User Manual of Pension Module

1. General Information

1.1 Acronyms and Abbreviations:

S. No.	Word / Acronyms	Definition / Abbreviation
1	ERP	Enterprise resource planning
2	CAU	Central Agricultural University
3	Comm. Factor	Commuted Factor
4	DR	Dearness Relief
5	IT	Income Tax
6	Q.S	Qualifying Service

Click (with 'ctrl' button) on below link or copy and paste it in any browser (It is advised to use Google Chrome🌑) to open the **CAU ERP** Login Page.

http://120.138.8.151:8080/cau-iums/

Note: If user clicks on the above-mentioned link then application will be launched in default browser.
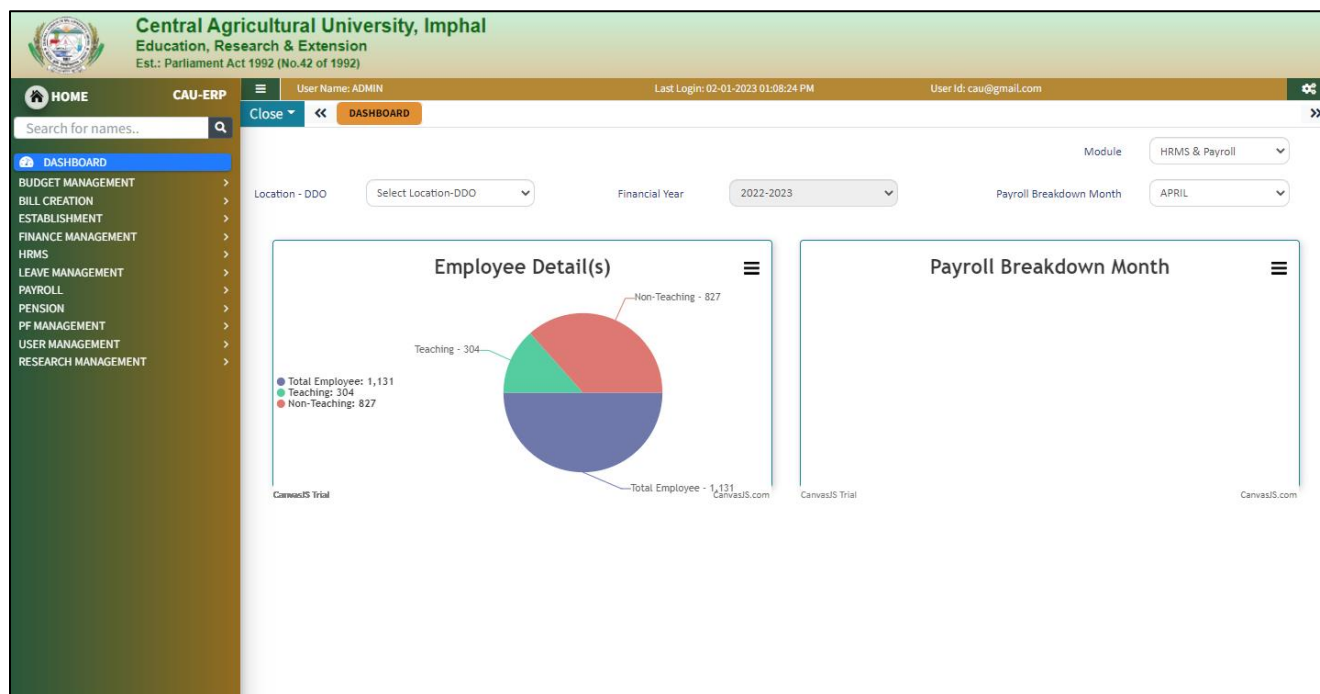
User will be navigated to CAU Login Page, as shown below. From Login Page; user will be able to enter 'User ID' & 'Password':
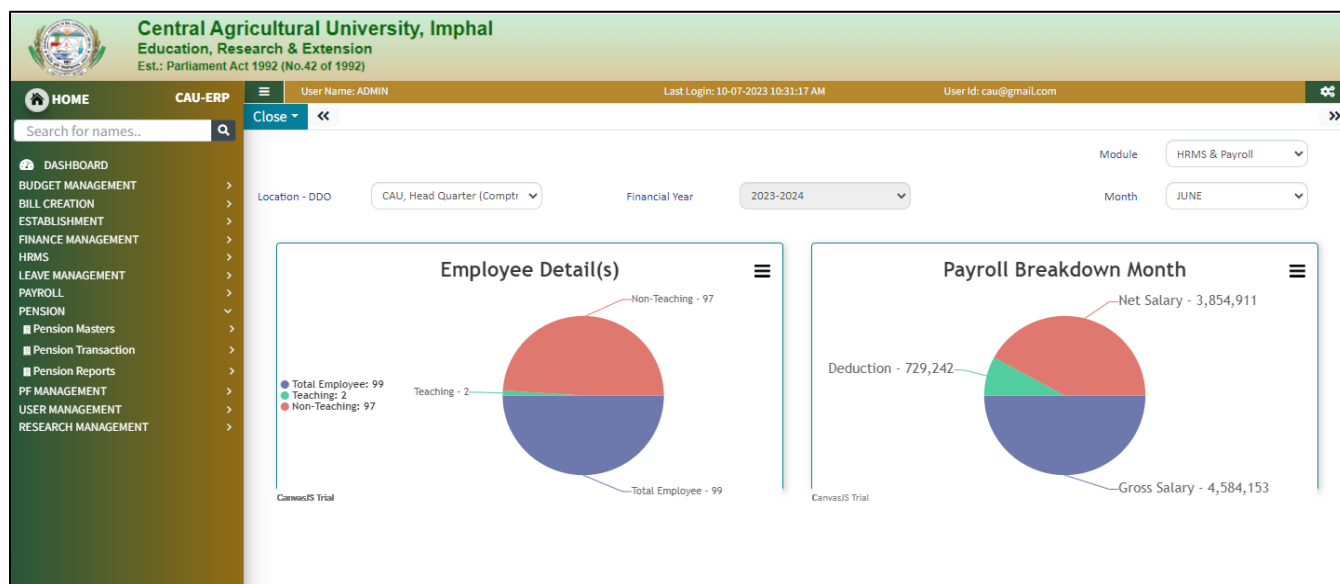

