**SOFTWARE REQUIREMENT FOR DIRECTORATE OF AUDIT AND PENSION,NAHARLAGUN,**

**ARUNACHAL PRADESH**

**Receipts Branch**

**Peon Book Signature and Challan Signature (This has to be enhanced with an acknowledgement system by generating a Unique Receipt Number.).**

**Categories of Receipts:**

1. Pension Receipt Register:

* Departments Name: (For Example E Er.(Executive Engineer) Capital Division “B” PWD Itanagar)
* File No. Issued By the Department from which the docket Comes: (For Example: CDB/WC-18/2013-14/3259-60)
* Issue Date from Department.
* Remarks: (Pension Papers and Service Book)
* Name
* Designation.
* Numbering System for Files Received: YY-MM-DD format/serial no.
* (Sub Category: Pension Resubmission)The Issue Number given by the department last serial changes.
* Revision of pension (Refixation) sent based on revision of pay scale.

1. PPO (Pension Payment Order).Comes for Transfer and Re-Authorisation. Process of filling is same except.

* Treasury Name
* Treasury Issue No.
* Treasury Issue Date.
* Remarks for transfer or re-authorisation with the PPO no. Issued.(PPO No. Entry is must)
* Name.
* Designation.

1. GIS (Group Insurance).

* Department Name
* Department Issue File No.
* Issue Date from Dept.
* Remarks for GIS
* Name
* Designation of the employee.

1. IPS (Initial Pay Statement)

* Department Name
* Department Issue File No.
* Issue Date from Dept.
* Multiple or Single Name of Individuals
* Designations of the employees

**Other Miscellaneous Category:** Lose sheets are arranged and organised based on Categories as mentioned above. If Fixation of Pay Certificate or Fixation of Pension or PPO changes are routed to the respective registers.

**Pension Identity Card Receipt:**

* S. No. (Every year April 1st to March 31st –Month Wise No. And serial Maintenance).
* Name.
* Date of Receipt.
* Pension No. (PPO number).
* Mode of Payment (Bank Draft & Treasury Challan).
* Photo Upload Option (as of now photo).

**NB: Receipt of Accounts & Treasury Documents Register Maintained and transferred to the respective department. Similar nomenclature of Entry (For Example NPS Allotment No., etc)**

**Marking System by Superintendent. (Bara Babu)**

**On the Complete Document the Superintendent marks or allocates the document to the respective department (As of Now with a signature) this is further entered into the Register File and distributed to the respective branches.**

**PENSIONS Branch:**

**Superintendent Pension:** Distributes the Pension Docs. Among x staff members in the Department.

**Case No. Process:**

PEN/AP/Serial No. Till date right from the beginning of Pension Department (For Ex: 22357)/13-14 (Current Assessment Year)/Serial No. For the current assessment year (For Ex: 482)/

**Register Details:**

* Receipt Register No. With Month
* Case No.
* Name of Pensioner
* Department (All)
* Department File No.
* Staff Name to whom allocated the file.
* Remarks
* If any discrepancies then draft is made and submitted to DAP for approval.
* If Discrepancy approved this is sent to Issue and returned to the department from which it came.

**This Case No converts into PPO No.**

PEN/AP/Serial No. Till date right from the beginning of Pension Department (For Ex: 22357)/13-14 (Current Assessment Year)/Serial No. For the current assessment year(For Ex: 482)/ PPO No.(Issued by PPO branch after the file is finalised)

**Pension File Entry Process:**

* Case No. Generated
* Name of the Pensioner
* Designation
* Office
* Date of Retirement/Death/Absorption to PSU & AB( Autonomous Body)
* Date of Receipt of the pension papers in the office.

**Note: The Average Emolument has to be in this format**

**AE = BP +GP+DP(Dearness Pay if Applicable {50% of BP+GP})+NPA(non Practice Allowance for only Doctors{25% of BP+GP+DP})**

**So Pension will be =50% of AE or 50% of last pay whichever is more.**

**DR (Dearness relief) is given by treasury**

**DA is given by pension.**

**Working Sheet: (for Superannuation Pension)This is from 1-1-2006**

* Case No.
* Name of the Pensioner
* Date of Birth
* Date of Appointment
* Age at Appointment
* Date of Retirement
* Age at Retirement
* I)Total Service Years

