

# USER MANUAL

(PENSION MONITORING SYSTEM)

Central water commission

**[Organization Admin]**

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1. **Home Page** - Put the “URL” then the page will be redirected to the following screen is given below.

- You can find any contact from contact list and see circular.

You can search pension status with search option. Select all or name or PPO no. from dropdown, Enter Name or PPO No., Select division, Select Status from dropdown. After, click on “search” button, search result will be shown on home page to the following screen is given below.

A) Status of old Pension Scheme(Except Family Pension)

S.No.	Name of the Employee/Pensioner	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases	Whether Verified service com
			Mobile No	Email Id	Present Residential Address		
1	K. Krishna Kumar	08 December, 2018	9876543210	abcdefgh@gmail.com	36, Anand Bhawan, 1st Street, Velacherry, Thiruvananthapuram, Kerala, Pin - 662558	Lower Brahmaputra Division, Jalpaiguri India	Yes

## 2. Login –

- Click on “**login button**” on the right side of home page,
- Login popup will be redirected to the following screen is given below.

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
India

Home

Login

**Login**

Username/Email \*

Username or Email

Password \*

Password

Type the Characters:

Enter Captcha

56196

Login

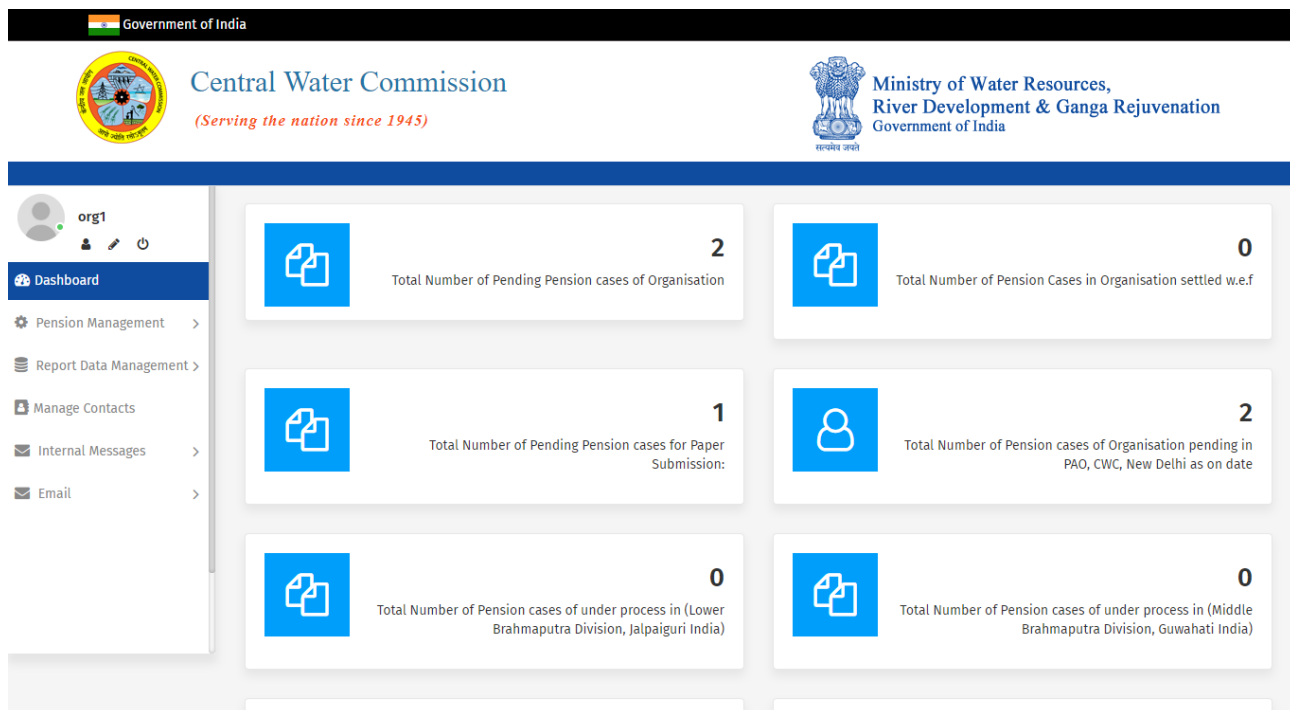
Contact Details

Search Your Pension Status

- Enter username/email, password and type the same characters which given in blue box).
- After enter the login details, click on “login” button, page will be redirected to admin portal of the pension monitoring system.

3. **Admin Portal** – After open the page, you can see various tab in the left side menu bar on dashboard. The following screen is given below.

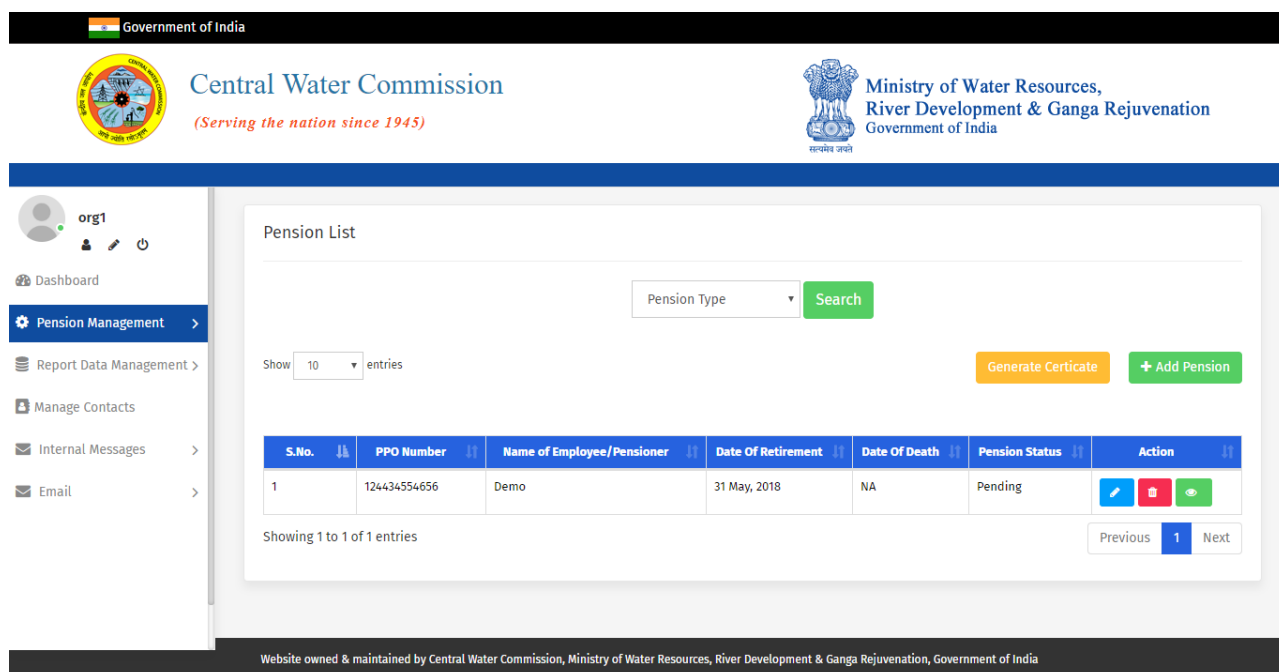
There are sixtab- (3.1) Dashboard (3.2) Pension Management (3.3) Report Data Management (3.4) Manage Contacts (3.5) Internal Message (3.6) Email



