

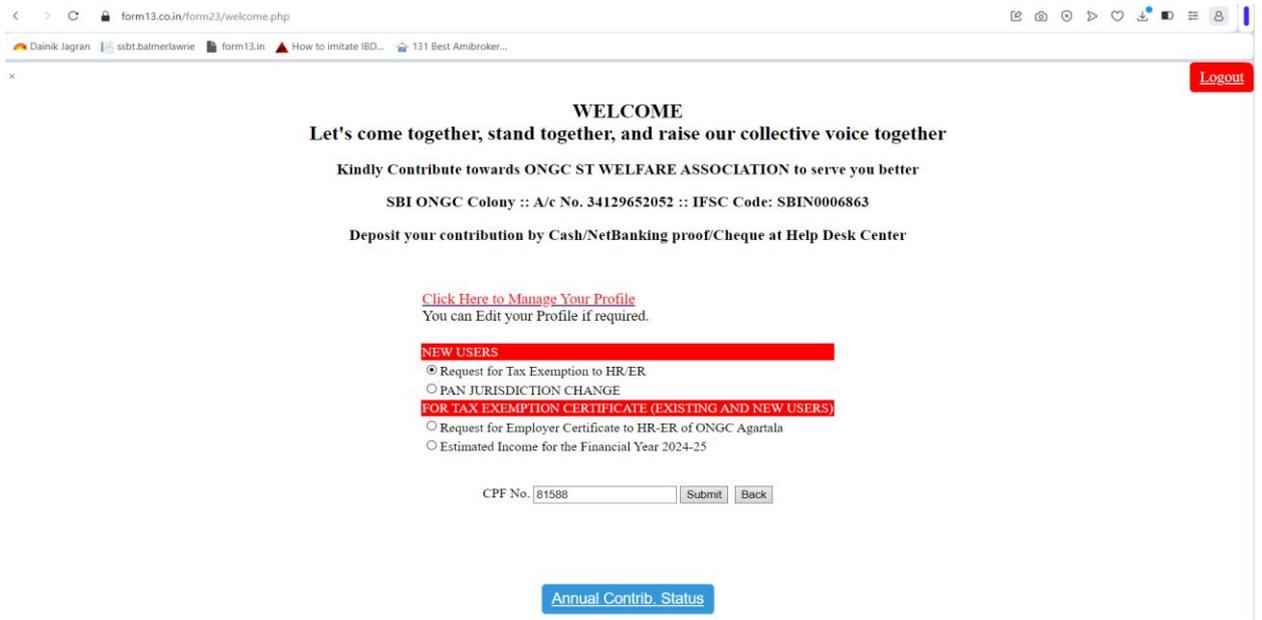
1. User login will come like this:



User to input his CPF and PAN, If error come "Invalid CPF" this means user name is not updated in the list of Agartala ST Category for website. Then user to Give CPF, Name & Designation to Co-Ordinator at office or WebAdmin to include in the list.

Admin control and New registration link will be only for user having Admin Privileges. Employer certificate link will be used by the HR-ER to issue employer certificate once the user submit the Hard copy of documents seeking tax exemption to HR-ER. List of contributed employee is old and new web-page construction is under progress.

2. Main screen:



In this screen first thing that user must do is manage his profile. Click on Manage your profile. Then after that only one can generate letters & other things.

3. Profile page will come:

Go to Main Page		FORM-13		Logout	
Important Data to be filled by a person for getting certificate under sections 197					
Name :	GHANASHYAM PEGU	CPF :	81588	Contact No. :	9969223430
PAN :	AEDPP0257K	Designation :	General Manager	Father Name :	SONAPUR PEGU
Office Address :	DS ONGC TRIPURA ASSET				
DOJ - Agartala :	dd-mm-yyyy	DOJ - ONGC :	dd-mm-yyyy		
State you belong:	ASSAM	Tribes Name(Community):	MIRI	ST Certificate Issued from:	DC OF DHEMAJI ASSAM
Address:	DS ONGC TRIPURA ASSET				
Last Place of Posting:	MUMBAI	ONGC Email id:	pegu_ghanashyam@ongc.co.in		

[Click Here to Edit](#)

If you have filled your profile earlier then it will show your data. For first time user and this year click on edit to fill your data

4. Fill your data then

Update Form-13 Details					
Name :	GHANASHYAM PEGU	CPF :	81588	Contact No. :	9969223430
PAN :	AEDPP0257K	Designation :	General Manager	Father Name :	SONAPUR PEGU
Office Address :	DS ONGC TRIPURA ASSET				
DOJ - Agartala :	dd-mm-yyyy	DOJ - ONGC :	dd-mm-yyyy		
State you belong:	ASSAM	Tribes Name(Community):	MIRI	ST Certificate Issued from:	DC OF DHEMAJI ASSAM
Address:	DS ONGC TRIPURA ASSET				
Last Place of Posting:	MUMBAI	ONGC Email id:	pegu_ghanashyam@ongc.co.in		

[Update Details](#)

Keep office address and address same and in short showing your section. As it will appear at many places in forms.

