

Government of India  
Ministry of Electronics & Information Technology  
National Informatics Centre

## Quick Hand out For EMD Managers

**Employee Master Details (EMD)** is an application in eOffice which helps building the organization structure and the employee data in the eOffice product. It is the backbone of the product that maintains the employee details which is used by various applications part of eOffice product suite.

The administration of the application or rather the employee data in the application is done by administrators at two levels -

1. **Super Administrator** – Administrator at the entire eOffice instance level (CBIC).
2. **EMD Manager** (also known as **Local Administrator**) – Administrator at the level of the respective organization / department, for example, CGST-ZONE-PANCHKULA.

The responsibility of the **Super Administrator** is, creation of master list of designations, posts etc. along with the creation of organizations/departments and their nominated user(s) as EMD Manager(s) respectively.

Whereas, the **EMD Manager** is **mainly responsible** for creating the organization units (list of Offices/Sections), employees, assigning employees post and etc. to get the end-user accounts created in eOffice.

This document takes us through the steps to be followed by an EMD manager to be able to create users in the system and assign roles in eOffice (i.e. functional accounts for working in 'File Management System').

### Pre-requisites

1. Super Administrator must have created the account of the nominated EMD Manager.
2. Super Administrator must have provided privilege of 'Application Management System' to EMD Manager to be able to assign roles.
3. WebVPN or NIC Network to access eOffice.

### Steps to Login in eOffice from network other than NIC Network (via WebVPN)

1. Open your browser, and visit '[saccess.nic.in](http://saccess.nic.in)'.
2. Enter your official (nic/gov) email ID, in full, and password.
3. Click on 'eOffice CBIC' link icon.
4. On the displayed page, choose the instance your wish to login.
5. On the 'Parichay' login page, use your email ID credentials, in full, to login into eOffice.

### Steps to login in eOffice from NIC network

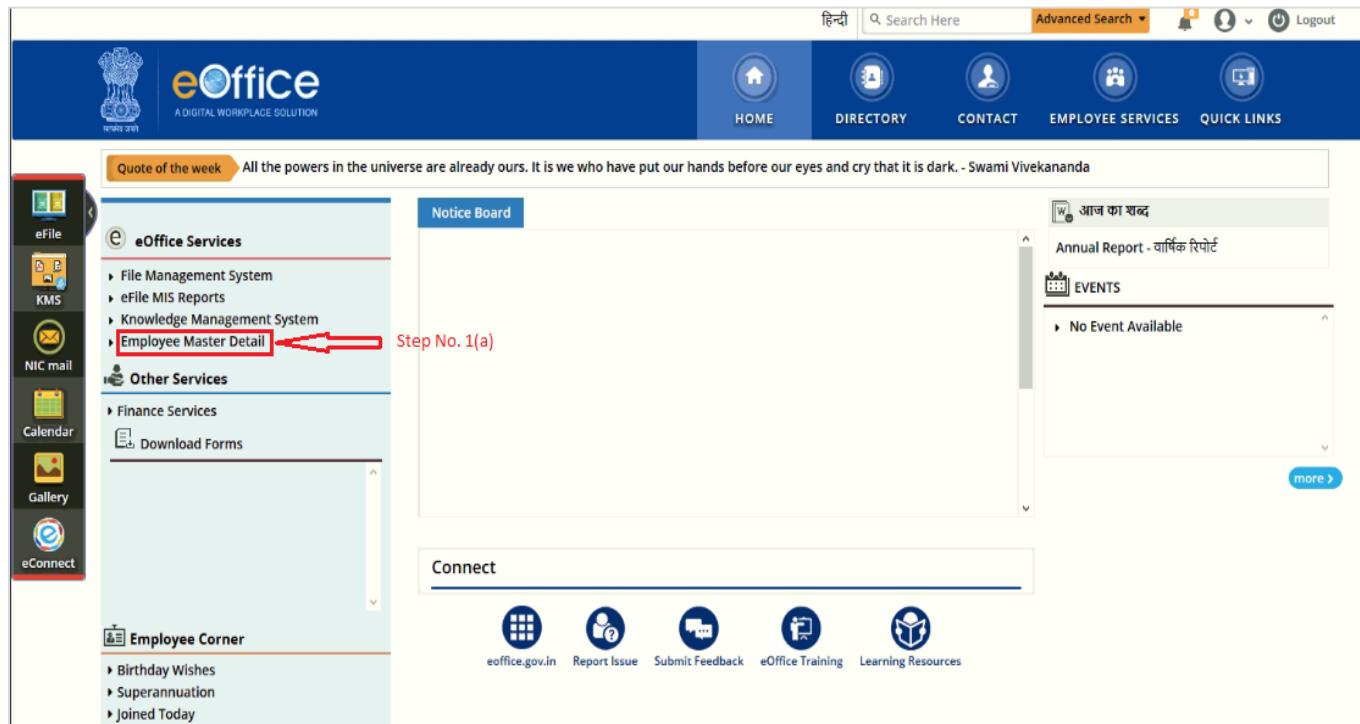
1. Open your browser, and visit '[eoffice.cbic.gov.in](http://eoffice.cbic.gov.in)'.
2. On the displayed page, choose the instance your wish to login.
3. On the 'Parichay' login page, use your email ID credentials to login into eOffice.

## Steps to be followed by EMD Managers / Local Administrators

The following steps must be followed by the EMD Managers (also known as Local Administrator(s)) to create user accounts in the application & assign roles to the user with respect to the 'File Management System' application -

### 1. Go to 'Employee Master Details' Application

- On the eOffice Home/Portal page, click on 'Employee Master Details' application under eOffice Services.



Step No. 1(a)

Figure 1

### 2. Entity Mapping for Global Organisation/Department

This section allows mapping of the entity created by the Super Administrator in your Global organization/Department.

