



System for Accounting and Management of Pension

IACS Oracle Up-gradation – Pension

User Manual

Version: 1.0

ORACLE®

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1. Introduction of system:

System for Accounting and Management of Pension is brand Name for Comprehensive Pension Management System (CPMS), System for Pension Processing, Pension Master, Family pension master, Pension Arrear payment, generation of reports and Pensioner Benefits to Pensioners of Department of IACS. It has been designed with the following objectives:

- Retirement process is easy for this system only put some data.
- Easily calculated basic pension and also family pension.
- Reducing delays in disbursement of pension and arrears of pension.
- Pension recovery is also easy process in this system.
- We generate report by this system.
- Improving the quality of service through consistent and standardized work programs.

2. Rules of Basic pension module:

- Pensioner age is 60.
- Professor pension start age is 62.
- All pensioner is also member of GPF.(it is mandatory)
- Pensioner is eligible for pension when job periods are more than 10 years.
- PPO Number /FPPO Number will be provided
- Basic pension difference of 6cpc basic pension and 7cpc basic pension of 70%.
- Dearness Relief depends on Basic pension
- Commutation of Pension up to 40% of last basic pay
- Commutation value recovered up to 15 years/month (75 years/77 years).
- Additional basic pension is added in the age of 80 to 100 years.
- The amount of pension is 50% of the emoluments or average emoluments, whichever is beneficial.
- The family pension would end once the parents passed away and none of the children qualified for the pension on account of the son or daughter being married or them being above 25 years of age.

3. Logic:

Calculation of DR = Basic pension of 6cpc*6cpc DR rate

Total pension of 6cpc= ((Basic pension + DR)/2) - Commutation Recovery

Calculation of DR = Basic pension of 7cpc*7cpc DR rate

Total pension of 7cpc= ((Basic pension + DR)/2) - Commutation Recovery

Difference of CPC= (Total pension of 7cpc- Total pension of 6cpc)

4. Logging into Oracle EBS System:

Users have to take following steps in order to login in to Oracle EBS System.

- Enter URL <http://ebsprodapp.iacs.res.in:8035> to go to login screen.
- Enter user name.
- Enter password.
- Click on login button.

5. Assumption:

1. Employees are retired before generating Pension/Family pension data.
2. Family pension data starts only after demise of the pensioner.

6. Functional specification:

Custom programs to capture various masters, pension, family pension, arrears & corresponding accounting.

Process Information:-

Process Step	Description	Inputs	Processing Logic	Outputs
1.0	Pension Criteria	Customized screen	Data input(Master data)	Pension criteria Master for Pension/Family pension
2.0	Pensioner age percentage	Customized screen	Data input(Master data)	To hold pension percentage based on pensioner age
3.0	Calendar Master	Customized screen	Data input(Master data)	Pension month details
4.0	Pension DR rate master	Customized screen	Data input(Master data)	DR rate details
5.0	Pensioner Basic pay master	Customized screen	Data input(Pension master)	To hold basic salary
6.0	Bank master	Customized screen	Data input(Pension master)	To hold bank detail
7.0	Pension Master	Customized screen	Data input(Pension master)	To hold Pension master information, commutation information(along with interface to EBS)
8.0	Family Pension Master	Customized screen	Data input(Family Pension master)	To hold Family Pension master information

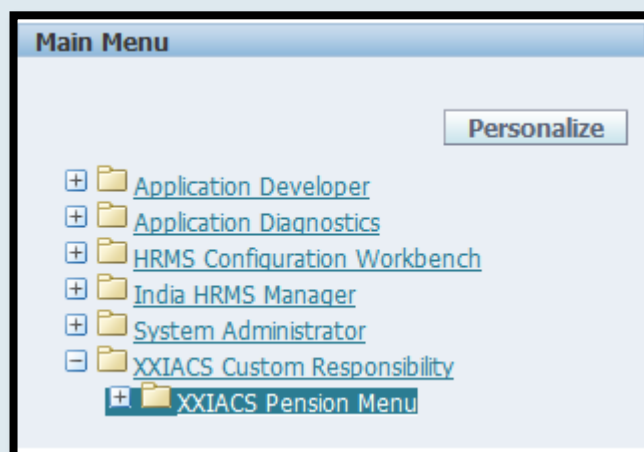
9.0	Pension arrear	Custom Form /Process	Manual/Automatic process	Arrear generation
10.0	Pension Challan Entry	Custom Form /Process	Manual/Automatic process	Quarterly /yearly TDS data generated

7. Describe Process of Pension module:

- After end employment (GPF Member), automatically employee number show in pensionmodule.
- DA also comes from HRMS system, when change DA in HRMS system, automatically DA changes in pension module.

