



User Manual for Fishermen Old Age Pension System (FOAPS)

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Department of Information Technology
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1. About Project:

'Fishermen Old Age Pension System' (FOAPS) is a web based application system to issue pension to old and/or disabled fishermen. The main objective of the application is to deliver smoothly the pension to old age fishermen.

Under Fisherman Old Age Pension Scheme, Central Assistance is available on fulfillment of the following criteria

- The age of the applicant (male or female) should be 60 years or above. For physically challenged person the age should be 55 years or above.
- The applicant must be a destitute in the sense that he/she has no regular means of subsistence from his/her own source of income or through financial support from family members or other sources.

The amount of old age pension is Rs 1000 per month. This scheme is implemented in the State through Panchayats and Municipalities. Both Panchayats and Municipalities are encouraged to involve voluntary agencies as much as possible in benefiting the destitute elderly for whom this scheme is intended.

Pensioners are able to know the status of their Pension Files sent by Pension Sanctioning Authorities.



DEPARTMENT OF FISHERIES

Department Directorate Zone District Report/Query Admin Area Feedback

Fishermen Old Age Pension System' (FOAPS) is a web based application system to issue pension to old and/or disabled fishermen. It is based on 'West Bengal Fishermen's Old age Pension Rules, 1990'.

The scheme started in the year 1991-92 to extend assistance to helpless old-aged fishermen. At the initiation, in every year 2000 fishermen were used to be covered by providing pension at the rate of Rs.300/- per month per person. The Department has taken a stride to increase the coverage and also the rate. Thus during the year 2010-11, 7250 fishermen have been covered @1000/- under the scheme.

Main objective of the Application is to prepare a comprehensive database of fishermen approved for Pension.

Features:

- Work Flow based System
- G2C/G2G/G2E
- Online verification and approval
- Unique ID for pensioner to avoid duplicate entry

Disclaimer: Information supplied by Department of Fisheries, Government of West Bengal. IT services by National Informatics Centre (NIC), Department of Information Technology, Ministry of Communications and Information Technology, Government of India. Best viewed in 1024 X 768 Resolution and IE 6.0 & above.

Description of Menus in home page:

- Department : This option is used to log in for Department level user.
- Directorate : This option is used to log in for Directorate level user.
- Zone : This option is used to log in for Zone level user.
- District : This option is used to log in for District level user.
- Admin Area : This option is used to log in for Administrative User.
- **Report/Query** : This service provides the wide range of information about the pensioners.
- Feedback : Citizen can send there query/feedback from this menu.

2. Platform Used:

Operating System	LINUX
Web Server	Tom Cat
Client Side Script	JavaScript
Server Side Script	PHP
Database	PostgreSQL

3. Hardware and Software Requirement :

Hardware Requirement	
SL. No.	Items Name
1	Pentium 4 Processor with 128 MB RAM
2	Hard Disk (Min 40 GB)
3	Monitor
4	Key Board
5	Mouse
6	Broadband Connection for Internet
7	Printer
8	Scanner

Software Requirement	
Item	Name
Operating System	Windows XP and upper version, LINUX.
Browser	Internet Explorer 7 or above, Opera

4. User Details:

There are two types of users.

- 4.1 Administrative User
- 4.2 Application User

4.1. **Administrative User:** Administrator User manages the master data, user profile etc. The master data is the backbone of the application system. Without basic data no transaction can be effected. It can be created through the master data management. The objective of master data creation is to ensure consistency, accuracy and to reduce data redundancy and to introduce interoperability. Various master tables are :

DEPARTMENT OF FISHERY	
<p>Office User</p> <ul style="list-style-type: none"> ● User Registration ● User Permission ● State ● Zonal ● District ● Block ● Office ● Office Details ● Designation ● DDO ● Scheme ● Head Post Office ● Sub Post Office ● Branch Post Office ● Contractor ● Executing Agency ● Module ● Sub Module ● Role ● Document Master ● Upload Document Master ● Insurance Document Master 	<p>Administrator</p> <ul style="list-style-type: none"> ● Menu ● Work Nature ● Work Flow
<p>Log Out</p>	

4.2 Application User: The users for the pension related task (like proposal entry/forward/resubmit, pension disbursement, GO entry/forward etc) is known as Application User. There are four types of Application Users-

Application User Type	Functions
District Users	Uses this application from District Offices
Zonal Users	Uses this application from Zonal Offices.
Directorate Users	Uses this application from Directorate Offices
Departmental Users	Uses this application from Department Offices

The responsibilities of every user are described below:

Office	Users Type	Responsibility
District	Entry User	i. Proposal Submission ii. Forwards to District Verification User iii. Publication of A/C Entry Notification to Block. iv. A/C details Entry v. Life Certificate Checking.
	Verification User	i. Proposal Verification ii. Forwards to District Approval User (ADF) iii. Resubmits to District Entry User
	Approval/ Supervisor User (ADF)	i. Proposal Verification ii. Forwards to Zonal Level iii. Resubmits to District Verification User. iv. Pension Disbursement v. Update life status (death/alive) of pensioners.
Zonal	Zonal User	i. Proposal Verification ii. Forwards to Directorate Level iii. Resubmits to District Approval User (ADF).
Directorate	Directorate User	i. Proposal Verification ii. Forwards to Approval User of Department Level. iii. Resubmits to Zonal User.
Department	Entry User	i. GO entry ii. Forwards GO to Verification User of Department level. iii. Update Pension amount.

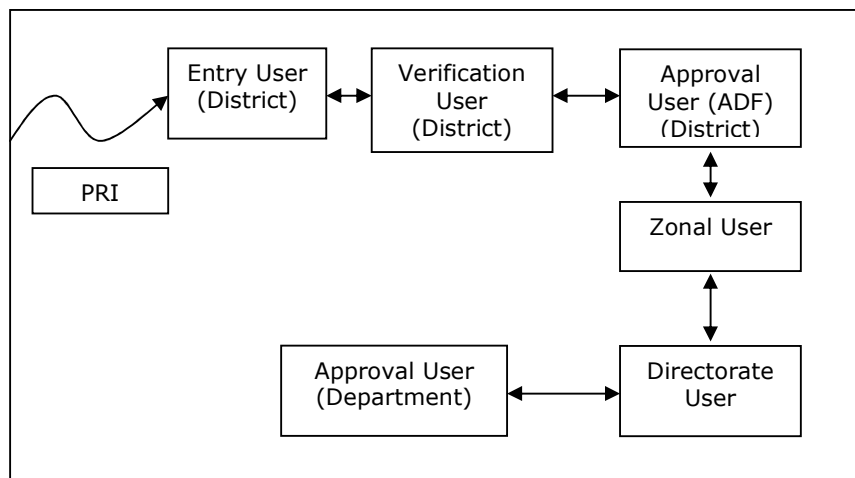
Office	Users Type	Responsibility
	Verification User	i. GO verification ii. Publication of GO.
	Approval User	i. Proposal Verification. ii. Proposal Approval iii. Resubmits proposal to Directorate User

Above all, there are users called Citizen (or pensioners) who can search/query using <Report/Query> menu from home page. They can also send mail through <Feedback> menu to administrator.

5. Process Flow:

The work flow briefly describes the various pension related processes.

5.1. Approval Process: Filled up application forms/proposals for old age pension are submitted by PRI in District office. District official recommends either all or part of the applications for pension and enters the information into the developed system. Then the proposal is send to Department through Zonal and Directorate for final approval of the applicant for old age pension. Users can forward the applications to its upper level or send back to its lower level. The flow of a proposal from District level to Department level in the developed system is as given below ---



5.2. GO Entry: Every year, Government sanctions certain amount for new/existing fishermen for old age pension in GO. A separate GO is released for old and new pensioners.

- a. For the new pensioner, Department releases GO with the approved name of the pensioner for certain districts. Initially the

approved pensioners remain new. After getting pension for the 1st time, they are treated as old.

- b.** In addition to Pension Amount, an extra amount of Rs. 50/- is also sanctioned for new pensioner (not to the nominee / alternate) to open the pension account to the nearest branch post office.
- c.** No separate GO is released for the nominee of a pensioner.
- d.** Department releases GO along with district wise new pensioners list.
- e.** The alternative pensioners will be treated as new pensioners.

5.3. A/C Details Entry: After the approval of applications by the Department, a notification named <Account Details Notification> is generated by the developed system. This notification is send to the respective block. The block office sends the Post Office A/C details, where the pension will be send for each approved pensioners to district office. Accordingly PO account details of each new pensioner are entered into the system by the District level user only.

5.4. Disbursement of Pension: This procedure is for disbursement of sanctioned fund for pensioner. The pension is disbursed by the Supervisor/ADF of District. Pension can be disbursed in two ways:

5.4.1 Payment Process I : is used to make payment by the following steps,

- i.** At first Supervisor/ADF of District sends the list of pensioners (Head Post Office wise) with GO number along with the period of pension amount to the treasury.
- ii.** Treasury sends the Cheque to the Supervisor of District. The Cheque detail is kept into the system.
- iii.** Supervisor/ADF of District sends a request to the bank with pensioner lists (Head Post office wise).
- iv.** Bank prepares the Cheque Head post office wise. The balance amount returns as a bankers Cheque in the name of Supervisor/ADF of District (if any). Both the Cheque details are entered into the system. Supervisor / ADF of District enter the Cheque details and distribute them to the respective Head Post office.

5.4.2 Payment Process II : is used to make payment by the following steps,

- i.** At first Supervisor/ADF of District sends a request to the treasury along with the list of pensioners (Head Post Office wise), GO number and period of pension amount.

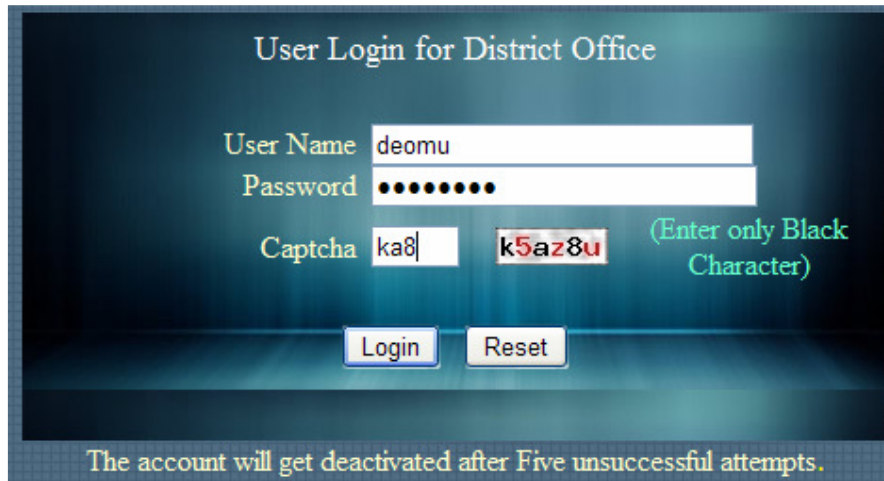
ii. Treasury issues the Cheque, in favor of Head Post office and sends to the Supervisor of District.

iii. Supervisor/ADF of District enters the Cheque details and distributed them to the respective Head Post office.

6. District Level User

6.1. Entry User:

6.1.1. **Log in:** User can log in with his proper user id and password. After entering the <Captcha Symbol>, user clicks on <Login> button.



User Login for District Office

User Name

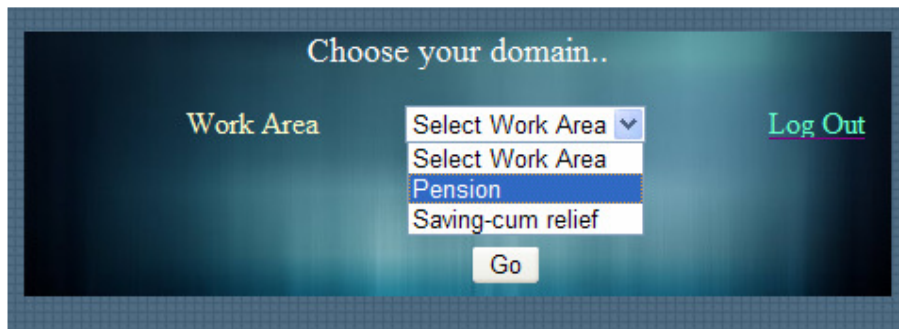
Password

Captcha (Enter only Black Character)

The account will get deactivated after Five unsuccessful attempts.

A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Work Area> page.



Choose your domain..

Work Area

[Log Out](#)

The work area contains the list of domains name like *Pension, saving-cum relief* etc. For pension module user can choose *Pension* option from list, then click on <Go> button.

<Log Out> option can be used to log out from the system.

After clicking the <GO> button the following page is displayed.



This is home page for entry user of district. The available menu for entry user is ...



In this menu user can do various activities.

