

Implementation of e-PPO over IR

The document explains about methodology for Implementation of Revised version of e-PPO

Version 2.0

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Chapter 1. Overview

Currently, PPOs are generated for 21 banks through IPAS, out of which e-PPOs are being sent to 16 banks. e-PPO was introduced in IPAS in 2018. As per current process of e-PPO, PPO data in XML and PDF are bundled in a Zip file. Zip file is then signed by Zonal headquarter and signature (.SIG) file and Zip (.zip) file are being sent to respective bank's CPPC through SFTP.

As per Board's advise, a revised version of e-PPO has been developed and the same has been tested by SBI. As per new version of e-PPO, CRIS will push encrypted ePPO File (Zipped) in respective CPPC folders of the Bank's server. Zipped file will contain following 3 files :

- i. e-PPO (pdf), digitally signed by respective division and Zonal Headquarter
- ii. e-PPO data file (in xml), digitally signed by Zonal Headquarter
- iii. Undertaking of employee, as scanned file (pdf)

1.1 Signatory Authorisation & Registration

IPAS has provision of following 2 types of authorisation :-

- i. Digital signing on e-PPO at Accounting unit (division, workshop, Headquarter etc.)
- ii. Counter Signing (Digitally) on e-PPO by nominated official of Zonal Headquarter

Officials nominated for Counter signing e-PPO will perform following activity from a single screen:-

- a)Counter Signing (Digitally) on e-PPO (PDF file)
- b)Digitally signing of PPO data (in XML file)
- c)send digitally signed e-PPO to Bank electronically

Steps for Signatory authorisation and self registration of Digital Signature is as below:-

- i. The Accounting Unit will nominate the signatories for digitally signing the e-PPO. Each accounting unit may have single/multiple signatories for signing ePPO. However, anyone of them can sign the ePPO digitally. The nominated signatories will be authorised first in IPAS by Accounting unit Administrator (Sr. DFM). Detailed process of Signatory Authorisation is available in Chapter 2.
- ii. Zonal Headquarter will nominate the signatories for countersigning the e-PPO. Each Zonal Headquarter may have single/multiple signatories for counter signing ePPO. However, anyone of them can counter sign the ePPO digitally. The nominated signatories will be authorised first in IPAS by Zonal Administrator (Sr EDPM/CIO/Dy CAO G). Detailed process of Signatory Authorisation is available in Chapter 2.
- iii. Once authorised, these officials will install the signing utility on their PCs and register themselves using their digital token. The utility for signing the document is available in IPAS, which can be downloaded by users from Help→Download →Manual/Utility menu option.
- iv. During registration, system will capture public key from the digital token.

- v. Single file for changes in the signatory list at IR level along with Public key of the authorised signatories will be pushed by IPAS to banks on daily basis.
- vi. Bank will capture and process the signature file.
- vii. Bank will provide Acknowledgement/Feedback on each signatory.
- viii. Signatory will be allowed to sign the e-PPO (pdf/XML) only after positive acknowledgement is received from the bank.

1.2 Process-flow for e-PPO

Process-flow for e-PPO implementation is as under:-

1. Personnel department prepares pensioner's following details and forwards it to Pension Section of Accounts:-
 - i. Personal details based on Bio-Data
 - ii. Enters additional required information such as Qualifying Service etc.
 - iii. Uploads Photo (.jpg), Signature (.jpg) and scanned copy of "Letter of Undertaking (LOU)" (.pdf)
2. Based on the details received from Personnel (Executive) department, details will be verified by Accounts Assistant (Level 1 user) of Pension Section. In case of any issue, the case will be returned to Personnel department. If found in order, then User (Level 1) will enter/correct required details and Save it. Saving the details will generate PPO number.
3. Level 1 user may edit the data any number of times before confirming it. Once Confirmed, PPO details are Frozen.
4. Authorised user (AL1, AL2 or AL3) will verify clearances and generate e-PPO. This will create following files:-
 - i. e-PPO in PDF
 - ii. e-PPO Data in XML
5. Authorised signatory of e-PPO at unit will verify the documents (e-PPO PDF, e-PPO Data in XML, LOU PDF) and then forward it to Zonal Headquarter. While forwarding to Zonal Headquarter, system will ask for Digital Signature. User signs PDF digitally.
6. Zonal Headquarter will verify the details (e-PPO PDF, e-PPO data in XML, LOU PDF) and will digitally sign following files:-
 - i. PPO PDF (countersign)
 - ii. PPO Data in XML File
7. Once signed, the e-PPO will be sent to respective CPPC. While forwarding it, system takes following action:-
 - i. bundles the following file in Single Zip file:-
 - a) PPO PDF digitally signed by Accounting unit and counter signed by Zonal Headquarter

- b) Digitally signed PPO data in XML file
 - c) Scanned copy of Letter of Undertaking (LOU) in PDF file
- ii. Encrypts the Zip file with Public key of Bank and makes .enc file
- iii. Encrypted (.enc) file is pushed to respective Bank's server

- 8. Bank will decrypt the file, unzip it and then process XML data, verify undertaking and digitally signed e-PPO.
- 9. Bank shares status of e-PPO (Accepted/Rejected) to IPAS.

1.3. Pre-Requisite

To initiate implementation of e-PPO, following needs to be ensured:-

1. Sufficient number of signatories are registered in IPAS. e-PPO will require digital signature by 1 signatory in Accounting unit countersigned by 1 signatory at Headquarter.
2. Digital Signature Certificate (DSC) has sufficient validity. Digital Certificates need to be procured well in advance before it is expired.
3. CRISSigner utility has been installed on the PCs of the signatories. CRISSigner utility has been made available under "Help" module of IPAS. User has facility to start/stop CRISSigner service. For signing the payment files, it is necessary that CRISSigner Service is running in the background.
4. All concerned officers have been assigned appropriate privileges of ePPO in IPAS.

In case of any issue related to pension disbursement, the escalation matrix is as under:-

Escalation level	E-Mail id	Name & Mobile Number
L1 Support		
L2 Support		

Chapter 2: Signatory Authorisation

2.1 Based on official authorisation, IPAS Administrator will authorise nominated Signatories in IPAS using following menu option in IPAS:-

Administration → Admin → Signatory Authorisation

System will display list of current signatories authorised for any of the following area:-

- **e-PPO (Unit level signature)**
- **e-PPO (Headquarter Counter Sign)**
- Letter of Credit (LC)
- Centralised Integrated Payment Solution (CIPS)

To add a new Signatory, click "+" button

To edit (grant/revoke) authorisation to existing signatories, click "Edit" button

The screenshot shows the IPAS system interface. The top navigation bar includes 'Cadre', 'Pay Roll', 'Pension', 'Administration', and 'Helpdesk'. The left sidebar is titled 'Administration' and contains a menu with 'Admin' expanded. Under 'Admin', there are several options: 'User Activation', 'User Creation', 'User Management', 'Redirect Transfer Out', 'Mon Wise PC7 Impact', 'PF OB Correction', 'PKI Registration', 'PKI Authorisation', 'Bill Return', and 'Allocation'. A black arrow points to 'PKI Authorisation'. The main content area is titled 'Authorization of PKI Digital Signature' and displays a table with the following columns: 'User ID', 'Emp No', 'Emp Name', 'Designation', 'Department', 'PKI Key Registration', 'LCDA', 'EPPO Division', 'EPPO HQ', 'CIPS', and 'Edit'. A '+' button is visible in the first row of the table, and a black arrow points to it.

