

CONTROLLER OF ACCOUNTS, ODISHA ONLINE PENSION PROCESS

Important Instructions

- 1. Online processing of pension application in respect of Controller of Accounts has been notified vide FD OM 5726 dtd.09.03.2022.
- 2. The notification & operation procedure is available in www.caodisha.nic.in
- 3. Pensioner HoO PSA CAO CAO onwards as per existing practice.
- 4. There are 3 stages at the Level of HoO & PSA
 - a) Office Establishment (Diary)
 - b) Operator
 - c) Approver
- 5. Id at all 3 stages should be created & kept ready. Id will be issued by treasuries.
- 6. Those who are getting training in this series will be master trainers for the HoOs under their control.
- 7. Time out period is 10 minutes.

Important Instructions

- 8. Take a print out of the format in iFMS & list of documents.
- 9. Fill the format in hard copy & then fill up online
- 10. Keep ready the scanned copy of the documents so that those can be readily uploaded.
- 11. GPF is mandatory in this online system so in cases where GPF is not available, then you apply for dummy GPF A/c No. To CAO through PSA only for pension papers.
- 12. Separate user Id & password required for cases where HoO & PSA are same.
- 13. Implementation Engineers of Treasuries will also impart training.
- 14. Operator of head of Office has main role.
- 15. It is not mandatory for the pensioner to apply online. He may come to HoO operator, who will facilitate online application.

Contact No: Addl. Controller of Accounts(O):-+91-7008243789

Sr. Software Engineer :- +91- 8249944846

System Analyst:-+91-7008902987

Step 1

Applicant applies through iFMS portal (Online Service) to His / Her Head of Office.

Step 2

HoO will verify the details and calculate Pensionary benefits and will send to the PSA. (Pension sanctioning Authority)

Step 3

PSA will verify the same. He will check all details that is processed from HoO and apply DSC in all documents and send proposal for authorisation to the O/o the CAO.

Step 4

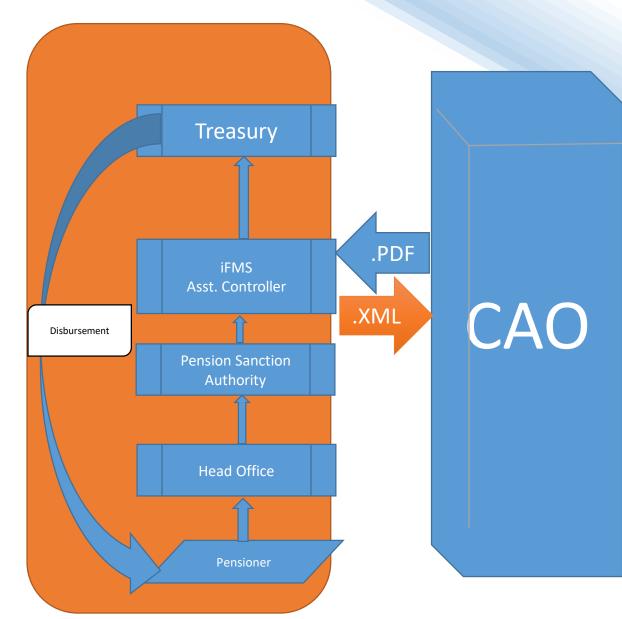
O/o CAO scrutinises, verifies the application and authorises the Final amount of pension etc. through DSC.

Step 5

Uploading of PPO, GPO and CPO in iFMS Portal. Pensioner/beneficiary shall be informed adequately by SMS alert and can view it from the website odishatreasury.gov.in

Step 6

Treasury will take necessary action for disbursement of Pension and other benefits. Proposed Digi Locker shall be introduced by order of the Govt. for viewing and safe custody at a later stage.





Using this Option the pensioner can apply for his/her Pension

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Transparent and Peaceful Pensions

individual as well as the Administrative authorities. The system captures the pensioners personal and service particulars. The system obviates delays in payment of pension by ensuring complete transparency.



Pension Related

Classes of Pension →

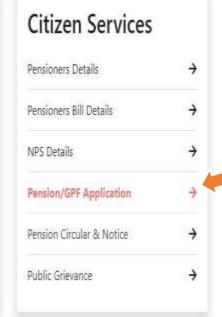
Pension Masters →

Pension Rules →

Retirement Benefits →

Pension Schemes →

Pension Process	
Pension Process Road Map	÷
Pension Process & Time-frame	÷
Documents for Pension Finalization	÷
Sample Pension Calculation Sheet	→
Pension Calculator	→



Go to - CITIZEN SERVICES

Under "CITIZEN SERVICES"

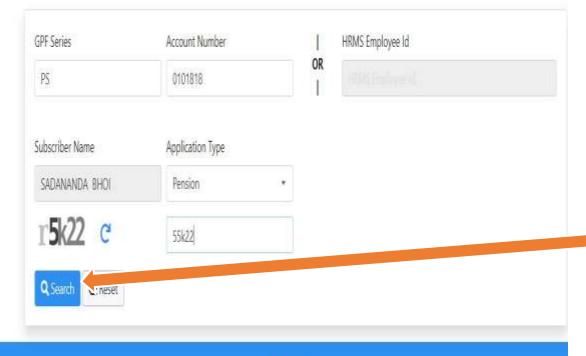
menu go to

"Pension /GPF

Application"

C A Home / Search Pensioner/GPF Holder Details

Search Pensioner/GPF Holder Details



ENTRY

Subscriber Has to enter "Provident Fund Series & A/c No." Or

"HRMS Employee Id" then Select application Type i,e Pension or GPF there after enter the Captcha

Click on "Search Button"

Contact Us

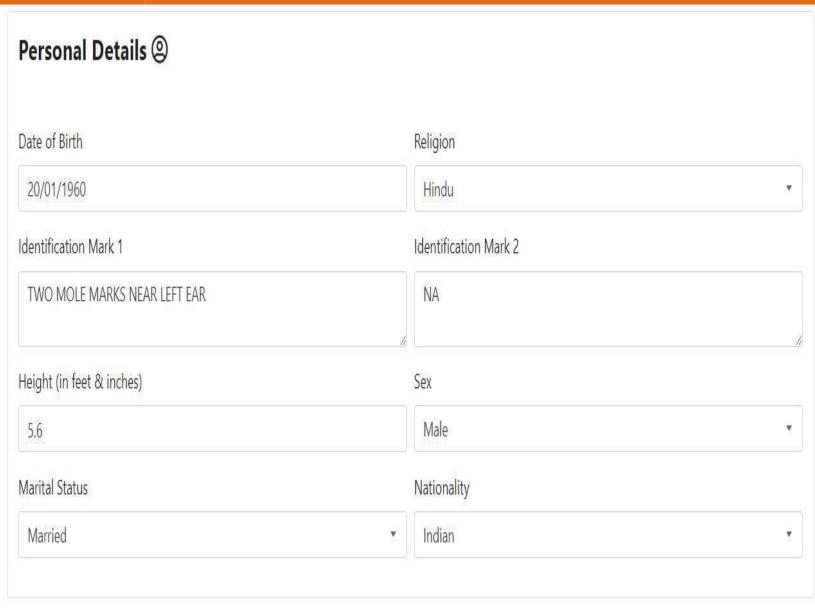
1800 3456 739

Application Form to be filled by Applicant

Pensioner Details

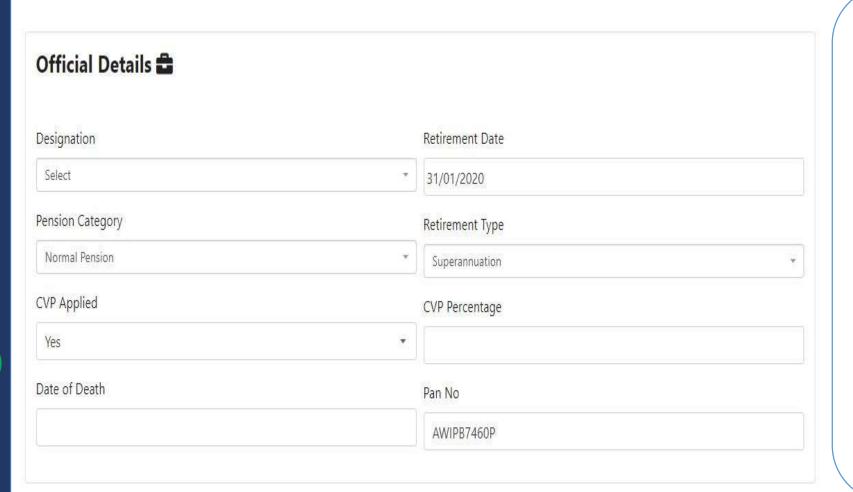
Employee Det	ails			
Gpf Series		Account Numb	er	HRMS Employee Id
PS		0101818		35002456
Salutation	First N	lame	Middle Name	Last Name
Other	▼ SAD	ANANDA	Middle Name	BHOI
Guardian Deta	ails			
Salutation	First N	ame	Middle Name	Last Name
Salutation Select		lame Name	Middle Name Middle Name	Last Name
Salutation Select Relationship			11	

Auto Populated Data
Employee Details has Auto
Populated from HRMS
database.



