

1. Click **EL Encashment Process** in CLAIM Menu.

Paysoft - Salary Processin x
localhost:50983/LTC_New.aspx

PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails PayBillTransaction Short Term Advances PROCESS(PAY/DA/BONUS) **CLAIM** Reports

General-Reports Directorate of Accounts and Treasuries, Pondicherry. **EL Encashment Process** Children Claim Family Details Login Screen

LTC EL Encashment-Claim

Employee Code: EMP CODE Block Year: Select Year Name:
Basic: BASIC GradePay: GRADE PAY DA: DA
DAT Flag: Flag DAT1 Flag: NPA:
LTC Type:
No.Of times claimed No.Of EL Claimed So Far No. Of ELs Surrendered: 0

localhost:50983/LTC_New.aspx

2. Enter **EMPLOYEECODE** and Select **BLOCK YEAR**. And Check BASIC, DA.....If in case of wrong , you can EDIT it.

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No.Of times claimed No.Of EL Claimed So Far No. Of ELs Surrendered: 0

Claim Amount IT Other Dedu Net Claim

3. Enter the **No.of times Claimed** and **No.of.EL Encash Surrend** (**Total Days eg.10**) . Check and **SAVE** the Details.

The screenshot shows a web browser window with the URL `localhost:50983/LTC_New.aspx`. The page header includes the text "GOVERNMENT OF PONDICHERRY" and a navigation menu with items: MasterDetails, PayBillTransaction, Short Term Advances, PROCESS(PAY/DA/BONUS), CLAIM, and Reports. Below the menu, there is a "General Reports" section and a "Login Screen" button. The main form is titled "LTC EL Encashment-Claim" and contains the following fields:

- Employee Code: EMP CODE
- Block Year: Select Year
- Name:
- Basic: BASIC
- GradePay: GRADE PAY
- DA: DA
- DAT Flag: Flag
- DAT1 Flag:
- NPA:
- LTC Type:
- No.Of times claimed: No.Of EL Claimed So Far
- No. Of ELs Surrendered: 0
- Claim Amount:
- IT:
- Other Dedu:
- Net Claim:

The Windows taskbar at the bottom shows the time as 15:02.

4. Kindly Generate Authorization and take **INNER,OUTER** and **ECS**.

This screenshot shows the same "LTC EL Encashment-Claim" form, but with additional fields and buttons at the bottom. The fields include:

- Beams Bill Number: 0
- Beams Amount:

Below these fields is a red note: "Note::--> Kindly generate the Authorization Slip FIRST, then enter beams bill number". At the bottom of the form, there are six buttons: SAVE, Reset, INNER, ABSTRACT, and ECS. The Windows taskbar at the bottom shows the time as 15:10.