



KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

KPTCL AND ESCOMs' NEWLY DEFINED CONTRIBUTION PENSION SCHEME CELL.

No: KENDCPS/35901/2016-17/C45-13
Encl : FAQ Ver-1

6th Floor, Kaveri Bhavan,
Bangalore-560 009.

Date: 04 JAN 2017

- 1) The Managing Director,
BESCOM, MESCOM, GESCOM, HESCOM,
CESC & PCKL
- 2) All Financial Advisers
KPTCL / ESCOMs.

Sir,

Sub: FAQ in respect of web-enabled software for keying-in NDCPS Pension Contribution.

The NDCPS software has been implemented with effect from July, 2016. In this office Circular No. Cys-09 dated: 27.09.2016 all the Accounting Units of KPTCL and ESCOMs were instructed to key in the employee-wise data and approve the total contribution through the software from July, 2016 and onwards. A User Manual has also been hosted along with the software in the KPTCL website for enabling Units to use the software and update the work at the earliest.

As the progress of capturing the data into the software was very poor, it was decided to give a detailed demo on the usage of software to all the Units. Accordingly, **Demo on NDCPS software** was given at all Company headquarters (except MESCOM) by a team of Officers from NDCPS Cell. During the Demo, using the sample data, all the options in the software were explained besides clarifying all doubts raised thereon.

During the Demo Workshop conducted during last one month, many queries were raised by the Accounting Units which have already been clarified. To facilitate the Accounting Units further, a '**FAQ (Frequently Asked Questions)**' has been prepared and enclosed herewith which contains all general queries relating to usage of software and also various checks to be exercised while using the software.

All the Accounting Units are requested to go through the FAQ and acquaint themselves on proper usage of the NDCPS Software.

Unless all the Accounting Unit update the work of capturing the data from July, 2016 and onwards into the software, the objective of **enabling viewing of Contribution data along with earnings by each Employee** is not possible by the scheduled time.

The Financial Advisers/Chief Finance Officers of KPTCL and ESCOMs are requested to monitor the progress of work and ensure timely completion of the task. They may involve the Controllers/Deputy Controllers at the Zone/Circle level to closely monitor the work on regular basis in their respective jurisdiction.

Contd...2

In spite of facilitating the Units in all respects, **the response from certain Units is very poor** which has been taken note of seriously. If the same slackness continues, the concerned Pay Drawing Officer will be held responsible for the same and **further action may have to be taken.**

Yours faithfully,



Director (A&HR)
KPTCL

Copies to:

- ✓ PS to Managing Director, KPTCL, Bengaluru to place before MD.
- ✓ All Director (Technical), ESCOMs.
- ✓ The Director (Finance), BESCO, Bengaluru.
- ✓ All Chief Engineers Elec, KPTCL & ESCOMs.
- ✓ PS to DT/D(F)/D(A&HR)/D&CS, KPTCL.
 - a. www.kptcl.com/eprasarana for information to
- ✓ All Superintending Engineers/ Controllers, KPTCL & ESCOMs
- ✓ All Executive Engineers /Deputy Controllers, KPTCL & ESCOMs.
- ✓ All Account Officers, Corporate Office, KPTCL, Kaveri Bhavan, Bengaluru.

KPTCL & ESCOMs New Defined Contributory Pension Scheme Cell

NDCPS SOFTWARE

FREQUENTLY ASKED QUESTIONS

Ver-1 / 29.12.2016

1. Where the User Manual is available/hosted?

Ans:

User Manual is available/hosted in the login screen of NDCPS software under heading : Help → User manual.

2. Who has to Assign Caseworker and Scale Register Sl. No.?

Ans:

Caseworker and may be assigned by AAO/AO or the Caseworker.

3. What is meant by Assign Case Worker and Scale Register Sl. No.?

Ans:

Assign Caseworker means entering the identity of the establishment Case Worker who is dealing with preparation of bill of employees for entering the data relating to NDCPS employees into software. Assign Scale Register Sl. No. refers to the Scale Register folio of the employees dealt by the Case Workers.

