Government of West Bengal
Office of the District Inspector of Schools
Secondary Education : Bankura
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Memo No... 805/S   Date ...28/04/2020

From: The District Inspector of Schools (SE), Bankura

To: All HOI of Jr High/High/HS/Madrasah under control of this Office

Sub: Revision of Pension cases due to ROPA 2019

In reference to the subjects noted above, this is to inform all HOI under the control of this office that due to implementation of ROPA 2019, a number of changes have been made in the e-Pension system for the Revision of Pension cases. They are requested to go through the process mentioned hereunder:

1. **For those Employees / Family Pensioners who have retired / died between 01/01/2016 to 31/12/2019 / or till date, already received e-PPO and have User ID and Password for logging in e-Pension Portal.**

   Atfirst HOIs are requested to check and update the following fields of those employees in i-OSMS under e-Pension Employee Status menu in "Master Directory Management". The following fields are now in edit mode.

   i. First Joining Date (in this service)
   ii. Joining Date (Present Post)
   iii. Date Of First Joining In The Present School At Present Post
   iv. Date Of Joining In The Present School
        SALARY DETAILS (AS PER ROPA 2019):
   v. **Level of Pay**
   vi. **Basic Pay with Cell (as on the last day of service)**

   After the update, updated data will be fetched to e-Pension portal from i-OSMS. The applicant **will receive an intimation message from the e-pension system** and will login with his/her existing ID and password to proceed further. The workflow / process will remain the same as earlier.
   Note: Without the intimation message they will not be able to proceed with Revision of Pension

2. **For Employees / Family Pensioner who have retired / died between 01/01/2016 to 31/12/2019 and e-PPO issued after submission of hardcopy files by PSAs/ manual PPO issued by DPPG and do not have any User ID and Password for logging in e-Pension Portal:**

   The PSA (DI of Schools) will provide the applicant **e-Pension ID and OTP in their registered mobile no**. They will then login there to proceed further. The file will reach DPPG through HOI and PSA. Workflow will remain the same.

   Note: If there is no mobile no. registered for these cases, this office will notify their list in the official website (www.disebankura.in) and the concerned employee/FAMILY PENSIONER will follow the instruction as per the notification.

3. **For those employees who are going to retire with pay as per ROPA - 2019 (wef 1.1.2020)**

   HOIs/SIs are requested to update the "PERSONAL DETAILS" and "CONTACT DETAILS" of those employees who are going to retire with pay as per ROPA-2019. Those fields are available in **"EDIT EMPLOYEE PROFILE (AFTER FINALIZATION)"** menu under **"MASTER DIRECTORY MANAGEMENT"** in i-OSMS.

After the update, updated data will be fetched to e-Pension portal from i-OSMS. The applicant will login with his/her previous ID and password in e-pension portal to proceed further. The workflow will remain the same as earlier.

Note: If their pension file (soft copy) remains at any higher level, the same will be objected to revert it back to the Applicant level. And the process will remain the same to submit it online.

4. **For those employees who have retired with pay as per ROPA -2019 on and after 01/01/2020 and have not received e-PPO till date.**

HOIs are requested to check and update (if required) the following fields of those employees in i-OSMS under e-Pension Employee Status menu in "Master Directory Management". The following fields are now in edit mode.

i. First Joining Date (in this service)
ii. Joining Date (Present Post)
iii. Date Of First Joining In The Present School At Present Post
iv. Date Of Joining In The Present School
v. **Level of Pay**
vi. **Basic Pay with Cell (as on the last day of service)**

After the update, updated data will be fetched to e-Pension portal from i-OSMS. HOI will inform the pensioner/applicant & the applicant will login with his/her existing ID and password in e-pension portal to proceed further. The workflow / process will remain the same as earlier.

Note: If their pension file (soft copy) remains at any higher level, the same will be objected to revert it back to the Applicant level. And the process will remain the same to submit it online.

5. **For those employees who have retired between 01/01/2016 to 31/12/2019 with pay as per ROPA -2009 but have not received e-PPO till date.**

Atfirst HOIs are requested to check and update the following fields of those employees in i-OSMS under e-Pension Employee Status menu in "Master Directory Management". The following fields are now in edit mode.

i. First Joining Date (in this service)
ii. Joining Date (Present Post)
iii. Date Of First Joining In The Present School At Present Post
iv. Date Of Joining In The Present School
    SALARY DETAILS (AS PER ROPA 2019):
v. Level of Pay
vi. Basic Pay with Cell (as on the last day of service)

After the update, updated data will be fetched to e-Pension portal from i-OSMS. HOI will inform the pensioner/applicant & the applicant will login with his/her existing ID and password in e-pension portal to proceed further. The workflow / process will remain the same as earlier.

