



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: <u>https://hrms.karnataka.gov.in</u>

HRMS 2.0 Directorate





# Introduction

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

## DDO LOGIN

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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

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- ➢ 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

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- > 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* (/s in Author)			
"Relation		~	
Gender *	Select	*	
Date of Birth *(00/MM/YYY); As in Aadhaar)			
Status *	Select	~	
Marital Status * (In case of Daughter)	Select	*	
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Address line 2 -	Area, Street		
District -		~	
Taluk -		~	
PIN Code -			
State -		~	
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## 4. User Login:

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- ▶ User has key in the KGID number and clicks on "**GET**" button,
- > Employee name is auto-binded, 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)

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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:

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- > 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:

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- > Upon demo authentication is complete,
- > you can see the message "Dependent Record Successfully Inserted"





7. Identity Validation

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- > 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 redirected to HRMS Page with "Record Inserted successfully" message.

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- 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

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- > 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.

HRMS 2.0 Directorate





## 10. Records received from Mobile application:

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- ▶ 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

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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.

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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.

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- 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** 

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- 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

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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.

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Click on application No, dependent details will be displayed.





### 15. DDO can view documents and declaration:

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Name	Relationship	Gender	DOB	Dependent Status	Address	Mobile No	Email ID	Physically Challenged	Aadhaar
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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 <a href="https://hrms.karnataka.gov.in">https://hrms.karnataka.gov.in</a>

In downloaded setup file, Click on setup

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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

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