

Welcome to e-Annual Report User Manual. This guide describes web portal functionality for users as well as administrators.

The web portal runs inside compatible web browsers. We recommend using the following web browsers.

- **Google Chrome (Latest)**
- **Firefox (Latest)**

The URL for the web portal is <http://ard.goa.gov.in>

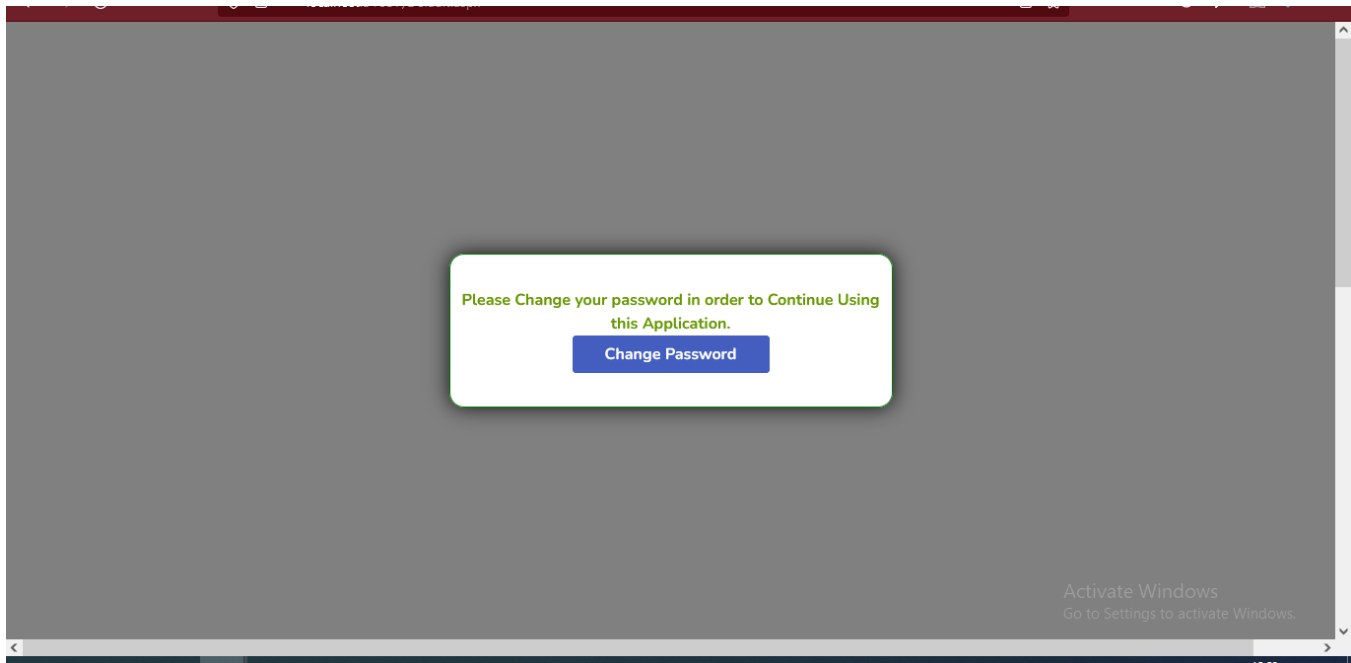
Once you are in the web portal, you will be seeing the login page first.

