

PaySoft User Manual for PayClerk

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1. **Role of Pay Clerk:** The DDO proceeds to create sections, designations, and bill details, including major heads, to enter employee information within the department.
 - o Department Login → User Name – PayClerk

(To access the login, input the DDO code, Employee Code, username, and password.)

- o Department PayClerk Login → Master

(To set up sections, designations, and billing particulars, major headings for inputting employee details)

- Department PayClerk Login → Master → Section

SECTION DETAILS

Code :

Enter The Section Code

Description:

Enter The Description

Add

Cancel

Code	Description (Click to Modify/ Delete)
AC	A COMPANY
BC	B COMPANY
CC	C COMPANY
DC	D COMPANY
EC	E COMPANY

Previous

Next

(To proceed, enter both the section code and its description, then click the 'Add' button.)

- Department PayClerk Login → Master → Designations

DESIGNATION DETAILS

Code:

Description:

Group:

Eligible for Rent Free Accomadation☐

Eligible for Compensatory Pay☐

Eligible for Bonus☐

Enter Code Properly

Enter The Description

Add

Cancel

Code	Description (Click to Modify/ Delete)	Group
D1	IGP	A
D10	WPC	C
D11	COOK	C
D12	BARBER	C
D13	DHOBİ	C
D14	WATER CARRIER	C
D15	MULTY TASK SCHEAM MTS	C

(To continue, please input the section code and description, select the appropriate group, and then click the 'Add' button.)

- Department PayClerk Login → Master → Dat Bill Details

DAT BILL DETAILS

Bill Group: Select

0

[Add New Bill Group](#)

[Add New Post to this BILL](#)

Adjust Level	View Staff			Level	Designation	G.O.No.	G.O.Date	Perm. Posts	Temp Posts
--------------	------------	--	--	-------	-------------	---------	----------	-------------	------------

(Click '**Add New Bill Group**' button to create a bill group for pay calculations. Then, select the newly created group and click '**Add New Post for This Bill**' button to add a new post)

- Department PayClerk Login → Master → Dat Bill Details→Add New Bill Group

DAT BILL GROUPS

Code: Enter Code Properly Description: Enter The Description

[Back](#)

[Add](#) [Cancel](#)

Bill Group	Description (Click to Modify/ Delete)
A	principal,vprn,lecturer
B	Lecturer
C	ASST,atten,peon,wm
D	Botony Lacturer

(Click 'Add New Bill Group' button to create a bill group, please input the code and description and then click the 'Add' button)

- Department PayClerk Login → Master → Dat Bill Details→Add New Post for This Bill

DAT BILL DETAILS

[Main Page](#)

Bill Group: UDC

Designation:

G.O. No:

G.O. Date(DD/MM/YYYY):

No. of Posts Permanent :

Temporary :

[Save](#) [Cancel](#)

[Add New Bill Group](#) [Add New Post to this BILL](#)

Adjust Level	View Staff			Level	Designation	G.O.No.	G.O.Date	Perm. Posts	Temp Posts
A V	List	Edit	Delete	1	Store Keeper Gr.II	11	1/1/2000 12:00:00 AM	1	0

(Click 'Add New Post for This Bill' button and Fill in the provided details to save the post within this bill group)

- Department PayClerk Login → Master →Abstract particulars

To get eg. of HOA place cursor on each Textbox.

Choose The Bill :

Head of Account : Demand Major Sub Major Minor Sub Det Object

(2) (4) (2) (3) (2) (2) (2)

Enter The Major Accounts (Max 100 Chars.):

Enter The Group Accounts(Max 100 Chars.):

Enter The Minor Accounts.(Max 100 Chars.):

[Save](#)

(Choose the bill group, then fill in the details provided to save the post within this group)

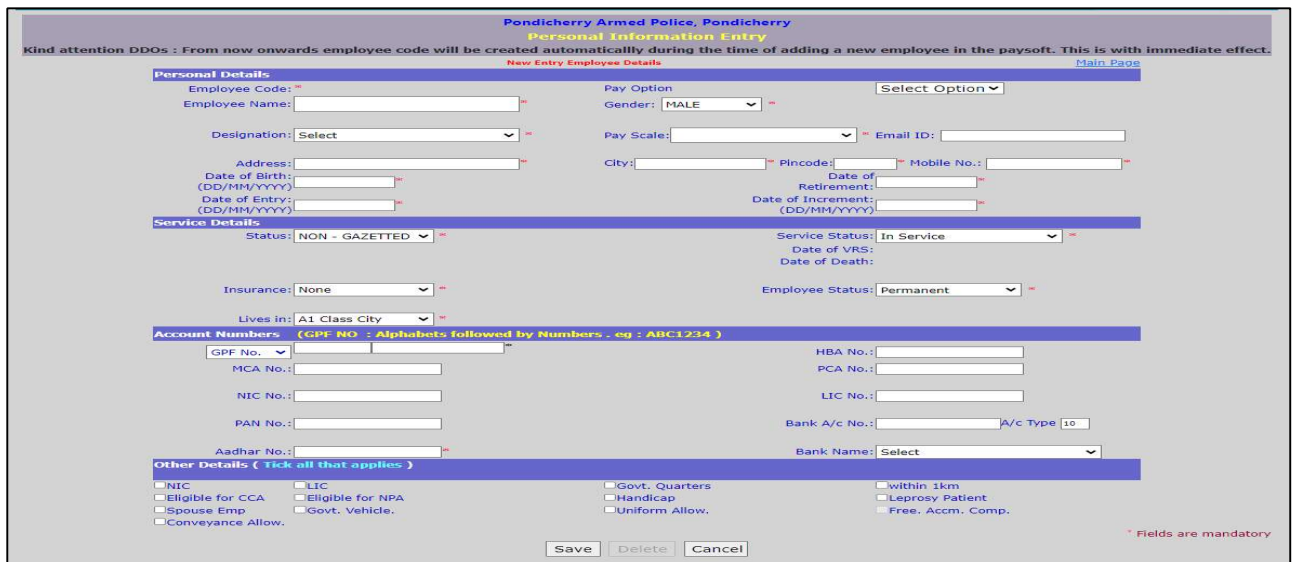
- Department PayClerk Login → Pay Transaction



The screenshot shows the PaySoft portal for the Government of Puducherry. The top navigation bar includes links for MASTER, PAY TRANSACTION, SHORTTERM ADVANCE, PROCESS(PAY/DA/BONUS), CLAIMS, REPORTS, and SIGN OUT. The left sidebar lists various transaction types, with 'Personal Entry - New Employee' highlighted in red. Other options include Personal Entry - Update, Pay Particulars Entry, Legal Heir Entry, Govt Recoveries Entry, PLI Entry, 6th CPC Pay Related Changes, Increment - Disallow, Attendance Entry, PayCorrection, Transfer Employee, Joining Employee, Mobile/Aadhaar Number Update, Yearly Expenditure Statement, and Election 2024 update.

(Enter the employee details in the 'Personal Entry New' section and complete the 'Pay Particulars Entry' for Further processing.)

- Department PayClerk Login → Pay Transaction → Personnel Entry – New Employee



The screenshot displays the 'Personal Information Entry' form for a new employee. The form is titled 'Pondicherry Armed Police, Pondicherry' and includes a note about employee codes. It is divided into four main sections:

- Personal Details:** Includes fields for Employee Code, Employee Name, Designation, Address, Date of Birth (DD/MM/YYYY), Date of Entry (DD/MM/YYYY), City, Pincode, Mobile No., Email ID, Pay Option, Gender, and Pay Scale.
- Service Details:** Includes Status (NON - GAZETTED), Service Status (In Service), Insurance (None), Lives in (A1 Class City), Date of VRS, Date of Death, and Employee Status (Permanent).
- Account Numbers:** Includes GPF No., MCA No., NIC No., PAN No., Aadhar No., HBA No., PCA No., LIC No., Bank A/c No., and Bank Name.
- Other Details:** Includes checkboxes for various benefits and allowances such as LIC, Govt. Quarters, Handicap, Uniform Allow., Govt. Vehicle, Conveyance Allow., within 1km, Leprosy Patient, and Free. Accm. Comp.

 The form also has 'Save', 'Delete', and 'Cancel' buttons at the bottom, and a note that fields with an asterisk are mandatory.

(Complete the required fields to save the employee details.)

Personal Information Entry
Kind attention DDOs : From now onwards employee code will be created automatically during the time of adding a new employee in the paysoft. This is with immediate effect.

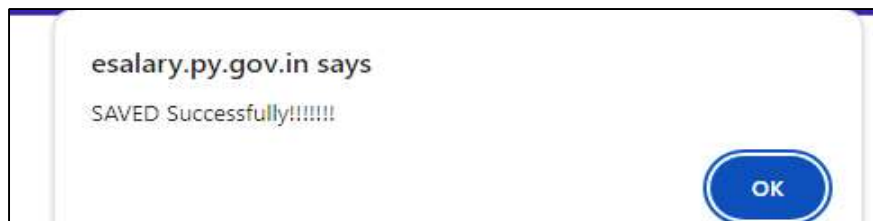
New Entry Employee Details [Main Page](#)

Personal Details Employee Code: * Employee Name: kesavan * Designation: MULTY TASK SCHEAM MTS * Address: Pondicherry * Date of Birth: (DD/MM/YYYY) 10/06/1997 * Date of Entry: (DD/MM/YYYY) 01/06/2022 *		Pay Option: 7 CPC Opted * Gender: MALE * Pay Scale: 5200-20200 GP 1800 * Email ID: kesavaraju@gmail.com * City: Pondicherry * Pincode: 605000 * Mobile No.: 9976788163 * Date of Retirement: 30/06/2057 * Date of Increment: 01/01/2024 *	
Service Details Status: NON - GAZETTED * Insurance: CGEIS * Lives in: URBAN *		Service Status: In Service * Date of VRS: * Date of Death: * Employee Status: Temporary *	
Account Numbers (GPF NO : Alphabets followed by Numbers . eg : ABC1234)			
PRAN No.: 100000001010 MCA No.: NIC No.: PAN No.: Aadhar No.: 965864058077 *		HBA No.: PCA No.: LIC No.: Bank A/c No.: R56523852358 A/c Type 10 Bank Name: INDIAN BANK,URAPAKKAM	
Other Details (Tick all that applies) ☐ NIC ☐ LIC ☐ Govt. Quarters ☐ within 1km ☐ Eligible for CCA ☐ Eligible for NPA ☐ Handicap ☐ Leprosy Patient ☐ Spouse Emp ☐ Govt. Vehicle ☐ Uniform Allow. ☐ Free. Accm. Comp. ☐ Conveyance Allow.			
Save Delete Cancel			

* Fields are mandatory

- Department PayClerk Login → Pay Transaction → Personnal Entry – New Employee
(Complete the required fields to save the employee details.)

If there are no mismatches or errors, you'll see a 'Save Successful' alert message, along with a new employee code or unique identifier for further processing.

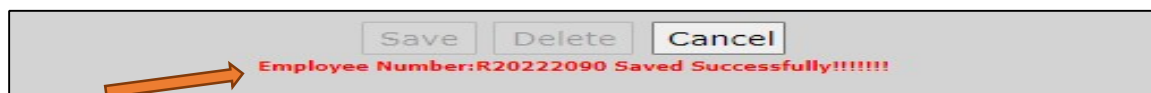


Personal Information Entry
Kind attention DDOs : From now onwards employee code will be created automatically during the time of adding a new employee in the paysoft. This is with immediate effect.

