



User Guide– Pensioners Photo Upload Service



STATE BANK OF INDIA User Guide For Pensioners Photo Upload Service

User Guide Pensioner photo upload service

Overview Review Information

Specification Name	Pensioners Photo Upload Service
Specification ID	Pensioners Photo Upload Service
Development Type	New Web Development



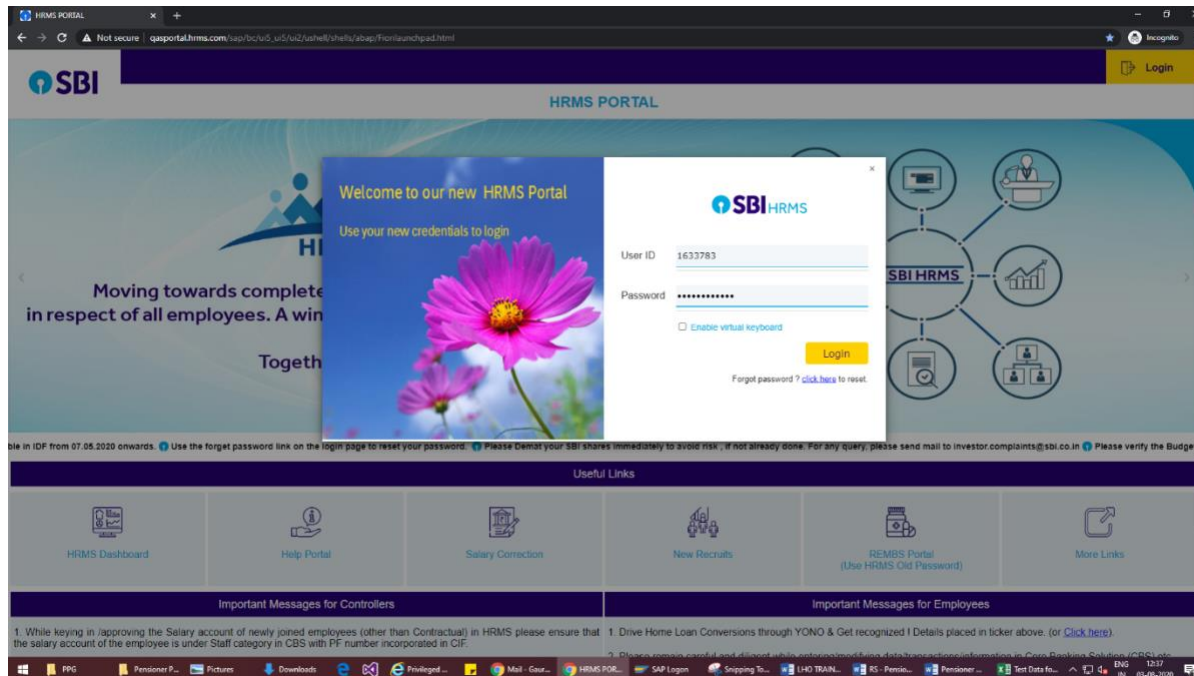
User Guide– Pensioners Photo Upload Service

New Service in HRMS portal (Pensioners) for uploading latest photograph by pensioner in HRMS Portal. This will be a Maker-Checker based service.

Procedure 1: The maker will be the Pensioner himself. The pensioner will upload his latest photograph through the option provided in the portal. The checker will be the HOD of the pension paying branch. The Pensioner has to visit the branch and request the HOD to authorising the photograph. Upon authorising it will be saved in HRMS database.

Procedure 2: The maker will be the designated officer/branch staff/PPG Official. The maker will upload the latest photograph of the Pensioner through the option provided in the portal. The corresponding queue generated will be authorised by the respective checker, then it will be saved in HRMS database for future reference. The Pensioner has to visit the branch/office with the latest photograph. Upon authorising it will be saved in HRMS database.

