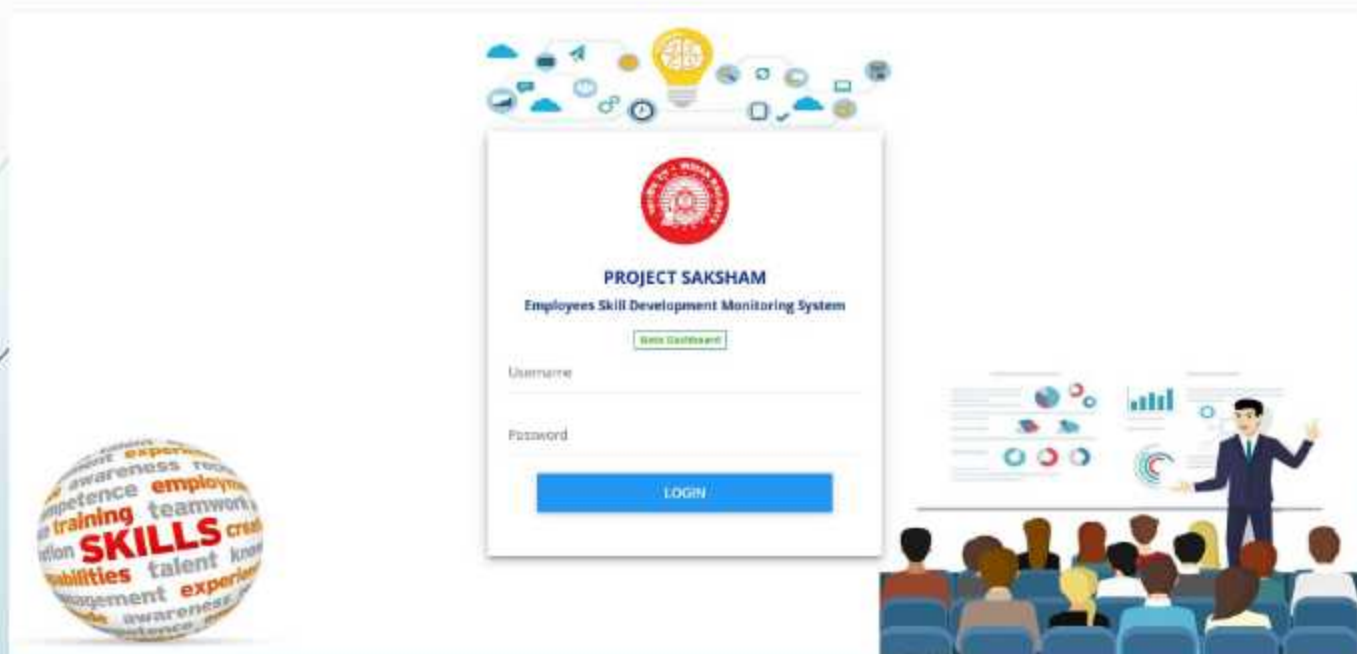# Indian Railways

Project Saksham

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

Powered By SKYBASE IT

Project Saksham – Login Screen

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

URL: **saksham.indianrailways.cloud**

Project Saksham – Slot Allotment

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

2

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

| Select Department ▼ | Search P.F/ NPS No | Q SEARCH |
| Select Designation ▼ | Select Bill Unit ▼ | |

➢ **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

➢ 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*

4

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	☐	UPDATE	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.

5

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**.

