



IGNOU
Computer Division (ERP)



Date: 27 DEC 2010

ODLSOFT: Information Bulletin 05

(Also available in WiKi / IGNOU-Site: intranet ODLSOFT services)

Christmas and New Year Edition

New Year Wishes

Wishing you and your family a **Bright, Happy and Prosperous New Year 2011**

Updated Information in respect of ERP (ODLSOFT) is given below for your ready reference:

- 1. Auto Approval:** Auto approval of leave is being executed by the system with effect from 11 Oct 2010, in case of no action in ODLSOFT is being taken by the Supervisor for more than 7 days.

Leave pending prior to 11 Oct 2010

All leaves pending in the ODLSOFT, prior to 11th Oct10 will be approved by system on 31st December 2010 to complete the year end activity.

- 2. Joining earlier to applied leave :** In case an employee joining prior to the end date of applied leave, the following actions need to be taken:


- Request to cancel approved(earlier) leave
- On approval of cancellation of earlier leave, apply a fresh leave with change of date.
- On approval of fresh leave, joining report can be submitted.

- 3. Back dated Leave**

Back dated Leave request, for more than 30 days from the current date will not be accepted in ODLSOFT. In case of extreme urgency, Mr.Shivraj (ACD) and Mrs. Anita Sajwan(Admin) may be contacted.

- 4. Pre-requisite for LTC advance / claim :**

- Leave should be approved
- Applicant has completed one year regular service in IGNOU

 [GO TO TOP](#)

5. Understanding Medical Claim Status

The following are the status of Medical claim in ODLSoft :

1. Submitted

A medical request has been created and submitted by the employee with a default remark '**Request put by Staff**'

2. Create Expense Report

Expense sheet is created by CDN staff.

3. Staged

The expense sheet is passed and ready for cheque printing / Cash payment

4. Paid

The medical bill has been paid / Cheque is available for collection.

6. Enhancements

Multiple Advance Adjustment for Medical

Multiple Advance Adjustment in case of Medical expenses has been incorporated in the system. Employees are advised to use this functionality.

7. Tips for Second quarter closer of accounts for Decentralized Schools/Centers&Units

In view of second quarter closer of accounts, it is requested to complete all the entries, Payments/Receipts, in ODLSoft timely, so that the accounts can be prepared and submitted in time.

All decentralized Schools/Centers/Units are suggested to prepare vouchers in ODLSoft first and prepare the cheque with the amount computed by the ODLSoft. This will help to generate the cash book through ODLSoft.

All decentralized Schools/Centers/Units are suggested to do the entry in Accounts Receivable (AR) module for their Grants to show the Grant in Receipt Side of the Cash Book.

No (-ve) negative entries permissible in Account Receivable module for Bank Charges. Always prepare Contingent Bill to pay the Bank Charges. Choose GL account as "Other Contingency" to pay Bank Charges.

Take special care to select the chart-field to book the expenditures in ODLSoft so that the reconciliation can be done properly. In case of any clarification, please contact, SO/AR, Accounts of F&A.

8. Master Trainer Training

TCS training for Payroll & Technical (Reports & queries) modules have been completed. Master Trainer training for other modules will commence from 17 January 2011. All officials, recommended by respective divisions/ schools, will be intimated by E-mail.

9. Board Room Booking

Board Room Booking has been removed from ODLSoft on request from VC office. The booking and confirmation should be taken up telephonically only.

10. IGNOU Mail Id

All IGNOU employees are requested to use IGNOU mail id only(id(@ignou.ac.in) for the benefit of alerts & various other transactions of ODLSoft. A list of all IGNOU mail id, created by computer division is kept in the ODLSoft portal / Wiki / Interanet. In case of request for creation of mail id / password please e- mail to yashpal@ignou.ac.in with a copy to "Ravi Mehendiratta <ravim@ignou.ac.in>, arunverma@ignou.ac.in. Please use Ignou e-mail id , for all correspondence in IGNOU for faster & secure communication.

11. List of Empanelled Hospital

List of empanelled Hospitals/Doctors is available at

1. IGNOU official website www.ignou.ac.in at Link [Intranet Services & ODLSoft\(ERP\)](#)
 - a) List of Empanelled Hospitals/ Diagnosis Centres/ Eye/ Dental/ Ayurvedic/ Homeopathic
 - b) List of IGNOU Panel Doctors
2. ODLSoft at following navigation
<http://ims.odlsoft.ac.in> →HCM→Self Service→Medical Request→(Link)
Empanelled List Of Hospitals/Doctors

12. Stoppage of Vendor Creation by Users:

Due to numerous duplication of vendors, created in the ODLSoft, Cleansing of duplicate Vendors is in progress by Computer Division. In view of it, centralized creation of new vendor will be taken up by ERP cell of Computer Division. Request for creation of new vendor data may please be sent in the format provided. All are requested to send the filled Requisition Template for Vendor Creation through e-mail: veenachauhan@ignou.ac.in , mkhanna@ignou.ac.in, rishianand@ignou.ac.in, abhishek@ignou.ac.in . The Requisition template for Vendor Creation can be downloaded from ODLSoft portal / IGNOU Wiki / IGNOU website< Internet services & ODLsoft>

 **GO TO TOP**

11. ERP Help Desk

Extension no. 1705 for Employee data (Block 7 Room 5)
Extension no. 1206 for Finance (Block 2 Room 6)
Extension no. 1922 / 1840 for HR and Finance
1922 at CD (TCS support team)
1840 & 1842 ERP support team in front of Horticulture Cell

12. Support on Saturday/Sunday/ Holidays

TCS team is not available on Saturday/Sunday/Holidays in IGNOU campus. However ERP help desk can be made available, on prior information by the Division/Schools.

