

# ePension Manual

**About ePension System :** ePension System (<http://epension.up.nic.in/UPOPS>) is a web based application developed using Open Source Technology. This system has automated the business process involved in the processing of pension and it's dissemination to the beneficiaries.

**Intended Audience :** User is supposed to have prior knowledge of computer handling and internet browsing. He / She is supposed to compile information on ePension form (available on the portal) prior to proceed for the data entry in ePension system.

**Scope :** This manual is for AAO roll and describes how to calculate or put objection on case.

Roll described:  
AAO

## Administrative Structure

### Offices

### Rules and Regulations

### Contact Us

### Downloads

### Pensioner's Half

### Pensioner's Status

### Government Orders

### Site compatibility

## PENSIONS AND OTHER RETIREMENT BENEFITS

### Home Page

राजकीय कर्मचारियों को उनकी सेवकनिवृत्ति, मृत्यु के उपरान्त अधिवर्षता, पारिवारिक, रिटायरिंग, अशक्तता, संग्राम सेनानी पेंशन स्वीकृत किये जाने की व्यवस्था है, जो सिविल सर्विस रेगुलेशन तथा रिट्रैमेंट बेनिफिट रूल्स 1961 से आछादत हात है। प्रारम्भ में यह कार्य महालेखाकार उत्तर प्रदेश इलाहाबाद द्वारा किया जाता था जो अगस्त 1985 तक लागू रहा। इसके उपरान्त शासनादेश दिनांक 06/08/1985, 19/03/1987 तथा 31/03/1987 द्वारा १४ विभागों में कार्यरत मुख्य लेखाधिकारियों को तथा दिनांक 30/09/1988 द्वारा अखिल भारतीये सेवा, प्रादेशिक सिविल सेवा, न्यायिक सेवा तथा उत्तर प्रदेश वित्त एवं लेखा सेवा सहित विभागों के समस्त राजकीय सेवकों कि पेंशन स्वीकृति सम्बन्धी कार्य पेंशन निदेशालय को सौपा गया किन्तु पुनः इसमें परिवर्तन करते हुए शासनादेश दिनांक 26/05/1993 द्वारा समूह 'घ' के शाशकीय सेवकों की पेंशन स्वीकृति का कार्य उनके कार्यालयाध्यक्षों को सौपा गया तथा शासनादेश दिनांक २४/०६६/१९९६ द्वारा पेंशन निदेशालय में व्यवहृत होने वाले विभागों में से २७ विभागों की पेंशन स्वीकृति सम्बन्धी कार्य सौपा गया। वैभागीकरण की व्यवस्था अधिक प्रभावी न रह सकी जिसे शासनादेश दिनांक ०८/१०/१९९९ द्वारा परवर्तित करते हुए समूह ख एवं ग के कर्मिकों कि पेंशन के साथ बेसिक विभाग की पेंशन स्वीकृति का कार्य मंडलीय संयुक्त निदेशक कोषागार एवं पेंशन वर्तमान में अपर निदेशक कोषागार एवं पेंशन तथा समूह 'क' के अधिकारियों सहित उत्तर प्रदेश राज्य के सभी कृषि विस्वविधायलयों , राज्याधीन इंजीनियरिंग कालेज , उत्तर प्रदेश खाड़ी बोर्ड , भातखंडे संगीत महाविधालय, वेटनरी कालेज मथुरा , उत्तर प्रदेश परिवहन निगम के समस्त वर्ग के अधिकारियों कर्मचारियों कीपेंशन स्वीकृति का काम पेंशन निदेशालय को सौपा गया। दिनांक 01.01.2006 से लागू छठे वेतन आयोग कि संस्तुतियों के अनुसार दस माह के औसत वेतन अथवा अंतिम परिलब्धियां लाभप्रद हों , के आधार पर पेंशन, उपादान तथा राशिकरण से सम्बंधित प्राधिकार पत्र निर्गत किए जाने की व्यवस्था लागू की गई है। उक्त पेंशन स्वीकृति का कार्य अब तक विभाग से पेंशन प्रपत्र प्राप्त करके निदेशक पेंशन / अपर निदेशक कोषागार एवं पेंशन कार्यालय प्राधिकार पत्र निर्गत करके किया जा रहा था जिसमे गति, सुरक्षा व शुद्धता की दृष्टि से इसे और अधिक प्रभावी बनाने हेतु प्रस्तुत आन लाइन पेंशन स्वीकृति व्यवथा लागू की जा रही है। इस व्यवस्था के तहत पेंशनर्स हित में पेंशनर्स पहचान पत्र व बायोमेट्रिक डिवाइस से उनके अंगूठे के निशान भी डाटाबेस में रखे जायेंगे जिससे वर्ष में एक बार जीवित प्रमाण पत्र प्राप्त करने की व्यवस्था को सुगम ढंग से सम्पादित कराया जा सके