6

Project Saksham – Slot Allotment

➤ 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

> ➤ 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

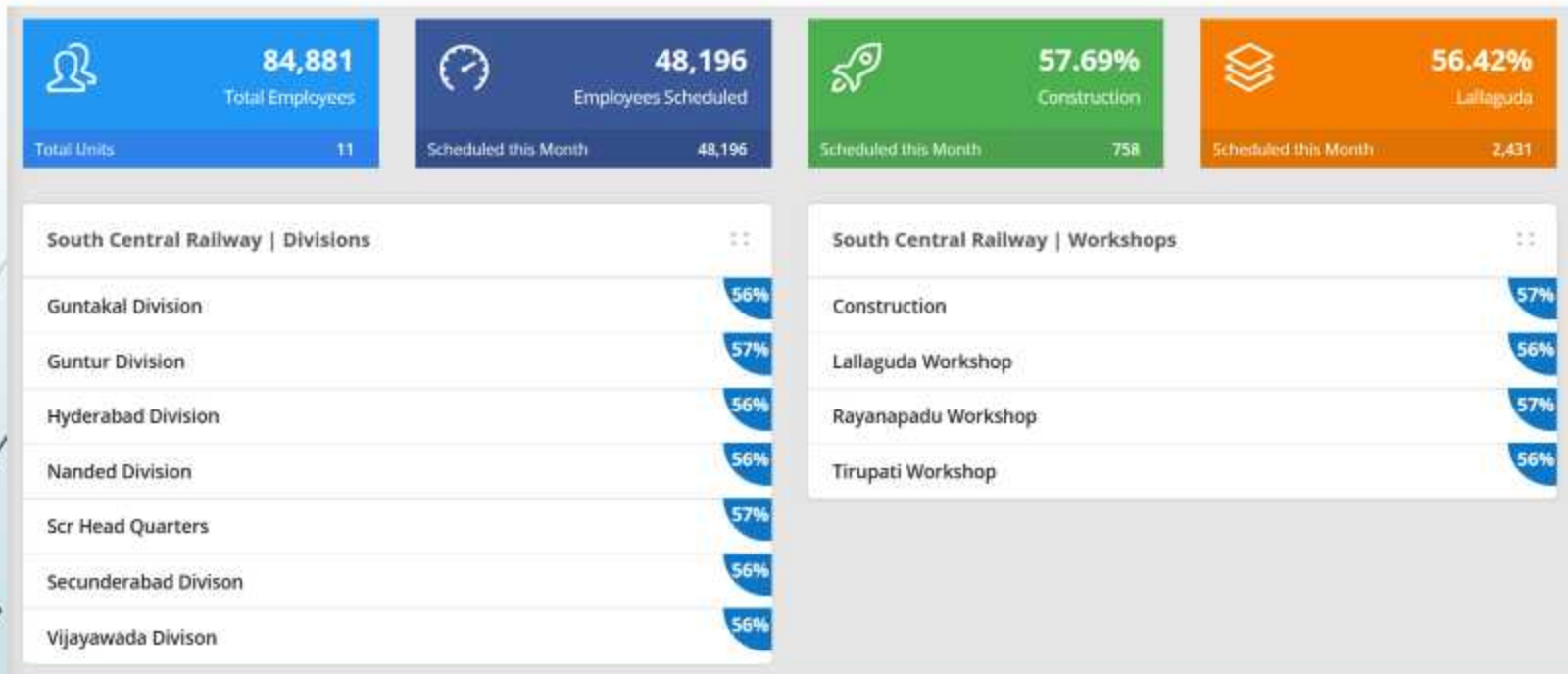➢ The Railway Board Level Blocks gives the overview of the Live Status at a glance.

122,145	66,852	56.78%	50.06%
Total Employees	Employees Scheduled	South Central	South Western
Total Units 18	Scheduled this Month 66,852	Scheduled this Month 48,196	Scheduled this Month 18,656
Total Employees in Indian Railways	**Employees Scheduled Count**	**Best Performing Zone (In Scheduling)**	**Least Performing Zone (In Scheduling)**

Project Saksham – Zonal Dashboard

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

Project Saksham – Zonal Dashboard

84,881
Total Employees
Total Units — 11

48,196
Employees Scheduled
Scheduled this Month — 48,196

57.69%
Construction
Scheduled this Month — 758

56.42%
Lallaguda
Scheduled this Month — 2,431

South Central Railway | Divisions

Guntakal Division	56%
Guntur Division	57%
Hyderabad Division	56%
Nanded Division	56%
Scr Head Quarters	57%
Secunderabad Divison	56%
Vijayawada Divison	56%

South Central Railway | Workshops

Construction	57%
Lallaguda Workshop	56%
Rayanapadu Workshop	57%
Tirupati Workshop	56%

➢ 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.

