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कार्यकारी आदेश संख्या/ Executive Order No. 253 / 2025

जैसा कि आप जानते हैं, डीसी कार्यालय वर्तमान में सीपज़ एसईजेड प्राधिकरण द्वारा प्रबंधित प्रमुख क्षेत्रों को स्वचालित करने के लिए एक व्यापक ईआरपी समाधान को लागू करने की प्रक्रिया में है। विभिन्न प्रमुख क्षेत्रों को संबोधित करते हुए कुल 21 मॉड्यूल डिजाइन किए गए हैं और एसईईपीजेड एसईजेड प्राधिकरण की आवश्यकताओं को पूरा करने के लिए कस्टम विकसित किए गए हैं।

सुरक्षा अनुबंध प्रबंधन मॉड्यूल जारी किया गया था और अक्टूबर, 2023 में संबंधित हितधारकों के लिए उपयोगकर्ता विशेषाधिकार सक्षम किए गए थे और विक्रेता को उक्त मॉड्यूल में एसईईपीजेड एसईजेड में तैनात जनशक्ति के सभी आवश्यक विवरण अपलोड करने के लिए अनिवार्य किया गया था और मॉड्यूल की कमियों/तकनीकी कठिनाइयों की पहचान करने के लिए मॉड्यूल द्वारा केवल परीक्षण के आधार पर पोस्टिंग/मासिक दावे जारी किए जा रहे हैं। हितधारकों से प्राप्त सभी सुझावों को शामिल किया गया है।

यह SEEPZ के सभी हितधारकों को सूचित किया जाता है कि अब से सुरक्षा अनुबंध प्रबंधन से संबंधित सभी प्रक्रियाएं एसईईपीजेड एसईजेड के लिए कार्यान्वित किए जा रहे ईआरपी समाधान के माध्यम से संचालित की जाएंगी। इसमें सुरक्षा कर्मचारियों और उनके विवरण को जोड़ना, SEEPZ द्वारा सत्यापन, तैनाती योजना और रोस्टर बनाना, सुरक्षा कर्मचारियों की दैनिक उपस्थिति को जोड़ना और सत्यापित करना तथा मासिक दावे का निर्माण और प्रसंस्करण शामिल है।

यह निर्देश दिया जाता है कि सभी संबंधित हितधारक सीपज़ एसईजेड में इस प्रक्रिया के सफल स्वचालन को सुनिश्चित करने के लिए अनिवार्य रूप से मॉड्यूल

As you are aware, the DC Office is currently in the process of implementing a comprehensive ERP solution to automate the key areas managed by SEEPZ SEZ Authority. A total of 21 modules addressing various key areas have been designed and are custom developed to meet the requirements of SEEPZ SEZ Authority.

The Security Contract Management Module was released and user privileges were enabled for the respective stakeholders in October, 2023 and the same was mandated to the Vendor to upload all required details of manpower deployed at SEEPZ SEZ in the said Module and postings/ Monthly claims are being issued by the Module only on a trial basis to identify the shortcomings/ technical difficulties of the Module. All the suggestions received from stakeholders are incorporated.

This is to inform all stakeholders of SEEPZ that henceforth all processes related to security contract management will be handled through the ERP solution being implemented for SEEPZ SEZ. This includes adding of security employees and their details, verification by SEEPZ, creating deployment plan and roster, verification of daily attendance of the security employees and generation and processing of monthly claim.

It is directed that all the concerned stakeholders start using the module mandatorily to ensure the successful automation of this process in SEEPZ SEZ.

का उपयोग करना शुरू करें। किसी भी प्रक्रिया की मैन्युअल स्वीकृति की अनुमति नहीं दी जाएगी।

विक्रेता की जिम्मेदारियाँ और भूमिकाएँ:

चरण 1: सार्वजनिक उपयोगकर्ता (विक्रेता):

1. सार्वजनिक उपयोगकर्ता के रूप में <https://rise.seepz.gov.in> पर लॉग इन करें।
2. सुरक्षा अनुबंध प्रबंधन अनुभाग पर जाएँ, जिसमें नौ टैब शामिल हैं: डैशबोर्ड, इनबॉक्स, अनुबंध, संसाधन विकास, रोस्टर, उपस्थिति, मासिक दावा, वेतन विवरण और रिपोर्ट।
3. अनुबंध टैब में, विक्रेता नए कर्मचारी जोड़ सकता है। इस टैब से, वे भूमिकाओं के आधार पर कर्मचारी विवरण भी अपडेट कर सकते हैं और कर्मचारियों को निष्क्रिय कर सकते हैं (निष्क्रिय करने के लिए सुरक्षा ADC से अनुमोदन की आवश्यकता होती है) जब वे संगठन छोड़ते हैं।
4. रोस्टर टैब में, विक्रेता कर्मचारी के नाम का चयन करके दैनिक रोस्टर पद-वार बना सकता है।
5. उपस्थिति टैब में, विक्रेता तिथि-वार आधार पर उपस्थिति सत्यापित कर सकता है।
6. मासिक दावा टैब में, विक्रेता मासिक आधार पर दावे शुरू कर सकता है।
7. मजदूरी विवरण टैब में, विक्रेता मजदूरी दरें जोड़ या अपडेट कर सकता है, जिसे एडीसी से अनुमोदन के बाद लागू किया जाएगा।

चरण 2: SEEPZ उपयोगकर्ता (प्राधिकरण अधिकारी)

1. <https://rise.seepz.gov.in> पर SEEPZ उपयोगकर्ता के रूप में लॉग इन करें।
2. सिक्योरिटी कॉन्ट्रैक्ट प्रबंधन अनुभाग पर जाएँ, जिसमें निम्नलिखित दस टैब शामिल हैं: डैशबोर्ड, इनबॉक्स, कॉन्ट्रैक्ट्स, संसाधन विकास, रोस्टर, रोस्टर आलोटमेंट, उपस्थिति, मासिक दावा, वेतन विवरण, रिपोर्ट

भूमिका-वार जिम्मेदारियाँ

• सुरक्षा प्रमुख

1. सुरक्षा प्रमुख रोस्टर आवंटन टैब के तहत विक्रेता द्वारा तैयार की गई तिथि-वार रोस्टर रिपोर्ट तैयार कर सकता है।

Manual acceptance of any procedure shall not be allowed.

Responsibilities & roles of Vendor:

Step 1: Public Users (Vendor):

Log in to <https://rise.seepz.gov.in> as a Public User.

Navigate to the **Security Contract Management** section, which comprises nine tabs: *Dashboard, Inbox, Contracts, Resource Development, Roster, Attendance, Monthly Claim, Wages Details, and Report.*

In the **Contracts** tab, the vendor can add new employees. From this tab, they can also update employee details based on roles and deactivate employees (deactivation requires approval from Security ADC) when they leave the organization.

In the **Roster** tab, the vendor can create a daily roster post-wise by selecting the employee's name.

In the **Attendance** tab, the vendor can verify attendance on a date-wise basis.

In the **Monthly Claim** tab, the vendor can initiate claims on a monthly basis.

In the **Wages Details** tab, the vendor can add or update wage rates, which will be implemented after approval from the ADC.

Step 2: SEEPZ Users (Authority Officials)

1. Log in to <https://rise.seepz.gov.in> as a SEEPZ user.

2. Navigate to the Security Contract Management section, which comprises the following ten tabs: *Dashboard, Inbox, Contracts, Resource Development, Roster, Roster Allotment, Attendance, Monthly Claim, Wages Details, and Report.*

Role-wise Responsibilities

Security Head

1. The Security Head can generate date-wise roster reports prepared by the vendor under the Roster Allotment tab.

2. In the Attendance tab, the Security Head can mark attendance by date, role, and shift.

2. उपस्थिति टैब में, सुरक्षा प्रमुख तिथि, भूमिका और शिफ्ट के अनुसार उपस्थिति दर्ज कर सकता है। प्रविष्टियों की क्रॉस-चेकिंग करने के बाद, वे उपस्थिति रिकॉर्ड को अंतिम रूप देते हैं।

3. विक्रेता द्वारा मासिक दावा शुरू किए जाने के बाद, सुरक्षा प्रमुख दावे की समीक्षा कर सकता है, कोई भी आवश्यक कटौती, नोट या प्रश्न जोड़ सकता है।

4. सत्यापन के बाद, सुरक्षा प्रमुख आगे की प्रक्रिया के लिए दावे को सुरक्षा एडीसी को अग्रेषित करता है।

• सुरक्षा एडीसी

सुरक्षा एडीसी कर्मचारियों को जोड़ने या निष्क्रिय करने और मासिक दावों की स्वीकृति के लिए अनुमोदन प्राधिकारी के रूप में कार्य करता है।

• वित्त एडीसी

वित्त एडीसी अंतिम मासिक दावों की पुष्टि और अनुमोदन के लिए जिम्मेदार है।

इस आदेश के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं के प्रबंधन के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएं अनुलग्नक-क में उपलब्ध हैं।

यदि हितधारकों को किसी भी कठिनाई का सामना करना पड़ता है, तो उन्हें आरआईएसई प्रणाली में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल के माध्यम से टिकट उठाना चाहिए। इससे सीपज़ प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह विकास आयुक्त, सीपज़-सेज़ के अनुमोदन से जारी किया जाता है।

After cross-checking the entries, they finalize the attendance records.

3. Once the monthly claim is initiated by the vendor, the Security Head can review the claim, add any necessary deductions, notes, or queries.

4. After verification, the Security Head forwards the claim to the Security ADC for further processing.

Security ADC

The Security ADC serves as the approving authority for the addition or deactivation of employees and the approval of monthly claims.

Finance ADC

The Finance ADC is responsible for verifying and approving the finalized monthly claims.

A detailed user manual is enclosed with this order. A dedicated support unit has been set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

In case stakeholders face any difficulty, they should raise tickets through the Technical Helpdesk module enabled in the RISe system. This will help the SEEPZ Authority to track and monitor the issues and any pendency as well.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

Digitally signed by

Mital Sudhir Hiremath

(मिital हिरेमथ / Mital Hiremath)

Date: 01-07-2025

संयुक्त विकास आयुक्त / Jt. Development Commissioner,
सीपज़ सेज़, मुंबई / SEEPZ SEZ, Mumbai

F.No.: SEEPZ-SEZ/E-OPT-11/76/2022-IT/ 09100

Date: 08.07.2025

प्रतिलिपि /Copy To:

1. सभी अधिकारी/कर्मचारी/ All Officers/Staff Members
2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
4. सीप्ज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

Annexure A

Roles of Users in Security Contract Management Module:

User	Roles in Module
Development Commissioner	1. View Dashboard 2. Generate Reports 3. View contract details 4. View security employee details 5. View attendance details 6. View approved claims
Joint Development Commissioner	1. View Dashboard 2. Generate Reports 3. View contract details 4. View security employee details 5. View attendance details 6. View approved claims
Deputy Development Commissioner	1. View Dashboard 2. Generate Reports 3. View contract details 4. View security employee details 5. View attendance details 6. View approved claims
ADC (Security Officer)	1. Monitor the Contract 2. Approve the attendance sheet for monthly claims 3. Propose penalties for lapse related to Services 4. Generate Reports 5. View Dashboard
ADC (Labour Division)	1. Verify the Labour compliance 2. Propose deductions/ Penalties in case any complaints received from the deployed manpower or any other agency 3. Generate Reports 4. View Dashboard
ADC (Finance Division)	1. Approve and propose to disburse the monthly claim after deductions of proposed penalties recommended by the ADC (Security) and ADC (labour). 2. Generate Reports 3. View Dashboard
UDC/ LDC/ Support staff	1. Create/modify the deployment plan, allotment of roster, daily attendance after due approval from the Section Head 2. Process the monthly claim and attachments submitted by vendor with their remarks to Section Head

Service Provider	1. Timely update all the required details on ERP Module 2. Generate monthly claim with all requisite documents as per Contract agreement
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RISe ERP for SEEPZ SEZ

USER MANUAL

for

SECURITY CONTRACT MANAGEMENT

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	23-07-2024	Anakha S, Sneha R P, Nishmitha K V, Sareena Saji	Jani Abraham	Vishnu K S
1.1	Updated Version	29-01-2025	Manchisha Chandramohan	Jani Abraham	Vishnu K S

2 INTRODUCTION

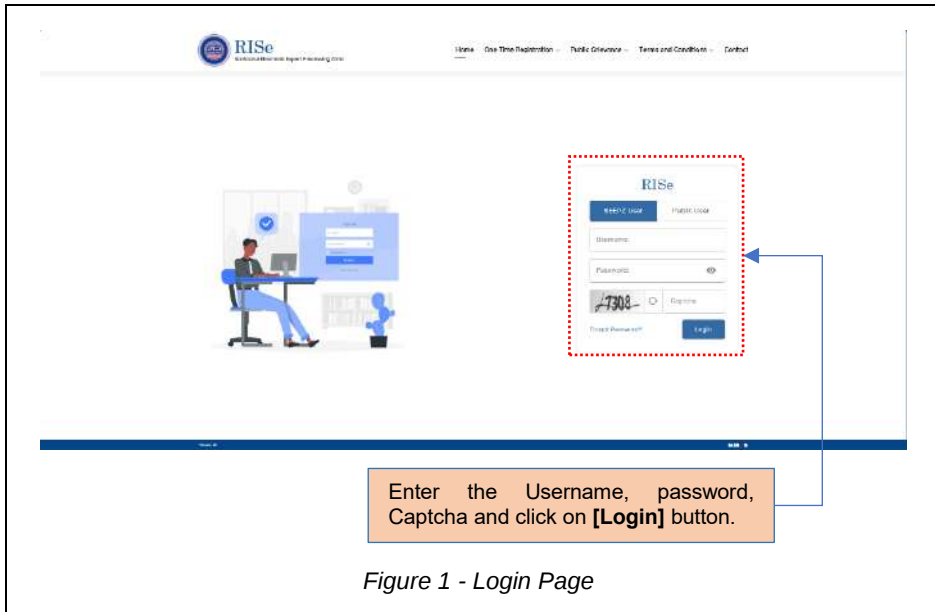
The Security Contract Management module manages the details of the Contractual employees for Security Management of SEEPZ SEZ. It includes contract details, resource details and verification, roster preparation, attendance, payment details, etc., pertaining to the security contract. The key divisions involved with this module are:

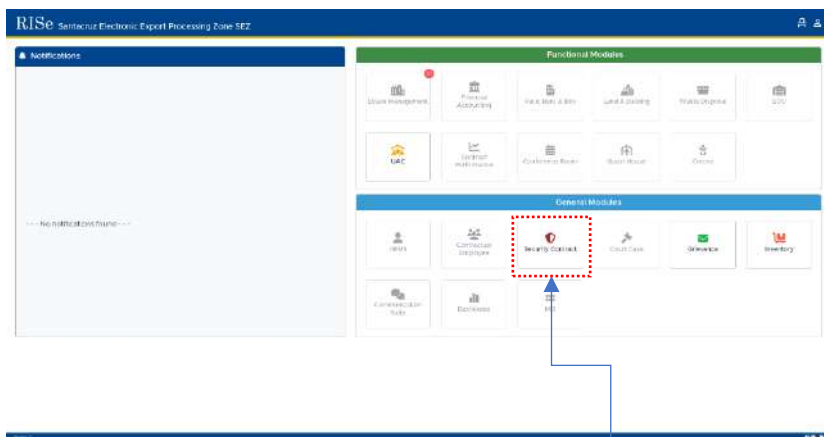
- Security Vendor
- Security Division
- Labour Division
- Accounts Division

The Security Contract Management module categorizes security employees into four types: Armed Security Guard (ASO), Unarmed Security Guard, and Lady Security Guard. The Unarmed Security Guard category further includes two divisions: Ex-servicemen and Civilians.

3 SETUP

3.1 LOGIN – SECURITY DIVISION MAKER





Select the **[Security Contract]** module from the list of functional modules.

Figure 2 - Select Security Contract

Click on **[Setup]** icon to start the setup.



Figure 3 - Setup

3.1.1 SHIFTS

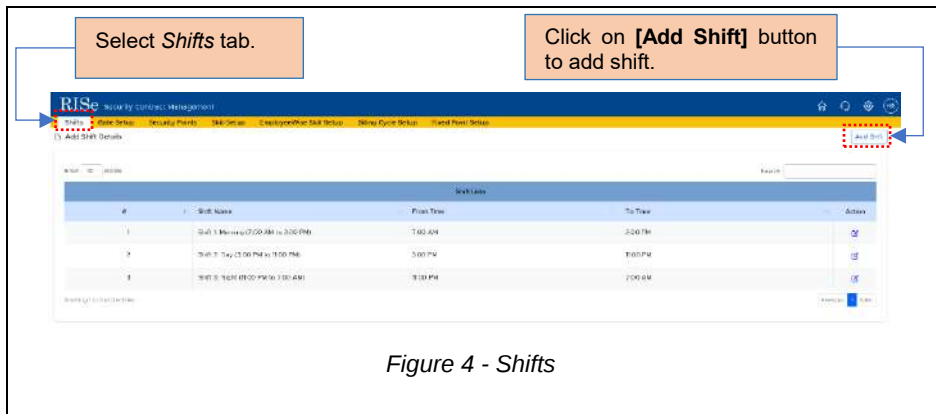


Figure 4 - Shifts

Note: SEEPZ has three main shifts: Morning, Day, and Night. Added shifts are listed Shift Lists table.

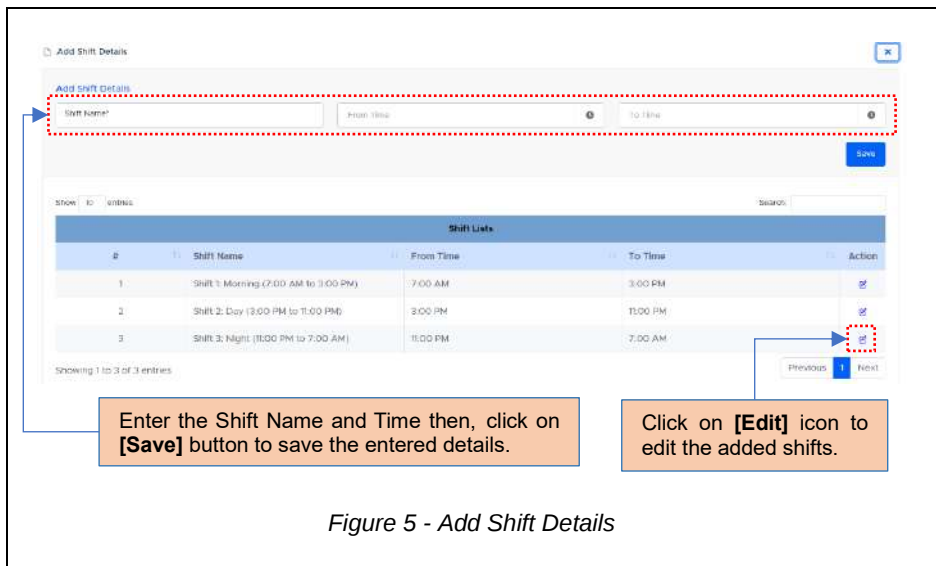
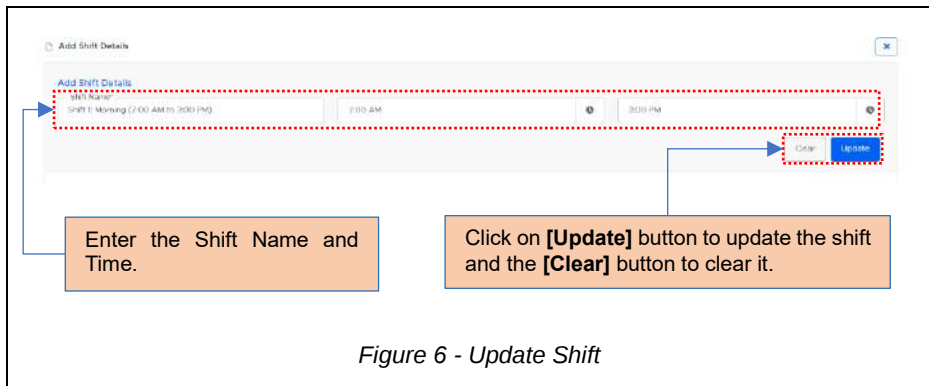
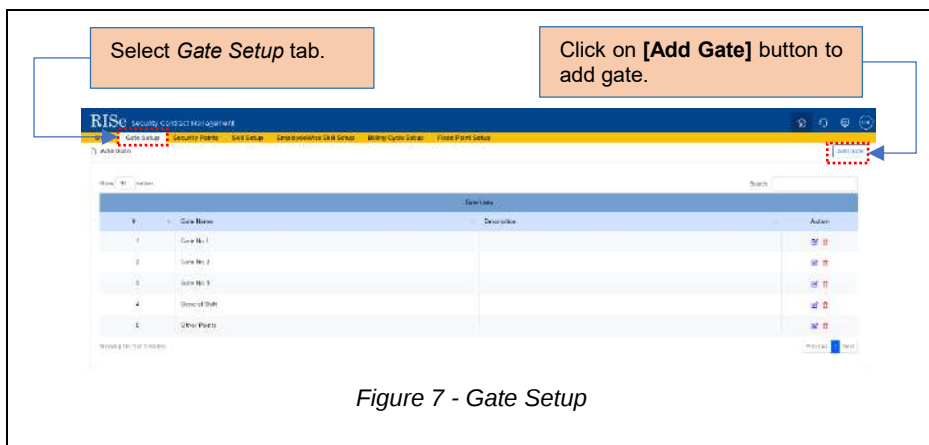


Figure 5 - Add Shift Details



3.1.2 GATE SETUP



Note: Added Gate Setup Details are listed in the Gate List table.

