

Training Manual
For
Legacy PF Data Entry &
New PF Collection
By SLO

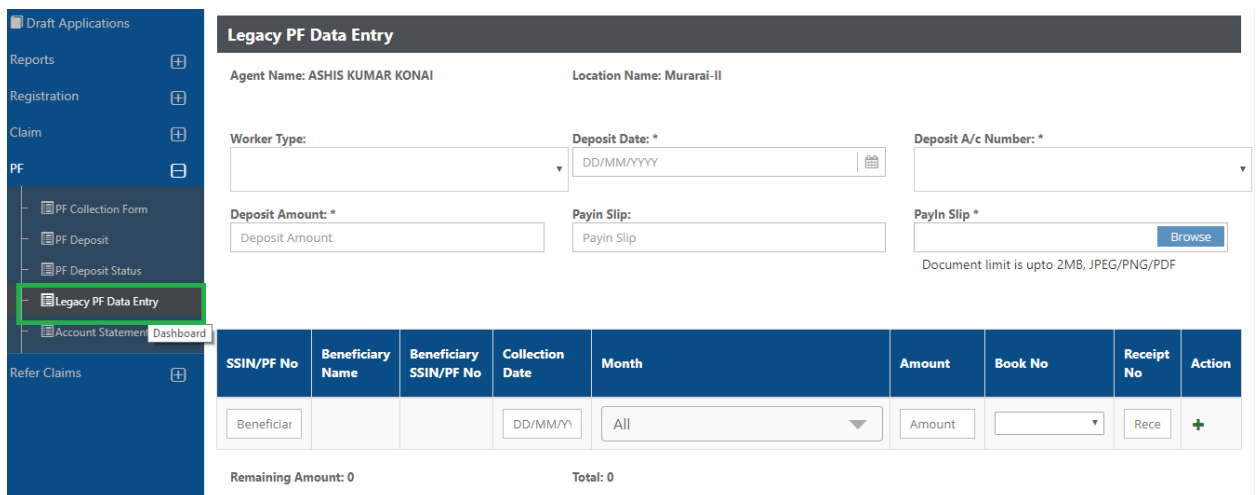
Legacy PF data entry

1. Respective SLO needs to login into the SSY Live portal through their proper login credentials.
2. At first SLO needs to select “Service Provider” option, then proper user id and password should be entered.
3. After that, SLO needs to click on the “Login” button.



The image shows the login page of the SSY (Samajik Suraksha Yojana) portal. The header includes the Department of Labour logo and the text "SSY -Samajik Suraksha Yojana Social Security for Unorganised workers". Below the header is a navigation bar with icons for Home, About Us, RTI, Acts & Rules, Contact Us, Help, About SSY, and Media. The main content area features a large "Log In" section with a search bar on the right. The login form includes radio buttons for "Department", "Beneficiary", and "Service Provider". The "Service Provider" option is selected. The username field contains "3507018" and the password field contains ".....". There is a "Login" button and a "Forgot Password?" link. The footer of the login section includes the text "SSY Samajik Suraksha Yojana Social Security For Unorganised Workers".

4. On successful login, SLO can access the dash board. Now from the left menu, SLO needs to go PF section and click on “Legacy PF Data Entry” submenu, to access the “Legacy PF Data Entry” screen.



The image shows the "Legacy PF Data Entry" dashboard. On the left is a sidebar menu with options: Draft Applications, Reports, Registration, Claim, PF, Legacy PF Data Entry (highlighted), Account Statement, and Refer Claims. The main content area is titled "Legacy PF Data Entry" and contains the following information:

Agent Name: ASHIS KUMAR KONAI Location Name: Murarai-II


Worker Type: Deposit Date: * Deposit A/c Number: *

Deposit Amount: * Payin Slip: Payin Slip *

Document limit is upto 2MB, JPEG/PNG/PDF

SSIN/PF No	Beneficiary Name	Beneficiary SSIN/PF No	Collection Date	Month	Amount	Book No	Receipt No	Action
Beneficiary			DD/MM/YY	All	Amount		Rece	+

