

Contents

1. Office Registration	4
2. Requisition for Contractual IT Resources:.....	7
1. Acknowledgement of Deployed Contractual IT Resources.....	7
2. Upload Absenteeism.....	7
3. Upload Arrear Details.....	7
4. Consolidation of Absenteeism & Invoice Generation.....	7
5. Consolidation of Arrear	7
6. Invoice Generation.....	7
7. View Salary Disbursement.....	7
8. View Invoice	7

Customer Portal - Manpower Module of BELTRON ERP

1. Office Registration

Office Registration is required to complete all the Manpower Requirement through online customer portal. This module deals with Manpower Request, Resource Joining Acknowledgment, Absenteeism for Contractual IT Resources, Invoice & Payment, Internal Resource Transfer, and Resource Release.

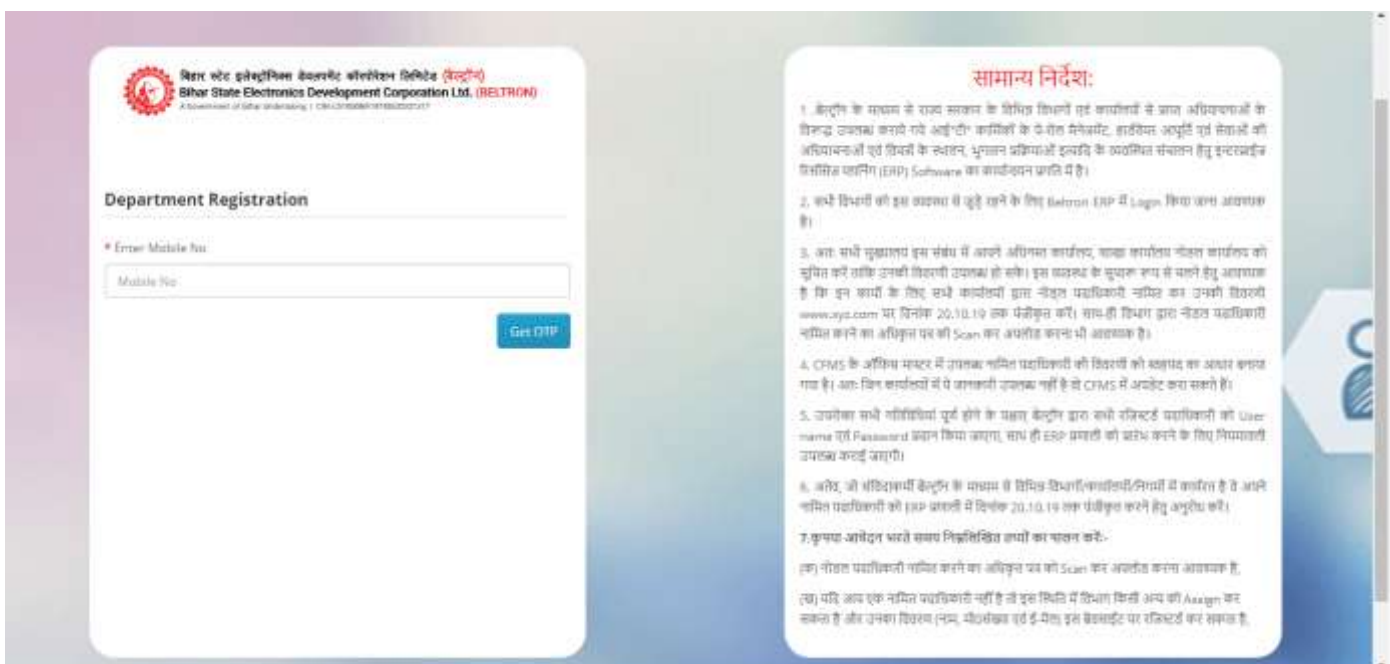
Office Login:

We are providing the Login Page for the Department Nodal / HOD/ Office In-Charge to Login into Department / Branch Office Registration for providing the details for getting the service from Beltron for the purpose of Manpower Procurement.

CFMS Master data (Office Admin) are to be used for the registering themselves in the Office login credentials.

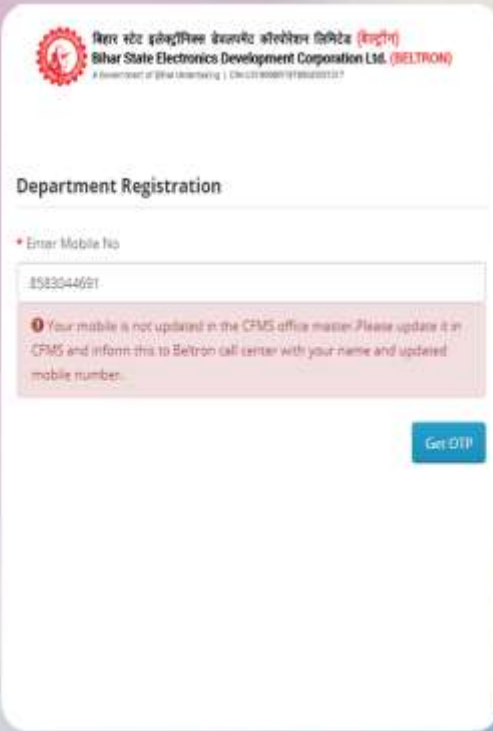
In the Login Page, Office User has to Login with their Mobile number available in CFMS Master data and password will be sent to them as OTP to their Mobile Number. So system will validate user by OTP Based Authorization to allow them to get it inside the Application.

