

Edit Employee Profile

Developed By





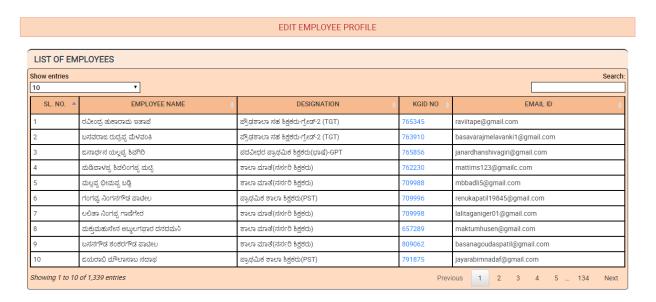
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Edit Employee Details

To edit the employee details Login as Block admin Select the menu Edit employee details



Click on the KGID to edit the employee details

The employee details consists of

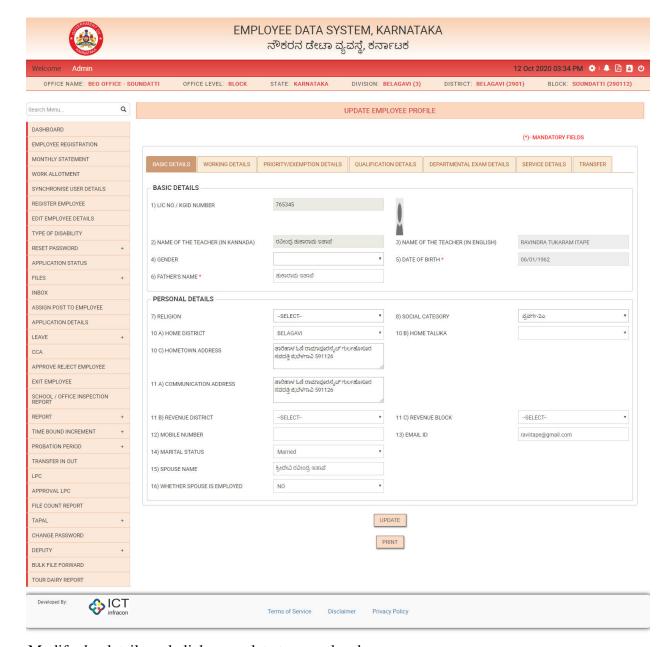
- 1. Basic Details
- 2. Working Details
- 3. Priority/Exemption Details
- 4. Qualification details
- 5. Departmental exam Details
- 6. Service Details



Basic Details

To edit the Employees basic details

Login as Block admin select menu Edit employee Details Click on KGID Select the tab Basic details



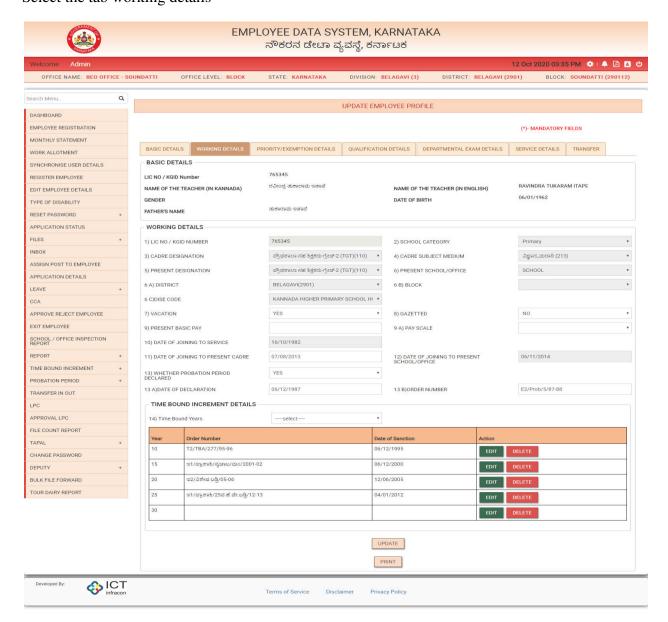
Modify the details and click on update to save the changes



Working Details

To edit the Employees working details

Login as Block admin select menu Edit employee Details Click on KGID Select the tab working details



