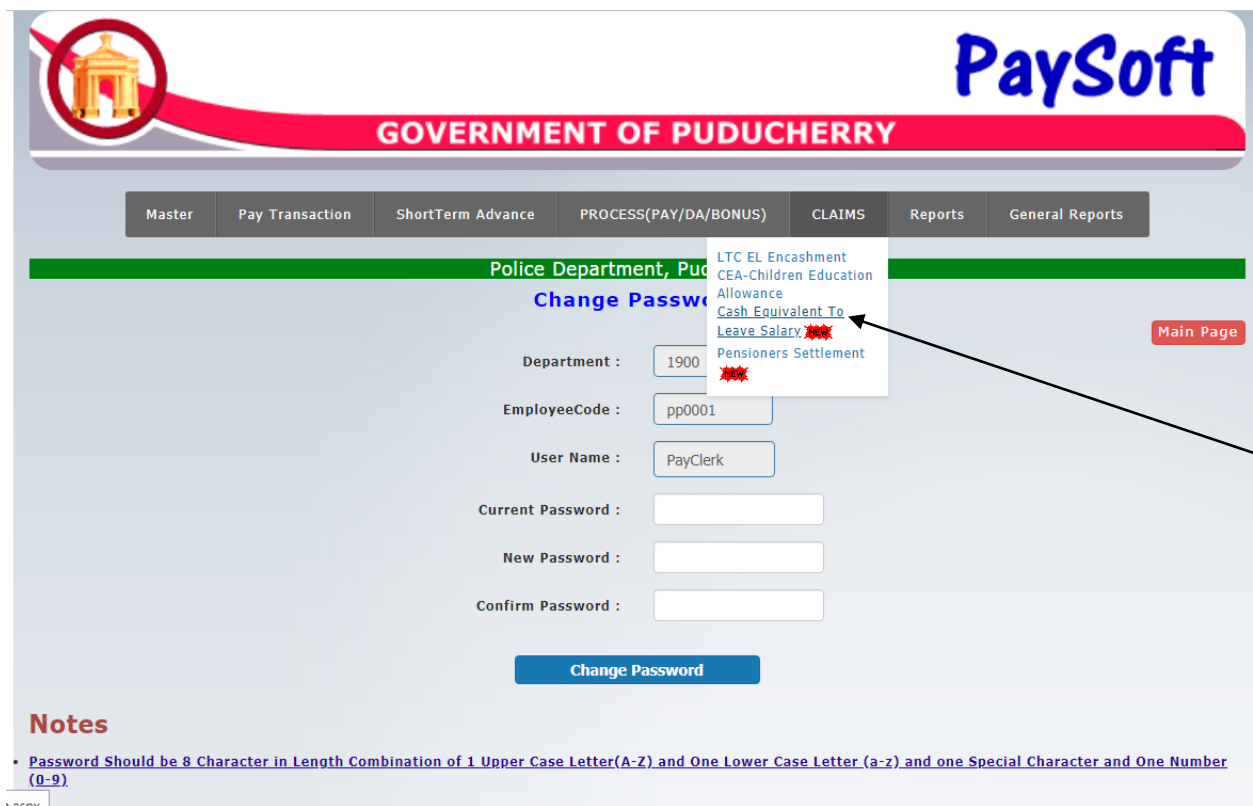


USER Manual

Cash Equivalent of Leave Salary (Pensioners)

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



The screenshot displays the PaySoft Government of Puducherry portal. At the top, there is a logo of a temple and the text "PaySoft" in blue. Below this is a red banner with "GOVERNMENT OF PUDUCHERRY". A navigation bar contains several tabs: Master, Pay Transaction, ShortTerm Advance, PROCESS(PAY/DA/BONUS), CLAIMS, Reports, and General Reports. The "CLAIMS" tab is selected, and a dropdown menu is open, showing options: LTC EL Encashment, CEA-Children Education Allowance, Cash Equivalent To Leave Salary (highlighted with a red arrow), and Pensioners Settlement. Below the dropdown, the "Change Password" form is visible. It includes fields for Department (1900), EmployeeCode (pp0001), User Name (PayClerk), Current Password, New Password, and Confirm Password. A "Change Password" button is at the bottom of the form. A "Main Page" button is also visible on the right. At the bottom, there is a "Notes" section with a bullet point: "Password Should be 8 Character in Length Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)".

