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Integrated Financial Management System (IFMS)

User Manual

New Pension Scheme (NPS)

Government of Punjab, India

April, 2013

Version 1.0

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Government Industry Solution Unit (ISU)

TCS Punjab IFMS Team

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About this Document

Purpose

The purpose of this document is to lay down the board System Requirements for the New Pension Scheme Module.

This document is for the users of Government of Punjab (GoP) and the development team of System Integrator (M/s Tata Consultancy Services Ltd).

Intended Audience

This document will help:

- DoF, GoP to understand and approve the requirements of the proposed application, as adequate for meeting its stated business needs.
- The project team to design and develop the application using the requirements as the basis, as well as to plan / css and manage all project resources thereof.
- The acceptance testing team to develop test data and to test the application.
- The maintenance team to understand all aspects of the application, and maintain it.

Typographical Conventions

- The following table gives the details of the typographical conventions used in the document:

Formatting Convention	Type of Information
Key Names	Keys on the keyboard appear in title case (first letter in upper case). For example, Page Up, Caps Lock A combination of keys is connected by a +. For example, Shift + Tab means you should press the Shift key and the Tab key together.
Filenames	Names of files are in italics. Example, system.mdb
Commands and Screen element names	Buttons, check boxes, etc. Commands that you choose from the menus or dialog boxes appear in title case and are bold-faced. Example: Click Components from the Action menu.
User-entered text	Text that you would need to enter appears in Verdana font.

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List of Abbreviations

The following abbreviations and Acronyms have been used in this document.

Table1: Acronyms and Abbreviations

Sr. No.	Abbreviation	Description
1.	A.G.	Accounting General
2.	B.T.	Book Transfer
3.	CSS	Centrally Sponsored Scheme
4.	DB	Database
5.	DDO	Drawing and Disbursement Officer
6.	DoF	Directorate of Finance
7.	FD	Finance Department
8.	GoP	Government of Punjab
9.	HBA	House Building Advance
10.	IFMS	Integrated Financial Management System
11.	L/E	Leave Encashment
12.	LIC	Life Insurance Corporation
13.	LTC	Leave Travel Concession
14.	M / O / C	Mandatory / Optional / Conditional
15.	P/CSS	Plan/Centrally Sponsored Scheme
16.	SOE	Subject of Expenditure
17.	SRS	System Requirement Specification
18.	TA	Travel Allowance
19.	TCS	Tata Consultancy Services
20.	TO	Treasury Office

1. Introduction

NPS has been established to keep computerized records of all the new recruits of the state government joining service on or after 1.4.2006. GOI has appointed PFRDA for monitoring and regulating pension funds through NSDL as Central Record Keeping Agency. (CRA)

The New Pension Scheme mainly consists of three following processes.
1. Registration
2. Contribution
3. NPS Management

NPS deductions of the employee will be deducted from the monthly salary which is 10% (Basic Pay+ DA).

$$\text{Employee Contribution} = \frac{(\text{Basic Pay+DA+GP})*10}{100}$$

Once the salary Bill is approved by the TO, the Employee regular and backlog contributions ,the consolidated Payees receipt CTS-8 will be prepared against the claim generated in the NPS module for the Government regular contribution for all approved salary bills on the same day Treasury wise. This Payees receipt CTS-8 is to transfer the Government Regular contribution .The Employee contributions will be stored in the IFMS System against the Token number of the approved salary bill for each PRAN. The SCF will be generated for the approved salary bills automatically by fetching the data from the Schedule-I and Schedule-II, which will come along with salary bills. The SCF once created will be validated automatically by the validation utility installed in IFMS System and will be uploaded to the NSDL portal automatically.

1.1 Key Features:

➢ Complete online cycle for NPS Data Entry, NPS Data Validation, and NPS Data Approval and SCF File Generation approval by Dy. Director New Pension Scheme.
➢ Total Employee contribution tracking with complete reports on contribution of employee since the date of joining will be made available in the system
➢ Mapping of Employees/DDO/Treasury will be made available in case of transfer, death etc.
➢ Total Employee Contribution & Total interest calculation will be done for each and every employee
➢ Bifurcation of Arrear will be made available of each employee for each month
➢ Total Backlog Amount & Amount to be recovered from each employee will be made available in the system

