

USER MANUAL: Provident Fund Accounting & Information System

Version- 1.0

PF Module is a part of Employee Management System; a web application developed for National Handloom Corporation Limited (NHDC), by UPTEC Computer Consultancy Limited, Lucknow.

Provident Fund Module facilitates keeping all the records of employee's provident fund like employees contribution to PF, employer's contribution to PF, VPF, Pension, Loan Refundable or non Refundable and trust investments like Govt. Securities, Bonds, FDR, and Mutual Fund etc. It also maintains interest received on FDR, GOI, Ref. Loan and Bonds. It generates statement & reports. It also provides accounting of PF Trust from Voucher entry to General Ledger, Trial Balance, Profit & Loss and Balance sheet etc.

In this module, user can manage record of PF details provided by employee's salary and arrear, investment details, employee loan details and can do or manage voucher entries of all transaction which company required and also can see many reports as well as **Trail Balance, Income & Expenditure and Balance Sheet** at the end of financial year or at any time.

Administrators have access to all functions provided by the module. Normal users can access limited functions.

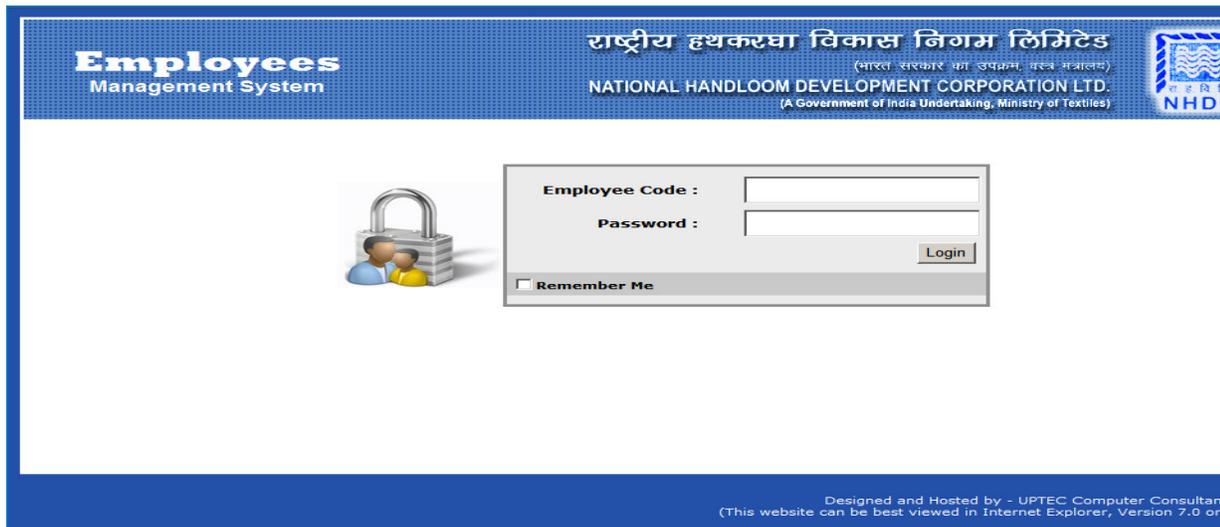
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1 Getting Started

When we enter the application URL (<http://ems>) in the address bar of IE explorer, the first page will be displayed like-



1.1 Login to the Applications

You must provide valid user id and password.

After successful login a selection page will be displayed as shown below.



Select the radio button in front of **Provident Fund Accounting & Information System**.

Employees Management System **राष्ट्रीय हथकरघा विकास निगम लिमिटेड**
(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

Home | PF Contribution ▾ | Investments ▾ | Action ▾ | Reports | Logout

Welcome to Provident Fund accounting & Information System

Provident Fund Information System software will facilitate keeping all the records of employee's provident fund like employees contribution to PF, employer's contribution to PF, VPF, Pension, Loan Refundable or non Refundable and trust investments like Govt. Securities, Bonds, FDR, and Mutual Fund etc. It also maintains interest received on FDR, GOI, Ref. Loan and Bonds. It also generates statement reports. It will provide accounting of PF Trust from Voucher entry to General Leger, Trial balance, Profit & Loss and Balance sheet etc.

Note:- Select Menu Options for further action.



2 Menu Description

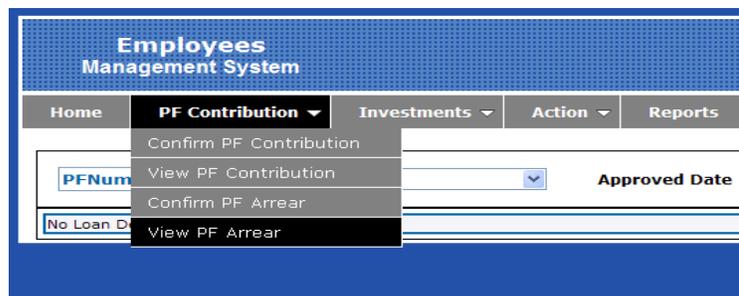


Home

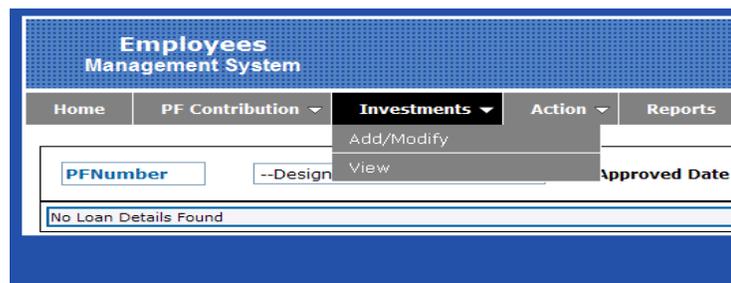
This menu section option provides you to go back to the selection page in which you will get option to switch between different modules of **Employee Management System** if authorize to do so.

PF Contribution

Here in this menu, you will find out commands to see and confirm PF details of salary and arrears of selected employees.

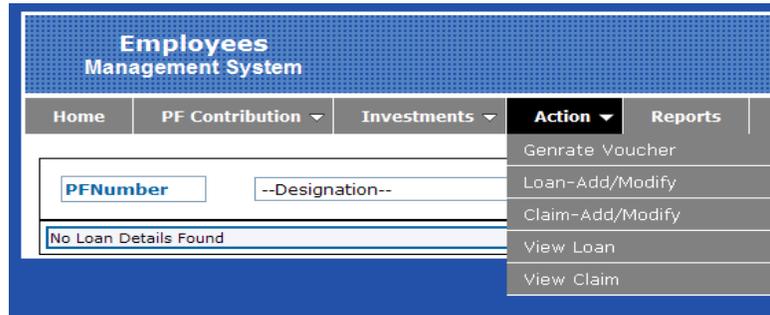


Investments



Action

In this menu, you will get commands to add/modify voucher entry and can create or modify ledger accounts etc.



Reports

This option provides you to see several reports related to PF details, Loan, Claim Information, Voucher Details as well as Trail Balance, Income & Expenditure and Balance Sheet.

Help

This option allows you to see manual of current project module of Employee Management System i.e. **Provident Fund Accounting and Information System**.

Logout

This option provides you to safely exit from your login user account.

3 Monthly PF Details

In this section, you will get to know the details of PF salary like **Employee's contribution to PF, Employer's contribution to PF, VPF, Pension and Loan amount**. Through this, you can confirm PF details and directly do voucher entries of confirmed PF details.

3.1 Confirm Monthly PF Details

The screenshot shows the 'Confirm PF Contribution' interface. It includes a header with the organization name 'राष्ट्रीय हथकर' and 'कमिटेड'. Below the header, there are several callouts explaining the steps:

- 1. Enter Payroll from Date in MM/DD/YYYY format.
- 2. Enter Payroll to Date in MM/DD/YYYY format.
- 3. Click on show button to list all unconfirmed PF details.
- 4. Select "New" or "Modify" option for your voucher generation type.
- 5. Enter desired voucher no. if needed.
- 6. You must select correct financial year.
- 7. Unselect records do not want to get confirmed.
- 8. Click to confirm PF details.