4. In case, more than one Scale Register is maintained by a Caseworker, how to assign the Scale Register folio?

Ans:

In such a case, Scale Register folio may be commenced with Sl. No.1 for 1st volume and after completion of all the folios (pertaining to NDCPS Employees) of that volume, next continuing number may be assigned for the 1st folio of the 2nd volume and so on.

5. In case of more than one Caseworker for NDCPS Employees in an Establishment, how to regulate and assign the Scale Register folio?

Ans:

Follow the procedure as indicated above for the 1st Caseworker and either assign the next continuing number for the 1st Scale Register folio of the 2nd Caseworker or commence the Scale Register folio afresh i.e., Sl No.1 for the second Caseworker.

6. How to keep track of the Scale Register folio numbers assigned to Caseworker?

Ans:

It is suggested that after assigning the Scale Register folio to all the NDCPS employees of the Accounting Unit, record at the top of each Scale Register folio the number assigned for the purpose of NDCPS Software prominently by a sketch pen.

7. How to modify the Caseworker and also the Scale Register folio already assigned?

Ans:

Both the modifications can be made in the Assign Caseworker and Sl. No. menu by selecting 'CW-(No.)' using the drop down button provided. For altering the Scale Register folio, select the already assigned number and modify with required new number.

8. What is the sequence of entering the monthly contribution and also checks to be exercised in entering the Monthly Contribution data?

Ans:

The sequence for capturing the monthly contribution data into the software is:

- a. Select the Month i.e., Month for which contribution recovered
- b. Select the Records i.e., Scale Register folio No. 1, 11, etc.,
- c. Click on Show Records
Ten records will be displayed.
- d. Click on Copy Previous Month Contribution
Data of previous month's contribution for selected records will be automatically displayed.

Note:

- If there is no Monthly Contribution recovered during previous month, blank cells will be displayed.
 - For a new Employee also, blank cells will be displayed for previous month data.
- e. Select all the records by clicking the square check box provided.
 - f. De-select the check boxes wherever basic pay needs to be altered or where monthly contribution need not be entered.
 - g. Enter the changed basic pay against the relevant employee.

Note:

- In case of LWA (i.e., salary not claimed and no contribution recovered) selecting that record clear the basic pay of previous month displayed.
 - In case an employee is promoted during the month and pay and allowances are paid at different rates during the month, sum up the two basic pay amounts and enter in the basic pay column.
 - If salary is claimed for part of the month and so also contribution, enter the basic pay (part amount) paid.
- h. Check basic pay of all other employees before saving the data.
 - i. Click on Save button to save the data.
 - j. Repeat all the above steps for next records.

9. How to enter the data if the basic pay has been changed for part of the month due to promotion or any other reason?

Ans:

In such cases, enter the total basic pay (i.e., summing the basic pay at old rate and also new rate)

10. What has to be done in case Salary has not been paid and contribution not recovered in respect of an employee?

Ans:

In such a case, De-select the particular record in the Monthly Contribution menu. Thereby that record will not be saved for that particular month.

11. Whether 'Enter' or 'Tab' key work for moving the curser and altering the data?

Ans:

The 'Enter' or 'Tab' key will not work for movement of curser and revising the data. Instead, the curser needs to be placed on the relevant cell using the mouse.

For example, after altering the Basic Pay, the curser needs to be placed on the D.Pay cell with the help of mouse to change all other related data.

12. Why the data of all the employees is not shown at a stretch in the Monthly Contribution window?

Ans:

Provision has been made to display maximum of ten records at a time to avoid delay in searching the data and thus leading to unnecessary logout (time out) while entering the data. Further, it is easier for verifying the data of 10 records quickly and saving the same and proceeding further.

13. In Monthly Contribution window, how the Dearness Pay, DA, Employee Contribution, Company Contribution and Total Contribution are computed?

Ans:

After entering the Basic Pay and clicking on the D.Pay cell, all other computations are done by the software automatically.

14. What is the purpose of Edit Monthly Contribution window?

Ans:

This has been provided to enable the Caseworker to alter the Basic Pay data of any employee in case found not correct while tallying the total monthly contribution data with the total recoveries made during the month.

