



User Guide– Pensioners Photo Upload Service



STATE BANK OF INDIA User Guide For Pensioners Photo Upload Service

Overview Review Information

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



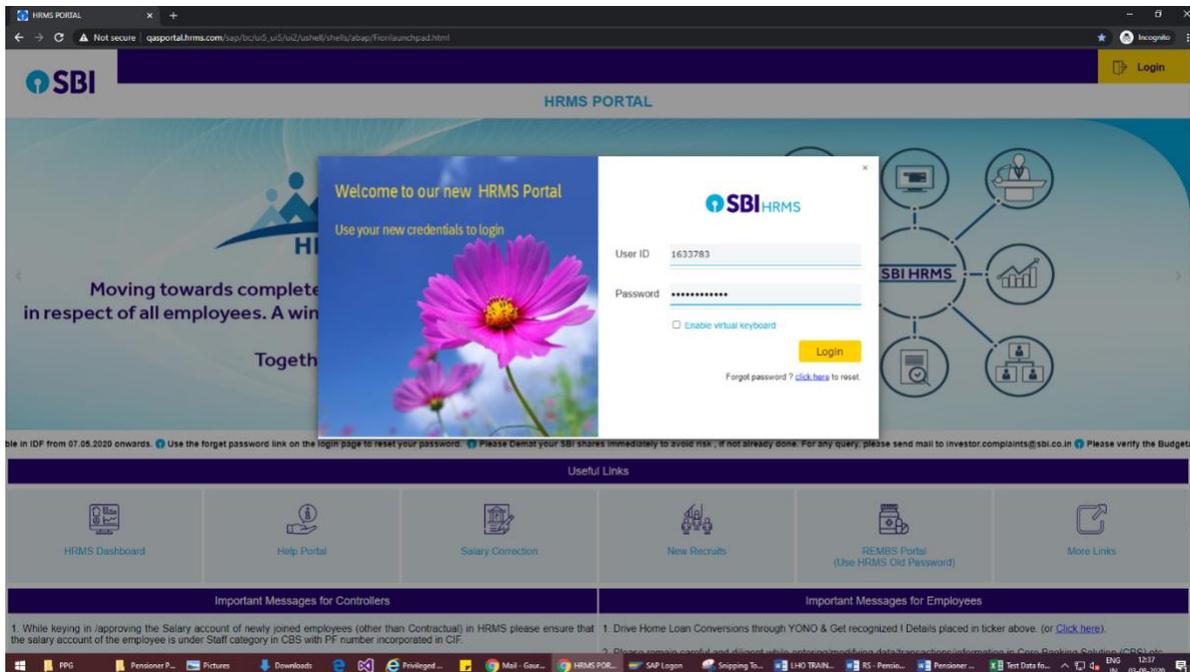
User Guide– Pensioners Photo Upload Service

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





View Pension/Salary Slip

Click on links below to download Pension/Salary Slip Select Year: 2020

January	February	March
April	May	June
July	August	September

- Apply/upload Pensioner Photo**
- User Manual

Photo Details

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

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.

Dispaly existing photo if already available in HRMS

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 :

*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.

Pensioner may choose pension paying branch



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Pensioner Photo Upload

Pensioner Name: Harish Chander
A/c no: 10378035075

Pension Paying Branch: No

Preferred Branch: 12943
Bansur Jaipur

*Latest Photo
Photo eligible.jpg

NOTE:
1. Maximum image size to be uploaded is 20 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

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
Photo eligible.jpg

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.

Approver: Naresh Kumar



User Guide– Pensioners Photo Upload Service

A screenshot of a web application interface. On the left, a white dialog box with a green checkmark icon and the text "Success" is displayed. Below the checkmark, it says "Request :PHT000000000000014 sucessfully created". At the bottom right of the dialog box is an "OK" button. To the right of the dialog box, there is a small thumbnail image of a man's face. Further to the right, under the heading "NOTE", there are four numbered instructions in red text:

- 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

A screenshot of the "Pensioner Photo Upload" web application interface. At the top, the title "Pensioner Photo Upload" is displayed. Below the title, there are two circular icons: "Photo Details" (with a camera icon) and "View Status" (with an information icon). The "View Status" icon is highlighted with a red rectangular box. Below the icons, a red text instruction reads: "Click on the row to view the image attached." Underneath this instruction is a table with the following data:

Request No	Application Date	Pensioner Name	Status
PHT0000000000000003	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
Apply Manual Pension Proposal (Old) 	Apply Pension Proposal MSS(Old) 	Gratuity Apply/View	Gratuity Payment eABS 	Gratuity Payment Advice Report(Old) 	IDF Submission for Pensioner (Old)		
Lien Cancellation BM / HOD (Old) 	Mass Approval Pension Proposal (Old) 	Pension Proposal Apply/View 	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 eABSs Approve 	Pensioners Related Services Apply & View 	Pension Proposal - Consolidated report Reprint(Old) 	Pension Proposal - Consolidated report (Old) 		
P.F. Refund - Payment Advice Report(Old) 	P.F. Settlement Trustee Approval (Old)	P.F. Full and Final Settlement Approval Approval(Old)	P.F. Withdrawal Recommend Approval(Old)	Provident Fund Apply & View 	Supplementary Claims (Old) 		



User Guide– Pensioners Photo Upload Service

Update Communication Address for Pensioners

Search Pensioner PF Index No.

