



# **Subsistence** Allowance Bill Process





## Integrated Finance and Human Resource Management System

# (For DDO Users in Tanglish)

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#### **Change Record**

Date	Author	Version	Change Reference
20-May-2020	Manikandan C	1.0	Initial Draft (Tamil)
20-May-2020	Manikandan C	1.0	HR Entry Screenshots for Explanation (Tamil)
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#### Reviewers

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#### **Requirement Discussion Panel**

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1.		
2.		
3.		
4.		

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### Subsistence Allowance bill process



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#### Subsistence Allowance bill process



#### **1.** Introduction

#### **1.1** Purpose

This document will provide the detailed Instructions to Create the CPS Final Settlement Bill Process In the IFHRMS Application.

Proceeding order entry Subsistence Allowance Entry Subsistence pay Certificate Entry

Following IFHRMS Roles/ Users will have the access to the above Processes:

For Subsistence Allowance bill process Initiation –Accountant / Assistant from the respective Section

For Verification & Approval Process only - **Superintendent (or) The Equivalent officer of the Section to Verify and DDO to Approve the Process.** 

#### **1.2** Document Conventions

The format of this manual is simple.

- Bold face with **blue color highlights** is label or field name.
- Red box is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.



#### 2. Flow Chart





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Page 1





#### 3. Subsistence HR Entry

#### 3.1 For Subsistence Employee Not having Employee ID

(பிழைப்பூதியம் பெறும் பணியாளருக்கு, பணியாளர் எண் இல்லையென்றால் எப்படி உருவாக்குவது?)

பிழைப்பூதியம் பெறும் பணியாளருக்கு Subsistence Allowance Bill தாயார் செய்வதற்கு பணியாளர் எண் இல்லையென்றால், கீழ்காணும் வழிமுறையை பின்பற்றவும்

Approval Group Icon இருக்கும் IDஐ Login செய்து GTN Functional Administrator Department → Click Home→ Click Suspension Employee Creation WebADI → Click Call web ADI → Enter Details (Must enter Bank Account Details, Date Format should be 01-Jul-2020) - Upload. Then Employee ID will be Created and You can view it in payroll

∽ Note: Proceeding Order Will be Processed When creating Employee through

Webadi. Dirctly Proceed the Subsistence Allowance Entry

∽ Note: Kindly Check the Last Paydrawn Particulars and Pay amount & Pay

Band of Employee before proceeding the Suspension Entries

(If Employee Pay is amount Wrong, then Update it Using Human Reasource→GTN Pay services→Update Salary It should be done before the Suspension Entry)

(Employee Pay Amount should be Full Pay Don't give the Suspension Amount)

6<sup>th</sup> Pay – If Employee Pay band is 6<sup>th</sup> Pay Commission Grade pay should not be

add with Pay Amount. Pay should be given alone with Correct Pay Band)

**Grade Pay** 

Grade Pay- If Employee Pay band is 6th Pay Commission, Grade pay element

must be added in elements

**Eligible Allowance Amount–** Subsistance Eligible allowance should be given as 50% or 75 % like this don't enter the % amount

→HRA &CCA – If the Employee Getting HRA &CCA in Suspension period, then it will not eligble after the Retirement Date.





3.2 For Subsistece Employee have Employee ID (Regular Process) (பணியாளர் எண் இருக்கும் ஒரு பணியாளரை Suspended Employee ஆக மாற்றுவது எப்படி?)

- i. HRMS →Discplinary Actions → Suspension → Proceeding order entry → Employee ID → Go → Action→ Create → Enter Suspension Order Entry → Review → Approval Group → Submit → complete Verify and Approval.
- ii. HRMS →Discplinary Action → Suspension → Subsistence Allowance Entry → Employee ID → Go → Action→ Create → Enter Subsistence Allowance Entry (50% or 75%) → Review → Approval Group → Submit → complete Verify and Approval.
- iii. After this, HRMS →Discplinary Action → Suspension → Pay Certificate Entry → Employee ID → Go → Action → Create → Enter Pay Certificate Entry (Monthly Needs to be done this entry before supplementary run) → Review → Approval Group → Submit → complete Verify and Approval.
- iv. Dues Deduction Entry செய்ய Finance→Payroll Service→Dues deductionல் Entry செய்து 3 level Approve செய்யவும்.



#### 3.2.1 Proceeding Order Entry







Step	Action
1.	முதலில்User Name field ஐClick செய்யவும்.
	User Name
2.	User Name field ல்தங்களுடையUser Name ஐEnter செய்யவும். உதாரணம் Enter " <b>1602000084</b> ".
	User Name
3.	<b>Password</b> field ல்தங்களுடைய Password ஐ Enter செய்யவும். உதாரணம் Enter " <b>*****</b> ".
	Password
4.	Username & Password-ஐபதிவுதெய்தபின்பு <b>Login</b> button-ஐஅழுத்தவும். <mark>Login</mark>



Step	Action
5.	•
6.	HR Initiatorல் <b>Human Resource</b> என்ற Button ஐ <b>Click</b> செய்யவும்
7.	இப்போது காணும் திரையில் <b>Disciplinary Actions</b> Button ஐ <b>Click</b> செய்யவும். Discplinary Actions → Suspension → Proceeding order entry → Employee ID → Go → Action→ Create → Enter Suspension Order Entry → Review → Approval Group → Submit → complete Verify and Approval

Leave Process Employee Bills and .. Advances GTN Pay Service Schemes Claime Pre-retirement Actions Suspension Proceeding Order Employee Search Requery My Saved List Back To Hor Person Type 
V Advanced Search Revision of Subsistence Allowance Entry Specify search criteria to filter from the listed Employees ubsistence Pay ertificates Entry Match 

All

Anv Revocation Order Entry Regularization of Suspension Period Posting Order Entry oining Report Entry ansit period details try Employee ID Name Office Name Post Action Details No search conducted. ory wait Period

Step	Action
8.	"Employee ID" type செய்து "Action" Click செய்யவும்.



Step	Action
9.	"Create" Click செய்யவும்.







Step	Action	
10.	இப்போது தோன்றும் Window ல் தேவையான விவரங்களை பூ	<u></u> ுர்த்தி
	செய்யவும். ( <mark>*</mark> கண்டிப்பாக)	



Step	Action
11.	இப்போது திரையில் தோன்றும் " <mark>Approval Group</mark> " ஐ Select செய்யவும்

Proceeding Order Entry	Employee Details	Back	Submit	Can
Subsistence Allowance Entry Revision of Subsistence Allowance Entry Subsistence Pay Certificates Entry Revocation Order Entry	Employee ID         202021038662         Employee Name         Sunith Aklin Mabel WS           Office         AVIT LAND GRABBINO         Category         SI           Office         AVIT LAND GRABBINO         Category         SI           Office         Avit LAND GRABBINO         Category         SI           Office         Fill State         Sing State         Sing State           Office         Fill State         Sing State         Sing State           Employee Type         TH Government Servant         Date of Birth         06-May-1976			
Regularization of Suspension Period Posting Order Entry Joining Report Entry Transit period details entry Compulsory wait Period Entry	Suspension - Proceeding Order Transaction Number 137026 Order Number 2592019 Order take 25-tuk-2019 Date on which placed under suspension 25-tuk-2019 Date on which placed suspension 70AM FN Head Quarters During Suspension DPO Pensity			
	Approval Hierarchy			
	Initiator/Verifier/Approver Group			
	8 annual 1997			

Step	Action
12.	பின்புதோன்றும் <b>Window</b> ல் "Add Attachment" ஐ Select செய்யவும்.

