

User Manual for Pension Slip on Pensioner Dashboard

1. Introduction

For the convenience of pensioners, the option of generating and downloading monthly Pension Payment Slip has been made available in SAMPANN. Now Pensioners can avail this facility at their dashboard

The document details the process to be followed in this regard.

2. Pensioner Login

In SAMPANN, Pension Slip will be available in pensioners login itself. To download the pension slip, pensioner should log into SAMPANN with his/her login credentials as shown in Fig(1) .

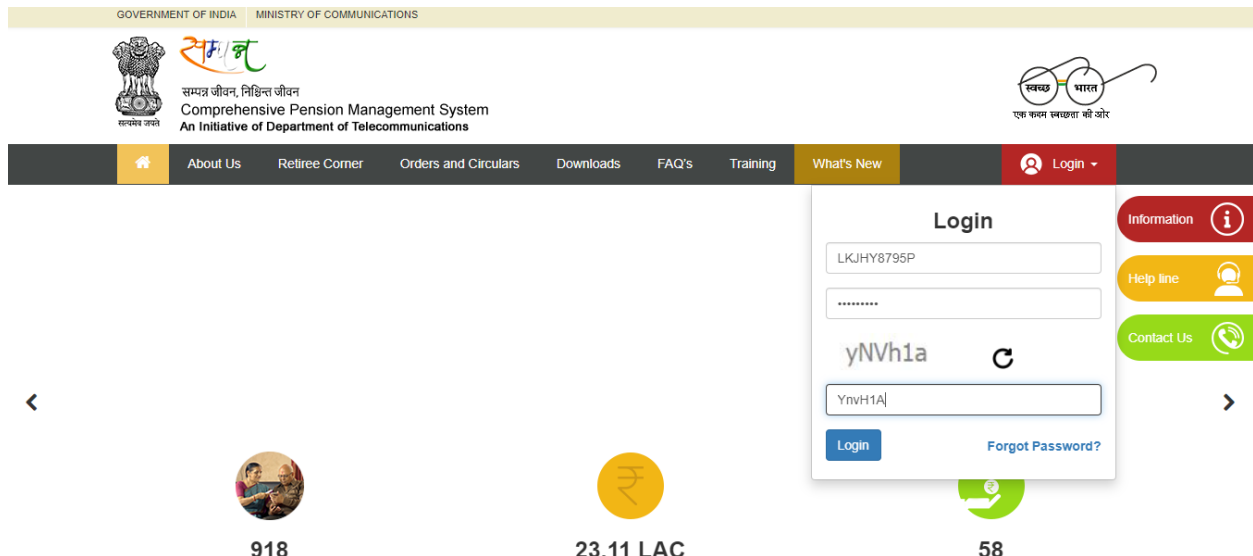
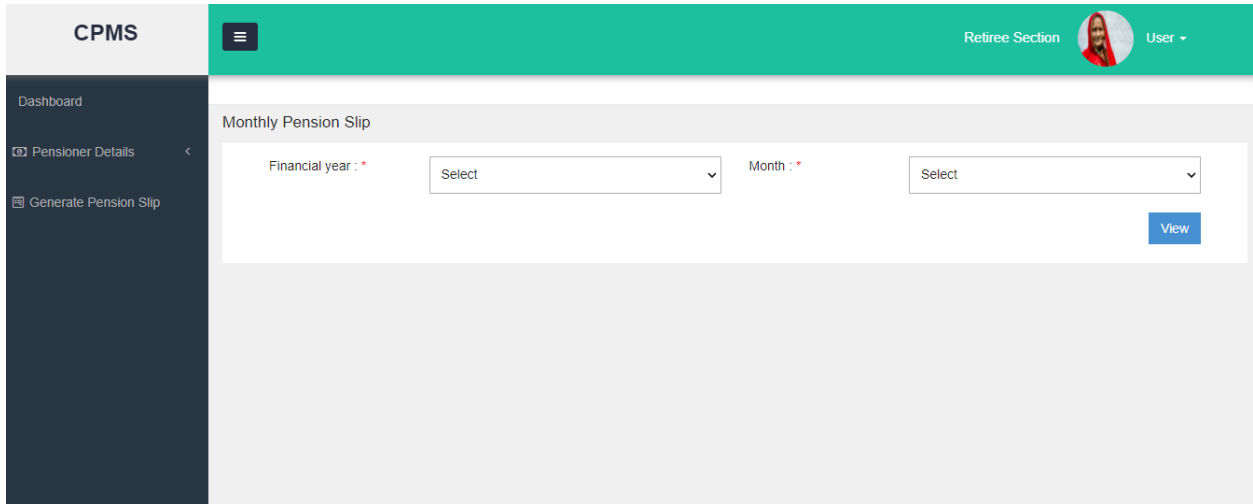


