



# Employee Details (Mobile No) Updation

# Agenda



1. Overview

2. Workflow

3. User Roles under User Management

4. Process flow with Screen Shots

5. Notes

# Overview - Update Employee Details



- To update employee details Employee Address , Phone no. , Bank Account no. , Family details by Self.
- To update employee details Employee Address , Phone no. , Bank Account no. , Family details by Admin DA.



# Workflow - Update Employee Details Workflow by Employee

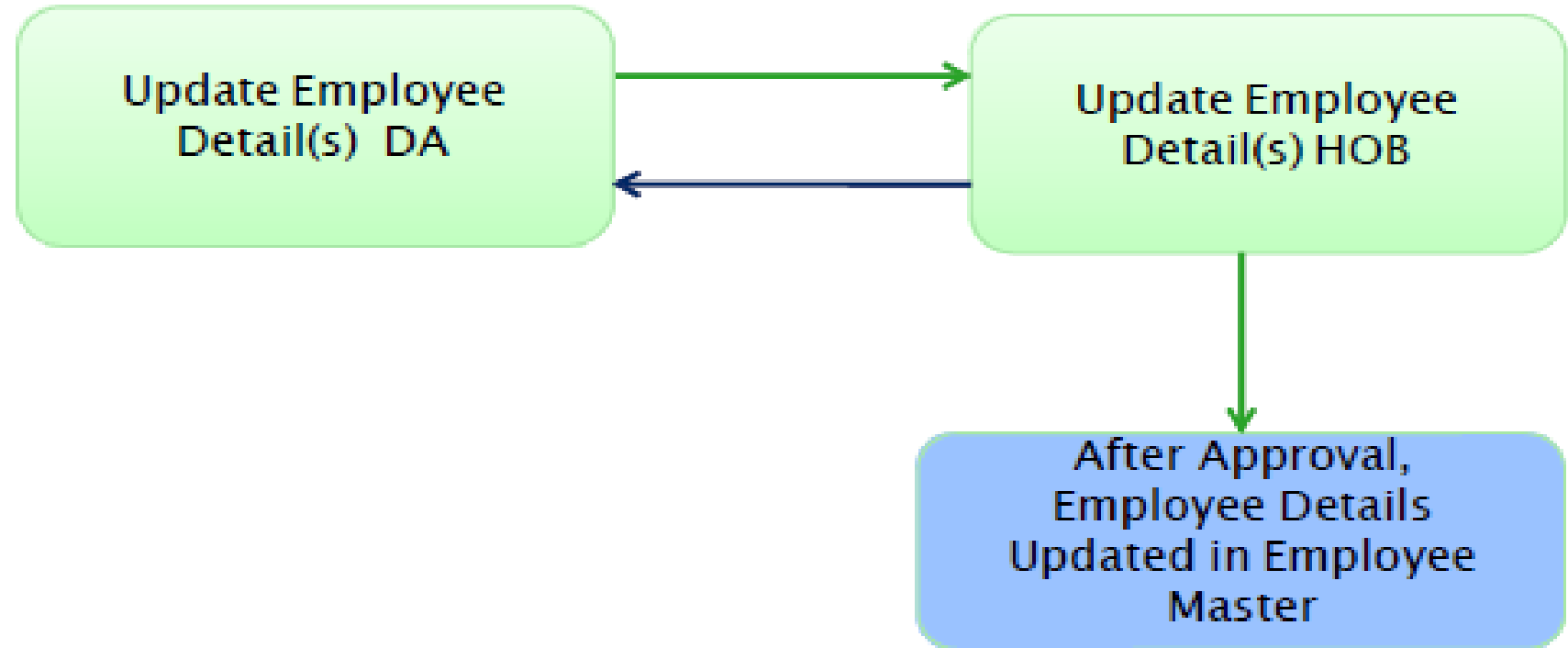


→ Forward Flow (Check, Verify, Approve)  
← Backward Flow (Send back)



# Workflow - Update Employee Details Workflow by Admin DA

Administration Branch



→ Forward Flow (Check, Verify, Approve)  
← Backward Flow (Send back)



# Role for Employee Details Update Transaction under User Management Module

User Roles mapping

- **Creator/Checker Role:** Admin DA under HRMS tab
- **Verifier Role:** Admin SO under HRMS tab
- **Approver Role:** Admin HOB under HRMS tab

