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# Establishment Master Release

## **Quick Steps:**

**1. DA ACCOUNT**

**2. SS ACCOUNT**

## **DA ACCOUNT**

1. Enter UserName and Password.
2. Click on **login** button.
3. Select the Role **DA Account**.
4. Click on **Submit** Button.
5. Go to **Menu > Data Migration > Master > Establishment Master Release**.
6. Type the establishment code allotted Or click on **search** button. Allotted establishments will appear. (*Pending button is for cases returned to DA from SS ACCOUNT in case task submitted is not approved. For details go to step 14*).
7. Click on the checkbox corresponding to establishment code that you want to release.
8. Click on Next button.
9. Verify the records of the establishment and update them (if required).
10. Click on release to release the establishment or Reject option to reject establishment. (*Rejection button is to be used with great caution and can be used only when it is a duplicate record as rejection will delete all records including transactions if any*)
11. Click on Save button to save the records
12. Click on Submit button.
13. Click on back button to go to previous screen (if required).
14. Click on **Exit** link to go back to main menu screen.
15. Click on Pending button.
16. Select the ESTABLISHMENT ID. Follow the step 8 to 12.
17. When you finished all your work, click on LOGOUT to close your work

## SS ACCOUNT

1. Enter UserName and Password. Click on login button.
2. Select the Role **SS Account**. Click on Submit Button
3. Go to **Menu > Data Migration > Master > Establishment Master RELEASE**
4. Click on Establishment ID that you want to verify and release.
5. Verify the details of Establishment from the document.
6. Select the status from the list. Choose **approved** to approve the establishment or **Need to edit** if changes are required.
7. Enter Remarks
8. Click on **Submit** Button.
9. Click on **back** button to go to previous screen (if required).
10. Click on **Exit** link to go back to main menu screen.
11. Click on **Logout**.

## MEMBER CLOSING BALANCE RELEASE

### **Quick Steps:**

#### **1. DA ACCOUNT**

#### **2. SS ACCOUNT**

### **DA ACCOUNT**

1. Enter UserName and Password.
2. Click on login button.
3. Select the Role DA Account.
4. Click on Submit Button.
5. Go to Menu > Data Migration > Master > Member Closing Balance Release.
6. Enter the ESTABLISHMENT code.
7. Press Tab key from the keyboard.

Screen shows Grand Totals of Closing balances as per last approved Form-24 summary sheet. *Note the accounting Year. This is the year of last approved Form 24. This should be correctly filled.*

8. Click on GO button. “**Settled members closing balance**” and “**partially settled members**” area gets highlighted.
9. Two types of Release mode is available
  - (a) Establishment wise
  - (b) Member wise.

*(i)To release the closing balance of all the members of establishment choose release mode Establishment wise*

*(ii)To release data of a single member of establishment choose release mode member wise (go to step 22).*

**Let us release the whole establishment:**

10. Fill up the Form 24 details as provided.
11. Select the mode Establishment wise.
12. Click Next.
13. Complete list of member of the establishment page wise appears

*Various buttons on the screen and their functions are:*

- a) Click on **ReleaseAll** button to release all members.
- b) **RejectAll** button to reject all members.
- c) **ClearAll** button to clear selections made.
- d) **Cyear\_WDL** for current year withdrawal.
- e) **Rej\_o\_AMT** to reject all members with zero balances.
- f) **MinCBReject** to reject minimum closing balance of duplicate balance entry.
- g) **MaxCBReject** to reject maximum closing balance of duplicate balance entry.
14. Click **Release all** to select all members of the establishment ( The radio buttons get selected) We can change the status of the member by selecting the status (Active, UCD, Settled and Partially Settled) as appropriate.
15. Click on **Next** button.
16. Continue clicking **Next** button till you reach the last page.  
Alternatively, select the last page from the drop down box list.
17. Click on Next button.
18. Appendix E screen appears

*To adjust the balance of employee, enter the employee code, click on AddRow button, update the balance details and click on Submit button.*

19. Click on **Next** button.
20. Withdrawal history screen shows any withdrawals subsequent to last approved Form 24. In case there are no withdrawals this screen will be blank.

*To adjust the withdrawal details, enter the employee code, click on AddRow button, update the withdrawal details and click on Submit button.*

21. Click on **Next** button.

*Screen shows summary of closing balances as per approved Form 24 and Live Migrated closing balance accounts as (System calculated). Both should match. Errors, if any, will be reported. Release will not be possible if there is any mismatch in the two figures. If there are no errors, the release button click will allow the release of the balances of the members and the account numbers of the members will be available in the new system for any claims etc. after approval of the task by SS accounts.*

22. Click on **GenPDF** button for generating the PDF file.
23. Click on **SubmitData** button.

**“Record submitted successfully”** message appears.

24. Select release mode Member wise. A box for employee code appears.
25. Select the option to release the member
26. Click on **Next** button.
27. To adjust the balance of employee, click on AddRow button, update the balance details and click on Submit button.
28. Click on **Next** button.
29. To adjust the withdrawal details, click on **AddRow** button, update the withdrawal details and click on **Submit** button.
30. Click on **Save** button
31. Click on **SubmitData** button.
32. Click on **Exit** link to go back to main menu screen.
33. Click on **LOGOUT** to close your session.

34.

## SS ACCOUNT

1. Enter UserName and Password.
2. Click on **login** button.
3. Select the Role SS Account.
4. Click on **Submit** Button
5. Go to **Menu > Data Migration > Master > Member Closing Balance Release.**
6. Select the option **establishment wise.**
7. Click on **Search** button.
8. Click on **Establishment code.**
9. **Form- 24** summary sheet appears. Verify from approved Form 24 physical copy.
10. Click on Next button.
11. Member closing balance details appears.
12. Click on **Next** button.
13. Verify the **appendixE .**
14. Click on **Next** button.
15. Verify the **withdrawal** detail.
16. Enter the accounting year as in approved Form 24. If it is 2007-2008, then enter 2007.
17. Select the status as **Approved** if satisfied or **Need to Edit** if some corrections are needed. Need to edit option will move the task back to DA (Account) who initiated it.
18. Enter the Remarks.
19. Click on **SubmitData** button

*A message “**Record not Found**” appears. This means the task has been approved. And the members closing balance has been released successfully.*

20. Click on **Logout.**



## **BANK CHALLAN MASTER RELEASE**

### **Quick steps:**

- 1. DA ACCOUNT**
- 2. SS ACCOUNT**

### **DA ACCOUNT**

1. Login as DA Account.
2. Go to Menu>Data Migration>Master> Bank Challan Master Release.

*A screen appears showing Group code, establishment code, Est Ext, Accounting year.*

3. Enter the establishment number

There are **three buttons** namely, Pending ZeroDuemonth, Add.

**Search button** is used to view the challan for a particular establishment. **Pending button** is used to view the challan return from SS level.

**Add button** is used to add a new chaallan entry in the system.

4. Enter Establishment code.
5. Click on Search button

*Summary of challan details, accounting year etc appears on the screen.*

6. Click establishment number

Challan details appear

7. Verify the details of challan from the document and update them (if required).
8. Click on Save button
9. Click on Back button.
10. Click on check box corresponding to Challan that you have updated.
11. Select RELEASE option.
12. Click on SUBMIT button.
13. Click on exit to close form and to come back to main menu.
14. Click on Add button

15. Fill the details of a new challan into the system
16. Click on save button.
17. Click on Back button.
18. Go to step 5, till 14
19. click on Pending button
20. Click on the establishment code that you want to edit.
21. Go to step 7, till 14.
22. Bank challan has been successfully released and sent for approval to SS Account.

## **LEVEL2**

### **(SS ACCOUNT)**

1. Login as Role SS Account. Click on Submit Button
2. Go to Menu>Data Migration>Master> Bank Challan Master Release.
3. Click on Establishment Code for which you want to approve the challan.
4. Click on particular challan code to view the challan details.
5. Verify the details and click on Back button.
6. Click on checkbox corresponding to the challan.
7. Select approved to approve the establishment Challan or Need to Be Edit if changes are required.
8. Click on SUBMIT button.

## **3 Year wages for Release**

### **Level 1(DA Account)**

1. Enter UserId and password, Click on Login Button.
2. Select the Role DA Account and click submit.
3. Click on Menu>>Data Migration>>Master>>Three Year Wages for Release.
4. Enter Establishment code, Establishment extension (if exists), Employee No and Account year. Click on GO Button.
5. Verify the data and change wherever required
6. Click on save button.
7. You can click on RejectAll Button to reject all the records. You can click on ReleaseAll Button to release all records. ClearAll button is to clear all the selections.
8. You can click on ADD button to add new data. For description for this process goto step 12.
9. Click on ReleaseAll Button to release all the records. To Release individual records you have to select individual records.
10. Click on submit Data Button.
11. Click on exit Button to go to the Main Window.
12. Click Logout.

### **13.For Adding New Record:**

14. Click on Add Button. An alert will appear. Click ok.
15. Another Window will appear. Fill the details here and click on Submit.
16. Go to step 10

### **Level2 (SS Account)**

1. Enter UserId and password, Click on Login Button.
2. Select the Role SS Account and click submit.
3. Click on Menu>>data Migration>>Master>>Three Year Wages for Release.
4. Click on the establishment code whose employees' data you want to release.
5. Verify the data. You can either approve all or reject all or edit all. You can also approve or reject records individually.
6. ClearAll button is to clear all the selections.
7. Put Remarks (if required against the individual records).

8. To approve all the data click Approveall.
9. Click SubmitData.
10. Click Exit to go to the main window.
11. Click Logout.

## **SERVICE HISTORY RELEASE**

This is two level functions.

### **LEVEL<sub>1</sub> (DA ACCOUNT)**

23. Enter User ID and Password. Click on login button.
24. Select the Role DA Account. Click on Submit Button
25. Go to Menu>Data Migration>Master> Service History Release.
26. Enter Establishment code and Press Tab key from the keyboard.
27. Type the Employee No. and Press Tab key from the keyboard.
28. Click on Go button.
29. Click on ADD button.
30. Click OK on Message “DO you want to enter new Record”.
31. Enter date of joining of EPF, FPS, EPS
32. Click on SUBMIT button.
33. Click OK on message “Record inserted successfully”.
34. Click on RELEASEALL button to release all employee service history details. Click on REJECTALL button to reject all employee service history details. Click on ClearAll button to clear all the changes you have made.
35. Click on SAVE button.
36. Click on SUBMITDATA button.
37. Click on Exit link to go back to main menu screen.
38. When you have finished all your work, click on LOGOUT to close your session

## **LEVEL2 (SS ACCOUNT)**

9. Enter User ID and Password. Click on login button.
10. Select the Role DA Account. Click on Submit Button
11. Go to Menu>Data Migration>Master> Service History Release.
12. Click on Establishment Code that you want to approve.
13. Click on “Edit All” or
14. Click on “ApproveAll” button to approve all employee service detail.  
Click on EditAll button if any modification is required in all employee service details. Click Edit button to modify selected employee details.  
Click on Approve button to approve selected employee service details.
15. Click on SUBMITDATA button.
16. Click on Exit link to go back to main menu screen.
17. When you have finished all your work, click on LOGOUT to close your session

## **SCHEME CERTIFICATE MASTER RELEASE**

### ***Quick Steps***

- 1. DA PENSION***
- 2. SS PENSION***

### ***DA PENSION***

1. Login as **DA Pension**.
2. Go to **Data Migration >> Masters >> Scheme Certificate Master Release**.
3. Enter the **Certificate no.** to be released.
4. Click the **SEARCH** button. Screen with details of Scheme Certificate No. & date, EPF A/C No, Name of the member, DOB, Date of cessation of membership, eligible service, pensionable service, pensionable wages etc appears. If required edit data.
5. Enter ***date of joining current est. (EPS)***.
6. Enter the ***Reason for exit***.
7. Verify the details.
8. Click on **SAVE** button.
9. Click **NEXT** button for the details of the beneficiaries of the member.
10. Here are two options: **REJECT** or **RELEASE**.
11. Select radio button **Release** if satisfied.
12. Click on **SUBMIT** button.

A message ***“Record submitted successfully”*** appears.

13. Click on Exit Link.

14. Logout.

## **SS PENSION**

1. Login as **SS PENSION**.

**2.** Go to **Data Migration >> Masters >> Scheme Certificate Master Release**.

3. Click the **Scheme Certificate No.** from the task list.

4. Complete details of the Scheme Certificate appear on the screen.

5. In case of any error, use **NEED TO EDIT** option to send the scheme certificate back to DA (Pension) for error rectification and resubmission.

6. If satisfied select **APPROVED**.

7. Enter the approver remark. This is a compulsory field.

8. Click on **SUBMIT** button.

*A message **“Record not found”** appears. This means the Scheme Certificate data has been Released Successfully.*

9. Click on **Exit** Link.

10. **Logout.**



## **PENSION 95 MASTER RELEASE**

### **Quick Steps**

**3. DA PENSION**

**4. SS PENSION**

### **DA PENSION**

**10.** Login as **DA PENSION**.

**11.** Go to **Data Migration >> Masters >> Pension 95 Master Release**.

**12.** Enter the **PPO no.**

**13.** Click on **SEARCH** button.

*Screen with details of PPO No. PPO section 1, PPO section 2 PPO section 3 appears. PPO section 1 is about PF member particulars, PPO section 2 is about PF member Pension particulars and PPO section 3 is about widow/widower/children/orphan pension detail.*

**14.** Enter the PPO Generated On date (put any date after the date of commencement).

**15.** If CBS account number has been fed in legacy system, it would appear in the CBS account number box. Verify its correctness.

**16.** Check the box that reads as: “**make CBS A/c no as Account No**” to allow pension payment through this account in future.

**17.** Enter the **Account No.**

**18.** Verify other details.

**19.** Click on **SAVE** button.

**20.** Click on **NEXT** button.

**21.** Verify details complete missing fields if any.

**22.** Click on **NEXT** button.

*Beneficiary details screen appears.*

23. Verify the details of Beneficiary.
24. Click on **Serial no** hyperlink to see details of the beneficiary. This can be edited.
25. Select **Release** radio button.  
A message ***“Record has been released successfully”*** appears
26. Add additional beneficiary if missing by clicking on **Add Beneficiary** button.
27. Select Radio button **Reject** or **Release**. **Reject** Button has to be used with great caution.
28. Click on **SUBMIT** button.

A message **“Record inserted successfully”** appears.

*In case any error message appears for red colored field check if the establishment concerned has been successfully*

29. Logout.

## **SS PENSION**

11. Login as **SS PENSION**.
- 12. Go to Data Migration >> Masters >> Pension 95 Master Release.**
13. Click on **PPO No.** from the task List.
14. Verify details of the PPO appearing on the screen.
15. Click on **NEXT** button.
16. Click on **NEXT** button.
17. In case of any error, use **NEED TO EDIT** option to send the PPO back to DA (Pension) for error rectification and resubmission.
18. If satisfied select **APPROVED** status.
19. Enter the approver remark. This is a compulsory field.
20. Click on **SUBMIT** button.

A message “**Record inserted successfully**” appears.

21. Click on **Exit** link.

22. Logout.

## OPEN NEW ESTABLISHMENT (NEW COVERAGE)

**Purpose:** To open a new establishment.

**Quick Steps:**

1. **DA RECEIPT**
2. **DA COVERAGE**
3. **SS COVERAGE**
4. **AC COVERAGE**
5. **DA COVERAGE**

### **DA RECEIPT**

As usual we first make an entry of the Coverage Performa for which an establishment code has been allotted by the coverage section following due procedure.

2. Click on **LOGIN** Button.
3. Select the role as **DA RECEIPT**.
4. Click on **SUBMIT** button.
5. Go to **Establishment>Transaction>Return log entry**.
6. Select return type (**COVERAGE PERFORMA**).
7. Enter the establishment code.  
*(Establishment Name, Dealing Hand ID, Account Group ID will be completed once the task moves to DA)*
8. Enter the **Date of Return**.
9. Click on **SAVE** button.
10. A **Return Reference Number** with an acknowledgement slip is generated.
11. Click on **EXIT** link.
12. Logout.

### **DA COVERAGE**

1. Enter the Username and Password.
2. Click on **LOGIN** Button.
3. Select the role as **DA COVERAGE**.
4. Click on **SUBMIT** button.
5. Go to **Menu>Establishment>Master>Establishment Master**.
6. Enter **Establishment Code**.
7. Press **TAB** Key.
8. Click on **Return Reference Number**.

9. Complete all the details namely Name, Type, Address etc.

**(Red Asterisk (\*) fields are compulsory)**

10. Click on **SAVE** button.

11. Click on EXIT Link.

12. Logout.

#### **SS COVERAGE**

1. Enter the Username and Password.

2. Click on **LOGIN** Button.

3. Select the role as **SS COVERAGE**.

4. Click on **SUBMIT** button.

5. Go to **Menu>Establishment>Master>Establishment Master**.

6. Click on Return Reference Number.

7. Select the Status (Approved/Need to Edit).

8. Enter the Remarks.

9. Click on **SUBMIT** button.

10. Click on **EXIT** link.

11. Logout

#### **AC COVERAGE**

1. Enter the Username and Password.

2. Click on **LOGIN** Button.

3. Select the role as **SS COVERAGE**.

4. Click on **SUBMIT** button.

5. Go to **Menu>Establishment>Master>Establishment Master**.

6. Click on Return Reference Number.

7. Select the Status (Approved/Need to Edit).

8. Enter the Remarks.

9. Click on **SUBMIT** button.

10. Click on **EXIT** link.

11. Logout.

#### **DA COVERAGE**

##### **(Generation of intimation Letter)**

1. Enter the Username and Password.

2. Click on **LOGIN** Button.

3. Select the role as **DA COVERAGE**.

4. Click on **SUBMIT** button.

5. Go to **Menu>Establishment>Reports>Coverage confirmation**.

6. Enter establishment id.

7. Select mode as **PDF**.
8. Click on **SUBMIT** button.
9. Generate **PDF**.
10. Click on **Print** button.
11. Click on **EXIT** Link.
12. Logout.

