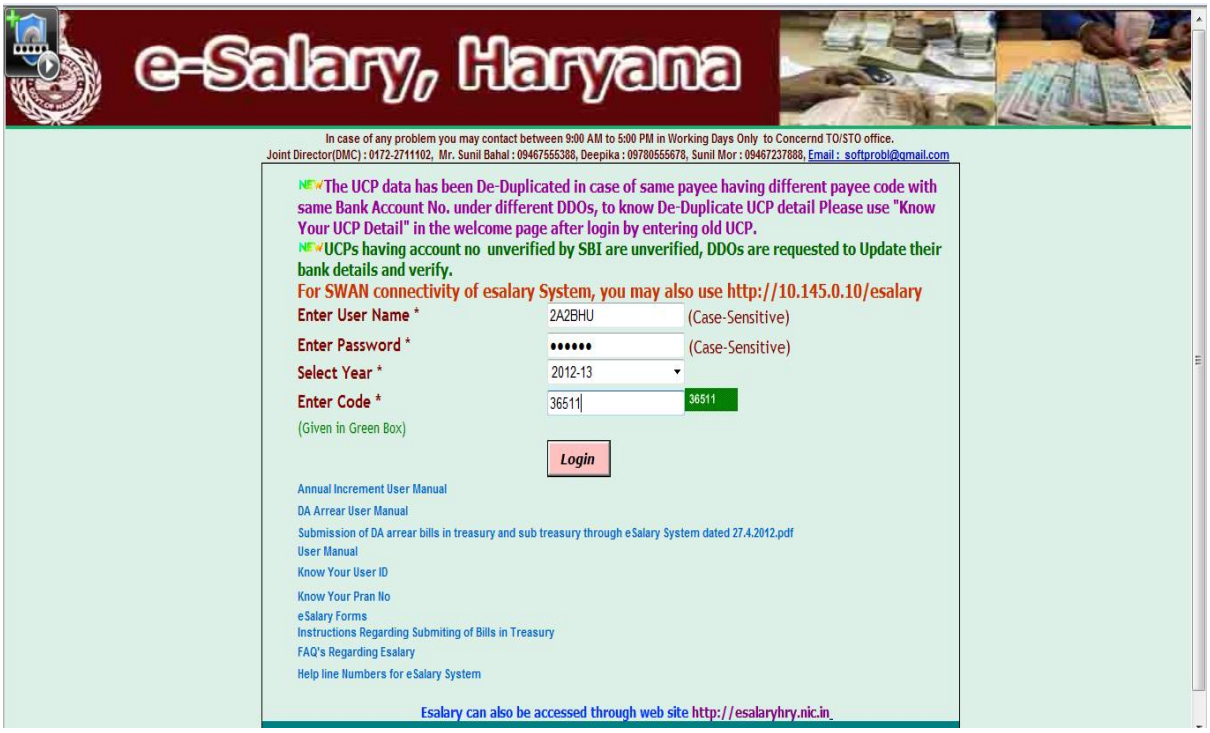
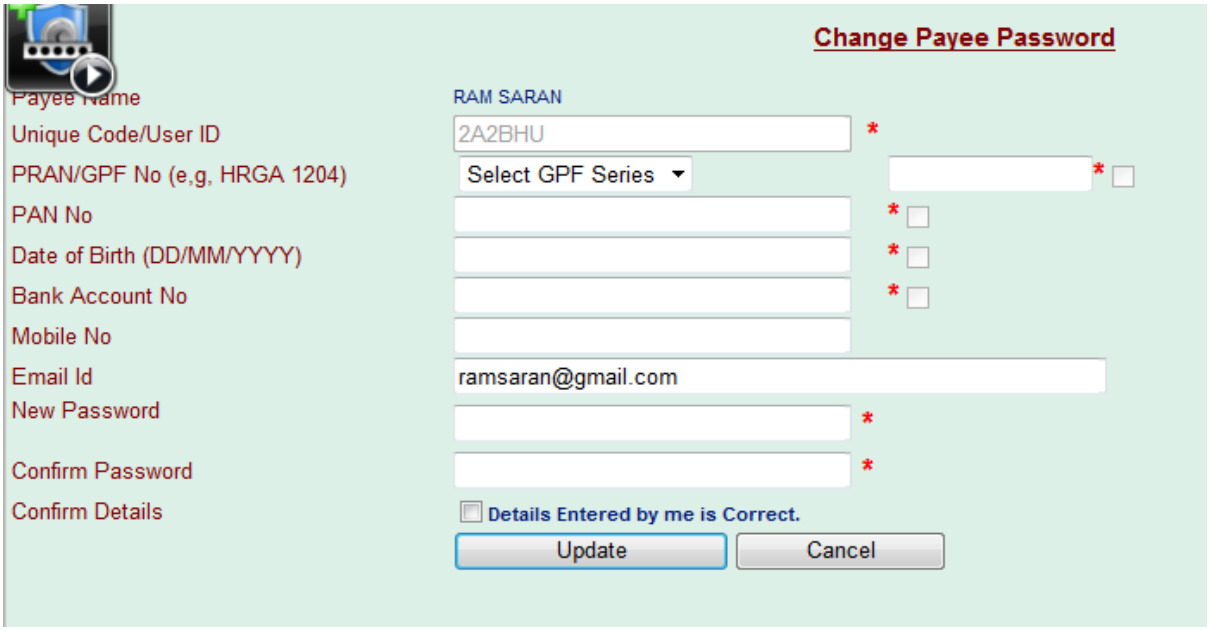
EMPLOYEE LOGIN MANUAL

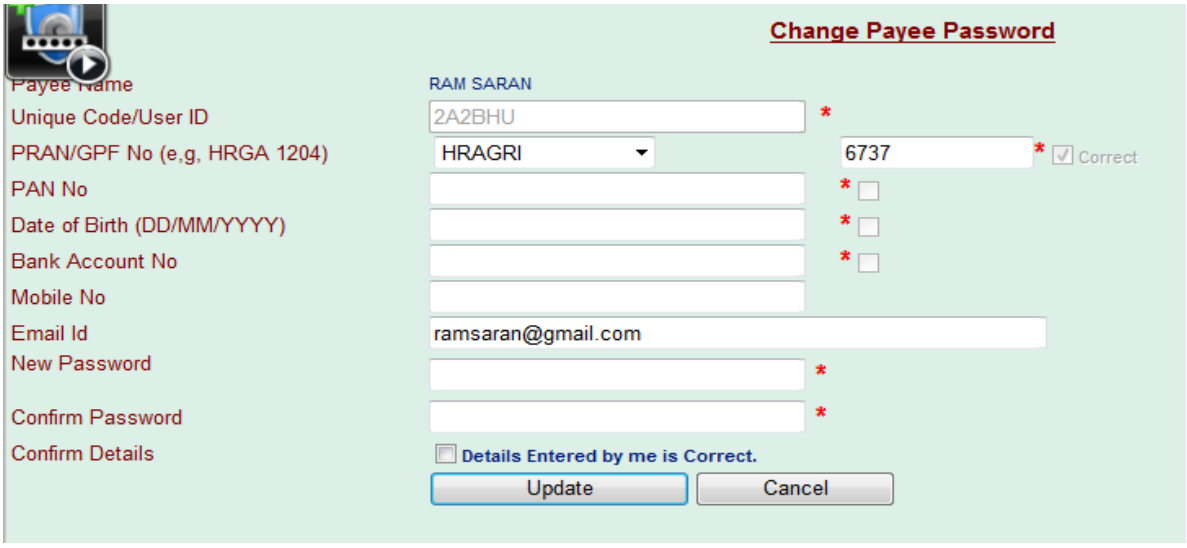
For availing Employee Login facility, for the first time Employee has to enter his Payee Code as User Name and same as Password, i.e. The Employee code is his User name as well as password also.