3.1 **Dashboard** –User can see total number of - pending pension cases of CWC, pension cases in CWC settled, pension cases pension in PPO CWC, new Delhi as on date etc. on dashboard of the pension monitoring system.

3.2 **Pension Management** –Click on “Pension Management” in left side menu bar. You will see pension list under pension management.

**Pension List** –Click on “pension list” sub tab under pension management to following screen is given below.



User can see all list of pension list and take an action (like- edit, view and delete). And also can search to pension with select the pension type from dropdown. The search result will be shown on pension list page.

User can generate the pension certificate. Click on “Generate Certificate” button and pension certificate will be generated successfully.

**Add Pension** –Click on “Add Pension” button to the following screen is given below. After open the page,

➤ First, user will select to pension details type.

Pension details are four type- **A) Status of Pending Old Pension Scheme (Except Family Pension).**


**B) Status of Pending Old Pension Scheme (Only Family Pension).**

**C) Status of Pending New Pension Scheme (Except Family Pension).**


**D) Status of Pending New Pension Scheme (Only Family Pension).**

All type of pension details are described in field structure below.

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Government of India

org1

Dashboard

**Pension Management**

Report Data Management

Manage Contacts

Internal Messages

Email

**Add Pension Details**

Select Type \*

Status Of Pending old Pension Scheme(Except Family Pension)

A) Status Of Pending old Pension Scheme(Except Family Pension)

Name of the Organisation \*

Select Organisation

Name of the division dealing the pension cases \*

Select Division

Name of the Employee/Pensioner \*

Name of the Employee/Pensioner

Whether pension paper has been submitted \*

Select Pension Paper Status

Date of Retirement \*

dd-mm-yyyy

Mobile No \*

Mobile No

Email Id

Email Id

Gender \*

Select gender

Aadhar No.

Aadhar No.

PAN No. \*

PAN No.

Relationship With Pensioner \*

Select relation

Whether Annual Verification of service book completed \*

Select Status

Whether the case is pending with PAO(YES/No) \*

Select Status

PPO Number if issued

PPO No.

Present Residential Address \*

Present Residential Address

If PPO no. is yet to be issued, the status of pension papers

status of pension papers

Whether terminal benefits granted(Provide specific details w.r.t DCRG, CVP etc) \*

details

Remarks

Remarks

☐ \* It is certified that the above updated status has the approval of Chief Engineer of this Organisation.

**Add Pension Details**

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**A) Status of Pending Old Pension Scheme (Except Family Pension) -**

Sr. No.	Action	Help
1.	<b>Name of the Employee/Pensioner</b>	Enter the full name of the employee/pensioner. This field is mandatory.
2.	<b>Date of Retirement</b>	Enter date of retirement of the employee/pensioner. This field is mandatory.
3.	<b>Mobile No.</b>	Enter mobile no. of the employee. This field is mandatory.
4.	<b>Email ID</b>	Enter email Id of the employee/pensioner. This field is mandatory.
5.	<b>Gender</b>	Select gender of the employee/pensioner from dropdown. This field is mandatory.
6.	<b>Relationship With Pensioner</b>	Select relationship with the employee/pensioner from dropdown. This field is mandatory.
7.	<b>Name of the division dealing the pension cases</b>	Select Name of the division from dropdown. This field is mandatory.
8.	<b>Pension Status</b>	Select pension status (pending or settled) from dropdown of the pensioner from dropdown. This field is mandatory.
9.	<b>Whether Annual Verification of service book completed</b>	Select "Yes or No" from dropdown for Annual Verification of service book completed.
10.	<b>Whether the case is pending with PAO(YES/No)</b>	Select "Yes or No" from dropdown for case is pending with PAO. This field is mandatory.
11.	<b>PPO No. If issued</b>	Enter PPO Number, if PPO number has issued. This field is mandatory.
12.	<b>Present Residential Address</b>	Enter present residential address with pincode of the employee/pensioner. This field is mandatory.
13.	<b>If PPO no. is yet to be issued, the status of pension papers</b>	Enter status of pension papers, if PPO no is yet to be issued. This field is mandatory.
14.	<b>Whether terminal benefits granted(Provide specific details w.r.t DCRG, CVP etc)</b>	Enter details, if terminal benefits granted to employee/pensioner (Like-DCRG, CVP etc.)
15.	<b>Remarks</b>	Enter remarks about pension details of the employee/pensioner.