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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
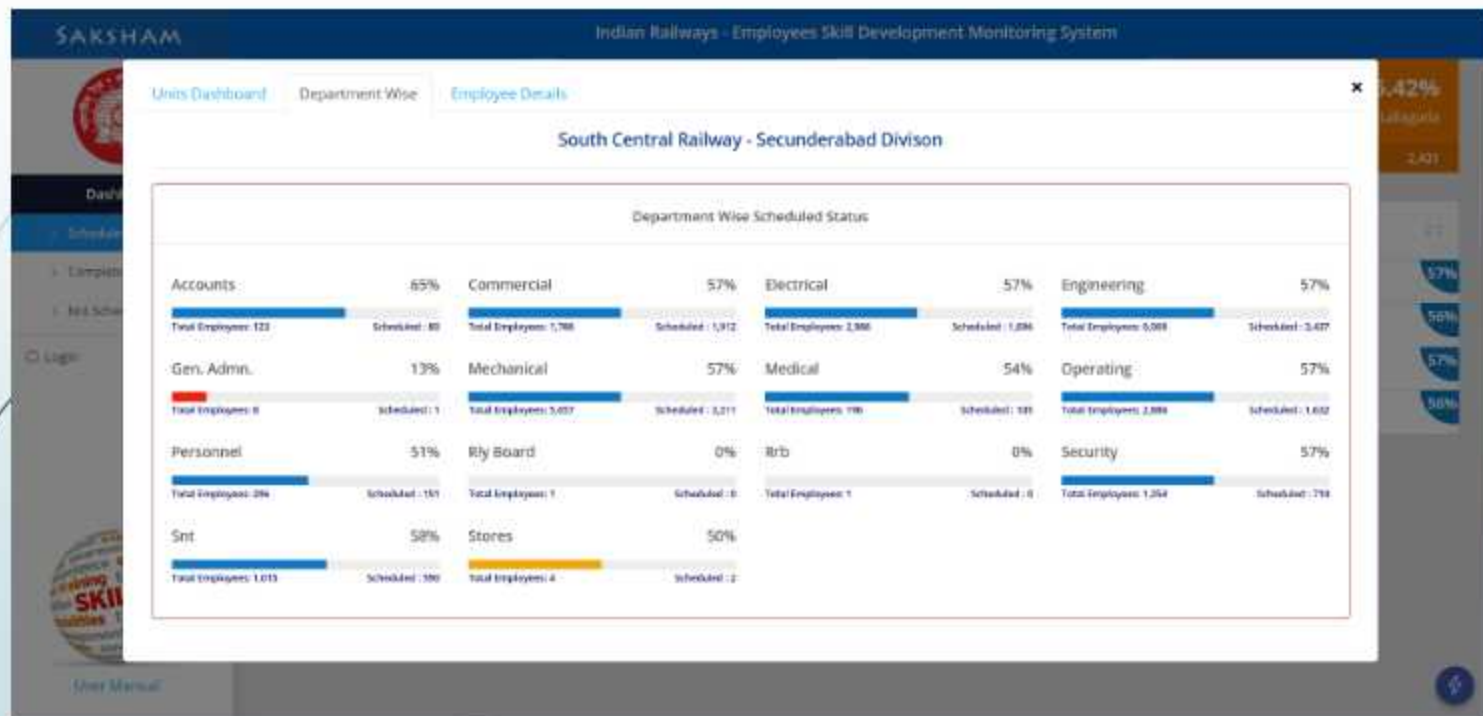
13

Project Saksham – Unit Dashboard

➢ 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.

Project Saksham - Unit Dashboard

> 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

> 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'

17 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

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

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:

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.

17

Project Saksham – 'Removal' Option:

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.

For any queries please contact us at **saksham.indianrailways@gmail.com**, Ph: 8520005005