कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI-781171
Tel No. 0361-2640394, 2641142 Fax No .0361-2640204
Email – cda-guw@nic.in

File No. AN/1A/01/CIRCULAR/Vol-XIII

Date: 06/11/2026

IMPORTANT CIRCULAR NO. 130

To,

1. **All Sub Offices/Sections of Main Office, CDA Guwahati (including IFA)**
2. **All GOs of Main Office**
3. **All SAOs of Main Office**

Subject :Implementation of the Newly developed PMS Admin Module in a Phased Manner.
Reference:HQrs Office Letter No. AN/III/3012/Circular/Vol. XVI dated 04.11.2026

****

HQrs. office letter cited under reference, which is self-explanatory, is forwarded herewith for compliance and further necessary action please.

2 In this connection, it is stated that the timelines as indicated in the ibid HQrs letter for completion/updation of the profiles/fields by all Officers/staff under CDA Guwahati organization in the PMS Admin Module may strictly be adhered to.

(John Bosco Buq)
Dy Controller (Admin)

Copy To :-

1. The Officer-in-charge,
AN II Gp I, AN-1B, O&M Cell, IT&S ..... For further necessary action at your end please.

Sd/-
(Nazrul Islam)
Sr. Accounts Officer (AN)

कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
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विकसित भारत अभियान
1947 TO 2047

File No. AN/1A/01/CIRCULAR/Vol-XIII

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(Nazrul Islam)
Sr. Accounts Officer (AN)

रक्षा लेखा महानियंत्रक कार्यालय

उलान बटार रोड, पालम, दिल्ली छावनी-110010

CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Ph. 011- 25665703 Fax: 011-25674806, 25674821 Email: aniii.cgda@nic.in

No. AN/III/3012/Circular/vol. XVI Dated: 04.11.2026

To,

All PCsDA/CsDA/RTCs

(Through WAN)

Subject: **Implementation of the Newly Developed PMS Admin Module in a Phased Manner.**

Reference: IT&S U.O No. IT&S/1/2026-SDC(IT&S)/Gen Corrs dated 27.10.2026.

With reference to the communication cited above (copy enclosed) regarding the development and implementation of the PMS Admin Module, it is intimated that the newly developed PMS Admin Module has been hosted on CGDA-WAN to facilitate the submission, verification and administrative management of individual profiles.

2. The module incorporates an individual submission mechanism followed by a two-level verification process at various stages, viz. Profile, APAR, Training, etc., to ensure the accuracy, authenticity and proper validation of the information furnished by the individuals concerned. SOP is attached herewith for ready reference as **Annexure -I.** In this regard, it is intimated that GO Admins have been mapped to the respective offices by the IT&S Section, as per the list enclosed at **Annexure-II.** The GO Admins so mapped shall be authorised to designate the respective SAOs/AAOs as Stage Verifiers for verification of individual submissions pertaining to their respective offices.

3. Accordingly, all GO Admins are requested to take necessary action to ensure timely updation of the profiles/fields of the concerned personnel in the PMS Admin Module, in accordance with the schedule indicated below:

Sl. No.	Post	Date
1	Senior Auditors and below	05.11.2026 to 20.11.2026
2	AAO	21.11.2026 to 27.11.2026
3	Sr. AO	28.11.2026 to 04.12.2026

4. The PMS Admin Module can be accessed through the following URL: http://10.48.155.156:8080/login. Users may log in using their existing TULIP PMS login credentials (User ID and Password). The Standard Operating Procedure (SOP) is also available on the login page for guidance.

5. In case of any technical issues, please contact the IT&S Wing of the HQrs Office directly via email at cgdanewdelhi@nic.in or on telephone numbers 011-25665592/763.

This issues with the approval of Sr. Jt. CGDA (AN).

04/11/26

(Sandeep Sheoran)

Dy.CGDA (AN)

Copy to:

1. IT&S Section (Local) : For uploading on CGDA WAN.

—sd—

(Ghanshyam Shukla)

Sr. AO (AN-III)

"हर काम देश के नाम"

कार्यालय रक्षा लेखा महानियंत्रक

उलान बटार मार्ग, पालम, दिल्ली छावनी- 110010

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विकसित भारत अभियान 1947 TO 2047

Phone: 011- 25665592,763 **IT &S** (via ईमेल/E-mail) email: cgdanewdelhi@nic.in

346

रक्षा लेखा उ. संयुक्त महानियंत्रक / Sr. Jt. CGDA (AKT)
डायरी सं० / Dy. No. 122
दिनांक / Date 29.10.26

Sub : Implementation of the Newly Developed PMS Admin Module in a Phased Manner

Ref: SOM letter No. AT-Coord/13002/SOM/Vol. VII dated 24.09.2026 & this section office note of even no dated 27.10.2026

*****

With reference to the aforementioned SOM letter regarding the development of the Admin Module, this section has developed the module as envisaged. Accordingly, it is proposed to implement the newly developed PMS Admin Module to facilitate the submission, verification and administrative management of individual profiles in a systematic and streamlined manner.

2. The proposed module shall incorporate an individual submission and two-level verification mechanism to ensure accuracy, accountability and proper validation of the information submitted. Under the proposed arrangement, the individual concerned shall submit their profile, which shall subsequently be verified at two levels by the designated officials, for each Stage (Profile/APAR/Training etc.), Verifier and the Final Verifier, as applicable and for reference SOP is available with login page.

In urgent compliance
Akhtar
29.10.26

3. It is further proposed that the GO Admin has been mapped across the respective offices by IT&S section of this office as per list enclosed as Annexure II. The GO Admin so mapped shall be authorised to designate the respective SAOs/AAOs as Stage Verifiers for verification of individual submissions pertaining to their respective offices. The designation of Final Verifiers may also be made as per the approved administrative hierarchy and procedure.

CGA(AN)
SS/V/P/GB
rACG(AN)

4. The PMS Admin Module is hosted on the CGDA-WAN to facilitate access across the offices concerned at URL **http://10.48.155.156:8080/login**. Users shall be able to access the module using their existing TULIP PMS login credentials, i.e., the same user ID and password currently being used for TULIP PMS.

5. In this regard, it is proposed that the implementation of the PMS Admin Module may be undertaken in a phased manner by the Admin Wing for all caders upto SAOs.