## Form-5 (DATA ENTRY)

### **Quick Steps:**

- 1. DA RECEIPT**
- 2. DA ACCOUNT**
- 3. SS ACCOUNT**

### **DA RECEIPT**

1. Enter the Username and Password.
2. Click on **LOGIN** button.
3. Select the Role as **DA RECEIPT**.
- 4. Go to Menu>Establishment>Transaction> Return Log Entry.**
5. Enter **Establishment code**.
6. Enter **Date of Return**.
7. Enter Month and year of this return.
8. Enter No of subscribers.
9. Click on **SUBMIT** button.
10. A **Return Reference Number** is generated.
11. Click on **EXIT** link.
12. Logout.

### **DA ACCOUNT**

1. Enter user Name and Password
2. Click on **LOGIN** button.
3. Select Role as **DA ACCOUNT**.
4. Click on **SUBMIT** button.
- 5. Go to Menu>Establishment>Transaction>Form 5/3PS-Date of Joining.**
6. A **Return Reference Number** appears.
7. Click on the **Return Reference Number** link.
8. Add members A/c Number.
9. Enter month and year.
10. Enter Member name.
11. Select father/husband option.
12. Enter father/husband name.
13. Enter D.O.B.
14. Select gender.
15. Enter date of joining PF.

16. Enter remarks.
17. Enter the all details.
18. Entries marked in **Red Asterisk (\*)** is mandatory.
19. Click on **SAVE** button.
20. Click on **EXIT** Link.
21. Logout.

*Record inserted 1 appears*

*If there are more members, complete details for the rest. Follow step 7 to 15 till all member details have been filled and saved.*

22. Enter closed remarks.
23. Click on **CLOSETRAN** button.
24. Click on **EXIT** Link.
25. Logout

## **SS ACCOUNT**

1. Enter UserName and Password.
2. Click on **LOGIN** Button.
3. Select Role **SS ACCOUNT**.
4. Click on **SUBMIT**.
5. Go to **Menu>Establishment>Transaction>Form 5/3PS-Date of joining**.
6. Reference no will appear in task list.
7. Click on Reference No.
8. Member Ids will be displayed.
9. Click on **VIEW** button to see the members.
10. Check the box for each entry
11. Select any status. (Approved, Rejected, Need to Edit).
12. Fill remarks.
13. Click on **SUBMIT** button.
14. Click in **EXIT** Link.
15. Logout



## **Form-3A (Data Entry)**

### **Quick Steps:**

- 1. DA RECIEPT**
- 2. DA ACCOUNT**
- 3. SS ACCOUNT**
- 4. AO ACCOUNT**

### **DA RECIEPT**

1. Enter UserName and password.
2. Click on **LOGIN** Button.
3. Select Role as **DA RECIEPT**.
4. Click on **SUBMIT** button.
5. Go to **Menu>Establishment>Transaction>Return Log Entry**.
6. Select Return type. (Form 3A/6A/7PS/8PS).
7. Enter Establishment Code.
8. Press **TAB** Key.
9. Enter Accounting Year as on the 3A return.
10. Enter total subscribers number as on 3A return.
11. Click on **SAVE** Button.
12. Return Log Acknowledgement slip will be generated. This can be printed and sent to establishment as acknowledgement slip.
13. Click on **BACK** button.
14. Click on **EXIT** link.

15. Logout.

## **DA ACCOUNT**

26. Enter UserName and Password.

27. Click on **LOGIN** Button.

28. Select Role as **DA ACCOUNT**.

29. Click on **SUBMIT** button.

30. Go to **Menu>Establishment> Transaction>Form 3A/7PS-Data Entry**.

31. Click on **Return Reference No.**

32. Enter Emp. No (This is the number as provided in the 3A)

33. Click on **GO** Button.

34. Complete the 3A details as contained in the 3A return. Start with total amt of wages, EPF employee share, EPF employer share and Pension Fund contribution. Complete the month wise amounts.

35. Click on **SAVE** Button.

36. Click on settled member to check if any settlement with broken period 3A has been done.

37. Click on **SUMMARY6A** Button.

38. Click on **SUBMIT\_3\_A** button.

39. Click on **EXIT** Link.

40. Logout .

## **SS ACCOUNT**

16. Enter UserName and Password.

17. Click on **LOGIN** Button.

18. Select Role as **SS ACCOUNT**.

19. Go to **Menu>Establishment>Transaction>Form 3A/7PS-Data Entry**.

20. Reference no will be displayed in task list.

21. Click on **Return Reference No.**

22. Select any status. (Approved, Rejected).
23. Fill any remarks.
24. Click on **SUBMIT** button.
25. Click on **EXIT** Link.
26. Logout.

Click on SUMMARY6A Button to see 6A form details.

## **AO ACCOUNT**

1. Enter UserName and Password.
2. Click on **LOGIN** Button.
3. Select Role as **AO ACCOUNT**.
4. Go to **Menu>Establishment>Transaction>Form 3A/7PS-Data Entry**.
5. Reference no will be displayed in task list.
6. Click on **Return Reference No**.
7. Select any status. (Approved, Rejected).
8. Enter remarks.
9. Click on **SUBMIT** button.
10. Click on **EXIT** Link.
11. Logout.

Click on SUMMARY6A Button to see 6A form details.

## **Form 3A (UPLOAD)**

### **Quick Steps:**

- 1. DA ACCOUNT**
- 2. SS ACCOUNT**
- 3. AO ACCOUNT**

### **DA ACCOUNT**

41. Enter UserName and Password.
42. Click on **LOGIN** Button.
43. Select Role as **DA ACCOUNT**.
44. Click on **SUBMIT** button.
45. Go to **Menu>Establishment>Transaction>Form 3A/7PS-File Upload**.
46. Click on **BROWSE** Button.
47. Select the particular file.
48. Click on **UPLOAD** Button.
49. Click on **ACCEPT**.

Records that have been uploaded can be viewed by clicking on **viewdata** button.

50. Click on **OK** button.
51. Go to **Establishment>Transaction > Form 3a/7ps - Data Entry**.
52. Click on **Return Ref. No.**
53. Click on **SUMMERY6A** button.

You can view records of each member by entering Emp ID and clicking on Go button.

54. Click on **SUBMIT\_3\_A** button.
55. Click on **EXIT** Link.
56. Logout.

### **SS ACCOUNT**

27. Enter UserName and Password.
28. Click on **LOGIN** Button.

29. Select Role as **SS ACCOUNT**.
30. Go to **Menu>Establishment>Transaction>Form 3A/7PS-Data Entry**.
31. Reference no will be displayed in task list.
32. Click on **Reference No.**
33. Select any status. (Approved, Rejected).
34. Fill any remarks.
35. Click on **SUBMIT** button.
36. Click on **EXIT** Link.
37. Logout.

Click on SUMMARY6A Button to see 6A form details.

## **AO ACCOUNT**

12. Enter UserName and Password.
13. Click on **LOGIN** Button.
14. Select Role as **AO ACCOUNT**.
15. Go to **Menu>Establishment>Transaction>Form 3A/7PS-Data Entry**.
16. Reference no will be displayed in task list.
17. Click on **Return Reference No.**
18. Select any status. (Approved, Rejected).
19. Enter remarks.
20. Click on **SUBMIT** button.
21. Click on **EXIT** Link.
22. Logout.

Click on SUMMARY6A Button to see 6A form details.

## **Form 6A/8PS-Summary (Approval/Revoke)**

### ***Quick Steps***

- 1. DA ACCOUNT**
- 2. SS ACCOUNT**
- 3. AC ACCOUNT**

#### **DA ACCOUNT**

57. Enter User Name and Password.
58. Click on **LOGIN** Button.
59. Select Role as DA ACCOUNT.
60. Click on **SUBMIT** button.
61. Go to **Menu>Establishment>Transaction>FORM 6A/8PS-SUMMARY (Approval/Revoke)**.
62. Enter establishment Id.
63. Enter Accounting year. For year 2007-08, Enter the base year ie 2007
64. Press **TAB** Key.
65. Click on **View** Button. Pending return reference number if any under verifier or approver will be visible.
66. If nothing appears then click on **summary6A**.  
**System displays the month wise total wages contribution etc.**
67. Click on **SUBMIT6A** button.

*Message 6A updated successfully appears. Task moves to SS Account*

#### **SS ACCOUNT**

38. Enter User Name and Password.
39. Click on **LOGIN** Button.
40. Select Role as **SS ACCOUNT**.
41. Go to **Menu>Establishment>Transaction>FORM 6A/8PS-SUMMARY (Approval/Revoke)**.
42. Click on establishment Id link appearing as a task.  
**System displays the month wise total wages contribution etc.**

43. Select any Status say Approved
44. Enter Remarks.
45. Click on **SUBMIT6A** button.
46. Click on **EXIT** Link.
47. Logout

Click on SUMMARY6A Button to see 6A form details.

### **AC ACCOUNTS**

23. Enter User Name and Password.
24. Click on **LOGIN** Button.
25. Select Role as AC ACCOUNT.
26. Go to **Menu>Establishment>Transaction>FORM 6A/8PS-SUMMARY (Approval/Revoke)**.
27. Click on establishment Id link appearing as a task.  
**System displays the month wise total wages contribution etc.**
28. Select any Status.
29. Enter Remarks.
30. Click on SUBMIT6A button

*System displays “Updated successfully”*

31. Click on **EXIT**.
32. Logout.

# Reconciliation 3A vs. BANK CHALLAN

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## Quick Steps:

1. **DA ACCOUNT**
2. **SS ACCOUNT**
3. **AO ACCOUNT**

## LEVEL1: (DA ACCOUNT)

1. Enter User ID and Password.
2. Click on login button.
3. Select Role DA Account.
4. Click on Submit Button
5. Go to Menu >> Establishment > Transaction > **Reco Form 3A vs. Bank challans.**
6. Enter Establishment ID.
7. System automatically displays the Accounting Year for which the annual accounts is to be processed
8. Click on Manual button.
9. Click on view DCBR to view DCBR details. Form 3A/Form 12 A challans and difference if any appears.
10. Click on <close> button.
11. Click on 3A link to view 3A details.
12. Click on Close button
13. Select the challans individually or click on <select all> to select all available challans
14. System shows **short or excess amounts in percentage** terms to facilitate decision making for processing annual accounts.
15. Enter Remarks.
16. Click on <InitializePdf> Button.
17. Click on <GeneratePdf> button.
18. Click on <Reconcile> button.



***A message “Record submitted successfully” appears***

19. Exit
20. Logout

Task moves to SS ACCOUNT
--------------------------

**LEVEL2: (SS ACCOUNT)**

1. Select the Role SS Account.
2. Click on Submit Button.
3. Go to Menu >> Establishment > Transaction > Reco Form 3A vs. Bank challan.
4. Recon ID displays in task list
5. Click on Recon ID.
6. Select status (Approved, Rejected or Need to Edit) and enter remarks.
7. Click on Submit Button.

***A message”Record submitted successfully” appears***

8. Click on OK button
9. Exit
10. Logout

Task moves to AO ACCOUNT
--------------------------

**LEVEL3: (AC ACCOUNT)**

1. Enter User ID and Password.
2. Click on login button.
3. Select the Role DA Account.
4. Click on Submit Button.
5. Go to Menu >> Establishment > Transaction > Reco Form 3A vs. Bank challan.
6. Recon ID displays in task list

7. Click on Recon ID.
8. Select status (Approved, Rejected or Need to Edit) and enter remarks.
9. Click on Submit Button.

***Message Manual reconciliation done successfully appears***

10. Click on OK button
11. Exit
12. logout

## Rejection PROCESS FLOW FOR FORM 3A/7PS after approval

**Purpose :** This function is to reject the Form 3A/7PS received during Claim Settlement as well as at the time of submission of 3A /7PS Returns after approval.

### Conditions

1. 3A/7PS received at the time of claim settlement and approved erroneously.
2. SS Accounts and APFC Accounts could not be rejected any 3A Transaction during the Data Entry.
3. In case of any 3A need to be rejected, this function is utilised where in entire list of 3A or individual 3A could be deleted.

### Steps

#### Level – 1 (DA Account)

1. Enter the User ID and Password
2. Click Login
3. Select the Role as DA ACCOUNT
4. Select Establishment →Transaction ->Form 3A/7PS (Approved) Reject
5. Enter the Establishment Code
6. Press Tab
7. Enter the Accounting Year
8. Press “GO” button
9. System Displays Return Reference Number against the Establishment Code.
10. Click the appropriate Return Reference Number
11. System Displays the individual Member ID in the 3A File
12. Click at “Select All” check Box or Click at check box against each Member Id For rejection
13. Click “Reject” Button.
14. System Displays the Message “Record Revoked Successfully” in the screen

#### Level-2 (SS Account)

1. Enter the User ID and Password
2. Click Login
3. Select the Role as SS ACCOUNT
4. Select Establishment →Transaction-> Transaction ->Form 3A/7PS (approved) Reject
5. System Displays the Return Reference Number and corresponding Member ID which have been rejected
6. Please Select the Status (Approved / Need to edit)
7. Enter Remarks and Click “Submit Button”
8. System Displays the Message “ Record Updated Successfully”

#### Level-3 (AC Account)

1. Enter the User ID and Password
2. Click Login
3. Select the Role as SS ACCOUNT
4. Select Establishment →Transaction-> Transaction ->Form 3A/7PS (approved) Reject
5. System Displays the Return Reference Number and corresponding Member ID which have been rejected
6. Please Select the Status (Approved / Need to edit)
7. Enter Remarks and Click “Submit Button”
8. System Displays the Message “ Record Updated Successfully”

### Rejection PROCESS FLOW FOR **MULTIPLE** FORM 3A/7PS after approval

**Purpose:** This function is used to reject multiple 3A/7PS upload.

#### **Steps**

##### **Level – 1 (DA Account)**

15. Enter the User ID and Password
16. Click Login
17. Select the Role as DA ACCOUNT
18. Select Establishment →Transaction ->Form 3A/7PS Reject
19. Enter the Return Reference Number and Press “GO”
20. Click Pending Button
21. System Displays the upload 3As for rejection
22. Select the Return Reference Number
23. Click the Update Button
24. System Displays “Record Updated Successfully” in the screen

##### **Level-2 (SS Account)**

9. Enter the User ID and Password
10. Click Login
11. Select the Role as SS ACCOUNT
12. Select Establishment →Transaction-> Transaction ->Form 3A/7PS Reject
13. Click the Return Reference Number
14. Update the Remarks
15. Press “Submit” Button
16. System Displays the Message “ Record Updated Successfully”

##### **Level-3 (AC Account)**

1. Enter the User ID and Password
2. Click Login

3. Select the Role as SS ACCOUNT
4. Select Establishment → Transaction -> Transaction -> Form 3A/7PS Reject
5. Click the Return Reference Number
6. Update the Remarks and Click “Submit” Button
7. System Displays the Message “ Record Submitted Successfully”

## OPENING ZERO OPENING BALANCE ACCOUNT OF A MEMBER OF AN ESTABLISHMENT

**Purpose: To process Claim in respect of Members who do not have any member balance to their credit.**

Situation: 1. Newly Covered Establishment  
2. Claims in respect of exempted establishment (10C and 10D Claims)  
3. Members who's EPF is settled and Pension Claim is received.

### **Steps -1 (DA Account)**

1. Login in as user
2. Select Role as DA Account
3. Select Establishment -> Transaction -> **Open Member Account with Zero Balance**
4. Enter Member ID and Press TAB
5. Enter Accounting Year and Name
6. Enter Claim ID (or) Return Reference Number (or) VDR Reference No and press TAB Key (Depend upon the mode of receipt and the receipt must be in initiator stage only)
7. Enter Remarks
8. Click Save Button

### **Steps -2 (SS Account)**

1. Login
2. Select Role as SS Account
3. Select Establishment -> Transaction -> Open Establishment Account (New)
4. System Displays the Member Id, Accounting Year, Remarks and Check Box for Selection
5. By Clicking the Member ID, Verifier could view the details
6. Click in the check box
7. Enter Verifier Status and Remarks
8. Click Submit Button

### **Steps -3 APFC (Account)**

1. Login in
2. Select Role as SS Account
3. Select Establishment -> Transaction -> Open Establishment Account (New)
4. System Displays the Member Id, Accounting Year, Remarks and Check Box for Selection
5. By Clicking the Member ID, Verifier could view the details
6. Click in the check box
7. Enter Verifier Status and Remarks
8. Click Submit Button

## INTEREST PROCESSING

---

1. Login as DA account
2. Go to **ESTABLISHMENT >> Transaction > INTEREST PROCESSING**
3. Enter establishment code
4. Press tab
5. Again press tab
6. Click on IP button
7. Click on IPR button

***A red colour message is displayed “IPR over. Please take form 24 print. Then approve.”***

9. Exit
10. Take the Print out of Form 24 first.
  - Follow process of Form 24 printing as in next section.
  - Also take a print of Form 23. Follow process of Form 23 printing as in next section.
11. If the contents of Form 24 are correct, Go back to IPR and **approve**

*This exercise is similar to 310 activity that we perform in the legacy for annual account approval. Here after normal corrections if any cannot be done in Form 24. Corrections if any can be done only through **Appendix E** in the next financial Year*

12. Exit

## FORM-24 PRINTING

---

1. Login as DA account
2. Go to ESTABLISHMENT > Reports > FORM 24
3. Enter establishment code
4. Select Account Year
5. Select the select mode
6. Click on submit button
7. File will be opened in the format as selected e.g. PDF HTML etc
8. Close the file
9. Click on Exit Link.



## Form 23 (PRINTING)

---

1. Login as DA account
2. Go to ESTABLISHMENT > Reports > FORM 23
3. Enter establishment code
4. Select Account Year
5. Select the select **mode**
6. Click on submit button
7. File will be opened in the format that you have selected
8. Print the file
9. Close the file
10. Exit
11. Logout

## **CLAIM REJECTION**

### **Quick steps:**

- 1. DA ACCOUNT**
- 2. SS ACCOUNT**
- 3. AO ACCOUNT**

#### **DA ACCOUNT**

1. Enter your User ID and Password.
2. Click on **SUBMIT** button.
3. Select your role **DA ACCOUNT**.
4. Click on small circle corresponding to claim ID. A new window will open.
5. Enter the address of Member.
6. Select the Reason of rejection.
7. Click on **SUBMIT** button.
8. Click on **EXIT** Link.
9. Logout.