The first screen that will appear is for verification of the employee information and changing his password.

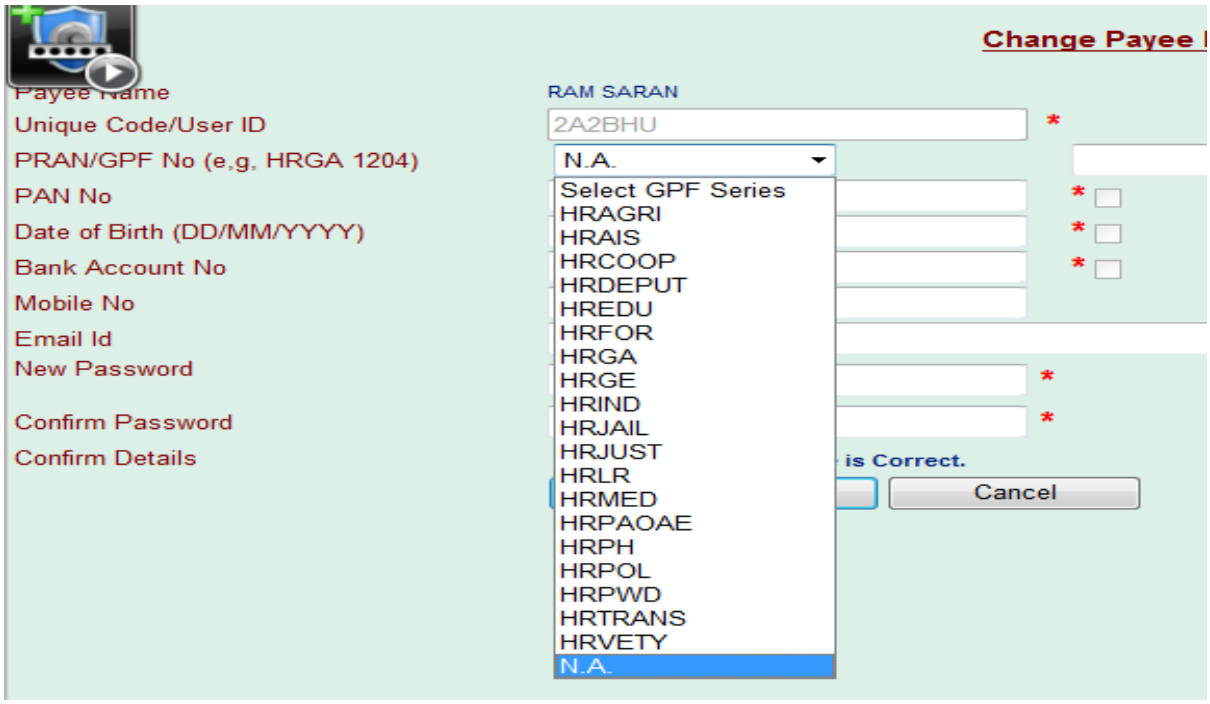


In this page he has to enter his complete information and press Tab key. First of all he will enter his GPF/ PRAN No. and will press Tab key.



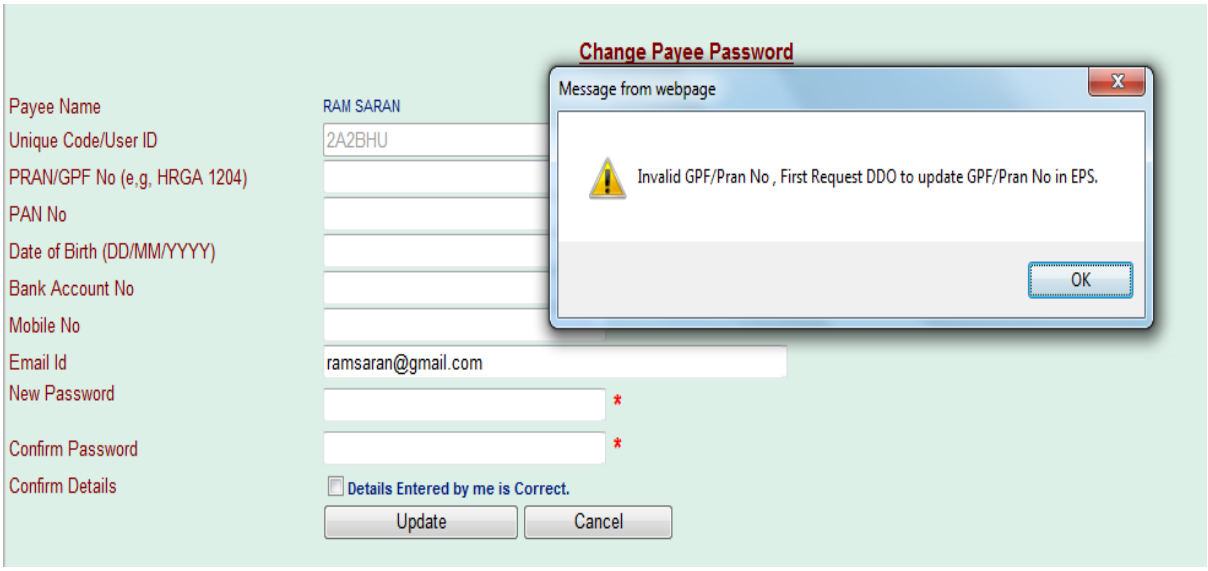
As he will press Tab key, the disabled checkbox given in front of the box will be checked and correct will be written with it, if and only if the entry made by him is correct.

If the employee is having a **PRAN** not GPF No. then he has to select the **N.A. for Not Applicable**, given in the list of GPF series and then he will enter the PRAN in the box given in front of it.

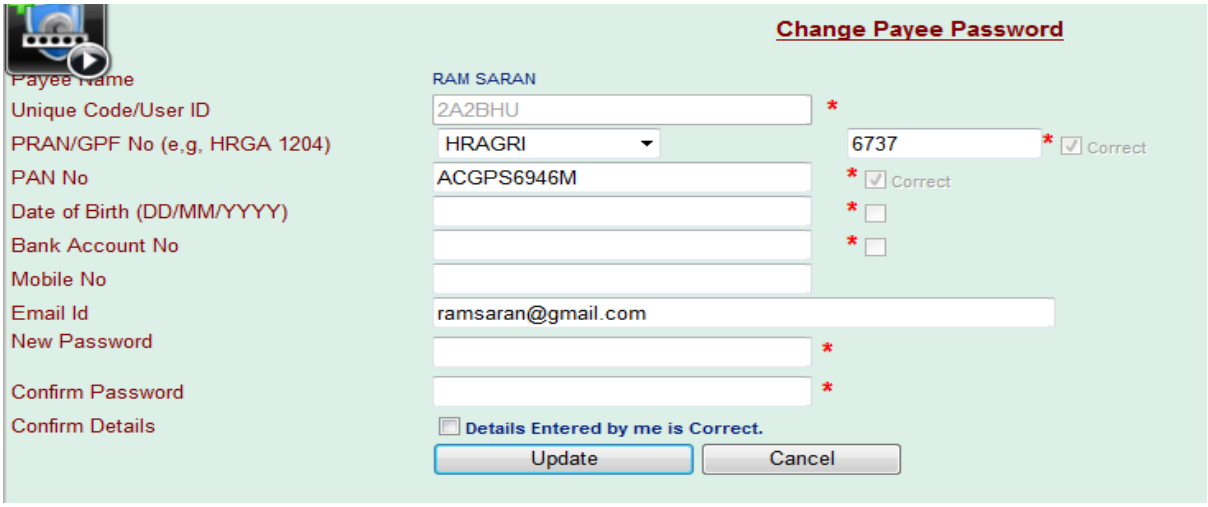


If the Employee type is **Retrenched** then he has to select N.A. for Not Applicable in Gpf Series list and the box will also be kept empty.

