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<b><u>Circular No:</u> 96/2020-2021</b>	<b><u>Subject:</u> Implementation of Pension Module</b>
<b><u>Ref. No.</u> JRGB:HO:HRD</b>	<b><u>Date:</u> 02.11.2020</b>

**ALL REGIONAL MANAGERS/BRANCH MANAGERS  
ALL REGIONS/BRANCHES/OFFICES  
ALL PENSIONERS/FAMILY PENSIONERS**

**STAFF PENSIONERS/FAMILY PENSIONERS**  
**IMPLEMENTATION OF PENSION MODULE (INTEGRATED PENSION MANAGEMENT SYSTEM)**

We are pleased to inform that the Pension Module for Pensioners/ Family pensioners has been implemented in our Bank. This module can be accessed by our Branches. Pensioners/Family pensioners can now avail undernoted benefits through their Pension paying Branches.

➤ **MONTHLY PENSION SLIP: -**

Pensioners/Family pensioners can obtain monthly pension slip at Branch level by showing their PPO number to the pension paying Branch.

➤ **SUBMISSION OF LIFE CERTIFICATE: -**

Please refer to our Bank's circular No-80/2020-2021, dated 12/10/2020. Process flow for submission of details in pension module for Branches are enclosed in **SOP as Annexure-I**.

➤ **SUBMISSION OF INVESTMENT: -**

This menu is under testing; it shall be implemented shortly.

(2) While ensuring the above arrangements, the pension paying Branch will follow the process and guidelines as enumerated below:

- (i) Branch Manager of Pension paying Branch shall ensure to submit the pensioner Life certificate details in Pension module as per SOP.
- (ii) After submission of details in pension module, Branch Manager should ensure to preserve the Life Certificate/Non-Remarriage/Non- Employment Certificate to Head Office without any delay and retain one copy of the same for their record.

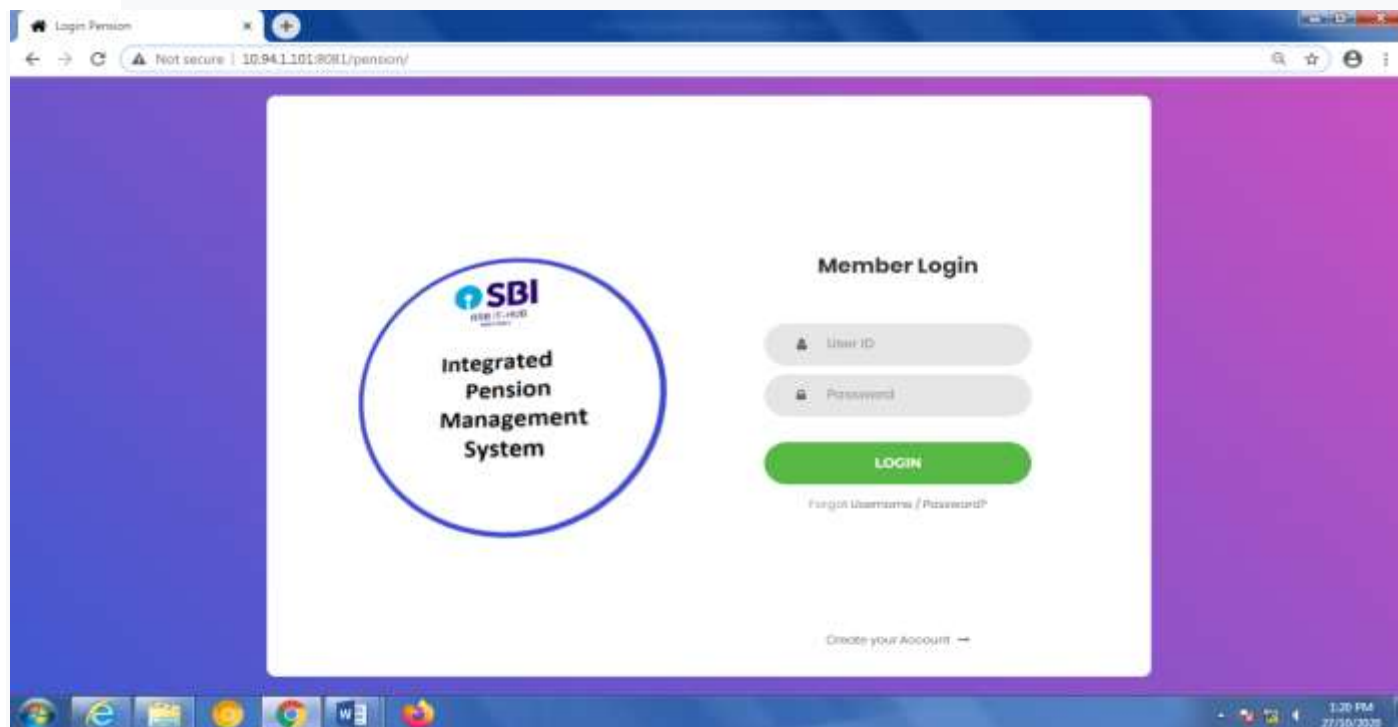
3) Please bring the contents of the circular into the knowledge of all staff Pensioners/Family pensioners/staff of the Bank. This circular and SOP are also available in Bank's website "[www.jrgb.in](http://www.jrgb.in)".

(S. V. Zode)  
**Chairman**

**Encl: As stated above.**

**Jharkhand Rajya Gramin Bank**  
**Head Office, Ranchi****Standard Operating Procedure (S.O.P) for Branch for accessing of Pension Module (Integrated Pension Management System) at intranet of Bank**

- (1) Fill the undernoted address to address Bar of the Google Chrome /Internet Explorer of your system.  
URL: <http://10.94.1.101:8081/pension/>
- (2) After entering the address/Url on address bar you will find below mentioned screen where Branch Manager has to enter Branch code of the Branch as a User ID and default password will be "1" (numeric). Later on, it is instructed to change the password for safety purpose.



- 3) After login, Branch shall find three menu in the top of the screen (Screen shot attached below):
  - a) Pension
  - b) Add Life Certificate – This menu shall be used to submit life certificate of the pensioners/family pensioners after entering Pension Payment Order Number (PPO No. issued by the Bank) as per instruction of the Bank.
  - c) Pension Slip Generation – This menu shall be used to generate the Pension Payment Slip of pensioner/family pensioner for a particular month.

Pension

ADD Life Certificate Pension Slip Generation

DANGALPARA

## JHARKHAND RAJYA GRAMIN BANK

(HEAD OFFICE : RANCHI)

Pension Summary	
Family Pensions	168
Superannuation	727
VRS Pensions	0
Total Pensions	895

4:43 PM  
31-10-2020

4) In case of any discrepancies found by Branch Manager/Pensioner/Family Pensioner in the data, please email us on "[hohr@jrgb.in](mailto:hohr@jrgb.in)".

**(Thank You)**