

User manual for Employee Corner

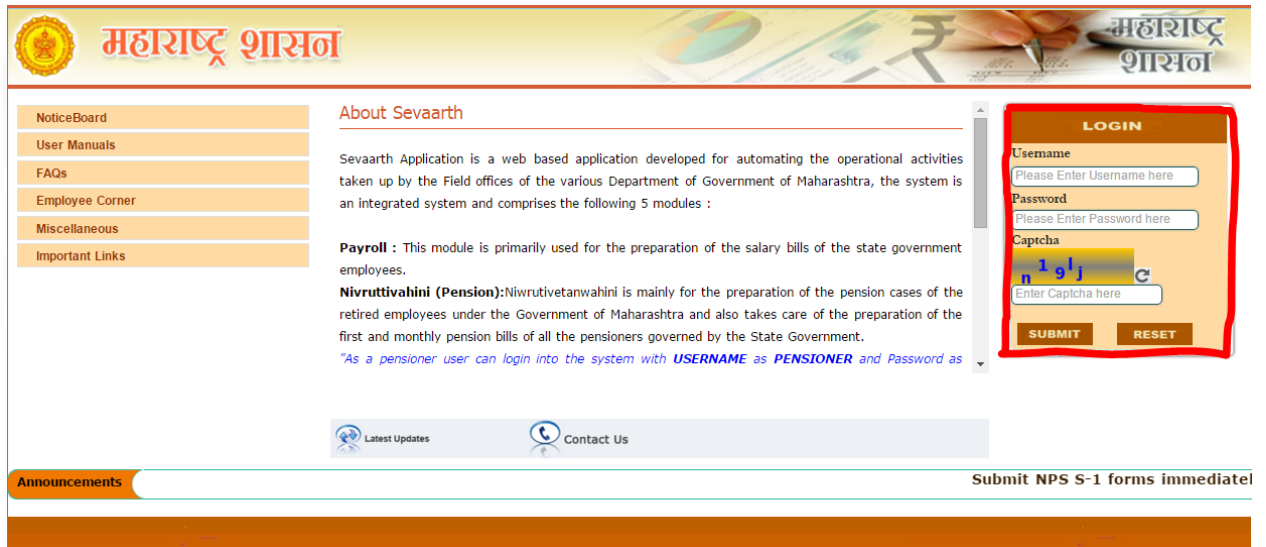
Employee Corner: - Employee Corner is newly developed utility in Sevaarth application. In employee corner utility each and every employee of Maharashtra Government who is having Sevaarth ID can generate his/her pay slip for any month. Through this utility, user can directly login on site and download his/her pay slip.

Procedure to access employee corner:-

1) Login on Sevaarth Site

Login credentials are follows:-

- Username: - Sevaarth Id (eg. ABCDEFG0000)
- Default Password:- ifms123
- Enter the captcha as shown in the image.



