CHARGE ALLOWANCE APPLICATION

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 Charge Allowance in the menu bar, the below screen will be displayed.

CHARGES ALLOWANCE

[NEW]

FROM DATE :   [dd/MM/yyyy]   TO DATE :   [dd/MM/yyyy]

[SEARCH]

EXPORT TO PDF   EXPORT TO PDF

LIST OF CHARGES ALLOWANCE

SL NO	APPLICATION NO	KGID NO	EMPLOYEE NAME	RULE TYPE	APPLICATION DATE	ACTION
1	201906000184	1685463	NIRMALA B	RULE 32	09/05/2019	[View]

In the table **LIST OF CHARGES ALLOWANCE**, you can see the previously submitted requests for your Charge Allowance Application.

If you want to submit a new request, then click **NEW** button.

The below screen will be displayed.

BACK

(*)-MANDATORY FIELDS

EMPLOYEE DETAILS

1. KGID NO :*	1685463	2. NAME OF THE EMPLOYEE :*	NIRMALA B

3. DESIGNATION :* Education officer

4 OFFICE ADDRESS

PLACE OF WORK:* STATE

OFFICE ADDRESS :* DIRECTORATE (MINORITY) BANGALORE

5. RULE IN WHICH THE CHARGE ALLOWNACE IS CLAIMED (Rule 32 or Rule 68) :* ---select---

DETAILS OF DEPARTMENTAL EXAMS PASSED

SL NO.	NAME OF THE EXAM	NAME OF THE SUBJECT	YEAR OF PASSING	SESSION	RESULT
1	Accounts Higher	Accounts Higher	1998	Session II	Session II
2	Kannada	Kannada	1999	Session II	Session II
3	General Law I	General Law I	1998	Session II	Session II
4	General Law II	General Law II	1998	Session II	Session II

LEAVE DETAILS OF THE EMPLOYEE

SL NO.	KGID NO.	EMPLOYEE NAME	LEAVE TYPE	PURPOSE OF LEAVE	LEAVE APPLIED DATE	SANCTION NO	SANCTION DATE	LEAVE FROM	LEAVE TO	NO. OF LEAVES	PAID LEAVE	UNPAID LEAVE	MEDICAL CERTIFICATE SUBMITTED	JOINING DATE	VIEW DOC/JPEG
1	1685463	NIRMALA B	Paid	Personal	13/05/2019			03/06/2019	11/06/2019	9	0		---	03/05/1999	i
2	1685463	NIRMALA B	Paid	Personal	13/05/2019			03/06/2019	11/06/2019	9	0		---	03/05/1999	i
3	1685463	NIRMALA B	Paid	Personal	04/05/2019		04/05/2019	06/05/2019	10/05/2019	5	0		---	03/05/1999	i
4	1685463	NIRMALA B	Paid	Personal	24/04/2019			25/04/2019	27/04/2019	3	0		---	03/05/1999	i
5	1685463	NIRMALA B	Paid	Personal	08/05/2019		08/05/2019	14/05/2019	18/05/2019	5	0		---	03/05/1999	i

SUBMIT

All your Basic Information will be fetched from the database displayed on the screen.

Select the **Rule (32 or 68)** from the drop-down provided to claim the Charge Allowance.

If Rule 32 is selected, then below screen will be displayed.

5. RULE IN WHICH THE CHARGE ALLOWNACE IS CLAIMED (Rule 32 or Rule 68) : *	RULE 32

RULE 32

1. BASIC PAY/ PAY SCALE : *	---select---		
2. ORDER NUMBER : *			
2 A. DATE OF ENTRY INTO SERVICE :		2 B. Upload scanned copy of the order : *	Browse... No file selected.
3.DATE FROM WHEN THE SERVICE IS RENDERED: :		3 A. UPLOAD REPORTING CTC : *	Browse... No file selected.
4. HAS CHARGE ALLOWNACE BEEN SANTIONED EARLIER? : *	---select---		
5. PAY SCALE OF THE POST IN-CHARGE OF : *	---select---	6. - WHETHER RETIRED FROM SERVICE? : *	---select---
7. WHETHER OFFICIATED? : *	---select---		

Fill in all the required details and click on **Submit** button.

If Rule 68 is selected from the drop-down, then below screen will be displayed.

