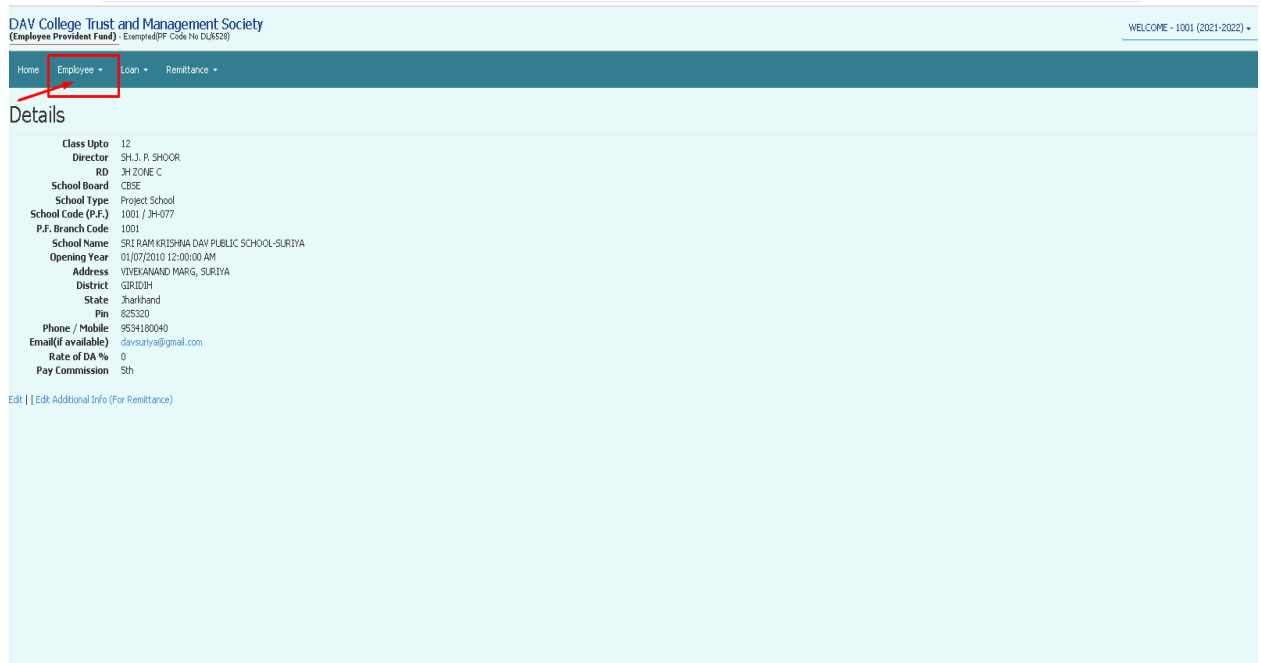


Remittance User Manual

Prerequisite:

Before filling your Monthly Schedule do add **Nature of Appointment** of an Employee.

❖ How to add *Nature of Appointment* of an Employee:



The screenshot shows the web application interface for DAV College Trust and Management Society. The navigation bar at the top contains 'Home', 'Employee', 'Loan', and 'Remittance'. The 'Employee' menu item is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, the 'Details' section displays the following information:

Class Upto	12
Director	SH.J. P. SHOOR
RD	JH ZONE C
School Board	CBSE
School Type	Project School
School Code (P.F.)	1001 / JH-077
P.F. Branch Code	1001
School Name	SRI RAM KRISHNA DAY PUBLIC SCHOOL-SURIYA
Opening Year	01/07/2010 12:00:00 AM
Address	VIVEKANAND MARG, SURIYA
District	GIRIDIH
State	Jharkhand
Pin	825200
Phone / Mobile	9534180040
Email(if available)	daysurya@gmail.com
Rate of DA %	0
Pay Commission	5th

At the bottom of the details section, there is a link: 'Edit | Edit Additional Info (For Remittance)'

>Click on **Employee** as highlighted in the above image.

DAV College Trust and Management Society
(Employee Provident Fund) - Exempted(RPF Code No DL652)

WELCOME - 1001 (2021-2022)

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.) 1001 / JH-077
P.F. Branch Code 1001
School Name SRI RAM KRISHNA DAV PUBLIC SCHOOL-SURIYA
Opening Year 01/07/2010 12:00:00 AM
Address VIVEKANAND MARG, SURIYA
District GIRIDIH
State Jharkhand
Pin 825520
Phone / Mobile 9534180040
Email(if available) davsuriya@gmail.com
Rate of DA % 0
Pay Commission 5th

Edt | Edit Additional Info (For Remittance)

Click on **Employee List.**

DAV College Trust and Management Society
(Employee Provident Fund) - Exempted(RPF Code No DL652)

WELCOME - 1001 (2021-2022)

