

STANDARD OPERATING PROCEDURE FOR ONLINE PENSION AND GPF PROPOSAL

Government of Tamil Nadu

IFHRMS GO-LIVE ACTIVITIES

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STANDARD OPERATING PROCEDURE COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Document Control

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3.		
4.		

Distribution

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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



1: Introduction

1.1: Purpose of the Document

The purpose of this document is to provide a Standard Operating procedure that are to be followed by Drawing and Disbursing Officer (DDO) of various offices in all department for preparation of Online Pension and GPF Proposals of Service Employees and Family. A Standard Operating Procedure for this purpose is detailed below.

1.2: Intended Audience

This document is intended for all the staff/Officer who are responsible for handling the State Government Employees Proposals preparation.

1.3: Project Background / Scope

As part of Go-live activities there are various activities that need be validated by Drawing & Disbursing Officer at each offices before they start working on the IFHRMS application.

1.4: References

Following templates referred during the business requirements:

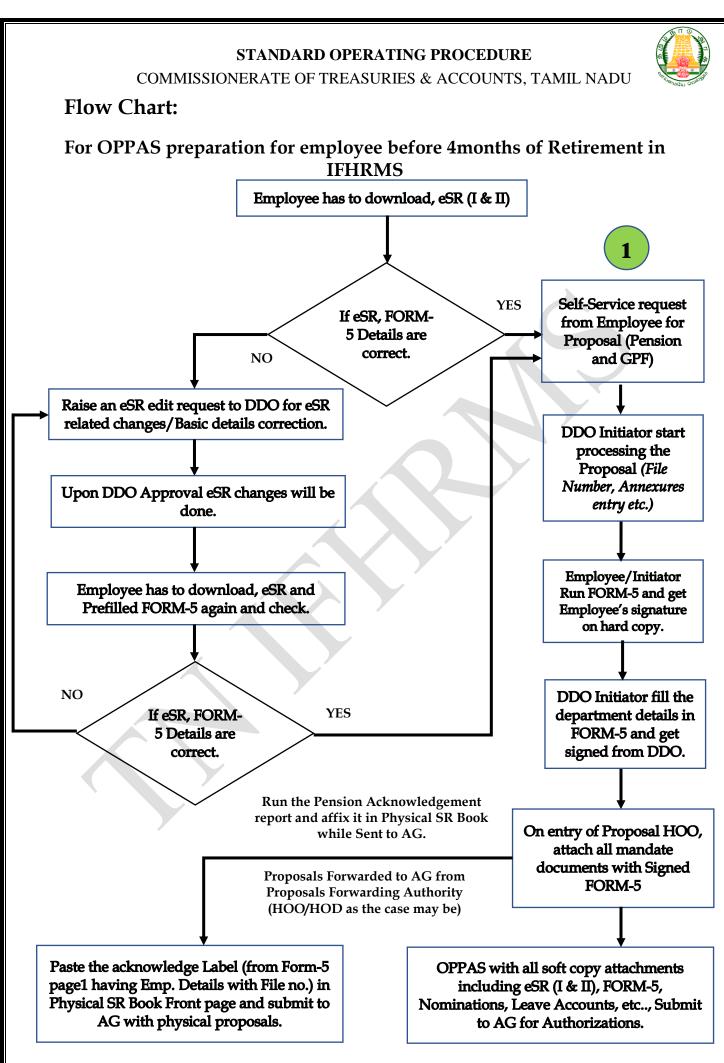
- Functional Requirements which are part of contract
- Requirement gathering sessions.
- Various documents, templates (reports, notes) shared by Business Users.

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1.5: Abbreviations

Abbreviation	Expansion
DDO	Drawing & Disbursing Officer
HOO	Head Of Office
DOB	Date of Birth
DOJ	Date of Joining
CVP	Commuted value Pension
DCRG	Death – Cum – Retirement Gratuity
GPF	General Provident Fund
VRS	Voluntary Retirement Scheme
E-SR	E-Service Book
OP	Original Pension
DOR	Date of Retirement
AG	o/o the Principal Accountant General (A&E), Tamil Nadu



Department of Treasuries and Accounts, Tamil Nadu

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AG Mandate Details for e-Authorizations:

In Physical Book front page, paste the IFHRMS Acknowledge label from the Form-5 1st page with eSR Submitted on Date.

IFHRMS eSR Part-1 and Part-2 is to synchronize with physical SR entries i.e and data should match with physical SR entries.

- 1. Verify that Entries related to Transfers, Promotions, Deputations, ousting etc.., are in chronological orders.
- 2. The Leave account could not be verified for any Non-qualifying Service in the absence of Data. It is suggested to enclose Leave Account PDF. Leave accounts sheet also has to attach in Proposal HOO entry.
- 3. If any Disciplinary, suspension, Junior getting more pay, pay commission related changes done, those copies should be attached in Proposal HOO entries as soft copies.
- 4. If any pay fixation/revision done, need to mention respective reasons or rules in fixation entries.
- 5. Increment entries should also be in matched with physical SR increment entries.
- 6. Incentive Increment reasons should be noted as text.
- 7. The educational qualification obtained during the entire service (along with details of qualification at entry level) are to be enclosed in PDF format.
- 8. If the government servant denies promotion, he/she is not eligible for bonus increments. Hence denial of promotion, if any, has to be sent as PDF.
- 9. The Address should be noted properly with breaks, between area, district, and Pin code.
- 10. The main document e-SR has not been uploaded and in the absence of the same, pensionary benefits could not be worked out.
- 11. Descriptive Roll PDF should be given.
- 12. Fact of Retirement to be entered and copies to be attached for like VRS, invalidation, Dismissal, Compulsory retirement cases.

Get counter sign from DDO/HOD (Pension Forwarding Authority) in ESR Part 1 & 2 copies also.



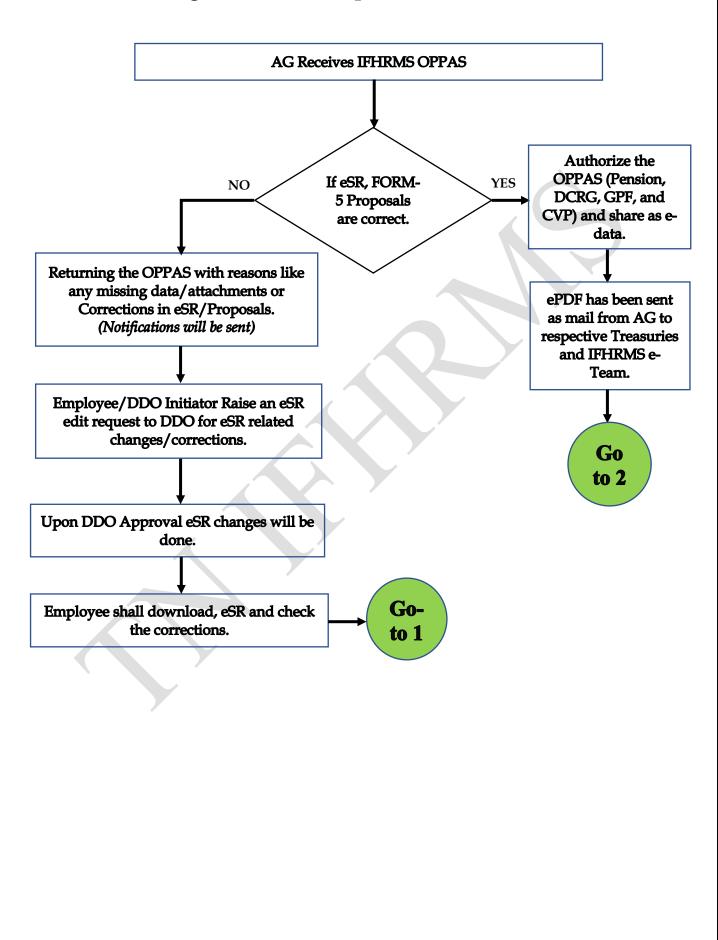
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

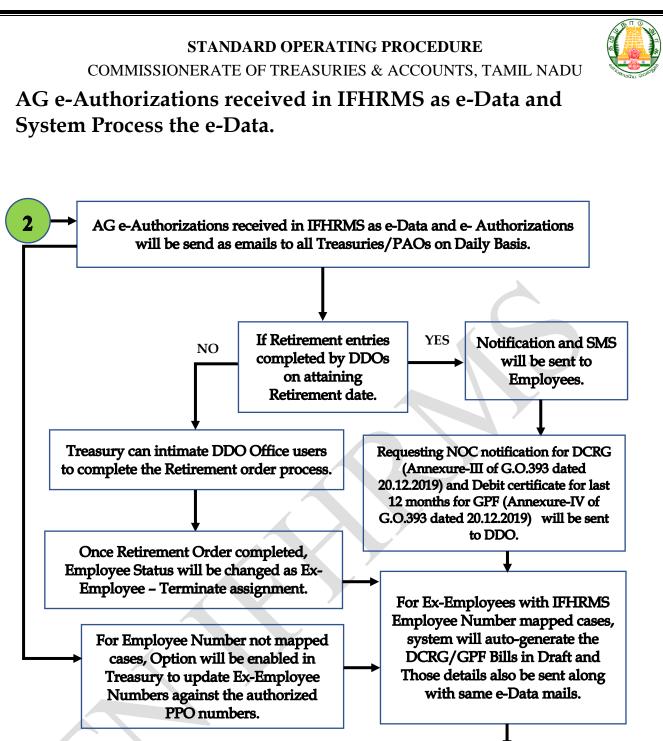
Points to be noted while comparing E-SR with physical SRs

1. The entries in First page of SR copied correctly and duly countersigned.	Yes/ No
2. If it is a reconstructed SR, proper orders are affixed.	Yes/ No
3. Appointment entry with mode of appointment, payment of salary and date of regularization noted.	Yes/ No
4. Higher start of pay is admitted on appointment for their qualification.	Yes/ No
5. All the increment entries are noted coherently.	Yes/ No
6. Date of option for pay fixation copied in the e-SR are as in the option forms.	Yes/ No
7. If any separate date of Monetary Benefit, such date is available in the e-SR.	Yes/ No
8. GO number based on which the pay has been revised is available.	Yes/ No
9. Leave details, especially EOL WITH MC or WITHOUT MC is specifically noted.	Yes/ No
10. Periods of break in service noted properly.	Yes/ No
11. Suspension period, if any, regularized and the penalty orders properly implemented, and such entries are properly noted in the e-SR also.	Yes/ No
12. Leave Account has been properly copied, continued and completed.	Yes/ No
13. Institution name, discipline and date are noted for Incentive increment entries.	Yes/ No
14. The comparative statement for Junior Senior Anomaly has been properly brought in the e-SR.	Yes/ No
15. Entries regarding non-acceptance of promotion has been noted properly.	Yes/ No
16. Court orders, if any, pasted in SR for appointment, regularization, pay regulation is available in e-SR also.	Yes/ No
17. Service verification entries are noted in e-SR.	Yes/ No
18. Certificate for counting 50% of service (GO 408), condonation of break and full time/part time details are noted.	Yes/ No
of bleak and full time/ part time details are noted.	

