# User Manual Pension contribution Portal

Enter Pernr and Captcha and click Login

Pension Contribution
Sign In
Select Role  Employee Accounts Officer
Personnel No/HRMS No as in ESS Enter Personnel/HRMS No.
code <b>2 3 1 8 6</b> 7
Enter the above code
2023 © BSNL. ITPC/Dev) Hyderabad,

OTP will be sent to Mobile number linked to Pernr.

Pens	ion (	Cont	ribu	tion	
	Si	gn In			
Select Role	_				
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231 <mark>8</mark> 67				0	
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LOGIN					

## Enter OTP and click Login

Pension Contribution	
Sign In	
Select Role	
Employee Accounts Officer	
Personnel No/HRMS No as in ESS	
01002096	
OTP	1
460929	
LOGIN	

Dashboard will be displayed on successful login Dashboard contains Employee Information like DOJ, Name, Mobile, email id, Establishment code, uan number, present BA, overview of total working months in BSNL (data available and missing)

Pension Contribution	1		💽 SRINIVASA RAO MAJII ~
Dashboard Available Pension Data Add Missing Pension Data	SRINIVASA RAO MAIII Joining Date: 23-Aug-2010	15/153	
	MOBILE NO 9437024481		
	EMAIL ID BALU52MAJJI@GMAIL.COM		
	PAN NO ARJPM4471B		
	PF ESTABLISHMENT CODE MH/PN/121572/000		
	UAN NUMBER 100362679437		
	PRESENT BA ITPC Hyderabad		
	PRESENT PAYROLL AREA		

**Available Pension data menu** - online displays the month wise data available with BSNL from different sources like HRMS and ERP for Basic + DA component on which EPF was paid and Pension contrition paid. Please verify it.

### Disclaimer:

Data shown may vary from salary slip data based on scenarios like pay fixation, transfer,DA increase etc where amount received in subsequent months. Cumulative will always be equal from salary slip and data from portal

Accumulated will always match

Eg. In transfer case basic + DA for 3 months paid in Dec-13

	A	U	1	v	vv	~	1
1	Year	Month	month- year	Basic + DA as per salary slip	Basic +DA from Portal Data	com	
8	2013	Oct	Oct-13		62254	-62254	
9	2013	Nov	Nov-13		62254	-62254	
10	2013	Dec	Dec-13	181.419	62254	119165	
11	2014	Jan	Jan-14	62 103	65856	-3753	

Eg Arrear paid in the month of Jun

	А	В	Т	V	W	Х	Y	
1	Year	Month	month- year	Basic + DA as per salary slip	Basic +DA from Portal Data	com		
47	2017	Jan	Jan-17	82.927	85429	-2502		
48	2017	Feb	Feb-17	82.927	85429	-2502		
49	2017	Mar	Mar-17	82.927	85429	-2502		
50	2017	Apr	Apr-17	82.020	84495	-2475		
51	2017	May	May-17	82.020	84495	-2475		
52	2017	Jun	Jun-17	96.951	84495	12456		
53	2017	July	July-17	85.235	85235	0		
	0047	A	A 47	05,005	05005	_		

#### This Data can be downloaded as Excel by using **Download Option in the Actions Button**

Pension Contribut	ion							📀 SRINIVASA RAO MAJII 🗸
Dashboard	Home > Available Pe	ension Data						
Available Pension Data								
Add Missing Pension Data	Available Pensi	ion Data						
	Q~ Search: J	ALL COLUMNS	G	Actions ~	View      C Refresh			
	Month-Year	BA EI	PF Member ID	Basic + DA	Pension Contributed	Data Source	AO Approved	
	@ 2010 - 1 Month	n(s)		1				*
	SEP-2010			22156	541	HRMS		
	🛛 2011 - 7 Month	n(s)						
	MAY-2011			24877	541	HRMS		
	JUL-2011			24877	541	HRMS		
	AUG-2011			24877	541	HRMS		
	SEP-2011			24877	541	HRMS		
	OCT-2011			25688	541	HRMS		
	NOV-2011			25688	541	HRMS		
	DEC-2011			25688	541	HRMS		
	□ 2012 - 12 Mont	th(s)						
	JAN-2012			26482	541	HRMS		
	FEB-2012			26482	541	HRMS		
	HAD 2012			30000	P.4+	LIDAG		*