Auto Populated Data Personal Details has Auto Populated from HRMS database.

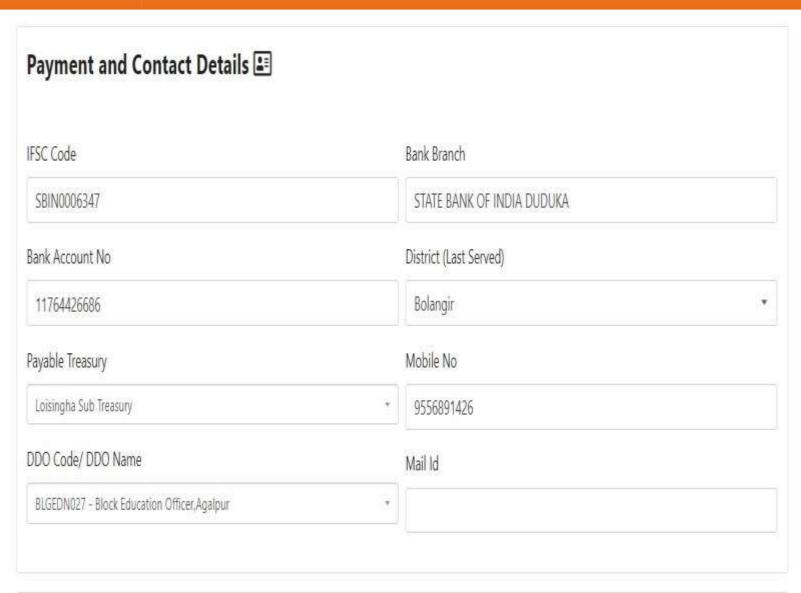
Application Form to be filled by Applicant



Auto Populated Data
Official Details has Auto
Populated from HRMS
database.

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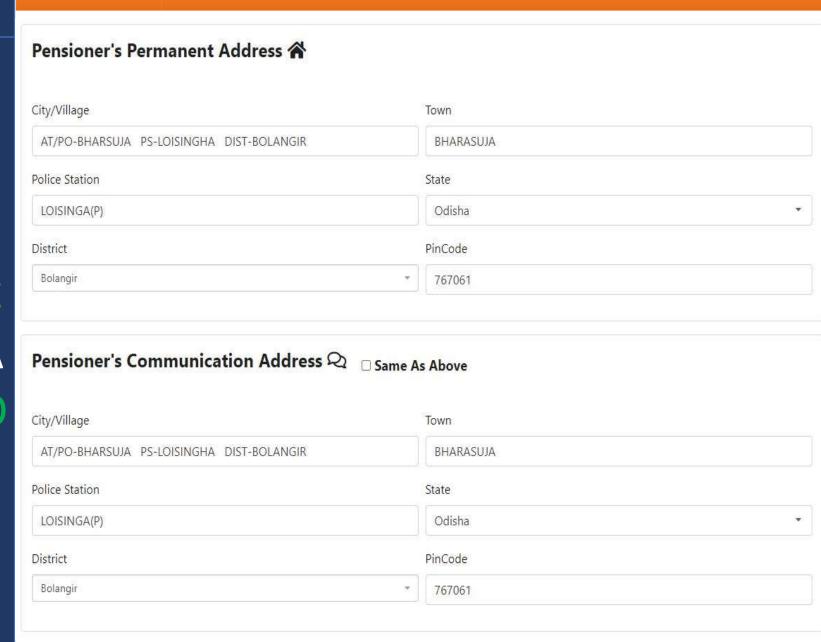
Application Form to be filled by Applicant



Auto Populated Data
Bank and Contact Details has
Auto Populated from HRMS
database.

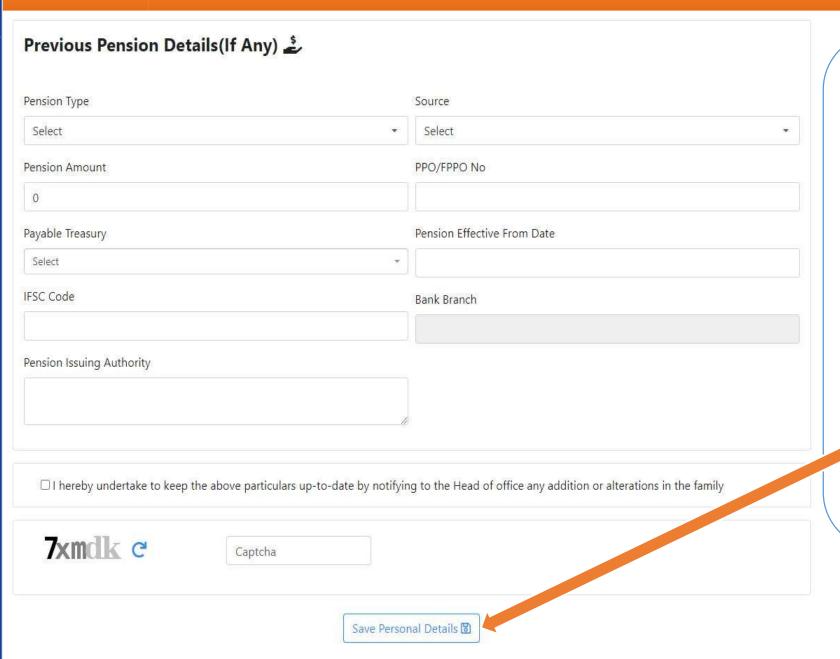
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Application Form to be filled by Applicant



Auto Populated Data
Pensioner's Address Details
has Auto Populated from
HRMS database.

Application Form to be filled by Applicant



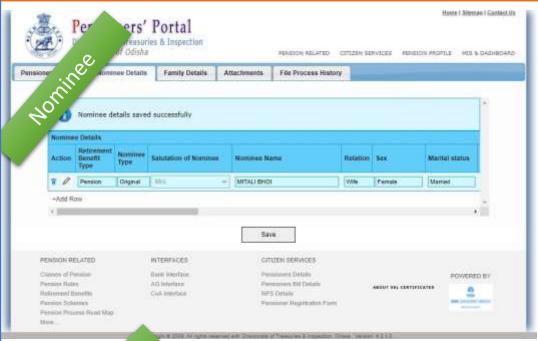
Auto Populated Data

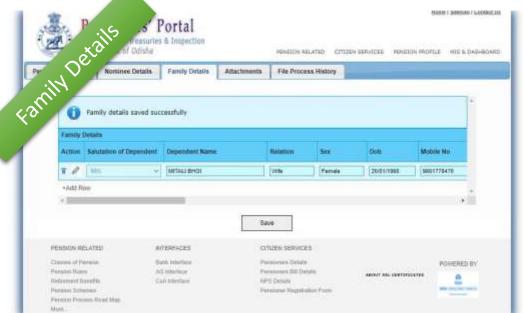
If Previous Pension Details is available in IFMS/HRMS then data may be auto populated .

"The pensioner to be filled the captcha and click the save the personal Details

Button "

Application Form to be filled by Applicant





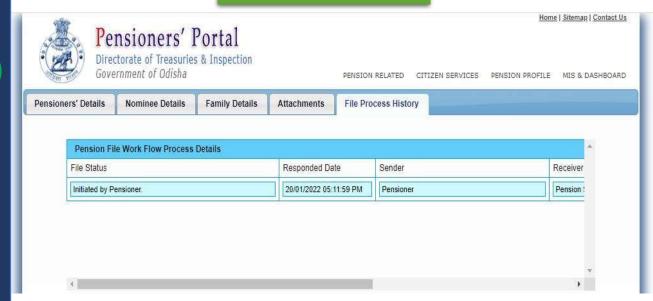


On each Page "Main Application page", "Nominee Page", "Family Page", every time applicant has to Click on SAVE BUTTON after filling the details.

