

**EXIT MANAGEMENT  
RETIREMENT ON SUPERANNUATION**

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**DEPARTMENT OF  
POSTS**

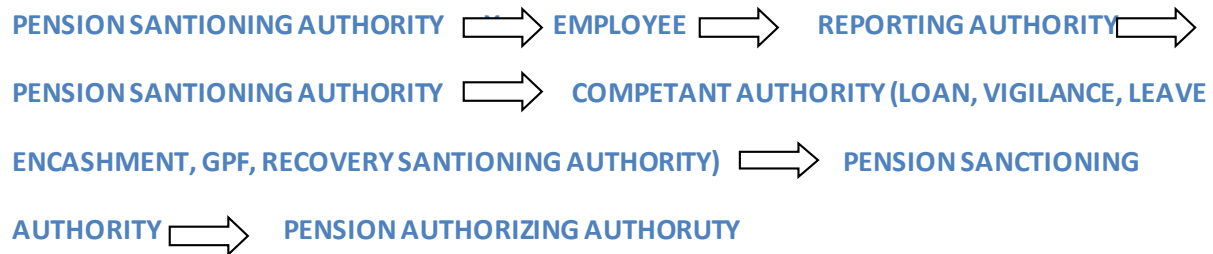
Ministry of Communications & IT,  
Government of India

## Retirement on Superannuation

Retirement on Superannuation will be initiated by Pension Sanctioning authority (PSA). Before initiating below are the mandatory relationship that need to be maintained for the post of employee on superannuation retirement.

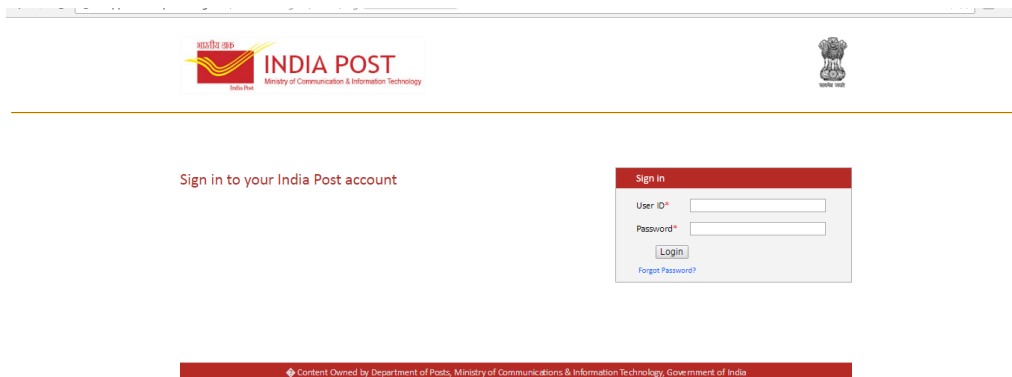
EMP	A911	RA
EMP	A953	PSA
EMP	A954	PAA

### Workflow of Retirement on Superannuation



## Retirement on Superannuation

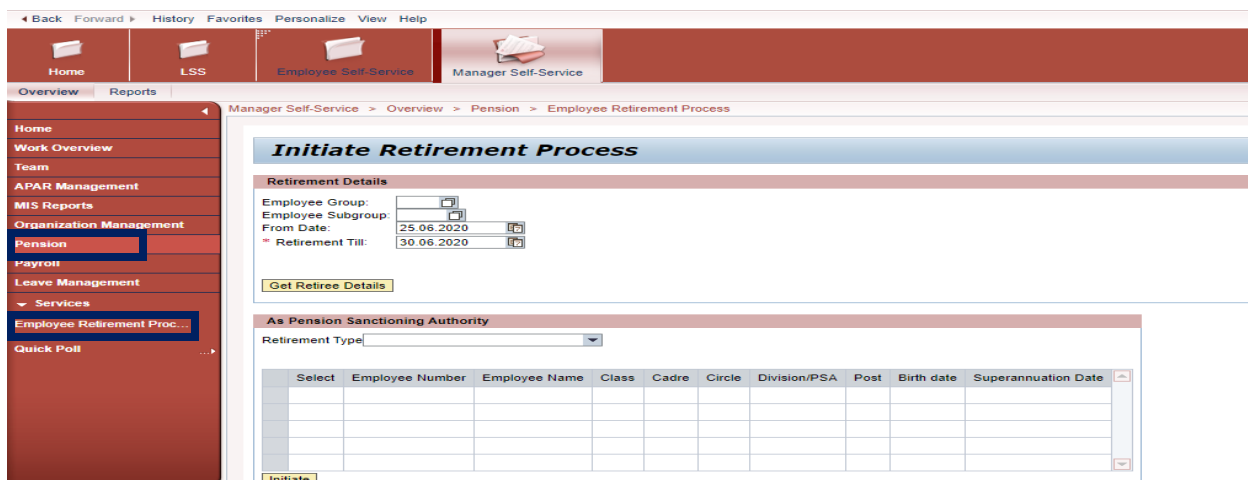
The Pension sanctioning Authority logs into the Enterprise Portal. Provide User Id and Password and Log On.



Click on the Manager self-service tab.

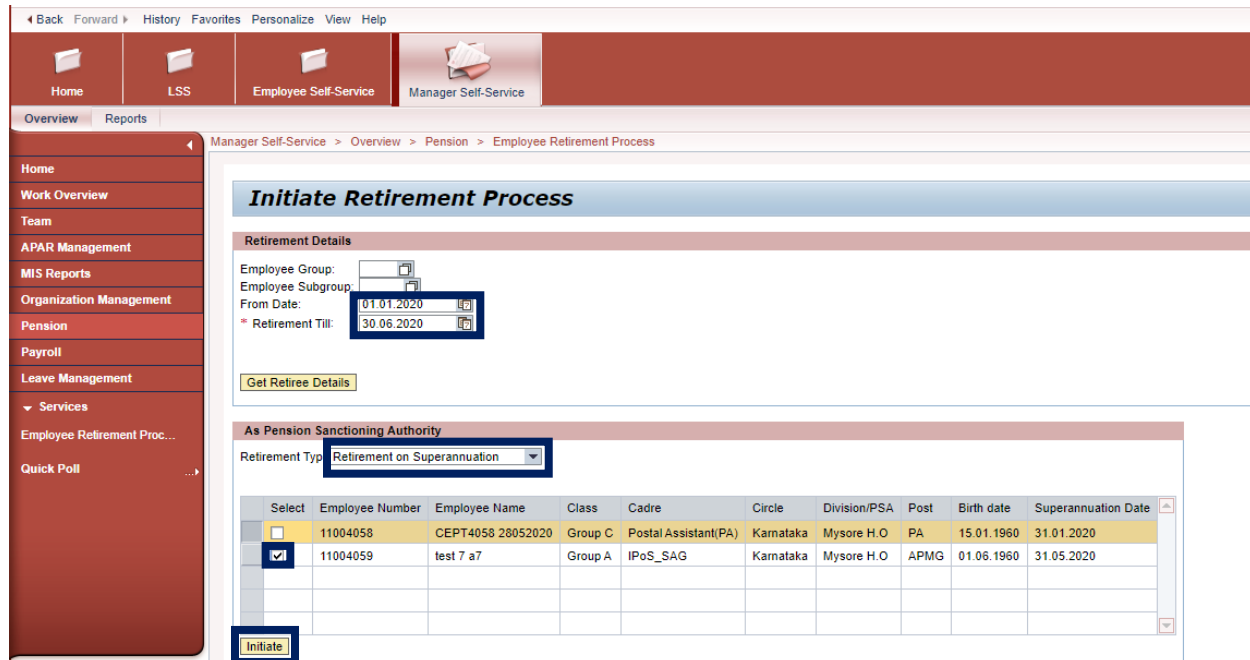


Click on the "Pension" link then click on the "Employee Retirement Process" link.



## Retirement on Superannuation

View Initiate Retirement Process application. Provide “From Date” and “Retirement Till” date. For example if one wants to see employees getting retire on superannuation on/ before 30<sup>th</sup> June 2020. Enter 30.06.2020. After date is entered click on “Get Retiree Details” button to get details. Click check box to select the employees for whom superannuation is to be processed. Select “Retirement on Superannuation” from Retirement Type drop down. Click on “Initiate” button.



Manager Self-Service > Overview > Pension > Employee Retirement Process

### Initiate Retirement Process

**Retirement Details**

Employee Group:   
 Employee Subgroup:   
 From Date: 01.01.2020  
 \* Retirement Till: 30.06.2020

[Get Retiree Details](#)