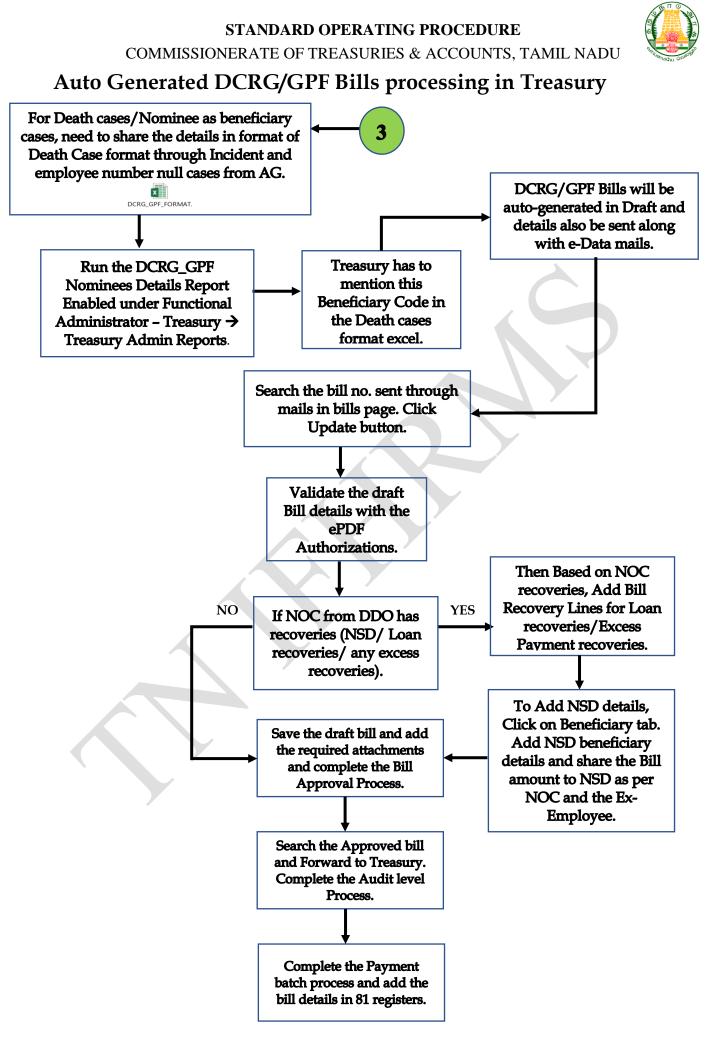
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AG Processing the OPPAS Proposals





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2: Standard Operating Procedure

2.1: Establishment Section Activities.

For Employee who is yet to be retired, DDO shall be able to prepare Pension (with/without CVP) and GPF Proposals in Pre-retirement → Pension Proposal followed by Retirement Type (Superannuation/VRS/Compulsory Retirement/Invalidation) Entry.

Int on Belat irrement Type th While/Missing itional Qualifying <i>icc</i> Update urn After Missing unsion of Service anination sion Proposal lify Ponsion Proposal		ible Column: (Y)						Back	
th While/Missing itional Qualifying rice Update urn After Missing unsion of Service aination sion Proposal	Employee Details Personalize "Employee Details" Personalize Default Dou Employee ID	ible Column: (Y)						Back	
sion Proposal		DISTRICT FOREST O t Forester 1154458	FFICE NAMAKKAL	Categor	e Mathivanan S y Class B e 09-Feb-1995				Submit
ily Pension Proposal	Employee Type Retirement Date	TN Government Serva	nt	Grad	e TNGS Time Scale.Lei h 25-Feb-1963	vel 16 (36400 - 115	5700)		
orization	Personalize Header: (HeaderRN) Personalize Table Layout: (TblLay	outRN)							
rement Order orts	Order Nut Order Effective Date of Retire	ment Superannuation mber 123 Date 31-Dec-2022			Date of R	etirement 31-DE	C-2022		
	Personalize Header: (FamRN) Personalize Table Layout: (region Approval Hierarchy Personalize "Approval Hierarchy" Personalize "List of Approvers"	71)							
	Initiator/Verifier/Approve	er Group							
	Personalize "Initiator/Verifier/Ap * Approver Groups Common Please select the approval group a	Approval Group - SR - 1		ated below. Submit the tr	ansaction only when the l	List of Performers	are populated, to avo	id missing notifications.	
	List of Performers Personalize "List of Performers"								
	Personalize Table: (XxgtnApprHrc Approval Level 1 2	hTbIRN) Position District Forest Office District Forest Office			Approval Pendin 15020383279 15020383279	g With		Name Rajangam K Rajangam K	
	Attachment File Personalize "Attachment File"								
	Personalize "Attachments" Personalize "Attachments of asso Add Attachment								
	Title Type Retirement request File	Description 2023-01-27 17:55:04		Last Updated By A 15010984836	Last Updated A 27-Jan-2023	Usage One-Time	Update Delete	Publish to Catalog	
	Return to Previous Page							Back	Submit (



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 For Employees whose proposal has to send through IFHRMS, Ensure First Employee's DOB, PF No, DOJ, Name, Address, AADHAR, PAN, Identification Marks, Height-Weight are correctly added in IFHRMS.

		Address Details			Personal Details					
MR. Mathiva Employee Number		Door / Plot / Flat No. 6/15 WEST THOTTAM, PALANI NAYAGANOOR, THALAMBADI-PO, SALEM Building / Apartment Name Road / Street Name Area District or Town State Tamil Nadu Pin Code View Address History		THOTTAM, PALANI				Type of Disability		
Ceptofile Date of Birth Gender Martial Status Email Id PAN Number PAN Reference Number GPF /TPF /CPS/ NPS Number Adhaar Number UAN PRAN Start Date	Male CJFPM2045N 19476/FOREST 6494XXXX5519 101				Religion Height Employee Community Caste Name Physical Fitness Certificate	164 60 BC Kongu Vellalar	Ration Personal Identif	fferently abled, % of Disability Ration Card Number Personal Identification Mark1 Personal Identification Mark2		
Start Date Personalize Stack Layout: (ViewAction Update Details Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details	08-Feb-1995 hsRN)	Phone Details Personalize Advanced Table: (Phone Type * Phone Number Mobile 9677513050	oneDetailsATab1)			ationshipsRN1 Date of Birth 11-Dec-1969		Details		

 Then, Ensure Family members details with their A/C details (For nomination purpose) and other details as per Govt. Ir. Form5 (AADHAR/PAN/Employment Status/Marital Status/Contact Address and Phone no. details) added against the employee family members.

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Employee Profile Transfer a	nd Postings Disciplinary Actions	Leave Process	Employee Bills and	GTN Pay Service	Adva	Inces	Claim)
mployee Profile Employee Basic Details Up	date WEBADI Bulk Emp Bank Details Creation	n and Update WEBADI Regu	arization & Probation Train	ning & Tests				
								Back
ersonalize Header: (HeaderRN)								
Contact Details								
Personalize Table Layout: (region51)	Contact Name M.SUSILA			Employement Status	Un Employ	ved		
	Contact Relationship Spouse			Employement Details Aadhar Number Ration Card Number				
	Salutation Mrs.			Pan Number				
	Gender Female			Marital Status PPO Number	Married			
	Date of Birth 11-Dec-1969			Date of Employment Date of Retirement				
	Age 53		Da	ate of declaration of Divorce				
	Start Date 22-Nov-2022			Treasury Name Date of Death				
	End Date			Physical Status				
	Reason			Name of Guardian Legalheirship Certificate				
				Monthly Income				
			N	ame as per bank Passbook	SUSILA M			
				Bank Account No Bank IFSC Code				
					CANARA BA	NK , SELLAPPAMPATTI		
ersonalize Header: (AddressHdr)								
Address								
Personalize Advanced Table: (AddressATab)								
				Barris Colores Alleren				Dia Garda
Primary Address * Door / Plot / Flat	NO.	Bui	ding / Apartment Name	Road / Street Name	Area	District or Town	State	Pin Code
Phone Details								
Personalize Advanced Table: (PhoneDetailsATa	ab)							
* Type * Phone Number								
Mobile								

• Add the Respective Nomination entries for Commutation, Pension, DCRG and GPF in IFHRMS.

DCRG Bulk Entry	In-Process T	In-Process Transactions										
Commutation Bulk Entry	2092356	Pension Value	15010496544 Mathivanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000		•	1
Commutation	Transaction Number	Nomination Type	Employee Number	Is Nominee a family Member?	Name of the Nominee	Relationship	Effective Start Date	Effective End Date	Share to be Paid (%)	Details	Signature	Upda
Pension Pension Bulk Entry	Personalize Head Personalize "Stac Personalize Table Create 1	k Layout" (outerTable)										
Nomination	View / Updat	e Nominees D	Details									
Extension of Service	Employee Type TN Government Servant Retirement Date 31-Dec-2022				Grade TNGS Time Scale Level 16 (36400 - 115700) Date of Birth 25-Feb-1963							
Return After Missing	Office DISTRICT FOREST OFFICE NAMAKKAL Post Forester 1154458					ory Class B ate 09-Feb-1	995					
Death While/Missing Additional Qualifying Service Update	Personalize "Emp Persona	alize Default Double Employee ID	15010496544			ime Mathivan	an S					
Retirement Type	Employee De	Personalize Stack Layout Employee Details										

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Pre Retirement Int on Belated Payment	DCRG/Prov DCR	G Provisional Pens	sion									
Retirement Type	Personalize Stack Employee De											
Death While/Missing	Personalize "Emp Person	loyee Details" alize Default Double	Column: (Y)									
Additional Qualifying Service Update		Employee ID 1	5010496544		Employee Na	me Mathivan	an S					
Return After Missing	Office DISTRICT FOREST OFFICE NAMAKKAL Post Forester 1154458					ory Class B ate 09-Feb-1	995					
Extension of Service	1	Employee Type T Retirement Date 3	TN Government Servant 31-Dec-2022		Grade TNGS Time Scale.Level 16 (36400 - 115 Date of Birth 25-Feb-1963		(36400 - 115700)					
Nomination	View / Updat	e Nominees De	etails									
Pension	Personalize Head Personalize "Stac Personalize Table	k Layout"										
Pension Bulk Entry	Create 💢											
Commutation	Transaction Number	Nomination Type	Employee Number	Is Nominee a family Member?	Name of the Nominee	Relationship	Effective Start Date	Effective End Date	Share to be Paid (%)	Details	Signature	Update
Commutation Bulk Entry	2092357	COMMUTATION	15010496544 Mathiyanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000			1
DCRG												
DCRG Bulk Entry	In-Process T											
Pension Proposal	Personalize "In-Po In Process Tran	rocess Transactions" nsactions										_

Retirement Type	Personalize Stack											
Remement Type	Employee D	etails										
Death While/Missing	Personalize "Emp Person	oloyee Details" alize Default Doubl	le Column: (Y)									
Additional Qualifying Service Update		Employee ID	15010496544		Employee N	Name Mathivan	an S					
Return After Missing	Image		DISTRICT FORES	ST OFFICE NAMAKKAL 8		Date 09-Feb-1	995					
Extension of Service	1	Employee Type Retirement Date	TN Government S 31-Dec-2022	iervant		Birth 25-Feb-1	ne Scale Level 16 963	(36400 - 115700)				
Nomination	View / Updat	e Nominees I	Details									
Pension	Personalize Head Personalize "Stac Personalize Table	k Layout"										
Pension Bulk Entry	Create 💢											
Commutation	Transaction Number	Nomination Type	Employee Number	Is Nominee a family Member?	Name of the Nominee	Relationship	Effective Start Date	Effective End Date	Share to be Paid (%)	Details	Signature	Updat
Commutation Bulk Entry	2092358	DCRG	15010496544 Mathiyanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000			1
DCRG												
	In Propose T	ransactions										

HBA Application Other Ad	vances Application	Provident Fund A	pplication Advar	ce Details Reports Adv	ance Migration							
PF Initiation Entry PF Sanction Order Entry	Personalize Stack											
PF Balance Upload	Personalize "Emp Persor	Employee ID	15010496544	OFFICE NAMAKKAL	Employee Name Category							
	Image		Foresteri (1154458	OFFICE NAMARAL	Joining Date							
			TN Government Ser	vant		Grade TNGS Time Scale Level 16 (36400 - 115700)						
		Retirement Date			Date of Birth							
	View / Update Nominees Details											
	Personalize Head Personalize "Stat Personalize Table	k Layout"										
	Create 💢	2										
	Transaction Number	Nomination Type	Employee Number	Is Nominee a family Member?	Name of the Nominee	Relationship	Effective Start Date	Effective End Date	Share to be Paid (%)	Details	Signature	Update
	1318729	GPF	15010496544 Mathiyanan S	Yes	M.SUSILA	Spouse	01-Jan-2000		100.00000			1
	In-Process 1	ransactions										
	Personalize "In-P	rocess Transactions'										_

 Employee Proposal Request shall be entered in Pension Proposal Employee duly mentioning the place of Payment of Pension, PPO type Single/Joint, CVP Requested and Military Pension as Yes or No. Please note that for Joint PPO cases Spouse details is Mandatory.

