



# USERGUIDE PENSION GENERATION

Author:	
CreationDate:	30.Aug.2022
LastUpdated:	30.Aug.2022
DocumentRef:	
Version:	V1.0

# Approvals:

<Approver 1>

<Approver 2>

# 1. Salary Pay Details :-

#### Menu Path:

PSPCL HRMS Suite [ PUNJAB STATE POWER CORPORATION LIMITED (22-23) ] tware Admin Masters Personnel Help Exit Window Recrutiment Cadre Strength Reimbursement Arrear Salary Generation nagement System 
 Pension Generation
 Imployee Pension Request

 Annual Comidential Report
 Mobile Wise Section Employee Approval

 Promotion Transfer Notes Texts
 Employee Pension Approval

 Promotion Transfer Notes Texts
 Employee International Approval
 Transfer Mobile Wise Section Family Approval Employee GPF Eamily Pension Approval Login Departmental Examination Audit Service Record (EAD) User Name Employee NPS Audit Service Record Approval Service Book Audit Service Level Wise Approval Employee Pension (Form 17) Employee Pension Form 17 Approval Reports Password amily Pension (Form 17) amily Pension Form 17 Approval Judit Pension Order Disconnect Audit Pension Order Approval Exit ension Pay Details DDO Monthly Pension Certificate Select Co / Fin Year CPC Monthly Pension Approval ension Payment Pension Monthly Voucher Ionthly Pension Payment Monthly Supplementary Pension Employee Data Update Request Employee Data Update Request Approval Logged In As come Tax ADMINISTRATOR Report

#### 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.

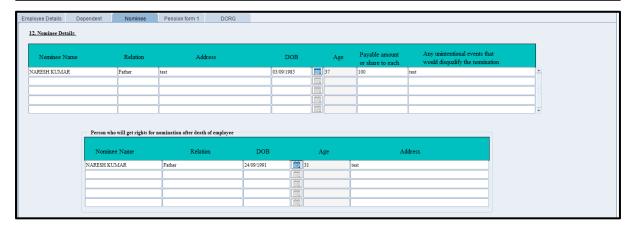
Application No 22-23-EPR-00025 Application Date 03/09/2022 10:10 Upd	ION LIMITED(22.23) USER :Administrator           Reference Application Date           ION Anne           KULDEEP SINGH           Update Date           StPDT GR.H           Update Date           03 09 2022 10:51           Location           Upload Bulton
1. Name     ARVND KUMAR -       2. Designation     SUPDT. CR-I_GENERAL CADRE (GAZETTED)       3. Date of Birth     01/01977       4. Date of Retirement     27/09/2023       5.2 Sample Signatures of Employee     Signature 1       Signature 1     EM_SIGN211049809202217.pdf       Signature 2     EM_SIGN211049809202221.pdf	6. Upload joined photographs of husband and wife with name on next side PfC_1110409809202207.pd PfC_2110409809202248.P PfC_3110409809202248.P Upload photo 1 Upload photo 3
Address 1 #129, NEW FRIENDS ENCLAVE Address 2 RAJPURA-SIRHIND BYEPASS City PATIALA State CHANDIGARH	

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.

mployee De		Nominee Pension		ORG	_
Dependent	Details who are eligible for fai	mily pension after death of er Relationship	Date of Birth		
NARESH B	Name	Father	03/09/1975	Age	
test		test	27/09/2000	22	5
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Employee Details Dependent Nomi	inee Pension form 1 DCRG		
1. Employee Name       2. Designation       3. Father's / Husband Name       4. Date of Birth       5. Date of Retirement       Job Categories       1. Adhoc       2. Transparency       From Date 26       3. Apprentice       From Date 26	09/2022 To Date 28/09/2022 09/2022 To Date 29/09/2022 29/09/2022 29/09/2022 29/09/2022 29/09/2022 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2020 28/09/2000 28/00 28	State District Pincode 10. Last office address from which retired 11. Last DDo Name 12. Name of the DDO from where you want to take pension 13. Is a military pensioner (yes' no) If yes, then the details of pension and gratuity Details of Pension and gratuity	CHANDIGARH test L47001 SK.XEN DS DIVN BTI RAJESH KUMAR Yes v test
5.Workcharge From Date 03/ 5.Regular From Date 03/		<ol> <li>Any other personal or military pension detail PPO number if only PSPCL pensioner</li> <li>Pension Type</li> <li>Last salary according to LPC</li> </ol>	test Supremmation 1000
Date of joining from 7. Non-countable Service for Pension 8. Countable Service For pension 9. Postal Address 1 Postal Address 2	19 05 1999 (1) To 03 09 2022 test test #129, NEW FRIENDS ENCLAVE RAJPURA-SIRHIND BYEPASS	17. Salary during Last ten months         18. Proposed Pension         Identification Marks         Height         Remarks	1000 23 INJURY MARK ON LEFT KNEE, 5 fest
Postal Address 3 City	test PATIALA		

Employee Details Dep	oendent Nominee	Pension form	1 DCRG
19. Proposed DCRG a	mount	[	000
		C.	
20. DCRG deduction if an	iy :		
* DCRG deduction for	household dues		000
* Excess amount of sa	alary and allownces	[	000
* Recovery of other th	iings	[	000
* Any other deduction	5		000
*Any personal audit pa	ara is not pending against	employee	500

# 2. Employee pension (Form17) Menu Path:

Personal -> Pension Generation->Employee pension (form17)



- 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 Application No Approved By Employee Pension Approval form Gratuity Ap	Employee Name         ARVIND KUMAR-         DDO Name           Application Date         03.09.2022         Update By           Approval Status         Image: Compiled Clearance Certificate         Affidavit	Designation     SUPDT. GR.+[GENERAL CADRE]       Update Date     03 09/2022       Location     801 AO / P&A PATIALA       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
<ol> <li>Date of joining</li> <li>Last Salary</li> </ol>	19/05/1999     8. Retirement date / Date of death       11/0088     11. Deputation and details of work done	9. How much service was done for pensionary benefit before death 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

