Government of India Ministry of Commerce & Industry Office of the Development Commissioner SEEPZ Special Economic Zone Andheri (E), Mumbai - 400096

भारत सरकार वाणिज्य और उद्योग मंत्रालय विकास आयुक्त का कार्यालय सीप्ज़ विशेष आर्थिक क्षेत्र अंधेरी (पूर्व), मुंबई - 400096

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## कार्यकारी आदेश संख्या/ Executive Order No. \_253\_\_/ 2025

जैसा कि आप जानते हैं, डीसी कार्यालय वर्तमान में सीप्ज 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 सीप्ज़ 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।

 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)

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

# भूमिका-वार जिम्मेदारियाँ

#### • सुरक्षा प्रमुख

 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 <u>https://rise.seepz.gov.in</u> 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.

 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 सीप्ज प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह विकास आयुक्त, सीप्ज़-सेज़ के अनुमोदन से जारी किया 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 (मितल हिरेमकु Atia) Higgn2025 संयुक्त विकास आयुक्त / Jt. किंड्सुलूकुnent Commissioner, सीप्ज़ सेज़, मुंबई / SEEPZ SEZ, Mumbai

F.No.: SEEPZ-SEZ/E-OPT-11/76/2022-IT/ 0900

Date: 08.03.2025

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

2 C C C C C C C C C C C C C C C C C C C	<ol> <li>Timely update all the required details on ERP Module</li> </ol>		
Service Provider	2. Generate monthly claim with all requisite documents as per Contract agreement		





# **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)

# **Table of Contents**

1	VERSION HISTORY				
2		UCTION	12		
3		SETUP		13	
	3.	1 LOGIN	– SECURITY DIVISION MAKER	13	
		3.1.1	SHIFTS	15	
		3.1.2	GATE SETUP	16	
		3.1.3	SECURITY POINTS	17	
		3.1.4	SKILL SETUP	18	
		3.1.5	EMPLOYEEWISE SKILL SETUP	19	
		3.1.6	BILLING SETUP	20	
		3.1.7	FIXED POINT SETUP	21	
4		CONTRA	ACT	23	
	4.	1 LOGIN	– VENDOR	23	
		4.1.1	INBOX	24	
		4.1.2	VIEW CONTRACTS	25	
	4.	2 LOGIN	– SECURITY DIVISION MAKER	30	
		4.2.1	CONTRACT	31	
		4.2.2	VERIFY & FORWARD EMPLOYEE DETAILS	34	
	4.	. 3 LOGIN	- SECURITY DIVISION APPROVER	35	
		4.3.1	CONTRACTS	37	
		4.3.2	APPROVE EMPLOYEE DETAILS	37	
	4.	4 LOGIN	I-LABOUR DIVISION MAKER	40	
		4.4.1	CONTRACTS	41	
		4.4.2	VERIFY & FORWARD EMPLOYEE DETAILS	43	
	4.	5 LOGIN	– LOBOUR DIVISION APPROVER	45	

USER MANUAL – RISE (SECURITY CONTRACT MANAGEMENT)				
4.5.1	CONTRACTS	46		
4.5.2	APPROVE EMPLOYEE DETAILS	47		
5 RESOURCE	E DEPLOYMENT	48		
5. 1 LOGI	N-SECURITY DIVISION MAKER	48		
5.1.1	ADD DEPLOYMENT DETAILS	49		
6 ROSTE	R PLAN	53		
6. 1 LOGI	N- VENDOR	53		
6.1.1	CREATE ROSTER	53		
6.1.2	ASSIGN GUARDS	54		
6. 2 LOGI	N-SECURITY DIVISION MAKER	56		
6.2.1	ROSTER ALLOTMENT	56		
7 ATTE	NDANCE	60		
7. 1 ADD	ATTENDANCE	60		
7. 2 SECU	IRITY DIVISION MAKER	64		
7.2.1	ATTENDANCE	64		
7.2.2	INBOX	68		
8 MON	THLY CLAIM	69		
8. 1 VENI	DOR LOGIN	69		
8. 2 SECU	IRITY DIVISION	72		
8.2.1	SECURITY DIVISION MAKER	72		
8.2.2	SECURITY DIVISION CHECKER	79		
8.2.3	SECURITY DIVISION APPROVER	79		
8. 3 FINA	NCE DIVISION	82		
8.3.1	FINANCE DIVISION MAKER	82		
8.3.2	FINANCE DIVISION CHECKER	85		
8.3.3	FINANCE DIVISION APPROVER	87		
Page 3 of 98	8			

ι	JSER MANUAL	- RISE (SECURITY CONTRACT MANAGEMENT)	Confidential
	8. 4 VENDOR	LOGIN	90
9	WAGE DET	TAILS	92
	9. 1 VENDOR	LOGIN	92
	9. 2 SECURIT	Y DIVISION APPROVER	93
10	REPORTS		94
	10. 1 VENDO	R LOGIN	94
	10.1.1	MONTHLY CONSOLIDATED ATTENDANCE REPORT	94
	10. 2 DEPART	MENT USER LOGIN	95
	10.2.1	MONTHLY CONSOLIDATED ATTENDANCE REPORT	96

# **Table of Figures**

Figure 1 - Login Page
Figure 2 - Select Security Contract
Figure 3 - Setup
Figure 4 - Shifts15
Figure 5 - Add Shift Details15
Figure 6 - Update Shift
Figure 7 - Gate Setup
Figure 8 - Add Gate Setup Details
Figure 9 - Security Points
Figure 10 - Add Security Points
Figure 11 - Skill Setup
Figure 12 - Add Skill Details
Figure 13 - Employee Wise Skill Setup
Figure 14 - Add Employee Skill Details
Figure 15 – Billing Setup
Figure 16 – Add Billing Cycle
Figure 17 – Fixed Point Setup
Figure 18 – Add Rolewise Fixed Point
Figure 19 - Login Vendor Page
Figure 20 - Login Details
Figure 21 - Select Security Contract
Figure 22 - Inbox tab
Figure 23 - Contracts
Figure 24 - Contract Details
Figure 25 - View Icon
Figure 26 - Add Resources
Page 5 of 98

