No.: 540 –F(Y)   Date : 04.02.2020

Memorandum

Sub : Introduction of "e-Pension Mobile App" for employees, Pensioners and other stakeholders of Non-Govt. State Aided Institutions

Directorate of Pension, Provident Fund and Group Insurance under Finance Department, Govt. of West Bengal launched web-based "e-Pension" portal (https://wbepension.gov.in) for settlement of Pensionary benefits to the employees of recognized Non-Govt. State aided Institutions/ Organisationscovering all the stakeholders from applicant to Pension Disbursement Officer under single portal with the objective to improve efficiency andresponsivenessresulting in faster delivery of services ensuring accountability to all the stakeholders in a more user-friendly, transparent and paper-less manner.

The introduction of a **Mobile Application** for further improving user experience and convenience in accessing the Portal has been under active consideration of the State Government for sometimes past.

Now, the Governor is pleased to introduce the **e-Pension Mobile App** as a mobile platform for the e-Pension users like Head of the Offices, Pension Sanctioning Authorities, Audit Officers located across the State in various Departments, Directorates, Districts, Sub-Divisions and Block Level Offices and also for employees and pensioners of recognized Non-Govt. State aided Institutions/ Organisations.

The access to facilities and functionalities available in e-Pension Mobile App is based on the USER ID and Password and roles assigned in the e-Pension Portal.

Some more additional functionalities will be added in due course.

The summary of the "**Key features of the e-Pension Mobile App**" are listed in Annexure-A of this Notification.

The "**Procedure for Registering in the e-Pension Mobile App**"as a user and its usage is described in Annexure-B.

This order is issued with immediate effect.

(Parwez Ahmad Siddiqui, IAS)
Secretary
Government of West Bengal
Finance Department

(Ref. Memo No. 540 -F(Y)   Dated 04.02.2020)

Summary of key features in e-Pension Mobile App

A. Features in Employee/ Applicant login

1. Employee/ Applicant can fill and **submit** Form-A (Application for Pension) and Form-B (Application for commutation of Pension, if applied for)

2. Applicant can **upload** the joint picture as per prescribed frame (sample to be visible) and of prescribed format (.jpg/.png) and size (KB)

3. Employee/ Applicant can **view** the status of the Pension Application using Application No. / Employee ID.

4. Employee/ Applicant can **view** all the Forms i.e. Form-A (Application for Pension), Form-B (Application for commutation of Pension, if applied for), Part – C (Form for Sanction of Pension and Gratuity), Part – D (Pay Statement showing drawal of pay from the date of first appointment into approved service to last date of service), Part – E (Pay Certificate) and Part-F (Formal sanction of Pension) and all the Check Lists.

5. Employee/ Applicant can **view** the e-Pension Payment Order (e-PPO), if issued.

6. Employee/ Applicant can **view** the e-No Liability Certificate, if issued.

7. Employee/ Applicant will receive the intimation regarding personal appearance at Treasury (Date, Time, Place and Treasury), if issued

8. Employee/ Applicant can **change** the Password.

B. Features available in Other Users than Employee/ Applicant login

1. Users can **view** the status of the Pension Application using Application No. / Employee ID.

2. Users can **view** the e-Pension Payment Order (e-PPO), if issued.

3. Users can **view** the e-No Liability Certificate, if issued.

4. Users can **change** the Password.

C. Features available for Guest Users

1. Guest Users can view the status of the Pension Application using Application No. / Employee ID.

Annexure B

(Ref. Memo No. 540 –F(Y)   Dated 04.02.2020)

The procedure for registering as a User in the e-Pension Mobile App and its usage

1. The e-Pension Mobile App can be installed on any Android smartphone.

2. The e-Pension Mobile App will be available on Google Playstore. To install the app, you may search "WBePension" Mobile App published by "West Bengal Finance Department". The direct link of the App on Google Playstore is https://tinyurl.com/wbepension.

3. After installation of the App in smartphone, user has to open the App and can login as based on his/her available login option i.e. either as *Applicant* or as *Other than Applicant* or as *Guest User*.

4. **(i) Login Procedure as Applicant:**To use the e-Pension Mobile App, Applicant has to sign in using the User ID and Password already available to him/her in the Mobile App. If he/she has not changed the system generated password once, he/she has to change the Password at the time of first login.

5. **(ii) Login Procedure as Other than Applicant:** To use the e-Pension Mobile App, Applicant has to sign in using the User ID and Password already available to him/her in the Mobile App. If he/she has not changed the system generated password once, he/she has to change the Password at the time of first login.

(iii) Login as Guest User: Person not having system generated User ID in e-Pension Portal can view status of any pension application by providing e-Pension Portal generated Application No.

No. 540-F(Y)/1(200)   Date: 04.02.2020

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.

2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kol-1.

3. The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Sector-1, Salt Lake, Kolkata-700064.

4. The Chief Secretary to the Government of West Bengal.

5. The General Manager, Reserve Bank of India, Banking Department, 15 N.S. Road, Kolkata-1.

6. The General Manager, Reserve Bank of India, PAD, 15 N.S. Road, Kolkata-1.

7. The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi-110001.

8. The Additional Chief Secretary/Principal Secretary/Secretary , ...Department, Government of West Bengal.

9. The Secretary, Finance (Audit) Department, Government of West Bengal.

10. The   Commissioner, ...   Division, ...

11. The Special Secretary / Additional Secretary /Joint Secretary /Deputy Secretary, Finance Department, Government of West Bengal.

12. The   ....   Department   /   Directorate ....

13. The Director of Treasuries & Accounts, West Bengal, 3rd Floor, Mitra Buildings, 8, Lyons Range, Kol-1.

14. The Director of Pension, PF &GI, West Bengal, Purta Bhavan, 2nd floor, Salt Lake, Kolkata – 700091

15. Director...

16. The District Magistrate / District Judge / Superintendent of Police,................................... ....

17. The Sub-Divisional Officer, ...

18. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane,Kol-12.

19. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kol– 12.

20. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – III, SUVANNA, SGO Complex, 5th & 6th Floor, Plot No-9, Block- DF, Sector-I, Bidhannagar, Kol-64.

21. The Treasury Officer, ...

22. The Group.........................../...................................Branch, Finance Department

23. Shri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload this order in the Finance Department's website.

Assistant Secretary
to the Government of West Bengal