The interface also features a search bar with fields for Designation, Department, Location, and Date range (From: 1/1/2012, To: 1/31/2012). Below the search bar, there is a table of PF details for the year 2012. The table has columns for Select, PF No, Employee Name, PF From, PF To, Employee Cont, Employer Cont, Pension, VPF Amount, Loan EMI, and Entry Date. The table contains 27 rows of data for various employees.

Select	PF No	Employee Name	PF From	PF To	Employee Cont	Employer Cont	Pension	VPF Amount	Loan EMI	Entry Date
<input type="checkbox"/>	38	Sh. I S Rautela	01/01/2012	01/31/2012	8821.00	0.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	42	Sh. Avneesh Kumar Singh	01/01/2012	01/31/2012	4725.00	0.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	43	Nafisul Hasan	01/01/2012	01/31/2012	4725.00	0.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	45	Shri R C Dwivedi	01/01/2012	01/31/2012	4725.00	0.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	47	Sh. D K Dubey	01/01/2012	01/31/2012	4977.00	4436.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	48	Shri Ambrish Kumar Misra	01/01/2012	01/31/2012	3465.00	2924.00	541.00	3465.00	0.00	02/07/2012
<input type="checkbox"/>	49	Sh. V P Choubey	01/01/2012	01/31/2012	3465.00	2924.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	50	Sh. Manoj Prasad Gupta	01/01/2012	01/31/2012	4725.00	4184.00	541.00	4725.00	0.00	02/07/2012
<input type="checkbox"/>	51	Sh. V. Rajan	01/01/2012	01/31/2012	3465.00	2924.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	52	Sh. Anurag P	01/01/2012	01/31/2012	4725.00	4184.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	53	Sh. Pankaj Sharma	01/01/2012	01/31/2012	3136.00	2595.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	54	Sh. R K Pandey	01/01/2012	01/31/2012	3136.00	2595.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	55	Sh. S M Haider	01/01/2012	01/31/2012	4725.00	4184.00	541.00	4725.00	0.00	02/07/2012
<input type="checkbox"/>	56	Sh. Zameer Ahmed Khan	01/01/2012	01/31/2012	2366.00	2366.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	57	Sh. R K Upadhaya	01/01/2012	01/31/2012	2595.00	2595.00	541.00	3136.00	0.00	02/07/2012
<input type="checkbox"/>	59	Sh. B K Tiwari	01/01/2012	01/31/2012	2282.00	2282.00	541.00	2823.00	0.00	02/07/2012
<input type="checkbox"/>	61	Sh. Mahendra Singh Bisht	01/01/2012	01/31/2012	2577.00	2036.00	541.00	2577.00	0.00	02/07/2012
<input type="checkbox"/>	62	Sh. G S Bhandari	01/01/2012	01/31/2012	2577.00	2036.00	541.00	0.00	0.00	02/07/2012
<input type="checkbox"/>	63	Sh. Mantri Prasad Swarnkar	01/01/2012	01/31/2012	2823.00	2282.00	541.00	2823.00	0.00	02/07/2012
<input type="checkbox"/>	64	Sh. R N Verma	01/01/2012	01/31/2012	2886.00	2345.00	541.00	2886.00	2000.00	02/07/2012

To get above page, you must visit menu option through **PF Contribution>>Confirm PF Contribution**.

Steps to confirm monthly PF details of employees: -

1. Select employees group through Location, Division and Designation details or an employee by entering Employee code.
2. Enter payroll from and payroll to date in **MM/DD/YYYY format**.
3. Click **Show** button to get the list of PF details to be confirmed.
4. Select voucher type either **“New”** or **“Modify”**. Then enter desired voucher number and select financial year for which voucher to be generated.
5. Select those PF details which you do not want to be getting confirmed yet.
6. Click **Confirm Details** button to confirm PF details.

3.2 View Monthly PF Details

To get this page, you must visit menu option through **PF Contribution>>View PF Contribution**.

Step 2

Designation:- All Department:- All Location:- All

Or Emp. Code:- From :- 12/1/2011 To :- 12/31/2011 Show

PF No	Employee Name	PF From	PF To	Employee Cont	Employer Cont	Pension	VPF Amount	Loan EMI	Confirmed On
95	Mrs. Vandana Singh	12/1/2011	12/31/2011	5708.00	5167.00	541.00	5708.00	0.00	01/17/2012
331	Shri Jitendra Tolambiya	12/1/2011	12/31/2011	2991.00	2450.00	541.00	0.00	0.00	01/17/2012
121	Sh. Anil Kumar Singh	12/1/2011	12/31/2011	5225.00	4684.00	541.00	5225.00	0.00	01/17/2012
229	Mrs. Nigar Fatima Khan	12/1/2011	12/31/2011	2775.00	2234.00	541.00	2775.00	0.00	01/17/2012
67	Sh. Ramesh Chandra Misra	12/1/2011	12/31/2011	3042.00	2501.00	541.00	3042.00	0.00	01/17/2012
144	Sh. Vinod Kumar Srivastava	12/1/2011	12/31/2011	3186.00	2645.00	541.00	3186.00	0.00	01/17/2012
150	Mrs. Amrit Pal Banerjee	12/1/2011	12/31/2011	3361.00	2820.00	541.00	3361.00	0.00	01/17/2012
329	Sh. Eshwar V Patil	12/1/2011	12/31/2011	6001.00	5460.00	541.00	0.00	0.00	01/17/2012
105	Shri Sarbjit Singh	12/1/2011	12/31/2011	6034.00	5493.00	541.00	6034.00	0.00	01/17/2012
51	Sh. V K Mahajan	12/1/2011	12/31/2011	3361.00	2820.00	541.00	0.00	0.00	01/17/2012
177	Sh. Udaiveer Singh Yadav	12/1/2011	12/31/2011	2311.00	1770.00	541.00	0.00	3000.00	01/17/2012
36	Sh. R K Agarwal	12/1/2011	12/31/2011	6488.00	5947.00	541.00	6488.00	0.00	01/17/2012
48	Shri Ambrish Kumar Misra	12/1/2011	12/31/2011	3361.00	2820.00	541.00	3361.00	0.00	01/17/2012
232	Sh. Kaleem Khan	12/1/2011	12/31/2011	2539.00	1998.00	541.00	0.00	0.00	01/17/2012
76	Sh. Shashi Shekhar	12/1/2011	12/31/2011	7444.00	6903.00	541.00	7444.00	0.00	01/17/2012
268	Smt. Anju Gupta	12/1/2011	12/31/2011	2493.00	1952.00	541.00	2493.00	0.00	01/17/2012
205	Shri Ram Lal Maurya	12/1/2011	12/31/2011	2799.00	2258.00	541.00	1000.00	0.00	01/17/2012
149	Smt. Jayashree Mukherjee	12/1/2011	12/31/2011	2451.00	1910.00	541.00	0.00	0.00	01/17/2012
81	Ms. Poonam Trivedi	12/1/2011	12/31/2011	5708.00	5167.00	541.00	0.00	0.00	01/17/2012
109	Sh. V K Tiwari	12/1/2011	12/31/2011	5225.00	4684.00	541.00	0.00	0.00	01/17/2012

Steps to view monthly PF details of employees: -

1. Select employees group through Location, Division and Designation details or an employee by Entering Employee code.
2. Enter payroll from and payroll to date in **MM/DD/YYYY format**.
3. Click **Show** button to get the list of confirmed PF details.

4 Arrear PF Details

In this section, you will work out with detailed records of PF arrears like **Employee's contribution to PF, Employer's contribution to PF, VPF and Pension**. Through this function by confirming records of employee, you can confirm PF details and directly do voucher entries of confirmed PF details.