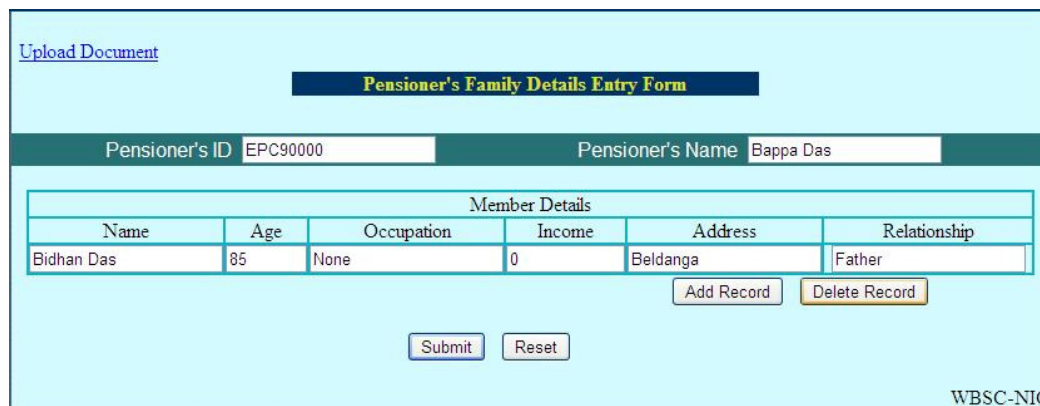
6.1.2 Proposal Entry: This option is used to enter the proposal new pensioners into system. There are three sub options under 'Proposal Entry'.

User ID : deomu	Office Name: ADF-MU
Pension Proposal	
New/Fresh Entry Nominee/Alternative Entry Backlog Entry	

6.1.2.1 **New/Fresh Entry:** This option is for entering New/Fresh application entry. The new/fresh application form looks like below

Applicant's Details Entry Form		(* Fields are Mandatory)
PERSONAL INFORMATION		
Applicant's Name*	<input type="text" value="Bappa Das"/>	Sex* <input type="text" value="Male"/>
Father's Name*	<input type="text" value="Bidhan Das"/>	Age* <input type="text" value="61"/>
Date of Birth	<input type="text" value="05"/> <input type="text" value="12"/> <input type="text" value="1950"/>	
Epic Card No.*	<input type="text" value="EPC90000"/>	
ADDRESS OF CORRESPONDENCE		
District Name	<input type="text" value="Murshidabad"/>	Block Name* <input type="text" value="Raghunathganj - I"/>
Address*	<input type="text" value="Beldanga, Murshidabad"/>	Post Office* <input type="text" value="ADIBASI BELDANGA"/>
Police Station*	<input type="text" value="Beldanga"/>	Village Name* <input type="text" value="Beldanga"/>
		Mobile No <input type="text" value="9474786336"/>
INCOME DETAILS		
Present Occupation*	<input type="text" value="Fishermen"/>	Present Income(p.a)* <input type="text" value="12000"/>
Others Source	<input type="text" value="Yes"/>	Physically Disable <input type="text" value="No"/>
Assistance Description*	<input type="text" value="Relative"/>	Earlier applied <input type="text" value="No"/>
Any other Income related Information	<input type="text" value="No"/>	
DOCUMENTS SUBMITTED		
Age Proof	<input type="text" value="Yes"/>	Income Proof <input type="text" value="No"/>
Residential Certificate	<input type="text" value="No"/>	Property Declaration <input type="text" value="Yes"/>
APPROVAL DETAILS		
By Panchayat	<input type="text" value="Yes"/>	
By District Committee	<input type="text" value="Yes"/>	
Captcha*	<input type="text" value="65w"/> <input type="text" value="695nw4"/> (Enter Black Character only)	
<input type="button" value="Save"/> <input type="button" value="Reset"/>		

Here the (*) fields are mandatory. The age of applicant must be 60 years or more. If the applicant is physically disabled, then the age must be 55 years or more. The Captcha is needed for each application entry. After submitting (Clicking on <Save> button) the above filled up application form, the user is redirected to the family details entry page.

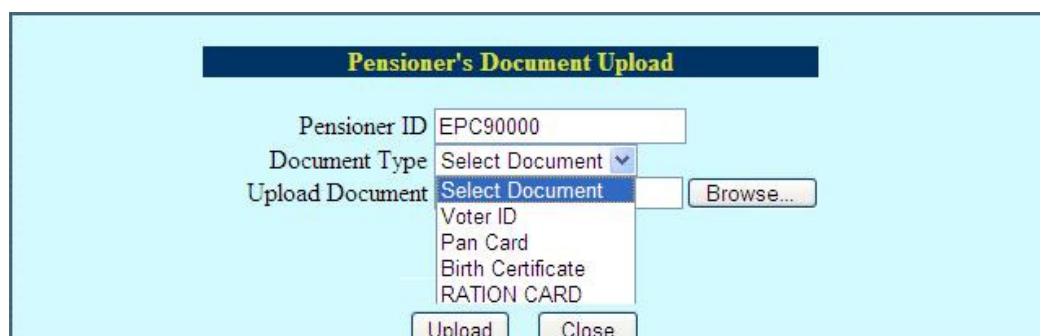


The screenshot shows the 'Pensioner's Family Details Entry Form'. At the top left is a link for 'Upload Document'. The form header includes 'Pensioner's ID' (EPC90000) and 'Pensioner's Name' (Bappa Das). Below this is a table for 'Member Details' with columns for Name, Age, Occupation, Income, Address, and Relationship. A single record for Bidhan Das is shown. At the bottom of the table are 'Add Record' and 'Delete Record' buttons. Below the table are 'Submit' and 'Reset' buttons. The text 'WBSC-NIC' is visible in the bottom right corner.

Member Details					
Name	Age	Occupation	Income	Address	Relationship
Bidhan Das	85	None	0	Beldanga	Father

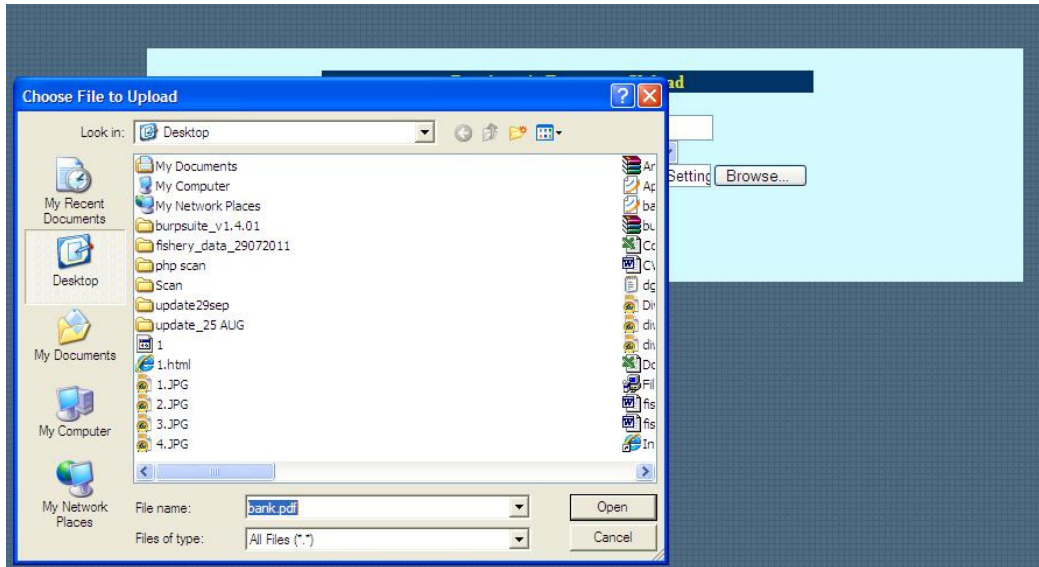
For family details entry, user clicks on <Add Record> button. User can entry/delete multiple records by using <Add Record>, <Delete Record> button respectively. After entry these fields finally user submits the all records by click on <Submit> button.

To upload the necessary documents, the menu [Upload Document](#) can be used. The user has to choose 'Document type' i.e. Voter ID, PAN Card etc from the combo for which the document is to be uploaded. <Browse> button can be used to find the source of the document.

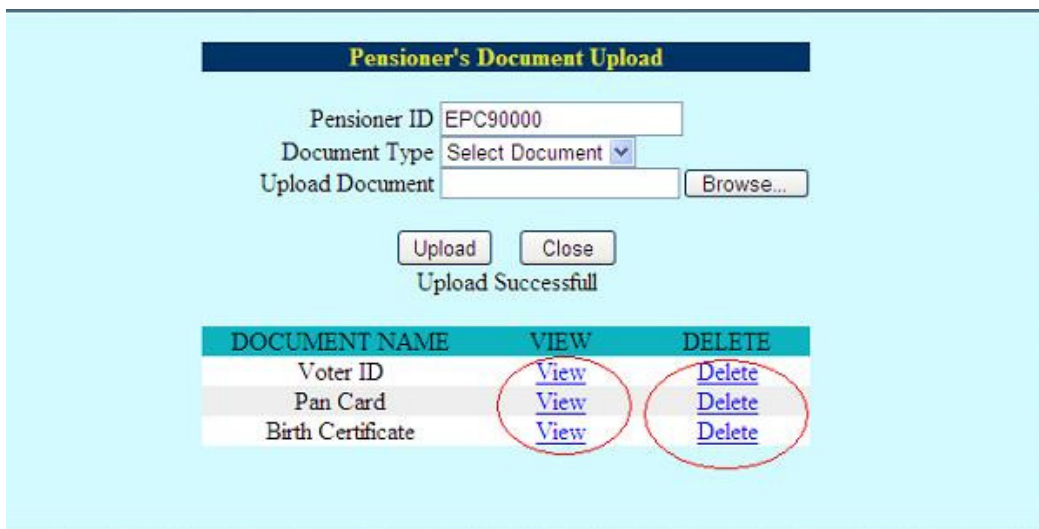


The screenshot shows the 'Pensioner's Document Upload' form. It includes a 'Pensioner ID' field with the value EPC90000. There are two 'Document Type' dropdown menus, both currently set to 'Select Document'. A 'Browse...' button is next to the second dropdown. Below the dropdowns is a list of document types: Voter ID, Pan Card, Birth Certificate, and RATION CARD. At the bottom are 'Upload' and 'Close' buttons.

Only .pdf, .jpeg, .gif files are allowed to be uploaded. After choosing the file, click on <Open> button of open dialog box and then click on <Upload> button.



The uploaded documents can be viewed (From *View* option) and deleted (From *Delete* option) if necessary.



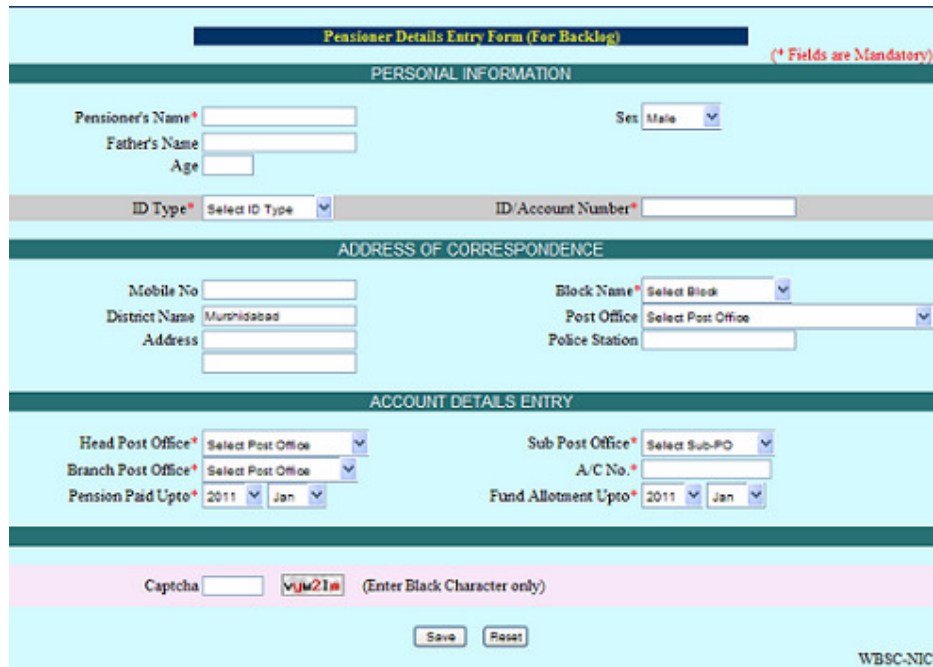
After uploading document click on *<Close>* button.

