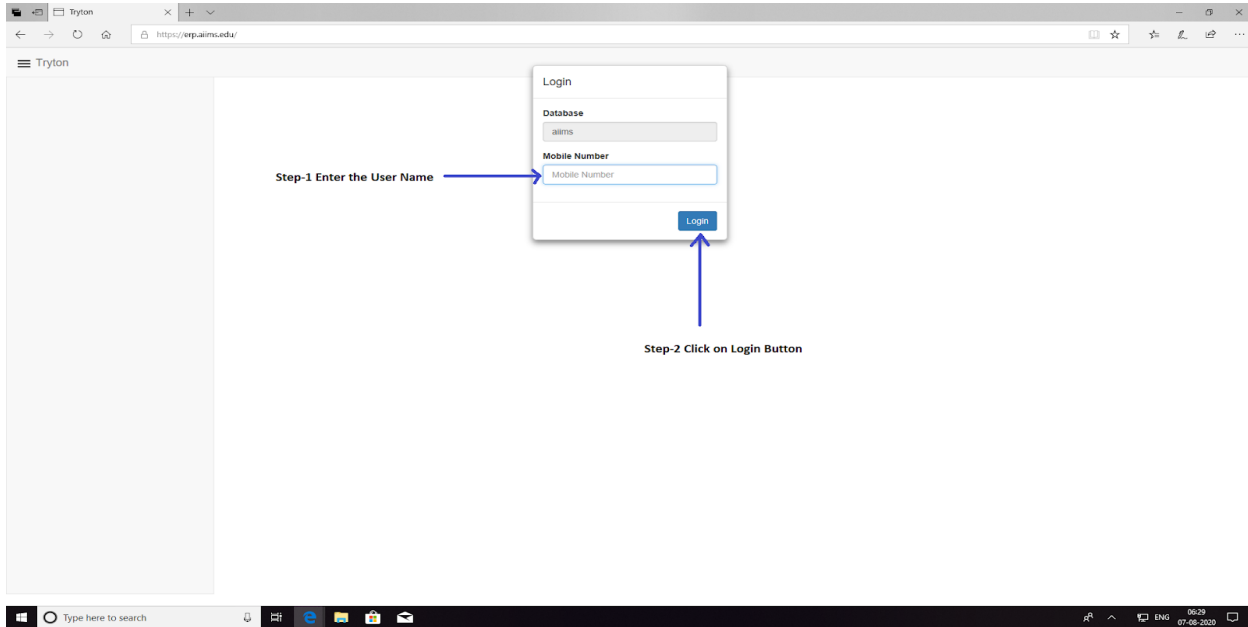
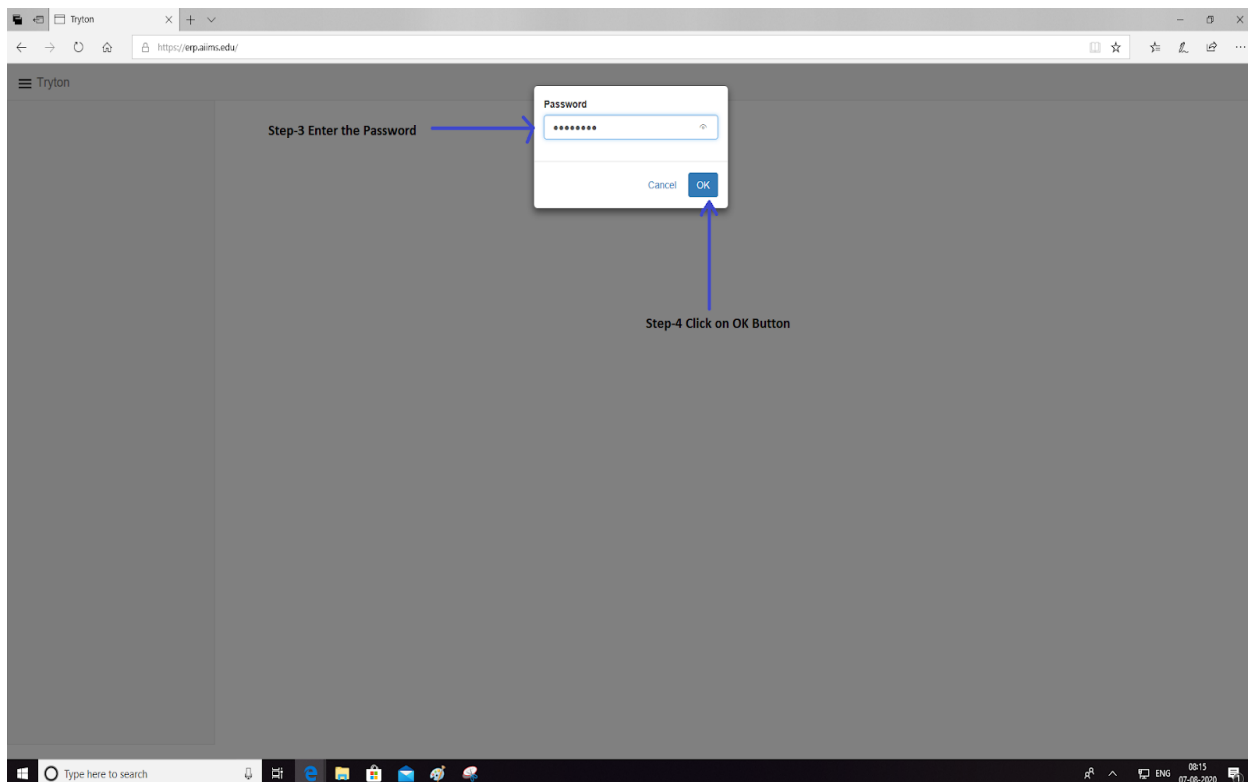