FORWARD

Department Code / Department Name *	EDN	School and Mass Education Department	Q				
Head of Office *	Under Secy to Govt School & Mass Education Department Bhubaneswar						
DDO Code / DDO Name	OLSEDN001	Under Secy to Govt School & Mass Education Department Bhubaneswar					
Forward To *			Q				
Fill	52	kve C.					
Fill CAPTCHA	5a	akxe C					

FILE PROCESS



Process of Forward

After Filling the application applicant can forward the application to HoO by filing "CAPTCHA" and clicking "Forward Button"

Confirmation

Applicant will be informed through SMS and can check the process in "File Process History"

> Online pension application form of SADANANDA BHOL (gpf series: PS, account no: 0101818 and file no: 2021936202) has been forwarded to Shankar Mishra (Head of Office



- Establishment Section Officer).-Govt. of Odisha

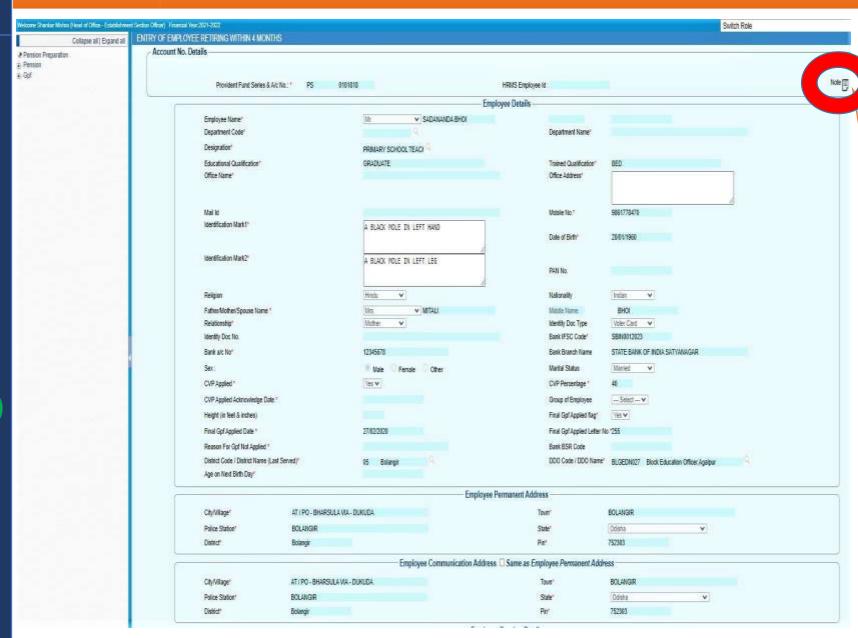
15 min



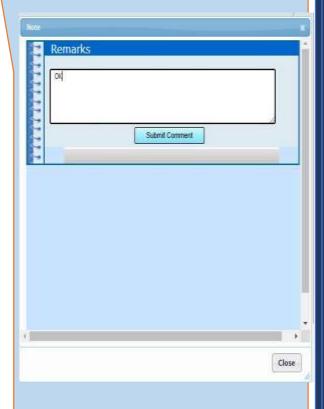
Application Forwarded by applicant will appear in task list of HoO with a status "ASSIGNED"

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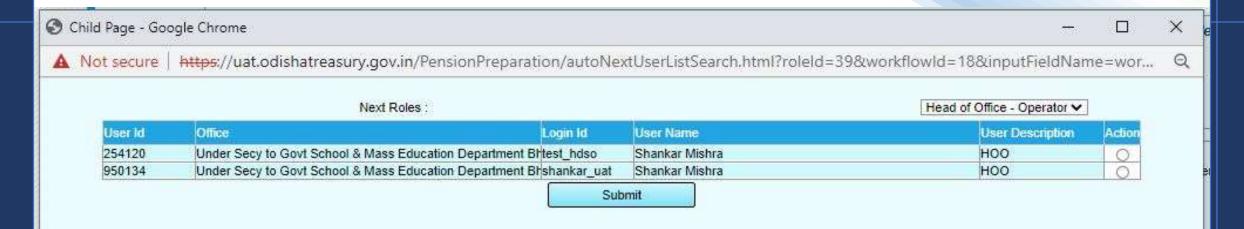
HEAD OF OFFICE ESTABLISHMENT OFFICER



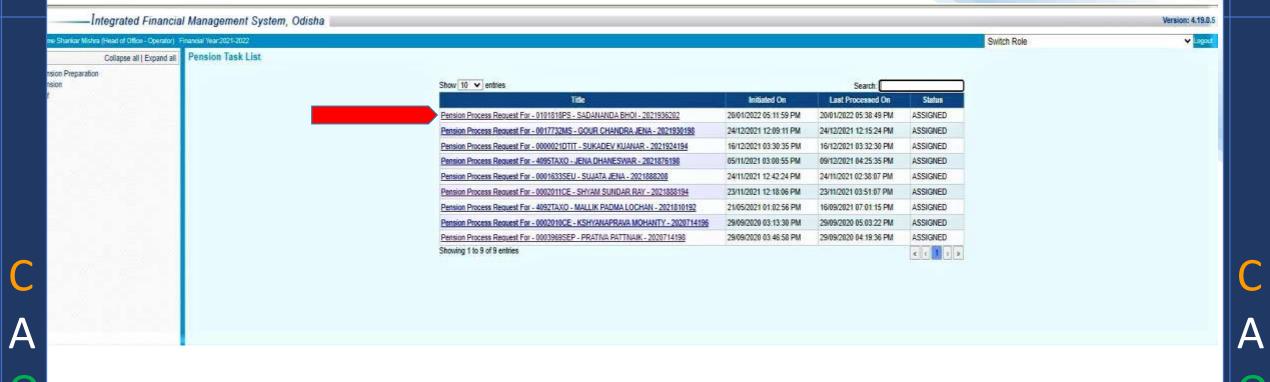
ESTABLISHMENT OFFICER
ESTABLISHMENT OFFICER
will receive with a note and
forward to HoO Operator







By Selecting the "Next Roles" as "HoO Operator", Establishment Officer forward the Task to Operator.



Now the task has Assigned to Operator in HoO Operator Login Task List, clicking the Task it will open an applicant details page, Operator will fill all the required details in applicant details page and Service details, Retirement Benefits Details, Recovery Details, Provisional Pension Details etc. by clicking the menu.

HEAD OF OFFICE OPERATOR

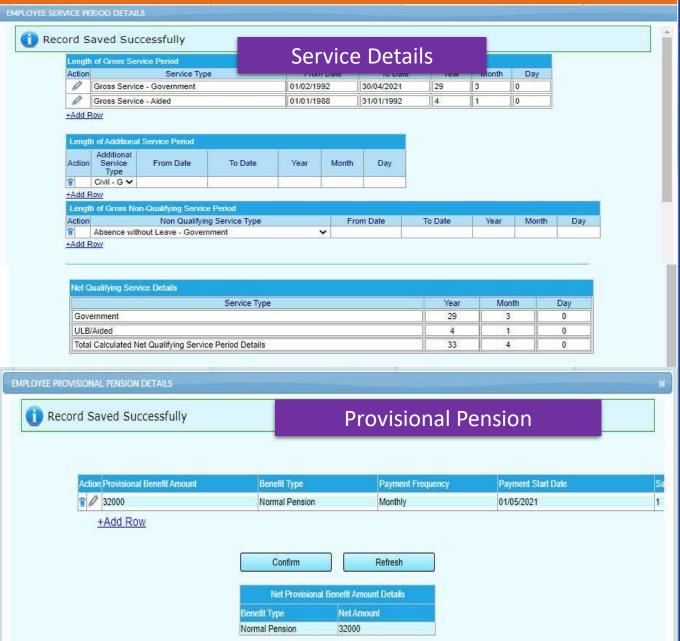
OYEE RETIRING WITHIN 4 MONTHS o. Details				
Provident Fund Series & A/c No. * PS	0101818	HRMS Employee ld :		N
	Emp	oloyee Details		
Employee Name*	Mr. ✓ SADANANDA BHOV			
Department Code*	EDN	Department Name*	School and Mass Education Department	Pensioners' Detail
Designation*	PRIMARY SCHOOL TEACH			
Educational Qualification*	GRADUATE	Trained Qualification*	BED	
Office Name*	CONTROLLER OF ACCOUNTS	Office Address*		√ Family Details
				✓ Nominee Details
Mail Id	Name of the last o	Mobile No.*	9861778470	✓ Service Details
Identification Mark1*	A BLACK MOLE IN LEFT HAND	Iniquite No.	2001/104/0	✓ Retirement Benefit Details
	A BUALA MULE IN LEFT HAND	Date of Birth*	20/01/1960	With International Production
				√ Recovery Details
Identification Mark2*	A BLACK MOLE IN LEFT LEG	war and		✓ Provisional Pension
		PAN No.	1	File Status
Religion	Hindu	Nationality	Indian	
Father/Mother/Spouse Name *	Mrs. V MITALI	Middle Name	BHOI	File is Available With HOO
Relationship*	Mother V	Identity Doc Type	Voter Card V	Operator.
Identity Doc No.		Bank IFSC Code*	SBIN0012023	✓ File Process History
Bank alc No*	12345678	Bank Branch Name	STATE BANK OF INDIA SATYANAGAR	
Sex:	Male O Female O Other	Marital Status	Married	
CVP Applied *	Yes 🗸	CVP Percentage *	40	
CVP Applied Acknowledge Date *	21/01/2022	Group of Employee	Select ▼	
Height (in feet & inches)		Final Gpf Applied flag*	Yes V	
Final Gpf Applied Date *	27/02/2020	Final Gpf Applied Letter No	1255	
Reason For Gpf Not Applied *		Bank BSR Code		
District Code / District Name (Last Served)*	05 Bolangir Q	DDO Code / DDO Name*	BLGEDN027 Block Education Officer Agalpur	
Age on Next Birth Day*	61			
	Employee :	Permanent Address		
CityVillage* AT / PO - BHAI	RSULA VIA - DUKUDA		BOLANGIR	
Police Station* BOLANGIR		State*	Odisha	
District* Bolangir	v		752303	
	Employee Communication Address	s Same as Employee Permanent Addr	ess	
City/Village* AT / PO - BHAR	RSULA VIA - DUKUDA	Town*	BOLANGIR	

