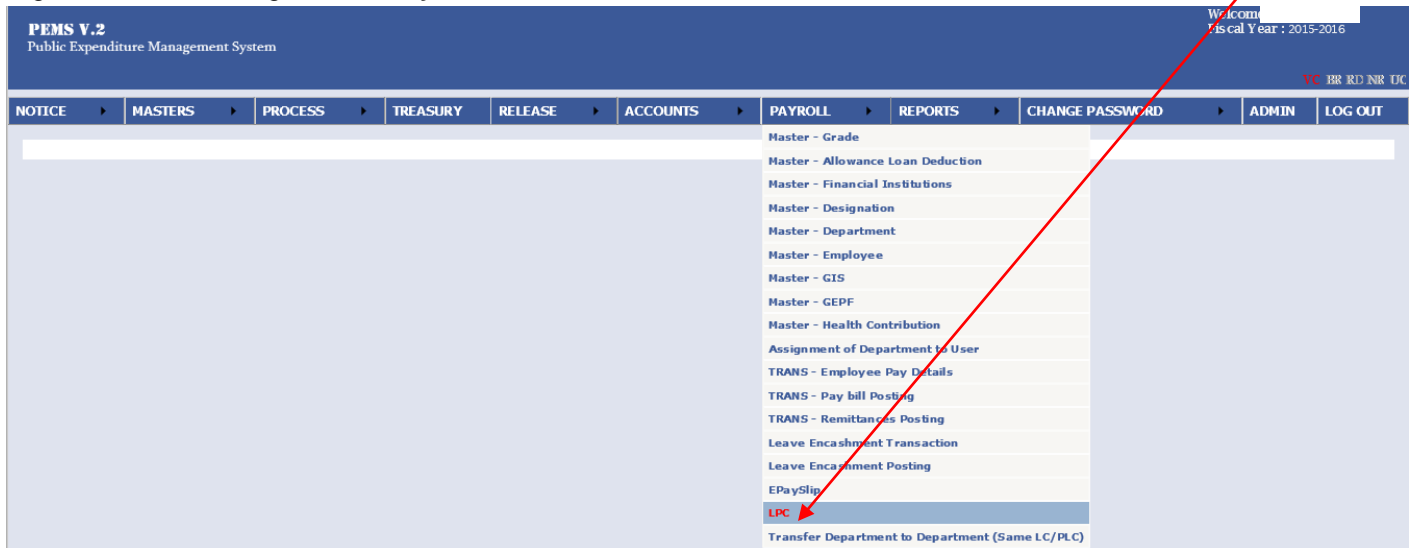


# LPC-USER MANUAL

## STEP 1:

Log in into PEMS and go under **Payroll module**



## STEP 2:

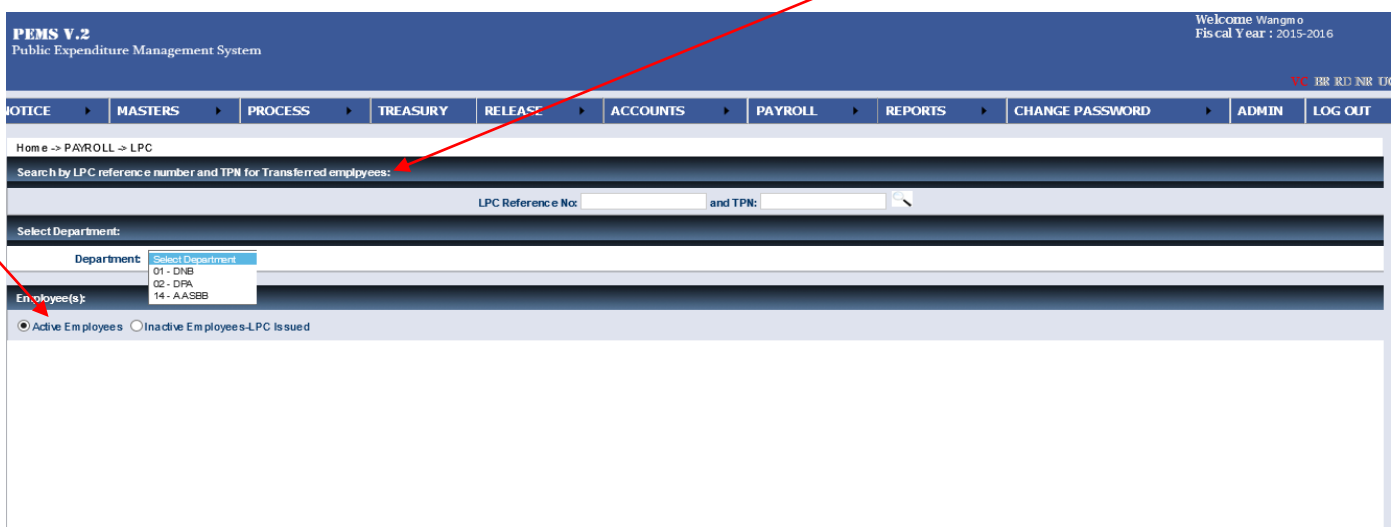
You will find **two parts** in the LPC screen:

1. **Search** by LPC reference number and TPN  
The receiving agency can use this option to generate the LPC certificate issued by any other agencies.
2. **LPC generation**  
The relieving agency will use this option to issue the LPC certificate

You will also find two radio buttons

1. Active Employees
2. Inactive Employees- that means LPC has already been issued (the list includes employees made inactive from employee master).

**NOTE:** LPC cannot be generated for employees made inactive from employee master.



# LPC-USER MANUAL

First select **Department**.

PEMS V.2  
Public Expenditure Management System

Welcome Wangmo  
Fiscal Year : 2015-2016

NOTICE | MASTERS | PROCESS | TREASURY | RELEASE | ACCOUNTS | PAYROLL | REPORTS | CHANGE PASSWORD | ADMIN | LOG OUT

Home -> PAYROLL -> LPC

Search by LPC reference number and TPN for transferred employees:

LPC Reference No: [ ] and TPN: [ ]

Select Department:

Department: [Select Department]

Employee(s): [ ]

Active Employees  Inactive Employees-LPC Issued

## STEP 3:

On selection of department, the active employees under that department will be loaded on screen.

Click on the button "**Process LPC**" issue LPC for individuals.

Select Department:

Department: [ ]

Employee(s):

Active Employees  Inactive Employees-LPC Issued

ID	Emp No.	Employee Name	Basic Pay	Designation	Process LPC	Approve	LPC Issue Status	Emp Status	RefNo
17602	8901020		13950.00	Accounts Assistant IV		<input type="button" value="Approve"/>	Not Saved	Active	
58784	20120800754		8845.00	Driver III		<input type="button" value="Approve"/>	Not Saved	Active	
61690	200605034		21795.00	Program Officer		<input type="button" value="Approve"/>	Not Saved	Active	
15934	200501095		23995.00	Senior Accounts Officer		<input type="button" value="Approve"/>	Not Saved	Active	

# LPC-USER MANUAL

**Last Pay Certificate For the Month of :**

Reference No:  Paid up to (Month):  Paid up to (Fiscal Year):   
 Employee ID:  Citizen ID:  Employee Type:   
 Name:  Gender:  Designation:   
 Bank:  Bank Branch:  TPN No:   
 Saving A/C No:  Position Level/Grade & Pay Scale:  Basic Pay:   
 GIS A/C No:  GEPF A/C No:

Reason:  
 Transfer  
 Resignation  
 Superannuation  
 Secondment  
 Others:

Relieving Order:  Relieving Date:

Transferred to:  Leave Encashment:  (TICK if LE has been Paid)

**The Following advances are due from him/her for recovery/adjustment**

Particular	Amount	Remark
a. Personal Advances	<input type="text"/>	<input type="text"/>
b. PWA Advances	<input type="text"/>	<input type="text"/>
c. Audit Recovery	<input type="text"/>	<input type="text"/>

**Allowance:**

Code	Description	Amount
HRA	House Rent Allowance	4800.00

**Fixed Deductions:**

Code	Particulars	Amount
GIS	Government Insurance Scheme	400.00
HC	Health Contribution	288.00
PF	Provident Fund	2639.00
TDS	Tax Deducted at Source	1995.00

