2016

TMU Group

Microsoft Navision 2013 R2

[PAYROLL MANUAL]

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1. HR 1.1 Manpower Requisition 1.2 Recruitment management 1.3 Letter of Indent 2. Employee 2.1 Employee List 2.2 Pay Revision 2.3 Full & Final 2.4 Tax Planning 3. Periodic Activity 3.1 Employee Card Creation(Manually) 3.2 Employee Weekly Off 3.3 Leave Posting 3.4 Auto Salary Breakup 3.5 Earning / Addition 3.6 Arrear Calculation 3.7 Attendance Process 3.8 Deduction 3.9 Salary process 3.10 Month End 4. Tax Planning 4.1 Employee Wise Tax Upload 4.2 Pay Tax Head 4.3 Tax Calculation 5. Report 5.1 Monthly Report 5.2 PF 5.3 ESI 5.4 HR 5.5 Yearly 5.6 MIS 6. Setup 6.1 Create the Year 6.2 HR Setup 6.3 PF Setup 6.4 ESI Setup 6.5 Payroll Setup 6.6 Loan 6.7 Leave 6.8 Posting Group

<u>HR</u>

Manpower Requisition:

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Manpower Requisition				*
Requisition No:	REG -000002	Vacancy Type:	Replacement v	
Requisition No. Series	REQ	Approx. Budget:	30,000.00	
Department Code:	SKILL DEVELOPMENT	Job Description 1:		
Unit Code:	AHMEDABAD	Job Description 2:		
Designation Code:	00001	Reason of Recruitment:		
Designation Description:		Skills Required:	Efficient in Recruitment	
Location:		HOD	A000006	
No. of Vacancy:	4	HOD Name	BASANT KUMAR ARYA	
Position open date:	~	Remarks		
Approx. Date of Recruitment:	01/06/2015	Status	Approved	
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Department fill the Manpower Requisition according to the vancany requirement.

Recruitment Management

After Manpower requisition, Recuritment team search the suitable candidates and fill the detail in the system and update the status accordingly.

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Letter of intent:

HR create the offer letter after finalized the candidate and create the offer Letter/FTC Letter.

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And when candidate join the company then HR create the Employee card.

Employee List

User has to create some of setup in Employee Card's for the proper information to be retrieve from the Document's

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Grade

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Page 8

Designation Code	Specifies the Designation Code of the employee, select from option list.
	Specifies the Designated Name of the employee, auto fill after
Designation Name	selection of code.
Department Code	Specifies the Department Code of the employee, select from option list.
Department Name	Specifies the Department Name of the employee, auto fill after selection of code.
PAN No	Specifies the PAN No of the employee.
Reporting In charge	Specifies the Reporting In-charge of the employee, select from the option list.
Reporting In charge Name	Specifies the Reporting In-charge name of the employee, auto fill after selection of code.
HOD	Specifies the HOD Code of the employee.
HOD Name	Specifies the HOD Name of the employee, select from option list
Band Level	Specifies the Band Level of the employee from option list. (Example. Junior Manag. / Middle Manag.)
Branch Code	Specifies the Branch of the employee, select from option list.
Department Code	Specifies the Department of the employee.
Place of posting	Specifies the Place of Posting of the employee, select from option list.
Employee Posting Group	Specifies the Posting Group Setup of the employee. (example.Director , Salary ,Wages) user canselect from the option list as per requirement
Business Posting Group	Specifies the Posting Group Setup of the employee. (Example.Director , Salary ,Wages) user canselect from the option list as per requirement
Employee Status	Specifies the Status of the employee which is joined in probation period is now confirmed or not
Type of Enrollment	Specifies the Type of Enrollment of the employee, select from option list.
Contract Start Date	Specifies the Contract Start date which is Type of enrollment is FTC.
Contract End Date	Specifies the Contract End date which is Type of enrollment is FTC.
BCG	Specifies the BCG of the employee. Check Yes if the BCG is signed on the timing of Joining
NDA	Specifies the NDA of the employee. Check Yes if the BCG is signed on the timing of Joining
IT Policy	Specifies the IT Policy of the employee. Check Yes if the BCG is signed on the timing of Joining

