

**OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS
ANDHRA PRADESH, HYDERABAD.**

Memo No.DWA/Hyd/Sn-II/A-8/2013-14/ 432 Dated.06-01-2014.

Sub:- BMS – New Pension Scheme (NPS) – Introduction of Contributory Pension Scheme to A.P State Govt. Employees from 01-09-2004 – Providing service in BMS to upload data, Generate TEO & FPU – Instructions issued.

As you are all aware that, the Government have introduced a new Contributory Pension Scheme based on Defined Contributions for all the employees, who are recruited on or after 01-09-2004. Accordingly the employee's contributions of 10% of the Basic Pay & DA from their salary and matching contribution by the State Government for each employee have been adjusted through TEO to the AG (A&E) Andhra Pradesh, Hyderabad every month manually by the PAOs/APAOs of this organization.

- I. Now with proposed new system FPU is being generated online, it has to be ensured that, the employee data is accurate. Therefore, the details of each employee covered under CPS may be carefully verified and corrected wherever necessary. This facility of corrections will not be available once data is posted against the employee.
- II. Changes if any due to transfers from one DDO to another, permission is available for changing the DDO in PAO Login. In case the changes are between PAO and PAO, online request may be sent to Directorate.
- III. This service is meant for only 'Current Data' but not for 'Legacy Data'.
- IV. The Screens provided to facilitate the PAOs/APAOs to generate the Online TEOs, FPU Report and Cheque Posting in Online BMS (in DEOs Logins) are as follows:

Screen -I	Menu→Click on CPS Relevant Menu Options will be displayed. CPS Schedules Add Arrears CPS Monthly Status Report TEO Generation FPU Report Cheque Postings For preparing the Schedules, click on CPS Schedule
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Screen-II	<p>Select Department and DDO, DDO Registration Number will automatically displayed, then select Financial Year, Month and Voucher Number, a statement showing the employees details with PRAN Numbers will be displayed. Enter the Regular Amount, Arrears amount if any. Previous Month Regular Amount and Previous Month Arrears Amount will be displayed from the subsequent month against the employee. Pending amount if any shall be specified below with specific reason and then click on 'Calculate Amount' and then click on 'Save'. Data will be saved only when the total amount tallies with the voucher amount. A message will be displayed on your screen that, '1 Employee's CPS Amount Updated. Your CPS Reference Number..... in the year'.</p>
Screen-III	<p>To add the Arrears amount click on 'Add Arrears' → Select the Department, DDO, Fin.Year, Month and Voucher Number and then select the employee Name and click on 'Add'. Employee details will be displayed. Enter the Arrears amount and Pending Amounts if any with specific reasons and then click on 'Calculate Amount' and then 'Save'. Data will be saved only when the total arrears amount tallies with the voucher amount. A message will be displayed on your screen that, '1 Employee's CPS Amount Updated. Your CPS Reference Number..... in the year'.</p>
Screen-IV	<p>CPS Monthly Status Report → Here, Select the PAO Name, Fin. Year and Month and press the button 'Submit', then Total voucher amount (from FACTS), Total CPS Amount and Difference Amount will be displayed Department wise. The difference should be zero. There are two options provided to export the excel sheet and take printout option. By Clicking on the Department, voucher wise details will be displayed.</p>
Screen-V	<p>TEO Generation → Select Department, Fin.Year and Month and press the button 'Submit'. TEO can be generated only when entire voucher amount is posted in CPS and TEO will be generated for the amount, where there are PRAN Nos available. Checkout the total amounts displayed in this screen i.e., Amounts posted in FACTS, Total CPS posted, Amount with PRAN and without PRAN, Amount pending and Amount to be uploaded and press the button 'Open TEO'. Before pressing the button 'Open TEO' they have to confirm that the status of CPS TEO & CPS-FPU are with 'NO'.</p> <p>TEO form will be displayed. Check out the amounts and press the button 'Save' and take a printout of the TEO. Assign a Number to the TEO and Post the TEO in FACTS by selecting the Fin.Year and Month.</p> <p>The TEO posted in the FACTS will be displayed with the same number in CPS TEO. Check out the details and press the button 'Save'. A message will be displayed 'TEO Generated</p>