- i. In case user clicks "+" button to add New signatory, following screen is displayed:-

Admin PKI Registration ▶

User ID.

Go

Return

- ii. User enters the user id of the signatory and clicks "GO" button.
- iii. User ID is verified by system. Only Gazetted Officer are permitted. Based on User-id, System displays details of the user. System also asks Administrator to select among following functionalities for which authorisation is to be given to signatory for digitally signing the document/data:-
- i. e-PPO (Unit level signature)
 - ii. e-PPO (Headquarter Counter Sign)
 - iii. Letter of Credit (LC)
 - iv. Centralised Integrated Payment Solution (CIPS)

Admin PKI Registration ▶

User ID.

SER01BKS1002

Return

Emp No :	50707414778	Bill Unit	0701001
Emp Name :	INDRAJIT MUKHOPADHYAY	BU Desc	ACCTS/GAZ
Designation	Sr.AFA	Category	Gazzetted
Status	N	Department	ACCOUNTS

Authorization :

LCDA

Select ▼

EPPO Division

Select ▼

EPPO HQ(Counter Sign)

Select ▼

CIPS

Select ▼

Authorize

- v. Administrator has to ensure that proper approvals are available before authorising signatories in IPAS.
- vi. Administrator clicks "Authorize" button.
- vii. System saves the authorisation details and displays the revised list of signatories as below:

Authorization of PKI Digital Signature ▶

User ID	Emp No	Emp Name	Designation	Department	PKI Key Registration	LCDA	EPPO Division	EPPO HQ	CIPS	Edit
SER01BKS1002	50707414778	INDRAJIT MUKHOPADHYAY	Sr.AFA	ACCOUNTS	Pending					



- viii. Authorisation details can be edited by Administrator by clicking "Edit" button and fresh set of Authorisation as below:-

PKI Authorization Edit ▶

User ID. SER01BKS1002

Emp No :	50707414778	Bill Unit	0701001
Emp Name :	INDRAJIT MUKHOPADHYAY	BU Desc	ACCTS/GAZ
Designation	Sr.AFA	Category	Gazetted
Depatrment	ACCOUNTS		

Authorization :

LCDA Yes ▼

EPPO Division No ▼

EPPO HQ(Counter Sign) Yes ▼

CIPS No ▼

Save Return

- ix. To delete UserID from list, administrator must remove all authorization from user. Then delete button will appear corresponding to user id as below:-

Authorization of PKI Digital Signature ▶

User ID	Emp.No	Emp.Name	Designation	Department	PKI Key Registration	LCDA	EPPO Division	EPPO HQ	CIPS	Edit
SER01BKS1002	50707414778	INDRAJIT MUKHOPADHYAY	Sr.AFA	ACCOUNTS	Pending					Edit Delete

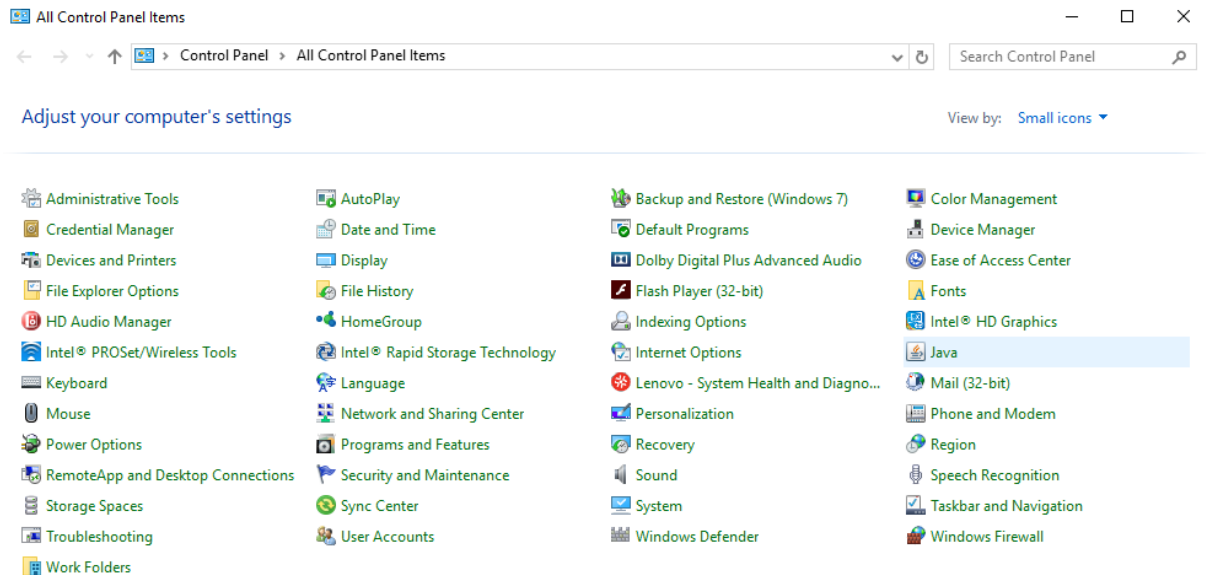


Chapter 3: Installation of Digital Signing (CRISSigner) Utility

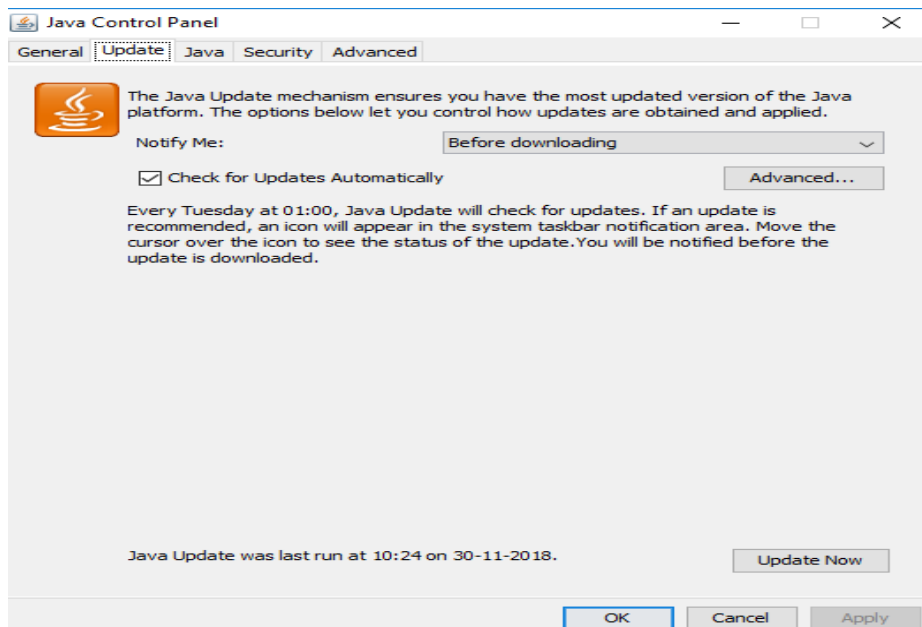
3.1 Prerequisite

Install latest version of java. Steps are as under:-

- i. Go to control panel of system.