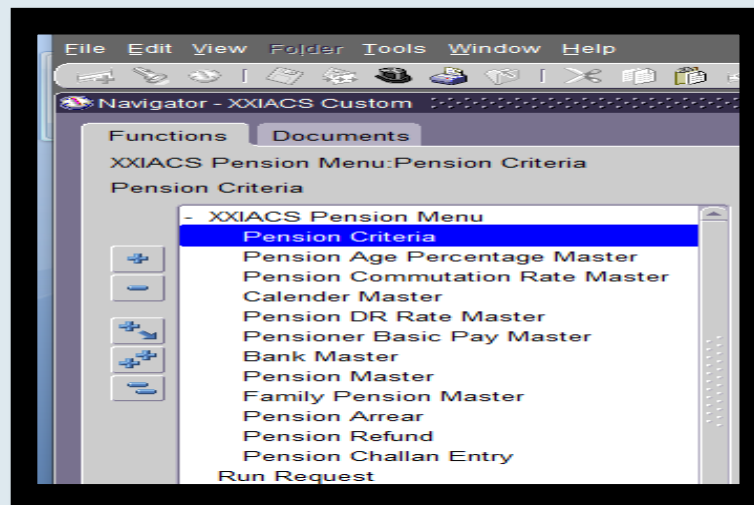
Another process of system for entry all data in Pension module:

- **Navigation:** Click on **XXIACS Custom Responsibility>XXIACS Pension menu**>after which one is require this item choose and press two times.





- Select **Pension criteria**.



Pension criteria: This is the master form of system here all logic is shown.

Pensioner							Family Pensioner							Other				
Basic pension of Last Pay Percent(%)	Maximum Limit	Minimum Limit	Full (Yrs)	Restoration of Pension		Pensioner Type	Normal Rate of Last Pay Percent(%)	Seven CPC Maximum Limit	Seven CPC Minimum Limit	Six CPC Pension Maximum Limit	Six CPC Pension Minimum Limit	Six CPC Family Pension Maximum Limit	Six CPC Family Pension Minimum Limit	Enhance (Yrs)	Six CPC DR	Pension Calc Regular %	Pension Calc Professor %	Start Date
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	221	70	70	01-JAN-2023
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	203	70	70	01-JAN-2022
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	230	70	70	01-JUL-2023
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	231	70	70	01-JAN-2024
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	232	70	70	01-FEB-2024
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	196	70	70	01-JUL-2019
50	125000	9000	10	75	77	60	30	125000	9000	75000	3500	45000	3500	67	212	70	70	01-JUL-2022

- Left side Pensioner details and right side family pension details.
- Enhance (Yrs) change 67yrs.
- Select new option and enter all details and put start date and after month end you put end date and also put all details for next month.

Pension age percentage: After 79yrs this screen percentage is needed. Here percentage changes after 5yrs.

Age	Percentage (%)	Effective Date	End Date
80	120	01-JUL-2019	
85	130	01-JUL-2019	
90	140	01-JUL-2019	
95	150	01-JUL-2019	
100	200	01-JUL-2019	

Calendar Master: Month status is shown here.

- 1) Open-Monthly pension open
- 2) Close-month end

The screenshot shows the 'Calendar Master' application window. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Folder', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a 'Ledger Name' field, an 'Accounting Period' section with 'Last Open Period' set to 'APR-24-25' and an 'Open Period' button, and an 'Accounting Year' section with 'Latest Open' set to '2024' and an 'Open Next Year' button. Below these sections is a 'Calendar Details' table.