1. Less Non Qualifying Service (If Any) (For Example extra ordinary leave, wilful absent)
2. Net Qualifying Service

{Total Service Years – Less Non Qualifying Service = Net Qualifying Service]

* Service Verification (Written in Service Book)
* Regularization of Ad-Hoc Service (Probation Period)
* Leave Account
* Last Pay (As par Last Pay Certificate)=Basic Pay +Grade Pay +NPA( only for doctors)
* **Average Emoluments.**

Average of Last 10 Months Salary(BP +GP)+NPA.+N

If there is Increment, then

{[Salary per month \* Total no. of Month salary issued]+[Incremented Salary Permonth \* Total No. Of Months incremented salary Issued]}/10 = Average Emoulments

* **Amount of Pension**

**50% of Average Emoulments or 50% of Last Pay whichever is more.**

* **Amount of Retirement Gratuity(RG) (in case of Death its DG and In case of Superannuation it is RG)**

[Last pay + 72% {this is Variable, can change} of DA (Dearness Allowance)]\*1/4\*Years of Service

Years of Service =[ No. Of Years of Service \*2 ] +(Month if 0-8 then ½)or(Month if 9-11 then1/2+1/2**).[Maximum 16 1/2=33yrs]**

* **Minimum 3 months otherwise ignored**
* **Months are counted in terms of days. Eg minimum 3 months to 8 months 29 days is ½ unit**
* **9 months to 11 months 29 days is ½ + ½ unit**

So if the Month is 0-8 then add 1 with [ No. Of Years of Service \*2 ]

If the Month is 9-11 then add 2 with [ No. Of Years of Service \*2 ]

**NB: The DCR value will be maximum 10,00,000. Even if the calculation is more than 10 Lakhs, only 10 Lakhs will be disbursed. Also while calculating DCR, the maximum years of Service is 33 years, anything more will be calculated based on 33 years.**

* **Amount of Family Pension**
  + 1. Enhanced Rate (50% of Salary(BP +GP)+ NPA.)
    2. Ordinary Rate (30% of Salary(BP +GP)+ NPA.

In case of death of the incubant the family pension will be issued.

* **Commutation** of Pension

(40% of Pension \* 12)\*Age at Next Birth (Refer Sheet)

Age at Next Birth: Age at the time of retirement +1=The Value. This value is then checked with the chart (In File) for getting the Age At Next Birth Value.

**NB: if 40% of Pension comes in decimal, ex 4567.20, then the decimal is ignored. Now After the final Commutation of Pension if there is decimal, then the figure is rounded up to the next rupee.**

**Reduced pension: (Pension –40% of Pension)**

* Place of Payment (under which Treasury/Bank)
* Address after Retirement
* Class of Pension
* Name of Wife/Legal Heir
* Form Submitted, 1 or 2/3/4/5/6/7/8/12/14/18/19/24/I/1-A
* 3 parts of forms – **1**. For retirement forms 1,3,5,7 and 8. **2.** For commutation forms 1,1A,2 and 5.( Form 5 are separate for both) **3**. For death forms 12,14,18,19,20 and 21.
* Vigilance clearance certificate to be seperated
* Specimen Signature, Descriptive Roll, Photo, IPS, LPC, NDC,(Rule-57,63 & 71), Calculation Sheet, Last 10 months drawal statement, Death-Certificate, Legal Heir Certificate, Birth Certificate of the Children, Non-employment Certificate, Non-remarriage Certificate, AC bill/vigilance clearance certificate, Income Certificate, Dependent Certificate, Indemnity Bond.

RECOVERIES:

* Provisional Gratuity Status:
* Provisional Pension Status:
* Excess Amount of Pay and Allowances if any may be recovered from the **arrear pension** /gratuity and this same be deposited in the head of accounts “2071” pension and ORB (other Retirement Benifits).

**Arrear Pension:** (Either Given by Department or calculated based on the Due on Date Statement given by the department)

**For** **Superannuation Pension before 1-1-2006**

* **Average Emoluments.**

Average of Last 10 Months Salary(BP +GP)+ NPA.

