



IFHRMS - PROVISIONAL PENSION BILL USER MANUAL





Integrated Finance And Human Resource Management System

PROVISIONAL PENSION BILL USER MANUAL

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1. Introduction

1.1 Purpose

This document will provide the detailed functionality & Role based Instruction for the IFHRMS Provisional Pension.

Following **IFHRMS** Roles/ Users will have the access to the above Processes:

For Retirement and Provisional Pension Entry –**Accountant / Assistant from the respective Section**

For Bill Approval Process- **Superintendent (or) The Equivalent officer of the Section and HOD of Various Departments.**

1.2 Document Conventions

The format of this manual is simple.

- Bold face with **blue color highlights** is label or field name.
- Red box  is cursor or link location.
- For Instance, one Level of Approval is demonstrated. Even for more level of approvals the process of approval remains the same.

1.3 Intended Audience and Reading Suggestions

The main intended audience for this document is Assistant/Accountant, Admin/Administration group of the office and Superintendent

1.4 References



2. PROVISIONAL PENSION

The Following Process Shall Be Followed To Process Provisional Pension, Ex-Employee Can Be Created In Two Ways

IFHRMSல் Provision Pension Employees உருவாக்க இரண்டு முறைகள் பின்பற்றப்படுகின்றது.

1. ஏற்கனவே உள்ள IFHRMS Employees ஐ Provision Pensioner ஆக மாற்றுதல்.
2. புதிய Provision Pension Employees ஐ IFHRMS ல் உருவாக்குவது. (**Ex-Employee Creation Webadi**) Employee Not Migrated / Employee Who Availing Provisional Pension Before IFHRMS Implementation.

2.1. ஏற்கனவே உள்ள IFHRMS Employees ஐ Provision Pensioner ஆக மாற்றுதல்.

2.1.1 Retirement Type Entry.

Select Human Resource → Pre-Retirement → Pre-Retirement → Retirement Type

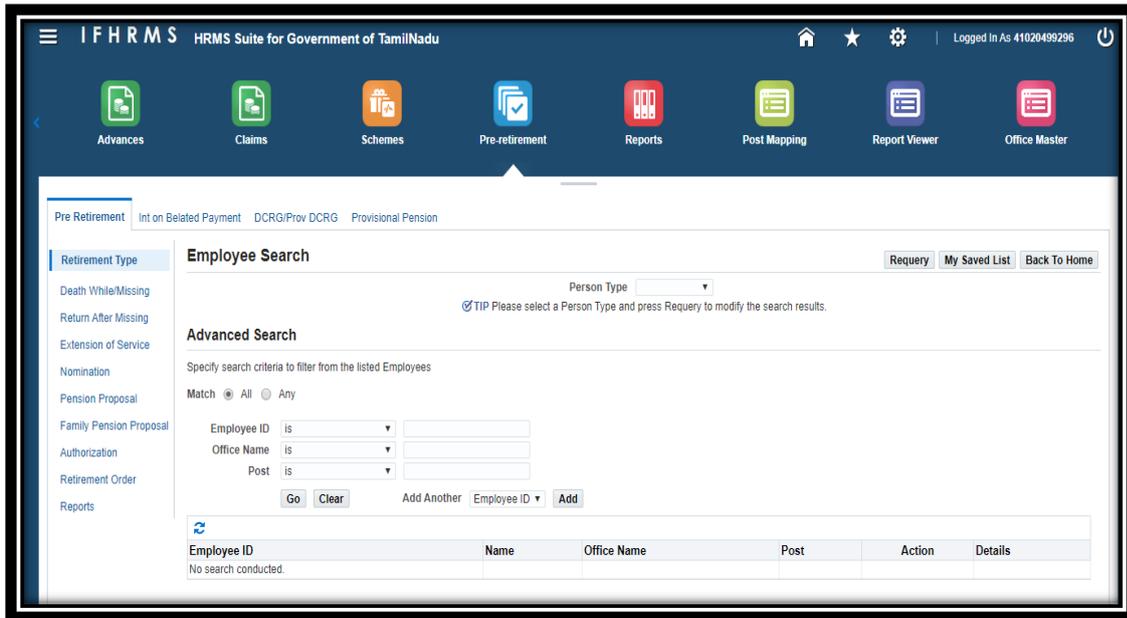
Note: Kindly Check the Last Paydrawn Particulars and Pay amount of Employee before proceeding the Retirement Type Entry

(If Employee Pay is amount Wrong, then Update it Using Human Resource → GTN Pay services → Update Salary It should be done before the Retirement Entry)

Pay Update Effective Date- 1st date of Retirement Month

Next Increment Date - one day Before the date of Retirement (If Date of Retirement is 31-01-2020, Then Next Increment Date Should be 30-01-2020)

→ Pay Amount 0 - If Employee Pay amount shows 0, then Check pay updated or not, check Date of Birth and Retirement date



Step 1: Human Resource ல் Pre Retirement Icon ஐ Click செய்யவும். இதில் Retirement Type ஐ Click செய்யவும்



User Manual – Provisional Pension



Step 2: Employee ID ல் Employee No. Enter செய்யவும். பின்பு GO ஐ Click செய்யவும்

Step 3: Employee Name வந்த உடன் Action ஐ Click செய்யவும்.

Step 4: Retirement Type ஐ தேர்ந்தெடுத்தது. அதற்கான Details ஐ Enter செய்யவும்.

Step 5: Enter செய்த Details ஐ சரிபார்த்த பின்பு Review ஐ Click செய்து Approve Group ஐ தேர்ந்தெடுத்தது Submit செய்யவும்

The screenshot shows the HRMS Suite for Government of Tamil Nadu interface. The main menu includes Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and..., GTN Pay Service, and Advances. The current view is the Provisional Pension form under Pre Retirement. The form includes a sidebar with options like Retirement Type, Death While/Missing, Return After Missing, Extension of Service, Nomination, Pension Proposal, Family Pension Proposal, Authorization, Retirement Order, and Reports. The main content area shows Employee Details and Retirement Types. The Retirement Types section includes fields for Transaction Number, Type of Retirement (Superannuation), Order Number, Order Date, Effective Date of Retirement, and Remarks. A 'Review' button is highlighted in red.

Step 6: Submit செய்யப்பட்ட Enter ஐ. Verifier Level ல் Verify, Approver Level ல் Approve செய்யவும்.

2.1.2 Retirement Order Entry.

(Select **Human Resource** → **Pre Retirement** → **Pre Retirement** → **Retirement Order**)

Step 1: Human Resource ல் Pre Retirement Icon ஐ Click செய்யவும். இதில் Retirement Order ஐ Click செய்யவும்.

Step 2: Employee ID ல் Employee No. Enter செய்யவும். பின்பு GO ஐ Click செய்யவும்

Step 3: Employee Name வந்த உடன் Action ஐ Click செய்யவும்.

Step 4: Retirement Order ஐ தேர்ந்தெடுத்தது. அதற்கான Details ஐ Enter செய்யவும்.

Step 5: Enter செய்த Details ஐ சரிபார்த்த பின்பு Review ஐ Click செய்து Approve Group ஐ தேர்ந்தெடுத்தது Submit செய்யவும்.

Office	PERSONAL ASSISTANT TO COLLECTOR (NOON MEAL PROGRAMME), RAMANTHAPURAM	Category	PERSONAL ASSISTANT TO COLLECTOR (NOON MEAL PROGRAMME), RAMANTHAPURAM
Post	Personal Assistant To Collector Noon Meal Programme 1180687	Joining Date	25-Sep-1981
Employee Type	TN Government Servant	Grade	TNGS Time Scale Level 22 (56100 - 177500)
Retirement Date	31-May-2019	Date of Birth	03-May-1961

Retirement Order	
Transaction Number	331153
Type of Retirement	Superannuation
Date of Retirement	31-May-2019
Retirement Order issuing Authority	DIST COLLECTOR
* Retirement Order Number	1756/a3/2019
* Retirement Order Date	31-May-2019
* Permitted to Retire?	Yes
Relieving Order issuing Authority	DIST COLLECTOR
Relieving order Number	31-May-2019
Relieving order Date	31-May-2019
No charges Certificate issued?	Yes
Reference Number	1756/A3/2019
Reference Date	31-May-2019
* No Dues Certified issued	Yes
No Dues Reference Number	1756/A3/2019
No Dues Reference Number Date	31-May-2019
* No Objection Certificate attached ?	Yes

TIP Fields marked with asterisk (*) are mandatory.

[Return to Previous Page](#)

Step 6: Submit செய்யப்பட்ட Enter ஐ. Verifier Level ல் Verify, Approver Level ல் Approve செய்யவும்.

