USER MANUAL

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SETTLEMENT SYSTEM

Approximately 30 thousand employees superannuate every year from different Units of Indian Railways. The processes involving finalisation of settlement claim of an employees is cumbersome. This web-based Settlement System enables the authority to finalise the settlement of superannuating employee with ease and convenience.

Centre for Railway Information System
HRMS Group

Document Revision History

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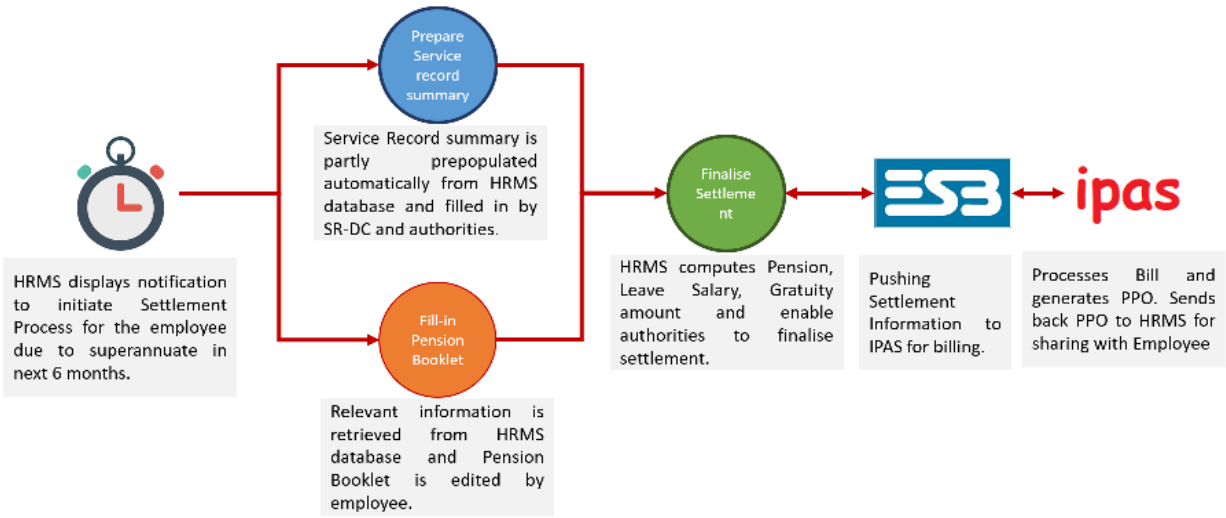
1.0. Introduction

On an average, approximately 30 thousand employees superannuate from different Units of Indian Railways every year. The processes followed to finalise settlement claim of an employee is cumbersome. This web-based Settlement System under HRMS enables the authorities to finalise the settlement of superannuating employee with ease and convenience.

1.1. How does Settlement System works

The Settlement System in HRMS notifies for initiating settlement process for each employee due for superannuation in next 6 months.



The process gets started with the activity to summarize the service record of the employee. The system automatically summarises service record using available information in HRMS database and allows the authorities to verify, correct and approve it. Parallelly, the superannuating employee fills in the Pension Booklet with assistance from Staff & Welfare Inspector. At this level, the system also retrieves necessary information from HRMS database and presents it to employee for further editing and submission. Once, the Summarised Service Record and Pension Booklet is ready, the system computes all superannuation benefits like Leave Salary amount, Pension amount, Death & Retirement Gratuity for the employee to enable authorities to finalise the settlement. At the end, the finalized settlement amount is pushed to iPAS system for necessary Bill preparation and payment to the employee on the date of retirement.

1.2. Limitation of the System

Currently, the Settlement System in HRMS only help in finalizing settlement of superannuating employees of Indian Railways. Finalisation of settlement of employees for other than normal retirement (ONR) cases is not covered under this system.

1.3. Intended User and their respective Roles

a) **Service Record Dealing Clerk (SR-DC)**: One who handles all the service matters of the employee. SR-DC takes the entry of Service Details Form by summarizing service record of the superannuating employee and forwards it for further process. Also assigns the Staff & Welfare Inspector (SWI), Departmental Level Verification Authority and Departmental Level Acceptance Authority.

b) **Service Record Verifying Authority (SR-VA)**: SR-VA verifies the correctness of Service Details Form of the superannuating employee created by the SR-DC.

c) **Service Record Accepting Authority (SR-AA)**: SR-AA accepts the Service Details Form of the superannuating employee that is created by the SR-DC.

d) **Staff & Welfare Inspector (S&WI)**: One who assists the employee to understand and fill in the Pension Booklet having all the necessary details.

e) **Superannuating Employee:** Employee, who is going to superannuate within next 6 months, fills in the Pension Booklet form to initiate the process.

f) **Department Level Verification Authority (DVA):** DVA is the immediate supervisor or any other designated authority within the department of superannuating employee. The role of DVA is to verify the details filled in by employee in Pension Booklet form and forward it to DAA, if found correct, or return it to the employee, if needs correction.

g) **Department Level Acceptance Authority (DAA):** DAA is the controlling officer or any other designated authority within the department of superannuating employee. The role of DAA is to approve the Pension Booklet filled in by employee, if found correct, or return it to the employee, if needs correction.

h) **Unit Admin (UA):** Unit Admin, an authority for each Unit as designated in HRMS software, should identify a team in the Settlement Section and assign the case of the superannuating employee for finalising the settlement. The team comprises a Settlement Dealing Clerk (SDC), a Settlement Verification Authority (SVA) and a Settlement Acceptance Authority (SAA).

i) **Settlement Dealing Clerk (SDC)**: One, who fills in details related to recoveries, computations of settlement benefits and verification of calculations done on the basis

of length of service including commutation percentage. SDC forward settlement computation sheet to SVA (Settlement Verifying Authority) for verification.

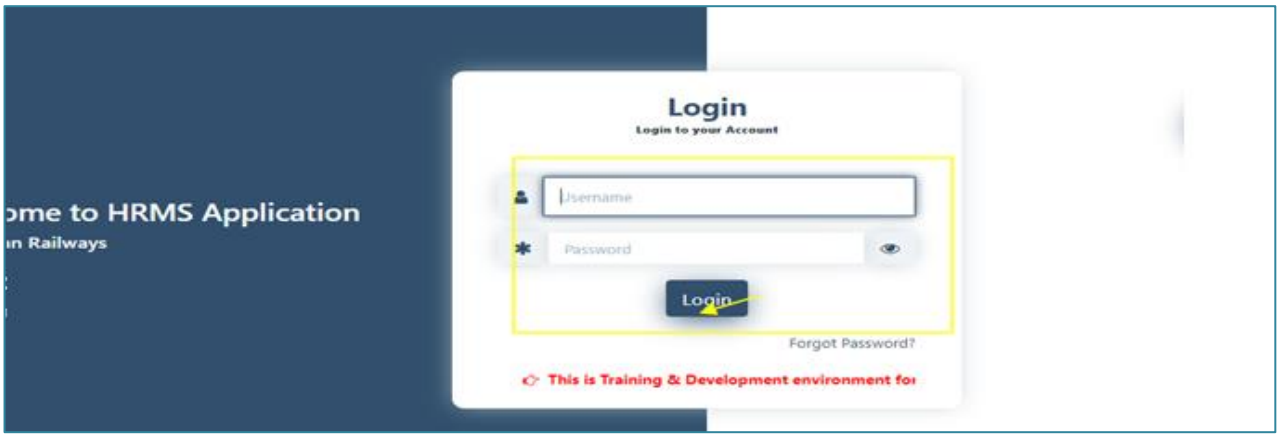
j) **Settlement Verifying Authority (SVA)**: SVA verifies correctness of details of recoveries, length of service, commutation percentage, settlement benefits that is computed and submitted by the SDC. SVA forwards the same to SAA (Settlement Accepting Authority), if found correct, or returns to SDC if needs correction.

k) **Settlement Accepting Authority (SAA)**: SAA accepts the settlement benefits of the superannuating employee computed by SDC and verified by SVA, if found correct, or returns to the SDC, if it needs correction.

1.4. How to Login to the System

a) Go to HRMS application (by typing http://203.176.112.80/HRMSTEST on the browser)[1] and login using HRMS ID & Password (for Any user of HRMS)

b) Enter OTP received on registered Mobile No.

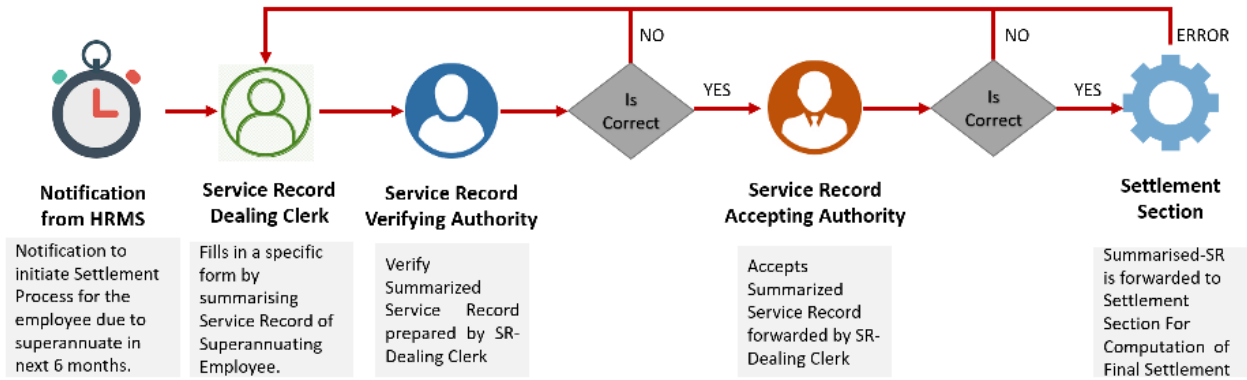


c) A User might have multiple roles assigned to him. To perform the roles related to settlement he has to select the correct role by clicking on icon as shown below.

[1] This is the URL of the test environment. This URL may be changed and will be intimated later to the User.

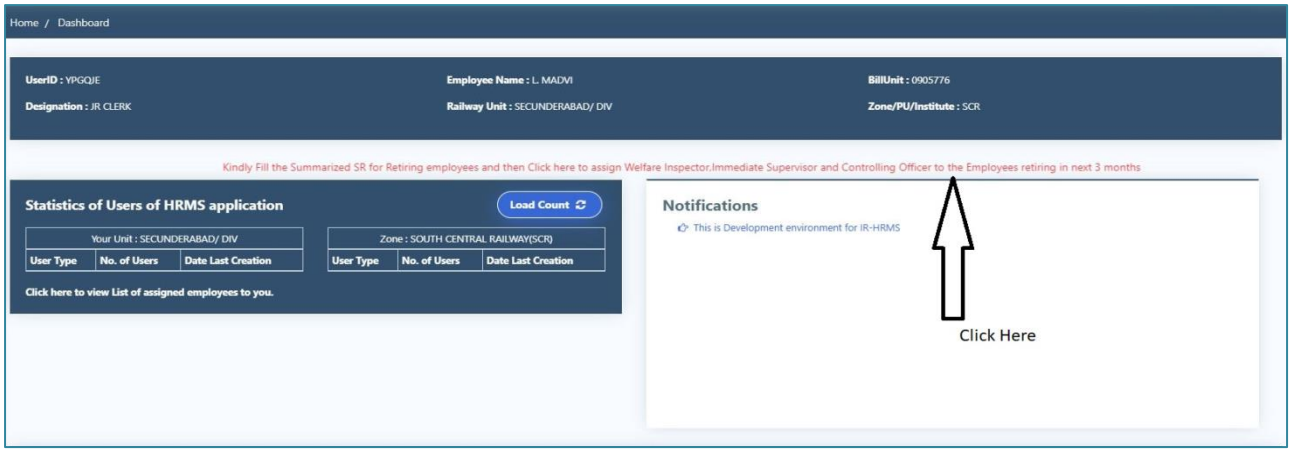
2.0. Summarising Service Record

The Settlement System under HRMS displays notification alert to the concerned Service Record Dealing Clerk (SR-DC) to initiate Settlement Process for the employee due to superannuate in next 6 months. The Settlement System partly pre-populates the Service Record Summary form and presents it before the SR-DC. SR-DC fills in the required information and submits it to the Service Record Verifying Authority (SR-VA) for verification. SR-VA verifies the service record summary form and forwards it to Service Record Accepting Authority for approval. SR-VA returns the form with remark to the SR-DC, if found incorrect, for necessary correction. SR-VA accepts the Service Record Summary Form if found correct or else returns to the SR-DC for necessary correction. The approved Service Record Summary Form is sent to Settlement Section for necessary action.

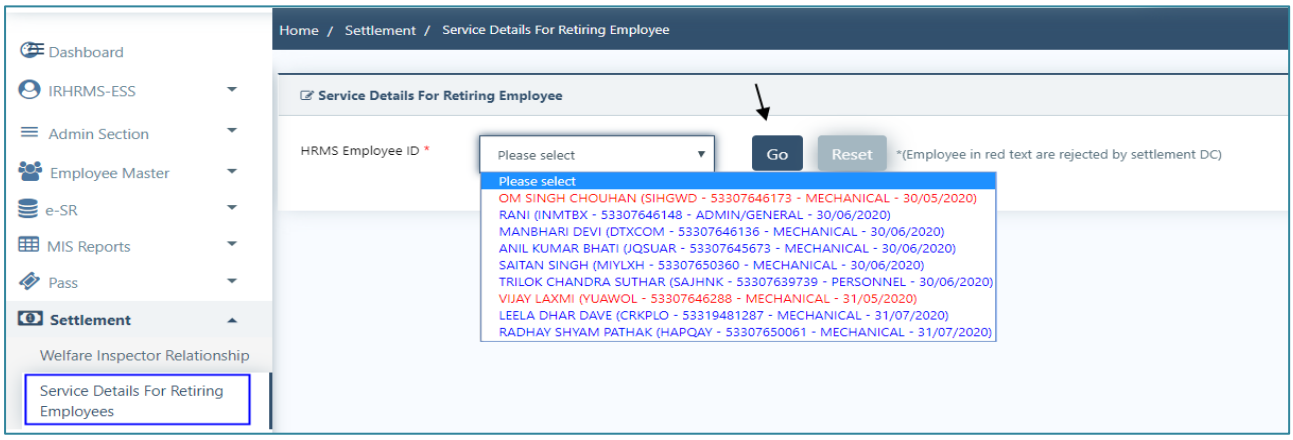


2.1. Preparing Service Record Summary Form by SR-DC

a) Dealing clerk will login using his credentials in HRMS and notification of retiring employee will be seen in his/ her dashboard in red color. After clicking “notification bar”, DC will be redirectd to “service detail of retiring employee” page.



