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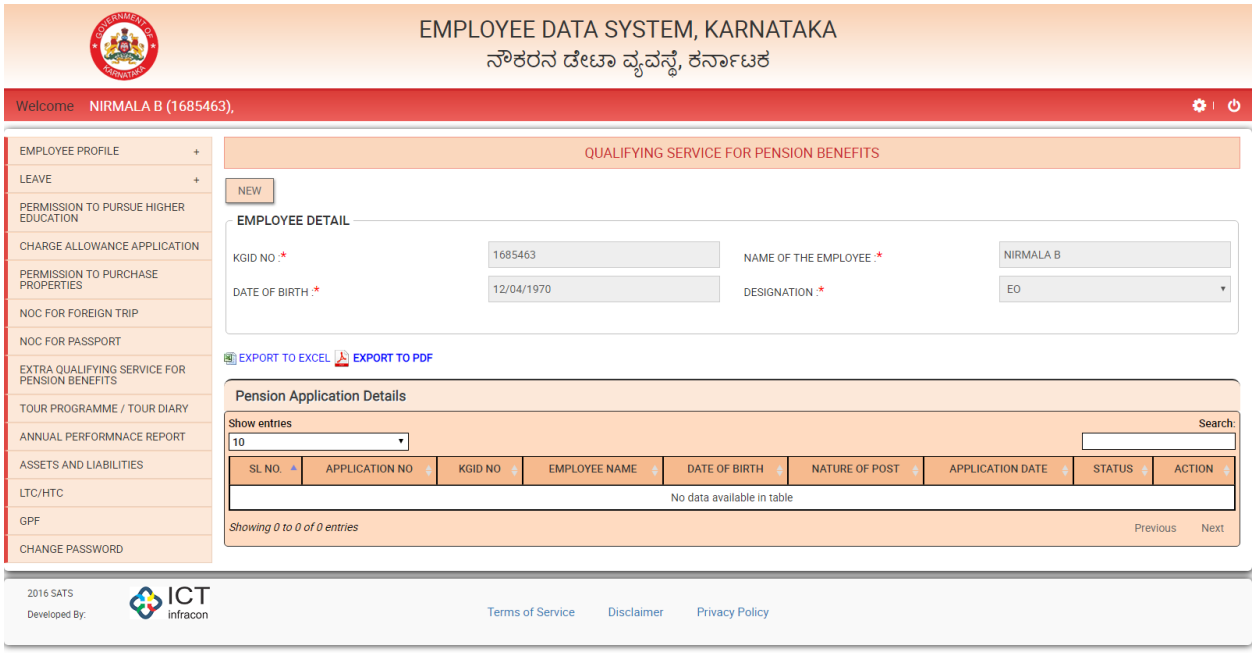
Qualifying Service for Pension Benefits

Qualifying Service for Pension Benefits application

Login as : Government Servant

To apply pension benefits application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS
Click on : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS



List of applied pension benefits application.

If new application then click on **New** button.

Qualifying Service for Pension Benefits Application

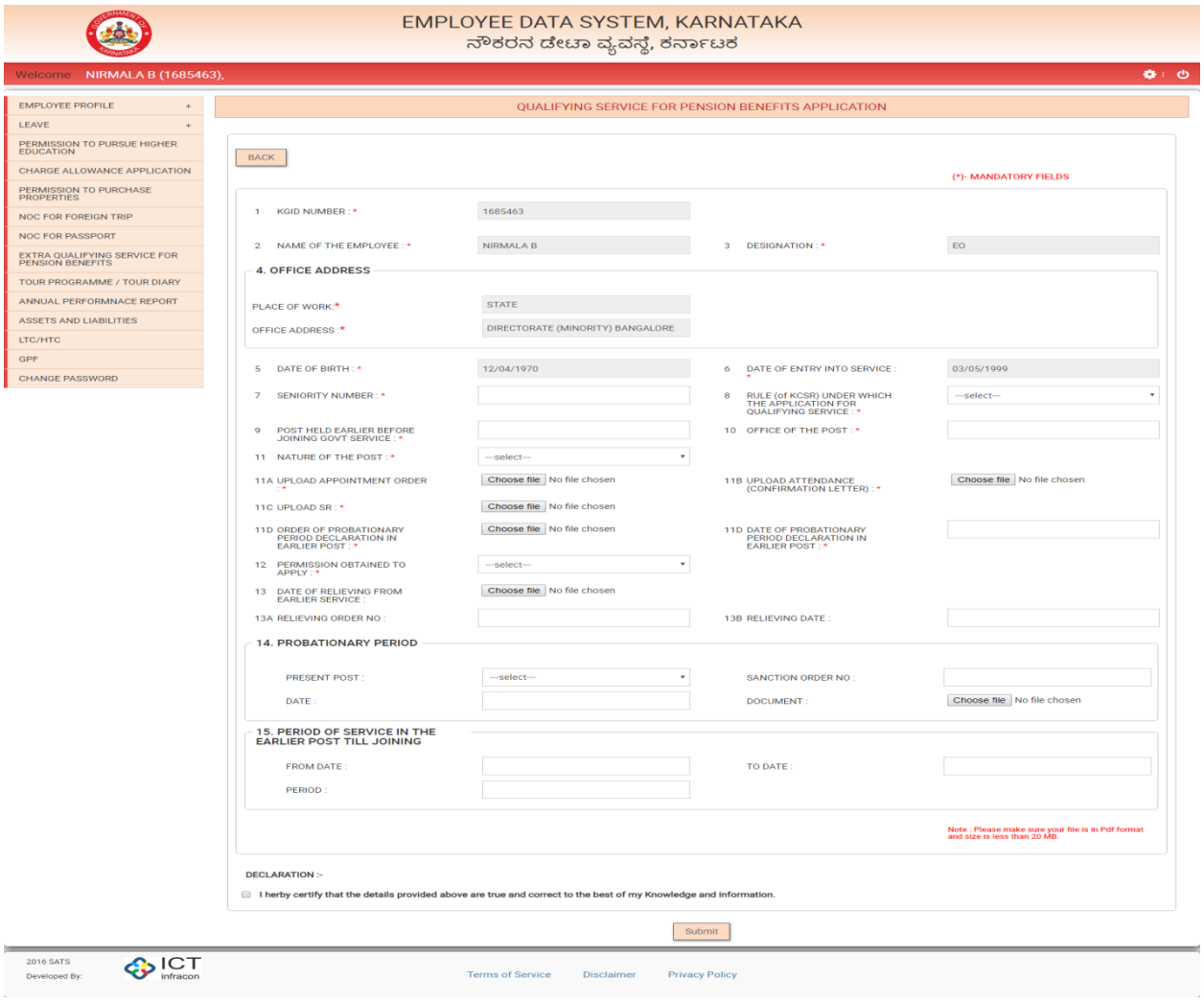
Qualifying Service for Pension Benefits application

Login as : Government Servant

To apply pension benefits application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS

Click on : New



Fill in all mandatory fields and click on submit button.

