



# **Department Of School Education,**

### Karnataka



## Compassionate Ground User Manual





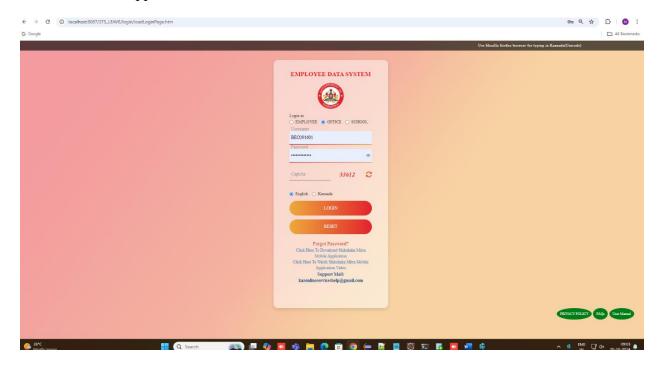
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## 1 CG Main Application Approval

## **1.1** Deceased Employee's last worked Department's concerned admin login Load the EEDS Application



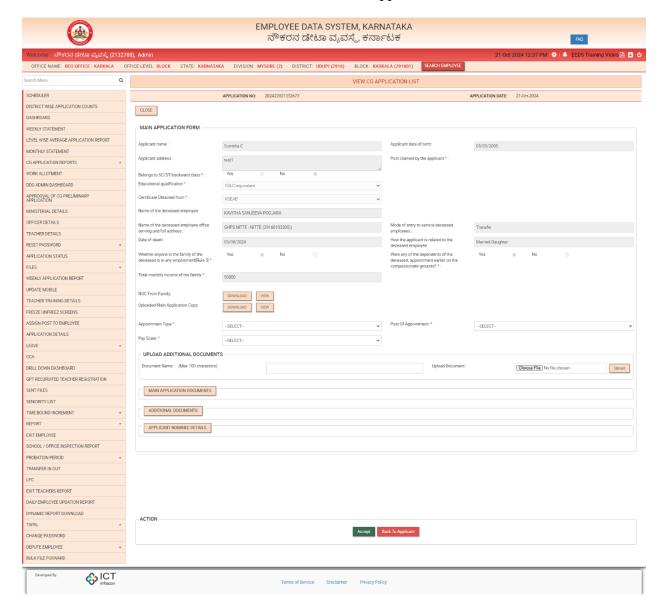
Login as the concerned department admin to the application.

Select the file menu





#### Select the checkbox and click on info icon to view the application



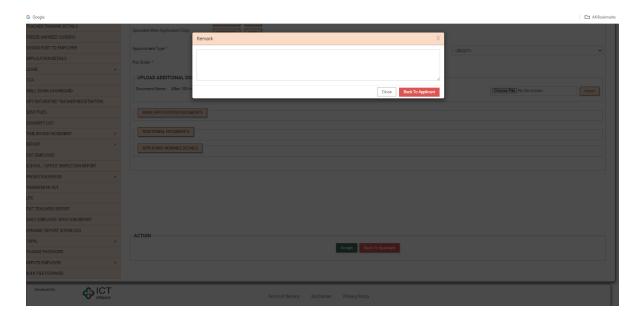
If the application has to be accepted, the admin has to select the appointment type, post of appointment and pay scale.

If the admin wants to upload any additional documents same file can be uploaded in the upload additional document section.

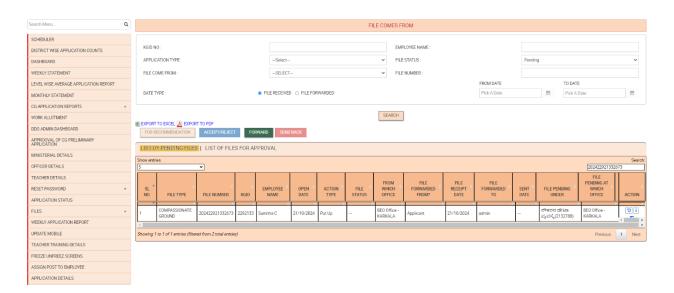
Click on Accept button to accept the application from the applicant

Click on back to applicant button to send back the application with remarks for verifying the submitted application details.