- ii. Click on java tab.



- iii. Check the check box for automatic update.
- iv. Check the java version in java tab of window.

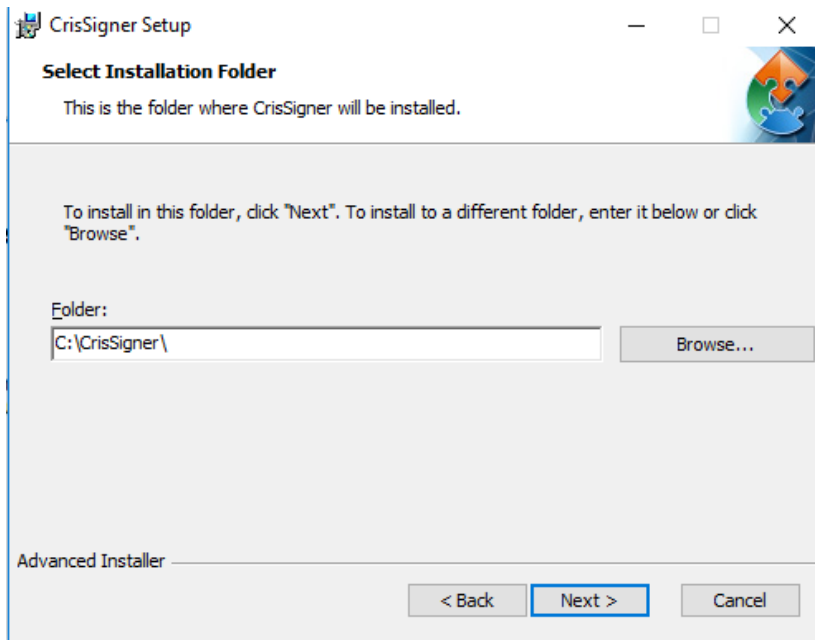
- v. If java version is not latest, then click to update now button for java update (System should be connected to internet).

3.2 Installation

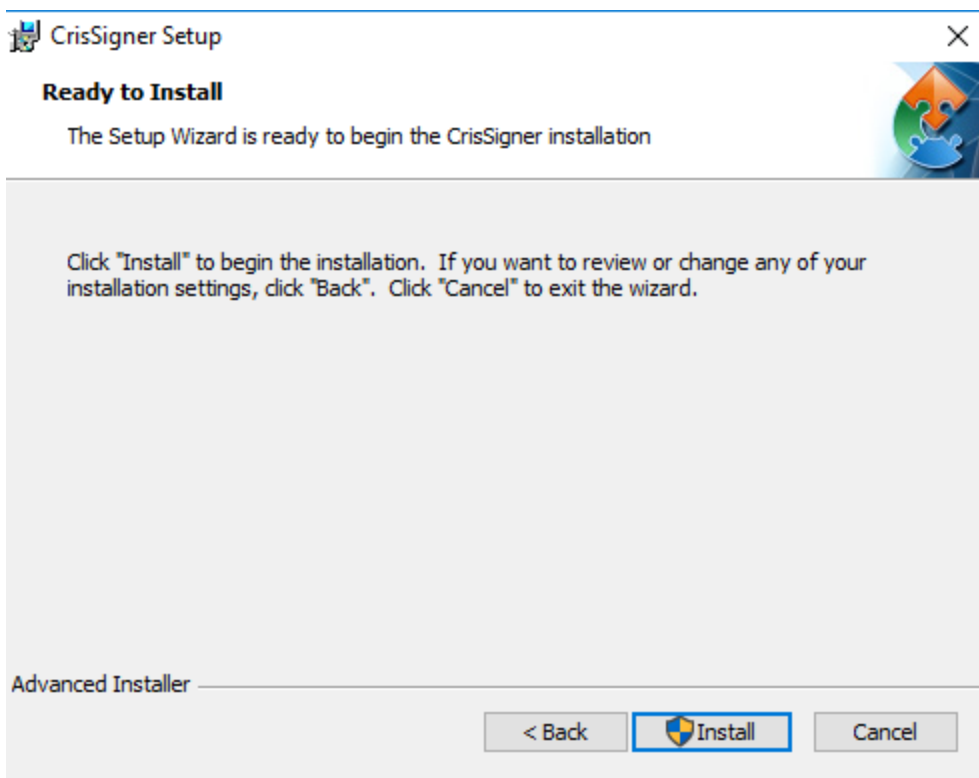
- i. Download CrisSigner.zip file in your system.
- ii. Unzip CrisSigner.zip on your system.
- iii. Install unzipped file CrisSigner.msi file on your system.
- iv. To Install Double-click the CrisSigner.msi executable file.



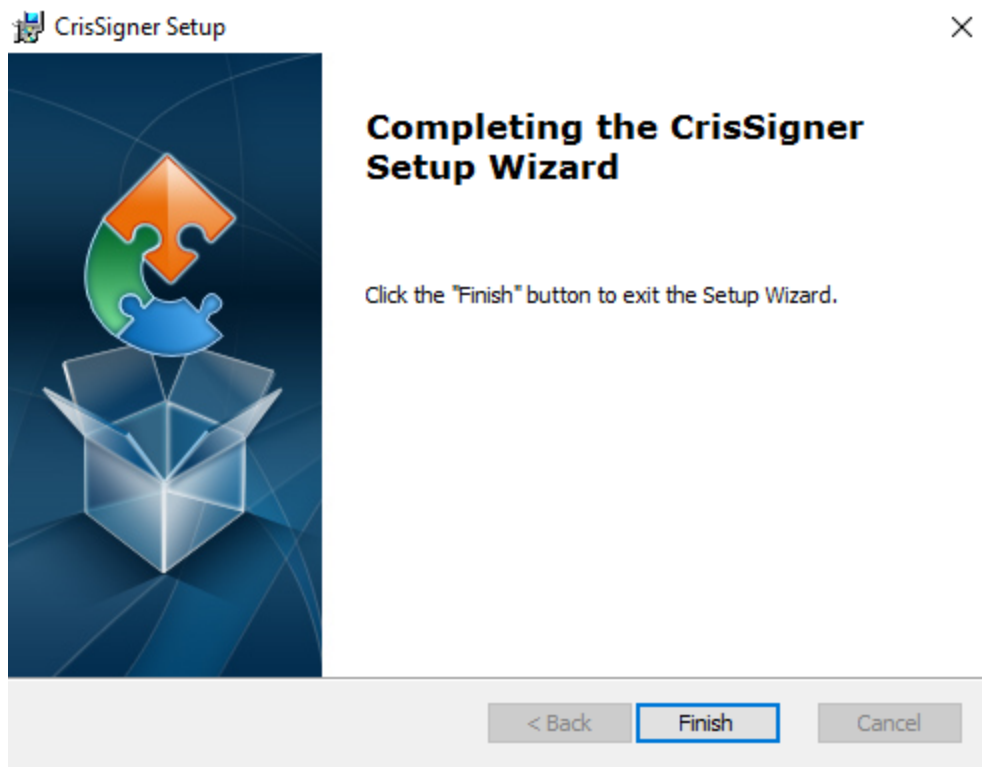
- v. Click to Next button.



