



USERGUIDE PENSION GENERATION

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Approvals:

<Approver 1>

<Approver 2>

1. Salary Pay Details :-

Menu Path:

Personal -> Pension Generation->Employee pension request



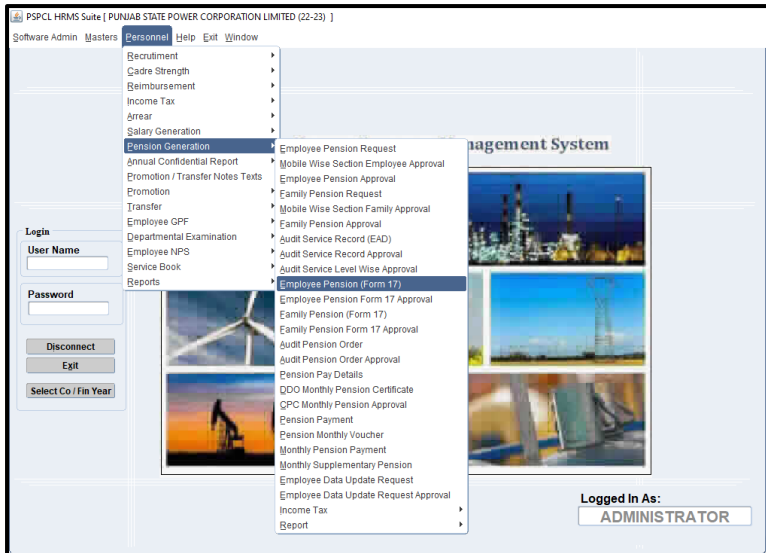
- Go to Salary Path Details and click on it following page will open.
- Select Employee code from List of values and Employee details Will Populate and Fill the data and Upload the relevant Photo using Uploading Photo.

The screenshot displays the 'Employee Pension Request' form. The top section contains fields for 'Employee code', 'Application No', 'Employee Name', 'Application Date', 'DDO Name', 'Update By', 'Reference Application Date', 'Update Date', 'Designation', and 'Location'. The 'Employee Details' tab is active, showing fields for 'Name', 'Designation', 'Date of Birth', 'Date of Retirement', 'Signatures', 'Identification Marks', 'Local Address', and 'Permanent Address'. The 'DDO from whom pension is to be drawn' is set to 'XEN OP DIVN KOTKAPURA'.

Click on Dependent Tab and Select Name, Relationship, DOB and Age.

Click on Nominee Tab and fill the all details.

Click on Pension Form and select all Details and Select Next Tab DCRG.



- Go to Employee pension (Form17) and click on it following page will open.
- Select the Employee Code following Page and data will populate.

Family Pension Approval

Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Employee code: 110498 Employee Name: ARVIND KUMAR - DDO Name: Designation: SUPDT. GR-I,GENERAL CADRE

Application No: Application Date: 03/09/2022 Update By: Update Date: 03/09/2022

Approved By: Approval Status: Approval Date: Location: 801 AO / P&A PATIALA

Employee Pension Approval form | Gratuity Approval Form after Death | Compiled Clearance Certificate | Affidavit | Ex-gratia grant

1. Board Employee Name: ARVIND KUMAR - 2. Code No.: 110498 3. Father's / Husband's Name: NARESH KUMAR

4. Designation: SUPDT. GR-I,GENERAL 5. Last Scale: 6. Name of the office where last worked: 801 AO / P&A PATIALA

7. Date of joining: 19/05/1999 8. Retirement date / Date of death: 9. How much service was done for pensionary benefit before death:

10. Last Salary: 110088 11. Deputation and details of work done: 12. Is deceased military pensioner?:

13. Family Pension Type:

14. From which date the family pension has to start

Special Pension From: Special Pension To: Special Pension amount:

Extraordinary Pension From: Extraordinary Pension To: Extraordinary Pension Amount:

Liberalised pension From: Liberalised pension To: Liberalised pension Amount:

Normal Family Pension From: Normal Family Pension To: Normal Family Pension Amount:

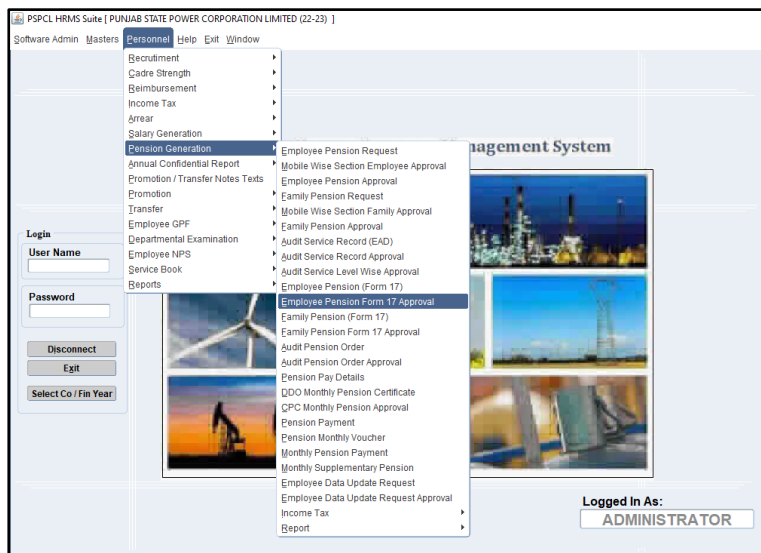
15. DDO Name from where pension is to be taken: DDO address from where pension is to be taken: Pensioner Name:

Pension approval officer: Pension approval officer stamp:

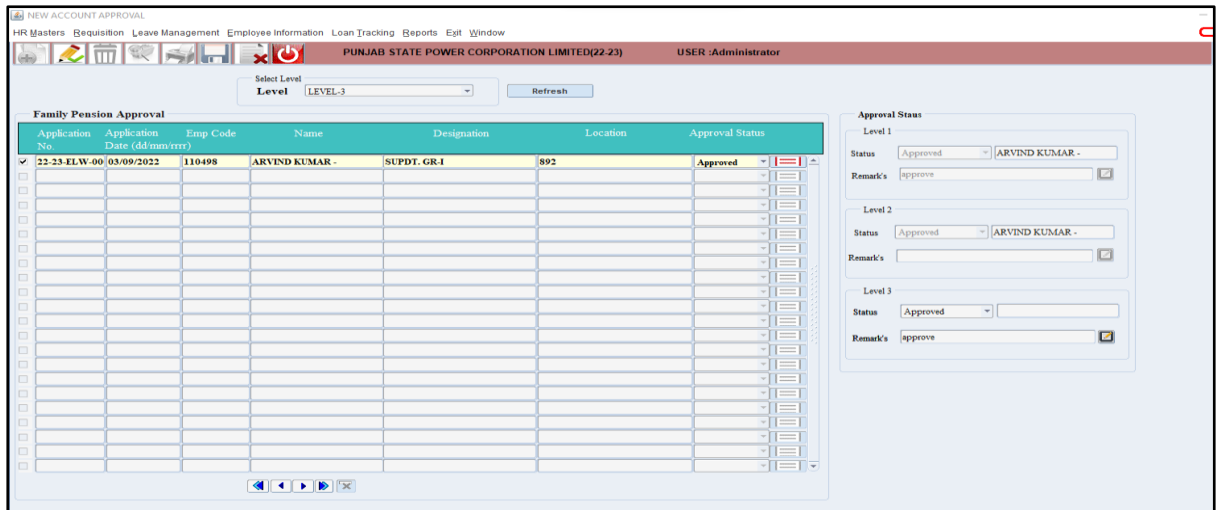
3. Employee pension (Form17) approval

Menu Path:

