



ಕರ್ನಾಟಕ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆ

1951ರ ರಾಜ್ಯ ಹಣಕಾಸು ಸಂಸ್ಥೆಗಳ ಕಾಯಿದೆ ಅನ್ವಯ ಸ್ಥಾಪಿತ

KARNATAKA STATE FINANCIAL CORPORATION

Established under the State Financial Corporations' Act, 1951



IS / ISO 9001:2008

ಸಂಖ್ಯೆ : ಕ.ರಾ.ಹ.ಸಂ./ಪ್ರ.ಕ./ 19200/734
Ref. No. KSFC/H.O./

ದಿನಾಂಕ : 27/10/2016
Date.....

INTER OFFICE NOTE

Sub: Guidelines for integrating Aadhaar number of Employees and their Dependents With HRMS Package.

Ref: Circular dated 19.10.2016

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In order to simplify the process of collecting the Aadhaar No. of Employees and their Dependents, an option for capturing Aadhaar details has been provided in KSFC Online Application. All the Branches / IACs / Departments at HO shall enter the details of their respective employees as sought in the referred Circular. The steps to be followed by the concerned persons in BOs/Departments at HO/IACs for entering the data / information are shown below:

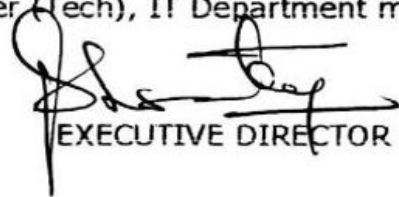
1. In the Online Application go the option, Bills --> Department Entry --> Employee Details Entry.
2. Click on the "Emp" Button on the Screen, search and select the Employee No. of the Employee of BO/Department, and details of the Employee and Dependents already available in the System will be displayed.
3. Select "Modify" Tab at the top.
4. Enter Aadhaar No of the Employee and Dependents based on the Photocopies submitted by the Employee.
5. The other details like Address, Contact Numbers, and Email IDs can also be added/modified, after collecting necessary Documents.
6. After verifying the all the details added/modified, click on the "Save" Tab.
7. Next, generate and print a Report which will be in the same format, as given the Circular cited above.
8. Similarly, details for all Staff Members of the BO/Department/IAC are to be entered, and saved and Report printed.
9. Every Employee has to sign on his/her respective Report.
10. Report for each Employee enclosing the Self-Attested Photocopies of the Aadhaar Cards of Self and Dependents should be compiled, verified thoroughly the details entered in application and sent to the Personnel Department, HO, through the Head of the Branch / Department.
11. Accordingly, there is no need to use Open Office/MS Office to send the Aadhaar Information. Only the Reports generated using the above steps, are accepted.

ಪ್ರಧಾನ ಕಛೇರಿ : ಕೆ.ಎಸ್.ಎಫ್.ಸಿ. ಭವನ, ನಂ. 1/1, ತಿಮ್ಮಯ್ಯ ರಸ್ತೆ, ಕಂಟೋನ್‌ಮೆಂಟ್ ರೈಲ್ವೆ ನಿಲ್ದಾಣದ ಹತ್ತಿರ, ಬೆಂಗಳೂರು-560 052
ದೂರವಾಣಿ ಸಂಖ್ಯೆ ಸಾಮಾನ್ಯ : 22263322 ಫ್ಯಾಕ್ಸ್ : 080-22250126 ಇ-ಮೇಲ್ : info@ksfc.in ವೆಬ್ : www.ksfc.in
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It should be noted that option to add or delete Dependents is not provided. Such requests should be forwarded separately to Personnel Department, HO through concerned BM/HOD, enclosing the Self-Attested photocopies of the Aadhaar Cards. Necessary action will be taken at HO.

It may also be noted that the Employees and Dependents who do not have Aadhaar No. should take immediate action to get Aadhaar and get the same entered into HRMS Package, without fail.

For any assistance, Smt. Sharada R, Manager (Tech), IT Department may be contacted on 22261489.



EXECUTIVE DIRECTOR - I

All the Principal Officers / Section Heads in HO
All the GMs/DGMs/BMs of BOs/IA Cells
The Executive Director - II
The PA to MD - for info
The President, KSFC Employees Union.
The President, KSFC Officers' Assn.
The President, KSFC SC-ST Es' Assn.
Library / Notice Board.