1. User can change Installation folder by clicking Browse button and clicks to Next button.



- vi. Click to Install button as shown .

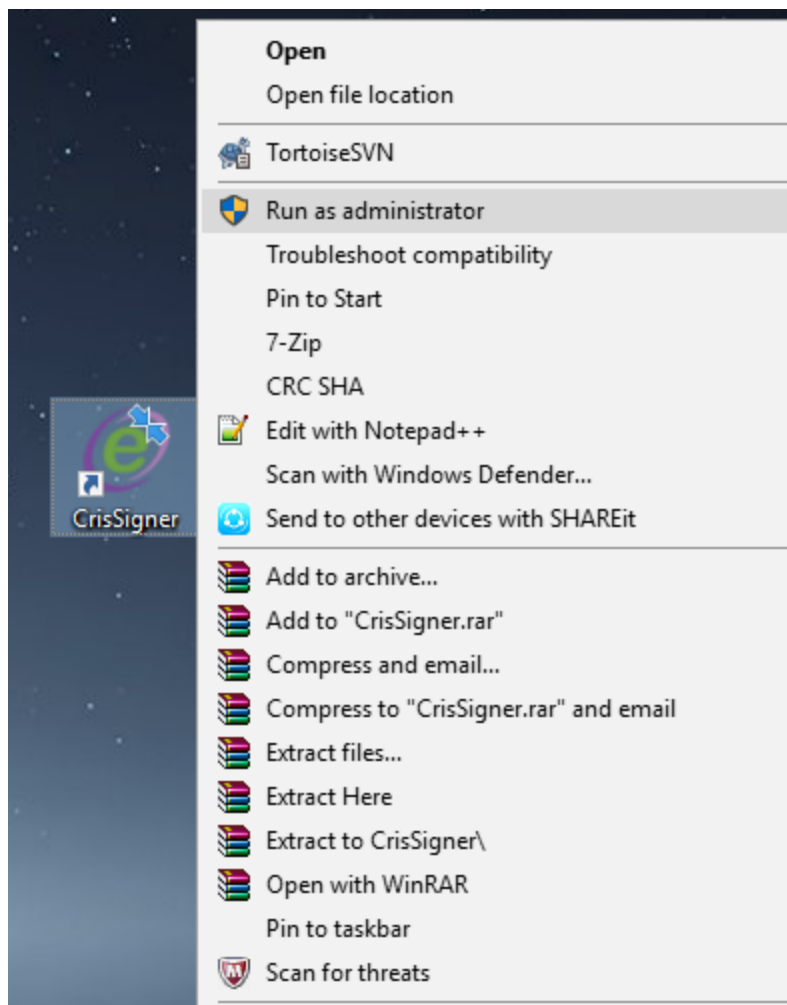


Click to Finish button to complete the Installation.

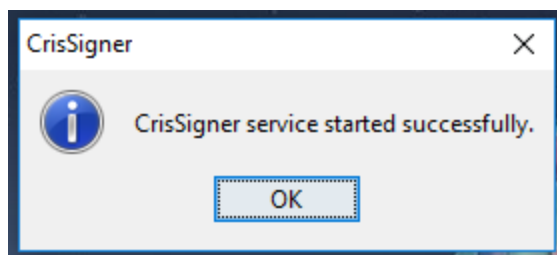
- vii. After Installation, an icon of CrisSigner will appear on desktop as shown.



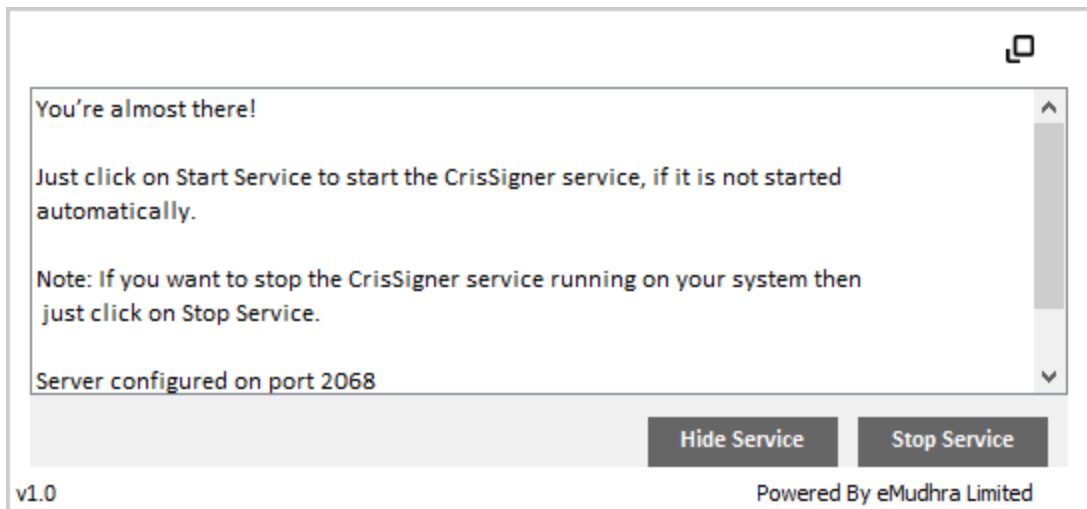
- viii. Run the CrisSigner (Using Run As Administrator)



- ix. A Message indicating the start of CrisSigner service is displayed. Click the OK Button



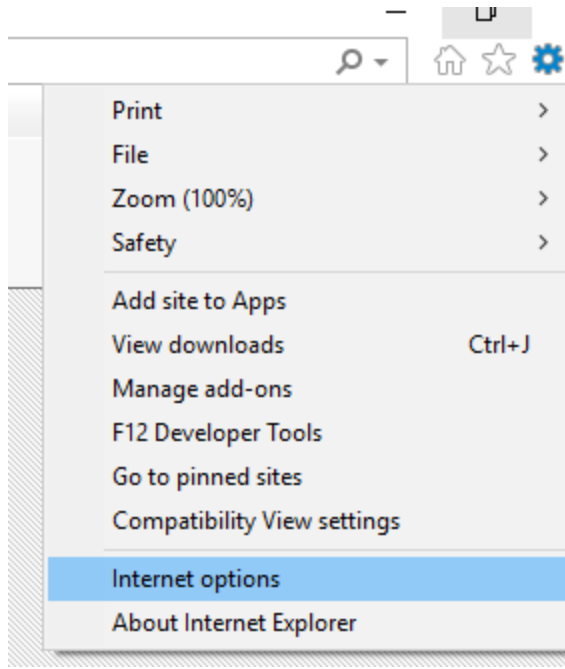
- x. On successful setup, Digital Signer window is displayed.



