

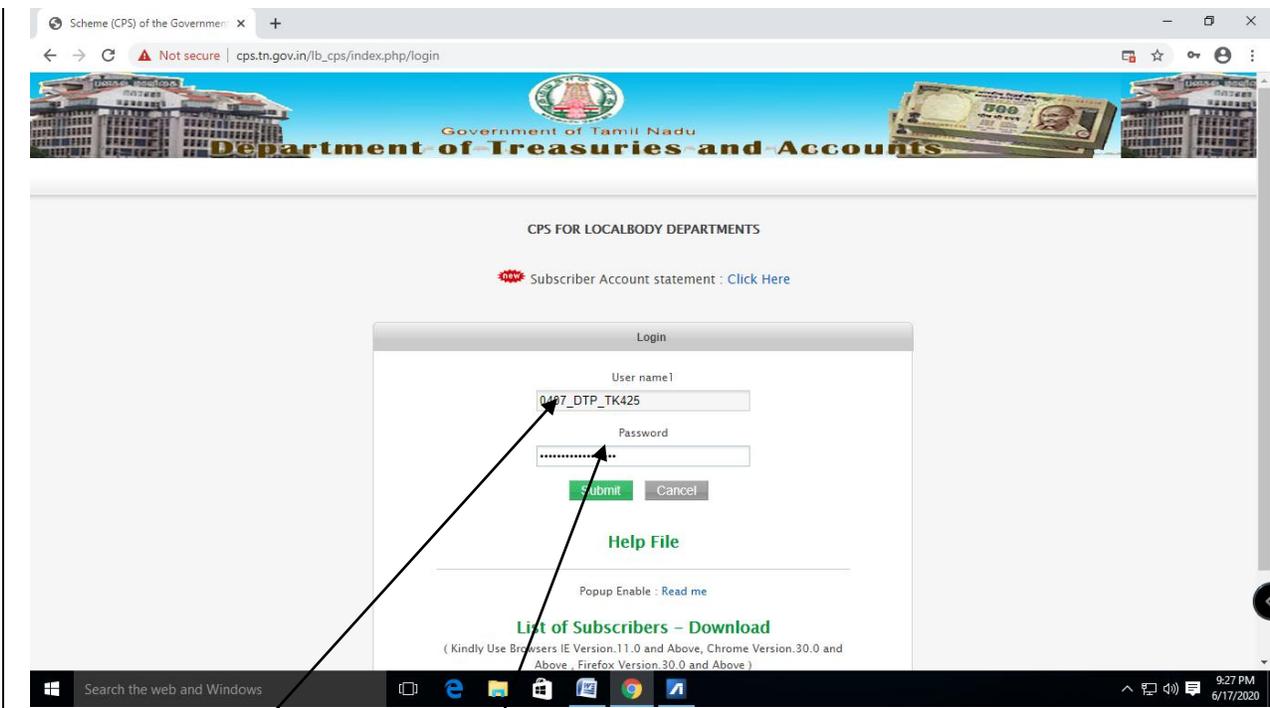
CPS – LOCAL BODIES MISSING CREDIT PORTAL HELP FILE

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

Step2: Enter User name Provided (Eg: 0401_DTP_TK111)

Step3: Enter Password

Screenshot for the Login Screen



Enter Username

Enter Password

Step4 : After Login Go to Missing credit Menu

click the **MC ENTRY**

The screenshot shows a web browser window displaying the 'Missing Credits' page of the Government of Tamil Nadu Department of Treasuries and Accounts. The page header includes the department name and a navigation menu with options: Home, Entry, Reports, Missing Credits, Y End Activity, Miscellaneous, and Logout. A sub-menu is open under 'Missing Credits', showing 'MC Entry' and 'Processing credits'. The main content area is titled 'Missing Credits' and 'Executive Officer AYAKUDI (DIRECTORATE OF TOWN PANCHAYATS(DTP))'. It features a dropdown menu for 'Select the CPS Number' with the text '-- Select --'. Below this, there is a table with columns: S.no, Action, Month / Year, Loss of Pay / Already Paid, Amount (Rs.) (subdivided into Contribution and Arrear), Total Amount of CPS Schedule Rs., and Remarks. The table contains two rows: 'Unspecified Missing Credits- Add' and 'List of Missing Credits'. At the bottom, there are two notes: '* Note : Kindly click on the finalize button as soon as you completed all the entries of the given subscriber.' and '* Note : R - Returned from LF Audit'. The browser's address bar shows 'cps.tn.gov.in/lb_cps/index.php/missing_credits/details' and the system tray shows the time as 9:39 PM on 6/17/2020.