## 1. Login

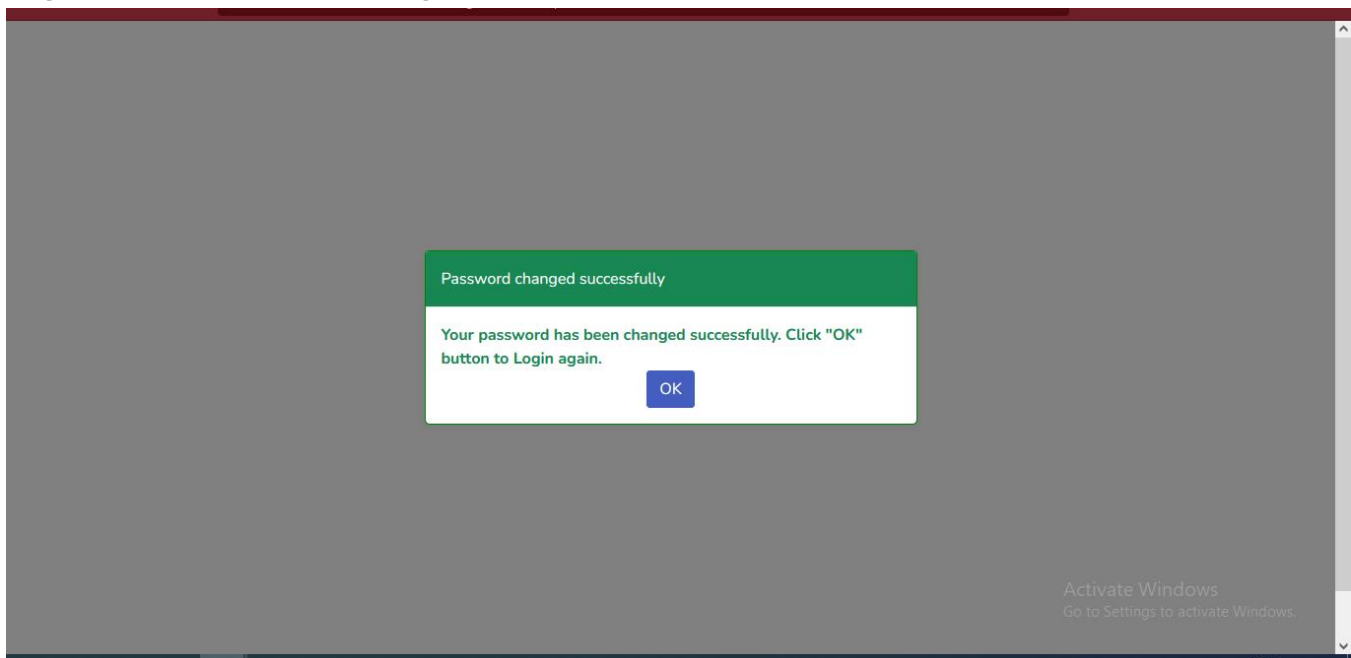
-Login using the Username and Password provided by ARD

The screenshot shows the web portal interface for the Government of Goa, Administrative Reforms Department. The page has a purple header with the department's name and a navigation menu. The main content area is divided into two sections. On the left, under 'Annual Administration Reports', there are dropdowns for 'Select Year' and 'Select Department'. Below this is an 'e-Book' section with two report covers for the years 2018-2019 and 2017-2018. On the right, the 'Log in' section features a dropdown for 'SELECT DEPARTMENT', fields for 'Username' and 'Password', a CAPTCHA image with the text 'W8fyJ', a 'Captcha' field, and a 'Log-In' button. An 'Activate Windows' watermark is visible in the bottom right corner.

