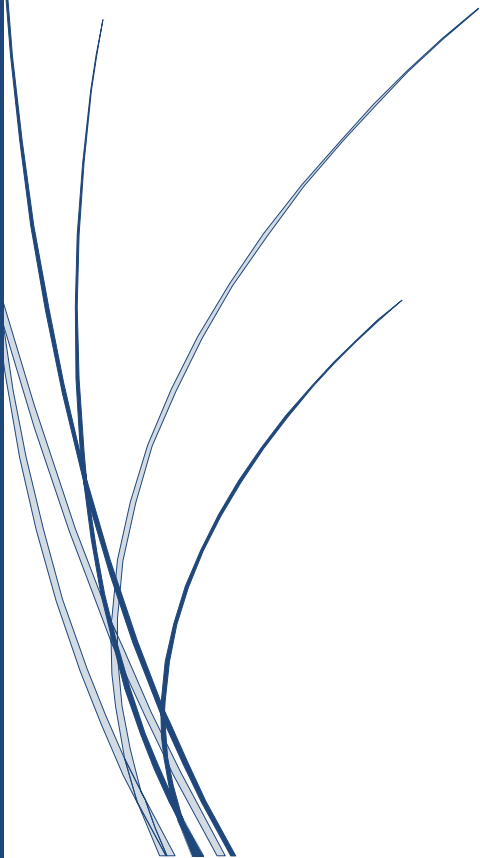


3/28/2023

# SOP (Detail Document)

INSPECTION APPLICATION



## INSPECTION APPLICATION

**STEP 1-** Login FCI HRMS app with valid login credentials.

**Step 2-** Click on Hamburger Icon  on the left.

**Step 3-** Click on Inspection Dashboard.

**Step 4-** Click on New Inspection to Create New Inspection.

**Step 4.1-** On click of New Inspection, system will check the mobile location services must be on. If not then shows validation message to on location services and allow the app.

**Step 4.2-** If location service is on then app will get the Lat Long of the mobile device and match the same with FCI location's Lat Long. If it does not matched then Inspection form will not be opened.

**Step 4.3-** If user is on FCI locations then only Inspection form will be opened and only that location will be appeared in the location's drop down list and user shall be able to proceed.

