ESIC/EPF MONITORING SOFTWARE

User Manual

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ROLES

1. Commissioner.

2. Secretary.

3. Assistant Engineer.

4. Contractor.

ROLES AND CORRESPONDING ACTIONS

1. Role Name: "COMMISSIONER":

- **Add User:** Add new user with assigned role.

- **Reset Password:** Reset existing user's password.

- **Add User Category:** Add a new user role like "ASSISTANT ENGINEER". List of existing items will also be visible, so that user can check before adding new item.

- **Add New Complex:** Add a Complex. List of existing items will also be visible, so that user can check before adding new item.

- **Add Employee Category:** Add new category for employee working under contractor's contract. List of existing items will also be visible, so that user can check before adding new item. "Relievers" category will have to be created if relievers allowed in any contract.

ADD EMP. CATEGORY

Category Name:

Rate(per Day):   Rate(per Month):

Submit   Reset

List of existing Categories:

SNO.	CATEGORY	RATE DAILY	RATE MONTHLY
1	CAT3	300	9000
2	CAT 5	500	15000
3	CAT 4	400	12000
4	CAT 2	200	6000
5	CAT 1	100	3000

- **View Attendance:** View attendance of employees for any contract in any complex of a month.

VIEW ATTENDANCE:

Complex: SIRI   Contract: TEST CONT SIRI 1

Month: JAN   Year: 2020

View   Reset

Status: **APPROVED**   Last Updated: 26/06/2020   Last Action By: **TEST SEC SIRI-SECRETARY**

SNO.	NAME	UAN	PHONE	DAYS
1	CSACAS		1313131313	13
2	WFASC	3434344334	3434344334	1
3	SADVS	4545454545	4545454545	2
4	CSSAC	2425252525	2425252525	3
5	DVCSDVCSD		6555454545	4
6	DCVSDCSD		4336363336	5
7	ADSVCASC	2342424241	2342424241	17
8	CADSCADC	2334343434	2334343434	29
9	BFVD		3445454545	6
10	XCCA		4535353535	10

- **View Claim:** View ESIC, EPF, NEFT documents that are submitted by the contractor for any contract in any complex of a month. The pictures can be viewed in original size for clarity using "View Original Size" Button.

VIEW CLAIM:

Complex: SIRI ▼	Contract: TEST CONT SIRI 1 ▼
Month: JAN ▼	Year: 2020 ▼
View	Reset

Status: **APPROVED** Last Updated: **26/06/2020** Last Action By: **TEST SEC SIRI-SECRETARY**

○ EPF ○ ESIC ○ NEFT

- **Attendance Update:** If in some case the attendance entered needs to be updated, this option lets user update entered attendance. In case attendance is Approved, It is to be mentioned that the EPF and ESIC rates may not be same as they were last time attendance was approved.

UPDATE EMPLOYEE ATTENDANCE:

Complex: SIRI ▼	Contract: TEST CONT SIRI 1 ▼
Month: JAN ▼	Year: 2020 ▼
Start	Done

Enter the no. of days employee was not present.

SNO.	NAME	UAN	PHONE	DAYS
1	CSACAS		1313131313	13
2	WFASC	3434344334	3434344334	1
3	SADVS	4545454545	4545454545	2
4	CSSAC	2425252525	2425252525	3
5	DVCSDVCSD		6555454545	4
6	DCVSDCSD		4336363336	5
7	ADSVCASC	2342424241	2342424241	17
8	CADSCADC	2334343434	2334343434	29
9	BFVD		3445454545	6
10	XCCA		4535353535	10

Save

- **Generate Bill Report:** User can view bill (generated based on attendance entered) for any month, complex and contract. There is a "Print" button to print the information being displayed.