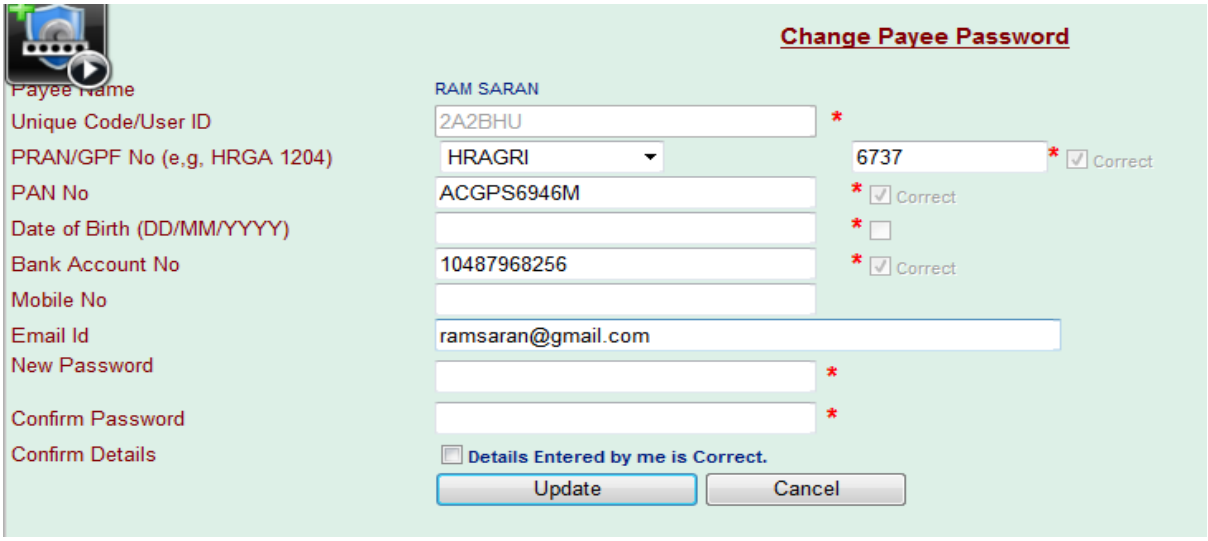
In case, he enters any incorrect entry.

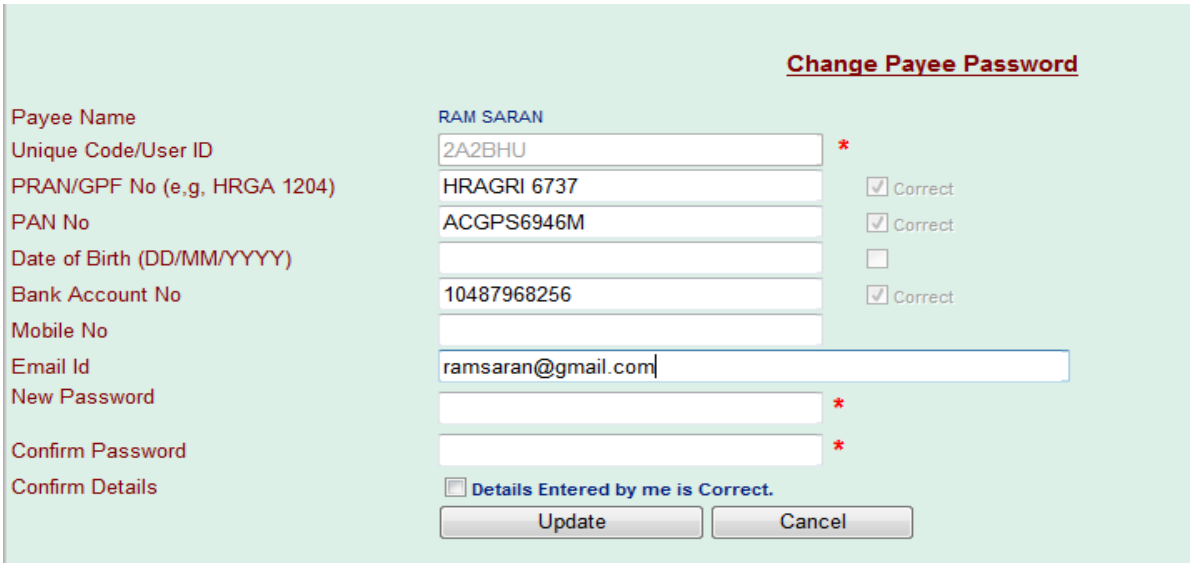


The software will not allow the user to update the password.

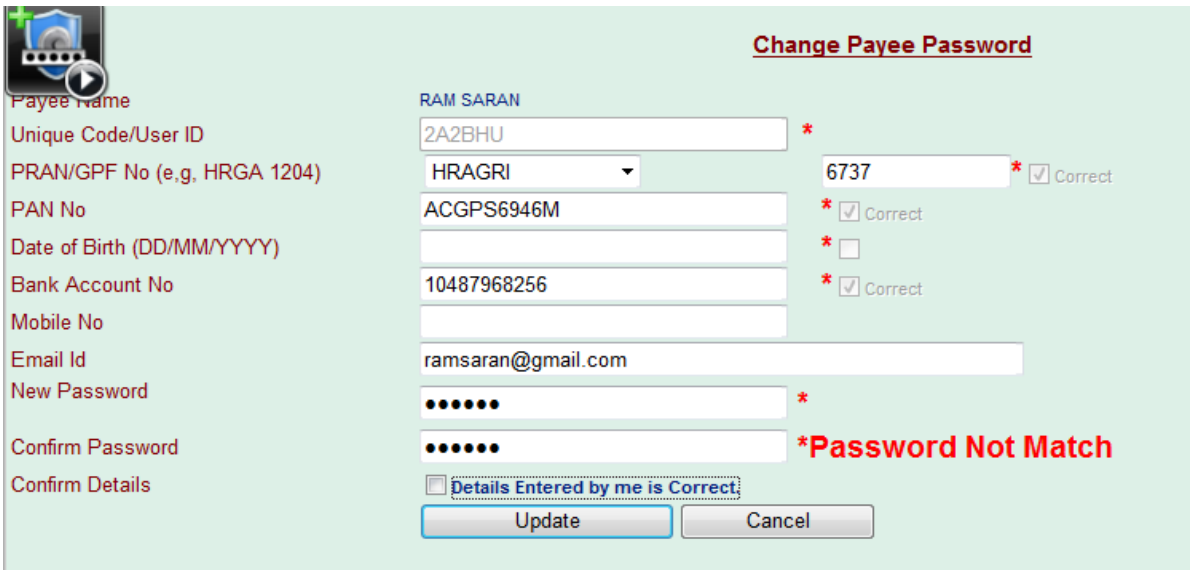


Like GPF/ PRAN No. all the fields will be filled up by user and after each field entry on pressing Tab key the checkbox given on right side of GPF/PRAN No., PAN No., Date of Birth, Bank A/c No. will be checked, with “Correct” written with it.

