### Welcome

# Controller of Accounts, ODISHA

To

(Virtual Presentation on E-pension)

### Online Pension Process.

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

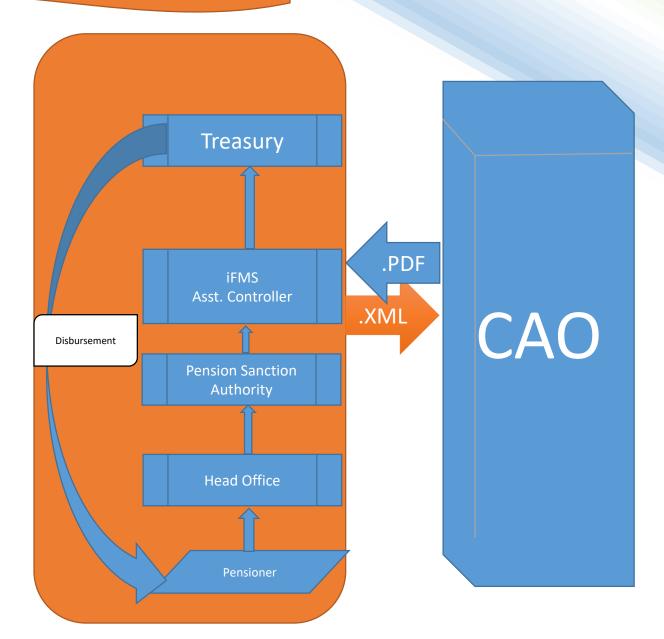
O/o CAO scrutinises, verifies the application and authorises the Final amount of pension etc. through DSC.

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.



### Privileged table

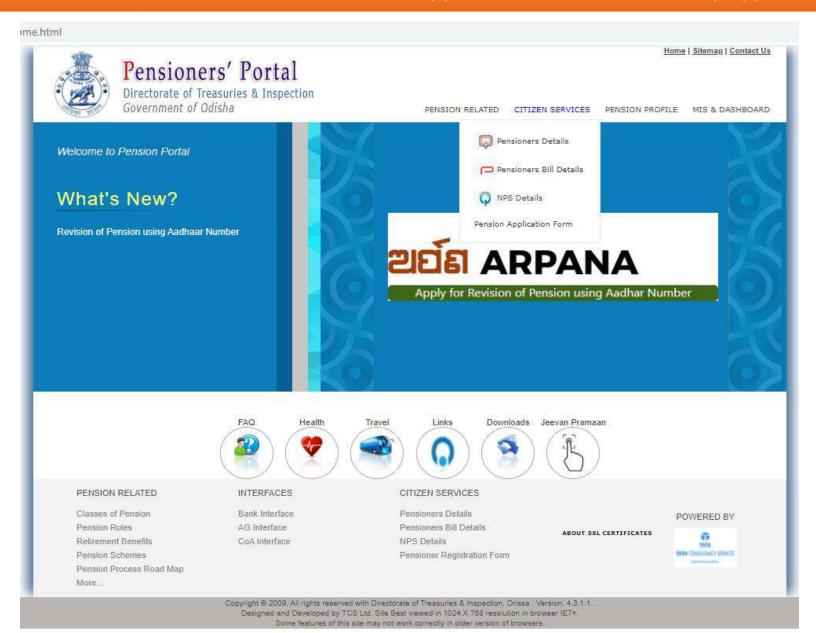
Role	Read	Insert/Modification	Sent to Revision	Reject
HoO ES	YES	YES	NO	NO
HoO Operator	YES	YES	YES	YES
HoO Approver	YES	YES	YES	YES
PSA ES	YES	YES	YES	NO
PSA Operator	YES	YES	YES	YES
PSA Approver	YES	YES	YES	YES
Asst. Controller (CAO)	YES	NO	YES	YES

### iFMS Portal from which the pension Application start

## Controller of Accounts, Odisha



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

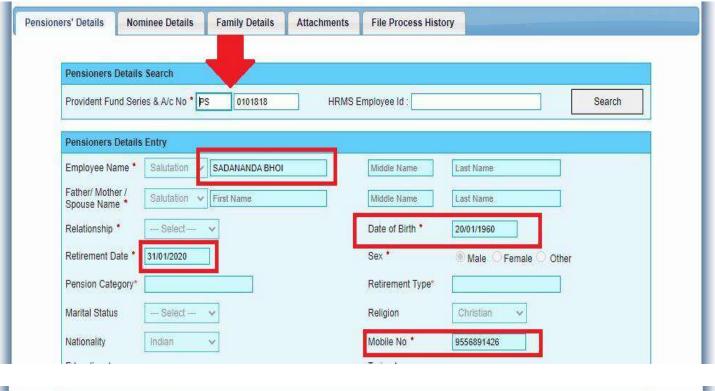


Go to - CITIZEN SERVICES

Under "CITIZEN SERVICES"

menu go to

"Pension Application Form"



nereby undertake to keep the above paris	culars up-to-date by r	notifying to the Head of office any addition or alterations in the family.		
Accept []				
Details of Head of Office User to Whom	Application Need to	Forward		
Department Code / Department Name *	EDN	School and Mass Education		
Head of Office *	Block Education Officer,Agalpur			
	BLGEDN027	Block Education Officer, Agalpur		
DDO Code / DDO Name				

### **ENTRY**

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

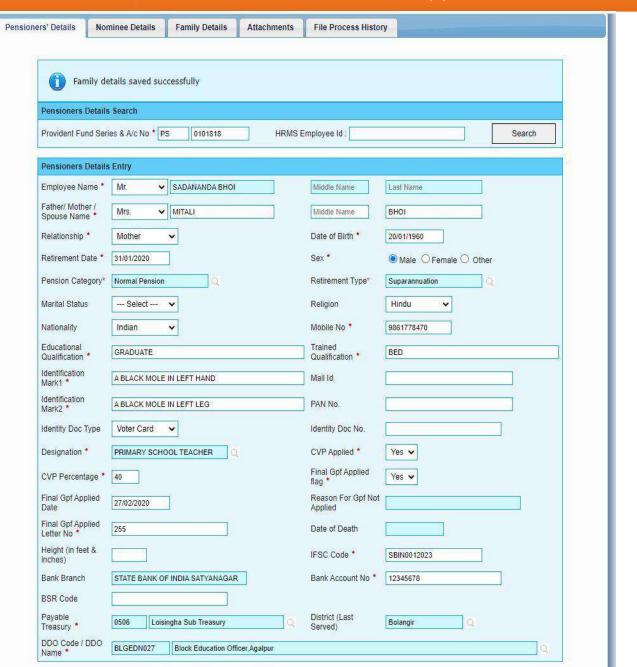
Click on "Search"

Pre-Check
Subscriber has to check basic details
Name, DOB, DOR, Mobile No.

### **Apply**

End of the page verify
"Details of head office user to whom application need to Forward "

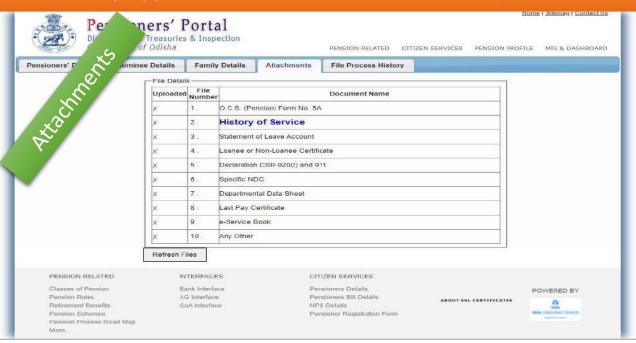
Click on "APPLY"



		IA - DUKUDA	Town *	BOLANGI	R	
Police Station *	BOLANGIR		State *	Odisha		~
District *	Bolangir	V	Pin *	752303		
	7660				7	
	unication Address - 5		7		w.	
City/Village *	AT / PO - BHARSULA V	IA - DUKUDA	Town *	BOLANGI	₹	
Police Station *	BOLANGIR	49	State *	Odisha		•
District *	Bolangir	~	Pin *	752303		
Previous Pension	Details Block (Mandato	ry only if pension h	as been issued to the en	nployee prev	riously)	
Pension Type	Select	- 🗸	Source		Select 🗸	
PPO/FPPO No. *		뮋	Pension	Amount		
Pension Effective From Date				Payable Treasury *		Q
Pension Effective F	rom Date		Payable	Treasury *		Q
	rom Date		Payable Bank Bra			ď
IFSC Code Pension Issuing Aut	hority					
IFSC Code Pension Issuing Aut  Declaration Details I hereby undertake	hority s Block	lars up-to-date by no		inch	n or alterations in the fa	
IFSC Code Pension Issuing Aut  Declaration Details I hereby undertake	hority s Block	lars up-to-date by no	Bank Bra	inch	n or alterations in the fa	
IFSC Code  Pension Issuing Aut  Declaration Details  I hereby undertake  Accept	hority s Block		Bank Bra	inch	n or alterations in the fa	
Pension Issuing Aut  Declaration Details  hereby undertake  Accept	s Block to keep the above particu		Bank Bra	e any additio		
Pension Issuing Aut  Declaration Details I hereby undertake  Accept   Details of Head of Department Code /	hority  s Block to keep the above particu	pplication Need to I	Bank Bra difying to the Head of offic forward	e any addition	ıt t	mily.
Pension Issuing Aut  Declaration Details I hereby undertake  Accept	hority  Block to keep the above particu  Office User to Whom Al	pplication Need to I	Bank Bra  tifying to the Head of offic  forward  School and Mass Education	e any additio	ıt t	mily.

