



तत् त्वं पूषन् अपावृणु  
केन्द्रीय विद्यालय संगठन

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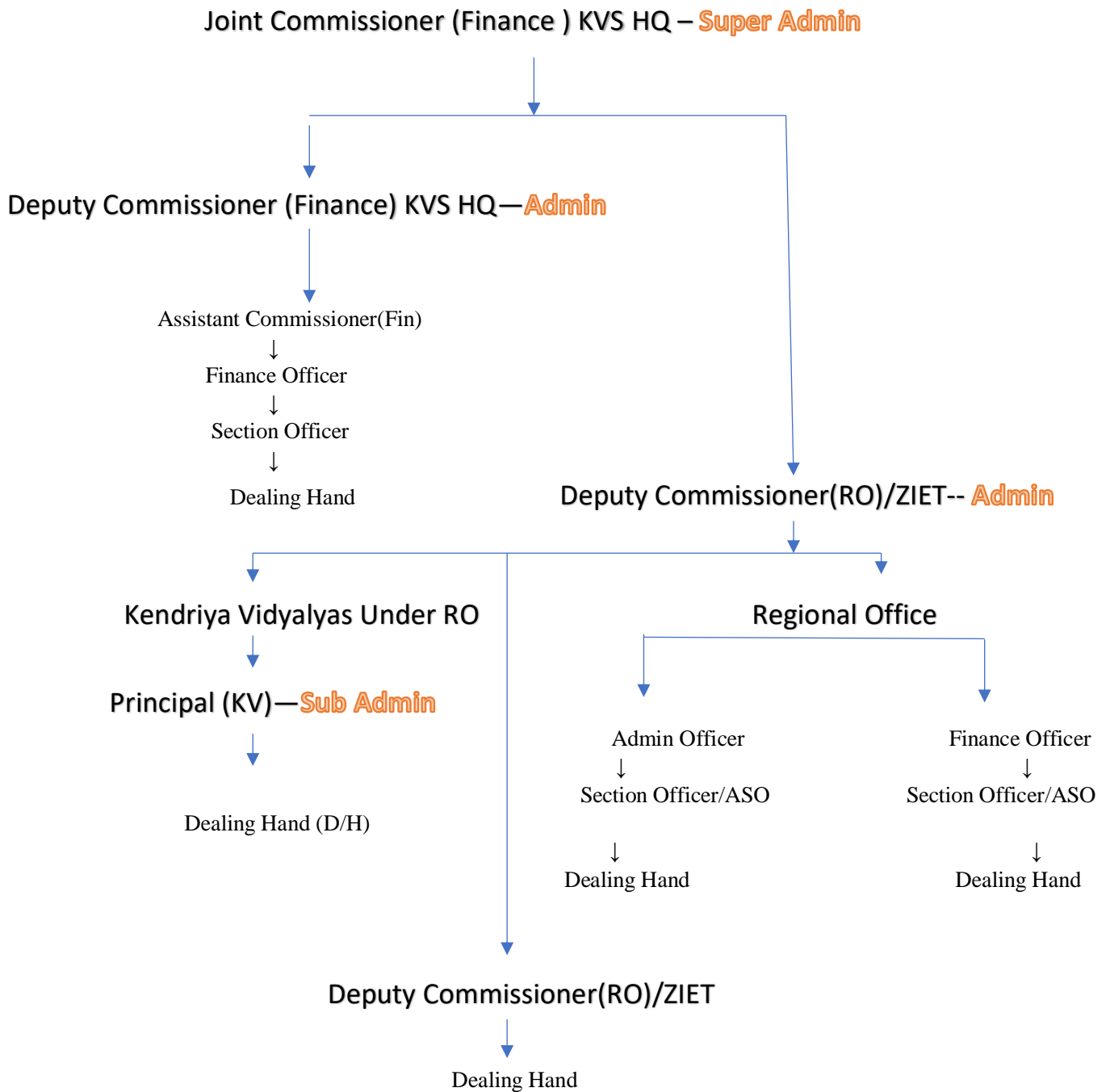
KENDRIYA VIDYALYA SANGATHAN

User Manual for  
“AUTOMATION of PROCESSING of PENSION  
and  
GENERATION OF e-PPO”

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# 1. Creation of Roles as per Organizational Structure



# List of Roles as per Pension Portal

## a. At KVS HQ Level

## b. At Regional office Level

1. RO-Admin-AO
2. RO-Finance-FO
3. RO-Admin-SO
4. RO- Finance -SO
5. RO-Admin-DH
6. RO-Finance-DH

## c. At Kendriya Vidyalaya Level

1. KV-Principal
2. KV-DH

As shown above Deputy Commissioner of Regional office are to enter credentials of Principal and Regional Office staff for Creation of Roles  
User details required for each type of role at KV/RO/ZIET.