6.1.2.2 Nominee/Alternative Entry: This option is used to enter details of application of nominee/alternate pensioners. This type of entry can be done after updation of life status (due to death/others) by Supervisor/ADF of District. The application form is same as the new application entry form except the *Applicant's Type* and *Pensioner's Name*. Here *Applicant's Type* is the type of Application (i.e. Nominee/Alternate) and *Pensioner's Name* indicates the name of pensioner which is to be replaced. The proposal for Nominee/Alternate name is also forwarded up to Department level through Zonal, Directorate after verification.

Nominee/Alternate Entry Form	
(* Fields are Mandatory)	
PERSONAL INFORMATION	
Applicant's Type* <input type="text" value="Select Type"/>	Pensioner's Name* <input type="text" value="Select Pensioner"/>
Applicant's Name* <input type="text"/>	Sex* <input type="text" value="Male"/>
Father's Name* <input type="text"/>	Age* <input type="text"/>
Date of Birth <input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="2011"/>	
EPIC No.* <input type="text"/>	
ADDRESS OF CORRESPONDENCE	
District Name <input type="text" value="Murshidabad"/>	Block Name* <input type="text" value="Select Block"/>
Address* <input type="text"/>	Post Office* <input type="text" value="Select Post Office"/>
Police Station* <input type="text"/>	Village Name* <input type="text"/>
	Mobile No <input type="text"/>
INCOME DETAILS	
Present Occupation* <input type="text" value="Fishermen"/>	Present Income(p.a)* <input type="text"/>
Others Source <input type="text" value="No"/>	Physically Disable <input type="text" value="No"/>
Any other Income related Information <input type="text"/>	Earlier applied <input type="text" value="No"/>
DOCUMENTS REQUIRED	
Age Proof <input type="text" value="No"/>	Income Proof <input type="text" value="No"/>
Residential Certificate <input type="text" value="No"/>	Property Declaration <input type="text" value="No"/>
APPROVAL DETAILS	
By Panchayat* <input type="text" value="No"/>	By District Committee* <input type="text" value="No"/>
Captcha* <input type="text" value="zm2688"/> (Enter Black Character only)	
<input type="button" value="Save"/> <input type="button" value="Reset"/>	
WBSC-NIC	

After submission (Clicking on <Save> button) of the application entry for nominee/alternate, family details can be entered and supporting documents can also be uploaded like 'Proposal Entry'.

6.1.2.3 Backlog Entry: This option is used to enter the details of the existing pensioners i.e. the fishermen those who are already getting pension to form Pensioners database.



Pensioner Details Entry Form (For Backlog) (* Fields are Mandatory)

PERSONAL INFORMATION

Pensioner's Name* Sex: Male

Father's Name

Age

ID Type* ID/Account Number*

ADDRESS OF CORRESPONDENCE

Mobile No Block Name*

District Name Post Office

Address Police Station

ACCOUNT DETAILS ENTRY

Head Post Office* Sub Post Office*

Branch Post Office* A/C No.*

Pension Paid Upto* Fund Allotment Upto*

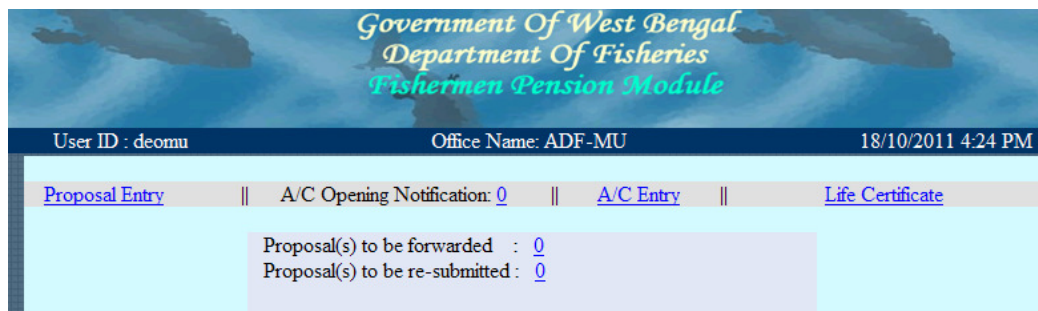
Captcha (Enter Black Character only)

WBSC-NIC

<Save> button should be used to insert the records into the system. For Backlog Entry, the forwarding of application to the upper level is not needed. The data is kept into the system.

6.1.3 Proposal Forward: These steps are involved in the process of proposal forward. The proposal enters into the system by Entry User of District and travels up to Department level through Zonal and Directorate.

Initially, the forward/resubmit menu shows zero (i.e. no proposal is ready for forward/resubmit).



*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

User ID : deomu Office Name: ADF-MU 18/10/2011 4:24 PM

[Proposal Entry](#) || A/C Opening Notification: 0 || [A/C Entry](#) || [Life Certificate](#)

Proposal(s) to be forwarded : 0
Proposal(s) to be re-submitted : 0

After submission of proposal into system, the screen becomes

User ID : deomu	Office Name: ADF-MU	18/10/2011 5:20 PM
Proposal Entry	A/C Opening Notification: <u>0</u>	A/C Entry Life Certificate
Proposal(s) to be forwarded : <u>1</u> Proposal(s) to be re-submitted : <u>0</u>		

<1> indicates that there are one proposal is ready for forward and <0> indicates that no proposal ready for resubmit.

When user clicks on <1> the following screen is appeared. The <Remarks> field shows the list of required documents yet to be uploaded. Also user can forward/resubmit this proposal to his upper/lower level with adding some new remarks.

List of Applicant's to be Forwarded			
☐	EPIC NO.	APPLICANT'S NAME	REMARKS
<input checked="" type="checkbox"/>	EPC90000	Bappa Das	Income proof, Residential
			View
Forward		Delete	

User can view details of particular proposal by clicking on <View> option. The <Family Details> option is used to edit the details of family and <Document Upload> option is used to view/modify uploaded document details as shown in figure below.

Family Details		Document Upload	
Applicant's Details Edit Form			
PERSONAL INFORMATION			
Applicant's Name*	<input type="text" value="Bappa Das"/>	Sex*	<input type="text" value="Male"/>
Father's Name*	<input type="text" value="Bidhan Das"/>	Date of Birth	<input type="text" value="05"/> <input type="text" value="12"/> <input type="text" value="1950"/>
ID Number*	<input type="text" value="EPC90000"/>	Age*	<input type="text" value="61"/>
ADDRESS OF CORRESPONDENCE			
District Name	<input type="text" value="Murshidabad"/>	Block Name*	<input type="text" value="Raghunathganj - I"/>
Address*	<input type="text" value="Beldanga, Murshidabad"/>	Post Office*	<input type="text" value="ADIBASI BELDANGA"/>
Police Station*	<input type="text" value="Beldanga"/>	Village Name*	<input type="text" value="Beldanga"/>
		Mobile No	<input type="text" value="9474786336"/>
INCOME DETAILS			
Present Occupation*	<input type="text" value="Fishermen"/>	Present Income(p.a)*	<input type="text" value="12000.00"/>
Others Source	<input type="text" value="Yes"/>	Physically Disable	<input type="text" value="No"/>
Assistance Description*	<input type="text" value="Relative"/>	Earlier applied	<input type="text" value="No"/>
Any other Income related Information	<input type="text" value="No"/>		
DOCUMENTS REQUIRED			
Age Proof	<input type="text" value="Yes"/>	Income Proof	<input type="text" value="No"/>
Residential Certificate	<input type="text" value="No"/>	Property Declaration	<input type="text" value="Yes"/>
APPROVAL DETAILS			
From Panchayat	<input type="text" value="Yes"/>	From District Committee	<input type="text" value="Yes"/>
<input type="button" value="Update"/>			

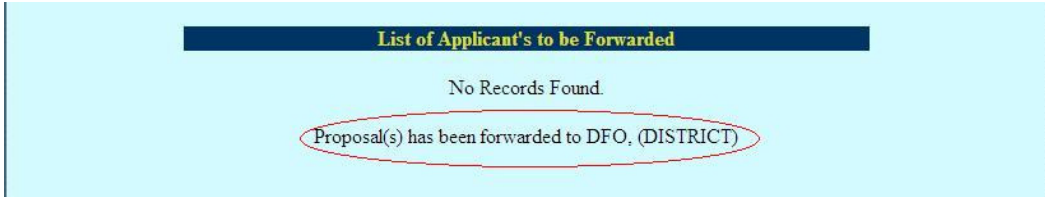
WBSU-NIC

To save the changes of the form, user needs to click on *<Update>* button.

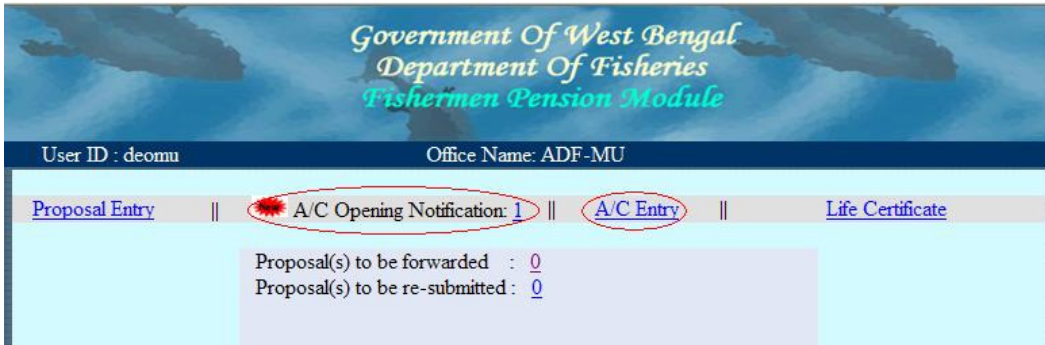
List of Applicant's to be Forwarded			
	EPIC NO.	APPLICANT'S NAME	REMARKS
<input checked="" type="checkbox"/>	EPC90000	Bappa Das	Income proof, Residential
			<input type="button" value="View"/>
<input type="button" value="Forward"/> <input type="button" value="Delete"/>			

User can delete any record by selecting the record from check box and then click on *<Delete>* button. Similarly entry user can forwards this proposal to his upper level by selecting the check box (as shown in the figure) and then click on *<Forward>* button.


The following message will display after forwarding the proposal.



6.1.4 **A/C Opening Notification:** After getting approval from Department for the proposed pensioner, Post Office account details, where pension is to be disbursed, are entered by entry user of district.



When any new pension is approved, a blinking New appears before the *<A/C Opening Notification>* option. '1' indicates that only one new pensioner has been approved by the Department. Click on the *<1>* to generate the notification for Account opening in P.O which is looks like below :



Government of West Bengal
Department Of Fisheries
[Account Opening Notification]

[BACK](#)

Block

Sub: Regarding opening of the Post Office Savings Bank A/C of the Fishermen/Fisherwomen Old age pensioners and, therefore returning the filled up 'Proforma Report' to this Office within _____.

In reference to the subject mentioned, he is requested to take necessary steps for opening of the Post Office Saving Bank A/C of the Fishermen/Fisherwomen Pensioners under Old-age Pension scheme or his block by simply depositing Rs. 50.00 (Rupees Fifty only) for each Pensioner at the Post Offices Which Will be provided by the State Government later on.

In this regard, a Copy of Proforma is also enclosed With this letter which will be filled up thoroughly and then it will be returned to the under signed within _____ positively.


He is also requested to send the live certificates of the oldage pensioners(Fishermen/Fisherwomen) along with the above mentioned proforma report.

Assistant Director of Fisheries
Murshidabad

Details of New Pensioners:

ID	Name	Head. PO	Sub PO	Branch PO	A/C Number
<input type="button" value="Print"/>					

First select Block Name and press <go> button. The pensioners name will come in this report whose account opening is yet to open.



Government of West Bengal
Department Of Fisheries
[Account Opening Notification]

[BACK](#)

Block: Raghunathganj - I

Sub: Regarding opening of the Post Office Savings Bank A/C of the Fishermen/Fisherwomen Old age pensioners and therefore returning the filled up 'Proforma Report' to this Office within _____.

In reference to the subject mentioned, he is requested to take necessary steps for opening of the Post Office Saving Bank A/C of the Fishermen/Fisherwomen Pensioners under Old-age Pension scheme or his block by simply depositing Rs. 50.00 (Rupees Fifty only) for each Pensioner at the Post Offices Which Will be provided by the State Government later on.

In this regard, a Copy of Proforma is also enclosed With this letter which will be filled up thoroughly and then it will be returned to the under signed within _____ positively.

He is also requested to send the live certificates of the oldage pensioners(Fishermen/Fisherwomen) along with the above mentioned proforma report.

Assistant Director of Fisheries
Murshidabad

Details of New Pensioners:

ID	Name	Head. PO	Sub PO	Branch PO	A/C Number
EPC90000	Bappa Das				

This letter is send to the respective Block to distribute to individual approved pensioners. Then Block officials collect Post Office Account Number details and send the same with this letter to District Office.

