

TRANSMISSION CORPORATION OF ANDHRA PRADESH LIMITED
ABSTRACT

APTRANSCO - IT Wing – Submission of Digital Life certificate by APTRANSCO Pensioners through Biometric devices - Orders- Issued.

T.O.O. No. (Chief Engineer/Telecom&IT) Ms.No.1242

Dt.25-09-2019

Read the following:

Ref:- 1. B.P.Ms. No. 271, dated:9-4-1981

2. Memo.No. CGM(HRD&TRG)/DS(Legal)/PO.Reg/R1/74/04,Dt:19-3-04

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ORDER:

In the orders read above, instructions were issued for submission of life certificate by Pensioners/family Pensioners once in a year i.e. in the month of November every year. In order to obviate the difficulties faced by Pensioners, it is decided to introduce the digital life certificate through Biometric identification.

After careful consideration, the APTRANSCO hereby introduces digital life certificate for Pensioners/Family Pensioners In lieu of Physical life certificate. All the Pensioners/ Family pensioners are directed to make use of this system for submission of their life certificate in the month of November every year. The detailed working instructions to use the system are hereunder: -

1. APTRANSCO facilitates the automation of submission of Life certificates by the Pensioners by using the Biometric devices.
2. The URL for accessing the Biometric application for Pensioners is provided in APTRANSCO website. Login access will be given to all the Pension Disbursement Officers (PDOs). The PDOs shall ensure that all Pensioners under their jurisdiction are registered using this Pensioner Application. The data gets updated in SAP ERP.
3. The Pensioner Biometric application shall come into operative from 30.09.2019 and will be in force till integration of Jeevan Pramaan portal for getting life certificate of pensioners through Aadhar Enabled Biometric devices.
4. The help document for the use of App is attached along with the live URL.
5. Roles and responsibilities of the stake holders are as follows:
 - a. Pension Disbursement Officer(PDO):
 - i. Registration process is one-time activity. The pensioner has to visit their respective Pension Disbursement officer for registration.
 - ii. The Pension Disbursement Officer (PDO) shall Login to the biometric system and retrieve the details of the pensioner. A print out of the details shall be taken by the PDO and the correctness of the details shall be verified by both the parties. If any data is found to be wrong, the same shall be corrected on the print out and shall be signed by both parties.
 - iii. Print out so taken and signed by both parties shall be kept under safe custody of PDO.
 - iv. The corrections in Pensioners' data shall be carried out in SAP ERP by the concerned PDO.
 - v. After the data is corrected in SAP, the Pensioner shall register his/her face and thumb impression into the biometric attendance system.

6. Pensioner: Procedure for marking Biometric Attendance:
- The Pensioner once registered at the concerned PDO, can mark their attendance in lieu of life certificate at any nearby APTRANSCO office, as per the standard instructions, where ever the Biometric machine is provided.
 - For submitting the life certificate, the pensioner shall send Pensioner ID and biometric device ID details through SMS, to the mobile number provided on the device. The Device Number and Mobile Number will be provided on every Device.
SMS format
Device ID *space* <EmpId/PensionerID>
Send to mobile number 7382010180
Ex. VS5 3000120 send to 7382010180
 - Immediately after the SMS is sent, the pensioner will receive confirmation SMS and the Biometric details information will be loaded into that device. The Pensioner information will be available in that device for 24 Hours. Within 24 Hours, Pensioner shall mark their Biometric attendance in that specific device only. Otherwise, he has to send SMS again.
 - Upon marking of the Biometric attendance, a confirmation SMS will be sent to the Pensioner's mobile number from which the SMS was sent.
7. In case there is any difficulty with biometric device, the Pensioner shall approach the respective office of PDO, who will login to Biometric system and push the Pensioner details into the device with their login credentials.
8. All the Pension Disbursement Officers (PDOs) are directed to take necessary steps for successful implementation of this system duly coordinating with the Pensioners for registration process and for submission of Digital Life Certificate.
9. For any technical queries/issues and for Login credentials, please contact the following officer:
Technical issues : DEE/SAP&IT
Mob# 7382943988, Email ID: ade4.it@aptransco.co.in
10. This T.O.O. is made available on the internet and this can be accessed at the address www.aptransco.co.in.

(BY ORDER AND IN THE NAME OF TRANSMISSION CORPORATION OF AP LIMITED)

SRIKANT NAGULAPALLI
CHAIRMAN & MANAGING DIRECTOR

Copy to

PS to Chairman & Managing Director/APTRANSCO/Vidyut Soudha/Vijayawada.
PA to JMD (Fin., HRD, Comml.,IPC & IT)/ APTRANSCO/VS/ Vijayawada.
PA to Joint Managing Director (V & S)/APTransco/Vidyut Soudha/ Vijayawada.
PA to Director (Projects)/APTRANSCO/VS/ Vijayawada.
PA to Director (Grid, Transmission & Management)/APTRANSCO/ VS/VJA
All EDs/APTRANSCO/VS/Vijayawada
The Chief General Manager (HRD & Plg.,)/APTRANSCO/VS/Vijayawada
The Additional Secretary/APTRANSCO/VS/Vijayawada
All Chief Engineers/APTRANSCO
All FA&CCAs/APTRANSCO/VS/Vijayawada
All Superintending Engineers/APTRANSCO
The Pay officer/APTRANSCO/Vidyut Soudha/Vijayawada
The Accounts Officer/CPR/ APTRANSCO/Vidyut Soudha/Vijayawada

C.F.No.CE(Tel&IT)/SE(ERP&IT)/EE(SAP&IT)/DEE4.IT/4017424/2019

// FORWARDED BY ORDER //

Deputy Executive Engineer/IT