**Step 4-** Fill the required details and upload documents.


**Step 5-** Click on submit button.

**Step 6-** Steps completed.

**STEP 1-** Login FCI HRMS app with valid login credentials.


4:59 2

←

  
Food Corporation of India

**Login with Employee ID**

Employee ID

Password 

Minimum 6 characters

**LOGIN**

**STEP 2-** Click on the left hamburger icon.



**Employee Dashboard**  
**Welcome**



**Attendance**



**Leave**



**Leave Balance  
New**



**My Holidays**



**Attendance  
Regularization**



**Documents/  
Letters  
Attachments**



**Directory**



**Newspaper  
Reimburse**



**Travel  
Reimburse**



**Other  
Reimburse**



**Policies &  
Circulars**



**Movable  
Property**



**Movable  
Property  
Confirmation**

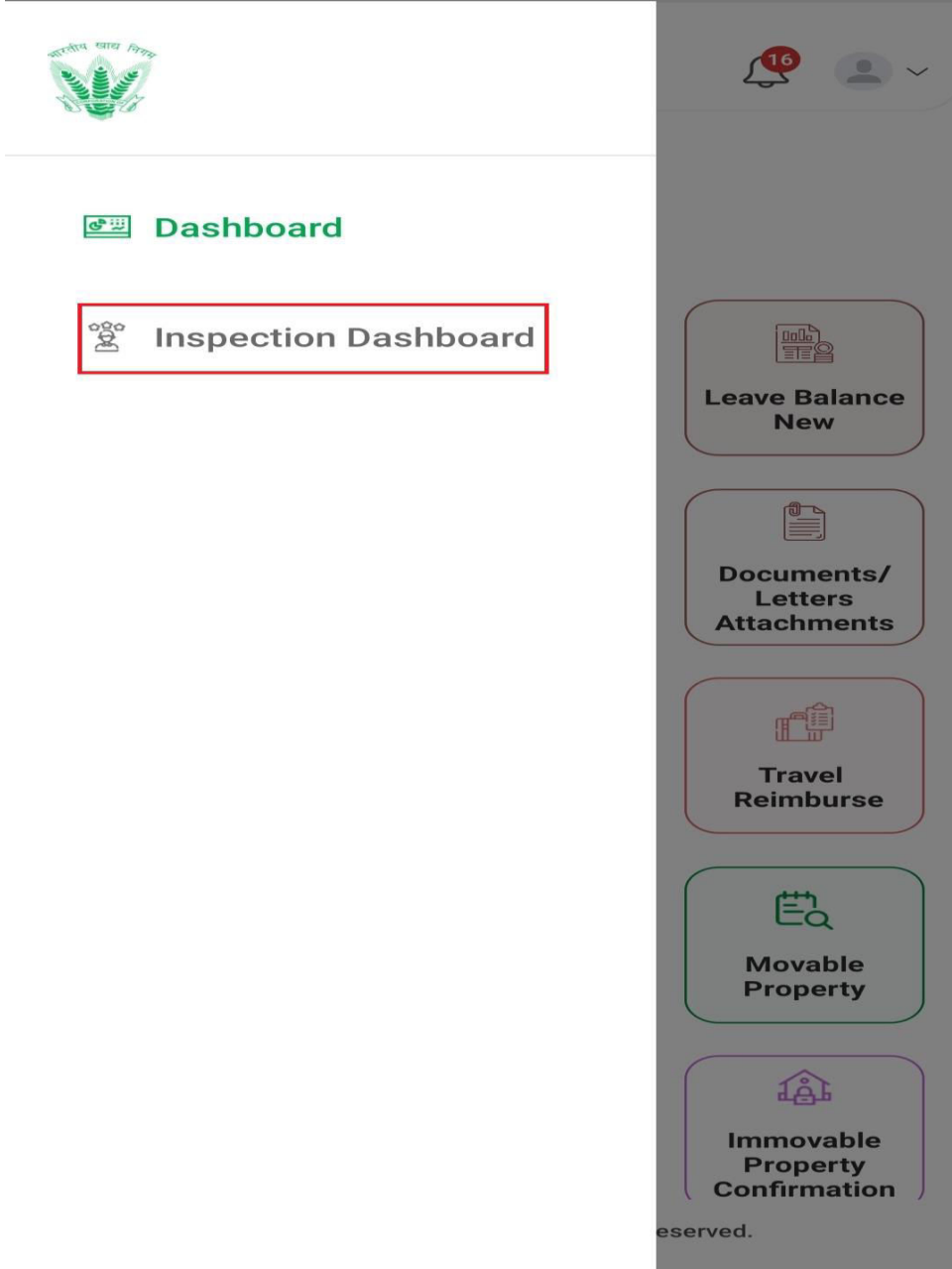


**Immovable  
Property**

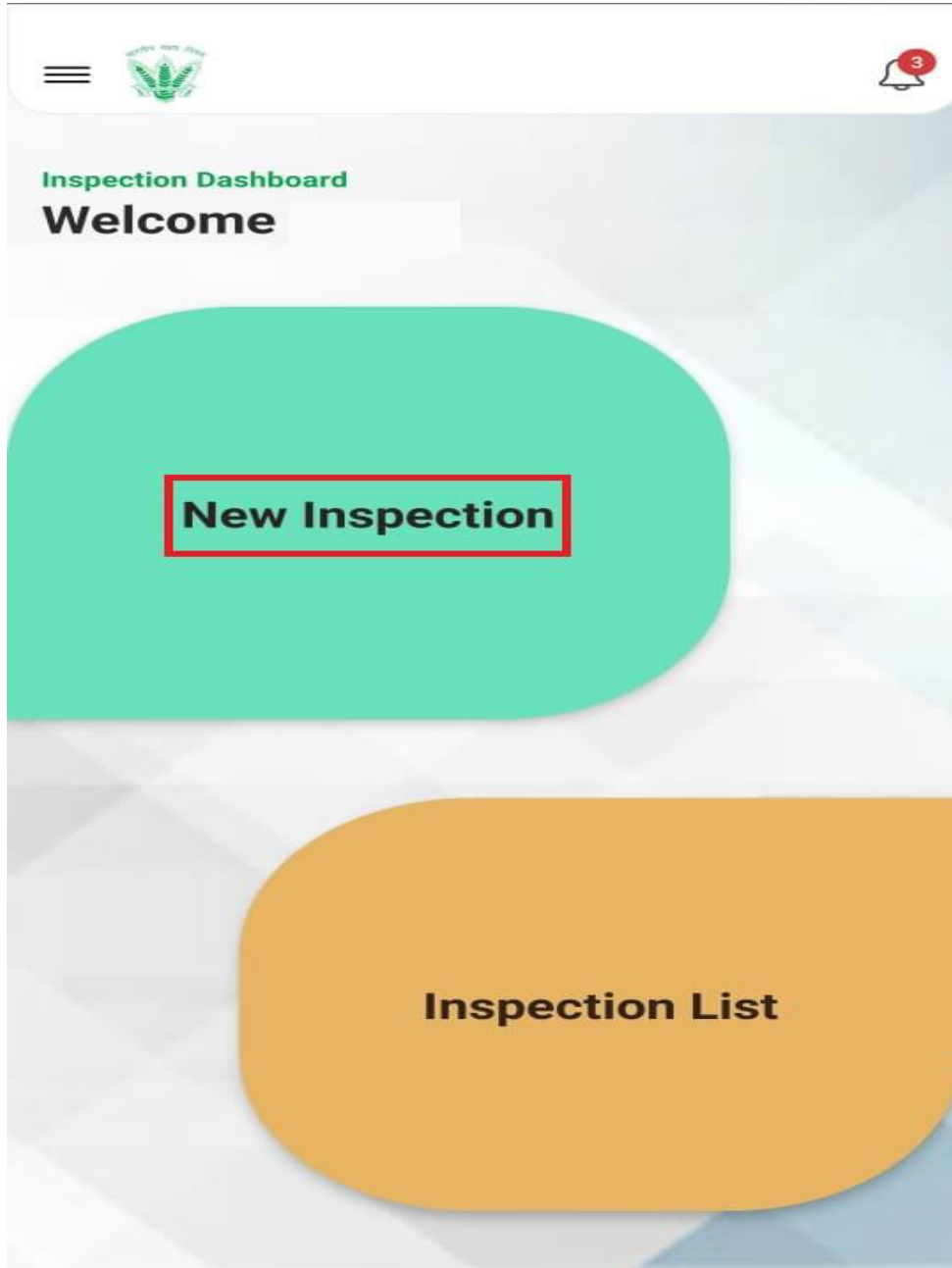


**Immovable  
Property  
Confirmation**

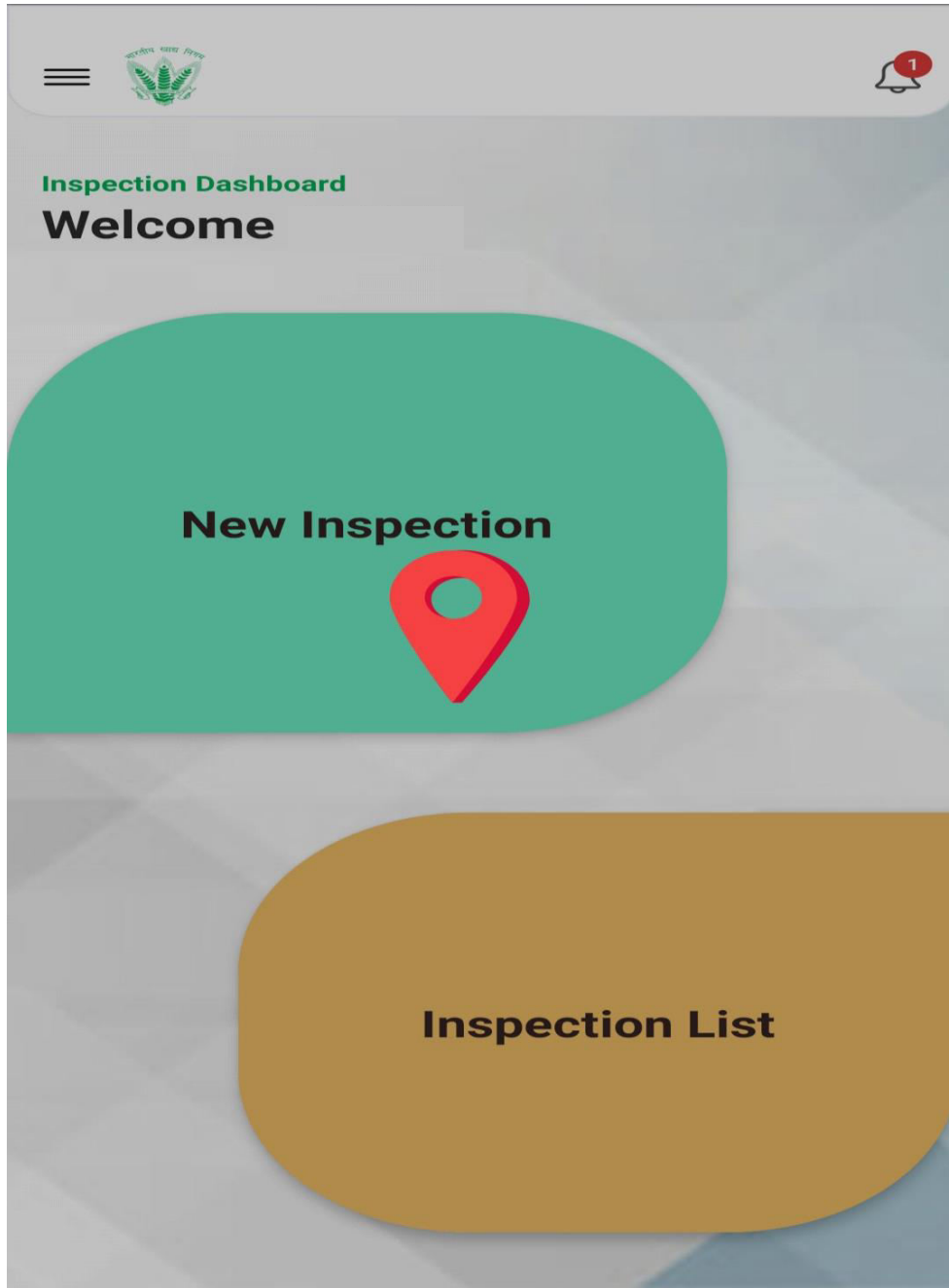
**Step 3-** Click on Inspection Dashboard.



**Step 4** - Click on New Inspection option.



**Step 5** – Mobile App will check the location through GPS. Mobile GPS must be on. If FCI office/ location are available within 100 meter range then only, Inspection Form will be opened otherwise showing validation error.



**STEP 6** - Employer details will be fetched by itself.

**STEP 7** – Select Inspection Location from the dropdown.

The screenshot shows a mobile application interface for creating a new inspection. At the top left is a green logo with the text 'सर्वदा नारा धर्मः'. At the top right is a notification bell icon with a red circle containing the number '1'. Below the header is a back arrow and the title 'New Inspection'. The form contains several fields with icons: 'Employee Name' (person icon), 'Employee Number' (person icon), 'Designation' (star icon) with the value 'Assistant General Manager', 'Cadre' (handshake icon) with the value 'General', and 'Office' (building icon) with the value 'RO DELHI'. Below these are five dropdown menus, each with a 'Select' label and a downward arrow. The first dropdown, labeled 'Inspection Location \*', is highlighted with a red border. The other dropdowns are labeled 'Inspection Division \*', 'Inspection Type \*', 'Periodicity \*', and 'Year \*'.



