



**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud
Thiruvananthapuram-14**

No.EA1/13320/2016/IHRD

Dated, 30.10.2017

CIRCULAR

Sub:- IHRD – KSC for Backward classes – eCDESK project to collect caste-wise details of all regular employees in service – providing of details – reg:-

As per the instructions from the Hon'ble High Court of Kerala, the Kerala State Commission for Backward classes has taken up a project to collect the caste-wise details of regular employees in the Government/Quasi - Government/Public Sector institutions. It has been directed to provide the details in the website created for collection of the above details. Sri. V.K. Vaneepasad, Deputy Director, IHRD, Headquarters who has been nominated as the Nodal Officer is authorized to verify and submit the details uploaded in the online portal. Hence the following instructions are issued for collection of data from the associate institutions under IHRD.

1. The Head of institution will act as the Department Officer for collection of required data in their respective institutions and their entry in the website i.e, <http://ecdesk.kscbc.kerala.gov.in>.
2. All department Officers shall collect their login credentials for their institution from Sri. Sreerej.R, System Analyst, IT Division through their official CUG phone/email id immediately. Also he may be contacted for technical assistance in this regard, if necessary.
3. The details should be entered in the web portal as per the information recorded in their Service Book and special care shall be maintained while entering details in the web portal for correctness and the entry shall be completed on or before 10.11.2017.

4. The details entered in the web portal should also be forwarded as soft copy in the attached excel format to ihrd.itd@gmail.com for verification, approval and submission of data by the Nodal Officer at Headquarters to KSCBC within the specified time.

A copy of the data entry guide for the web portal is also attached for information and necessary guidance.

Sd/-
Dr.P.Suresh Kumar
DIRECTOR

Encl:- 1. Excel format
2. Data Entry guide

To:-

1. *All Heads of institutions under IHRD*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Administrative Officer*
6. *Finance Officer*
7. *Assistant Executive Engineer*
8. *Nodal Officer, IHRD, Headquarters*
9. *All Section Heads*
10. *CA I & II*
11. *SF*
12. *OC*

Approved for issue
Sd/-
Administrative Officer

27



Kerala State Commission for Backward Classes

e-CDESK

e-Caste Database of Employees in Services - Kerala



Kerala State Commission for Backward Classes (KSCBC)

[Home](#) | [About e-CDESK](#) | [About KSCBC](#) | [Contact Us](#)



e-CDESK

e-Caste Database of Employees in Services - Kerala



Welcome to e-CDESK

At the heart of the Kerala State Commission for Backward Classes (KSCBC) are the e-CDESK and e-CDESK. The e-CDESK is a web-based system that provides a secure and efficient way for employees to access their caste information. The e-CDESK is a web-based system that provides a secure and efficient way for employees to access their caste information. The e-CDESK is a web-based system that provides a secure and efficient way for employees to access their caste information.

User Login

28w93 Please enter the text. [Click to refresh.](#)

?

Designed and Developed by Com. for Development of Backward Classes, Kerala

C-DIT
09/08/2017 to 11/08/2017

e-CDESK

(e-Caste Database of Employees in Services- Kerala)

Website address- <http://ecdesk.kscbc.kerala.gov.in>

Introduction

A web portal of Kerala State Commission for Backward Classes (KSCBC) for recording the caste/ community details of employees in State Government Service and other Organizations under the State for the purpose of article 16(4) of the constitution of India for effective discharge of its functions under Section 9 of the KSCBC Act, 1993.

