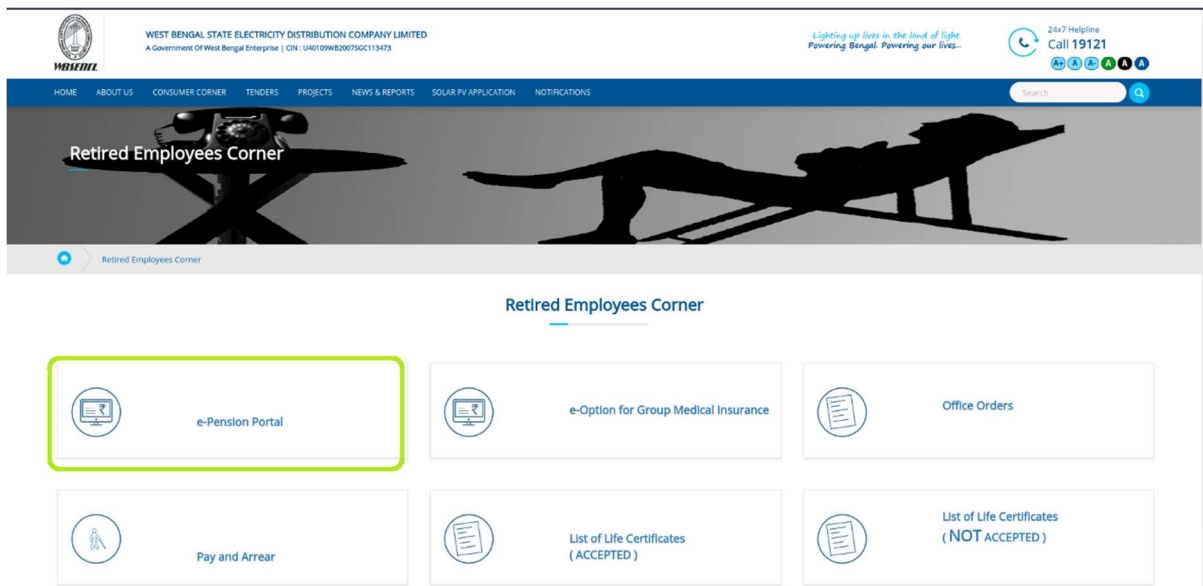
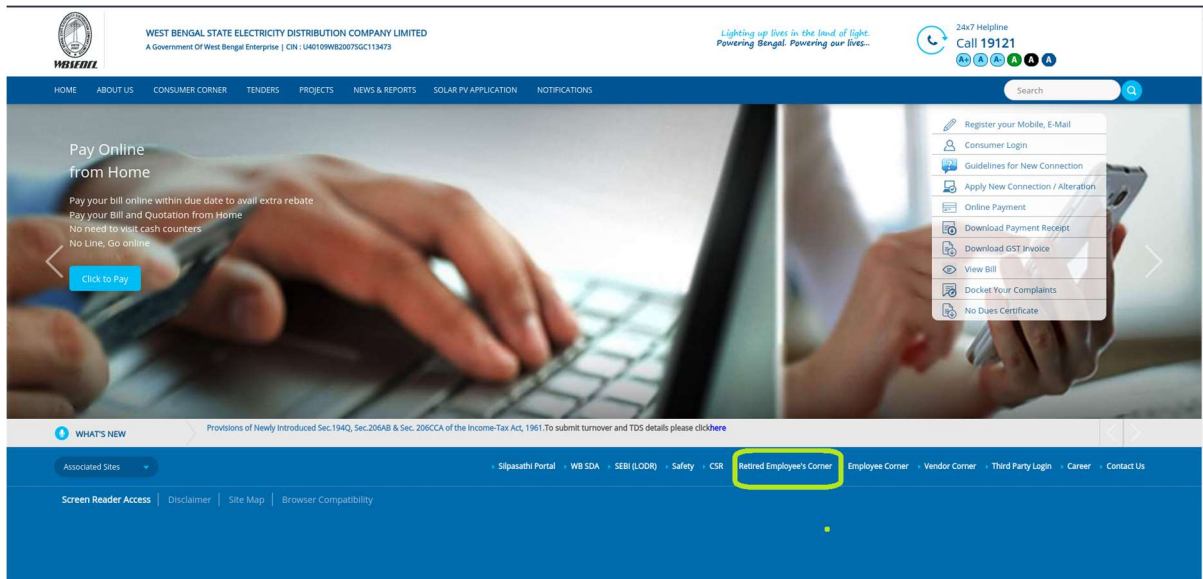


