User Manual of PF Management Module

1. General Information
1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	DDO	Drawing & Disbursing Officer
4	HQ	Head Quarter
5	NPS	New Pension Scheme
6	GPF	General Provident Fund
7	CPF	Contributory Provident Fund
8	DCPF	Defined Contribution Pension Formula
9	DCPS	Defined Contribution Pension Scheme

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome🌐) to open the **CAU ERP** Login Page.

http://120.138.8.151:8080/cau-iums/

Note: If User click on the above mentioned link then application will be launched in default browser.

User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':
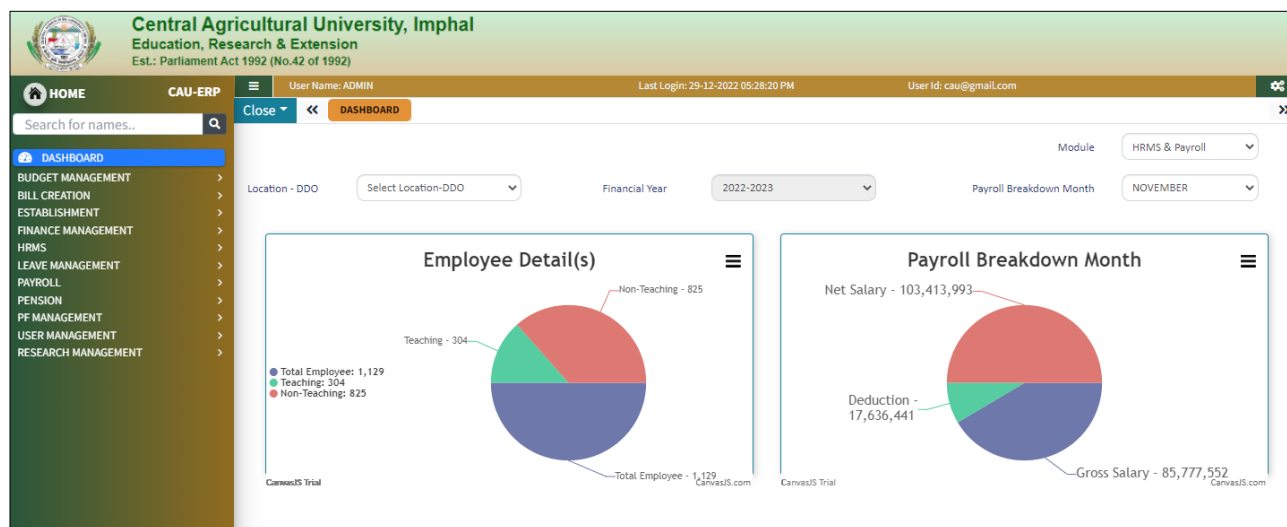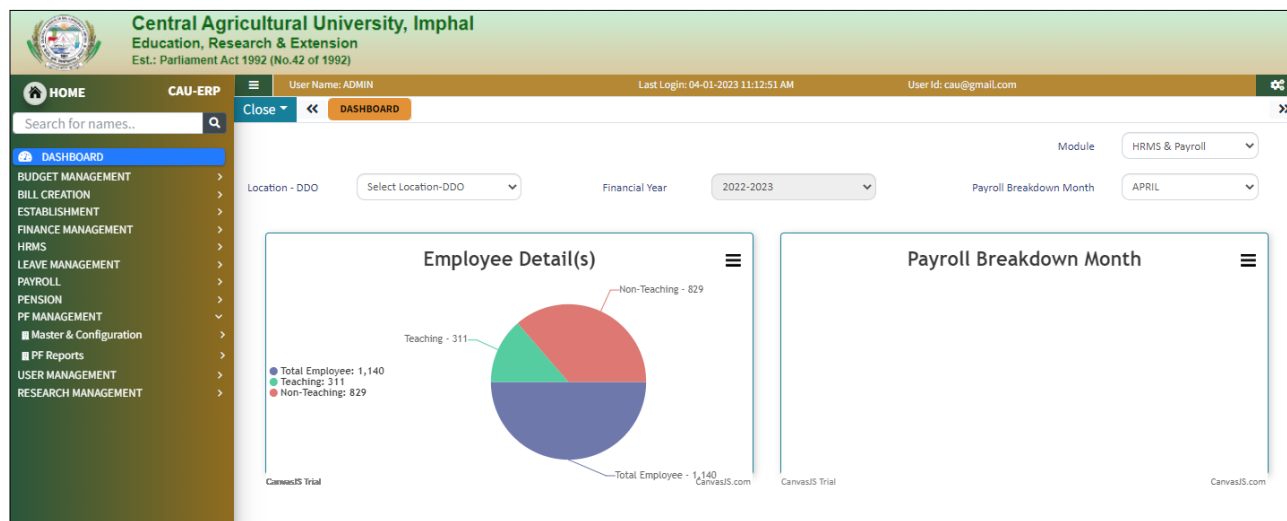