Note:

- There is no necessity for using this window/option if all the data are entered properly and the total contribution tallies with recoveries made during the month.
- Only if the data entered in the Monthly Contribution window and saved thereon will be displayed under Edit Monthly Contribution window.

15. Whether all changes like change in Basic Pay, Nil contribution, etc., are to be effected through edit monthly contribution option?

Ans:

Normally, such changes have to be made in the Monthly Contribution window only. However, any mistakes which have crept-in while entering the data in the Monthly Contribution window and saved thereon have to be necessarily rectified using the Edit Monthly Contribution menu.

16. Why separate options under Arrears Contribution and Supplementary Contribution have been provided?

Ans:

These two options are separately provided with specific purpose.

The Arrears Contribution window is to be used for capturing the contribution data relating to any type of arrears like arrears relating to pay fixation, carrier advance increment, next higher scale, etc.,

The Supplementary Contribution window has been provided to capture the data of only monthly contribution which was not captured earlier but recovered only from supplementary claim bills.

Note:

- For entering data of part of month's contribution which was not recovered and entered in the relevant month earlier has to be captured using the Arrears Contribution window.
- Supplementary Contribution needs to be used only for capturing the entire month's contribution which was not entered earlier.

17. How to enter the arrears data in the software?

Ans:

The bill through which arrears has been paid and contribution recovered thereon is the basis for entering the arrears contribution data into the software.

The following checks shall be taken care of while entering the arrears data:

- Month in which arrears contribution is recovered shall be the month to be selected in mm/yyyy format in the menu.
- Period of Arrears paid 'From' and 'To' may commence and end at any date but should be in dd/mm/yyyy format.
- Employee in respect of whom the arrears contribution need to be entered, should be selected using the PPAN.
- After entering the PPAN click on cell provided against Name to view the details.
- Based on the arrears bill and contribution details, the Basic pay, Dearness Pay and Dearness Allowance to be entered manually.
- Other amounts like Total amount, Employee Contribution, Company Contribution, Total Contribution will be computed automatically. However, the same need to be cross checked with the arrears bill passed.
- Details of arrears paid to more than one employee can be entered using the 'New' button provided for the purpose.
- Edit option has also been provided after saving the data entered which brings back the data to unsaved status.
- Even in respect of an employee who has already been transferred from that unit and his record has been removed from the software using 'Transfer-Out' option, arrears can be entered.

18. Which option used for capturing the data relating to arrears paid/to be paid to Contract AE's and JE's?

Ans:

Supplementary Contribution window to be used for capturing such data in accordance with the instructions issued vide Circular No. KENDCPS/B93/Cys-05 dated 03.08.2016.

19. In case of Nil contribution in any month due to various reasons whether contribution for more than one month can be entered during next month through Monthly Contribution window?

Ans:

Monthly Contribution menu should be used only for entering the current month's contribution. Any contribution of previous month(s) needs to be captured through Supplementary Contribution/supplementary contribution menu only.

20. If contribution is recovered for part of the month only and remaining contribution for that month has been recovered subsequently, how to enter the same in the software?

Ans:

In such a case, the part contribution recovered in that month shall be entered using the Monthly Contribution menu and the remaining contribution for that month recovered subsequently shall be entered using the Arrears Contribution menu in the month of such recovery.

21. When the transfer out option to be related and used?

Ans:

On transfer of an employee and relieving him from the Accounting Unit, this menu to be used for removing the record of that employee from the Unit.

Note:

- Merely on receipt of Transfer Order, this option should not be used.
- Only after relieving the employee from the Unit, entries are to be made using this option.
- In the LPC issued on relieving the employee, the PPAN shall be invariably recorded.
- If the entries are not made using this menu after relieving the employee, the Transferee Unit will not be able to record the Contribution details. Hence, the Pay Drawing Officer shall ensure this properly.

22. What is the basis for removing the record of an employee from the Unit using the transfer out option?

Ans:

On exit of an employee due to reasons like transfer, promotion and reposting to other Unit, suspension, resignation, deputation and death an employee where the relevant documentary proof is the basis for using this option.