4.1 Confirm Employee Arrear PF Details

To get following page, you must visit menu option through **PF Contribution>>Confirm PF Arrear**.

The screenshot shows the 'Employees Management System' interface. At the top, there are navigation links: 'Home', 'Add', 'Print', 'Logout'. The main heading is 'राष्ट्रीय हथकरघा विभाग' (National Handloom Division). The page title is 'Confirm Employee Arrear PF Details'. Below the title, there are search filters: 'Designation:- All', 'Division:- All', 'Location:- All', and 'Arrear:- sal.arr dec.2011'. A 'Show' button is present. Below the filters, there is a note: 'Note: You can confirm arrear PF for period defined in selected Arrear Session From 12/01/2011 To 12/31/2011'. There is a 'New' dropdown and a 'Voucher No:-' input field. A 'Select Financial Year :- 2012' dropdown is also present. A 'Click On PF No to see full details of employee PF for this arrear' link and a 'Click On Button to confirm Arrear PF:- Confirm Details' button are also visible. A table with the following data is shown:

Select	PF No	Employee Name	PF From	PF To	Employee Co	Employer Cont	Pension	VPF Amount	Entry Date
<input type="radio"/>	149	Smt. Jayashree Mukherjee	12/01/2011	12/31/2011	73.00	73.00	0.00	0.00	02/07/2012
<input type="radio"/>	315	Sh. M Mohan Kumar	12/01/2011	12/31/2011	60.00	60.00	0.00	0.00	02/07/2012
<input type="radio"/>	316	Sh. Uma Kant Verma	12/01/2011	12/31/2011	57.00	57.00	0.00	0.00	02/07/2012

At the bottom, there is a footer: 'Designed and Hosted by - UPTC Computer Consultancy Ltd. (This website can be best viewed in Internet Explorer, Version 7.0 or later.)'

Steps to confirm arrear PF details of employee: -

1. Select desired **Arrear Session** for arrear information. Recently created arrear session is selected by default.
2. Select employees group through Location, Division and Designation details or an employee by Entering Employee code.
3. Click **Show** button to get the list of PF details to be confirmed.
4. Select voucher type either **"New"** or **"Modify"**. Then enter desired voucher number and now select financial year for which voucher to be generated.
5. Select a PF detail which you want to be getting confirmed.
6. Click **Confirm Details** button to confirm PF details.

4.2 Confirm Arrear PF Details Periodically

To get this page, you must go to arrear PF details page which is previously shown in manual. Click **PF no** of employee under the **PF no** column of the list. Then you will be redirected to the page given below: -

Employees Management System

राष्ट्रीय हथकरघा विकास निगम लिमिटेड

1. Select "New" or "Modify" option for your voucher generation type.

2. Enter desired voucher no. if needed.

3. You must select correct financial year.

4. Click to show unconfirmed PF details.

5. Select record which do not want to get confirmed.

6. Click to confirm PF details.

Confirm Arrear PF Details of a Employee

Designation:peon Cum Attended Division:Commercial Location:- Kolkata- R

Employee Name:- Sh. Uma Kant Verma Arrear PF From:- 12/01/2011 Arrear PF To:- 12/31/2011

Selected Year From :- 12/1/2011 To :- 12/31/2011 Show

New Voucher No:- Select Financial Year :- 2011 Click On Button to confirm Arrear PF:- Confirm Details

Select	PF No	PF From	PF To	Employee Cont	Employer Cont	Pension	VPF Amount	Entry Date
<input type="checkbox"/>	316	12/01/2011	12/31/2011	57.00	57.00	0.00	0.00	02/07/2012

Designed and Hosted by - UPTEC Computer Consultancy Ltd.
(This website can be best viewed in Internet Explorer, Version 7.0 or later.)

Steps to confirm periodically separated arrear PF details: -

1. Select voucher type either "New" or "Modify". Then enter desired voucher number and now select financial year for which voucher to be generated.
2. Select a PF detail which you want to be getting confirmed.
3. Click **Confirm Details** button to confirm PF details.

4.3 View Arrear PF Details

To get above page, you must visit menu option through **PF Contribution>>View PF Arrear**.

The screenshot shows the 'Employees Management System' interface. The main heading is 'राष्ट्रीय हथकरघा विभाग (National Handloom Weaving Department)'. The navigation menu includes 'Home', 'PF Contribution', 'Action', 'Reports', and 'Logout'. The current page is titled 'View Confirmed Arrear PF Details of Employees'. There are three red callout boxes with instructions: 1. 'Select desired Arrear Session' pointing to the 'Arrear Session' dropdown menu; 2. 'Enter employee code if needed.' pointing to the 'Or Emp. Code' input field; 3. 'Click on show button to list all confirmed PF details.' pointing to the 'Show' button. Below the form, a note states: 'Note :- You can confirm arrear PF for period defined in selected Arrear Session From 12/01/2011 To 12/31/2011'. A table displays the confirmed PF details for two employees.

PF No	Employee Name	PF From	PF To	Employee Cont	Employer Cont	Pension	VPF Amount	Confirmed On
149	Smt. Jayashree Mukherjee	12/01/2011	12/31/2011	73.00	73.00	0.00	0.00	02/07/2012
315	Sh. M Mohan Kumar	12/01/2011	12/31/2011	60.00	60.00	0.00	0.00	02/07/2012

Designed and Hosted by - UPTEC Computer Consultancy Ltd.
(This website can be best viewed in Internet Explorer, Version 7.0 or later.)

Steps to view monthly PF details of employees: -

1. Select employees group through Location, Division and Designation details or an employee by Entering Employee code.
2. Enter payroll from and payroll to date in **MM/DD/YYYY format (if needed)**.
3. Click **Show** button to get the list of confirmed PF details.

5 Investment

Through this form we can keep the record of investment through company.

5.1 Add/Modify Investment

We can open this form by click "**Investments > Add/Modify**" in the Menu.

Employees Management System राष्ट्रीय हथकरघा विकास निगम लिमिटेड

Home | PF Contribution | Investments | Action | Reports | Logout

Investment Form

Enter financial year: 2011-2012

Select Investment Category: APFCL, 2010-11

Select Investment Name: APFCL, 2010-11

Enter the date of Investment: 29/01-2012

Enter Investment Amount: 600000

Interest Rate: 10

Enter integer value for interest: 10

Maturity Date: 30-01-2017

Nos. of Days: 1826

Enter No's of days for Investment: 1826

NO. of Payment Year: 5

Enter Date of Maturity: 30-01-2017

Enter No's of year to be paid: 5

Save: Click Button to save record

Investment	Ledger	Financial	Opening	Interest/ NAV	Investment	Maturity
Select	Mutual Fund				01/2012	

Select Investment record to modify

Investment records are shown here

Following things should be remembered

- No's of days is auto calculated from Investment Date to Maturity Date. It can also be changed by the user.
- When we select Mutual Fund from Investment Category Dropdown List, there are following changes.
 - Interest Rate will change to NAV Rate.
 - Maturity Date will change to Locking Period.
 - No of Days will change to Total NAV.
- When we select Investment record, save button is changed to the Update button. When we click Update button, record will modified. As shown below in the figure.

Employees Management System राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

Home | PF Contribution | Investments | Action | Reports | Logout

Enter locking period: 6

Enter NAV Base Prize: 20.00

Investment Category: Mutual Fund

Investment Name: SBI

Financial Year: 2011-2012

Investment Date: 30/01/2012

Investment Amount: 500000.00

NAV Rate: 20.00

Locking Period: 6

Total NAV: 456300

Update: Enter total number of NAV

Investment	Ledger Name	Financial Year	Opening Amount	Interest/ NAV Rate	Investment Date	Maturity Date	Premium Year	NO of Days	NAV	Locking Period
Select	Mutual Fund	SBI	2011- 2012	500000.00	20.00	30/01/2012		0	4563.00	6

5.2 View Investment

Through this form we can see the record of investment through company. We can open this form by click “Investments > View” in the Menu.