ining Report Entry		aber 15/020							
	Order Numl	aber 259/2019							
ansit period details	Order Dr	Date 25-Jul-2019							
try	Date of order serv	rved 25-Jul-2019							
mpulsory wait Period	Date on which placed under suspensi	sion 26-Jul-2019							
.try	Date of Suspension FN//	I/AN FN							
	Head Quarters During Suspensi	aion DPO							
	Pena	alty							
	Approval Hierarchy		Approval Hierarchy						
	Approval Hierarchy								
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval G Please select the approval group and wait for	P Group - HRMS-COMM-SR - 33797 • r the List of Performers to be populated below. S	Submit the transaction only when the List of Perfo	mers are populated, to ave	yid missing notific	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval C Please select the approval group and wait for List of Performers	P Group - HRMS-COMM-SR - 33797 ▼ r the List of Performers to be populated below. S	Submit the transaction only when the List of Perfo	rmers are populated, to ave	oid missing notific	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval C Pesse select the approval groups and wait for List of Performers Approved Level	P Group - HRMS-COMM-SR - 33797 * ] r the List of Performers to be populated below. S Position	Submit the transaction only when the List of Perfo	mers are populated, to avo	old missing notific	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval C Please select the approval group and wait for t List of Performers Approval Level 1	P Group - HRMS_COMM_SR - 33797 ▼ The List of Performers to be populated below. S Position Junicr Assistant; (1111225	Submit the transaction only when the List of Perfo	Approval Pending 22010497025	old missing notific With	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group <sup>a</sup> Approver Groups <u>Common Approval C</u> Please select the approval group and wait for List of Performers Approval Level 1	P Group - HRMS-COMM-SR - 33797 • The List of Performers to be populated below. S Position Junior Assistant  (1111225	Submit the transaction only when the List of Perfo	Mers are populated, to ave Approval Pending 22010497025	oid missing notific With	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Commo Approval Pease select the approval group and wall for List of Performers Approval Level 1 Attachment File	P Group - HRMS-COMMASR - 33797 ¥ e the List of Performers to be populated below. S Position Junior Assistanti (1111225	Submit the transaction only when the List of Perfo	Approval Pending 22010497025	old missing notific With	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval C Please select the approval group and wait for List of Performers Approval Level 1 Attachment File	P Group-HRINS-COMM-SR - 33797 <b>T</b> The List of Performers to be populated below. S Position Junior Assistant (1111225	Submit the transaction only when the List of Perfo	Approval Pending 22010497025	old missing notific With	ations.			
	Approval Hierarchy Initiator/Verifier/Approver Group <sup>a</sup> Approver Groups <u>Common Approval C</u> Please select the approval group and wat for List of Performers Approval Level 1 Attachment File	P Group - HRMS-COMM-SR - 33767 T (the Last of Performers to be populated below. S Position Junior Assistant; (1111225	Submit the transaction only when the List of Perio	Approval Pending 22010497025	old missing notific With	ations.			
[	Approval Hierarchy Initiator/Verifier/Approver Group * Approver Groups Common Approval Pease select the approval group and walt for List of Performers Approval Level 1 Attachment File The Day Days Common Approval to the approval of the approval of the approval to the approval of the approval of the approval the approval of the approval of the approval of the approval the approval of the approval of	P Group - HRMS-COMMASR - 33797 ▼ I the List of Performers to be populated below. S Position Junior Assistant  (1111225 	Submit the transaction only when the List of Perfo	Approval Pending 22010497025	oid missing notific With	poloto	Publish to Catalog		

Step	Action
13.	இப்போது "CHOOSE FILE" ல் document ஐ attach செய்து Apply Click செய்யவும்.

C Disciplinary Actions	re Process Employee Bills and	GTN Pay Service	Advances	Claims	Schemes	Pre-retirement
Disciplinary Actions Suspension						
Add Attachment						Cancel Add Another Apply
Add Desktop File/ Text/ URL   Attachment Summary Information						
Title Description		4				
Category Miscellane	eous					
Define Attachment						
	Type  File Choose F URL Short Text	ile No file chosen				

Step	Action
14.	இப்போது " <mark>SUBMIT</mark> " Option ல் கிளிக் செய்யவும்.



Step	Action
15.	இப்பொழுது Verifier ID Login செய்து Notification Window ல் Suspension Proceeding Order Entry is Pending for Verification என்ற link ஐ Click செய்து Verify செய்யவும்.
16.	இப்பொழுது Approver ID Login செய்து Notification Window ல் Suspension Proceeding Order Entry is Pending for Approval என்ற link ஐ Click செய்து Approve செய்யவும்.

∽ Note: After the Proceeding Order Entry Employee Status will be changed as Subsistence-Stop Payment if Status not changed check Proceeding Order 3 Level Approval Completion.

#### 3.2.2 Subsistence Allowance Entry







Step	Action					
1.	இப்போது	திரையில்	உள்ள Hum	an Resource	e→Disci	plinary
	Actions→	Suspension→	Subsistence	Allowance	Entry	Select
	செய்யவும்.					



Step A	Action
2. (*	இப்போது  திரையின் தேவையான விவரங்களை பூர்த்தி செய்யவும் *கண்டிப்பாக).

Decisionary Action     Suspension       Proceeding Order Entry     Review O Datalis       Review O Substance Allowance Entry     Employee Do 2000103062       Substance Entry     One All'Lubio GRABBINO Category Si Johing Date I SA-2004 Grante Entry       Review O Substance Allowance Entry     Pett Substance Date of Bink O Category Si Johing Date I SA-2004 Grante Entry       Review O Substance Allowance Entry     Employee Type TN Government Servant Substance O Pricej Bingborge Type TN Government Servant       Review O Substance Allowance Entry     Substance Date of Bink O Category Si Johing Date I Show O Pricej Bingborge Type TN Government Servant       Review O Substance Substance Allowance Entry     Employee Type TN Government Servant       Substance Allowance Entry     Substance O Pricej Bingborge Type TN Government Servant       Substance Allowance Entry     Substance O Allowance Entry       Jana Report Entry     Tanastario of Substance Bingborger Type TN Government Servant       Substance Allowance Entry     Substance Bingborger Type TN Government Servant       G	Disciplinary Actions	Leave Process	Employee Bills and Other Prod	BIMEPay Service	Advances	Claims	Schemes	Pre-retirement	Reports	Post Mapping
Procession Order Entry         Employee Details         Centry III Statistication Details         Employee Details         Employee Details         Employee Details         Centry III Statistication Details         Employee De	Disciplinary Actions Suspe	ension								
Allowance Entry     Employee 10     2001/000202     Employee Name Sunta Akilin Nacei Vis       Revision of Substance     Office ANT LAND GRABBINS WING     Category 81     Userson       Bubalaces Entry     Press     Substance O Police (1104/2)     Userson     Userson       Reducation Criter Entry     Employee Type     Til Comment Senset     Userson       Reducation Criter Entry     Employee Type     Til Comment Senset     Userson       Reducation Criter Entry     Substance Allowance Entry     Date of Bind Out Allow 100     Userson       Reducation Criter Entry     Substance Allowance Entry     Date of Bind Out Allow 100     Substance Allowance Entry       Reducation Criter Entry     Substance Allowance Entry     Substance Allowance Entry     Substance Allowance Entry       Parting Core Entry     Transit priorid details     (Proceeding Order Entry)     Substance Allowance Entry       Janing Report Entry     Transit priorid details     "Core Market Bind Bind Bind Bind Bind Bind Bind Bind	Proceeding Order Entry Subsistence	Employee Details								Review Cancel
Biguaration of Substance Allowance Entry         Additional Details (Proceeding Order Entry)           Posting Order Entry         Transaction Number         Substance Allowance Entry           Joing Report Entry         Transaction Number         Superscion Reference Number           Joing Report Entry         * Superscion Reference Number         Superscion Reference Number           Joing Report Entry         * Eligible subsistence allowance         Date of Order Served           Computory was Refor         * Order Date         B           Entry         * Order Date         B	Allowance Entry Revision of Subsistence Allowance Entry Subsistence Pay Certificates Entry Revocation Order Entry	Employe Or Employee I Employee T Retirement I	e ID 22021039862 ffice ANTI LAND GRABBING WING Post Sub inspector Of Poloe   1180421 Yppe TN Government Servant Date	Employee Name Category Joining Date Grade Date of Birth	Sunitha Akilin Ma Si 15-Aug-2004 TNGS Time Scale 110800) 08-May-1976	bel WS a Level 18 (38900 -				
Head Quarters During suspension	Regularization of Suspansion Period Posting Order Entry Joning Report Entry Transit period details entry Compulsory wait Period Entry	Subsitence Allowance Transaction N * Suspension Order F * Eligible subsitence allo * Order N * Ord Order N	Entry           dumber         5700           Kef. No.		d	Additional Details (Procee Suspension R Suspensio Date Date on which placed unders Date on which placed unders Head Quarters Do	ding Order Entry) eference Number n Reference Date or of Order Served nder suspension spension FN/AN wring Suspension			



Step	Action	TRU
3.	Suspension Order Ref. No. ல் "Search Reference Order Number"ஐ search செய்து, Suspension Order Ref. No. ஐ Select செய்யவும்	

9	Search and Select List of Values - Google (	Chrome	- 0	×		
	ebsprd.karuvoolam.tn.gov.in/OA_H	TML/cabo/jsps/a.jsp?_t=fredRC&enc=U	TF-8&_minWidth=750&_minH	Q		
Se	arch and Select: Suspension Ord	er Ref. No.	Cancel	Select		
Se	arch					
т Se Re	To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button. Search By Suspension Order Ref. No. ▼ 580/13 Go Results					
	Quick Select	Suspension Order Ref. No.				
	<b>1</b>	580/13				

Step	Action
4.	விவரங்களை பூர்த்தி செய்து, <mark>Review</mark> Click செய்து <mark>Approval Group</mark> Select செய்யவும்.

