



**User Manual
of
Unified Remuneration System**

Developed for

UNIVERSITY OF LUCKNOW



Submitted By:



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1. Introduction

1.1 Overview of the Web Application

The software has been developed for the Unified Remuneration System portal of University of Lucknow. The module is intended to be used by the authorized users to send request and avail the remuneration system services. This portal enables user to login and view the required details to process and execute the remuneration process through the fee portal of University of Lucknow and furnish the related details after login.

Along with, the services details, notifications, updates, and status of acceptance and rejection of requests, all will be available to the respective users for its further processes.

The concerned departmental users can also track the status of the entire execution of services from their login and will get SMS & Email alerts at all necessary steps.

1.2 Scope of the User Manual

This user manual provides step-by-step guidance on how the authorized users will use the software to execute the remuneration process through the portal.

1.3 Intended Audience of the Application

Officials from the University of Lucknow will be the intended audience of this application.

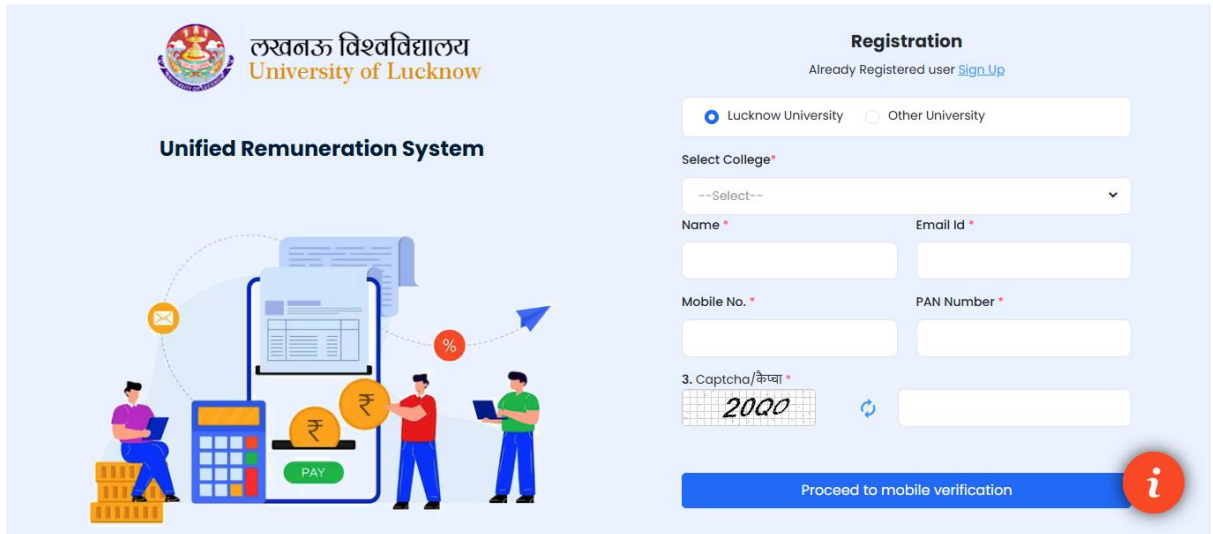
1.4 Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Registration

