



# 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.

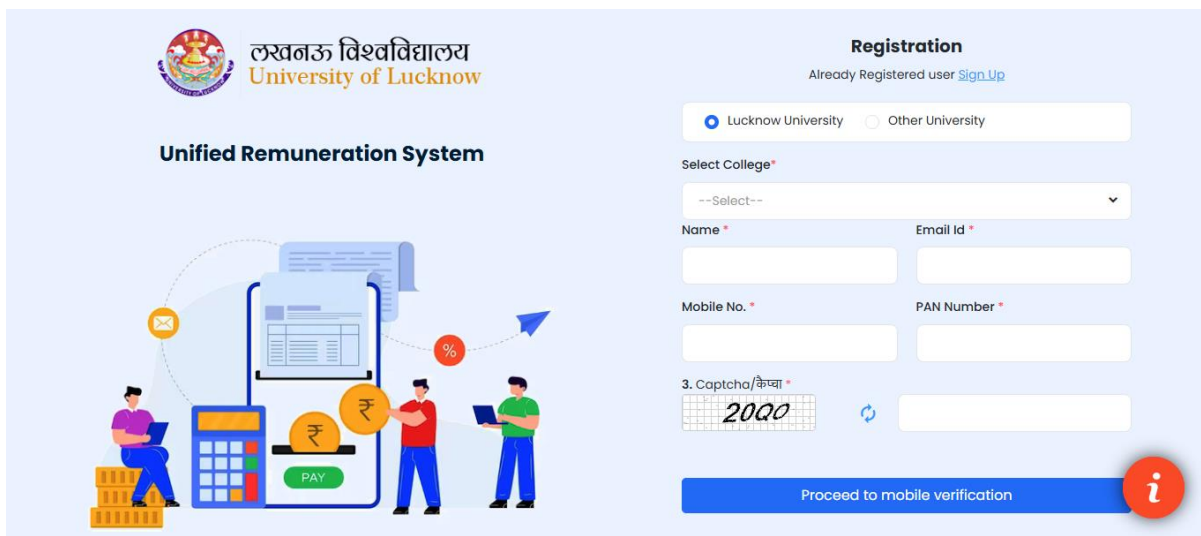
### **1.4 Application Convention**

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:

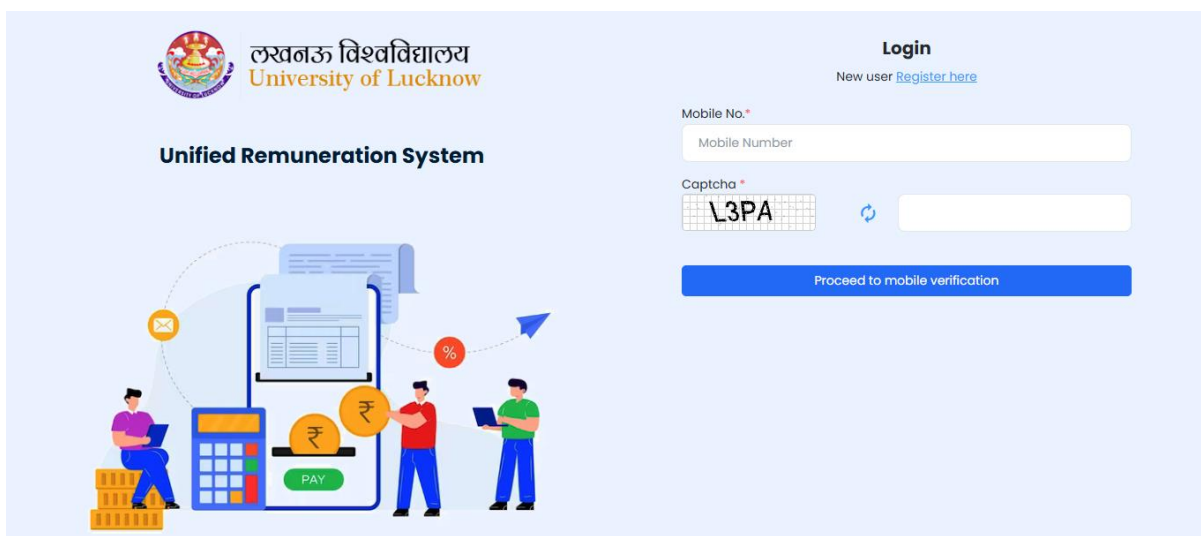


The screenshot shows the registration interface for the University of Lucknow's Unified Remuneration System. On the left, there is a logo and the university's name in Hindi and English. Below this is an illustration of three people interacting with a system, with a 'PAY' button and a percentage symbol. On the right, the 'Registration' section includes a link for already registered users to 'Sign Up'. There are two radio buttons for 'Lucknow University' (selected) and 'Other University'. A dropdown menu for 'Select College' is set to '--Select--'. Below this are input fields for 'Name', 'Email Id', 'Mobile No.', and 'PAN Number'. A '3. Captcha/किष्पा' field shows the captcha '2000'. At the bottom right is a blue button labeled 'Proceed to mobile verification' with an information icon.

- 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:



The screenshot shows the login interface for the University of Lucknow's Unified Remuneration System. On the left, there is a logo and the university's name in Hindi and English. Below this is an illustration of three people interacting with a system, with a 'PAY' button and a percentage symbol. On the right, the 'Login' section includes a link for new users to 'Register here'. There is an input field for 'Mobile No.' with the placeholder 'Mobile Number'. Below this is a 'Captcha' field showing the captcha 'L3PA'. At the bottom is a blue button labeled 'Proceed to mobile verification'.

- 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 displays the 'Unified Remuneration System' interface. The top navigation bar includes the University of Lucknow logo and the system name. The user is logged in as 'Abctest1'. The main section is titled 'Dashboard' and contains two primary form areas. The 'Basic Details' section includes input fields for 'University Name' (pre-filled with 'Lucknow University'), 'College Name' (pre-filled with 'UNIVERSITY OF LUCKNOW, LUCKNOW'), 'Name' (pre-filled with 'Abctest1'), 'Mobile No.' (pre-filled with '7398220156'), and 'PAN Number' (pre-filled with 'AAAPAI234A'). The 'Other Details' section features a file upload area for 'Upload Last Month Salary Statement' with a 'Choose File' button and a note about the file type (PDF) and size (5 Mb). Below this is the 'Bank Account Details' section, which includes fields for 'Bank Name' (a dropdown menu), 'Bank Account Number', 'Branch Name', and 'IFSC Code'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

- 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 'Remuneration Details' page. The top navigation bar is consistent with the previous page. The main section is titled 'Remuneration Details' and features 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, with the text 'No records found' displayed below the column headers. Above the table, there is an orange button labeled '+ Add New Request'.

- 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	: AAAPA1234A
UNIVERSITY NAME	: Lucknow University	COLLEGE NAME	: A K G COLLEGE BIKAMAU, BAKSHI KA TALAB, LUCKNOW

**BANK DETAILS**

BANK NAME	: ICICI Bank	IFSC CODE	: SBIN0007587
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

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		

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:

**Remuneration Details**

**BASIC DETAILS**

NAME	: Abctest1	MOBILE NO.	: 7398220156
EMAIL ID	: prasantral26@gmail.com	PAN	: AAAPA1234A
UNIVERSITY NAME	: Lucknow University	COLLEGE NAME	: A K G COLLEGE BIKAMAU, BAKSHI KA TALAB, LUCKNOW

**BANK DETAILS**

BANK NAME	: ICICI Bank	IFSC CODE	: SBIN0007587
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

**Paper Setter**

Number of Set(s) \*: Amount \*: ₹ 0

**Payable Amount**

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

- 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:

**Preview**

**Application Details**

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
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**PAYABLE AMOUNT**

TWF (4%)	: ₹ 64.00	TDS (10%)	: ₹ 160.00
Total Amount	: ₹ 1376.00		

Final Submit Cancel

- 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 [support@otpl.co.in](mailto:support@otpl.co.in).