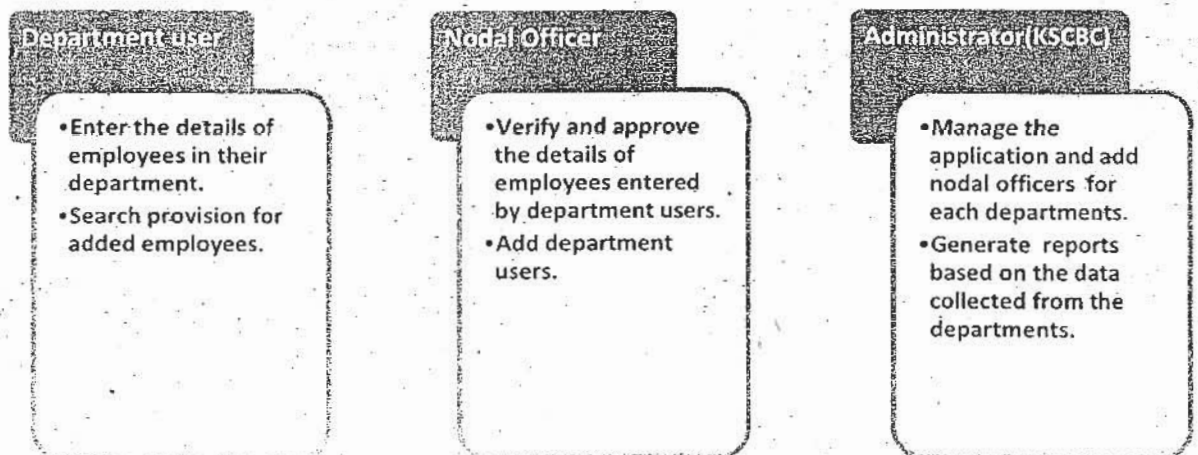
Objectives of e-DESK

The objective of the project e-CDESK is to collect data with respect to the representation of the caste and communities of Kerala in the services under the state.

Authorized users from various Government departments, PSUs, Local bodies, Universities, University departments, Colleges, Schools etc. will be provided with user logins in this web application so that they can enter data into the database from their location itself.

An administrator user from KSCBC will consolidate the data received and generate customized reports for statistical analysis based on the data. These reports will help KSCBC in discharging its functions under Section 9 of the KSCBC Act, 1993.

Working flow of e-CDESK



Types of users:

- 1. Administrator(KSCBC)
- 2. Nodal Officers
- 3. Department users

Roles:

- 1. Administrator(KSCBC)
KSCBC Administrator manages the e-CDESK application, its users and generates reports based on the data collected from various departments.
- 2. Nodal Officer
Nodal officer can verify and approve the details of employees in the concerned department, entered by the department users. Also he can create the department users for the department. While creating department user, username and password will be generated automatically.
- 3. Department user
Department users can add the details of employees in their department.

Functionalities of Department user

- 1. Add employee details–Facility for adding the details of employees.

Kerala State Commission for Backward Classes (KSCBC)

Click here to add the employee details Home Welcome kscbc dpt user Logout

ജീവനക്കാരെ ചുമതലപ്പെടുത്തുന്നതിന് മുമ്പ് തിരക്കുകൾ വായിക്കുക / Click here to read instructions before filling application

Employee Details Form / ജീവനക്കാരുടെ വിവരങ്ങൾ

1. പൊതുമതിക്ക് എൽ.പി.എസ്. നമ്പർ / യൂണിക് എം.പി.എസ്. (Permanent Employee Number / Unique Employee ID)*

ജീവനക്കാരെ സംബന്ധിച്ച വിവരങ്ങൾ / Personal Details of Employee

2. ജീവനക്കാരന്റെ പേര് / Name of Employee *

3. ലിംഗം / Gender* Male Female Trans Gender

4. ജനന തീയതി / Date Of Birth *

5. മതം / Religion *

6. വർഗ്ഗം / Category *

7. ജാതി ഇനം (Community / Caste Item)*

8. തിരഞ്ഞെടുക്കുക ജാതി / Select Caste *

9. സ്ഥിര വസിക്കുമ്പോഴത്തെ പിൻകോഡ് / Pincode of Permanent address

10. നിലവിലുള്ള ഉയർന്ന വിദ്യാഭ്യാസ ബോധം / Highest Educational qualification at present *

ജീവനക്കാരെ സംബന്ധിച്ച വിവരങ്ങൾ / Official Details of Employee

11. പ്രധാന വകുപ്പിന്റെ പേര് / Name of Department (Main) Commissions and Tribunals

12. വകുപ്പിന്റെ പേര് / Name of Department Kerala State Commission for Backward Classes