Please find the sample Screen shot for the Login Page for Department Login.



After the Successful Login system will open the Department Registration Page.

If entered mobile number is not associated with CFMS database then system will throw the error and user cannot registered him/ her. Error screenshot is attached for clarity.



सामान्य निर्देश:

1. बेट्रॉन के माध्यम से राज्य सरकार के विभिन्न विभागों एवं कार्यालयों से प्राप्त अधिपत्रपत्रों के विवरण उपलब्ध कराते गये आई-टी/ई कॉम्प्लेक्स के वे-वेब सैल्वमेंट, हार्डवेयर अपडेट एवं सेफ्टी की अधिपत्रपत्रों एवं विचारों के स्थान, भ्रूतान प्रक्रियाओं इत्यादि के व्यवस्था संचालन हेतु इन्टरप्र्राइज रिजॉसिबल मॉनिगिंग (ERP) Software का कार्यापन प्रारंभ है।
2. सभी विभागों को इस व्यवस्था से जुड़े रहने के लिए Beltron ERP में Login किया जाना आवश्यक है।
3. अतः सभी मुख्यालय इस संबंध में अपने अधिकृत कर्मचार, खासा कार्यालय नोटल कार्यालय को सूचित करने तक उनकी विद्यमान उपलब्ध हो सके। इस व्यवस्था के संचालन रूप से चलने हेतु आवश्यक है कि इन कार्यों के लिए सभी कार्यालयों द्वारा नोटल परदाधिकारी नामित कर उनकी विद्यमान वेबसाइट पर विचार 20.10.19 तक पंजीकृत करें। साथ-ही विभाग द्वारा नोटल परदाधिकारी नामित करने का अधिपत्रपत्र पत्र को Scan कर अपलोड करना भी आवश्यक है।
4. CFMS के ऑफिस मास्टर में उपलब्ध नामित परदाधिकारी की विवरणों को सहायक का आधार बनाना आवश्यक है। अतः जिन कार्यालयों में वे जानकारी उपलब्ध नहीं है वो CFMS में अपडेट करा सकते हैं।
5. उपरोक्त सभी निर्देशिकाएं पूर्ण होने के पश्चात् बेट्रॉन द्वारा सभी रजिस्टर्ड परदाधिकारी को User name एवं Password प्रदान किया जाएगा, साथ ही ERP प्रणाली को प्रारंभ करने के लिए निष्पावणी उपलब्ध कराई जागी।
6. अतः, जो सचिवालयों बेट्रॉन के माध्यम से विभिन्न विभागों/कार्यालयों/निगमों में कार्यरत हैं वे अपने नामित परदाधिकारी को ERP प्रणाली में विचार 20.10.19 तक पंजीकृत करने हेतु अनुरोध करें।
7. कृपया आवेदन भरते समय निम्नलिखित सभ्यो का पालन करें:-
 - (क) नोटल परदाधिकारी नामित करने का अधिपत्रपत्र पत्र को Scan कर अपलोड करना आवश्यक है,
 - (ख) यदि आप एक नामित परदाधिकारी नहीं है तो इस विधि में विभाग किसी अन्य को Assign कर सकते हैं और उनका विवरण (नाम, पंजीकृतता एवं ई-मेल) इस वेबसाइट पर रजिस्टर्ड कर सकते हैं।

Registration Page:

1. We will capture following information in this screen.
 - i. Login user has to upload Department Authorization Letter issued for him/her
 - ii. Type of Customer – Manpower Procurement Activity will be auto selected and user needs to select activities of Manpower Procurement –
 1. Request for Manpower (DEO/PRG/STG/ITBG)
 2. Absenteeism Upload
 3. Both
 - iii. Office Name (Select from the Drop Down)
 - iv. Billing/Reporting Office Name (Select from the Drop Down)
 - v. Based on the Office name following will be populated from database
 1. Department Name
 2. Department District
 3. Department Address
 - vi. Your Name–Name of the User to be populated based on the login mobile number
 - vii. Your Email – Email ID to be entered by login user
 - viii. Your Mobile – Mobile number to be populated same as login mobile number
 - ix. Are You Authorized Person Yes/No – Login user needs to select the option whether he/she will be the person to do all sort of manpower related activities. If he/she selects 'No' then he/she needs to assign another person to complete the activities and ensure that the uploaded Department Authorization letter should be in name of this assigned person. Following fields to be provided to get the details of assigned person:
 1. Assign Person Name

2. Assign Person Email
3. Assign Person Mobile
- x. Officer Type (Select from Drop Down)
- xi. After entering the Captcha user needs to accept the Policy with selection of check box and Submit the application.

