

Remuneration Bill User manual for Assesment Center

1. Employee Master

1.1 View Employee Details


Employee Management page user will be able to see employees list who are registered in the system by Exam center. User will be able to add, update, remove employee from Employee Master.

- To register/add new employee click on "Add Employee" button > fill all the employee details.
- In employee code write (ITI code+0001)i.e. if ITI code is 101 , employee code will be 1010001,1010002,.. so on.
- Check all the bank details of employee with their bank passbook details respectively.
- After all the entries are done click on exports to excel option and cross check all the details of employee, to Update employee click in 'Edit' icon and to remove employee click on "Delete" button.
- Employee data will be locked once the bill is locked & verified and cannot be edited or deleted so it is mandatory to cross verify all the details.

The screenshot shows the 'Employee Management' interface within the 'Online Exam & Assessment Control System'. The page features a blue header with the system name and a user profile for 'Gandhinagar Assesment' with options for 'Change Password' and 'Logout'. A navigation menu on the left includes 'MAIN NAVIGATION' with sub-items like 'Dashboard', 'Master Definitions', 'Remuneration', and 'Assesment Center Exam Bill Status Report'. The main content area displays a table of employees with columns for EmployeeCode, EmployeeName, City, Mobile No, Email Address, GROUP TRADE, Created By, and Created From. A single entry is visible for Sananse Heena V. The page also includes a search bar, a 'Delete Selected' button, and an 'ADD EMPLOYEE' button.

EmployeeCode	EmployeeName	City	Mobile No	Email Address	GROUP TRADE	Created By	Created From	Edit	Delete
121	Sananse Heena V	Ahmedabad	9876543210	heena@gmail.com	All	Gandhinagar Assesment	Assesment Center		

1.2 Add/Edit Employee Details



Online Exam & Assessment Control System

Gandhinagar Assessment
Change Password
Logout

DASHBOARD USER ALERTS (0) PREREQUISITE

Dashboard > Employee Management > Add/Edit Employee

ADD/EDIT USER

Fields marked with * are mandatory.

* Employee Code :

Employee name should be as per bank account name :

* Employee Surname : * Employee Name : * Father Name :

* Address :

* District :

* City :

* Education Qualification :
Technical Qualification :

* GROUP /TRADE :

* How many experience in Field :

* How many Year experience in Exam/Assessment :

* Email Address :

* Mobile No. :

* Bank Name :

* Bank Account Number :

* IFSC Code :

SUBMIT CANCEL

2. Assessment Duty Allotment Management

2.1 View Assessment Duty Allotment

- Assessment Duty Allotment, user will be able to see Duty allocation details for particular assessment bill. User will be able to add, view, remove Duty allotment.
- To allocate duty click on "**Add Assessment Duty Allotment**" button to edit duty allocation click on 'Edit' icon and to remove allocation click on "Delete" button.

The screenshot displays the 'Assesment Duty Allotment' page within the 'Online Exam & Assessment Control System'. The interface includes a top navigation bar with 'DASHBOARD', 'USER ALERTS (0)', and 'PREREQUISITE' tabs. A left sidebar contains a 'MAIN NAVIGATION' menu with options like 'Dashboard', 'Master Definitions', 'Remuneration', and 'Assessment Duty Allotment Management' (highlighted in red). The main content area features a search bar, a 'Delete Selected' button, and a dropdown menu for 'CTS Affiliated' (set to 'CTS AFFI'). A prominent blue button labeled 'ADD ASSESSMENT DUTY ALLOTMENT' is located in the top right. Below this is a table with columns: Assessment Bill Name, Duty, Employee Name, Letter Number, Date, Total Days of Duty, Total Trainee Examined, Edit, and Delete. The table contains five entries for 'CTS AFFI' with various roles and dates. A pagination bar at the bottom shows 'Showing 1 to 5 of 5 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

Assessment Bill Name	Duty	Employee Name	Letter Number	Date	Total Days of Duty	Total Trainee Examined	Edit	Delete
CTS AFFI	CHAIRMAN	PATEL JAYESHKUMAR NAGARBHAI	123	27/Jun/2018	8	0		
CTS AFFI	INVIGILATOR	PATEL PRAVINCHANDRA HARGOVINDBHAI	1212	25/Jun/2018	8	0		
CTS AFFI	EXAMINER	MEJIYATAR SHAILESH HARIBHAI	121	27/Jun/2018	0	1500		
CTS AFFI	EXAMINER	SINDHI NAJIRKHAH FATEHKHAN	323	27/Jun/2018	0	76		
CTS AFFI	SUPERVISOR	MODI RAJESHKUMAR BABULAL	q	27/Jun/2018	8	0		

2.2 Add Assessment Duty

Fillup required details and submit for add assessment duty.