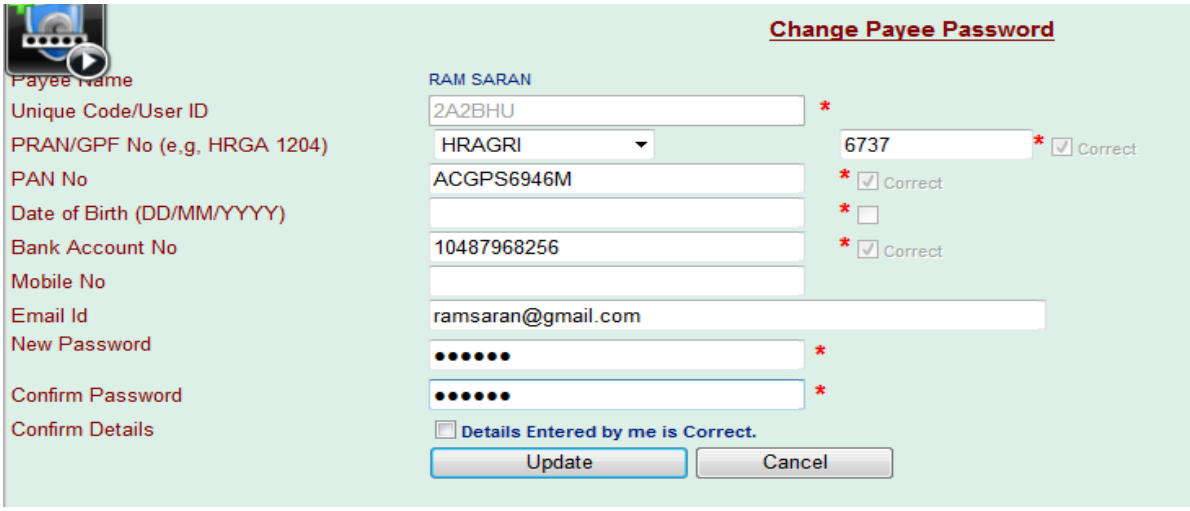




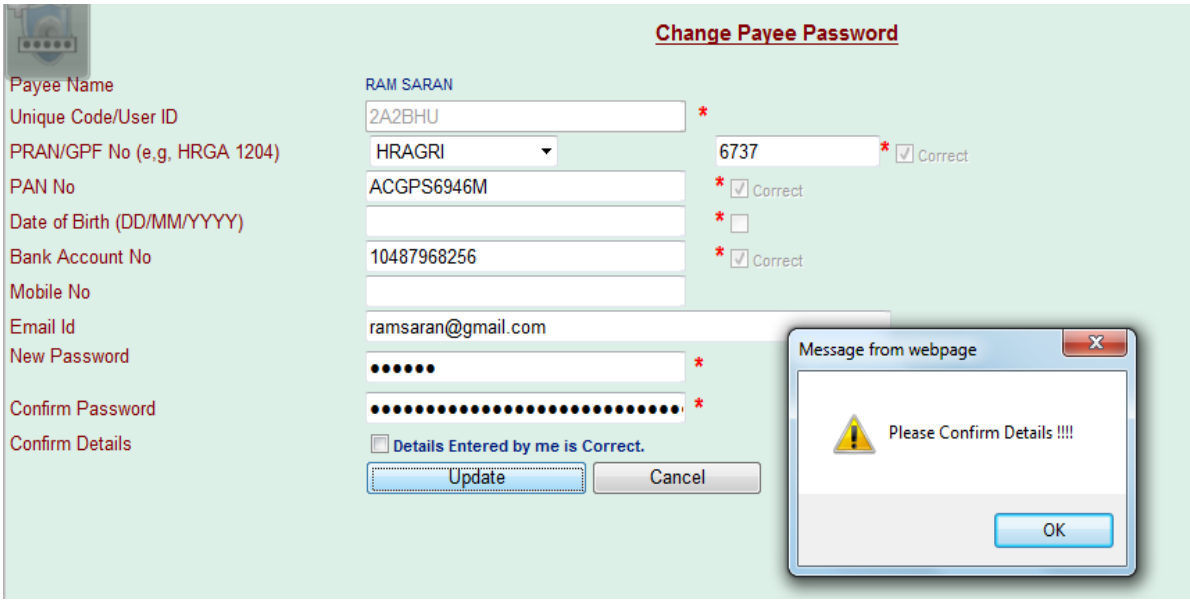
After all the necessary information is entered by the user, he should must give his mobile no. and E-mail id. This mobile No. and email ID will be used in future for sending SMS/E-mails regarding salary deposit in User's Bank Account No. Further, email ID may be used in future as his UserID.



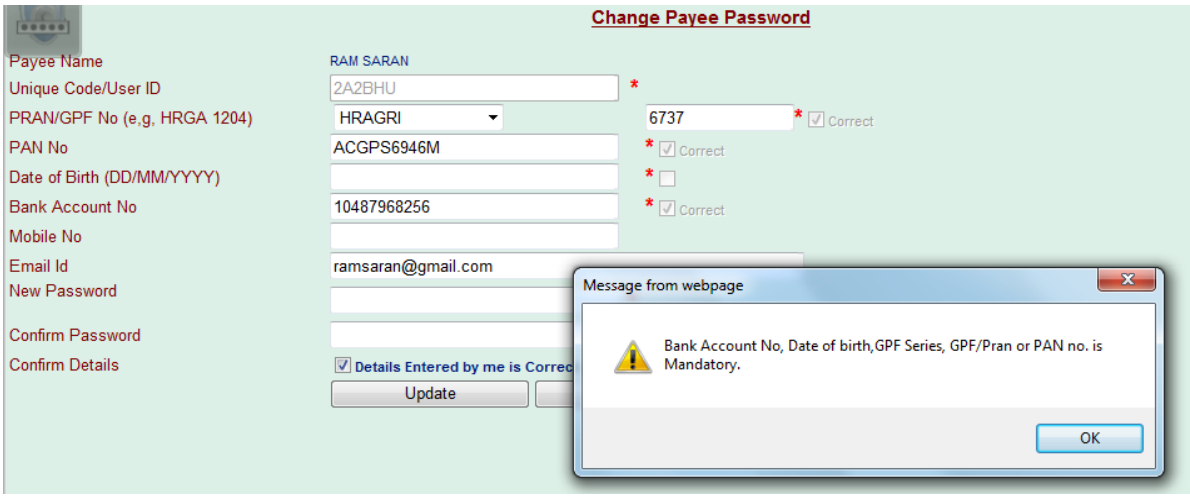
At last he will give the new password and in the next textbox, he will enter the new password again to confirm that password.



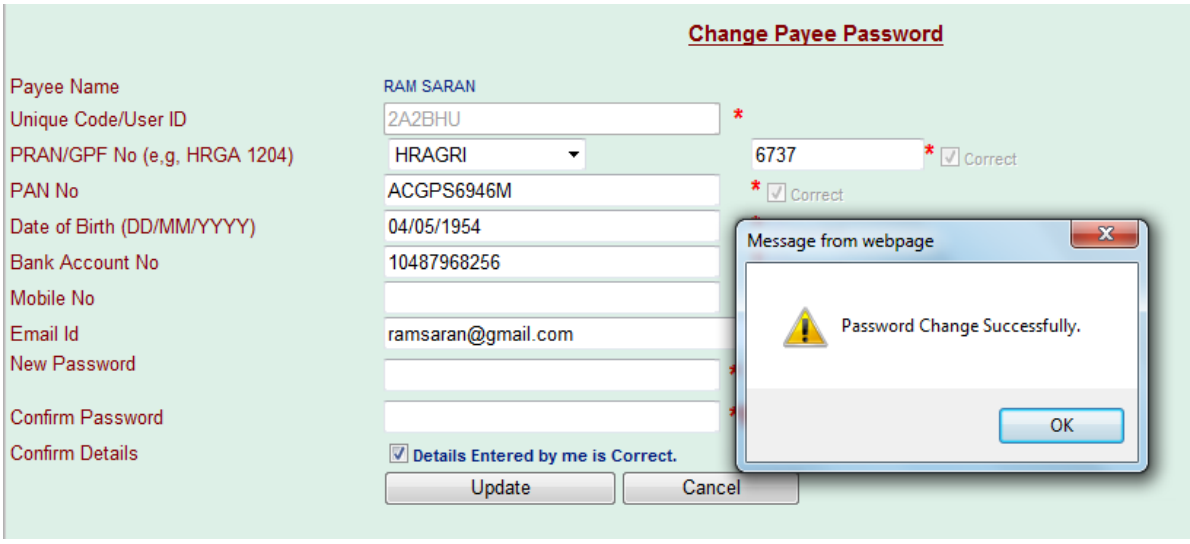
In the bottom of the page and above the “Update” button, a checkbox is given for confirming the Detail entered by the user.