ESIC Employees' State Insurance Corporation Pragati

Logged in as : Mr. Training HRMS Close

## User Management

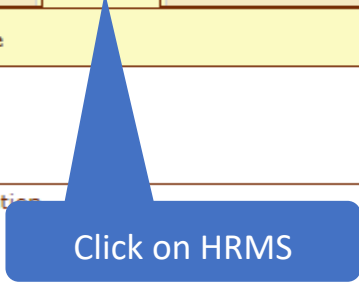
### Employee Details

Employee Number :	168010	Name :	Mr. TEST ANKIT KUMAR
Location :	Training Accounting Unit	Cadre :	Social Security Officer

### User Role Mapping Details

Payroll	Finance	<b>HRMS</b>	Material Management
---------	---------	-------------	---------------------

Transaction Name	Role Description
	<input type="checkbox"/> Employee Creation SO <input type="checkbox"/> Employee Creation HOB <input type="checkbox"/> Employee Creation DA
Employee data Update	<input checked="" type="checkbox"/> Employee Changes Verifier <input checked="" type="checkbox"/> Employee Changes Approver <input checked="" type="checkbox"/> Employee Changes Creator
Employee Leaves	<input type="checkbox"/> Leave Admin <input type="checkbox"/> Leave SO <input type="checkbox"/> Leave Approver <input type="checkbox"/> Leave DA
Employee Reimbursements	<input type="checkbox"/> Reimbursement SO



Granted

Revoked



# Update Employee Details Process flow



# Creation of Transaction (By Employee)



# Login as Employee through [myesic.esic.gov.in/gateway.esic.gov.in](https://myesic.esic.gov.in/gateway.esic.gov.in)



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### Login Instructions



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### ESIC IT Service Desk Helpline



Please contact IT Service Desk by using below methods."

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[IT Helpdesk Portal \(ESIC User\)](#)

IT Helpdesk Mail ID: [ithelpdesk@esic.nic.in](mailto:ithelpdesk@esic.nic.in)

**Please Login with your credentials**

User Name:

Password:

[Log In](#) For first time ZTNA login

[Forgot Password](#)

Enter User Name and Password

#### For ZTNA setup

- [SOP Document](#)
- [ZTNA Installer File](#)

Click on Log In



# ERP Applications → HRMS2.0



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- Home
- Application
- ERP Applications**
- Reports
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- ❖ Role of ESIC in Delhi

### Announcements

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- Campus Management
- ERP FAQ
- Finance 2.0
- Pension
- HRMS Support 2.0
- HRMS 2.0**
- Materials Management 2.0
- Payroll 2.0

### Circulars

Circulars | Employee's State Insurance Corporation, Ministry of Labour & Employment, Government of India

- ❖ Corporation, Ministry of Labour & Employment, Government of India

### Related Links

- ❖ Spree Data Collection

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### Industry News

- ❖ ESIC's PG institute from next year

### Referenced Documents

- ❖ Dhanwantri
- ❖ Pragati-ERP
- ❖ Pragati-Insurance

**View All →**

Click on "HRMS 2.0"



# To Update Employee Details by Employee

Path: HRMS 2.0 → ESS → Update Employee Details → Create New

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Home | Administration ▾ | Infrastructure Details ▾ | ESS ▾ | Final Settlement ▾ | Masters ▾ | Migration ▾ | MyData | Pension ▾ | Reports ▾ | Task List

JR Reg. & Postings ▾ | Vigilance ▾ | Change Location | Position: Training Accounting Unit [Close](#)

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit**

**Message Board**

- ▶ Path for accessing User manuals for ERP module is : myesic.esic.in > Home > Reference Documents > Pragati-ERP.
- ▶ For any IT related Issues Please contact IT Service Desk.

- GPF Advance ▶
- HBA ▶
- Leave Request ▶
- Leave Joining ▶
- Travel Advance on LTC ▶
- Other Advances ▶
- Reimbursement Request ▶
- Travel Request ▶
- Update Employee Details ▶
  - Create New**
  - List
- Option for Request (Intra Region) ▶
- Option for Request Nursing/ParaMedical (Intra Region) ▶
- Option for Request Inter Region Non Medical Group C ▶
- Option for Request (Inter Region) ▶
- Option for Request (Para Medical Group C) ▶
- Transfer Request-Self ▶



# Click on Edit to change any details like Basic Information, Bank Account Details, Communication Details, Family Details etc.



