



HARYANA SCHOOL SHIKSHA PARIYOJNA PARISHAD

(Regd. Under Societies Registration Act, 1860)

ShikshaSadan, 3rd& 4th Floor, Sector-5, Panchkula-134109

Tel: 0172-2590505, 2586026(F) | E-mail: nsqfharyana@gmail.com | Website: www.hsspp.in



Ref No.: 2/69-2015/HR-NSQF

Dated: 04.10.2016

To

1. Amass Skill Ventures Pvt. Ltd.
2. Edujobs Academy Private Limited.
3. Indian Institute of Skill Development Pvt. Ltd.
4. IL&FS Skills Development Corporation Ltd.
5. Empower Pragati Vocational and Staffing Private td.
6. BASIX Academy for Building Lifelong Employability.
7. Pragmatic Education Society.
8. Institute of Advance Security Training & Mgt. Pvt.Ltd.
9. Centum Work skills India Ltd.
10. All India Society for Electronics and Computer Technology.
11. Team Lease Services Ltd.
12. Indus EdutrainPvt. Ltd
13. Laqsh Job Skills Academy Pvt. Ltd.
14. Vidyanta Skills Institute Pvt Ltd.
15. Labournet Services India Pvt. Ltd
16. NSHM udaanPvt. Ltd.
17. Orion EdutechPvt. Ltd.
18. ICA EduSkillsPvt. Ltd.
19. Gram Tarang Employability.
20. SV EdusportsPvt. Ltd.
21. MIHER Skills Academy, New Delhi.
22. Skill Tree Consulting (P) Ltd.)

Subject: Implementation of Online Software for Salary Bills

Your attention is invited to the subject cited above:-

The process of sending the invoices will now be online. You can use the application with the URL i.e **emate.hsspp.in**. User id and password has already been e-mailed to you. You are requested to register in VTP registration form and register your Vocational trainers in VT registration form under **Add employee head**.

In emate software the following steps have to followed:-

1. Principal will enter the leaves/absence of teachers in software as also attendance in online software on the last working day of each month.
2. After entry of attendance/absence/leave by Principal further automatic bill will be generated and VTP will enter all the deductions in software and release the salary of VTs by 10th of each month.
3. After releasing the salary of VTs , VTP will enter the RTGS no. and RTGS date for reimbursement claim online by 15th of each month to Head office. Simultaneously each VTP will generate salary sheet as PDF, sign it and email to the Parishad. He will also record a certificate to the effect that PDF is as per online bill and the salary has been credited to the account of each V.T. through RTGs.
4. HSSPP will process the claims for reimbursement and release payment to the VTP within the next 15 days in view of availability of grant from State + Govt. of India

The procedure as well as schedule as mentioned above has to be followed strictly in letter and spirit.



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Note: It is clarified that this process will be applicable only in respect of VTs now deployed by the VTPs who have been engaged under the new agreement with the Parishad. The salary claim of teachers earlier deployed by the VTPs upto the day they worked as such under previous arrangements will be submitted manually by the respective VTPs separately.


4.10
Program Manager (HR-NSQF)
HSSPP, Panchkula

Endst.: Even

Dated: 04.10.2016

A copy for information & necessary action is forwarded to the following:-

1. Principals (990 Govt. Senior Secondary Schools covered under CSS-VSHSE)
2. Internal circulation.
3. IT cell for uploading on Parishad website.


4.10
Program Manager (HR-NSQF)
HSSPP, Panchkula

- CC: 1) A.M. to SPD for kind information of SPD.
2) ADC's cum Chairpersons SSA/RMSA
3) DEO's
4) DPC's