#### **SS ACCOUNT**

1. Enter your User ID and Password.
2. Click on **SUBMIT** button.
3. Select your role **SS ACCOUNT**.
4. Go to **Menu > Claim > Transaction > Rejected Claims**.
5. Select claim ID from task list appearing.
6. Select Reject option from dropdown box and enter Remarks.
7. Click on **SUBMIT** button.
8. Click on **EXIT** Link.
9. Logout.

#### **AO ACCOUNT**

10. Enter your User ID and Password.
11. Click on **SUBMIT** button.
12. Select your role as **AO ACCOUNT**.
13. Go to **Menu > Claim > Transaction > Rejected Claims**.

14. Click on claim ID.
15. Select **Reject** option from dropdown box and enter Remarks.
16. Click on **SUBMIT** button.
17. Click on **EXIT** Link.
18. Logout.

## **Form-19-PF CLAIM**

### **Quick Steps:**

- 1. DA RECEIPT**
- 2. DA ACCOUNTS**
- 3. SS ACCOUNTS**
- 4. AO ACCOUNTS**

***Any paper moving to office is first recorded in the system through DA Receipt. We will be doing this exercise first hence forth.***

### **DA RECEIPT**

10. Enter Username and Password.
11. Click on **LOGIN** button.
12. Select role as **DA RECEIPT**.
13. Click on **SUBMIT** button.
14. Go to **Menu > Claim > Transaction > Claim Receipt Entry**.
15. Enter the member ID.
16. Press Tab key.
17. Enter the member **code** as per claim form.
18. Select the Claim Mode.
19. Select the Form type **Form-19**.
20. Select **Scheme Para**.
21. Check **Enclosure box**.
22. Enter Remarks.
23. Click on **SAVE** Button.

A Claim ID is generated. This can be printed.
---

24. Note down **claim ID** on form submitted by Member.
25. Click on **PDF** Button.
26. Click on **Print** Button to print the acknowledgement slip.
27. Click on **Exit** Link.
28. Logout.

Now this claim will go to DA ACCOUNT in normal course.

If the establishment master is not updated this will be visible to DA ACCOUNT upon updating on establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.

## DA ACCOUNT

- 1) Enter your Username and Password.
- 2) Click on **LOGIN** button.
- 3) Select your role **DA ACCOUNT**.
- 4) Click on **SUBMIT** button.
- 5) Go to **Menu > Claim > Transaction > Form 19-PF CLAIM**.
- 6) Click on Claim ID.
- 7) If a message like "**update DOJ,DOE/service history**" appears, then:
  - a) Click on **Ok** button of message box.
  - b) Click on **EXIT** link.
  - c) Go to **Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form)**.
  - d) Enter Claim ID(it reads like DLCPM10070000005).
  - e) Click on **SEARCH** Button.

If Message like "Member id already exists in verifier level" appears then it means record of this member has already been initiated. So approve the initiated claim first.

- f) Information of Member will appear. Father's name, DOJ, DOE, DOB, Reason for Exit, Gender is MANADATORY FIELDS. In case the member is married, spouse name is ALSO A MANADATORY FIELD. If date is 1/1/2000 then type as 01012000, it will automatically appear as 01/01/2000
- g) Click on **SAVE/UPDATE** Button.
- h) Click on **NEXT** Button.
- i) Fill the Address details.
- j) Click on **COPY** button to copy the address (if permanent and present address are same).

- k) Type the Mobile number (MANADATORY but you can proceed without it as well if not furnished by member).
  - l) Bank details (MANADATORY if payment is through cheque).
  - m) Click on **SAVE** Button.
  - n) Click on **SUBMIT** Button.
  - o) Click on **Exit** Link.
- 8) Logout.

**Task just completed through slash form moves to SS ACCOUNT for approval. Once he approves the slash form, you can start claim process.**

### **(SS ACCOUNT) for slash form approval**

1. Enter your Username and Password.
2. Click on **LOGIN** button.
3. Select your role **SS ACCOUNT**.
4. Click on **SUBMIT** button.
5. Go to **Menu > Member > Master > Form9/Form5/Form10/Form2**.
6. Member ID will be displayed Select any status approved, reject or need to edit.
7. Click on Member ID
8. Verify the details of member.
9. Click on **CLOSE** button
10. Select the checkbox correspond to the Member ID.
11. Select status (approved, need to edit).
12. Fill remarks.
13. Click on **SUBMIT** Button.
14. Click on Exit Link.
15. Logout

*Slash form now has been approved by SS Account. If the status is chosen as need to edit by SS Account, the task will be visible with DA (Account) under pending button.*

### **DA ACCOUNT**

1. Login as a DA Account.
2. Go to **Menu > Claim > Transaction > Form 19- PF CLAIM**.

3. Select the claim by clicking on Claim ID. The claim now opens for processing.
4. Fill up the missing Information.
5. Click on **UPDATE** button.
6. Click on **NEXT** button.
7. Select mode of remittance; NEFT, Money Order, Cheque(Bank)

**a. NEFT:**

- i. Enter account number
- ii. Click on Trace IFSC
- iii. Select bank name
- iv. Select state name
- v. Select district
- vi. Select branch name
- vii. Click GO button
- viii. Press Tab Key
- ix. Submit button.

**b. CHEQUE (BANK)**

- i. Enter Account No. and Bank Name
- ii. Select state and district

**c. MONEY ORDER:**

- i. Enter Account No.
- ii. Enter the other mandatory fields.

In case the account number entered is less than 10 digits, a warning message will appear. Click OK to proceed, in case it is a non SBI bank account. In case the bank is SBI, the account number should be necessarily 11 digits. Correct it.

8. Click on **SUBMIT** button.
9. Click on **NEXT** Button.
10. A screen showing **FORM 3A RECEIPT ENTRY and FORM 3A appears**. If the claim is having any broken period 3A then first enter this 3A through 3A RECEIPT ENTRY here and complete the 3A data entry.

Click on **FORM 3A receipt entry:**

- i. Enter the accounting year.

- ii. Click on save button.
11. Return reference No. is generated. You may like to note it.
  - i. Click on close button.
- Click on **form 3A:**
  - ii. Click the **Return reference No.** just generated.
  - iii. Click on Return Reference no.
  - iv. Click on **GO** Button.
  - v. Enter the broken period 3A.
  - vi. Click on **SAVE** button.
  - vii. Click on **SUMMARY6A** button.
  - viii. Click on **Submit3A** button.
  - ix. Click on Close button.
12. Click on **NEXT** button.
13. Select the check box showing broken period 3A.
14. Click on **NEXT** button.
15. Accounting year wise worksheet is generated.
16. Keep pressing **NEXT** to reach the last worksheet page.
17. Enter the **Initiator Remarks**.
18. Click on **PDF** button. PDF will be generated.
19. Click on **SUBMIT** Button.
20. Click on Exit Link.
21. Logout.

## **SS ACCOUNT**

1. Enter the Username and password.
2. Click on Login button.
3. Select the Role as **SS ACCOUNT**.
4. Go to **Menu > Claim > Transaction > Form 19-PF Claim**.
5. Select the claim by clicking on Claim ID.
6. To view the 3A entry click on Return Reference No.
7. Click on **NEXT** Button.



8. Verify the address and bank details of member.
9. Click on **NEXT** Button.
10. View Balance Sheet and other details.
11. Keep pressing **NEXT** to reach the last worksheet page.
12. Enter Bank Account No. of the member as in the claim form
13. Select status (Approved, rejected, need to edit).

**Note:** Bank Account no. should match with account no filled in by DA Account. In case there is a mismatch, the option to **Approve will not appear**. This is to ensure that correct bank account number is fed.

14. Enter remarks.
15. Click on **SUBMIT** Button.
16. Click on **EXIT** Link.
17. Logout.

## **AO ACCOUNT**

1. Enter your Username and Password.
2. Click on **LOGIN** button.
3. Select your role AO ACCOUNT.
4. Click on **SUBMIT** button
- 5. Go to Menu > Claim > Transaction > Form 19-PF Claim.**
6. Click on the Return Ref. No.
7. Verify the personal details of member.
8. Click on **CLOSE** button.
9. Click on **NEXT** Button.
10. Verify the address and bank details of member.
11. Click on **NEXT** Button.
12. View Balance Sheet and other details (continue pressing NEXT Button till last page is displayed).
13. Select status (Approved/ rejected/ need to edit).
14. Enter remarks.
15. Click on **SUBMIT** Button.

16. Click on **Exit** Link.

17. Logout.

*Congratulations the claim has been approved*

## Withdrawal Benefit Form 10 C

### Quick steps:

5. DA RECEIPT
6. DA ACCOUNTS
7. SS ACCOUNTS
8. AO ACCOUNTS/APFC CLAIMS

**Any paper moving to office is first recorded in the system through DA Receipt. We will be doing this exercise first.**

### (DA RECEIPT)

29. Enter your User ID and Password.
30. Click on Login button.
31. Select your role "DA RECEIPT".
32. Click on Submit button
33. Go to Menu > Claim > Transaction > Claim Receipt Entry
34. Enter the member ID. Press Tab key.
35. Enter the member name as per claim form (if any mismatch in form data and system data).
36. Select the claim Mode.
37. Select the Form type Form-10C
38. Select scheme Para.
39. Select enclosure box.
40. Enter remarks.
41. Click on Save Button.
42. Claim ID is generated.
43. Write this claim ID on form submitted by Member.
44. Click on PDF Button to generate PDF of the acknowledgement slip.
45. Click on Print Button to print the acknowledgement slip.
46. Exit

#### 47. logout

Now this claim will go to DA ACCOUNT in normal course.

If the establishment master is not updated this will be visible to DA ACCOUNT upon updating on establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.

### **Like Form 19 WB is also a three level function**

#### **Level: 1 (DA ACCOUNT)**

- 9) Enter your User ID and Password.
- 10) Click on Login button.
- 11) Select your role “DA ACCOUNT”.
- 12) Click on Submit button
- 13) Go to Menu > Claim > Transaction > FORM 10C - SCHEME CERTIFICATE / W\_BENEFIT.
- 14) Claim entered by DA RECEIPT will appear now.
- 15) Select the claim by clicking on Claim ID.
- 16) If a message like ”update DOJ,DOE,DOB in Member Master and Service History” appears, then:
  - a) Click on Ok button of message box.
  - b) Click on exit link
  - c) Go to Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form).
  - d) Enter Claim ID
  - e) Click on Search Button.

*If Message like “Member id already exists in verifier level” appears then it means record of this member has already been initiated. So approve the initiated claim first.*

  - f) Information of Member will appear. Father’s name, DOJ, DOE, DOB, Reason for Exit, Gender is MANADATORY FIELDS. In case the member is married, spouse name is ALSO A MANADATORY FIELD.

**NB:** To be eligible for withdrawal benefit, the difference between the date of joining or date of exit should be less than 10 years.

- g) Click on Save/UPDATE Button.
- h) Click on NEXT Button.
- i) Fill the Address details.
- j) Click on copy button to copy the address (if permanent and present address are same)
- k) Type the Mobile number(if available)
- l) Bank details (MANADATORY if payment is through cheque).
- m) Click on Save Button.
- n) Click on SUBMIT Button
- o) Exit
- p) logout

Task moves to SS ACOUNT for approval. Once he approves the slash form, you can start claim process.

**Level: 2(SS Account)**

- 17) Enter your User ID and Password.
- 18) Click on SUBMIT button.
- 19) Select the Role “SS ACCOUNT”.
- 20) approving slash form data:
  - a) Go to Menu > Member > Master > Form9/Form5/Form10/Form2.
  - b) Member ID will be displayed which needs to be approved, rejected or need to be edit.
  - c) Click on Member ID
  - d) Verify the details of member.
  - e) Click on close button
  - f) Select the checkbox correspond to the Member ID.
  - g) Select status (approved, need to edit).
  - h) Fill remarks.
  - i) Click on SUBMIT Button.
  - j) Exit

- k) logout
- 21) Go to Menu > Claim > Transaction > Form 10C- SCHEME CERTIFICATE / W\_BENEFIT.
- 22) Select the claim by clicking on Claim ID.
- 23) Select the Withdrawal Benefit.
- 24) Enter the missing details.
- 25) Click on save button
- 26) Click on Next button
- 27) Click on save button
- 28) Click on Next button
- 29) Select mode of remittance; NEFT, Money Order, Cheque(Bank)
  - a) NEFT:
    - i) Enter account number
    - ii) Click on Trace IFSC
    - iii) Select bank name
    - iv) Select state name
    - v) Select district
    - vi) Select branch name
    - vii) Click GO button
    - viii) Press Tab Key
    - ix) Submit button.
  - b) CHEQUE (BANK)
    - i) Enter Account No. and Bank Name
    - ii) Select state and district
  - c) MONEY ORDER:
    - i) Enter account No.
    - ii) Enter the other mandatory fields.

*In case the account entered number entered is less than 10 digits, a warning will appear. Click OK to proceed, in case it is a non SBI bank account. In case the bank is SBI, the account number should be necessarily be 11 digits. Correct it.*

30) Click on Submit button

31) Worksheet is generated

32) Enter the initiator Remarks.

33) Click on PDF button.

34) Click on SUBMIT Button.

35) Exit

36) logout

Task moves to SS ACCOUNT.

### **SS Account**

1) Approving claim as a SS Account.

a) Go to Menu > Claim > Transaction > Form 10C.

b) Claim entered by DA ACCOUNT will appear now. Select the claim by clicking on Claim ID.

c) A new window will open.

d) Click on NEXT Button.

e) Verify the Worksheet.

f) Select status (Approved, rejected, need to edit).

g) Enter remarks.

h) Click on SUBMIT Button.

i) Exit

j) logout

Task moves to AO ACCOUNT/AC CLAIMS.

### **Level 3 :( AO ACCOUNT/AC CLAIMS)**

**If amount is more than 50000 then it will go to AC CLAIMS otherwise to AO ACCOUNT.**

- 1) Enter your User ID and Password.
- 2) Click on SUBMIT button.
- 3) Select your role as "AO ACCOUNT".
- 4) Go to Menu > Claim > Transaction > Form 10C.
- 5) Claim entered by SS ACCOUNT will appear now. Select the claim by clicking on Claim ID.
- 6) Verify the worksheet.
- 7) Select status (Approved, rejected, need to edit) and remarks.
- 8) Click on SUBMIT Button.
- 9) Exit
- 10) Logout



## **Form-10C (Scheme Certificate)**

### ***Quick Steps:***

- 1. DA RECEIPT***
- 2. DA ACCOUNT***
- 3. SS ACCOUNT***
- 4. AO ACCOUNT***

### **DA RECEIPT**

48. Enter your User ID and Password.
49. Click on **Login** button.
50. Select your role **DA RECEIPT**.
51. Click on **SUBMIT** button.
52. Go to **Menu > Claim > Transaction > Claim Receipt Entry**.
53. Enter the member ID.
54. Press Tab key.
55. Enter the member name as per claim form (if any mismatch in form data and system data).
56. Select the claim Mode.
57. Select the Form type Form-10C.
58. Enter the claimant Name.
59. Select scheme Para.

60. Check enclosure box.
61. Enter remarks.
62. Click on Save Button.
63. Claim ID is generated.
64. Write this claim ID on form submitted by Member.
65. Click on **PDF** Button to generate PDF of the acknowledgement slip.
66. Click on **Print** Button to print the acknowledgement slip.
67. Click on Exit Link.
68. Logout.

Now this claim will go to DA ACCOUNT in normal course. If the establishment master is not updated this will be visible to DA ACCOUNT upon updating of establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.

### **DA ACCOUNT**

1. Enter your User ID and Password.
2. Click on Login button.
3. Select your role **DA ACCOUNT**.
4. Click on **SUBMIT** button.

5. Go to **Menu > Claim > Transaction > FORM 10C - SCHEME CERTIFICATE / W\_BENEFIT.**
6. Claim entered by DA RECEIPT will appear now. Select the claim by clicking on Claim ID.
7. If a message like **”update DOJ,DOE/service history”** appears, then:
  - a. Click on **Ok** button of message box.
  - b. Click on **Exit** link.
  - c. Go to **Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form).**
  - d. Enter Claim ID.
  - e. Click on **Search** Button.

8. If Message like “Member id already exists in verifier level” appears then it means record of this member has already been initiated. So approve the initiated claim first.

- a. Information of Member will appear. Father’s name, DOJ, DOE, DOB, Reason for Exit, Gender is MANADATORY FIELDS. In case the member is married, spouse name is ALSO A MANADATORY FIELD.
- b. Click on **SAVE/UPDATE** Button.
- c. Click on **NEXT** Button.
- d. Fill the Address details.

- e. Click on **copy** button to copy the address (if permanent and present address is same).
- f. Type the Mobile number (if available).
- g. Bank details (MANADATORY if payment is through cheque).
- h. Click on **SAVE** Button.
- i. Click on **SUBMIT** Button.
- j. Click on Exit Link.
- k. Logout.

9. Form has been sent to SS ACOUNT for approval, once he approves the slash form, you can start claim settlement process at DA Account level.

- 10. Fill up the corresponding address.
- 11. Select the Scheme certificate option.
- 12. Click on **SAVE** button.
- 13. Click on **NEXT** button.
- 14. Click on **SAVE** button.
- 15. Enter the bank details.
- 16. Click on **SUBMIT** button.
- 17. Input data sheet is generated.
- 18. Click on **NEXT** button.

19. Enter initiator remarks.
20. Click on PDF Button.
21. Click on **SUBMIT** button.
22. Click on Exit Link.
23. Logout.