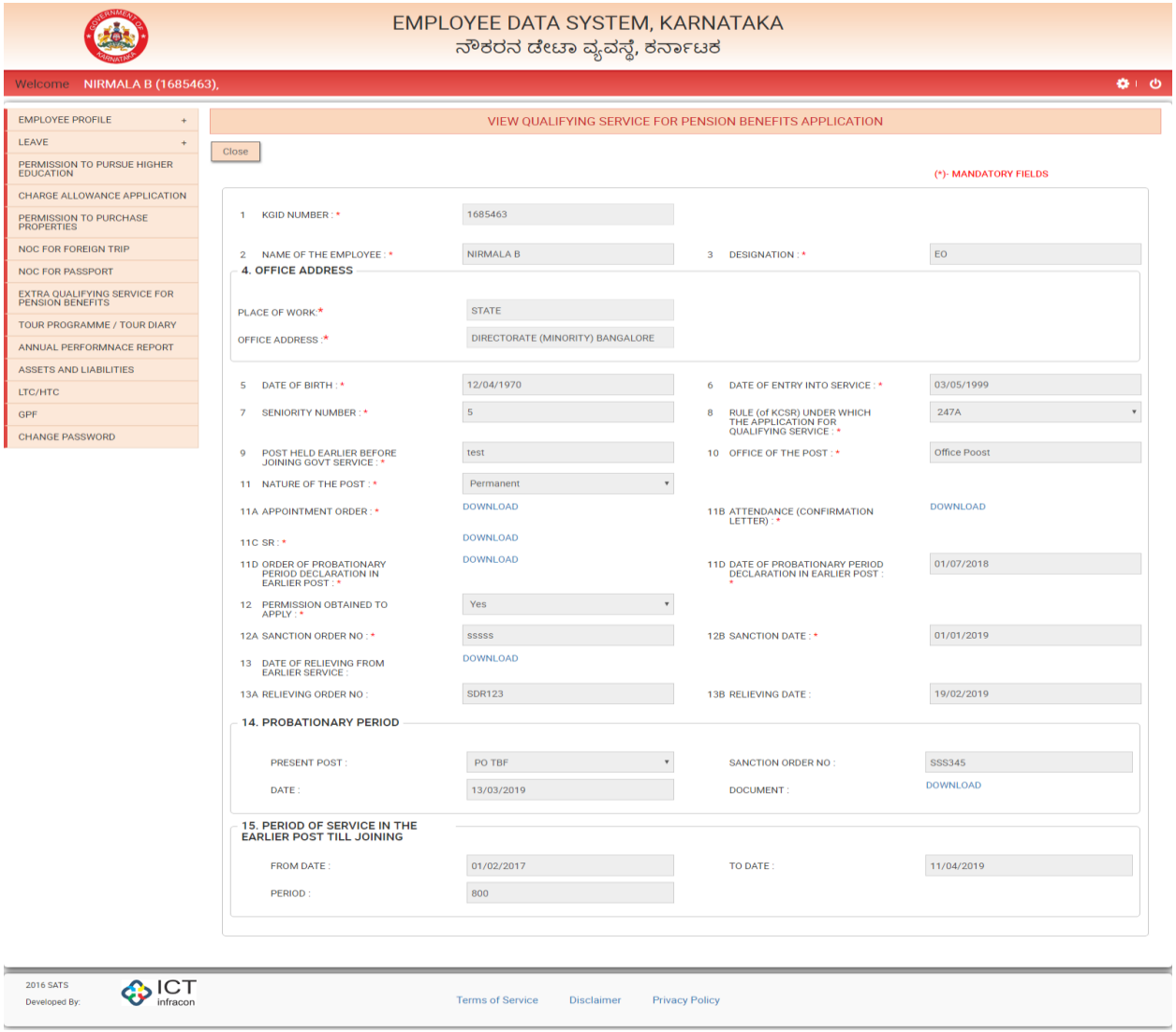
View Qualifying Service for Pension Benefits Application

Qualifying Service for Pension Benefits application

Login as : Government Servant

To view pension benefits application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS
Click on : View



View applied pension benefits application.

Edit Qualifying Service for Pension Benefits Application

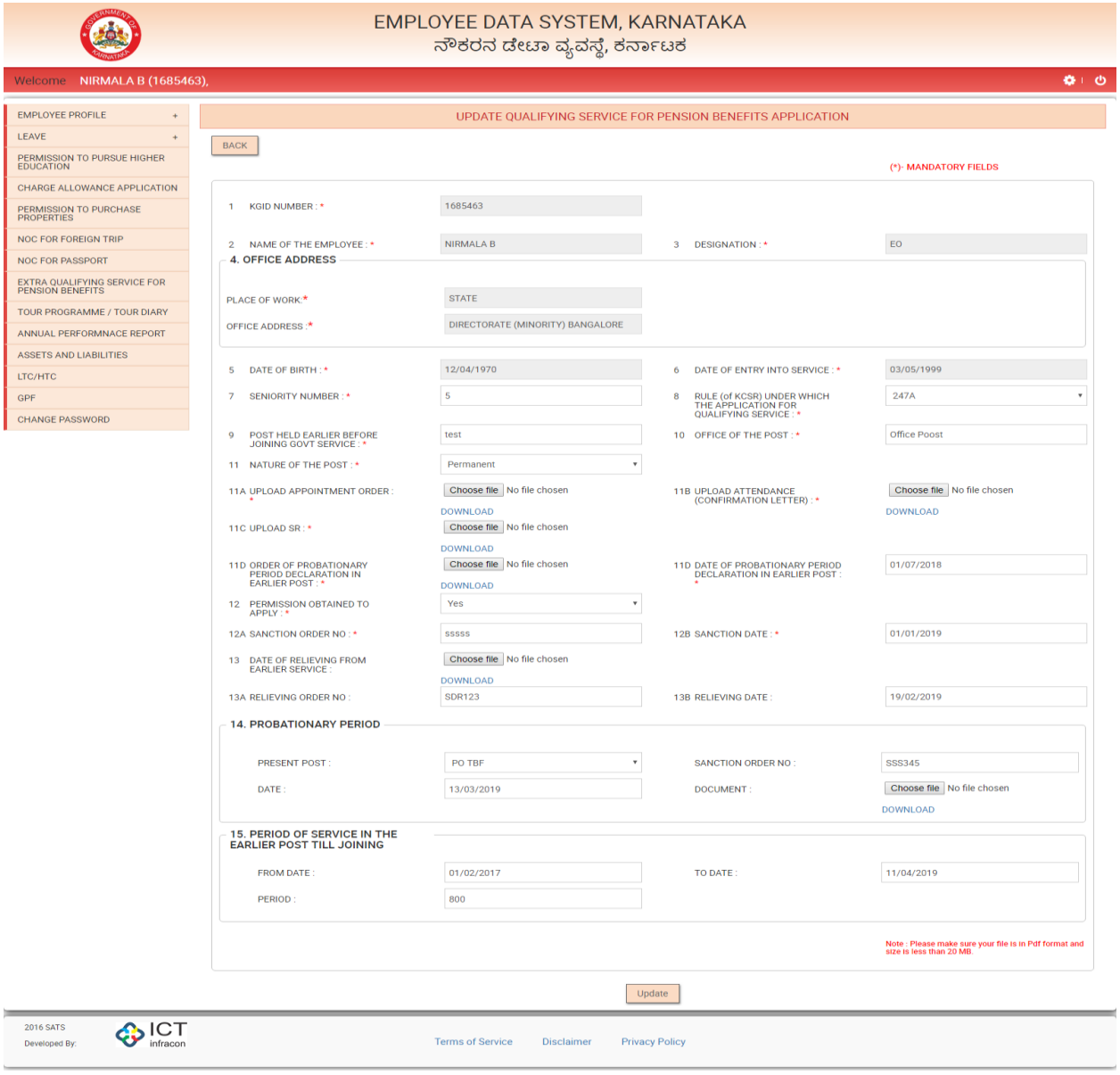
Qualifying Service for Pension Benefits application

Login as : Government Servant

To edit pension benefits application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS

Click on : Edit



Update pension benefits application.