Personal -> Pension Generation->Employee pension form17 approval



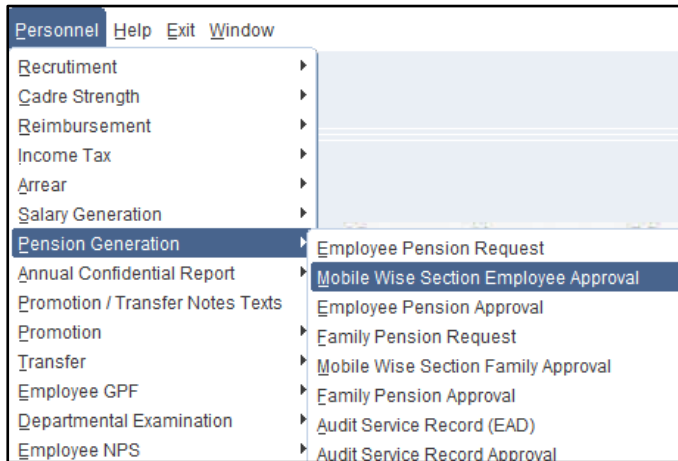
- Click on Employee pension form17 approval and click on it following page will open.
- Click on query Mode and select Level from Level LOV and click on Refresh button.
- After clicking on refreshing button Level 1 Data will populate.
- Click on Tick Box and Select Approval Status and write remarks and click on save button
- After saving data will move for Next level that is Level 2and Level 3 as per following screen.



4. Mobile wise section employee approval

Menu Path:

Personal -> Pension Generation->Mobile wise section employee approval



- Click on Mobile Section approval and click on it following page will open.

The screenshot shows the 'Employee Pension Application Approval' window. At the top, there is a title bar for 'PUNJAB STATE POWER CORPORATION LIMITED(22-23)' and a user name 'Administrator'. Below the title bar, there is a 'location' dropdown menu. The main area contains a table titled 'Unapproved Applications' with the following columns: Application No., Application Date (dd/mm/yyyy), Employee Code, Employee Name, Father / Husband Name, Location, Designation, Approval Status, and Approval Refer Back. The table contains several rows of data, with the last row highlighted in yellow. At the bottom of the table, there are navigation buttons (back, forward, refresh) and a 'PRINT' button. A red text label '* Mandatory Fields' is visible at the bottom right of the table area.

Callouts provide the following instructions:

- Select this button to view pending Application for Approval.
- Click on this button for filter data as per selected locations
- Click on this button for view employee pension request.

- Click on Modify button and select Location from Location list.
- Click and Select Approval Status and write remarks and click on save button.
- After saving data will move to Employee Audit Documents screen.

5. Employee pension approval

Menu Path:

Personal -> Pension Generation->Employee pension approval

The screenshot shows the 'Personnel' menu with the following items:

- Recruitment
- Cadre Strength
- Reimbursement
- Income Tax
- Arrear
- Salary Generation
- Pension Generation**
 - Employee Pension Request
 - Mobile Wise Section Employee Approval
 - Employee Pension Approval**
 - Family Pension Request
 - Mobile Wise Section Family Approval
 - Family Pension Approval
- Annual Confidential Report
- Promotion / Transfer Notes Texts
- Promotion
- Transfer
- Employee GPF

- Click on Employee Pension approval and click on it following page will open.
- Select Level from the Level List and click refresh button.
- From pending Employee pension application for level approval check mark and enter the remarks against the same.

HR Masters | Requisition | Leave Management | Employee Information | Loan Tracking | Reports | Exit | Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Select Level
Level: LEVEL-1 Refresh

Family Pension Approval

Application No.	Application Date (dd/mm/yyyy)	Emp Code	Name	Designation	Location	Approval Status	View Report
<input type="checkbox"/> 22-23-EPR-000	22/06/2022	103791	DALJIT Inderpal Singh	Engineer-in-Chief	892		
<input type="checkbox"/> 22-23-EPR-0000	23/06/2022	104182	SEEMA BAHGA -	DGM (IT)	893		
<input type="checkbox"/> 22-23-EPR-0000	23/06/2022	104084	HARJIT SINGH -	CHIEF ENGINEER	894		
<input type="checkbox"/> 22-23-EPR-0000	23/06/2022	103790	PARMJEET SINGH -	DIRECTOR GENERATION	892	Approved	
<input type="checkbox"/> 22-23-EPR-0000	24/06/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0000	29/06/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0000	29/06/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	09/08/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	16/08/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	16/08/2022	104084	HARJIT SINGH -	CHIEF ENGINEER	894		
<input type="checkbox"/> 22-23-EPR-0001	16/08/2022	104182	SEEMA BAHGA -	DGM (IT)	893		
<input type="checkbox"/> 22-23-EPR-0001	16/08/2022	104134	DEVINDER KUMAR SHARMA		894		
<input type="checkbox"/> 22-23-EPR-0001	20/08/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	20/08/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	20/08/2022	110498	ARVIND KUMAR -		892		
<input type="checkbox"/> 22-23-EPR-0001	22/08/2022	110498	ARVIND KUMAR -	DGM (IT)	892	Approved	
<input type="checkbox"/> 22-23-EPR-0002	22/08/2022	110498	ARVIND KUMAR -	Engineer-in-Chief	892	Approved	
<input type="checkbox"/> 22-23-EPR-0002	24/08/2022						
<input type="checkbox"/> 22-23-EPR-0002	25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892		
<input type="checkbox"/> 22-23-EPR-0002	25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892	Approved	

Approval Status

Level 1
Status: Approved ARVIND KUMAR -
Remarks: approve

Level 2
Status:
Remarks:

Level 3
Status:
Remarks:

HR Masters | Requisition | Leave Management | Employee Information | Loan Tracking | Reports | Exit | Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Select Level
Level: LEVEL-2 Refresh

Family Pension Approval

Application No.	Application Date (dd/mm/yyyy)	Emp Code	Name	Designation	Location	Approval Status	View Report
<input type="checkbox"/> 22-23-EPR-0000	16/06/2022	104134	DEVINDER KUMAR SHARMA		894		
<input checked="" type="checkbox"/> 22-23-EPR-000	25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892	Approved	

Approval Status

Level 1
Status: Approved ARVIND KUMAR -
Remarks: approve

Level 2
Status: Approved
Remarks: approve

Level 3
Status:
Remarks:

HR Masters | Requisition | Leave Management | Employee Information | Loan Tracking | Reports | Exit Window
 PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Select Level
 Level: LEVEL-3 Refresh

