

ERP - PROJECT

SUGAMYA

END USER DOCUMENT

FOR

HUMAN CAPITAL MANAGEMENT

Employee Self Service

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END USER DOCUMENT



1. DOCUMENT CONTROL

This is a controlled document and will be maintained on UJVNL portal.

Changes to this document will be recorded below and must be published to all interested parties.

1.1 DOCUMENT HISTORY

Version	Date	Author	VERSION DETAILS
V01	16-02-2018	Vinay Kumar	First ISSUE

1.2 DISTRIBUTION

Date	Name	Purpose

2 CREATE LEAVE REQUEST FROM ESS

2.1 PURPOSE

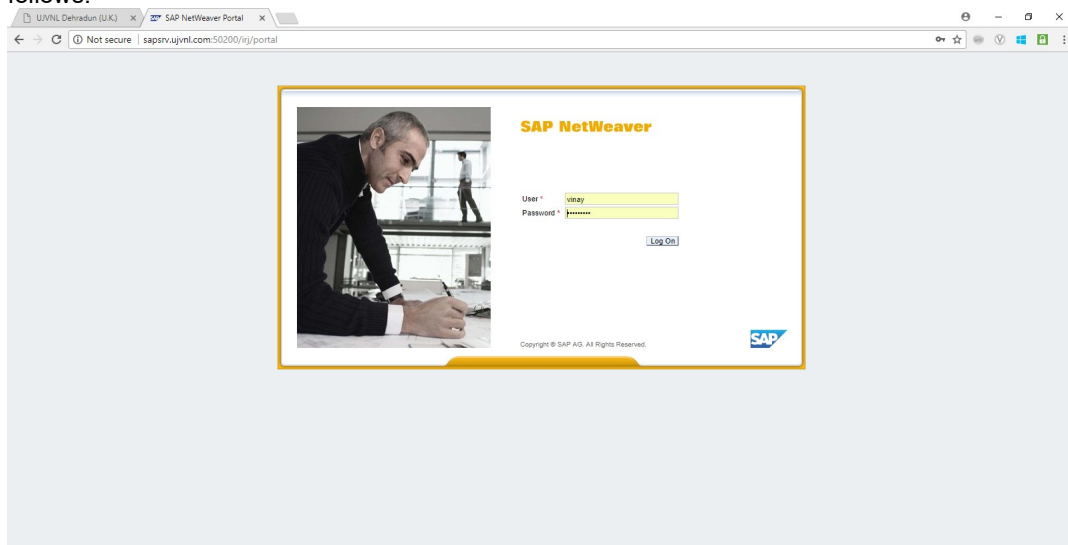
Employee can log on to the employee self-service and apply for leave.

2.2 PROCEDURAL STEPS

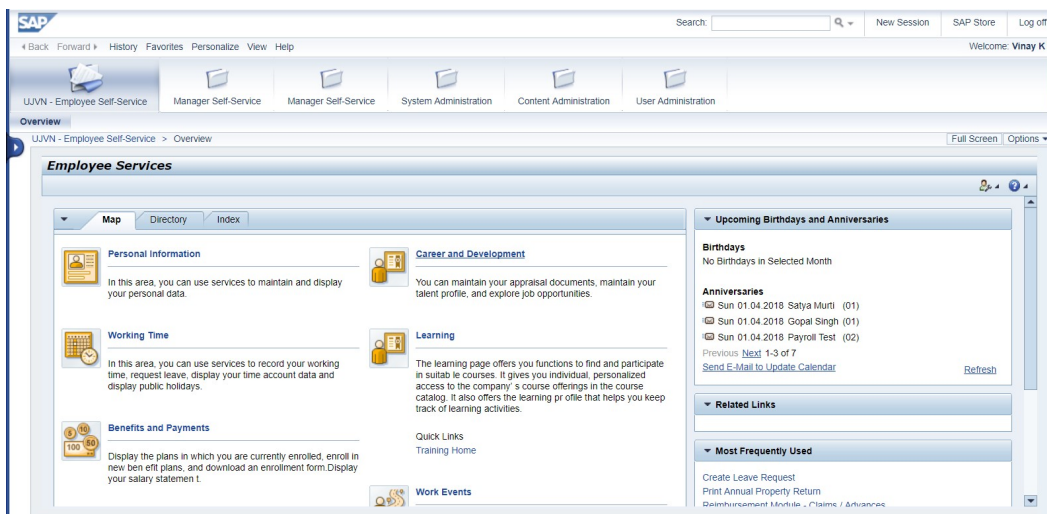
Logon to Portal:

The Employee should follow the steps below to enter into portal

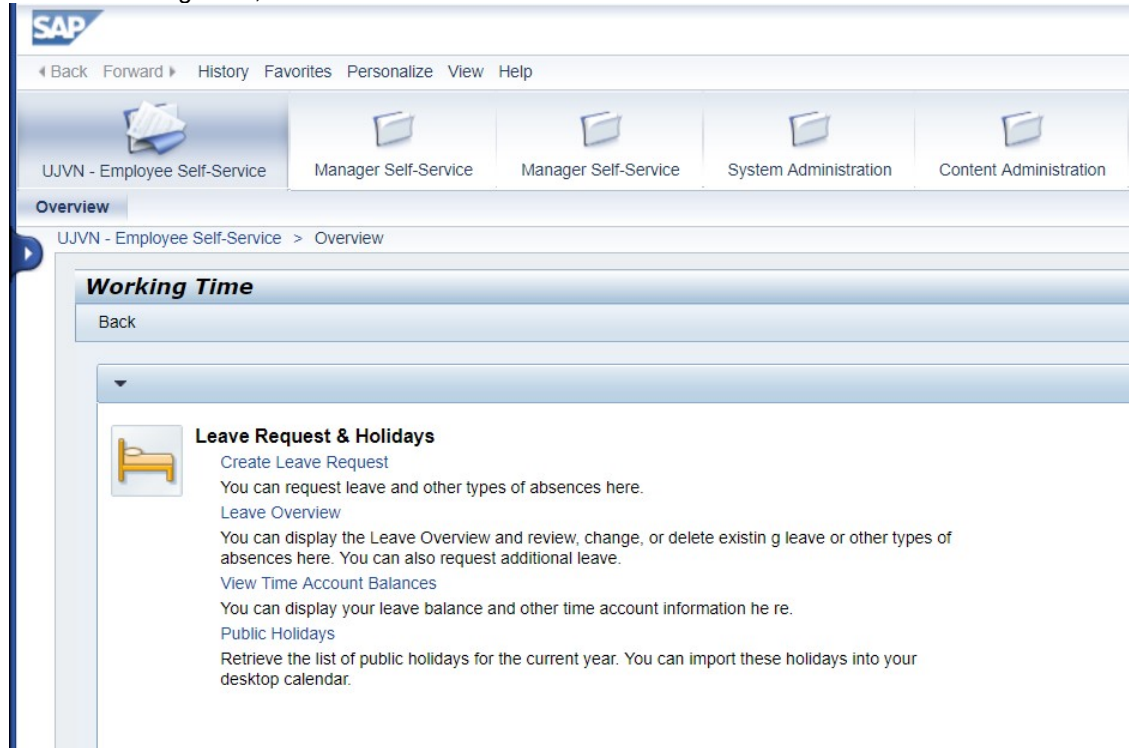
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.

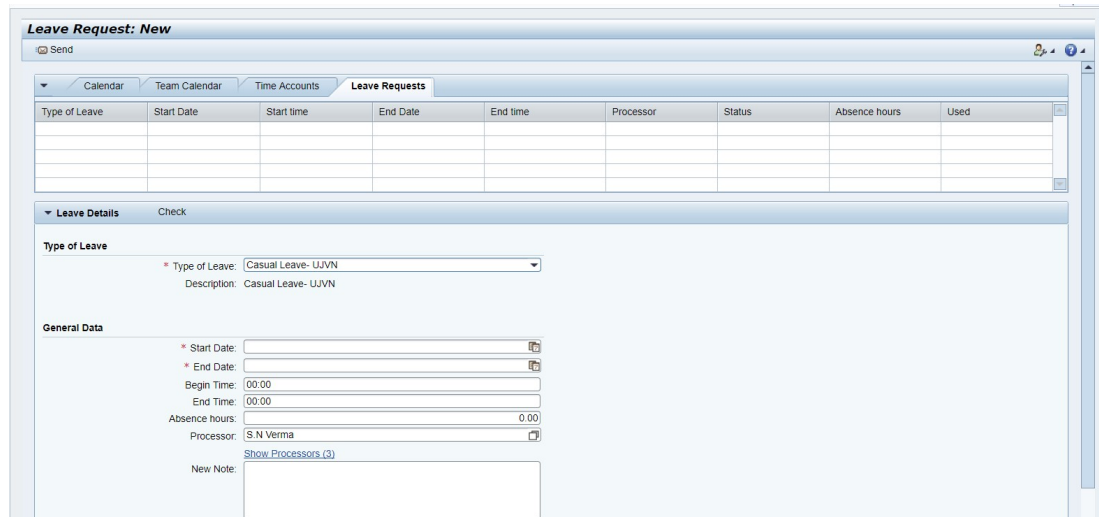


- Click on working Time, below screen will be shown –



The screenshot shows the SAP UJVN - Employee Self-Service Overview page. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are five main menu items: UJVN - Employee Self-Service, Manager Self-Service, Manager Self-Service, System Administration, and Content Administration. The Overview section is active, showing a breadcrumb trail: UJVN - Employee Self-Service > Overview. The main content area is titled "Working Time" and contains a "Back" button. Below this, there is a section titled "Leave Request & Holidays" with a bed icon. This section includes links for "Create Leave Request", "Leave Overview", "View Time Account Balances", and "Public Holidays", each followed by a brief description of the functionality.

- Click on create leave Request –



The screenshot shows the SAP "Leave Request: New" form. The top navigation bar includes links for Calendar, Team Calendar, Time Accounts, and Leave Requests. The Leave Requests section is active, showing a table with columns for Type of Leave, Start Date, Start time, End Date, End time, Processor, Status, Absence hours, and Used. Below the table, there is a "Leave Details" section with a "Check" button. The "Type of Leave" dropdown is set to "Casual Leave- UJVN". The "General Data" section includes fields for Start Date, End Date, Begin Time, End Time, Absence hours, Processor, and a New Note field. The Processor field is set to "S.N Verma".

- Select Leave type, from date, To date and enter comments -

Leave Request: New

Send

▼
Calendar
Team Calendar
Time Accounts
Leave Requests

Type of Leave	Start Date	Start time	End Date	End time

▼ **Leave Details**
Check

Type of Leave

* Type of Leave: Casual Leave- UJVN ▼

Description: Casual Leave- UJVN

General Data

* Start Date: 13.02.2018

* End Date: 22.02.2018

Begin Time: 00:00

End Time: 00:00

Absence hours: 0.00

Processor: S.N Verma


[Show Processors \(3\)](#)

New Note:

Please approve my leave

- Click on send button

Leave Request: New

 Send

▼
Calendar
Team Calendar
Time Accounts
Leave Requests

- Click on Ok button –

counts **Leave Requests**

time End Date Status

ave- UJVN

ave- UJVN

8


8

a

essors (3)

prove my leave

Leave Request: New

 Earliest recalculation for time evaluation exceeded -
Display Help

Type of Leave
 Type of Leave: Casual Leave- UJVN


General Data
 Start Date: 13.02.2018
 End Date: 22.02.2018
 Begin Time: 00:00
 End Time: 00:00
 Absence hours: 63.00
 Processor: S.N Verma
[Show Processors \(3\)](#)
 Note: Please approve my leave
 Used: Casual Leave - UJVN: 9.00 Days


OK

Cancel

- Leave request updated successfully –

Leave Request: New

 Send

 Leave request was sent successfully

Calendar

Team Calendar

Time Accounts

Leave Requests

Type of Leave	Start Date	Start time	End Date	End time	Processor	Status	Absence hours	Used
Casual Leave- UJVN	13.02.2018	00:00:00	22.02.2018	00:00:00	S.N Verma	Sent	63.00	9 Days

3 CREATE REIMBURSEMENT REQUEST

3.1 PURPOSE

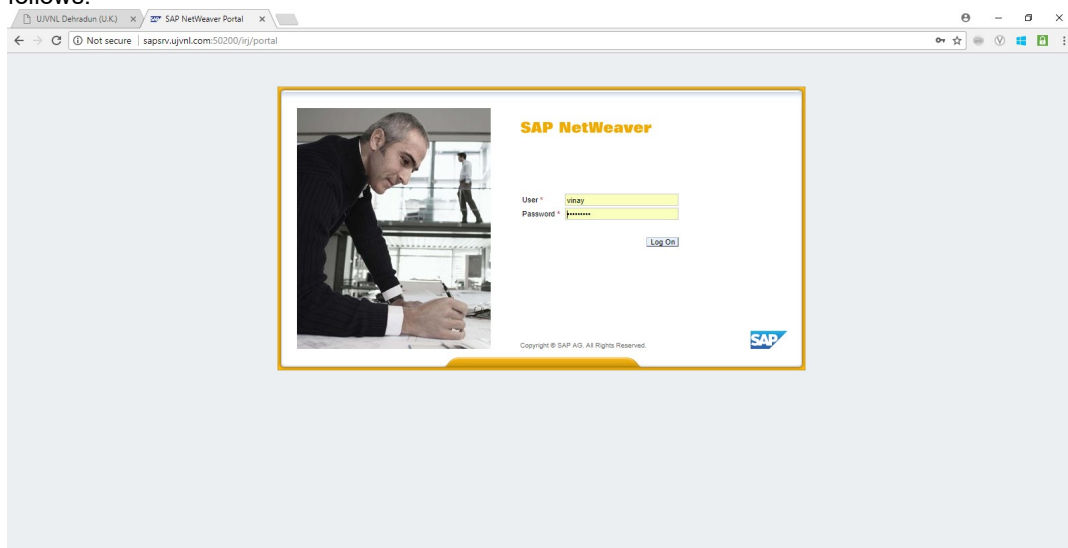
Employee can log on to the employee self-service to raise claim request.