PaySoft

GOVERNMENT OF PUDUCHERRY

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

Police Department, Puc

Change Password

Department : 1900

EmployeeCode : pp0001

User Name : PayClerk

Current Password :

New Password :

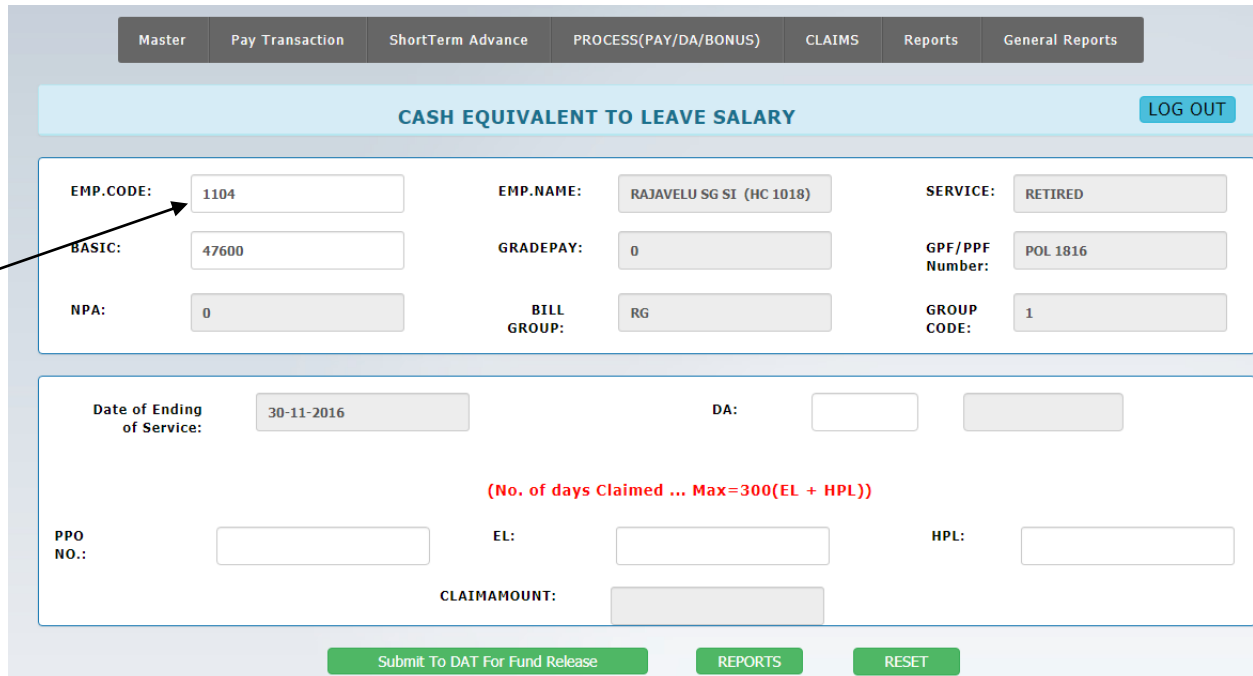
Confirm Password :