Enter the valid **'User ID'** and **'Password'**,
For Example: User ID- **cau@gmail.com** and Password-**cau@123** then click on **'Login to Continue…'**
button to navigate to 'Module Home Page' as shown below:

- Click on **'Pension'** menu from left side, then sub menu list will be displayed as **'Pension Masters',** **'Pension Transaction'** & **'Pension Reports'** as shown below:

- Click on **'Pension Masters'** menu, then sub menu list will be displayed as shown below:

• **Pension Masters**

1. **Create and Manage Pension Formula:**

Using this page, Admin user can create various formulas to be used for pension heads (for both earning & deduction). New formulas can be created such as DR= (Basic)*80% etc. with help of predefined pension heads.

All the created formulas will be associated with 'Pension Head Master' pages to create mapping with concern pension heads (For both earning & deduction).

In addition, created formulas will be displayed on 'Pension Head Slab' page to create multiple slabs against any head.

• Click on **'Create & Manage Pension Formula'** menu link, under **'Pension Master'** sub menu, then page will be opened as shown below:

⇨ **Steps to Create New Record:**

• Enter unique 'Description' details, as user wants to enter name of formula like DR, Original Pension etc.

• Create 'Formula' by using 'Formula Calculator' and 'Id' under 'List of Heads' using for description as shown in above screen.

Note: 'Id' comes from 'Pension Head Master' page against any created pension head name; with the help of head 'id' user can manage dependent formula also.

• Enter unique 'Order No.' and click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Pension Formula(s)'** table.

• On page load, it will display all saved formulas in **'List of Pension Formula(s)'** table.

• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.

• User can Edit/Update any created formula by clicking on '**Edit'** button from created formulas in **'List of Pension Formula(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

2. Create & Manage Pension Head:

Using this page, Admin user can create various earning & deduction pension heads like 'Basic Pension', DR, Medical Allowance etc.; Created pension head names will be associated with pensioners on 'Create & Manage Pension Employee' page.

In addition, Amount and Formula (from 'Create & Manage Pension Formula' page) will be assigned for all the created heads (Earning & Deduction), if any pension heads (Earning/Deduction) having any slabs then need to mark mapping check box for that pension head.

All the pension heads for which mapping check box is marked, will be displayed on 'Pension Head Slab' page; Admin user will be able to create various slabs accordingly.

• Click on **'Create & Manage Pension Head'** menu link, under **'Pension Masters'** sub menu, then page will be opened as shown below:

Pension Head Master   Advance Search 🔍

New Record

Description *	Enter Head Name	Short Description *	Enter Short Code
Head Type *	Select Head Type	Fix Code *	Select Fix Code
Amount	Enter Amount	Formula	Select Formula
Display Order *	Enter Display Order	Order Level *	Enter Order Level
Rounding *	Select Rounding	Mapping	☐
Effect Type *	Select Effect Type	Is Basic ?	☐
Remarks	Enter Remarks	Parts Of Gross	☐
Active	☐		

Save   Reset

List of Pension Head(s)   Run Date : 10-07-2023 11:38:41   Download

Show All entries

S.No.	Head Name	Short Name	Display Order	Order Level	Edit	Delete
1	Amt.of Pension Commutted	CV	2	2	✏ Edit	🗑 Delete
2	Balance Pension Payable	BP	3	3	✏ Edit	🗑 Delete
3	Dearness Relief	DR	4	4	✏ Edit	🗑 Delete
4	Dependent 3	D3	8	9	✏ Edit	🗑 Delete
5	Dependent 4	DD4	9	9	✏ Edit	🗑 Delete
6	Dependent Deduction 1	DD1	7	7	✏ Edit	🗑 Delete
7	Income Tax	I.Tax	6	6	✏ Edit	🗑 Delete
8	Medical Allowance	MA	5	5	✏ Edit	🗑 Delete
9	Pension before Commutatio	BP	1	1	✏ Edit	🗑 Delete

Showing 1 to 9 of 9 entries   Previous 1 Next

⇨ **Steps to Create New Record:**

• Enter the data in 'Description' text box as a head name, as per requirement; User can enter 'Short Description' & 'Description' for entered head name like DR for 'Dearness Relief'.

• Select 'Head Type' as Earning or Deduction to categorize pension head name.

• Select value from 'Rounding' drop down and head amount will be calculated accordingly as per selected rounding value; Rounding will be like None, 50 Paisa, 1 Rupee and 10 Rupees.

• User can select 'Formula' or can enter 'Amount' under 'Formula' and 'Amount' field respectively for any head; One field will be enable at a time, if user enters value in 'Amount' field then formula will be displayed as disabled and vice versa.