### **SS ACCOUNT**

1. Approving claim as a **SS Account**.
2. Go to **Menu > Claim > Transaction > Form 10C**.
3. Claim entered by DA ACCOUNT will appear now. Select the claim by clicking on Claim ID.
4. A new window will open.
5. Verify the IDS.
6. Click on **NEXT** Button.
7. Select status (Approved, rejected, need to edit).
8. Enter remarks.
9. Click on **SUBMIT** Button.

### **AO ACCOUNT**

1. Enter your User ID and Password.
2. Click on **SUBMIT** button.
3. Select your role as AO ACCOUNT.
4. Go to **Menu > Claim > Transaction > Form 10C**.
5. Claim entered by SS ACCOUNT will appear now. Select the claim by clicking on Claim ID.
6. Verify the IDS.

7. Click on NEXT Button.
8. Select status (Approved, rejected, need to edit).
9. Enter remarks.
10. Click on **SUBMIT** Button.
11. Click on Exit Link.
12. Logout

# CLAIM SETTLEMENT (Form- 20)

---

## Quick Steps

- |            |                   |
|------------|-------------------|
| <b>69.</b> | <b>DA RECEIPT</b> |
| <b>70.</b> | <b>DA ACCOUNT</b> |
| <b>71.</b> | <b>SS ACCOUNT</b> |
| <b>72.</b> | <b>AO ACCOUNT</b> |

## Step 1: (DA RECEIPT)

73. Enter your User ID and Password.
74. Click on Login button.
75. Select your role “DA RECEIPT”.
76. Click on Submit button
77. Go to Menu > Claim > Transaction > Claim Receipt Entry
78. Enter the member ID. Press Tab key.
79. Member’s name as on profile will be displayed but in case name was wrongly type we can enter Member’s name as on claim form.
80. Select the Form type as Form 20.
81. Enter the claimant name.
82. Select scheme Para based on form 20 and check enclosures.
83. Click on Save Button.
84. Claim ID will be generated.
85. Write this claim ID on form submitted by Member.
86. Click on PDF Button to generate PDF of the acknowledgement slip and save it to your computer for future reference.
87. Click on Print Button to print the acknowledgement slip.
88. Exit
89. logout

*Now this claim will go to DA ACCOUNT in the normal course. If the establishment master is not updated then it will be visible to DA ACCOUNT upon updating of Establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.*

**Step 2 :( DA ACCOUNT)**

37) Enter your User ID and Password.

38) Click on Login button.

39) Select your role “DA ACCOUNT”.

40) Click on Submit button

41) Go to Menu > Claim > Transaction > Form 20- PF DEATH CLAIM.

42) Claim entered by DA RECEIPT will appear now. Select the claim by clicking on Claim ID.

43) If a message like “update DOJ, DOE/Service History appears”, then

- a) Go to Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form).
- b) Enter Claim ID
- c) Click on Search Button.
- d) Information of Member will appear. Father’s names, Husband’s name, DOJ, DOE, DOB, Reason for Exit, Gender are MANDATORY FIELDS. In case member is Married, Spouse name is MANDATORY.
- e) Click on SAVE Button.
- f) Click on UPDATE Button.
- g) Click on NEXT Button.
- h) Fill the Address, Bank details and other details.
- i) Click on the PF\_EDLI Nomination/List of surviving family members/Legal Heirs Link.
- j) Enter the required member’s details.
- k) After that Click on AddFamily Button.



- l) Enter the Closed Remark.
- m) Click on Close Button.
- n) Click on SAVE Button.
- o) Click on SUBMIT Button
- p) Exit
- q) Logout

*Task moves to SS ACCOUNT for approval, once he approves you can start claim process.*

### **Step 3: (SS ACCOUNT) SLASH FORM APPROVAL**

- 2) Enter your User ID and Password.
- 3) Click on SUBMIT button.
- 4) Select your role "SS ACCOUNT".
- 5) approving slash form data:
  - a) Go to Menu > Member > Master > Form9/Form5/Form10/Form2.
  - b) Member ID will be displayed which needs to be approved, rejected or need to be edit.
  - c) Click on Member ID
  - d) Verify the details of member.
  - e) Click on close button
  - f) Select the checkbox correspond to the Member ID.
  - g) Select status (approved, need to edit).
  - h) Fill remarks.
  - i) Click on SUBMIT Button.
  - j) Exit
  - k) Logout

44) DA ACCOUNT will update only those information that are in form (not in database) and will send the claim to SS ACCOUNT for verification and approval.

Login as DA ACCOUNT(For Form-20 Approval)

45)Login as DA ACCOUNT.

46) Go to menu>claim >Transaction>FORM-20 PF DEATH CLAIM.

47)Select the particular Claim Id.

48) Enter the Date of Death(Mandatory)

49) Click on UPDATE Button.

50) Click on NEXT Button.

51) Enter the Claimant is Minor/Lunatic.(YES/NO)

52)Select NO.

53)Beneficiary name will be appear on the same screen.

54)Enter the Claimant Father's Name, Martial Status.

55)Click on SubmitRecord Button.

56)Click on SAVE button.

57)Click on NEXT button.

58)Select the Mode of Remittance.

59)Enter the required Bank Details.

60) Click on SUBMIT button.

61)Click on NEXT Button.

62)Keep pressing Next till the end of the worksheet.

63)Enter the initiator Remarks.

64) Click on PDF.

65)Generate the PDF File

66) Click on Submit button.

**Step 3: SS Account (CLAIM SETTLEMENT)**

- l) Login as SS Account
- m) Go to Menu > Claim > Transaction > Form 20-PF DEATH CLAIM.
- n) Select the claim by clicking on Claim ID.
- o) Verify the personal details of member.
- p) Click on NEXT Button.
- q) Verify the address and bank details of member.
- r) Click on NEXT Button.
- s) Verify the Worksheet of member.
- t) Keep pressing NEXT Button till last page is displayed.
- u) Enter Account No. of the member.
- v) Select status (Approved, rejected, need to edit) and remarks.
- w) Click on SUBMIT Button.
- x) Click on Exit link.
- y) logout

#### **STEP 4 (AO ACCOUNT)**

- 11) Enter your User ID and Password.
- 12) Click on SUBMIT button.
- 13) Select your role as AO ACCOUNT.
- 14) Go to Menu > Claim > Transaction > Form 20-PF DEATH CLAIM.
- 15) Claim entered by SS ACCOUNT will appear now. Select the claim by clicking on Claim ID.
- 16) Verify the personal details of member.
- 17) Click on NEXT Button.
- 18) Verify the address and bank details of member.
- 19) Click on NEXT Button.

- 20) View Worksheet and other details (continue pressing NEXT Button till the last page)
- 21) Enter Account No. of the member.
- 22) Select status (Approved, rejected, need to edit) and Enter the remarks.
- 23) Click on SUBMIT Button.
- 24) Click on Exit Link.
- 25) Logout

## CLAIM SETTLEMENT (Form-31)

### **Quick Steps:**

- 5. DA RECEIPT**
- 6. DA ACCOUNT**
- 7. SS ACCOUNT**
- 8. AO ACCOUNT**

### **DA RECEIPT**

90. Enter your **User ID** and **Password**.
91. Click on **Login** button.
- 92.** Select your role **DA RECEIPT**.
93. Click on **Submit** button.
- 94.** Go to **Menu > Claim > Transaction > Claim Receipt Entry**.
95. Enter the **member ID**.
96. Press **Tab** key.
97. Enter the member name as per claim form (if any mismatch in form data and system data).
98. Select the **claim Mode**.
99. Select the Form type **Form-31**.
100. Select **scheme Para**.
101. Check **enclosure box**.
102. Enter **remarks**.
103. Click on **Save** Button.
104. Claim ID is generated.
105. Write this claim ID on form submitted by Member.
106. Click on PDF Button to generate PDF of the acknowledgement slip.
107. Click on Print Button to print the acknowledgement slip.
108. Exit
109. logout

*Now this claim will go to DA ACCOUNT in normal course.*

*If the establishment master is not updated this will be visible to DA ACCOUNT upon updating on establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.*

## DA ACCOUNT

- 67) Enter Username and Password.
- 68) Click on **LOGIN** button.
- 69) Select your role **DA ACCOUNT**.
- 70) Click on **SUBMIT** button.
- 71) Go to **Menu > Claim > Transaction > Form 31-ADVANCE**.
- 72) Claim entered by DA RECEIPT will appear now.
- 73) Select the claim by clicking on Claim ID.
- 74) If a message like **"update DOJ in service history"** appears, then:
  - a) Click on **Ok** button of message box.
  - b) Click on **EXIT** link.
  - c) Go to **Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form)**.
  - d) Enter Claim ID.
  - e) Click on **Search** Button.

*If Message like "Member id already exists in verifier level" appears then it means record of this member has already been initiated. So approve the initiated claim first.*

- f) Information of Member will appear. Father's name, DOJ, DOE, DOB, Reason for Exit, Gender is MANADATORY FIELDS. In case the member is married, spouse name is ALSO A MANADATORY FIELD.
- g) Click on **Save/UPDATE** Button.
- h) Click on **NEXT** Button.
- i) Fill the Address details.
- j) Click on **copy** button to copy the address (if permanent and present addresses are same).
- k) Type the Mobile number (MANADATORY if available).
- l) Bank details (MANADATORY if payment is through cheque).
- m) Click on **Save** Button.

- n) Click on **SUBMIT** Button.
- o) Click on **EXIT** Link.
- p) Logout.

*Task moves to SS ACCOUNT for approval. Upon approval, DA Account can begin claim processing.*

### **SS ACCOUNT (Slash Form Approval)**

- 6) Enter your Username and Password.
- 7) Click on **SUBMIT** button.
- 8) Select the Role **SS ACCOUNT**.
- 9) approving slash form data:
  - a) Go to **Menu > Member > Master > Form9/Form5/Form10/Form2**.
  - b) Member ID will be displayed which needs to be approved, rejected or need to be edit.
  - c) Click on Member ID.
  - d) Verify the details of member.
  - e) Click on Close button.
  - f) Select the checkbox correspond to the Member ID.
  - g) Select status (approved, need to edit).
  - h) Fill remarks.
  - i) Click on **SUBMIT** Button.
  - j) Click on Exit Link.
  - k) Logout.

### **DA (Account)**

Login as **DA Account** for further processing of claim settlement as the slash form is approved.

- 75) Go to **Menu > Claim > Transaction > Form 31**.
- 76) Select the claim by clicking on Claim ID.
- 77) Enter the Advance money that is Required
- 78) Click on **Save/Update** button.
- 79) Click on **NEXT** button
- 80) Enter the address details.

81) Click on **SAVE** button.

82) Click on **NEXT** button.

83) There are three modes of payment:

- a) Member
- b) Employer
- c) Agency

**a.) Advance paid to member:**

d) Select mode of remittance; NEFT, Money Order, Cheque(Bank)

e) NEFT:

- i) Enter account number.
- ii) Click on Trash IFSC.
- iii) Select bank name.
- iv) Select state name.
- v) Select district.
- vi) Select branch name.
- vii) Click GO button.
- viii) Press Tab Key.
- ix) Submit button.

f) CHEQUE (BANK)

- i) Enter Account No. and Bank Name.
- ii) Select state and district.

g) MONEY ORDER:

- i) Enter account no.
- ii) Enter the other mandatory fields.

In case the account entered number entered is less than 10 digits, a warning will appear. Click OK to proceed, in case it is a non SBI bank account. In case the bank is SBI, the account number should be necessarily be 11 digits. Correct it.

**b.) Advance paid through Employer**

- a) Enter Employer Name, Address, State, District, account No.
- b) Click on Submit button.



- c) Keep pressing Next to reach the last worksheet page.
- d) Enter the initiator Remarks.
- e) Click on PDF button to generate pdf file.
- f) Click on Submit button.

**c.) If Agency is the payment mode**

- a) Enter Agency Name, Address, State, District.
- b) Click on Submit button.
- c) Keep pressing Next to reach the last worksheet page.
- d) Enter the initiator Remarks.
- e) Click on PDF button to generate pdf file.
- f) Click on SUBMIT button.
- g) Click on Exit Link.
- h) Logout

<i>Task moves to <b>SS ACCOUNT.</b></i>
---

### **SS ACCOUNT**

- 26) Enter your User ID and Password.
- 27) Click on **SUBMIT** button.
- 28) Select your role as **SS ACCOUNT.**
- 29) Go to **Menu > Claim > Transaction > Form 31 -Advance.**
- 30) Select the claim by clicking on Claim ID.
- 31) Click on **NEXT** Button.
- 32) Keep pressing Next to reach the last worksheet page.
- 33) Select status (Approved, rejected, need to edit) and remarks.
- 34) Click on **SUBMIT** Button.
- 35) Click on Exit Link.
- 36) Logout

<i>Task moves to <b>AO ACCOUNT.</b></i>
---

### **AO ACCOUNT**

- 37) Enter your User ID and Password.

- 38) Click on **SUBMIT** button.
- 39) Select your role as **AO ACCOUNT**.
- 40) Go to **Menu > Claim > Transaction > Form 31 -Advance**.
- 41) Claim entered by SS ACCOUNT will appear now.
- 42) Select the claim by clicking on Claim ID.
- 43) Click on **NEXT** Button.
- 44) Keep pressing Next to reach the last worksheet page.
- 45) Select status (Approved, rejected, need to edit) and remarks.
- 46) Click on **SUBMIT** Button.
- 47) Click on Exit Link.
- 48) Logout

## **Form-13(Transfer Case)**

### **Quick Steps:**

**9. DA RECEIPT**

**10. DA ACCOUNTS**

**11. SS ACCOUNTS**

**12. AO ACCOUNTS**

Any paper moving to office is first recorded in the system through DA Receipt.

### **DA RECEIPT**

110. Enter your Username and Password.
111. Click on **LOGIN** button.
112. Select your role **DA RECEIPT**.
113. Click on **SUBMIT** button.
114. Go to **Menu > Claim > Transaction > Claim Receipt Entry**.
115. Enter the member ID.
116. Press Tab key.
117. Enter the member name as per claim form (if any mismatch in form data and system data).
118. Select the Claim Mode.
119. Select the Form type **Form-13(Transfer Out)**.
120. Enter the **Claimant Name**.
121. Select **Scheme Para**.
122. Select **Enclosure box**.
123. Enter the **remarks**.
124. Click on **SAVE** Button.
125. Note the **claim ID** on form submitted by Member.
126. Click on **PDF** Button.
127. Click on **Print** Button to print the acknowledgement slip.
128. Click on **EXIT** Link.
129. Logout.

Now this claim will go to DA ACCOUNT in normal course.

If the establishment master is not updated this will be visible to DA ACCOUNT upon updating on establishment master. In case this claim pertains to any other office, this can be marked as other office claim for subsequent dispatch.

## DA ACCOUNT

- 84) Enter your Username and Password.
- 85) Click on **LOGIN** button.
- 86) Select your role DA ACCOUNT.
- 87) Click on **SUBMIT** button.
- 88) Go to **Menu > Claim > Transaction > Form 13-TRANSFER CLAIM (un-exempted)**.
- 89) Click on Claim ID.
- 90) If a message like "**update DOJ**" appears, then:
  - a) Click on **Ok** button of message box.
  - b) Click on **EXIT** link.
  - c) Go to **Menu > MEMBER > Master > Form9/Form5/Form10/Form2 (called slash form)**.
  - d) Enter Claim ID.
  - e) Click on **SEARCH** Button.

If Message like "**Member id already exists in verifier level**" appears then it means record of this member has already been initiated. So approve the initiated claim first.

- f) Information of Member will appear. Father's name, DOJ, DOE, DOB, Reason for Exit, Gender is MANADATORY FIELDS. In case the member is married, spouse name is ALSO A MANADATORY FIELD.
- g) Click on **SAVE/UPDATE** Button.
- h) Click on **NEXT** Button.
- i) Fill the Address details.
- j) Click on **COPY** button to copy the address (if permanent and present address are same).
- k) Type the Mobile number (if available).

- l) Bank details (MANADATORY if payment is through cheque).
- m) Click on **SAVE** Button.
- n) Click on **SUBMIT** Button.
- o) Click on **Exit** Link.
- p) Logout.

### **SS ACCOUNT (Approval of Slash Form)**

1. Enter your Username and Password.
2. Click on **LOGIN** button.
3. Select your role **SS ACCOUNT**.
4. Click on **SUBMIT** button.
5. Go to **Menu > Member > Master > Form9/Form5/Form10/Form2**.
6. Member ID will be displayed which needs to be approved, rejected or need to be edit.
7. Click on Member ID.
8. Verify the details of member.
9. Click on **CLOSE** button.
10. Select the checkbox correspond to the Member ID.
11. Select status (approved, need to edit).
12. Fill remarks.
13. Click on **SUBMIT** Button.
14. Logout.

### **DA ACCOUNT**

1. Enter the Username and Password.
2. Click on **LOGIN** button.
3. Select the Role As **DA ACCOUNT**.
4. Click on **SUBMIT** Button.
5. Go to **Menu > Claim > Transaction > Form 13 (transfer out)**.
6. Select the claim by clicking on **Claim ID**.
7. Enter new establishment ID.
8. Click on **GO** button.

9. Enter **Payee Details**.
10. Enter Payee **Trust name**.
11. Click on **SAVE** button.
12. Click on **NEXT** button.
13. Keep pressing **NEXT** to reach the last worksheet page.
14. Click on **AnnexureK**.
15. Click on **NEXT** button.
16. Enter **Initial Remarks**.
17. Click on **PDF** button.
18. Click on **SUBMIT** Button.
19. Click on **EXIT**.
20. **Logout**.

## **SS ACCOUNT**

1. Approving claim as **SS ACCOUNT**.
2. Go to **Menu > Claim > Transaction > Form 13-TRANSFER CLAIMS (UN-EXEMPTED)**.
3. Select the claim by clicking on Claim ID.
4. Click on **NEXT** Button.
5. Keep pressing **NEXT** to reach the last worksheet page.
6. Click on **AnnexureK**.
7. Click on **NEXT** button.
8. Select status (Approved, rejected, need to edit).
9. Enter **Remarks**.
10. Click on **SUBMIT** Button.
11. Click on **EXIT** link.
12. Logout.

