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# User Manual

## Uttar Pradesh Power Corporation Ltd.

### PERSONNEL INFORMATION SYSTEM

Version 1.0

Submitted By :



Designed & Developed By:



# 1. Instruction for using Web Based “Personnel Information System”

Type the URL <http://uppcl.org/> on browser to open Login Panel of "Personnel Information System".

The login Screen will be displayed as shown below.

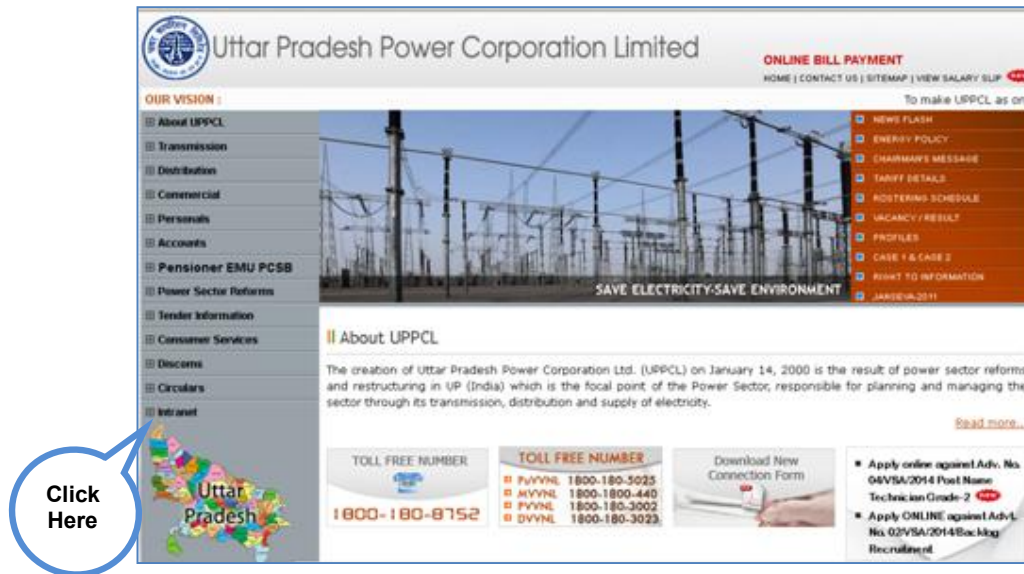


Fig. 1.0

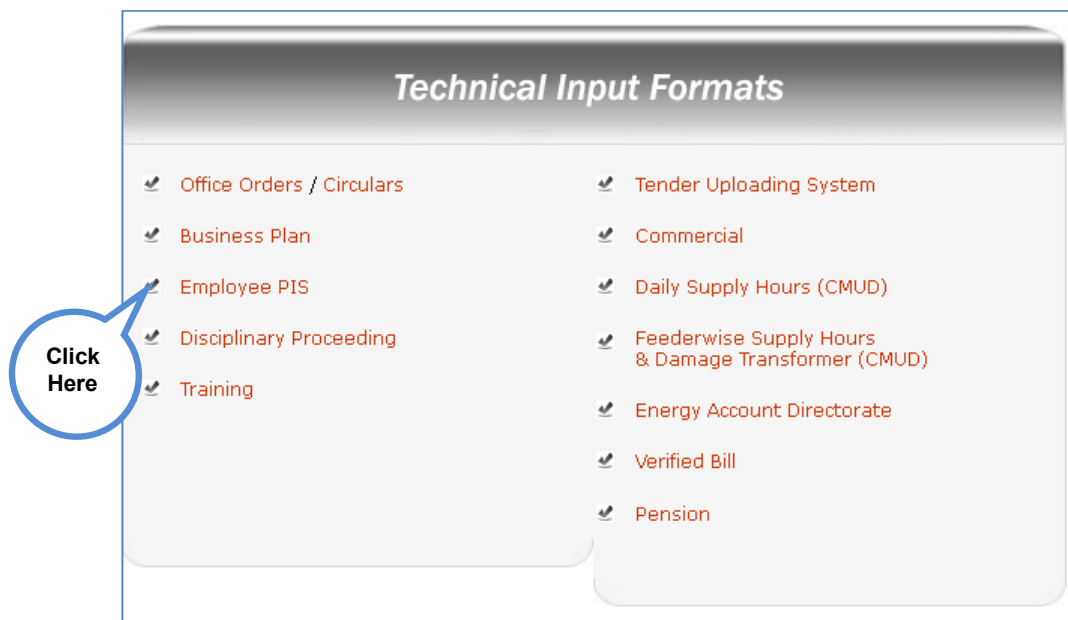


Fig. 2.0



Fig. 3.0

After entering username, password and successful login following screen will get displayed as in figure 4.0

## 2. Add Employee Detail

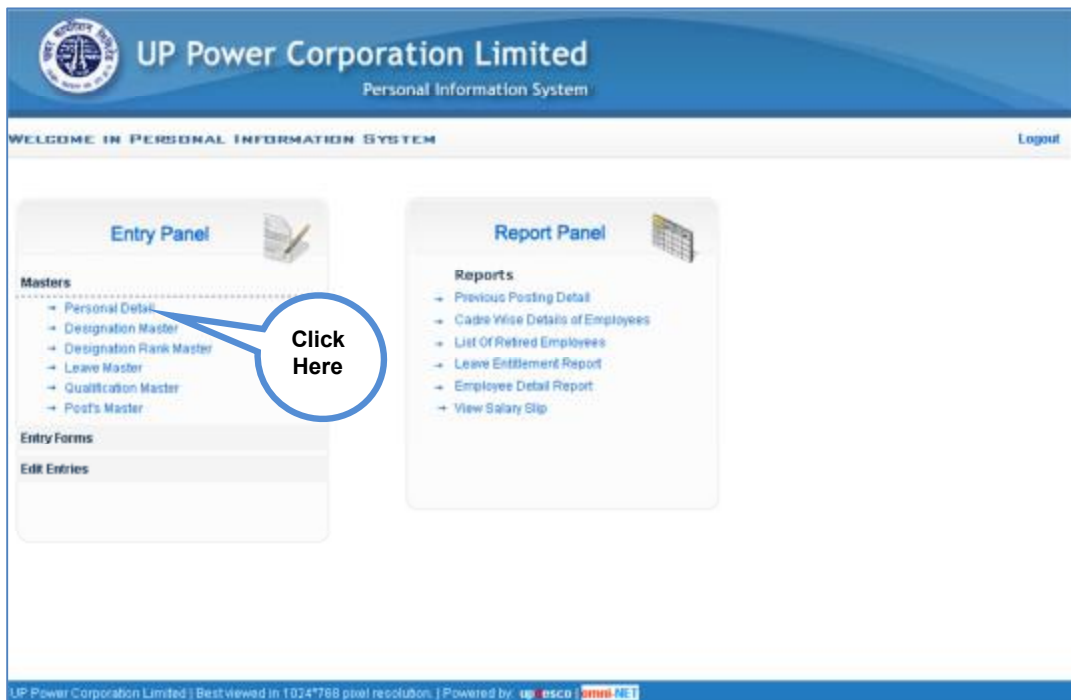


Figure 4.0

- Step 1** Click on the Personal Detail link from the Masters menu as shown in Figure 4.0
- Step 2** Following screen will open as shown in Figure 3.1

## 2.1 Select Cadre:



**Figure 5**

- Step 1** Click on the Cadre Name link (from which employee belong) from the Cadre Name as shown in Figure 5
- Step 2** After click on cadre name employee details entry form will be open as shown in Figure 6

## 2.2 Add Employee Detail:

**UP Power Corporation Limited**  
Personal Information System  
Logged in as UPPCL

**PERSONAL DETAIL** [Back](#) | [Main Menu](#) | [Logout](#)

Employee Code/D.No. : AC

Audit No. :

First Name of Employee :

Middle Name of Employee :

Sur Name of Employee :

Present Designation :

Date of Appointment / Joining :

Company / Organisation :

Selected Company / Organisation :

Date of Birth :

Date of Superannuation :