• User can also manage Slab for any head, to manage slab they need to mark 'Mapping' check box. Once 'Mapping' is marked for any head then that particular head will be displayed on 'Pension Head Slab' page to create multiple slabs and 'Formula' & 'Amount' field will be displayed as disabled.

• Enter unique 'Display Level' and 'Order Level', display level is used for showing head order in 'Create & Manage Pension Employee' page and order level is used for showing value order in drop down in further pages.

• Enter data in all mandatory fields.

• Click on **'Save'** button**,** then system will display message as '**Record Saved Successfully!'** and record will get added in **'List of Pension Head(s)'** table.

• On page load, it will display all saved pension heads in **'List of Pension Head(s)'** table.

• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.

• User can Edit/Update any created pension head by clicking on '**Edit'** button from saved pension heads in **'List of Pension Head(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

3. Pension Head Slab:

Using this page, Admin user can create various slabs of created pension head (Earning & deduction heads created from 'Pension Head Master' page).

Slabs will be created only for those pension heads for which mapping check box is marked from 'Pension Head Master' page.

• Click on **'Pension Head Slab'** menu link, under **'Pension Masters'** sub menu, then page will be opened as shown below:

Pension Head Slab				Advance Search 🔍
				New Record

Field	Value	Field	Value
Head Name *	Select Head Name	Based On *	Select Based On
Location	Select Location	DDO	Select DDO
Effective Date *	📅 DD/MM/YYYY	Class	Select Class
From Age *	Enter From Age	To Age *	Enter To Age
From Date *	📅 From Date	To Date *	📅 To Date
From Basic *	Enter From Basic	To Basic *	Enter To Basic
Type *	⚪ Amount ⚪ Formula	Formula *	Select Formula
Amount *	Enter Amount	Minimum Amount *	Enter Minimum Amount
Maximum Amount *	Enter Maximum Amount	Display Name	Display Name

Save   Reset

List of Head Slab (s)					Run Date : 10-07-2023 11:38:46								Download

Show [All] entries

S.No	Head Name	DDO	Class	Type	From Age	To Age	From Date	To Date	Amount	Formula	Effective Date	Edit	Delete
1	Balance Pension Payable			formula			02/01/2023	31/01/2023		BPP	01/01/2023	✎ Edit	🗑 Delete
2	Dearness Relief			formula			01/01/2015	01/01/2025		DR	05/01/2023	✎ Edit	🗑 Delete

Showing 1 to 2 of 2 entries   Previous **1** Next

⇨ **Steps to Create New Record:**
• User can create multiple slabs as per 'Basic' range by entering value in 'From Basic' & 'To Basis'.
• User can create multiple slabs as per 'Age' range by entering value in 'From Age' & 'To Age'.

• User can create slabs as per selected 'Based On' value as well; If any 'Based On' value is selected for any head to create a slab, then all the slabs will be created with same configuration for that particular head.

• User can select 'Amount' or 'Formula' as per their requirement, if any 'Amount' value is selected for any head to create a slab then all the slabs will be created with 'Amount' for that particular head.

• If Formula is selected for any head slab, then user need to mention value under 'Minimum Amount' and 'Maximum Amount' text box to define range for calculation on selected formula.

• Enter data in all mandatory fields.

• Click on **'Save'** button**,** then system will display message as '**Record Saved Successfully!'** and record will get added in **'List of Head Slab(s)'** table.

• On page load, it will display all saved head slabs in **'List of Head Slab(s)'** table.

• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.

• User can Edit/Update any created head slab by clicking on '**Edit'** button from saved head slabs in **'List of Head Slab(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

4. Assign Pension Head:

Using this page, Authorized user can assign any new pension heads (Earning and Deduction), updated head, Un-assign head to the Pensioner(s).

• Click on **'Assign Head Slab'** menu link, under **'Pension Masters'** sub menu, then page will be opened as shown below:

⇨ **Steps to Create New Record:**
• Enter all the required credentials and Click on '**View'** button, then it will display all the pensioner(s) according to assign head in **'List of Head Assign(s)'** table.
• User can 'Un-assign' and 'Assign' the created head to the pensioner for example, if formula for DR head has changed then first user need to update formula from 'Create & Manage Pension Formula' page, then that particular head will have to assign from this page, selected head will be assigned for all those selected pensioner(s) and will be reflected on 'Create & Manage Pension Employee' page with effective date.

5. Pension Arrear Configuration:

Using this page, Authorized user can configure all the earning & deduction head for arrear calculation, in arrear calculation & reports, only configured heads will be displayed.

• Click on **'Manage Pension Arrear Configuration'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:

⇨ **Steps to Create New Record:**

• User Select **'Location'** and **'DDO'**. (If any college/location will use this page, concern location & DDO will be displayed as auto filled.

• Enter all the required credentials and click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Pension Arrear Configuration(s)'** table.

Note: All the created Head from 'Create & Manage Pension Head' page (All the 'Earning Heads' & 'Other Type Deduction Head' will be displayed) will be displayed under 'Head' drop down.

• On page load, it will display all saved configurations in **'List of Pension Arrear Configuration(s)'** table.

• Click on **'Advance Search'** link, on right top of the page, it will open window to search any specific record.

