



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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4.		

Distribution

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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

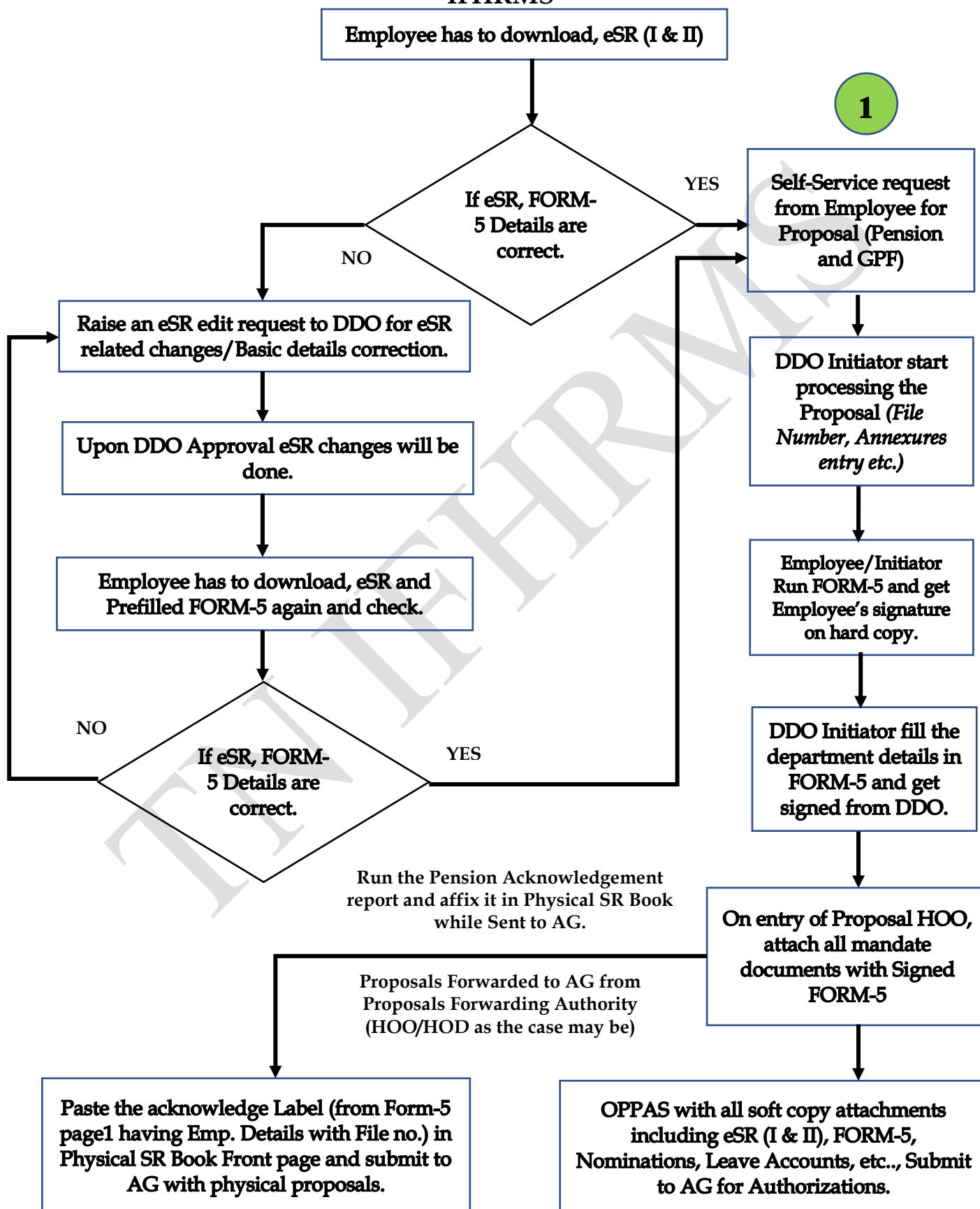
STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Flow Chart:

For OPPAS preparation for employee before 4months of Retirement in IFHRMS





STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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

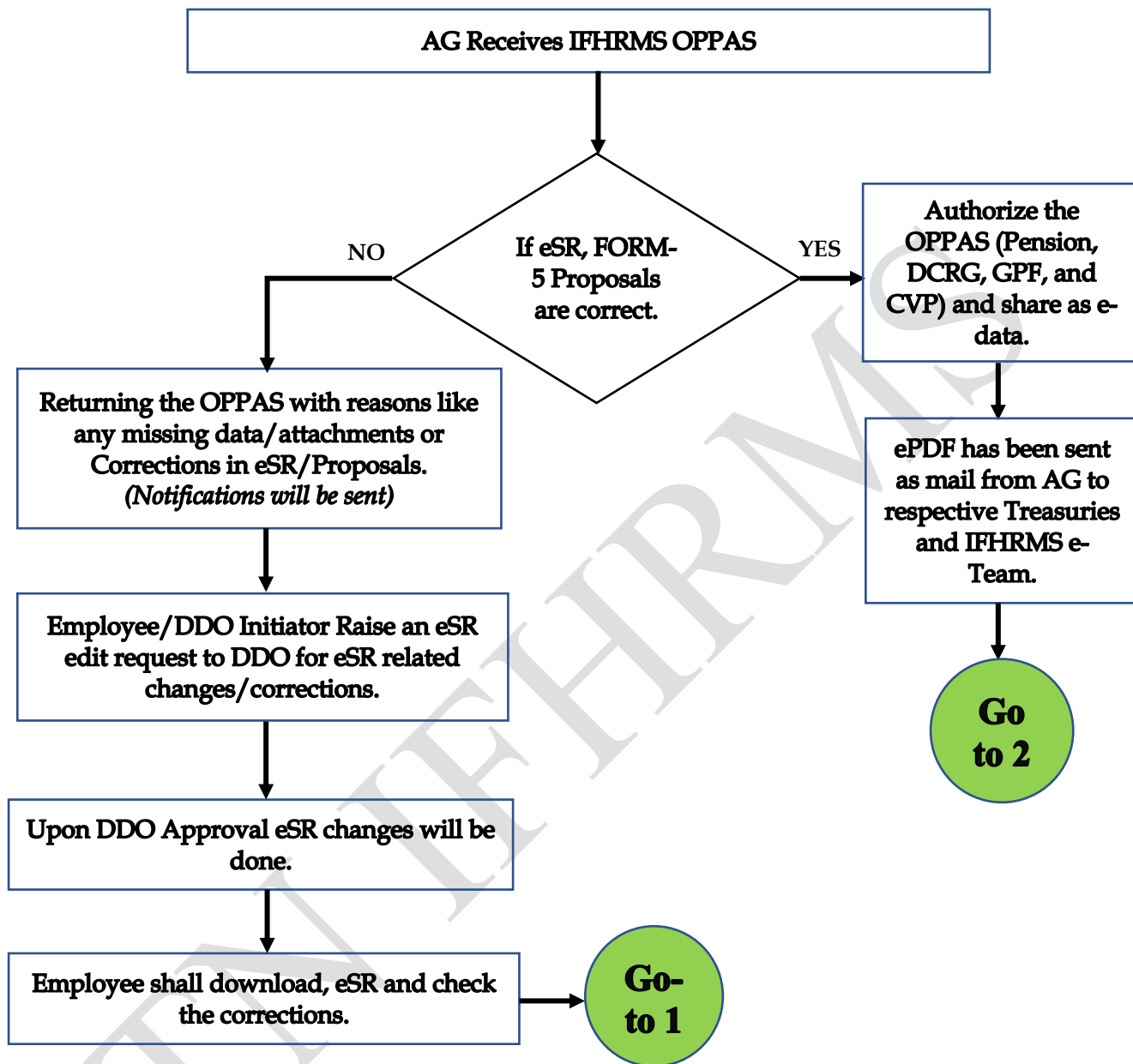
1. The entries in First page of SR copied correctly and duly countersigned.	Yes/ No
2. If it is a reconstructed SR, proper orders are affixed.	Yes/ No
3. Appointment entry with mode of appointment, payment of salary and date of regularization noted.	Yes/ No
4. Higher start of pay is admitted on appointment 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
19. For counting Military service, service verification certificate obtained from Military is scanned and attached.	Yes/ No



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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