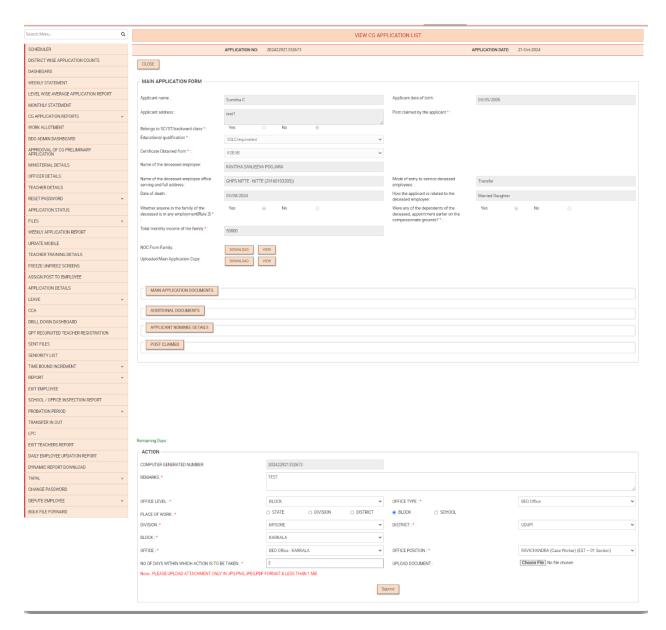
Click on back to applicant button to send back the application



After accepting the application, above screen will be displayed.

Select the application and click on Forward button to forward the application to the concerned caseworker.



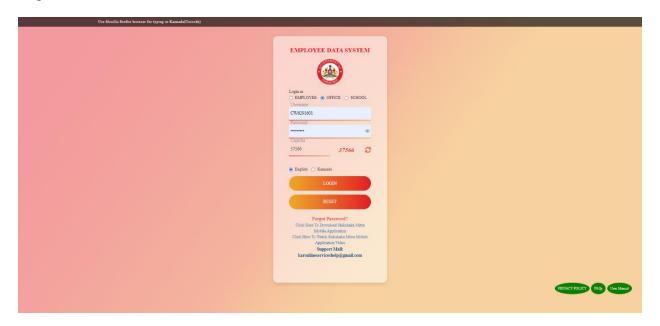


Click on post claimed section to view the post assigned by the department admin Select the personnel details of the officer to whom the application should be forwarded.