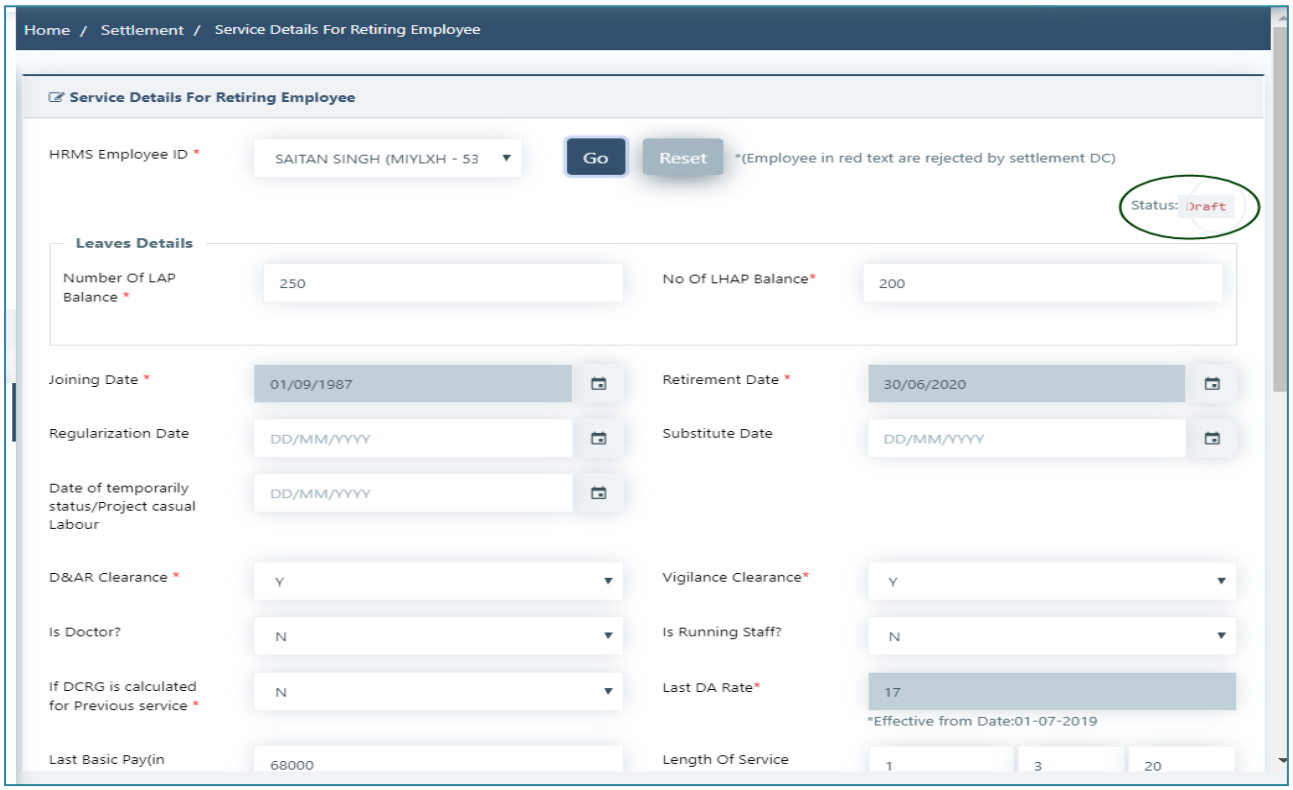
b) After selecting the superannuating employee the User has to click on Go button.

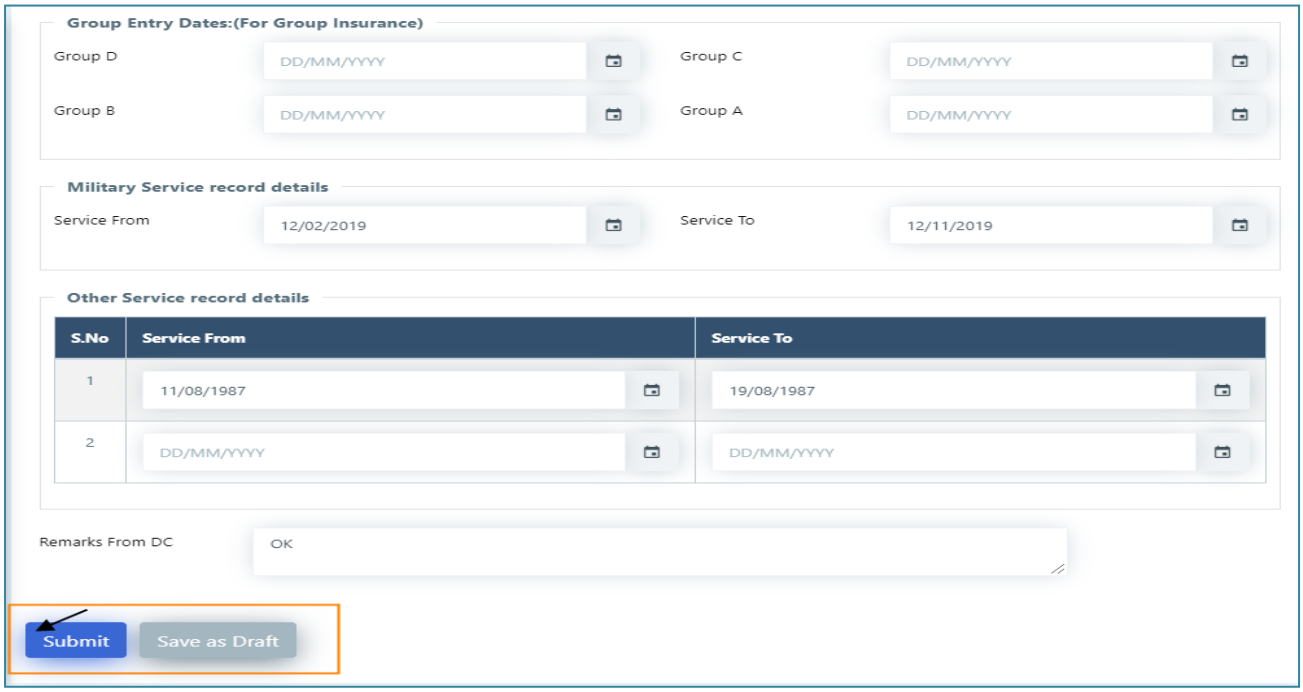


c) Employees appearing in red color are the cases which are returned by Settlement Dealing Clerk.

d) The SR-DC is required to enter the service details form for the retiring employees in the next six months, so that the Settlement section may get the values for computing Pension and other details for calculations.

e) After clicking on GO button, SR-DC will get a screen for filling up Summarised Service Details. Format is given below:



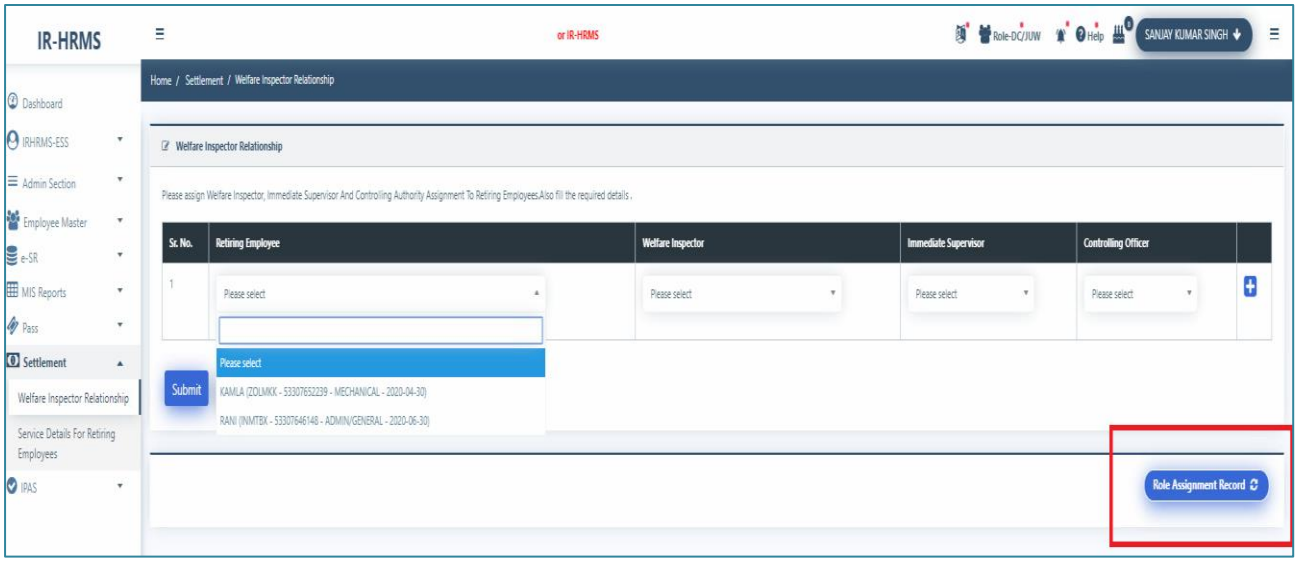


f) Status of the service detail of employee (draft/ submitted) is in above (in circle).

g) After filling complete service details, SR-DC will submit the service details.

h) After submitting the Summarised-SR Form of Superannuating Employee, another Form (as presented in following section 2.2) will be visible to SR-DC for assigning the case to specific Staff & Welfare Inspector, Immediate Supervisor/ DVA and Controlling Officer/ DAA.

2.2. Access Authorisation to S&WI, DVA and DAA

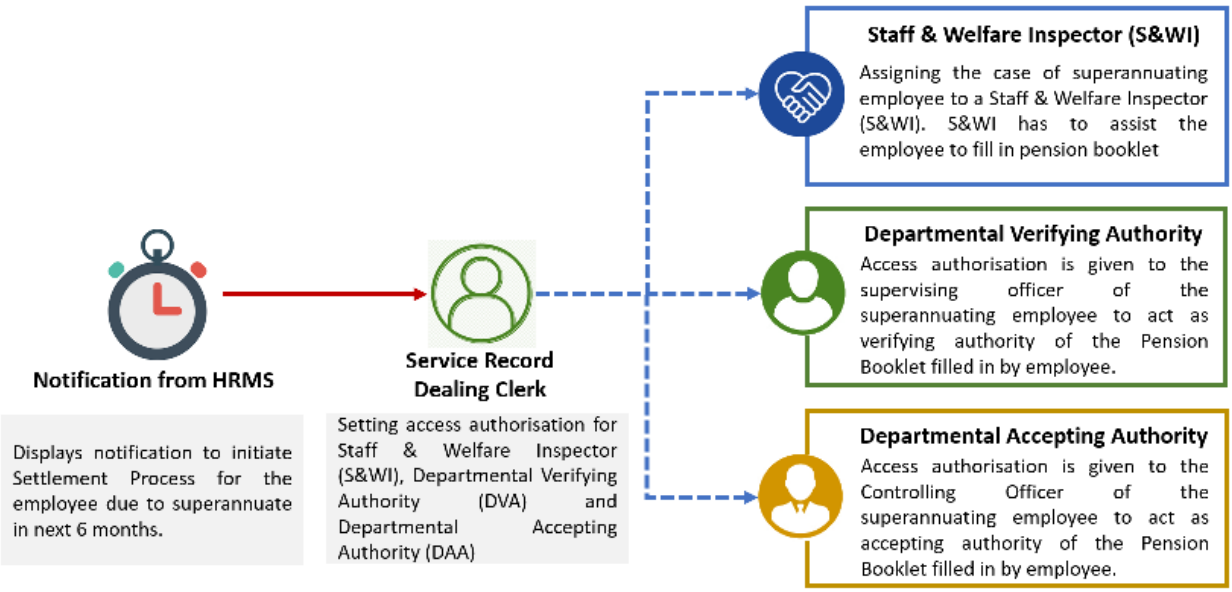


a) Using Role assignment record, SR-DC may see the roles already assigned.

b) Here SR-DC will have to assign the case of the superannuating employee to one Staff & Welfare Inspector. If required, employee may take help from S&WI in filling up the form and other issues related to Pension Booklet.

c) SR-DC sets access authorization to the Immediate Supervisor and Controlling Officer of the superannuating employee as Departmental Verification Authority (DVA) and Departmental Acceptance Authority (DAA) respectively. The responsibility of the DVA and DAA is to verify and accept the Pension Booklet submitted by the superannuating employee respectively.

d) The S&WI, DVA and DAA will be informed about the assignment of roles by SMS.

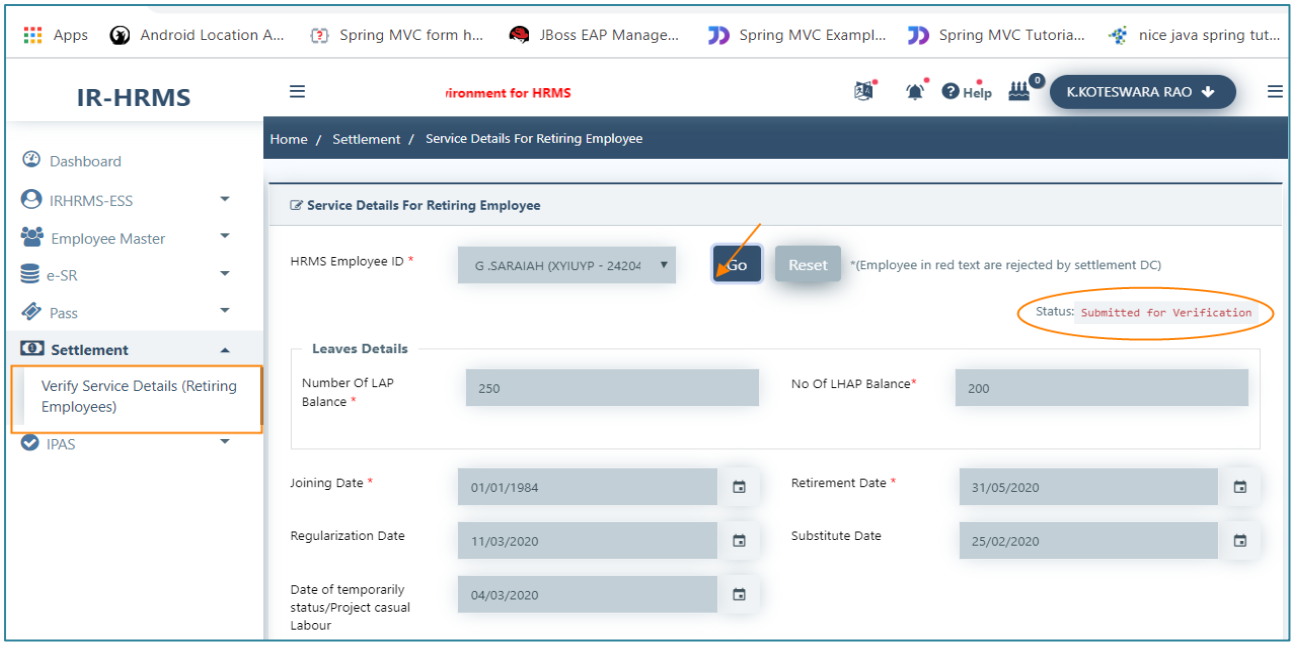


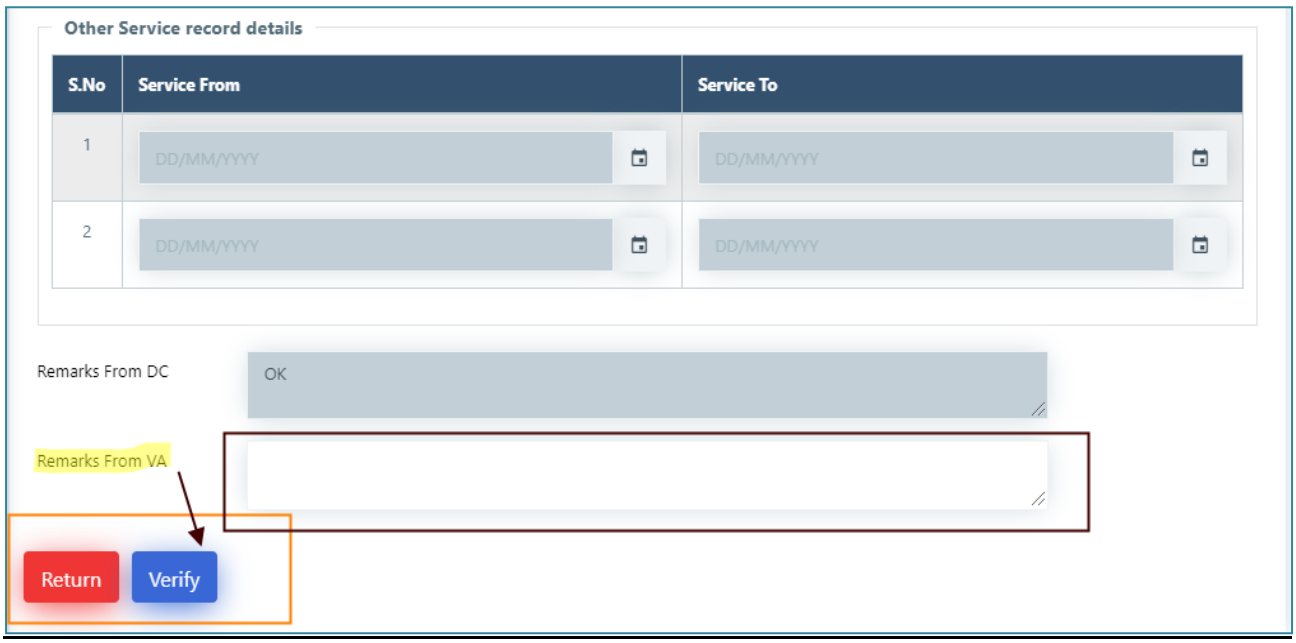
e) Once the SR–DC fills the service details form and completes the S&WI and other assignments the pension booklet will be available for the retiring employee to fill it in, and service details form will be visible to settlement section for further computations/ calculations.