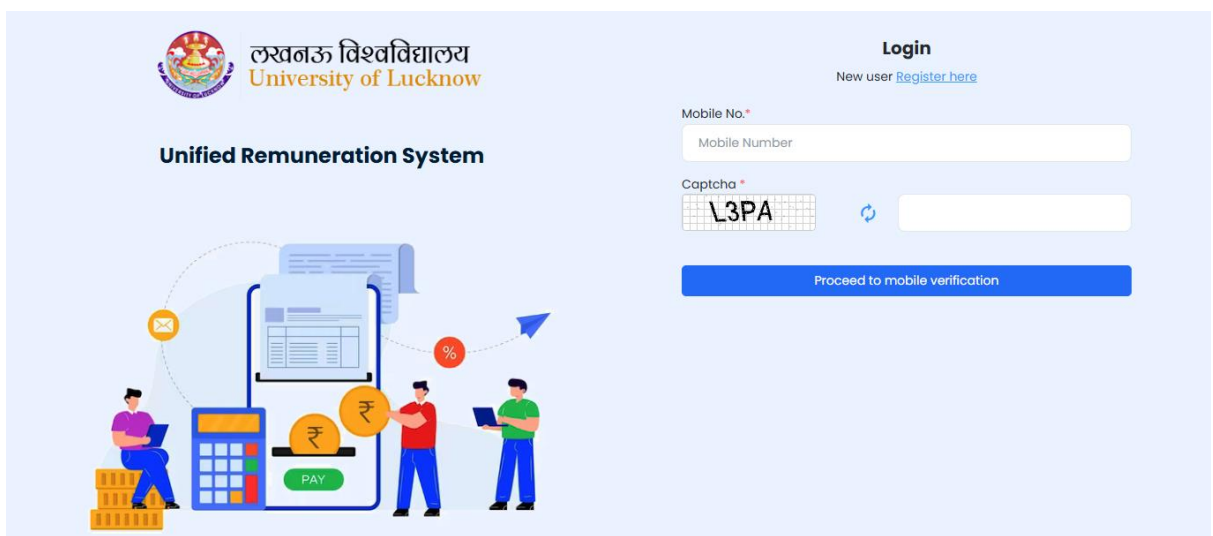
For registration, click "[Register here](#)" link from login page; the user will be redirected to the registration page of students' centric services. The registration page with the required details will appear, as shown below:



- Select **University** and **College** from the given selection options and enter **Name**, **Email ID**, **Mobile No.**, **PAN Number**, and **Captcha** in the given fields.
- Once the required details are entered, click on **Proceed to Mobile Verification** button.
- Click on **Reset** button to reset details, if needed.

3. Login

To access the unified remuneration system (fee portal) login page, click and open the login page by entering the login/registration URL <https://fee.lkouniv.ac.in/apps/Remuneration/Account/StudentLogin#> in the web browser; the login page will appear, as shown below:



- Enter **Mobile No.** and **Captcha** in the given fields and click on "**Proceed to Mobile Verification**" button.

3.1 Profile Updation and Dashboard

Once logged in to the **Dashboard**; click on Profile from the top right corner of the page; profile screen will appear, as shown below:

The screenshot shows the 'Unified Remuneration System' interface. At the top, there is a header with the University of Lucknow logo and the system name. Below the header, the 'Dashboard' section is visible. The main content area is divided into two sections: 'Basic Details' and 'Other Details'. The 'Basic Details' section contains several input fields: 'University Name' (filled with 'Lucknow University'), 'College Name' (filled with 'UNIVERSITY OF LUCKNOW, LUCKNOW'), 'Name' (filled with 'Abctest!'), 'Mobile No.' (filled with '7398220156'), and 'PAN Number' (filled with 'AAAPAI234A'). The 'Other Details' section includes an 'Upload Last Month Salary Statement' section with a 'Choose File' button and a note: 'Note: Please upload the Last Month Salary Statement pertaining to your current College/University. File Type: PDF | Max File Size: 5 Mb'. Below this is the 'Bank Account Details' section with four input fields: 'Bank Name' (dropdown menu), 'Bank Account Number', 'Branch Name', and 'IFSC Code'. At the bottom of the form, there are two buttons: 'Submit' (green) and 'Cancel' (orange).

- Enter and Upload the required missing details in profile section and then click on Update button below.
- Click on **Cancel** button to cancel details, if required.
- Once the required details are submitted, user will be redirected to the Remuneration Details Dashboard page; Dashboard page will appear, as shown below:

The screenshot shows the 'Unified Remuneration System' interface. At the top, there is a header with the University of Lucknow logo and the system name. Below the header, the 'Remuneration Details' section is visible. In the top right corner of this section, there is an orange button labeled '+ Add New Request'. Below this, there is a table with the following columns: 'S.NO.', 'APPLICATION NUMBER', 'SESSION', 'SEMESTER', 'EXAMINATION', 'COURSE TYPE', 'AMOUNT', 'SUBMISSION DATE', 'VIEW', and 'STATUS'. The table is currently empty, and the text 'No records found' is displayed in the center of the table area.