GENERATE BILL REPORT:

Complex: SIRI	**Contract:** TEST CONT SIRI 1
Month: JAN	**Year:** 2020
View	Reset

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	UAN	NAME	DAYS	CATEGORY	RATE	GROSS WAGE	ESIC-EMP	ESIC-EMPLYR	EPF-EMP	EPF-EMLYRP	NEFT WAGES
1		CSACAS	31	CAT 2	6000	6000	105	285	0	0	5895
2	3434344334	WFASC	31	CAT 2	6000	6000	0	0	0	0	6000
3	4545454545	SADVS	2	CAT3	9000	580.65	10.16	27.58	69.68	75.48	500.81
4	2425252525	CSSAC	31	CAT 4	12000	12000	210	570	1440	1560	10350
5		DVCSDVCSD	31	CAT 5	15000	15000	0	0	0	0	15000
6		DCVSDCSD	15	CAT 1	3000	1451.61	0	0	0	0	1451.61
7	2342424241	ADSVCASC	31	CAT 2	6000	6000	0	0	0	0	6000

- **Claim History:** All the actions taken on a Claim can be viewed along with Date on which action was taken and Officer who has taken the action.

CLAIM HISTORY:

Complex: SIRI	**Contract:** TEST CONT SIRI 1
Month: JAN	**Year:** 2020
View	Reset

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	REJECTED	TEST SEC SIRI	01-07-2020 18:14:17	Claim Rejected.
2	APPROVED	TEST SEC SIRI	26-06-2020 11:23:59	Claim Accepted.
3	PENDING	TEST SEC SIRI	26-06-2020 11:18:34	Claim Pending.
4	FORWARD	TEST AE1 SIRI	26-06-2020 11:18:34	Claim Reviewed.
5	PENDING	TEST AE 2 SIRI	26-06-2020 11:15:45	Claim forwarded to AE.
6	SAVED	TEST CONT 1	26-06-2020 11:15:45	Claim created

Print

- **Attendance History:** All the actions taken on an Attendance can be viewed along with Date on which action was taken and Officer who has taken the action.

ATTENDANCE HISTORY:

Complex: SIRI   **Contract:** TEST CONT SIRI 1

Month: JAN   **Year:** 2020

[View]   [Reset]

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	APPROVED	TEST COMM 1	14-08-2020 15:59:33	Attendance updated
2	APPROVED	TEST COMM 1	07-08-2020 17:45:57	Attendance updated
3	APPROVED	TEST SEC SIRI	07-08-2020 16:46:47	Attendance Accepted.
4	APPROVED	TEST SEC SIRI	07-08-2020 16:44:40	Attendance Accepted.
5	APPROVED	TEST SEC SIRI	07-08-2020 16:02:05	Attendance Accepted.
6	APPROVED	TEST SEC SIRI	07-08-2020 10:57:23	Attendance Accepted.

2. Role Name: "SECRETARY":

- **Add Contract:** Create contract. Contract TODATE(end of contract) should be entered carefully because once that date is passed some actions will not be allowed in that Contract(can be updated from Update Contract Page).

- **Add Contractor:** Add contractor user. Added contractor will be available across all complexes. List of existing items will also be visible, so that user can check before adding new item.

- **Update Contract:** Contract's expiry date and number of workers can be updated. Also it can be updated if contract has relievers and if yes then number of relievers.

- **Assign Contractor:** Once contract is created, a Contactor can be assigned to it. Contractor once can't be changed from fronend.

- **Assign Officer:** An officer ("ASSISTANT ENGINEER") will be assigned to Contract who will enter the attendance of employees of the contract and APPROVE/FORWARD the claims from contractor for that contract.

ASSIGN OFFICER:

| Select Complex: | SIRI | Assign Officer | TEST AE1 SIRI |

THIS IS TO CHECK FUNCTIONALITY

| Select Contract: | TEST CONT SIRI 1 |

Assign   Reset

Officer assigned successfully.