#### Steps to Follow:

- Under 'Creation & Mapping' → Click 'Organisation' → 'Entity'
- From the 'General' list of entities, select the below mentioned entities and click on ' ' to move the selected entities to the 'Available to your Organization' list.
  - Department**
  - OFFICE**
  - SECTION**

**Note:** The 'Entity Type' list that displays here are those entities that are created by Super Admin. It is mandatory to map 'Department' and 'OFFICE' entity for all offices and 'SECTION' for all sections. The creation of any new entity by EMD Manager is not suggested and is only at the discretion of Super Administrator.

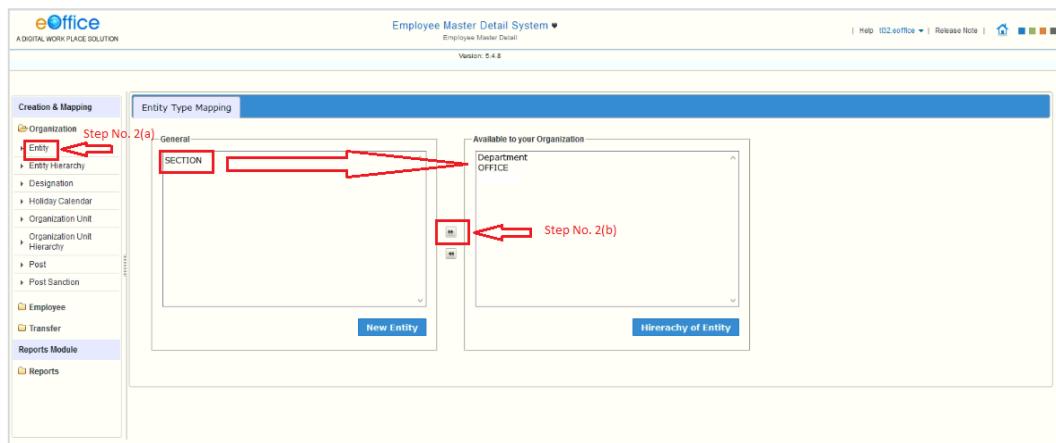


Figure 2

### 3. Defining the Entity Hierarchy for an Organisation

It allows the administrator to define the hierarchy of the entities of an organisation.

#### Steps to Follow:

- Under 'Creation & Mapping' → Click 'Organisation' → 'Entity Hierarchy'.
- Choose 'Entity Type' as 'Department' and 'Parent Entity Type' as 'Department'.
- Tick 'Active' check box and click on 'Save'.
- Choose 'Entity Type' as 'OFFICE' and 'Parent Entity Type' as 'Department'.
- Tick 'Active' check box and click on 'Save'.
- Choose 'Entity Type' as 'Section' and 'Parent Entity Type' as 'Office'.
- Tick 'Active' check box and click on 'Save'.

**Note:** In case the hierarchy is set to wrong relation (i.e. other than mentioned above), use 'EDIT' option to change its state to 'FALSE' and refer steps above to **create the hierarchical relation only as defined above**.

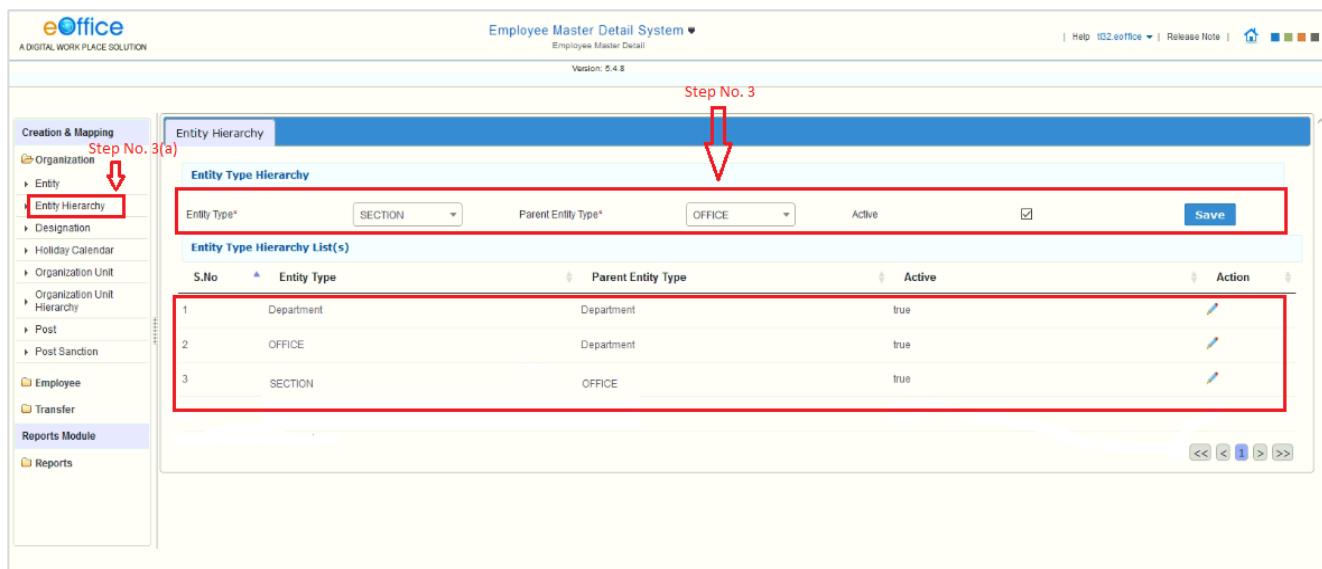


Figure 3

### 4. Mapping Designation(s)

This section allows mapping of the designations created by super administrator in your Global organization/Department.

**Steps to Follow:**

- Under 'Creation & Mapping' → Click 'Organisation' → 'Designation'.
- From the 'General' list of designations, select the designations as required (refer to your 'Designation Master' Sheet in the approved EMD data sheet) and click on '➡' to move them to the 'Available to your Organization' list.

**Note:** To maintain the standardized list of designation, **EMD Managers are not to create any designation**. If in case any designation is not available in the 'General' list, then, under such circumstances, the respective **EMD Manager** should communicate the request for the same to the **Super Administrator**.