Figure 27 - Add Employee Details			
Figure 28 - Employee General Details (1)			
Figure 29 - Employee General Details (2)			
Figure 30 - Login Page			
Figure 31 - Modules List			
Figure 32 - Contract List			
Figure 33 - View Resource			
Figure 34 - Employee Name List			
Figure 35 - Newly Added Employee Details			
Figure 36 - Newly Added Employee Details (1)			
Figure 37 – Verify & Forward Employee Details			
Figure 38 - Login Page			
Figure 39 – Select Seat			
Figure 40 - Modules List			
Figure 41 - Contract List			
Figure 42 – Approve Employee Details			
Figure 43 - Approved Status			
Figure 44 - Approved Status			
Figure 45 - Login Page			
Figure 46 – Select Seat			
Figure 47 - Modules List			
Figure 48 - Contract List			
Figure 49 - View Resource			
Figure 50 - Employee Name List			
Figure 51 - Newly Added Employee Details			
Figure 52 - Newly Added Employee Details (1)43			
Figure 53 – Verify & Forward Employee Details			
Page 6 of 98			

Figure 54 - Login Page
Figure 55 - Select Seat45
Figure 56 - Modules List
Figure 57 - Contract List
Figure 58 – Approve Employee Details
Figure 59 – Security Division Maker Login Page48
Figure 60 – Adding Deployment Details (1)
Figure 61 - Adding Deployment Details (2)49
Figure 62 - Adding Deployment Details (3)50
Figure 63 - Adding Deployment Details (4)50
Figure 64 - Adding Deployment Details (5)51
Figure 65 - Denoting Number of Resources
Figure 66 – Deployment Plan Created
Figure 67 - Create Roster
Figure 68 - Roster Details
Figure 68 - Roster Details    53      Figure 69 - Edit Roster    54      Figure 70 - Assign Guard    55      Figure 71 - Confirmation Notification    55      Figure 72 - Roster Allotment    56      Figure 73 - Finalize Roster Allotment    56
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57Figure 76 - Allotted Roster Details58
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57Figure 76 - Allotted Roster Details58Figure 77 - PDF Format58
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57Figure 76 - Allotted Roster Details58Figure 77 - PDF Format58Figure 78 - Print Roster PDF List59
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57Figure 76 - Allotted Roster Details58Figure 77 - PDF Format58Figure 78 - Print Roster PDF List59Figure 79 - Attendance60
Figure 68 - Roster Details53Figure 69 - Edit Roster54Figure 70 - Assign Guard55Figure 71 - Confirmation Notification55Figure 72 - Roster Allotment56Figure 73 - Finalize Roster Allotment56Figure 74 - Confirmation Notification57Figure 75 - View Roster List57Figure 76 - Allotted Roster Details58Figure 77 - PDF Format58Figure 78 - Print Roster PDF List59Figure 80 - Add Attendance Details60

Figure 81 – List of Attendance
Figure 82 – Attendance Marking
Figure 83 – Select Substitute
Figure 84 – Substitute Added by Vendor63
Figure 85 – List of Leaves Table with Substitute Name63
Figure 86 – Attendance Tab
Figure 87 – Submitted Attendance Details
Figure 88 – Edit Attendance
Figure 89 – Edited Attendance Status & History
Figure 90 – Finalize Attendance
Figure 91 – Attendance (Monthly)67
Figure 92 – Claim List
Figure 93 – Consolidated Attendance Details
Figure 94 – Inbox Tab
5
Figure 95 – Monthly Claim
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73Figure 103 – Add Monthly Claim Notes74
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73Figure 103 – Add Monthly Claim Notes74Figure 104 - Add Monthly Claim Notes (1)74
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73Figure 103 – Add Monthly Claim Notes74Figure 105 – Add Monthly Claim Query75
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73Figure 103 – Add Monthly Claim Notes74Figure 104 - Add Monthly Claim Notes (1)74Figure 105 – Add Monthly Claim Query75Figure 106 - Add Monthly Claim Query76
Figure 95 – Monthly Claim69Figure 96 – Monthly Claim Details69Figure 97 – Employee Details70Figure 98 – Upload Details (1)71Figure 99 - Upload Details (2)71Figure 100 – Monthly Claim (Pending)72Figure 101 – Monthly Claim (Pending)73Figure 102 – Claim Details (1)73Figure 103 – Add Monthly Claim Notes74Figure 104 - Add Monthly Claim Notes (1)74Figure 105 – Add Monthly Claim Query75Figure 107 – Add Monthly Claim Query76Figure 107 – Add Monthly Claim Penalty76