Home Employee Loan Remittance

Employee List

Export To Excel Print

Info! To view bank details please click on Employee PF Code

	Title	Employee PF Code	Designation	Name	Father(F) / Husband(H) Name	Date of Birth	Date of leaving / death	Phone / Mobile	Email (if available)	Status
Action	Mr	18532	TGT	ANIL KUMAR	SH. RAMESHWER DAVAL	1973-01-01				<input checked="" type="checkbox"/>
				URMILA YADAV	SH. YEDPAL YADAV	1970-06-24				<input checked="" type="checkbox"/>
				PRAEHAT CHANDRA CHOUDHARY	LATE J.N.C. DEEPAK	1963-01-05		9934941941	cprahatchandra@gmail.com	<input checked="" type="checkbox"/>
Action	Mr	48786	PRINCIPAL	RITESH KUMAR SINGH	LATE PARMESHWAR SINGH	1975-02-10		9835395692	rk Singh1105@gmail.com	<input checked="" type="checkbox"/>
Action	Mr	49739	SR PRT	PARITOSH JHA	BASHESHTHA NARAYAN JHA	1971-01-13		8252665056	jhapanitosh108@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	51342	PRT	SAROJ KR. MISHRA	SH. SURESH PD. MISHRA	1973-07-22		9835579564	sarojishra4@gmail.com	<input checked="" type="checkbox"/>
Action	Mr	96083	TEACHER	VIKASH KUMAR SINGH	SHAMBHU SINGH	1994-02-22		9696321661		<input checked="" type="checkbox"/>
Action	MR.	99837	DAFTRY	PAPPU KUMAR RAM	SARJU RAM	1979-10-25		8873133397	peppu@ser.suriya@gmail.com	<input checked="" type="checkbox"/>
Action	Mr	132456	PRT	SUJIT KUMAR HOTA	BASANT KUMAR HOTA	1980-06-14		9471375623	suji@kumarhota2016@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	166201	PRT	SUJEET KUMAR	SH. SAHDEO PD. SINGH	1980-12-25		9431728747	sujeetkumar251280@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	166203	PRT	BALKISHUN THAKUR	SH. RAMCHANDRA THAKUR	1988-12-05		9973821215	balkishunthakur299@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	166206	DAFTRY	PRAEHAT KUMAR PANDEY	SH. SAHDEO PANDEY	1965-04-10		9430387067	prahatpandey317@gmail.com	<input checked="" type="checkbox"/>
Action	Mr	166210	PRT	GUDDU YADAV	SH. SHIV PRASAD YADAV	1983-03-10		7352215750	gudduman1983@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	166211	TEACHER	MRLITUNJAY SUPAKAR	SH. SURENDRA SUPAKAR	1978-03-01		9525707133	mr@litunjaysupakar@gmail.com	<input checked="" type="checkbox"/>
Action	MR.	166212	SAFAIWALA	BHOLA MAHATO	LATE LOKAN MAHATO	1967-08-15		9631110612		<input checked="" type="checkbox"/>
Action	MR.	166214	WATCHMAN	BIPIN KUMAR	SH. MAHENDRA KUMAR SINGH	1976-05-04		9939412812		<input checked="" type="checkbox"/>
Action	MR.	166215	WATCHMAN	NANDKISHORE PANDEY	SH. BASUDEO PANDEY	1975-09-25		9525412854		<input checked="" type="checkbox"/>
Action	MR.	166217	SWEEPER	MANOJ KUMAR	SH. SUKHDEO RAM RAWAT	1986-10-10		9525412854		<input checked="" type="checkbox"/>

>Click on Action for a particular employee whose Nature of Appointment need to be added, and then click on View Additional Details (For Remittance)

Employee Additional Info List

+ Create New

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

>Click on **Create New**

Add Employee Additional Detail

ANIL KUMAR (18532)

Nature of Appointment

Effective from

Save

[Back to Detail](#)

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 2nd March to 28th Feb.

Remittance for Project School

DAV COLLEGE MANAGING COMMITTEE
Chitra Gupta Road, New Delhi - 110055

HOME ABOUT US ACHIEVERS DAV NETWORK DAV UNIVERSITY DEPARTMENT GALLERY DAV VIDEOS VACANCY HELP DESK

Communication Module (School) Communication Module (Higher Education) Account Budget
Vehicle Management Provident Fund **Remittance**
Olympiad Performance Analysis DAV United
Reconciliation Of Schools

900+ Campuses Spread over 2000000+ Students 4000000+ Alumni 100000+ Employees

NOTICE BOARD

Click on Remittance

DAV College Trust and Management Society
(Employee Provident Fund) - Exempted(PF Code No DL/6528)

Login

1. Do not send hard copy of schedule to DAVCMC

Username
1001

Password

Login

Remittance (User Manual):
[PDF](#)
[VIDEO](#)

NOTE: Before filling Employee Monthly Remittance, do add Nature of Appointment of an employee (Only for Contractual & Adhoc Employees). To add nature of Appointment of an Employee follow the steps given in the User manual.

Enter Login Details (Username and password will be same as for PF) and click on Login button.

