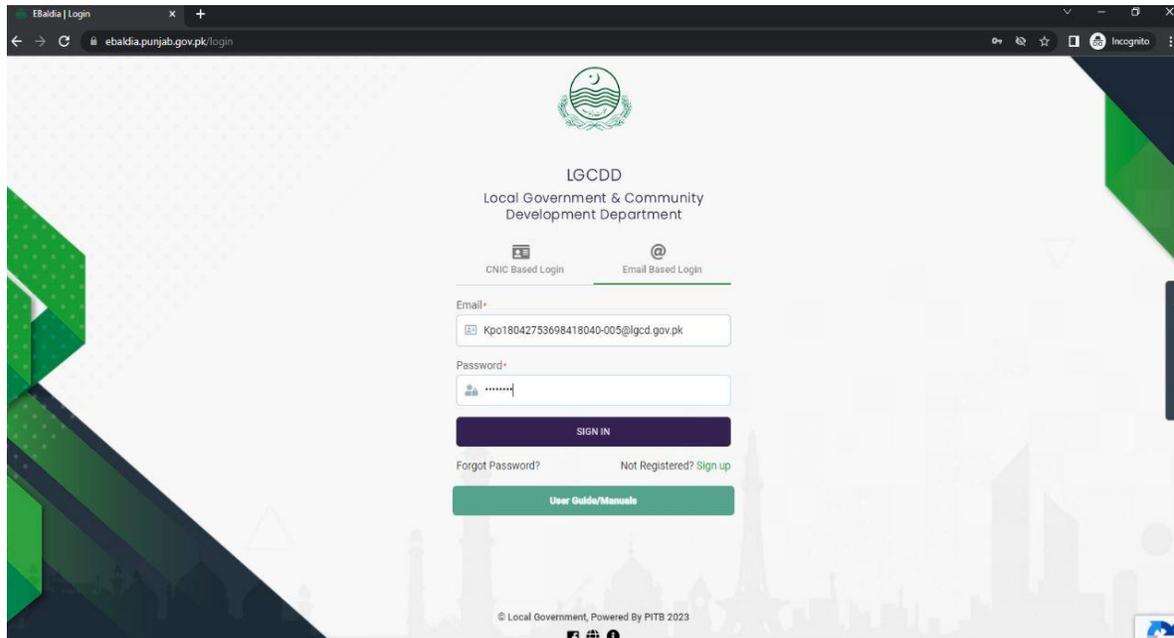


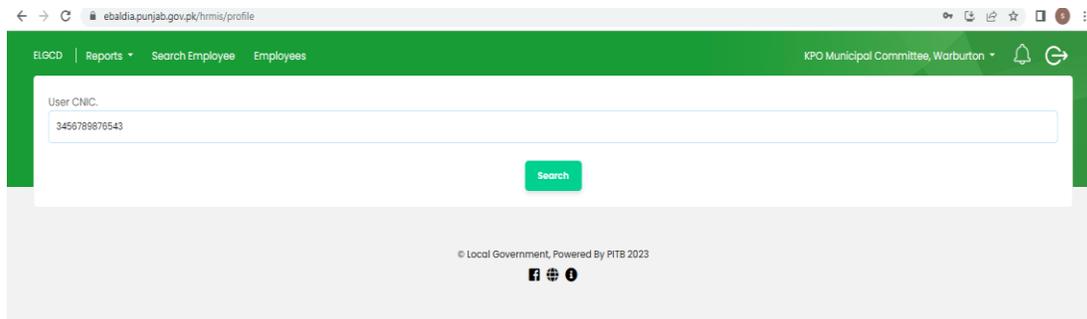
## Creation of Pensioner Posts

### 1<sup>st</sup> Step: Login the Email from KPO Login



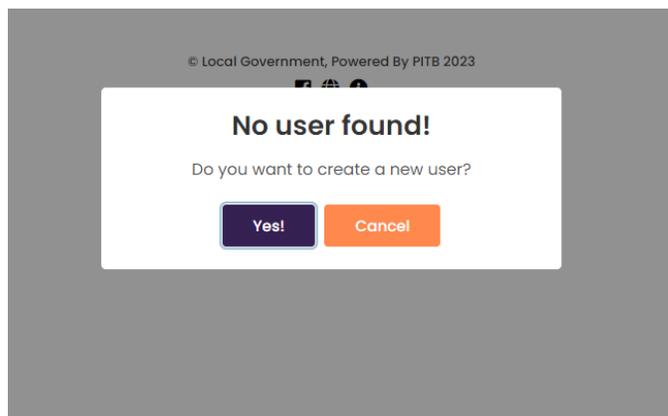
The screenshot shows the login page for the Local Government & Community Development Department (LGCD). The page features the department's logo at the top center. Below the logo, the text "LGCD Local Government & Community Development Department" is displayed. There are two login options: "CNIC Based Login" and "Email Based Login". The "Email Based Login" option is selected. The form includes an "Email" field with the value "Kpo18042753698418040-005@lgcd.gov.pk", a "Password" field with masked characters, and a "SIGN IN" button. Below the form, there are links for "Forgot Password?" and "Not Registered? Sign up", and a "User Guide/Manuals" button. The footer contains the text "© Local Government, Powered By PITB 2023" and social media icons.