S.No	Place of Posting	Employee ID	Gender	Employee Name	Designation	Mobile No.	E -Mail ID	

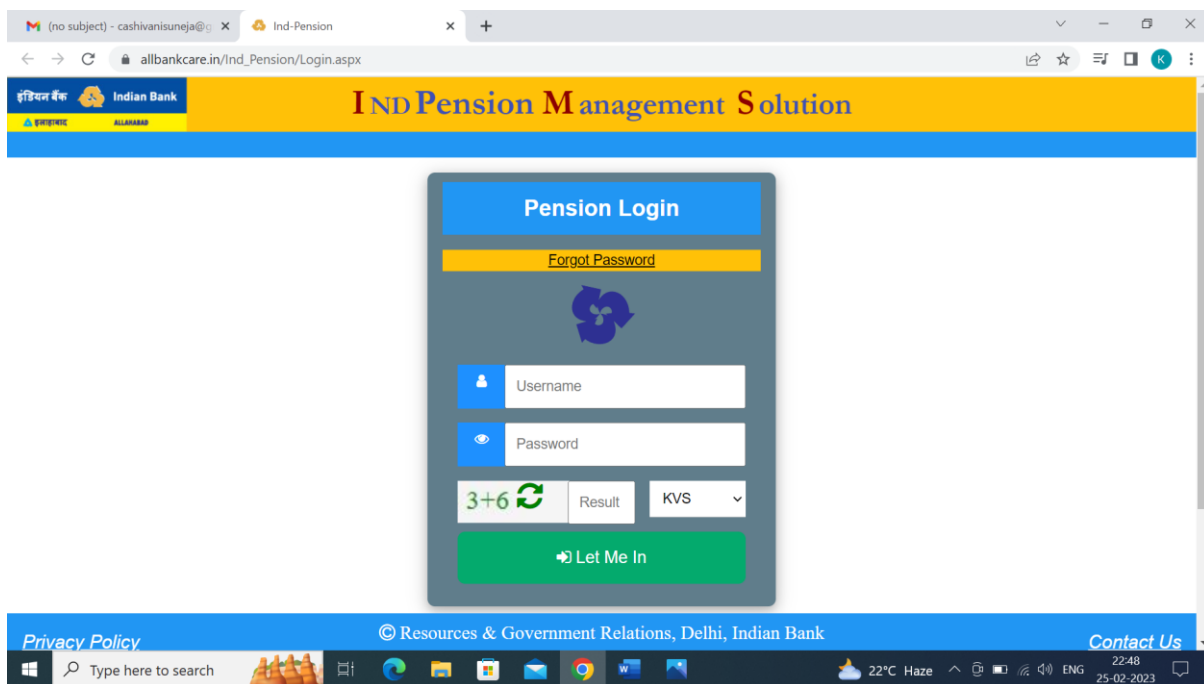
- Employee ID will be the username so it is very important to fill correct employee id
- Mobile No. : \*Must be correct as OTP will be received on this Mobile no.
- Email Id : Preferably personal Email id of Principal

## 2. E-PPO portal Home Page

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The Pension portal can be accessed via following URL:

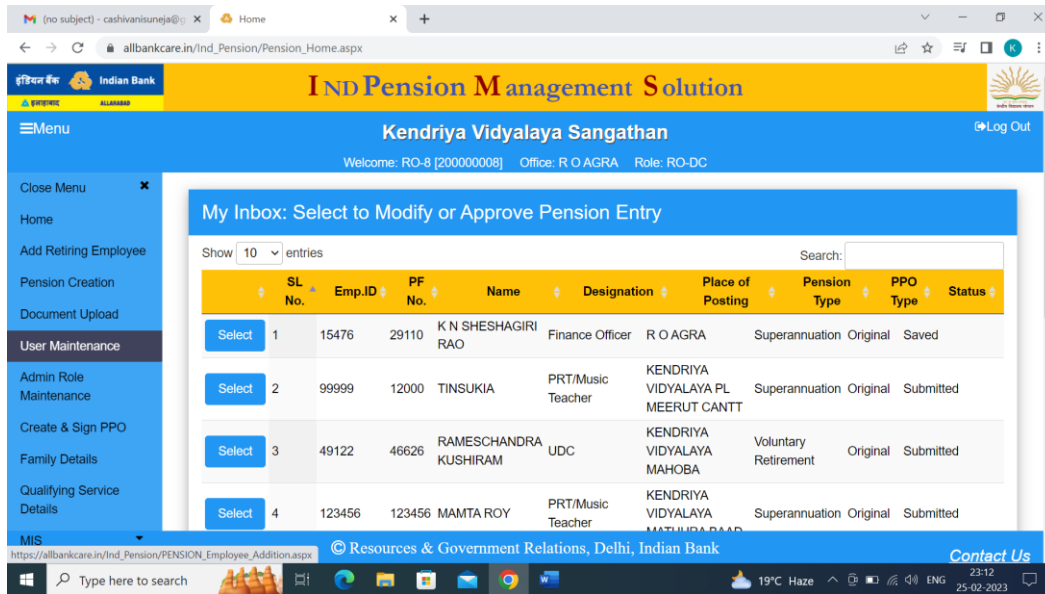
[https://allbankcare.in/Ind\\_Pension/Login.aspx](https://allbankcare.in/Ind_Pension/Login.aspx)