Add Gate Setup

Gate Name: Description:

Gate Setup List

#	Gate Name	Description	Action
1	Gate No.1		Edit Delete
2	Gate No.2		Edit Delete
3	Gate No.3		Edit Delete
4	Gate No.4		Edit Delete
5	Gate No.5		Edit Delete

[Add Gate Setup](#)

Enter the Gate Setup Details, then click on **[Save]** button to save the entered details.

Click on **[Edit]** button to edit and the **[Delete]** button to delete the Added Gate Details.

Figure 8 - Add Gate Setup Details

3.1.3 SECURITY POINTS

Select **Security Points** tab.

Click on **[Add Security Points]** button to add security points.

Security Points

[Add Security Points](#)

Security Points List

#	Security Point Name	Gate Name	Action
1	Gate No.1 (Extra Gate Check)	Gate No.1	Edit Delete
2	Gate No.1 (Extra Gate Check (Baggage Check))	Gate No.1	Edit Delete
3	Gate No.1 (Extra Gate Check (Baggage Check))	Gate No.1	Edit Delete
4	Gate No.1 (Extra Gate Check (Baggage Check))	Gate No.1	Edit Delete

Figure 9 - Security Points

Security Point Details

Add Security Point Details

Security Point Name: [Text Field]

Security Point Description: [Text Field]

Risk: [Dropdown Menu]

Risk Level: [Dropdown Menu]

Save

#	Security Point Name	Security Point Description	Risk	Risk Level	Action
1	Security Point Name 1	Security Point Description 1	Risk 1	Risk Level 1	[Edit] [Delete]
2	Security Point Name 2	Security Point Description 2	Risk 2	Risk Level 2	[Edit] [Delete]
3	Security Point Name 3	Security Point Description 3	Risk 3	Risk Level 3	[Edit] [Delete]
4	Security Point Name 4	Security Point Description 4	Risk 4	Risk Level 4	[Edit] [Delete]
5	Security Point Name 5	Security Point Description 5	Risk 5	Risk Level 5	[Edit] [Delete]

Enter the Security Point Details, then click **[Save]** button to save the entered details.

Click on **[Edit]** button to edit and the **[Delete]** button to delete the Added Security Point Details.

Figure 10 - Add Security Points

3.1.4 SKILL SETUP

Select **Skill Setup** tab.

Click on **[Add Skill]** button to add skill.

Skill Setup

Add Skill

#	Skill Name	Action
1	CCV	[Edit] [Delete]
2	EXTERNAL GATEPASS	[Edit] [Delete]
3	EXTERNAL GATEPASS	[Edit] [Delete]
4	PERGOLUS	[Edit] [Delete]

Figure 11 - Skill Setup

Note: Added Skill Setup Details are listed in the Skill List table.

#	Skill Name	Action
1	CCTV	  
2	INTERNAL, GATE PASS	  
3	10 FINGER PRINT	  
4	TRAINING	  

Enter the Skill Details, then click on [Save] button to save entered details.

Figure 12 - Add Skill Details

3.1.5 EMPLOYEEWISE SKILL SETUP

Select *Employee Wise Skill Setup* tab.

Click on [Add Employee Wise Skills] button to add employee wise.

#	Employee Name	Skill	Action
1	MUKUL KUMAR GUPTA (Unarmed Male Security Guard)	PAVILLION	  
2	MITHUN KUMAR GUPTA (Unarmed Male Security Guard)	CCTV	  
3	MITHUN KUMAR GUPTA (Unarmed Male Security Guard)	CCTV	  
4	MITHUN KUMAR GUPTA (Unarmed Male Security Guard)	CCTV	  
5	MITHUN KUMAR GUPTA (Unarmed Male Security Guard)	EXTERNAL GATE PASS	  

Figure 13 - Employee Wise Skill Setup

Note: Added Employee Skills Details are listed in the Employee Skill List table.

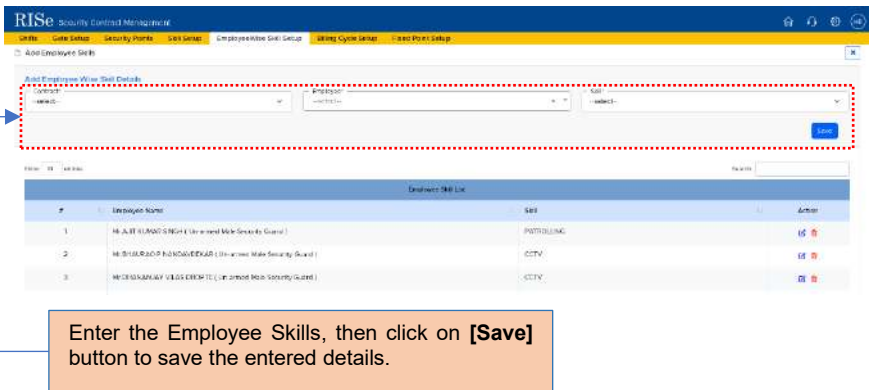


Figure 14 - Add Employee Skill Details

3.1.6 BILLING SETUP

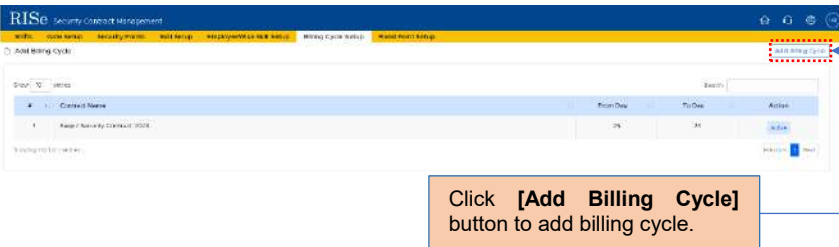


Figure 15 – Billing Setup

RISE Security Contract Management

Security - Add Billing Cycle - Security Points - Add Billing Cycle - Billing Cycle Setup - Fixed Point Setup

1. Add Billing Cycle

Contract: [Dropdown]

From Day of Month: [Text]

To Day of Month: [Text]

[Save]

ID	Contract Name	From Day	To Day	Action
1	Swan Security Contract - 2022	25	34	[Delete]

Showing 1 of 1 Billing Cycles

Enter the Billing Cycle details, then click on **[Save]** button to save the entered details.

Figure 16 – Add Billing Cycle

3.1.7 FIXED POINT SETUP

RISE Security Contract Management

Security - Add Billing Cycle - Security Points - Add Billing Cycle - Billing Cycle Setup - Fixed Point Setup

1. Add Fixed Points

Contract: [Dropdown]

Security Point: [Dropdown]

Rule Name: [Text]

Status: [Dropdown]

[Add Fixed Points]

ID	Contract	Security Point	Rule Name	Status
			No data available	

Showing 0 of 0 Fixed Points

Click **[Add Fixed Points]** button to add fixed point setup.

Figure 17 – Fixed Point Setup

RISE Security Contract Management

Shifts | Shift Setup | Security Point | Shift Setup | Rolewise Fixed Point | Fixed Point Setup

Add Fixed Point

Shift: W8: Morning (7:00 AM to 3:00 PM) Security Point: Radar Net Collection Center Role: Un-armed Main Security Guard (24 hours)

Save

#	Shift	Security Point	Role Name	Status
No data available				

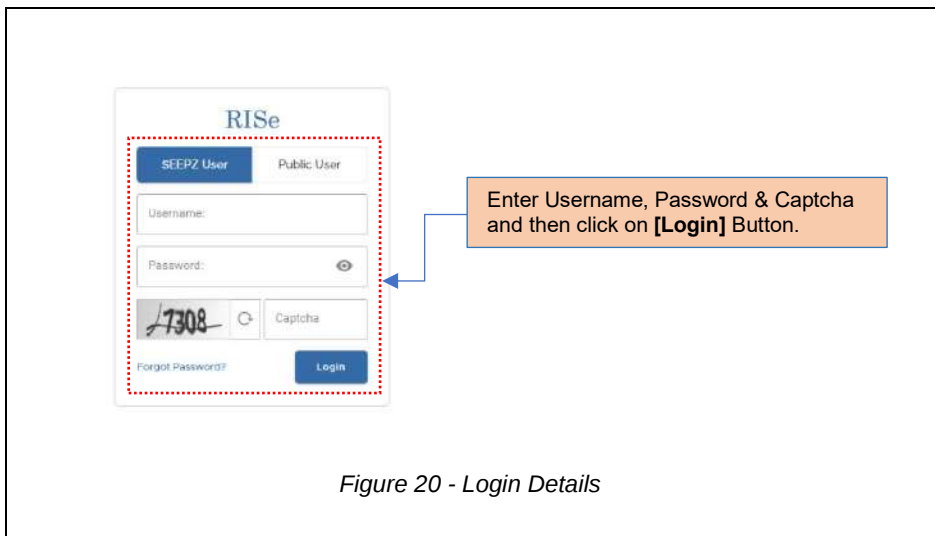
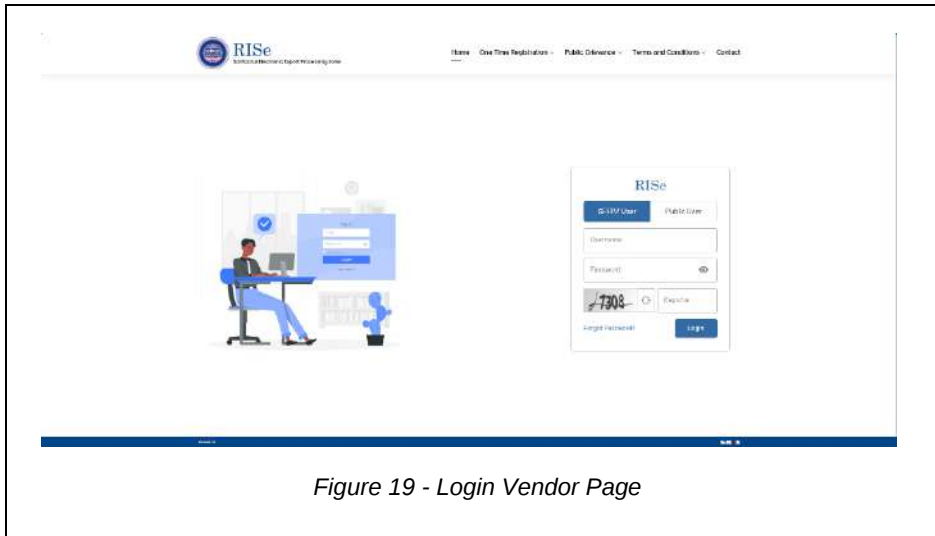
Recorded at 11:27 AM

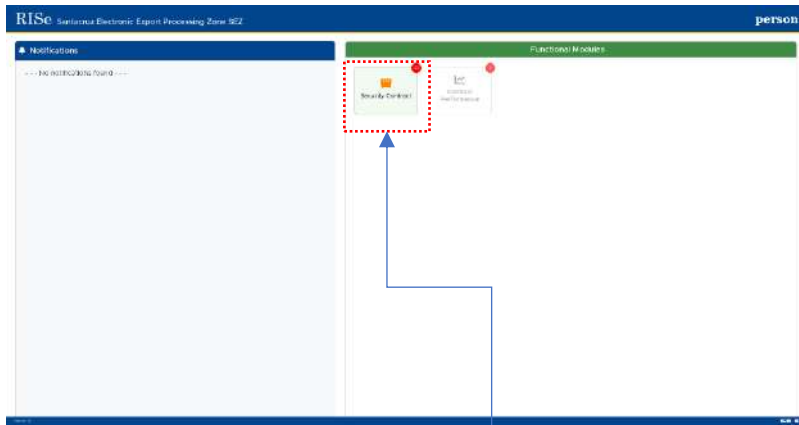
Select the Shift, Security Point and Role, then click **[Save]** button.

Figure 18 – Add Rolewise Fixed Point

4 CONTRACT

4.1 LOGIN – VENDOR





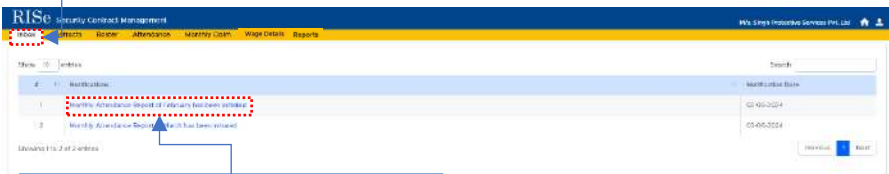
Select the **[Security Contract]** module from the list of Modules.

Figure 21 - Select Security Contract

4.1.1 INBOX

Below the *Inbox* tab, notifications for Vendors are listed.

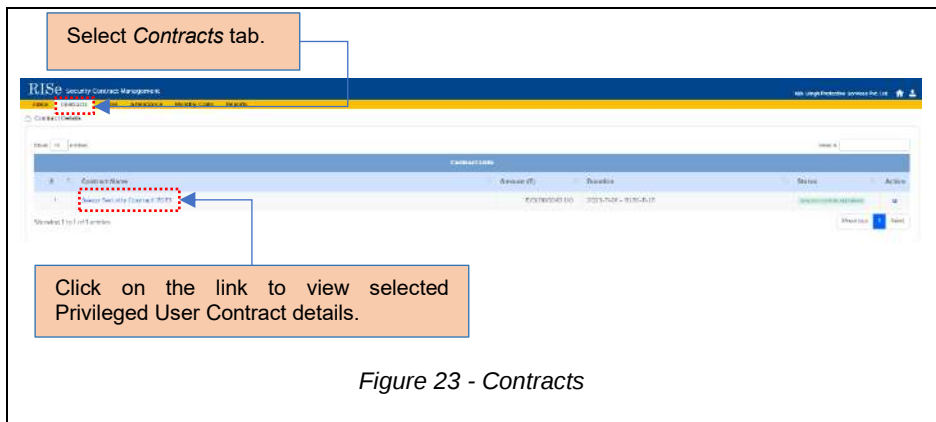
Inbox tab.



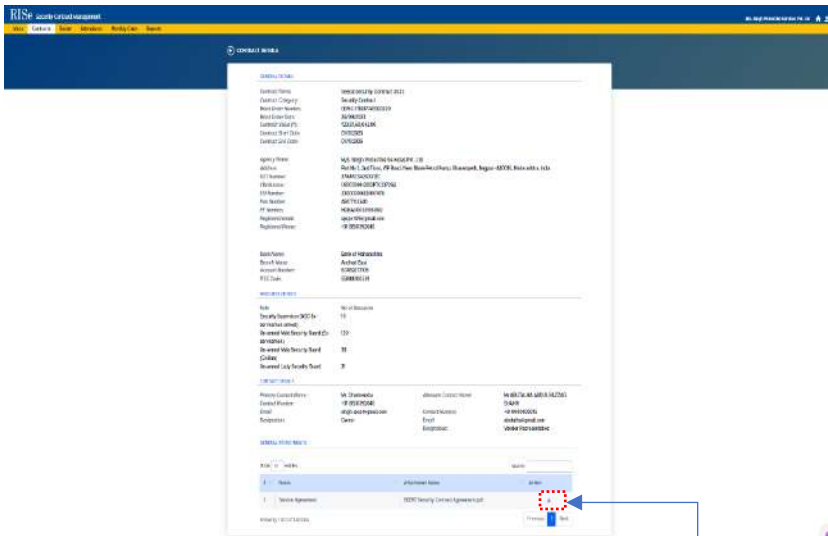
Click on the link to view Notifications, and it will redirect you to the relevant tab.

Figure 22 - Inbox tab

4.1.2 VIEW CONTRACTS



Note: Added Contract Details are listed in the Contract List table with Amount, Duration, and Status.



Click on **[Download]** icon
download the contract details.

Figure 24 - Contract Details



Click on **[View]** icon to Add Resources.

Figure 25 - View Icon

Note: SEEPZ has mainly four resources. They are: Security Supervisor (ASO Ex-servicemen armed), Un-armed Male Security Guard (Ex-servicemen), Un-armed Male Security Guard (Civilian), Un-armed Lady Security Guard

Click on **[Submit Resources Details]** button to Submit Resources.

RISe Security Contract Management

RISe Contracts Roster Attendance Monthly Claims Wage Details Reports

Contract Name - Sleep Security Contract 2023

Submit Resource Details

SHOW 10 articles

Table List

#	Role	Resources Required	No of Resources Added	No of Active Resources	Actions
1	Security Supervisor (A) (Un-armed/unarmed)	31	21	21	Add
2	Un-armed Male Security Guard (A) (unarmed)	100	219	219	Add
3	Un-armed Male Security Guard (B) (unarmed)	35	131	131	Add
4	Un-armed Lady Security Guard	21	41	41	Add
Total		187	412	412	

Showing 1 to 4 of 4 entries

Resources 1 Add

Click on **[Add]** button to add appropriate resources.

Figure 26 - Add Resources

4.1.2.1 EMPLOYEE GENERAL DETAILS

Click on **[+]** icon to Add Employee General Details.

Added Employees are listed in this table.

Click on **[Activate/Deactivate]** button to Activate or Deactivate employees. Use the Activate button for currently working employees and the Deactivate button for resigned employees.

Click on **[View]** icon to view selected Employee General Details.

Figure 27 - Add Employee Details

4.1.2.2 ADD NEW EMPLOYEE

Enter Employee General Details.

Figure 28 - Employee General Details (1)

Enter Employee General Details and click on **[Save]** button save the Employee details.

Figure 29 - Employee General Details (2)

Note: Once the vendor adds a new employee, the information will be submitted to the security division maker.

4.2 LOGIN – SECURITY DIVISION MAKER

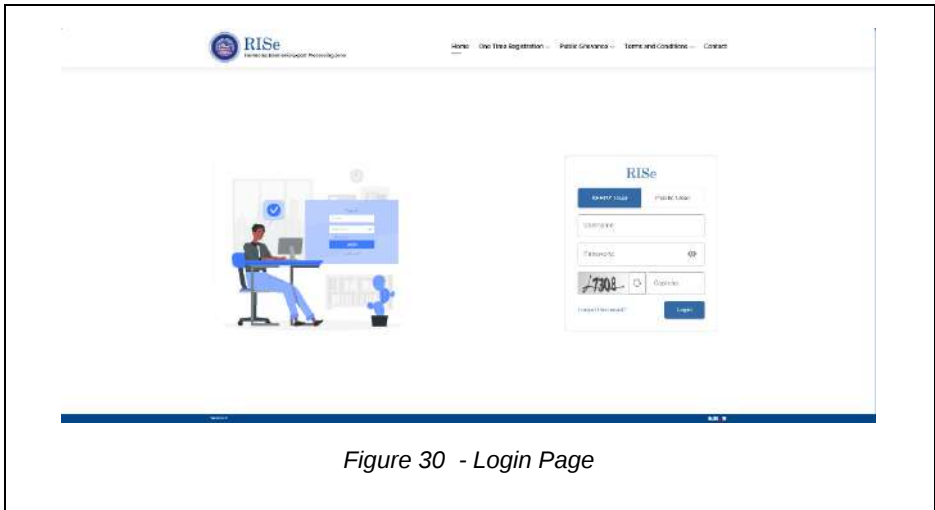


Figure 30 - Login Page

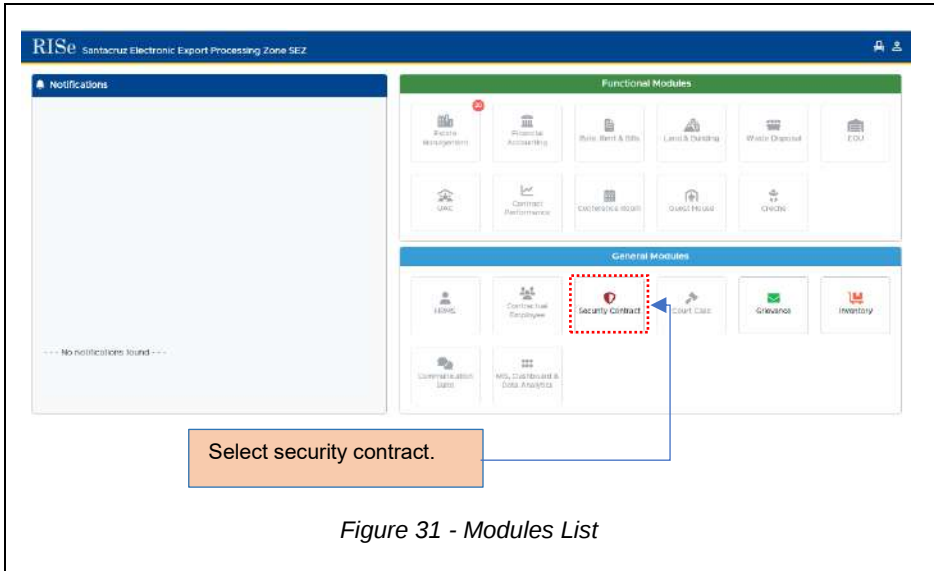


Figure 31 - Modules List

4.2.1 CONTRACT



Figure 32 - Contract List

RISe Security Contract Management SRI Jagdish Prasad Gaur LDC

Dashboard | Inbox | Contracts | Roster | Roster Alignment | Attendance | Monthly Claim | Reports

Planning | Inwarded | Approved | Rejected

Contract Name : Sleepz Security Contract 2023

Show 10 entries Search

Role List				
#	Role	No Of Resources	Resources Verified	Action
1	Security Supervisor (ASO Ex-servicemen armed)	32	0	View Resources
2	Un-armed Male Security Guard (Ex-servicemen)	214	0	View Resources
3	Un-armed Male Security Guard (Civilian)	131	0	View Resources
4	Un-armed Lady Security Guard	41	0	View Resources
Total		418	0	

Click on **[View Resource]** button to view employee list.

