



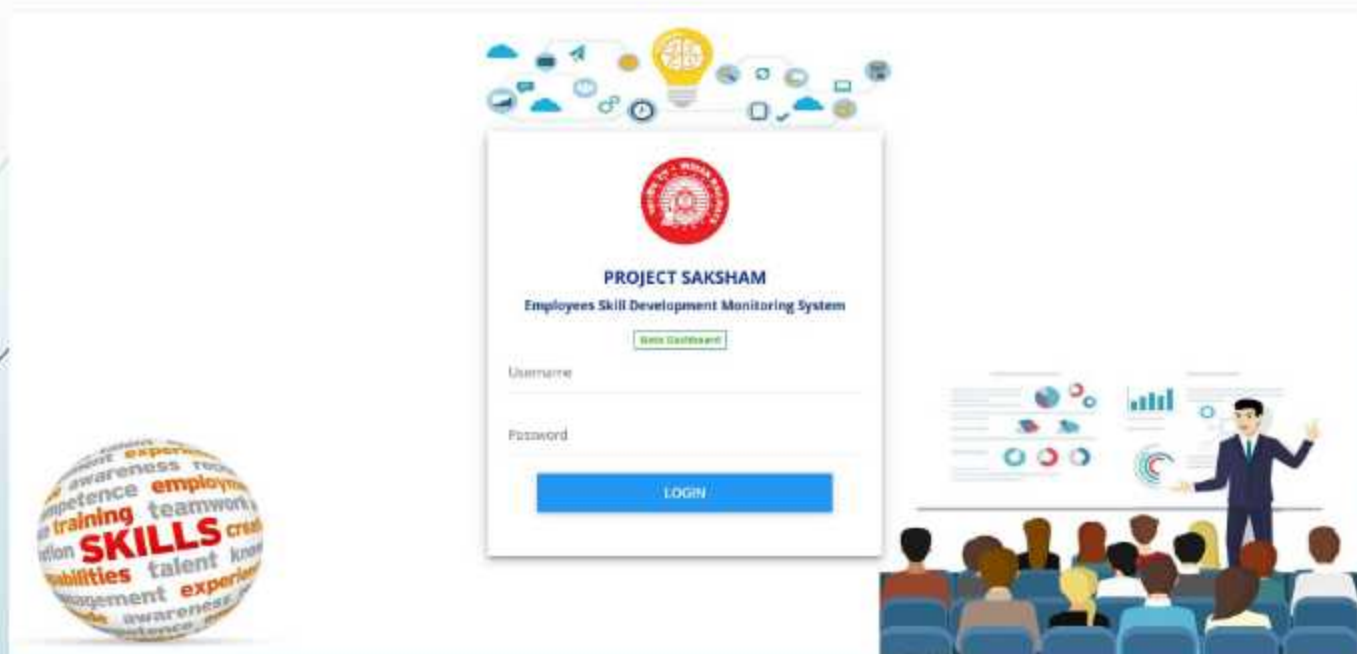
# Indian Railways

## Project Saksham

*Developed & Maintained By Personnel Department / Head Quarters / South Central Railway*

Powered By SKYBASE IT

## Project Saksham – Login Screen



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- Project Saksham is Located on Internet (Public Domain) at

URL: [saksham.indianrailways.cloud](https://saksham.indianrailways.cloud)

## Project Saksham – Slot Allotment

**SAKSHAM** Indian Railways – Employees Skill Development Monitoring System

South Central Railway - Head Quarters

Select Department Search NPS/P.F. No. SEARCH

Select Designation Select Bill Unit

Show 10 Employees Search

Sl.No	Employee Name	NPS/P.F. No.	Designation	Schedule Training	Training Days	Completed	Status
1	ANITA SENEWANI	2410107007	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017	1 0	<input type="checkbox"/>	LEAVE <b>CANCEL</b>
2	R. MURALI KRISHNA	2410154207	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Scheduled
3	RANGANADHAR S	2410154210	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Completed
4	PRINYA BHATA	2411220038	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Scheduled
5	JHAGALINA	2411220518	ACCOUNTS ASSISTANT	07-12-2017 to 15-12-2017		<input type="checkbox"/>	Not Scheduled
6	CHUGHUA V RAMANI	2410020522	ACCOUNTS ASSISTANT	07-12-2017 to 13-12-2017		<input type="checkbox"/>	Scheduled
7	GLBANMANI SITA	2411000270	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Scheduled
8	S VENKATESWAR RAO	2410980504	S. ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Scheduled
9	CPS KRISHNA MOHINI	2411000476	ACCOUNTS ASSISTANT	08-12-2017 to 09-12-2017		<input type="checkbox"/>	Completed
10	T.V.S. SUDHAKAR	2410645174	S. ACCOUNTS ASSISTANT	07-12-2017 to 08-12-2017		<input type="checkbox"/>	Scheduled