Please discuss
29/10/26

This issued with the approval of Addl CGDA (IT&S)

Encls: SOP (Annexure I)

Jt CGDA (IT&S)

SAO(AN)-I/II

Sr Jt CGDA (Admin) Local

Jt CGDA (Admin) Local

सं./No. IT&S/1/2026-SDC(IT&S)/Gen Corrs दिनांक: 27.10.2026

रक्षा लेखा उप महानियंत्रक (प्रशा०)
Dy. CGDA (AN)
डायरी सं० / Dy. No. 01 दि० / Date 29.10.26

Annexure - I

DEFENCE ACCOUNTS DEPARTMENT

STANDARD OPERATING PROCEDURE (SOP)

ADMIN MODULE

Employee Profile – Data Entry & Submission

Personal Information & Service Record

Employee / Tulip User – Data Entry Level

DOCUMENT	CONTROL
Prepared for	Defence Accounts Department
Application / Module	Admin Module / Employee Profile

Controlled document | Current application screenshots are the functional reference.

Purpose

Provide Employee / Tulip users with a consistent procedure to enter, review, certify and submit their Employee Profile and Personal Information & Service Record to the AO/SAO verification and approval stage.

Scope and Intended Use

Covers Tulip login, the eight Employee Profile tabs, record creation and review, common save/navigation controls, employee certification and final submission. AO/SAO verification actions are outside the employee-level scope.

Understanding the Interface

Interface Indicator	Meaning
Red asterisk (*)	A field visibly identified as mandatory in the current interface.
[Aa] Input field	Enter applicable text or numeric information.
[v] Dropdown	Select a displayed system option; actual master values may vary.
[Calendar] Date picker	Choose/enter the applicable date as offered by the interface.
[ ] Checkbox	Indicate a condition/status where applicable.
[+] / [Edit] / [Delete]	Add a repeatable record, or edit/delete where controls are visible.
[->] Navigation	Move to the next step or return for editing.

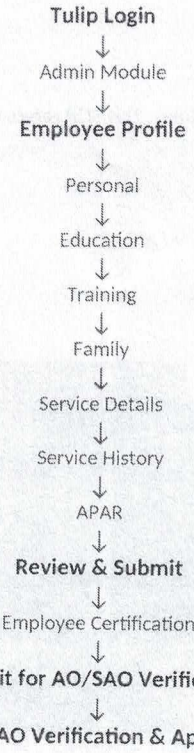
Profile Header and Workflow Indicator

The common header displays Account No., Employee Name, Date of Birth and Status for master-record identification. In the supplied screens, the displayed status is "Draft". No editability or backend status-transition rules are assumed.

The stage indicator shows: 1 – Employee / Data Entry; 2 – AO / SAO / Verification & Approval. This SOP explains the Employee Data Entry stage only.

Process Overview & Tab Navigation

Current employee-level route from authorised login to next-stage verification



Horizontal Tab Sequence

Personal	Education	Training	Family	Service Details	Service History	APAR	Review & Submit

Left to right: Personal → Education → Training → Family → Service Details → Service History → APAR → Review & Submit.

Conditional fields Certain choices may display or make additional fields applicable. Complete any system-presented fields for the selected option; do not assume hidden values or categories not shown in this SOP.

1. Login to Admin Module

The login page visually identifies itself as "PMS Admin Module". This SOP refers to the application as the Admin Module.

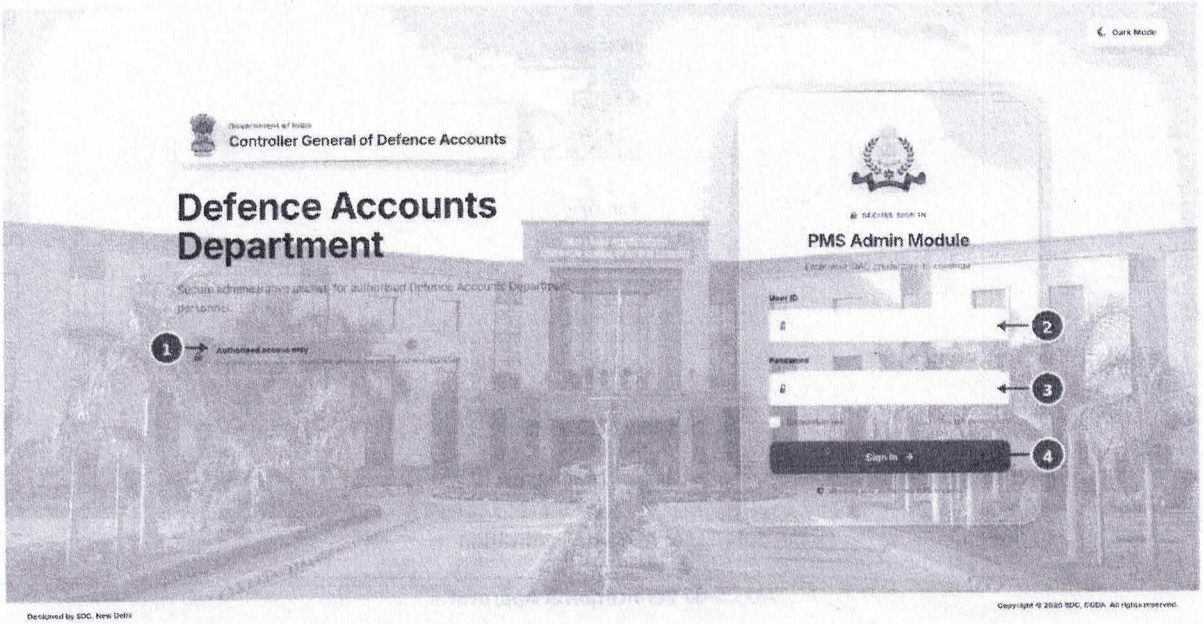


Figure 1. Redacted login screen. 1 Branding/authorized access | 2 User ID | 3 Password/visibility | 4 Sign in and related controls.

01 Open the Admin Module login page using the authorized access route.

02 Enter the authorized Tulip User ID in the User ID field.

03 Enter the Tulip password in the Password field. Use the visibility icon only if needed.

04 Use Remember me only where permitted by organizational and device-security policy.

05 Select Sign In. After successful authentication, proceed to the Employee Profile interface.

Access and security The login screen states that access is authorized only. Dark Mode is a visible presentation control.