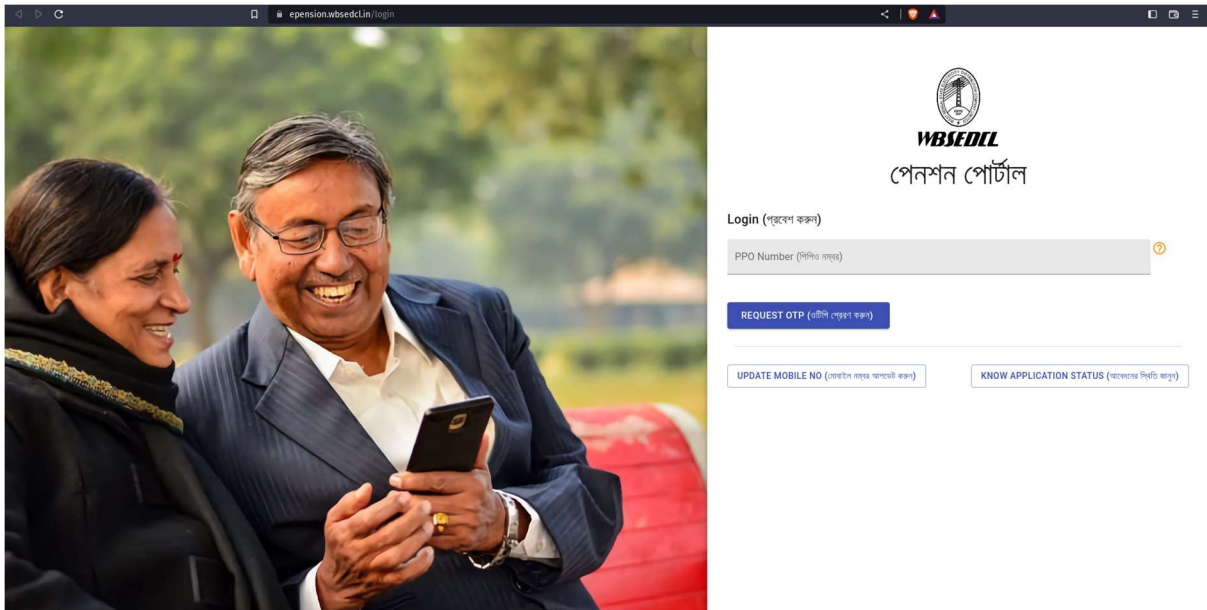
User Manual
to
Apply for Id- Card on
WBSEDCL E-Pension Portal
for Pensioners and
Family Pensioners

1. Log onto <https://www.wbsedcl.in> and click on **Retired Employee's Corner**. Click on **e-pension Portal**.

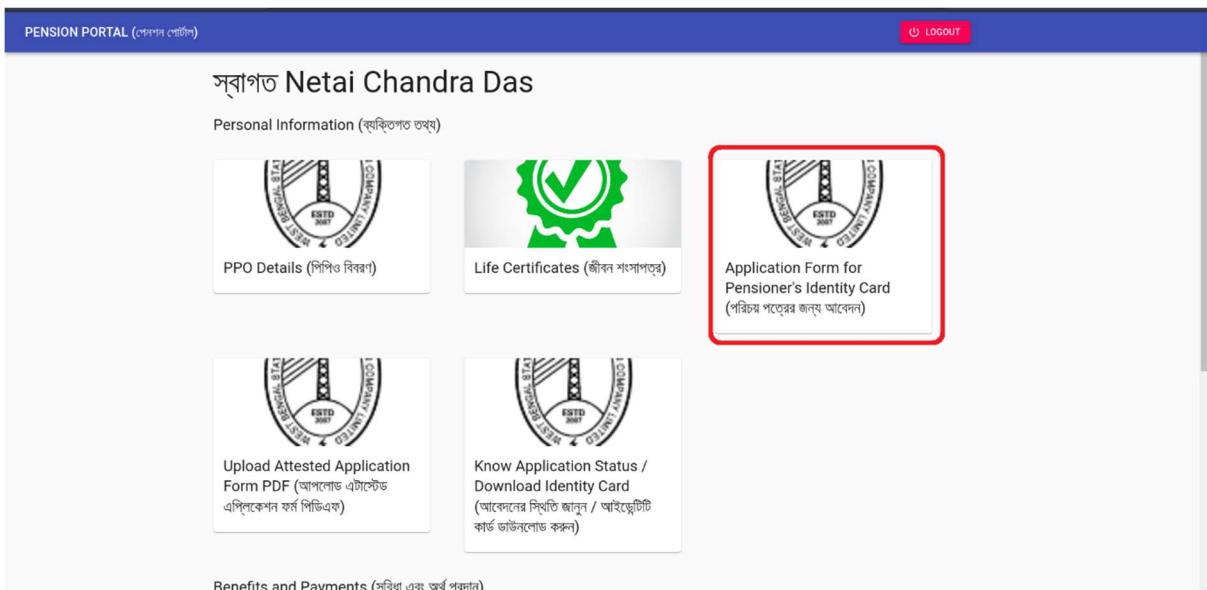


Or simply logon onto <https://epension.wbsedcl.in>.

