

**WELCOME FRIENDS,**

**HOW TO MAKE ONLINE PENSION PROPOSAL IN OPPAS**

ONLINE PENSION PROPOSALS IN OPPAS HAS TWO STEPS.

1. INDIVIDUAL PART
2. DDO PART

**INDIVIDUAL PART**

THE INDIVIDUAL WHO RETIRE, HAS TO DOWNLOAD ESR PART 1 FROM HIS LOGIN AND VERIFY ITS CORRECTNESS. IF ANY CORRECTION NEEDED IN ESR PART 1, HE MAY RAISE REQUEST FROM HIS LOGIN.

THE DDO HAS TO DOWNLOAD THE ESR PART II OF THE INDIVIDUAL AND VERIFY ALL ENTRIES WITH INDIVIDUAL FOR ITS CORRECTNESS. LAST PAY DRAWN, TRANSFER AND POSTING ENTRIES, LEAVE BALANCE, AND ALL OTHER ENTRIES IN MANUAL S.R. ARE TO BE UPDATE IN ESR.

THE INDIVIDUAL WHO HAS TO RETIRE, DOWNLOAD THE FORM-5 FROM HIS LOGIN AND VERIFY ALL THE DATA. IF ANY CORRECTIONS ARE THERE, THEN IT WILL BE INTIMATE TO DDO

**HOW TO DOWNLOAD ESR PART 1**

- ★ LOGIN INTO KALANJIYAM WEBSITE ( KARUVOOLAM.TN.GOV.IN)
- INPUT INDIVIDUAL USER ID AND PASSWORD TO LOGIN
- CLICK OTHER APPLICATION
- CLICK PART 1 ESR
- SR PAGE LINE WILL VIEW
- CLICK SR VIEW
- YOUR ESR WILL BE VIEWABLE
- CHECK THE BASIC DETAILS ARE CORRECT
- IF ANY CORRECTION NEEDED

CLICK EDIT SYMBOL.

ON THE MENU IN LEFT SIDE YOU MAY EDIT AND SUBMIT FOR DDO APPROVAL.

ELSE YOU MAY UPDATE THE DETAILS IN DDO LOGIN ALSO.

UPDATE ALL NOMINATION DETAILS AND BASIC DETAILS BEFORE INITIATING PENSION PROPOSALS

### **HOW TO DOWNLOAD ESR PART 2 ( DDO LEVEL)**

ESR PART II CAN BE DOWNLOAD AT DDO LEVEL . DDOS ARE DOWNLOAD THE ESR PART II AND GIVE TO INDIVIDUAL FOR HIS VERIFICATION FOR CORRECTNESS OF THE ENTRIES

LOGIN WITH DDO INITIATOR LOGIN

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK REPORTS MENU ( MENUS IN TOP)

SCROLL DOWN TO EMPLOYEE SERVICE REGISTER PART II

CLICK ACTION BUTTON

ENTER EMPLOYEE IFHRMS NUMBER

CLICK CONTINUE , SUBMIT

REFRESH THE REQUEST STATUS AND TAKE PRINTOUT OF ESR PART II AFTER COMPLETION.

VERIFY ALL THE ENTRIES WITH PHYSICAL S.R.

### **ENTERING NOMINATION DETAILS**

PLEASE ENSURE THE NOMINATION ENTRIES BEFORE INITIATING PENSION PROPOSALS

LOGIN WITH DDO INITIATOR ID

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRERETIREMENT

CLICK NOMINATION

CLICK PENSION AND ENTER EMPLOYEE ID AND CLICK ACTION

CLICK CREATE

SEARCH NOMINEE NAME

SELECT NOMINEE NAME

**IF NOMINEE NAME NOT AVAILABLE, PLEASE UPDATE FAMILY MEMBER DETAILS . ENTER SPOUSE BANK ACCOUNT NUMBER, AADHAR NUMBER AND PAN NUMBER AND APPROVE . THEN NOMINEE NAME WILL BE AVAILABLE IN SEARCH OPTION**

**REPEAT THE SAME PROCEDURE FOR ENTERING NOMINATION FOR COMMUTATION, DCRG AND GPF**

### **LEAVE BALANCE UPLOAD**

LOGIN WITH DDO INITIATOR ID

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

LEAVE PROCESS

DOWNLOAD LEAVE PROCESS UPLOAD WEBADI

ENTER THE EMPLOYEE ALL LEAVE BALANCE AS ON DATE AND UPLOAD

GO TO REPORT MENU ON THE TOP

CLICK EMPLOYEE LEAVE BALANCE REPORT

ENTER EMPLOYEE IFHRMS ID

CLICK CONTINUE AND SUMBIT

REFRESH THE REQUEST STATUS.