**STEP 8** – Select Inspection division from the drop down.

**← New Inspection**

**Employee Name**      **Employee Number**

**Designation**  
Assistant General  
Manager      **Cadre**  
General

**Office**  
RO DELHI

**Inspection Location \***

RO DELHI

**Inspection Division \***

Select

**Inspection Type \***

Select

**Periodicity \***

Select

**Year \***

**STEP 9** - Select the Inspection Division from the dropdown

← **New Inspection**

Employee Name Employee Number

Designation Assistant General Manager Cadre General

Office RO DELHI

Inspection Location \*

Select

Inspection Division \*



**Select Inspection Division \***

- DIMC
- VIGILANCE SQUAD DIVISION
- STOCKS DIVISION
- QUALITY CONTROL
- SECURITY DIVISION






Cancel

Submit


**STEP 10** – Select Inspection type from the dropdown.


← **New Inspection**

 <b>Employee Name</b>	 <b>Employee Number</b>
 <b>Designation</b> Assistant General Manager	 <b>Cadre</b> General
 <b>Office</b> RO DELHI	


**Inspection Location \***

RO DELHI 


**Inspection Division \***

DIMC 

**Inspection Type \***

Select 

**Periodicity \***

Select 

**Year \***

**STEP 11** - Select the Inspection Type from the list.

The screenshot shows a mobile application interface for creating a new inspection. At the top left is a logo with the text 'एन सी ई आर' and 'NEW DELHI'. At the top right is a notification bell icon with a red circle containing the number '1'. Below the header is a back arrow and the title 'New Inspection'. The form contains several fields: 'Employee Name' and 'Employee Number' (both with person icons), 'Designation' (with a badge icon) set to 'Assistant General Manager', 'Cadre' (with a hand icon) set to 'General', and 'Office' (with a building icon) set to 'RO DELHI'. At the bottom, there is a dropdown menu for 'Inspection Location \*' which is currently set to 'RO DELHI'.

