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KPTCL AND ESCOMs PENSION AND GRATUITY TRUSTS

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No: KEPGT/KCO123/F9/2015-16/ಕ್ಯೂ - 59

Date 21 MAR 2016

To,

Financial Advisers,  
KPTCL/BESCOM/MESCOM/CESC/HESCOM/GESCOM

Sir,

Sub: Software for creation of Master Data Base of Pensioners and  
Family Pensioners

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Pensioners and Family Pensioners data is being maintained at Pension Disbursing Divisions. These Divisions are maintaining data in registers/schedules and are sending fund requisition in the prescribed format to this office and on transfer of funds, disburse the Pension. But, there is no centralized database of Pensioners and Family Pensioners, which is very much essential for various MIS Reports.

In order to have centralized database and to generate pension rolls and to have accurate allocation of liability towards payment of Pension and Gratuity among GOK and ESCOMs, a software has been developed by Computer Centre, KPTCL. This software is web-enabled and has been hosted under KPTCL website ([www.kptcl.com](http://www.kptcl.com)). To access the software, go to the website [www.kptcl.com](http://www.kptcl.com) and click on "e-Prasarana" and click "Pension Payment Management System".

The software is useful for the following:

1. Generation of Master database of Pensioners and Family Pensioners.
2. Generation of Pension rolls
3. Allocation of liability towards payment of Pension and Gratuity among GOK and ESCOMs on pro-rata basis of the service period from Date of Entry into service to 31/05/2002 and 01/06/2002 onwards to Date of Retirement, respectively.

Though the software has been introduced during 2010-11, all the Pension Disbursing Units have stopped keying in data at various stages due to various reasons. But, database which was created then is still available.

In this connection, all the Pension Disbursing Divisions have to observe the following steps to enter the Pensioners data to the existing database:

**Step 1:** Login to 'Pension Payment Management System' using 'USER ID' and Password. In case of any clarifications are required in this regard, the concerned pension disbursing Divisions may contact this office.

**Step 2:** Go to 'Reports' click 'Pension Masterdata'. The report generated can be copied to 'excel file' (Ctrl+a, Ctrl+c, - go to excel sheet and then press Ctrl+v) or printout can be obtained directly by pressing 'Ctrl+p'.

**Step 3 :** Find out what are the records that are existing, key in the data that is not there by clicking 'Add New Pensioner' or remove the records by clicking 'Pension Payment Administration' and press Start/Stop Pension Payments. To edit the existing Pensioner details click 'Edit Pensioners Details'.

The User Manual for working on the software has also been hosted and is available in the login screen and can be read before logging in. In this regard P&G Trust has already began to contact some of the pension disbursing units and asked them to key in data by reading the user manual, hosted in the 'LOG-IN' screen of the software. But, many of the divisions are expressing some doubts.

In order to clear the doubts that may arise while keying the data, a workshop for the officers/officials of all the pension disbursing Divisions may be organised during the 4<sup>th</sup> week of March-2016 and 1<sup>st</sup> week of April-2016 at the convenient place as decided by the Companies, in consultation with the Pension and Gratuity Trust, to demonstrate how to key in data for the "**Pension Payment Management System**" to be implemented.

Zonal Controllers may be designated as 'Nodal Officers' for this workshop and are requested to ensure that all the pension disbursing Offices under their jurisdiction generate Pension Roll for the month of February-2016 and March-2016 through the software and verify the same with that of the manually submitted pension rolls and ensure that both agree. This ensures that data of all pensioners and family pensioners keyed in is accurate and can be proceeded. **Further, all the Pension disbursing Offices shall be instructed to send the fund requisition statement of April 2016 by generating the same through the software only to P& G Trust for release of funds.**

Yours faithfully,

  
(K.S.Subramanyam),  
Financial Adviser,

KPTCL & ESCOMs' Pension & Gratuity Trust

Copy to:

1. PS to Managing Director, KPTCL, Kaveri Bhavan, Bangalore.
2. PS to Director (Finance), KPTCL & Chairperson Pension and Gratuity Trust, Kaveri Bhavan, Bangalore.
3. PS to Managing Directors of BESCO/CEC/GESCO/HESCO/ MESCOM.'

Copy for further needful:

1. All Controllers, O&M Zone of BESCO/CEC/GESCO/HESCO/ MESCOM.
2. Controller(C&T) and Hassan Zone, KPTCL.