Fill in all mandatory fields and click on update button.

Delete Qualifying Service for Pension Benefits Application

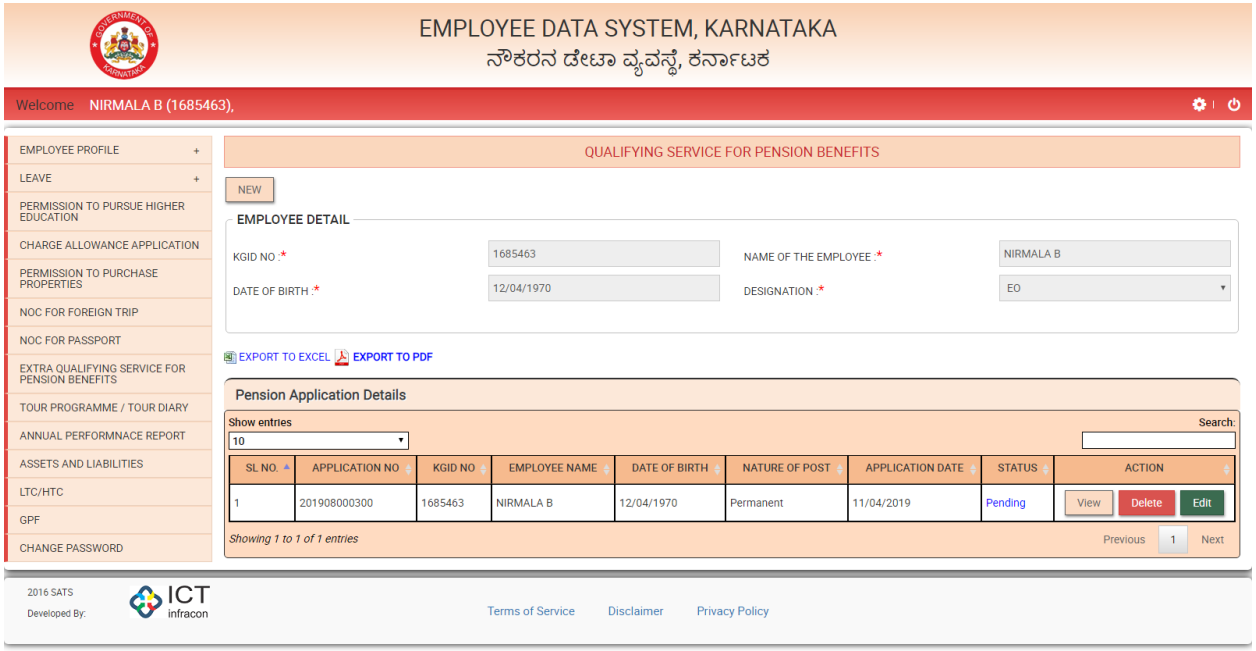
Qualifying Service for Pension Benefits application

Login as : Government Servant

To delete pension benefits application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS

Click on : Delete

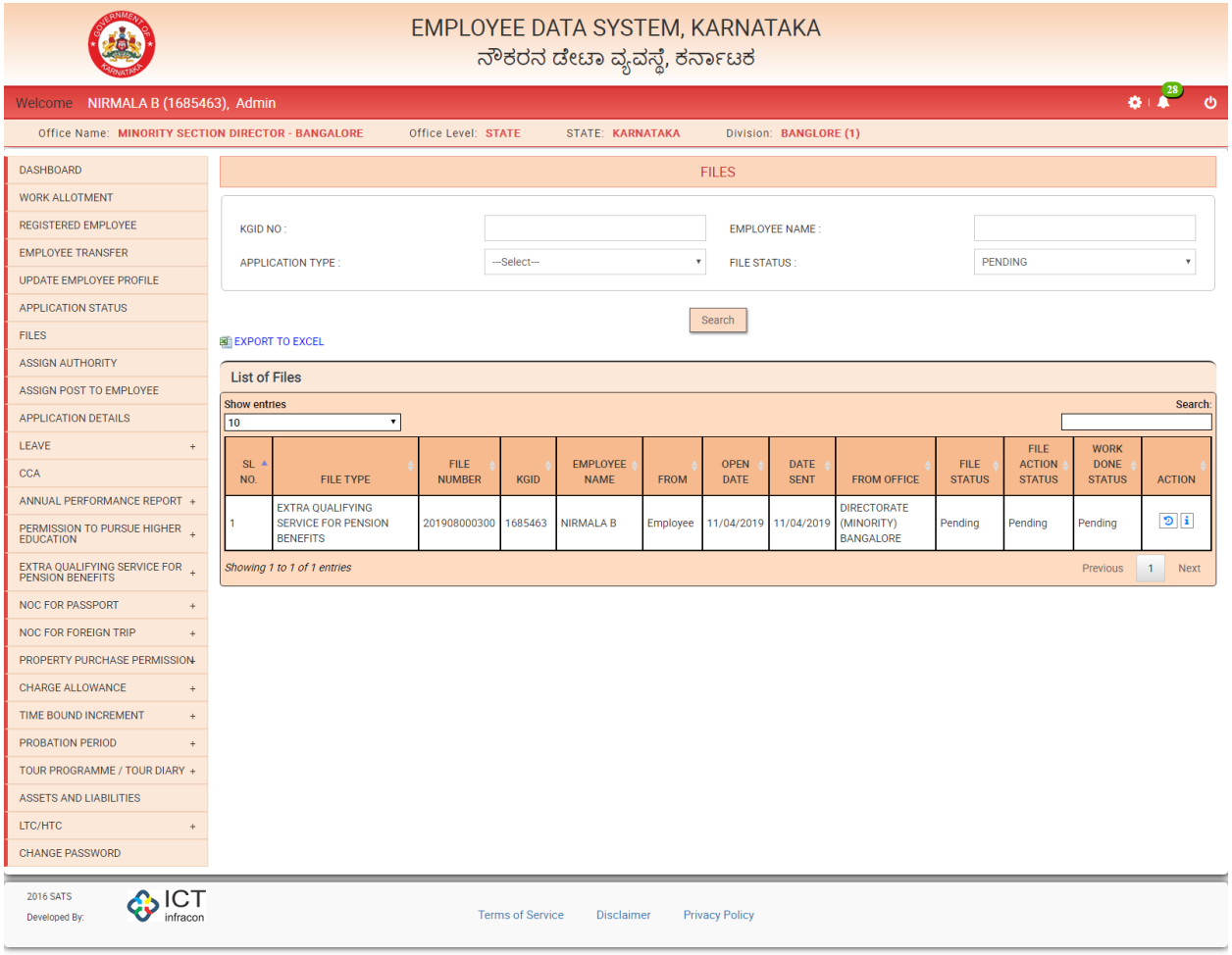


Click on delete button for delete pension benefits application.