6.1.5 **A/C Entry:** This option is used to enter the details of the Post Office A/C of pensioner where the pension will be delivered. This also done by Entry User. A/C entry form looks like below :

Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

ACCOUNT DETAILS ENTRY

Search By ID or Name

EPIC No.

Pensioner Name

Name	EPIC No.	Block Name	Date Of Birth	Mobile No.	Add A/C Details

A pensioner can be searched by the EPIC No. or by Name. The details of pensioners as shown below:

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

ACCOUNT DETAILS ENTRY

EPIC No.

Pensioner Name

Name	EPIC No.	Block Name	Date Of Birth	Mobile No.	Add A/C Details
Bappa Das	EPC90000	Raghunathganj - I	05/12/1950	9474786336	Add

After Click on <Add> option, the entry form comes as below:

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

ACCOUNT DETAILS ENTRY

Pensioner ID Pensioner Name

Head Post Office

Sub Post Office

Account In SUB PO BRANCH PO

Branch Post Office

A/C No.

First select the Head Post Office name and Sub Post Office name where the account stands. A Pensioner can open his/her account in Sub post office or branch post office. Select the proper Post Office type where the account stands. Then enter Branch Post Office while necessary. Now enter the A/C No. Then click on <Add/Update> button. Using this form, Entry User can update the A/C details of a pensioner if needed.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

ACCOUNT DETAILS ENTRY

Pensioner ID Pensioner Name

Head Post Office

Sub Post Office

Account In SUB PO BRANCH PO

Branch Post Office

A/C No.

Record Added Successfully...

After successful operation, a message is delivered as shown in the diagram.

6.1.6 Life Certificate: Life certificate is needed to check before disbursement of pension. Initially the life certificate is set (i.e. submitted) for all pensioners. After getting pension for each time, the life status is reset (i.e. not submitted).

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Life Certificate Details

WBSC-NIC

There are two menus available:

4.1.6.1 Upload Certificate: This option is used to check the life certificate status of Pensioners. Before disbursing pension, all the life certificate status is need to check for all pensioners. One can check status life certificate of individual pensioners or all pensioners at a time. The *<Search All>* button is used to find all pensioners.

*Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module*

Upload Life Certificate

Pensioner ID

Name	ID	Date Of Birth	Mobile No.	Select <input type="checkbox"/>
abhij basu	EPC4001	01/07/1942		<input checked="" type="checkbox"/>
Bappa Das	EPC1001	01/07/1940		<input checked="" type="checkbox"/>
Bappa Das	EPC90000	05/12/1950	9474786336	<input checked="" type="checkbox"/>
Biswajit Das	EPC1000	01/07/1950	9432516693	<input checked="" type="checkbox"/>
sudip biswas	EPC4000	01/07/1946		<input checked="" type="checkbox"/>
SUMANTA MANNA	EPC5003	01/07/1946		<input checked="" type="checkbox"/>
test	EPC502	01/07/1945		<input checked="" type="checkbox"/>

To use <Search> button, give <Pensioner ID> and then press <Search> button.

*Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module*

Upload Life Certificate

Pensioner ID

Name	ID	Date Of Birth	Mobile No.	Select <input type="checkbox"/>
Bappa Das	EPC90000	05/12/1950	9474786336	<input checked="" type="checkbox"/>

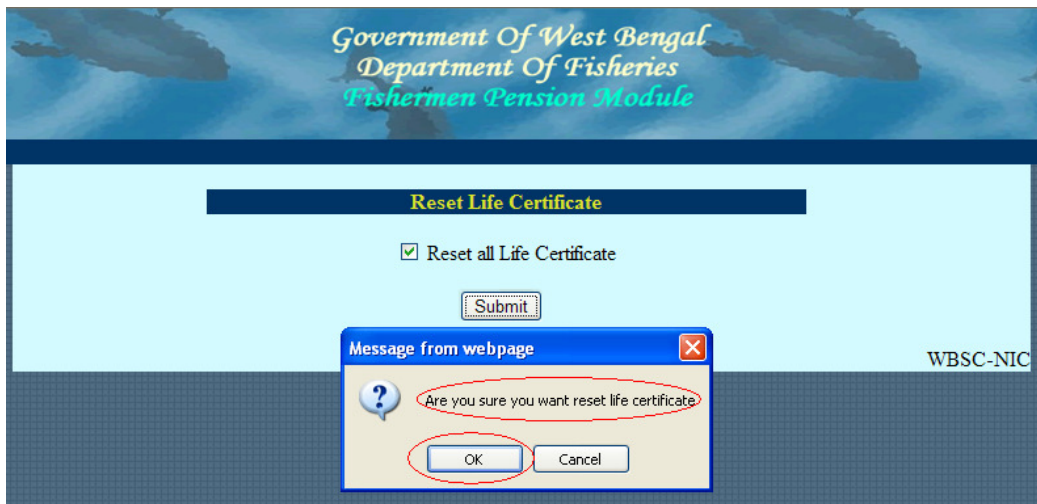
To submit the life certificate, select the pensioner and click on <Submit> button.

4.1.6.2 **Reset Certificate:** This option is used to uncheck all life certificate status of pensioners. This option can be used after disbursing pension to reset certificate of all pensioner.



Click the check box containing <Reset all Life Certificate> and click <Submit> button.

A message appears...



Click on <Ok> button to confirm. A confirmation message appears as below...



It will reset life certificate of all Pensioners.

6.2 Verification User:

6.2.1 **Log in:** User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.

A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Work Area> selection Page.

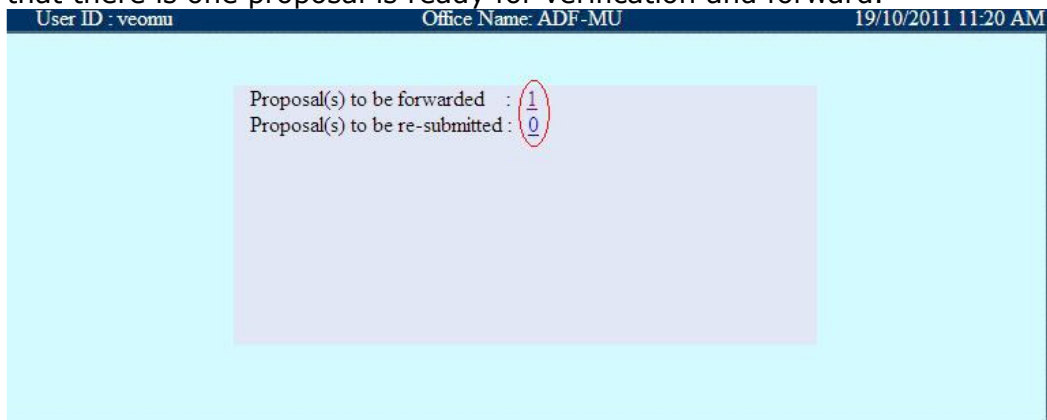
The work area contains the list of domains name like <Pension>, <Saving-cum Relief> etc. For pension module user can choose <Pension> from list, then click on <GO> button.

<Log Out> option can be used to log out from the system.

6.2.2 **Forward Proposal:** The verification user of District can forward the proposal to the Supervisor of Zonal office.



click on *<Pension Proposal>*, then the following page will display. Initially the forwarded number should be zero. The number *<1>* indicates that there is one proposal is ready for verification and forward.

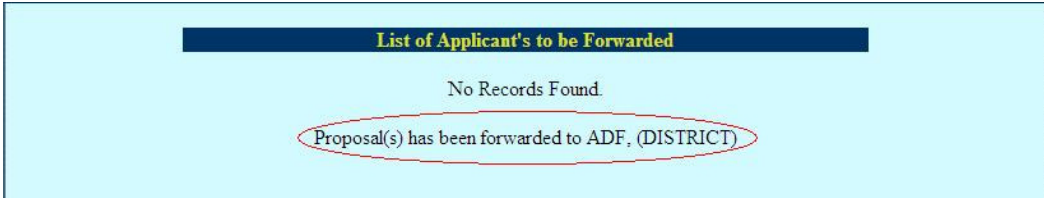


After click on *<1>* link the following page will display.



Verification user can forward this proposal to his upper level by selecting the box and then click on *<Forward>* button. Before forward, user can view the proposal details by clicking on *<View>* link.

The following message will display after forwarding the proposal.



The proposal has been forwarded to ADF (DISTRICT).

6.3 Approval/ Supervisor User (ADF) : This user can perform the followings work

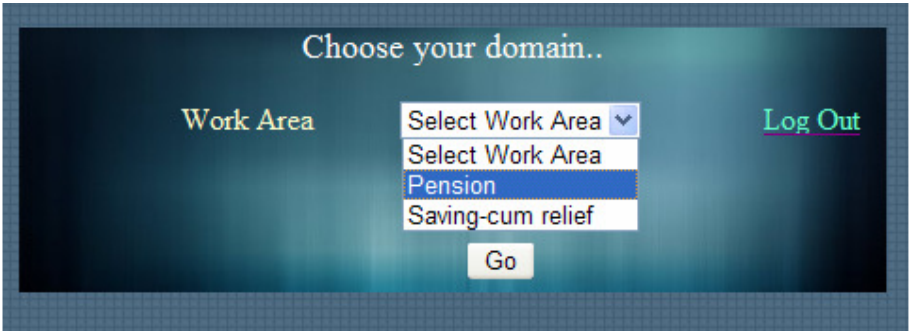
- Forwards Proposal
- Disbursement of Pension
- Status Updation
- Report/Query

6.3.1 Log in: User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.



A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Work Area> Page.



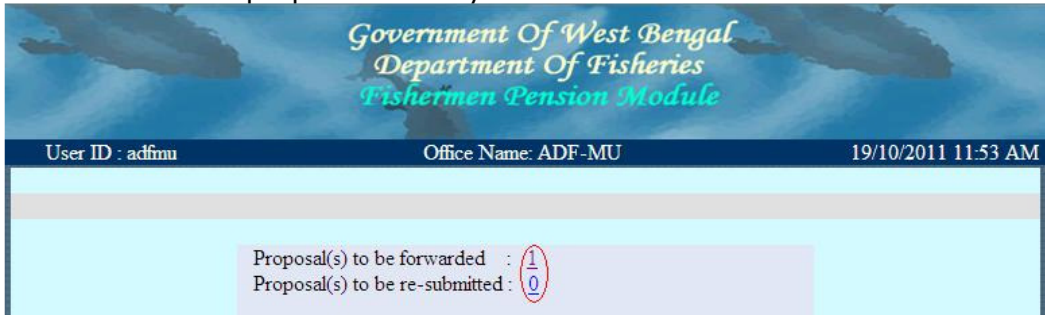
The work area contains the list of domains name like *<Pension>*, *<Saving-cum Relief>* etc. For pension module user can choose *<Pension>* from list, then click on *<GO>* button. After clicking the *<GO>* button the following page is displayed.



In the home page of Supervisor User (ADF), there are two types of menu.

Menu	Sub Menu
1. User Menu	i) Pension Proposal ii) Pension Disbursement iii) Status Updation
2. Report/Query	i) Pensioner List ii) Nominee/Alternate iii) Approved List iv) Payment History(GO wise) v) Fund Status(ADF A/C) vi) Fund Status(Treasury A/C)

6.3.2 Pension Proposal: This option is used to forward proposal to upper level. Click on *<Pension Proposal>*, then the following page will display. Initially the forwarded number should be zero. The number *<1>* indicates that there is one proposal is ready for verification.



After click on *<1>* link the following page will display.



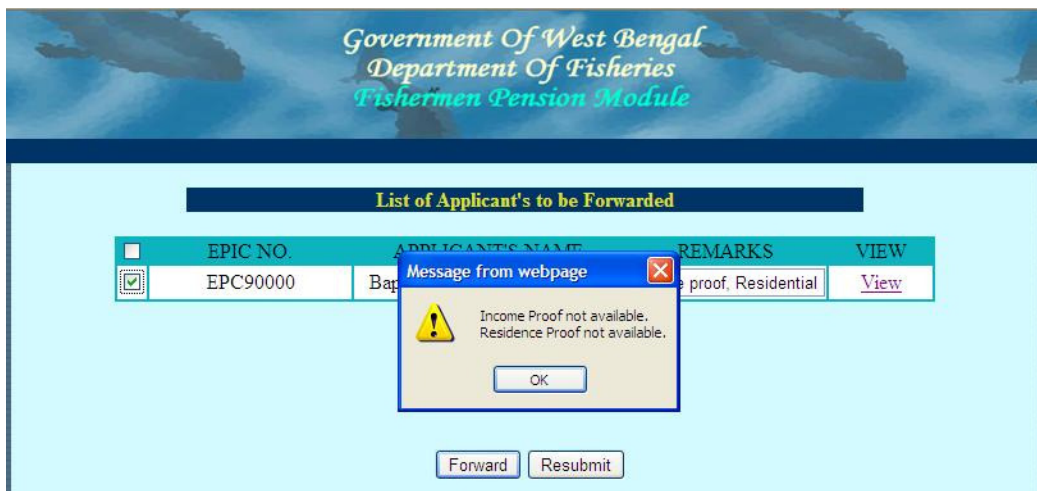
Entry user can forward this proposal to his upper level by selecting the box and then click on <Forward> button or <Resubmit> to its lower level.

