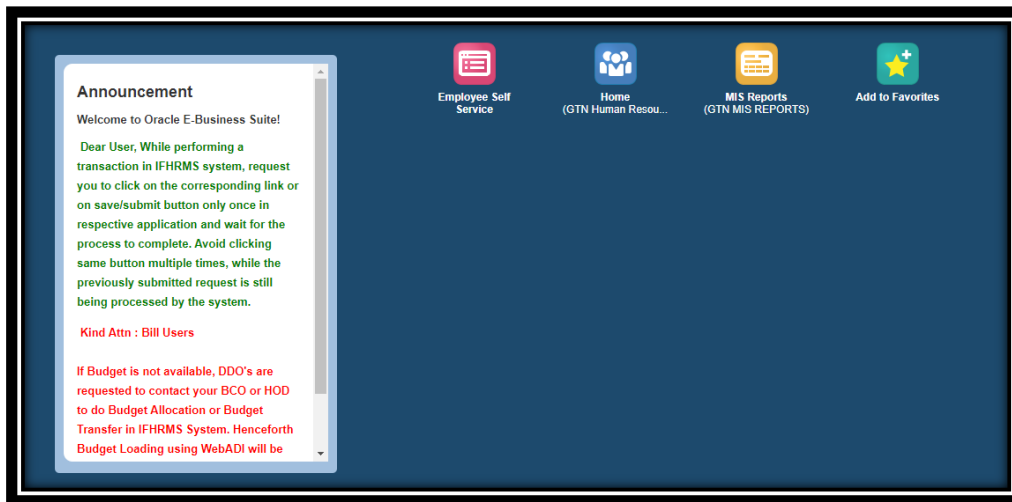


## Pre-Retirement VRS Entries, Pension Proposals and Retirement Order in IFHRMS

Login with Human Resource Initiator



Go to Human Resource → Pre-retirement → Retirement type. Search the Employee ID.

**Pre Retirement** | Int on Belated Payment | DCRG/Prov DCRG | Provisional Pension

**Retirement Type** | Employee Search

Person Type: [v]  
TIP Please select a Person Type and press Requery to modify the search results.

**Search**

Note that the search is case insensitive

Employee ID: 16020130623  
Office Name: [v]  
Post: [v]  
Go Clear

Employee ID	Name	Office Name	Post	Action	Details
16020130623	Dhamodaran N	Regional Joint Director Office (Tirunelveli)	Office Assistant  300228	[v]	[v]

Fill the Retirement type Details

**Pre Retirement** | Int on Belated Payment | DCRG/Prov DCRG | Provisional Pension

**Retirement Type** | Employee Details

Review Cancel

Employee ID: 16020130623 | Employee Name: Dhamodaran N  
Office: Regional Joint Director Office (Tirunelveli) | Category: OFFICE ASSISTANT  
Post: Office Assistant| 300228 | Joining Date: 08-Oct-1986  
Employee Type: TN Government Servant | Grade: TNGS Time Scale Level 3 (16600 - 52400)  
Retirement Date: 28-Feb-2021 | Date of Birth: 11-Feb-1961

**Retirement Types**

Transaction Number: 6640  
Type of Retirement: [v]

**Additional Details**

Date of Retirement: 28-FEB-2021

TIP Fields marked with asterisk (\*) are mandatory.

Pre Retirement | Int on Belated Payment | DCRG/Prov DCRG | Provisional Pension

**Retirement Type**

- Death While/Missing
- Return After Missing
- Extension of Service
- Nomination
- Pension Proposal
- Family Pension Proposal
- Authorization
- Retirement Order
- Reports

**Employee Details**

Employee ID: 16020130623 | Office: Regional Joint Director Office (Tirunelveli) | Employee Name: Dhamodaran N | Category: OFFICE ASSISTANT  
 Post: Office Assistant | 300228 | Joining Date: 08-Oct-1986 | Grade: TNGS Time Scale Level 3 (16600 - 52400)  
 Employee Type: TN Government Servant | Retirement Date: 28-Feb-2021 | Date of Birth: 11-Feb-1951

