



MANAV SampADA E-TOOL FOR HUMAN RESOURCE MANAGEMENT



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REPORTS AND QUERY DESCRIPTION

Before Login (Home Page)

Home Page:

Sr. No	Reports Name	Path	Description	Output
1	View Annual Property Return	Home Page- >>Select State- >>View Property Return	User can see Verified APR Report Status by selecting following options:: <ul style="list-style-type: none"> • Year • State • Department • Employee Code • Password 	User can see here immovable property details, movable property details, Insurance policy, Liquid Assets, Provident fund details etc.
2	View eService Book	Home Page- >>Select State- >>View eService Book	User can see Employees' Service Book by selecting following options:: <ul style="list-style-type: none"> • State • Parent Department • District Name • Employee Code/Name 	User can see here his/her personal details, Address Details, Joining Details, Education Details, Training Details, Loan Details ,Family Details, Leave details, nominee Details, Award Details etc. Note>> Three forms are compulsory in service book- <ul style="list-style-type: none"> ➤ Personal Information ➤ Address Details ➤ Initial Joining Form
3	Search Orders	Home Page- >>Select State- >>Search Order	User can see Order Details by selecting following options:: <ul style="list-style-type: none"> • State • Department • Order Type • Office Name • Employee Code • Password • From Date 	User can see his/her order details regarding transfer, promotion, deputation etc.

			<ul style="list-style-type: none"> To Date 	
4	Telephone Directory	Home Page- >>Select State- >>Telephone Directory	User can see Telephone Directory details by selecting following options:: <ul style="list-style-type: none"> State Department Designation District Office Employee Code Password 	User can see the details of telephone number information
State Wise Data – Entry Status				
5	Department Wise Master Data Entry Status	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Reports	This report helps user to view the status of data entry in modules as on current date. User can view the report <ul style="list-style-type: none"> Department Wise Office Wise 	User can see Master Data entry and Service book data entry
6	Department Wise Digitization Work Report	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Reports	This report helps user to view the status of data entry (Gap ,% of Work done) , Service Book and Establishment Details (Roles Assigned)	User can see data entry Status, Service Book Status and Role assigned Status
7	Department Wise Employee Retirement Status	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Reports	This Report helps user to view Department Wise status of retirement during five years	This Report helps user to view Department Wise status of retirement during five years
8	Designation Wise employee Retirement Status	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Reports	This Report helps user to view Designation Wise status of retirement during five years	This Report helps user to view Designation Wise status of retirement during five years
9	Current Activity Log	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS	This Report helps user to view status of Data entry in all modules	This Report helps user to view status of Data entry in all modules

		Reports		
10	Employee Detail Based On Classification Of Departments	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Reports	This Report helps user to view Department Wise Parent/Posting and Establishment Details	This Report helps user to view Department Wise Parent/Posting and Establishment Details
11	View Employee State Wise Break-Up	Home Page- >>Select State- >>State Wise Data Entry Status- >>View Employee State Wise Break Up	This Report helps user to view Total Sanction Strength, Filled Strength and verified and non verified employees	This Report helps user to view Total Sanction Strength, Filled Strength and verified and non verified employees
12	View Employee Service Book Progressive Report	Home Page- >>Select State- >>State Wise Data Entry Status- >>View Employee Service Book Progressive Report	This Report helps user to view progressive report regarding service book forms after selecting the following options: <ul style="list-style-type: none"> • State • Department Name • Status(Daily Basis/ Weekly/Fortnightly/monthly) • Employee Code • Password 	This Report helps user to view progressive report regarding service book forms
13	Employee Detail Based On Classification of Departments	Home Page- >>Select State- >>State Wise Data Entry Status- >>View MIS Graph	<ul style="list-style-type: none"> • User can view Date entry Status of all modules (State Wise/Department Wise) in graphical representation • User can also view data entry Status of service book forms in graphical form 	User can view Date entry Status of all modules and service book forms
14	View Transaction	Home Page- >>Select State- >>View Transactions	User can see transactions Details by selecting following options: <ul style="list-style-type: none"> • State • Department • Designation • Transaction(Transfer/ Deputation/ 	User can see transactions Details