Over Time Allowance User Manual

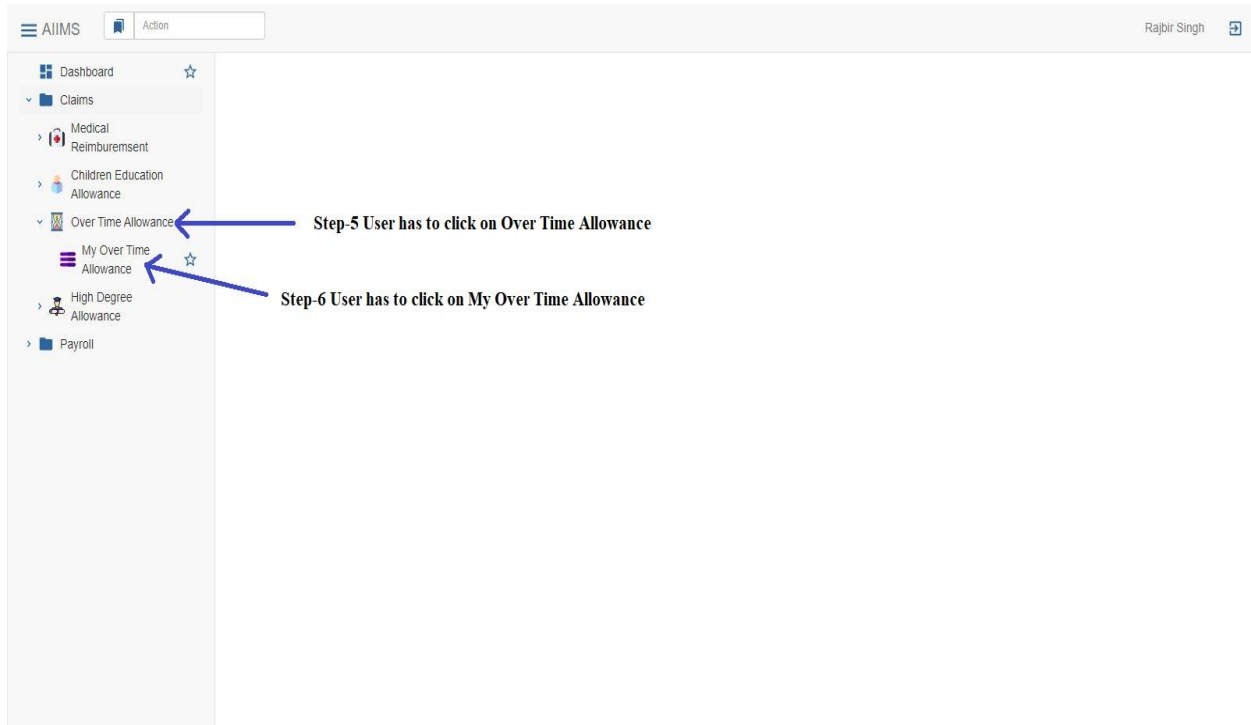
- **For Login –:** User have to open web browsers like Google Chrome or Mozilla Firefox and enter the URL <https://erp.aiims.edu/> in the address bar for Login. **User have** to enter **User Name** and click on the **Login** button respectively to follow step-1 & step-2. As Shown in **Screen** shown below.