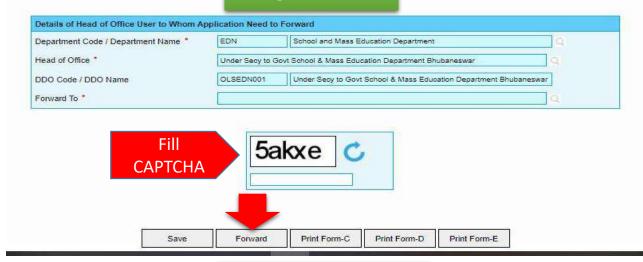






In each Page "Main Application page", "Nominee Page", "Family Page", Applicant Has to Click on SAVE BUTTON after filling the details.

### **FORWARD**



### **FILE PROCESS**



### **Process of Forward**

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

### Conformation

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

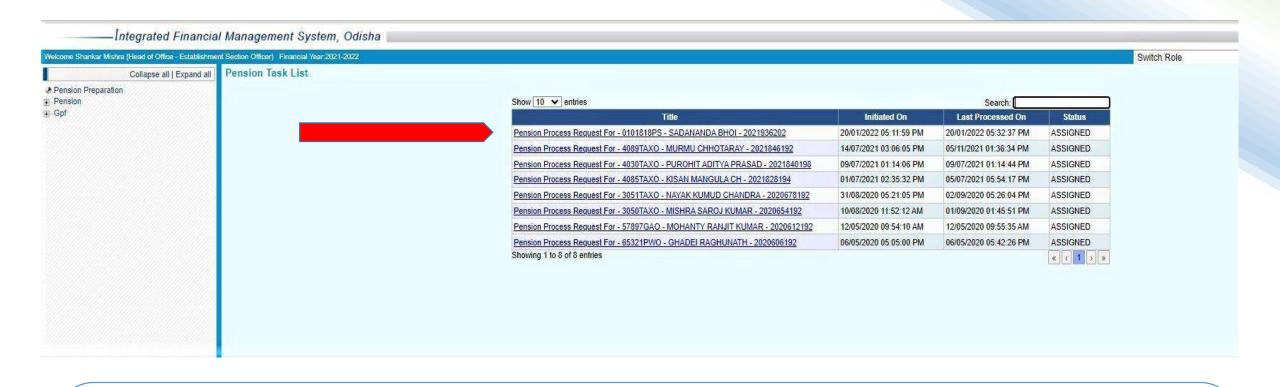
> Online pension application form of SADANANDA BHOL (gpf series: PS, account no: 0101818 and file no: 2021936202) has been forwarded to Shankar Mishra (Head of Office



- Establishment Section Officer).-Govt. of Odisha

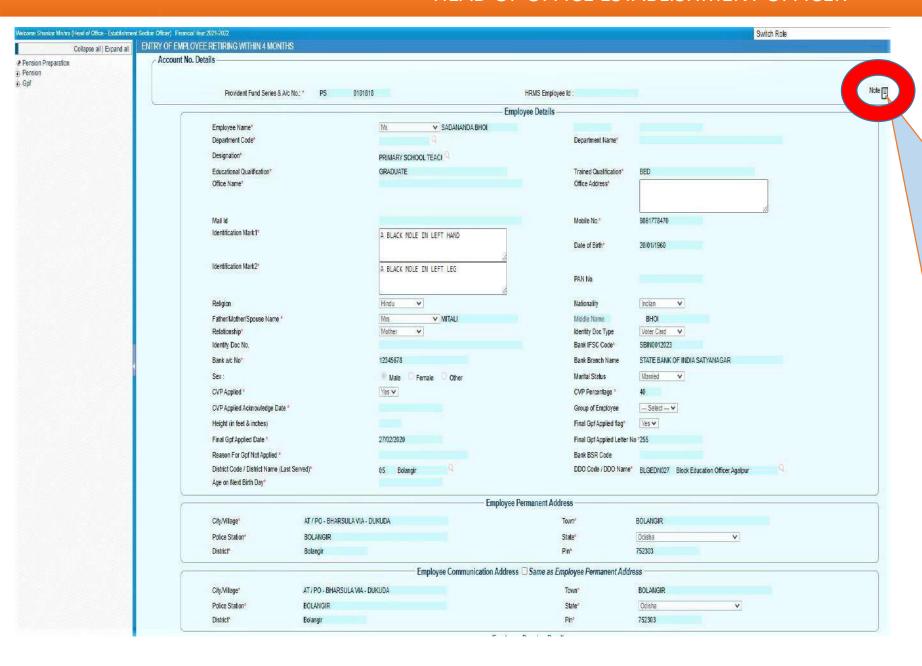
15 min

### HEAD OF OFFICE ESTABLISHMENT OFFICER

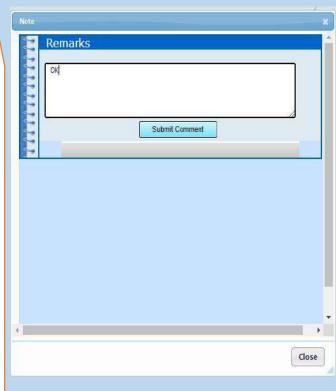


Application Forwarded by applicant will appear in task list of HoO with a status "ASSIGNED"

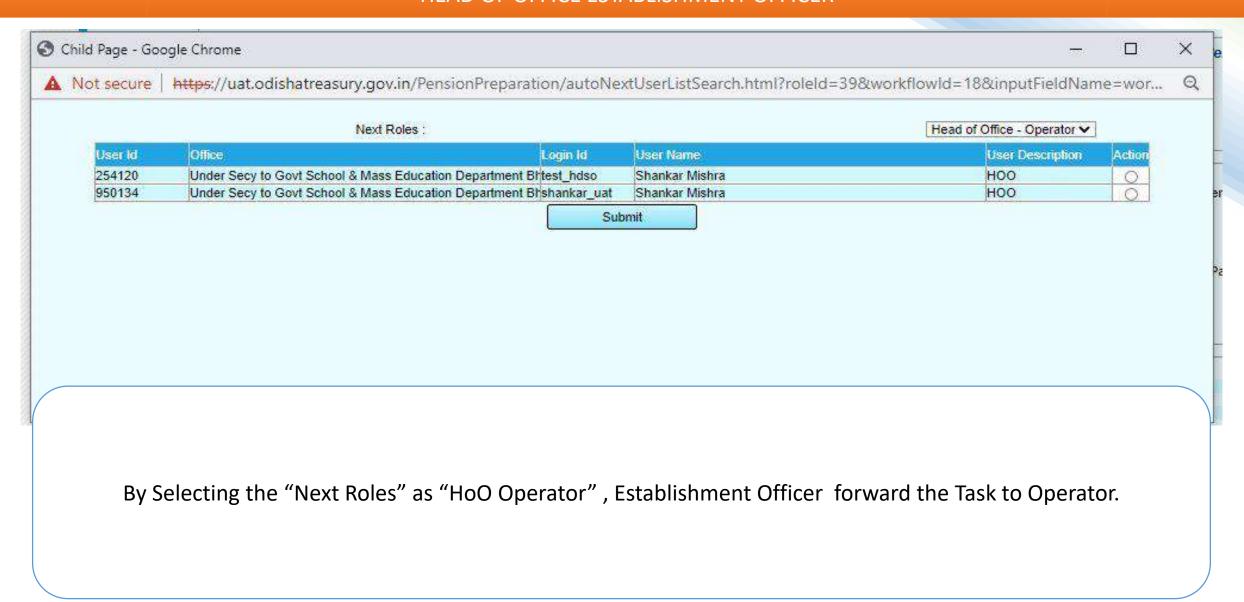
### HEAD OF OFFICE ESTABLISHMENT OFFICER