- **Click on** “ Add Assessment Duty allotment” > select scheme > bill name > duty > employee name > order letter number > date on which the entry is done (current date) > total number of days of duty allotted. In case of “examiner assessment”, select total number of paper that were examined by the examiner.
- After completing all the entry, click on “ Assessment duty allotment management form” > select scheme> bill name and export the data to excel . Cross verify all the details before calculating bill , if any correction found edit the details from edit option or delete the entry and do the entry again

The screenshot shows the 'ADD/EDIT ASSESSMENT DUTY ALLOTMENT' form in the Online Exam & Assessment Control System. The form includes the following fields:

- * Scheme Name: Please Select
- * Assessment Bill Name: [Empty]
- * Select Duty: Please Select
- * Employee Name: Please Select
- * Letter Number: Letter No. [Empty]
- * Date: Date [Empty]
- * Total Days of Duty: Total Days of Duty [Empty]

Buttons for 'SAVE' and 'CANCEL' are located at the bottom of the form. A note indicates 'Fields marked with * are mandatory.'

3. Assessment Center Calculate Bill

3.1 View Calculate Bill

Select scheme and assessment bill name and click on 'Calculate Bill' for assessment bill calculation.

After calculation bill export the data to excel and cross verify all the details as per the duty allotted

- All the entry will be locked after lock and verify so check the all the data after bill calculate.
- If any correction found after bill calculate and corrections are done in entry, ITI must have to do "Calculate bill" again.

The screenshot shows the 'Calculate Bill Assessment' form. The form includes the following fields:

- * Select Scheme: CTS Non Affiliated
- * Assessment Exam Bill Name: BILL_EXAM_NON_AFFI_TEST

Buttons for 'CALCULATE BILL' and 'CANCEL' are located below the form. A note indicates 'Fields marked with * are mandatory.'

Below the form, the system displays the following details:

GUJARAT COUNCIL OF VOCATIONAL TRAINING
Center and Duty Wise Details
EXAM CENTER

Month & Year of Exam : Apr 2016, Aug 2016, Aug 2016.
Name of Exam/CAC Center : 102-GANDHINAGAR

Name of Exam : Kaushalya Vardhan Kendra Sem-1 April 2016 , Kaushalya Vardhan Kendra Sem-1 August 2016 , Kaushalya Vardhan Kendra Sem-2 August 2016 .

Sr No.	Employee/Examiner	Duty	Papers/Days	Rate	Amount
1	PATEL JAYESHKUMAR NAGARBHAI	CHAIRMAN	5	10	50
2	MEJIVATAR SHAILESH HARIBHAI	CHAIRMAN	1	10	10
Total :					60
3	MODI RAJESHKUMAR BABULAL	EXAMINER	7	10	70
4	PATEL JAYESHKUMAR NAGARBHAI	EXAMINER	104	10	1,040
Total :					1110
5	PATEL JAYESHKUMAR NAGARBHAI	INVIGILATOR	1	3	3
Total :					3
6	SINDHI NAJIRKHAN FATEHKHAN	SUPERVISOR	7	5	35
Total :					35


THE NET PAYABLE AMOUNT IS RS. 1,208

4. Assessment Bill Summery

4.1 Assessment Bill Summery

Select scheme and assessment bill name for view assessment center bill summery.

Export the data to excel and cross verify all the details as per the duty allotted


Gandhinagar Assessment
Change Password
Logout

DASHBOARD
USER ALERTS (0) PREREQUISITE

Assesment Center Exam Summary

Fields marked with * are mandatory.

* Select Scheme : CTS Non Affiliated

* Assessment Exam Bill Name : BILL_EXAM_NON_AFFI_TEST

* Assesment Center : GANDHINAGAR

SUMMARY BILL
CANCEL

X
P

GUJARAT COUNCIL OF VOCATIONAL TRAINING EXAMINATION REMUNERATION BILL SUMMARY ASSESSMENT CENTER

Date of Start Exam : 21/Aug/2018
No. of Days : 7

Date of End Exam : 30/Aug/2018

Month & Year of Exam : Aug-2018
Name of Exam : BILL_EXAM_NON_AFFI_TEST

Name of Exam/CAC Center : 102-GANDHINAGAR

No. of Papers : 1275

No. of Packets : 64

No. of Co-Ordinator : 0

No. of Data Entry : 0

Sr No.	Type Of Duty	Total Staff	Payment Amount
1	CHAIRMAN	2	60
2	EXAMINER	2	1110
3	INVIGILATOR	1	3
4	SUPERVISOR	1	35
Total :			1,208