The screenshot shows the 'View Investment Details' form. At the top, there are navigation tabs: Home, Contribution, Investments, Reports, and Logout. The form contains three dropdown menus: 'Investment Category', 'Investment', and 'Financial Year' (with a 'GO' button). Below these is a table with the following columns: Investment, Ledger Name, Financial Year, Opening Amount, Interest Rate, Investment Date, Maturity Date, Premium Year, and Days. A red callout box points to the table with the text 'All Records will shown in this table'. Another callout box points to the table with the text 'Click to filter record'.

6 Loan

Through this form we can keep the record of Approved Loan through company.

6.1 Loan Add/Modify

We can open this form by click “Action > Loan-Add/Modify” in the Menu.

The screenshot shows the 'Loan Add/Modify' form. It contains several fields and dropdown menus. Red callout boxes provide instructions for each field:

- 'Enter Employee Name/PF Number' points to the 'Employee PF Number' field.
- 'Enter Sanction Amount' points to the 'Sanctioned Amount' field.
- 'Select loan against applied' points to the 'Loan Against' dropdown.
- 'Rate of Interest will displayed here' points to the 'Rate Of Interest' field.
- 'Enter EMI due Date in DD' points to the 'EMI Due Date' field.
- 'Total Number month will displayed' points to the 'Number of Months' field.
- 'Click Button to Save' points to the 'Save' button.
- 'Monthly paid amount display here' points to the 'Monthly paid Amount' field.
- 'Select Sanctioned Date or enter Date' points to the 'Sanctioned Date' field.
- 'Select Completion Date or enter Date' points to the 'Loan Completion Date' field.
- 'Select Category of Loan Scheme' points to the 'Loan Category Scheme' dropdown.
- 'Select Loan Type' points to the 'Loan Type' dropdown.

Remember the following things.

- Number of the month is auto calculated from Sanctioned Date to Loan Completed Date.
- Rate of Interest is displayed on the basis of selected loan category scheme.
- In due EMI Date we enter the date only.
- Total monthly paid Amount is auto calculated on the basis of category of loan type.

- When we select Loan record, save button is changed to the Update button. When we click Update button, record will modified. As shown below in the figure.

The screenshot shows a web form for updating a loan record. The form contains the following fields and callouts:

- Loan Account Number:** 1201 (Callout: Enter Loan Account Number will displayed)
- EmployeeName/PF Number:** Uma Kant Verma (316) (Callout: Enter Employee Name/PF Number)
- Sanctioned Amount:** 200000.00 (Callout: Enter Sanctioned Amount)
- Loan Against:** Employer Contribution (Callout: Select loan against applied)
- Rate Of Interest:** 10.00 (Callout: Rate of Interest will displayed here)
- EMI Due Date:** 129 (Callout: Enter EMI due Date)
- Loan Category Scheme:** Car Loan-Compound Int (Callout: Select Category of Loan Scheme)
- Sanctioned Date:** 30/01/2012 (Callout: Select Sanctioned Date or enter Date)
- Loan Type:** Refundable Loan (Callout: Select Loan Type)
- Loan Completion Date:** 05/02/2018 (Callout: Select Completion Date or enter Date DD/MM/YYYY format)
- Number of Months:** 3 (Callout: Total Number month will displayed)
- Monthly Paid Amount:** 3668.00 (Callout: Monthly paid amount display here)
- Update Button:** (Callout: Click Button to Update)
- Table:** A table with columns: Emp Name(PFNumber), Ac.No, Loan Type, Rate, Amount, EMIs, Monthly Paid, and IsCompleted. The first row shows: Sh. Uma Kant Verma (316), 1201, Car Loan-Compound Int (Refundable Loan), 10.00, 200000.00, 73, 3668.00, 30, and False. (Callout: Select Record which you want to update)

6.2 View Loan

Through this form we can view the record of approved through company. We can open this form by click “Action >View Loan” in the Menu.

The screenshot shows a search form for viewing loan details. The form contains the following fields and callouts:

- PFNumber:** (Callout: Enter PF Number)
- Designation--:** (Callout: Select Designation)
- Approved Date:** DD/MM/YYYY (Callout: Select Approved Date or enter date in DD/MM/YYYY)
- Division--:** (Callout: Select Division)
- GO Button:** (Callout: Click Go Button to get filtered Loan record)
- Table:** A table with columns: Emp Name (PFNumber), Ac.No, Loan Type, Rate, Amount, EMIs, Monthly Paid, and IsCompleted. The first row shows: Sh. Uma Kant Verma (316), 1201, Car Loan-Compound Int (Refundable Loan), 10.00, 200000.00, 73, 3668.00, 30, and False. (Callout: Loan record shown here)

7 Claim

Through this form we can keep the record of investment through company.

7.1 Claim-Add/Modify

We can open this form by click “Action >Claim-Add/Modify” in the Menu.

Annotations for the Settlement Claim Form (Save button):

- Enter Claim Amount
- Enter PF Account Number
- Select Claim type like Death Claim, Retrenchment etc.
- Select Claim Date or enter date in DD/MM/YYYY
- Click here to save the claim record

When we select employee from the table shown below the Entry Form, save button will change to the Update button so that we can make modification to the selected record as shown below.

Annotations for the Settlement Claim Form (Update button):

- Enter Claim Amount
- Enter PF Account Number
- Select Claim type like Death Claim, Retrenchment etc.
- Select Claim Date or enter date in DD/MM/YYYY
- Click here to update the claim record
- Select Claim record in this table

7.2 View Claim

Through this form we can keep the record of investment through company. We can open this form by click “**Action >View Claim**” in the Menu.

Annotations for the View Claim Details form:

- Enter PF Number
- Select Designation
- Select Approved Date or enter date in DD/MM/YYYY
- Select Division
- Claim record shown here
- Click Go Button to get filtered Loan record

Emp Name	PFAccountNo	Claim	Date
Sh. Uma Kant Verma	316	Retrenchment	

8 Generate voucher

To get this page, you must visit menu option through **Action>>Generate Voucher**.

Employees Management System राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

Home | PF Contribution | Investments | Action | Reports | Logout

Genrate Voucher

Financial Year:- 2012 | Date:- 11/02/2012 | Voucher Type:- General | Voucher No:- | Action:- New | Submit

Edit	Action	CNo.	Particulars	Debit	Credit
Edit	Delete	1	GOI - GOI 2010-I (Investment Purchase)	5000.00	0.00
Edit	Delete	2	ICICI Bond - Series 2001-02 (Investment Purchase)	2000.00	0.00
Edit	Delete	3	SBI Bank - SBI Bank-I (Interest Recived)	0.00	7000.00
	Add		Banks SBI Bank SBI Bank-I Interest Recived	0.00	0.00
Sum of debit and credit values are equal.					
Total:-				7000.00	7000.00

Narraion:-

Name	Bank AccNo.	Bank Address	Bank Bal.
HDFC Bank	00781110000057	Lucknow (00125)	213422.18
State Bank	0863771343	Lucknow (001256)	25932.34
State Bank		Lcknow (011253)	1859348.33

Buttons: Create Ledger | Create Voucher | Choose Menu Option :- Add/Modify Investment | Submit

Callouts:
 - "Ledger Group" dropdown list box
 - "Ledger Master" dropdown list box
 - "Ledger" dropdown list
 - "Ledger Type Amount" dropdown list

8.1 Steps to add new voucher:-

1. Select **New** option from **Action** dropdown list. Then enter your desired voucher number if needed.
2. Select desired financial year from **Financial Year** dropdown list.
3. Select desired voucher type.
4. You can add/modify ledger entry. Then click **Create Voucher** button to save voucher data.