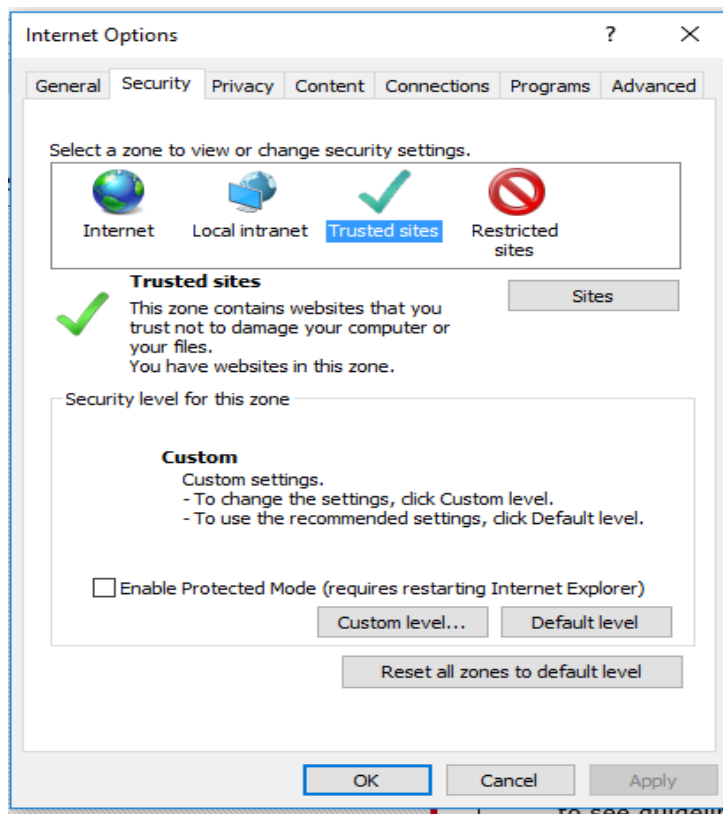
- xi. Click to Hide Service or Top-Right corner arrow to minimize the window in Task Bar Tray of computer.

3.3 Trust Setting

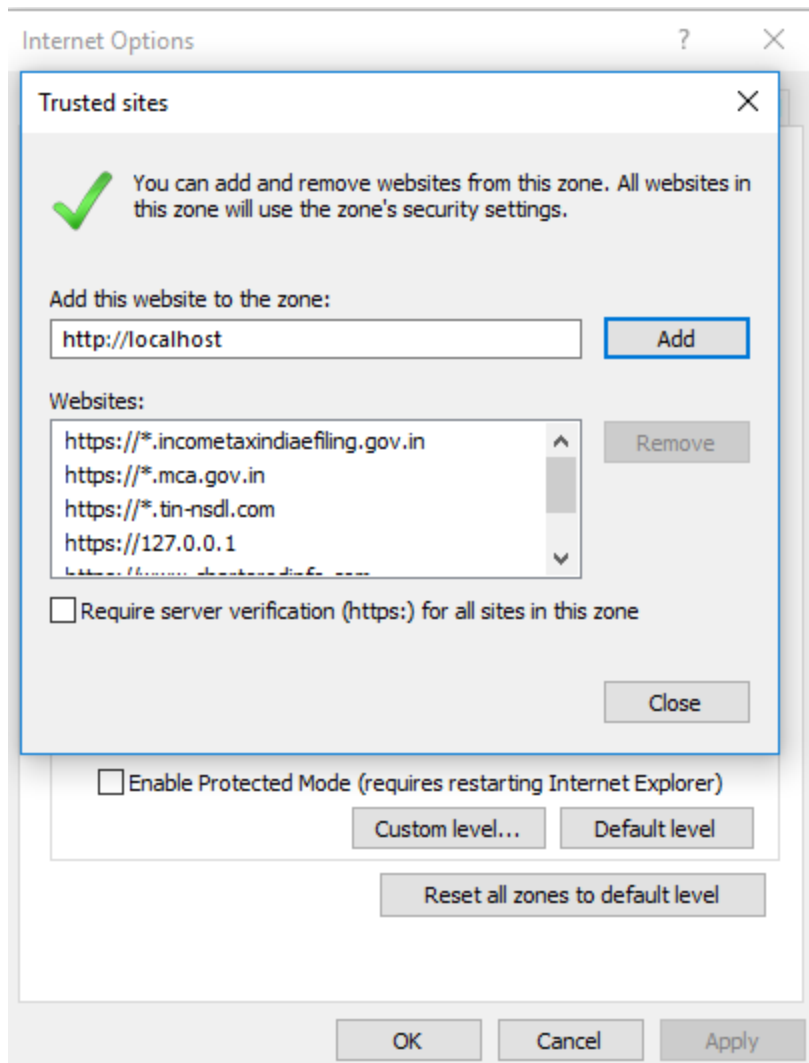
- i. Click to tools option of Internet Browser. Select Internet Option from popup window.



- ii. Click to security tab and click to trusted sites icon.



- iii. Click to Sites button as shown above. A popup window appears consisting trusted site web address.



- iv. Type <http://127.0.0.1> on given textbox and clicks to add button to add in trusted website list.

Chapter 4: Signatory Registration

- i. Once authorised by Administrator, an alert for Pending Registration is shown to the signatory on dashboard (home page) of IPAS as below:-

The screenshot displays the AIMS dashboard for user INDRAJIT MUKHOPADHYAY (SER01BKS1002). The dashboard includes a navigation bar with links to IC, Books, Pension, NPS, Budget, Cash(STN), Incentive, and Stores Account. A red alert banner at the top left states 'PKI Key Registration is pending, Click here to complete Registration :'. A large black arrow points to this alert. The main content area is divided into four colored boxes: a red box for 'New entry into IPAS' (1 entry), a blue box for 'Transfer IN' (15) and 'Transfer OUT' (23), a green box for 'Retirement' (56), and a yellow box for 'Top Earners of Allowances' (50). All boxes show 'Full Report wef 01/01/2016'. On the right, a 'Last 3 Login Details' table shows login times and statuses: 04/02/2019 13:25:08 (FAILURE), 04/02/2019 13:24:26 (SUCCESS), and 01/02/2019 13:06:38 (SUCCESS). A 'Show All' link is at the bottom of the login details section.