Contract Details:

SNO.	CONTRACT	CONTRACTOR	COMPLEX	OFFICER
1	TEST CONT SIRI 1	TEST CONTR 2 SIRI	SIRI	TEST AE1 SIRI

- **Add Employees to Contract:** Employees will be entered into the selected contract. If employee already exists with another contract and the contract has not expired then respective message will be shown otherwise employee's contract will be changed. Any number of employees can be added to contract but total of number of days entered can't be greater than the product of employees allowed in contract(can be updated in Update Contract Page) and number of days in respective month. Relievers can be added by using appropriate category.

ADD EMPLOYEES TO CONTRACT:

| Complex: | SIRI | Contract: | --Select-- |

Starting Adding   Done Adding

ADD EMPLOYEE:

| Name: | | Phone: | |

| EPF: | ○ Yes ○ No | UAN: | |

| ESIC: | ○ Yes ○ No | Category: | --Select-- |

Add   Reset

List of Employees:

- **Update Employee Information:** Update an employee's information.

UPDATE EMPLOYEE DATA:

Phone: [   ]

[Load Info]   [Done]

EMPLOYEE DETAILS:

Name: [   ]   Phone: [   ]

EPF: ○ Yes ○ No   UAN: [   ]

ESIC: ○ Yes ○ No   Category: [--Select-- ∨]

[Update]   [Reset]

- **View Attendance:** View attendance of employees for a month for a contract.

VIEW ATTENDANCE:

Complex: SIRI   Contract: TEST CONT SIRI 1 ▾

Month: JAN ▾   Year: 2020 ▾

[View]   [Reset]

Status: APPROVED	Last Updated:	26/06/2020	Last Action By:	TEST SEC SIRI-SECRETARY	
SNO.	NAME	UAN	PHONE	DAYS	
1	CSACAS		1313131313	13	
2	WFASC	3434344334	3434344334	1	
3	SADVS	4545454545	4545454545	2	

- **Attendance Action:** Shows a list of all the attendance assigned to the user. Once opened it takes user to another page where User can either APPROVE or REJECT it. In case attendance is Approved, Bill report will be generated and will be stored in Database.

ATTENDANCE ACTION:

SNO.	CONTRACT	RECEIVED	MON	YEAR	OPEN	
1	TEST CONT SIRI 1	6/26/2020 12:00:00 AM	JAN	2020	[Open]	

ATTENDANCE ACTION:

Complex: SIRI   Contract: TEST CONT SIRI 1

Month: JAN   Year: 2020

Action: [--Select-- ▾]

[Submit]

Status: PENDING	Last Updated:	26/00/2020	Last Action By:	TEST SEC SIRI-SECRETARY	
SNO.	NAME	UAN	PHONE	DAYS	
1	CSACAS		1313131313	13	
2	WFASC	3434344334	3434344334	1	
3	SADVS	4545454545	4545454545	2	

- **View Claim:** User can view the ESIC/EPF/NEFT documents submitted by the Contractor for a month for a contract. The pictures can be viewed in original size for clarity using "View Original Size" Button.

- **Claim Action:** Shows the list of all the claims assigned to user. User can open a claim and either APPROVE or REJECT it.

- **Generate Bill Report:** User can view bill report (generated based on attendance entered) for any month, complex and contract. There is a "Print" button to print the information being displayed.

GENERATE BILL REPORT:

Complex: SIRI   Contract: TEST CONT SIRI 1

Month: JAN   Year: 2020

[View]   [Reset]

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	UAN	NAME	DAYS	CATEGORY	RATE	GROSS WAGE	ESIC-EMP	ESIC-EMPLYR	EPF-EMP	EPF-EMLYRP	NEFT WAGES
1		CSACAS	31	CAT 2	6000	6000	105	285	0	0	5895
2	3434344334	WFASC	31	CAT 2	6000	6000	0	0	0	0	6000
3	4545454545	SADVS	2	CAT3	9000	580.65	10.16	27.58	69.68	75.48	500.81
4	2425252525	CSSAC	31	CAT 4	12000	12000	210	570	1440	1560	10350

- **Claim History:** All the actions taken on a Claim can be viewed along with Date on which action was taken and Officer who has taken the action.