8.2 Steps to modify existing voucher by adding more ledger entries:-

1. Select **Modify** option from **Action** dropdown list. Then enter your desired voucher number.
2. Click **Submit** button to see existing entries in selected voucher.
3. Now you can add/modify new ledger entry in the existing voucher.
4. Click **Create Voucher** button to save voucher data.

8.3 How to add ledger entry in voucher:-

1. **First** select desired **Ledger Group** option, and then select relative **Ledger Master** option from dropdown list provided in grid for voucher entry.
2. **Then** select desired **Ledger** option from relative ledger list.
3. **Then** you must select correct **Ledger Entry Type** option from the last dropdown list provided.
4. **Then** enter amount of entry either in **Debit** column or in **Credit** column.
5. **Now** click on **Add** button to add new ledger entry in current voucher.

8.4 How to modify ledger entry in voucher:-

1. Click **Edit** button relative to the ledger entry to which you want to modify it.
2. **Edit** button will be replaced by two buttons named **Update** and **cancel**. Click **cancel** if no modification required.
3. After clicking **Edit** button, it will also give you editable four different dropdown list box to edit selected ledger entry and editable textbox to edit debit and credit amount.
4. Select desired **Ledger Group** option, and select relative **Ledger Master** option from dropdown list provided in grid for voucher entry.
5. Select desired **Ledger** option from relative ledger list.
6. You must select correct **Ledger Entry Type** option from the last dropdown list provided.
7. Enter amount of entry either in **Debit** column or in **Credit** column.
8. Click **Update** button to modify selected ledger entry in current voucher.

Employees Management System

राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

Home
PF Contribution ▾
Investments ▾
Action ▾
Reports
Logout

Genrate Voucher

Financial Year:- 2012 ▾
Date:- 09/02/2012
Voucher No:-
Action:- New ▾

Edit	Action	CNo.	Particulars.	Debit.	Credit.	
Edit	Delete	1	GOI - GOI 2010-I (Investment Purchase)	50000.00	0.00	
Update	Cancel	Delete	2	<div style="display: flex; justify-content: space-between;"> Bonds ▾ ICICI Bond ▾ Series 2001-04 ▾ </div> Investment Purchase ▾	200000.00	0.00
Edit	Delete	3	SBI Bank - SBI Bank-I (Payment Given)	0.00	70000.00	
Edit	Delete	4	SBI Bond - SBI Bond (Investment Purchase)	2000.00	0.00	
	Add		<div style="display: flex; justify-content: space-between;"> Bonds ▾ SBI Bond ▾ SBI Bond ▾ Investment Purchase ▾ </div>	0.00	0.00	
Sum of debits is greater than credits.						
Total :-				252000.00	70000.00	

Narraion:

Bank Name	Bank AccNo.	Bank Address	Bank Bal.
HDFC Bank	00781110000057	Lucknow (00125)	213422.18
State Bank of India	10863771342	Lucknow (001256)	25932.34
State Bank of India	53012823665	Lucknow (011253)	1859348.33

Choose Menu Option :- Add/Modify Investmenet ▾

Designed and Hosted by - UPTEC Computer Consultancy Ltd.
(This website can be best viewed in Internet Explorer, Version 7.0 or later.)

9 Add/Modify Ledger Details

This selection contains add/modify feature of **Ledger Group**, **Ledger Master** and **Basic Ledger List**. All three option you can get by visiting through **Action>>Generate Voucher** and then click on **Create Ledger** button to show pop page for all.

9.1 Add/Modify Ledger Group

Now click **Ledger Group** tab to see this pop up page.

Steps to Add/Modify Ledger Group:-

1. Select **New** to add new Ledger Group or select any existing one to edit it from **Select Ledger Group** dropdown list.
2. Write **Ledger Group** name in the given textbox.
3. You must select one of option from **Group Type** dropdown list.
4. Click **Save** button save details.

Note:- **Normal** type is used for investments, mutual fund and GOIs etc type ledgers, **Employees** is used for PF, CPF or employees related ledgers, **Banks** is for banks and **Others** is for others ledgers which do not match with remaining type.

9.2 Add/Modify Ledger Master

You can get it by visiting through **Action>>Generate Voucher** and then click on **Create Ledger** button to show pop pages then click on **Ledger Master** tab to see this pop up page.

The screenshot displays the 'Employees Management System' interface. At the top, there is a navigation menu with options: Home, PF Contribution, Investments, Action, Reports, and Logout. The main content area shows a 'Financial Year:- 2012' and a table with columns 'Edit', 'Action', and 'CNo.'. The table contains three rows of data: (1, GOI -), (2, ICICI), and (3, SBI B). Below the table is an 'Add' button and a 'Bank' button. A 'Narration:-' field is also present. A pop-up window titled 'Ledger Master' is open, showing a 'Select Ledger Master :-' dropdown menu with 'New' selected, a 'Ledger Master :-' text box, and a 'Select Ledger Group :-' dropdown menu with 'Govt. Securities' selected. There are 'Save' and 'Close' buttons in the pop-up window. At the bottom of the main interface, there are buttons for 'Create Ledger', 'Create Voucher', and a 'Choose Menu Option :-' dropdown menu with 'Add/Modify Inves' selected.

Steps to Add/Modify Ledger Master:-

1. Select **New** to add new Ledger Master or select any existing one to edit it from **Select Ledger Master** dropdown list.
2. Write **Ledger Master** Name in the given textbox.
3. You must select one of option from **Ledger Group** dropdown list.
4. Click **Save** button save details.

9.3 Add/Modify Ledger

You can get it by visiting through **Action>>Generate Voucher** and then click on **Create Ledger** button to show pop pages then click on **Ledger** tab to see this pop up page.

Steps to Add/Modify Ledger:-

1. Select desired **Ledger Master** to get list of relative exiting Ledgers.
2. Select **New** to add new Ledger or select any existing one to edit it from **Select Ledger** dropdown list.
3. Write **Ledger** name in the given textbox.
4. You must select one of option from **Ledger Master** Dropdown list if wants to change ledger's Ledger Master and select other option.
5. Select one list from **Bank** and **Employee** information dropdown list boxes. And select desired option from the selected list if needed.
6. Click **Save** button save details.

10 Reports

This page comes by clicking **Reports** menu option.

This is **Report Menu** page gives you options to select one of reports to see and print if required.

Note: - You must have enabled **Pop-Up** facility in your **Internet explorer** or **any other browser** to see all reports.

10.1 Statement of Employee's Account

Code	Name	Designation	Department	Location
<input type="checkbox"/> 07	S H Ansari	Chief Manager	Commercial	Panipat- R
<input type="checkbox"/> 16	S D Ojha	Assistant Manager	Finance & Account	Kolkata- R
<input type="checkbox"/> 18	Sunil Khanna	Manager	Finance & Account	Lucknow- R
<input type="checkbox"/> 27	Vijay Laxmi Agarwal	Sr. Personal Assistant	Finance & Account	Lucknow- H
<input type="checkbox"/> 28	Neelam Sharma	Personal Assistant	Commercial	Lucknow- H

Steps to see Statement of Employee's Account report: -

1. At Master **Report Menu**, select desired financial year you want to see report.
2. Also you can filter records through the selection of **Division, Location** and **Designation**.
3. Select **Account FY** radio button option. You will get list of employees whose salary have been generated on the selected month.
4. Select employees or select none to see all records.
5. Click **Print** button see and print report of selected employees.