Family Pension Approval

Application No.	Application Date (dd/mm/yyyy)	Emp Code	Name	Designation	Location	Approval Status	View Report
✓ 22-23-FPR-000	25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR.1	892	Approved	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
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<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Approval Status

Level 1
 Status: Approved ARVIND KUMAR -
 Remark's: approve

Level 2
 Status: Approved ARVIND KUMAR -
 Remark's:

Level 3
 Status: Approved
 Remark's: approve

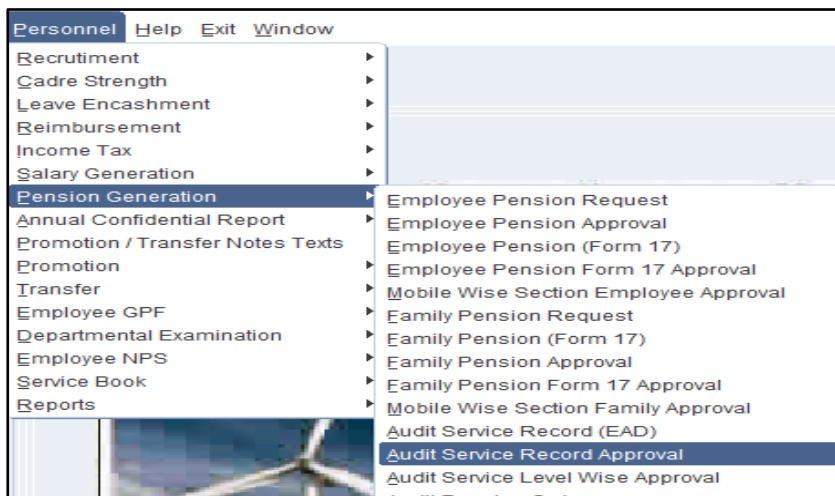
< > <>

HOS		CISV		DOQS		DONGS		AECS		CSOP	
Calculation Sheet of Pension											
Name	SEEMA BAHGA -			14. Death - cum - Retirement Gratuity				<input type="text"/>			
Father's / Hasband's Name	S R CHOWDHARY			15. Percentage/ amount of monthly pension commuted				<input type="text"/>			
1. Designation of the Post from which retired	<input type="text"/>			16. Amount of commuted value of pension authorised				<input type="text"/>			
2. Office last served	<input type="text"/>			17. Remarks				<input type="text"/>			
3. Date of Birth	02.05/1964							Show Report: <input type="button" value="View"/>			
4. Date of entry into Govt. Service	08.04/1987										
5. Date of Retirement / Superannuation	31.05/2022										
6. Rules under which pensionary benefits were settled	<input type="text"/>										
7. Total period of Service	<input type="text"/>										
8. Period not recognised as service	<input type="text"/>										
9. Period recognised as service	<input type="text"/>										
10. Average emoluments for last ten months	<input type="text"/>										
11. Average emoluments on which Pension fixed	<input type="text"/>										
12. Total amount of pension	<input type="text"/>										
13. Total amount of family pension	<input type="text"/>										

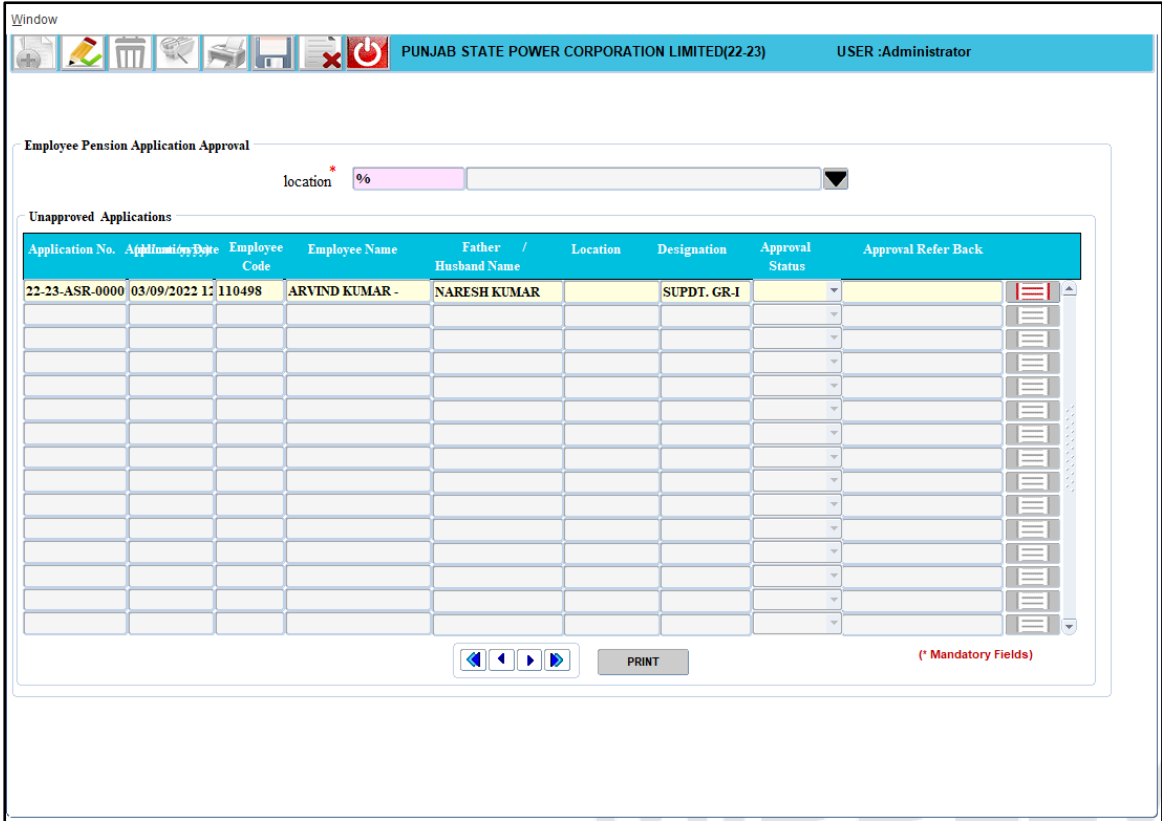
7. Audit service record approval

Menu Path:

Personal -> Pension Generation->Audit service record approval



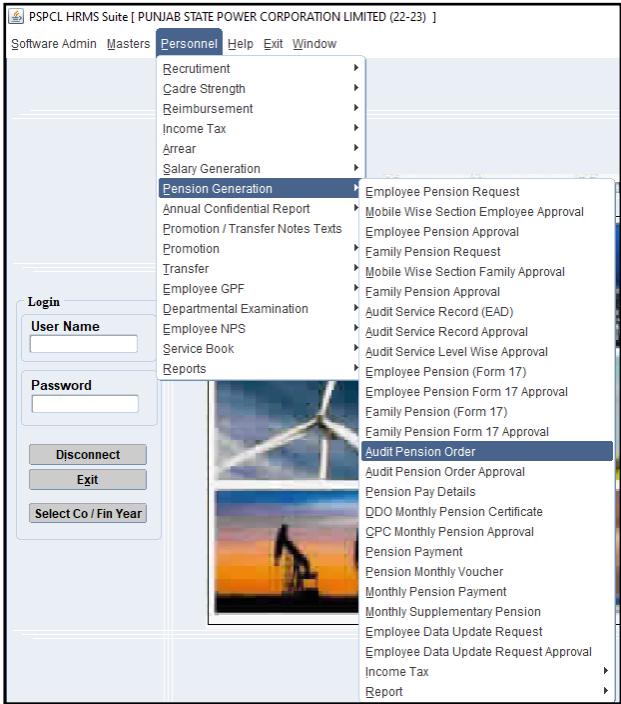
- Click on Audit Service Record approval and following page will open.
- Select Location from the location List and click button.
- From pending Employee pension application for level approval check mark and enter the remarks against the same.