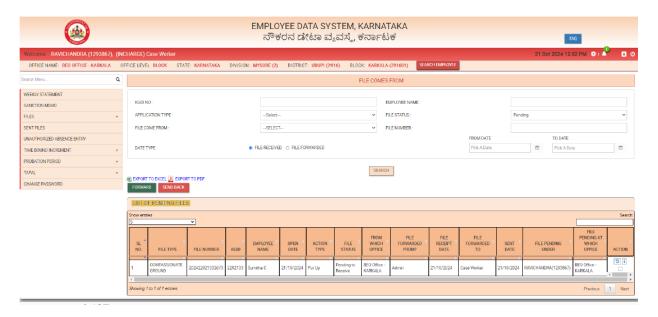


#### 1.2 Application verification at caseworker Login

Login as Caseworker

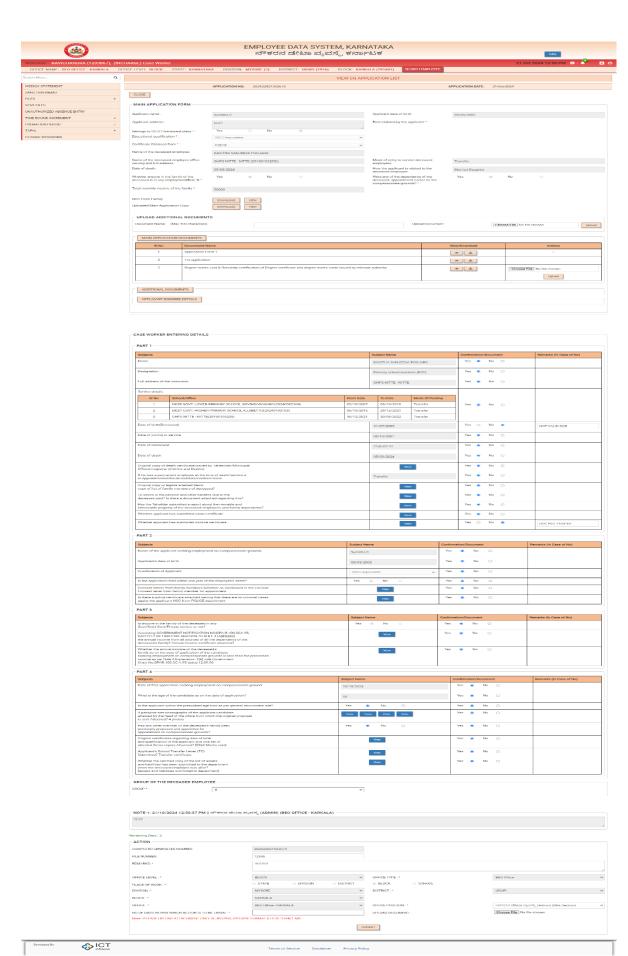


Enter credentials and click on login button



Select the checkbox of the application and click on the info icon to view the application details







If the caseworker wants to upload any additional documents same file can be uploaded in the upload additional document section.

If the caseworker want to replace any specific document uploaded by the applicant the same can be done in the Main application document section.

The caseworker need to select the group of the deceased employee

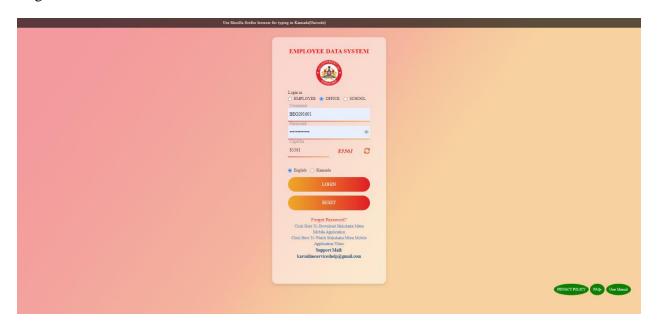
Select the personnel details of the officer to whom the application should be forwarded.

Click on submit button to submit the application to the selected official.