2. View employee details-View the details of employees already added.

Kerala State Commission for Backward Classes (KSCBC)

Click here to view/edit the details of added employees

Home Welcome kscbc dpt user Logout

Add Employee Details
View/Edit Employee Details
Password Settings
Search Employee Details

SL NO:	EMPLOYEE NAME	PEN NUMBER	DATE OF BIRTH	OFFICE NAME	DESIGNATION	VIEW/EDIT
1	Swam Krishnan	123456	17-08-1995	sdasda	sdasda	View Edit
2	test name	10013	16-07-1992	test office	test office	View Edit

3. Password settings - User can change their password using the following form.

Kerala State Commission for Backward Classes (KSCBC)

Click here to change your password

Home Welcome kscbc dpt user Logout

Add Employee Details
View/Edit Employee Details
Password Settings
Search Employee Details

Password Change

Enter Your Password:

Enter New Password:

Retype New Password:

4. Search employee Details - Menu option for searching the employee details based on PEN/Unique id or Employee name.

Kerala State Commission for Backward Classes (KSCBC)

Home Welcome Mohan Kumar Logout

Add Employee Details
View/Edit Employee Details
Password Settings
Search Employee Details

Search Employee Details

Select One: PEN/UNIQUE ID Employee Name

Enter PEN/UNIQUE EMPLOYEE ID:

Functionalities of Nodal Officer

1. Employee details inbox- For viewing the details of employees entered by department users.

Kerala State Commission for Backward Classes (KSCBC)

Home Welcome Prasanna K Logout

Employee Details Inbox

Approved Employee Details

Password settings

Search Employee Details

Deletion of Employee

Add Department User

SL NO:	EMPLOYEE NAME	PEN NUMBER	DATE OF BIRTH	OFFICE NAME	DESIGNATION	EDIT/APPROVE
1	Salam rrrr	100014	04-03-1964	rrrrrr	abrrrrrr	
2	dsfsdfsdf	100007	05-03-1998	erewr	ewrewr	
3	yuytrutyuy rrrrrrrr	456328	13-04-1967	kluouu	oiuouiu	
4	dsfsdfsdf	454354	06-04-1989	jhqjh	hqi	
5	testbigamgnfmgnb	454545	20-04-1965	fdfsdfsdf	fdfsdf	
6	yrtryrtyr	100045	22-05-1980	trtrytr	trtrytr	
7	test name	10015	16-07-1992	test office	test office	
8	Syam Krishnan	123456	17-08-1995	sdsdsd	sdsds	

2. Approve the details of employee -Nodal officer has to approve the details of each employee with the remarks.

Kerala State Commission for Backward Classes (KSCBC)

Home Welcome Prasanna K Logout

Employee Details Inbox

Approved Employee Details

Password settings

Search Employee Details

Deletion of Employee

Add Department User

ജിഎസ്ബിസി ക്ലാസ്സ് വിവരങ്ങൾ / Employee Details

1. (പേരമുഖ്യാനം എംപ്ലോയീ നമ്പർ / യൂണിക് എംപ്ലോയീ ഐഡി) / Permanent Employee Number / Unique Employee ID *

Personal Details of Employee / ഉദ്യോഗസ്ഥരുടെ വ്യക്തിഗത വിവരങ്ങൾ

2. ജിഎസ്ബിസി നാമം / Name of Employee *

3. ലിംഗം / Gender * Male Female Trans Gender

4. ജനന തീയതി / Date of Birth *

5. മതം / Religion *

6. വർഗ്ഗം / Category *

7. ജാതി ഇനം / (Community / Caste Item) *

8. ജാതി / Select Caste *

9. സ്ഥിര വാസ വിലാസം പിൻ കോഡ് / Pincode of Permanent address *

10. ഹൈസ്കൂൾ വരെ ഉയർന്ന വിദ്യാഭ്യാസ യോഗ്യത / Highest Educational qualification at present *