8. Audit pension order

Menu Path:

Personal -> Pension Generation->Audit pension order



- Click on Audit Pension Order option and following page will open.
- Select Employee from the Employee List and click button.
- In the following screen employee pension file will be generated.

Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Emp ID: 318111 Employee Grade: D Revised: 2016 Revised

Pensioner Full Name: ARVINDER SINGH Date of Birth: 11/02/1984 CPF/EPF/GPF Type: CPF CPF/GPF/EPF NO: 110111013899

Father's Name: GURDIAL SINGH Date of Joining: 12/12/2016 Exit Type: Retirement-Superannat... Date of Exit: 28/02/2042

Designation: JE.ENG. OFFICERS (ELECTRICAL) Date of Regular: 12/12/2016 Location: SURBAN DIVN PATIALA

File No: [] - 000001 - A

BMP/ Gazatted No: []

Ref No: [] Ref Date: []

Recieved From: []

Remarks: [] Save File No

File No	BMP/ Gazatted No	Ref No	Ref Date	Recieved From	Remarks
S00003	1234	abc	31/05/2022	AO PENSION PAYMENTS WES/na	

Employee Pension Request View Form

Audit Service Record View Form

- Click on service tab the following screen will be shown.
- In this screen employee service will be Calculated.

File No Service Provisional PPO PPO Details CVO Details GPO Details Transfer DDO Cancel Order

Service Length

Total Service: 25YEARS 2MONTHS 16 NQS: 50

Exit Date: 28/02/2042 Regular Date: 12/12/2016

From Date: 12/12/2016 To Date: 28/02/2042 Type: Regular Service 25 2 16

Order No: [] Order Date: [] Remarks: []

Service Add Service Deduct

#	ACTION	TYPE	FROM DATE	TO DATE	YR	MN	DY	NQS	O/O NO	O/O DATE	REMARKS
X											
X											
X											
X											
X											
X											
X											
X											
X											
X											

Employee Pension Request View Form

Audit Service Record View Form

- Click on Provision PPO tab the following screen will be shown.
- In this screen Provision PPO will be generated.

File No Service Provisional PPO PPO Details CVO Details GPO Details Transfer DDO Cancel Order

Already Issued Provisional PPO

New Provisional PPO

File Details

File No: []

DDO Name: []

Pay To: ARVINDER SINGH 11/02/1984 SELF

Pension Amount: [] Start Date: []

Sanctioned By: []

Vide O/O No: [] Date: []

Notes on Provisional Order: []

Signing Authority

Signing Authority: admn

Signing Authority: []

Remarks: []

Remarks: []

Save Provisional Delete View Report

Upload Order

Current Provisional PPO History

Employee Pension Request View Form

Audit Service Record View Form

- Click on PPO details tab the following screen will be shown.
- In this screen employee PPO details will be Calculated and generated.

The screenshot shows a software interface for PPO (Pension Payment Order) details. The 'PPO Details' tab is active. The form is titled 'New PPO' and contains the following sections:

- Header:** File No, Service, Provisional PPO, PPO Details (selected), CVO Details, GPO Details, Transfer DDO, Cancel Order.
- Navigation:** Employee Pension Request (View Form), Audit Service Record (View Form).
- Form Fields:**
 - File No, Revised checkbox, Ref PPO No, Ref PPO Date.
 - Reason for Revision, DDO Name, Remarks.
 - PPO No, PPO Date, Dispatch No, Dispatch Date.
 - PAYEE DETAILS:** Pay to (ARVINDER SINGH), DOB (11/02/1984), Height, Identification Mark 1 & 2.
 - CALCULATION:** Last Basic Amount (4900), Last Grade Pay, Last NPA, Eligible Qual Service (50), Net Qual Service (50), Total Service (25YEARS 2MONTHS 16DAYS), DA (%), DP (%), IR (%).
 - BASIC PENSION:** Basic Amount (23950), DP, IR, Start Date (01/03/2042), End Date, Basic Pension (23950).
 - Pension Cuts:** Table with columns: Amount, Start Date, End Date, Total, Remarks.
 - SPECIAL PENSION:** Special Amt, SPL_DP, SPL_IR, Special Pension, Start Date, End Date.
 - LIBERALIZED PENSION:** LPF, LRF, LPF_DP, Liberalised, Start Date, End Date.
 - FAMILY PENSION:** NPF, NPF_DP, IRNF, Family Pension.
 - Amendments of Particular in HR:** Change in Pensioner's Name, Designation, DOR/Expired, Address, Family Pensioner's Name, DOB.
 - Amendments Notes:** Notes on PPO Order, Signing Authority, Signing Authority Remarks, Remarks.
- Buttons:** Re Calculate, Save PPO, Delete, Calculate Report, View Report.

- Click on CVO detail tab the following screen will be shown.
- In this screen employee commutation value will be calculated.

File No Service Provisional PPO PPO Details **CVO Details** GPO Details Transfer DDO Cancel Order

Already Issued CVO

New CVO

File No Revised
 Ref CVO No Ref CVO Date Reason for Revision
 PPO No PPO Date <<<< These Fields are mandatory in case PPO is not saved
 DDO Name
 Pay to ARVINDER SINGH 11.02.1984 SELF

CALCULATION
 Last Basic 47900 Eligible Qual Service 50 Net Qual Service 50 Total Service 25YEARS 2MONTHS 16D
 DA(%) 28 DP(%) IR(%)

CVO DETAILS
 Basic Pension 23950 % of comm 40 CVO Factor 39-9-103
 Commuted Amount 1046480 Already Pay Excess Recovery Lock
 Net Commuted Amount 1046480 Commuted Pension 9580 Reduced Pension 14370
 Payment Date 28.02.2042
 Notes Template
 Notes on CVO order
 Signing Authority
 Signing Authority
 Signing Authority Remarks
 Remarks

Re Calculate Save CVO Delete View Report

Current CVO History

- Click on GPO detail tab the following screen will be shown.
- In this screen employee Gratuity value will be calculated.