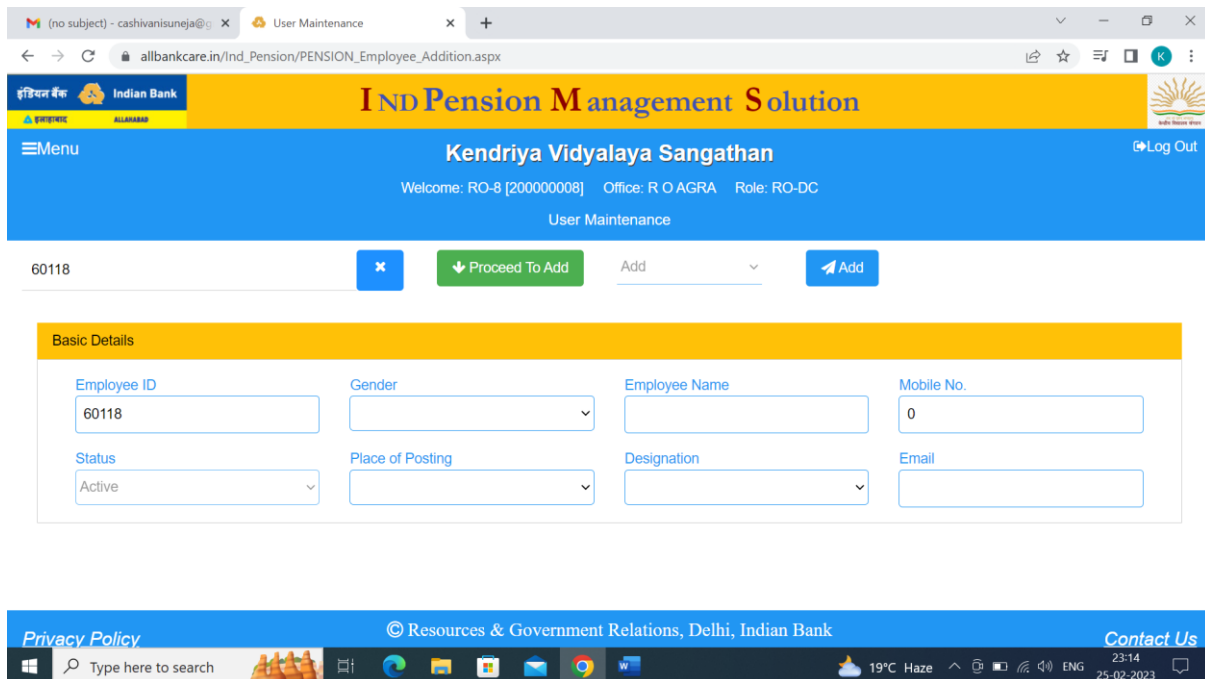
# 3.Registration of Principal & RO Staff

Steps to be followed for registration of Principal & RO Staff (User)

- 1. Go To Menu bar
- 2. Click on User maintenance



- 3. Enter Employee ID -> Proceed to Add



Enter details of Principal & RO Staff ( User )

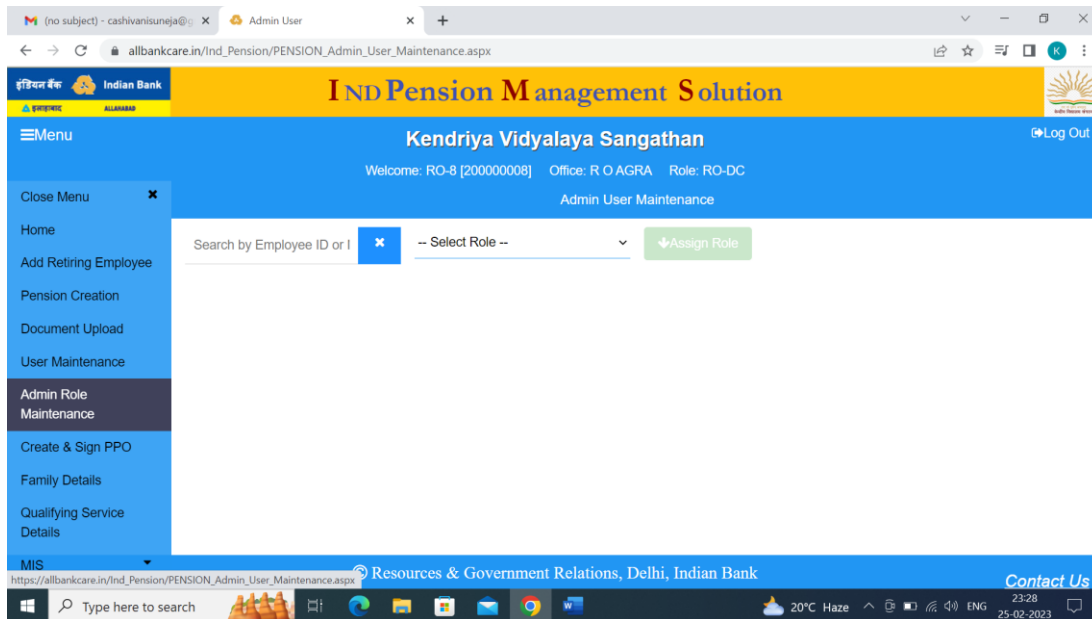
1. Employee ID ( Auto Fill)
2. Gender
3. Employee Name
4. Mobile No. : \*Must be correct as OTP will be received on this Mobile no.
5. Status : Active (Auto Fill)
6. Place of Posting : Name of KV ( To be selected from Auto Fill list of Kendriya Vidyalayas Under region.
7. Designation: To be selected from Auto Fill list of Designations
8. Email : Preferably personal Email id of Principal