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Pre Retirement Int on Belated Payment	DCRG/Prov DCRG Provisional Pension						
Retirement Type	Back	Submit Cancel					
	Employee Details						
Death While/Missing	Employee ID 15010496544 Employee Name Mathivanan S						
Additional Qualifying Service Update	Office DISTRICT FOREST OFFICE NAMAKKAL Category Class B						
Return After Missing	Post Forester 1154458 Joining Date 09-Feb-1995 Employee Type TN Government Servant Grade TNGS Time Scale Level 16 (36400 - 115700)						
Extension of Service	Retirement Date 31-Dec-2022 Date of Birth 25-Feb-1963						
Nomination							
Pension	Pension Proposal Employee Bank Details						
Pension Bulk Entry	Transaction Number 633958 Bank Account No 88880653012						
Commutation	Place of Payment of Pension DTO NAMAKKAL Bank Name AXIS BANK PPO Type Joint Branch Name BODHUPATTY						
	Family Endorsement Form Provided? Yes IFSC Code UTIB0001715						
Commutation Bulk Entry	Family Identifier M.SUSILA Aadhar Number 6494XXXXX519						
DCRG	Spouse Identification Mark A Mole in Left hand Non Qualifying services(Y/M/D) 0/0/0						
DCRG Bulk Entry	Whether the Pension Proposed to be commuted Yes Gross Qualifying services(YM/D) 27/10/20						
Pension Proposal	Scheme of Pension Pilot Scheme Addititional Qualifying services(YM/D) 2/4/10 Receipt of Military Pension No Net Qualifying services(YM/D) 30/2/30						
Pension Proposal Employee	Pay Information 16380						
Annexures Status	Grade Pay 0						
Proposal Initiation	Special Pay 0 Personal Pay 0						
	Personal Pay 0 Last Pay Drawn 16380						
Pension Proposal HOO							
Family Pension Proposal							
Family Proposal Initiation	Spouse Details						
Family Pension Proposal Annexures	Date Name of AadhaarNumber PanNumber MobileNumber Address Bank Account Number IFSC Code Bank Employment PPO	Treasury					
Authorization	Number 1750 500 Name Status Details Numb Birth 6/15 WEST	per Name					
Pension Authorization	11- 14 MSUSILA Dec- 835962916877 AHHPD2272T 9677513050 NAYAGANOOR 1666119001015 CNRB0001666 CANARA 1414 UNDON DO						
DCRG Authorization	1969 THALANGAR SALEM,,						
Commutation Authorization							
	Approval Hierarchy						
Cut in Pension Authorization	Initiator/Verifier/Approver Group						
Retirement Order	* Approver Groups Common Approval Group - SR - 16244 V						
Reports	Please select the approval group and wait for the List of Performers to be populated below. Submit the transaction only when the List of Performers are populated, to avoid missing r	notifications.					
	List of Performers						
	Approval Level Position Approval Pending With Name 1 District Forest Officer] [1154430 15020383279 Rajangam	K					
	Image: Spectral strain for the second strai						
	Attachment File						
	Add Attachment						
		h to Catalog					
	Proposal Request File 2023-01-27 17:55:04 Miscellaneous 15010984836 27-Jan-2023 One-Time 🥖	B					

• Annexure Status entry has to be done, so that in pre-filled report annexures list to be enclosed with the proposal will be shown.



Employee ID 15010496544 E	mployee Name	Mathiyanan S
Office DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B
Post Forester 1154458	Joining Date	
Employee Type TN Government Servant	Grade	TNGS Time Scale.Level 16 (36400 - 115700)
Retirement Date 31-Dec-2022	Date of Birth	25-Feb-1963
Details		
Annexures for Service Pension		
Transaction Numbe		
E Service Boo		
Recent Joint Passport Size Photo with Spous		
Specimen Signature/Thumb Impressio Sanction Order for Non Govt Aided Educational institution and Missing Employe		
Sanction Order for Non Govt Alded Educational Institution and Missing Employe Non-Employement/Re-Employement Certificate in case of Teacher		
Copy of First Information Report in repsect of Missing Em		
Nomination for General Provident Fun		
Nomination for Death Cum Retirement Gratuity(DCRG		
Nomination for Life Time Arrears of Pensio		
Nomination for Commutation in Pensio		
Medical Certificate in Orginal in Form 23 as prescribed for Invalidation case	es No	
Medical opinion of the doctors for admitting Commuted Value of Pensio		
Ratification Orde	er Yes	
Military Verification Certificat	te No	
Copy of Challan for refund of Gratuity received with interest for Military Ser	vi No	
Copy of Proceedings issued in the case of Compulsory/Voluntary/Invali case	NO NO	
Copy of GO imposing Cut-in pension issued on completion of Discliplinary/Dropp	in No	
Copy of Adoption Deed, in case of adopted childre	n No	
Copy of Medical Certificate in Case of Mentally Retarded/Handicapped Childre	n No	
Descriptive Roll Duly Atteste		
Additional Information - illiterate or disabled Government server		
Gaurdian Details in case of Mentally Retarded Childre		
Death Certificate of First Wife or court order for Divors		
Details of Foreign Service along Government Order		
Specific Government Order if the Pension is to be admitted based on such orde		
Application for Revision of Pension indicating present address and Treasur		
Consolidated Service Certificate for Aided Educational Institution Additional Annexure to Form 5 in Govt.letter no.121/F5/T/Pension/2022		
Additional Annexure to Form 5 in Govt.letter no.121/F5/1/Pension/2022		
Other Document	10 100	

- Proposal Initiation entry has to be done with Office File no. in File number field.
- Proposal type→ Pension for Pension only proposal, GPF for GPF only and for both, select "Both Pension and GPF" for Superannuation, VRS etc.., retirement cases (Exclude Death Cases). Family pension for Family Pension cases.

Pre Retirement Int on Belated Payment	DCRG/Prov DCRG Pro	ovisional Pension								
Retirement Type	Personalize Stack Layou Employee Details									
Death While/Missing		fault Double Colum								
Additional Qualifying Service Update	Em	ployee ID 1501049				ne Mathivanan S				
Return After Missing	Mage	Office DISTRIC Post Forester		ICE NAMAKKAL	-	ry Class B ite 09-Feb-1995				
Extension of Service		yee Type TN Gov nent Date 31-Dec-				de TNGS Time Scale th 25-Feb-1963	e.Level 16 (364	00 - 1157	00)	
Nomination Proposal Initiation Details										
Pension	nsion Personalize Header: (DynHdrRN) Personalize *Stack Layout* Personalize Table: (outerTable)									
Personalize Table: (outerTable)										
Commutation	Transaction Number	Transaction Date	Proposal Type	Retirement Type	Request Number	Annexure attached	File Number	r Status	Details	Signature
Commutation Bulk Entry	1146	27-Jan-2023	Pension		633958	Yes	123	Pension		R
DCRG	1147	27-Jan-2023	GPF		633958	Yes	123	GPF		R
DCRG Bulk Entry	In-Process Transa	actions								
Pension Proposal	Personalize "In-Process									
Pension Proposal Employee										
Annexures Status	Return to Search Page									
Proposal Initiation										



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 If all required details are added in IFHRMS, then run the Online Pension Proposal Form - Service Pensioner and GPF Proposal Form Report in Pre-Retirement→Reports and Check the details in the report output.

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re Retirement Int on Be	elated Payment DCRG/Prov DCRG Provisional Pension	
Retirement Type		
Death While/Missing	Reports	
Additional Qualifying Service Update	Personalize "List of Concurrent Requests" Personalize Table: (XxgtnResultsTbIRN)	
	🏛 😂 📼 🎟	
Return After Missing	Concurrent Program Name	Action
Extension of Service	Application Form for Pension FormNo:5	
Nomination	Family Pension for Death While Service FormNo:17	
ension Proposal	GPF Proposal Form	S
	Pension Proposal Form - Service Pensioner	
amily Pension Proposal	Terminate No Post Employee	5
Authorization		
Retirement Order	Monitor Request Status	

- DDO/Office Details in IFHRMS are based on Data Migration from DDO template.
- Based on past 12 Months' Salary/Salary Arrears/any PF loan Paid to employee through IFHRMS, GPF Credit -Debit Particulars will be shown.
- Based on First Appointment Date of Joining and Date of Retirement Eligible Gross Qualifying Years will be calculated. If any leaves like EOL etc.., or Ousting entries done it will be calculated as Non-Qualifying Years. If employee's Additional Qualifying Service details added in IFHRMS, it will be added as AQS to the Net –QS.
- Eligible Y-M-D is calculated as per month as days of 31/30/28, 29(Feb) as default 1 month, other than these are likely calculating as only days. For ex. If emp. joined on 28-Apr-1988 gets retirement on 28-Feb-2023 then YMD will be 34/10/3. 28-30 Apr as 3 days and balance are calc. as Y/M.
- Last pay drawn as on retirement date will be shown in the report. Based on LPD and Net QS eligible Pension and Commuted Value Portion will be calculated as per factor applicable.



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- The post in which the employee served for in last 3 years will be shown in report.
- In Online prefilled form report, ADDITIONAL ANNEXURE TO FORM 5 will be shown the Spouse details of Retiring Employee culled out from family member details updated in employee profile.
- For those who have updated the Nomination entries, the details will be shown in Nominations page of Form 5 with share percentage details.
- The calculation sheet of Pension, DCRG, Commutation and EFP, NFP shown in Last page of the report.
- Once verified the report, Affix Photo and Sign in this report and Get Signature from Concerned Employee and Counter Signature of the DDO (Pension Forwarding Authority) with seal. Then, scan all the proposal copies including Descriptive Roll Duly attested with Joint-Photograph, Specimen signatures, Other related documents like court orders if any, VRS/Invalidation etc. order copies, Re-employment order copy, and other mandatory documents based on specific retirement cases.
- Do Pension Proposal HOO entry, which will be shown eligible Net years, DCRG, CVP Amount and Pension amount.

				Review C
ployee Details				
Employee ID 15010	0496544	Employee Name	Mathivanan S	
	RICT FOREST OFFICE NAMAKKAL	Category		
ge Post Forest			09-Feb-1995	
Employee Type TN Go Retirement Date 31-De			TNGS Time Scale.Level 16 (36400 - 115700) 25-Feb-1963	
Retrement Date 31-De	-2022	Date of Birth	23-Feb-1303	
		-		
Pension Proposal HOO		Per	sion Proposal Employee	
Transaction Number	416427		Transaction Number 632940	
* Proposal Type	~		Place of Payment of Pension DT Namakkal	
* Employee Proposal Request			Type of PPO Single	
* Category of Pension	Both GPF and Pension Only GPF	ש פ, Fam	ily Endorsement Form Provided No	
* Sub Category of Pension	Only Pension	⊾ Q	Pension to be Commutted No	
Reason for Retirement	Superannuation		Scheme of Pension Pilot Scheme	
* Type of Case	Superannuation	⊾ Q	Receipt of Military Pension No	
Date of Application For CVP	11-Oct-2022		Gratuity Type DCRG	
AG Previous Reference			Non Qualifying services(Y/M/D) 0/0/0	
G.O Reference if any			Gross Qualifying services(Y/M/D) 27/10/20	
Receipt for Miltary Pension				
Net Qualifying Service		Add	lititional Qualifying services(Y/M/D) 2/4/10	
Gratuity (Rs.)			Net Qualifying services(Y/M/D) 30/2/30	
Commuted Value of Pension (Rs.)			Pay Information 16380	
Pension (Rs.)			Grade Pay 0	
* Double Pensioner	No 🗸		Special Pay 0	
STIP Fields marked with asterik (*) a	are mandatory		Personal Pay 0	



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- Attach the documents against the attachment category, with title as 11digitEMPID_Filename like 12345678900_FORM5, upload it against Additional Annexure to Form 5 in Govt. letter no.121..., and 12345678900_eSRPart1, 12345678900_eSRPart2, 12345678900_Otherpayrevision etc..., upload against respective attachment categories and so on. <u>Please note that comma shall not be used in title, shall use Underscore (_) or hyphen (-) instead of comma.</u>
- DDOs has to ensure that all data is sync between eSR Part1, 2 with physical service book of an employees. Since any eSR Data mismatch found while comparing with Physical Service Book from AG, then it will result in rejection/ non authorization for the proposal. Vital Information like DOB, Name, DOJ, PF no. etc.., are needs to be match with eSR from Physical record.
- In Pension Proposal HOO entry, Proposal employee's eSRs Part 1 and 2 should be attached in E-Service Book category which is mandatory one. Other Mandatory attachment category list are:
 - E Service Book
 - o Recent Joint Passport Size Photo with Spouse
 - Specimen Signature/Thumb Impression
 - Nomination for General Provident Fund
 - Nomination for Death Cum Retirement Gratuity (DCRG)
 - Nomination for Lifetime Arrears of Pension
 - Nomination for Commutation in Pension
 - o Descriptive Roll Duly Attested
 - o Additional Annexure to Form 5 in Govt. letter no.121/FS/T/Pension/2022-2
 - Recent Passport Size, Specimen Signature or Left-Hand impression.
 - Attested Legal Heirship Certificate (In case of Family Pension)
 - o Attested Copy Death Certificate
 - o Dependency Certificate along with income certificate by Revenue Authorities



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- Other Necessary documents need to attach as mandatory for the changes happened in service record like Junior Senior anomaly change, Pay fixation/revision copies, Promotion/Transfer or deputation order copies, Incentive Increments etc..,
- Leave account details should be attached with available details. So that AG shall able to verify leave balances and any NQS available for that employee which in turn affect the Pension/DCRG.
- The Documents have to be attached by selecting the relevant attachment category. (This Categories list has 26 categories, select the appropriate one.) Other Documents above shall be attached under "Other documents or Miscellaneous" category.

