<u>CPS – LOCAL BODIES MISSING CREDIT PORTAL HELP FILE</u>

Step 1 : Enter_ http://cps.tn.gov.in/lb_cps

<u>Step2:</u> Enter User name Provided (Eg: 0401_DTP_TK111)

<u>Step3:</u> Enter Password

Screenshot for the Login Screen

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	CPS FOR LOCALBODY DEPARTMENTS	
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<u>Step4 : After Login Go to Missing credit Menu</u>

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Number :	Name : Action <u>Missing Credits- Add</u>	Month / Year	Loss of Pay / Already Paid	Amount (I Contribution	Rs.) Arrear	Total Amount of CPS Schedule Rs.	Remarks
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Number : 	Name : Action <u>Missing Credits</u> - Add ng Credits	Month / Year	Loss of Pay / Already Paid	Amount (I Contribution	Rs.) Arrear	Total Amount of CPS Schedule Rs.	Remarks

click the MC ENTRY

Step5 : Choose the CPSNUMBER

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CPS Number : Name :			Select Select 9000004895 9000004838 9000004847 9000004848	Select the CPS M	lumber	~			
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<u>Step6:</u> Choose the month of the Missing Credit (Pencil like Icon For Update the Missing credit)

.no	Action	Month / Year	Loss of Pay / Already Paid	Contribution	Arrear	Total Amount of CPS Schedule Rs.	Remarks	
nspec	cified Missing Credit	<u>s</u> - Add						
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<u>Step7</u>: To Transfer The Month Missing Credit to Another Local Bodies Click Yes



<u>Step8</u> : By clicking yes the following screen appears can change the Treasury/Sub-treasury and local Bodies the Missing credit for the month will be transferred to the Local Bodies.

			(DIRECTORATE C	OF TOWN PANCHAYATS	6(DTP))			
Missing Credits							Back	(
Missing Cred	dits of CPS Number : 90	000004847 (lf you have w	rongly forwarded / en	tred this entry - click he	ere to clear)			
Month / Year :	2016 🗸 / 03 🗸	Do you want to forward to	any other Treasury? : (● Yes ○ No (In case th	is Entry belongs to	previous DDO where the subscriber worked)		
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						Select DDO MD302 - MUNICIPAL COMMISSIONER PALANI	1	
						TK416 - EXECUTIVE OFFICER NEIKKARAPATTI TK417 - EXECUTIVE OFFICER BALASAMUDRAM		
						TK418 - EXECUTIVE OFFICER KEERANUR		
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	Executive Officer AYAKUDI (DIRECTORATE OF TOWN PANCHAYATS(DTP))		
issing Credits		Bac	k
Missing Credits	of CPS Number : 9000004847 (if you have wrongly forwarded / entred tites entry - click here to clear)		
Month / Year : 2	Do you want to forward to any other Treasury?: O Yes O No (In case this Entry belongs to previous DDO where the subscriber worked)		
·			
Select if Lose of	f Pay (or) □ Already Paid (or) □ Retirement (or) □ Death (or) □ Others		
	Contribution (Rs.) Arrear (Rs.)		
	Total Amount of CPS Schedule (Rs.) : Upload Proof(PDF) :		
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	Remarks : Select		
	Remarks : Select		

If the missing credit month belongs to any of the options

Like Loss of pay/ Already Paid / Retired / Death / Others

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Choose the remarks and click Save

<u>Step10</u>:To add amount for the missing credit month

Enter the Contribution month/Arrear Amount/ Total Schedule Amount (Challan Booking Amount)

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<u>Step 11:</u> The click the choose file button for uploading the proof document (Scanned Challan which is paid for the month for the subscriber as PDF with Min file size - upto 300kb size Allowed)

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Choose the scanned challan location and click the file and click open

Choose the Remarks for the missing credit

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Click Save button (Important without uploading PDF It wont allow and shows error and ask to upload the PDF file

<u>Step12:</u> Kindly click on the finalize button as soon as you completed the entries of the given subscriber.



Click The processing credit menu

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Step13: Now the finalize entries is shown we can edit here

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		* No	te : Kindly enable the POPUP before forw	arding. The report will be genera ard to LF	ted in new tab.	
2014. Scl	neme (CPS) of t	he Government of Tamil Nadu				

Now edit screen appears we can change the details and click SAVE button

	(DIRECTO	Executive Officer AYAKUDI RATE OF TOWN PANCHAYATS(DTP))	
Missing Credits			Back
Missing Credits	of CPS Number : 9000004847 (If you have wrongly forward	ed / entred this entry - click here to clear)	
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Step14: Select the entries to Forwarding to Local Fund Audit

Click The Forward to LF button for forwarding entries to Local Fund Audit