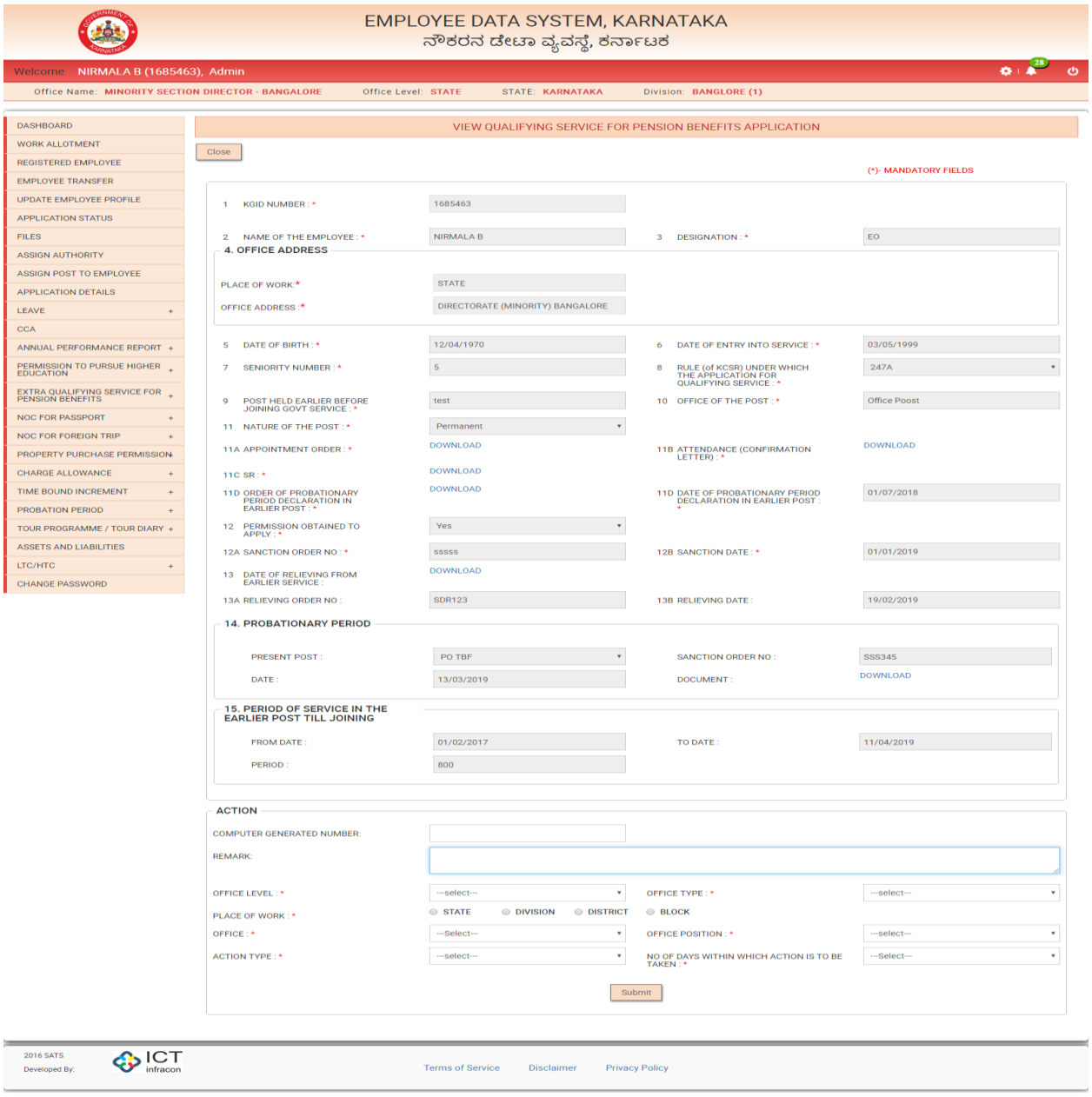
Files

To check the files
Login as : Admin, Case Worker, Office Manager

To check the files
Select menu : FILES



Show pending files list.
Click on view icon to view and forward file. The Admin will forward to respective Case Worker.
The Case worker will in turn start the process and forward the files to next higher authority for further action.



Click on view icon in file menu.

View application.

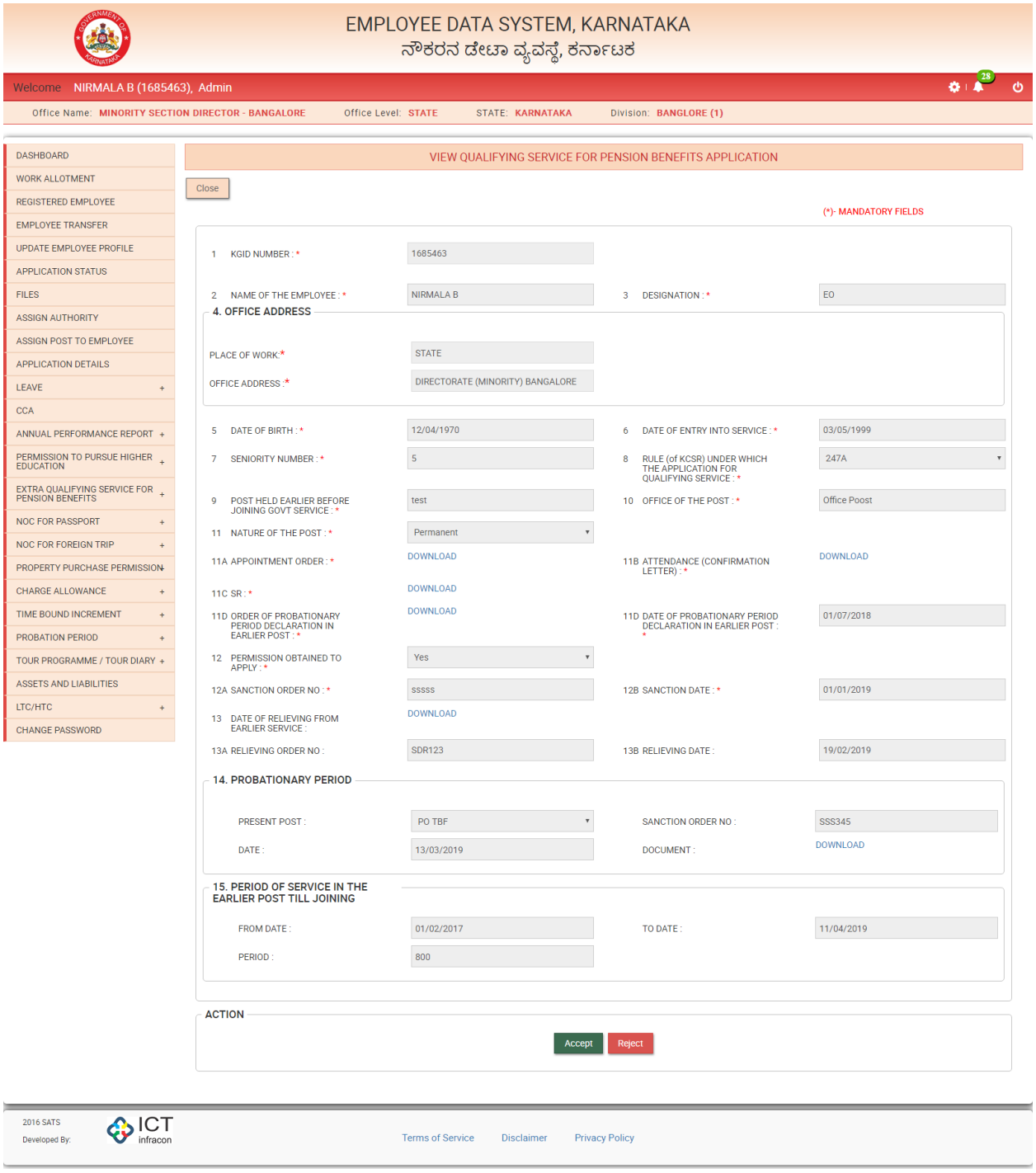
Fill in all the mandatory fields and click on forward button to forward the file.