**Retirement Types**

Transaction Number: 6640

Type of Retirement: Voluntary Retirement Scheme  
 Order Number: 34982  
 Order Date: 31-Dec-2019  
 Date of Receipt of VRS: 01-Oct-2019  
 Date of Acceptance of VRS: 31-Dec-2019  
 VR Acceptance Order Number: 34982  
 VR Accepting Authority: COMMISSIONER OF TREASURIES A  
 Whether Ratification Order for Shortfall in notice period is attached: No  
 Effective Date of Retirement: 31-Dec-2019  
 Remarks: Voluntary Retirement

**Additional Details**

Date of Retirement: 28-FEB-2021

**Review**

Click Review button and Click add attachment.

Order Number: 34982  
 Order Date: 31-Dec-2019  
 Date of Receipt of VRS: 01-Oct-2019  
 Date of Acceptance of VRS: 31-Dec-2019  
 VR Acceptance Order Number: 34982  
 VR Accepting Authority: COMMISSIONER OF TREASURIES AND ACCOUNTS  
 Whether Ratification Order for Shortfall in notice period is attached: No  
 Effective Date of Retirement: 31-Dec-2019  
 Remarks: Voluntary Retirement

**Approval Hierarchy**

Initiator/Verifier/Approver Group

\* Approver Groups: HR Process Approval Group

**List of Performers**

Approval Level	Position	Approval Pending With
1	Senior Superintendent   300222	16020131126
2	Regional Joint Director   300232	16020131905

**Attachment File**

**Add Attachment**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

[Return to Previous Page](#) [Back](#) [Submit](#) [Cancel](#)

Type the Title Name & Choose file/ Choose URL/Short Text/Long Text whatever attachment type is applicable.

Pre Retirement | Int on Belated Payment | DCRG/Prov D

**Add Attachment**

Add: Desktop File/ Text/ URL

**Attachment Summary Information**

Title: Damodharan  
 Description:  
 Category: Miscellaneous

**Define Attachment**

Type: File  
☒ File  
☐ URL  
☐ Short Text  
☐ Long Text

**Choose File**

File name: Damodharan | All Files | **Open**

Can Add Description about attachment.  
Then Click Apply button to upload the attachment.

**Add Attachment**

Cancel Add Another **Apply**

Add Desktop File/ Text/ URL

**Attachment Summary Information**

Title Damocharan

Description

Category Miscellaneous

**Define Attachment**

Type ☒ File **Choose File** Damocharan.pdf

☐ URL

☐ Short Text

☐ Long Text

Attachment added confirmation received. Click Submit Button and Complete 3 Levels.

**Confirmation**

Attachment damo.pdf has been added successfully but not committed, it would be committed when you commit the rest of the current transaction.

Back Submit Cancel

**Employee Details**

Employee ID	16020130623	Employee Name	Dhamodaran N
Office	Regional Joint Director Office (Tirunelveli)	Category	OFFICE ASSISTANT
Post	Office Assistant   300228	Joining Date	08-Oct-1986
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 3 (16600 - 52400)
Retirement Date	28-Feb-2021	Date of Birth	11-Feb-1961

**Retirement Types**

Transaction Number	6640
Type of Retirement	Voluntary Retirement Scheme
Order Number	34982
Order Date	31-Dec-2019
Date of Receipt of VRS	01-Oct-2019
Date of Acceptance of VRS	31-Dec-2019
VR Acceptance Order Number	34982
VR Accepting Authority	COMMISSIONER OF TREASURIES AND ACCOUNTS
Whether Ratification Order for Shortfall in notice period is attached	No
Effective Date of Retirement	31-Dec-2019
Remarks	Voluntary Retirement

**Additional Details**

Date of Retirement	28-FEB-2021
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Go to Human Resource→Pre-retirement→Pension Proposal Employee.  
Choose Person type as Ex-Employee and click Requery.