• User can Edit/Update any created arrear by clicking on '**Edit'** button from saved configurations in **'List of Pension Arrear Configuration(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

6. Create and Manage Pension Employee:

Using this page, Authorized user can create and manage Pensioner(s) details. Pensioner(s) who is retired from HRMS module will be displayed automatically and who is not available in HRMS module will be managed manually from this page.

• Click on **'Create & Manage Pension Employee'** menu link, under **'Pension Masters'** sub menu, then page will be opened as shown below:

Create & Manage Pension Employee

				Searching Criteria
Location	Select Location	DDO	Select DDO	
Employee Name\Code	Select Employee Name\Code	Employee Code(M)	Manual Employee Code	
Employee Name	Employee Name	Designation	Select Designation	
Department	Select Department	Pension Type	Select Pension Type	

Search   New   Reset

List of Employee(s)　　　　Run Date : 21-07-2023 11:38:34　　　　Download

Show 10 entries

S.No.	Employee Code(M)	Employee Name	Location	Department	Designation	Pension Type	Edit	Delete
1	82	A Chandrakala Devi	CAU, Head Quarter	Pensioner	Pensioner		Edit	Delete
2	153	A. Ashokkumar Singh	CAU, Head Quarter	Pensioner	Pensioner		Edit	Delete
3	COAI/090	A. Ibungo Singh	CAU, Head Quarter	Pensioner	Pensioner		Edit	Delete
4	COAI/011	A. Ranjit Singh	CAU, Head Quarter	Pensioner	Laboratory Assistant	Normal Pension	Edit	Delete
5	COAI/053	A.K. Ibomcha Singh	CAU, Head Quarter	Pensioner	Field Assistant	Normal Pension	Edit	Delete
6	COAI/037	Abui Gangmei	CAU, Head Quarter	Pensioner	Pensioner	Normal Pension	Edit	Delete
7	COAI/08	Agatha Rongmei	CAU, Head Quarter	Pensioner	Pensioner		Edit	Delete
8	CAU/0028	Angom Shantibala Devi	CAU, Head Quarter	Pensioner	Multi Tasking Staff (MTS)	Family Pension	Edit	Delete
9	COF/003	Ayekpam Rashi Devi wife of Late A. Jayanta Meetei, Ex-Library Assistant	CAU, Head Quarter	Pensioner	Pensioner	Family Pension	Edit	Delete
10	4224	Baremron Beena Kabuini	CAU, Head Quarter	Pensioner	Pensioner		Edit	Delete

Showing 1 to 10 of 142 entries　　　　Previous 1 2 3 4 5 … 15 Next

⇨ Steps to Create New Record:
• On page Load, click on the **'New'** button, user will get a screen as shown below:

⇨ Personal Info:

Create & Manage Pension Employee

New Record

Financial Year :01/04/2023~31/03/2024

Employee Name *	[Selec ▾] [Employee Name] 🔍	Employee Code * [Enter Employee Code]
Employee Code(M) *	[Enter Manual Employee Code]	Father Name [Enter Father Name]

Personal Info | Other Details 1 | Other Details 2 | Bank Details | Calculate Pension | Pension Head Details | Pension Nominee Details

Personal Information

Gender *	[Select Gender ▾]	Category *	[Select Category ▾]
Religion *	[Select Religion ▾]	Contact No.	[Enter Contact No.]
PAN	[Enter PAN]	Adhaar No.	[Enter Adhaar No.]
Date Of Birth *	[DD/MM/YYYY]	Email	[Enter Email]
Remarks	[Enter Remarks]		

[Save] [Back] [Reset]

⇨ Other Details 1

Create & Manage Pension Employee

New Record

Financial Year :01/04/2023~31/03/2024

Employee Name *	[Selec ▾] [Employee Name] 🔍	Employee Code * [Enter Employee Code]
Employee Code(M) *	[Enter Manual Employee Code]	Father Name [Enter Father Name]

Personal Info | **Other Details 1** | Other Details 2 | Bank Details | Calculate Pension | Pension Head Details | Pension Nominee Details

Other Details 1

Location *	[Select Location ▾]	Appointment Date *	[DD/MM/YYYY]
DDO *	[Select DDO ▾]	Date Of Joining *	[DD/MM/YYYY]
Designation *	[Select Designation ▾]	Date Of Retirement *	[DD/MM/YYYY]
Department *	[Select Department ▾]	Retirement Status *	[Select Employee Left Status ▾]
Budget Head *	[Select Budget Head ▾]	Employee Status	[Alive ▾]
Retirement Voluntary Date	[DD/MM/YYYY]	Class *	[Select Class ▾]
Death Date	[DD/MM/YYYY]		

[Save] [Back] [Reset]

⇨ Other Details 2

Create & Manage Pension Employee

New Record

Financial Year :01/04/2023~31/03/2024

Employee Name *	Selec ▾ [Employee Name] 🔍	Employee Code *	[Enter Employee Code]
Employee Code(M) *	[Enter Manual Employee Code]	Father Name	[Enter Father Name]

| Personal Info | Other Details 1 | Other Details 2 | Bank Details | Calculate Pension | Pension Head Details | Pension Nominee Details |

Other Details 2

Pension Order No.	[Enter Pension Order No.]	Pension Type	Select Pension Type ▾
Pension Start Date	[DD/MM/YYYY]	Age on Next Birthday	[Enter Age on Next Birthday]
Commuted Matured Date	[DD/MM/YYYY]	Increment Date	[DD/MM/YYYY]
Left Date	[DD/MM/YYYY]	Pension Left status	No ▾
Stop Pension	☐		