- ii. Signatory may register himself/herself by clicking on the alert/message. To register, signatory has to ensure:-
 - a. He/she has obtained a valid Digital Signature Certificate (DSC) and the same has been attached to USB port.
 - b. Driver of DSC has been installed on Computer and digital token is accessible.
 - c. **CrisSigner** Utility has been installed on computer and it is running state.
- iii. By clicking on the link of alert message, following screen is displayed to the signatory:-

PKI Registration ▶

User ID. SER01BKS1002

Emp No :	50707414778	Bill Unit	0701001
Emp Name :	INDRAJIT MUKHOPADHYAY	BU Desc	ACCTS/GAZ
Designation	Sr.AFA	Category	Gazetted
Status	A	Depatrment	ACCOUNTS
Register			



- iv. Signatory has to verify his/her details and click "Register" button
- v. System displays the list of digital signatures accessible to system. User selects the appropriate digital key from list and click to "Select" button.

PKI Registration ▶

User ID. SER01BKS1002

Emp No :	50707414778	Bill Unit	0701001
Emp Name :	INDRAJIT MUKHOPADHYAY	BU Desc	ACCTS/GAZ
Designation	Sr.AFA	Category	Gazetted
Status	A	Depatrment	ACCOUNTS
Register			

✖

@ Signer

Content to Sign:

test123

Windows StoreP12/PFXOthers

Common Name	Issuer Name	Serial No	Expiry Date
Class 2 Organization ...	e-Mudhra Sub CA for ...	00cb82d3	22-12-2019
DS eMudhra Test 3	e-Mudhra Sub CA Cla...	00be40ca	11-05-2019
Class 2 Individual test	e-Mudhra Sub CA for ...	00e23480	25-12-2020

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- vi. System registers the signatory. Signatory's public key is captured by IPAS and stored in its database.
- vii. On daily basis, details of signatories along with individual Public key are pushed by IPAS to SBI.
- viii. SBI to validate/process the proposed addition/deletion and push Acknowledgement on each signatory to IPAS. Signatory will be allowed to sign the e-PPO in IPAS only after positive acknowledgement is received from bank.

Chapter 5. Working with e-PPO

Login to IPAS application and click on "Pension" module. Facility of e-PPO is available under Pension module, which has provision for following functionalities:-

- i. Verification of Clearances
- ii. Digital Signing the e-PPO by respective unit and Forwarding it to Headquarter
- iii. Countersigning by Headquarter
- iv. Sending the digitally signed e-PPO along with Signed data (.xml) file and Letter of Undertaking to Bank

The details of the above functionalities are as under:-

5.1 Verify Clearance :This option is for indicating various clearances and generation of e-PPO PDF file and PPO data file (XML format). Steps are as under:-

- i. Pension user authorised for e-PPO will click "Verify Clearance" menu option provided under e-PPO.
- ii. System will ask to select for Bank and Month of retirement of employees.
- iii. User selects Bank from the list of Banks, which are accepting e-PPO of Railways. User enters Month of retirement in YYYYMM format and clicks "Go" button.
- iv. System display list of PPOs as forwarded by Personnel department and confirmed by Accounts department for the employees retired in the selected month and pertains to selected bank.
- v. Based on the clearances like No Dues, Vigilance etc., user ticks appropriate checkboxes and clicks "Generate" button.
- vi. System generates e-PPO for those employees whose all clearances (NDC, Vigilance, All) are ticked. Generated e-PPOs (in pdf format) and PPO data (XML) are saved in IPAS.

The following screen shows the above process:-

Pension

⊞ Pension Personnel

⊞ Pension Bills

⊞ View Pension Detail

⊞ Pension Accounts

⊞ Post-2006

⊞ PRE-2006

⊞ Query

⊞ ARPAN

⊞ e-PPO

Verify Clearance

Forward To HQ

HQ Return

HQ Verify

Upload SIG

Report

Reports

⊞ Reports

Accounting Unit

for TEST DELHI DIV

Link Bank

SBIN

Year Month

201810

GO

List

S.No.	PPO Number	Emp No	Name	Designation	Last Pay	Cess Date	Pension Type	Cess Reason	NDC	Vigilance Clearance	All Cleared
1	20187030301823	50300033870	RAKESH PURI	TTI	50500	31-OCT-2018		NORMAL RETIREMENT	☒	☒	☒
2	20187030301829	50302858060	RAM SHARAN SINGH	TECH-I	41600	31-OCT-2018		NORMAL RETIREMENT	☒	☒	☒
3	20187030301830	50302993600	SOM PAL	FITTER (MCM)	43600	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
4	20187030301837	50303377880	SATBIR SINGH	PORTER(COML)	36100	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
5	20187030301840	50390527385	SURENDER KUMAR NARANG	SS	78800	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
6	20187030301844	50302824735	BANSHIDHAR SINGH	SR. TECH	55200	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
7	20187030301846	50304725323	HARI SHANKAR DUBEY	FITTER (MCM)	41100	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
8	20187030301848	50302858228	HARPAL SINGH	SR. TECH	46200	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
9	20187030301855	50300565095	MOHAN VARSHNEY	SSE (TELE)	87700	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
10	20187030301866	50302573120	SITA RAM SAH	FITTER (MCM)	52000	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
11	20187030301867	50302826707	GIRRAJ SINGH	T.W. DRIVER-I	57500	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
12	20187030301868	50303267519	TILAK DHARI	KHALASI	39800	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
13	20187030301872	50303384275	KAMLESH	RRB	34000	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
14	20187030301875	50303368488	NETRA PAL	POINTSMAN-B	38600	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐
15	20187030301880	50313742176	SULEKH KUMAR	LP (GOODS)	60400	31-OCT-2018		NORMAL RETIREMENT	☐	☐	☐

5.2 Forward to Headquarter:- This option is for digitally signing the e-PPO and forwarding it to Headquarter for Countersigning. Steps are as below:-

- Pension user authorised for e-PPO will click "Forward to Headquarter" menu option provided under e-PPO.
- System will ask to select for Bank and Month of retirement of employees.
- User selects Bank from the list of Banks, which are accepting e-PPO of Railways. User enters Month of retirement in YYYYMM format and clicks "Go" button.
- System display list of e-PPOs as below.

