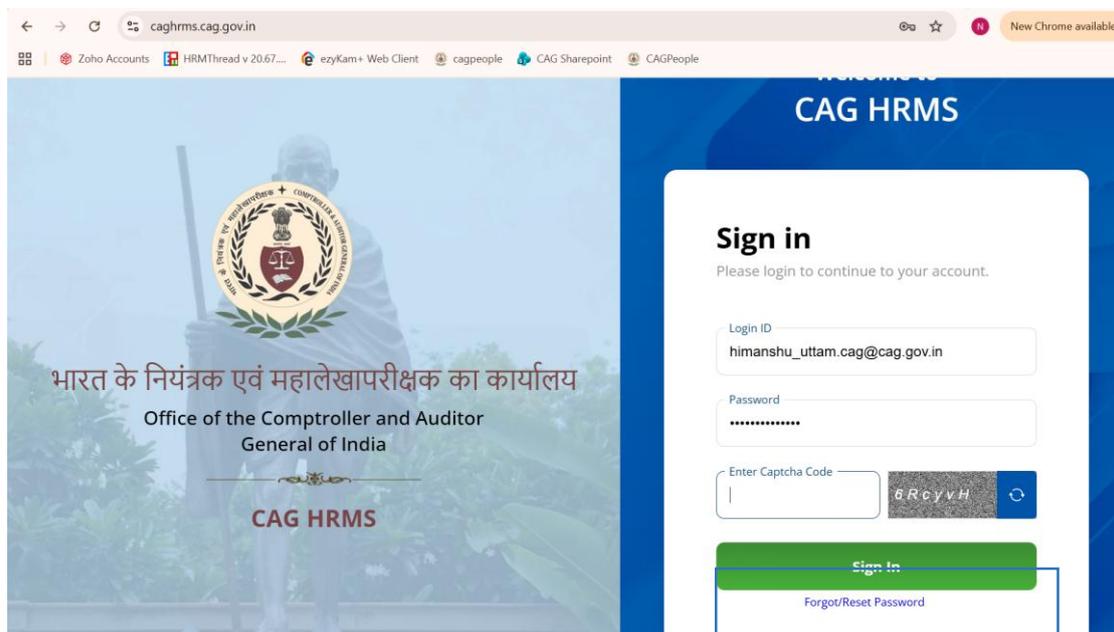


CAG HRMS Reset Password

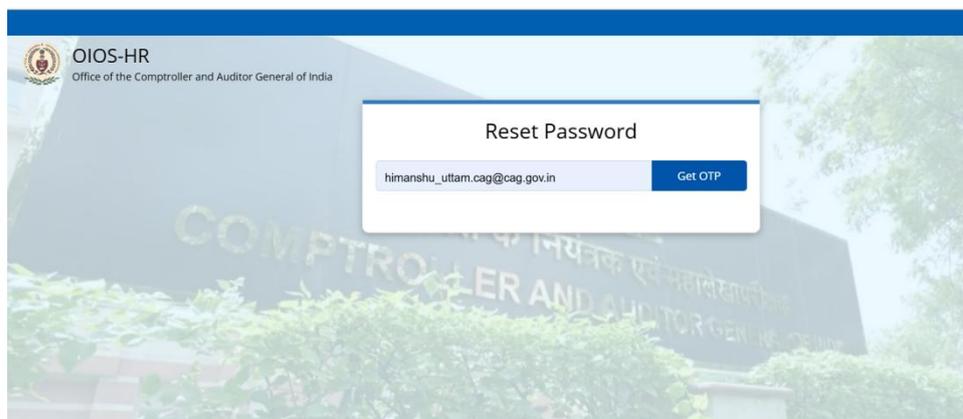
Introduction

This document outlines the step-by-step process to help users log in to the CAG HRMS application using their credentials.