Enter the valid **'User ID'** and **'Password'**,
For Example: User ID- **cau@gmail.com** and Password-**cau@123** then click on **'Login to Continue…'**
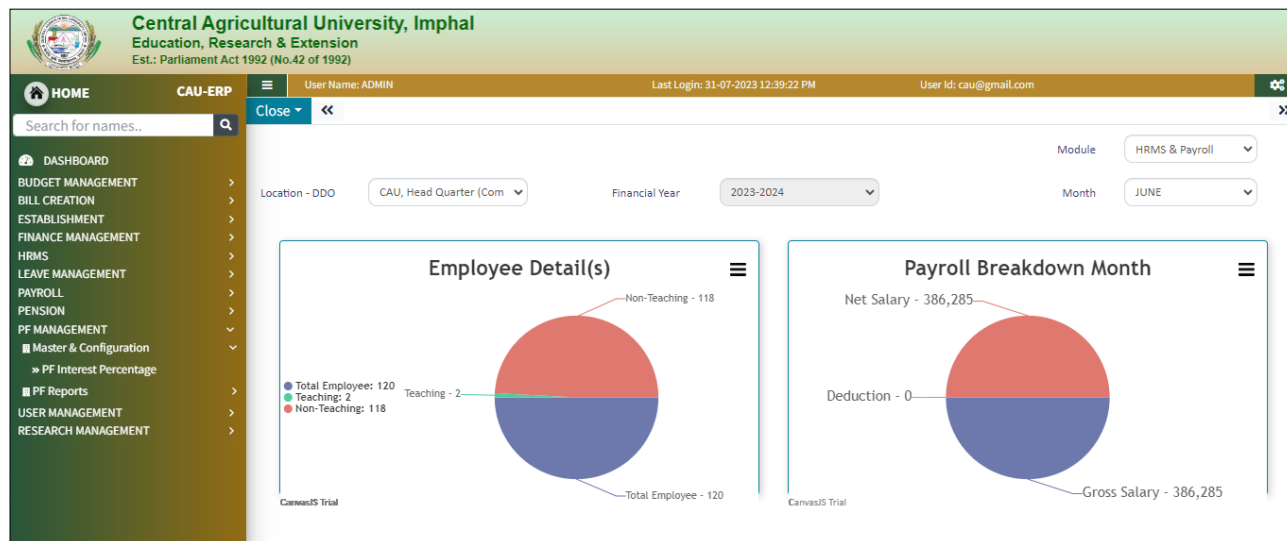button to navigate to 'Module Home Page' as shown below:

- Click on **'PF Management'** menu from left side, then sub menu list will be displayed as **'Master & Configuration'** & **'PF Reports'** as shown below:

- Click on **'Master & Configuration'** menu, then sub menu list will be displayed as shown below:

- ## **Master & Configuration**

1. PF Interest Percentage:

Using this page, Admin user can create Interest percentage for all PF Type i.e. CPF, GPF, NPS etc. Created percentage will be used for PF calculations (Financial Year wise); accordingly, all the reports will be generated.

