Procedure to update Employee Master (Permanent) details.

- 1) Go to accountant login.
- 2) Select Employee Management->Permanent Details.

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- 3) Click search button, it will show employee details to view and update
- 4) Edit employee to update whatever in employee permanent details.

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- 5) After edit it will allow to update permanent details.
- 6) Here Updating Employee's Designation.



7) Here updating employee's PAN Card number.

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8) Here updating employee's Initial

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9) Saving updated employee details.

Note-1: Pension amount should be '0' (Zero)

Note-2: Once you click edit option, you are modified or not, should be click update button. If you Are not click update button, that record display in pending list.

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