

**AYUSH HOMOEOPATHY
INFORMATION MANAGEMENT
(AHIMS 2.0)**



**DEPARTMENT OF
HOMOEOPATHY**

**USER MANUAL OF
ESTABLISHMENT MODULE**



CONTENTS

REGULAR EMPLOYEE HR

➤ CHANGE DEFAULT PASSWORD	3
➤ ADD/EDIT EMPLOYEE	4
➤ RECRUITMENT DETAILS	9
➤ DEPARTMENT TEST PASS DETAILS	12
➤ PROBATION DECLARATION	13
➤ PREVIOUS SERVICE ENTRY DETAILS	14
➤ SERVICE HISTORY	15
➤ DISCIPLINARY ACTION	16



CHANGE DEFAULT PASSWORD

Initially user will be given default password Ahims@123. User can login with this default password. Employee pen will be your username and password will be Ahims@123. You can login with these credentials and then change the default password. You can change your password here. You can access this application only after changing the default password. You cannot repeat your default password when creating a new password. Password Must Have a Capital Letter, Small Letter, special character, numbers And at least 8 Characters!

The screenshot shows the AHIMS 2.0 web interface. At the top left, there is a dark navigation bar with 'AHIMS 2.0' and a menu icon. To its right, the user's name 'SUMI B S' is displayed. On the top right, there is an 'Auto logout: s' indicator, a notification bell icon, and a user profile icon with the ID '344010'. The main content area features a blue header with the text 'CHANGE YOUR DEFAULT PASSWORD'. Below this header, a red warning message reads: 'Do not repeat your old password' and 'Password Must Have a Capital Letter, Small Letter, Special Character, Numbers And Atleast 8 Characters!'. The form contains two input fields: 'NEW PASSWORD:' and 'CONFIRM NEW PASSWORD:'. To the right of the second field is a green button labeled 'CHANGE PASSWORD'.



1.ADD/EDIT EMPLOYEE

Almost all employees are added to this application. If not found, you can add the employee using this page. You can update your data if you want to make changes to your details. To update, the employees will be listed in the grid, load the data by clicking on the row, make appropriate changes and click on the update button. Employees of the same office will be listed in the grid. To add an employee, while typing the pen, showing the existing message and could not find it from the grid, then contact the Admin.

The Add/Edit Employee menu located at the right side of this application and under the Establishment module and Regular Employee HR. In this page you can insert employees and also update details of employees. Employee details are divided into 5 tabs.

- ◆ Personal Info
- ◆ Present office Details
- ◆ Qualifications
- ◆ Family Members
- ◆ uploads



1.1 PERSONAL INFO

You can add your personal information here. Mandatory fields are marked with a red star, and others are not mandatory. After filling your details click the button **save and proceed**. If the mandatory fields are not filled in, the field will become red bordered. Upon successful completion it will automatically take you to the next tab 'present office details' or you can click on another tab.

AHIMS 2.0 | SUMI B S | 10:22:17 am | Auto logout: 59986 s | 344010

ADD/EDIT EMPLOYEE

PERSONAL INFO | PRESENT OFFICE DETAILS | QUALIFICATIONS | FAMILY MEMBERS | UPLOADS

HONORIFICS *	NAME *	PEN NUMBER *
Select	FULL NAME	PEN NUMBER
GENDER *	NATIONALITY	DATE OF BIRTH *
-SELECT-	INDIAN	DD/MM/YYYY
DATE OF SUPERANNUATION	FATHER'S NAME *	MOTHER'S NAME *
DD/MM/YYYY	FATHER'S NAME	MOTHER'S NAME
BLOOD GROUP *	RELIGION *	CASTE *
-SELECT-	-SELECT-	-SELECT-
CATEGORY *	EX-SERVICE MEN *	PHYSICALLY HANDICAPPED *
-SELECT-	-SELECT-	-SELECT-
AADHAR CARD NUMBER *	PAN NUMBER	RATION CARD NUMBER
AADHAR CARD NUMBER	PAN NUMBER	RATION CARD NUMBER