13. Data Related Issues

Any query / suggestion / modification and creation of Employee data / leave data / dependent data **for non-academic staff** may be routed through Ms. Anita Sajwan or Ms. Seema Bhardwaj of Admin div. at extension no. 1705 (Block 7 room 5).

Any query / suggestion / modification and creation of Employee data / leave data / dependent data **for academic staff** may be routed through **Sh. PVSS Satyanarayana/ Sh. R Sivaraj** at extension no. 1124/ 1103 (Block 1 room no.17)

14. ODLSoft Training 24X7 (ON-DEMAND)

Training on ODLSoft can be imparted for the batch of minimum 5 officials at any time during the working hours and on Saturday/Sundays/Holidays, on prior information.

Note: All ODLSoft related documents/bulletins are kept in the IGNOU Intranet Services & ODLSoft(ERP) at right side of IGNOU website www.ignou.ac.in and in Wiki under ODLSoft.

15. ODLSoft Escalation Matrix: IGNOU

In Case of HR Related Issues		
Level	Officials	Contact Details
First	Mrs. Mamta Khanna & Mrs. Veena Chauhan	1840
Second	Mr. Ravi Mendiratta	1921
In Case of Finance Related Issues		
First	Mr.Abhishek & Mr. V.K.Sharma	1840/ 1928
Second	Mrs. Anjana Verma	1919
In Case of Stock/Inventory		
First	Mr. Rishi	1840/ 1842
Second	Mr. V.K.Sharma	1928

Third escalation level in respect of all three above modules will be JD (ERP) /HEAD (CD)

16. Important Documents :

1. TA/DA user manual - Bulletin-03, wiki & Intranet
2. Requisition for new Vendor creation in ODLSoft - Bulletin-03, wiki
3. LTC Step-by-Step Process ODLSoft - Bulletin-05, wiki & Intranet

How to reach to the Documents

To reach to document from wiki please follow the following route:

www.ignou.ac.in → IGNOU Wiki Services → Divisions and Units → Computer Division → ODLSoft → Documents

Or

To direct open the ODLSoft related documents page in Wiki Please click on the following link:

http://ieg.ignou.ac.in/wiki/index.php/IGNOU_WIKI/Divisions_and_Units/Computer_Division/ODLSoft/Documents



[GO TO TOP](#)

Material/Item Requests

Request of Material/Item issue, will be done through ODLSoft only, from 1st September 2010 onwards.

- **How to raise Material/Item request from different stores (CPU, CD, MPDD1, MPDD2 and EMPC)?**

To raise a Material/Item request please follow the following navigation.

Navigation (For Material Request):

FSCM→Inventory→Material Issue

Input requirement in Material Issue Page:

1. Business Unit/ Type of Stores : CPU,CD,MPDD1,MPDD2 & EMPC (As an example Paper/ Furniture from CPU, Computer from CD)
2. Item : Select Item from the **look up icon (Lens button)**

Note: The Search will show all item belonging to the relevant store selected in Business Unit/ type of stores field.

In case of non availability of Item required in the relevant store, Please call extn. No. 1840/1841 or send E- mail at

veenachauhan@ignou.ac.in ; rishianand@ignou.ac.in; abhishek@ignou.ac.in

After filling the Item/Material request, take a print out of this issue slip as per the given steps:

Material Issue Report Navigation:

FSCM→ Inventory→Material Issue Report→Add New Value

Input Parameters:

1. Run Control ID : 1
2. Serial ID Label: Issue Request No

Click on Save button.

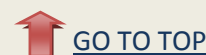
Click on Run Button

Click on Report Manager Link and refresh the Page to view the report. When Detail Link appears then Click on the hyperlink to view and print the Item Request Report.

Take the print out of the report, get it signed by the Director/Head of the Schools/Divisions/Centers/Sections and send it to the relevant store for issue of item. Stock i/c will issue the item against the issue slip in ODLSoft. In case of non availability of item, stock i/c will forward the requirement to purchase section for provisioning of the required item.

