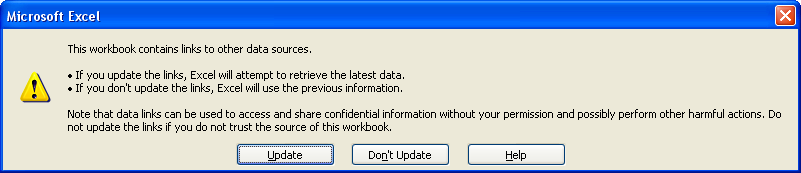
|  |  |  |  |
| --- | --- | --- | --- |
| **General Instruction-How to use pension master (2.0)** | | | |
|  | Open Pension master folder and select sheet “Pension master (2.0) and start your work….  **What is New** | |  |
|  | 1 | Enable macros…..Please understant work flow of pension calculation sheets that's are  used in Pension master (2.0) |  |
|  | 2 | Input your required information in excel sheets i.e. Data → Data → Mastersheet → Family data → Recovery….as indicated in workflow |  |
|  | 3 | Please do not input/edit any cells of above excelsheets, if you want to change any data in above excelsheet, use only those excelsheet, which are shown in "Work flow Diagram"  (*otherwise, your result/output will be changed/wrong calculation)* |  |
|  |  |
|  | 4 | Use only unhighligted cells (i.e. white cells) , rest cells are linked with relevant other cells/sheets |  |
|  | 5 | Do not remane any workbook/sheet, after finishing job, save files and rename the folder as requirement. |  |
|  | 6 | Please leave the cells blank, if no data to input in particular cells for correctness purpose. |  |
|  | 7 | If you direct try to open workbook "Regular Pension" or "Family Pension"….shown in folder,  you will found following screen, in this case use always button "Update" for find out correct data |  |
|  |  |



|  |  |  |
| --- | --- | --- |
| **Name of Sheet** | **Description of sheet** | **Remarks** |
| Data | Fill necessary information of Pensioner , Office and Bank | All the fields are applicable to each case, where more than one options, select appropriate value through drop down menu . |
| Add | Use sheet "Add" (if name of department and services are not listed in sheet "Data") | Most of department name is already added in sheet “Data”.. |
| Master sheet | 1. This is main sheet, where users have to input relevant information related to pension case. 2. In this sheet, various master information are required case wise, so read cells particular first and then decide that whether what cells are applicable to your case. Please leave blank non applicable cells. 3. Please avoid inputting mismatch type data. | 1. First use cell B2 (in this cell input your employee id/code of sheet “Data”) and press enter.. Your basic data that have already feeding in sheet “Data”, shows on screen. 2. Fill white colour cells that’s relating to your case. Where more than one options situation raise, use drop down menu and select your applicable value. 3. If particular cell doesn’t relevant to your case or no data position, please leave these cells blanks. |
| Qualify Service | First read cells particular first and then fill your applicable value. | Leave the blank, if no data. |
| Family Data | First read cells particular first and then fill your applicable value. | Fill white colour cells that’s relating to your case. Where more than one options situation raise, use drop down menu and select your applicable value.Leave the blank, if no data. |
| Recovery | This sheet is applicable in that case where we want to deduct/adjust recoverable amount through Gratuity. Please select process “YES/NO “menu in each value, | Fill white colour cells that’s relating to your case. Where more than one options situation raise, use drop down menu and select your applicable value.  Leave the blank, if no data. |
| LTA | This sheet applicable in that case where employee take Long Term Advance (HBA/Vehical) | Fill white colour cells that’s relating to your case. Where more than one options situation raise, use drop down menu and select your applicable value.Leave the blank, if no data. |
| CEOL | If only one case relating to Extra ordinary leave, use sheet “Qualify Service” and if more than one case , then use this sheet |  |
| Service History | For count of total qualifying/non qualfitying service only checking purpose | There is no linking of this sheet to output. |
| DA Rate | DA rate upto July 2020 is already feeded, further users may update value at own level |  |
| Instant Cal | If you want to calculate how many pension benefits will be due, use this sheet while using minimum input value | There is no linking of this sheet to output. |
| Fixation Master | You can use this sheet for fixation of pay and ACP effect since Vth Pay Commission & onwards | Very useful. There is no linking of this sheet to output. |
| Pension rule | It is pdf file (Pension Rule 1996) |  |
| Privilege Leave | You can calculate your total PL history, through this sheet. | Very useful. There is no linking of this sheet to output. |
| Salary Arrears master | You can calculate salary arrears since 1990 & onwards relating to various Pay Commissions and situation | Very useful. There is no linking of this sheet to output. |