



GOVERNMENT OF KERALA

Abstract

PRISM- Pensioners Information System- e-submission of pension papers-
Detailed Guidelines and procedures-Orders Issued.

FINANCE (PENSION-A) DEPARTMENT

G.O.(P) No. 49/2017/Fin.

Dated, Thiruvananthapuram, 21.04.2017

Read: 1. G.O(P) No. 421/2014/Fin dated 25.09.2014.

2. GO(P) No. 179/2016/Fin dated 10.12.2016.

ORDER

The Government vide order read as 1st paper above have accorded sanction to develop a central repository known as PRISM containing the database of pensioners. Moreover, Government have issued the detailed list of Pension Sanctioning Authorities vide order read as 2nd paper above. As a part of the effective implementation of PRISM, the Government have now decided to implement online submission of pension books. For this, employees have to log in to the PRISM portal available in the website of the Finance Department and after making necessary entries as detailed in the Annexure, submit e-pension book to Head of Office/Head of the Department. After verifying the entries submitted by the employee, the Head of Office/Head of the Department shall submit the same to the Pension Sanctioning Authority. After according sanction, the Pension Sanctioning Authority shall submit e - pension book to the Accountant General. After sanctioning pension, the Accountant General shall furnish the verification report to the Pension Sanctioning Authority and a copy to the treasury. The Pension Sanctioning Authority shall furnish the event/non-event certificate to the

Accountant General so as to complete the procedure. The detailed guidelines and procedure which the employee, Head of Office/Head of the Department and Pension Sanctioning Authority have to be followed is appended herewith.

BY ORDER OF THE GOVERNOR

DR.K.M.ABRAHAM

ADDITIONAL CHEIF SECRETARY (FINANCE)

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram
The Principal Accountant General (Audit), Kerala, Thiruvananthapuram
The Principal Accountant General (E&RSA), Kerala, Thiruvananthapuram
All Head of Office/Head of the Department, All PSAs
The Director of Treasuries, Thiruvananthapuram
The Nodal Officer, www.finance.kerala.gov.in
All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries
and Under Secretaries to Government.
The Private Secretaries to Chief Minister and other Ministers.
The Private Secretaries to Speaker, Deputy Speaker, the Leader of Opposition
and Government Chief Whip.
The Director of Public Relations, Thiruvananthapuram
The Secretary to Governor.
The Additional / Deputy Secretary to Chief Secretary.
The Director, Information & Public Relations Department (For Press release).
Stock File / Office Copy

Forwarded By Order



Section Officer

Steps to follow:-

I. Employee/Pensioner

In order to submit the personal/service details through online, employee who is going to be a pensioner has requested to follow the steps detailed below.

- Step-1 : Go to www.finance.kerala.gov.in (official website of Finance Department)
- Step-2 : Click on the link 'prism' (Pensioner's portal-kerala will open)

OR

- Go to www.prism.kerala.gov.in
- Step-3: Go to the 'New user registration' for sign up. (During sign up please enter the details like PEN, DOB and then click on 'check' whether other details are correctly being populated, then enter Mobile number and e-mail address and click to Register as an employee).
- Step-4: Wait to get an SMS to the registered mobile number. (After you enter the details, prism administrator will verify the details which you have entered. After the verification process, you will get a 'user name and a password' via SMS)
- Step-5: Now you are ready to log in. Go to the home page again and login using the username and password received along with a captcha you will get a welcome screen. Left top corner of the screen you can see your name. Similarly on right top screen you can see your login status as an employee.
- Step-6: On left top in red colour, you can see a link as "pension e- filing"-click here to begin.
- Step-7: Soon after you click on "pension e- filing" you will get a space to give your details one by one. Fill those columns with extreme care. There are total 10 pages to fill

and you will get a dialogue box to proceed from one page to the next. In the first page some information seen cannot be edited which come from SPARK .

Step-8: You are requested to fill the pages one by one with extreme care, without making any errors. "Proceed" button should be clicked to move from one page to the end (In case you logout by mistake before completing the procedure you can start with the link 'processing' from where you had stopped just before you logged out)

Step-9: After all entries are made, go to 'view report'.