If there is Increment, then

{[Salary per month \* Total no. of Month salary issued]+[Incremented Salary Permonth \* Total No. Of Months incremented salary Issued]}/10 = Average Emoulments

* **Amount of Pension**

**Average Emolument \*1/2\*(Years of Service /66)**

Years of Service**(SMP=Six Monthly Period)** =[ No. Of Years of Service \*2 ] +(Month if 0-8 then ½)or(Month if 9-11 then1/2+1/2**).[Maximum 16 1/2=33yrs]**

So if the Month is 0-8 then add 1 with [ No. Of Years of Service \*2 ]

If the Month is 9-11 then add 2 with [ No. Of Years of Service \*2 ]

**Dearness Pay = 50% of Pension + Pension Amount (DP is only during 1-4-2005 to 31-12-2005)**

**Consolidated Revised Pension = Dearness Pay has to be tallied with the Chart (Existing Pension/Family Pension implemented with effect from 1-1-2006).**

**NB: if the Government Servant dies during service then the enhanced rate is for 10 years and if the government servant dies after service than the enhanced rate is for 7 years.**

**For eg : If retired at 58 and death at 61, then family will get enhanced rate calculated from the age of retirement.In this case enhancd rate will be for 4 years**

**Work Sheet for Family Pension**

* Case No.
* Name of the Pensioner
* Date of Birth
* Date of Appointment
* Age at Appointment
* Date of Retirement / Death
* Age at Retirement / Death
* I)Total Service Years

1. Less Non Qualifying Service (If Any) (For Example extra ordinary leave, wilful absent)
2. Net Qualifying Service

{Total Service Years – Less Non Qualifying Service = Net Qualifying Service]

* Service Verification (Written in Service Book)
* Regularization of Ad-Hoc Service (Probation Period)
* Leave Account
* Last Pay (As par Last Pay Certificate)=Basic Pay +Grade Pay
* **Amount of Death Gratuity(DG)**

[Last pay + 72% {this is Variable, can change} of DA (Dearness Allowance)]\*1/2\*Years of Service

Years of Service =[ No. Of Years of Service \*2 ] +(Month if 0-8 then ½)or(Month if 9-11 then1/2+1/2**).[Maximum 16 1/2=33yrs]**

So if the Month is 0-8 then add 1 with [ No. Of Years of Service \*2 ]

If the Month is 9-11 then add 2 with [ No. Of Years of Service \*2 ]

**NB: The DCR value will be maximum 10,00,000. Even if the calculation is more than 10 Lakhs, only 10 Lakhs will be disbursed. Also while calculating DCR, the maximum years of Service is 33 years, anything more will be calculated based on 33 years.**

**Rate of Death Gratuity during Service**

* **Less than 1 year( 11 months 29 days):** 2 times of Emoluments
* **1 year to 5 year (12 months to 4 years 11 mnths 29 days):** 6 times of Emoluments
* **5 yrs to 20 yrs (5 years to 19 years 11 mnths 29 days):** 12 times of Emoluments
* **20 years or more:** ½ of Emoluments for every completed 6 monthly period of qualifying service subject to a maximum 33 times of Emoluments
* Amount of Family Pension
  + 1. Enhanced Rate (50% of Salary(BP +GP).) (Refer age of Death or Retirement)
    2. Ordinary Rate (30% of Salary(BP +GP).

In case of death of the incubant the family pension will be issued.

**NB: if the Government Servant dies during service then the enhanced rate is for 10 years and if the government servant dies after service than the enhanced rate is for 7 years.**

**In case of qualifying service less than 7 years enhanced rate is not admissible, ony ordinary rate.**

* Place of Payment (under which Treasury/Bank)
* Address after Retirement
* Class of Pension
* Name of Wife/Legal Heir
* Form Submitted, 1 or 2/3/4/5/6/7/8/**12/14/18**/19/24/I/1-A
* Specimen Signature, Descriptive Roll, Photo, IPS, LPC, NDC,(Rule-57,63 & 71), Calculation Sheet, Last 10 months drawal statement, Death-Certificate, Legal Heir Certificate, Birth Certificate of the Children, Non-employment Certificate, Non-remarriage Certificate, AC bill/vigilance clearance certificate, Income Certificate, Dependent Certificate, Indemnity Bond and Audit Clearence certificate.

**RECOVERIES:**

* Provisional Gratuity Status**:(Refer Service Book)**
* Provisional Family Pension Status**: (Refer Service book)**
* Excess Amount of Pay and Allowances if any may be recovered from the arrear, family pension or death gratuity

**Condition 1:** In case of Death after retirement life time arrear pension is calculated from the next day from the date of retirement up to the date of death. After that the enhanced rate is applicable for a period of 7 years. This happens for a person who has not yet drawn his pension (superannuation) and is dead. This is for a short period of time.