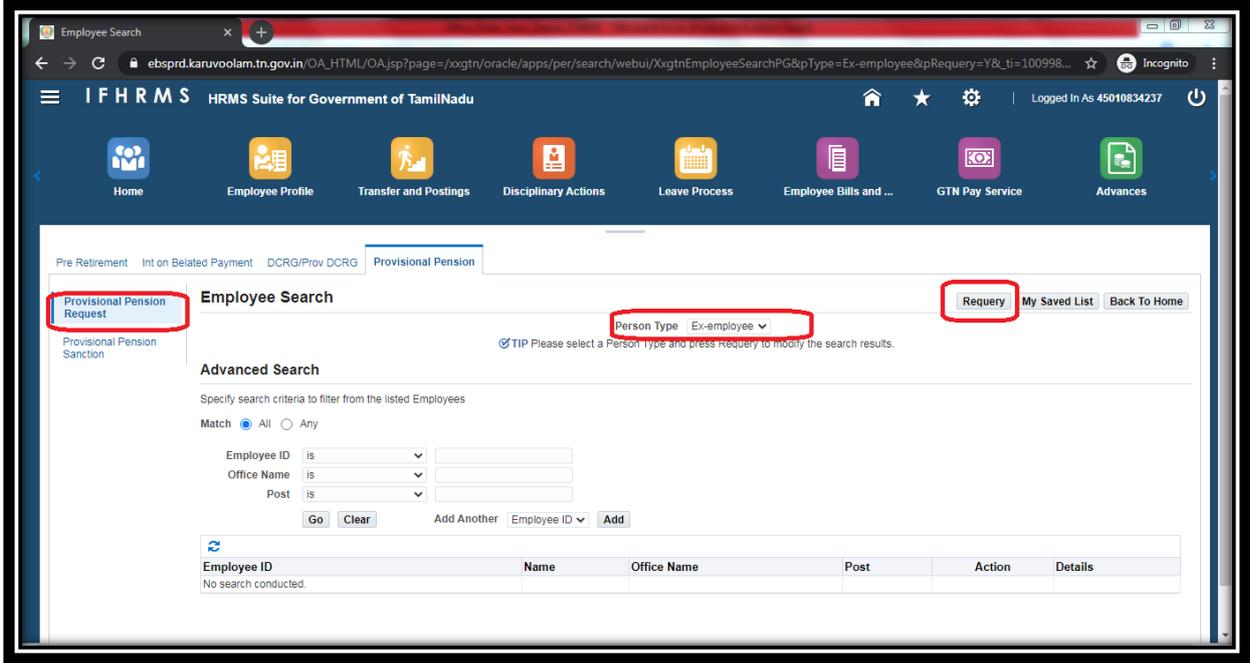
Note: After the Retirement Order Entry Employee Status will be changed as **Terminate Assignment** if Status not changed check Retirement Type and Retirement Order Entry got Completed or Not

2.1.3 Provisional Pension Request Entry.

Human Resource → Pre-Retirement → Provisional Pension → Provisional Pension Request

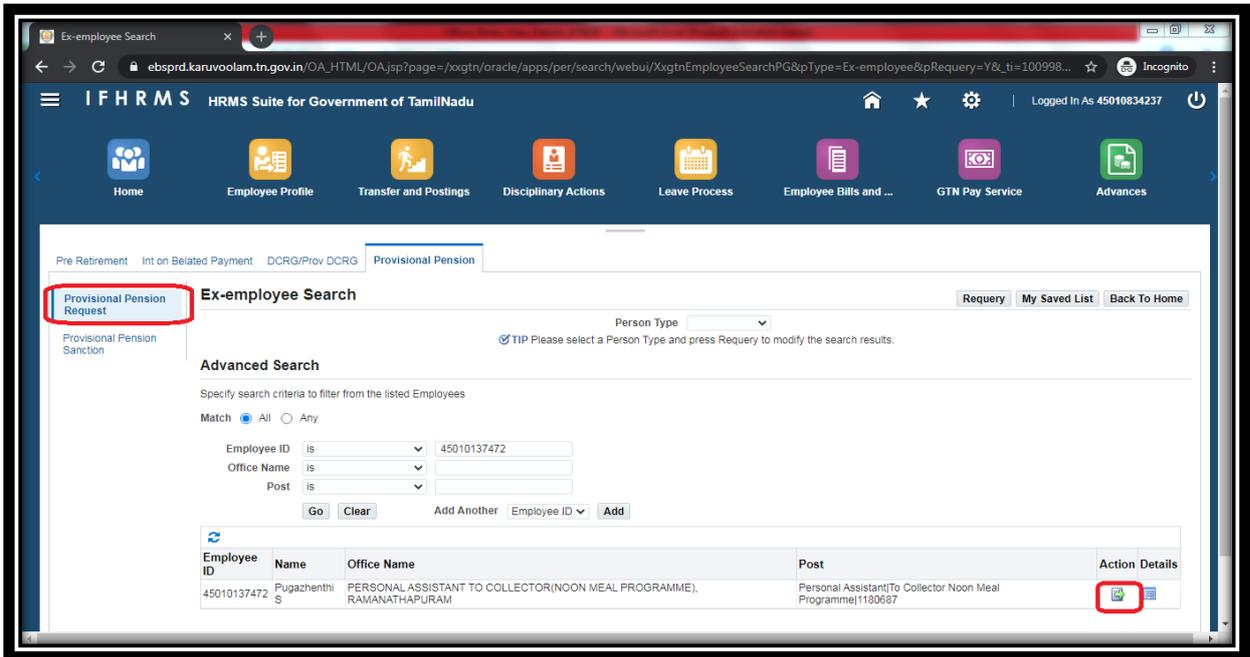
Step 1: Human Resource ல் Pre Retirement Icon ஐ Click செய்யவும். Provisional Pension ஐ Click செய்யவும்.

Step 2: Pension Type ல் Ex Employee ஐ Select செய்து **Requery** ஐ Click செய்யவும் . பின்பு Employee ID ல் Employee No. Enter செய்த பின்பு Surch செய்யவும்.



Step 3: Employee ID ல் Employee No. Enter செய்யவும். பின்பு GO Button ஐ Click செய்யவும்.

Step 4: Employee Name வந்த உடன் Action ஐ Click செய்யவும்.



Step 5: Provisional Pension Request ஐ தேர்ந்தெடுத்தது. அதற்கான Detailsஐ Enter செய்யவும்.

The screenshot shows the HRMS Suite for Government of Tamil Nadu. The main menu includes Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and..., GTN Pay Service, and Advances. The current view is the Provisional Pension Request form. The form is divided into several sections:

- Employee Details:**
 - Employee ID: 45010137472
 - Office: PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM
 - Post: Personal Assistant To Collector Noon Meal Programme|1180687
 - Employee Type: TN Government Servant
 - Retirement Date: 31-May-2019
 - Employee Name: Pugalzheni S
 - Category: PERSONAL ASSISTANT TO COLLECTOR (NOON MEAL PROGRAMME), RAMANATHAPURAM
 - Joining Date: 25-Sep-1981
 - Grade: TNGS Time Scale Level 22 (56100 - 177500)
 - Date of Birth: 03-May-1961
- Provisional Pension Request:**
 - Request Number: 219143
 - Eligible Pension Amount: 36600
 - Whether FSF to be recovered: Yes
 - * Request Details: RCW1/40650/2019
- Additional Details:**
 - Retirement Date: 31-MAY-2019
 - Retirement Type: Superannuation

Step 6: Enter செய்த Detailsஐ சரிபார்த்த பின்பு Reviewஐ Click செய்து Approve Groupஐ தேர்ந்தெடுத்தது Submit செய்யவும்.

Step 7: Submit செய்யப்பட்ட Enter ஐ. Verifier Level ல் Verify, Approver Levelல் Approve செய்யவும்.

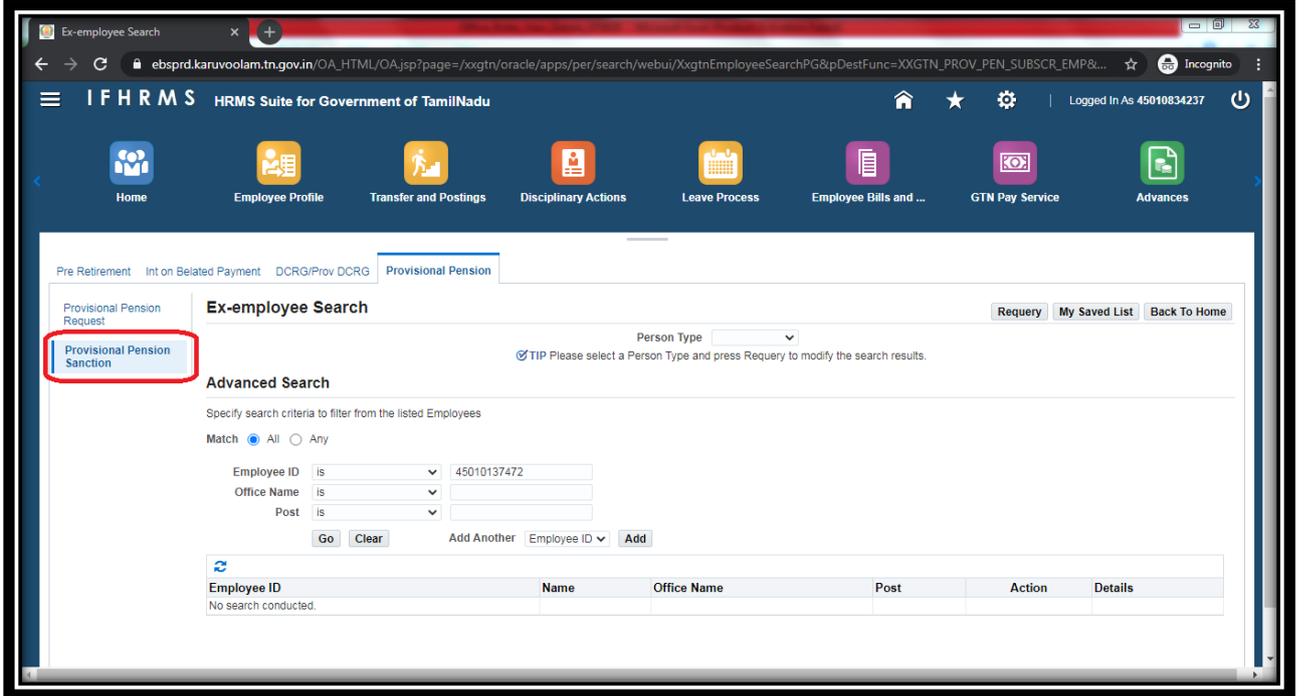
2.1.4 Provisional Pension Sanction Entry.

