A. Introduction
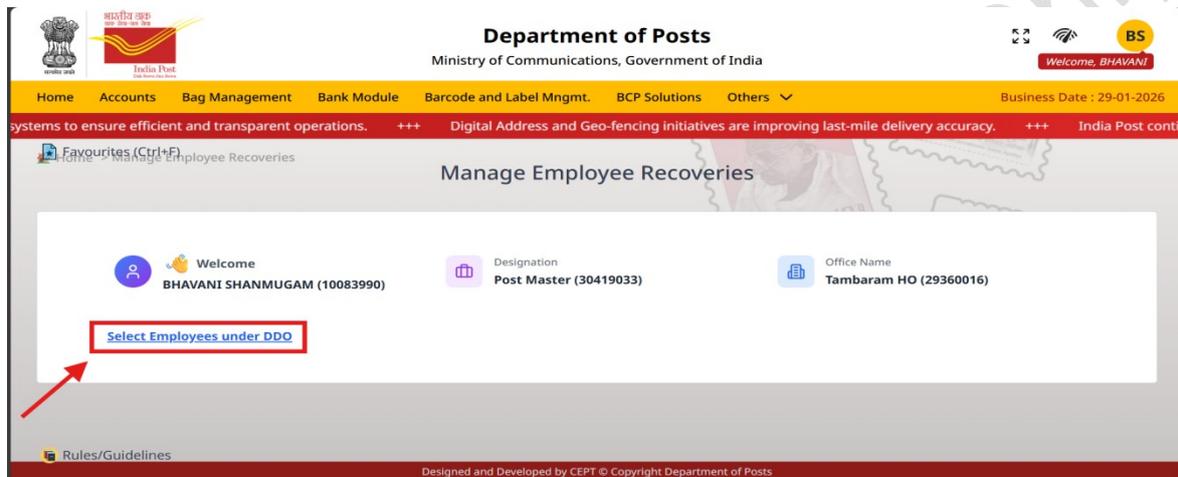
This Document explain about process to be followed to **Manage Employee Recoveries**.

a) Enable EL Encash paid so as to make payment from counter or recover from Pay.
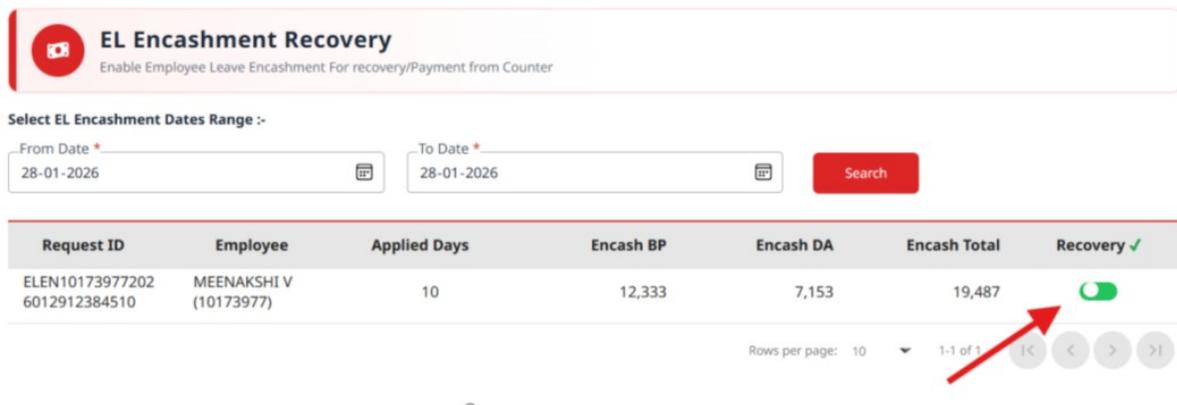b) Process counter paid unsed advances/EL Encashment refund.

B. Roles Required:

Payroll DDO Approver/Supervisor or Operator:

Navigate to **Payroll Services-> DDO Card-> Manage Recoveries** under Pay Configuration

C. EL Encashement Recovery:

a) Enable EL Encash paid so as to make payment from counter by Employee or recover from Pay/Salary.
b) Enter Date of EL Encash request as submitted by Employee from Self Service.
c) Details of EL Encash paid will be listed, toggle Recovery to Yes so as to enable for recovery
d) Once enabled, Transaction will be avialable for payment from Counter (or) DDO Can configure the same for Pay recovery from **Recover from Advances** Screen
e) This action shall not enable EL Encashment for pay recovery nor recovery is mandatory however EL encashment shall be available as pending recovery in LPC.