2. Login & Logout

1. When the user enters the URL through PAWAN Network (http://10.10.20.16/PIFMS) in the browser, a login screen appears.

2. User needs to enter correct User name & Password and then click on Submit Button. User will be directed to Application Home Page.
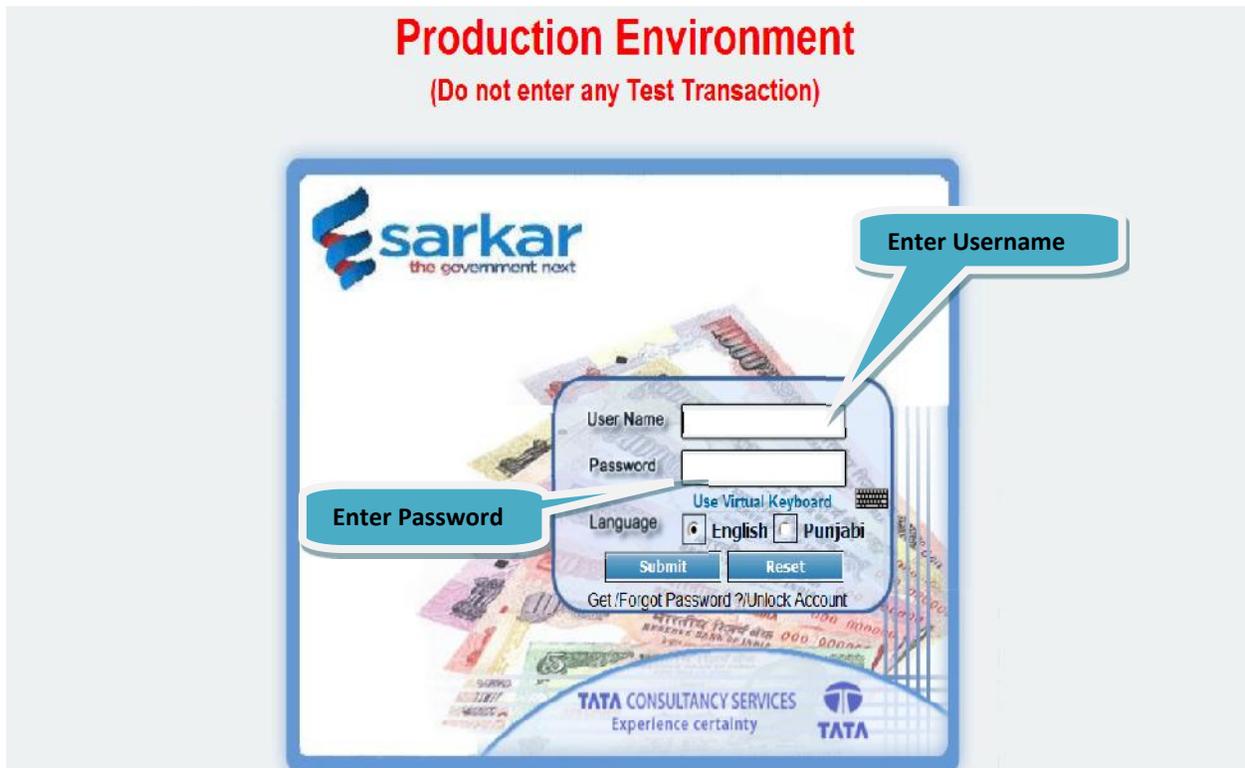
Figure 1: Login Screen

Figure 2: Logout Screen

3. Process Details

➢ DDO, before raising bills for NPS/CPF employees will have to save employee wise contribution, these fields include, Basic pay, Grade pay, DA, Arrears & Backlog Installment, rest all fields are auto populated.

➢ Save the contribution for the month, DDO wants to raise the bill.

➢ If DDO want to add the contribution of the employee of previous month, he can do so by clicking 'Arrear' link under DDO NPS data entry.

➢ DDO has to make sure that "Saved Employee Contribution" matches with NPS contribution of the bill prior raising the bill.

➢ Once employee wise data has been entered only then DDO can raise bill for NPS/CPF employees.

➢ Once the bill has been saved/forwarded/approved then employee contribution cannot be changed however if DDO discards/rejects the bill then the contribution can be edited then the bill can be raised again for the selected employee.

➢ For any change in designation, DDO registration code, PRAN Number, Name, Father's name & treasury change, please contact office of deputy director, New Pension Scheme, Forest Complex, Sector-68, Mohali.

➢ If an employee doesn't exists under that particular DDO then, View PRAN Details Can Be used to shift an employee, the complete process is explained as:

User who wants to update the DDO code of an employee will have to go to replicate the following steps.