**Condition 2:** In case of Two Wives or more.

50% of Last Pay= Actual Amount to be paid in equal shares (if there is decimal value then has to be rounded to the next rupee, the equal shares).

**Condition 3:** In case of spouse dead, then the pension amount goes to either of the situation

**Son** age not more than 25 years and monthly income less than or equal to 3500( as per CPC recommendation) for a period of 7 years or 10years whichever is earliest.

**Daughter** age not more than 25 years and till the date of marriage, or starts earning not more than 3500 for a period of 7 years or 10years or till date of marriage whichever is earliest.

**Unmarried/Widow?Divorced Daughter** till the date of marriage, or starts earning not more than 3500 for a period of 7 years or 10years or till date of remarriage whichever is earliest( no age condition-reauthorization)

**Condition4:** In case of two wives and one being dead, then the next eligible child will get the share of the dead widow. Same son daughter conditions apply.

**Condition 5:** In case of **twin children** the share is equally distributed between the two twins.

**Working Sheet for Voluntary Retirement**

**(Same as Superannuation, mind the years of service calculation, Minimum qualifying years 20 yrs)**

* Excess Amount of Pay and Allowances if any may be recovered from the arrear pension or gratuity.

**Working Sheet for Invalid Retirement Pension**

**In case of Qualifying service is less than 10 years then Service Gratuity and Retirement Gratuity is admissible and calculation as under.**

**Service Gratuity:**

**Last Pay+ NPA + DA= Total**

**Service Gratuity = Total \*1/2\*SMP**

**SMP=** Years of Service**(SMP=Six Monthly Period)** =[ No. Of Years of Service \*2 ] +(Month if 0-8 then ½)or(Month if 9-11 then1/2+1/2**).[Maximum 16 1/2=33yrs]**

So if the Month is 0-8 then add 1 with [ No. Of Years of Service \*2 ]

If the Month is 9-11 then add 2 with [ No. Of Years of Service \*2 ]

**Invalid Retirement Pension Calculation**

* In case of 10 yrs above: **50% of Average Emoluments or 50% of Last Pay whichever is more.**
* **Service Gratuity is not applicable for 10 yrs above.**
* **Retirement Gratuity Applicable.**
* **Form 23 has to be submitted.**

**Absorption in autonomous body/public sector undertaking Pension.**

**Extraordinary Pension( while in duty)**

* **Category A( death due to natural causes) :** Normal pension under CCS pension rules,1972
* **Category B (death or disability accepted by govt as attributed to or by aggravated govt service) & Category C ( death or disability due to accident while performing duties) :** Death Gratutiy under normal CCS pension rules,1971.

**PENSION :**When the deceased Government servant was not holding a pensionable post then 40% of basic pay subject to a minimum of Rs 4550/-

When holding pensionable post then 60 % of basic pay subject to minimum Rs 7000/-

**Basic pay includes NPA**

* **Category D ( death or disability due to acts of violence by terrorists,anti social elements while performing duties or otherwise) and Category E ( Death or disability due to aatack by enemies,enemy action,extremist acts etc):** Amount of family pension will be equal to the last pay drawn by the deceased and payable to widow for life or till remarriage. If remarriage family pension will be under CCS pension rules,1972

If no widow but survived by children, then 60% of basicpay subject to a minimum of Rs 7000/-pm.

If employee dies a bachelor or a widower without a child,then parents will receive at 75% of last pay drawn if both parents are alive or 60% of last pay if only one of them is alive.

**Liberalised Pension( anti social elements)**

**Dependent Pension ( Minor Brothers and Unmarried Sisters are given the pension)**

**Parents Pension: (Is similar to Family Pension)** Bachelor dead, mother will receive first pension and then after her death father will receive. Enhanced Rate is not admissible, only **ordinary rate** is admissible. 30% of Last Pay.

**Disability Pension**

* **For categories B and C :** Normal pension as per CCS rules + 30 % of basic pay( disability pension) for 100% disability. No minimum period of service. No service Gratuity.

For lower disability levels monthly disability pension shall be proportionately lower as as per below **table 1** and subject to minimum of Rs 7000/- pm salary.