AHIMS 2.0 | SUMI B S | 10:22:17 am | Auto logout: 59982 s | 344010

VOTER ID CARD NUMBER	MARITAL STATUS *	SPOUSE'S NAME *
VOTER ID CARD NUMBER	-SELECT-	SPOUSE'S NAME
IS INTER RELIGION / CASTE *	SPOUSE'S RELIGION *	SPOUSE'S CASTE *
-SELECT-	-SELECT-	-SELECT-
IS SPOUSE EMPLOYED *	SPOUSE EMPLOYED IN *	IDENTIFICATION MARK 1 *
-SELECT-	SPOUSE EMPLOYED IN	IDENTIFICATION MARK 1
IDENTIFICATION MARK 2 *	HEIGHT(cm) *	
IDENTIFICATION MARK 2	HEIGHT(cm)	
PRESENT ADDRESS		
HOUSE NO AND NAME *	STREET NAME *	PLACE *
HOUSE NO AND NAME	STREET NAME	PLACE
PIN CODE *	STATE	DISTRICT *
PIN CODE	KERALA	-SELECT-
TALUK *	VILLAGE *	
-SELECT-	-SELECT-	



PERMANENT ADDRESS Tick If Same as Present Address

HOUSE NO AND NAME * STREET NAME * PLACE *

PIN CODE * STATE * DISTRICT *

TALUK * VILLAGE *

MOBILE NUMBER * ALTERNATE MOBILE NUMBER E-MAIL

Save & Proceed

1.2 PRESENT OFFICE DETAILS

You can add your present official details here. Not all fields are mandatory. After filling your details click the button **save and proceed**. After filling your details click the button **save and proceed**. Upon successful completion it will automatically take you to the next tab 'Qualifications' or you can click on another tab.

ADD/EDIT EMPLOYEE

PERSONAL INFO PRESENT OFFICE DETAILS QUALIFICATIONS FAMILY MEMBERS UPLOADS

DISTRICT UNIT TYPE OFFICE DESIGNATION

SERVICE CATEGORY EMPLOYMENT TYPE PF TYPE

PF NUMBER DATE OF JOINING IN GOVT.SERVICE DATE OF JOINING IN THE DEPARTMENT

FN/AN PRESENT BASICPAY LAST PAY/DESIGNATION/OFFICE CHANGE DATE



1.3 QUALIFICATIONS

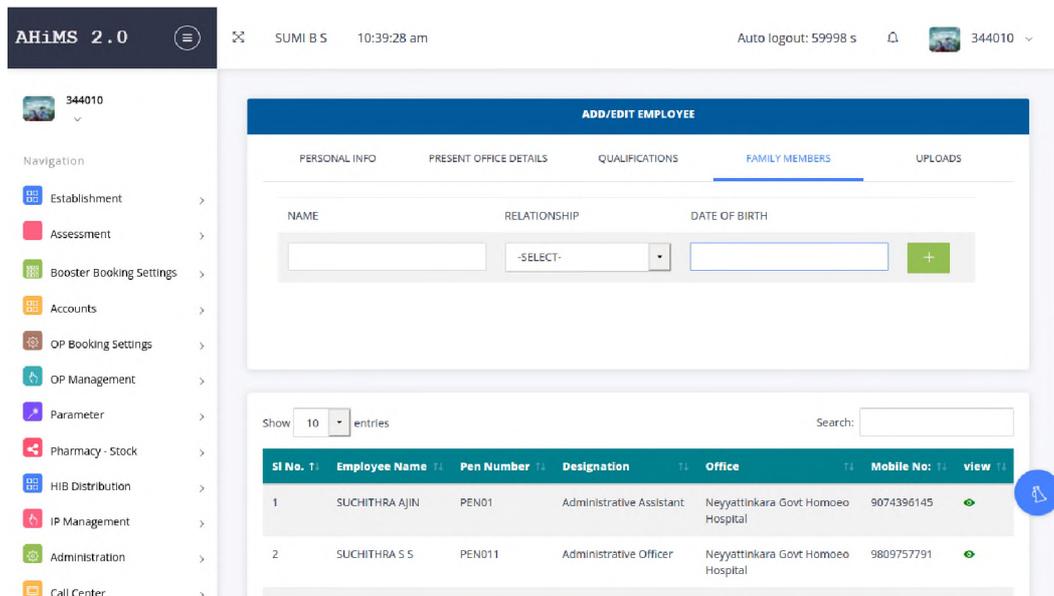
You can add your Qualifications details here. Not all fields are mandatory. After filling your details click the button **save and proceed**. Upon successful completion it will automatically take you to the next tab 'Family Members' or you can click on another tab.