If the user does not enters any of the four mandatory information’s, and tries to update the password. The following message will appear.



And in case he enters all the four details correctly and checks on the confirmation checkbox, after entering the new password correctly in both New Password and Confirm Password boxes, the Password will be changed successfully.



After successfully updating the password, the system will logout the user automatically and the login screen will appear.

Now the user has to enter his Payee code and the new Password, for logging in to his account again.

Now the welcome screen will appear. There are two Menus showing on this screen.

How to Edit Profile

The first is **Main Menu**, having the option "**Edit Profile**". By clicking on this option the following will appear :--

In this page He will see his name, Unique Code or we can say User ID, Mobile No., Email-ID. But for updating Mobile No. and Email ID he has to enter his Password, then only he will be able to update this page.

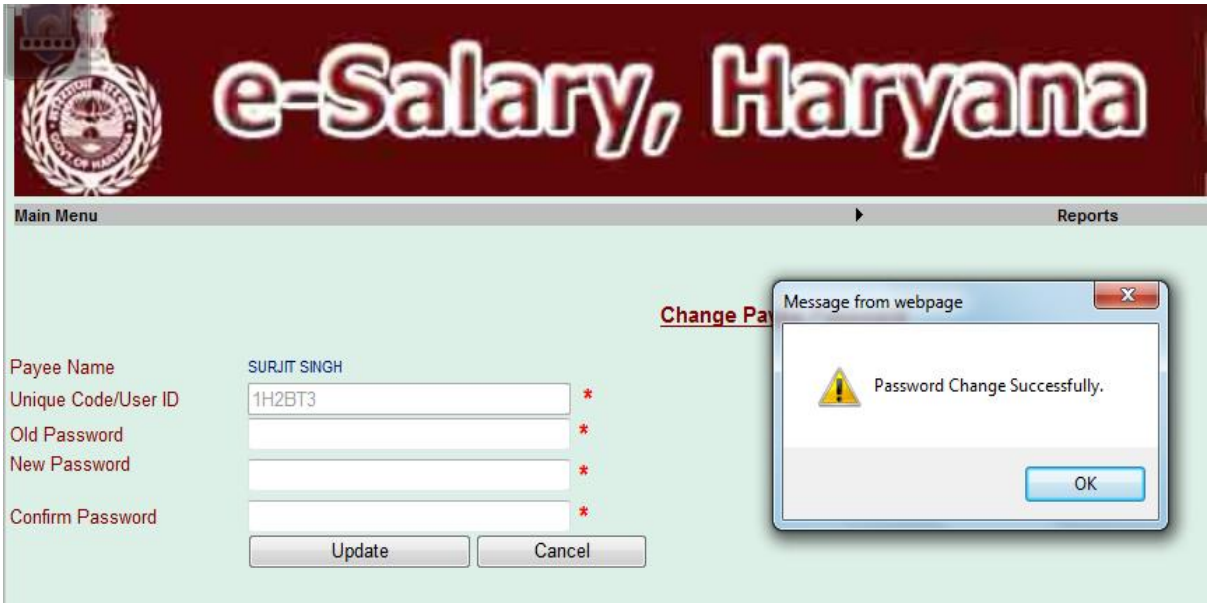
How to Change Password

The second option in Main Menu is "**Change Password**".

If the user wants to change his password again any time in future, he may choose this option. The following page will appear:--

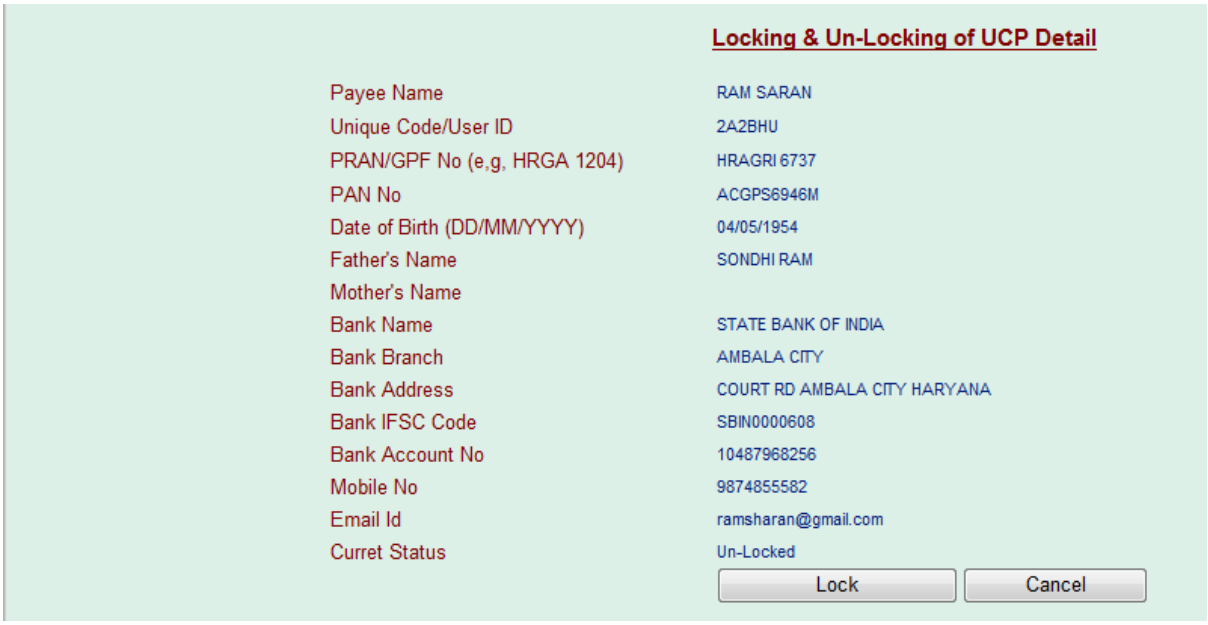
Here he will enter his Old Password , New Password and the New Password again for confirming that Password.

The password will be changed successfully.



How to Lock-Unlock UCP

After changing the Password the system will log you out automatically. The third option in Main Menu is "**Lock-Unlock UCP**". Using this facility Employee may lock his Unique Code Detail, and in future if anybody wants to change his detail, he has to first request the user to Unlock his Unique Code Detail, until then his detail will be un-editable, for each and every DDO, with whom his Unique Code is registered.



If the complete information is correct, then Employee may lock his Unique Code Detail by clicking on the button given for this purpose.

By clicking on Lock button, his detail will be locked and this will not be editable by DDO Login unless the Employee Unlocks this detail from his login. If any Employee's detail is already locked the he will see Unlock button on this page. As, in case of this Employee, now, if the user selects the same option again from Main Menu.

If the user will click on the Unlock button this Detail will be unlocked i.e. Editable by the DDO Login.

The second Menu is **Reports** Menu. There are two options in this Menu. First is Payslip.