Details

Class Upto 12
Director SH.J. P. SHOOR
RD JH ZONE C
School Board CBSE
School Type Directly Managed
School Code (P.F.) 1001
P.F. Branch Code 1001
School Name SRI RAM KRISHNA DAV PUBLIC SCHOOL-SURIYA
Opening Year 01/07/2010 12:00:00 AM
Address VIVEKANAND MARG, SURIYA
District GIRIDIH
State Jharkhand
Pin 825320
Phone / Mobile 9534180040
Email(if available) davsuriya@gmail.com

[Edit](#)

The page shows the details of school, it can be edited by clicking on **Edit** button

Edit

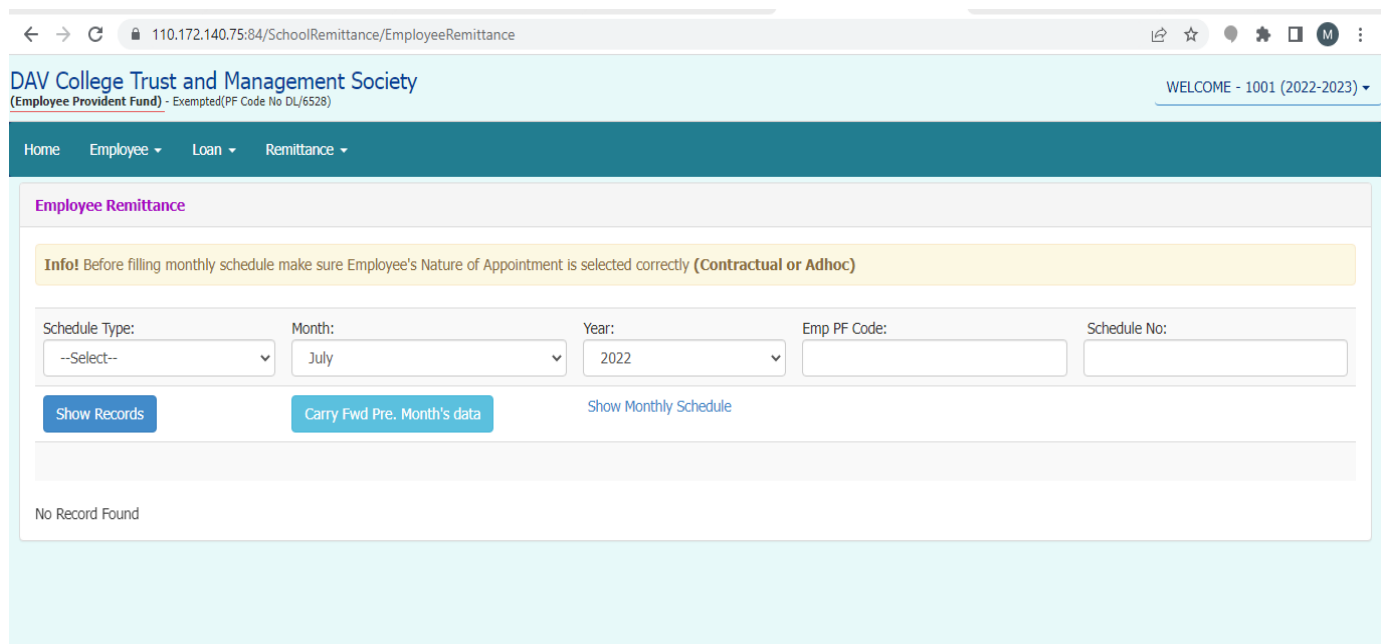
Class Upto	12
Director	SH.J. P. SHOOR
RD	JH ZONE C
School Board	CBSE
School Type	Directly Managed
Opening Year	01/07/2010
Address	VIVEKANAND MARG, SURIYA
City	GIRIDIH
District	GIRIDIH
State	Jharkhand
Pin	825320
Phone / Mobile	9534180040
Email(if available)	davsuriya@gmail.com
	<input type="button" value="Save"/>

[Back to Details](#)

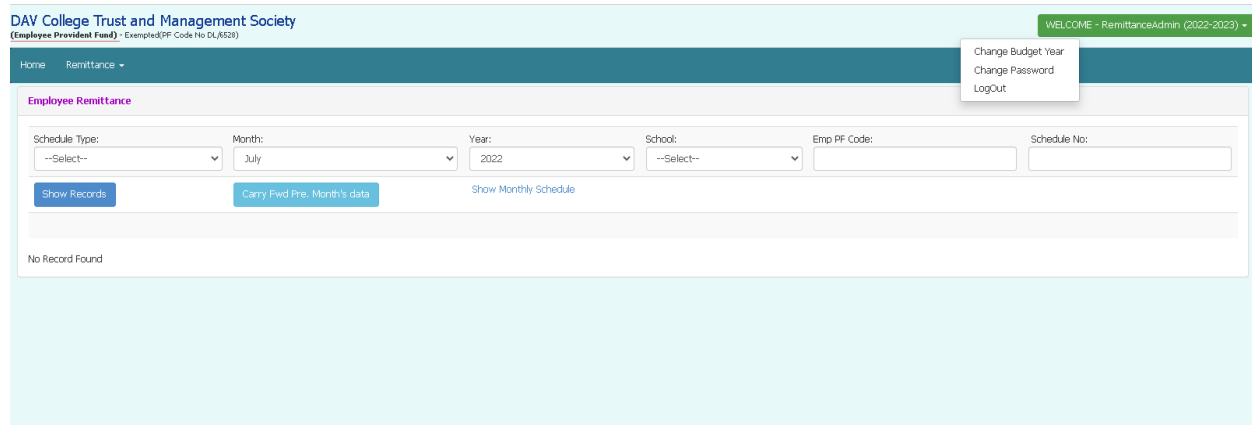
After entering details click on **Save** button