Title 🛆	Туре 🛆	Description 🛆	Category △	Last Updated By	△ Last Updated 2	🗅 Usage 🛆	Update	Delete	Publish to Catalog
15010496544	File	2023-01-24 00:	Nomination for Death Cum Retirement Gratuity(DCRG)	15010984836	24-Jan-2023	One-Time	1	î	Ģ.

Add Attachmen	it	×
Attachment Type	File 🗸	
Title		
i Description		
Category	Additional Annexure to Form 5 in Govt.letter no.121/FS/T/Pension/2022-2	\sim
*File	Additional Information - Illiterate or disabled Government servent Adopted Children Application for Revision of Pension indicating present address and Treasury Attested Copy Death Certificate Attested Legal Heirship Certificate Certificate of Gaurdianship issued by Competent Authority Consolidated Service Certificate for Aided Educational Institutions	ply
Add Attachment	Copy of Adoption Deed, in case of adopted children Copy of Challan for refund of Gratuity received with interest for Military Servi	-
ītle	1 Copy of First Information Report in repsect of Missing Emp	ed
lo results found.	Copy of GO imposing Cut-in pension issued on completion of Discliplinary/Droppin Copy of Medical Certificate in Case of Mentally Retarded/Handicapped Children Copy of Proceedings issued in the case of Compulsory/Voluntary/Invali cases Court Order/Specific Government Order if the FP is admitted based on such order Death Certificate of First Wife or court order for Divorse Dependancy Certificate from the claimant, in case of Parent Dependency Certificate along with income certificate by Revenue Authorities Descriptive Roll Duly Attested	

• Validations are in the Pension Proposal HOO entry to check mandatory attachments are added that based on Proposal type (Pension/GPF).

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

	lease attach the following documents: Spe			1 Size Photo with Spouse; E Service Book; Nomination for General Provident Fund; N ; Descriptive Roll Duly Attested; Additional Annexure to Form 5 in Govt letter no.121/F		um Retirement	
					Back	Submit Car	ncel
Em	nployee Details						
	Employee ID 1501049	6544	Employee Name	Mathivanan S			
	Office DISTRIC	T FOREST OFFICE NAMAKKAL	Category	Class B			
Ima	Post Forester		Joining Date	e 09-Feb-1995			
	Employee Type TN Gove	ernment Servant	Grade	 TNGS Time Scale.Level 16 (36400 - 115700) 			
	Retirement Date 31-Dec-2	2022	Date of Birth	1 25-Feb-1963			
	Pension Proposal HOO		Pe	ension Proposal Employee			
	Transaction Number 4	16427		Transaction Number 632940			
	Proposal Type B	oth GPF and Pension		Place of Payment of Pension DT Namakkal			
	Employee Proposal Request 63	32940		Type of PPO Single			
	Category of Pension C	ivil Pension	5.	mily Endorsement Form Provided No			
	Sub Category of Pension C		Fa	-			
	Reason for Retirement S			Pension to be Commutted No			
	Type of Case S	uperannuation		Scheme of Pension Pilot Scheme			
	Date of Application For CVP 11			Receipt of Military Pension No			
	AG Previous Reference			Gratuity Type DCRG			
	G.O Reference if any			Non Qualifying services(Y/M/D) 0/0/0			
	Receipt for Miltary Pension N	0		Gross Qualifying services(Y/M/D) 27/10/20			
	Net Qualifying Service 30	0	Ad	Idititional Qualifying services(Y/M/D) 2/4/10			
	Gratuity (Rs.) 28	87475		Net Qualifying services(Y/M/D) 30/2/30			
	Commuted Value of Pension (Rs.) 27	71483		Pay Information 16380			
	Pension (Rs.) 87	190		Grade Pay 0			
	Double Pensioner N	0		Special Pay 0			
				Personal Pay 0			
				Last Pay Drawn 16380			_

- After submission of Pension Proposal HOO entry, complete the IVA process in DDO Office side.
- On Completion of Proposal entries, run the Pension Acknowledgement Slip in Pre-Retirement → Reports.

Pre Retirement	Int on Be	lated Payment DCRG/Prov DCRG Provisional Pension		
Retirement Type		Reports		
Additional Qualif	ying	Personalize "List of Concurrent Requests" Personalize Table: (XxgtnResultsTbIRN)		
Return After Missing		Concurrent Program Name	Action	
Extension of Service Application Form for Pension FormNo:5				
Nomination		Family Pension for Death While Service FormNo:17	S	
Pension Proposal		GPF Proposal Form		
		Pension Proposal Acknowledgement		
Family Pension F	Proposal	Pension Proposal Form - Service Pensioner		
Authorization		Terminate No Post Employee		
Retirement Orde	r			
Reports		Monitor Request Status		

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AG -Online Pension a	nd	Provident Fund Authorization System
AG - OP	PA	S Acknowledgement Slip
Employee Name	:	Manimehalai M
Employee Number	:	43010115818
PF Number	:	/EDN
Designation	:	Agricultural Instructor 636091
Department	:	School Education [4303]
DDO	:	Head Master Ghss Maravamangalam
Treasury	:	St Sivagangai [1306]
File Number	:	129/2023/A1 dated 12-JUN-2023
IFHRMS e-File Number	:	1273
Online Proposal Submitted on	:	12-JUN-2023
Physical SR Sent on	:	

Online Pension Proposal for **Manimehalai M** whose Employee Number is **43010115818** and PF Number is /EDN has been Submitted on **12-JUN-2023**.

And affix the slip in Physical SR Book and mention Physical SR book sent on date while sent to AG.



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2.2: AG E-Authorization.

- On Completion of Pension Proposal HOO entry by the Pension Forwarding Authority, AG will receive the Inbound from IFHRMS with proposals submitted employees details with all attachments added in HOO entry(with naming convention for attachment files).
- AG will process the Proposals and authorized the valid Pension, DCRG, CVP, and GPF proposals and In case of any rejections, AG will reject the proposals with reason for re submitting the correct proposals.

2.3: Establishment Activities in DDO Offices.

- For e-Authorization received from AG (with Employee ID), Authorizations of Pension, DCRG entry will be created against the Employee ID on completion of retirement order entry.
- DDO Office establishment sections has to complete the retirement order entry at the time of Retirement without any delay.

Pre Retirement Int on Be	lated Payment	DCRG/Prov DCI	RG Provision	nal Pension											
Retirement Type	Employee	Details													_
Death While/Missing Return After Missing Extension of Service Nomination	Dimage	O	ee ID 030103 office SESSIC Post Typist Type TN Gov Date 30-Nov	DNS JUDGE 1503019 remment Servant	Employee Name Category Joining Date Grade Date of Birth	Class C 11-Apr-1997 TNGS Time Sc	ale.Level 8 (19	500 - 71900)						
Pension Proposal	Retiremen	t Order Deta	ails												_
Family Pension Proposal	Create	1 2													
Authorization Retirement Order	Transaction Number	Type of Retirement	Date of Retirement	Retirement Order is	suing Authority	Retirement Order Number	Retirement Order Date	Permitted to Retire?	Relieving Order issuing Authority	Relieving order Number	Relieving order Date			Date	No Due Certifie issued
Reports	1963253	Superannuation	30-Nov-2022	NAMAKKAL PRINCIPA	AL DISTRICT JUDGE	14884/A/2022	30-Nov-2022	Yes	SESSION COURT FOR SC/ST CASE	S 1622	30-Nov-2022	Yes	14884/A/2022	30-Nov-2022	Yes
	In-Process	s Transactio Transactions	ns												

Int on Belated Pay	ment DCRG/Prov DCRC	G Provisional Pe	nsion							
Retirement Type	Employee De	tails								
Death While/Missing		Employee ID	03010315161	Employee Name	Rajeswari M					
Death White Missing			SESSIONS JUDGE	Category						
Return After Missing	Mage		Typist 1503019	Joining Date	1 C C C C C C C C C C C C C C C C C C C					
			TN Government Servant			Scale.Level 8 (19500 - 71900)				
Extension of Service	1	Retirement Date	30-Nov-2022	Date of Birth	26-Nov-1962	2				
Nomination	DCRG Autho	rization Detai	Is							
	Create 💢	2								
Pension			ion/Govt Order Number	Authorization/Govt	Order Date	Gratuity Type	Gratuity Amount	Gratuity Withheld Amoun	t Details	Signat
Pension Bulk Entry		916/2022		27-Oct-2022		Death Cum Retirement Gratuity	833748			



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Pre Retirement Int on Belated Payment	DCRG/	Prov DCR	G Pr	ovisional Pensio	n															
Retirement Type	Empl	oyee De	etails																	
Death While/Missing			Em	office SE	010315161 SSIONS JUDGE	E		yee Name F Category (
Return After Missing	Dimaj	ge	Emple	Post Typ	oist 1503019 Government Serva	ot		ning Date 1		cale Level	0 (10500	71900)								
Extension of Service			Retirer	ment Date 30-	Nov-2022	in in	Dat	te of Birth 2		cale.cevel	10 (15500 -	11500)								_
Nomination				er Authoriza	tion Details															_
Pension	Crea	te 💢	2					-	-		Enhance	d Enhanced	Normal	-	-	-				_
Pension Bulk Entry		Authoriz Number	ation	Authorization Date	Commencement Date	Original Pension	РРО Туре	Family Pensione Identifier				Family Pension End Date	Family Pension	Pension End Date	Employment End Date	Re Employment Pay	Date of Despatch	PPO Number	Details	Signature
Commutation		916/2022		27-Oct-2022	01-Dec-2022	20740	Singk	e			0	End Duto	0			0		R0227397		•
Commutation Bulk Entry	4																			•
DCRG		ocess T																		-
DCRG Bulk Entry	In Pro	ocess Trar	isactio	ons																
Pension Proposal	Return	to Search	Page																	
Pension Proposal Employee																				
Annexures Status																				
Proposal Initiation																				
Pension Proposal HOO																				
Family Pension Proposal																				
Family Proposal Initiation																				
Family Pension Proposal Annexures																				
Authorization																				
Pension Authorization																				
DCRG Authorization																				
Commutation Authorization																				
Cut in Pension Authorization																				
Retirement Order			_				_													_

- Upon retirement and after retirement order entry passed by the DDO, DCRG and GPF Bills will be created in IFHRMS. DCRG and GPF Notification will be triggered to
 - DDO (NOC for DCRG and Debit Certificate for GPF submission)
 - Respective Treasuries/PAOs (to process GPF/DCRG bill upon NOC receiving).

