

Help Document

Biometric registration Process:

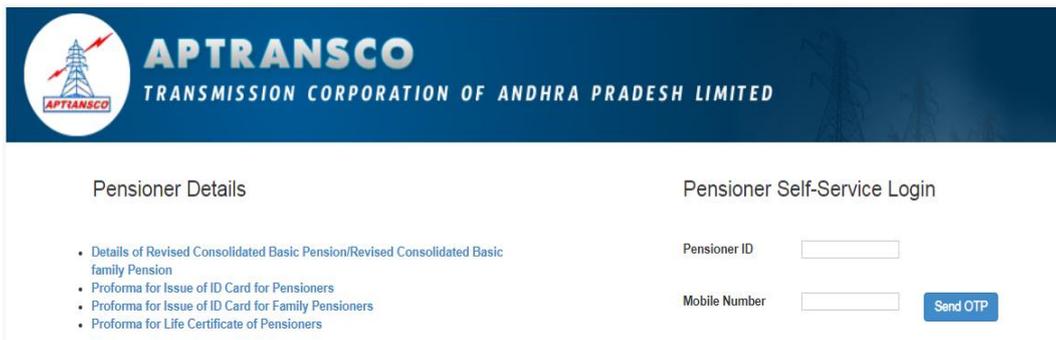
1. The Pensioner shall first login to Pensioner Self Service (PSS) application (Please refer PSS Help document).

APTRANSCO Website →Dept Home →Pensioner Applications → PSS Login



Or

URL: <http://too.aptransco.co.in/psa/Account/Login>



2. After login to PSS Portal, the Pensioner shall check their Personal details and Dependant's details under **Pensioner Profile**.
3. If there is any rectification, it is requested to approach concerned HR Section with the print out taken from the PSS Portal with all necessary proofs and get the details updated in APTRANSCO SAP ERP.
4. After getting updated the Personal details, Dependents details alongwith latest photographs, a copy of the print out duly signed by both pensioner and the concerned HR Officer may be preserved for future reference. The same shall be shown to Pension Disbursement Officer for getting the Biometric registration, i.e. for one time registration of face and thumb impressions into the Biometric system.
5. The Pension Disbursement Office (PDO) along with Telecom officers shall carry out the Biometric registration process in the Pensioner Biometric Portal using the link provided in APTRANSCO Website.

APTRANSCO Website →Dept Home →Pensioner Applications →Biometric login

Or URL: <http://203.153.46.100/pdo/pensionapp.php>

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6. Once the registration is done, Pensioners can mark their attendance, in lieu of life certificate, at any of the 118 Transco offices such as 220 KV Substations, Division offices, Circle offices and Zonal offices, where the Biometric machines are provided.

Procedure to mark the attendance in Biometric machines

- a. The Pensioner once registered at the concerned as explained above, can mark their attendance in lieu of life certificate at any nearby APTRANSCO offices such as 220 KV Substations, Divisional offices, Circle Offices and Zonal Offices, as per the standard instructions, where ever the Biometric machine is provided.
- b. 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* <Empld/PensionerID>

Send to mobile number 7382010180

Ex. VS5 3000120 send to 7382010180

- c. 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.
- d. Upon marking of the Biometric attendance, a confirmation SMS will be sent to the Pensioner's mobile number from which the SMS was sent.
- e. In case there is any difficulty with Biometric Device, the Pensioner shall contact respective Pension Disbursement Office, who will login to Biometric system and push the Pensioner details into the device with their login credentials.