Procedure 1: Pensioner Self Service





User Guide– Pensioners Photo Upload Service

Earnings/Salary

PF/Pension/Gratuity

Scholarship/Welfare

Earnings/Salary

Download Form16
Part A



PF/Pension/Gratuity

IDF / Form 12BB

Pension Related
Services
Pension Slip, Life Ce...



click on Pensioner
Related services

Scholarship/Welfare

Scholarship Apply





User Guide– Pensioners Photo Upload Service



SBI



1



View Pension/Salary Slip

Pension/Salary Slip

Click on links below to download Pension/Salary Slip

Select Year: 2020

Life Certificate

PAN/Account

AADHAAR No

Communication Details

View Salary/Pension
Projection Report

Apply/upload Pensioner
Photo

User Manual



January



February



March



April



May



June



July



August



September

Pension/Salary Slip

Life Certificate

PAN/Account

AADHAAR No

Communication Details

View Salary/Pension
Projection Report

Apply/upload Pensioner
Photo

User Manual



Photo Details



View Status

PF Index: 1634496

Pensioner Name: Data Ram

Pension Paying Branch: SBI - NEOLI(02589)

A/c no: 10847053513

*Do you wish to approve the Photo Upload from Pension Paying Branch :

*Latest Photo

 Browse...

Display existing photo
if already available in
HRMS

NOTE

1. Maximum image size to be uploaded is 50 kb.
2. Please upload only JPEG/JPG image.
3. Coloured Photograph, Specification as applicable for passport.
4. Full face front facing up to shoulder.

Submit



User Guide– Pensioners Photo Upload Service

<

Pension/Salary Slip

Life Certificate

PAN/Account

AADHAAR No

Communication Details

View Salary/Pension Projection Report

Apply/upload Pensioner Photo

User Manual

Pensioner Photo Upload

Photo Details

View Status

PF Index: 1634496

Pensioner Name: Data Ram

Pension Paying Branch: SBI - NEOLI(02589)

A/c no: 10847053513

*Do you wish to approve the Photo Upload from Pension Paying Branch :

Yes

No

*Latest Photo

Browse...

NOTE

1. Maximum image size to be uploaded is 50 kb.

2. Please upload only JPEG/JPG image.

3. Coloured Photograph, Specification as applicable for passport.

4. Full face front facing up to shoulder.

Pensioner may choose pension paying branch



User Guide– Pensioners Photo Upload Service

Open

This PC > Local Disk (C:) > GAURAV > Testing Quality > Pensioner Photo Upload

Search Pensioner Photo Uplo...

Organize New folder

Name	Date modified	Type	Size
140-145			
14062020			
FORM16 down			
Conven			
ACK MAR202			
ACK20200601			
DA Run MAR			
2nd let			
DeStrep			
Pensioner Photo			
Testing Quality			
OneDrive			
This PC			
Network			

File name: Photo eligible.jpg All Files (*)

Open Cancel

Pensioner Photo Upload

1631880

Pensioner Name: Harish Chander

A/c no: 10378035075

Pension Paying Branch: No

Preferred Branch: 12943 Bansur Jaipur

Latest Photo

NOTE

1. Maximum image size to be uploaded is 50 kb.

2. Please upload only JPEG/JPG image.

3. Coloured Photograph. Specification as applicable for passport.

4. Full face front facing up to shoulder.

Approver: Jagdish Chand Meena

Submit

Pensioner Photo Upload

1631880

Pensioner Name: Data Ram

A/c no: 10847053513

Pension Paying Branch: SBI - NEOLI(02589)

*Do you wish to approve the Photo Upload from Pension Paying Branch : Yes

Latest Photo

Photo eligible.jpg Browse...

BM of Pension Paying Branch

NOTE

1. Maximum image size to be uploaded is 50 kb.

2. Please upload only JPEG/JPG image.

3. Coloured Photograph. Specification as applicable for passport.

4. Full face front facing up to shoulder.

click on submit

Approver: Naresh Kumar

Submit

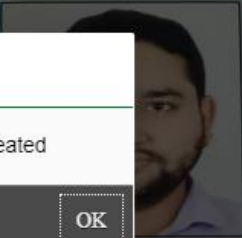


User Guide– Pensioners Photo Upload Service

Success

Request :PHT000000000000014 sucessfully created

OK





NOTE

1. Maximum image size to be uploaded is 50 kb.
2. Please upload only JPEG/JPG image.
3. Coloured Photograph, Specification as applicable for passport.
4. Full face front facing up to shoulder.

Pensioner Login- View Status

Pensioner Photo Upload


Photo Details


View Status

Click on the row to view the image attached.

Request No	Application Date	Pensioner Name	Status
PHT000000000000003	03-08-2020	Harish Chander	Submitted



User Guide– Pensioners Photo Upload Service



Photo Details



View Status

Click on the row to view the image attached.