The screenshot displays the 'ADD/EDIT EMPLOYEE' interface in the AHIMS 2.0 system. The 'QUALIFICATIONS' tab is active, showing a form with the following fields: COURSE TYPE (dropdown), COURSE NAME, SUBJECT, UNIVERSITY, INSTITUTION, CLASS OBTAINED (dropdown), REG.NO, and YEAR OF. Below the form, there is a table listing employees. The table has columns for SI No., Employee Name, Pen Number, Designation, Office, and Mobile No. The data in the table is as follows:

SI No.	Employee Name	Pen Number	Designation	Office	Mobile No.	view
1	SUCHITHRA AJIN	PEN01	Administrative Assistant	Neyyattinkara Govt Homoeo Hospital	9074396145	
2	SUCHITHRA S S	PEN011	Administrative Officer	Neyyattinkara Govt Homoeo Hospital	9809757791	

1.4 FAMILY MEMBERS

You can add details of your family members here. Not all fields are mandatory. After filling your details click the button **save and proceed**. Upon successful completion it will automatically take you to the next tab 'Uploads' or you can click on another tab.

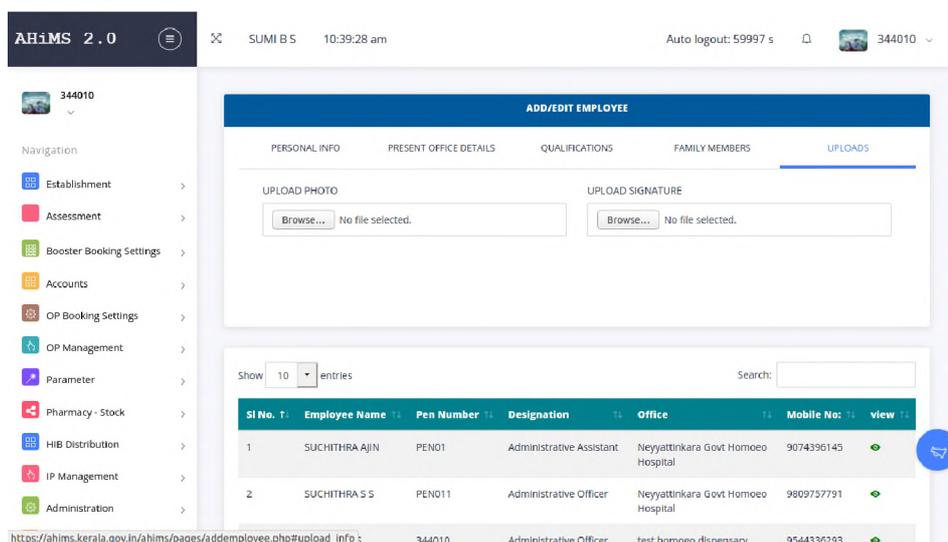


The screenshot shows the 'ADD/EDIT EMPLOYEE' interface with the 'FAMILY MEMBERS' tab selected. The form includes input fields for 'NAME', 'RELATIONSHIP' (with a dropdown menu), and 'DATE OF BIRTH', followed by a green '+ Add' button. Below the form, there is a search bar and a table of existing family members.

SI No.	Employee Name	Pen Number	Designation	Office	Mobile No.	view
1	SUCHITHRA AJIN	PEN01	Administrative Assistant	Neyyattinkara Govt Homoeo Hospital	9074396145	
2	SUCHITHRA S S	PEN011	Administrative Officer	Neyyattinkara Govt Homoeo Hospital	9809757791	

1.5 UPLOADS

You can upload your photo and signature here. Only .jpg, .jpeg, .png extensions will be accepted. The file should be under 200 KB. After that, click the button **save and proceed**.



The screenshot shows the 'ADD/EDIT EMPLOYEE' interface with the 'UPLOADS' tab selected. It features two 'Browse...' buttons for 'UPLOAD PHOTO' and 'UPLOAD SIGNATURE'. Below the upload area, there is a search bar and a table of existing employees.