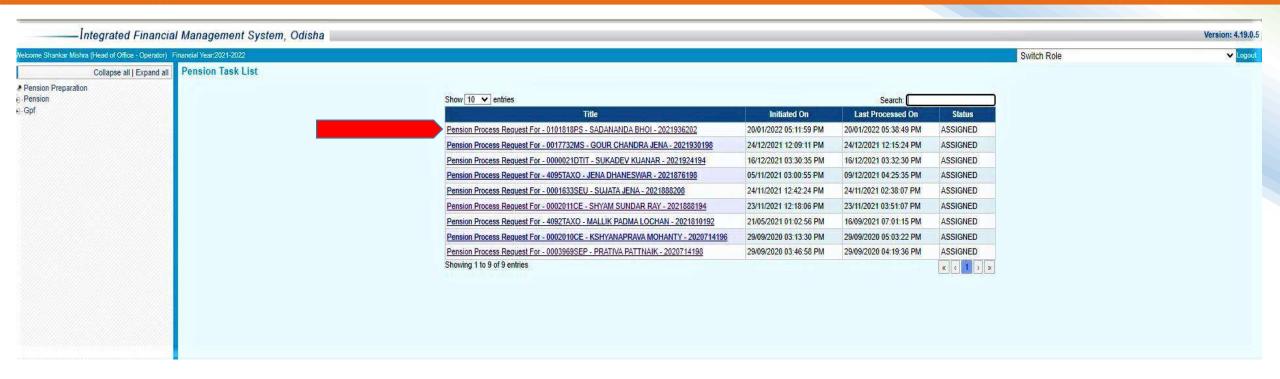


ESTABLISHMENT OFFICER
ESTABLISHMENT OFFICER will
receive with a note and forward
to HoO Operator

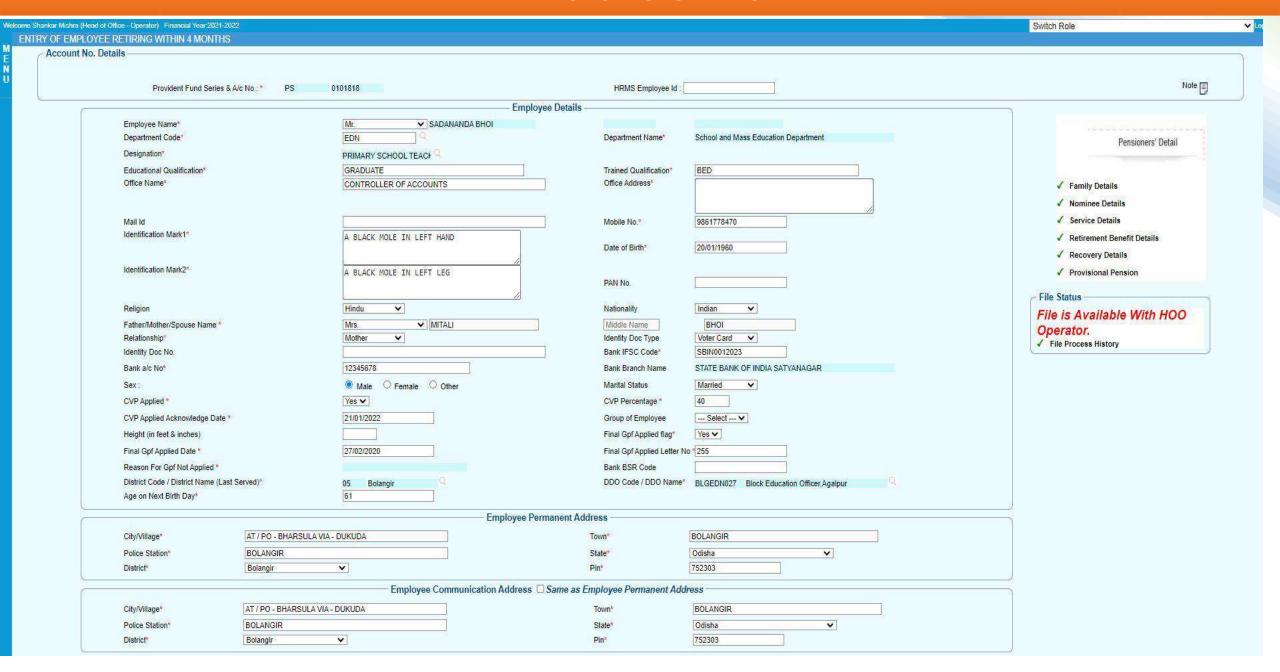


### HEAD OF OFFICE ESTABLISHMENT OFFICER



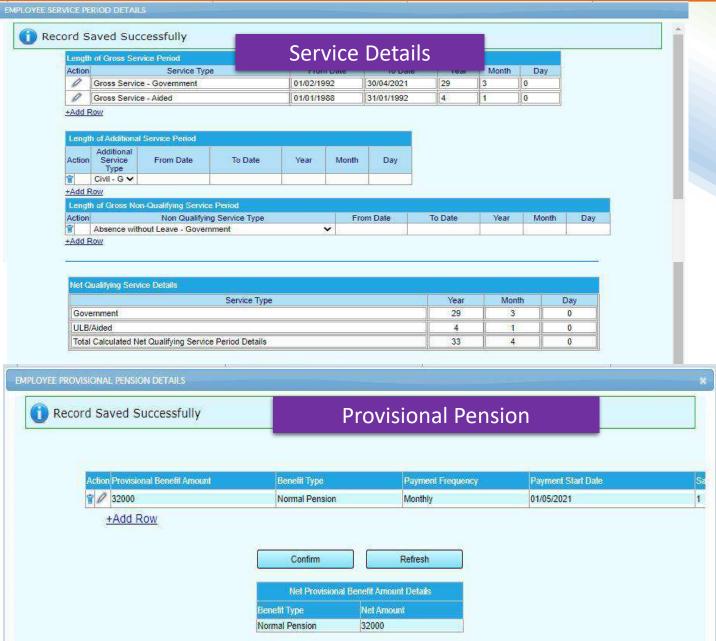


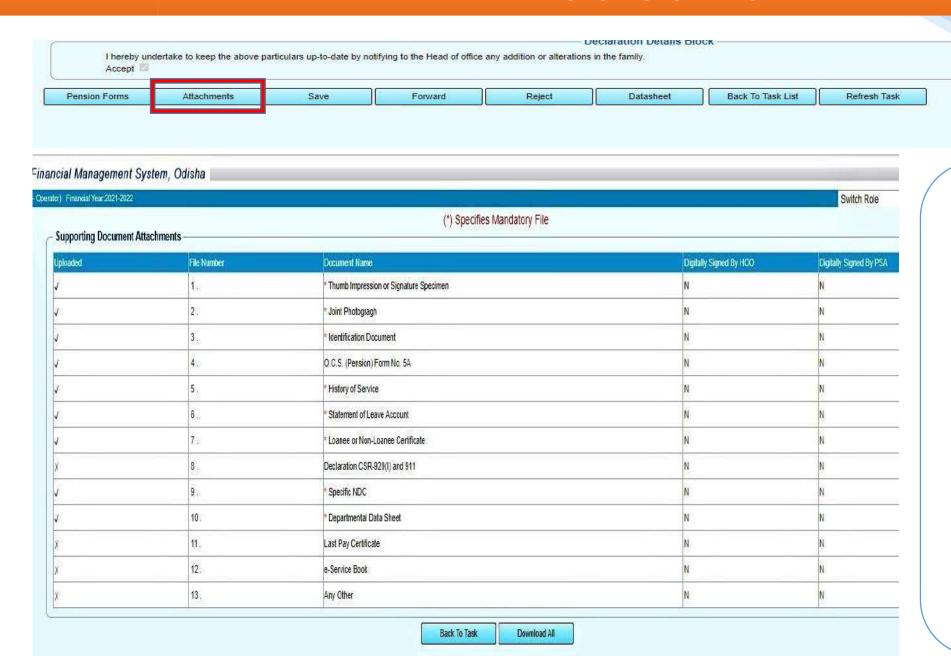
Now the task has Assigned to Operator in HoO Operator Login Task List, clicking the Task it will open an applicant details page, Operator will fill all the required details in applicant details page and Service details, Retirement Benefits Details, Recovery Details, Provisional Pension Details etc. by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







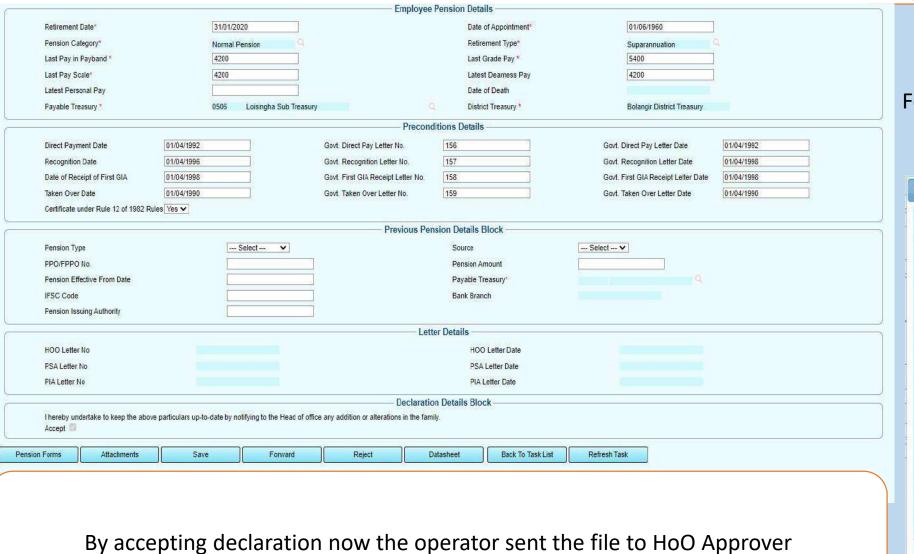




### **ATTCHMENTS**

Operator attach all mandatory attachments mark with "\*".