## Login Screen

### USER LOGIN

Select User  
Type then  
enter  
username  
and  
password

User Type \*


Login ID \*

Password \*

[Forgot Password?](#)

- Division Administrator
- Approver Authority
- Accountant
- Drawing & Disbursing Officer
- Dealing Assistant
- Assistant Account Officer(AAO)





AAO Dashboard

UTTAR PRADESH SYSTEM

Click to get list of fresh case

Click to get list of compliance case

List of Cases sent to treasury

List of Cases present at treasury

Click to view current status of Pensioner

Forward pending calculated/objected case to Approver

Assistant Account Officer

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

DASHBOARD

Welcome AAO BASTI FIRST

Roles : Assistant Account Officer

Digital Signature Information

User Name: , Valid From : , Valid Upto :

Pending

Compliance Cases [0]

Revision Cases [0]

Incomplete Cases [3]

Announcements

For any queries relating to queries will be answered in English

Roll Free No. 0522 2287 080. All

Processing Fresh Calculated case



ONLINE PENSION MANAGEMENT

Assistant Account Officer

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

One item found.1

Employee Id	Pensioner Name	Department Name	Upd Date	Recv Date	View
CPU-59370	SRI DIWAKER SINGH	Panchayati Raj(Accounts)	24/09/2015	24/09/2015	<a href="#">CPU-59370</a>

List of cases forwarded by Accountant

Click to view full detail of pensioner filled by DDO

## PENSION MANAGEMENT

Assistant Account Officer

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

EMP ID/MINO/SRNO : CPU-59370/750005/1600004

EMPLOYEE NAME : SRI DIWAKER SINGH

Personal Detail

Deductions

Service Detail

Calculation

View Files

Objections

## PERSONAL DETAILS

## Employee's Information

Type of Retirement	Superannuation
Employee ID	CPU-59370
Name	SRI DIWAKER SINGH
Sex	Male
Date of Birth	22/03/1976
Date of Joining	22/05/1999
Date of Retirement	30/09/2015
Date of Death	
Date of Missing	
Father/Husband Name	SRI GANGADHARI SINGH
Spouse's Name	SUMAN
Pension Nominee Name	SUMAN

## Pensioner's Information

Name	SRI DIWAKER SINGH
Date of Birth	22/03/1976
Sex	Male
Id Mark	CUT ON HAND
Height (in inches)	154
Mobile No.	7786815943
Email ID	RAK@GMAIL.COM

## Address Of Pensioner

House No./Locality	LKO
Street/District/PIN	LKO
State/Province	LKO

## BASIC SERVICE DETAILS

Last Designation	G.P.A.	Last Office Name/Address	D.P.R.O.S.K.NAGAR
Department Name	Pay & Allowance (Accounts)	Category	CIVIL PENSION - STATE

## BASIC SALARY DETAILS

Basic Pay (last drawn, without grade pay)	2400	Avg. Basic Pay (last 10 months, with grade pay)	0
Grade Pay	2800		

PB1-5200-20200

107

## PENSIONER'S DETAILS REQUIRED FOR PAYMENT

Treasury Code	8000
Bank Account No.	4545454545454
PAN No.	BNWPM0647K
Bank IFSC Code	IKJH0009878

All information is in  
editable .Navigate  
through all tabs to  
view pensioner  
information





PENSION MANAGEMENT

Assistant Account Officer

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension

» Miscell

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

EMP ID/MINO/SRNO :CPU-59370/750005/1600004

EMPLOYEE NAME :SRI DIWAKER SINGH

Personal Detail

Deductions

Service Detail

Calculation

View Files

Objections

OBJECTION LIST

Objection By AAO

Print Objections

Click on Print button to print objections put by Accountant and AAO self.