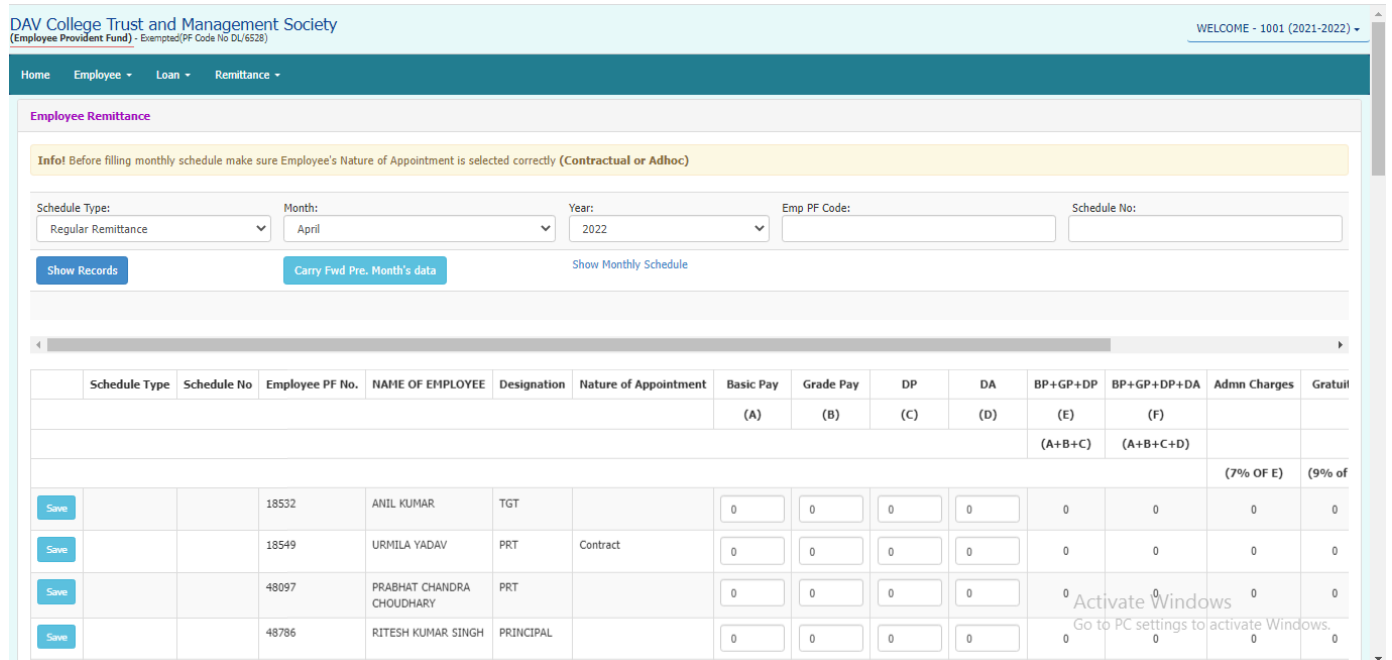
Click on **Remittance** and then on drop down menu click on **Employee Monthly Remittance**.



This is an Employee Remittance form. Before starting any work do check Budget Year as here Budget session is 2022-2023



>To change budget year- Click on Budget session and then click on **Change Budget Year.**



Select **Schedule Type**, **Month** and **Year** and then click on **Show Records** button (here you can also enter **Emp PF Code** to search for a particular employee)

Home Employee Loan 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 Emp PF Code: Schedule No:

Show Records 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)	Admn Charges	Gratuit
										(A+B+C)	(A+B+C+D)	(7% OF E)	(9% of
Save Regular Remittance		18532	ANIL KUMAR	TGT		20000	0	0	9000	20000	29000	1400	2610
Save Regular Remittance		18549	URMILA YADAV	PRT	Contract	10000	0	0	5000	10000	15000	700	0
Save		48097	PRABHAT CHANDRA CHOUHDARY	PRT		0	0	0	0	0	0	0	0
Save		48786	RITESH KUMAR SINGH	PRINCIPAL		0	0	0	0	0	0	0	0

Enter basic pay, grade pay, DP, DA, Gratuity and leave and click on save button for each employee.

