Frequently Asked Questions (FAQs)

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Exit Management

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DISCLAIMER:

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.

Frequently Asked Questions (FAQs) : Exit Management

1. What is Exit Management?

Exit management refers to the structured process of handling employee exits, whether due to resignation, retirement, termination, or transfer.

2. Where can I find Exit Management?

Exit Management card is available in the home screen after logging in using the user credentials. It is available to all users.

3. Where I can apply for my Exit?

Login to the IT 2.0 application and in the bottom right corner, user will find self service icon. On clicking that Employee Self service screen will open. In that under Exit management card, I can apply for my exit.

4. What all types of Exits are available in Exit Management?

Types of exits available are: Resignation, Voluntary Retirement, Superannuation and Invalid Pension.

5. What is Resignation Exit?

Resignation Exit is type of exit applied when an employee desires to resign from the service.

6. Who can apply for Resignation Exit?

Any employee who wants to quit the service in the department can apply for Resignation Exit.

7. What is Voluntary Retirement?

After completion of 20 years of qualifying service, employee can take retirement voluntarily with all his monetary benefits like pension, gratuity etc.

8. Who can apply for Voluntary Retirement?

Any employee who has completed 20 years of qualifying service can apply for Voluntary Retirement by giving notice 3 months in advance.

9. What is Superannuation?

Superannuation pension is a type of retirement pension provided to government employees who retire after reaching the prescribed age of superannuation.

10. Who can apply for Superannuation?

To be eligible for a pension, including superannuation pension, a government servant typically needs to have completed a certain period of qualifying service.

11.   What is Invalid Pension?

Invalid pension is a type of pension granted to a government servant who is unable to continue working due to a permanent medical condition.

12.   Who can apply for Invalid Pension?

The request for an invalid pension must be supported by a medical certificate from a competent medical authority, confirming the permanent incapacity.

13.   What are the documents required to be uploaded in the Request Exit screen under Employee Details head?

User has to upload request letter in PDF format with size less than 50KB

14.   What are the documents required to be uploaded for processing Exit in Exit Management screen under Documents tab?

User has to download the blank proforma of common nomination form for gratuity, GPF and Insurance, Details of family members and application requesting exit. These forms should be filled and uploaded .

15.   Where can I find my application status?

In Exit Self-service Dashboard, Application status card is provided. Click on that card to access the application status.

16.   Where I can update employee Details?

Employee details are auto populated in the Exit Management screen.

17.   What information is available in employee Details?

Employee details like ID, Name, Group, Position Date of Birth, Cadre, Date of joining, Last Pay Drawn, Communication Address, Bank Details

18.   Where can I update Retirement Details?

Retirement details are auto populated in the Exit Management screen.

19.   What information is available in Retirement Details?

Retirement details like Retirement Type, Date of Retirement, Class of Pension, Medical examination, Rule, and GPF Account Details.

20.   What should be size of the documents that is required to be uploaded for processing Exit?

The maximum size of document must be 100KB.

21.   What is the format of the document that is required to be uploaded for processing Exit?

The format of the document that should be uploaded must be PDF.

22.   Government loans and dues are verified by which authority?

The authority to verify Government loans and dues is Loan Authority.

23.   Who will be the Loan Authority?

Loan authority will be authority to whom the role is mapped. Usually, it will be DDO.

24.   What is the role of Loan Authority?

The Loan authority will scrutinize the application submitted by any official and gives specific recommendation with a certificate of clearance of Dues towards the Department of Posts. This authority also passes the remarks if required and then forwards the application to the next stage.

25.   Who will be the Vigilance Authority?

Vigilance authority will be authority to whom the role is mapped. Usually it will be Vigilance OA.

26.   What is the role of Vigilance Authority?

The Vigilance authority will scrutinize the application forwarded by Loan Authority and gives specific recommendation with a certificate of clearance of no pending cases/pending actions/punishments against the official. This authority also passes the remarks if required and then forwards the application to the next stage.

27.   Who will be the Reporting Authority?

The Reporting Authority is usually the Divisional Head.

28.   What is the role of Reporting Authority?

The Reporting Authority will scrutinize the application and will forward the application submitted by the employee to the other authorities to get specific information about the employee in view of any pending dues, pending cases/actions/punishment.

29.   Who will sanction the pension?

Pension Sanctioning Authority will sanction the Pension.

30.   Who is Pension Sanctioning Authority?

Pension Sanctioning Authority will be usually the Divisional Head.

31.   What is the role of Pension Sanctioning Authority?

Pension Sanctioning Authority will give the pension inputs and calculate the pension. And the application will be forwarded to Pension Approving Authority.

32.   Where can authority give Pension Inputs?

Pension Sanctioning Authority will give the Pension inputs in the Exit Management screen under Pension Sanctioning Authority card.

33.   Who will calculate Pension?

Pension Sanctioning Authority will calculate the Pension.

34.   What information is to be entered in Pension Inputs?

Information like Qualifying service, Non Qualifying service, Earned leave, half pay leave, last drawn pay and Average Emoluments will be entered in Pension Inputs.

35.   What information is available in Pension Calculation sheet?

Information like Employee Details, Service Details, Leave Encashment Details, Commutation Details and Pension Details are all the details available in Pension Calculation Sheet.

36.   Who will approve the Pension?

Pension Approving Authority will approve the Pension.

37.   Who is Pension Approving Authority?

Pension Approving Authority is DAP/PAO

38.   What is the role of Pension Approving Authority?

Pension Approving Authority will verify the calculations of pension and pensionary benefits received from the PSA and generate PPO and Pensioner's ID. PAA will forward the PPO and other sanctions to the DDO for disbursal.

39.   Who will generate the pension ID?

Pension Approving Authority (PAO) will generate the Pension ID.

40.   What are the tabs available in PAA?

Tabs available are: Employee Details, Retirement Details, Documents, Pension Calculation and PPO.

41.   After Generation of Pension ID, PAO will forward application to whom?

After generation of Pension ID, PAO will forward application to DDO.

42.   Is there any provision at PAA level to check the Pension Calculation Sheet?

Yes, Pension calculation Sheet generated by Pension Sanctioning Authority can be viewed by PAA under the tab 'Pension Calculation.

43.   Who will generate the Pension Payment Order?

Pension Approving Authority will generate the Pension Payment Order.

44.   How will PAA generate the Pension Payment Order?

Pension Payment Order will be generated by clicking on 'Generate Pension Payment Order' button under the PPO tab in the Exit Operations Dashboard.

45.   How will PAA generate the Pension ID?

Pension ID will be generated by clicking on 'Generate Pension ID' button under the PPO tab in the Exit Operations Dashboard.

46.   What is full form of RA?

Reporting Authority

47.   What is full form of LA?

Loan Authority

48.   What is full form of VA?

Vigilance Authority

49.   What is full form of PSA?

Pension Sanctioning Authority

50.   What is full form of PAA?

Pension Approving Authority

51.   What is full form of PPO?

Pension Payment Order

52.   What is full form of PAO?

Postal Accounts Officer

53.   What is full form of DAP?

Director of Accounts (Postal)