## 4. Allocating role of Principal & RO Staff

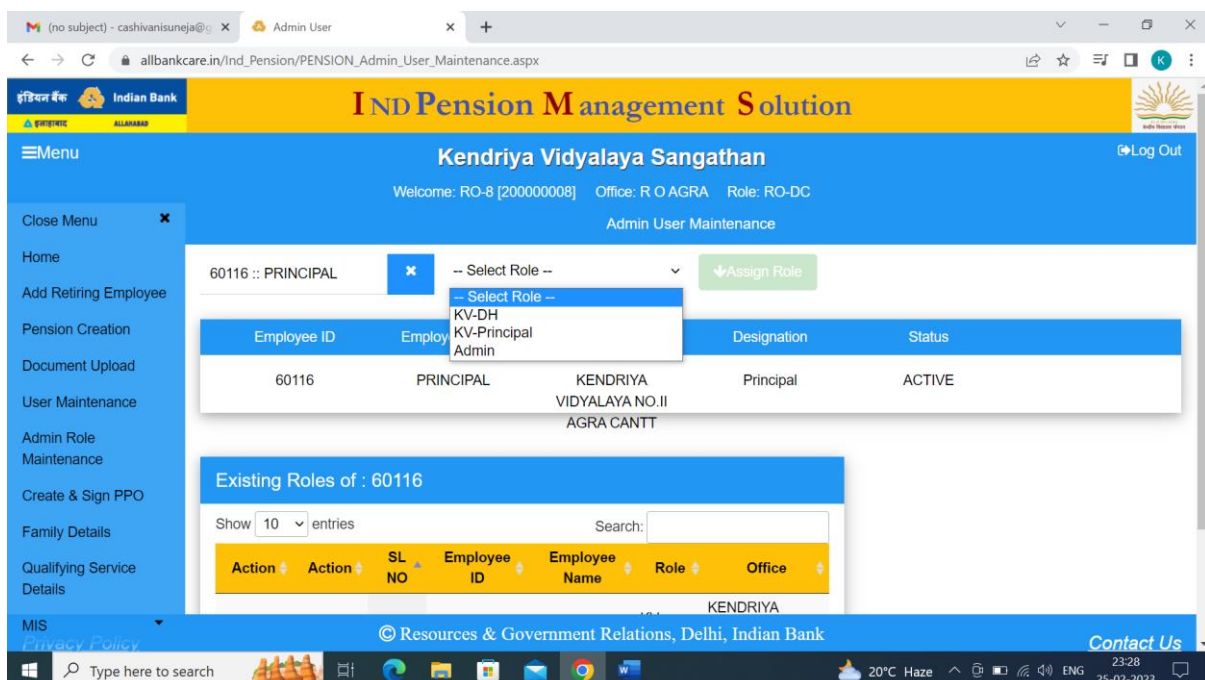
After entering details of Principal in portal , Deputy commissioner will allocate the role of Principal in Pension Portal .

Steps to be followed

1. Go To Menu bar
2. Click on Admin Role Maintenance



3. Enter Employee ID
4. Select Role -> Principal
5. Click on Assign Role





In the same manner Roles of Regional office staff are also to be assign in Pension portal from the login ID of Deputy Commissioner RO/ZIET

### Roles at RO Level

1. RO-Admin-AO
2. RO-Finance-FO
3. RO-Admin-SO
4. RO- Finance -SO
5. RO-Admin-DH
6. RO-Finance-DH

## 5. Steps for Principal / RO Staff Login

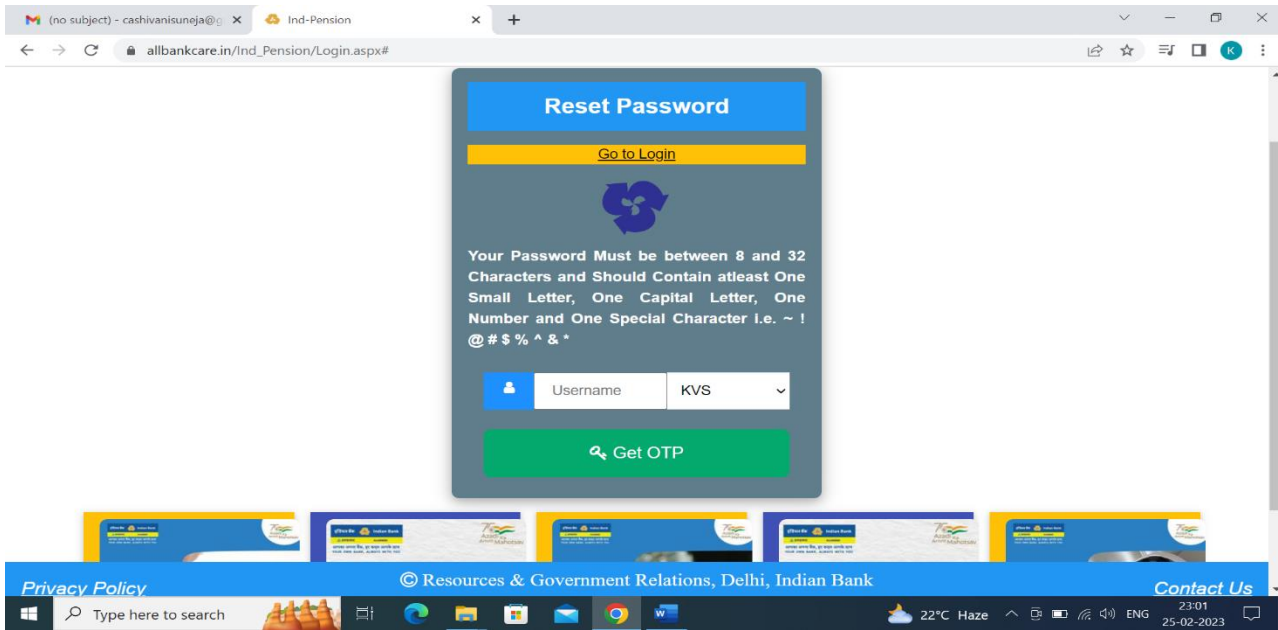
*Only those Principal/ RO Staff are eligible for Login the page whose credentials already registered by Deputy Commissioner of concerned Region.*