## **AO ACCOUNT**

- 49) Enter your Username and Password.

- 50) Click on **LOGIN** button.
- 51) Select your role **AO ACCOUNT**.
- 52) Click on **SUBMIT** button.
- 53) Go to **Menu > Claim > Transaction > Form 13-TRANSFER CLAIM (UN-EXEMPTED)**.
- 54) Select the claim by clicking on Claim ID.
- 55) Click on **NEXT** Button.
- 56) Keep pressing **NEXT** to reach the last worksheet page.
- 57) Click on **AnnexureK** button.
- 58) Click on **NEXT** button.
- 59) Select status (Approved, rejected, need to edit).
- 60) Enter **Remarks**.
- 61) Click on **SUBMIT** Button.
- 62) Click on Exit Link.
- 63) Logout.

## Form- 5IF (Insurance)

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### Quick Steps:

1. *DA RECEIPT*
2. *DA ACCOUNT*
3. *SS ACCOUNT*
4. *AO ACCOUNT*

### DA RECEIPT

130. Enter your User ID and Password.
131. Click on Login button.
132. Select your role “DA RECEIPT”.
133. Click on Submit button
134. Go to Menu > Claim > Transaction > Claim Receipt Entry
135. Enter the member ID. Press Tab key.
136. Enter the member name as per claim form (if any mismatch in form data and system data).
137. Select the claim Mode.
138. Select the Form type Form-5IF-EDLI
139. Enter the claimant Name.
140. Select scheme Para.
141. Check enclosure box.
142. Enter remarks.
143. Click on Save Button.
144. Claim ID is generated.
145. Write this claim ID on form submitted by Member.



146. Click on PDF Button to generate PDF of the acknowledgement slip.
147. Click on Print Button to print the acknowledgement slip.
148. Click on Exit link.
149. Logout

## **DA ACCOUNT**

1. Enter your User ID and Password.
2. Click on Login button.
3. Select your role “DA ACCOUNT”.
4. Click on Submit button
5. Go to Menu>Claim>Transaction>Form 5IF-EDLI.
6. Click on Claim Id.
7. Click on YES or NO as the case may be for (legal heir/Claimant) if minor.

***When we click on NO, the details for beneficiary appears. To add more nominees follow the process of Updation through slash form as detailed at the end of this process flow.***

8. Click on UpdateRecord button.
9. Message “Record updated successfully” appears.
10. Click on NEXT button.
11. Click on spouse name radio button if spouse is the claimant.
12. Enter the Payable EE Share, payable ER Share.
13. Enter the compulsory fields such as bank A/C number, bank name, branch name and branch state.
14. Complete other details if available.
15. Click on the SUBMIT button.
16. A message “use corresponding modules to enter the enclosed details like-(3A, Appendix E etc...)” appears.
17. Click on the NEXT button.

18. If any 3A is available for the member this will appear now. Similarly other details like member VDR special, appendix E etc if available will also appear.
19. Click on NEXT button.
20. Year-wise Work sheet appears.
21. Keep pressing NEXT button till you reach EDLI worksheet. Authorised amount appears here.
22. Enter the initiator Remarks.
23. Click on PDF button.
24. Click on SUBMIT button.
25. A message “Record updated successfully” appears.
26. Click on Exit link.
27. Logout.

## **SS ACCOUNT**

1. Login as SS ACCOUNTS.
2. Go to Menu>Claim>Transaction>Form 5IF-EDLI.
3. Click on Claim Id.
4. Click on NEXT Button.
5. Keep pressing Next Button till the EDLI worksheet appears.
6. Select the Status.
7. Enter the Remarks.
8. Click on the Submit Button.
9. A message “Record Submitted Successfully” appears.
10. Click on OK button.
11. Click on Exit Link.
12. Logout.

## **AO ACCOUNT**

1. Login as AO ACCOUNT.
2. Go to Menu>Claim>Transaction>Form 5IF-EDLI.
3. Click on Claim Id.
4. Click on NEXT Button.
5. Keep pressing Next Button till the EDLI worksheet appears.
6. Select the Status.
7. Enter the Remarks.
8. Click on the Submit Button.
9. A message “Record Submitted successfully” appears.
10. Click on OK button.
11. Click on Exit Link.
12. Logout.

**The Claim has been approved.** It will follow the payment process for disbursement of authorised amount.

Adding more nominees after step- 7 (DA ACCOUNT) above:

(In case there are more nominees they can be added through the normal process of slash form approval. The process is as below. )

#### **DA ACCOUNT**

1. Go to Menu>Member>Master>Form5/Form9/Form10/Form2.
2. Enter the Claim Id.
3. Click on Search Button.
4. Enter the all required Details. (Father's name, DOJ, DOB, DOE, Reason of Exit, gender and Martial Status).
5. Click on Update Button.
6. Click on NEXT button.
7. Enter the Address Details and Bank Particulars.
8. Click on the Link **PF/EDLI Nomination/List of Surviving Family Members/Legal Heirs.**
9. Enter the Nominee Details.(All red asterisk field is compulsory)
10. Click on AddNominee Button.(As per the Number of nominee)
11. Enter the Closed Remarks.
12. Click on Close Button.
13. Click on SAVE Button.
14. Click on Submit Button.
15. Click on Exit Link.
16. Logout.

#### **SS ACCOUNT**

1. Enter your User ID and Password.
2. Click on Login button.
3. Select your role "SS ACCOUNT".
4. Click on Submit button
5. Go to Menu>Master>Form5/Form9/Form10/Form2.
6. Select the check box with respect to the member Id.
7. Select the Status.
8. Enter the Approver Remarks.
9. Click on Submit Button.
10. Click on Exit Link.
11. Logout.

## **Form 10D(Normal Pension)**

**Situation: case of wages available in legacy. The wages will be released through data migration.**

### **Quick Steps:**

- 1. DA RECIEPT**
- 2. DA ACCOUNT**
- 3. SS ACCOUNT**
- 4. AO ACCOUNT**
- 5. DA PENSION**
- 6. AC PENSION**
- 7. DA PDS**
- 8. SS PDS**

### **DA RECEIPT**

1. Login as **DA RECEIPT**.
2. Go to **Menu>Claim>Transaction>Claim Receipt Entry**.
3. Enter the **Member Id**.
4. System Displays the **Establishment Name, Member Name** on the screen.
5. Select **Claim Mode**.
6. Select Form Type as **Form 10D**.
7. Select the **Scheme Para**.
8. Select the **Enclosure check box**.
9. In Case of any Scheme Certificate enter the **number of scheme certificates**.
10. Enter the **Remarks**.
11. Click on **SAVE** Button.
12. Note the **Claim ID**.
13. Click on **EXIT** Link.

Note: The Claim moves to DA Account.

### Step 1: Wage Release

68. Login as **DA ACCOUNT**.

69. Go to **Menu>Data Migration>Master>Three Year Wages for Release**.

70. Enter **Establishment code**.

71. Press **TAB** Key.

72. Enter the **Emp no, Account year**.

73. Click on **GO** button.

74. In case wages are not available system displays “**record not found**”.

75. Click on **Add** button.

76. A message “**do you want to enter new record**” appears.

77. Click on **OK** button.

78. Enter the **month, year, actual wage and pension wage**.

79. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

80. Click on **OK** button.

81. Click on **SAVE** button.

82. Click on **Add** button.

83. A message “**Do you want to add new record**” appears.

84. Enter the **month, year, actual wage, pension wage**.

85. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

86. Click on **OK** button.

87. Click on **SAVE** button.

88. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

89. Continue adding **wages for 12 months** as we need 12 months wages for arriving at average wages. These wages will be available in the 3A of the concern financial year submitted by the establishment.
90. After entering 12 month wages click on **ReleaseAll** button.
91. Click on **SAVE** button.
92. Click on **SubmitData** button.

A message “**Record submitted successfully**” appears.

93. Click on **EXIT** Link.
94. Logout.

### **SS ACCOUNT**

1. Login as **SS ACCOUNT**.
2. Go to **Menu>Data Migration>Master>Three Year Wages for Release**.
3. Click on **Est Code**.
4. Click on **ApproveAll** button.
5. Click on **SubmitData** button.

A message “**No data available**” appears.

6. Click on **EXIT** Link.
7. Logout.

### **DA ACCOUNT**

1. Login as **DA ACCOUNT**.
  2. Go to **Menu>Claim>Transaction>Form 10D**.
  3. Select the **Claim ID**.
- System Prompt “**Please update the DOJ/DOE in the Service History**” message.
4. Click on **OK** Button.
  5. Click on **EXIT** link.
  6. Go to **Menu>Member>Master>Form 5/Form2/Form 9/Form10 (Slash Form)**.
  7. Enter the **Claim ID** and Click on **SEARCH** button.

8. Enter the Details such as **Father's Name, DOJ,DOE, Reason for Exit, Marital Status, Member & Family Details, Bank Details** etc. (All entries with RED asterisk \* are mandatory).
9. Click on **UPDATE** Button.  
A message "**Record updated successfully. Press next to continue**" appears.
10. Click on **NEXT** button.
11. Enter **Address and Bank Particulars**.
12. Click on **SAVE** button.
13. Hyperlink appears for (1) Member Family Details (2) PF / EDLI Nominations (3) Pension Nominee Details (Click and Enter the Details).
14. Click on **Member family details** link.
15. Enter the details of the family members.
16. Click on **AddFamily** Button.
17. Enter the **Remark**.  
A message "**record inserted successfully**" appears. In case of more family members repeat the above process.
18. Enter the **Closed remark**.
19. Click on **Close** Button.  
**Original screen appears.**
20. Click on **SAVE** Button.
21. Click on **SUBMIT** Button.  
A message "**Record submitted successfully**" appears.
22. Click on **EXIT** Link.
23. Logout.

## **SS ACCOUNT**

### **(For approval of Slash form)**

1. Login as **SS ACCOOUNT**.
2. Go to **Menu>Member>Master>Form5/Form9/Form10/Form2**.
3. Select the **check box** corresponding **member id**.
4. Select the **status**.
5. Enter **Approver remark**.
6. Click on **SUBMIT** button.



A message “**Record updated successfully**” appears.

7. Click on **EXIT** Link.
8. Logout.

## **DA ACCOUNT**

1. Login as **DA ACCOUNT**.
2. Go to **Menu>Claim>Transaction>Form 10D**.
3. Click on **Claim Id**.
4. Select **pension type**.
5. Click on **SAVE** button.
6. Click on **NEXT** button.
7. Click on **SubmitRecord** button.

A message “**Record Submitted**” appears.

8. Click on **SAVE** button.

A message “**Record saved successfully**” appears.

9. Click on **NEXT** button.
10. Enter **Bank details**.
11. Click on **Trace Branch code** link.
12. Select **bank name, branch name**.
13. **Branch code** appears.
14. Click on **GO** button.
15. Enter the **wages as on DOE**.
16. Click on **SUBMIT** button.
17. Now **IDS** is generated.
18. Click on **NEXT** button.
19. Enter the **Initiator Remark**.
20. Click on **PDF** button.
21. Click on **SUBMIT** button.

A message “**Record updated successfully**” appears.

22. Click on **Exit** Link.
23. Logout.

## **SS ACCOUNT**

1. Login as **SS ACCOUNT**.
2. Go to **Menu>Claim>Transaction>Form 10D-EPS 95**.
3. Click on **Claim Id**.
4. Click on **NEXT** button.
5. Select **Status**.
6. Enter the Remarks.
7. Click on **SUBMIT** button.

A message “**Record updated successfully**” appears.

8. Click on **EXIT** link.
9. Logout.

## **AO ACCOUNT**

1. Login as **AO ACCOUNT**.
2. Go to **Menu>Claim>Transaction>Form 10D-EPS 95**.
3. Click on **Claim Id**.
4. Click on **NEXT** button.
5. Select **Status**.
6. Enter **Remarks**.
7. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

8. Click on **OK** button.
9. Click on **EXIT** Link.
10. Logout.

**The Claim moves to Pension for further operations**

## **DA PENSION**

1. Login as **DA PENSION**.
  2. Go to **Pension>Transaction>Pension Work Sheet**.
  3. Click the Claim ID form the listed tasks.
  4. **Pension Work Sheet** will appear.
  5. Verify the details and press **Next, Next** and **Next** to reach Part E of the Work Sheet. (Last Page).
  6. Select **Status**.
  7. Enter **Remarks**.
  8. Click on **PDF** button.
  9. Click on **SUBMIT** Button.
- A message “**Record submitted successfully**” appears.
10. Click on **EXIT** link.
  11. Logout.

## **AC PENSION**

1. Login as **AC PENSION**.
  2. Go to **Pension>Transaction>Pension Work Sheet**.
  3. Click the appropriate **Claim ID** from the task list.
  4. Click on **NEXT** Button.
  5. Verify the details and press Next, Next and Next to reach Part E of the Work Sheet. (Last Page).
  6. Select the **Status**.
  7. Enter the **Remarks**.
  8. Click on **SUBMIT** button.
- A message “**Record submitted successfully**” appears.
9. Click on **EXIT** link.
  10. Logout

## **DA PENSION**

1. Login as **DA PENSION**.
2. Go to **Pension>Transaction> Generation of PPO**.
3. Click on **claim ID**.
4. Click on **NEXT** Button.
5. Verify the details and click on **Next, Next** and **Next** to reach Part II of the Work Sheet.

6. Keep pressing **NEXT** button till last page of PPO showing beneficiary details and pension amount, in the event of death of member appears.
7. Click on **SUBMIT** button.
8. Click on **EXIT** link.
9. Logout.

## **AC PENSION**

1. Login as **AC PENSION**.
2. Go to **Pension>Transaction> Generation of PPO**.
3. Click the **Claim ID**.
4. Verify the details and click on **Next, Next** and **Next** to reach Part II of the Work Sheet.
5. Keep pressing on **NEXT** button till last page of PPO showing beneficiary details and pension amount, in the event of death of member appears.
6. Select **Status**.
7. Enter the Remarks.
8. Click on **SUBMIT** button  
A message “**Record submitted successfully**” appears.
9. Click on **OK** button.
10. Click on **Exit** link.
11. Logout.

## **DA PENSION (PPO Printing)**

1. Login as **DA PENSION**.
2. Go to **Menu > Pension> Reports>Print Pension Worksheet/PPO/Scheme Certificate**.
3. Click on **PPO** Radio Button.
4. Enter the **Claim ID**.
5. Click on **SUBMIT** button.
6. **PDF** is generated with option to **save** or **open**.
7. System displays the **PPO**.
8. Click on **PRINT** button to print the PPO.
9. Click on **EXIT** link.

## **DA PENSION (PPO Dispatch)**

1. Go to **Menu > Pension> Transaction>Dispatch Details.**
  2. Click on **PPO** Link.
  3. Select **Dispatch Type.**
  4. Click on **SAVE** button.
  5. **Dispatch number** is auto generated.
- A message “**Record inserted successfully**” appears.
6. Click on **EXIT** Link.
  7. Logout.

## **DA PDS**

**(Generation of Monthly Pension Processing)**

***We can generate four things:***

***A) Initial Arrears***

***B) Monthly BRS***

***C) ReRun BRS***

***D) Monthly BRS – FPS 1971***

1. Login as **DA PDS.**
2. Go to **Menu>Pension>Transaction>Monthly Pension Processing.**
3. Click Radio Button **Initial Arrears:EPS1995.**
4. System displays **PPO No.**
5. Click on **PPO No.** link.

6. System displays pension arrears up to the last BRS generation period.
7. Enter the remarks.
8. Click on **GenerateReport** button.
9. **PDF** Document opens.
10. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

11. Click on **EXIT** link.
12. Logout.

## **SS PDS**

1. Login as SS PDS.
2. Go to **Pension>Transaction>Monthly Pension Processing**.
3. Click on radio button “Initial Arrears: EPS1995”.
4. System displays **PPO No.**
5. Click on **PPO No.** link.
6. Select **status**.
7. Enter **remark**.
8. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

9. Click on **EXIT** Link.
10. Logout.

## **AC PENSION**

1. Login as **AC PENSION**.
2. Go to **Pension>Transaction>Monthly Pension Processing**.
3. Click on radio button “**Initial Arrears: EPS1995**”.
4. System displays **PPO No.**
5. Click on **PPO No.** link.
6. Select **status**.
7. Enter **remarks**.
8. Click on **SUBMIT** button.

A message “**Record submitted successfully**” appears.

9. Click on **EXIT** Link.
10. Logout.

*Initial arrears have been approved.*

**Pension payment process starts from here:**

**DA SCROLL PENSION**

1. Login as **DA Scroll Pension**.
2. Go to **Payment>Transaction>Payment Scroll generation – Pension**.
3. Select any radio button:
  - a. Bank wise
  - b. Post office wise
4. Enter **Bank Name/ Head Post Office**.
5. Enter **Branch Name/Sub Post Office**.
6. Enter **Due Month and Year** (This is the month up to which initial arrear will be generated).
7. Enter **Payment mode**.
8. Select **Office Code/EPS/FPS** (Either EPS or FPS).
9. Select **BRS Type** (Monthly, Initial Arrear, Rerun & Weekly).
10. Click on **Generate** button.
11. Click on checkbox.
12. Click on **SUBMIT** button.

A message “**Generated successfully scroll no.**” appears.

13. Click on **OK** button.
14. Click on **EXIT** link.
15. Logout.

The task now moves to Cash Branch for further payment where the job is initiated by DA Cash Payment who goes to Payment->Transaction->Cheque Allotment – Pension.