The following message will display after forwarding the proposal.



The proposal has been forwarded to DDF (ZONAL).

When the proposal is forwarded the application will generate a warning message if some desired document is not available.



6.3.3 Pension Disbursement: This menu is used to disburse the sanctioned fund. This page contains the following menu:

Disbursement Procedure of Pension

GO Notification

Payment Process I

- Bill Generation for Treasury
- Treasury Cheque Entry
- Noting to Bank
- Cheque Details Entry

Payment Process II

- Bill Generation for Head PO
- Cheque Details Entry

Others

- Update Cheque
- Duplicate Bill for Treasury
- Duplicate Bill for Bank
- Duplicate Bill for HPO
- Paid History

Menu Details

- A blinking new appears when a GO released.
- Once view, the new disappears
- Payment Process I :** ADF draws the total sanctioned amount to Treasury in Process 1 to disburse fund to the pensioners Order.
- Payment Process II :** ADF requests Treasury to disburse fund to the pensioners update despatch details.
- Duplicate Bill of Treasury/Bank/HPO :** Provide details for Treasury, Bank, HPO if required for Treasury, Bank, HPO if required.
- Paid History** for the payments and last sanctioned pensioners

The details of the menu and their sub-menu are given below:

Menu	Submenu	Description
1.GO Notification		A blinking new appears before this menu when a GO is released.
2.Payment Process - I	i. Bill Generation for Treasury	Used to generate bill for Treasury
	ii. Treasury Cheque Entry	The disbursed Cheque detail of Treasury is entered by this menu.
	iii. Noting to Bank	Used to generate bill for Bank.
	iv. Cheque Details Entry	The disbursed Cheque from Bank is entered into the system by this menu.
3. Payment Process - II	i. Bill Generation for Head PO	Used to generate bill for Treasury to disburse Cheque Head Post Office wise.
	ii. Cheque Details Entry	This option is used to enter the details of Cheque send by Treasury.
4. Others	i. Update Cheque	This menu is used to update the Cheque details.
	ii. Duplicate Bill for Treasury	From this option, a duplicate bill can be generated for Treasury.
	iii. Duplicate Bill	From this option, a

	for HPO	duplicate bill can be generated for HPO.
	iv. Paid History	Payment History of each and every Pensioner can be viewed from this menu.

6.3.3.1 **GO Notification:** When a GO released, a blinking new appear before the GO Notification option. After clicks on this option the following page appears



GO NO.	DATE	SANCTIONED AMT.	DETAILS
GO123456	19/10/2011	12000.00	VIEW
GO_TEST	23/09/2010	72000.00	VIEW

After click on the <VIEW> option, details of the GO will be shown...



GO No.	GO123456	District Name	Murshidabad
Sanctioned Amount	12000.00	DDO Name	ADF
No. of Pensioner's	1		

WBSC-NIC


After viewings newly released GO, the 'blinking new' disappears.

6.3.3.2 Payment Process I: This process is used to disburse pension in the following ways:

6.3.3.2.1 Bill Generation for Treasury: At first a bill is generated along with the GO number and list of pensioners.



We need to enter the Financial Year. The pensioner list along with other details is generated when GO is selected from the Combo box.



PENSIONER NAME	ID	Last Payment	Select
Bappa Das	EPC90000	NEW	<input checked="" type="checkbox"/>

Here only one pensioner (i.e. *Bappa Das*) is getting pension from the GO number *GO123456* for the period from *04/2011* to *10/2011*. After submission (Clicking on <Submit> button), the following letter is generated.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

To
The Treasury Officer
Murshidabad

Ref No. **WB-TREF-MU-2011-264**

I am sending a request to give a pension amount 7000.00 . The details payment of candidates are given with this letter.

[Bill Summary](#)

Thanks & Regards

ADF-MU

WBSC-NIC

A Reference Number is generated with this letter. This Reference No. may be kept for future use. Click on the option *<Bill Summary>* to generate the list of eligible pensioners. This list looks like below

Pensioner List

HPO: BERHAMPORE		Sub PO: BARUA		Total Pensioner: 1	
Pensioner's ID	Pensioner's Name	A/C Number	Name of PO where A/C Stands	Amount	
EPC90000	Bappa Das	AC90000	ANDULBERIA	7000.00	
Total				7000 /-	

Both the *<Print>* button is used to take print copy of the respective pages.

6.3.3.2.2 Treasury Cheque Entry: After receiving the request, treasury sends the Cheque to Supervisor/ADF of District. The Cheque details with the respective File No. is entered into the system by this option.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Entry List

FILE NO.	GO NO.	Amount	ADD
WB-TREF-MU-2011-264	GO123456	7000.00	Cheque Entry

Click on <Cheque Entry> with the respective <File No,>. The Cheque Entry form is as follows :

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Details Entry

File No. GO NO

Cheque No. Amount

Cheque Date Receive Date

Financial Year Withdrawal Upto

WBSC-NIC

Enter data into red marked area field and click <Submit> button, the following message will come. Click on the <Yes> button to close the window.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Details Entry

File No. GO NO

Cheque No. Amount

Cheque Date Receive Date

Financial Year Withdrawal Upto

Record Added Successfully.....

WBSC-NIC

Windows Internet Explorer

The webpage you are viewing is trying to close the window.
Do you want to close this window?

6.3.3.2.3 **Noting to Bank:** This menu is used to send request for Cheque Head Post Office wise. The filled up form looks as follows:

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Noting to Bank

Financial Year: 2011 - 12 GO NO.: GO123456
 Cheque No.: CHQ-456789 Select GO: GO123456
 Paid Up To: Month: Aug Year: 2011

PENSIONER NAME	ID	Last Payment	Select
Bappa Das	EPC90000	NEW	<input checked="" type="checkbox"/>

Submit

After submission of financial year, select the <GO> Number. Now select the <Cheque No.> and give the time duration and select pensioner name. The following letter is generated after submission...

Department of Fishery
http://10.173.18.28/fishery/web/pension/rprt_bank.php *West Bengal
Department Of Fisheries
Fishermen Pension Module*

To
The State Bank Of India Ref No. WB-BANK-MU-2011-197

I am sending a request to give a pension amount 5000.00 . The details payment of candidates are given with this letter:-

[Bill Summary](#)

Thanks & Regards

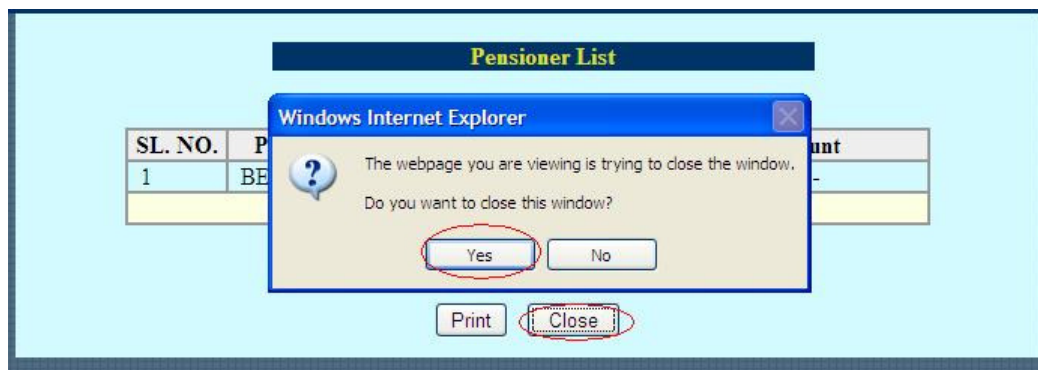
 ADF-MU

WBSC-NIC

A Reference No. is generated with this letter. Click on <Bill Summary> to generate list of Head Post Office. Click <Print> button to take print copy of the respective page.

Pensioner List			
SL. NO.	Post Office/Master	No. Of Pensioner's	Amount
1	BERHAMPORE	1	Rs. 5000.00 /-
TOTAL		1	Rs. 5000 /-

Click on <Close> button and then click on <Yes>.



Now enter the Cheque details with the respective file no. Bank delivers Cheque in name of Head Post Office and if any balance amount is found, Bank send the amount as a banker's Cheque in name of Supervisor/ADF of District.

6.3.3.2.4 Cheque Details Entry: The details of the cheque send by bank are entered by this option. These cheques are delivered in name of Head Post Office.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Entry List

FILE NO.	PENSIONER LIST	ADD
WB-BANK-MU-2011-197	View	ADD

Banker's Cheque/Draft for ADF

GO NO	CHEQUE NO	AMOUNT	ADD
GO123456	CHQ-456789	2000	ADD

To view the list of pensioner's; click on <View> link.

Pensioner List

HPO: BERHAMPORE		Sub PO: BARUA		Total Pensioner: 1	
Pensioner's ID	Pensioner's Name	A/C Number	Name of PO where A/C Stands	Amount	
EPC90000	Bappa Das	AC90000	ANDULBERIA	5000.00	
Total				5000 /-	

[Print](#)

Click <ADD> link to add the Cheque details...

The <Amount> comes depending on the Head Post Office. Fill up all the data represented by red circled.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Details Entry

File No.	<input type="text" value="WB-BANK-MU-2011-197"/>	GO NO	<input type="text" value="GO123456"/>
Post Office	<input type="text" value="BERHAMPORE"/>	Amount	<input type="text" value="5000.00"/>
Cheque No.	<input type="text" value="CHQ-4455"/>	Cheque Date	<input type="text" value="20/10/2011"/>
Receive Date	<input type="text" value="20/10/2011"/>	Despatch Date	<input type="text" value="20/10/2011"/>

WBSC-NIC

After submitting the form, the following message generated. Again click on <ADD> to enter the details of bankers Cheque. This banker's Cheque comes if there is any balance amount is remaining.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Entry List

No Cheque found for pensioners.

Banker's Cheque/Draft for ADF			
GO NO	CHEQUE NO	AMOUNT	ADD
GO123456	CHQ-456789	2000	ADD

This Cheque entry form looks as following...

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Details Entry

File No. GO NO

Cheque No. Amount

Cheque Date Receive Date

WBSC-NIC

Again the payment occurs with this File No. and the Cheque No.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

To
The State Bank Of India Ref No.

I am sending a request to give a pension amount 2000.00 . The details payment of candidates are given with this letter:-

[Bill Summary](#)

Thanks & Regards

ADF-MU

WBSC-NIC

Select the Pensioners by the same process as stated above and press <Submit> button...

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Noting to Bank

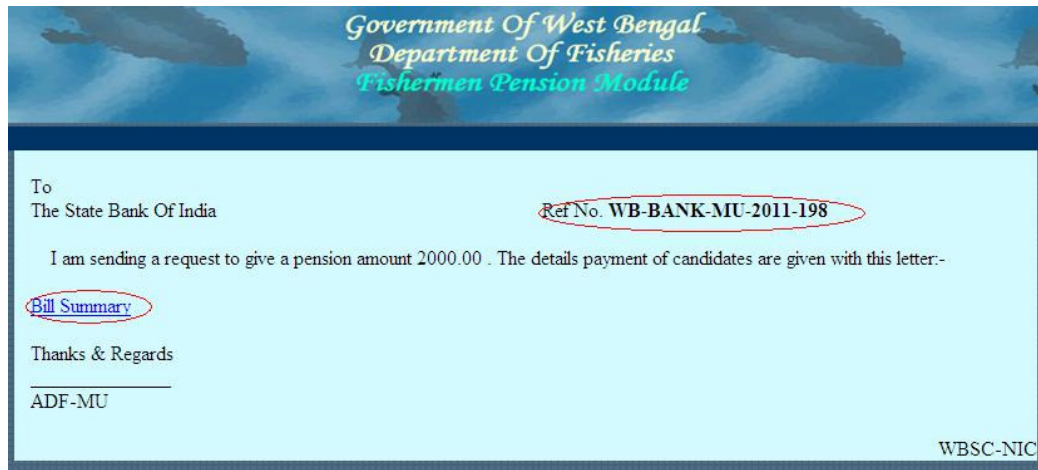
Financial Year - GO NO.

Cheque No.