Steps to be followed on home page

[https://allbankcare.in/Ind\\_Pension/Login.aspx](https://allbankcare.in/Ind_Pension/Login.aspx)

The screenshot displays the login interface for the IND Pension Management Solution. The page is titled "IND Pension Management Solution" and features a "Pension Login" form. The form includes a "Forgot Password" link, a refresh icon, and input fields for "Username" and "Password". Below the password field is a CAPTCHA section with the text "3+6" and a refresh icon, followed by a "Result" field and a "KVS" dropdown menu. A green "Let Me In" button is at the bottom of the form. The footer includes "Privacy Policy", "© Resources & Government Relations, Delhi, Indian Bank", and "Contact Us". The Windows taskbar at the bottom shows the date as 25-02-2023 and the time as 22:48.

1. Enter Username : **Only Employee code** of employee is to be entered for User name
2. For Password : Create Password using "Forgot Password".
3. Enter CAPTCHA : Enter Result in given column , Example 3+6 CAPTCHA is "9"



1. Enter Username i.e Employee code

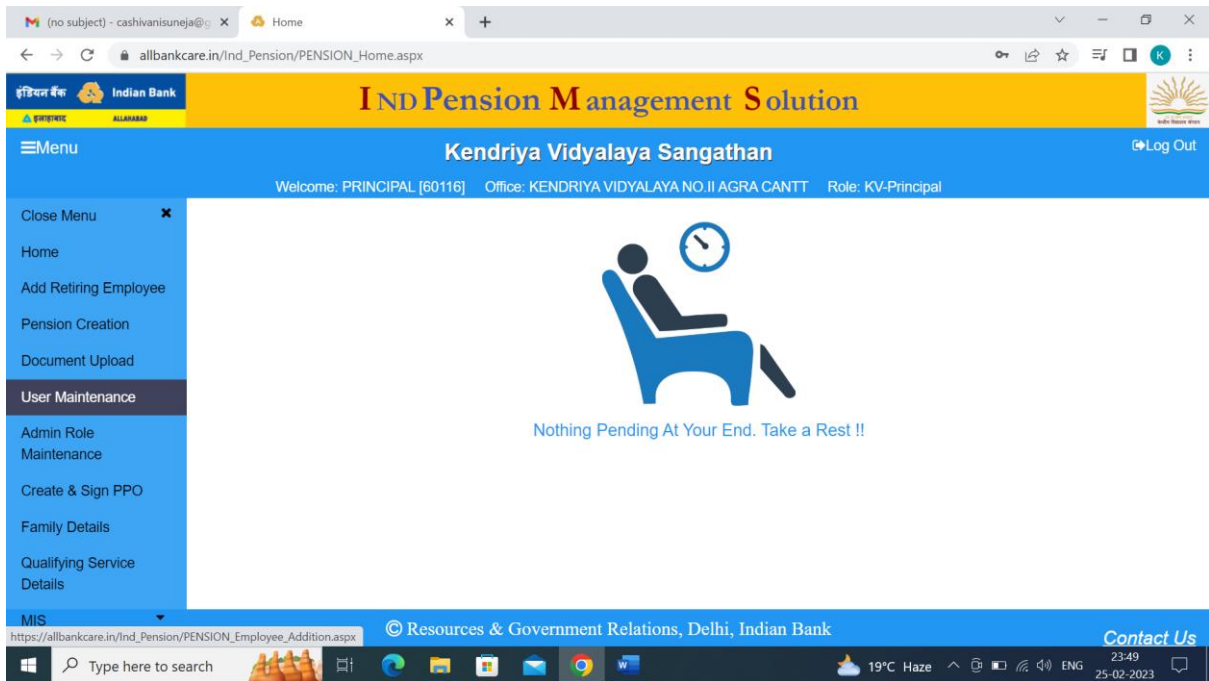
2. Create new password **Your Password Must be between 8 and 32 Characters and Should Contain at least One Small Letter, One Capital Letter, One Number and One Special Character i.e. ~ ! @ # \$ % ^ & \***

*Note : After Login the Pension Portal through Principal Login , Principal need to create User/ Dealing Hand ( DH) at Vidyalaya Level*