Showing 1 to 10 of 719 Employees Previous 1 2 3 4 5 ... 72 Next

SKILLS Development Empowerment

User Manual

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- Once Logged In with the Units login credentials the Slot Allotment Screen of that particular Unit will be loaded as shown above.

## Project Saksham – Slot Allotment

- The Filters on the top helps in narrowing the list of employees for Allotment of Training Slots in the particular Units



The screenshot shows a filter interface with four input fields and a search button. The fields are arranged in a 2x2 grid. The top-left field is a dropdown menu labeled 'Select Department'. The top-right field is a text input labeled 'Search P.F/ NPS No'. The bottom-left field is a dropdown menu labeled 'Select Designation'. The bottom-right field is a dropdown menu labeled 'Select Bill Unit'. To the right of these fields is a blue button with a magnifying glass icon and the text 'SEARCH'. A small magnifying glass icon is also visible in the top right corner of the filter box.

- **Department Wise Filtering:** All the list of Department in the particular Unit will be loaded in the dropdown to choose.
- **Designation/ Bill Unit Wise Filtering:** Once the Department is Selected the list of All Designations and All Bill Units of that department will be loaded in the below dropdowns.
- **P.F/ NPS Wise Filtering:** The details of the Employee can be directly filtered with the help of the P.F/ NPS No.

## Project Saksham – Slot Allotment

Show: 10 Employees Search:

S.No	Employee Name	NPS/ P.F No	Designation	Schedule Training	Training Days	Completed	Status
1	ARUNA SRINIVASAN	24101507667	ACCOUNTS ASSISTANT	05-12-2017 to 07-12-2017	2	<input type="checkbox"/>	<a href="#">UPDATE</a> <a href="#">CANCEL</a>
2	K MURALI KRISHNA	24101542497	ACCOUNTS ASSISTANT	03-12-2017 to 03-12-2017		<input checked="" type="checkbox"/>	Scheduled
3	RANGANADHAM B	24101542370	ACCOUNTS ASSISTANT	03-12-2017 to 03-12-2017		<input type="checkbox"/>	Completed
4	PRIYANKA BHATIA	24112290385	ACCOUNTS ASSISTANT	03-12-2017 to 03-12-2017		<input type="checkbox"/>	Scheduled
5	JAYALALITHA	24112205310	ACCOUNTS ASSISTANT	07-12-2017 to 15-12-2017		<input type="checkbox"/>	Not Scheduled
6	C SUJATHA V RAMANI	24109255522	ACCOUNTS ASSISTANT	07-12-2017 to 17-12-2017		<input type="checkbox"/>	Scheduled
7	G.KIRANMAYI SITK	24110002250	ACCOUNTS ASSISTANT	03-12-2017 to 03-12-2017		<input type="checkbox"/>	Scheduled
8	K VENKATESWARA RAO	24109888524	Sr. SECTION OFFICER(ACTG)	05-12-2017 to 07-12-2017		<input type="checkbox"/>	Scheduled
9	CYS KRISHNA MOHAN	24110066470	ACCOUNTS ASSISTANT	04-12-2017 to 07-12-2017		<input type="checkbox"/>	Completed
10	T.V.L.S.N.BENARJEE	24106434174	Jr. ACCOUNTS ASSISTANT	07-12-2017 to 08-12-2017		<input type="checkbox"/>	Scheduled

Showing 1 to 10 of 719 Employees

Previous **1** 2 3 4 5 ... 72 Next

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- The filtered list of employees details of the Unit will be displayed in a tabular format as shown above
- By Double clicking on employee details row, popups the Provision to Update the Training Details of the employee Like *Schedule Training Dates, Training Days, Completed Status* (Note: Training Status updates Automatically by updating these above details)
- The Other Fields like Employee Name, NPS/ P.F No, Designation are Non Editable Fields only shown to help in recognizing any particular employee record