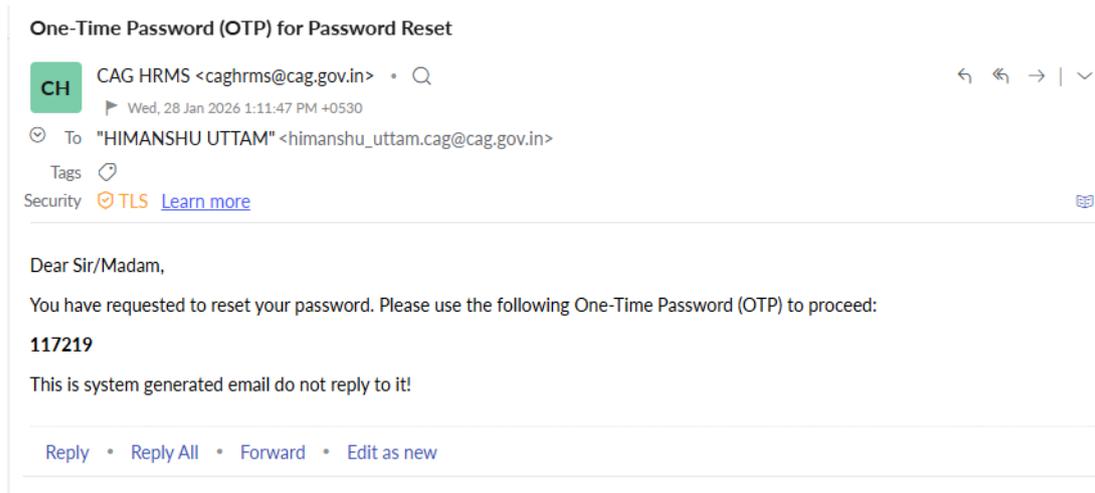
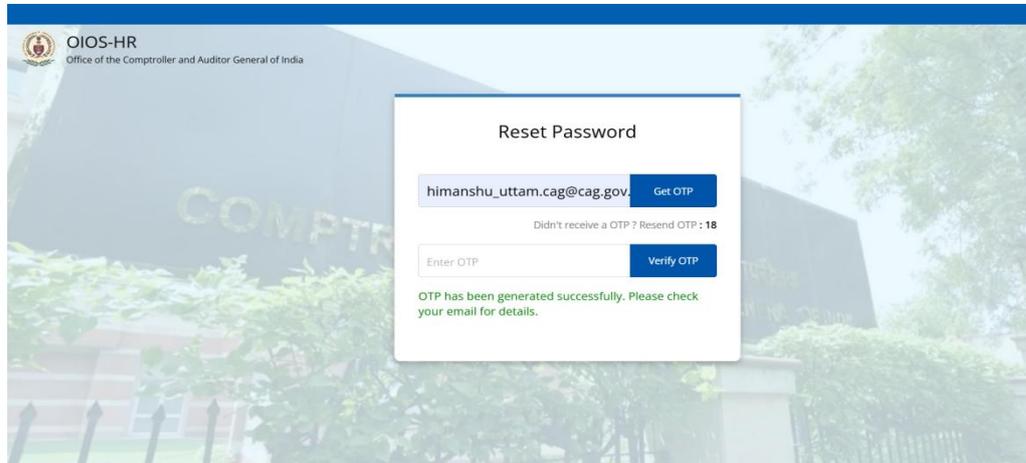
Step 1- The user can access the application by opening the following URL:
<https://caghrms.cag.gov.in>



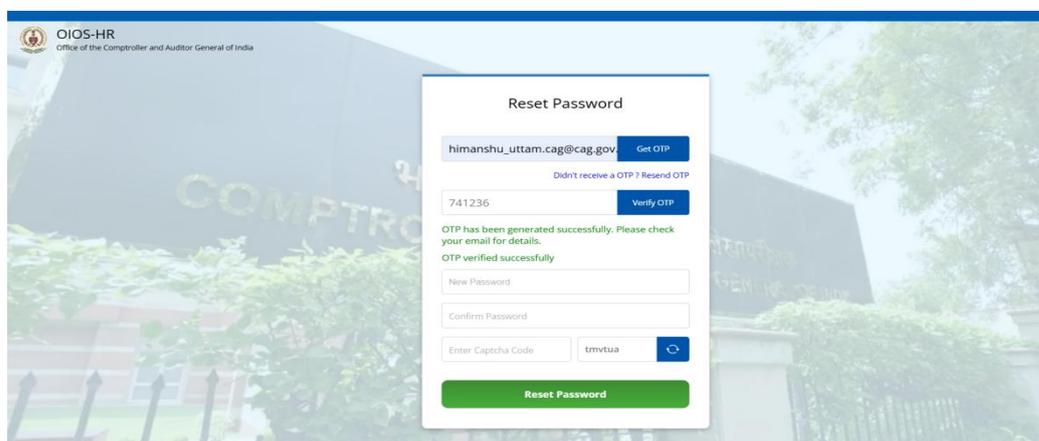
Step 2- Once the user clicks on [Forgot/Reset Password](#) link, the system will redirect the user to the Reset Password page to get the OTP for password reset.