**B) Status of Pending Old Pension Scheme (Only Family Pension) -**

Sr. No.	Action	Help
1.	<b>Name of the Employee/Pensioner</b>	Enter the full name of the employee/pensioner. This field is mandatory.
2.	<b>Date of Death</b>	Enter date of death of the employee/pensioner. This field is mandatory.
3.	<b>Name of the family member eligible for pension.</b>	Enter family name of the employee/pensioner. This field is mandatory.
4.	<b>Mobile No.</b>	Enter mobile no. of the employee. This field is mandatory.
5.	<b>Email ID</b>	Enter email Id of the employee/pensioner. This field is mandatory.
6.	<b>Gender</b>	Select gender of the employee/pensioner from dropdown. This field is mandatory.
7.	<b>Relationship With Pensioner</b>	Select relationship with the employee/pensioner from

		dropdown. This field is mandatory.
8.	<b>Name of the division dealing the pension cases</b>	SelectName of the division from dropdown. This field is mandatory.
9.	<b>Pension Status</b>	Select pension status (pending or settled) from dropdown of the pensioner from dropdown. This field is mandatory.
10.	<b>Whether the case is pending with PAO(YES/No)</b>	Select “Yes or No” from dropdown for case is pending with PAO. This field is mandatory.
11.	<b>PPO No. If issued</b>	Enter PPO Number, if PPO number has issued. This field is mandatory.
12.	<b>Present Residential Address</b>	Enter present residential address with pincode of the employee/pensioner. This field is mandatory.
13.	<b>If PPO no. is yet to be issued, the status of pension papers</b>	Enter status of pension papers, if PPO no is yet to be issued. This field is mandatory.
14.	<b>Whether terminal benefits granted(Provide specific details w.r.t DCRG, CVP etc)</b>	Enter details, if terminal benefits granted to employee/pensioner (Like-DCRG, CVP etc.)
15.	<b>Remarks</b>	Enter remarks about pension details of the employee/pensioner.

#### C) Status of Pending New Pension Scheme (Except Family Pension) -

Sr. No.	Action	Help
1.	<b>Name of the Employee/Pensioner</b>	Enter the full name of the employee/pensioner. This field is mandatory.
2.	<b>Date of Retirement</b>	Enter date of retirement of the employee/pensioner. This field is mandatory.
3.	<b>Mobile No.</b>	Enter mobile no. of the employee. This field is mandatory.
4.	<b>Email ID</b>	Enter email Id of the employee/pensioner. This field is mandatory.
5.	<b>Gender</b>	Select gender of the employee/pensioner from dropdown. This field is mandatory.
6.	<b>Relationship With Pensioner</b>	Select relationship with the employee/pensioner from dropdown. This field is mandatory.
7.	<b>Name of the division dealing the pension cases</b>	SelectName of the division from dropdown. This field is mandatory.
8.	<b>Pension Status</b>	Select pension status (pending or settled) from dropdown of the pensioner from dropdown. This field is mandatory.
9.	<b>Whether the case is pending with PAO(YES/No)</b>	Select “Yes or No” from dropdown for case is pending with PAO. This field is mandatory.
10.	<b>Present Residential Address</b>	Enter present residential address with pincode of the employee/pensioner. This field is mandatory.
11.	<b>Status of Terminal Benefit If Not Granted.</b>	Enter status of terminal benefit, if not granted. This field is mandatory.
12.	<b>Weather withdrawal request submitted to NSDL</b>	Enter Status, weather withdrawal request submitted to NSDL. This field is mandatory.
13.	<b>Whether terminal benefits granted(Provide specific details w.r.t DCRG, CVP etc)</b>	Enter details, if terminal benefits granted to employee/pensioner (Like-DCRG, CVP etc.)
14.	<b>Remarks</b>	Enter remarks about pension details of the employee/pensioner.


#### D) Status of Pending New Pension Scheme (Only Family Pension) -





Sr. No.	Action	Help
1.	Name of the Employee/Pensioner	Enter the full name of the employee/pensioner. This field is mandatory.
2.	Date of Death	Enter date of death of the employee/pensioner. This field is mandatory.
3.	Mobile No.	Enter mobile no. of the employee. This field is mandatory.
4.	Email ID	Enter email Id of the employee/pensioner. This field is mandatory.
5.	Gender	Select gender of the employee/pensioner from dropdown. This field is mandatory.
6.	Relationship With Pensioner	Select relationship with the employee/pensioner from dropdown. This field is mandatory.
7.	Name of the division dealing the pension cases	Select Name of the division from dropdown. This field is mandatory.
8.	Pension Status	Select pension status (pending or settled) from dropdown of the pensioner from dropdown. This field is mandatory.
9.	Whether the case is pending with PAO(YES/No)	Select "Yes or No" from dropdown for case is pending with PAO. This field is mandatory.
10.	Present Residential Address	Enter present residential address with pincode of the employee/pensioner. This field is mandatory.
11.	Status of Terminal Benefit If Not Granted.	Enter status terminal benefit, if not granted. This field is mandatory.
12.	Weather withdrawal request submitted to NSDL	Enter Status, weather withdrawal request submitted to NSDL. This field is mandatory.
13.	Whether terminal benefits granted(Provide specific details w.r.t DCRG, CVP etc)	Enter details, if terminal benefits granted to employee/pensioner (Like-DCRG, CVP etc.)
14.	Remarks	Enter remarks about pension details of the employee/pensioner.


**3.3 Report Data Management** – Click on “Report Data Management” in left side menu bar. After click, there are three sub tabs under report data management.

**(1) Pension Reports** - User can generate report for all pension details and also download in excel. User will select type and click on “generate” button. After open the page, can see generated report (the following screen is given below) and download to generated report in word or PDF or excel sheet with click on “download” button and report will be downloaded.

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 org1  
 Dashboard  
 Pension Management  
**Report Data Management**  
 Pension Reports  
 Historical Data  
 Retirement Data  
 Manage Contacts  
 Internal Messages  
 Email

### Report List

Select Type  
 Select Organisation  
 Generate

Download Word  
 Download PDF  
 Download Excel

**Organisation Name:** CWC(HQ) - Training Dte., New Delhi India **Status On date:** 05 August 2018

It is certified that no pension case in respect of "CWC(HQ) - Training Dte., New Delhi India" is pending either with PAO or with this organization/office as on 05 August, 2018.