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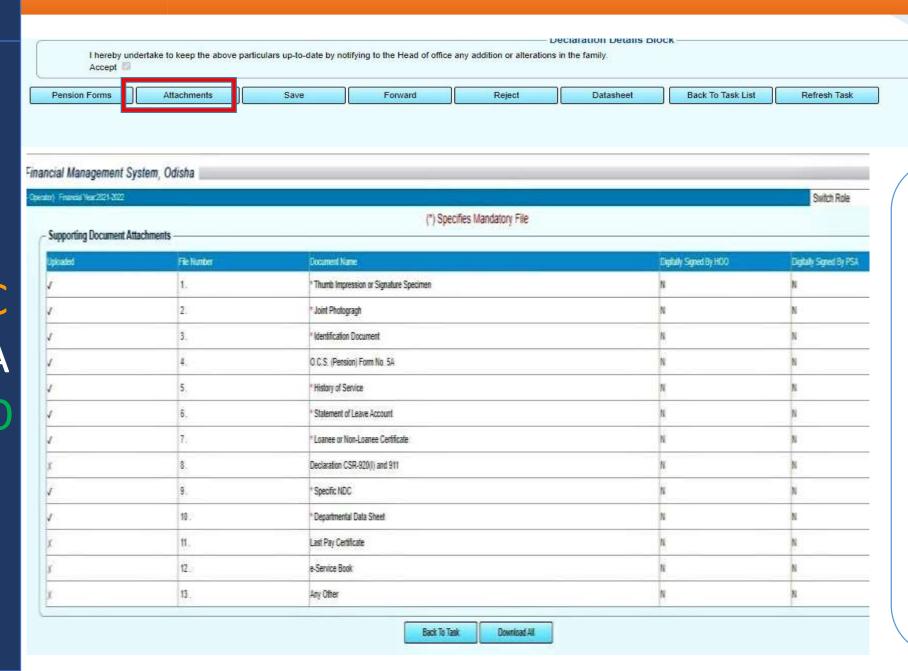
HEAD OF OFFICE OPERATOR







HEAD OF OFFICE OPERATOR



ATTCHMENTS

Operator attach all mandatory attachments mark with "*".
Without attachments operator cannot forward file to approver.

By accepting declaration now the operator will forward the file to HoO Approver

OPERATOR orward with a note to HoO Approver



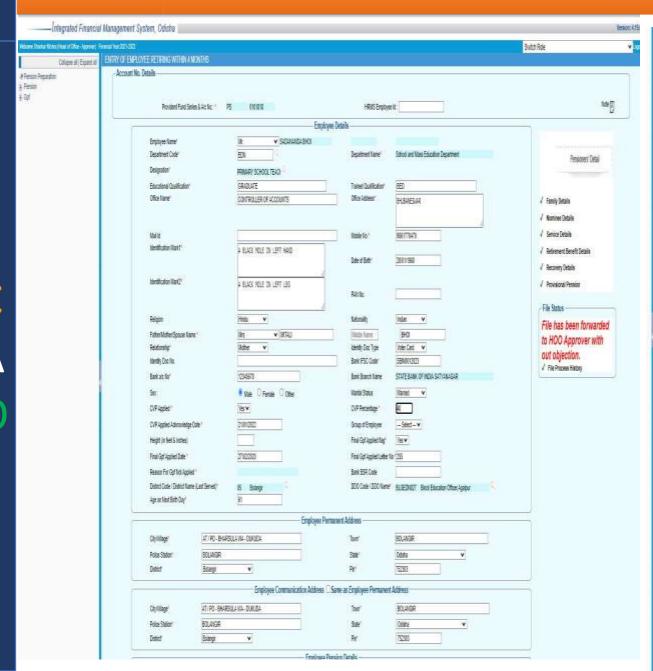
HEAD OF OFFICE APPROVER

TASK LIST OF APPROVER

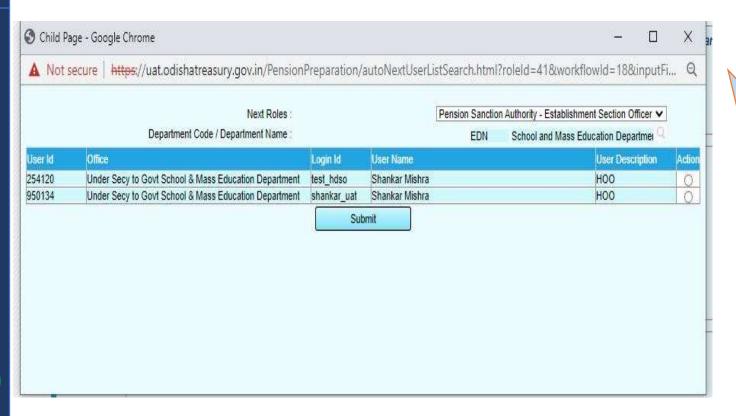


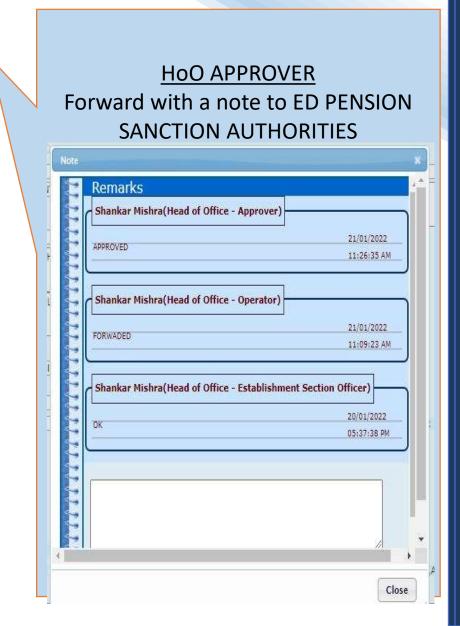
A task will create in the task list of the Approver Id mark with ASSIGNED as soon as it is forwarded by the HoO Operator. Approver can view the details of the task by clicking at the link. Here the Approver can verify and modify all details if required or necessary. Verified and scrutinised file is now ready to APPROVE and FORWERD to the next level i.e Pension Sanctioning Authority (PSA) for further verification with a note.