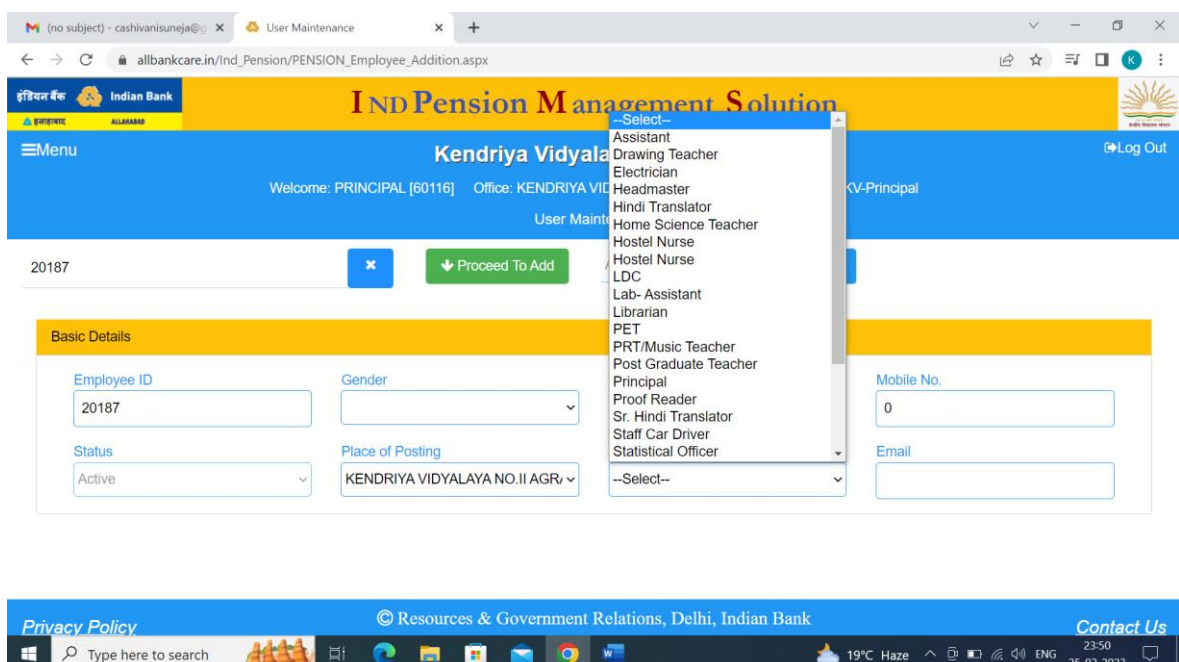
## 6. Steps for Creating User/Dealing Hand (DH) by Principal

Steps to be followed for registration of Dealing Hand (User) in Portal

1. Go To Menu bar
2. Click on User maintenance



3. Enter Employee ID -> Proceed to Add



Enter details of Dealing Hand ( User )

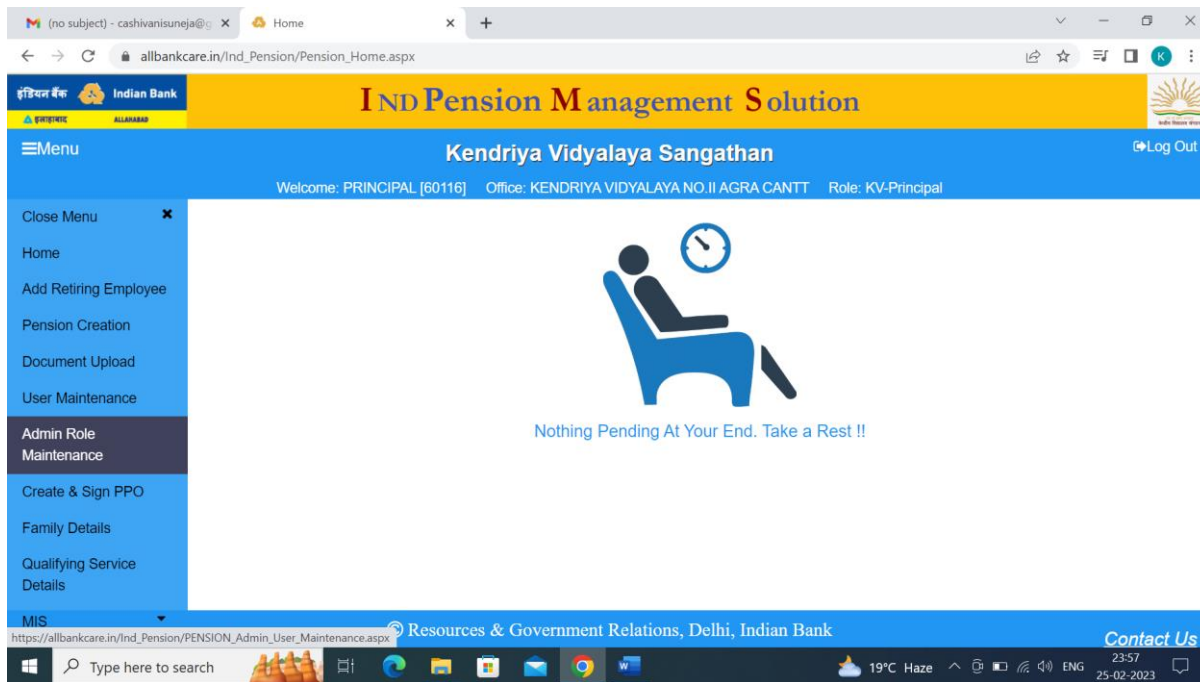
1. Employee ID ( Auto Fill)
2. Gender
3. Employee Name
4. Mobile No. : \*Must be correct as OTP will be received on this Mobile no.
5. Status : Active (Auto Fill)
6. Place of Posting : Name of KV ( To be selected from Auto Fill list )
7. Designation: To be selected from Auto Fill list of Designations
8. Email : Preferably personal Email id of Dealing Hand