23. How to take the employee into the Unit in the software?

Ans:

For taking an employee into the Unit in the software, the reporting of that employee should be the basis. On reporting of an employee transferred from

other Unit, the Transferee Unit has to open the Transfer-In menu and search for that employee record using either the PPAN or the Name. On identifying and selecting that employee, click on the 'Add' button provided against that employee. Then automatically, the record of that employee will be taken to the Unit data base.

24. How to take the employee into the Unit in the software, when the Transferor Unit has not removed the record of that employee from their Unit using the Transfer Out option?

Ans:

Normally, the Transferor Unit has to remove the record of an employee on relieving him or due to other reasons mentioned above. If the same has not been done, the Transferee Unit has to contact the Transferor Unit and request for removing the record of that employee from that Unit using Transfer-out option. KENDCPS Cell will also pursue such cases and facilitate the units on request made by the Accounting Units.

25. Who has to approve the data entered by the Case Worker?

Ans:

AAO of the Unit has to approve the data verifying the monthly contribution as per the software with the recovery made in the monthly salary bill towards NDCPS contribution. If AAO is not there in any Unit, the Senior Assistant/Assistant has to be provided with AAO's password for approving the data.

26. Why approval option has been given to both AAO and AO?

Ans:

A three level login option has been provided in the software wherein Caseworker has to enter the data, AAO to verify and approve the data and AO as Pay Drawing Officer has to finally approve the data to authenticate the same.

27. How to approve the data?

Ans:

After login using the AAO user ID and Password. Using the 'Approve Contribution' menu available under Data Entry, AAO has to select the company and month to view the data and approve the same. To approve the data after ensuring correctness, check box provided for the purpose has to be selected and then click the 'Approve' button.

28. If the contribution amount differs between recoveries made and as entered into the software, how to rectify the same?

Ans:

In such cases, AAO has to ensure rectification of data by the concerned Caseworker only and then approve the data.

Note:

- AAO or AO are not permitted to rectify the data and approve the same.

29. Is there any approval procedure required at Corporate Office?

Ans:

Yes. At Corporate Office, using 'Approve Contribution' option under Data Entry menu, the concerned Officer (preferably Head of the Pension Cell) has to select the Company, month, tick the checkbox and click on 'Approve' button provided for the purpose.

30. Under 'Reports' menu, why separate items are provided?

Ans:

Separate options are provided for enabling viewing of data by the Caseworker, AAO/AO, Corporate Office and NDCPS Cell. Using these options, the data which can be seen are:

Monthly Contribution : Details of monthly contribution of all NDCPS employees in the Unit.

Contribution Abstract : Total contribution amount of the Unit at the Unit level, all Units at the Corporate Level and all Units/Companies at the NDCPS Cell level.

Employee Contribution : For enabling viewing of full contribution data of each employee, over a period.

31. Whether the data relating to employee can be seen using the employee contribution option under the Reports menu?

Ans:

Yes. For the time being the data from July-2016 and onwards only is enabled in the present software. In due course, the entire contribution data from the month of entry of an employee till date will be enabled for viewing.

32. How to enter 'DA Arrears'?

Ans:

For entering 'DA Arrears' select Data Entry → DA Contribution. Same procedure has to be followed as in Monthly Contribution. Select month contributed, period of DA Arrears, then Enter Page No. of Scale Register. Click on show next 10 records button. Records will display. Enter only total amount of DA Arrears of Employee's portion of contribution and click on the box meant for company contribution, then click on Save button. Edit option is also provided for making corrections if any.

Other Queries:

Many queries have been raised with regard to change of designation, difference in contribution due to rounding off of amounts, option to change the DP and DA amount also in some cases, print option, viewing total 'NDCPS' employees of the Unit while approving the data, etc., have been raised by the Units.

Ans:

All such queries have been taken note of. Further, certain changes are also to be made for improvisation of the software to make it easier to operate. All these issues will be discussed with the IT Section of KPTCL (software developer) and revised version will be released shortly.