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Payroll Detail Tab

Fields	Purpose
	Specifies the Entitlement of ESI of the employee. Check Yes if ESI is deducted from the
Entitlement to ESI	Salary.
Entitlement to PF	Specifies the Entitlement of PF of the employee. Check Yes if PF is deducted from the Salary.
	Specifies the Entitlement of Bonus of the employee. Check Yes if employee is covered in
Entitlement to Bonus	Bonus ACT.
Bonus Rule	Specifies the Bonus Rule.
ESI No	Specifies the ESI No of the employee
ESI Dispensary	Specifies the ESI Dispensary of the employee
PF Compant Code	Specifies the PF Company Code.
PF No	Specifies the PF No of the employee
UAN NO	Specifies the UAN No of the employee
Salary Stop	Specifies the Salary Stop of the employee, for salary stop of employee check yes
Remarks	Specifies the Remarks , reason to be enter manually for Stop Salary
Status	Specifies the Status , of the employee, select from the option
Inactive Date	Specifies the Inactive Date, of the employee,
Reason of Leaving	Specifies the Reason of Leaving , of the employee,
No. of Month for	Specifies the No of Month for Confirmation of the employee,
Confirmation	
	Specifies the Confirmation Date of the employee, it is Auto generated or Manually update
Confirmation Date	by user
Gratuity not Applicable	Specifies of Gratuity not applicable of the employee for the gratuity report.
Gratuity paid Date	Specifies of Gratuity Paid Date of the employee for the gratuity report.
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Page 10

<u>Pay Method</u>

Fields	Purpose
Payment Method	Specifies the Payment Method of the employee, select from option list
Finance Bank Code	Specifies the Bank from whom transaction made of the employee.
Finance Bank Name	Specifies the Bank Name from whom transaction made of the employee.
Account No	Specifies the Account No. of the employee.

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Old Code: Phone No.: Nate: Rate: Description: Rate: Name:	VINAY SHARMA		Home Page: Alt, Address Code: Alt, Address Start Date: Alt, Address End Date:	• •	-



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Communication Tab

Fields	Purpose
Address	Specifies the Address of the employee
Address 2	Specifies the Address 2 of the employee (example gali no. etc.)
Address 3	Specifies the Address 3 of the employee (example near about place etc.)
Post Code	Specifies the Pin Code of the employee location
City	Specifies the City of the employee which is mention in post code.
State	Specifies the State of the employee
Country Code	Specifies the Country of the employee.
Permanent Address1.	Specifies the Permanent Address 1. of the employee.
Permanent Address2.	Specifies the Permanent Address 2. of the employee.
Permanent City	Specifies the Permanent City of the employee.
Permanent State	Specifies the Permanent State of the employee.
Permanent Contact No	Specifies the Permanent Contact No of the employee
Extension	Specifies the Office Extension of the employee
Mobile Phone No.	Specifies the Mobile Phone No of the employee
E-mail	Specifies the Personal E-mail of the employee
Company E-mail	Specifies the Company E-mail of the employee
Home Page	Specifies the Web Site
Emergency Contact	Specifies the Emergency Contact Person
Person	
Emergency Contact No	Specifies the Emergency Contact No.