New Entry Employee Details [Main Page](#)

Personal Details Employee Code: R20222090 * Employee Name: * Designation: Select * Address: * Date of Birth: (DD/MM/YYYY) * Date of Entry: (DD/MM/YYYY) *		Pay Option: Select * Gender: MALE * Pay Scale: Select * Email ID: * City: * Pincode: * Mobile No.: * Date of Retirement: * Date of Increment: (DD/MM/YYYY) *	
Service Details Status: Gazetted * Insurance: UTGEIS * Lives in: URBAN *		Service Status: In Service * Date of VRS: * Date of Death: * Employee Status: Permanent *	
Account Numbers (GPF NO : Alphabets followed by Numbers . eg : ABC1234)			
GPF No.: * MCA No.: NIC No.: PAN No.: Aadhar No.: *		HBA No.: PCA No.: LIC No.: Bank A/c No.: A/c Type 10 Bank Name: Select	
Other Details (Tick all that applies) ☐ NIC ☐ LIC ☐ Govt. Quarters ☐ within 1km ☐ Eligible for CCA ☐ Eligible for NPA ☐ Handicap ☐ Leprosy Patient ☐ Spouse Emp ☐ Govt. Vehicle ☐ Uniform Allow. ☐ Free. Accm. Comp. ☐ Conveyance Allow.			
Save Delete Cancel			

Employee Number:R20222090 Saved Successfully!!!!!!



- Department PayClerk Login → Pay Transaction → Pay Particulars Entry

Pay Particulars Entry			
Employee Code: R19940397		Fetch	
Personal Details			
Name: ASOKKUMARS HC 1955		Date of Birth: 24/03/1973	
Designation: HC		Date of Retirement: 31/03/2033	
Pay Scale: 5200-20200 GP 2800		Date of Entry: 07/07/1994	
		Date of Increment: 01/07/2024	
Account Numbers			
GPF No.: POL 2992	MCA No.: 12825	PCA No.: 171866	
HBA No.:	PAN No.: AFQPA9111H		
NIC No.:	LIC No.:		
General Details			
Section Code: POLICE TRAINING SCHOOL		PBR No.: 11	
PLI-1 No. & Amt:	PLI-2 No. & Amt:		
PLI-3 No. & Amt:			
Bill Group: AD	Choose Designation: HC		
Pay Details (Pay [Revised] - Pay in the Pay Band)			
Pay (5 CPC): 11780	Stag. Incer:	Grade Pay: 2800	
NPA:	Spl. Pay:	Per Pay:	
		CEA:	
Contributions/Tax PPF Contribution Calculated by System			
LIC Contri:	NIC Contri:	GPF Contri: 5000	
Income Tax:	Licence Fee:	PPF Arrear:	
IT Edn. Cess:	RFA: 370	Emp. Insur: 30	
Allowances			
Spl Duty Allow: 5616	Conv. Allow: 0	Uniform Allow:	
Dress Allow:	FMA/PCA/Risk Allow:	Nurse/Night Allow:	
Hr. Deg. Allow:	Academic Allow:	PG Allow:	
Honorarium:	Tuition Fee:	Fixed TA: 975	
* Fields are mandatory			
NOTE: For 7 CPC employees, after entering in Pay particulars do Pay Fixation for 7PC			
Save		Delete Cancel	

Enter the employee code and click the fetch button to display the person's details. Then, fill out the required matey details and save the data. If the employee falls under the 7pc category, you can either click the link or navigate to the Pay Fixation for 7pc screen to update the level and cell.

- Department PayClerk Login → Process (PAY/DA/Bonus) → Pay Fixation for 7pc

Select Bill Group: AC		
Employee Details		
Emp_code:	Name:	Designation:
R19940397	ASOKKUMARS HC 1955	HC
pay scale:	Basic:	Grade Pay:
5200-20200	11780	2800
New Pay:	37471	
	Fixation of Pay	
Applicable level in Pay Matrix corresponding to pay Band:	* Required	
Applicable Cell in the level either equal to or just above the amount:	* Required	
Fixed Pay:	W.E.From 01/01/2016 * Required	
Status:	Substantive	
Next Increment Date: (MM/DD/YYYY)	07/01/2023	
Pay after One Increment:	* Required	
	Save New Pay	

Select the bill group or input the employee code, then click the fetch button to view the employer details. If the details are correct, click the 'fixation of pay' button. Input the level, cell, and the next Increment date. After entering the details, verify the Increment amount. If everything is accurate, proceed to save the data.

- Department PayClerk Login → Pay Transaction →Gove. Recoveries Entry

GOVERNMENT RECOVERIES

Employee Code: R19940397

Employee Name: ASOKKUMAR.S HC 1955

Group: C

Designation: HC

Basic: 11780

PayScale: 5000-150-8000 150

Loan Code

Name

Loan Amount

No. of Installments

Installment Amount

Installments Paid

Current Repay Amount

Amount Recovered

Edit

Delete

I2	MISC REC.(I2)	21700	20	1085	12	1085	13020		
----	---------------	-------	----	------	----	------	-------	--	--

Previous

Next

Loan:

Select

Loan amount:

Total Installments:

Installment Amount:

Installments Paid:

Current Repay Amount:

Amount Recovered:

Save

Cancel

Add New Loan

- Department PayClerk Login → Pay Transaction →PLI Entry

PLI Details

Personnel Information

Employee Code: R19940397

Name: ASOKKUMAR.S HC 1955

Designation: HC

Fetch

Cancel

*Fields are Mandatory...

PLI Information

PLI No:*

Date of Acceptance:*

Date of Maturity:*

Premium Amount:*

Please enter PLI Number!

05-06-2024

06-06-2024

Please enter Premium Amount!

Save

Employee Code

PLI Number

PLI Acceptance Date

PLI_Maturity Date

Premium Amount

Edit

Delete

R19940397	123123	06/05/2024	06/06/2024	1000		
-----------	--------	------------	------------	------	--	--

Notes:

Year	Central GST	Union Territory GST
1	2.25	2.25
Above 1	1.125	1.125

- Department PayClerk Login → Pay Transaction → Increment Disallow

Increment Disallow Screen

[MainPage](#)

EmpCode	EmpName	Declined Date	
R20171099	PARASURAMAN. P [PC 3834]	01/07/2018	Delete
R20165020	MURUGAN.N, PC 3745	01/07/2018	Delete
R20161751	SIVA. S [PC 3689]	01/07/2018	Delete
R20071515	LAVANYA.M, WPC 2784	01/07/2024	Delete
R20071225	ANBARASI.R, WPC 2832	01/07/2024	Delete
R20040737	GANDHI [PC 2495]	01/07/2024	Delete
R20021522	PRAKASH., PC 2504	01/07/2023	Delete

1 2

To Give Increment to an individual after disallow PI. Use Increment - Allow option

EmpCode	R19730047 SHANMUGANATHAN.N, HC 864
Designation	HC
PayBand	5200-20200
GradePay	2800
Cancel	Disallow Increment

- Department PayClerk Login → Pay Transaction → Attendance Entry

ATTENDANCE DETAILS

[MainPage](#)

Notes

- (In Case of Leave mention the NUMBER OF LEAVE DAYS.)
- For TRANSFER / ON APPOINTMENT it is NUMBER DAYS WORKED

Emp.Code : R19850227

Name : BASKARAN. M SI

Status : EOL

Days Leave / Worked : 11

[SAVE](#)

[ADD Employee Attendance](#) [Clear](#)

Emp.Code	Emp.Name	Days	Status		
R19850227	BASKARAN. M SI	11	UL	Edit	Delete

Previous Next

(To rectify the count of days worked within a month.)

- Department PayClerk Login → Pay Transaction → Transfer Employee

Transfer Employee

[Main Menu](#)

Note : DO NOT TRANSFER the Employee before sending the text file to DAT.

From Department(DDO Code): 1902

Employee Code To Transfer :

Employee Name : ASOKKUMAR.S HC 1955

Designation : HC

Region to Transfer :

Department to Transfer :

Enter The Date of Transfer : 

[Transfer this Employee](#)

- Department PayClerk Login → Pay Transaction → Transfer Employee

JOINING EMPLOYEE

[Main Menu](#)

EmployeeCode	EmployeeName	Designation	Department	DATEOFTRANSFER
R19820092	MARIAAROKIASAMY.A HC-1250	HC	Superintendent of Police (North), Pondicherry.	01/04/2016
R20070878	GNANAVEL.K. PC 2726	PC	Superintendent of Police (North), Pondicherry.	29/02/2016
T20241415	VIJAYAN.K.P HC-1646	HC	Superintendent of Police (North), Pondicherry.	11/03/2015
R20070431	RATHNAKUMAR.G.P.R.L. HC 2431 (SGASI)	POLICE CONSTABLE	Police Department, Yanam	09/01/2015

Previous Next

Joining Details

Employee Code :

Date of Joining :  (DD/MM/YYYY)

Section :

Designation :

Bill Group:

[Confirm Joining Details](#)

○ Department PayClerk Login → Pay Transaction → Mobile / Aadhaar Number Update

1.

User Manual-Mobile and Aadhaar Number Update NEW

Employer Mobile Number Update Screen

☐ Select To Display All Employees Generate PDF Main Page

R19891217	SANKARAN.R HC 1796	9443657975		XXXXXXXX4655	☐
R19900425	VELAYUTHAM, SI SG (HC 1802)	9442525873		XXXXXXXX1225	☐
R19900668	CHANDRAN, N HC 685				☐
R19900710	EASWARAMOORTHY HC 1859	9488817874		XXXXXXXX7276	☐
R19900882	ANNADINAKARAN.R, SGASI HC 1800	9677304454		XXXXXXXX9183	☐
R19900904	ARULPRAKASAM, HC 1747	9789511654		XXXXXXXX9580	☐
R19900911	SANTHI WSI			XXXXXXXX8276	☐
R19900917	ARJUNAN SI OF POLICE	9786212961		XXXXXXXX4129	☐
R19900939	VIRAVEL.M, HC 1856			XXXXXXXX6508	☐
R19910340	SARAVANAMUTHU SGASI (HC 1944)	9566565185		XXXXXXXX1621	☐

NOTE : DDOs must get the concern from the individual on obtaining the AADHAR number as per per the AADHAR Act.
☐ I am fully aware about AADHAR act and the necessary concern obtained from the individual for using the 'AADHAR Number' for Pay Roll purpose.

Update

Enter the Mobile Number, Email Address and Aadhaar Number in respective fields and click on the "Is Updated" check box for each individual separately.

2. After verifying each individual separately as said in the previous page, Click this check box and click Update button.

○ Department PayClerk Login → Pay Transaction → Election 2024 Update

PaySoft

GOVERNMENT OF PUDUCHERRY

MASTER PAY TRANSACTION SHORTTERM ADVANCE PROCESS(PAY/DA/BONUS) CLAIMS REPORTS SIGN OUT

Election Information Entry

Personal Details

Employee Code:

Employee Name: Unique Employee Code:

GPF/PRAN No.: Pay Scale:

Designation:

Salary Details Update (Note: physical challenged and gender details only change in personal entry screen.)