2.3. Verifying Summarised Service Record Form by SR-VA

a) SR-VA (Service Record Verifying Authority) will have the record of retiring employees in his HRMS account after successful submission of Service Details Form and WI mapping assignment by SR-DC. After selecting concerned employee from list SR-VA clicks on GO button to verify the details.

b) SR-VA checks and verifies the details shown. If all the details are found to be valid/correct SR-VA can Verify the record by pressing Verify Button. If some discrepancy is found SR-VA can Return the case by Pressing Return button.

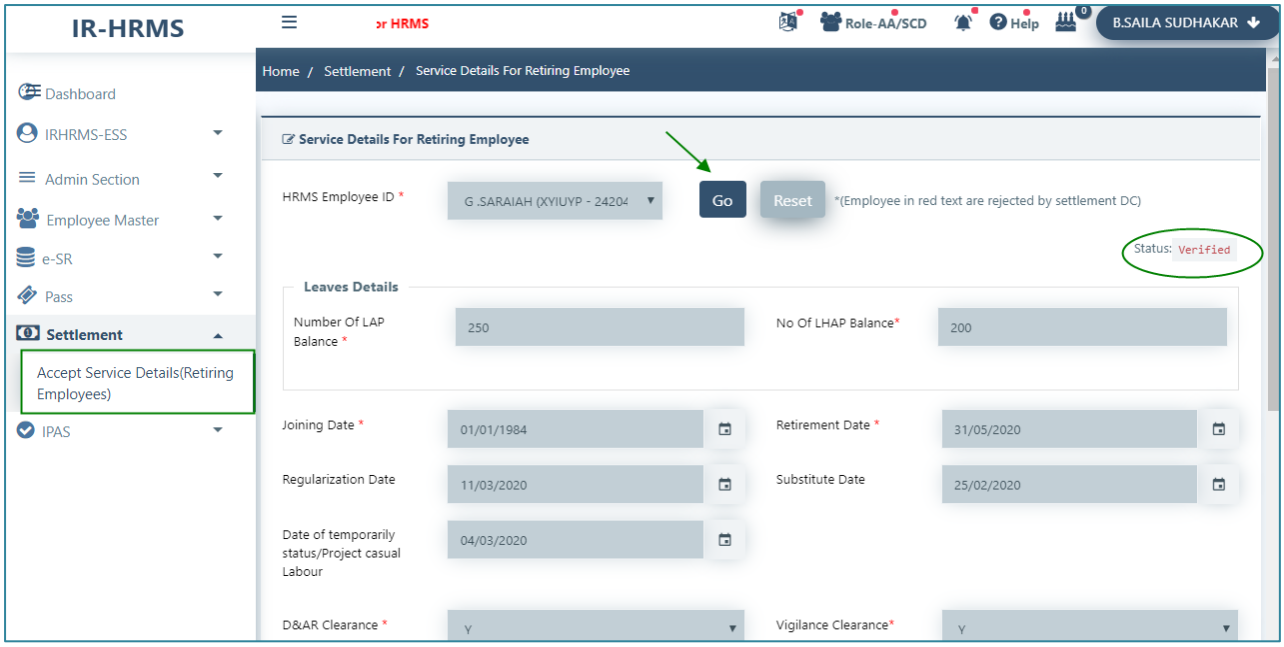


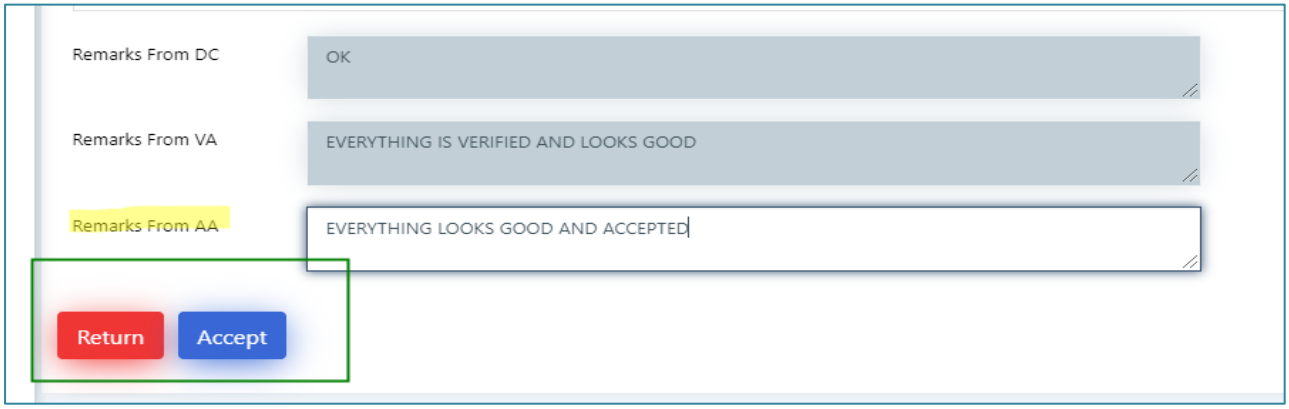


2.4. Approving Summarised Service Record Form by SR-AA

a) SR-AA (Service Record Accepting Authority) will have the service details of Employees in his HRMS account after its successful verification by SR-VA.

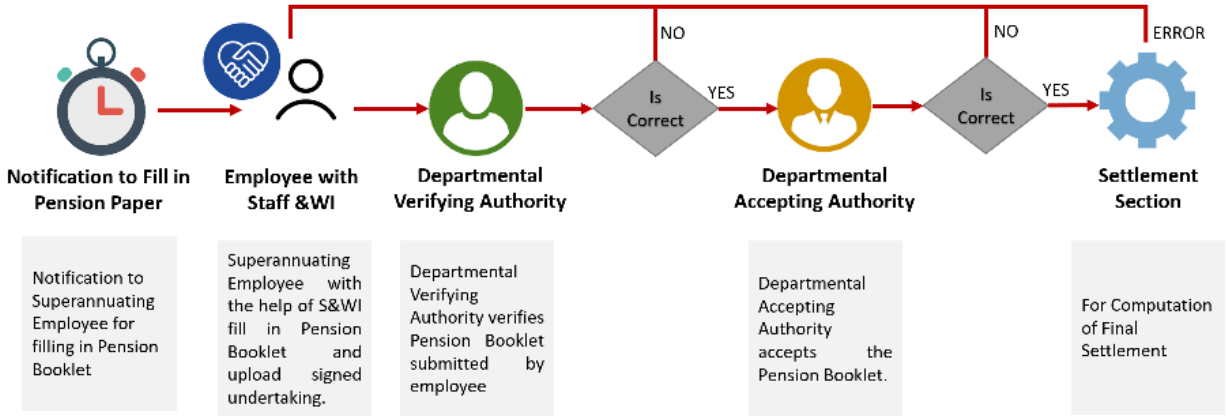
b) SR-AA will fill in the Remarks and accept the Service Details Form for further action or return it to SR-DC for rectification. After acceptance, Service Details Form will be available for Settlement Dealing Clerk (SDC).





3.0. Preparing Pension Booklet

Once the SR-DC sets up or provides access to Staff & Welfare Inspector, DVA and DAA, the Settlement System triggers automatic alert to the superannuating employee and the concerned S&WI to initiate filling in the Pension Booklet. Option is available with S&WI to fill in the Pension Booklet form on behalf of employee (on employee's request) but final submission of this form is to be done by concerned Employee only. The supervising officer of the employee or the Departmental Verifying Authority (DVA) verifies the Pension Booklet and forwards it to the Departmental Accepting Authority, if found correct. Otherwise, DVA returns the Pension Booklet to the employee for necessary correction. Finally, the Departmental Accepting Authority approves the Pension Booklet, if found correct or returns it to the employee for necessary correction.



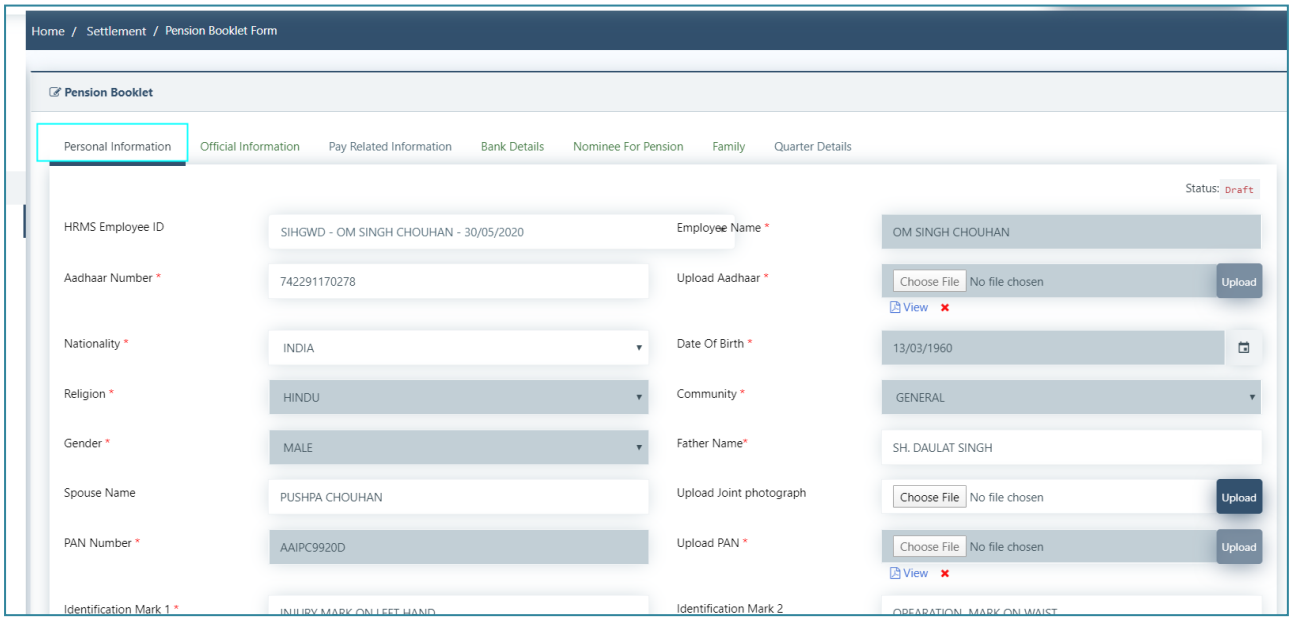
3.1. Filling in the Pension Booklet on behalf of Employee by Welfare Inspector

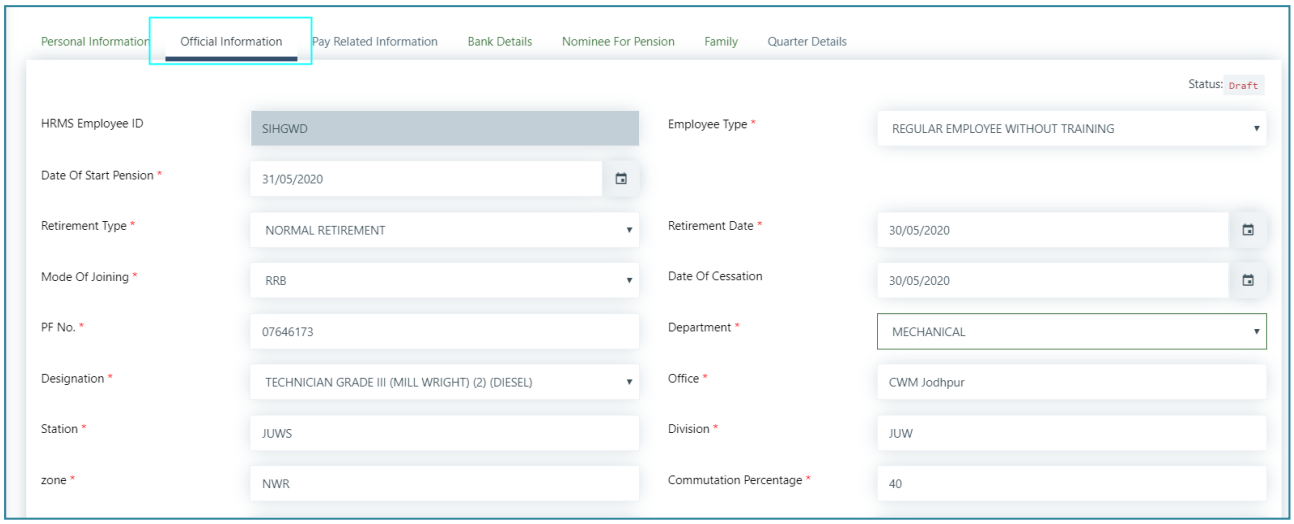
a) Staff & Welfare Inspector (S&WI) / Employee can login using their credentials in HRMS Web Application to enter the retiring Employee's settlement related information in Settlement module. However, Welfare Inspector will not be allowed to submit the Pension Booklet, he can enter and save details on behalf of the employee if employee finds it difficult.

b) Once the S&WI selects the employee from list mentioned below he/ she will fill the Pension Booklet for the respective employee.

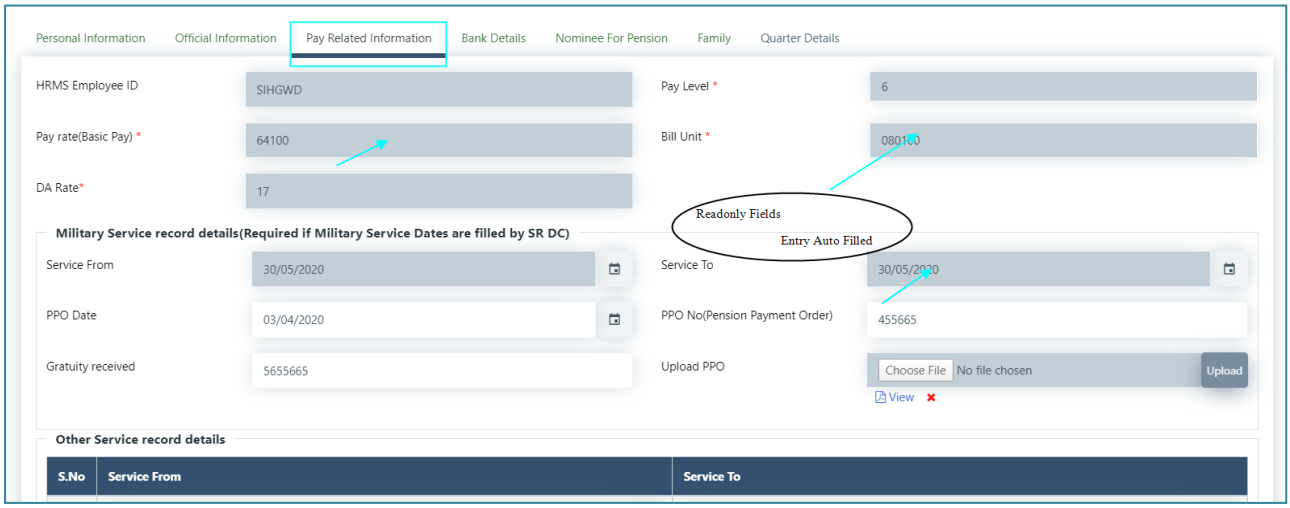
c) WI will fill details in all six tabs, if Employee is unable to do so because of some reasons.

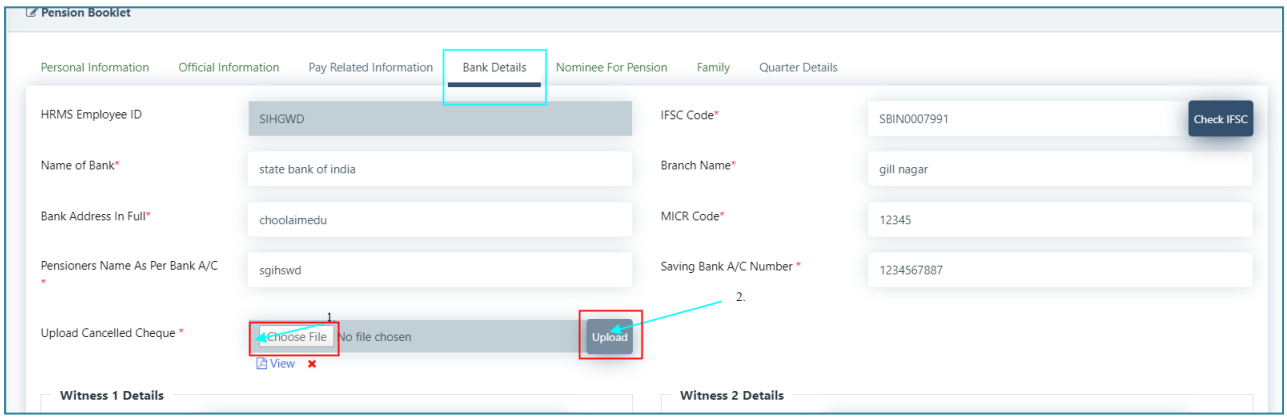
d) Fields marked in grey are auto filled and not editable. In each tab there will be three buttons- Save as Draft, Reset and Next.



