



# Subsistence Allowance Bill Process





# **Integrated Finance and Human Resource Management System**

**(For DDO Users in Tanglish)**

Author:	Wipro Ltd.
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## Subsistence Allowance bill process



Document Control

### Change Record

Date	Author	Version	Change Reference
20-May-2020	Manikandan C	1.0	Initial Draft (Tamil)
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07-Aug-2020	Arunachalam Karthick S	1.0	Additional Screenshots for Explanation (Tamil)
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### Reviewers

Name	Position
Manivel M	Senior Executive, Wipro

### Requirement Discussion Panel

Sl. No.	Name	Designation/Location
1.		
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## 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**

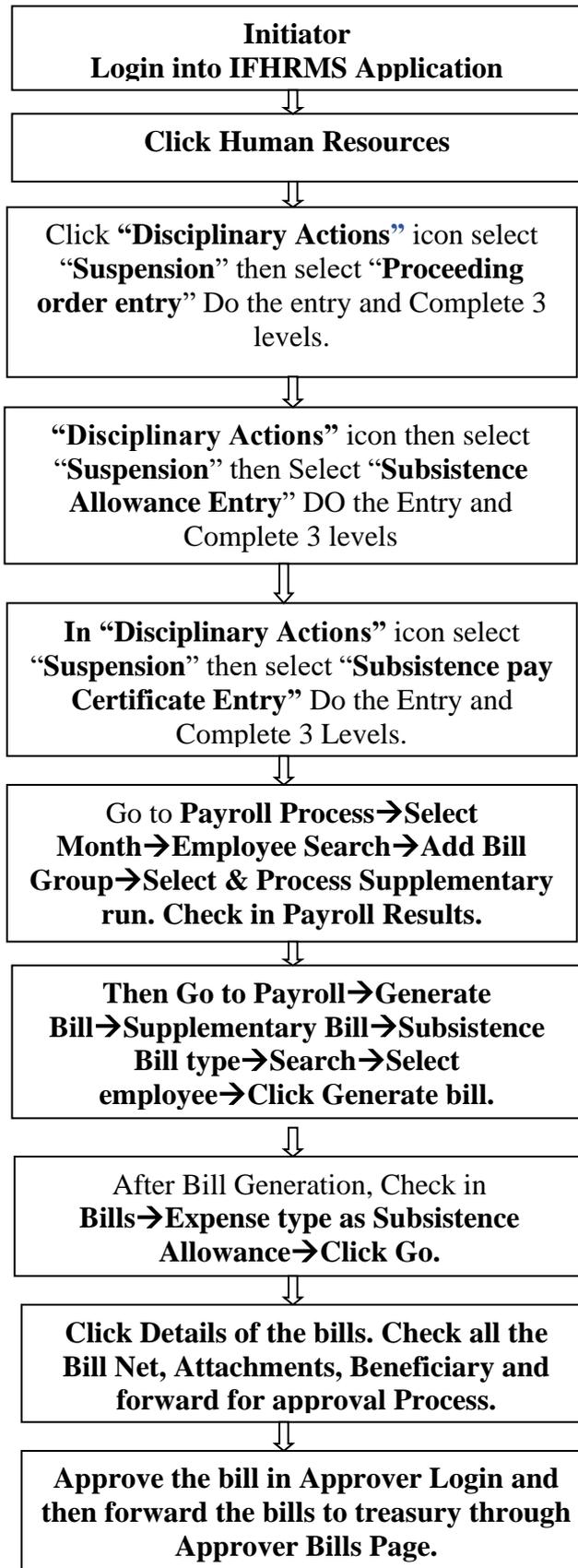
For Verification & Approval Process only - **Superintendent (or) The Equivalent officer of the Section to Verify and DDO to Approve the Process.**

### 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



### 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, கீழ்க்காணும் 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. Directly 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 6<sup>th</sup> Pay Commission, Grade pay element must be added in elements

**Eligible Allowance Amount**– Subsistence 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 eligible after the Retirement Date.

### 3.2 For Subsistence Employee have Employee ID (Regular Process)

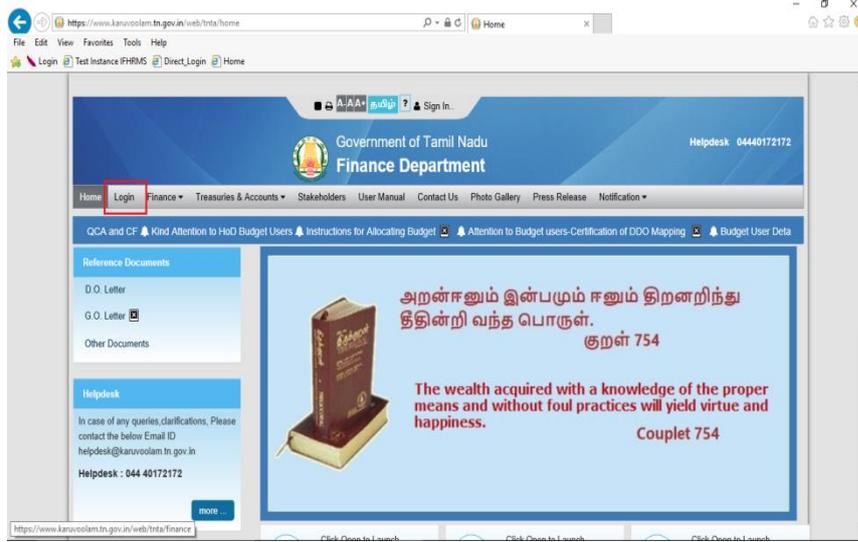
(பணியாளர் எண் இருக்கும் ஒரு பணியாளரை **Suspended Employee** ஆக மாற்றுவது எப்படி?)

- i. HRMS → Disciplinary Actions → Suspension → **Proceeding order entry** → Employee ID → Go → Action → Create → Enter Suspension Order Entry → Review → Approval Group → Submit → complete Verify and Approval.
- ii. HRMS → Disciplinary 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 → Disciplinary 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 deduction ல் Entry செய்து 3 level Approve செய்யவும்.