2. Personal Information

Employee demographic, contact, address, identity, disability, medical, pension and IPR information. The personal information is fetched from existing TULIP database, although the user can modify/change the same if he/she finds it incorrect.

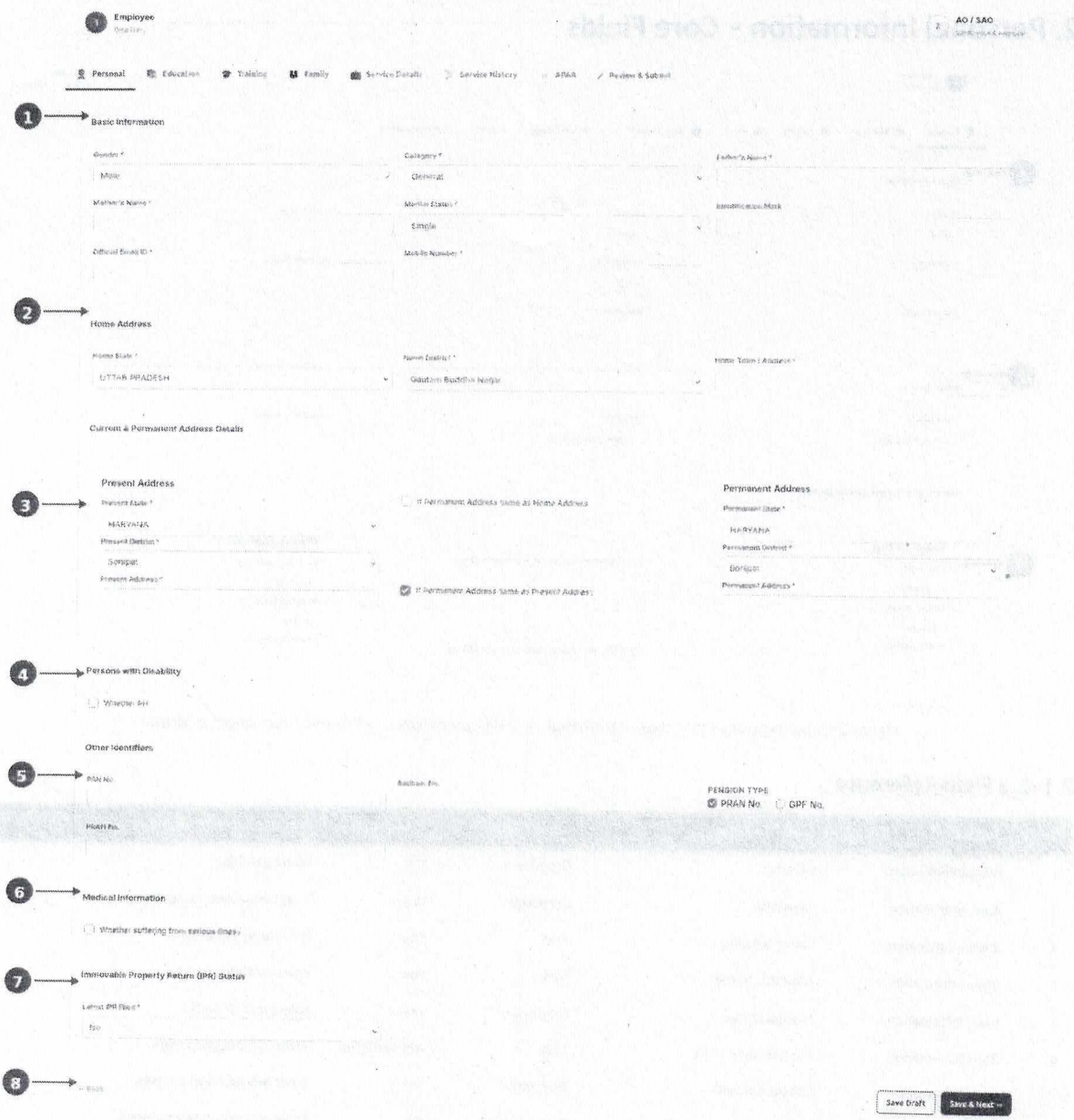


Figure 2. Personal tab overview; values redacted. Numbered leaders identify field groups and save controls.

1 Basic Information | 2 Home Address | 3 Present / Permanent Address | 4 Disability | 5 Identifiers & Pension | 6 Medical | 7 IPR | 8 Save/Next

Complete the displayed fields, selecting relevant conditional options. The detailed reference tables on the following pages follow the order in the current screen.

2. Personal Information – Core Fields



Figure 3. Upper Personal tab: 1 Basic Information | 2 Home Address | 3 Present / Permanent Address.

2.1–2.3 Field Reference

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Basic Information	Gender	Dropdown	Yes	Select gender.
2	Basic Information	Category	Dropdown	Yes	Select employee category.
3	Basic Information	Father's Name	Text	Yes	Enter father's name.
4	Basic Information	Mother's Name	Text	Yes	Enter mother's name.
5	Basic Information	Marital Status	Dropdown	Yes	Select marital status.
6	Basic Information	Identification Mark	Text	Not indicated	Enter identification mark.
7	Basic Information	Official Email ID	Text/email	Yes	Enter official email address.
8	Basic Information	Mobile Number	Text / number	Yes	Enter contact mobile number.
9	Home Address	Home State	Dropdown	Yes	Select home state.
10	Home Address	Home District	Dropdown	Yes	Select home district.
11	Home Address	Home Town / Address	Text	Yes	Enter home town/address.
12	Present Address	Present State / District / Address	Dropdowns / text	Yes (each)	Capture current residential address.
13	Permanent Address	Permanent State / District / Address	Dropdowns / text	Yes (each)	Capture permanent residential address.
14	Address Reuse	Same as Home / Same as Present	Checkboxes	Not indicated	Identify reusable address source.

State and District appear as related selectors; exact dependency logic requires functional validation. The address-copy checkboxes support reusing Home or Present Address when the permanent address matches. Verify the resulting permanent address in the fields displayed.