This is report of Employee's Account statement given below: -

National Handloom Development Corporation Ltd.
 राष्ट्रीय हथकरघा विकास निगम लिमिटेड
 (A GOV. OF INDIA ENTERPRISE)



STATEMENT OF ACCOUNTS 2011 - 2012

Name of Member : Sh. U Neogi																		PF Account No. : 174	
Month	Employee Cont to PF					Employers Cont to PF					VPF				Refundable Loan			Pension	
	Monthly	Arrear	Loan	Balance	Intrest	Monthly	Arrear	Loan	Balance	Intrest	Monthly	Loan	Balance	Intrest	Deduction	Balance	Interest		
Open Balance	0.00			0.00		0.00			0.00		0.00		0.00			0.00			
April	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
May	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
June	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
July	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
August	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
September	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
October	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
December	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
January	8153.00	0.00	0.00	8153.00	0.00	7612.00	0.00	0.00	7612.00	0.00	8153.00	0.00	8153.00	0.00	0.00	0.00	0.00	541.00	
February	0.00	0.00	0.00	8153.00	0.00	0.00	0.00	0.00	7612.00	0.00	0.00	0.00	8153.00	0.00	0.00	0.00	0.00	0.00	
March	0.00	0.00	0.00	8153.00	0.00	0.00	0.00	0.00	7612.00	0.00	0.00	0.00	8153.00	0.00	0.00	0.00	0.00	0.00	
Total	8153.00	0.00	0.00	8153.00	0.00	7612.00	0.00	0.00	7612.00	0.00	8153.00	0.00	8153.00	0.00	0.00	0.00	0.00	541.00	
Interest				0.00					0.00				0.00						
Total				8153.00					7612.00				8153.00						
(-)Intt On Loan				0.00					0.00				0.00						
G. Total				8153.00					7612.00				8153.00				0.00		
Checked By		Account Officer					Secretary												
Submit																			

10.2 Statement of Employee's PF Details

Steps to see Statement of Employee's PF Details report: -

1. At Master **Report Menu**, enter date for the month you want to see report.
2. Also you can filter records through the selection of **Division, Location** and **Designation**.
3. Then select **Employee PF** radio button option. You will get list of employees whose salary have been generated on the selected month.
4. Select your desired list of employees or select none to see all records.
5. Click **Print** button see and print report of selected employees.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd. राष्ट्रीय हस्तकरपा विकास निगम लिमिटेड (A GOV. OF INDIA ENTERPRISE) 2011 - 2012																					
SN	Employee Name	PF NO	Opening Balance	Employee's Cont to PF	Interest	Interest on Loan	Interest Paid	Net Interest	Total	Opening Balance	Employer's Cont to PF	Interest	Interest paid	Total	Opening Balance	VPF	Interest	Interest Paid	Total	Grand Total	Balance Ref. Loan
1	Sh. S H Ansari	7	0.00	9016.00	0.00	0.00	0.00	0.00	9016.00	0.00	8475.00	0.00	0.00	8475	0.00	0.00	0.00	0.00	0	17491.00	0.00
2	Sh.S D Ojha	16	0.00	5477.00	0.00	0.00	0.00	0.00	5477.00	0.00	4936.00	0.00	0.00	4936	0.00	0.00	0.00	0.00	0	10413.00	0.00
3	Sh. Sunil Khanna	18	0.00	6638.00	0.00	0.00	0.00	0.00	6638.00	0.00	6097.00	0.00	0.00	6097	0.00	0.00	0.00	0.00	0	12735.00	0.00
4	Mrs. V ijay L axmi Agarwal	27	0.00	3508.00	0.00	0.00	0.00	0.00	3508.00	0.00	2967.00	0.00	0.00	2967	0.00	3508.00	0.00	0.00	3508	9983.00	0.00
5	Ms. Neelam Sharma	28	0.00	3435.00	0.00	0.00	0.00	0.00	3435.00	0.00	2894.00	0.00	0.00	2894	0.00	0.00	0.00	0.00	0	6329.00	0.00
6	Sh. R K Agarwal	36	0.00	6488.00	0.00	0.00	0.00	0.00	6488.00	0.00	5947.00	0.00	0.00	5947	0.00	6488.00	0.00	0.00	6488	18923.00	0.00
7	Sh. I S Rautela	38	0.00	8556.00	0.00	0.00	0.00	0.00	8556.00	0.00	8015.00	0.00	0.00	8015	0.00	0.00	0.00	0.00	0	16571.00	0.00
8	Sh. Avneesh Kumar Singh	42	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	0.00	0.00	0.00	0	8625.00	0.00
9	Nafisul Hasan	43	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	4583.00	0.00	0.00	4583	13208.00	0.00
10	Shri R C Dwivedi	45	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	4583.00	0.00	0.00	4583	13208.00	0.00
11	Sh. R P Shukla	46	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	4583.00	0.00	0.00	4583	13208.00	0.00
12	Sh. D K Dubey	47	0.00	4827.00	0.00	0.00	0.00	0.00	4827.00	0.00	4286.00	0.00	0.00	4286	0.00	0.00	0.00	0.00	0	9113.00	0.00
13	Shri Ambrish Kumar Misra	48	0.00	3361.00	0.00	0.00	0.00	0.00	3361.00	0.00	2820.00	0.00	0.00	2820	0.00	3361.00	0.00	0.00	3361	9542.00	0.00
14	Sh. V P Choubey	49	0.00	3361.00	0.00	0.00	0.00	0.00	3361.00	0.00	2820.00	0.00	0.00	2820	0.00	0.00	0.00	0.00	0	6181.00	0.00
15	Sh. Mahesh Prasad Gupta	50	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	4583.00	0.00	0.00	4583	13208.00	0.00
16	Sh. V K Mahajan	51	0.00	3361.00	0.00	0.00	0.00	0.00	3361.00	0.00	2820.00	0.00	0.00	2820	0.00	0.00	0.00	0.00	0	6181.00	0.00
17	Sh. Anurag pandey	52	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	0.00	0.00	0.00	0	8625.00	0.00
18	Sh. Pankaj Sharma	53	0.00	3042.00	0.00	0.00	0.00	0.00	3042.00	0.00	2501.00	0.00	0.00	2501	0.00	0.00	0.00	0.00	0	5543.00	0.00
19	Sh. R K Pandey	54	0.00	3042.00	0.00	0.00	0.00	0.00	3042.00	0.00	2501.00	0.00	0.00	2501	0.00	0.00	0.00	0.00	0	5543.00	0.00
20	Sh. S M Haider	55	0.00	4583.00	0.00	0.00	0.00	0.00	4583.00	0.00	4042.00	0.00	0.00	4042	0.00	4583.00	0.00	0.00	4583	13208.00	0.00
21	Sh. Zameer Ahmed Khan	56	0.00	2820.00	0.00	0.00	0.00	0.00	2820.00	0.00	2279.00	0.00	0.00	2279	0.00	0.00	0.00	0.00	0	5099.00	0.00
22	Sh. R K Upadhaya	57	0.00	3042.00	0.00	0.00	0.00	0.00	3042.00	0.00	2501.00	0.00	0.00	2501	0.00	3042.00	0.00	0.00	3042	8585.00	0.00
23	Sh. B K Tiwari	59	0.00	2738.00	0.00	0.00	0.00	0.00	2738.00	0.00	2197.00	0.00	0.00	2197	0.00	2738.00	0.00	0.00	2738	7673.00	0.00
24	Sh. Mahendra Singh Bisht	61	0.00	2500.00	0.00	0.00	0.00	0.00	2500.00	0.00	1959.00	0.00	0.00	1959	0.00	2500.00	0.00	0.00	2500	6959.00	0.00
25	Sh. G S Bhandari	62	0.00	2500.00	0.00	0.00	0.00	0.00	2500.00	0.00	1959.00	0.00	0.00	1959	0.00	0.00	0.00	0.00	0	4459.00	0.00
26	Sh. Mantri Prasad Swamkar	63	0.00	2658.00	0.00	0.00	0.00	0.00	2658.00	0.00	2117.00	0.00	0.00	2117	0.00	2658.00	0.00	0.00	2658	7433.00	0.00
27	Sh. R N Verma	64	0.00	2799.00	0.00	0.00	0.00	0.00	2799.00	0.00	2258.00	0.00	0.00	2258	0.00	2799.00	0.00	0.00	2799	7856.00	0.00
28	Sh. Sant Ram	65	0.00	2500.00	0.00	0.00	0.00	0.00	2500.00	0.00	1959.00	0.00	0.00	1959	0.00	0.00	0.00	0.00	0	4459.00	0.00
29	Sh. Ashok Kumar Tiwari	66	0.00	2500.00	0.00	0.00	0.00	0.00	2500.00	0.00	1959.00	0.00	0.00	1959	0.00	0.00	0.00	0.00	0	4459.00	0.00

10.3 Pension Scheme

Steps to see Statement of Employee's Pension Scheme report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Also you can filter records through the selection of **Division, Location** and **Designation**.
3. Then select **Pension scheme** radio button option. You will get list of employees whose salary have been generated on the selected month.
4. Select employee or select none to see all records.
5. Click **Print** button see and print report of selected employees.

