

# Click Path Manual for Employee Welfare Fund (EWF) Module

# NIMS



**e-Sushrut** *G-5*

*An Advanced Hospital Management Information System*

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## **General Provident Fund (GPF) Module**

### **Click Path**

#### **1. GPF Opening Details**

Click on GPF → Services → GPF Opening Details

- Financial Year → The value for this field would be auto generated from the back end.
- Employee Number → Enter the Employee Number in the space provided or else fetch the employee number with the help of search functionality placed along the field.
- Name → Enter the Name of the employee in the space provided.
- Designation → Enter the Designation of the employee in the space provided.
- Department → Enter the Department of the employee in the space provided.
- GPF Amount (₹) → Enter the GPF Amount of the employee in the space provided.



#### **Save – Clear – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Clear → Clear Window will erase all the records on the entered fields.

## 2. GPF Withdrawal Request

Click on GPF → Services → GPF Withdrawal Request

- Request Application No. → This is a non editable field and would be an auto generated number from the system.
- Request Application Date → This is a non editable field. Current Date of the system would be reflected in this field.
- Employee Number → Enter the Employee Number in the space provided or else fetch the employee number with the help of search functionality placed along the field.
- Name → Employee Name would be displayed in the respective field.
- Designation → Employee Designation would be displayed in the respective field.
- Department → Employee Department would be displayed in the respective field.
- Group → Employee Group as per records would be displayed in the respective field.
- Father Name → Employee Father's Name would be displayed in the respective field.
- Husband Name → Employee Husband's Name would be displayed in the respective field.
- Current Basic (₹) → Employee Current Basic Salary in Rupees would be displayed in the respective field.
- Current Grade pay (₹) → Employee Applicable Current Grade pay in Rupees would be displayed in the respective field.
- Date Of Joining → Employee Date of Joining in DD-Mon-YYYY format would be displayed in the respective field.
- Date Of Retirement → Employee Date of Retirement in DD-Mon-YYYY format would be displayed in the respective field.
- Balance Amount → Employee GPF Balance Amount available would be displayed in the respective field.
- GPF A/C No → Employee GPF Account Number would be displayed in the respective field.

- Withdrawal Type → Select from the drop down menu the applicable option (Non-Refundable, Refundable, Final Withdrawal) for withdrawing the GPF amount.
- Withdrawal Amount (₹) → Enter Withdrawal amount from GPF Account in Rupees in the respective field.
- Remarks → Enter any additional Remarks corresponding to Employee GPF Account Withdrawal in the space provided.
- Check Previous History → Click on the  icon placed along the Label name to view previous Withdrawal from the employee GPF Account. On click of icon, New Window will open.
- Check Eligibility Condition → Click on the  icon placed along the label name to view Employee Eligibility conditions against Withdrawal from the employee GPF Account. On click of icon, New Window will open.
- Sanction Order No → Enter Sanction Order Number in the space provided for Employee GPF Withdrawal.
- Sanction Order Date → Select Employee Sanction Order Date from the calendar, the selected date in the calendar will emerge in the field automatically.
- Issuing Authority → Enter Issuing Authority Details for the GPF Withdrawal of the Employee in the space provided.
- Remarks → Enter any additional Remarks corresponding to Employee GPF Account Withdrawal in the space provided.



#### **Save – Clear – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Clear → Clear Window will erase all the records on the entered fields.

### 3. GPF Withdrawal HOD Recommendation

Click on GPF → Services → GPF Withdrawal HOD Recommendation

- Request Application No. → This is a non editable field and would be an auto generated number from the system.
- Request Application Date → This is a non editable field. Current Date of the system would be reflected in this field.
- Employee Number → Enter the Employee Number in the space provided or else fetch the employee number with the help of search functionality placed along the field.
- Name → Employee Name would be displayed in the respective field.
- Designation → Employee Designation would be displayed in the respective field.
- Department → Employee Department would be displayed in the respective field.
- Group → Employee Group as per records would be displayed in the respective field.
- Father Name → Employee Father's Name would be displayed in the respective field.
- Husband Name → Employee Husband's Name would be displayed in the respective field.
- Current Basic (₹) → Employee Current Basic Salary in Rupees would be displayed in the respective field.
- Current Gradepay (₹) → Employee Applicable Current Gradepay in Rupees would be displayed in the respective field.
- Date Of Joining → Employee Date of Joining in DD-Mon-YYYY format would be displayed in the respective field.
- Date Of Retirement → Employee Date of Retirement in DD-Mon-YYYY format would be displayed in the respective field.
- Balance Amount → Employee GPF Balance Amount available would be displayed in the respective field.
- GPF A/C No → Employee GPF Account Number would be displayed in the respective field.

