

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 its dissemination to the beneficiaries.

Intended Audience : User is supposed to have prior knowledge of computer handling and internet browsing. The DDO should have Digital Signature Certificate issues for him to digitally sign the uploaded documents. He / She is supposed to verify and correct the information filled by Dealing Assistant in the ePension system.

Scope : This manual is for Drawing and Disbursing Officer(DDO) roll and describes how to forward the case to Divisional Level after verification of Personal & Service details of the pensioner. This document also demonstrates how to unlock the cases returned, due to objections, by the Approver Authority for the readdressal of the objections.

Roll described:
Drawing & Disbursing
Officer (DDO)

Administrative Structure

Offices

Rules and Regulations

Contact Us

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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

User Type *

Login ID *

Password *

[Forgot Password?](#)

Select User Type then enter username and password



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Logout

DASHBOARD

DSC Authentication just after Login

Enter PIN
provided
with DSC

Welcome DDO

Roles : Drawing and Disbursing Officer(DDO)

Checking for Attached Valid DSC Token.....

Enter PIN Maximum Length=15,Mini...

Proceed to Dashboard



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Logout

DASHBOARD

DSC Authenticated
Succssfully.Click to
proceed to
Dashboard

DDO

rawing and Disbursing Officer(DDO)

DSC Work Done.Click below to Continue

Proceed to Dashboard



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

[Home](#) [Logout](#)

DASHBOARD

DDO MANAGEMENT

» Fresh Cases

Fresh & Compliance Cases

Locked Compliance Cases

» Revision

Revision Cases

Revision Compliance Cases

» Reports

Cases sent to Treasury

Cases At Div Admin

Filled ePension Cases

Upcoming Retirements

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» Miscellaneous

Home and Logout Links

Welcome screen for the DDO

Welcome DDO

Roles : Drawing and Disbursing Officer (DDO)

Digital Signature Information

User Name: KRISHNA KUMAR MISHRA , Valid From : 18-Nov-2014 , Valid Upto : 15-Nov-2016

Showing User Name of
the DDO logged in

DSC Information

Pending

- Compliance Cases [0]
- Revision Cases [0]
- Incomplete Filled Cases [4]

List of
employees
going to retire
within next 3
months

Announcements

- For any queries relating to this online Pension System, please call 24 x 7 Toll Free No. 0522 2287 080. All queries will be answered in English / Hindi only

Processing of fresh
case filled by
dealing Assistant



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Home Logout

ONLINE PENSION MANAGEMENT

DDO MANAGEMENT

» Fresh Cases

Fresh & Compliance Cases

Locked Compliance Cases

» Revision

Revision Cases

Revision Compliance Cases

» Reports

Cases sent

ePension Form

Pending List

» Miscellaneous

DSC Register

Print Annexure5

Welcome DDO

2 items found, displaying all items.1

Employee Id	Employee Name	Oprator Type	VIEW
CPU-40159	SRI RAM PRAKASH SINGH	8000010 Fresh	CPU-40159
CPU-56169	SHRI ANAND MOHAN	8000010 Fresh	CPU-56169

This screen will appear on clicking "Fresh and Compliance Cases List" button (Highlighted)

List of employees forwarded by dealing assistant to DDO after data entry

Click on Employee ID, shown in blue color, to view the details forwarded by Dealing Assistant

Disclaimer

Version:1.0.01

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Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

[Home](#) [Logout](#)

Employee Name : SRI RAJEEV KUMAR VARMA (CPU-57964)

Personal Detail

Deductions

Gratuity Nominee

Service Detail

LTA Nominee

Family

DDO MANAGEMENT

» Fresh Cases

Fresh & Compliance Cases

Locked Compliance Cases

» Revision

Revision Cases

Revision Compliance Cases

» Reports

Cases sent to Treasury

Cases At Div Admin

Filled ePension Cases

Upcoming Retirements

Click to see the
uploaded file

UPLOADED DOCS OF PENSIONER

Annexture-3 [Sign](#)

Annexture-4 [Sign](#)

Click to digitally
sign the
uploaded file
Green mark
appears after
signing.

UPLOADED IMAGE OF PENSIONER



1. Data filled by Dealing Assistant will populated and DDO can modify it.
2. While modifying data avoid use of special characters.
3. Navigation can be done by clicking on the tabs.
4. To save the modifications navigate through next button at bottom.

The page at epension.up.nic.in says:

Please verify the Account Numbers Entered
1. 4544454545454544SUCCESS#4544454545454544

OK Cancel

House No/Locality* LKO

Street/District/PIN* LKO

State/Province* LKO

OFFICE DETAILS

Last Pension * G.P.A. Last Office Name/Address* D.P.R.O.S.K.NAGAR

Payment Name * Local fund & Audit Category* CIVIL PENSION-STATE

BASIC SALARY DETAILS

Basic Pay(last drawn,without Grade Pay)* 16880 Avg. Basic Pay(last 10 m)* 0

Pay Band* PB1-5200-20200 Grade Pay* 5400

D.A.(in %)* 107

Commutation(in %) 40

Pay Commission* 6

PENSIONER'S DETAILS REQUIRED FOR PAYMENT

Treasury Name* SANT KABIR NAGR Treasury Code* 8000

Bank Name PURVA,GRAMIN BANK KH Bank Account No. 4544454545454544

Bank Code 019 PAN No. BNWPM0647K

Bank IFSC Code

On clicking Next button system will prompt to confirm the Bank Account Number. Click OK to confirm else Cancel to re enter the correct Account Number



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

[Home](#) [Logout](#)

Employee Name : SRI DIWAKER SINGH (CPU-59370)

