TOUR PROGRAMME and TOUR DAIRY

Login as Government Servant with your KGID Number as **Username** and **Password**.

For the first time login, the **Username** and **Password** will be your respective KGID number itself.

You will be prompted with the below screen to change your password

CHANGE PASSWORD

CHANGE PASSWORD

OLD PASSWORD :*

NEW PASSWORD :*

CONFIRM PASSWORD :*

SUBMIT   LOGOUT

Change your password and remember it for your future use to login back to the Application

Once you Login to the Application and click on Tour Programme and Tour Dairy, the below screen will be displayed.

Tour Program

NEW

EMPLOYEE BASIC DETAILS

KGID NUMBER :	1685463	EMPLOYEE NAME :	NIRMALA B
PRESENT CORE DESIGNATION :		PRESENT POST HELD :	
EMPLOYEE CATEGORY :	Non-Vacation	DATE OF BIRTH :	12/04/1970

PRESENT WORKING OFFICE ADDRESS

PLACE OF WORK :   STATE

OFFICE: *   DIRECTORATE (MINORITY) BANGALORE

TOUR PROGRAM

MONTH AND YEAR: Pick a date 📅   YEAR: TOUR TYPE: Tour program/Diary ▼   Search

List of Tour Program						
SR NO.	APPLICATION NO	MONTH	TOUR DAYS	TOUR PROGRAM STATUS	TOUR DIARY STATUS	ACTION
1	201911000202	JUN-2019	30	NEW	-	✏ ✖ ℹ

BACK

EMPLOYEE DETAIL

EMPLOYEE BASIC DETAILS

KGID NUMBER :	1685463	EMPLOYEE NAME :	NIRMALA B
PRESENT CORE DESIGNATION :		PRESENT POST HELD :	
EMPLOYEE CATEGORY :	Non-Vacation	DATE OF BIRTH :	12/04/1970

PRESENT WORKING OFFICE ADDRESS

PLACE OF WORK :	STATE
OFFICE: *	DIRECTORATE (MINORITY) BANGALORE

TOUR PROGRAM

Pick a Month Year 📅

List of Tour Program

SR NO.	TOUR DATE	DAY	PARTICULARS	ACTION
1	dd/mm/yyyy			

SUMMARY OF TOUR

SCHOOL VISITS.	OFFICE VISITS	SCHOOL INSPECTION	OFFICE INSPECTION	MEETINGS	OFFICE WORK	OTHERS	TOTAL

SAVE

Under the TOUR PROGRAM table, pick a month which you which to apply for.

The List of Tour Program will automatically be displayed on screen.

Fill in the details and also manually add the details in the Summary Of Tour table.

Click on **Save**.

The submitted program will be listed under the **List of Tour Program**

TOUR PROGRAM

| MONTH AND YEAR: | Pick a date 🗓 | YEAR: | | TOUR TYPE: | Tour program/Diary ▼ | | Search |

List of Tour Program

SR NO.	APPLICATION NO	MONTH	TOUR DAYS	TOUR PROGRAM STATUS	TOUR DIARY STATUS	ACTION
1	201911000202	JUN-2019	30	NEW	-	✎ ✖ ⓘ

This request will be sent to Admin Login. Admin will login with his/her credentials and click on FILES

FILES

| KGID NO : | | EMPLOYEE NAME : | |
| APPLICATION TYPE : | ---Select--- ▼ | FILE STATUS : | PENDING ▼ |

Search

📊 EXPORT TO EXCEL 📄 EXPORT TO PDF

List of Files

Show entries
10 ▼

Search:

SL NO.	FILE TYPE	FILE NUMBER	KGID	EMPLOYEE NAME	FROM	OPEN DATE	DATE SENT	FROM OFFICE	FILE STATUS	FILE ACTION STATUS	WORK DONE STATUS	ACTION
1	TOUR PROGRAMME / TOUR DIARY	201911000363	1685463	NIRMALA B	Employee	15/05/2019	15/05/2019	DIRECTORATE (MINORITY) BANGALORE	Pending	Pending	Pending	🔄 ⓘ