Figure 108 – Monthly Claim Deduction77
Figure 109 – Forward Monthly Claim77
Figure 110 – Forwarded Tab
Figure 111 – Approved Monthly Claims
Figure 112 – Inbox Tab
Figure 113 – Security Division Approver Login
Figure 114 – Select Seat
Figure 115 – Select Security Contract Management
Figure 116 – Monthly Claim (Approval)
Figure 117 – Finance Division Maker Login
Figure 118 – Select Seat
Figure 119 - Select Security Contract Management
Figure 120 – Inbox Tab
Figure 121 – Finance Division Checker Login85
Figure 122 – Select Seat
Figure 123 - Select Security Contract Management
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab90
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91Figure 130 - Wage Details92
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91Figure 130 - Wage Details92Figure 131 - Payment Component Details92
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91Figure 130 - Wage Details92Figure 131 - Payment Component Details92Figure 132 - Approve Wage Updates93
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab.87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab.90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91Figure 130 - Wage Details92Figure 131 - Payment Component Details92Figure 132 - Approve Wage Updates93Figure 133 - Reports (Vendor Login)94
Figure 123 - Select Security Contract Management86Figure 124 - Inbox Tab.87Figure 125 - Finance Division Approver Login88Figure 126 - Select Seat88Figure 127 - Select Security Contract Management89Figure 128 - Inbox Tab.90Figure 129 - Monthly Claim Approved Status by Finance Division Approver91Figure 130 - Wage Details92Figure 131 - Payment Component Details92Figure 132 - Approve Wage Updates93Figure 133 - Reports (Vendor Login)94Figure 134 - Monthly Consolidated Attendance Report94

Figure 135 – Generate PDF Report (Vendor User)	. 95
Figure 136 - Reports (Department User Login)	. 96
Figure 137 - Monthly Consolidated Attendance Report	. 96
Figure 138 - Generate PDF Report (Department User)	. 97

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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.

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# **3 SETUP**

# 3. 1 LOGIN – SECURITY DIVISION MAKER

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	from the list of functional modules.
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**Note:** SEEPZ has three main shifts: Morning, Day, and Night. Added shifts are listed Shift Lists table.

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#### 3.1.2 GATE SETUP

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### 3.1.4 SKILL SETUP

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# 3.1.6 BILLING SETUP

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Page 23 of 98



#### 4.1.1 INBOX

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

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**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



#### 4.1.2.1 EMPLOYEE GENERAL DETAILS

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

#### 4. 2 LOGIN – SECURITY DIVISION MAKER

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### 4.2.2 VERIFY & FORWARD EMPLOYEE DETAILS



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

# 4. 3 LOGIN – SECURITY DIVISION APPROVER

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Figure 38 -	Login Page
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Page 35 of 98



### 4.3.1 CONTRACTS

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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

### USER MANUAL - RISE (SECURITY CONTRACT MANAGEMENT) Confidential RISe Sections Real ACC 🏫 🗘 🛓 Milita Mila Pancishi Gurdee Unior Eccativeza 20-0-2022 Verified a Sharzhanh Pranoi Gair 870Chev 75 dir 2024 NetWork Www. Generative Namer (Associated on 25-02 2024 Approved a Sea Swart Shores (ADC) at 32.07.2024 Verified by security division plant Vydy Now (Assector Security Office) or 29-07-2004 VertBeid by security division A Shr. Vankar V D (Security Guard) on 22-07-2024 ..... Convider . IK ..... Click on [Verify] button to verify the details and then click on [Forward] button to forward the details. Forward × Remarks \* Mr. AdithyanArjun (Technical Support Engineer) Shri.Akshaya Kumar Shekhawat (Authorised Officer (Customs Preventive Officer)) Shri Amit Patra (Executive - Disaster Management) Shri Amit Shirvalkar (T Executive) Click on [Forward] button to forward the Shri Amit Shirvaikar (IT Executive) details. Shri.Aniket Singh (Junior Executive) Shri AniiKale (Sr. Technical Consultant Official) Mrs.AnjallN M (Technical Support Engineer) Forward × Successfully Forwarded Figure 42 – Approve Employee Details Once the newly added employee details are approved, the status will be displayed here.

Page 38 of 98

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# 4. 4 LOGIN-LABOUR DIVISION MAKER



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

Figure 46 - Select Seat

Page 40 of 98

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# 4.4.1 CONTRACTS

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1	Seeps Socarity Contrast 2021	GENC 59537742303030 dated 28-09-3023	W/a Singh Protective Services Pat. Ltd	7230160042.00	01/8/2023 01/8/2025	(RESOURCE VERPLCATION PENDING)	(2)
22	Socially Contract	123 dated 30 06 3024	M/s. Singh Protocilies Services Put. Ltd	1400000000	01 07 2024 81 07 2025	Constant and best of Surger	
		Fig	gure 48 - C	Contract Li	st		

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Contract N	ame : Seenz Security Contract 2023			
show 10	Incom	Sule List		search
		NAME OF	Resources	
# T	= Role	No Of Resources	Verified	Action
3	Security Supervisor (ASO Ex-servicemen armed)	32	0	Vers Bestacas
.2	Un-armed Male Security Quard (Ex-servicemen)	214	0	New Generation
3	Un-armed Male Security Guard (Civilian)	191	0	Ment Discourses
4	Un-armed Lady Security Guard	41	0	Vew Distances
	Total	418	0	
		Click on button to vi	[View Resou ew employee lis	rce] t.
	Figu	ıre 49 - View	Resource	

		Employee List			
	2 Employee Code	U Employee Name	Age	Status	Action
1	1121	Mr. AMIT ANIL CHAMAN	38	(Actes)	(iii)
2	1257	Mr. HARION SHREEKAMA SINGH	36	Athe	8
(3)	1254	MI RAMIAKHAN BINGH TOMAR	49	(1)194	æ
4	1252	ML BASHD ARMED KHAN	49	Actes	8
	1245	Mr. SANJEEV SINCH TOMAG	30	Arthur	G
5	1253	Mr. SANTOSH SADASHIV KAMATE	44	(hittee)	۵
7	1327	MI. BHARATI SAVINDRA RANAMANT	30	Artes	
		employ	/ee list.		
		employ	ee list.		
		Figure 50 - Employee N	ame List		