			Promotion etc) <ul style="list-style-type: none"> • From Date • To Date • District 	
15	View Vacant Post Report	Home Page- >>Select State- >>vacancy Position Details	User can see vacancy position details based on the following parameters: <ul style="list-style-type: none"> • State • Department • Designation • Sub Designation 	User can see vacancy position details

After Login

Report				
Sr. No	Reports Name	Path	Description	Output
16	Report Based On Collective Parameters	Report- >>Generalized Query	Based on the following parameters ,user can see the 'Service Book' <ul style="list-style-type: none"> • Designation • Home District • Qualification name • Sub -Qualification Name 	User can see his/her personal details, Address Details, Joining Details, Education Details, Training Details, Loan Details ,Family Details, Leave details, nominee Details, Award Details etc.
17	Departmental Proceeding Details	Report- >>Generalized Query	Based on the 'Designation' user can see Service book and Departmental Proceeding Report	User can see here his/her personal details, Address Details, Joining Details, Loan Details ,Family Details, Leave details, nominee Details, Award Details etc.
18	Get Service Book	Report->>e Service Book Check List	Based on the parameters user will see service book and List of employees report <ul style="list-style-type: none"> • Establishment Department 	User can see here his/her personal details, Address Details, Joining

			<ul style="list-style-type: none"> • District of Establishment Office • Establishment Office • Employee Name 	<p>Details, Loan Details ,Family Details, Leave details, nominee Details, Award Details etc.</p> <p>Note>> Three forms are compulsory in service book-</p> <ul style="list-style-type: none"> ➤ Personal Information ➤ Address Details ➤ Initial Joining Form
19	Data Entry Status Report	Report->>Data Entry Status Report	<p>Based on the parameters user can see 'Establishment office wise data entry Status' report</p> <ul style="list-style-type: none"> • Department Name • Office Level • Generate Report (Retirees/Without Retirees) • Office Type • Establishment Office in District 	user can see 'Establishment office wise data entry Status' report
20	Get Employee Spouse Job Status Detail	Report->>Nominee Details Spouse Job Status	<p>Based on the following Parameters user can get 'Employee's Spouse job Status Details' report</p> <ul style="list-style-type: none"> • State • Department • Designation • Status(Working Spouse /Not Working Spouse) 	user can get 'Employee's Spouse job Status Details'
21	Employee Appointment /Retirement Report	Report->>Retiring –Non Retiring Status Report	<p>User can get the Reports for the various options given below</p> <ul style="list-style-type: none"> • Retirement Details • Retire summary (Month Wise) • Retire Summary(Year Wise) • Appointment Details 	User can see joining , retirement and appointment details

			<ul style="list-style-type: none"> • Designation Wise Strength(Without /Retirees) 	
22	Education cum Training Details Report	Report->>Query on edu-cum Training Details	<p>Based on the following parameters user can see the report regarding education details.</p> <ul style="list-style-type: none"> • District • Office Name • Education • Stream/Subject 	User can see here education details
23	Employee Vacancy position detail	Report->>Vacancy position Details	<p>Based on the following parameters, User can see all the vacancy details.</p> <ul style="list-style-type: none"> • Department • District • Office • Designation • Sub-Designation • Status(Post Filled/post Vacant/Post exceed Sanction Strength/Total Sanctioned Posts/Institution without posting of any employee in PMIS) 	User can see all the vacancy Position details.
24	Employee cast Wise Annual Report	Report->>Caste wise Annual report	<p>User can see caste wise annual report on the basis of</p> <ul style="list-style-type: none"> • State • Department • Office Name • Designation Name 	User can see caste wise annual report
25	Incumbency Report	Report->> Annual report incumbency	<p>User can see incumbency report on the basis of</p> <ul style="list-style-type: none"> • State • Department • Office Name • Designation Name 	User can see incumbency report here
26	Employee Identity cards Report	Report->>Employee Identity Card	<p>User can see employees' 'Identity card report' by selecting following parameters:</p>	User can see employees' 'Identity card report'

