

Following things are newly incorporated in the Sevaarth application on 19th March, 2013:

- 1) Substitute Post Functionality (Please see user manual on next page)
- 2) Last Pay Certificate Generation (Please see user manual on next page)
- 3) GPF Validations (Please see user manual on next page)
- 4) Earlier period selection in Broken Period Pay screen (Users will be able to select earlier period also)
- 5) Bill Group name display on paybill outer

User Manual

Substitute Employee Functionality

Meaning: Substitute employee is an employees who join as a substitute of some other employee. In short, salary for 2 employees is processed for 1 post. All the pay rules mapped to original employee will get mapped to substitute employee. You may map/unmap the components from "Employee Eligibility for Allowances and Deductions"

Very important facts:

- A) Employee cannot be assigned as a substitute, if vacant post for the selected designation is available in that office.
- B) Employee cannot be assigned as a substitute, if original employee is not attached to bill group.

Following are the types of such substitute employees:

- C) Leave Substitute: Employee joining as a substitute of an employee going on leave
- D) Training Substitute: Employee joining as a substitute of an employee going for training
- E) Suspension Substitute: Employee joining as a substitute of suspended employee
- F) Compulsory Waiting: Employee is on compulsory waiting because of non availability of vacant post

How to make an employee as a substitute??

There are 3 scenarios when employee is required to make as a substitute -

- 1) While filling form for new employee
- 2) While joining employee who is transferred from other DDO
- 3) While assigning employee as a substitute of other employee, where both employees are under same office.

Let us discuss all above points in detail:

- 1) **While filling form for new employee:** When new employee joins an office and vacant post for selected designation is not available, the new employee can be assigned as a substitute of some employee by selecting desired option in "Office Details" tab in Form 1. *Options given are – 1) Show Against Sanctioned Post 2) Substitute Posting. Select option 1, if vacant post is available for the designation selected. Select option 2, if vacant post is not available for the designation selected. Select substitute type, select employee against whom the new employee is to be assigned as a substitute, enter start date and end date and proceed with the form as usual. For type suspension substitute, end date is not mandatory.*
- 2) **While joining employee who is transferred from other DDO:** When employee is transferred from one DDO to other and no vacant posts are available for the selected designation, such employee can be joined as a substitute of some other employee by following process as mentioned in *italic* font in point no. 1 above.
- 3) **While assigning employee as a substitute of other employee, where both employees are under same office:** In such a scenario, go to "Change Pay / Post Details" screen, search the employee who is required to be made as a substitute of other employee, select option "Substitute Posting", follow process as mentioned in *italic* font in point no. 1 above, fill authority details and save.

How to deassign employee from substitute posting and assign on vacant post?

Go to "Change Pay / Post Details" screen, select option "Show Against Sanctioned Post", and assign vacant post available in the office, fill authority details and save.

Last Pay Certificate (LPC)

LPC will now be able to be drawn from application and henceforth, users will not be required to prepare it manually. Employee will not be allowed to be relieved from office, if last generated pay bill in which he is attached, is not approved by entering voucher details. System will throw an error message saying "Last generated pay bill for this employee is not in approved stage. Please approve the same". Relieving date will be the last date of the month for which the last pay bill is approved.

Sr. No.	Scenarios	Date of relieving as taken by system (Last day of the month for which the last pay bill was approved)
1	If last approved pay bill was generated using broken period pay screen for the period - 1 st June, 2013 to 15 th June, 2013	30 th June, 2013
2	If last approved pay bill was generated normally for the full month of June, 2013	30 th June, 2013

GPF validations as incorporated in Sevaarth system

In order to keep check on minimum / maximum limit of GPF subscription and restrictions on no. of withdrawals in a year (March to February), following validations are incorporated in the system -

Sr. No.	Validations
1	Minimum amount of GPF subscription should be 6% of basic salary
2	Maximum amount of GPF subscription should be 100% of basic salary
3	GPF subscription can be reduced only once in a year (March to February)
4	GPF subscription can be increased only twice in a year (March to February)

In case of bulk entry of allowances / deductions -

- User will have to enter amount in the box, which is required to be applied to multiple employees and click on common check box.
- System will analyse abovementioned validations for all selected employees and will throw an error message mentioning which validation is bypassed and for how many employees.
- User can see such employees in unticked form and can correct the subscriptions.

OR User can save the changes for ticked employees by clicking "Save" button. In such a case, changes will not get applied to unticked employees...

We are sure, all above new functionalities, which are designed in consultation with Finance Department, GoM, will be useful to you.

Assuring you of our best services.

TATA Consultancy Services Limited