Change Password

Notes

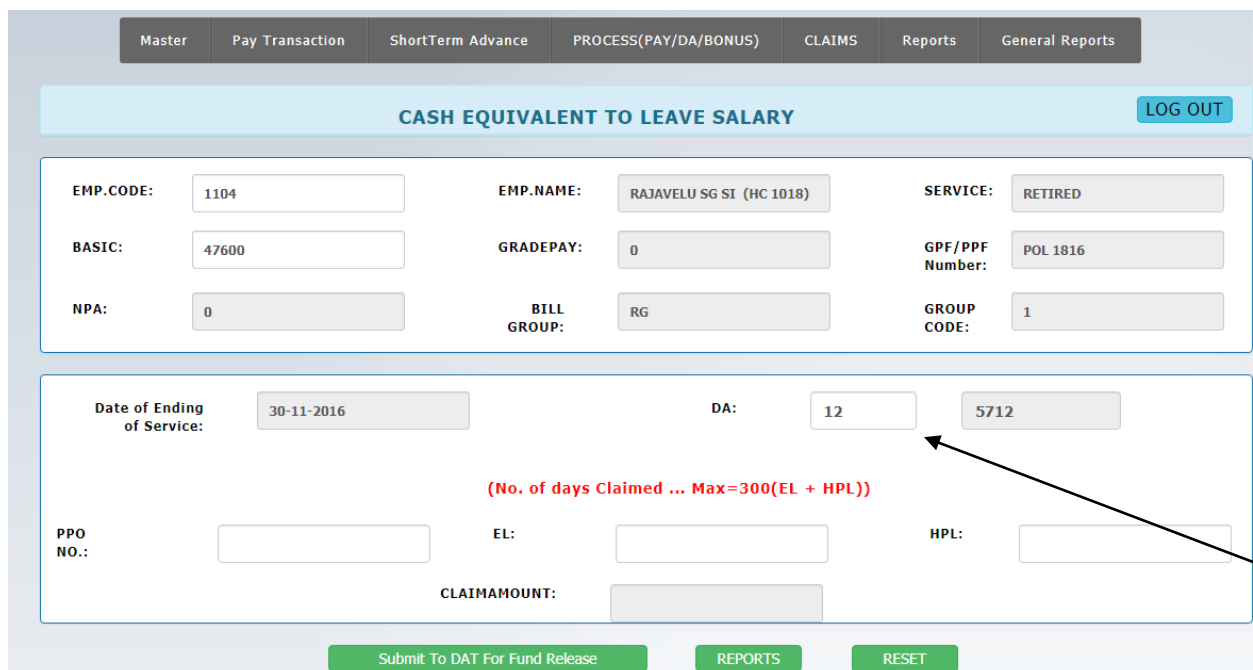
- Password Should be 8 Character in Length Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)

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.



The screenshot shows a web application interface for 'CASH EQUIVALENT TO LEAVE SALARY'. At the top, there is a navigation bar with tabs: Master, Pay Transaction, ShortTerm Advance, PROCESS(PAY/DA/BONUS), CLAIMS, Reports, and General Reports. Below this is a header bar with the title 'CASH EQUIVALENT TO LEAVE SALARY' and a 'LOG OUT' button. The main form area is divided into two sections. The top section contains employee details: EMP.CODE (1104), EMP.NAME (RAJAVELU SG SI (HC 1018)), SERVICE (RETIRED), BASIC (47600), GRADEPAY (0), GPF/PPF Number (POL 1816), NPA (0), BILL GROUP (RG), and GROUP CODE (1). The bottom section contains service details: Date of Ending of Service (30-11-2016), DA (empty), PPO NO. (empty), EL (empty), HPL (empty), and CLAIMAMOUNT (empty). A red text label '(No. of days Claimed ... Max=300(EL + HPL))' is positioned above the EL and HPL fields. At the bottom of the form, there are three buttons: 'Submit To DAT For Fund Release', 'REPORTS', and 'RESET'.

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



The screenshot shows the same web application interface as before, but with the DA field now containing the value '12'. The adjacent field for the calculated DA value now displays '5712'. An arrow points to the DA field. The rest of the form, including the employee details and service details, remains the same. The buttons at the bottom are also the same.

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**.

The screenshot shows a web form titled "CASH EQUIVALENT TO LEAVE SALARY" with a "LOG OUT" button in the top right. The form is divided into two main sections. The top section contains fields for EMP.CODE (1104), EMP.NAME (RAJAVELU SG SI (HC 1018)), SERVICE (RETIRED), BASIC (47600), GRADEPAY (0), GPF/PPF Number (POL 1816), NPA (0), BILL GROUP (RG), and GROUP CODE (1). The bottom section contains Date of Ending of Service (30-11-2016), DA (12), and a value of 5712. Below these is a red text instruction: "(No. of days Claimed ... Max=300(EL + HPL))". The PPO NO. field contains 123456, EL contains 200, and HPL contains 50. The CLAIMAMOUNT field shows 399840. At the bottom are three buttons: "Submit To DAT For Fund Release", "REPORTS", and "RESET". Three black arrows point to the PPO NO., EL, and HPL input fields respectively.