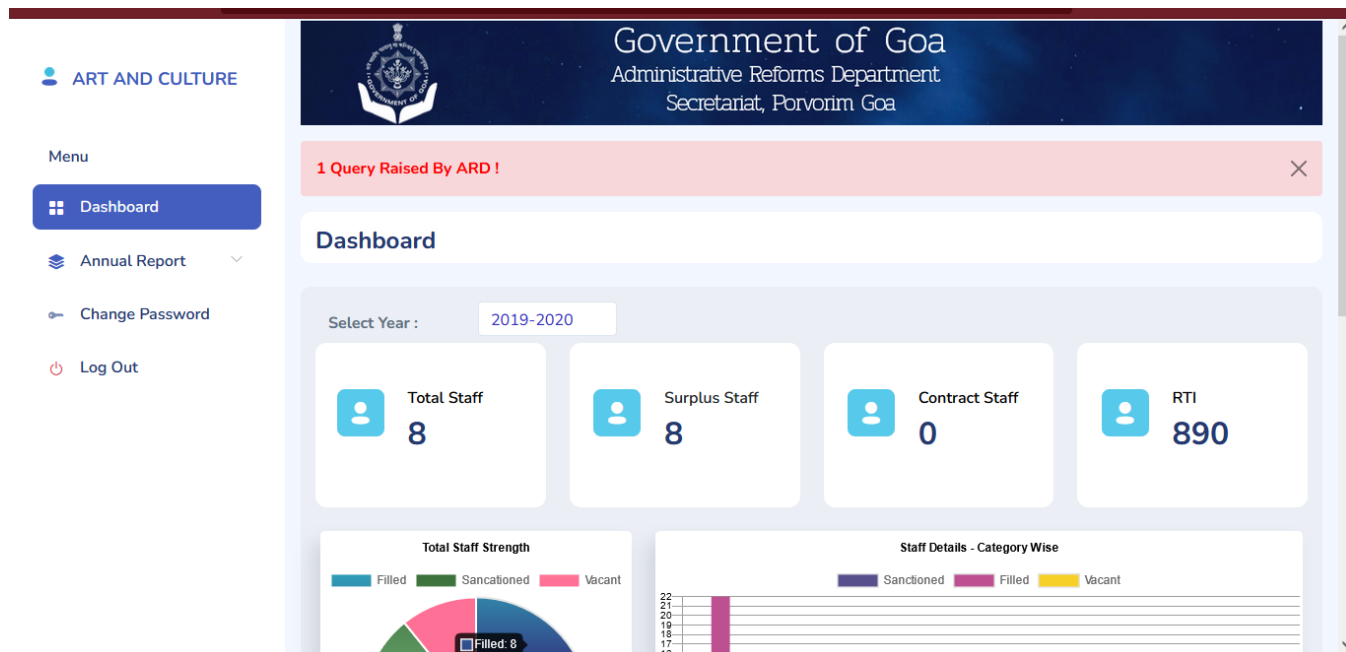
After logging in for the **FIRST** Time, User will have to change their password



After successfully changing the password, user will be redirected to the Log- In page. User will have to Log-In with the new password.