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- Administration
- Infrastructure Details
- ESS
- Final Settlement
- Masters
- Migration
- MyData
- Pension
- Reports
- Task List
- JR Reg. & Postings
- Vigilance

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit** [Close](#)

My Data <span style="float: right;">* Required Fields</span>			
Location	Training Accounting Unit	Accounting Unit	Training Accounting Unit
Change Applied For	<input checked="" type="radio"/> Self <input type="radio"/> Others *	Employee No.	170072
Employee Name	Mr. ANKIT GUPTA	Group	Group C
Designation	Assistant	Aadhaar Verified	No
ABHA No.	Not Generated		
+ Basic Information		Edit	
+ Bank Account Details		Edit	
+ Communication Details		Edit	
+ Address Details		Edit	
+ Photos And Pehchan Card <small>(Maximum 100KB)</small>		Edit	
+ Family Details		Edit	
+ Transfer Details		Edit	
Notings (Max 500 characters)	<input type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			
NA*- NAME AVAILABILITY IS AS PER LOCAL GOVERNMENT DIRECTORY			

Click on + Button

Click on Edit



Click on Edit to change any details like Basic Information, Bank Account Details, Family Details etc.



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Employee Name	Mr. ANKIT GUPTA	Group	Group C
Designation	Assistant	Aadhaar Verified	No
ABHA No.	Not Generated		
+ Basic Information			Edit
+ Bank Account Details			Edit
- Communication Details			Edit
Mobile Number	9958394456	Telephone Number	0
Data Card/ Broadband No		VOIP Number	
+ Address Details			Edit
+ Photos And Pehchan Card Det (size of the photo should be less than 100KB)			Edit
+ Family D			Edit
+ Transfer			Edit
Notings (Max 500 characters)	<input style="width: 100%;" type="text"/>		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Existing details

# Enter Noting and Click on Submit



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JR Reg. & Postings Vigilance ▾

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit**

[Close](#)

## My Data

\* Required Fields

Location	Training Accounting Unit	Accounting Unit	Training Accounting Unit
Change Applied For	<input checked="" type="radio"/> Self <input type="radio"/> Others *	Employee No.	170072
Employee Name	Mr. ANKIT GUPTA	Group	Group C
Designation	Assistant	Aadhaar Verified	No
ABHA No.	Not Generated		

### + Basic Information

Edit

### + Bank Account Details

Edit

### + Communication Details

Edit

Mobile Number	<input type="text" value="7905663447"/> *	Telephone Number	<input type="text" value="0"/>
Data Card/ Broadband No	<input type="text"/>	VOIP Number	<input type="text"/>

### + Address Details

Edit

### + Photos And Pehchan Card Details (Size of the photo should be less than 100KB)

Edit

### + Family Details

Edit

### + Transfer Details

Edit

Notings (Max 500 characters)

Enter Noting


Click on Submit

Submit

Reset



# Personal Data has been changed successfully




**ESIC**  
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Home Administration ▾ Infrastructure Details ESS  
JR Reg. & Postings Vigilance ▾

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit**

gateway.esic.gov.in says

Personal Changes PC1700720000384778 Generated Successfully !!!

Pension ▾ Reports ▾ Task List

[Close](#)

**My Data** \* Required Fields

<b>Location</b>	Training Accounting Unit	<b>Accounting Unit</b>	Training Accounting Unit
<b>Change Applied For</b>	<input type="radio"/> Self <input type="radio"/> Others *	<b>Employee No.</b>	170072
<b>Employee Name</b>	Mr. ANKIT GUPTA	<b>Group</b>	Group C
<b>Designation</b>	Assistant	<b>Aadhaar Verified</b>	No
<b>ABHA No.</b>	Not Generated		

- Basic Information** Edit
- Bank Account Details** Edit
- Communication Details** Edit
- Address Details** Edit
- Photos And Pehchan Card Details** (Size of the photo should be less than 100KB) Edit
- Family Details** Edit
- Transfer Details** Edit

**Notings**  
(Max 500 characters)



# **(Administration Branch) Checker of Transaction**

**Role: Admin DA**



# Login as Employee through [myesic.esic.gov.in/gateway.esic.gov.in](https://myesic.esic.gov.in/gateway.esic.gov.in)



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IT Helpdesk Mail ID: [ithelpdesk@esic.nic.in](mailto:ithelpdesk@esic.nic.in)

**Please Login with your credentials**

User Name:

Password:

[Log In](#)    [For first time ZTNA login](#)  
[Forgot Password](#)

Enter User Name and Password

Click on Log In

### For ZTNA setup

- [SOP Document](#)
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## Related Links