Without attachments operator cannot forward file to approver.

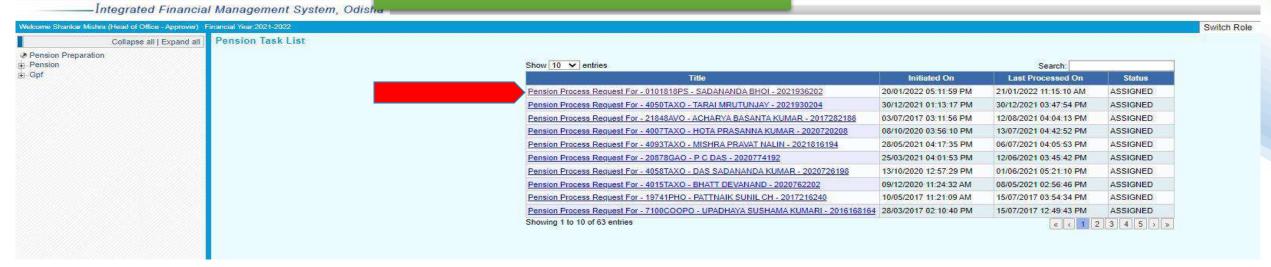


# OPERATOR Forward with a note to HoO Approver



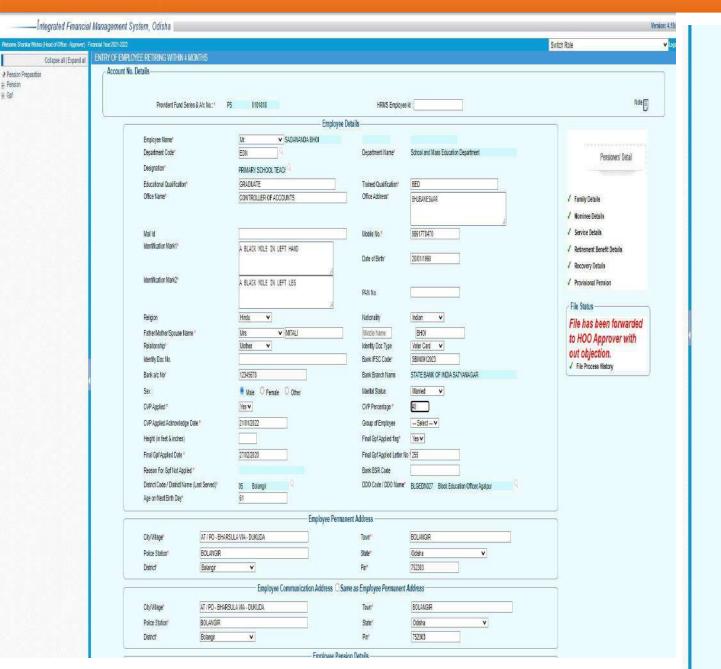
#### **HEAD OF OFFICE APPROVER**





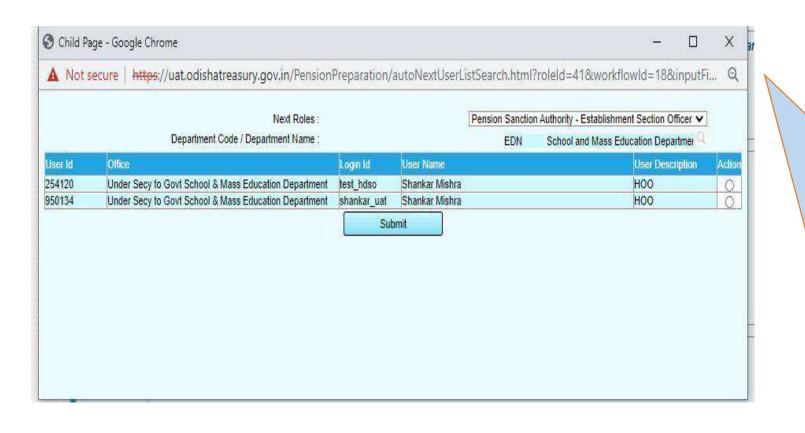
A task will create in the task list of the Approver Id mark with ASSIGNED as soon as it is forwarded by the HoO Operator. Approver can view the details of the task by clicking at the link. Here the Approver can verify and modify all details if required or necessary. Verified and squtinised file is now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

### **HEAD OF OFFICE APPROVER**

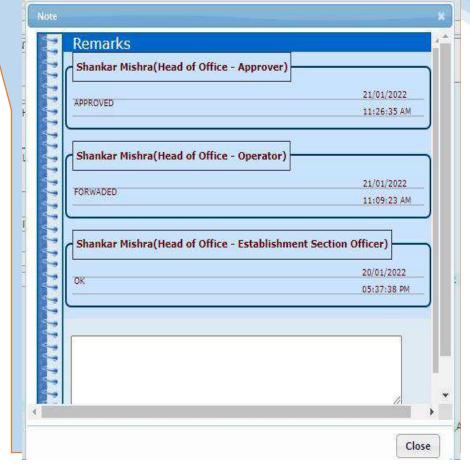


CityA/illage*			Town*		BOLANGIR		
Police Station*				State*	Odisha	v	
District*	Bolangir	V		Pin <sup>e</sup>	752303		
			Employee Pen	sion Details			
Refirement Date*	31/01/2020			Date of Appointments	01/06/1960		
Pension Category*	Normal Pension Q			Retirement Type*	Suparannuation	Q	
Last Pay in Payband*	420	1		Last Grade Pay *	5400		
Last Pay Scale*	420			Latest Dearness Pay	4200		
Latest Personal Pay				Date of Death			
Payable Treasury*	0500	Loisingha Sub Treasury	Q	District Treasury *	Bolangir District Treasury		
			Precondition	ns Details			
Direct Payment Date	01/04/1992		Govt. Direct Pay Letter No.	156	Govt. Direct Pay Letter Date	01/04/1992	
Recognition Date	01/04/1996		Govt. Recognition Letter No.	157	Govt Recognition Letter Date	01/04/1998	
Date of Receipt of First GIA	01/04/1998		Govt. First GIA Receipt Letter No.	158	Govit First GIA Receipt Letter Da	ate 01/04/1998	
Taken Over Date	01/04/1990		Govt. Taken Over Letter No.	159	Govt Taken Over Letter Date	01/04/1990	
Certificate under Rule 12 of 1	982 Rules Ves 🗸						
			Previous Pension	n Details Block —			
Pension Type		Select V		Source	Select V		
PPO/FPPO No.				Pension Amount			
Pension Effective From Date	1			Payable Treasury			
IFSC Code	ĺ			Bank Branch			
Pension Issuing Authority							
			Letter D	etails —			
HOO Letter No				HOO Letter Date			
PSA Letter No				PSA Letter Date			
PIA Letter No				PIA Letter Date			
			Declaration D	etails Block —			
I hereby undertake to keep th Accept	e above particulars up-t	o-date by notifying to the Head	of office any addition or alteration	PARTICIPATION -			

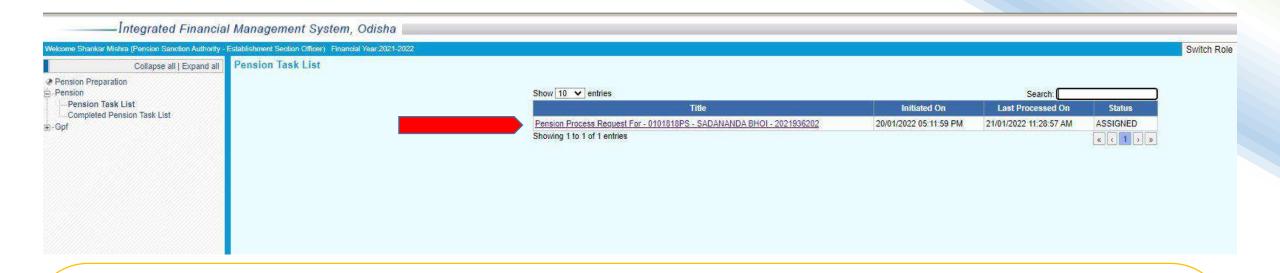
### **HEAD OF OFFICE APPROVER**



# HoO APPROVER Forward with a note to ED PENSION SENCTION AUTHORITIEY

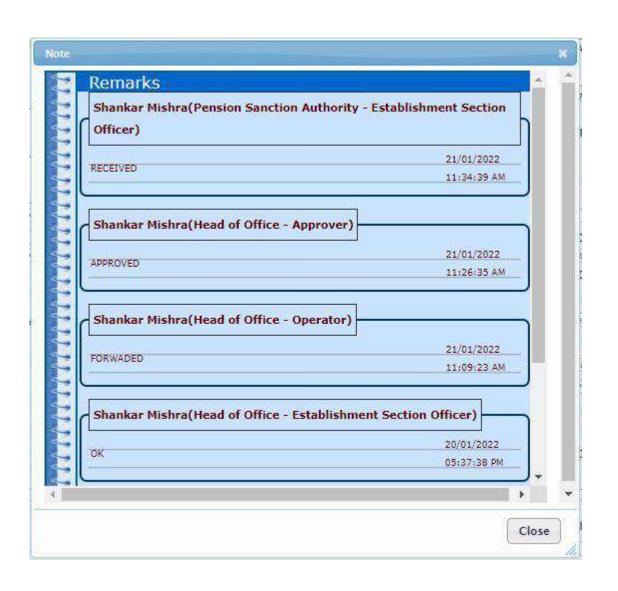


#### PENSION SENCTION AUTHROTIES- ESTABLISHMENT OFFICER



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 Approver.