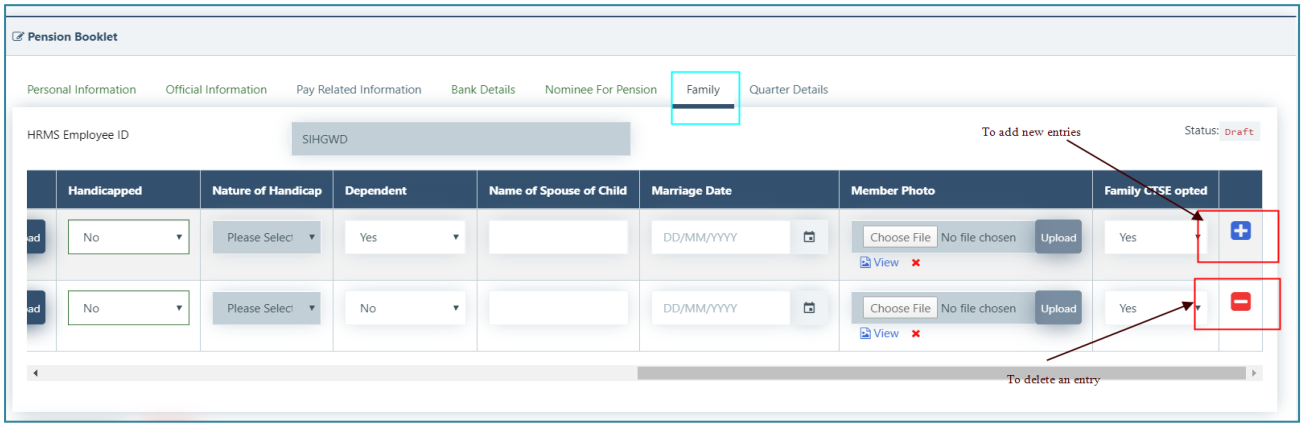


e) After completely filling all details 'save as draft' should be clicked to save the details and changes can be seen by Employee in his Pension Booklet Form.(Welfare Inspector can only save the employee record in Draft status)

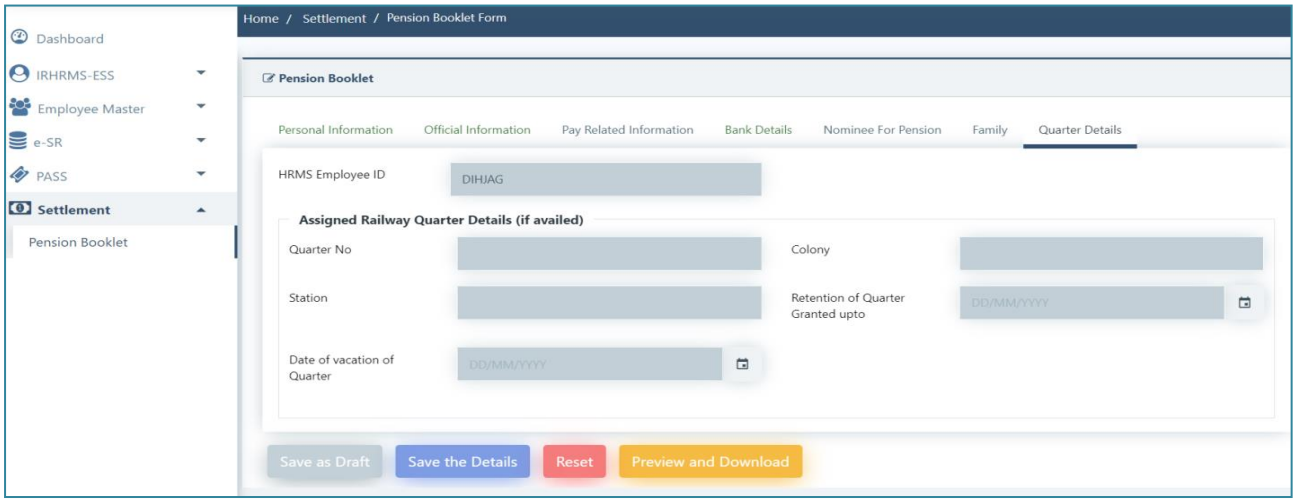


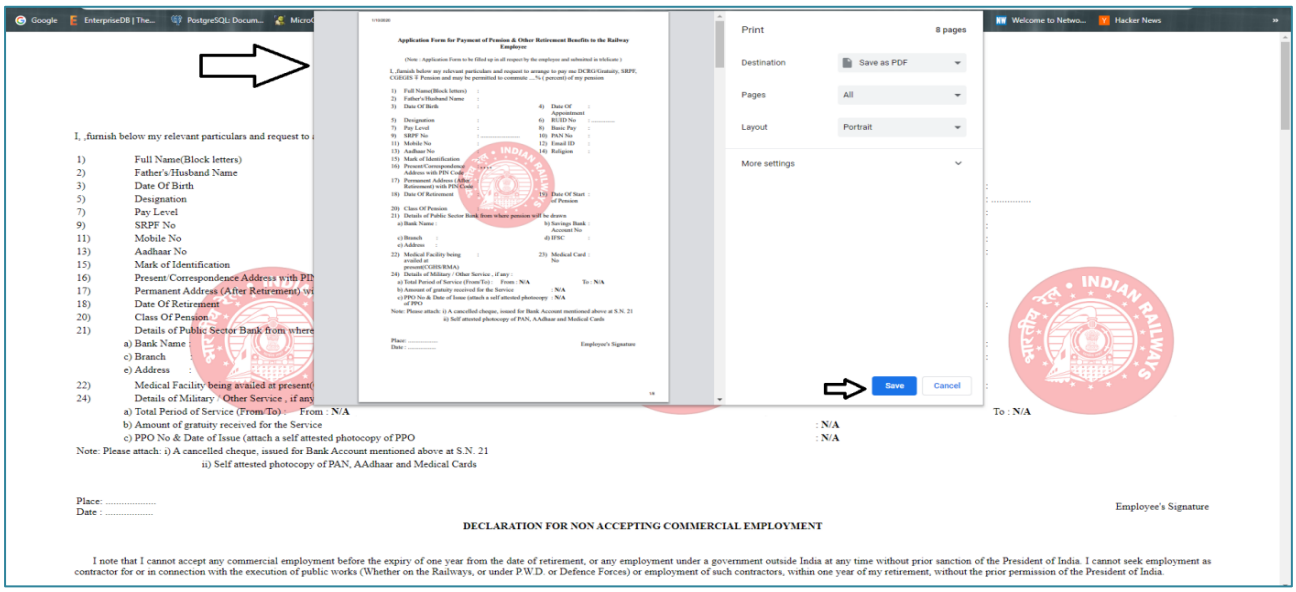


f) The entries for family members may be added or deleted by using below icons (+/ -).



g) After completion of the entire tab, Preview and Download option are available in last tab (Quarter Details), Welfare Inspector can preview and save the Employee's settlement information as application form in PDF format.





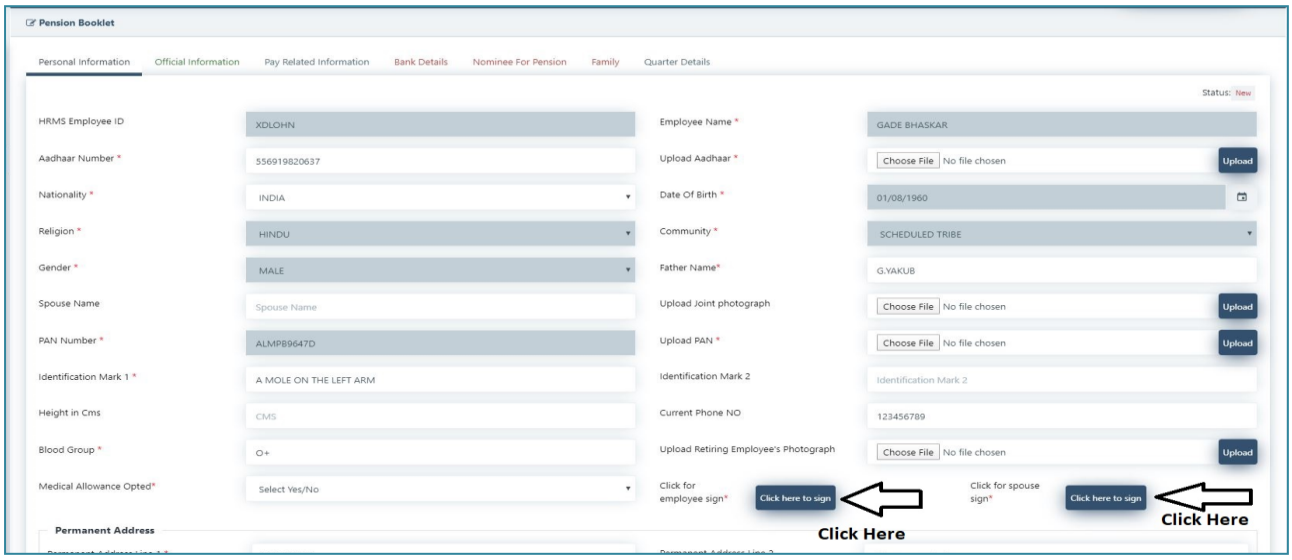
h) If Reset Button is pressed, it will clear the current screen along with the contents. User will lose all the information/details if not SAVED.

i) Staff & Welfare Inspector cannot submit employee record. Once Welfare Inspector has saved employee record in Draft mode then employee will login and submit his record entered by Welfare Inspector. Employee takes assistance of Staff & Welfare Inspector in case he is not able to fill it himself.

3.2. Submitting Pension Booklet by Superannuating Employee

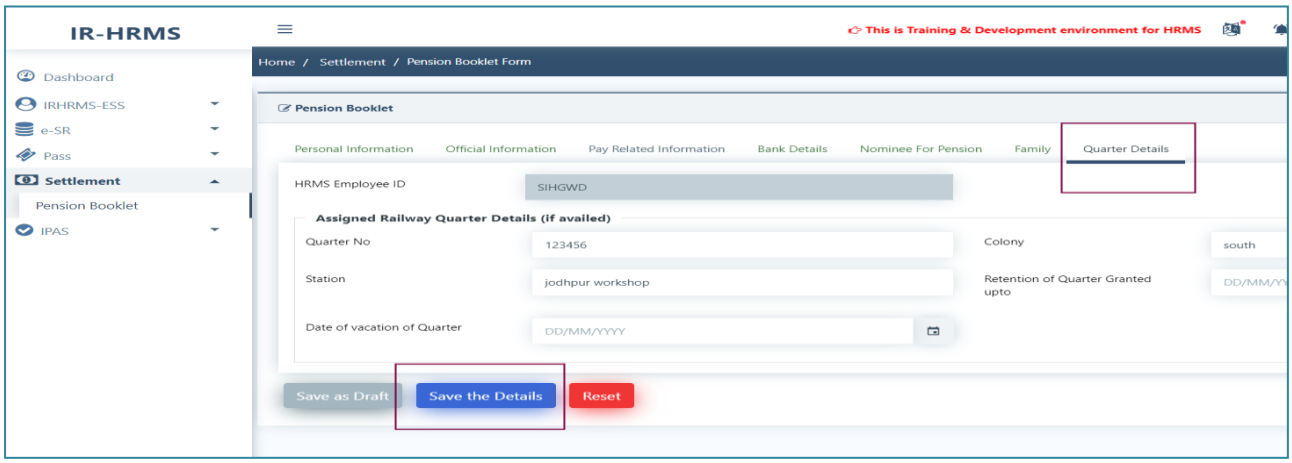
a) The Superannuating Employee will have the same User Interface of Pension booklet, except that he/ she will have the authority to submit the Pension Booklet.

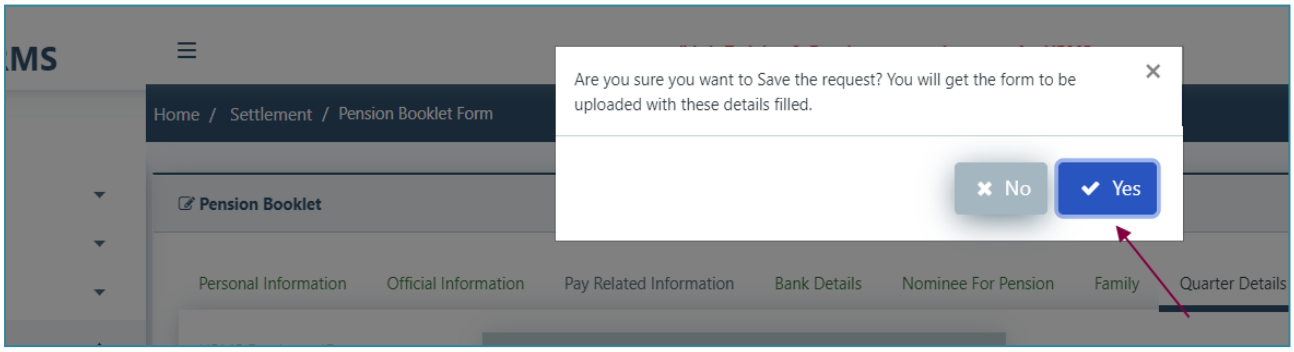
b) Employee will have to upload signature of his or her self and spouse by clicking on 'click here to sign' in Personal Tab



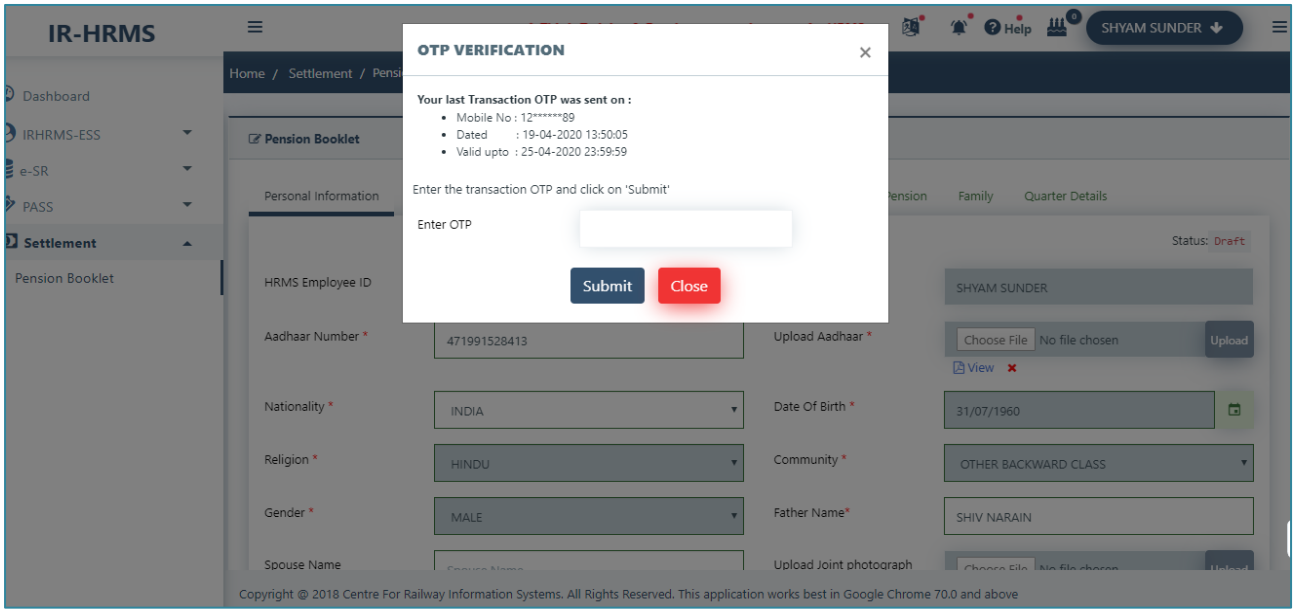
c) After Employee enters all his/her information successfully, he/she can submit the record. For submitting, employee should click on Save the Details in last tab (Quarter Details).

d) Once Employee submits his record, he/she cannot edit any information as submitted record will become non editable.