**Select Inspection Type \***

ZONAL OFFICE

REGIONAL OFFICE

DIVISIONAL OFFICE

DEPOT

OPERATING DIVISION OF ZO

OPERATING DIVISION OF RO

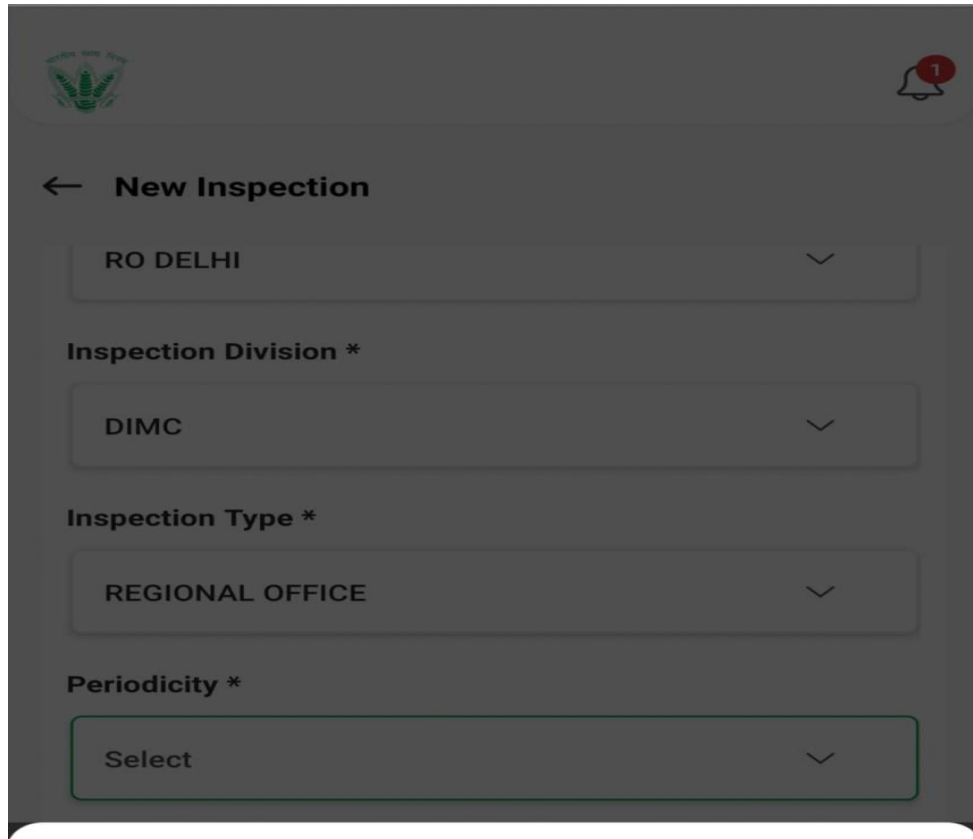
OPERATING DIVISION OF DO

A vertical column of seven radio buttons is shown on the right side of the list. The second radio button, corresponding to 'REGIONAL OFFICE', is selected and has a green dot in the center. A red rectangular box highlights the entire column of radio buttons.

Cancel

Submit

**STEP 12** – Select the periodicity from the list.



The screenshot shows a mobile application interface for creating a new inspection. At the top left is a logo with the text 'INSPECTION APPLICATION'. At the top right is a notification bell icon with a red circle containing the number '1'. Below the header is a back arrow and the title 'New Inspection'. There are four dropdown menus: 'RO DELHI', 'Inspection Division \*' (with 'DIMC' selected), 'Inspection Type \*' (with 'REGIONAL OFFICE' selected), and 'Periodicity \*' (with 'Select' selected).

**Select Periodicity \***

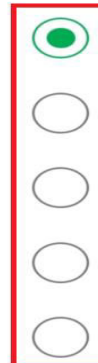
Yearly

Half Year

Quarterly

Monthly

Fortnightly



A vertical column of five radio buttons. The top button is selected, indicated by a green dot in the center. The other four buttons are unselected. A red rectangular box highlights the entire column of radio buttons.

Cancel

Submit

**STEP 13** – Select inspection year from the list.

**New Inspection**

RO DELHI

**Inspection Division \***

DIMC

**Inspection Type \***

REGIONAL OFFICE

**Periodicity \***

Yearly

**Year \***

Select

Inspection DateTime : 24-03-2023 12:09 PM

**Select Year \***



2023

2022

**Cancel** **Submit**

**STEP 14** - Select "Yes" or "No" for quality check. If select "Yes" then upload document or capture photo from the app.