Pension
Pension Personnel
Pension Bills
View Pension Detail
Pension Accounts
Post-2006
PRE-2006
Query
ARPAN
e-PPO
Verify Clearance
Forward To HQ
HQ Return
HQ Verify
Send to Bank
Upload SIG
Report

Accounting Unit for TEST DELHI DIV Link Bank SBIN Year Month 201810 GO

S.No.	PPO Number	Emp No	Name	Designation	Last Pay	Cess Date	Pension Type	Cess Reason	Download XML	Download PDF	Status	Select
1	20187030301817	50303010995	VIJAY SHANKAR	SS	68000	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process
2	20187030301821	50313658580	RAKESH PERSHAD	RRB	37500	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process
3	20187030301823	50300033870	RAKESH PURI	TTI	50500	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process
4	20187030301829	50302858060	RAM SHARAN SINGH	TECH-I	41600	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process

- User can download e-PPO (in pdf format) and data file (in xml format) and verify it.
- In case any discrepancy is observed, it can be returned by clicking "Re-process" button. The following screen is displayed, where user clicks "Reset for Re-process" button to return the e-PPO in clearance stage.

PPO Digital Sign

PPO No	20187030301823	Cess Date	31-OCT-2018	Pension Type		Cess Reason	NORMAL RETIREMENT
Emp No	50300033870	Emp Name	RAKESH PURI	Designation	TTI	Last Pay	50500

XML file
View

PDF file
View
Reset For Re-Process

Back

- vii. In case e-PPO is found to be in order, user has to click "Forward to HQ" button for digital signing the e-PPO and sending it to Headquarter for countersigning.
- viii. On click of "Sign & Forward to HQ" button, system redirects to Digital Signing screen of ePPO. System displays list of digital certificates accessible to system for digital signing as below:-

PPO Digital Sign ▶

PPO No	20187030301823	Cess Date	31-OCT-2018	Pension Type		Cess Reason	NORMAL RETIREMENT
Emp No	50300033870	Emp Name	RAKESH PURI	Designation	TTI	Last Pay	50500

XML file [View](#)

PDF file [View](#) [Sign & Send to HQ](#)

[Back](#)

@ CrisSigner

Content to Sign:

CRIS

Windows Store

Common Name	Issuer Name	Serial No	Expiry Date
Class 2 Organization t...	e-Mudhra Sub CA for C...	00cb82d3	22-12-2019
DS eMudhra Test 3	e-Mudhra Sub CA Clas...	00be40ca	11-05-2019
Class 2 Individual test	e-Mudhra Sub CA for C...	00e23480	25-12-2020

[View Certificate](#) [Sign](#) [Cancel](#)

Powered By eMudhra Limited.

- ix. User selects the digital certificate from list and clicks to "Sign" button.
- x. System digitally signs the PDF document and sends to HQ for counter signing. The following message is shown on the screen:

Accounting Unit

for TEST DELHI DTI

Link Bank

SBIN

Year Month

201810

GO

.. PPO Number 20187030301823 signed and forwarded successfully ...

S.No.	PPO Number	Emp No	Name	Designation	Last Pay	Cess Date	Pension Type	Cess Reason	Download XML	Download PDF	Status	Select
1	20187030301817	50303010995	VIJAY SHANKAR	SS	68000	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process
2	20187030301821	50313658580	RAKESH PERSHAD	RRB	37500	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process
3	20187030301829	50302858060	RAM SHARAN SINGH	TECH-I	41600	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF		Forward To HQ Re-Process

5.3 Headquarter Verify:- This option is for verification of e-PPO by Headquarter. E-PPOs digitally signed by the respective units are received at Headquarter. If Headquarter finds e-PPO in order then countersigns it and send it to bank. Steps are as below:-

- i. Pension user authorised for e-PPO will click "Headquarter Verify" menu option provided under e-PPO.
- ii. System will ask to select for Bank and Month of retirement of employees.

- iii. User selects Bank from the list of Banks, which are accepting e-PPO of Railways. User enters Month of retirement in YYYYMM format and clicks "Go" button.
- iv. System display list of e-PPOs (digitally signed by units) received at headquarter as below.

Pension

Pension Personnel

Pension Bills

View Pension Detail

Pension Accounts

Post-2006

PRE-2006

Query

ARPAN

e-PPO

Verify Clearance

Forward To HQ

HQ Return

HQ Verify

Send to Bank

Upload SIG

Report

Reports

Reports

Accounting Unit
for TEST DELHI DT
Link Bank
SBIN
Year Month
201810
GO

S.No.

PPO Number

Emp No

Name

Designation

Last Pay

Cess Date

Pension Type

Cess Reason

DownLoad XML

DownLoad PDF

Verify

1

20187030301823 50300033870

RAKESH PURI

TTI

50500

31-OCT-2018

NORMAL RETIREMENT

Download XML

Download PDF

Verify & Sign

- v. HQ can download e-PPO for verification from given link. For any discrepancy HQ can return PPO to Unit by clicking "Return to Unit" button.
- vi. If e-PPO is found in order by headquarter, authorised user clicks to "CounterSign" button, system displays list of digital certificate accessible to system for digital signing. User selects the digital certificate from list and clicks to "Sign" button as below:-

PPO HQ Digital Sign ▶

PPO No	20167030301823	Cess Date	31-OCT-2018	Pension Type		Cess Reason	NORMAL RETIREMENT
Emp No	50300033870	Emp Name	RAKESH PURI	Designation	TTI	Last Pay	50500

XML file [View](#)

PDF file [View](#) [Sign](#) [Return to Unit](#)

[Back](#)

CrisSigner

Content to Sign:

CRIS

Windows Store

Common Name	Issuer Name	Serial No	Expiry Date
Class 2 Organization t...	e-Mudhra Sub CA for C...	00cb82d3	22-12-2019
DS eMudhra Test 3	e-Mudhra Sub CA Clas...	00be40ca	11-05-2019
Class 2 Individual test	e-Mudhra Sub CA for C...	00e23480	25-12-2020

[View Certificate](#)
[Sign](#)
[Cancel](#)

Powered By eMudhra Limited.

5.4 Send to Bank:- This option is for sending the e-PPO (digitally signed by units and countersigned by headquarter) to Bank. During this process, data file (in .xml format) is signed by the official authorised for countersigning the e-PPO and required files are sent to Bank. Steps are as below:-

- i. Pension user authorised for countersigning e -PPO will click "Send to Bank" menu option provided under e-PPO.
- ii. System will ask to select for Bank and Month of retirement of employees.
- iii. User selects Bank from the list of Banks, which are accepting e -PPO of Railways. User enters Month of retirement in YYYYMM format and clicks "Go" button.
- iv. System display list of e-PPOs (digitally signed by units & countersigned by Headquarter) as below:-