HEAD OF OFFICE APPROVER



Cit/Mage*	AT I PO - BHAPSUL	A WA - DUWUCA		Tour!	BOLANGIA	
Police Station:	SCLANGR Bisingr v			State*	Odeta	v
Dshd*				Pir	752983	
			Employee Pe	nsion Details		
Refinement Date ¹	310	12020		Date of Appointment*	01/06/1960	
Pension Category*	Normal Persion			Retrement Type	Sparanualin	
Last Pay in Payband*	4200			Last Grade Pay*	5401	
Last Pay Scale*	4200			Latest Deamess Pay	Q00	
Latest Personal Pay				Date of Death		
Payable Treasury *	0586	Loisingha Sub Treasury		District Treasury *	Bolangir Dethict Treasury	
			Preconditi	ons Details—		
Direct Payment Date	01041902		Boyt Direct Pay Letter No.	156	Govt. Directl Pay Letter Date	01041992
Recognition Date	\$1.641996		Revi. Recognition Letter No.	157	Sant Recognition Letter Date	01041998
Date of Receipt of First GIA	(184/198		Sort First GIA Receipt Later No. 150		Gevit, First GIA Receipt Letter D	
Taken Over Cate	01/04/1990		Govit Takes Over Letter No.	158	Sort Taken Over Letter Date	01/04/1990
Certificate under Rule 12 of 13	82 Rules Tes 🕶					
			Previous Peasi	on Details Block		
Fersion Type	ī	- Select - V		Source	- Seleci V	
PPOFPPO Na.	5			Pension Amount		
Pension Effective From Date	. 4			Payable Tisasury'	76	
IFSC Code	i			Bank Branch		
Fersion Issuing Authority	Ï					
			after	Details —		
HDO Letter No			2,000	HOO Letter Date		
PSALetter No	-			PSI Letter Cate	-	耕
PALete No				PW Letter Date		
arcaelid file.			Table 1			
Those selections	and the same of th	an community start	1110200000000	Details Block		
Accept Contentane to leep the	auve pencuas (p40	water of notifying to the Head (d office any addition or alteratio	to a sec series		



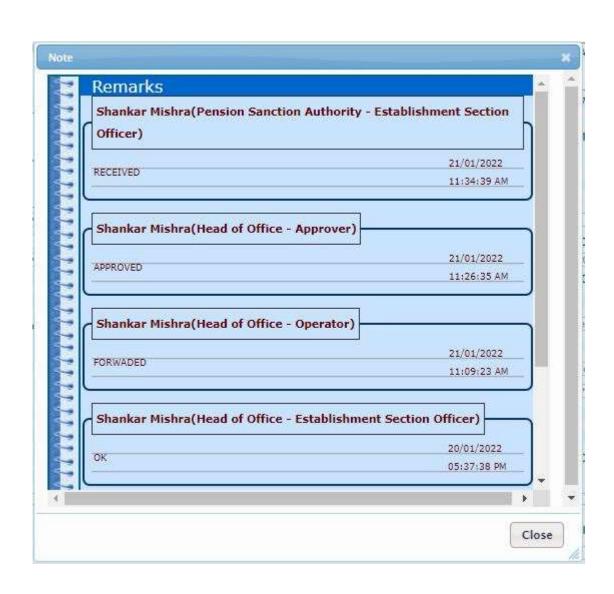


PENSION SANCTION AUTHROTIES- ESTABLISHMENT OFFICER



Task forwarded by the HoO Approver will create a task in task list of the Pension Sanction Authority (PSA's) Establishment Officer task list with a status "ASSIGNED". Now Establishment Officer will receive the task/file with a File Receiving note and forward the same to PSA's Operator.

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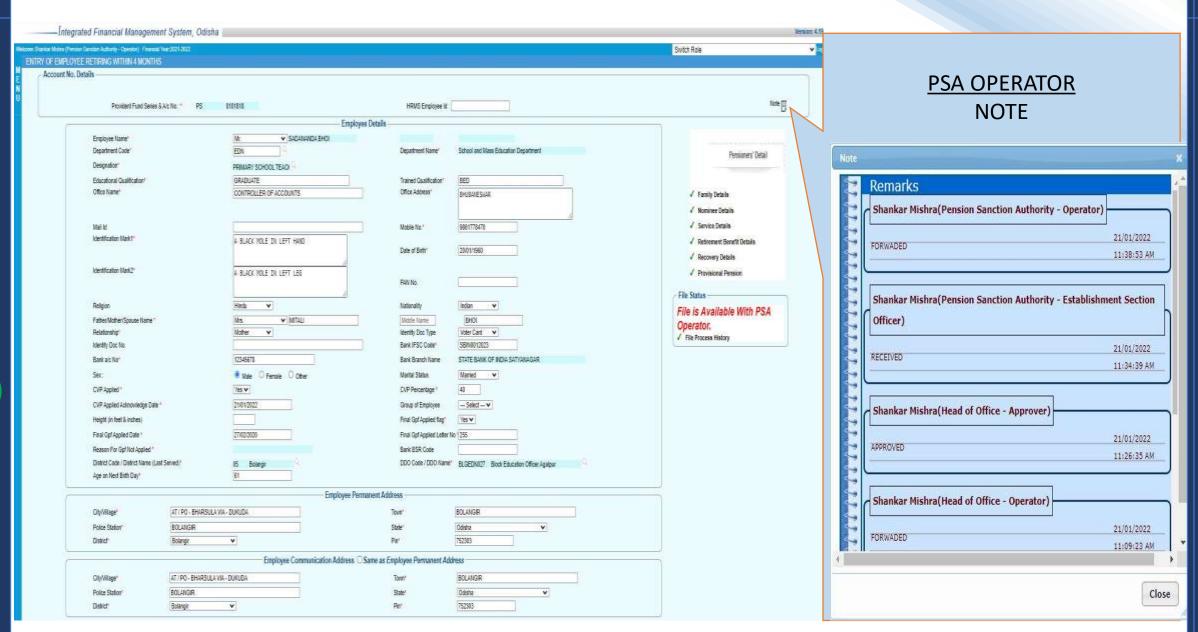
Note:- This note sanction carries or keep all information of the file, like from the HoO EO to PSA Approver through which hierarchy it has received or forwarded and what are the modification done in different level.

Note in each level is mandatory constraint before forwarding to next level.



PSA Operator has the same privilege like HoO Operator, verify and scrutinise the information filled by the HoO and also do the modification when and where required with a note.

PENSION SANCTION AUTHROTIES-OPERATOR



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PENSION SANCTION AUTHROTIES-OPERATOR