Disciplinary Actions	Leave Process Err	nployee Bills and Other Prode	Elberay Service	Advances	Claims	Schemes	Pre-retirement	Reports	Post Mapping
Disciplinary Actions Susp	ension								
Proceeding Order Entry	Employee Details								Review Cancel
Subsistence Allowance Entry Revision of Subsistence Allowance Entry Subsistence Pay Certificates Entry Revocation Order Entry	Employee ID Office Dimage Post Employee Type Retirement Date	22021039662 ANTI LAND GRABBING WING Sub Inspector Of Police  [1180421 TN Government Servant	Employee Name Category Joining Date Grade Date of Birth	Sunitha Akilin Ma SI 15-Aug-2004 TNGS Time Scale 118800) 08-May-1978	bel WS Lavel 18 (36900 -				
Regularization of Suspension Period Posting Order Entry	Subsitence Allowance Entr	гу			Additional Details (Proceed	ling Order Entry)			
Joining Report Entry Transit period details entry	Transaction Numbe * Suspension Order Ref. No * Eligible subsistence allowand	er 5700 o. 580/13 se 50		≥ ¢	Suspension Re Suspension Date	ference Number 580/13 Reference Date 30-0CT-2/ of Order Served 30-0CT-2/	013 013		
Compulsory wait Period Entry	Order Numbe	er 121 te 30-Jul-2019 lib (*) are mandatory.			Date on which placed un Date on which placed under su Head Quarters Du	der suspension 30-OCT-2 spension FN/AN AN ing Suspension Yes	013		
	Return to Previous Page								

				SOVERY SOVERY
Proceeding Order Entry Subsistence Allowance Entry Revision of Subsistence Alowance Entry Subsistence Pay Certificates Entry Revocation Order Entry	Employee Details Employee ID 20201036022 Office AVIT LAND GRABBING WING Posts 199421 Employee Type TN Government Servart Referement Date	Employee Name Category Joining Date Grade Date of Birth	Suntha Aklin Mabel WS SI 15-Jug-204 115503 The Scale Level 18 (35000 - 115550) 00-Jay -1775	Back Submit
Regularization of Suspension Period Posting Order Entry Joining Report Entry Transit period details entry Compulsory welt Period Entry	Subsitence Allowance Entry Transaction Number 5701 Suspension Order Ref. No. 560 Eligible subsistence 30 Order Number 121 Order Dub 30-U/-2019		Additional Details (Proceeding Order Entry) Suspension Reference Number 500 Suspension Reference Date 30-007-2013 Date of Order Served 30-007-2013 Date on which placed under suspension 30-007-2013 Date on which placed under suspension 7NDAN A/I Head Quarters During Suspension Yika	
	Approval Hierarchy Initiator/Verifier/Approver Group ^ Approver Groups Please seed the approvel group and wait for the List of Performers to Attachment File	) be populated below. Subm	the transaction only when the List of Performers are populated, to avoid missing notifications.	

Step	Action
5.	பின்புதோன்றும் <b>Window</b> ல் "Add Attachment" ஐ Select செய்யவும்.

Subsitence Allowance E	Subsitence Allowance Entry Additional Details (Proceeding Order Entry)										_	
Transaction Number 5701						Suspension Reference Number: 580						
Suspension Order Ref.	No. 580					Suspension Reference	ce Date 30-0	CT-2013				
Eligible subsistence allowar	nce 50					Date of Order	Served 30-0	CT-2013				
Order Num	ber 121				Date or	n which placed under susp	ension 30-0	CT-2013				
Order D	ate 30-Ju	-2019			Date on which	placed under suspension	EN/AN AN					
					н	lead Quarters During Susp	ension Yes					
Initiator/Verifier/Approve	r Group	२ ▼										
Please select the approval group ar List of Performers Approval Level	nd wait for t	he List of Performers to b	e populated below. Sub	mit the transaction	only when the Lis	t of Performers are populate	d, to avoid mi Appi	ssing notificatio	vith			
1		Su	perintendent   1105883				2201	0270150				
Attachment File												
Add Attachment												
Title	Туре	Description	Category	Last Update	ed By	Last Updated		Usage	Update	Delete	Publish to Catalo	9
Return to Previous Page											Back Submi	t Cancel

Step	Action
6.	இப்போது "CHOOSE FILE" ல் document ஐ attach செய்து Apply Click செய்யவும்.

Disciplinary Actions Suspension Add Attachment		Cance] Add Another Apply
Add Desktop File/ Text/ URL V		
Attachment Summary Information		
Title Description Category Miscellaneous		
Uprine Attachment Type # Fie URL Short Text	Choose File No file chosen	





Step	Action
7.	இப்போது "SUBMIT" Option ல் Click செய்யவும்.

Disciplinary Actions	Leave Process Employ	yee Bills and G	iTN Pay Service	Advances	Claims	Schemes	Pre-refirement	Reports	Post Mapping
Disciplinary Actions Suspection Proceeding Order Entry Subsistence Allowance Entry Revision of Subsistence	Confirmation Attachment 20190801150943.dock ha Employee Details	as been added successfull	y but not committed; it would it	e committed whe	an you commit the rest of the curren	t transaction.			Back Submit Cancel
Allowance Entry Subsistence Pay Certificates Entry Revocation Order Entry Regularization of Suspension Period Bertine Order Entry	Employee D 2021/03902 Employee D 2021/03902 Employee Name Office AITLIANO GRABING Category Windo Of Police Integrating Poet Sub inspector Of Police Employee Type Th Government Servant Date of Birth Reference Date				label WS He Level 18 (38900 -				
Joining Report Entry Joining Report Entry Transit period details entry Compulsory wait Period Entry	Subsitence Allowance Entry Transaction Number Suspansion Order Ref. No. Eligible subsistence allowance Order Number Order Date	5701 580 50 121 30-Jul-2019			Additional Details (Proceed Suspension Re Suspension Date Date on which placed under su Head Quarters Du	ding Order Entry) derence Number 580 I Reference Date 30-OCT-20 of Order Served 30-OCT-20 of order Suspension 30-OCT-20 spension FN/AN AN ring Suspension Yes	13 13 13		
	Approval Hierarchy Initiator/Verifier/Approver Gro	oup							

Step	Action
8.	இப்பொழுது Verifier ID Login செய்து Notification Window ல் Suspension Allowance Entry is Pending for Verification என்ற link ஐ Click செய்து Verify செய்யவும்.
9.	இப்பொழுது Approver ID Login செய்து Notification Window ல் Suspension Allowance Entry is Pending for Approval என்ற link ஐ Click செய்து Approve செய்யவும்.

Step	Action
10.	<b>Revision of Subsistence Allowance</b> இருந்தால் Entry செய்து, 3 level Approve செய்யவும்.



#### **3.2.3 Subsistence Pay Certificate Entry**



1.	இப்போது திரையில் உள்ள Human Resource→Disciplinary Actions→
	Suspension→ Subsistence Pay Certificate Entry Select செய்யவும்.