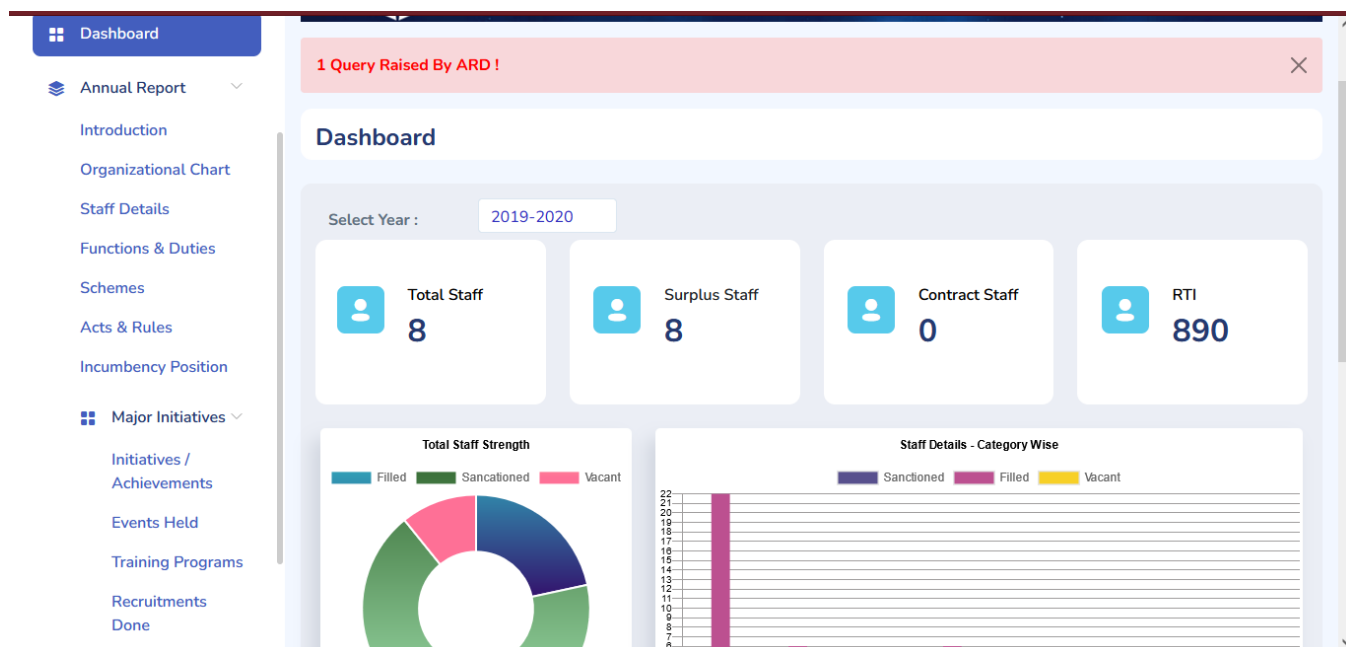


## 2. Dashboard



## 3. Annual Report – Menu

On the Left side All the Menu are Listed. User will have to Select click on the Menu to Open the Form.



## 4. Introduction

Type in the Editor provided and save the data.

The screenshot shows the 'GOA MEDICAL' user interface. On the left is a sidebar menu with options: Dashboard, Annual Report, Change Password, and Log Out. The main content area has a header for 'GOVERNMENT OF GOA Administrative Reforms Department Secretariat, Porvorim Goa'. Below the header is a navigation bar with seven numbered links: 1 INTRODUCTION, 2 ORGANIZATIONAL CHART, 3 STAFF DETAILS, 4 FUNCTIONS & DUTIES, 5 SCHEMES, 6 ACTS & RULES, and 7 INCUMBENCY. The 'Introduction' section is active. It contains a 'Report Year' dropdown set to '2019-2020' and a 'Department' dropdown set to 'GOA MEDICAL COLLEGE'. Below these is a tabbed interface with 'Objective' and 'Mission' tabs. The 'Objective' tab is selected, showing a rich text editor with a menu (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various formatting options. The editor area is currently empty.

## 5. Organizational Chart

Select Chart type – Structural / Positional and click on the “Browse” Option to Upload the Organizational Chart. Only **PDF** File Allowed.

The screenshot shows the 'GOA MEDICAL' user interface. On the left is a sidebar menu with options: Dashboard, Annual Report, Change Password, and Log Out. The main content area has a header for 'Government of Goa Administrative Reforms Department Secretariat, Porvorim Goa'. Below the header is a navigation bar with seven numbered links: 1 INTRODUCTION, 2 ORGANIZATIONAL CHART, 3 STAFF DETAILS, 4 FUNCTIONS & DUTIES, 5 SCHEMES, 6 ACTS & RULES, and 7 INCUMBENCY. The 'Organizational Chart' section is active. It contains a 'Report Year' dropdown set to '2019-2020' and a 'Department' dropdown set to 'GOA MEDICAL COLLEGE'. Below these is a section for 'Organizational Chart' with two radio buttons: 'Structural' (selected) and 'Positional'. To the right of these buttons is a 'Browse...' button, a 'No file selected.' message, and an 'Upload' button. Below this is a red text warning: 'Only .pdf Files are allowed!'. At the bottom, there is a section for 'Uploaded Charts' showing 'Structural: NIL' and 'Positional: NIL'.