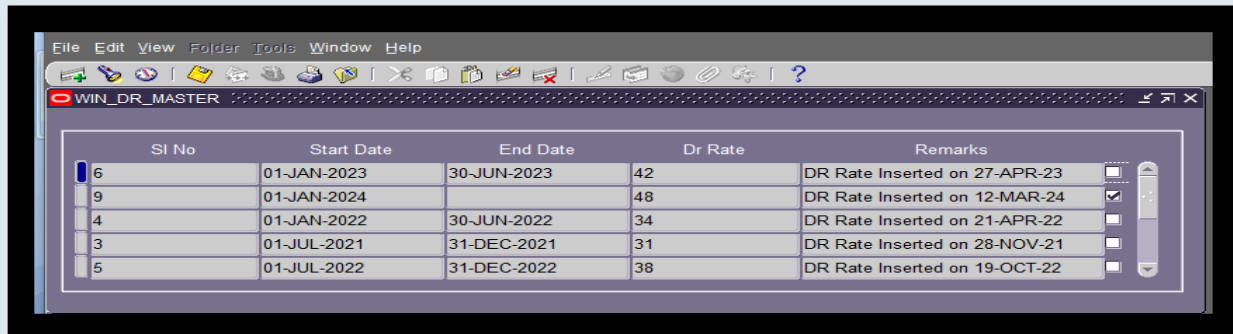
Status	Period	Period Year	Period Num	Pay Cycle	Start Date	End Date	NO Of Days	Calendar Year	Financial Year	PF Month	PF Year
CLOSE	MAR-24-25	2024	1	1	01-MAR-2024	31-MAR-2024	31	2024	2024		2024
OPEN	APR-24-25	2024	2	2	01-APR-2024	30-APR-2024	30	2024	2024		2024
FUTURE	MAY-24-25	2024	3	3	01-MAY-2024	31-MAY-2024	31	2024	2024		2024
FUTURE	JUN-24-25	2024	4	4	01-JUN-2024	30-JUN-2024	30	2024	2024		2024
FUTURE	JUL-24-25	2024	5	5	01-JUL-2024	31-JUL-2024	31	2024	2024		2024
FUTURE	AUG-24-25	2024	6	6	01-AUG-2024	31-AUG-2024	31	2024	2024		2024
FUTURE	SEP-24-25	2024	7	7	01-SEP-2024	30-SEP-2024	30	2024	2024		2024
FUTURE	OCT-24-25	2024	8	8	01-OCT-2024	31-OCT-2024	31	2024	2024		2024
FUTURE	NOV-24-25	2024	9	9	01-NOV-2024	30-NOV-2024	30	2024	2024		2024
FUTURE	DEC-24-25	2024	10	10	01-DEC-2024	31-DEC-2024	31	2024	2024		2024
FUTURE	JAN-24-25	2024	11	11	01-JAN-2025	31-JAN-2025	31	2025	2025		2025
FUTURE	FEB-24-25	2024	12	12	01-FEB-2025	28-FEB-2025	28	2025	2025		2025

This screenshot shows the same 'Calendar Master' application window, but with a search dialog box open on the right side. The dialog box has a 'Find %' field and a table listing search results.

Status	Status Code
CLOSE	4
OPEN	1

At the bottom of the dialog box are buttons for 'Find', 'OK', and 'Cancel'. The main application window remains visible in the background, showing the same 'Calendar Details' table as in the previous screenshot.

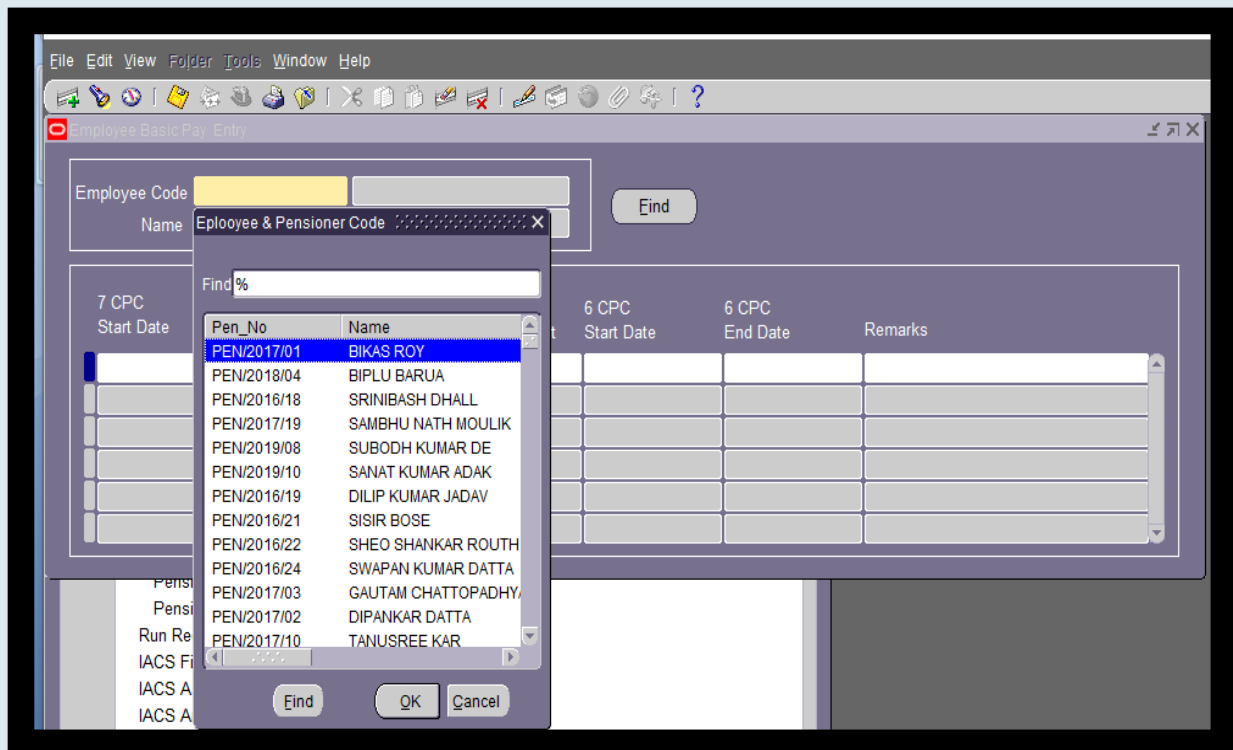
Pension DR Rate master: Present DR rate is shown here automatically when DR rate change in HRMS.