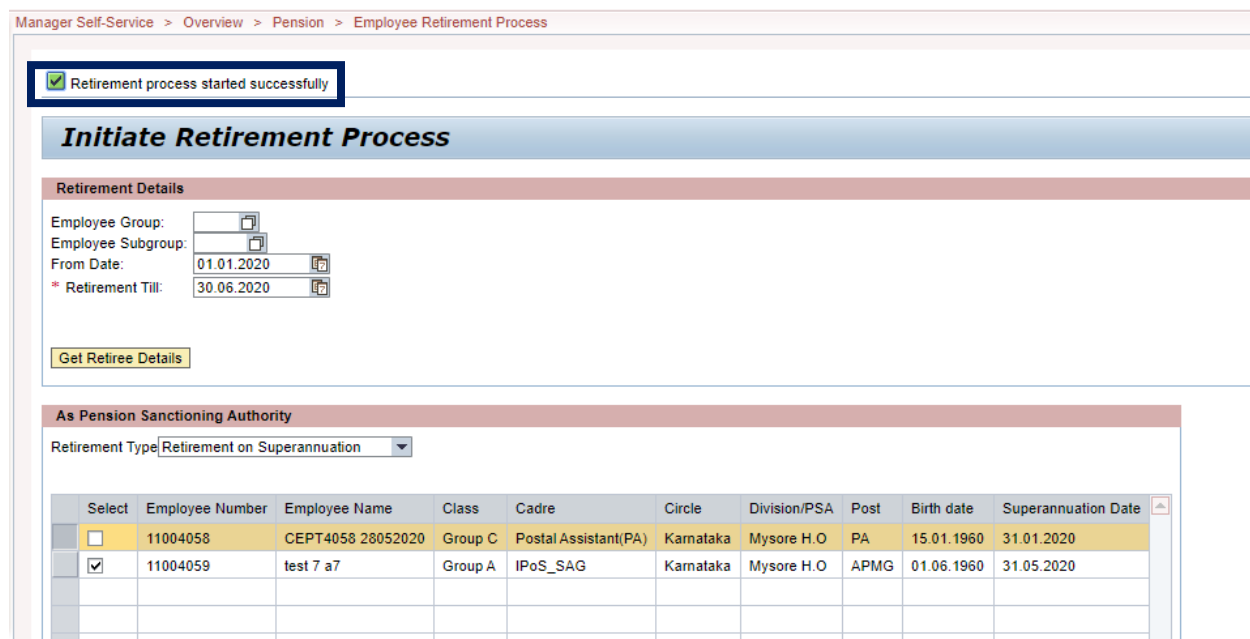
**As Pension Sanctioning Authority**

Retirement Type: Retirement on Superannuation

Select	Employee Number	Employee Name	Class	Cadre	Circle	Division/PSA	Post	Birth date	Superannuation Date
<input type="checkbox"/>	11004058	CEPT4058 28052020	Group C	Postal Assistant(PA)	Karnataka	Mysore H.O	PA	15.01.1960	31.01.2020
<input checked="" type="checkbox"/>	11004059	test 7 a7	Group A	IPoS_SAG	Karnataka	Mysore H.O	APMG	01.06.1960	31.05.2020

[Initiate](#)

View the message “Retirement process started successfully”. This will create a task to the employee which will be available in universal worklist.



Manager Self-Service > Overview > Pension > Employee Retirement Process

Retirement process started successfully

### Initiate Retirement Process

**Retirement Details**

Employee Group:   
 Employee Subgroup:   
 From Date: 01.01.2020  
 \* Retirement Till: 30.06.2020

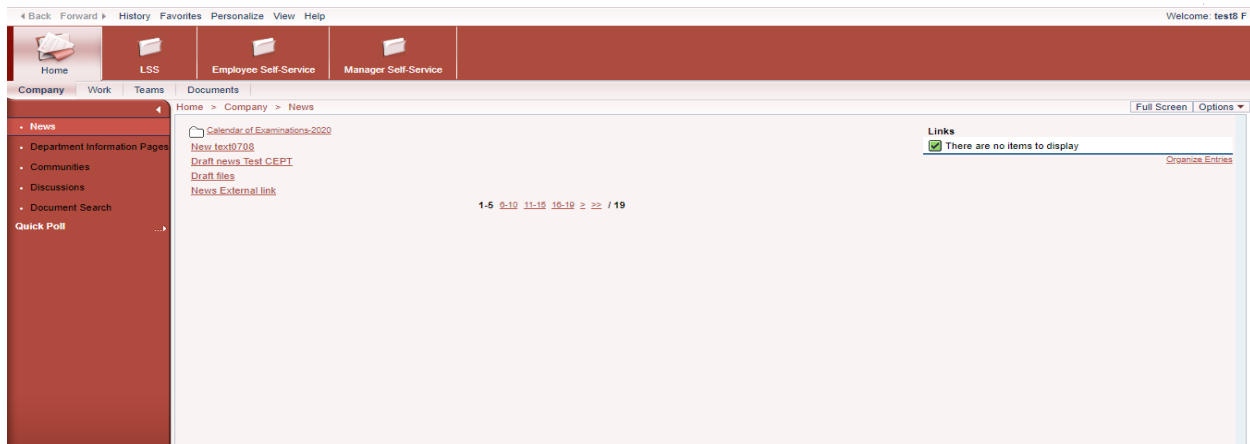
[Get Retiree Details](#)

**As Pension Sanctioning Authority**

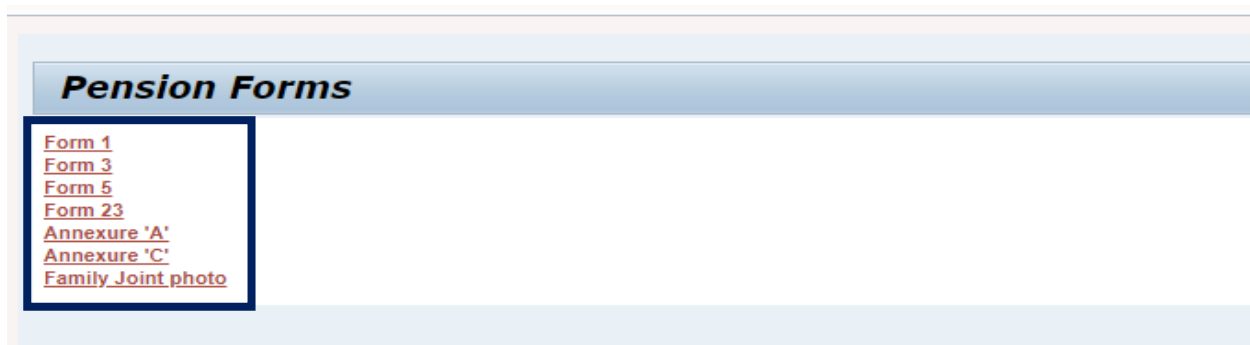
Retirement Type: Retirement on Superannuation

Select	Employee Number	Employee Name	Class	Cadre	Circle	Division/PSA	Post	Birth date	Superannuation Date
<input type="checkbox"/>	11004058	CEPT4058 28052020	Group C	Postal Assistant(PA)	Karnataka	Mysore H.O	PA	15.01.1960	31.01.2020
<input checked="" type="checkbox"/>	11004059	test 7 a7	Group A	IPoS_SAG	Karnataka	Mysore H.O	APMG	01.06.1960	31.05.2020

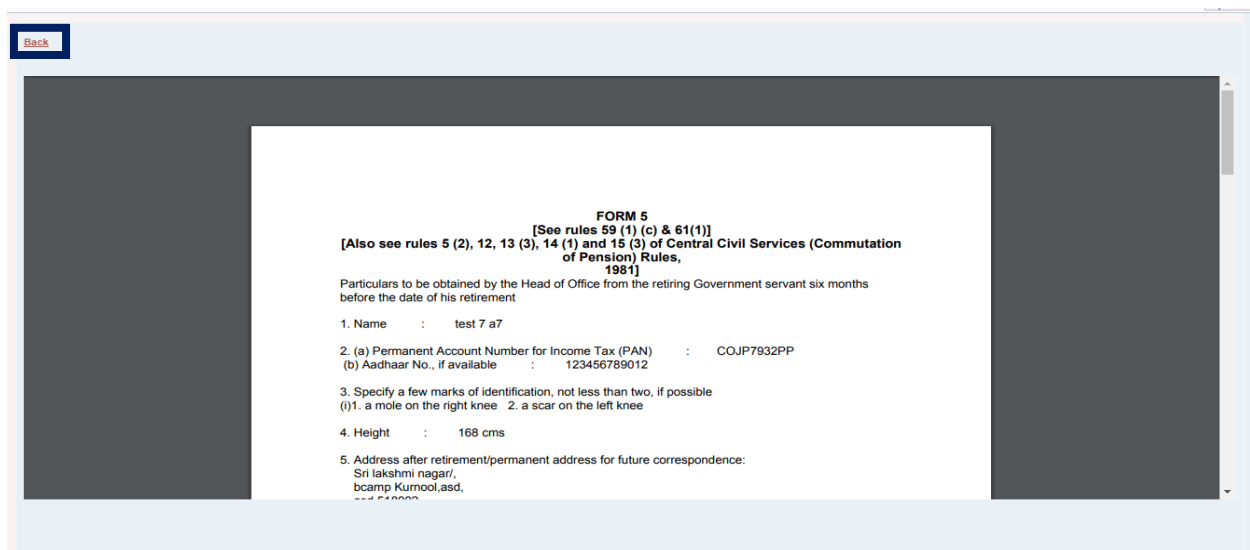
The Employee logs into the Enterprise Portal.



Employee can download their Pension Forms using path “Employee Self Service -> Employee payments -> Pension Forms”. Click “Pension Forms” link to view different forms available. Click on any form link to open it.



Click on “Back” button to go back to the previous screen. “Form 5” and “Family Joint Photo” are mandatorily downloaded and submitted to the RA duly filled in the required fields.



## Retirement on Superannuation

Employee will click on Home → work → Universal Worklist. Click on “Refresh” button. Click “Retirement kit has been initiated”. Click on the link to open the request.

The screenshot shows the 'Universal Worklist' interface. The top navigation bar includes 'Home', 'LSS', 'Employee Self-Service', and 'Manager Self-Service'. The 'Work' tab is selected. The main content area displays a table of tasks. The first task, 'Retirement kit has been initiated', is highlighted. Below the table, a detailed view of the selected task is shown.

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Retirement kit has been initiated</a>	C, test4	Today	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	Jun 21, 2020	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	Jun 11, 2020	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	Jun 10, 2020	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	Jun 9, 2020	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	May 22, 2020	Medium		New
<a href="#">Retirement kit has been initiated</a>	C, test4	May 18, 2020	Medium		New

**Retirement kit has been initiated**  
 Sent Date: Today by C, test4      Priority: Medium  
 Status: New

View Employee Details like employee number, name, group, retirement type etc.

The screenshot shows the 'Application for Retirement' form. It includes sections for 'Existing Request List & Status', 'Employee Details', and 'Required Details'. The 'Employee Details' section shows the following information:

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

The 'Required Details' section shows:

* Retirement Type	Retirement on Superannuation	Date of Retirement	31.05.2020
Class of Pension	Superannuation Pension	Rule	35
Medical Examination	Not Applicable		

A 'Submit' button is located at the bottom of the form.

## Retirement on Superannuation

Click "Other Retirement Details" tab. Select "Bank/Post Office(Cash)" from drop down of Pension.