	Successfully and the press OK and take a 'Printout' .
Screen-VI	FPU Report → Select PAO Name, Department, Fin.Year and Month then press the button 'Submit' . Verify the amount shown here and confirm the generation of the Online CPS TEO and FACTS TEO with the status 'YES' and then press the button 'Generate FPU' . A message will be displayed that 'FPU Generated Successfully' then click on 'OK'
Screen-VII	Cheque Posting → Select Department, Fin.Year and Month and then press the button 'Submit' Verify the amount shown in this screen and confirm the status of Online CPS TEO and CPS - FPU status with 'YES' and enter the Cheque details(i.e., PAO E-Cheque and DDO-Physical Cheque) with NSDL Reference No. and then press the button 'Post Cheque' . A message will be displayed that the 'Cheque Posted Successfully' . Press OK

The above process was tried as pilot in PAOs Hyderabad and Ranga Reddy. They have successfully uploaded the data and generated Online TEO&FPU for the month of November 2013.

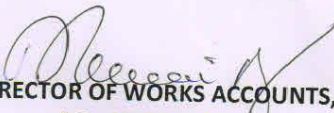
Therefore the same facility is enabled to all the PAOs/APAOs. From December 2013 onwards, CPS postings are to be invariably done through BMS.


In case of any

- 1) Technical Issues: please contact to the Phone No.040-24745188.
- 2) For any posting clarifications: please contact to the following Numbers.

Nagesh, DEO O/o. the PAO, Hyderabad Cell No. 9059707849
Karunakar, DEO O/o. the PAO, Rangareddy Cell No. 9618252869

The Memo is available in the 'DWA Memos' in Online BMS Portal.


DIRECTOR OF WORKS ACCOUNTS,
A.P., HYDERABAD.


06/11/2014

To
The PAOs/APAOs
Copy to the JDWAs for information.

Screen – I

Transactions	▶	
CPS	▶	Enter Employee Details
Account Submission	▶	Search Employee
Reconciliation	▶	CPS Schedule
Reports-Bills Position	▶	Add Arrears
Reports- General	▶	C.P.S Monthly Status Report
Reports- For Tallying	▶	TEO Generation
Reports-Masters	▶	FPU Report
Logout		Cheque Posting

Screen – II

CONTRIBUTION PENSION SCHEME EMPLOYEE BILL

Department:	Panchayat Raj
D.D.O:	EE, PRI Division, Vikarabad
DDO Registration Number:	SGV137655C
Fin Year:	2013-2014
Month:	Aug 2013
Voucher No:	0037

Total CPS Amount in FACTS:- 1306
Total C.P.S Entered:- 1306

S.No.	Employee Id	Employee Name	PRAN No.	Regular Amount	Arrears Amount	Prev Month Regular Amount	Prev Month Arrears Amount	Remarks
1	1464546	AENUKA NARENDAR BABU	110042751362	1306	0	0	0	

Pending Amount:	<input type="text"/>
Reason for Pending Amount:	<input type="text"/>

Screen – III

CONTRIBUTION PENSION SCHEME EMPLOYEE BILL (ARREARS)

Department:	Panchayat Raj
D.D.O:	EE, PRI Division, Vikarabad
DDO Registration Number:	SGV137655C
Fin Year:	2013-2014
Month:	Aug 2013
Voucher No:	0038

AENUKA NARENDAR BABU-110042751362	<input type="button" value="Add"/> <input type="button" value="Clear"/>
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S.No.	Employee Id	Employee Name	PRAN No.	Regular Amount	Arrears Amount	Prev Month Regular Amount	Prev Month Arrears Amount	Remarks
1	1464546	AENUKA NARENDAR BABU	110042751362	0	290	0	0	Arrears Remarks

Pending Amount:

Reason for Pending Amount:

Screen – IV

CONTRIBUTION PENSION SCHEME – MONTHLY STATUS REPORT

PAO Name:	RANGAREDDY-PAO
Fin Year:	2013-2014
Month:	Aug 2013

RANGAREDDY-PAO-Panchayat Raj Department in the month of Aug 2013

S.No.	VOUCHER NUMBER	VOUCHER AMOUNT	WITH PRANNO	WITHOUTPRANNO	POSTED AMOUNT	PENDING AMOUNT	REASON
1	0037	1306	1306	0	1306	0	
2	0038	290	290	0	290	0	
		1596	1596	0	1596	0	

