

**New Defined Contributory Pension Scheme
(NDCPS)**

**For
Directorate of Pension**

Operational Instructions

Version 1.0

**Government of India
Ministry of Communications and Information Technology
Department of Information Technology
National Informatics Centre
Madhya Pradesh State Centre
Bhopal (M.P.)**

New Defined Contributory Pension Scheme (NDCPS)

1.0 General

Government of Madhya Pradesh has introduced a new defined Contributory Pension Scheme (NDCPS) in place of existing pension scheme with effect from 1-1-2005 for its employees who are appointed on or after 1-1-2005. Pension scheme is based on the pre-determined contribution of 10% of the total amount of his basic pay and dearness allowance in Tier-I.

Web-enabled System is being developed for maintenance & management of new defined Contributory Pension Scheme (NDCPS). It has been decided that the input data may be captured in phases. Phase-I is aimed at capturing certain minimum basic data corresponding to each of the employees for allotment of Permanent Pension Account number while Phase-II is to cover further details related to monthly contribution besides backlog entries. For this purpose, an Input proforma has been designed, which consists of two sections i.e., A. DDO Details, B. Employee Details. The details may be seen from Annex-1.

2.0 Required Information

The following information is essential to implement CPS Ver. 1.0

- (a) District
- (b) Treasury
- (c) Department
- (d) Head Of department (HOD)
- (e) Drawing & Disbursing Officer (DDO)
- (f) Pay Scale
- (g) Post
- (h) Employee details

For uniformity & consistency, the directories of District, Treasury, Department, HOD, DDO, Pay Scale & post are being used as per office of Commissioner Treasuries. Format for Employee Input may be seen at Annex-I.

3.0 Required Hardware & Software for Implementation

- Window-based Computer System
- Internet Explorer 6.0 and above
- Internet Connectivity

4.0 Steps for Implementation

1. Invoking of System
2. Login to the System
3. Change Password
4. Verification/updation of DDO Details
5. Employee details entry
6. Data Modification
7. Report

4.1 Invoking of System

CPS Application can be invoked by double *clicking* the Internet Explorer Icon available in desktop of computer screen. On *clicking* on the Internet Explorer, URL address screen will be displayed:

Type the following website details in front of Address

<http://demo.mp.nic.in/cpension>

After typing address correctly, Press **Enter key** or *Click* on **Go** with the help of mouse,

4.2 Login to the System

On clicking the Login option at main page, select the DDO radio button. System will prompt for selection of District, Treasury, Department, HOD & DDO Code as per the following:

The screenshot shows the login interface for the Contributory Pension Scheme. At the top, it says 'Government of Madhya Pradesh' and 'Contributory Pension Scheme'. Below that, there are radio buttons for 'Select an Option' with options: DDO (selected), Director, Join Director, and Admin. Underneath, there are dropdown menus for District, Treasury, Department, HOD, and DDO. A 'Log In' dialog box is overlaid on the page, containing fields for 'User Name' and 'Password', and 'Log In' and 'Cancel' buttons.

Select appropriate District, Treasury, Department, HOD & DDO code. On Selection of aforesaid details, System will ask password, Please enter the assigned password for login to the System.

4.3 Change Password

On Successful login to the System Please change the password immediately as per the following procedure:

- Select the **change password** option under **Housekeeping**, following screen will appear:

The screenshot shows the 'Change Password' form within the 'Contributory Pension Scheme' interface. The header includes the Government of Madhya Pradesh logo and the Directorate of Pension. The breadcrumb trail is 'Home | Change Password'. The form contains the following fields and buttons:

- User Id:** 0500701001
- Enter Old Password:** [Text Input Field]
- Enter New Password:** [Text Input Field]
- Buttons:** Save, Reset

Enter the following Details:

- Old Password
 - New Password
- and click the save button

You may now login to the System with the new password

4.4 Verification/update of DDO Information

On selection of **DDO Information** under Master Information, a screen will be displayed as per the following:

The screenshot shows the 'DDO Information' form within the 'Contributory Pension Scheme' interface. The header includes the Government of Madhya Pradesh logo and the Directorate of Pension. The breadcrumb trail is 'Home | DDO Information'. The form contains the following fields and buttons:

- DDO Code:** 0500704006
- DDO Designation:** [Text Input Field containing: 'up] [jilaadhyakSh] [vaaste] [jilaadhyakSh]
- Buttons:** Update, Cancel

Do the following:

- Correct the Designation of DDO, if required
 - Click on **Update** option
- A message will be displayed regarding the confirmation of updation.