Note: On Carry Fwd Pre. Month's data button you can carry forward the previous month's data, for that simply select the Month in which you want to carry forward the data and then click on Carry Fwd Pre. Month's data button and it will simply add the current data to a selected month.

Home Employee - Loan - 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 | Emp PF Code: | Schedule No: |

Show Records | 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)	Admin Charges	Gratui (7% OF E)	(9% of (A+B+C+D))
Regular Remittance		18532	ANIL KUMAR	TGT		20000	0	0	9000	20000	29000	1400	2610	
Regular Remittance		18549	URMILA YADAV	PRT	Contract	10000	0	0	5000	10000	15000	700	0	
		48097	PRABHAT CHANDRA CHOUDHARY	PRT		0	0	0	0	0	0	0	0	0

Click on **Show monthly schedule** button.

110.172.140.75:84/SchoolRemittance/MonthlyScheduleRemittance?Month=4&Year=2022&School_fk=1915

DAV College Trust and Management Society
(Employee Provident Fund) - Exempted PF Code No DL/6528

WELCOME - RemittanceAdmin (2022-2023) -

Home Remittance -

DAV COLLEGE MANAGING COMMITTEE
CHITRA GUPTA ROAD, PAHARGANJ
NEW DELHI-110055 Ph: - 0112350500
SCHEDULE FOR THE MONTH OF April 2022

Name of the School: Z C DAV HODEL SCHOOL-KRISHNIA NAGAR
Address of the School: ZUARI COLONY, YERAGUNTLA A. R. - 516311
PF Code No.(Allotted by DAV PF Trust): 732
School Code: AP-031

Date: 27/07/2022 3:53:06 PM

S.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)	Admin Charges	Gratuity (9% of F)	Leave (3% of F)	EDLI (0.50 of F restricted to Rs.75/-)
1	89512	Sudhakar Sankre	CLERK		1000	0	0	900	1000	1900	70	171	57	10
2	100442	A. LAXMI	TEACHER		3000	0	0	9000	3000	12000	210	1080	360	60
Total:					4000	0	0	9900	4000	13900	280	1251	417	70

SUPDT/ACCOUNTANT | PRINCIPAL | MANAGER

Print | Show Cover Page

Click on **Show Cover Page** Button to generate schedule, you can also take a print of this form by simply clicking on **Print** button

Remittance Type: Regular Remittance

DAY COLLEGE MANAGING COMMITTEE
CHITRA GUPTA ROAD, PAHARGANJ
NEW DELHI-110055 Ph: - 01123950500

Sub: Remittance Schedule for the month of July 2022 paid in August 2022 (School P.F Code No. 1001 / School Code: NA).

Sir,
Enclosed Please find Remittance Schedule for the month of July 2022 along with duly stamped and signed e-payment letters by our bank.

(A) Remittance

1. Total of Admin Charges	Rs. 1890/-	Bank Details: RTGS DETAILS (ex: OBC - 24/08/2017 - Amt: 1200000.00): Tested	Cover Note: Choose File 1.pdf Click here to view the document Save RTGS Detail: Choose File 2.pdf Click here to view the document Save
2. Total of Gratuity	Rs. 279/-	Bank Details: RTGS DETAILS (ex: OBC - 24/08/2017 - Amt: 1200000.00): Tested	Cover Note: Choose File 3.pdf Click here to view the document Save RTGS Detail: Choose File 4.pdf Click here to view the document Save
3. Total of Leave Encashment	Rs. 93/-	Bank Details: RTGS DETAILS (ex: OBC - 24/08/2017 - Amt: 1200000.00): Tested	Cover Note: Choose File 5.pdf Click here to view the document Save RTGS Detail: Choose File 6.pdf Click here to view the document Save
4. Total of EDLI	Rs. 75/-	Bank Details: RTGS DETAILS (ex: OBC - 24/08/2017 - Amt: 1200000.00): Tested	Cover Note: Choose File 7.pdf Click here to view the document Save RTGS Detail: Choose File 8.pdf Click here to view the document Save
Total:	Rs. 447/-		

It is certified that PF of all the employees is being deducted from the date of their appointment, Whether in time scale or on ad-hoc basis or part time basis or on wages in any kind of work, manual or otherwise or in connection with the work of the school/institution and includes any person employed by or through a Contractor

Yours Faithfully
PRINCIPAL

End:

- Monthly Remittance Schedule
- E-payment letter for deposit of Remittance duly received and stamped by our bank.
- E-payment letter for deposit of Pension duly received and stamped by our

Enter **Bank details**, add **Cover Note** and **RTGS** files and then click on **Save** button to save the documents. Finally click on **Save & Submit** button to generate schedule.

