

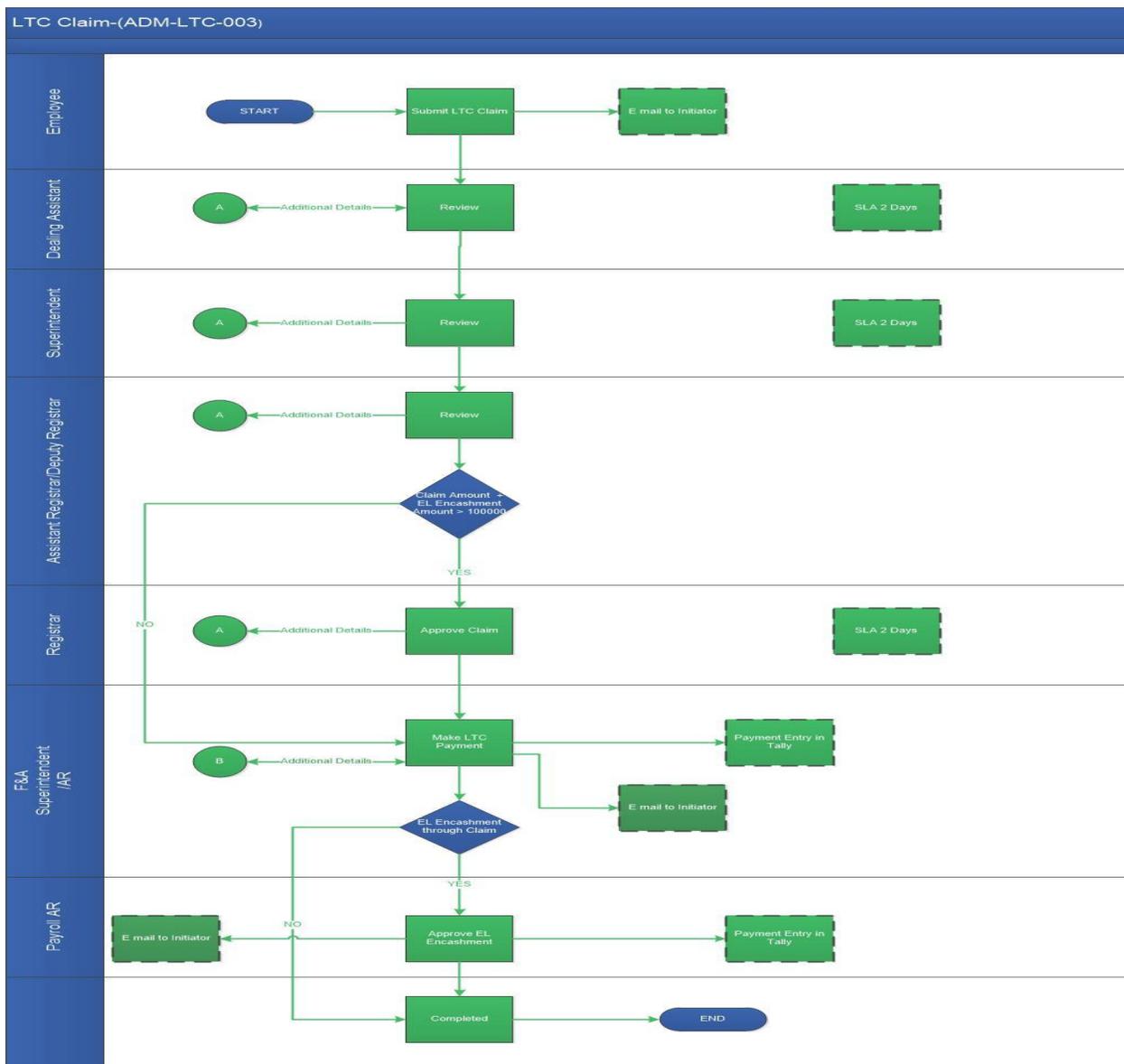
# LTC SETTLEMENT

## OVERVIEW

### 1.1 Scope

This process describes the procedure involved by the Employee to submit the LTC Claim.

### 1.2 Process Flow



### 1.3 User Roles:

User	Roles
Employee	Submit LTC Claim
Dealing Assistant	Review Claim
Superintendent	Review Claim
Admin AR / DR	Approve Claim
Registrar	Approve Claim
F&A Superintendent AR	Issue Payment
Payroll AR / DR	Verify claim 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. Travel from Date.
  3. Travel to Date.
  4. Destination Place.
  5. Destination Type.
  6. Nearest Railway Station.
- Details of Family Members
- Travel Details.