* **For category D:** Disability pension comprising a service element equal to the pension @ 50 % of the emoulments or average emoulments receieved during last 10 months,whichever is beneficial to the govt servant and gratuity to which employeewould have been entitled to on the basis of the pay on the date of invalidation but counting service upto the date when he would have retired in normal course and disability element equal in amount to normal family pension for 100% disability and no maximum service period condition. For lower disability levels monthly disability pension shall be proportionately lower as as per below **table 1**
* **For category E :** Disability pension comprising a service element equal to the pension @ 50 % of the emoulments or average emoulments receieved during last 10 months,whichever is beneficial to the govt servant and gratuity to which employeewould have been entitled to on the basis of the pay on the date of invalidation but counting service upto the date when he would have retired in normal course and disability element equal in amount to normal family pension for 100% disability and no maximum service period condition and no upper limit of last pay drawn i.e. aggregate service and disability elements of pension may exceed pay last drawn. For lower disability levels monthly disability pension shall be proportionately lower as as per below **table 1.**

|  |  |
| --- | --- |
| **% of disability assessed by medical board** | **% to be reckoned for computation of disability element** |
| **Upto 50** | **50** |
| **51 to 75** | **75** |
| **76 to 100** | **100** |

**Absorption in organisation or autonomous body**

**If there is no pension scheme in absorbed organisation:**

If qualifying service(QS) is less than 10 years then service gratuity(SG) and retirement gratuity( RG) is admissible.

For eg if QS = 12 years 3 months and last pay( GP+BP)= 14,600

Then pension= 50% of last pay or 50% of AE whichever is more

Gratuity={ last pay \* length of service (25 in this case)}/4

Commutation= (40% of Pension \* 12)\*Age at Next Birth (Refer Sheet)

Age at Next Birth: Age at the time of retirement +1=The Value. This value is then checked with the chart (In File) for getting the Age At Next Birth Value.

**NB: if 40% of Pension comes in decimal, ex 4567.20, then the decimal is ignored. Now After the final Commutation of Pension if there is decimal, then the figure is rounded up to the next rupee.**

**Reduced pension: (Pension –40% of Pension)**

If pension scheme is not available in the organisation of the autonomous body, then pension payable through concerned treasury.

**If there is pension scheme in absorbed organisation:**

Then pension= 50% of last pay or 50% of AE whichever is more

Gratuity={ last pay \* length of service (25 in this case)}/4

Commutation= (40% of Pension \* 12)\*Age at Next Birth (Refer Sheet)

**Age at Next Birth**: Age at the time of retirement +1=The Value. This value is then checked with the chart (In File) for getting the Age At Next Birth Value.

Terminal Gratuity= (Pension-Reduced Pension)\*12\*age next birth date(refer chart)

**Note** : The gratuity, commutation and terminal gratuity is to be transferred to the organisation of absorption by means of bank draft drawn in favour of so and so for counting his first service.

**Extraordinary Pension**

Extraordinary Pension= 60% of last pay subject to minimum of Rs 7000 pm.

The beneficiary will receive it till death or remarriage.

**Revised** Gratuity

**When the DA has been changed ( eg from 58% to 65%) but came in effect later after pensioner has already collected gratuity at old DA**

**Total**= Last pay + R.Gratuity at new DA rate(

Gratuity= {**Total** \* length of service }/4

**Balance released** = Gratuity at new DA rate - gratuity drawn at old DA rate

**Pension Payment Order Section ( PPO )**

The **Superintendent** ( Central Registrar) first receives the file and enters it in the central register. From there the files go to the **Computer operators** who make the calculations in the software and issue print outs of CPO,GPO and PPO. Then the files are sent to respective **Dealing assistants** for necessary documents and arrangement of all papers in order. The **Dealing assistants** also have a register and make necessary entries. The dealing assistant then sends the file to the **Superintendent** who forwards the file to the **Directo**r. The **Director** after signing/approving the files sends them back to the **Superintendent** who forward them to the respective **Dealing assistants** who in turn arranges the documents and sends the file to **issue** section and make entries in the register again.