2. Personal Information – Additional Fields

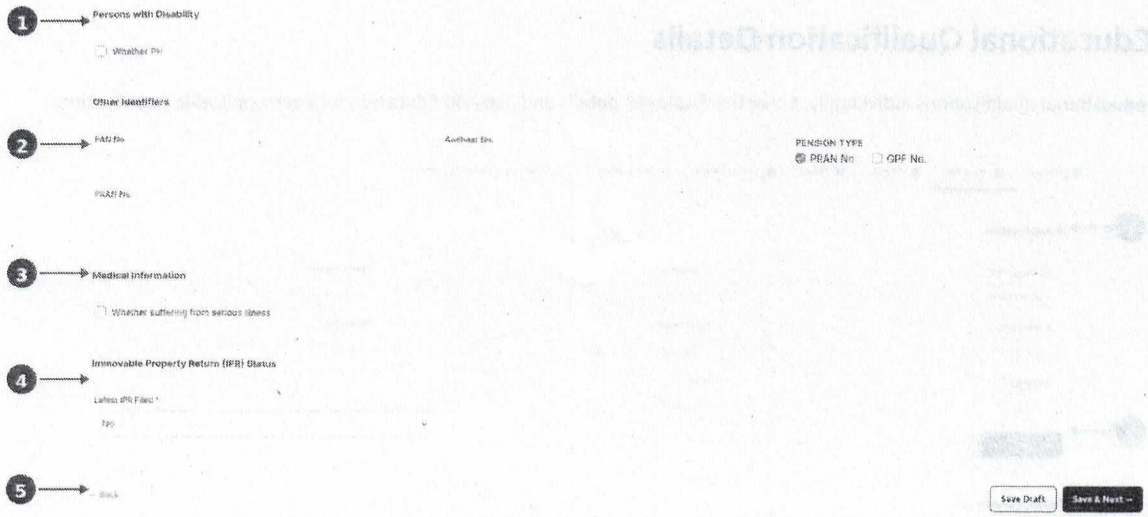


Figure 4. Lower Personal tab: 1 Disability | 2 Identification / Pension | 3 Medical | 4 IPR | 5 Navigation.

2.4–2.8 Field Reference

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Disability	Whether PH	Checkbox	Not indicated	Select where applicable.
2	Disability	Disability Type	System-driven	Conditional	Shown when Whether PH is selected; select applicable type.
3	Other Identifiers	PAN No.	Text	Not indicated	Capture PAN identifier.
4	Other Identifiers	Aadhaar No.	Text	Not indicated	Capture Aadhaar identifier.
5	Pension Type	PRAN No. / GPF No. selector	Checkbox options	Not indicated	Select applicable pension type.
6	Pension Type	PRAN No. / corresponding pension number	Text	Conditional	Enter identifier for selected pension type where displayed.
7	Medical Information	Whether suffering from serious illness	Checkbox	Not indicated	Indicate applicable serious illness.
8	IPR Status	Latest IPR Filed	Dropdown	Yes	Select latest IPR filing status.
9	Navigation	Back	Button	Not indicated	Return to previous stage where applicable.
10	Navigation	Save Draft	Button	Not indicated	Save current progress.
11	Navigation	Save & Next	Button	Not indicated	Save and proceed to next tab.

Confirmed conditional behaviour Selecting Whether PH presents an additional Disability Type option; choices are system-driven and are not enumerated here. The screenshot shows PRAN selected and its number field displayed. Other hidden medical details are not assumed.

3. Educational Qualification Details

Add educational qualifications individually. Enter the displayed details and use Add Education for each applicable qualification.

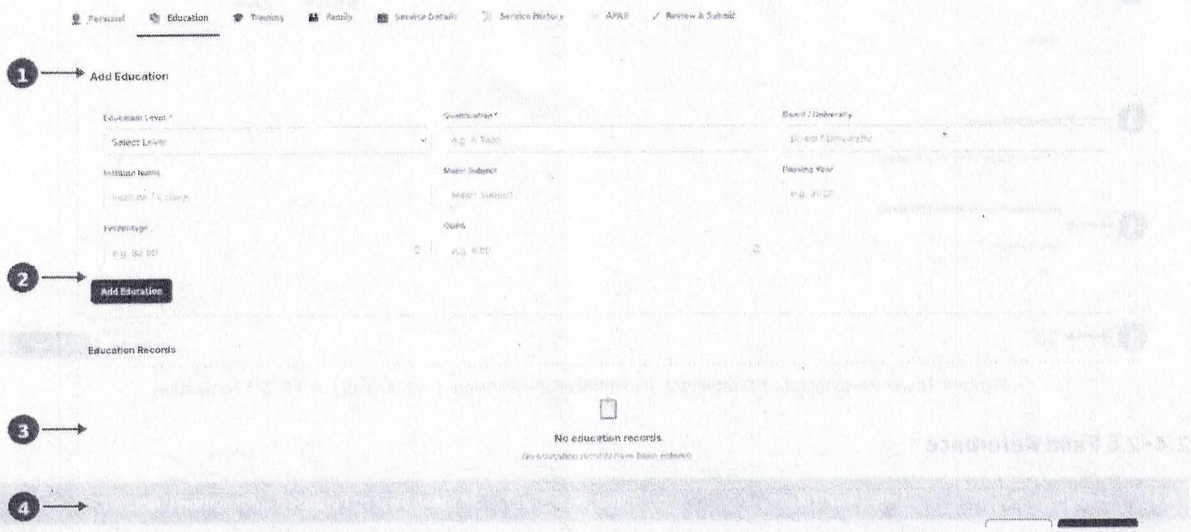


Figure 5. Education: 1 Qualification inputs | 2 Add Education | 3 Education Records | 4 Save controls.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Add Education	Education Level	Dropdown	Yes	Select level of education.
2	Add Education	Qualification	Text	Yes	Enter qualification.
3	Add Education	Board / University	Text	Not indicated	Enter awarding board/university.
4	Add Education	Institute Name	Text	Not indicated	Enter institute/college.
5	Add Education	Major Subject	Text	Not indicated	Enter principal subject.
6	Add Education	Passing Year	Text / year	Not indicated	Enter year of passing.
7	Add Education	Percentage	Numeric	Not indicated	Enter percentage where applicable.
8	Add Education	CGPA	Numeric	Not indicated	Enter CGPA where applicable.

Process: Enter qualification details → Add Education → Check Education Records → Repeat if necessary → Save Draft / Save & Next.