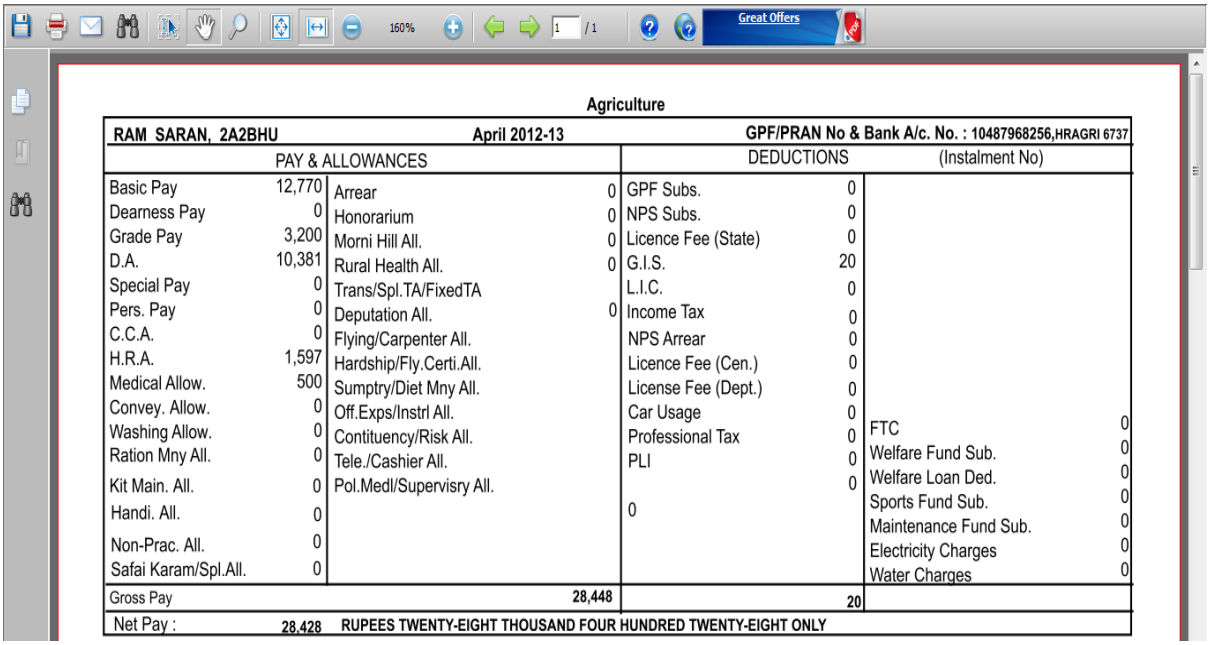
How to Generate Payslip

On selecting **Payslip**, the following screen will appear.

Here user has to select the Pay Month and Pay Year for which he wants to see his Payslip.

After selecting the required information he will click on the “Generate Report” button.

The Payslip of the selected Paymonth and Pay Year will be generated.



Agriculture

RAM SARAN, 2A2BHU — April 2012-13 — GPF/PRAN No & Bank A/c. No. : 10487968256,HRAGRI 6737

PAY & ALLOWANCES				DEDUCTIONS		(Instalment No)	
Basic Pay	12,770	Arrear	0	GPF Subs.	0		
Dearness Pay	0	Honorarium	0	NPS Subs.	0		
Grade Pay	3,200	Morni Hill All.	0	Licence Fee (State)	0		
D.A.	10,381	Rural Health All.	0	G.I.S.	20		
Special Pay	0	Trans/Spl.TA/FixedTA		L.I.C.	0		
Pers. Pay	0	Deputation All.	0	Income Tax	0		
C.C.A.	0	Flying/Carpenter All.		NPS Arrear	0		
H.R.A.	1,597	Hardship/Fly.Certi.All.		Licence Fee (Cen.)	0		
Medical Allow.	500	Sumptry/Diet Mny All.		License Fee (Dept.)	0		
Convey. Allow.	0	Off.Exps/Instrl All.		Car Usage	0	FTC	0
Washing Allow.	0	Contituency/Risk All.		Professional Tax	0	Welfare Fund Sub.	0
Ration Mny All.	0	Tele./Cashier All.		PLI	0	Welfare Loan Ded.	0
Kit Main. All.	0	Pol.Medl/Supervisry All.			0	Sports Fund Sub.	0
Handi. All.	0			0		Maintenance Fund Sub.	0
Non-Prac. All.	0					Electricity Charges	0
Safai Karam/Spl.All.	0					Water Charges	0
Gross Pay			28,448		20		
Net Pay :	28,428	RUPEES TWENTY-EIGHT THOUSAND FOUR HUNDRED TWENTY-EIGHT ONLY					

This Payslip will appear in Pdf form, the user may save it on his computer or he may get its printout, if he wants so.

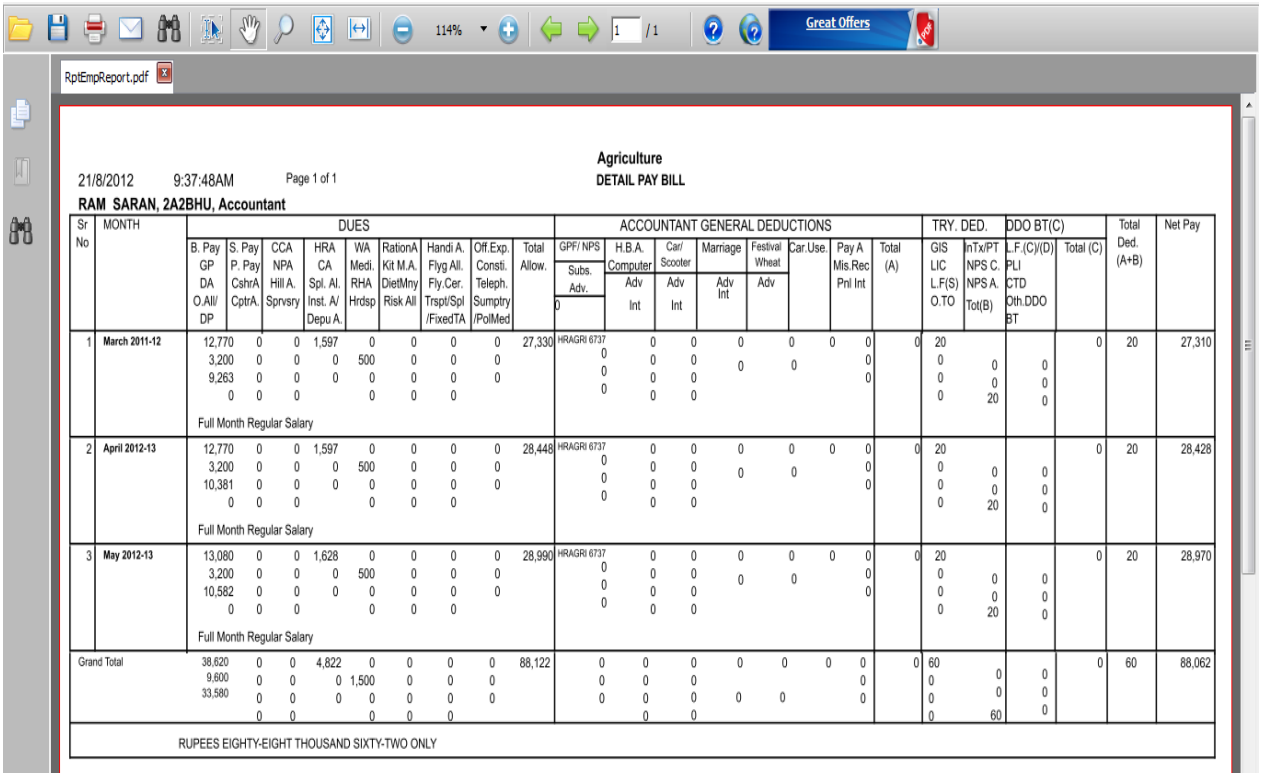
How to Generate Annual Statement

The second option given in Reports Menu is "**Annual Statement**".

