



Government of Karnataka, HRMS-2.0 Directorate, Finance Department

HRMS -1.0 - Application KASS - DDO User Manual

**Family Dependents Data Entry using KASS (Web Application)
in HRMS-1.0 Application**

KASS DDO User Manual

Version: 1.02 Dated: 23-05-2023

Application Available Path: <https://hrms.karnataka.gov.in>



Introduction

This web application provides provision to add, modify or delete employee dependent information.

DDO LOGIN

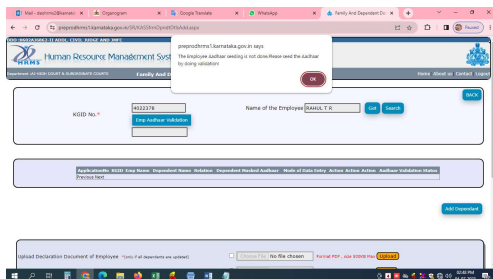
DDO will login using their User ID and Password

1. Family Dependent Details Entry:



In DDO Login, Select **Service Register -> Family Dependent Details**

2. Employee Aadhar Validation for employees who are not seeded in Aadhar



- Enter KGID No and click on Get Button
- You Getting Alert message like “The Employee Aadhaar seeding is not done.Please seed the Aadhaar by doing validation!” Then click on OK button
- Then Click on “Emp Aadhaar validation!”
- *Note : If the employee Aadhar is not seeded then the employee must seed Aadhar validation*
- Below Page will be open

2a. Identity Validation Service

- Enter on “Name As per Aadhaar” and “Aadhaar Number”
- Click on check box “I provide my consent to use Aadhaar for testing purpose.”
- Then click on “Submit” button



3. Data Entry Screen will be displayed as below:

Family And Dependent Details

Name * (in English)
Religion
Gender *
Date of Birth * (DD/MM/YYYY, As in Aadhaar)
Status *
Marital Status * (In case of Daughter)
Address Details
Address line 1 -
Address line 2 -
District -
Taluk -
PIN Code -
State -
Mobile No. (If dependent doesn't have mobile no., enter employee mobile no.)
Email (If dependent doesn't have e-mail id, enter employee e-mail id)
Whether Dependent is Physically/Mentally challenged
(To mark col. of dependent as Physically/Mentally challenged, leave blank if not)
Photo * (Photograph should be colour with white background)

Choose File No file chosen Upload (upload file size less than 50 kb, JPG format only)

Add Dependent

4. User Login:

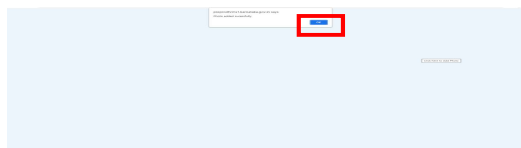
- User has key in the KGID number and clicks on “GET” button,
- Employee name is auto-bound, and appears by default
- User has to enter the dependent details like Name, address, Mobile No., E-mail ID etc.



4. Upload Dependent Documents:

After user enters the dependent details, user has to upload the dependent photo (size must be <50 kb, image type allowed JPG/PNG only)

Clicks on **“Choose File”** button and select the photo, and then clicks on **“Upload”**

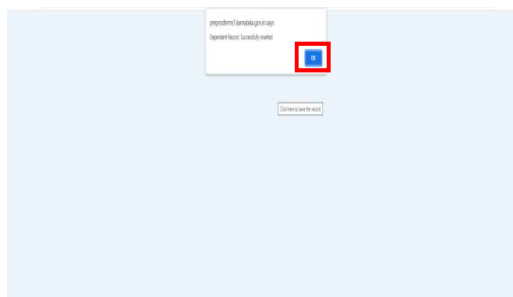


Message will be displayed dependent **“photo is uploaded successfully”**.

5. Save as Draft:

- The user has to key in dependent Aadhaar Number and click on **“Save”**
- Record will be saved as draft until DEMO authentication for dependent is successful.

6. Save Dependent Record:



- Upon demo authentication is complete,
- you can see the message **“Dependent Record Successfully Inserted”**



7. Identity Validation

- The Dependent Aadhaar Number will get validated with UIDAI service.
- User clicks on “Validate Aadhaar with UIDAI” then it will redirect to DEMO Auth page and enter the “dependent Name” and “aadhaar number” as per Aadhaar.
- If the entered Dependent Aadhaar Number and Name matched with UIDAI, its re-directed to HRMS Page with “**Record Inserted successfully**” message.



- If Authentication fails, it will give the error message and User has to do the data entry one more time.
- If still authentication fails, Dependent has to visit the UIDAI centre for further information.
- Unique Application will get auto generated for each employee dependent.