The empty state shown is "No education records / No education records have been entered."

4. Training Details

Capture each training programme independently, including date range and whether it was foreign training.

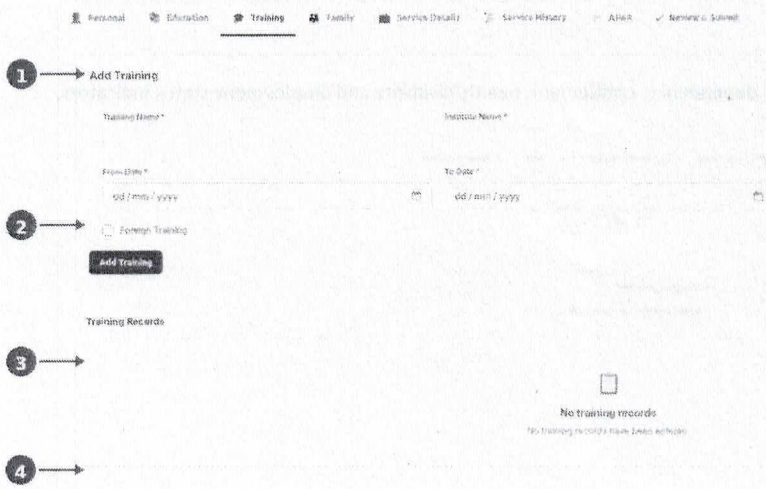


Figure 6. Training: 1 Programme / Institute | 2 Dates | 3 Foreign Training and Add Training | 4 Records and navigation.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Add Training	Training Name	Text	Yes	Enter training programme name.
2	Add Training	Institute Name	Text	Yes	Enter training institute.
3	Add Training	Year	Text / year	Not indicated	Record relevant year.
4	Add Training	From Date	Date picker	Yes	Select start date.
5	Add Training	To Date	Date picker	Yes	Select end date.
6	Add Training	Foreign Training	Checkbox	Not indicated	Indicate foreign training where applicable.

01 Enter the programme details and date range.

02 Select Foreign Training where applicable.

03 Click Add Training and verify the new entry in Training Records.

04 Repeat as applicable, then select Save Draft or Save & Next.

5. Family Member Details

Capture each family member and the displayed dependency, entitlement, health/disability and employment-status indicators.



Figure 7. Family form: 1 Basic details | 2 Dependent | 3 CEA | 4 Illness | 5 Disability | 6 Employment | 7 Add / Records.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Basic Details	Name	Text	Yes	Enter family member name.
2	Basic Details	Relation with Employee	Dropdown	Yes	Select family relationship.
3	Dependent Details	Dependent	Checkbox	Not indicated	Indicate dependent status.
4	CEA Entitlement	CEA Entitled	Checkbox	Not indicated	Indicate CEA entitlement as applicable.
5	Health	Serious / Terminal Illness	Checkbox	Not indicated	Indicate serious/terminal illness.
6	Health	Physically Handicapped	Checkbox	Not indicated	Indicate disability status.
7	Employment	Employed in Central Govt / PSU / State Bodies / Autonomous Bodies / DAD	Checkbox	Not indicated	Indicate employment in named organisation categories.

Conditional details Relevant Family checkboxes may trigger further system-required information. Enter only those additional fields displayed for the selected condition; the provided screenshot does not show their names or values.

6. Service Details

Record appointment information and core service-status selections, including training/faculty, confirmation, ACP/MACP and NFU.

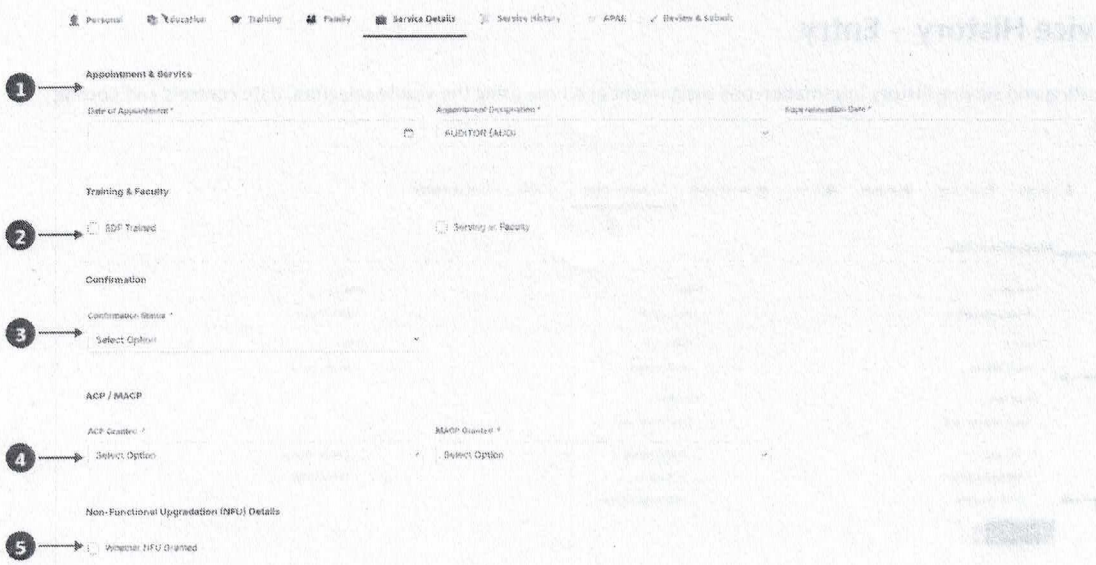


Figure 8. Service Details: 1 Appointment & Service | 2 Training & Faculty | 3 Confirmation | 4 ACP/MACP | 5 NFU.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Appointment & Service	Date of Appointment	Date picker	Yes	Capture appointment date.
2	Appointment & Service	Appointment Designation	Dropdown	Yes	Select appointment designation.
3	Appointment & Service	Superannuation Date	Date field	Yes	Capture date shown as applicable.
4	Training & Faculty	EDP Trained	Checkbox	Not indicated	Indicate EDP training status.
5	Training & Faculty	Serving as Faculty	Checkbox	Not indicated	Indicate faculty service.
6	Confirmation	Confirmation Status	Dropdown	Yes	Select applicable confirmation status.
7	ACP / MACP	ACP Granted	Dropdown	Yes	Record applicable ACP grant status.
8	ACP / MACP	MACP Granted	Dropdown	Yes	Record applicable MACP grant status.
9	NFU	Whether NFU Granted	Checkbox	Not indicated	Indicate NFU grant status.