Then you will see report look like picture given in below image.

Month	Amount of wages, retaining allowance, if any, and DA including cash value of food concession paid during the month	Contribution to Pension Fund 8.33%	Remarks
1	2	3	4
April	6500.00	0.00	
May	6500.00	0.00	
June	6500.00	0.00	
July	6500.00	0.00	
August	6500.00	0.00	
September	6500.00	0.00	
October	6500.00	0.00	
November	6500.00	0.00	
December	6500.00	0.00	
January	6500.00	541.00	
February	6500.00	0.00	
March	6500.00	0.00	
---Total---	78000.00	541.00	

Certified that the difference between the total of contributions show under column (3) of the above and that arrived at the total wages shown in column (2) at the prescribed rate is solely to the rounding off contribution to the nearest Rs. under the rules.
 Certified that the total amount of contributions indicated under column (3) has already been remitted in full in account No. 10 (Pension fund contribution)

Date _____ Signature of employer (Office Seal) _____

10.4 Investments in GOIs

Steps to see Investments in GOIs report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Investments in GOIs** radio button option.
3. Click **Print** button see and print report.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd. राष्ट्रीय हथकरघा विकास निगम लिमिटेड (A GOV. OF INDIA ENTERPRISE) EMPLOYEES CPF. TRUST 10TH & 11TH FLOOR, VIKASDEEP, 22 STATION ROAD, LUCKNOW																
INVESTMENT IN GOI 2011 - 2012																
S.N	Description	Investment Open as on 01.04.2011	Purchase	Redemption	Balance 31.03.2011	Date of Purchase	Date of Redemption	No. of Days	(% Rate of Interest	Interest Date	INTEREST CALCULATION				Payment Received	Balance 31.03.2011
											Opening Balance	Interest Paid	Interest For	Total Interest		
--- Total ---		0.00		0.00	0.00						0.00	0.00	0.00	0.00	0.00	
											Less: Interest Paid :		0.00			
											Net Interest Income :		0			

(S.A.J. Taqvi) Accounts Officer	(S. S. Dhakarwal) Secretary	(J. K. Bhaweja) Chairman
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Place: Lucknow Date:	As Per Our Report Of even date For Mukesh Raj & Co. Chartered Accounts (Mukesh Agarwal) Partner Registration No 409297
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10.5 Investments in Bonds

Steps to see Investments in Bonds report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Investments in Bonds** radio button option
3. Click **Print** button see and print report.

Then you will see report look like picture given in below image.

10.7 Advance Grant Loan

Steps to see Settlement of Claims report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Advance Grant Loan** radio button option
3. Click **Print** button see and print report.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd. Employees CPF Trust
10 & 11 Floor, Vikasdeep Building, 22-Station Road, Lucknow-226001

UP/11923

Advance Granted/Partial Withdrawals Granted To Subscribers during the year 2011 - 2012

REGION _____
 INCLUDING ALL SRO's

TABLE-8

Category	Cases	Amount(Rs. in Lakh)
1. Education Loan-Compound Int	0	0.00
2. Car Loan-Compound Int	0	0.00
3. Marriage Loan-Compound Int	0	0.00
4. Financing LIC Policy-Compound Int	0	0.00
5. Housing Advance-Compound Int	0	0.00
6. During Temporary Closure-Compound Int	0	0.00
7. Illness of Member/FamilyMem.-Compound In	0	0.00
8. Members own mirrage-Compound Int	0	0.00
9. Education & Religious Ceremony-Compound	0	0.00
10. EducationLoan-Simple Int	0	0.00
11. Car Loan-Simple Int	0	0.00
12. Marriage Loan-Simple Int	0	0.00
13. Financing LIC Policy-Simple Int	0	0.00
14. Housing Advance-Simple Int	0	0.00
15. During Temporary Closure-Simple Int	0	0.00
16. Illness of Member/FamilyMem.-Simple Int	0	0.00
17. Members own mirrage-Simple Int	0	0.00
18. Education & Religious Ceremony-Simple In	0	0.00
Total	0	0

10.8 View Generated Voucher

Employees Management System

राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(भारत सरकार का उपक्रम, वस्त्र मंत्रालय)

Home | Salary PF | Investments | Action | Reports | Help

PF REPORT

Date: 2011-2012 | Location: All | Designation: All | Department: All

Account FY Employee PF Pension Schme Investment in GOI
 Investment in Bonds Settlement of claims Advance Grant Loan View Genrated Vouchers
 Details Of Premium RegionWisePF PF Ledger Trial Balance

Print

Delete Provisional Vouchers

<input type="checkbox"/>	Voucher No	Transaction Date	Debit	Credit	Is Provisional	Financial Year
<input type="checkbox"/>	937060504	10/01/2012	139059117.02	21661866.23	False	01/04/2011
<input type="checkbox"/>	pf63325900	17/01/2012	0.00	1795222.00	False	01/04/2011

Designed and Hosted by - UPTEC Computer Consultancy Ltd.
(This website can be best viewed in Internet Explorer, Version 7.0 or later.)

It will delete all selected provisional vouchers

Steps to see Generated Voucher report: -

1. At Master **Report Menu**, enter date for the month you want to see report.
2. Select **View Generated** radio button option.
3. Select a desired voucher from searched generated voucher list.
4. Click **Print** button see and print report of selected vouchers.

Then you will see report look like picture given in below image.

Print

नेशनल हैंडलूम डेवलपमेंट कारपोरेशन लि०
कर्मचारी अंशदायी भविष्यनिधि न्यास
National Handloom Development Corporation Ltd.
Employees Contributory Provident Fund Trust
(भारत सरकार का उपक्रम)
A Govt. Of India Undertaking
10वाँ 11वाँ लल, विकास दीप, स्टेशन रोड, लखनऊ
10th & 11th Floor Vikas Deep, 22 Station Road, Lucknow.