AG Processing the OPPAS Proposals

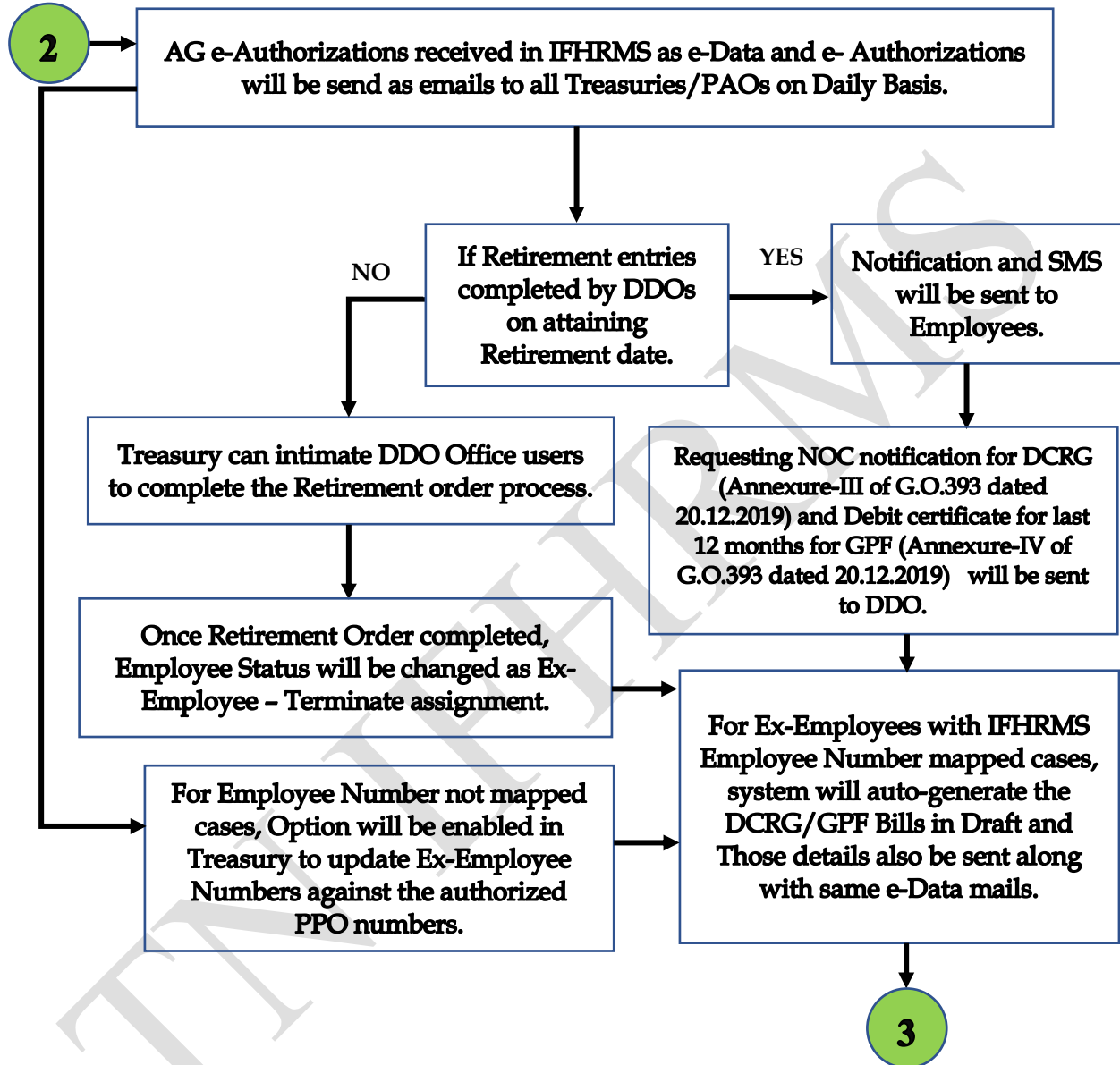




STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

AG e-Authorizations received in IFHRMS as e-Data and System Process the e-Data.

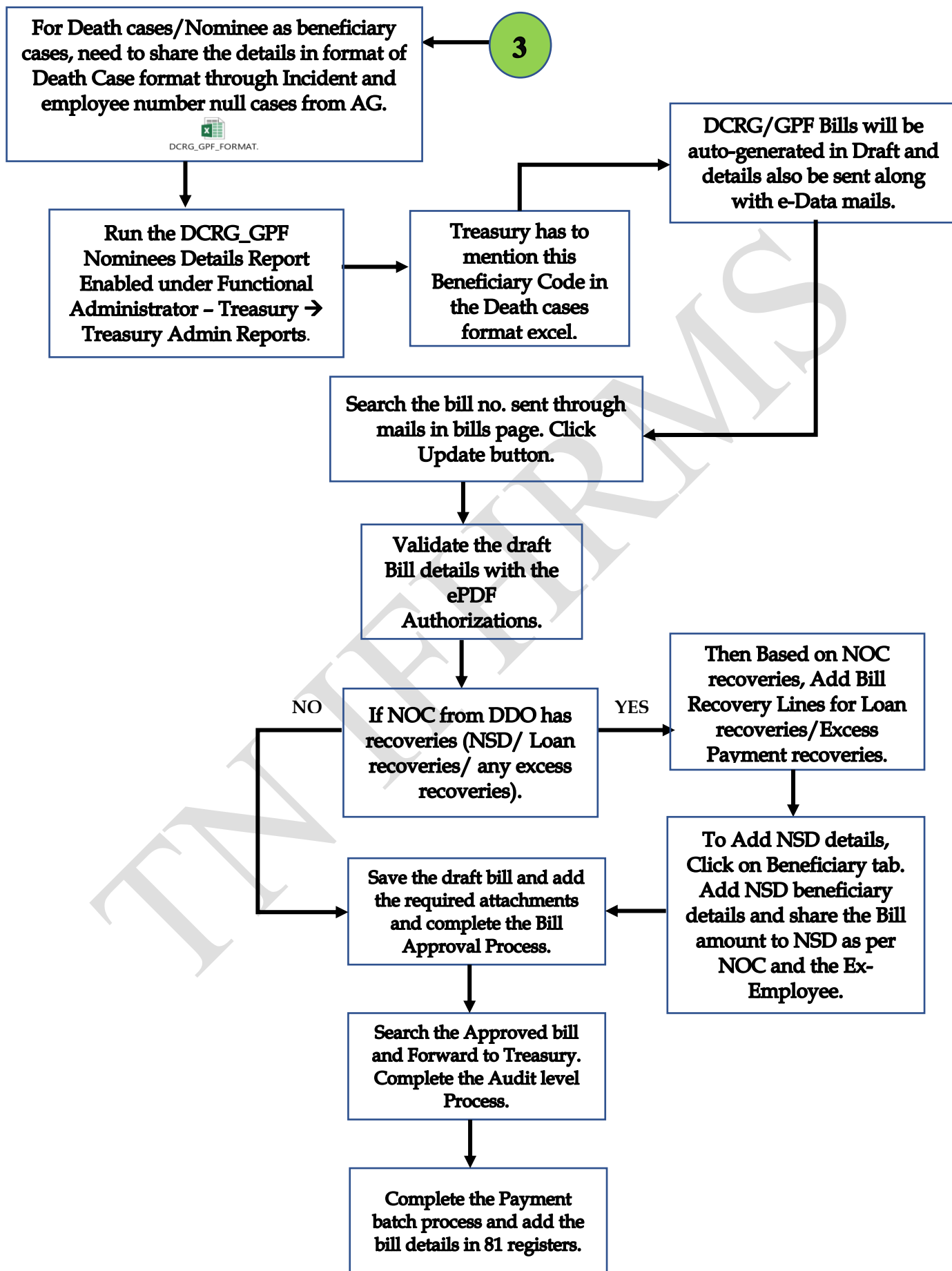




STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Auto Generated DCRG/GPF Bills processing in Treasury





STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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.

Home

Employee Profile

Transfer and Postings

Disciplinary Actions

Leave Process

Employee Bills and ...

GTN Pay Service

Advances

Pre Retirement

Int on Belated Payment

DCRG/Prov DCRG

Provisional Pension

Retirement Type

Death While/Missing

Additional Qualifying Service Update

Return After Missing

Extension of Service

Nomination

Pension Proposal

Family Pension Proposal

Authorization

Retirement Order

Reports

Personalize Stack Layout

Employee Details

Personalize "Employee Details"

Personalize Default Double Column: (Y)

Employee ID 15010496544

Employee Name Mathivanan S

Office DISTRICT FOREST OFFICE NAMAKKAL

Category Class B

Post Forester | 1154458

Joining Date 09-Feb-1995

Employee Type TN Government Servant

Grade TNGS Time Scale Level 16 (36400 - 115700)

Retirement Date 31-Dec-2022

Date of Birth 25-Feb-1963

Personalize Header: (HeaderRN)

Personalize Table Layout: (TblLayoutRN)

Retirement Types

Transaction Number 1203779

Type of Retirement Superannuation

Order Number 123

Order Date 31-Dec-2022

Effective Date of Retirement 31-Dec-2022

Remarks Superannuation

Additional Details

Date of Retirement 31-DEC-2022

Personalize Header: (FamRN)

Personalize Table Layout: (region71)

Approval Hierarchy

Personalize "Approval Hierarchy"

Personalize "List of Approvers"

Initiator/Verifier/Approver Group

Personalize "Initiator/Verifier/Approver Group"

Approver Groups Common Approval Group - SR - 16244

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 notifications.

List of Performers

Personalize "List of Performers"

Personalize Table: (XoginAppHichTblRN)

Approval Level	Position	Approval Pending With	Name
1	District Forest Officer 1154430	15020383279	Rajangam K
2	District Forest Officer 1154430	15020383279	Rajangam K

Attachment File

Personalize "Attachment File"

Personalize "Attachments"

Personalize "Attachments of associated record"

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Retirement request	File	2023-01-27 17:55:04...	Miscellaneous	15010984836	27-Jan-2023	One-Time			

Return to Previous Page

Back Submit Cancel



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.