Once done click on update details to store these fields in web server.

After update screen will automatically diverted to previous page, where user can recheck the details.

5. Then go to main page:

## WELCOME

Let's come together, stand together, and raise our collective voice together

Kindly Contribute towards ONGC ST WELFARE ASSOCIATION to serve you better

SBI ONGC Colony :: A/c No. 34129652052 :: IFSC Code: SBIN0006863

Deposit your contribution by Cash/NetBanking proof/Cheque at Help Desk Center

[Click Here to Manage Your Profile](#)

You can Edit your Profile if required.

### NEW USERS

Request for Tax Exemption to HR/ER

PAN JURISDICTION CHANGE

### FOR TAX EXEMPTION CERTIFICATE (EXISTING AND NEW USERS)

Request for Employer Certificate to HR-ER of ONGC Agartala

Estimated Income for the Financial Year 2024-25

CPF No.

After filling your details user can generate the request letters for submitting to HR-ER. New user use new user tab, PAN Jurisdiction change is no longer required.

For existing users marked part will be used

**Most important part is Estimated income for FY 2024-25.** Select the radio button and submit both for new/exiting user

6. Estimate income page will open:

Annexure-A	
Expected Salary Income for the Current F.Y 2024-25, Estimated Total Income for CPF: 81588	
1. Gross Projected Salary as per: Month- <input type="text"/> ,Year- <input type="text"/>	<input type="text" value="2710508"/>
2. Estimated PRP for F.Y. 2024-25	<input type="text" value="500000"/>
3. Estimated EL Encashment for F.Y. 2024-25	<input type="text" value="400000"/>
4. Misc. % of increase on salary	<input type="text" value="7"/>
<b>Gross Calculated Income F.Y. 2024-25</b>	<input type="text" value="3700244"/>

Now click on edit to fill the required details for next year income calculation:

**Annexure-A**

**Expected Salary Income for the Current F.Y 2024-25, Estimated Total Income for CPF: 81588**

1. Gross Projected Salary as per <input style="width: 50px; border: 1px solid #ccc;" type="text" value="Feb"/> , <input style="width: 50px; border: 1px solid #ccc;" type="text" value="2024"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="2710508"/>
2. Estimated PRP for F.Y. 2024-25	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="500000"/>
3. Estimated EL Encashment for F.Y. 2024-25	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="400000"/>
4. Misc. % of increase on salary	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="7"/>
<b>Gross Calculated Income F.Y. 2024-25</b>	<input style="width: 100%; border: 1px solid #ccc;" type="text"/>

9. After filling the details from 1 to 4 rows click on calculate, then submit to webserver. It will return to previous page. From were print out can be taken.

**Now submit the hard copy of estimated income and request letter to HR-ER. Once HR-ER issues the Employer certificate after that user cannot edit the income details.**

**He can only print.**

**Annexure-A**

**Expected Salary Income for the Current F.Y 2024-25, Estimated Total Income for CPF: 46870**

1. Gross Projected Salary as per: Month- <input style="width: 100px; border: 1px solid #ccc;" type="text" value="March"/> ,Year- <input style="width: 50px; border: 1px solid #ccc;" type="text" value="2024"/>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="2710508"/>
2. Estimated PRP for F.Y. 2024-25	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="500005"/>
3. Estimated EL Encashment for F.Y. 2024-25	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="400002"/>
4. Misc. % of increase on salary	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="4"/>
<b>Gross Calculated Income F.Y. 2024-25</b>	<input style="width: 100%; border: 1px solid #ccc;" type="text" value="3718935"/>

10. For employes who joined the Agartala on transfer, one more row will come which will deduct the month salary where he severed in other region. It will be calculated from date of joining in Agartala

**Annexure-A**

Expected Salary Income for the Current F.Y 2024-25, Estimated Total Income for CPF: 46870	
1. Gross Projected Salary as per <input type="text" value="June"/> , <input type="text" value="2024"/>	<input type="text" value="2710508"/>
(-) 2 Month Minus taxable Income	<input type="text" value="451751.33"/>
2. Estimated PRP for F.Y. 2024-25	<input type="text" value="500005"/>
3. Estimated EL Encashment for F.Y. 2024-25	<input type="text" value="400002"/>
4. Misc. % of increase on salary	<input type="text" value="4"/>
<b>Gross Calculated Income F.Y. 2024-25</b>	<input type="text" value="3267183.99"/>

Contact following if required:

Co-Ordinator at office : 9428514729 (Mr. Sanjay Meena) /  
7042191011 (Mr. Ashok Khalko)

Website Co-Ordinator: 9969221045 (Mr. Arun Singh)