic@gmail.com    |
| Mobile Number     | 9876543210             |
| Current post name | PGT (General) - 104340 |
| Post Type         | Teaching               |
| Date of Birth     | 01-01-1990             |
| Sexuality         | Male                   |
| Subject Name      | Maths                  |

| Employee Details             |                        |
|------------------------------|------------------------|
| Institution                  | State                  |
| Secondary - VERVAHA (SARAJE) | 01-01-2020             |
| Secondary - VERVAHA (SARAJE) | 01-01-2020             |
| Appointed for subject        | PGT (General) - 104340 |
| Transfer record              | Transfer record        |

**Preview & Confirm**

[Go Back](#)

Figure 8



## 4. TRANSFER MANAGEMENT

In this module, we have four sub-module

1. Profile Verification - Employee can see there basic details and confirm to move to the miscellaneous page.
2. Miscellaneous - Employee can select and confirm there transfer ground.
3. Station Choice - Employees have to select five Preferred Station of their choice.
4. Preview And Undertaking - Employee can see there DC, TC and preferred station choice. Once they will confirm, employee won't be able modify it.

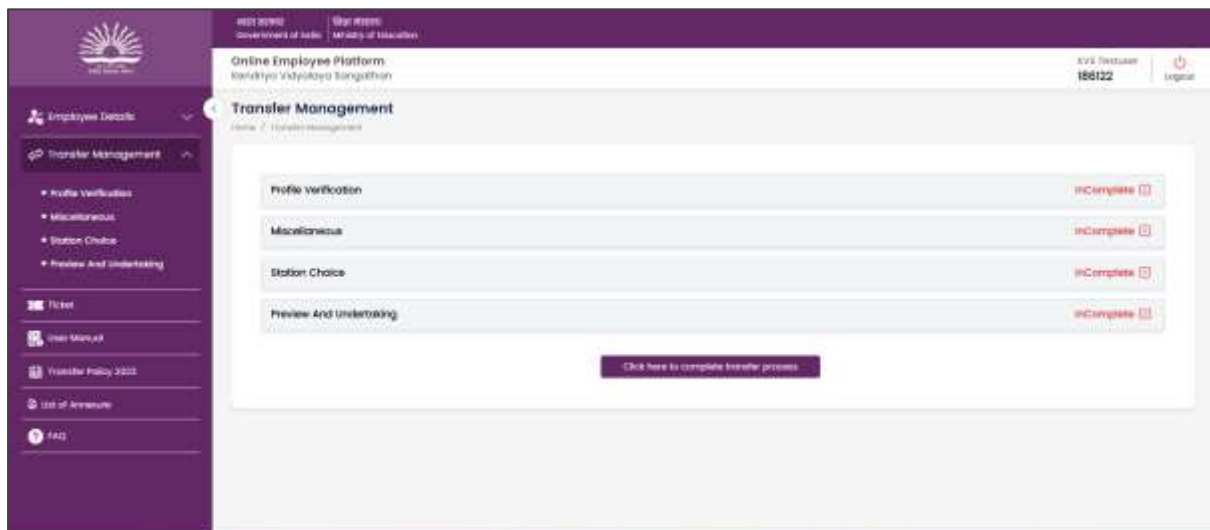
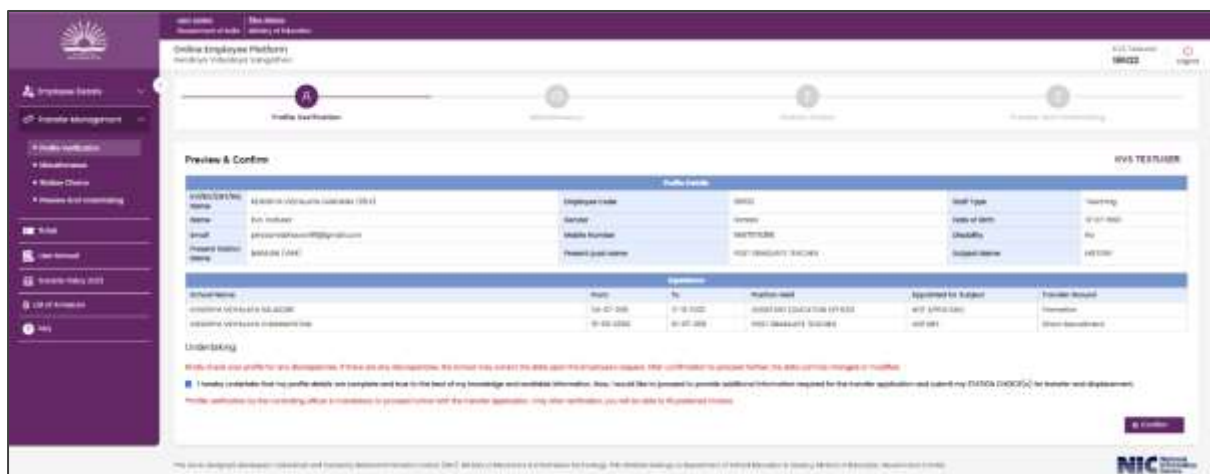


