

General Instructions to the DPSC/DDO and SIS/HOI for correction of employee profiles and sending corrected profiles to ePension portal

After transferring of Employee Profiles from iOSMS portal to e-Pension portal, quite a few no of anomalies found due to incorrect entry of employee profiles in iOSMS. As a result, online pension submission is getting delayed. So it becomes extremely urgent to update those profiles. All DDO/DPSCs & HOI/SISs should take necessary steps to modify it in war footing basis.

Please check the following points, indicates that, which fields of the employee profile can be changed from which end from now on.

A. Editable at DDO/DPSC login

Employee Name (spelling mistake, surname etc.)

B. Editable at HOI /SIS login

(i) **Personal Details:**

1. Date of first entry in valid service as per service book
2. Joining Date (Present Post)
3. Joining Date (Present School)
4. Approval of Appointment Number
5. Approval of Appointment Date
6. Father's Name
7. Mother's Name
8. Religion
9. Mother Tongue
10. Marital status
11. Spouse Name (if married)
12. Whether spouse is employed
13. Employment Details of Spouse
14. Residential Status
15. Blood Group
16. Whether Differently abled
17. Height
18. Identification Marks

(ii) **Contact Details:**

All fields of Contact Details are editable at SIS/HOI

****In case of DOB/DOR/Bank A/c Details change, present procedure to be maintained by HOI/SIS & DDO/DPSC.**

Important instructions to SIS/HOI after modification of employee profile:

1. All SIS/HOI should download profile, print & get signed by concerned employee and store it.
2. SIS/HOIs are requested to send an intimation regarding modification of employee profile in iOSMS portal to his/her concerned DI/ADI/DPSC through email. The following details of employee to be provided during intimation:
 - (a) Name of the employee
 - (b) Employee Code
 - (c) iOSMS School Code
 - (d) School Name
 - (e) Date of Retirement
3. DI/ADI/DPSC will gather all intimations from HOI/SIS and send to **DSE ePension Integration.**
4. HOI/SIS are requested to wait at least 7 to 10 days for taking effect in ePension Portal after sending intimation to DI/ADI/DPSC regarding correction of profile.

Please do not send any ePension related matters to support.sed-wb@gov.in.