Use Back, Save Draft or Save & Next as shown. Whether the Superannuation Date is calculated or entered manually is not demonstrated; do not infer confirmation Group A/B/C or ACP/MACP detail-field input logic from the summary screen.

7. Service History – Entry

Record posting and service-history information one assignment at a time using the visible selectors, date controls and posting attributes.

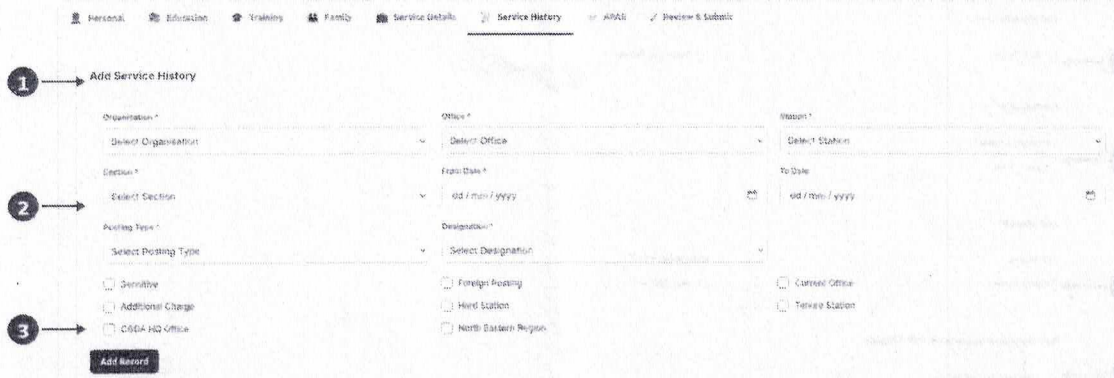


Figure 9. Service History input: 1 Organisation/Office/Station | 2 Period/Section | 3 Posting Type/Designation and attributes.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Add Service History	Organization	Dropdown	Yes	Select organisation.
2	Add Service History	Office	Dropdown	Yes	Select office.
3	Add Service History	Station	Dropdown	Yes	Select station.
4	Add Service History	Section	Dropdown	Yes	Select section.
5	Add Service History	From Date	Date picker	Yes	Select start date.
6	Add Service History	To Date	Date picker	Not indicated	Select end date, where applicable.
7	Add Service History	Posting Type	Dropdown	Yes	Select posting type.
8	Add Service History	Designation	Dropdown	Yes	Select designation.
9	Posting Attributes	Sensitive / Additional Charge / CGDA HQ Office / Foreign Posting	Checkboxes	Not indicated	Indicate applicable posting attributes.
10	Posting Attributes	Hard Station / North Eastern Region / Current Office / Tenure Station	Checkboxes	Not indicated	Indicate applicable posting attributes.

Tick posting attributes as applicable to the official service record. "Hard Station", for example, represents the corresponding classification under applicable organisational records/rules; no eligibility criteria are inferred here.

7. Service History – Records & Deputation

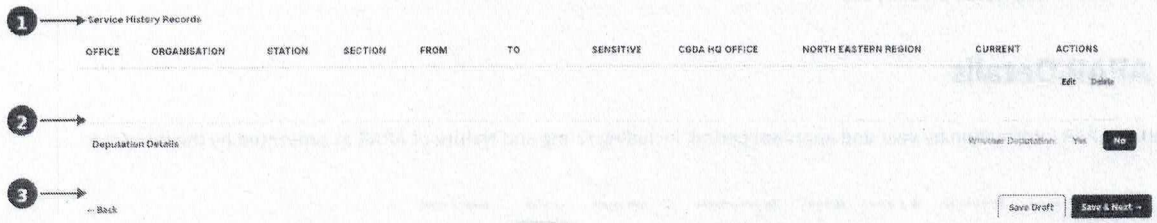


Figure 10. Records section: 1 Existing records table | 2 Edit/Delete actions | 3 Whether Deputation Yes/No.

01 Complete the required posting details and attributes on the input form.

02 Click Add Record; check the entry in Service History Records.

03 Use Edit to modify a displayed entry or Delete to remove it where appropriate.

04 Record Whether Deputation using the visible Yes / No selection.

05 Use Save Draft or Save & Next when the service history is ready.

Visible Records Table

Columns displayed in the current screen	Actions / additional control
Office · Organisation · Station · Section	Edit – modify existing entry.
From · To · Sensitive · CGDA HQ Office	Delete – remove existing entry.
North Eastern Region · Current · Actions	Whether Deputation: Yes / No.

8. APAR Details

Capture APAR information by year and appraisal period, including rating and Nature of APAR as presented by the interface.

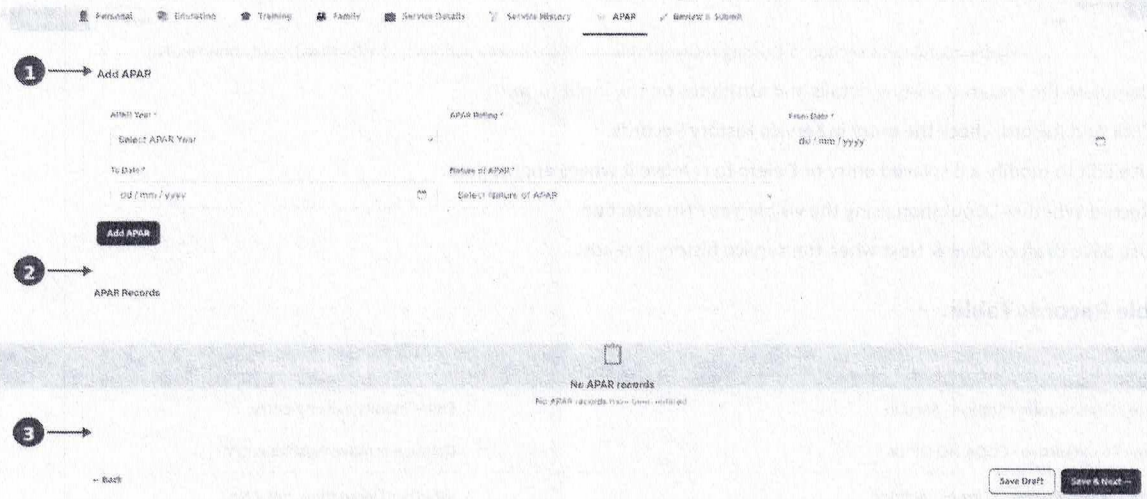


Figure 11. APAR: 1 Year / Rating / Period | 2 Nature and Add APAR | 3 APAR Records and save controls.