**Organisation Name:** Brahmaputra and Barak Basin Organisation, Guhawati **Status On date:** 05 August 2018

**A) Status Of Pending old Pension Scheme(Except Family Pension)**

S.No.	Name of the Employee/Pensioner	Pension Status	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases	Whether Annual Verification of service book completed	Whether is pend PAO(Y/N)
				Mobile No, Email Id, PAN No., Aadhar No.	Present Residential Address	Whether pension paper has been submitted			
1	test employee	Pending	01 July, 2033	9898988798 testemployee@gmail.com aaaaaaaaa123 2222222222222222	dfgdhfdh	Lower Brahmaputra Division, Jalpaiguri India	No	Yes	Y

**(2) Historical Data**—Click on “Historical Data” sub tab under Report Data Management in left side menu bar, the following screen is given below.

The screenshot shows the Central Water Commission portal. The left sidebar contains a menu with 'Report Data Management' expanded, showing 'Historical Data' as the selected option. The main content area is titled 'History Data'. It features a 'Select Organisation' dropdown menu, a date input field in 'dd-mm-yyyy' format, and a 'Generate' button. Below these are three download buttons: 'Download Word', 'Download PDF', and 'Download Excel'. The report title is 'Organisation Name: CWC(HQ) - Training Dte., New Delhi India' with a 'Status On: Date :2018-08-05'. A sub-header reads 'A) Status Of Pending old Pension Scheme(Except Family Pension)'. The data is presented in a table with columns for S.No., Name of the Employee/Pensioner, Pension Status, Date of Retirement, Mobile No., Email Id, Aadhar No., PAN No., Present Residential Address, and Name of the division dealing the pension cases. One record is shown for K. Krishna Kumar, with a pending status and retirement date of 08 December, 2018.

S.No.	Name of the Employee/Pensioner	Pension Status	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases
				Mobile No	Email Id, Aadhar No., PAN No.	Present Residential Address	
1	K. Krishna Kumar	Pending	08 December, 2018	9876543210	abcdefgh@gmail.com,1234567890123456,CBSPK8180N	36, Anand Bhawan, 1st Street, Velacherry, Thiruvananthapuram, Kerala, Pin - 662558	Lower Brahmaput Division, Jalpaiguri

After open the page, select organization from drop down and enter date. Click on “Generate” button, report will be shown on historical data page. You can download to generated report in word or PDF or excel sheet.

**(3) Retirement Data** - Click on “Retirement Data” sub tab under Report Data Management in left side menu bar, the following screen is given below.

The screenshot shows the Central Water Commission portal with 'Retirement Data' selected in the left sidebar. The main content area is titled 'Retirement List'. It includes dropdowns for 'CWC(HQ) - Training D' and 'Lower Brahmaputra', a 'From Date' field set to '01-08-2018', a 'To Date' field set to '04-08-2018', and a 'Generate' button. Download buttons for 'Word', 'PDF', and 'Excel' are also present. A footer note states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

After open the page, select organization name from drop down, select division from drop down and enter the date. Click on “Generate” button, report will be shown on retirement data page. You can download to generated report in word or PDF or excel sheet.

### 3.4 **Manage Contact** –Click on “Manage Contact” in the left side menu bar. The following screen is given below.

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River Development & Ganga Rejuvenation  
Government of India

org1

Dashboard

Pension Management >

Report Data Management >

**Manage Contacts**

Internal Messages >

Email >

Contact List

Enter Name Enter designation Select Organization Select Division Search

Show 10 entries + Add Contact

S.No.	Role	Name	Designation	Office Name	Email Id	Office Address	Mobile No.	Action
1	Super Admin (HRM Wing)	atul kumar yadav	super admin	central water commission	contact@gmail.com	206 rk puram	9838365055	

Showing 1 to 1 of 1 entries

Previous 1 Next

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After open the page, you can see all list of contact and take an action (like- edit, view and delete). You can search the contact list with search option (Enter Name of contact person or designation or select organization or select division) and click on search button. The search result will be shown on contact list page.

### **Add Contact** –Click on “Add Contact” button. The page will be redirected to following screen is given below-

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River Development & Ganga Rejuvenation  
Government of India

org1

Dashboard

Pension Management >

Report Data Management >

**Manage Contacts**

Internal Messages >

Email >

Add Contact

User Role \*  
Select Role

Designation \*  
Designation

Email id \*  
Email id

Landline No. \*  
Landline No.

Organization Name \*  
Select Organization

Name \*  
Name

Office Name \*  
Office Name

Office Address \*  
Office Address

Mobile No. \*  
Mobile No.

Division Name \*  
Select Division

Add Contact


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Add contact fields are given in table structure-


Sr. No.	Action	Help
1.	<b>Name</b>	Enter the full name of the contact person. This field is mandatory.
2.	<b>Designation</b>	Enter designation of the contact person. This field is mandatory.
3.	<b>Office Name</b>	Enter office name of the contact person. This field is mandatory.
4.	<b>Email Id</b>	Enter email Id of the contact person. This field is mandatory.
5.	<b>Office Address</b>	Enter office address of the contact person, where he posted. This field is mandatory.
6.	<b>Landline No.</b>	Enter Landline no. of the contact person. This field is mandatory.
7.	<b>Mobile No.</b>	Enter Mobile no. of the contact person. This field is mandatory.
8.	<b>Devison Name</b>	Select devison name from dropdown. This field is mandatory.
9.	<b>Organization Name</b>	Select organization name from dropdown. This field is mandatory.

After fill the all fields, click on “**add contact button**”, and contact person will be added successfully.


**3.5 Internal Message** –Click on “internal message” in the left side menu bar. The page will be redirected on the following screen is given below.



