

Government of Puducherry

Standard Operating Procedure – Elections 2024 Updatons

1. DDOs will login into the system by PayClerk role.

PaySoft
GOVERNMENT OF PUDUCHERRY

Main Menu

DEPARTMENT LOGIN

DDO CODE: 1000
EMPLOYEE CODE: RD0115
USER NAME: PayClerk
PASSWORD: *****
VERIFICATION CODE: K 2 C C P
ENTER VERIFICATION CODE:
Login

Your Account will Be Locked after 5 Failure Attempts In Case Account Locked Contact NIC To Release it

Change the Default Password. Keep Changing the Password !!!

2. Select Pay Transaction → Election Entry 2024 screen

PaySoft
GOVERNMENT OF PUDUCHERRY

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

Deputy Collector (Excise), Pondicherry

Personal Entry
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
Election Entry 2024
Election2024 Employee's List
Yearly Expenditure Statement

3. Enter Employee code if not known provided in the below Grid with all details like employee code, Employee Name, Designation etc.

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

Election Information Entry

Personal Details

Employee Code: **Fetch**

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: No Gender: MALE

Mobile No.: Email Id:

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

EPIC Id:

Home Constituency: Select Option Home Booth No.:

Working Constituency: Select Option Working Booth No.:

Grid View

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

4. Enter all the details in the all the text box given below for all mandatory fields.
5. If the Employee if female –
 - i. Pregnant/Lactating Women is enabled if YES select YES.
(Default NO)
 - ii. Enter Home booth No which is Mandatory for female employees.

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

Physically Challenged: No Gender: FEMALE

Mobile No.: 9791942480 Email Id: jppuduvai@gmail.com

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

EPIC Id:

Home Constituency: Select Option Pregnant/Lactating women: No

Working Constituency: Select Option Home Booth No.:

Working Booth No.:

6. If the Employee belongs to Mahe or Yanam Region then both Home booth No. and Working Booth No. is mandatory.
7. For all employees Home Constituency and Working Constituency is Mandatory.
8. If the Employee is disabled then select the type of disability and percentage of disability.

Designation: HEAD CONSTABLE

Esalary Details Update (Note: Only change in personal entry screen.)

Physically Challenged:

Mobile No.:

Election Details Update (Polling)

EPIC Id:

Home Constituency:

Working Constituency:

Disability Type :
 Cerebral Palsy
 Chronic Neurological Conditions
 Deaf
 Dwarfism
 Hard of Hearing
 Hemophilia
 Intellectual Disability
 Leprosy Cured
 Locomotor disability
 Low Vision
 Mental Illness
 Multiple Disability
 Multiple Sclerosis
 Muscular Dystrophy
 Other
 Parkinson's Disease
 Sickle Cell Disease
 Specific Learning Disability
 Speech and Learning Disability
 Thalassemia
 --select option --

Disability(in%) :

Gender: MALE

* Email Id:

* Home Booth No.:

* Working Booth No.:

9. DDOs are given to download report via Pay Transaction menu → Election 2024 Employee List.

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

Election 2024 View Employee's Details

Show 5 entries

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	AME.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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