Cadre	Pay Roll	Loan	Electricity	Quarter	IC	Books	PF	Pension	NPS	E-Suspense	Suspense	Budget	Cash(MCR)	Cash(STN)	Bills	Incentive	Stores Account																								
Pension Pension Personnel Pension Bills View Pension Detail Pension Accounts Post-2006 PRE-2006 Query ARPAN e-PPO Verify Clearance Forward To HQ HQ Return HQ Verify Send to Bank Upload SIG Report Reports Reports																																									
Accounting Unit: for TEST DELHI DIV Link Bank: SBIN Year Month: 201810 GO																																									
<table border="1"> <thead> <tr> <th>S.No.</th> <th>PPO Number</th> <th>Emp No</th> <th>Name</th> <th>Designation</th> <th>Last Pay</th> <th>Cess Date</th> <th>Pension Type</th> <th>Cess Reason</th> <th>Download XML</th> <th>Download PDF</th> <th>Send to bank</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20187030301816</td> <td>50302250871</td> <td>BALWANT SINGH</td> <td>CTTI</td> <td>72100</td> <td>31-OCT-2018</td> <td></td> <td>NORMAL RETIREMENT</td> <td>Download XML</td> <td>Download PDF</td> <td>Send to Bank</td> </tr> </tbody> </table>																		S.No.	PPO Number	Emp No	Name	Designation	Last Pay	Cess Date	Pension Type	Cess Reason	Download XML	Download PDF	Send to bank	1	20187030301816	50302250871	BALWANT SINGH	CTTI	72100	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF	Send to Bank
S.No.	PPO Number	Emp No	Name	Designation	Last Pay	Cess Date	Pension Type	Cess Reason	Download XML	Download PDF	Send to bank																														
1	20187030301816	50302250871	BALWANT SINGH	CTTI	72100	31-OCT-2018		NORMAL RETIREMENT	Download XML	Download PDF	Send to Bank																														

- v. Authorised user verifies the e-PPO and data (xml) file. If found in order, then the user clicks to “Send to Bank” button.
- vi. System displays list of digital certificate accessible to system as below:-

PPO HQ Digital Sign ▶

PPO No	20187030301816	Cess Date	31-OCT-2018	Pension Type		Cess Reason	NORMAL RETIREMENT
Emp No	50302250871	Emp Name	BALWANT SINGH	Designation	CTTI	Last Pay	72100
PDF file		View					
XML file		View		Sign & Send to Bank			

Back

Content to Sign:

data to be signed

Windows Store

P12/PFX

Others

Common Name	Issuer Name	Serial No	Expiry Date
Class 2 Organization ...	e-Mudhra Sub CA for ...	00cb82d3	22-12-2019
DS eMudhra Test 3	e-Mudhra Sub CA Cla...	00be40ca	11-05-2019
Class 2 Individual test	e-Mudhra Sub CA for ...	00e23480	25-12-2020

View Certificate

XmlSign

Cancel

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- vii. User selects the digital certificate from list and clicks to “Sign & Send to Bank” button.

- viii. System bundles the following files in a zip file:-
 - a) e-PPO pdf file (digitally signed by unit and counter signed by Headquarter)
 - b) e-PPO data file in xml format (digitally signed)
 - c) scanned copy of undertaking from pensioner (pdf)
- ix. System encrypts the above zip file using Bank's Public key.
- x. System then pushes this encrypted file to respective bank's server using SFTP (Secured File Transfer Protocol).

Chapter 6: Frequently Asked Question

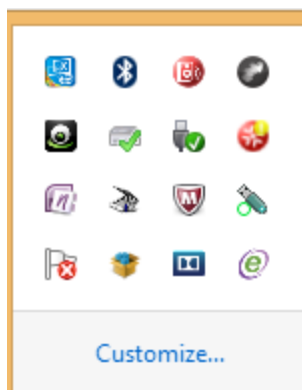
Q1: How to run CRISigner Service.



A. One CRISigner utility is installed, an icon is visible on desktop. Right click it. Click “Run as Administrator”. Service will start running.

Q 2. How to check whether CRISigner service is running?

A.: In order to digitally sign a document through IPAS, It is necessary that CRISigner Service is running in the background. The Service is shown as  icon in the taskbar/bottom right corner of the screen. An image of the icons shown in taskbar is as below:



Click the icon for CRISigner service. It will open a window as below, from where Service can be stopped.



Based on feedback/experience during e-PPO implementation, more FAQs will be added

Chapter 7: Support

List of Officials to provide Support during e-PPO implementation in Railways/Units

Sr. No.	Zone/Unit	L1 Representative
1.	CR	Rohit Singh (7400067746)
2.	ER	Dibyendu Sarkar (9831750304)
3.	NR	Amit Kumar Mall (8130797695)
4.	NER	Sanjeev Singh (8130797563)
5.	NFR	Goutam Chakrobarty (7044474056)
6.	SR	P Sivakumar (7338827303)
7.	SCR	E Sai Sekhar Reddy (7995373308)
8.	SER	Goutam Chakrobarty (7044474056)
9.	WR	Robert U Dsouza (7400067749)
10.	ECR	Devendra Kumar Singh (8595925847)
11.	ECOR	Anup Kumar Chaudhary (9439654164)
12.	NCR	Pankaj Gupta (8130719735)
13.	NWR	Naveen Prakash (9910115361)
14.	SECR	Aparna Khandekar (9987582810)
15.	SWR	Ramakrishna Babu (9448590371)
16.	WCR	Aparna Khandekar (9987582810)
17.	Metro-Kolkata	Goutam Chakrobarty (7044474056)
18.	CLW	Dibyendu Sarkar (9831750304)
19.	DLW	Sanjeev Singh (8130797563)
20.	DMW	Kirpal Singh (8427098490)
21.	MCF-Raibareilly	Sanjeev Singh (8130797563)
22.	RWP/Bela	Devendra Kumar Singh (8595925847)
23.	COFMOW	Amit Kumar Mall (8130797695)
24.	RDSO	Sanjeev Singh (8130797563)
25.	MTP-Chennai	P Sivakumar (7338827303)
26.	Rly Board	Amit Kumar Mall (8130797695)

Support for CORE/Allahabad and its associated units		
Sr. No.	Unit	L1 Support
1	ALLAHABAD	Pankaj Gupta (9794866513)
2	KOLKATA	Goutam Chakrobarty (7044474056)
3	GORAKHPUR	Sanjeev Singh (8130797563)
4	CHENNAI	P Sivakumar (7338827303)
5	AMBALA	Amit Kumar Mall (8130797695)
6	DANAPUR	Devendra Kumar Singh (8595925847)
7	BHUBANESWAR	Anup Kumar Chaudhary (9439654164)
8	JAIPUR	Sanjeev Singh (8130797563)
9	LUCKNOW	Sanjeev Singh (8130797563)
10	SECUNDARABAD	E Sai Sekhar Reddy (7995373308)
11	NEWJALPAIGUDI	Goutam Chakrobarty (7044474056)
12	JABALPUR	Sanjeev Singh (8130797563)
13	AHEMDABAD	Sanjeev Singh (8130797563)

Escalation

Name	Mobile Number
Amit Mall	8130797695
Kumar Abhishek	8130797573
Ajaya Srivastava	9958198440
Centralised Helpdesk	8130353466, 8130868799

In addition a WhatsApp group “Pension/Settlement/ePPO” is available where issues can be raised and discussed.