

Modules Available

- ✓ Administration
- ✓ Service matters
- ✓ Salary matters
- ✓ Income Tax
- ✓ Accounts

Features at a Glance

- ✓ A G2E web based Personnel Administration and accounts software for government establishments
- ✓ Addresses all requirements in Service, salary, Income Tax and Accounts matters
- ✓ Centralised database helps in quick decision making and applying rules and regulations uniformly for all employees
- ✓ Activity driven procedure linked updating of data.
- ✓ All reports in PDF format
- ✓ Provision to send alert messages to employees, when payments are credited.
- ✓ Provision to generate Identity Cards
- ✓ Interface for individual employees to view their salary, loan, leave, GPF, accounts and personnel details.

Objectives

The integrated personnel, payroll and Accounts information system is a Web based application developed by NIC, Kerala State Centre. The system has been developed with a view to cater to the Administration, Payroll and other Accounts activities of all Government establishments. This centralised system helps the departments to get details of any employee immediately, achieve highest level of transparency in dealing with the employees, more consistent application of rules etc. Being a well integrated system, the changes made in one module reflects in all related areas of activity. In the payroll side, accurate and automatic payroll processing is facilitated. It also ensures that the rules and regulations are uniformly applied to all employees there by avoiding complaints and thereby achieving better employee relations.



PACE Main menu

Benefits

- ❖ By implementing PACE, employees who are unaware of what is happening on their claims submitted will be notified through automatic alerts from the system.
- ❖ Most of the salary, Income Tax and GPF related details are online to the employees for reference. This will reduce the distance between head office to remote offices to a mouse click.
- ❖ The administration will be benefited since 90% of the activities are carried out through PACE.
- ❖ Since majority of the activities are carried out through the system, Administration finds time to resolve all settlements immediately and maintains current data
- ❖ Employees getting information on-line and through alerts will result in transparency and smart administration.

Administration

- Enrolment of users and assigning permissions
- Maintenance of look-up tables (masters)
- Defining slabs and rates for various entitlements
- Initial entry of Employee details
- Routine data back up

Employee details updation screen

Service matters

- To create and maintain existing information in service books
- Procedure linked activity driven updating of routine service matters like
 - personal memoranda
 - service details
 - contact details
 - probation
 - regularisation
 - increment sanction
 - transfer and promotion etc.
- Maintenance of other details like
 - qualification
 - awards obtained
 - trainings attended
 - nominee details
 - family details
 - departmental tests passed

- disciplinary actions
- annual property returns
- performance reports
- Maintenance of leave account
- Generates office orders wherever necessary.

Increment sanction form

Salary matters

- Maintains data dictionary of various rates, slabs etc. with respect to DA, HRA, CCA, allowances etc
- Provision to define bill types, acquittance types, bank details etc of each office
- Initialisation of codes and rates in respect of various allowances, deductions and loan items
- Automatic calculation of basic pay dependent allowances and professional tax
- Monthly Salary processing for all or selected employees bill wise.
- Prepares salary bills, schedules, acquittance and salary slips.
- Salary arrear and DA arrear processing with reports such as bill inner, bill outer etc.

Monthly Salary processing form

Income Tax

- Initialises base tables for Income Tax calculation
- Define slabs and rates
- Updates savings details and other income earned
- Prepares Due drawn statement
- Income tax calculation and automatic updating in deductions
- Form 16 and Form 24 generation

Income Tax calculation form

Accounts

- Initialisation of base tables, bill details, cheque details
- Updating budget allocation for each head of account
- Bill entry, bill passing and payment through cheque.
- Importing salary related bills into accounting module
- Generation of sanction orders, TDS and periodical reports
- Online queries for monitoring

Accounts Bill payment form