#### 2.2.1.2 Functional Specifications

1. When user invokes the 'LTC Claim' process, the system generates the 'LTC Claim' screen. This screen enables the employee to submit the LTC Claim form.
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 'Travel from Date' , 'Travel to Date'

, 'Duration', 'Destination Place', 'Destination Type', 'Nearest Railway Station' will be auto populated.

3. System allows the user to read the eligibility rules for LTC Dependents.
4. System allows the user to view and add dependent details such as: 'Name', 'Age, relation to staff member' and 'Organization' in the 'Details of Family Members' grid.
5. System allows the user to view and add the travel details in the 'Travel Details' grid.
6. System allows the user to view the 'LTC Block Year' in the dropdown menu.
7. System allows the user to view the 'EL Encashment', 'EL Encashment Amount' and 'Available Leave Balance' in the required field. The 'EL Encashment through Advance' check box is checked if earned leave is encashed in LTC intimation.
8. System allows the user to view the 'Advance Amount' in the required field.
9. System allows the user to view the 'Total travel Amount', 'Claim Amount' and 'Amount to be given' in the required field.
10. System allows the user to read the 'Check List' given below in the recommended actions grid.
11. System allows the user to enter the remarks and then submit the task.
12. 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 Claim' process, system generates the 'LTC Claim' screen. This screen enables the employee to submit the LTC Claim form.

**Request for LTC Claim**

User Info(Emp Id/Name/Dept./Desgn./Ph.No) 001/ABC/BE/PROFESSOR/1001	User Info(Basic Pay/Grade Pay/Group/DA) 81303 /0 /A /98750.00			
LTC Advance Reference * LTCA/001000/00,08,870-(14-02-2017) / (21-02-2017)	** Select the advance reference details, if LTC advance applied through workflow			
Travel From Date * 14/02/2017	Travel To Date * 21/02/2017	Duration 8	Destination Place * test	Destination Type * Home Town
Nearest Railway Station * test	If the HomeTown/Village/Place of Visit is not Connected by rail particulars of the distance by road test			

Names of the Family Member who have actually performed the journey along with the particulars of age & relationship(including staff member if travelled)

**Below Eligibility rules for LTC Dependents:**

1. Employee s spouse, two surviving unmarried children or step children wholly dependent on the employee. (Except if employee had more than two surviving children before 20-10-1998) or if number exceeds if second birth results in multiple births,irrespective of whether they residing with the employee or not .
2. Married daughters divorced, abandoned, separated and widowed daughters residing with the employee, wholly dependent.
3. Parents or step parents wholly dependent residing with the employee, irrespective of whether they residing with the employee or not.
4. Unmarried minor brothers, unmarried, divorced, abandoned, separated from their husbands and widowed sisters provided parents are wholly dependent on the employee or parents are not alive.
5. Income criteria does not exceed Rs3500 plus DR admissible from 01.09.2008.
6. Air India tickets to be directly purchased from AIR or from Balmer Lawrie / Ashok Travels / IRCTC.

User shall select the 'LTC Advance Reference' in the drop down menu provided. By selecting the advance reference all other details such as: 'Travel from Date', 'Travel to Date', 'Duration', 'Destination Place', 'Destination Type and Nearest Railway Station' will be auto populated.

User shall able to view and read the eligibility rules for LTC Dependents.

Details of Family Members *			
Name *	Age *	Relationship to Staff Member	Organization
Test	20	Son	

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User shall view the previous details given during the LTC intimation and add new dependent details such as: Name, Age, Relationship to Staff Member and Organization in the 'Details of Family Members' grid.

Travel Details *							
Station From *	Date of Commencement * ▲	Station To *	Date of Arrival *	Mode of Journey *	Class *	Number of Fares *	Total Amount *
test	14-02-2017	test	21-02-2017	Air	1	1,200	1,500.00

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LTC Block Year *	EL Encashment *	EL Encashment Amount	Available Leave Balance	EL Encashment Through Advance
2016-2017	10	60,018.00	5.0	<input checked="" type="checkbox"/>
Advance Amount	Total Travel Amount	Claim Amount *	Amount To Be Given	
1,350.00	1,500.00	1,500.00	150.00	

User shall able to view the previous details given during the LTC intimation and also add new travel details such as: Station From, Date of Commencement, Station To, Date of Travel, Mode of Journey, Class, Number of Fares and Total Amount in Rs in the 'Travel Details' grid.

User shall able to view the 'LTC Block Year' in the drop down menu.

User shall able to view the 'EL Encashment', 'EL Encashment Amount' and 'Available Leave Balance' in the required field. The 'EL Encashment through Advance' check box is checked only if EL Encashment days are encashed in LTC intimation.