Gender :  Male  Female

Father's / Husband's Name :

Permanent Address :

Home State :

Home District :

**QUALIFICATIONS**

**ACADEMIC**

Qualification	Branch	Institute	Year	Division	%
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**TECHNICAL**

Qualification	Branch	Institute	Year	Division	%
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**SPECIAL**

Qualification	Branch	Institute	Year	Division	%
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Departmental Professional Exam :

Member of Institution :

Category :  SC  ST  GEN  OBC

Disabled :  Yes  No

GPF/C.P.F./A/C No. :

UP Power Corporation Limited | Best viewed in 1024\*768 pixel resolution. | Powered by updesco

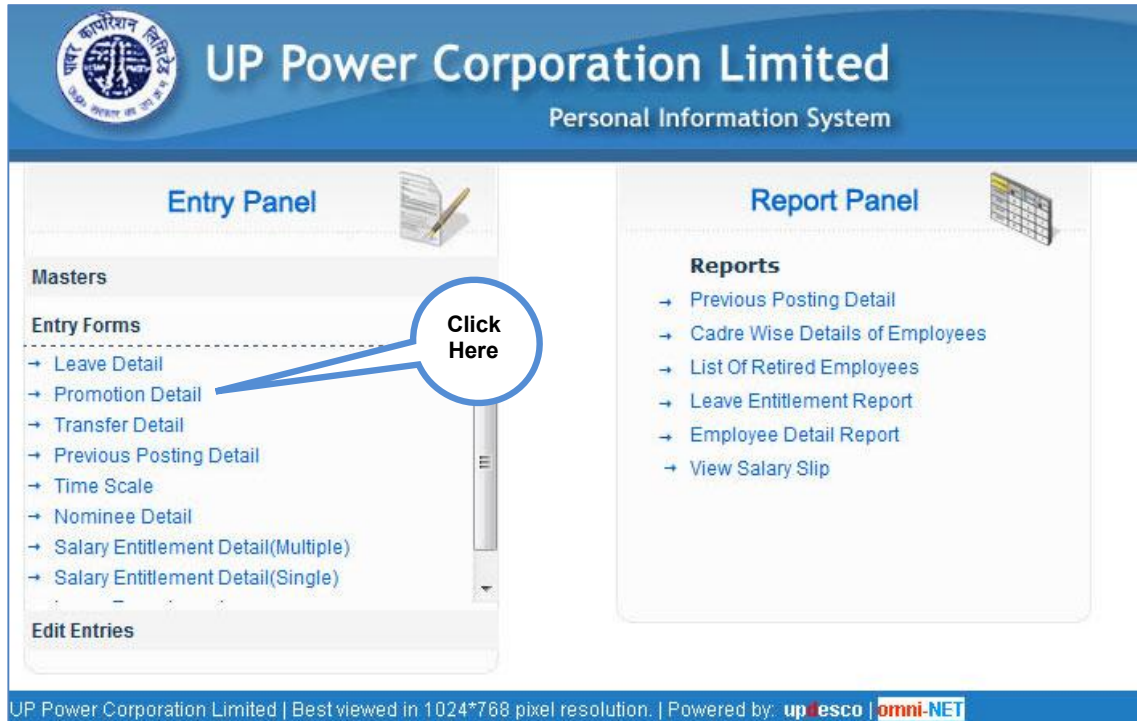
Figure 6

**Step 1** Enter the following entry to save employee detail as stated below:

- Employee Code/ID No. : Enter by User
- Audit No : Enter by User
- First Name of Employee : Enter by User
- Middle Name of Employee : Enter by User
- Sur Name of Employee : Enter by User
- Present Designation : Select from the List
- Date Of Appointment : Enter by User
- Joining : Enter by User
- Company/Organisation : Enter by User
- Selected Company : Enter by User
- Organisation : Enter by User
- Date of Birth : Enter by User
- Date of Superannuation : Enter by User
- Gender : Enter by User
- Father's/Husband's Name : Enter by User
- Permanent Address : Enter by User
- Home State : Select from the List
- Home District : Select from the List
- Academic Qualification : Enter by User
- Technical Qualification : Enter by User
- Special Qualification : Enter by User
- Departmental Professional Exam : Enter by User
- Member of Institution : Enter by User
- Category : Enter by User
- Disabled : Enter by User
- GPF/ CPF A/C No. : Enter by User