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River Development & Ganga Rejuvenation  
Government of India

Dashboard

Pension Management >

Report Data Management >

Manage Contacts

**Internal Messages**

Inbox

Outbox

Email >

Inbox

abc@test.com Search

Compose Message



Show 10 entries

S. No.	From	Subject	Date	Action
1	atulyadavmca@gmail.com	organization test message	13 July, 2018 11:28 AM	<span>View</span> <span>Delete</span>
2	abc@test.com	Super admin	13 July, 2018 11:50 AM	<span>View</span> <span>Delete</span>
3	atulyadavmca@gmail.com	38 mb file	13 July, 2018 03:58 PM	<span>View</span> <span>Delete</span>
4	atulyadavmca@gmail.com	38 mb file	13 July, 2018 03:59 PM	<span>View</span> <span>Delete</span>

There are two category- (1) Inbox (2) Outbox.

- (1) **Inbox** - Click on “**Inbox button**” under Internal Message in the left side menu bar. The page will be redirected on the following screen is given below-

The screenshot shows the Central Water Commission website header with the Government of India logo and the Ministry of Water Resources. The left sidebar menu includes Dashboard, Pension Management, Report Data Management, Manage Contacts, Internal Messages (selected), and Email. The Internal Messages sub-menu shows Inbox and Outbox. The main content area is titled 'Inbox' and features a search bar with 'abc@test.com' and a 'Search' button. A 'Compose Message' button is in the top right. Below the search bar, it says 'Show 10 entries'. A table lists the messages:

S. No.	From	Subject	Date	Action
1	abc@test.com	Super admin	13 July, 2018 11:50 AM	 

Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- User can see all list of received message, and take an action (like- view and delete). And also search the message with search option (like- Enter email id in the search box). Search result will be shown on page.
- User can compose new message. Click on “**Compose Message**” button. The page will be redirected to the following screen is given below.

The screenshot shows the Central Water Commission website header. The left sidebar menu is the same as the previous screenshot. The main content area is titled 'Compose'. It features a dropdown menu for 'Super Admin (HRM Wing)', a text input field with 'test', and a rich text editor with 'test message'. Below the text editor, it says 'Attach File (only jpg, png, pdf, gif, zip, csv, excel, doc files allowed)' and 'Choose File' with 'No file chosen'. A 'Send' button is in the bottom right. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- After open the compose page, select user from dropdown, enter subject, enter text message and attach a document.
- After fill the all fields, click on “**Send**” button and message will be send successfully.

- (2) **Outbox**-Click on outbox button under internal message in left side menu bar. The following screen is given below.-

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Government of India

Dashboard  
User Management  
Master Data Management >  
Pension Management >  
Report Management  
Manage Contacts  
Internal Messages >  
Inbox  
Outbox  
Email >  
What's New

Outbox

division@gmail.com Search Compose Message

Show 10 entries

S. No.	To	Subject	Date	Action
1	division@gmail.com	test message	12 July, 2018 10:18 AM	
2	division@gmail.com	division admin test	12 July, 2018 04:15 PM	

Showing 1 to 2 of 2 entries Previous 1 Next

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- User can see all list of send message, and take an action (like- view and delete). And also search the message with search option (like- Enter email id in the search box). Search result will be shown on page.
- User can compose new message. Click on **“Compose Message”** button. We have described in above.

### 3.6 **Email** –Click on **“Mail”** in the left side menu bar. There are two category - (1) Send Mail and (2) Send SMS.

- (1) **Send Mail** –User can send email to other person. And can see all list of send email. User can search the send email with search option (like- enter email id). And also take an action with view and delete.

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Government of India

Dashboard  
User Management  
Master Data Management >  
Pension Management >  
Report Management  
Manage Contacts  
Internal Messages >  
Email >  
Send Mail  
Send SMS  
What's New

Mail List

admin@gmail.com atulyadavmca@gmail.co Search Compose

Show 10 entries

S. No.	From	To	Subject	Date	Action
1	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Subject	11 June, 2018 06:51 PM	
2	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Lorem Ipsum	11 June, 2018 07:01 PM	
3	admin@gmail.com	atulyadavmca@gmail.com	test	13 June, 2018 10:47 AM	
4	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Email	13 June, 2018 03:05 PM	
5	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	CWC Pension Test	13 June, 2018 03:46 PM	
6	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Subject	13 June, 2018 03:49 PM	

Showing 1 to 6 of 6 entries Previous 1 Next

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- User can send the email, Click on **“Compose”** button, the page will be redirected to the following screen is given below.

The screenshot shows the 'Compose' email interface. At the top, there is a header with the Government of India logo, Central Water Commission logo, and Ministry of Water Resources, River Development & Ganga Rejuvenation logo. The left sidebar contains a menu with options: Dashboard, Pension Management, Report Data Management, Manage Contacts, Internal Messages, and Email (selected). The main content area is titled 'Compose' and includes a 'Select email Id' dropdown, a 'Subject' field, a rich text editor with formatting options (bold, italic, underline, text color, background color, font family, font size, bulleted list, numbered list, link, unlink), and an 'Attach File' section with a 'Choose File' button and a 'No file chosen' message. A 'Send' button is at the bottom right. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- After open the compose page, user will select email Id and write subject of mail and mail text. User can also attach the any file.
- After, click on **“Send” Button**. Email will send successfully.

- (2) **Send SMS** –Click on **“Send SMS”** under **Email** in the left side menu bar. After open the page, can see all list of send sms.And also can search the list of send sms with search option (like- enter mobile number in search box). The search result will be shown on screen.

The screenshot shows the 'SMS List' interface. At the top, there is a header with the Government of India logo, Central Water Commission logo, and Ministry of Water Resources, River Development & Ganga Rejuvenation logo. The left sidebar contains a menu with options: Pension Management, Report Data Management, Manage Contacts, Internal Messages, and Email (selected). The main content area is titled 'SMS List' and includes a search box with the text '95XXXXXX68' and a 'Search' button. A 'Send SMS' button is at the top right. Below the search box, there is a 'Show 10 entries' dropdown. The main content area displays a table with the following data:

S. No.	Mobile Number	Message	Date	Action
1	9540431268	hi	13 June,2018 04:22 PM	
2	9540431268	hello this is demo sms.	14 June,2018 11:07 AM	
3	9540431268	test message	15 June,2018 10:09 AM	

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- Click on **“Send SMS”** button, the page will be redirected to the following screen is given below-

The screenshot shows the 'Send SMS' page of the Central Water Commission portal. The header includes the Government of India logo, the Central Water Commission logo with the tagline '(Serving the nation since 1945)', and the Ministry of Water Resources, River Development & Ganga Rejuvenation logo. The left sidebar contains a user profile for 'org1' and a menu with options: Dashboard, Pension Management, Report Data Management, Manage Contacts, Internal Messages, and Email. The main content area is titled 'Send SMS' and features a dropdown menu for 'Select User', a text input field for 'Enter your message here', and a blue 'Send' button. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- After open the page, Select users from dropdown and enter text sms.
- After fill the fields, Click on **“Send”** button. And sms will be send successfully.