Remaining Amount: 0 Total: 0

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5. Now in the “Legacy PF Data Entry” screen, following information needs to be entered or selected by the SLO as mentioned below.....
 - a) Worker Type (Mandatory)
 - b) PF amount deposit date to the bank (Mandatory)
 - c) Bank A/C number (Mandatory)
 - d) Deposit amount (Mandatory)
 - f) Pay-in slip number (optional)
6. After that pay-slip needs to be uploaded in the system mandatorily.
7. On completion of previous activities, SLO needs to enter following information for each and every transaction as mentioned below....
 - a) SSIN or PF number of the beneficiary (Mandatory)
 - b) Collection date (Mandatory)
 - c) Month of collections (Multiple months can be selected) (Mandatorily)
 - d) Collection amount
 - e) Book number as issued by the inspector
 - d) Receipt number

After clicking on SSIN/PF number, system will fetch name of the beneficiary and PF or SSIN number which is not given by the SLO.

To add the next record, SLO needs to click on the “+” button. Entered record can be deleted by the SLO if required.

SLO can see the total amount entered and remaining amount yet to be entered. Until remaining amount will be 0, SLO can’t able to submit.

SLO can save the entry intermediately, by clicking on “Save as draft” option for processing later at per his/her convenience.

Worker Type: Others

Deposit Amount: * 50

Deposit Date: * 28/06/2019

Payin Slip: Payin Slip

Deposit A/c Number: * 33224084619

Payin Slip * certificate.jpg Browse

Document limit is upto 2MB. JPEG/PNG/PDF

SSIN/PF No	Beneficiary Name	Beneficiary SSIN/PF No	Collection Date	Month	Amount	Book No	Receipt No	Action
163120000362	JOGAMAYA BHABAK	2912003059	24/06/2019	May/June	50	100	1	
Beneficiary SSIN			DD/MM/YYYY	All	Amount		Receipt No	+

Remaining Amount: 0
Total: 50

Save as Draft
Cancel
Submit

8. Finally SLO needs to click on the “Submit” button to complete the Legacy data entry process. Success message will be displayed accordingly.

SSIN/PF No	Beneficiary Name	Beneficiary SSIN/PF No	Collection Date	Month	Amount	Book No	Receipt No	Action
163120000362	JOGAMAYA BHABAK	2912003059	24/06/2019	May/June	50	100	1	
Beneficiary SSIN			DD/MM/YYYY	All	Amount		Receipt No	+

Remaining Amount: 0
Total: 50

Save as Draft
Cancel
Submit


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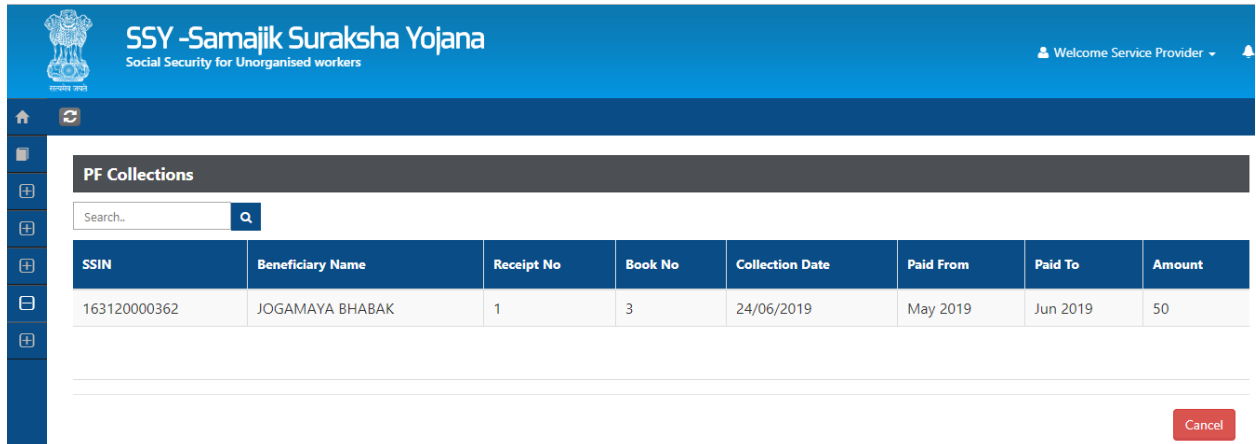
9. To see the “Account Statement”, SLO needs to click on the “Account Statement” submenu from PF menu in the left panel.