Page 42 of 98

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man state	INDOX Contracts Roster R	ooster Allotment Attendance N	ionithy Claim Reports		
C EMPLO	DYEE DETAILS				
	Employee Details				
	saldiestor Detors		12		
	Energinyad Goda Namic Genedel: Marrital Status: D.O.B.S Agis Constact Namber: Emergency Contact Number; Emergency Contact Number; Emer Emert Authour Number; UAN Namber: Desent Address; Communication Address; is optical for EXP;	123 Mr.abb oc MALE AARRED 22-06-1798 25 4-91 978025430 4-91 978025430 4-91 978025430 4-91 978025430 4-91 978025430 4-91 9780 2-35568 9-009 9-0000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-000 9-0000 9-0000 9-0000 9-0000 9-0000 9-0000 9-0000 9-0000000 9-00000000	Wintoge		
	F	Figure 51 - New	vly Added Emplo	oyee Details	
RISe	Security Contract Management			<u></u>	lagdish Franad Gaur LDC 🏫 🗘 👤
Dashboard Punding For	Inbox Contracts Restor	Roster Alictmont Attendance +	Acetthy Claim Reports		
	IS OPTICATION DETAILS TO A DETAIL OF THE DET	Ves			
	Height: 165 cm Blood Group: A-	Weight: 60 kg	i.		
	Organization Name: Period From:	no 2024-07-04	Designation. Period Ta:	ff 2024-07-20	
	GENERAL ATTACHMENTS				
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	A CONTRACTOR		No dele evalação	Action	
	Showing 0 to 0 of 0 mitrics			Prev	loui Next
	answering while to un to unit Alle				
	F	ïgure 52 - New	ly Added Emplo	yee Details (1)	
4.4	2 VERIFY	& FORWAR		E DETAILS	

OTHER ATTACHMENTS			
Show 10 entries			Search
# To Name		Attachment Name	Action
		No data available	
Showing 0 to 0 of 0 entries			Previous Next
REMARKS			
	.∖Veiñv.∖	Forward	
Click on <b>[Verify]</b> butt details and then clic button to forward the de	ton to verify k on <b>[Forwa</b> etails.	the Ird]	
Remarks *	Î		
	x		
Mr. Adithyan Arjun (Technical Support Er	ngineer)		
Shri, Akshaya Kumar Shekhawat (Author Officer (Customs Preventive Officer))	rised		
Shri Amit Patra (Executive - Disaster Management)			
Shri Amit Shirvaikar (T Executive)			1 button to forward the
Shri Amit Shirvaikar (IT Executive)		details.	
Shri Aniket Singh (Junior Executive)	Webstern)		
Mrs.AnialiN M (Technical Support Engin	per()		
	Forward		
Forward	×		
Successfully Forward	arded		
Figur	e 53 – Verifv	& Forward Employ	ee Details
	···· <b>·</b>		

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

# 4. 5 LOGIN – LOBOUR DIVISION APPROVER

		RISe LatifVar Densin Pressue 1992 - Constan
_	Figure 54	- Login Page
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	a productive and successful day aleast	ABC-Lunite Division
	Clic acco Figure 55	k on [Select Seat] button to ess modules list.

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	Contraction Contraction Contraction Contraction
	General Modules
	Subley Contractor Construction
No notifications found	Communication Mit, Businound Subtr

# 4.5.1 CONTRACTS

how 10	entries						Search	
(a. 1)	Contract Name	Work Order Nurdser	Agency	Contract Value(T)	Duration		Shifun ()	Action
Ť.	Scotte Security Contract 2028	GENC 01687749803620 dated 26 01/2023	M/s: Singh Protoctivo Service's Pvt, 1.td	#280600.42.00	01.11.0008	01.01.0026	(RESOURCE WERIFICATION PENOINE)	(a)
2	Security Contract	122 earlief 30-06-2024	M/L Singh Protective Services PvL Ltd	34000000000	05-07-2024	- 21407-3028	Contract for manual Property)	ल 🖬 न्ह
		Fic	ure 57 - C	Contract Li	st			
		, ,5			01			

### 4.5.2 APPROVE EMPLOYEE DETAILS

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monthey Subscription An	Since 2 anima		(Course)	
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	alights			
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	📕 alahu Atoman ƙunar Ukumati op 75-67	K3UM		
Click on	[Approve] button to	o approve the		
details a	and then click o	n [Forward]		
bullon to		<i>.</i>		
	Figure		lavas Dataila	
	Figu	re 58 – Approve Emp	oloyee Details	
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	Figu	re 58 – Approve Emp	oloyee Details	

USER MANUAL - RISE (SECURITY CONTRACT MANAGEMENT) Confidential **5 RESOURCE DEPLOYMENT** 5. 1 LOGIN-SECURITY DIVISION MAKER RISe Here One Two Resistantion - Public Ofenence - Terrs and Caralities - Cartico ..... RISe storztisu Public Usir 0 17308 O Conta Enter the Username, Password, captcha and click on [Login] button to Login. Figure 59 – Security Division Maker Login Page

### 5.1.1 ADD DEPLOYMENT DETAILS

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Pri Details       Children Marguenti	Kerry      Mit: Simi Protocolio Survices Pro. Li      Wex: Simi Protocolio Survices Pro. Li      Wex: Simi Protocolio Survices Pro. Li      Wex: Simi Protocolio Survices Pro. Li      Mit: Simi Protocolio Survices Pro. Li      Mit: Simi Protocolio Survices Pro. Li      Deployment      Click on     create the      g Deployment D      atus will show	Seri	i Jadhav J D. Security Guard 😭 🗸 🤉
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Figure 60 – Adding Deployment L	ng Deployment		
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Figure 61 - Adding Deployment De	g Deployment D	Create] butt eployment Ve	on to ersion.
	atus will show	tails (2)	
	atus will show		
he user selects "Yes," the status will show			Plan"; if "No
· · · · · · · · · · · · · · · · · · ·		as "Holiday	,

Page 49 of 98

Confidential

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

		Click on respective	View icon Deployment	to add the details.
naw 10	outries			Kearch
8.3	Constrant: Merrow	Арносу	Created On	Status Actors
τi)	Seeps Security Contract 2023	Wys Singh Protective Services Put Ltd	20-07-2024	
22	Seep2 Security Contract 2023	W/s. Singh Protective Services Pvt. Ltd.	20-07-2024	
			the second second	

Figure 62 - Adding Deployment Details (3)

	Deployment Poster Alderent Atter	clones Monthly Denn Redstill	
Add Resource Deployment Plan			
eradel Poles	854)	Security Press	No. of Dessarors, 1
		Deployment Plan.	