Request No	Application Date	Pensioner Name	Status
PHT0000000000000003	03-08-2020	Harish Chander	Submitted

PF Index: 1633880

Pensioner Name: Harish Chander

A/c no: 10378035075

Pension Paying Branch: SBI-DERAWAL NAGAR DELHI(13161)

Preferred Branch: Bansur Jaipur(12943)

Requestor: Self

Current Photo



Latest Photo



Approver Remarks:

















Approver Name:

Procedure 2: The maker will upload the latest photograph of the Pensioner through the option provided in the portal

Maker (Bank Staff) Login in HRMS portal



User Guide– Pensioners Photo Upload Service

Attendance	Personal	PF/Pension/Gratuity	Promotion/CDS/Career	Scholarship/Welfare	Sundries/Misc	Testing Dev, Quality	Assets / Liabilities
<div>Apply Manual Pension Proposal (Old)</div> <div></div>	<div>Apply Pension Proposal MSS(Old)</div> <div></div>	<div>Gratuity Apply/View</div>	<div>Gratuity Payment eABs</div> <div></div>	<div>Gratuity Payment Advice Report(Old)</div> <div></div>	<div>IDF Submission for Pensioner (Old)</div>		
<div>Lien Cancellation BM / HOD (Old)</div> <div></div>	<div>Mass Approval Pension Proposal (Old)</div> <div></div>	<div>Pension Proposal Apply/View</div> <div></div>	<div>Pension Proposal Apply (Old)</div>	<div>Pension Proposal Approve (Old)</div> <div></div>	<div>Pension Proposal View Status (Old)</div>		
<div>Pension Proposal Status View (Old)</div> <div></div>	<div>Pension Proposal eABs Pension Proposal</div>	<div>Pension Proposal eABs Approve</div> <div></div>	<div>Pensioners Related Services Apply & View</div> <div></div>	<div>Pension Proposal - Consolidated report Reprint(Old)</div> <div></div>	<div>Pension Proposal - Consolidated report (Old)</div> <div></div>		
<div>P.F. Refund - Payment Advice Report(Old)</div> <div></div>	<div>P.F. Settlement Trustee Approval (Old)</div>	<div>P.F. Full and Final Settlement Approval Approval(Old)</div>	<div>P.F. Withdrawal Recommend Approval(Old)</div>	<div>Provident Fund Apply & View</div> <div></div>	<div>Supplementary Claims (Old)</div> <div></div>		



User Guide– Pensioners Photo Upload Service

<

Update Communication Address for Pensioners

Apply Communication

Apply PAN

Apply Aadhaar

Apply Death Reporting

Apply Life Certificate

View Pension Slip

View Pension Payment Advice

Apply Manual Pension Proposal

Life Cert. Form - Non SBI

Life Cert. Form - SBI Pensioners

Life Cert. Form - SBI Family Pensioners

Apply/ upload Pensioner Photo

Search Pensioner PF Index No.

Search

Search



User Guide– Pensioners Photo Upload Service

Q | Maharaj Singh Laya k Sin

<

Apply Communication

Apply PAN

Apply Aadhaar

Apply Death Reporting

Apply Life Certificate

View Pension Slip

View Pension Payment Advice

Apply Manual Pension Proposal

Life Cert. Form - Non SBI

Life Cert. Form - SBI Pensioners

Life Cert. Form - SBI Family Pensioners

Apply/ upload Pensioner Photo

Pensioner Photo Upload

*PF Index No:

Validate

Submit



User Guide– Pensioners Photo Upload Service

Maharaj Singh Layak Singh

<

Apply Communication

Apply PAN

Apply Aadhaar

Apply Death Reporting

Apply Life Certificate

View Pension Slip

View Pension Payment Advice

Apply Manual Pension Proposal

Life Cert. Form - Non SBI

Life Cert. Form - SBI Pensioners

Life Cert. Form - SBI Family Pensioners

Apply/ upload Pensioner Photo

Pensioner Photo Upload

*PF Index No:

1634607

Validate

Submit



User Guide– Pensioners Photo Upload Service

<

Apply Communication

Apply PAN

Apply Aadhaar

Apply Death Reporting

Apply Life Certificate

View Pension Slip

View Pension Payment Advice

Apply Manual Pension Proposal

Life Cert. Form - Non SBI

Life Cert. Form - SBI Pensioners

Life Cert. Form - SBI Family Pensioners

Apply/ upload Pensioner Photo

Pensioner Photo Upload

*PF Index No: 1634607

Validate

PF Index No: 1634607

Pensioner Name: Govind Kumar Madan

Pension Paying Branch: SBI-DERAWAL NAGAR DELHI(13161)

A/c no: 31109782676

*Latest Photo

Browse...

