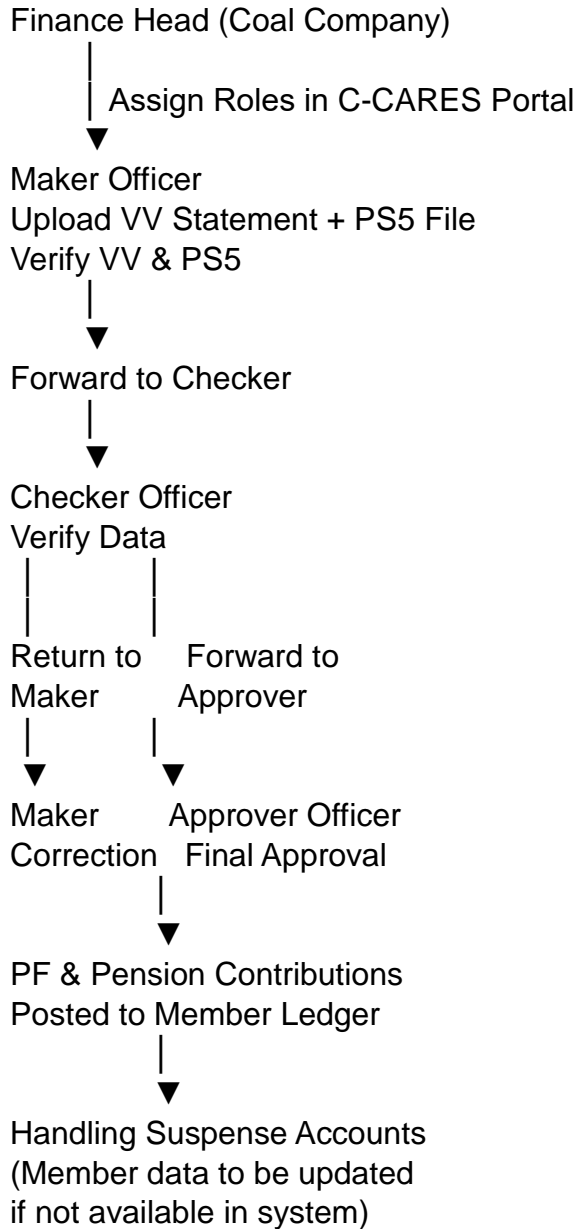


**Process Flow for Upload of VV Statements in C-CARES Portal**



## **Detailed Procedure for Upload of VV Statements**

### **1. Role Assignment by Finance Head**

The Finance Head of the Coal Company shall log into the C-CARES Officer Portal and assign the following roles through the Create New Role option:

- Maker (MKR)
- Checker (CKR)
- Approver (APR)

Each role shall be assigned to designated officers responsible for VV Statement processing.

### **2. Maker Stage – Upload of VV Statement**

The Maker Officer shall:

1. Login to Officer Login in the C-CARES Portal.
2. Navigate to the VV Upload section.
3. Select the month and year for which the VV statement is to be uploaded.
4. Upload the following files:
  - VV Statement Excel file
  - PS5 Verification Excel file
5. Click Verify VV Statement.
6. Upload the PS5 file and click Verify PS5.
7. After successful verification, the system will display:
  - Fund Summary
  - Total Provident Fund
  - Total Pension Fund
8. Forward the verified report to the Checker Officer.

### **3. Checker Stage – Verification**

The Checker Officer shall:

- Review the VV Statement and PS5 data uploaded by the Maker.

- Verify the correctness of the information.

The Checker may:

- Return the report to Maker in case of discrepancies, or
- Forward the report to the Approver Officer for final approval.

Returned reports will appear under the Returned Tab for correction and resubmission.

#### **4. Approver Stage – Final Approval**

The Approver Officer shall:

- Review the VV Statement and PS5 verification data.
- Approve the report if found correct.

Upon approval:

- Provident Fund contributions are posted to the Member PF Ledger.
- Pension contributions are posted to the Member Pension Ledger.
- Members can view the updated contributions for the respective month.

#### **5. Handling Suspense Accounts**

If certain member records are not available in the database:

- Such entries will appear under Suspense Accounts.
- The missing member details must be added to the system.
- Once updated, the corresponding PF and Pension amounts will automatically link to the member ledger.