

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'.

Indian Institute of Technology Kanpur
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Office Automation Portal

Welcome Braj Bhushan Logout

NEW! Better To Use Only IE6.0+ And Firefox2.0+ In Order To Avoid Application Related Errors

You Have Privilege To Access The Following Office Automation Services:

- Accounts Information
- BOG Minutes
- **CEMMC-Complaint Management System**
- CPDA Balance Enquiry
- Counselling Automation System
- DORD - Online [Help Document](#) [Contact Details](#)
- **Faculty Information System**
- Health Center- OPD Module
- **Leave Details**
- **Outhouse Residents Information System**
- PG-ONLINE
- Purchase Information System
- Security Application

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.

Connect as : Campus Resident , INST Services | Logout

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

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 3-

- To add other members of the family of the outhouse occupant click 'Add More Rows'.
- 'Relationship withbeen 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.

Connect as : Campus Resident , INST Services | Logout

Personal Details					
PF No.	<input type="text"/>	Name	<input type="text"/>	House No.	<input type="text"/>
Department	<input type="text"/>		Designation	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	Self	<input type="text"/>	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Male ▾	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

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.

Stage 4-

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

Personal Details					
PF No.	<input type="text"/>	Name	<input type="text"/>	House No.	<input type="text"/>
Department	<input type="text"/>		Designation	<input type="text"/>	

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	<input type="text"/>	<input type="text"/>	Self	<input type="text"/>	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Male ▾	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>

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.

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