The screenshot shows the HR system interface. The top navigation bar includes Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and ..., and GTN Pay Service. The left sidebar lists various options under 'Pre Retirement', 'Pension Proposal', and 'Family Pension Proposal'. The 'Pension Proposal Employee' option is highlighted with a red box. The main content area is titled 'Ex-employee Search'. It includes a 'Person Type' dropdown set to 'Ex-employee' and a 'Requery' button highlighted with a red box. Below the search bar, there is a table with columns: Employee ID, Name, Office Name, Post, Action, and Details. The table currently shows 'No search conducted.'

Then Search the Employee ID and Click Action button.

The screenshot shows the HR system interface. The top navigation bar includes Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and ..., and GTN Pay Service. The left sidebar lists various options under 'Pre Retirement', 'Pension Proposal', and 'Family Pension Proposal'. The 'Pension Proposal Employee' option is highlighted with a red box. The main content area is titled 'Ex-employee Search'. It includes a 'Person Type' dropdown set to 'Ex-employee' and a 'Requery' button. Below the search bar, there is a table with columns: Employee ID, Name, Office Name, Post, Action, and Details. The table contains one row with the following data: Employee ID: 16020130623, Name: Dhamodaran N, Office Name: Regional Joint Director Office (Tirunelveli), Post: Office Assistant [300228]. The 'Action' button is highlighted with a red box.

Click create button.

The screenshot shows the 'Pension Proposal Employee Details' page. The 'Create' button is highlighted with a red box. The page includes a sidebar with navigation options like 'Retirement Type', 'Death While/Missing', 'Return After Missing', 'Extension of Service', 'Nomination', 'Pension', 'Pension Bulk Entry', 'Commutation', 'Commutation Bulk Entry', 'DCRG', 'DCRG Bulk Entry', 'Pension Proposal', and 'Pension Proposal Employee'. The main content area displays employee details for Employee ID 16020130623, Office Regional Joint Director Office (Tirunelveli), Post Office Assistant (300228), Employee Type TN Government Servant, Retirement Date 31-Dec-2019, Employee Name Dhamodaran N, Category OFFICE ASSISTANT, Joining Date 08-Oct-1986, Grade TNGS Time Scale Level 3 (16600 - 52400), and Date of Birth 11-Feb-1961. Below the details, there are sections for 'Pension Proposal Employee Details' (with 'Create' and 'Signature' buttons), 'In-Process Transactions', and a 'Return to Search Page' link.

Fill the Details, Click Review and submit button and complete 3 Level process.

The screenshot shows the 'Pension Proposal Employee' form. The 'Pension Proposal Employee' section is highlighted with a red box. The form includes fields for Transaction Number (998), Place of Payment of Pension (DTO TIRUNELVELI), PPO Type (Joint), Family Endorsement Form Provided? (Yes), Whether the Pension Proposed to be commuted (Yes), Scheme of Pension (Pilot Scheme), and Receipt of Military Pension (No). To the right, there is a 'Bank Details' section with fields for Bank Account No (139701000018703), Bank Name (INDIAN OVERSEAS BANK), Branch Name (MEENAKSHIPURAM), IFSC Code (IOBA000187), Aadhar Number (widro), and various qualifying services and pay information. Below the form, there is an 'Approval Hierarchy' section with 'Initiator/Verifier/Approver Group' and a 'List of Performers' table.

Approval Level	Position	Approval Pending With
1	Senior Superintendent (300222)	16020131126
2	Regional Joint Director (300232)	16020131955

Go to Human Resource→Pre-retirement→Pension Proposal HOO. Choose Person type as Ex-Employee and click Requery. Then Search the Employee ID click go & Click Action.