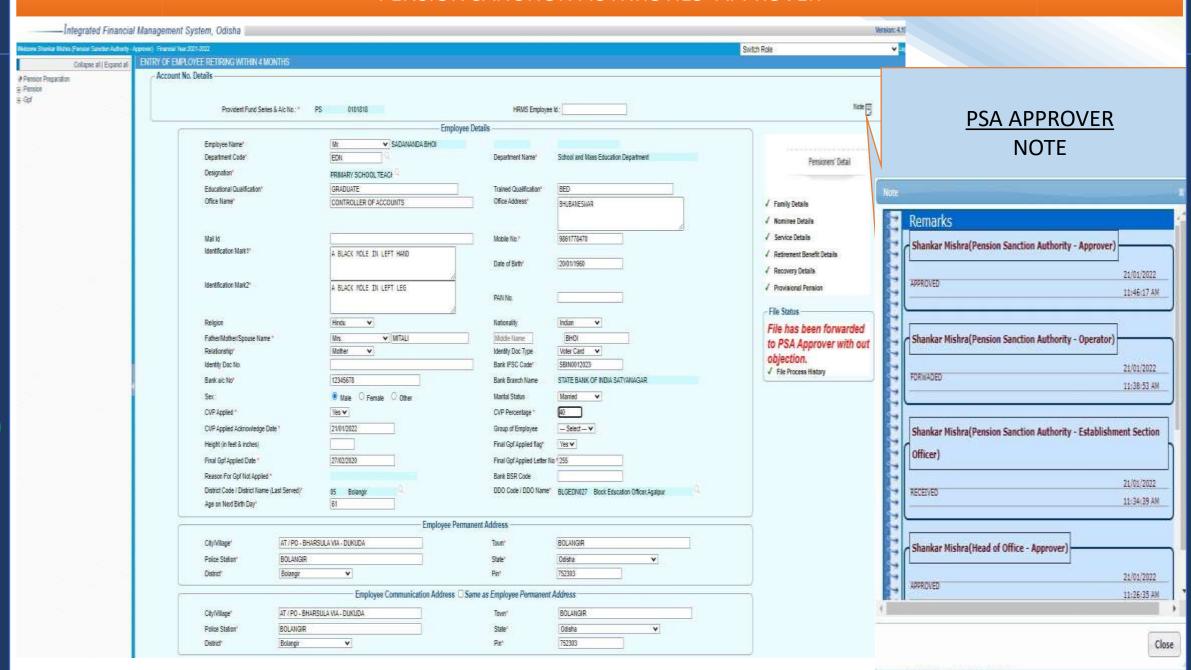
Retirement Date*				Employee Pension					
Remement Date		31/01/2020			Date of Appointment*	01/06/1960			
Pension Category*		Normal Pension	9		Retirement Type*	Suparannuation	12.		
Last Pay in Paybar Last Pay Scale*	nd *	4200			Last Grade Pay * Latest Dearness Pay	5400 4200			
Latest Personal Pa	IV	4200			Date of Death	4200			
Payable Treasury		0506 Loisingha	a Sub Treasury	i i	District Treasury *	Bolangir District Treasury			
18 2		189:	87/	Preconditions D	Details	1 270 3			
Direct Payment Da	o1/04/1992		Govt. Direct Pay Lette	ir No. 156		Govt. Direct Pay Letter Date	01/04/1992		
Recognition Date	01/04/1996		Govt. Recognition Let	tter No. 157		Govt. Recognition Letter Date	01/04/1998		
Date of Receipt of	First GIA 01/04/1998		Govt First GIA Receip			Govt. First GIA Receipt Letter Date	01/04/1998		
Taken Over Date	01/04/1990		Govt Taken Over Let	ter No. 159		Govt. Taken Over Letter Date	01/04/1990		
Certificate under R	tule 12 of 1982 Rules Yes V		114		On an illustration				
Tage Code Code Code Code Code Code Code Cod				revious Pension De					
Pension Type		Select	~1		urce	Select V			
PPO/FPPO No. Pension Effective F	From Date				nsion Amount yable Treasury*	-			
IFSC Code	From Date			72.	nk Branch				
Pension Issuing Au	uthority			100					
	= 22	-70		Letter Detai	ls				
HOO Letter No					HOO Letter Date				
PSA Letter No					PSA Letter Date				
PIA Letter No					PIA Letter Date				
Accept Forms	Attachments Sav		Object Object	Datasheet	Back To Task List	Refresh Task			
	ge - Google Chrome							-	×
Child Pag	je ovogie ememe						37 <u>—</u>		× × ×
Child Pag A Not se	77.	.odishatrea	sury.gov.in/Pensionl	Preparation/a	autoNextUserList	tSearch.html?roleId=43&wo	orkflowld=188		Vertical Control
	ecure https://ua	t.odishatrea ext Roles :	sury.gov.in/Pensionl	Preparation/a	auto Next User List	70	orkflowld=188	kinputFi	V
	ecure https://ua		sury.gov.in/Pensionl	Preparation/a	autoNextUserList User Name	70		kinputFi	Q
▲ Not se	ecure https://uat	ext Roles :	sury.gov.in/Pensionl			70	ion Authority - App	kinputFi	Q
A Not se	ecure https://uar	ext Roles : School & Mass	s Education Department	Login Id test_hdso	User Name Shankar Mishra	70	ion Authority - App User Desc HOO	kinputFi	Q
A Not se	ecure https://uar	ext Roles : School & Mass		Login Id	User Name Shankar Mishra Shankar Mishra	70	ion Authority - App User Desc	kinputFi	Action

PENSION SANCTION AUTHROTIES-APPROVER



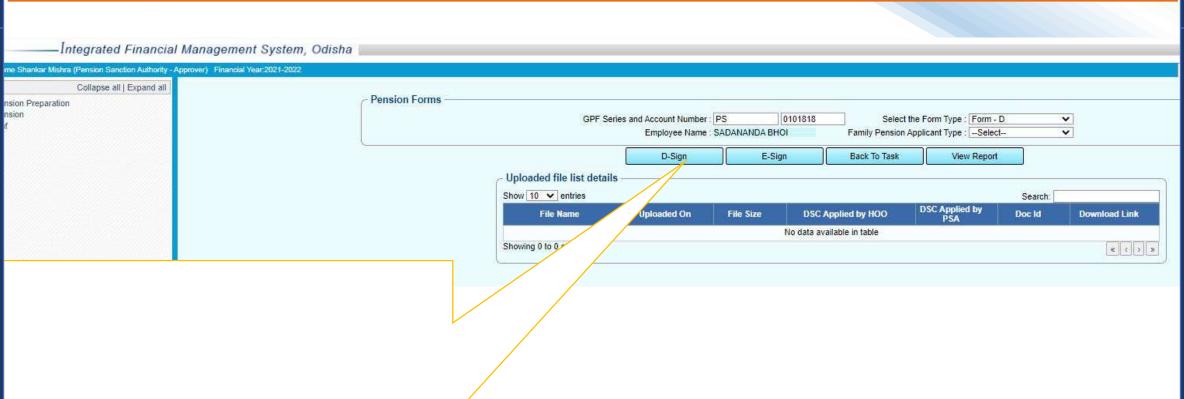
Task ASSIGNED to PSA APPROVER can be viewed by clicking the link present in the task list. PSA Approver will endorse DSC in all attachments that are sent by all five level and Applicant. After verifying all details and applying DSC, now the file is ready to be sent to Controller of Accounts office with a forwarding note in note section.

PENSION SANCTION AUTHROTIES- APPROVER



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PENSION SANCTION AUTHROTIES- APPROVER



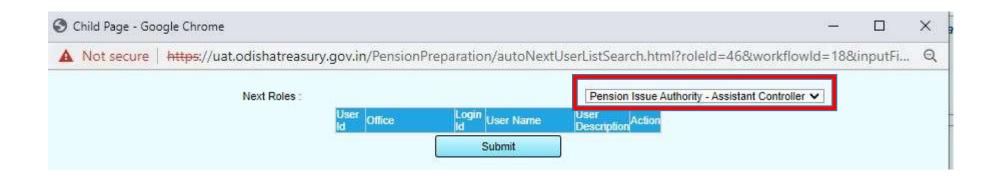
By Selecting the forms PSA Approver can put digital Sign.

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PENSION SANCTION AUTHROTIES- APPROVER

	HILL HERREST STATE	- All	Employee Pensi	on Details	All	
Retirement Date*	31/01/2020			Date of Appointment*	01/06/1960	
Pension Category*	Normal Pension	4		Retirement Type*	Suparannuation	
Last Pay in Payband *	4200			Last Grade Pay *	5400	
Last Pay Scale*	4200			Latest Dearness Pay	4200]
Latest Personal Pay				Date of Death		
Payable Treasury *	0506 Loisingha Su	b Treasury	Q	District Treasury *	Bolangir District Treasury	
			Preconditions	Details		
Direct Payment Date	01/04/1992	Govt. Direct Pa	ay Letter No.	56	Govt. Direct Pay Letter Date	01/04/1992
Recognition Date	01/04/1996	Govt. Recognil	tion Letter No.	57	Govt. Recognition Letter Date	01/04/1998
Date of Receipt of First GIA	01/04/1998	Govt. First GIA	Receipt Letter No.	58	Govl. First GIA Receipt Letter Date	01/04/1998
Taken Over Date	01/04/1990	Govt Taken O	ver Letter No.	59	Govt. Taken Over Letter Date	01/04/1990
Certificate under Rule 12 of 1982 I	Rules Yes 🗸					
		- Pi	revious Pension I	Details Block		
Pension Type	Select V	1	5	ource	Select V	
PPO/FPPO No.			F	ension Amount		
Pension Effective From Date			F	ayable Treasury*	- a	
IFSC Code			E	ank Branch		
Pension Issuing Authority						
			Letter Det	ails -		
HOO Letter No				HOO Letter Date		
PSA Letter No				PSA Letter Date		
PIA Letter No				PIA Letter Date		
Am to the month of the training of the			Declaration Deta	ills Block		
I hereby undertake to keep the abo Accept	ove particulars up-to-date by notif <mark>y</mark> ing t	o the Head of office any a	ddition or alterations i	n the family.		
- 4	Save	Approve	Send To Revision		Back To Task List Refresh Task	



Task approved and forwarded by the PSA now available in ASST. CONTROLLER- CONTROLLER OF ACCOUNTS Login. By clicking the task CAO office will receive see the details of the application and download the .XML file with attachments by clicking "download XML" and "Attachments" menu..

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of office any addition or alterations in the family.