THE NET PAYABLE AMOUNT IS RS. 1,208

GUJARAT COUNCIL OF VOCATIONAL TRAINING EXAMINATION REMUNERATION BILL ASSESMENT CENTER
 Center and Duty Wise Details
 EXAM CENTER

Month & Year of Exam : Aug-2018
Name of Exam : BILL_EXAM_NON_AFFI_TEST

Name of Exam/CAC Center : 102-GANDHINAGAR

Sr No.	Employee/Examiner By Which Order No. and Date	Duty	Paper	Rate	Amount
1	PATEL JAYESHKUMAR NAGARBHAI	CHAIRMAN	5	10	50
2	MEIYATAR SHAILESH HARIBHAI	CHAIRMAN	1	10	10
Total :					60
3	MODI RAJESHKUMAR BABULAL	EXAMINER	7	10	70
4	PATEL JAYESHKUMAR NAGARBHAI	EXAMINER	104	10	1,040
Total :					1110
5	PATEL JAYESHKUMAR NAGARBHAI	INVIGILATOR	1	3	3
Total :					3
6	SINDHI NAJIRKHAH FATEHKHAN	SUPERVISOR	7	5	35
Total :					35

THE NET PAYABLE AMOUNT IS RS. 1,208

5. Assessment Bill Lock and Verify

5.1 Assessment Bill Summary

Select scheme and assessment bill name for 'Lock and Verify' exam bill and 'Generate PDF' and View 'Bill Status'.

Online Exam & Assessment Control System

 Gandhinagar Assessment
[Change Password](#)
[Logout](#)

DASHBOARD
USER ALERTS (0) PREREQUISITE

Lock and Verify Assessment Center Exam Summary

Fields marked with * are mandatory.

* Select Scheme : CTS Non Affiliated

* Assessment Exam Bill Name : BILL_EXAM_NON_AFFL_TEST

* Assessment Center : GANDHINAGAR

ASSESSMENT BILL SUMMARY
CANCEL

GUJARAT COUNCIL OF VOCATIONAL TRAINING EXAMINATION REMUNERATION BILL SUMMARY ASSESSMENT CENTER

Date of Start Exam : 21/Aug/2018

No. of Days : 7

Date of End Exam : 30/Aug/2018

Month & Year of Exam : Aug-2018

Name of Exam : BILL_EXAM_NON_AFFL_TEST

Name of Exam/CAC Center : 102-GANDHINAGAR

No. of Papers : 1275

No. of Packets : 64

No. of Co-Ordinator : 0

No. of Data Entry : 0

Sr No.	Type Of Duty	Total Staff	Payment Amount
1	CHAIRMAN	2	60
2	EXAMINER	2	1110
3	INVIGILATOR	1	3
4	SUPERVISOR	1	35
Total :			1,208

THE NET PAYABLE AMOUNT IS RS. 1,208

GUJARAT COUNCIL OF VOCATIONAL TRAINING EXAMINATION REMUNERATION BILL ASSESSMENT CENTER

Center and Duty Wise Details

EXAM CENTER

Month & Year of Exam : Aug-2018

Name of Exam : BILL_EXAM_NON_AFFL_TEST

Name of Exam/CAC Center : 102-GANDHINAGAR

Sr No.	Employee/Examiner By Which Order No. and Date	Duty	Paper	Rate	Amount
1	PATEL JAYESHKUMAR NAGARBHAI	CHAIRMAN	5	10	50
2	MEJIYATAR SHAILESH HARIBHAI	CHAIRMAN	1	10	10
Total :					60
3	MODI RAJESHKUMAR BABULAL	EXAMINER	7	10	70
4	PATEL JAYESHKUMAR NAGARBHAI	EXAMINER	104	10	1,040
Total :					1110
5	PATEL JAYESHKUMAR NAGARBHAI	INVIGILATOR	1	3	3
Total :					3
6	SINDHI NAJIRKHAN FATEHKHAN	SUPERVISOR	7	5	35
Total :					35

THE NET PAYABLE AMOUNT IS RS. 1,208

Bank Details

Sr No.	Employee	Payable Amount	Bank Name	Bank A/C Number	IFSC Code
1	PATEL JAYESHKUMAR NAGARBHAI	50	Central Bank of India	33739199738	SBIN0000443
2	MEJIYATAR SHAILESH HARIBHAI	10	Allahabad Bank	20316893906	SBIN0011053
3	MODI RAJESHKUMAR BABULAL	70	Allahabad Bank	10771330276	SBIN0000443
4	PATEL JAYESHKUMAR NAGARBHAI	1040	Central Bank of India	33739199738	SBIN0000443
5	PATEL JAYESHKUMAR NAGARBHAI	3	Central Bank of India	33739199738	SBIN0000443
6	SINDHI NAJIRKHAN FATEHKHAN	35	Allahabad Bank	32677758955	SBIN0060207