Figure 33 - View Resource

Contract Name : Sleepz Security Contract 2023

Role Name : Security Supervisor (ASO Ex-servicemen armed)

Show 10 entries Search

Employee List					
#	Employee Code	Employee Name	Age	Status	Action
1	1121	Mr. AMIT ANIL CHAWAN	35	Active	View
2	1251	Mr. HARISH SHILKAMA SINGH	36	Active	View
3	1254	Mr. RAM LAKHAN SINGH TOMAR	49	Active	View
4	1252	Mr. RASHID AHMED KHAN	49	Active	View
5	1249	Mr. SANJEEV SINGH TOMAR	30	Active	View
6	1253	Mr. SANJOSH SAKASHY KAMATE	44	Active	View
7	1327	Mr. BHARATI RAVINDRA KHAMANANT	38	Active	View

Click here to view newly added employee list.

Figure 34 - Employee Name List

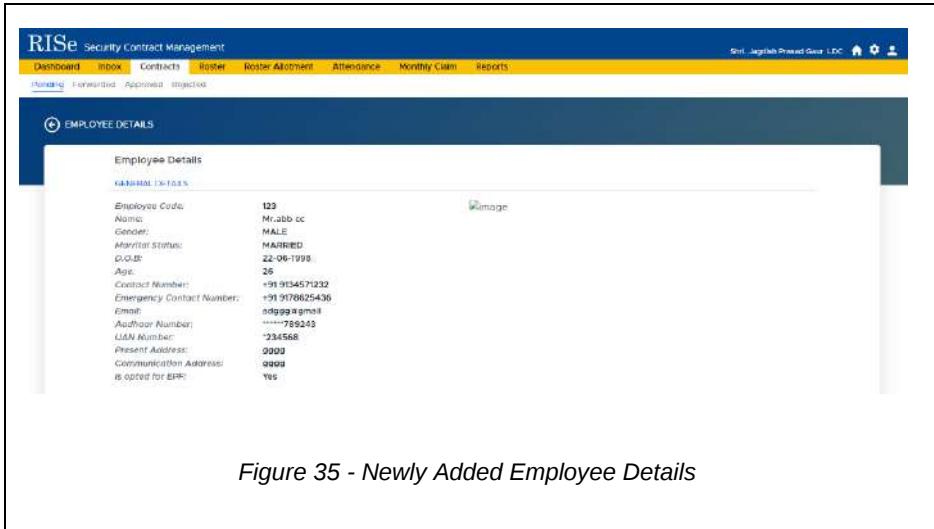


Figure 35 - Newly Added Employee Details

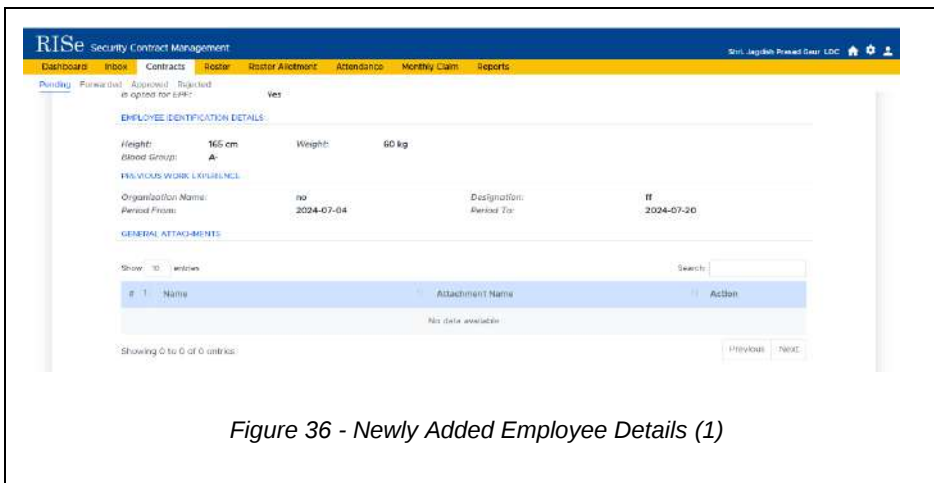


Figure 36 - Newly Added Employee Details (1)

4.2.2 VERIFY & FORWARD EMPLOYEE DETAILS

The screenshot displays the RISE Security Contract Management interface. At the top, there is a navigation bar with tabs for 'Home', 'Contracts', 'Security Contract Management', 'Security Personnel', 'Attendance', 'Monthly Salary', and 'Reports'. The main content area shows a 'Verify' and 'Forward' button. Below these buttons, a modal window titled 'Forward' is open, displaying a list of employees with checkboxes. The 'Forward' button in the modal is highlighted with a red dashed box. An arrow points from the 'Forward' button in the main content area to the 'Forward' button in the modal. Another arrow points from the 'Forward' button in the modal to a 'Successfully Forwarded' message at the bottom.

Click on **[Verify]** button to verify the details and then click on **[Forward]** button to forward the details.

Click on **[Forward]** button to forward the details.

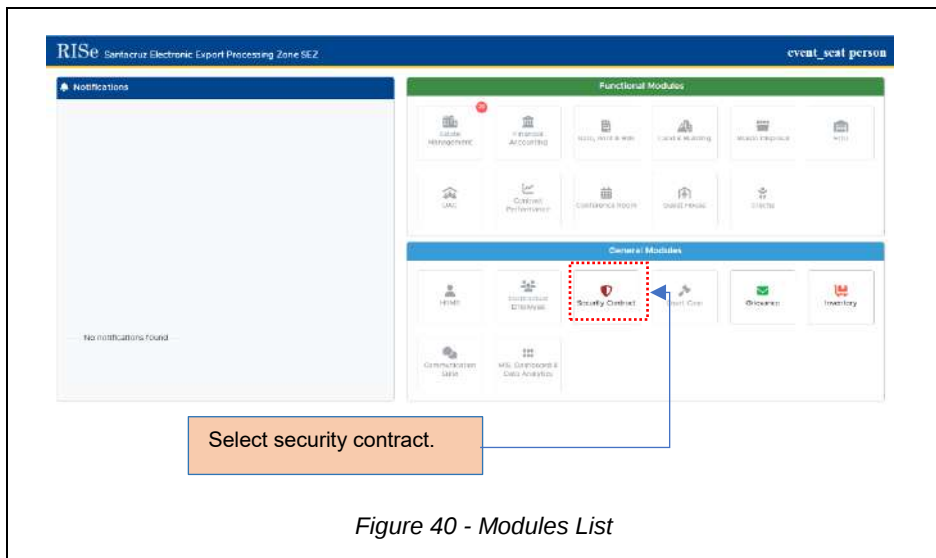
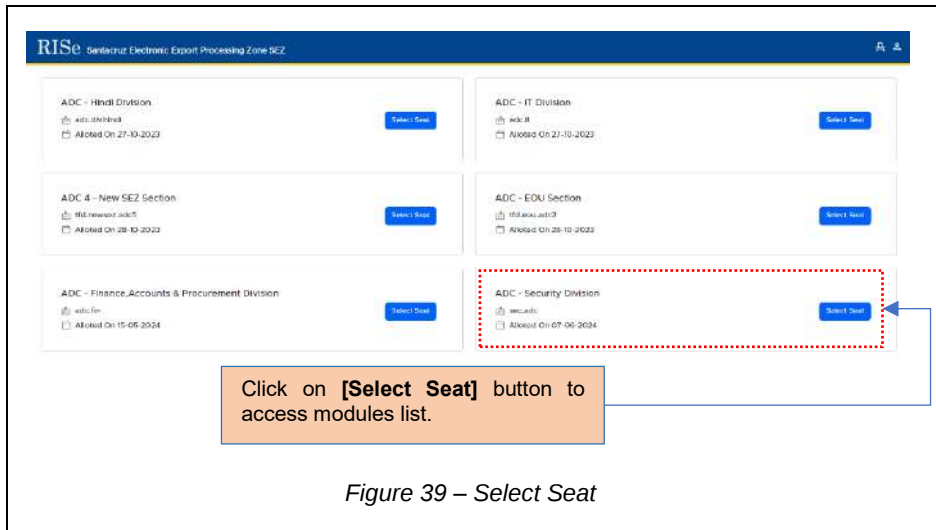
Successfully Forwarded

Figure 37 – Verify & Forward Employee Details

Once the details are verified, they are forwarded to the Security Division Approver for further review.

4. 3 LOGIN – SECURITY DIVISION APPROVER





4.3.1 CONTRACTS

Click on *Contracts* tab to view add employee list.



The screenshot displays the RISE Security Contract Management application. The top navigation bar includes tabs for Dashboard, Index, Contracts, User Allocation, Attendance, Monthly Claim, and Reports. The 'Contracts' tab is selected and highlighted with a red dashed box. Below the navigation bar, a table lists contract details. The table has columns for #, Contract Name, Work Order Number, Agency, Contract Value, Duration, Status, and Actions. Two contracts are listed: 'Seed Security Contract 2023' and 'Security Contract'. The 'Actions' column for the first contract contains a red dashed box with a magnifying glass icon, which is pointed to by a callout box stating 'Click here to view resource list'.

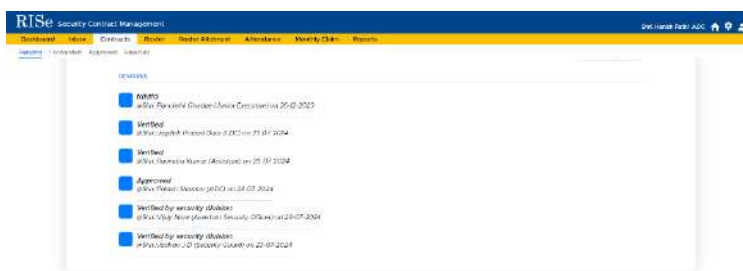
#	Contract Name	Work Order Number	Agency	Contract Value	Duration	Status	Actions
1	Seed Security Contract 2023	SLMC (SLM) (AF030620) dated 20-09-2023	M/S. Singh Protective Services Pvt. Ltd	₹2,00,00,000.00	09-09-2023 - 09-09-2026	OVERSIGHT VERIFICATION PENDING	
2	Security Contract	SL3 dated 30-06-2024	M/S. Singh Protective Services Pvt. Ltd	₹1,00,00,000.00	06-07-2024 - 30-07-2025	View Resource List	

Click here to view resource list

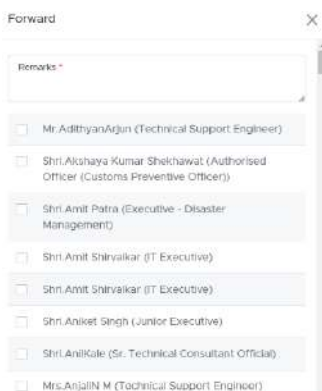
Figure 41 - Contract List

The respective Labour Division Checker can follow the steps mentioned from Figure 33 to Figure 36 to approve the newly added employee details.

4.3.2 APPROVE EMPLOYEE DETAILS



Click on **[Verify]** button to verify the details and then click on **[Forward]** button to forward the details.



Click on **[Forward]** button to forward the details.

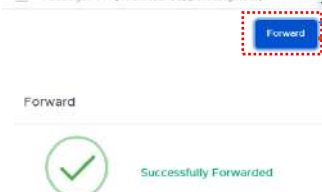
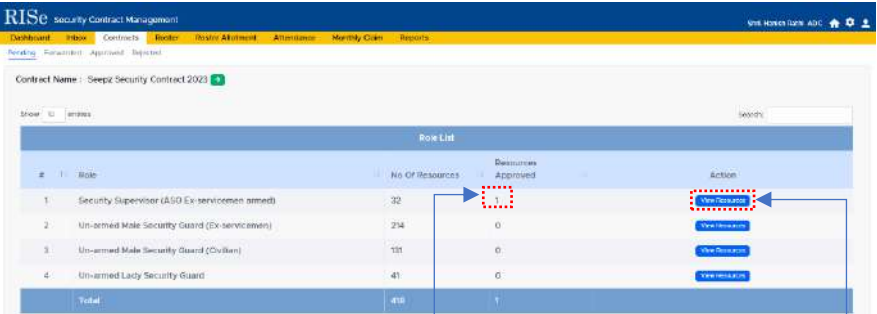


Figure 42 –Approve Employee Details

Once the newly added employee details are approved, the status will be displayed here.



Contract Name : Sleepz Security Contract 2023

#	Role	No. Of Resources	Resources Approved	Action
1	Security Supervisor (ASO Ex-servicemen armed)	32	1	View Resources
2	Un-armed Male Security Guard (Ex-servicemen)	214	0	View Resources
3	Un-armed Male Security Guard (Civilian)	131	0	View Resources
4	Un-armed Lady Security Guard	41	0	View Resources
Total		418	1	

Approved Status.

Click here to view newly added employee approved status.

Figure 43 - Approved Status



Contract Name : Sleepz Security Contract 2023
Role Name : Security Supervisor (ASO Ex-servicemen armed)

#	Employee Code	Employee Name	Age	Status	Action
1	121	MR. AMIT JAIN CHAUHAN	38	Approved	Approved
2	122	MR. HADISH SHIBEDAMA SINGH	36	Active	Active
3	123	MR. RAHULSHAN SINGH TOMAR	40	Active	Active

Approved Status.

Figure 44 - Approved Status

4. 4 LOGIN-LABOUR DIVISION MAKER

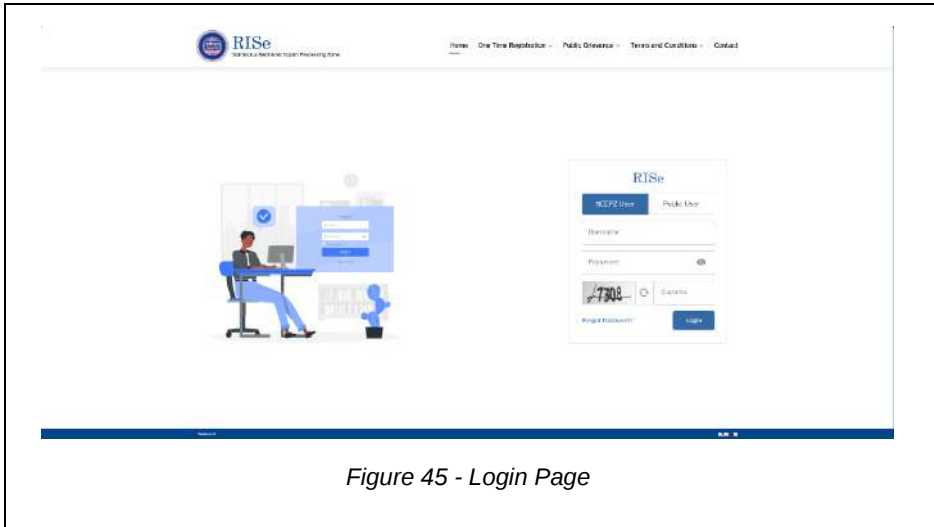


Figure 45 - Login Page

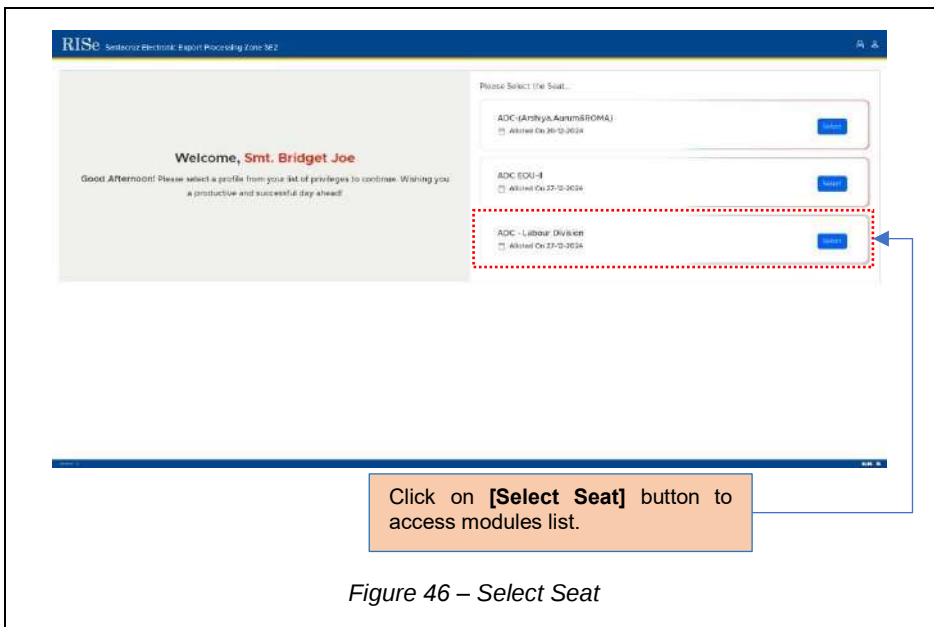
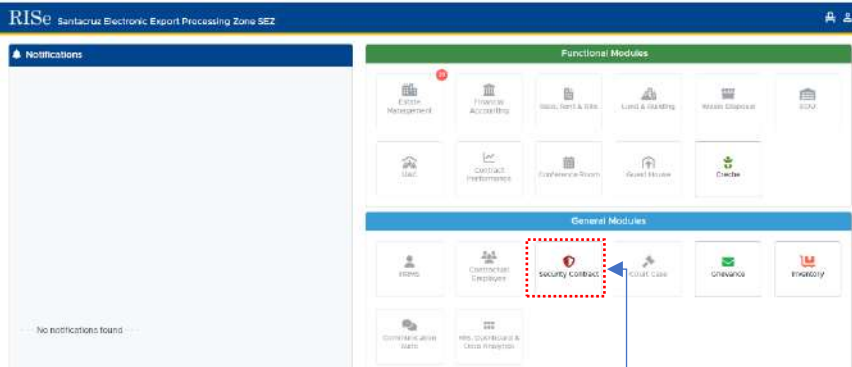


Figure 46 – Select Seat



Select security contract.

Figure 47 - Modules List

4.4.1 CONTRACTS

Click on *Contracts* tab to view add employee list.

The screenshot shows the RISE Security Contract Management interface with the 'Contracts' tab selected. The 'Contracts' tab is highlighted with a red dashed box. A blue arrow points from this tab to a text box that says 'Click on Contracts tab to view add employee list.'

#	Contract Name	Work Order Number	Agency	Contract Value(₹)	Duration	Status	Action
1	Seega Security Contract 2023	RTMC 210577493001020 dated 26-09-2023	M/s. Singh Protective Services Pvt. Ltd.	₹23060043.00	01-09-2023 - 01-09-2026	[RESOURCE VERIFICATION PENDING]	View
2	Security Contract	123 dated 30-06-2024	M/s. Singh Protective Services Pvt. Ltd.	₹40000000.00	01-07-2024 - 31-07-2025	Contract Initiated on Pending	View

Click here to view resource list

Figure 48 - Contract List

RISe Security Contract Management SRII - Jyotiash Rishad Gaur LDC

Dashboard | Inbox | Contracts | **Roster** | Roster Alignment | Attendance | Monthly Claim | Reports

Planning | Inwarded | Approved | Rejected

Contract Name : Sleepz Security Contract 2023

Show: 10 entries Search:

Role List				
#	Role	No Of Resources	Resources Verified	Action
1	Security Supervisor (ASO Ex-servicemen armed)	32	0	View Resources
2	Un-armed Male Security Guard (Ex-servicemen)	214	0	View Resources
3	Un-armed Male Security Guard (Civilian)	131	0	View Resources
4	Un-armed Lady Security Guard	41	0	View Resources
Total		418	0	

Click on **[View Resource]** button to view employee list.