- **Who all are authorized to create Material /Item requests?**

All the officials of IGNOU headquarter. In case of non availability of access, Please call extn. No. 1840/1841 or send E- mail at veenachauhan@ignou.ac.in rishianand@ignou.ac.in; abhishek@ignou.ac.in



User Manual for LTC

LTC (Leave Travel Concession)

Navigation:

Portal → Launch HCM Application → Self Service → LTC Self Service

1. LTC Advance/Intimation

Navigation:

Launch HCM Application → Self Service → LTC Self Service → LTC Advance/Intimation

Tab1: Find an Existing Value

Find an Existing Value: You can search the existing Advance/intimation for LTC by using the one of the following different searching criteria i.e.

1. **Advance/Intimation Number:** You can search the existing Advance/Intimation by entering the advance/intimation number.
2. **Serial Number:** You can search the existing Advance/Intimation by entering the Serial number.
3. **Application date:** You can search the existing Advance/Intimation by entering the Application date on which you have applied for LTC.
4. **Advance/Intimation Status:** You can also search the existing LTC request by entering the status, the valid status is listed below.

- a) Approved
- b) Cancelled
- c) In Process
- d) Pending
- e) Rejected

The screenshot displays the 'LTC Self Service' application interface. On the left is a 'Menu' sidebar with various options, including 'LTC Advance / Intimation'. The main content area is titled 'LTC Advance / Intimation' and includes a search form. The form has a header 'Find an Existing Value' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are four search criteria: 'EmpID:' with a value of '1132', 'Advance / Intimation No.' with a dropdown set to 'begins with', 'Serial Number:' with a dropdown set to 'begins with', and 'Application Date:' with a dropdown set to '='. There is also a dropdown for 'Advance/Intimation Status:' set to '='. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A 'New Window' link is visible in the top right corner of the application area.

[Apply for LTC](#)

Tab2: Add a New Value

Click on the [Add a New Value Tab](#)


1. Shows your employee id
2. Click on Add button

The screenshot shows the 'LTC Self Service' menu on the left with 'LTC Advance / Intimation' selected. The main content area is titled 'LTC Advance / Intimation' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active, showing 'EmplID: 1132' and an 'Add' button. Below the button are links for 'Find an Existing Value' and 'Add a New Value'.

After Clicking the ADD button page below will be displayed:

You are required to fill in the form below with all prior details,

The screenshot shows the 'Advance/Intimation for LTC' form. The title is 'Advance/ Intimation for LTC'. Below the title is a message: 'Please apply advance 15 days before performing the journey, otherwise submit intimation. Prior Intimaion should be submitte before performing the journey otherwise your claim will not be considered.' The form has a section for 'Advance / Intimation No. NEW' with a tab for 'INTIMATION'. The status is 'Pending'. The form contains a table with employee details: EmplID: 1132, Name: RAVI MENDIRATTA, Department: CD, Gender: Male, Marital Status: Married, Location: IGNOU_HQ, Phone, Date of Joining IGNOU: 23-JUN-89, Date of Birth: 24-FEB-62, Grade Pay: 7600.000000, Department Name: COMPUTER DIVISION, Designation: SENIOR SOFTWARE ENGINEER, Date of Retirement: 01/03/2022. Below the table is a section for 'Home Address Details' with the address: B-70 RATAN NAGAR, JABAL PUR (M.P)-482001.

 [GO TO TOP](#)

Note:

- A. When you apply for an LTC in that case Advance/Intimation No. will always be as 'NEW'
- B. Advance/Intimation number will always be pending before the approval of the LTC

Steps to fill the Advance/Intimation Page

1. In Advance/intimation details choose the place as Hometown or Anywhere in India.
2. Choose Advance if you are applying for an advance, otherwise choose intimation.
3. Enter the name of the place for which you are applying for the LTC.
4. Enter the Block year availing or can choose by using the Prompt.

The screenshot shows the 'Advance / Intimation' form. On the left is a sidebar menu with options like 'LTC Claim Application', 'LTC Refund Details', 'Loans & Advances', 'Leave Management', 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Performance Management', 'Book Car', 'Initiate Pension', 'Medical Request', and 'Transport for Staff Children'. The main form area has several fields: 'Home Town' and 'Anywhere in India' (radio buttons), 'Advance' and 'Intimation' (radio buttons), 'Place To Be Visited:' (text box), 'Block Year Availing:' (text box with a search icon), and 'Comments:' (text area). Below these is a 'Block Period History' table with columns: 'Advance / Intimation No.', 'Advance/Intimation Status', 'Bill No.', 'LTC Claim Status', 'Hometown / Anywhere', and 'Application Date'. The table shows one entry with 'Advance / Intimation No.' as 'NEW'. Arrows point from numbered red boxes to specific fields: Box 3 points to 'Home Town' and 'Anywhere in India'; Box 4 points to 'Advance' and 'Intimation'; Box 5 points to 'Place To Be Visited:'; Box 6 points to 'Block Year Availing:'.

3. Choose the place you are applying for LTC as Hometown or Anywhere in India

4. Choose as Advance/Intimation

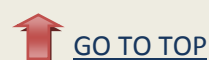
5. Enter the name of Place

6. Enter the Block year Availing

Leave Details

Note: - LTC can only be availed against the approved leaves.