Human Resource → Pre-Retirement → Provisional Pension → Provisional Pension

Sanction

Step 1: Human Resource ல் Pre Retirement Icon ஐ Click செய்யவும். Provisional Pension ஐ Click செய்யவும்.

Step 2: Pension Typeல் Ex Employeeஐ Select செய்து **Requery** ஐ Click செய்யவும் . பின்பு Employee ID ல் Employee No. Enter செய்த பின்பு Search செய்யவும்.



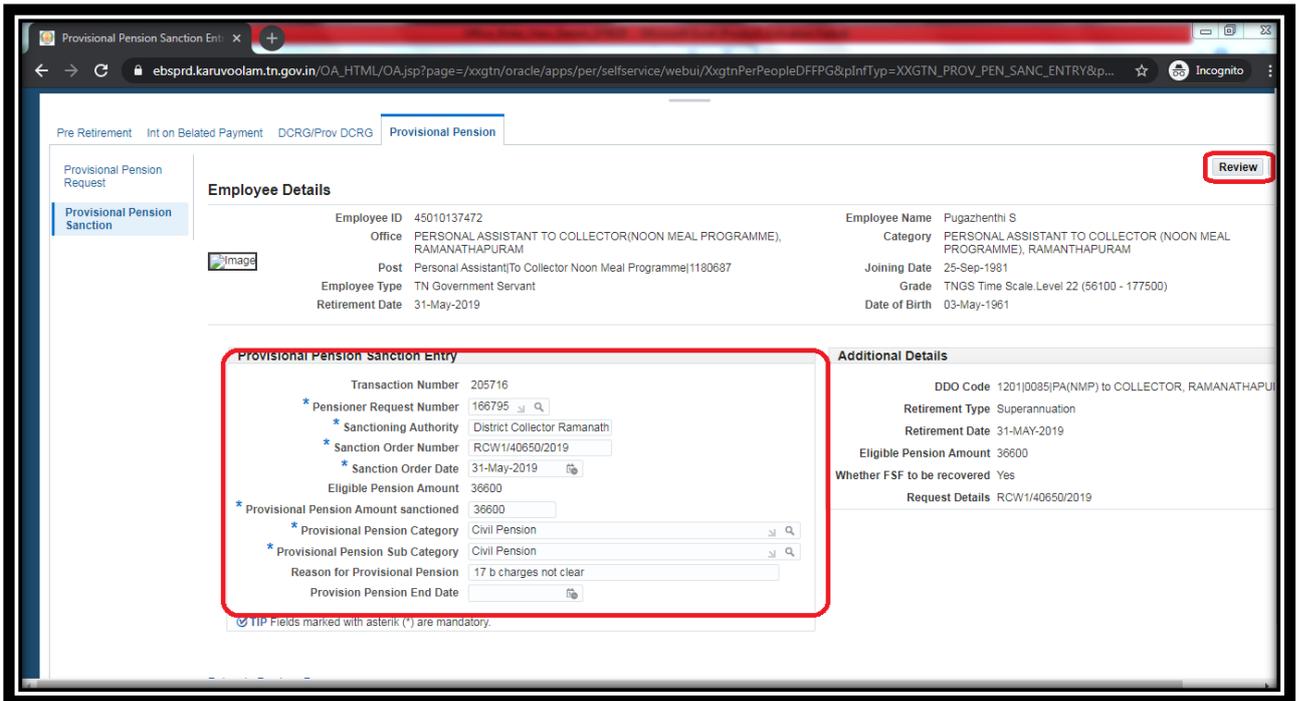
Step 3: Employee ID ல் Employee No. Enter செய்யவும். பின்பு GO ஐ Click செய்யவும்.

Step 4: Employee Name வந்த உடன் Action ஐ Click செய்யவும்.

Step 3: Employee ID ல் Employee No. Enter செய்யவும். பின்பு GO ஐ Click செய்யவும்.

Step 4: Employee Name வந்த உடன் Action ஐ Click செய்யவும்.

Step 5: Provisional Pension Sanction ஐ தேர்ந்தெடுத்தது. அதற்கான Details ஐ Enter செய்யவும்.





Step 6: Enter செய்த Detailsஐ சரிபார்த்த பின்பு Reviewஐ Click செய்து Approve Groupஐ தேர்ந்தெடுத்து Submit செய்யவும்.

Provisional Pension Sanction Entry

Employee Details

Employee ID	41021024400	Employee Name	Madhyalagan K
Office	TALLUK OFFICE	Category	GRD/SP B
Post	OMALUR	Joining Date	06-Apr-1976
Deputy Tahsildar	1123576	Grade	THGS Time Scale PB 2 (9300-34800) + GP
Employee Type	TN Government Servant	Date of Birth	06-Mar-1957
Retirement Date	30-Jun-2015		

Provisional Pension Sanction Entry

Transaction Number	66321
Pensioner Request Number	83447
Sanctioning Authority	RC No 123/E1/2015
Sanction Order Number	01-Mar-2015
Sanction Order Date	01-Mar-2015
Eligible Pension Amount	12505
Provisional Pension Amount sanctioned	12505
Provisional Pension Category	Civil Pension
Provisional Pension Sub Category	Civil Pension
Reason for Provisional Pension	Provision Pension End Date

Additional Details

DDO Code	1404/0029/Tahsildar, Omalur, Salem
Retirement Type	Superannuation
Retirement Date	30-JUN-2015
Eligible Pension Amount	12505
Whether FSF to be recovered	Yes
Request Details	PRO PENSION

Approval Hierarchy

Initiator/Verifier/Approver Group

* Approver Groups: [Common Approval Group - SR - 20361]

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
1	Assistant And Senior Revenue Inspector 1124948	41023499236
2	Assistant And Senior Revenue Inspector 1124948	41023499236

Step 7: Submit செய்யப்பட்ட Enter ஐ. Verifier Level ல் Verify, Approver Levelல் Approve செய்யவும்.

Note: After the Provisional Pension Sanction Entry Employee Status will be changed as **Active- Provisional Pensioner** (Kindly Check Before Going to Payroll Process)

2.1.4.1 Payroll Process

1. Finance → Payroll → Process
2. We Need To Select The Period Name Such As **Jan 2020/Feb 2020/Mar 2020/Apr 2020**, Employee Type Such As **Ex-Employee**
3. Select The Ex-Employee And Click The **Add/Update Bill Group** For Adding The Ex-Employee In Bill Group
4. Select The Ex-Employee And Click The **Process Supplementary Run** Run Type Such As **Provisional Pension**
5. Finally Select The **Submit** Button
6. In **Monitor Request**, Request Program Needs To Be Completed.

The screenshot shows the IFHRMS web application interface. The 'Payroll' icon in the top navigation bar is highlighted with a red box. Below the navigation bar, the 'Process Payroll' section is visible, containing search filters and a table of employee data.

Process Payroll Search Filters:

- DDO Code: 12010085[PA(NMP) to COLLECTOR, RAMANATHAPURAM]
- Office Name: [Search]
- * Period Name: Jun 2020 (01-Jun-2020 To 30-Jun-2020)
- Employee Number: 45010137472
- Pay Bill Group: [Search]
- * Employee Type: Ex-Employee

Table: Add / Update Bill Group

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input type="checkbox"/>	45010137472	Pugazhenth S	PA BILL	PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM	Personal Assistant[To Collector Noon Meal Programme]1180687	Personal Elements

Monitor Request Status

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	Output
No results found.						

This screenshot is identical to the one above, but the checkbox in the first row of the 'Add / Update Bill Group' table is now checked, indicating that the employee has been selected for processing.

Table: Add / Update Bill Group

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	45010137472	Pugazhenth S	PA BILL	PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM	Personal Assistant[To Collector Noon Meal Programme]1180687	Personal Elements



User Manual – Provisional Pension

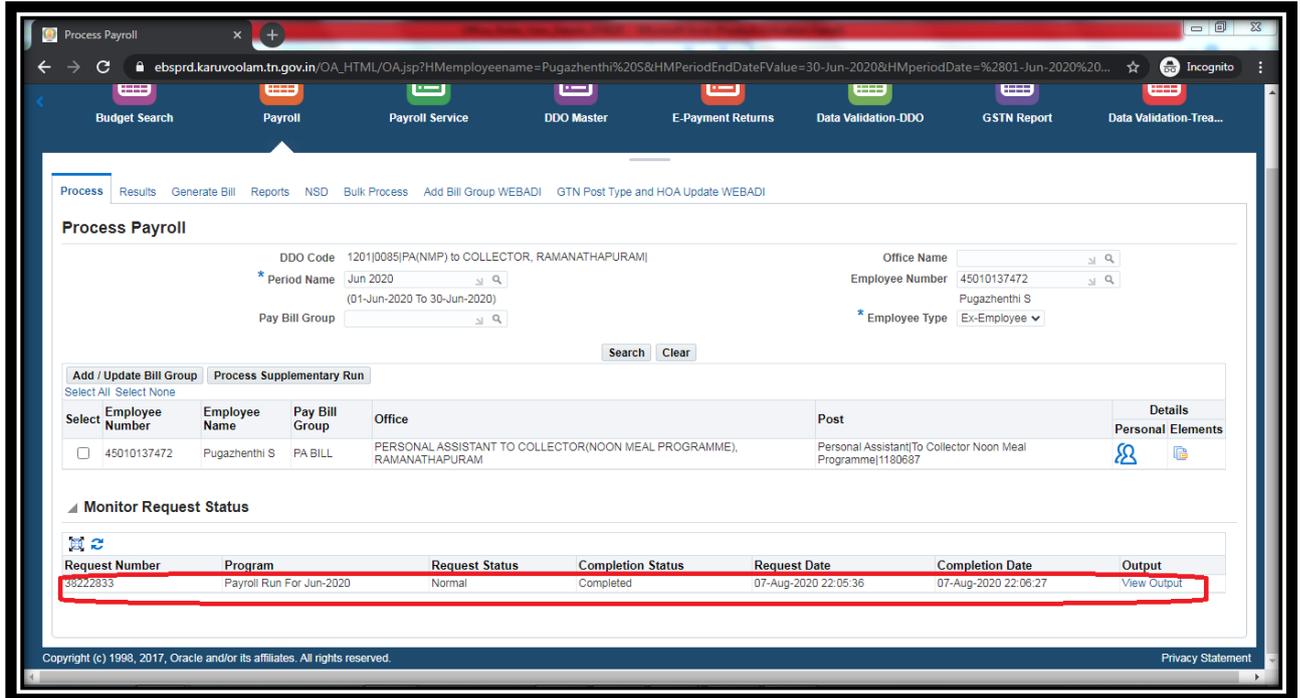


The screenshot shows the IFHRMS Payroll process screen. A dropdown menu is open, listing various allowances and pension types. 'Provisional Pension' is highlighted with a red box. Below the dropdown, the 'Run Type' is set to 'Provisional Pension'. The table below shows the selected employee details.

Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	45010137472	Pugazhenthil S	PA BILL	PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM	Personal Assistant(To Collector Noon Meal Programme)1180687	

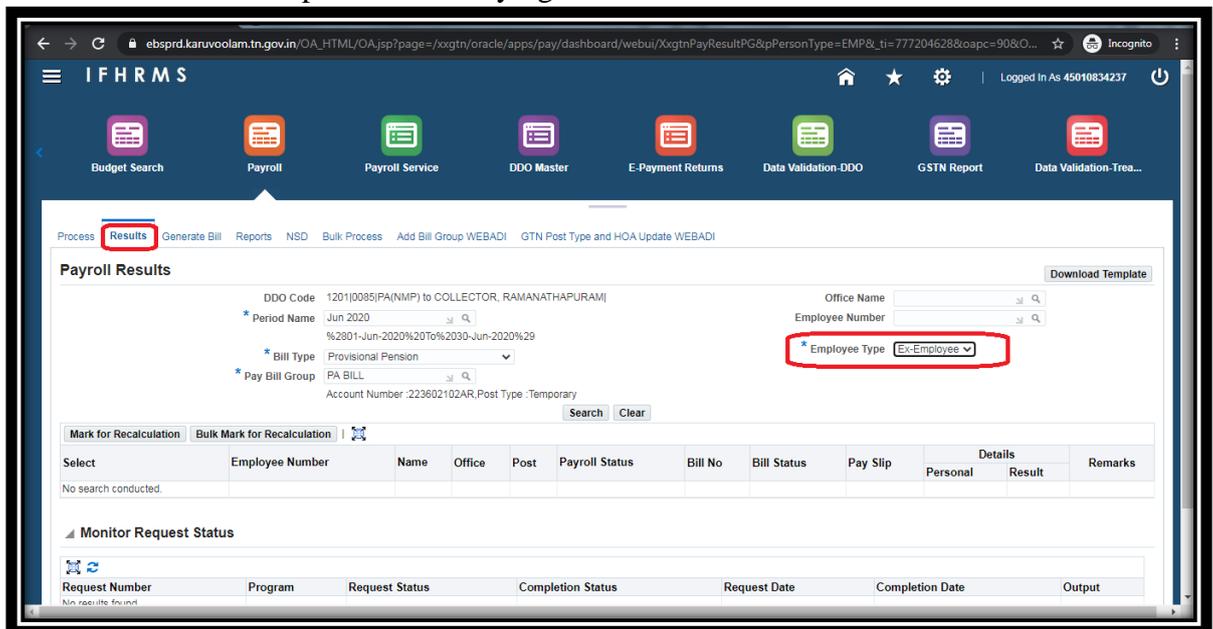
The screenshot shows the IFHRMS Payroll process screen. The 'Submit' button in the 'Run Type' dropdown is highlighted with a red box. The table below shows the selected employee details.

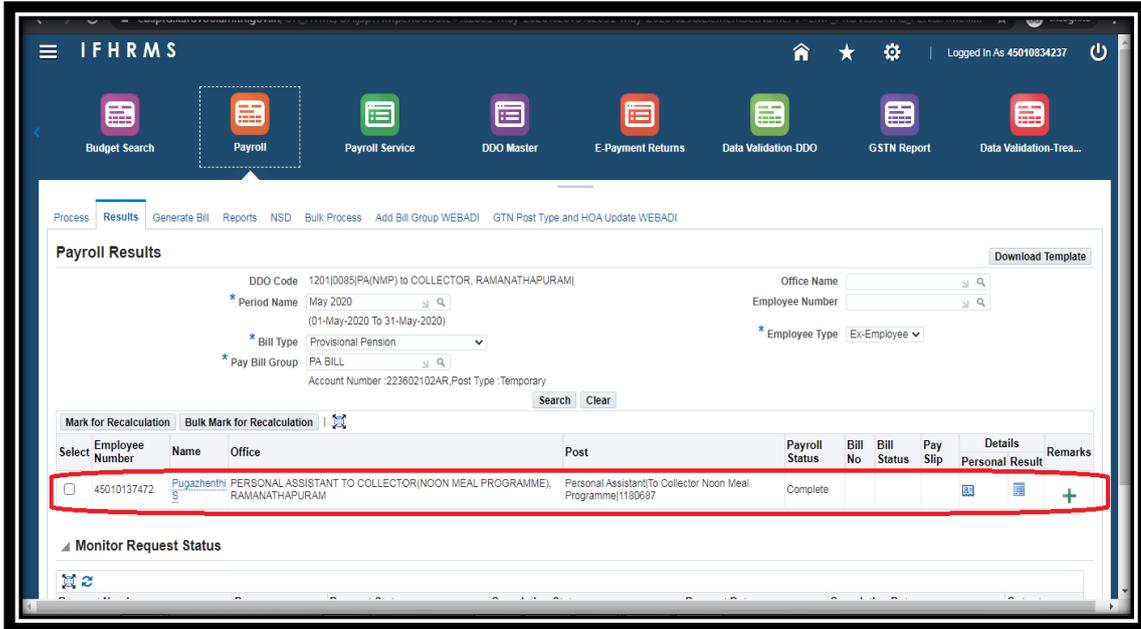
Select	Employee Number	Employee Name	Pay Bill Group	Office	Post	Details
<input checked="" type="checkbox"/>	45010137472	Pugazhenthil S	PA BILL	PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM	Personal Assistant(To Collector Noon Meal Programme)1180687	



After Completion Of Process, We Need To Check The Result

7. Finance → Payroll → Result
8. Select The Period Name Such As Jan 2020/Feb 2020/Mar 2020/Apr 2020,Bill Type As Provisional Pension, Bill Group Name
9. Click The Search Option And Status Should Be Shown As “**Complete**”
10. Click The Result Option For Verifying The Result

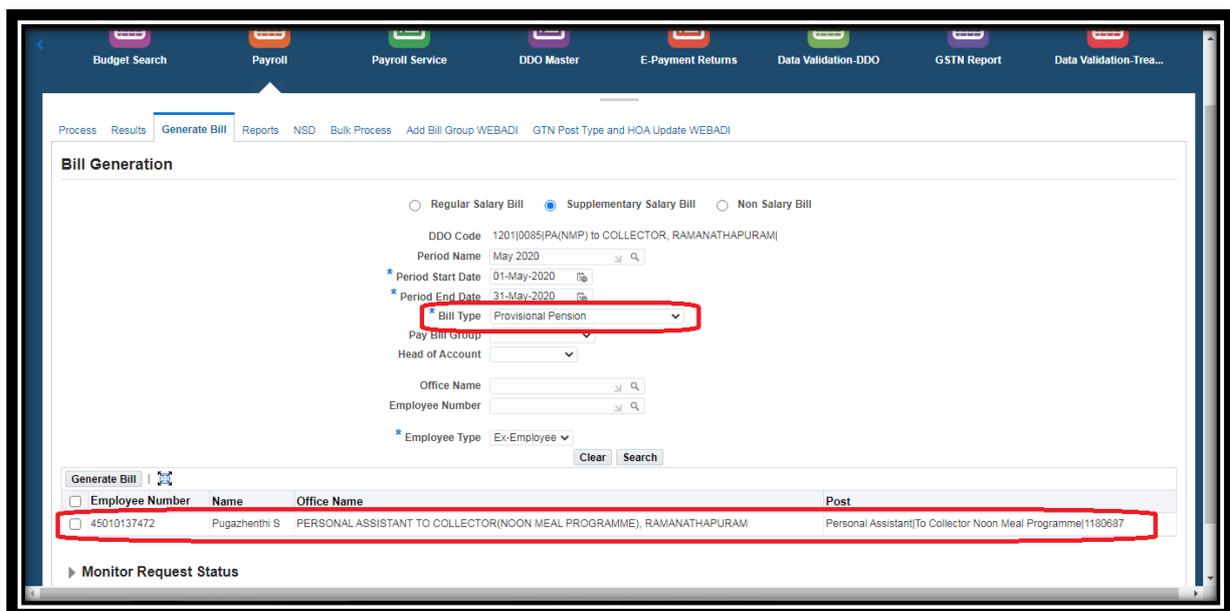




After Checked The Result, We Need To Generate the Bill

2.1.4.2 Generate Bill

11. Please Select The Bill Generation Type As **“Supplementary Bill”**
12. Please Provide The Detail Such As Period Start Date/End Date.Bill Type, Pay Bill Group, Employee Type
13. Click The **Search** Option And Select The Ex-Employee
14. Finally Select The **Generate Bill Option** For Generating The Bill
15. In Monitor Request ,Request Program Should Be Complete As Normal
16. Click The **View Output** Option For Viewing The Bill Number