## Project Saksham – Slot Allotment

S.No	Employee Name	NPS/ P.F No	Designation	Schedule Training	Training Days	Completed	Status
1	ARUNA SRINIVASAN	24101507667	ACCOUNTS ASSISTANT	05-12-2017 to 07-12-2017	2	<input type="checkbox"/>	<input type="button" value="UPDATE"/> <input type="button" value="CANCEL"/>

### Schedule of Training:

- To facilitate the inputs to be fed into the monitoring system, provision has been created to enter data by clicking the Starting date and Ending date of the Schedule Training on the Calendar.
- However the other two columns that is *Training Days* and *Completed* need to be filled with reference to above post facto cases only on receiving of Information that the employee has undergone Scheduled Training.

## Project Saksham – Slot Allotment

Screenshot of the 'Schedule Training' dialog box. The dialog has four columns: 'Schedule Training', 'Training Days', 'Completed', and 'Status'. The 'Schedule Training' column shows a date range '21-12-2017 to 21-12-2017' and a calendar view for Dec 2017 and Jan 2018. The 'Training Days' column shows a counter '3'. The 'Completed' column has a checkbox. The 'Status' column shows 'Scheduled'. There are 'APPLY' and 'CANCEL' buttons.

- The Calendar at *Schedule Training* Column helps in selecting the duration of training dates, Once the dates were selected the Employees Status will be Updated from **Not Scheduled** to **Scheduled**.
- The dates selection process on date picker starts once the date pickers was opened, We have to select the Start Date (After Selecting, that date's background turns to Blue Color for Indication). And then we need to select the End Date (After Selecting, that dates background also turns to Blue Color for Indication with a light blue color background on the in between dates)
- Once the specified training is Successfully Completed, The Actual *Training Days* has to be given manually (By Changing the No. of Days Counter) to avoid confusion due to weekends and declared Holidays in between the selected dates at the Calendar.
- Once the training of the employee (I.e., Minimum of 5 Days) is completed the Authorized User has to Certify by Manually Checking the *Completed* Column. Only then the status will be Updated from **Scheduled** to **Completed**.

## Project Saksham – Slot Allotment

SAKSHAM Indian Railways - Employees Skill Development Monitoring System

South Central Railway - Head Quarters

Select Department Search For IDP No. SEARCH

Select Designation Select SR Unit

Filter Criteria + DEPARTMENT: PERSONNEL DESIGNATION: Dy CHET PERSONNEL OFFICER (M)

S.NO	Employee Name	NPS T.P. No	Designation	Schedule Training	Training Date	Completed	Status
1	J.C. NAGARAJA RAO	3410340101	Dy CHET PERSONNEL OFFICER (M)	30-12-2018 to 27-12-2018	2	Yes	Completed
2	M BALA MURALIDHAR	3410008031	Dy CHET PERSONNEL OFFICER (M)			No	Not Scheduled
3	BDDHARTI SATHI	3410000470	Dy CHET PERSONNEL OFFICER (M)	10-01-2019 to 17-01-2019		No	Scheduled
4	C VENKUPAL	340018481	Dy CHET PERSONNEL OFFICER (M)			No	Not Scheduled
5	K SURIKAWRY	3400601361	Dy CHET PERSONNEL OFFICER (M)			No	Not Scheduled

Showing 1 to 5 of 5 Employees

Double click on the employee details row to update the training information.  
Please click on the Employee Name, For viewing the Schedule Training History.

Previous 1 Next

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- At the Slots Allotment Screen, to **View/ Update the Scheduling History** of any Employee, please click on the **Employee Name** as shown in the Figure above.



## Project Saksham – Slot Allotment

SAKSHAM Indian Railways - Employees Skill Development Monitoring System

LC.NAGARAJA.RAO - SCHEDULE TRAINING HISTORY

Employee Name	EMP R.F. No	Department	Designation	BR Unit	Total Trained Days
LC.NAGARAJA.RAO	2410340121	PERSONNEL	Dy CHIEF PERSONNEL OFFICER, RG	09(177)	7