File No Service Provisional PPO PPO Details **GPO Details** Transfer DDO Cancel Order

Already Issued GPO

New GPO

File No Revised
 Ref GPO No Ref GPO Date Reason for Revision
 DDO Name
 Sanctioned By

PAYEE DETAILS
 Pay to ARVINDER SINGH 11.02.1984 SELF Father's/Husband Name GURDIAL SINGH
 DOB 11.02.1984 Identification Mark 1
 Height Identification Mark 2

CALCULATION
 Last Basic 47900
 Eligible Qual Service 50 Net Qual Service 50 Total Service 25YEARS 2MONTHS 16DAYS
 DA(%) 28 DP(%) IR(%)
 Retired Death on duty Death in Service

GPO DETAILS
 DCRG Amount (Death) DCRG Amount (After Retd) 766400 Service Gratuity
 Recovery Already Pay Net Payable 766400
 Payment Date 01.03.2042
 Notes Template
 Notes on GPO order
 Signing Authority
 Signing Authority
 Signing Authority Remarks
 Remarks

Re Calculate Save GPO Delete View Report

Current GPO History

- Click on Transfer DDO detail tab the following screen will be shown.

- In this screen employee pension DDO will be changed.

- Click on cancel order tab the following screen will be shown.
- In this screen employee pension order will be cancelled.

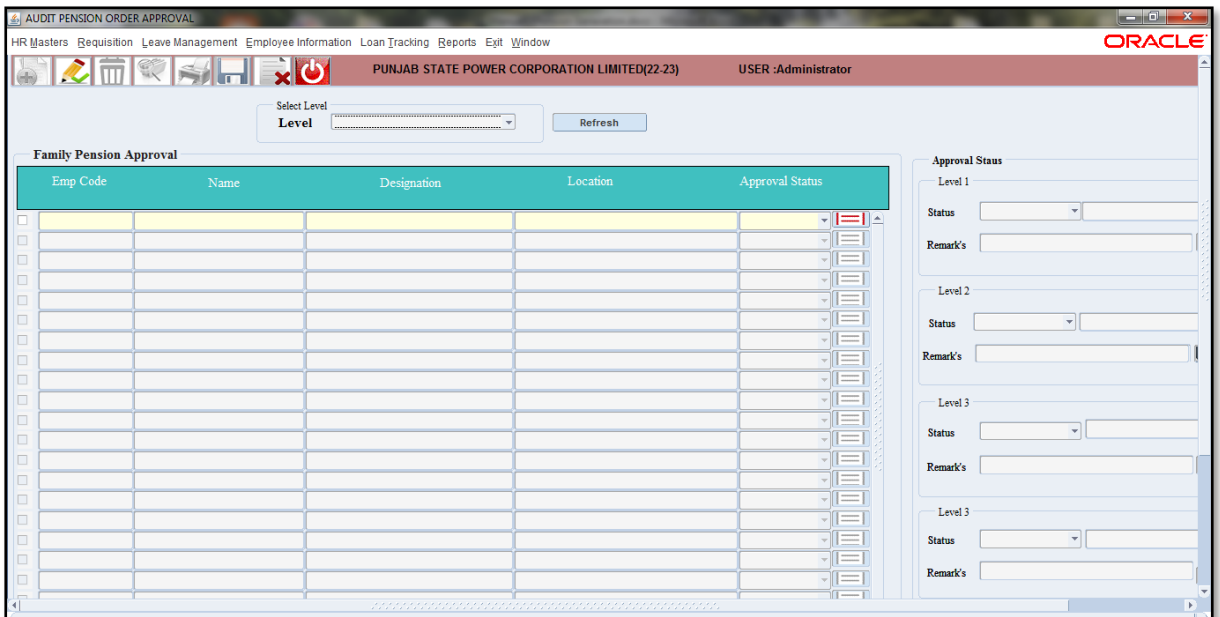
9. Audit pension order approval

Menu Path:

Personal -> Pension Generation->Audit pension order approval



- Click on Audit Pension order Approval option the following screen will be shown.
- In this screen employee pension order will be approval and different levels.



10. Pension pay details

Menu Path:

Personal -> Pension Generation->Pension pay details



- Click on Pension pay details option the following screen will be shown.
- In this screen employee pension details will be entered which will be used for monthly pension generation.

The screenshot shows the 'EMPLOYEE PENSION DETAILS' form. The form is titled 'PUNJAB STATE POWER CORPORATION LIMITED(22.23)' and the user is 'Administrator'. The form is divided into several sections:

- Employee Information:** Retiree (301917), Designation (JAMAN - RTM/TM), File No (P4135-A), Retire Date, Father Name, Family Pensioner (REKHA RANI), Address (H NO 122 MOHALLA PEER BANDA SALEM TAMBRI LUDI), Contact No.
- Bank Information:** Bank Account No (65136505595), Bank Name (SBI BANK), Pan No (BFYPR0922Q), Location (CITY CENT DIVN LUDHIANA), DDO (471), and Name (SUKARAN SINGH GREWAL).
- EMPLOYEE PENSION DETAILS:** Includes tabs for DEDUCTIONS and ALLOWANCES. The 'MONTHLY BASIS' section shows a table of allowances and deductions.

MONTHLY BASIS	
Family Pension	9790.00
D.P.	.00
I.R.	.00
Dearness Allowances	2743.00
D.A. Arrear	.00
Old Age Pension	.00
LTC	.00
Medical Allowance	1000.00
Total Allowances	93140.00
Gross Pension	93140.00
Net Pay	93140.00

Net Amount Payable P/M: 93140.00, CTC: 93140.00. (* Mandatory Fields)

EMPLOYEE PENSION DETAILS DEDUCTIONS ALLOWANCES, DEDUCTIONS

MONTHLY BASIS

Commutation Recovery (dd/mm/yyyy) To (dd/mm/yyyy)

Continuous Recovery (dd/mm/yyyy) To (dd/mm/yyyy)

Income Tax/Generation Tax

TDS

Surcharge

Education Cess

Section Code

Total Deduction

Net Amount Payable P/M CTC (* Mandatory Fields)

EMPLOYEE PENSION DETAILS DEDUCTIONS ALLOWANCES, DEDUCTIONS

Code *	Type	Allowances/Deductions Names	Effect with work days	Amount * Monthly Basis
PL-000021	ALLOWANCE	Miscellaneous allowances		6317.00
PL-000022	ALLOWANCE	Miscellaneous allowances2		73282.00
PL-000043	DEDUCTION	Club Fee		.00
PL-000060	DEDUCTION	Miscellaneous deduction		.00
PL-000061	DEDUCTION	Miscellaneous deduction2		.00
Total Allowance Amount				79599.00
Total Deduction Amount				.00

Net Amount Payable P/M CTC (* Mandatory Fields)

11. DDO monthly pension certificate

Menu Path:

Personal -> Pension Generation->DDO monthly pension certificate



- Click on DDO Monthly Pension Certificate option the following screen will be shown.
- In this screen employee monthly pension will be verified and certified by the DDO.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER: Administrator

SELECT THE EMPLOYEES OF THE DDO FROM THE EMPLOYEE FIELD TO ENTER ADDITIONAL ALLOWANCES OR DEDUCTIONS FOR AN EMPLOYEE FOR THE MONTH ENTERED IF ANY. THEN GENERATE THE PENSION THROUGH GENERATE SALARY BUTTON.