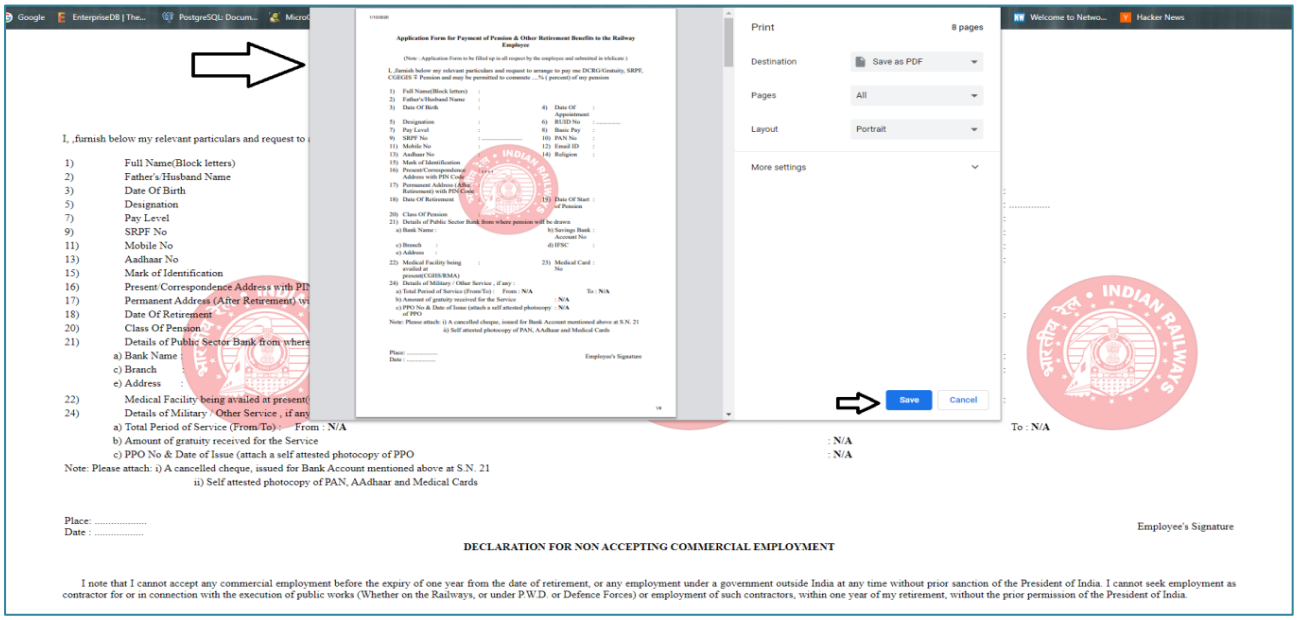




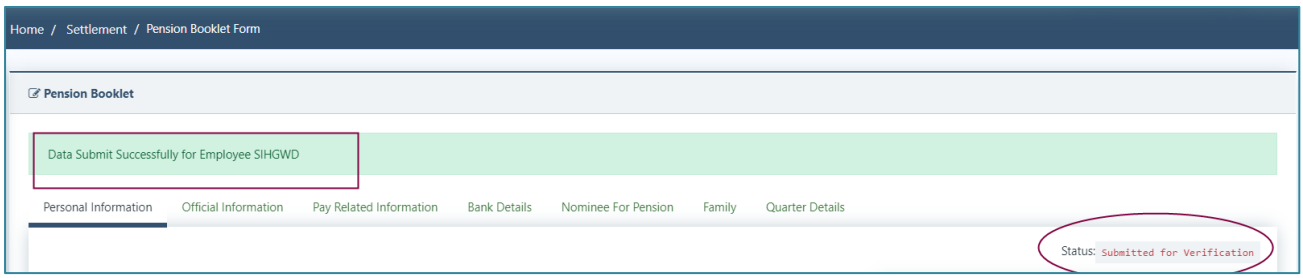
e) To submit the pension booklet, employee needs to Submit the case with an OTP sent on his/ her registered mobile number.



f) Employee will download submitted form and put her/his signature, thumb impression on it. Then with the assistance of Staff & Welfare Inspector the hardcopy form get signed by Departmental Verifying Authority/ Supervisor and Departmental Accepting Authority/ Controlling Officer. Then the signed hardcopy of form is forwarded to Settlement Section. This provision is being kept alongwith the softcopy movement (which will happen online,) at present if required by field units and can be dispensed with later, if thought non-essential.

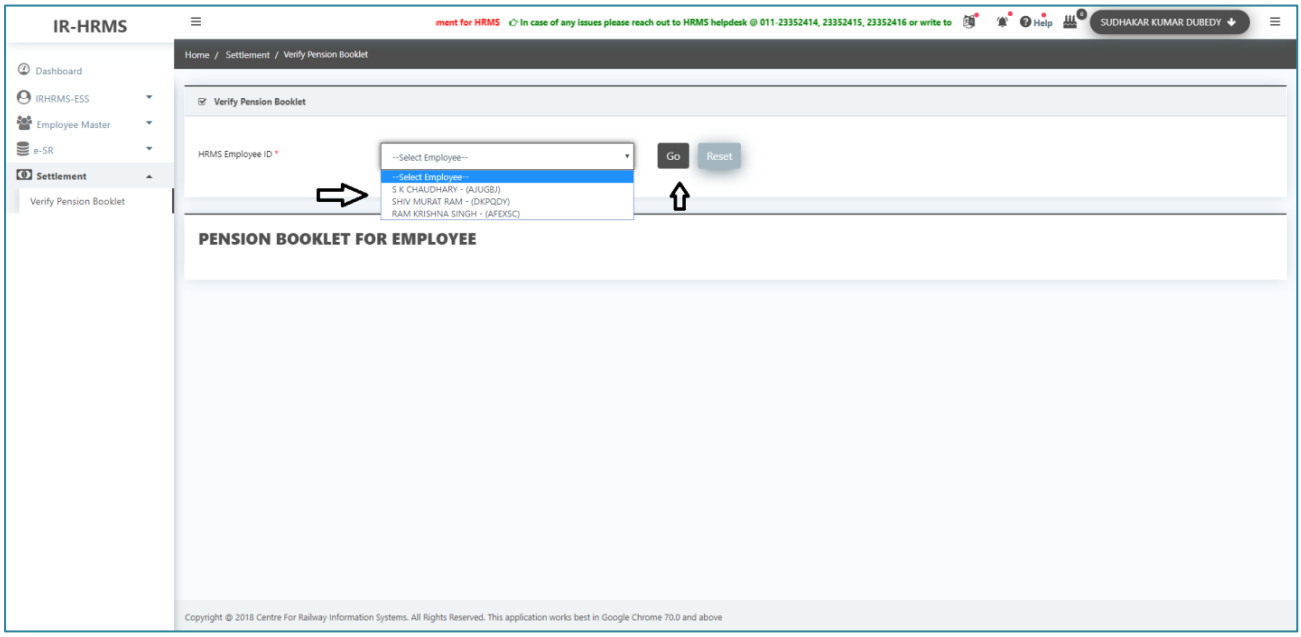


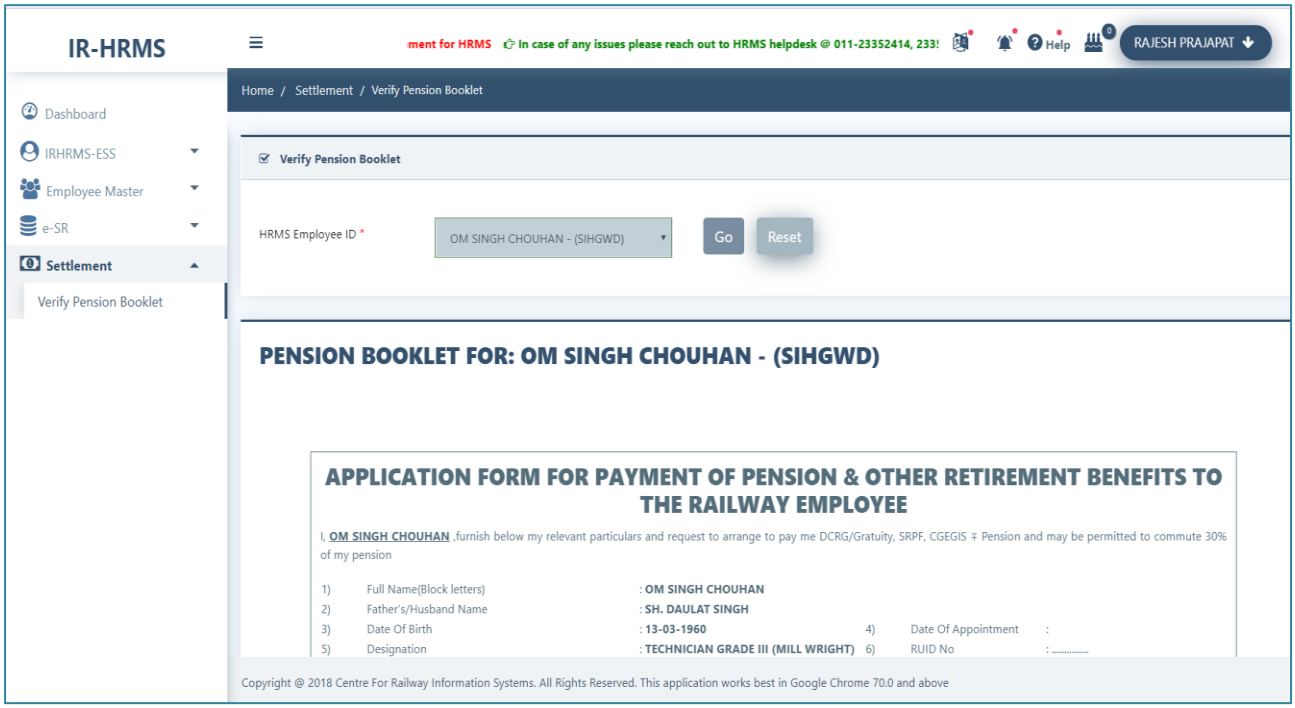
g) Status will be changed after submission by employee and record will be forwarded to concerned departmental verification authority (DVA).



3.3. Verification of Pension Booklet by Departmental Verifying Authority

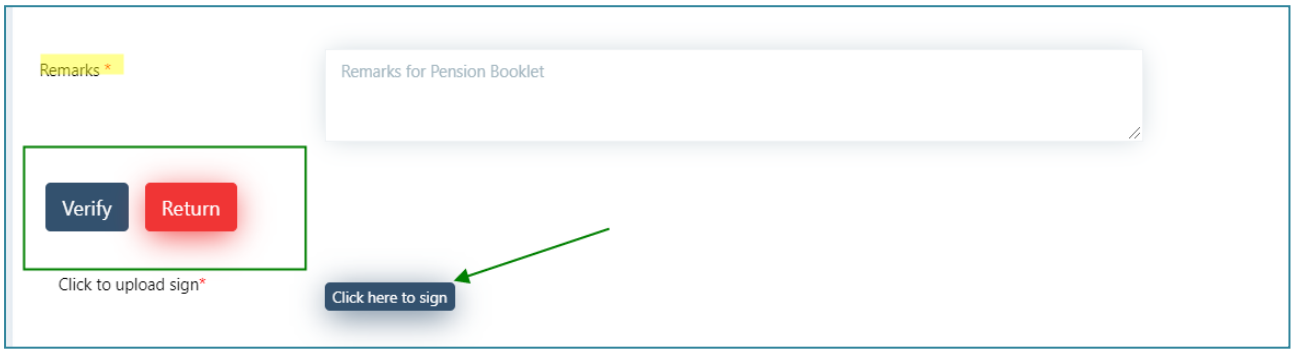
a) Departmental Verifying Authority or the Supervising Officer of the superannuating employee will login using his/ her credentials in HRMS Web Application. On the Left side under Settlement Main menu, there will be Verify Pension Booklet menu. Once DVA clicks that menu it will open Verify Pension Booklet tab under which he can see records of all employee submitted for verification. Verification Authority can choose employee one by one by clicking on GO button to verify their records.



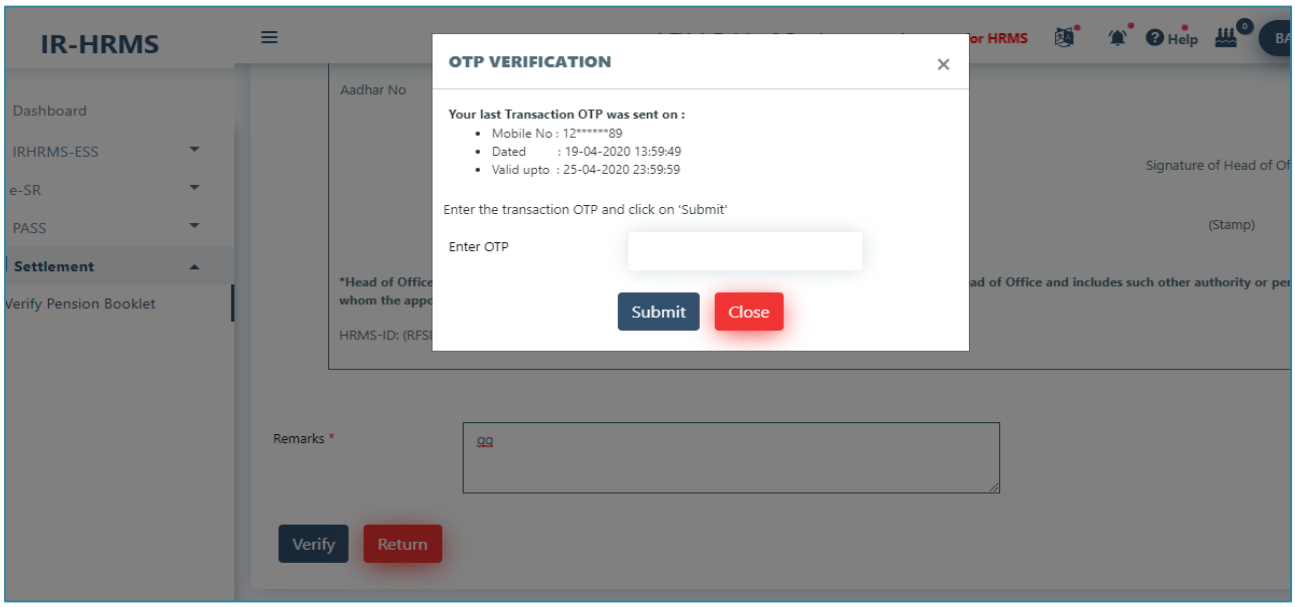


a) DVA should scroll down to the end of the verification page, he/ she can see Remarks box, Verify and Return button. DVA should give remarks on employee document whether information given by employee is correct or needs modification in specific fields. DVA may click verify button to forward the Pension Booklet Form to concerned

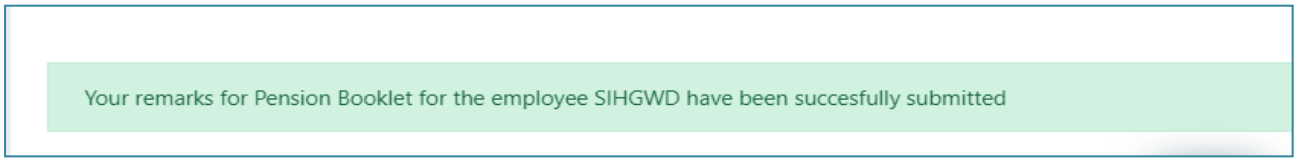
Departmental Acceptance Authority or click return button to return it to employee for necessary correction.



b) The DVA is required to sign the Pension Booklet and verify or return it with remarks by entering OTP.