User Manual – Provisional Pension



Bill Generation

Regular Salary Bill Supplementary Salary Bill Non Salary Bill

DDO Code 12010085(PA(NMP) to COLLECTOR, RAMANATHAPURAM)

Period Name May 2020

* Period Start Date 01-May-2020

* Period End Date 31-May-2020

* Bill Type Regular Salary

Pay Bill Group

Head of Account

Office Name

Employee Number

* Employee Type Ex-Employee

Clear Search

Generate Bill

Employee Number	Name	Office Name	Post
45010137472	Pugazhenth S	PERSONAL ASSISTANT TO COLLECTOR(NOON MEAL PROGRAMME), RAMANATHAPURAM	Personal Assistant[To Collector Noon Meal Programme]1180687

Monitor Request Status

Request Number	Program	Request Status	Completion Status	Request Date	Completion Date	Out Put
38223340	Provisional Pension Bill For May-2020	Normal	Completed	07-Aug-2020 22:10:40	07-Aug-2020 22:10:46	View Output

After Generated The Bill, Bill Number Should Be Passed In Bill Module

Finance → Bills → Bill Number

17. Select The **Detail** Option And Forward The Bill From Initiator
18. Then It Should Be Verified By Verifier And Approved By Approver
19. Finally Approver Should Be Forward The Bill To Treasury

IFHRMS

Logged In As 45010834237

Bills Challan Adjustments Challan Distribution Deposit Budget Search Payroll Payroll Service

Bills Bills report

Bill Search Page

Create Bill Archive Bills

Bill Number

Treasury Token Number

Bill Date From

Bill Date To

Bill Status

Expense Type Pension - Provisional

Detail Head

Please select Bill number or Treasury Reference Number or Expense Type Mandatorily before clicking "Go" button to get the search results faster.

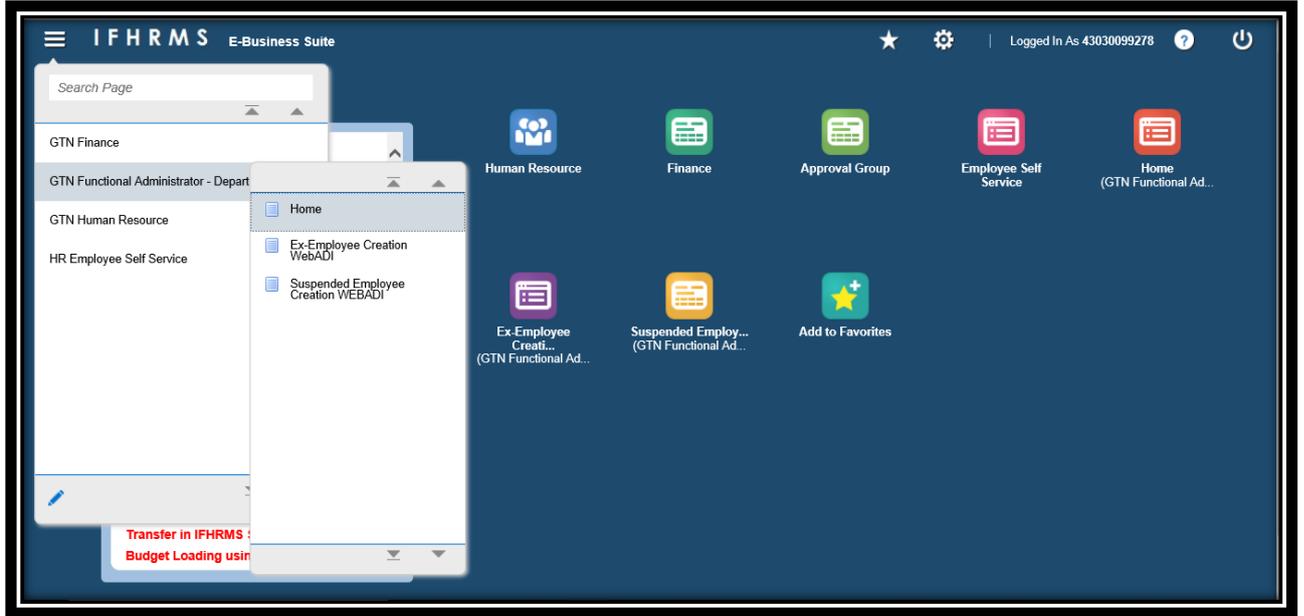
Go Clear

Bill Number	Bill Creation Date	Bill Type	Expense Type	Detail Head	Bill Amount	Bill Status	Treasury Token Number	Bill Submission Date	Update	Detail	Print
1201008520050002	31-May-2020	Retirement Benefits	Pension - Provisional	32701	39,032.00	Draft					

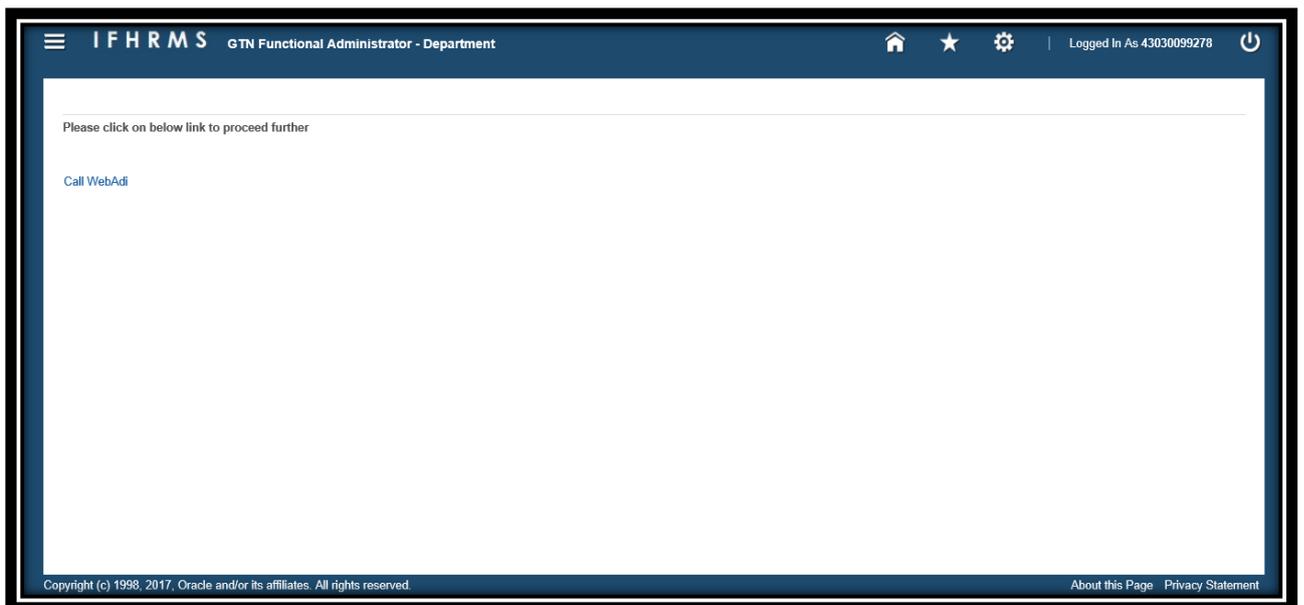
2.2. புதிய Provision Pension Employees ஐ IFHRMS ல் உருவாக்குவது. (Ex-Employee Creation Webadi)

Department(DDO'S) : We Need To Select The **GTN Functional Administrator-Department** → **Ex-Employee Creation Webadi**

Treasury: We Need To Select The **GTN Functional Administrator-Treasury** → **Ex-Employee Creation Webadi**



2. Select The Call Webadi Option





3. Select The Viewer As “Excel 2007” Or “Excel 2010” And Click The **Create** Button

IFHRMS | Home | Star | Settings | Logged In As 43030099278

Create Document

Create

Primary Parameters

Integrator GTN Employee Retirement WEBADI
* Viewer Excel 2007
Reporting Flag
Layout GTN Employee Retirement LayOut
* Content NONE

About this Page

4. Select The **Save** Option And Then Click The **Open** Option ,Excel File Will Be Down Loaded And If The File Will Be Open With The Loaded Format

IFHRMS | GTN Functional Administrator - Department | Home | Star | Settings | Logged In As 43030099278

