Tapal Monitoring System (TMS)

Site Administrator

1. Add/Delete offices to the system
2. Provide Local Admin password for each office
3. Also Add/Delete NIC offices(DIO) and provide password for DIO-NIC login. Tag all offices to DIO-NIC which are comes under his/her district, so that DIO can reset Local Admin password for each office.
4. This privilege is kept with developer (NIC Sindhudurg)
5. To add new office, contact NIC Sindhudurg(Collectorate, ZP, Muncipal, SLR, SRO etc..)

Local Administrator

1. Local Admin(admin) user added into the system while adding new office by Site-Administrator, default password will be 'admin'.
2. Login to the system by selecting his/her District and Office name. At first login system forced to change password and logout to login screen.
3. Responsible to create all masters like 'Central Registry Users', 'Letter Category', 'Branch names', 'Desk/Tables' and 'Outside Depts'. (Note:- 15 types Letter Categories are populated automatically while adding office by site administrator. Better keep the same).
4. Can change his own password and reset passwords of Central Registry, Branches and Desk's of his/her own office.
5. Responsible to process 'New Year Processing' on 1st day of new year (1st JAN onwards)
6. Can view all types of reports belongs his/her office.
7. Contact DIO-NIC for his own password reset.

Central Registry (CR)

1. Local Admin will create CR users and assign initial password.

2. Admin can create more than one CR user, depends on volume of letters received daily basis (branches can be divided and attached to different CR user)

3. CR's can login to system by selecting his/her District, Office and User-Category as 'Central Registry'. System forced to change password at first login and logout to login screen.

4. Responsible to inward all letters of branches which are attached to logged CR user, also he can assign desk if he knows else select 'Branch Head' as desk.

5. System assigns letter Target (कार्यवाही) date 20 days in advance, he/she can change target date.

6. CR has privilege of editing and deletion of letters, which have entered by him (means he can change branch and desk in future and delete letter which is not belongs to his office).

7. Can view reports related to CR section.

Branches(HOD)

1. Local Admin will add branches and assign initial password.

2. Branch head will login to system by selecting District, Office and User-Category as 'Branch Head(HOD)'. System forced to change password at first login and logout to login screen.

3. Responsible to assign desk for every letter on daily basis for further action. He himself can process letter and disposed off by keeping desk as "Branch Head".

4. Once letter is disposed off, disposed date entry is mandatory for Branch head as wel to desk.

5. Brach Head can only update the letter, he can not delete letter.

6. If letter not belongs to his branch, contact CR for branch change.

7. He can view reports belongs to his branch.

Desk/Table

1. Local Admin will add desk's and assign initial password.

2. Deks will login to system by selecting District, Office and User-Category as 'Desk/Table'. System forced to change password at first login and logout to login screen.

3. Responsible to update letter on daily basis

4. Once letter is disposed off, disposed date entry is mandatory for desk .

5. Desk can only update the letter, he can not delete letter.

6. If letter not belongs to his desk, contact Branch Head for change.

7. He can view reports belongs to his desk.

Note:- This application can be used for both "Branch only Concept" and "Branch-Desk Concept"

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