

Welcome to GOMS Web Application - arasusevai.com

Getting started

GOMS web application helps government employees working in establishment roles, such as those involved in salary and non-salary related tasks. You don't need to enter data manually into the GOMS web application; instead, you can upload files such as PDFs or HTML-formatted documents like salary statements, TNTC70 statement, etc.,

What reports or statements can you generate from this application?

1. Monthly Salary Report (as Salary Register Entry)
2. Pay Drawn Particulars (for an individual employee or all employees)
 - a. Salary only
 - b. Salary, Bonus, EL, UEL, SLS, etc.
 - c. GPFs, Retirement Benefits, etc.,
 - d. All
3. Dearness Allowance (DA) Arrears Calculations
4. Income Tax deduction (Employee wise / Month Wise)
5. Monthly Salary Expenses (PDL Reports) – **Under development**
6. Employee Profile Report
7. Additional features to come.

All the above reports are generated in MS Excel format (Open XLS).

How to Register Your Account?

Open the website arasusevai.com in any browser and click on the 'Sign up' or 'Register your Account' link. Enter your email address and create a password. A registration email will be sent to the provided email address. Check your inbox or spam folder for the verification link. Click on the link or the button labelled 'Activate Your Account'. The link will redirect you to the verification process. Once completed, you will see a verification success message and be prompted to click a link to log in.

Fill your Office Details and Your Profile Details

Upon your first login, you will need to fill in the Office Details and Profile Details. Once completed, the application will be ready to use.

Quick Data Entry without Entering Manually

Download TNTC 70 from IFHRMS Application (Finance → Bills → Bills Report → TNTC Form 70 Report). We recommend downloading all TNTC 70 transactions from June 2020 onwards. Then, upload the files (there's no limit) in **Data File Uploads** → **TNTC 70** → **HTML Files**, and then click the **Save** button.

If you want to download data for a specific period to manipulate calculations, you can do so without any issues. For example, if you need to perform a **DA Arrears calculation** for the period from July 2024 to September 2024, you can upload the relevant data.

The application will read data from the uploaded files, allowing you to avoid manual data entry.

Note: Make sure to click the **Save** button after uploading the files.

Pending Bills to upload – Salary Bills and EL & UEL on PA Encashment

Now your pending bills are displayed under Pending Bills to Upload. To view them, click the Show/Refresh button.

Carefully copy the bill number and search for it in the IFHRMS application (Finance → Bills). Download the salary statement PDF file, then upload it in the GOMS web application under the payroll section using the PDF file upload option.

If you want to perform calculations for a specific period, simply upload and save the PDF files. Then, download the DA Arrears Calculations, Pay Bills Report (Pay Bill Register Model), Pay Drawn Particulars, Income Tax Report, and others.

To extract data for retirement benefits, such as EL and UEL on PA encashment, follow the same process mentioned above as well.

Note: We recommend downloading all TNTC 70 transactions (HTML files) and salary statements (PDF files) from June 2020 onwards. This will ensure that your data is ready for your establishment's requirements, such as pay drawn particulars, income tax reports, etc.

Festival Advance, GPF Part final, GPF Advance , SPFs and FBF

Unlike the statement of salary bills, there are no statements for Festival Advance, GPF Part Final, GPF Advance, SPFs, and FBF. Instead, these have annexures that do not have bill numbers. Therefore, we need to download the annexure files and rename them with the prefix of the short form of the bill type followed by the bill number. For example, in FA_5252999924105555, replace it with the actual bill number.

Then, you can upload the files to extract data in the GOMS web application. The following denotes the bill type and its corresponding file name.

Bill Type	File to be Renamed
Festival Advance	FA_5252999924105555
GPF Part final and GPF Advance	GPF_5252999924105555
SPF 2000, SPF 1984	SPF_5252999924105555
Family Benefit Fund (a.k.a) Family Security Fund	FBF_5252999924105555

Updating Employee Details

To update employee details, download the Pay Drawn Particulars for one year from IFHRMS (Finance → Payroll → Reports → Pay Drawn Particulars Year Report (HTML) - New), then upload it in the **Update Employee Details** menu and click **Save** to extract the data.

Now you can view the employee details under **Quick Reports → Employee Details Report..**

Note: This document is a simplified version; you can also download the detailed document with practical guidance.