

STAFF PENSION: MANUAL FOR UPLOADING LIFE CERTIFICATE IN HRMS PORTAL

1. TAKE THE PRINTOUT OF LIFE CERTIFICATE FORM FROM EMPLOYEE BENEFIT → PENSION, PF & GRATUITY → PENSION PROCESSING → LIFE CERTIFICATE FORM.

The screenshot displays the HRMS portal interface. The top navigation bar includes: Employee Benefits, Manager Approvals, Personalization Cleanup, Quick Password, AARF MIS Report, User Administration, Quick Poll Survey, New Services, Overview, Reimbursements, Salary, Assets & Liabilities, Leave & Attendance, Travel Management, Pension, PF & Gratuity, Personal / Career & Planning, and Welfare Bouquet. The left sidebar shows a 'Detailed Navigation' menu with options like Pension, PF & Gratuity, Provident Fund, Pension, Gratuity, Pension Processing, and Life Certificate Form. The main content area shows a form titled 'CERTIFICATES TO BE SUBMITTED BY PENSIONER' for 'STATE BANK OF INDIA'. The form includes fields for Branch Name, SB A/C No., Branch Code, and Category. A section titled 'I. Life Certificate' contains a certification statement: 'Certified that I have seen the Pensioner holder of Pension Payment Order No. and A/c No. and that he is alive on this date.'

2. UPDATE LIFE CERTIFICATE: ANY EMPLOYEE CAN UPDATE THE LIFE CERTIFICATE OF PENSIONER/FAMILY PENSIONER THROUGH EMPLOYEE BENEFIT → PENSION, PF & GRATUITY → PENSION PROCESSING → APPLY LIFE CERTIFICATE BY SELECTING APPROPRIATE RADIO BUTTON.

The screenshot shows the 'Life Certificate Updation' form in the HRMS portal. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area features a form titled 'Life Certificate Updation' with a sub-section 'Life Certificate Submit for PENSIONER'. It contains two radio buttons: 'Pensioner' and 'Family Pensioner'.

3. SELECT APPROPRIATE PENSIONER TYPE (PENSIONER/FAMILY PENSIONER) AND SUBMIT THE REQUEST

The screenshot displays the 'Life Certificate Updation' form with search and submission options. The top navigation bar and left sidebar are consistent. The main content area shows a search bar for 'Search Pensioner PERNR' with a text input field containing '455504' and a 'Search' button. Below the search bar, the 'Pensioner - Basic Detail' section shows: Name: BALAGURUMOORTHY S, Emp SubGroup: SBI Pensioner, L.C. Submission Date: 07.11.2017, and Remarks: LIFE CERTIFICATE SUBMITTED. The 'Approvers' section lists Pratap Singh Negi. At the bottom, there are buttons for 'Reset', 'Submit the Request', and 'Navigate Back to Options'.

4. THE LIFE CERTIFICATE CAN BE APPROVED BY THE BM/4IN1 APPROVER OF THE BRANCH THROUGH THE LINK MANAGER APPROVALS → PENSION, PF & GRATUITY → PENSION PROCESSING → APPROVE LIFE CERTIFICATE.

The screenshot shows the HRMS system interface. The top navigation bar includes 'Employee Benefits', 'Manager Approvals', and 'Quick Password'. Below this, there are links for 'Overview', 'Reimbursements', 'Salary', 'My Approvals', 'Leave & Attendance', 'Travel Management', and 'Pension, PF & Gratuity'. The left sidebar shows a 'Detailed Navigation' menu with options like 'Pension, PF & Gratuity', 'Provident Fund', 'Pension', 'Gratuity', 'Pension Processing', and 'Approve Life Certificate'. The main content area is titled 'Pending Life Certificate Requests' and contains a table with the following data:

Request ID	Personnel no.	Empl./appl.name	Submission date	Relation	Pen. Type
LC000010201	90455504	BALAGURUMOORTHY S	07.11.2017		Pensioner

Below the table, there is a 'Beneficiary Details' section with the following information:

Name: BALAGURUMOORTHY S
 Submission Date: 07.11.2017

Approver: Pratap Singh Negi
 Approved On: 07.11.2017

There is a 'Remarks' field with a text input box. At the bottom, there is a checkbox labeled 'Pls Check out & proceed for Approval' and two buttons: 'Approve' and 'Reject'.

5. AFTER APPROVAL, LIFE CERTIFICATE OF PENSIONER/FAMILY PENSIONER WILL BE UPDATED IN HRMS SYSTEM. AN ACKNOWLEDGEMENT WILL BE GENERATED WHICH CAN BE GIVEN TO THE PERNSIONER/FAMILY PENSIONER.

Acknowledgement of Life Certificate Submission

We acknowlegde with thanks Life Certificate submitted by

Name BALAGURUMOORTHY S
PF Index 455504
Type Of Pensioner Pensioner
Beneficiary name -----

On 07/11/17

For the period of 01/11/17 to 31/10/18

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