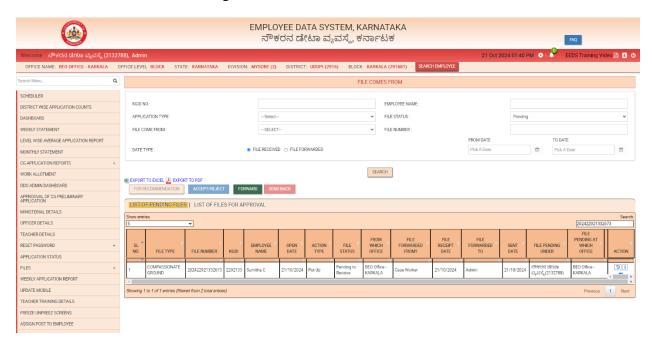


#### 1.3 Application verification at BEO Admin

Login as BEO Admin

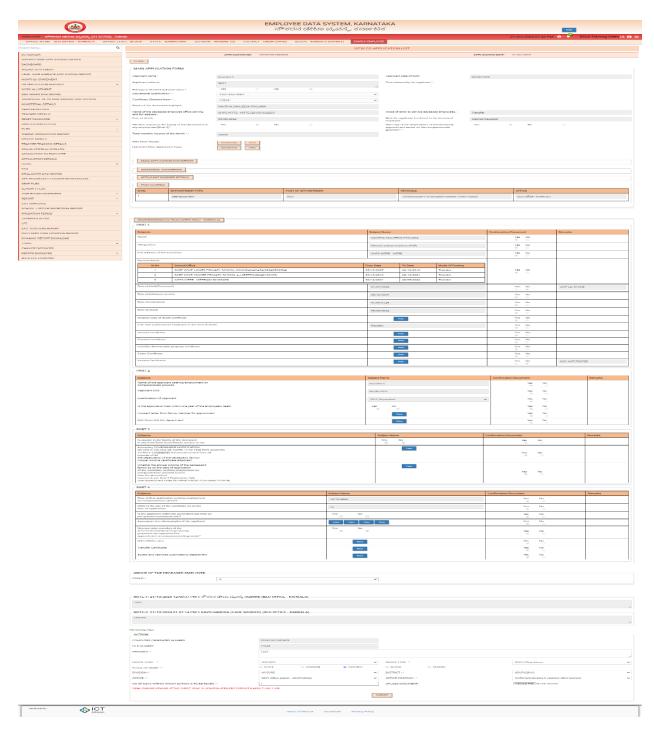


Enter credentials and click on login button



Select the checkbox of the application and click on the info icon to view the application details





If the user wants to change the group of the deceased employee, select the desired group name in place of the existing group name.

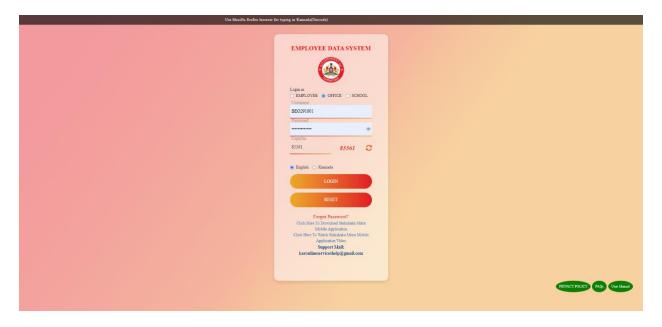
Select the personnel details of the officer to whom the application should be forwarded.

Click on submit button to submit the application to the selected official.



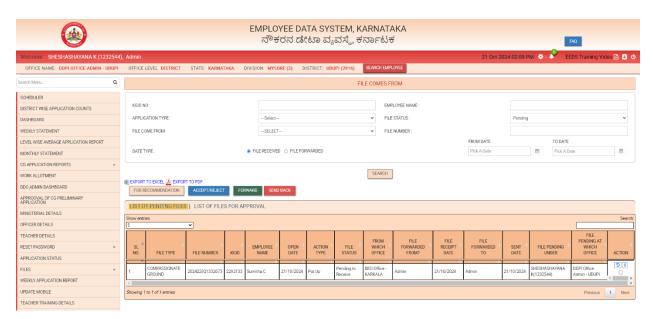
#### 1.4 Application verification at DDO level