Save   Back   Reset

⇨ Bank Details

Create & Manage Pension Employee

New Record

Financial Year :01/04/2023~31/03/2024

Employee Name *	Select ▾ [Employee Name] 🔍	Employee Code *	[Enter Employee Code]
Employee Code(M) *	[Enter Manual Employee Code]	Father Name	[Enter Father Name]

| Personal Info | Other Details 1 | Other Details 2 | Bank Details | Calculate Pension | Pension Head Details | Pension Nominee Details |

Bank Details

Payment Mode *	Select Payment Mode ▾	Account Number	[Enter Account Number]
Bank	[Enter Bank]	Acount Type	Select Account Type ▾
IFSC	[Enter IFSC]	MICR	[Enter MICR]
Vendor Code *	[Vendor Code]		

Save   Back   Reset

⇨ **Calculate Pension**

⇨ **Pension Head Details:**

⇨ **Pension Nominee Details:**

- Enter personal Information under 'Personal Info' tab.
- Enter details under 'Other Details 1' tab.
- Enter details under 'Other Details 2' tab.
- Enter details under 'Bank Details' tab, under this tab user can manage account details of pensioners to transfer their Pension.
- Enter details under 'Bank Details' tab, under this tab user can manage account details of pensioner.
- Enter details under 'Calculate Pension' tab, under this tab user enter Original Pension along with all the required details and click on 'Calculate Pension' button, it will redirect to 'Pension Head Details' tab will all the calculated earning and deduction head.
- From 'Earning/Deduction Head' tab, user can check the calculation for both earning & deduction as per configured formula, amount, Slab etc.

Note: User can change calculated earning/deduction amount by selecting 'Is Manual' check box, once Is manual check box is marked user can change amount of any head. Manually entered amount cannot be changed by clicking on Heads button.

- Enter all the required credentials along with 'Pension Nominee Details'

• Click on **'Save'** button**,** then system will display message as '**Record Saved Successfully!'** and record will get added in **'List of Employee(s)'** table.

• On page load, it will display all saved pensioners in **'List of Employee(s)'** table.

• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.

• User can Edit/Update any created pensioner detail by clicking on '**Edit'** button from saved pensioners in **'List of Employee(s)'** table.

• If created record(s) is in use in any other pages then it cannot be deleted.

7. Commutation Master:

Using this page, User can create & manage commutation purchase year for the pensioners from this page, it will be used in 'Create and Manage Pension Employee' page to calculate pension amount.

• Click on **'Commutation Master'** menu link, under **'Common Master'** sub menu, then page will be opened as shown below:

Communication Master			Advance Search Q
			New Record

Age On Next Birthday * : Enter Age   **Commutation Purchase Year *** : Enter Commutation Purchase Year

Remarks : Remarks   **Is Active** : ☐

Save   Reset

List of Commutation(s))   Run Date : 10-07-2023 15:07:44   Download

Show [All ▾] entries

S.No.	Age On Next Birthday	Commutation Purchase Year	Is Active	Edit	Delete
1	40	2022.000	No	✎ Edit	🗑 Delete
2	50	2021.000	No	✎ Edit	🗑 Delete
3	60	2020.000	No	✎ Edit	🗑 Delete
4	65	2019.000	No	✎ Edit	🗑 Delete
5	70	2018.000	No	✎ Edit	🗑 Delete
6	45	2017.000	No	✎ Edit	🗑 Delete
7	55	2017.000	No	✎ Edit	🗑 Delete
8	30	2017.000	No	✎ Edit	🗑 Delete
9	35	2016.000	No	✎ Edit	🗑 Delete

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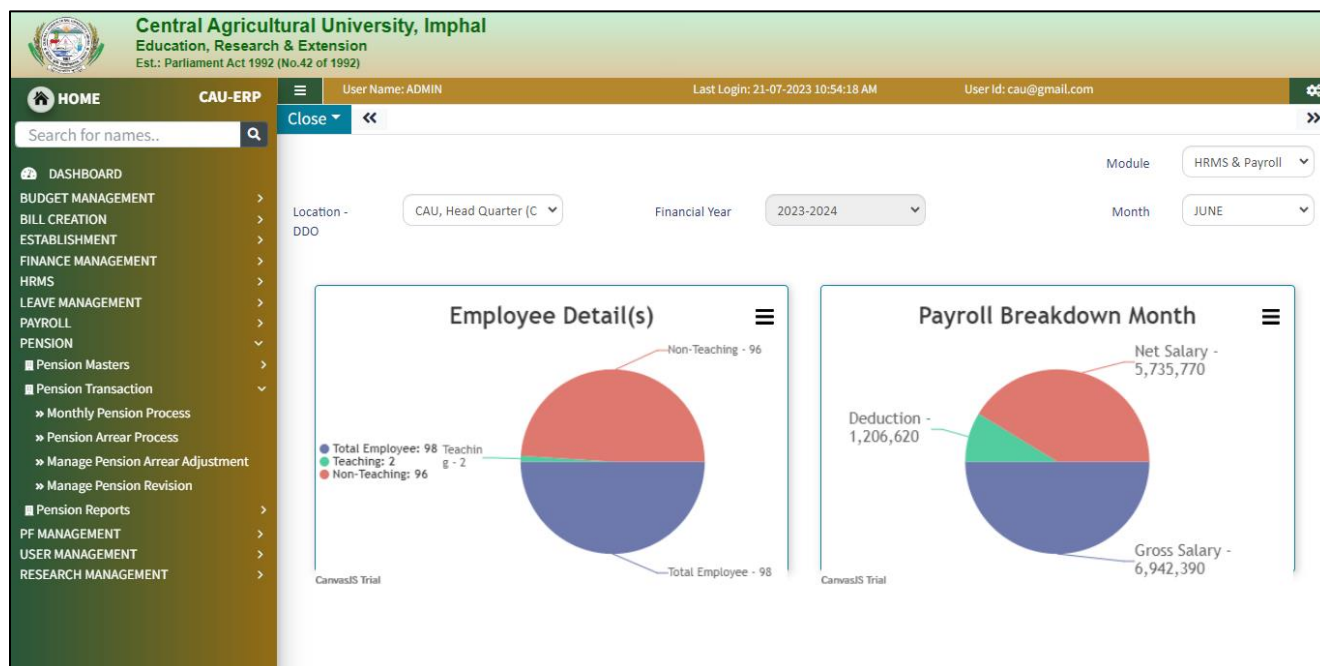
⇨ **Steps to Create New Record:**
• Enter the data in all mandatory fields like **'Age on Next Birthday', 'Commutation Purchase Year', 'Remarks', 'Is Active'**.
• Click on **'Save'** button, then system will display message as **'Record Saved Successfully!'** and record will get added in **'List of Commutation(s)'** table.
• On page load, it will display all saved details in **'List of Commutation(s)'** table.
• Click on **'Advance Search'** link on right top of the page, it will open window to search any specific record.
• User can Edit/Update any created details by clicking on '**Edit**' button from saved records in **'List of Commutation(s)'** table.
• If created record(s) is in use in any other pages then it cannot be deleted.