Profile	Address Details	Personal Details
MR. Mathivanan S Employee Number 15010496544 Date of Birth 25-Feb-1963 Gender Male Marital Status Email Id PAN Number CJFPM2045N PAN Applied For PAN Reference Number Gratuity Number GPF / TPF / CPS / NPS Number 19476/FOREST Adhaar Number 6494XXXX5519 UAN PRAN 101 Start Date 09-Feb-1995	Door / Plot / Flat No. 6/15 WEST THOTTAM, PALANI NAYAGANLOOR, THALAMBADI-PO, SALEM Building / Apartment Name Road / Street Name Area District or Town State Tamil Nadu Pin Code View Address History	Mother Tongue TAMIL Religion Hindu Height 164 Weight 60 Employee Community BC Caste Name Kongu Vellalar Physical Fitness Certificate Yes Type of Disability If differently abled, % of Disability 0 Ration Card Number Personal Identification Mark1 A - WOUND SCAR ON LEFT KNEE Personal Identification Mark2 A - WOUND SCAR ON FORE HEAD Personal Identification Mark3

Update Details	Phone Details	Family Details														
Update Address Update Phone Update Qualification Update Family Member Create / Update Bank Details Update Office Details	Personalize Advanced Table (PhoneDetailsATab1) <table border="1"> <thead> <tr> <th>Type</th> <th>Phone Number</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>9677513050</td> </tr> </tbody> </table>	Type	Phone Number	Mobile	9677513050	Personalize Advanced Table (ContactRelationshipsRN1) <table border="1"> <thead> <tr> <th>Name</th> <th>Relationship</th> <th>Date of Birth</th> <th>Gender</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>M.SUSILA</td> <td>Spouse</td> <td>11-Dec-1969</td> <td>Female</td> <td>Details</td> </tr> </tbody> </table>	Name	Relationship	Date of Birth	Gender	Details	M.SUSILA	Spouse	11-Dec-1969	Female	Details
Type	Phone Number															
Mobile	9677513050															
Name	Relationship	Date of Birth	Gender	Details												
M.SUSILA	Spouse	11-Dec-1969	Female	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.



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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Employee Profile Transfer and Postings Disciplinary Actions Leave Process Employee Bills and ... GTN Pay Service Advances Claims

Employee Profile Employee Basic Details Update WEBADI Bulk Emp Bank Details Creation and Update WEBADI Regularization & Probation Training & Tests

Back

Personalize Header: (HeaderRN)
Contact Details
Personalize Table Layout: (region51)

Contact Name	M.SUSILA	Employment Status	Un Employed
Contact Relationship	Spouse	Employment Details	
Salutation	Mrs	Aadhar Number	
Gender	Female	Ration Card Number	
Date of Birth	11-Dec-1969	Pan Number	
Age	53	Marital Status	Married
Start Date	22-Nov-2022	PPO Number	
End Date		Date of Employment	
Reason		Date of Retirement	
		Date of declaration of Divorce	
		Treasury Name	
		Date of Death	
		Physical Status	
		Name of Guardian	
		Legalheirship Certificate	
		Monthly Income	
		Name as per bank Passbook	SUSILA M
		Bank Account No	
		Bank IFSC Code	CNRB0001666 CANARA BANK, SELLAPPAMPATTI

Personalize Header: (AddressHdr)
Address
Personalize Advanced Table: (AddressATab)

Primary Address	Door / Plot / Flat No.	Building / Apartment Name	Road / Street Name	Area	District or Town	State	Pin Code
<input checked="" type="checkbox"/>	6/15						

Personalize Header: (PhoneHdr)
Phone Details
Personalize Advanced Table: (PhoneDetailsATab)

Type	Phone Number
Mobile	

- Add the Respective Nomination entries for Commutation, Pension, DCRG and GFP in IFHRMS.

Pre Retirement Int on Related Payment DCRG/Prov DCRG Provisional Pension

Retirement Type
Death While/Missing
Additional Qualifying Service Update
Return After Missing
Extension of Service
Nomination
Pension
Pension Bulk Entry
Commutation
Commutation Bulk Entry
DCRG
DCRG Bulk Entry
Pension Proposal

Personalize Stack Layout
Employee Details
Personalize "Employee Details"
Personalize Default Double Column: (Y)

Employee ID	15010496544	Employee Name	Mathivanan S
Office	DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B
Post	Forester 1154458	Joining Date	09-Feb-1995
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 16 (36400 - 115700)
Retirement Date	31-Dec-2022	Date of Birth	25-Feb-1963

View / Update Nominees Details
Personalize Header: (DymHdrRN)
Personalize "Stack Layout"
Personalize Table: (outerTable)

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
2092356	Pension Value	15010496544 Mathivanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000			

In-Process Transactions
Personalize "In-Process Transactions"
In Process Transactions



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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

Retirement Type
Death While/Missing
Additional Qualifying Service Update
Return After Missing
Extension of Service
Nomination
Pension
Pension Bulk Entry
Commutation
Commutation Bulk Entry
DCRG
DCRG Bulk Entry
Pension Proposal

Personalize Stack Layout
Employee Details
Personalize "Employee Details"
Personalize Default Double Column: (Y)
Employee ID: 15010496544
Office: DISTRICT FOREST OFFICE NAMAKKAL
Post: Forester | 1154458
Employee Type: TN Government Servant
Retirement Date: 31-Dec-2022
Employee Name: Mathivanan S
Category: Class B
Joining Date: 09-Feb-1995
Grade: TNGS Time Scale Level 16 (36400 - 115700)
Date of Birth: 25-Feb-1963

View / Update Nominees Details
Personalize Header: (DynHdrRN)
Personalize "Stack Layout"
Personalize Table: (outerTable)
Create |

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
2092357	COMMUTATION	15010496544 Mathivanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000			

In-Process Transactions
Personalize "In-Process Transactions"
In Process Transactions

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

Retirement Type
Death While/Missing
Additional Qualifying Service Update
Return After Missing
Extension of Service
Nomination
Pension
Pension Bulk Entry
Commutation
Commutation Bulk Entry
DCRG
DCRG Bulk Entry
Pension Proposal

Personalize Stack Layout
Employee Details
Personalize "Employee Details"
Personalize Default Double Column: (Y)
Employee ID: 15010496544
Office: DISTRICT FOREST OFFICE NAMAKKAL
Post: Forester | 1154458
Employee Type: TN Government Servant
Retirement Date: 31-Dec-2022
Employee Name: Mathivanan S
Category: Class B
Joining Date: 09-Feb-1995
Grade: TNGS Time Scale Level 16 (36400 - 115700)
Date of Birth: 25-Feb-1963

View / Update Nominees Details
Personalize Header: (DynHdrRN)
Personalize "Stack Layout"
Personalize Table: (outerTable)
Create |

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
2092358	DCRG	15010496544 Mathivanan S	Yes	M.SUSILA	Spouse	22-Nov-2022		100.00000			

In-Process Transactions
Personalize "In-Process Transactions"
In Process Transactions

HBA Application | Other Advances Application | **Provident Fund Application** | Advance Details | Reports | Advance Migration

PF Initiation Entry
PF Sanction Order Entry
PF Balance Upload
GPF Nominee Update

Personalize Stack Layout
Employee Details
Personalize "Employee Details"
Personalize Default Double Column: (Y)
Employee ID: 15010496544
Office: DISTRICT FOREST OFFICE NAMAKKAL
Post: Forester | 1154458
Employee Type: TN Government Servant
Retirement Date: 31-Dec-2022
Employee Name: Mathivanan S
Category: Class B
Joining Date: 09-Feb-1995
Grade: TNGS Time Scale Level 16 (36400 - 115700)
Date of Birth: 25-Feb-1963

View / Update Nominees Details
Personalize Header: (DynHdrRN)
Personalize "Stack Layout"
Personalize Table: (outerTable)
Create |

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 Mathivanan S	Yes	M.SUSILA	Spouse	01-Jan-2000		100.00000			

In-Process Transactions
Personalize "In-Process Transactions"
In Process 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.**

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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



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

[Back](#) | [Submit](#) | [Cancel](#)

Retirement Type

Death While/Missing

Additional Qualifying Service Update

Return After Missing

Extension of Service

Nomination

Pension

Pension Bulk Entry

Commutation

Commutation Bulk Entry

DCRG

DCRG Bulk Entry

Pension Proposal

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

Reports

Employee Details

Employee ID	15010496544	Employee Name	Mathivanan S
Office	DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B
Post	Forester 1154458	Joining Date	09-Feb-1995
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 16 (36400 - 115700)
Retirement Date	31-Dec-2022	Date of Birth	25-Feb-1963

Pension Proposal Employee

Transaction Number	633958
Place of Payment of Pension	DTO NAMAKKAL
PPO Type	Joint
Family Endorsement Form Provided?	Yes
Family Identifier	M.SUSILA
Spouse Identification Mark	Spouse
Whether the Pension Proposed to be commuted	A Mole in Left hand
Whether the Pension Proposed to be commuted	Yes
Scheme of Pension	Pilot Scheme
Receipt of Military Pension	No

Bank Details

Bank Account No	88880653012
Bank Name	AXIS BANK
Branch Name	BODHUPATTY
IFSC Code	UTIB0001715
Aadhar Number	6494XXX5519
Non Qualifying services(Y/M/D)	0/0/0
Gross Qualifying services(Y/M/D)	27/10/20
Additional Qualifying services(Y/M/D)	2/4/10
Net Qualifying services(Y/M/D)	30/2/30
Pay Information	16380
Grade Pay	0
Special Pay	0
Personal Pay	0
Last Pay Drawn	16380

Spouse Details

Name	Date of Birth	AadhaarNumber	PanNumber	MobileNumber	Address	Bank Account Number	IFSC Code	Bank Name	Employment Status	Employment Details	PPO Number	Treasury Name
M.SUSILA	11-Dec-1969	835962916877	AHHPD2272T	9677513050	6/15 WEST THOTTAM, PALANI NAYAGANCOOR, THALAMBADI-PO, SALEM,	1666119001015	CNRB0001666	CANARA BANK	Un Employed			

Approval Hierarchy

Initiator/Verifier/Approver Group

* Approver Groups Common Approval Group - SR - 16244

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 notifications.