- To send new request, click on **+Add New Request** button from the top right corner of the page.

3.2 +Add New Request (Evaluator)

Once clicked on **+Add New Request** button from the Remuneration Details page; a new page with required fields will appear, as shown below:

Remuneration Details

BASIC DETAILS

NAME	: Abctest1	MOBILE NO.	: 7398220156
EMAIL ID	: prasantrai.26@gmail.com	PAN	: AAAPAI234A
UNIVERSITY NAME	: Lucknow University	COLLEGE NAME	: A K G COLLEGE BIKAMAU, BAKSHI KA TALAB, LUCKNOW

BANK DETAILS

BANK NAME	: ICICI Bank	IFSC CODE	: SBIN007587
ACCOUNT NUMBER	: 1234567899000	BRANCH NAME	: abcd
SALARY BANK STATEMENT	Download		

Remuneration Details

Session *: 2023-2024 Examination *: Odd Semester 2023-24 Course Type *: UG PG Course *: BBA

Semester *: 3 Subject *: MANAGEMENT Paper and Code *: MANAGEMENT ACCOUNTING []

Paper Setter Evaluator

Evaluator

Number of Days for Evaluation *: Amount *: ₹ 0 Number of Copies *: Amount *: ₹ 0

Payable Amount

TWF (4%)	₹ 0.00	TDS (10%)	₹ 0.00	Total Amount	₹ 0.00
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Buttons: Submit, Cancel

- Enter the required **Remuneration** details and **Evaluator** details in the given fields, respectively, and then click on **Submit** button.
- Click on **Cancel** button to cancel details, if needed.
- Once the details are submitted, preview page will appear, as shown below:

Preview

Application Details

Application Number	: 2324000024	Application Submission Date	: 17/03/2025
Course Type	: UG	Course	: BBA
Semester	: 3	Session	: 2023-2024
Examination	: Odd Semester 2023-24	Subject	: MANAGEMENT
Paper and Code	: MANAGEMENT ACCOUNTING [01595]		

EVALUATOR

Number of Days for Evaluation	: 4	Amount	: ₹ 400.00
Number of Copies	: 4	Amount	: ₹ 150.00

PAYABLE AMOUNT

TWF (4%)	: ₹ 22.00	TDS (10%)	: ₹ 55.00
Total Amount	: ₹ 473.00		

Buttons: Final Submit, Cancel

- Review details from **Preview** page and then click on **Final Submit** button to submit the final details.

3.3 +Add New Request (Paper Setter)

To send or add new request, click on **+Add New Request** button from the top right corner of the page. Details page with the required fields to be filled, will appear, as shown below:

- Enter the required remuneration details and paper setter details in the given fields and then click on **Submit** button.
- Click on **Cancel** button to cancel details, if needed.
- Once the details are submitted, preview page will appear, as shown below:

Application Number	: 2324000023	Application Submission Date	: 17/03/2025
Course Type	: UG	Course	: BBA
Semester	: 3	Session	: 2023-2024
Examination	: Odd Semester 2023-24	Subject	: MANAGEMENT
Paper and Code	: MANAGEMENT ACCOUNTING [01595]		
PAPER SETTER			
Number of Set(s)	: 2	Amount	: ₹ 1600.00
PAYABLE AMOUNT			
TWF (4%)	: ₹ 64.00	TDS (10%)	: ₹ 160.00
Total Amount	: ₹ 1376.00		

- Review details from **Preview** page and then click on **Final Submit** button to submit the final details.
- In case on cancellation, click on **Cancel** button.

4. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at lu.support@otpl.co.in.