4. View PRAN Details.

Figure 2: View PRAN Details

 Now when the user have clicked 'View PRAN Details' Screen then, Click on search button, the details will populate as per figure shown below
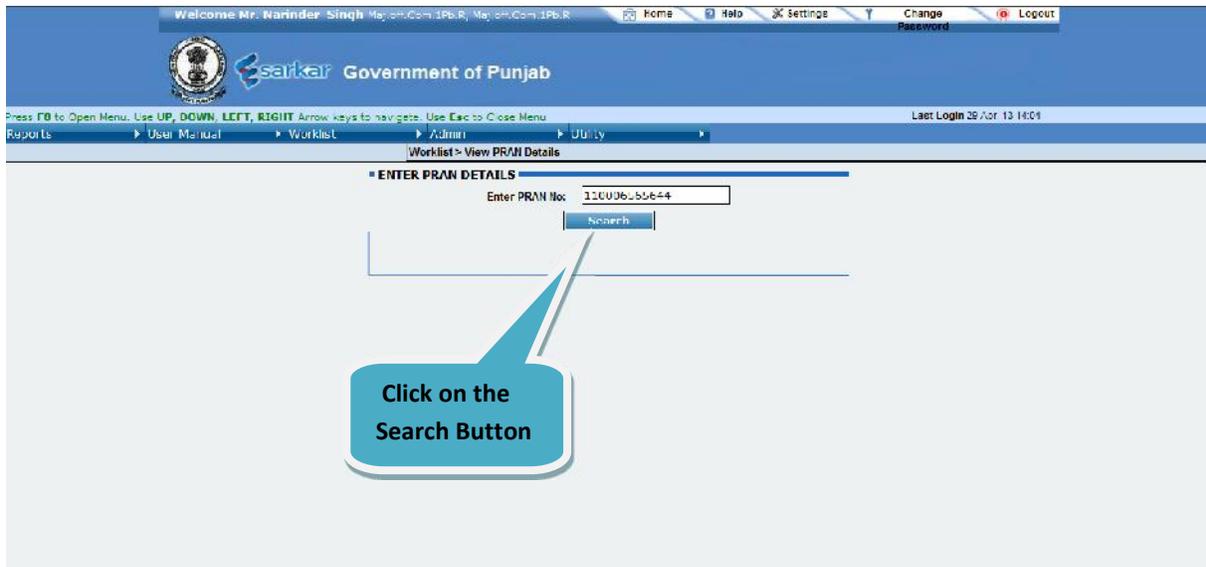
Figure 4: Search PRAN Details

➢ After Entering the PRAN number, User needs to click on the Search Button to view PRAN details –> Employee Name, Designation, PPAN no. etc. a page will appear as below.
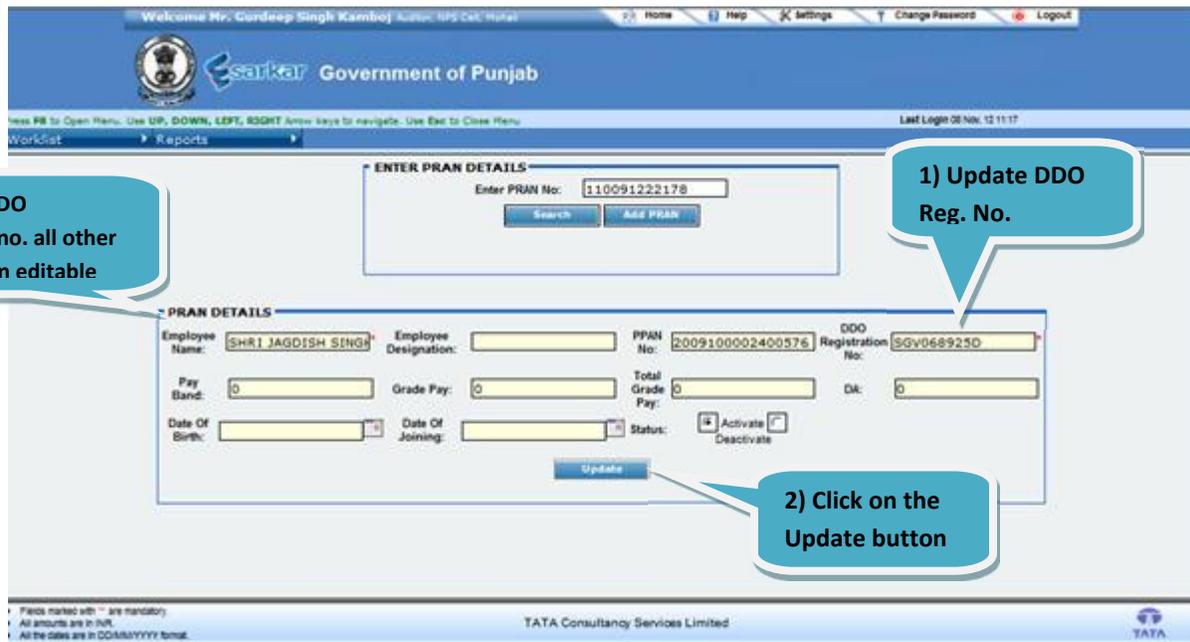
Figure 5: Update PRAN Details

➢ Now, if a user wants to update a DDO Code of an employee user can do so by modifying DDO Registration code.