Approval Level	Position	Approval Pending With	Name
1	District Forest Officer 1154430	15020383279	Rajangam K
2	District Forest Officer 1154430	15020383279	Rajangam K

Attachment File

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Proposal Request	File	2023-01-27 17:55:04	Miscellaneous	15010984836	27-Jan-2023	One-Time			

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

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COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Employee Details

Employee ID: 15010496544
Office: DISTRICT FOREST OFFICE NAMAKKAL
Post: Forester | 1154458
Employee Type: TN Government Servant
Retirement Date: 31-Dec-2022

Employee Name: Mathivanan S
Category: Class B
Joining Date: 09-Feb-1995
Grade: TNGS Time Scale Level 16 (36400 - 115700)
Date of Birth: 25-Feb-1963

Annexures for Service Pension

Transaction Number	2284075
E Service Book	Yes
Recent Joint Passport Size Photo with Spouse	Yes
Specimen Signature/Thumb Impression	Yes
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	Yes
Nomination for Death Cum Retirement Gratuity(DCRG)	Yes
Nomination for Life Time Arrears of Pension	Yes
Nomination for Commutation in Pension	Yes
Medical Certificate in Original in Form 23 as prescribed for invalidation cases	No
Medical opinion of the doctors for admitting Commuted Value of Pension	No
Ratification Order	Yes
Military Verification Certificate	No
Copy of Chalan for refund of Gratuity received with interest for Military Servi	No
Copy of Proceedings issued in the case of Compulsory/Voluntary/Invali cases	No
Copy of GO imposing Cut-in pension issued on completion of Disciplinary/Droppin	No
Copy of Adoption Deed, In case of adopted children	No
Copy of Medical Certificate in Case of Mentally Retarded/Handicapped Children	No
Descriptive Roll duly Attested	Yes
Additional Information - illiterate or disabled Government servant	No
Guardian Details in case of Mentally Retarded Children	No
Death Certificate of First Wife or court order for Divorce	No
Details of Foreign Service along Government Orders	No
Specific Government Order if the Pension is to be admitted based on such order	No
Application for Revision of Pension indicating present address and Treasury	No
Consolidated Service Certificate for Aided Educational Institutions	No
Additional Annexure to Form 5 in Govt.Letter no.121/F/S/T/Pension/2022-2	Yes
Other Documents	Yes

- 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

Provisional Pension

Retirement Type

Death While/Missing

Additional Qualifying Service Update

Return After Missing

Extension of Service

Nomination

Pension

Pension Bulk Entry

Commutation

Commutation Bulk Entry

DCRG

DCRG Bulk Entry

Pension Proposal

Pension Proposal Employee

Annexures Status

Proposal Initiation

Employee Details

Personalize "Employee Details"

Personalize Default Double Column: (Y)

Employee ID	15010496544	Employee Name	Mathivanan S
Office	DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B
Post	Forester 1154458	Joining Date	09-Feb-1995
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 16 (36400 - 115700)
Retirement Date	31-Dec-2022	Date of Birth	25-Feb-1963

Proposal Initiation Details

Personalize Header: (DynHdrRN)

Personalize "Stack Layout"

Personalize Table: (outerTable)

[Create](#) | [Refresh](#)

Transaction Number	Transaction Date	Proposal Type	Retirement Type	Request Number	Annexure attached	File Number	Status	Details	Signature
1146	27-Jan-2023	Pension		633958	Yes	123	Pension	Details	Signature
1147	27-Jan-2023	GPF		633958	Yes	123	GPF	Details	Signature

In-Process Transactions

Personalize "In-Process Transactions"

[In Process Transactions](#)

[Return to Search Page](#)

Department of Treasuries and Accounts, Tamil Nadu

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STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.



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

Retirement Type
Death While/Missing
Additional Qualifying Service Update
Return After Missing
Extension of Service
Nomination
Pension Proposal
Family Pension Proposal
Authorization
Retirement Order
Reports

Reports

Personalize "List of Concurrent Requests"
Personalize Table: (XxgtnResultsTblRN)

Concurrent Program Name	Action
Application Form for Pension FormNo:5	
Family Pension for Death While Service FormNo:17	
GPF Proposal Form	
Pension Proposal Form - Service Pensioner	
Terminate No Post Employee	

► **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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.

ReviewCancel

Employee Details

Employee ID15010496544

OfficeDISTRICT FOREST OFFICE NAMAKKAL

PostForester[1154458]

Employee TypeTN Government Servant

Retirement Date31-Dec-2022

Employee NameMathivanan S

CategoryClass B

Joining Date09-Feb-1995

GradeTNGS Time Scale Level 16 (36400 - 115700)

Date of Birth25-Feb-1963

Pension Proposal HOO

Transaction Number416427

Proposal Type

Employee Proposal Request

Category of Pension

Sub Category of Pension

Reason for Retirement

Type of Case

Date of Application For CVP

AG Previous Reference

G.O Reference If any

Receipt for Military Pension

Net Qualifying Service

Gratuity (Rs.)

Commutated Value of Pension (Rs.)

Pension (Rs.)

Double Pensioner

Both GPF and Pension

Only GPF

Only Pension

Superannuation

Superannuation

11-Oct-2022

No

30

287475

271483

8190

No

TIP Fields marked with asterik (*) are mandatory.

Pension Proposal Employee

Transaction Number632940

Place of Payment of PensionDT Namakkal

Type of PPOSingle

Family Endorsement Form ProvidedNo

Pension to be CommutedNo

Scheme of PensionPilot Scheme

Receipt of Military PensionNo

Gratuity TypeDCRG

Non Qualifying services(Y/M/D)0/0/0

Gross Qualifying services(Y/M/D)27/10/20

Additional Qualifying services(Y/M/D)2/4/10

Net Qualifying services(Y/M/D)30/2/30

Pay Information16380

Grade Pay0

Special Pay0

Personal Pay0

Last Pay Drawn16380

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STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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. **Please note that comma shall not be used in title, shall use Underscore () or hyphen (-) instead of comma.**
- 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
 - 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
 - Descriptive Roll Duly Attested
 - 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)
 - Attested Copy Death Certificate
 - Dependency Certificate along with income certificate by Revenue Authorities



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.

Add Attachment...									
Title ▲	Type ▲	Description ▲	Category ▲	Last Updated By ▲	Last Updated ▲	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			

Approval Hierarchy

Initiator/Verifier/Approver Group

Add Attachment

Attachment Type: File

Title:

Description:

Category: Additional Annexure to Form 5 in Govt.letter no.121/FS/T/Pension/2022-2

*File

- Additional Annexure to Form 5 in Govt.letter no.121/FS/T/Pension/2022-2
- Additional Information - illiterate or disabled Government servant
- Adopted Children
- Application for Revision of Pension indicating present address and Treasury
- Attested Copy Death Certificate
- Attested Legal Heirship Certificate
- Certificate of Guardianship issued by Competent Authority
- Consolidated Service Certificate for Aided Educational Institutions
- Copy of Adoption Deed, in case of adopted children
- Copy of Challan for refund of Gratuity received with interest for Military Servi
- Copy of First Information Report in respect of Missing Emp
- Copy of GO imposing Cut-in pension issued on completion of Disciplinary/Droppin
- Copy of Medical Certificate in Case of Mentally Retarded/Handicapped Children
- Copy of Proceedings issued in the case of Compulsory/Voluntary/Invalid cases
- Court Order/Specific Government Order if the FP is admitted based on such order
- Death Certificate of First Wife or court order for Divorce
- Dependency Certificate from the claimant, in case of Parent
- Dependency Certificate along with income certificate by Revenue Authorities
- Descriptive Roll Duly Attested
- Details of Foreign Service along Government Orders

Attachment File

Add Attachment...

Title:

No results found.