Annexures

Personal Detail

Deductions

Gratuity Nominee

Service Detail

LTA Nominee

Family

SN.	Name +	DOB*	Relation*	Marital Status*	Disability*
1	Name* Address House No/Locality* Street/Dist/PIN* State/Province*	SUMAN LKO LKO LKO	17/09/1985	Wife Married No	No
2	Name* Address House No/Locality* Street/Dist/PIN* State/Province*	NEELAM LKO LKO LKO	16/09/2015	Daughter Married No	No

Final data submission will be done by clicking Save button on Family Tab

[Add More Family Details](#) [<<Previous](#) [Save](#)

Employee Name : SRI DIWAKER SINGH (CPU-59370)

Annexures

Personal Detail

Deductions

Gratuity Nominee

Service Detail

LTA Nominee

Family

SN. Name +

DOB*

Relation*

Marital
Status*

Disability*

Wife ▼

Married ▼

No ▼

Please Ensure that uploaded files are signed before submission
Data can not be edited after this submission !! Do you want to proceed further ?

OK

Cancel

2

Name*

AM

16/09/2015

Daughter ▼

Married ▼

No ▼

✖

Address Ho

No/Local

LKO

LKO

Be ensure and
verify whole data
before
submision.

Add More Family Details

<<Previous

Save



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

[Home](#) [Logout](#)

DDO MANAGEMENT

» Fresh Cases

Fresh & Compliance Cases

Locked Compliance Cases

» Revision

Revision Cases

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Cases sent to Treasury

Cases At Div Admin

Filled ePension Cases

Upcoming Retirements

Print Annexure5

» Miscellaneous

Warning

1. Once captcha is submitted, data will be locked & will be send to '**Divisional Admin**'.
2. To re-edit the filled information, click '**Fresh & Compliance Cases**' from Menu.

Fill the captcha
and click on
Submit to send
case to the
divisional office

Enter The Value Of Captcha below

6 2 6 2 7 3

Enter The String in Image



Submit



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

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DASHBOARD

DDO MANAGEMENT

» Fresh Cases

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Cases At Div Admin

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Welcome

Roles : Drawing and Disbursing Officer(DDO)

- **Data of SRI DIWAKER SINGH Saved Successfully and sent to DIV ADMIN**

Digital Signature Information

User Name: KRISHNA KUMAR MISHRA , Valid From : 18-Nov-2014 , Valid Upto : 15-Nov-2015

Pending

- Compliance Cases [0]
- Revision Cases [0]
- Incomplete Filled Cases [3]

Indicates
case has
been sent
to Divisional
Office
successfully

Announcements

- For any queries relating to this online Pension System, please call 24 x 7 Toll Free No. 0522 2287 080. All queries will be answered in English / Hindi only

Unlocking The compliance
case returned by Approver
Authority (divisional Office)
For Re-Entry by Dealing
Assistant



Login Screen

USER LOGIN

User Type *

Login ID *

Password *

[Forgot Password?](#)

Select User Type then enter username and password



Welcome
Last login

: 888/2201-8888
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Logout

DASHBOARD

Security Warning



Do you want to run this application?



Name: SmartCard3

Publisher: UNKNOWN

Location: http://localhost:8084

Running this application may be a security risk

Risk: This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source

[More Information](#)

Select the box below, then click Run to start the application

☒ I accept the risk and want to run this application.

Run

Cancel

Accept
terms and
Click on
Run button



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Logout

DASHBOARD

**DSC Authentication just after
Login**

Enter PIN
provided
with DSC

Welcome DDO

Files : Drawing and Disbursing Officer(DDO)

Checking for Attached Valid DSC Token.....

Enter PIN Maximum Length=15,Mini...

Proceed to Dashboard



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

Logout

DASHBOARD

DSC Authenticated
Succssfully.Click to
proceed to
Dashboard

DDO

rawing and Disbursing Officer(DDO)

DSC Work Done.Click below to Continue

Proceed to Dashboard



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

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DASHBOARD

DDO MANAGEMENT

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Fresh & Compliance Cases

Locked Compliance Cases

» Revision

Revision Cases

Revision Compliance Cases

» Reports

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Cases At Div Admin

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Print Annexure5

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Welcome DDO

Roles : Drawing and Disbursing Officer(DDO)

Digital Signature Information

User Name: KRISHNA KUMAR MISHRA , Valid From : 18-Nov-2014 , Valid Upto : 15-Nov-2016

Pen

- Compliance Case
- Revision Cases [0]
- Incomplete Filled C

Click on Locked
Compliance Cases

Welcome screen for the DDO

DSC Information

Announcements

- For any queries relating to this online Pension System, please call 24 x 7 Toll Free No. 0522 2287 080. All queries will be answered in English / Hindi only



Welcome
Last login

: DDO/2281_8000
: unknown

UTTAR PRADESH ONLINE PENSION SYSTEM

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ONLINE PENSION MANAGEMENT

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Print Annexure5

» Miscellaneous

Screen showing List of
compliance cases

• Locked Compliance Cases

One item found.1

Employee Id	Employee Name	Approver	Objection Date	View
CPU-57964	SRI RAJEEV KUMAR VARMA	APPRAUTH BASTI	24/09/015	CPU-57964

To get list of
compliance cases
click on Compliance
button (highlighted)

Click to view details
of the cases



ONLINE PENSION MANAGEMENT

DDO MANAGEMENT

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Revision Compliance Cases

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DSC Register

Print Annexure5

Welcome DDO

2 items found, displaying all items.1

Employee Id	Employee Name	Oprator Type	VIEW
CPU-40159	SRI RAM PRAKASH SINGH	8000010 Fresh	CPU-40159
CPU-56169	SHRI ANAND MOHAN	8000010 Fresh	CPU-56169

List of Fresh and Compliance cases which are re-entered by dealing assistant

Opened by clicking "Fresh and Compliance case list"

Process will be same as previous fresh case.