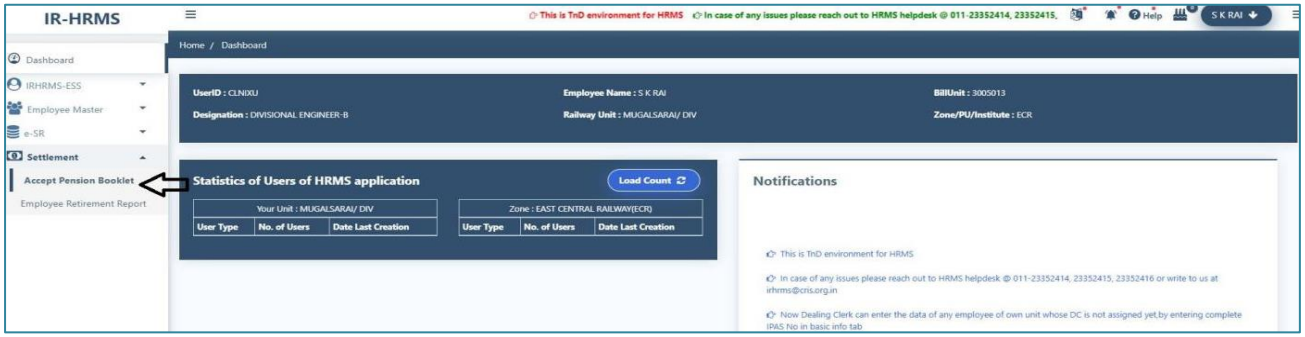


c) After successful validation DVA will get successfully verified Pension Booklet message for the employee. Once the Pension Booklet is successfully verified, then it will be forwarded to concerned Acceptance Authority.



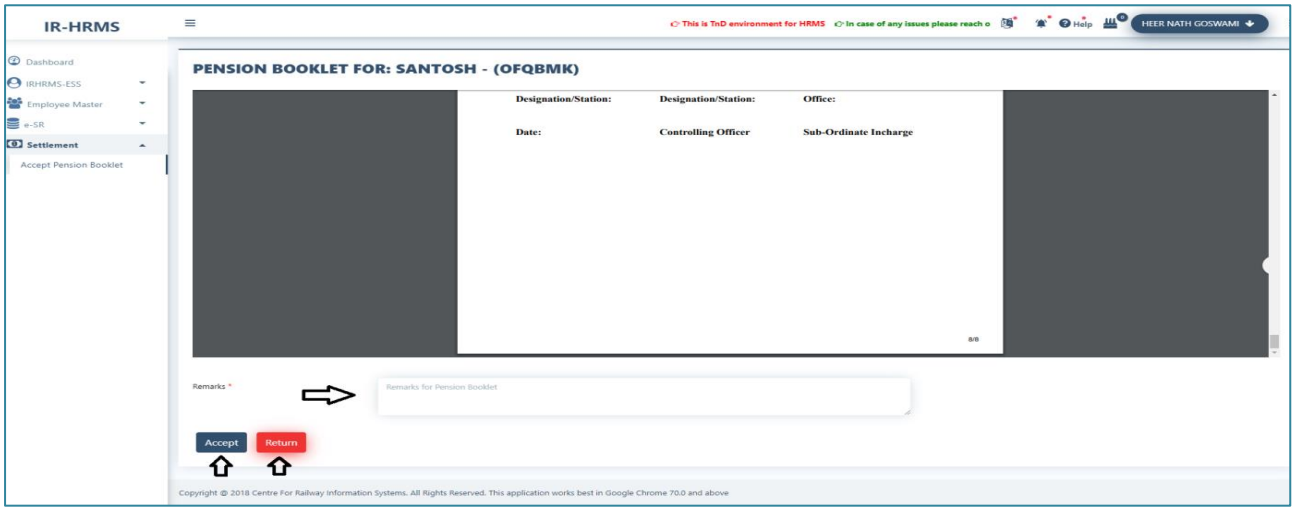
3.4. Approval of Pension Booklet by Departmental Accepting Authority

a) DAA (Departmental Accepting Authority) should login using his credentials in HRMS web application. On the Left side under Settlement Main menu, there will be Accept Pension Booklet option.

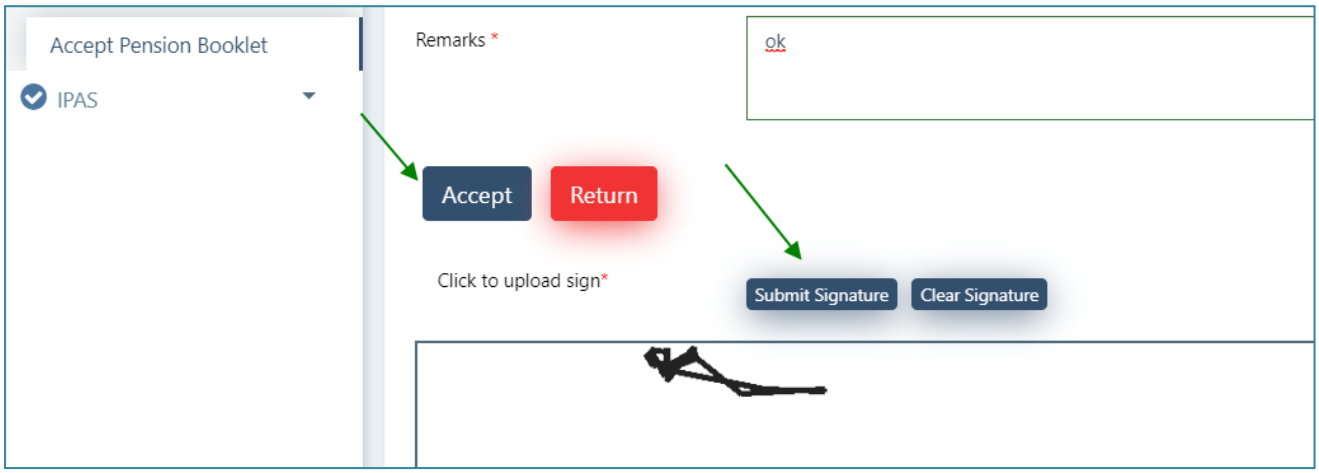


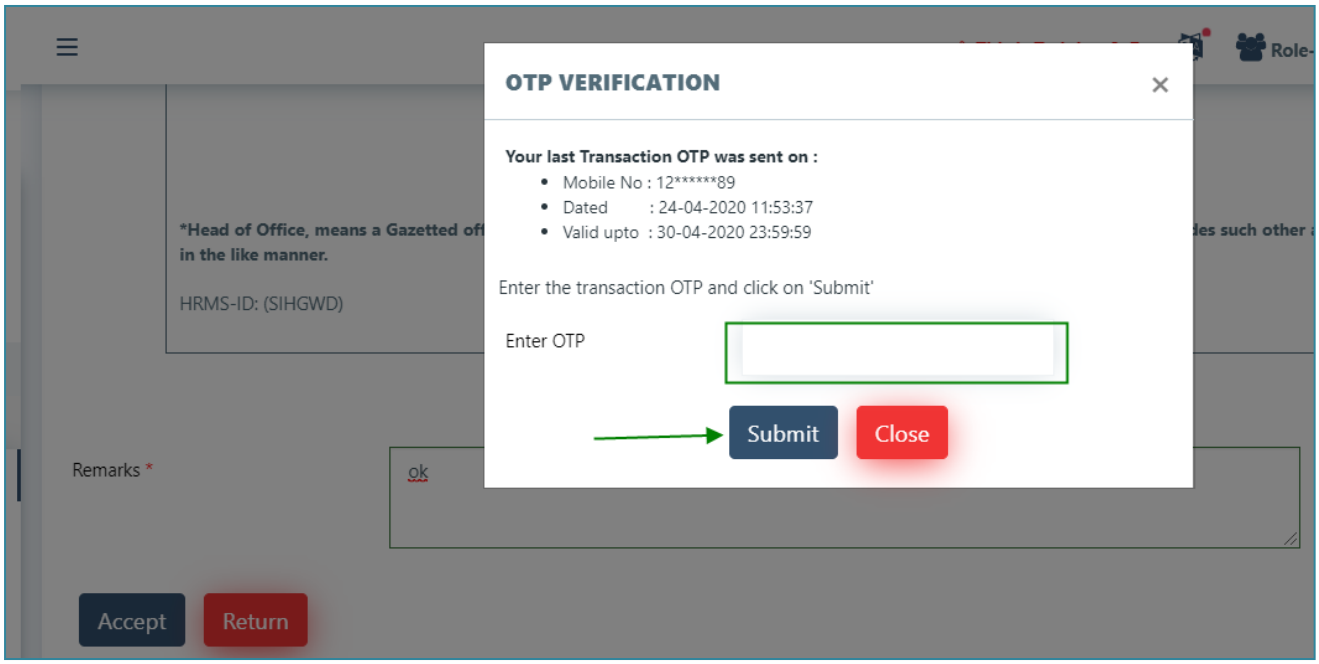
b) DAA should scroll down to end of the document page. Remarks box, Accept and Return buttons are visible at the end. DAA should give Remarks on verified document that given information by employee is correct or needs some modification in specific fields. After giving remarks DAA has to click Accept or Return button.

c) If DAA clicks Accept Button then records status will be changed to ACCEPTANCE BY CONCERNED AUTHORITY. If Return Button is clicked then records status will be changed to ACCEPTANCE RETURNED BY CONCERNED AUTHORITY.



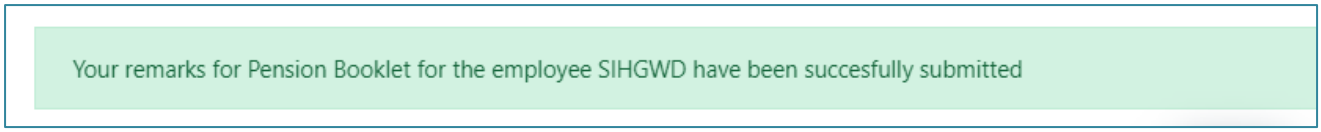
d) The DAA is required to sign the Pension Booklet and Accept/ Return it with Remarks by entering OTP.



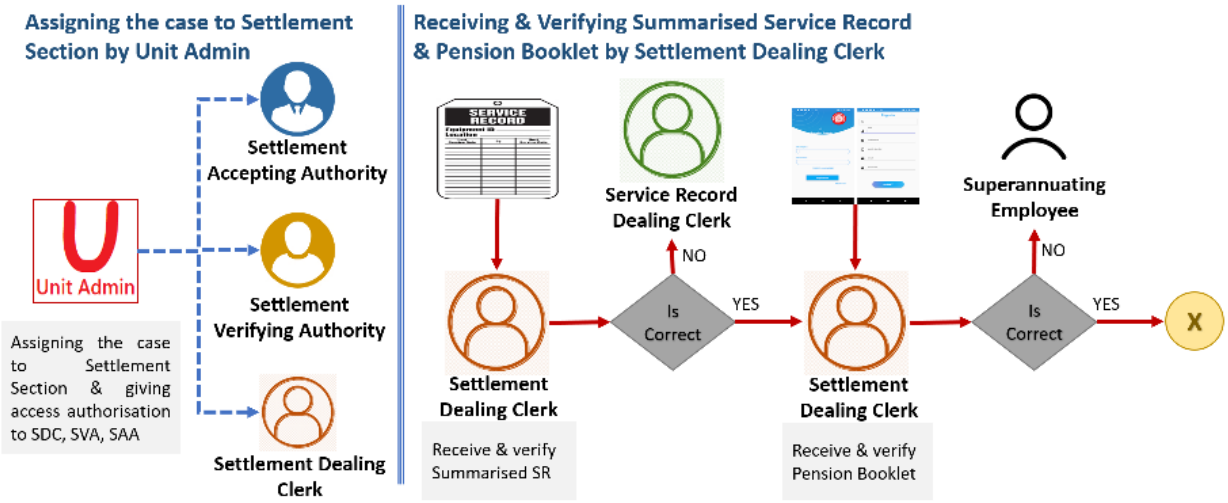


e) The DAA will verify Pension Booklet details with remarks and signature to accept and forward the pension booklet to Settlement DC or return it to Employee.

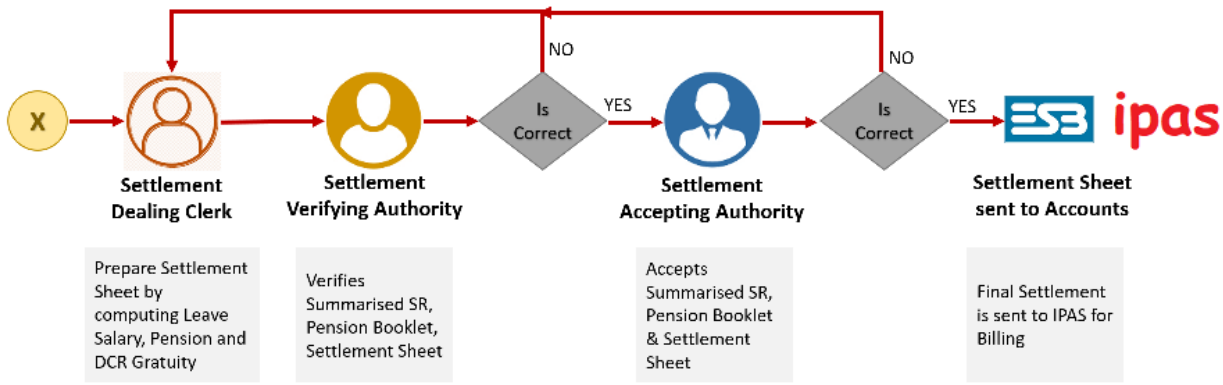
f) After Successful OTP validation, DAA will get message for successfully accepting the Pension Booklet for the Employee.



4.0. Finalisation of Settlement for Superannuating Employee



Unit Admin has to assign the case to specific Settlement Dealing Clerk (SDC), Settlement Verification Authority (SVA) and Settlement Accepting Authority (SAA). Immediately after, the Settlement System routes the Summarised SR and Pension Booklet to SDC for further processing. The primary job of the SDC is to ensure the correctness of both the forms. In case, the SDC discovers any error in Summarised SR, then it is returned to the concerned SR-DC. Similarly in case, the SDC identifies any mistake in Pension Booklet, the same is returned to the employee for necessary correction. If both these documents are correct then the SDC starts preparing the Settlement Sheet.