Ho	ne Employee Profile	Transfer and Postings	Disciplinary Actions	Leave Proces	s GTN Pay Service	Advances	Pre-retirement	Reports
Welcome Rajanga Pending Notificati Search Parame	ons							
* Status Open Go Results	v			item Ty	pe 🗸 🗸			
2 C 🗟 🗸 -								
From To Rajangam	Subject K Requesting NOC for DCRG Bill for	Ex-Employee Mathivanan S (150	10496544)		Process Name GTN Pension Proposal Process	Employee Number 15010496544	Employee Name Mathivanan S	Sent Time 27-JAN-2023 21:00:56

• DDOs has to select No Objection Certificate (NOC) attached flag in the Retirement Order entry as Yes and attach the NOC copy. So that only Employee status will be changed as Ex-Employee.



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- Until Employee Status changed as Ex-Employee (Terminate Assignment), DCRG/GPF Bills cannot be generated.
- Requesting NOC details for DCRG and GPF notification has been sent to DDO in IFHRMS.
- DDO has to submit the NOC details of the employee to the respective treasury to pass the DCRG and GPF bills.
 - If any recovery (SD/NSD) is pending to be recovered in DCRG bill, DDO has to share the recovery details in NOC.
 - Physical copies of NOC details for DCRG and Debit certificate details for GPF has to be submitted by DDO to TO/ATO/PAOs to proceed the DCRG/GPF Bills.



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2.3: GPF/DCRG Activities in Treasury.

- On attaining the Actual retirement as well retirement order entry passed by the DDO, Pensioner ID will be created in IFHRMS and NOC request sent to DDO.
 - SMS will be sent to the pensioner.
 - Notification will be triggered to the respective treasury and DDO.

¢	Pensioner Profile	Pension Process	Pension Components	Pensioner Schemes	Home	GTN Pension LTA P.	GTN Pension Com
Pend	come Sardar Khan H ding Notifications arch Parameters	ł,					
	Go Sults			Item Type Huma	n Resources V		
	m To Sardar Khan H	Subject New Pensioner Jayanth Murali I	K Dr.lps (PEN2992434) - R30059	29 has been created	Status CLOSED	Process Name GTN Notification Process	Previous 1-10 V Next 10 Sent Time 13-JAN-2023 16:04:35

- GPF, DCRG Bills will be auto generated in Draft status to the respective Treasury/PAO.
- GPF, DCRG Bills will be auto generated Notifications has been sent to the respective Treasury/PAO IVAs to process the bills upon receiving the NOC from DDO offices.

IF	HRM	s					î i	* 🌣	Logged In	As 16020133019
	Bills		Challan	Challan Distribution	Budget Search	Budget Transfer		Payroll		Service
	Divya G, Notificatior Paramet									
* Status Go Results		•			Item Type	~				
	IS 🔅 ▼ 🛛 To	Subject	2701009522120001	has been created in draft for E	mployee number 0301031516	1(Rajeswari M)	Status OPEN	Sent Ti	Previous 1-1 me 2023 17:39:59	0 🗸 Next 10 🕨

- Once the NOC received from DDO, Treasury unit level shall be able to add recovery lines/NSD details as per NOC.
- Search the Auto-Generated GPF/DCRG Bill number in Bills Search page and Click Update to update the bill.



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- Check Bill line amount details and compare with AG Authorization PDF.
- Select the Bill line and click Add recovery line button to add recovery details based on recoveries mentioned in NOC.
- Attach the required documents and proceed the bill up to payment level from draft status.

IFHRM	S					î 🖈	C Logged In As 1	6020132884 (
ļ	Bills	Challan Adjustments/AM Challan	Distribution	Deposit	Payroll	Pay Service	DDO Master	
Velcome Hemalati Pending Notificatio Search Paramet	ins			ξ.				
⁶ Status Open • Go Results	•			Item Type Human Resources N	•			
a 2 5 4 -					4 Previous 1-10	V Next 10 D		
From	То	Subject	Status	Process Name	Sent Time			
	Hemalatha N	GPF Bill 0508008623030001 Dated:07-MAR-2023 has been generated for the Ex-Employee Chandran A (45010023973)	OPEN	GTN Notification Process	07-MAR-2023 13:39:20			
	Hemalatha N	GPF Bill 0508008623030001 Dated:07-MAR-2023 has been generated for the Ex-Employee Chandran A (45010023973)	OPEN	GTN Notification Process	07-MAR-2023 13:30:03			
	Hemalatha N	ST Sathyamangalam.A2 - Enhanced to Normal Pension Conversion List for Jan-2023	OPEN	GTN Notification Process	11-JAN-2023 19:17:25			
		ST Sathyamangalam.A2 - Pensioner Elligible for Additional Pension as on						

• The respective Treasury shall validate the generated bill against the authorizations from AG and submit the bills for 3 level approval process, then complete the audit and payment processes.

\equiv IFHRMS	1					â *	🔅 Logged In	As 16020132884 🕜 🕛
Bills	Challan	Adjustments/AM	Challan Distribution	Deposit	Payroll	Pay Service	DDO Master	E-Payment Returns
Information This notification does not re GPF Bill 0508008623		7-MAR-2023 has bee	en generated for the I	Ex-Employee Cha	andran A (4501002	3973)		ОК
To Hemalatha N Sent 07-Mar-2023 13:39:2 ID 121104613 Dear Sir/Madam,	20							
GPF Bill has been Generat Path to View the Bills is Fi								
Return to Worklist								

• Manual Authorization Register also maintained in treasury, to track DCRG (81-Register) and GPF bills.

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IFHRN	۱s							î	i 🖈 🌣 I	Logged In As	s 16020132884
Bills	Challar		Challan	Distribution	Deposit		Payroll	Pay Service	DDO Master	E-Pa	ayment Returns
Bills Bills report											
Bill Search Pa	ge										Archive Bills
			Bill Number	05080086230300	01						
		Treasury T	oken Number								
		E	Bill Date From		5						
			Bill Date To		50				1 and		
			Bill Status			~					
		t	Expense Type			*					
			Detail Head	Please select Bill n before clicking "Go" Go Clear	umber or Treasury button to get the	Reference Numb search results fas	er or Expense " iter	Type Mandatorily			
Bill Number	Bill Creation Date	Bill Type	Expense Type		Detail Head	Bill Amount	Bill Status	Treasury Token Number	Bill Submission Date	Update	Detail Print
	07-Mar-2023	Retirement Benefits (Manual)		ement (Manual)	80202	408,651.00	Draft				

- In the Auto Generated bills, Bill initiator shall add the recovery lines in the bill as per NOC/Recovery details shared from DDO.
- Select the recovery HOA details with recovery amount, so that the Net Amount in Bill lines and Bill amount will be reduced (Invoice Amount-Recovery Amount is Net).

Bils > I Creation Page								View Budget	Back To Search	Save Cancel Bill	View Budget Det
		Retirement Benefits (Manual)				Bill Creation Date				
	Bill Status							0508008523030001			
	Bill Amount Bill Source						Treasury Ref Date Treasury Token Number				
O/Account Details	Bill Source	manual					Treasury Token Number				
	DDO Name	SUB TRY SATHIYA	WANGALAM				DDO Code	05080085			
	Treasury / PAO Name						Treasury / PAO Code	0508			
			SATHIYAMANGALAM				Audit Section Name				
		GPF Final Settlemen					Expense Type Code				
		Not Bearing Interest General Provident F					Detail Head Code Head of Account Code				
		PUBLIC ACCOUNT					Head of Account Code Budget Authority Code				
		Retired Beneficiary	-				Available Budget Amount				
scription											
											R.
GPF											63
ILLines Beneficiary Chi	eck Points										
Add Line Delete 💢 🕿											
* Invoice Number		nvoice Date		* Sanction Number		* Sanction Date		*Invoice Amount	Net Amount	Description	
NA	0	7-Mar-2023	16	509908		10-Feb-2023	R6	408851	408851	GPF	
ill Line Recovery Creation											
Add Recovery Line Delete	12										
		Code	Rate	On Amount	Amount	Order No	Order Date	Account Code		Detail Head	
elect	Type										

- Check Beneficiary details in beneficiary tab.
- Then check the beneficiary details and add the NSD details (whenever requires as per NOC) in Beneficiary tab of the bill.
 - Beneficiary Type as Non Statutory Deduction and select the Beneficiary Code as per NSD Master for the NSD beneficiary.
- For Nominee as Beneficiary, Raise an incident with DCRG_GPF Death case/Nominee format.



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Beneficiary Details	(BEN 1) If Nominee m	ore than one use to BE	N2 Tile	BEN 2 (Optional) If No	minee more than t	use to BEN3 Tile
	pe Beneficiary Code			Sub Beneficiary Type		
		ECS/RTGS/NEFT/IMPS				ECS/RTGS/NEFT/IMP
DCRG Nominee	4323318	ECS/RTGS/NEFT/IMPS	2000000			
DCRG Nominee	2405776	ECS/RTGS/NEFT/IMPS	2000000			
DCRG Nominee	4334019	ECS/RTGS/NEFT/IMPS	1196790			
DCRG Nominee	4275008	ECS/RTGS/NEFT/IMPS	1426698			

• To check Nominee Beneficiary Code, Run the DCRG_GPF Nominees Details Report Enabled under Functional Administrator – Treasury → Treasury Admin Reports.

A	В	C	U	E	F	G	Н
				DCRG/GPF Non	ninees Details Report		
DDO CODE	BENEFICIARY TYPE	BENEFICIARY TYPE DE	RENEEICIARY CODE	EMPLOYEE NUMBER	GPF NUMBER	PAYMENT TYPE DESC	BENEFICIARY NAME
13010934	DCRG NOMI		1763092	22020000903	7172/JAILS	ECS/RTGS/NEFT/IMPS	VIJAYALAKSHMI R
43011003	DCRG NOMI		3978541	22020001525	127099/POL	ECS/RTGS/NEFT/IMPS	AKSHAYAA M
13011110	DCRG NOMI		4155096	22020002495	170403/POL	ECS/RTGS/NEFT/IMPS	Mary Margrat
13011164	DCRG NOMI	DCRG Nominee	4209458	19030002826	118241/MEDL	ECS/RTGS/NEFT/IMPS	P.Pradeep Kumar
43010979	DCRG_NOMI	DCRG Nominee	4347742	39020004427	75033/PW	ECS/RTGS/NEFT/IMPS	K.MURALI KRISHNAN
13011164	DCRG_NOMI	DCRG Nominee	25550	19030004378	113401/MEDL	ECS/RTGS/NEFT/IMPS	PERCIYAL V
43011034	DCRG_NOMI	DCRG Nominee	4326350	19030004906	84720/MEDL	ECS/RTGS/NEFT/IMPS	GIRIJARANI N
43011232	DCRG_NOMI	DCRG Nominee	3997214	22010006942	167257/POL	ECS/RTGS/NEFT/IMPS	MALINI G
43011164	DCRG_NOMI	DCRG Nominee	4362158	19030009078	113395/MEDL	ECS/RTGS/NEFT/IMPS	Jayalakshmi
43010931	DCRG_NOMI	DCRG Nominee	34677	39020011665	57906/PW	ECS/RTGS/NEFT/IMPS	KALAISELVI J
13010925	DCRG_NOMI	DCRG Nominee	3924494	19030012079	129686/MEDL	ECS/RTGS/NEFT/IMPS	R AASEER CHRISTOPHER
43011110	DCRG_NOMI	DCRG Nominee	28836	22020013187	127458/POL	ECS/RTGS/NEFT/IMPS	Rose mary baby
43011110	DCRG_NOMI		3954366	22020014243	126775/POL	ECS/RTGS/NEFT/IMPS	SHARMILA ROSELIN D
3011081	DCRG_NOMI	DCRG Nominee	33218	35040014864	132131/GA	ECS/RTGS/NEFT/IMPS	T.V. SHIVARAMAN
3011159	DCRG_NOMI		19300	5020014980	34586/AGRI	ECS/RTGS/NEFT/IMPS	THAHIRA A
13011008	DCRG NOMI	DCRG Nominee	4348980	22020015277	184363/POL	ECS/RTGS/NEFT/IMPS	Mr.Logesh

- The report will show DDO Code wise Employee Number cum GPF Number to find the Nominee Beneficiary Account details with Beneficiary ID for respective Nomination types.
- Treasury has to mention this Beneficiary Code in the Death cases format excel.