SI No.	Employee Name	Pen Number	Designation	Office	Mobile No.	view
1	SUCHITHRA AJIN	PEN01	Administrative Assistant	Neyyattinkara Govt Homoeo Hospital	9074396145	
2	SUCHITHRA S S	PEN011	Administrative Officer	Neyyattinkara Govt Homoeo Hospital	9809757791	



After adding an employee it will be listed on the grid. If you want to update an employee's data, you can click on the line, then get the details, you can make the corrections, then click the Update & Continue button. All tabs have a separate update button, just like the save button.

2.RECRUITMENT DETAILS

The Recruitment Details menu located at the right side of this application and under the Establishment module and Regular Employee HR. Recruitment details are divided into 5 tabs.

- ◆ RECRUITMENT DETAILS
- ◆ POLICE VERIFICATION DETAILS
- ◆ REGULARISATION
- ◆ UPLOADS

2.1 RECRUITMENT DETAILS

You can add your recruitment details here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Proceed button. Upon successful completion it will automatically take you to the next tab 'Police Verification Details' or you can click on another tab.



2.2 POLICE VERIFICATION DETAILS

You can add your police verification details here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Proceed button. Upon successful completion it will automatically take you to the next tab 'Regularisation' or you can click on another tab. **If you don't have the reference number & verification number put 0 here and later on it can be edited & updated**

The screenshot displays the AHIMS 2.0 interface. The top navigation bar shows 'AHIMS 2.0', user 'SUMI B S', time '02:16:00 pm', and 'Auto logout: 59998 s'. The left sidebar contains a navigation menu with items like Establishment, Assessment, Booster Booking Settings, Accounts, OP Booking Settings, OP Management, Parameter, Pharmacy - Stock, HIB Distribution, IP Management, Administration, and Call Center. The main content area is titled 'RECRUITMENT DETAILS' and has four tabs: 'RECRUITMENT DETAILS', 'POLICE VERIFICATION DETAILS' (active), 'REGULARISATION', and 'UPLOADS'. The 'POLICE VERIFICATION DETAILS' form contains the following fields:

- REFERENCE NO:
- NAME OF POLICE STATION:
- VERIFICATION NO:
- REMARKS:

A green 'Save & Proceed' button is located below the form. At the bottom of the page, there is a table with a search bar and a 'Show 10 entries' dropdown. The table header is as follows:

SL NO.	PEN NO.	EMPLOYEE	DESIGNATION	DISTRICT	OFFICE	ACTION
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2.3 REGULARISATION

You can add your Regularisation details here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Proceed button. Upon successful completion it will automatically take you to the next tab 'Uploads' or you can click on another tab.



Navigation

- Establishment
- Assessment
- Booster Booking Settings
- Accounts
- OP Booking Settings
- OP Management
- Parameter
- Pharmacy - Stock
- HIB Distribution
- IP Management
- Administration
- Call Center

RECRUITMENT DETAILS

RECRUITMENT DETAILS POLICE VERIFICATION DETAILS **REGULARISATION** UPLOADS

POST: DATE OF JOINING IN DEPARTMENT: FN/AN:

REGULARISATION WITH EFFECT FROM: ORDER NO: ORDER DATE:

Show 10 entries Search:

SL NO.	PEN NO.	EMPLOYEE	DESIGNATION	DISTRICT	OFFICE	ACTION
1	2503	RESHMA S	Clerk	THIRUVANANTHAPURAM	Amhoord Govt Homoeo	

2.4 UPLOADS

You can upload your Advice memo file, Recruiting posting order file, Regularisation order file here. The file should be under 200 KB. After that click the button Upload.

Navigation

- Establishment
- Assessment
- Booster Booking Settings
- Accounts
- OP Booking Settings
- OP Management
- Parameter
- Pharmacy - Stock
- HIB Distribution
- IP Management
- Administration
- Call Center

RECRUITMENT DETAILS

RECRUITMENT DETAILS POLICE VERIFICATION DETAILS REGULARISATION **UPLOADS**

ADVICE MEMO FILE: No file selected.

RECRUITING POSTING ORDER FILE: No file selected.

REGULARIZATION ORDER FILE: No file selected.

Show 10 entries Search:

SL NO.	PEN NO.	EMPLOYEE	DESIGNATION	DISTRICT	OFFICE	ACTION
--------	---------	----------	-------------	----------	--------	--------



After adding all these details it will be listed on the grid. If you want to update the data, you can click on the line, then get the details, you can make corrections, then click the Update button. All tabs have a separate update button, just like the save button.