Login as DDO



Enter credentials and click on login button

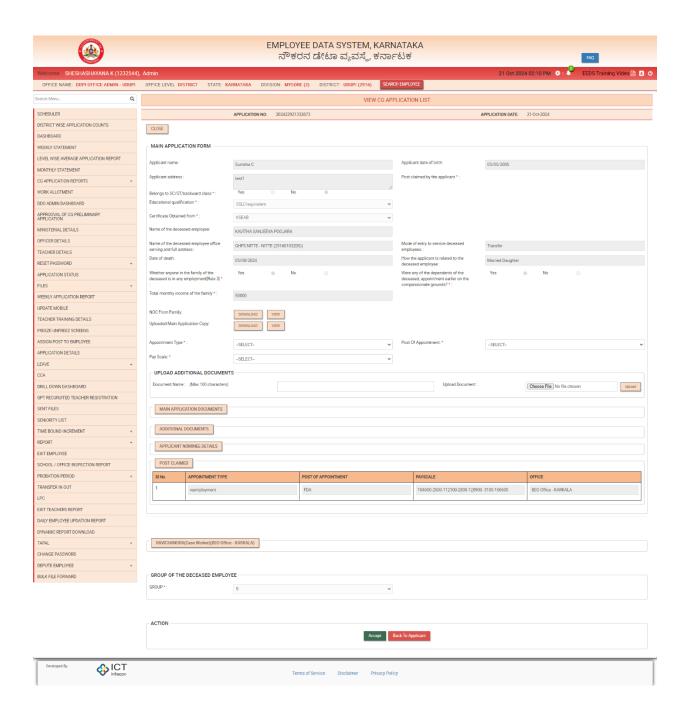
Select the file menu



Select the application checkbox and click on info icon to view the application

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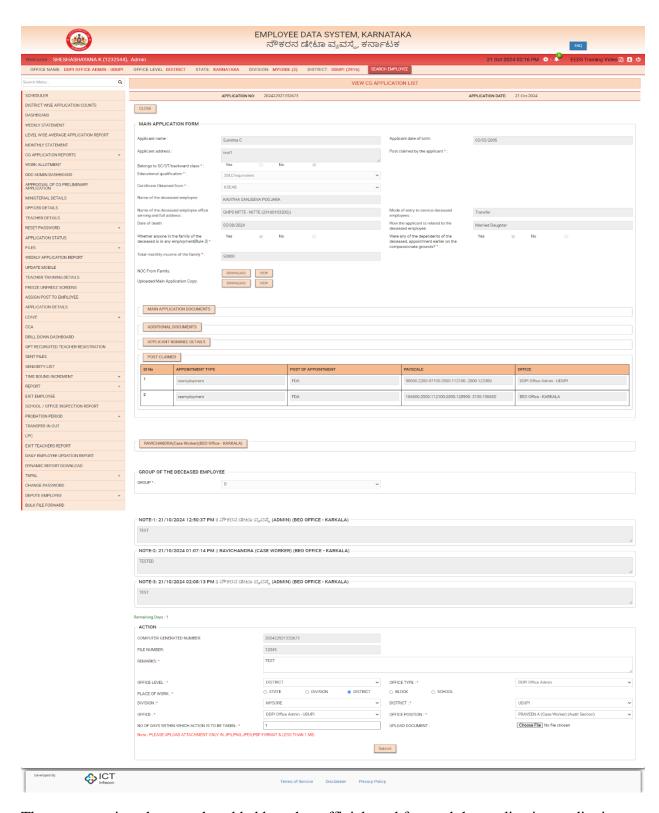




Click on send back to applicant button to send the application back to the applicant for verification.

Click on accept button to accept the application





The user can view the remarks added by other officials and forward the application to district caseworker for verification.



The case worker will send back the application to DDO after verification and DDO can forward the application to JDAdmin for approval or other concerned authorities for verification.

Select the person details to whom which the application has to be forwarded and click on submit button to forward the application to the selected official.

Select the file menu

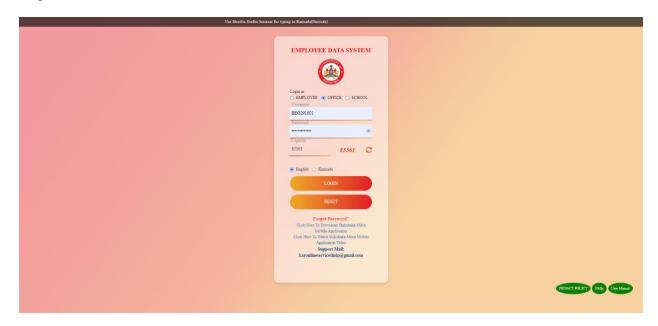
Select the application checkbox and click on forward button to forward the application to the selected officials while submitting the application.