4. **Admin Profile**-User can change your profile.Click on **“Edit Icon (✎)”** in left side. Edit profile page will be redirected to the following screen is given below.

The screenshot shows the 'Edit Profile' page of the Central Water Commission portal. The header and left sidebar are identical to the previous screenshot. The main content area is titled 'Edit Profile' and contains a profile picture placeholder with an 'Edit image' button. Below this are several form fields: 'User Role' (dropdown menu showing 'Organization Admin'), 'Full Name' (text input with 'org'), 'Mobile No.' (text input with '91XXXXXXX'), 'Email' (text input with 'abc@test.com'), and 'Organization Name' (dropdown menu showing 'CWC(HQ) - Training Dte., New Delhi India'). Below these fields is a section titled 'Create User Name and Password' with 'User Name' (text input with 'org1'), 'Confirm New Password' (text input with 'Confirm Password'), 'Create New Password' (text input with 'Password'), and 'User Status' (dropdown menu showing 'Active'). A blue 'Update User' button is at the bottom. The footer is the same as the previous screenshot.

- After open the page, user can change the data in fields and update the changes.



# USER MANUAL

(PENSION MONITORING SYSTEM)

Central water commission


**[Division Admin]**

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1. **Home Page** - Put the "URL" then the site will be redirected to the following screen is given below.

Government of India




**Central Water Commission**  
(Serving the nation since 1945)



Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

Home
Login



## Pension Monitoring System (Central Water Commission)

**Contact Details**

» View Contact List

**Circular**

» test circular

» test

**Search Your Pension Status**

Select Type

Select Division

Select Status

**Important Links**

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Disclaimer

Privacy Policy

Terms & Condition

Terms of Use


**Contact Us**

The Secretary  
Central Water Commission  
Room No-313(s), Sewa Bhawan , R.K. Puram  
New Delhi - 110066

Fax No - +91- 11-26195516  
Phone No - +91-11-2618232(0)

e-mail : secy-cwc[at]nic[dot]in  
grievance- cwc[at]nic[dot]in  
egovhelpdesk- cwc[at]nic[dot]in

**Reach us**



Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

- You can find any contact from contact list and see circular.

You can search pension status with search option. Select all or name or PPO no. from dropdown, Enter Name or PPO No., Select division, Select Status from dropdown. After, click on “search” button, search result will be shown on home page to the following screen is given below.

**Contact Details**

» View Contact List

**Circular**

Empty List

**Search Your Pension Status**

Name

Enter Name

Lower Brahmaputra I

Pending

A) Status of old Pension Scheme(Except Family Pension)

S.No.	Name of the Employee/Pensioner	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases	Whether Verified service com
			Mobile No	Email Id	Present Residential Address		
1	K. Krishna Kumar	08 December, 2018	9876543210	abcdefgh@gmail.com	36, Anand Bhawan, 1st Street, Velacherry, Thiruvananthapuram, Kerala, Pin - 662558	Lower Brahmaputra Division, Jalpaiguri India	Yes

## 2. Login –

- Click on “**login button**” on the right side of home page.
- Login popup will be redirected to the following screen is given below.

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
India

Home Login

**Login**

Username/Email \*

Username or Email

Password \*

Password

Type the Characters:

Enter Captcha 56196

Login

Contact Details Search Your Pension Status

- Enter username/email, password and type the same characters which given in blue box.
- After enter the login details, click on “login” button, page will be redirected to admin portal of the pension monitoring system.

3. **Admin Portal** –After open the page, user can see various tab in the left side menu bar on dashboard. The following screen is given below.  
There are six tab- (3.1) Dashboard (3.2) Report Data Management (3.3) Manage Contacts (3.4) Internal Message(3.5) Email (3.6) Circular


- 3.1 **Dashboard** -User can see total number of - pending pension cases of CWC, pension cases in CWC settled, pension cases pension in PPO CWC, New Delhi as on date etc. on dashboard of the pension monitoring system.


- 3.2 **Report Data Management** – Click on “**Report Data Management**”in left side menu bar.After click, there are three sub tabs under report data management.


**(1) Pension Reports** - User can generate report for all pension details and also download in excel. User will select type, organization from dropdown and click on “generate” button. After open the page, can see generated report (the following screen is given below) and download to generated report in word or PDF or excel sheet with click on “download” button and report will be downloaded.

S.No.	Name of the Employee/Pensioner	Pension Status	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases	Whether Annual Verification of service book completed	Whether the is pending PAO(YES/NO)
				Mobile No,Email Id, PAN No.,Aadhar No.	Present Residential Address	Whether pension paper has been submitted			
1	Demo	Pending	31 May, 2018	9540467890 demo@gmail.com 1874636645	sfdsf	CWC(HQ) Taining Division	Yes	Yes	Yes

**(2) Historical Data**—Click on “Historical Data” under Report Data Management in left side menu bar.The following screen is given below.