Government of Tamil Nadu
Department of Treasuries and Accounts

Home Entry Reports **Missing Credits** Y End Activity Miscellaneous Logout

Welcome! DDO

Missing Credits
Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Select the CPS Number
-- Select --

CPS Number : | Name :

S.no	Action	Month / Year	Loss of Pay / Already Paid	Amount (Rs.)		Total Amount of CPS Schedule Rs.	Remarks
				Contribution	Arrear		
	Unspecified Missing Credits- Add						
	List of Missing Credits						

* Note : Kindly click on the finalize button as soon as you completed all the entries of the given subscriber.
* Note : R - Returned from LF Audit

9:39 PM
6/17/2020

Step5 : Choose the CPSNUMBER

Government of Tamil Nadu
Department of Treasuries and Accounts

Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Select the CPS Number

CPS Number : | Name :

S.no	Action	Month / Year	Total Amount of CPS Schedule Rs.	Remarks
Unspecified Missing Credits- Add				
List of Missing Credits				

* Note : Kindly click on the finalize button as soon as you completed all the entries of the given subscriber.

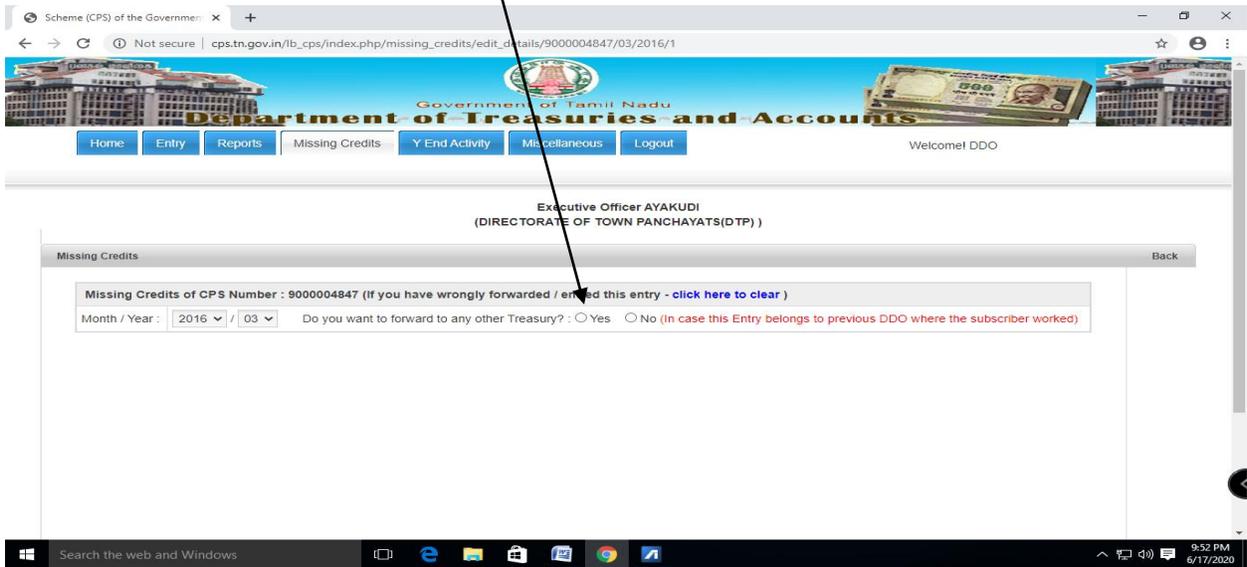
* Note : R - Returned from LF Audit

Step6: Choose the month of the Missing Credit (Pencil like Icon For Update the Missing credit)