Accept Pension Forms

Attachments

PRO/CPO/GPO

Download XML File

Datasheet

Back To Task List

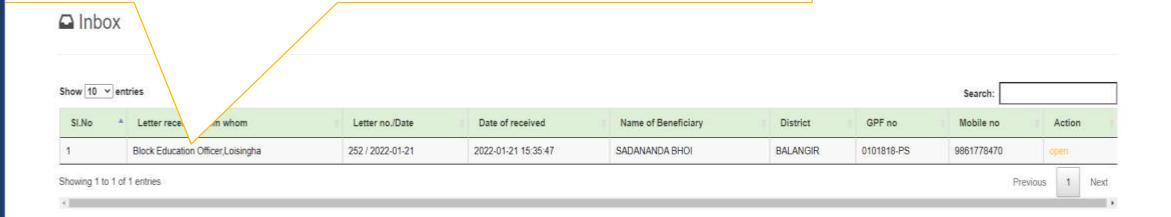
Refresh Task

Choose file No file chosen

Add XML file

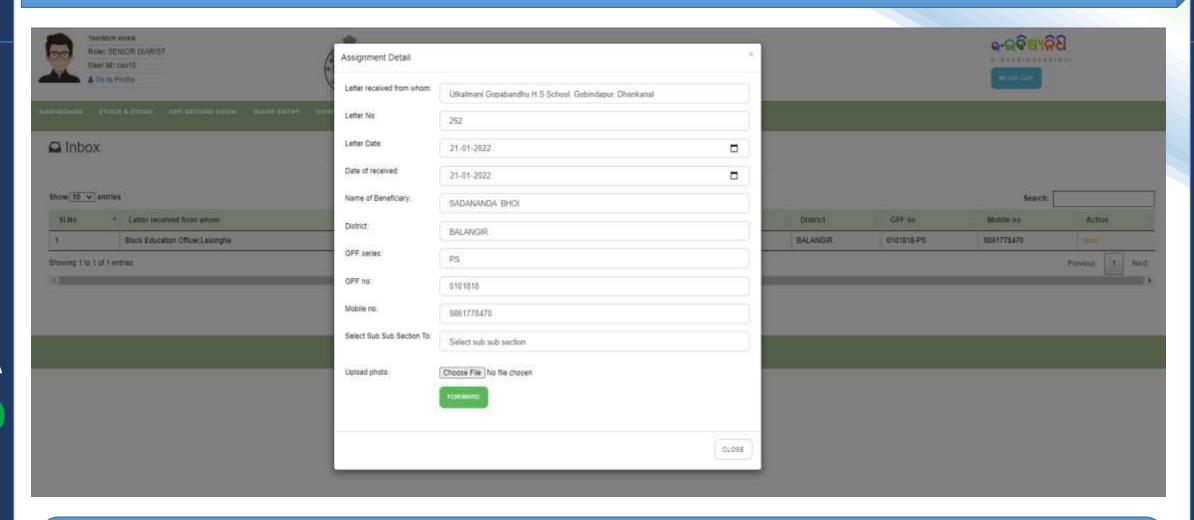
IMPORT

A diary task will be automatically created to in the office dairy login



D NIC, CONTROLLER OF ACCOUNTS, ODISHA, BHUBANESWAR

Controller of Accounts



After clicking "OPEN" it ask to select the PDA(Pension Dealing Asst.) and upload the scanned photo.

PSA Name and Address*

Employee Name

LTA PENSION

Date of Commence / Re-marriage

dd-mm-yyyy

Date of Death After Retirement

Utkalmani Gopabandhu H.S School, Gobindapur, Dhenkanal

SADANANDA BHOI

O Yes O No

dd-mm-yyyy

Spouse is a Govt employee

D

Old PPO No

Choose Case Type*

Class of Pension*

Date of Death While in Service

If 2nd pension and above

Pension Rules Applicable

File No*

HRMS ID

FORM NO. - 4 (See Executive Instruction Para 5(1)) FORM FOR ASSESSING PENSIONAND GRATUITY (To be sent in duplicate if payment is desired in a different audit circle)

O ULB

Superannuation pension >

Relation with nomini

Pension rule OAEIERB-81 OCS(pen)1992 V

Select *

Status

Select

dd-mm-yyyy

SDVSDVSDV

After Approve of task at Asst. Controller PPO, GPO, CPO and Intimation will be generate and Digitally Signed.

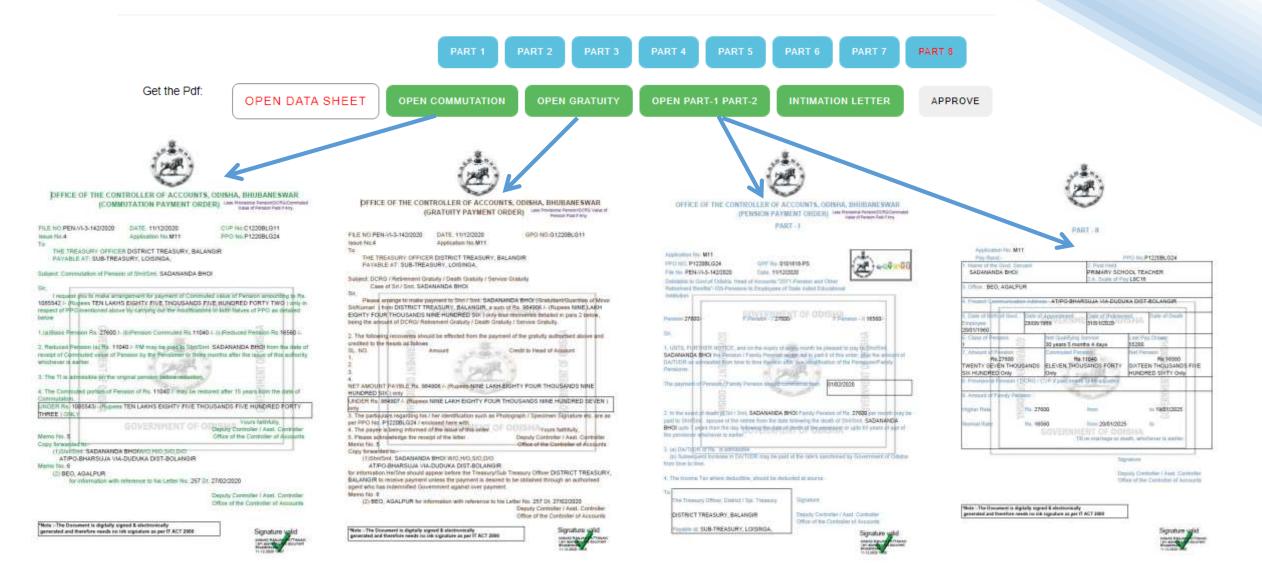
Pension Section

Controller of Accounts, Odisha



After Approve of task at Asst. Controller PPO, GPO, CPO and Intimation will be generate and Digitally Signed.