• Click on **'PF Interest Percentage'** menu link, under **'Master & Configuration'** sub menu, then page will be opened as shown below:

PF Interest Percentage					Advance Search Q

New Record

Financial Year *	2023-2024	Order No. *	Enter Order No.
Rate Percentage (%) *	Enter Rate Percentage	PF Type *	Select PF Type

Save   Reset

List of PF Interest Percentage(s)   Run Date : 31-07-2023 12:58:17   Download

Show All entries

S.No.	Financial Year	Order No.	Rate Percentage	PF Type	Edit	Delete
1	2023	1	7.00	GPF Subscription	✎ Edit	🗑 Delete
2	2021	2	8.00	CPF	✎ Edit	🗑 Delete
3	2022	3	7.00	NPS Employee Contribution	✎ Edit	🗑 Delete
4	2022	4	8.00	GPF Subscription	✎ Edit	🗑 Delete
5	2022	5	8.00	CPF	✎ Edit	🗑 Delete

Showing 1 to 5 of 5 entries   Previous 1 Next
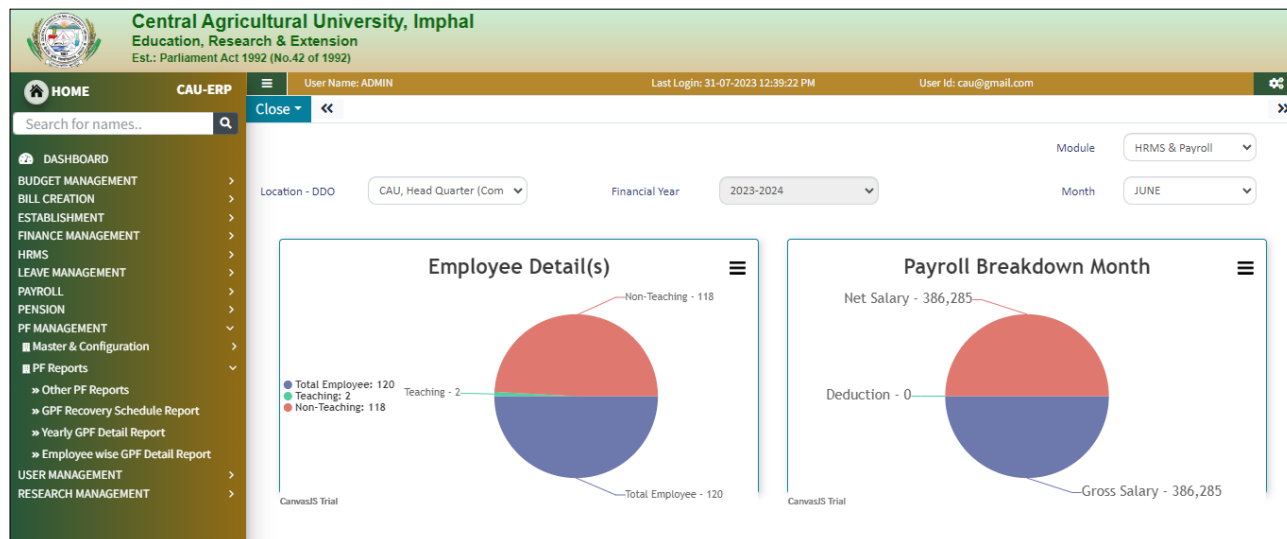
⇨ **Steps to Create New Record:**
• Enter data in all mandatory fields.
• Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of PF Interest Percentage(s)'** table.
• On page load, it will display all saved percentage details in **'List of PF Interest Percentage(s)'** table.
• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
• User can Edit/Update any created percentage details by clicking on '**Edit'** button from saved records in **'List of PF Interest Percentage(s)'** table.
• If created record(s) is in use in any other pages then it cannot be deleted.