PUT UP --- For forward file to Case Worker, Office Manager

For Reviewing --- Forward file to reporting officer.

For Recommending --- Forward file to recommending officer.

For Approval --- Forward file to approval officer (Sanctioning officer).



Click on view icon in file menu.

View application.

If wrong file, then click on reject button.

Click on accept button to accept file.

After Accepting the File.

If sanctioning officer, then go to EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> SANCTIONING AUTHORITY menu.

If Recommending officer, then go to EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> RECOMMENDING AUTHORITY menu.

Recommend pension application from pension application menu.

Then go to file menu and forward file to sanctioning officer.

If Reporting officer, then go to EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> REPORTING AUTHORITY menu.

Reporting pension application from pension application menu.

Then go to file menu and forward file to recommending officer.

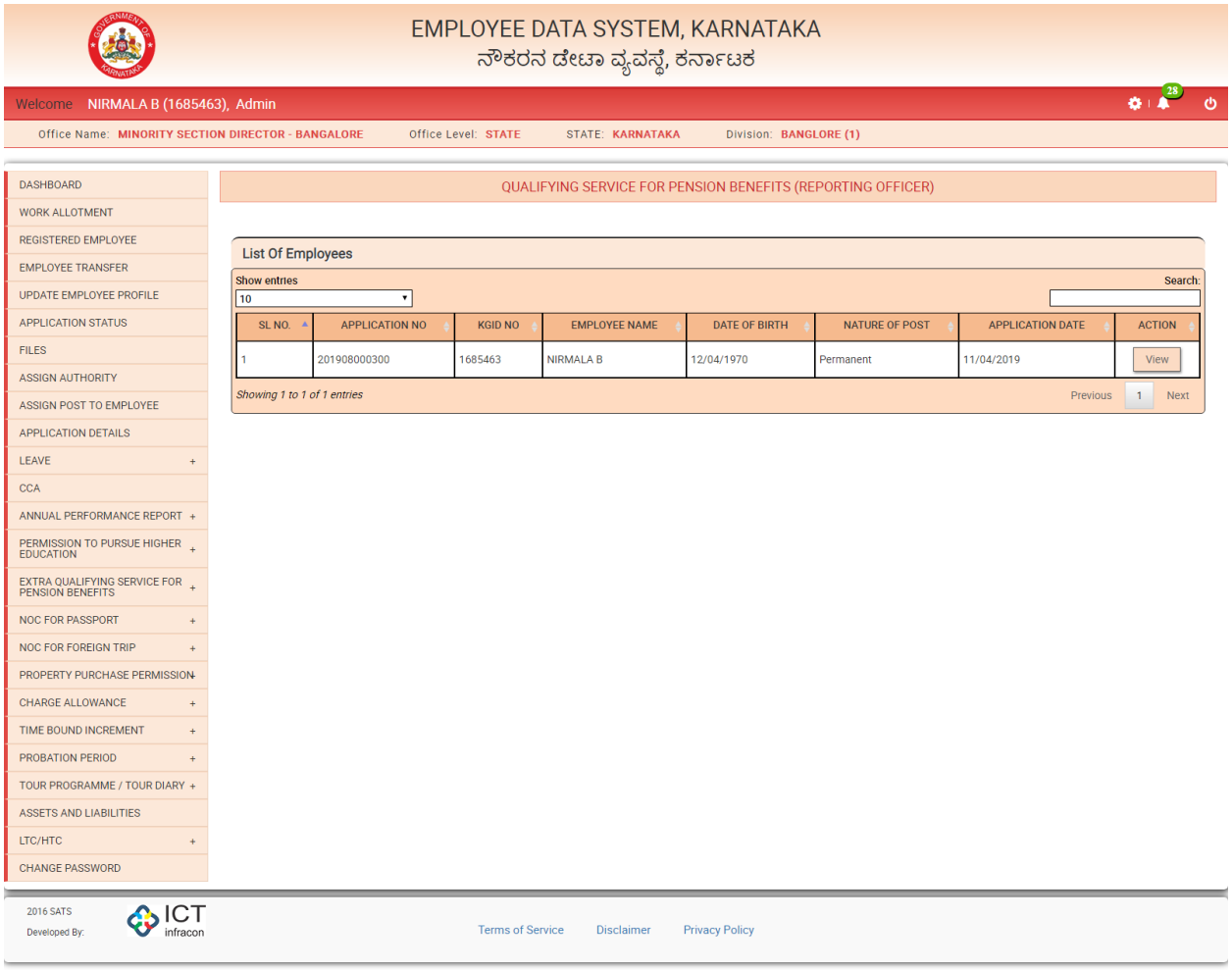
Qualifying Service for Pension Benefits (Reporting Officer)