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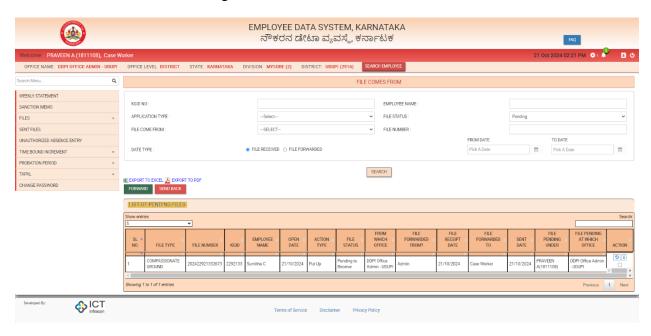


#### 1.5 Application verification at District Caseworker level

Login as District Caseworker

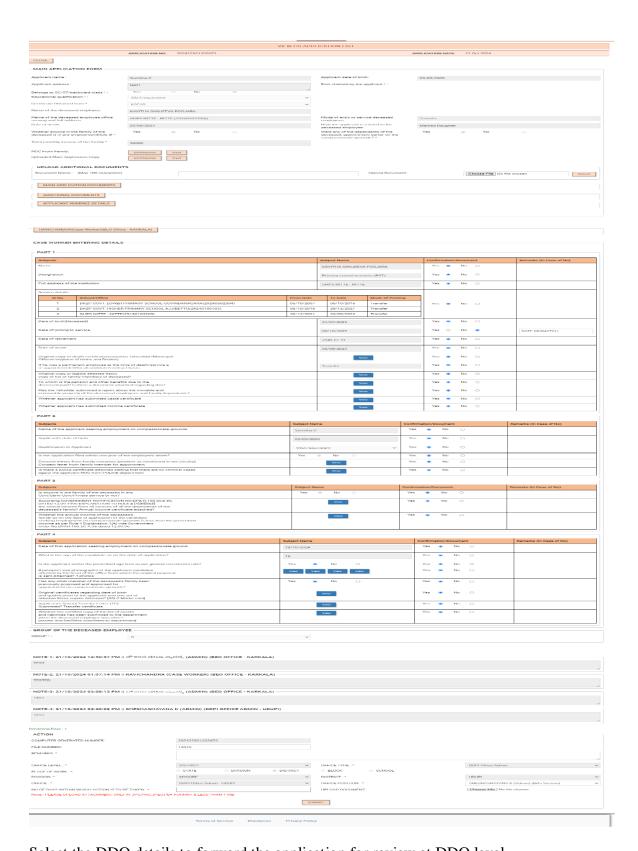


Enter credentials and click on login button



Select the checkbox of the application and click on info icon to view the application details



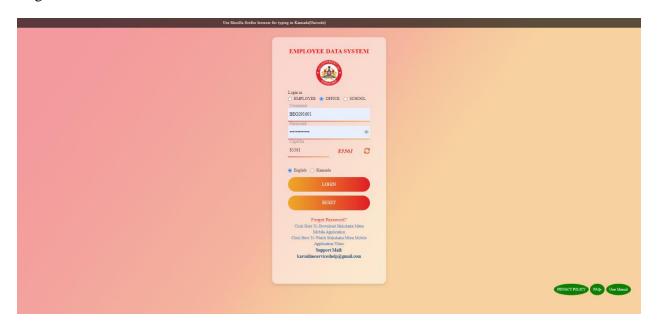


Select the DDO details to forward the application for review at DDO level.