- Click on **'Pension Transaction'** menu, then sub menu list will be displayed as shown below:

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• Pension Transaction

1. Monthly Pension Process:

Using this page, Authorized user can process monthly pension as per mapped configurations and master record.

• Click on **'Monthly Pension Process'** menu link, under **'Pension Transaction'** sub menu, then page will be opened as shown below:

⇨ Steps to process Pension:

• Enter all the required credentials, **Location, DDO**, **Pension Year** & **Pension Month** (Year & Month will be displayed as per the active financial year) and click on the **'View'** button, all those pensioners will be displayed under '**Unprocessed Pension'** panel.

• User will select the Pensioner(s) (by marking the 'All' check box) and click on the **'Process'** button.

• After clicking on the **'Process'** button, pension will be processed for selected pensioner(s) and these pensioners will be moved to **'Processed Pension'** panel.

• Pensioner(s) whose pension has been processed for next month or pension bill has been generated, will be displayed under **'Locked Pension'** panel.

⇨ **Steps to Un-Process Pension:**

• From **'Processed Pension'** panel, select the Pensioner(s) to whom pension need to Un-Process (by marking the 'All' check box) and click on the **'Unprocess'** button.

• After clicking on the **'Unprocess'** button, pension will be unprocessed for selected pensioner(s) and those pensioners will be moved to **'Unprocessed Pension'** panel.

2. Pension Arrear Process:

Using this page, Authorized user can process/unprocessed the arrear for those pensioners whose pension has already been processed for any particular month(s).

- Click on **'Pension Arrear Process'** menu link, under **'Pension Transaction'** sub menu, then page will be opened as shown below:

⇨ **Steps to process Pension Arrear:**
- Select all the required credentials like **Location, DDO**, **Arrear Type, Pay Year, Pay Month** & **Duration (From Date & To Date)** and click on the **'View'** button, all those pensioners will be displayed under '**Unprocessed Arrear'** panel, whose pension has already been processed.
- User will select the pensioner(s) (by marking the 'All' check box) and click on the **'Process'.**
- After clicking on the **'Process'** button, Arrear will be processed for selected pensioner(s) and these pensioners will be moved to **'Processed Arrear'** panel.
Note: 1) All the pensioners whose pension has been processed previously (eligible for Arrear) will be displayed in table.
2) Pension must not be processed for selected 'Pay Month'. Selected pay month pension will be processed after arrear process.
3) In any selected 'Pay Month' all the 'Arrear Type' can be processed (One arrear type will be processed once in selected 'Pay Month').

4) Arrear Type stands for 'Pension Revision Arrear' and 'DR Arrear'.

• Arrear will be processed for selected pensioner(s) and pensioners will be moved to 'Processed Arrear' panel.

Note: Processed Arrear will be displayed on 'Arrear Adjustment'.

• Pensioner(s) whose Arrear has been processed for next month or Arrear bill has been generated, will be displayed under 'Locked Arrear' grid.

3. Manage Pension Arrear Adjustment:

Using this page, Authorized user can make adjustments in arrear amount after processing the Arrear of pensioner(s) from 'Pension Arrear Process' page.

Once arrear adjustment is done, then only adjusted amount is considered as a final arrear amount and as per the selected pay month arrear amount will be displayed in pension report.