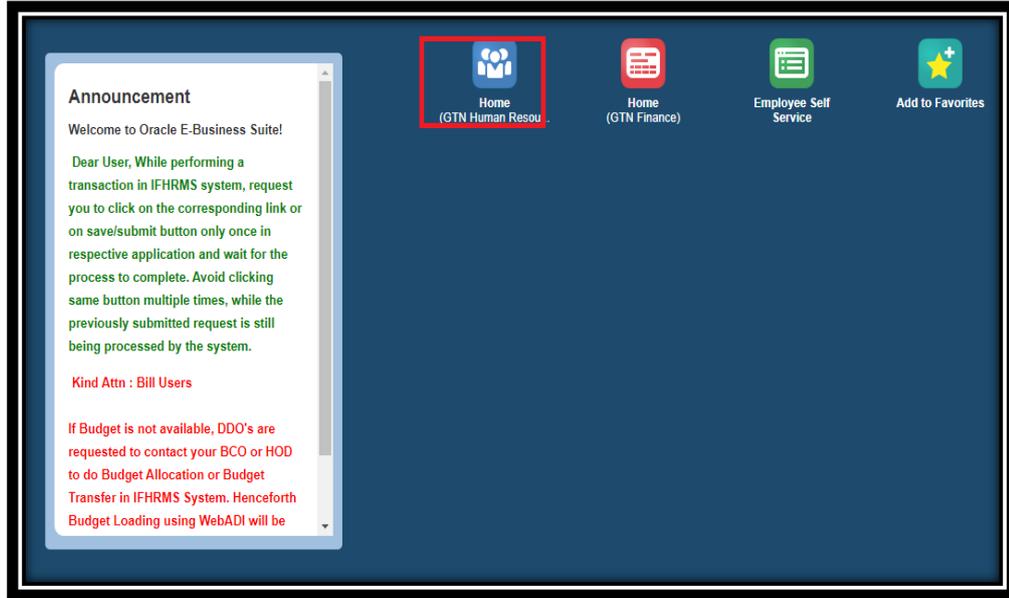
#### 3.2.1 Proceeding Order Entry



Step	Action
2.	முதலில் <b>Internet Explorer Browser</b> –ஐ <b>Click</b> செய்யவும். Address Bar ல் <a href="https://www.karuvoolam.tn.gov.in">https://www.karuvoolam.tn.gov.in</a> என்ற <b>IFHRMS</b> இணையதள முகவரியை உள்ளீடவும். அதில் கீழே உள்ளவாறு <b>IFHRMS</b> இணையதளத்தின் முகப்புக்கம் தோன்றும். அதில் <b>Login</b> என்பதை தேர்வு செய்யவும்.



Step	Action
1.	முதலில் <b>User Name</b> field ஐ <b>Click</b> செய்யவும். 
2.	<b>User Name</b> field ல் தங்களுடைய <b>User Name</b> ஐ <b>Enter</b> செய்யவும். உதாரணம் <b>Enter "16020000084"</b> . 
3.	<b>Password</b> field ல் தங்களுடைய <b>Password</b> ஐ <b>Enter</b> செய்யவும். உதாரணம் <b>Enter "*****"</b> . 
4.	<b>Username &amp; Password</b> -ஐ பதிவு செய்த பின்பு <b>Login</b> button-ஐ அழுத்தவும். 



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. Disciplinary Actions → Suspension → Proceeding order entry → Employee ID → Go → Action → Create → Enter Suspension Order Entry → Review → Approval Group → Submit → complete Verify and Approval

The screenshot shows the 'Disciplinary Actions' menu with 'Suspension' selected. The 'Employee Search' section is visible, with the 'Employee ID' field highlighted in red. The search criteria are: Employee ID is 22021039662, Office Name is ANTI LAND GRABBING WING, and Post is Sub Inspector Of Police | 1150421.

Step	Action
8.	“Employee ID” type செய்து “Action” Click செய்யவும்.

The screenshot shows the search results table with the following data:

Employee ID	Name	Office Name	Post	Action	Details
22021039662	Sunitha Aklin Mabel WS	ANTI LAND GRABBING WING	Sub Inspector Of Police   1150421		

Step	Action
9.	“Create” Click செய்யவும்.

The screenshot shows the 'Employee Details' page for Employee ID 22021039662. The details are as follows:

Employee ID	22021039662	Employee Name	Sunitha Aklin Mabel WS
Office	ANTI LAND GRABBING WING	Category	SI
Post	Sub Inspector Of Police   1150421	Joining Date	15-Aug-2004
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 18 (36900 - 116600)
Retirement Date		Date of Birth	08-May-1976

Below the details, the 'Suspension - Proceeding Order Details' section is visible, with the 'Create' button highlighted in red.

Step	Action
10.	இப்போது தோன்றும் <b>Window</b> ல் தேவையான விவரங்களை பூர்த்தி செய்யவும். (*கண்டிப்பாக)

**Employee Details**

Employee ID	22021039662	Employee Name	Sunitha Akilin Mabel WS
Office	ANTI LAND GRABBING WING	Category	SI
Post	Sub Inspector Of Police [1180421]	Joining Date	15-Aug-2004
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 18 (36900 - 116600)
Retirement Date		Date of Birth	08-May-1976

**Suspension - Proceeding Order**

Transaction Number	137026
* Order Number	258/2019
* Order Date	25-Jul-2019
* Date of order served	25-Jul-2019
* Date on which placed under suspension	26-Jul-2019
* Date of Suspension FN/AN	FN
* Head Quarters During Suspension	DPO
Penalty	

Step	Action
11.	இப்போது திரையில் தோன்றும் “ <b>Approval Group</b> ” ஐ Select செய்யவும்

**Employee Details**

Employee ID	22021039662	Employee Name	Sunitha Akilin Mabel WS
Office	ANTI LAND GRABBING WING	Category	SI
Post	Sub Inspector Of Police [1180421]	Joining Date	15-Aug-2004
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 18 (36900 - 116600)
Retirement Date		Date of Birth	08-May-1976

**Suspension - Proceeding Order**

Transaction Number	137026
Order Number	258/2019
Order Date	25-Jul-2019
Date of order served	25-Jul-2019
Date on which placed under suspension	26-Jul-2019
Date of Suspension FN/AN	FN
Head Quarters During Suspension	DPO
Penalty	

**Approval Hierarchy**

Initiator/Verifier/Approver Group

\* Approver Groups

Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.

Step	Action
12.	பின்பு தோன்றும் <b>Window</b> ல் “ <b>Add Attachment</b> ” ஐ Select செய்யவும்.

Posting Order Entry	Transaction Number	137026
Joining Report Entry	Order Number	259/2019
Transit period details entry	Order Date	25-Jul-2019
Compulsory wait Period Entry	Date of order served	25-Jul-2019
	Date on which placed under suspension	25-Jul-2019
	Date of Suspension FN/AN	FN
	Head Quarters During Suspension	DPO
	Penalty	

**Approval Hierarchy**

**Initiator/Verifier/Approver Group**

\* Approver Groups [Common Approval Group - HRMS-COMM-SR - 33797](#)

Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.

**List of Performers**

Approval Level	Position	Approval Pending With
1	Junior Assistant   1111225	23010497025

**Attachment File**

[Add Attachment](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Return to Previous Page Back Submit Cancel

Step	Action
13.	இப்போது <b>“CHOOSE FILE”</b> ல் document ஐ attach செய்து <b>Apply</b> Click செய்யவும்.