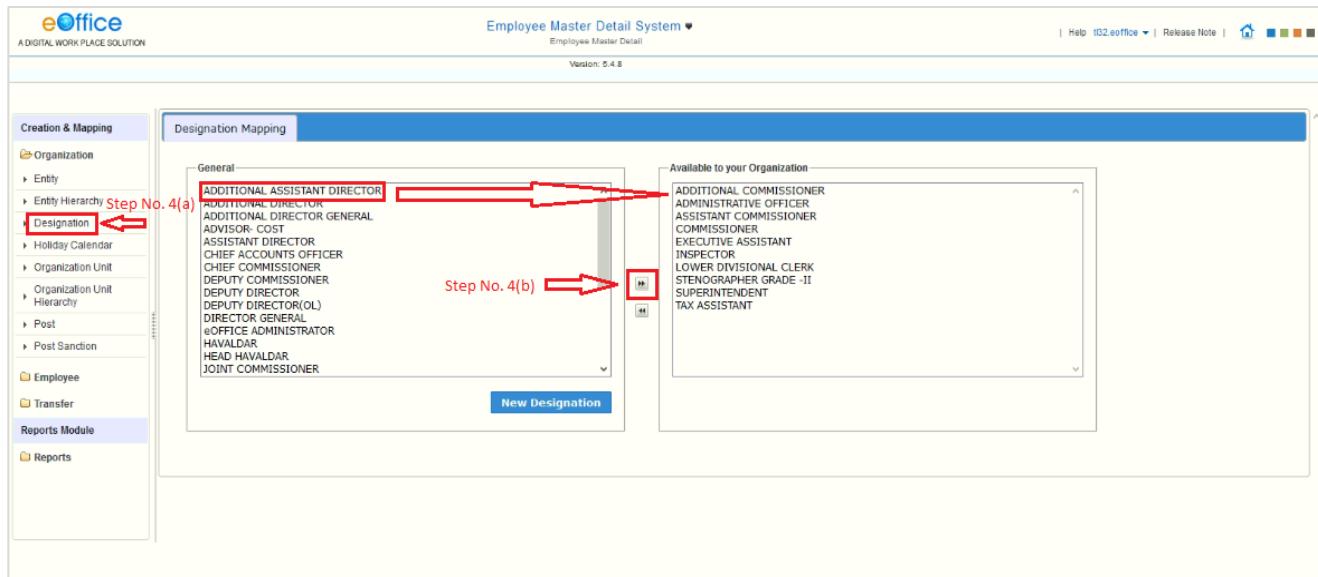


Figure 4

## 5. Creation of Organisation Unit(s)

This section allows creating all organization units (OUs) as maintained in the OU Master list of the Employee Master Details (EMD) sheet.

**IMPORTANT:**

- The very first OU in the OU master list, is by the name of the Chief Commissionerate/Commissionerate/Directorate itself.
- This OU should be created at first before creating others.
- It is also called as '**Self OU**' because its parent OU is chosen as '**Self**'.
- This OU is should be already created by the Super Administrator for the EMD Manager.**
- The EMD Manager may click on '**Show All**' to see the list of already created OU and cross-verify point **d**.
- While inserting the list of OUs in the application, always start from the first OU in the hierarchy.

**Steps to Follow:**

- Under 'Creation & Mapping' → Click 'Organisation' → 'Organization Unit'.
- Click on 'Add Organization'.
- Enter the 'Organization Name', 'Organization Code', 'Entity' and 'Description'.
- Choose the 'Parent Organization Unit'.
- Click on 'Save'.