CLAIM HISTORY:

Complex: SIRI   Contract: TEST CONT SIRI 1

Month: JAN   Year: 2020

[View]   [Reset]

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	REJECTED	TEST SEC SIRI	01-07-2020 18:14:17	Claim Rejected.
2	APPROVED	TEST SEC SIRI	26-06-2020 11:23:59	Claim Accepted.
3	PENDING	TEST SEC SIRI	26-06-2020 11:18:34	Claim Pending.

- **Attendance History:** All the actions taken on an Attendance can be viewed along with Date on which action was taken and Officer who has taken the action.

ATTENDANCE HISTORY:

Complex: SIRI   Contract: TEST CONT SIRI 1

Month: JAN   Year: 2020

[View]   [Reset]

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	APPROVED	TEST COMM 1	14-08-2020 15:59:33	Attendance updated
2	APPROVED	TEST COMM 1	07-08-2020 17:45:57	Attendance updated
3	APPROVED	TEST SEC SIRI	07-08-2020 16:46:47	Attendance Accepted.
4	APPROVED	TEST SEC SIRI	07-08-2020 16:44:40	Attendance Accepted.

3. Role Name: "ASSISTANT ENGINEER":

- **View Claim:** User can view the ESIC/EPF/NEFT documents submitted by the Contractor for a month for a contract. The pictures can be viewed in original size for clarity using "View Original Size" Button.

- **Claim Action:** Shows the list of all the claims assigned to user. User can open a claim and either APPROVE or REJECT it.

- **Enter Attendance:** User will enter the number of days the employees in the Contract was **PRESENT.** This data will be used to generate the bill for the contract for that month. Attendance for a month and contract can be entered again in case it has been REJECTED. Any number of employees can be added to contract but total of number of days entered can't be greater than the product of employees allowed in contract(can be updated in Update Contract Page) and number of days in respective month. Similarly attendance of as many relievers can be entered as mentioned in contract (can be updated in Update Contract Page) and total of number of days entered of relievers can't be greater than the product of relievers allowed in contract and number of Sundays in the respective month.

ENTER EMPLOYEE ATTENDANCE:

Complex:	SIRI		Contract:	TEST CONT SIRI 1
Month:	AUG		Year:	2020
Officer:	TEST SEC SIRI		Start	Done

Enter attendance of employees for the month.

SNO.	NAME	UAN	PHONE	CATEGORY	DAYS
1	WFASC	3434344334	3434344334	CAT 2	
2	SADVS	4545454545	4545454545	CAT3	
3	CSSAC	2425252525	2425252525	CAT 4	
4	DVCSDVCSD		6555454545	CAT 5	

- **View Attendance:** View attendance of employees for a month for a contract.

VIEW ATTENDANCE:

Complex:	SIRI		Contract:	TEST CONT SIRI 1
Month:	JAN		Year:	2020
	View			Reset

Status: APPROVED	Last Updated:	26/06/2020	Last Action By:	TEST SEC SIRI-SECRETARY
SNO.	**NAME**	**UAN**	**PHONE**	**DAYS**
1	CSACAS		1313131313	13
2	WFASC	3434344334	3434344334	1
3	SADVS	4545454545	4545454545	2

- **Attendance List:** Shows the list of all the attendances submitted by the user that are not "APPROVED".

ATTENDENCE SENT LIST:

SNO.	CONTRACT	SENT	MON	YEAR	STATUS
1	TEST CONT SIRI 1	6/26/2020 10:58:44 AM	JAN	2020	REJECTED

- **Claim History:** All the actions taken on a Claim can be viewed along with Date on which action was taken and Officer who has taken the action.