RISe Security Contract M	anagement		Shit Jadhau -	10 Becurity Quarti 🔒
3 Add Resource Deployment Pla	n			
Resource Deployment Plan		line i		
Shift 1: Moning (7.00 AM to 2	DO PM) V Select A1	Security Supervisor (ASC cutiourcod)     V		
		Total Resource Count: 90 Resource Addect: 0		
·		<b>↑</b>		
Upon se Post, th	electing respective Shift, ne relevant Contract rol	, Gate, es get		
number	of resources.			
	Figure 64 - Add	ling Deployment Details	(5)	
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o <u>te:</u> Upon s spective deta	electing Shift, Gate	e, or Post from the hin the same tab.	dropdown	menu, t
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Page 51 of 98

#### USER MANUAL - RISE (SECURITY CONTRACT MANAGEMENT) Confidential RISe Security Contract Marries Pril Jostov JD Security Gasts 🏫 🗘 💄 Rosett Mildz Cartheds Becours Deployment Stat: Mente de migne (frank bie de la Adorada) Girer Galacter 2 Carry Sciences Holant Total Resource Count: 201 Hestower 21 Resource Added: 10 santa Rid Carles Bd-24 No. of Bennet SHIT 2: MON (11:00 PM to 7:00 AM) Lady Security Geord Gets No 2 Entry Gate Check (Jaggage Start) SHE 2: NgH (1100 PM to 7:00 AM) Gale No 2 Drity Gale Check Lety Security Geard The Total Resource Count Upon Saving the and Resource Added Count Deployment Tab, a pop-up shown here depend on the message get displayed as selected shift, gate, and post. shown. Figure 66 – Deployment Plan Created

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# 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

Inpos	Contract Poster Attendance Monthly	y Clarm Reports		Maa singin Motostine Services Put. Ltd 👔 🛓
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now:	w entres			Search
•	() Contract	Period	Diatus	Action
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2	Seepz Security Contract 2023	23-06-2021 ( Public Hoxidays )	Constant Ballington	ß
а.	Searct Security Contract 2020	(7-DE-2024 to 22-DE-2024 ( Normal Days )	Retter Indiana	22
4	Serior Security Contract 2023	35-06-2024 ( Polois Holidays )	(Concentration)	8
fi -	Seepe Security Contract 2028	10-06-2024 to 15-06-2024 ( Normal Days )	Contraction	E.
	Navigate to <i>Roster</i> T the security guards.	Tab to allocate Click to cr	on <b>[Add Roster</b> eate roster.	Details] button
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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.

Contret	Period		Status		Action	
Scepa Security Contract 2023	3.8 00 2024 to 2	9 OE 2024 ( Normal Days )				B 🗲
Sweps Security Contract 2023	33-06-9094 ( Pu	Infr Homisys \$				B
Seepa Security Contract 2023	17-06-2024 to 2	2-08-2024 / Normel Days 3	(			B,
Sendor Security Controld (\$128	16-06-2824 ( Pat	nie walazys (	(			er.
Shipp Security Contract 2023	10-08-2024 to 5	SOB 2024 ( Norther Days )	C			8
Scope Security Contract 2028	09-06-2024 ( Bu	dale: Holldaye (	(Internet			B
Roster in	itiated status.	Click	on [Edit]	button t	o add	
		secur	rity guards.			
	Figure	a 60 - Edit Ros	stor			
	riguit	9 09 – Luit Ros	SIEI			

Contract Name Sorpt Security Contra Roster Period 12/08/2024 to 17/08/2	et 2027 1024			
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Security contract Monocrime     Contracts Rester     Contracts     Rester     R	Figure 7 Monthly Claim Reports Monthly Clai	70 -	- Assign Guard	ices Pret. Las

Page 55 of 98

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

# 6. 2 LOGIN-SECURITY DIVISION MAKER

# 6.2.1 ROSTER ALLOTMENT

Deenboard linbox Contracts Resource Deelo	Roster Allolment Allend	ience Monthly Claim Repo	arts		
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to finalize roster alloth	nent.	Shift.			
	E: 70	<b>n</b> <i>i n i i</i>			

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

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				L.
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	Fig	gure 73-	- Finalize Roster Allotment	
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#### USER MANUAL - RISE (SECURITY CONTRACT MANAGEMENT) Confidential RISe Security Contract Management Dashboard hook Contracts Resource Deskyment Rotter Allotment Attendance Shri, Audiev J D. Security Quand 🏫 🌣 🚊 Monthly Claim B Roster Allotment Roster Altotment Details Constact\* Seept Security Constant 3323

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Figure	/5 –	View	Roster	List

list for each post.