EMP.CODE:	1104	EMP.NAME:	RAJAVELU SG SI (HC 1018)	SERVICE:	RETIRED
BASIC:	47600	GRADEPAY:	0	GPF/PPF Number:	POL 1816
NPA:	0	BILL GROUP:	RG	GROUP CODE:	1

Date of Ending of Service:	30-11-2016	DA:	12	5712	
(No. of days Claimed ... Max=300(EL + HPL))					
PPO NO.:	123456	EL:	200	HPL:	50
CLAIMAMOUNT:		399840			

Submit To DAT For Fund Release REPORTS RESET

5. Then click **submit to DAT for Fund Release** button for Fund Release

This screenshot is identical to the one above, showing the same form with the same data. A single black arrow points to the "Submit To DAT For Fund Release" button at the bottom of the form.

EMP.CODE:	1104	EMP.NAME:	RAJAVELU SG SI (HC 1018)	SERVICE:	RETIRED
BASIC:	47600	GRADEPAY:	0	GPF/PPF Number:	POL 1816
NPA:	0	BILL GROUP:	RG	GROUP CODE:	1

Date of Ending of Service:	30-11-2016	DA:	12	5712	
(No. of days Claimed ... Max=300(EL + HPL))					
PPO NO.:	123456	EL:	200	HPL:	50
CLAIMAMOUNT:		399840			

Submit To DAT For Fund Release REPORTS RESET

6. Approved and Unapproved Employee lists can be seen through

REPORTS

CASH EQUIVALENT TO LEAVE SALARY **LOG OUT**

EMP.CODE:	1104	EMP.NAME:	RAJAVELU SG SI (HC 1018)	SERVICE:	RETIRED
BASIC:	47600	GRADEPAY:	0	GPF/PPF Number:	POL 1816
NPA:	0	BILL GROUP:	RG	GROUP CODE:	1

Date of Ending of Service:	30-11-2016	DA:	12	5712
----------------------------	------------	-----	----	------

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

PPO NO.:	123456	EL:	200	HPL:	50
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CLAIMAMOUNT: 399840

Submit To DAT For Fund Release **REPORTS** **RESET**

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

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

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

*Click **REPORT** , which will show list of All Employees.

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

FROM DATE:	dd/mm/yyyy	TO DATE:	dd/mm/yyyy	DDOCODE:	1900
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Approved Employees List **Unapproved Employees List** **REPORT**

6. after DAT had Released the fund, you have to enter **Pensioners Settlement** Option for taking Reports (**INNER, OUTER, ECS**) Generation.

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

Police Department, Puc

Change Password

Department : 1900

EmployeeCode : pp0001

User Name : PayClerk

Current Password :

New Password :

Confirm Password :

Change Password

Notes

Password Should be 8 Character in Length Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)

7. You have to **choose employee code** 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**.

CASH EQUIVALENT TO LEAVE SALARY(for settlement) LOG OUT

EMPLOYEE CODE: Select

PPO No.:

GROSS Total:

BEAMS BILL NUMBER:

BeamsAmount:

INNER ABSTRACT ECS

PENSIONERS EL ENCASHMENT (For Settlement)

8. Enter **Beams Bill Number**, if E-Salary and Beams Gross amount matches then you're allowed to take Inner ,Outer and ECS Statement.

CASH EQUIVALENT TO LEAVE SALARY(for settlement)

LOG OUT

EMPLOYEE CODE:1240

PPO No.:NPS1111

GROSS Total:100

BEAMS BILL NUMBER:

BeamsAmount:

INNER

ABSTRACT

ECS

PENSIONERS EL ENCASHMENT (For Settlement)

PENSION NUMBER	EMPLOYEE NAME	DATE OF RETIREMENT	EL	HPL	AMOUNT
NPS1111	DAYALAN.M ASI	31/03/2017	200	100	404250