- ❖ <https://esic.gov.in>

Click on "HRMS 2.0"

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## Industry News

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# To Check Employee Details Update by Admin DA

Path: HRMS 2.0 → Task List → Employee Details Update → Pending for Approval

ESIC Employees' State Insurance Corporation

Pragati

Home Administration Infrastructure Details ESS Final Settlement Masters Migration MyData Pension Reports Task List

JR Reg. & Postings Vigilance

Logged in as: Mr. ANKIT GUPTA Base Location: Training Accounting Unit Current Location: Training Accounting Unit [Close](#)

Task List		
Current Location : Training Accounting Unit		
Transaction Type	Pending Activity	Count
<b>Communication Reimbursement</b>		
	<a href="#">Pending for Approval</a>	30
	<a href="#">Sent Back</a>	6
<b>Conveyance Reimbursement</b>		
	<a href="#">Pending for Approval</a>	45
	<a href="#">Sent Back</a>	1
<b>Duty Roster</b>		
	<a href="#">Pending for Approval</a>	26
	<a href="#">Sent Back</a>	1
<b>Employee Detail(s) Update</b>		
	<a href="#">Pending for Approval</a>	23
<b>Employee Record(s)</b>		
	<a href="#">Pending for Approval</a>	38
	<a href="#">Sent Back</a>	4
<b>Employee Separation</b>		
	<a href="#">Pending for Approval</a>	142
	<a href="#">Sent Back</a>	4

Click on Task List

Click on Pending for Approval



# Clicks on the request no.



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Home	Administration ▾	Infrastructure Details	ESS ▾	Final Settlement ▾	Masters ▾	Migration ▾	MyData	Pension ▾	Reports ▾	Task List
JR Reg. & Postings	Vigilance ▾									

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit** [Close](#)

**Employee Details List** \* Required Fields

Request No.	<input type="text"/>	My Request	Select ▾
Employee No.	<input type="text"/>	Employee Name	<input type="text"/>
Status	Select ▾	Workflow Status	Select ▾

[Get Details](#)

**Results**

Sl. No.	Employee Change No.	Employee No.	Employee Name	Employee Designation	Initiated By	Transaction Status	WorkFlow Status
1	<a href="#">PC1700720000384778</a>	170072	ANKIT GUPTA	Assistant	Employee	Approval in Progress	Pending with DA
2	<a href="#">PC1667240000378214</a>	166724	TES JOINT SECRETARY	CMO	DA	Approval in Progress	Pending with Approver
3	<a href="#">PC1358330000377854</a>	135833	MUKESH ARORA	J.D.	DA	Approval in Progress	Pending with Approver
4	<a href="#">PC9000600000377662</a>	900060	FAIZ TEST	ASSTT. ENGG. (CIVIL)	Employee	Approval in Progress	Pending with DA
5	<a href="#">PC1472670000376579</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
6	<a href="#">PC1472670000376578</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
7	<a href="#">PC1642280000365068</a>		NARENDER KUMAR	CVO	DA	Approval in Progress	Pending with Approver
8	<a href="#">PC1825990000363441</a>			Staff Car Driver	DA	Approval in Progress	Pending with Approver
9	<a href="#">PC9000340000359627</a>			Insurance Commissioner (Admin)	DA	Approval in Progress	Pending with Approver
10	<a href="#">PC1472670000352022</a>			Senior Nursing Officer	Employee	Approval in Progress	Pending with DA

The Admin 'DA' clicks on the request no. and proceed with the transaction for further action.

1 2 3 1 - 10 OF 23

1 Go



# Admin DA need to check existing details & revised highlighted details

Existing Communication Details								
Mobile Number	9958394456	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Revised Communication Details								
Mobile Number	7905663447	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Existing Address Details								
Present Address								
Address1	B-2, Green Park	Address2						
Address3		State	Uttar Pradesh					
District	Gautam Buddha Nagar	Tehsil/Taluka/Sub-District	Dadri					
Village	Chipyana Buzurg (ct)	Pin Code	201009					
Existing System Transfer Details								
Sl. No.	Transfer Order No.	Accounting Unit	Location	Is Current Location	From Date	To Date	Length Of Stay	
Revised System Transfer Details								
Sl. No.	Transfer Order No.	Accounting Unit	Location	Is Current Location	From Date *	To Date *	Length Of Stay	
Added Transfer Details								
Sl. No.	Transfer Order No.	Accounting Unit *	Location *	SubStation *	Is Current Location	From Date *	To Date *	Length Of Stay
Existing Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
Revised Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
Digital Signature Verification	<a href="#">Verify All</a>							
Notings (Max 500 characters)	test							
<input type="button" value="Check"/> <input type="button" value="SendBack"/> <input type="button" value="Back"/>								