SCHEDULED HISTORY

Schedule Training	Training Days	Completed	Status	Updated On	Updated By	Remove
22-12-2017 to 27-12-2017	5	Yes	Completed	26-01-2018 12:49 AM	saksham241128	<input type="checkbox"/>
22-12-2017 to 27-12-2017	2	Yes	Completed	06-01-2018 05:53 PM	saksham241128	<input type="checkbox"/>
22-12-2017 to 20-12-2017	2	No	Scheduled	06-01-2018 09:53 AM	saksham241128	<input checked="" type="checkbox"/>
22-12-2017 to 27-12-2017		No	Scheduled	06-01-2018 09:52 PM	saksham241128	<input type="checkbox"/>
26-12-2017 to 13-12-2017	3	No	Scheduled	06-01-2018 09:52 PM	saksham241128	<input type="checkbox"/>
26-12-2017 to 13-12-2017		No	Scheduled	06-01-2018 09:51 PM	saksham241128	<input checked="" type="checkbox"/>
18-01-2018 to 17-01-2018		No	Scheduled	06-01-2018 09:50 PM	saksham241128	<input type="checkbox"/>
		No	Not Scheduled			<input type="checkbox"/>

UPDATE  
BACK

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- Here, the Authorized User can view the **Schedule Training History** of the employee and any kind of **Wrong Entries (Mistakes) can be removed** from consideration by clicking on the Remove Checkbox of that particular row. (This will impact during the consideration of Total No. of Training Days of that Employee).

## Project Saksham - Main Dashboard



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- Saksham Dashboard can be viewed in three ways. That is with preference to **Not Scheduled Wise/ Scheduled Wise/ Completed Wise**

## Project Saksham – Main Dashboard

- The Railway Board Level Blocks gives the overview of the Live Status at a glance.