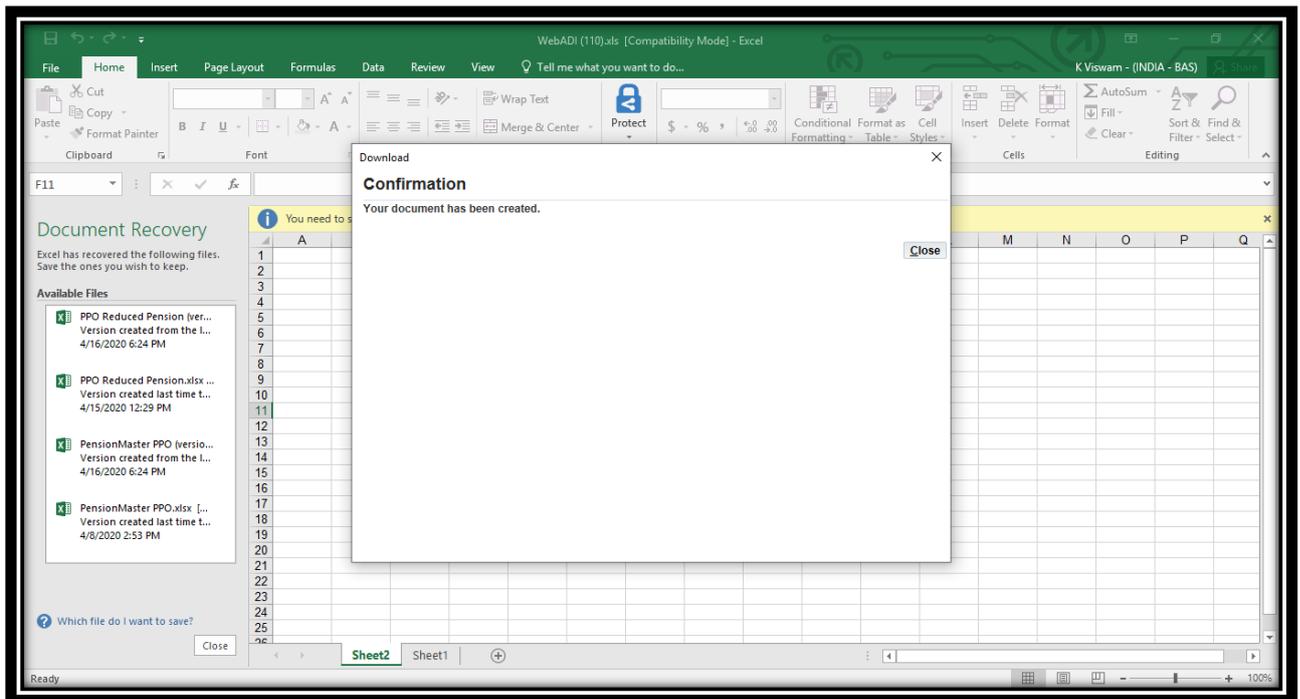
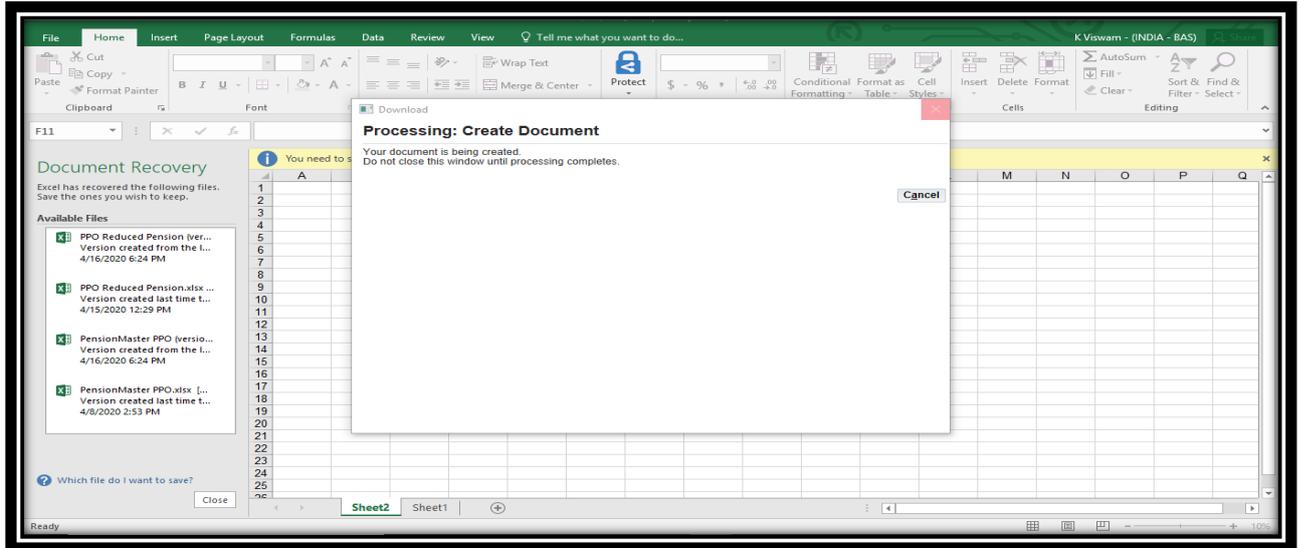
Information

A file will be downloaded to your desktop.
When prompted, choose to open the file and to enable macros. If no prompt appears, ensure your browser security settings allow files to be downloaded.

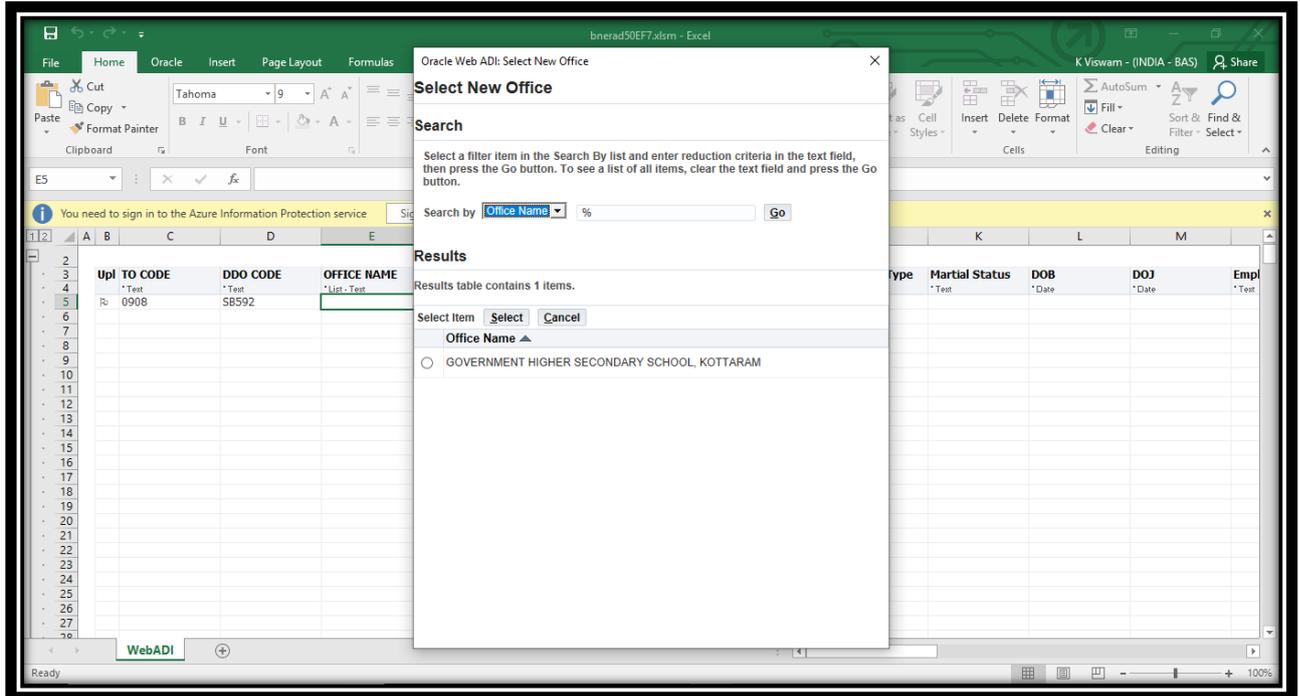
Return

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Do you want to open or save WebADI.xls (381 KB) from erpuat.karuvoolam.tn.gov.in? | Open | Save | Cancel

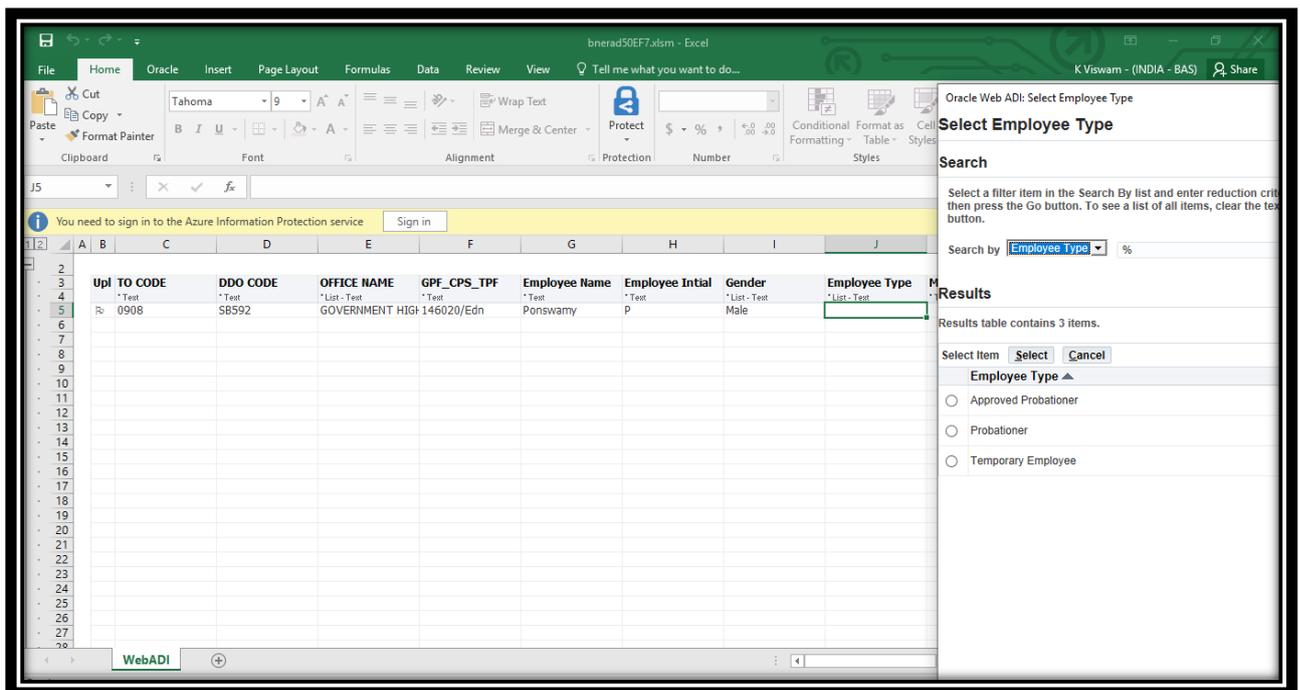


➔ Provide The Detail As **To Code,DDO Code** Then Select The Office Name From The List



Provide The Details Such As **Employee Number, Employee Name, Employee Initial, Gender, And Employee Type** From The List Such As

1. Approved Probationer
2. Probationer
3. Temporary





20. Select The **Post Name** From The List And Based On The Post Name ,We Need To Select The **Grade Level** .But Both (Post Name And Grade) Should Be At That Time Of Retirement

Example. If The Person Is Retired At 6th Pay Commission, Then We Should Select The Pay Band. We Should Not Provide The 7th Pay Commission Detail

Martial Status	DOB	DOJ	Employee Last Post Name	Grade Name
Married	10-Apr-1958	04-Nov-1998	Post Graduate Assistant	485577

Search by: Grade Name % Go

Results table contains 171 items.