**Format of Central Register:**

* Serial No
* Name of pensioner with designation and pension no/case no
* Department
* Type of pension
* Gratuity Amount
* Commutation Amount
* Amount of Monthly Pension
* Dearness relief ( 80% of pension)
* Medical allowance( fixed at RS 200)( variable)
* Date of effect of monthly pension
* Drawn from which treasury and state
* Recoveries ( data comes from dept)
* Date of sending to issue branch
* Remarks

**Note:**

The last two points come into effect or are filled when the file comes back after being signed by the Director.

In remark section the PPO Number, CPO Number and GPO number are added separately to the existing case number and these numbers are a continous order and not dependent on year to year basis . Year to year basis numbers are already mentioned in the pension/case no.

**Eg**. Pension no : PEN/AP/14972/07-08/291

PPO No : PEN/AP/14972/07-08/291/12964

GPO No : PEN/AP/14972/07-08/291/19220

CPO No : PEN/AP/14972/07-08/291/10296

**Format for dealing assistant register ( 1st phase)**

* Serial No
* Central register serial number
* Name with PPO,GPO and CPO number separately
* Designation
* Department
* Date of sending to issue section

**Note :** In the last column service book to GIS is marked and if service book has not all required papers they are returned to the concerned departments of the pensioners.

**Format for dealing assistant register ( 2nd phase)**

* Date
* Name of pensioner
* Signature of recipient in issue section

**PPO Issue Section:**

This is the final stage of pension release. The issue section despatches the PPO to the concerned **treasury office**. It also sends a copy to the **District/Deputy Commissioner** of the district and the **Auditor general**. One copy is send to the **concerned pensioner** either by post or by hand and two **office copies** of the order are kept.

**Format of issue register:**

1. Issue no
2. Treasury office details
3. Case no
4. Name of pensioner
5. Address of pensioner
6. List of copies sent to various departments
7. Date of issue

**Order post record**

1. Personal copy
2. Treasury office

Despatch date

PO Reg no

Issue-states

Accountant general

Despatch date

PO-PO (reg/ordinary)

Status

Concerned Head of Department/Office

Despatch date

PO-PO (reg/ordinary)

Status

**Reauthorization Section**

When a pensioner **dies**, then his wife or next of kin or so on as per mentioned in his family details are **liable** to receive the amount as per standard norms set. In this case the beneficiary approaches the reauthorization branch. Only after the reauthorization process has been duely completed will the file be sent to the **issue** section for final formalities. In case a person approaches for reauthorization but his/her name **donot** figure in the list of names as per the family details of the employee then the reauthorization is put up as objection and **returned** to the concerned department of the employee.

This section also deals with release of **duplicate PPOs**. In case a person loses his PPO then he can apply for a duplicate PPO in this section. The duplicate PPO request is first issued by the concerned person to the **treasury** who in turn issues the request to the **reauthorizing** section. The request by the person has to be attached with a police verification of the lost PPO. Presently there is **no register format** for this work. A format needs to be created to help the automization process.

This section also deals with transfer registration format. If a pensioner is withdrawing his pension from a certain place eg **naharlagun** but shifts to eg **guwahati** after sometime then there has to be transfer request to enable the pensioner to withdraw his pension from guwahati.. If there is no treasury in the prescribed new location then the pensioner can withdraw his pension from any centralised bank specially state bank of india.

This department also deals with other minor complaints like revised **DRs** and **Medical allowances** but there is no proper register record mantainence

**Register format of dealing assistant**

1. Reg No
2. Received from
3. Name of claimant and relationship with pensioner
4. Date of receipt
5. Date of put up
6. Remarks- Objection or final

**Format for Transfer Register**

* Serial No
* Name of pensioner
* From whom received
* To be sent to
* Date of put up
* Correspondence file no
* Reference page
* Signature

From here the file goes to the issue section( reauthorization/transfer) from where it is despatched.

**Register Format in issue section**

* Issue no
* Treasury office details
* Case no
* Name of pensioner
* Address of pensioner
* List of copies sent to various departments
* Date of issue

**Order post record**

* Personal copy
* Treasury office

1. Despatch date

b . PO Reg no

c . Issue-states

* Accountant general

Despatch date

PO-PO (reg/ordinary)

Status

* Head of Office/ Department

Despatch date

PO-PO (reg/ordinary)

Status

**Identity Card Section**

The register format in this section is as given below. After the file has been approved by the DA for identity card ,an ID card is created and sent to issue section for despatch. The pensioner has to write an application for receiveing his pensioners id card with the below mwntioned information.