[Return to Previous Page](#)

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

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Error

Please attach the following documents: Specimen Signature/Thumb Impression; Recent Joint Passport Size Photo with Spouse; E Service Book; Nomination for General Provident Fund; Nomination for Death Cum Retirement Gratuity(DCRG); Nomination for Life Time Arrears of Pension; Nomination for Commutation in Pension; Descriptive Roll Duly Attested; Additional Annexure to Form 5 in Govt.letter no.121/FS/IT/Pension/2022-2;

[Back](#) [Submit](#) [Cancel](#)

Employee Details

Employee ID: 15010496544

Office: DISTRICT FOREST OFFICE NAMAKKAL

Post: Forester I 1154458

Employee Type: TN Government Servant

Retirement Date: 31-Dec-2022

Employee Name: Mathivanan S

Category: Class B

Joining Date: 09-Feb-1995

Grade: TNGS Time Scale Level 16 (36400 - 115700)

Date of Birth: 25-Feb-1963

Pension Proposal HOO

Transaction Number: 416427

Proposal Type: Both GPF and Pension

Employee Proposal Request: 632940

Category of Pension: Civil Pension

Sub Category of Pension: Civil Pension

Reason for Retirement: Superannuation

Type of Case: Superannuation

Date of Application For CVP: 11-Oct-2022

AG Previous Reference: G.O Reference if any

Receipt for Military Pension: No

Net Qualifying Service: 30

Gratuity (Rs.): 287475

Commutated Value of Pension (Rs.): 271483

Pension (Rs.): 8190

Double Pensioner: No

Pension Proposal Employee

Transaction Number: 632940

Place of Payment of Pension: DT Namakkal

Type of PPO: Single

Family Endorsement Form Provided: No

Pension to be Commuted: No

Scheme of Pension: Pilot Scheme

Receipt of Military Pension: No

Gratuity Type: DCRG

Non Qualifying services(Y/M/D): 0/0/0

Gross Qualifying services(Y/M/D): 27/10/20

Additional Qualifying services(Y/M/D): 2/4/10

Net Qualifying services(Y/M/D): 30/2/30

Pay Information: 16380

Grade Pay: 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 Belated Payment](#)
[DCRG/Prov DCRG](#)
[Provisional Pension](#)

Retirement Type

Death While/Missing

Additional Qualifying Service Update

Return After Missing

Extension of Service

Nomination

Pension Proposal

Family Pension Proposal

Authorization

Retirement Order

Reports

Reports

Personalize "List of Concurrent Requests"

Personalize Table: (XxgtnResultsTblIRN)

Concurrent Program Name	Action
Application Form for Pension FormNo:5	
Family Pension for Death While Service FormNo:17	
GPF Proposal Form	
Pension Proposal Acknowledgement	
Pension Proposal Form - Service Pensioner	
Terminate No Post Employee	

▶ Monitor Request Status



AG -Online Pension and Provident Fund Authorization System

AG - OPPAS 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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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 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: 03010315161 | Employee Name: Rajeswari M
 Office: SESSIONS JUDGE | Category: Class C
 Post: Typist | 1503019 | Joining Date: 11-Apr-1997
 Employee Type: TN Government Servant | Grade: TNGS Time Scale Level 8 (19500 - 71900)
 Retirement Date: 30-Nov-2022 | Date of Birth: 26-Nov-1962

Retirement Order Details

Create |

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	Reference Date	No Due Certificate issued?
1963253	Superannuation	30-Nov-2022	NAMAKKAL PRINCIPAL DISTRICT JUDGE	14884/A/2022	30-Nov-2022	Yes	SESSION COURT FOR SC/ST CASES	1622	30-Nov-2022	Yes	14884/A/2022	30-Nov-2022	Yes

In-Process Transactions

In Process Transactions

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

Employee Details

Employee ID: 03010315161 | Employee Name: Rajeswari M
 Office: SESSIONS JUDGE | Category: Class C
 Post: Typist | 1503019 | Joining Date: 11-Apr-1997
 Employee Type: TN Government Servant | Grade: TNGS Time Scale Level 8 (19500 - 71900)
 Retirement Date: 30-Nov-2022 | Date of Birth: 26-Nov-1962

DCRG Authorization Details

Create |

Transaction Number	Authorization/Govt Order Number	Authorization/Govt Order Date	Gratuity Type	Gratuity Amount	Gratuity Withheld Amount	Details	Signature
916/2022	27-Oct-2022	27-Oct-2022	Death Cum Retirement Gratuity	833748			

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



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

Employee Details

Employee ID: 03010315161 | Employee Name: Rajeswari M
 Office: SESSIONS JUDGE | Category: Class C
 Post: Typist (1503019) | Joining Date: 11-Apr-1997
 Employee Type: TN Government Servant | Grade: TNGS Time Scale Level 8 (19500 - 71900)
 Retirement Date: 30-Nov-2022 | Date of Birth: 26-Nov-1962

Pension Pay Order Authorization Details

action	Authorization Number	Authorization Date	Commencement Date	Original Pension	PPO Type	Family Pensioner Identifier	Family Pensioner Name	Spouse Date of Birth	Enhanced Family Pension Amount	Enhanced Family Pension End Date	Normal Family Pension Amount	Pension End Date	Re Employment End Date	Re Employment Pay	Date of Despatch	PPO Number	Details	Signature
	916/2022	27-Oct-2022	01-Dec-2022	20740	Single				0		0			0		R0227397		

In-Process Transactions

[Return to Search Page](#)

- 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).

Welcome Rajangam K,

Pending Notifications

Search Parameters

* Status: Open | Item Type:

Go

Results

From	To	Subject	Status	Process Name	Employee Number	Employee Name	Sent Time
Rajangam K		Requesting NOC for DCRG Bill for Ex-Employee Mathivanan S (15010496544)	OPEN	GTN Pension Proposal Process	15010496544	Mathivanan S	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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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.

From	To	Subject	Status	Process Name	Sent Time
Sardar Khan H.		New Pensioner Jayanth Murali K Dr Ips (PEN2992434) - R3005929 has been created	CLOSED	GTN Notification Process	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.

From	To	Subject	Status	Sent Time
		DCRG Bill number 2701009522120001 has been created in draft for Employee number 03010315161(Rajeswari M)	OPEN	12-JAN-2023 17:39:59

- 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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- 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.

From	To	Subject	Status	Process Name	Sent Time
Hemalatha N.	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.	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.	Hemalatha N.	ST Sathyamangalam A2 - Enhanced to Normal Pension Conversion List for Jan-2023	OPEN	GTN Notification Process	11-JAN-2023 19:17:25
Hemalatha N.	Hemalatha N.	ST Sathyamangalam A2 - Pensioner Eligible for Additional Pension as on Jan-2023	OPEN	GTN Notification Process	11-JAN-2023 14:03:33

- 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.

Information
This notification does not require a response.

GPF Bill 0508008623030001 Dated:07-MAR-2023 has been generated for the Ex-Employee Chandran A (45010023973)

To: Hemalatha N.
Sent: 07-Mar-2023 13:39:20
ID: 121104613
Dear Sir/Madam,
GPF Bill has been Generated for the Employee Chandran A (45010023973).
Path to View the Bills is Finance > Bills > Bill Search.
Return to Worklist

OK

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

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



- 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).

- 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.

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Beneficiary Details (BEN 1) If Nominee more than one use to BEN2 Tile				BEN 2 (Optional) If Nominee more than 2 use to BEN3 Tile		
Sub Beneficiary Type	Beneficiary Code	Payment type	Amount	Sub Beneficiary Type	Beneficiary Code	payment 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.

DCRG/GPF Nominees Details Report							
DDO CODE	BENEFICIARY TYPE	BENEFICIARY TYPE DE	BENEFICIARY CODE	EMPLOYEE NUMBER	GPF NUMBER	PAYMENT TYPE DESC	BENEFICIARY NAME
43010934	DCRG NOMI	DCRG Nominee	1763092	22020000903	7172/JAILE	ECS/RTGS/NEFT/IMPS	VJAYALAKSHMI R
43011003	DCRG NOMI	DCRG Nominee	3978541	22020001525	127099/POL	ECS/RTGS/NEFT/IMPS	AKSHAYAA M
43011110	DCRG NOMI	DCRG Nominee	4155096	22020002495	170403/POL	ECS/RTGS/NEFT/IMPS	Mary Margrat
43011164	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
43011164	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
43010925	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	DCRG Nominee	3954366	22020014243	126775/POL	ECS/RTGS/NEFT/IMPS	SHARMILA ROSELIN D
43011081	DCRG NOMI	DCRG Nominee	33218	35040014864	132131/GA	ECS/RTGS/NEFT/IMPS	T.V. SHIVARAMAN
43011159	DCRG NOMI	DCRG Nominee	19300	5020014980	34586/AGRI	ECS/RTGS/NEFT/IMPS	THAHIRA A
43011008	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.