Figure 49 - View Resource

Contract Name : Sleepz Security Contract 2023

Role Name : Security Supervisor (ASO Ex-servicemen armed)

Show: 10 entries Search:

Employee List					
#	Employee Code	Employee Name	Age	Status	Action
1	1121	Mr. AMIT ANIL CHAWAN	35	Active	View
2	1251	Mr. HARISH SHILKAMA SINGH	36	Active	View
3	1254	Mr. RAM LAKHAN SINGH TOMAR	49	Active	View
4	1252	Mr. RASHID AHMED KHAN	49	Active	View
5	1249	Mr. SANJEY SINGH TOMAR	30	Active	View
6	1253	Mr. SANJOSH SAKASHY KAMATE	44	Active	View
7	1327	Mr. BHARATI RAVINDRA KHAMANAT	38	Active	View

Click here to view newly added employee list.

Figure 50 - Employee Name List

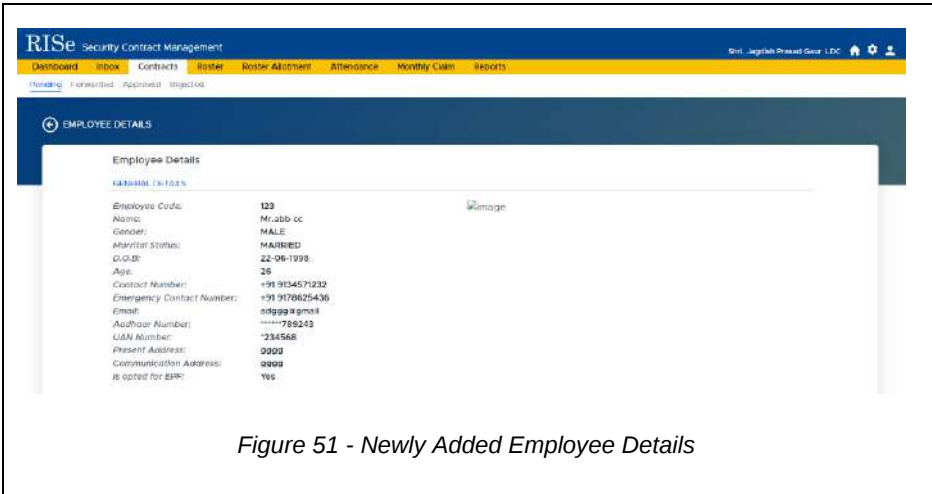


Figure 51 - Newly Added Employee Details



Figure 52 - Newly Added Employee Details (1)

4.4.2 VERIFY & FORWARD EMPLOYEE DETAILS

OTHER ATTACHMENTS

Show 10 entries

Search:

#	Name	Attachment Name	Action
No data available			

Showing 0 to 0 of 0 entries

Previous Next

REMARKS

Verify

Forward

Click on **[Verify]** button to verify the details and then click on **[Forward]** button to forward the details.

Forward

Remarks *

- ☐ Mr.AdithyanAjun (Technical Support Engineer)
- ☐ Shri.Akhaya Kumar Shekhawat (Authorised Officer (Customs Preventive Officer))
- ☐ Shri Amit Patra (Executive - Disaster Management)
- ☐ Shri Amit Shrivalkar (IT Executive)
- ☐ Shri Amit Shrivalkar (IT Executive)
- ☐ Shri Aniket Singh (Junior Executive)
- ☐ Shri AnilKale (Sr. Technical Consultant Official)
- ☐ Mrs.AnjalIN M (Technical Support Engineer)

Forward

Click on **[Forward]** button to forward the details.

Forward



Successfully Forwarded

Figure 53 – Verify & Forward Employee Details

Once the details are verified, they are forwarded to the labour division approver for further review.

4.5 LOGIN – LOBOUR DIVISION APPROVER

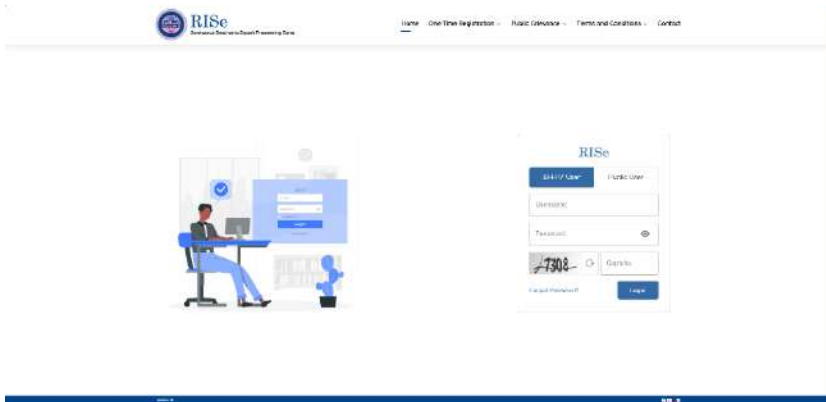
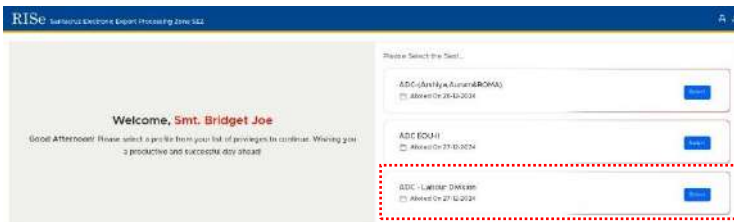


Figure 54 - Login Page



Click on **[Select Seat]** button to access modules list.

Figure 55 - Select Seat

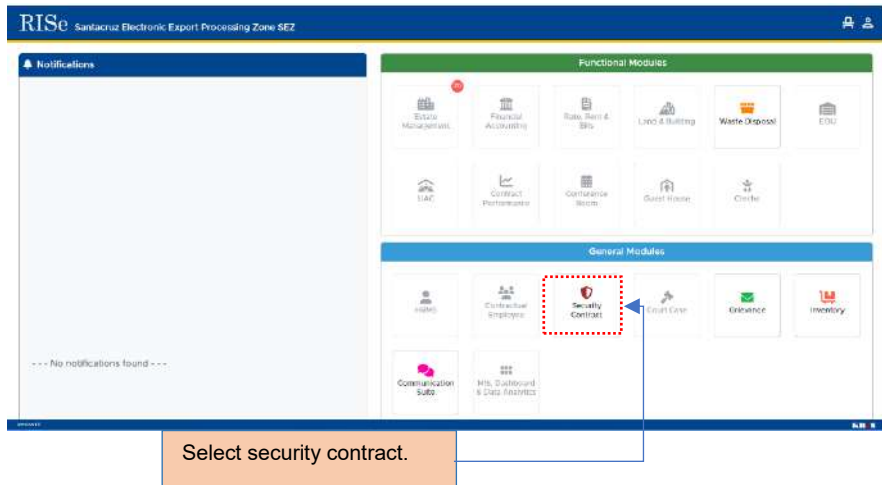


Figure 56 - Modules List

4.5.1 CONTRACTS

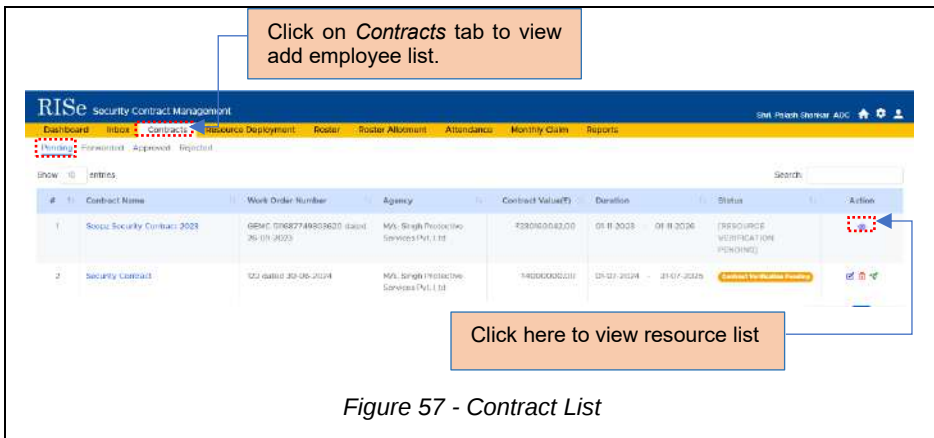


Figure 57 - Contract List

The respective Labour Division Approver can follow the steps mentioned from Figure 33 to Figure 36.

4.5.2 APPROVE EMPLOYEE DETAILS

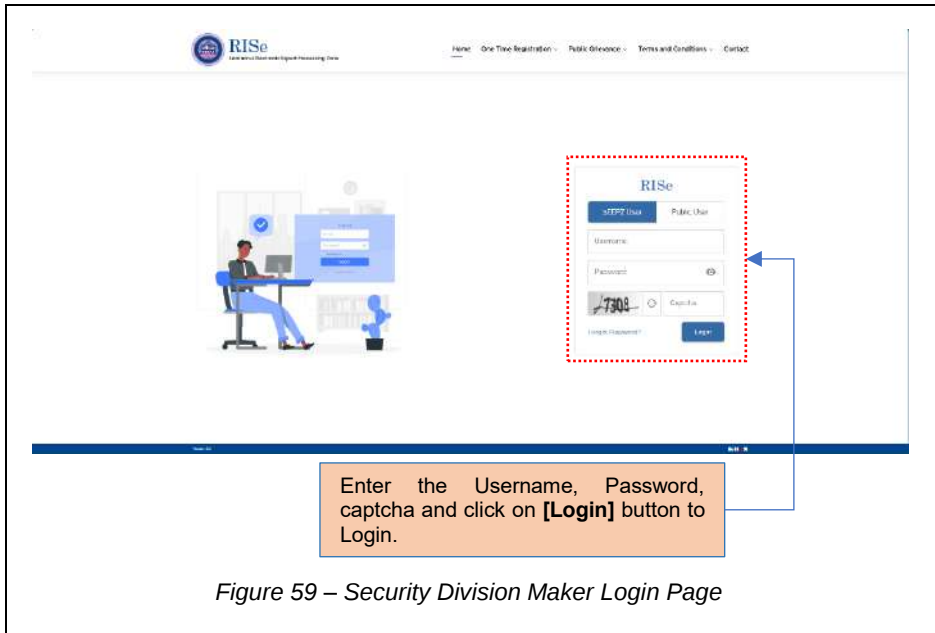


Click on **[Approve]** button to approve the details and then click on **[Forward]** button to forward the details.

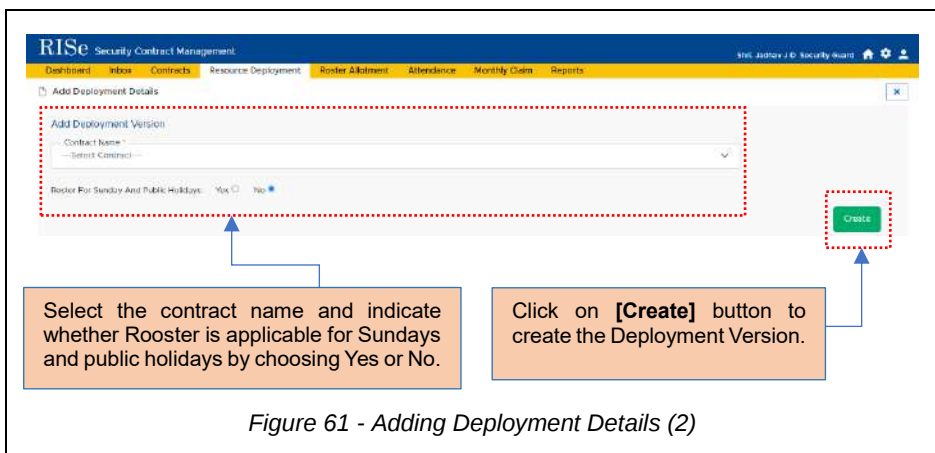
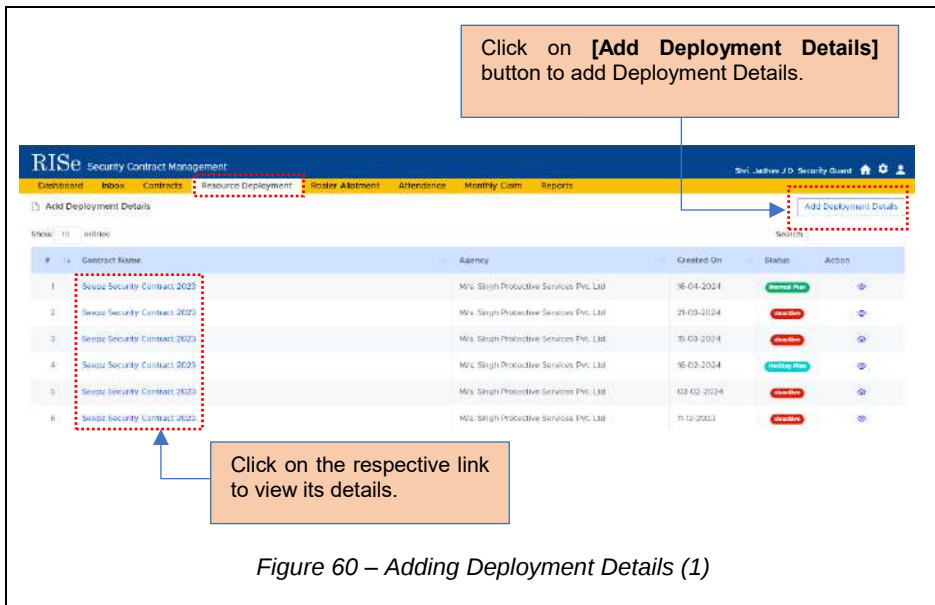
Figure 58 – Approve Employee Details

5 RESOURCE DEPLOYMENT

5.1 LOGIN-SECURITY DIVISION MAKER



5.1.1 ADD DEPLOYMENT DETAILS



Note: If the user selects "Yes," the status will show as "Holiday Plan"; if "No," it will display as "Normal Plan." The newly added deployment will be active under

its respective name, such as "Holiday Plan" or "Normal Plan," while others will show a deactive status.

Click on **View** icon to add the respective Deployment details.

#	Contract Name	Agency	Created On	Status	Action
1	Seega Security Contract 2023	M/s. Singh Protective Services Pvt. Ltd.	20-07-2023	Normal Plan	
2	Seega Security Contract 2023	M/s. Singh Protective Services Pvt. Ltd.	20-07-2023	Add New Plan	
3	Seega Security Contract 2023	M/s. Singh Protective Services Pvt. Ltd.	30-07-2023	Deactive	

Figure 62 - Adding Deployment Details (3)

Add Resource Deployment Plan			
Contract Name	Shift	Security Plan	No. of Resources

Click on **[+]** button to add Resource Deployment Plan.

Figure 63 - Adding Deployment Details (4)

RISe Security Contract Management

Shel Jackson | D. Security Guard

☐ Add Resource Deployment Plan

Resource Deployment Plan

Shift: Shift 1 Morning (7:00 AM to 3:00 PM)

Gate: Select All

Post: Security Supervisor (ASCO authorized)

Total Resource Count: 10
Resource Added: 0

Upon selecting respective Shift, Gate, Post, the relevant Contract roles get listed under the same tab for adding the number of resources.

Figure 64 - Adding Deployment Details (5)

Note: Upon selecting Shift, Gate, or Post from the dropdown menu, the respective details are displayed within the same tab.

Denote the Number of Resources respective to the Contract Roles and click on **[Save]** button to save the number of resources.

Contract Role	Shift	Gate	Post	No. of Resources
Lady Security Guard	Shift 1: Night (11:00 PM to 7:00 AM)	Gate No 2 Entry Gate Check (Baggage Scan)		0
Lady Security Guard	Shift 2: Night (11:00 PM to 7:00 AM)	Gate No 2 Entry Gate Check		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	Gate No 2 Entry Gate Operation		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	Gate No 2 Exit Gate Operation		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	Gate No 2 Closed Control		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	Gate No 2 Entry Gate Supervisor		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	CCTV Control Room from 3:00 PM to 6:00 PM/Exit Gate Operation 6:00 PM to 11:00 PM		0
Lady Security Guard	Shift 3: Night (11:00 PM to 7:00 AM)	Gate No 2		0

Save

Figure 65 - Denoting Number of Resources

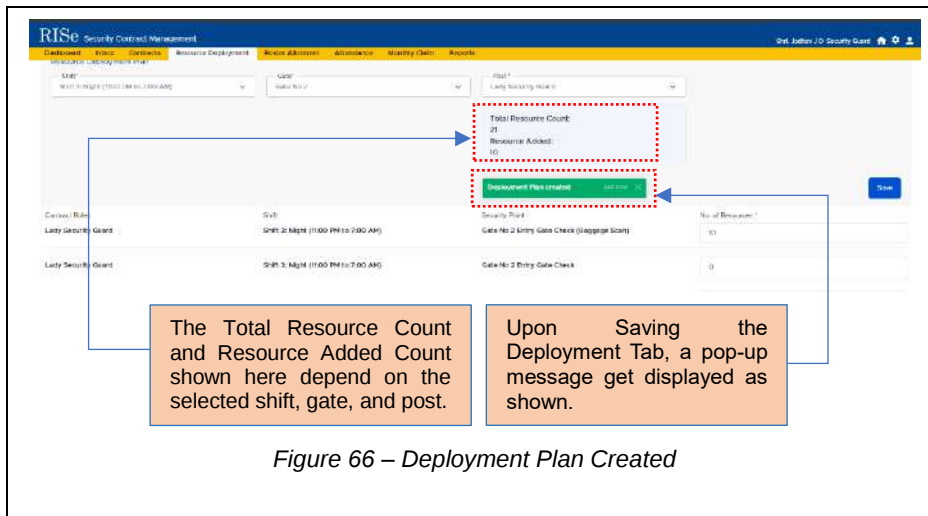


Figure 66 – Deployment Plan Created

6 ROSTER PLAN

6.1 LOGIN- VENDOR

Upon creating the deployment plan, allocate a security supervisor, a lady security guard, and a security guard in the Roster.

6.1.1 CREATE ROSTER

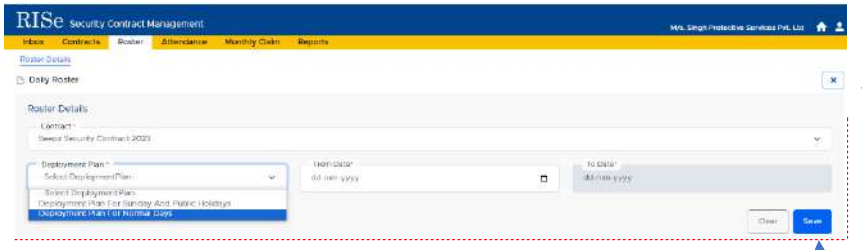


The screenshot shows the 'Rise Security Contract Management' interface. The top navigation bar includes 'Index', 'Contracts', 'Roster', 'Attendance', 'Monthly Claim', and 'Reports'. The 'Roster' tab is selected. Below the navigation bar, there is a 'Roster Details' section with a 'Daily Roster' toggle. A table lists several security contracts with columns for '#', 'Contract', 'Period', 'Status', and 'Action'. The 'Add Roster Details' button is highlighted in the top right corner. A red dashed box highlights the 'Add Roster Details' button. A blue arrow points from the button to the 'Roster Details' form in the next screenshot.

Navigate to *Roster* Tab to allocate the security guards.

Click on **[Add Roster Details]** button to create roster.

Figure 67 - Create Roster



The screenshot shows the 'Roster Details' form. It includes a 'Contract' dropdown menu, a 'Deployment Plan' dropdown menu, and input fields for 'From date' and 'To date'. The 'Deployment Plan' dropdown menu is open, showing options: 'Select Deployment Plan', 'Deployment Plan for Sunday and Public Holidays', and 'Deployment Plan for Normal Days'. The 'Save' button is highlighted in the bottom right corner. A red dashed box highlights the 'Save' button. A blue arrow points from the 'Save' button to the 'Roster Details' form in the next screenshot.

Furnish the required details and click on **[Save]** button to save roster details.

Figure 68 - Roster Details

Select the deployment plan from the dropdown menu. If "Holidays" is selected as the deployment plan, choose only the "From" date. If "Normal Days" is selected, choose the "From" date, and the "To" date will be automatically populated.

6.1.2 ASSIGN GUARDS

After saving the roster details, the roster is initiated and will be displayed on the same screen.

The screenshot displays a table with the following columns: #, Contract, Period, Status, and Action. The table contains six rows of roster data. Annotations highlight the 'Status' column, which shows 'Roster Initiated' for all entries, and the 'Action' column, which contains an 'Edit' button for each row.