DDO: % ALL
 Month Year: 07/2022 (mm/yyyy)
 Search Employee: Employee

Employee Code*	Employee Name	File No	Basic Pension	D.P.	I.R.	DA	DA ARREAR	Old Age Pension	Medical Allow	LTC	Misc Allowances	Gross Pension	Income Tax	Commutation Recovery	Continuous Recovery	Misc. Deductions	Paid Days	Net Payable	Approval Status
107213	GURBAK RAI MAHI	107213	25884.00	.00	.00	6632.00	.00	.00	1000.00	.00	106897.00	46587.00	.00	.00	.00	.00	31.0	46587.00	Certified
233821	RAJ MALL -	233821	9798.00	.00	.00	2743.00	.00	.00	1000.00	.00	44219.00	19858.00	.00	.00	.00	.00	31.0	19858.00	Certified
301917	AMAN -	301917	9798.00	.00	.00	2743.00	.00	.00	1000.00	.00	557193.00	93140.00	.00	.00	.00	.00	31.0	93140.00	Certified
956967	BRU LAL -	956967	9000.00	.00	.00	2520.00	.00	.00	.00	.00	56450.00	19590.00	.00	.00	.00	.00	31.0	19590.00	Certified
956972	DARSHAN SINGH DRIVER -	956972	12456.00	.00	.00	3488.00	.00	.00	1000.00	.00	56245.00	24979.00	.00	.00	.00	.00	31.0	24979.00	Certified
956973	PIARE LAL -	956973	13313.00	.00	.00	3728.00	.00	.00	1000.00	.00	60060.00	26621.00	.00	.00	.00	.00	31.0	26621.00	Certified
956979	NIRMAL SINGH -	956979	11625.00	.00	.00	3255.00	.00	.00	1000.00	.00	52458.00	23374.00	.00	.00	.00	.00	31.0	23374.00	Certified
956982	SANITOKH -	956982	15113.00	.00	.00	4232.00	.00	.00	1000.00	.00	68131.00	30078.00	.00	.00	.00	.00	31.0	30078.00	Certified
957000	RAM SEWAK -	957000	13683.00	.00	.00	3831.00	.00	.00	1000.00	.00	61775.00	27339.00	.00	.00	.00	.00	31.0	27339.00	Certified
957072	SUNDER SINGH -	957072	12872.00	.00	.00	3604.00	.00	.00	.00	.00	58037.00	24787.00	.00	.00	.00	.00	31.0	24787.00	Certified
957073	KAPIL -	957073	9000.00	.00	.00	2520.00	.00	.00	1000.00	.00	56490.00	20590.00	.00	.00	.00	.00	31.0	20590.00	Certified
957074	RAJHA -	957074	9000.00	.00	.00	2520.00	.00	.00	1000.00	.00	56490.00	20590.00	.00	.00	.00	.00	31.0	20590.00	Certified
957083	HARISH CHANDER -	957083	9000.00	.00	.00	2520.00	.00	.00	.00	.00	.00	11520.00	.00	.00	.00	.00	31.0	11520.00	Certified
957085	GANI CHAND -	957085	9000.00	.00	.00	2520.00	.00	.00	.00	.00	56490.00	19590.00	.00	.00	.00	.00	31.0	19590.00	Certified
957090	RAJUT SINGH -	957090	9000.00	.00	.00	2520.00	.00	.00	1000.00	.00	56490.00	20590.00	.00	.00	.00	.00	31.0	20590.00	Certified

DDOID	Location	Bank Name	Account No.	PAN No.	Date of Retire.	Date of Retire.	Surcharge	Education Cess
471	303030200	SBI BANK	65024709119					

ALLOWANCES & DEDUCTIONS GENERATE PENSION (* Mandatory Fields)

12. CPC monthly pension approval

Menu Path:

Personal -> Pension Generation->CPC monthly pension approval



- Click on CPC Monthly Pension Certificate option the following screen will be shown.
- In this screen employee monthly pension will be verified and certified for payment by the CPC.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Egit Window ORACLE

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Pension /Arrear Pension
 Month Year 07/2022 (mm/yyyy)
 SELECT DDO

Pension Information

DDO ID	Location Description	Employee Code *	Employee Name	Bank Name	Account No	Gross Pension	Gross Deduction	Netpay	Status	View
										View
										View
										View
										View
										View
										View
										View
										View
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										View
										View
										View
										View

(Mandatory Fields)

Education Class Section Code

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Egit Window ORACLE

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Pension /Arrear Pension
 Month Year 07/2022 (mm/yyyy)
 SELECT DDO

DDO ID	DDO Name	Loc Id	Location Desc
107774	SUKARAN SINGH GREWAL	471	CITY CENT DIVN LUDHIANA

OK

Pension Information

DDO ID	Location Description	Employee Code *	Employee Name	Bank Name	Account No	Gross Pension	Gross Deduction	Netpay	Status	View
										View
										View
										View
										View
										View
										View
										View
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										View
										View
										View
										View

(Mandatory Fields)

Education Class Section Code

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Egit Window ORACLE

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Pension /Arrear Pension
 Month Year 07/2022 (mm/yyyy)
 SELECT DDO

Pension Information

DDO ID	Location Description	Employee Code *	Employee Name	Bank Name	Account No	Gross Pension	Gross Deduction	Netpay	Status	View
471	303030200	107243	GURBAX RAJ MAHI	SBI BANK	650247009119	46687.00	.00	46687.00	Certified	View
471	303030200	958490	MANGAL -		13201050005794	29214.00	.00	29214.00	Certified	View
471	303030200	301917	AMAN -	SBI BANK	65136505595	93140.00	.00	93140.00	Certified	View
471	303030200	958967	BRU LAL -	SBI BANK	55018924061	19590.00	.00	19590.00	Certified	View
471	303030200	958972	DARSHAN SINGH DRIVER -	SBI BANK	65110823509	24979.00	.00	24979.00	Certified	View
471	303030200	958973	PIARE LAL -	SBI BANK	55018942911	26621.00	.00	26621.00	Certified	View
471	303030200	958979	NIRMAL SINGH -	SBI BANK	55018956672	23374.00	.00	23374.00	Certified	View
471	303030200	958982	SANTOKH -	SBI BANK	65082910034	30078.00	.00	30078.00	Certified	View
471	303030200	957000	RAM SEWAK -	SBI BANK	65001905868	27339.00	.00	27339.00	Certified	View
471	303030200	957072	SUNDER SINGH -	SBI BANK	55018929762	24767.00	.00	24767.00	Certified	View
471	303030200	957073	KAPAL -	SBI BANK	55018934524	20590.00	.00	20590.00	Certified	View
471	303030200	957074	RADHA -		132010500096330	20590.00	.00	20590.00	Certified	View
471	303030200	957083	HARDISH CHANDER -		13201050003782	11520.00	.00	11520.00	Certified	View
471	303030200	957085	GIAN CHAND -	SBI BANK	55018923828	19590.00	.00	19590.00	Certified	View
471	303030200	957090	RANJIT SINGH -		13201050003573	20590.00	.00	20590.00	Certified	View

(Mandatory Fields)

Education Class Section Code

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

ORACLE

SELECT THE EMPLOYEES OF THE DDO FROM THE EMPLOYEE FIELD TO ENTER ADDITIONAL ALLOWANCES OR DEDUCTIONS FOR AN EMPLOYEE FOR THE MONTH ENTERED IF ANY. THEN GENERATE THE PENSION THROUGH GENERATE SALARY BUTTON.