5. RULE IN WHICH THE CHARGE ALLOWNACE IS CLAIMED (Rule 32 or Rule 68) : *	RULE 68

RULE 68

1. PLACE_OF_POST : *		2. ORDER NUMBER PAY SCALE OF IN-CHARGE : *	---select---
3 PERMISSION GRANTED FOR HOLDING RULE 68 :	---select---		
4. SERVICE DATE :		5. UPLOAD REPORTING CTC : *	Browse... No file selected.
DURATION FOR WHICH CHARGE ALLOWANCE IS CLAIMED *			
6. FROM DATE :		7 TO DATE :	
8SANCTIONED CHARGE ALLOWANCE : *	---select---		
9. RELEIVED FROM CHARGES : *	---select---		
10. RETIRED FROM SERVICE : *	---select---		

Fill in all the required details and click on **Submit** button.

The Submitted request will be sent to Admin Login who scrutinizes the request and forwards the same to the respective Case Worker who is responsible for handling Charge Allowance.

Once the Application request is submitted, we can see the list of submitted applications under the table **List of Charge Allowance** screen.

LIST OF CHARGES ALLOWANCE

SL NO	APPLICATION NO	KGID NO	EMPLOYEE NAME	RULE TYPE	APPLICATION DATE	ACTION
1	201906000184	1685463	NIRMALA B	RULE 32	09/05/2019	View

Click **View** for viewing the Application.

Admin will Login with his credentials and click on **FILES** in the Menu bar.

The following screen will be displayed.

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	201911000362	1685463	NIRMALA B	Employee	15/05/2019	15/05/2019	DIRECTORATE (MINORITY) BANGALORE	Pending	Pending	Pending	🔄 ℹ️
2	LEAVE	201901001188	1685463	NIRMALA B	Employee	15/05/2019	15/05/2019	DIRECTORATE (MINORITY) BANGALORE	Pending	Pending	Pending	🔄 ℹ️
3	CHARGE ALLOWANCE	201906000202	1685463	NIRMALA B	Employee	14/05/2019	14/05/2019	DIRECTORATE (MINORITY) BANGALORE	Pending	Pending	Pending	🔄 ℹ️

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

VIEW_CHARGES_ALLOWANCE_DETAIL

CLOSE

(*)-MANDATORY FIELDS

EMPLOYEE DETAILS

KGID NO :*	1685463	EMPLOYEE NAME :*	NIRMALA B
CHARGE ALLOWANCE :*	RULE 68		

RULE 68

DESIGNATION :*	Education officer	OFFICE ADDRESS :*	
PLACE OF POST: *	Bangalore	PAY SCALE OF IN-CHARGE: *	48900-1250-53900-1450-62600- 1650-7 ▼
PERMISSION GRANTED FOR HOLDING RULE 68 :	YES ▼	UPLOAD ORDER COPY: *	Download
SERVICE DATE :	03/04/2019	UPLOAD REPORTING CTC : *	Download

DURATION FOR WHICH CHARGE ALLOWANCE IS CLAIMED : *

FROM DATE :	03/05/2019	TO DATE :	08/05/2019

	SANTIONED CHARGE ALLOWANCE: *	NO ▼	UPLOAD ORDER COPY : *	Download

SANTIONED CHARGE ALLOWANCE: *   NO ▼   UPLOAD ORDER COPY : *   Download

FROM DATE :   TO DATE :

RELEIVED FROM CHARGES : *   NO ▼   UPLOAD RELEIVING CTC : *   Download

RETIRED FROM SERVICE : *   NO ▼

UPLOAD RELEIVING CTC : *   Download   UPLOAD RETIREMENT ORDER: *   Download

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DETAILS OF DEPARTMENTAL EXAMS

SR NO.	EXAM NAME	SUBJECT NAME	PASSING YEAR	SESSION	RESULT
1	Accounts Higher	Accounts Higher	1998	Session II	Session II
2	Kannada	Kannada	1999	Session II	Session II
3	General Law I	General Law I	1998	Session II	Session II
4	General Law II	General Law II	1998	Session II	Session II

LEAVE DETAILS OF EMPLOYEE

SR NO.	KGID NO.	EMPLOYEE NAME	LEAVE TYPE	LEAVE PURPOSE	LEAVE APPLY DATE	SANCTION NO	SANCTION DATE	LEAVE FROM	LEAVE TO	NO. OF LEAVES	PAID LEAVE	UNPAID LEAVE	MEDICAL CERTIFICATE SUBMITTED	JOINING DATE	VIEW DOC/JPEG
1	1685463	NIRMALA B	Paid	Personal	13/05/2019			03/06/2019	11/06/2019	9	0		---	03/05/1999	ℹ
2	1685463	NIRMALA B	Paid	Personal	13/05/2019			03/06/2019	11/06/2019	9	0		---	03/05/1999	ℹ

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.

