



IGNOU
Computer Division (ERP)



Date : 11 June 2010

ODLSOFT: Information Bulletin 02

This is for the information to all the officials of IGNOU on the status of ERP ODLSOFT modules.

1. TA/DA Expense Module

- TA/DA Expense Module is operational with effect from 1st April 2010. Manual forms will not be accepted by Admin section.
- New Pages for TA/DA have been developed. TA/DA Authorization form has been modified to make it more users friendly.
- All old TA/DA advances, raised as "Pre-paid Voucher" as Contingent bill in Account Payable module, will be settled in Account payable module only through "Regular voucher" to adjust the advances taken on Pre-paid voucher, otherwise "Pre-paid voucher" of Contingent bill, raised in ODLSOFT will remain unsettled and the advances against the individual, will be outstanding. Old advances can not be adjusted in the Expense (TA/DA) module of ODLSOFT.
- TA/DA advances raised after 01 April 2010 (through Expense module of ODLSOFT) will be adjusted only through Expense module (TA/DA) of ODLSOFT.

2. LTC, Loans & Advances

- LTC, Loans & Advances is operational from 1st May 2010, as per the circular issued by Registrar (Admin).

3. Leave

- **Back-dated Leave:** User can not apply leave back-dated, after expiry of 30 days from the start date, through ODLSOFT. To apply back-dated leave, which is more than 30 days old, user has to approach the respective Establishment section of Admin/Academic Division.

4. Conference / Board Room (Block-8) Booking

- Bookings for Conference room / Board room of block 8 should be made only through ODLSOFT, GA module. No manual requests will be accepted.

4. Inventory/Stock

- Inventory data for CPU (Consumables/Non Consumable), MPDD I & II and Computer Division have been uploaded in the ODLSoft and are being used by the respective division.

6. Salary

- Payroll module is already in use, since 3 months. You can view your salary slip directly from ODLSoft by following navigation:

Launch HCM Application → Self Service → Payroll and Compensation → View PaySlip.

ODL will list all pay-slips Payment date wise. Click on the **Payment Date** hyperlink. Your pay-slip will be opened in PDF format and you can take printout of the pay-slip. Please ensure availability of Acrobat Reader for PDF print out.

7. Payroll Processing of Consultant Through ODLSoft

- All consultants are requested to submit their **PAN number** to Admin / Academic Division, Block No 7/5 & Block No.1/5 for Pay roll processing.

8. User Manual

- Attached, please find user manual for entering ODLSoft Portal for your easy reference. All other user manuals in respect of the transactions of LEAVE, TA/DA, LTC, Medical, PF, LOANS & ADVANCES are kept on the left hand side of the ODLSoft Portal under the heading of “**ODLSoft User Manual**” titled as “**ESS User Manual**”, in **ODLSoftPortal** (first page after log on to ODLSoft)

9. ERP Help Desk

Extension no. 1705	for Employee data (Block 7 Room 5)
Extension no. 1217	for Finance (Block 2 Room 17)
Extension no. 1922 /1840/1841	for HR and Finance
	1922 at CD (TCS support team)
	1840 ERP support team at old CPWD building in front of Horticulture Cell

10. 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.
- All the queries / problems may be escalated to 1841 (JD ERP), e-mail arunverma@ignou.ac.in

11. 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)

12. Requirement of Training

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.