Once Registration is completed, system will show the success message and also show the message “User Credential will be shared through email and sms within 10 to 15 Working days”.



Department Registration Details

* Upload Authorised letter

* Type of Customer Man Power Procurement Activity
 Request For Manpower (DEO/PRG/ITBG/STG)
 Timesheet/Absenteeism
 Both

* Your Office Name

* Billing /Reporting Office Name

* Your Name

* Your E-Mail

* Your Mobile No

* Are You Authorised Person YES NO

* Assign Person Name


* Assign Person Email

* Assign Person Mobile

Officer Type

Captcha

* Enter the code in the box below

 b3cdec

I have read and agree to the [Privacy Policy](#)

Beltron is introducing the ERP System for automation and to ease the activities of Salary Processing, Recruitment and Transfer & Release of deployed Contractual IT resources. Customer Portal is provided for Bihar Government Department to raise the requests for Contractual IT resources, acknowledgement of deployed Contractual IT resources, monthly absenteeism uploading for salary process and monthly Invoice generation from customer end.

Activity details are defined here:

2. Requisition for Contractual IT Resources:

Requests for Manpower Procurement		
Type of Requisition	Who Raises the requisition	Approver
Requests from various Departments for deployment of Contractual IT resources	<p>Customer/Offices of various Govt. Departments need to login in to system after click on the provided URL by Beltron. To raise a request they need to go through “Manpower Procurement → Manpower Requisition”</p> <p>In this request office needs to provide the following details:</p> <ol style="list-style-type: none"> 1. Required Position 2. Number of candidates 3. Reservation Category with the bifurcation of Male & Female 4. Posting Places 	Approval is taken care by ensuring that scanned copy of Department authorization letter is uploaded with login credential.

Further Activities after raising the requests for deployment of Contractual IT resources

1. Acknowledgement of Deployed Contractual IT Resources
2. Upload Absenteeism
3. Upload Arrear Details
4. Consolidation of Absenteeism & Invoice Generation
5. Consolidation of Arrear
6. Invoice Generation
7. View Salary Disbursement
8. View Invoice

Activity	Descriptions
1. Acknowledgement of Deployed Contractual IT Resources	<ol style="list-style-type: none"> 1. When Customer raises a request for deployment of Contractual IT resources in respective office and submits then same request floats in Beltron ERP system through integration. 2. HR of Manpower division allocate candidates as per the request of department and sends joining letter to candidates

	<ol style="list-style-type: none"> 3. Same data gets reflected in customer portal under "Manpower Procurement → Manpower Acknowledgement" 4. Allocated resource lists will be available for acknowledgement. Customer/NODAL Officer/Department Head needs to be acknowledged to accept the deployment of contractual IT resources
<p>2. Upload Absenteeism</p>	<ol style="list-style-type: none"> 1. Customer needs to upload absenteeism details of all deployed Contractual IT resources of respective location in every month to process their salary through "Manpower Procurement → Upload Absenteeism Details" 2. After uploading of absenteeism details through Upload option, one Process button will be enabled to process the salary of deployed Contractual IT resources and automatic Invoice will be generated for the month through integration process
<p>3. Upload Arrear Details</p>	<ol style="list-style-type: none"> 1. Customer needs to upload arrear details of Contractual IT resources separately. Arrears are related to absenteeism discrepancies of previous months (Already processed month). 2. Arrear will be uploaded through "Manpower Procurement → Upload Arrear Details"
<p>4. Consolidation of Absenteeism & Invoice Generation</p>	<ol style="list-style-type: none"> 1. Consolidation is required if Contractual IT resources are working in various location of one department i.e. HQ and Contractual IT resources are paid by HQ. In this case uploaded absenteeism details will be verified by Department Head and consolidated invoice will get generate at HQ level for all locations. 2. In case Billing Address & Absenteeism Upload Address are same then consolidation is not applicable 3. Consolidated Invoice will be generated through "Manpower Procurement →

	Consolidated Invoice Generation”
5. Consolidation Of Arrear	<ol style="list-style-type: none"> 1. Same process mentioned above to be followed for Consolidation of Arrear. 2. Option to be provided under “Manpower Procurement → Consolidation of Arrear”
6. Invoice Generation	<ol style="list-style-type: none"> 1. In case each locations of the department are separate entity means individual district offices are uploading the absenteeism and paying to the Contractual IT resources via Beltron, then individual every district office will get their own credentials to upload the absenteeism, process the salary & pay to the Contractual IT resources via Beltron/Vendor. 2. This option to be provided under “Manpower Procurement → Invoice Generation”
7. View Salary Disbursement	<ol style="list-style-type: none"> 1. Customer can view the monthly salary disbursement details through “Manpower Procurement → View Salary Disbursement” 2. Vendor will upload Bank scroll in their portal which will be reflected in customer portal also through integration process for view purpose
8. View Invoice	Department can view all invoices under “Manpower Procurement →View Bill” with the current status as “Paid” or “Pending

All requisitions to be auto closed in the system once Department acknowledges the deployed Contractual IT resources.