Application for Retirement   **Other Retirement Details**   Apply for Commutation   GPF Final Withdrawal

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**Mode of Payment**

**Pension**

Pension:

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**Permanent Address**

1st Address Line: Sri lakshmi nagar  
2nd Address Line: bcamp Kurnool  
City: asd  
District: asd  
State: 01  
Pincode: 518002

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Fill all the required field.

Application for Retirement   **Other Retirement Details**   Apply for Commutation   GPF Final Withdrawal

---

**Mode of Payment**

**Pension**

Pension:

Bank:   Bengaluru G.P.O  
Account:   
IFSC Code:   
MICR Code:

---

**Permanent Address**

1st Address Line: Sri lakshmi nagar  
2nd Address Line: bcamp Kurnool  
City: asd  
District: asd  
State: 01  
Pincode: 518002

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## Retirement on Superannuation



Click "Apply for Commutation" tab. Provide Commutation Percentage in the input box, if any.

Application for Retirement	Other Retirement Details	<b>Apply for Commutation</b>	GPF Final Withdrawal		
<b>Employee Details</b>					
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		
<b>Submitted Retirement Details</b>					
Retirement Application Number	Date of Retirement	Retirement Type			
Rule	Medical Examination	Class of Pension			
Commutation Application Number					
<b>Required Details</b>					
Commutation Percentage	<input type="text" value="30"/>	Commutation Factor	8.194		

Click "GPF Final Withdrawal" tab, If joined before 01.04.2004 GPF amount will be coming.

Application for Retirement	Other Retirement Details	Apply for Commutation	<b>GPF Final Withdrawal</b>		
<b>Note</b>					
GPF is applicable for employee who joined before 01.01.2004					
<b>Employee Details</b>					
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		
<b>Submitted Retirement Details</b>					
Retirement Application Number	Date of Retirement	Retirement Type			
Rule	Medical Examination				
Commutation Application Number	GPF Application Number				
<b>GPF Account Details</b>					
GPF Account Number	123456789012	Amount	50,000.00		



## Retirement on Superannuation

Click "Application for Retirement" tab. After checking all the details click on "Submit" Button.

Application for Retirement
Other Retirement Details
Apply for Commutation
GPF Final Withdrawal

**Existing Request List & Status**

Request Number	Date
The table does not contain any data	

**Employee Details**

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

**Required Details**

* Retirement Type	Retirement on Superannuation	Date of Retirement	31.05.2020
Class of Pension	Superannuation Pension	Rule	35
Medical Examination	Not Applicable		

Submit

View the message "Request submitted successfully". This will create a task to the Reporting Authority and it will be available in universal worklist.

Request submitted successfully

Application for Retirement
Other Retirement Details
Apply for Commutation
GPF Final Withdrawal

**Existing Request List & Status**

Request Number	Date
1000037555	25.06.2020

**Employee Details**

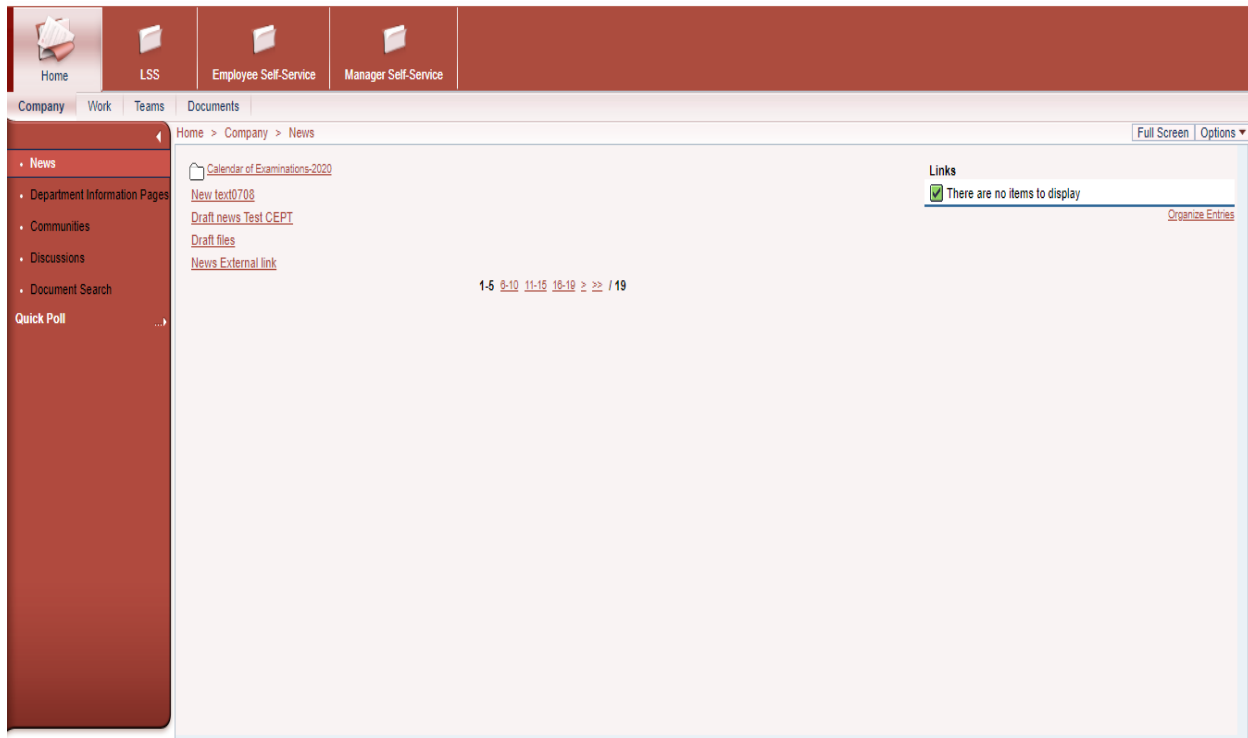
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

**Required Details**

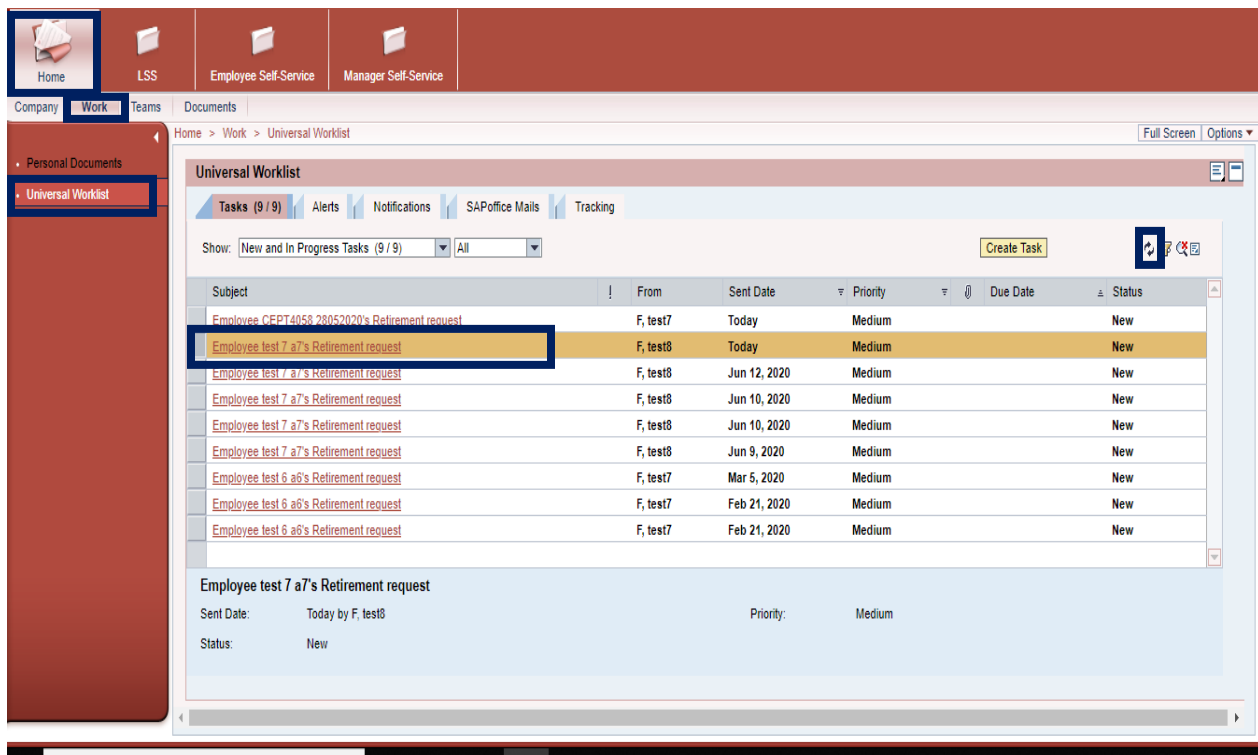
* Retirement Type	Retirement on Superannuation	Date of Retirement	31.05.2020
Class of Pension	Superannuation Pension	Rule	35
Medical Examination	Not Applicable		

## Retirement on Superannuation

The Reporting Authority logs into the Enterprise Portal.



Click on Home → work → Universal Worklist. Click “Refresh” button. Click Employee XXXXXX Retirement request.



## Retirement on Superannuation

Click "Application for Retirement" tab, view the details.

Application for Retirement						Other Retirement Details	Commutation	GPF Final Withdrawal	Recommendations
<b>Employee Details</b>									
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A				
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000				
Date of Birth	01.06.1960	Last Drawn Pay	25000.00						
<b>Required Details</b>									
Retirement Type	Retirement on Superannuation			Date of Retirement	31.05.2020				
Class of Pension	Superannuation Pension			Rule	35				
Medical Examination	Not Applicable								
<b>Forms Upload</b>									
Upload File	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> <input type="button" value="Upload"/>								

To upload forms submitted by employee first click on "Choose File" to select the file from local file after selecting document click on "Upload" button. After document uploaded successfully it will be displayed below table "Uploaded File List".