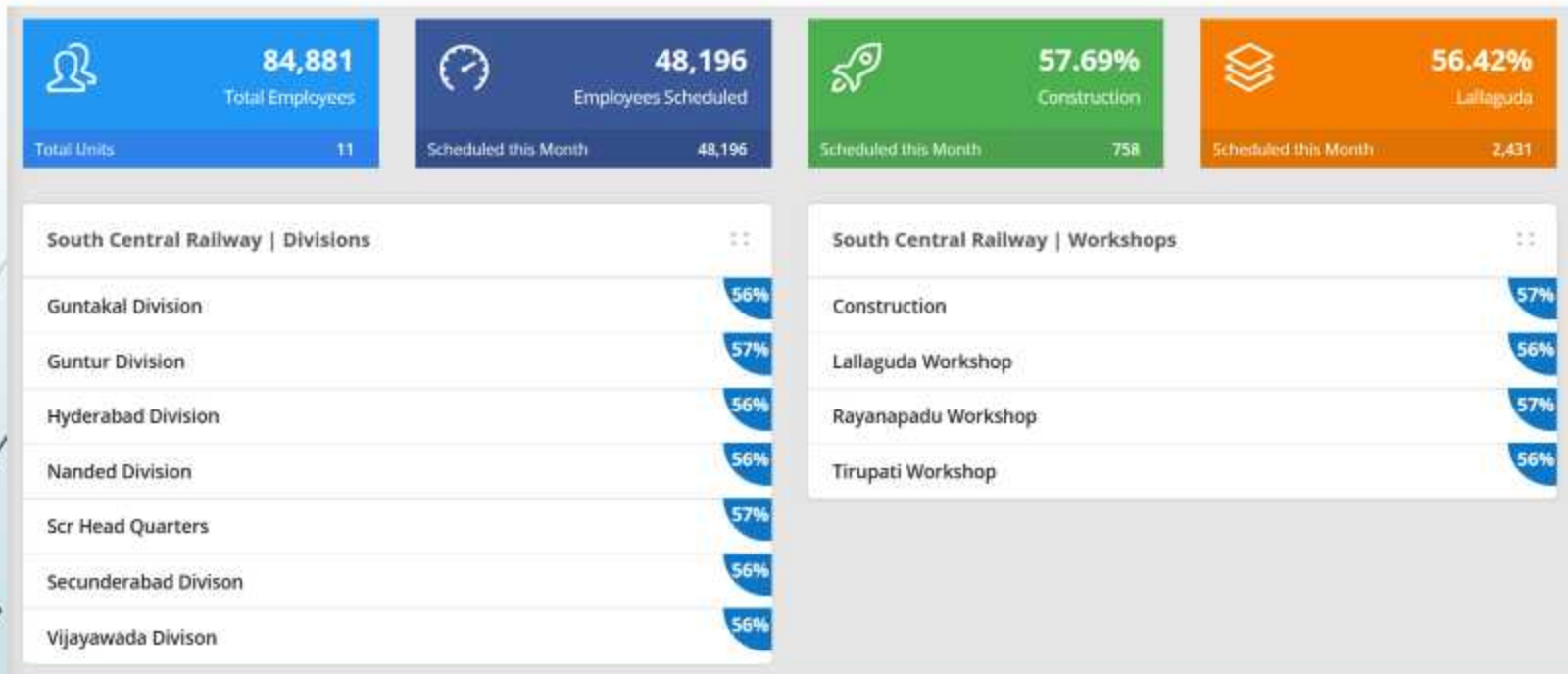
## Project Saksham – Zonal Dashboard



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- At Zonal Dashboard we find running List of Zones and Production Units with Basic Information at a glance.

## Project Saksham – Zonal Dashboard



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- When we click on a particular zone (Unit Wise) the zonal information similar to board Level Dashboard and details of individual units in that particular zone will be displayed below.
- Similar Screen is Available for Department Wise as well.

## Project Saksham - Zonal Dashboard



- When we expand any individual Unit in a particular zone. The Unit Level details like Total Employees and stage wise status will be displayed with appropriate live graphical charts

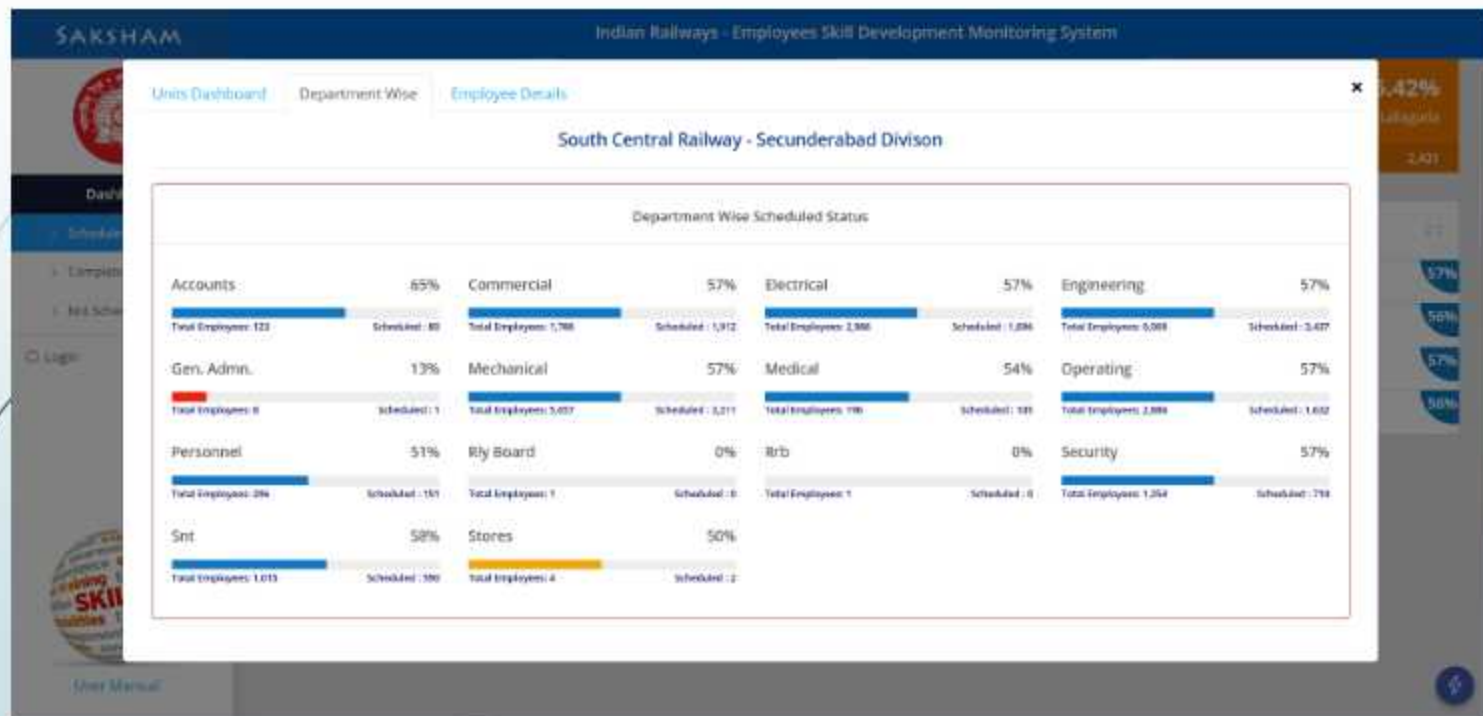
## Project Saksham – Unit Dashboard



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- By clicking on the Details Button of a unit the particular Units Dashboard Screen Pops up on the foreground with all the current basic information of the unit.