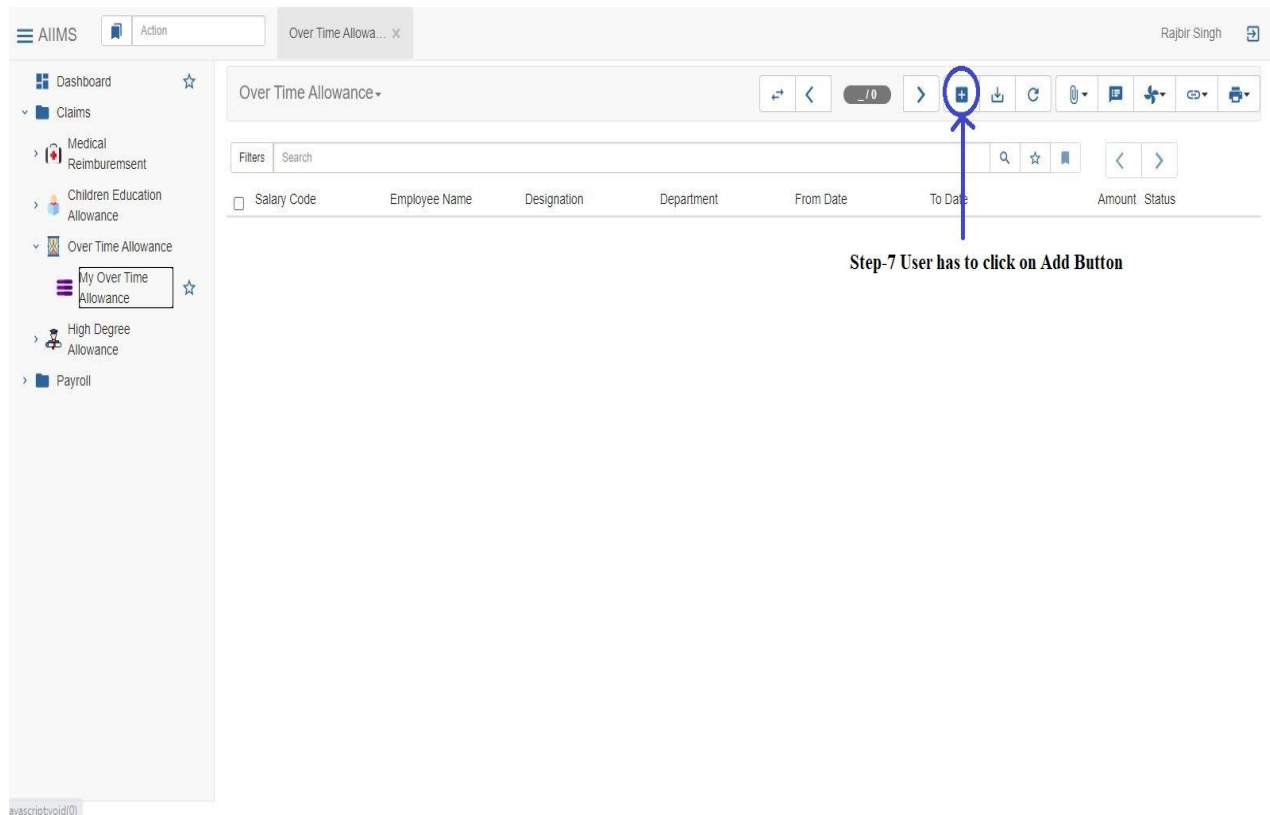
- After Entering **User Name** and clicking on the **Login** Button , User has to Enter the **Password(Step-3)** and click on the **OK Button(Step-4)**. As shown in **Screen** shown below.