#### PENSION SENCTION AUTHROTIES- ESTABLISHMENT OFFICER



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

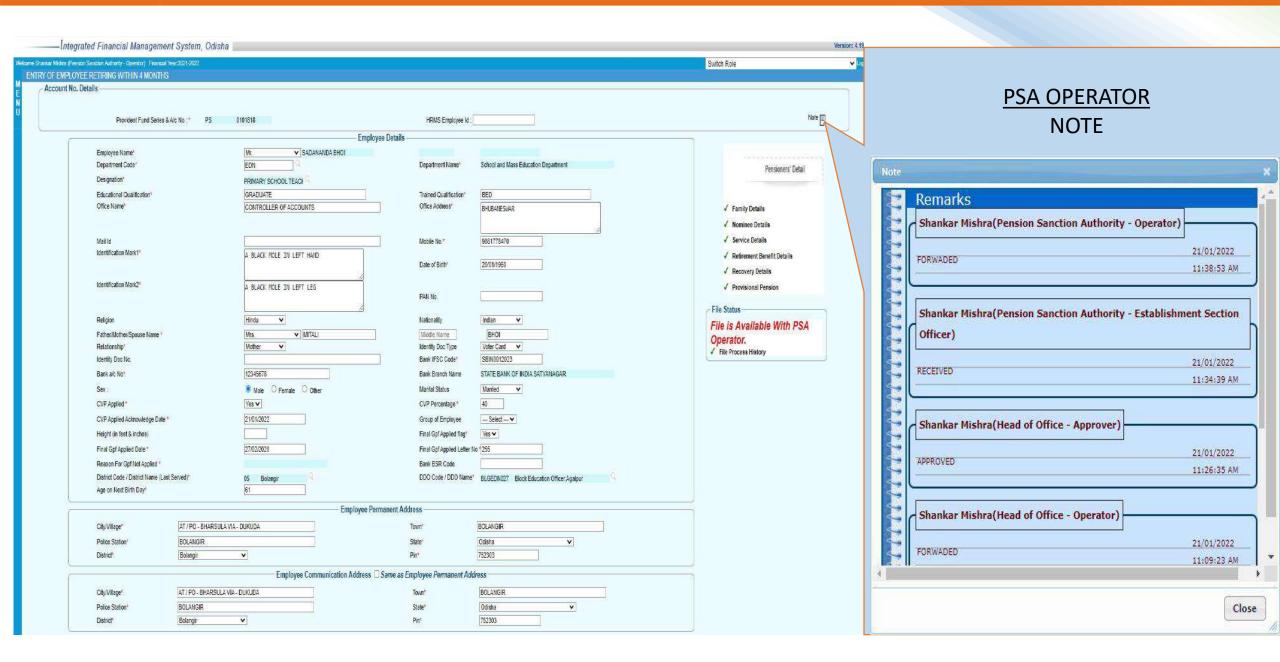
Note in each level is mandatory constraint before forwarding to next level.

### PENSION SENCTION AUTHROTIES-OPERATOR



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

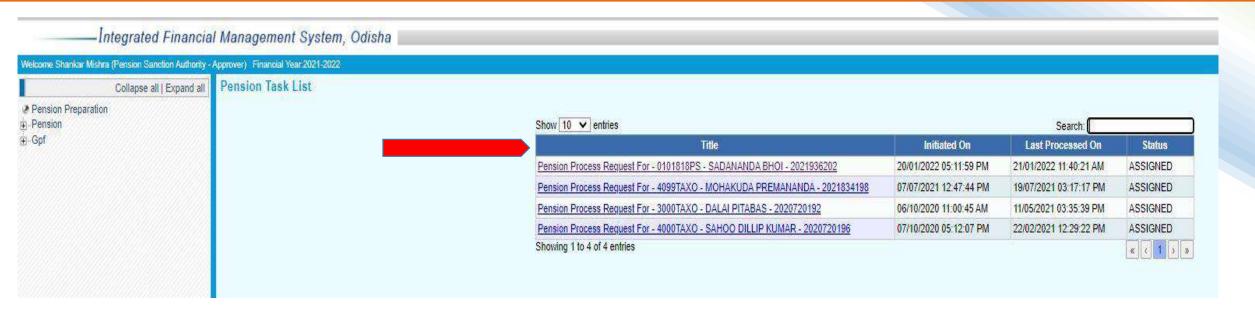
### PENSION SENCTION AUTHROTIES-OPERATOR



### PENSION SENCTION AUTHROTIES-OPERATOR

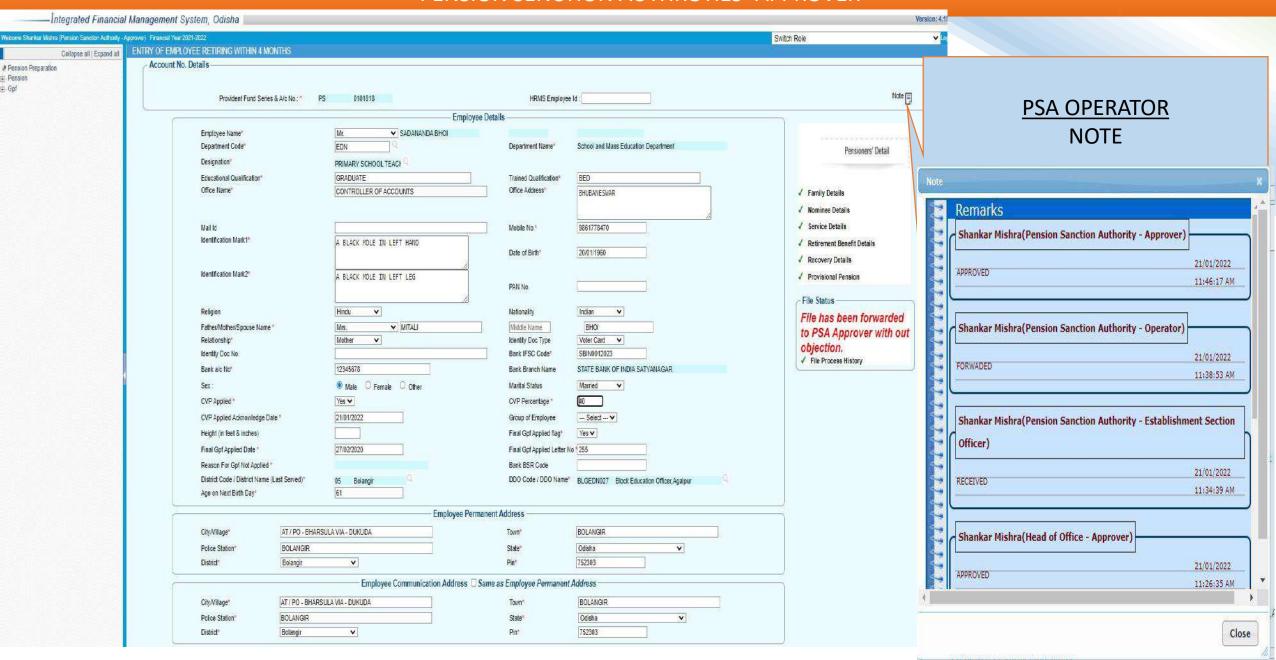
				Employee F	Pension Det	alls —		40		
Retirement Date*	<b>k</b> <sup>2</sup> ,	31/01/2020			Date	of Appointment*	01/06/1960			
Pension Category	у*	Normal Pensi	on 🤏		Reti	rement Type*	Suparannuation	9		
Last Pay in Payb	and *	4200			Last	Grade Pay *	5400			
Last Pay Scale"		4200				st Dearness Pay	4200			
Latest Personal F						of Death				
Payable Treasury	/ <i>*</i>	0506 Lo	isingha Sub Treasury	Q	53867	ict Treasury *	Bolangir District Treasury			
20.0				Precondi	tions Detail	5	= = = = = = = = = = = = = = = = = = = =	position and the second	8	
Direct Payment D	Date 01/04/1992	8	Govt. Dire	ct Pay Letter No.	156		Govt. Direct Pay Letter Date	01/04/1992	]	
Recognition Date				ognition Letter No.	157		Govt. Recognition Letter Date	01/04/1998	18	
Date of Receipt o				t GIA Receipt Letter No.	158		Govt. First GIA Receipt Letter Date	01/04/1998	I	
Taken Over Date	C. Arrange Manager and Manager	7	Govt. Tak	en Over Letter No.	159		Govt. Taken Over Letter Date	01/04/1990	l)	
Certificate under	Rule 12 of 1982 Rules Yes ➤									
				Previous Pens	sion Details	Block				
Pension Type		- Selec	et 🕶		Source		Select — V			
PPO/FPPO No.					Pension /	Amount				
Pension Effective	From Date				Payable 1	Treasury*	q			
IFSC Code					Bank Bra	nch				
Pension Issuing A	Authority	L								
				Lette	r Details					
HOO Letter No					но	O Letter Date				
PSA Letter No					PS.	A Letter Date				
PIA Letter No					PIA	Letter Date				
Accept 🖾	ke to keep the above particulars up-				itasheet	Back To Task List	Refresh Task			
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Child Da	age - Google Chrome							_		×
Child Pa	ige - Google Chrome							#E	ы	1
	14									
	ecure https://ua	t.odishat	reasury.gov.in/Pe	nsionPreparati	ion/auti	oNextUserListS	earch.html?roleId=43&w	orkflowld=18&ir	nputFi	(
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▲ Nots		lext Roles :					Pension Sand	tion Authority - Appro	ver 🗸	
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Userid	Office		Mass Education Dana	10 640			Pension Sand	User Descrip		
User Id 254120	Office Under Secy to Gov	t School & l	Mass Education Depa	tment test_hdsc	o SI	nankar Mishra	Pension Sand	User Descrip HOO		(
Userid	Office Under Secy to Gov	t School & l	Mass Education Depa Mass Education Depa	tment test_hdsc	o SI		Pension Sand	User Descrip		Acti
User Id 254120	Office Under Secy to Gov	t School & l		tment test_hdsc	o SI	nankar Mishra	Pension Sanc	User Descrip HOO		(

