

NOTICE

Sub: CIL Executive Defined Contribution Pension Scheme

Action on the part of Nodal officer of CIL and its Subsidiary Companies:

A new portal "Pension Admin Portal" beneath the current portal will be available on 01/02/2019 onwards for all nodal officers. It will be used for managing the transfer of money to CIL HQ and further to LIC. Also all accounting will be carried out in this portal.

- In step-I, The nodal officers are to verify the uploaded documents by the employees viz. form 10E and Annexure by clicking a "Verify" button.**
- In step-II, all verified employees will appear on the screen with details. Nodal Officer will click on "Process" button. A pdf of verified employees will be generated with a distinct batch no(max 100 in a batch).**
- In step-III, Employees whose pdf has been generated will only appear. These employees will now not appear in step-I and step-II.**
- Amount of contribution batch wise will be transferred to CIL HQ and LIC and accounted for.**

The process for retired employees will also be similar. Detailed process for retired employees will follow soon.