2. Login using PPO number and OTP received on the registered mobile number.



3. Click on the **Application Form for Pension's Identity Card** button.



4. A pre-filled form will be generated as per the data available with WBSEDCL. In case of any discrepancy in the pre-filled data the pensioners/family pensioners are requested to contact the Corp Pension Cell for correction of data before submission of the application form. Click on **Upload Passport Size Photo** to upload photo. Click on **Upload Signature Photo** to upload photo.

Upload scanned photo and signature as per the following specifications:

Sl. No.	Particular	File type allowed	Maximum dimension	Maximum size allowed
1	photo	.jpg, .jpeg, .png	300*300 pixels	240 kB
2	signature	.jpg, .jpeg, .png	300*100 pixels	100 kB

5. Details like **PAN Number and ADHAAR Number** may be asked if not available with WBSEDCL. Also, in case of family pensioners **Marital status** may be selected from drop down list if not available with WBSEDCL. Click on the **Submit** button.

7. Get the application form attested and scanned. The list of authorized Signatories for attestation of pensioner identity card is available within the application form.

List of Authorized Signatories for attestation of Pensioner Identity Card

1. A Person exercising the powers of a Magistrate under Criminal Procedure Code.
2. A Registrar or Sub- Registrar appointed under the Indian Registration Act.
3. A Gazetted Government Officer.
4. A Police Officer not below the rank of Sub- inspector In- Charge of a Police Station.
5. A Class-I Officer of the Reserve Bank of India, or any Manager of a Nationalized Bank.
6. A Block Development Officer (BDO), Munsif, Tehsilder or Naib Tehsilder.
7. A Member of Parliament, of State Legislature or of Legislatures of Union Territory Government/Administration.
8. Treasury Officer.
9. Any class-I Officer of WBSEDCL/WBSETCL/WBPDCL.

- To upload the scanned attested application form, follow steps 1 and 2 above.
- Click on the **Upload Attested Application Form PDF** button.

PENSION PORTAL (পেনশন পোর্টাল) LOGOUT

স্বাগত Netai Chandra Das

Personal Information (ব্যক্তিগত তথ্য)

- PPO Details (সিপিও বিবরণ)
- Life Certificates (জীবন শংসাপত্র)
- Application Form for Pensioner's Identity Card (পরিচয় পত্রের জন্য আবেদন)
- Upload Attested Application Form PDF (আপলোড এটাটেস্টেড এপ্লিকেশন ফর্ম পিডিএফ)**
- Know Application Status / Download Identity Card (আবেদনের স্থিতি জানুন / আইডেন্টিটি কার্ড ডাউনলোড করুন)

Benefits and Payments (সুবিধা এবং অর্থ প্রদান)

- Click on **Upload PDF** to upload the scanned attested application form. Only .pdf files are accepted with a maximum file size of 5 MB. Click on the **Submit** button. A success message shall be displayed if file upload is successful.

PENSION PORTAL (পেনশন পোর্টাল) LOGOUT

Home / Upload Attested Application Form PDF (আপলোড এটাটেস্টেড এপ্লিকেশন ফর্ম পিডিএফ)