Fig (1)

2.1 Generate Pension Slip

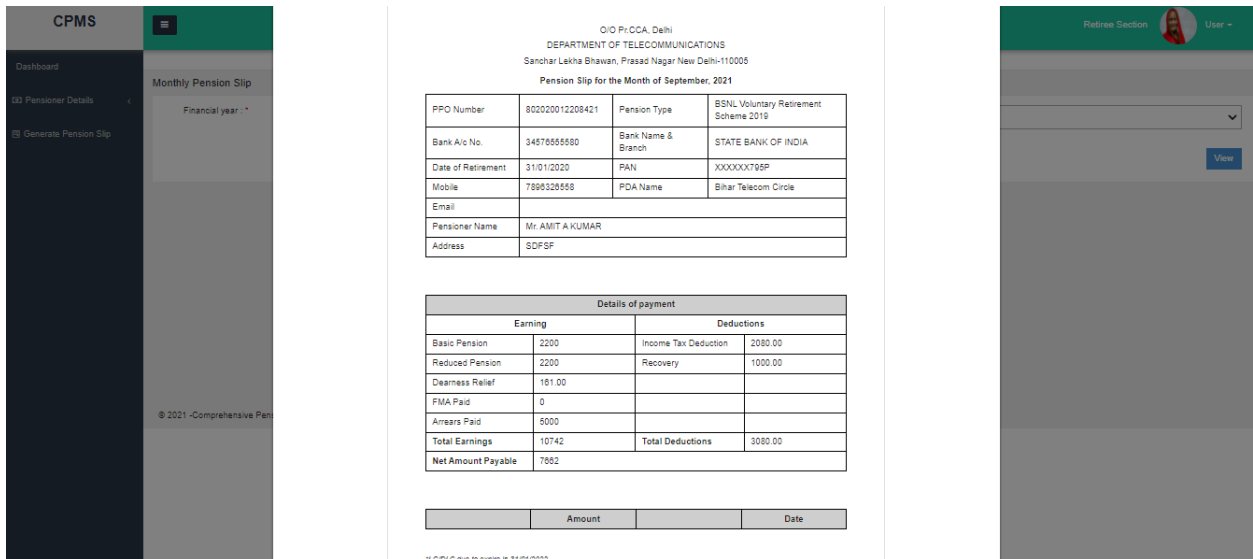
After login, on left hand side, pensioner will find a link called “**Generate Pension Slip**”. Once pensioner clicks on the link a new page will open, as shown in Fig(2).



Fig(2)

From this page, pensioner selects the Financial Year and Month for which he/she wants the pension slip and clicks on the “**View**” button.

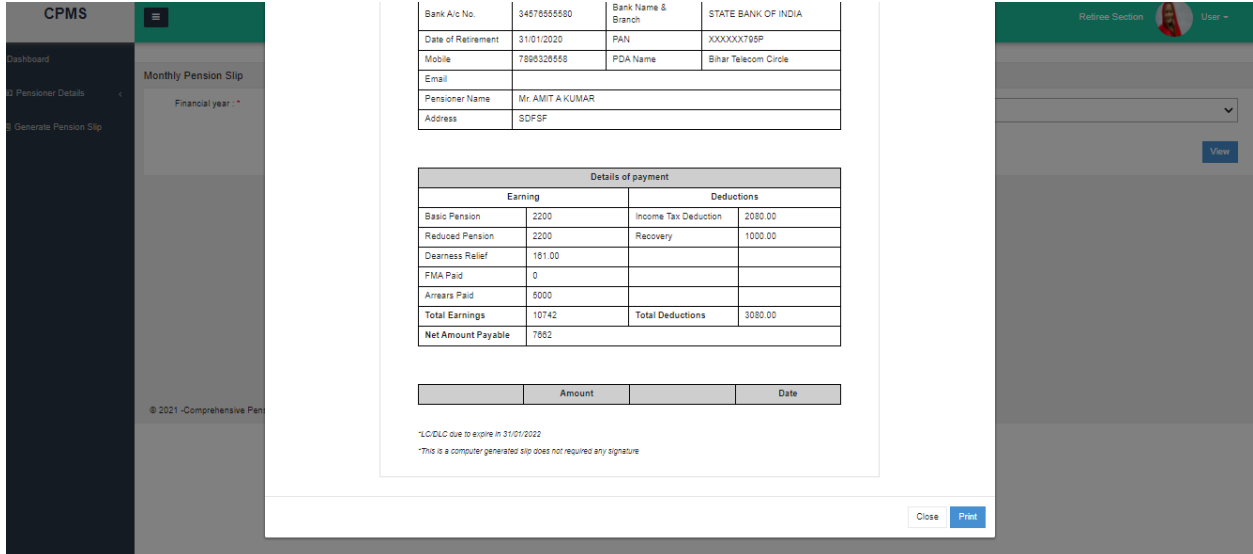
Once he/she clicks on the “**View**” button the system generated Pension slip will be open as a popup here, as shown in Fig(3). From here pensioner can take the print of the slip or can save the slip in his computer.