Enter Notings

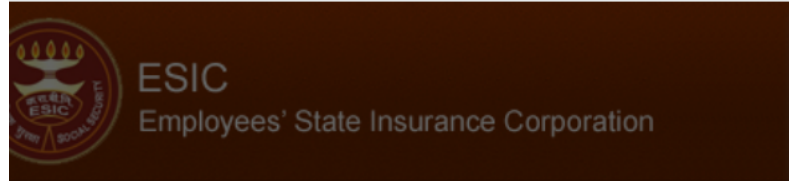
Click on Check

1. Check – To check the Request
2. Send Back – To send the Request back to DA
3. Back – To move back to List Page

NA\*- NAME AVAILABILITY IS AS PER LOCAL GOVERNMENT DIRECTORY



# Change request Checked Successfully



gateway.esic.gov.in says  
 Personal Changes PC1700720000384778 Checked Successfully!!!

**OK**



me Administration Infrastructure Details ESS  
 Reg. & Postings Vigilance  
 Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit**

Pension Reports Task List  
[Close](#)

**Employee Details List** \* Required Fields

Request No.	<input type="text"/>	My Request	Select
Employee No.	<input type="text"/>	Employee Name	<input type="text"/>
Status	Select	Workflow Status	Select

[Get Details](#)

Sl. No.	Employee Change No.	Employee No.	Employee Name	Employee Designation	Initiated By	Transaction Status	WorkFlow Status
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8	<a href="#">PC1825990000363441</a>	182599	NITIN RAWAT	Staff Car Driver		Approval in Progress	Pending with Approver



# Verification of Transaction

Role: Admin SO



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IT Helpdesk Mail ID: [ithelpdesk@esic.nic.in](mailto:ithelpdesk@esic.nic.in)

**Please Login with your credentials**

User Name:

Password:

[Log In](#) For first time ZTNA login

[Forgot Password](#)

Enter User Name and Password

### For ZTNA setup

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- [ZTNA Installer File](#)

Click on Log In



# ERP Applications → HRMS2.0



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View All →

Click on "HRMS 2.0"



# To Verify Employee Details Update by Admin SO

Path: HRMS 2.0 → Task List → Employee Details Update → Pending for Approval

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Pragati

Home Administration Infrastructure Details ESS Final Settlement Masters Migration MyData Pension Reports Task List

JR Reg. & Postings Vigilance

Logged in as: Mr. ANKIT GUPTA Base Location: Training Accounting Unit Current Location: Training Accounting Unit [Close](#)

Task List		
Current Location : Training Accounting Unit		
Transaction Type	Pending Activity	Count
<b>Duty Roster</b>		
	<a href="#">Pending for Approval</a>	26
	<a href="#">Sent Back</a>	1
<b>Employee Detail(s) Update</b>		
	<a href="#">Pending for Approval</a>	23
<b>Employee Record(s)</b>		
	<a href="#">Pending for Approval</a>	38
	<a href="#">Sent Back</a>	4
<b>Employee Separation</b>		
	<a href="#">Pending for Approval</a>	142
	<a href="#">Sent Back</a>	4
<b>Employee Service Record(s)</b>		
	<a href="#">Pending for Approval</a>	14
	<a href="#">Sent Back</a>	3
<b>Employee Suspension</b>		
	<a href="#">Pending For Approval</a>	43
	<a href="#">Sent Back</a>	7
<b>Employee Transfer</b>		

Click on Task List

Click on Pending for Approval



# Clicks on the request no.



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Home	Administration ▾	Infrastructure Details	ESS ▾	Final Settlement ▾	Masters ▾	Migration ▾	MyData	Pension ▾	Reports ▾	Task List
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Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit**

[Close](#)