The screenshot shows a window titled 'WIN_DR_MASTER' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. Below the toolbar is a table with the following data:

SI No	Start Date	End Date	Dr Rate	Remarks
6	01-JAN-2023	30-JUN-2023	42	DR Rate Inserted on 27-APR-23
9	01-JAN-2024		48	DR Rate Inserted on 12-MAR-24
4	01-JAN-2022	30-JUN-2022	34	DR Rate Inserted on 21-APR-22
3	01-JUL-2021	31-DEC-2021	31	DR Rate Inserted on 28-NOV-21
5	01-JUL-2022	31-DEC-2022	38	DR Rate Inserted on 19-OCT-22

Pensioner Basic pay master : This screen is only for last basic salary of Pensioner. When change basic salary then enter end date and fill up new basic salary here.



The screenshot shows a window titled 'Employee Basic Pay Entry' with a menu bar (File, Edit, View, Folder, Tools, Window, Help) and a toolbar. The window contains several fields and a table. A search dialog is open, showing a list of pensioners.

Employee Code: [] Name: [] Find: []

7 CPC Start Date: []

6 CPC Start Date: [] 6 CPC End Date: [] Remarks: []

Search Dialog:

Pen_No	Name
PEN/2017/01	BIKAS ROY
PEN/2018/04	BIPLU BARUA
PEN/2016/18	SRINIBASH DHALL
PEN/2017/19	SAMBHU NATH MOULIK
PEN/2019/08	SUBODH KUMAR DE
PEN/2019/10	SANAT KUMAR ADAK
PEN/2016/19	DILIP KUMAR JADAV
PEN/2016/21	SISIR BOSE
PEN/2016/22	SHEO SHANKAR ROUTH
PEN/2016/24	SWAPAN KUMAR DATTA
PEN/2017/03	GAUTAM CHATTOPADHY
PEN/2017/02	DIPANKAR DATTA
PEN/2017/10	TANUSREE KAR

- Select **Employee code>automatically name generated>Find**
- Show last basic salary of pensioner.

7 CPC Start Date	7 CPC End Date	7 CPC Basic Amount	6 CPC Basic Amount	6 CPC Start Date	6 CPC End Date	Remarks
01-FEB-2017		71100	27610			Pension Holder Emp Code: IACS/EMP/85

Bank Master: This screen is for bank details. Here enter all bank details.

Name	Address	IFSC Code	MICR No
G.N.C.C,PANIHATI	G.N.C.C,PANIHATI	SBIN0016642	1
BALLYGANGE RLY.STATION	BALLYGANGE RLY.STATION	SBIN0003951	1
CHAMPAHATI	CHAMPAHATI	SBIN0010538	1
NEWTOWN TERMINUS BUILDING	NEWTOWN TERMINUS BUILDING	SBIN0014528	1
RAMNAGAR	RAMNAGAR	SBIN0012454	1

Pension Master (Include commutation calculation): Here all details are shown and also calculate pension amount and commutation value. Bank details and nominee details and also address is shown. This is the most important screen.