Case Worker will login with his credentials and click on **FILES** in the Menu bar.

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

Once the application is viewed, the Case Worker 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.

Superintendent will login with the given credentials and click on FILES in the menu bar.

Click on view 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 the given credentials and clicks on FILES in menu bar

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

Once the application is viewed, the Section Officer 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.

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.

Once the request is accepted, the Recommending Officer will click on **Recommending Charge Allowance** Menu under the **Charge Allowance** tab.

EXPORT TO EXCEL   EXPORT TO PDF

LIST OF EMPLOYEE DETAILS

Show entries
10

Search:

SL NO. ▲	EMPLOYEE NAME	KGID NO	Rule Type	ACTION
1	NIRMALA B	1685463	RULE 32	i

Click **view** icon to view the Application.

RECOMMENDING OFFICER'S SCREEN

IS THE EMPLOYEE ELIGIBLE FOR THE ALLOWANCE ? *	YES
HAS THE EMPLOYEE DISCHARGED HIS DUTIES OF THE POST IN CHARGE OF, SATISFACTORILY ? *	YES
WHETHER ALL REQUIREMENTS ARE FULFILLED ? *	YES
RECOMMENDATION OF RECOMMENDING OFFICER :*	I recommend

Add the required details and **Submit** if the Employee is Eligible.

If **No** is selected, then enter the reason and submit the request.

RECOMMENDING OFFICER'S SCREEN

IS THE EMPLOYEE ELIGIBLE FOR THE ALLOWANCE ? *	NO
REASONS FOR THE SAME :*	
HAS THE EMPLOYEE DISCHARGED HIS DUTIES OF THE POST IN CHARGE OF, SATISFACTORILY ? *	NO
WHETHER ALL REQUIREMENTS ARE FULFILLED ? *	NO
IF NO , INTIMATION TO THE EMPLOYEE TO FURNISH THE REQUIRED INFORMATION. :*	
RECOMMENDATION OF RECOMMENDING OFFICER :*	I don't recommend

Click on **FILES** in the Menu bar and forward the request to Sanctioning Authority for Approval.

Sanctioning Officer will login with his/her credentials and click on **SANCTIONING CAHRGE ALLOWANCE** under **CHARGE ALLOWANCE** tab.

EMPLOYEE DATA SYSTEM, KARNATAKA
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Welcome   NIRMALA B (1685463), Admin   39

Office Name: **MINORITY SECTION DIRECTOR - BANGALORE**   Office Level: **STATE**   STATE: **KARNATAKA**   Division: **BANGLORE (1)**

- DASHBOARD
- WORK ALLOTMENT
- REGISTERED EMPLOYEE
- EMPLOYEE TRANSFER
- UPDATE EMPLOYEE PROFILE
- APPLICATION STATUS
- FILES
- ASSIGN AUTHORITY
- ASSIGN POST TO EMPLOYEE
- APPLICATION DETAILS
- LEAVE   +
- CCA
- ANNUAL PERFORMANCE REPORT +
- PERMISSION TO PURSUE HIGHER +
  EDUCATION
- EXTRA QUALIFYING SERVICE FOR +
  PENSION BENEFITS
- NOC FOR PASSPORT   +
- NOC FOR FOREIGN TRIP   +
- PROPERTY PURCHASE   +
  PERMISSION
- CHARGE ALLOWANCE   +
- TIME BOUND INCREMENT   +
- PROBATION PERIOD   +
- TOUR PROGRAMME / TOUR DIARY +
- ASSETS AND LIABILITIES
- LTC/HTC   +
- CHANGE PASSWORD

SANCTIONING OFFICER'S SCREEN

(*)- MANDATORY FIELDS

FROM DATE	Pick A Date	TO DATE	Pick A Date
KGID NO		EMPLOYEE NAME	
CHARGE ALLOWANCE RULE	---select---		

SEARCH

LIST OF EMPLOYEE DETAILS

Show entries   Search:
10

SL NO..	EMPLOYEE NAME	KGID NO	Rule Type	ACTION
1	NIRMALA B	1685463	RULE 32	i

Showing 1 to 1 of 1 entries   Previous   1   Next

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Click on **action** link to view further details.