Aplicant's current and past behavior   Aplicant's current and past behavior   Any kind of degradation or suspension   Any kind of granity or pension   has dready been received by the applicant   Signature of head of office   Signature of head of office   Signature of head of office stamp   Approvent officer's sources: Area Area Address Relations with deceased DCRG amount (doare (	Employee Pension Approval form Gratuity Approval	Form after Death	Compiled Clearance Certificate	A	Midavit	Ex-gratia grant		
Applicant Detail          Applicant pression         has already been received by the applicant         if any other statement         Signature of head of office         signature of head of office stamp    Approves officer's orders:          The approval officer has completely satisfied himself that the service of the Late Mr/Ms.         signature of head is particular brainsion to pay DCR to the heirs of whom the details are given below, lower to cut if according to the percentage given below.    Signature of the DDO approving the gratuity					On hold DCRG A			
Signature of head of office stamp  Approves officer's orders:  The approval officer has completely satisfied himself has the service of the factory. Therefors, I grant permission to pay DCRG to the heirs of whom the details are given below.  Per  The approval officer has completely satisfied himself that the service of the factory.  Further for the service of the behavior of whom the details are given below.  Privated that the Chief Accounty BB BB BB are the service of the factory.  Signature of the DDO approving the gratuity  Signature of the DDO approvi	Any kind of gratuity or pension has already been received by the applica	nt			Address		Relation with deceased	
The approval officer has completely satisfied himself that the service of the Late Mr / Ms is satisfactory. Therefore, I grant permission to pay DCRG to the heirs of whom the details are given below for more that the chief Accounts Officer has completely satisfied himself that the service of the Late Mr / Ms is satisfactory. Therefore, I grant permission to pay DCRG to the heirs of whom the details are given below, I order to criticate the chief Accounts Officer has completely satisfied himself that the service of the Late Mr / Ms is satisfactory. Therefore, I grant permission to pay DCRG to the heirs of whom the details are given below, I order to crit if accounting to the percentage given below	•							
Late Mr / Ms     is satisfactory.     Signature of the DDO approving the gratuity       Therefore, I grant permission to pay DCRG to the heirs of whom the details     Signature of the DDO approving the gratuity       are given below, I order to cut it according to the percentage given below.     Stamp	The approval officer has completely satisfied hims Late Mr / Ms. in Therefore, I grant permission to pay DCRG to the are given below. Provided that the Chief Accounts Pension Audit Part Pun Ra Bi Bo Patiala is allowe	satisfactory. heirs of whom the det Officer						
	Late Mr / Ms Therefore, I grant permission to pay DCRG to the are given below, I order to cut it according to the pe Provided that the Chief Accounts Officer Pension	is satisfactory. teirs of whom the deta rcentage given below.	ails				·	

Employee Pension Approval form Gratuity Approval Form after Death	Compiled Clearance Certificate	Affidavit	Ex-gratia grant	
Employee Detail	· · · · · · · · · · · · · · · · · · ·			
Deceased employee name				
Deceased employee designation				
Date of Death				
No due detail Deceased employee name				
Son / daughter of				
has no dues				
Signature of head of office				
Counter Signature				
Signature of pension approval office				
Stamp of pension approval office				
				 J

mployee Pension Approval form	Gratuity Approval Form after Death	Compiled Clearance Certificate	Affidavit	Ex-gratia grant		
TT:C.1. / 1		Depe	endent Details			
Wife's / husband's name		Sr N	No. Name	Relation	Date of birth	Age
Wife's / husband's of (deceased employee nam	a)		vo. Ivanie	Relation		Age
Designation of employee						
Location					i	
Date of death						
Wife's / husband address	1					
Wife's / husband address	2					
Wife's / husband address	3					
City						
State						
District						
Pincode						

Employee Pension Approval form	Gratuity Approval Form after Death	Compiled Clearance Certificate	Affidavit	Ex-gratia grant	_
Employee's Detail Deceased Employee n Location Designation Date of Death	ame				
Applicant's Detail Applicant's Name Relationship According to Pun Name of Ex-Grant Gri Cause of ex- gratia en DDO from whom pays Any other imformation	itlement	· · · · · · · · · · · · · · · · · · ·			
Full Address Applicant's Signatu	re				

# 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 2 and Level 3 as per following screen.

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		Select Level Level LEVEL-1	•	Refresh					
y Pension Approval		Level LEVEL-1	•	refresh		- 4.00	al Staus		
ation Application	Emp Code	Name	Designation	Location	Approval Status	Level			
Date (dd/mm	v/mm)					Statue	Approved	- ARVIND KUI	MAR -
ELW-00 03/09/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892			approve		
	_	1				I COMMIN S	11		_
		ļ				Level	2		
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		oyee Information Loan Ir		TION LIMITED(22-23)	USER :Administrator		_		
Bequisition Leave Ma		oyee Information Loan Ir	acking Reports Exit Window	TION LIMITED(22.23) Refresh			_		
Sequisition Leave Ma		oyee Information Loan Ir PUN Select Level Level LEVEL-2	acking Beports Esit Window JAB STATE POWER CORPORA	Refresh	USER :Administrator	Approval S	itaus		
Sequisition Leave Ma	Emp Code	oyee Information Loan Ir	acking Reports Eyit Window JAB STATE POWER CORPORA			Approval S Level 1 -			
equisition Leave Ma	Emp Code	oyee Information Loan Ir PUN Select Level Level LEVEL-2	acking Beports Esit Window JAB STATE POWER CORPORA	Refresh	USER :Administrator Approval Status	Approral S Level 1 Status [	Approved	* ARVIND KUMA	
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator Approval Status	Approval S Level 1 -	Approved	· ARVIND KUMA	t
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval S Level 1 Status [ Remark's ]	Approved	· ] [ARVIND KUMA]	
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval S Level 1 Status [ Remark's Level 2	Approved approve		
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equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval S Level 1 Status [ Remark's Level 2	Approved approve Approved		
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval 1 Level 1 Status [ Level 2 Status 2 Remark's [ Remark's [	Approved approve Approved		
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equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval 1 Level 1 Status [ Level 2 Status 2 Remark's [ Remark's [	Approved approve Approved		
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval 1 Level 1 Status [ Level 2 Status 2 Remark's [ Remark's 2 Level 3	Approved approve Approved	v	
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval S Level 1 Status [ Remarks ] Level 2 Status 2 Level 3 Status ]	Approved approve Approved	v	
equisition Leave Ma	Emp Code	oyee Information Loan Ir Dun Select Level Level LEVEL-2 Name	acting Beports Est Window JAB STATE POWER CORPORA Designation	Refresh	USER :Administrator	Approval S Level 1 Status [ Remarks ] Level 2 Status 2 Level 3 Status ]	Approved approve Approved	v	
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			Select Level LEVEL-3		Refresh				
Family Per	ision Approval						Approva	l Staus	
							Level 1		
No.	Date (dd/mm/	nmr) 110498	ARVIND KUMAR -	SUPDT. GR-I	892	Approved 🔻 🔚	Status	Approved	ARVIND KUMAR -
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4. Mobile wise section employee approval

#### Menu Path:

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

Personnel Help Exit Window	
Recrutiment Gadre Strength Reimbursement Income Tax Arrear Salary Generation	>
Pension Generation	Employee Pension Request
Annual Confidential Report	Mobile Wise Section Employee Approval
Promotion / Transfer Notes Texts	Employee Pension Approval
Promotion	Eamily Pension Request
Transfer	Mobile Wise Section Family Approval
Employee GPF	Eamily Pension Approval
Departmental Examination	Audit Service Record (EAD)
Employee NPS	Audit Service Record Approval

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

Select this button to view pending Application	Employee Pension	Application Ap		location	IJAB STATE POWER	R CORPORAT	ION LIMITED(22-2		USER :Administrator	for f		button ta as per pations
for	Application No.		e Employe Code	e Employee Name	Father / Husband Name	Location	Designation	Approval Status	Approval Refer Back			
Approval.	22-23-EPR-00003			DALJIT INDERPAL SINC		C 892	Engineer-in-Chief		•		9	Click on this
	22-23-EPR-00004	23/06/2022 16:0	104182	SEEMA BAHGA -	S R CHOWDHARY	893	DGM (IT)		•	E		Click on this
	22-23-EPR-00005	23/06/2022 16:0	104084	HARJIT SINGH -	SUJAN SINGH	894	CHIEF ENGINE		•			button for view
	22-23-EPR-00012	16/08/2022 13:0	104084	HARJIT SINGH -	SUJAN SINGH	894	CHIEF ENGINE		•			employee
	22-23-EPR-00013	16/08/2022 13:0	104182	SEEMA BAHGA -	S R CHOWDHARY	893	DGM (IT)		•			
	22-23-EPR-00023	25/08/2022 05	110498	ARVIND KUMAR -	NARESH KUMAR	892	SUPDT. GR-I		<b>•</b>			pension request.
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- 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