Physically Challenged: Gender:

Mobile No.: * Email Id:

Election Details Update (polling booth numbers important for Mahe, Yanam and Female employees)

EPIC Id:

Home Constituency: * Home Booth No.:

Working Constituency: * Working Booth No.:

Total Employee's	Total Employee's not Update	Total Employee's Updated
79	73	6

Employee's Details

unique Employee Code (Click to Modify)	Employee Code	Employee Name	GPF/PRAN No.	Designation	Gender	Physically Challenged	Mobile No.	Update Status
R19910341	2101	DIVIANADANE FRANCOIS.S, SG SAI (HC 1919	POL 2912	HEAD CONSTABLE	M	NO		YES
R19980573	2498	POUCHAPPALINGAME.P HC 2268	POL 3237	HEAD CONSTABLE	M	YES	9442484916	YES
R20101031	2672	KARTHIKEYAN .C	POL 3622	REVENUE INSPECTOR	M	NO	8122881098	YES

1. EnterEmployee code if not known provided in the below Grid with all details like employee code, Employee Name, Designation etc.
2. Enter all the details in the all the text box given below for all mandatory fields.
3. If the Employee is female –
 - i. Pregnant/Lactating Women is enabled if YES
Select YES. (Default NO)
 - ii. Enter Home booth No which is Mandatory for female employees.
4. If the Employee belongs to Mahe or Yanam Region then both Home booth No. and Working Booth No. is mandatory.
5. For all employees Home Constituency and Working Constituency is Mandatory.
6. If the Employee is disabled then select the type of disability and percentage of disability.

7. DDOs are given to download report via Pay Transaction menu ☐ Election 2024 Employee List.



PaySoft

GOVERNMENT OF PUDUCHERRY

MASTER

PAY TRANSACTION

SHORTTERM ADVANCE

PROCESS(PAY/DA/BONUS)

CLAIMS

REPORTS

SIGN OUT

Election 2024 View Employee's Details

Show5entries

Print PDF

back

Search:

Unique Employee Code (Click to Modify)	Employee Code	Employee Name	Designation	GPF/PRAN No.	Gender	Mobil NO.	Email Id	Pay Scale	Epic Id	Home Constituency
R19900526	PH0681		MULTI TASKING STAFF(GENERAL)	PW 2648	M			3050-75-3950-80-4590		Oussudu
R19910341	2101	IAI (HC	HEAD CONSTABLE	POL 2912	M			5000-150-8000	A1222	Yanam
R19980573	2498	IAI ME.P	HEAD CONSTABLE	POL 3237	M			4500-125-7000		Orleampeth
R20100527	3066		INSPECTOR OF POLICE	110043046605	M			6500-200-6900		Orleampeth
R20101031	2672		REVENUE INSPECTOR	POL 3622	M		hi@rediffmail.com	4500-125-7000		Raj Bhavan

Showing 1 to 5 of 6 entries

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Next

 PaySoft									
GOVERNMENT OF PUDUCHERRY									
----- site is down for maintenance -----									
									
Directorate									
Consequent on De-facto transfer of the French Establishment to the Government of India, a Pay Accounts Office at Puducherry was set up with effect from 1st November, 1954 under the administrative control of Chief Commissioner, French Establishment of Puducherry. The nomenclature of the Pay Accounts Officer was changed as Director of Accounts and Treasuries in the Year 1982-83. The main functions and duties of the Directorate of Accounts and Treasuries is exchequer control and custody of Government cash and preparation and submission of State accounts monthly and annually to His Excellency the Lt. Governor of Puducherry and the Central accounts monthly and annually to the Ministry of Finance.									

***Before processing the monthly salary bill, we ensure completion of month-end procedures. Updates regarding this process will be posted on the home scroll. During month-end processing, site access will be temporarily suspended for users.**

2. **Bill Processing:** This step enables the processing of pay calculations in PayClerk. Additionally, BEAMS Bill numbers are linked to facilitate the generation of INNER, OUTER, and other necessary reports.
 - Department PayClerk Login → Process (PAY/DA/Bonus) → Pay calculations Process

Select the Bill Groups and click Calculate Pay (Button) to Pay Calculation Process.

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GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

Pay Calculation and Cancellation

Pay Bills - Yet to be Calculated

Pay Bills - Calculated

Calculate Pay

Cancel Pay Calculated

Notes
Use Control Key to select Multiple Bills
After selection click **CalculatePay** to do pay process for selection bills
To cancel the **Calculated pay** for a bill

1. Select the Bill

(Choose the bill group and click calculate button for Calculations Pay.)

In REPORTS menu Paybill REPORTS option take EXPNDITURE REPORT to check the Bill group Salary Total and Allowance Total. After entering Beams bill DDO's can take SCHEDULE Report.

PaySoft
GOVERNMENT OF PUDUCHERRY

MASTER PAY TRANSACTION SHORTTERM ADVANCE PROCESS(PAY/DA/BONUS) CLAIMS REPORTS SIGN OUT

General Reports
PayBill Reports
Bonus Reports
Compensatory
HRA
Schedule
PART BILL-Schedule
Other Schedule
Other Reports
DA

EXPENDITURE REPORT
DatBillwise Emp.NetAmt
PayBill -PRE REVISED
PayBill -REVISED(inner)
PayBill(Outer)
FTA Inner
FTA Outer
PayBill(BackSheet)
Pay Bill(Certificate)
Pay Certificate
Pay Fixation Report for 7PC

- In REPORTS menu Paybill REPORTS option click Paybill-REVISED (Inner) then Select a Bill group to enter the Beams (Salary) and Allowance Bill Number to take Salary Inner Report.

PaySoft
GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

Reports(Inner and Outer)
Salary Inner Reports

Select the Bill Group then enter Beams Bill Number (if not displayed) and then Press 'View and Print' Button
ENTER THE BEAMS BILL NUMBER AVAILAIBLE ON AUTHORIZATION SLIP

Select a Bill Group: A Clea_Lab Att_Peon Beams Bill Number: 3748
Allowance Bill Number: 3747

Salary Gross Beams: 188700 Salary Gross Esalary: 188700
Allowance Gross Beams: 119514 Allowance Gross Esalary: 119514

NOTE: KINDLY CHECK WITH THE BILL GROUP,BILL NUMBER AND AMOUNT...

View and Print Print

- In REPORTS menu PayBill REPORTS option click PayBill (Outer) then Select a Bill group to enter the Beams (Salary) and Allowance Bill Number to take Salary Outer Report.

PaySoft
GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

Reports(Inner and Outer)
Salary Outer Reports

Select the Bill Group then enter Beams Bill Number (if not displayed) and then Press 'View and Print' Button
ENTER THE BEAMS BILL NUMBER AVAILAIBLE ON AUTHORIZATION SLIP

Select a Bill Group: Y1 Assistant Beams Bill Number: 0
Allowance Bill Number: 0

Salary Gross Beams: Salary Gross Esalary: 106200
Allowance Gross Beams: Allowance Gross Esalary: 69004

NOTE: KINDLY CHECK WITH THE BILL GROUP,BILL NUMBER AND AMOUNT...

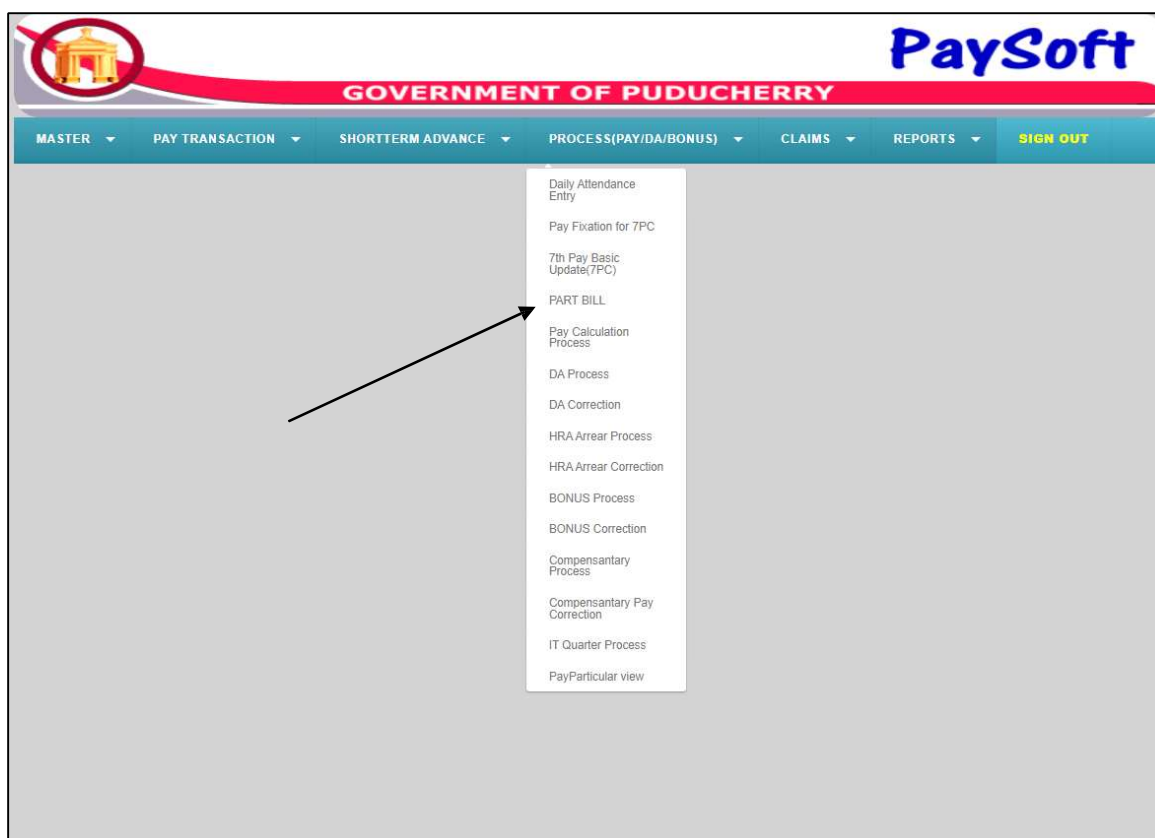
View and Print Print

PARTBILL-SALARYBILL

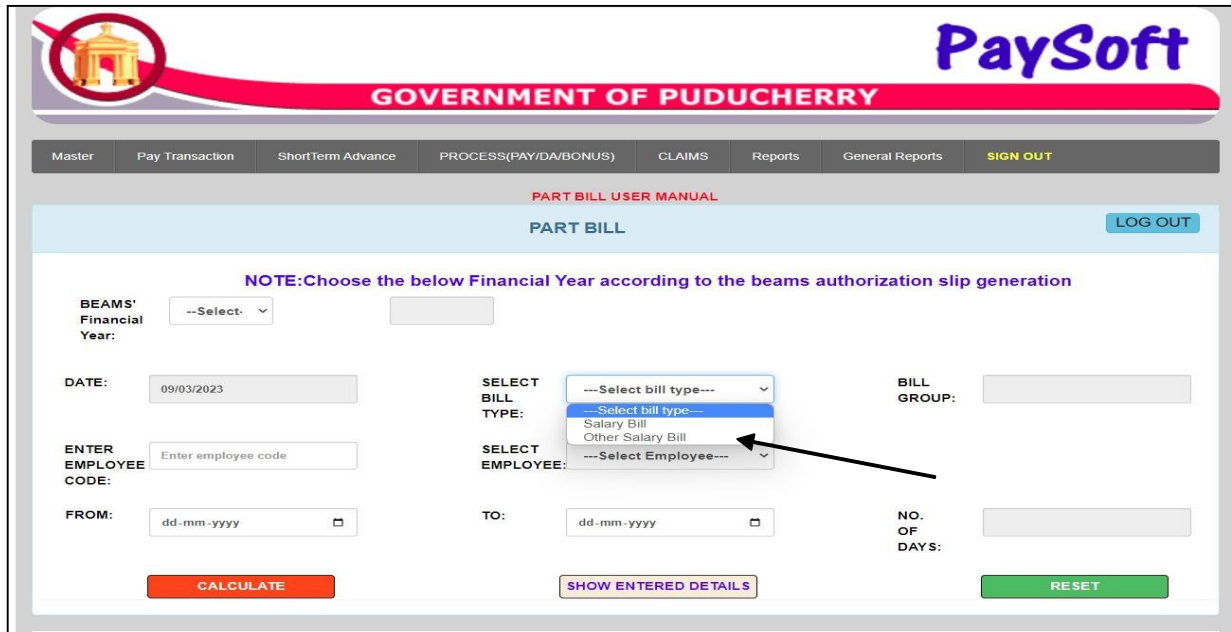
NOTE:

- You are allowed to calculate for an individual and you can include as many employees in a particular bill.
- The calculated employee will be including under bill-wise.
- But any one employee from the calculated bill should be chosen and then have to click **SHOW ENTERED DETAILS** so that all the employees in that bill group will get displayed in grid.
- Bill Total will get displayed in **ESALARY AMOUNT**.
- You can book beams for that amount.
- Then enter beams bill number if the gross amount of ESALARY and BEAMS gets matched then you're allowed to take INNER, OUTER and ECS Reports.
- Schedules are available under **Reports** Menu.

1. PartBill provision is under Process Menu. Do Click.



2. ChooseBilltype.



PaySoft
GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports **SIGN OUT**

PART BILL USER MANUAL **LOG OUT**

PART BILL

NOTE: Choose the below Financial Year according to the beams authorization slip generation

BEAMS' Financial Year: --Select--

DATE: 09/03/2023

ENTER EMPLOYEE CODE: Enter employee code

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

SELECT BILL TYPE: ---Select bill type---
---Select bill type---
Salary Bill
Other Salary Bill

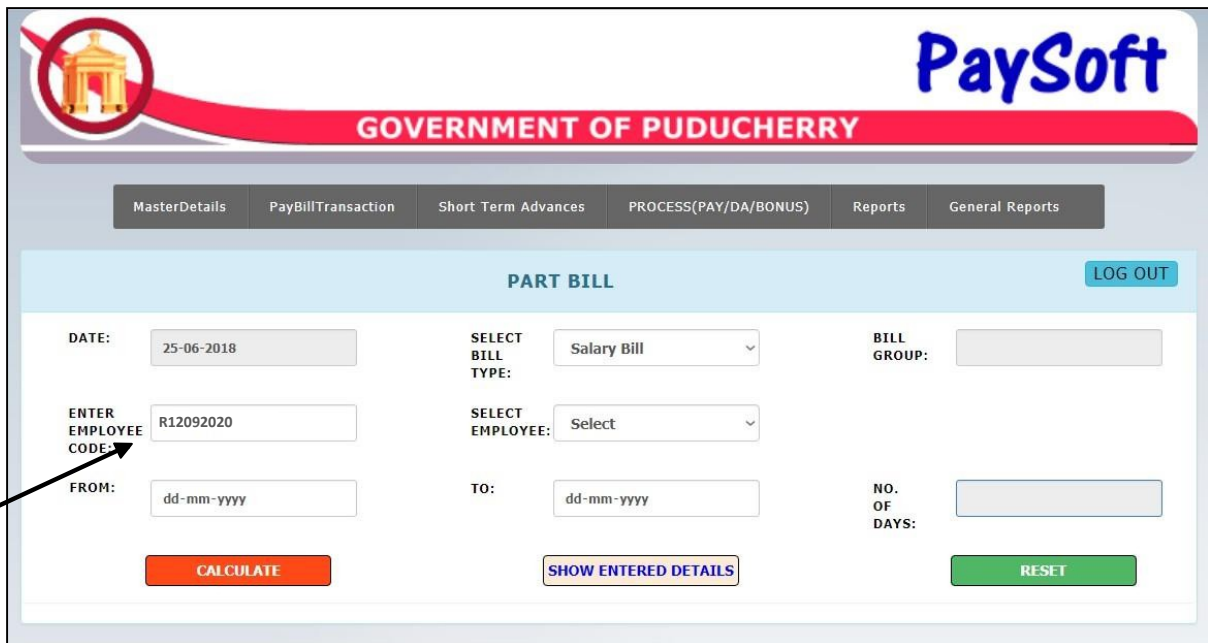
SELECT EMPLOYEE: ---Select Employee---

BILL GROUP:

NO. OF DAYS:

CALCULATE **SHOW ENTERED DETAILS** **RESET**

3. Entertheemployeeecode.



PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL **LOG OUT**

DATE: 25-06-2018

ENTER EMPLOYEE CODE: R12092020

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

SELECT BILL TYPE: Salary Bill

SELECT EMPLOYEE: Select

BILL GROUP:

NO. OF DAYS:

CALCULATE **SHOW ENTERED DETAILS** **RESET**

4. ChooseParticularemployee.

PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: R12092020

FROM: dd-mm-yyyy

SELECT BILL TYPE: Salary Bill

SELECT EMPLOYEE: Select

TO: dd-mm-yyyy

BILL GROUP:

NO. OF DAYS:

[CALCULATE](#) [SHOW ENTERED DETAILS](#) [RESET](#)

5. ChooseProcessingmonth.(shownas“FROM”)

PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: R12092020

FROM: 13-06-2018

SELECT BILL TYPE: Salary Bill

SELECT EMPLOYEE: 1001-ARANGANATHAI

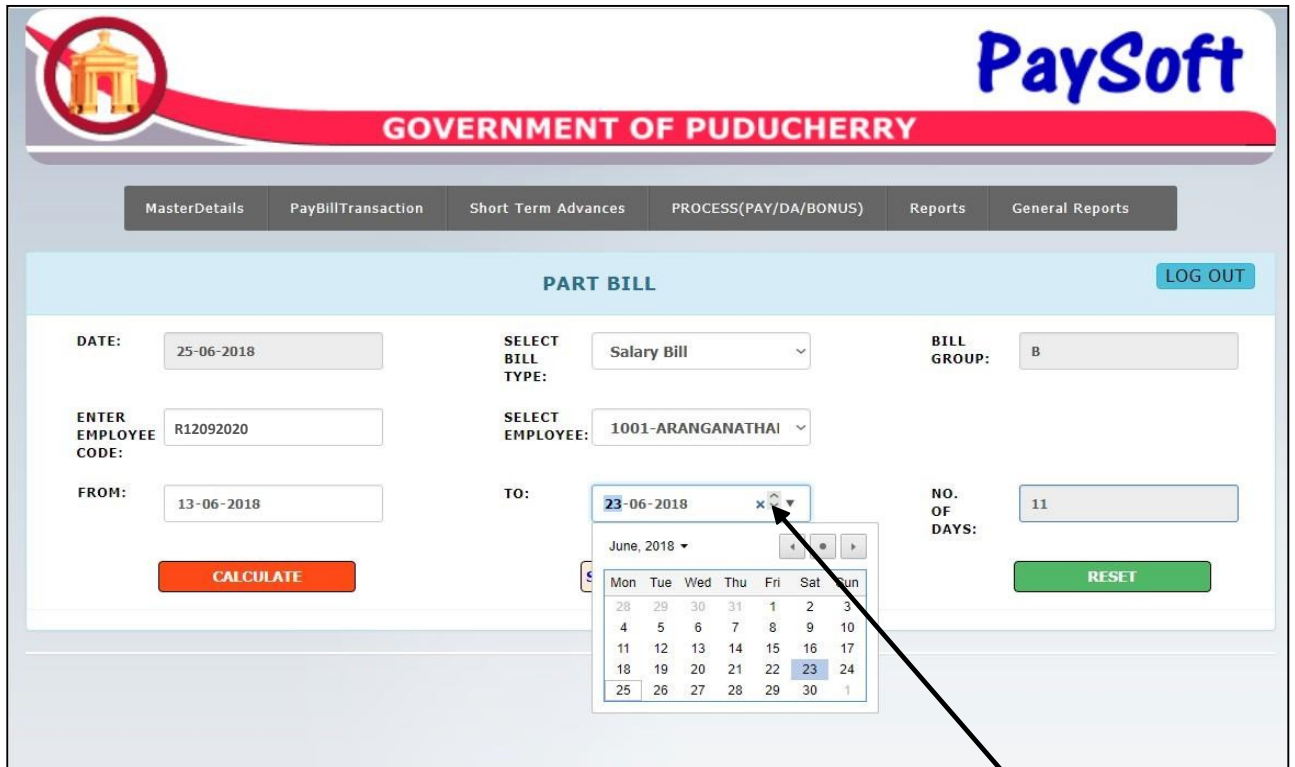
TO: dd-mm-yyyy

BILL GROUP: B

NO. OF DAYS:

[SHOW ENTERED DETAILS](#) [RESET](#)

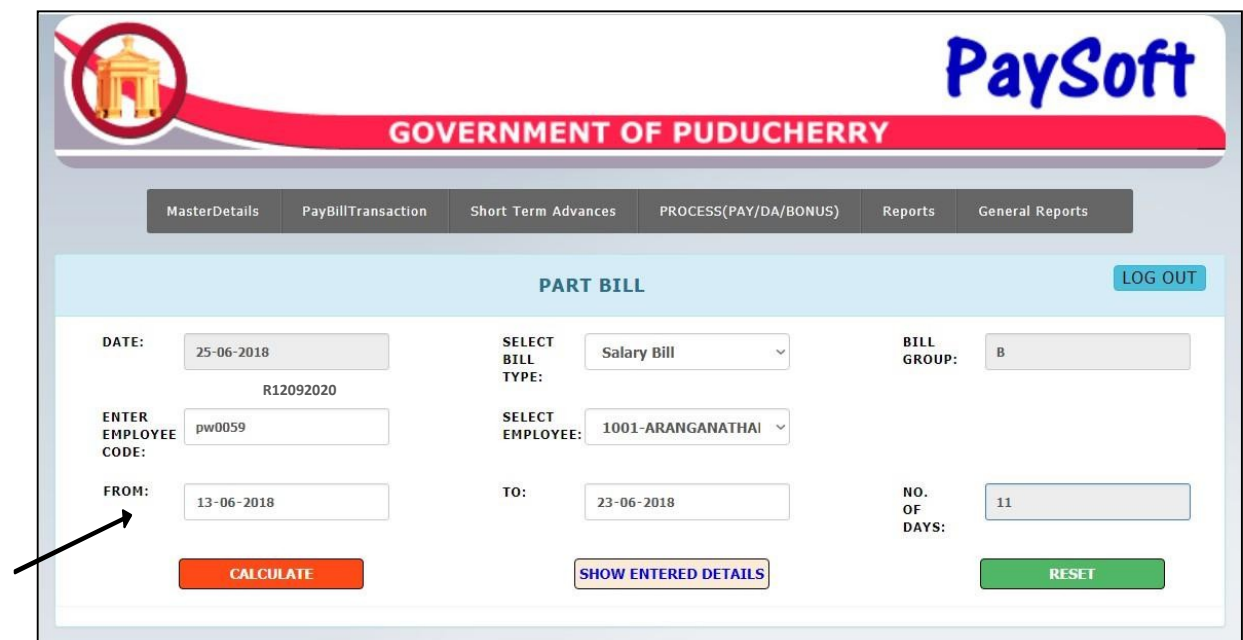
6. ChooseProcessingmonth(shownas“TO”).SelectMonthWithin same month.