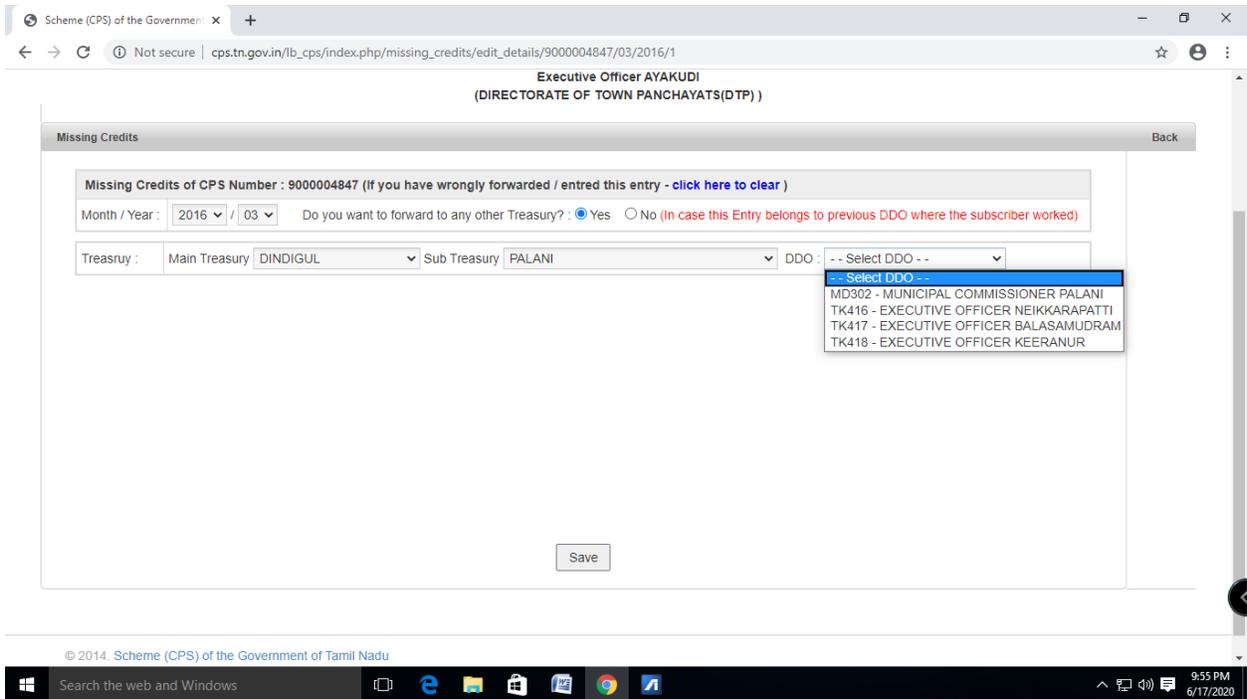
S.no	Action	Month / Year	Loss of Pay / Already Paid	Contribution	Arrear	Total Amount of CPS Schedule Rs.	Remarks
Unspecified Missing Credits- Add							
List of Missing Credits							
1		03 / 2016					
2		04 / 2016					
3		05 / 2016					
4		03 / 2018					
5		04 / 2018					
6		05 / 2018					
7		06 / 2018					
8		07 / 2018					
9		08 / 2018					
10		09 / 2018					
11		10 / 2018					
12		11 / 2018					
13		12 / 2018					
14		01 / 2019					
15		02 / 2019					

* Note : Kindly click on the finalize button as soon as you completed all the entries of the given subscriber.

Step7 : To Transfer The Month Missing Credit to Another Local Bodies Click Yes



Step8 : 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.



Step9 : To add missing credit click option- NO

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Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Missing Credits

Missing Credits of CPS Number : 900004847 (If you have wrongly forwarded / entered the entry - [click here to clear](#))

Month / Year : 2016 / 03 Do you want to forward to any other Treasury? : Yes No (In case this Entry belongs to previous DDO where the subscriber worked)

Select if Lose of Pay (or) Already Paid (or) Retirement (or) Death (or) Others

Contribution (Rs.) Arrear (Rs.)

Total Amount of CPS Schedule (Rs.) : Upload Proof(PDF) :
Choose File No file chosen

Remarks :
Select

Save

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If the missing credit month belongs to any of the options

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

Scheme (CPS) of the Government of Tamil Nadu

Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Missing Credits

Missing Credits of CPS Number : 900004847 (If you have wrongly forwarded / entered the entry - [click here to clear](#))

Month / Year : 2016 / 03 Do you want to forward to any other Treasury? : Yes No (In case this Entry belongs to previous DDO where the subscriber worked)

Select if Lose of Pay (or) Already Paid (or) Retirement (or) Death (or) Others

Contribution (Rs.) Arrear (Rs.)