Screen – V

TRANSFER ENTRY ORDER (TEO) GENERATION

Department	Panchayat Raj	▼
Fin Year	2013-2014	▼
Month	Aug 2013	▼
<input type="button" value="Submit"/>		
TOTAL AMOUNT POSTED(FACTS):-	1596	
TOTAL C.P.S POSTED:-	1596	
POSTED AMOUNT(WITH PRANNO):-	1596	
POSTED AMOUNT(WITH OUT PRANNO):-	0	
POSTED AMOUNT(PENDING):-	0	
TOTAL AMOUNT TO BE UPLOADED:-	0	
CPS TEO GENERATED:-	NO	
CPS FPU GENERATED:-	NO	
<input type="button" value="Open TEO"/>		

Office of the Pay & Accounts Officer, W&P, RANGAREDDY
 Transfer Entry Order No 2013-2014 ▼ Select Month ▼ of Panchayat Raj Department

Sl.No	Brief Particulars of Transfer Entry	Debit			Credit			Remarks	
		Details	Head of Account	Amount	Details	Head of Account	Amount		
1	Towards transfer of Government matching contribution into CPS Account of employees for remittance into NSDL website and individual subscribers accounts for the month of Aug 2013	Government Contribution amount matching to Employees Share	2071-01-117-00 -04-320-000	1596	Being amount transferred as per G.O Ms.No 196 Finace (Pension-I) Department,dated 24.7.2013(Govt.Contribution)	8342-00-117-00 -04-002-000	3192		
	Month								Amount
	Aug 2013								1596
	Total								
	Towards transfer of Employees contribution into CPS Account of employees for remittance into NSDL website and individual subscribers accounts for the month of Aug 2013	Employees Contribution Amount	8342-00-117-00 -04-001-000	1596					
Month	Amount								
Aug 2013	1596								
Total									
	GRAND TOTAL			3192			3192		

Pay & Accounts Officer ,W&P,
RANGAREDDY

Screen – VI

CONTRIBUTION PENSION SCHEME – FPU REPORT

PAO Name:	RANGAREDDY-PAO
Department:	Panchayat Raj
Fin Year:	2013-2014
Month:	Aug 2013
Submit	

TOTAL C.P.S POSTED:-	1596
POSTED AMOUNT(WITH PRANNO):-	1596
POSTED AMOUNT(WITH OUT PRANNO):-	0
POSTED AMOUNT(PENDING):-	0
TOTAL AMOUNT TO BE UPLOADED:-	0
CPS TEO GENERATED:-	YES
FACTS TEO GENERATED:-	YES
CPS FPU GENERATED:-	NO



Generate FPU

C.P.S PARTICULARS OF PANCHAYAT RAJ DEPARTMENT AND MONTH OF AUGUST-2013

S.No.	DDO. Reg. No.	PRAN No.	Employee Name	Govt Contribution	Employee Contribution	Pay Month	Pay Year	Cont.Type	Remarks
1	SGV137655C	110042751362	AENUKA NARENDAR BABU	1306	1306	AUGUST	2013	REGULAR	
2	SGV137655C	110042751362	AENUKA NARENDAR BABU	290	290	AUGUST	2013	ARREARS	Arrears Remarks

Screen - VII

CPS- CHEQUE POSTING

Department: Panchayat Raj
Fin Year: 2013-2014
Month: Aug 2013

Submit

TOTAL AMOUNT POSTED(FACTS):-	1596
TOTAL C.P.S POSTED:-	1596
POSTED AMOUNT(WITH PRANNO):-	1596
POSTED AMOUNT(WITH OUT PRANNO):-	0
POSTED AMOUNT(PENDING):-	0
TOTAL AMOUNT TO BE UPLOADED:-	0
CPS TEO GENERATED:-	YES
CPS FPU GENERATED:-	YES
CPS CHEQUE POSTED:-	NO

PAO E-Cheque No: 1234567
PAO E-Cheque Date: 10/10/2013
DDO Physical Cheque No: 789
DDO Physical Cheque Date: 11/10/2013
NSDL Reference No: 123456

Post Cheque