- Click on **'PF Reports'** menu, then sub menu list will be displayed as shown below:

• **PF Reports**

1. Other PF Reports:

Using this page, Authorized user will be able to generate reports for all type of PF i.e. NPS, DCPS, CPF etc.

• Click on **'Other PF Reports'** menu link, under **'PF Reports'** sub menu, then page will be opened as shown below:

⇨ **Steps to Download Report:**
• Enter data in all mandatory fields.
• Click on **'Print'** button, then report will be downloaded as given below:

CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

National Pension System - October 2022

Date & Time : 04-01-2023 12:35:13

Financial Year : 01/04/2022~31/03/2023

S No.	Employee Code(M)	Employee Name	PRAN	Employer Contribution	Employee Contribution	Total
1	COPG-0007	K. Noren Singh		33269.00	23764.00	57033.00
2	COPG-0008	Mayank Rai		34274.00	24481.00	58755.00
3	COPG-0009	Dwipendra Thakuria		34274.00	24481.00	58755.00
4	COPG-0010	Ram Singh		34274.00	24481.00	58755.00
5	COPG-0011	Mahesh Pathak		32303.00	23074.00	55377.00
6	COPG-0012	Sanjay Swami		32303.00	23074.00	55377.00
7	COPG-0013	L. Hemochandra		31356.00	22397.00	53753.00
8	COPG-0014	Raghubir Kumar Patidar		27744.00	19817.00	47561.00
9	COPG-0015	Thangaswmay Rajesh		27744.00	19817.00	47561.00
10	COPG-0016	Lala Iswari Prasad Ray		27744.00	19817.00	47561.00
11	COPG-0017	Loukham Devarani		27744.00	19817.00	47561.00
12	COPG-0018	Pranab Dutta		27744.00	19817.00	47561.00
13	COPG-0019	A.K. Singh		21329.00	15235.00	36564.00
14	COPG-0020	Ng. Tombisana Meetei		18431.00	13165.00	31596.00
Total				**869226.0**	**620877.0**	**1490103.0**

2. GPF Recovery Schedule Report:

Using this page, Authorized user will be able to generate GPF Recovery reports against GPF Advance take by employee(s).

• Click on **'GPF Recovery Schedule Report'** menu link, under **'PF Reports'** sub menu, then page will be opened as shown below:

⇨ **Steps to Download Report:**
• Enter data in all mandatory fields.
• Click on **'Print'** button, then report will be downloaded as given below:

CENTRAL AGRICULTURAL UNIVERSITY

Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West

GPF Recovery Schedule Report - October 2022

Date & Time : 04-01-2023 12:43:15

Financial Year : 2022-2023

S.No.	Employee Code(M)	Employee Name and Designation	GPF No	GPF Subscription	Refund	Instalment	Total
1	VCO-0010	S. Chaoba Singh, Driver		35000.00	0.00	0/0	35000.00
2	136	Lunkhothang, Assistant Registrar		60000.00	0.00	0/0	60000.00
3	342	Roma Haobam, Computer Operator		12000.00	0.00	0/0	12000.00
4	416	Diptirama Athokpam, Assistant		5000.00	0.00	0/0	5000.00
5	559	Keisham Arunkumar Singh, Assistant		3000.00	0.00	0/0	3000.00
6	380	Lukram Homeshwar Singh, Accounts Assistant		10000.00	0.00	0/0	10000.00
7	235	Yengkokpam Rajen Singh, Multi Tasking Staff (MTS)		11000.00	0.00	0/0	11000.00
8	241	Mayanglambam Surjit Singh, Multi Tasking Staff (MTS)		1000.00	0.00	0/0	1000.00
9	HQ-519	R. P. Pandey, Accountant		26000.00	0.00	0/0	26000.00
10	HQ-249	Chandam Bikram Chandra, Accountant		10000.00	0.00	0/0	10000.00
		Grand Total(Rs)		863500.00	0.00		863500.00

Drawing and Disbursing Officer

3. Yearly GPF Detail Report:

Using this page, Authorized user will be able to generate Yearly GPF Detail Reports for GPF deduction.