Remittance for Direct and Semi Project School

DAV COLLEGE MANAGING COMMITTEE
Chitra Gupta Road, New Delhi - 110055

HOME ABOUT US ACHIEVERS DAV NETWORK DAV UNIVERSITY DEPARTMENT GALLERY DAV VIDEOS VACANCY HELP DESK

Communication Module (School) Communication Module (Higher Education) Account Budget
Vehicle Management Provident Fund **Remittance**
Olympiad Performance Analysis DAV United
Reconciliation Of Schools

900+ Campuses Spread over 2000000+ Students 4000000+ Alumni 100000+ Employees

NOTICE BOARD

Click on Remittance

DAV College Trust and Management Society
(Employee Provident Fund) - Exempted(PF Code No DL/6528)

Login

1. Do not send hard copy of schedule to DAVCMC

Username
1001

Password
.....

Login

Remittance (User Manual):
[PDF](#)
[VIDEO](#)

NOTE: Before filling Employee Monthly Remittance, do add Nature of Appointment of an employee (Only for Contractual & Adhoc Employees). To add nature of Appointment of an Employee follow the steps given in the User manual.

Enter Login Details (Username and password will be same as for PF) and click on Login button.

Details

Class Upto 12
Director SH.J. P. SHOOR
RD JH ZONE C
School Board CBSE
School Type Directly Managed
School Code (P.F.) 1001
P.F. Branch Code 1001
School Name SRI RAM KRISHNA DAV PUBLIC SCHOOL-SURIYA
Opening Year 01/07/2010 12:00:00 AM
Address VIVEKANAND MARG, SURIYA
District GIRIDIH
State Jharkhand
Pin 825320
Phone / Mobile 9534180040
Email(if available) davsuriya@gmail.com

[Edit](#)

The page shows the details of school, it can be edited by clicking on **Edit** button

Edit

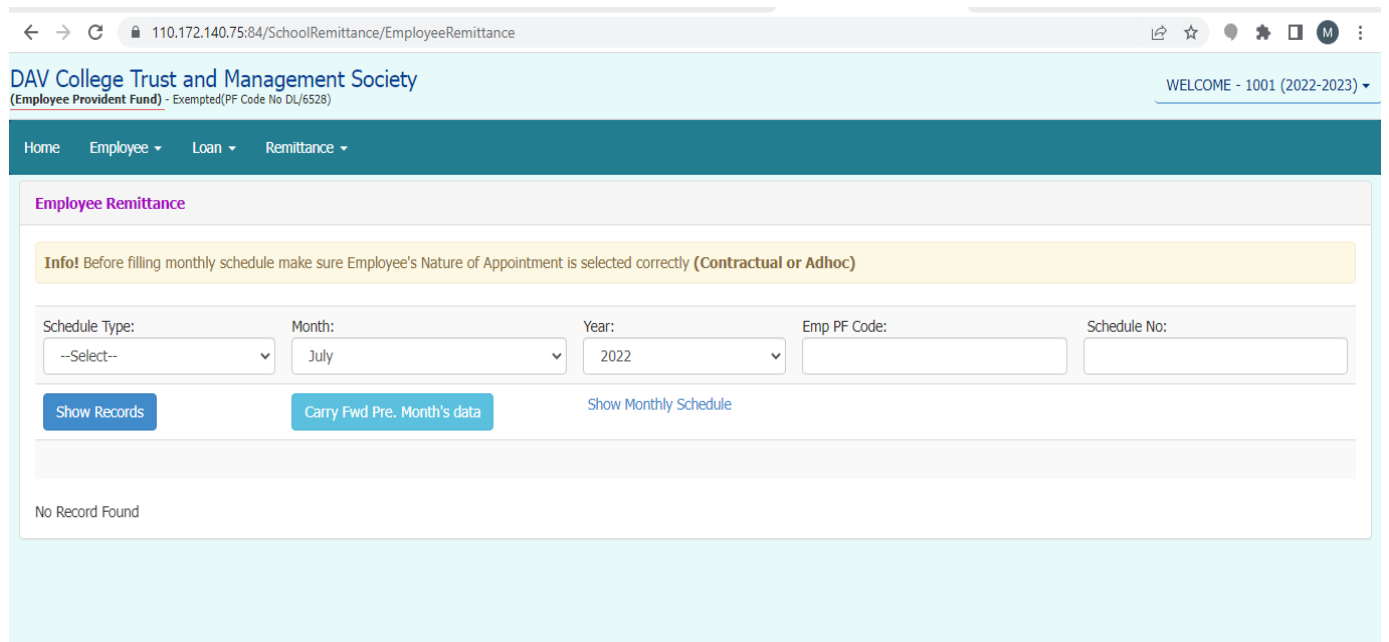
Class Upto	12
Director	SH.J. P. SHOOR
RD	JH ZONE C
School Board	CBSE
School Type	Directly Managed
Opening Year	01/07/2010
Address	VIVEKANAND MARG, SURIYA
City	GIRIDIH
District	GIRIDIH
State	Jharkhand
Pin	825320
Phone / Mobile	9534180040
Email(if available)	davsuriya@gmail.com
	<input type="button" value="Save"/>

[Back to Details](#)