Application for Retirement						Other Retirement Details	Commutation	GPF Final Withdrawal	Recommendations
<b>Employee Details</b>									
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A				
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000				
Date of Birth	01.06.1960	Last Drawn Pay	25000.00						
<b>Required Details</b>									
Retirement Type	Retirement on Superannuation			Date of Retirement	31.05.2020				
Class of Pension	Superannuation Pension			Rule	35				
Medical Examination	Not Applicable								
<b>Forms Upload</b>									
Upload File	<input type="button" value="Choose File"/> <input type="text" value="Form3.pdf"/> <input type="button" value="Upload"/>								
<b>Files List</b>									
<b>Uploaded File List</b>									
File Name									
AC form.pdf									



## Retirement on Superannuation



Click "Other Retirement Details" tab, view the details

Application for Retirement	<b>Other Retirement Details</b>	Commutation	GPF Final Withdrawal	Recommendations
----------------------------	---------------------------------	-------------	----------------------	-----------------

<b>Mode Of Payment</b>	
Pension	BANK
Bank	POSBKA00050 Bengaluru G.P.O
Account	1231231231
IFSC Code	9999999999
MICR Code	123

<b>Permanent Address</b>	
1st Address Line	Sri lakshmi nagar
2nd Address Line	bcamp Kurnool
City	asd
District	asd
State	Andhra Pradesh
Pin Code	518002

Click "Commutation" tab, view the details

Application for Retirement	Other Retirement Details	<b>Commutation</b>	GPF Final Withdrawal	Recommendations
----------------------------	--------------------------	--------------------	----------------------	-----------------

<b>Employee Details</b>					
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

<b>Submitted Retirement Details</b>					
Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number					

<b>Required Details</b>					
Commutation Percentage	30	Commutation Factor	8.194		

## Retirement on Superannuation

Click "Recommendation" tab. Click "Pension Calculation Sheet" link this will redirect to a new window for processing.

Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

Pension Calculation Sheet

**Download attachments**

FileName	FileType

Download

\* Comments

Forward

Click "Execute" button.

Execute

**Selection Screen**

Employee Number

Commutation Percentage

**Selection Screen**

Retirement on Superannuation

Voluntary Retirement

Compulsory Retirement

Granted Percentage of Pension

Family Pension on death

FP Lost Employee

Date of Pensioner FIR

FP Lost Employee Pensioner

Date of FIR

Retirement Invalid Pension

Compassionate Pension

Compassionate Percentage

Absorption Pension

Extra-ordinary Pension


## Retirement on Superannuation

Verify the details of all amounts payable as part of pension/ retirement benefit. To view the pension calculation sheet in vertical pattern, double click on the first icon under “Employee Retirement Benefits”. Click “Recommend” button if calculations are correct.

Recommend

Retirement Application on :31.MAY.2020


**Employee Retirement Benefits**



Sequence number	Employee Number	Employee Name	Req Sub Da	Class of Pension	Date of Birth	Date of Joining	Retirement date	Pension Commencement
1000037555	11004059	test 7 a7	25.08.2020	Retirement on Superannuation	01.06.1960	01.01.2000	31.05.2020	01.06.2020

Click on Tick button.

**Information** ✕


Recommended successfully

✔
?

After that click on “Exit” button.

Exit

## Retirement on Superannuation

Come back to portal and write comment in “Comments” box after that click on “Forward” Button.

Application for Retirement | Other Retirement Details | Commutation | GPF Final Withdrawal | **Recommendations**

[Pension Calculation Sheet](#)

**Download attachments**

FileName	FileType

\* Comments

View the message “Submitted Successfully”. This will create a task to the “Pension Sanctioning Authority” and same will be available in Universal Worklist.

Submitted successfully

Application for Retirement | Other Retirement Details | Commutation | GPF Final Withdrawal | **Recommendations**

[Pension Calculation Sheet](#)

**Download attachments**

FileName	FileType

Comments

## Retirement on Superannuation

The Pension Sanctioning Authority logs into the Enterprise Portal. Click on Home → work → Universal Worklist. Click “Refresh” button. Click Employee XXXXXXX Retirement request.

**Universal Worklist**

Tasks (8 / 8) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (8 / 8) All Create Task

Subject	From	Sent Date	Priority	Due Date	Status
Employee test 7 a7's Retirement request	F, test8	Today	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Today	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 15, 2020	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 10, 2020	Medium		New
Employee test 7 a7's Retirement request	F, test8	Jun 9, 2020	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 3, 2020	Medium		New
Employee test 7 a7's Retirement request	F, test8	May 18, 2020	Medium		New
Employee test 6 a6's Retirement request	F, test7	Feb 13, 2020	Medium		New

**Employee test 7 a7's Retirement request**

Sent Date: Today by F, test8      Priority: Medium

Status: New

View all four tabs and check the data after that click on “Recommendations” tab, view the details . Forms can be downloaded by selecting file available in the “Download Attachments” list and clicking on “Download” button.

**Recommendations**

Application for Retirement Other Retirement Details Commutation GPF Final Withdrawal

**Download Attachments**

File Name	Mime Type

Download

**Loan**

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

**Approver Comments**

**PSA Previous Comments**

**PSA Comments**

Enter Employee ID: 00000000 Forward



## Retirement on Superannuation

There are five field such as “Loan, Recovery, Vigilance/Disc, Leave encashment and GPF” to get the reports from the concerned authorities. Enter comment in “PSA Comments” and enter Employee id in “Enter Employee Id” at Loan section after that click Forward button. After that message will be displayed “Loan Data forwarded successfully”. This will create a task to the competent authority and will be available in his universal work list.

✔ Loan Data forwarded successfully

Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

### Download Attachments

File Name	Mime Type

Download

### Loan

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

**Approver Comments**  
PSA Previous Comments

PLEASE CHECK FOR LOAN RECORDS OF AN EMPLOYEE

PSA Comments

Enter Employee ID

Forward

Enter comment in “PSA Comments” and enter Employee id in “Enter Employee Id” at recovery section after that click Forward button. After that message will be displayed “Recovery Data forwarded successfully”. This will create a task to the competent authority and will be available in his universal work list.

✔ Recovery Data forwarded successfully

Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

### Download Attachments

File Name	Mime Type

Download

### Loan

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

## Retirement on Superannuation

Enter comment in “PSA Comments” and enter Employee id in “Enter Employee Id” at Vigilance /Disciplinary section after that click Forward button. After that message will be displayed “Vigilance/Disciplinary forwarded successfully”. This will create a task to the competent authority and will be available in his universal work list.

Vigilance/Disciplinary Data forwarded successfully

Application for Retirement | 
 Other Retirement Details | 
 Commutation | 
 GPF Final Withdrawal | 
 Recommendations

### Download Attachments

File Name	Mime Type

[Download](#)

### Loan

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

Enter comment in “PSA Comments” and enter Employee id in “Enter Employee Id” at Leave Encashment section after that click Forward button. After that message will be displayed “Leave Encashment forwarded successfully”. This will create a task to the competent authority and will be available in his universal work list.

Leave Encashment Data forwarded successfully

Application for Retirement | 
 Other Retirement Details | 
 Commutation | 
 GPF Final Withdrawal | 
 Recommendations

### Download Attachments

File Name	Mime Type

[Download](#)

### Loan

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

## Retirement on Superannuation

Enter comment in “PSA Comments” and enter Employee id in “Enter Employee Id” at GPF Approval section after that click Forward button. After that message will be displayed “Data forwarded successfully”. This will create a task to the competent authority and will be available in his universal work list.

Data forwarded successfully

Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

**Download Attachments**

File Name	Mime Type

**Loan**

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

The Competent Authority logs into the Enterprise Portal. Click on Home → work → Universal Worklist. Click “Refresh” button .Click Employee XXXXXX Retirement link from universal worklist task.

Home
LSS
Employee Self-Service
Manager Self-Service

Company
Work
Teams
Documents

Home > Work > Universal Worklist
Full Screen | Options

- Personal Documents
- Universal Worklist

**Universal Worklist**

Tasks (12 / 12)
Alerts
Notifications
SAPoffice Mails
Tracking

Show: New and In Progress Tasks (12 / 12) All

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Employee test 7 a7's Retirement</a>	C, test4	Today	Medium		New
<a href="#">Employee test 7 a7's Retirement</a>	C, test4	Today	Medium		New
<a href="#">Employee test 7 a7's Retirement</a>	C, test4	Today	Medium		New
<a href="#">Employee test 7 a7's Retirement</a>	C, test4	Today	Medium		New
<a href="#">Employee test 7 a7's Retirement request</a>	F, test8	Jun 12, 2020	Medium		New
<a href="#">Employee test 7 a7's Retirement request</a>	F, test8	Jun 10, 2020	Medium		New
<a href="#">Employee test 7 a7's Retirement request</a>	F, test8	Jun 10, 2020	Medium		New
<a href="#">Employee test 7 a7's Retirement request</a>	F, test8	Jun 9, 2020	Medium		New
<a href="#">Employee test 6 a6's Retirement request</a>	F, test7	Mar 5, 2020	Medium		New

**Employee test 7 a7's Retirement**

Sent Date: Today by C, test4
Priority: Medium

Status: New

DOP CONFIDENTIAL

TATA CONSULTANCY SERVICES



## Retirement on Superannuation

View Loan Details, if existing in PIS system will be shown here. Provide "Approver Remarks" in the input box. After that click on "Recommend" button.

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Pay Drawn	25000.00		

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**Submitted Retirement Details**

Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number	1000037555	GPF Application Number	1000037555		

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**Loan Details**

Name	Approval Date	Loan Amount Granted	Loan Amount Paid	Loan Balance	End of Loan

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**PSA Comments**

PSA Comments PLEASE CHECK FOR LOAN RECORDS OF AN EMPLOYEE

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**Approver Comments**

Approver Remarks

Message will be displayed after clicking on "Recommended" button "Request Recommended Successfully".

Request Recommended successfully

**Employee Details**

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Pay Drawn	25000.00		



## Retirement on Superannuation

View Recovery Details, if existing in PIS system will be shown here. Provide “Approver Remarks” in the input box. After that click on “Recommend” button.