3.2 PROCEDURAL STEPS

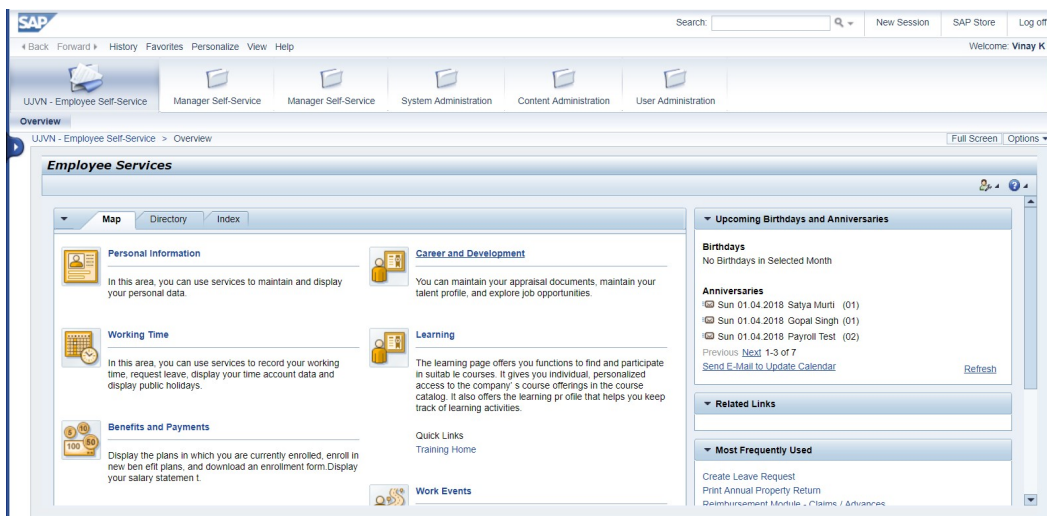
Lagon to Portal:

The Employee should follow the steps below to enter portal

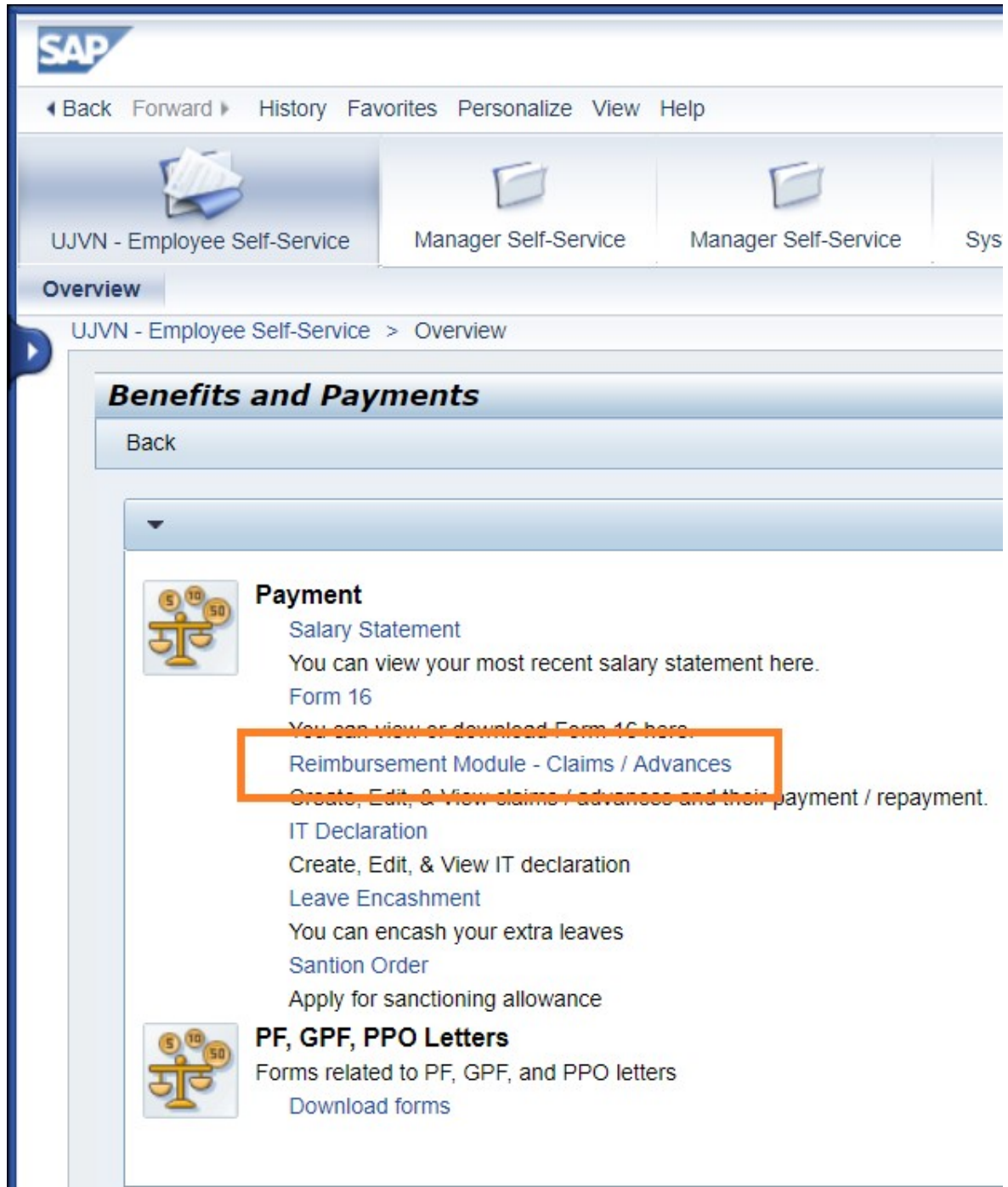
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on Benefits and Payments –



SAP

◀ Back Forward ▶ History Favorites Personalize View Help


UJVN - Employee Self-Service Manager Self-Service Manager Self-Service Sys

Overview

UJVN - Employee Self-Service > Overview

Benefits and Payments

Back

 **Payment**

Salary Statement
You can view your most recent salary statement here.


Form 16
You can view or download Form 16 here.

Reimbursement Module - Claims / Advances
Create, Edit, & View claims / advances and their payment / repayment.

IT Declaration
Create, Edit, & View IT declaration

Leave Encashment
You can encash your extra leaves

Sanction Order
Apply for sanctioning allowance

 **PF, GPF, PPO Letters**
Forms related to PF, GPF, and PPO letters

Download forms

- Click on Create –

Advanced Claims - India

☒ No requests for the selection criteria

[Display Message Log](#)

Active Queries

My Requests [All Requests \(0\)](#)

My Requests - All Requests

[Show Quick Criteria Maintenance](#) [Change Query](#)

View: [Standard View] [Create](#) [Display](#) [Edit](#) [Delete](#) [Reimbursement Eligibility](#) [LTC Eligibility](#) [Print Request](#) [Information](#) [Refresh](#)

Reimbursement Type	Reference Number	Creation Date From	Requested Value	Approved Value	Employee Name	Request Phase	Request Status	Approver

- Select Reimbursement Type – Mobile Bill, Request Type – Claim, Select mobile number from drop down, Bill No. Bill date and requested amount shown below -

Create Request (Advanced Claims - India): Step 1 (Details)

[Previous](#) [Next](#)

1 **Details** 2 Review 3 Submit

* Reimbursement Type: Mobile Bill

* Request Type: Claim

Requested Amount: 500.00

Off-Cycle Requested: ☒

Tax Exemption Requested: ☒

[Add Line](#) [Delete Line](#) [Calculate](#)

*Line No:	*Mobile Number*	*Bill No.*	*Bill Date*	*Requested Amount
0001	9999999999	1111	02.02.2018	500.00

- Click on "I acknowledge & Accept"

☒ I Acknowledge & Accept [Terms and Conditions](#)

Comments

- Click on Next button to validate the request –

Create Request (Advanced Claims - India): Step 2 (Review)

Previous
Next
Save Draft

☒ Request validation is successful

1

2

3

Details

Review

Submit

- Click on Next - request will be created as shown below –

Create Request (Advanced Claims - India): Step 3 (Submit)

Previous
Next

☒ Request validation is successful
☒ Request created successfully. Request number: 0000001100051.
☒ Refresh the Overview screen to view your request

1

2

3

Details

Review

Submit

[Create New Request](#)
[Close Window](#)

4 CREATE INCOME TAX DECLARATION REQUEST

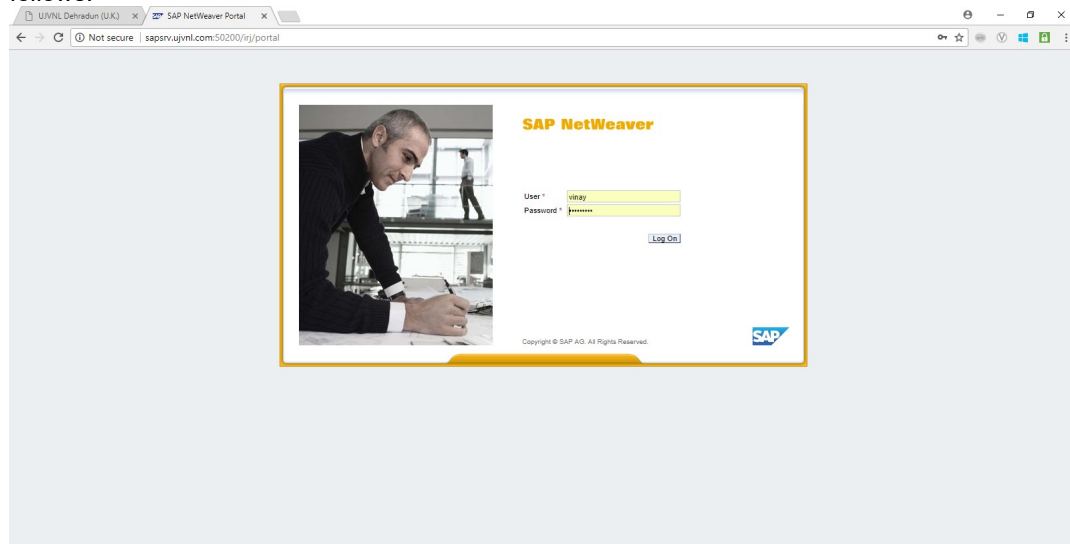
4.1 PURPOSE

Employee can log on to the employee self-service to raise Income tax declaration request.

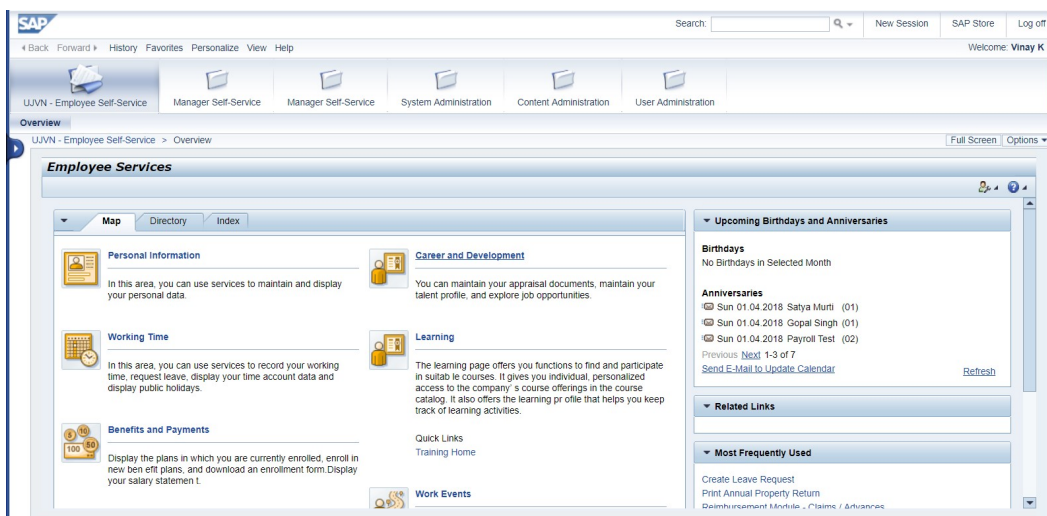
4.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