**Register format for id card**

* PPO no
* Pay Scale
* Name
* Address
* Phone no
* Photo serial no ( I card primary key)
* Last pay
* Application No
* Blood group
* Date of Birth

The id card than comes to the **issue section(id card)**from where it is despatched.

**Format in issue register(id card)**

* ID card no
* Name of pensioner
* Address of pensioner
* Despatch address
* PO Reg No
* Status
* Return Date ( if returned from postal due to not valid addres

**Group Insurance Scheme Section**

In this section there are two types of insurance. One is savings insurance which a pensioner gets on his retirement and the other is death insurance which goes to the next of kin if a pensioner dies.

In both cases the schemes are divided among the pensioners on the basis of their Grade of Post( A,B,C or D) during retirement.

If a pensioners year of appointment is say Eg 1986 then rate in the current retiring month but year of 1987of the GIS chart will be considered and the calculation will be based on that.

**Calculation of savings insurance**

Eg. If the joining date is 1985 and retiring time is August 2013 then the value of the chart in August 1986 say 12345 will be considered as his savings insurance

* If the pensioner was an **A grade** employee then **12345\*4** is the final value
* If the pensioner was a **B grade** employee then **12345\*3** is the final value
* If the pensioner was a **C grade** employee then **12345\*2** is the final value
* If the pensioner was a **D grade** employee then **12345\*1** is the final value

**Calculation of death insurance**

**At the current value(x) which might change from time to time. Right now x=15,000**

* Fo**r group D = x**
* For **Group C = x \*2**
* For **Group B= x \*3**
* For **Group A= x \*4**

**Workflow**

From the **receipt** section, the file goes to the **dealing assistants (DA**). The **DA** then enters the details in the **registar** and sends the file to the **Superintendent(SGIS**) for necessary financial verifications. Currently the **SGIS** is not maintaining any register. The **SGIS** than forwards the file to the **Joint Director** who after verification forwards the file to the **Director**. After the **Director** has signed he returns the file to the **Joint Director** who sees the file **to SGIS** who then forward it to respective **DAs**. The **DAs** put up the file for final order and send it to the **SGIS**. THE **SGIS** sends it to the **Joint Director** who approves it, sends it back to **SGIS.** The **SGIS** then sends it to **DA** who despatches them to the **issue** section.

**GIS Dealing assistant register format**

* **Case no**
* **Date of receipt**
* **Name, Designation,Department**
* **Name of DA**

The file is then sent to **issue section(GIS).**

**Format of register in GIS issue section**

* Issue no
* Treasury office details
* Case no
* Name of pensioner
* Address of pensioner
* List of copies sent to various departments
* Date of issue

**Order post record**

* Personal copy
* Treasury office

1. Despatch date

b . PO Reg no

c . Issue-states

* Auditor general

Despatch date

PO-PO (reg/ordinary)

Status

* Deputy Commissioner

Despatch date

PO-PO (reg/ordinary)

Status

**Initial Paycheck Cell**

In this cell, service book management of employees and other dept files relating to various pays takes place. If it is apension case, then it is handed to a dealing assistant(DA) who after necessary paperworks and evaluations sends it back to the pension branch for issue.

If it is an IPS case, it is kept in storeroom. After checking it is send to the despatch/issue section through outgoing IPS register.

**Format for incoming pension**

* Serial No
* Date of incoming
* Name with department
* Name of allocated DA

**Format for incoming IPS**

* Serial No
* Date of incoming
* Name with department
* Name of allocated DA

**Format for outgoing/despatch to issue section after verifications**

* Serial No
* Date of despatch to issue
* Name an other details
* Remarks of DA
* Signature/Name of DA

**Issue Section (IPS)**

**Format of register in GIS issue section**

* Issue no
* Treasury office details
* Case no
* Name of pensioner
* Address of pensioner
* List of copies sent to various departments
* Date of issue

**Order post record**

* Personal copy
* Treasury office

1. Despatch date

b . PO Reg no

c . Issue-states

* Accountant general

Despatch date

PO-PO (reg/ordinary)

Status

* Head of office/department

Despatch date

PO-PO (reg/ordinary)

Status

**Employee database management clubbed with pensioner’s data**

1. Employee Database:
2. Bin for those retired
3. Bin for whose pension done/not done.
4. Full details-family details of employee
5. Govt of India new 10% DA- requisites to commissioner for budget after calculating how many people getting 10% DA.
6. Calculation of increment( 3 % formula)

Calculate total pay-calculate GP and then apply 10 % DA-intimate govt

1. Link to treasury for recoveries of provisional pension/provisional gratuity.
2. Verify with treasury how much PP or PG paid as payments made are updated in treasury.
3. CIS is divided into five parts – Pension,Employee Database,GPS,NPS and Treasury.