Fig(3)

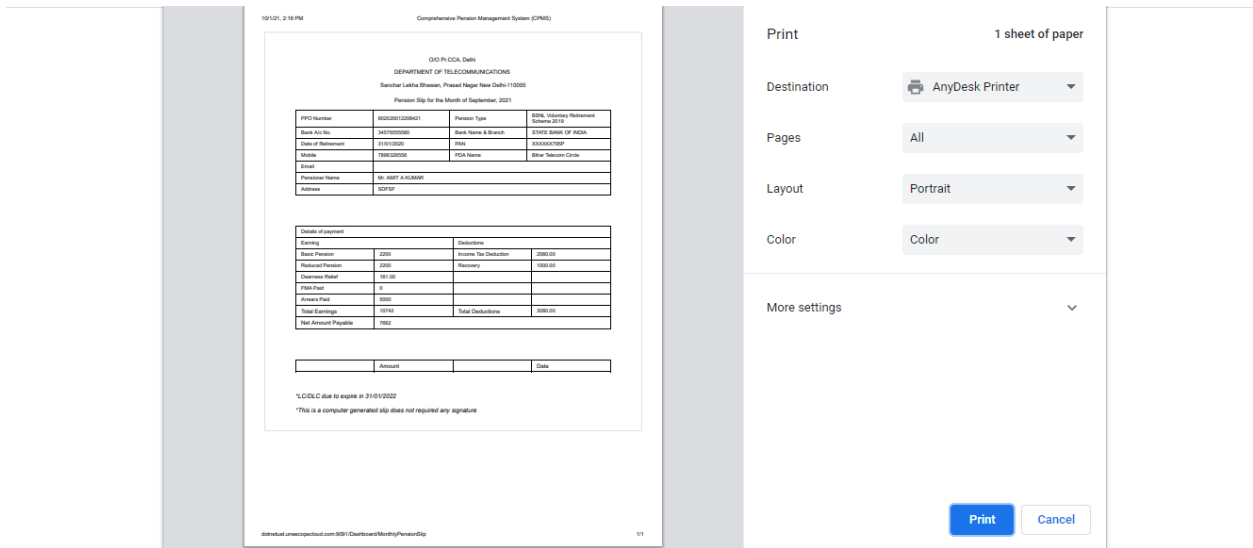
2.2 Taking Print of Pension Slip

To take the Print of the Pension slip, pensioner needs to click on the **“Print”** button given at the bottom of the slip, as Shown in Fig(4). If Pensioner wants to close the slip, he/she should click on the **“Close”** button.



(Fig 4)

As soon as Pensioner clicks on the print button a popup will open, as shown in Fig(5).