#	Contract	Period	Status	Action
1	Seep Security Contract 2023	24-06-2024 to 29-06-2024 (Normal Days)	Roster Initiated	Edit
2	Seep Security Contract 2023	30-06-2024 (Public Holidays)	Roster Initiated	Edit
3	Seep Security Contract 2023	17-06-2024 to 22-06-2024 (Normal Days)	Roster Initiated	Edit
4	Seep Security Contract 2023	16-06-2024 (Public Holidays)	Roster Initiated	Edit
5	Seep Security Contract 2023	10-06-2024 to 15-06-2024 (Normal Days)	Roster Initiated	Edit
6	Seep Security Contract 2023	09-06-2024 (Public Holidays)	Roster Initiated	Edit

Roster initiated status.

Click on [Edit] button to add security guards.

Figure 69 – Edit Roster

Choose Date, Post and Shift then add particular post guards.

Figure 70 – Assign Guard

Confirmation notification to add security guard will be displayed here.

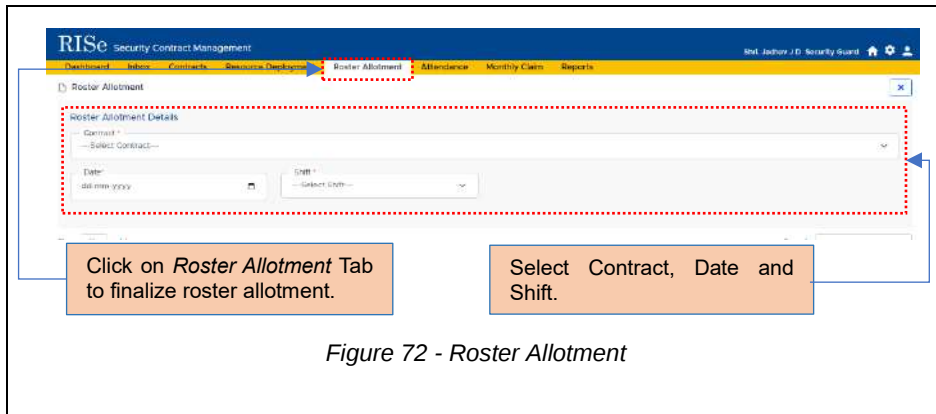
Figure 71 – Confirmation Notification

Similarly, add a lady security guard and a security guard for this slot. Once a security supervisor (ASO outsourced), a security guard, and a lady security

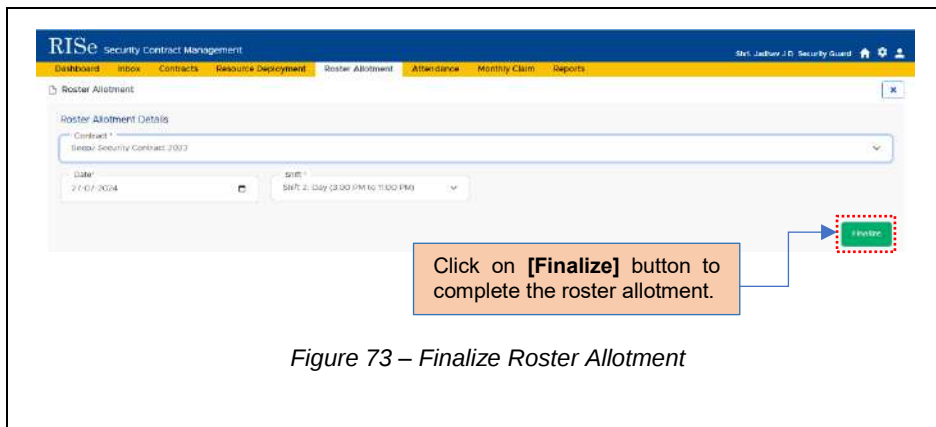
guard are allocated to the slot, the roster is created successfully.

6.2 LOGIN-SECURITY DIVISION MAKER

6.2.1 ROSTER ALLOTMENT



The **[Finalize]** button will appear only after selecting the contract, date, and shift, and successfully completing the roster allotment.



RISE Security Contract Management

Dashboard Inbox Contracts Resource Deployment Roster Allotment Attendance Monthly Claims Reports

Sten, Jackson J D Security Overlaid

Roster Allotment

Roster Allotment Details

Contract: Sengco Security Contract 2023

Date: 27-07-2024

Shift: Shift 2: Day (1:00 PM to 11:00 PM)

Successfully Finalized

Finalize

Here it displays confirmation notification that has successfully finalized.

Figure 74 - Confirmation Notification

SHOW ID ID/ID/ID Search

#	Contract	Date	Shift	Action
1	Sengco Security Contract 2023	27-07-2024	Shift 2: Day (1:00 PM to 11:00 PM)	 
2	Sengco Security Contract 2023	27-06-2024	Shift 3: Night (11:00 PM to 7:00 AM)	 
3	Sengco Security Contract 2023	27-06-2024	Shift 2: Day (1:00 PM to 11:00 PM)	 
4	Sengco Security Contract 2023	27-06-2024	Shift 3: Morning (7:00 AM to 11:00 AM)	 

Click here to view allotted roster list for each post.

Figure 75 – View Roster List

Rise

Security Contract Management

Dashboard

Index

Contracts

Resource Deployment

Roster Allocation

Attendance

Monthly Claim

Reports

Epl_Janvier J.O. Security Guard

4

Contract Name : Seeco Security Contract 2023

Date : 12-08-2024

Shift : Shift 1: Morning
(7:00 AM to 3:00 PM)

show

10

details

search

#	ID	Resource Name	Security Point
1		ANANDA KALAMBE , Security Supervisor (ASO Ex-serviceman armed)	Gate No 1 Entry Gate Check (Baggage Scan)
2		ANIL KUMAR PANDEY , Security Supervisor (ASO Ex-serviceman armed)	Gate No 1 Entry Gate Check
3		ARJUN HARDEKAR , Security Supervisor (ASO Ex-serviceman armed)	Gate No 1 Entry Gate Check
4		SHABATI BAVINORA HAMAMANT , Security Supervisor (ASO Ex-serviceman armed)	Gate No 1 Entry Gate Check (Baggage Scan)
5		BHOOPENDRA SINGH PARIHAR , Security Supervisor (ASO Ex-serviceman armed)	Gate No 1 Entry Gate Check
6		NITU PREM KHADKA , Unarmed Lady Security Guard	Gate No 1 Exit Gate Operation

Figure 76 - Allotted Roster Details

Show	ID	Details	Search:		
#	ID	Contract	Date	Shift	Action
1		Seeco Security Contract 2023	27-07-2024	Shift 2: Day (3:00 PM to 9:00 PM)	
2		Seeco Security Contract 2023	27-06-2024	Shift 3: Night (11:00 PM to 7:00 AM)	
3		Seeco Security Contract 2023	27-06-2024	Shift 2: Day (11:00 PM to 9:00 PM)	
4		Seeco Security Contract 2023	27-06-2024	Shift 3: Morning (7:00 AM to 3:00 PM)	

Click here to view and print the allotted roster list in PDF format.

Figure 77 – PDF Format

M/s Singh Protective Services Pvt.Ltd. - DAILY DEPLOYMENT

Date: 12/03/2024 Shift: 1 Morning (7:00 AM to 7:00 PM)

#	Security Point	Role	Name (Full Name)	In Time	Out Time
Gate No 1					
1	01/1 0000 000000	Security Supervisor (AM)	MR. JYOTI KUMAR PRASAD		
2	01/1 0000 000000	Security Supervisor (NO)	MR. ADARSH KISHOREN		
3	01/1 0000 000000	Security Supervisor (NO)	MR. BHASKAR SURESH		
4	01/1 0000 000000	Early Security Guard	MR. SRI PRASAD PRITHVI		
5	01/1 0000 000000	Early Security Guard	MR. JAYASHREE SHYAM		
6	01/1 0000 000000	Early Security Guard	MR. RAJESH KISHORE		
7	01/1 0000 000000	Early Security Guard	MR. SHANMUGA PRASAD		
8	01/1 0000 000000	Early Security Guard	MR. KALIDASA RAJESH		
9	01/1 0000 0000 0000	Security Supervisor (NO)	MR. ANANDIA KANWAR		
10	01/1 0000 0000 0000	Security Supervisor (NO)	MR. RAJESH KANWAR		
11	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
12	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
13	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
14	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
15	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
16	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
17	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
18	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
19	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
20	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
21	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		
22	01/1 0000 0000 0000	Early Security Guard	MR. SURESH KANWAR		

Print 2 sheets of paper

Destination: Microsoft Print to PDF

Pages: All

Layout: Portrait

Colour: Colour

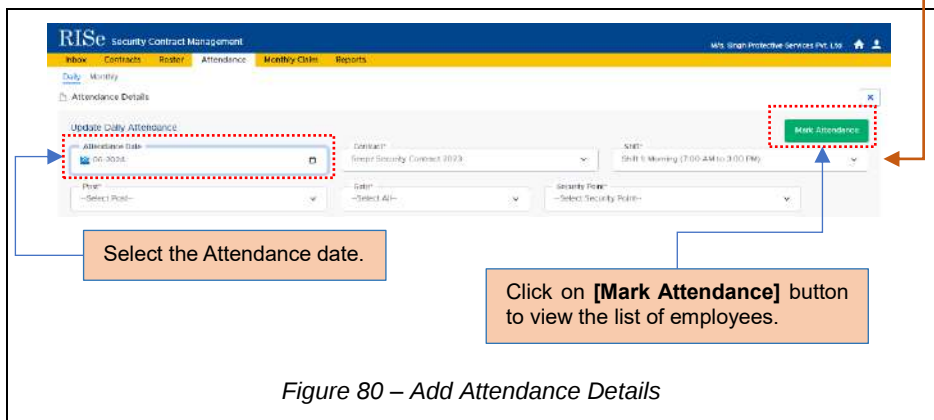
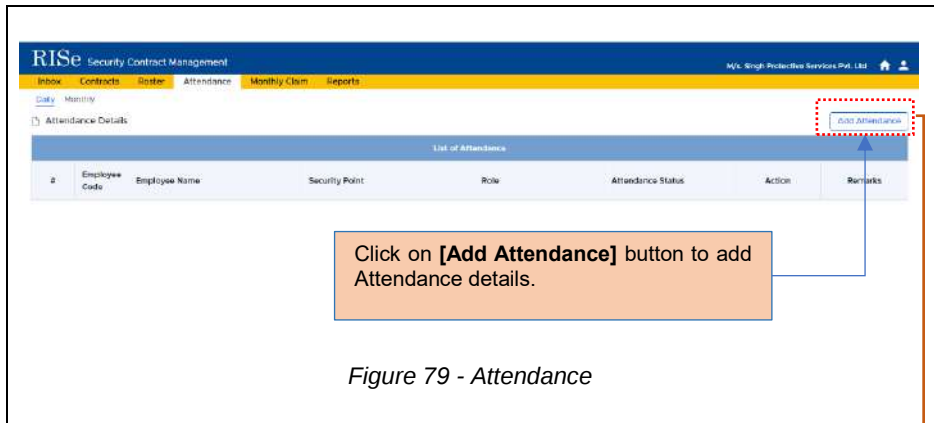
More settings

Figure 78 - Print Roster PDF List

7 ATTENDANCE

7.1 ADD ATTENDANCE

Once the Roster has been allotted, the Vendor logs in to enter the Attendance details.



Note: **[Mark Attendance]** button will appear upon selecting the Attendance date. Here, the vendor can view the list of employees who are in the Roster.

RISE security Contract Management

Home Contracts Roster Attendance **Monthly Claim** Reports

Update Daily Attendance

Attendance Date: 25-06-2024

Contract: SR024 SECURITY CONTRACT 2024

Shift: Shift 1 (Morning / 000 AM to 3:00 PM)

Post: --SELECT POST--

Role: --SELECT JOB--

Security Point: --SELECT SECURITY POINT--

List of Attendance

#	Employee Code	Employee Name	Security Point	Role	Attendance Status	Action	Remarks
1	1902	HEKISTINA BAHADUR GUMTRI CHIEF TR	Monday night patrol Admin	Unarmed Male Security Guard (Ex-conviction)	Substitute ☐ Visit Day ☐ Leave ☐		
2	1905	HE PRABHU MARATHAR PABITE	CCTV Control Room	Unarmed Male Security Guard (Ex-conviction)	Substitute ☐ Visit Day ☐ Leave ☐		
3	1904	HE SURESH KUNAPABIA	DC Bangalore (General Duty)	Unarmed Male Security Guard (Ex-conviction)	Substitute ☐ Visit Day ☐ Leave ☐		
4	1805	HE ANANT KOTAGE GURUDUT	Entry Gate Check (000 AM to 3:30 AM) Sec	Unarmed Male Security Guard (Ex-conviction)	Substitute ☐ Visit Day ☐ Leave ☐		

Sort the list of Attendance by selecting the Post.

Sort the list of Attendance by selecting Security Point.

Figure 81 – List of Attendance

Note: The list can be sorted either by selecting the **Post Name** or by selecting the **Security Point**.

Note: In the Attendance List, according to the Roster, an employee's working day will be scheduled for the next day. If the employee is on leave on that specified date and substitutes for another person, it should be marked in the Attendance List table.

#	Employee Code	Employee Name	Security Point	Role	Attendance Status	Action	Remarks
1	1302	MR. KRISHNA RAHADEUR GHATGE	Boundary wall behind Aides	Unarmed Male Security Guard (Ex-serviceperson)	Substitute ☐ Night Day ☐ Leave ☐		-
2	1415	MR. PRAMOD MANOHAR PASHITE	CCTV Control Room	Unarmed Male Security Guard (Civilian)	Substitute ☐ Night Day ☐ Leave ☐		-
3	1851	MR. SUNIL KUMAR JHA	DCB Dispenser (General shift)	Unarmed Male Security Guard (Ex-serviceperson)	Substitute ☐ Night Day ☐ Leave ☐		-
4	1400	MR. ANANT KISAN SHINDE	Entry Gate Check 7:00 AM to 9:30 AM	Unarmed Male Security Guard (Civilian)	Substitute ☐ Night Day ☐ Leave ☐		-

Select the Security Point from the drop-down to assign another point.

Click here to mark the Attendance Status.

Figure 82 – Attendance Marking

- If the **Attendance Status** is marked as **Substitute** by the employee, select the Substitute name from the drop-down.

#	Employee Code	Employee Name	Security Point	Role	Attendance Status	Action	Remarks
1	1302	MR. KRISHNA RAHADEUR GHATGE	Boundary wall behind Aides	Unarmed Male Security Guard (Ex-serviceperson)	Substitute ☒ Night Day ☐ Leave ☐		-
2	1415	MR. PRAMOD MANOHAR PASHITE	CCTV Control Room	Unarmed Male Security Guard (Civilian)	Substitute ☐ Night Day ☐ Leave ☐		-

Select the Substitute Name from the drop-down.

Figure 83 – Select Substitute

List of Attendance							
#	Employee Code	Employee Name	Security Point	Role	Attendance Status	Action	Remarks
1	1415	ASHOK KUMAR CHAUDHARY	CCTV Control Room	Un armed Male Security Guard (Civilian)			ENTERED BY VENDOR
2	1514	MR.SUNIL KUMAR JHA	LPC Bangalore (Internal Shift)	Un armed Male Security Guard (Civilian)	Substitute	☐ Day ☐ Leave	
3	1480	MR.ANANT KARAN SHINDE	Lobby Gate Check (7:00 AM to 9:30 AM)	Un armed Male Security Guard (Civilian)	Substitute	☐ Day ☐ Leave	

Added Substitute details by the Vendor.

Figure 84 – Substitute Added by Vendor

The added Substitute by the employee will get listed in the List of Leaves table.

List of Leaves							
#	Employee Code	Employee Name	Security Point	Role	Shift	Leave Status	Substitute Name
1	1415	MR. PRAMOD MANOHAR PASATE	CCTV Control Room	Un armed Male Security Guard (Civilian)	Shift 1: Morning (7:00 AM to 3:00 PM)	Leave	Mr. Ashok Kumar Chaudhary

Showing 1 to 1 of 1 entries

Previous Next

Click on **[Submit]** button to add Remarks after making the changes.

Remarks

Submit

Enter the Remarks in the pop-up window and click on **[Submit]** button.

Figure 85 – List of Leaves Table with Substitute Name

7.2 SECURITY DIVISION MAKER

7.2.1 ATTENDANCE

7.2.1.1 DAILY

Security Division Maker logs in to verify the submitted Attendance details by the Vendor.

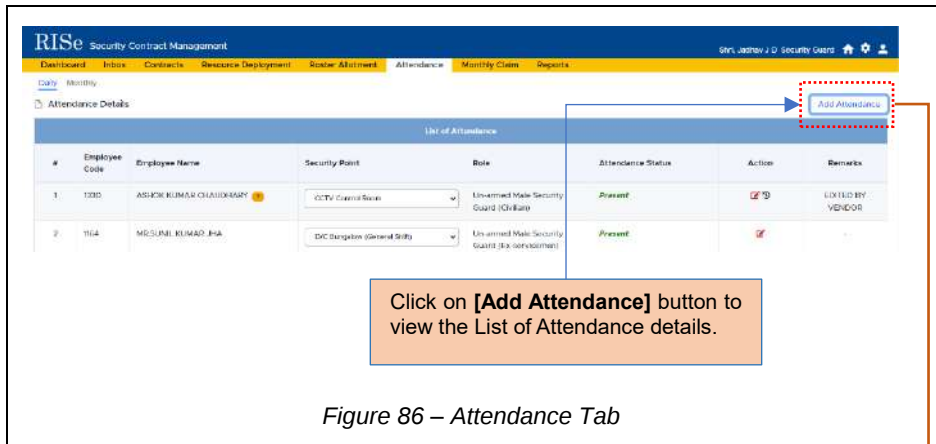


Figure 86 – Attendance Tab

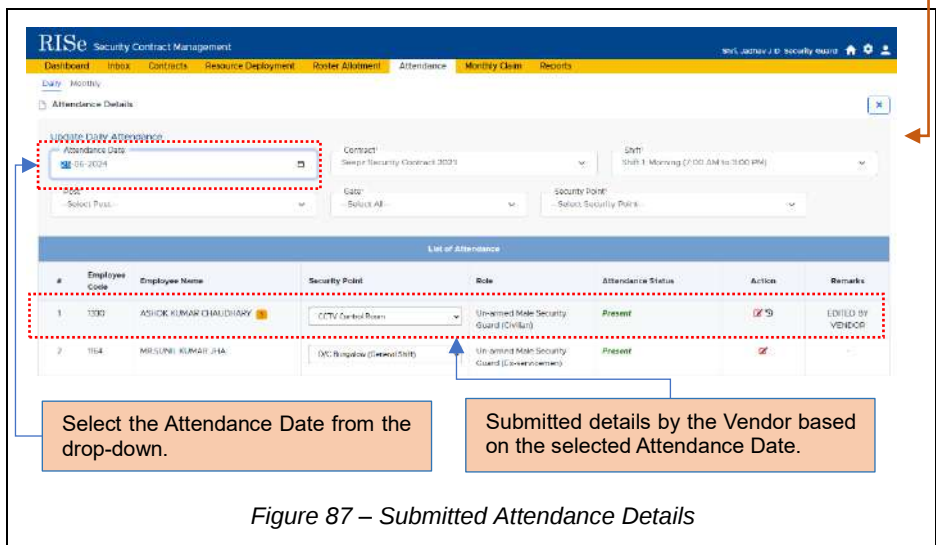


Figure 87 – Submitted Attendance Details

The respective Seepz user can edit the submitted Attendance details by clicking on **[Edit]** button.

#	Employee Code	Employee Name	Security Point	Role	Attendance Status	Action	Remarks
1	0030	ASHOK KUMAR CHAUDHARY	CCTV Control Room	Unarmed Male Security Guard (Outlier)	Present		EDITED BY VENDOR
2	084	MR. SUNIL KUMAR JHA	DIC Bandra (General Shift)	Unarmed Male Security Guard (Law Enforcement)	Substitute		-

Select the Attendance status.

Click on **[Edit]** button to edit the Attendance status.

Figure 88 – Edit Attendance

The Attendance Status will be updated by whom it has been edited mentioning in the Remarks section.

Click on **[History]** button to view Attendance History.

Attendance History

#	Employee Code	Employee Name	Security Point	Role	Shift	Status	Substitute Name	Edited Date	Edited By
1	1164	Mr. Sunil Kumar Jha	D/C Bangalore (General Shift)	Un-armed Male Security Guard (Ex-serviceman)	Shift 1 Morning (7:00 AM to 3:00 PM)	Present		20-07-2021 09:43 PM	Edited By: Sreeja

Attendance History details.