- Withdrawal Type → This is a non editable field and would be displayed as per option selected in the GPF Withdrawal Request module.
- Withdrawal Amount (₹) → Enter Withdrawal amount from GPF Account in Rupees in the respective field.
- Remarks → Enter any additional Remarks corresponding to Employee GPF Account Withdrawal in the space provided.
  
- Check Previous History → Click on the  icon placed along the Label name to view previous Withdrawal from the employee GPF Account. On click of icon, New Window will open.
- Check Eligibility Condition → Click on the  icon placed along the label name to view Employee Eligibility conditions against Withdrawal from the employee GPF Account. On click of icon, New Window will open.
- Sanction Order No → GPF Withdrawal Sanction Order No would be displayed in the respective field.
- Sanction Order Date → GPF Withdrawal Sanction Order Date would be displayed in the respective field.
- Issuing Authority → Issuing Authority for GPF Withdrawal would be displayed in the respective field.
- Remarks → Enter any additional Remarks corresponding to Employee GPF Account Withdrawal in the space provided.
  
- HOD Name → Enter HOD Name in the space provided corresponding to Employee GPF Account Withdrawal.
- Date of Recommendation → Enter Date of Recommendation in DD-Mon-YYYY format. , the selected date in the calendar will emerge in the field automatically.
- Accept → HOD needs to select from radio button (Accept/Reject) for the Employee's GPF Withdrawal request.
- Remarks → Enter any additional Remarks by the HOD corresponding to Employee GPF Account Withdrawal in the space provided.

### **Save – Cancel – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Cancel → GPF Withdrawal HOD Recommendation will be closed.

## **4. GPF Withdrawal SSA Recommendation**

Click on GPF → Services → GPF Withdrawal SSA Recommendation

- Follow the steps as instructed till heading number 3. SSA Recommendation tab would be an additional field here as compared to HOD Recommendation.
- SSA Name → Enter SSA Name in the space provided corresponding to Employee GPF Account Withdrawal.
- Date of Recommendation → Enter Date of Recommendation in DD-Mon-YYYY format. , the selected date in the calendar will emerge in the field automatically.
- SSA Recommended Status → SSA needs to select from radio button (Accept/Reject) for the Employee's GPF Withdrawal request.
- Remarks → Enter any additional Remarks by the SSA corresponding to Employee GPF Account Withdrawal in the space provided.

### **Save – Cancel – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Cancel → GPF Withdrawal HOD Recommendation will be closed.



## 5. GPF Withdrawal DFC Recommendation

Click on GPF → Services → GPF Withdrawal DFC Recommendation

- Follow the steps as instructed till heading number 4. DFC Recommendation tab would be an additional field here as compared to SSA Recommendation.
- DFC Name → Enter DFC Name in the space provided corresponding to Employee GPF Account Withdrawal.
- Date of Recommendation → Enter Date of Recommendation in DD-Mon-YYYY format. , the selected date in the calendar will emerge in the field automatically.
- DFC Recommended Status → DFC needs to select from radio button (Accept/Reject) for the Employee's GPF Withdrawal request.
- Remarks → Enter any additional Remarks by the DFC corresponding to Employee GPF Account Withdrawal in the space provided.

### Save – Cancel – Button

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Cancel → GPF Withdrawal HOD Recommendation will be closed.

## 6. GPF Withdrawal FC Recommendation

Click on GPF → Services → GPF Withdrawal FC Recommendation

- Follow the steps as instructed till heading number 5. FC Recommendation tab would be an additional field here as compared to DFC Recommendation.
- FC Name → Enter FC Name in the space provided corresponding to Employee GPF Account Withdrawal.
- Date of Recommendation → Enter Date of Recommendation in DD-Mon-YYYY format. , the selected date in the calendar will emerge in the field automatically.
- FC Recommended Status → FC needs to select from radio button (Accept/Reject) for the Employee's GPF Withdrawal request.

- Remarks → Enter any additional Remarks by the FC corresponding to Employee GPF Account Withdrawal in the space provided.

#### **Save – Cancel – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Cancel → GPF Withdrawal HOD Recommendation will be closed.

## **7. GPF Withdrawal ER Recommendation**

Click on GPF → Services → GPF Withdrawal ER Recommendation

- Follow the steps as instructed till heading number 6. ER Recommendation tab would be an additional field here as compared to FC Recommendation.
- ER Name → Enter ER Name in the space provided corresponding to Employee GPF Account Withdrawal.
- Date of Recommendation → Enter Date of Recommendation in DD-Mon-YYYY format. , the selected date in the calendar will emerge in the field automatically.
- ER Recommended Status → ER needs to select from radio button (Accept/Reject) for the Employee's GPF Withdrawal request.
- Remarks → Enter any additional Remarks by the FC corresponding to Employee GPF Account Withdrawal in the space provided.

#### **Save – Cancel – Button**

- Save → By clicking the button data will be saved and confirmation message would be displayed on the screen.
- Cancel → GPF Withdrawal HOD Recommendation will be closed.