#### PENSION SENCTION AUTHROTIES-APPROVER

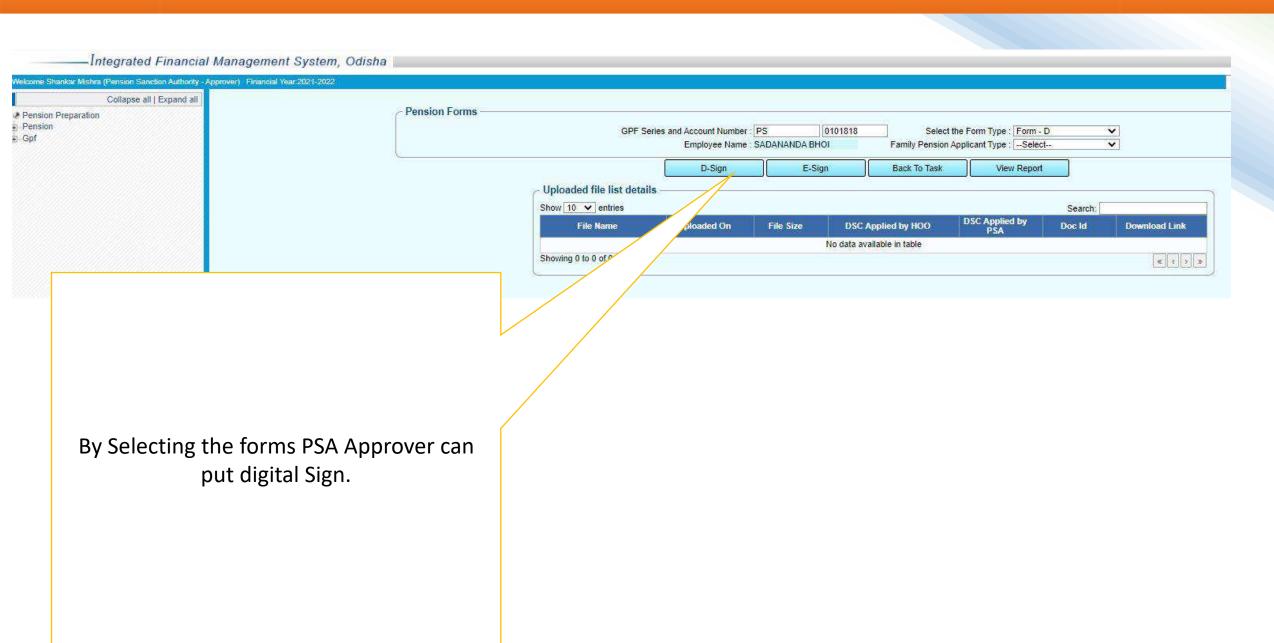


Task ASSIGNED to PSA APPROVER can be view by clicking the link present in the task list. PSA Approver will imposed DSC in all attachments that are sent by all five level and Applicant. After verifying all details and applying DSC, now the file is ready to sent Controller of Accounts office with a forwarding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

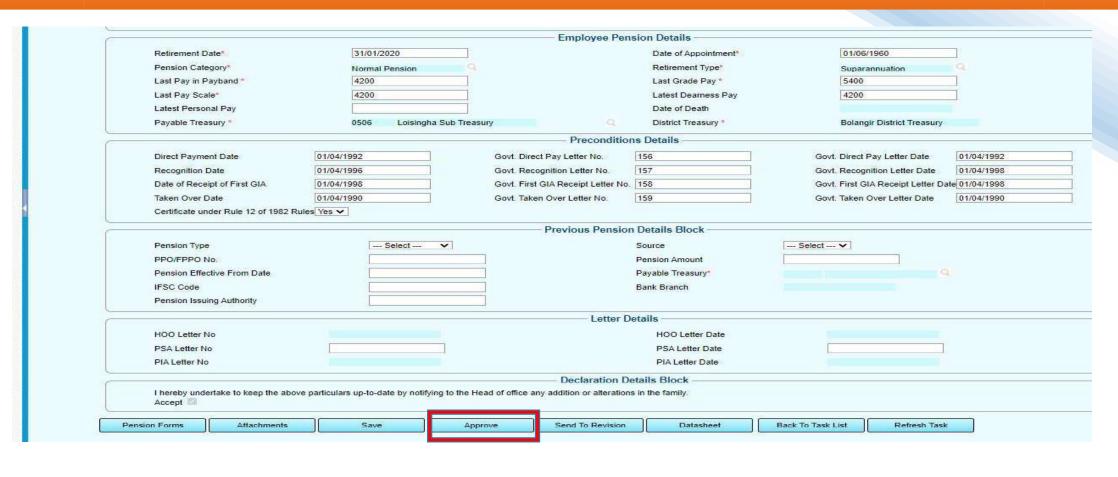
### PENSION SENCTION AUTHROTIES- APPROVER

