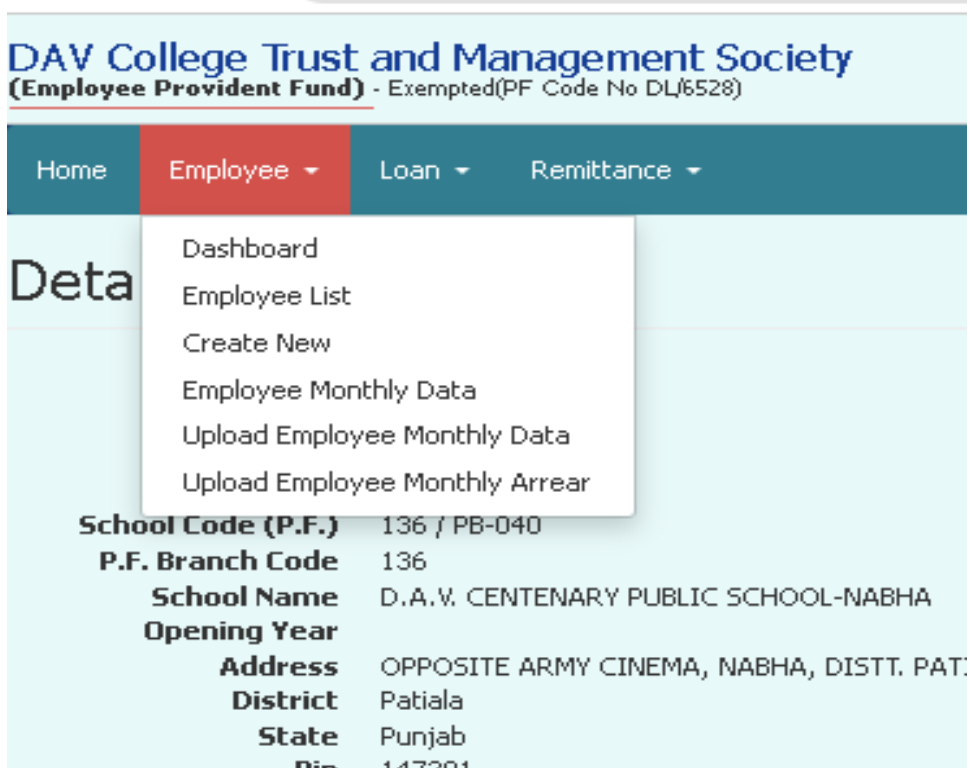


# FREQUENTLY ASKED QUESTIONS

**Question: GPF and Leave Encashment is calculated of Temporary Staff**

**Answer:** Before filling your Monthly Remittance, do add Nature of Appointment of an Employee, as by default software is considering each and every employee as Permanent Staff, and hence calculated Leave Encashment and Gratuity, to differentiate between Permanent staff and Temporary or Adhoc Employee we need to add their Nature of Appointment.

➤ **Steps to Add Nature of Appointment of an employee:**



DAV College Trust and Management Society  
(Employee Provident Fund) - Exempted(PF Code No DLJ6528)

Home Employee ▾ Loan ▾ Remittance ▾

Data

- Dashboard
- Employee List
- Create New
- Employee Monthly Data
- Upload Employee Monthly Data
- Upload Employee Monthly Arrear

**School Code (P.F.)** 136 / PB-040  
**P.F. Branch Code** 136  
**School Name** D.A.V. CENTENARY PUBLIC SCHOOL-NABHA  
**Opening Year**  
**Address** OPPOSITE ARMY CINEMA, NABHA, DISTT. PAT.  
**District** Patiala  
**State** Punjab  
**Pin** 147201

Click on **Employee** and on drop down menu Click on **Employee List**.