**Step 2** after click on "SaveRecord" button all the details will be saved in database.

### 3. Promotion Detail



**Figure 7**

**Step 1** Enter the following entry to save promotion detail as stated below:

<b>Employee Code</b>	:	<input type="text"/>
<b>Employee Name</b>	:	<input type="text"/>
<b>Present Designation</b>	:	<input type="text"/>
<b>Promotion Date</b>	:	<input type="text"/>
<b>Promotion Order No.</b>	:	<input type="text"/>
<b>Promoted Designation</b>	:	<input type="text" value="--Select--"/>
		<input type="button" value="Add Record"/> <input type="button" value="Reset"/>

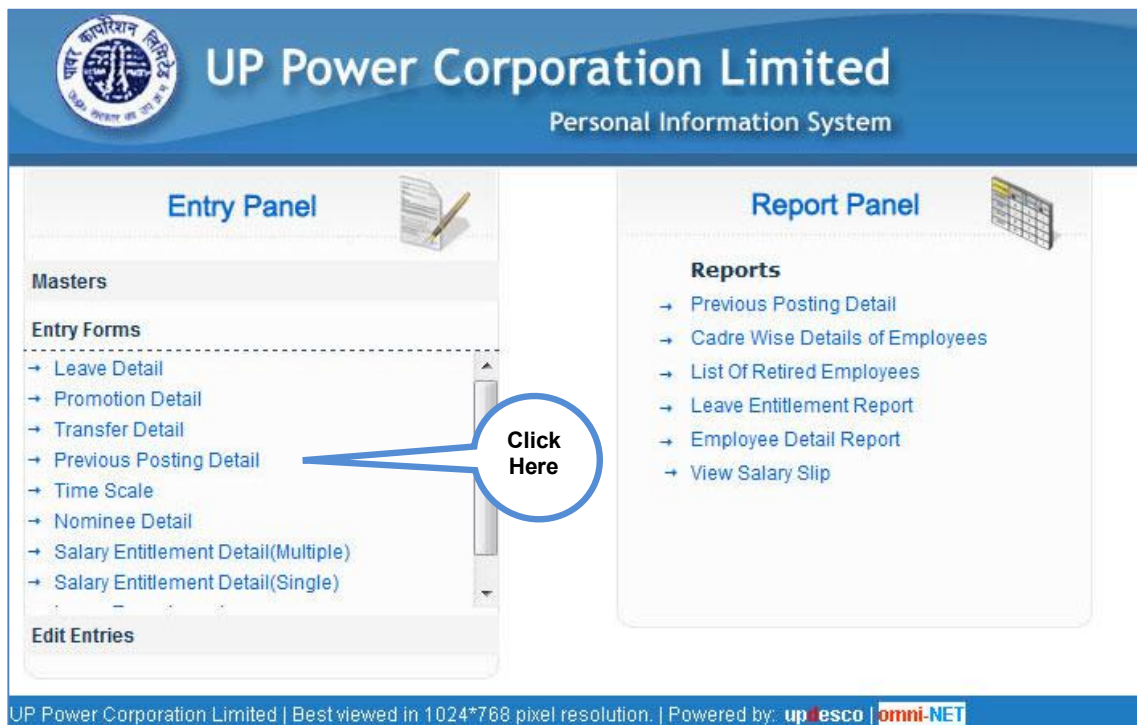
**Figure 8**

**Step 1** when user enter employee code following details will be enter by the user

- Employee Code : when user enter employee code following details will be displayed automatically
  - Employee Name
  - Present Designation
- Promotion date : Enter by user
- Promotion Order No : Enter by User
- Promotion Designation : Enter by User
- First Name of Employee : Enter by User

**Step 2** after click on “Add Record” button all the details will be saved in database.

## 4. Previous Posting Detail



**Figure 9**



The screenshot shows a web form titled "POSTING DETAILS FROM FIRST JOINING". At the top, there are three input fields: "Employee Code", "Employee Name", and "Present Designation". Below these is a table with the following columns: "PostDetail", "City", "Discipline", "Post", "Joining Date", "Relieving Date", and "Remarks". The table currently contains one empty row. At the bottom of the form, there are four buttons: "Add Record", "Reset", "Add more", and "Delete".