The screenshot shows the 'PART BILL' form in the PaySoft application. The form includes fields for DATE (25-06-2018), SELECT BILL TYPE (Salary Bill), BILL GROUP (B), ENTER EMPLOYEE CODE (R12092020), SELECT EMPLOYEE (1001-ARANGANATHAI), FROM (13-06-2018), TO (23-06-2018), and NO. OF DAYS (11). A calendar for June 2018 is displayed, with the date 23-06-2018 highlighted. An arrow points to the date 23-06-2018 in the calendar.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

7.DoCalculate.



The screenshot shows the 'PART BILL' form in the PaySoft application. The form includes fields for DATE (25-06-2018), SELECT BILL TYPE (Salary Bill), BILL GROUP (B), ENTER EMPLOYEE CODE (pw0059), SELECT EMPLOYEE (1001-ARANGANATHAI), FROM (13-06-2018), TO (23-06-2018), and NO. OF DAYS (11). An arrow points to the 'FROM' date field.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

8. Calculated data will get displayed in Grid. And gross amount will be displayed in ESALARY AMOUNT below grid.

EMPLOYEE CODE:
EMPLOYEE:

FROM:
TO:
NO. OF DAYS:

CALCULATE

SHOW ENTERED DETAILS

RESET

DISPLAY DETAILS

Employee code	New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No
R19940397	R19940397	ASOKKUMAR.S HC 1955	202405	31	20	55582	5030	0	0	50552	605002002	3074983403

BEAMS BILL NUMBER:
ESALARY AMOUNT:
BEAMS AMOUNT:

Allowance BEAMS BILL NUMBER:
Allowance AMOUNT:
Allowance BEAMS AMOUNT:

INNER

ABSTRACT

ECS REPORT

9. There is a provision to edit the data that is available in grid as **“EDIT”** in the end. Click that and do edit.

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R19870152	ARANGANATHAN P	201806	30	11	21851	18577	0	0	3274	605002002	30285735968	Edit

10. Click Fetch and then do edit. Finally do Click SAVE. Click BACK TOPARTBILL to go to Part Bill Screen.

PART BILL CORRECTION

Employee Code: Employee Name: [BACK TO PARTBILL](#)
 Designation: Section Name:

Dues		Deductions	
Basic Pay	Tuition Fees	PPFContri/ Arrear	UT/CG EIS
Stag Inc	Child Edu Allow	GPF Contri.	IT/Sur
N. P. A	Conv Allow	GPF Advance	Licence Fee
Personal Pay	Nursing Allow	Festival Advance(*)	LIC Contri
Dearness Pay / Grade Pay	Uniform Allow	Flood Advance	NIC Contri
DA	FMA/PCA/Risk.	HBA	PL1
HRA	Fixed TA	Int. on HBA	PL2
RFA			PL3
TA	PG Allow	Cycle	Dedu. Under Salary Head
DA on TA	Higher Deg.Allow	Int. on Cyl.	Prof Tax
CCA	Academic Allow	MCA	Out. Recov
Wash Allow		Int. on MCA	Dedu. Other than Salary Head
SP Duty Allow		Fan Advance	Other Ded1
Special Pay		Int. on Fan	Other Ded2
Honor		Comp. Adv	
Deput..Allow		Int. on Comp.Adv.	
Gross Earnings			
(*) Festival Adv is deducted from DUES		TotDeduction	NetPay
		Save Delete Cancel	

(To DELETE that employee Details Click DELETE)

11. Once an employee have been calculated for part bill then it will show a message at top of the screen to choose either calculation for some other month or to display details.

PaySoft
GOVERNMENT OF PUDUCHERRY

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

This Employee Already Entered...So you can View Details By choosing Particular Employee & Click "SHOW ENTERED DETAILS"...if you want to Calculate for some other month then choose "FROM & TO" Date and Click "CALCULATE"

PART BILL LOG OUT

DATE: 25-06-2018
ENTER EMPLOYEE CODE: R12092020
FROM: dd-mm-yyyy

SELECT BILL TYPE: Salary Bill
SELECT EMPLOYEE: Select
TO: dd-mm-yyyy

BILL GROUP:
NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

(Enter employee code and choose Particular employee then you can Click **SHOW ENTERED DETAILS** or you can choose **FROM** and **TO** date and then click **CALCULATE**)

12. Enter Beams Bill Number, if E-salary and Beams gross amount matches then you're allowed to take Inner, Outer and ECS statement.

BEAMS BILL NUMBER: Enter Beams Bill number

ESALARY AMOUNT: 30194

BEAMS AMOUNT:

Allowance BEAMS NUMBER: Enter Allowance Beams

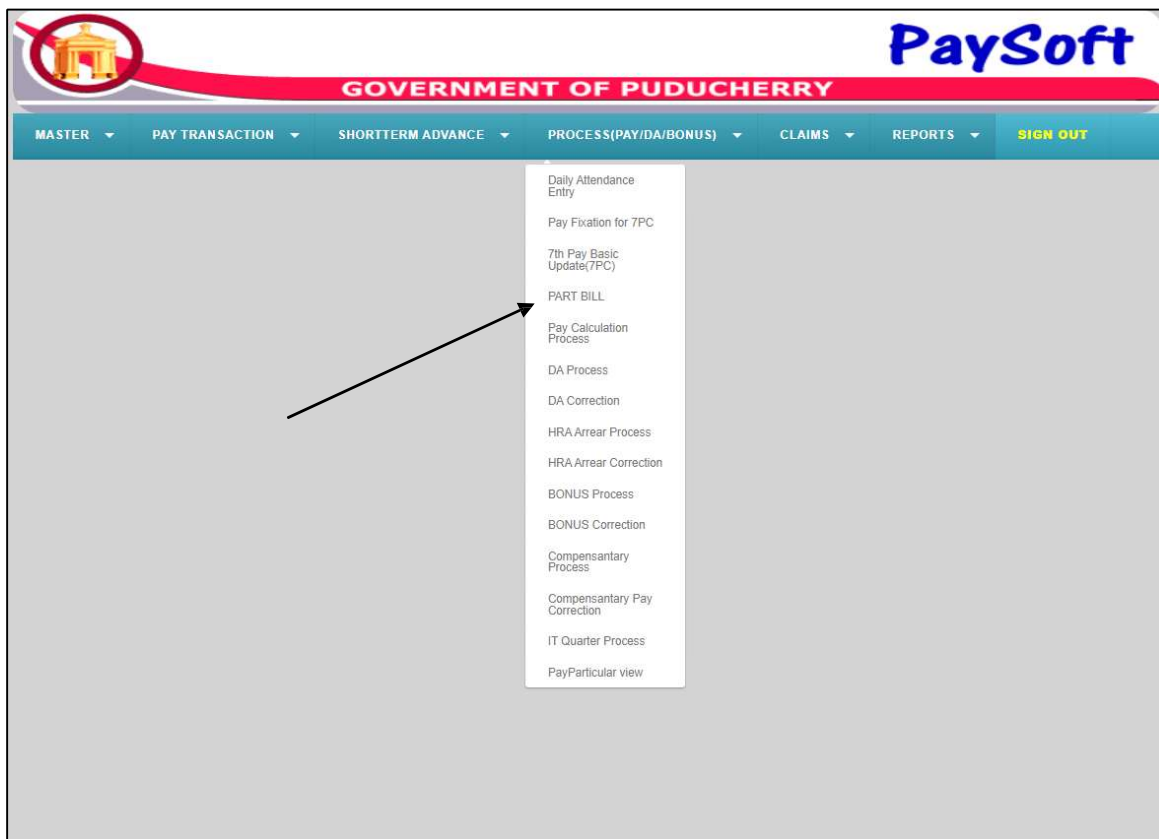
Allowance AMOUNT: 25388

Allowance BEAMS AMOUNT:

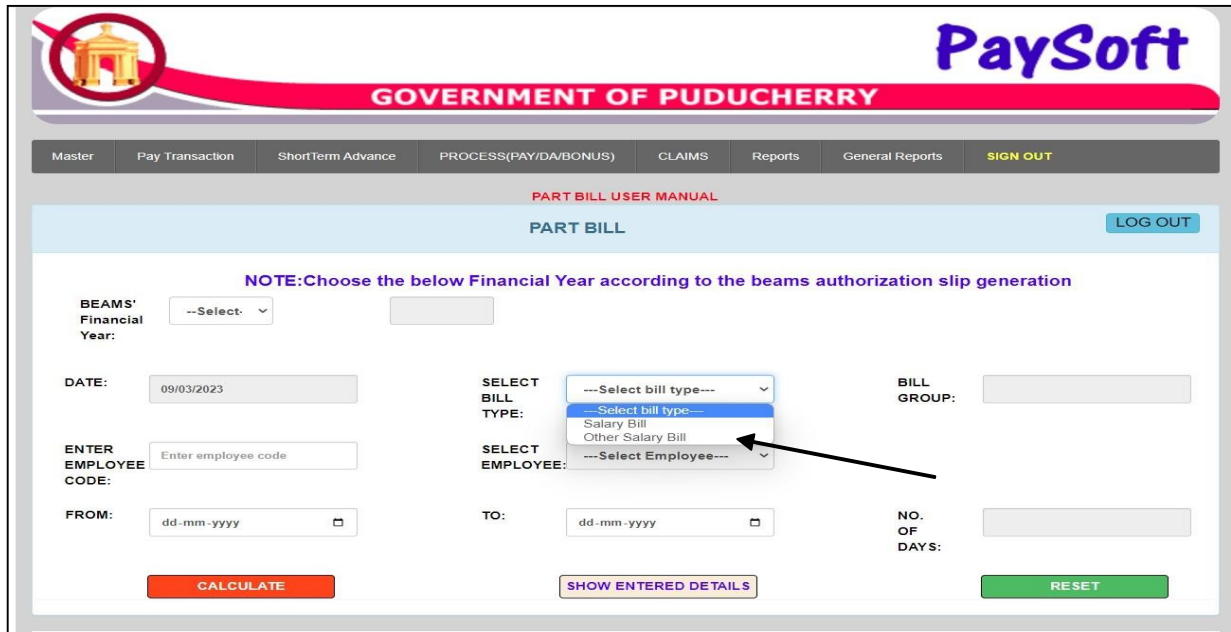
INNER ABSTRACT ECS REPORT

PARTBILL-OTHERSALARYBILL

1. PartBillprovisionisunderProcessMenu.DoClick.



2. ChooseBilltype.



PaySoft
GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

PART BILL USER MANUAL LOG OUT

PART BILL

NOTE: Choose the below Financial Year according to the beams authorization slip generation