IFHRMS

Home

Star

Settings

Logged In As 16020132884

Bills

Challan

Adjustments/AM

Challan Distribution

Deposit

Payroll

Pay Service

DDO Master

E-Payment Returns

Bills

Bills report

Bills: Bills >

Bill Creation Page

View Budget | Back To Search | Save | Cancel Bill | View Budget Details

Bill Type Retirement Benefits (Manual)

Bill Status Draft

Bill Amount 408651

Bill Source Manual

Bill Creation Date 07-Mar-2023

Bill Number 0508008623030001

Treasury Ref Date

Treasury Token Number

DDO/Account Details

DDO Name SUB TRY SATHIYAMANGALAM

Treasury / PAO Name

Audit Unit Name 0508008623030001 SUB TRY SATHIYAMANGALAM

Expense Type GPF Final Settlement (Manual)

Detail Head Name Not Bearing Interest

Head of Account General Provident Fund - Subscriptions

Budget Authority PUBLIC ACCOUNTS

Beneficiary Type Retired Beneficiary

DDO Code 05080086

Treasury / PAO Code 0508

Audit Section Name BAS1

Expense Type Code 02017

Detail Head Code 80202

Head of Account Code 800901101AA

Budget Authority Code 06601

Available Budget Amount 100000000

Description

GPF

Bill Lines Beneficiary Check Points

Add Beneficiary

Add Bulk Beneficiary

Refresh

Beneficiary Code	Beneficiary Name	Payment Type	Bank Account No	Bank IFSC	Bank MICR	Bank Name	Bank Branch	Sender to Receiver info	Amount	Delete
45010023973	Chandran A	ECS/RTGS/NEFT/IMPS	14177449963	SBIN0001498		STATE BANK OF INDIA	SATHIYAMANGALAM	05080086	408651	

Total Beneficiary Count 1

Total Beneficiary Amount 408651



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- Check Save button to save the bill.

Bills | Bills report

Bills: Bills >

Bill Creation Page

View Budget | Back To Search | Save | Cancel Bill | View Budget Details

Bill Type: Retirement Benefits (Manual)
Bill Status: Draft
Bill Amount: 408651
Bill Source: Manual

Bill Creation Date: 07-Mar-2023
Bill Number: 0508008623030001
Treasury Ref Date:
Treasury Token Number:

DDO/Account Details

DDO Name:
Treasury / PAO Name:
Audit Unit Name:
Expense Type: GPF - Final Settlement (Manual)
Detail Head Name: Not Bearing Interest
Head of Account: General Provident Fund - Subscriptions
Budget Authority: PUBLIC ACCOUNTS
Beneficiary Type: Retired Beneficiary

DDO Code: 05080086
Treasury / PAO Code: 0508
Audit Section Name: BAS1
Expense Type Code: 02017
Detail Head Code: 80202
Head of Account Code: 800901101AA
Budget Authority Code: 06601
Available Budget Amount: 100000000

Description

GPF

Bill Lines | **Beneficiary** | Check Points

Add Beneficiary | Add Bulk Beneficiary | Refresh

Details	* Beneficiary Type	* Beneficiary Code	Beneficiary Name	Payment Type	Bank Account No	Bank IFSC	Bank MICR	Bank Name	Bank Branch	Sender to Receiver info
	Ex-Employee	45010023973	Chandran A	ECS/RTGS/NEFT/IMPS	14177449963	SBIN0001498		STATE BANK OF INDIA	SATHYAMANGALAM	05080086

Total Beneficiary Count: 1
Total Beneficiary Amount: 408651

Confirmation
Data has been saved. Attachment Region will be Enabled
OK

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

Details | Beneficiary Type | Beneficiary Code | Beneficiary Name | Payment Type | Bank Account No | Bank IFSC | Bank MICR | Bank Name | Bank Branch | Sender to Receiver info | * Amount | Delete

	Ex-Employee	45010023973	Chandran A	ECS/RTGS/NEFT/IMPS	14177449963	SBIN0001498		STATE BANK OF INDIA	SATHYAMANGALAM	05080086	408651	
--	-------------	-------------	------------	--------------------	-------------	-------------	--	---------------------	----------------	----------	--------	--

Total Beneficiary Count: 1
Total Beneficiary Amount: 408651

Attachments

Browse File: Choose File | No file chosen
Title: XXGTH_FILE_UPLOAD_MSG1
Description:
Upload

No attachment found

Title	Type	Description	Category	File Name	Usage
-------	------	-------------	----------	-----------	-------

Initiator/Verifier/Approver Group

* Approver Groups: Common Approval Group - SR - 219

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 notifications.

List of Performers

Approval Level	Position	Approval Pending With	Name
1	Assistant Treasury Officer 81389	16020000038	Sathasivam PM
2	Assistant Treasury Officer 81389	16020000038	Sathasivam PM

View Budget | Forward | Back To Search | Update | View Budget Details

- Click forward to submit the bill for approval process.

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



IFHRMS

Home Star Settings Logged In As 16020132884

Bills | Bills report

Bill Creation Page

View Budget Forward Back To Search Update View Budget Details

Bill Creation Date 07-Mar-2023
Bill Number 0508008623030001
Treasury Ref Date
Treasury Token Number

DDO/Account Details

DDO Name SUB TRY SATHIYAMANGALAM
Treasury / PAO Name
Audit Unit Name 0508(0086)SUB TRY SATHIYAMANGALAM
Expense Type GPF Final Settlement (Manual)
Detail Head Name Not Bearing Interest
Head of Account General Provident Fund - Subscriptions
Budget Authority PUBLIC ACCOUNTS
Beneficiary Type Retired Beneficiary

DDO Code 05080086
Treasury / PAO Code 0508
Audit Section Name BAS1
Expense Type Code 02017
Detail Head Code 80202
Head of Account Code 800901101AA
Budget Authority Code 06601
Available Budget Amount 100000000

Description

GPF

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

IFHRMS

Home Star Settings Logged In As 16020000038

Bills **Payments** **Cheque Cancel** **Cheque Issue** **Challan** **Adjustments/AM** **Challan Distribution**

Welcome Sathasivam PM,

Pending Notifications

Search Parameters

Status Item Type

Go

Results

Previous 1-10 Next 10

To	From	Subject	Status	Process Name	Sent Time
Sathasivam PM	Hemalatha N	Bill No 0508008623030001 Pending for Bill Approval.	OPEN	Bill Payment Approval DTO Process	07-MAR-2023 20:00:14

- Open the Bill Approval Pending notification.

Bill No 0508008623030001 Pending for Bill Approval.

Return For Correction Approve Reject

From Hemalatha N
To Sathasivam PM
Sent 07-Mar-2023 20:00:14
ID 121110217

Bill Details

DDO Name SUB TRY SATHIYAMANGALAM DDO Code 05080086
Treasury Name ST SATHIYAMANGALAM Treasury Code 0508
Expense Type GPF Final Settlement (Manual) Expense Type Code 02017
Budget HOD Name PUBLIC ACCOUNTS Budget HOD Code 06601
Description GPF

Bill Info

Bill Type Retirement Benefits (Manual)
Bill Status Verified by Superintendent
Bill Amount 408,651.00
Bill Creation Date 07-Mar-2023
Bill Number 0508008623030001
Treasury Ref Date
Treasury Token Number
Bill Source Manual

Action History

Sequence	Name	Position	Action	Date	Notes
1	Hemalatha N	Accountant(A2)76527	Submitted	07-Mar-2023 13:06:32	

Related Applications

Continue Action

Response

Note



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- Click Continue Action URL.

Bill Type: Retirement Benefits (Manual)
Bill Status: Verified by Superintendent
Bill Amount: 408,651.00
Bill Source: Manual

Bill Creation Date: 07-Mar-2023
Bill Number: 0508008623030001
Treasury Ref Date:
Treasury Token Number:

DDO/Account Details

DDO Name: SUB TRY SATHYAMANGALAM
Treasury / PAO Name: ST SATHYAMANGALAM
Audit Unit Name: Audit Approval Group - ASTO - A1 -222
Expense Type: GPF Final Settlement (Manual)
Budget Authority: PUBLIC ACCOUNTS
Beneficiary Type: Retired Beneficiary

DDO Code: 05080086
Treasury / PAO Code: 0508
Audit Section Name: BAS1
Expense Type Code: 02017
Budget Authority Code: 06601
Available Budget Amount: 100000000

Description

GPF

Bill Lines Beneficiary **Enticement Slip** Check Points Action History

GL Combinations	Description	Outgoing	Incoming
06601-05080086-800901101AA-80202-000-000	General Provident Fund - Subscriptions - Not Bearing Interest	408651	0
Total		408651	0

Attachments

Browse File No file chosen
Title: XXGTFN_FILE_UPLOAD_MSG1
Description:

Title	Type	Description	Category	File Name	Usage
No attachment found					

Response

Note

app01.karuvoolam.tn.gov.in:8010/OA_HTML/OA.jsp?page=/xxgtn/oracle/

- Verify the attachments, bill line/ recovery lines and beneficiary details.
- Then approve the bill to complete the approval process.