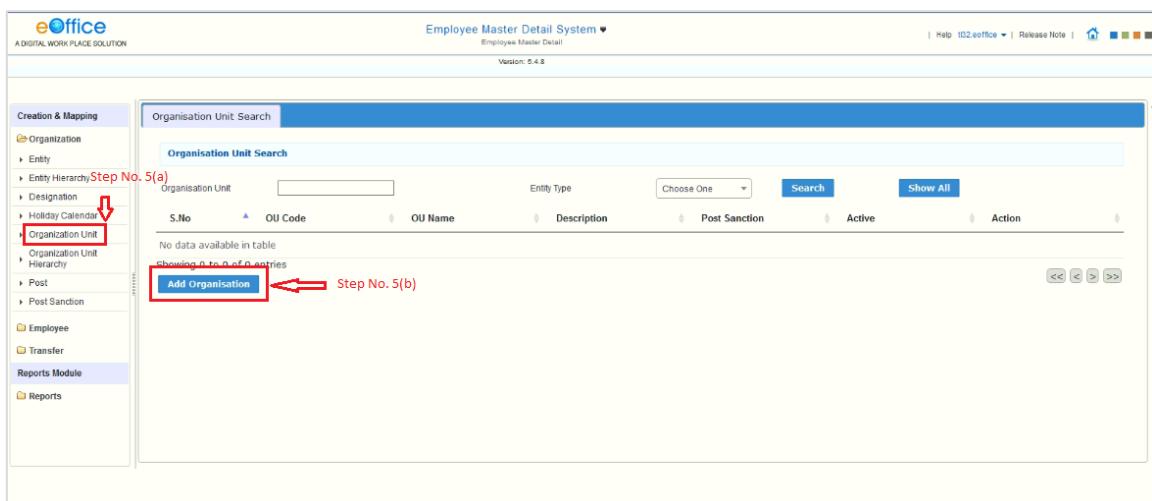


Figure 5

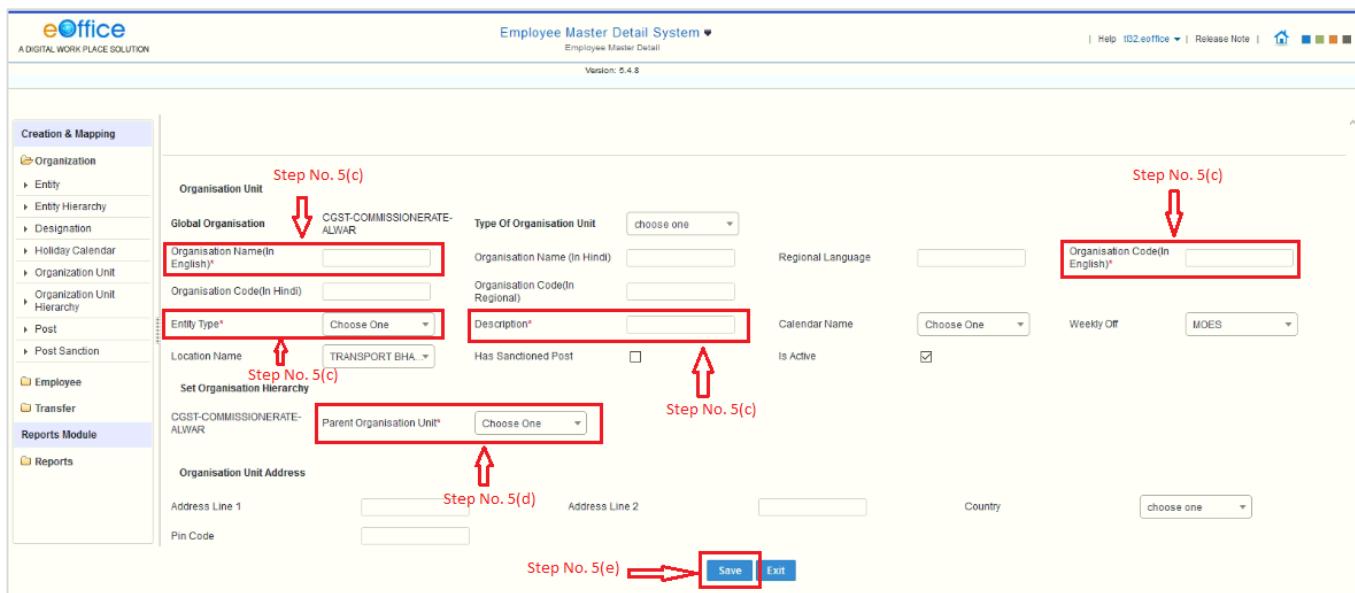


Figure 6

### Other Actions (If required)

Searching an Organisation Unit	Editing an Organisation Unit	Viewing Organisation Unit Hierarchy
<b>Under 'Creation &amp; Mapping' → Click 'Organisation'</b>		
<p><b>Click 'Organisation Unit'</b>  <b>Search an organisation unit by 'Organisation Name'/'Entity Type'</b>  <b>Click 'Search'</b></p>	<p><b>Click 'Organisation Unit'</b>  <b>Search an organisation unit by 'Organisation Name'/'Entity Type'</b>  <b>Click 'Search'</b>  <b>Go to 'Actions'</b>  <b>Click 'Edit'</b></p>	<p><b>Select 'Organisation Unit Hierarchy'</b>  <b>Choose 'Parent Organisation Unit'</b>  <b>Select from Action ('Hierarchy'/'Post Details')</b></p>

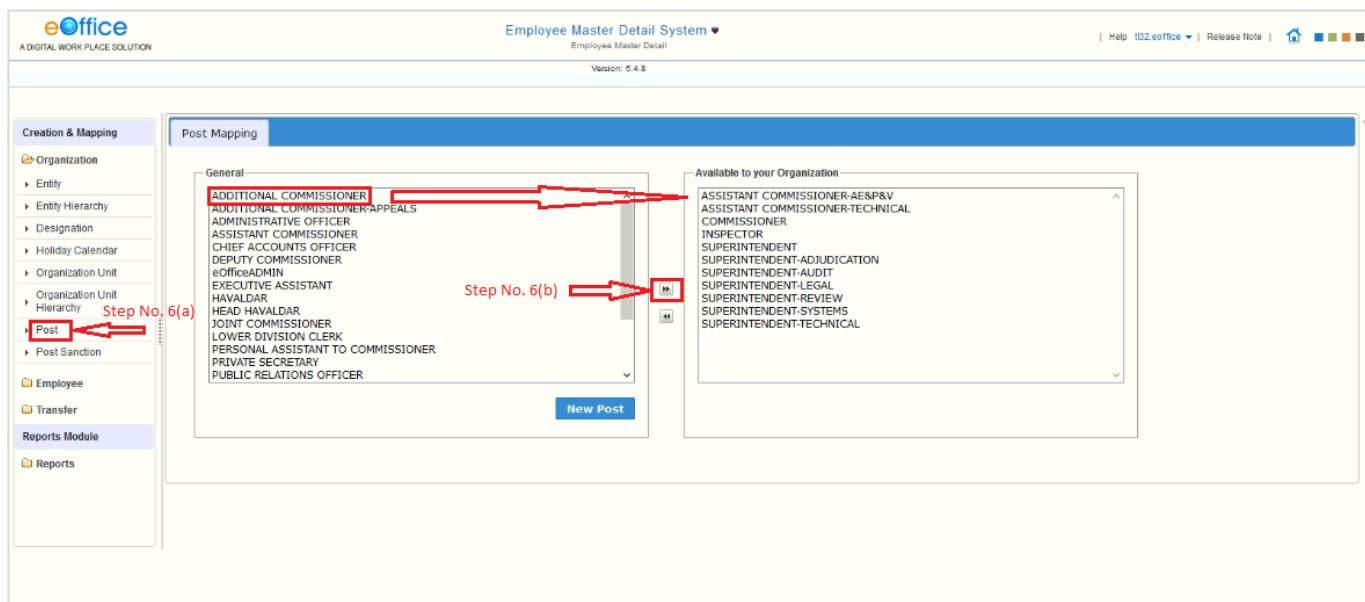
## 6. Post Mapping

This section allows mapping the designation created by super administrator in your Global organization/Department.

### Steps to Follow:

- Under 'Creation & Mapping' → Click 'Organisation' → 'Post'.
- From the 'General' list of posts, select the posts as required (refer to your 'Post Master' Sheet in the approved EMD data sheet) and click on ' ' to move them to the 'Available to your Organization' list.