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Add APAR	APAR Year	Dropdown	Yes	Select applicable APAR year.
2	Add APAR	APAR Rating	Input field	Yes	Enter the applicable rating.
3	Add APAR	From Date	Date picker	Yes	Select appraisal period start.
4	Add APAR	To Date	Date picker	Yes	Select appraisal period end.
5	Add APAR	Nature of APAR	Dropdown	Yes	Select displayed APAR nature.

01 Select APAR Year and enter APAR Rating.

02 Select From Date and To Date; choose Nature of APAR.

03 Click Add APAR and verify the entry in APAR Records.

04 Repeat where applicable; use Save Draft or Save & Next.

APAR reference The empty state says "No APAR records / No APAR records have been entered." No APAR rating scale, nature options or Integrity field is shown in the current screen.

9. Review, Certification & Submission

Final employee-level process before AO/SAO Verification & Approval

The Review & Submit tab consolidates displayed personal and service data. Review the complete content before certifying or submitting.



Figure 12. Comprehensive Review (redacted): 1 Master Profile | 2 Personal Details | 3 Service Details | 4 Service History summary.

The Review screen contains Download / Print PDF, final certification, Back to Edit Tabs and Submit for AO/SAO Verification controls (shown in detail in the final-submission section).

9. Review – What to Cross-check

9.1–9.5 Consolidated Review Sections

Review area	Visible information / check
Master Profile Data	Employee Name; Account No.; Date of Birth; Record Status.
Personal – Basic Information	Gender; Category; Father's Name; Mother's Name; Marital Status; ID Mark.
Identity & Pension	PAN No.; Aadhaar No.; PRAN No.; GPF No.
Address Details	Home, Present and Permanent Addresses.
Disability & Medical	Persons with Disability / PH Details; Critical Illness Details.
Appointment & Service	Appointment Date; Appointment Designation; Superannuation Date; Present Designation.
Training, Faculty & Confirmation	EDP Trained; Faculty Serving; Confirmation Group C; Group B; Group A.
Financial Upgradation	ACP-I Date; ACP-II Date; MACP-I Date; MACP-II Date; MACP-III Date.
Non-Functional Upgradation	Whether NFU Granted; NFU Upgradation Records.
Service History Records	Office; Organization; Station; Section; Designation; From; To; Sensitive; Current.

9.6 Available Output Control

Select Download / Print PDF where a printable/downloadable representation of the review information is needed. The exact file-generation method and whether all eight tabs appear in that output require functional confirmation.

Cross-check Method

01 Compare the master profile and Personal Details with approved source records.

02 Check core service dates, designation and confirmation/financial upgradation summaries.

03 Review all listed Service History entries for accuracy and completeness.

04 Return to the data-entry tabs if information is incorrect or incomplete.

05 Repeat the review after correcting the displayed entry.

Important boundary Confirmation Groups A/B/C and ACP/MACP dates are visible in the review summary, but the basic Service Details screenshot does not establish their underlying entry screens or calculation rules.

9. Review Tab – Control Reference

No.	Section	Field / Control	Input Type	Mandatory	Purpose / Information Captured
1	Comprehensive Review	Download / Print PDF	Button	Not indicated	Obtain printable/downloadable review output.
2	Comprehensive Review	Employee Certification	Checkbox	Not indicated	Certify the displayed declaration before submission.
3	Navigation	← Back to Edit Tabs	Button	Not indicated	Return to entry tabs for correction.
4	Submission	Submit for AO/SAO Verification	Button	Not indicated	Send certified profile to AO/SAO verification.

9. Final Review – Certification & Submission

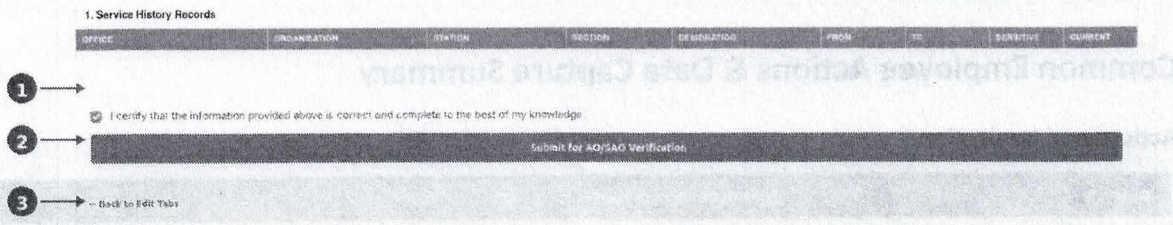


Figure 13. Final controls: 1 Service History cross-check | 2 Employee certification and submit | 3 Back to Edit Tabs.

Pre-submission Checklist

- ☐ Personal information and official contact information are correct.
- ☐ Home, Present and Permanent Addresses are verified.
- ☐ Disability and medical indicators are completed where applicable.
- ☐ PAN / Aadhaar / PRAN or GPF details and IPR status are checked.
- ☐ Education and Training records are added where applicable.
- ☐ Family members and related indicators are complete where applicable.
- ☐ Service Details and Service History are cross-checked.
- ☐ APAR records are added where applicable.
- ☐ Review & Submit information has been verified and certification is selected.

9.7–9.9 Employee Submission Steps

01 Review all information shown in Comprehensive Review.

02 For corrections, select ← Back to Edit Tabs; update and save the relevant tab(s), then return to review.

03 Tick the certification checkbox: "I certify that the information provided above is correct and complete to the best of my knowledge."

04 Click Submit for AO/SAO Verification to send the profile to the next visible stage: AO / SAO Verification & Approval.

Before final submission Verify all information displayed in the Comprehensive Review. Editing restrictions and exact status/routing rules after submission are not demonstrated and require confirmation.

