

“SWAJAN”

USER MANUAL

1. **INTRODUCTION:** Kolkata Police has devised an application software namely “SWAJAN” for the benefit of its employees as a whole. The employees of Kolkata Police can view their complete particulars relating to service matters by using this software. This is very useful and user-friendly.
2. **HOW TO USE:** Open your browser and type 182.71.240.214:81/CRO/SWAJAN and press the enter key. The login-page will open in front of you. For registration click registration tab. Now the registration page will open in front of you. You have to put your date of birth and mobile number in the respective boxes and to click on the submit button. A SMS containing your password will be sent to your registered mobile number which is to be kept in mind for future use. Now you have to press the login button and accordingly the login-page will appear. You have now to put your user-ID (your mobile number) and password in the respective boxes and to press the login button.

Now, you are successfully logged in and a page containing different icons like Details, Gradation, Reward, Punishment etc. will appear. If you press the details icon, a page containing details of your service records including details of your transfer, posting, date of confirmation and other personal details can be seen. If you click on the gradation icon you can see your exact position in the gradation list.

For knowing the details of your salary, if you click on the salary icon you will be redirected to the IFMS login page. Here you have to put your login ID and password, to be obtained separately by visiting IFMS website, to see the particulars of your salary.

If you want to change your “SWAJAN”password you have to click on the password icon and put your new password in the appropriate box and click on the ‘set password’ button.

You can also view and download different useful forms by clicking the forms icon.

You can save important information by clicking the notes icon and keep it safe and secure for future use.

You can also use your android mobile phone to download this App by using URL 182.71.240.214:81/CRO/SWAJAN.

3. **DUTIES OF THE DRO OFFICE AS ADMINISTRATOR:** By double clicking on the KPPIS-RO icon on the desktop you will find the login-page. Put your user ID, password (supplied by CRO office) & mobile number and press the login button. A dashboard will appear where you can view different reports on your unit as well as on Kolkata Police by pressing different icons in the following manner.

- i) **Sr. Officers of KP:** You need not have to put any information here. You can just see the list of Sr. Officers of Kolkata Police.
- ii) **Retirement:** You need not have to make any entry on this item. You can see the names of police personnel who will retire in near future.

Similarly you can view other important information regarding the police personnel under you.

4. **DATA ENTRIES BY DRO OFFICES:** For data entry please click on the search button located at the upper left hand corner of the dashboard and press "Search your unit "menu. A query window will appear, from where you can find different statistical data in respect of various factors. For example, if you want to know the number of Sub-Inspectors in your unit you have to click on rank combo box and select S.I. menu and press the search button, then you will find the list of Sub-Inspectors of your unit.

Now, if you want to enter any data in respect of a particular employee like entering reward, punishment, leave, nomination, GPF balance, ACR writing, PAN No, Aadhaar Card No. etc, you can search the employee by using any of KPPI ID, GL number, mobile number, name etc. If you want to search the employee by name, put his name in the box and press the search button, the name of the employee will appear at the right part of the window. Now select the employee and double click. Now, the details of the employee will appear on the window and different menus like Service Sheet, Previous Posting, Proceeding, Suspension, Reward, Punishment, ACR, Nominee, Leave will appear at the lower part of the window. Now you can enter any new information and update the existing information by selecting different boxes and tabs.

5. **DUTIES OF THE CRO OFFICE (SUPER ADMIN)**: By double clicking on the KPPIS icon on your desktop you will find the login-page. Put your login ID and password in the appropriate boxes and press enter key, a dashboard will appear, from where total information of Kolkata Police in terms of present strength, proceedings, suspension, retirement, cast and religion etc. will appear.

For data entry, click on the search button on the upper left hand corner. A query-window will appear from where statistical statement can be generated on various parameters like cast, religion, educational qualification etc. For data entry for leave (for higher ranks), Service book, transfer, posting, suspension, proceeding, retirement etc. you can search the employee by using any of KPPI ID, GL number, mobile number, name etc. If you want to search the employee by name, put his name in the box and press the search button the name of the employee will appear at the right part of the window. Now select the employee and double click. The details of the employee will appear on the window and different menus like Service Sheet, Proceeding, Suspension, ACR, Reward, Punishment etc. will appear at the lower part of the window. Now, you can enter any new information and update the existing information by selecting different boxes and tabs.

If necessary, CRO as the Super ADMIN is authorized to edit / delete / update any information in respect of any of the employees of Kolkata Police.