Personnel Help Exit Window		
Recrutiment	►	
Cadre Strength	₽	
Reimbursement	►	
Income Tax	►	
Arrear	₽	
Salary Generation	►	
Pension Generation	Þ	Employee Pension Request
Annual Confidential Report	×	Mobile Wise Section Employee Approval
Promotion / Transfer Notes Texts		Employee Pension Approval
Promotion	×	Family Pension Request
Transfer	•	Mobile Wise Section Family Approval
Employee GPF	•	Eamily Pension Approval

- 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.

mily Pension Approva		Select Level LEVEL-1	•	Refresh				Approval	St	
pplication Application o. Date (dd/mr	Emp Code	Name	Designation	Location	Approval Status	;	View Report	Level 1	Staus	
-23-EPR-000 22/06/2022	103791	DALJIT INDERPAL SIN	GH (Engineer.in.Chief	892				Status	Approved	* ARVIND KUMAR -
23-EPR-0000 23/06/2022	104182	SEEMA BAHGA -	DGM (IT)	893		i=i			approve	
-23-EPR-0000 23/06/2022	104084	HARJIT SINGH -	CHIEF ENGINEER	894		i=i	Ē			_
23-EPR-0000 23/06/2022	103790	PARMJEET SINGH -	DIRECTOR GENERATION	892		i =i				
23-EPR-0000 24/06/2022	110498	ARVIND KUMAR -		892		i=i		Level 2		
23-EPR-0000 29/06/2022	110498	ARVIND KUMAR -		892		i=i		Status		- I
23-EPR-0000 29/06/2022	110498	ARVIND KUMAR -		892		1=1				
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-23-EPR-0001 16/08/2022	104084	HARJIT SINGH -	CHIEF ENGINEER	894		·  =		Level 3		
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-23-EPR-0001 22/08/2022	110498	ARVIND KUMAR -	DGM (IT)	892	Approved	=				
-23-EPR-0002 22/08/2022	110498	ARVIND KUMAR -	Engineer-in-Chief	892	Approved	1=1				
-23-EPR-0002 24/08/2022					•	III				
-23-EPR-0002 25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892	•	=				
-23-EPR-0002 25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892	Approved	1=1				
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				Select Level LEVEL-2	•	Refresh						
1	amily Pensi	on Approval							Approva	l Staus		
	Application No.	Application Date (dd/mm/r						View Report	Level 1			
	22-23-EPR-0000	0 16/06/2022	104134	DEVINDER KUMAR SHARM	4	894	× [===		Status	Approved	ARVIND KUMAR -	
	22-23-EPR-00	0 25/08/2022	110498	ARVIND KUMAR -	SUPDT. GR-I	892			Remark's	approve		
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	前梁,		Select Level Level LEVEL-3	NJAB STATE POWER CORPOR	Refresh	USER :Administrator	
	ion Approval Application Date (dd/mm/	Emp Code rrrr)	Name	Designation	Location	Approval Status View Report	Approval Staus
22-23-EPR-0	00 25/08/2022	110498	ARVIND KUMAR -	SUPDT, GR-I	892	Approved V = 1	Status Approved      ARVIND KUMAR -
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# 6. Audit service record (EAD)

# Menu Path:

Personal -> Pension Generation->Audit service record (EAD)

Personnel Help Exit Window	
Recrutiment	►
Cadre Strength	▶
Reimbursement	▶
Income Tax	▶
Arrear	►
Salary Generation	•
Pension Generation	Employee Pension Request
Annual Confidential Report	Mobile Wise Section Employee Approval
Promotion / Transfer Notes Texts	Employee Pension Approval
Promotion	Eamily Pension Request
Transfer	Mobile Wise Section Family Approval
Employee GPF	Eamily Pension Approval
Departmental Examination	Audit Service Record (EAD)
Employee NPS	Audit Service Record Approval
Service Book	Audit Service Level Wise Approval
Reports	Employee Pension (Form 17)
	Employee Pension Form 17 Approval
	Eamily Pension (Form 17)

- Click on Audit Service Record (EAD) and click on it, following page will open.
- Click on add button and select employee code list for selecting employee and application number.
- After selecting employee from the list data related to service record need to be updated here.

Window												
副之前	i 💘 🐋	×	D PU	NJAB STATE PO	WER CORPO	DRATION LIMITED(22	-23) USI	ER :Administrate	or			
Employee Code Application No Approved Status	110498 22-23-ASR-00003 Approved	Applic	ation Date	ARVIND KUMAR - 25/08/2022 09:52 25/08/2022 11:07	-	Designation Name Update By Approval Remarks	SUPDT. GR-I;GENE admn	RAL CADRE (GA	Location Approved By	admn		
HOS CISV History of Serv	DOQS DONQS	AECS CSC	P									
Establishment	Appointment As	Substantive pay	Officiating Pay	Date of beginning Service	Date of ending service	Period Reckoned as Service	Period not Reckoned as Service	Reason of N Service	on. Qualifying	How verified	Remarks by the Account officer	View Report
TEST	TEST	10000	1000	25/08/2022	25/08/2022	TEST	TEST	TEST		TEST	TEST	View 🔺
MBN			1		1			1				View
VVV	]									][		View
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# HOS CISV DOQS DONQS AECS CSOP

	eriod	Page no. of Service Book	No. or part of page of Service	View Repoi
From	To		Book	
25/08/2022	30/08/2022	44	55	View
12/12/1212	12/12/1212			View
30/08/2022	30/08/2022	546		View
				View

#### HOS CISV DOQS DONQS AECS CSOP Details of Qualifying Service Name of Govt. under which employed (in order of employment) TEST SDFSDF Total Period Less non-qualifying Qualifying Service servvice (see table-II) Name of Establishment From To View Report View View View TEST 25/08/2022 30/08/2022 55 TEST TEST A HHFH