➢ If an employee doesn't appear in the DDO NPS data screen even after shifting/Updating DDO code, then the previous DDO has already raised salary bill of that employee. You can check the same by "PRAN Wise contribution Report" of that employee.

NOTE: **1) Except DDO registration code, All other fields are non editable**

2) If an employee wants to update any particular detail of an employee other than DDO registration code then he/she has to contact office of Deputy Director, New pension cell, Forest complex, Mohali.

3) Salary of an employee can be drawn once, from a particular DDO for a particular month.

4) If an employee has claimed salary for a particular month under a particular DDO and then is shifted to another DDO then that particular employee will not populate to newly shifted DDO for that particular month.

➢ Once the updation is done, Click on 'Update' button to update PRAN details.

5. NPS Data Entry

➢ Now, once user has confirmed that all the employees under him is populating under him then go to Worklist -> NPS Data Entry and perform the following steps:
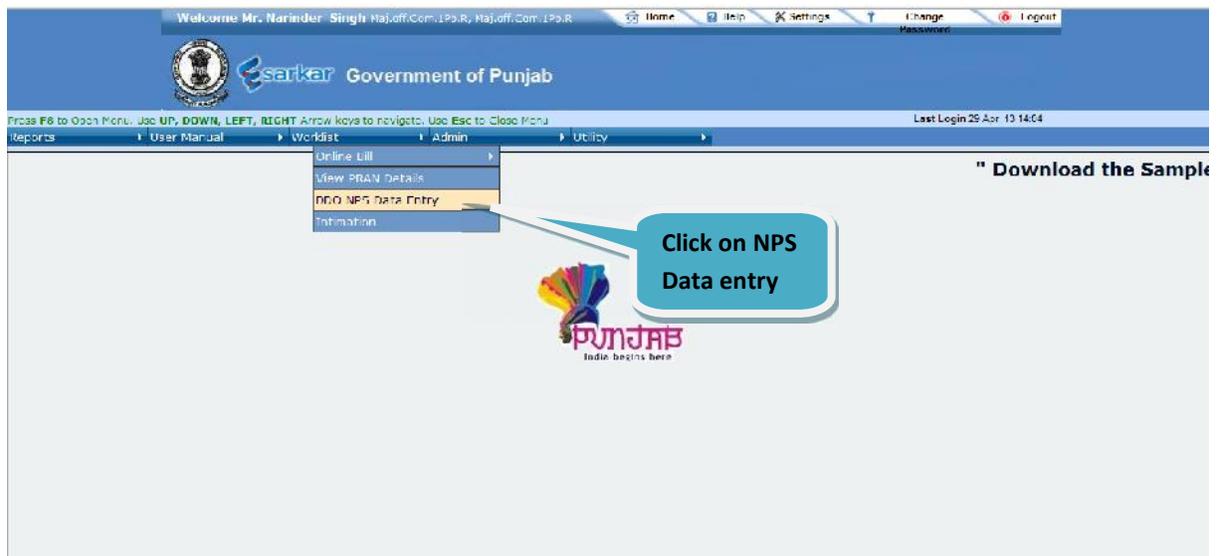
Figure 6: NPS Data Entry

➢ After clicking on NPS data entry a page will appear as below.

➢ Select month & Year, DDO registration code will be auto populated.

➢ This auto populated DDO code however can be changed but it is highly recommended not to do so as the data provided by government of Punjab is up to date.

➢ Use 'View PRAN Mapping Screen' to shift employee, if the employee detail still not populate then please check to see if employee contribution has not been saved by other DDO.