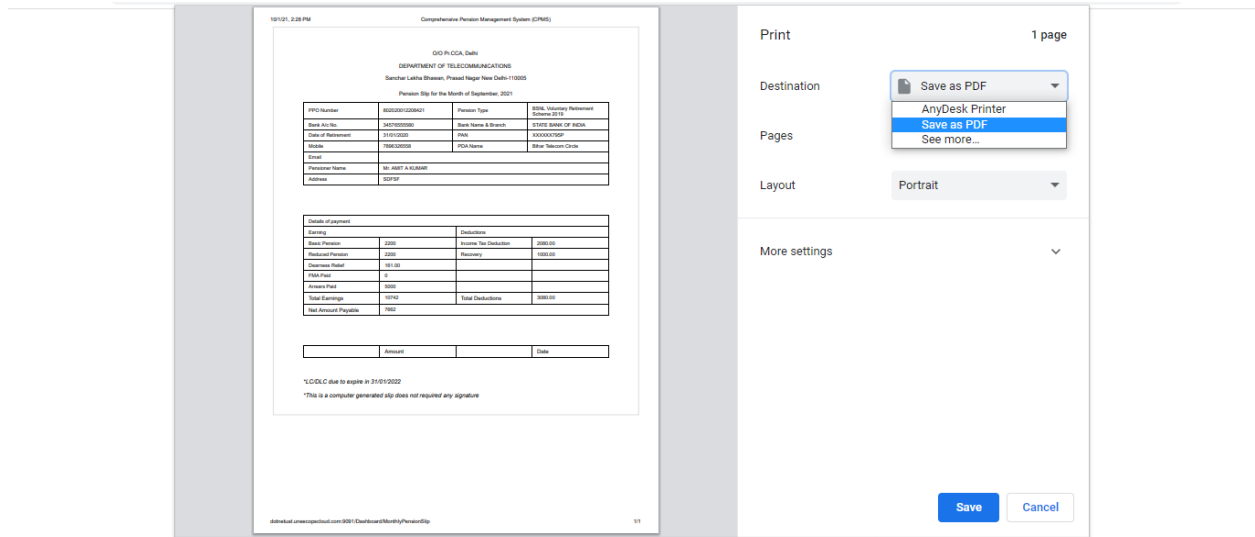
Fig(5)

Now s/he should select the printer from the given dropdown with other information and click on the **“Print”** button to take the print of the Pension Slip.

2.2 Save the Pension Slip

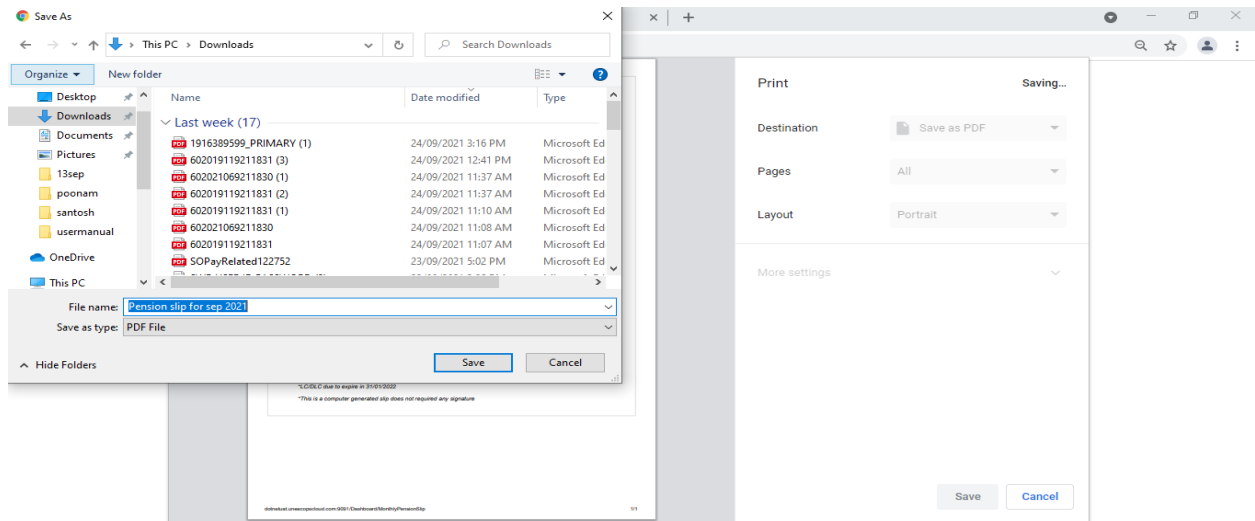
If Pensioner wants to save the Pension slip in system then also s/he should click on the **“Print”** button first, as shown in above Fig(4). Then a popup will appear as shown in above Fig(5).

On the drop down, select the **“Save as PDF”** option and click on the **“Save”** button as shown in Fig(6).



Fig(6)

After clicking the Save , pensioner can save the file in desired folder and use it later on.(Fig. 7)



Fig(7)

A separate video on how to download pension slip has been uploaded on SAMPANN and SAMPANN’s Youtube channel in both Hindi and English languages.