## 10 D Claim special

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**Situation: For handling special scenarios where manual intervention is required**

**Quick Steps:**

9. *DA RECIEPT*
10. *DA ACCOUNT*
11. *SS ACCOUNT*
12. *AO ACCOUNT*
13. *DA PENSION*
14. *AC PENSION*
15. *DA PDS*
16. *SS PDS*
17. *DA SCROLL PEN*
18. *DA CASH PAYMENT*
19. *DA CHEQUE DISPATCH*

### DA RECEIPT

14. Enter the Username and Password.
15. Select the role as **DA RECEIPT**.
16. Click on **SUBMIT** button.
17. Go to **Menu>Claim>Transaction>CLAIM RECEIPT ENTRY**.
18. Enter the **Member Id**.
19. System Displays the **Establishment Name, Member Name** in the screen.
20. Select **Claim Mode**.
21. Select Form Type (10D).
22. Select the Scheme Para.
23. Select the Enclosure
24. In Case of any Scheme Certificate enter the number of scheme certificates.
25. Enter the Remarks.
26. Click on SAVE Button.
27. System Generates a Claim ID. Note the Claim ID for further processing.
28. Click on Exit Link.

Note: The Claim ID moves to DA Account



## DA (Account)

1. Login as DA (Account)
2. Go to Menu > claim> transaction > Form 10 D –EPS 95
3. Click on claim Id.
4. A message “Please update DOJ, DOE, DOB in member master and service history” appears.
5. Click on OK button.
6. Go to member>master>Form5/Form 9/Form 10/Form 2.
7. Enter the claim Id.
8. Click on Search button.
9. Enter the DOB, DOJ EPF, DOE EPS 95, Marital status, Gender, Reason of Exit and spouse name.
10. Click on **Update** button.

A message “**Record updated successfully. Press next to continue.**” appears.

11. Click on **NEXT** button.
12. Complete **Address Details**.
13. Enter the **Mobile** number.
14. Enter **Bank Particulars**.
15. Click on **Member Family Details** Link.
16. Add Family member details. **Name, DOB, Relationship, Gender** are mandatory.
17. Click on the **AddFamily** button.
18. Add more family members if provided in the claim. Once all the family member details are filled, enter *closed remark*.
19. Click on **CLOSE** button.
  - *PF/EDLI Nomination/List of surviving family members/Legal heirs details can be filled if required in case of valid nominations.*
  - *Similarly Pension Nominee details can be filled in case the member is not married.*
20. Click on **SAVE** button.

21. Click on **SUBMIT** button.
22. Click on **EXIT** Link.
23. Logout.

Task moves to **SS ACCOUNTS**.

### **SS ACCOOUNT**

1. Login as **SS ACCOUNT**.
2. Go to **menu>member>master>Form5/Form9/Form 10/Form 2**, for approval of slash form.
3. Click on the check box of the **claim Id** Link.
4. Select **Status**.
5. Enter the **Approver Remarks**.
6. Click on **SUBMIT** button.
7. Click on **EXIT** Link.
8. Logout.

*The Claim can now be processed by **DA ACCOUNT**.*

### **DA ACCOUNT**

1. Login as **DA ACCOUNT**.
2. Go to **Menu >Claim >Transaction > Form 10D- EPS 95**.
3. Click on **claim Id**.
4. Select the **Pension type**.
5. Click on **UPDATE** button.

***A message “Record updated successfully” appears.***

6. Click on **NEXT** button.
7. Click on **SubmitRecord** button.

***A message “Record Submitted” appears.***

8. Click on **NEXT** button.
9. Enter the **Mode of Remittance**.
10. Enter the **Account Number**.
11. Click on **Trace Branch code** link.
12. Select **Bank Name/Branch Name**.
13. **Branch Code** gets displayed.
14. Click on **GO** button.
15. Press **TAB** Key.
16. Enter **Wages as on 15/11/95, wages as on DOE**.

17. Click on **SUBMIT** button.

***Input Datasheet is now generated.***

18. Click on **NEXT** button.

*If wages (12 months) is not available then member last 12 month wages for this claim ID will appear as blank. In case these wages are available either through data migration or through entry of Form 3A –Back Period wages or through Normal 3A received along with the claim, this will be reflected here.*

*This case being treated as a 10D special case we will ignore this.*

**19. Enter Initiators Remarks.**

20. Click on **PDF** button.

21. Click on **SUBMIT** button.

***A message “Record updated successfully” appears.***

Task moves to **SS ACCOUNT**.

## **SS ACCOUNT**

1. 1. Login as **SS ACCOUNT**.

2. Go to **Menu >Claim >Transaction >Form 10D-EPS95**.

3. Click on **Claim Id**.

4. **IDS** appear.

5. Click on **NEXT** button.

6. Select **status**.

7. Enter the **remarks**.

8. Click on **SUBMIT** button.

***A message “Record submitted successfully” appears.***

9. Click on **OK** button.

10. Click on **EXIT** Link.

11. Logout.

Task moves to **AO ACCOUNT**.

## **AO ACCOUNT**

1. Login as **AO ACCOUNT**.

2. Go to **Menu >Claim >Transaction >Form 10D-EPS95**.

3. Click on **Claim Id**.

4. **IDS** appear.

5. Click on **NEXT** button.
6. Select **status**.
7. Enter the remarks.
8. Click on **SUBMIT** button.

***A message “Record submitted successfully” appears.***

9. Click on OK button.
10. Click on **EXIT** Link.
11. Logout.

Task moves to **DA PENSION**, for processing as a special case.

## **DA PENSION**

12. Login as **DA PENSION**.
13. Go to **Menu > Pension > Transaction > Special 10D Worksheet**.
14. Enter the **Claim Id**.
15. Click on **GenerateWorksheet** button.

*Since this is a Special 10D due approval from competent authority eases to be taken formally on a note sheet. Accordingly we need to enter note sheet number and note sheet date.*

16. Enter **Note Sheet No**.
17. Enter **Note Sheet date**.
18. Enter **Date of Entitlement to pension** w.e.f. is editable field and can be edited in situations such as a court order.
19. Click on **NEXT** button.

*A screen containing the system generated data and editable spaces for certain information appear. In those spaces we can enter any revised data.*

*In such cases, these revised inputs would form the basis of pension calculation.*

20. Click on **SAVE/UPDATE** button.
21. Click on **NEXT** button.
22. Pension Worksheet is generated.
23. Click on **SUBMIT** button.
24. Click on **EXIT** Link.
25. Logout.

Task moves to SS PENSION.

## **SS PENSION**

1. Login as SS PENSION.
2. Go to **menu> Pension>Transaction > Special 10D Worksheet.**
3. Click on the Claim Id.
4. Verify the details.
5. Click on NEXT button.
6. Keep pressing NEXT button till the last page.
7. Select the status.
8. Enter the Remark.
9. Click on SUBMIT button.
10. Click on EXIT button.
11. Logout.

Task moves to AC PENSION.

## **AC PENSION**

12. Login as AC PENSION.
13. Go to **menu> Pension>Transaction > Special 10D Worksheet.**
14. Click on the Claim Id.
15. Verify the details.
16. Click on NEXT button.
17. Keep pressing NEXT button till the last page.
18. Select the status.
19. Enter the Remark.
20. Click on SUBMIT button.
21. Click on EXIT button.
22. Logout.

26. Click the Claim ID
27. Select the Pension type from the list populated from the Box.
28. Ensure that all the details mainly the compulsory fields (Red Mark) and entered correctly.
29. Click on **SAVE** button and system reports “Record Saved Successfully”.
30. Click on next to navigate the next page of Form 10D.
31. Select Reduced Function / Commutation from the Drop Down Box.
32. Select ROC as NO.
33. Click “Save Button”, system displays “Record Saved Successfully”.
34. Click on Next button.
35. Enter the Bank or Post Office Details.
36. Click on the Trace code.
37. Select the State, City and Branch name of the Code.
38. Click on Go Button.
39. Press Tab Key.
40. Enter the Wages as on 15/11/1995 and DOE.
41. Click on Submit Button.
42. System generates the IDS.
43. Click on Next and enter Initiator Remarks.
44. Click the PDF.
45. Save IDS on the System.
46. Click on SUBMIT button.
47. Click on Exit Link.
48. Logout.

## **SS ACCOUNT**

1. Login with the Role SS ACCOUNT.
2. Go to Menu>Claim>Transaction> Form 10D.
3. Click on Claim ID.
4. IDS appears on the screen.
5. Click on Next Button.
6. Enter the Status and Approver Remarks.
7. Click on Submit Button.
8. Click on OK.

9. Click on Exit link.
10. Logout.

### **AO ACCOUNT**

1. Login as AO ACCOUNT.
2. Go to Menu>Claim > Transaction > Form 10 D.
3. Click the Claim ID.
4. IDS appears on the screen.
5. Click on Next Button.
6. Enter the Status and Remarks.
7. Click on Submit button.
8. Click on OK.
9. Click on Exit Link.
10. Logout.

**The Claim moves to Pension for further operations**

### **DA PENSION**

12. Login as DA PENSION.
13. Go to Pension>Transaction>Pension Work Sheet.
14. Click the Claim ID from the listed tasks.
15. Pension Work Sheet will appear.
16. Verify the details and press Next, Next and Next to proceed further.
17. Click Submit Button.
18. Now you can take the Print out of PDF Generated.

### **AC PENSION**

1. Login as AO Pension.
2. Go to Pension>Transaction>Pension Work Sheet.
3. Click the appropriate Claim ID from the task list.
4. Click next Button.
5. Select the Status and Add approver Remarks.
6. Click the Submit the Button.

## **DA PENSION**

1. Login as DA PENSION.
2. Go to Pension>Transaction> Generation of PPO.
3. Now, one could see the Particulars of the Member.
4. Keep pressing NEXT for the further processing.
5. Click on Button GENERATE PPO to generate the PPO.
6. System displays the PPO with allotted PPO Number.
7. Click on NEXT button till the last page of PPO sheet.
8. Click on Submit button.
9. Click on the Exit Link.
10. Logout.

## **AC PENSION**

1. Login as AC PENSION.
2. Go to Pension>Transaction> Generation of PPO.
3. Click the Claim ID.
4. View the PPO and click on Next button.
5. Click on Next button till the last page of PPO.
6. Enter the Status and Remarks.
7. Click on Submit Button.

## **DA PENSION**

10. Go to Menu > Pension> Reports>Generation of PPO.
11. System Displays Covering Letter / Pensioner Porting /Disburser Portion.
12. Select any one of them.
13. Enter the PPO Number.
14. Press Submit.
15. System displays the PPO.
16. Click on Print button to print the PPO.

## **Special Cases**

1. If the Pension Type is “Superannuation” then enters the Pension Type as “S” and enters the Date of Death.



2. In case, any Scheme Certificate is attached along with Claim Form and Entered in the Receipt Level, the case has to be handled through Scheme Certificate Receipt. Then it will be considered as normal 10D. The number of scheme certificate Entered at Receipt Level must be entered as “0”.

### **DA PDS**

1. Login as DA PDS.
2. Go to pension> transaction> monthly pension processing.
3. Select the **Initial Arrears: EPS1995 option.**
4. Click on PPO No.
5. A new window will open.
6. Enter the Created Remarks.
7. GenerateReport button to generate the report of initial arrears.
8. Click on submit button.
9. Record submitted successfully message.
10. Click on OK.
11. Exit.
12. Logout.

### **SS PDS**

1. Login as SS PDS.
2. Go to Pension>Transaction>Monthly pension processing.
3. Select the **Initial Arrears: EPS1995 option.**
4. Click on PPO No.
5. A new window will open.
6. Verify the PPO details.
7. Select the status.
8. Enter the Created Remarks.
9. GenerateReport button to generate the report of initial arrears.
10. Click on submit button.
11. Record submitted successfully message.
12. Click on OK.
13. Exit.
14. Logout.

### **AC PENSION**

1. Login as AC Pension.
2. Go to Pension>Transaction>Monthly pension processing.
3. Select the **Initial Arrears: EPS1995 option.**
4. Click on PPO No.

5. A new window will open.
6. Verify the PPO details.
7. Select the status Approved/ Need to Edit.
8. Enter the Created Remarks.
9. GenerateReport button to generate the report of initial arrears.
10. Click on submit button.
11. Record submitted successfully message.
12. Click on OK.
13. Exit.
14. Logout.

## **DA SCROLL PEN**

1. Login as DA SCROLL PEN
2. PAYMENT > Transaction> PAYMENT SCROLL GENERATION – PENSION
3. Select the mode Bank Wise/ Post Office Wise
4. Select **Bank Name/Head Post Office**
5. Select Branch Name/Sub Post Office
6. Select Due Month And Year
7. Select Payment Mode
8. Select Office Code/EPS/FPS
9. Select BRS Type
10. Click on Generate button
11. Select the bank by clicking on check boxes
12. Click on submit button
13. A message “generated successfully scroll No. “ with the scroll no. displays
14. Click Ok
15. Exit
16. Logout

# CHEQUE ALLOTMENT TO PENSION

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## (DA CASH PAYMENT)

150. Go to Menu > PAYMENT > Transaction > CHEQUE ALLOTMENT-PENSION
151. Select EPF Account no; 1, 2, 10, 21, 22
152. Select one of option; Summary sheet, Scroll No., PI No.
153. Select the No. from the list.
154. Click on Select Button.
155. Click on AllotChequeNo button.
156. Click on OK button message box.
157. Exit

# CHEQUE PRINTING

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## (DA CASH PAYMENT)

**Step 5:** Go to Menu > PAYMENT > Transaction > CHEQUE PRINTING

158. Select office code/EPF Account No.
159. Select Cheque No. from.
160. Enter the cheque No. to.
161. Click on submit button.
162. Click on print button.
163. Click on print button to print the cheque/cheques.
164. Click on Goback.
165. Exit
166. Logout

Note: If cheque is NOT printed properly, you can print the same using Cheque Reprint function. But if the cheque has been signed by the System, reprinting is NOT allowed by the system. For reprinting after signing, cancel the cheque and follow the process of fresh allotment of cheque.

# CHEQUE SIGN

---

## Step 6:

### (DA CASH PAYMENT)

1. Enter your User ID and Password.
2. Click on Login button.
3. Select your role “cheque sign”.
4. Click on Submit button
5. Go to Menu > PAYMENT > Transaction > CHEQUE SIGN
6. Select cheque signing option; Payment Cheque sign/Pension Cheque sign
7. Select Account No.
8. Select Cheque no. From .
9. Select Cheque no. To
10. Click on Select button
11. Select the cheque that you have signed.
12. Click on ChequeSign button.
13. Message cheque sign successfully appears. Click on OK button.
14. Exit
15. Logout

**Note: After Chequesign, the same cheque cannot be printed again.**

### Step 7: (DA CASH PAYMENT) (In case of NEFT only)

1. Enter UserName and password.
2. Click on Login Button.
3. Select your role “DA CASH PAYMENT”.
4. Click on Submit button
5. Go to Payment> transaction>NEFT TXT file generation
6. Enter Summary sheet date
7. Enter Summary sheet no.

8. Select bank
9. BGL account will displayed from database.

We have two options: SBI or other bank. If SBI Bank is selected the BGL (Bank General Ledger) account is displayed from database. The BGL account is a temporary parking account no of SBI.

10. Click on Generatefile.
11. Message showing do you want to save or open the file appears.
12. Click on save button
13. System asks you to specify the location to save the file. Choose desktop, let the file name remain the same, click save button.

In case the account no is of SBI and you have chosen other bank than a message like *no record found against this summary sheet no= DLCPM/2010-2011/N/1/1 for other bank. Please try to SBI bank.*

## Cheque Dispatch

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### Step 7: (DA Cheque Dispatch)

1. Enter your User ID and Password.
2. Click on Login button.
3. Select your role "DA CHQ DISPATCH"
4. Click on Submit button
5. Go to Menu>PAYMENT > Transaction > CHEQUE DESPATCH
6. Select dispatch mode.
7. Select account No.
8. Select dispatch Type
9. Select Cheque No. From
10. Select Cheque No. To
11. Click on Select button
12. Click on DespatchCheque
13. Message Cheque dispatched successfully appears.
14. Click OK
15. Exit
16. Logout

# NEFT MANDATE LETTER GENERATION

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## Step 8: (DA CASH PAYMENT)

1. Enter UserName and password.
2. Click on Login Button.
3. Select your role “DA CASH PAYMENT”.
4. Click on Submit button
5. Go to Payment> transaction> reports.
6. NEFT mandate letter.
7. Enter Summary sheet date.
8. Select Summary sheet no
9. Select mode PDF.
10. Click on Submit button.
11. System asks you to specify where you want to save. Choose desktop, let the file name remain the same, click save button.
12. Exit.
13. Logout

### Forwarding Letter (For cheque dispatch)

1. Login as DA CASH PAYMENT.
2. Go to Payment >Reports>Forwarding Letter .
3. Select Account No. (Example Account 1,Account 2, LIP, Form 13 Cases etc)
4. Enter cheque date
5. Enter cheque from and cheque to.
6. Select Mode.(TXT,PDF,HTML and XLS).
7. Click on Submit button.
8. Forwarding letter gets generated addressed to the bank concerned form type, cheque no. and amount payable.

### NEW UTILITY

1. Login as DA Cash Payment
2. Go to Payment > transaction> NEFT mobile file generation
3. Enter Summary sheet date.

4. Select summary sheet no. (This selection will not appear till the confirmation of payment from the bank has been received by the office and bank statement text file has been uploaded in the system. Upon upload, this sheet no can be selected and a mobile file is generated. Post generation we have arrangement with BSNL at Head Office to send SMS to all members whose claims has been settled with details of amount settled, name of the bank and the saving account no to which the payment has been sent. )



# PPO GENERATION

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## (DA Pension)

1. Enter UserName and password.
2. Click on Login Button.
3. Select Role: "DA PENSION".
4. Go to Menu > Pension > transaction > Pension Worksheet.
5. Click on Claim ID in task list.  
Particulars of Member will be displayed.
6. Click on NEXT button.
7. Keep on pressing NEXT button until Part-D is displayed.
8. Select status and enter remarks.
9. Click on Pdf button.
10. Click on SUBMIT button.

Task moves to AC PENSION for further verification. Once he approves then PPO generation process starts.

## PPO Generation

1. Go to Menu > Pension > transaction > Generation of PPO.
2. Click on Claim ID in task list.
3. Input data sheet is displayed.
4. Keep on pressing NEXT Button till last page.
5. Click on GeneratePPO button.
6. Click on Next Button.
7. Keep pressing NEXT button till last page.
8. Click on Submit Button.