 Note: Pay Certificate Entry செய்யாவிட்டால் Payroll ல் Supplementary run செய்யும் போது, Encountered Unexpected error Show ஆகும்)
 Note: Pay Certificate Entry மட்டும் மாதந்தோறும் Entry செய்தால் போதும். மீண்டும் அனைத்து entry களையும் செய்ய வேண்டாம்

Disciplinary Actions	Leave Process	Employee Bills and	GTN Pay Service	Advances	Claims	Schemes	Pre-retirement	Reports	Pos	E Mapping
Disciplinary Actions Suspe Proceeding Order Entry Subsistence Allowance Entry Revision of Subsistence Allowance Entry	Employee Search			Pers TIP Please select a Perso	ion Type 🛛 🔻	modify the search results.		Requery	My Saved List	Back To Home
Subsistence Pay Certificates Entry Revocation Order Entry Regularization of Suspension Period Posting Order Entry Joining Report Entry	Specify search criteria to filter fr Match  All Any Employee ID is Office Name is Post is Ge C	v 2202103666 v Add Another	12 Employee ID V Add							
Transit period details entry Compulsory wait Period Entry	22021039662	Name Sunitha Akilin Mabel WS	Offic	ce Name I LAND GRABBING WING		Post Sub Inspector Of Police   11	80421		Action	Details



		100			Ē		
Disciplinary Actions	s Leave Process Employee Bills and	GTN Pay Service	Advances Claims	Schemes	Pre-retirement	Reports	Post Mapping
sciplinary Actions Susp	sension						
Proceeding Order Entry	Employee Details						_
Subsistence Allowance	Employee ID 22021039882	Employee Name	Sunitha Akilin Mabel WS				_
Endy	Office ANTI LAND GRABS.	ING Category					
Revision of Subsistence Allowance Entry	WING WING Post Sub Inspector Of Pol (1180421	ING Category Joining Date lice  Grade	15-Aug-2004 TNGS Time Scale.Level 18 (38900 - 116800)				
Revision of Subsistence Allowance Entry Subsistence Pay Certificates Entry	Unite ANT LAND GRABS WING Dimage Post Sub Inspector Of Pol (1180421 Employee Type TN Government Sen Retirement Date	ING Category Joining Date ice) Grade vant Date of Birth	15-Aug-2004 TNGS Time Scale Level 18 (38800 - 116800) 08-May-1978				

Step	Action
2.	இப்போது திரையின் தேவையான விவரங்களை பூர்த்தி செய்யவும் (*கண்டிப்பாக).



Step	Action
3.	Month and Yearல் search செய்து select செய்யவும். உதாரணம்: May 2020

Search and Select List of Values - Google Chrome  Search and Select List of Values - Google Chrome  Search and Select List of Values - Google Chrome  Search and Select: Month & Year  Marrized  Search And  Marrized  Search And  Search						<b>1</b>	
	🥹 Search and Select List of Values - Google Chrome			- 0	×	is Schemes	
	ebsprd.karuvoolam.tn.gov.in/OA_HTML/cabo/jsps	/a.jsp?_t=fredRC&e	enc=UTF-8&_minW	dth=750&_minH	Q		
search To find your ten, select a filter item in the publicion list and enter a value in the text field, then select the "Ge" budion. Search By Month & Year  Cuck Select Month & Year MAR-2000	Search and Select: Month & Year			Cancel	Select		
To frid your ten, select a filter item in the pulldown lat and erter a value in the text field, then select the "Go" budion. Search By Morth & Year  Quick Select Month & Year MARK-2000  discussed a Mark - 2000  discuse - 2000  discuse - 2000  dis	Search						
Search py Morith & Year Y MAX-2020 Os Results Quick Select Month & Year MAX-2020 dilitional Details (Proceeding Order Entry) Suspension Reference Nauriber 58013 Suspension Reference Nauriber 30:07:013 Date on Which placed under suspension RMAN AN Head Quarters During Suspension Yes	To find your item, select a filter item in the pulldown list and enter a value in t	the text field, then select the	"Go" button.				
Quick Street         Month & Year           Mark/2020         Stitional Details (Proceeding Order Entry)           Stagension Reference Data         Stagension Reference Data           Date of Order Saved 30-OFT2013         Date on which placed under suspension StorT2013           Date on which placed under suspension StorT2013         Date on which placed under suspension StorT2013	Search By Month & Year 🔻 MAY-2020 Go	]					
Quick Select         Month & Year           Main 4000         Main 4000           Image: Select in the selection of t	Results						
MAX-2000         iditional Details (Proceeding Order Entry)           Suspension Reference Details         Suspension Reference Details           Date of Order Served SpocT2013         Date on which placed under suspension Pio/CT2013           Date on which placed under suspension Pio/CT2013         Details (Proceeding Suspension Pio/CT2013           He on which placed under suspension Pio/CT2013         Details Order Served SpocT2013           He on which placed under suspension Pio/CT2013         Details (Proceeding Suspension Pio/CT2013)	Quick Select	Month & Year					
dditional Details (Proceeding Order Entry) Suspension Reference Number 58013 Suspension Reference Date 30-0CT-2013 Date of Nutrie Served 30-0CT-2013 Date on which placed under suspension FXRN AN Head Quarters During Suspension Yes		MAY-2020					
Suspension Reference Number 58013 Suspension Reference Number 58013 Date of Order Served 30-OCT2013 Date on which placed under suspension 30-OCT2013 ite on which placed under suspension 7NAN AN Head Quarters During Suspension Yes						dditional Details (Proceeding Orde	r Entry)
Buspension References Date 30-027-0319 Date of Order Served 30-027-2313 Date on which placed under suspension SNAM AN Head Quarters During Suspension Yes						Suspension Reference Nu	mber 580/13
Date of Crister Served 30-CCT2013 Date on which placed under suspension FNRM AN Head Quarters During Suspension TVis						Suspension Reference	Date 30-OCT-2013
Later on water passes tables subjects to a subject to a s						Date of Order Se	erved 30-OCT-2013
Head Quarters During Suspension Ves						the on which placed under suspension F	N/AN AN
						Head Quarters During Suspe	nsion Yes

GOVERN



Step	Action
4.	விவரங்களை பூர்த்தி செய்து, <mark>Review</mark> Click செய்து Approval Group Select செய்யவும்.





Step	Action
5.	பின்புதோன்றும் <b>Window</b> ல் "Add Attachment" ஐ Select செய்யவும்.

nary Actions Suspe	Employee Details							Back Submit
in of Subsistence ance Entry istence Pay icates Entry ation Order Entry	Employee ID 22021039682 Office ANT LAND GRU WNG Post Sub Inspector D I1159421 Employee Type T NG Gevenment Retirement Date	Employee Name ISBING Category Policel Joining Date Servant Date of Birth	Sunitha Akiin Mabel WS Si 15-Aug-2004 TNOS Time Scale Level 18 (38600 - 11600) 08-May-1978					
g Order Entry g Report Entry g Report Entry t period details wisory wait Period	Subsistence Pay Certificates Entry Transaction Number Suspension Order Ret No. An Order Ret No. Non-employment certificate produced Continuing to reside at HQ certificate produced Month & Year	4440 680113 Yes Yes MAY-2020	Additional Deta St Date on which pla Head	Is (Proceeding Order Entry) spension Reference Number 580/13 Suspension Reference Data 30-OC Date of Order Served 30-OC ich placed under suspension 30-OC ed under suspension FN/AN AN Quarters During Suspension Yes	8 :T-2013 :T-2013 :T-2013			
	Initiator/Verifier/Approver Group  * Approver Groups (HBA TWO WHEELER  Plasse select the approval group and wait for the List of P List of Performers	erformers to be populated below. Submit	the transaction only when the List of P	erformers are populated, to avoid miss	ing notifications.			
	Approval Level 1 Attachment File	Position Superintendent   11058	33		Approval Pending V 22010270150	With		
I	Add Attachment	cription Category	Last Updated By	Last Undated	Usage	Update	Delete	Publish to Catalog

Step	Action
6.	இப்போது "CHOOSE FILE" ல் document ஐ attach செய்து Apply Click செய்யவும்.
7.	இப்போது "SUBMIT" Option ல் Click செய்யவும்.