CLAIM HISTORY:

Complex: SIRI Contract: TEST CONT SIRI 1

Month: JAN Year: 2020

View   Reset

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	REJECTED	TEST SEC SIRI	01-07-2020 18:14:17	Claim Rejected.
2	APPROVED	TEST SEC SIRI	26-06-2020 11:23:59	Claim Accepted.
3	PENDING	TEST SEC SIRI	26-06-2020 11:18:34	Claim Pending.

- **Attendance History:** All the actions taken on an Attendance can be viewed along with Date on which action was taken and Officer who has taken the action.

ATTENDANCE HISTORY:

Complex: SIRI Contract: TEST CONT SIRI 1

Month: JAN Year: 2020

View   Reset

Claim has been submitted for this contract and duration.

Date: 17-08-2020

SNO.	STATUS	OFFICER	DATE	REMARKS
1	APPROVED	TEST COMM 1	14-08-2020 15:59:33	Attendance updated
2	APPROVED	TEST COMM 1	07-08-2020 17:45:57	Attendance updated
3	APPROVED	TEST SEC SIRI	07-08-2020 16:46:47	Attendance Accepted.
4	APPROVED	TEST SEC SIRI	07-08-2020 16:44:40	Attendance Accepted.

4. Role Name: "CONTRACTOR":

- **Enter Claim:** User will upload the ESIC/EPF/NEFT images ("jpeg"/"jpg") for the Contract for a month**.** This data will be used to compare with the BILL generated by the system. Claim for a month and contract can be uploaded again in case it has been REJECTED.

- **Claim List:** Shows the list of all the claims submitted by the user that are not "APPROVED".

USER'S ACTIONS AND PROCESS

1. "Commissioner" role will add "Users", "Complexes", "User Categories/Roles" and "Employee Categories" and reset employee's "Password".

2. "Secretary" role will create "Contract", assign "Contractor and Officer (Assistant Engineer)" to Contract. Add "Employees" to Contract. If a Contract's end date has passed and it needs to set to a future date this can be done by "Secretary" role.

3. "Assistant Engineer" Role will enter the Attendance of employees for a Contract for a month. This will be forwarded to "Secretary" for Review (Accept/Reject). If it is rejected it will show as Rejected in the Attendance list visible to respective "Assistant Engineer". In Rejected Attendance case "Assistant Engineer" can again enter Attendance for that month and same process will follow.

4. "Claim (ESIC, EPF and NEFT)" will be entered by "Contractor" and will be sent to "Assistant Engineer" for Review (Accept/Reject). If accepted it will be forwarded to "Secretary" for final Review. If it is rejected at any stage it will show Rejected in the Claim list visible to respective "Contractor". In Rejected Claim case "Contractor" can again upload documents for that month and same process will follow.

5. Once "Attendance" has been submitted and "Approved" by respective roles, the "Secretary" role will be able to generate bill report of a "Contract" for a month.

CALCULATIONS AND FORMULAS USED TO GENERATE BILL REPORT

Based on the inputs provided following methods have been used:

1. The rates used for test purposes are as follows:

- Employee ESIC rate: 0.75%
- Employer ESIC rate: 3.25%
- Employee EPF rate: 12%
- Employer EPF rate: 12%

2. Bill components are calculated as follows:

- **Rate(per day)**: ((monthly rate for Employee's category)/number of days in month)
- **Days:** number of days in Employee's attendance
- **Gross Wages: Rate*Days (***round off to two decimal digits*)
- **ESIC Employee comp. : GrossWages*0.75% (***round off to two decimal digits*)
- **ESIC Employer comp. : GrossWages*3.25% (***round off to two decimal digits*)
- **EPF Employee comp. : GrossWages*12% (***round off to two decimal digits*)
- **EPF Employer comp. : GrossWages*12% (***round off to two decimal digits*)
- **NEFT: GrossWages – (ESIC Employee comp+ EPF Employee comp)**