• Click on **'Yearly GPF Detail Report'** menu link, under **'PF Reports'** sub menu, then page will be opened as shown below:

GPF Annual Report

				Searching Criteria
Location *	Select Location	DDO *	Select DDO	
Year	2022-2023	Employee Name	Employee Name	
Nature *	Select Nature			

Generate PDF   Reset

⇨ **Steps to Download Report:**
• Enter data in all mandatory fields.
• Click on **'Generate PDF'** button, then report will be downloaded as given below:

CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
GPF Annual Report

Date & Time : 04-01-2023 12:50:51
Financial Year : 2022-2023

S.No.	Name of the Subscriber.	A/c No.	Opening Bal	Subscription	Refund of Advance	Interest	Total	PF Advance	Final Withdrawal	Balance as on 31/03/2023	Advance Outstanding as on 31/03/2023
1	R.K. TombisanaDevi		0.00	30000.00	0.00	176.00	30176.00	0.00	0.00	30176.00	0.00
2	Vishram Ram		0.00	20000.00	0.00	116.00	20116.00	0.00	0.00	20116.00	0.00
3	Binodini Sethi		0.00	40000.00	0.00	234.00	40234.00	0.00	0.00	40234.00	0.00
4	Hossain Ali Mondal		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	K. Kham Khan Mung		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	Jayanta Prasad Sarkar		0.00	10000.00	0.00	0.00	10000.00	0.00	0.00	10000.00	0.00
7	Holkhopao Lhungdim		0.00	10000.00	0.00	0.00	10000.00	0.00	0.00	10000.00	0.00
8	R Vanlalruati		0.00	30000.00	0.00	176.00	30176.00	0.00	0.00	30176.00	0.00
TOTAL			.00	140000.00	0.00	702.00	140,702.00	0.00	0.00	140,702.00	0.00

4. GPF Monthly Report:

Using this page, Authorized user will be able to generate Monthly GPF Reports for GPF deductions.

• Click on **'Employee wise GPF Detail Report'** menu link, under **'PF Reports'** sub menu, then page will be opened as shown below:

GPF Monthly Report

	Searching Criteria

Location *	Select Location	DDO *	Select DDO
Year	2022-2023	Employee Name	Employee Name
Nature Type *	Select Nature Type		

Generate PDF   Reset

⇨ **Steps to Download Report:**
• Enter data in all mandatory fields.
• Click on **'Generate PDF'** button**,** then report will be downloaded as given below:

CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
GPF Monthly Report

Date & Time : 04-01-2023 12:54:20
Financial Year : 2022-2023

[COPG-0001] R.K. TOMBISANADEVI

A/C No.	

Months	Subscription .	OUTSTANDING ADVANCE		0.00				
		Refund of withdrawals	Total	Withdrawals	Progressive Balance	Remarks	ROI	Interest
				OPENING BALANCE :0.00				
Apr-2022	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
Jun	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Jul	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Aug	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Sep	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Oct	15000.00	0.00	15000.00	0.00	15000.00		7.00%	88.00
Nov	15000.00	0.00	15000.00	0.00	30000.00		7.00%	175.00
Dec	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Jan-2023	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Feb	0.00	0.00	0.00	0.00	0.00		0.00	0.00
Mar	0.00	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL	30000.00	0.00	30000.00	0.00	45,000.00			263.00

Open Balance as on 31.03.2022	0.00
Deposits	30000.00
Interest	263.00
Total	**30263.00**
Less: Withdrawals	0.00
Closing Balance as on 31.03.2023	**30263.00**
Advance Outstanding as on 31.03.2023	**30000.0**