On selecting this option, the following screen will appear.

Here user has to give the Bill Year for which he want to generate his Annual Statement.

On clicking the Generate Report button, the report will be generated in Pdf form for the selected Bill year.



RptEmpReport.pdf

Agriculture
DETAIL PAY BILL

21/8/2012 9:37:48AM Page 1 of 1

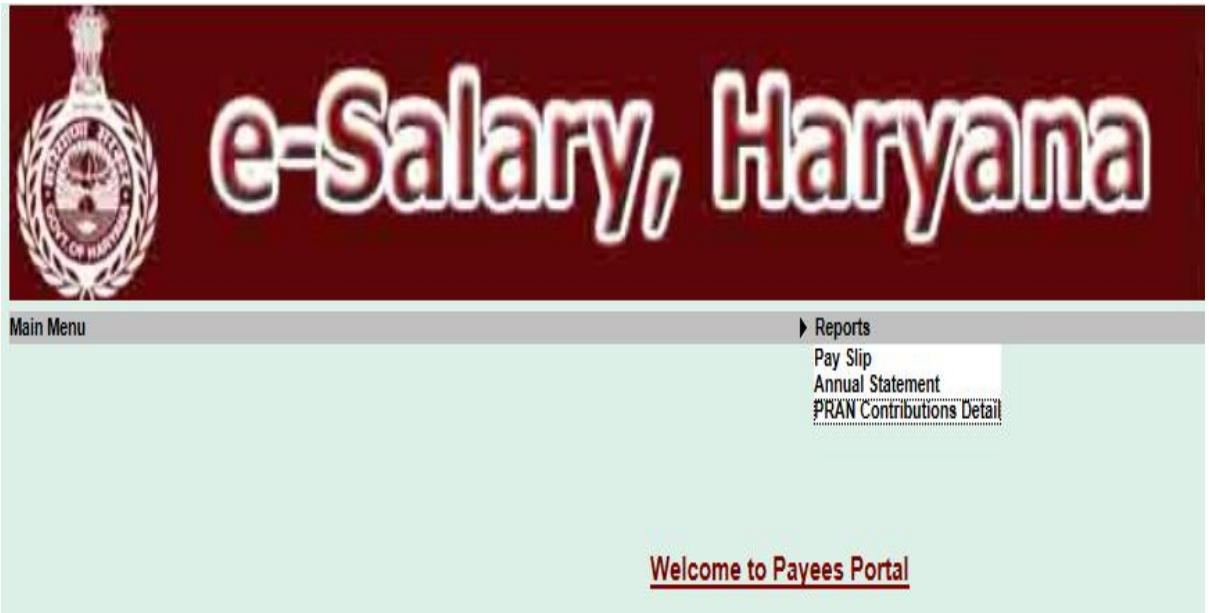
RAM SARAN, 2A2BHU, Accountant

Sr No	MONTH	DUES									ACCOUNTANT GENERAL DEDUCTIONS										TRY. DED.		DDO BT(C)			Total Ded. (A+B)	Net Pay
		B. Pay GP DA O.All/ DP	S. Pay P. Pay CshrA CptrA.	CCA NPA Hill A. Sprvsry	HRA CA Spl. Al. Inst. A/ Depu A.	WA Medi. RHA Hrdsp	RationA Kit M.A. DietMny Risk All	Handi A. Flyg All. Fly.Cer. Trspt/Spl /FixedTA	Off.Exp. Consti. Teleph. Sumptry /PolMed	Total Allow.	GPF/ NPS Subs. Adv. 0	H.B.A. Computer Adv Int	Car/ Scooter Adv Int	Marriage Adv Int	Festival Wheat Adv	Car.Use.	Pay A Mis.Rec Pnl Int	Total (A)	GIS LIC L.F(S) O.TO	InTx/PT NPS C. NPS A. Tot(B)	L.F.(C)/(D) PLI CTD Oth.DDO BT	Total (C)		
1	March 2011-12	12,770 3,200 9,263 0 Full Month Regular Salary	0 0 0 0	0 0 0 0	1,597 0 0	0 500 0 0	0 0 0 0	0 0 0 0	0 0 0 0	27,330	HRAGRI 6737 0 0 0	0 0 0 0	0 0 0 0	0 0	0 0	0	0 0 0	0	20 0 0 0	0 0 20	0 0 0	0	20	27,310
2	April 2012-13	12,770 3,200 10,381 0 Full Month Regular Salary	0 0 0 0	0 0 0 0	1,597 0 0	0 500 0 0	0 0 0 0	0 0 0 0	0 0 0 0	28,448	HRAGRI 6737 0 0 0	0 0 0 0	0 0 0 0	0 0	0 0	0	0 0 0	0	20 0 0 0	0 0 20	0 0 0	0	20	28,428
3	May 2012-13	13,080 3,200 10,582 0 Full Month Regular Salary	0 0 0 0	0 0 0 0	1,628 0 0	0 500 0 0	0 0 0 0	0 0 0 0	0 0 0 0	28,990	HRAGRI 6737 0 0 0	0 0 0 0	0 0 0 0	0 0	0 0	0	0 0 0	0	20 0 0 0	0 0 20	0 0 0	0	20	28,970
Grand Total		38,620 9,600 33,580	0 0 0 0	0 0 0 0	4,822 0 0	0 1,500 0 0	0 0 0 0	0 0 0 0	0 0 0 0	88,122	0 0 0 0	0 0 0 0	0 0 0 0	0 0	0 0	0	0 0 0	0	60 0 0 0	0 0 60	0 0 0	0	60	88,062

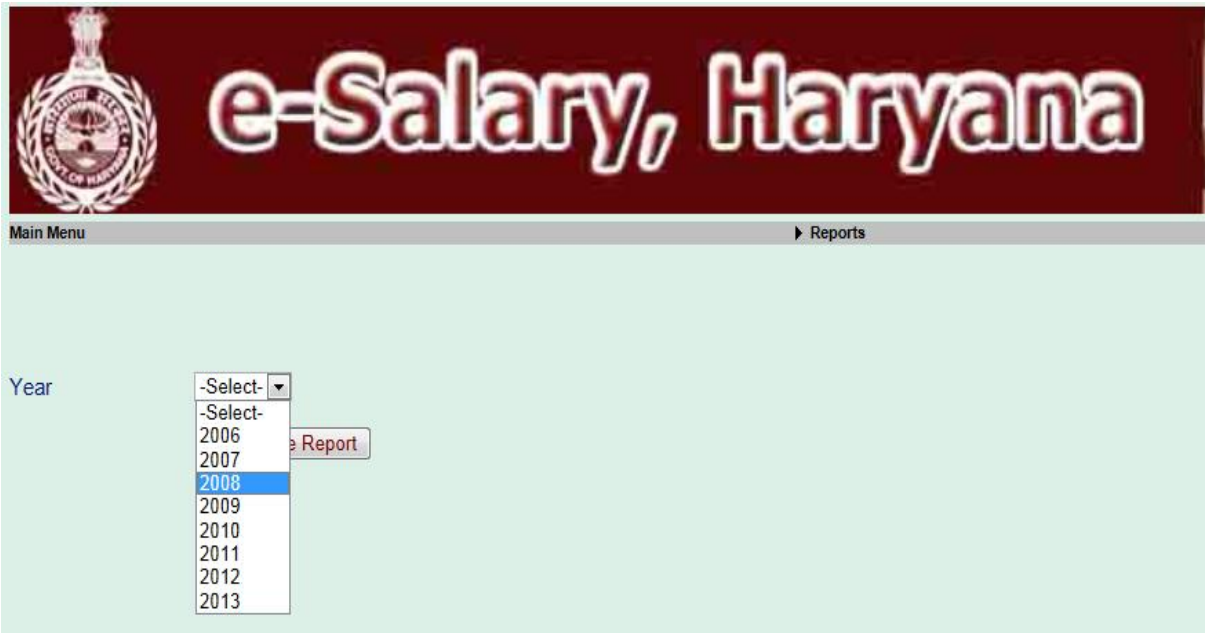
RUPEES EIGHTY-EIGHT THOUSAND SIXTY-TWO ONLY

How to Generate PRAN Contribution Detail

The third option given in Reports Menu is "**PRAN Contribution Detail**".



