Procedure of Pension Calculation

After approval of pension application, HOO approver / operator will visit **INBOX** under **Exit Management**.

Menu Navigation: Exit Management > Inbox

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The HOO Approver / Operator will click Details Modify at the right hand side.

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Click Initiate Application

A new window will open and a message will be shown "Pension calculation successfully initiated"

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After initiating the Pension Calculation successfully HOO Approver/ Operator will click on "Qualifying service Period" menu. New fields will appear.

The **Period of Gross Service Details** will be auto populated by the System. The User can add the service period rendered by the employee under State Government, if approved by the Competent Authority.

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User can add **Additional Service Details** of the employee if approved by the Competent Authority.

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Period of Deputation outside HRMS will be auto populated if **Deputation** module of HRMS is applied for the employee concerned.

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After inserting **Qualifying Service Period** details successfully, HOO Approver/ Operator will click on **"Pension Calculation Details"**. Salary Components of the pay last drawn by the employee will be auto populated. If any inclusion of any salary component(s) is/are required, checkbox for such component(s) may be selected for pension calculation. If any increment resulting in enhancement of Band Pay/NPP is required, the date from which the increment will take effect has to be inserted and increased Pay Band/NPP has to be captured manually.

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Employee Search	Basic/ Band/	01/07/2018	20600					
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Attachment	Dearness Allowance	01/07/2018	24500					
-Pension Application Initiation	Grade Pay	01/12/2015	3900	✓				
Inbox	House Rent	01/07/2018	3675					
Pension Application Task List	Allowance	01/07/2010	5075					
Forwarding Letter Generation	Interim Relief	01/07/2016	1918					
·PPO Tagging	Medical Allowance	01/12/2015	300					
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After that, the HOO Approver will click on SAVE and following pop-up will appear on screen

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If all calculations are found ok, the HRMS Approver/operator will click on **OK**. If not, click on Cancel.

Data upon being saved, following Success message will appear.

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