Disciplinary Actions | Leave 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

Category Miscellaneous

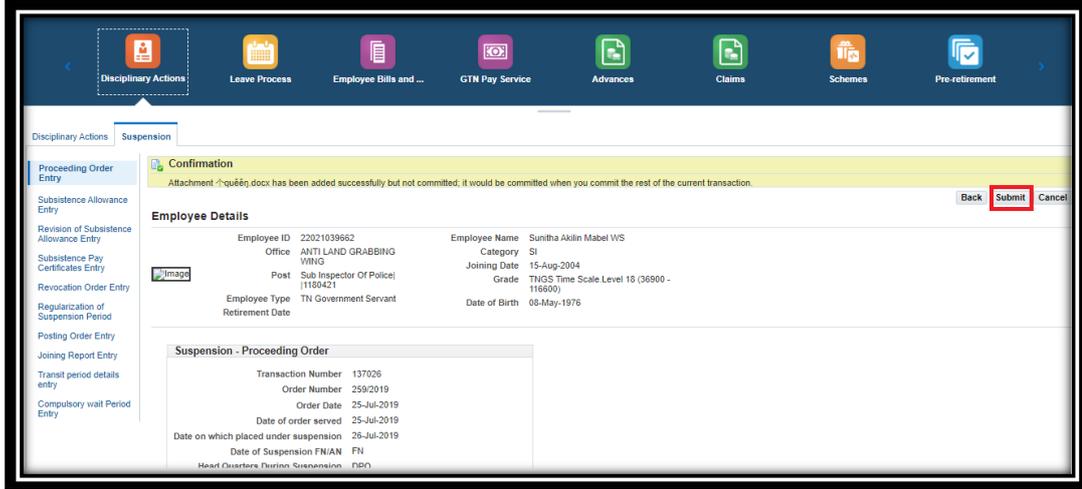
**Define Attachment**

Type  File  No file chosen

URL

Short Text

Step	Action
14.	இப்போது <b>“SUBMIT”</b> Option ல் கிளிக் செய்யவும்.



Step	Action
15.	இப்பொழுது Verifier ID Login செய்து Notification Window ல் <b>Suspension Proceeding Order Entry is Pending for Verification</b> என்ற link ஐ Click செய்து Verify செய்யவும்.
16.	இப்பொழுது Approver ID Login செய்து Notification Window ல் <b>Suspension Proceeding Order Entry is Pending for Approval</b> 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 <b>Human Resource</b> → <b>Disciplinary Actions</b> → <b>Suspension</b> → <b>Subsistence Allowance Entry</b> Select செய்யவும்.

**Disciplinary Actions** | Suspension

**Subsistence Allowance Entry**

**Employee Details**

Employee ID	22021039982	Employee Name	Sunitha Aklin Mabel WS
Office	ANTI LAND GRABBING WING	Category	SI
Post	Sub Inspector Of Police [1180421]	Joining Date	15-Aug-2004
Employee Type	TN Government Servant	Grade	TN35 Time Scale Level 18 (39000 - 119000)
Retirement Date		Date of Birth	08-May-1978

**Subsistence Allowance Entry**

Transaction Number: 5700

\* Suspension Order Ref. No. [ ]

\* Eligible subsistence allowance [ ]

\* Order Number [ ]

\* Order Date [ ]

TIP Fields marked with asterisk (\*) are mandatory.

**Additional Details (Proceeding Order Entry)**

Suspension Reference Number [ ]

Suspension Reference Date [ ]

Date of Order Served [ ]

Date on which placed under suspension [ ]

Date on which placed under suspension FN/AN [ ]

Head Quarters During Suspension [ ]

[Return to Previous Page](#)

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

**Disciplinary Actions** | Suspension

**Subsistence Allowance Entry**

**Employee Details**

Employee ID	22021039982	Employee Name	Sunitha Aklin Mabel WS
Office	ANTI LAND GRABBING WING	Category	SI
Post	Sub Inspector Of Police [1180421]	Joining Date	15-Aug-2004
Employee Type	TN Government Servant	Grade	TN35 Time Scale Level 18 (39000 - 119000)
Retirement Date		Date of Birth	08-May-1978

**Subsistence Allowance Entry**

Transaction Number: 5700

\* Suspension Order Ref. No. [ ]

\* Eligible subsistence allowance [ ]

\* Order Number [ ]

\* Order Date [ ]

TIP Fields marked with asterisk (\*) are mandatory.

**Additional Details (Proceeding Order Entry)**

Suspension Reference Number [ ]

Suspension Reference Date [ ]

Date of Order Served [ ]

Date on which placed under suspension [ ]

Date on which placed under suspension FN/AN [ ]

Head Quarters During Suspension [ ]

[Return to Previous Page](#)

Step	Action
3.	<b>Suspension Order Ref. No.</b> ல் “Search Reference Order Number” ஐ search செய்து, <b>Suspension Order Ref. No.</b> ஐ Select செய்யவும்

Search and Select List of Values - Google Chrome

Search and Select: Suspension Order Ref. No. [Cancel] [Select]

**Search**

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.
	580/13

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

Disciplinary Actions | Leave Process | Employee Bills and Other Provisions | Advances | Claims | Schemes | Pre-retirement | Reports | Post Mapping

Disciplinary Actions | Suspension

Proceeding Order Entry [Review] [Cancel]

**Employee Details**

Employee ID: 22021039902 | Employee Name: Sunitha Akilin Mabel WS  
 Office: ANTI LAND GRABBING WING | Category: SI  
 Post: Sub Inspector Of Police | Joining Date: 15-Aug-2004  
 Employee Type: TN Government Servant | Grade: TNCS Time Scale Level 18 (30900 - 119000)  
 Date of Birth: 08-May-1978

**Subsistence Allowance Entry**

Transaction Number: 5700  
 \* Suspension Order Ref. No.: 580/13  
 \* Eligible subsistence allowance: 50  
 \* Order Number: 121  
 \* Order Date: 30-JUN-2019

**Additional Details (Proceeding Order Entry)**

Suspension Reference Number: 580/13  
 Suspension Reference Date: 30-OCT-2013  
 Date of Order Served: 30-OCT-2013  
 Date on which placed under suspension: 30-OCT-2013  
 Date on which placed under suspension FNIAN: AN  
 Head Quarters During Suspension: Yes

Return to Previous Page

Proceeding Order Entry

Subsistence Allowance Entry

Employee Details

Employee ID: 22021039002, Office: ANTI LAND GRABBING WING, Employee Name: Sunitha Axlin Mabel WS, Category: SI, Joining Date: 15-Aug-2004, Grade: TNGS Time Scale Level 19 (30900 - 110900), Employee Type: TN Government Servant, Date of Birth: 08-May-1976

Subsistence Allowance Entry

Transaction Number: 5701, Suspension Order Ref. No.: 590, Eligible subsistence allowance: 90, Order Number: 121, Order Date: 30-Jul-2019

Additional Details (Proceeding Order Entry)

Suspension Reference Number: 590, Suspension Reference Date: 30-OCT-2013, Date of Order Served: 30-OCT-2013, Date on which placed under suspension: 30-OCT-2013, Date on which placed under suspension FN/AN: AN, Head Quarters During Suspension: Yes

Approval Hierarchy

Initiator/Verifier/Approver Group

Approver Groups

Attachment File

Step	Action
5.	பின்புதோன்றும் Window ல் “Add Attachment” ஐ Select செய்யவும்.

