Screenshots explaining the process of filling details of occupants of outhouse

Stage 1-

- Login to office automation using your cc login ID and password.
- Go to 'Outhouse Residents Information System'.

Stage 2-

- The first box (PF No., Name, House No., Department and Designation) will show your personal details.
- The second box has to filled-in by you.
- 'Outhouse resident name' should have the name of the person to whom you have given your outhouse. He/She is default 'self' in this list.
- Those who filled the form and submitted this data earlier will find the data in the box. They should ensure the correctness of the data.

Stage 3-

- To add other members of the family of the outhouse occupant click 'Add More Rows'.
- 'Relationship with ….been given' represents the relationship of this specific person with the person whom the outhouse has been given.
- The details of all persons residing in the outhouse should be furnished.

Personal Details

PF No.		Name		House No.	
Department			Designation		

Details of all occupants of the outhouse

SR. No.	Outhouse resident name	Age	Relationship with the person to whom the outhouse has been given	Sex		
1			Self		EDIT	DELETE
2				Male ▼	EDIT	DELETE

▶ Add More Rows

Press the "Final Submission" button only when you have entered the details for all the occupants(as per knowledge,you can add/update the details later also).

☐ I declare that the information furnished above is correct to the best of my knowledge.
I would update the data as and when there is any change in the list of occupants in my out house.

Final Submission

Stage 4-

- After filling all the entries kindly check the declaration.
- Finally click 'Final Submission'.

Personal Details

PF No.		Name		House No.	
Department			Designation		

Details of all occupants of the outhouse

SR. No.	Outhouse resident name	Age	Relationship with the person to whom the outhouse has been given	Sex		
1			Self		EDIT	DELETE
2				Male ▼	EDIT	DELETE

▶ Add More Rows

Press the "Final Submission" button only when you have entered the details for all the occupants(as per knowledge,you can add/update the details later also).

☑ I declare that the information furnished above is correct to the best of my knowledge.
I would update the data as and when there is any change in the list of occupants in my out house.

Final Submission

- An email will automatically reach you whenever any change is made in the list given by you.