Welcome   NIRMALA B (1685463), Admin

Office Name: **MINORITY SECTION DIRECTOR - BANGALORE**   Office Level: **STATE**   STATE: **KARNATAKA**   Division: **BANGLORE (1)**

| DASHBOARD |
| WORK ALLOTMENT |
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| FILES |
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| ASSIGN POST TO EMPLOYEE |
| APPLICATION DETAILS |
| LEAVE   + |
| CCA |
| ANNUAL PERFORMANCE REPORT + |
| PERMISSION TO PURSUE HIGHER + EDUCATION |
| EXTRA QUALIFYING SERVICE FOR + PENSION BENEFITS |
| NOC FOR PASSPORT   + |
| NOC FOR FOREIGN TRIP   + |
| PROPERTY PURCHASE   + PERMISSION |
| CHARGE ALLOWANCE   + |
| TIME BOUND INCREMENT   + |
| PROBATION PERIOD   + |
| TOUR PROGRAMME / TOUR DIARY + |
| ASSETS AND LIABILITIES |
| LTC/HTC   + |
| CHANGE PASSWORD |

SANCTIONING CHARGES ALLOWANCE

BACK

(*)-MANDATORY FIELDS

EMPLOYEE DETAILS

KGID NO :*   1685463   EMPLOYEE NAME :*   NIRMALA B

CHARGE ALLOWANCE :*   RULE 32

RULE 32

DESIGNATION :*   EO   OFFICE ADDRESS :*

BASIC PAY SCALE: *   48900-1250-53900-1450-62600- 1650-72   ORDER NUMBER : *

                                                                                    hgfhfgh

DATE OF PLACING CHARGES :   03/04/2019   UPLOAD COPY: *   Download

SERVICE DATE :   08/04/2019   UPLOAD REPORTING CTC: *   Download

                                                                UPLOAD ORDER COPY: *   Download

CHARGE SANTIONED: *   YES

FROM DATE :   01/04/2019   TO DATE :   09/04/2019

PAY SCALE OF IN-CHARGE: *   56800-1450-62600-1650-72500- 1900-83   RETIRED FROM SERVICE: *   YES

UPLOAD RELEIVING CTC: *   Download   UPLOAD RETIREMENT ORDER: *   Download

OFFICIATED: *   YES

EFFECT FROM DATE: *   01/04/2019   ORDER DATE: *   02/04/2019

ORDER NUMBER: *   fghfghfgh   UPLOAD ORDER COPY: *   Download

DETAILS OF DEPARTMENTAL EXAMS

SR NO.	EXAM NAME	SUBJECT NAME	PASSING YEAR	SESSION	RESULT
1	Accounts Higher	Accounts Higher	1998		
2	Kannada	Kannada	1999		

LEAVE DETAILS OF EMPLOYEE

SR_NO.	KGID NO.	EMPLOYEE NAME	LEAVE TYPE	LEAVE PURPOSE	LEAVE APPLY DATE	SANCTION NO	SANCTION DATE	LEAVE FROM	LEAVE TO	NO. OF LEAVES	PAID LEAVE	UNPAID LEAVE	MEDICAL CERTIFICATE SUBMITTED	JOINING DATE	VIEW DOC/.JPEG
1	1685463	NIRMALA B	Unpaid	Domestic	10/04/2019		10/04/2019	08/05/2019	08/05/2019	1		1	---	03/05/1999	ℹ

RECOMMENDING OFFICER'S SCREEN

IS THE EMPLOYEE ELIGIBLE FOR THE ALLOWANCE ? *   YES

REASONS FOR THE SAME :*

HAS THE EMPLOYEE DISCHARGED HIS DUTIES OF THE POST IN CHARGE OF, SATISFACTORILY ? *   YES

WHETHER ALL REQUIREMENTS ARE FULFILLED ?
IF **NO**, INTIMATION TO THE EMPLOYEE TO FURNISH THE **REQUIRED INFORMATION.** *   YES

REASONS FOR THE SAME :*

RECOMMENDATION OF RECOMMENDING OFFICER :*   bcvbcbcvbcvbcvbcbcbbv

SANCTIONING OFFICER'S SCREEN

IS THE EMPLOYEE ELIGIBLE FOR THE ALLOWANCE ? *   ---select---

Submit

Verify the entered data and if the Employee is eligible, then select **Yes** from the dropdown and click on Submit.