NOTE

1. Maximum image size to be uploaded is 50 kb.

2. Please upload only JPEG/JPG image.

3. Coloured Photograph, Specification as applicable for passport.

4. Full face front facing up to shoulder.

*Remarks:

Approver: Naresh Kumar

Submit

portal.hrms.com/sap/bsc/ui5/ui2/ushell/shells/sbap/FioriLaunchpad.htm

13 | Page



User Guide– Pensioners Photo Upload Service

Open

This PC > Local Disk (E:) > GAURAV > Testing Quality > Pensioner Photo Upload

Search Pensioner Photo Up...

Name	Date modified	Type	Size
UAT Request Form- Pensioner Photo Upload.pdf	07-08-2020 17:20	Adobe Acrobat D...	957 KB
Pensioner Uploading Photo Testing observation 20200803.zip	03-08-2020 16:37	Compressed (zipp...	12,132 KB
IMG_20200422_192040_01.jpg	03-08-2020 12:30	JPG File	140 KB
Photo eligible.jpg	03-08-2020 13:04	JPG File	43 KB
Photograph.jpg	03-08-2020 13:04	JPG File	43 KB
Untitled.jpg	03-08-2020 15:24	JPG File	14 KB
BM DATA.XLSX	03-08-2020 11:53	Microsoft Excel W...	5 KB
export.XLSX	03-08-2020 14:26	Microsoft Excel W...	5 KB
PA0001.XLSX	03-08-2020 12:05	Microsoft Excel W...	5 KB
PA0105.XLSX	03-08-2020 12:07	Microsoft Excel W...	5 KB
PensionerPhotoUpload_AppsecReport_07092020.xlsx	08-09-2020 11:24	Microsoft Excel W...	16 KB
Test Data for Photo Upload.XLSX	07-09-2020 15:13	Microsoft Excel W...	143 KB
UAT test Data Pensioner Photo upload service.xlsx	13-08-2020 11:09	Microsoft Excel W...	10 KB
ZPEN_PHOTO_UPLD.XLSX	07-09-2020 15:12	Microsoft Excel W...	240 KB
User Help Document-Pensioner Photo Upload Service V1.0.doc	19-09-2020 15:04	Microsoft Word 9...	5,445 KB

File name: Photo eligible.jpg All Files (*.*)

Open Cancel

NOTE

1. Maximum image size to be uploaded is 50 kb.
2. Please upload only JPEG/JPG image.
3. Coloured Photograph, Specification as applicable for passport.
4. Full face front facing up to shoulder.

Remarks:

Approver: Naresh Kumar

Submit

SBI

Maharaj Singh Layak Singh

<

Apply Communication

Apply PAN

Apply Aadhaar

Apply Death Reporting

Apply Life Certificate

View Pension Slip

View Pension Payment Advice

Apply Manual Pension Proposal

Life Cert. Form - Non SBI

Life Cert. Form - SBI Pensioners

Life Cert. Form - SBI Family Pensioners

Apply/upload Pensioner Photo

Pensioner Photo Upload

*PF Index No: Validate

PF Index No: 1634607

Pensioner Name: Govind Kumar Madan

Pension Paying Branch: SBI-DERAWAL NAGAR DELHI(13161)

A/c no: 31109782676

*Latest Photo

Browse...

NOTE
1. Maximum image size to be uploaded is 50 kb.
2. Please upload only JPEG/JPG image.
3. Coloured Photograph, Specification as applicable for passport.
4. Full face front facing up to shoulder.

*Remarks:

Approver: Naresh Kumar

https://nasportal.bms.com/sap/bc/ui5_ui5/ui2/ushell/shells/aban/EiorLaunchpad.htm

Submit



User Guide– Pensioners Photo Upload Service

Pension Services

Not secure | qasportal.hrms.com/sap/bc/ui5_ui2/ushell/shells/abap/Fiorilaunchpad.html?sap-sec_session_created=X&ushell-reloaded=1600511120025#ZHR_FA_SEMO...