8. View Dependents

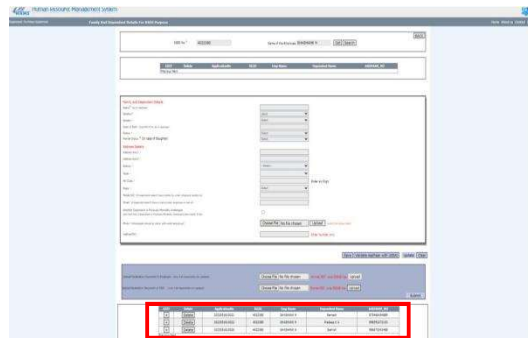
- User has to key in the KGID number and Click on “**GET**” button
- Inserted dependent details is displayed in the grid.
- If employee’s dependents details are updated, then User’s declaration should be duly filled and signed scan copy should be uploaded (file size less than or equal to 500KB, PDF allowed).
- DDO also has to upload the declaration duly filled and signed scan copy (file size less than or equal to 500KB, PDF allowed), for each employee.

9. Submit Dependents List for Approval

Click on **Submit**, records will be saved and will display for approval.

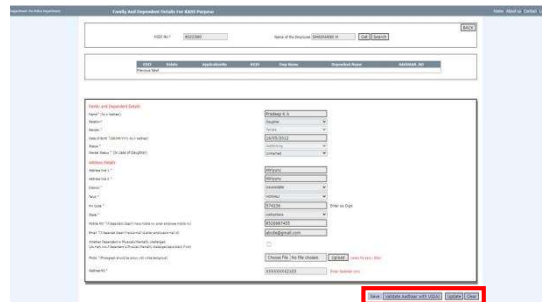


10. Records received from Mobile application:



- User has to enter the KGID number and Click on “GET” button.
- Inserted dependent details uploaded from mobile application is displayed in the above grid.

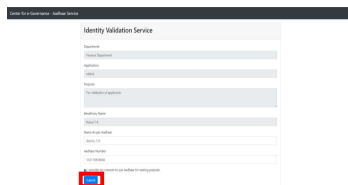
11. Edit Dependent Data Received from Mobile App



Click on “Edit (+)” option, then dependent details are auto populated to all fields in the screen.

12. Identity Validation

The Dependent Aadhaar Number will get validated with UIDAI service.



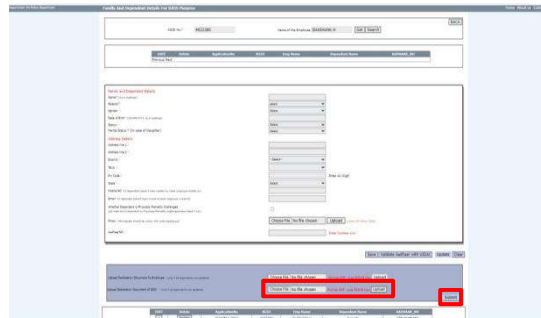
User clicks on “Validate Aadhaar with UIDAI” then it will redirect to DEMO Auth page and enter the “dependent Name” and “aadhaar number” as per Aadhaar.



- If the entered Dependent Aadhaar Number and Name matched with UIDAI, its re-directed to HRMS Page with “**Record Inserted successfully**” message.
- If Authentication fails, it will give the error message and User has to do the data entry one more time.
- If still authentication fails, Dependent has to visit the UIDAI centre for further information.
- Unique Application will get auto generated for each employee dependent.



13. Employee Declaration Document



- User need not upload the employee declaration document in web application as user would have uploaded the document from mobile application before itself,
- Employee declaration document **“Upload”** button is **“Disabled”** in this condition.
- DDO also has to upload the declaration duly filled and signed scan copy (file size less than or equal to 500KB, PDF allowed), for each employee.
- Click on **“Submit”**,
- Record will be saved and will be displayed for approval.

14. Family Dependent Approval-Employee wise



In DDO Login, select Service Register -> Family Dependent Details -> Approve KASS



Uploaded dependent details are displayed on the screen with application number (KGID NO + No of Dependents) and KGID number.



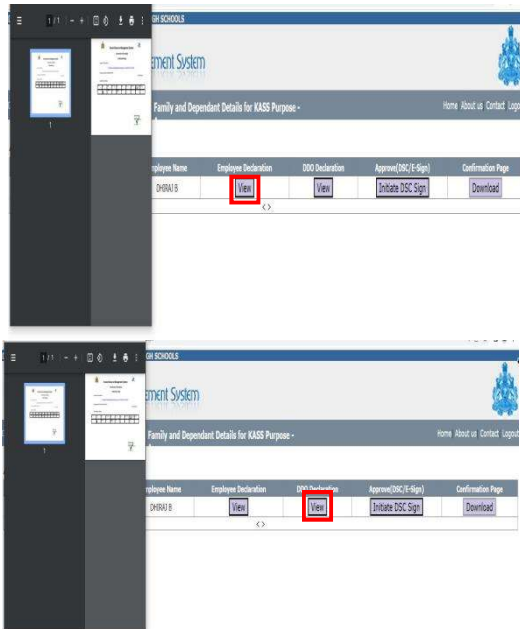
Click on application No, dependent details will be displayed.