પ્રમાણપત્ર

આશી પ્રમાણીત કરવામાં આવે છે કે ગુજરાત કાર્ડનલિસ ઓફ વોકેશનલ ટ્રેનિંગ ના તા. 06-08-2018 ના પરિપત્ર ક્રમાંક: 2001 માં દર્શાવેલ ધારા ધોરણ મુજબ જરૂરી સ્ટાફની નિમણૂક કરવામાં આવેલ છે અને તેમ સુચવેલ દરોને ધ્યાને રાખી સુવવવાપત્ર રેમુનરેશનના આધારે જ રેમુનરેશન બીલ તૈયાર કરેલ છે જેની મેં અંતર રીતે ચકાસણી કરેલ છે. કુલ 6 સ્ટાફ ની નિમણૂક કરવામાં આવેલ હતી અને બીલની કુલ રકમ 1208 છે. સ્ટાફ ની વિગત જોઈ તેમના નામ, બેંક નામ, બેંકાઉ નંબર, બેંક નો IFSC કોડ ની વિગતો બરાબર છે જેની મેં ચકાસણી કરેલ છે.

રેકર્ડ ની સહી

રેકર્ડ નું નામ :

LOCK AND VERIFY
GENERATE PDF
VIEW PDF
Bill Status : Bill Pending.

- To 'lock and Verify' bill, select scheme > bill exam name > click on bill summary. A detailed report of employee with duty allotted, bill amount and bank details will be listed
- Export the data to excel and cross verify all the details, mainly numbers of days, name of employee to whom the duty is allotted and bank details of employee before you lock and verify the bill.
- Click on " Lock and Verify" if all the entries done by your end found correct. If there is any correct, you can edit the same from respective forms where correction is required. Once the bill is locked editing of any data(employee detail, room allocation, duty allotment) is not possible.
- Click on " Generate PDF" option lock and verify > Download the report from " View PDF" . Print and submit the same to GCVT with stamp and sign of chairman.
- Bill status will be updated in your user in "Assessment center bill summary Lock and Verify" once the bill is received and processed.

6. Assessment Center Bank Detail

6.1 Assessment Center Bank Detail

Select scheme and assessment bill name for view bank details.

The screenshot displays the 'Online Exam & Assessment Control System' interface. The main navigation menu on the left includes options like Dashboard, Master Definitions, Remuneration, and Assessment Center Bank Details. The central form, titled 'Exam Center Bank Details', contains three mandatory dropdown menus: 'Select Scheme' (CTS Non Affiliated), 'Assessment Exam Bill Name' (BILL_EXAM_NON_AFFI_TEST), and 'Assessment Center' (GANDHINAGAR). Below these are 'ASSESSMENT CENTER BANK DETAIL' and 'CANCEL' buttons. The form also includes a 'GUJARAT COUNCIL OF VOCATIONAL TRAINING ASSESSMENT CENTER BANK DETAIL REPORT' section with fields for 'Month & Year of Exam : Aug-2018' and 'Name of Exam : BILL_EXAM_NON_AFFI_TEST'. A table lists employee bank details with columns for Sr. No., Employee Name, Payable Amount, Bank Name, Bank A/C Number, and IFSC Code. The table contains six rows of data. At the bottom, the total bill amount is 1208, and the amount in words is 'ONE THOUSAND TWO HUNDRED AND EIGHT'.

Sr. No.	Employee Name	Payable Amount	Bank Name	Bank A/C Number	IFSC Code
1	PATEL JAVESHKUMAR NAGARBHAI	50	Central Bank of India	33739199738	SBIN0000443
2	MEJIYATAR SHAILESH HARIBHAI	10	Allahabad Bank	20316893906	SBIN0011053
3	MODI RAJESHKUMAR BABULAL	70	Allahabad Bank	10771330276	SBIN0000443
4	PATEL JAVESHKUMAR NAGARBHAI	1040	Central Bank of India	33739199738	SBIN0000443
5	PATEL JAVESHKUMAR NAGARBHAI	3	Central Bank of India	33739199738	SBIN0000443
6	SINDHI NAJIRKHAN FATEHKHAN	35	Allahabad Bank	32677758955	SBIN0060207

- All the employee's bank detail will be listed here who are allotted duties in particular bill.
- Print and submit the same to GCVT with stamp and sign of chairman