To check pension application

Login as : Admin

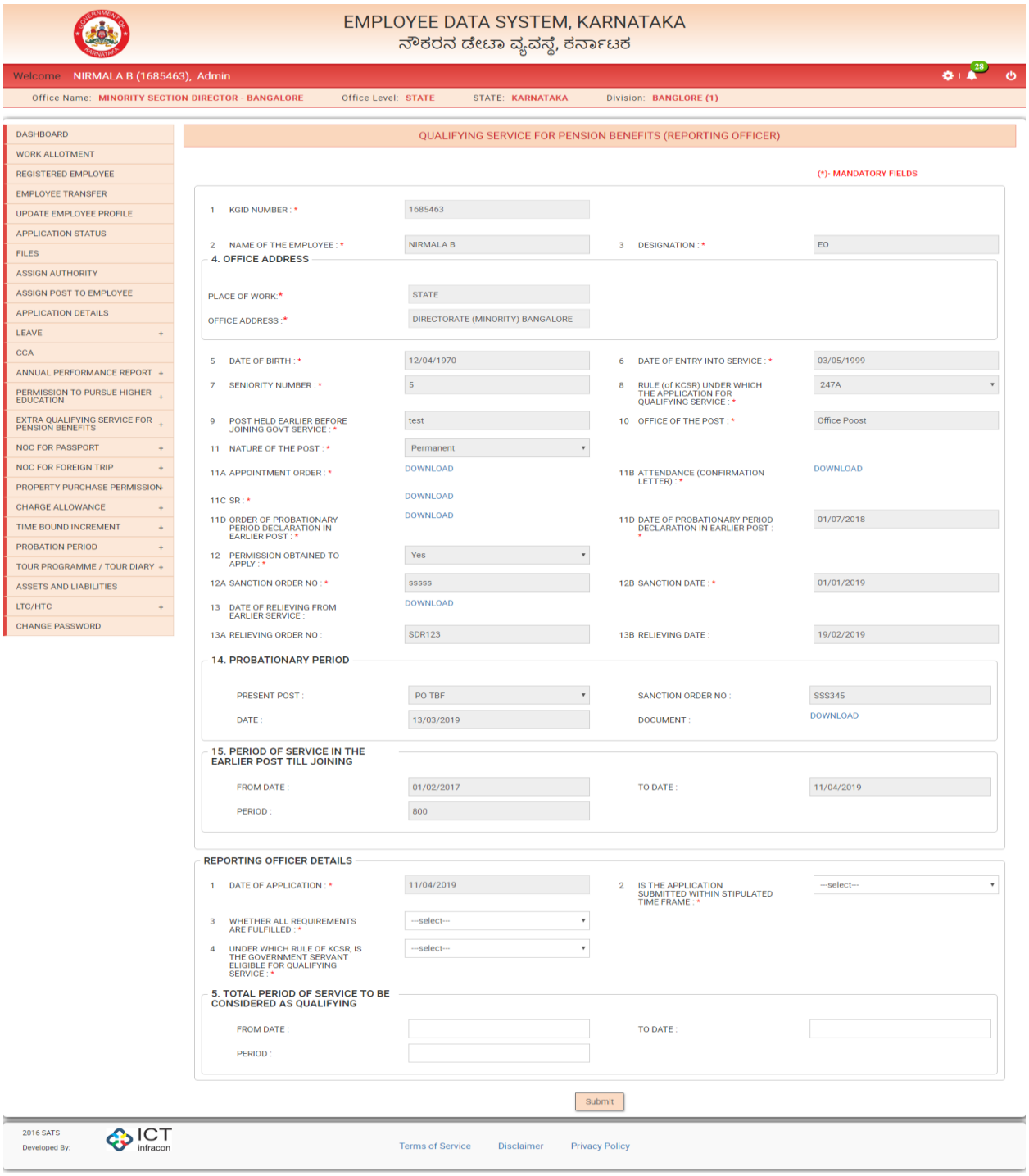
To check pension application

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> REPORTING AUTHORITY



List of pending application.

Click on view button for view and submit application.



Verify the entered data.

Then fill in all the mandatory field and click on submit button for reporting.

After reporting, go to file menu and forward file to Recommending officer.

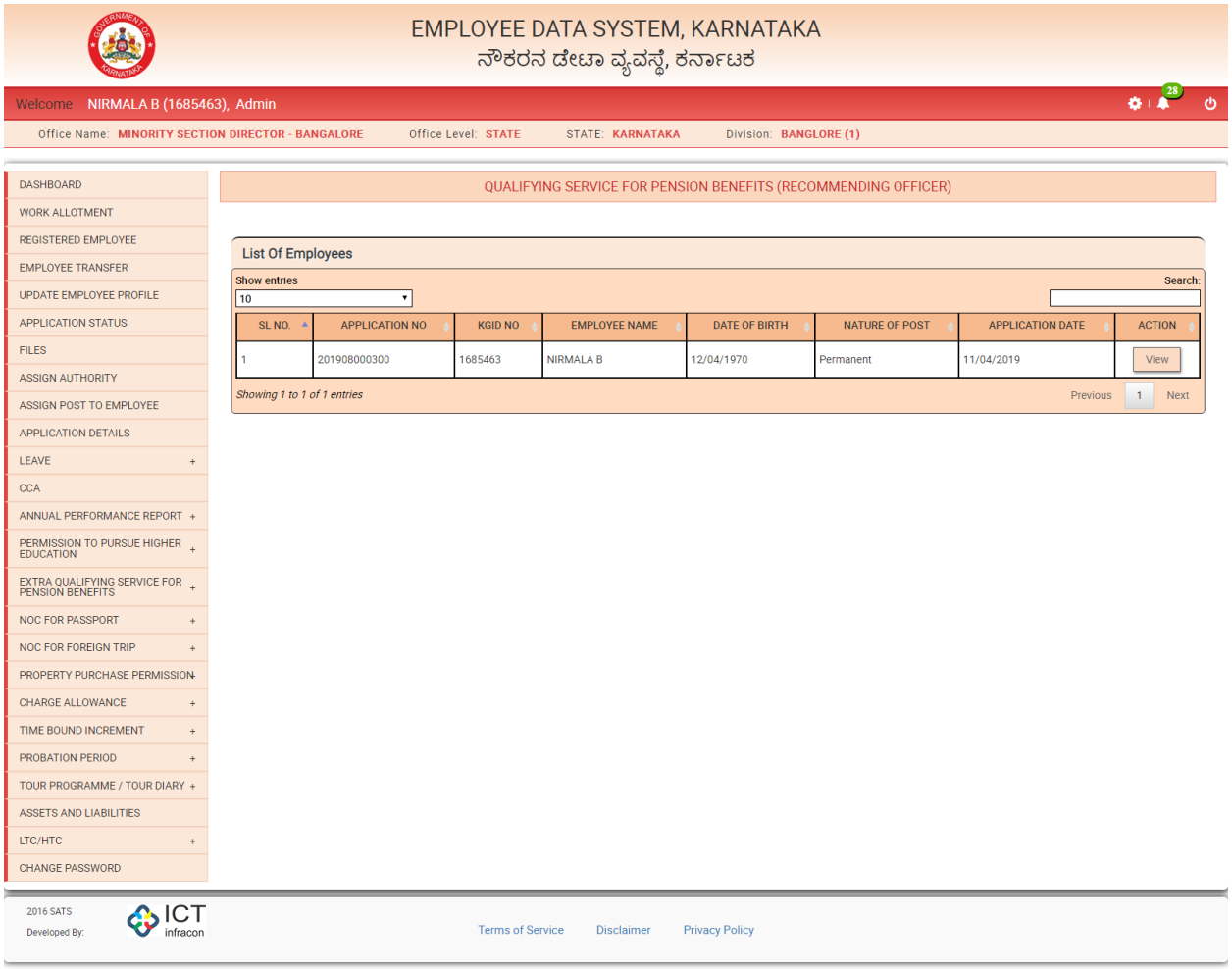
Qualifying Service for Pension Benefits (Recommending Officer)

To check pension application (RA)