## 7. Steps for allocating role to Dealing Hand (DH)

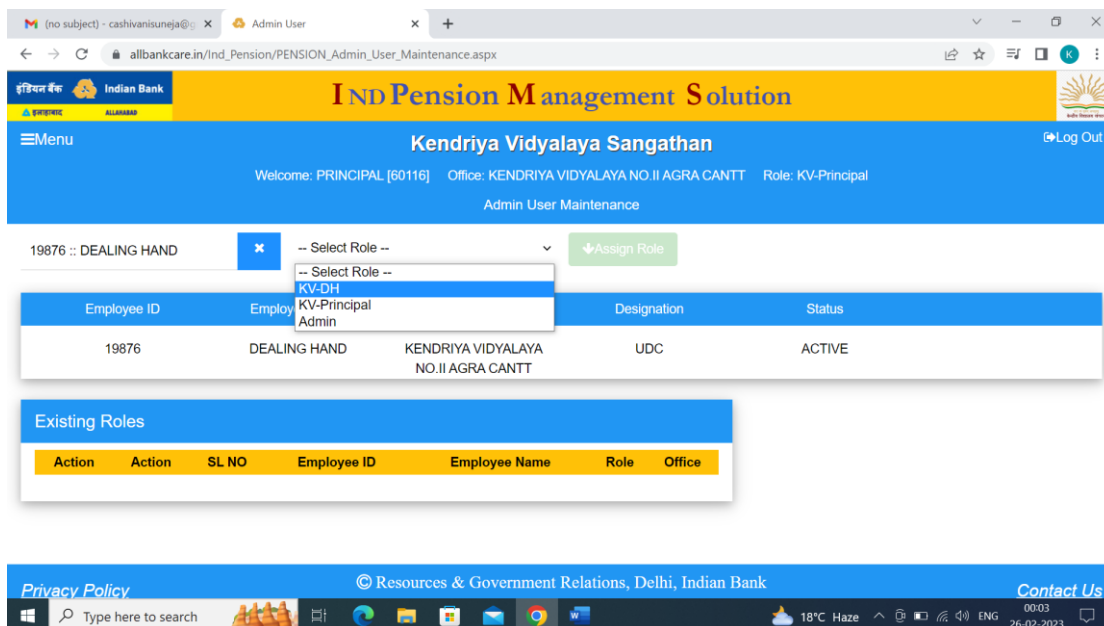
After entering details of Dealing Hand in portal , Principal will allocate the role of Dealing Hand in Pension Portal .

Steps to be followed

1. Go To Menu bar
2. Click on Admin Role Maintenance



3. Enter Employee code and then allocate role to user i.e KV-DH



**Note :**

- 1. Only Dealing Hand are eligible for Login the page whose credentials already registered by the Principal of concerned Kendriya Vidyalaya**
- 2. Dealing Head need to Login the Pension Portal by following the same steps as mentioned above in Page No. \_\_\_\_\_(Steps for Principal Login)**

Existing Procedure followed for processing of Pension papers.

PROCESSING OF PENSION PAPERS				
STAGE	KENDRIYA VIDYALAYA		REGIONAL OFFICE/ZIET	
	GROUP 'A'	GROUP 'B' & 'C'	GROUP 'A' (Including FO)	GROUP 'B' & 'C'
I	Submission of pension papers by the concerned official at office of KV and forward the same to concerned RO (Finance Division)	Submission of pension papers by the concerned official at office of KV	Submission of pension papers by the concerned official to Admin section of RO	Submission of pension papers by the concerned official to Admin section of RO
II	Scrutiny of pension papers received from KV at RO (Admn Division) & forwards the pension paper to KVS HQ (Estt. Section)	Check/Scrutinize & forward the same to the concerned RO	Scrutiny of pension papers by RO and forward the same to Estt. Section of KVS HQ	Scrutiny of pension papers by Admin division and forward to Finance division of RO
III	The Estt. Section, KVS HQ after doing all the formalities forward the pension papers to Pension section.	Processing of pension papers by pension sanctioning authority or Finance division of RO	The Estt. Section, KVS HQ after doing all the formalities forward the pension papers to Pension section.	Processing of pension papers by pension sanctioning authority or Finance division of RO
IV	Processing of pension papers by pension sanctioning authority	Dealing Hand ↓ Section Officer ↓ Finance Officer ↓ Dep. Commissioner	Processing of pension papers by pension sanctioning authority	Dealing Hand ↓ Section Officer ↓ Finance Officer ↓ Deputy Commissioner/Dir.
(A)	Dealing Hand ↓		Dealing Hand ↓	
(B)	Section Officer ↓		Section Officer ↓	
(C)	Finance Officer ↓		Finance Officer ↓	
(D)	Assistant ↓		Assistant ↓	
(E)	Commissioner(Fin) ↓		Commissioner(Fin) ↓	
(F)	Deputy ↓		Deputy Commissioner(Fin) ↓	
(G)	Commissioner(Fin) ↓		Joint Commissioner(Fin)	
(H)	Joint ↓			
(I)	Commissioner(Fin)			
V	Issue of PPO for disbursement of pension by KVS HQ	Issue of PPO for disbursement of pension by concerned RO spread across India	Issue of PPO for disbursement of pension by KVS HQ	Issue of PPO for disbursement of pension by concerned RO spread across India