- Click on **'Manage Pension Arrear Adjustment'** menu link, under **'Pension Transaction'** sub menu, then page will be opened as shown below:

Manage Pension Arrear Adjustment

		Searching Criteria
Location *	CAU, Head Quarter	DDO *	Comptroller Office, CAU HQ, Imphal
Pensioner Name(Code)	L.(O) Mema Devi (313)	Pensioner Name	L.(O) Mema Devi
Pensioner Code(M)	313	Department	Pensioner
Designation	Pensioner	Pay Year *	2023-2024
Arrear Type *	Pension Revision Arrear	Pay Month *	July

View   Reset

Unprocessed Arrear	List Of Heads

List Of Heads

Month and Year   All

Show All entries

Earning Head

S.No	Description	Arrear Amount	To Be Paid	Remarks
1	Dearness Relief	0.00	0.00	
2	Medical Allowance	0.00	0.00	
3	Pension before Commutatio	0.00	0.00	
4	Amt.of Pension Commutted	0.00	0.00	
5	Balance Pension Payable	0.00	0.00	

Showing 0 to 0 of 0 entries   Previous 1 Next

Show All entries

Deduction Head

S.No	Description	Arrear Amount	To Be Paid	Remarks
1	Income Tax	0.00	0.00	
2	Dependent Deduction 1	0.00	0.00	

Showing 0 to 0 of 0 entries   Previous 1 Next

Total Earnings	0.00	Total Deductions	0.00
Net Pay	0.00	Total Arrear Installments *	1
Arrear Installment Amount *	0.00	Remarks	Remarks

<div align="center">Update   Reset</div>

⇨ **Steps to Create New Record:**

• Select **'Location'** & **'DDO'** and concern department will make adjustments in arrear amount.

• Select pensioner from 'Pensioner Name (Code)' dropdown.

• As per the selected pensioner from 'Pensioner Name (Code)' drop down, 'Pensioner Name', 'Pensioner Code(M)', 'Department' and 'Designation' will be displayed as auto filled.

• Select 'Pay Year', 'Pay Month' & 'Arrear Type' as per the requirement and click on the **'View'** button. All the pensioners will be displayed in 'Processed Arrear' panel.

• From searched pensioner, click on the 'Edit' link, then processed arrear amount (with earning & deduction) will be displayed under 'List of Heads' panel, user can make change/update in calculated arrear amount and click on 'Save/Update' button.

Note: Arrear Amount can be paid in installment also.

4. Manage Pension Revision:

Using this page, Authorized user can manage pension revision/increment from this page and revised amount will be displayed on 'Create & Manage Pension Employee' page.

User will be able to search the pensioners and make increment/revision for selected pensioner; once increment/revision is made then updated pension structure will be displayed on 'Create and Manage Pension Employee' page.

- Click on **'Manage Pension Revision'** menu link, under '**Pension Transaction'** sub menu, then page will be opened as shown below:

⇨ **Steps to Create New Record:**

• Select value from 'Pensioner Name (Code)' drop down (as per selected value from Location & DDO, All the pensioner will be displayed.

• Enter all the required credentials & click on the 'Calculate button' button, pension (Earning/Deduction amount will be calculated as per entered 'New Basic Amount(Rs.)').

• Click on **'Save'** button**,** then system will display message as '**Record Saved Successfully!**' and revised pension will be updated on 'Create & Manage Pension Employee' page.

• If created record(s) is in use in any other pages then it cannot be deleted.

- Click on **'Pension Reports'** menu, then sub menu list will be displayed as shown below:
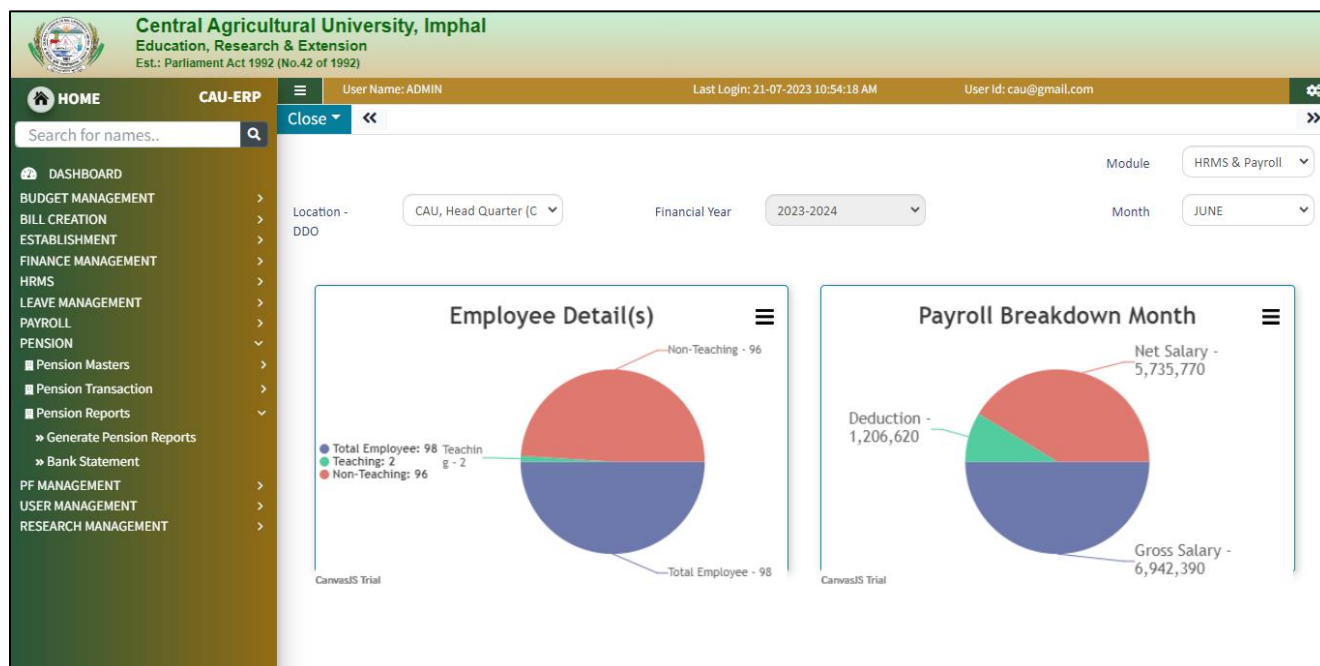
• **Pension Reports**

1. Generate Pension Report:

Using this page, Authorized user will be able to print 'Monthly Pension Register', only for those pensioners whose pension has been processed from 'Monthly Pension Process' page.