The screenshot displays the 'Pension Master' application window. It features a menu bar (File, Edit, View, Format, Tools, Window, Help) and a toolbar. The main area is divided into sections for 'Pension Details' and 'Other Details'.

Pension Details:

- Company PPO No: PEN/2017/01
- Emp Code: ACS/EMP/02
- Category: Regular
- Pensioner Name: [Blank]
- Gross Pension: 36359.58 (Total: 50579.58)
- Aadhar Number: [Blank]
- PAN Number: [Blank]
- PFMS Unique Code: VAWBPS00050921
- L.C. Submitted Date: [Blank]
- L.C. Next Due Date: [Blank]
- Date of Birth: 31-JAN-1957
- Joining Date: 22-DEC-1987
- Retirement Date: 31-JAN-2017
- EOL/WP Rendered: [Blank] Days
- Previous Service Rendered: [Blank] Days
- Present Service Rendered: 349.25 Year
- Total Service Rendered: 349.25 Year
- N.B.L. : Y=Year, M=Month, D=Day
- Pension Status: ACTIVE
- Pension Start Date: 01-FEB-2017
- STOP Date/Date of Death: [Blank]
- Pension Type: PENSION
- Remarks: [Blank]
- Next Slab Date and Age: 01-FEB-32, 75

Other Details:

- Commutation: [Checked]
- Bank Details: [Tab]
- Nominee Details: [Tab]
- Address: [Tab]

Commutation Table:

Sl No	Percentage	Amount/PM	Total Value	Start Date	End Date	Flag
1	40	5522	1398225	01-FEB-2017	01-FEB-2032	✓
2	40	8698		05-APR-2019	05-APR-2034	✓

- When **company PPO.no.** Put in this form then enter bank details, Nominee details and Address.
- When complete all data and save data then **PPO no. generated** automatically.
- **When PPO no. generated then adds commutation value and percentage and this commuted amount calculate automatically.**
- This screen is for a live pensioner.
- Also put commutation value date and percentage commutation value and automatically pension calculate system.
- Bank details and nominee details and address automatically generated.(when all details present in system)

Bank details filed

Pension Master

Pension Details

Company PPO No.

Emp Code

Category

Pensioner Name

Gross Pension

Aadhar Number

PAN Number

PFMS Unique Code

L.C. Submitted Date

L.C. Next Due Date

Date of Birth

Joining Date

Retirement Date

EO/LWP Rendered = Days

Previous Service Rendered = Days

Present Service Rendered = Year

Total Service Rendered = Year

N.B. 1=Year, M=Month, D=Day

Pension Status

Pension Start Date

STOP Date/Date of Death

Pension Type

Remarks

Next Slab Date and Age

Other Details

Commutation Bank Details Nominee Details Address

Bank Name	Bank Branch	Bank Acc no.	IFSC Code	Start Date	End Date
STATE BANK OF INDIA	JADAVPUR UNIVERSITY	36435506142	SBIN0000093	01-FEB-2017	☒
					☐
					☐
					☐

Nominee Details

Pension Master

Pension Details

Company PPO No.

Emp Code

Category

Pensioner Name

Gross Pension

Aadhar Number

PAN Number

PFMS Unique Code

L.C. Submitted Date

L.C. Next Due Date

Date of Birth

Joining Date

Retirement Date

EO/LWP Rendered = Days

Previous Service Rendered = Days

Present Service Rendered = Year

Total Service Rendered = Year

N.B. 1=Year, M=Month, D=Day

Pension Status

Pension Start Date

STOP Date/Date of Death

Pension Type

Remarks

Next Slab Date and Age

Other Details

Commutation Bank Details Nominee Details Address

Nominee Name	Relation	Date of Birth	Classification	Gender	Start Date	End Date	Earning Head
SIKHA ROY	SPOUSE	05-JAN-1962	SPOUSE	FEMALE			No ☒
							☐
							☐

Address Details Filed

Pension Details

Company PPO No:

Emp Code:

Category:

Pensioner Name:

Gross Pension:

Aadhar Number:

PAN Number:

PFMS Unique Code:

L.C. Submitted Date:

L.C. Next Due Date:

Date of Birth:

Joining Date:

Retirement Date:

EOL/WP Rendered: Days

Previous Service Rendered: Days

Present Service Rendered: Year

Total Service Rendered: Year

N.B. : Y=Year, M=Month, D=Day

Pension Status:

Pension Start Date:

STOP Date/Date of Death:

Pension Type:

Remarks:

Next Slab Date and Age:

Other Details

Address

Present Address

Address1:

Address2:

Address3:

City & PIN:

District:

State:

Country:

Phone Number:

Permanent Address

Address1:

Address2:

Address3:

City & PIN:

District:

State:

Country:

Phone Number:

- This screen is also used for death pensioner also.
- Put death date on **Stop dead/date of death**.
- Family pension select automatically.
- **Save data.**

Commutation Details

Pension Details

Company PPO No:

Emp Code:

Category:

Pensioner Name:

Gross Pension:

Aadhar Number:

PAN Number:

PFMS Unique Code:

L.C. Submitted Date:

L.C. Next Due Date:

Date of Birth:

Joining Date:

Retirement Date:

EOL/WP Rendered: Days

Previous Service Rendered: Days

Present Service Rendered: Year

Total Service Rendered: Year

N.B. : Y=Year, M=Month, D=Day

Pension Status:

Pension Start Date:

STOP Date/Date of Death:

Pension Type:

Remarks:

Next Slab Date and Age:

Other Details

Commutation

☒ Commutation

Sl No	Percentage	Amount/PM	Total Value	Start Date	End Date	Flag
1	40	5522	1396225	01-FEB-2017	01-FEB-2032	☒
2	40	8698		05-APR-2019	05-APR-2034	☒
						☐
						☐

Family Pension Master: Family pension is calculated in this screen. Bank details and address is shown here. Here all details put correctly then FPPO no. is generated. (This screen is applicable when pensioner is no more)

Also any pensioner is dead in service period automatically family pensioner details show in this form and add bank details and address.

Family Pension Master

Pension Reference

Ref. PPO No. DMMY/PPQ/13 Ref. Emp Name

Ref. Emp Code ACSEMP/233 Ref. Gross Pension

Ref. Commutation(%) Ref. Commutation Amount Ref. Total Service Rendered 30

Nominee Details

Nominee Name Classification SPOUSE [Active] ☒

Nominee DOB 01-JAN-1937

Gender FEMALE

Relation SPOUSE

Family Pension

Auto Start date 30-OCT-1987 Process Date 30-OCT-1987 End Date

Bank Details **Address Details**

Bank Name	Bank Acc. No.	Bank Branch	IFSC Code	Start Date	End Date
STATE BANK OF INDIA	32226124592	JADAVPUR UNIVERSITY	SBIN0000093	30-OCT-1987	☒
					☐
					☐
					☐
					☐

Family Pension Details

CFPPQ NO.

Gross Family Pension 16653.996

PAN Number

Aadhar Number

PFMS Unique Code VAWBPS00050843

Next Slab Date 30-JUN-2026 Age 90

Required DOC Submitted ☐ Yes / No

Pension Arrear: Arrear is calculated here.

- Select Month Period and Arrear Type then press Execute automatically Basic and DR Arrear generated when any change is occurred.
- Also adjustment can be done here and few data adjust manually also.

[illegible]

Monthly Pension generation:

Navigation: View> Request> submit a new request> ok>select report>select month and pensioner number>No>Find>Refresh>report generated

Report Name:

Path	Report Name
XXIACS Custom -> View -> Request	IACS - Monthly Pension Transaction Report
XXIACS Custom -> View -> Request	IACS - Pension Process
XXIACS Custom -> View -> Request	IACS - Pension Slip
XXIACS Custom -> View -> Request	IACS Annexure-II Report
XXIACS Custom -> View -> Request	IACS Beneficiary Bulk E-Payment Report
XXIACS Custom -> View -> Request	IACS Beneficiary Bulk E-Payment Report (Excel)
XXIACS Custom -> View -> Request	IACS Beneficiary List Report
XXIACS Custom -> View -> Request	IACS Pension 24Q Return
XXIACS Custom -> View -> Request	IACS Vendor List Report
XXIACS Custom -> View -> Request	IACS-Pension Bank Transfer Report
XXIACS Custom -> View -> Request	IACS-Pension Details Report
XXIACS Custom -> View -> Request	IACS-Pension Income Tax Report
XXIACS Custom -> View -> Request	IACS-Pension Life Certificate Report

Process name:

- **IACS Pension Open Year**
- **IACS Pension Open Period**
- **IACS-Pension Process**
- **IACS - DR Change(Update 6 cpc) Request**
- **IACS - DR Change(Update Stg) Request**

-----END-----