 Government of India


**Central Water Commission**  
*(Serving the nation since 1945)*


**Ministry of Water Resources,  
River Development & Ganga Rejuvenation**  
 Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages >

Email >

Generate Certificate

### History Data

CWC(HQ) - Training D

05-08-2018

Generate

Download Word

Download PDF

Download Excel


**Organisation Name:** CWC(HQ) - Training Dte., New Delhi India **Status On:** Date : 2018-08-05


**A) Status Of Pending old Pension Scheme(Except Family Pension)**


S.No.	Name of the Employee/Pensioner	Pension Status	Date of Retirement	Contact Details of the Pensioner			Name of the division dealing the pension cases
				Mobile No	Email Id, Aadhar No., PAN No.	Present Residential Address	
1	K. Krishna Kumar	Pending	08 December, 2018	9876543210	abcdefgh@gmail.com,1234567890123456,CBSPK8180N	36, Anand Bhawan, 1st Street, Velacherry, Thiruvananthapuram, Kerala, Pin - 662558	Lower Brahmaputra Division, Jalpaiguri India
			01				Lower Brahmaputra Division

After open the page, select organization from drop down and enter date. Click on “Generate” button, report will be shown on historical data page. You can download to generated report in word or PDF or excel sheet.

**(3) Retirement Data** - Click on “Retirement Data” sub tab under Report Data Management in left side menu bar, the following screen is given below.

 Government of India


**Central Water Commission**  
*(Serving the nation since 1945)*


**Ministry of Water Resources,  
River Development & Ganga Rejuvenation**  
 Government of India

User Management

Master Data Management >

Pension Management >

Report Data Management >

Pension Reports

Historical Data

Retirement Data

Manage Contacts

Internal Messages >

Email >

Circular

### Retirement List

CWC(HQ) - Training D

Lower Brahmaputra I

From Date: 01-08-2018

To Date: 04-08-2018

Generate

Download Word

Download PDF

Download Excel

After open the page, select organization name from drop down, select division from drop down and enter the date. Click on **“Generate”** button, report will be shown on retirement data page. You can download to generated report in word or PDF or excel sheet.

**3.2 Manage Contact** –Click on “Manage Contact” tab in the left side menu bar. The following screen is given below.

Government of India

**Central Water Commission**  
(Serving the nation since 1945)

**Ministry of Water Resources,  
River Development & Ganga Rejuvenation**  
Government of India

div1

Dashboard

Report Data Management >

**Manage Contacts**

Internal Messages >

Email >

Generate Certificate

**Contact List**

Enter Name Enter designation Select Organization Select Division Search

Show 10 entries + Add Contact

S.No.	Role	Name	Designation	Office Name	Email Id	Office Address	Mobile No.	Action
1	Super Admin (HRM Wing)	atul kumar yadav	super admin	central water commission	contact@gmail.com	206 rk puram	9838365055	

Showing 1 to 1 of 1 entries Previous 1 Next

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After open the page, you can see all list of contact and take an action (like- edit, view and delete). You can also search the contact list with search option (Enter Name of contact person, Enter designation, Select organisation from dropdown and select division) and click on search button. The search result will be shown on contact list page.

**Add Contact** –Click on “Add Contact” button. The page will be redirected onfollowing screen is given below-

Government of India

**Central Water Commission**  
(Serving the nation since 1945)

**Ministry of Water Resources,  
River Development & Ganga Rejuvenation**  
Government of India

div1

Dashboard

Report Data Management >

**Manage Contacts**

Internal Messages >

Email >

Generate Certificate

**Add Contact**

User Role \* Select Role

Name \* Name

Designation \* Designation

Office Name \* Office Name

Email id \* Email id

Office Address \* Office Address

Landline No. \* Landline No.

Mobile No. \* Mobile No.

Organization Name \* Select Organization

Division Name \* Select Division

Add Contact

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Add contact fields are given below in table structure-

Sr. No.	Action	Help
1.	<b>Name</b>	Enter the full name of the contact person. This field is mandatory.
2.	<b>Designation</b>	Enter designation of the contact person. This field is mandatory.
3.	<b>Office Name</b>	Enter office name of the contact person. This field is mandatory.
4.	<b>Email Id</b>	Enter email Id of the contact person. This field is mandatory.
5.	<b>Office Address</b>	Enter office address of the contact person, where he posted. This field is mandatory.
6.	<b>Landline No.</b>	Enter Landline no. of the contact person. This field is mandatory.
7.	<b>Mobile No.</b>	Enter Mobile no. of the contact person. This field is mandatory.
8.	<b>Devison Name</b>	Select devison name from dropdown. This field is mandatory.
9.	<b>Organization Name</b>	Select organization name from dropdown. This field is mandatory.

After fill the all fields, click on add **“contact button”**. And contact person will be added successfully.


**3.3 Internal Message** –Click on “internal message” in the left side menu bar. The page will be redirected on the following screen is given below.



Government of India



**Central Water Commission**  
(Serving the nation since 1945)



Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages

Inbox


Outbox

Email >

Generate Certificate

Inbox

Show 10 entries



S. No.	From	Subject	Date	Action
1	atulyadavmca@gmail.com	organization test message	13 July, 2018 11:28 AM	 
2	abc@test.com	Super admin	13 July, 2018 11:50 AM	 
3	atulyadavmca@gmail.com	38 mb file	13 July, 2018 03:58 PM	 
4	atulyadavmca@gmail.com	38 mb file	13 July, 2018 03:59 PM	 

There are two category- (1) Inbox (2) Outbox.



- (1) **Inbox** - Click on **"Inbox button"** under Internal Message in the left side menu bar. The page will be redirected on the following screen is given below-

The screenshot shows the 'Inbox' page of the Central Water Commission's internal messaging system. The header includes the Government of India logo, the Central Water Commission logo with the tagline '(Serving the nation since 1945)', and the Ministry of Water Resources, River Development & Ganga Rejuvenation logo. The left sidebar shows the user 'div1' and a menu with options: Dashboard, Report Data Management, Manage Contacts, Internal Messages (selected), Email, and Generate Certificate. The 'Internal Messages' dropdown is open, showing 'Inbox' and 'Outbox'. The main content area is titled 'Inbox' and features a search bar with 'abc@test.com' and a 'Search' button. A 'Compose Message' button is in the top right. Below the search bar, it says 'Show 10 entries'. A table lists the messages:

S. No.	From	Subject	Date	Action
1	abc@test.com	Super admin	13 July, 2018 11:50 AM	 

Below the table, it says 'Showing 1 to 1 of 1 entries'. Navigation buttons 'Previous', '1', and 'Next' are at the bottom right. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- **User can see all list of received message**, and take an action (like- view and delete). And also search the message with search option (like- Enter email id in the search box). Search result will be shown on page.
- User can compose new message. Click on **"Compose Message" button**. The page will be redirected on the following screen is given below.