**Floating and Loan Deductions:**

Code	Description	Account No.	Financial Institution	Amount	Percentage
SSS	Salary Savings Schemes	ME-NV/2011/7271	Royal Insurance Corporation of Bhutan	1,447.00	0
SSS	Salary Savings Schemes	ME-NV/2010/5036	Royal Insurance Corporation of Bhutan	1,777.00	0
SWS	Staff Welfare Scheme		SWS Treasurer	250.00	0
EDL	Education Loan	00010022672B	National Pension Board	12,000.00	0

**Other details:**

1. Leave Travel Concession has been  to him/her for the year ending.

2. Before getting relieved, he /she has handed over the charges held by him.

Copy to:

You will find that most of the employee details are automatically fetched by the system. You will select the **REASON** for LPC issuance, enter information for **RELIEVING ORDER, RELIEVING DATE, TRANSFERRED TO** etc. If there is any outstanding advance, it will be captured as well.

# LPC-USER MANUAL

## NOTE: Mandatory fields

**!** Enter Relieving Order  
Select Date.  
Enter "Copy To:"

**Message from webpage** X  
! - Enter Relieving Order  
- Select Date.  
- Enter "Copy To:"  
OK

Last Pay Certificate For the Month of October

Reference No:  Last Paid:

Employee ID:  Employee:

Name:  Designation:

Bank:  Bank Branch:  TPN No:

Saving A/C No:  Grade Pay Scale:  Basic Pay:

LPC Issued

Employee Name

Employee Name	Basic Pay	Designation	Grade Pay Scale	Approve
<input type="text"/>	13950.00	Accounts Assistant IV	<input type="text"/>	<input type="button" value="Approve"/>
	8845.00	Driver III	<input type="text"/>	<input type="button" value="Approve"/>
	21795.00	Program Officer	<input type="text"/>	<input type="button" value="Approve"/>
	23995.00	Senior Accounts Officer	<input type="text"/>	<input type="button" value="Approve"/>

Save Approve Print

# LPC-USER MANUAL

## STEP 4:

Once Step 3 is complete, you will find three steps to be completed thereafter.

### 1. Save:

Save the LPC data. The "save" button is found at the bottom of the screen.

The screenshot shows a web form with several sections. At the top left is the 'Allowance:' section. To its right is the 'Fixed Deductions:' section, which contains a table with columns for Code, Particulars, and Amount. Below these are 'Other details:' and 'Floating and Loan Deductions:' sections. The 'Other details:' section contains two numbered items and a 'Copy to:' text area. At the bottom left of the form, a 'Save' button is highlighted with a red arrow.

Code	Particulars	Amount
GIS	Government Insurance Scheme	
HC	Health Contribution	
PF	Provident Fund	
TDS	Tax Deducted at Source	

Once saved, you notice that the **employee detail** under "Active Employee" list is highlighted.

The screenshot shows a web interface for 'Active Employees'. At the top, there is a 'Select Department:' dropdown menu with '02 - DPA' selected. Below this is the 'Employee(s):' section with radio buttons for 'Active Employees' (selected) and 'Inactive Employees-LPC Issued'. The main part of the interface is a table with columns: ID, Emp No., Employee Name, BasicPay, Designation, Process LPC, Approve, LPC Issue Status, EmpStatus, and RefNo. The first row of the table is highlighted in blue.

ID	Emp No.	Employee Name	BasicPay	Designation	Process LPC	Approve	LPC Issue Status	EmpStatus	RefNo
61690				Program Officer		Approve	Saved	Active	
15934				Accounts Officer		Approve	NotSaved	Active	
17253				Messenger		Approve	NotSaved	Active	
75423				Accounts Assistant IV		Approve	NotSaved	Active	

# LPC-USER MANUAL

## 2. Approve:

Once the LPC data is saved ,**Approve**

Select Department:

Department: 02 - DPA

Employee(s):

Active Employees  Inactive Employees-LPC Issued

ID	Emp No.	Employee Name	BasicPay	Designation	Process LPC	Approve	LPC Issue Status	EmpStatus	RefNo
61690				Program Officer		Approve	Saved	Active	
15934				Accounts Officer		Approve	NotSaved	Active	
17253				Messenger		Approve	NotSaved	Active	
75423				Accounts Assistant IV		Approve	NotSaved	Active	

## 3. Print:

The certificate can only be printed after "**Approval**"

Employee(s):