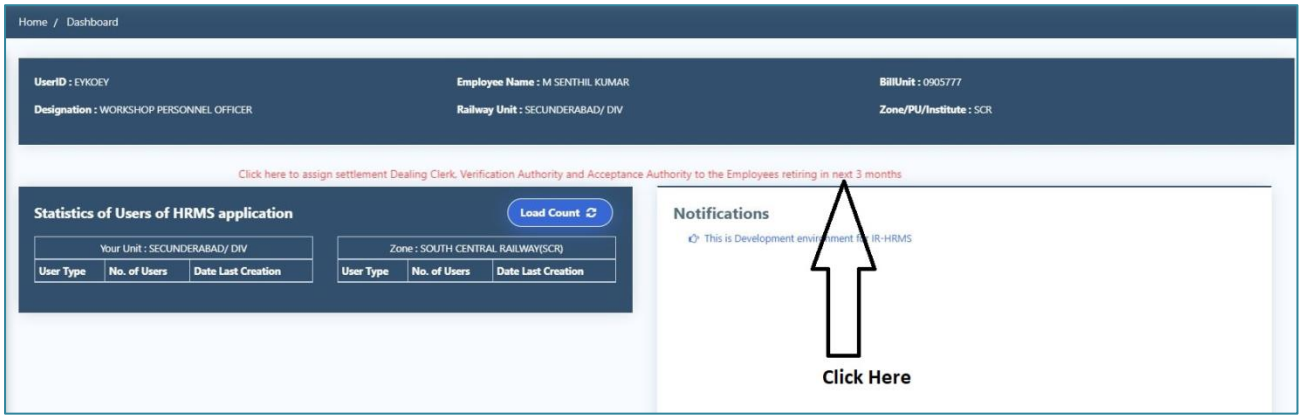


The SDC prepares Settlement Sheet by computing Leave Salary, Pension and Death-cum-Retirement Gratuity amount and submits it to SVA. SVA verifies the Settlement Sheet along with the Summarised SR and Pension Booklet and forwards them to SAA if found correct. In case, the SVA discovers any mistake then he returns it to the SDC with necessary observation. Once the SAA receives the Settlement Sheet, he approves the Settlement Sheet, if all information/ computation

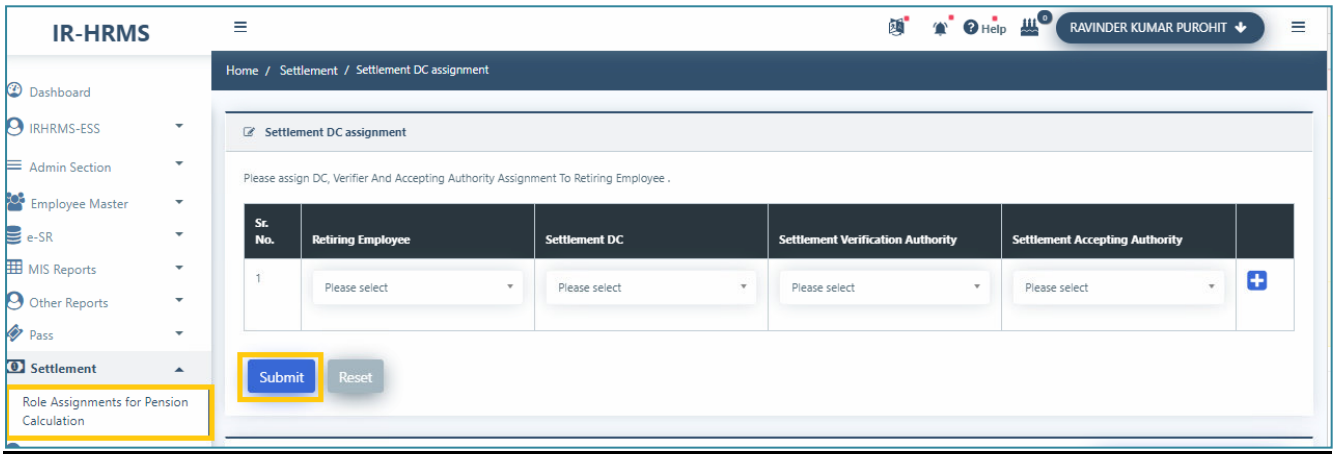
is correct. In case, any mistake in the Settlement Sheet is identified by SAA, then it is returned to SDC for necessary correction and re-submission. The finalised Settlement Sheet is automatically sent to the IPAS for billing.

4.1. Assigning Case to Settlement Section by Unit Admin

a) Unit Admin (UA) will login using his credentials in HRMS and notification of retiring employee will be seen in his/ her dashboard in red color. After clicking "notification bar", UA will redirect to "Role assignment for pension calculation" page.



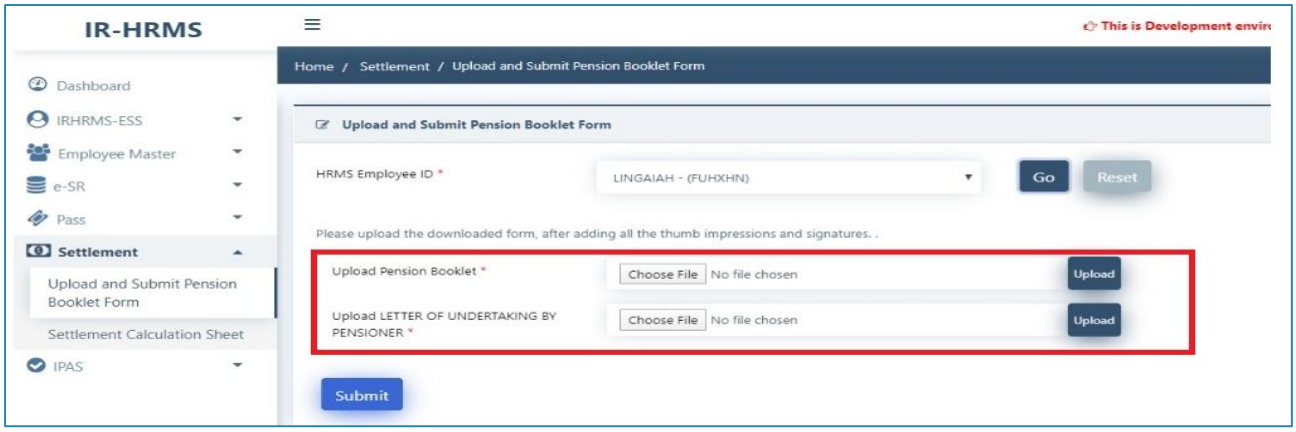
b) Unit Admin assigns the case to a team comprising of SDC (settlement dealing clerk), SVA (settlement verifying authority) and SAA (settlement accepting authority) of the settlement section. The responsibility of this team is to calculate and prepare settlement sheets.



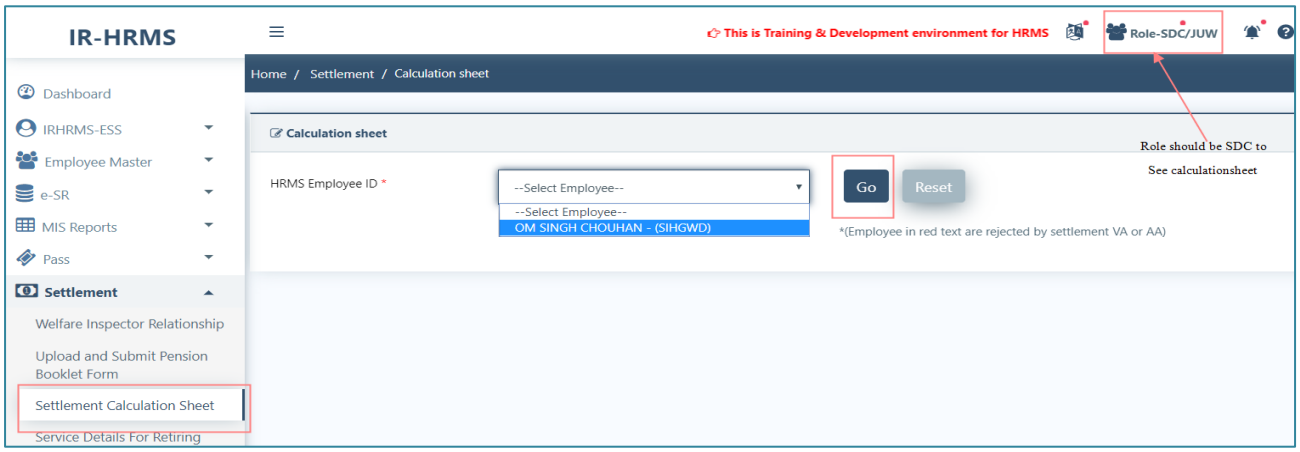
4.2. Filling in Settlement Form by SDC

a) Settlement Dealing Clerk (SDC) will login using his credentials in HRMS Web Application.

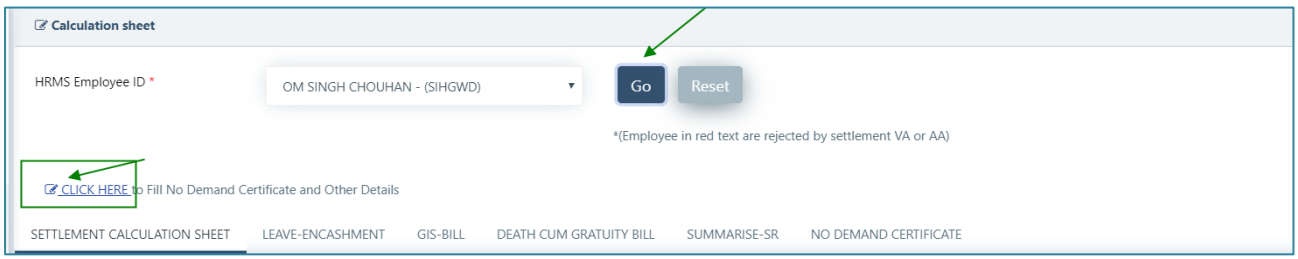
b) After receiving hardcopy of filled in and signed Pension Booklet from superannuating employee, Settlement DC has privilege to upload scanned copy of pension booklet and Undertaking letter from pensioners.



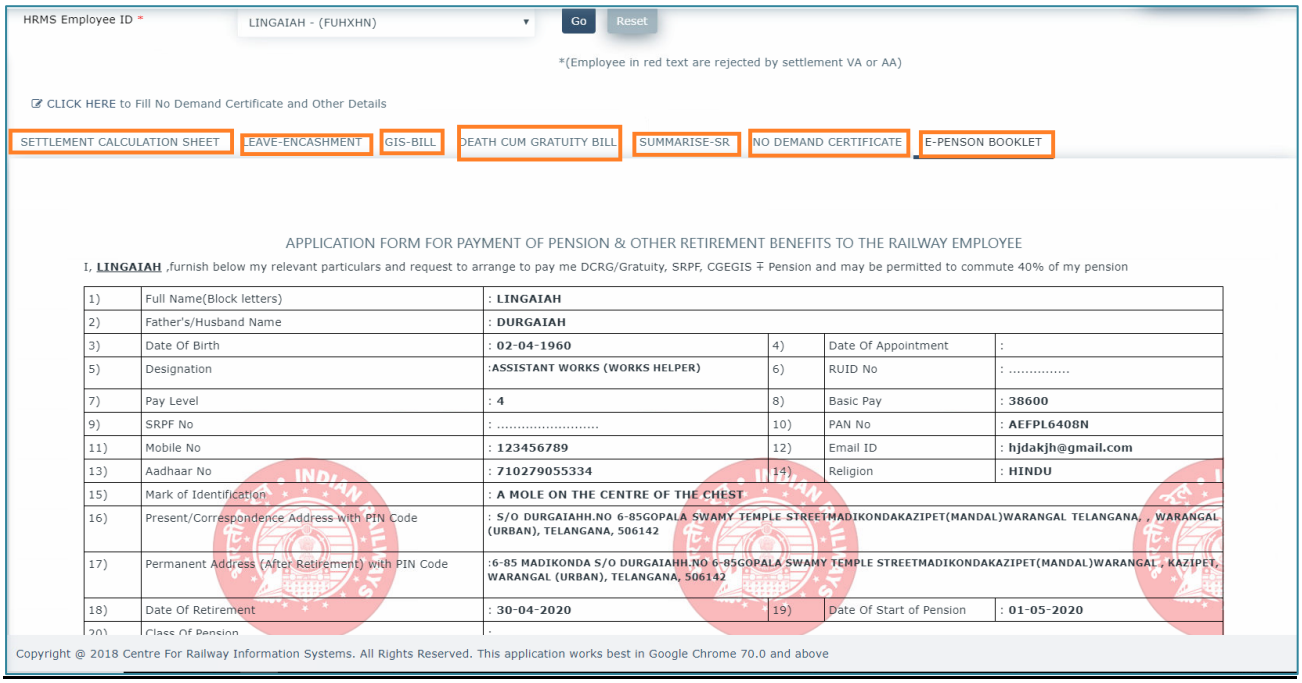
c) Approved Pension Booklet and Sumarised SR of employee reaches Settlement Section with the calculation sheets. Settlement Sheet is prepared on the basis of information provided by SR-DC and Employee.



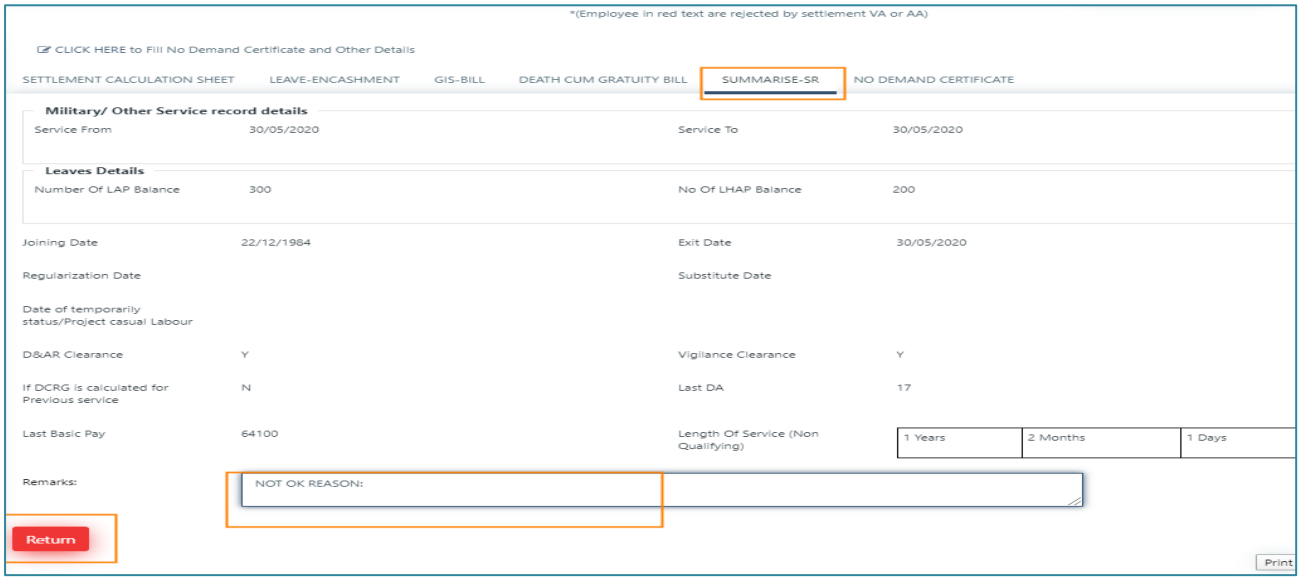
d) SDC will fill in GIS value, recoveries detail if available and other bills by clicking on "Click Here to Fill No Demand Certificate and other details" link. SDC will also verify the calculation sheet.



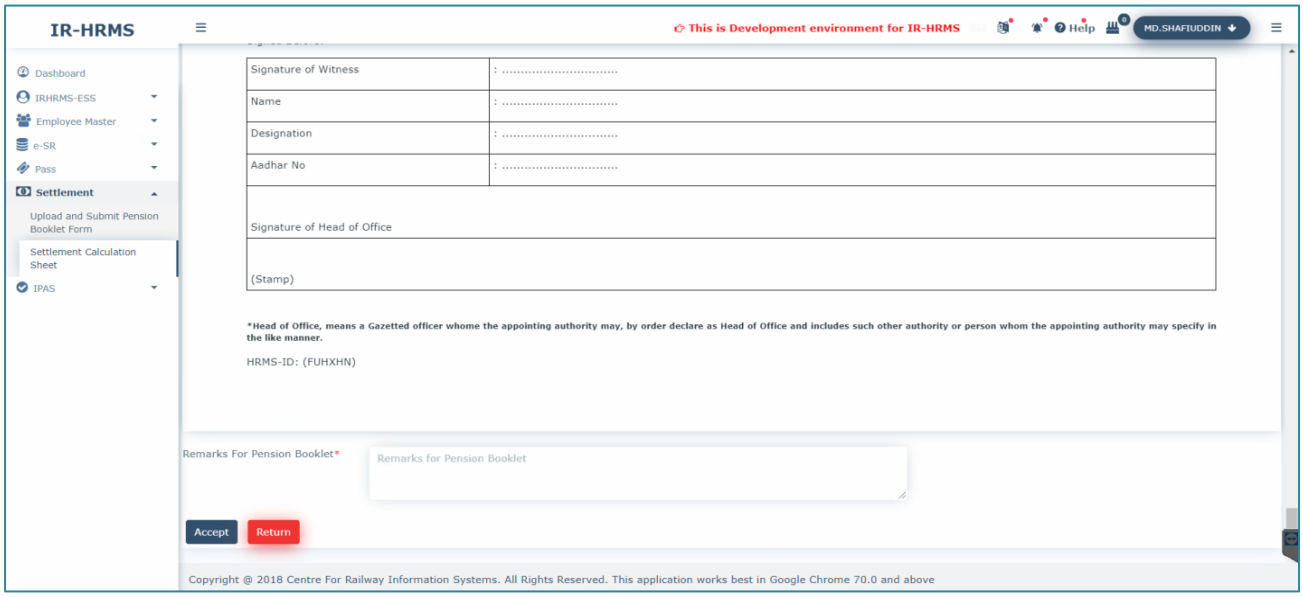
e) SDC will verify all the seven forms highlighted in tabs. Any form can be printed by clicking on Print Button.