15. DDO can view documents and declaration:

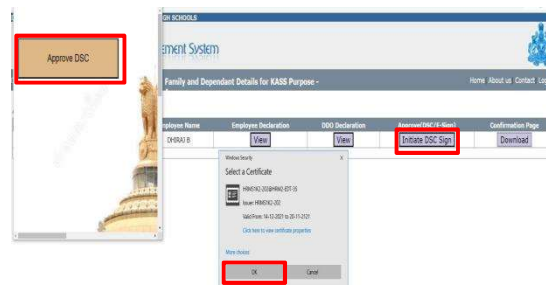
Application No.	Employee No.	Name	Relationship	Gender	DOB	Dependent Status	Address	Mobile No.	Email ID	Physically Challenged	Aadhaar
81123202	4012930	PRADHEEP K.A	MARSON	M	18/05/2011 00:00:00	Y	Kadlim958954562/Pradhep796577@gmail.com			Y	896091272109
		Rabul T.R	MARSON	M	16/08/2017 00:00:00	Y	Jagahera 9006485341		Rabul@gmail.com	Y	553118958666

DDO can view the declaration documents submitted by the Employee records will be visible employee wise



16. Initiate DSC Sign Process

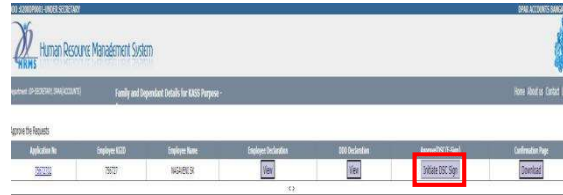
User has to install the DSC Tool kit to Approve (DSC) process.



- Before approving any record, tool should be running
- User has to select the “Initiate DSC Sign” button, Pop Up will show to approve
- Select the particular certificate and clicks on “OK” button then “DSC Signed Successfully” alert displayed in the pop-up screen.
- User to enter the confidential “User PIN” for completing the DSC signing process.



- **“Record was signed successfully”**
- At a time one record can be signed.
- After **“DSC Signed Successfully”** the **“Initiate DSC Sign”** button will be on freeze in the screen and **Download is Enabled**.

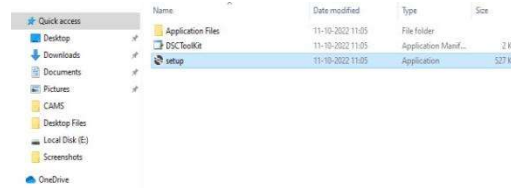


User clicks on **“Download”** button, the DSC Signed certificate is downloaded, Same can be handed over to the employee for further reference.

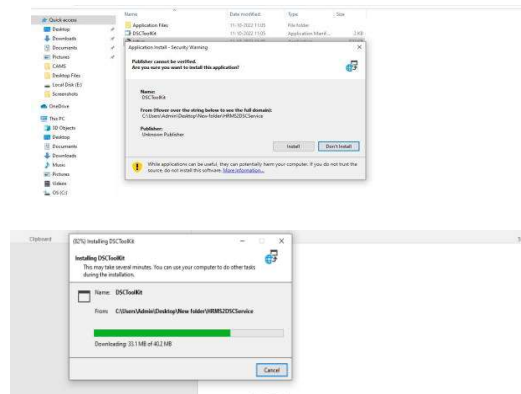
17. Digital Signature Tool Kit Installation

The DSC drivers are available in <https://hrms.karnataka.gov.in>

In downloaded setup file, Click on setup



Click on Install button in the wizard



- After successful installation, the listener will start running from the background.
- Listener should not be closed while doing digital signing





18. Confirmation Message

 **Human Resource Management System** 
Government of Karnataka
Confirmation Page

Application No: 75872702

Employee Family/Dependent Summary as on: 2023-05-09 04:04:13

Employee Name: NAGAVENI SK KID: 758727


Dependent's Details


Sl. No	Photo	Name	Position	DOB	Gender	Status	Relationship	Employment Status	Employment Date
1		N. Nagaraj	Officer	20/05/1988	Male	Spouse	Spouse	Regular	10/11/2018
2		N. Anand	Officer	20/05/1988	Male	Spouse	Spouse	Regular	10/11/2018

Signature Valid

Date: 2023-05-09 04:04:13

Contact HRMS Helpdesk

 : 080-22372882

 : asst_hrms@gmail.com