

This patch will add new reports such as Error Report, Unit at Glance, Nominal roll to the package on its application.

It may be noted that speed in data entry is appreciable but it must be ensured that there are no errors in data entry. While data entry the following suggestions may be noted.

Every Individual in the Package must have wing. As far as wing of the constable and head constable are concerned, it should be "GD", whereas for sub officers it must be "Executive". In case fire personnel, it must be "Fire" except DCPO. For DCPO it must be DCPO.

In the same manner, every one should be entered, the mode of appointment. If a person is appointed on the grounds of compassionating, then it must be entered as compassionate. For ex-army personnel, it must be ex-army. For LDCE it must be LDCE. There is confusion in entering the mode of recruitment as far as direct and promote are concerned. Here an explanation is given to remove the confusion. Unless and until one is appointed on above grounds such as ex-army, compassionate and LDCE, everyone is put as direct. This will continue till he reaches the level where direct entry is there. For example, a constable initially will be marked as direct. Till he reaches the level of sub-inspector where direct recruitment is there, it will continue to be shown as Direct. The moment he becomes SI, he will be marked as "Promotee" since there is no direct recruitment in between constable and SI. The same is applicable to all ranks.

Error report will guide to remove the errors in the package. Take out the report and rectify the errors as mentioned. Unit at glance will also help you in removing the errors in Package. Nominal roll will get generated in Excel file. Columns, which are not required, can be deleted to meet the requirement.

With this package, deletion of an individual record is not possible. In case you are required to delete the record, delete the same through Retirement Form. A feature is added to change the force number, which is available on the Top. But it must be used very cautiously.

For incorporating the data for personnel who reports on transfer, you must get the excel file from the concerned unit. If you don't receive file despite several reminders to the unit, the same may be intimated to FHQrs for further action at our end. The same is applicable to personnel reports on repatriation and New Recruit. For these personnel, FHQrs will provide the excel file.