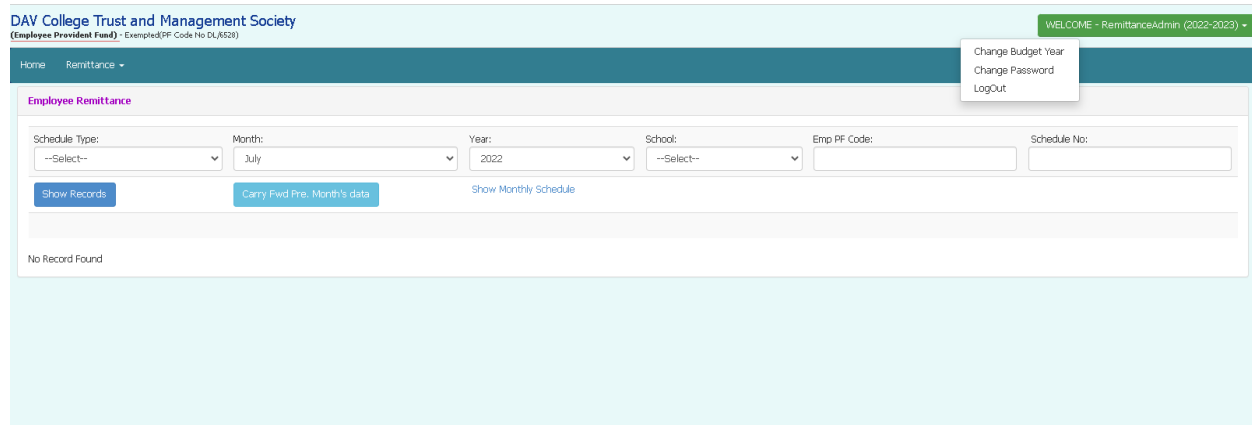
After entering details click on **Save** button



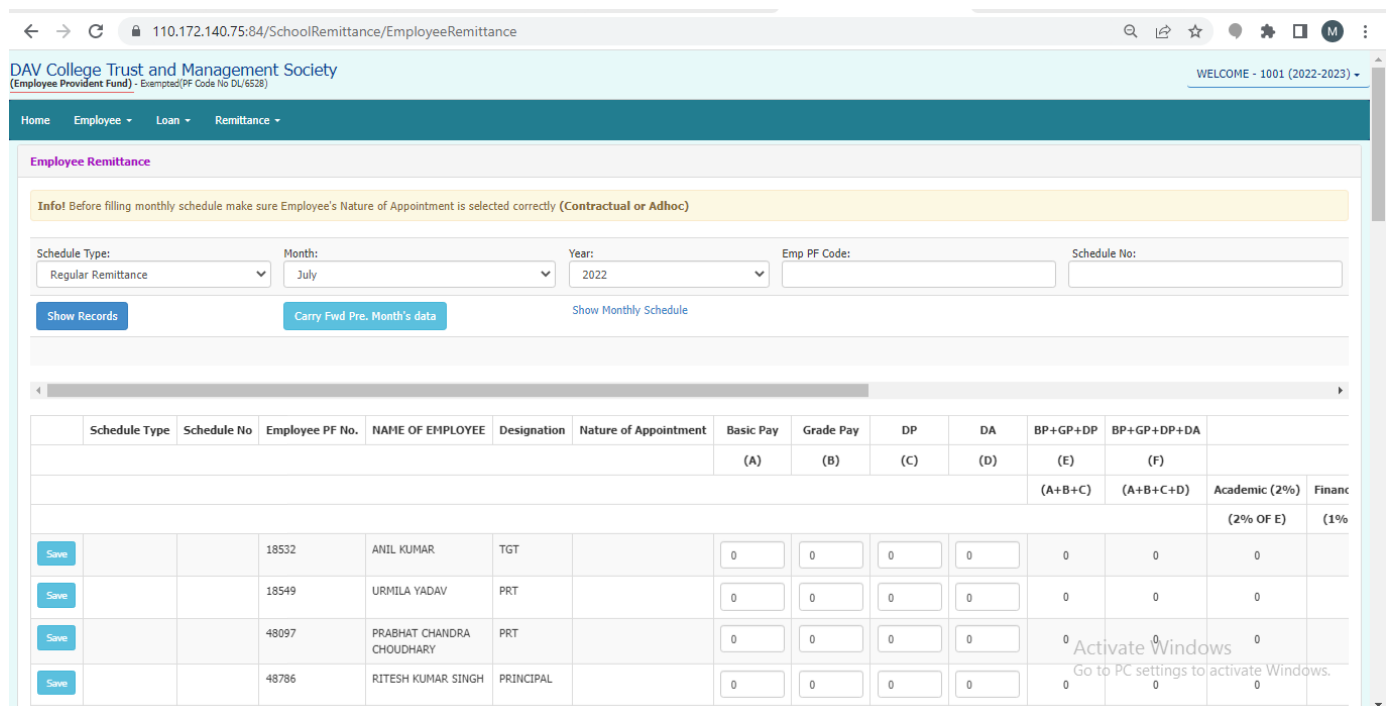
Click on **Remittance** and then on drop down menu click on **Employee Monthly Remittance**.