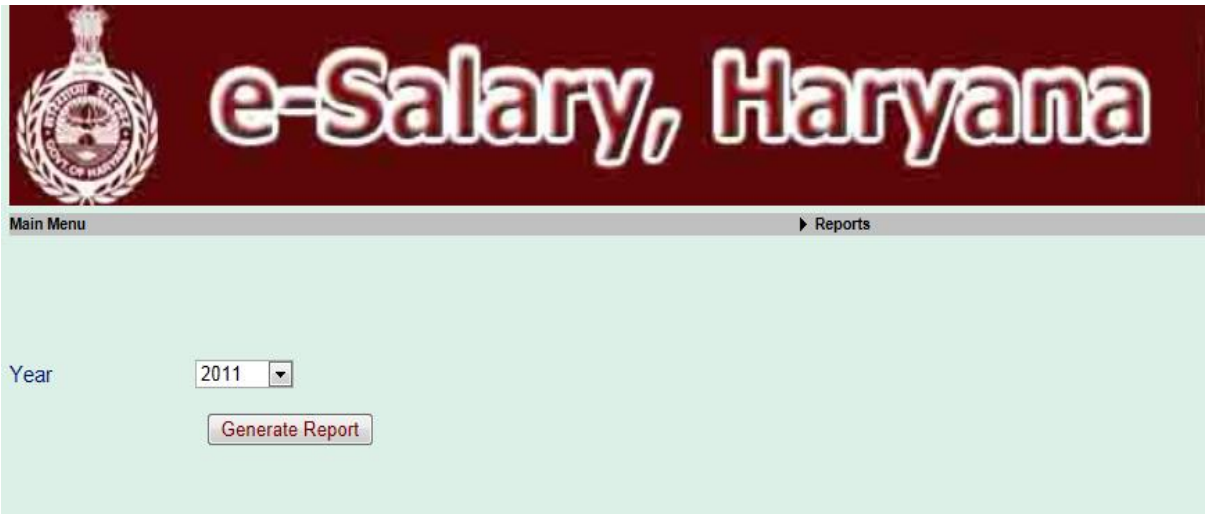
On selecting this option, the following screen will appear.

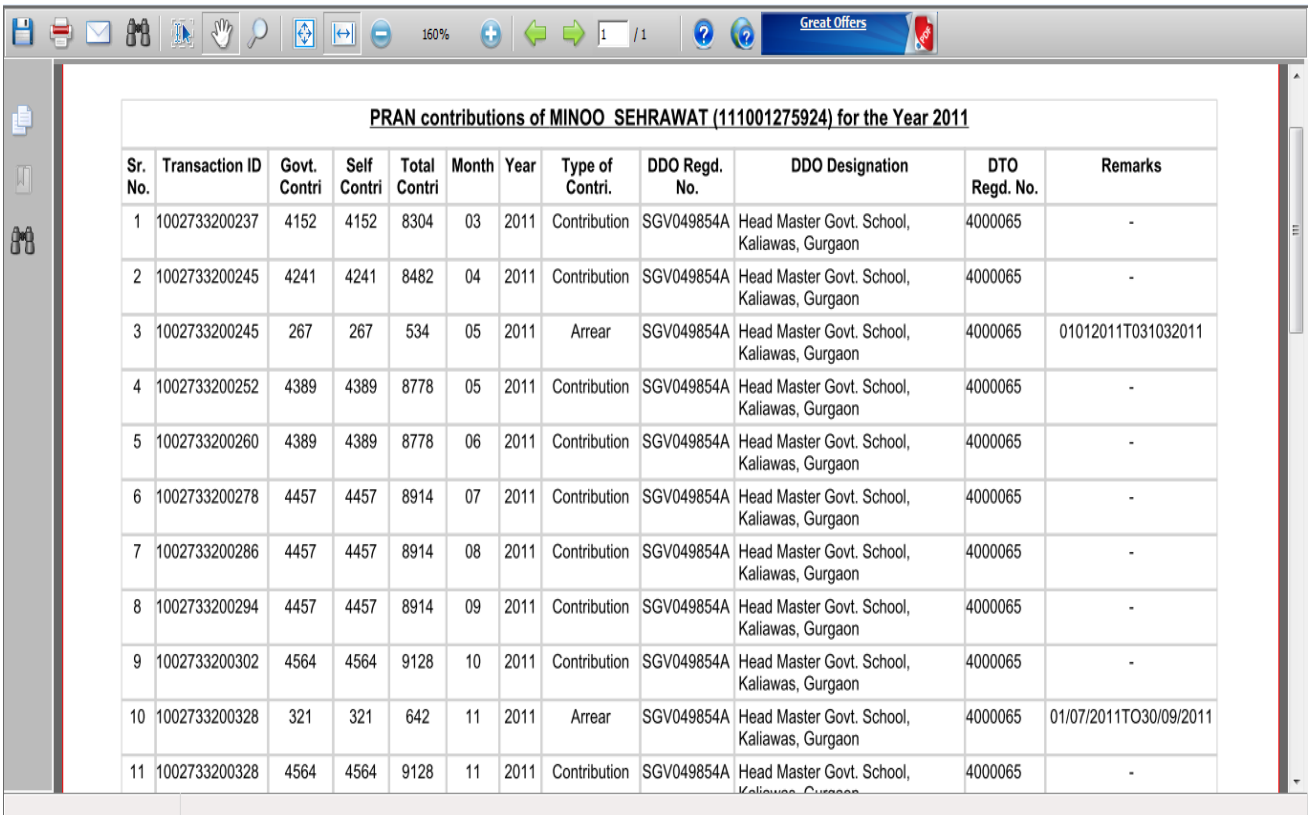


Here user has to give the Year for which he wants to generate his PRAN Contribution Detail.

If there is not any contribution for that year, the following message will appear.

If there is any contribution for selected year, then the following Report will appear in Pdf format.





PRAN contributions of MINOO SEHRAWAT (111001275924) for the Year 2011

Sr. No.	Transaction ID	Govt. Contri	Self Contri	Total Contri	Month	Year	Type of Contri.	DDO Regd. No.	DDO Designation	DTO Regd. No.	Remarks
1	1002733200237	4152	4152	8304	03	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
2	1002733200245	4241	4241	8482	04	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
3	1002733200245	267	267	534	05	2011	Arrear	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	01012011T031032011
4	1002733200252	4389	4389	8778	05	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
5	1002733200260	4389	4389	8778	06	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
6	1002733200278	4457	4457	8914	07	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
7	1002733200286	4457	4457	8914	08	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
8	1002733200294	4457	4457	8914	09	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
9	1002733200302	4564	4564	9128	10	2011	Contribution	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	-
10	1002733200328	321	321	642	11	2011	Arrear	SGV049854A	Head Master Govt. School, Kaliawas, Gurgaon	4000065	01/07/2011TO30/09/2011
11	1002733200328	4564	4564	9128	11	2011	Contribution	SGV049854A	Head Master Govt. School,	4000065	-