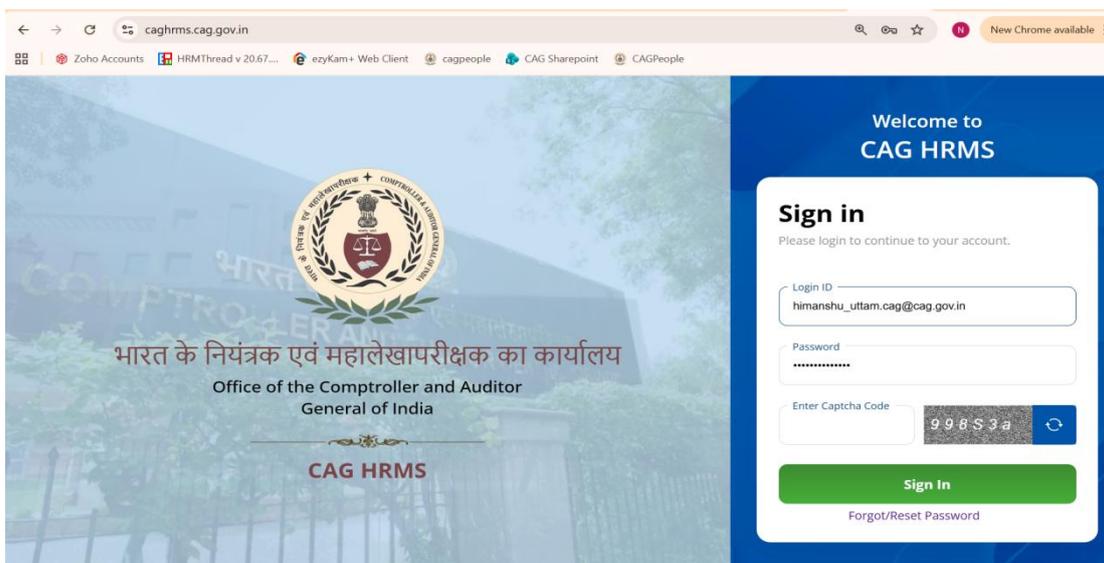
Step 3- On the **Reset Password** page, the user is required to enter their registered email ID to receive an OTP for password reset. After entering the email ID and clicking on **Get OTP**, an OTP will be sent to the registered email address. The user must enter the OTP in the **Enter OTP** field and click on **Verify OTP** within 30 seconds to proceed.



Step 4- Once the OTP is successfully verified, the user will be prompted to enter a **New Password** and **Confirm Password**. After entering the details, the user must complete the captcha and click on the **Reset Password** button to complete the process.



Step 5- Once Reset password done, user will click on 'Click For Login' link placed at right corner to get the Login page and login the application using the updated credentials.



Note- To Report any issue relating to login, kindly contact nodal officer and designated Field Helpdesk Official (FHD) of your office.