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			σ	:00 AM to 3:00 PM)
snow to	Shores		94	act
8.0	Resource Name		Security Point	
τ.	ANANDA KALAMBE , Security Supervisor (ASO Ex-servicement armed)		Gata No 1 Entry Ga Scan)	ife Check (Baggage
2	ANIL KUMAR PANDEY , Security Supervisor (ASO Existencicemen armed)		Gate No 1 Entry Ga	ite Check
×.	ARJUN MARDHEKAR, Security Supervisor (ASC Ex-servicemen armed)		Gata No 1 Entry Ga	de Chack
4	SHARATI RAVINDRA HANAMANT . Security Subervisor (ASO Ex-servicemen armed)		Gata No 1 Entry Ga Scan)	ite Chack (Baggage
Ŧ	BHOOPENDRA SINGH PARHAR, Security Supervisor (ASD Ex-servicemen armed)		Gate No 1 Entry Ga	ite Check
E	NITU PREM KHADKA, Un-arrived Lady Security Guard		Gate No 1 Exit Gate	a Operation
	Figure 76 - Allotted F	Roster Deta	hils	
Show D	Figure 76 - Allotted F	Roster Deta	iils 	antri
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# 7 ATTENDANCE

# 7.1 ADD ATTENDANCE

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

Atter	idance Details					ning as	tendark
				Thit of Atlandince			-
8	Employ## Code	Employee Name	Security Point	Role	Attendance Status	Action Ren	arks
			Click o Attenda	n <b>[Add Attend</b> ance details.	ance] button to	add	
			Figure	79 - Attendar	nce		
I	RISe see	unity Contract Management				NS Singh Protective Services Prt. 1.50 🛉	•
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**<u>Note:</u>** [Mark Attendance] button will appear upon selecting the Attendance date. Here, the vendor can view the list of employees who are in the Roster.

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	nce Details						
		Landar (					
opciate s	Daily Attend Inica rano	ance	CONTRACT		water		
25-06-	2024		<ul> <li>Seeps Security Contract 2029</li> </ul>	4	Stift 1: Roming (700 JW to 3:0	Q (7M)	÷
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			Last of A	Loredland w			
	Employee	Territoria Nama	Security Date	Bule.	Attendence Ristor	Active Dec	
	Code	- it-to-	second even	- Hour	Conference and the		
10	002	MR KRISI INA BAMADUR GHATRICH ETRI	Boundary mail behind Aden 🔍	University Guest (Excervicement)	Substitue VisitiOny Leave		ф?
20	105	NEPRANCO MARCHAR PASHTE	CCTV Corner Room +	Linearnest Male Security Guard (Civita)	Substitute Viet Day Love		
					H H H		
1.	104	MESCHE ICHNARLEIR	D/C Basedov (Dorwood Sielto •	(Ex conviciant)	Substitute Hart Day Loave		
đ.	9480	MR ANOT KILAN SUNCE	Entry Gate Check TOD AM to \$ 20 AM/ Ent	Lanament Mele Security Goed (Omlan)	SUBSTITUTE PARTICIPAN LINARE 20 ID ID ID		÷1
	So	ort the list of Atte	ndance by	Sort	the list of Atter	ndance by	
	se	lecting the Post.	, i i i i i i i i i i i i i i i i i i i	selec	ting Security Po	pint.	

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

**<u>Note:</u>** 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.

USER MANUAL - RISE	(SECURITY CONTRACT MANAGEMENT)
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		ender of the second	Security Point	Role	Attendence Status	Action Rema
	1202	мененала ванарие снатен Сниета	Countery well behind Adapi 🔹 👻	Un-armed Male Security Guard (Ex-servicemen)	Substitute Hair Leaver Day O	•
6	\$415	MR PRAMOD MANCHAR PASHTE	CCTV Control Room v	Un-armed Male Security Guard (Divitian)	Substitute Half Leave	
	1164	MR.SUNIL KUMAR JHA	DK: Burgalow (General (BP)) 🗢	Un-armed Male Security Guard (Ex-servicemen)	Setter Hor Leave Day D	
	3400	MR.ANKIT KISAN SHINDE	Entry Sole Check 7.00 AM to 9.30 M	Un-armed Male Security Guerd (Chillien)	Sobolinae Half Leone Day D	
	0	Select the Security drop-down to assig	y Point from the n another point.	Click Attend	here to r dance Status.	nark the

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

#	Employee Code	Employee Nome	Security Point	Role	Attendance Status		Action	Remarks
1	1310.2	MRURBHNA BAHADUR GHATR CHHETR	Boundary well behind Ad 🛛 👻	Un-armod Maio Seconty Guard (Ex- servicemen)	Substrute 🖬	v Cov D		
2	1415	MR FRAMOD MANCHAR PASHTE	CCTV Control Room 👻	Un-armed Male Security Guard (Civilian)	Substitute 🗋 Kort Day 🗍 Leave			190
				Select the drop-dowr	ร Substitute Name fro า.	m the		
			Figure	83– Sel	ect Substitute			
			Figure	83 – Sel	lect Substitute			
			Figure	83 – Sel	ect Substitute			
			Figure	83 – Sel	ect Substitute			
			Figure	83 – Sel	ect Substitute			

- 1 K						 
	1415	ASHOR KUMAR CHAUDHARY 🛑	CCTV ControlRoom	Un armed Male Security Gaard (Chillion)		 EDUED 8 VENDOR
z	7104	MERGUNIC RUNAR JHA	04C Ekerganikk (General Strift) +	Un armod Male Socurity Guard (Ex-servicemen)	Substitute Half Leave	
а	1480	MRANKI KISAN SHINDE	Entry Gate Creck 7.00 AM to 9.00 AT	Un-armed Male Security Guard (Chelian)	Substitute Har Leave	
		Added Substitu Vendor.	ite details by th	e		