3. DEPARTMENT TEST PASSED DETAILS

The Department test passed details menu located at the right side of this application and under the Establishment module and Regular Employee HR. You can add details of your passed departmental tests here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Save button.

The screenshot displays the 'DEPARTMENT TEST PASS DETAILS' form within the AHIMS 2.0 application. The form is structured as follows:

- PEN NUMBER:** Text input field.
- EMPLOYEE:** Text input field.
- DEPARTMENT:** Text input field containing 'Homoeopathy Department'.
- TEST NAME:** Dropdown menu with 'Select Test Name'.
- TEST MONTH:** Dropdown menu with 'Select Month'.
- TEST YEAR:** Dropdown menu with 'Select Year'.
- REG NO.:** Text input field.
- CERTIFICATE NO.:** Text input field.
- CERTIFICATE DATE:** Text input field with a placeholder 'DD/MM/YYYY'.
- UPLOAD FILE:** Section with a 'Browse...' button and the text 'No file selected.'.
- SAVE:** A green button to submit the form.

The interface also features a navigation menu on the left with options like Establishment, Assessment, and Accounts, and a top header showing the user 'SUMI B S' and the time '02:30:33 pm'.

After adding the details it will be listed on the grid. If you want to update the data, you can click on the line, then get the details, you can make corrections, then click the Update button.



4. PROBATION DECLARATION

The Probation declaration menu located at the right side of this application and under the Establishment module and Regular Employee HR. You can add probation declaration details here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Proceed button.

The screenshot displays the AHIMS 2.0 interface. At the top, the user is logged in as SUMI B S at 02:30:33 pm. The main content area is titled "DEPARTMENT TEST PASS DETAILS" and contains the following form fields:

- PEN NUMBER:** [Text input field]
- EMPLOYEE:** [Text input field]
- DEPARTMENT:** [Dropdown menu showing "Homoeopathy Department"]
- TEST NAME:** [Dropdown menu showing "Select Test Name"]
- TEST MONTH:** [Dropdown menu showing "Select Month"]
- TEST YEAR:** [Dropdown menu showing "Select Year"]
- REG NO.:** [Text input field]
- CERTIFICATE NO.:** [Text input field]
- CERTIFICATE DATE:** [Text input field with placeholder "DD/MM/YYYY"]

Below the form is an "UPLOAD FILE" section with a "Browse..." button and the text "No file selected." A green "SAVE" button is positioned below the upload section. At the bottom of the page, there is a table with columns for "ID", "EMPLOYEE", "TEST NAME", "EMPLOYEE", "REG NO.", "CERTIFICATE NO.", and "YEAR". The table currently shows "Show 10 entries" and a search bar.

After adding the details it will be listed on the grid. If you want to update the data, you can click on the line, then get the details, you can make corrections, then click the Update button.



5. PREVIOUS SERVICE ENTRY DETAILS

The previous service entry details menu located at the right side of this application and under the Establishment module and Regular Employee HR. You can enter your previous service history here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Proceed button.

The screenshot shows the 'PREVIOUS SERVICE DETAILS ENTRY' form in the AHIMS 2.0 application. The form is titled 'PREVIOUS SERVICE DETAILS ENTRY' and contains the following fields:

- PEN NUMBER:
- EMPLOYEE:
- DEPARTMENT:
- DISTRICT:
- OFFICE:
- DESIGNATION:
- DATE FROM:
- FN/AN:
- DATE TO:
- FN/AN:
- BASIC PAY:
- ORDER NO:
- ORDER DATE:

At the bottom of the form, there is a green 'PROCEED' button and a grey 'Clear' button. A blue circular button with a magnifying glass icon is also visible on the right side of the form.

After adding the details it will be listed on the grid. If you want to update the data, you can click on the line, then get the details, you can make corrections, then click the Update button.

Note: Previous service details can be entered as total period of an institution irrespective of Basic pay changes. But please note the designation change & office change may be entered as separate entry. For example, an employee gets a time bound higher grade in an office the service details may be entered till the previous date of TBHG and from TBHG date a new entry may be done in same office.