**Note:** To maintain the standardized list of post, **EMD Managers are not to create any post**. If in case any post is not available in the 'General' list, then, under such circumstances, the **EMD Manager** should communicate the request for the same to the **Super Administrator**.



The screenshot shows the 'Post Mapping' screen of the eOffice Employee Master Detail System. The left sidebar has a 'Creation & Mapping' section with 'Organization' expanded, showing 'Post' as an option. A red box highlights 'Post' with the label 'Step No. 6(a)'. The main area has two lists: 'General' on the left and 'Available to your Organization' on the right. A red arrow labeled 'Step No. 6(b)' points from the right list back to the 'General' list, indicating the movement of posts. The 'General' list includes posts like ADDITIONAL COMMISSIONER, ADDITIONAL COMMISSIONER-APPEALS, ADMINISTRATIVE OFFICER, ASSISTANT COMMISSIONER, CHIEF ACCOUNTS OFFICER, DEPUTY COMMISSIONER, eOfficeADMIN, EXECUTIVE ASSISTANT, HEAD-DAWARI, HEAD-VALAAR, JOINT COMMISSIONER, LOWER DIVISION CLERK, PERSONAL ASSISTANT TO COMMISSIONER, PRIVATE SECRETARY, and PUBLIC RELATIONS OFFICER. The 'Available to your Organization' list includes ASSISTANT COMMISSIONER-AE&P&V, ASSISTANT COMMISSIONER-TECHNICAL, COMMISSIONER, INSPECTOR, SUPERINTENDENT, SUPERINTENDENT-ADJUDICATION, SUPERINTENDENT-AUDIT, SUPERINTENDENT-LEGAL, SUPERINTENDENT-REVIEW, SUPERINTENDENT-SYSTEMS, and SUPERINTENDENT-TECHNICAL.

Figure 7

## 7. Creation of an employee/user account profile

This section allows the creation of a user's profile in the application and assigning a designation to the user.

### Steps to Follow:

- Under 'Creation & Mapping' → Click on 'Employee' module → Click on 'Employee' option.
- Click on 'New Employee'.
- In the pop-up box choose 'Complete Information'.  
**(Note-** It is not recommended to go for 'Basic Information'. Entering on the basic information will not suffice the purpose of getting user on-board since all required fields are not recorded in the 'Basic Information' section.)
- In the displayed screen, enter the following details (refer to your EMD Sheet for employee details)-
  - Name
  - Employee Code
  - DOB
  - Gender
  - Appellation
  - Email ID

**(Note – EMD Manager need not enter login ID. It comes automatically when you click on any other**

option. For example, if you enter email ID as, '[example@gov.in](mailto:example@gov.in)', the login ID as 'example' will be auto-inserted.)

- i. Choose 'Designation'. (Note – In case the designation is not listed in the drop down-list, then either the designation is not mapped in step 3 above, or not available/created by Super administrator)
- ii. Click on 'Submit'.

#### **Other Actions –**

- To view the users already created, click on 'Show All', or search by the 'Employee Name', 'Employee Code', 'Designation', 'Email',
- To edit the details of the employee, search the user as mentioned in the previous point and click on 

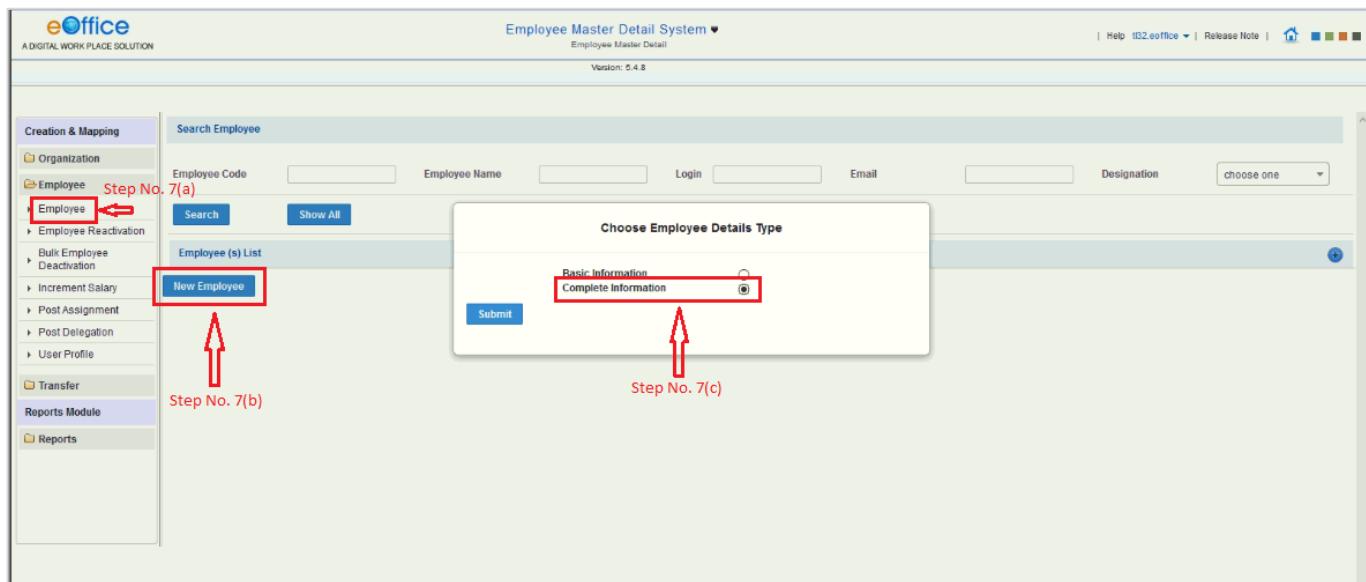


Figure 8

## **8. Post Assignment**

This section allows to assigning post, Organization Unit (OU), marking abbreviation, post hierarchy and other important details to a user.

