

MOST URGENT

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS AND TREASURIES**

No.DAT/B&A/TE/2026

Puducherry, dated.13-01-2026

CIRCULAR

Sub: General Election to Puducherry Legislative Assembly, 2026 (GEPLA-26) - Updating the staff data base for deployment of various categories of Officials for Election related tasks – Reg.

Ref:Memorandum No.1005/DEO/MPM/GEPLA-2026/ dated 12.01.2026 of District Election Officer, Puducherry.

The Election Commission of India have commenced the preparatory works in connection with the conduct of General Elections to Puducherry Legislative Assembly, 2026 (GEPLA-26). The District Election Officer for Puducherry District Puducherry, Puducherry as per Section 159 of Representation of People's Act, 1951, for appointment of various personnel for performing election related tasks. It is the responsibility of every District Election Officer to have updated Staff Database of the district for appointment of Polling personnel to be deployed for Poll Day Duty.

2. Accordingly, the District Election Officer, Puducherry, vide reference cited above, has directed the undersigned to make necessary provision in **Separate Web Page** and issue directions for updating the fields in the Pay-soft data by all the Drawing and Disbursing Officers for all staff members working under their control **on or before 19.01.2026:**

- i. EPIC Number.
- ii. Home Constituency.
- iii. Working Constituency.
- iv. Mobile No..
- v. Disability Type.
- vi. % of Disability in case of PwBD.
- vii. Is Pregnant / Lactating Mother.
- viii. Past Experience in Polling Duty.
- ix. Home Booth Number (In case of Women Employee).

3. In compliance to the directions of the DEO, this Directorate has created a provision in pay-soft 'esalary.py.gov.in' under the menu 'Pay Transaction → Election Update' for entering / updating the above particulars of all employees of the Government of Puducherry. The step by step procedure to be followed in this regard is attached with this circular.

4. Hence, all the Heads of Departments / Heads of Offices are hereby requested to instruct the Drawing and Disbursing Officers under their administrative control to update all the fields in respect of all employees within the stipulated time, i.e., **on or before 19.01.2026.**

5. The District Elections Officer has further directed to ensure that the Pay Bills for the month of January 2026 may be passed only after updating the above particulars in Pay Soft. **As such, Pay Bills for the month of January 2026 will only be passed after ensuring that the above instructions are duly complied with by the DDOs.**

Digitally signed by
H Sheik Moideen
Date: 13-01-2026
15:04:55
(H. SHEIK MOIDEEN)
DIRECTOR

To

All Heads of Departments / Heads of Offices.

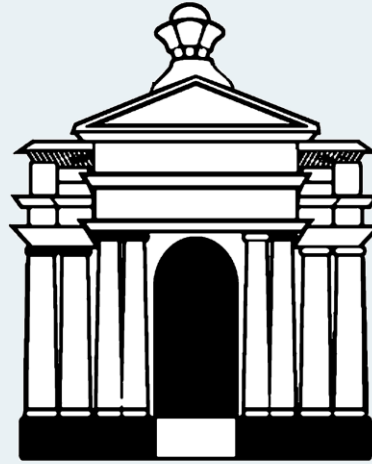
Copy to

1. The Deputy Directors / Junior Accounts Officers, Directorate of Accounts & Treasuries, Puducherry / Karaikal, Mahe / Yanam.
2. The Programmer, EDP Section, DAT, Puducherry – with instruction to upload this circular in DAT website.
3. The Superintendents, Pay sections, DAT, Puducherry / Karaikal / Mahe / Yanam.

Copy Submitted to:

The District Election Officer, Election Department, Puducherry.

Employee Master Data Updation in PaySoft



This module has been developed under the guidance of
the Directorate of Accounts & Treasuries(DAT) and the National Informatics Centre(NIC).

PaySoft Home Page

URL : <https://esalary.py.gov.in>



PaySoft

GOVERNMENT OF PUDUCHERRY

NEW *** eSalary is available for Sept

[Click Here To View New EmpCode](#) [Esalary Mobile App](#) [Click Here To Login](#)



News

NEW e-HRMS Employee Master Data Updation NEW

NEW Matching BillTypes for SalaryBills NEW

DDO's are requested to ensure whether correct Aadhaar number is entered before updating. No further modification can be made.

For better user experience, please use Google Chrome,Firefox,Opera Mini web browsers

MANUAL FOR PREPARATION OF AUTHORISATION SLIP FOR VARIOUS TYPES OF PAY / WAGES BILLS

[ReadMore](#)

Esalary Android application is now available to download...

Professional Tax will be deducted only after generating ECS statement... All the ddos who are eligible for professional tax deduction are requested to generate ECS Statement.

FOR UGC PAY... Choose New level as 19 for actual level 10... Choose New level as 20 for actual level 11... Choose New level as 21 for actual level 12... Choose New level as 22 for actual level 13A... Choose New level as 23 for actual level 14...

Manual for HRA-Arrear Preparation for month of July-2021

Click here to go login page

Step 1 : Login to PayClerk

- Access the PayClerk system using your credentials.

**PaySoft**

GOVERNMENT OF PUDUCHERRY

Main Menu



Your Account will Be locked after 5 Failure Attempts In Case Account Locked
Contact NIC To Release it

DEPARTMENT LOGIN

DDO CODE	1203
EMPLOYEE CODE	R1203120
USER NAME	PayClerk
PASSWORD	
VERIFICATION CODE	6 3 3 4 L G
ENTER VERIFICATION CODE	6334LG

Login

Note : DDO's are requested to use New Employee Code for login from now onwards. **View New Employee Code for DDO's Login**

DDO's are requested to use New Employee Code for login from now onwards. Change the Default Password. Keep Changing the Password !!!