← **New Inspection**

DIMC

**Inspection Type \***

REGIONAL OFFICE

**Periodicity \***

Yearly

**Year \***



2023

**Inspection DateTime : 24-03-2023 12:09 PM**

**Whether Quality Check Conducted \***

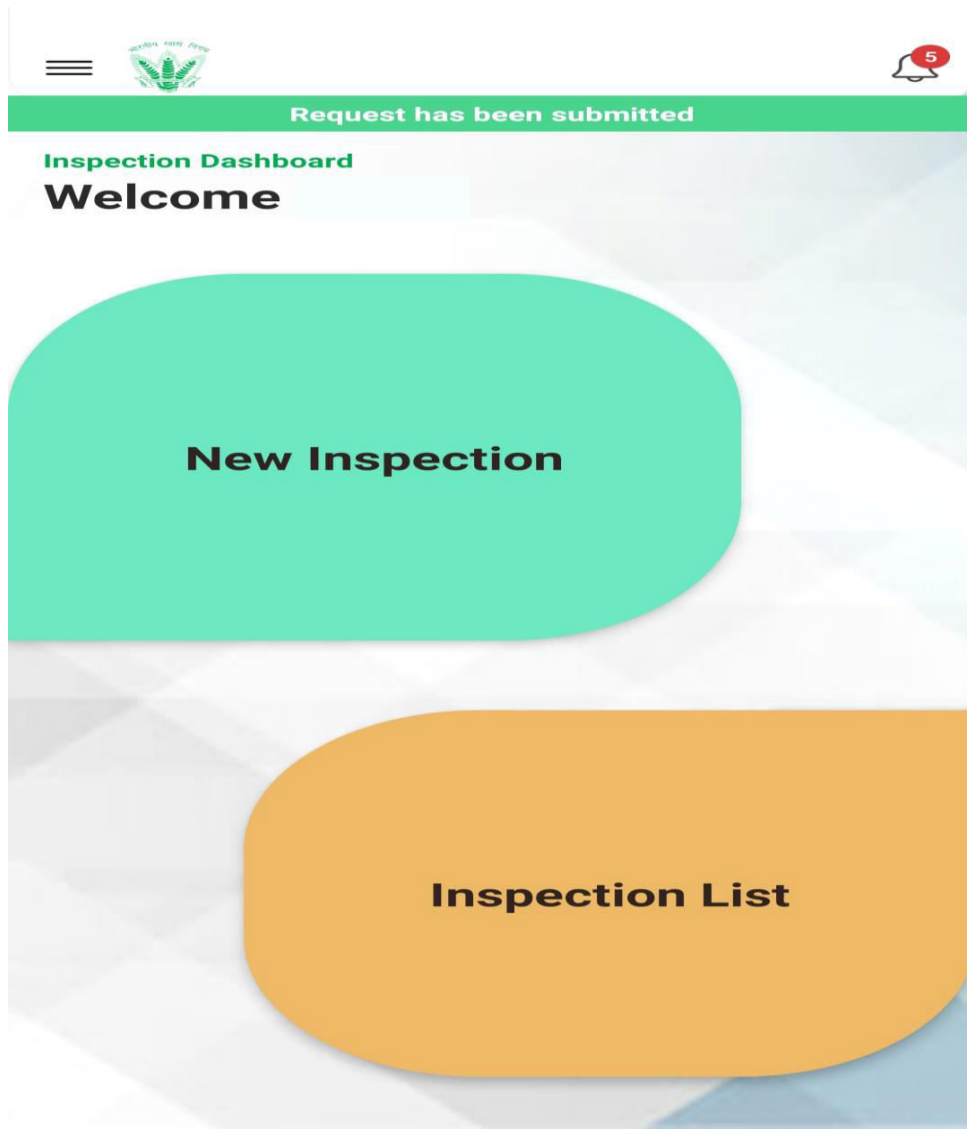
No  Yes

**Attachment** (Maximum size 5 MB. PDF or JPEG format only)

 RFP of Food Corporation of India New.pdf 

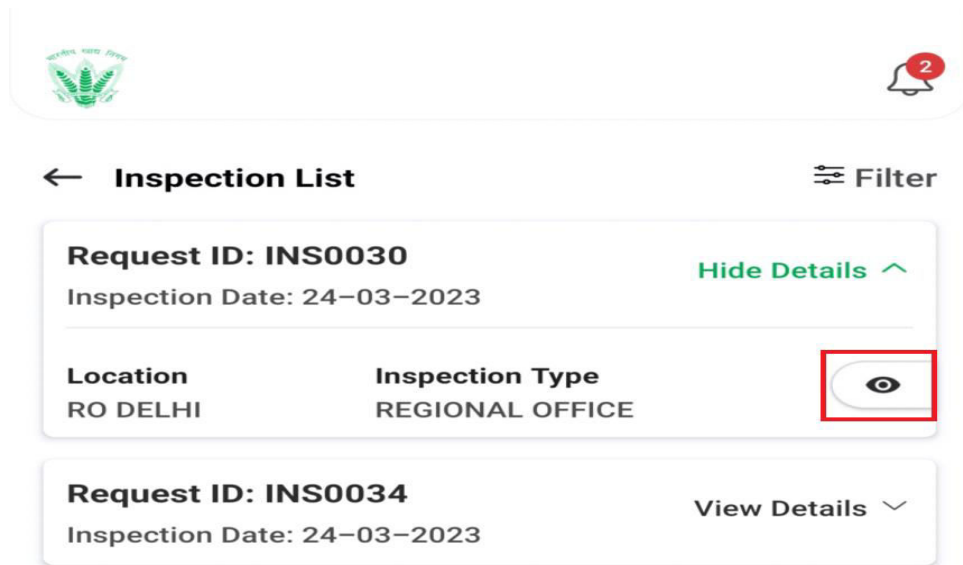
**Cancel** **Submit**

**STEP 15** - After submitting the request pop up message will show.



**STEP 16** – After submitting the request, the request will show in the inspection list and on clicking the view icon the form will open.





**STEP 17** - Application will stop 100 meter away from the office and validation message is showing.