## Project Saksham - Unit Dashboard



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- On the second tab next to Units Dashboard we find the Department Wise Live Status, Which helps in future Department level chasing (of conducting training) by the Authorized Officers.



## Project Saksham - Unit Dashboard

The screenshot displays the 'Employee Details' screen for the 'South Central Railway - Secunderabad Division'. It features a search bar with filters for 'ACCOUNTS' and 'Select RPF No.', and a 'SEARCH' button. Below the search bar is a table of employees with the following data:

S.No	Employee Name	NPS/ P.F. No	Designation	Schedule Training	Status
1	GAYTHA	040000025	S- SECTION OFFICER/STTS		Scheduled
2	VENKTESH	040000000	SECTION OFFICER/STTS		Scheduled
3	REJITHA	040000012	S- SECTION OFFICER/STTS		Scheduled
4	PRASAD	040000006	SECTION OFFICER/STTS		Scheduled
5	KALPANA	040000025	SECTION OFFICER/STTS		Not Scheduled
6	VENKTESH	040000006	SECTION OFFICER/STTS		Scheduled

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- On the third tab next to Department Wise Screen it is the Employees Details Screen with appropriate filters helps in finding the training status of any particular employee in the unit.

*Note: This Screen only displays the Information but does not allow to modify it*

## Project Saksham – Options for 'TRANSFER' & 'REMOVAL'

NEW

B VENUGOPAL - SCHEDULE TRAINING HISTORY

Employee Name	NPS/ P.F No	Department	Designation	Bill Unit	Total Trained Days
B VENUGOPAL	34100006014	AUDIT	AUDITOR	0501110	0

Employee - (PF) Transferred      Employee - (PF) Out of Service

SCHEDULED HISTORY

Schedule Training	Training Days	Completed	Status	Updated On	Updated By	Remove
No History Available						

UPDATE  
BACK

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When employee is searched with PF number or through a selection from the list, Please double click on the employee name; 2 options as above in orange color tabs will appear ; firstly, to 'TRANSFER' from one unit to another and secondly, to 'REMOVE' from the list in case of death/removal/retired/resigned/deputation/long absentee etc.

## Project Saksham – 'Transfer' Option

NEW

The screenshot displays the SAKSHAM web application interface. At the top, the header reads "SAKSHAM Indian Railways - Employees Skill Development Monitoring System". Below this, the user is logged in as "South Central Railway - Head Quarters". The main content area is titled "Employee - Transfer Panel" and shows a table with the following data:

Employee Name	APR P.F No	Department	Designation	Bill Unit
P.VENKOPPA	2400000014	JK07	ASSTOR	000110

Below the table, the instruction "Transfer the employee to the following panel(s):" is followed by four dropdown menus for selection:

- Select Zone/TOU
- Select Unit
- Select Department
- Select Designation
- Select Bill Unit

A blue button labeled "TRANSFER EMPLOYEE" is positioned to the right of the dropdowns. At the bottom of the panel, there is a link: "Back to My Account".

The left sidebar contains navigation options: Dashboard, Scheduled Work, Completed Work, Not Scheduled Work, Skills Assessment, and Logout. At the bottom of the sidebar is a "SKILLS" logo and a "Test Manual Login Credentials" button.

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After the option of 'Transfer' is selected, the relevant fields of units to be transferred to are to be filled; The employee concerned will be reflected in the selected unit of transfer after confirming the same. However it is advised to exercise this option only after confirming with the concerned unit about the complete current details such as Department, designation, and especially Bill unit.