PPO Number (For existing pensioner)
80015446

UPLOAD PDF

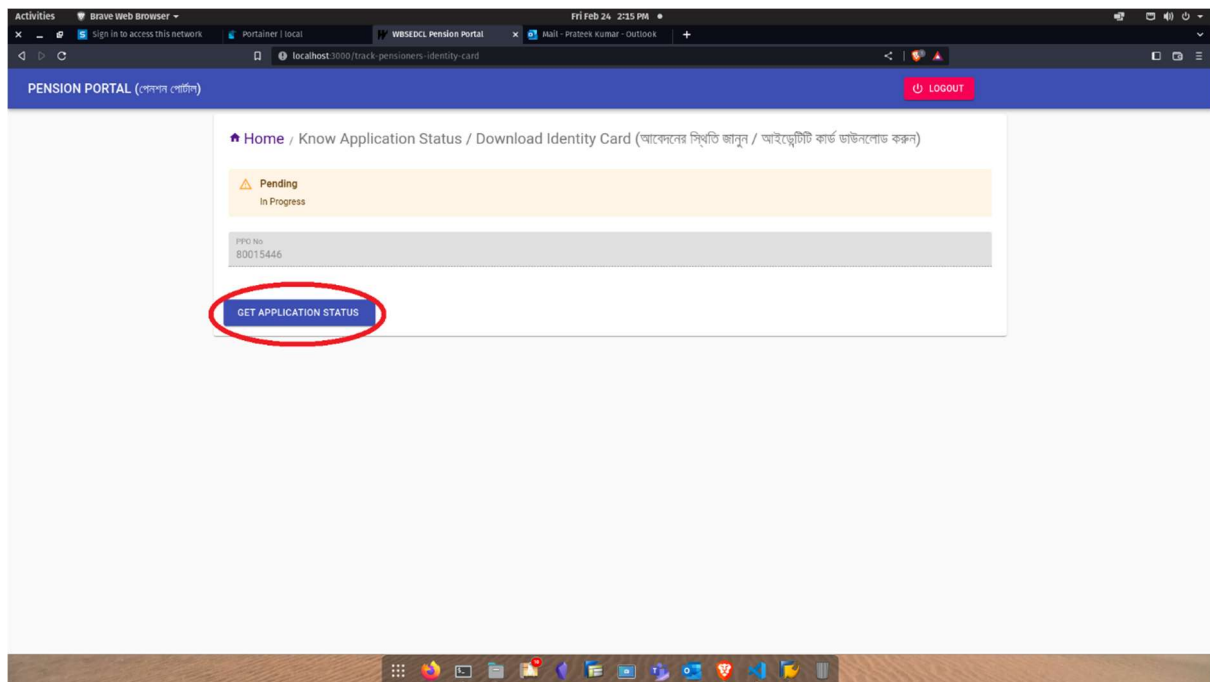
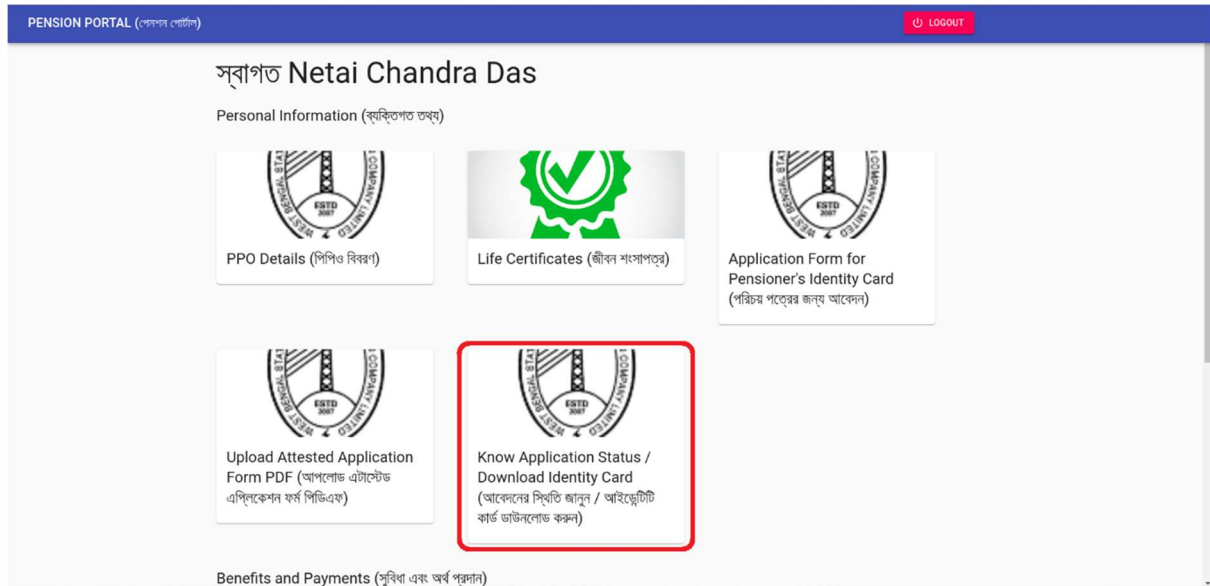
- Only .pdf accepted
- The file must be less than or equal to 5 MB (megabytes)

SUBMIT

KNOW PENSION APPLICATION STATUS

11. The application shall then be reviewed by the Pension Cell, WBSEDCL. To know your application status, follow steps 1 and 2 above.

12. Click on the **Know Application Status/ Download Identity Card** button. Click on the **Get Application Status** button.



13. Once the Pension Cell rejects or approves the ID-card application, the applicant shall get intimation over SMS for the next course of action:

Feb 9, 16:24 SIM2 [2]

Feb 10, 11:43 SIM2 [2]

Application for Identity card of PPO No. [REDACTED] is rejected. Please re-apply properly in the pensioners portal.-WBSEDCL

Application for Identity card has been accepted vide no. [REDACTED]. Please download it from the pensioners portal.-WBSEDCL

- a. If the application is rejected, re-apply following the steps 1 to 10 above.
- b. If the application is approved, to download the ID-card follow step 1 and 2. Click on the **Know Application Status/ Download Identity Card** button. Click on the **Get Application Status** button. The ID-Card shall then be generated and downloaded automatically. Once approved, ID-card can be downloaded any number of times.