#### **Steps to Follow:**

- a) Under 'Creation & Mapping' → Click on 'Employee' module → Click on 'Post Assignment' option.
- b) Search the employee by entering 'Employee Code' or 'Employee Name' details and click on 'Search'.
- c) In the displayed screen, enter the following employee details (refer to your EMD Sheet for employee details) –
  - i. Choose 'Post' of the user. (Note – In case the post is not listed in the drop down-list, then either the designation is not mapped in step 5 above, or not available/created by Super administrator)
  - ii. Enter 'Marking Abbreviation' of the user.
  - iii. Under 'Organization' drop-down, choose **organization unit (OU)** the user belongs to.
  - iv. OU Head – Select the check box, only in the case if the user to whom the post is being assigned in this step, is also the head of this OU as selected in **step iii** above.
  - v. Primary – This option is to be selected if the post selected in **step i** above is the primary charge of the user. (Note – Every user will have one primary charge/post, mandatorily. For Additional charge this is not to be selected.)
- d) Click on 'Save'.

e) In the displayed screen, enter the user's reporting officer details (OU name, Marking Abbreviated and Reporting Officer Name). [This option establishes employee hierarchy to its reporting officer]

Employee Master Detail System  
Employee Master Detail  
Version: 5.4.8

**Post Details**

**Post Mapping**

Employee Code	Employee Name	Designation	ADDITIONAL COMMR.	Post Name	choose one	Search
DKB035M60002	DINESH KUMAR BANGARD	ADDITIONAL COMMISSIONER	choose one	choose one	choose one	choose one

**Post(S) List**

S.No	Active	Employee Code	Employee Name	Designation	Post Name*	Marking Abbrv*	Marking Abbrv Hindi	Marking Abbrv Regn!	Organisation*
1	<input checked="" type="checkbox"/>	DKB035M60002	DINESH KUMAR BANGARD	ADDITIONAL COMMISSIONER	choose one	choose one	choose one	choose one	choose one

Showing 1 to 1 of 1 entries

Figure 9

### **ADDITIONAL POST ASSIGNMENT**

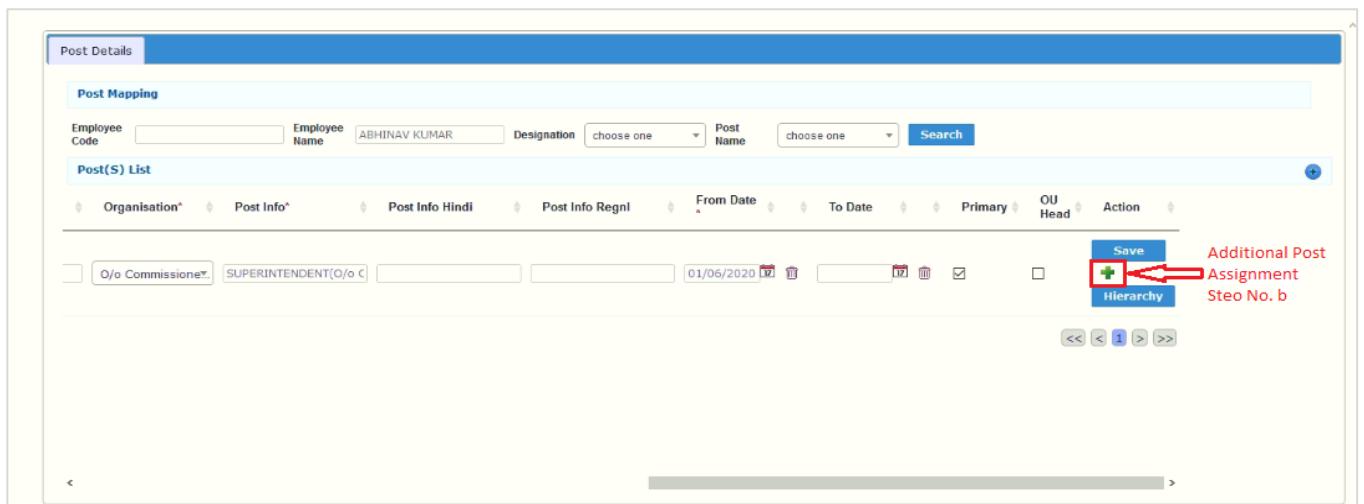
This section describes the steps to add an additional post / charge in case the individual hosts multiple charges.

#### **Steps to Follow: (Refer figure 10 and figure 11)**

- Follow Point 8. a) And b), mentioned above.
- Click on the icon (sanction another post).
- In the new inserted row, enter details as mentioned in point 8.c) above and click on 'Save'.
- In the displayed screen, enter the user's reporting officer details (OU name, Marking Abbreviated and Reporting Officer Name). [This option establishes employee hierarchy to its reporting officer]

#### **Note:**

- Additional charge can only be assigned only if the primary charge is pre-assigned.
- EMD Manager can only assign an additional charge of a post within in the same Commissionerate / Directorate, i.e. from one OU to another but within in the same Commissionerate / Directorate.
- If a user has an additional charge of a post of other '**Global Department**', for example, if a Commissioner has an additional charge of any other Commissionerate also, then under such scenario, then additional post can only be assigned by the '**Super Administrator**'.