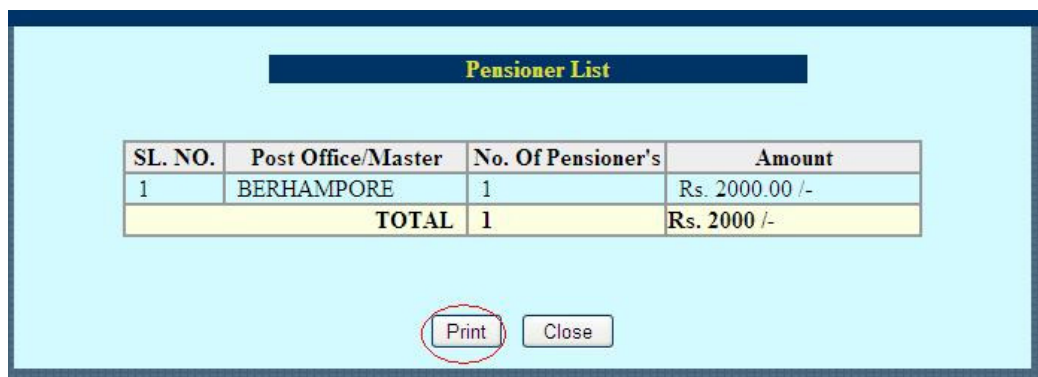
Paid Up To: Month Year

PENSIONER NAME	ID	Last Payment	Select <input type="checkbox"/>
Bappa Das	EPC90000	08-2011	<input checked="" type="checkbox"/>

The following letter is generated with another *Reference Number*.



Click on *<Bill Summary>* to generate the following bill...



Pensioner List

SL. NO.	Post Office/Master	No. Of Pensioner's	Amount
1	BERHAMPORE	1	Rs. 2000.00 /-
TOTAL		1	Rs. 2000 /-

Again enter the Cheque details.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

Cheque Details Entry

File No.	<input type="text" value="WB-BANK-MU-2011-198"/>	GO NO	<input type="text" value="GO123456"/>
Post Office	<input type="text" value="DERHAMPORE"/>	Amount	<input type="text" value="2000.00"/>
Cheque No.	<input type="text" value="A-784-523"/>	Cheque Date	<input type="text" value="20/10/2011"/>
Receive Date	<input type="text" value="20/10/2011"/>	Despatch Date	<input type="text" value="19/10/2011"/>

WBSC-NIC

6.3.4 Payment Process II: This process is used to disburse pension in the following ways,

6.3.4.1 Bill Generation for Head PO: This option is used to submit pensioner's details to treasury according to Head Post Office.

Bill Generation for Treasury

Financial Year	<input type="text" value="2011"/> - <input type="text" value="12"/>	GO NO.	<input type="text" value="GO123456"/>
			<input type="button" value="Select"/> <input type="text" value="GO123456"/>
Sanctioned Amount: 12000.00		DDO Name: ADF	
No. of Pensioner's: 1		GO Date: 19/10/2011	
Sanctioned From: 04 / 2011		To: 03 / 2012	
Bill From: 04/2011 To: <input type="text" value="Mar"/> <input type="text" value="2012"/>			

PENSIONER NAME	ID	Last Payment	SELECT <input type="checkbox"/>
Bappa Das	EPC90000	10/2011	<input checked="" type="checkbox"/>

GO No. is shown in the combo box for desired Financial Year. After selection of the GO No. from the combo box, the pensioners list is shown in the screen. When user submits the pensioner's name, the following letter is generated.

*Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module*

To
 The Treasury Officer
 Murshidabad

Ref No. **WB-BANKT-MU-2011-199**

I am sending a request to give a pension amount 5000.00 . The details payment of candidates are given with this letter.

[Bill Summary](#)

Thanks & Regards

 ADF-MU

WBCS-NIC

The *Bill Summary* is used to generate bill for this letter.

Pensioner List

HPO:		Sub PO:		Total Pensioner:	
BERHAMPORE		BARUA		1	
Pensioner's ID	Pensioner's Name	A/C Number	Name of PO where A/C Stands	Amount	
EPC90000	Bappa Das	AC90000	ANDULBERIA	5000.00	
Total				5000 /-	

6.3.4.2 **Cheque Details Entry:** This option is used to enter the Cheque details send by Treasury.

FILE NO	PENSIONER LIST	ADD
WB-BANKT-MU-2011-199	View	ADD

Click <View> option to display the list of pensioners against a File No. and click <ADD> to enter the Cheque details. The Cheque details entry form looks as follows,

6.3.5 Status Updation: Intimation is given to Supervisor/ADF of District in case of any mishap / death of pensioner.

The Red Circled menu helps user to enter the information regarding his alive / death information into the system. The below form is opened on clicking 'Status Updation' option.

After submission of proper filled up form, the details of the pensioner/applicant come like below

PENSIONER DETAILS	
Name	<input type="text" value="Biswajit Das"/>
Address	<input type="text" value="Murshidabad"/>
Date of Birth	<input type="text" value="01/07/1950"/>
Life Status	<input checked="" type="checkbox"/> (If Dead, Please Check this box)
Death Year	<input type="text" value="Select Year"/> <input type="text" value="Death Month"/> <input type="text" value="Select Month"/>
Remarks	<input type="text" value="WRITE SOME REMARKS..."/>
<input type="button" value="Update"/>	

Through this form, the pensioner's/applicant's year & month of death along with the remarks are inserted into database. An alternate/Nominee can be entered after initiation of this action. Once an alternate/nominee is entered in place of a dead applicant/pensioner, no other entry in place of that dead applicant/pensioner is possible.

6.3.6 Others: This option is used to update Cheque details and generate the duplicate bills.

6.3.6.1 Update Cheque: This option is used to update Cheque details. One can get cheque details with the desired cheque no.

Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

CHEQUE DETAILS UPDATE

Cheque No.

The Cheque details come on clicking <Search> button.

Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module

BACK

CHEQUE DETAILS UPDATE

Cheque No.

Cheque NO	GO NO	HPO	Amount	Cheque Date	Edit
A-784-523	GO123456	BERHAMPORE	2000.00	20/10/2011	Edit

Click on the <Edit> link, the following information comes in the form below:

Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module

Cheque Details Entry

File No.	<input type="text" value="WB-BANK-MU-2011-198"/>	GO NO	<input type="text" value="GO123456"/>
Amount	<input type="text" value="2000.00"/>	Post Office Name	<input type="text" value="BERHAMPORE"/>
Cheque No.	<input type="text" value="A-784-523"/>	Cheque Date	<input type="text" value="20/10/2011"/>
Receive Date	<input type="text" value="20/10/2011"/>	Despatch Date	<input type="text"/> <input type="button" value="Calendar"/>

WBCS-NIC

Enter the dispatch date. Any field can be modified through this form. After modification, <Update> button should be clicked to save the changes.

Government Of West Bengal
 Department Of Fisheries
 Fishermen Pension Module

Cheque Details Entry

File No.	<input type="text" value="WB-BANK-MU-2011-198"/>	GO NO	<input type="text" value="GO123456"/>
Amount	<input type="text" value="2000.00"/>	Post Office Name	<input type="text" value="BERHAMPORE"/>
Cheque No.	<input type="text" value="A-784-523"/>	Cheque Date	<input type="text" value="20/10/2011"/>
Receive Date	<input type="text" value="20/10/2011"/>	Despatch Date	<input type="text" value="19/10/2011"/> <input type="button" value="Calendar"/>

Record Added Successfully.....

WBCS-NIC

6.3.6.2 Duplicate Bill for Treasury: This menu is used to generate duplicate bill for treasury with respect to GO No.

Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

User: adfmu Status: ADF Office: ADF-MU

[BACK](#)

Duplicate Bill Generation for Treasury

Financial Year	2011-12	
GO Number	GO123456	
	Select GO.No.	
File Number	GO123456	Bill
WB-TREF-MU-2011-264		Generate

Click on *<Generate>* link to produce the following letter...

Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

To
The Treasury Officer
Murshidabad

Ref No. WB-TREF-MU-2011-264

I am sending a request to give a pension amount 7000.00 . The details payment of candidates are given with this letter.

[Bill Summary](#)

Thanks & Regards

ADF-MU

[Print](#)

WBSC-NIC

Click on *<Bill Summary>* to generate pensioners list.

Pensioner List				
HPO: BERHAMPORE		Sub PO: BARUA		Total Pensioner: 1
Pensioner's ID	Pensioner's Name	A/C Number	Name of PO where A/C Stands	Amount
EPC90000	Bappa Das	AC90000	ANDULBERIA	7000.00
Total				7000 /-

6.3.6.3 **Duplicate Bill for Bank:** This menu is used to generate duplicate bill for Bank. Enter financial year and GO No. The list will appear as below:

<i>Government Of West Bengal Department Of Fisheries Fishermen Pension Module</i>											
User: adfmu	Status: ADF	Office: ADF-MU	03/04/2012 12:33:37								
<div style="text-align: center;">Duplicate Bill Generation for Bank</div> <table border="1" style="margin: 10px auto;"> <tr> <td style="width: 150px;">Financial Year</td> <td>2011-12</td> <td></td> <td></td> </tr> <tr> <td>GO Number</td> <td>GO123456</td> <td></td> <td></td> </tr> </table> <div style="text-align: center; margin-top: 10px;"> <p style="color: red;">All bills have been paid respect to the above GO Number...</p> </div>				Financial Year	2011-12			GO Number	GO123456		
Financial Year	2011-12										
GO Number	GO123456										

6.3.6.4 **Paid History:** This option is used to view the paid history of a pensioner.

Total Pensioner List of Murshidabad					
HPO: BERHAMPORE		Sub PO: BARUA		Total Pensioner: 4	
ID	Name	A/C Number	Name of PO where A/C Stands	Last Paid	Fund Sanctioned
EPC90000	Bappa Das	AC90000	ANDULBERIA	03/2012	03/2012
EPC1001	Bappa Das	AC1001	ANDULBERIA	03/2011	03/2011
EPC1000	Biswajit Das	AC1000	ANDULBERIA	03/2011	03/2011
EPC5003	SUMANTA MANNA	AC5003	ANDULBERIA	03/2011	03/2011
HPO: BERHAMPORE		Sub PO: BELDANGA		Total Pensioner: 2	
ID	Name	A/C Number	Name of PO where A/C Stands	Last Paid	Fund Sanctioned
EPC4000	sudip biswas	AC4000	BISHANNAGAR	03/2011	03/2011
EPC502	test	AC502	DALUA	03/2011	03/2011

7. Zonal User

7.1 Zonal User (supervisor)

7.1.1 **Log in:** User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.

User Login for Zonal Office

User Name

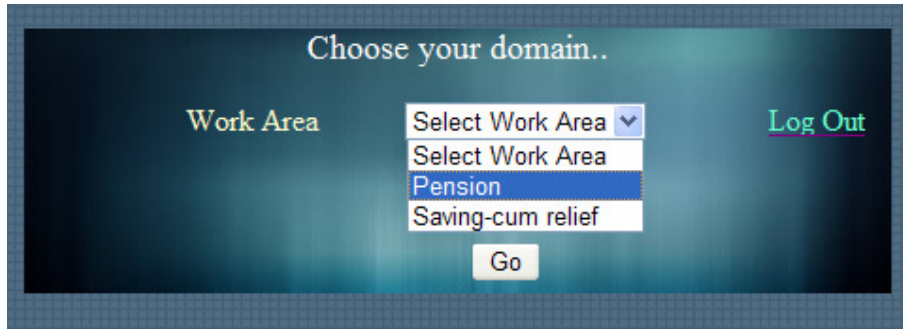
Password

Captcha (Enter only Black Character)

The account will get deactivated after Five unsuccessful attempts.

A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Module selection Page>.



The work area contains the list of domains name like pension, saving-cum relief etc. For pension module user can choose pension from list, then click on <Go> button.

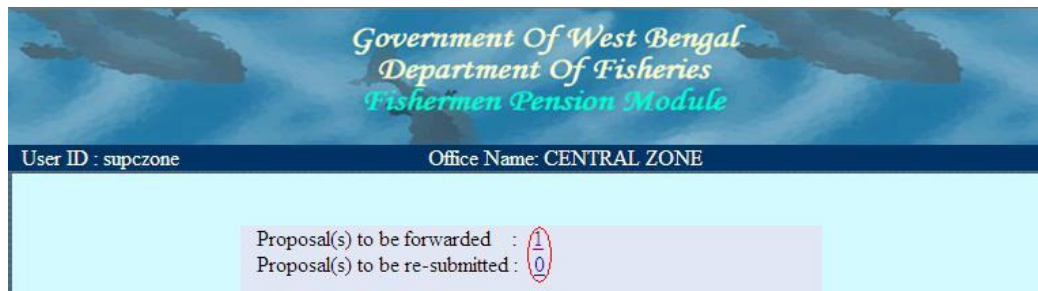
<Log Out> option can be used to exit from the developed system.

After clicking the <Go> button the following page is displayed.

6.1.2 Pension Proposal:



Click on pension Proposal, then the following page will display. Initially the number of proposals to be forwarded should be zero. The number <1> indicates that there is one proposal is ready for verification.