Subsistence Allowance Entry

Transaction Number: 5701, Suspension Order Ref. No.: 590, Eligible subsistence allowance: 90, Order Number: 121, Order Date: 30-Jul-2019

Additional Details (Proceeding Order Entry)

Suspension Reference Number: 590, Suspension Reference Date: 30-OCT-2013, Date of Order Served: 30-OCT-2013, Date on which placed under suspension: 30-OCT-2013, Date on which placed under suspension FN/AN: AN, Head Quarters During Suspension: Yes

Approval Hierarchy

Initiator/Verifier/Approver Group

Approver Groups: HBA TWO WHEELER

List of Performers

Approval Level	Position	Approval Pending With
1	Superintendent (1105883)	22010270150

Attachment File

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found									

Return to Previous Page

Back Submit Cancel

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

Disciplinary Actions Suspension

Add Attachment

Add Desktop File/Text/URL

Attachment Summary Information

Title: [Text Box], Description: [Text Box], Category: Miscellaneous

Define Attachment

Type: File, URL, Short Text

Choose File: No file chosen

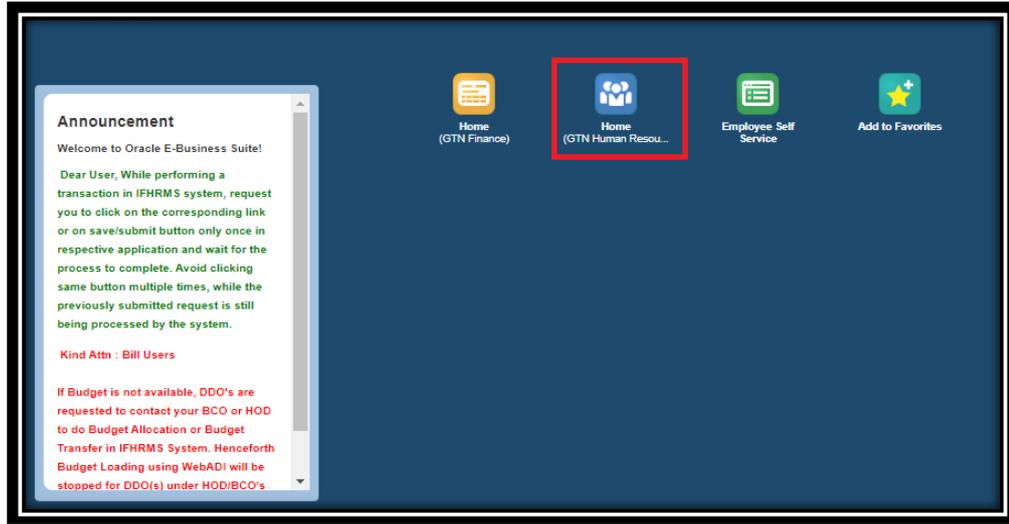
Cancel Add Another Apply

Step	Action
7.	இப்போது <b>“SUBMIT”</b> Option ல் Click செய்யவும்.

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

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

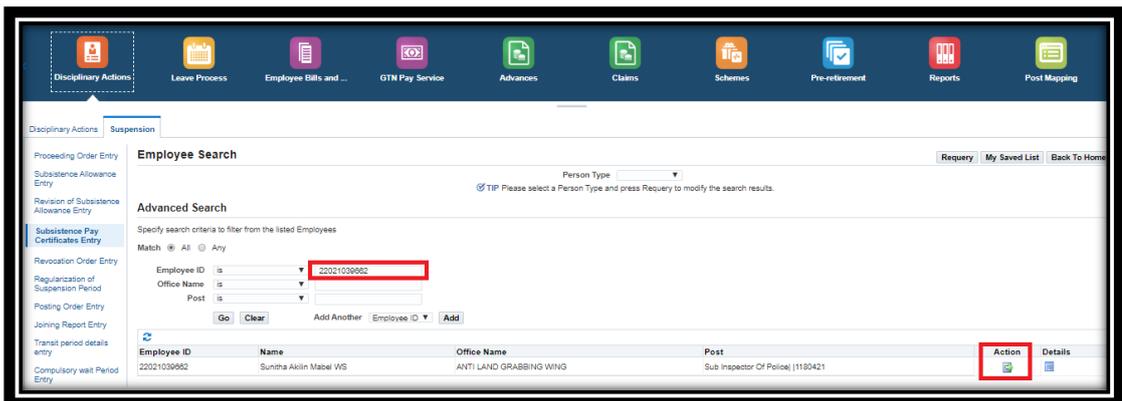
### 3.2.3 Subsistence Pay Certificate Entry



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



The screenshot shows the 'Suspension' module interface. The 'Create' button is highlighted with a red box. The interface includes a navigation bar with various icons and a main content area with 'Employee Details' and 'Suspension - Subsistence Pay Certificates Entry Details' sections.

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

The screenshot shows the 'Subsistence Pay Certificates Entry' form. The 'Month & Year' field is highlighted with a red box. The form includes fields for 'Transaction Number', 'Suspension Order Ref. No.', 'Non-employment certificate produced', and 'Continuing to reside at HQ certificate produced'. There are also 'Additional Details (Proceeding Order Entry)' fields.

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

The screenshot shows a search dialog box titled 'Search and Select List of Values - Google Chrome'. The search criteria are 'Month & Year' and 'MAY-2020'. The search results show a table with 'Quick Select' and 'Month & Year' columns, where 'MAY-2020' is selected.

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

The screenshot shows the 'Suspension' form in the HRMS system. The 'Review' button is highlighted with a red box. The form contains the following details:

Employee Details	
Employee ID	22021038002
Employee Name	Sunitha Aklin Mabel WS
Office	ANTI LAND GRABBING WING
Category	SI
Joining Date	15-Aug-2004
Post	Sub Inspector Of Police
Grade	TNGS Time Scale Level 18 (39900 - 116000)
Employee Type	TN Government Servant
Retirement Date	08-May-1978

Additional Details (Proceeding Order Entry):

Suspension Reference Number	58013
Suspension Reference Date	30-OCT-2013
Date of Order Served	30-OCT-2013
Date on which placed under suspension	30-OCT-2013
Date on which placed under suspension F/IAN	AN
Head Quarters During Suspension	Yes

The screenshot shows the 'Suspension' form in the HRMS system. The 'Approver Groups' dropdown menu is highlighted with a red box. The form contains the following details:

Employee Details	
Employee ID	22021038002
Employee Name	Sunitha Aklin Mabel WS
Office	ANTI LAND GRABBING WING
Category	SI
Joining Date	15-Aug-2004
Post	Sub Inspector Of Police
Grade	TNGS Time Scale Level 18 (39900 - 116000)
Employee Type	TN Government Servant
Retirement Date	08-May-1978

Additional Details (Proceeding Order Entry):