DD Name SUB TRY SATHIYAMANGALAM DD Code 00000065 Treasury / PAO Name Audit Unit Name 0500[0006]SUB TRY SATHIYAMANGALAM] Audit Section Name BA51 Audit Unit Name Koopens Type OFF Final Settlement (Manual) Expense Type OF Datal Head Name Not Bearing Interest Dotal Head Code 00001101AA Budget Automity PUBLIC ACCOUNTS Budget Automity 00000000 Description Check Points Check Points Check Points	Bills Challan	Adjustments/AM Ch:	allan Distribution Depo	sit Payroll	Pay Service DD	O Master E-Pa	ayment Returns
Bill Type Retrement Beneficial (Manual) Bill Saure Unit Muncher 005000523030001 Bill Saure Manual Bill Saure Manual Tressury FAG 006005 DOO/Account Details DOO Name SUB TRY SATHIYMAANGALAM Tressury FAG 00600 Austit Unit Name 005000058101 RY SATHIYMAANGALAM Tressury FAG 00600 Austit Unit Name 00500005810 RY SATHIYMAANGALAM Tressury FAG 00600 Bill Settlement (Manual) Detail Head 00600059 Beneficiary Type Retired Beneficiary Retired Beneficiary Check Points Add Bauk Beneficiary Add Add Outocount Add Add Add Add Add Add Add Add Add Ad	Bills: Bills >						
Tressury / PAO tem Tressury / PAO cem 005 Audit Unit Name 005005005UB TRY SATHI YAMANGALAMI Audit Section Name BAS1 Expense Type GPF Final Settlement (Manual) Expense Type cem 00202 Detail Head Name Not Bearing Intreest Detail Head Cade 00202 Budget Authorny PUBLIC ACCOUNTS Budget Authorny code 00601 Budget Authorny PUBLIC ACCOUNTS Budget Authorny code 00601 Beneficiary Type Refired Beneficiary Available Budget Authorny code 00601 GPF Beneficiary Check Points Version Version Add Beneficiary Refiresh 2000 Scont No Amount Delati Add Beneficiary Add Buk Beneficiary Payment Type Bank IFSC Bank Kop INDIA SatHiryAMARGALAM Seconds Amount Delati al (4 dot10022973 af al (2 chandran A ECSRTIGSNEFITIMPS af al (111749965) SBIN0001498 STATE BANK OF INDIA SATHYAMARGALAM Seconds Amount Delation	Bill Type Bill Status Bill Amount Bill Source	Draft 408651		Bill Treasury F	on Date 07-Mar-2023 Number 0508008623030001	ircn Save Cancel Bill	View Budget Detain
GPF Bill Lines Beneficiary Add Beneficiary Check Points Add Beneficiary Refresh *Beneficiary Refresh *Beneficiary Refresh *Beneficiary Refresh *Beneficiary Refresh *Beneficiary Refresh *Q 45010023973 *Q Chandran A CChandran A ECS/RTGS/NEFT/IMPS *Q 1407143963 * MICR * *	Treasury / PAO Name Audit Unit Name Exposes Type Detail Head Name Head of Account Budget Authority Beneticiary Type	0508(0086()SUB TRY SATHIYAMANGALAM(GPF Final Settlement (Manual) Not Bearing Interest General Provident Fund - Subscriptions PUBLIC ACCOUNTS		Treasury / PA: Audit Section Expense Typ Detail Hea Head of Accour Budget Authorit	D Code 0508 Name BAS1 C Code 02017 d Code 80202 t Code 600901101AA y Code 06601		
Beneficiary Code Bane (Isray Code <td>GPF</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	GPF						
y Q 45010023973 y Q Chandran A ECS/RTGS/NEFT/IMPS y Q 14177449653 SBIN0001498 STATE BANK OF INDIA SATHYAMANGALAM 05080086 408651							
🛛 🔍 Q 45010023973 🔄 Q Chandrian A ECS/RTGS/NEFT/IMPS 🔄 Q 14177449953 SBIN0001498 STATE BANK OF INDIA SATHYAMANGALAM 05080086 40855 🧃	*Beneficiary Code N	ame * Payment Type	Bank Account No Bank IFSC	Bank Bank Name Bank Bra	nch Sender to Receiver info	*Amou	unt Delete
	실 Q 45010023973 실 Q C	aandran A ECS/RTGS/NEFT/IMPS			ANGALAM 05080086		
Total Beneficiary Count 1 Total Beneficiary Amount 408651	Total Beneficiary Coun	1		Total Beneficiary A	mount 408651		



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

• Check Save button to save the bill.

IIs Bills re	eport													
	tion Page									View Budget	Back To Search	Save	Cancel Bill	View Budget Det
			Retirement Benefits (Manual)					Bill Cre	eation Date	e 07-Mar-2023				
		Bill Status								r 0508008623030	001			
		Bill Amount							ry Ref Date					
		Bill Source	Manual					Treasury Toke	en Numbe	r				
DO/Acco	ount Details													
		DDO Name	Confirmation						DDO Code	05080086				
		Treasury / PAO Name	Data has been saved. Atta	chment Region will	be Enabled			Treasury / I						
		Audit Unit Name					ок	Audit Sec						
		Expense Type	GPF Final Settlement (Manu	aı)		_	_	Expense 1						
		Detail Head Name	Not Bearing Interest					Detail H	lead Code	80202				
		Head of Account	General Provident Fund - Su	bscriptions				Head of Acco	ount Code	800901101AA				
		Budget Authority	PUBLIC ACCOUNTS					Budget Autho	ority Code	06601				
		Beneficiary Type	Retired Beneficiary				Av	ailable Budge	et Amount	10000000				
Descriptio	on													
GPF														
Bill Lines	Beneficiary	Check Points												
	afinianu 🛛 Antol P	ulk Beneficiary Refr												
	Beneficiary Typ		*Beneficiary Code	Beneficiary	*Payment Type		Bank	Bank IFSC	Bank Ra	ink Name	Bank Branch	Se	ender to Rece	eiver info
							Account No							
► E	Ex-Employee	≥ Q	45010023973	Q Chandran A	ECS/RTGS/NEFT/IMPS	⇒ Q	14177449963	SBIN0001498	ST	ATE BANK OF IND	IA SATHYAMANGA	ALAM 0	05080086	
•														•

- Attach the required attachments like DCRG/GPF Authorization and other necessary documents.
- Select the approval group and check the approval hierarchy.

Γ	Details	s Beneficiary	Type Be	eneficiary	Beneficiary Name	Payment Typ	pe B	Bank Account	No Bank IFSC	Bank MICR	Bank N	ame	Bank Branch	Sender to Receiver	*Amoun	t Delete	
	b.	Ex-Employe			Chandran A	ECS/RTGS/N	EFT/IMPS 1	4177449963	SBIN0001498		STATE E	ANK OF INDI	A SATHYAMANGALAM		408651	Û	
L			Total Ben	eficiary Count	I.					Tot	tal Benefici	iary Amount	408651				
At	ttachr	ments															
							Browse Descrip	XXGTN_I	e File No file chu		1.						
2	a 2																
	itle					Туре		Descript	on			Category		File Name			Usage
No	o attach	ment found															
In	itiato	r/Verifier/A	pprove	r Group													
1	* Appro	over Groups	Common	Approval Group -	SR - 219 🗸												
Ple	ease sel	lect the approv	al group a	nd wait for the List	of Performers to be p	opulated below	w. Submit the	e transaction on	ly when the List of	Performers a	are populate	ed, to avoid mi	issing notifications.				
Li	ist of I	Performer	s														
A	pprova	l Level			Position						Appr	oval Pendin	g With		Na	me	
1					Assistant Treasury O	fficer 81389						000038	-		Sat	hasivam F	PM
2					Assistant Treasury O	fficer 81389					16020	000038			Sat	hasivam P	PM
L														View Budget Forward	Back To S	Search	Update View Budget Detai

• Click forward to submit the bill for approval process.

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

E IFHRMS	Adjustments/AM Challan Distribution Deposit	Payroll	Pay Service	★ ✿ I	Logged In As 16020132884
Bills Bills report					
Bills: Bills > Bill Creation Page			View Budget Forward	d Back To Search	Update View Budget Details
Bill Type Bill Status Bill Amount Bill Source	Confirmation Successfully bill forwarded to DDO Approval process with Bill Number : '050800852000001'.	Bill Creation Date Bill Number Treasury Ref Date OK Treasury Token Number	07-Mar-2023 0508008623030001		
DDO/Account Details		_			
Treasury / PAO Name	SUB TRY SATHIYAMANGALAM	DDO Code Treasury / PAO Code	0508		
Expense Type	0508j0086jSUB TRY SATHIYAMANGALAMJ GPF Final Settlement (Manual)	Audit Section Name Expense Type Code	02017		
Head of Account	Not Bearing Interest General Provident Fund - Subscriptions PUBLIC ACCOUNTS	Detail Head Code Head of Account Code Budget Authority Code	800901101AA		
Beneficiary Type	Retired Beneficiary	Available Budget Amount			
GPF					

• Login with Verifier/Approver and Open the notifications page.

≡ IFHRM	S				ged In As 16020000038
Bills	Payments	Cheque Cancel Cheque Issue	Challan	Adjustments/AM Ch	allan Distribution
Welcome Sathasiva Pending Notification Search Paramet	ns				
* Status Go Results	×	Item Type	~		
1 2 5 Q - 1	•			Previous	1-10 V Next 10 🕨
To Sathasivam PM	From Hemalatha N	Subject Bill No 0508008623030001 Pending for Bill Approval.		Status Process Name OPEN Bill Payment Approval DTO Process	Sent Time 07-MAR-2023 20

• Open the Bill Approval Pending notification.

Bill No 05080086	23030001 Pendir	ng for Bill Approval.				Return For Correction	Approve	Reject
From Hemalatha N To Sathasivam P Sent 07-Mar-2023 2 ID 121110217								
Bill Details					Bill Info			
DDO Nam	e SUB TRY SATHIYAMA	NGALAM DDO Code	05080086		Bill Type	Retirement Benefits (Manual)		
Treasury Nam	e ST SATHYAMANGALA	M Treasury Code	0508		Bill Status Bill Amount	Verified by Superintendent 408,651.00		
Expense Typ	e GPF Final Settlement (Manual) Expense Type Code	02017		Bill Creation Date	07-Mar-2023 0508008623030001		
	e PUBLIC ACCOUNTS		00004		Treasury Ref Date	030000023030001		
Budget HOD Nam Descriptio		Budget HOD Code	00001		Treasury Token Number Bill Source	Manual		
Sequence	Name	Position	Action	Date	Notes			
	Name Hemalatha N	Accountant A2 76527	Submitted	07-Mar-2023 13:06:32	Notes			
Related Applicatio	ns							
					li			



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

• Click Continue Action URL.