Post Details

Post Mapping

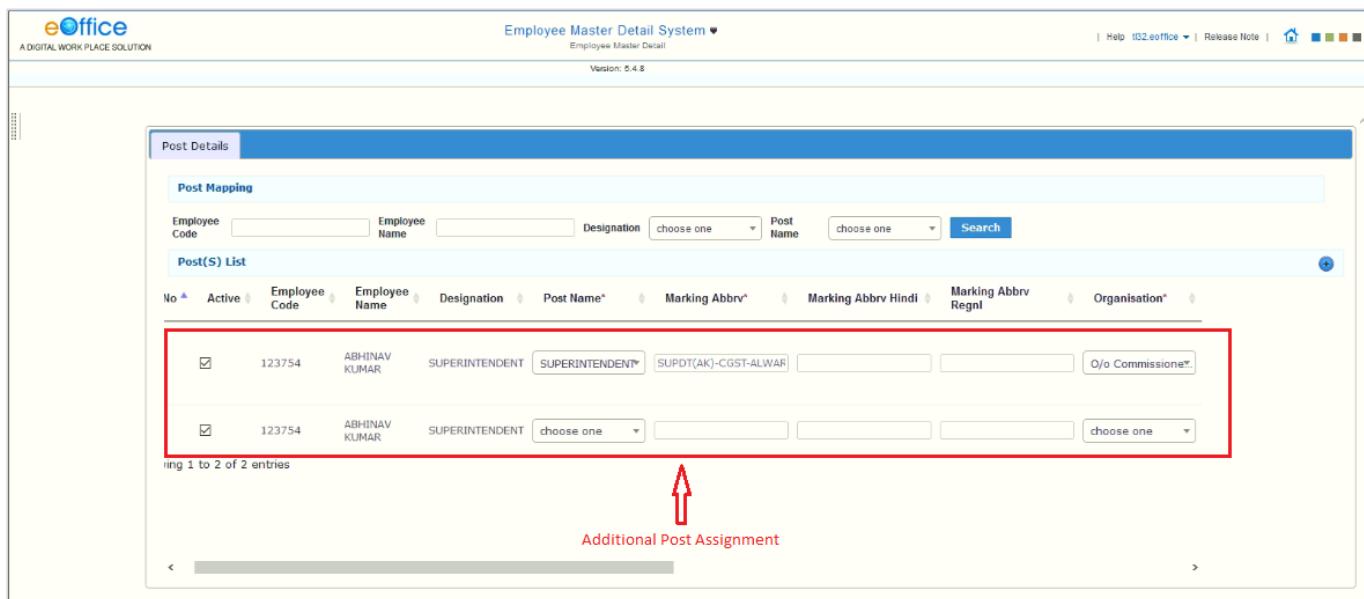
Employee Code:  Employee Name: ABHINAV KUMAR Designation: choose one Post Name: choose one Search

Post(S) List

Organisation*	Post Info*	Post Info Hindi	Post Info RegnI	From Date	To Date	Primary	OU Head	Action
<input type="checkbox"/> O/o Commissioner	SUPERINTENDENT(O/o C)	<input type="text"/>	<input type="text"/>	01/06/2020 <input type="button" value="V"/>	<input type="button" value="T"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save  **Additional Post Assignment**  
Hierarchy 

Figure 10



Employee Master Detail System  Employee Master Detail

Version: 5.4.8

Post Details

Post Mapping

Employee Code:  Employee Name:  Designation: choose one Post Name: choose one Search

Post(S) List

No	Active	Employee Code	Employee Name	Designation	Post Name*	Marking Abbrv*	Marking Abbrv Hindi	Marking Abbrv RegnI	Organisation*
<input checked="" type="checkbox"/>	123754	ABHINAV KUMAR	SUPERINTENDENT	SUPERINTENDENT	SUPDT(AK)-CGST-ALWAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> O/o Commissioner
<input checked="" type="checkbox"/>	123754	ABHINAV KUMAR	SUPERINTENDENT	choose one	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> choose one	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

 Additional Post Assignment

Figure 11

## 9. Assigning Roles

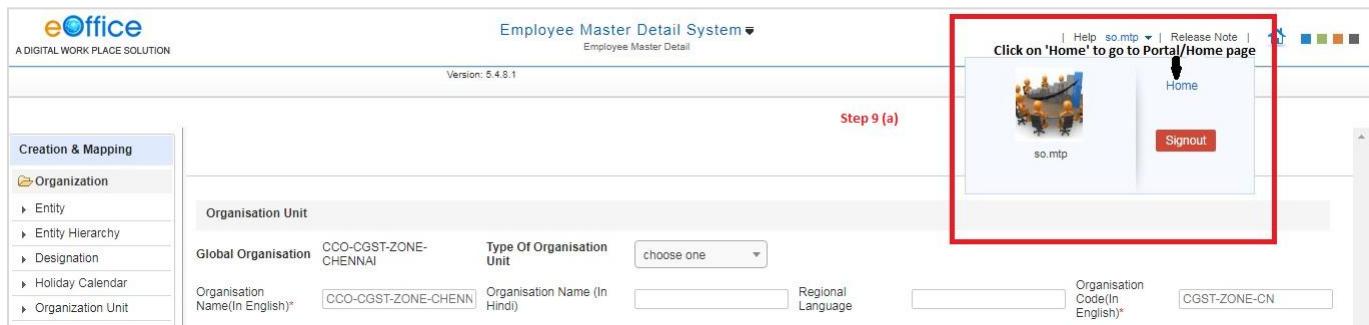
This section describes the steps to assign roles to a user with respect to the application (such as 'File Management System').

### Steps to Follow:

- Go eOffice Portal/Home Screen. (Figure 12).
- Click on 'Admin' Section (available by clicking on the 'down arrow' at the top right corner, right before the 'logout' option.)
- In the displayed screen, click on 'Application Management System' to expand the sub-menus.
- In the listed sub-menus, click on 'Application Post Role'.
- Click on 'Add Role'.
- In the displayed screen, choose the following (In order as listed below) –
  - Application Name** – 'eFile'
  - Global Org Name** – Your own Commissionerate/Directorate (Global Organization) name.
  - Post** – Select the post of the employee to which you wish to assign role.
  - Employee Name** – Choose the name of the employee.

v. **Status** – ‘True’ (to assign the roles)

vi. **Move the required roles** from the General list of roles available on the right, to the left box to assign. **(Note**-List of roles on the left box are the roles assigned/to be assigned to the user. And the roles available on the right box are the general list of all roles available)



Employee Master Detail System Version: 5.4.8.1

Step 9 (a)