जनरल वाउचर
(Journal Voucher)

Voucher No (ज० वाउचर न०) :- 937060504
Date (दिनांक) :- 10/01/2012

Code No. कोड न०	Particulars विवरण	L. F. ल. फ.	Debit Amount नाम धनराशि		Credit Amount जमा धनराशि	
			Rs.	P.	Rs.	P.
1	GOI - GOI 2032-I (Investment Opening Bal)		4000000	00	00	00
2	GOI - GOI 2034 (Investment Opening Bal)		2000000	00	00	00
3	GOI - GOI 2036-I (Investment Opening Bal)		3000000	00	00	00
4	GOI - GOI 2023-I (Investment Opening Bal)		3000000	00	00	00
5	IGICI Bond - Series 2001-02 (Investment Opening Bal)		800000	00	00	00
6	IFCI - Series XX 97-98 A (Investment Opening Bal)		200000	00	00	00
7	MPVCL - 01.G 0 7093 (Investment Opening Bal)		1000000	00	00	00
8	SBI Bond - SBI Bond (Investment Opening Bal)		1000000	00	00	00
9	HUDCO - Series XXXIX (Investment Opening Bal)		2000000	00	00	00
10	IOB Bond - Perpetual A (Investment Opening Bal)		4000000	00	00	00
11	AXIS Bank Bond - Perpetual (Investment Opening Bal)		1000000	00	00	00
12	B.O. MAHARASHTRA - B.O. Maha. (Investment Opening Bal)		1000000	00	00	00
13	IL & FS - Debentures (Investment Opening Bal)		1000000	00	00	00
14	RURAL Electrical Corp. - RURAL Elec. Corp. (Investment Opening Bal)		5000000	00	00	00
15	UNION Bank Bond - UNION Bank (Investment Opening Bal)		1000000	00	00	00
16	POWER Fin. Corp. - POWER Fin. Corp. (Investment Opening Bal)		2000000	00	00	00

10.9 Details of Premium

Steps to see Details of Premium report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Details of Premium** radio button option.
3. Click **Print** button see and print report.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd. राष्ट्रीय हथकरघा विकास निगम लिमिटेड (A GOV. OF INDIA ENTERPRISE) Employees C.P.F. TRUST		
Details of Premium/Discount Written off on Investment 2011 - 2012		
Sr.No	Premium Paid(Amount)	Total
	FY	Amount(Rs)
	TOTAL	0

(S.A.J. Taqvi) Accounts Officer	(S. S. Dhakarwal) Secretary	(J. K. Bhaweja) Chairman
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Place:Lucknow Date:	As Per Our Report Of even date For Mukesh Raj & Co. Chartered Accounts (Mukesh Agarwal) Partner Registration No 409297
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10.10 Region Wise PF

Steps to see Region Wise PF report: -

1. At Master **Report Menu**, enter date for the month you want to see report.
2. Also you can filter records through the selection of **Division, Location** and **Designation**.
3. Select **Region Wise PF** radio button option. You will get list of employees whose salary have been generated on the selected month.
4. Select employees or select none to see all records.
5. Click **Print** button see and print report of selected employees.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd. राष्ट्रीय हथकरघा विकास निगम लिमिटेड (A GOV. OF INDIA ENTERPRISE) 2011 - 2012									
Month February - 2012			SALARY OF ----- Panipat- R-----						
SN	EMPLOYEE NAME	PF NO	BASIC	DA	GROSS SALARY	Employee's Cont to PF	Employer's Cont to PF	VPF	LOAN
1	Sh. S H Ansari	7	0.00	0.00	0.00	9016.00	8475.00	0.00	0.00
Total			0.00	0.00	0.00	9016.00	8475.00	0.00	0
Month February - 2012			SALARY OF ----- Kolkata- R-----						
SN	EMPLOYEE NAME	PF NO	BASIC	DA	GROSS SALARY	Employee's Cont to PF	Employer's Cont to PF	VPF	LOAN
2	Sh.S D Ojha	16	0.00	0.00	0.00	5477.00	4936.00	0.00	0.00
Total			0.00	0.00	0.00	5477.00	4936.00	0.00	0
Month February - 2012			SALARY OF ----- Lucknow- R-----						
SN	EMPLOYEE NAME	PF NO	BASIC	DA	GROSS SALARY	Employee's Cont to PF	Employer's Cont to PF	VPF	LOAN
3	Sh. Sunil Khanna	18	0.00	0.00	0.00	6638.00	6097.00	0.00	0.00
Total			0.00	0.00	0.00	6638.00	6097.00	0.00	0
Month February - 2012			SALARY OF ----- Lucknow- H-----						
SN	EMPLOYEE NAME	PF NO	BASIC	DA	GROSS SALARY	Employee's Cont to PF	Employer's Cont to PF	VPF	LOAN
4	Mrs. V ijay L axmi Agarwal	27	0.00	0.00	0.00	3508.00	2967.00	3508.00	0.00
5	Ms. Neelam Sharma	28	0.00	0.00	0.00	3435.00	2894.00	0.00	0.00
6	Sh. R K Agarwal	36	0.00	0.00	0.00	6488.00	5947.00	6488.00	0.00
Total			0.00	0.00	0.00	13431.00	11808.00	9996.00	0
Month February - 2012			SALARY OF ----- Hyderabad- R-----						
SN	EMPLOYEE NAME	PF NO	BASIC	DA	GROSS SALARY	Employee's Cont to PF	Employer's Cont to PF	VPF	LOAN
7	Sh. I S Rautela	38	0.00	0.00	0.00	8556.00	8015.00	0.00	0.00
Total			0.00	0.00	0.00	8556.00	8015.00	0.00	0

10.11 PF Ledger

This report will provide you details of ledger entry for the selected year.

Steps to see Ledger report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **PF Ledger** radio button option.
3. Select desired ledger or select none to see all ledger records.
4. Click **Print** button see and print report.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd.
 राष्ट्रीय हथकरघा विकास निगम लिमिटेड
 (A GOV. OF INDIA ENTERPRISE)

Page- 1

PF- LEDGER 2011 - 2012

Code No.	Ledger Particulars	Debit Amount नाम धनराशि	Credit Amount जमा धनराशि
1	Series XXXIX	2000000.00	0.00
	Total/योग	2000000.00	0.00
	---Grand Total---	2000000.00	0.00

10.12 Trail Balance

Steps to see Trail Balance report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Trail Balance** radio button option.
3. Click **Print** button see and print report of Trail Balance.

Then you will see report look like picture given in below image.

National Handloom Development Corporation Ltd., ECPF TRUST
 10th & 11th Floor Vikas Deep, 22 Stataion Road, Lucknow.

Trail Balance - 2011-2012

SL. No.	Particulars	L.F. No.	Dr Amount (Rs)	Cr Amount (Rs)
1	Investment In Govt. Securities		21500000.00	0.00
9	Investment In Bonds		109800000.00	0.00
18	Refundable Loan		7500.00	0.00
19	Interest Recieved On Ref. Loan		0.00	39771.00
20	Employee's Cont. To CPF		0.00	10083085.34
21	Employer's Cont. To CPF		0.00	9378327.17
22	VPF Amount		0.00	1840618.87
23	Bank Balance - State Bank of India		1859348.33	0.00
24	Bank Balance - State Bank of India		25932.34	0.00
25	Bank Balance - HDFC Bank		213422.18	0.00
28	Reserve And Surplus		869956.06	0.00
30	Investment In Mutual Fund		39059.11	0.00
Total :-			134315218.02	21341802.38

10.13 Income & Expenditure and Balance Sheet Report

Steps to see Income & Expenditure report: -

1. At Master **Report Menu**, enter date for the year you want to see report.
2. Select **Income Expenditure and Balance Sheet** radio button option.
3. Click **Print** button see and print report of Income Expenditure.

Then you will see report look like picture given in below image.

Print

Show Balance Sheet

National Handloom Development Corporation Ltd., ECPF TRUST
10th & 11th Floor Vikas Deep, 22 Stataion Road, Lucknow.

Income Expenditure Account
For the year ended 31.03.2012

PARTICULARS	SCHEDULE	YEAR ENDED 31.03.2011 (Rs.)	YEAR ENDED 31.03.2012 (Rs.)
INCOME			
By Interest recieved on refundable loans		0.00	39771.00
TOTAL		0.00	39771.00
Excess of Expenditure over Income			39771.00
TOTAL		0.00	39771.00
EXPENDITURE			
TOTAL		0.00	39771.00
Excess of Income over Expenditure			
TOTAL		0.00	39771.00

(S.A.J. Taqvi)
Accounts Officer

(S. S. Dhakarwal)
Secretary

(J. K. Bhaweja)
Chairman

As per our report of even date

For Mukesh Raj and Co.
Chartered Accountants

(Mukesh Agarwal)

11 Glossary

1. **Confirm PF** process involves confirmation of PF details of all selected employees and does automatic voucher entry transaction for the same selected records.