ADD NEW OBJECTIONS

Type objections below .

Click to send case to Approver

Send To Approver

Type remarks in “english e.g. Pensioner ka naam sahi nahi hai “ and then press space bar in keyboard. It will automatically convert in hindi. These remarks will be printed in Forwarding Letter and CS .



Welcome  
Last login

: AAO BASTI FIRST/91601  
: 23-SEP-2015 01:11:07

## UTTAR PRADESH ONLINE PENSION SYSTEM

### ONLINE PENSION MANAGEMENT

#### Assistant Account Officer

##### » Fresh Cases

Calculated Cases

Objected Cases

##### » Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

##### » Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

##### » Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

-Select-

Send to Approver

Select All ☐

One item found.1

Employee Id	Employee Name	Department Name	Case type	Select
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CPU-59370

SRI RAKER SINGH

Panchayati Raj(Accounts)

Fresh



Select Approver  
List form Drop  
down and click on  
Forward Case.

Select case to  
forward to  
Approver

# Processing Fresh Compliance case



ONLINE PENSION MANAGEMENT

Assistant Account Officer

One item found.1

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

Click to get list of  
objected case

Employee Id	Pensioner Name	Department Name	Upld Date	Recv Date	View
CPU-59370	SRI DIWAKER SINGH	Panchayati Raj(Accounts)	24/09/2015	24/09/2015	<a href="#">CPU-59370</a>

List of cases allotted  
by Div Admin

Click to view full  
detail of pensioner  
filled by DDO

# PENSION MANAGEMENT

Assistant Account Officer

» Fresh Cases

Calculated Cases

Objected Cases

» Revision Cases

Calculated Cases

Objected Cases

DA Change Cases (0)

» Reports

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» Miscellaneous

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

EMP ID/MINO/SRNO :CPU-57964/750006/1600005

EMPLOYEE NAME :SRI RAJEEV KUMAR VARMA

Personal Detail

Deductions

Service Detail

Calculation

View Files

Objections

## PERSONAL DETAILS

### Employee's Information

Type of Retirement Superannuation  
Employee ID CPU-57964  
Name SRI RAJEEV KUMAR VARMA  
Sex Male  
Date of Birth 30/06/1979  
Date of Joining 31/05/1999  
Date of Retirement 30/09/2015  
Date of Death  
Date of Marriage  
Father/Husband Name SRI RAJIT RAM VARMA

### Pensioner's Information

Name SRI RAJEEV KUMAR VARMA  
Date of Birth 30/06/1979  
Sex Male  
Id Mark CUT ON HAND  
Height(in inches) 154  
Mobile No. 7878787878  
Email ID RAK@GMAIL.COM

### Address Of Pensioner

House No/Locality LKO  
Street/District/PIN LKO  
State/Province LKIO

## BASIC SERVICE DETAILS

Last Office Name/Address D.P.R.O.S.K.NAGAR  
Raj(Accounts) Category CIVIL PENSION - STATE

## BASIC SALARY DETAILS

Basic Pay drawn,without grade pay) 10400  
Pay Band PB1-5200-20200  
D.A.(in %) 107  
Commutation(in %) 40  
Pay Commission 6  
Avg. Basic Pay(last 10 months,with grade pay) 0  
Grade Pay 2800

## PENSIONER'S DETAILS REQUIRED FOR PAYMENT

Treasury Name SANT KABIR NAGR  
Bank Name BANK OF BARODA TANDA C  
Bank Code 312  
Bank IFSC Code BARB0TANCHA  
Treasury Code 8000  
Bank Account No. 4545454454545454544  
PAN No. BNWPM0647K

All information is in  
editable .Navigate  
through all tabs to  
view pensioner  
information