f) SDC may return the Summarised SR form to SR-DC by putting remarks as below:

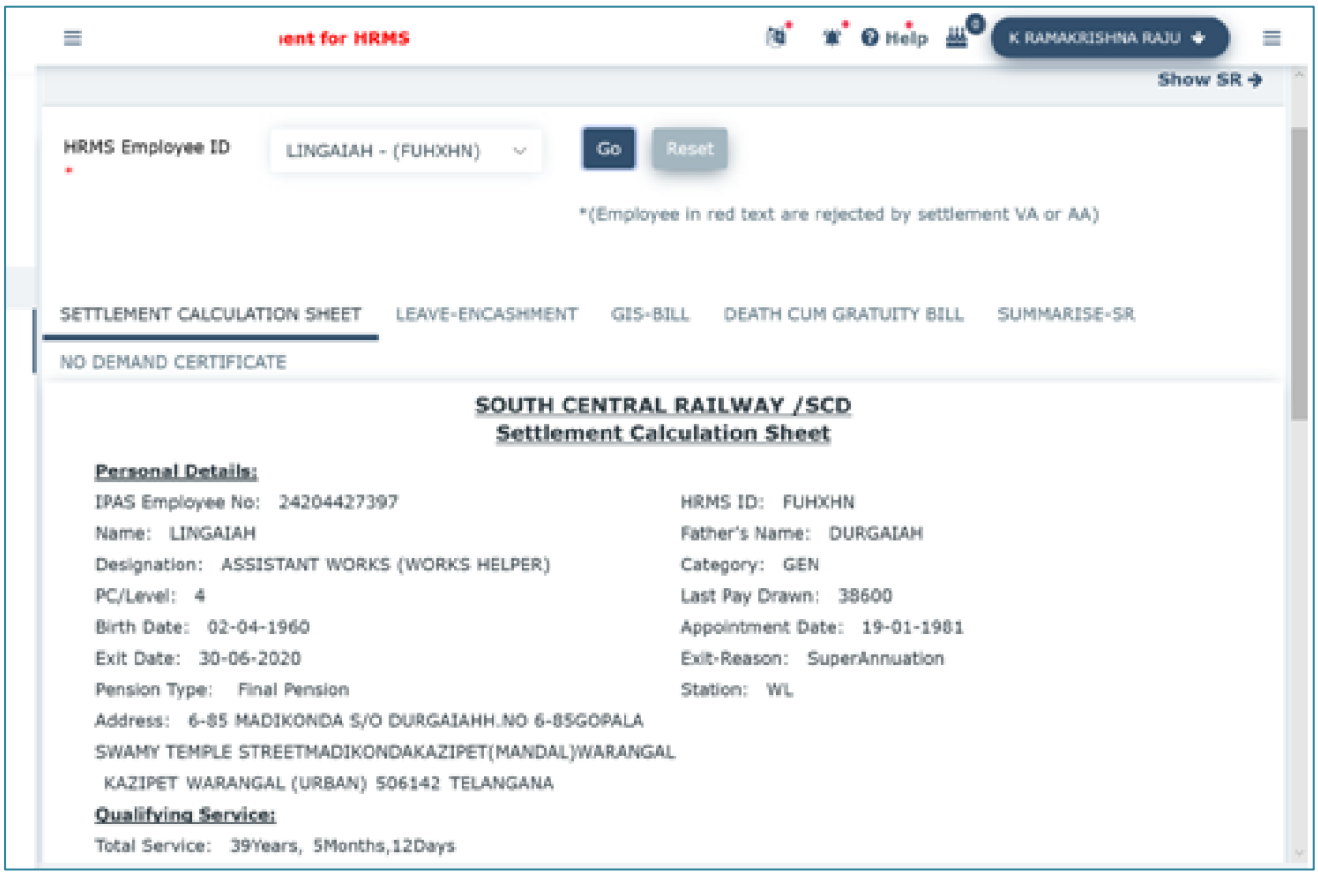


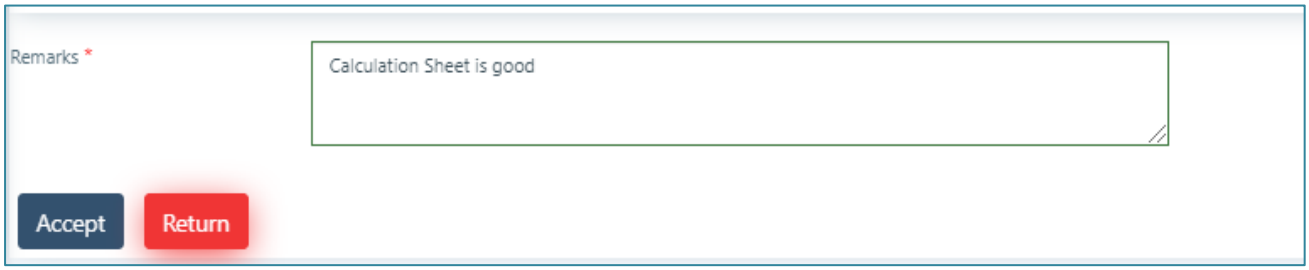
g) SDC may accept the calculation sheet to forward it to SVA or SDC may return pension booklet to Employee with remarks so that Employee may take suitable action.



4.3. Verifying Settlement Form by SVA

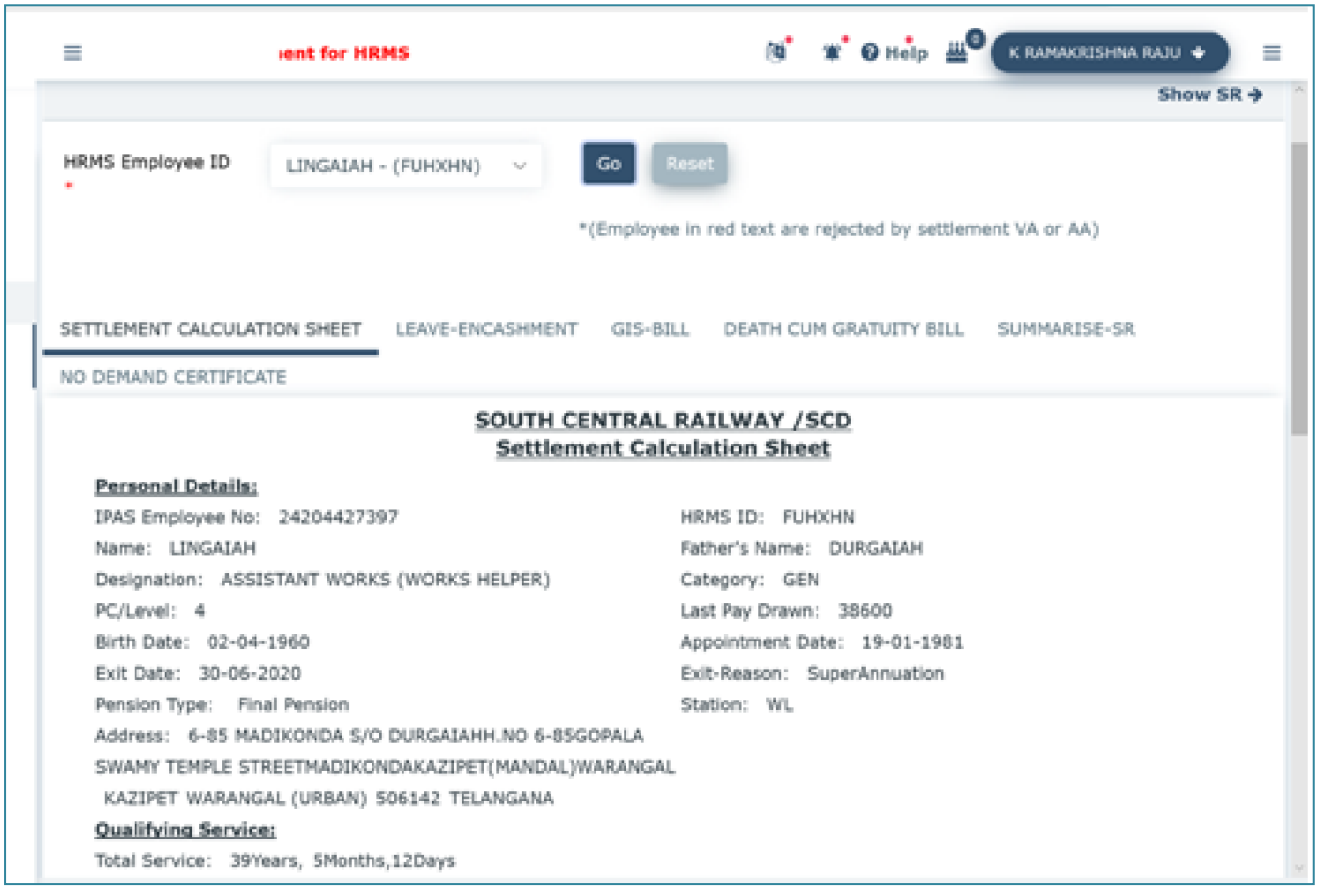
a) SVA verifies the calculation sheet and may forward it to SAA if found correct or return it to SDC with remarks so that SDC may take suitable action.

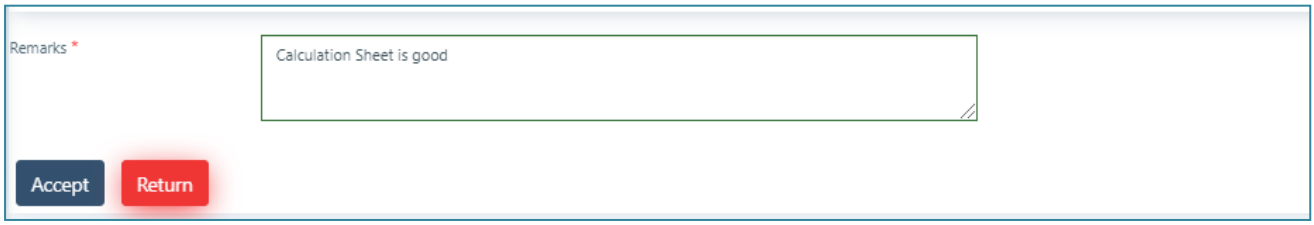




4.4. Approving Settlement Form by SAA

a) SAA may accept the calculation sheet or return it back to SDC with remarks so that SDC may take suitable action.



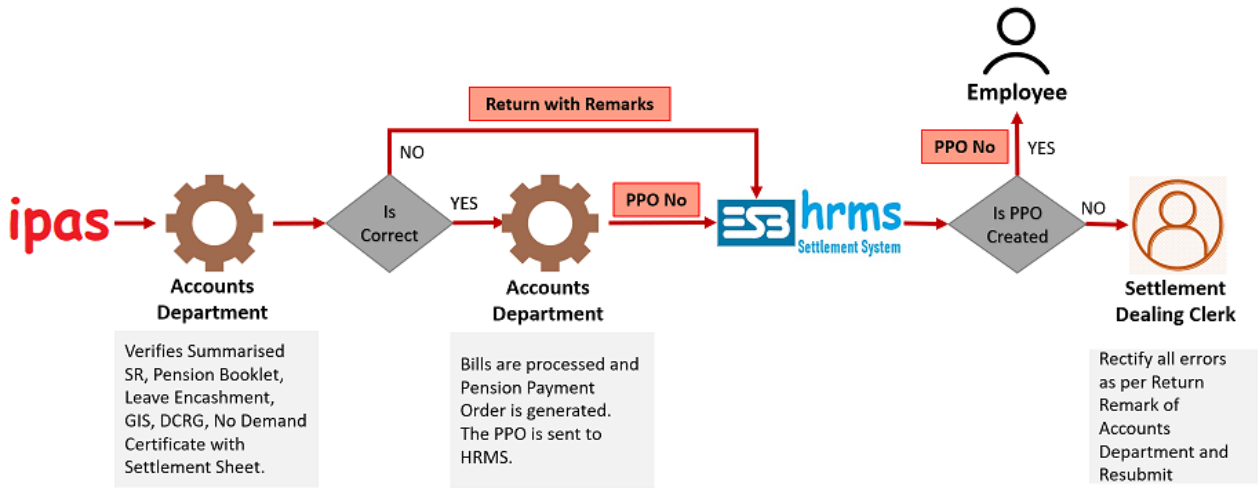


4.5. Forwarding Finalised Settlement Calculation Sheet to Accounts

a) After successful acceptance of Calculation Sheets and other bills, the details of the employee will be forwarded to the Accounts department.

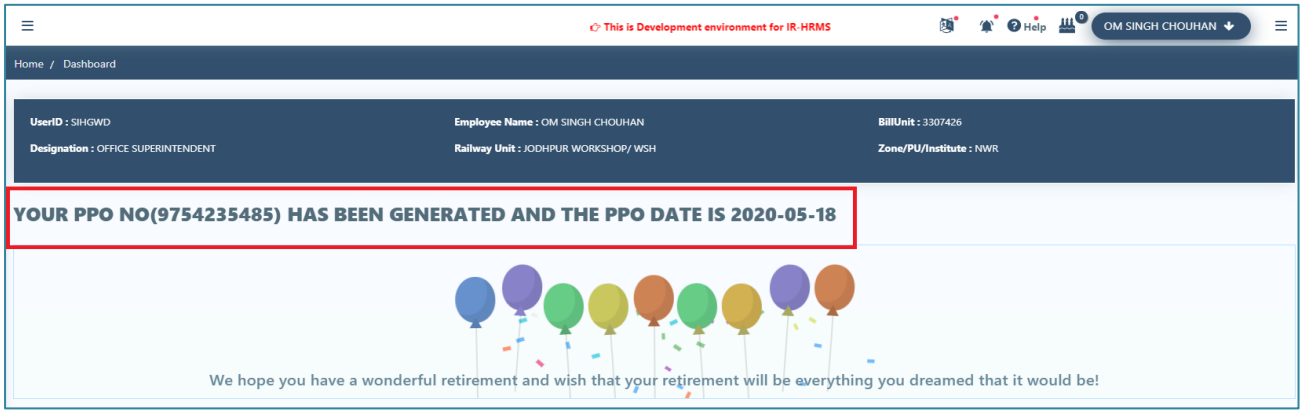
b) Scanned copy of signed document (Pension Booklet) is also to be shared with Accounts Department. IPAS is the software application used by Accounts Department. The Settlement System send all information and signed document automatically with IPAS.

5.0. Pension Payment Order



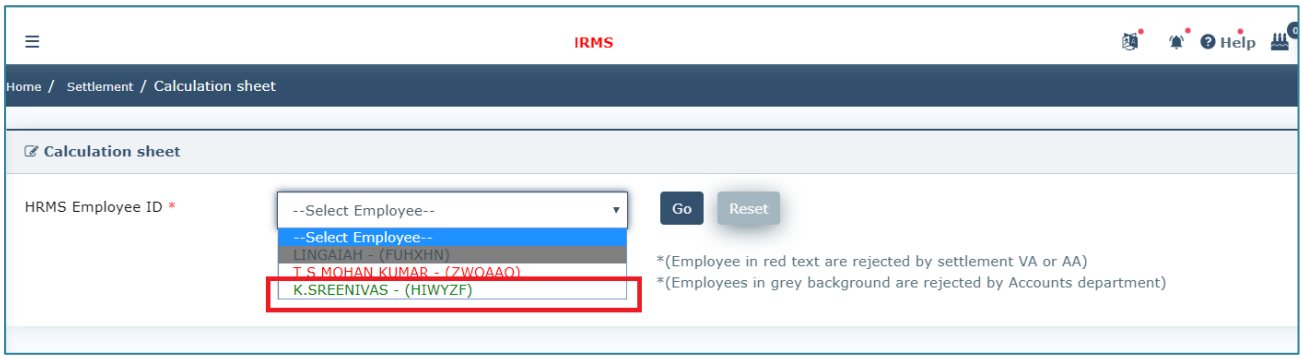
c) Bill will be processed by Account Department and PPO Number (Pension Payment Order Number) will be generated by Accounts.

d) After successful PPO Number generation, PPO Number will be seen in Employee dashboard of Settlement System of HRMS.



e) In case of any discrepancy bill will be returned back to Settlement DC.

f) Name of employees shown in GREY colour are those cases which have been RETURNED by the Accounts Department for correction.



g) On the basis of account remarks, Settlement Dc will take necessary action.

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