	Title	Employee PF Code	Designation
Action ▾	Miss	14148	TGT-COMPUTER
			PGT
			TGT[PUNJABI]
Action ▾	MRS.	14162	TGT[PUNJABI]
Action ▾	MRS.	14163	TGT (BIO)
Action ▾	Ms	14169	TGT [ HINDI ]
Action ▾	Ms	14176	SWEEPER
Action ▾	Ms	55152	DDT/MCTDAI

Click on **Action** of a particular Employee, whose Nature appointment to be added, and then click on **View Additional details (For Remittance)**.

Home
Employee ▾
Loan ▾
Remittance ▾

**Employee Additional Info List**

+ Create New

Employee PF Code	Nature Of Appointment	Effective from	Modified By	Modified Date	Status

Click on **Create New** button.

.48)

**Nature of Appointment**

**Effective from**

Select **Nature of Appointment** and enter **Effective from** date, and then click on **Save**.

**Note:** Budget Start Date is 01 March and Budget End Date is 28 February, hence effective date should be between 2<sup>nd</sup> March to 28th Feb.

**Question: Accidentally selected Arrear Option, how to shift to Regular Remittance?**

**Answer:** To shift from **DA Arrear** to Regular Remittance we can simply select **Schedule type** from the drop down menu, after selecting desired Schedule type click on **show records**.

Home Remittance -

Employee Remittance

Info! Before filling monthly schedule make sure Employee's Nature of Appointment is selected correctly (Contractual or Adhoc)

Schedule Type: Regular Remittance | Month: April | Year: 2022 | School: BR-031 [912] | Emp PF Code: | Schedule No:

--Select--  
Regular Remittance  
**Salary Arrear**  
DA Arrear  
Yearly Remittance

Carry Fwd Pre. Month's data | Show Monthly Schedule

Schedule Type	Schedule No	Employee PF No.	NAME OF EMPLOYEE	Designation	Nature of Appointment	Basic Pay (A)	Grade Pay (B)	DP (C)	DA (D)	BP+GP+DP (E)	BP+GP+DP+DA (F)	Academic (2%) (2% OF E)	Finar (1%
Regular Remittance		184330	PASHUPATI KUMAR SHARMA	PRT		38700	0	0	6579	38700	45279	774	
Regular Remittance		184338	RAVI KANT THAKUR	PRT		38700	0	0	6579	38700	45279	774	

Activate Windows  
Go to PC settings to activate Windows.

**Question: We do not remit 7% Admin charges we have different criteria for these charges?**

**Answer:** In that case Schools can ignore the auto calculate fields and fill their RTGS Amount at Cover Note.

**(A) Remittance**

	TOTAL	RTGS DETAILS (ex: SBI - 24/08/2017)	AMOUNT	DOCUMENTS
1. Total of Admin Chg. <b>Academic</b>	Rs. 80/-	SBI - 24/08/2017	90	<b>Cover Note:</b> <a href="#">Click here to view the document</a> <b>RTGS Detail:</b> <a href="#">Click here to view the document</a>
2. Total of Admin Chg. <b>Finance</b>	Rs. 40/-	SBI - 24/08/2017	60	<b>Cover Note:</b> <a href="#">Click here to view the document</a> <b>RTGS Detail:</b> <a href="#">Click here to view the document</a>
3. Total of Admin Chg. <b>Estate</b>	Rs. 40/-	SBI - 24/08/2017	30	<b>Cover Note:</b> <a href="#">Click here to view the document</a> <b>RTGS Detail:</b> <a href="#">Click here to view the document</a>
4. Total of Admin Chg. <b>Legal</b>	Rs. 40/-	SBI - 24/08/2017	30	<b>Cover Note:</b> <a href="#">Click here to view the document</a> <b>RTGS Detail:</b> <a href="#">Click here to view the document</a>

**Question: Even after adding Nature of appointment of an Employee, Gratuity and Leave Encashment is calculating of Contractual or Adhoc Employees?**

**Answer:** This case usually occurs when you add Nature of Appointment as Contractual or Adhoc of an Employee after filling their Regular Remittance, in that case you can save that particular entry with 0(zero) amount and then re-enter the original value, now you can see No Gratuity and Leave Encashment is showing for Contractual Employee.