After clicking on <1> link the following page will display.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

List of Applicant's to be Forwarded

<input type="checkbox"/>	EPIC NO.	APPLICANT'S NAME	REMARKS	VIEW
<input checked="" type="checkbox"/>	EPC90000	Bappa Das	Income proof, Residential	View

Zonal user can forward this proposal to his upper level by selecting the box and then clicking on *<Forward>* button. Similarly he can sent back the proposal to resubmit to his lower level. The following message will display after forwarding the proposal.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

List of Applicant's to be Forwarded

No Records Found.

Proposal(s) has been forwarded to Directorate.

The proposal has been forwarded to Directorate.

After forwarding the proposal the number *<1>* becomes *<0>*.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

User ID : supczone Office Name: CENTRAL ZONE

Proposal(s) to be forwarded : 0
 Proposal(s) to be re-submitted : 0

8. Directorate User

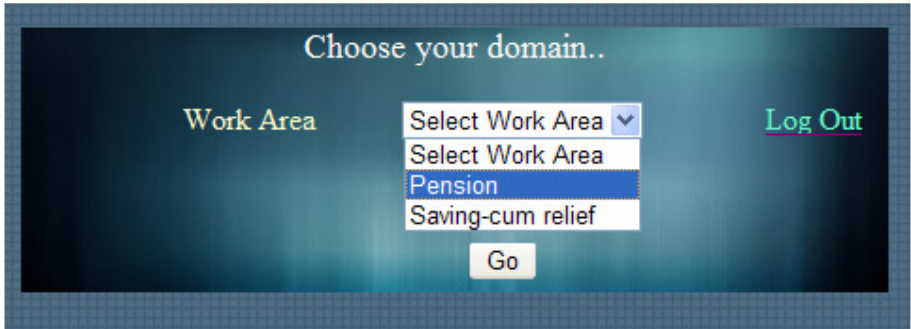
8.1 Supervisor:

8.1.1 Log in: User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.



A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Module selection Page>.



The work area contains the list of modules name like pension, saving-cum relief etc. For pension module user has to choose pension from combo box, then he has to click on <Go> button.

After clicking the <Go> button the following page will be displayed.

8.1.2 Pension Proposal:



Click on pension Proposal, then the following page will be displayed. Initially the forwarded number should be zero. The number <1> indicates that one proposal is ready for verification.



After clicking on <1> link, the following page will be displayed.

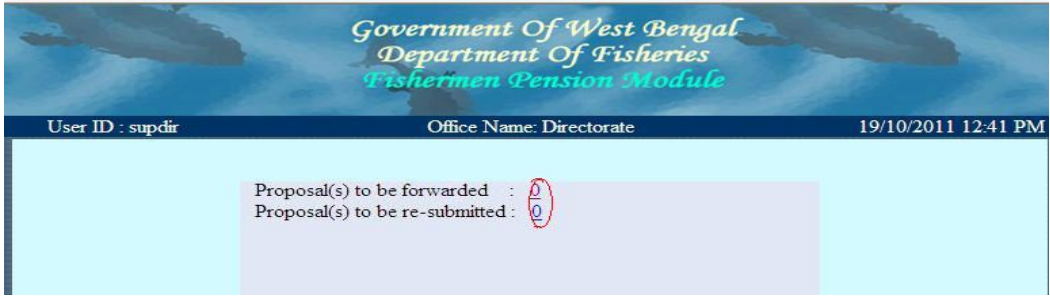


Directorate user can forward this proposal to his upper level by selecting the box and then clicking on <Forward> button. Similarly he can sent back the proposal to resubmit to his lower level.

The following message will be displayed after forwarding the proposal.



The proposal has been forwarded to Approving Authority. After forwarding the proposal the number <1> becomes <0>.



9. Departmental User

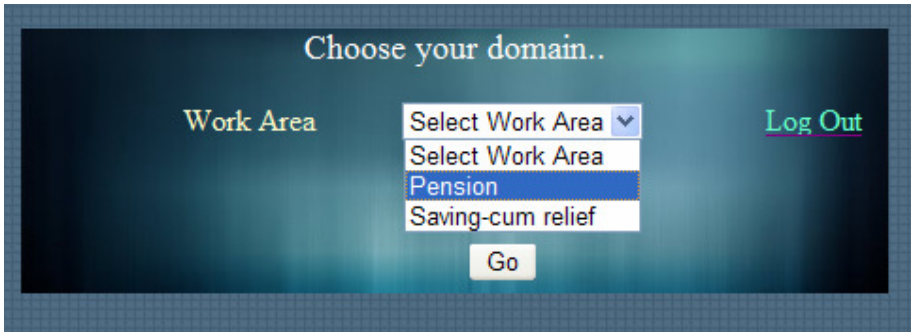
9.1 Approval User

9.1.1 **Log in:** User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.



A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Module selection Page>.



The work area contains the list of modules name like pension, saving-cum relief etc. For pension module user has to choose 'pension' from combo box, then he has to click on <Go> button. After clicking the <Go> button the following page will be displayed.

9.1.2 Pension Proposal:



Click on pension Proposal, then the following page will be displayed. Initially the number of proposal to be approved should be zero. The number <1> indicates that there is one proposal is ready for approve.



After click on <1> link the following page will display.



View: Approval user can view the proposal from <View> link.
Resubmit: To resubmit the proposal, user has to check the check box then click on <Resubmit> button. Then the proposal will be sent back to his lower level.
Approve: First you have to select the name then select the year & month of pension start date. Then click on the <Approve> button. The pensioner will get pension from Apr-2011.

After approving the proposal the number <1> becomes <0>.



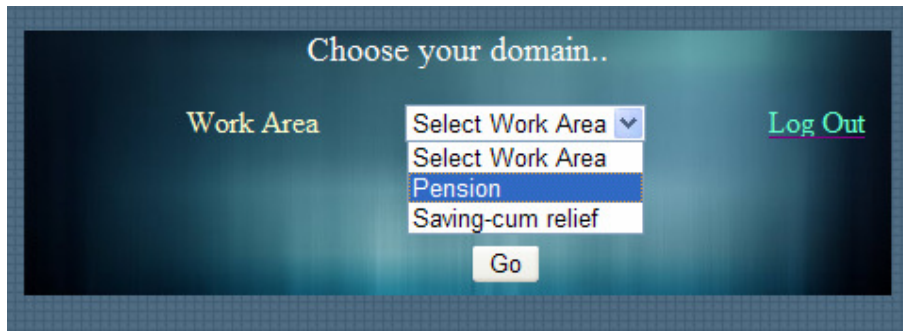
9.2 Entry User: Entry User enters the GO into the system.

9.2.1 **Log in:** User can log in with his proper user id and password. After entering the *Captcha Symbol*, user clicks on *Login* button.



A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

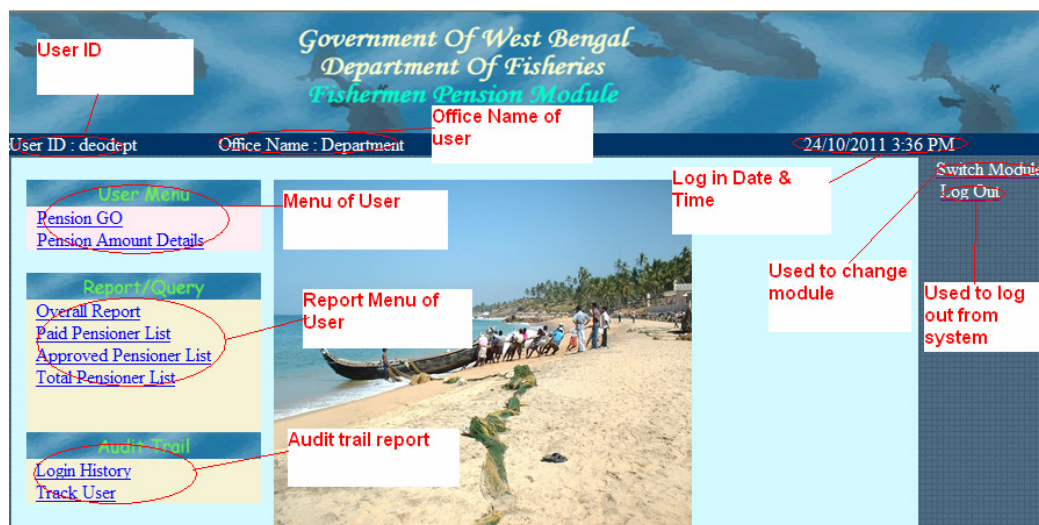
After authentication, user is redirected to the <Module selection Page>.



The work area contains the list of domains name like pension, saving-cum relief etc. For pension related work user has to choose <Pension> module from combo box, then <Go> button should be clicked.

<Log Out> option can be used to exit from the system.

After clicking the <Go> button the following page will be displayed.



Entry User gets the following menu,

Menu	Sub Menu	Description
User Menu	i) Pension GO	Used to enter GO details into the System.
	ii) Pension Amount Details	Used to enter the per month amount paid to the pensioner.
Report/Query	iii) Overall Report	Overall report of Pension Module
	iv) Paid Pensioner List	Used to get list of paid pensioner, in a financial year.
	v) Approved Pensioner List	Used to get list of approved pensioner, in a financial year.
	vi) Total Pensioner List	Used to get list of total existing pensioner present in the database.
Audit Trail	vii) Login History	To get the login details of all user in tabular form.
	viii) Track User	To get the users performance in tabular form.

9.2.2 Pension GO: After pension approval, GO is released from Department. Entry User enters the GO into the system and district wise sanctioned amount should be entered by the entry user. Entry user forwards the GO to the Verification officer of Department. Before forwarding make sure that all the sanctioned amount of the GO must be distributed. Otherwise the GO will not be forwarded. Verification officer publishes the GO. This page looks like following :

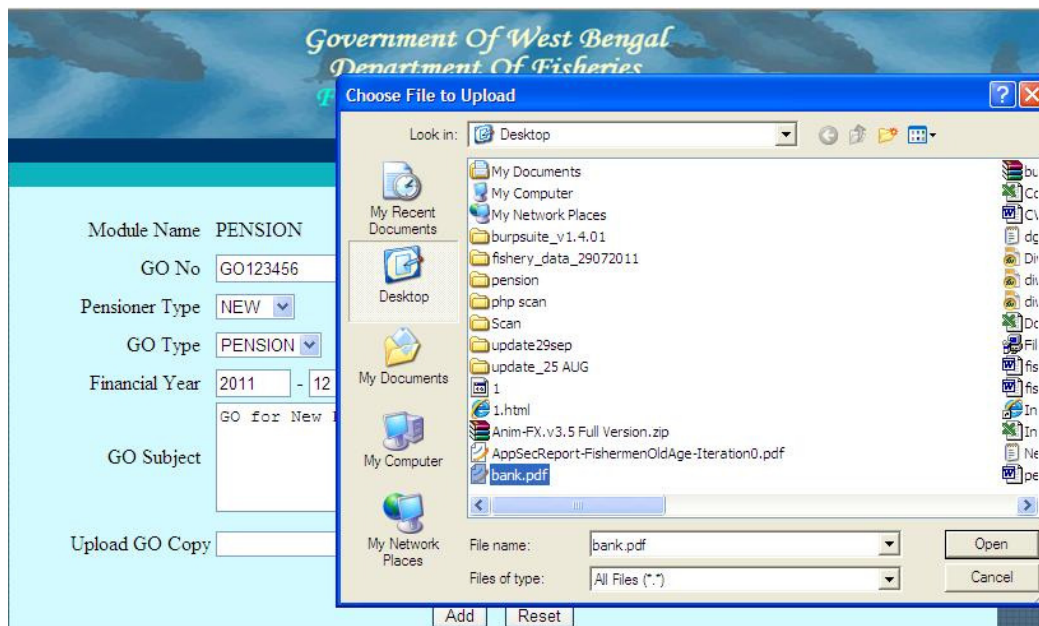


There are two menus present:

- a. New GO Entry
- b. Add District wise GO

The <0> in the forward menu signifies that there are no GO to be forwarded.

9.2.2.1 New GO Entry:



A dialog box appears to select document name to be uploaded. The complete filled up form is given below:

GO MASTER ENTRY

Module Name	PENSION	Head Of Account	2235-60-102-NP-004-V-04
GO No	GO123456	GO Date	19/10/2011
Pensioner Type	NEW	GO Amount	12000
GO Type	PENSION	Duration	2011 Apr To 2012 Mar
Financial Year	2011 - 12	GO Subject	GO for New Pensioner
		GO Details	GO for New Pensioner

Upload GO Copy C:\Documents and Setting Browse...

Add Reset

After successful submission (no clicking <Add> button) of the GO, the following message is displayed.