< Disciplinary	Actions Leave Process Er	imployee Bills and	GTN Pay Service	Advances	Claims	Schemes	Pre-retirement	Reports	Post Mapping
Disciplinary Actions Proceeding Order Entry Subsistence Allowance Entry Revision of Subsistence Allowance Entry Subsistence Pay Certificates Entry	ension Confirmation Attachment k11 dock has been added succ Employee Details Employee ID 2002 Office AVIT Office AVIT	cessfully but not committed; it 1039862 LAND GRABBING	would be committed wher Employee Name S Category S Joining Date 11	n you commit the rest of the curre unitha Akiin Mabel WS I Shuo-2004	ent transaction.				Back Submit Cancel
Revocation Order Entry Regularization of Suspension Period Posting Order Entry	Post Sub I (1180) Employee Type TN G Retirement Date	Inspector Of Police  M21 Iovernment Servant	Grade T 1 Date of Birth 0	NGS Time Scale.Level 18 (36900 18600) 8-May-1976	) -				
Joining Report Entry Transit period details entry Compulsory wait Period Entry	Subsistence Pay Certificates Ent Transaction Suspension Order Ref. No.n Orde Non-employment certificate ( Continuing to reside at HQ certificate Mon	try n Number 4440 r Ref. No. 580/13 produced Yes produced Yes tht & Year MAY-2020		Additional De Date on Date on which p He	tails (Proceeding Ord Suspension Reference N Suspension Reference Date of Order 3 which placed under suspension ad Quarters During Suspension	er Entry) umber 580/13 e Date 30-OCT-2013 Served 30-OCT-2013 Snision 30-OCT-2013 FN/AN AN ension Yes			
	Approval Hierarchy Initiator/Verifier/Approver Group Approver Groups HBA TWO WHEELE Please select the approval group and wait for t	R ▼ Interformers to be po	spulated below. Submit the	e transaction only when the List o	of Performers are populated	, to avoid missing notifications	ē.		

Step	Action
8.	இப்பொழுது Verifier ID Login செய்து Notification Window ல் Suspension Allowance Entry is Pending for Verification என்ற link ஐ Click செய்து Verify செய்யவும்.
9.	இப்பொழுது Approver ID Login செய்து Notification Window ல் Suspension Allowance Entry is Pending for Approval என்ற link ஐ Click செய்து Approve செய்யவும்.





∽ Note: After the Proceeding Order Entry Employee Status will be changed as Subsistence-Stop Payment if Status not changed check Proceeding Order 3 Level Approval Completion.

#### 4. <u>Subsistence Bills Entry</u>

Step	Action
1.	Finance Initiator ID-ஐ Login செய்யவும்.



Step	Action
2.	இப்போது <b>Finance</b> Icon ஐ <b>Click</b> செய்யவும்.

<	Payroll		Payroll Service	DDO Master	E-Payment Returns	Data Validation-DDO G	STN Report	Data Validation-1	frea
Process	Results Genera	ate Bill F	Reports NSD Bulk Pr	ocess Add Bill Group WEBAL	OI GTN Post Type and HOA Update	WEBADI			-
			DDO Code 170 * Period Name May (01- Pay Bill Group	4]0033]DD&WLW,Kalakad] y 2020 <u>J</u> Q May-2020 To 31-May-2020) <u>J</u> Q		Office Na Employee Num * Employee Ty	me ber 54011043067 /pe Employee ~	⊴ Q,	
					Search Clear				
Add / U Select All	Jpdate Bill Group	Process	Supplementary Run						
Select	Employee Num	ber	Employee Name	Pay Bill Group	Office	Post		Personal	Details Elements
	54011043067		KRISHNAN S	Subsistence Allowance	DEPUTY DIRECTOR / WILD LIFE W	ARDEN Forest Rang	ge Officer   1253038	Æ	





Process Results Gen	ierate Bill	Reports NS	D Bulk Process	s Add Bill Group WE	BADI GTN Pos	t Type and HO	OA Upda	ate WEBADI	
Personal Details									
				Ef	ective Date 01-	May-2020	6	Search	
Employee	e Number	54011043067					Em	ployee Name	KRISHNAN S
Pen	son Type	Temporary Er	nployee				En	nployee Type	TN Government Servant
	Hire Date	01-Oct-1983					Assigr	nment Status	Suspension - Subsistence Pay
	Office	DEPUTY DIR	ECTOR / WILD LI	FE WARDEN				Category	GRADE B
	Post	Forest Range	Officer   1253038					Grade Name	TNGS Time Scale.Level 23 (56900 - 180500)
P	Post Type	Temporary				Orde	er Refere	ence Number	
01	rder Type						Propos	sed End Date	31-Mar-2021
Employee Reside	ence Type					Employee	Quarter	rs City Grade	
Employee Quar	ters Type								
Elements									
Dues Details									
Element Name		Amoun	t Details						Deduction Details
Dearness Allowance		(							Element Name Amount Details
Pay Information		83600							NO RESUITS TOURD.
	_	_				_			

Step	Action
3.	இப்போது <b>Payroll</b> ஐ <b>Click</b> செய்து, அதில் Employee ID boxல் 11 இலக்க பணியாளர் எண்ணை உள்ளீடு செய்து, Employee type-ல் Employee என select செய்து, search-ஐ <b>Click</b> செய்யவும்.
4.	பின் திரையில் தோண்றுவது போல் Employeeஐ select செய்து, <b>Process</b> supplementary run-ஐ Click செய்யவும். அதில் Subsistence Allowanceஐ select செய்து Submit Button-ஐ Click செய்யவும்

	Period Name		av 2020		Employee Number 54011043067		
Pay Bill Group		(0 Pay Bill Group	1-May-2020 To 31-May-2020)	1-May-2020) * Employee Type Employee ~			
				Search Clear			
R	Run Type Subsistence Allo	wance			-	D	etails
elect	Employee Number	Employee Name	Pay Bill Group	Office	Post	Personal	Element
		VERIO UN VILO	Subsistence Allowance	DEPUTY DIRECTOR / WILD LIFE WARDEN	Forest Range Officert 11253038	0	D

<	Payroll	Payroll Service	DDO Master	E-Payment Returns Data	a Validation-DDO GSTM	Report Data	a Validation-Tre	a
Process Proces	Results Generate Bill	Reports NSD Bulk Pro	cess Add Bill Group WEBAD	GTN Post Type and HOA Update WEI	BADI			-
		DDO Code Period Name Pay Bill Group Acco Tem	Confirmation gram submitted successfully unt Number :240601001AB;Pd porary	y with request no :38249255	<u>D</u> K	Employee V		
Add / Up Ru	pdate Bill Group Proces un Type Subsistence Allo Submit Back	wance ~						
Select	Employee Number 54011043067	Employee Name KRISHNAN S	Pay Bill Group Subsistence Allowance	Office DEPUTY DIRECTOR / WILD LIFE WARD	Post DEN Forest Range O	fficer   1253038	De Personal	tails Elements





Step	Action
5.	இப்போது தோன்றும் <b>Window</b> ல் <b>Monitor request status</b> ல் status
	completed ஆகியபின், Results tabஐ Click செய்யவும்.

				-				
Process Results Generate Bill	Reports NSD Bulk P	Process Add Bill Grou	up WEBADI GTN Post Type	and HOA Update WEBADI				
Process Payroll								
	DDO Code 17	04 0033 DD&WLW,Kala	akad		Office Name			4 Q
	* Period Name Au	ıg 2020	J Q		Employee Number	r		y Q
	(01	1-AUG-2020 To 31-AUG	G-2020)					_
	Pay Bill Group		J Q		" Employee Type	Employ	ee ~	
			Search	Clear				
Add / Update Bill Group Proces	ss Supplementary Run							
Select All Select None								Dotaile
Select	Employee Numbe	er	Employee Name	Pay Bill Group	Office	Post	Personal	Elements
No search conducted.								
▲ Monitor Request Status	3							
Request Number Prog	ram	Request St	tatus Completion	Status Reque	est Date	Complet	tion Date	Output
38249255 Payro	oll Run For May-2020	Normal	Completed	07-Aug	g-2020 22:25:48	07-Aug-2	020 22:29:41	View Output

Step	Action
6.	இப்போது திரையில் தோன்றியவாறு <b>Results</b> -ல் <b>Bill type-</b> ஐ Subsistence Allowance என select செய்து, search-ஐ <mark>Click</mark> செய்யவும்.
7.	Duesஐ சரிபார்க்க, Result ஐ Click செய்யவும். Resultsல் amount குறைவாக வந்தால் Subsistence HRA வரவில்லை என்றால், Employee retirement date மற்றும் pesnion amount calculation check செய்யவும். Subsistence Allowance Pension amount க்கு அதிகமாக இருக்காது. HRA retirement dateக்கு பின் வராது.