• Click on **'Generate Pension Report'** menu link, under '**Pension Reports'** sub menu, then page will be opened as shown below:

⇨ **Steps to Generate Pension Report:**

• Enter all the required credentials like Location, DDO, Pensioner Name(Code), Month and Report Type then click on '**Search'** button**,** pensioner details will display under 'List Pensioner(s)' table.

• Click on **'Print'** button to print consolidated pension report of all pensioners in a single PDF file.

• Click on **'Print'** button (under 'List of Pensioner' grid), to print individual report of any one pensioner in a PDF file.

Note: User need to select value from 'Report Type' drop down, report will generate accordingly.

⇨ **Pension Report:**

CENTRAL AGRICULTURAL UNIVERSITY
Est.: Parliament Act 1992 (No.42 of 1992), Lamphelpat, Imphal West
Pension Register Report for the Month of May - 2023

Date & Time :21-07-2023 13:54:35

| S.No. | Name of the staff member | Original pension | Earnings | | | Gross Pension | Deductions | Total Deductions | Total Net Amount |
			Pension before Commutatio	Balance Pension Payable	Dearness Relief		Income Tax		
1	A Chandrakala Devi Pensioner 82	44950	44950	44950	18879	63829	10000	10000	53829
	Total	**44950**	**44950**	**44950**	**18879**	**63829**	**10000**	**10000**	**53829**
	Grand Total	**44950**	**44950**	**44950**	**18879**	**63829**	**10000**	**10000**	**53829**

Passed for Gross Payment of Rs. 63829
By Adjustment of Rs. 10000
By net payment of Rs. 53829
(Fifty three thousand eight hundred twenty nine only)

2. Bank Statement:

Using this page, Authorized user will be able to print monthly bank statement reports for all those pensioners whose pension has been processed.

Generated report will be sent to bank for pension transfer.

• Click on **'Bank Statement'** menu link, under **'Pension Reports'** sub menu, then page will be opened as shown below:

⇨ **Steps to print bank statement:**

• Enter all the required credentials like Location, DDO, Month & Report Type then click on '**Print'** button; it will generate bank statement report as given below:

Receiving Party Code	Receiving Party Name	Transaction Code	Transaction Key	Component Code	Expense Type	Amount	Remarks	Action Type	Account Number	Payment Method	NarrationForPassBook
VAMNWI00024904	A Chandrakala Devi	GP		B	R	53829		A	34291615850		
VAININ00382344	A. Ibungo Singh	GP		B	R	31836		A	10329743462		
VAININ00380804	A. Ranjit Singh	GP		B	R	33691		A	10329741840		
VAININ00381626	A.K. Ibomcha Singh	GP		B	R	36483		A	10329741953		
VAININ00380596	Abui Gangmei	GP		B	R	18850		A	10329741635		
VAININ00380803	Agatha Rongmei	GP		B	R	39454		A	10929384023		
VAININ00380409	Angom Shantibala Devi	GP		B	R	12570		A	38939211324		
VAININ00380754	Ayekpam Rashi Devi wife of Late A. Jayanta Meetei, Ex-Library Assistant	GP		B	R	49067		A	38642318568		
VAININ00445501	Baremron Beena Kabuini	GP		B	R	22442		A	41002470140		
VAININ00380802	Bashleilin Thangkhiew	GP		B	R	13780		A	20095100186		
VAININ00433766	Brithina R Marak	GP		B	R	24353		A	20104795115		
VAININ00381801	Ch Shyam Kumar Singh	GP		B	R	20086		A	10329744295		
VAMNWI00025041	Ch. Chittaranjan Singh	GP		B	R	46084		A	10929238662		
VAININ00382624	Ch. Tomba Singh	GP		B	R	30886		A	10329745313		
VAMNWI00033118	Damanty Chettri	GP		B	R	23081		A	41222790636		
VAMNWI00005714	Dipali Majumder	GP		B	R	76376		A	30725600456		
VAININ00382933	G Gairillu	GP		B	R	23294		A	30016601401		
VAMNWI00006470	Gangmei Sobha	GP		B	R	105856		A	10329746372		
VATRWT00007124	Gopa Halder	GP		B	R	29329		A	10915155442		
VAININ00381670	H Bormani Devi	GP		B	R	19459		A	30832261497		
VAMNWI00035939	H. Lalchhuanmawii	GP		B	R	17685		A	20135968582		
VAININ00381655	H. Tamar Singh	GP		B	R	34436		A	10329747739		
VAMNWI00027936	Hatthennei	GP		B	R	22442		A	20308317182		
VAININ00380650	K. Bhagirath Singh	GP		B	R	34660		A	10329750446		