Task moves to AC PENSION for further verification.

## (AC Pension)

1. Enter UserName and password.
2. Click on Login Button.
3. Select Role: "AC PENSION".
4. Pension worksheet verification:
  - a) Go to Menu > Pension > transaction > Pension Worksheet.
  - b) Click on Claim ID in task list.
  - c) Particulars of Member will be displayed.
  - d) Click on NEXT button.

- e) Keep on pressing NEXT button until Part-D is displayed.
  - f) Select status and enter remarks.
  - g) Click on Pdf button.
  - h) Click on SUBMIT button.
5. PPO verification:
- a) Go to Menu > Pension > transaction > Generation of PPO.
  - b) Click on Claim ID in task list.
  - c) Input data sheet is displayed.
  - d) Keep on pressing NEXT Button till last page.
  - e) Select status and enter remarks.
  - f) Click on SUBMIT Button.

# TRANSFER IN WITH PPO

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Purpose: To include the Service(s) of one or more establishment into the present working establishment.

Functionality: Receipt Entry → Accounts Section (3 Levels) → Pension Section (2 Levels)

## **LEVEL -1 (DA-RECEIPT)**

1. Login
2. Select the role as DA-RECEIPT
3. Submit
4. Menu->Claim->Transaction->Claim Receipt Entry
5. Enter Member Id
6. System Displays the Establishment Name, Member Name in the screen
7. Select Claim Mode
8. Select Form Type “TRANSFER IN WITH PPO”
9. Select the Region Code from the List Box
10. Select the Office Code from the List Box corresponding to the Region
11. Enter the Remarks
12. Click “SAVE” Button
13. System Generated the Claim ID and Note the Claim ID for further processing
14. Acknowledgement Appears for Printing /Generating PDF /Go Back to redo the Receipt Entry
15. Exit
16. Logout

## **Level -2 (DA PENSION)**

1. Login
2. Select the Role DA-PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option “TRANSFER IN WITH PPO”
5. System displays the Claim ID, Member ID, Date, Time and Initiator Details
6. One Radio Button for Rejection is available at this stage. Initiator wants to reject the claim at this stage due to some problem, the case could reject with remarks and further escalated other levels for rejection. Otherwise, it continued normally.
7. Click at the “CLAIM ID”
8. Enter the Address Details, Bank Details and Click “SAVE” Button
9. Systems displays the Message “Record Saved Successfully”
10. Press Next Button
11. Enter the other details, DOJ, DOB, Pensionable Salary and other details including compulsory fields
12. Click UPDATE Button
13. System Displays the Message “Record Saved Successfully”
14. Click Next Button
15. Select the Pension Type, Commutation Mode properly
16. In case of ROC Case, Select “YES” at ROC Field otherwise “NO”. On Selecting ‘YES’ the related pop-up details will show for entering the details.
17. Click on UPDATE Button and system Displays “Record Saved Successfully”

18. Click "NEXT"
19. Enter Beneficiary Details on clicking Add Beneficiary, Update Record and Click on <SUBMIT> Button
20. System Displays the Message "Record Inserted Successfully"
21. Now the task will be moved to AO Pension for approval.

### **Level – 3 (AO PENSION)**

1. Login with AO Pension Role
2. Select Menu -> Pension -> Transaction -> Transfer in with PPO
3. System Displays the Claim ID, Member Details etc.
4. By Clicking the Member ID, the work sheet could be viewed completely
5. After Verification Enter the Status and Approver Remarks
6. Click <Submit> Button
7. System Displays the Message ' Record Saved Successfully'

### **Level 4 (DA PENSION)**

1. Login
2. Select the Role DA-PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option 'Generation of PPO'
5. System displays the Claim ID, Member Id, Form Description etc.,
6. Click on Claim ID
7. System Generate the PPO
8. Click at "Next" Button to continue
9. System will displays the Pension Details, Beneficiary details, Date of Commencement of Pension, Type of Pension etc.,
10. You can move the previous page by clicking "Previous" button.
11. At the end Click "Generate PPO" Button
12. System Displays the Message "Record Inserted Successfully" and generate the PPO
13. Click the "Next" Button till the last page of PPO
14. Click the <Submit> Button
15. The Claim ID will be vanished from the present screen
16. Exit
17. Logout

### **Level 4 (AC PENSION)**

1. Login
2. Select the Role AO-PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option 'Generation of PPO'
5. System displays the Claim ID, Member Id, Form Description etc.,
6. Click on Claim ID
7. System Displays the Generated the PPO against the Claim ID
8. Click at "Next" Button to continue
9. System will displays the Pension Details, Beneficiary details, Date of Commencement of Pension, Type of Pension etc.,
10. You can move the previous page by clicking "Previous" button.
11. At the end enter the Status, Remarks and Click "Submit" Button

12. System Displays “ Record Submitted Generated Successfully”
13. Exit
14. Logout

### **Level 5 (Generation of Monthly Pension Processing)**

(It is 3 Level Function) (1-DA PDS, 2-SS PDS, 3-AC-PDS)

1. Login
2. Select the Role DA-PDS
3. Go to Menu - > Pension - > Transaction
4. Select the option ‘Monthly Pension Processing’
5. System displays the 4 Options namely
  - a. Initial Arrears:EPS1995
  - b. Monthly BRS:EPS1995
  - c. ReRun BRS : EPS 1995
  - d. Monthly BRS:FPS 1971
6. Click the Radio Button of “Initial Arrears : EPS 1995”
7. System Displays the PPO Number, Generation Date and Approver Remarks
8. Click on PPO Number
9. System Displays the PPO NO, Name, Pension Type, Amount etc.,
10. Click at “Generate Report” Option
11. Systems Generate the Initial Arrears Statement and Stores in PDF File
12. System prompts for Created Remarks.
13. After Entering Remarks Click <<SUBMIT>> Button
14. System Displays the Message “Record Submitted Successfully”
15. Click the <<OK>>

### **Level 6 (SS – PDS)**

1. Login
2. Select the Role SS-PDS
3. Go to Menu - > Pension - > Transaction
4. Select the option ‘Monthly Pension Processing’
5. System displays the 4 Options namely
  - a. Initial Arrears:EPS1995
  - b. Monthly BRS:EPS1995
  - c. ReRun BRS : EPS 1995
  - d. Monthly BRS:FPS 1971
6. Click the Radio Button at Initial Arrears EPS 1995
7. System Displays the PPO Number which has been initiated by DA-PDS
8. Click the PPO
9. System Displays the Details of PPO No, Pensioner Name, Pension Amount etc as asks for Remarks
10. Select the Status and enter Remarks
11. Click the <Submit> Button
12. System Displays “Record Inserted Successfully” and “Record Submitted Successfully”
13. Press <<OK>>
14. Exit
15. Logout

### **Level 7 (AC – PENSION)**

1. Login
2. Select the Role AC - PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option ‘Monthly Pension Processing’
5. System displays the 4 Options namely
  - a. Initial Arrears:EPS1995
  - b. Monthly BRS:EPS1995
  - c. ReRun BRS : EPS 1995
  - d. Monthly BRS:FPS 1971
6. Click the Radio Button at Initial Arrears EPS 1995
7. System Displays the PPO Number which has been initiated by SS-PDS
8. Click the PPO
9. System Displays the Details of PPO No, Pensioner Name, Pension Amount etc as asks for Remarks
10. Select the Status and enter Remarks
11. Click the <Submit> Button
12. System Displays “Record Inserted Successfully” and “Record Submitted Successfully”
13. Press <<OK>>
14. Exit
15. Logout

### **Level 8 (DA PENSION)**

1. Login
2. Select the Role DA-PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option ‘Print Pension Worksheet / PPO /Scheme Certificate’
5. System displays the option for printing
6. (a) Work Sheet (b) PPO (c) Scheme Certificate
7. Click the Radio Button against the option
8. Enter the Scheme Certificate / PPO Number / Worksheet Number accordingly
9. Click “SUBMIT”
10. System displays the details of PDF and Click the open button to view the PDF
11. Close
12. Exit
13. Logout

### **Level 9 (DA PENSION)**

1. Login
2. Select the Role DA-PENSION
3. Go to Menu - > Pension - > Transaction
4. Select the option ‘DISPATCH DETAILS’
5. System displays the PPO Details under “Transfer out Without PPO” and “PPO ISSUE” heading.
6. Click the PPO Number
7. System displays the PPO Details, Member Id, and Dispatch Type List Box.
8. Select the “Dispatch Type”
9. Click on “<<SAVE>>” Button

10. System Generate Dispatch Number and displays the message “ Record Inserted Successfully”
11. Click “GO BACK”
12. Exit
13. Logout

## PAYMENT PROCESS

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### **Quick steps:**

1. Scroll Generation 2. Cheque Allotment 3. Summary Sheet Generation 4. Cheque allotment to claims 5. Cheque Printing 6. Cheque Sign 7. Cheque Dispatch 8. Forwarding letter for cheque dispatch

1. DA SCROLL
2. AO ACCOUNT
3. CASHIER (one-time allotment)
4. DA CASH PAYMENT
5. CHEQUE SIGN
6. DA CASH PAYMENT (In case of NEFT only)
7. DA Chq Dispatch (In Case of payment through cheque)
8. DA CASH PAYMENT (FOR NEFT FILE GENERATION)

### DA SCROLL (SCROLL GENERATION)

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16. Enter UserName and password.
17. Click on **LOGIN** Button.
18. Select Role as DA SCROLL.
19. Go to **Menu > Payment > Transaction > Payment scroll generation – other.**
20. Select **office/ Accounts group code.**
21. Select **EPF Account no:** 1, 2, 10, 21, 22 (for PF claim select 1, pension claim select 10, and insurance select 21).
22. Select Payment Mode; Cheque, NEFT, Money Order.
23. Choose claim more than 999999/ claim less than 999999.
24. Click on **generate** button.

View button is used to view the scrolls that are generated. If any scroll is returned by the AO ACCOUNT, it comes back to DA SCROLL and can be viewed by pressing the pending button.

25. Select the **Claim ID** for which you want to make scroll (multiple claim IDs can be selected).
26. Click on **SUBMIT** Button.
27. Scroll no. (Eg. DLCPM/2010-2011/126/1/1/N) is displayed in the message box.
28. Click on Ok button.
29. Click on Exit Link.
30. Logout.



***Scroll no is generated. Task moves to AO ACCOUNT for approval.***

#### **AO ACCOUNT**

1. Enter UserName and password.
2. Click on **Login** Button.
3. Select Role **AO ACCOUNT**.
4. Go to **Menu > Payment > Transaction > Payment scroll generation – other**.
5. Click on **scroll no**.
6. Select Status (Approved or Need to Edit).
7. Enter **Approver Remarks**.
8. Click on **SUBMIT** button.
9. Click on **Exit** Link.
10. Logout

#### **CASHIER (CHEQUE ALLOTMENT to USERS)**

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***(This is a one-time activity in a month).***

1. Enter UserName and password.
2. Click on **LOGIN** Button.
3. Select Role as **CASHIER**.
4. Go to **Menu > Payment > Master > Cheque Allotment To User**.
5. Select **office Code**.
6. Select User to whom cheques has to be allotted.
7. Select Account No; 1, 2, 10, 21, 22.
8. Enter starting Cheque No (minimum 6 digit).
9. Enter last Cheque No.
10. Enter Current Cheque No.
11. Select **Bank Code**.
12. Enter Initial character for cheque No.(it would be show with the cheque number).
13. Enter Length of cheque No.(6).
14. Click on Exit Link.
15. Logout.

**Note: If next time more cheques are to be allotted to the same user then:**

1. Enter UserName and password.
2. Click on **LOGIN** Button.

3. Select Role as **CASHIER**.
4. Go to **Menu > Payment > Master > Cheque Allotment to User**.
5. Click on **VIEW** button.
6. Click **EDIT** link correspond to the user to whom cheque has to be issued.
7. Fill the cheque no series again.
8. Click on **UPDATE** button.

**Note: If cheques allotted to an user is to be deleted or edited then:**

1. Enter UserName and password.
2. Click on **LOGIN** Button.
3. Select Role as **CASHIER**.
4. Go to **Menu > Payment > Master > Cheque Allotment To User**.
5. Click on **VIEW** button.
6. Click on **Delete** link.
7. Click on **DELETE** button.

#### DA CASH PAYMENT (SUMMARY SHEET GENERATION)

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167. Enter your User ID and Password.
168. Click on **LOGIN** button.
169. Select your role **DA CASH PAYMENT**.
170. Click on **SUBMIT** button.
171. If the **Mode of Remittance** is NEFT then:
  - a. Go to **Menu>PAYMENT > Transaction > SUMMARY SHEET**.
  - b. Select **Account No**.
  - c. Select payment Mode: NEFT/Money Order.
  - d. Click on **GENERATE** button.
  - e. Select scroll No. for which you want to make summery sheet.
  - f. Click on **SUBMIT** button.
  - g. Summary Sheet No. (DLCPM/2010-2011/N/1/1) is displayed in the message box.
  - h. Click on **OK** button.

<p><b>NOTE:</b> You can generate summary sheet <b>only once in a day</b>.</p>
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#### DA CASH PAYMENT

##### (CHEQUE ALLOTMENT TO CLAIMS)

1. Enter your User ID and Password.
2. Click on **LOGIN** button.
3. Select your role **DA CASH PAYMENT**.
4. Click on **SUBMIT** button.

5. Go to **Menu > PAYMENT > Transaction > CHEQUE ALLOTMENT.**
6. Select EPF Account no; 1, 2, 10, 21, 22.
7. Select one of option: Summary sheet, Scroll No., PI No.
8. Select the No. from the list.
9. Click on **SELECT** Button.
10. Click on **AllotChequeNo** button.
11. Click on **OK** button.
12. Click on **EXIT** Link.

#### DA CASH PAYMENT (CHEQUE PRINTING)

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1. Enter your User ID and Password.
2. Click on **LOGIN** button.
3. Select your role **DA CASH PAYMENT.**
4. Click on **SUBMIT** button.
5. Go to **Menu > PAYMENT > Transaction > CHEQUE PRINTING.**
13. Select office code/EPF Account No.
14. Select Cheque No. from.
15. Enter the cheque No. to.
16. Click on **SUBMIT** button.
17. Click on **PRINT** button.
18. Click on print button to print the cheque/cheques.
19. Click on **Goback** button.
20. Click on **EXIT** Link.
21. Logout.

**Note:** *If cheque is NOT printed properly, you can print the same using Cheque Reprint function. But if the cheque has been signed by the System, reprinting is NOT allowed by the system. For reprinting after signing, cancel the cheque and follow the process of fresh allotment*

#### (CHEQUE SIGN)

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*This is a role that can be assigned to any officer. In many field offices we use the services of Assistant Director (Official Languages) [Hindi Offices] and hence the role is open for use on need basis*

16. Enter your User ID and Password.
17. Click on **LOGIN** button.
18. Select your role **CHEQUE SIGN.**
19. Click on **SUBMIT** button
20. Go to **Menu > PAYMENT > Transaction > CHEQUE SIGN.**
21. Select cheque signing option: Payment Cheque sign/Pension Cheque sign.
22. Select Account No.
23. Select Cheque no. From.

24. Select Cheque no. To.
25. Click on **SELECT** button.
26. Select the **Cheque** that you have signed.
27. Click on **ChequeSign** button.
28. Message “**cheque sign successfully**” appears.
29. Click on **OK** button.
30. Click on **EXIT** Link.
31. Logout.

**Note: After Cheque Sign, the same cheque cannot be printed again.**

### **DA CASH PAYMENT (In case of NEFT only)**

14. Enter UserName and password.
15. Click on **LOGIN** Button.
16. Select your role **DA CASH PAYMENT**.
17. Click on **SUBMIT** button.
18. Go to **Payment> Transaction>NEFT TXT file generation**.
19. Enter Summary sheet date.
20. Enter Summary sheet no.
21. Select Bank Details.
22. BGL account will displayed from database.

*We have two options: SBI or other bank. If SBI is selected the BGL (Bank General Ledger) account is displayed from database. The BGL account is a temporary parking account no of SBI.*

23. Click on **Generatefile** button.
24. Message showing “**Do you want to save or open the file**” appears.
25. Click on **SAVE** button.
26. System asks you to specify the location to save the file.
27. Choose desktop, let the file name remain the same.
28. Click on **SAVE** button.
29. Click on **EXIT** Link.
30. Logout.

*In case the account no is of SBI and you have chosen other bank than a message like no record found against this summary sheet no= DLCPM/2010-2011/N/1/1 for other bank. Please try to SBI bank.*

### **DA Cheque Dispatch**

(Cheque Dispatch)

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17. Enter your User ID and Password.
18. Click on **LOGIN** button.
19. Select your role **DA CHQ DISPATCH**.

20. Click on **SUBMIT** button.
21. Go to **Menu>PAYMENT > Transaction > CHEQUE DESPATCH.**
22. Select **Dispatch Mode.**
23. Select **Account No.**
24. Select **Dispatch Type.**
25. Select Cheque No. From.
26. Select Cheque No. To.
27. Click on **SELECT** button.
28. Click on **DespatchCheque.**
29. Message “**Cheque dispatched successfully**” appears.
30. Click on **OK** button.
31. Click on **EXIT** Link.
32. Logout

### **DA CASH PAYMENT**

#### **(NEFT MANDATE LETTER GENERATION)**

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14. Enter UserName and password.
15. Click on **LOGIN** Button.
16. Select your role **DA CASH PAYMENT.**
17. Click on **SUBMIT** button.
18. Go to **Payment> Transaction> Reports>NEFT mandate letter.**
19. Enter **Summary sheet date.**
20. Select **Summary sheet no.**
21. Select mode **PDF.**
22. Click on **SUBMIT** button.
23. System asks you to specify where you want to save. Choose desktop, let the file name remain the same, click save button.
24. Click on **EXIT** Link.
25. Logout.