CAG HRMS

CGHS Card Details Updation and Employee Bank Detail Master

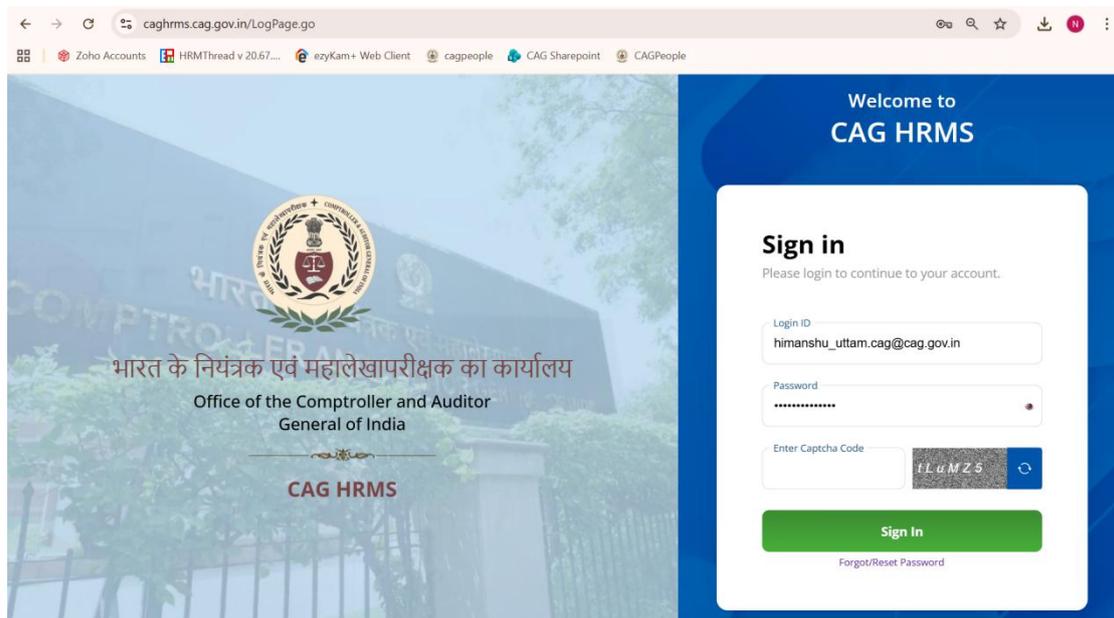
Introduction

This document provides a step-by-step guide to help users log in to the CAG HRMS application and configure the CGHS Card Master and Bank Details Master.

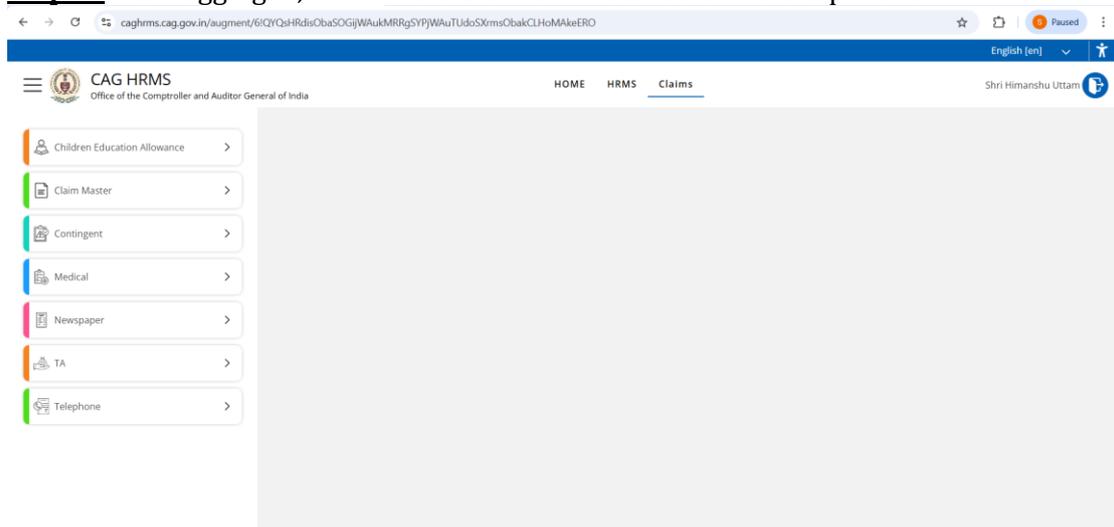
A. CGHS Card Creation/Updation-

Step 1- The user can access the application by opening the following URL:

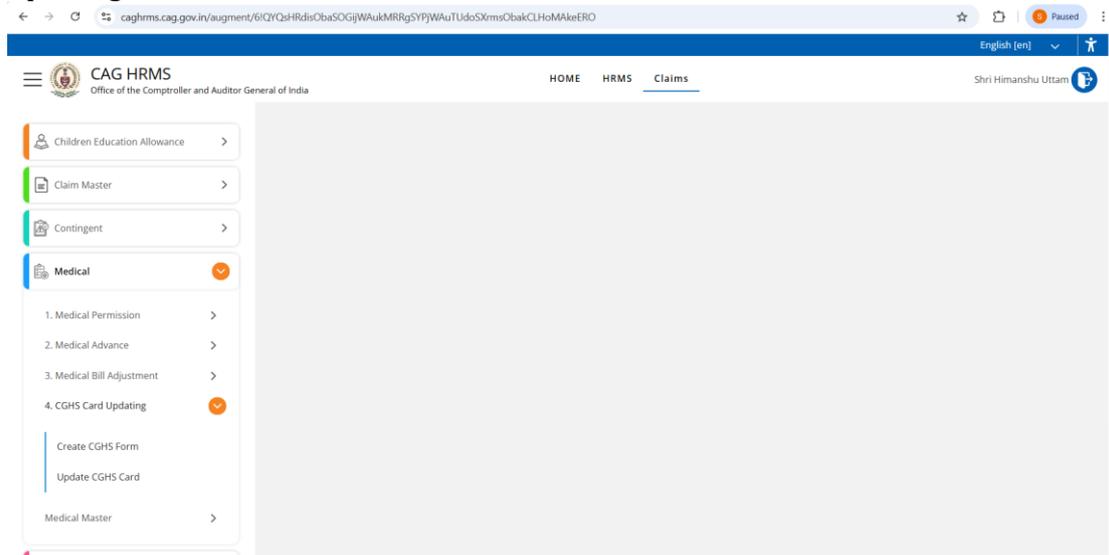
<https://caghrms.cag.gov.in>



Step 2. After logging in, click on the Claims link available in the top menu.



Step 3. Click on the Medical Process option under Claims and open the CGHS Card Updating menu.