D. Process Counter Payments:
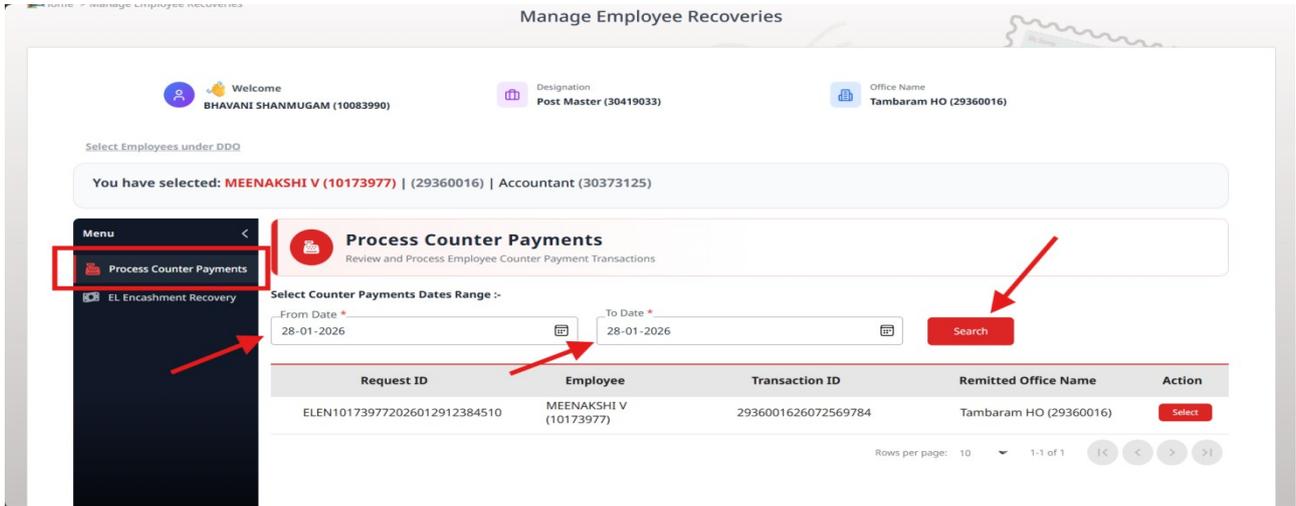
a) This Tab is exclusive for all payments made by Employees from Counter towards un-utilised advances/EL Encashments etc.

b) DDO can process the payments once the employee communicates

c) Ammount collected at counter shall be accounted as RSAO Receipt at the collection post office.

d) Processing from this screen shall

    (i) Accounts receipt against actual Account code with RSAO payments at DDO Office.

    (ii) Budget increases against respective HOA(If applicable)

    (iii) Incase GPF Advance repayment, GPF Ledger of the employee will be credited.

    (iii) Reduce the balance of the liability against the employee.

    (iv) Incase Balance is zero, the Transaction is removed from LPC Recovery list.

e) Select Date of Payment at Counter and click Search to list the details which are pending for processing. Already processed Payments shall not appear in the list.

f) Select the Transaction required to be processed, Details of Account code and HOA shall be displayed on screen.
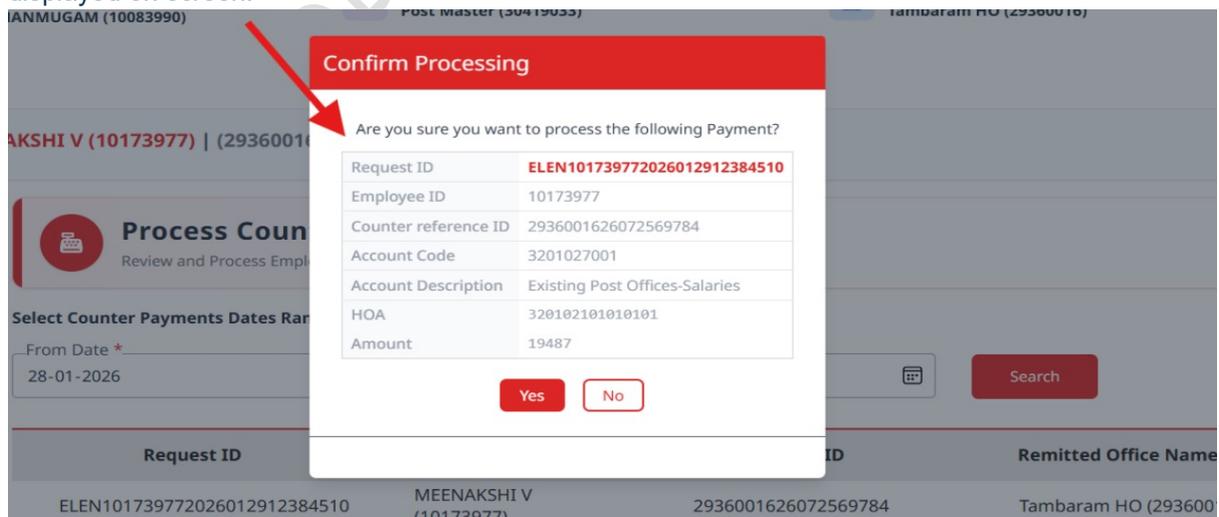
g) Click Yes to process the Transaction

-End-