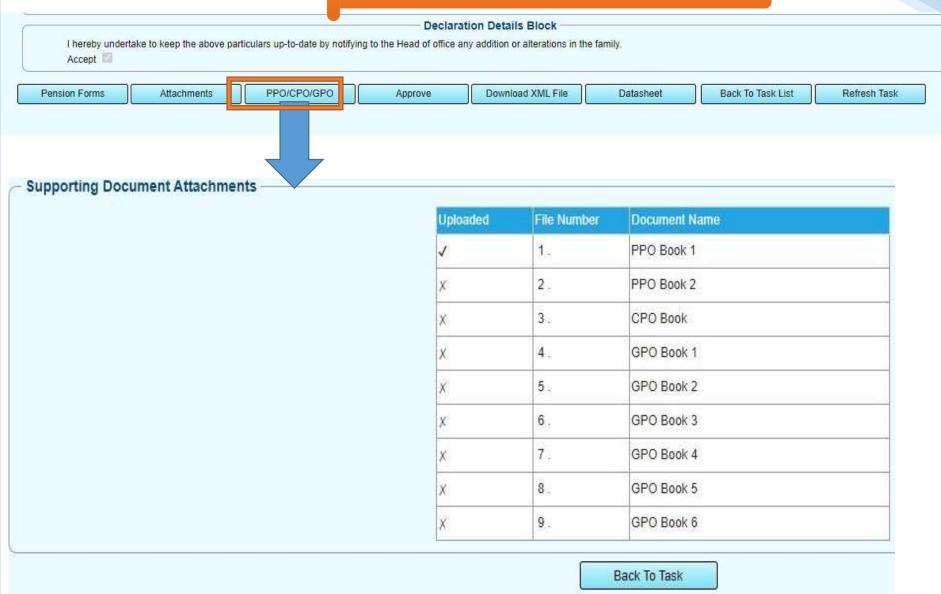
Pension Section



Controller of Accounts, Odisha

Task List of Asst. Controller. JOB 2

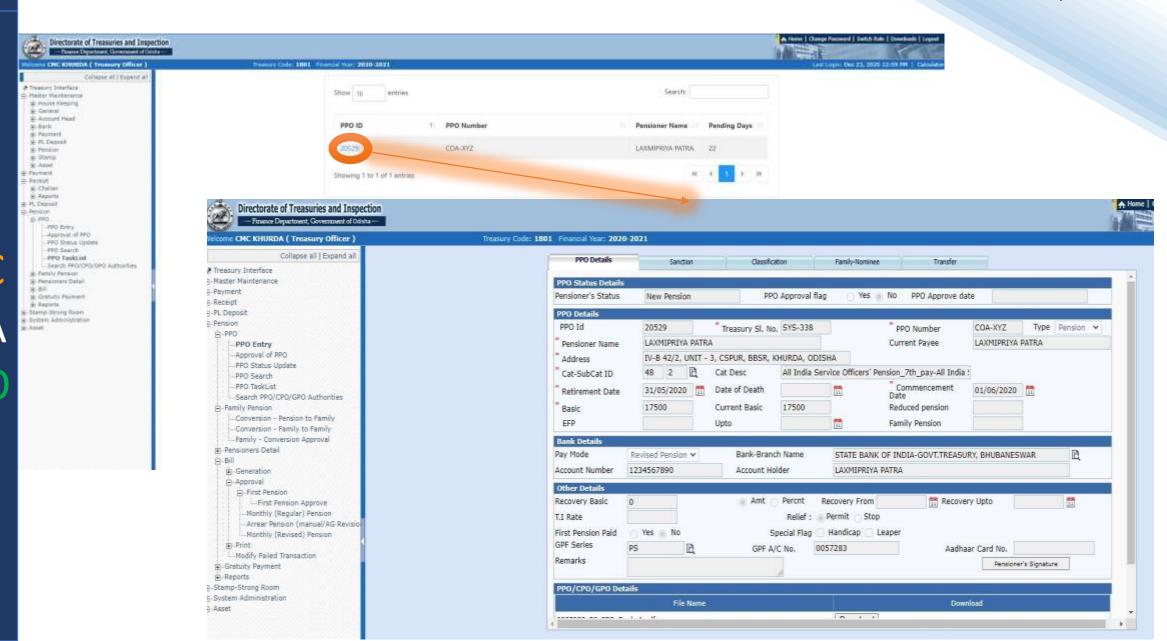
Controller of Accounts, Odisha

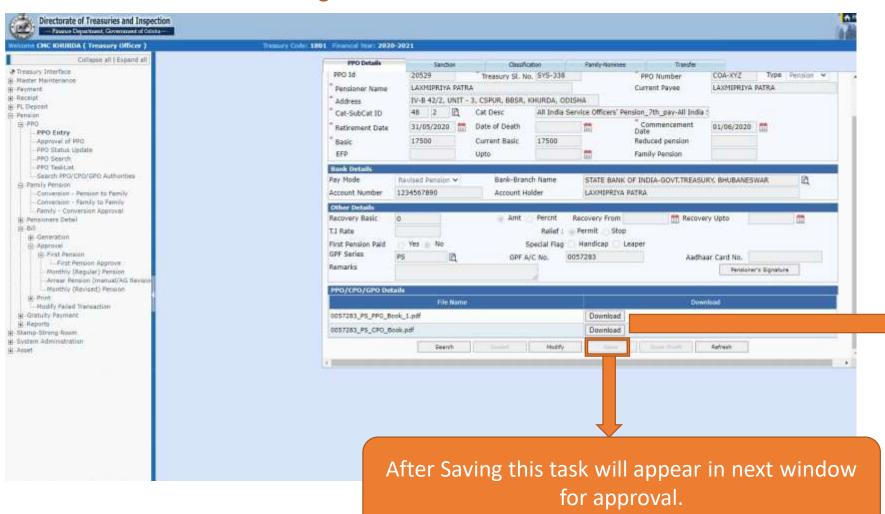


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Treasury Portal

Controller of Accounts, Odisha

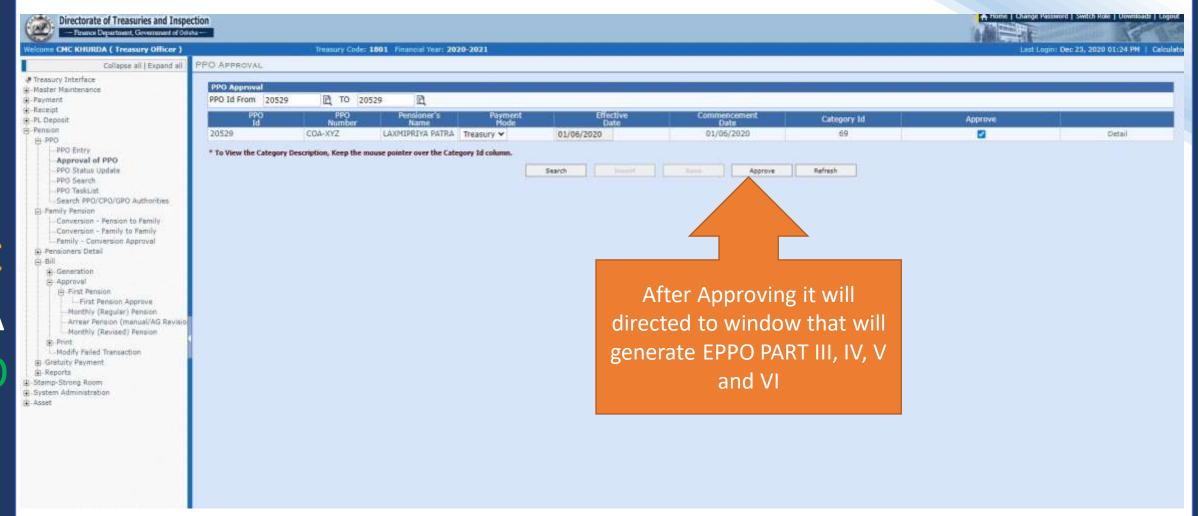




Treasury officer can download digitally signed PPO, GPO, CPO issued by CAO.

Here Treasury officer can view and modify all details except PPO,GPO,CPO issued by CAO.

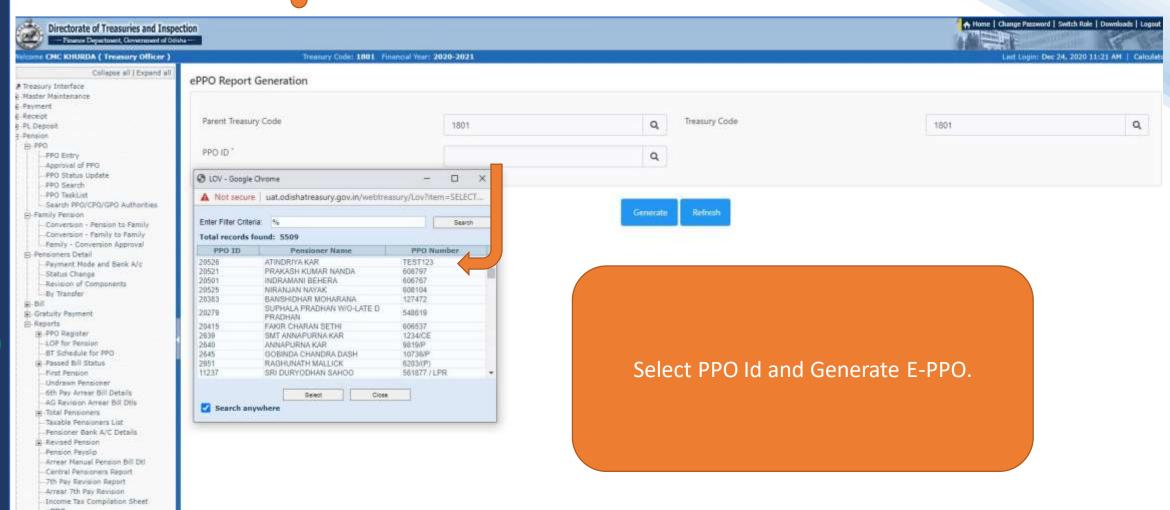
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