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



# 7. 2 SECURITY DIVISION MAKER

### 7.2.1 ATTENDANCE

### 7.2.1.1 DAILY

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

	noance Details			104 C 104 C				- Add Attendance
				Her of Arts	ndarce			
*	Employee Code	Employee Name	Security Point		Role	Attendence Status	Action	Remerks
30	1000	ASHOR KUMAR CHAUDHARY (	CCTV Connot Sicco	•	Un-armed Male Security Guard (Civiliare	Present	<b>2</b> 9	UX TED BY VENDOR
2	π6 <b>4</b>	MRSUNIL KUMAR (HA	DAT Surgation (General Shift)	*)	Uniarmed Male Security Searct (Existencemen)	Present	a	
			Figure 86	6 – A	ttendance	Tab		
as/tb	Se security seard intex Monthly anclarica Datail	Contract Management Contracts Resource Deployme	Roster Allotment Atten	idance <mark>1</mark>	Monthly Claim — Reports		, serk Jadnav J D. sec	udy mana 🏦 🕈 ᆂ
	Se security seard inter- monthly anterce Detail	Contract Martuponiunt Contracts Resource Deployme s	ont Rooter Alkolment Atten	idence 🚺	Monthly Cleam Records	y Dhtt Shith 1 Morryng (∕100	aer's Jachev / D. sec	wity owns 🔶 O 🚊
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	Se Security poerd https://www. Macintay. mediance Detail poer Dotty: ABD Control Control ADD Control Control Control ADD Control C	Contract Management Contracts Resource Deployme *  *  *  *  *  *  *  *  *  *  *  *  *	Contex Alboment Atten     Contact     Contact	idence	Northly Clean Receive u Scott source source Northly Clean Source Source Uncerned Solescenty Clean (Source) Uncerned Solescenty Clean (Source) Source Uncerned Nate Source Source Uncerned Nate Source So	v   Soft Soft Moving (*00 to Both Southy Perk Attendaries Status Present Present	. Strick Jacobier J & Dece And the Store (FAU) 	with waves no 2 1
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	Se security mediate Detail to Detail	Contract Management Contracts Resource Deployme w WWWW Contracts Resource Deployme w Contracts Resource Deployme w WWWW Contracts Resource Deployme Contracts Resource Resource Contracts Re	Rotter Allowerd Atten	idence 2	Activity Clear Reports	Contri South 1 Morring (2000 South 1 Morring (2000 Sout	Antise Stor PA)	Bemaik Control or Voticos

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



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

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	Emp Cod	sloyee Employee Na le	me	Security Pol	int		Rola	Attendance St	itus	Action	Remarks
1	1890	ASHOK KUM		CCTV Com	rolitham	*	Un-armed Male Security Guard (Civilian)	Presant		<b>R</b> 2	EDITED BY VENDOR
2	1164	MR.SUNIL IO	MAR JIA	DyfC Burge	icua çGoracial Abilty	×	Un-annect Male Security Guard (Ex-servicemen)	Laure		89	Edited By SEEF
				F	Attendan	ce H	istory.			,	
tenc	dance Hi	story		P	Attendano	ce H	istory.			×	
tenc	dance Hit Employee Ende	Story Singloyee Nome	Security Paint	Reis	Attendane	Statue	ISTORY.	Cipited Date (	Echted By :	*	
tenc c	dance His Deployee Cade	Story EngloyeeNoms McSantSiame Jun	Security Paint CoC Butgladee (Fermick Staff)	Fiele Rele University Gaust Guideformation	Attendand Attantace Halory Shite Shite 1 Mering (7:00 Shite 3:00	Status Present	ISTORY.	Edited Date : 20 07-2024 GB 43 EM	Estired By : Estired By Social	*	
tenc c	dance His Disployee Code	Engloyis Nom McSunt June Ju	Security Parel EXC Tangates (Record State)	Reie Reie Marmod Main Smarthy Garnit (1) - Serviceraery	Attendand Abandono Halory Son 215: 2 Norring (7:00 Attuil 200 990	stelus Present	ISTOPY.	Edited Data 20 07-3024 02 40 Fee	Edited By : Edited By Social	*	
E C	dance His Deployee Cade	Engloye Hom M Sunt Kame Jac	Security Paint Loc Rangidee (for end Soft)	Rels On-armod Mate Secondy Geant (2.)-serv.seral(	Attendance Attendence Heltery Son 2500 2500 2500 2500 2500 2500 2500 250	Status Present	Substrate Name	Zeried Date ··· 20 cf Jobh Col-10 EM	Edited By: Edited By: Edited By: Sonce		

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

				1	lat of Leaves			
	Emplo	100	Employee Name	Security Point	Role	Shift	Leave Status	Subsitute Name
1	1415		MI: FRAMCIO MADIOHAR PASHTE	CCTV Control Hoom	Un-armed Male Security Coard (Clubier)	Shift 1: Morring (2:00 AM to 3:00 PM)	Loave	Mt. Ashok Kumor Crankfory
ž.	1154		Mr. Soni Karsat Jha	D/C Bunasiow (General Shift)	Un arrend Main Security Duard (Ex-servicemen)	Shift 1: Murring (7:00 AM to 3:00 PM)	Leave	
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### 7.2.1.2 MONTHLY

Page 67 of 98

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### 7.2.2 INBOX

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

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Figure 04 Jahov Tah	
Figure 94 – Indox Tab	
uce 68 of 98	

# **8 MONTHLY CLAIM**

# 8.1 VENDOR LOGIN

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

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	Figure 95 – Monthly	y Claim
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	Figure 96 – Monthly Cla	aim Details

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<u>Note:</u> *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.



