

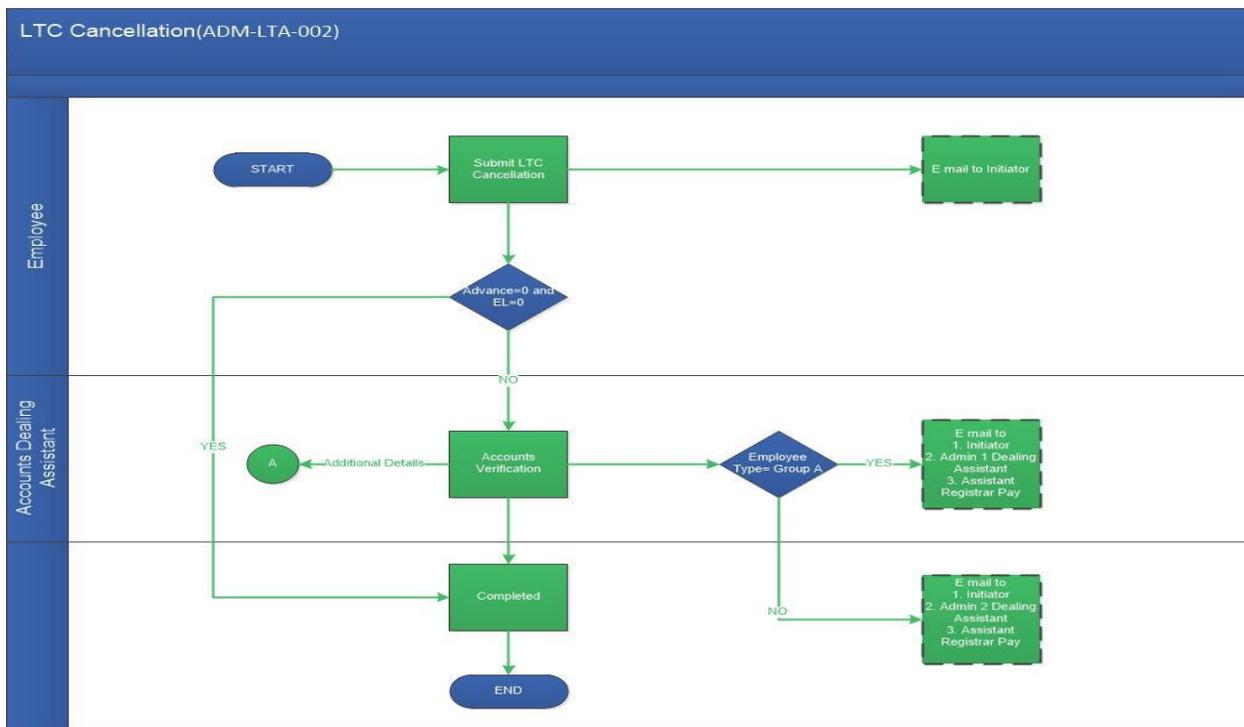
LTC CANCELLATION

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Employee to cancel the LTC Request.

1.2 Process Flow



1.3 User Roles:

User	Roles
Employee	Submit LTC Cancellation Request
Accounts Dealing Assistant	Verify details

2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

- LTC Details
 1. LTC Advance Reference.
 2. LTC Block Year
 3. Advance Amount.
 4. EL Encashment Amount.
 5. Refund Through.

2.2.1.2 Functional Specifications

1. When user invokes the ‘LTC Cancellation’ process, the system generates the ‘LTC Cancellation’ screen. This screen enables the employee to cancel the LTC.
2. System allows the user to select the ‘LTC Advance Reference’ from the drop down menu. By selecting the advance reference, all other details such as: ‘LTC Block Year’, ‘Advance Amount’ and ‘EL Encashment Amount’ will be auto populated.
3. System allows the user to select the ‘Refund Through’ from the drop down menu. The refund can be either through cash or cheque.
4. System allows the user to enter the remarks and then submit the task.
5. System generates an automated E-Mail alert to the initiator once the task is submitted.

2.2.1.3 User Interface Design

INITIATORSCREEN:

When user invokes the ‘LTC Cancellation’ process, system generates the ‘LTC Cancellation’ screen. This screen enables the employee to cancel the LTC.

LTC Details			
User Info(Emp Id/Name/Dept./Desgn.)		Advance Reference Number *	
000100/ABCD/BE/PROFESSOR		LTCA/000100/00,08,829-(13-02-2017)/(20-02-2017)	
LTC Block Year	Advance Amount	EL Encashment Amount	Refund Through
2016-2017	1,350.00	60,018.00	Cash

LTC CANCELLATION – IIT MADRAS

User shall select the ‘LTC Advance Reference’ in the drop down menu provided. By selecting the advance reference all other details such as: ‘LTC Block Year’, ‘Advance Amount’ and ‘EL Encashment Amount’ will be auto populated.

(**Note:** The Earned Leave should not exceed more than 315 days)

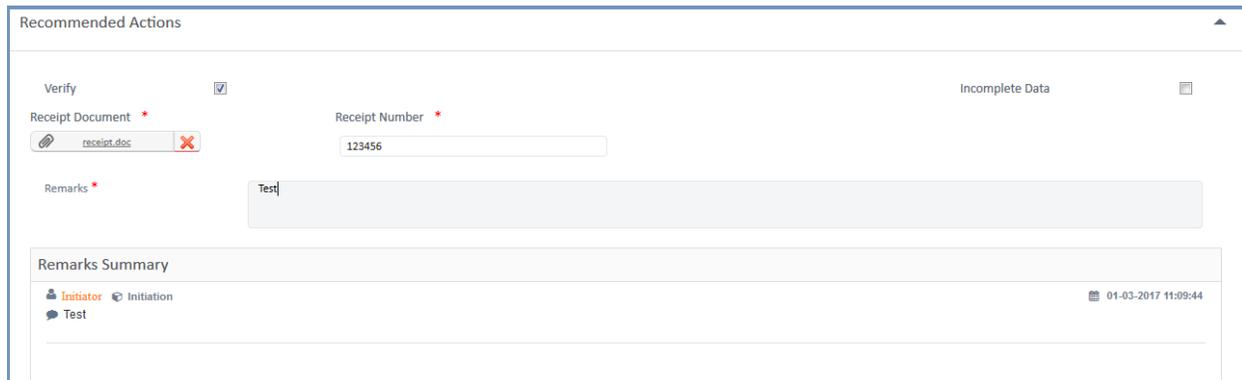


The screenshot shows a form titled 'Recommended Actions'. It has a 'Remarks' label followed by a text input field containing the word 'test'.

User shall enter the remarks and finally submit the task.

An E-Mail is sent to the initiator once the task is submitted.

FOR ACCOUNTS DEALING ASSITANT:



The screenshot shows a more complex form titled 'Recommended Actions'. It includes several sections: 'Verify' with a checked checkbox, 'Incomplete Data' with an unchecked checkbox, 'Receipt Document' with a file upload area showing 'receipt.doc' and a red 'X', 'Receipt Number' with a text field containing '123456', and 'Remarks' with a text area containing 'Test'. At the bottom, there is a 'Remarks Summary' section showing 'Initiator' and 'Initiation' with a timestamp of '01-03-2017 11:09:44'.

User shall either check ‘Verify’ option to verify the cancellation details given or ‘Incomplete Data’ for additional details. User shall attach the Receipt Document and enter the ‘Receipt Number’ in the required text field. All other details are non-editable. User shall enter the remarks and finally submit the task.