User shall able to view the 'Total travel Amount', 'Claim Amount' and 'Amount to be given' in the required field.

Recommended Actions ▲

CheckList :

1. Cover page and Signed copy of the LTC Claim Certificate
2. Original travel tickets.:
3. For air tickets, original boarding pass.
4. Original Invoice.

The above 4 should be submitted to admin.

5. Leave should be applied separately through leave process.

Remarks

User shall able to read the ‘Check List’ given below in the recommended actions grid.

User shall enter the remarks and finally submit the task.

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

### **FOR ON BEHALF:**

Delegate a Task

Initiate Delegation of Task

Task Details

Employee ID * <input style="width: 150px;" type="text" value="008"/>	Employee Name * <input style="width: 150px;" type="text" value="abcd"/>
Process * <input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="LTC Claim"/>	Menu * <input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="ADM"/>
On Behalf Of * <input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="cdef"/>	Designation <input style="border-bottom: 1px solid #ccc; border-right: 1px solid #ccc; border-left: 1px solid #ccc; border-top: 1px solid #ccc; width: 100%;" type="text" value="TECHNICAL SUPERINDENT"/>
Remarks * <input style="width: 500px;" type="text" value="Testing"/>	

User shall delegate a task on behalf of the person applying LTC Claim. The Delegated user shall enter the details and ‘Send forward’ the task to the initiator inbox again.

**FOR DEALING ASSISTANT:**

LTC Claim - DA Review

Recommended Actions

Review Claim  Incomplete Data

Remarks \* test

Remarks Summary

Initiator Request for LTC Claim test 24-02-2017 12:54:40

User shall either check 'Review Claim' to review the details given or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

**FOR SUPERINTENDENT:**

LTC Claim - Superintendent Review

Recommended Actions

Review Claim  Incomplete Data

Remarks \* test

Remarks Summary

DA DA Review test 24-02-2017 14:13:20

Initiator Request for LTC Claim test 24-02-2017 12:54:40

User shall either check 'Review Claim' to review the details or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

**FOR AR / DR (Admin):**

LTC Claim - Admin AR or Admin DR Approval

Recommended Actions

Approve Claim  Incomplete Data

Remarks

Remarks Summary

Superintendent	Superintendent Review	test	24-02-2017 14:16:38
DA	DA Review	test	24-02-2017 14:13:20
Initiator	Request for LTC Claim	test	24-02-2017 12:54:40

User shall either check 'Approve Claim' to approve the LTC claim or 'Incomplete Data' for additional details. All other details are non-editable.

(**Note:** If Claim amount + EL Encashment >100000 the task will be sent to the Registrar step for approval otherwise the task will be sent to F&A Superintendent AR for approval.)

User shall enter the remarks and finally submit the task.

**FOR REGISTRAR:**

LTC Claim - Registrar Approval

Recommended Actions

Approve Claim  Incomplete Data

Remarks

Remarks Summary

Admin AR/DR	Admin AR or Admin DR Approval	test	24-02-2017 15:03:33
Superintendent	Superintendent Review	test	24-02-2017 15:02:37
DA	DA Review	test	24-02-2017 15:02:05

User shall either check 'Approve Claim' to approve the LTC claim or 'Incomplete Data' for additional details. All other details are non-editable. User shall enter the remarks and finally submit the task.

**FOR F&A SUPERINTENDENT AR:**

LTC Claim - Payment

Recommended Actions

Issue Payment  Incomplete Data

Remarks

Remarks Summary

Registrar	Registrar Approval	test	24-02-2017 15:05:52
Admin AR / DR	Admin AR or Admin DR Approval	test	24-02-2017 15:03:33
Superintendent	Superintendent Review	test	24-02-2017 15:02:37

User shall either check 'Issue Payment' for LTC Claim or 'Incomplete Data' for additional details. All other details are non-editable. **(Note: EL Encashment = No)** User shall enter the remarks and finally submit the task. Once the task is completed there will be a payment entry in the Tally.

**FOR PAYROLL AR / DR**

LTC Claim - Accounts Verification

Recommended Actions

verify

Remarks

Remarks Summary

Payment	LTC Payment	test	24-02-2017 16:56:04
Registrar	Registrar Approval	test	24-02-2017 16:54:45
AR/DR	Admin AR or Admin DR Approval	test	24-02-2017 16:51:15

User shall click on the 'Verify' check box to verify the LTC Claim for EL Encashment. All other details are non-editable. User shall enter the remarks and finally submit the task. **(Note: EL Encashment = Yes)** Once the task is completed there will be a payment entry in the Tally.