BEAMS' Financial Year: --Select--

DATE: 09/03/2023

ENTER EMPLOYEE CODE: Enter employee code

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

SELECT BILL TYPE: ---Select bill type---
Salary Bill
Other Salary Bill

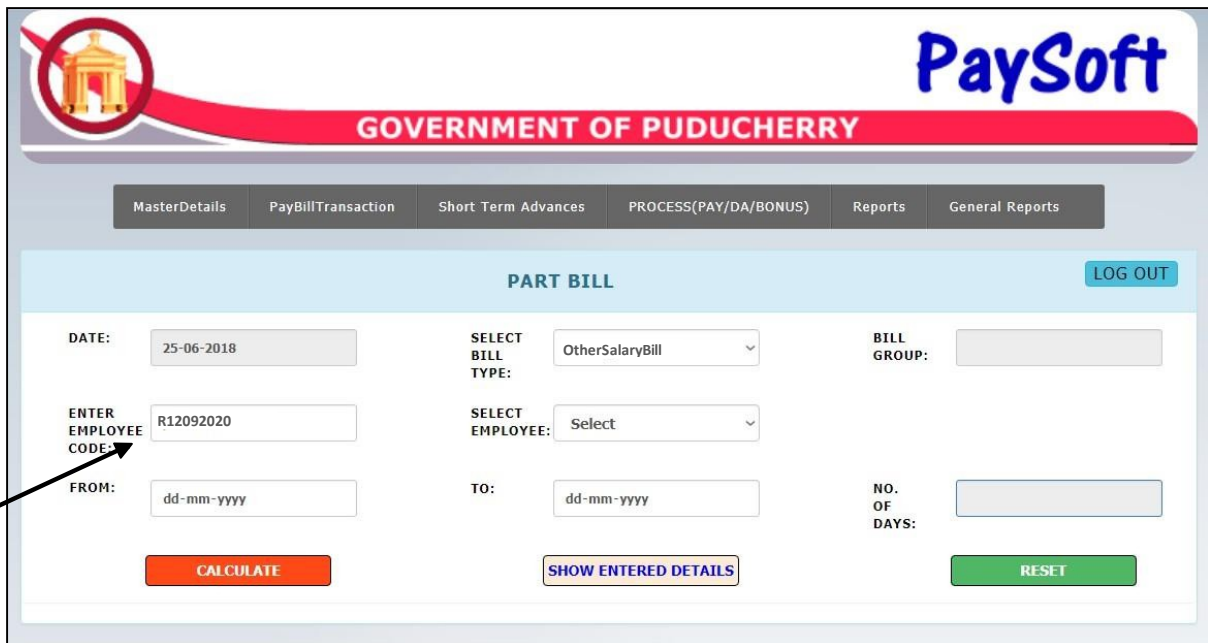
SELECT EMPLOYEE: ---Select Employee---

BILL GROUP:

NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

7. Entertheemployeeecode.



PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL LOG OUT

DATE: 25-06-2018

ENTER EMPLOYEE CODE: R12092020

FROM: dd-mm-yyyy

TO: dd-mm-yyyy

SELECT BILL TYPE: OtherSalaryBill

SELECT EMPLOYEE: Select

BILL GROUP:

NO. OF DAYS:

CALCULATE SHOW ENTERED DETAILS RESET

8. ChooseParticularemployee.

PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: pw0059 R12092020

FROM: dd-mm-yyyy

SELECT BILL TYPE: OtherSalaryBill

SELECT EMPLOYEE: Select

BILL GROUP:

NO. OF DAYS:

[CALCULATE](#) [SHOW ENTERED DETAILS](#) [RESET](#)

9. ChooseProcessingmonth.(shownas“FROM”)

PaySoft
GOVERNMENT OF PUDUCHERRY

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

PART BILL [LOG OUT](#)

DATE: 25-06-2018

ENTER EMPLOYEE CODE: R12092020

FROM: 13-06-2018

SELECT BILL TYPE: OtherSalaryBill

SELECT EMPLOYEE: 1001-ARANGANATHAI

BILL GROUP: B

NO. OF DAYS:

[SHOW ENTERED DETAILS](#) [RESET](#)

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

10. Choose Processing month (shown as "TO"). Select Month Within same month.

PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails | PayBillTransaction | Short Term Advances | PROCESS(PAY/DA/BONUS) | Reports | General Reports

PART BILL [LOG OUT](#)

DATE: 25-06-2018
SELECT BILL TYPE: OtherSalaryBill
BILL GROUP: B
ENTER EMPLOYEE CODE: R12092020
SELECT EMPLOYEE: 1001-ARANGANATHAI
FROM: 13-06-2018
TO: 23-06-2018
NO. OF DAYS: 11
[CALCULATE](#) [RESET](#)

June, 2018

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

7. Do Calculate.

PaySoft
GOVERNMENT OF PUDUCHERRY

MasterDetails | PayBillTransaction | Short Term Advances | PROCESS(PAY/DA/BONUS) | Reports | General Reports

PART BILL [LOG OUT](#)

DATE: 25-06-2018
SELECT BILL TYPE: OtherSalaryBill
BILL GROUP: B
ENTER EMPLOYEE CODE: R12092020
SELECT EMPLOYEE: 1001-ARANGANATHAI
FROM: 13-06-2018
TO: 23-06-2018
NO. OF DAYS: 11
[CALCULATE](#) [SHOW ENTERED DETAILS](#) [RESET](#)

13. Calculated data will get displayed in Grid. And gross amount will be displayed in ESALARY AMOUNT below grid.

LOG OUT

PART BILL

DATE:

SELECT BILL TYPE:

BILL GROUP:

ENTER EMPLOYEE CODE:

SELECT EMPLOYEE:

FROM:

TO:

NO. OF DAYS:

CALCULATE

SHOW ENTERED DETAILS

RESET

DISPLAY DETAILS

Employee code	New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No
R12092020	R12092020	ARANGANATHAN P	201806	30	11	21851	18577	0	0	3274	605002002	30285731

BEAMS BILL NUMBER:

ESALARY AMOUNT:

BEAMS AMOUNT:

INNER

ABSTRACT

ECS REPORT

14. There is a provision to edit the data that is available in grid as “EDIT” in the end. Click that and do edit.

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R12092020	ARANGANATHAN P	201806	30	11	21851	18577	0	0	3274	605002002	30285735968	Edit

15. Click **Fetch** and then do edit. Finally do Click **SAVE**. Click **BACK TOPARTBILL** to go to Part Bill Screen.

PART BILL CORRECTION

Employee Code:

Designation:

Employee Name:

Section Name:

BACK TO PARTBILL

Dues		Deductions	
Basic Pay	Tuition Fees	PPFContri/ Arrear	UT/CG EIS
Stag Inc	Child Edu Allow	GPF Contri.	IT/Sur
N. P. A	Conv Allow	GPF Advance	Licence Fee
Personal Pay	Nursing Allow	Festival Advance(*)	LIC Contri
Dearness Pay / Grade Pay	Uniform Allow	Flood Advance	NIC Contri
DA	FMA/PCA/Risk.	HBA	PL1
HRA	Fixed TA	Int. on HBA	PL2
RFA			PL3
TA	PG Allow	Cycle	Dedu. Under Salary Head
DA on TA	Higher Deg.Allow	Int. on Cyl.	Prof Tax
CCA	Academic Allow	MCA	Out. Recov
Wash Allow		Int. on MCA	Dedu. Other than Salary Head
SP Duty Allow		Fan Advance	Other Ded1
Special Pay		Int. on Fan	Other Ded2
Honor		Comp. Adv	
Deput..Allow		Int. on Comp.Adv.	
Gross Earnings		TotDeduction	NetPay

(*) Festival Adv is deducted from DUES

(To DELETE that employee Details Click **DELETE**)

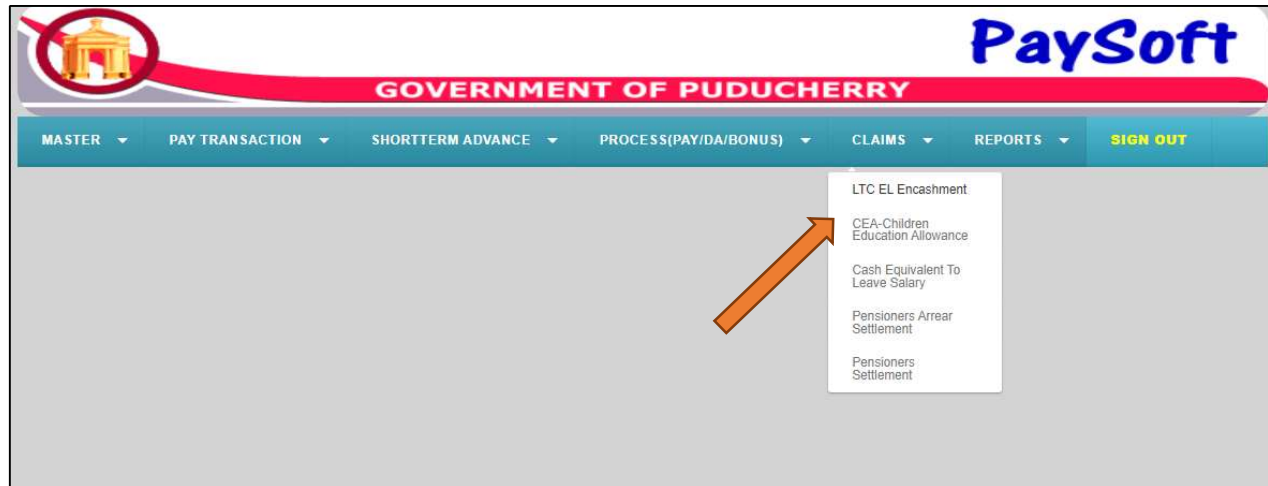
16. Once an employee have been calculated for part bill then it will show a message at top of the screen to choose either calculation for some other month or to display details.

(Enter employee code and choose Particular employee then you can Click **SHOW ENTERED DETAILS** or you can choose **FROM** and **TO** date and then click **CALCULATE**)

17. Enter Beams Bill Number, if E-salary and Beams gross amount matches then you're allowed to take Inner, Outer and ECS statement.