Last login

: 24-SEP-2015 12:36:12

# UTTAR PRADESH ONLINE PENSION SYSTEM

## PENSION MANAGEMENT

**Assistant Account Officer**

» **Fresh Cases**

Calculated Cases

Objected Cases

» **Revision Cases**

Calculated Cases

Objected Cases

DA Change Cases (0)

» **Reports**

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» **Miscellaneous**

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

EMP ID/MINO/SRNO :CPU-57964/750006/1600005

EMPLOYEE NAME :SRI RAJEEV KUMAR VARMA

Personal Detail

Deductions

Service Detail

Calculation

View Files

Objections

### OBJECTION LIST

Objection By Accountant

- 1 प्रपत्र संलग्न नहीं है
- 2 फोटो सही नहीं है
- 3 सिग्नेचर मैच नहीं हो रहा है

Objections put by  
accountant

Print Objections

### ADD NEW OBJECTIONS

Type objections below .

Send To Approver



## PENSION MANAGEMENT

## Assistant Account Officer

EMP ID/MINO/SRNO : CPU-57964/750006/1600005

EMPLOYEE NAME : SRI RAJEEV KUMAR VARMA

## » Fresh Cases

## Calculate

## Objected Cases

## » Revision Cases

## Calculated Cases

## Objected Cases

## DA Change Cases (0)

## » Reports

## Send to Tre

remarks in  
e.g. Pensioner  
n sahi nahi hai  
en press space  
eyboard. It will  
tically convert  
These remarks  
e printed in  
ing Letter and  
CS .

Delete already  
put Objections by  
AAO.

Print Objections.

Send to Approver.

Detail

Deductions

Service Detail

Calculation

View Files

Objections

## OBJECTION LIST

## Objection By Accountant

- 1 प्रपत्र संलग्न नहीं है
- 2 फोटो सही नहीं है
- 3 सिग्नेचर मैच नहीं हो रहा है

## Objection By AAO

सिग्नेचर मैच नहीं है

Delete Row

Print Objections

## ADD NEW OBJECTIONS

Type objections below .

नाम मैच नहीं हो रहा है।

Send To Approver

अपर निदेशक ,कोषागार एवं पेंशन ,Basti

Print

दूरभाष- 0522-2287044

0522-2286623

फैक्स - 0522-2287080

ई-मेल - pendir@up.nic.in

## Print of Objections

सेवा में,  
निदेशक

PANCHAYATI RAJ(ACCOUNTS) , SANT KABIR NAGR

विषय : श्री. SRI RAJEEV KUMAR VARMA(CPU-57964) , G.P.A. के पेंशन प्रकरण के सम्बन्ध में।

महोदय,

श्री SRI RAJEEV KUMAR VARMA(CPU-57964) , G.P.A. के पेंशन प्रपत्र तथा सेवा पुस्तिका की जाँच में निम्न कमियां पायी गयी

Objection(s) :-

BY : ACC BASTI DIVISION(61601)

1. प्रपत्र संलग्न नहीं है
2. फोटो सही नहीं है
3. सिग्नेचर मैच नहीं हो रहा है

Objection(s) :-

BY : AAO BASTI FIRST(91601)

1. डेट ऑफ़ बिरथ ठीक नहीं है
2. नाम मैच नहीं हो रहा है

संलग्नक -

भवदीय,

लेखाधिकारी



Welcome  
Last login

: AAO BASTI FIRST/91601  
: 24-SEP-2015 12:36:12

UTTAR PRADESH ONLINE PENSION

## ONLINE PENSION MANAGEMENT

**Assistant Account Officer**

» **Fresh Cases**

Calculated Cases

Objected Cases

» **Revision Cases**

Calculated Cases

Objected Cases

DA Change Cases (0)

» **Reports**

Cases sent to Treasury

Cases At Div Admin

Pension Case Status

» **Miscellaneous**

Send Case to Approver

Send DA Change Case to Appr.

Change Password

Logout

-Select-

**Send to Approver**

Select All

One item found.1

Select Approver  
from downlist and  
send to Approver

Employee Id	Employee Name	Department Name	Case type	Select
CPU-57964	SRI RAJEEV KUMAR VARMA	Panchayati Raj(Accounts)	Fresh	

Select case .

Select AAO from  
list and click on  
"Forward Case" .