## Project Saksham – 'Transfer' history

NEW

MOHD MAHBOOB BAIG - SCHEDULE TRAINING HISTORY

TRANSFER HISTORY

+ MOHD MAHBOOB BAIG (24100005563)  
Transferred from  
Eastern Railway > EASTERN-RLY-HQ > ACCOUNTS > 0901001 > ACCOUNTS CLERK  
to  
South Central Railway > SCR HEAD QUARTERS > AUDIT > 0901110 > AUDITOR  
Updated on 20-06-2018 02:35 AM

+ MOHD MAHBOOB BAIG (24100005563)  
Transferred from  
South Central Railway > SCR HEAD QUARTERS > AUDIT > 0901110 > AUDITOR  
to  
Eastern Railway > EASTERN-RLY-HQ > ACCOUNTS > 0901001 > ACCOUNTS CLERK  
Updated on 20-06-2018 02:24 AM

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Once transferred, the employee page will show the history of such transfers so that the validation and tracing of data changes can be done. Users are hence advised to confirm the details before exercising such options.

## Project Saksham – ‘Removal’ option:

NEW

The screenshot displays the SAKSHAM web application interface. The header includes the SAKSHAM logo and the text 'Indian Railways - Employees Skill Development Monitoring System'. Below the header, the user is logged in as 'South Central Railway - Head Quarters'. The main content area is titled 'Employee - Out of Service Panel' and contains a table with the following data:

Employee Name	NPS/ PZ No	Department	Designation	BS/ Unit
D YENJAGDAW	24162002114	AJETT	AJETTCH	000118

Below the table, there is a prompt: 'Select the Reason for Employee Out of Service and update the status'. A dropdown menu labeled 'Select Reason' is open, showing the following options: 'Retired', 'Expired', 'Resigned', and 'Removed from Service'. The 'Retired' option is currently selected. To the right of the dropdown, there is a blue button labeled 'MARK TRAINING STATUS AS COMPLETE & CLOSE' and a link labeled '<<< Back to Skill Allocation'. The left sidebar contains navigation options: 'Dashboard', 'Scheduled Wks', 'Completed Wks', 'New Scheduled Wks', 'Skill Allocation', and 'Logout'. At the bottom of the sidebar, there is a 'SKILLS' logo and the text '(User Name) Login/Logout/My Notifications'.

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When the option of 'Out of Service' is exercised, it is required to choose the exact reason as to Retired/Removed/Expired/Resigned or VR/Deputation (outside the organisation)/Long Absentee.

## Project Saksham – 'Removal' Option:

NEW

The screenshot displays the SAKSHAM system interface for Indian Railways. The header shows 'SAKSHAM' and 'Indian Railways - Employees Skill Development Monitoring System'. The main content area is titled 'MOHD MAHBOOB BAKI - SCHEDULE TRAINING HISTORY'. It features a table with columns: Employee Name, NPS/ P.F No, Department, Designation, Bill Unit, and Total Trained Days. Below the table, a red message states: 'Employee Training Session is closed. As the Employee Status has been updated to Retired on 21-06-2018 08:35 PM.' A 'SCHEDULED HISTORY' table follows, with columns: Schedule Training, Training Days, Completed, Status, Updated On, Updated By, and Remove. The first row shows a completed session from 01-05-2018 to 05-05-2018. The 'Remove' column contains checkboxes for each row.

Employee Name	NPS/ P.F No	Department	Designation	Bill Unit	Total Trained Days
MOHD MAHBOOB BAKI	24106603363	AUDIT	AUDITOR	0901110	5

Employee Training Session is closed. As the Employee Status has been updated to Retired on 21-06-2018 08:35 PM.

Schedule Training	Training Days	Completed	Status	Updated On	Updated By	Remove
01-05-2018 to 05-05-2018	5	Yes	Completed	21-06-2018 08:35 PM	saksham041138	<input type="checkbox"/>
		No			saksham241138	<input type="checkbox"/>
		No			saksham041138	<input type="checkbox"/>
		No			saksham241138	<input type="checkbox"/>
		No			saksham041138	<input type="checkbox"/>
		No			saksham241138	<input type="checkbox"/>
		No			saksham041138	<input type="checkbox"/>
		No			saksham241138	<input type="checkbox"/>
		No	Not Scheduled	20-06-2018 02:35 AM	saksham001017	<input type="checkbox"/>

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After confirming the option it will accord default dates of training to mark it as 'closed' so that the names are not shown under pending list of the concerned units and at the same time without tampering with the original database.

## Project Saksham

*Shri Siddhartha Kati, Dy.CPO, A & R has been transferred on promotion. In his place DyCPO/Co-Ord/SCR has been nominated as Nodal Officer for Project Saksham.*



Thank you!

For any queries please contact us at [saksham.indianrailways@gmail.com](mailto:saksham.indianrailways@gmail.com), Ph: 8520005005