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					Period of	interruption n	ot qualifying fo	r pension		_	
Name of Govt. under which employed	Name of Establishment	From	То	Extra - ordi not qualifyi	inary leave ing for pension		on period not g for pension		er period not 18 qualifying	Total non qualifying period	View Report
(in order of employment)				From	To	From	To	From	To	] <b>F</b> errer	
test	test	25/08/2022	30/08/2022	25/08/2022	30/08/2022	25/08/2022	30/08/2022	30/08/2022	30/08/2022	9	View
rest	FHFGH									][]	View
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Design	e Emmoluments in re ation the last ten months fi		test JR. SPORTS OFFICER 20/08/2022	Of To	ffice AD. SE CIVIL MT	CII PATIALA	
		Period				View	
	From	To	Month	Pay @ Per Month (Rs	.) Total Pay (Rs.)	Report	
	25/08/2022	30/08/2022	10	1000	10000	View	
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	12/12/1212	12/11/2121	l.			View	
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						View 🖵	

alcuation Sheet of Pension					
Name	SEEMA BAHGA -	1	4. Death - cum - Retirement Gratuity		
Father's / Hasband's Name	S R CHOWDHARY	1	5. Percentage/ amount of monthly pension commuted		
1. Designation of the Post from which retired		. 1	6. Amount of commuted value of pension authorised		
2. Office last served		. 1	7. Remarks		
3. Date of Birth	02/05/1964			Show Report :	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					
7. Total period of Service					
8. Period not recognised as service					
9. Period recognised as service					
10. Average emoluments for last ten months					
11. Average emoluments on which Pension fixed					
12. Total amount of pension					
13. Total amount of family pension					

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.

approved App	ications		location %						
	AphliantiónyDyit	e Employee Code	Employee Name	Father / Husband Name	Location	Designation	Approval Status	Approval Refer Back	
23-ASR-0000	03/09/2022 12	110498	ARVIND KUMAR -	NARESH KUMAR		SUPDT. GR-I	<b></b>		
							<b></b>		
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# 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.

M	/indow						
	記念面	ኛ 🥪 🗕  🐱	PUNJAB STATE PO	WER CORPORATIO	N LIMITED(22-23)	USER :Administrator	
	Emp ID Pensioner Full Name Father's Name Designation	318111 LANDER SINGH GURDIAL SINGH JE;ENGG. OFFICERS (ELECTRICAL)	Employee Grade D Date of Birth 11/02 Date of Joining 12/12 Date of Regular 12/12	/2016	Revised CPF/EPF/GPF Type Exit Type Location	2016 Revised   CPF  Retirement-Superannuat  SURBAN DIVN PATIALA	CPF/GPF/EPF NO         110111013899           Date of Exit         28/02/2042
1	File No File No BMP/ Gazatted N Ref No Recieved From	_ 000001 _ A	D Details CVO Details Ref I		ransfer DDO Cancel	Order	Employee Pension Request View Form Audit Service Record View Form
	Remarks File Detail File No	BMP/Gazatted No. Ref J	No Ref Date	Recieved From		Save File No	
	<b>S00003</b>	BMP/ Gazatted No Ref 1 1234 abc	31/05/2022	AO PENSION PAY			

• Click on service tab the following screen will be shown.

File No	Service	Provisional PPO PF	PO Details	CVO Det								ension Reques	- V
				Service L	ength						Audit Servi	ce Record	v
Total Service Exit Date From Date Order No	25YEARS 2MONT 28/02/2042 12/12/2016	HS 16 NQS Regular Date To Date Order Date	50 12/12/2016 28/02/2042	ій Т	Years ype emarks	Regular	onths Da	ys Years 25	Months Da	ys			
	Service Ad	dd Serv	rice Deduct										
			ice beddet										
				VD			c 0/0 NO		05114.0%6				
	ACTION TY		TO DATE	YR	MN	DY NG	S 0/0 NO	O/O DATE	REMARKS				
#     X				YR	MN	DY NO	S 0/0 NO	O/O DATE	REMARKS	<b>_</b>			
X				YR	MN [	DY NG	S 0/0 NO		REMARKS				
				YR	MN [	DY NO	S 0/0 NO	0/0 DATE	REMARKS				
				YR	MN [	DY NC C C C C C C C C C C C C C C C C C C C	S 0/0 NO	0/0 DATE	REMARKS				
				YR	MN [	DY NG C C C C C C C C C C C C C	S O/O NO	0/0 DATE	REMARKS				
				YR	MN	DY NG	S 0/0 N0	O/O DATE	REMARKS				

• In this screen employee service will be Calculated.

- 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
			Aiready is	sued Provisional P	РО		
			New	Provisional PPO			
File Details File No							
DDO Name							
Рау То							
Pay To	ARVIN	DER SINGH		11/02/19	84 SELF		
Pension Amount				St	art Date		<b></b>
Sanctioned By							2
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 P	rovisional PPO Hist	огу		

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

File No Service Provisional PPO PPO Details CVO Details GPO Details Transfer DDO Cancel Order	Employee Pension Request	View Form
Aiready Issued PPO	Audit Service Record	View Form
New PPO		
File No     Revised     Ref PPO No     Ref PPO Date       Reason for Revision     DDO Name     Image: Comparison of the second s		
PPO No PPO Date Dispatch No Dispatch Date PAYEE DETAILS		
Pay to ARVINDER SINGH 11/02/1984 SELF Law Family Pensioner No Family Pensioner		
DOB         11/02/1944         Identification Mark 1           Height		
CALCULATION		
Last Basic Amount 47900 Last Grade Pay Last NPA Eligible Qual [50 Net Qual Service 50 Total Service 2017 EARS 2MONTHS 16DAYS		
Service         • Retired         Death on Duty         Death in Service         Death After Retirement         Ex Serviceman         No         *           DA (%)         28         DP (%)         IR (%)         IR (%)         IR (%)         IR (%)         In (%		
BASIC PENSION		
Basic Amount 23950 DP IR Basic Pension 23950		
Start Date 01.03/2042 Im End Date Im Pension Cuts		
Comm Recovery Yes No		
SPECIAL PENSION LIBERALIZED PENSION		
Special Amt         SPL_DP         LPF         LPF_DP           SPL_IR         Special Pension         IRLF         Liberaised		
Start Date End Date Start Date End Date		
FAMILY PENSION		
NPF NPF_DP IRNF Family Pension		
Amendments of Change in Pensioner's Name Amendments Notes		
Change in DORExpired Signing Authority Change in Address Signing Authority Change in Address		
Change in Address Signing Address Signing Address Control of Signing Addres		
Change in DOB		
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.