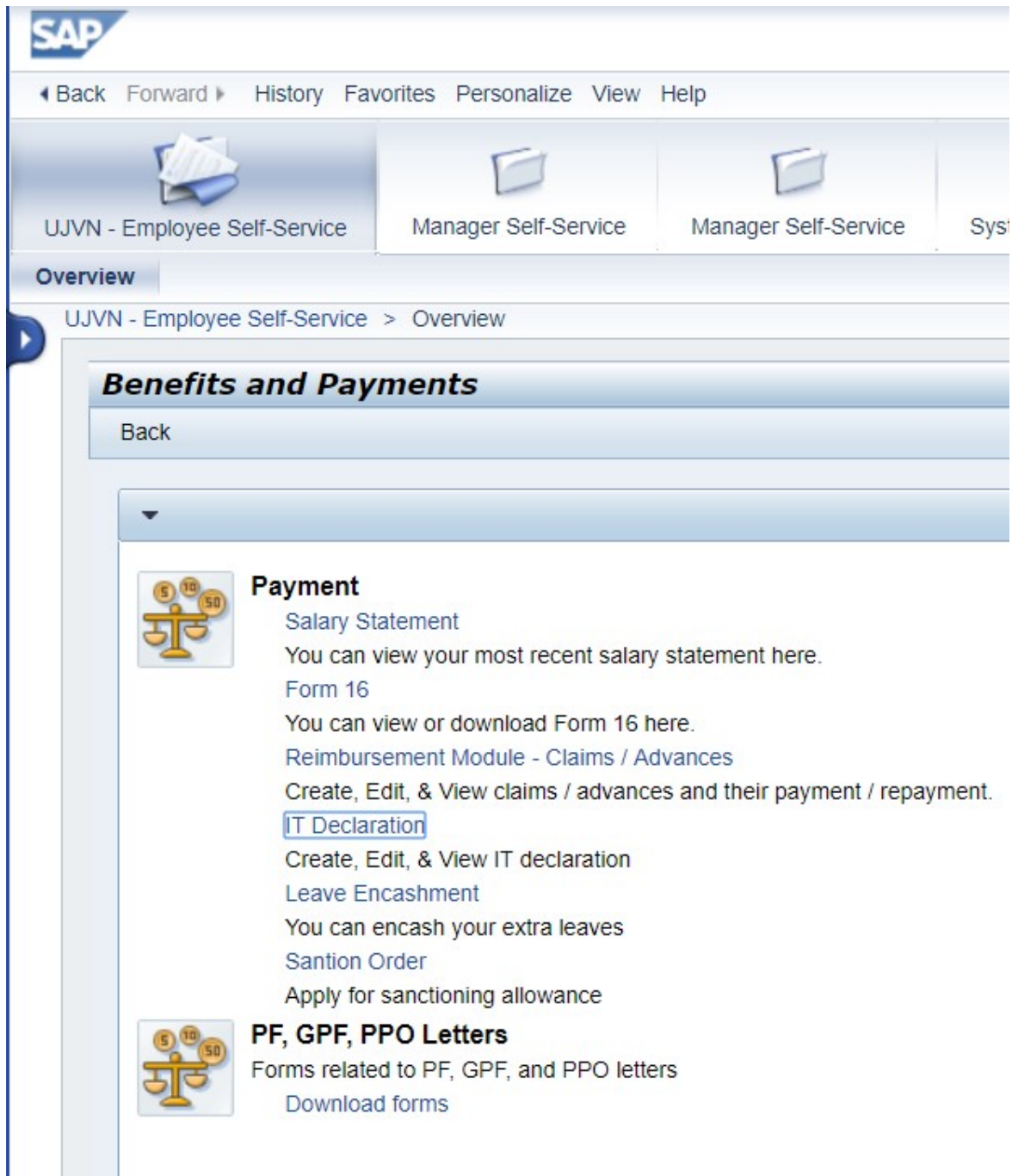
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.
- Click on Benefits and Payments-



- Click on IT Declaration –



The screenshot shows the SAP HCM Employee Self-Service interface. At the top, there is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are three main tabs: UJVN - Employee Self-Service, Manager Self-Service, and Manager Self-Service. The UJVN - Employee Self-Service tab is selected, and the Overview page is displayed. The page title is "UJVN - Employee Self-Service > Overview". The main content area is titled "Benefits and Payments" and includes a "Back" button. A dropdown menu is visible, showing a list of options: Payment, PF, GPF, PPO Letters, and Download forms. The "Payment" option is selected, and its details are shown below. The details include a "Salary Statement" icon, a description of the salary statement, and links to "Form 16", "Reimbursement Module - Claims / Advances", "IT Declaration", "Leave Encashment", "Santion Order", and "Apply for sanctioning allowance". The "PF, GPF, PPO Letters" option is also visible, with a description and a link to "Download forms".

Payment

Salary Statement
You can view your most recent salary statement here.
Form 16
You can view or download Form 16 here.
[Reimbursement Module - Claims / Advances](#)
Create, Edit, & View claims / advances and their payment / repayment.
[IT Declaration](#)
Create, Edit, & View IT declaration
[Leave Encashment](#)
You can encash your extra leaves
[Santion Order](#)
Apply for sanctioning allowance

PF, GPF, PPO Letters
Forms related to PF, GPF, and PPO letters
[Download forms](#)

- Click on create –

IT Declarations - India

☒ No requests for the selection criteria
Display Message Log

Active Queries

My Requests **All Requests (0)**

My Requests - All Requests

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: [Standard View] **Create** [Display](#) [Edit](#) [Delete](#) [Print Request](#) [Form 12BB](#) [Information](#) [Refresh](#)

Full Name	Employee Number	IT - Declaration Type	Creation Date	Employee Name	Request Phase	Request Status	Tax Exemption Approved	Multiple Line

- Select declaration type from drop down –

SAP

◀ Back Forward ▶ History Favorites Personalize View Help

UJVN - Employee Self-Service Manager Self-Service Manager Self-Service

Overview

UJVN - Employee Self-Service > Overview

Create Request (IT Declarations - India): Step 1 (Details)

◀ Previous Next ▶

1 2 3
Details Review Submit

* IT - Declaration Type:

- Housing (HRA / CLA / COA)
- Income From Other Sources
- Previous Employment Tax Details
- Section 80C Deductions
- Section 80 Deductions

- Enter Investment details/Contribution –

Create Request (IT Declarations - India): Step 1 (Details)

Previous Next

1 2 3
Details Review Submit

* IT - Declaration Type: Section 80C Deductions

Actual Amount: 0.00

Proposed Amount: 0.00

Begin Date: 01.04.2017

End Date: 31.03.2018

☐ Consider Actuals

Calculate

*Line Number	Investments/Contributions	Maximum Limit	Currency	Evidence	Proposed Investment	Previous Approved Amount	Actual Amount
0001	Payment towards Life Insurance Policy	9,999,999.00	INR	Particulars	500	0.00	0.00
0002	Contribution to Superannuation Fund	9,999,999.00	INR	Particulars	7000	0.00	0.00
0003	Subscription to notified Central Government security (NSS)	9,999,999.00	INR	Particulars	8000	0.00	0.00
0004	Contribution to ULIP	9,999,999.00	INR	Particulars	8000	0.00	0.00

- Click on “I acknowledge and accept”

☒ I acknowledge and accept [Terms and Conditions](#)

Comments

- Message will appear as shown below –


Create Request (IT Declarations - India): Step 2 (Review)

Previous Next Save Draft


☒ Request validation is successful

1 2 3
Details **Review** Submit


- Request created –




[Back](#)
[Forward](#)
[History](#)
[Favorites](#)
[Personalize](#)
[View](#)
[Help](#)




UJVN - Employee Self-Service



Manager Self-Service



Manager Self-Service



System Administration

[Overview](#)

UJVN - Employee Self-Service > Overview

Create Request (IT Declarations - India): Step 3 (Submit)

[Previous](#)
[Next](#)

☒ Request validation is successful

☒ Request created succesfully. Request number: 0000001100052.

☒ Refresh the Overview screen to view your request

1

2

3

Details

Review

Submit

[Create New Request](#)

[Close Window](#)

5 CREATE LEAVE ENCASHMENT REQUEST

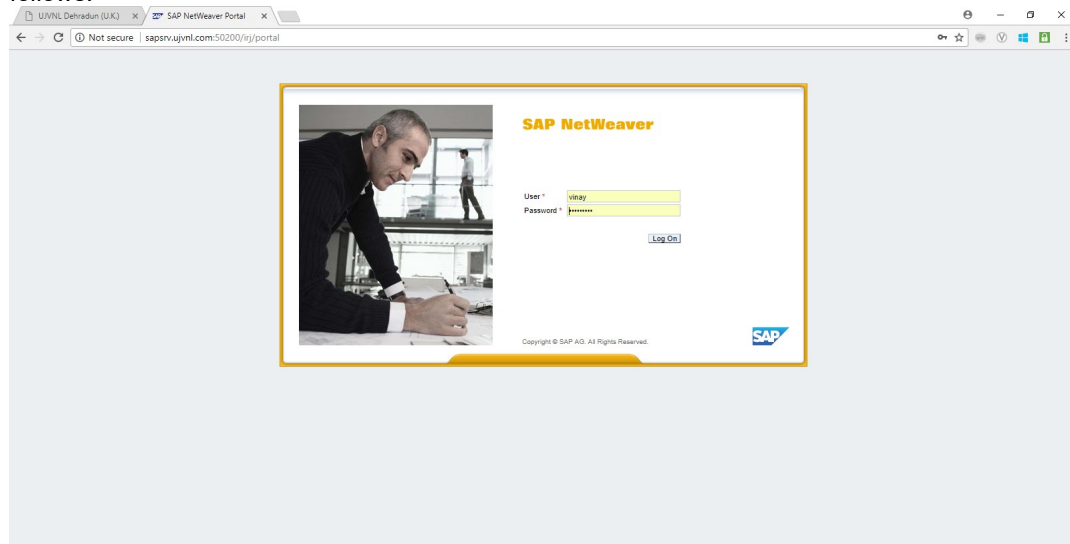
5.1 PURPOSE

Employee can log on to the employee self-service to raise Leave encashment request .

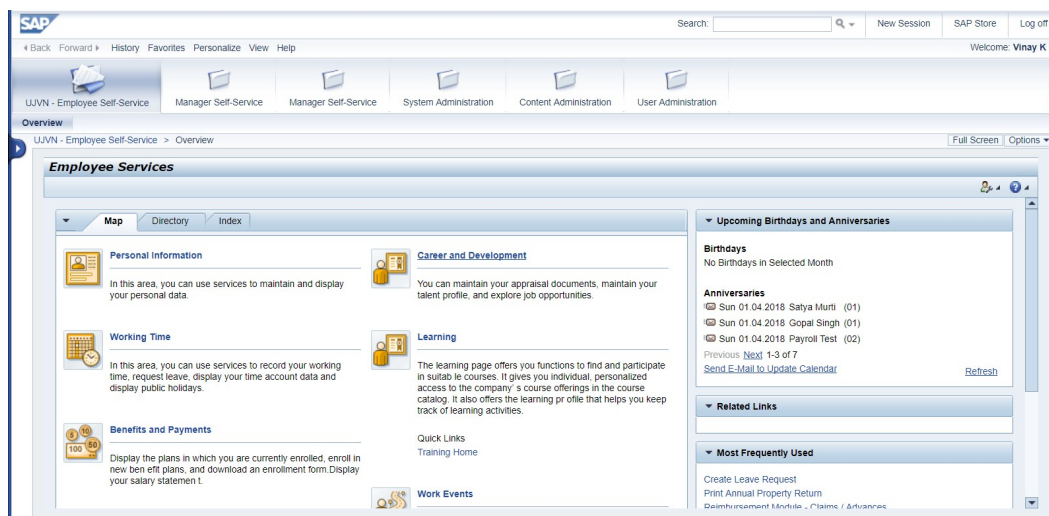
5.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

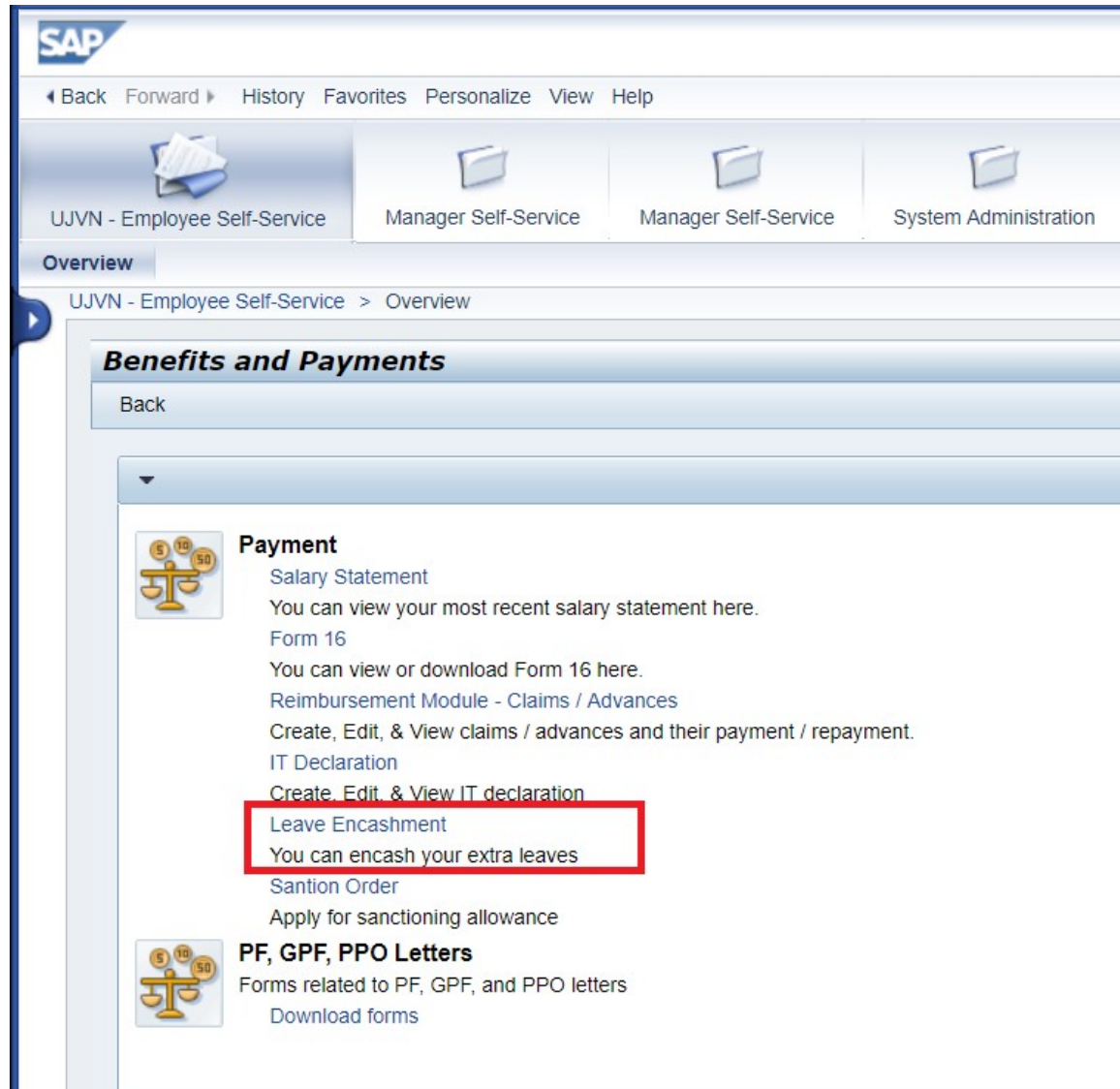
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.
- Click on Benefits and Payments-