Common Employee Actions & Data Capture Summary

Actions and Navigation

Control	Employee-level purpose
Back	Return to a previous screen/tab where available.
Save Draft	Save progress before completing the overall submission.
Save & Next	Save current section and continue to the next tab.
Add Education / Add Training	Add one education / training record to the corresponding Records section.
Add Family Member / Add APAR	Add one family member / APAR record to the corresponding Records section.
Add Record	Add one Service History record.
Edit / Delete (Service History)	Modify or remove an existing Service History record.
← Back to Edit Tabs	Return from review to correct data.
Submit for AO/SAO Verification	Submit certified profile to the visible AO/SAO verification stage.

Repeatable Record Pattern

Education, Training, Family, Service History and APAR are record-adding tabs: Enter details → Click Add [Record] → Check the relevant Records section → Repeat as applicable → Save Draft / Save & Next. Service History additionally shows Edit and Delete actions.

Data Capture Matrix

Tab	Information Captured	Record Nature
Personal	Demographic, contact, address, identification, pension, disability, medical and IPR	Employee profile
Education	Educational qualifications	Multiple records
Training	Training programmes	Multiple records
Family	Family/dependent information, related conditions and entitlements	Multiple records
Service Details	Appointment, confirmation, ACP/MACP, training/faculty and NFU status	Service profile
Service History	Posting/service-history details and attributes	Multiple records
APAR	APAR year, rating, period and nature	Multiple records
Review & Submit	Consolidated review, certification and submission	Workflow stage

Appendix A – Functional Points / Rules Requiring Confirmation

For application owners, developers, testers and approvers; not additional employee entry steps

Ref.	Item	Clarification required
01	Dropdown Masters	Confirm approved master values for dropdown selectors.
02	Conditional Fields	Confirm additional system-displayed fields for Yes/checkbox choices.
03	Address Copy	Confirm exact copy/auto-population logic for Home/Present/Permanent Addresses.
04	PH Information	Confirm available Disability Type values.
05	Family Conditional Data	Confirm additional inputs activated by family indicators.
06	Service Confirmation	Confirm confirmation-status rules and Group A/B/C mapping.
07	ACP / MACP	Confirm any conditional stages/dates/records for granted status.
08	NFU	Confirm further NFU fields/records where granted.
09	Deputation	Confirm further fields when Whether Deputation = Yes.
10	Review / PDF	Confirm whether all tabs and records appear in generated review/PDF.
11	Final Submission	Confirm post-submission editing permissions.
12	Approval Routing	Confirm exact AO/SAO routing and approval-status transitions.

Document Control Notes

This is a screenshot-grounded operating guide. Where the screen or separately confirmed business behaviour does not establish an input condition, calculation, field dependency, validation limit or approval rule, the point is explicitly left for functional validation.

Current employee workflow only: Employee / Data Entry → AO / SAO / Verification & Approval. No previous-version tabs or other approval stages are included.

Annexure-II

(CDA-PCDA) GO (Admin) List

Sl. No.	Name	Office	Contact No.
1.	Sh. Vinod Kumar, GO(AN)	PCDA (NC) Jammu	9878268789
2.	Smt. Madhu Gandhi, GO(AN)	RTC Pune/NADFM	9423982539
3.	Ms. Shweta Pandey, GO(AN)	PCDA (O) Pune	8054567283
4.	Ms. Alka Yadav, GO(AN)	PCDA (SC) Pune	8275827742
5.	Sh. Deepak Kumar, GO(AN)	CDA Patna	7079383773
6.	Sh. Atul Arora, GO(AN)	PCDA (AF) New Delhi	9868102259
7.	Ms. Akanksha Gupta, GO(AN)	PCDA New Delhi	9140877761
8.	Sh. Jagdeep Ahuja, GO(AN)	PCDA (R&D) New Delhi	9871472708
9.	Sh. O. D. Sharma, GO(AN)	PCDA (BR) New Delhi	8708818286
10.	Smt. V. Sudha Rani, GO(AN)	PCDA Bangalore	9845758080
11.	Sh. Rachit Kumar Gupta, GO(AN)	PCDA (N) Mumbai	8000936583
12.	Sh. Sahil T. George, GO(AN)	CDA R&D Bangalore	6380731926
13.	Sh. Anil Rawat, GO(AN)	CDA (Army) Meerut	9012715090
14.	Sh. Rajesh Kataria, GO(AN)	CDA (Fund) Meerut	8700283792
15.	Sh. S. K. Bhattacharjee, GO(AN)	PCDA Kolkata	8902238548
16.	Sh. John Bosco Buq, GO(AN)	CDA Guwahati	8118934398

(CDA-PCDA) GO (Admin) List

17.	Sh. Rajiv Sood, GO(AN)	PCDA (WC) Chandigarh	9417621120
18.	Smt. B. Lakshmi Muralikrishna, GO(AN)	PCDA (R&D) Hydrabad	8527608037
19.	Sh. Ajay Kumar Aggarwal, GO(AN)	PCDA (CC) Lucknow	8077676105
20.	Sh. Mohit Sharma, GO(AN) Sh. Mohan Lal Meena GO(AN)	PCDA (SWC) Jaipur	7348624841 9650722060
21.	Ms. P. Divya, GO(AN)	CDA Secundrabad	6281853458
22.	Sh. Mahesh Kumar, GO(AN)	PCDA (AF) Dehradun	9818643118
23.	Sh. Narayana Prasad R., GO(AN)	CDA Chennai	9444389963
24.	Smt. Seema R. Murugesan GO(AN)	CDA Jabalpur	9407506321
25.	Sh. Joginder Nath, GO(AN)	CDA (IDS) New Delhi	9466029482
26.	Sh. Gaurav Singh, GO(AN)	PCDA (P) Prayagraj	9654709596
27.	Dr. Neha Goyal, GO(AN)	CDA (N/CG), New Delhi	8826308370
28.	Sh. Sudhakar Mahapatra, GO(AN)	CDA (CSD) Mumbai	7872500810
29.	Sh. Basant Singh, GO(AN)	CDA (Army) Delhi Cantt	9711134783
30.	Sh. Sanjay Tigga, GO(AN)	CDA (RTC) Lucknow	9415582308