Select Item: Select Cancel Previous 10 141-150 of 171 Next 10

- TNGS Time Scale.PB 2 (9300-34800) + GP 4600
- TNGS Time Scale.PB 2 (9300-34800) + GP 4700
- TNGS Time Scale.PB 2 (9300-34800) + GP 4800
- TNGS Time Scale.PB 2 (9300-34800) + GP 4900
- TNGS Time Scale.PB 2 (9300-34800) + GP 5100
- TNGS Time Scale.PB 3 (15600-39100) + GP 5100
- TNGS Time Scale.PB 3 (15600-39100) + GP 5200
- TNGS Time Scale.PB 3 (15600-39100) + GP 5400
- TNGS Time Scale.PB 3 (15600-39100) + GP 5700
- TNGS Time Scale.PB 3 (15600-39100) + GP 6000

Select Item: Select Cancel Previous 10 141-150 of 171 Next 10

21. Please Provide The Detail For The Ex-Employee Such As (**Bank Name, Name As Per Bank Passbook, Account Number, IFSC Code, Door No, Address 1,Address 2,Pincode,District,Drawing Salary Through Web Payroll**)

Bank Name	Name as per bank	Account Number	IFSC_CODE	Door Number	Address1	Address2	District	Pin Code	Drawing Salary TI Type of
State Bank of India,Vvekanandhapuram	P Ponuswamy	11305911315	SBIN0003780	No1	Ganeshapuram		Kanyakumari	629159	Yes



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22. Select The **Retirement Type** From The List And Provide The Detail Such As **Date Of Retirement, Retirement Order number, Retirement Order Date,**

23. Select **Yes/No** Option For **Permitted To Retire, No Due/Objection Certificate**

24. Provide The Last Pay Drawn Detail Such As

6th Pay Commission: Basic/Duty Pay, Grade Pay, Special Pay, Personal Pay (At That Time Of Retirement)

Or

7th Pay Commission: Basic/Duty Pay, Special Pay (At That Time Of Retirement)

Special /Personal Pay: If Applicable (Provide only if Applicable)

The screenshot shows an Excel spreadsheet with the following data:

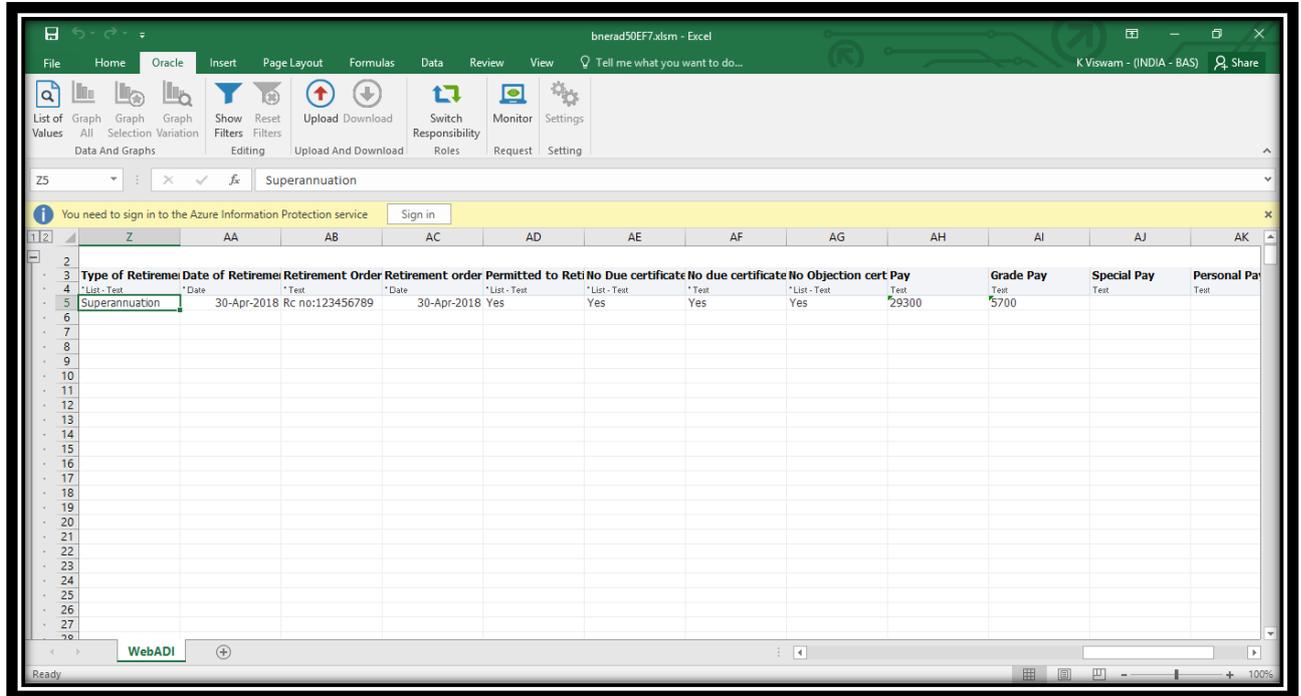
Type of Retirement	Date of Retirement	Retirement Order No	Retirement order Date	Permitted to Retire	No Due certificate	No objection certificate	Grade Pay	Special Pay	Personal Pay
Superannuation	30-Apr-2018	Rc no:123456789	30-Apr-2018	Yes	Yes	Yes	29200	5700	

The screenshot shows an Excel spreadsheet with the following data:

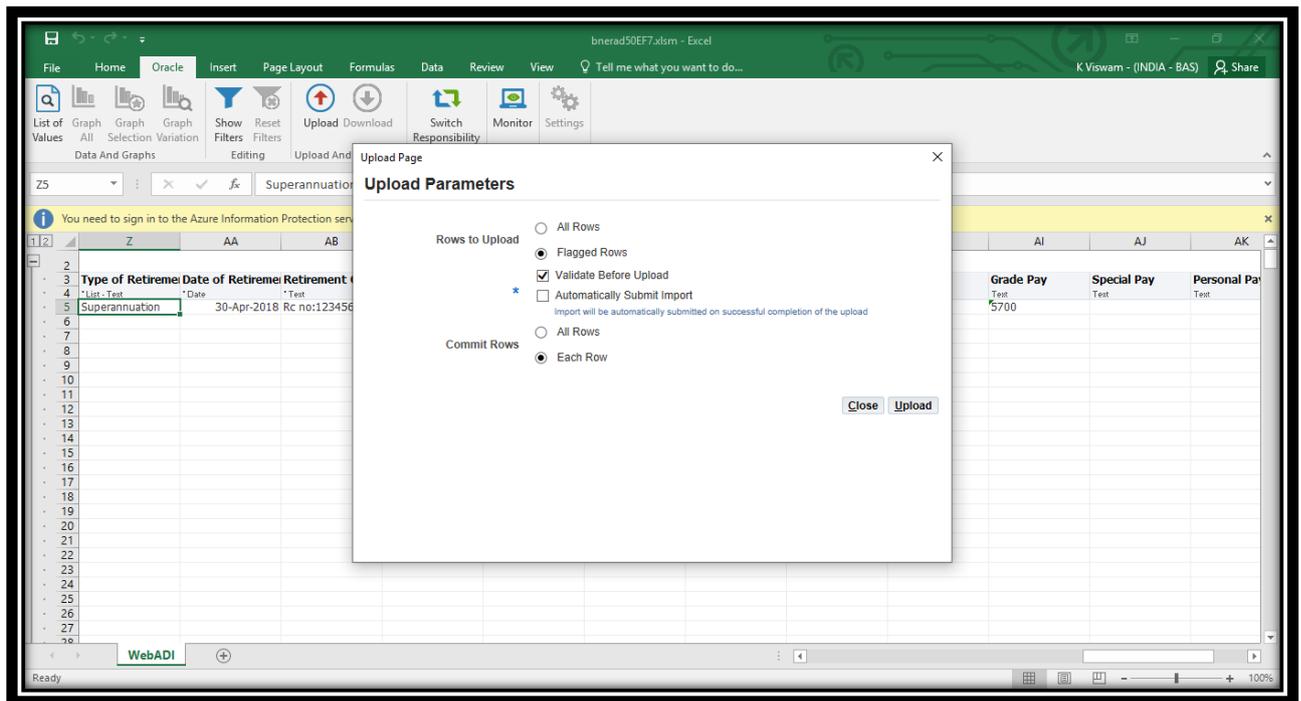
No due certificate	No Objection certificate	Pay	Grade Pay	Special Pay	Personal Pay	NQS Years	NQS Months	NQS Days	Messages