Bills Page

Bill Type: Retirement Benefits (Manual)
Bill Status: Verified by Superintendent
Bill Amount: 408,651.00
Bill Source: Manual

Bill Creation Date: 07-Mar-2023
Bill Number: 0508008623030001
Treasury Ref Date:
Treasury Token Number:

DDO/Account Details

DDO Name: SUB TRY SATHYAMANGALAM
Treasury / PAO Name: ST SATHYAMANGALAM
Audit Unit Name: Audit Approval Group - ASTO - A1 -222
Expense Type: GPF Final Settlement (Manual)
Budget Authority: PUBLIC ACCOUNTS
Beneficiary Type: Retired Beneficiary

DDO Code: 05080086
Treasury / PAO Code: 0508
Audit Section Name: BAS1
Expense Type Code: 02017
Budget Authority Code: 06601
Available Budget Amount: 100000000

Description

GPF

Bill Lines Beneficiary Enticement Slip Check Points **Action History**

Action History

S.No	Role	Action	Date	PositionDisplay
1	Hemalatha N	Submitted	07-Mar-2023	Accountant(A2)76527

Attachments

Browse File No file chosen
Title: XXGTFN_FILE_UPLOAD_MSG1

- After Approval then from Approver login forward the bills to the treasury for audit and payment process.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

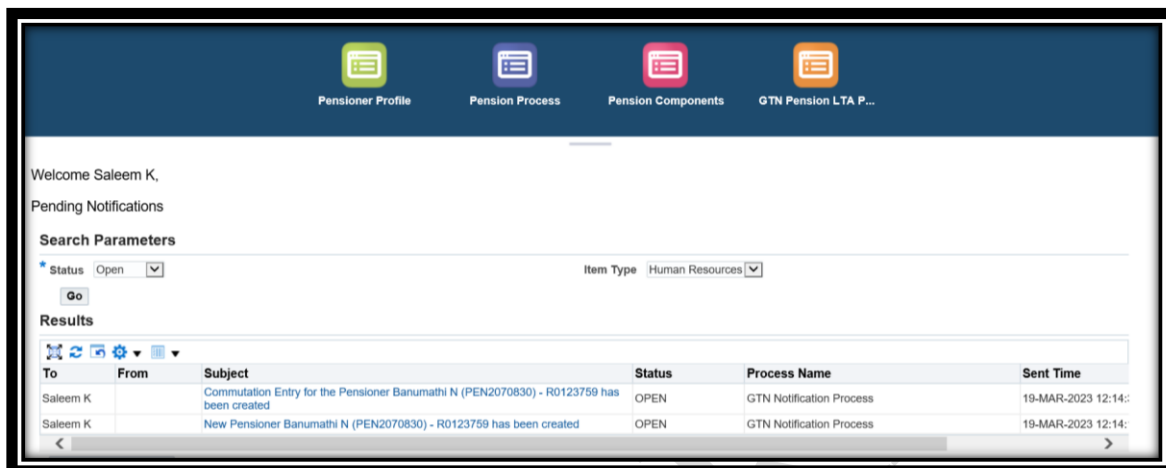
- For e-Authorization Data without Employee ID, a WebADI will be enabled to respective treasury for mapping the Employee ID against the PPO no. in case of DCRG Authorizations or GPF Number for GPF Authorizations for bill generation.
- Treasury has to pass the bills before the expiration of Authorizations. 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.

STANDARD OPERATING PROCEDURE

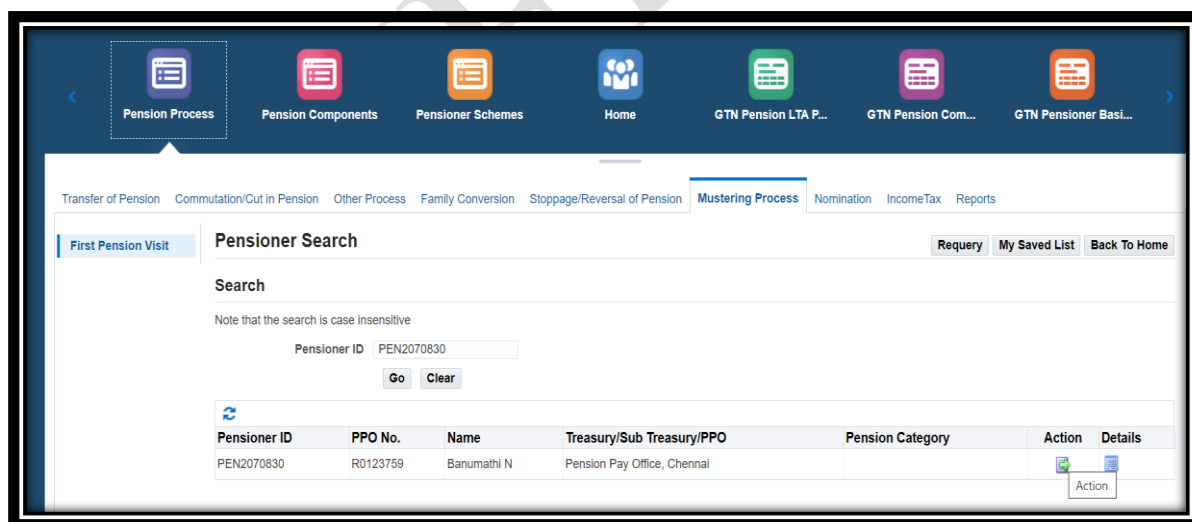
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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.



- 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.



- 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".

STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Transfer of Pension | Commutation/Cut In Pension | Other Process | Family Conversion | Stoppage/Reversal of Pension | **Mustering Process** | Nomination | IncomeTax | Reports

First Pension Visit Review Cancel

Pensioner Details

Pensioner ID	PEN2070830	Pensioner Name	Banumathi N
PPO Number	R0123759	Pension Category	Civil Pension
Treasury/Sub Treasury/PPO	Pension Pay Office, Chennai	Pension SubCategory	Civil Pension
Bank Name		Commencement Date	01-Jun-2022
Bank Branch		Original Pension	0

First Pension Visit

Transaction Number	899315
Transaction Date	19-Mar-2023
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	Yes

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

Pensioner Additional Details

Original Pension	35550
Reduced Pension	23700
Cut In Pension	
Commuted Value	1165187
Provisional Pension Paid	
Bank Details	
Bank Account Number	55981162260
Bank IFSC code	SBIN0002198
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 | Provident Fund | Claims | Leave | Pre-retirement | Post-retirement

Welcome Mareeswari K,

Pending Notifications

Search Parameters

* Status Item Type

Go

Results

From	To	Subject	Status	Process Name	Employee Number	Employee Name	Sent Time	
		Mareeswari K	First Pension Visit Request is pending for your verification.	OPEN	GTN Pension Post Retirement Generic Process	PEN2070830	Banumathi N	19-MAR-2023 12:44:35

- Verify the First Pension visit entry.

First Pension Visit Request is pending for your verification. Reject Return For Correction Verify Reassign

To: Mareeswari K
Sent: 19-Mar-2023 12:44:35
ID: 67401161

Pensioner Details

Pensioner ID	PEN2070830	Pensioner Name	Banumathi N
PPO Number	R0123759	Pension Category	Civil Pension
Treasury/Sub Treasury/PPO	Pension Pay Office, Chennai	Pension SubCategory	Civil Pension
Bank Name		Commencement Date	01-Jun-2022
Bank Branch		Original Pension	0

Details

First Pension Visit	Pensioner Additional Details
Transaction Number: 899314	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, Chennai	Bank Details:
Unit: Pension Pay Office, Chennai.M1	Bank Account Number: 55981162260
Calculate Arrear: No	Bank IFSC code: SBIN0002198
	Bank Name: STATE BANK OF INDIA
	Bank Branch: ARCOT
	Aadhaar Number: 5217XXXX3887
	PAN: BOAP89917C
	Mobile number: 9487796594



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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

Welcome Saleem K,

Pending Notifications

Search Parameters

Status Item Type

Go

Results

From To	Subject	Status	Process Name	Employee Number	Employee Name	Sent Time
	Saleem K First Pension Visit Request is pending for your approval	OPEN	GTN Pension Post Retirement Generic Process	PEN2070830	Banumathi N	19-MAR-2023 17:37:46
	Saleem K New Pensioner Banumathi N (PEN2070830) - R0123759 has been created	OPEN	GTN Notification Process			19-MAR-2023 13:37:30
	Saleem K Commutation Entry for the Pensioner Banumathi N (PEN2070830) - R0123759 has been created	OPEN	GTN Notification Process			19-MAR-2023 12:14:36

Archive Notifications

- Approve the First Pension visit entry.

First Pension Visit Request is pending for your approval. [Approve](#) [Reject](#) [Reassign](#)

To: Saleem K
Sent: 19-Mar-2023 17:37:46
ID: 67401242

Pensioner Details

Pensioner ID: PEN2070830
Pensioner Name: Banumathi N
PPO Number: R0123759
Pension Category: Civil Pension
Treasury/Sub Treasury/PPO: Pension Pay Office, Chennai
Pension SubCategory: Civil Pension
Bank Name:
Commencement Date: 01-Jun-2022
Bank Branch:
Original Pension: 0

Details

First Pension Visit

Transaction Number: 899314
Transaction Date: 19-Mar-2023
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: No

Pensioner Additional Details

Original Pension: 35550
Reduced Pension: 23700
Cut In Pension:
Commutated Value: 1165187
Provisional Pension Paid:
Bank Details
Bank Account Number:
Bank IFSC code: SBIN0002198
Bank Name: STATE BANK OF INDIA
Bank Branch: ARCOT
Aadhaar Number: 5217XXXX3887
PAN: BOAPB9917C
Mobile number: 9487796594

Attachment File

Bank IFSC code: SBIN0002198
Bank Name: STATE BANK OF INDIA
Bank Branch: ARCOT
Aadhaar Number: 5217XXXX3887
PAN: BOAPB9917C
Mobile number: 9487796594

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

Action History

Sequence	Action	Name	Date	Notes	Position
1	Submitted	Ashraf Z	19-Mar-2023 12:41:59		Accountant [295610]
2	Verified	Mareeswari K	19-Mar-2023 17:37:45		Superintendent [295601]

Response

Note:

[Return to Worklist](#) [Approve](#) [Reject](#) [Reassign](#)



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- First Pension visit entry will be created.