Active Employees  Inactive Employees-LPC Issued

ID	Emp No.	Employee Name	BasicPay	Designation	Process LPC	LPC Issue Status	EmpStatus	RefNo
17602				Accounts Assistant IV		ISSUED	InActive	LPC.2016.1
15491				Chief Accounts Officer		ISSUED	InActive	LPC.2016.3
58784				Driver III		ISSUED	InActive	LPC.2016.2
77107				Accounts Officer		ISSUED	InActive	LPC.2016.4
39971				Assistant ICT Officer		ISSUED	InActive	LPC.2016.6
41188				Dy. Chief Accounts Officer		ISSUED	InActive	LPC.2016.7

**Print** (You can PRINT only after approving!) (Click on "Process" to generate details of the employee before clicking on "Print")

## STEP 5:

Once **Approved**, system will automatically switch to "**Inactive Employee-LPC Issued**" list. You will find the employee for whom LPC was issued in that list. You will also find an **LPC Reference number** auto-generated by the system for that employee.

Active Employees  Inactive Employees-LPC Issued

ID	Emp No.	Employee Name	BasicPay	Designation	Process LPC	Approve	LPC Issue Status	EmpStatus	RefNo
15491			28460.00	DeputyChiefAccounts Officer		Approve	ISSUED	InActive	LPC.2015.1
15934			23995.00	Senior Accounts Officer		Approve	ISSUED	InActive	LPC.2016.4
44115			48530.00			Approve	ISSUED	InActive	LPC.2015.2
15505			31610.00	ChiefProgram Officer		Approve	ISSUED	InActive	LPC.2015.3







# LPC-USER MANUAL

## STEP 6:

Now you can click on "Process LPC" link, and then click on "Print" button to generate the LPC certificate.

Employee(s):

Active Employees  Inactive Employees-LPC Issued

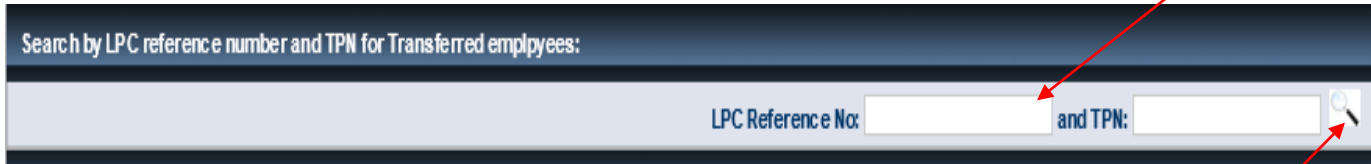
ID	Emp No.	Employee Name	BasicPay	Designation	Process LPC	LPC Issue Status	EmpStatus	RefNo
17602			13950.00			ISSUED	InActive	LPC.2016.1
15491			30990.00			ISSUED	InActive	LPC.2016.3
58784			9015.00			ISSUED	InActive	LPC.2016.2
77107			21795.00			ISSUED	InActive	LPC.2016.4
39971			19245.00			ISSUED	InActive	LPC.2016.6
41188			29005.00			ISSUED	InActive	LPC.2016.7

(You can PRINT only after approving!) (Click on "Process" to generate details of the employee before clicking on "Print")


# LPC-USER MANUAL

## STEP 7: FOR RECEIVING AGENCY INCASE OF EMPLOYEE TRANSFER

The **first** step for receiving agency will be to add the **transferred** employee in the "**Employee Master**". In the "Employee Master", you will find the option to fetch the employee detail from the last working agency of that employee. For that you require the **LPC reference No** and the **TPN** of that employee.



Search by LPC reference number and TPN for Transferred employees:

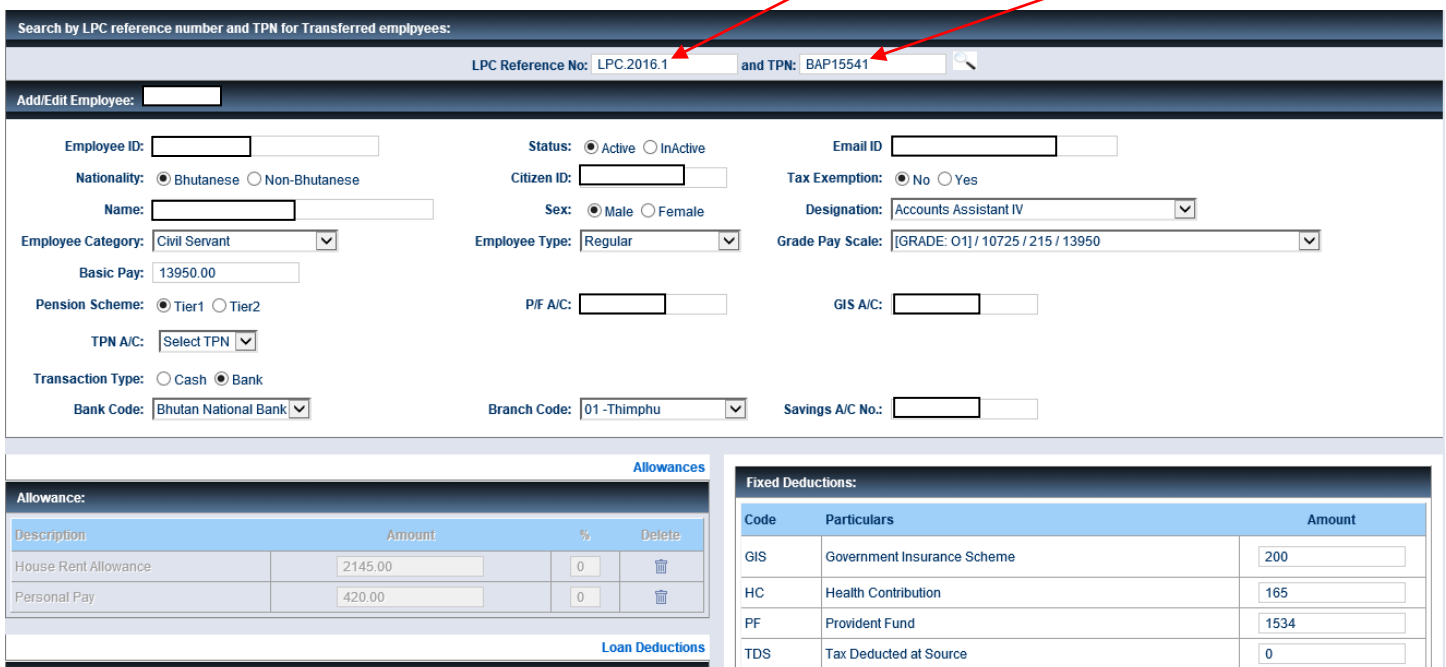
LPC Reference No:  and TPN:  

Red arrows point to the input fields and the search icon.


## STEP 8:

By entering the LPC reference number and TPN and clicking on the search button, system will automatically fetch the details of that employee **except** for the **TPN number**. The reason being, agency has to first enter TPN detail under **TPN master** and then select it during addition of the employee.

If any of the **deductions, allowances or loans** do not apply for that employee in the **receiving agency**, then you will need to **first add** the employee with the details auto-generated by the system. Then **EDIT, delete** the irrelevant **deductions, allowances or loans** and finally **update**.



Search by LPC reference number and TPN for Transferred employees:

LPC Reference No: LPC.2016.1 and TPN: BAP15541 

Add/Edit Employee:

Employee ID:  Status:  Active  InActive Email ID:

Nationality:  Bhutanese  Non-Bhutanese Citizen ID:  Tax Exemption:  No  Yes

Name:  Sex:  Male  Female Designation: Accounts Assistant IV

Employee Category: Civil Servant Employee Type: Regular Grade Pay Scale: [GRADE: O1] / 10725 / 215 / 13950



Basic Pay: 13950.00 P/F A/C:  GIS A/C:

Pension Scheme:  Tier1  Tier2 TPN A/C: Select TPN

Transaction Type:  Cash  Bank Savings A/C No.:

Bank Code: Bhutan National Bank Branch Code: 01 -Thimphu

**Allowances**

Description	Amount	%	Delete
House Rent Allowance	2145.00	0	
Personal Pay	420.00	0	

**Fixed Deductions:**

Code	Particulars	Amount
GIS	Government Insurance Scheme	200
HC	Health Contribution	165
PF	Provident Fund	1534
TDS	Tax Deducted at Source	0

Red arrows point to the search results and the employee details.