The screenshot shows the SSY -Samajik Suraksha Yojana portal. The left sidebar contains a menu with the following items: Dashboard, Draft Applications, Reports, Registration, Claim, PF, PF Collection Form, PF Deposit, PF Deposit Status, Legacy PF Data Entry, and Account Statement. The 'Account Statement' option is highlighted with a green box. The main content area displays a table titled 'PF Deposited' with columns: Action, Deposit Amount, Deposit Date, and Payin Slip No. The table contains one row with values: (eye icon, 50, 28/06/2019, 0). A search bar is located above the table.

10. SLO needs to click on the “Action” button to get the complete action history for each and every entry.

The screenshot shows the SSY -Samajik Suraksha Yojana portal. The left sidebar contains a menu with the following items: Dashboard, Draft Applications, Reports, Registration, Claim, PF, PF Collection Form, PF Deposit, PF Deposit Status, Legacy PF Data Entry, and Account Statement. The 'Account Statement' option is highlighted with a green box. The main content area displays a table titled 'PF Deposited' with columns: Action, Deposit Amount, Deposit Date, and Payin Slip No. The table contains one row with values: (eye icon, 50, 28/06/2019, 0). A search bar is located above the table.

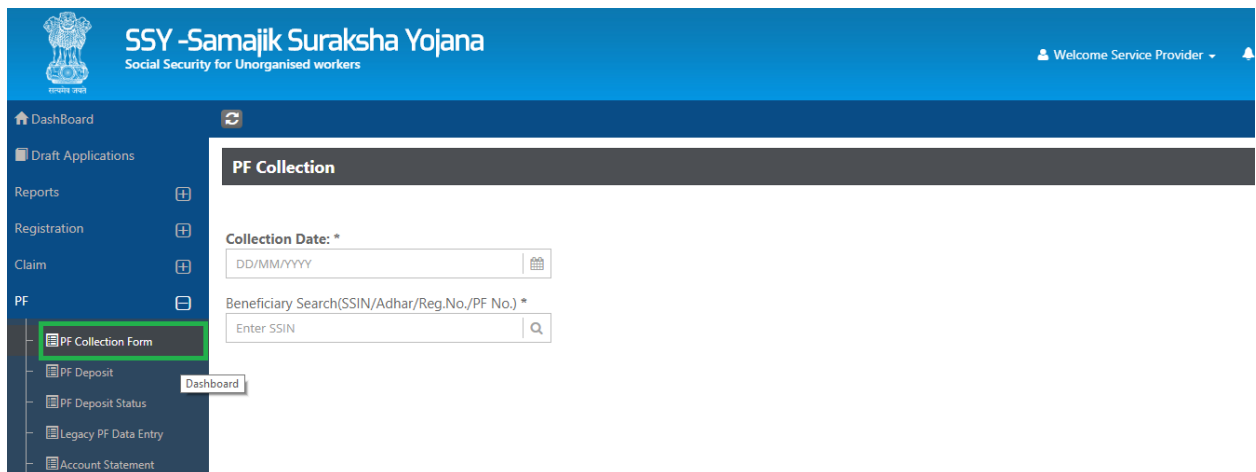
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SSIN	Beneficiary Name	Receipt No	Book No	Collection Date	Paid From	Paid To	Amount
163120000362	JOGAMAYA BHABAK	1	3	24/06/2019	May 2019	Jun 2019	50

New PF Collection


1. On successful login, SLO can access the dash board. Now from the left menu, SLO needs to go PF section and click on “PF Collection Form” submenu, to access the “PF Collection Form” screen.