Suspension Reference Number	58013
Suspension Reference Date	30-OCT-2013
Date of Order Served	30-OCT-2013
Date on which placed under suspension	30-OCT-2013
Date on which placed under suspension F/IAN	AN
Head Quarters During Suspension	Yes

Approval Hierarchy

Initiator/Verifier/Approver Group

\* Approver Groups

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

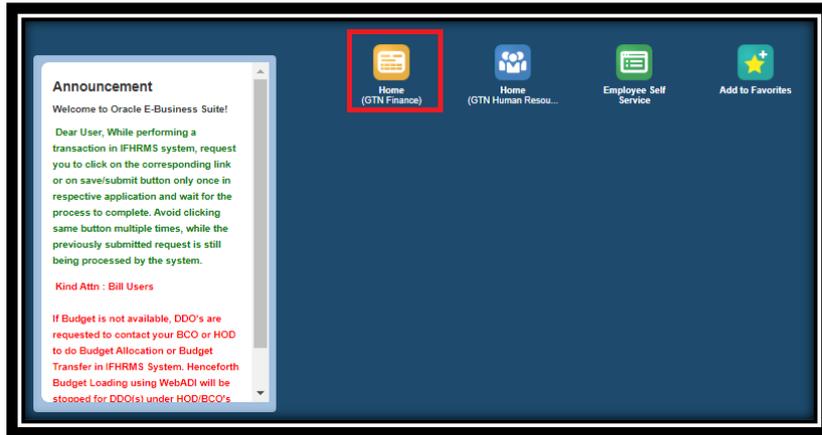
Step	Action
6.	இப்போது <b>“CHOOSE FILE”</b> ல் document ஐ attach செய்து <b>Apply</b> Click செய்யவும்.
7.	இப்போது <b>“SUBMIT”</b> Option ல் <b>Click</b> செய்யவும்.

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

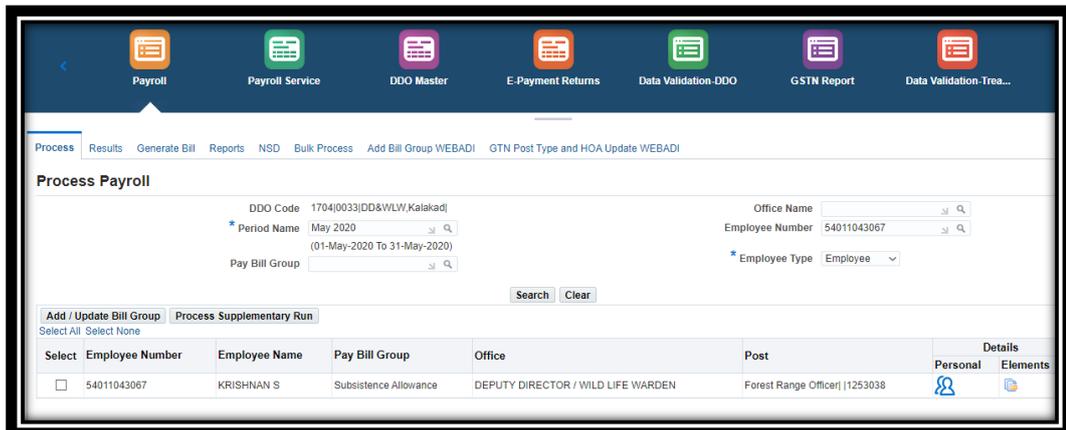
**Note:** After the Proceeding Order Entry Employee Status will be changed as **Subsistence-Stop Payment** if Status not changed check Proceeding Order 3 Level Approval Completion.

#### 4. Subsistence Bills Entry

Step	Action
1.	<b>Finance Initiator ID-ஐ Login செய்யவும்.</b>



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



Process Results Generate Bill Reports NSD Bulk Process Add Bill Group WEBADI GTN Post Type and HOA Update WEBADI

### Personal Details

Employee Number	54011043067	Effective Date	01-May-2020	Search	Employee Name	KRISHNAN S
Person Type	Temporary Employee	Employee Type	TN Government Servant		Assignment Status	Suspension - Subsistence Pay
Hire Date	01-Oct-1983	Category	GRADE B		Grade Name	TNGS Time Scale Level 23 (56900 - 180500)
Office	DEPUTY DIRECTOR / WILD LIFE WARDEN	Order Reference Number			Proposed End Date	31-Mar-2021
Post	Forest Range Officer 1253038	Employee Quarters City Grade				
Post Type	Temporary					
Order Type						
Employee Residence Type						
Employee Quarters Type						

### Elements

Dues Details		Deduction Details	
Element Name	Amount Details	Element Name	Amount Details
Dearness Allowance	0		No results found.
Pay Information	83600		

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 தோன்றுவது போல் Employeeஐ select செய்து, <b>Process supplementary run</b> -ஐ <b>Click</b> செய்யவும். அதில் <b>Subsistence Allowance</b> ஐ select செய்து <b>Submit</b> Button-ஐ <b>Click</b> செய்யவும்

### Process Payroll

DDO Code 1704|0033|DD&WLW|Kalakad| Office Name  
 Period Name May 2020 Employee Number 54011043067  
 (01-May-2020 To 31-May-2020)  
 Pay Bill Group \* Employee Type Employee

Search Clear

Add / Update Bill Group Process Supplementary Run

Run Type Subsistence Allowance  
 Submit Back

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	54011043067	KRISHNAN S	Subsistence Allowance	DEPUTY DIRECTOR / WILD LIFE WARDEN	Forest Range Officer 1253038	Personal Elements

Monitor Request Status

Payroll Payroll Service DDO Master E-Payment Returns Data Validation-DDO GSTN Report Data Validation-Trea...

Process Results Generate Bill Reports NSD Bulk Process Add Bill Group WEBADI GTN Post Type and HOA Update WEBADI

### Process Payroll

DDO Code  
 Period Name  
 Pay Bill Group  
 Account Number :240601001AB|Post Type  
 Temporary

Search Clear

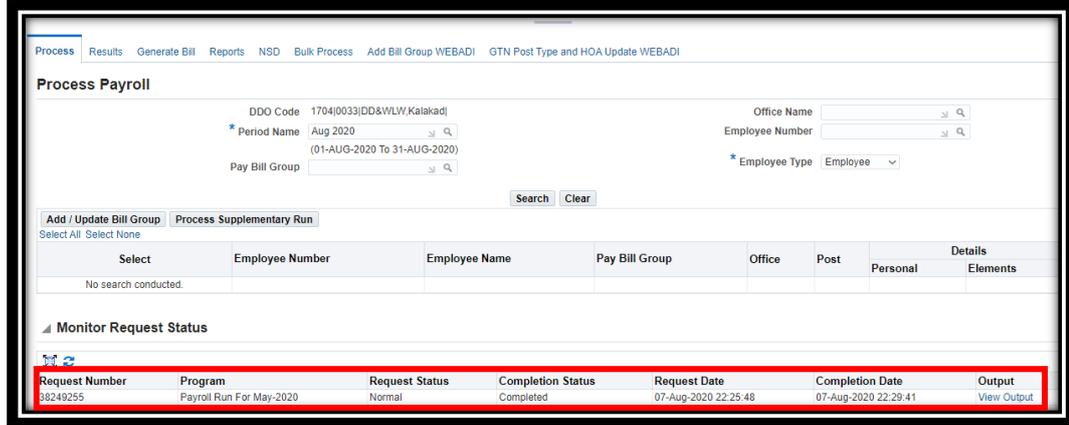
Add / Update Bill Group Process Supplementary Run