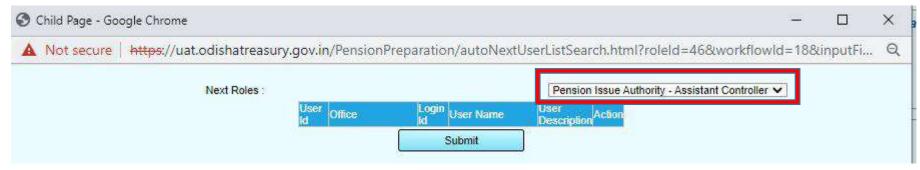


### PENSION SENCTION AUTHROTIES- APPROVER

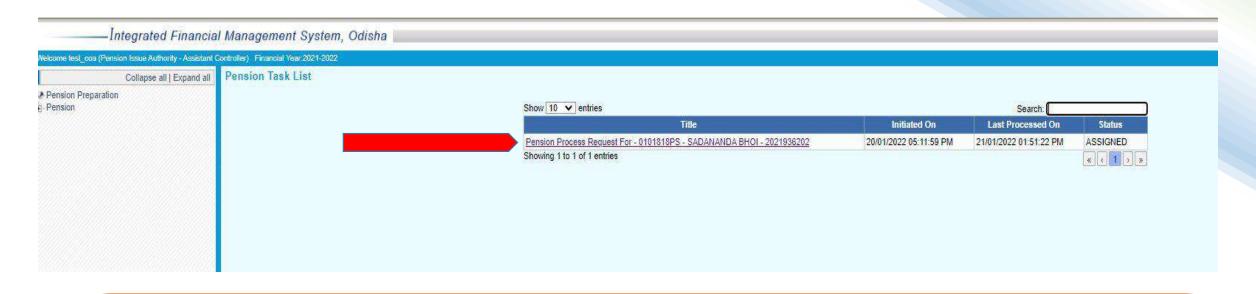


#### PENSION SENCTION AUTHROTIES- APPROVER





### ASST. CONTROLLER- CONTROLLER OF ACCOUNTS



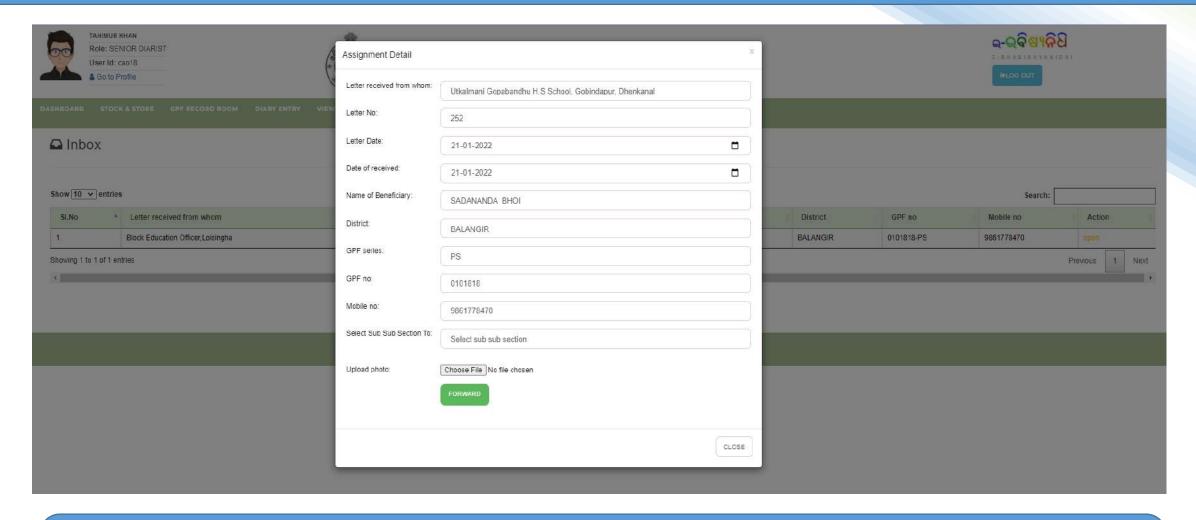
Task approved and forwarded by the PSA now available in ASST. CONTROLLER- CONTROLLER OF ACCOUNTS Login. By clicking the task CAO office will receive see the details of the application and download the .XML file with attachments by clicking "download XML" and "Attachments" menu..

				<ul> <li>Declaration Det</li> </ul>	tails Block —		
I hereby under Accept	take to keep the above p	articulars up-to-date by not	ifying to the Head of office any	addition or alterations	in the family.		
Pension Forms	Attachments	PPO/CPO/GPO	Download XML File	Datasheet	Back To Task List	Refresh Task	

### **Controller of Accounts**

Insert Pension Data XML Files are import to CAO system 1. Add XML file Choose file No file chosen **IMPORT** A diary task will be automatically created to in the office dairy login □ Inbox Show 10 v entries Search: SI.No Letter rece m whom Letter no./Date Date of received Name of Beneficiary District GPF no Mobile no Action Block Education Officer, Loisingha 0101818-PS 9861778470 252 / 2022-01-21 2022-01-21 15:35:47 SADANANDA BHOI BALANGIR Showing 1 to 1 of 1 entries Previous Next