#### 🗢 Note:

- Process Supplimentry Run ஒரே ஒருமுறை தான் கொடுக்க வேண்டும். Results இல் Employee Name வரவில்லை என்றால் PAY Certificate Entry சரியான மாதத்திற்கு enter செய்திருக்கிறதா என்று பார்க்கவும்.
- 2. Results ல் Amount குறைவாக வந்தால் மற்றும் Subsistence HRA

வரவில்லை என்றால், Employee retirement date மற்றும் Pesnion amount calculation check செய்யவும். Subsistence Allowance Pension amount க்கு அதிகமாக இருக்காது.

3. Subsistence HRA - HRA retirement dateக்கு பின் வராது.



Step	Action
8.	சரிபார்த்தபின் <b>Payroll</b> ல் Generate Bill tabஐ Select செய்து
	Supplementary Salary Bill radio button ஐ click செய்யவும். Bill type ஐ
	Subsistence Allowance என தேர்வு செய்து, search ஐ click செய்யவும்.

	Bills	Challan	Challan Distribution	Payroll	Payroll Service	DDO Master	E-Payment Returns	Data Validation-DDO	GSTN Report	Data Validation-Trea
Process Results Bill Generati	Generate Bill	Reports NSD Bulk Process	Add Bill Group WEBADI G	STN Post Type and HOA Upda	e WEBADI					
Generate Bill	×			Regular 5     DOO Code 060101     Period Name May 20     Preiod Start De 01-May     Period Start De 01-May     Period Start De 01-May     Pay Bil Group     Head of Account     Office Name     Employee Number     * Employee Type Employ	alary Bill    Supplement SUAD to SP, Kanniyakumani	tary Salary Bill 🕠 Ni	on Salary Bill			
Employee N     No search co	Number inducted.				Name		Office Name			Post

Step	Action
9.	இப்போது Employee IDஐ Select(tick) செய்து Generate Billஐ Click செய்யவும்.

Bills	Challan Distribut	ion Payroll	Payroll Service DD	O Master E-Payment Return	s Data Validation-DDO	GSTN Report D	ata Validation-Trea.
ess Results Generate Bill Re	sports NSD Bulk Process Add Bill Group WE	BADI GTN Post Type and HOA Upd					
Secondo Bill M		Regular 32     DOO Code     Morrison     DOO Code     Morrison     May 202     Period Start Data     Offuer Start Data     Morrison     Parelid End Data     Markage     Parelid End Data     Markage     Parelid End Cocop     Head of Account     Office Name     Employee Number     * Employee Number	lang telin @ supplementary Salary SRAO to SP, Kanniyakumani O A_ C000 Fe ¥ Q_ ¥ Q_ ¥ Q_ e ▼ [Clear] Search	ten 🥥 non salarj Bil			
= Employee Number	Name	Office Na	me		Post		
22010262092	Rubin Jaya Thilak D	KARUNG	AL POLICE STATION		Head Constable   1184111		
22010155480	Subramanian S	KANNIYA	KUMARI POLICE STATION		Sub Inspector Of Police  (1180425		
22010185090	Ramaraj G	DISTRIC	T CRIME BRANCH		Deputy Superintendent Of Police   117691	5	
22010254022	Mohan Kumar K	KOTTAP 1	TRACEIC REGILLATION		Roline Constable/Grade III1120022		

Step Action இப்போது திரையில் தோன்றும் Popup Windowல் ''**Yes**''ஐ Click 10. செய்யவும்.

ocess Results Generate Bill Repo	rts NSD Bulk Process Add Bill Group WEBADI G	ITN Post Type and HOA Update WEBADI	
ill Generation			
		Regular Salary Bill     Regular Salary Bill     Non Si	alary Bill
	Information Are you sure you want to create a	bil?	
		Pay Bill Group	
		Head of Account	
		Office Name 🛛 🚽 ۹	
	Er	mployee Number 🛛 🖂 🔍	
	,	* Employee Type Employee V Clear Search	
Generate Bill   💥			
Employee Number	Name	Office Name	Post
22010282092	Rubin Jaya Thilak D	KARUNGAL POLICE STATION	Head Constable   1184111
22010155480	Subramanian S	KANNIYAKUMARI POLICE STATION	Sub Inspector Of Police  (1180425
22010185090	Ramaraj G	DISTRICT CRIME BRANCH	Deputy Superintendent Of Police  1176915
22010254932	Mohan Kumar K	KOTTAR TRAFFIC REGULATION	Police Constable(Grade III)1139923
	0.00.007.000.0000	ANTEL AND OD ADDING MINO	

Step	Action
11.	இப்போது <mark>Bill Generation Program Started Request ID:28</mark> என திரையில் தோன்றும்.







Step	Action
12.	இப்போது தோன்றும் <b>Window</b> ல் <b>Monitor request statusல்</b> status completed ஆகியபின், View Outputஐ Click செய்யவும்.

Monitor Request St	tatus					
N C Request Number	Program	Bernast Status	Completion Status	Request Date	Completion Date	Out Put
28903024	Subsistence Allowance Bill For May-2020	Normal	Pending	27-May-2020 11:01:35	Completion Date	View Output

Step	Action
13.	Bill Number Generated Successfully என தோன்றும். அதனை Copy
	செய்து, <b>Finance</b> ல் Bills Iconஐ Click செய்யவும்.
14.	இப்போது பில்லினுடைய status, திரையில் தோன்றுவது போல் தோன்றும். அதில் <b>Details</b> ஐ <b>Click</b> செய்யவும்.

B	s Cha	lan Challan Distrik	ution Payroll	Payroll Service	DDO Ma	ster E-l	Payment Returns	Data Validation-DDO	GSTN Report	Data Validation	n-Trea
Bills Bills report											
Bill Search Page											Archive Bills
			Bill Number Treasury Token Number								
			Bill Date From Bill Date To	67 67							
			Bill Status Expense Type Sub	sistance Allowance	<b>.</b>						
			Detail Head	T	sury Reference Number	or Evenence Tune M	andatoolu				
			befor	e clicking "Go" button to get	the search results faster	и ширензе туре н	anoanny				
Bill Number	Bill Creation Date	Bill Type	Expense Type	Detail Head	Bill Amount	Bill Status	Treasury Token Nu	mber Bil	II Submission Date	Update	Detail Print
0901013920050237	27-May-2020	Salary (Employee)	Subsistance Allowance	30101	48,474.00	Draft				2	<u>a</u> 8

Step	Action
15.	இப்போது திரையின் கீழே <b>Approver Groups</b> list Window தோன்றும் அதில் உள்ள Drop Down Icon ஐ Click செய்யவும். இதில் தங்கள் அலுவலகத்தில் உள்ள <b>Approver Groups List view</b> ஆகும். * Approver Groups



Step	Action	EJ
16.	இப்போது தோன்றும் <b>List</b> ல் உதாரணத்திற்கு * <b>PB201_B Section-1</b> * என்ற list item ஐ Click செய்யவும்.	

l	Elle Challen	Chailan Distribution	Eudget Search	Payroll	Payroll Service	DDO Master	E-Payment Returns	Data Validation-DDO		Deta Validation-Trea	•
Bills Bills report											
Bills Bills > Bills Page										View Budget Back Forward	Cancel Bill
	Bill Type Bill Status Bill Amount Bill Source	Salary (Employee) Draft 46,474.00 Payroll					Bill Creation Date 2 Bill Number 0 Treasury Ref Date Treasury Token Number	7-May-2020 901013920050237			
DDO/Account Details											
Description Subsistence Alevance Bill Line Beneficiary Bill Line Details	DDO Name Treasury ARO Name Audt Unit Name Expenses Type Budget Authority Beneficiary Type Bill For May 2020 Attachments Enfacement Sip Che	AO to SP, Karniyakumari DTO NAGERCOL. Audi Ageneral Group: 8 - 52 - 138 Subsistance Allowance Director: General of Police Employee				Av	DDO Code 69 Tressury / PAC Code 60 Audit Section Name B Expense Types Types Code 10 Budget Authority Code 60 allable Budget Amount 0	010139 01 008 002			
S No	Description					nvoice Amount		Net Amount View	Recovery		
1	Subsistence Allowance					46,474.00		46,474.00	-		
Approver Groups (PEZ	1_B section-1 V	be populated below. Submit the transaction	m only when the List of Perfo	mens are populated, to avo	oid missing notifications.						

Step	Action
17.	இப்போது <b>Attachment Tab</b> ஐ Click செய்யவும்.

