

Procedure for Requesting and Approving Service Book Update

a. Request by Establishment Data Entry User

1. Login as Establishment Data Entry Operator:
 - Navigate to the "Employee Enrolment" menu.
 - Select "Service Book Updation Request" and then choose "Draft Service Book Updation Request."
2. Get Detail Employee for Updation:
 - Choose the employee's name and click on "Get Detail."
 - Select the specific modification request category:
 - a. Employee Address Detail
 - b. Employee Personal Detail
 - c. Initial Joining Detail
3. Save as Draft:
 - Save the modification request as a draft.
 - This allows for necessary edits or corrections before the request is sent for verification.
4. Forwarding Stage:
 - Navigate to "Employee Enrollment > Service Book Updation Request."
 - Choose "Forward Service Book Updation Request" to submit the request for verification.
5. Forward and Reject Options:
 - The system provides options to either forward the request for further processing or reject it.
 - If forwarding, the request proceeds to the next stage.
 - If rejected, reasons for rejection may be provided.

b. Approving by Verifier User

1. Login as Verify Officer:

- Log in with the role of a Verify Officer.
- Access the menu named "Verify eService Book" and select "Verify Employee Service Book Updation Request."

2. View and e-Sign Document:

- Review the details of the service book updation request.
- Electronically sign the document to signify verification and approval.
- If discrepancies are found, the Verify Officer may reject the request or request additional information.