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<u>Personal</u>

Fields	Purpose
Husband Name	Specifies the Husband Name of the employee
Blood Group	Specifies the Blood Group of the employee
Marital Status	Specifies the Marital Status of the employee
Marriage Date	Specifies the Marriage Date of the employee
Spouse Name	Specifies the Spouse Name of the employee
Spouse DOB	Specifies the Spouse DOB of the employee
No. of Children	Specifies the No of Children of the employee
Total Experience	Specifies the Total Experience of the employee
Relevant Experience	Specifies the Relevant Experience of the employee
Driving License	Specifies the Driving License of the employee
Valid Up-To	Specifies the Valid Date of Driving License of the employee
Voter ID	Specifies the Voter ID of the employee
Aadhar Card	Specifies the Aadhar ID of the employee
Previous Experience	Specifies the Previous Experience of the employee
Last Employer	Specifies the Last Employer of the employee
Health Card No.	Specifies the Health Card No. of the employee
LIC Policy No.	Specifies the LIC Policy No. of the employee
LIC ID	Specifies the LIC ID of the employee

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Loan Card update with the Detail of Employee Loan

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Code	LOAN-ADV ·		Rate of Interest	0.00	
Purpose	LOAN & ADVANCE		Installment Amount:	13,889.00	
			No. of Installments	3	
Loan Type:	Interest Free				
Loan Type Amount:	Interest Free	500,000.00	Total Payable:	500,000.00	
Loan Type Amount Start Date:	Interest Free 01/04/2014	500,000.00	Total Payable: Total Interest:	500,000.00 500,000.00	
Loan Type: Amount: Start Date: Ford Date:	01/04/2014 •	500,000.00	Total Payable: Total Interest: Balances	500,000.00 500,000.00	
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Next Step is to Generate Record Generation (Click Button)

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ard No:		Branch Name:	HO - Delhi	
tle	MR -	Department Code:	FINANCE	*
rst Nome**:	SANJAY	Department Name:	FINANCE	
liddle Name:	KUMAR	Employee Posting Group **:	SALARY -	
ist Name:	SHARMA	Microsoft Dynamics NAV	SALARY -	
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terch Name	SANIAY KUMAR SHARMA			
a**:	Male 👻			
ist Date Modified:	12/12/2014			
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			Right-click the image for options.	

Pay Revision:- Employee of the Specific field

1.0			New -	Pay Template Revision He	ad - PR-0000010 - 1	06				- di 💦
HOME	ACTIONS NAVIGATE								Ho	lostik-11-06-2014
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THEN GOTO NAGIVATE Tab:- Click the Employee Wise button then system calculate the latest salary of that particular employee.

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K				New	- Pay Template Revision He	ad - PR-0000011 -	49			1	- 8
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And user enter the Pay structure date and effective date with enter latest revised salary in Fitment Amount column.

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THEN GOTO ACTION TAB:

Click on Calculate Arrear and then Post the Revised Salary Structure.

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FULL & Final Settlement:

IF employee resign the job then user will be enter the inactive date on the employee Card. After insert the inactive date user click the Full & Final Settlement Header-

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Then select the Employee ID and Then GOTO ACTION Tab:

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Employee Weekly OFF (Branch / Employee -wise Weekly Off can be defined in System)

- ▲ Select Branch Code
- ▲ Month
- ▲ Find Employee

Select the Weekly off in Line Employee Wise (Click Update Weekly Off)

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(HR Department has to update the leave record of Employee manually by updating in Line)

GO-TO> Navigate Button (update the record in Line) Click Yes

Record Move to Posted Leave Posting (After Posting)

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Earning / Deduction

Open Addition/Deduction List

Click New (Update New Record)

Update the Record Manually (Select the Employee Code at Line)

GO-TO > Navigate Tab for Update Line

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Click Yes

Next Activity is to Post the Information's which fill in Line (Click Post)

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Next Step- Upload the Employee wise Monthly shift

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Upload Employee Wise Weekly Shift

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Temporary Shift Assign –if any employee shift have been change for the short period then you can entered the temporary shift in this screen.