Run Type Subsistence Allowance  
 Submit Back

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	54011043067	KRISHNAN S	Subsistence Allowance	DEPUTY DIRECTOR / WILD LIFE WARDEN	Forest Range Officer 1253038	Personal Elements

**Confirmation**  
 Program submitted successfully with request no :38249255  
 OK

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

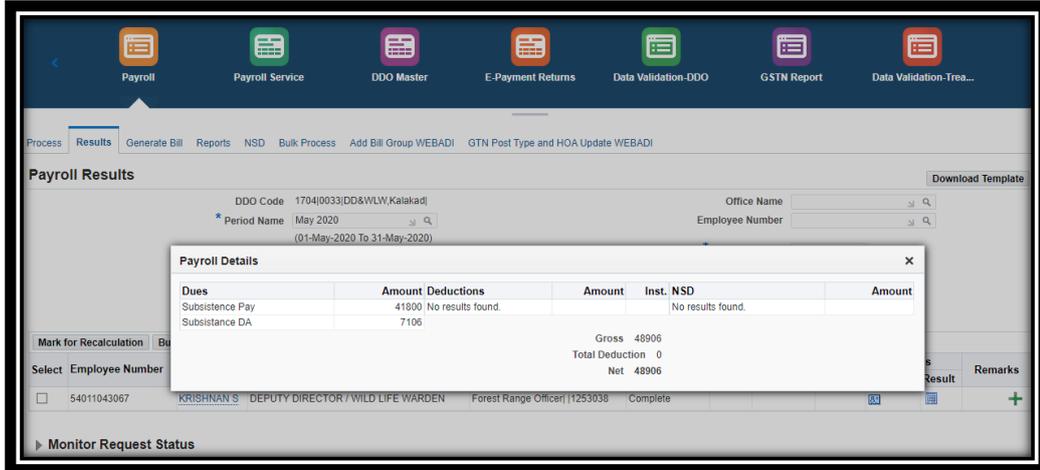


Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	Output
38249255	Payroll Run For May-2020	Normal	Completed	07-Aug-2020 22:25:48	07-Aug-2020 22:29:41	View Output

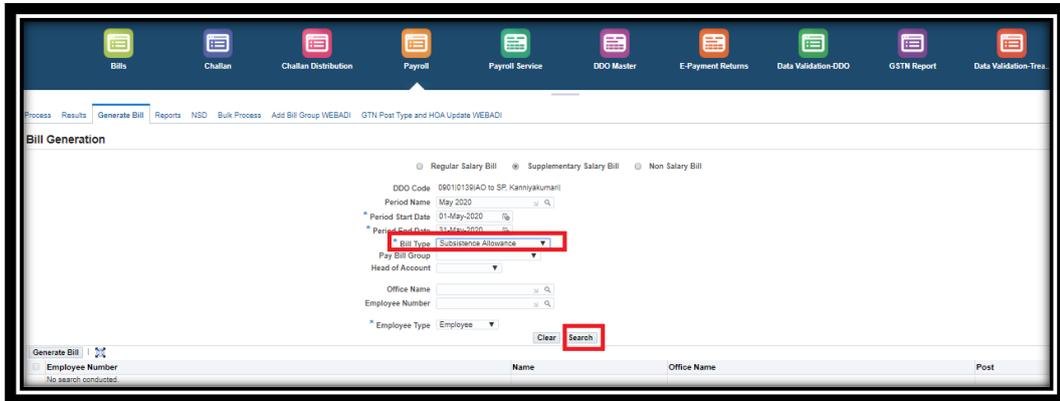
Step	Action
6.	இப்போது திரையில் தோன்றியவாறு <b>Results</b> -ல் <b>Bill type</b> -ஐ Subsistence Allowance என select செய்து, search-ஐ <b>Click</b> செய்யவும்.
7.	Duesஐ சரிபார்க்க, Result ஐ <b>Click</b> செய்யவும். <b>Results</b> ல் amount குறைவாக வந்தால் Subsistence HRA வரவில்லை என்றால், Employee retirement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

**Note:**

- Process Supplimentary Run** ஒரே ஒருமுறை தான் கொடுக்க வேண்டும். **Results** இல் **Employee Name** வரவில்லை என்றால் **PAY Certificate Entry** சரியான மாதத்திற்கு **enter** செய்திருக்கிறதா என்று பார்க்கவும்.
- 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.
- Subsistence HRA** - **HRA retirement date**க்கு பின் வராது.



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



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

Bill Generation

Regular Salary Bill | Supplementary Salary Bill | Non Salary Bill

DDO Code: 09010139(AO to SP, Kanniyakumari)

Period Name: May 2020

Period Start Date: 01-May-2020

Period End Date: 31-May-2020

Bill Type: Subsistence Allowance

Pay Bill Group: [Dropdown]

Head of Account: [Dropdown]

Office Name: [Text]

Employee Number: [Text]

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
22010202092	Rubin Jaya Thilak D	KARUNGAL POLICE STATION	Head Constable(1154111)
22010155480	Subramanian S	KANNIYAKUMARI POLICE STATION	Sub Inspector Of Police(1180425)
22010185090	Ramraj G	DISTRICT CRIME BRANCH	Deputy Superintendent Of Police(1178015)
22010254932	Mohan Kumar K	KOTTAR TRAFFIC REGULATION	Police Constable/Grade III(139023)
22021039982	Sunitha Akilin Mabel VS	ANTI LAND GRABBING WING	Sub-Inspector Of Police(1180421)

Step	Action
10.	இப்போது திரையில் தோன்றும் Popup Windowல் “Yes”ஐ Click செய்யவும்.

Information

Are you sure you want to create a bill?

No Yes

Pay Bill Group: [Dropdown]

Head of Account: [Dropdown]

Office Name: [Text]

Employee Number: [Text]

Employee Type: Employee

Clear Search

Employee Number	Name	Office Name	Post
22010202092	Rubin Jaya Thilak D	KARUNGAL POLICE STATION	Head Constable(1154111)
22010155480	Subramanian S	KANNIYAKUMARI POLICE STATION	Sub Inspector Of Police(1180425)
22010185090	Ramraj G	DISTRICT CRIME BRANCH	Deputy Superintendent Of Police(1178015)
22010254932	Mohan Kumar K	KOTTAR TRAFFIC REGULATION	Police Constable/Grade III(139023)
22021039982	Sunitha Akilin Mabel VS	ANTI LAND GRABBING WING	Sub-Inspector Of Police(1180421)

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

Information

Concurrent Program Supplementary Pay Bill Generation Program has been successfully. Request ID = 28903024.