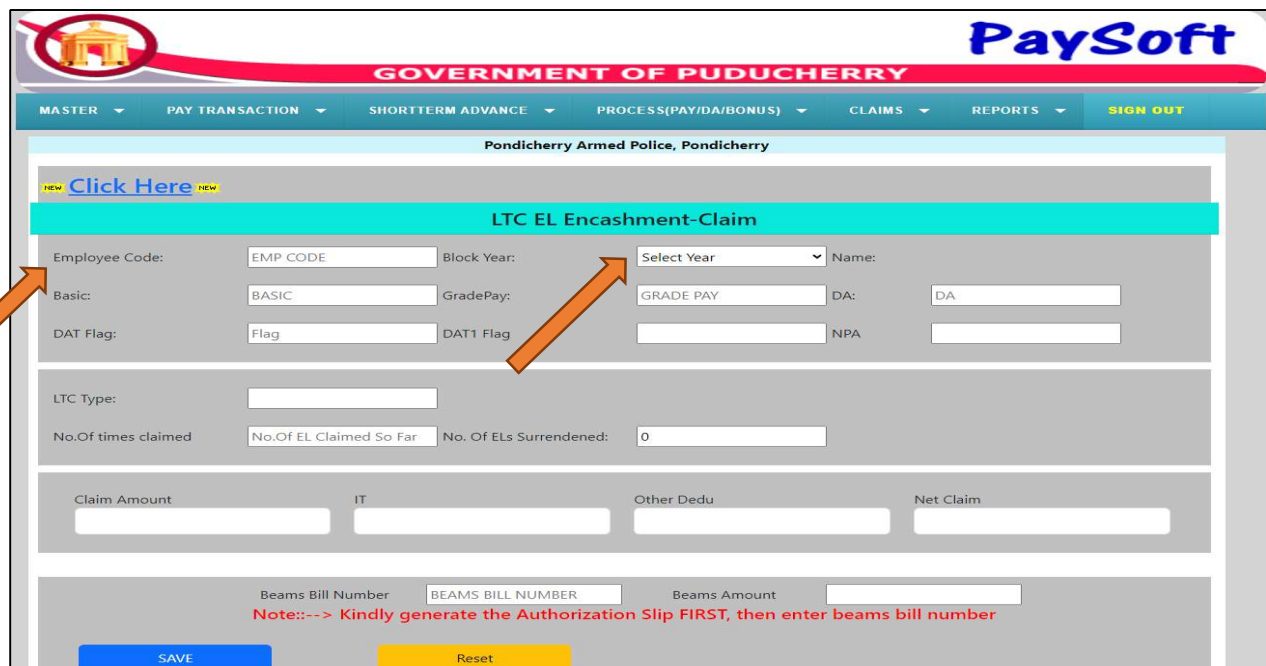
LTC EL Encashment-Claim

1. Click EL Encashment Process in CLAIM Menu.



The screenshot shows the PaySoft portal for the Government of Puducherry. The top navigation bar includes links for MASTER, PAY TRANSACTION, SHORTTERM ADVANCE, PROCESS(PAY/DA/BONUS), CLAIMS, REPORTS, and SIGN OUT. The CLAIMS dropdown menu is open, displaying options: LTC EL Encashment, CEA-Children Education Allowance, Cash Equivalent To Leave Salary, Pensioners Arrear Settlement, and Pensioners Settlement. An orange arrow points to the 'LTC EL Encashment' option.

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



The screenshot shows the 'LTC EL Encashment-Claim' form in the PaySoft portal. The form includes fields for Employee Code (EMP CODE), Block Year (Select Year), Name, Basic (BASIC), Grade Pay (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, Claim Amount, IT, Other Dedu, Net Claim, Beams Bill Number (BEAMS BILL NUMBER), and Beams Amount. A red note at the bottom states: 'Note::--> Kindly generate the Authorization Slip FIRST, then enter beams bill number'. Two orange arrows point to the 'Employee Code' and 'Block Year' fields. The form has 'SAVE' and 'Reset' buttons at the bottom.

3. Enter the No.of times Claimed (between 1 to 5 only) and No.of.EL Encash Surrend (Total Days eg.10). Check and SAVE the Details. Kindly Generate Authorization then Enter Beams Bill Number and take INNER, OUTER and ECS.

LTC EL Encashment-Claim

Employee Code:

Block Year:

Name:

Basic:

GradePay:

DA:

DAT Flag:

DAT1 Flag:

NPA:

LTC Type:

No.Of times claimed

No.Of EL Claimed So Far

No. Of ELs Surrendered:

Claim Amount

IT

Other Dedu

Net Claim

Beams Bill Number

Beams Amount

Note::--> Kindly generate the Authorization S FIRST, then enter beams bill number

SAVE

Reset

INNER

ABSTRACT

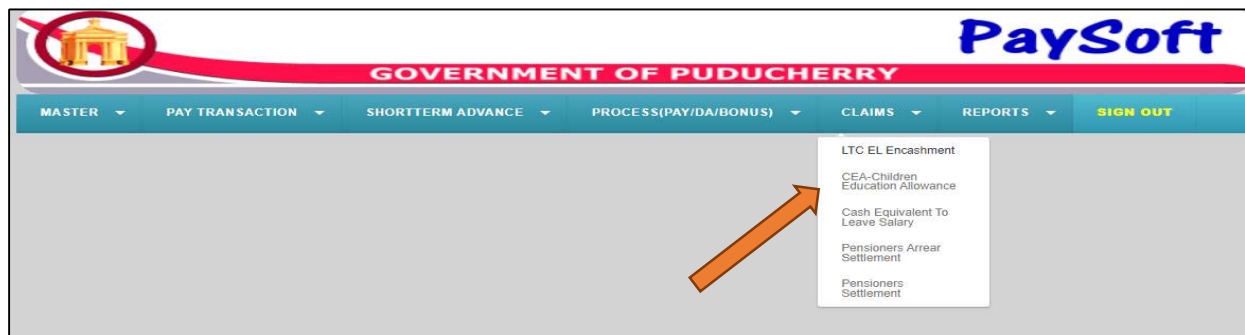
ECS

LTC EL Encashment Details

Employee Code	BLOCK Year	Employee Name	ELs Surrendered	Claim Amount	Bill Group	Flag Level	
R19940397	2018-2021	ASOKKUMAR.S HC 1955	10	18816	AD	2	Delete

CHILDREN EDUCATION CLAIM

1. Click the CHILDREN EDUCATION CLAIM in CLAIM Menu



2. Click the Family Details to Add or update Children details.

The screenshot shows the 'Children Encashment-Claim' form. At the top, there is a 'Pondicherry Armed Police, Pondicherry' header and a 'NEW *** USER MANUAL *** NEW' link. Below this, a note states: 'Note:: --> Enter the children details under "FAMILY DETAIL" option if not available... --> You can edit the dependent details only after saving...Edit option is available at bottom of the screen as "CLAIM CHILDREN DETAILS"'. The 'FAMILY DETAIL' button is highlighted with an orange arrow. The form includes fields for 'Bill Group' (Select), 'Academic Year(Claim):' (SELECT YEAR), and 'Employee Code:'. Below these, there is a section for 'HOSTEL/DAYSCHOLAR' with radio buttons for 'DAYSCHOLAR' and 'HOSTEL'. The 'Dependent Name' field is followed by 'Date Of Birth:' and 'Class in which Studying :'. The 'School Name:' field is also present. At the bottom, there are fields for 'Amount', 'IT', 'Other Dedu', and 'Net Claim(Eligible)'. A note at the bottom states: 'Note::--> ***Restricted to Maximum Amount Rs.29813/-***:'. A 'SAVE' button is located at the bottom center. A final note at the very bottom states: 'Note::--> Kindly generate the Authorization Slip FIRST, then enter beams bill number'.

3. Click the FAMILY DETAIL. SAVE the FAMILY DETAILS. In case of wrong entry, you can EDIT or DELETE.

Family Details

Employee Code:

Name: **ASOKKUMAR.S HC 1955**

Designation: **HC**

Dependent Name:

Date of Birth:

Relationship
(son/daughter/wife):

Children With Disability: ☐

SAVE

RESET

CHILDRENCLAIM

FAMILY Details

Member Number	Dependent Name	Date Of Birth	Relation	
1	Raj	2024-05-29	Son	Edit Delete

4. Enter All Details in Bill Group Wise.

*** SELECT Bill Group → SELECT Academic Year → SELECT Employee Code → Choose Dependent Name which you have already Enter in FAMILYDETAILS option → Enter Amount and SAVE the Details.**

Children Encashment-Claim

Bill Group:

Academic Year(Claim):

Employee Code:

HOSTEL/DAYSCHOLAR: ☒ DAYSCHOLAR ☐ HOSTEL

Dependent Name:

Date Of Birth:

Class in which Studying :

School Name:

Amount:

IT:

Other Dedu:

Net Claim(Eligible):

Note::--> ***Restricted to Maximum Amount Rs.29813/-***::)

SAVE

Note::--> Kindly generate the Authorization Slip FIRST, then enter beams bill number

Beams Bill Number:

Esalary Amount:

Beams Amount:

INNER

ABSTRACT

ECS

Reset

4. Kindly Generate Authorization, then Enter Beams Bill Number. Now you can take INNER, OUTER and ECS. And to download certificate →CLICK (Click here)

REPORT ORDER SHOULD BE,

- **INNER**
- **(ABSTRACT) OUTER**
- **ECS**

Note::--> Kindly generate the Authorization Slip FIRST, then enter beams bill number

Beams Bill Number Esalary Amount Beams Amount

TO DOWNLOAD CERTIFICATE [Click here](#)

Claim Children Details								
EMPLOYEE CODE	CHILD NAME	DATE OF BIRTH	CLAIM AMOUNT	NET AMOUNT	ACADEMIC YEAR	CLASS IN WHICH STUDYING	SCHOOL NAME	BILL GROUP
R19950683	ANAGH.P.A	2003-06-04	20500	20500	2021-2022	IV Std	Abc	A

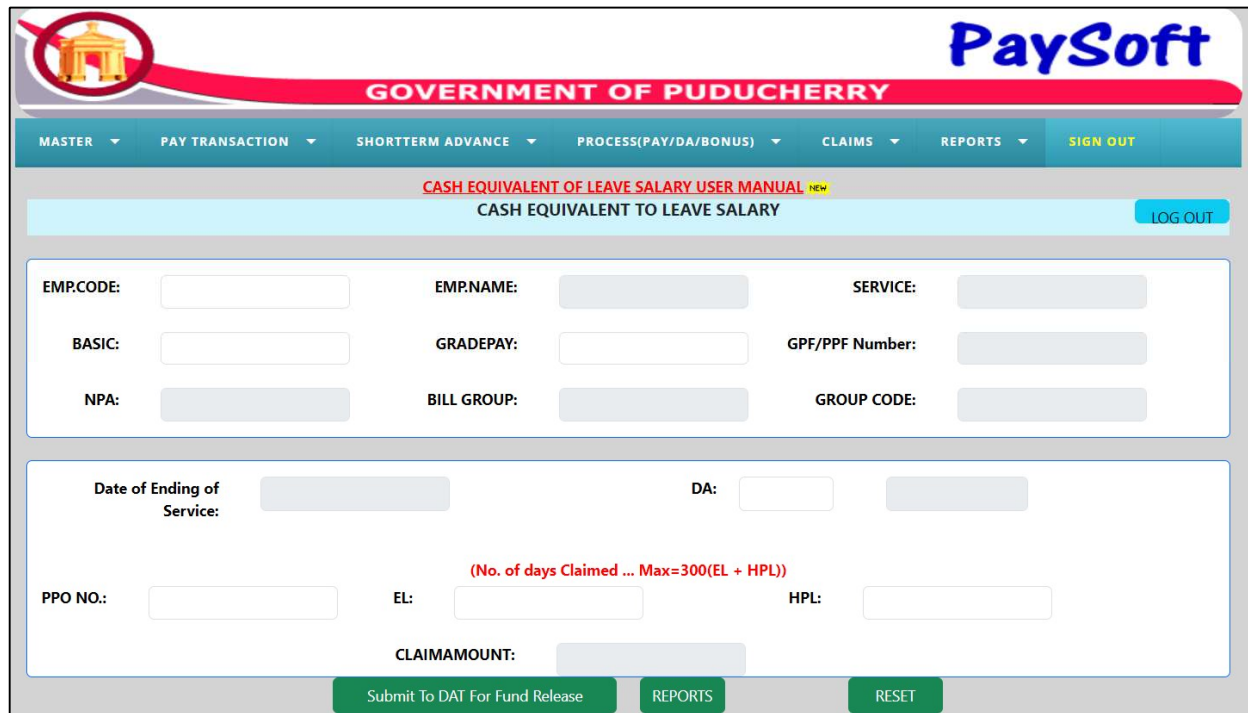
[Edit](#) [Delete](#)

Cash Equivalent of Leave Salary (Pensioners)

1 .First you have to Click Cash Equivalent of Leave Salary option.