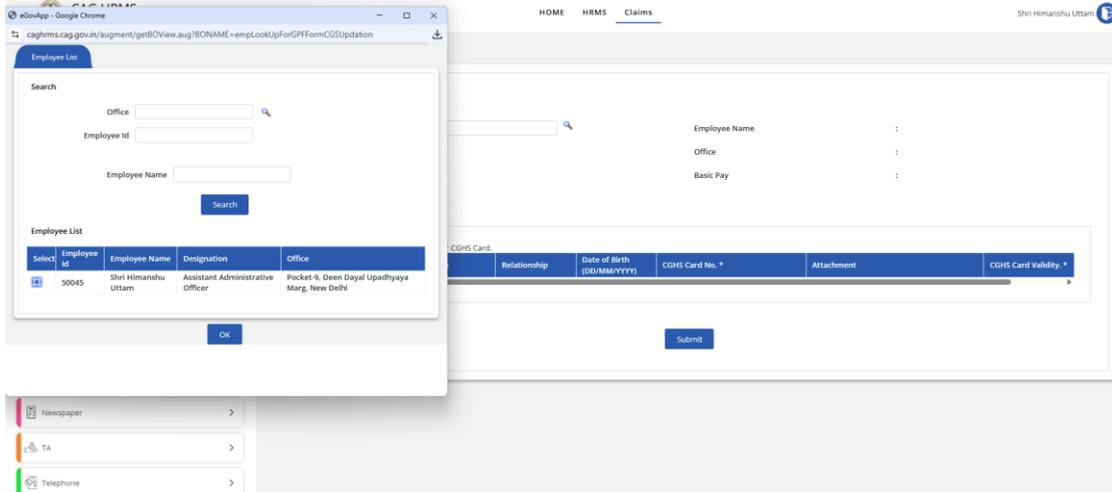


Creation

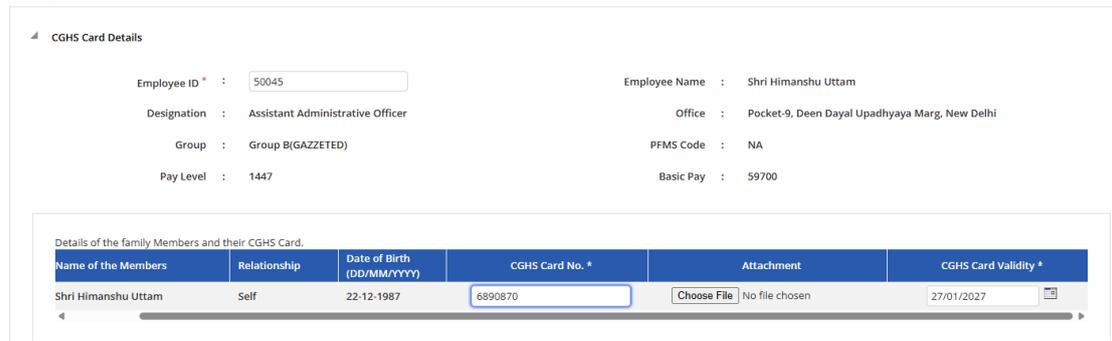
Step 4. After that, click on Create CGHS Form. A new form will open where the user can enter the required details and click on the Submit button.

Sr. No.	Name of the Members	Relationship	Date of Birth (DD/MM/YYYY)	CGHS Card No. *	Attachment
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Step 5. Click on Search Icon () provided at Employee ID field and select the employee from Employee List.

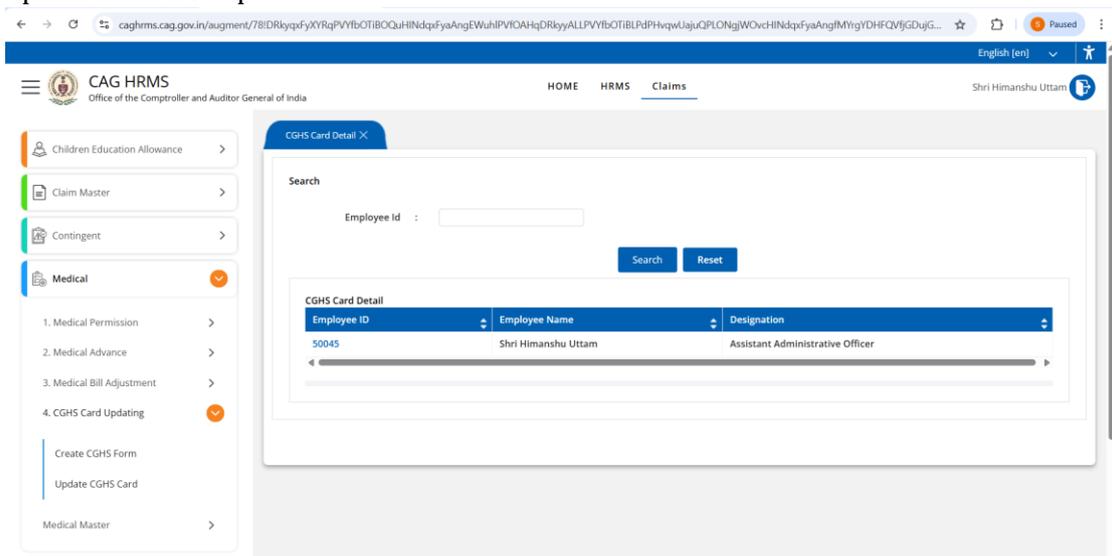


Step 6. Fill 'CGHS Card No' and 'CGHS Card Validity' for Self and Family members and submit.



Updation

Step 7. If an employee needs to update the CGHS card details, they can click on Update CGHS Card. The employee details will appear first; upon clicking the Employee ID, the update form will open.



Step 8. To update the CGHS details, the user can modify the required information in the form and click on the Update button.

CGHS Card Details

Employee ID * : 50045 Employee Name : Shri Himanshu Uttam
 Designation : Assistant Administrative Officer Office : Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi
 Group : Group B(GAZZETED) PFMS Code : NA
 Pay Level : 1447 Basic Pay : 59700

Relationship	Date of Birth (DD/MM/YYYY)	CGHS Card No. *	Attachment	CGHS Card Validity *
	22-12-1987	6890870	Choose File No file chosen	27/01/2027

Update

caghrms.cag.gov.in says
Do you want to Submit?