Maharaj Singh Layak Singh

Pensioner Photo Upload

***PF Index No:** 1634607 **Validate**

PF Index No: 1634607 **Pensioner Name:** Govind Kumar Madan

Pension Paying Branch: SBI-DERAWAL NAGAR DELHI(13161) **A/c no:** 31109782676

***Latest Photo**

Photo eligible.jpg

Success

Request :PHT0000000000000052 successfully created

OK

NOTE

1. Maximum image size to be uploaded is 50 kb.
2. Please upload only JPEG/JPG image.
3. Coloured Photograph, Specification as applicable for passport.
4. Full face front facing up to shoulder.

***Remarks:** Verified by me

Approver: Naresh Kumar

Submit

Branch Manager Login- Approve/Reject Pensioner's photo upload request.



User Guide– Pensioners Photo Upload Service

HRMS PORTAL

Welcome to our new HRMS Portal
Use your new credentials to login

User ID: 3215490
Password: [REDACTED]
☐ Enable virtual keyboard
Login
[Forgot password? click here to reset.](#)

Useful Links

HRMS Dashboard | Help Portal | Salary Correction | New Recruits | REMS Portal (Use HRMS Old Password) | More Links

Important Messages for Controllers | Important Messages for Employees

Personal	PF/Pension/Gratuity	Promotion/CDS/Career	Promotion/CDS/Career	Scholarship/Welfare	Sundries/Misc	Testing Dev, Quality	Asses
Advice Report (Old)	Pensioner (Old)	for Family Pensioners	BM / HOD (Old)	Pension Proposal (Old)	Apply/view		
Pension Proposal Approve	Pension Proposal Apply (Old)	Pension Proposal Approve (Old)	Pension Proposal View Status (Old)	Pension Proposal Status View (Old)	Pension Proposal eABs Pension Proposal		
Pension Proposal eABs Approve	Pensioners Related Services Apply & View	Pensioners Related Approvals	Pension Proposal - Consolidated report Reprint (Old)	Pension Proposal - Consolidated report (Old)	P.F. Refund - Payment Report (Old)		
P.F. Settlement Trustee Approval (Old)	P.F. Full and Final Settlement Approval (Old)	P.F. Withdrawal Recommend Approval (Old)	Provident Fund Apply & View	Provident Fund Services Approvals	Supplementary Claims (Old)		



User Guide– Pensioners Photo Upload Service



Search | Profile Naresh K

<

Approve PAN

Approve Communication/Address

Approve Death Reporting

Approve Life Certificate

IDF - Submission for Pensioner

Approve Pensioner Photo

Approve PAN for Pensioners

Request Details

Request ID	PF Index	Status	Application Date
No data			



User Guide– Pensioners Photo Upload Service



Naresh Kumar



Approve Pensioner Photo

- Approve PAN
- Approve Communication/Address
- Approve Death Reporting
- Approve Life Certificate
- IDF - Submission for Pensioner
- Approve Pensioner Photo

Request No	PF Index	Status
PHT0000000000000052	1634607	Submitted

[back](#) [Approve](#) [Reject](#)



User Guide– Pensioners Photo Upload Service



Naresh Kumar



Approve Pensioner Photo

Approve PAN

Approve Communication/Address

Approve Death Reporting

Approve Life Certificate

IDF - Submission for Pensioner

Approve Pensioner Photo

Request No: PHT000000000000052

PF Index: 1634607

Pension Paying Branch: SBI-DERAWAL
NAGAR
DELHI(13161)

Maker PF Index: 5168538

Pensioner Name: Govind Kumar Madan

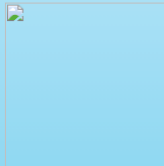
A/c no: 31109782676

Preferred Branch: Neoli(02589)

Requestor: MAKER

Maker Name: Maharaj singh

Current Photo



Latest Photo



Remarks:

Verified by me

*** Approver Remarks:**

Approved

back

Approve

Reject



User Guide– Pensioners Photo Upload Service

Naresh Kumar

<

Approve Pensioner Photo

Approve PAN

Approve Communication/Address

Approve Death Reporting

Approve Life Certificate

IDF - Submission for Pensioner

Approve Pensioner Photo

Request No: PHT000000000000052

PF Index: 1634607

Pensioner Name: Govind Kumar Madan

A/c no: 31109782676

Pension Paying Branch: SBI-DERAWAL NAGAR DELHI(13161)

Preferred Branch: Neoli(02589)

Requestor: MAKER

Maker PF Index: 5168538

Maker Name: Maharaj singh

Current Photo

Latest Photo

Remarks: Verified by me

Approver Remarks: Approved

back

Approve

Reject

Success

Request :PHT000000000000052 successfully approved

OK