Figure 9



Employee Details

Transfer Management

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

Ticket

User Manual

Transfer Policy 2023

List of Announcements

FAQ

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

9885098

1. Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being sought for:

Spouse name

Name of Station

TEST SPOUSE

ASIA

Upload Spouse Declaration in PDF (Max 500 KB) \*

Uploaded Document

Download Declaration Format: @ Attachment

Choose File

No File Chosen

Upload

@Spouse\_Declaration.pdf

2. Whether the employee is seeking benefit of medical ground (MGC Ground): [\(Mandatory mandatory\)](#)

Yes No

3. Whether the employee is seeking benefit of single parent (SP Ground)

Yes No

4. Whether the employee is seeking benefit of Death of Family Person (DFP Ground)

Yes No

5. Whether you are main care-giver to the person with disability in the family (i.e. spouse/son/daughter).

Yes No

Figure 10

Employee Details

Transfer Management

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

Ticket

User Manual

Transfer Policy 2023

List of Announcements

FAQ

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

Preferred Station For Transfer/Displacement

Do you want to apply for transfer? \*

Yes No

Preferred Station (i) \*

475 BOCKALAH

Preferred Station (j) \*

482 CHAKA CHAKAPUR

Preferred Station (k) \*

925 CHALUJI

Preferred Station (n) \*

162 KANOTUR

Preferred Station (v) \*

245 (KODARI)

Note : All are Mandatory \*

Select

Next

Employee Details

Transfer Management

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

Ticket

User Manual

Transfer Policy 2023

List of Announcements

FAQ

Profile Verification

Miscellaneous

Station Choice

Preview And Undertaking

Choice of station (Transfer)

| Station name | Station Name   | Station Name | Station Name | Station Name |
|--------------|----------------|--------------|--------------|--------------|
| BOCKALAH     | CHAKA CHAKAPUR | CHALUJI      | KANOTUR      | KODARI       |

Miscellaneous

1. Whether the employee is seeking benefit of spouse who is working at the same station where employee is posted/transfer is being sought for.

Yes No

2. Whether the employee is seeking benefit of medical ground (MGC Ground).

Yes No

3. Whether the employee is seeking benefit of single parent (SP Ground).

Yes No

4. Whether the employee is seeking benefit of Death of Family Person (DFP Ground).

Yes No

5. Whether you are main care-giver to the person with disability in the family (i.e. spouse/son/daughter).

Yes No

6. Members of JCM or KVS Regional Office (KJCM) / KVS Headquarters (KJGM).

Yes No

7. Active stay (in years) refer 2 (i) of Part- I of Transfer Policy 2023.

12

8. Whether disciplinary proceedings are in progress.

Yes No

9. Whether the employee has completed one tenure of home/NEP/Prudhy station (during entire service).

Yes No

EO Count

| S.No. | Question Description  | Points |
|-------|---|--------|
| 1.    | Stay at a station as on 30th June or complete years irrespective of Cadre Certification: a. Period of absence on any account shall also be counted for this purpose. b. If an employee transferred from station "A" to station "B" returns to the station "A" as a regular without completing three years of stay at station "B" then the period of stay at station "A" will be calculated as total number of years served at station "A" prior to his posting of "B" and the number of years | 3      |

