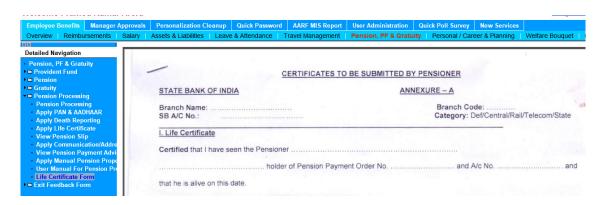
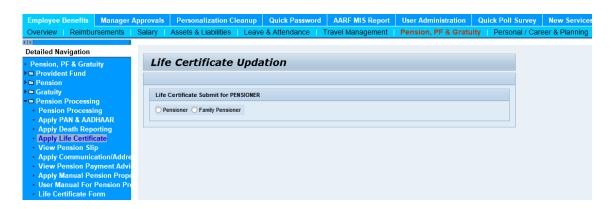
## STAFF PENSION: MANUAL FOR UPLOADING LIFE CERTIFICATE IN HRMS PORTAL

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



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.



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

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.

Employee Benefits Manager Approvals		ovals	s Quick Password							
Overview   Reimburser	ments   Sa	lary	My Appro	vals Lea	ve & Attendance   1	Fravel Managen	nent	Pension,	PF & Gratui	
Detailed Navigation		Pend	ding Life	Certificate	Requests					
Pension, PF & Gratuity  □ Provident Fund  □ Pension		* Please Select a Request from the below list to Proceed with Approval Process								
		R	tequest ID	Personnel no.	Empl./appl.name	Submission date	Relation	Pen. Type	_	
→ □ Gratuity		L	C000010201	90455504	BALAGURUMOORTHY S	07.11.2017		Pensioner		
▼ ■ Pension Processing										
Pension Processing Approve PAN & AADI	наар									
Approve Death Repor										
Approve Life Certificate Approve Communication/Ad IDF Submission for Pension		Beneficiary Details								
▶ □ Dashboard		Name BALAGURUMOORTHY S Sumbmission Date 07.11.2017								
		Approver Pratap Singh Negi								
A		Appro	Approved On 07.11.2017							
		Remai	rko							
		Relliai	N3							
Pls Check out & proceed for Approval  Approve 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				
<b>Type Of Pensioner</b>	Pensioner				
Beneficiary name					
On 07/11/17					
For the period of 01/11/17 to 31/10/18					