## 6. Staff Details

The screenshot shows the 'Staff Details' form within the 'GOA MEDICAL COLLEGE' application. The top navigation bar includes links for INTRODUCTION, ORGANIZATIONAL CHART, STAFF DETAILS (highlighted), FUNCTIONS & DUTIES, SCHEMES, ACTS & RULES, and INCUMBENCY. The left sidebar contains a menu with 'Dashboard', 'Annual Report', 'Change Password', and 'Log Out'. The main form area is titled 'Staff Details' and contains the following fields:

- Report Year : 2019-2020
- Department: GOA MEDICAL COLLEGE
- Section: --SELECT--
- Classification : --SELECT--
- Post :
- Pay Level: --SELECT--
- Post Type: --SELECT POST TYPE--
- Sanctioned Strength:
- Total Filled :
- Total Vacant :
- Job Profile :
- Duties & Responsibilities:
- Recruitment Rule: Browse... No file selected.

An 'Activate Windows' watermark is visible in the bottom right corner of the form area.

## 7. Functions and Duties

The screenshot shows the 'Functions and Duties of Organization' form within the 'GOA MEDICAL COLLEGE' application. The top navigation bar and left sidebar are identical to the previous screenshot. The main form area is titled 'Functions and Duties of Organization' and contains the following fields:

- Report Year : 2019-2020
- Department: GOA MEDICAL COLLEGE
- Functions and Duties :

The 'Functions and Duties' field is a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar (Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image). An 'Activate Windows' watermark is visible in the bottom right corner of the form area.

## 8. Schemes

GOA MEDICAL

COLLEGE

Menu

Dashboard

Annual Report

Change Password

Log Out

1 INTRODUCTION

2 ORGANIZATIONAL CHART

3 STAFF DETAILS

4 FUNCTIONS & DUTIES

5 SCHEMES

6 ACTS & RULES

7 INCUMBENCY

Schemes Implemented

Report Year : 2019-2020

Department: GOA MEDICAL COLLEGE

Scheme Type : --SELECT--

Scheme Name :

Scheme Description :

Total Funds Alloted (Rs. In Lakh) :

Central Funds Alloted (Rs. In Lakh) :

State Funds Alloted (Rs. In Lakh) :

Total Funds Utilised (Rs. In Lakh) :

Central Funds Utilised (Rs. In Lakh) :

Central Share (in Percentage (%)) :

State Share (in Percentage (%)) :

Activate Windows  
Go to Settings to activate Windows.

## 9. Acts & Rules

GOA MEDICAL

COLLEGE

Menu

Dashboard

Annual Report

Change Password

Log Out

1 INTRODUCTION

2 ORGANIZATIONAL CHART

3 STAFF DETAILS

4 FUNCTIONS & DUTIES

5 SCHEMES

6 ACTS & RULES

7 INCUMBENCY

Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim - Goa

Acts and Rules

Department: GOA MEDICAL COLLEGE

Select Type : ☐ State ☐ Central

Select Act/Rule : --SELECT--

Gazette No:

Date on which came into force:

Name of Act/Rule:

Description of Act/Rule:

Save Clear

There are no Records to display

Activate Windows  
Go to Settings to activate Windows.

## 10. Incumbency Position

The screenshot shows the 'Incumbency Position' form within the 'GOA MEDICAL COLLEGE' system. The form is part of a 7-step process, with 'Incumbency' being the final step. The form includes fields for Report Year (2019-2020), Department (GOA MEDICAL COLLEGE), Name in Full, Gender, Caste, Marital Status, Date of Birth, Age (Year/Month), Retirement Date, Classification, Section, Category of the Post, Designation, Pay Level, Appointment Order Number, Order Date, Date of Appointment, Date of Joining, Mode of Appointment, Salary, and Working Status. The form also has radio buttons for Permanent and Temporary appointments. A watermark 'Activate Windows' is visible in the bottom right corner.