			<ul style="list-style-type: none"> • District • Office Level • Office • Designation • Employee name • Issued by 	
27	Employee Departmental Proceeding Details	Report->>Employee Departmental Proceeding Details	User will select Establishment Department to see Employee Departmental Proceeding Details Report	User will select Establishment Department to see Employee's Departmental Proceeding Details Report
28	APR Report	Report->>Details of Online Submission Of APR	User can see APR Report by selecting following options:: <ul style="list-style-type: none"> • State • Department • District • Office Name • Designation Name 	User can see here immovable property details, movable property details, Insurance policy, Liquid Assets, Provident fund details etc.

Master Data Report

29	Master Data Description	Reports ->> Master Reports->> Master Data Report	To View Brief Description of Master Data of the selected State	User can see all master names and total values of masters
30	State Wise Department List	Reports ->> Master Reports->> Master Data Report	To View List of All Department in a State	User will see all the departments in a state
31	Department Wise Designation List	Reports ->> Master Reports->> Master Data Report	To View List of All Designation in Specified Department	User will see all the Designation in a department
32	Department Wise Sub Designation List	Reports ->> Master Reports->> Master Data Report	To View List to All Sub Designation in Specified Department	User will see all the sub designations within the department

33	Department Wise Office List	Reports ->> Master Reports->> Master Data Report	To View List of All Office Department Wise	User will see list of all offices department wise
34	District Wise Office List	Reports ->> Master Reports->> Master Data Report	To View District Wise Offices	User will see list of all offices District wise
35	State Wise Holiday List	Reports ->> Master Reports->> Master Data Report	To View List of Holidays	User can see all the list of holidays
36	State Wise Sanction Strength	Reports ->> Master Reports->> Master Data Report	To View Sanction / Filled Post State Wise	User will see Sanction / Filled Post State Wise
37	Department Wise Sanction Strength	Reports ->> Master Reports->> Master Data Report	To View Sanction / Filled Post Department wise	User will see Sanction / Filled Post Department Wise
38	Department Wise Service Master	Reports ->> Master Reports->> Master Data Report	To View of all Services Department Wise	User will see all service masters Department wise
39	Department Wise Training Master	Reports ->> Master Reports->> Master Data Report	To View of all Training Department Wise	User can see department wise training details
40	Department Wise Role Master	Reports ->> Master Reports->> Master Data Report	To View Role Based Master Report	User will see all roles name and total count of the roles
41	Data Entry Status Report	Reports ->> Master Reports->> Master Data Report	To View Data Entry Status by selecting Department	User will see Admin/Officers list and details like Admin ID , Admin Name and employee generated, Total service book verified etc
42	Employee's Empty Field Record	Reports ->> Master Reports->> Master Data Report	To View Employees list having empty fields	This Report contains list of employees who have left some fields empty in the service book.

Transaction Data Report

43	Employee On the Basis of Designation	Reports ->> Master Reports->> Transaction Data Report	List of Employees which will be grouped by Designation (Parameterized)	User will see List of all employees having all the details like date of joining, category, date of retirement, district etc which are grouped by designation
44	Employee On the Basis of Sub-Designation	Reports ->> Master Reports->> Transaction Data Report	List of Employees grouped on sub designation	User will see List of all employees having all the details like date of joining, category, date of retirement, district etc which are grouped by Sub-designation
45	Employee List Based on Posting District	Reports ->> Master Reports->> Transaction Data Report	List of Employees which will be grouped by Posting District (Parameterized)	User will see the details of employees who are grouped by their posting district
46	Employee on the basis of Employee Type	Reports ->> Master Reports->> Transaction Data Report	List of Employees which will be grouped by Employee Type (Parameterized)	User will select the list of employees grouped by employee types whether regular, direct, contract etc. User will see details like name, date of birth, date of joining, category, designation, date of retirement, district etc .
47	Employee List based on posting Department	Reports ->> Master Reports->> Transaction Data Report	Employee List Based on Posting Department	This report shows employees' list District name wise and office level wise based on posting department