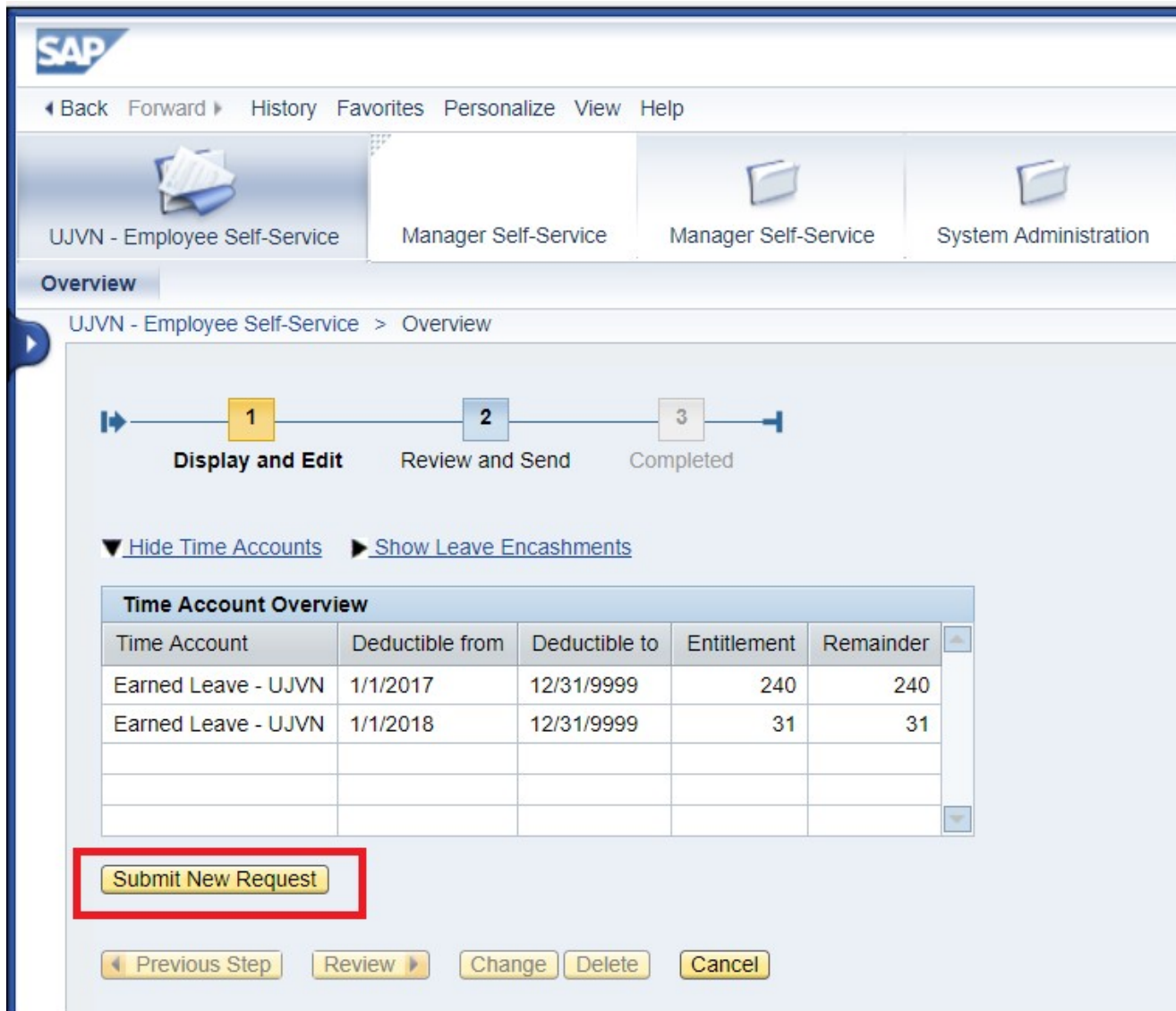


- Click on Leave Encashment –



The screenshot displays the SAP UJVNL Employee Self-Service interface. The top navigation bar includes links for Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are four main menu items: UJVN - Employee Self-Service, Manager Self-Service, Manager Self-Service, and System Administration. The 'Overview' tab is selected, showing the path 'UJVN - Employee Self-Service > Overview'. The main content area is titled 'Benefits and Payments' and contains a 'Back' button. Under the 'Payment' section, which is marked with a gold coin icon, the following options are listed: Salary Statement, Form 16, Reimbursement Module - Claims / Advances, IT Declaration, Leave Encashment (highlighted with a red box), and Sanction Order. The 'Leave Encashment' option includes the description 'You can encash your extra leaves'. Below this, the 'PF, GPF, PPO Letters' section is also marked with a gold coin icon and includes the option 'Download forms'.

- Click on Submit New request –



The screenshot shows the SAP UJVN - Employee Self-Service Overview page. The page has a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. Below the navigation bar are four tabs: UJVN - Employee Self-Service (selected), Manager Self-Service, Manager Self-Service, and System Administration. The main content area is titled "Overview" and shows a progress bar with three steps: 1. Display and Edit (highlighted in yellow), 2. Review and Send, and 3. Completed. Below the progress bar are two links: Hide Time Accounts and Show Leave Encashments. A table titled "Time Account Overview" displays leave data for UJVN. At the bottom, there is a red-bordered button labeled "Submit New Request" and a row of action buttons: Previous Step, Review, Change, Delete, and Cancel.

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Earned Leave - UJVN	1/1/2017	12/31/9999	240	240
Earned Leave - UJVN	1/1/2018	12/31/9999	31	31

- Select Time account, leave encashment method, Days to be encashed, tick on Off-cycle Payment, Enter comment –

UJVNL - Employee Self-Service > Overview

1 Display and Edit 2 Review and Send 3 Completed

▼ Hide Time Accounts ► Show Leave Encashments

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Earned Leave - UJVNL	1/1/2017	12/31/9999	240	240
Earned Leave - UJVNL	1/1/2018	12/31/9999	31	31

Submit New Request

To request or report leave, enter the required data in the fields below. To change or delete the existing leave encashment request select the corresponding row in the table and click the Change or Delete button. To finalize action click Review.

Time Account:*

Leave Encashment Method:*

Days to Be Encashed:*

Off-Cycle Payment: ☒

Note for Approver:

Previous Step Review Change Delete Cancel

- Click on review button –

▼ Hide Time Accounts ► Show Leave Encashments

Time Account	Deductible from	Deductible to	Entitlement	Remainder
Earned Leave - UJVNL	1/1/2017	12/31/9999	240	240
Earned Leave - UJVNL	1/1/2018	12/31/9999	31	31

Submit New Request

To request or report leave, enter the required data in the fields below. To change or delete the existing leave encashment request select the corresponding row in the table and click the Change or Delete button. To finalize action click Review.

Time Account:*

Leave Encashment Method:*

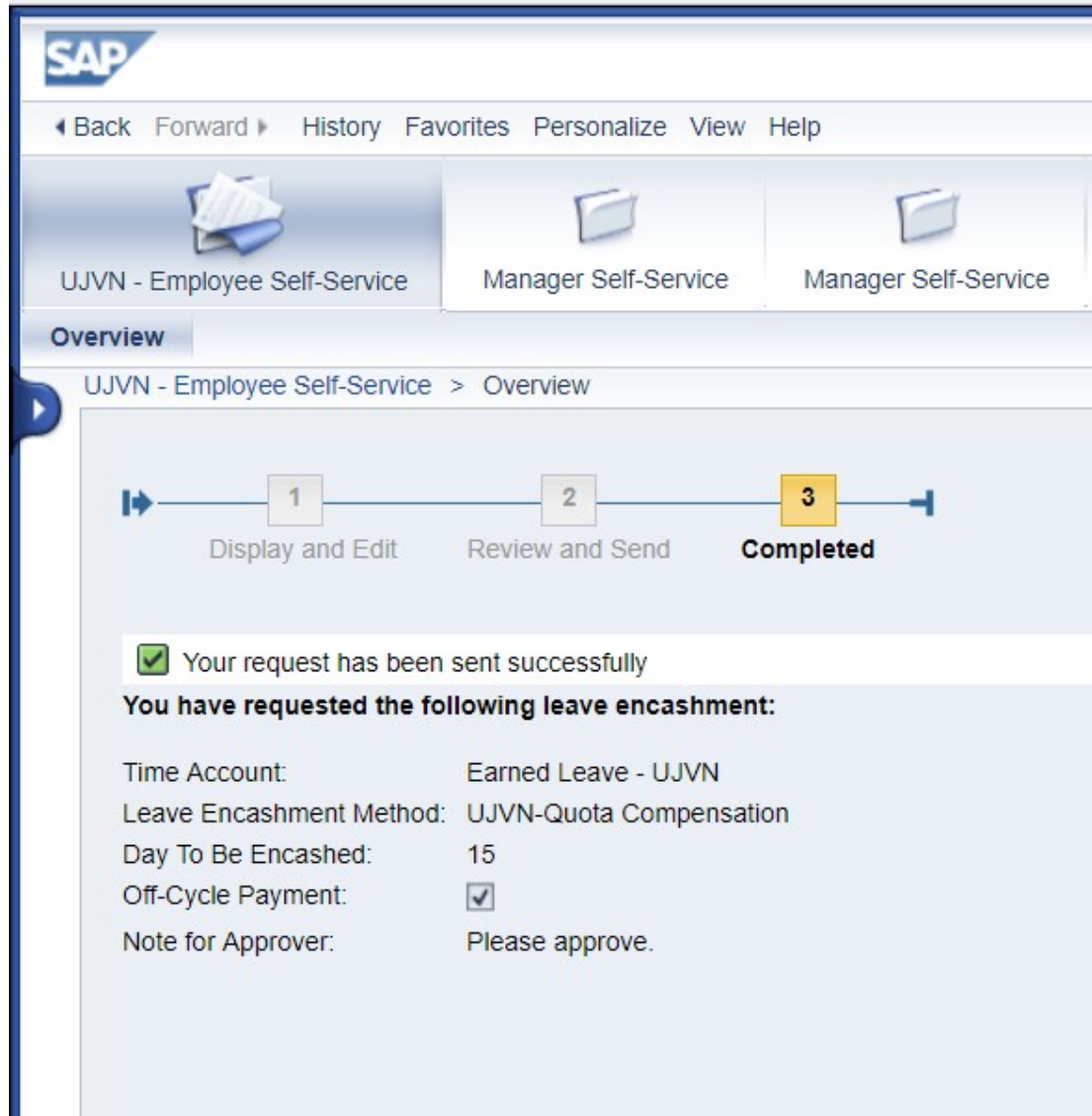
Days to Be Encashed:*

Off-Cycle Payment: ☒

Note for Approver:

Previous Step Review Change Delete Cancel

- Click on send button, request will be created –



The screenshot shows the SAP UJVN - Employee Self-Service interface. At the top, there is a navigation bar with links: Back, Forward, History, Favorites, Personalize, View, and Help. Below this, there are three main sections: UJVN - Employee Self-Service, Manager Self-Service, and another Manager Self-Service. The 'Overview' tab is selected. The main content area displays a process flow with three steps: 1. Display and Edit, 2. Review and Send, and 3. Completed. Step 3 is highlighted in yellow. Below the flow, a green checkmark indicates 'Your request has been sent successfully'. A bold heading states 'You have requested the following leave encashment:'. Below this, the following details are listed:

Time Account:	Earned Leave - UJVN
Leave Encashment Method:	UJVN-Quota Compensation
Day To Be Encashed:	15
Off-Cycle Payment:	<input checked="" type="checkbox"/>
Note for Approver:	Please approve.