ഉദ്യോഗസ്ഥരുടെ ഔദ്യോഗിക വിവരങ്ങൾ / Official Details of Employee

11. പ്രധാന വകുപ്പിന്റെ നാമം / Name of Department (Main) *

12. വകുപ്പിന്റെ നാമം / Name of Department *

localhost/kscbc_num/members-home/main/home.php?nodeId=KSCBC

19. നിലവിലെ ശമ്പള നിലവാരം / Scale of pay at present * 19785-46519

20. നിലവിലെ മുൻപിൽ പ്രവേശിച്ച തീയതി / Date of entry into present grade 1999-04-09

21. പ്രവേശനത്തിന് തുടർച്ചയായി പ്രവേശിച്ച തീയതി / Date of initial entry in service * 1998-08-01

22. തുടർച്ച സ്ഥാനനിലവാരം / Grade at initial entry in service * Grade I

പ്രവേശന വിവരങ്ങൾ / Recruitment Details of Employees

23. നിയമന തരം / Mode of Recruitment * Compassionate

24. സംസ്ഥാനതല / ജില്ലതല നിയമനമാർഗ്ഗം / (Whether state wide/district wise recruitment) * Yes No

25. പ്രൊപ്പോസിഷൻ / സംവരണ നിയമനം / (Open Competition / Reservation) * Open Competition

26. പ്രവേശന വിഭാഗം / (പ്രൊപ്പോസിഷൻ/ഒപ്പൻ കമ്പിഷൻ/ഒ.ടി.ടി.എസ്/ഓ.സി.ടി.എസ്/ഓ.സി.ടി.എസ്/ഓ.സി.ടി.എസ്) / Category of Entry(General/SC/ST/OBC/others) * general

27. പ്രവേശനത്തിന് പ്രവേശിച്ച ശമ്പള നിലവാരം / Scale of pay in entry 12345-45678

28. തുടർച്ച സ്ഥാനനിലവാരം പ്രവേശിച്ച ഓഫീസ് / Initial joining office * weee

29. പ്രവേശനത്തിന് പ്രവേശിച്ച ഉന്നത വിദ്യാഭ്യാസ യോഗ്യത / Highest educational qualification at entry in service * wewewewe

30. സ്ഥാനം / Status * --select--

31. ടിപ്പുവിവരങ്ങൾ / Remarks *

Submit

Designed and Developed by Centre for Development of Imaging Technology (C-DIT)

3. Approved employee details - For viewing the details of approved employees.

Kerala State Commission for Backward Classes (KSCBC)

Home Welcome Prasanna K Logout

Employee Details Index

Approved Employee Details

Password settings

Search Employee Details

Deletion of Employee

Add Department User

Employee Details

SL NO.	EMPLOYEE NAME	PEN NUMBER	DATE OF BIRTH	OFFICE NAME	DESIGNATION	VIEW
1	Emily Thomas	100002	1981-02-31	SC Directorate	SO	
2	Surendran Nedar R	100006	1980-04-10	commission office	clerk	
3	Sreenivasan	102543	1967-02-08	tert,tt	myrry	
4	Hareesh	100034	1969-03-12	renewre	ewreweur	
5	Remya T	100012	1984-03-14	backward	officer	

4. Password settings- For changing your password.

Kerala State Commission for Backward Classes (KSCBC)

Home Welcome Prasanna K Logout

Employee Details Index

Approved Employee Details

Password settings

Search Employee Details

Deletion of Employee

Add Department User

Password Change

Enter Your Password

Enter New Password

Retype New Password

Submit **Reset**

Note: Please change your password when you first login to the application. Please do not share your username and password with anyone.

- 5. Search employee details - For searching the employee details based on PEN/Unique id or Employee name.

- 6. Deletion of employee - Delete the employee by Retirement, VRS, Death or Termination.

- 7. Add department user - Create department user for entering the employee details. While creating user, username and password are generated automatically. Please share these credentials to the user and change the password during the first login.

SL NO:	NAME	DESIGNATION	DEPARTMENT	OFFICE NAME	EDIT	DELETE
1	Mohan Kumar	Office Assistant	Kerala State Commission for Backward Classes	K S C B C	[pencil icon]	[trash icon]

Handwritten signature and the number 4.