- After Successfully logging in, a screen will be shown to the **User**, Where the **User** needs to click on **Over Time Allowance (Step-5)** then click on the **My Over Time Allowance** coming under **Over Time Allowance (Step-6)**. As Shown in **Screen** shown below.



- After clicking on **My Over Time Allowance** screen will be shown to the **User**, then click on (+) **Add Button(Step-7)**.As shown in screen shown below.



- After clicking on (+) **Add Button** User needs to fill the details in the form opened, Fill the **From Date** ,**To Date** and **Total Hours**. All the fields which are **bold** are mandatory to be filled. After that **Check the Declaration**. As shown in the screen below.

AIIMS Action Over Time Allowance... x Rajbir Singh

Over Time Allowance 1/1

Salary Code: 006066 Employee Name: Rajbir Singh
 Designation: Driver Grade I Department: Transport Office - RPC
 Center: Dr. Rajendra Prasad Centre For Ophthalmic Science Account Office: Account Section - RPC
 From Date: 2020-07-01 To Date: 2020-07-31
 Total Hours: 5 Is Attach Driver: ☒
 Amount: 82.5 Status: Draft

Declaration :
☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Submit

Signatures

Signed By	Action	Signed On	Signature

- After filling the details **Click on Attachments Button (Step-8)** where User have to **Attach** their **Bills**. As shown in screen below.

AIIMS Action Over Time Allowance... x Rajbir Singh

Over Time Allowance 1/1

Salary Code: 006066 Employee Name: Rajbir Singh
 Designation: Driver Grade I Department: Transport Office - RPC
 Center: Dr. Rajendra Prasad Centre For Ophthalmic Science Account Office: Account Section - RPC
 From Date: 2020-07-01 To Date: 2020-07-31
 Total Hours: 5 Is Attach Driver: ☒
 Amount: 82.5 Status: Draft

Declaration :
☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Submit

Signatures

Signed By	Action	Signed On	Signature

Step-8 User has to click on Attachment Button

- After Clicking on **Attachments Button**, Click on **Add Button(Step-9)**. As shown below.

The screenshot shows the 'Over Time Allowance' form in the AIIMS system. The form includes fields for Salary Code (006066), Employee Name (Rajbir Singh), Designation (Driver Grade I), Department (Transport Office - RPC), Center (Dr. Rajendra Prasad Centre For Ophthalmic Science), Account Office (Account Section - RPC), From Date (2020-07-01), To Date (2020-07-31), Total Hours (5), Amount (82.5), and Status (Draft). A declaration checkbox is checked, stating: 'I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.' Below the declaration is a 'Submit' button. The 'Attachments' section is visible at the bottom, showing a table with columns: Signed By, Action, Signed On, and Signature. A blue arrow points to the 'Add...' button in the attachments section, with the text 'Step-9 User has to click on Add Button'.

- After clicking on **Add Button** a window will come where **User** has to select the file(**Bills**) and click on **Open Button(Step-10)**. Using the same process, **Users** can attach Multiple files(**Bills**). As shown in the screen below.

The screenshot shows the same 'Over Time Allowance' form as above, but with a file selection dialog box open. The dialog box is titled 'Open' and shows the 'This PC' view of the 'Pictures' folder. It contains a grid of files, including 'Document_263', which is highlighted. The 'File name' field at the bottom shows 'Document_263' and the file type is set to 'All Files'. The 'Open' button is highlighted with a blue arrow, and the text 'Step-10 User has to select the file and click on Open Button' is displayed below the dialog box. The background form is partially obscured by the dialog box.