AN EXCEL SHEET CONTAINS EMPLOYEE LEAVE BALANCE WILL DOWNLOAD. VERIFY WITH MANUAL SR

GO TO REPORT MENU ON THE TOP

CLICK EMPLOYEE LEAVE EXTRACT REPORT

ENTER EMPLOYEE IFHRMS ID

CLICK CONTINUE AND SUBMIT

REFRESH THE REQUEST STATUS

AN REPORT WILL DOWNLOAD. ONLY LEAVE ON LOSS OF PAY WITHOUT MC WILL SHOW IN THIS.

### **NOW WE START TO INITIATE ONLINE PENSION PROPOSALS**

#### **STEP 1**

★ LOGIN INTO KALANJIYAM WEBSITE ( [KARUVOOLAM.TN.GOV.IN](http://KARUVOOLAM.TN.GOV.IN))

INPUT INDIVIDUAL USER ID AND PASSWORD TO LOGIN

CLICK EMPLOYEE SELF SERVICE

CLICK PRE RETIREMENT MENU ON TOP

CLICK PENSION PROPOSAL EMPLOYEE MENU

CLICK CREATE

SELECT WHERE THE RETIRED EMPLOYEE WANT TO GET HIS/HER PENSION. SELECT TREASURY NAME FROM DROPDOWN

SELECT PPO TYPE ( SINGLE OR JOINT)

SELECT YES IF PENSION IS TO BE COMMUTED ELSE SELECT NO

FILL ALL RELEVANT COLOUMNS

ENTER SPOUSE TWO IDENTIFICATION MARKS

ENTER 2 WITNESS NAME AND ADDRESS

FILL FORM 5, ESR PART 1 AND ESR PART 2 VERITFICATION WITH YES

REVIEW AND SUBMIT

SELECT APROVER GROUP

ON ATTACHMENT, **ATTACH ONLY INDIVIDUAL REQUISITION LETTER**  
( HERE DON'T ATTACH OTHER DOCUMENTS WHICH SHOWS IN  
DROPDOWN)

SUBMIT

IT WILL REFLECT IN CONCERN DDO INITIATOR ID. THE INITIATOR  
WILL PROCESS AND FORWARD FOR APPROVAL. THE APPROVER  
WILL APPROVE

( NOTE THE ABOVE PROCESS MAY BE CARRIED OUT IN DDO LEVEL  
ALSO) LOGIN WITH DDO INITIATOR ID

## **STEP 2**

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRE RETIREMENT MENU ON TOP

CLICK PENSION PROPOSAL

CLICK ANNEXURE STATUS

ENTER EMPLOYEE ID AND CLICK ACTION

CLICK CREATE

ENTER YES OR NO FOR ALL COLOUMNS INCLUDING MANDATORY  
COLOUMNS

REVIEW AND SUBMIT

SELECT APROVER GROUP

ON ATTACHMENT, **ATTACH ONLY INDIVIDUAL REQUISITION LETTER**

SUBMIT

APPROVE IN APPROVER LEVEL

## **STEP 3**

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRE RETIREMENT MENU ON TOP

CLICK PENSION PROPOSAL

CLICK PROPOSAL INITIATION

ENTER EMPLOYEE ID AND CLICK ACTION

CLICK CREATE

SELECT PENSION AND GPF IN PROPOSAL TYPE ( FOR AIDED INSTITUTIONS SELECT ONLY PENSION)