4.5 Employee details entry

On selection of **Employee Information** under Master Information, a screen will be displayed as per the following:

Government of Madhya Pradesh
Contributory Pension Scheme
Directorate of Pension

Master Information • Reports • House Keeping • Logout Home Employee information

District	Treasury	Department	HOD	DDO Designation (Code)
Bhopal	Bhopaal Jilaa Koshhaalay	Revenue	[sambhaagaayukt] [bhopaal]	collector Bhopal.(0500701001)

Employee Code

First Name Middle Name Last Name

Father's/Husband's Name

Sex Male Female Category

Marital Status Married UnMarried

Date Of Birth

Date Of Appointment

Designation

Pay Scale

Basic Pay

Click on **Add New** button to enable data entry which can be saved by **Save** button option. All information except for employee code is mandatory. Saving the record will generate a registration number for this employee. This Registration number can be used for searching the employee information for modification.

4.6 Data Modification

Employee data modification can be done by clicking on **search** button. After clicking on **search**, a message will be displayed

Enter Employee Registration Number in search box

Do the Following:

- Click on OK on message box
- Enter Registration No. in appropriate box
- Click on Go button

Now the information of the entered Registration number will be displayed on the screen for modification. Click on **save** button after modification.

4.7 Report

On selection of **Report**, the checklist will be displayed as follows:

Employee Information Check List											
District: BHOPAL Treasury: vallabh bhavan koshhaalay			HOD: [sambhaagaayukt] [bhopaal]			Department: Revenue DDO: Commissioner Hosangabad Division, bhopal(0520701002)					
Sr.No	Reg.No	Name/Empcode	Father/Husband Name	Sex	Category	Marital Status	Date of birth	Date of Appointment	Pay Scale	Designation	Basic Pay
1	1	Chandan Singh Bhakuni/111111111	H S Bhakuni	Male	GEN	Unmarried	12/03/1981	19/06/2006	6500-200-10500	Sta	6500
<input type="button" value="Print"/> back											

The report can be printed using print option. The copy of this report is to be attached with the pay-bill of salary of February month paid in march.

5.0 Exit

On selection of **logout**, may exit from the System.

6.0 Feedback

Feedback /Suggestions may be sent to as per the following:

1. Ms .Anuradha Mukhedkar, Commissioner
 2. Sh. Sanjay Shrivastav, Jt. Director, Pension
- OR**
1. Sh. A.K. Saxena, Senior Technical Director
 2. Ms. Sushma Mishra, SSA

dirpension@mp.nic.in

saxena.ak@nic.in
mishra.sushma@nic.in

Annex-1

**New Defined Contributory Pension Scheme
(NDCPS)
Input Form**

A. DDO Details

1. District Name : _____
2. Treasury Name : _____
3. DDO Code :

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(Allotted by Treasury)
4. DDO Designation: _____

B. Employee Details

S. No.	Name of the Employee in full (First, Middle & Surname in Capital Letters)	Emp-loyee Code	Sex (M/F)	Date of Birth dd/mm/yyyy	Father's/Husband's Name (Husband Name for Married Female Employee)	Emp-loyee Category (Gen/SC/ST/OBC)	Marital Status	Date of Appoin-tment dd/mm/yyyy	Pay Scale	Name of Post	Basic Pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Signature of DDO with Date & Seal

NDCPS Input Form Filling Instructions

1. CPS data include the names of all employees who have been appointed on or after 1st Jan. 2005.
2. Input Data should be in English Only.
3. CPS input Format is divided in two sections A.DDO details, B. Employee details. The brief explanation is as Follows :

A. DDO Details:

- ◆ DDO Code : Allotted by Treasury
- ◆ Treasury Name: Name of the respective Treasury to which DDO belongs

B. Employee Details:

- ◆ Name of the Employee in Full
Name of the Employee should be given in Full as First Name, Middle Name & Surname (in Capital letters)
e.g. **Ram Prasad Sharma** (Please do not fill as R. P. Sharma)
- ◆ Hubsand's Name : Only for Female Married Employees
- ◆ Father's Name : For Male & Female Unmarried Employees
- ◆ Date of Birth : Date, Month, Year Format as dd/mm/yyyy

4. Data entry & verification of employee information is to be done by the office of DDO.