राष्ट्रीय आदिवासी छात्र शिक्षा समिति
(जनजातीय कार्य मंत्रालय के अंतर्गत
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6th February 2025

Notice

1. The HRMS Menu in Octopod have option to update PRAN Numbers of the active employees. All school admins are advised to update the PRAN numbers of all the eligible active employees before 12-02-2025. To update the PRAN, follow the steps below:-

    a) Login as Admin, go to admin dashboard.

    b) Under HRMS Menu, hover over "Payroll" submenu

    c) Under the "Payroll" submenu, click on "Employee Data Edit".

    d) In the "Employee Data Edit" page select academy and click on "Filter".

    e) Enter the PRAN number, under the PRAN number column of all the eligible employee and then click on "Update" button at the bottom of the page.

    Note: - Employee Edit list page screenshot for reference is below.

2. NPS contribution will be remitted after the updation of PRAN on HRMS by the Schools.