Figure 89 – Edited Attendance Status & History

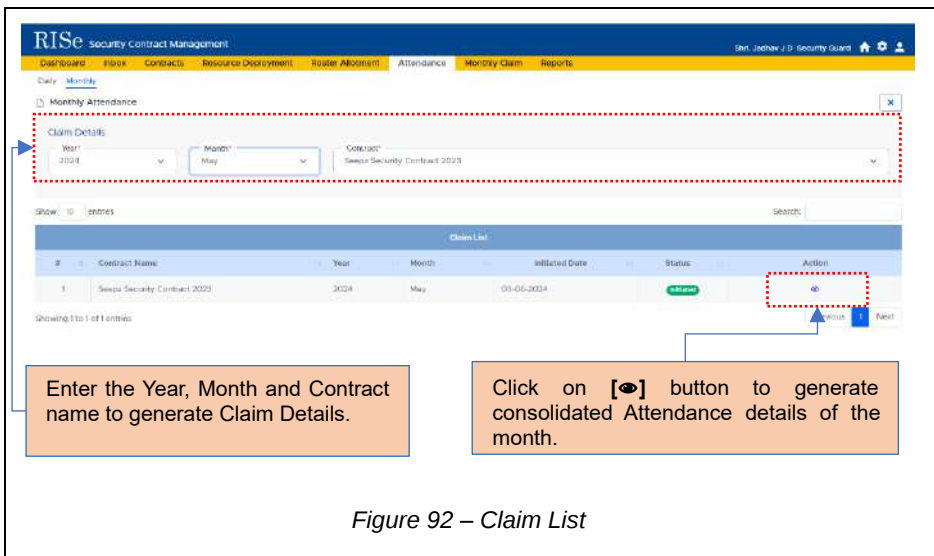
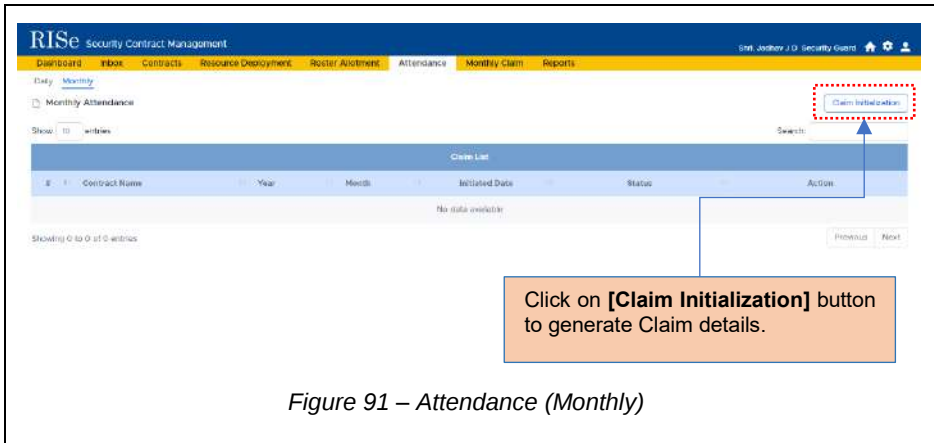
Click on **[Finalize]** button after updating the Attendance details.

Finalize

Figure 90 – Finalize Attendance

7.2.1.2 MONTHLY

The respective Seepz user can generate consolidated Monthly attendance once it gets finalized.



Rise

Security Contract Management

Dashboard

Inbox

Contracts

Resource Deployment

Roster Assignment

Attendance

Monthly Claims

Reports

Shr. Jadhav / D. Security Guard

Daily

Monthly

Consolidate Attendance Details

Attendance for the month May 2024

Employee Details		Days of the Month																									
#	Employee Code	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Security Supervisor (ASO authorized)																											
1	DM	MANOJ K. SARDASAM PANDIT	P	P	P	P	P	P	L	L	P	P	P	P	P	P	P	P	P	P	P	P	L	L	L	L	L
2	ES4	BAM J. SAKIN SINGH TOBROH	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	ES5	LUDHAN SINGH	P	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L
4	ES6	PRANAV KUNAL SINGH	L	L	L	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Figure 93 – Consolidated Attendance Details

7.2.2 INBOX

The Vendor submitted details will also appear in the *Inbox* tab of Security Division Maker.

Rise

Security Contract Management

Dashboard

Inbox

Contracts

Resource Deployment

Roster Assignment

Attendance

Monthly Claims

Reports

Shr. Jadhav / D. Security Guard



Show10entries

Search:

#	1	Notifications	Notification Date
225			25-06-2024
202		Early Attendance of 25-06-2024 Morning Shift Submitted By Vendor	25-07-2024

Showing 225 to 222 of 222 entries

Previous

1

19

20

21

22

25

Next

Figure 94 – Inbox Tab

8 MONTHLY CLAIM

8.1 VENDOR LOGIN

The Vendor logs in and initiate the monthly claim using the Attendance which has got finalized.



Figure 95 – Monthly Claim

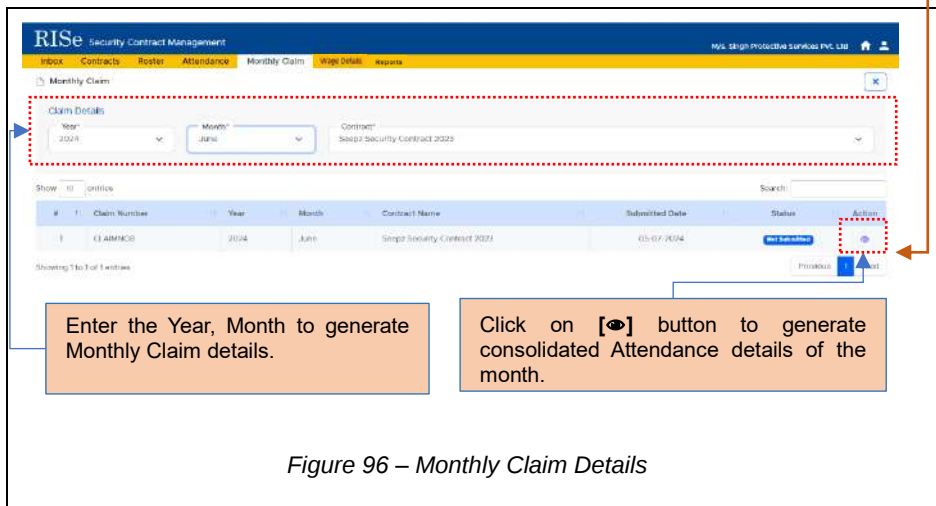


Figure 96 – Monthly Claim Details

Contract Name : Seeps security contract 2023

No of Resources : 190 **Contract Start Date :** 01-11-2023 **Contract End Date :** 01-11-2026 **Contract Value :** ₹ 230,160,042.00

Claim Number : CLAIM08 **Your Month of Claim :** 2024-June **Date of Submission :** 09-07-2024

#	Employee Code	Employee Name	Role	No of Status	Wages/Day	No of Working Days	Additional Allowance/OT	Net Pay (Rs.)	Deduction Amount	Net Payable (Rs.)	Amount Disbursed	Add Remarks
1	1251	HARISH SHREERAMA SINGH	Security Supervisor (AOD Ex-approachment armed)	10.0	875.00	11.00	788.00	13364.00	0.00	13364.00	0.00	
3	1251	HARISH SHREERAMA SINGH	Security Supervisor (AOD Ex-approachment armed)	10.0	875.00	11.00	788.00	13364.00	0.00	13364.00	0.00	
3	1244	HARISH SHREERAMA SINGH	Security Supervisor (AOD Ex-approachment armed)	27.0	875.00	22.00	1755.00	26502.00	0.00	26502.00	0.00	
4	1250	HARISH SHREERAMA SINGH	Unarmed Male Security Guard (Ex-approachment)	13.0	897.00	21.00	1600.00	17861.00	0.00	17861.00	0.00	
5	1251	HARISH SHREERAMA SINGH	Unarmed Male Security Guard (Ex-approachment)	13.0	897.00	21.00	1600.00	17861.00	0.00	17861.00	0.00	
6	1251	HARISH SHREERAMA SINGH	Unarmed Male Security Guard (Ex-approachment)	10.0	897.00	11.00	1000.00	12066.00	0.00	12066.00	0.00	

Click on [+] button to add Employee deduction details.

Deduction Details

Employee Name: HARISH SHREERAMA SINGH Employee Code: 1251 Net Salary (Rs.): ₹ 13,364.00

Professional Tax: 0.00 MLWT: 0.00 Salary Advance: 0.00

EPF: 0.00 MGSS Charge: 0.00 Penalty: 0.00

(Total Less Charge - EPF)

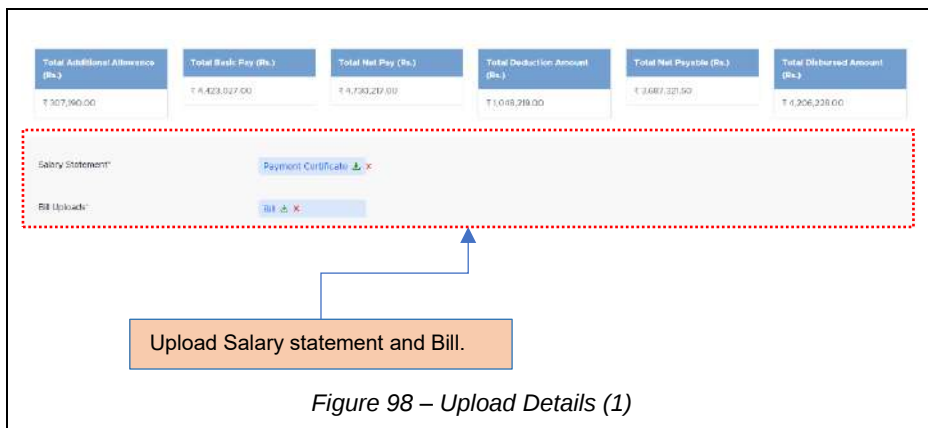
Debursed Amount: 0.00

Save Cancel

Enter the Deduction details and click on [Save] button.

Figure 97 – Employee Details

Note: **Net Payable** amount is generated by deducting the **Net Pay** amount and **Deduction** Amount. If the **Disbursed Amount** is lower than the **Net Payable** amount, add Remarks against the amount.



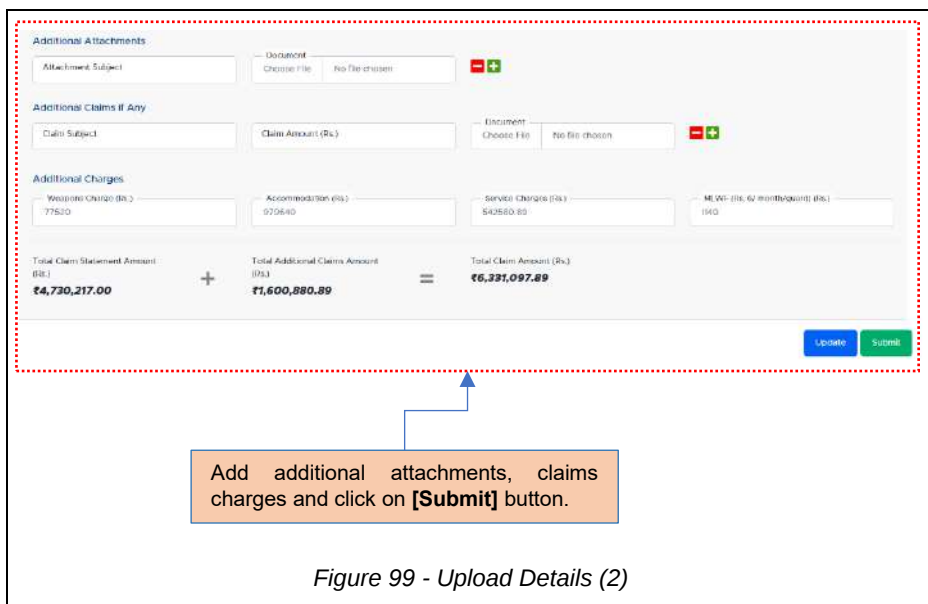
Total Additional Allowance (Rs.)	Total Basic Pay (Rs.)	Total Net Pay (Rs.)	Total Deduction Amount (Rs.)	Total Net Payable (Rs.)	Total Disbursed Amount (Rs.)
₹ 307,960.00	₹ 4,423,027.00	₹ 4,730,219.00	₹ 1,048,219.00	₹ 3,682,000.00	₹ 4,306,328.00

Salary Statement* Payment Certificate  

Bill Upload*  

Upload Salary statement and Bill.

Figure 98 – Upload Details (1)



Additional Attachments

Attachment Subject: Document: Choose File No file chosen  

Additional Claims if Any

Claim Subject: Claim Amount (Rs.): Document: Choose File No file chosen  

Additional Charges

Wardrobe Charge (Rs.): Accommodation (Rs.): Service Charges (Rs.): M.L.W. (Rs. 6 months/quarter) (Rs.):

775.00 0706.40 542580.85 1940

Total Claim Statement Amount (Rs.): **₹4,730,217.00** + Total Additional Claims Amount (Rs.): **₹1,600,880.89** = Total Claim Amount (Rs.): **₹6,331,097.89**

Update Submit

Add additional attachments, claims charges and click on [Submit] button.

Figure 99 - Upload Details (2)

RISE Security Contract Management

Dashboard | Claims | Contracts | Resource Assignments | Master Assignments | Attachments | Monthly Claim | Usage Details | Reports

Monthly Claim

Contract Name: Sweep Security Contract 2025
 No of Active Resources: 477
 Claim Number: CLAIM0015

Contract Start Date: 01-10-2023
 Year & Month of Claim: 2024-December

Contract End Date: 01-03-2024
 Date of Submission: 31-05-2025

Contract Value: ₹ 230,160,042.00

Attachment **Query**

Generated Claim details PDF report.

Click on [Attachment] button to view the uploaded attachments.

Click on [Query] button to view the submitted queries.

Figure 100 – Monthly Claim (Pending)

8. 2 SECURITY DIVISION

8.2.1 SECURITY DIVISION MAKER

Security Division Maker logs in to verify the submitted Monthly Claim details submitted by the Vendor.

8.2.1.1 PENDING

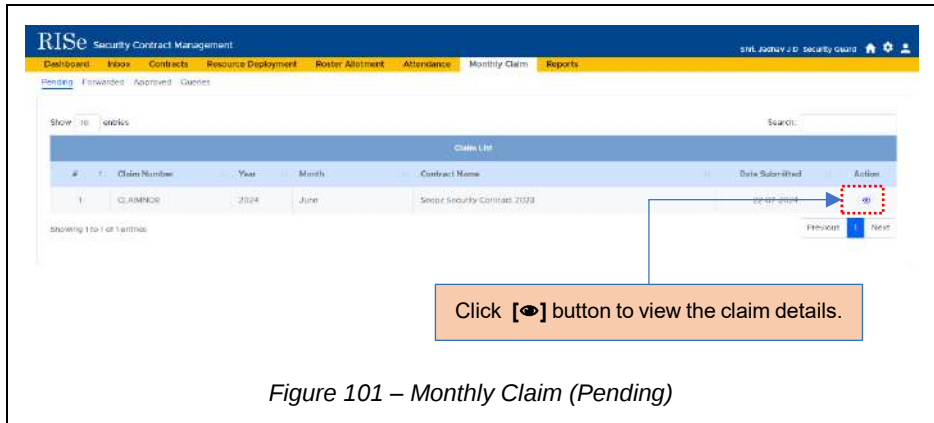


Figure 101 – Monthly Claim (Pending)

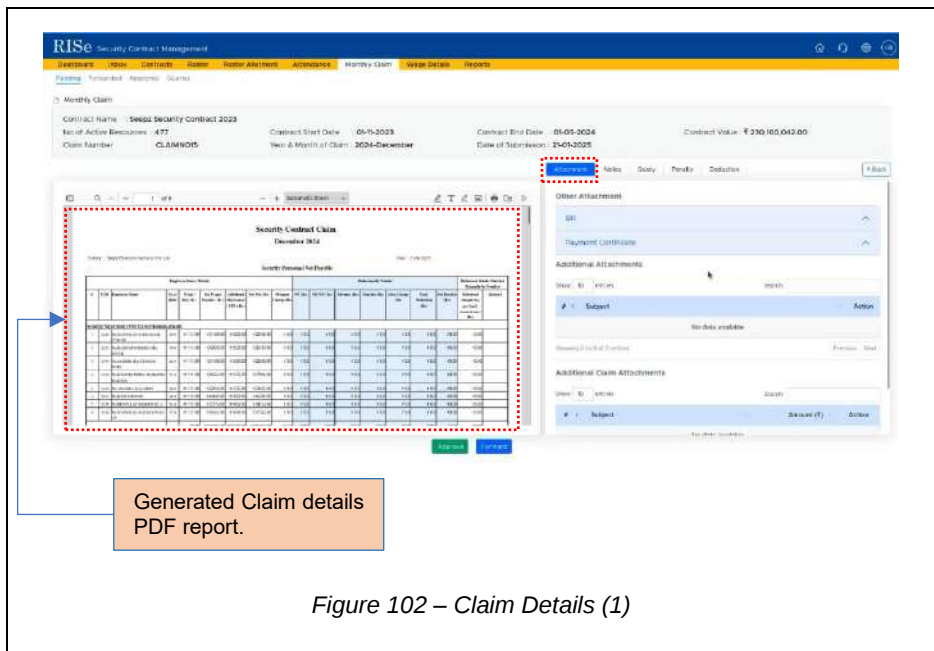


Figure 102 – Claim Details (1)

Note: To add notes to the submitted Monthly Claim details, click on *Notes* tab, enter the notes and click on **[Save Note]** button.

The screenshot shows the RISE Security Contract Management web application. The 'Notes' tab is selected in the sidebar. The main content area displays a table of 'Monthly Claim' data. The 'Notes' sidebar on the right contains a red dashed box around the '+ Add Note' button, with a blue arrow pointing to it from an external box.

Click **[+]** button to add notes.

Figure 103 – Add Monthly Claim Notes

The screenshot shows the RISE Security Contract Management web application. The 'Notes' tab is selected in the sidebar. The main content area displays a table of 'Monthly Claim' data. The 'Notes' sidebar on the right contains a red dashed box around the 'Save Note' button, with a blue arrow pointing to it from an external box.

Add note and click **[Save Note]** to save the note.

Figure 104 - Add Monthly Claim Notes (1)

To add query to the submitted Monthly Claim details, click on *Query* tab, select the query type, enter the query and click on **[Save Query]** button.

The screenshot displays the RISE Security Contract Management web application. The top navigation bar includes tabs for Dashboard, Monthly Claims, Claims, and Reports. The 'Monthly Claims' tab is active, showing contract details for 'Sesac Security Contract 2023'. Below this, a table titled 'Security Contract Claims December 2024' is visible. The table has columns for 'Claim ID', 'Contract ID', 'Contract Name', 'Contract Start Date', 'Contract End Date', 'Contract Value', 'Claim Status', 'Claim Type', 'Claim Description', 'Claim Amount', 'Claim Date', 'Claim Status', 'Claim Type', 'Claim Description', 'Claim Amount', and 'Claim Date'. The table contains several rows of data. To the right of the table, there is a 'Query' section with a 'Save Query' button and a text input field for entering a query. A red dashed box highlights the 'Save Query' button, and a blue arrow points to it from a text box below the screenshot.

Click **[+]** button to add query.

Figure 105 – Add Monthly Claim Query

RISE Security Contract Management

Contract Name: **Simple Security Contract 2023** Contract Start Date: **01-01-2023** Contract End Date: **01-01-2024** Contract Value: **₹ 230,00,042.00**
 No of Action Resources: **472** Year & Month of Claim: **2023-December** Date of Submission: **25-09-2025**
 Claim Number: **CLAIMNOT**

Monthly Claim

Security Contract Claims
 December 2024

Need Confirmation: ☐

Query Type: **Internet**

Save Query

Select the query type, enter the query and click **[Save Query]** button to save query.

Figure 106 - Add Monthly Claim Query

RISE Security Contract Management

Contract Name: **Simple Security Contract 2023** Contract Start Date: **01-01-2023** Contract End Date: **01-01-2024** Contract Value: **₹ 230,00,042.00**
 No of Action Resources: **472** Year & Month of Claim: **2023-December** Date of Submission: **25-09-2025**
 Claim Number: **CLAIMNOT**

Monthly Claim

Security Contract Claims
 December 2024

Penalty

Penalty Subject: Penalty Amount:

Save

Enter the penalty subject, penalty amount and click **[Save]** button.

Figure 107 – Add Monthly Claim Penalty

Choose the deduction type, deduction amount, remarks and click **[Save]** button.

Figure 108 – Monthly Claim Deduction

Select the respective Security Division Checker and click on **[Forward]** button.

Figure 109 – Forward Monthly Claim

8.2.1.2 FORWARDED

The forwarded details will appear in the *Forwarded* tab.