DDO:
 Month Year*: (mm/yyyy)
 Search Employee:
 Employee:

Pension Information

Employee Code	Employee Name	File No	Basic Pension	D.P.	I.R.	DA	DA ARREAR	Old Age Pension	Medical Allow	LTC	Misc Allowances	Gross Pension	Income Tax	Commutation Recovery	Continuous Recovery	Misc Deductions	Paid Days	Net Payable	Approval Status
107213	GURBAK RAI MAHI	107213	23824.00	.00	.00	6632.00	.00	.00	1000.00	.00	.00	46587.00	.00	.00	.00	.00	31.0	46587.00	Certified

DDOID: 471 Location: 303030200 Bank Name: SBI BANK Account No.: 65024709119 PAN No.: Date of Retire.: Date of Retire.: Surcharge: Education Cess:

ALLOWANCES & DEDUCTIONS GENERATE PENSION (* Mandatory Fields)

13. Monthly pension payment

Menu Path:

Personal -> Pension Generation->Monthly pension payment

Personnel Help Exit Window

- Recruitment
- Cadre Strength
- Reimbursement
- Income Tax
- Arrear
- Salary Generation
- Pension Generation**
 - Employee Pension Request
 - Mobile Wise Section Employee Approval
 - Employee Pension Approval
 - Family Pension Request
 - Mobile Wise Section Family Approval
 - Family Pension Approval
 - Audit Service Record (EAD)
 - Audit Service Record Approval
 - Audit Service Level Wise Approval
 - Employee Pension (Form 17)
 - Employee Pension Form 17 Approval
 - Family Pension (Form 17)
 - Family Pension Form 17 Approval
 - Audit Pension Order
 - Audit Pension Order Approval
 - Pension Pay Details
 - DDO Monthly Pension Certificate
 - CPC Monthly Pension Approval
 - Pension Payment
 - Pension Monthly Voucher
 - Monthly Pension Payment**
 - Monthly Supplementary Pension
 - Employee Data Update Request

- Click on Monthly Pension payment option the following screen will be shown.
- In this screen employee monthly pension payment will be entered for bank scroll.

HR Masters Requisition Leave Management Employee Information Loan Tracking Reports Exit Window

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Choose Month
Pension Month (mm/yyyy)
07/2022

Pension Payment Detail

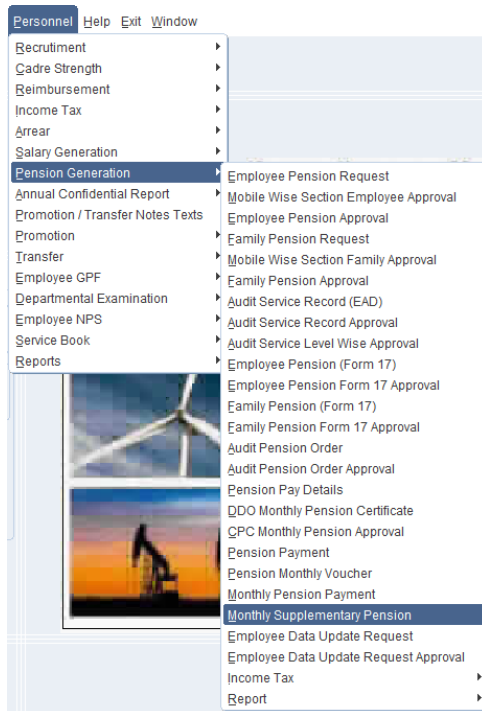
Emp ID	Pensioner Code	Pensioner Name	Mode	Abbreviation	Bank Account No.	Bank Name	Amount	Ledger	Memo no	Memo Date	Cheque No	Cheque Date	Remarks
471	P95341		BANK	SBI	65117645752	SBI BANK	20515	P11505					
471	P96967		BANK	SBI	55018924061	SBI BANK	19590	P2054					
471	P96972		BANK	SBI	65118823509	SBI BANK	24979	P-21279					
471	P96979		BANK	SBI	55018916672	SBI BANK	23374	P23157					
471	P01917		BANK	SBI	65136505595	SBI BANK	93140	P4135-A					
471	P97223		BANK	SBI	10961653135	SBI BANK	13755	P27878					
471	P97336		BANK	SBI	55018957558	SBI BANK	19769	P14871					
471	P97915		BANK	SBI	65071732405	SBI BANK	20186	P23729					
471	P98358		BANK	SBI	55147109774	SBI BANK	21781	P15916					
471	P98463		BANK	SBI	55018913810	SBI BANK	24671	P8873					
Total records													

(* Mandatory Fields)

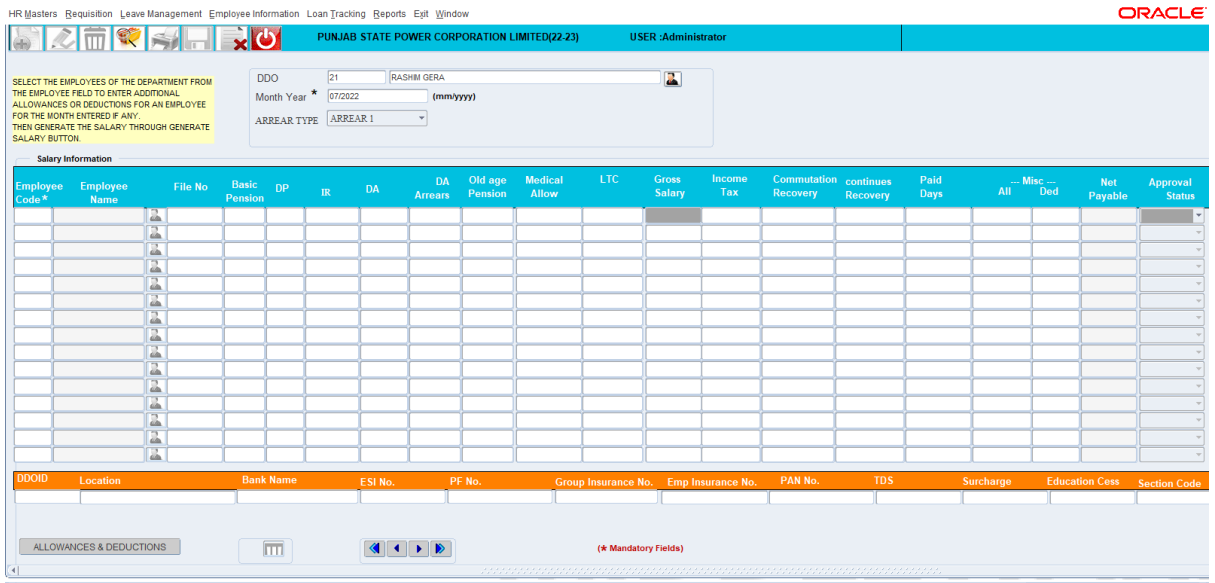
14. Monthly supplementary pension

Menu Path:

Personal -> Pension Generation->Monthly supplementary pension



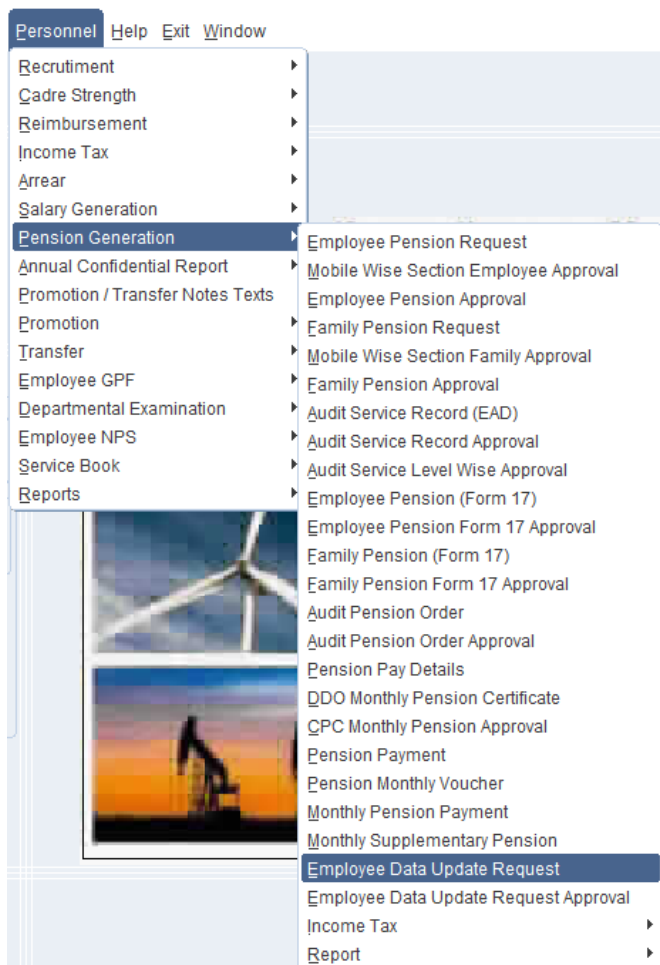
- Click on Monthly supplementary pension option the following screen will be shown.
- In this screen employee monthly pension arrear will be added.



15. Employee data update request

Menu Path:

Personal -> Pension Generation->Employee data update request



- Click on Employee Data Update request option the following screen will be shown.

- In this screen pensioner pension data update request will be entered.

PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Employee Information

Retiree: [948126] [BODH RAJ -] **File No**: [P-4874]

Designation: [9333] [PEON] Retire Date: [] (mm/yyyy)

Father Name: [] DOB Family: [] (dd/mm/yyyy)

Family Pensioner: [] Relation: []

Address: [] Contact No: []

Bank Account No: [] Bank: []

Pan No: []

DDO: []

Approved By: []

Approval Date: 03/09/2022 17:29

Update By: []

Approval Remarks: []

Find %

Emp Code	Employee Name	File no	Desg code	Desgname	Der
948126	BODH RAJ -	P-4874	9333	PEON	
949088	PURAN CHAND -	P-21263	9130	LM	
949142	HARBHANS SINGH -	P-2575	9170	ALM	
952923	DALIP CHAND -	P-28357	9170	ALM	
951976	TARLOK SINGH -	P-17829	9131	SSA	
949627	BODH RAJ -	P-21823	9210	LINEMAN	
955730	SUNHDEV SINGH -	P-23680	9170	ALM	
959873	RAM DAS -	P-1027	9088	JE	
967320	KASTURI LAL -	P-19558	9037	DIVISIONAL SUPDT.	
966816	RAM SINGH -	P-22237	9130	LM	
966918	GURNAM SINGH -	P-18090	9170	ALM	
948126	BODH RAJ -	P-4874	9333	PEON	
949088	PURAN CHAND -	P-21263	9130	LM	
949142	HARBHANS SINGH -	P-2575	9170	ALM	

Find Find OK Cancel

Window PUNJAB STATE POWER CORPORATION LIMITED(22-23) USER :Administrator

Employee Information

Retiree: [948126] [BODH RAJ -] **File No**: [P-4874]

Designation: [9333] [PEON] Retire Date: [] (mm/yyyy)

Father Name: [] DOB Family: [] (dd/mm/yyyy)

Family Pensioner: [ASHA RANI] Relation: [WIFE]

Address: [VILL MIRPUR GURDASPUR] Contact No: [A025]

Bank Account No: [55109036254] Bank: [158]

Pan No: [] Location: [323] [ESTABLISHMENT SECTION,O&S]

DDO: []

Upload Document []

Upload Life Certificate []

Approved By: [] Approved Status: []

Approval Date: 03/09/2022 17:29

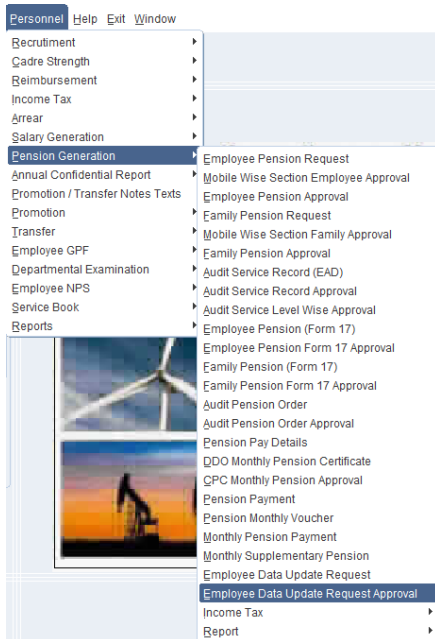
Update By: [] Update Date: 03/09/2022 17:29

Approval Remarks: []

16. Employee data update request approval

Menu Path:

Personal -> Pension Generation->Employee data update request approval



- Click on Pensioner data update request approval option the following screen will be shown.
- In this screen pensioner data update request will be verified and certified by the DDO.

The screenshot shows the 'Employee Pension Application Approval' screen. At the top, there is a 'Location' dropdown menu. Below it, a section titled 'Unapproved Applications' contains a table with the following columns: Employee Code, Employee Name, Father / Husband Name, Location, Designation, Approval Status, and Approval Refer Back. The table is currently empty. At the bottom of the table, there are navigation arrows and a 'PRINT' button. A red asterisk (*) indicates mandatory fields.

Employee Pension Application Approval

Location *

Unapproved Applications

Employee Code	Employee Name	Father / Husband Name	Location	Designation	Approval Status	Approval Refer Back
948126	BODH RAJ -			PEON	▼	
967820	KASTURI LAL -	TEST		DIVISIONAL SUPDT.	▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	
					▼	

Navigation icons: Home, Previous, Next, Refresh, and a PRINT button. A red note at the bottom right indicates "(* Mandatory Fields)".