The screenshot shows the 'Compose' page of the Central Water Commission's internal messaging system. The header and left sidebar are identical to the previous screenshot. The main content area is titled 'Compose' and features a 'Select User' dropdown menu. Below it is a text input field containing 'test'. A rich text editor toolbar is visible, showing options for bold, italic, underline, text color, background color, and font family (Fira Sans). The text area contains 'test message...'. Below the text area, there is an 'Attach File' section with a note: 'Attach File (only jpg, png, pdf, gif, zip, csv, excel, doc files allowed)'. A 'Choose File' button is present, and the status 'No file chosen' is displayed. A 'Send' button is at the bottom right. The footer states: 'Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India'.

- After open the compose page, select user from dropdown, enter subject, enter text message and attach a document.
- After fill the all fields, click on **"Send"** button and message will be send successfully.

- (2) **Outbox**—Click on outbox button under internal message in left side menu bar. The following screen is given below.-

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages >

Inbox

Outbox

Email >

Generate Certificate

Outbox

division@gmail.com Search Compose Message

Show 10 entries

S. No.	To	Subject	Date	Action
1	division@gmail.com	test message	12 July, 2018 10:18 AM	
2	division@gmail.com	division admin test	12 July, 2018 04:15 PM	

Showing 1 to 2 of 2 entries

Previous 1 Next

Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

- User can see all list of send message, and take an action (like- view and delete). And also search the message with search option (like- Enter email id in the search box). Search result will be shown on page.
- User can compose new message. Click on “**Compose Message**” button. We have been described in above.

### 3.4 **Email**—Click on “Mail” in the left side menu bar. There are two category - (1) Send Mail and (2) Send SMS.

- (1) **Send Mail**—User can send email to other person. And can see all list of send email. User can search the send email with search option (like- enter email id). And also take an action with view and delete.

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages >

Email >

Send Mail

Send SMS

Generate Certificate

Mail List

admin@gmail.com atulyadavmca@gmail.co Search Compose

Show 10 entries

S. No.	From	To	Subject	Date	Action
1	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Subject	11 June, 2018 06:51 PM	
2	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Lorem ipsum	11 June, 2018 07:01 PM	
3	admin@gmail.com	atulyadavmca@gmail.com	test	13 June, 2018 10:47 AM	
4	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Email	13 June, 2018 03:05 PM	
5	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	CWC Pension Test	13 June, 2018 03:46 PM	
6	admin@gmail.com	8893brijkishorsinghrathour@gmail.com	Demo Subject	13 June, 2018 03:49 PM	

Showing 1 to 6 of 6 entries

Previous 1 Next

Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

- User can send the email, Click on **“Compose”** button, the page will be redirected to the following screen is given below.

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages >

Email

Send Mail

Send SMS

Generate Certificate

Compose

division@gmail.com

Test Email

Text Email.....

Attach File (only jpg, png, pdf, gif, zip, csv, excel, doc files allowed)

Choose File No file chosen

Send

Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

- After open the compose page, user will select email Id and write subject of mail and mail text. User can also attach the any file.
- After, click on **“Send” Button**. Email will send successfully.

- (2) **Send SMS** –Click on **“Send SMS”** under **Email** in the left side menu bar. After open the page, can see all list of send sms.And also can search the list of send sms with search option (like- enter mobile number in search box). The search result will be shown on screen.

Government of India

Central Water Commission  
(Serving the nation since 1945)

Ministry of Water Resources,  
River Development & Ganga Rejuvenation  
Government of India

div1

Dashboard

Report Data Management >

Manage Contacts

Internal Messages >

Email

Send Mail

Send SMS

Generate Certificate

SMS List

95XXXXXX68 Search

Send SMS

Show 10 entries

S. No.	Mobile Number	Message	Date	Action
1	9540431268	hi	13 June,2018 04:22 PM	
2	9540431268	hello this is demo sms.	14 June,2018 11:07 AM	
3	9540431268	test message	15 June,2018 10:09 AM	

Showing 1 to 3 of 3 entries

Previous 1 Next

Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

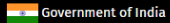
- Click on **“Send SMS”** button, the page will be redirected to the following screen is given below-


- After open the page, Select users from dropdown and enter text sms.
- After fill the fields, Click on **“Send”** button. And sms will be send successfully.

**3.6 Generate Certificate**—Click on **“Generate Certificate”** in left side menu bar. The page will be redirected to the following screen is given below.


- After open the page, user can generate certificate. Enter Date and click on **“Generate Certificate”** button and certificate will be downloaded in PDF format.

4. **Admin Profile**-User can change your profile.Click on “**Edit Icon (✎)**” in left side. Edit profile page will be redirected to the following screen is given below.


Government of India



**Central Water Commission**  
(Serving the nation since 1945)



**Ministry of Water Resources,  
River Development & Ganga Rejuvenation**  
Government of India

div1

Dashboard

Report Data Management >

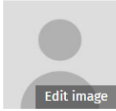
Manage Contacts

Internal Messages >

Email >

Generate Certificate

**Edit Profile**



Edit image

**User Role \***

Division Admin

**Mobile No. \***

91XXXXXXX

**Organization Name**

Brahmaputra and Barak Basin Organisation, Guhawati

**Full Name \***

div1

**Email \***

div@test1.com

**Division Name**

Middle Brahmaputra Division, Guwahati India

**Create User Name and Password**

**User Name \***

div1

**Confirm New Password**

Confirm Password

**Create New Password**

Password

**User Status \***

Active

Update User

Website owned & maintained by Central Water Commission, Ministry of Water Resources, River Development & Ganga Rejuvenation, Government of India

➤ After open the page, user can change the data in fields and update the changes.

Page 13 of 13