Pension Contribution	<u>ן</u>									SRINIVASA RAO MAJII 🕚
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Available Pension Data	Available Pens	ion Data								2
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Service History	Q~ Search:	ALL COLUMNS	Go	4	Actions ~	👁 View 🛛 🕻	Refresh			
	Month-Year	BA	EPF Member ID		Select C	olumns	ibuted	Data Source	AO Approved	
	🗆 2010 - 1 Month	n(s)			💷 Freeze C	olumns				
	SEP-2010			2				HRMS		
	🗆 2011 - 7 Month	1(s)			T Filter					
	MAY-2011			2	I Rows Pe	r Page	>	HRMS		
	JUL-2011			2	C Reset			HRMS		
	AUG-2011			2			a	HRMS		
	SEP-2011			2	🛓 Downloa	d		HRMS		
	OCT-2011			256	38 5	541		HRMS		
	NOV-2011			256	38 5	541		HRMS		
	DEC-2011			256	38 5	541		HRMS		
	🗆 2012 - 12 Mon	th(s)								
	JAN-2012			264	32 5	541		HRMS		
	FEB-2012			264	32 5	541		HRMS		
	MAD 2012			2000				UNIC		
	(14) (<4) Page 1	of 1 🕞	(H)							View 1 - 138 of 138

#### Add Missing Pension Menu

After clicking this menu, Employee can see the list of months for which Basic+DA & Pension Contribution is missing. Employee is given an option to upload the data in excel format.

The Excel Format is already available in the menu as Download File Template.

Pension Contribution			💽 SRINIVASA RAO MAJJI 🗸
Dashboard	Iome > Add Missing Pension Data		
Available Pension Data	Add Missing Pension Data		1
Add Missing Pension Data	Upload File	late	
	Q - Search: ALL COLUMNS	io Actions → ● View ♂ Refresh	
	MONTHYEAR MEMBER_ID WAGE_MONTH	WAGE_YEAR BASIC_DA PENSION_CONTRIBUTED	
	🗉 2010 - 4 Month(s)		*
	AUG-2010		
	NOV-2010		
	DEC-2010		
	🗆 2011 - 5 Morth(s)		
	JAN-2011		
	FEB-2011		
	MAR-2011		
	JUN-2011		
	© 2014 - 2 Month(s)		
	NOV 2014		

The Employee can enter the missing data manually in the downloaded excel sheet. After entering Employee can save the same excel and use the same in upload

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6 7 8													
9													
10													
12													

After entering the missing data, Employee can upload the file using File Upload option given in the menu.

Pension Contributio	n .						🙎 SRINIVASA RAO MAJJI 🗸
Dashboard	Home > Add Miss	Upload File				×	
Available Pension Data	Add Missing	Select File					
Add Missing Pension Data	Upload F	Select file				🗁 Browse	
	Q.v Searc					Cancel	
	MONTHYEAR	MEMBER_ID	WAGE_MONTH	WAGE_YEAR	BASIC_DA	PENSION_CONTRIBUTED	
	🗉 2010 - 4 Mon	th(s)					× .
	AUG-2010						
	OCT-2010						
	NOV-2010						
	DEC-2010						
	🗉 2011 - 5 Mon	th(s)					
	JAN-2011						
	FEB-2011						
	MAR-2011						
	APR-2011						



After Successful Upload the data will still be available in Add missing data menu. He can download see/ download the data in Download option in Actions Button.

The concerned AO of that BA will approve the data entered by the Employee. After successful Authorization by AO, the data will be pushed to Available Pension Data Menu with Source as A ( as AO has approved that the data entered by Employee is correct)