48	Employee List based on Parent Department	Reports ->> Master Reports->> Transaction Data Report	Employee List Based on Parent Department	This report shows employees' list District name wise and office level wise based on Parent department
49	Establishment Office Wise Employees	Reports ->> Master Reports->> Transaction Data Report	Employee List Based on Establishment Office	This report shows employees' details like date of joining in the office, Retirement, Designation, Employee Type, Service book status etc based on Establishment Office
50	Employee On the basis of Service Book Status	Reports ->> Master Reports->> Transaction Data Report	List of Employees related to Service - Book	List of Employees related to Service - Book
51	Employee Service book based on the employee code	Reports ->> Master Reports->> Transaction Data Report	To view Employee Service Book	User can view Employee Service Book details like his/her personal details, Address Details, Joining Details, Education Details, Training Details, Loan Details ,Family Details, Leave details, nominee Details, Award Details etc.
52	Retirement Report	Reports ->> Master Reports->> Transaction Data Report	List of Employees whose Retirement is in Next 6 months	User will see the list of Employees whose Retirement is in Next 6 months
53	Total Online Service Request	Reports ->> Master Reports->> Transaction Data Report	Employee wise Total Online Service Request	User can see here all services names and total count of services for the particular year

54	Combined ACR Status Report	Reports ->> Master Reports->> Transaction Data Report	To view Last 7 years ACR Detail in all formats (Fixed, Dynamic, Backlog).	User can view Last 7 years ACR Detail in all formats (Fixed, Dynamic, Backlog).
55	ACR Status for Fixed and Dynamic Format	Reports ->> Master Reports->> Transaction Data Report	List of Employees According to ACR Submission Status	This Report shows the List of Employees According to ACR Submission Status
56	Employee List Based On ACR Year	Reports ->> Master Reports->> Transaction Data Report	To view last 3 years ACR Submission Status in fixed format	To view last 3 years ACR Submission Status in fixed ACR format
57	APR Status Report	Reports ->> Master Reports->> Transaction Data Report	List of Employees According to APR Submission Status	List of Employees According to APR Submission Status
58	Pendency Report	(For Department Admin)Reports ->> Master Reports->> Transaction Data Report (For Data Entry Operator) Login->> notification	List of Pendency In Department	This report shows List of Pendency In Department
59	Annual Increment Due Report	Reports ->> Master Reports->> Transaction Data Report	List of Employee whose Annual Increment Due this year	List of Employee whose Annual Increment Due this year
60	Monthly Retirement Report	Reports ->> Master Reports->> Transaction Data Report	List of Employee whose Retirement Due this month	This report shows the list of Employee whose Retirement is Due this month
61	Activity Log	Reports ->> Master Reports->> Transaction Data Report	Employee Activity Detail	This report helps user to see the list of employees with details like Employee

				name, Date of joining in current office, father name, Posting department/office, Designation.
Leave and tour Report				
62	Employee Office Wise Tour	Reports ->> Master Reports->> Leave and Tour Report	List of Employees based on tour	User can see all the details of tour office wise
63	Maximum Tour	Reports ->> Master Reports->> Leave and Tour Report	Department wise employee detail	User can see the details like employee name, office name, district, and designation etc of employees who are on the maximum tour with the count of tour.
64	Tour Based Master Report	Reports ->> Master Reports->> Leave and Tour Report	Department wise tour	User can see tour based master report department wise
65	Leave Based Master Report	Reports ->> Master Reports->> Leave and Tour Report	Department wise Leave	User can see leave based master report department wise
66	Maximum Leaves	Reports ->> Master Reports->> Leave and Tour Report	Department wise employee detail	User can see the details like name, office name, district, and designation etc of employees who are on the maximum leaves with the count of leaves.