Bill Generation

Regular Salary Bill | Supplementary Salary Bill | Non Salary Bill

DDO Code: 09010139(AO to SP, Kanniyakumari)

Period Name: May 2020

Period Start Date: 01-May-2020

Period End Date: 31-May-2020

Bill Type: Regular Salary

Pay Bill Group: [Dropdown]

Head of Account: [Dropdown]

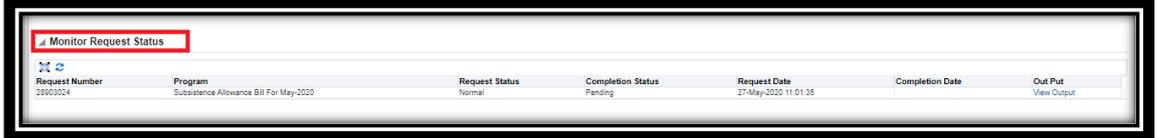
Office Name: [Text]

Employee Number: [Text]

Employee Type: Employee

Clear Search

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



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



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

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

The screenshot shows the 'Bills Page' interface. At the top, there are navigation tabs: Bills, Creation, Creation Details/Status, Budget Search, Payroll, Payroll Service, EDO Master, E-Payment Returns, Data Validation-DOO, GSTN Report, and Data View/Doc-Tree. The main content area displays bill details for a 'Substance Allowance Bill For May 2020'. The 'Approver Groups' dropdown menu is highlighted with a red box, showing 'PB201\_B Section-1' selected. Below the dropdown, there is a red warning message: 'Warning: Approver Groups are populated below. Submit the transaction only when the List of Performers are populated, to avoid missing notifications.'

Step	Action
17.	இப்போது Attachment Tab ஐ Click செய்யவும்.

The screenshot shows the 'Bills Page' interface with the 'Attachments' tab selected. The 'Add Attachment' button is highlighted with a red box. Below the button, there is a table listing attachments:

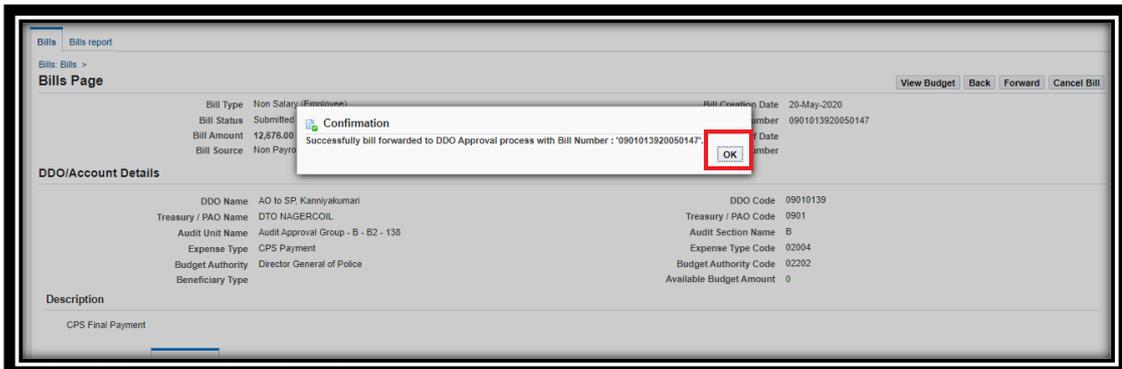
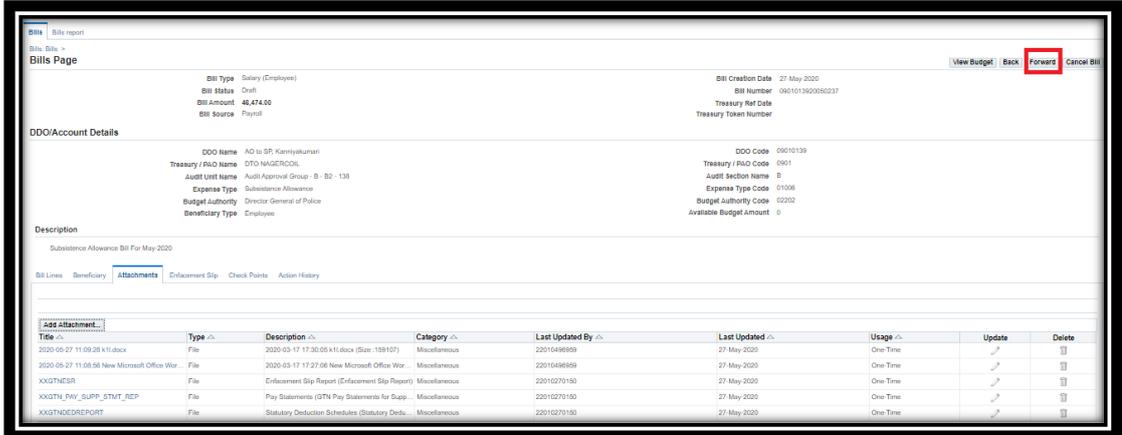
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
XXGTNEBR	File	Enforcement Slip Report (Enforcement Slip Report)	Miscellaneous	22010270150	27 May 2020	One-Time	↕	🗑
XXGTN_PAV_SUPP_STMT_REP	File	Pay Statements (GSTN Pay Statements for Supp...	Miscellaneous	22010270150	27 May 2020	One-Time	↕	🗑
XXGTNEDREPORT	File	Statutory Deduction Schedules (Statutory Dedu...	Miscellaneous	22010270150	27 May 2020	One-Time	↕	🗑

The screenshot shows the 'Add Attachment' dialog box. The 'File' field is highlighted with a red box. The dialog box has the following fields: Attachment Type (File), Title, Description, and Category (Miscellaneous). There are buttons for 'Cancel', 'Add Another', and 'Apply'.

Step	Action
18.	<b>File add</b> செய்தபின் <b>Apply</b> ஐ click செய்யவும்.



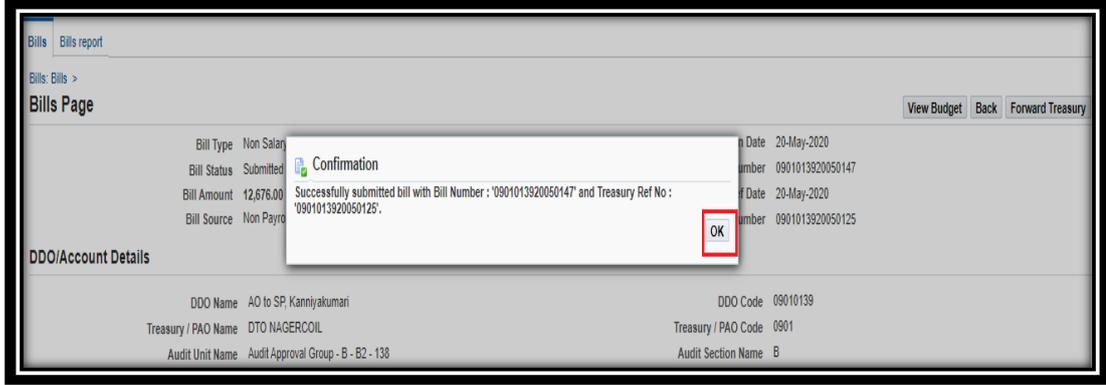
Step	Action
19.	திரையின் வலதுபுறம் உள்ள <b>Forward</b> button ஐ Click செய்யவும். 
20.	இப்போது Forward செய்யப்பட்டதற்கான உறுதிச் செய்தி தோன்றும் அதில் <b>OK</b> button ஐ Click செய்யவும். 