1. Enter the Leave Starting Date in 'Begin date:' field.
2. Enter the Leave Ending Date in 'To Date:' field.
3. Click on the Fetch Button and leave will be displayed.
4. Check the box.



7. Enter the Leave Begin Date

8. Enter the Leave end date

LTC Return Details

- ▷ Loans & Advances
- ▷ Leave Management
- ▷ Personal Information
- ▷ Payroll and Compensation
- ▷ Benefits
- ▷ Performance Management
- ▷ Book Car
- ▷ Initiate Pension
- ▷ Medical Request
- ▷ Transport
- ▷ Wellness

Leave Details

Begin Date:

To Date:

Fetch

Customize Find
First 1 of 1 Last

Select Leave	Leave Type	Begin Date	End Date	Status
1				

9. Click on Fetch Button

10. after clicking the fetch button, leave will be displayed below. Check the box.

LTC Self / family Details member availing LTC

1. if you require leave encashment, check the 'Encashment required' box as 'Yes' Otherwise 'No'
2. Enter the number of Encashed leave days in case you require the encashment (Maximum of 10)
3. Choose the option for which you are availing the LTC. Choose one of the following Options accordingly
 - a. **Family**: Availing LTC for family only
 - b. **Self** : Availing LTC for Self only
 - c. **Self and Family** : Availing LTC for both self and family

In case of self, your details will be displayed automatically but in case of family, you will have to enter the dependent details.

Refer to the page given below:

11. Check 'Yes' if encashment required else 'No'

12. Enter the number of Encashed leaves in case of encashment Requirement is 'Yes'

13. Choose the Option from the drop down LTC availed for i.e. Family, Self, Self and Family.

14. Choose the dependent Id in case of Family/Self and Family by using prompt button

15. Details of more than one dependent can be added by clicking on '+' sign and can delete by using '-' sign

The screenshot shows the 'LTC Advance/Information' form. It includes a sidebar with navigation links like 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Performance Management', 'Book Car', 'Initiate Pension', 'Medical Request', 'Transport for Staff Children', 'Employee House Requests', and 'Leave Applications'. The main form has sections for 'Self Details' and 'Details of Family Members Availing LTC'. The 'Self Details' section has a dropdown for 'LTC Availed For' with options 'Family', 'Self', and 'Self and Family'. The 'Details of Family Members Availing LTC' section has a table with columns for 'Dependent ID', 'Name', 'Relationship to Employee', 'Age (Years)', 'Months', and 'Whether dependent'. There are '+' and '-' buttons to add or delete rows in this table.

4. Choose the dependent id in case you the availing the LTC for Family/self and Family

By using the prompt button

5. Details of more than one dependent can be added by using the '+' button and you

Can also delete the details of dependent by using the '-' before submitting the LTC

Self Travel /Dependent Travel Details

1. Choose the mode of journey from the following option accordingly:

- a. AIR
- b. BUS
- c. TRAIN
- d. SHIP
- e. TAXI

2. Enter the Starting date of journey in the field 'Outward Journey date'

3. Enter the return date of journey in the field 'Return Journey date'

4. Enter the name of Air/Train by which you are traveling

5. Choose the class type from the following option accordingly

- f. 1AC
- g. 2AC
- h. 3AC
- i. AIR
- j. Others

6. Enter the fare of the Traveling

7. Enter the place from where you are starting the journey

8. Enter the Destination

9. Check the 'Accept Terms and conditions' box

10. click on the submit for the approval of LTC



1. Choose the Mode of journey i.e. AIR, BUS, TRAIN, SHIP, TAXI

2. Enter the starting date of Journey

3. Enter the Return date of Journey

4. Enter the Name of the AIR/Train

5. Choose the Class type i.e. 1AC, 2AC, 3AC, AIR, Others

6. Enter the Fare

7. Enter the name of Starting Place

8. Enter the Name of Destination Place

9. Accept the terms and conditions

10. Click on the Submit button after filling all the details

Portal Objects

Personal Information

Medical Request

Manager Self Service

Samir Projects

General Administration

Housing

Workforce Administration

Global Payroll & Absence Mgmt

Provident Fund

Loans & Advances

Workforce Development

Organizational Development

Governance

Set Up HRMS

My System Profile

My Dictionary

Self Travel Details

Mode of Journey

Outward Journey Date

Return Journey Date

AIR / Train Name

Class

Fare

Dependent Travel Details

Mode of Journey

Outward Journey Date

Return Journey Date

AIR / Train Name

Class

Total Fare

Starting From

Destination

Terms & Conditions

1. I hereby certify that the above particulars furnished by me are true and correct.

I accept the Terms and Conditions

Submit

(Signature of Applicant)

After Submitting the LTC

- Advance/Intimation number will be generated and request will be submitted to the CDN.
- Status will be pending before approval

Note: Before any action is taken by the dealing assistant i.e. CDN, the request can

be edited by the user. After editing you can submit the request again by clicking on the submit button.