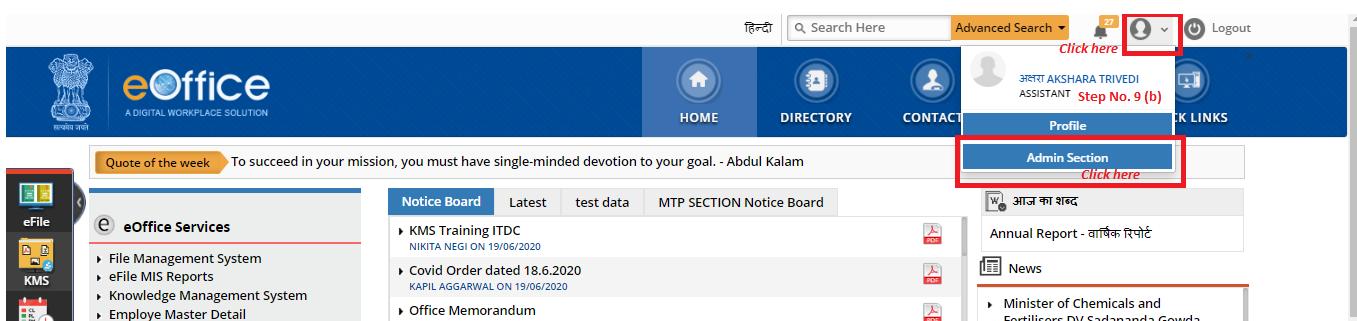
Click on 'Home' to go to Portal/Home page

Home

so.mtp

Signout

Figure 12



Quote of the week: To succeed in your mission, you must have single-minded devotion to your goal. - Abdul Kalam

HOME DIRECTORY CONTACT Profile

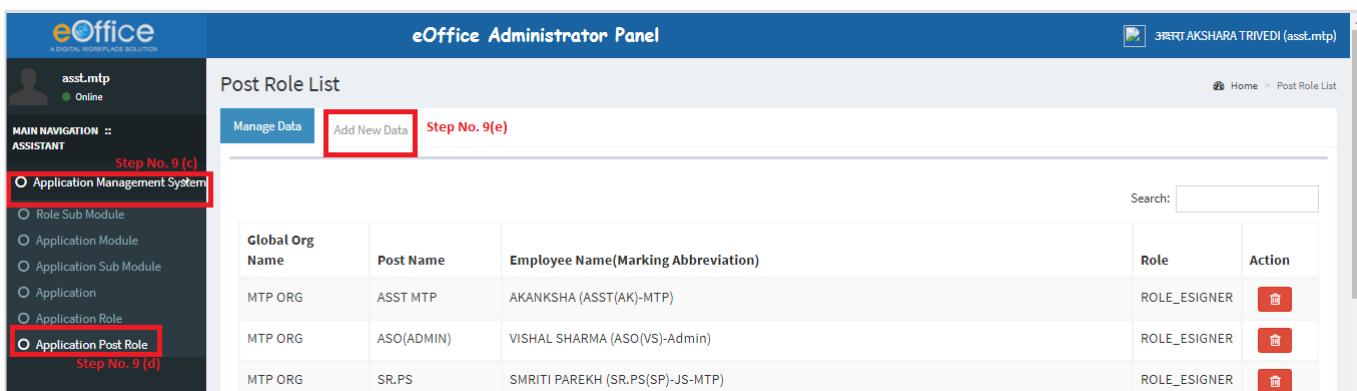
Admin Section Click here

AKSHARA AKSHARA TRIVEDI ASSISTANT Step No. 9 (b)

आज का शब्द Annual Report - वार्षिक रिपोर्ट

News Minister of Chemicals and Fertilisers DV Sadananda Gowda

Figure 13



Post Role List Step No. 9(e)

Manage Data Add New Data

Global Org Name	Post Name	Employee Name(Marking Abbreviation)	Role	Action
MTP ORG	ASST MTP	AKANKSHA (ASST(AK)-MTP)	ROLE_ESIGNER	
MTP ORG	ASO(ADMIN)	VISHAL SHARMA (ASO(VS)-Admin)	ROLE_ESIGNER	
MTP ORG	SR.PS	SMRITI PAREKH (SR.PS(SP)-JS-MTP)	ROLE_ESIGNER	

Figure 14

eOffice Administrator Panel

Post Role List

Step No. 9 (f)

Application Name *:	eFile	Global Org Name *:	MTP ORG
Post Name *:	PA	Employee Name *Note :- Employee Name (Marking Abbreviation):	SIKHA PRADHAN(PA(MTP SECTION)-SP)
Status *:	True		
Role Name *:	<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Search...</p> <p>List of Roles Selected and to be assigned</p> <ul style="list-style-type: none"> <li>ROLE_Administrator</li> <li>ROLE_CLOSING</li> <li>ROLE_Officer</li> <li>ROLE_ESIGNER</li> </ul> </div> <div style="flex: 1; text-align: center;"> <p>▶</p> <p>▶</p> <p><b>Click to assign</b> &lt; &gt;</p> <p>◀</p> </div> <div style="flex: 1;"> <p>Search...</p> <p>General List of Roles Available</p> <ul style="list-style-type: none"> <li>ROLE_Uploader</li> <li><b>ROLE_DRAFT_APPROVER</b></li> <li>Role_External_Receiver</li> <li>ROLE_APPROVER</li> <li>ROLE_BulkCloseInstance</li> <li>ROLE_HIERARCHY_CLOSED_VIEWER</li> <li>ROLE_CLOSED_VIEWER</li> <li>Role_External_sender</li> </ul> <p>Select to move</p> </div> </div>		
<div style="display: flex; justify-content: space-around;"> <div style="flex: 1; text-align: center;"> <p><b>Submit</b></p> <p><b>Cancel</b></p> </div> </div>			

Step No. 9 (g)

Figure 15

## IMPORTANT NOTE

1. For users to be able to create eFiles in the '**File management System**', the list of File codes is to be entered in the application by the Super Administrator.
2. The file codes are entered against each '**Organization Unit**' name.
3. Hence, **Super Administrator** can only enter the list of File Codes against OUs, once the **EMD Manager** has created all OUs.
4. Once the EMD Manager has created all OUs, he/she must communicate the same to the **Super Administrator** for further population of **File Heads** in the application.