The screenshot shows the 'Ex-employee Search' page. The 'Pension Proposal HOO' button is highlighted with a red box. The page includes a sidebar with navigation options like 'Retirement Type', 'Death While/Missing', 'Return After Missing', 'Extension of Service', 'Nomination', 'Pension', 'Pension Bulk Entry', 'Commutation', 'Commutation Bulk Entry', 'DCRG', 'DCRG Bulk Entry', 'Pension Proposal', and 'Pension Proposal HOO'. The main content area displays the 'Ex-employee Search' form with fields for Employee ID (16020130623), Office Name, and Post. Below the form, there is a table with columns for Employee ID, Name, Office Name, Post, Action, and Details. The 'Action' column contains a red box with a document icon.

Employee ID	Name	Office Name	Post	Action	Details
16020130623	Dhamodaran N	Regional Joint Director Office (Tirunelveli)	Office Assistant (300228)		

Fill the details and complete 3 Level Process.

Go to Human Resource→Pre-retirement→Proposal Initiation. Choose Person type as Ex-Employee and click requery. Then Search the Employee ID click go & Click Action

Initiation is a single Level Process. It completed automatically after submission.

Go to Human Resource→Pre-retirement→Annexure Status. Choose Person type as Ex-Employee and click requery. Then Search the Employee ID click go & Click Action.

**Pre Retirement** | Int on Belated Payment | DCRG/Prov DCRG | Provisional Pension

Retirement Type  
Death While/Missing  
Return After Missing  
Extension of Service  
Nomination  
Pension  
Pension Bulk Entry  
Commutation  
Commutation Bulk Entry  
DCRG  
DCRG Bulk Entry  
Pension Proposal  
Pension Proposal Employee  
Pension Proposal HOO  
Proposal Initiation  
**Annexures Status**

**Ex-employee Search**

Person Type: **Ex-employee** | **Requary** | My Saved List | Back To Home

☒ TIP Please select a Person Type and press Requary to modify the search results.

**Search**

Note that the search is case insensitive

Employee ID: 16020130623  
Office Name:   
Post:   
**Go** **Clear**

Employee ID	Name	Office Name	Post	Action	Details
16020130623	Dhamodaran N	Regional Joint Director Office (Tirunelveli)	Office Assistant [300228]		

Fill the details and whatever annexures selected as yes, user need to add attachment copies.

**Employee Details**

Employee ID: 16020130623 | Employee Name: Dhamodaran N  
Office: Regional Joint Director Office (Tirunelveli) | Category: OFFICE ASSISTANT  
Post: Office Assistant [300228] | Joining Date: 08-Oct-1986  
Employee Type: TN Government Servant | Grade: TNGS Time Scale Level 3 (16800 - 52400)  
Retirement Date: 31-Dec-2019 | Date of Birth: 11-Feb-1961

**Annexures for Service Pension**

Transaction Number	144916
E Service Book	No
Recent Joint Passport Size Photo with Spouse	No
Specimen Signature/Thumb Impression	No
Sanction Order for Non Govt Aided Educational institution and Missing Employee	No
Non-Employment/Re-Employment Certificate in case of Teachers	No
Copy of First Information Report in respect of Missing Emp	No
Nomination for General Provident Fund	No
Nomination for Death Cum Retirement Gratuity(DCRG)	No
Nomination for Life Time Arrears of Pension	No
Nomination for Commutation in Pension	No
Medical Certificate in Orginal in Form 23 as prescribed for Invalidation cases	No
Medical opinion of the doctors for admitting Commuted Value of Pension	No

Click review and add attachments by choose file and click apply button.

Confirmation notification received.

Attachment added like this.

DCRG Authorization	Approval Hierarchy						
Commutation Authorization	Initiator/Verifier/Approver Group						
Cut in Pension Authorization	* Approver Groups <input type="text"/>						
Retirement Order	Attachment File						
Reports	Add Attachment						
	Title	Type	Description	Category	Last Updated By	Last Updated	Usage
	Damodharan Ann...	File		Miscellaneous	16020133027	25-Jan-2020	One-Time

Go to Human Resource→Pre-retirement→Retirement Order. Choose Person type as Ex-Employee and click Requery. Then Search the Employee ID click go & Click Action

**Pre Retirement** | Int on Belated Payment | DCRG/Prov DCRG | Provisional Pension

Retirement Type: Death While/Missing, Return After Missing, Extension of Service, Nomination, Pension Proposal, Family Pension Proposal, Authorization, **Retirement Order**, Reports

**Ex-employee Search**

Person Type: **Ex-employee** | **Requery** | My Saved List | Back To Home

TIP Please select a Person Type and press Requery to modify the search results.

