Steps for using VJNTSevaarth Application

Step 1(DDO 2 Login)

Current Path: Reports > System Approval (Approval of configured offices in the system)

Step 2(DDO 1 Login)

Current Path: Worklist > Payroll > Organization/Office Profile > Organization/Office Information

Step 3 (DDO 1 Login)

Current Path: Worklist > Payroll > Organization/Office Profile > Organization/Office

Step 4(DDO 2 Login)

Current Path: Worklist > Payroll > Master Screens>Approve DDO Office

Step 5(DDO 2 Login)

Current Path: Worklist > Payroll > Master Screens>Organization/Institution Scheme

Step 6(DDO 2 Login)

Current Path: Worklist > Payroll > Master Screens > Order Master

Step 7 (DDO 2 Login)

Current Path: Worklist > Payroll > Master Screens > Entry of Post

Step 8 (DDO 1 login)

Current Path: Worklist > Payroll > Organization/Institution Profile > Bill Group Maintenance

Step 9 (DDO 1 login)

Current Path: Worklist > Payroll > Organization/Institution Profile > Attach Detach Vacant Post

Step 10.1(DDO 1 Login)

Current Path: Worklist > Payroll > Employee Configuration Form for VJNT > Employee

Configuration

Step 10.2(DDO 1 login) (Check Info.)

Current Path: Worklist > Payroll > Employee Configuration Form for VJNTSevaarth > View Draft Form and forward forms

Step 11 (DDO 2 Login)

Current Path: Worklist > DCPS > Verification of Form 1(Verification of DCPS Employees details and forward to Level 3 DDO for approval)

Current Path: Worklist > Payroll > Employee Configuration Form for VJNTSevaarth > Approval of Form 1(Approval of GPF Employees details)

Step 12 (DDO 3 Login)

Current Path: Worklist > DCPS > Approval of Form 1(Approval of DCPS Employees details)

Step 13 (DDO 1 login)

Current Path: Worklist > Payroll > Organization/Institution Profile > Attach Employee to Bill Group

Step 14 (DDO 2 login)

Current Path: Worklist > Payroll > Dept. Eligibility for Allowances and Deductions

Step 15 (DDO 1 login)

Current Path: Worklist > Payroll > Institution Eligibility for Allowances and Deductions

Step 16 (DDO 1 login)

Current Path: Worklist > Payroll > Employee Information > Non Computational Dues/Deductions

Step 17 (DDO 1 login)

Current Path: Worklist > Payroll > Employee Information > Non-Government

Step 18 (DDO 1 login)

Current Path: Worklist > Payroll > Employee Information > Employee Loan Details

Step 19(DDO 1 login)

Current Path: Worklist > Payroll > Employee Information > Broken Period (use only for employees absent during month)

Step 20(DDO 1 login)

Current Path: Worklist > Payroll > Payroll Generation/View > Generate/Regenerate Pay Bill

Step 21 (DDO 1 Login)

Current Path: Reports>Payroll>All Reports (check all reports)

Step 22(DDO 1 login)

Current Path : Worklist > Payroll > Payroll Generation/View > View / Approve / Delete Bill(after

checking all employee details properly, forward generated pay bill to level 2 DDO for consolidation)

Step 23 (DDO 2 login)

Current Path: Worklist > Payroll > Consolidation of Bill > Consolidate Bill

Step 24 (DDO 2 login)

Current Path : Worklist > Payroll > Consolidation Of Bill > Approve Consolidated Bill

Step 25 (DDO 1 login)

Current Path : Worklist > Payroll > Payroll Generation/View > View / Approve / Delete Bill(after approval

of MTR 44 , do voucher entry)