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\* Required Fields

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3	<a href="#">PC1358330000377854</a>	135833	MUKESH ARORA	J.D.	DA	Approval in Progress	Pending with Approver
4	<a href="#">PC9000600000377662</a>	900060	FAIZ TEST	ASSTT. ENGG. (CIVIL)	Employee	Approval in Progress	Pending with DA
5	<a href="#">PC1472670000376579</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
6	<a href="#">PC1472670000376578</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
7	<a href="#">PC1642280000365068</a>	164228	M. KUMAR	CVO	DA	Approval in Progress	Pending with Approver
8	<a href="#">PC1825990000363441</a>	182599	...	Driver	DA	Approval in Progress	Pending with Approver
9	<a href="#">PC9000340000359627</a>	900034	...	Commissioner (Admin)	DA	Approval in Progress	Pending with Approver
10	<a href="#">PC1472670000352022</a>	147267	...	Nursing Officer	Employee	Approval in Progress	Pending with DA

1 2 3 1 - 10 OF 23

1 [Go](#)

The 'SO' clicks on the request no. and proceed with the transaction for further action.



# Forward Request for Approval/Verification

Existing Communication Details								
Mobile Number	9958394456	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Revised Communication Details								
Mobile Number	7905663447	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Existing Address Details								
Present Address								
Address1	B-2, Green Park	Address2						
Address3		State	Uttar Pradesh					
District	Gautam Buddha Nagar	Tehsil/Taluka/Sub-District	Dadri					
Village	Chipyana Buzurg (ct)	Pin Code	201009					
Added Transfer Details								
Sl. No.	Transfer Order No.	Accounting Unit *	Location *	SubStation *	Is Current Location	From Date *	To Date *	Length Of Stay
Existing Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
Revised Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
Digital Signature Verification	<a href="#">Verify All</a>							
Notings (Max 500 characters)	<input type="text" value="test"/>							
<input type="button" value="Verify"/> <input type="button" value="SendBack"/> <input type="button" value="Back"/>								

Click on Notings

Click on Verify

- 1. Verify – To Verify the Request
- 2. Send Back – To send the Request back to DA
- 3. Back – To move back to List Page

NA\*- NAME AVAILABILITY IS AS PER LOCAL GOVERNMENT DIRECTORY



# Change request Verified Successfully

gateway.esic.gov.in says  
Personal Changes PC1700720000384778 Verified Successfully!!!

OK

ESIC Employees' State Insurance Corporation

Administration ▾ Infrastructure Details ESS

Vigilance ▾

ANKIT GUPTA Base Location: Training Accounting Unit

Pension ▾ Reports ▾ Task List

Close

Pragati

Details List \* Required Fields

		My Request	Select ▾
		Employee Name	
Select ▾		Workflow Status	Select ▾

Get Details

Employee Change No.	Employee No.	Employee Name	Employee Designation	Initiated By	Transaction Status	WorkFlow Status
<a href="#">PC1700720000384778</a>	170072	ANKIT GUPTA	Assistant		Approval in Progress	Pending with HOB
<a href="#">PC1667240000378214</a>	166724					



# Approval of Transaction

Role: Admin HOB



# Login as Employee through [myesic.esic.gov.in/gateway.esic.gov.in](https://myesic.esic.gov.in/gateway.esic.gov.in)



क र बी नि  
ESIC  
कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation

"All users are required to update their mobile numbers online by clicking on the link [https://myesic.esic.gov.in](#)

## Welcome to ESIC Employee Portal

We at ESIC commit to help our employees by ensuring availability of information while maintaining confidentiality and integrity of data.

## Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

## ESIC IT Service Desk Helpline



Please contact IT Service Desk by using below methods."

### IT Help Desk-

Land Line Helpline no. [011-27552239](tel:011-27552239) (For ESIC Users)

Call to VoIP Helpline : 7001

[IT Helpdesk Portal \(ESIC User\)](#)

IT Helpdesk Mail ID: [ithelpdesk@esic.nic.in](mailto:ithelpdesk@esic.nic.in)

**Please Login with your credentials**

User Name:

Password:

[Log In](#) For first time ZTNA login

[Forgot Password](#)

Enter User Name and Password

### For ZTNA setup

- [SOP Document](#)
- [ZTNA Installer File](#)

Click on Log In



# ERP Applications → HRMS2.0



क रा बी नि  
ESIC  
कर्मचारी राज्य बीमा निगम  
Employee's State Insurance Corporation

Home

Application

ERP Applications

Reports

Analytics



Welcome  
ANKIT GUPTA

## ESI News

- ❖ Role of ESIC in Delhi

## Announcements

- ❖ Annexure - IX .doc
- ❖ Annexures - X-XI.pdf
- ❖ Annexures.pdf

Campus Management

ERP FAQ

Finance 2.0

Pension

HRMS Support 2.0

HRMS 2.0

Materials Management 2.0

Payroll 2.0

## Circulars

- Circulars | Employee's State Insurance Corporation, Ministry of Labour & Employment, Government of India