### 1.6 Application verification at JDAdmin level

Login as JDAdmin

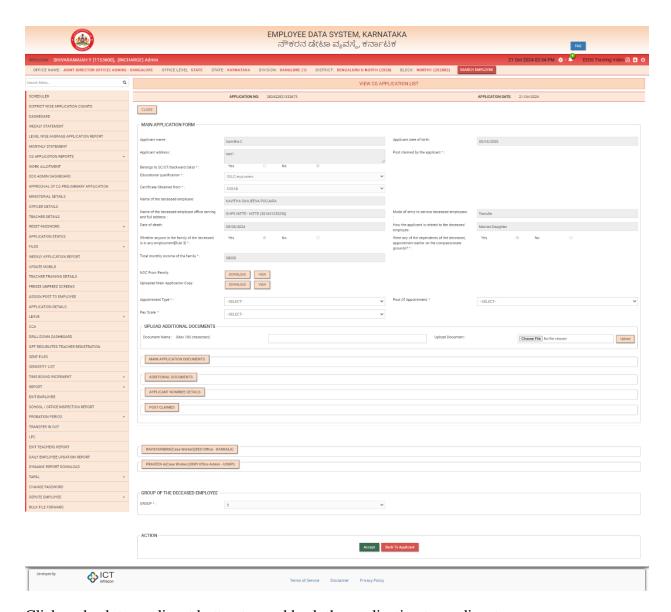


Enter credentials and click on login button



#### 1.6.1 Accept/send back to applicant the Application

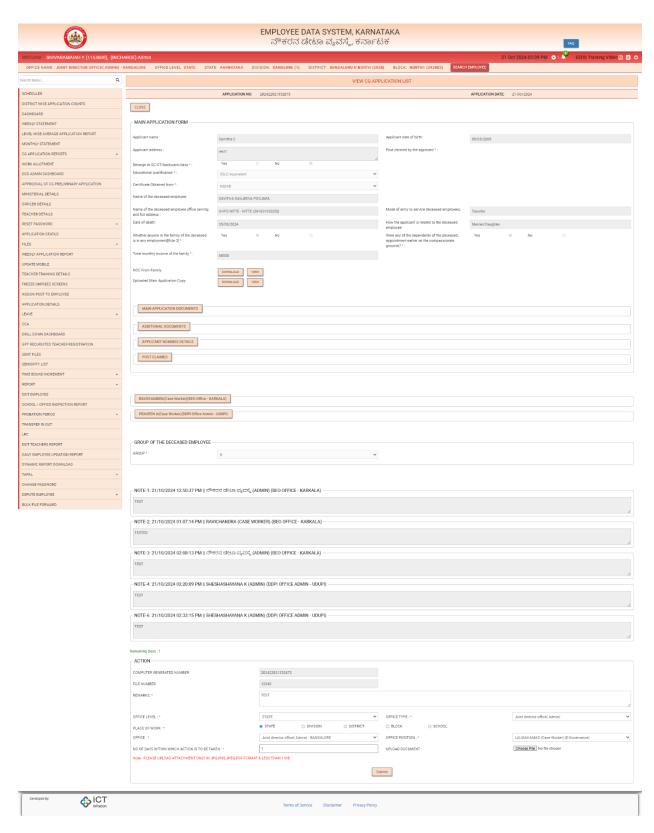
Select the menu file and select the application and click on the info icon



Click on back to applicant button to send back the application to applicant

Click on Accept button to accept the application and forward to the caseworker.





Select the caseworker details for whom which the application has to be forwarded.

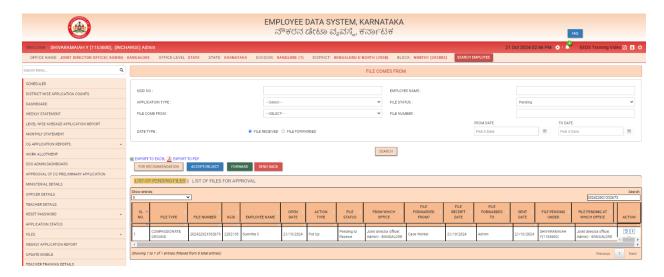
Click on submit button to forward the application