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### **8. 2 SECURITY DIVISION**

#### 8.2.1 SECURITY DIVISION MAKER

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

# 8.2.1.1 PENDING

Show to endlas	1,22,11,7,27		Search:
# 1. Claim Number Year Month	Contract Norm	1. An	ate Salariitted Active
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Figure	102 – Claim De		
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<u>Note:</u> To add notes to the submitted Monthly Claim details, click on *Notes* tab, enter the notes and click on **[Save Note]** button.





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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.

Clathariber CLANNOT	Contract Start Date : 01492028 Year & Month of Cloim: 2024-Decender	Derhart Std Date 81-03-202 Date of Submission 21-05-2025	<ul> <li>Contract Value: 1232/160,042</li> </ul>	00
© 3.⇔.v tan	- + konstan *	A T Z R 6 th 1 Overy	sans Cast Westy Deside	etaan
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	Figure 105 – Ad	dd Monthly Cla	im Query	



Page 76 of 98

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### 8.2.1.2 FORWARDED

The forwarded details will appear in the Forwarded tab.

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Show X	entries					Search	
				Cisim List			
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ż	CLAIM0202	2023	Geometer	Seept Security Contract 2023	U × 02× 202 4	09-02-3034	
а.	GAMNOS	2038	Junuary	Seeps Security Contract 2022	11 03-2004	13-03-0104	
4	CI AMNO4	2024	Fetauacy	Seeps Security Contract 2023	19-03-2024	19-03-2024	
5	GLAIMINOS.	2004	March	Solph Security contract 2023	3b 04-2004	15-04-2024	۰
π	CLAIMIND5	2078	Apri	Seeps Socially, Contract 2003	75-735-2002.4	78-08-00104	٠
3	GLAMNO7	2004	Мау	Seven Security Contract 2022	07.06-2024	D7-06-2024	
n	ROMMAR	2028	.TLENH	Seeps Security Contract 2023	32-07-3134	23-07-2024	

### 8.2.1.3 APPROVED

Previously approved Monthly claims will appear in the Approved tab.

Show 30	entries						Search	
a. 1.	Colm Number	Veor. 1	монт	Contract Name	Oute Submitted	0 Date Approved	Bi Statun	Action
h	C. AIMINOI	2028	Novembro	Swipz Socarity Contract 2023	06-01-2024	17-01-2024	(tentions)	۰
2	CT. ALMPHO 2	2023	December	Seeps Security Contract 2023	06-02-2028	20-02-2004	(Team Sec.)	•
3	CLAIMINO5	2024	January	Seeps Security Contract 2023	05-03-2624	62-64-2024	(Instrant)	۵
*	ID AMNO4	3034	February	Scept Security Contract 2023	15-03-3024	03 04 2024	(//content)	۵
6	CLAMNOL	2024	March	Seeps Security Contract 2028	15-04-2024	23-04-2024	(Insurant)	•
£	CLAIMPIOL	2024	Apri	Seroy Security Contract 2022	07-05-2026	22:06-2024	(Removed)	-
			Figure	111 – Ap	proved Mo	nthly 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.

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Stow 10 entries		Search
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t. Monthly Caimil	etails of Seeper Security Contract 2023 on June 2024 Forwarded From Security Division Maker	20-57-2024
Showing ton 1 of Lenhine		Province
	Monthly Claim details forwarded from Security Division Maker.	
	Figure 112 – Inbox Ta	ab

<u>Note:</u> 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.



Page 80 of 98

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	VAC Contract Contractors From Class Mean Contra
	General Modules
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general # *	

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

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				Click on Inl hu	ttop to view the ferwarded	
					itton to view the forwarded	
				claim details		

**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.

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North Control of Contr	50 B.	
Enter the	Username, password,	
Captcha ar	d click on [Login] button.	
Figure 117 – Financ	ce Division Maker Login	
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Welcome, Shri. Jagdish Prasad Gaur	LDC 2 - Finance Accounts & Procurement Division	Situal
Good Aftermoon! Please select a profile from your like of anivikepes to continue. Waiting you a productive and successful day anesd!	LDC - Serourity Division	34887
	LDC - Extense Distances	
	III Anni 60,481,29:50,292,41	
- week		64 N
Figure 118	– Select Seat	
Page 83 of 98		

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<u>Note:</u> 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.



RISe : Source our Direction of Exposite Directioning Zone MEZ					.a.,
		Please Select the Seat .			
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The monthly claim details forwarded by the Finance Division Maker after verification will appear as notifications in the *Inbox* tab of Finance Division Checker.

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2 1 Notifications	Notification Date
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Score THE A GE ANTENS	1999003
Monthly Claim details forwarded by	
Monthly Claim details forwarded by Finance Division Maker.	

**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.



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Select Security Contract. Figure 127 - Select Security Contract Management e monthly claim details forwarded by the Finance Division Checker foroval will appear as notifications in the Inbox tab of Finance Division corover.					
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	e monthly claim deta proval will appear as prover.	ails forwarded by notifications in t	the Finan he <i>Inbox</i>	ce Divisi tab of F	on Checker Finance Divisi



<u>Note:</u> 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 logins to view the approved status of Monthly Claim details forwarded by Finance Division Approver.

USER MANUAL – RISE (SECURITY CONTRACT MANAGEMENT)	Confidential
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Enter the year and month to view the claim details.	red.
Click on [•] button to view the approved claim details.	e
Figure 129 – Monthly Claim Approved Status by Finance Division	Approver
Page 91 of 98	

# **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.

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# 9. 2 SECURITY DIVISION APPROVER

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

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# **10 REPORTS**

# 10.1 VENDOR LOGIN

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

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# **10.1.1 MONTHLY CONSOLIDATED ATTENDANCE REPORT**

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**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.

Page 95 of 98

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# 10.2.1 MONTHLY CONSOLIDATED ATTENDANCE REPORT

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**<u>Note</u>**: 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."