kef CVO No       Ref CVO Date       Reason for Revision         PO No       PPO Date       These Fields are mandatory in case PPO is not saved         DOD Name       Image: Construct of the second	File No Servio	e Provisional PPO PPO Details CVO Details GPO Details Transfer DDO Cancel Order	Employee Pension Request View Form
le NO VERTIFIE Lef CVO No Ref CVO Date Reason for Revision VERTIFIE PO No PPO Date VERTIFIE DOD Name VERTIFIE CALCULATION Last Basic 47990 PEligible Qual Service 10 Net Qual Service 19 TEABS 2MONTHS 161 DA(%) 28 DP(%) IR(%) CVO Factor 10 99.103 VERTIFIE Basic Pension 10590 % of comm 40 CVO Factor 10 99.103 VERTIFIE Basic Pension 10590 % of comm 40 CVO Factor 10 99.103 VERTIFIE Rec Commuted Amount 1044450 Commuted Pension 10590 Reduced Pension 11370 Payment Date 28.02.2042 ME Notes Template VERTIFIE Signing Authority Signing Au		Already Issued CV0	Audit Service Record View Form
ar. No Ref CVO Date   PO No PPO Date   PO No PPO Date   Image: CVO Date Image: CVO Date   PO No PPO Date   Image: CVO Date Image: CVO Date		New CV0	
PO No PPO Date   PPO Date PPO Date	File No	✓ Revised	
DDO Name ay to ARVINDER SINOH 11021944 SELF Last Basic 7900 Eligible Qual Service 50 Net Qual Service 50 Total Service 3/YEARS 2/MONTHS 16 DA(%) 5 DP(%) IR(%) 100 CVO Factor 39-9.103 * Cech Commuted Amount 1046460 Commuted Pension 2590 Reduced Pension 14370 Net Commuted Amount 1046460 Commuted Pension 9590 Reduced Pension 14370 Notes remplate * Notes on CVO order Signing Authority Remarks Remarks Remarks I Save CVO Delet View Report	Ref CVO No	Ref CVO Date 🔲 Reason for Revision 🔹	
ARVINDER SINGH       1102/194         Last Basic       47900         Eligible Qual Service       10         Net Qual Service       10         Total Service       25TEARS 2MONTHS 161         DA(%)       28         DP(%)       10(%)         Basic Pension       23950         % of comm       0         CVO Eactor       38-9103         Commuted Amount       1044400         Alexady Pay       Excess Recovery         Lock       Net Commuted Amount         1044400       Alexady Pay         Excess Recovery       Lock         Notes Template       Image: Pension         Signing Authority       Image: Pension         Signing Authority       Image: Pension         Signing Authority       Image: Pension         Remarks       Image: Pension         <	PPO No	PPO Date Content Conte	
CALCULATION         Last Basic 1990       Eligible Qual Service 9         DA(%) 28       DP(%)         IR(%)       IR(%)         CVO ETALS       CVO Factor 38-9103 •         Gommuted Amount 1044400       Already Pay         Excess Recovery       Lock         Net Commuted Amount 1044400       Commuted Pension 9550         Reduced Pension 14370       Payment Date 3602042 **         Signing Authority       *         Signing Authority       *         Signing Authority       *         Remarks       *         Remarks       *         Concurrent       Save CVO       Delete         View Report       *	DDO Name		
Last Basic       47900       E Bigble Qual Service       50       Total Service       57YEARS 2MONTHS 16         DA(%)       BS       DP(%)       IR(%)       Total Service       57YEARS 2MONTHS 16         CVD 0ETAIL 5       Basic Parsion       40       CVO Factor       59-9-103          Commuted Amount       1046480       Already Pay       Excess Recovery       Loek         Net Commuted Amount       1046480       Commuted Pension       F800       Reduced Pension       14370         Payment Date       2802/2042       ************************************	Pay to ARVINDER	SINGH 11.02/1984 SELF	
DA(%)       23       DP(%)       IR(%)         Basic Pension       23590       % of comm       40       CVO Factor       39-9103       •         DA(%)       23       DP(%)       IR(%)       •       •       •         Basic Pension       23590       % of comm       40       •       CVO Factor       39-9103       •         Net Commuted Amount       1944480       Commuted Pension       9580       Reduced Pension       14370         Payment Date       2802/2042       *       *       •       •       •         Notes Template       *       *       •       •       •       •         Signing Authority       Signing Authority       *       •       •       •       •         Signing Authority       *       •<			
CVO 0FTALS         Basic Pension       2950       % of comm       40       CVO Factor       39-9103       •         Commuted Amount       1046480       Akready Pay       Excess Recovery       •       •         Net Commuted Amount       1046480       Commuted Pension       14370       •       •         Payment Date       28022042       *       *       •       •       •         Notes Template       *       *       •       •       •       •         Signing Authority       *       *       •       •       •       •       •         Signing Authority       *       *       •			
Basic Pension 29930 % of comm 40 CVO Factor 994.103 Commuted Amount 1046480 Akready Pay Excess Recovery Lock Net Commuted Amount 1046480 Commuted Pension 9580 Reduced Pension 14370 Payment Date 280.2042  Statist Authority Signing Authority Sign	DA(%) 28	DP(%) IR(%)	
Summarka Anount       1046460       Already Pay         Commuted Anount       1046460       Commuted Pension         Payment Date       23002042       Reduced Pension         Payment Date       38000       Reduced Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Signing Authority       Image: Commuted Pension       Image: Commuted Pension         Remarks       Image: Commuted Pension       Image: Commuted Pension         Image: Commuted Pension       Image: Commuted Pension       Image: Commuted Pension         Image: Commuted Pension       Image: Commuted Pension       Image: Commuted Pension         Remarks       Image: Commuted Pension<			
Construct     Indexiny in y     Indexiny in y       Payment Date     28002042     Reduced Pension       Payment Date     28002042     Image: State in the state in			
Art control i montare i monta			
Notes Template       Image: Constraint of the second			
Notes on CVO order     Image: Constraint of the second secon			
Signing Authority Signing Authority Remarks R	Notes on CVO order		
Signing Authority Signing Authority Remarks R			
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Signing Atturniny     Image: Constraint of the second			
Remarks     Image: Constraint of the second se			
Re Calculate     Save CVO     Delete     View Report			
Re Calculate     Save CVO     Delete     View Report	Permarke		
	Remarks		
Current CVO History		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 CVO Details GPO Details Transfer DDO Cancel Order	Employee Pension Request View Form
Already Issued GPO	Audit Service Record View Form
New GPO	Addit Scivice Record
File No	
Ref GPO No Ref GPO Date Reason for Revision	
DDO Name	
Sanctioned By PAYEE DETAILS	
Pay to ARVINDER SINGH 11.02/1984 SELF La Father's/Husband Name GURDIAL SINGH	
DOB 11/02/1984 Dim Identification Mark 1	
Height Identification Mark 2	
CALCULATION	
Last Basic 47900	
Eligible Qual Service 50 Total Service 257EARS 2MONTHS 16DAYS	
DA (%) 28 DP (%) IR (%)	
Retired Obeath on duty Obeath in Service	
GP0 DETAILS DCRG Amount (Death) DCRG Amount (After Retd) 766400 Service Gratitity	
Payment Date 01.03/2042	
Notes on GPO order	
Signing Authority	
Signing Authority	
Signing Authority Remarks	
Remarks	
Re Calculate         Save GPO         Delete         Y         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.