Bils report										
sills Page								View Burtnat Bart	Forward	Canra
ino r ugo								view bouger back	rorward	Californi
	Bill Type	Jalary (Employee)			Bill Creation Date	27-May-2020				
	Bill Status	Jraft			Bill Number	0901013920050237				
	Bill Amount	26,674.00 Dancel			Treasury Ref Date					
	Bin addree	rayroli			Treasury roken number					
DO/Account Details										
	DDO Name	AO to SP, Kanniyakumari			DDO Code	09010139				
	Treasury / PAO Name	DTO NAGERCOIL			Treasury / PAO Code	0901				
	Audit Unit Name	Audit Approval Group - B - B2 - 138			Audit Section Name	в				
	Expense Type	Subsistance Allowance			Expense Type Code	01006				
	Budget Authority	Director General of Police			Budget Authority Code	02202				
	Beneficiary Type	Employee			Available Budget Amount	0				
Description										
Subsistence Allowance Bill For May-2	020									
	_									
Rillines Repairies Attachments	Enforcement Stin Cher	& Drints Action History								
an criss autoricary productioned	Landeman and Chief									
	-									
Add Attachment										
Title 🛆	Type 🗠	Description A	Category A	Last Updated By 🗠	Last Updated 🗠		Usage 🗠	Update	De	elete
XXGTNESR	File	Enfacement Slip Report (Enfacement Slip Report)	Miscellaneous	22010270150	27-May-2020		One-Time	0		Î
XXGTN PAY SUPP STMT REP	File	Pay Statements (GTN Pay Statements for Supp	Miscellaneous	22010270150	27-May-2020		One-Time	0		Î

Desc S Bill Lin	rigition deviatores Albaneros Bill Far May 2020 es: Beneficary Albaneros Erfacement Stip Check Pairs: Action H	atory							
Title	Add Attachment ×			Category A	Last Updated By 🗠	Last Updated 🗠	Usage 🗠	Update	Delete
 CXG		Repo	rt (Enfacement Sip Report)	Miscellaneous	22010270150	27-May-2020	One-Time	0	Î
 cxa	Title	(G1 4	Pay Statements for Supp	Miscellaneous	22010270160	27-Mmy-2020	One-Time	0	Î
 CKG	Description	ion ii	chedules (Statutory Dedu	Miscellaneous	22010270150	27-May-2020	One-Time	0	Î
r tiat	Category Microlumous "File Choose File No file choose Cancel Act Ancher Apply								



Step	Action
18.	File add செய்தபின் Apply ஐ click செய்யவும்.

Um	es Bereficiary Atta	schments Enforcement Sin Check Points Ac	ion Histr	17	_			_	_	
Add	Attachment									
se	Add Attachment		×		Category A	Last Updated By 🛆	Last Updated 🗠	Usage 🗠	Update	Delet
20				7:06 New Microsoft Office Wor	Miscellaneous	22010496959	27-May-2020	One-Time	0	Î
G	Attacnment Type	File 7		Report (Enfacement Slip Report)	) Miscellaneous	22010270150	27-May-2020	One-Time	0	Î
G	Description	2020-03-17 17:30:05 k1l.docx (Size :159107)		GTN Pay Statements for Supp	Miscellaneous	22010270150	27-May-2020	One-Time	1	Î
3	Category 1	Miscellaneous	6	ion Schedules (Statutory Dedu	Miscellaneous	22010270190	27-May-2020	One-Time	0	Î
1	*File	Choose File k1Ldocx								
1		Cancel Add Another	Apply							
ł.	a Marillan Managari		_							

Step	Action
19.	திரையின் வலதுபுறம் உள்ள <b>Forward</b> button ஐ Click செய்யவும். Forward
20.	இப்போது Forward செய்யப்பட்டதற்கான உறுதிச் செய்தி தோன்றும் அதில் <b>OK</b> button ஐ Click செய்யவும். <mark>OK</mark>

a: Bills >								
lls Page							View Budget Back	Forward Cance
	Bill Type	Salary (Employee)			Bill Creation Date	27-May-2020		
	Bill Statue (	Draft			Bill Number (	0901013920050237		
	BII Amount 4	46,474.00			Treasury Ref Date			
	BIII Source	Payroll			Treasury Token Number			
O/Account Details								
	DDO Name	AD to SP, Kanniyakumari			DDD Code 0	9010139		
Trer	asury / PAO Name	DTO NAGERCOIL			Treasury / PAO Code 0	901		
	Audit Unit Name	Audit Approval Group - B - B2 - 138			Audit Section Name B			
	Expense Type	Subsistance Allowance			Expense Type Code 0	1006		
	Budget Authority	Director General of Police			Budget Authority Code 0	2202		
	Beneficiary Type	Employee			Available Budget Amount 0			
	1.11							
escription								
escription Subsistence Allowance Bill For May 2020								
Subsistence Allowance Bill For May 2020								
escription Subsistence Allowance Bill For May-2020	warment Sin Char	k Dninte Artine History						
Subsistence Allowance Bill For May-2020	cornert Sip Choo	ik Points Action History						
escription Subsistence Allowance Bill For May-2020 Il Lines Beneficiary Attachments Errle	cornert Sip Chec	& Points Action History						
scription Subsistence Allowance Bill For May 2020 Il Lines Beneficiary Attachments Enfo	acement Sip Chec	A Puints Action History						
scription Subsistence Allowance Bill For May 2020 Lines Beneficiary Attachments Enfo Add Attachment	scement Sip Chec	A Puinta Action History						
scription Subsistence Allowance Bill For May 2020 Lines Beneficiary Attachments Evila Add Attachment Se A	xcement Sip Chec	& Points Action History           Description	Category A	Last Updated By $ riangle$	Last Updated 🗠	Urage 🗠	Update	Delete
scription Subsisterior Allowarce Bill For May 2020 ILlines Beneficiary Attachments Enfo Attachments Big Attachment Big Attachment Big Attachment 200 65 27 11.09.28 KLdoox	xcement Sip Chec Type △ File	à Paints Action History Description ∧ 2010 63 17 17.30 66 11.40xx (Size: 159107)	Category △ Miscelareous	Last Updated By A 2201048666	Last Updated A 27 May 2020	Usage △ One Time	Update J	Delete
scription           Subsistence Allwarese Bill For May 2005           Lines         Beneficiary           Attachments         Enformation           Bits Annual Statement         Bits Annual Statement           Bits Annual Statement         Enformation           Sold Sof 271 10 State Michael         Sof Sof 271 10 State Michael	cornert Sip Chec Type △ File File	A Paints Action History           Description           2006-00 177 73:00 % Hudson (Suize: 159107)           2000-00 177 73:00 % Hudson (Suize: 159107)           2000-00 177 73:00 % Hudson (Suize: 159107)	Category A Miscelareous Miscelareous	Last Updated By A 22016/a8699 22016/8899	Last Updated A 27 May 2020 27 May 2020	Usage △ One Time One Time	Update 2 2	Delete
scription         Subsistement Allowance Bit For May 2003           Lines         Bendiniary         Attachments         Endi-           Bit Allowance         Bit Allowance         Bit Allowance         Bit Allowance           Bit Allowance         Bit Allowance         Bit Allowance         Bit Allowance           Bit Allowance         Bit Allowance         Bit Allowance         Bit Allowance           20 65 27 11 06 28 httlakes         20 65 27 10 68 New Microsoft Office War- commented         State Sta	cornerd Sip Chec Type △ File File File	A Puists Action History           Description         A           2006-05-17 17.20.05 kH Ldoox (Size: 159107)         2000-05-17 17.27.05 kH Ldoox (Size: 159107)           Conserved Tigs Prayer Christense Bill Report Bill Report Christense Bill Report Christense Bill Report Christense Bill Report Christense Bill Report Bil	Category △ Miscellareous Miscellareous Miscellareous	Last Updated By △ 2011-546659 2011-546659 2011-277150	Last Updated A 27 May 2020 27 May 2020 27 May 2020 27 May 2020	Usage △ One Time One Time One Time	Update 2 2 2	Delete
scription         Subsettment Allowance Bill For May 2020           Lines         Beneficiary         Attachment           Attachment         Enh           Sch 2015 07 11 06 28 Millione         Enh           Col 2017 11 06 28 Millione         Col 2017 11 06 28 Millione           Col 2017 11 06 28 Millione         Col 2017 11 06 28 Millione           Col 2017 11 06 28 Millione         Col 2017 11 06 28 Millione	Type △ File File File	Points Action History      Description A:     2006 60-17 17.20.06 k1.doos (See: 159107)     2006 63-17 17.27.66 New Monseld: Office Wer.     Critement Sip Report (Schemment Sip Report)     Poy Statement CIP Report (Schemment Sip Report)	Category A Miscelareous Miscelareous Miscelareous	Last Upplatel By △ 2011/496858 2011/496858 2011/27150 2011/27150	Last Updated A- 27 May 3009 27 May 3009 27 May 3009 27 May 3009 27 May 3009	Usage △ One Time One Time One Time One Time	Updste 2 2 2	Delete