6 REQUEST FOR SANCTIONING THE ALLOWANCE

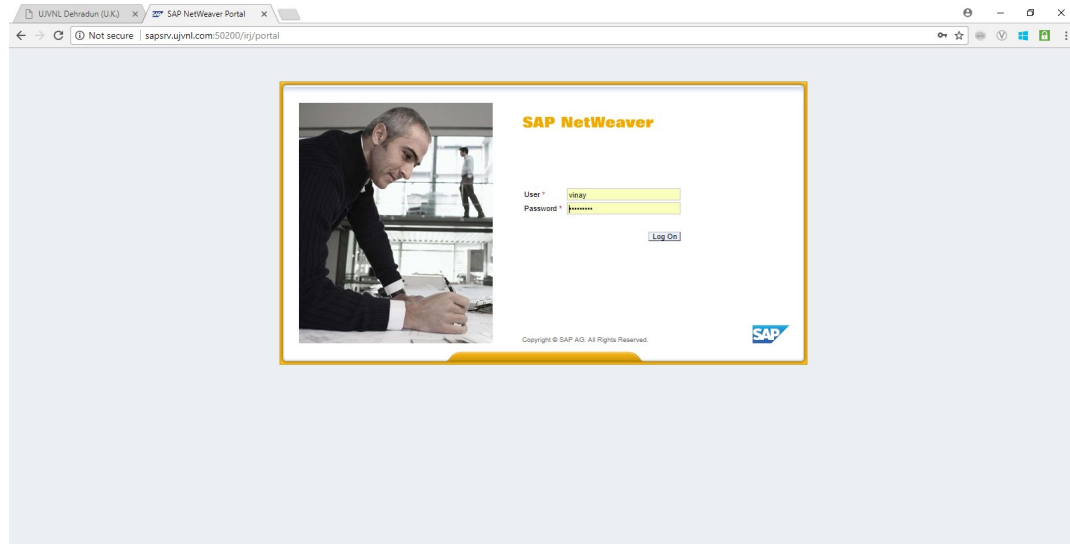
6.1 PURPOSE

Employee can log on to the employee self-service to raise request for Sanctioning the allowance.

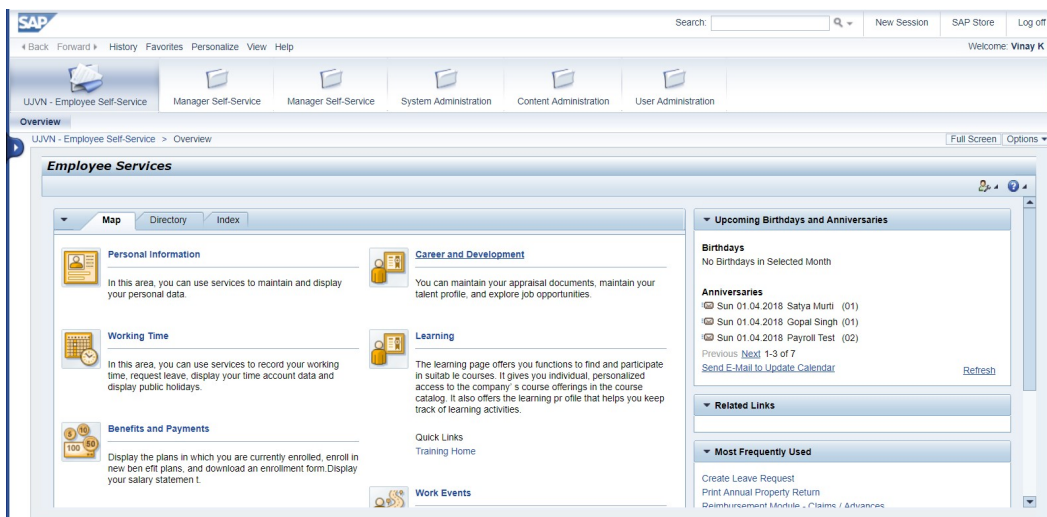
6.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

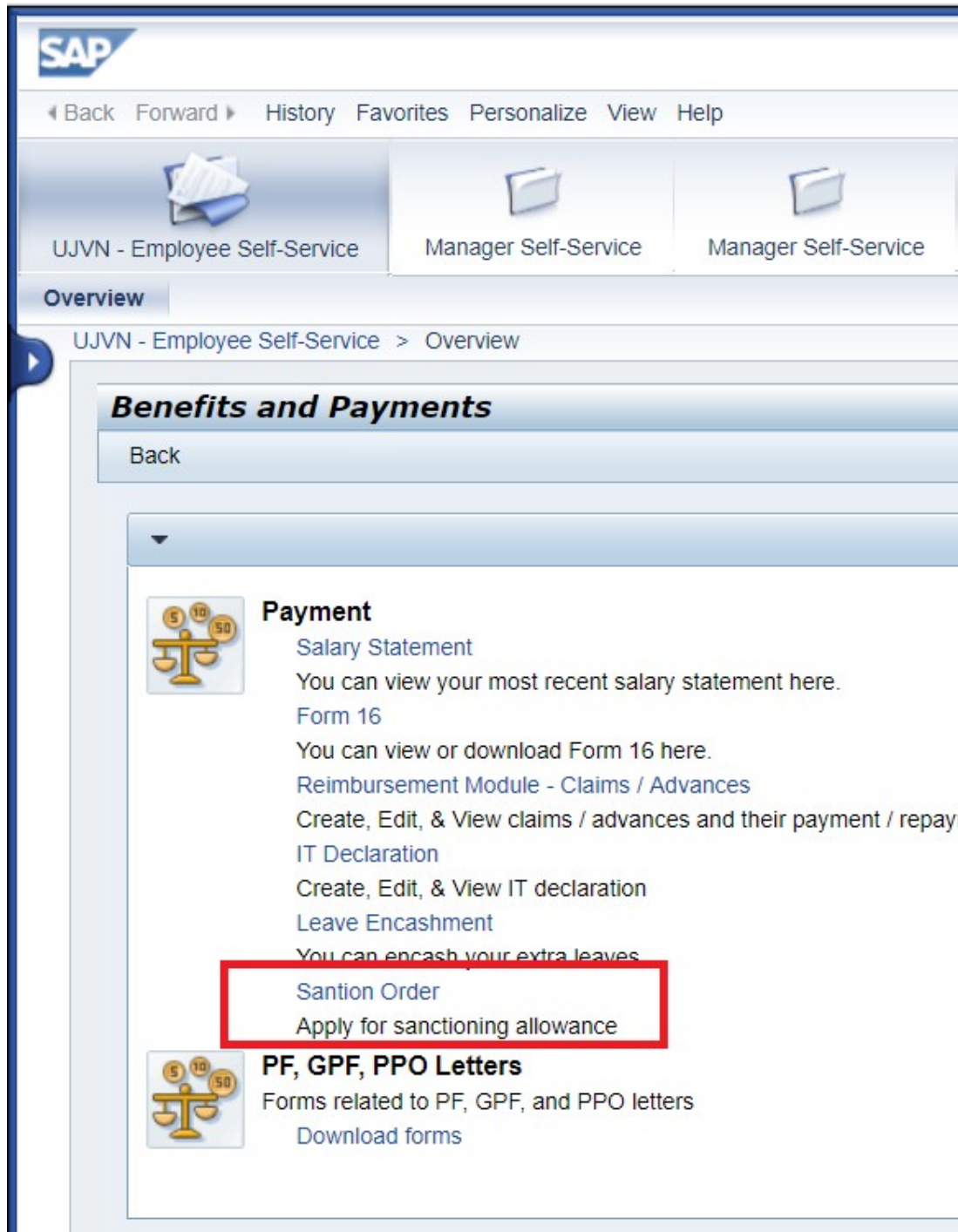
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on Benefits and Payment below screen will be shown, Click on Sanction Order as per the screen shot shown below –



The screenshot shows the SAP UJVN - Employee Self-Service Overview page. The page has a blue header with the SAP logo and navigation links: Back, Forward, History, Favorites, Personalize, View, and Help. Below the header are three tabs: UJVN - Employee Self-Service, Manager Self-Service, and Manager Self-Service. The UJVN - Employee Self-Service tab is selected, and the Overview page is displayed. The main content area is titled "Benefits and Payments" and includes a "Back" button. A dropdown menu is open, showing a list of options: Payment, PF, GPF, PPO Letters, and Sanction Order. The "Sanction Order" option is highlighted with a red box. The "Payment" section includes links for Salary Statement, Form 16, Reimbursement Module - Claims / Advances, IT Declaration, Leave Encashment, and Sanction Order. The "PF, GPF, PPO Letters" section includes a link for Download forms.

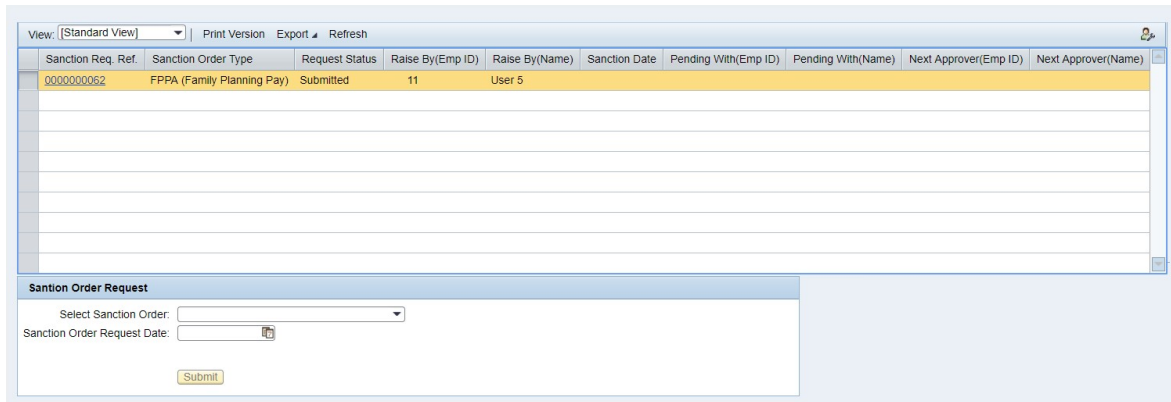
Payment

- [Salary Statement](#)
You can view your most recent salary statement here.
- [Form 16](#)
You can view or download Form 16 here.
- [Reimbursement Module - Claims / Advances](#)
Create, Edit, & View claims / advances and their payment / repay
- [IT Declaration](#)
Create, Edit, & View IT declaration
- [Leave Encashment](#)
You can encash your extra leaves.
- [Sanction Order](#)
Apply for sanctioning allowance

PF, GPF, PPO Letters

- [Forms related to PF, GPF, and PPO letters](#)
[Download forms](#)

- Below screen will be shown –



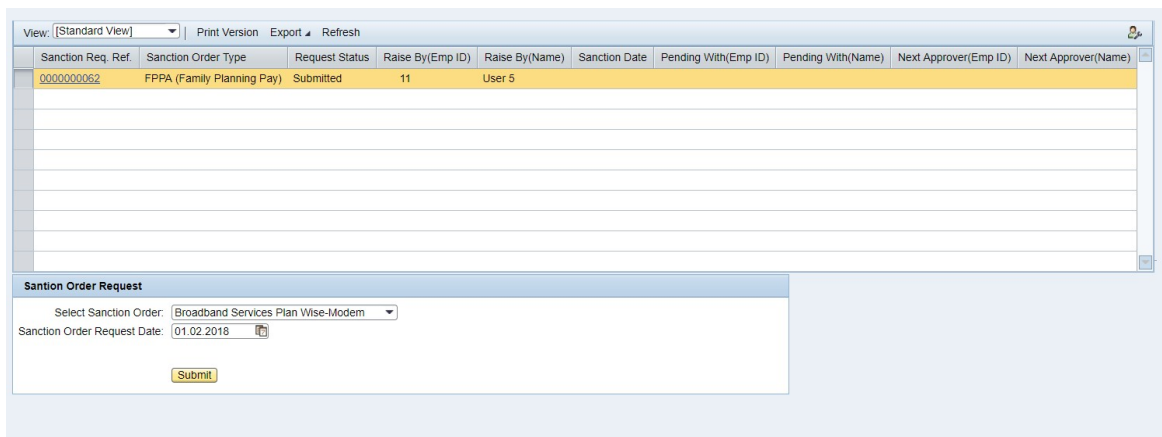
Sanction Req. Ref.	Sanction Order Type	Request Status	Raise By(Emp ID)	Raise By(Name)	Sanction Date	Pending With(Emp ID)	Pending With(Name)	Next Approver(Emp ID)	Next Approver(Name)
0000000062	FPPA (Family Planning Pay)	Submitted	11	User 5					

Sanction Order Request

Select Sanction Order:

Sanction Order Request Date:

- Select allowance type and Date of Sanction for the allowance that need to get sanctioned, as per below screen shot –



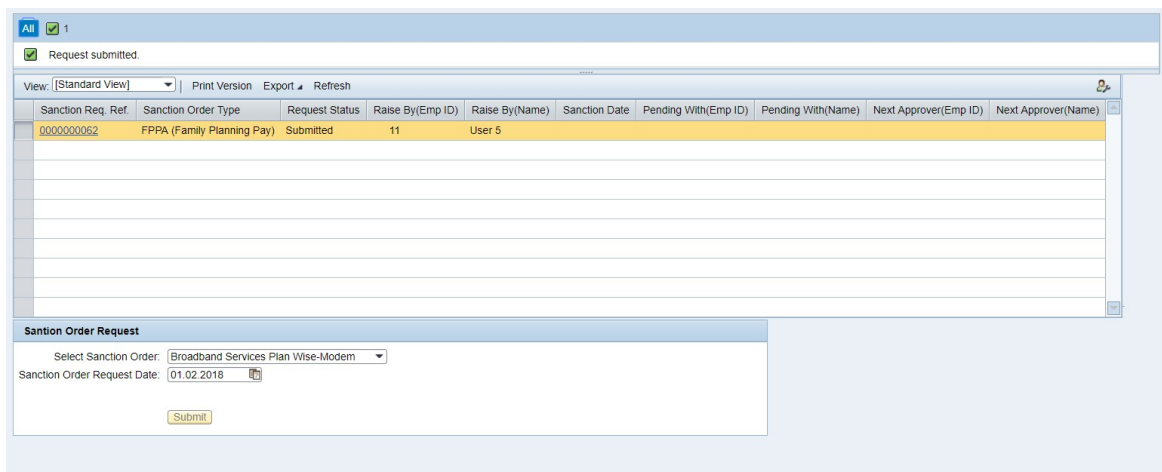
Sanction Req. Ref.	Sanction Order Type	Request Status	Raise By(Emp ID)	Raise By(Name)	Sanction Date	Pending With(Emp ID)	Pending With(Name)	Next Approver(Emp ID)	Next Approver(Name)
0000000062	FPPA (Family Planning Pay)	Submitted	11	User 5					

Sanction Order Request

Select Sanction Order:

Sanction Order Request Date:

- Click on submit button – request will be created for the allowance type –



Request submitted.