### 2<sup>nd</sup> Step: Enter Pensioner CNIC



The screenshot shows the HRMIS profile page. The page has a green header with navigation links: "ELGCD", "Reports", "Search Employee", and "Employees". The user is logged in as "KPO Municipal Committee, Warburton". The main content area has a "User CNIC" field with the value "3456789876543" and a "Search" button. The footer contains the text "© Local Government, Powered By PITB 2023" and social media icons.

### 3<sup>rd</sup> Step: If Profile not open & following error prompt than Click on YES



The screenshot shows a modal dialog box with a white background and a grey border. The text inside the dialog reads: "No user found!" followed by "Do you want to create a new user?". There are two buttons: a purple "Yes!" button and an orange "Cancel" button. The footer of the dialog contains the text "© Local Government, Powered By PITB 2023" and social media icons.

#### 4<sup>th</sup> Step: Add User Details (if email not exist than use Email \*CNIC\*@gmail.com)

**Add New User**

Name\* ABC Last Name\* XYZ

CNIC\* 3456789876543

Mobile Number\* 0012233445 Email\* ABCXYZ@GMAIL.COM

Cancel Create User

#### 5<sup>th</sup> Step: Profile Open (Fill Personal Details)

Search Employee Employees KPO Municipal Committee, Warburton

User CNIC: 3456789876543 Search

**Mr. ABC** Edit Mode Editable Section: All Sections

Designation Personal Official File No Date of Appointment  
CNIC 34567-8987654-3 Employment Mode Length of Service  
Email ABCXYZ@GMAIL.COM Cadre / Current BPS Superannuation Date

Personal Official Education Service Promotion Inquiries Leaves

Personal Information

Salutation\* Mr. Name\* ABC Father / Husband Name\* CNIC\* 3456789876543

#### 6<sup>th</sup> Step: OFFICIAL TAB (Fill all Details)

Personal Official Education Service Promotion Inquiries Leaves

General Details

Department\* Local Govt. & Community Development Department Attached Department\* Local Government Employee Type\* Select Cadre Select

Parent Body\* Select Designation Accountant Current BPS BS-12 Personal Official File No.

Email (Official) Status Active Joining BPS BS-8 Personnel No.

Employment Mode Regular Recruitment Quota General Regular Authority Select Date of 1<sup>st</sup> Appointment Jun 08, 2016

Date of Regularization Jul 12, 2018 Last Promotion Date Feb 05, 2020 Length of Service 4Y-6M-00 Superannuation date

+ Current Posting Details

+ Additional Charge

## 7<sup>th</sup> Step: For Current & Joining BPS, Please add details in Promotion Tab

Personal

Official

Education

Service

Promotion

Inquiries

Leaves

0 Promotion(s) Added

Record Type\*

Employee Mode\*

Recruitment Quota\*

Recruitment Criteria\*

Merit Number

Merit Percentage

Date of 1<sup>st</sup> Appointment\*

Recruited As (Designation)\*

Scale (BS)\*

Attachemnt

Remove file

## Please add Promotion History if exist

Personal

Official

Education

Service

Promotion

Inquiries

Leaves

**Mr. ABC**

Designation  
-

CNIC  
34567-8987654-3

Email  
ABCXYZ@GMAIL.COM

Personal Official File No  
-

Employment Mode  
Cadre / Current BPS

Edit Mode ●

Editable Section: All Sections

Date of Appointment  
-

Length of Service  
-

Superannuation Date  
-

3 Promotion(s) Added Add Record

Sr. #	Record Type	Designation	BS	Order Date	Order Number	W.E.F	Actions
1	Promotion	Accountant	BS-12	Jun 16, 2020		Feb 05, 2020	⋮
2	Regularization	Head Clerk	BS-9	Jul 11, 2017		Jul 12, 2018	⋮
3	Initial Recruitment	Head Clerk	BS-8			Jun 08, 2016	⋮

## 8<sup>th</sup> Step: OFFICIAL TAB (MARK as RETIRED)

The screenshot shows the 'Official' tab in a web application. The 'Status' dropdown menu is highlighted with a red box and set to 'Active'. Other fields include Department (Local Govt. & Community Development Department), Attached Department (Local Government), Employee Type (Select), and Cadre (Select). The 'Parent Body' dropdown is also highlighted with a red box and set to 'Select'. The 'Designation' is 'Accountant', 'Current BPS' is '85-12', and 'Joining BPS' is '80-8'. The 'Employment Mode' is 'Regular', 'Recruitment Quota' is 'General', and 'Regular Authority' is 'Select'. The 'Date of Regularization' is 'Jul 12, 2018', 'Last Promotion Date' is 'Feb 05, 2020', and 'Length of Service' is '4Y 0M 0D'. The 'Date of 1<sup>st</sup> Appointment' is 'Jun 08, 2016'. There are also fields for 'Personal Official File No.', 'Personnel No.', and 'Superannuation date'.

### Status

The screenshot shows the 'Status' dropdown menu with the following options: Suspended, Terminated, Retired (highlighted with a red box), Compulsory Retired, and Removal from Service.

## 9<sup>th</sup> Step: Enter a RETIREMENT Details & Save

The screenshot shows the 'Official' tab in a web application. The 'Retirement Details' section is expanded, and the 'Save' button is highlighted with a red box. The 'Retirement Order No.' is 'LOC2001234', the 'Retirement Order Date' is '07/02/2023', and the 'Retirement Date Effective From' is '06/02/2023'. A red arrow points to the 'Retirement Details' section header.