Step-10: After you viewed your report to make sure that there is no error in those details given by you, select the officer and 'submit' the application after e-signing the document on receiving OTP.

Step-11: All steps are over now, the details which you had entered is now available in the inbox of your Head of Office/Head of the Department. Now you can log out from the portal.

II : Head of Office/Head of the Department

In order to verify the details submitted by each employee, the Head of Office/Head of the Department have to login to the prism portal by following the same steps for registering mentioned above in I.

Step 1 : Go to the www.finance.kerala.gov.in (official website of Finance Department)

Step-2 : Click on the link 'prism' (Pensioner's portal-Kerala will open)

OR

Go to www.prism.kerala.gov.in

Step-3: Go to the 'New user registration' for sign up. (During sign up please enter the details like PEN, DOB and then click on 'check' whether other details are correctly being populated, then enter Mobile number and e-mail address and click to Register as Head of Office/Head of the Department).

- Step-4: Wait to get an SMS to the registered mobile number. (After you enter the details ,prism administrator will verify the details which you have entered. After the verification process ,you will get a 'user name and a password' via SMS)
- Step-5: Now you are ready to log in. Go to the home page again and login using the username and password received along with a captcha you will get a welcome screen. Left top corner of the screen you can see your name. Similarly on right top screen you can see your login status as Head of Office/Head of the Department.
- Step 6 : Check your inbox. You can see the application which employee had sent to you.
- Step 7: Go to each page in order to verify whether the entries made by the employee is correct. "Proceed" button should be clicked to move from one page to the end.
- Step 8: Finally you will get an end page with a dialogue box in which you can fill remarks "the details verified and found correct".Care should be taken to update the "Remarks by the Receiving Authority" page.
- Step 9: View report. If the report is correct, select the Officer and 'submit' the application after e-signing the document on receiving OTP. The application will be sent to the inbox of Pension Sanctioning Authority selected. If any error is observed click on reject so that the application will go back to the inbox of the employee. So that he can correct and re-submit the application.

III. Pension Sanctioning Authority

In order to sanction the pension, the pension sanctioning authority also has to login to the PRISM portal by following the same steps described above in I.

Step 1 : Go to the www.finance.kerala.gov.in (official website of Finance Department)

Step-2 : Click on the link 'prism' (Pensioner's portal-Kerala will open)

OR

Go to www.prism.kerala.gov.in

Step-3: Go to the 'New user registration' for sign up.(During sign up , please enter the details like PEN, DOB and then click on 'check' whether other details are correctly being populated,then enter Mobile number and e-mail address and click to Register as Pension Sanctioning Authority).

Step-4: Wait to get an SMS to the registered mobile number. (After you enter the details ,prism administrator will verify the details which you have entered. After the verification process ,you will get a 'user name and a password' via SMS)

Step-5: Now you are ready to log in. Go to the home page again and login using the username and password received along with a captcha you will get a welcome screen. Left top corner of the screen you can see your name. Similarly on right top screen you can see your login status as Pension Sanctioning Authority.

Step 6 : Check your inbox. You can see the application which Head of Office/Head of the Department had sent to you.

Step 7: Go to each page in order to verify whether the entries made by the employee is correct. "Proceed" button should be clicked to move from one page to the end.

Step-8: Last and Final page, page No.11 is for the Orders of Pension Sanctioning Authority.

Step-9: In order to put signature click on the "e-sign" link and an OTP will generated and send to your registered mail, with the help of that OTP you can sanction pension .

In the case of Non-gazetted employees, the submitted application will go to the AG(Pension) directly on submission and in the case of Gazetted employees , Pension Sanctioning Authority has to submit the application direct to the concerned GE Section for verification. The retiring employee can view the report(pdf)of the different stages of sanction/authorisation (By Head of Office/ Head of the Department/ Pension Sanctioning Authority/ Accountant General) at the time of approval by the competent authority itself.

General Instructions:-

- Those who are retiring from Finance Department and have not yet submitted their pension book shall submit e pension book from 01/05/2017.
- The date of e-submission of pension book for other departments will be issued separately.

Two set of hard copies of e-pension book may also be submitted until further instructions are issued by the Government.