Note that the search is case insensitive

Employee ID: 16020130623  
Office Name:  
Post:

Go Clear

Employee ID	Name	Office Name	Post	Action	Details
16020130623	Dhamodaran N	Regional Joint Director Office (Tirunalveli)	Office Assistant  300228		

Fill all the details, add attachments and complete 3 level processes.

**Confirmation**  
Attachment damo.pdf has been added successfully but not committed. It would be committed when you commit the rest of the current transaction.

Back **Submit** Cancel

**Employee Details**

Employee ID	16020130623	Employee Name	Dhamodaran N
Office	Regional Joint Director Office (Tirunalveli)	Category	OFFICE ASSISTANT
Post	Office Assistant  300228	Joining Date	08-Oct-1986
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 3 (16600 - 52400)
Retirement Date	31-Dec-2019	Date of Birth	11-Feb-1961

**Retirement Order**

Transaction Number	3330
Type of Retirement	Voluntary Retirement Scheme
Date of Retirement	31-Dec-2019
Retirement Order issuing Authority	CTA
Retirement Order Number	34982
Retirement Order Date	31-Dec-2019
Permitted to Retire?	Yes
Relieving Order issuing Authority	RJD TVL
Relieving order Number	452/2019/A1
Relieving order Date	31-Dec-2019
No charges Certificate issued?	Yes
Reference Number	452/2019/A1
Reference Date	31-Dec-2019
No Dues Certified issued	Yes
No Dues Reference Number	34982
No Dues Reference Number Date	31-Dec-2019
No Objection Certificate attached ?	Yes

Approved Transaction added.

**Employee Details**

Employee ID	16020130623	Employee Name	Dhamodaran N
Office	Regional Joint Director Office (Tirunalveli)	Category	OFFICE ASSISTANT
Post	Office Assistant  300228	Joining Date	08-Oct-1986
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 3 (16600 - 52400)
Retirement Date	31-Dec-2019	Date of Birth	11-Feb-1961

**Retirement Order Details**

Create | Refresh

Transaction Number	Type of Retirement	Date of Retirement	Retirement Order issuing Authority	Retirement Order Number	Retirement Order Date	Permitted to Retire?	Relieving Order issuing Authority	Relieving order Number	Relieving order Date	No charges Certificate issued?	Reference Number	Referer Date
3330	Voluntary Retirement Scheme	31-Dec-2019	CTA	34982	31-Dec-2019	Yes	RJD TVL	452/2019/A1	31-Dec-2019	Yes	452/2019/A1	31-Dec-

Employee Person-type changed as Ex-employee.

The screenshot displays the IFHRMS Employee Profile page. The top navigation bar includes icons for Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and..., GTN Pay Service, and Advances. The Employee Profile tab is active, showing sub-tabs for Regularization & Probation and Training & Tests. An 'Advanced Search' section allows filtering by Employee Number (16020130623) and Employee Name. Below the search section is a table with columns: Employee Number, Employee Name, Person Type, Office Name, Job, Post, View Details, and Update. The 'Person Type' column for the employee with ID 16020130623 is highlighted with a red box and contains the text 'Ex-employee'.

Employee Number	Employee Name	Person Type	Office Name	Job	Post	View Details	Update
16020130623	Dhamodaran N	Ex-employee	Regional Joint Director Office (Tirunelveli)	OFFICE ASSISTANT	Office Assistant  300228		

Prepared by IFHRMS Tirunelveli Wipro Team