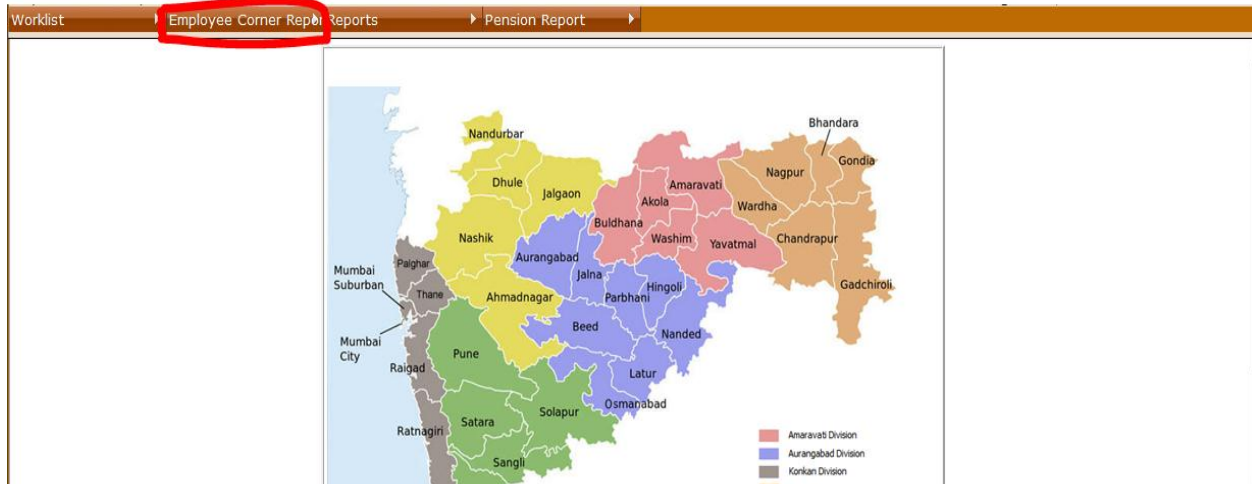
The screenshot displays the Sevaarth website interface. The header features the Maharashtra Government logo and the text 'महाराष्ट्र शासन'. A navigation menu on the left includes links for NoticeBoard, User Manuals, FAQs, Employee Corner, Miscellaneous, and Important Links. The main content area is titled 'About Sevaarth' and describes the application's purpose. A 'LOGIN' form is highlighted with a red border, containing fields for Username, Password, and a Captcha image. Below the form are 'SUBMIT' and 'RESET' buttons. The footer includes 'Announcements' and 'Submit NPS S-1 forms immediate'.

Note:-Password Reset facility of Employee corner of each employee is available in DDO login under path

Worklist --> Payroll-->Changes -->Reset Employee Password.

(DDO and DDO assistant can access employee corner through their regular login.)

After logging into the system the below page will appear.



2) Go to employee Corner and click on 'View payslip'



3) Select month and year of which you want to download the payslip.

Search Result

Employee Name	DCPS ID	Gender	Date Of Birth	Office	Designation	DDO code of DDO	DDO Name
SANJAY RAMCHANDRA HATE	17101003272SRHM8001S	Male	18/06/1980	Deputy Director, State Record Keeping Agency (D.C.P.S.)	cashier	7101003272	Deputy Director, State Record Keeping Agency (D.C.P.S.)
			Year	2016	Month	February	
View PaySlip							

4) Click on 'View Payslip' button to view the Payslip

Emoluments		Govt. Recoveries			Non Govt. Recoveries		
Particulars	Amount(Rs.)	Particulars	Amount(Rs.)	Inst. No.	Particulars	Amount(Rs.)	Inst. No.
BASIC	12810	Prof. Tax	200		Mantralaya Bank	14347	
H. R. A.	3843	GIS	120		Other Recovery 1	1	
D. A.	14475	DED_ADJUST	3493				
Trans.Allw.	400	DCPS	2729				
DA Arr	7644	DCPS DA	764				
CLA (5th Pay)	300	F.A	1000	3/10			
GROSS_ADJUST	3493						
Total Emolument	42965	Total Govt. Recoveries	8306		Total NG Recoveries	14348	
Net Pay:- 20311 (Twenty Thousand Three Hundred and Eleven Only)					Deputy Director, State Record Keeping Agency (D.C.P.S.)		
Voucher No: 65 Voucher Date: 30/01/2016							

This is a system generated payslip. Hence signature is not needed.

5) Click on print bottom to take the print of the payslip

Important instructions:-

- I. This utility is made available from 5th day of the month to 15th day of the month in DDO Asst. login.
- II. Employee corner for DDO and DDO assistant is made available in their regular login.
- III. In list of employee corner, there is also option for View NGR Schedule, View DCPS R3 slip, GPF Slip, View Loan details.
- IV. Employee can check NGR Schedule, GPF Slip and DCPS R3 slip by selecting the month and year for which he wants to see the details.
- V. All the active loan details are shown to the employee in View loan details screen.