- After Attaching the **Bills** screen will be shown where **User** can check the name of the file attached in the **Name** field then click on **OK Button(Step-11)**. As shown in the screen below.

Attachments (44)

☒ Name	Summary	Last User	Last Modification	Last Modification Time	Type	Data	Link
☒ Document_263.jpg					Data	811.7 KB	

Step-11 Click on OK Button → **OK**

- After Attaching the **Bills** click on **Submit Button(Step-12)**. As shown in the screen below.

Over Time Allowance

Salary Code: 006066 Employee Name: Rajbir Singh

Designation: Driver Grade I Department: Transport Office - RPC

Center: Dr. Rajendra Prasad Centre For Ophthalmic Science Account Office: Account Section - RPC

From Date: 2020-07-01 To Date: 2020-07-31

Total Hours: 5 Is Attach Driver: ☒

Amount: 82.5 Status: Draft

Declaration: ☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Submit

Step-12 User has to click on Submit Button

- After Clicking **Submit Button** a screen will be shown to enter the **OTP** where the **User** will enter the **OTP** he/she gets in their **Registered Number** and then click on **Submit Button(Step-13)**. As shown in the screen below.

Validate OTP (44)

OTP:

Step-13 User has to click on Submit Button → **Submit**

Over Time Allowance

Salary Code: 006066

Designation: ☐ Driver Grade I

Center: ☐ Dr. Rajendra Prasad Centre For Ophthalmic Science

From Date: To Date:

Total Hours: Is Attach Driver: ☒

Amount: Status: Draft

Declaration :

☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Signatures

Signatures

Signed By Action Signed On Signature

- After online submission of the form, the user has to **print** the form by clicking on the **Print OverTime Allowance Button** (as shown below). This hardcopy should be submitted to the FDA.

Over Time Allowance

Salary Code: 3599

Designation: ☒ Cleaner

Center: ☒ Main AIIMS

From Date: To Date:

Total Hours: Is Attach Driver: ☐

Amount: Status: To Incharge

Remarks (Incharge):

Cancel Reason(Incharge):

Declaration :

☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Signatures

Signatures

Signed By Action Signed On Signature

☒ Administrator submitted 2021-01-25 03b1f36c5d4d74856c23d73d1cfa0ec5f



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
NEW DELHI – 110029
(OverTime Allowance)

Salary Code : 3599	Employee : Satish Kumar Singh
Designation : Cleaner	Department : IRCH
Center : gnuhealth.institution,1	Account Office : Finance
From Date : 2020-12-01	To Date : 2020-12-31
Total Hours : 70	Is Attach Driver :
Amount : 712	Status : submit
Remarks (HOD) :	Cancel Reason(HOD):
Remarks (Incharge):	Cancel Reason(Incharge):
Remarks (FDA) :	Cancel Reason (FDA) :
Remarks (AO) :	Cancel Reason (AO) :

Declaration:

- I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Signatures:

Employee	Head of Department	Incharge
-----------------	---------------------------	-----------------

- **Users can Track their current status in Signatures.** As shown in the screen below.

AIIMS
Action
Over Time Allowa... X
Rajbir Singh

Over Time Allowance +

1/1
+
+
+
+
+
+
+

Salary Code: 006066

Designation: ☒ Driver Grade I

Center: ☒ Dr. Rajendra Prasad Centre For Ophthalmic Science

From Date:

Total Hours:

Amount:

Employee Name: ☒ Rajbir Singh

Department: ☒ Transport Office - RPC

Account Office: ☒ Account Section - RPC

To Date:

Is Attach Driver: ☒

Status:

Remarks (Incharge):

Cancel Reason(Incharge):

Declaration :

☒ I hereby declare that I have worked the hours mentioned in the form and the statements in the application are true and correct to the best of My knowledge.

Forward To HOD
Return to Employee
Cancel By Incharge

Signatures

Signatures

☐ Signed By	Action	Signed On	Signature
☒ Rajbir Singh	submitted	2020-08-26	fd147a3fa7675047f4cb10aa13cb0345462c7