The screenshot shows the 'Pension Process' interface. The top navigation bar includes links for Pension Process, Pension Components, Pensioner Schemes, Home, GTN Pension LTA Process, Pension Commutation, and Pensioner Profile. The main content area is titled 'Pensioner Details' and displays the following information:

Field	Value
Pensioner ID	PEN2070830
PPO Number	R0123759
Treasury/Sub Treasury/PPO	Pension Pay Office, Chennai
Bank Name	
Bank Branch	
Pensioner Name	Banumathi N
Pension Category	Civil Pension
Pension SubCategory	Civil Pension
Commencement Date	01-Jun-2022
Original Pension	35550

Below the Pensioner Details, there is a section for 'First Pension Visit Details' with a table showing transaction details.

Transaction Number	Transaction Date	Category of Pension	Sub Category of Pension	Double Pensioner	Trea/Sub Treasury/PPO	Unit	Calculate Arrear	Details	Signature
899314	19-Mar-2023	Civil Pension	Civil Pension	No	Pension Pay Office, Chennai	Pension Pay Office, Chennai.M1	No		

- 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.

The screenshot shows the 'Search Pensioner' interface. The top navigation bar includes links for Pensioner Profile, Pension Process, Pension Components, Pensioner Schemes, Home, GTN Pension LTA P..., GTN Pension Com..., GTN Pensioner Basi..., and GTN Pensioner LTA ... The main content area is titled 'Search Pensioner' and displays the following information:

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

PPO Number is

Pensioner ID is PEN2070830

Pensioner Name is

Treasury / Sub Treasury / PPO is

Go Clear Add Another Category Add

PPO Number	Pensioner ID	Pensioner Name	Treasury / Sub Treasury / PPO	Category	Sub Category	Update	Details
R0123759	PEN2070830	Banumathi N	Pension Pay Office, Chennai	Civil Pension	Civil Pension		

The screenshot shows the 'Pensioner Details' interface. The top navigation bar includes links for Pensioner Profile, Pension Process, Pension Components, Pensioner Schemes, Home, GTN Pension LTA Process, Pension Commutation, Pensioner Profile, and Pensioner LTA ... The main content area is titled 'Pensioner Details' and displays the following information:

Personal Details

Treasury / Sub Treasury / PPO Pension Pay Office, Chennai

Unit Pension Pay Office, Chennai.M1

Category Special Pension

Sub Category

Assignment Status Active Pensioner

Salutation Mrs.

Pensioner ID PEN2070830

Pensioner Name Banumathi N

Gender Female

Date of Birth 01-Jun-1962

Age 60

Marital Status Married

PAN BOAPB9917C

Aadhar Number 521789393887

Email Id

Photo

Upload Image No file chosen

Signature

Upload Signature



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

Additional Details

PPO Number: R0123759

Gaurdian Name in case of Minor: _____

Parent Person Identifier: Banumathi N41010240513

Double Pensioner Flag? No

Double Pensioner Identifier: _____

Pensioner Pay Commission Type: 7th Pay Commission (Revised Pension)

Volume No: _____

Pensioner Group: D

HF Enrollment

NHIS: Yes

FSF: Yes

PPO Authorization Details

Transaction Number: _____

Authorization Number: E2/45882022

Authorization Date: 05-May-2022

Commencement Date: 01-Jun-2022

Original Pension: 35550

PPO Type: Single

Family Pensioner Identifier: _____

Family Pensioner Name: _____

Spouse Date of Birth: _____

Enhanced Family Pension Amount: 0

Enhanced Family Pension End Date: _____

Normal Family Pension Amount: 0

Pension End Date: _____

Re Employment End Date: _____

Re Employment Pay: 0

Date of Despatch: _____

PPO Number: R0123759

Family Conversion: No

Family Pensioner Number: PEN2070830

Save Back Next Cancel

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

Pension Process | Pension Components | Pensioner Schemes | Home | GTN Pension LTA P... | GTN Pension Com... | GTN Pensioner Bas... | GTN Pensioner LTA ... | GTN Pensioner Fa...

Transfer of Pension | **Commutation/Cut in Pension** | Other Process | Family Conversion | Stoppage/Reversal of Pension | Mustering Process | Nomination | Income Tax | Reports

Cut in Pension

Commutation

Pensioner Details

Pensioner ID: PEN2070830

Pensioner Name: Banumathi N

PPO Number: R0123759

Pension Category: Civil Pension

Treasury/Sub Treasury/PPO: Pension Pay Office, Chennai

Pension SubCategory: Civil Pension

Bank Name: _____

Commencement Date: 01-Jun-2022

Bank Branch: _____

Original Pension: 35550

Commutation Value Pension Authorization Details

Transaction Number	Authorization Number	Authorization Date	Age Next Birthday	Authorization Cycle	Commutation Date	Commutation Restoration Date	Commuted Value	Commuted Portion	Payment Date	Bill Number	Details	Signature
E2/45882022	05-May-2022	61	First	31-May-2022	31-May-2037	1165187.00000	11650.0000					

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

Pension Bill Process...

Process | Results | Generate Bill | Bill Group | Reports

Pension Roll

PPO / Treasury: _____

Unit: _____

Period Name: (01-MAR-2023 To 31-MAR-2023)

Pension Bill Group: _____

Assignment Effective Date: 31-Mar-2023

Confirmation: Program submitted successfully with request no :120772688

Search Clear

Add / Update Bill Group | Calculate Arrears | Regular Pension Schedule | Bulk Regular Run Schedule | Pension Supplementary Run

Group Name: CIVIL-M3

Effective Start Date: 01-Mar-2023

Submit Back

Select	Pensioner Id	PPO Number	Pensioner Name	Pension Bill Group	Personal	Details
<input checked="" type="checkbox"/>	PEN2070830	EX_EMP	Banumathi N			

STANDARD OPERATING PROCEDURE
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



Pension Roll

PPO / Treasury: 4701[0001]Pension Pay OfficeGround floor
Unit: [Dropdown]
Period Name: Mar 2023 (01-MAR-2023 To 31-MAR-2023)
Pension Bill Group: [Dropdown]

Pensioner Category: [Dropdown]
Pensioner Sub Category: [Dropdown]
Pensioner Id / PPO Number / Name: PEN2070830
Assignment Effective Date: 31-Mar-2023

Search Clear

Add / Update Bill Group Calculate Arrears Regular Pension Schedule Bulk Regular Run Schedule Pension Supplementary Run

Select	Pensioner Id	PPO Number	Pensioner Name	Pension Bill Group	Personal	Details Elements
<input type="checkbox"/>	PEN2070830	EX_EMP	Banumathi N	4155139		

- 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.



STANDARD OPERATING PROCEDURE

COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

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.

The screenshot displays the 'AG Return Erratum' form. The top section, 'Employee Details', includes fields for Employee ID (15010498299), Office (DISTRICT FOREST OFFICE NAMAKKAL), Post (Forester | 1154502), Employee Type (TN Government Servant), Retirement Date (31-Jul-2023), Employee Name (Govindaraju S), Category (Class B), Joining Date (24-Jan-1995), Grade (TNGS Time Scale.Level 16 (36400 - 115700)), and Date of Birth (15-Jul-1967). Below this is the 'Return for AG Authorization' section, which contains fields for Transaction Number (1130), Return classification (a dropdown menu), Return Type (a dropdown menu), AG Reference Number, and Reason for Return (a dropdown menu). A tip at the bottom states: 'TIP Fields marked with asterisk (*) are mandatory.' The form has 'Review' and 'Cancel' buttons at the top right.

- 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.

STANDARD OPERATING PROCEDURE
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



[Review](#) [Cancel](#)

Employee Details

Employee ID	15010498299	Employee Name	Govindaraju S
Office	DISTRICT FOREST OFFICE NAMAKKAL	Category	Class B
Post	Forester] [1154502	Joining Date	24-Jan-1995
Employee Type	TN Government Servant	Grade	TNGS Time Scale.Level 16 (36400 - 115700)
Retirement Date	31-Jul-2023	Date of Birth	15-Jul-1967

Return for AG Authorization

Transaction Number	1130
* Return classification	DCRG Only
* Return Type	Erratum
* AG Reference Number	12126561,15-MAY-2023
* Reason for Return	Change in Treasury for DCRG only

TIP Fields marked with asterisk (*) are mandatory.

AG Return Erratum

[Add Row](#) [Save](#)

Field Name	Field Value	Delete
TREAGRA	DTO Namakkal	

- 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.



STANDARD OPERATING PROCEDURE

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 *****