### Employee Details

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

### Submitted Retirement Details

Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number	1000037555	GPF Application Number	1000037555		

### Recovery Details

Wage Type	Amount	Number / Unit	Date of Origin	Default Date	Assign Number	Reason for Change	Status
The table does not contain any data							

### PSA Comments

PSA Comments PLEASE CHECK FOR RECOVERYRECORDS OF AN EMPLOYEE

### Approver Comments

Approver Remarks No recovery is pending against this employee.

Recommend

Message will be displayed after clicking on “Recommended” button “Request Recommended Successfully”.

Request Recommended successfully

### Employee Details

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		



## Retirement on Superannuation



View Vigilance/ Disciplinary Details, if existing in PIS system will be shown here. Provide “Approver Remarks” in the input box. After that click on “Recommend” button.

### Employee Details

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

### Submitted Retirement Details

Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number	1000037555	GPF Application Number	1000037555		

### Vigilance / Disciplinary Details

Rule Type	Vigilance / Disciplinary	Complaint Number	Complaint date	Complaint Source	Gist of Complaint	HR : File Number	Inquiry officer Name	Presenting Officer	DefenseAssist Name	Subtype	Date
The table does not contain any data											

### PSA Comments

PSA Comments PLEASE CHECK IF ANY VIGILANCE CASE PENDING WITH THIS EMPLOYEE.

### Approver Comments

Approver Remarks **Checked. No Vigilance/Disciplinary case for this employee.**

Recommend

Message will be displayed after clicking on “Recommended” button “Request Recommended Successfully”.

**Request Recommended successfully**

### Employee Details

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		



## Retirement on Superannuation

View Leave Encashment Details, the details will be shown post retirement. Provide “Approver Remarks” in the input box. After that click on “Recommend” button.

Employee Details					
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

Submitted Retirement Details					
Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number	1000037555	GPF Application Number	1000037555		

Leave Encashment							
Leave type	Amount	Number / Unit	Assignment Number	Reason for Change	Offcycle reason	Payment Date	Status
The table does not contain any data							

PSA Comments	
PSA Comments	KINDLY CHECK THE LEAVE ENCASHMENT DETAILS OF AN EMPLOYEE

Approver Comments	
Approver Remarks	Approved.

Message will be displayed after clicking on “Recommended” button “Request Recommended Successfully”.

Request Recommended successfully

Employee Details					
Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		



## Retirement on Superannuation

View GPF Final Withdrawl Details, the details will be shown post retirement. Provide “Approver Remarks” in the input box. After that click on “Recommend” button.

**GPF Final Withdrawal**

**Employee Details**

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		

**Submitted Retirement Details**

Retirement Application Number	1000037555	Date of Retirement	31.05.2020	Retirement Type	Retirement on Superannuation
Rule	35	Medical Examination	Not Applicable	Class of Pension	Superannuation Pension
Commutation Application Number	1000037555	GPF Application Number	1000037555		

**GPF Account Details**

GPF Account Number 123456789012  
 Amount 50,000.00  
 Comments

**PSA Comments**

PSA Comments KINDLY CHECK THE GPF DETAILS OF AN EMPLOYEE.

Message will be displayed after clicking on “Recommended” button “Request Recommended Successfully”.

Request Recommended successfully

**GPF Final Withdrawal**

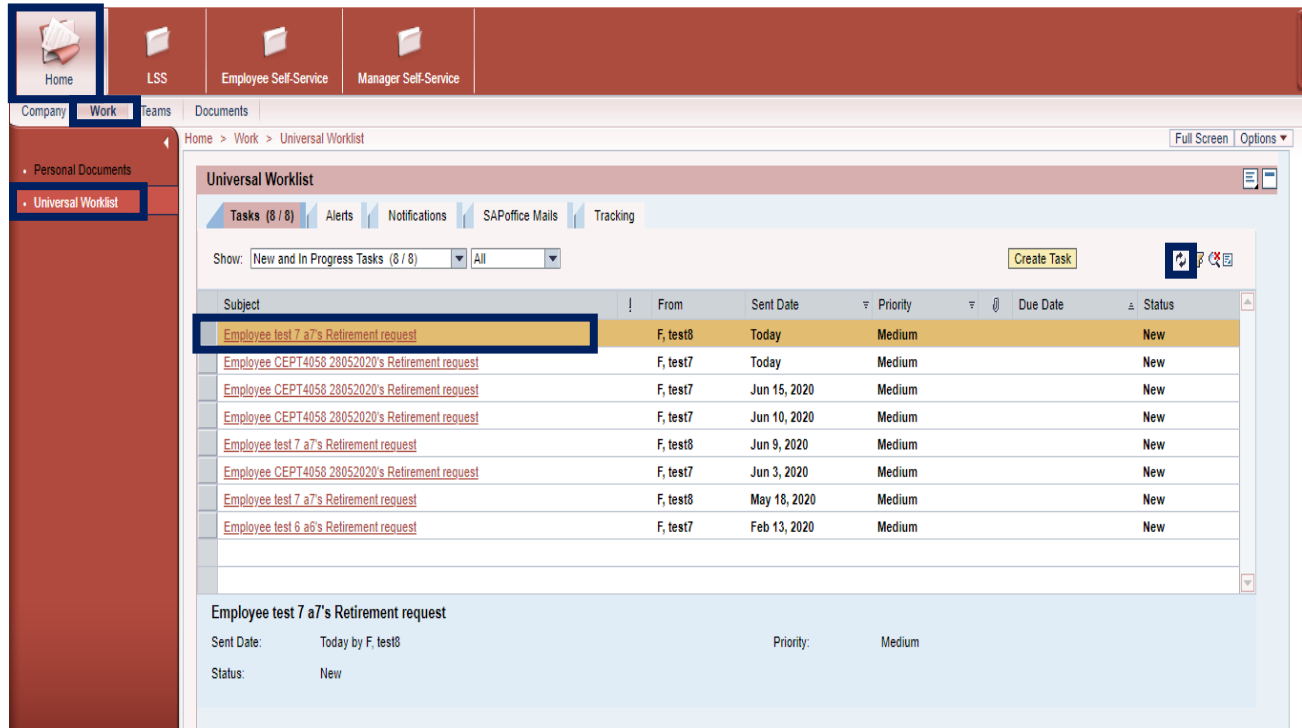
**Employee Details**

Employee Number	11004059	Employee Name	test 7 a7	Employee Group	Group A
Cadre	IPoS_SAG	Position	APMG	Date of Joining	01.01.2000
Date of Birth	01.06.1960	Last Drawn Pay	25000.00		



## Retirement on Superannuation

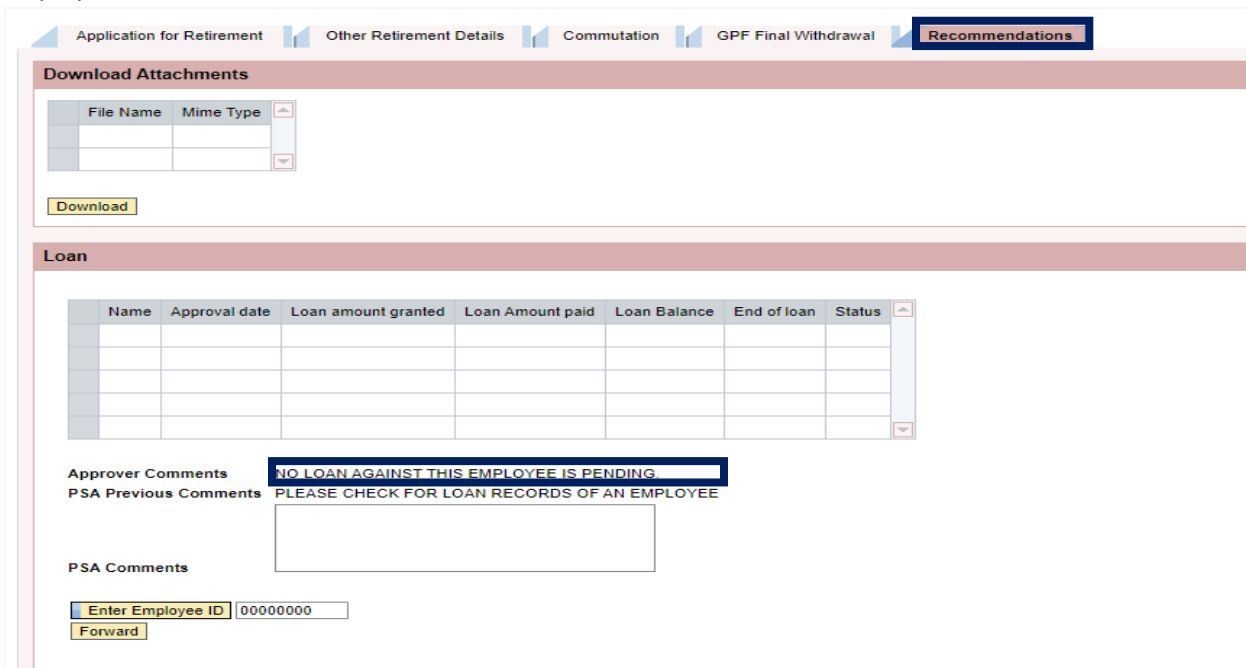
The Pension Sanctioning Authority logs into the Enterprise Portal. Click on Home → work. Click “Refresh” button .Click Employee XXXXXX Retirement label .



The screenshot shows the 'Universal Worklist' interface. The 'Work' tab is selected in the top navigation bar. The main content area displays a table of tasks. The first task, 'Employee test 7 a7's Retirement request', is highlighted with a blue box. Below the table, the details for this task are shown, including the sender 'F, test8', the date 'Today', and the priority 'Medium'.

Subject	From	Sent Date	Priority	Due Date	Status
Employee test 7 a7's Retirement request	F, test8	Today	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Today	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 15, 2020	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 10, 2020	Medium		New
Employee test 7 a7's Retirement request	F, test8	Jun 9, 2020	Medium		New
Employee CEPT4058 28052020's Retirement request	F, test7	Jun 3, 2020	Medium		New
Employee test 7 a7's Retirement request	F, test8	May 18, 2020	Medium		New
Employee test 6 a6's Retirement request	F, test7	Feb 13, 2020	Medium		New

View all the four tabs and check for data. Click “Recommendations” tab. View “Approver Comments” given by different competent authorities. In case if the file is sent more than once by the PSA to the competent authorities, only the last comment made by them will be dispalyed.