Note: If their pension file (soft copy) remains at any higher level, the same will be objected to revert it back to the Applicant level. And the process will remain the same to submit it online.

** A screenshot based help file is attached herewith for HOI to process the matching cases mentioned above. Henceforth all correspondence relating to e-pension should be addressed to this office's new e-pension support mail id : epensionsebankura@gmail.com

For submission of files (soft copy or hard copy) and other instructions relating to e-pension, please visit our   official website www.disebankura.in

District Inspector of Schools (SE)
Bankura

How to update data in iOSMS for above mentioned Case - 1, 4, 5

Step - 1.

WELCOME: HOI
HIGH SCHOOL HS

▸ Master Directory Management ⬅ **Click here**

▸ Transaction Directory Management

Step - 2

WELCOME: HOI
HIGH SCHOOL HS

▾ Master Directory Management

SCHOOL PROFILE UPDATE

MANAGE SCHOOL PROFILE

ADD NEW EMPLOYEE

ADD NEW GUEST TEACHER

EDIT EMPLOYEE PROFILE (BEFORE FINALIZATION)

EDIT EMPLOYEE PROFILE (AFTER FINALIZATION)

VIEW EMPLOYEE PROFILE

SCHOOL INFORMATION

E-PENSION EMPLOYEE STATUS ⬅ **Now click here**

ROPA 2019 TEACHER SELECTION

Step - 3

WELCOME: HOI
HIGH SCHOOL HS

E-PENSION EMPLOYEE STATUS LIST

SL NO.	EMPLOYEE NAME	CODE	EMPLOYEE STATUS	PENSION STATUS	PENSION DATA TYPE	ACTION	
1.	EMPLOYEE 1 (GROUP D)	EPMX7079	RETIRED	SUCCESS	MODIFIED	✏ **Click here to update**	🔍
2.	EMPLOYEE 2 (HM)	AVGW3536	RETIRED	SUCCESS	MODIFIED	✏ ⬅	🔍

Step -4

Modification of Retirement Details For E-Pension Purpose

Basic Details

Employee Name *	EMPLOYEE 1	MIDDLE NAME	EMPLOYEE SURNAME

DOB* 05-09-1958   Retirement Date* 2018-09-30

Marital status* WIDOWER   Sex* MALE

Religion* HINDU   Identification Mark A MOLE ON THE CHIN

UPDATE DESIRED FIELDS

PAN no* AFB   06J   Aadhar ID no 771   64

First Joinig Date(in this service) * 26-11-1984   ←   →   Joinig Date(Present Post)* 08-04-2004

Step - 5

Salary Details

Designation* HM   **Select Level & B.Pay as per their Revised Pay**

Level* -Please Select-   ←   Basic Pay * --Please Select--

Step - 6

Salary Details

Designation* HM

Level* -Please Select-

Select correct level

→
- -Please Select-
- LEVEL-1
- LEVEL-2
- LEVEL-3
- LEVEL-4

Step - 7

Basic Pay * --Please Select--

Choose correct Cell as per their refixed pay details

- --Please Select--
- 56100 (CELL-1)
- 57800 (CELL-2)
- 59500 (CELL-3)
- 61300 (CELL-4)
- 63100 (CELL-5)
- 65000 (CELL-6)
- 67000 (CELL-7)
- 69000 (CELL-8)

Step - 8

Contact Details
- -

| Email Id | Email ID | | Mobile No.* | 99   863 |

Update ⬅ **Click on update**

Step - 1

WELCOME: HOI
HIGH SCHOOL HS

▾ **Master Directory Management**

SCHOOL PROFILE UPDATE

MANAGE SCHOOL PROFILE

ADD NEW EMPLOYEE

ADD NEW GUEST TEACHER

EDIT EMPLOYEE PROFILE (BEFORE FINALIZATION)

EDIT EMPLOYEE PROFILE (AFTER FINALIZATION) ⬅ **Click here to update**

VIEW EMPLOYEE PROFILE

Step - 2

Serial	Employee's Name		Date of First Joining	Opted For Swastha Sathi	Personal Details	Contact Details
					CLICK HERE TO UPDATE DETAILS	
1	EMPLOYEE 1	(AT)	07-11-1990	NO	⬄ ⊘	⊘ ⬅
2	EMPLOYEE 2	(AT)	08-11-1990	NO	⊘	⊘

Step - 3 After checking and updating (if required) desired fields click on **Update** as shown in the below screen

Update