Project Saksham – Login Screen

- Project Saksham is Located on Internet (Public Domain) at
  URL: saksham.indianrailways.cloud
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

- **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.
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

<table>
<thead>
<tr>
<th>S.No</th>
<th>Employee Name</th>
<th>NPS/ P.F No</th>
<th>Designation</th>
<th>Schedule Training</th>
<th>Training Days</th>
<th>Completed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARUNA SRINIVASAN</td>
<td>24101507667</td>
<td>ACCOUNTS ASSISTANT</td>
<td>05-12-2017 to 07-12-2017</td>
<td>2</td>
<td></td>
<td>UPDATE</td>
</tr>
</tbody>
</table>

**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

- 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.
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.
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).
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.

Total Employees in Indian Railways: 122,145

Employees Scheduled Count: 66,852

Best Performing Zone (In Scheduling): South Central - 56.78%

Least Performing Zone (In Scheduling): South Western - 50.06%
At Zonal Dashboard we find running List of Zones and Production Units with Basic Information at a glance.
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.
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.
By clicking on the Details Button of a unit the particular Units Dashboard Screen Popups on the foreground with all the current basic information of the unit.
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.
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’

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.
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.
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.
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.
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, Ph: 8520005005