2. Enter **employee code** which you are going to enter for leave salary. After entered employee code, it will automatically show all required details of that employee.



PaySoft
GOVERNMENT OF PUDUCHERRY

MASTER PAY TRANSACTION SHORTTERM ADVANCE PROCESS(PAY/DA/BONUS) CLAIMS REPORTS SIGN OUT

[CASH EQUIVALENT OF LEAVE SALARY USER MANUAL](#) NEW

CASH EQUIVALENT TO LEAVE SALARY [LOG OUT](#)

EMP.CODE: EMP.NAME: SERVICE:

BASIC: GRADEPAY: GPF/PPF Number:

NPA: BILL GROUP: GROUP CODE:

Date of Ending of Service: DA:

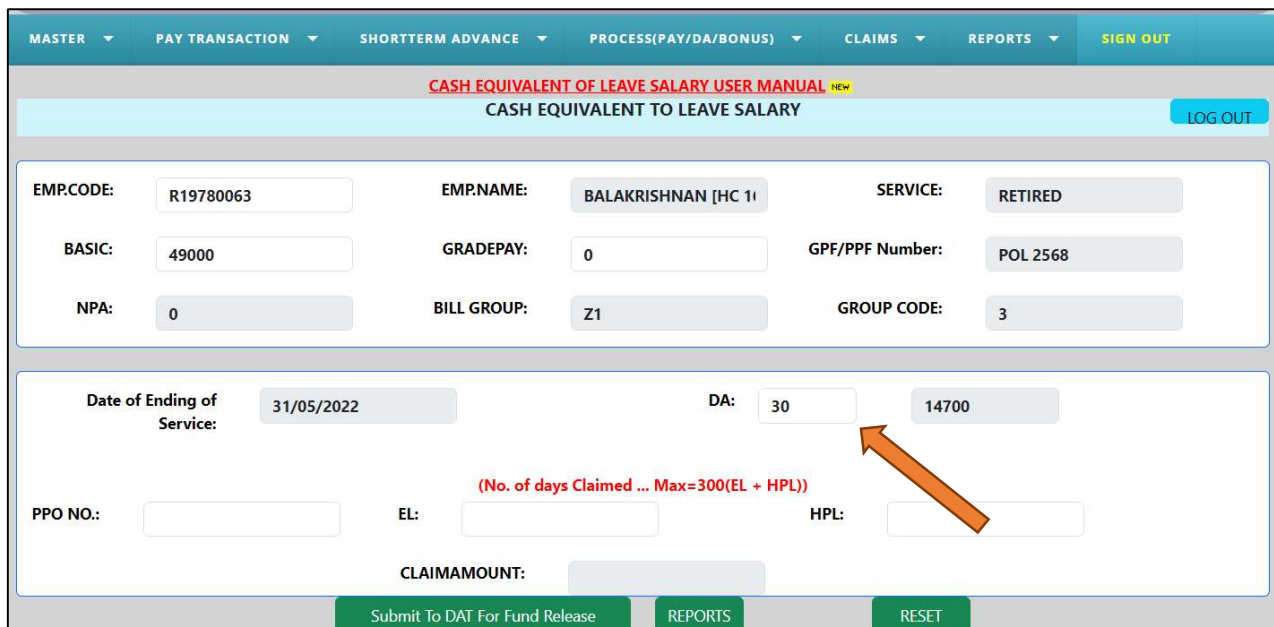
PPO NO.: EL: HPL:

(No. of days Claimed ... Max=300(EL + HPL))

CLAIMAMOUNT:

Submit To DAT For Fund Release REPORTS RESET

3. Next, While entering DA **percentage** it will automatically Calculate DA Value and display in the next Textbox.



MASTER PAY TRANSACTION SHORTTERM ADVANCE PROCESS(PAY/DA/BONUS) CLAIMS REPORTS SIGN OUT

[CASH EQUIVALENT OF LEAVE SALARY USER MANUAL](#) NEW

CASH EQUIVALENT TO LEAVE SALARY [LOG OUT](#)

EMP.CODE: EMP.NAME: SERVICE:

BASIC: GRADEPAY: GPF/PPF Number:

NPA: BILL GROUP: GROUP CODE:

Date of Ending of Service: DA:

PPO NO.: EL: HPL:

(No. of days Claimed ... Max=300(EL + HPL))

CLAIMAMOUNT:

Submit To DAT For Fund Release REPORTS RESET

4. Then enter **PPO Number (Pension Number)**, **EL** and **HPL** value in their respective text boxes. **Sum of the EL and HPL value should be less than or equal to 300**. Then click **submit to DAT for Fund Release** button for Fund Release

CASH EQUIVALENT OF LEAVE SALARY USER MANUAL NEW

CASH EQUIVALENT TO LEAVE SALARY LOG OUT

EMP.CODE: R19780063 EMP.NAME: BALAKRISHNAN [HC 1] SERVICE: RETIRED

BASIC: 49000 GRADEPAY: 0 GPF/PPF Number: POL 2568

NPA: 0 BILL GROUP: Z1 GROUP CODE: 3

Date of Ending of Service: 31/05/2022 DA: 30 14700

(No. of days Claimed ... Max=300(EL + HPL))

PPO NO.: 123456 EL: 250 HPL: 50

CLAIMAMOUNT: 583917

Submit To DAT For Fund Release REPORTS RESET

EL ENCASHMENT FOR PENSIONERS

5. Approved and Unapproved Employee lists can be seen through

REPORTS

Date of Ending of Service: DA:

(No. of days Claimed ... Max=300(EL + HPL))

PPO NO.: EL: HPL:

CLAIMAMOUNT:

Submit To DAT For Fund Release REPORTS RESET

EL ENCASHMENT FOR PENSIONERS

EMPLOYEE CODE	PPO Num	EMPLOYEE NAME	DATE OF RETIREMENT/DEATH/VRS	EL	HPL	AMOUNT	Fund Allocation Status
R19780063	123456	BALAKRISHNAN [HC 1658]	31/05/2022	250	50	583917	Sent to DAT

6. Here enter **from** and **To** Date in respective Textboxes.

*Click **ApprovedEmployeesList** , which will show list of Employees Approved by DAT.

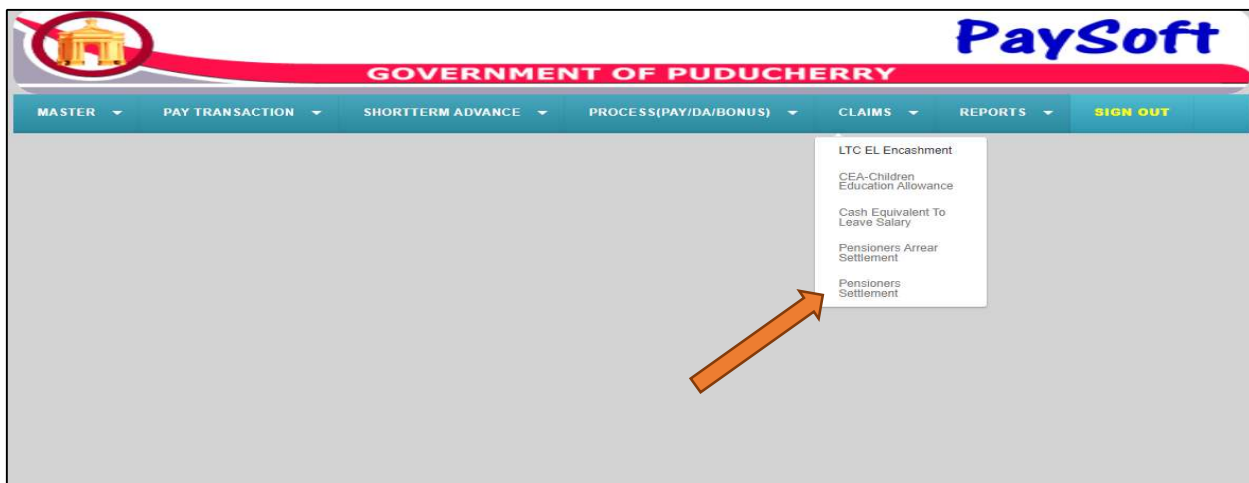
*Click **UnapprovedEmployeesList** , which will show list of Employees Unapproved by DAT.

*Click , which will show list of All Employees.

The screenshot shows a report generation interface within a light blue border. Inside, there are three input fields at the top: 'FROM DATE:' with a placeholder 'dd/mm/yyyy', 'TO DATE:' with a placeholder 'dd/mm/yyyy', and 'DDOCODE:' with the value '1900'. Below these fields are three green buttons: 'Approved Employees List', 'Unapproved Employees List', and 'REPORT'. Three black arrows point from below the interface to each of these three buttons.

REPORT

7. After DAT had released the fund, you have to enter **Pensioners Settlement** Option for taking Reports (INNER, OUTER, ECS) Generation.



8. You have to **choose Option** for report generation. Only fund released employees will get listed. **PPO Number** and **Gross Total** Amount will be displayed in respective PPO NO and Gross Total Textboxes, while you choose employee code.

The screenshot displays the 'CASH EQUIVALENT TO LEAVE SALARY (for settlement)' form in the PaySoft application. The form includes the following fields and elements:

- Choose Option:** A dropdown menu currently set to 'Regular'.
- EMPLOYEE CODE:** A dropdown menu with 'Select' and 'R19780063' as options.
- BEAMS BILL NUMBER:** A text input field.
- PPO No.:** A text input field.
- BeamsAmount:** A text input field.
- GROSS Total:** A text input field.
- Buttons:** Three buttons labeled 'INNER', 'ABSTRACT', and 'ECS' are located at the bottom of the form. An orange arrow points to the 'ECS' button.
- Footer:** A blue bar at the bottom of the page reads 'PENSIONERS EL ENCASHMENT (For Settlement)'.

6. Enter **BeamsBillNumber**, if **E-Salary** and **BeamsGross amount** matches then you're allowed to take **Inner, Outer** and **ECS** Statement.

**PaySoft**
GOVERNMENT OF PUDUCHERRY

MASTER ▾ PAY TRANSACTION ▾ SHORTTERM ADVANCE ▾ PROCESS(PAY/DA/BONUS) ▾ CLAIMS ▾ REPORTS ▾ **SIGN OUT**

CASH EQUIVALENT TO LEAVE SALARY(for settlement) **LOG OUT**

Choose Option: Regular

EMPLOYEE CODE: R19780063 PPO No.: 123456 GROSS Total: 583917

BEAMS BILL NUMBER: BeamsAmount:

INNER ABSTRACT ECS

PENSIONERS EL ENCASHMENT (For Settlement)

PENSION NUMBER	EMPLOYEE NAME	DATE OF RETIREMENT	EL	HPL	AMOUNT
123456	BALAKRISHNAN [HC 1658]	31/05/2022	250	50	583917