### **DA CASH PAYMENT**

#### **(FORWARDING LETTER (FOR CHEQUE DISPATCH))**

9. Login as DA CASH PAYMENT.
10. Go to **Payment>Reports>Forwarding Letter.**
11. Select Account No. (Eg. Acc 1, Acc 2, LIP, Form 13 Cases etc.).
12. Enter the Cheque Date.
13. Enter the Cheque From and Cheque To.
14. Select Mode. (TXT,PDF, HTML and XLS).
15. Click on the **SUBMIT** button.
16. Forwarding Letter has been generated.
17. Click on the **EXIT** Link.
18. Logout.

**NEW UTILITY**

1. *Login as DA Cash Payment*
2. *Go to Payment > transaction> NEFT mobile file generation*
3. *Enter Summary sheet date.*
4. *Select summary sheet no. (This selection will not appear till the confirmation of payment from the bank has been received by the office and bank statement text file has been uploaded in the system. Upon upload, this sheet no can be selected and a mobile file is generated. Post generation we have arrangement with BSNL at Head Office to send SMS to all members whose claims has been settled with details of amount settled, name of the bank and the saving account no to which the payment has been sent. )*

# FAQs

## FREQUENTLY ASKED QUESTIONS

### EPFO APPLICATION SOFTWARE

1. What is the full form of DMCC and its purpose?

**Answer:** DMCC is the Data Migration Capture & Cleaning Software and the purpose of the DMCC is to fill some essential data gaps in the legacy system database which are going to be migrated to the New System. DMCC provides tools to identify the data gaps/ errors in the Establishment Master, Bank Master, Members' Master, Members Date of Joining, Claims Settlements Data, PPO, Master, (EPS'95) PPO Transfer-In, Scheme Certificates Issued/Received, Pension Banks and PPO FPS'1971 data.

2. What is the Concept of Establishment id?

**Answer:** The Establishment id in the EPFO Application Software comprises of the Region Code with two character codes, Office Code with three character codes, Establishment Code with 7 digits, Establishment Extension with 3 digits thus uniquely identifying any Establishment with reference to the Region & Office to which it pertains.

3. When any Statutory Return viz; Form 2/5/10/3 A etc gets received in the Office, it is entered in the Application Software and due Acknowledgement is given. What is the basis on which the particular Statutory Return is identified and tracked?

**Answer:** In the EPFO Application Software, when any Statutory Return is received either through Post or across the facilitation Counter, it is fed in the Application Receipt Entry Module of Establishment upon which it generates a Return Reference Number and the said Return is routed to the concerned Accounts Task Holder in the Application.

4. How does a New Member detail of an Establishment get updated in the Application Software?

**Answer:** When a New Member joins any Establishment, the concerned Establishment / Employer submits Form 5 [Monthly Statutory Return] which

is acknowledged in the Application Software vide a Return Reference Number which is routed to the Task Holder. The Concerned Task Holder feeds the Form 5 details in the

Establishment>>Transaction>Member/Subscriber Master – Form 5 allows to enter the details of the member name, Father/Husband 's name , Gender, Date of birth, Date, of joining in EPF,FPS,EPS etc and updated.

5. How does a Member leaving Establishment information received through Form 10 gets updated in the Application Software?

**Answer:** When any Member leaving an Establishment information is received in the Statutory Return Form No. 10, the said Return is fed in the Application Software in the Receipt Entry under the Establishment Sub menu which generates an Return Reference Number and the task of updating routes to the concerned Accounts Group SSA in the Application Software and updation of the date of exit in the Member Profile is carried by the SSA.

6. What is the Concept of Member id?

**Answer:** The Member id comprises of the Region Code, Office Code, Establishment id and Employee number [seven digits] which in a way uniquely identifies the member with reference to the Region and the Office jurisdiction where in the Employer Establishment falls.

7. What is the Concept of Claim id?

**Answer:** The Claim id generated is based on the Region Code, Office Code and the last two digits of the calendar year and two digits of the month and a running serial number. The serial number will start afresh every financial year.

8. What is the Concept of Return Reference Number?

**Answer:** The Return Reference Number is allotted to every Statutory Return that is received in the Office submitted by any Establishment. The Return Reference Number is based on the Region Code, Office Code and the last two digits of the calendar year and two digits of the month and a running serial number. The serial number will start afresh every financial year.



9. How is the Claim Processed in the New Application Software?

**Answer:** The Claim is received and fed in the Claim Receipt Entry which generates a Claim id and the Claim is routed to the Concerned Accounts Task Holder in the Application Software and displayed to him with Claim id, Member id, Member Name and Created Date which the SSA has to initiate and submit for further verification and approval by the Section Supervisor and the Accounts Officer for authorization.

10. How do the name and other details of beneficiaries are picked up, in the case of Death Claims?

**Answer:** When any Death Claim is received in Form 20, the prerequisite is the existence of the information details of the member nomination/family members. The details of the Provident Fund nominee are updated through the function available in the Member > Master > Updation of Member Profile.

11. What are the prerequisite data that are mandatory for processing of Claim?

**Answer:** The prerequisite data that are mandatory for processing of a Claim are the existence of member balance and details of the member i.e., the member name, father's name, date of joining, date of birth and date of exist (if applicable). If the said data is not available, the same may be updated by using the function Member > Master > Updation of Form 9/2/etc.

12. What is the process of rejection of Claim?

**Answer:** In the task area of the concerned Accounts Task holder, the claims are displayed with reject button right on the first left column, the reject button is to be selected for that claim id The Claim id, member id, member name and created date gets displayed of its own retrieving from the database and the details which needs to be fed are address of the member, Reason of Rejection to be selected from dropdown menu showing the reasons. After selection of the reason and the remarks of the task holder, the reject button is to be clicked. On clicking the reject button, the claim id routes to the verifier of its own.

13. What is Data release function?

**Answer:** The Database from the legacy system is migrated to the new system in a locked form which needs to be released for any type of activity in the New Application. The Database which needs to be released immediately are the Establishment master, Group master, Task master [lookup.dbf], member balance [empm.dbf], pension bank master, Receipt bank master, Pension 95 master [ppo.dbf & bppo.dbf] & Pension 71 master [ppofps], Scheme Certificate master . The databases which are need based and can be released in due course of time are three year wage release.

14. How does a Member leaving Establishment information received through Form 10 gets updated in the Application Software?

**Answer:** The Settlement of any Provident fund member in Claim Form 19 /20 will require the information about the date of leaving of the member from the establishment and the information is obtained from the employer of the establishment in the form of Statutory Return in Form No 10. The Form no. 10 when received has to be fed in the Establishment return which will generate a Return Reference number. After that the same has to be updated under the Establishment function "Establishment>Transaction>Member/Subscriber Master –Form 10." The employee number when fed and the search button is clicked will retrieve the existing details about the member and appears it and allows the user to enter the date of exit from the establishment and the reason for leaving to be selected from the dropdown menu.

15. The Monthly Remittances made by the Establishments in the Bank is being proposed to be received by the Office in a new way. What is the way and methodology?

**Answer:** In the New Application Software, there is function available for upload of e-challan received from the link Bank in a soft copy. The function 'Establishment > Transaction > Upload' is used to upload 3 A, bank statement and bank challans.

16. What are the Precautions One needs to verify before accepting the data relating to date of joining or date of leaving from the Claim Application Form while settling a Claim in a Situation where there is no Form 5/10/9 available?

**Answer:** A function is also available under the Member > master > form5 / form9 / form10 / form2 etc., for facilitating settlement of Claims through which the user can enter the date of joining, date of exit, date of birth, reason of exit, bank address, member address and family particulars and then proceed to settle any Claim. The said facility is to be used with caution since there is a need to verify the authenticity of the date of joining and date of exit with reference to the remittance details in respect of the member. There is every likelihood of misrepresentation of facts in the Claim Application Form and if not verified, the same would result in wrong payment of benefits. Here the Software Application does not have any automated feature to verify the same and so manual verification is necessary.

17. What should the Section Supervisor/Accounts Officer do when he/she finds that the SSA has fed wrongly the Saving Bank Account Number of a Member differing from what has been mentioned by the Member in the Claim?

**Answer:** The Section Supervisor / Accounts Officer who identifies the error needs to select the "need to edit" option while examining the claim in the task area as a result the said Claim will route back to the Concerned Accounts Task Holder task for needful correction and resubmission.

18. What is the Security feature provided to the User in the Application Software?

**Answer:** The Security feature provided to the User in the Application Software is the password which is known to him only and is meant to be kept confidential. The Session in the Application Software also expires if the Session is left idle with out any activity for a while which protects from any other person using the same session to carry out any change.

19. What is the Purpose of Appendix E in the Application Software?

**Answer:** The Appendix E is for the purpose of making any adjustments in the Member balances for genuine reasons on record and also for making entry of NCP days in respect of the member Service history.

20. What is the functionality used to know the details of an Establishment Profile?

**Answer:** Under the Establishment>Transaction>Establishment enquiry Details, there exists the facility of viewing/taking a report of any establishment with regard to the

Establishment Profile.

Establishment's Annual Statement [Form 24].

Establishment's Remittances / Challan Status.

Establishment's Brief Information.

21. What is the functionality used to know the details of a Member profile/balance?

**Answer:** Under the Member > Transaction > member enquiry details, there exists the facility of viewing/taking a report of any Member with regard to the detail information pertaining to the Member's Profile viz; the Member master / Member family details / Service History / Member Balance / Other financial Transactions.

22. What is the functionality used to know the status of a Claim?

**Answer:** Under the Payment > Transaction > Payment enquiry details, there exists the facility of viewing/taking a report of any Claim with regard to the detail information pertaining to the Member's Claim. The inputs needed to view the details are the Claim-id/claimant's Name / Member\_id / Cheque Number.

The information displayed are the complete details of the Status of the Claim viz; claim id, Office, establishment name, claimant name, cheque number, chq date, member id, employee-share, employer \_share, employee interest, employer interest, bank Saving Account number, bank name, branch name etc including the reconciliation status.

23. How to know about the details of Member/Beneficiary Pensioner in the Application Software?

**Answer:** Under the Pension > Transaction > Pension enquiry Details, there exists the facility of viewing / taking a report of any Pension Claim with regard to the detail information pertaining to the Member's Pension or Beneficiary Pensioner as the case may be. The inputs needed to view the details are Claim-id, Claimant's Name, Member\_id or PPO No.

The Pension'95 for the member pensioner or the Beneficiary master has to be chosen to make a query about the pensioner depending upon the pensioner type [member/beneficiary].

The detailed information pertaining to the Member Pensioner or the Beneficiary Pensioner is displayed to the User with an option to take the Report print output.

24. How can the user view the Reconciliation status of an Establishment with reference to the Dues vis-à-vis Remittances?

**Answer:** Under the Establishment > Transaction > DCBR Details enquiry, there exists the facility of viewing / taking a report of any DCBR with regard to the detail information pertaining to an Establishment viz; the Closing Balance of Previous Year (short/Excess), Adjustment for Prioy to Current year, Dues as per 3 A, Total Challans available for reconciliation [Total Deposits] and the sum up of total Short/Excess in different Accounts.

The input required for viewing DCBR of an establishment is the Establishment id and the Accounting Year.

The view that is available is for Pre-reconciliation DCBR View and also Post-reconciliation View.

25. What is the process of compilation of Annual Accounts in the Application Software?

**Answer:** The process of Compilation of Annual Accounts comprise of the following activities namely, Uploading / Entry of 3A (R) of Establishment, Uploading / Entry of Bank Statement, Reconciliation of Challan Vrs Bank Statement, Reconciliation of 3A (R) Vrs. Challans, Interest Processing, Generation of Form 24 & Form 23.

26. What are the EPFO Account Heads through which the payments are made in the Application Software?

**Answer:** The EPFO Account Heads through which the payment are made under any of the Schemes viz; The EPF Scheme, 1952, The EPS'95/FPS'71 or the EDLI Scheme, 1976 are the EPFO Account No I/X/XXI respectively.

27. What is the Pre-requisite for allotment of Payment item number and Scroll Generation?

**Answer:** The Payment must have been approved by the authorized Officer for Scroll Generation and allotment of Payment item number.

28. What is the purpose of Summary Sheet number allocation?

**Answer:** All the Money Order mode of Payments opted by the member are allotted Scroll No. and payment item no and the Summary Sheet Number function is executed by the Scroll Assistant which would consolidate all the Scrolls on a given date approved for payment by Money Order mode and allot a Summary Sheet number to the payments.

29. What is the format of Scroll Number?

**Answer:** The Scroll number generated is in the format "Region Code/Office Code / Financial Year / Accounts Group / Scroll Number / Mode of Payment [C/M] / Serial Number.

30. Suppose the Post Master has forwarded a Cheque for the total number of Undelivered Money Orders. What is the functionality used in the Application software to update it and what are the Outputs Generated?

**Answer:** The RMO updation function is used to update the returned Money Order Amount undelivered and the Cheques Returned un-credited for reasons justified.

## Data Migration

### 1. Duplicate Records in the member balances & Withdrawal History

Duplicate are in different ways, across the group transfer, wrong releasing of Member closing balances, Removal of duplicate records, unwanted records should be cleaned before migration as recommended in DMCC report.

### 2. Unique Constraint Error at the time of releasing.

In case duplicate Member closing balance records or withdrawal records are available or released or inserted at the time of Data Migration, the system shows the unique constraint error.

Solution : Remove the duplicate records after verification.

### 3. In case establishment is released wrongly (2008) instead of 2009 how the issues will be resolved.

Solution : Appendix E for All Members (Plus/minus amount upto previous year). Bring the Opening Balance at par with the Form 24 of the previous year and proceed the Annual Accounts for the next year. All transaction including withdrawal have to be taken into account for that period.

### 4. Releasing of Pension Wages to find out the average salary of a Member for 10D cases.

Solution : 1. Release Wages (DM) 2. Pension Wages Back Period (Establishment Module). In case Pension Wages entered wrongly use 10D Special Function to settle the member.

### 5. In Data Migration →Challan release function, after entering the Establishment Code and Accounting Year, No Records are showing and No action is taken place ?

Solution : Since the Establishment is under lock mode, the system does not allowing you to release any challans. Unlock the Establishment (Menu->Establishment->Transaction->6A summary approval and unlock the establishment after view the status

## **Establishment**

### **1. Creation of new establishment**

Solution : Establishment->DA Coverage (3 Level Functions)

### **2. Assignment of Multiple Task holders for Bigger Establishments (only for claims)**

Solution : User 120->Admin->Establishment assigned to More than one Task ID. The additional task could be allotted within a group only. And serial number in order (1-100,101-200 etc.,). This function is only for Claims processing. For the purpose of annual accounts the main task id will be utilized. This function is also available with SS Accounts.

### **3. Issue of annual accounts for closed establishments.**

Solution : Use DA-Account Role and goto Menu->Establishment –>Reconciliation 3A vs Challans (closed establishments) function to issue the annual accounts for closed establishments. precondition is 3A should not be there.

### **4. Conversion of 3A from legacy and upload in the new application software**

Solution : use module 313 in DMCC.

### **5. Procedure for Challan Entry, Bank Statement Download, Covert and upload of Bank Statements :**

If an office is having

1. E-Banking Arrangement-Get Corporate Account. Get use user-Id and Passwaord. Download the Bank Statements from Net Banking. An VB Utility is available to convert the Bank Statement to upload the data in the new application software format).

2. If an office is having the facility to get Bank e-Bank Statement – Convert the statement and upload.



**6. How the Duplicate Challans are going to be handled?.**

Solution : 1. If the challans are entered or upload repeatedly, reject the challans after verification. If approved, keep the challans as unreconciled.

**7. How the Duplicate 3A are going to be handled?**

Solution: DA-Account->Establishment ->TRANSACTION - > Form 3A/7PS Data Entry (Approved 3A/7PS Reject)

**8. Partially approved 3As and uploaded 3As which are showing as pending in approval of 6A Summary. How the situation is going to be handled ?**

Solution: Clear all the 3As either approve or reject. So that the 6A summary will get approved. Before 3A submit, click the Settled Member button so that the concern withdrawal amounts are taken in for the calculation.

**9. Back Period Annual Accounts processing with interest where annual accounts processed without contribution (provisionally)**

Solution: Challan is compulsory. If one year challan has been received for an year. The system automatically calculates the interest for forth coming year.

**10. Handling Transfer-in/Transfer-out cases**

Solution:

Transfer in -> Through VDR, Challan Vs VDR and BS & VDR. It should be handled through Member VDR only. Member VDR Special is only for Transfer in from Legacy Software.

**11. After uploading a 3A file, at the time submitting the 3A using DA ACCOUNT Role, a message “Empty String” is showing. What we have to do?**

Solution: There is total column error in the top most column of the 3A Yearly Transaction uploaded file. Reject the 3A, correct the file and re-upload the file.

**12. In AO ACCOUNT Role while approving the uploaded 3A File, system displays “{0}” error.**

This error also due to error in the uploaded 3A file. Please check and rectify the error in the original 3A file and re-upload

## **Member Module**

### **1. Creation of new member with zero balance for claim settlement**

Solution: Return not received and want to get an Transfer-in. use this function to enter the Appendix E. Form 19 has settled and there is some transfer in is received, that time zero balance account will be created against the member and transfer-in process will be initiated.

### **2. Add withdrawal entries which are omitted at the time of Data Migration.**

Solution: Use Appendix E for updated establishments. In case establishments are not updated use withdrawal history function in member module.

## **Pension Module**

### **1. How the Locked records are processed during the BRS Processing**

Solution: use view option and take the printout. Check the cases and clear the pending records with SS / AO. Re-process the cases.

### **2. EPF Settled in Legacy (Form 19) and 10C / 10D received in the new system.**

Solution: Use Special Form 10D

## **Payment Module**

### **1. Account Number with special characters and alphabets cannot be processed for NEFT.**

From 2.27 war version onwards validation is provided. Use DA-CASH-Payment to reject the NEFT Case.

### **2. LIP Payment (Single cheque for each payment)**

NO change in the procedure.