PF Collection

Collection Date: *
DD/MM/YYYY

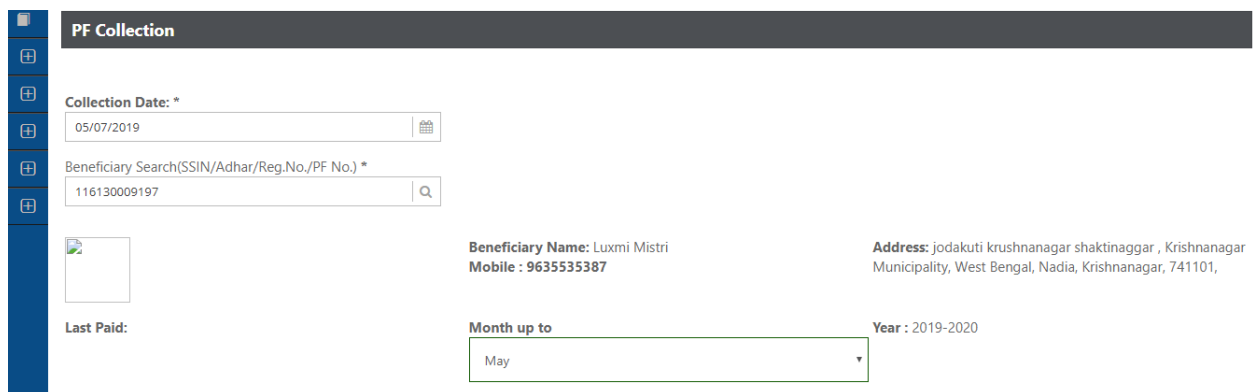
Beneficiary Search(SSIN/Adhar/Reg.No./PF No.) *
Enter SSIN

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- Now, in this screen, SLO needs to enter “Collection Date” and “SSIN” of the beneficiary at first.
- After entering SSIN of the beneficiary, system automatically fetch, following information as available in the data base on the screen.....

- Name of the beneficiary
- Contact No. of the beneficiary
- Address of the beneficiary
- Last paid month
- Current financial year

After that SLO needs to select the month up to which collection has been taken from the beneficiary.



- After selecting the last month of collection, system automatically calculate the amount and provides the detail break up the of the collection month wise.
- Now, SLO needs to select the “Book No.” as issued by the concerned inspector. After selecting the “Book No.” corresponding “Receipt number” will be automatically come but SLO can edit the receipt number if required.
- Finally SLO needs to click on the “Submit” button, to complete the collection process.

Month	Year	Amount
April	2019	25
May	2019	25

Book No.: *
 Receipt No.:
 Amount: 50

Cancel Submit

- On completion of collection submission, SLO needs to click on the “PF Deposit” sub menu from “PF” menu to go the “PF Deposit” screen. In this screen, submitted collection record will be available.

Draft Applications
 Reports
 Registration
 Claim
PF
 PF Collection Form
PF Deposit
 PF Deposit Status
 Legacy PF Data Entry
 Account Statement
 Refer Claims

PF Collections

Agent Details

Agent Name: ASHIS KUMAR KONAI RLO Office Name & Address: Rampurhat

Deposit Date: *

Deposit Bank:

Amount Pending for deposit: 0

Search..

	SSIN	Beneficiary Name	Receipt No	Book No	Collection Date	Paid From	Paid To	Amount
<input type="checkbox"/>	116130009197	Luxmi Mistri	2	3	05/07/2019	Apr 2019	May 2019	50

- At first, SLO needs to select the system deposit date and the corresponding bank account.
- After that, SLO needs to select the individual collection records which he/she wants to be deposited from the list of collections. The amount to be deposited will be calculated automatically.
- Finally the SLO needs to click on the “Submit” button and success message will be appeared in the screen accordingly.