Total Amount of CPS Schedule (Rs.) : Upload Proof(PDF) :
Choose File No file chosen

Remarks :
Select

Save

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Choose the remarks and click Save

Step10 :To add amount for the missing credit month

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

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Not secure | cps.tn.gov.in/lb_cps/index.php/missing_credits/edit_details/9000004847/03/2016/1

Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Missing Credits Back

Missing Credits of CPS Number : 9000004847 (If you have wrongly forwarded / entered this entry - [click here to clear](#))

Month / Year : 2016 / 03 Do you want to forward to any other Treasury? : Yes No (In case this Entry belongs to previous DDO where the subscriber worked)

Select if Lose of Pay (or) Already Paid (or) Retirement (or) Death (or) Others

Contribution (Rs.) : 1000

Arrear (Rs.) :

Total Amount of CPS Schedule (Rs.) : 10000

Upload Proof(PDF) : No file chosen

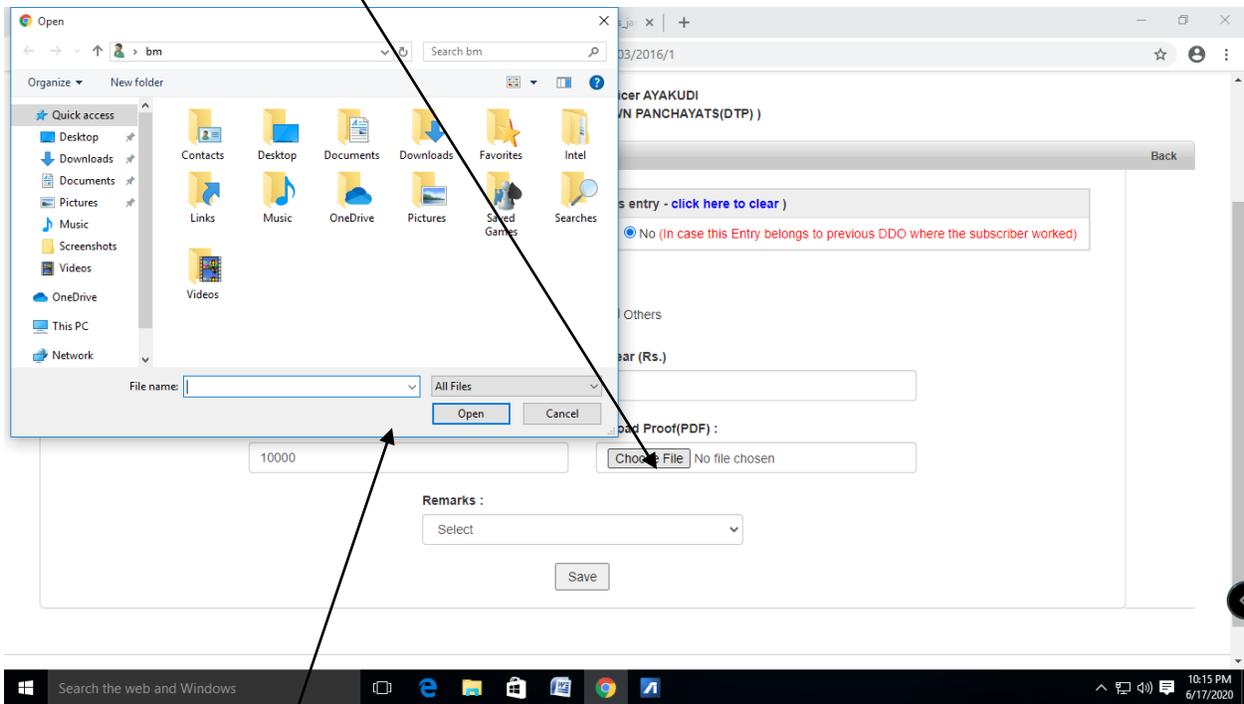
Remarks :
Select

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Search the web and Windows

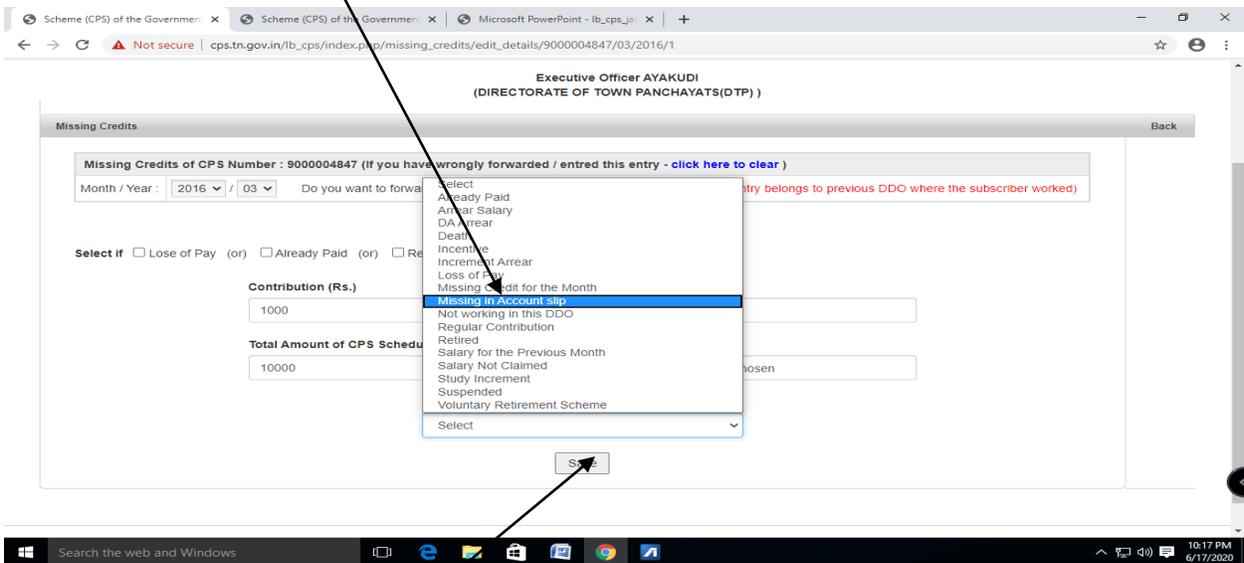
10:07 PM 6/17/2020

Step 11: 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)



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

Choose the Remarks for the missing credit



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

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

S.no	Action	Month / Year	Amount (Rs.)
4	✓	03 / 2019	
5	✓	04 / 2019	
6	✓	05 / 2019	
7	✓	06 / 2019	
8	✓	07 / 2019	
9	✓	08 / 2019	
10	✓	09 / 2019	
11	✓	10 / 2019	
12	✓	11 / 2019	
13	✓	12 / 2019	
14	✓	01 / 2019	
15	✓	02 / 2019	

* Note : R - Returned from L.F Audit

* Note : Kindly click on the finalize button as soon as you completed all the entries of the given subscriber.

Finalize the Entries

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Click The processing credit menu

Government of Tamil Nadu
Department of Treasuries and Accounts

Home Entry Reports Missing Credits Y End Activity Miscellaneous Logout

Welcome! DDO

Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Select the CPS Number
9000004847

CPS Number :9000004847 | Name :M . MANIKANDAN MANIKANDAN

S.no	Action	Month / Year	Loss of Pay / Already Paid	Amount (Rs.)		Total Amount of CPS Schedule Rs.	Remarks