ODL Soft

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#)

Menu

Search:

- My Favorites
- LTC
- Employee Information System
- Self Service
 - LTC Self Service
 - LTC Advance / Intimation**
 - LTC Claim Application
 - Loans & Advances
 - Leave Management
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Performance Management
 - Book Car
 - Initiate Pension
 - Medical Request
 - Transport for Staff Children
 - Employee House Requests
 - Review Transactions
- Manager Self Service
- Housing
- Workforce Administration
- Global Payroll & Absence Mgmt
- Loans & Advances
- Set Up HRMS
- Worklist
- Reporting Tools
- PeopleTools
- HRMS User Manual
- My Personalizations
- My System Profile
- My Dictionary

Advance/Intimation for LTC

Advance/ Intimation for LTC

Please apply advance 15 days before performing the journey, otherwise submit intimation. Prior Intimaion should be submitted before performing the journey otherwise your claim will not be considered.

Advance / Intimation No. 1059 **INTIMATION**

Status: Pending

EmplID:	1132	Name	RAVI MENDIRATTA	Department	CD
Gender	Male	Marital Status	Married		
Phone	9810905660	Date of Joining IGNOU	23-JUN-89		
Grade Pay	8700.000000	Department Name	COMPUTER DI		
Designation	SENIOR SOFTWARE ENGINEER	Date of Retirement	01/03/2022		
Continuous Service in IGNOU:	Years 21 Months 4 Days 5				

Home Address Details

Address: B-70 RATAN NAGAR
JABAL PUR (M.P)-482001

City:

Application Date: 28/10/2010 Entered

Advance / Intimation

Home Town: ☐ Anywhere in India ☐

After submitting the LTC, Advance/Intimation number will be generated

Status will be pending and after the approval status will be changed as Approved

After the LTC is approved the status will show as '**Approved**'

Advance/Intimation for LTC

Advance/ Intimation for LTC

Please apply advance 15 days before performing the journey, otherwise submit intimation. Prior Intimaion should be submitted before performing the journey otherwise your claim will not be considered.

Advance / Intimation No. 1053 **ADVANCE**

Status: Approved

EmplID:	1132	Marital Status	Married	Location	IGNOU_HQ
Gender	Male	Date of Joining IGNOU	23-JUN-89	Date of Birth	24-FEB-62
Phone	9810905660	Department Name	COMPUTER DIVISION		
Grade Pay	8700.000000	Date of Retirement	01/03/2022		
Designation	SENIOR SOFTWARE ENGINEER				
Continuous Service in IGNOU:	Years 21 Months 1 Days 27				

After the Approval the status will be changed as 'Approved'

After the LTC is approved, the expense sheet will be created and the user will get the advance amount.

***** VERY IMPORTANT *****

After the user returns back after availing LTC, he/she needs to claim for that LTC to finally settle the LTC, i.e. Advance amount withdrawn must be equal to final claimed amount.

If the advance withdrawn is greater than the amount to be claimed then the user has to refund the difference amount to the cash section, after which the user can raise the claim. Before the user refunds the difference amount to the cash he/she has to enter the refund details on the 'LTC Refund Details' Page. (This step has to be taken before depositing the amount in the cash section)



Navigation:

Portal → Launch HCM Application → Self Service → LTC Self Service

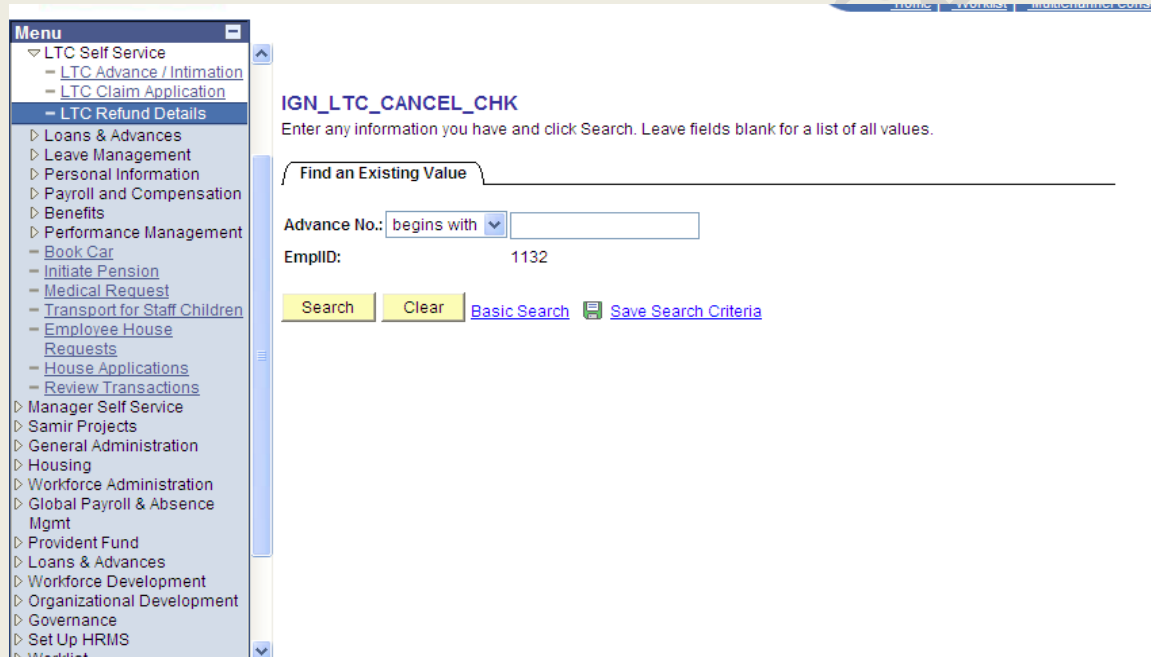
2. LTC Refund Details

Navigation:

Launch HCM Application → Self Service → LTC Self Service → LTC Refund Details

Tab1: Find an Existing Value

Find an Existing Value: You can search the existing Advance/intimation against which you have to refund.



The screenshot displays the 'LTC Refund Details' page in a web application. On the left is a 'Menu' sidebar with a tree view. The 'LTC Refund Details' option is selected and highlighted in blue. The main content area is titled 'IGN_LTC_CANCEL_CHK' and contains a sub-tab 'Find an Existing Value'. Below the tab, there is a text prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The form includes two input fields: 'Advance No.' with a dropdown menu set to 'begins with' and an empty text box, and 'EmplID' with the value '1132'. At the bottom of the form are three buttons: 'Search' (yellow), 'Clear' (yellow), and 'Basic Search' (blue). To the right of the 'Basic Search' button is a link 'Save Search Criteria' with a document icon.

Menu

- ▼ LTC Self Service
 - LTC Advance / Intimation
 - LTC Claim Application
 - **LTC Refund Details**
 - ▷ Loans & Advances
 - ▷ Leave Management
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▷ Performance Management
 - Book Car
 - Initiate Pension
 - Medical Request
 - Transport for Staff Children
 - Employee House Requests
 - House Applications
 - Review Transactions
 - ▷ Manager Self Service
 - ▷ Samir Projects
 - ▷ General Administration
 - ▷ Housing
 - ▷ Workforce Administration
 - ▷ Global Payroll & Absence Mgmt
 - ▷ Provident Fund
 - ▷ Loans & Advances
 - ▷ Workforce Development
 - ▷ Organizational Development
 - ▷ Governance
 - ▷ Set Up HRMS
 - ▷ Worklist

IGN_LTC_CANCEL_CHK

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Advance No.: begins with

EmplID: 1132

[Basic Search](#) [Save Search Criteria](#)

After you enter the Advance/Intimation no, click on search, you will be directed to the page below:

Menu

My Favorites

Portal Objects

LTC

IGNOU LTC Reports

Advance / Intimation for LTC

LTC Claim Application

LTC Refund Details

Cancel / Refund Details

LTC Intimation / Advance No.

Block Period SetUp

LTC Workflow Setup

Harmeet WF

Self Service

Manager Self Service

Samir Projects

General Administration

Housing

Provident Fund

Loans & Advances

Workforce Development

Governance

Set Up HRMS

Worklist

Reporting Tools

PeopleTools

HRMS User Manual

My Personalizations

My System Profile

My Dictionary

Employee Advance Details

Advance No.:

1124

Status

Approved

EmplID:

1102

Name:

NIRANJAN MALIK

Job Title:

PLUMBER

Department:

CONSTRUCTION AND MAINTENANCE

Advance Amount

11286.00

Sanctioned Amount

13500.000

Refund Details

Payment Mode

CHK

Cheque Number

050125

☐ Cheque Encash

Refund Status

Pending

Sequence number

Refund Mode

Refund Amount

Refund Cheque Number

Comment

Refund Approval Status

1

1 CHK

Approved

Submit

Enter the amount to be refunded along with comments and click on submit, after submitting this page you have to deposit the refund amount in the cash section.

LTC Claim Application

Navigation:

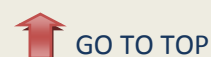
Portal → Launch HCM Application → Self Service → LTC Self Service

3. LTC Claim Application

Navigation:

Launch HCM Application → Self Service → LTC Self Service → LTC Claim Application

After following the above navigation you will be directed to the page below:



Menu

- ▼ LTC Self Service
 - LTC Advance / Intimation
 - **LTC Claim Application**
 - LTC Refund Details
- ▶ Loans & Advances
- ▶ Leave Management
- ▶ Personal Information
- ▶ Payroll and Compensation
- ▶ Benefits
- ▶ Performance Management
- ▶ Book Car
- ▶ Initiate Pension
- ▶ Medical Request
- ▶ Transport for Staff Children
- ▶ Employee House Requests
- ▶ House Applications
- ▶ Review Transactions
- ▶ Manager Self Service
- ▶ Samir Projects
- ▶ General Administration
- ▶ Housing
- ▶ Workforce Administration
- ▶ Global Payroll & Absence Mgmt
- ▶ Provident Fund
- ▶ Loans & Advances
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Governance
- ▶ Set Up HRMS
- ▶ Worklist

LTC Claim Application

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

EmplID: 1132

Advance / Intimation No.: begins with

Claim Date: =

LTC Claim Status: =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Find an Existing Value: You can search the existing LTC Claim by using the one of the following different searching criteria i.e.