## Related Links

- ❖ Spree Data Collection

View All →

## Industry News

- ❖ ESIC's PG institute from next year

## Referenced Documents

- ❖ Dhanwantri
- ❖ Pragati-ERP
- ❖ Pragati-Insurance

View All →

Click on "HRMS 2.0"



# To Approve Employee Details Update by Admin HOB

Path: HRMS 2.0 → Task List → Employee Details Update → Pending for Approval



**ESIC**  
Employees' State Insurance Corporation

Pragati

Home Administration ▾ Infrastructure Details ESS ▾ Final Settlement Masters ▾ Migration ▾ MyData Pension ▾ Reports ▾ Task List

JR Reg. & Postings Vigilance ▾

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit** [Close](#)

Task List		
Current Location : Training Accounting Unit		
Transaction Type	Pending Activity	Count
<b>Duty Roster</b>		
	<a href="#">Pending for Approval</a>	26
	<a href="#">Sent Back</a>	1
<b>Employee Detail(s) Update</b>		
	<a href="#">Pending for Approval</a>	23
<b>Employee Record(s)</b>		
	<a href="#">Pending for Approval</a>	38
	<a href="#">Sent Back</a>	4
<b>Employee Separation</b>		
	<a href="#">Pending for Approval</a>	142
	<a href="#">Sent Back</a>	4
<b>Employee Service Record(s)</b>		
	<a href="#">Pending for Approval</a>	14
	<a href="#">Sent Back</a>	3
<b>Employee Suspension</b>		
	<a href="#">Pending For Approval</a>	43
	<a href="#">Sent Back</a>	7
<b>Employee Transfer</b>		

Click on Task List

Click on Pending for Approval



# Clicks on the request no.



**ESIC**  
Employees' State Insurance Corporation

Pragati

Home	Administration ▾	Infrastructure Details	ESS ▾	Final Settlement ▾	Masters ▾	Migration ▾	MyData	Pension ▾	Reports ▾	Task List
JR Reg. & Postings	Vigilance ▾									

Logged in as: **Mr. ANKIT GUPTA** Base Location: **Training Accounting Unit** Current Location: **Training Accounting Unit**

[Close](#)

Employee Details List <span style="float: right;">* Required Fields</span>							
Request No.	<input type="text"/>	My Request		<input type="text" value="Select"/>			
Employee No.	<input type="text"/>	Employee Name		<input type="text"/>			
Status	<input type="text" value="Select"/>	Workflow Status		<input type="text" value="Select"/>			
<input type="button" value="Get Details"/>							
Results							
Sl. No.	Employee Change No.	Employee No.	Employee Name	Employee Designation	Initiated By	Transaction Status	WorkFlow Status
1	<a href="#">PC1700720000384778</a>	170072	ANKIT GUPTA	Assistant	Employee	Approval in Progress	Pending with HOB
2	<a href="#">PC166724000037821</a>	166724	TES JOINT SECRETARY	CMO	DA	Approval in Progress	Pending with Approver
3	<a href="#">PC1358330000377854</a>	135833	MUKESH ARORA	J.D.	DA	Approval in Progress	Pending with Approver
4	<a href="#">PC9000600000377662</a>	900060	FAIZ TEST	ASSTT. ENGG. (CIVIL)	Employee	Approval in Progress	Pending with DA
5	<a href="#">PC1472670000376579</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
6	<a href="#">PC1472670000376578</a>	147267	Training HRMS	Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
7	<a href="#">PC1642280000365068</a>			CVO	DA	Approval in Progress	Pending with Approver
8	<a href="#">PC1825990000363441</a>			Staff Car Driver	DA	Approval in Progress	Pending with Approver
9	<a href="#">PC9000340000359627</a>			Insurance Commissioner (Admin)	DA	Approval in Progress	Pending with Approver
10	<a href="#">PC1472670000352022</a>			Senior Nursing Officer	Employee	Approval in Progress	Pending with DA
<input type="button" value="1"/> <input type="button" value="2"/> <input type="button" value="3"/> 1 - 10 OF 23							<input type="text" value="1"/> <input type="button" value="Go"/>

The 'HOB' clicks on the request no. and proceed with the transaction for further action.