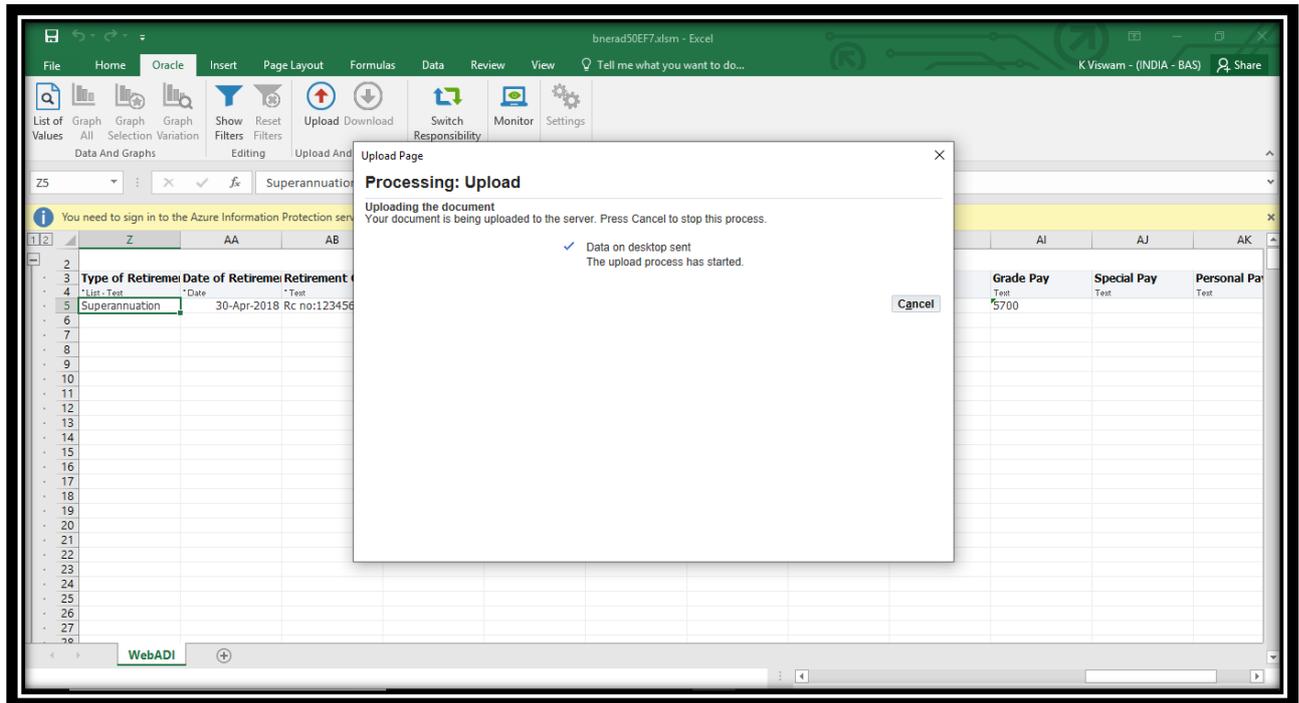
25. NQS Years, Months and Days are the Non-Qualifying Services. **If any of the Years/Months/Days are not qualified (Reason like Suspension) It should be Mentioned Here. Don't Mention the Total Qualifying Years.**

26. Click **“Oracle”** Option → **Upload Button** For Uploading The File



27. Select The Flagged Rows And Each Row → Upload Option





28. After Uploading The Document, We Need To Check The Basic Data And Also Employee Number In Ex-Employee List Detail Report

2.2.1 GTN Ex-Employee List Detail Report

For Downloading The Report, We Should Follow The Below Steps

Human Resource → Reports → GTN Ex-Employee List Detail Report → Action (Button)

1. Provide The Detail Such As **TO Code, DDO Code, Office Name**
2. Select The **Continue** Option
3. Finally Click The **Submit** Option
4. In Monitor Request, The Request Should Be Complete And Click **View Output** Option



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The screenshot shows the HRMS Suite for Government of TamilNadu interface. The top navigation bar includes a home icon, a star, a settings gear, and a user profile icon with the text "Logged In As 43030098343". Below the navigation bar is a menu with icons for Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and ..., and GTN Pay Service. The main content area is titled "HRMS Reports" and "SPF Reports". A "Submit Request Set" button is visible in the top right. The "HR_Reports" section displays a table with the following data:

Concurrent Program Name	Action
GTN Data Validation Report - Position Master Summary	
GTN Data Validation Report -Emp Master	
GTN Ex-Employee List Detail Report	
Group A and B Vacant For Long Time	
Husband and Wife In Service Report	
Last Pay Certificate Report	
List of Pending Non Vigilance Cases Report	
New Joinee of This Week Report	
Office Roles View Details	
Particulars of Employee Under Suspension Data	

At the bottom of the screenshot, a URL is visible: http://erpust.kanuvoolam.tn.gov.in:8000/OA_HTML/OA.jsp?page=/xgtn/oracle/apps/per/search/webui/XxgtnEmployeeSear...

The screenshot shows the "Schedule Request: Define" form in the HRMS Suite. The top navigation bar is identical to the previous screenshot. The main content area is titled "HRMS Reports" and "SPF Reports". A progress bar at the top indicates the current step is "Define", with "Review" as the next step. The form includes the following fields:

- Program Name: GTN Ex-Employee List Detail Report
- Description: GTN Ex-Employee List Detail Report
- Parameters: Layout
- Effective Date(DD-MON-YYYY): 28-APR-2020
- TOCODE: 0908
- OLD DDO CODE: SBS92
- Office Name: [Searchable field]
- Employee Number: [Searchable field]

Buttons for "Manage Schedule", "Cancel", and "Continue" are located at the top right of the form area.



The screenshot shows the 'Schedule Request: Review' page in the HRMS system. The page has a dark blue header with navigation icons for Home, Employee Profile, Transfer and Postings, Disciplinary Actions, Leave Process, Employee Bills and ..., and GTN Pay Service. Below the header, there are tabs for 'HRMS Reports' and 'SPF Reports'. A progress bar at the top indicates the current step is 'Review', with 'Define' as the previous step. The main content area is titled 'Schedule Request: Review' and includes several sections: 'Name' (with fields for Concurrent Program Name, Request Name, and Operating Unit, all set to 'GTN Ex-Employee List Detail Report'), 'Language Settings' (with a table for Language, Territory, and Numeric Character Sort), 'Inspect MDS Contents' button, and 'Parameters' (with fields for Effective Date, TOCODE, OLD DDO CODE, and Office Name).

Language	Territory	Numeric Character Sort
American English	United States	Binary Sort

Effective Date(DD-MON-YYYY)	28-APR-2020
TOCODE	0908
OLD DDO CODE	SB592
Office Name	

This screenshot is identical to the one above, but it includes an 'Information' popup dialog box. The popup message reads: 'Your request for GTN Ex-Employee List Detail Report has been scheduled. The Request ID is 17903770'. There is an 'OK' button at the bottom right of the popup. The background content is dimmed.



Submit Request Set

HR_Reports

Rows 1 to 30

Concurrent Program Name	Action
Additional Charge Details Report	
Adi Dravidar and Tribal Welfare Representation SCST Annual Return Report	
Annual Confidential Report	
Annual Return on Representation of Community	
Awards - Ashoka Chakara, Kirti Chakara-Recommendation For Gallantry Award	
Compassionate Ground Appointment Report	
Compulsory Retirement Review Cases	
Compulsory Retirement of Employee Report	
Compulsory Wait Report	
Continuation/Conversion of Temporary Post	

Inspect MDS Contents

Monitor Request Status

Request Number	Program Name	Request Status	Completion Status	Request Date	Completion Date	Output	View
17903770	GTN Ex-Employee List Detail Report	Normal	Completed	28-Apr-2020	28-Apr-2020	View Output	View Details

Inspect MDS Contents

Submit Request Set

HR_Reports

Rows 1 to 30

Concurrent Program Name	Action
Additional Charge Details Report	
Adi Dravidar and Tribal Welfare Representation SCST Annual Return Report	
Annual Confidential Report	
Annual Return on Representation of Community	
Awards - Ashoka Chakara, Kirti Chakara-Recommendation For Gallantry Award	
Compassionate Ground Appointment Report	
Compulsory Retirement Review Cases	
Compulsory Retirement of Employee Report	
Compulsory Wait Report	
Continuation/Conversion of Temporary Post	

Inspect MDS Contents

Monitor Request Status

Request Number	Program Name	Request Status	Completion Status	Request Date	Completion Date	Output	View
17903770	GTN Ex-Employee List Detail Report	Normal	Completed	28-Apr-2020	28-Apr-2020	View Output	View Details

Inspect MDS Contents



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GTN_Ex_Employee_List_Detail_Re_280420.xls - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... K Visvam - (INDIA - BAS) Share

Clipboard Font Alignment Protection Number Styles Cells Editing

A1 Employee List View Details Report--

You need to sign in to the Azure Information Protection service [Sign in](#)

SNO	User Name	Employee Number	Full Name	GPF CPS Number	User Person Type	Hire Date	Emp Retirement Type	Emp Retirement Date	Assignment Status	Assignment Start Date	Employee Type	Tocode	Office Na
1	43030099265	43030099265	Rajeswari T	146251/EDN	Ex-employee	2-Nov-98	Superannuation	30-Jun-19	Terminate Assignment	1-Jul-19	TN GOVT SERVNT	908	GOVERNMENT HIGHER SECOND

GTN_Ex_Employee_List_Detail_Re

Ready 100%