The screenshot shows the 'Recommendations' tab selected. It displays a 'Download Attachments' section with an empty table and a 'Download' button. Below this is a 'Loan' section with a table showing loan details. The 'Approver Comments' section contains a comment: 'NO LOAN AGAINST THIS EMPLOYEE IS PENDING'. The 'PSA Previous Comments' section contains a comment: 'PLEASE CHECK FOR LOAN RECORDS OF AN EMPLOYEE'. The 'PSA Comments' section is empty. At the bottom, there is an input field for 'Enter Employee ID' with the value '00000000' and a 'Forward' button.

Name	Approval date	Loan amount granted	Loan Amount paid	Loan Balance	End of loan	Status

## Retirement on Superannuation

The links for LPC, Form7, Form8, No Due Certificate, Service Book and Pension Calculation Sheet forms are available in this page.

Please check GPF tab before forwarding

Approver Comments    OK APPROVED.  
 PSA Previous Comments    KINDLY CHECK THE GPF DETAILS OF AN EMPLOYEE.

PSA Comments

Enter Employee ID | 00000000

---

**Foms**

[LPC](#)  
[Form 7](#)  
[Form 8](#)  
[No Due Certificate](#)  
[View Service Book](#)  
[View Pension Calculation Sheet](#)

---

**Approver List and comments**

Approver ID	Comments
11004054	OK APPROVED.

\* Comments

Click Form 7 link to open . Click Back link to go back to the previous page. Using same process other forms can be opened and checked. Option is also provided to download these forms and can also be printed if required .

[Back](#)

**FORM 7**  
 [See rules 58, 60, 61 (1) & (3) and rule 65(1)]  
**Form for assessing Pension/Family Pension and Gratuity**  
 [To be sent six months before the Date of Retirement to the PAO]

**PART - I**

<ol style="list-style-type: none"> <li>1. Name of the retiring Government employee</li> <li>2. Father's/Husband's name</li> <li>3. PAN No.</li> <li>4. Height &amp; Marks of Identification</li> <li>5. Date of Birth</li> <li>6. Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service)</li> <li>7. Particulars of post held at the time of retirement -                             <ol style="list-style-type: none"> <li>(a) Name of the Office</li> <li>(b) Post held</li> <li>(c) Scale of pay/Pay Band &amp; Grade pay of the post</li> <li>(d) Basic Pay / pay in the Pay Band &amp; Grade pay</li> <li>(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms</li> <li>(f) If on foreign service, scale of pay/ pay band, pay in the pay band &amp; grade pay of the post in the parent department</li> </ol> </li> <li>8. Whether declared substantive in any post under the Central Government</li> <li>9. Date of beginning of service</li> <li>10. Date of ending of service</li> <li>11. Cause of ending of service (please tick one)-                             <ol style="list-style-type: none"> <li>(a) Superannuation (Rule 35)</li> <li>(b) Voluntary retirement on being declared surplus (Rule 29-A)</li> <li>(c) Voluntary/premature retirement at the initiative of the Government servant [under Rules 48, 48-A and FR 56 (k) ]</li> <li>(d) Premature retirement at the initiative of the</li> </ol> </li> </ol>	<p>test 7 a7</p> <p>COJP7932PP 168 cm 1. a mole on the right knee 2. a scar on the lef</p> <p>01.06.1960</p> <p>General Central Service</p> <p>Mysore H.O APMG Level - 03 Index - 03 25000.00 Government Service</p> <p>Yes</p> <p>01.01.2000 31.05.2020</p>
---	--

## Retirement on Superannuation

After checking all the data available in different forms. Finally write comment in the “Comments” box and click on “Forward” button.

**Forms**

[LPC](#)  
[Form 7](#)  
[Form 8](#)  
[No Due Certificate](#)  
[View Service Book](#)  
[View Pension Calculation Sheet](#)

---

**Approver List and comments**

Approver ID	Comments
11004054	OK APPROVED.
11004055	APPROVED.

\* Comments

Message will be displayed after clicking on “Forward” button “Forwarded Successfully”. This will forward the pension papers as a task to the PAA and will be available in Universal Worklist.

✔ Forwarded successfully

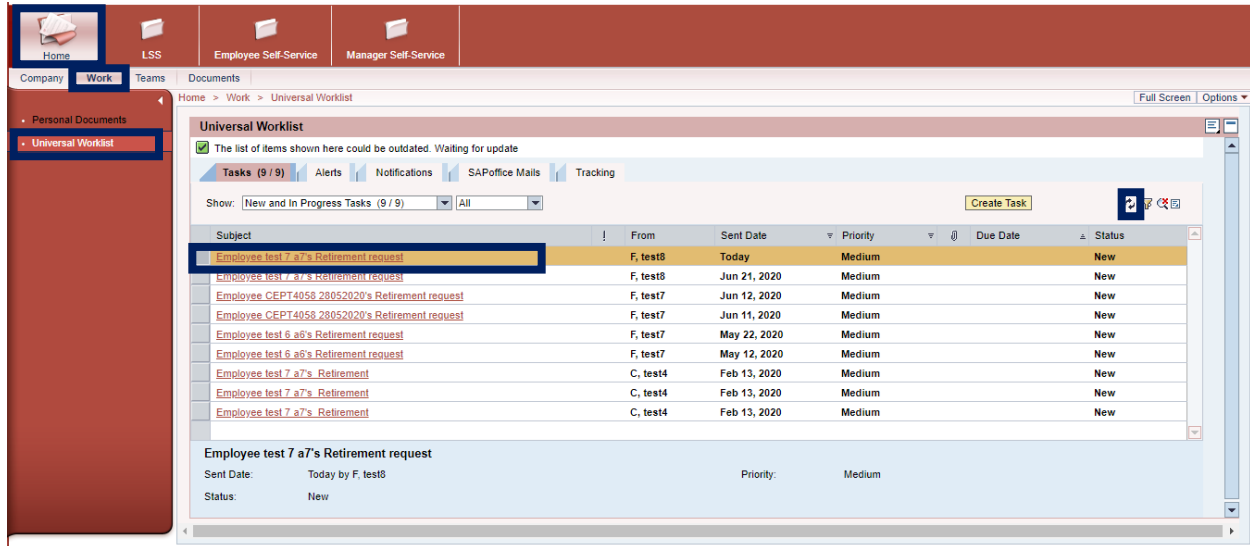
Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

**Download Attachments**

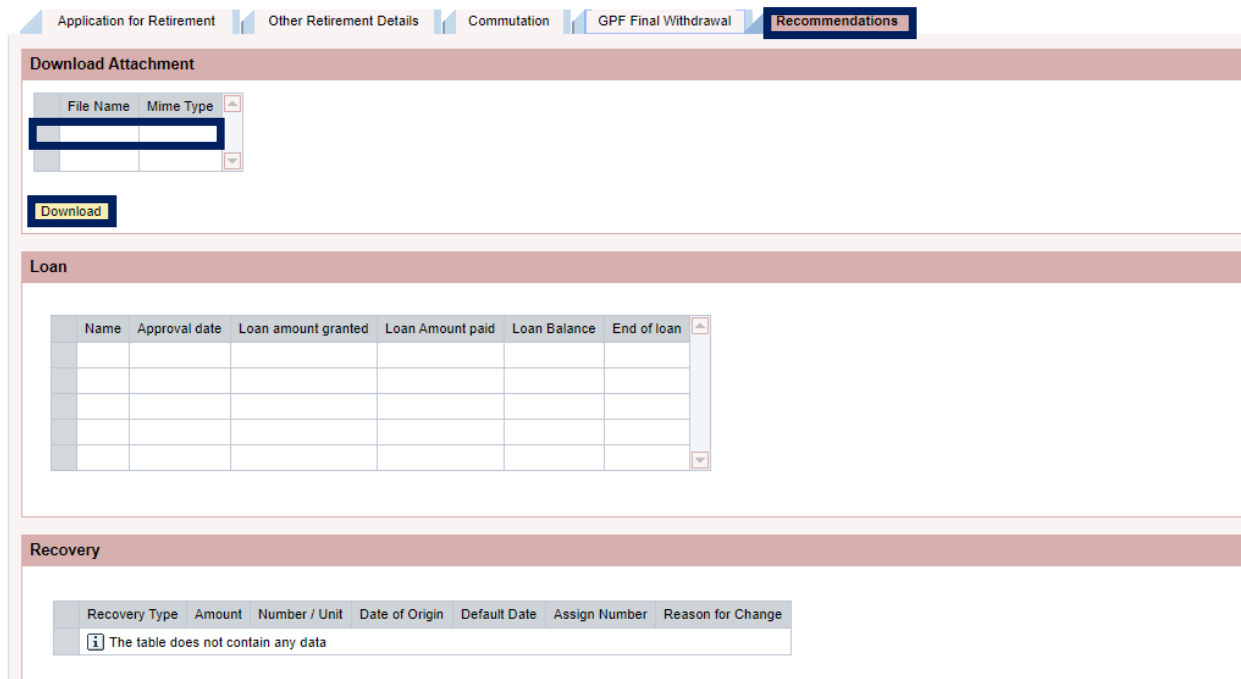
File Name	Mime Type

## Retirement on Superannuation

The Pension Authorizing Authority (PAA) logs into the Enterprise Portal. Click on Home → work → Universal Worklist. Click “Refresh” button . Click Employee XXXXXX Retirement label.



View all the four tabs and check for data. Click “Recommendations” tab to view details. Forms can be downloaded by selecting file available in the “Download Attachments” list and clicking on “Download” button.



## Retirement on Superannuation

The Link for LPC, Form7, Form8, No Due Certificate and Service Book forms are available under “Forms” section. Inside “Recommendation” section links for forms like PPO, Pension Calculation Sheet, CGEGIS, Gratuity, Commutation Sanction, Account Encasement forms are available. Option is also provided to download these forms and can also be printed if required.