**GOA MEDICAL COLLEGE**

Menu

- Dashboard
- Annual Report
- Change Password
- Log Out

**Incumbency Position**

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

Name in Full :

Gender: --SELECT-- Caste: --SELECT-- Marital Status: --SELECT--

Date Of Birth:  Age (Year/Month):  Retirement Date:

Classification: --SELECT-- Section: --SELECT-- ☐ Permanent ☐ Temporary

Category of the Post: --Select-- Designation: --SELECT--

Pay Level: --SELECT-- Appointment Order Number:  Order Date:

Date of Appointment:  Date Of Joining:  Mode of Appointment:

Salary:  Working Status: --SELECT--

## 11. Major Initiatives / Achievements

The screenshot shows the 'Major Initiatives / Achievements' form within the 'GOA MEDICAL COLLEGE' system. The form is part of a 7-step process, with 'Major Initiatives / Achievements' being the final step. The form includes fields for Report Year (2019-2020), Department (GOA MEDICAL COLLEGE), and a tabbed interface for Major Initiatives, Achievements, and Capacity Building Program. The Major Initiatives tab is active, showing a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various formatting options. A watermark 'Activate Windows' is visible in the bottom right corner.

**GOA MEDICAL COLLEGE**

Menu

- Dashboard
- Annual Report
- Change Password
- Log Out

**Major Initiatives / Achievements**

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

**Major Initiatives** | **Achievements** | **Capacity Building Program**

**Major Initiatives :**

File Edit Insert View Format Table Tools

Formats B I [Text Alignment Icons]

## 12. Events Held

- If no Events are held during that financial year, you can select the “Not Applicable” check box on the top.

The screenshot shows the 'Events Held' form within the 'GOA MEDICAL COLLEGE' interface. The form is titled 'Events Held' and includes a 'Not Applicable' checkbox. Below this, there are fields for 'Report Year' (set to 2019-2020), 'Department' (GOA MEDICAL COLLEGE), 'Name of the Event', and 'Event Date'. At the bottom, there are 'Save', 'Clear', and 'Print' buttons. A message at the bottom states 'There are no Records to display!'. The interface also features a sidebar menu with options like 'Dashboard', 'Annual Report', 'Change Password', and 'Log Out'. The top navigation bar includes links for 'INITIATIVES / ACHIEVEMENTS', 'EVENTS HELD', 'TRAINING PROGRAMS', 'RECRUITMENTS DONE', 'RTI', and 'GRIEVANCE MACHANISM'.

- Training Program
- If trainings are not held during that financial year, you can select the “Not Applicable” check box on the top.

The screenshot shows the 'Training Program' form within the 'GOA MEDICAL COLLEGE' interface. The form is titled 'Training Program' and includes a 'Not Applicable' checkbox. Below this, there are radio buttons for 'Conducted by Department' (selected) and 'Nominated for Training (Conducted by other Institution)'. There are fields for 'Report Year' (set to 2019-2020), 'Department' (GOA MEDICAL COLLEGE), 'Name of the Program', 'Program Held From', 'To', 'No. of Officers Nominated', and 'Remarks'. At the bottom, there are 'Save' and 'Clear' buttons. A message at the bottom states 'There are no Records to display!'. The interface also features a sidebar menu with options like 'Dashboard', 'Annual Report', 'Change Password', and 'Log Out'. The top navigation bar includes links for 'INITIATIVES / ACHIEVEMENTS', 'EVENTS HELD', 'TRAINING PROGRAMS', 'RECRUITMENTS DONE', 'RTI', and 'GRIEVANCE MACHANISM'.



## 13. Recruitment Done

GOA MEDICAL  
COLLEGE  
  
Menu  
Dashboard  
Annual Report  
Change Password  
Log Out

Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim - Goa

1 2 3 4 5 6  
INITIATIVES / ACHIEVEMENTS EVENTS HELD TRAINING PROGRAMS RECRUITMENTS DONE RTI GRIEVANCE MACHANISM

### Recruitment Done

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

Classification : --SELECT-- Name of the Post :

Mode of Recruitment: --SELECT--

No. of Recruitments:

Unreserved	SC	ST	OBC	EWS	PWD	Ex-Servicemen	CFF	Others

Activate Windows  
Go to Settings to activate Windows.