**Software development needed for pension and employee database. Interfacing required for GPS,NPS and Treasury.**

**Format showing details of regular employees under non plan section for creation of employee database**

1. Serial No
2. Name
3. Name of Father/ Husband
4. Designation
5. Date of appointment in present post
6. Date of retirement
7. M/F
8. Category
9. Pay Band
10. Pay in the Payband on 1st March 2010
11. Grade pay
12. Total allowance including 3% increment
13. Total emoulments per month
14. Bank A/C no
15. Name of bank
16. Branch
17. Name of DDO with address
18. Photograph

**Format For full details of all employees**

1. Serial No
2. Employee code No
3. Name of Govt servant
4. Date of Birth
5. Category( APST or Non –APST)
6. Sex
7. Designation
8. Date of Appointment
9. Age At entry
10. Date of Retirement
11. Date of Death in harness
12. Age at retirement
13. Age at death
14. Qualifying Service
15. Length of service
16. Non qualifying service
17. Net qualifying service
18. Conversion to 6 monthly unit
19. Office in which served last
20. Name of office
21. Division
22. PO
23. District
24. Pin No
25. State
26. Name of department
27. Date of effect of pension
28. Place of payment( name of treasury)
29. Name of A & G
30. Name of Bank
31. Account No
32. Address after retirement
33. C/0
34. Village
35. PO
36. PS
37. District
38. Pin No
39. State
40. Country
41. Class of pension
42. Name of spouse
43. Date of birth of spouse
44. Name of children
45. Date(s) of birth of children
46. Date of receipt of pension paper
47. Date of receipt
48. Date of return
49. Date of re submission
50. Date of finalization
51. Date of issue of PPO
52. Pension transferred to:
53. Reference no and date
54. Name of AG
55. Name of treasury
56. Name of bank
57. Account No
58. Revised pension/family pension wef 1.1.2006
59. Date of death of pensioner
60. Date of effect of family pension
61. Date of death of family pensioner( spouse)
62. Pre Revised pay scale
63. Pay scale/Grade pay as on retirement/death
64. Pay
65. GP
66. NPA
67. Last pay + grade pay
68. Pre revised
69. Pay band
70. Grade pay
71. Dearness pay
72. NPA
73. Revised
74. Average emoulments( 10 months)
75. Pre revised
76. Revised
77. Amount of pension
78. pre revised basic pension on retirement
79. revised basic pension on retirement
80. 20% increase as on 80 years
81. 30% increase as on 85 years
82. 40% increase as on 90 years
83. 50% increase as on 95 years
84. 100% increase as on 96 years
85. Amount of RG
86. Pre revised
87. Revised
88. Amount of DG
89. Pre revised
90. Revised
91. Amount of Family pension
92. Pre revised enhanced rate
93. Revised enhanced rate
94. Period
95. Pre revised ordinary rate
96. Revised ordinary rate
97. Period
98. Pre revised basic family pension on retirement
99. Revised basic family pension on retirement
100. 20 % increase as on 80 years
101. 30% increase as on 85 years
102. 40% increase as on 90 years
103. 50% increase as on 95 years
104. 100% increase as on 96 years
105. Commutation value of pension
106. Pre revised
107. Revised
108. Pre revised amount of commutation
109. Revised amount of commutation
110. Pre revised reduced pension
111. Revised reduced pension
112. Total emoulments
113. Pre revised basic pension/family pension
114. Revised basic pension/family pension
115. Dearness relief
116. Medical allowance
117. Total
118. Amount of provisional pension
119. Amount of provisional gratuity/death gratuity
120. Excess payment of gratuity
121. Photographs
122. Reauthorization of family to parents/children
123. Name of parents/children
124. Date of birth
125. Category handicraft life time unmarried daughter,till married,widow/divorced daughter till remarriage
126. Amount
127. Periods