

Sub: Preparation of ST Slip through web-based system

As per practice in vogue, the Service Termination Slip (ST Slip) in case of separated members of staff is used to sent by the establishment in physical form to all concerns.

1. Now the provision to prepare e-ST Slip has been made by IT Department on Employee Portal.

To access the same following steps shall be followed.

- (1) www.bestundertaking.co
- (2) General Admin
- (3) Login to Employee Portal
- (4) HRMS - Employee SR
- (5) Master – ST slip -- Generate ST Slip – Select Add
- (6) Relevant Information should be added
- (7) Enter the verifier's check number (निरीक्षक परिचय क्रमांक) in provided textbox to forward ST Slip to Verifier before saving.

Now the second part to be filled is by Verifier in another screen. (VERIFIER checkno specified)

Verifier will be able to access Second screen.

- (8) Master – ST slip -- Verify ST slip -- Select employee whose ST slip is to be verify from grid.
- (9) Check if all information entered is ok. If information is not OK then rectify it.
- (10) Click the check box provided to select the various Departments to whom copy of ST Slip shall be sent and Press the SAVE button on Top.
- (11) Click on button as preview mail
- (13) Click on button as send mail/Report

Now notification will be sent to all Departments to whom copy of ST Slip was sent

- (14) Department who have received CC can see the ST slip of employee through Master – ST slip -- Print ST Slip
- (15) select Month and year of generated ST slip, select employee record from grid, click on report button for printing ST slip copy.

Mail/report Notification will be sent to all selected Departments wherein copy of ST Slip will be attached.

1. Further note that the report of the ST Slip is available for preview and one can download the same and save as pdf for their reference.
2. Once the copies of ST Slip are sent, no modification will be allowed. Hence, before forwarding the same, it is suggested to check the report properly.
3. In future ST Slip will be integrated with final dues bill and hence, final bill/gratuity bill and PF refund bill will be initiated only when e-ST Slip is generated.
4. Henceforth, ST Slip should not be prepared manually and should be only filed in through employ portal.
5. All HOD's are, therefore, requested to bring this procedure to the notice of all concerned of their Department.