**Forms**  
[LPC](#)  
[Form 7](#)  
[Form 8](#)  
[No Due Certificate](#)  
[Service Book](#)

**Recommendations**  
**Forms**  
[PPO Form](#)  
[View Pension Calculation Sheet](#)  
[CGEGIS Sanction](#)  
[Gratuity Sanction](#)  
[Commutation Sanction](#)  
[Account Encasement Form](#)  
[Pension Recalculation](#)

**Approver List and Comments**

Approver ID	Comments
11004054	OK APPROVED.
11004055	APPROVED.

Forward To

\* Comments

Click “PPO Form” link to open form. Click “Back” link to go back to the previous page. Using same process other forms can be opened and checked.

**Note: The PPO link to be opened first before opening other links in the second set of forms. This will update the PPO number in other sanctions/forms.**

**Back**

**DEPARTMENT OF POSTS, INDIA**  
**OFFICE OF THE DIRECTOR OF ACCOUNTS(POSTAL)**  
 Karnataka 570001  
**Pension Payment Order**



1.	PPO No.	पी. पी. ओ. नं.	: 1100405927062020
2.	PPO Date	पी. पी. ओ. तारीख	: 27.06.2020
3.	Class of Pension	पेंशन की श्रेणी	: Retirement on Superannuation
4.	Government Servent's Name	सरकारी करमचारी का नाम	: test 7 a7

## Retirement on Superannuation

View all Forms under “Forms” and “Recommendations” section and verify data available in each and every form. If any inconsistencies in data, we can again trigger pension recalculation using link “Pension Recalculation”. In case of inconsistency in any of the data we can send back to PSA using “Review to PSA” button it will send back request to PSA and PSA will correct it and again forward it to PAA. If request has to be rejected click on “Reject” button after that request has been rejected and PSA can again initiate the process, same workflow will be followed.

[Form 7](#)  
[Form 8](#)  
[No Due Certificate](#)  
[Service Book](#)

### Recommendations

#### Forms

- [PPO Form](#)
- [View Pension Calculation Sheet](#)
- [CGEGIS Sanction](#)
- [Gratuity Sanction](#)
- [Commutation Sanction](#)
- [Account Encasement Form](#)
- [Pension Recalculation](#)

#### Approver List and Comments

Approver ID	Comments
11004054	OK APPROVED.
11004055	APPROVED.

Forward To

\* Comments

### Approver Action

If everything is correct we can click on “Approve” button.

[Form 7](#)  
[Form 8](#)  
[No Due Certificate](#)  
[Service Book](#)

---

**Recommendations**

**Forms**

[PPO Form](#)  
[View Pension Calculation Sheet](#)  
[CGEGIS Sanction](#)  
[Gratuity Sanction](#)  
[Commutation Sanction](#)  
[Account Encasement Form](#)  
[Pension Recalculation](#)

**Approver List and Comments**

Approver ID	Comments
11004054	OK APPROVED.
11004055	APPROVED.

Forward To

\* Comments

---

**Approver Action**

Reject
Review to PSA
Approve
Forward

Message will be displayed after clicking on “Approve” button “Approved Successfully” and mail text with attachment is received in the mailbox of the Employee, DDO, Pension Sanctioning Authority and Pension Authorizing Authority.

**Note: We need to maintain email-id of different authorities in infotype 0105 in subinfotype 0010.**

Approved successfully

---

Application for Retirement
Other Retirement Details
Commutation
GPF Final Withdrawal
Recommendations

**Download Attachment**

File Name	Mime Type

Download

---

**Loan**

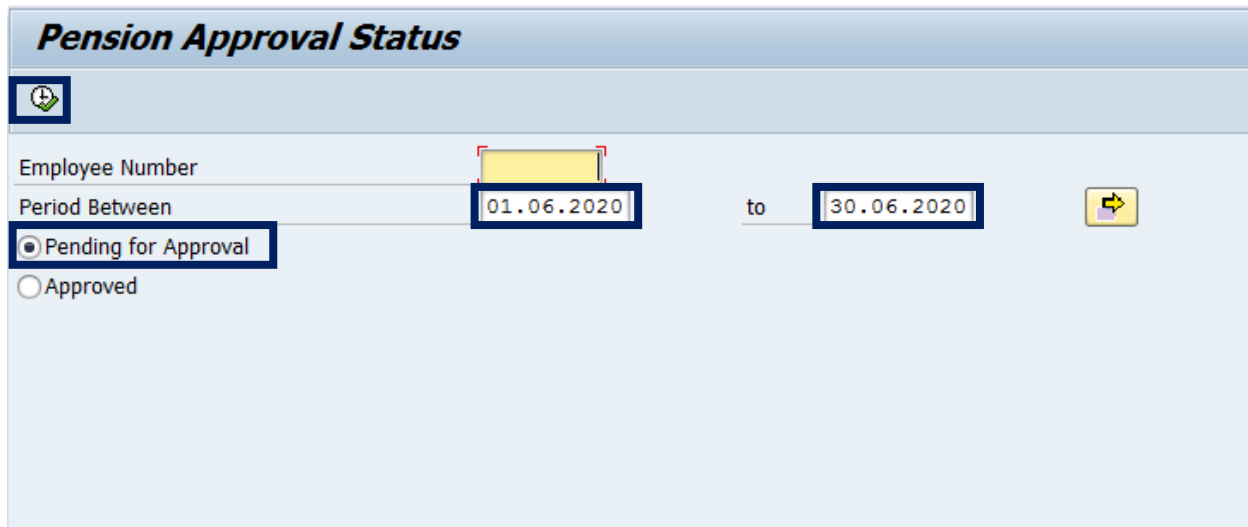
Email communication with attachments of PPO/Sanctions of Gratuity and Commutation will be triggered to PSA/RA/DDO after completion of the process.

The following are available in ZPY\_Menu:

- a. Pension Status-SAP R/3: **ZPY\_MENU -> Pensioner -> Pension Status.**
- b. Pension Calculation Sheet - SAP R/3: **ZPY\_MENU -> Pensioner -> Pension Sheet.**
- c. Full and Final Settlement - SAP R/3: **ZPY\_MNEU -> Pensioner -> Full and Final Settlement**( This will include Loans outstanding and Leave encashment admissible).
- d. PPO - SAP R/3: **ZPY\_MENU -> Pensioner -> PPO.**

To view reports first login into the SAP R/3 and enter T-code “ZPY\_MENU”.

To view approval status of employee we can follow path “ZPY\_MENU -> Pensioners -> Pension Status”. Enter “Period Between” and select “Pending for Approval” for viewing pending employees and click on “Execute” button.



**Pension Approval Status**

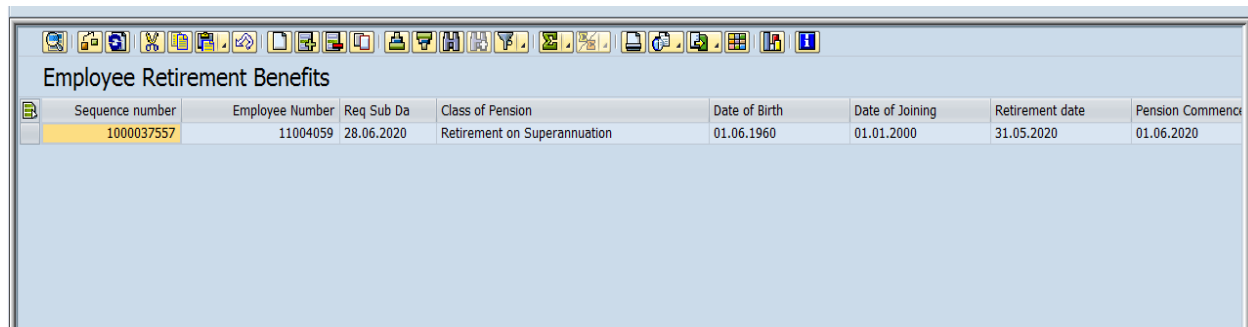
Employee Number: [ ]

Period Between: **01.06.2020** to **30.06.2020** [Execute]

Pending for Approval

Approved

After clicking on execute button report will be displayed.



Sequence number	Employee Number	Req Sub Da	Class of Pension	Date of Birth	Date of Joining	Retirement date	Pension Commenc
1000037557	11004059	28.06.2020	Retirement on Superannuation	01.06.1960	01.01.2000	31.05.2020	01.06.2020

If we want to check the report for Approved employees. In that case enter “Period Between” and select “Approved” radio button for viewing approved employees and click on “Execute” button.



### Pension Approval Status



Employee Number

Period Between

to



Pending for Approval

Approved

After checking whether employee has been approved by PAA or not, we can check their Gratuity, Leave Encashment and Loan Recovery amount according to this we have to make an entries in infotype 0267. So that employee will be paid this amount in offcycle payment. To execute report path will be "ZPY\_MENU -> Pensioners -> Full and Final Settlement". Enter "Employee Number" and "Other" radio button for Superannuation after that click on "Execute" button.

### Full and final settlement report (payroll)



Selection Screen

Employee Number

Selection Screen

Compulsory Retirement

Leave Encashment Percentage

Gratuity Percentage

Other

After execute report will look like as shown in below screen.


## Full and Final Settlement

**Report Run Date:** 28.06.2020  
**Type of Separation :** Retirement on Superannuation  
**Employee Number :** 11004058  
**Name of the Employee** CEPT4058 28052020  
**Qualifying Service :** 20-1-0  
**Circle:** Karnataka  
**Division** Mysore H.O  
**Class** Group C  
**Cadre** Postal Assistant(PA)

Gratuity	Service Gratuity	Leave Encashment	Loan Recovery	Final Amount
641160.00	NA	598416.00	110000.00	1129576.00

We can check PPO form by following path "ZPY\_MENU -> Pensioners -> PPO Generation". Enter "Personal number" and click on "Execute" button.