GO MASTER ENTRY

Module Name	PENSION	Head Of Account	2235-60-102-NP-004-V-04
GO No		GO Date	
Pensioner Type	Select	GO Amount	
GO Type	Select	Duration	2011 Jan To 2011 Jan
Financial Year	-	GO Subject	
		GO Details	

Upload GO Copy Browse...

Add Reset

Record Added Successfully
Upload Successful

A GO can be Edited or Deleted from the System.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

GO MASTER ENTRY

Module Name: PENSION Head Of Account: 2235-60-102-NP-004-V-04

GO No: GO Date:

Pensioner Type: GO Amount:

GO Type:

Financial Year: - Duration: 2011 To 2011

GO Subject:

GO Details:

Upload GO Copy:

GO No.	Go Date	Go Amount	Edit GO	Delete
GO123456	19/10/2011	12000.00	Edit	Delete
GO_TEST	23/09/2010	72000.00	Edit	Delete

9.2.2.2 Add District wise GO: This option is used to distribute GO to all districts. A GO is forwarded when the entire amount is distributed among districts. When user clicks on this option, the list of GO will be shown:

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

GO List

GO No.	Go Date	Go Amount	Add District
GO123456	19/10/2011	12000.00	ADD
GO_TEST	23/09/2010	72000.00	ADD

<ADD> link is used to distribute GO to district. After clicking on <ADD>, the below form will be appeared,

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

GO Details Entry Form

GO No.	<input type="text" value="GO123456"/>	Total GO Amount	<input type="text" value="12000.00"/>
District Name	Select District <input type="button" value="v"/>	Remaining Amount	<input type="text" value="12000"/>
No. of Pensioner(s)	Select District	DDO Name	Select DDO Name <input type="button" value="v"/>
Sanctioned Amount	Bankura	<input type="button" value="Submit"/> <input type="button" value="Close"/>	
	Bardhaman		
	Birbhum		
	Cooch Behar		
	Dakshin Dinajpur		
	Darjeeling		
	Hooghly		
	Howrah		
	Jalpaiguri		
	Kolkata		
	Malda		
	Murshidabad		
	Nadia		
	North 24 Parganas		
	Paschim Midnapore		
	Purba Midnapore		
	Purulia		
	South 24 Parganas		
	Uttar Dinajpur		

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Here the district list contains the district name eligible to get amount from this GO. We have selected <Murshidabad>. Then the eligible pensioner number will be shown with <View List> link.

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

GO Details Entry Form

GO No.	<input type="text" value="GO123456"/>	Total GO Amount	<input type="text" value="12000.00"/>
District Name	Murshidabad <input type="button" value="v"/>	Remaining Amount	<input type="text" value="12000"/>
No. of Pensioner(s)	0 View List	DDO Name	Select DDO Name <input type="button" value="v"/>
Sanctioned Amount	<input type="text"/>		Select DDO Name
			ADF
			DDF

WBSC-NIC

The <View List> contains the list of eligible pensioner

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

New Pensioner's List of Murshidabad

Sl. No.	Name	ID
1	Bappa Das	EPC90000

After clicking on <submit> button, the control comes back to the GO entry form along with the pensioner's number.

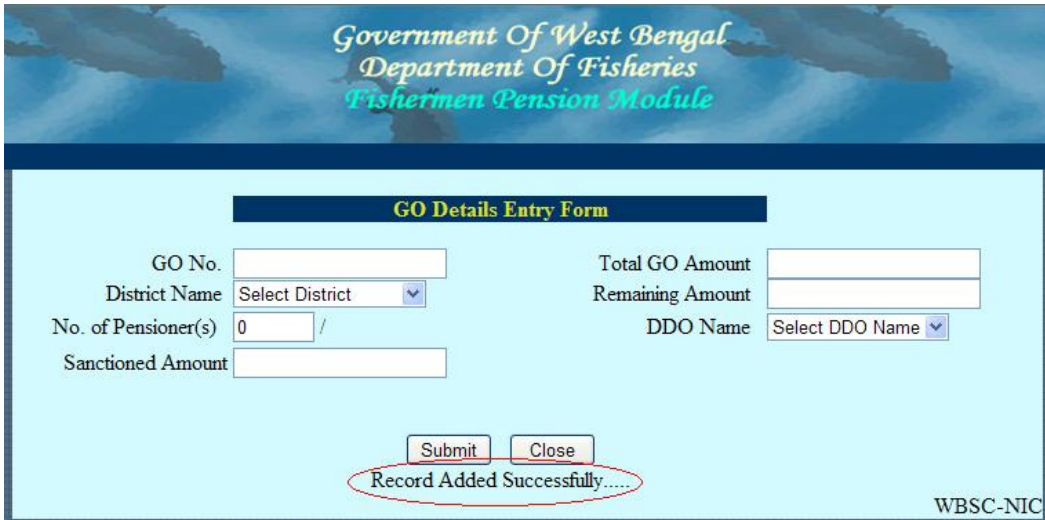
*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

GO Details Entry Form

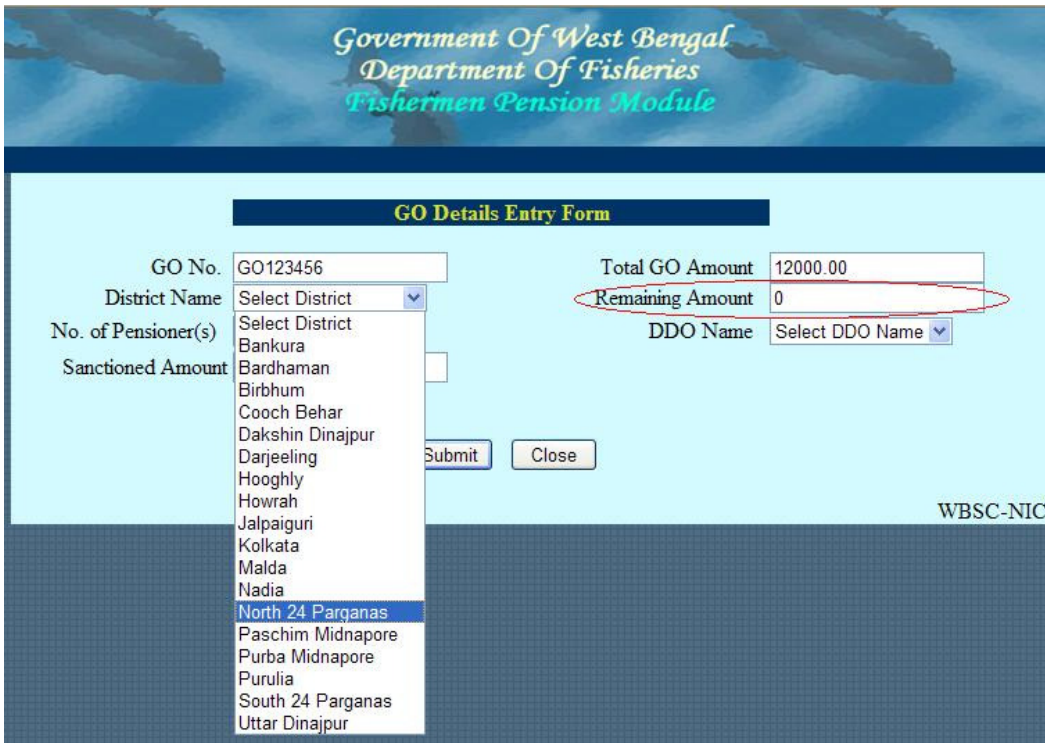
GO No.	<input type="text" value="GO123456"/>	Total GO Amount	<input type="text" value="12000.00"/>
District Name	<input type="text" value="Murshidabad"/>	Remaining Amount	<input type="text" value="12000"/>
No. of Pensioner(s)	<input type="text" value="1"/> / View List	DDO Name	<input type="text" value="Select DDO Name"/> <ul style="list-style-type: none"> Select DDO Name ADF DDF
Sanctioned Amount	<input type="text" value="12000.00"/>		

WBCS-NIC

The Sanctioned amount comes automatically depending on the Pensioner's number. On clicking <Submit> button data will be saved. The following message will be shown after successful submission,



If we want to allot amount to another district from this GO, the form looks like



After allotment of total sanctioned amount to districts, the field, <Remaining Amount> ,becomes <0> i.e. further allotment is not possible through this GO.

9.2.2.3 GO Forward :

Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

User: deodept Office: Department 19/10/2011 4:02 PM

GO Module

[New GO Entry](#)
[Add District wise GO](#)
No. of GO to be forwarded **1**

Menu Details

- **New GO Entry** : Use this menu to enter a new GO into the System.
- **Add District wise GO** : This menu is used to distribute the total GO amount districtwise.
- **No. of GO to be forwarded** : The districtwise entered GO can be forward from this menu.

Note : Until the total sanctioned amount disbursed, no GO can be forwarded to the next level.

Here <1> denotes that one GO is ready to be forwarded. After clicking on <1>, following GO list will be displayed:


Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

GO List

SELECT	GO NO.	DISTRICT NAME	AMOUNT	EDIT
<input checked="" type="checkbox"/>	GO123456	Murshidabad	12000.00	EDIT

Forward

The entered GO can be modified from <EDIT> option. To forward the GO, has to user first select the GO and then to click on <Forward> button. After forwarding, following page will come:



Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module

User: deodept Office: Department 19/10/2011 4:15 PM

GO Module

[New GO Entry](#)
[Add District wise GO](#)
No. of GO to be forwarded **0**

Menu Details

- **New GO Entry** : Use this menu to enter a new GO into the System.
- **Add District wise GO** : This menu is used to distribute the total GO amount districtwise.
- **No. of GO to be forwarded** : The districtwise entered GO can be forward from this menu.

9.2.3 Pension Amount Details: The pension amount (i.e. the amount which is disbursed per month) can be modified by Entry User of Department through the following menu.



User Menu

[Pension GO](#)
[Pension Amount Details](#)

After clicking on the mentioned option, the following page will be displayed,



Pension Paid History

Effective From Month Year

Amount

WBSC-NIC

Month and year of effect should be selected from the combo. The changed amount of pension should be entered in the field 'Amount'.

9.3 Verification User: Verification user verifies and publishes the GO.

9.3.1 Log in: User can log in with his proper user id and password. After entering the *Captcha Symbol*, user has to click on <Login> button.

User Login for Department

User Name

Password

Captcha  (Enter only Black Character)

The account will get deactivated after Five unsuccessful attempts.

A user is deactivated for 15 minutes after five consecutive unsuccessful logs in.

After authentication, user is redirected to the <Module selection Page>.

Choose your domain..

Work Area [Log Out](#)

Select Work Area
 Select Work Area
 Pension
 Saving-cum relief

The work area contains the list of domains name like pension, saving-cum relief etc. For pension related work user has to choose pension module from combo box, then <Go> button should be clicked. <Log Out> option can be used to exit from the system.

After clicking the <GO> button the following page will be displayed...

9.3.2 Pension GO:

*Government Of West Bengal
Department Of Fisheries
Fishermen Pension Module*

User ID : veodept Office Name : Department

User Menu

Pension GO



After clicking on *<Pension GO>* option, the following page will be displayed. *<1>* denotes that one GO is ready for publish.

9.3.2.1 GO Publish: This option is used to publish the entered GO.

The screenshot shows the 'GO Module' interface. At the top, it displays 'User: veodept', 'Office: Department', and '19/10/2011 4:28 PM'. Below this is a dark blue header with 'GO Module' in yellow. The main area has a light blue background. On the left, 'No. of GO to be Published' is followed by a red circle containing the number '1'. On the right, there is a purple header 'Menu Details' above a green box containing the text: '• No. of GO to be Published : The districtwise entered GO published via this menu.'

After clicking on *<1>*, the GO list will be displayed as follows:

The screenshot shows the 'GO List' interface. At the top, it displays 'Government Of West Bengal', 'Department Of Fisheries', and 'Fishermen Pension Module'. Below this is a dark blue header with 'GO List' in yellow. The main area has a light blue background. Below the header is a table with the following data:

SELECT	GO NO.	DISTRICT NAME	AMOUNT	EDIT
<input checked="" type="checkbox"/>	GO123456	Murshidabad	12000.00	EDIT

Below the table is a button labeled 'Approve' circled in red.

To publish the GO, select and click on *<Approve>*. Before publish, user can view the document from *<EDIT>* option. After forwarding, following page will come.

The screenshot shows the 'GO Module' interface. At the top, it displays 'User: veodept', 'Office: Department', and '19/10/2011 4:28 PM'. Below this is a dark blue header with 'GO Module' in yellow. The main area has a light blue background. On the left, 'No. of GO to be Published' is followed by a red circle containing the number '0'. On the right, there is a purple header 'Menu Details' above a green box containing the text: '• No. of GO to be Published : The districtwise entered GO published via this menu.'



<0> denotes that no GO is ready for forwarding.