6. SERVICE HISTORY

The Service history menu located at the right side of this application and under the Establishment module and Regular Employee HR. Your service history is shown here. Enter your PEN number in the input box and the details which are entered on **previous service details page will be displayed on the grid. From the grid you can select the particular entry for any correction or deletion.**

The screenshot displays the AHIMS 2.0 interface. At the top, the user is identified as SUMI B S with an auto-logout timer of 59992 s. The user ID 344010 is visible in the top right. The left sidebar contains a navigation menu with the following items: Establishment, Assessment, Booster Booking Settings, Accounts, OP Booking Settings, OP Management, Parameter, Pharmacy - Stock, HIB Distribution, IP Management, Administration, and Call Center. The main content area is titled 'SERVICE HISTORY'. It features two input fields: 'PEN NUMBER' and 'EMPLOYEE'. Below these fields is a table with the following columns: SL NO., CATEGORY, FROM DATE, FN/AN, TO DATE, FN/AN, OFFICE, DESIGNATION, and BASIC PAY. A blue circular icon with a magnifying glass is located in the bottom right corner of the main content area.



7. DISCIPLINARY ACTION

The Disciplinary action menu located at the right side of this application and under the Establishment module and Regular Employee HR. Details of your disciplinary action and the details of the Internal Enquiry Officer and the External Enquiry Officer can be given here. If the mandatory fields are missed, a warning message will be displayed when the save button is clicked. Fill in the details and click the Save Details button.

The screenshot shows the AHIMS 2.0 interface for the 'DISCIPLINARY ACTION' module. The form includes the following fields:

- PEN NUMBER:** Text input field.
- EMPLOYEE:** Dropdown menu.
- DESIGNATION:** Dropdown menu with 'Select Designation' text.
- OFFICE:** Dropdown menu with 'Select Office' text.
- REFERENCE NUMBER:** Text input field with 'Enter Reference Number' placeholder.
- REFERENCE DATE:** Text input field with 'DD/MM/YYYY' placeholder.
- NATURE OF CHARGE:** Text input field with 'Enter Nature of charge' placeholder.
- FILE NUMBER:** Text input field with 'Enter File Number' placeholder.
- PRELIMINARY ACTION:** Dropdown menu with 'Select Preliminary Action' text.
- WITH EFFECT FROM:** Text input field with 'DD/MM/YYYY' placeholder.
- REMARKS:** Text area with 'Enter Remarks' placeholder.
- UPLOAD FILE:** Button labeled 'Browse...' and text 'No file selected'.

Below the main form, there are two sections for enquiry officers:

- Internal Enquiry Officer:** A table with columns for DISTRICT, UNIT, EMPLOYEE, and DESIGNATION. Each column has a dropdown menu with 'Select' text. A green '+' button is on the right.
- External Enquiry officer:** A table with columns for EMPLOYEE, DESIGNATION, and OFFICE. Each column has a dropdown menu. A green '+' button is on the right.

A blue 'Save Details' button is located at the bottom center of the form. At the bottom of the page, there is a 'Show 10 entries' and a search bar.

Upon successful completion of data entry, the data will be listed in the grid. Then will enable to enter the details of final action and regularize the suspension period. If you want to update the data, you can click on the line, then get the details, you can make corrections, then click the Update button.



AHIMS 2.0 ☰ 🔒 SUMI B S 03:02:50 pm Auto logout: 59969 s 🔔 👤 344010 ⌵

344010

Navigation

- 🏢 Establishment >
- 📄 Assessment >
- 📅 Booster Booking Settings >
- 📊 Accounts >
- 🏠 OP Booking Settings >
- 👤 OP Management >
- 📏 Parameter >
- 📦 Pharmacy - Stock >
- 📦 HIB Distribution >
- 👤 IP Management >
- 🏠 Administration >
- 📞 Call Center >
- 📄 Menu Management >
- 📦 Lab Management >

FINAL ACTION

FINAL ACTION: WITH EFFECT FROM: REMARKS:

ORDER NO.: ORDER DATE: UPLOAD FILE: No file selected.

REGULARIZATION OF SUSPENSION PERIOD

Type of Leave	Leave From	Leave To	No. of Days	Order No:	Order Date	Remarks	Upload
<input type="text" value="Select Leave Type"/>	<input type="text" value="DD/MM/YY"/>	<input type="text" value="DD/MM/YY"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DD/MM/YY"/>	<input type="text" value="Enter Remarks"/>	<input type="button" value="Browse..."/> <input style="background-color: #4CAF50; color: white; border: none; padding: 5px 10px;" type="button" value="+"/>

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Director