➢ Check box will not appear for the employee whose contribution has already been saved/forwarded/approved, Please check 'PRAN wise employee contribution' for details.
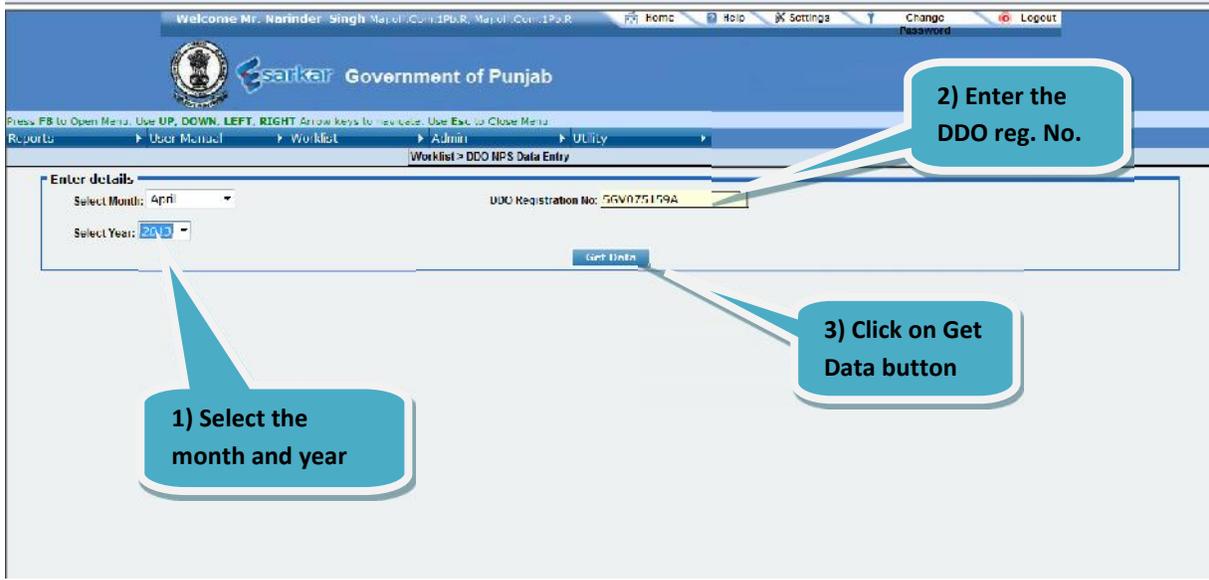
Figure 7: Get Data Screen

➢ After selecting the month and year, user will click on get data button to enter employee's contribution under that DDO for selected month and year.

➢ After clicking on get data button a screen will appear as below:-

Figure 8: NPS Contribution Entry

• If employee is shifted after 15 days of service from a particular DDO then enter the 1st 15 days salary in arrear only and enter as a regular salary in second DDO.

Figure 9: Save or Delete

Note:

- User will enter employee contribution details like Pay Band, Grade pay, DA , Arrear, Arrear Recovery, Remarks. Rest all other calculations will be system generated & are non editable.

- Employee Contribution cannot be zero.

- Zero employee contribution cannot be saved

- After entering employee contribution user can either save the details for further processing or User can delete the wrong saved contribution using delete button.

- Employee whose contribution is not to be saved, leave the employee as it is, the bill of that single employee can be raised later on.

- In case DDO wants to raise different bills of the employees under him then, DDO should save the employees contribution for which bills has to be raised first.

- Once the bill is raised that particular employee for that month will get freezed however it can be unfreezed by discarding the same bill.

- Separate bills can be raised & number of bills which can be raised by a particular DDO will be equal to number of employees working under him.

- ➢ DDO, before raising bills for NPS/CPF employees will have to save employee wise contribution, these fields include, Basic pay, Grade pay, DA, Arrears & Backlog Installment, rest all fields are auto populated.

- ➢ Save the contribution for the month, DDO wants to raise the bill.

- ➢ If DDO want to add the contribution of the employee of previous month, he can do so by clicking 'Arrear' link under DDO NPS data entry.

- ➢ DDO has to make sure that "Saved Employee Contribution" matches with NPS contribution of the bill prior raising the bill.

- ➢ Once employee wise data has been entered only then DDO can raise bill for NPS/CPF employees.

- ➢ Once the bill has been saved/forwarded/approved then employee contribution cannot be changed however if DDO discards/rejects the bill then the contribution can be edited then the bill can be raised again for the selected employee.

- ➢ For any change in designation, DDO registration code, PRAN Number, Name, Father's name & treasury change, please contact office of deputy director, New Pension Scheme, Forest Complex, Sector-68, Mohali.

- ➢ NPS BT (or Deduction), Pay+PP (Basic Pay), Grade pay(GP), Dearness Allowance (DA) are auto populated from DDO NPS data screen.

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