## 14. RTI

GOA MEDICAL  
COLLEGE  
  
Menu  
Dashboard  
Annual Report  
Change Password  
Log Out

Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim - Goa

1 2 3 4 5 6  
INITIATIVES / ACHIEVEMENTS EVENTS HELD TRAINING PROGRAMS RECRUITMENTS DONE RTI GRIEVANCE MACHANISM

### RTI

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

No. of Application Received: No. of Application Disposed: No. of Applications Transferred to other Department:

No. of Appeals: No. of Appeals Disposed: No. of Appeals Pending:

Remarks:

Save Clear

There are no Records to display!

Activate Windows  
Go to Settings to activate Windows.

## 15. Grievance Redress Mechanism

The screenshot shows the 'Grievance Redress Mechanism' form. At the top, a navigation bar includes links for INITIATIVES / ACHIEVEMENTS, EVENTS HELD, TRAINING PROGRAMS, RECRUITMENTS DONE, RTI, and GRIEVANCE MACHANISM. The left sidebar contains the user profile 'GOA MEDICAL COLLEGE' and a menu with options: Dashboard, Annual Report, Change Password, and Log Out. The main form area has a title 'Grievance Redressal Mechanism' and fields for 'Report Year' (2019-2020) and 'Department' (GOA MEDICAL COLLEGE). Below these is a 'Type of Grievance' dropdown. A rich text editor for 'Grievance Redressal Mechanism' follows, with a toolbar containing options like File, Edit, Insert, View, Format, Table, and Tools. The editor shows a single paragraph 'p' and a word count of 0. A watermark 'Activate Windows' is visible in the bottom right corner.

## 16. Citizen Charter

The screenshot shows the 'Citizen Charter' form. The top header identifies the 'Government of Goa Administrative Reforms Department Secretariat, Porvorim - Goa'. The left sidebar is identical to the previous form. The main form area has a title 'Citizen Charter' and fields for 'Report Year' (2019-2020) and 'Department' (GOA MEDICAL COLLEGE). Below these is a 'Select Document' section with a 'Browse...' button and the text 'No file selected.'. There are three buttons: 'Save' (blue), 'Clear' (red), and 'Print' (green). The 'Uploaded Document' field shows 'NIL'. A watermark 'Activate Windows' is visible in the bottom right corner.

## 17. Financial Management

GOA MEDICAL

COLLEGE

Menu

Dashboard

Annual Report

Change Password

Log Out

Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim - Goa

Financial Management

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

CATAGORY	BUDGET ESTIMATE (Rs.In Lakhs)	REVISED ESTIMATE (Rs.In Lakhs)	ACTUAL EXPENDITURE (Rs.In Lakhs)
<input checked="" type="checkbox"/> Revenue Receipt	3541.465	3541.47	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Revenue Expenditure	31697.98	31697.98	<input type="text" value="0"/>
<input checked="" type="checkbox"/> Capital Expenditure	8026	8026	<input type="text" value="0"/>

Update Clear

Activate Windows  
Go to Settings to activate Windows.

## 18. Vision

GOA MEDICAL

COLLEGE

Menu

Dashboard

Annual Report

Change Password

Log Out

Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim - Goa

Vision

Report Year : 2019-2020 Department: GOA MEDICAL COLLEGE

File Edit Insert View Format Table Tools

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Activate Windows  
Go to Settings to activate Windows.

## 19. Generate Report

- After making entries in all the report sections, you can generate the Draft copy of the report and take print for your reference.
- Once the report is ready to be submitted to ARD Click on “Submit Report”. The Report will be available to the Administrative Reforms Department for Verification.

## Queries Raised by ARD

- If ARD finds any discrepancy in the report you submitted they will raise the query against each report section.
- On the dashboard user will get a notification if any queries are raised.

	Sanctioned	Filled	Vacant
Total	5	6	1
Group B (Non-Gazetted)	5	4	1

- Once clicked on the the notification it will open a page with all the queries raised.
- Against each query two buttons are provided, Reply and to go the section for which query is raised.
- For ex. in the screenshot provided there are two buttons one is reply that is to reply to the query and 2<sup>nd</sup> is “Go to Organizational Chart” to go that section of the report.

- In each section you will get the queries raised by ARD.