- 1. Advance/Intimation Number:** You can search the existing Claim by entering the advance/intimation number.
- 2. Claim date:** You can search the existing Claim by entering the Application date on which you have applied for LTC.
- 3. LTC Claim Status:** You can also search the existing LTC request by entering the status, the valid status is listed below.

- Approved
- Cancelled
- In Process
- Pending
- Rejected

Customize Links ☐ Free Hotmail ☐ Windows Marketplace ☐ Windows Media ☐ Windows ☐ Other bookmarks

ODL Soft

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Search:
- ▶ My Favorites
- ▶ LTC
- ▶ Employee Information System
- ▼ Self Service
 - ▼ LTC Self Service
 - LTC Advance / Intimation
 - **LTC Claim Application**
 - ▶ Loans & Advances
 - ▶ Leave Management
 - ▶ Personal Information
 - ▶ Payroll and Compensation
 - ▶ Benefits
 - ▶ Performance Management
 - ▶ Book Car
 - ▶ Initiate Pension
 - ▶ Medical Request
 - ▶ Transport for Staff Children
 - ▶ Employee House

LTC Claim Application

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value [Add a New Value](#)

EmplID: 1132

Advance / Intimation No.: begins with

Claim Date: =

LTC Claim Status: =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

1. Search by entering the Advance/Intimation No

2. Search by Application Claim date

3. Search by LTC Claim Status

Apply For LTC Claim

Tab2: Add a New Value

Click on the Add a New Value Tab

Menu

Search:

My Favorites

LTC

Employee Information System

Self Service

LTC Self Service

LTC Advance / Intimation

LTC Claim Application

Loans & Advances

Leave Management

Personal Information

Payroll and Compensation

Benefits

Performance Management

LTC Claim Application

Find an Existing Value Add a New Value

EmpID: 1132

Add

Find an Existing Value Add a New Value

1. Click on the Add button for LTC Claim

LTC Claim Status and Claim Number:-

1. When you click on Add button LTC claim Status will be pending before approval
2. Claim No: will be 'NEW'

Menu

Search:

My Favorites

LTC

Employee Information System

Self Service

LTC Self Service

LTC Advance / Intimation

LTC Claim Application

Loans & Advances

Leave Management

Personal Information

Payroll and Compensation

Benefits

Performance Management

LTC Claim Application

Find an Existing Value Add a New Value

Claim Status Pending Date 29/10/2010

Employee ID 1132 Name RAVI MENDIRATTA

Date of Joining IGNOU 23-JUN-89 Claim No. NEW

Job Code SSE Grade Pay 8700.000000

1. Claim status will be pending before Approval

2. Claim No. will be new 'NEW' before the submission of LTC Claim Application

Leave Details

3. Enter the existing Advance/Intimation number or you can select relevant number with the help of prompt button
4. Select the Begin and End date of approved leave
5. Click on Fetch button and the approved leave will be displayed
6. Select the Leave check box

ODL - TRAINING

3. Enter the Approved Advance/Intimation No

4. Enter the Begin and End date of approved leave

5. Click on Fetch button after selecting the Date

6. Select the leave Check Box

Menu

- Portal Objects
- Harmeet WF
- Self Service
 - LTC Self Service
 - LTC Advance / Intimation
 - LTC Claim Application
 - LTC Refund Details
 - Loans & Advances
 - Leave Management
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Performance Management
 - Book Car

'Advance / Intimation No. 1156 Dated 29/10/2010 Adv / Int Status Approved

Begin Date 04/10/2010 To Date 07/10/2010 Fetch

Leave Details

Select Leave	Leave Type	Begin Date	End Date	Status
1 <input checked="" type="checkbox"/>	Earned Leave	04/10/2010	07/10/2010	Approved

Previous Block Years availed if any

Dependent details

Enter the dependent details in Case of LTC availed for Family/Self and family

7. Select the dependent details by using the prompt button
8. Select the checkbox in case you are applying LTC for Self
9. Enter the comments if required

7. Select the Dependent in case you have applied the LTC for Family/Self and Family

8. Select the Check box in case LTC is also claimed for self

9. Enter the comments if any

Self Service

- LTC Self Service
 - LTC Advance / Intimation
 - LTC Claim Application
 - LTC Refund Details
- Loans & Advances
- Leave Management
- Personal Information
- Payroll and Compensation
- Benefits
- Performance Management

Dependent Details for whom LTC has been availed

Dependent Beneficiary ID	Name	Age (Years)	Sex
1			

LTC also claimed for self ☐

Comments

Details Of Journey

It contains the following details:-

- A. Tab1: Departure
- B. Tab2: Arrival
- C. Tab3: Other Journey details

Tab 1: Departure:-

- 10. Enter the departure date
- 11. Enter the Departure Time
- 12. Enter the name of the Departure station