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Agent Details

Agent Name: ASHIS KUMAR KONAI **RLO Office Name & Address:** Rampurhat

Deposit Date: * **Deposit Bank:**

Amount Pending for deposit: 50

Q

<input checked="" type="checkbox"/>	SSIN	Beneficiary Name	Receipt No	Book No	Collection Date	Paid From	Paid To	Amount
<input checked="" type="checkbox"/>	116130009197	Luxmi Mistri	2	3	05/07/2019	Apr 2019	May 2019	50

Submit

+

+

+


+

Status Message

PF amount successfully deposited

Ok

11. Henceforth, SLO needs to click on the “PF Deposit Status” submenu from PF menu to go the “PF Deposit Status” page.
12. In this screen, SLO can see the deposited amount, and date of deposit in the system.
13. Now SLO needs to click on the “Upload” icon for uploading the pay-in slip.



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Welcome Service Provider v

+ DashBoard

+ Draft Applications

+ Reports

+ Registration

+ Claim

+ PF

+ PF Collection Form

+ PF Deposit

+ PF Deposit Status

+ Legacy PF Data Entry Dashboard

+ Account Statement

PF Deposited

Q

Deposit Amount	Deposit Date	Payin Slip No	Scroll Number	BankDepositDate	PayIn Slip
50	07/07/2019	0			Upload

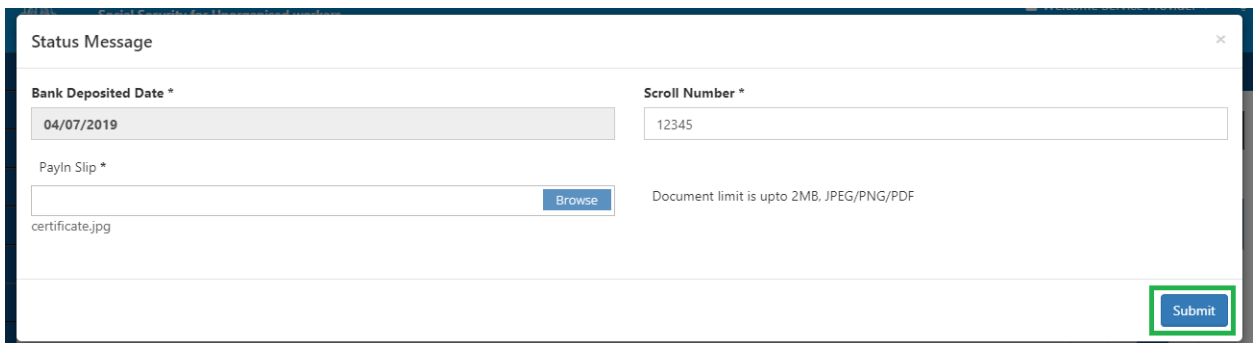
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14. In the Pay-in slip upload page, SLO needs to provide following information and upload the pay in slip received from bank.

a) Bank deposit date

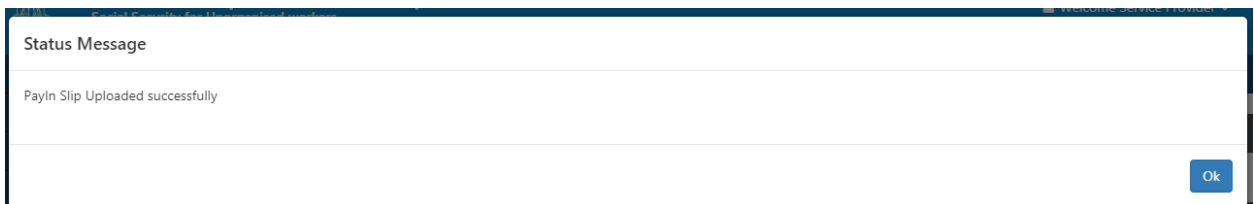
b) Scroll Number


15. Finally SLO needs to click on the “Submit” button, to complete the deposit process.




16. On successfully completion of the “pay-in slip” upload process, SLO will get the success message in the screen.

17. Process is end here.




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Welcome Service Provider

PF Deposited

Search.. 

Deposit Amount	Deposit Date	Payin Slip No	Scroll Number	BankDepositDate	PayIn Slip
50	07/07/2019	0	12345	04/07/2019	

1

!! Thank You !!