SELECT THE RELAVANT RETIREMENT TYPE

ENTER OFFICE RC NUMBER IN FILE NUMBER

REVIEW AND SUBMIT

SELECT APROVER GROUP

ON ATTACHMENT, **ATTACH ONLY INDIVIDUAL REQUISITION LETTER**

SUBMIT

APPROVE IN APPROVER LEVEL

#### **STEP 4**

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRE RETIREMENT MENU ON TOP

CLICK LAST MENU REPORT

SELECT ONLINE PENSION PROPOSAL FORM SERVICE PENSIONER MENU

ENTER EMPLOYEE NUMBER

CONTINUE AND SUBMIT

DOWNLOAD THE PENSION PROPOSALS FORM 5

SELECT GPF PROPOSAL FORM FROM MENU

ENTER EMPLOYEE NUMBER

CONTINUE AND SUBMIT

DOWNLOAD THE GPF PROPOSAL

## STEP 5

### BEFORE INITIATING PENSION AND GPF PROPOSALS FORWARDING TO AG, KEEP THE FOLLOWING DATA READY IN JPG FORMATS

1. ADDITIONAL ANNEXURES IN FORM 5 ( IT WILL BE AVAILABLE IN FORM 5 WHICH IS DOWNLOADED IN STEP 4) FILL THE UNFILLED DATA IN ADDITIONAL ANNEXURE LIKE IDENTIFICATION MARKS AND SPECIMEN SIGNATURE AND OTHERS AND KEEP THIS IN JPEG
2. ANNEXURE III FOR GPF PART 1 AND PART II **DULY SIGNED BY DDO** ( IT WILL BE AVAILABLE IN GPF PROPOSAL WHICH IS DOWNLOADED IN STEP 4)
3. CHECK LIST ON ESR AND PHYSICAL SR
4. CONSOLIDATED SERVICE CERTIFICATE FOR AIDED INSTITUTIONS
5. COPY OF PROCEEDING IN CASE OF VRS
6. DESCRIPTION ROLL DULY ATTESTED ( IT WILL BE AVAILABLE IN FORM 5 WHICH IS DOWNLOADED IN STEP 4)
7. ESR DOWNLOADED
8. ESR PART II
9. IFHRMS GENERATED PREFILLED FORM 5 ( IT WILL BE AVAILABLE WHICH IS DOWNLOADED IN STEP 4)
10. IFHRMS GENERATED FORM 17 PART 1 AND PART 2
11. IFHRMS GENERATED FORM 5 PART 1 AND PART 2
12. LEAVE ACCOUNT SHEET ( ALREADY WE DOWNLOAD IN LEAVE BALANCE UPLOAD IN REPORT)
13. NOMINATION FOR COMMUTATION / DCRG/ PENSION/GPF – SEPERATELY FOR EACHONE
14. RECENT JOINT PHOTOGRAPH
15. SPECIMEN SIGNATURE OF EMPLOYEE / SPOUSE / WITNESS 1 AND 2

KEEP ALL THE ABOVE DOCUMENTS WITH INDIVIDUAL SIGNATURE AND DDO SIGNATURE IN JPEG FORMAT

## **STEP 6**

**THIS IS THE MOST IMPORTANT STEP IN THIS PROCESS. IN THIS PROCESS WE FORWARD ONLINE PENSION AND GPF PROPOSALS TO AG**

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRE RETIREMENT MENU ON TOP

CLICK PENSION PROPOSALS TO HOO

ENTER EMPLOYEE ID AND CLICK ACTION

CLICK CREATE

FILL ALL DATAS

REVIEW

SELECT APPROVER GROUP

SELECT ATTACHMENT

**HERE SELECT THE ITEMS SHOWN IN DROPDOWN MENU ONE BY ONE AND UPLOAD THE RELAVANT DOCUMENTS WITHOUT FAIL**

**ONCE ALL THE DOCUMENTS ARE UPLOADED CLICK SUBMIT.**

IF ALL DOCUMENTS ARE UPLOADED IT WILL SUBMITTED. ELSE ERROR WILL SHOW, RECTIFY THAT ERROR AND SUBMIT AGAIN

APPROVE

ONCE APPROVED THE PROPOSALS WITH FORWARDED TO AG AUTOMATICALLY

## **STEP 7**

AFTER COMPLETING STEP 6

CLICK E SERVICES ( HR&FIN)

HUMAN RESOURCE

CLICK PRE RETIREMENT MENU ON TOP

CLICK LAST MENU REPORT



CLICK PENSION PROPOSAL ACKNOWLEDGEMENT ( DON'T  
DOWNLOAD THIS BEFORE STEP 6)

ENTER EMPLOYEE NUMBER

CONTINUE AND SUBMIT

DOWNLOAD THE PENSION PROPOSAL ACKNOWLEDGE SLIP

### **STEP 8**

NOW FINALLY PASTE THE ACKNOWLEDGEMENT SLIP ON THE TOP  
OF PHYSICAL S.R. AND TWO COPIES OF ESR AND TWO COPIES OF  
ONLINE PENSION PROPOSALS COPY AND SEND TO AG.

நண்பர்களே, தற்போது 01.01.2025 முதல் ONLINE மூலம் மட்டுமே  
ஓய்வூதிய கருத்துருக்கள் மற்றும் வைப்பு நிதி கருத்துருக்கள் அனுப்ப  
வேண்டும் என தெரிவிக்கப்பட்டுள்ள நிலையில் எனக்கு தெரிந்த  
வரையில் நமது நண்பர்கள் எளிதாக புரிந்துகொண்டு கருத்துருக்கள்  
தயார் செய்யும்பொருட்டு இந்த சிறிய முயற்சியினை எடுத்துள்ளேன்.  
இதில் ஏதேனும் தவறுகளோ குறைபாடுகளோ இருப்பின் அவற்றினை  
சுட்டிக்காட்டினால் அதையும் சரி செய்துகொள்ளலாம்.

எனது இந்த சிறிய முயற்சி அனைவருக்கும் உதவியாக இருப்பின்  
அதில் எனக்கு மகிழ்ச்சியே.

அன்புடன் உங்கள்

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