Sanction Req. Ref.	Sanction Order Type	Request Status	Raise By(Emp ID)	Raise By(Name)	Sanction Date	Pending With(Emp ID)	Pending With(Name)	Next Approver(Emp ID)	Next Approver(Name)
0000000062	FPPA (Family Planning Pay)	Submitted	11	User 5					

Sanction Order Request

Select Sanction Order:

Sanction Order Request Date:

- Refresh to see the status for the Sanction Order request –

[illegible]

7 REQUEST FOR SANCTIONING THE ALLOWANCE

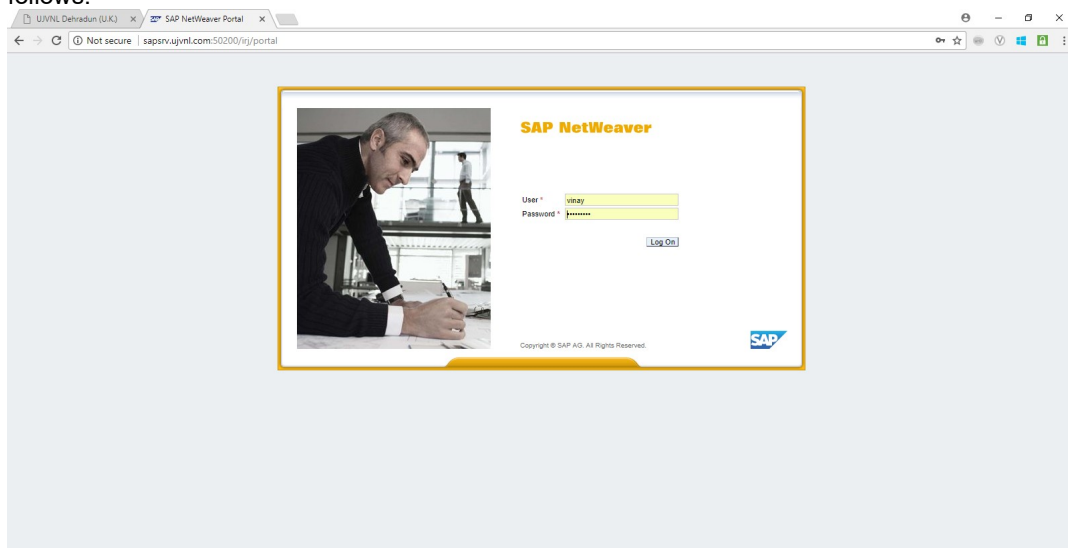
7.1 PURPOSE

Employee can log on to the employee self-service to raise request for obtain NOC.

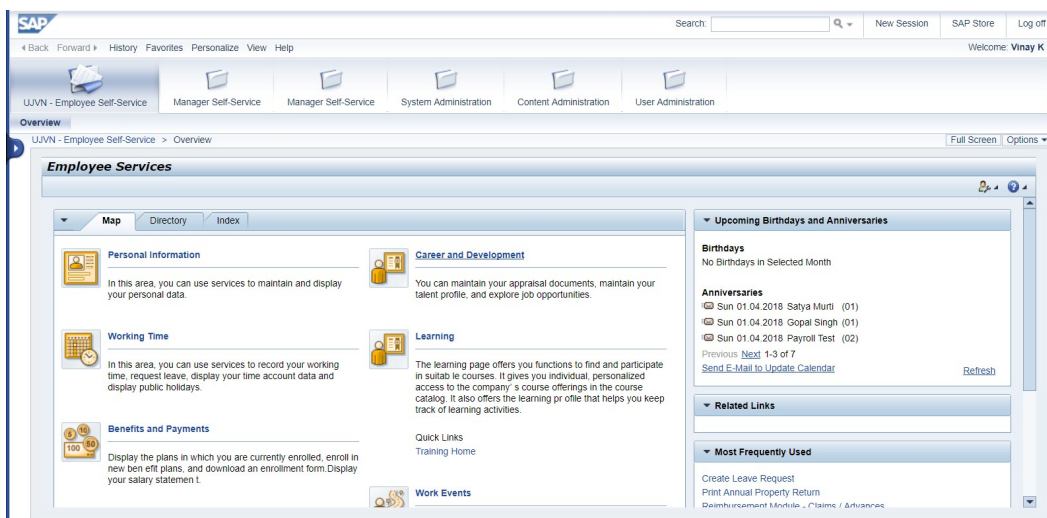
7.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

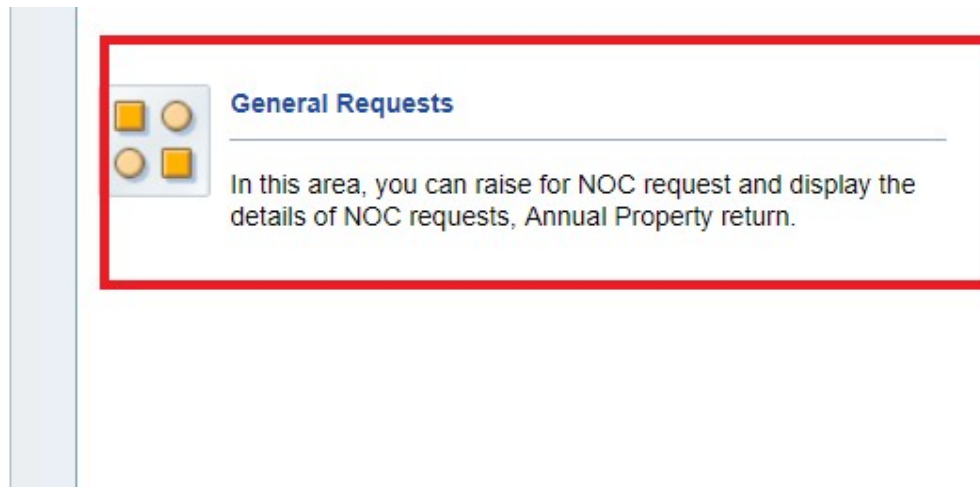
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



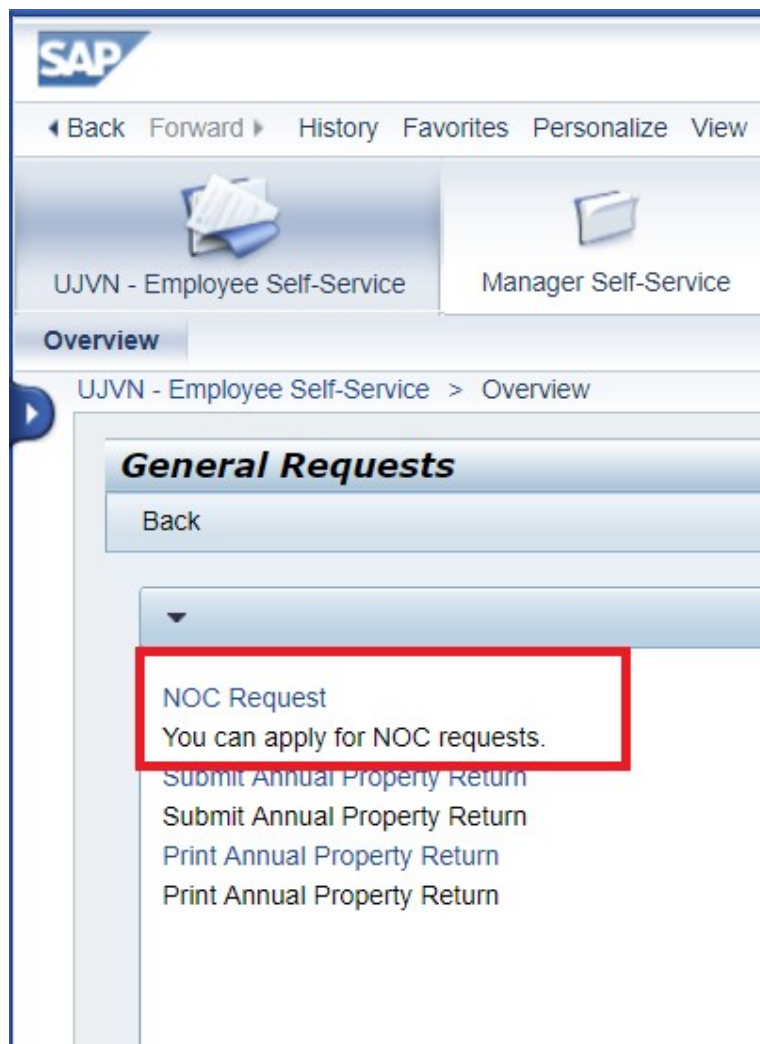
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



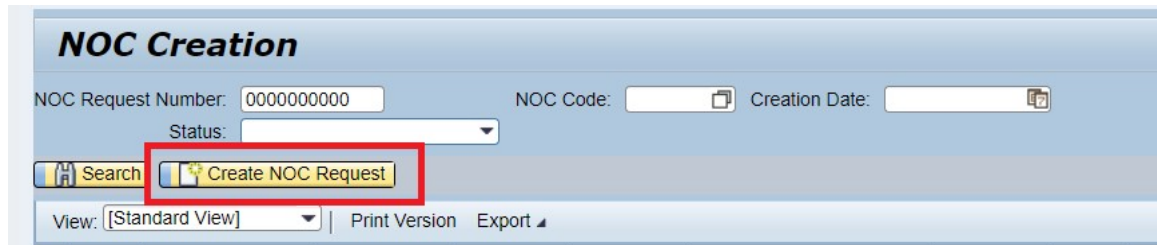
- Click on General Requests –



- Click on NOC Request –



- Click on Create NOC Request –



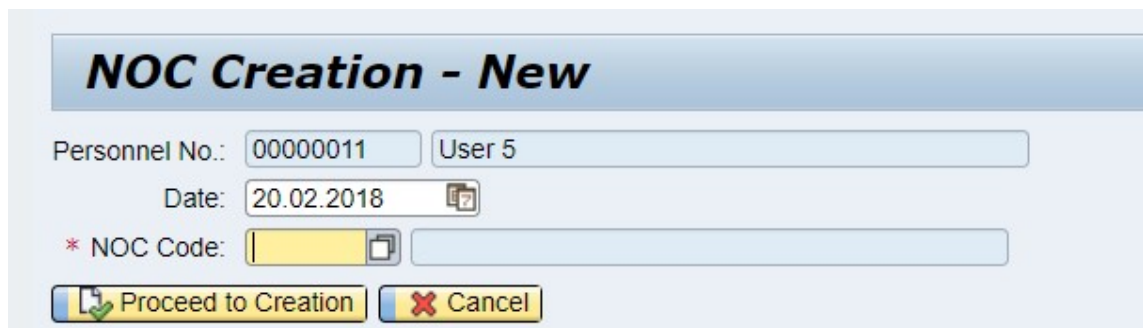
NOC Creation

NOC Request Number: NOC Code: Creation Date:

Status:

View: |

- Below screen will be shown –



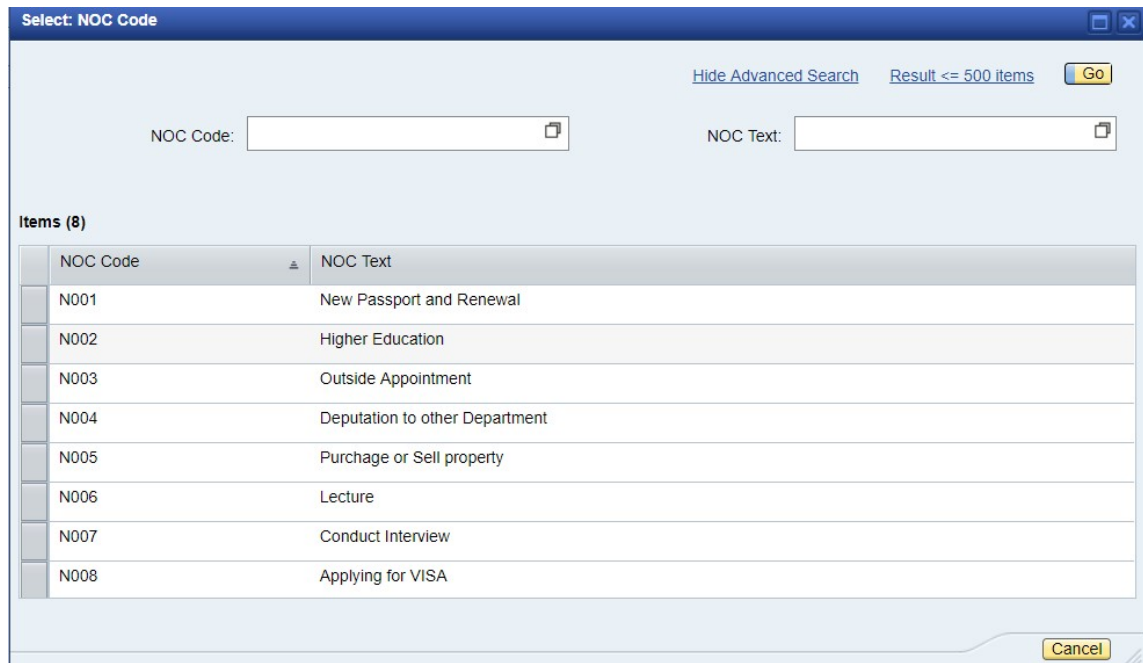
NOC Creation - New

Personnel No.: User 5

Date:

* NOC Code:

- Select NOC type from help –



Select: NOC Code

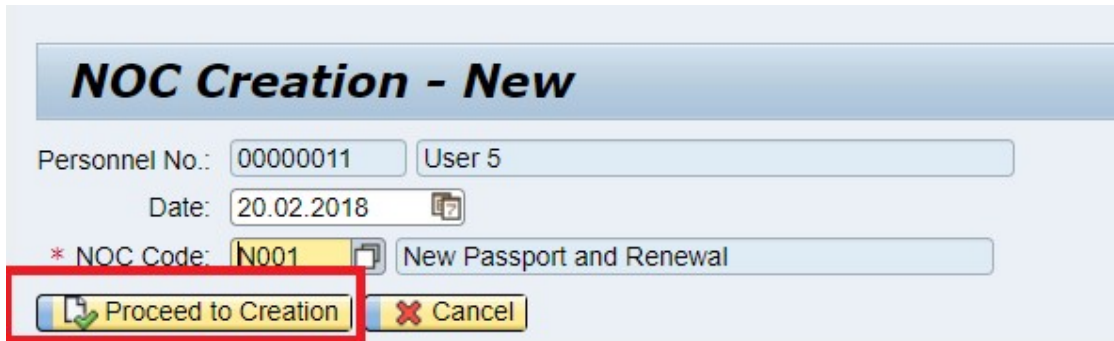
[Hide Advanced Search](#) [Result <= 500 items](#)

NOC Code: NOC Text:

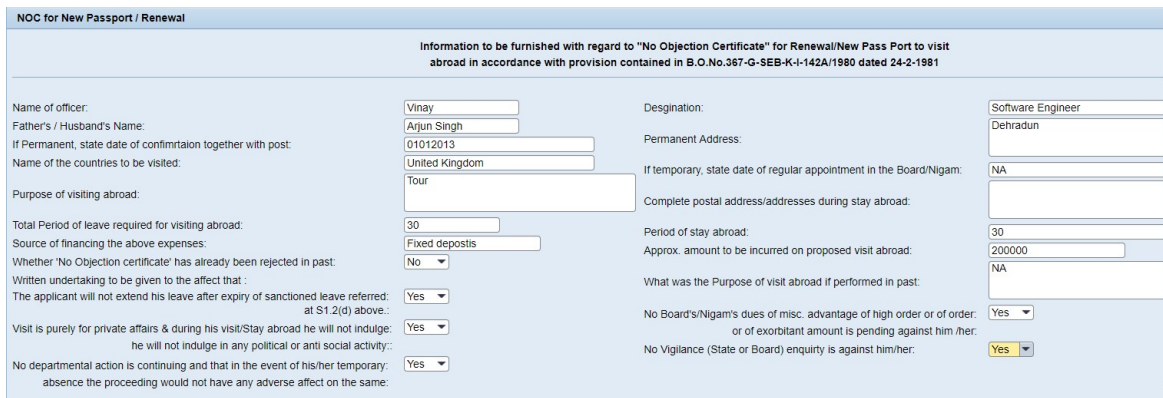
Items (8)

NOC Code	NOC Text
N001	New Passport and Renewal
N002	Higher Education
N003	Outside Appointment
N004	Deputation to other Department
N005	Purchase or Sell property
N006	Lecture
N007	Conduct Interview
N008	Applying for VISA

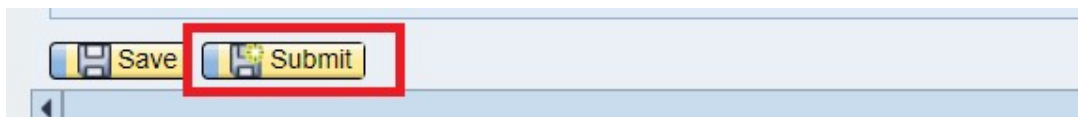
- Click on Proceed to creation –



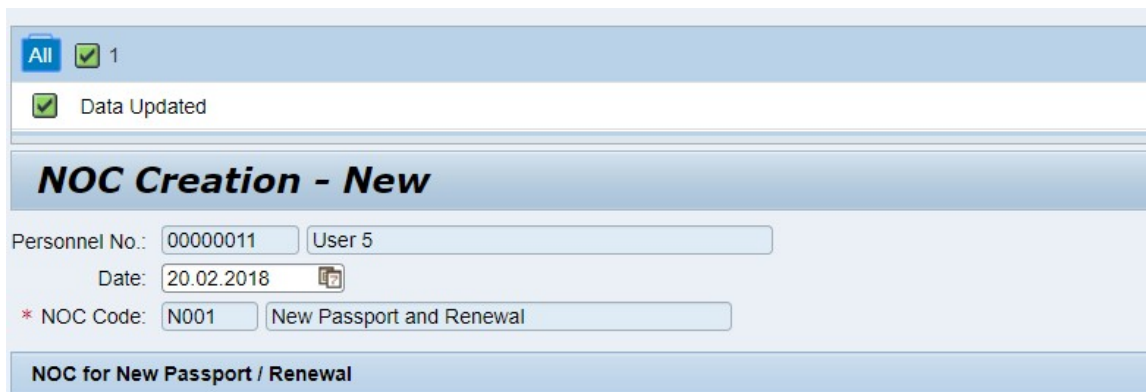
- Fill all the required fields –



- Click on submit –



- NOC request is created –





END USER DOCUMENT



8 SUBMIT ANNUAL PROPERTY RETURN

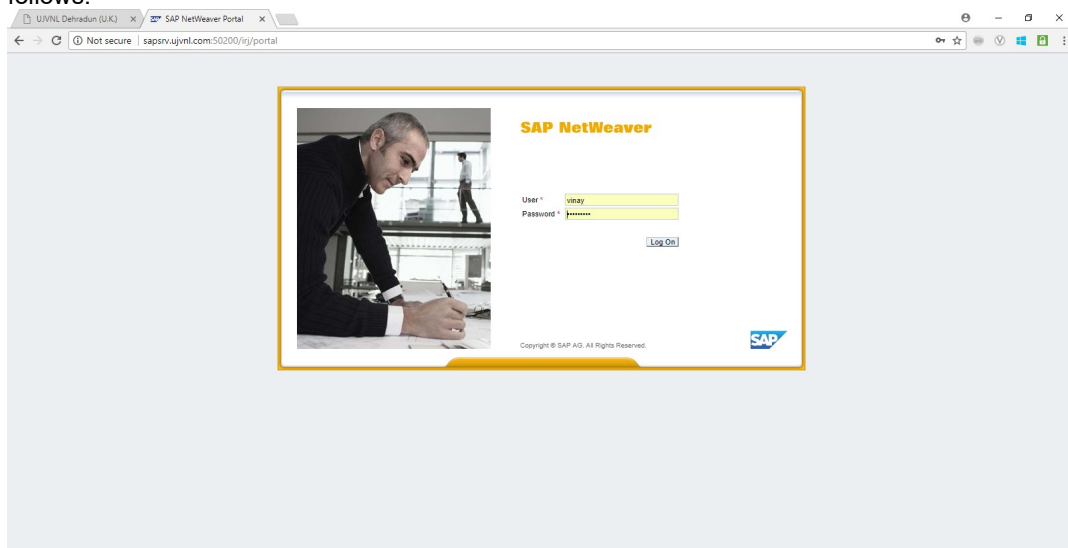
8.1 PURPOSE

Employee can log on to the employee self-service to raise request for obtain NOC.

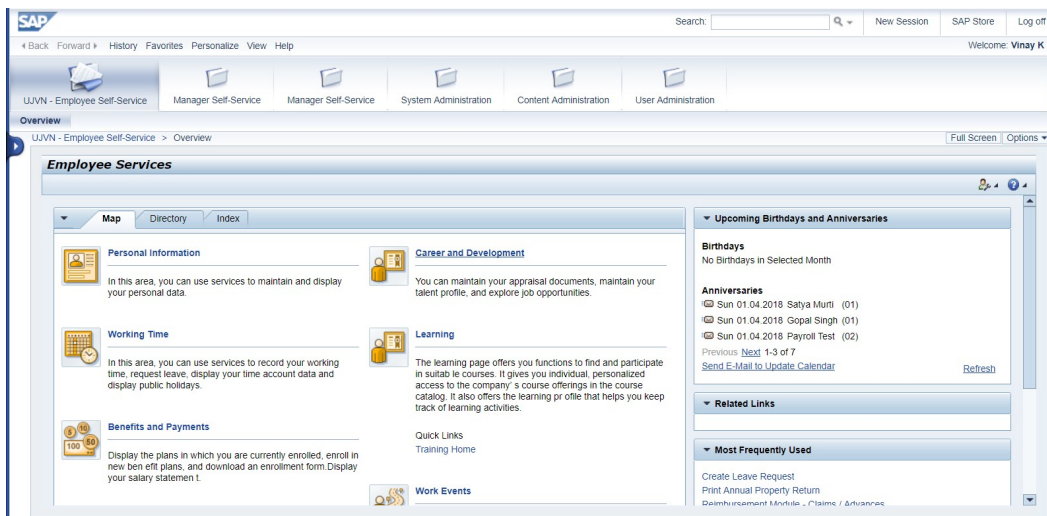
8.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

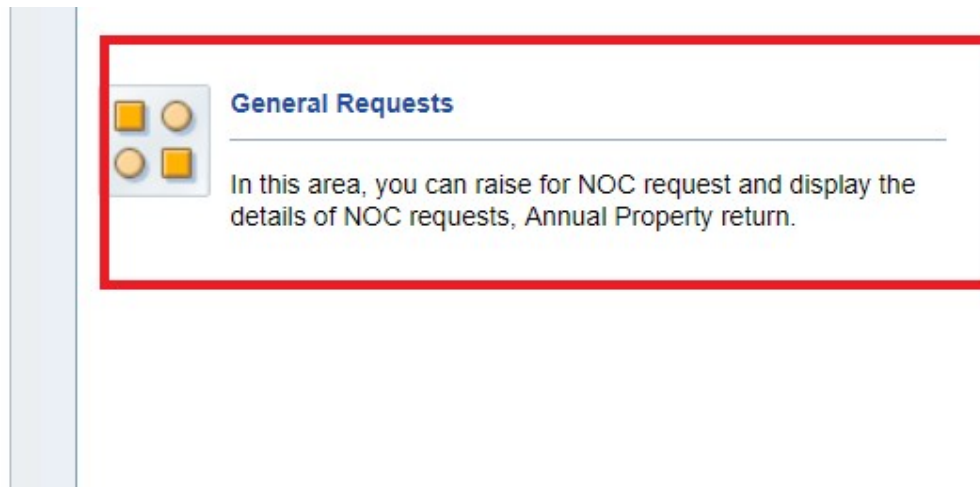
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



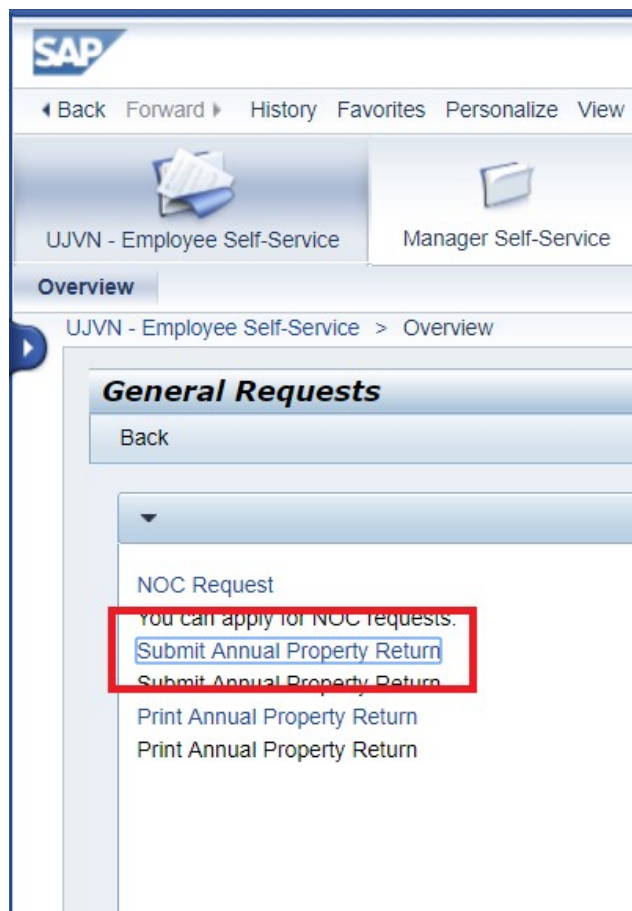
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on General Requests –



- Click on Submit Annual Property Return



- Enter Year for which Property to be declared –

Annual Property Return

* Enter Year:

- Click on submit button , below screen will be shown –

युजेवीएन लिमिटेड
चल/अचल सम्पत्ति सम्बन्धी घोषणा पत्र

(क) उनके लिए जिनके पास कोई अचल सम्पत्ति नहीं है।
 मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे पास कोई अचल सम्पत्ति नहीं है। यदि मैं: एतद पश्चात कोई अचल सम्पत्ति धारण करता/करती हूँ, तो अपनी तत्सम्बन्धित अवधि की पंचवर्षीय घोषणा में घोषणा करूँगा/करूँगी।

(ख) उनके लिए जिनके पास अचल सम्पत्ति है।
 मैं एतद्वारा घोषणा करता/करती हूँ कि मैं निम्न प्रकार की अचल सम्पत्ति का स्वामी/की स्वामिनी हूँ।

भूमि सम्पदा
 View: Testing ✎

जनपद	तहसील	ग्राम	क्षेत्र एकड़ में	अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक	वार्षिक राजस्व	अनुमानित मूल्य	टिप्पणी
DEHRADUN	BADONWALA	BADON WALA	110	01.01.2017	40,000.00	5,000.00	REMARKS

गृह सम्पदा
 View: Standard View ✎

ग्राम नगर/उप नगर	जनपद	गृह संख्या	अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक	क्या स्वयं रहने के लिए प्रयोग कर रहे हैं या किराये पर दिया है ?	वार्षिक किराया	अनुमानित मूल्य	टिप्पणी
DEHRADUN	DEHRADUN J	1	01.01.2017	01012017	1,000.00	1,000.00	REMARKS

- Click on append row to enter data –

भूमि सम्पदा
 View: Testing ✎

Append Row

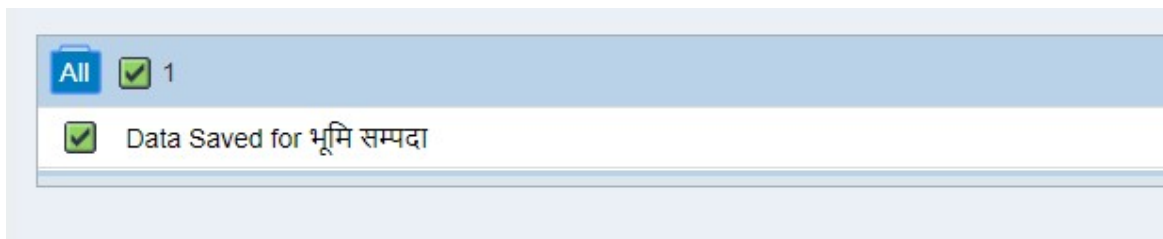
 Delete Save

जनपद	तहसील	ग्राम	क्षेत्र एकड़ में
DEHRADUN	BADONWALA	BADON WALA	110

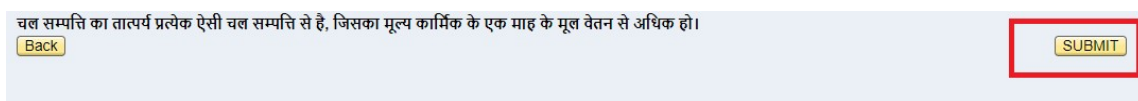
- Click on Save to save the entered data –

भूमि सम्पदा							
View: Testing		Append Row	Delete	Save			
जनपद	तहसील	ग्राम	क्षेत्र एकड़ में	अर्जित या पैत्रिक, यदि अर्जित की गयी है तो उसके अर्जन का दिनांक	वार्षिक राजस्व	अनुमानित मूल्य	टिप्पणी
DEHRADUN	BADONWALA	BADON WALA 110		01.01.2017	40,000.00	5,000.00	REMARKS
Rishikesh	Adarsh Nagar	20		01012017	5000	5000	Remarks

- Message will appear –



- Save all kinds of Property and press next –
- Click on submit button –



- Message will appear, Annual Property Return submitted -



9 SUBMIT ANNUAL PROPERTY RETURN

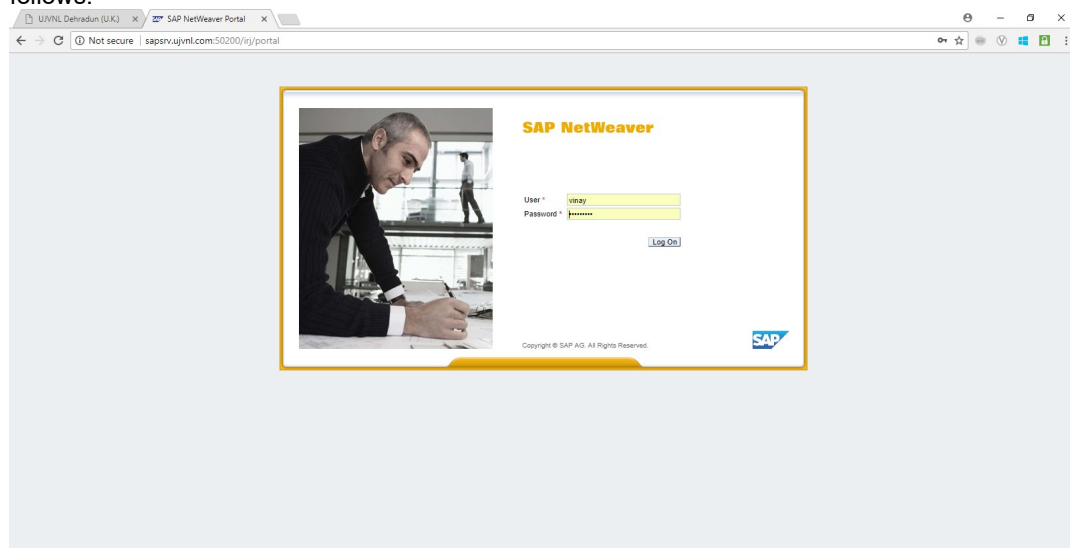
9.1 PURPOSE

Employee can log on to the employee self-service to raise request for obtain NOC.

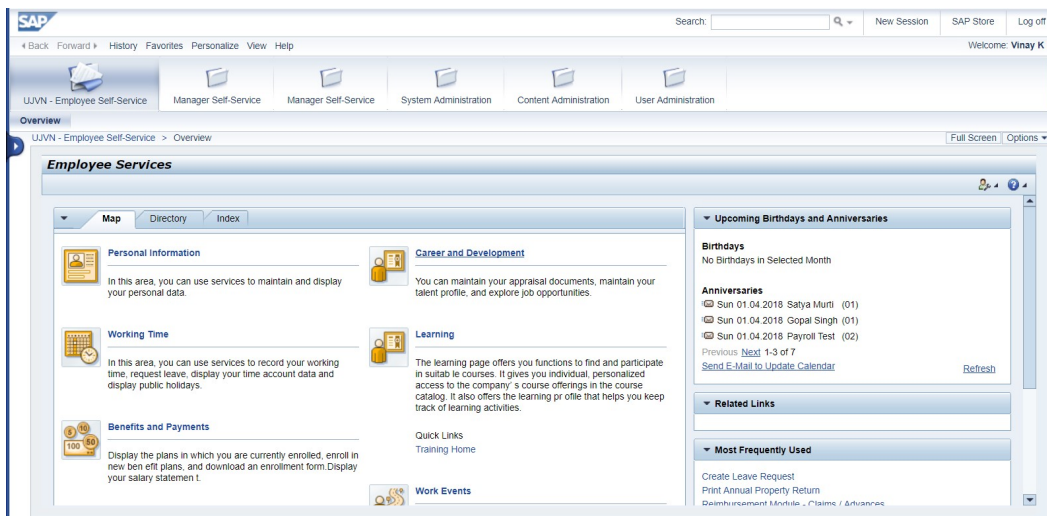
9.2 PROCEDURAL STEPS

The Employee should follow the steps below to enter portal

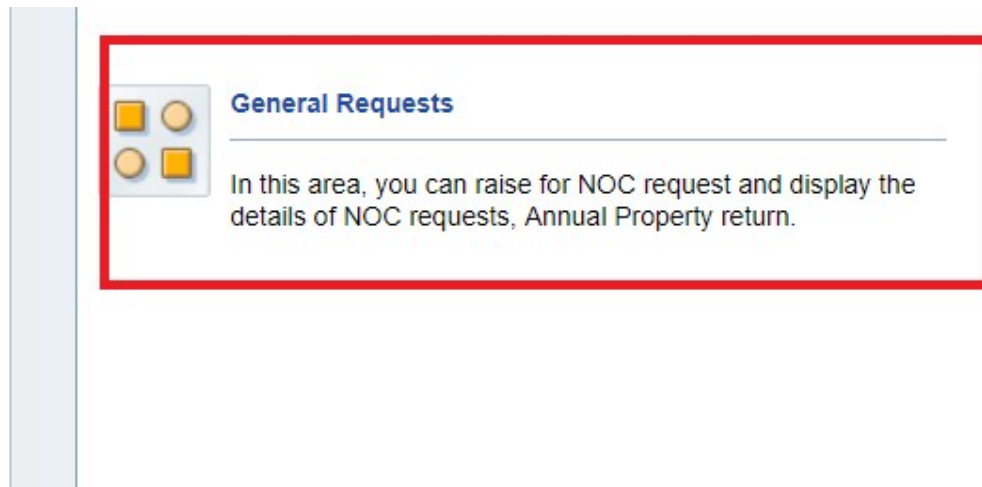
- Select internet explorer icon and double click on it.
- Enter the site address <http://sapsrv.ujvnl.com:50200/irj/portal>, the system will display the screen as follows:



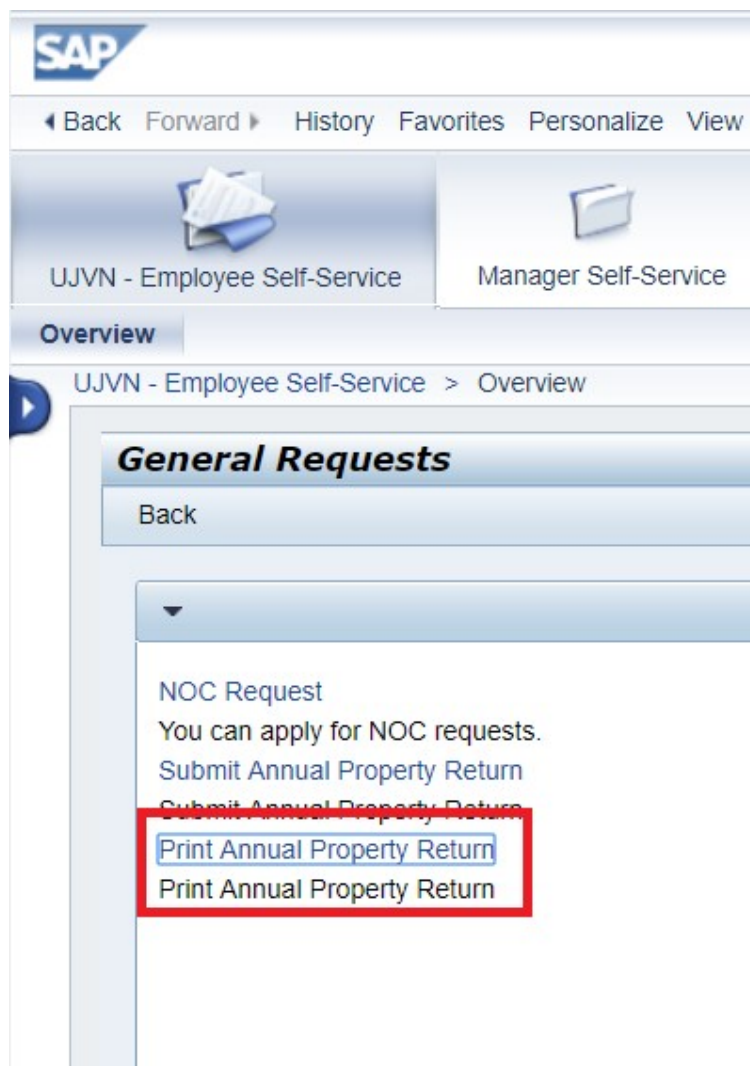
- Enter the EP user ID given (Ex: vinay), password and click on Log On Icon.
- Now system will take you to the home page of your Portal as shown below.



- Click on General Requests –



- Click on Print Annual Property Return



- Enter Year –

Annual property report

Menu Save as Variant... Back Exit Cancel System Execute

Annual property report

Year

- Click on Execute –

Annual property report

Menu Save as Variant... Back Exit Cancel System Execute

Annual property report

Year

- Annual Property Return form will be printed –

Print Preview, Document 1 of 1

Menu Back Exit Cancel System

1.pdf 1 / 1

हस्ताक्षर.....
नाम.....
पद.....
दिनांक.....

(ख) उनके लिए जिनके पास अचल संपत्ति है ।

मैं एतद् द्वारा, घोषणा करता / करती हूँ कि निम्न प्रकार की अचल संपत्ति का स्वामी / की स्वामिनी हूँ ।

भूमि संपदा

संपत्ति जहाँ स्थित है			क्षेत्र एकड़ में	अर्जित या वैश्लिक , यदि अर्जित की गयी है तो उसके अर्जन का दिनांक	वार्षिक राजस्व	अनुमानित मूल्य	टिपण्णी
जनपद	तहसील	ग्राम					
BADONWALA	DEHRADUN	BADON WALA	110	1/1/17	40000.00		REMARKS
ADARSH NAGAR	RISHIKESH		20	1/1/17	5000.00		REMARKSA