Bills Bills report						
Bills: Bills > Bills Page			View E	Budget Back	Forward	Cancel Bill
Bill Type Bill Status Bill Amount Bill Source DDO/Account Details	Non Salary (Emotione) Submitted 12,878.00 Successfully bill forwarded to DDO Approval process with E	Bill Creation Date umber 3ill Number : '0901013920050147'. OK	20-May-2020 0901013920050147			
DDO Name Tressury / PAO Name Audit Unit Name Expense Type Budget Authority Beneficiary Type	AO to SP. Kanniyakumari DTO NAGERCOIL Audit Approval Group - 8 - 82 - 138 CPS Payment Director General of Police	DDO Code Treasury / PAO Code Audit Section Name Expense Type Code Budget Authority Code Available Budget Amount	09010139 0901 B 02004 02202 0			
CPS Final Payment						





Step	Action
21.	அனைத்து செயல்பாடுகளும் முடித்தபின் <b>Logout</b> button ஐ Click செய்யவும். <mark>ம</mark>
22.	பின் Verifier ID Login செய்து Notification Window ல் <b>Bill No</b> 0901013920050147 Pending for Bill Approval என்ற link ஐ Click செய்து Verify செய்யவும்.
23.	பின் Approver ID Login செய்து Notification Window ல் <b>Bill No</b> 0901013920050147 Pending for Bill Approval என்ற link ஐ Click செய்து Approve செய்யவும்.
24.	மீண்டும் <b>Finance Approve</b> செய்தபின் <b>Approver ID-</b> ல் <b>Bills</b> Icon ஐ CLICK செய்யவும்.
25.	Expense Type ஐ Select செய்யவும். பின்பு Go கொடுக்கவும்.



Step	Action
26.	Bill Details திரையில் தோன்றும் அதில் <mark>Detail</mark> Buttonஐ click செய்யவும்.

Bills: Bills >						
Bills Page				View Budget	Back	Forward Treasury
Bill Type	Non Salary (Employee)	Bill Creation Date	20-May-2020			
Bill Status	Approved by DDO	Bill Number	0901013920050147			
Bill Amount	12,676.00	Treasury Ref Date				
Bill Source	Non Payroll	Treasury Token Number				
DDO/Account Details						
DDO Name	AO to SP, Kanniyakumari	DDO Code	09010139			
Treasury / PAO Name	DTO NAGERCOIL	Treasury / PAO Code	0901			
Audit Unit Name	Audit Approval Group - B - B2 - 138	Audit Section Name	В			
Expense Type		Expense Type Code	02004			
Budget Authority	Director General of Police	Budget Authority Code	02202			
Beneficiary Type		Available Budget Amount	0			
Description						
CPS Final Payment						
					_	





Bills Bills report					
Bills Page			View Budget	Back	Forward Treasury
Bill Type Bill Status Bill Amount Bill Source DDO/Account Details	Non Salan Submitted 2,47600 Successfully submitted bill with Bill Number : '09/10/13920050147' and Treasury Ref No '09/10/13920050125'.	n Date umber f Date OK	20-May-2020 0901013920050147 20-May-2020 0901013920050125		
DDO Name	AO to SP, Kanniyakumari	DDO Code	09010139		
Treasury / PAO Name	DTO NAGERCOIL	Treasury / PAO Code	0901		
Audit Unit Name	Audit Approval Group - B - B2 - 138	Audit Section Name	В	_	_

### **5.** Subsistence Allowance Bill Reports

#### 5.1. Initiator

செயல்முறை

Step	Action
29.	Finance Initiator-ஐ Login செய்யவும்.
30.	Outer Bill report எடுக்க Finance→Bills→Archieve Bills→Select Financial Year→Give Bill No./Select Expense type as Encashment of Earned Leave என select செய்து GO click செய்யவும். பின் அதில் Detail, Print optionல் print icon ஐ click செய்யவும். pdf document உங்களது desktopல் download ஆகும்.
31.	ECS report after Bill generation எடுக்க Finance→Payroll→Reports →GTN ECS Data Report After Bill Generation→Give Bill No. and Click continue and submit. Monitor request status→View output click செய்யவும். ECS report pdf document உங்களது desktopல் download ஆகும்.

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Deposit	Payroll	Payroll Service	DDO Master	E-Payment Returns	Data Validation-DDO	GSTN Report	Data Validation-Tre
			_	_			
Process Results Generate I	Bill Reports NSD	Bulk Process Add Bill Group WE	BADI GTN Post Type and	HOA Update WEBADI			
							Submit Request
Reports							
X 2 5 1			Rows 1 to 22	1			
Concurrent Program Name			Action				
Employee Plus Minus Report							
Enfacement Slip Report							
GTN 24G Extraction							
GTN 24Q Report (Annexure I) -	Pension						
GTN 24Q Report (Annexure II)	- Pension		S				
GTN 24Q Report (Annexure-I)							
GTN 24Q Report (Annexure-II)			S				
GTN ECS Data Report After Bil	Generation						
GTN ECS Data Report After Bil	Generation for Non Sal	агу	S				
	ort		TER.				

Step	Action
32.	Treasury Bills for Salary Claims report எடுக்க Finance→Payroll→Reports → Treasury Bill for Salary Claims→Give Bill No. and Click continue and submit. Monitor request status→View output click செய்யவும். Salary Claims report pdf document உங்களது desktopல் download ஆகும்.

Process Results Ger	nerate Bill Reports NSD	Bulk Process /	Add Bill Group WEBADI	GTN Post Typ	e and HOA Update WEBAD				Submit Request
Reports									
X 2 🖻 🖩				Rows	1 to 22				
Concurrent Program	Name			Action	n				
GTN Pay Statements for	r Supplementary			<b>S</b>	<b>^</b>				
GTN Quarterly Returns /	Archive (India)			<b>S</b>					
Non-Statutory Deduction Schedules				3					
Pay Bill Exception - Employee				2					
Pay Drawn Particluars Report				4					
Pay Due Drawn Diff Report				<b>S</b>					
Pay Fixation Report				3					
Pay SLO Report				3					
Statutory Deduction Schedules				4					
Treasury Bill for Salary Claims					v				
Monitor Reque	est Status								
Request Number	Program Name		Request	Status	Completion Status	Request Date	Completion Date	Output	View
35067094	Treasury Bill for Salary Cla	ims	Normal		Completed	31-Jul-2020	31-Jul-2020	View Output	View Details
Treasury Bill for S ndf	F A								Shov

Step	Action
33.	Enfacement Slip report எடுக்க Finance→Payroll→Reports → Enfacement Slip report →Give Bill No. and Click continue and submit. Monitor request status→View output click செய்யவும். Enfacement Slip report pdf document உங்களது desktopல் download ஆகும்.



Deposit	Payroll	Payroll Service	DDO Master	E-Payment Returns	Data Validation-DDO	GSTN Report	Data Validation-Tr
Process Results Generate	Bill Reports NSD	Bulk Process Add Bill Group V	VEBADI GTN Post Type an	d HOA Update WEBADI			
				,			Submit Reque
Reports							
X 2 🖸 🖩			Rows 1 to 2	2			
Concurrent Program Name			Action				
Employee Plus Minus Report			≧	*			
Enfacement Slip Report			6				
GTN 24G Extraction							
GTN 24Q Report (Annexure I) -	Pension						
GTN 24Q Report (Annexure II)	- Pension		<b>S</b>				
GTN 24Q Report (Annexure-I)							
GTN 24Q Report (Annexure-II)							
GTN ECS Data Report After Bil	Generation						

Step	Action				
34.	End Of Procedure.				