

## **Minutes of Meeting for Pension Portal, OPTCL – 05/08/2021**

**Subject:** Kickoff meeting & discussion points on Pension Portal, OPTCL.

Dear Sir,

With reference to the kickoff meeting held on dated 05/08/2021 at OPTCL Building regarding the development of Pension Portal, please find the Minutes of Meeting. In the meeting the following points have been discussed regarding the Pension Portal.

1. Pensioner registration using Mobile No., Aadhaar No.
2. Pensioner login using Aadhaar No/Mobile No & OTP SMS based (Mobile Number) login.
3. Once pensioner account has created, system should send a successful registration SMS to the pensioner registered mobile number.
4. Pensioner need to submit the pension proposal as per the prescribed format along with family details & legal heir details.
5. Once the proposal has been submitted, it will forward to the concerned divisional nodal office Dealing Assistant.
6. Dealing Assistant will verify the proposal & documents checklist wise & forward to the divisional DDO user for further approval.
7. DDO user need to check the proposal along with all the documents checklist wise & forward the proposal to the HR wing for sanction of pension.
8. The HR wing will scrutinize the pension proposal with all the documents, service book & sanctions the pension along with commutation (if any) & sanctions order.
9. HR wing then forward the proposal to the pension section of OPTCL.
10. Pension section at state level verifies the proposal & sanction order issued by the HR wing and then issue the PPO (Pension Payment Order) against the pension proposal.
11. Once pension section will issue PPO against the proposal, system should notify the concerned divisional unit where the pensioner has selected to

withdraw pension & SMS notification will be sent to the pensioner's registered mobile number regarding the pension approval.

12. Pensioner needs to visit the selected pension disbursing withdrawal unit for physical verification & concern DDO will submit the updated pensioner data to the pension section.
13. Once monthly change data uploaded & received at the pension section, pension section includes the pensioner's name in monthly pension bill & export in Excel format & share the Excel (Offline) with the Bank for pension disbursement.

As discussed, OPTCL need to provide the master data & the pension rules/conditions.

1. Master data to be provided by the OPTCL team.
  - Department master data
  - Designation master data
  - District, Division master data & district wise division mapping data
  - Unit master data & district wise unit mapping
  - TI master (Temporary Increase) data along with percentage & logic
  - Division wise DDO mapping master data
  - PF master data
  - Checklist wise documents required in the Pension Proposal form with mandatory fields.
  - Commutation master data
2. Employee master data of OPTCL.
3. Existing pension holder master data.
4. Pension rules/conditions.

So, we are requesting you to kindly provide the above master data & pension conditions in the prescribed format as mentioned in the **Annexure – I**, so that we can proceed with the development.

## Annexure - I

### **Pension Conditions/Rules**

Condition 1
Case Study / Example
Condition 2
Case Study / Example

**Note: Please increase the row as per nos. of condition.**