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HR	TMU00196	AMAR SINGH	01-12-2016	15-02-2017	Faed	10	09:00-17:30	09:00:00	17:30:00	Sunday	Close		
mployee	TMU00209	SACHIN KUMAR	01-12-2016	01-12-2016	Fixed	12	12:00-20:00	12:00:00	20:00:00	Sunday	Close		
ay Revision	TMU00209	SACHIN KUMAR	02-01-2017	02-01-2017	Foed	1	09:00-17:00	09:00:00	17:00:00		Close		
Full & Final	TMU00209	SACHIN KUMAR	04-01-2017	04-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close		
eriodic Activity	TMU00209	SACHIN KUMAR	06-01-2017	06-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close		
Hiring Procedure	60200/IML	SACHIN KUMAR	07-01-2017	07-01-2017	Fixed	23	09:30-17:30	09:30:00	17:30:00		Close		
Monthly Shift	TMU00209	SACHIN KUMAR	09-01-2017	09-01-2017	Fixed	2	10:00-18:00	10:00:00	18:00:00		Close		
Weekly Shift	TMU00209	SACHIN KUMAR	10-01-2017	10-01-2017	Fixed	2	10:00-18:00	10:00:00	18:00:00		Close		
Temporary Shift Assign	TMU00209	SACHIN KUMAR	19-01-2017	19-01-2017	Fixed	1	09:00-17:00	09:00:00	17:00:00		Close		
Employee Weekly Off	TMU00258	ARVIND KUMAR(LINE MAN)	01-11-2016	28-02-2017	Food	1	09:00-17:00	09:00:00	17:00:00	Sunday	Close		
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Posted Documents	TMU00426	PRAMOD KR.SHARMA	01-12-2016	15-02-2017	Fored	10	09:00-17:30	09:00:00	17:30:00	Sunday	Ciose		
Departments	TMU00458	VOGENDRA SINGH	01-12-2016	21-12-2016	Fored	77	07:00-19:00	07:00:00	19:00:00		Close		
	TMU00470	MOHD.HASNAIN	01-11-2016	28-02-2017	Fixed	10	09:00-17:00	09:00:00	17:00:00	Friday	Close		
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Employee Actual Punch-System Generate the Attendance according to Device Punches.

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• Employee Daily Attendance Sheet (User can see the specific Employee Detail)

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Regarding overall Detail of Month

Next Step Employee Monthly Attendance

GO-TO > Navigate Tab

- ▲ Select the Employee/ Branch
- Click Process Attendance
- View the Whole Month Attendance employee wise in single line

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And after click the ok button, salary will be posted in the accounts.

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<u>Tax Planning:</u>

For the new employee, create the Import of Pay element.

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After create the import the Pay Element, User create the Import from Salary Processed. And then run the Tax Calculation Sheet

Import the Pay element –only run the new employee.

Import the Salary Processed—every month after post the salary.

Tax Calculation Sheet -- every month after post the salary.

Investment Code

Create the Investment code for the tax Planning

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After Uploaded the Tax saving data THEN GOTO: - Update Proposed Tax

Then Select the Assessment Year. And press the OK Button and tax investment will be updated on the Employee Tax Card.

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Salary Register

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Salary Register For Month of November-14.

Employee ID : BL0002	Employee Name : FATEH	CHAND	Days Paid 30	LWP:0			
Pay Mode :	Designation : INCHARGE		Departmer	t : STORES			
DOJ : Thursday, January 09, 1969	Account No : 094- 325040-006		Location : HO - Delhi				
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CLAVL:0 ELA Bal. : 15	AVL:0			CL Bal. : 15	EL		
Description		Rate (Rs.)	Earning (Rs.)	Arrear Amt (Rs.)	Total Amt (Rs.)		
BASIC SALARY		15050	15050	0	15050		
Conveyance Allo	owance	800	800	0	800		
House Rent Allo	wance	6150	6150	0	6150		
	Total	22000	22000	0	22000		
	Total Earnings				22000		
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This is computer generated sheet hence no signatures required.