File No	Service Provisional PPO PPO Details CVO Details GPO Details Transfer DDO	Cancel Order	Employee Pension Request
	Already Issued DDO		Audit Service Record
	New DDO		tuat Service Record
Transfer Order File No PPO No	PPO Date (11)		
Old DDO Name			
New DDO Name			
Pay to			
Family Pensioner			
Start Date			
Basic Pension	Less CVO		
Bank Name			
Bank Acc No	PAN No		
Notes on			
Transfer Order		_	
Signing Authority			
Signing Authority			
Signing Authority Remarks			
Remarks			
	Save Transfer DDO Delete View Report		
	Current Transfer DDO History		

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

File No	Service	Provisional PPO	PPO Details	CVO Details	GPO Details	Transfer DDO	Cancel Order		Employee Pension Request	View Fo
PPO Approved L	st								Audit Service Record	View For
Approved PPO I	ist				¥				Addit Service Record	view ron
Cancel Order Re	_				*					
	_									
Notes (Print on o	order)									
		Cancel PPO Order	View Repor	•						
		Cancer PPO Order	view kepol							
CVO Approved L	ist									
1					-					
Approved CVO	_									
Cancel Order Re	eason				¥					
Notes (Print on o	order)									
		Cancel CVO Order	View Repor	•						
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GPO Approved L					-					
Approved GPO	_									
Cancel Order Re	_									
Notes (Print on o	order)									
		Cancel GPO Order	View Report	t i						

9. Audit pension order approval

Menu Path:

Personal -> Pension Generation->Audit pension order approval

🙆 PSPCL HRMS Suite [ PU	NJAB STATE POWER CORPORATION L	IMITED (22-23) ]
Software Admin Masters	Personnel <u>H</u> elp <u>Exit</u> <u>W</u> indow	
	Recrutiment	•
	Cadre Strength	<b>&gt;</b>
	Reimbursement	<b>&gt;</b>
	Income Tax	•
	Arrear	•
	Salary Generation	•
	Pension Generation	Employee Pension Request
	Annual Confidential Report	Mobile Wise Section Employee Approval
	Promotion / Transfer Notes Texts	Employee Pension Approval
	Promotion	Eamily Pension Request
	Transfer	Mobile Wise Section Family Approval
<b>T</b> = -1-	Employee GPF	Eamily Pension Approval
Login	Departmental Examination	Audit Service Record (EAD)
User Name	Employee NPS	Audit Service Record Approval
	Service Book	Audit Service Level Wise Approval
	Reports	Employee Pension (Form 17)
Password		Employee Pension Form 17 Approval
		Eamily Pension (Form 17)
<u></u>		Eamily Pension Form 17 Approval
Disconnect		Audit Pension Order
Exit	Contraction of the local division of the loc	Audit Pension Order Approval
Lan		Pension Pay Details
Select Co / Fin Year		DDO Monthly Pension Certificate

- 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.

🚣 AU	DIT PENSION ORDE	R APPROVAL		and in case of the local division in which the local division in which the local division in the local divisio	ALC: NOT THE OWNER.		
HRM	asters <u>R</u> equisition	Leave Management Employee I	nformation Loan Tracking Reports Exit	Window			ORACLE
	120	🔍 🥪 🔚 🛼	PUNJAB STATE POWER	CORPORATION LIMITED(22-23)	USER :Administrator		<u> </u>
		Selec	t Level	• Refresh			
	amily Pension A	pproval				Approval Staus	
					Approval Status	Level 1	
						Status	<b>_</b>
			[			Remark's	
		-	į			Level 2	
				-		Status	<b>_</b>
					- I=I .	Remark's	) [
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			[			Level 3	
			<u></u>			Status	¥
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			i	1	- [=]	Level 3	
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						Remark's	
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#### 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.

Retiree	301917	AMAN -		File No	P4135-A		
Designation		RTM/TM		Retire Date *		(mm/yyyy)	
Father Name				DOB Family		(dd/mm/yyyy)	
	REKHA RANI			Relation		(damin'syyy)	
Address	H NO 122MOH	IALLA PEER BANDA SALEM TAM	ABRI LUDI	Contact No			
Bank Account No	6513650	5595	Bank	Name 158	SBI BANK		
Pan No	BFYPROS	922Q	Loca	tion 471	CITY CENT DIVN L	UDHIANA	
DDO	471	SUKARAN SINGH GREWA	AL		Upload Document		
EMPLOYEE PENSION	DETAILS	DEDUCTIONS ALLOWA	NCES DEDUCT	IONS			
		MONTHLY BASIS					
Family Pension				Pensioner Type		、 、	
					Family		
			9798.00		Family -		
D.P.			.00	DOB Family		(dd/mm/yyyy)	
D.P. I.R.			.00	DOB Family Revised	2016 Revised V		
D.P. I.R. Dearness Allow	/ances		.00 .00 2743.00	DOB Family Revised DA	2016 Revised •	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear			.00 .00 2743.00 .00	DOB Family Revised DA LTC	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid			.00 .00 2743.00 .00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC	DN		.00 .00 2743.00 .00 .00	DOB Family Revised DA LTC	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC Medical Allowa	on Ince		.00 .00 2743.00 .00 .00 .00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC Medical Allowa Total Alloward	on Ince es		.00 .00 2743.00 .00 .00 .00 1000.00 93140.00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC Medical Allowa Total Allowance Gross Pension	on Ince es		.00 .00 2743.00 .00 .00 .00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC Medical Allowa Total Alloward	on Ince es	93140.00	.00 .00 2743.00 .00 .00 .00 1000.00 93140.00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy)	
D.P. I.R. Dearness Allow D.A. Arrear Old Age Pensid LTC Medical Allowa Total Allowance Gross Pension	on Ince es	93140.00	.00 .00 2743.00 .00 .00 .00 1000.00 93140.00	DOB Family Revised DA LTC Tempararoy Stop	2016 Revised	(dd/mm/yyyy) ] ] ] ] ]	

EMPLOYEE PENSION DETAILS D	EDUCTIONS ALLOWANCES DEDUCTION	IS		
	MONTHLY BASIS			
Commutation Recovery	0			
Commutation Recovery From	(dd/mm/yyyy)	То	(dd/mm/yyyy)	
Continous Recovery	0			
Continuos Recovery From	(dd/mm/yyyy)	То	(dd/mm/yyyy)	
Income Tax/Generation Tax	0			
TDS				
Surcharge				
Education Cess				
Section Code				
Total Deduction	.00			
Net Amount Payable P/M	93140.00	СТС	93140.00	(* Mandatory Fie

Code *	Туре	Allowances/Deduct Names	ions Effect with work days	Amount * Monthly Basis	
-000021	 ALLOWANCE	Miscellaneous allowances		6317.00	A
-000022	 ALLOWANCE	Miscellaneous allowances2		73282.00	
-000043	 DEDUCTION	Club Fee		.00	
-000060	 DEDUCTION	Miscellaneous deduction		.00	
-000061	 DEDUCTION	Miscellaneous deduction	n2 🗌	.00	
				;	
		Total Allow	vance Amount	79599.00	
		Total Dedu	uction Amount	.00	
Net Amount F	 		10.00 CTC		93140.00 (* 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.

