

# Online GPF Slip तयार करावयाची कार्यवाही

## http://payunitsecawb.in/

वरील वेबसाईट type केल्या नंतर आपल्या समोर खालील प्रकारचे पेज दिसेल त्यात user id मध्ये आपल्या शाळेचा शालार्थ ID(DDO कोड) आणि password मध्ये Default password म्हणजेच Pass@123 असा प्रविष्ठ करून Login करावे.



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### Login केल्या नंतर खालील पेज open होईल

यात आपल्या शाळेचा Email id आणि मुख्याध्यापकांचा मोबाईल क्रमांक प्रविष्ठ करून Update बटनावर क्लिक करावे.

आपल्या समोर खालील पेज open झालेले दिसेल. हे आपल्या शाळेचे Dashboard आहे.

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सदर Dashboard वरून उजव्या बाजूला दिसणाऱ्या Profile ला क्लिक manage employee वर क्लिक करून आपल्या शाळेतील GPF धारकांची माहिती update करावी.

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ज्या कर्मचाऱ्यांचे ६ व्या व ७ व्या वेतन आयोगाचे हप्ते बघायचे असल्यास खालील प्रमाणे मेनू वरून जावे. डाव्या बाजूवरील 6<sup>th</sup> & 7<sup>th</sup> Pay -> View Pay Installment खालील प्रमाणे आपण कर्मचारी निवडून त्यांचे हप्ते तपासू शकतात महत्वाची सूचना – ज्या कर्मचाऱ्यांचे ६ व्या व ७ व्या वेतन आयोगाचे हप्ते भरलेले दिसत असतील तरीही त्यांनी Edit Pay Installment step follow करावी

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6<sup>th</sup> & 7<sup>th</sup> Pay -> Add Pay Installment

खालील प्रमाणे आपण कर्मचारी निवडून त्यांचे हप्ते प्रविष्ठ करावे आणि save करावे

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6<sup>th</sup> & 7<sup>th</sup> Pay -> Edit Pay Installment

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ज्या कर्मचाऱ्यांची माहिती भरायची आहे त्यांनी खालील step follow करून माहिती भरावी

## PF Calculator -> Calculate New Year ह्या मेनूवर क्लिक करावे.

यादीतून कर्मचाऱ्याचे नाव निवडून ज्या कर्मचाऱ्यांची माहिती payunit मार्फत भरण्यात आली आहे त्यांचे वर्ष व clossing balance दिसेल नंतर Next या बटनावर क्लिक करावे.

व ज्या कर्मचाऱ्यांचा Opening balance दर्शवलेला नसेल त्यांनी नवीन माहिती प्रविष्ठ करावी.

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Next बटनाला क्लिक केल्यावर त्या कर्मचाऱ्याची दरमहा कपात केलेली रक्कम पहिल्या महिन्यात टाकून save करावे असेच प्रत्येक वर्षाप्रमाणे कपात टाकून save करावे. ज्या कर्मचाऱ्यांनी परतावा किंवा नापरतावा घेतला असेल त्यांची रक्कम कार्यालयमार्फत टाकण्यात आलेली आहे तेही तुम्हाला withdrawal Ammount या Column मध्ये दिसेल.

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वर्षानुसार PF slip व PF Ledger ची प्रिंट काढावी.

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माहिती पूर्ण तपासून झाल्यावर भरलेली माहिती payunit कार्यालयाला पाठविण्यासाठी खालील step follow करावी

#### PF Calculator -> View Calculated Year

खालील पेज वरून प्रत्येक वर्षासमोरील Send To payunit या बटनावर क्लिक करून माहिती सेंड करावी.

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