Click on view ⓘ icon to view the application or 🔄 for viewing the history

ACTION

COMPUTER GENERATED NUMBER:	201906000202		
FILE NO:	123456		
REMARK:	Forwarding the file to Case Worker		
OFFICE LEVEL : *	STATE ▼	OFFICE TYPE : *	Minority Section Director ▼
PLACE OF WORK : *	⦿ STATE ○ DIVISION ○ DISTRICT ○ BLOCK		
OFFICE : *	DIRECTORATE (MINORITY) BANGALOR ▼	OFFICE POSITION : *	DPIMINBACW1 (Case Worker) ▼
ACTION TYPE : *	For Reviewing ▼	NO OF DAYS WITHIN WHICH ACTION IS TO BE TAKEN : *	3 ▼

Submit

Once the application is viewed, the Admin can add the comment and forward the request to the respective case worker who handles the case.

Once the case is assigned to the case worker by Admin, the case worker would get a notification.

Superintendent will login with his/her credentials and click on **FILES** in menu bar

Click on view [i] icon to view the application or [↻] for viewing the history

Once the application is viewed, the Superintendent can add the comment and forward the request to the next Higher Authority (Superintendent/Manager/Section Officer/Admin) who handles the case.

The next Higher Authority would get a notification.

Section Officer will login with his/her credentials and click on **FILES** in menu bar.

If the File is forwarded to the **Recommending Officer**, then the **Recommending Officer** will get a Notification.

The Recommending officer will login with his credentials and click on **FILES** menu.

Click on view [i] icon to view the application or [↺] for viewing the history

The Recommending Officer would then click on **Accept** (If the Application request is valid) or **Reject**

If **Reject**, then enter the reason for rejection.

Click on **Tour Program Approval** menu

The following screen will be displayed.

Details Of Tour Program						

List of Tour Program

SL NO	TOUR MONTH	KGID NUMBER	EMPLOYEE NAME	TOUR DAYS	TOUR PROGRAM STATUS	ACTION
1	JAN-2020	1685463	NIRMALA B	1	PENDING	[i]

In the Action column, click on [i] icon

The detailed description of the applied application will be displayed here.

View Tour Program

BACK

| KGID NUMBER : | 1685463 | EMPLOYEE NAME : | NIRMALA B |

TOUR PROGRAMME

JAN-2020 📅

List of Tour Programme

TOUR DATE	DAY	PARTICULARS
01/01/2020	Wednesday	asa

SUMMARY OF TOUR DIARY

SCHOOL VISITS.	OFFICE VISITS	SCHOOL INSPECTION	OFFICE INSPECTION	MEETINGS	OFFICE WORK	OTHERS	TOTAL
1							1

List of Tour Programme

TOUR DATE	DAY	PARTICULARS
01/01/2020	Wednesday	asa

SUMMARY OF TOUR DIARY

SCHOOL VISITS.	OFFICE VISITS	SCHOOL INSPECTION	OFFICE INSPECTION	MEETINGS	OFFICE WORK	OTHERS	TOTAL
1							1

COMMENT | I Approve | APPROVE REJECT

Add the Comment and click on **Approve** button.

Intimation will be sent to Employee.

Employee will login using his KGID number.

The Employee will be displayed with **Create Diary** Option for the approved Tour Program.