### PPO Form



**Selection**

Personal Number

After "Execute" PPO form will be displayed in new screen. There is an option to save and print the form if required.

OFFICE







Karnataka  
**Pension Payment Order**



1.	PPO No.	*@. *@. @ (@	: 1100405826062020
2.	PPO Date	*@. *@. @ \$>0@@	: 28.06.2020
3.	Class of Pension	*G@ @ M7MOG#@	: Retirement on Superannuation
4.	Government Servent's Name	8080@ 0.80@ @ (>	: CEPT4058 28052020
5.	Designation	*S(>	: Postal Assistant(PA)
6.	Pensioner's Name	*G@0 @ (>	: CEPT4058 28052020
7.	Pensioner's Address	*G@0 @ *\$>	: 87/32-3; Sri Lakshmi Nagar
City: jkd		District: dawd	State: Karnataka
8.	Office Name & Address	&+\$0 @ (> @ *\$>	: Karnataka
City: Karnataka		District: BEWOOR BUILDING	State: Karnataka
9.	Date of Birth	@M. \$>0@@	: 15.01.1960
10.	Date of joining	(?/AM\$ @ \$>0@@	: 01.01.2000
11.	Date of Retirement	8G5>.AM\$? @ \$>0@@	: 31.01.2020
12.	Date of Death	&?9>\$ \$>0@@	:
13.	Pension Commencement Date	*G@ 6A0B 9K(G @ \$>0@0.02.2020	
13. 1.	Payment Bank/HO w.e.f		: 01.02.2020
14.	Qualifying Service (Y/M/D)	*G@ (*\$M0 8G5>@	: 20 01 00
15.	Non Qualifying Service (Y/M/D)	( 2@ @ (G 5>2@ 0M9@	: 00 00 00
16.	Scale of Pay	5G\$.->(	: Level-02 Index-40
17.	Last Pay drawn Rs.	@0@ 5G\$(	: 54800.00
18.	Average Emoluments Rs.	@0@ *072.M'/?>@	: 56060.00
19.	Amount of Pension	*B0M# *G@ @ 0>6@	: 28030.00
			: TWENTY-EIGHT THOUSAND THIRTY
20.	Fraction/ Commuted Pension Rs	*G@ @ 80>6@0# @	: 40 % 11212.00
21.	Reduced Pension after commutation / Date	@0>6@0# @ .>& @ 9B@	: 16818.00
			: SIXTEEN THOUSAND EIGHT HUNDRED EIGHTEEN

## Retirement on Superannuation

Pension Calculation sheet can be viewed using "ZPY\_MENU -> Pensioners -> Pension Sheet". Enter "Personnel number" and click on execute to view pension calculation sheet form.

### Pension Calculation Sheet

11004058 to 
➔

Form will be displayed as shown in below image.

**Print Preview of LP01 Page 00001 of 00001 As PDF zoom= 100%**

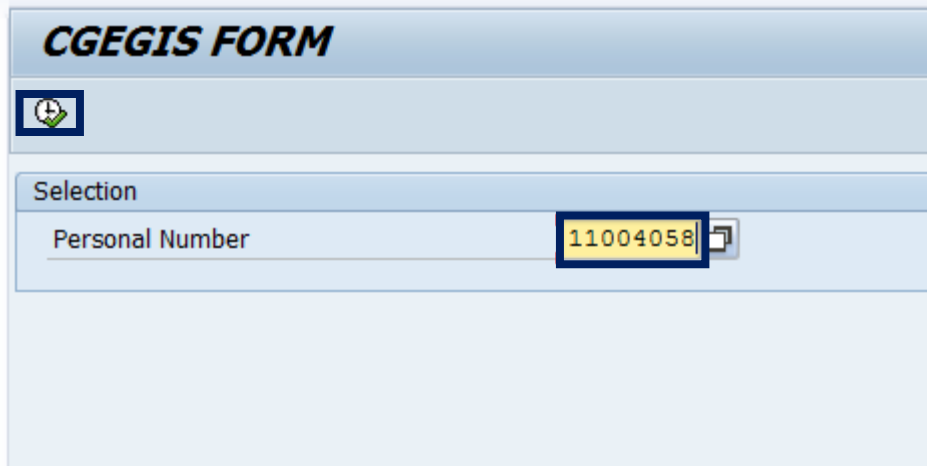
📁 Archive 🖨️ Print and Archive 🔍 🔍

### PENSION CALCULATION SHEET

1. Employee ID	-	11004058
2. Employee Name	-	CEPT4058 28052020
3. Designation	-	P.A
4. Date of Entry in the Government Services	-	01.01.2000
5. Date of Retirement	-	31.01.2020
6. Length of qualifying service reckoned for pension / gratuity(as indicated in PPO)	-	20-1-0
7. Emoluments drawn during the last 10 months.	-	*Please refer to the table at the end
8. (1) Average emoluments for pension (as indicated in PPO)	-	56,060.00
(2) Pension Admissible	-	28,030.00
Calculation to be shown as follows:--		
(Average Emoluments/2 * Qualifying Service/66)		
9. (1) Emoluments for gratuity (as indicated in PPO)	-	Basic Pay/DA/NPA 54800.00/9316.00/0.00
(2) Retirement gratuity Admissible	-	641,160.00

## Retirement on Superannuation

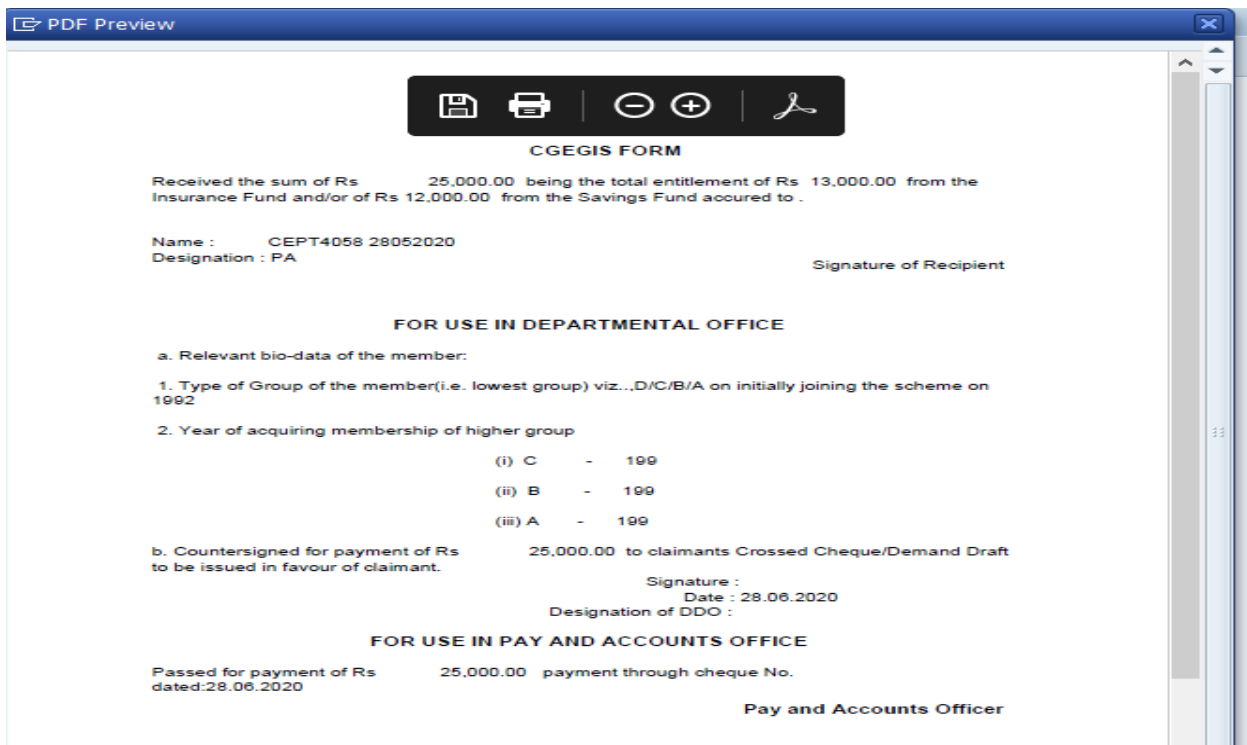
We can view CGEGIS form using path "ZPY\_MENU -> Pensioners -> CGEGIS Form". Enter "Personnel number" and click on "Execute" button.



The image shows a web application interface for the CGEGIS FORM. At the top, there is a header with the text "CGEGIS FORM" in bold. Below the header is a navigation bar with a green circular icon containing a white arrow. The main content area is titled "Selection" and contains a form with a label "Personal Number" and a text input field containing the value "11004058". To the right of the input field is a small icon of a document with a checkmark.

After clicking on execute button form will be displayed as shown below. There is an option to save and print the CGEGIS form.

**Note: You need to edit Infotype 9020 record for maintaining CGEGIS details.**



The image shows a PDF preview window titled "PDF Preview". The document is a CGEGIS FORM. At the top, there is a toolbar with icons for save, print, zoom in, zoom out, and a signature icon. The main content of the form is as follows:

**CGEGIS FORM**

Received the sum of Rs 25,000.00 being the total entitlement of Rs 13,000.00 from the Insurance Fund and/or of Rs 12,000.00 from the Savings Fund accrued to .

Name : CEPT4058 28052020  
Designation : PA

Signature of Recipient

**FOR USE IN DEPARTMENTAL OFFICE**

a. Relevant bio-data of the member:

1. Type of Group of the member(i.e. lowest group) viz...D/C/B/A on initially joining the scheme on 1992
2. Year of acquiring membership of higher group

(i) C	-	199
(ii) B	-	199
(iii) A	-	199

b. Countersigned for payment of Rs 25,000.00 to claimants Crossed Cheque/Demand Draft to be issued in favour of claimant.

Signature :  
Date : 28.06.2020  
Designation of DDO :

**FOR USE IN PAY AND ACCOUNTS OFFICE**

Passed for payment of Rs 25,000.00 payment through cheque No.  
dated:28.06.2020

Pay and Accounts Officer

"THANKYOU"