Shalarth Frequently Asked Questions (FAQ)

1. **How to give annual increments to employees?**

- Go to HM Asst. login > Work list > Payroll > Employee Information > Release of Annual Increment

- Click on "Add New Order". Fill Increment Certificate Order No., Order Date, Bill Group, Pay Commission and click "Go"

- Employees in the selected bill group belonging to selected pay commission will be reflected in the left table

- Select employees from left table and click on "Add to List". Selected employees will get moved to the right table

- If you wish to remove any employee from right table, select that employee and click on "Remove"

- After all changes are done properly, click on "Save". The order will get prepared and will get reflected in the list above.

- Click on forward button to send it to higher authority.

- For applying increments to employees, you need to select the Increment Order and click on "Verify Order"

    Important Note –

    A) ***Please note that once "Verify Order" tab is clicked, the increments will get applied to employees in that Increment Order and will get locked. No changes are possible after this.***

    B) ***If after increment, the basic for the employee is goes beyond the pay band / pay scale limit, then system will not allow increment for that particular employee.***

2. **How to club additional loan sanctioned for an employee? For example – GPF Advance, HBA etc.**

- **Delete old loan** - Go to HM Asst. login – Work list > Payroll > Employee Information > Employee Loan Details. Search employee name. Click on the previous loan of the employee, note down recovered details and select option "Active - No". This will delete the loan permanently.

- **Add new loan (after clubbing with original loan)** - Go to HM Asst. login – Work list > Payroll > Employee Information > Employee Loan Details > Add New Entry, search the employee and fill the new loan entry details and details of recovered installments. Select "Loan Start Date" as the date from which the new deduction needs to be started.

- **For Example** -

Particulars	Original Loan	Additional Sanctioned Loan	New Loan after clubbing with original loan
Principal / Interest amt.	10000	2000	12000
No. of installments	5	-	15
Installment amt.	2000	-	800
Recovered no. of installments	2	-	5
Recovered installments amt.	4000	-	4000

3. How to change the post of an employee?

- Go to HM Asst. login > Work list > payroll > Changes > Change Pay / Office Details

- Select proper main / sub office, so that posts mapped to them will get reflected in posts drop down

- Select desired post from the drop down

- Bill group to which the post is mapped will get displayed below post. Check the same.

- If the post selected is not mapped to any bill group, then there will be option to select the desired bill group. Select the same

- Select proper date with effect from which the changes should get effected

  Important Note - If you select 'with effect from date' as 1st July, 2012, then the changes made by you in this screen will get reflected in the pay bills on or after the month of July, 2012 and not before that.

- Fill authority letter number, date and save the details

4. What to do if HRA amount is wrong?

- Go to HM Asst. login > Work list > payroll > Changes > Change Pay / Office Details and check the office of the employee.

- If the office is not correct, check whether sub office with desired city class is available or not. If not, then create sub office from HM Asst. login > Work list > Payroll>Organization/Office Profile>Organization/Office.

5. What to do if allowance / deduction / loan are not getting reflected in pay bills?

- Go to HM Login > Work list > Payroll > Department Eligibility for Allowances and sDeductions and see whether it is ticked or not.

- Then check in HM Asst login > Payroll > Employee Eligibility for Allowances and Deductions screen – whether components are mapped properly or not.

- If not, then map them and change values of non computational components like Income Tax, GPF etc. from Non Computational Dues, Deductions screen.

- Values of computational components like HRA, TA etc. will come automatically.

6. What to do if while putting values for non computational components, message gets displayed as – "No Records Found.. Matching Entered Criteria"

Go to HM Asst. Login > Work list > Payroll > Employee Eligibility for Allowances and Deductions and see whether that component is ticked or not.

7. **If cadre, designation, bank, branch etc. are not seen in login?**

This facility is available with MDC login. So kindly contact ad.sevaarth@mahakosh.in

8. **How to delete bill group?**

- Go to HM Asst. Login > Work list > Payroll > HM Profile > Bill Group Maintenance

- Select the bill group which you wish to delete

- Click on 'Delete'

  Important Note – System will check whether bill group contains employees or not. If it contains employees then system will not allow it to be deleted.

9. **How to give 6th PC arrears to GPF employees?**

- Go to HM login > Work list > Payroll > Dept. Eligibility for Allowances and Deductions – Map the Component "Basic Arrears" and "GPF Arrears"

- Go to HM Asst. login > payroll > Employee Eligibility for Allowances and Deductions- Map the component "Basic Arrears" and "GPF Arrears" to employees

- Go to Work list > Payroll > Employee Information > Non Computational Dues and Deductions and enter both "Basic Arrears" and "GPF Arrears" amounts against employees

10. **How to give 6th PC arrears to DCPS employees?**

- Go to HM Asst. login > Work list > DCPS > Arrears > 6th Pay Commission Arrears Deposition to DCPS > DCPS Contribution Entry

- For employees against whom, the amount is zero, enter total amount to be disbursed to them

- Forward the entire list of employees to HM and get the same approved from HM login > Work list > DCPS > Arrears > 6th Pay Commission Arrears Deposition to DCPS > DCPS Contribution Entry

- Go to HM Asst. login > DCPS > Arrears > Yearly Process of 6th PC Installment Amount Deposition To DCPS > DCPS Verification, select financial year, click go, verify employees and forward to HM

- Go to HM login > Work list > DCPS > Arrears > Yearly Process of 6th PC Installment Amount Deposition To DCPS > DCPS Verification and forward the details to Treasury

- Schedule can be drawn for above arrears from same options

- Draw Nil Bill for above arrear

11. **Please note that DCPS contribution values are as per revised GR dated 07.07.07**

12. **Loans & Advances and Non Govt. Deductions once ticked in HM Login will get mapped to all employees automatically. They are not required to be ticked again in HM Asst. login**