RISe Security Contract Management

Dashboard | Inbox | Contracts | Resource Deployment | Doctor Appointment | Attendance | **Monthly Claim** | Reports

Pending | **Forwarded** | Approved | Claims

Show 10 entries

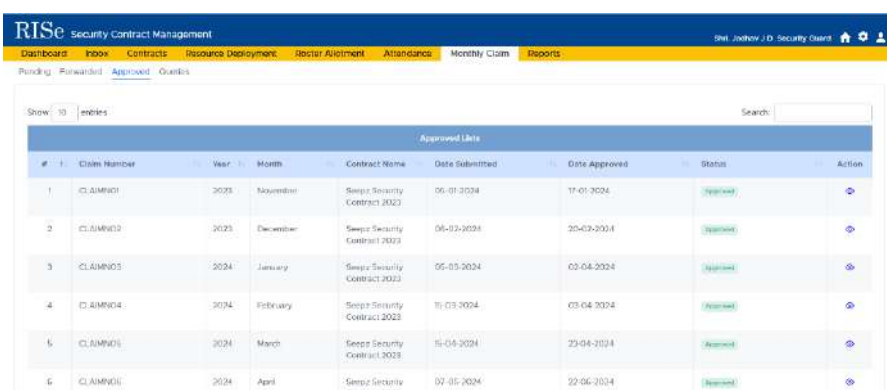
Search

#	Claim Number	Year	Month	Contract Name	Date Submitted	Date Forwarded	Action
1	CLAIM001	2023	November	Sweep Security Contract 2023	09-09-2024	10-09-2024	
2	CLAIM002	2023	December	Sweep Security Contract 2023	07-02-2024	08-02-2024	
3	CLAIM003	2024	January	Sweep Security Contract 2023	11-03-2024	12-03-2024	
4	CLAIM004	2024	February	Sweep Security Contract 2023	19-03-2024	19-03-2024	
5	CLAIM005	2024	March	Sweep Security Contract 2023	16-04-2024	16-04-2024	
6	CLAIM006	2024	April	Sweep Security Contract 2023	15-05-2024	15-05-2024	
7	CLAIM007	2024	May	Sweep Security Contract 2023	07-06-2024	07-06-2024	
8	CLAIM008	2024	June	Sweep Security Contract 2023	22-07-2024	22-07-2024	

Figure 110 – Forwarded Tab

8.2.1.3 APPROVED

Previously approved Monthly claims will appear in the *Approved* tab.



RISe Security Contract Management

Dashboard | Inbox | Contracts | Resource Deployment | Doctor Appointment | Attendance | **Monthly Claim** | Reports

Pending | Forwarded | **Approved** | Claims

Show 10 entries

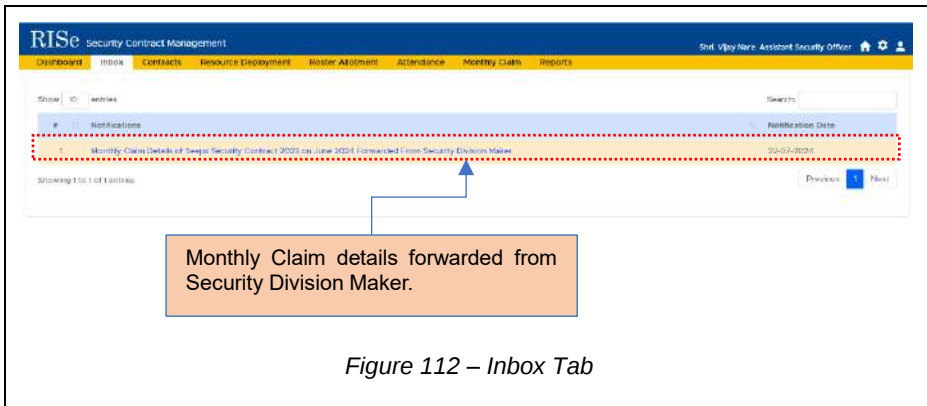
Search

#	Claim Number	Year	Month	Contract Name	Date Submitted	Date Approved	Status	Action
1	CLAIM001	2023	November	Sweep Security Contract 2023	06-01-2024	17-01-2024	Approved	
2	CLAIM002	2023	December	Sweep Security Contract 2023	06-02-2024	20-02-2024	Approved	
3	CLAIM003	2024	January	Sweep Security Contract 2023	05-03-2024	05-04-2024	Approved	
4	CLAIM004	2024	February	Sweep Security Contract 2023	11-03-2024	05-04-2024	Approved	
5	CLAIM005	2024	March	Sweep Security Contract 2023	16-04-2024	23-04-2024	Approved	
6	CLAIM006	2024	April	Sweep Security Contract 2023	07-05-2024	22-06-2024	Approved	

Figure 111 – Approved Monthly Claims

8.2.2 SECURITY DIVISION CHECKER

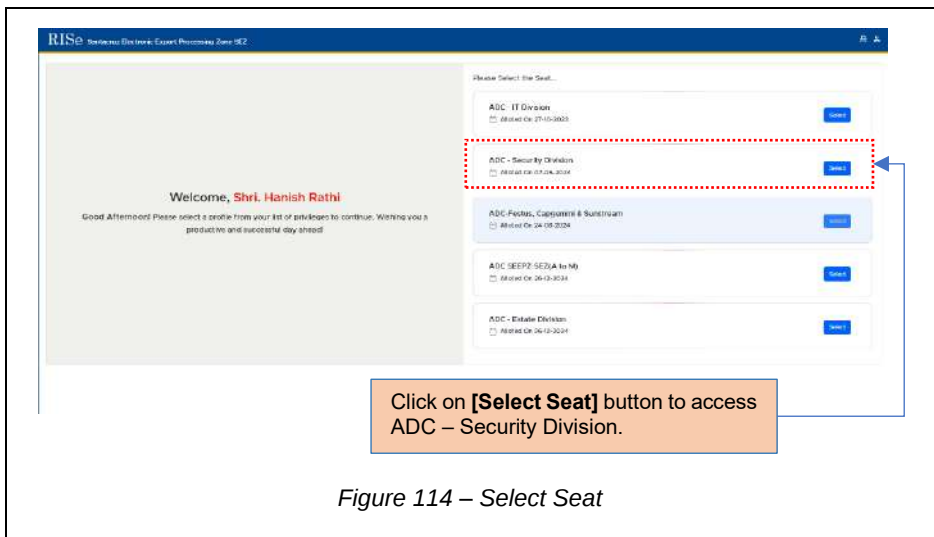
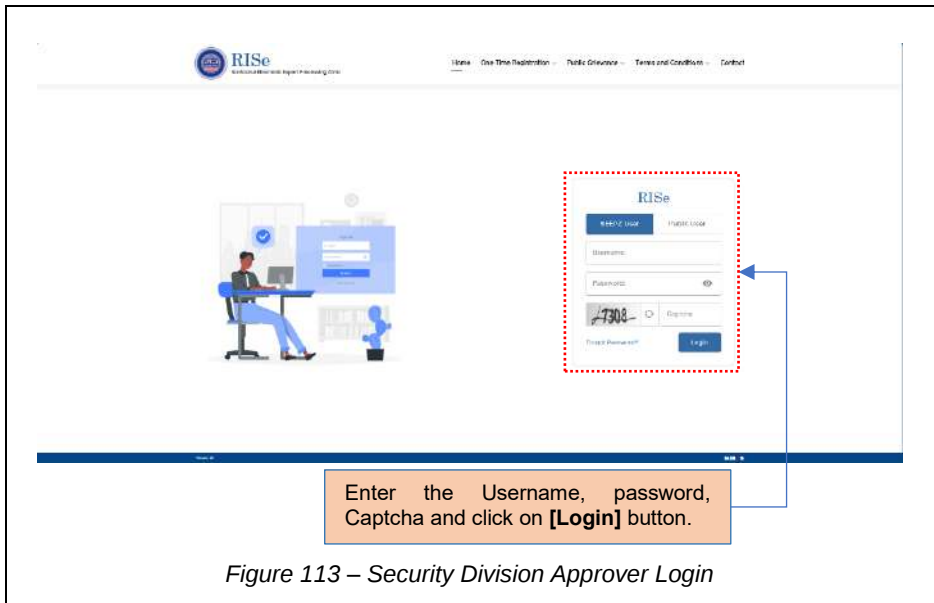
The monthly claim details forwarded by the Security Division Maker for verification will appear as notifications in the *Inbox* tab of Security Division Checker.

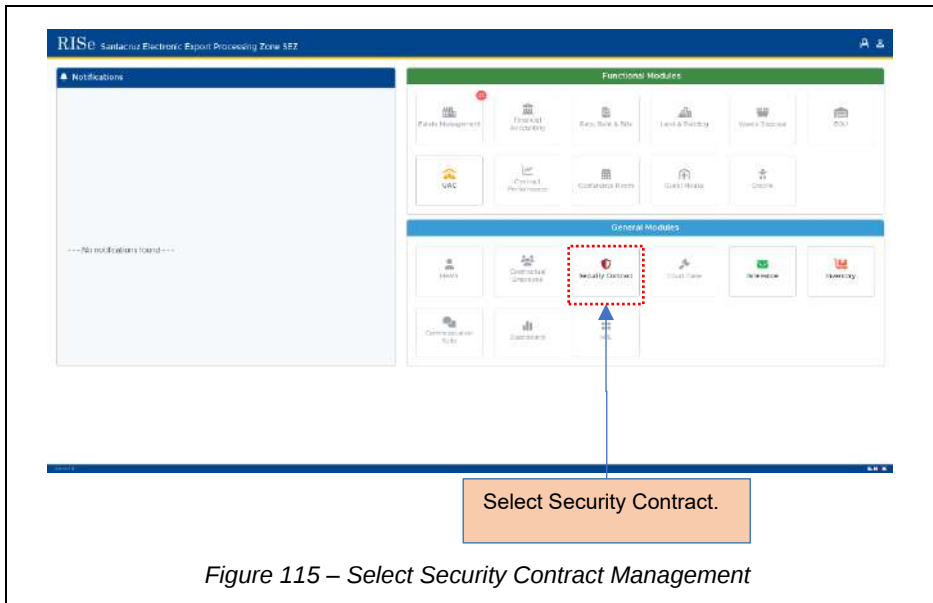


Note: The respective Security Division Checker can follow the steps mentioned from Figure 102 to Figure 109 to forward the details to Security Division Approver.

8.2.3 SECURITY DIVISION APPROVER

The monthly claim details verified and forwarded by the Security Division Checker will be sent to the Security Division Approver for Approval. The Security Division Approver can access these submitted monthly claim details by logging in with their username, password and the provided captcha.





The monthly claim details forwarded by the Security Division Checker for approval will appear as notifications in the *Inbox* tab of Security Division Approver.

8.2.3.1 PENDING

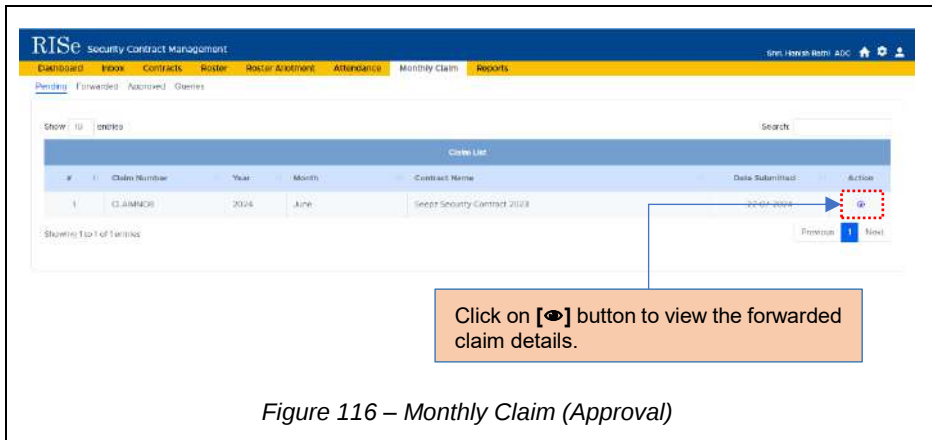


Figure 116 – Monthly Claim (Approval)

Note: The respective Security Division Approver can follow the steps mentioned from Figure 102 to Figure 109 to forward the details to Finance Division Maker. If any further clarification is needed regarding the monthly claim, then the respective Security Division Approver can forward it to Labour Division Maker.

8. 3 FINANCE DIVISION

8.3.1 FINANCE DIVISION MAKER

The approved monthly claim details by the Labour Division Approver will be forwarded to Finance Division Maker. The Finance Division Maker access the forwarded monthly claim details by logging in with their username, password and the provided captcha.

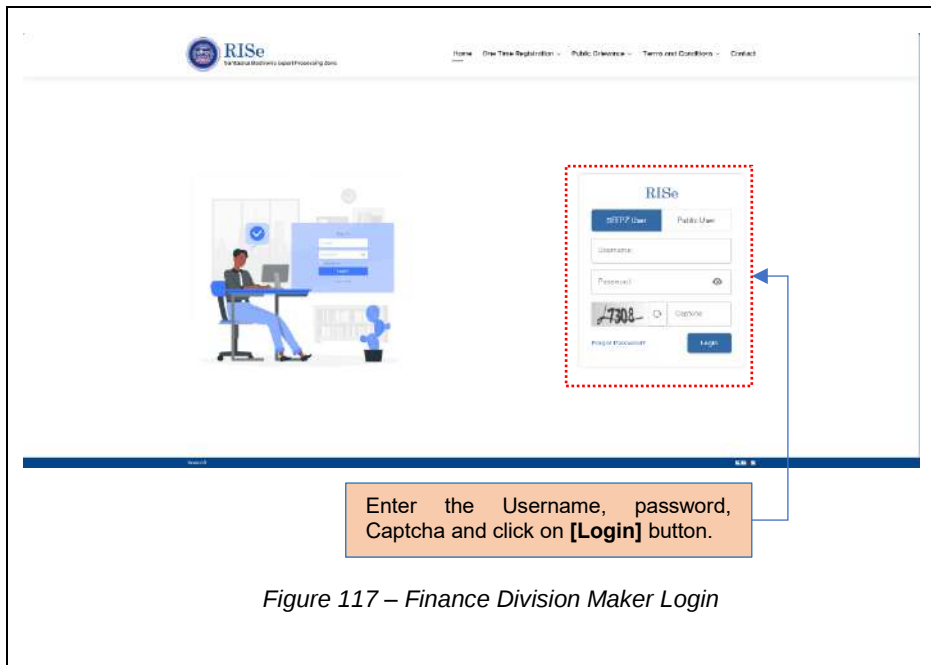


Figure 117 – Finance Division Maker Login

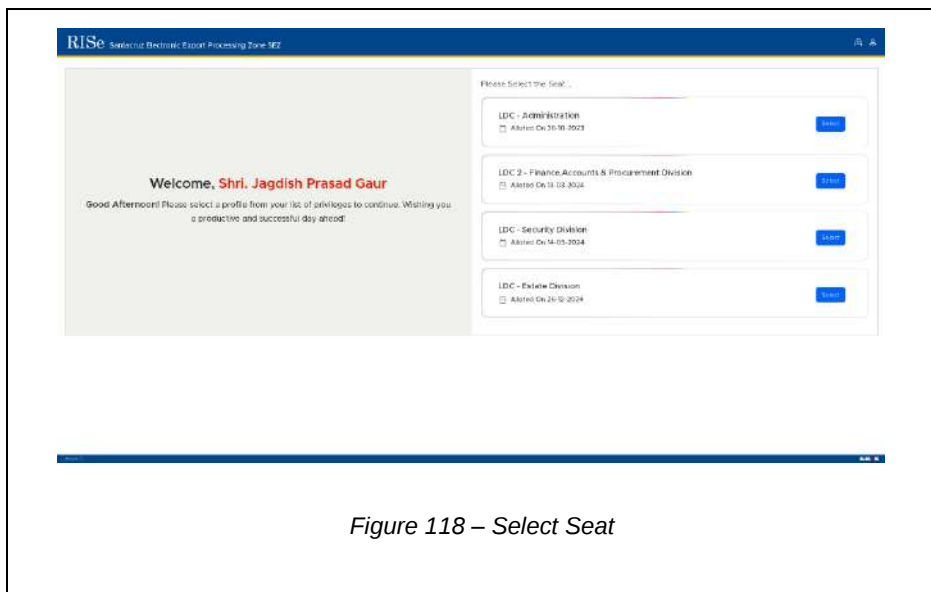
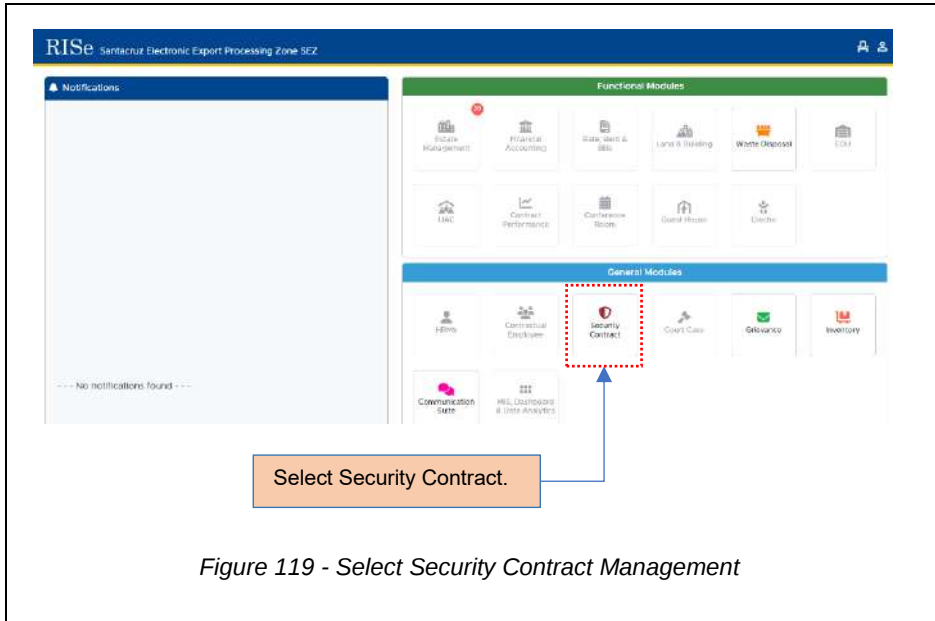
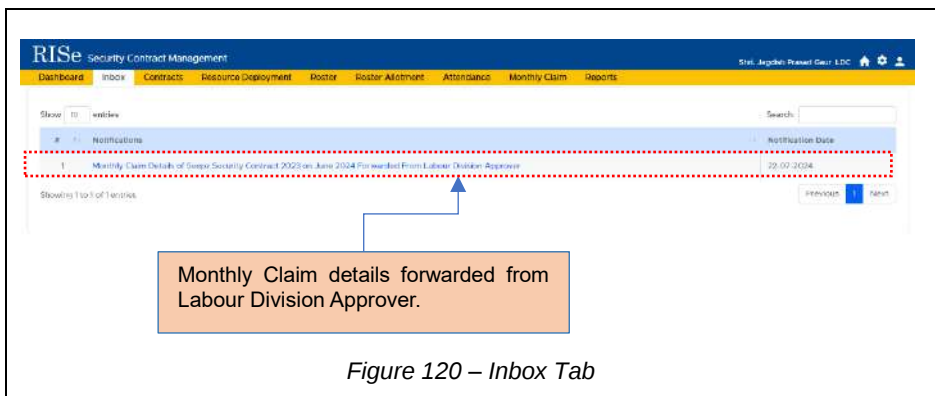


Figure 118 – Select Seat



The monthly claim details forwarded by the Labour Division Approver after approval will appear as notifications in the *Inbox* tab of Finance Division Maker.



Note: The respective Finance Division Maker can follow the steps mentioned from Figure 102 to Figure 109 to forward the details to Security Division Approver.

8.3.2 FINANCE DIVISION CHECKER

The monthly claim details forwarded from the Finance Division Maker for verification will be sent to the Finance Division Checker. The Finance Division Checker can access the monthly claim details by logging in with their username, password and the provided captcha.