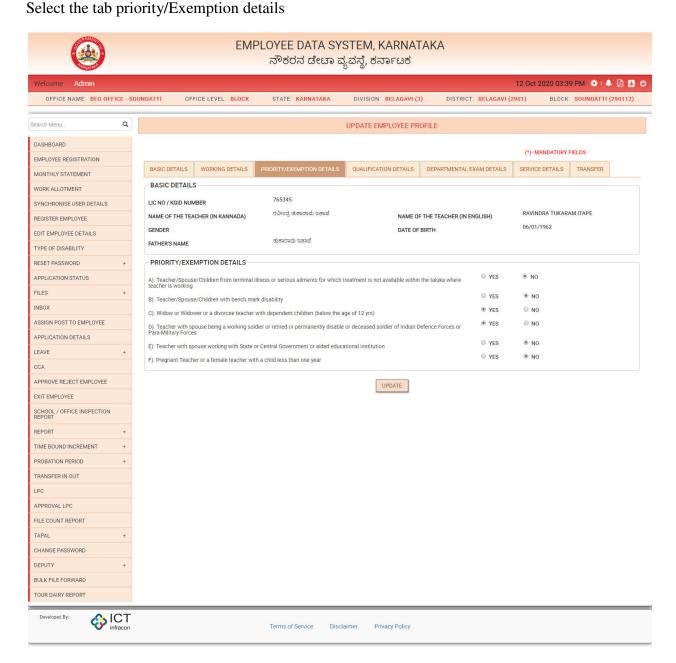
Modify the details and click on update to save the changes



Priority/Exemption Details

To edit the Employees priority/exemption details

Login as Block admin select menu Edit employee Details Click on KGID



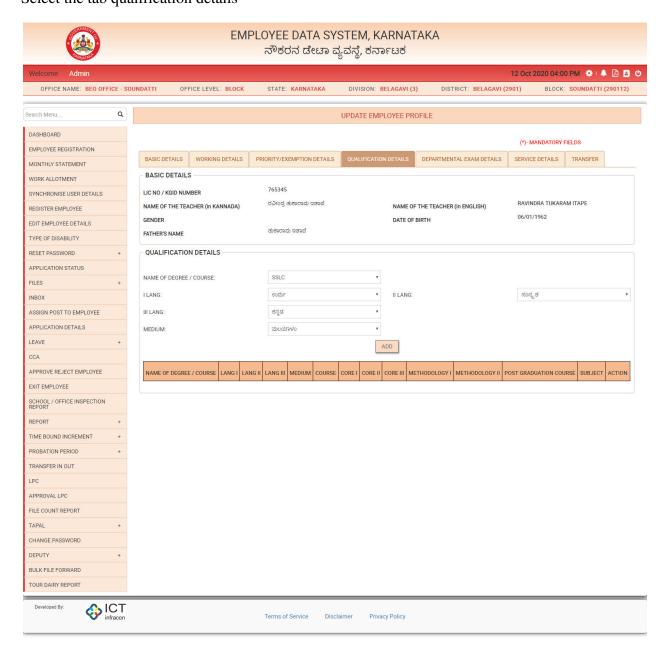
Modify the details and click on update to save the changes



Qualification details

To edit the Employees qualification details

Login as Block admin select menu Edit employee Details Click on KGID Select the tab qualification details



Enter the details and click on Add to save the changes



Departmental exam Details

To edit the Employees departmental exam details

Login as Block admin select menu Edit employee Details Click on KGID

Select the tab Departmental Exam details



Enter the details and

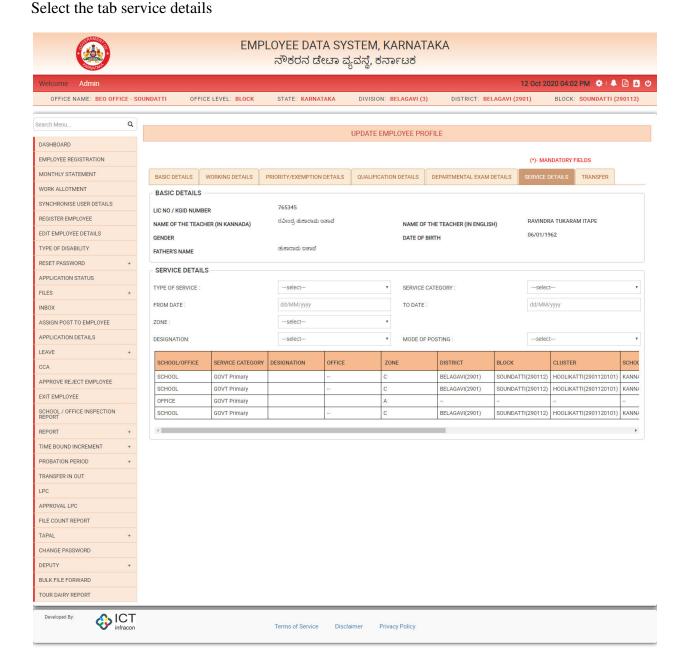
Click on Add to save the details



Service Details

To view the Employees service details

Login as Block admin select menu Edit employee Details Click on KGID





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