

Lecture Basis Appointment Payment Portal

- The teachers who have not been registered during the previous session, can register using 'Pre-Registration' Link available on the portal.
- The teachers who have been registered during the previous session, are not required to register again on the portal. Registration ID and password can be recovered using 'Recover Registration ID / Password' option available under the 'Home' menu.
- After successful login, all the teachers are requested to select the session for which they want to register and fill/modify the registration form data, bank details, contact details and subject details using "Fill/Modify Registration Form" link available on the portal.
- After successful submission of registration form and other data, the teachers are requested to wait for the online approval of their registration by concerned Head/Incharge of the Campus/Department. The concerned Head/Incharge can login to portal using "Head/Incharge/Admin login" link available on the portal.
- Once the registration is approved by the concerned Head/Incharge, the teacher can submit the Lecture Statement and generate the payment bill for a particular month.
- After generation of payment bill, the teachers are requested to wait for the online approval of their payment bill by concerned Head/Incharge of the Campus/Department. Once the payment bill is approved, the teacher can take the printout of the bill, put his/her signature and submit the bill to the Departmental office.
- The concerned Head/Incharge will verify and forward the hard copy of payment bill to Salary Section, G.N.D.U., Amritsar for release of payment.
- If **any correction in the bill is required upto this stage**, the concerned Head/Incharge can **cancel the payment bill** online by login on to the portal. After login, if the bill is already approved, it can be opened from "**View Approved Payment Bills**" link. If the bill is pending, it can be viewed from "**Approve Payment Bills**" link. After opening, the bill can be cancelled by pressing "**Cancel Payment Bill**" button. Once the bill is cancelled, the teacher can modify payment bill for that month and submit fresh bill to the Departmental office.
- Once the payment bill is received by the salary section, the status of bill will be updated to "Under Process". After payment is made to concerned teacher, the status of the bill will be changed to "Paid" by salary section of the University.