Login as : Admin

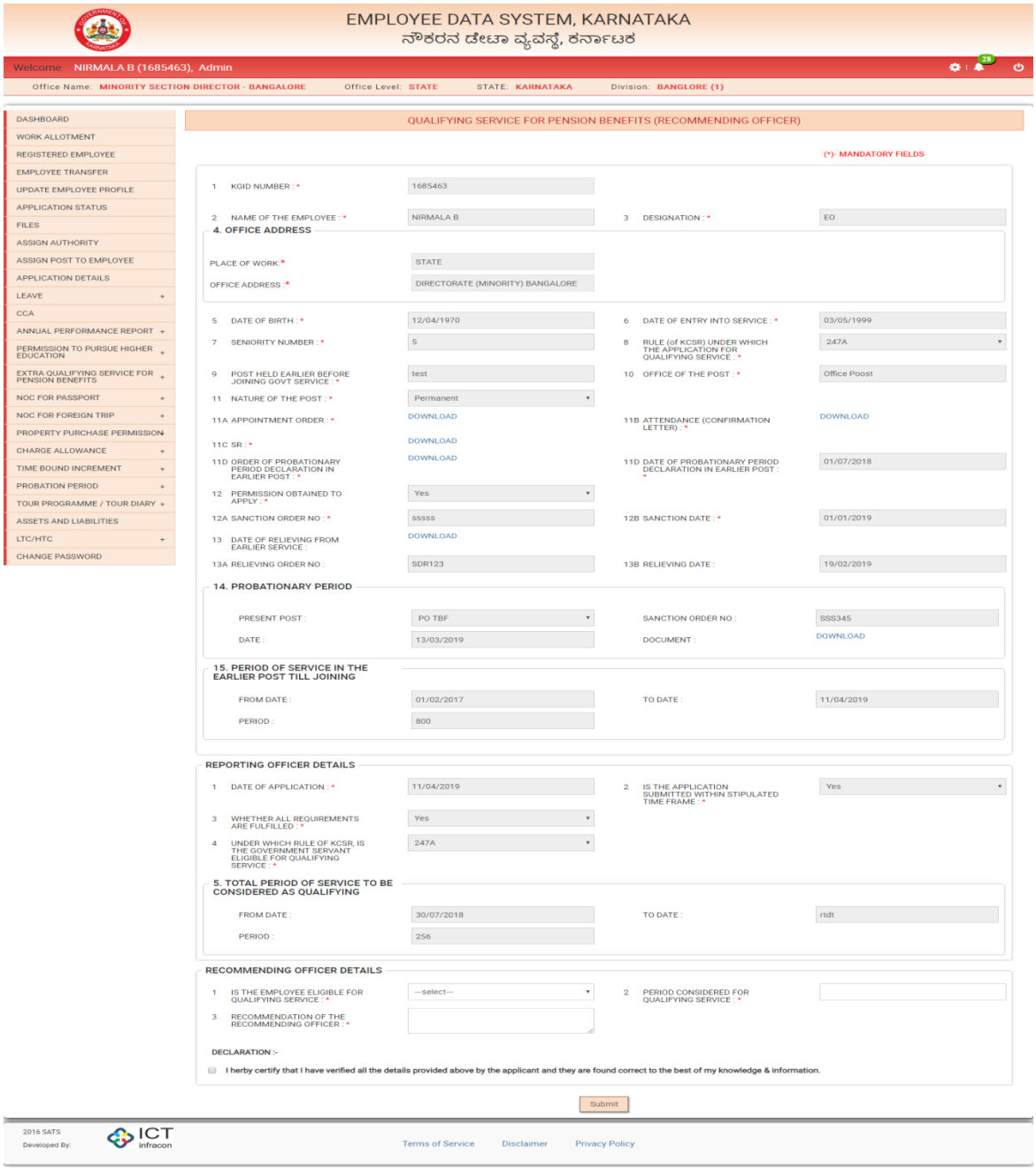
To check pension application (RA)

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> RECOMMENDING AUTHORITY



List of pending application.

Click on view button for view and submit application.



Verify the entered data.

Then fill mandatory field then click on submit button for Recommending.

After recommend, go to file menu and forward file to Sanctioning officer.

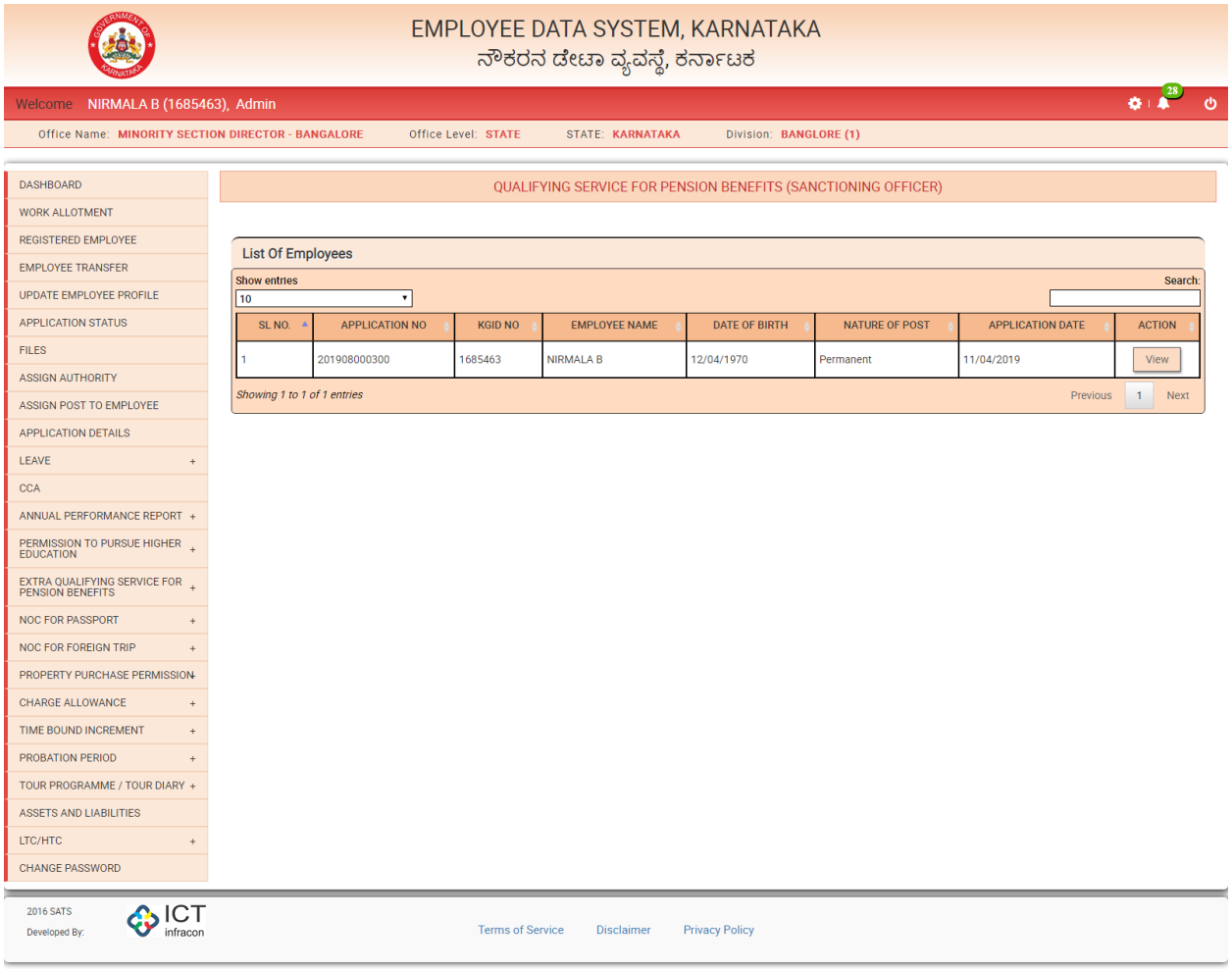
Qualifying Service for Pension Benefits (Sanctioning Officer)

To check pension application (SA)