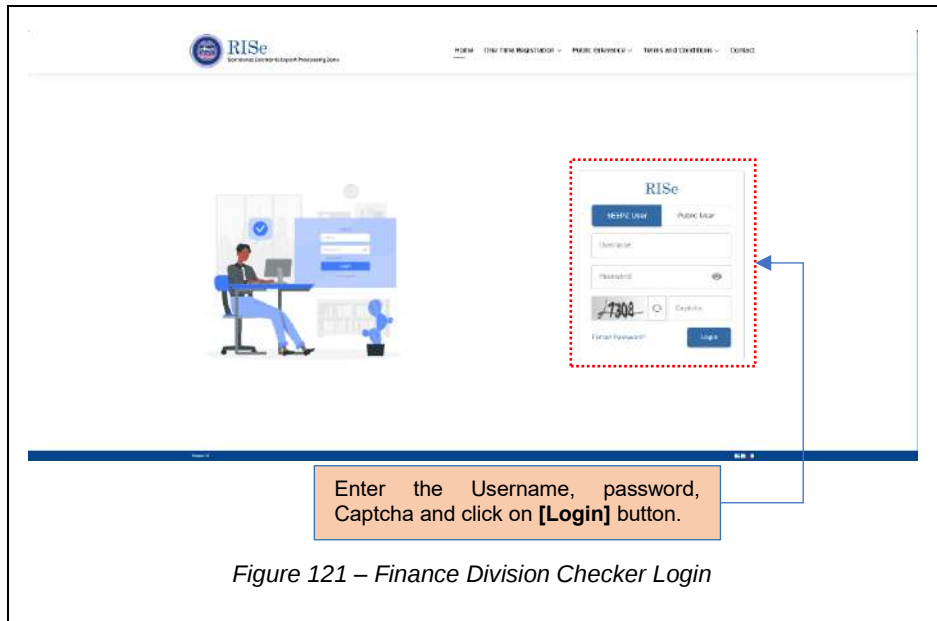
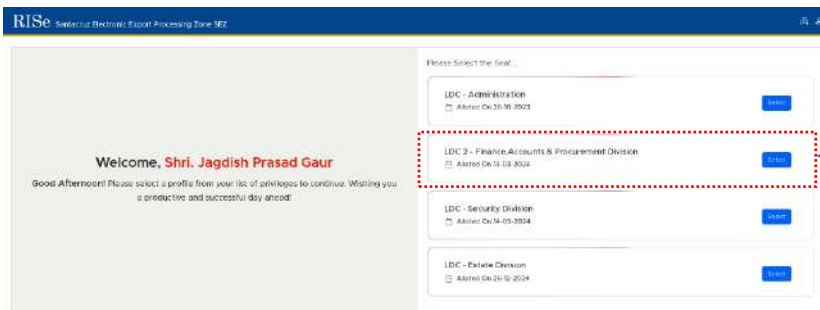
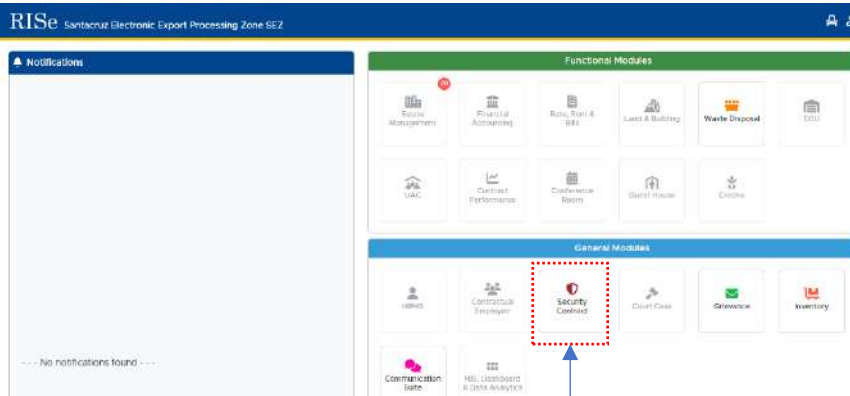


Figure 121 – Finance Division Checker Login



Click on **[Select Seat]** button to access LDC 2 – Finance, Accounts & Procurement Division.

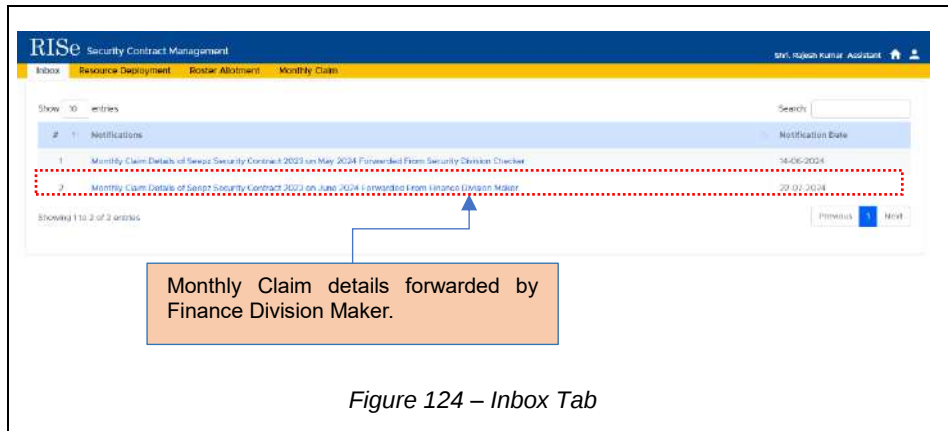
Figure 122 – Select Seat



Select Security Contract.

Figure 123 - Select Security Contract Management

The monthly claim details forwarded by the Finance Division Maker after verification will appear as notifications in the *Inbox* tab of Finance Division Checker.



Note: The respective Finance Division Checker can follow the steps mentioned from Figure 102 to Figure 109 to forward the details to Finance Division Approver.

8.3.3 FINANCE DIVISION APPROVER

The monthly claim details verified and forwarded by the Finance Division Checker will be sent to the Finance Division Approver for Approval. The Finance Division Approver can access these submitted monthly claim details by logging in with their username, password and the provided captcha.

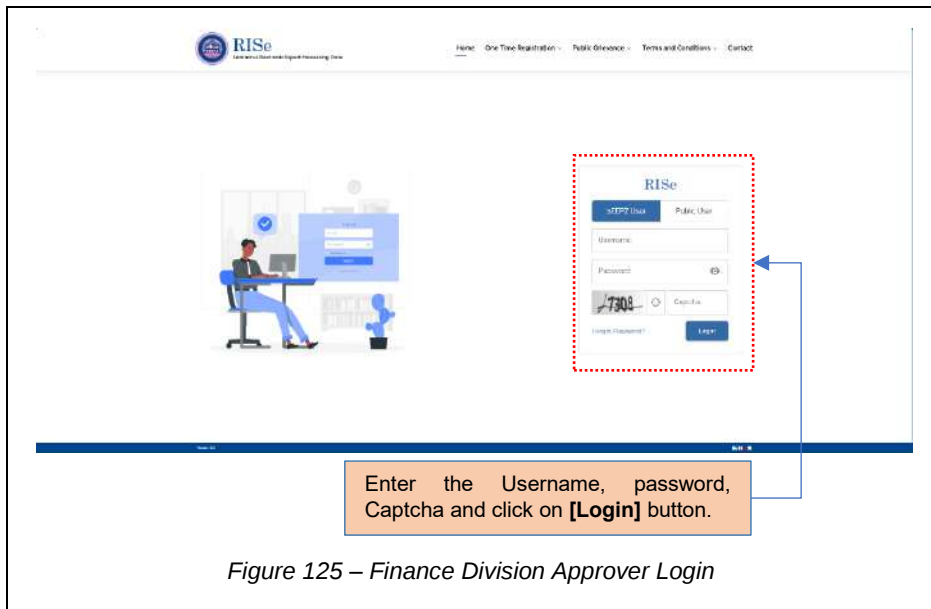


Figure 125 – Finance Division Approver Login

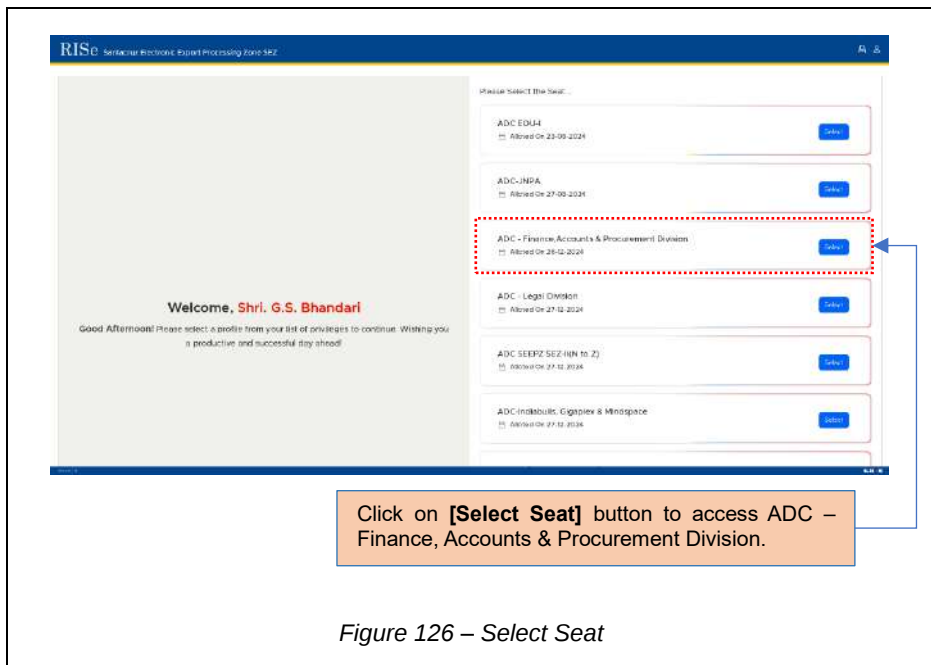
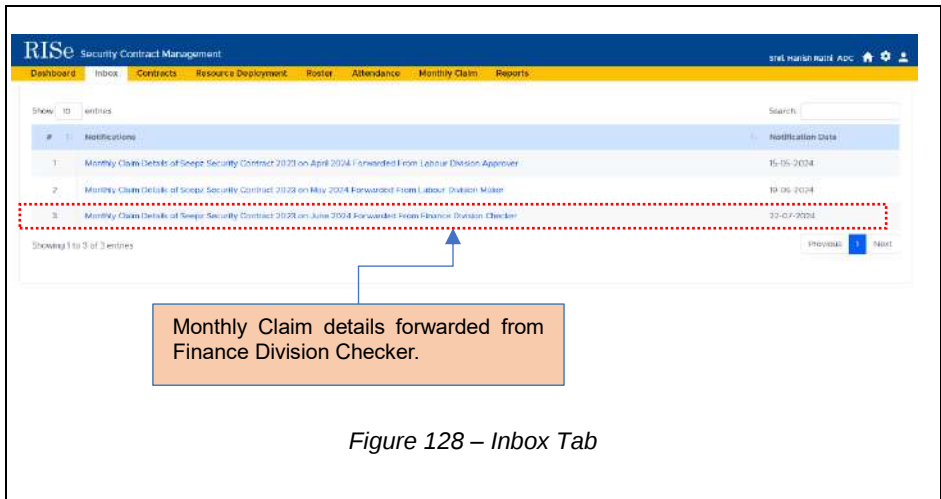


Figure 126 – Select Seat



The monthly claim details forwarded by the Finance Division Checker for approval will appear as notifications in the *Inbox* tab of Finance Division Approver.



Note: The respective Finance Division Approver can follow the steps mentioned from Figure 102 to Figure 109 to forward the details to Vendor.

8. 4 VENDOR LOGIN

The Vendor logs in to view the approved status of Monthly Claim details forwarded by Finance Division Approver.

Navigate to *Monthly Claim* tab.

RISE Security Contract Management

Inbox Contracts Roster Attendance **Monthly Claim** Reports

Monthly Claim

Claim Details

Year: 2024 Month: June Contract: Senior Security Contract 2023

Show 10 entries

#	Claim Number	Year	Month	Contract Name	Submitted Date	Status	Action
1	CLAIM001	2024	June	Senior Security Contract 2023	22/07/2024	Approved	

Showing 1 to 1 of 1 entries

Enter the year and month to view the claim details.

The status will appear as *Approved*.

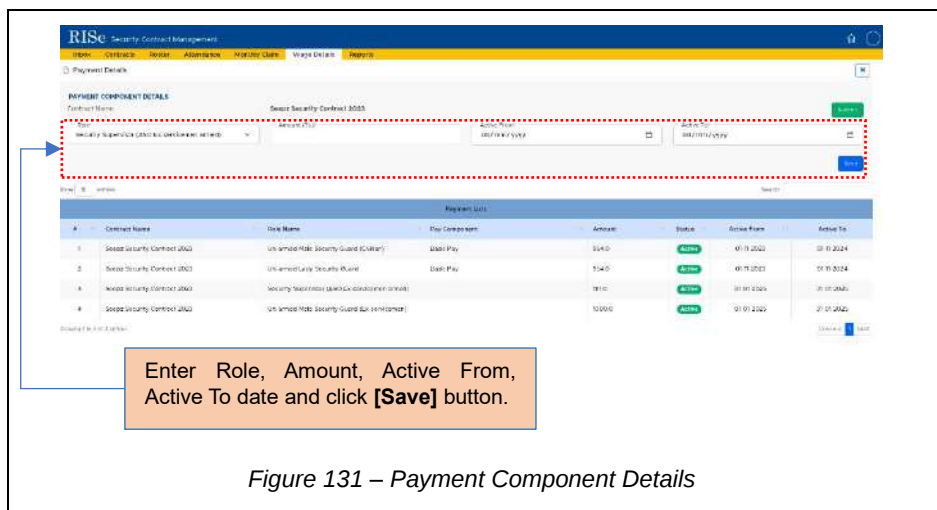
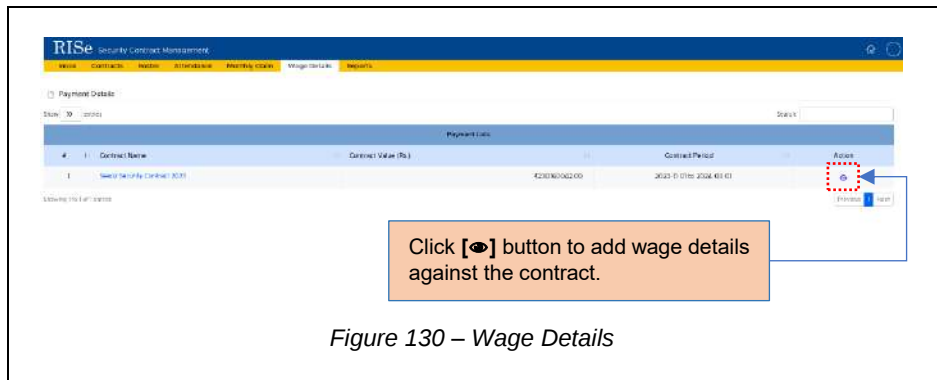
Click on [👁] button to view the approved claim details.

Figure 129 – Monthly Claim Approved Status by Finance Division Approver

9 WAGE DETAILS

9.1 VENDOR LOGIN

Every 6 months the wage details of the employee will be updated by the vendor under Wage Details Tab.



Once the details are submitted, it will be forwarded directly to security division approver.

9.2 SECURITY DIVISION APPROVER

The security division approver will approve the Wage Updates under Wage Details Tab.



Active Payment Data							
#	Contract Name	Role Name	Pay Component	Amount (Rs.)	Status	Active From	Active To
1	Newell Security Contract 2023	Unarmed Male Security Guard (Normal)	Basic Pay	9150	Approved	01-10-2023	01-10-2024
2	Newell Security Contract 2023	Unarmed Lady Security Guard	Basic Pay	9140	Approved	01-10-2023	01-10-2024
3	Newell Security Contract 2023	Security Supervisor (ASO Designation) (Normal)	Basic Pay	18160	Approved	04-09-2023	04-09-2025
4	Newell Security Contract 2023	Unarmed Male Security Guard (As per contract)	Basic Pay	10000	Approved	01-01-2023	01-01-2025

Upcoming Wage							
#	Contract Name	Role Name	Pay Component	Amount (Rs.)	Status	Active From	Active To
1	Newell Security Contract 2023	Unarmed Male Security Guard (Contract)	Basic Pay	10000	Approved	01-01-2023	01-01-2025

Click **[Approve]** button to approve the updated wage details.

Figure 132 – Approve Wage Updates

10 REPORTS

10.1 VENDOR LOGIN

Report generation process is mentioned in the *Reports* tab.



Figure 133 – Reports (Vendor Login)

10.1.1 MONTHLY CONSOLIDATED ATTENDANCE REPORT

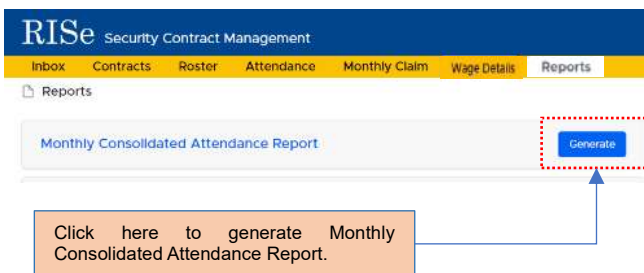


Figure 134 – Monthly Consolidated Attendance Report

Monthly Consolidated Report

Year *

2024

Month *

SELECT MONTH

Contract Type *

SERVICE CONTRACT

Agency Type *

M/S. SINGH PROTECTIVE SERVICES PVT. LTD.

Generate PDF Report

Select Year, Month, Contract Type, Agency Type and click on **[Generate PDF Report]** button from the drop-down.



SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ,
ANDHERI (EAST), MUMBAI 400096.
Ph: 91-22-26290856, E-mail: emseepz-mah@nic.in,
Website: www.seepz.gov.in

Attendance Report for the Month of April 2024

#	EMPLOYEE NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
1	1276 SHARADHA SHIBIRKARASHI SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	
2	1254 RAM LAKSHAN SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	
3	1248 MANOJ KUMAR SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	
4	1245 LAKSHAN KUMAR SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	
5	1278 PRANAV KUMAR SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	
6	1279 LAKSHAN KUMAR SHINDEL	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0	

Generated PDF Report.

Figure 135 – Generate PDF Report (Vendor User)

Note: The respective Vendor user can generate Monthly Claim Report, Daily Attendance Report, *Datewise Leave Report*, *Monthly Leave Report*, *Employee Attendance Report*, *Security Point Wise Report*, *Deduction Report*, *Joining Date wise Employee details*, *Monthly Consolidated Attendance Report*, *Regenerate Monthly Claim* as mentioned in Figure 134 to Figure 135.

10. 2 DEPARTMENT USER LOGIN

Report generation process is mentioned in the *Reports* tab.

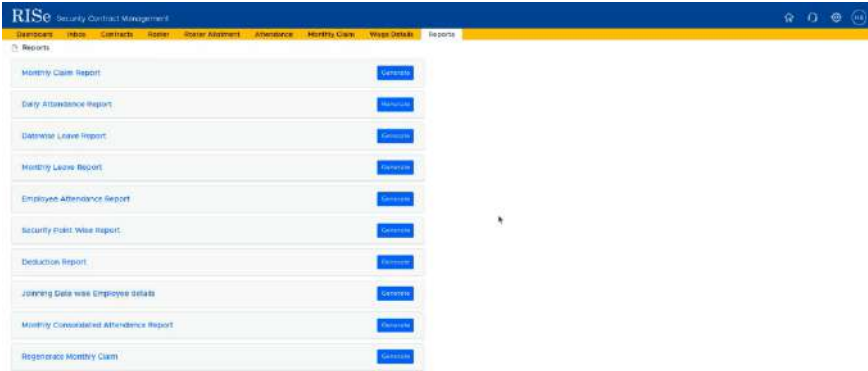


Figure 136 - Reports (Department User Login)

10.2.1 MONTHLY CONSOLIDATED ATTENDANCE REPORT

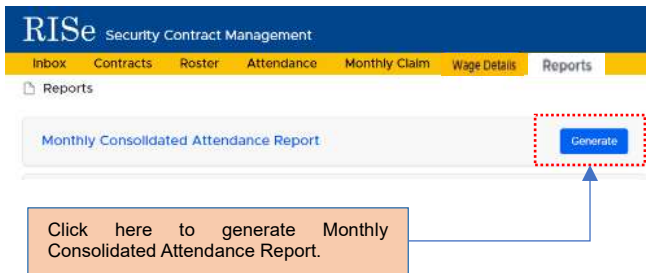


Figure 137 - Monthly Consolidated Attendance Report

Monthly Consolidated Report

Year: 2024

Month: APRIL

Contract Type: SERVICE CONTRACT

Agency Type: M/S. SINGH PROTECTIVE SERVICES PVT. LTD.

Generate PDF Report

Select Year, Month, Contract Type, Agency Type and click on **[Generate PDF Report]** button from the drop-down.



SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY

SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ,

ANDHERI (EAST), MUMBAI 400096.

Ph: 91-22-28290856, E-mail: emseepz-mah@aic.in,
Website: www.seepz.gov.in

Attendance Report for the Month of April 2024

Sr	Emp. Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
2	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
3	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
4	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
5	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
6	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
7	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
8	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
9	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
10	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
11	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
12	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
13	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
14	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
15	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
16	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
17	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
18	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
19	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
20	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
21	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
22	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
23	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
24	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
25	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
26	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
27	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
28	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
29	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
30	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0
31	1234 JAMSHON JAMSHON JAMSHON	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	30.0

Generated PDF Report.

Figure 138 - Generate PDF Report (Department User)

Note: The respective Department user can generate Monthly Claim Report, Daily Attendance Report, *Datewise Leave Report*, *Monthly Leave Report*, *Employee Attendance Report*, *Security Point Wise Report*, *Deduction Report* as mentioned in Figure 134 to Figure 135.

****End Of the Module - RISE
(Security Contract Management) ****

“Thank you for thoroughly exploring the features and information.”