H) .	2 🗇 😴 🖻	5 Inl	×C	5	PUNJ	AB STAT	e power corf	PORAT	TION LIMITED	(22-2	3) L	JSER :Admi	nistrator							
SELECT THE	EMPLOYEES OF THE DDO F	ROM	ſ	DDO	%		ALL													
	EE FIELD TO ENTER ADDITIONS FOR AN		N	Month Ye	ar* 07/	2022	(mm/y	ууу)												
	NTH ENTERED IF ANY.	EMPLOTEE		Search En	ployee															
THEN GENER SALARY BU	ATE THE PENSION THROUG	H GENERATE		Employ	e [							2								
	n Information																			
		File No	Basic	D.P.	LR.	DA	DA Old		Medical LTC		Misc	Gross	Income C	ommutation	C 12	Misc.	Paid	Net	Approv	al
Employe Code *	e Employee Name	File No	Pension				ARREAR Pen					Gross Pension		ommutation Recovery	Recovery	Deductions	Days	Payable	Stat	
	GURBAX RAI MAHI	107213	23684.00	.00	.00	6632.00	.00	.00	1000.00	.00	106897.00	46587.00	00.	.00	.00	.00	31.0	46587.00	Certified	V A
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	56490.00	19590.00	.00	.00	.00	.00	31.0	19590.00	Certified	▼ 5
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	<b>-</b>
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	SANTOKH -	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	24767.00	.00	.00	.00	.00	31.0	24767.00	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	RADHA -	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	Ŧ
957085	GIAN 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	RANJIT 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				count			PAN No.	D	ate of Retir	e. Date	of Retire.	Surcharge	Edu	cation Cess		
471	303030200		SBI BAI	NK			6502470	9119				1								

# **12.** CPC monthly pension approval

# Menu Path:

# Personal -> Pension Generation->CPC monthly pension approval

	NJAB STATE POWER CORPORATION	LIMITED (22-23) ]
oftware Admin Masters	Personnel Help Exit Window	
	Recrutiment	- F
	Cadre Strength	- F
	Reimbursement	• •
	Income Tax	•
	Arrear	- F
	Salary Generation	•
	Pension Generation	Employee Pension Request
	Annual Confidential Report	Mobile Wise Section Employee Approval
	Promotion / Transfer Notes Texts	Employee Pension Approval
	Promotion	Eamily Pension Request
	Transfer	Mobile Wise Section Family Approval
	Employee GPF	Eamily Pension Approval
Login	Departmental Examination	Audit Service Record (EAD)
User Name	Employee NPS	Audit Service Record Approval
	Service Book	Audit Service Level Wise Approval
	Reports	Employee Pension (Form 17)
Password		Employee Pension Form 17 Approval
		Eamily Pension (Form 17)
		Eamily Pension Form 17 Approval
Disconnect	Inc. in case of the local distribution of th	Audit Pension Order
Exit	Contraction of the local division of the loc	Audit Pension Order Approval
Ežit		Pension Pay Details
Select Co / Fin Year	and the second se	DDO Monthly Pension Certificate
		CPC Monthly Pension Approval
		Pension Payment
	120	Pension Monthly Voucher
	194 Aug	Monthly Pension Payment
		Manthly Overslamster, Densier

- 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.

		rrear Pension 👻						
	Month Year	* 07/2022 (m	im/yyyy)					
mation		SELECT DDO						
Location Description	Employee Code *	Employee Name	Bank Name	Account No	Gross Pension	Gross Deduction	Netpay Sta	tus View
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			(* Manda	ntory Fields)				
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	×U	PUNJAB STATE POWER CORP		USER :Administrator				
	DDO ID	DDO Name Loc Id						
	U///4 SUKA	RAN SINGH GREWAL 471	CITY CENT DIVN LUDHIANA					
mation								
Location Description				Account No	Gross	Gross	Netpay State	us View
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			(* Manda	tory Fields)				
isition Leave Management Emplo	h liter and	oan Tracking Reports Exit Windo		USER :Administrator				
	×Ů	FUNJAB STATE FOWER CORP		OSER Administrator				
	Pension/Ar Month Year		m/yyyy)					
mation		SELECT DDO						
Location Description	Employee Code *	Employee Name	Bank Name	Account No	Gross Pension	Gross Deduction	Netpay State	us View
030200	107213 958490	GURBAX RAI MAHI MANGAL -	SBI BANK	65024709119 13201050005794	46587.00 29214.00	00. 00.	46587.00 Certified 29214.00 Certified	View
030200 030200	301917 956967	AMAN - BRU LAL -	SBI BANK SBI BANK	65136505595 55018924061	93140.00 19590.00	.00	93140.00 Certified 19590.00 Certified	▼ View
030200	956972	DARSHAN SINGH DRIVER -	SBIBANK	65118823509	24979.00	00. 00.	24979.00 Certified	View View
1030200 1030200	956973 956979	PIARE LAL - NIRMAL SINGH -	SBI BANK SBI BANK	55018942911 55018956672	26621.00 23374.00	00. 00.	26621.00 Certified 23374.00 Certified	<ul><li>▼ View</li><li>▼ View</li></ul>
1030200 1030200	956982 957000	SANTOKH - RAM SEWAK -	SBI BANK SBI BANK	65082910034 65001905868	30078.00 27339.00	00. 00.	30078.00 Certified 27339.00 Certified	<ul><li>▼ View</li><li>▼ View</li></ul>
030200 030200	957072 957073	SUNDER SNGH - KAPIL -	SBI BANK SBI BANK	55018929762 55018934524	24767.00 20590.00	00.	24767.00 Certified 20590.00 Certified	<ul> <li>View</li> </ul>
030200	957074	RADHA -	SOLDAUM.	13201050006830	20590.00	.00	20590.00 Certified	View View
	957083 957085	HARISH CHANDER -	SBI BANK	13201050003762 55018923828	11520.00 19590.00	.00	11520.00 Certified 19590.00 Certified	View     View
030200		RANJIT SINGH -		13201050003573	20590.00	.00	20590.00 Certified	View
030200	957090							
030200 030200	957090							

E EMPLO LOWANC	EMPLOYEES OF THE DDO ('EE FIELD TO ENTER ADDI ES OR DEDUCTIONS FOR / NTH ENTERED IF ANY. IATE THE PENSION THROU TTON	TIONAL AN EMPLOYEE		DDO Month Y Search E Emplo	mployee			(mm/yyyy)											
	n Information	File No	Basic Pension		I.R.	DA	DA ARREAR	Old Age Pension	Medical ( Allow	.TC	Misc Allowances	Gross Pension	Income Tax	Commutation Recovery		Misc. Deductions	Paid Days	Net Payable	Approval Status
107213	GURBAX RAI MAHI	107213	23684.00	.00	.00	6632.00	.00	.00	1000.00	.00	.00	46587.00	. ]	00. Joc	.00	.00	31.0	46587.00	Certified 🔽 📤
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DOID	Location			< Name				Accour			PAN No.		ate of Re	tire. Date	of Retire.	Surcharge	Edu	cation Cess	
71	303030200		SBIBA	NK			6	5024709119											

# 13. Monthly pension payment

#### Menu Path:

#### Personal -> Pension Generation->Monthly pension payment



- 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.