NE Count

| S.No. | Question Description  | Points |
|-------|---|--------|
| 1.    | Centrums Active stay at station as on 30th June for all stations excluding periods of absence (pay band of leave other than maternity (leave) of 30 days or more at rural station and 45 days or more at Head/NEP/Prudhy stations, irrespective of cadre. | 34     |
| 2.    | NEP employees: Completion of prescribed tenure at Head/NEP/Prudhy stations at present place of  | 34     |

## 5. TICKET MANAGEMENT SYSTEM

This module allows employee to raise ticket against any modification that is required to be made in their details (basic profile and work experience) and assign it to the concerned authority.

Step 1: Select the authority to whom the ticket is to be raised by clicking on “Ticket Initiate to”

Step 2: Mention the subject of the issue for which the ticket is initiated in the field “Subject”

Step 3: Type the description of the issue for which the ticket is initiated in the field “Description”

Step 4: Upload the supporting doc in JPG file only, with max file size of 5MB. **Maximum 5 documents can be uploaded.**

Step 5: Preview the uploaded document. In case an incorrect file is uploaded, delete and upload the correct file.

Step 6: Click on “Submit” button. All the above-mentioned fields are marked in fig.11

Figure 11

After submitting a ticket, the user can view the list of tickets raised by him/her, along with its details as marked in fig.12



In case, the user wants to revoke/withdraw a ticket raised by him/her, the user can simply click on “Revoke” button, mention a remark for revoking the ticket, and click on “Submit” button (as shown in fig.14)

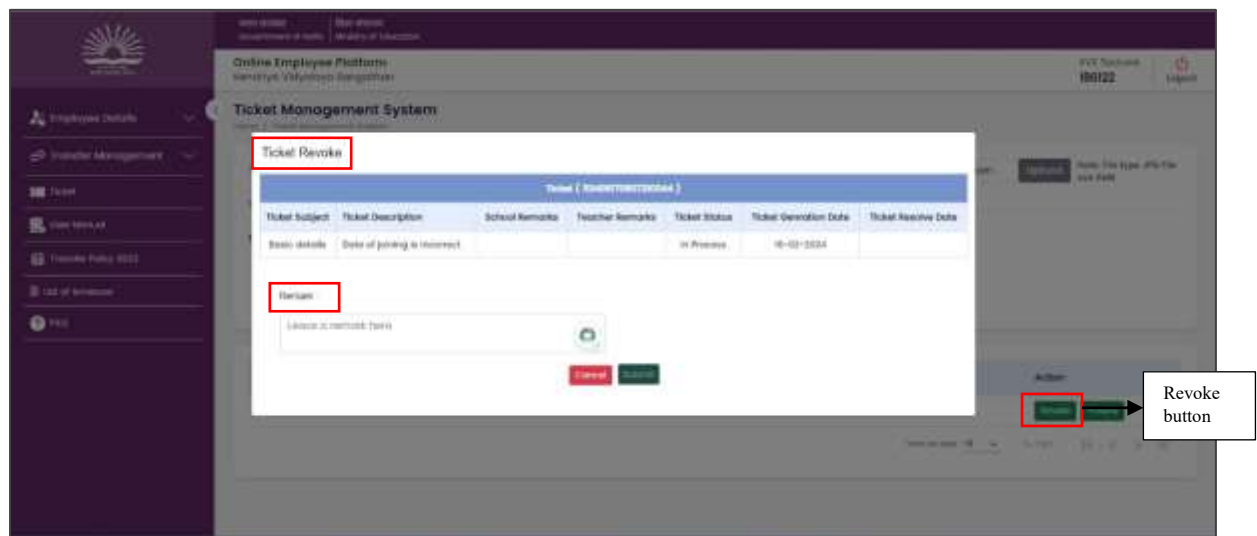


Figure 14