9. Click on 'Assign Employees' button to assign the employees to the selected LDC and 'Unassign Employees' button to unassign employees from the LDC(if any assigned to them).



Note: If employee who is being assigned to a LDC is already assigned to some other LDC, then the previous assignment will be overwritten automatically. There is no need to first unassign the employee from the current LDC and then assign to new LDC.

10. To see the list of all employees assigned to LDC, click on 'Load List' button. List of all assigned employees will be fetched.

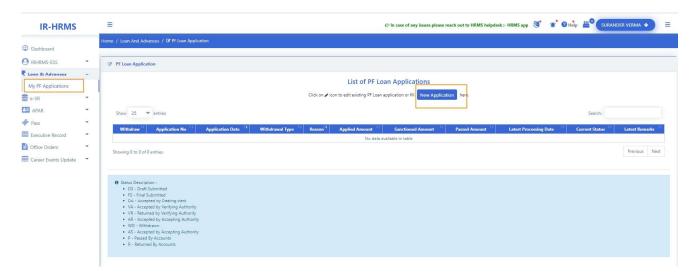


11. To unassign all employees from LDC, click on 'Unassign All'. All the employees will be removed from selected LDC.

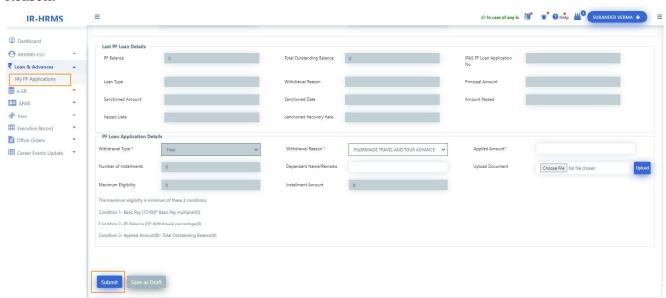


* For PF Applying Employee

- 1. Login To HRMS application with Employee's ID
- 2. Click on Loan & Advances > My PF Applications
- 3. Click on New Application Button to apply for PF Loan or Click on Status button to update the in Draft or rejected application if any.



4. Fill all the mandatory fields and upload the document justifying the PF Loan Withdrawal Reason.



- 5. Click on submit Button.
- 6. Enter the OTP as 20131.
- 7. Click ok.



After successful submission the Application Number gets generated.

For PF Loan Dealing Clerk

1. Login To HRMS application with PF Loan Dealing Clerk's ID