Details of Journey

Departure | Arrival | Other Journey Details

'Date' | 'Time' | 'Station'

1 04/10/2010 | 7pm | IGI

10. Enter the Departure Date

11. Enter the departure Time

12. Enter the Name of the Station

Tab 2: Arrival:-

- 13. Enter the arrival Date
- 14. Enter the arrival time
- 15. Enter the name of the arrival station

Details of Journey

Departure | Arrival | Other Journey Details

'Date' | 'Time' | 'Station'

1 07/10/2010 | 8PM | IGI

13. Enter the Arrival date Date

14. Enter the arrival Time

15. Enter the Name of the Station

Tab 3: Other journey details:-

Enter the other journey details

16. Enter the total number of distance in Kms

17. Enter the mode of journey

- a. AIR
- b. BUS
- c. SHIP
- d. TAXI
- e. TRAIN

18. Enter the class type

- a. 1AC
- b. 2AC
- c. 3AC
- d. Others
- e. AIR

19. Enter the number of peoples i.e. number of persons

The screenshot shows a web application interface for 'Other Journey Details'. On the left is a sidebar menu with options like 'Requests', 'House Applications', 'Review Transactions', 'Manager Self Service', 'Samir Projects', 'General Administration', 'Housing', 'Workforce Administration', 'Global Payroll & Absence', 'Mgm', 'Pr', 'Lo', 'W', 'Or', 'G', 'Set Up HRMS', 'Worklist', 'Reporting Tools', 'PeopleTools', 'HRMS User Manual', 'My Personalizations', 'My System Profile', and 'My Dictionary'. A 'Notify' button is at the bottom of the sidebar. The main form area has a table with columns: 'Total Distance (in Kms.)', 'Mode of Journey', 'Class', 'No. of Fares', 'Fares Paid', and 'Remarks/Ticket/PNR No.'. The first row contains the values: '1', '5000.00', 'AIR', '1AC', '1', '3000', and 'TCT08754'. Above the table, a 'Calculate Total Fare' button is visible. To the right of the table, the 'Total Travel Amount' is displayed as '3000.000000'. Below the table, there is a text area with a disclaimer: 'The information as given above is true to the best of my knowledge and belief and my husband / wife is not employed in Government service / that my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself or for any of the family members for the concerned block of years 2012 to 2013'. Below this text is a 'Submit' button. At the bottom right, there is a '(Signature of Applicant)' field and 'Add' and 'Update/Display' buttons. Numbered callouts point to various fields and buttons: 16 points to the 'Total Distance' field, 17 to the 'Mode of Journey' dropdown, 18 to the 'Class' dropdown, 19 to the 'No. of Fares' field, 20 to the 'Fares Paid' field, 21 to the 'Remarks/Ticket/PNR No.' field, 22 to the 'Calculate Total Fare' button, and 23 to the 'Submit' button.

16. Enter the total number of distance in Kms

17. Enter the Mode of Journey

18. Enter the Class type

19. Enter the number of Fares

20. Enter the fare Paid

21. Enter the Remarks/Ticket number

22. Click on Calculate total fare button

23. Click on Submit button

20. Enter the amount of fare paid

21. Enter the remarks/Ticket number

22. After filling all the details click on Calculate Total fare button

23. Click on submit button

In case you have refunded certain amount, then the same amount (refund amount) will be displayed on the claim page.

The claim page having refund entry is shown below.

Menu

LTC

IGNOU LTC Reports

Advance / Intimation for LTC

LTC Claim Application

LTC Refund Details

Block Period SetUp

LTC Workflow Setup

Employee Information System

Absentee Statement

Self Service

Manager Self Service

General Administration

Medical

Recruiting

Workforce Administration

Benefits

Compensation

Stock

Payroll for North America

Global Payroll & Absence Mgmt

Provident Fund

Loans & Advances

Payroll Interface

Workforce Development

Organizational Development

Governance

Enterprise Learning

Workforce Monitoring

Pension

Details of Journey

Customize | Find |

First 1-2 of 2 Last

Departure

Arrival

Other Journey Details

Date	Time	Station
1 08/09/2010	8.00 AM	NEW DELHI
2 13/09/2010	13.00 PM	MUMBAI

Calculate Total Fare

Total Travel Amount 13540.000000

Refund Details

Customize | Find | View All |

First 1 of 1 Last

Sequence number	Refunded Date	Receipt Number	Interest Paid	Amount Refunded	Remarks
1 1		1841		6388.0000	refund on adv. of Rs. 18000/-

Refunded Amount 6388.00

Interest paid

Unsettled Amount 0.00

Certified That

1. The information as given above is true to the best of my knowledge and belief.

2. That my husband / wife is not employed in Government service / that my husband / wife is employed in Government service and the concession has not been availed of by him / her separately for himself / herself or for any of the family members for the concerned block of years 2006 to 2009.

***** END *****