Step 2 : Navigate to Personnel Update

- Go to the **PayTransaction** menu.
- Select **Election Update** from the available options

The screenshot displays the PaySoft web application interface for the Government of Puducherry. The header includes the PaySoft logo and the text "GOVERNMENT OF PUDUCHERRY". The navigation menu on the left lists various options under "PAY TRANSACTION", including "Personal Entry - Update", "Personal Entry - New Employee", "Pay Particulars Entry", "Legal Heir Entry", "Govt. Recoveries Entry", "PLI Entry", "6th CPC Pay Related Changes", "Increment - Disallow", "Attendance Entry", "Pay Correction", "Transfer Employee", "Joining Employee", "Mobile/Aadhaar Number Update", "Personal Update", "Yearly Expenditure Statement", "Election update", and "Election Employee's List". The "Election update" option is highlighted with a red arrow. The main content area shows the "Change Password" form with fields for Department (1203), Employee Code (R20036002), User Name (PayClerk), Current Password (masked), New Password, and Confirm Password. A "Change Password" button is at the bottom. A "Main Page" button is also visible. A "Notes" section on the left mentions "Password Strength Combination of 1 Upper Case Letter(A-Z) and One Lower Case Letter (a-z) and one Special Character and One Number (0-9)".

Step 3: Election Information Entry

Follow the steps below to update election-related details:

Update Election Details (Polling Booth Numbers are important for Mahe, Yanam, and Female employees):

1. EPIC Number
2. Home Constituency
3. Working Constituency
4. Mobile No.
5. Disability Type
6. % of Disability in case of PwBD
7. Is Pregnant / Lactating Mother
8. Past Experience in Polling Duty
9. Home Booth Number (mandatory for female employees)

GOVERNMENT OF PUDUCHERRY

MASTERPAY TRANSACTIONSHORTTERM ADVANCEPROCESS(PAY/DA/BONUS)CLAIMSREPORTSSIGN OUT

Election Information Entry

Personal Details

Employee Code:

Fetch

Employee Name:

Unique Em

GPF/PRAN No.:

Pay Scale:

6500-200-6900

Designation:

SUPERINTENDENT

Esalary Details Update

(Notes: physical challenged and gender details only change in personal entry screen.)

Physically Challenged:

Yes

Gender:

MALE

Mobile No.:

Email Id:

Election Details Update

(Polling booth numbers important for Male, Yanam and Female employees)

EPIC Id:

Home Constituency:

Select Option

Home Booth No.:

Working Constituency:

Select Option

Working Booth No.:

Past Experience in Polling Duty:

NO

Disability Type :

Acid Attack Victim

Disability(in%) :

An employee is willing to perform election duty. :

Yes

Note: Home Booth number entry is required for the female employee

UPDATE

RESET

Grid View

Not-updated list

See the Count of Employees

Total Employee's

Total Employee's not Update

Total Employee's Updated

191

57

134

View the Employee Details

Employee's Details

Show 5 entries

Search:

Employee Code	Employee Name	Designation	GPF/PRAN No.	Gender	Physically Challenged	Mobil NO.	Update Status
PR19871376	BALARAMAN JD	ASSISTANT	DGS/100	MM	NNO	7708274713	NNO
PR19880961	KOUMARAVEL SR	DDAO.	EEDN/8419	MM	NNO	99442577994	NNO
PR19890795	CAMALACANNANE JP	DDAO.	PPOL/2729	MM	NNO	99487751261	NNO
PR19920457	MOUROUGASSANY CC	UPPER DIVISION CLERK	PPW/2979	MM	NNO	99442786708	NNO
PR19930307	TAMBY SOUGOUNA CC	SUPERINTENDENT	BDO/333	FF	NNO	99488625556	NNO

Employees can review their personal details through the employee login.

PaySoft
GOVERNMENT OF PUDUCHERRY

Main Menu

EMPLOYEE LOGIN

GPF/PRAN :

VERIFICATION CODE : 3 P C T V

ENTER VERIFICATION CODE :

☐ CHECK IF HOMEGUARD

LOGIN

(In Case of PRAN No.) 110072639506
(In Case of GPF No. without /- or Space) eg. ABC1234

CHECK the BOX
IF Home Guard



Employee Details

NON OUT

Personal Details

GPF/PRAN NO.:

XXXXXXXXXX

DDO Code:

1020

Office Name:

Dte. of Agriculture, Pondicherry

Employee Code:

XXXXXXXXXX

Employee Name:

XXXXXXXXXX MAR

Father Name:

XXXXXXXXXX

Designation:

DIRECTOR OF AGRICULTURE AND FW

Date of Birth:

23/08/1965

Date of Retirement:

30/08/2025

Date of Joining:

04/12/1987

Gender:

Male

Address:

THATTANCHAVADY

Mobile No.:

XXXXXXXXXX

Email Id:

XXXXXXXXXX@py.gov.in

EPIC Id:

XXXXXXXXXX

Aadhaar Number:

XXXX XXXX 6 ■

Home Constituency:

Kadigamam

Home Booth No.:

XXXXXXXXXX

Working Constituency:

Oupalam

Working Booth No.:

XXXXXXXXXX

Person with disability :

NO

Disability Type:

NIL

Disability In Percentage:

NIL

If any correction or missing data, contact your DDO.