Login as : Admin

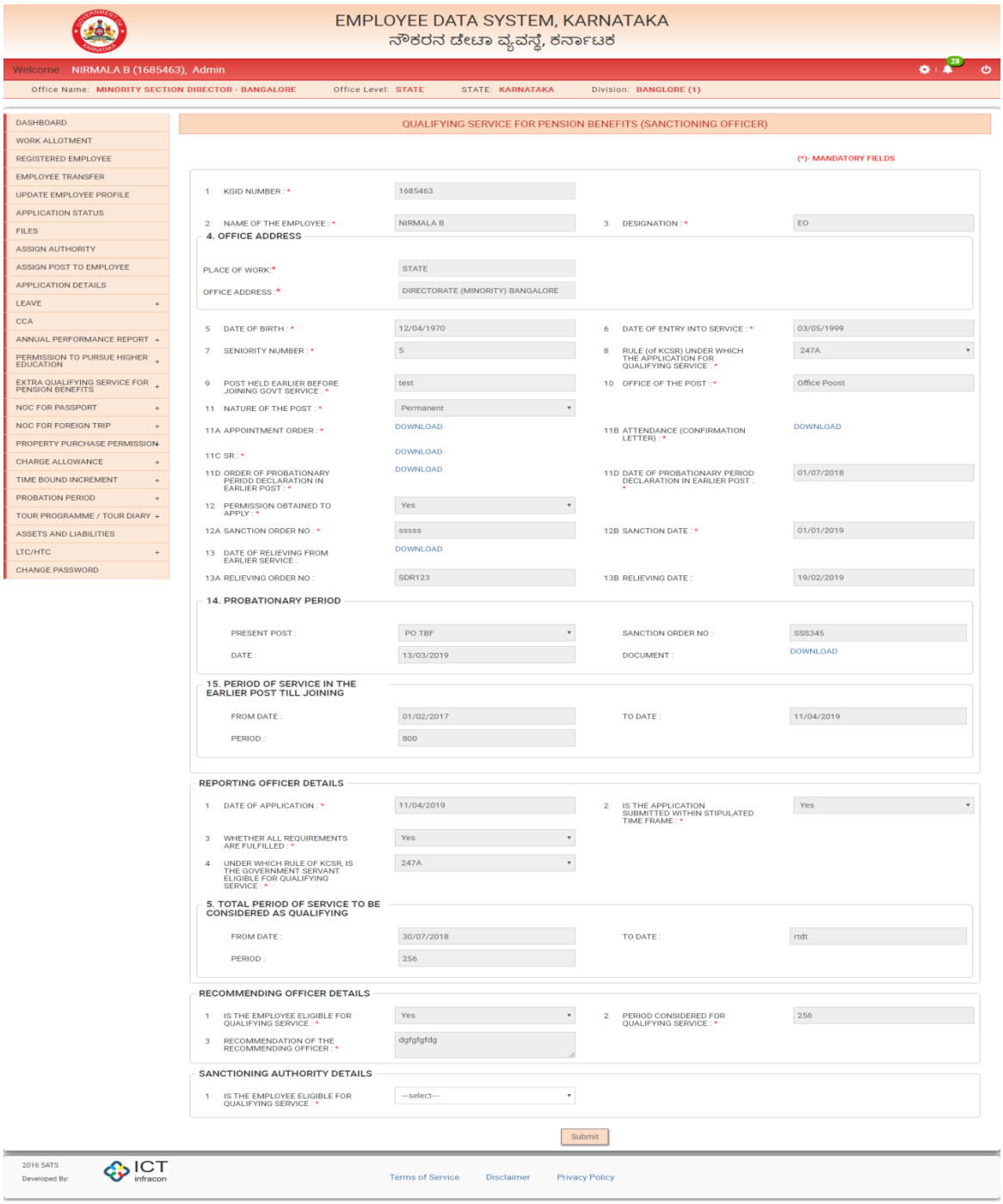
To check pension application (SA)

Select menu : EXTRA QUALIFYING SERVICE FOR PENSION BENEFITS >>> SANCTIONING AUTHORITY



Pending application list for Sanctioning officer.

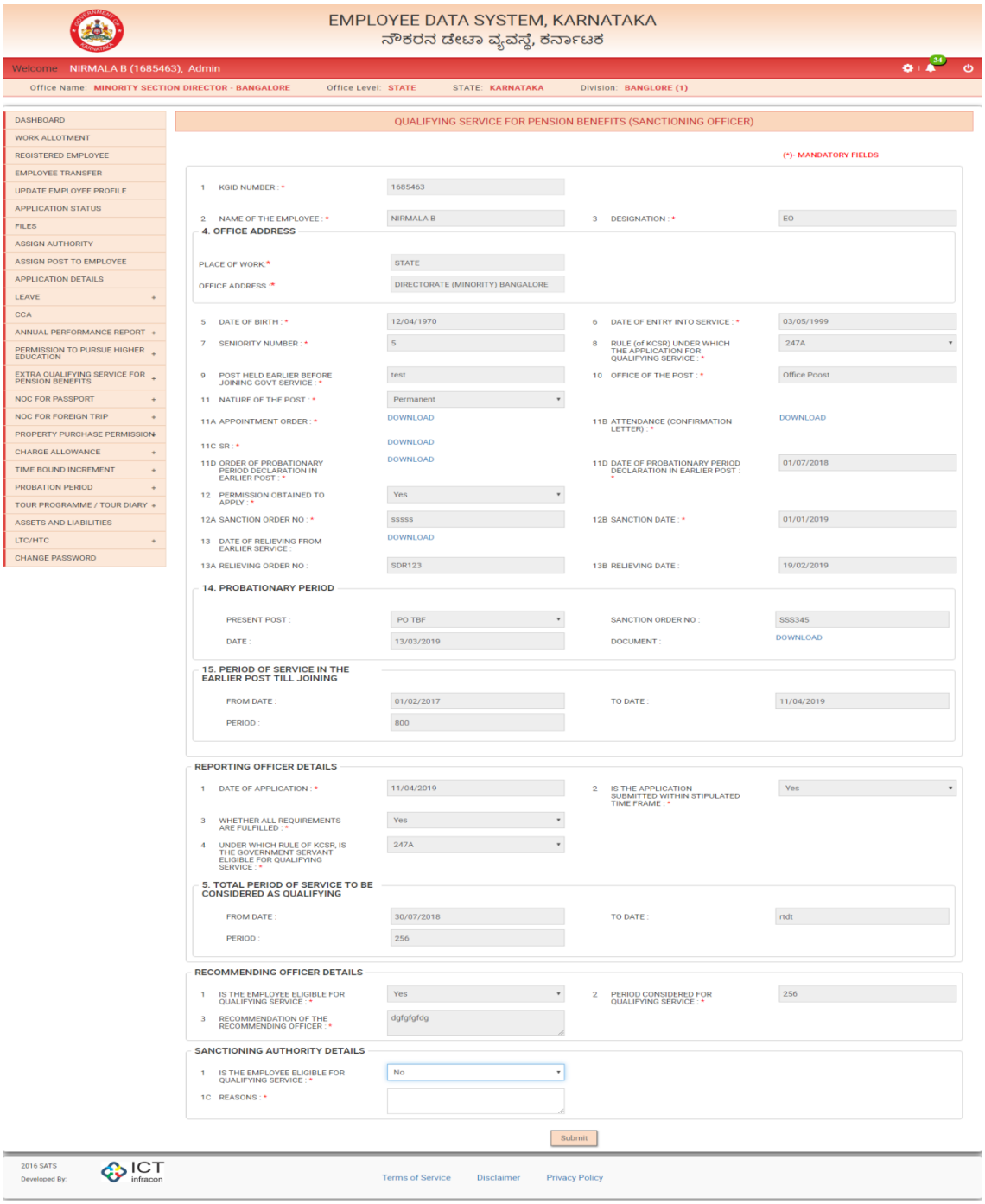
Click on view button to view application.



Verify the entered data.

If employee is eligible, then select -- **Yes**

Then click on submit for approve application.



Verify the entered data.

If employee is not eligible, then select – **No**

Then enter rejection reason.

Then click on submit for rejecting the application.