DD Name UB TAY SATH HYMANNOLALM DD O Cee 0000005 Treasury / RAO Cee 0000 0000005 0000005 Suggest Pye OP Flandsteeren (Janual) Budget Authority Coee 00017 Budget Authority PUBLIC ACCOUNTS Budget Authority Coee 00017 Beenford PUBLIC ACCOUNTS Budget Authority Coee 0017 Beenford PUBLIC ACCOUNTS Budget Authority Coee 0017 Beenford PUBLIC ACCOUNTS Station Halle 1000000000000000000000000000000000000								
Bill Areau Mail Alea Bill Areau Mail Bill Server Mail Trassury Rate Maile DOCACCOUNT Details DDC Area Docations SDD Try Sar Versammed Area Docations Partial Sciences Docations Partial Sciences Docations Docations D	Bill T	pe Retirement Benefits (Manual)		Bill	Creation Date 07-Mar-2023			
Bit Barry Mark Transvery Hand Hamile DOLAccount Details Don Hamile Bit Barry STATHSHAMANALAM Transvery HAD Stame BIT STATHSHAMANALAM Addet that Hamile Bit Barry STATHSHAMANALAM Addet that Hamile Bit Barry STATHSHAMANALAM Addet that Hamile Bit Barry STATHSHAMANALAM Barry HAD Stame Bit Barry STATHSHAMANALAM Addet that Hamile Bit Barry HAD Gen Barry HAD Stame Bit Barry STATHSHAMANALAM Barry HAD Stame Bit Barry HAD Gen Barry HAD Stame <td< th=""><th>Bill Sta</th><th>tus Verified by Superintendent</th><th></th><th></th><th>Bill Number 0508008623030001</th><th></th><th></th><th></th></td<>	Bill Sta	tus Verified by Superintendent			Bill Number 0508008623030001			
bookaccount Details Do Name: SUB TRY SATINGAANGALAM DO Cade: 0000006 Maxee Substrame: Additional Additin Additin Additadditional Additional Additadi	Bill Amo	ant 408,651.00		Trea	asury Ref Date			
DO New: UB TRY SATHYAMANGALAM DO Cole 000006 The same of the Address of the	Bill Sou	rce Manual		Treasury	Token Number			
DO New: UB TRY SATHYAMANGALAM DO Cole 000006 The same of the Address of the	DDO/Account Details							
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Audit Unit Name Audit Approval Concert ATD - 24 222 Audit Section Name Medit Exposes To provide Section	DDO N	ame SUB TRY SATHIYAMANGALAM						
Experse Type OUTOPIC DEVICE Budget Authority DEVICE ACCOUNTS Executions Device Device Out Device Device Bit Line Device Device Device Bit Line Device Device Device Fire Bit Line Device Devic	Treasury / PAO N	ame ST SATHYAMANGALAM		Treasu	ry / PAO Code 0508			
Budget Authority PURILY ACCOUNTS Beerington Budget Authority Code 0001 Autabias Budget Amounts Description get Bit Lives Beerington Outgoing Incoming edited G. Combinations Getor decounce decount to the Action Helstory Live Breen Carly Description Option Attachments Live Breen File Description Upges Description The Backget Authory File Option Description Category File Name Usage Response	Audit Unit N	ame Audit Approval Group - ASTO - A1 -222						
Beneficiary Type Reter detending Available Budget Amount 100000001 Opf </th <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>								
Description GP7 Bit Lines Benefictary Enfocement Stip Check Ports Action History GL Combination General Provident Fund - Subscription - Not Bearing Interest GL Combination General Provident Fund - Subscription - Not Bearing Interest GL Combination General Provident Fund - Subscription - Not Bearing Interest GL Combination								
GPF Bit Loss Beneficary Entocement Stip Check Points Action History Outgoing Incoming General Provident Fund - Subscriptions - Not Bearing Interest Outgoing Incoming General Provident Fund - Subscriptions - Not Bearing Interest Outgoing Incoming General Provident Fund - Subscriptions - Not Bearing Interest Outgoing Incoming General Provident Fund - Subscriptions - Not Bearing Interest Attachments The Description Interest Provident Fund Subscriptions - Not Bearing Interest Upical Provident Fund - Subscriptions - Not Bearing Interest Outgoing Incoming General Provident Fund - Subscriptions - Not Bearing Interest Attachments Upical Provident Fund Subscription - Not Bearing Interest Usage: Upical Provident Fund - Subscription - Not Bearing Interest Value Provident Fund Subscription - Not Bearing Interest Usage: Upical Provident Fund - Subscription - Subscriptio	Beneficiary	ype Retired Beneficiary		Available Br	adget Amount 100000000			
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- Verify the attachments, bill line/recovery lines and beneficiary details.
- Then approve the bill to complete the approval process.

			_		_					
ills Page								View Budget	Back	View Budget Detail
	Bill Type	Retirement Benefits (Manual)				Bill Creation Date	07-Mar-2023			
		Verified by Superintendent				Bill Number	0508008623030001			
	Bill Amount	408,651.00				Treasury Ref Date				
	Bill Source					Treasury Token Number				
DO/Account De	tails	Confirmation								
		Bill Number 0508008623030	001 Approved Succ	essfully	OK					
	DDO Name				UK	DDO Code				
	Treasury / PAO Name		44.000		_	Treasury / PAO Code				
		Audit Approval Group - ASTO -				Audit Section Name				
		GPF Final Settlement (Manual)				Expense Type Code Budget Authority Code				
	Budget Authority Beneficiary Type	PUBLIC ACCOUNTS				vailable Budget Amount				
	beneficiary type	Neureo benenoary			3	randole bedger Antonic	10000000			
Description										
Bill Lines Beneficia	ry Enfacement Slip Check	Points Action History								
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Action History										
-	Role	٩	ction	Date		Positi	onDisplay			
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• After Approval then from Approver login forward the bills to the treasury for audit and payment process.



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- For e-Authorization Data without Employee ID, a WebADI will be enabled to respective treasury for mapping the Employee ID against the PPO no. in case of DCRG Authorizations or GPF Number for GPF Authorizations for bill generation.
- Treasury has to pass the bills before the expiration of Authorizations. Authorization validity:
 - GPF 6 Months
 - DCRG 1year.
- Pensioner ID also be created and mapped to the Place payment of Pension Treasury requested by employee at the same time of GPF/DCRG bill generations.
- Respective Pension Disbursing Treasury/Pension Pay Office shall do the First mustering visit for the newly created Pensioner ID and proceed further.
- On e-Authorization of CVP from AG, CVP authorization entry will be created for pensioner.
- Then, shall proceed the Regular Pension for the pensioner on monthly basis.



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

2.4: Pension and CVP Activities in Treasury.

- Pensioner ID also be created and mapped to the Place payment of Pension Treasury requested by employee in the Proposal Request.
- Notification of New Pensioner ID and CVP Entry creation has been sent to the Treasury Admins.

Welcome Si Pending No Search P * Status O Results Xaleem K Saleem K <		Pensioner Profile Pension Process Per	nsion Components	s GTN Pension LTA P	
Welcome Sa Pending No	aleem K, tifications				
Search P	arameters				
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a 2 🖻	🕸 🕶 🔳 🔻				
То	From	Subject	Status	Process Name	Sent Time
Saleem K		Commutation Entry for the Pensioner Banumathi N (PEN2070830) - R0123759 has been created	OPEN	GTN Notification Process	19-MAR-2023 12:14:
Saleem K		New Pensioner Banumathi N (PEN2070830) - R0123759 has been created	OPEN	GTN Notification Process	19-MAR-2023 12:14:
<					>

- Respective Treasury Unit shall do the First pension visit for the newly created Pensioner ID and proceed further.
- If any Bank details correction it shall be done after the First Pension visit completed.

< <p>Pension Proce</p>	ss Pension Com	ponents	Pensioner Schemes	s Home	GTN Pension LTA P	GTN Pension Com	GTN Pensioner Basi
	mutation/Cut in Pension		Family Conversion	Stoppage/Reversal of Pension	Mustering Process Nomin		
First Pension Visit	Search					Requery	My Saved List Back To Home
	Note that the search is o		70830				
		Go	Clear				
	2						
	Pensioner ID	PPO No.	Name	Treasury/Sub Treasury	/PPO	Pension Category	Action Details
	PEN2070830	R0123759	Banumathi N	Pension Pay Office, Chen	nai		Action

- Check Category, Sub-category and OP with Pensioner Bank details. Then Select the Double Pensioner flag and the Unit which the pensioner has to be mapped and submit the First pension visit for approval process.
- For Late First Pension visit, which need to give first pension bill then select Calculate arrear as "Yes" else select as "No".

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

First Pension Visit		Review C
63	Pensioner Details	
	Pensioner ID PEN2070830	Pensioner Name Banumathi N
	PPO Number R0123759 Treasury/Sub Treasury/PPO Pension Pay Office, Chennai	Pension Category Civil Pension Pension SubCategory Civil Pension
	Image Bank Name	Commencement Date 01-Jun-2022
	Bank Branch	Original Pension 0
	First Pension Visit	Pensioner Additional Details
	Transaction Number 899315	Original Pension 35550
	Transaction Date 19-Mar-2023	Reduced Pension 23700
	Category of Pension Civil Pension	Cut In Pension
	Sub Category of Pension Civil Pension	Commuted Value 1165187
	* Double Pensioner No ~	Provisional Pension Paid
	Trea/Sub Treasury/PPO Pension Pay Office, Chennal * Unit Pension Pay Office, Chennal.M1	Bank Details
	* Calculate Arrear Yes ~	Bank Account Number 55981162260
		Bank IFSC code SBIN0002198
	TIP Fields marked with asterik (*) are mandatory.	Bank Name STATE BANK OF INDIA
		Bank Branch ARCOT
		Aadhaar Number 5217XXXX3887

• Login with Verifier and Open the First Pension visit entry pending for Verification Notification.

SR View	Advances Pr	ovident Fund	Claims		retirement	Post-retirement
Welcome Mareeswa Pending Notification Search Paramet	IS					
* Status Go Results	×		Item Type	~		
1 2 B Q + 1	11					
	Subject First Pension Visit Request is pending for your ver		Process Name GTN Pension Post Retirement Generic		Banumathi N	Sent Time 19-MAR-2023 12:44:35

• Verify the First Pension visit entry.

st Pension Visit Reque	st is pending for your verification.		Reject	Return For Correction	Verify	Reassig
To Mareeswari K Sent 19-Mar-2023 12:44:35 ID 67401161						
nsioner Details						
(mage	Pensioner ID PEN2070088 PPO Number R0123759 Treasury/Bub Treasury/PPO Ponsion Pay Office, Che Bank Name Bank Branch	Pensioner Name Banumathi N Pension Category Civil Pension naii Pension SubCategory Civil Pension Commencement Date 01-Jun:2022 Original Pension 0				
tails						
First Pension Visit		Pensioner Additional Details				
Transaction Number	899314	Original Pension 35550				
Transaction Date Category of Pension		Reduced Pension 23700 Cut in Pension				
Sub Category of Pension Double Pensioner		Commuted Value 1165187				
	Pension Pay Office, Chennal Pension Pay Office, Chennal M1	Provisional Pension Paid Bank Details				
Calculate Arrear	No	Bank Account Number 55981162260 Bank IFSC code SBIN0002198				
		Bank Name STATE BANK OF INDIA				
		Bank Branch ARCOT Aadhaar Number 5217XXX3887				
		PAN BOAPB9917C				
		Mobile number 9487796594				



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

• Login with Approver and Open the First Pension visit entry pending for Approval Notification.

							1	
SR View	Advances	Provident Fund C	laims	_	re-retirement	Post-retire		Reports
				-				
Velcome Saleem K,								
ending Notifications								
Search Parameters								
* Status 🗸			Item	Туре 🗸				
Go								
Results								
12 2 13 0 - 11								
From To Subject			Status	Process Name	Emplo	yee Number E	mployee Name	Sent Time
Saleem K First Pension Visit R	equest is pending for y	our approval	OPEN	GTN Pension Post Retirement Gene	eric Process PEN20	70830 B	anumathi N	19-MAR-2023 17:37:46
Saleem K New Pensioner Ban		0) - R0123759 has been created		GTN Notification Process				19-MAR-2023 13:37:30
	the state of the s	mathi N (PEN2070830) - R0123759 has bee	on created OPEN	GTN Notification Process				19-MAR-2023 12:14:36

• Approve the First Pension visit entry.

To Saleem K												
Sent 19-Mar-2023 17:37:4	46											
ID 67401242												
nsioner Details												
			PEN2070830			Name Banumathi N						
- In	Treasury/S	PPO Number ub Treasury/PPO		Office Chen		egory Civil Pension egory Civil Pension						
		Bank Name			Commencement	t Date 01-Jun-2022						
		Bank Branch			Original Pe	nsion 0						
tails												
First Pension Visit					Pensioner Additiona	al Details						
Transaction	Number 899314				Origi	inal Pension 35550						
Transact	tion Date 19-Mar-20 Pension Civil Pension	23				ced Pension 23700						
Sub Category of	Pension Civil Pension					t In Pension						
Double Pe	ensioner No				Comr Provisional P	muted Value 1165187						
Trea/Sub Treas	Unit Pension Pay		M1			Bank Details						
Calculat	te Arrear No	y cance, carellinal				ount Number						
						k IFSC code SBIN00021						
						Bank Name STATE BAI	NK OF INDIA					
						Bank Branch ARCOT	2007					
					Aadh	PAN BOAPB991						
						bile number 948779659						
					MO	bile number 948/79655	44					
É												
					Bank	IFSC code SBIN000219	18					
					Bank B	IFSC code SBIN000219 Bank Name STATE BANI	18					
É					Bank Bank Ba	IFSC code SBIN000219	18 K OF INDIA					
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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

• First Pension visit entry will be created.