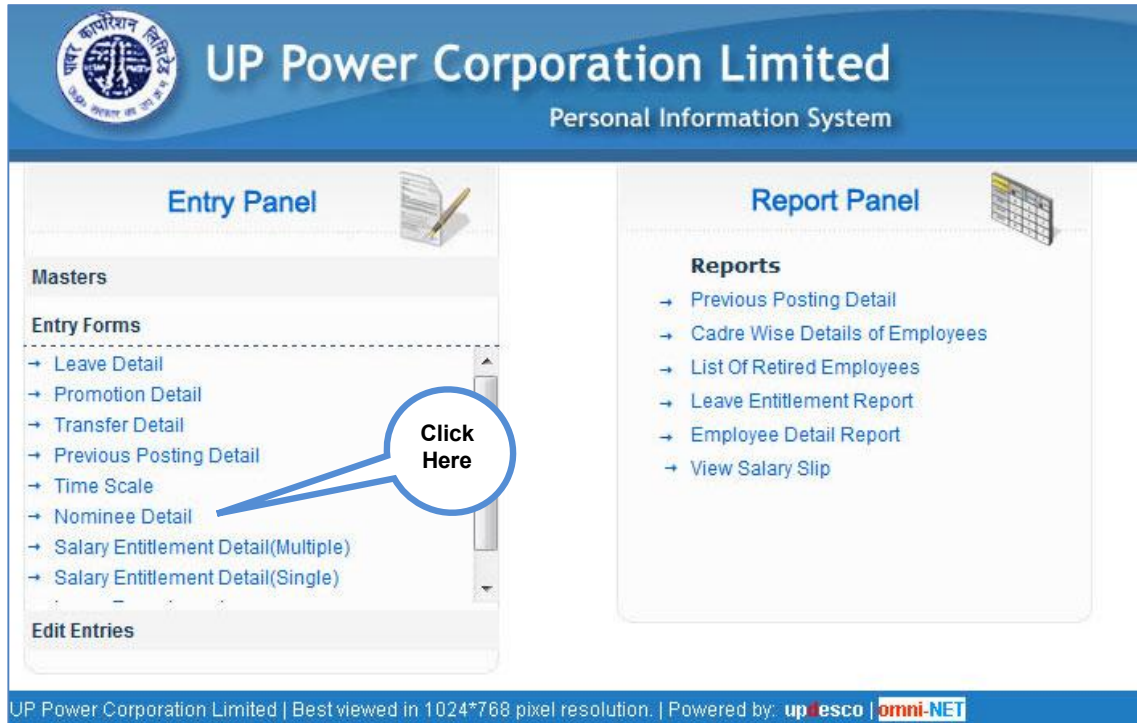
**Figure 10**

**Step 1** when user enter employee code following details will be enter by the user

- Employee Code : when user enter employee code following details will be displayed automatically
  - Employee Name
  - Present Designation
- Post Detail : Enter by user
- City : Enter by User
- Discipline : Enter by User
- Post : Enter by User
- Joining Date : Enter by User
- Relieving Date : Enter by User
- Remarks : Enter by User (if Any)

**Step 2** after click on “Add Record” button all the details will be saved in database.

## 5. Nominee Detail



**Figure 11**

**Figure 12**

**Step 1** when user enter employee code following details will be enter by the user

- Employee Code : when user enter employee code following details will be displayed automatically
  - Employee Name
  - Present Designation
- Nominee Name : Enter by user
- Relationship : Enter by User
- Percentage : Enter by User
- Date of Birth : Enter by User

- Identification Mark : Enter by User
- Remarks : Enter by User

**Step 2** after click on “Add Record” button all the details will be saved in database.