OK Cancel

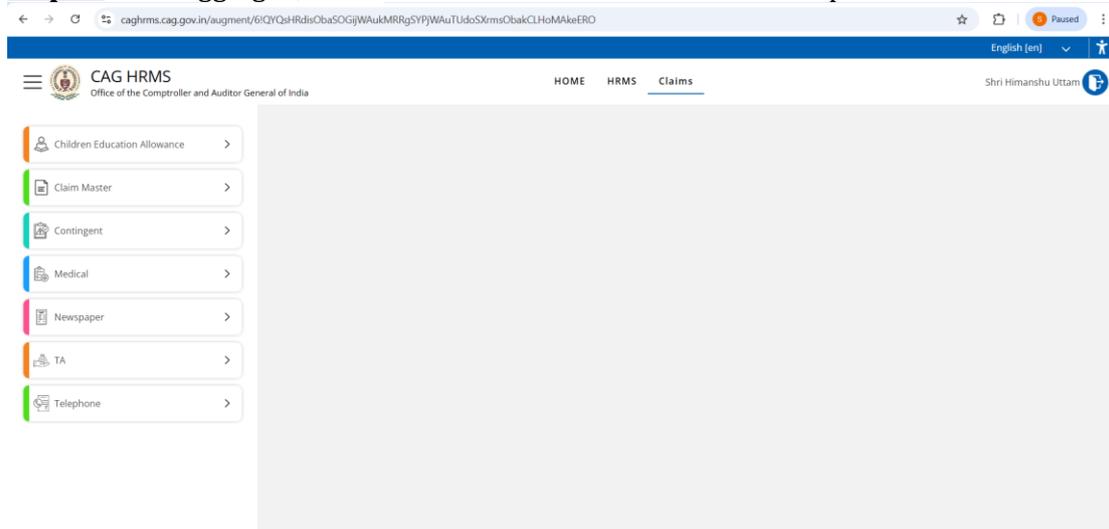
Your request has been submitted successfully.

OK

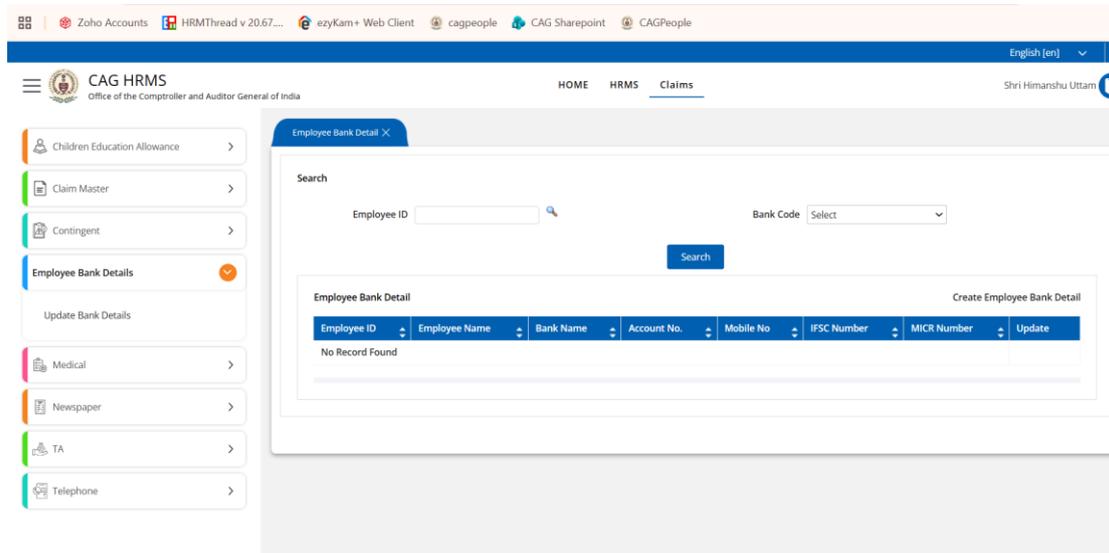
Note: If your Family details are not available in the system, kindly bring it to the notice of your Nodal Officer and FHDs to add the details in the system.

B. Employee Bank Details-

Step 1. After logging in, click on the Claims link available in the top menu.



Step 2. Open Employee Bank Details menu.



Creation

Step 3. After that, click on Create Employee Bank Details. A new form will open where the user can enter the required details and click on the Submit button.

Updation

Step 4. If an employee needs to update the bank details, they can click on the Update icon, after which the update form will open.

Step 5. To update the bank details, the user can modify the required information in the form and click on the Update button