- 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**



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SBI



Maharaj Singh Layak Sin

< Pensioner Photo Upload

*PF Index No: [Validate](#)

- 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**

[Submit](#)



User Guide– Pensioners Photo Upload Service



SBI



Maharaj Singh Layak Singt



Pensioner Photo Upload

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

*PF Index No: 1634607

Validate

Submit

Pensioner Photo Upload

***PF Index No:**

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

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

***Latest Photo**

***Remarks:**

Approver: Naresh Kumar

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.

portal.hrms.com/sap/bsc/vi5/ui5/ui2/ushell/shells/ehap/Eicrileupload.htm



User Guide– Pensioners Photo Upload Service

The screenshot shows a web browser window with a file upload interface. An 'Open' dialog box is open, showing a list of files in the folder 'This PC > Local Disk (I:) > GAURAV > Testing Quality > Pensioner Photo Upload'. The file 'Photo eligible.jpg' is selected. The background shows a user profile area with a placeholder for a photo and a 'Submit' button.

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

File type: All Files (*.*)

Buttons: 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



User Guide– Pensioners Photo Upload Service



SBI



Maharaj Singh Layak Singh



Pensioner Photo Upload

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

*PF Index No:

PF Index No: 1634607

Pensioner Name: Govind Kumar Madan

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

A/c no: 31109782676



*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.

*Remarks:

Approver: Naresh Kumar

https://gasportal.hrms.com/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.ht...

Submit



User Guide– Pensioners Photo Upload Service

Pensioner Photo Upload

*PF Index No: 1634607

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

Request :PHT000000000000052 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.

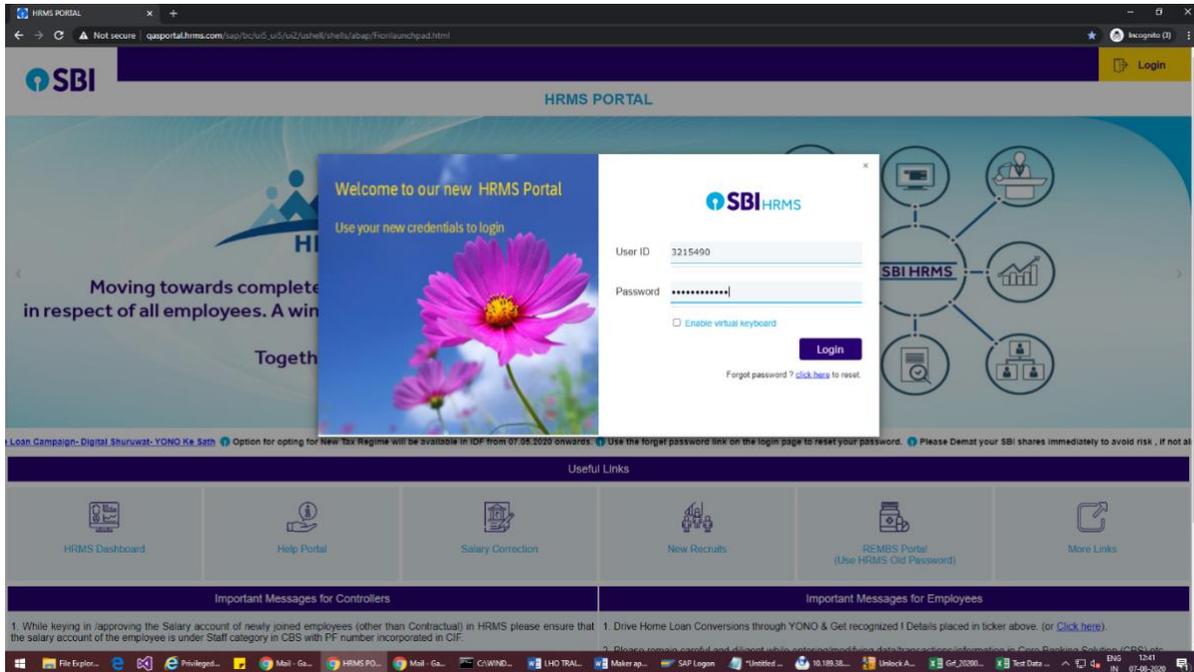
*Remarks: Verified by me

Approver: Naresh Kumar

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



User Guide– Pensioners Photo Upload Service



Personal	PF/Pension/Gratuity	Promotion/CDS/Career	Promotion/CDS/Career	Scholarship/Welfare	Sundries/Misc	Testing Dev, Quality	Assoc
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 Advice Report(Old) 		
P.F. Settlement Trustee Approval (Old)	P.F. Full and Final Settlement Approval Approval(Old)	P.F. Withdrawal Recommend Approval(Old)	Provident Fund Apply & View 	Provident Fund Services Approvals 	Supplementary Claims (Old) 		



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Search | Profile Naresh K

< **Approve PAN for Pensioners**

Request Details

Request ID	PF Index	Status	Application Date
		No data	

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



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< **Approve Pensioner Photo**

Request No	PF Index	Status
PHT0000000000000052	1634607	Submitted

Approve PAN

Approve Communication/Address

Approve Death Reporting

Approve Life Certificate

IDF - Submission for Pensioner

Approve Pensioner Photo

back Approve Reject



User Guide– Pensioners Photo Upload Service



SBI



Naresh Kumar

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:

***Approver Remarks:**

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



User Guide– Pensioners Photo Upload Service

SBI Naresh Kumar

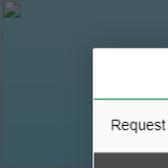
Approve Pensioner Photo

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** 

Success

Request :PHT000000000000052 successfully approved

OK

Remarks: **Approver Remarks:**

back **Approve** **Reject**