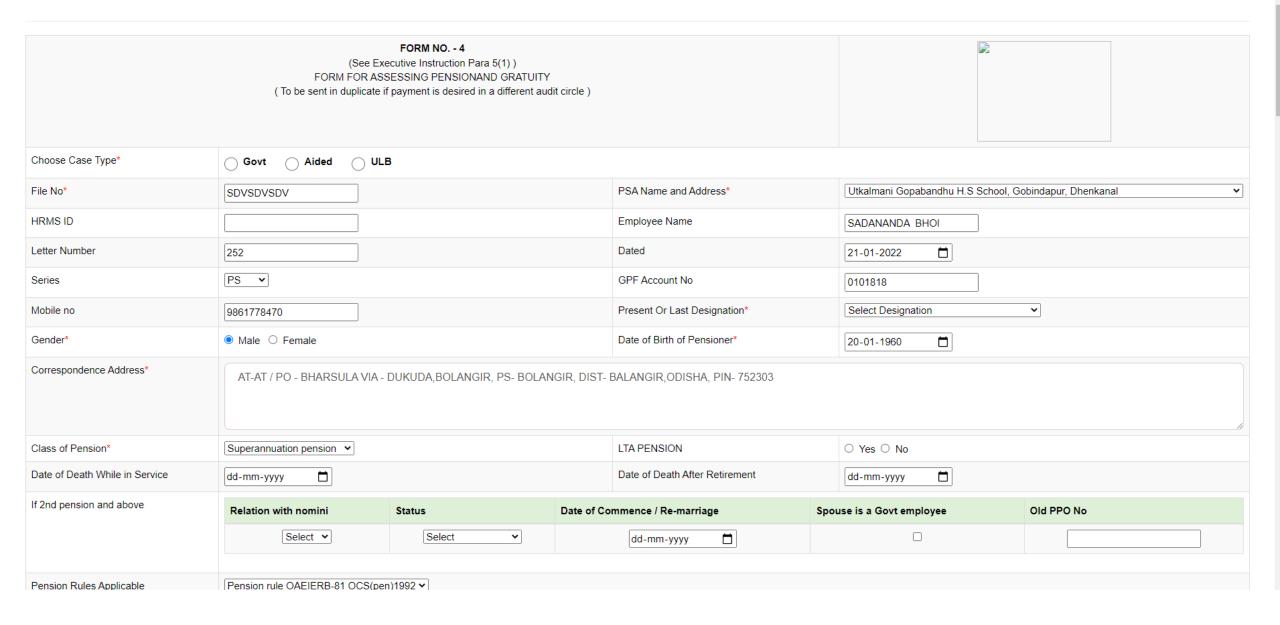
### **Controller of Accounts**



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

### **Controller of Accounts**

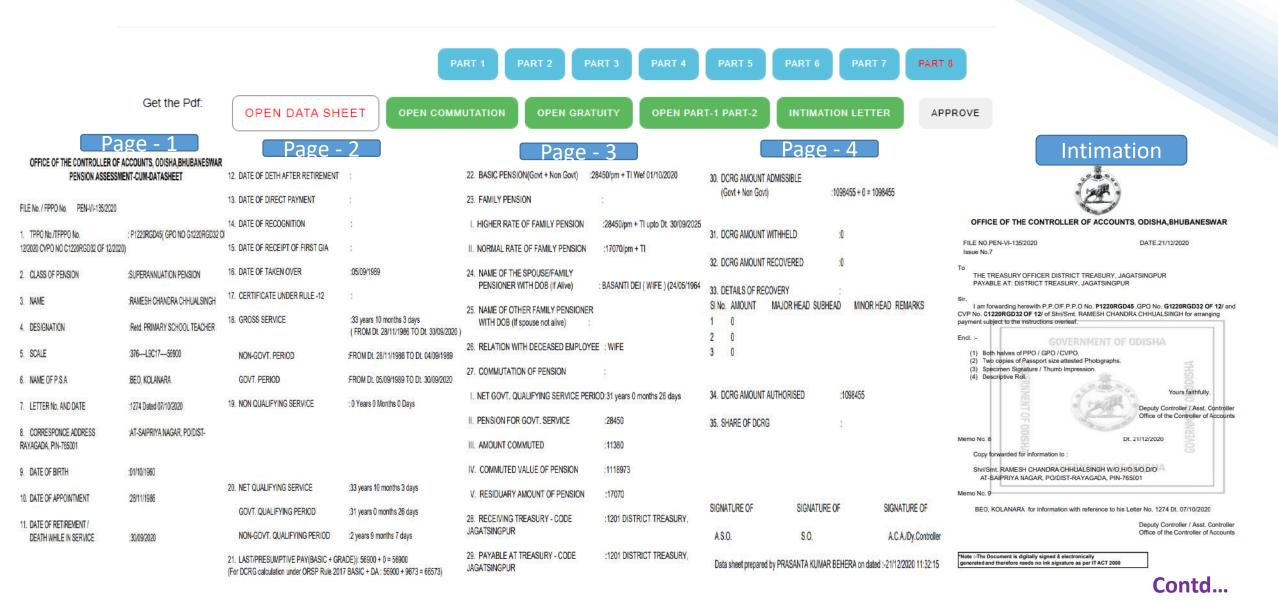
#### Pension Section



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

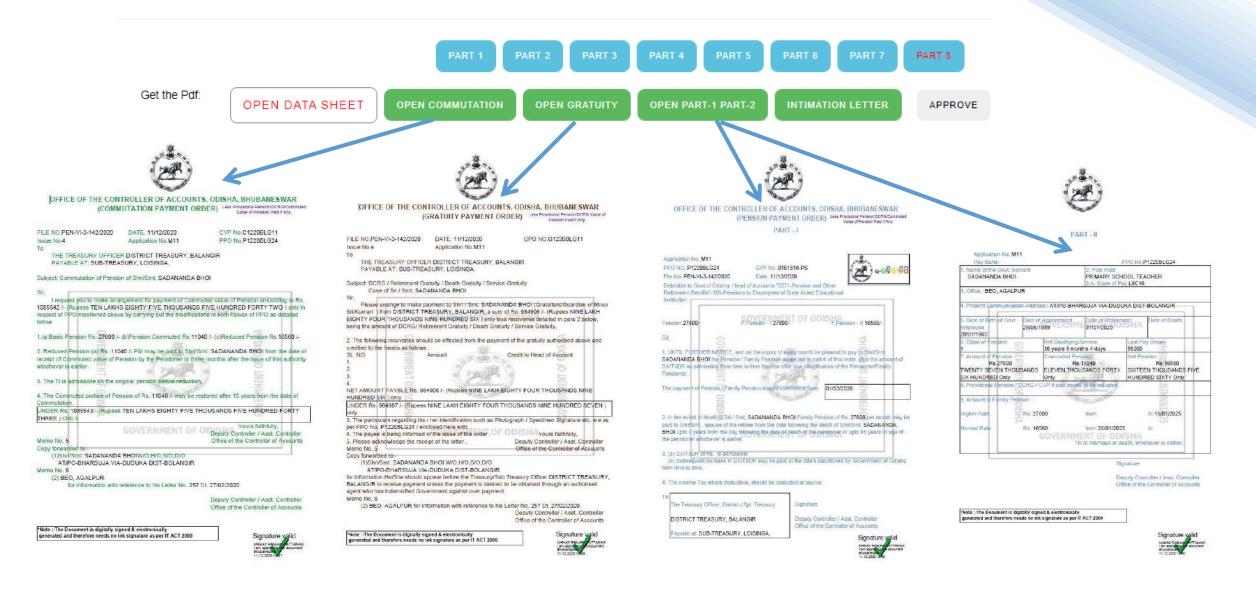
### Pension Section

## 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

Declaration Details Block

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 PPO/CPO/GPO Approve Download XML File Datasheet Back To Task List Refresh Task

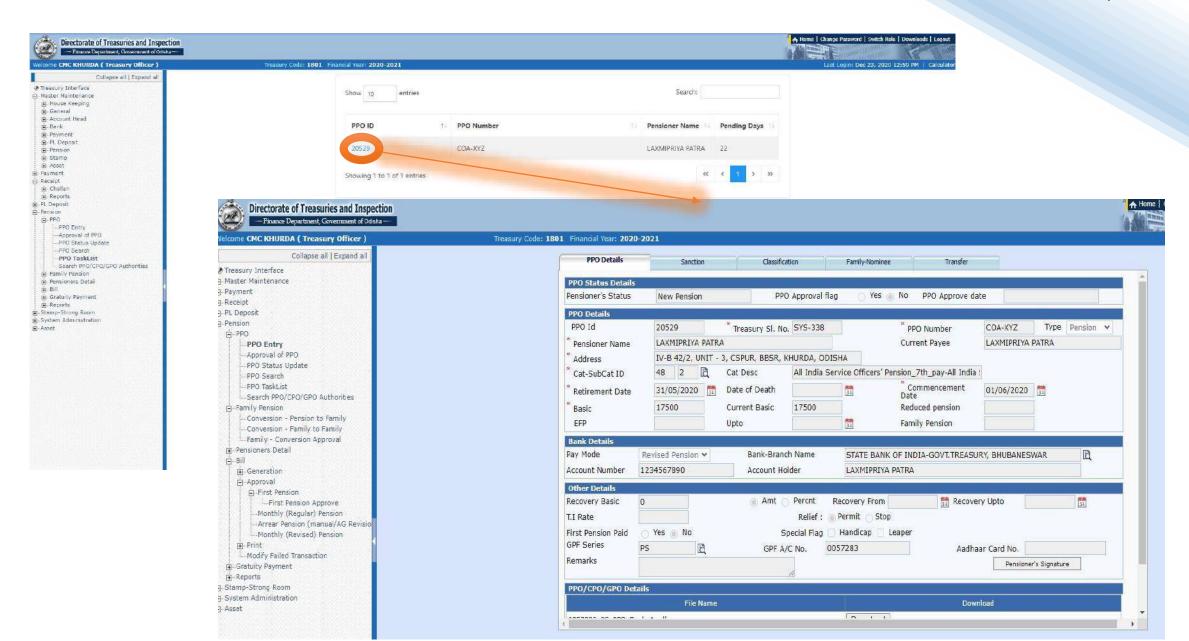
Supporting Document Attachments

Uploaded	File Number	Document Name			
1	1.	PPO Book 1			
Х	2.	PPO Book 2			
Х	3.	CPO Book			
Х	4.	GPO Book 1			
Х	5.	GPO Book 2			
Х	6.	GPO Book 3			
7.		GPO Book 4			
X 8		GPO Book 5			
X	9.	GPO Book 6			

Back To Task

### **Treasury Portal**

### Controller of Accounts, Odisha





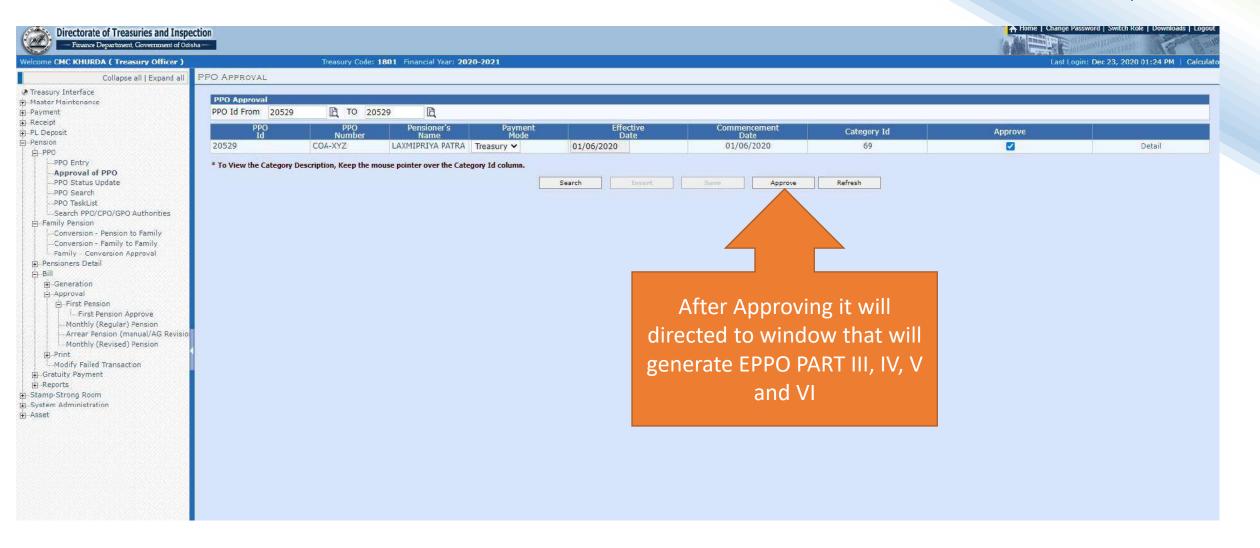
## Controller of Accounts, Odisha

nne CMC KHURDA ( Treasury Officer )	Treasury Code: 1801   Financial Year: 2020-2021
Collapse ell   Expand ell   Treasury Interface Master Maintenance Payment Receipt PL Deposit Pension PPO Entry Approval of PPO PPO Status Updete PPO Search PPO Tosklust Search PPO(CPO/SPO Authorities Family Pension Conversion - Pension to Family Conversion - Approval Pensioners Detail Bill Generation Approval Diffirst Pension Lifers Pension Approve Monthly (Regular) Pension Monthly (Regular) Pension Final Pinal Pension Pensioners Stamp-Strong Room System Administration Asset	PPO Details  Sanction  Classification  Family-Rominee  Transfer  PPO Id  20529  Treasury SI. No. SYS-338  PPO Number  COA-XYZ  Type Pension V  Corrent Payee  LAXMIPRIVA PATRA  LAXMIPRIVA PATRA  LAXMIPRIVA PATRA  Current Payee  LAXMIPRIVA PATRA  ** Address  IV-8 42/2, UNIT - 3, CSPUR, BBSR, KHURDA, ODISHA  ** Cat-SubCat ID  48  2
	Account Number 1234567890 Account Holder LAXMIPRIYA PATRA  Other Octails  Recovery Basic 0 Amt Percnt Recovery From Recovery Upto  T.I Rate Relief: Permit Stop  First Pension Pald Yes No Special Flag Handicap Leaper  GPF Series PS GPF A/C No. 0057283 Aadhaar Card No.  Remarks  Pensioner's Signature  PPO/CPO/GPO Details
	File Name         Download           0057283_PS_PPO_Book_1.pdf         Download           0057283_PS_CPO_Book.pdf         Download
	After Saving this task will appear in next window

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.

### Controller of Accounts, Odisha



### **E PPO Generation**

### Controller of Accounts, Odisha

