

Frequently Asked Question (FAQ)

regarding generation / deletion/updation of entries under Financial Upgradation on HRMS Portal

Q1. Entry under Financial Upgradation of annual increment/ACP increment etc. has been added by mistake which is actually not due for the employee and want to delete such entry but there is no option for the same.

Ans. You have to enter withdrawal entry with same date and amount under financial upgradation option.

Click on Future Transactions => Future Transaction =>



Search employee by using unique code OR group/rule/designation => click on "Select" button available against the name of employee as shown below

Search By Unique Code
 Search By Group/Rule/ Designation

Group: Rule:

Designation: Type:

Unique Code	Employee Name	Father Name	Present Designation	
680L9G	ANIL	SATBIR SINGH	Programmer	Select
7N0L1U	NAKINDER	JAGDISH RAM	Programmer	Select
7L0L1K	NEERU	ASHOK KUMAR	Programmer	Select
6F0L93	RAJESH KAKAR	K	Programmer	Select
700L1H	VARUN	SUBHASH CHANDER	Programmer	Select

(You can also add suspension details after selecting Type=Service Book)

Following screen will appear => click on "Financial Upgradation" tab => All record of financial upgradation enter by use will be shown for the employee as example given below.

Welcome DALBIR SINGH (User Id: edshodi2). You are logged in as a Checker. Department : Education(Secondary)

Back To Employee Search

Financial Upgradation

Emp Id : 7N0L1U Unique Code : 7N0L1U

Employee Name : Mr NAKINDER

Present Designation : Programmer

Designation at the time of First Appointment on regular basis : Programmer

Delete	Edit	SNo	Pay Scale	Basicary	Date Of grant	Type of Financial Upgradation	Pay Fixation Date	LockeBy	IsLocked
Delete	Edit	3	FUN-L-7	47600	01/07/2017	Annual Increment	01/07/2017	edshodi1	True
Delete	Edit	2	FUN-L-7	46200	01/07/2016	Annual Increment	22/11/2016		
Delete	Edit	1	FUN-L-7	44900	01/01/2016	General Pay Revision (Not counted for ACP/Promotion)	22/11/2016		

Rows marked with color are locked.

Buttons: Add, Delete, Edit

- Suspension
- Service Verification
- Service Breaks
- Leave Availed
- Promotion
- Financial Upgradation
- Posting/Transfer
- GPF Availed
- Loans Availed
- Awards/Medals
- Family
- Language
- Qualification Acquired
- Skill Detail
- Training
- Physical Details
- LTC
- Absence from Duty
- Court Cases
- Complaints
- Enquiry/Vigilance
- CCEntry
- Punishment

At this window, as the entries added by you has been locked by system automatically therefore you could not delete such entry. So You have to enter fresh entry with same date by using “Withdrawl of any Financial Upgradation” option as shown in figure below. This window will appear by click on “Add” button: -

The screenshot displays the 'Financial Upgradation' management interface. On the left is a navigation menu with options like Suspension, Service Verification, etc. The main area shows a table of current entries:

Delete	Edit	SNo	Pay Scale	Basicpay	Date Of grant	Type of Financial Upgradation	Pay Fixation Date	LockedBy	IsLocked
Delete	Edit	3	FUN-L-7	47600	01/07/2017	Annual Increment	01/07/2017	edhdedk1	True
Delete	Edit	2	FUN-L-7	46200	01/07/2016	Annual Increment	22/11/2016		
Delete	Edit	1	FUN-L-7	41900	01/01/2016	General Pay Revision (Not counted for ACP/Promotion)	22/11/2016		

Below the table is the 'Enter financial upgradation Detail' form. The 'Type of financial upgradation' dropdown is currently set to 'Withdrawl Of Any Financial Upgradation'. Other fields include Pay Scale, Basic pay, Order No., Date of grant, and Pay Fixation Order Date.

Note: Should enter reason for withdrawal of any entry in detail at Remarks Column

Q2. Entry of annual increment/ACP increment added with wrong pay scale/ “Type of Financial Upgradation” by mistake and same has been locked automatically by the system. Now want to delete such entry but there is no option for the same.

Ans. You have to enter revised entry by using “Revision/Modification/Upgradation” option available under financial upgradation as shown in figure below: -

This screenshot is identical to the previous one, showing the 'Financial Upgradation' management interface. The key difference is in the 'Enter financial upgradation Detail' form, where the 'Type of financial upgradation' dropdown is now set to 'Revision/Modification/Upgradation'.

Note: Detail reason should be enter at Remarks Column to avoid future problem.

Q.3 Under salary generated report, entry of employee shown in red colour with zero grade pay OR salary generated with wrong D.A.

Ans. Login to e-salary Maker => Goto Edit Salary Detail => Update Basic Pay, Grade Pay and Update => Then verify it through checker login.