C Pension Process	•	Components	Pensioner Sc	chemes	Home	GTN Pension LTA Pr	ocess W2EDA Bension Commuta	tion Diffiel Benziotien Sizait Die
Transfer of Pension Comm	Pensioner De	etails Pen: PPO easury/Sub Treas Ba	sioner ID PEN20 Number R0123	070830	Per ai Pensio Comme	m Mustering Process N ensioner Name Banumathi Ission Category Civil Pensic nsubCategory Civil Pensic encement Date 01-Jun-202 iginal Pension 35550	n	IS
	First Pension Create 💢 i Transaction Number 899314	e	Category of Pension Civil Pension	Sub Category of Pension Civil Pension	Double Pensioner No	Trea/Sub Treasury/PPO Pension Pay Office, Chennai	Unit Pension Pay Office, Chennai.M1	Calculate Arrear Details Signature

• Go to Pensioner Profile to View/Update the basic details (AADHAR, Email, Phone no. Address, Bank Details), PPO authorizations, Service details of the Pensioner ID.

Pensioner Profile	Pension Proces	s Pension Components	Pensioner Schemes Home	GTN Pension LTA P	GTN Pension Com		
Search Pensioner							Create Pensio
Advanced Search							
Specify parameters and values t	o filter the data that is disp	layed in your results set.					
Match 🖲 All 🔾 Any							
PPO N	lumber is	~					
	oner ID is	✓ PEN2070830					
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🐹 2 🖻 🕸 🔻 🖩	oo olaa	and another outegoly					
PPO Number	Pensioner ID	Pensioner Name	Treasury / Sub Treasury / PPO	C	ategory Sub	Category	Update Details
R0123759	PEN2070830	Banumathi N	Pension Pay Office, Chennal	c	ivil Pension Civil	Pension	/ 🖪
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Pensioner Details Personal Details	/ Sub Treasury / PPO	Pension Pay Office, Chennal			cess Valta Pension Commut	ation DSN Beeslotien Black Y	
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Pensioner Details Personal Details	/ Sub Treasury / PPO Unit 1 * Category Sub Category	Pension Pay Office, Chennal Pension Pay Office, Chennal M1 Special Pension 🗸			cess Veilan Plunsion Commute	ation DJN Permiotion Fizza C	
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Pensioner Details Personal Details	/ Sub Treasury / PPO Unit * Category Sub Category Assignment Status Salutation Pensioner Id	Pension Pay Office, Chennal ension Pay Office, Chennal M1 Special Pension ✓ Active Pensioner M35		oto			Save Back Next Ca
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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Additional Details			PPO Authorization Details			
PPO Number	R0123759		Transaction Number			
Gaurdian Name in case of Minor			* Authorization Number	E2/45882022		
Parent Person Identifier	Banumathi Nj41010240513	.∐ Q	* Authorization Date	05-May-2022	50	
	41010240513		* Commencement Date	01-Jun-2022	02	
Double Pensioner Flag?	No 🗸		Original Pension	35550		
Double Pensioner Identifer		J Q	PPO Type	Single 🗸		
Pensioner Pay Commision Type	7th Pay Commission(Revised Pension)	_⊨ Q,	Family Pensioner Identifier			AK
Volume No			Family Pensioner Name			
Pensioner Group		3 Q	Spouse Date of Birth		02	
	Group D		Enhanced Family Pension Amount	0		
			Enhanced Family Pension End Date		50	
			Normal Family Pension Amount	0		
			Pension End Date		50	
			Re Employment End Date		100	
			Re Employment Pay	0		
			Date of Despatch		50	
			PPO Number	R0123759		
			Family Conversion	No 🗸		
			Family Pensioner Number	PEN2070830		
HF Enrollment						
NHIS	Yes J Q					
FSF	And a second					
	10000000 10000000000000000000000000000					
						Save Back Next Cancel

• Commutation Authorization entry created against the pensioner can be viewed in commutation entry page.

< Per	nsion Process	Pension Componer	nts Pensioner Schemes	Home	GTN Pensio	-	N Pension Com G	TN Pensioner Basi	GTN Pensione	'	nsioner Fa
Transfer of Pension		Cut in Pension Other	r Process Family Conversion	Stoppage/Reversal of Pe	ension Mustering Proc		IncomeTax Reports				
Commutation	Com	_	PPO Image Treasury/Sub Treas Bar	ioner ID PEN2070830 Number R0123759 ury/PPO Pension Pay k Name Branch tails	Office, Chennal	Pensioner Name Pension Category Pension SubCategory Commencement Date Original Pension	y Civil Pension y Civil Pension e 01-Jun-2022				
		te 💢 😂		uns							
	Trans	action Authori er Number			uthorization Co cycle Da		mmutation Restoration te			ayment Bill ate Number	Details Signature
		E2/4588	2022 05-May-2022	61 F	irst 31-	-May-2022 31-	May-2037	1165187.00000	11850.0000		

• Add the Pensioner in respective Bill group through Pension Bill processing.

11.41	(M 2					^ *	\$	Logged in As 1602013144
				Pension B Process.				
Process Result	ts Generate Bill Bill Group	Report	5					
Pension Ro	oll	1	Confirmation					
				ccessfully with request no :120	772688	QK	PEN2070830	
	Pension Bil	Group	(01-MAR-2023 To 31-M	IAR-2023)	*Assignme	nt Effective Date	31-Mar-2023	50
				Search C	ear			
Add / Update E				Bulk Regular Run Schedule				
			CIVIL-M3 01-Mar-2023		~			
	Effective St	art Date	Submit Back					
								Details
Salaat	Paneionar Id		umber	Paneionar Nama	Paneion Bill Group			
Select	Pensioner Id	PPO N	umber	Pensioner Name	Pension Bill Group		Personal	Elements



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

PPO / Treasury 4701[0001]Pension Pay Office[Ground floor Pensioner Category a Q Unit Image: Category Image: C	Process Results Generate Bill Bill Group Report	Process Results Generate Bill Bill Group Reports Pension Roll									
Unit Persione Persioner Sub Category Image: Category ** Period Name Mar 2023 Image: Category Image: Category Image: Category ** Period Name Mar 2023 Image: Category Image: Category Image: Category ** Period Name Mar 2023 Image: Category Image: Category Image: Category ** Persioner Id / PPO Number / Name Pensioner Id Pensioner Id Pensioner Name Select None Pensioner Name Pensioner Bill Group Select Pensioner Id PPO Number Pensioner Name	PPO / Treasury	4701/0001/Pension Pay	OfficelGround floor	Pensioner Category							
Mar 2023 A Persioner Id / PPO Number / Name PEN2070830 A A Pension Bill Group Pension Still Group Assignment Effective Date 31-Mar-2023 Image: Control of the still Group Image: Control of the still Group											
(01-MAR-2023 To 31-MAR-2023) Pension Bill Group Clear Search Clear Add / Update Bill Group Calculate Arrears Regular Pension Schedule Bulk Regular Run Schedule Pension Supplementary Run Select All Select None Pensioner Id PPO Number Pensioner Name Pension Bill Group Details Select All Select None Pensioner Id PPO Number Pensioner Name Pension Bill Group Details					PEN2070830						
Pension Bill Group Pension Bill Group Search Clear Add / Update Bill Group Calculate Arrears Regular Pension Schedule Bulk Regular Run Schedule Pension Supplementary Run Select All Select None PPO Number Pensioner Name Pension Bill Group Details Select Pensioner Id PPO Number Pensioner Name Pension Bill Group Details						3.4					
Add / Update Bill Group Calculate Arrears Regular Pension Schedule Bulk Regular Run Schedule Pension Supplementary Run Select All Select None Select None PPO Number Pensioner Name Pension Bill Group Details	Pension Bill Group		N Q	* Assignment Effective Date	31-Mar-2023 👘						
Select All Select None Pensioner Id PPO Number Pensioner Name Pension Bill Group Details Select All Select None Pensioner Name Pension Bill Group Elements			Search Clear								
Select Pensioner Id PPO Number Pensioner Name Pension Bill Group Details Fersonal Elements		guiar Pension Schedule	Buik Regular Run Schedule Pension	n Supplementary Run							
Select Pensioner Id PPO Number Pensioner Name Pension Bill Group Personal Elements	Detaile										
	Select Pensioner Id PPO I	Number	Pensioner Name	Pension Bill Group							
PEN2070830 EX.EMP Banumatni N 4155139	PEN2070830 EX_EM										

- In case, pensioner First visit is later than DOR+1 month, and need to calculate and give first pension arrear, then after adding bill group, select the pensioner and do calculate arrear.
- On completion of calculate arrear, system calculates the arrear amount to be paid from the DOR+1 day to last day of Previous month of muster. Eg. Emp. got retired in 31-Jan-2022 and Visit the treasury on 20-Jan-2023. From 01-Feb-2022 to 31-Dec-2022 will be calculated for first pension arrear. From Jan-2023 onwards after complete first pension bill, shall proceed as Regular Pension.
- In case the pensioner request FA, then Unit level user need to do FA sanction entry in Pension manager for the requested Pensioner.
- It will be added to request Month Regular Pension based on the Festival Type or shall run as Festival Advance Supplementary run.



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2.5: AG Erratum/Return Activities in Treasury.

- AG Authorized the Proposals, and DCRG/Pension/CVP is being proceed in respective treasuries.
- In case there is any change or wrong details found in AG authorizations, treasury user has to cancel the generated draft bill and send back to AG as Erratum/Return process.
- No erratum for GPF. Only return process.
- Go to Return for AG Authorization and search the employee for whom the erratum/return has to send back to AG.
- Click Create Button and Select the Return Classification.

					Review	Cance
	e Stack Layout					
Personalize	e "Employee Details"					
Per	sonalize Default Doub		-			
		15010498299	Employee Name	Govindaraju S		
Ъ	Office	DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B		
image	Post	Forester 1154502	Joining Date			
		TN Government Servant	Grade	TNGS Time Scale.Level 16 (36400 - 115700)		
	Retirement Date		Date of Birth			
Retu	Irn for AG Authori	ization				
Tra	ansaction Number	1130				
* Ret	turn classification	~				
	* Return Type					
AGR	eference Number	DCRG Only	Q,			
		GPF Pension and CVP				
F		Pension.DCRG and CVP				

- Then Select return type Either Erratum or Return.
- Then select the AG reference number (Authorization no.) as in list of values. (*No need to type manually*)
- Select Reason for return and then add the correct data of wrong field. For eg. Reason is change in Treasury for DCRG then Click Add row and select TREAGRA column and input correct Treasury/PAO name in Field Value.

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Employee ID	15010498299	Employee Name	Govindaraju S	5	
	DISTRICT FOREST OFFICE	Category	Class B		
	NAMAKKAL	Joining Date	24-Jan-1995		
<u> </u>	Forester 1154502 TN Government Servant	Grade	TNGS Time So 115700)	cale.Level 16 (36400 -	
Retirement Date		Date of Birth	,		
Return for AG Author	ization				
Transaction Number	1130				
* Return classification					
* Return Type	Erratum 🗸				
* AG Reference Number	12126561,15-MAY-2023	SI Q			
* Reason for Return	Change in Treasury for DCRG only		\checkmark		
STIP Fields marked with	asterik (*) are mandatory.				
Return Erratum					
dd Row 🛛 Save 💢 😂	🖆 🔅 🔻 💷				
ld Name	Field Value Delete				

- Once click on save the add row and save button will be disabled.
- Once data saved, complete the 3 level IVA process and approve the AG erratum/return entry.
- Then the Erratum/Return details will be sent to AG for reauthorizations or correct the data.
- Then Correct Authorizations will be received from AG and send to correct treasuries.



COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Open and Closed Issues for this Deliverable

Open Issues

Process Id	Issue	Responsibility	Target Date	Impact Date

Closed Issues

ID	Issue	Resolution	Responsibility	Completion Date	Remarks

*********End of the Document *********