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

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

Step	Action
27.	Bill Details திரையில் தோன்றும் அதில் <b>Forward Treasury</b> Buttonஐ click செய்யவும்.
28.	<b>Treasury Reference Number</b> திரையில் தோன்றும்.

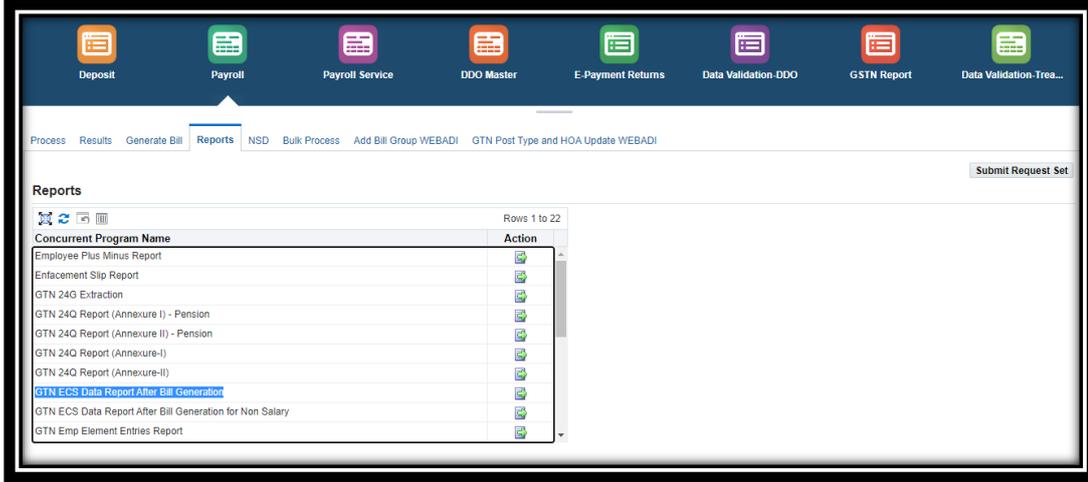


## 5. Subsistence Allowance Bill Reports

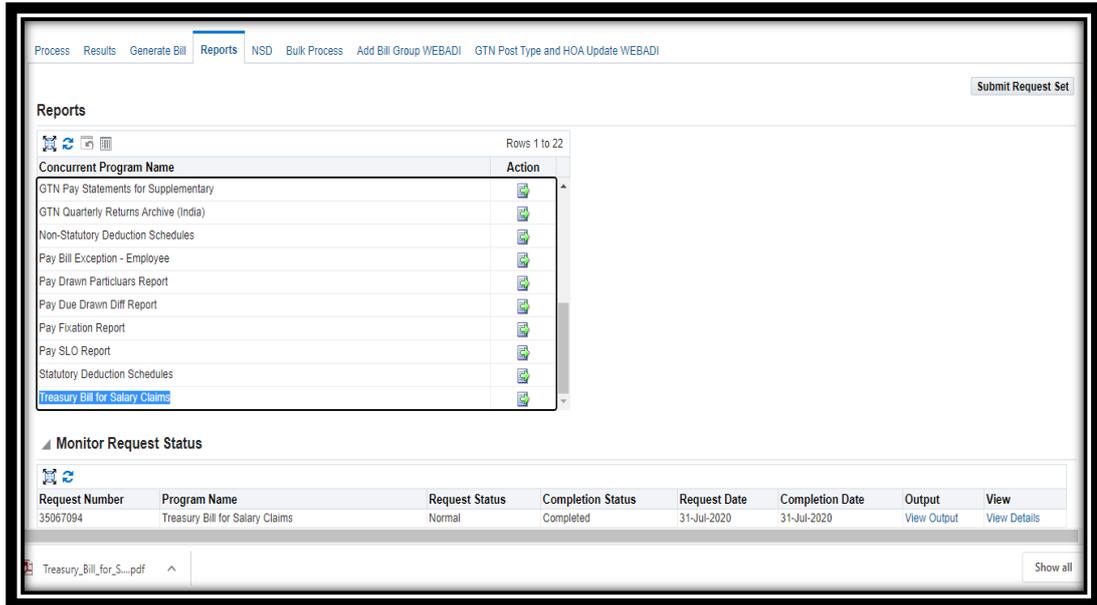
### 5.1. Initiator

செயல்முறை

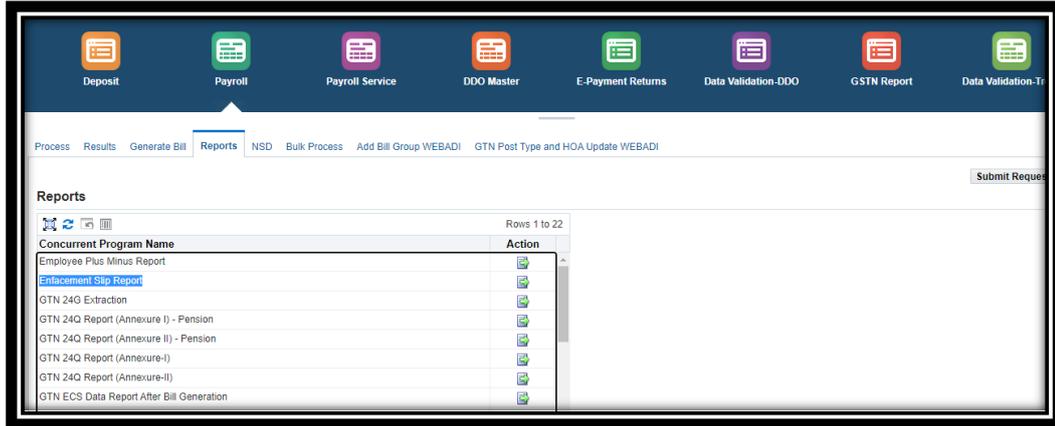
Step	Action
29.	<b>Finance Initiator</b> -ஐ Login செய்யவும்.
30.	Outer Bill report எடுக்க Finance→Bills→Archive Bills→Select Financial Year→Give Bill No./Select Expense type as Encashment of Earned Leave என select செய்து GO click செய்யவும். பின் அதில் Detail, Print optionல் print icon ஐ click செய்யவும். 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.



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.



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.



Step	Action
34.	End Of Procedure.