				Contribution	Arrear		
Unspecified Missing Credits- Add							
List of Missing Credits							
1	✓	04 / 2016					
2	✓	05 / 2016					

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

The screenshot shows the web interface for the Department of Treasuries and Accounts. The header includes the department name and a navigation menu with options like Home, Entry, Reports, Missing Credits, Y End Activity, Miscellaneous, and Logout. The user is logged in as Executive Officer AYAKUDI. The main content area displays a table titled "List of Completed Entries to be forwarded to LF".

S.No	Action	CPS Number	Month / Year	Contribution (Rs.)	Arrear(Rs.)	All Select / Deslect
1	Edit	9000004847	03/2016	1000	0	<input checked="" type="checkbox"/>

A note below the table states: "Note : Kindly enable the POPUP before forwarding. The report will be generated in new tab." A "Forward to LF" button is located below the table.

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

The screenshot shows the "edit_details" page for the entry with CPS Number 9000004847. The page contains several form fields for editing the entry details.

Missing Credits of CPS Number : 9000004847 (If you have wrongly forwarded / entered this entry - [click here to clear](#))

Month / Year : 2016 / 03 Do you want to forward to any other Treasury? : Yes No (In case this Entry belongs to previous DDO where the subscriber worked)

Select if Lose of Pay (or) Already Paid (or) Retirement (or) Death (or) Others

Contribution (Rs.) : 1000 Arrear (Rs.) : 0

Total Amount of CPS Schedule (Rs.) : 10000.00 Upload Proof(PDF) : No file chosen

Remarks : Missing Credit for the Month

Step14: Select the entries to Forwarding to Local Fund Audit

Executive Officer AYAKUDI
(DIRECTORATE OF TOWN PANCHAYATS(DTP))

Missing Credits

List of Completed Entries to be forwarded to LF

S.No	Action	CPS Number	Month / Year	Contribution (Rs.)	Arrear(Rs.)	All Select / Deselect <input type="checkbox"/>
1	Edit	9000004847	03/2016	1000	0	<input checked="" type="checkbox"/>

* Note : Kindly enable the POPUP before forwarding. The report will be generated in new tab.

Forward to LF

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10:52 PM
6/17/2020

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