SR NO.	APPLICATION NO	MONTH	TOUR DAYS	TOUR PROGRAM STATUS	TOUR DIARY STATUS	ACTION
1	201911000202	JUN-2019	30	NEW	-	📝 ✖ ℹ
2	201911000222	AUG-2019	31	APPROVED	-	View Program Create Diary
3	201911000242	SEP-2019	30	NEW	-	📝 ✖ ℹ
4	201911000262	OCT-2019	31	NEW	-	📝 ✖ ℹ
5	201911000123	FEB-2019	28	NEW	-	📝 ✖ ℹ
6	201911000362	DEC-2019	1	NEW	-	📝 ✖ ℹ
7	201911000363	JAN-2020	1	APPROVED	-	View Program Create Diary

List of Tour Program

Click on **Create Diary**

Save/Update Tour Diary

BACK

EMPLOYEE DETAIL

EMPLOYEE BASIC DETAILS

KGID NUMBER :	1685463	EMPLOYEE NAME :	NIRMALA B
PRESENT CORE DESIGNATION :		PRESENT POST HELD :	
EMPLOYEE CATEGORY :	Non-Vacation	DATE OF BIRTH :	12/04/1970

PRESENT WORKING OFFICE ADDRESS

PLACE OF WORK :   STATE

OFFICE: *   DIRECTORATE (MINORITY) BANGALORE

Add the required data and click on **Submit**.

Intimation will be sent to Sanctioning Officer for **Tour Dairy** Approval.

Admin will login with the given credentials and click on Files in menu bar.

Click on view [i] icon to view the application or [↺] for viewing the history

The Recommending Officer would then click on **Accept** (If the Application request is valid) or **Reject**

If **Reject**, then enter the reason for rejection.

Go to Tour Diary Approval menu

	Details Of Tour Diary						

List of Tour Programme

SL NO	TOUR MONTH	KGID NUMBER	EMPLOYEE NAME	TOUR DAYS	TOUR PROGRAM STATUS	TOUR DIARY STATUS	ACTION
1	JAN-2020	1685463	NIRMALA B	1	APPROVED	PENDING	ℹ

In the Action column, Click View ℹ icon

Tour Diary Approval

BACK

KGID NUMBER :	1685463	EMPLOYEE NAME :	NIRMALA B

DIARY DETAILS

JAN-2020 📅

SR. NO	TOUR DATE	PLACE OF DEPARTURE	DEPARTURE DATE AND TIME	ARRIVAL PLACE	ARRIVAL DATE AND TIME	MEANS OF TRANSPORT	DISTANCE OF COVERED	DETAILS OF WORK DONE	HALT DETAILS
1	01/01/2020	sd	31/12/1899 00:00	da	23/05/2019 01:15	sad	1	asd	da

SUMMARY OF TOUR DIARY

SUMMARY OF TOUR DIARY

SCHOOL VISITS.	OFFICE VISITS	SCHOOL INSPECTION	OFFICE INSPECTION	MEETINGS	OFFICE WORK	OTHERS	TOTAL
1							1

ENTRY OF VISIT/INSPECTION

DATE OF VISIT.	SCHOOL/OFFICE.	SCHOOL/OFFICE VISITED(DISE CODE/OFFICE)	SCHOOL/OFFICE VISITED(NAME)	FINDINGS		OVERALL REMARKS
				MERITS	ACTION POINTS	
15/05/2019	OFFICE ▾	2285	DIRECTORATE (MINORITY) E			

COMMENT : | I Approve | APPROVE | REJECT |

The detailed summary of the Tour Dairy will be displayed.

The Sanctioning Officer will add the comment and Approve or Reject the same.

The Employee will be notified once the final decision is taken by the Sanctioning Authority.

The Employee will login with his/her KGID number and can view the status of the Application.

SR NO.	APPLICATION NO	MONTH	TOUR DAYS	TOUR PROGRAM STATUS	TOUR DIARY STATUS	ACTION
				List of Tour Program		
1	201911000202	JUN-2019	30	NEW	-	✎ ✖ i
2	201911000222	AUG-2019	31	APPROVED	-	View Program Create Diary
3	201911000242	SEP-2019	30	NEW	-	✎ ✖ i
4	201911000262	OCT-2019	31	NEW	-	✎ ✖ i
5	201911000123	FEB-2019	28	NEW	-	✎ ✖ i
6	201911000362	DEC-2019	1	NEW	-	✎ ✖ i
7	201911000363	JAN-2020	1	APPROVED	APPROVED	View Program View Diary