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Human Resource Setup (User has to update the HR Setup as per Policy)

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Policy

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Full Einal Salary calculation to be based on Leaving Date:	12	Employee selection allowed during Monthly Salary Posting:	12		
Allow TDS manually in FE	10 m	Use Branch Level Bank Accounts	1		
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PTDS only on Monthly elements	12	Encashment Salary based on 30 days	E		
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Provident Fund (User has to update the PF form as per PF Policy)

Edit - Company Policy PF - 01/0	474044 TF			and the second			
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01/04/2014 · PF							
General							•
Effective Date:	01/04/2014	*		PF Salary Limit:		15,000.00	
Employee PF %:			12.00	Inspection Charges (IDLI):		0.01	
Employer PF %			3.67	EDLE		0.50	
Employer EPS %			8.33	PF Admin Charges:		1.10	
Employer EPS Max. Limit:			1,000.00	Rounding Precision:		1.00	
Max. Age Applicable For EPS: 58				Rounding Type:	To the nearest value		
SU 1204				Rounding Ty	ioe:		



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Effective Date:	01/04/2014	•		Rounding Precision		1.00	
Employee ESE			1.75	Rounding Type:	Up		
			4.75	Max. Age Applicable For EPS:	58		
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▲ Pay Elements

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ADVANCE	Advance Deduction	Deduction	Monthly			V			10							ADVANCE	5
BASIC	BASEC SALARY	Addition	Monthly	12	1		[27]	15		197	12		团		Basic Salary	BASIC	
BONUS	Bonus	Addition	Vearly	12		10	10	13	10		10	E	123			BONUS	11
CCA	City Compensatory Allowance	Addition	Monthly	周	52	1	10	. 63	問	N.	10	E	123		City Compensatory Allowance	CCA	13
CONV	Conveyance Allowance	Addition	Monthly	四	1	1	10	63	10		12	問	175		Conveyance Allowane	CONV	E3
ESJ	Employee State Insurance	Deduction	Monthly	10		1		5	Ð			E	100			ESI	ES
EXGRATIA	Exgratia	Addition	Yearly	17	<u>E</u>	13	[77]	12	10	E	11	0	123			EXGRATIA	13
GRATUITY	Gratuity	Addition		10	8		10	13	10		10	13	83			GRATUITY	13
HRA	House Rent Allowance	Addition	Monthly	21		14	10	123	21		11	問	123		House Rent Allowance	HRA	13
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MEDICAL	Medical Allowance	Addition	Monthly	E		1	173	10	10		83	EI	85		Fixed Medical Allowances	MEDICAL	E1
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TO	OverTime	Addition	Monthly	121	E		173	12	23		13	E1	85			OT	13
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1400	Banglore		0	
1500	Hyderabad		0	
1600	Kolkata		0	
1700	Ahmedabad		0	
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1900	Chandigath		0	
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2100	Pune		0	
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• Pay Calendar (Step up for define Weekly OFF Day)

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06/04/2014	Sunday	13	Full-Day		123	1600	
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06/04/2014	Sunday	1	Full-Day		121	1800	
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▲ Job Title List

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AGM	ASSISTANT GENERAL MANAGER	
AM	ASSISTANT MANAGER	
ASE	AREA SALES EXECUTIVE	
ASM	AREA SALES MANAGER	
ASST	ASSISTANT	
BM	BRANCH MANAGER	
BUH	BUSINESS UNIT HEAD	
CA	CHARTERED ACCOUNTANT	
CFO	CHIEF FINANCIAL OFFICER	
COOR	COORDINATOR	
CS	COMPANY SECRETARY	
DGM	DEPUTY GENERAL MANAGER	
DRIVER	DRIVER	
ENG	ENGINEER	
EXE	EXECUTIVE	
FC	FINANCE CONTROLLER	
FOE	FRONT OFFICE EXECUTIVE	
GM	GENERAL MANAGER	
INCH	INCHARGE	

▲ Loan / Advance List (Criteria of Loan & Advance can be defined as per Comp. Policy)

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			Description:	LOAN & ADVANCE	Min. Repayment Amount:	1.00	
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