Choose I	Month												
Pension	Month 07/2022												
(mm/y	yyy)												
Pension P	Payment Detail												
e ID	Pensioner Code	Pensioner Name	Mode	Abbrevation	Bank Account ?	io. Bank Name	Amount	Ledger	Memo	Memo	Cheque	Cheque	Remarks
									no	Date	No	Date	
	958341			▼ SBI	65117645752	SBI BANK	20515	P11505					
	956967			▼ SBI	55018924061	SBIBANK	19590	P2054					
	956972			▼ SBI	65118823509	SBI BANK	24979	P-21279					
	2 956979 2 301917 2 301917		BANK	▼ SBI	55018956672	SBI BANK	23374	P23157					
	301917		BANK	▼ SBI	65136505595	SBIBANK	93140	P4135-A					
	957223		BANK	▼ SBI	10961653135	SBIBANK	13755	P27878					
	957336		BANK	▼ SBI	55018937558	SBIBANK	19769	P14871					
	957336         2           957915         2           958358         2		BANK	▼ SBI	65071732405	SBI BANK	20186	P23729					
	🍒 958358 🛛 🚨		BANK	▼ SBI	55147109774	SBI BANK	21781	P15916					
	958463		BANK	▼ SBI	55018913810	SBI BANK	24671	P8873					
Total reco	ords												

# 14. Monthly supplementary pension

#### Menu Path:

# Personal -> Pension Generation->Monthly supplementary pension



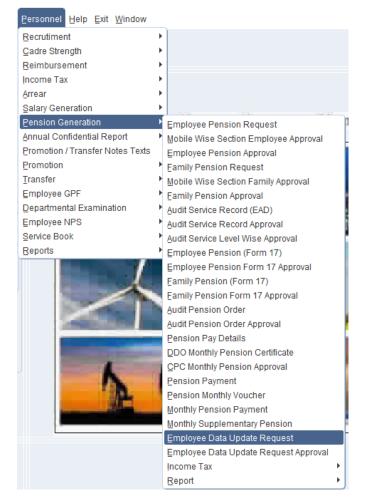
- Click on Monthly supplementary pension option the following screen will be shown.
- In this screen employee monthly pension arrear will be added.

+) _		- <b>1</b>						PORATION	LIMITED(22-23)	US	SER :Admini	strator							
HE EMPLOYE LLOWANCES OR THE MON	MPLOYEES OF THE E E FIELD TO ENTER A S OR DEDUCTIONS FO TH ENTERED IF ANY. TE THE SALARY THI TON.	DDITIONAL OR AN EMPLOYEE	м	DO Ionth Yea RREAR T		22	SHM GERA	(יניני											
Salary	Information Employee Name	File No	Basic Pension	DP	IR	DA	DA Arrears	Old age Pension	Medical Allow	LTC	Gross Salary	Income Tax	Commutatio Recovery	<sup>n</sup> continues Recovery	Paid Days	M All	Aisc Ded	Net Payable	Approva Statu
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ALLOW	ANCES & DEDUC	TIONS		m						(* Mandat	ory Fields)						][		

# 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.

Retiree	m		File No					
Designation			Retire Date *		m/yyyy)			
Father Name			DOB Family	(do	i/mm/yyyy)			
Family Pensioner			Relation		-			
Address			Contact No					
Bank Account No		В	ank				×	)
Pan No								
DDO	2	Find %						
		Find %						
		Emp Code	Employee Name	File no	Desg code	Desgname	Dor 🔺	
		948126	BODH RAJ -	P- 4874	9333	PEON	<u> </u>	
		949088	PURAN CHAND -	P-21263	9130	LM		
Approved By					0170	A1.84		
	03/09/2022 17:29	949142	HARBHANS SINGH -	P-2575	9170	ALM ALM		
Approval Date	03/09/2022 17:29		HARBHANS SINGH - DALIP CHAND - TARLOK SINGH -	P- 2575 P- 28357	9170	ALM ALM SSA		
Approval Date Update By	03/09/2022 17:29	949142 952923	DALIP CHAND -	P-2575		ALM		
Approval Date	03/09/2022 17:29	949142 952923 951976	DALIP CHAND - TARLOK SINGH -	P- 2575 P- 28357 P- 17829	9170 9131	ALM SSA		
Approval Date Update By	03:09:2022 17:29	949142 952923 951976 949827	DALIP CHAND - TARLOK SINGH - BODH RAJ -	P- 2575 P- 28357 P- 17829 P-21823	9170 9131 9210	ALM SSA LINEMAN		
Approval Date Update By	03.09/2022 17:29	949142 952923 951976 949827 953730 959673 967320	DALIP CHAND - TARLOK SINGH - BODH RAJ - SUKHDEV SINGH -	P- 2575 P- 28357 P- 17829 P-21823 P- 23680	9170 9131 9210 9170 9088 9037	ALM SSA LINEMAN ALM JE DIVISIONAL SUPDT.		
Approval Date Update By	03.09/2022 17:29	949142 952923 951976 949827 953730 959673 967320 966816	DALIP CHAND - TARLOK SINGH - BODH RAJ - SUKHDEV SINGH - RAM DASS - KASTURI LAL - RAM SINGH -	P- 2575 P- 28357 P- 17829 P- 21823 P- 23680 P- 1027 P-19558 P-22237	9170 9131 9210 9170 9088 9037 9130	ALM SSA LINEMAN ALM JE DIVISIONAL SUPDT. LM		
Approval Date Update By	03.09/2022 17:29	949142 952923 951976 949827 953730 959673 967320 966816 966918	DALIP CHAND - TARLOK SINGH - BODH RAJ - SUKHDEV SINGH - RAM DASS - KASTURI LAL - RAM SINGH - GURNAM SINGH -	P- 2575 P- 28357 P- 17829 P-21823 P- 23680 P- 1027 P-19558 P-22237 P-18090	9170 9131 9210 9170 9088 9037 9130 9170	ALM SSA LINEMAN ALM JE DIVISIONAL SUPDT. LM ALM		
Approval Date Update By	03/09/2022 17:29	949142 952923 951976 949827 953730 959673 967320 966816	DALIP CHAND - TARLOK SINGH - BODH RAJ - SUKHDEV SINGH - RAM DASS - KASTURI LAL - RAM SINGH -	P- 2575 P- 28357 P- 17829 P- 21823 P- 23680 P- 1027 P-19558 P-22237	9170 9131 9210 9170 9088 9037 9130	ALM SSA LINEMAN ALM JE DIVISIONAL SUPDT. LM		
Approval Date Update By	03/09/2022 17:29	949142 952923 951976 949827 953730 959673 967320 966816 966918	DALIP CHAND - TARLOK SINGH - BODH RAJ - SUKHDEV SINGH - RAM DASS - KASTURI LAL - RAM SINGH - GURNAM SINGH -	P- 2575 P- 28357 P- 17829 P-21823 P- 23680 P- 1027 P-19558 P-22237 P-18090	9170 9131 9210 9170 9088 9037 9130 9170	ALM SSA LINEMAN ALM JE DIVISIONAL SUPDT. LM ALM		

	V 剩 L	- × U	PUNJAB ST	ATE PO	WER CORPORA	TION LIMITED(22-23)	USER	:Administrator
Employee Informati		BODH RAJ - PEON			File No Retire Date * DOB Family Relation Contact No		(mm/yyyy) (dd/mm/yyyy) ~	
Bank Account No Pan No DDO	-	254		Bank Location C <b>ertificat</b>		opiouu bocument =	CTION,0&A	
Approved By Approval Date Update By Approval Remarks	03/09/2022 17:2	19		ved Statu e Date	03/09/2022 17	:29		

# 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.

Approval Refer Back

		Location *						
Inapprove Employee Code	d Applications Employee Name	Father / Husband Name	Location	Designation	Approval Status	Approval Refer Back		
48126	BODH RAJ -			PEON		1		-
67320	KASTURI LAL -	TEST		DIVISIONAL SUPDT.		i	i=i	
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