# Clicks on Approve

<b>Existing Communication Details</b>								
Mobile Number	9958394456	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
<b>Revised Communication Details</b>								
Mobile Number	7905663447	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
<b>Existing Address Details</b>								
<b>Present Address</b>								
Address1	B-2, Green Park	Address2						
Address3		State	Uttar Pradesh					
District	Gautam Buddha Nagar	Tehsil/Taluka/Sub-District	Dadri					
Village	Chipyana Buzurg (ct)	Pin Code	201009					
<b>Permanent Address / Home Town Address</b>								
Address1	B-2, Green Park	Address2						
Address3		State	Uttar Pradesh					
District	Gautam Buddha Nagar	Tehsil/Taluka/Sub-District	Dadri					
Village	Chipyana Buzurg (ct)	Pin Code	201009					
<b>Added Transfer Details</b>								
Sl. No.	Transfer Order No.	Accounting Unit *	Location *	SubStation *	Is Current Location	From Date *	To Date *	Length Of Stay
<b>Existing Addition Details required for Transfer Request by UDC, MTS and Stenographer</b>								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
<b>Revised Addition Details required for Transfer Request by UDC, MTS and Stenographer</b>								
Date of Appointment as UDC, MTS, or Stenographer on regular basis		Date of Completion of Probation						
Date of Substantive Appointment		Post of Substantive Appointment						
Digital Signature Verification	<a href="#">Verify All</a>							
Notings (Max 500 characters)	<input type="text" value="test"/>							
<input type="button" value="Approve"/> <input type="button" value="SendBack"/> <input type="button" value="Back"/>								
<b>NA*- NAME AVAILABILITY IS AS PER LOCAL GOVERNMENT DIRECTORY</b>								

Enter Noting

Click on Approve

1. Approve – To Approve the request .
2. Send Back - To send the Request back to SO
3. Back – To move back to List Page



# Change request Approved Successfully

ESIC  
Employees' State Insurance Corporation

Administration ▾ Infrastructure Details ESS

Vigilance ▾

ANKIT GUPTA Base Location: Training Accounting Unit

Details List \* Required

<input type="text"/>	My Request	Select ▾
<input type="text"/>	Employee Name	<input type="text"/>
Select ▾	Workflow Status	Select ▾

gateway.esic.gov.in says

Personal Changes PC1700720000384778 Approved Successfully!!!

Mobile No Updated

Pragati

Pension ▾ Reports ▾ Task List

[Close](#)



# Approval Status

Existing Communication Details								
Mobile Number	9958394456	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Revised Communication Details								
Mobile Number	7905663447	Telephone Number	0					
Data Card/ Broadband No		VOIP Number						
Existing Address Details								
Present Address								
Address1	B-2, Green Park		Address2					
Address3			State	Uttar Pradesh				
District	Gautam Buddha Nagar		Tehsil/Taluka/Sub-District	Dadri				
Village	Chipyana Buzurg (ct)		Pin Code	201009				
Sl. No.	Transfer Order No.	Accounting Unit	Location	Is Current Location	From Date *	To Date *	Length Of Stay	
Added Transfer Details								
Sl. No.	Transfer Order No.	Accounting Unit *	Location *	SubStation *	Is Current Location	From Date *	To Date *	Length Of Stay
Existing Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis				Date of Completion of Probation				
Date of Substantive Appointment				Post of Substantive Appointment				
Revised Addition Details required for Transfer Request by UDC, MTS and Stenographer								
Date of Appointment as UDC, MTS, or Stenographer on regular basis				Date of Completion of Probation				
Date of Substantive Appointment				Post of Substantive Appointment				
Digital Signature Verification	<a href="#">Verify All</a>							
<input type="button" value="Back"/>								
NA*- NAME AVAILABILITY IS AS PER LOCAL GOVERNMENT DIRECTORY								
Notings History								
Date	User Name	Designation	Comments	Status				
16/04/2026 09:50:32	ANKIT GUPTA	Assistant	test	Approved by HOB				
16/04/2026 09:45:03	ANKIT GUPTA	Assistant	test	Verified by SO				
16/04/2026 09:37:01	ANKIT GUPTA	Assistant	test	Verified by DA				
16/04/2026 08:36:07	ANKIT GUPTA	Assistant	test	Submitted				



- 1) **List** : All past and present records are available under List option for the transaction on search.
- 2) **Task List** : All the pending request will be available for the logged in user under Task List for all transactions.
- 3) **Search option** : Wide range of filtering criteria are provided under List Option to search any transaction.



**Thank You**