#### 1.6.2 Approve/Reject the application

#### Login as JDdmin

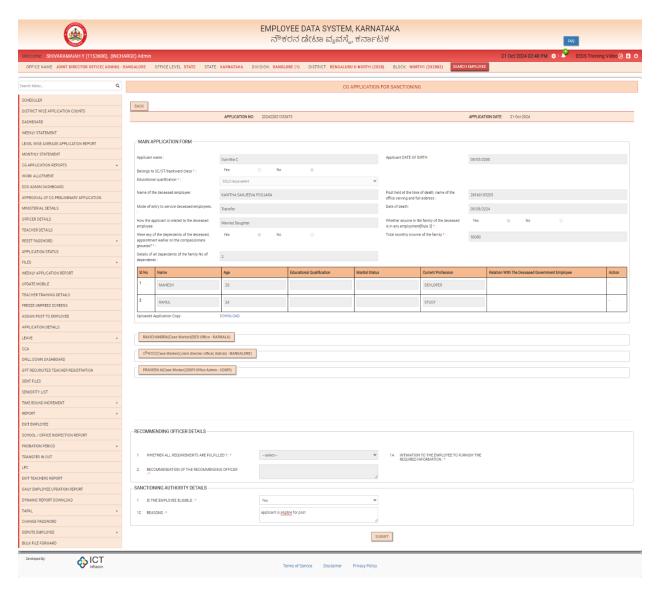
Select the menu files



Select the application returned by the caseworker for approval

Click on accept/reject button to approve or reject the application





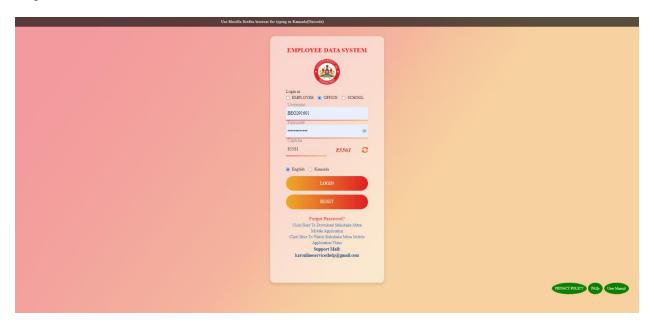
Select the option 'yes' for sanctioning authority details and enter the reason to approve and click on submit button to send the approved application to caseworker for generating the sanction memo.

Select the option 'No' in sanctioning authority details to reject the application and reason and click on submit button to reject the application.



#### 1.7 Application verification at JDAdmin caseworker level

Login as JDAdmin Caseworker



Enter credentials and click on login button to login to the application

#### 1.7.1 Verify the application send by JDAdmin

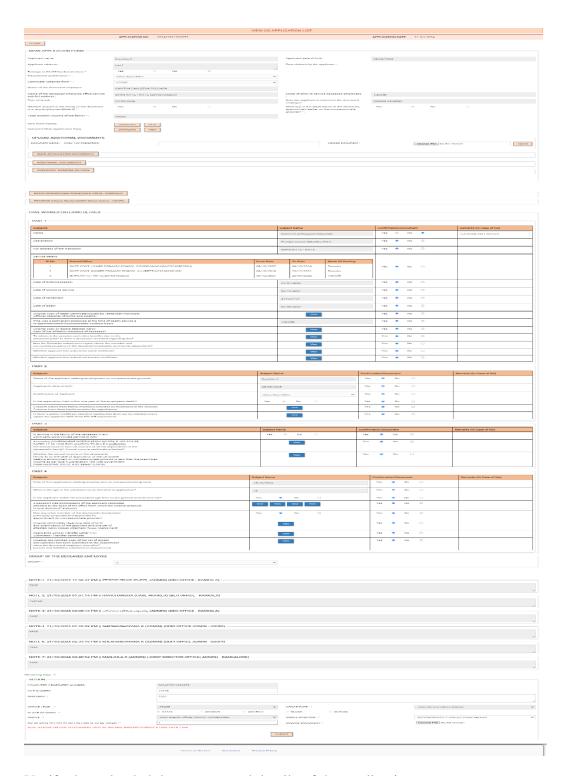
Login to the application

Select the menu files

Select the application send by the JDAdmin for verification and click on the info icon

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Verify the uploaded documents and details of the application

Select the JDadmin details to who the application has to be forwarded for final approval.

Click on the submit button to forward the application to JD admin for final approval.



#### 1.7.2 Generate Sanction Memo

Login as JD admin Caseworker

Select the menu sanction memo



Click on upload button to upload the sanction memo

Click on view button to view the sanction memo

The generated sanction memo will be displayed in the applicant login