This is an Employee Remittance form. Before starting any work do check Budget Year as here Budget session is 2022-2023



>To change budget year- Click on Budget session and then click on **Change Budget Year.**



Select schedule type, month and year and then click on show records button (here you can enter Emp PF Code to search for a particular employee)

110.172.140.75:84/SchoolRemittance/EmployeeRemittance

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 | Emp PF Code: | Schedule No:

Show Records | 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)	Finan (1%
Save		18358	CHANDRA SHEKHAR SAN	PRT		0	0	0	0	0	0	0	
Save	Regular Remittance	48236	RAJESH KUMAR	TGT		70000	0	0	11900	70000	81900	1400	
Save		48243	JAY DINESH PRASAD YADAV	TGT		0	0	0	0	0	0	0	
Save	Regular Remittance	48253	HARINDRA SINGH	TGT		74300	0	0	12631	74300	86931	1486	
Save	Regular Remittance	48262	MOHAN KUMAR SINGH	PGT		73400	0	0	12478	73400	85878	1468	
Save	Regular Remittance	48265	BHAGWAN DUTTA THAKUR	PRT		64100	0	0	10897	64100	74997	1282	

Enter basic pay, grade pay, DP, DA, Gratuity and leave and click on save button for each employee.

On **Carry Fwd Pre. Month's data** button you can carry forward the previous month's data, for that simply select the **Month** in which you want to carry forward the data and then click on **Carry Fwd Pre. Month's data** button and it will simply add the current data to a selected month.

DAV COLLEGE MANAGING COMMITTEE
CHITRA GUPTA ROAD, PAHARGANJ
NEW DELHI-110055 Ph: - 0112380500
SCHEDULE FOR THE MONTH OF JULY 2022

Name of the School: D.A.V. CENTENARY PUBLIC SCHOOL-NABHA
Address of the School: OPPOSITE ARMY CINEMA, NABHA, DISTT. PATIALA-147201
PF Code No.(Allotted by DAV PF Trust): 136
School Code: NA

Date:12/07/2022 10:45:16 AM

S.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)	Admin Charges					Gratuity (9% of F)	Leave (3% of F)	EDLI (0.50 of F restricted to Rs.75/-)	
										(A+B+C)	(A+B+C+D)	Academic (2% of E)	Finance (1% of E)	Estate (1% of E)				Legal (1% of E)
1	PRIVANKA	TGT-COMPUTER		30000	30000	6000	4000	66000	70000	1320	660	660	660	660	660	6300	2100	75
Total:				30000	30000	6000	4000	66000	70000	1320	660	660	660	660	660	6300	2100	75

SUPD/ACCOUNTANT

PRINCIPAL

MANAGER

Print

Show Cover Page

Click on **Show Cover Page** Button to generate schedule, you can also take a print of this form by simply clicking on **Print** button.

1. Total of Admin Chg. Academic	Rs. 1320/-	Tested	RTGS Detail: Choose File 2.pptf	Click here to view the document	Save
2. Total of Admin Chg. Finance	Rs. 660/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	Cover Note: Choose File 3.pptf	Click here to view the document	Save
3. Total of Admin Chg. Estate	Rs. 660/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	RTGS Detail: Choose File 4.pptf	Click here to view the document	Save
4. Total of Admin Chg. Legal	Rs. 660/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	Cover Note: Choose File 5.pptf	Click here to view the document	Save
5. Total of Admin Chg. Statutory	Rs. 660/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	RTGS Detail: Choose File 6.pptf	Click here to view the document	Save
6. Total of Admin Chg. Organisation	Rs. 660/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	Cover Note: Choose File 7.pptf	Click here to view the document	Save
7. Total of Gratuity	Rs. 6300/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	RTGS Detail: Choose File 8.pptf	Click here to view the document	Save
8. Total of Leave Encashment	Rs. 2100/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	Cover Note: Choose File 9.pptf	Click here to view the document	Save
9. Total of EDLI	Rs. 75/-	Bank Details: RTGS DETAILS (ex: OBC - 24/09/2017 - Amt: 1200000.00) Tested	RTGS Detail: Choose File 10.pptf	Click here to view the document	Save
Total:	Rs. 23095/-		RTGS Detail: Choose File 11.pptf	Click here to view the document	Save

It is certified that PF of all the employees is being deducted from the date of their appointment, whether in time scale or on ad-hoc basis or part time basis or on wages in any kind of work, manual or otherwise or in connection with the work of the school/institution and includes any person employed by or through a Contractor

Encl:
1. Monthly Remittance Schedule
2. Payment letter for deposit of Remittance duly received and stamped by our bank.
3. Payment letter for deposit of Pension duly received and stamped by our

Yours faithfully,
PRINCIPAL

[Save & Submit](#) [Print](#) [Refresh](#)

Enter **Bank details**, add **Cover Note** and **RTGS** files and then click on **Save** button to save the documents. Finally click on **Save & Submit** button to generate schedule.