*For generation of e-PPO , same process/ hierarchy is to be followed .*



## 8. Creation of E-PPO

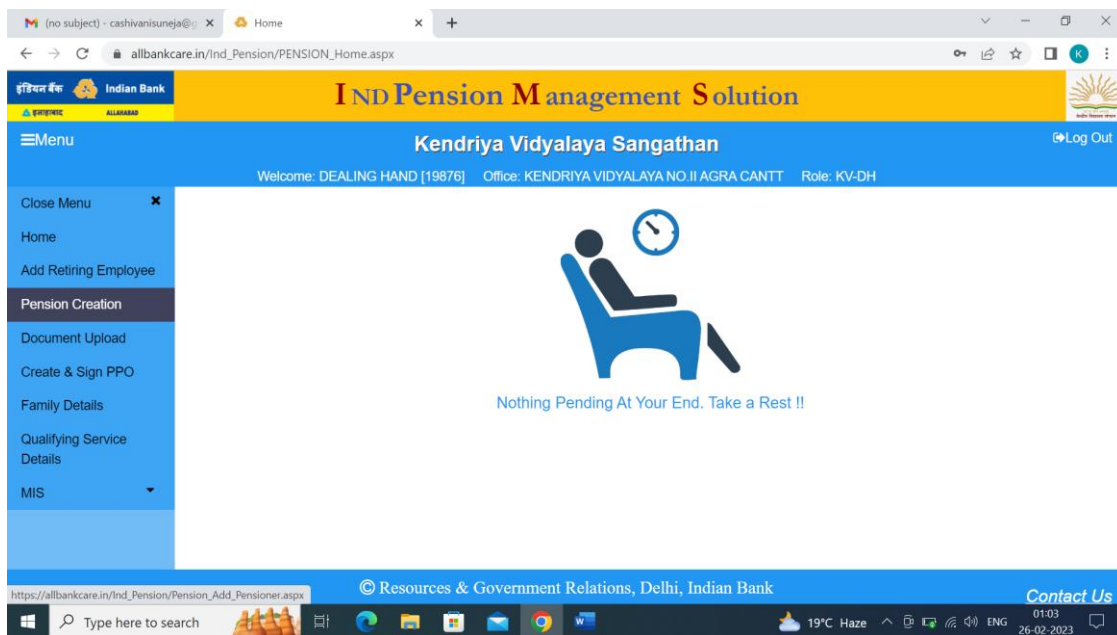
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### **E-PPO is to be created through the Login ID of Dealing Hand**

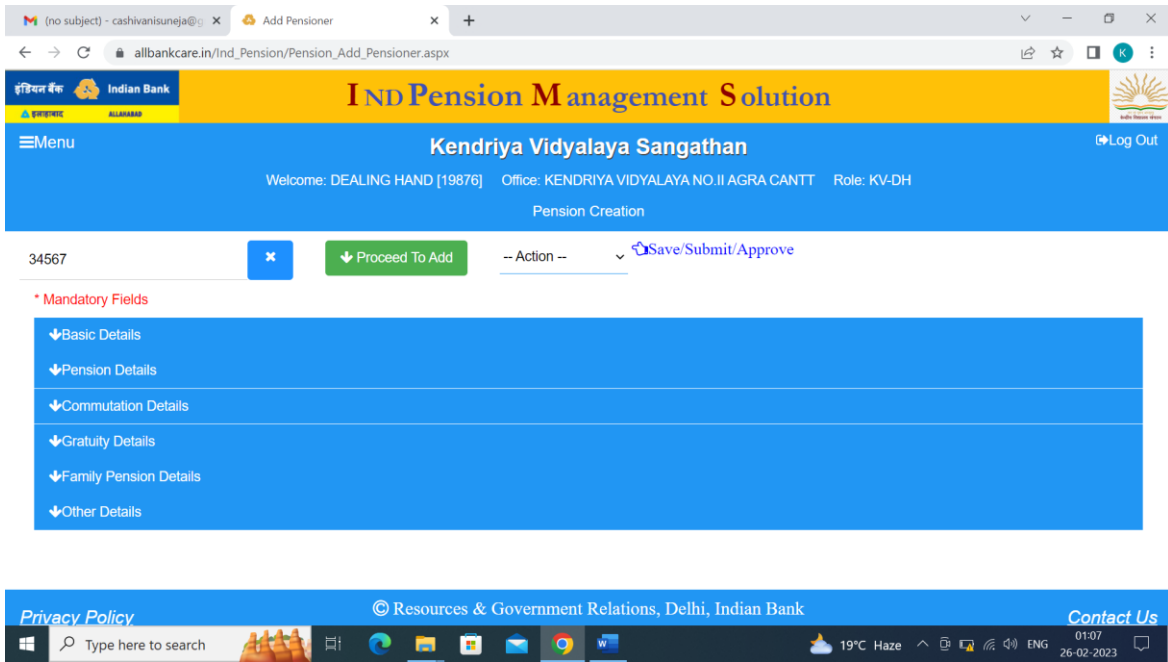
Login Pension portal with the Login details of Dealing Hand

Steps to be followed for creation of E-PPO:

#### 1. Click Menu Bar → Pension Creation



#### 2. Enter Employee Id of Retiring employee -> Proceed to Add



Dealing Hand is to enter all details of Pensioner in the Portal

## 1. Basic Details :

## 9. Procedure for change in Roles at the time of Retirement and Transfer / Retirement of Principal/RO Staff/Dealing Hand.

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### **(i) In the case of Retirement**

When Employee /user no longer associated with the department due to Retirement /VRS/Death etc . The same user need to be Deactivated from the pension portal by the Admin who initially assigned role to that user.

- For Dealing hand (DH) at KV level – Principal need to deactivate the user and to create new user in similar manner as explained above.
- For Principal- Deputy Commissioner RO/ZIET need to deactivate the user and to create new user in similar manner as explained above

### **(ii) In case of Intra-Region Transfer**

Where there is transfer of any user ( Principal/DH) within region and he/she continues the role assigned to him in new place of posting also then Deputy Commissioner RO can change the place posting from their login ID

When user no more associated the work of pension in new place of posting then the same may deactivated from the portal as discussed in point (i)

### **(iii) In case of Inter-Region Transfer**

Where there is transfer of any user ( Principal/DH) outside the region and he/she continues the role assigned to him in new place of posting also then Joint Commissioner(Fin), KVS HQ can change the place posting from their login ID

When user no more associated the work of pension in new place of posting then the same may deactivated from the portal as discussed in point (i)