

# User Manual – Steps for logging in BSPHCL’s Know Your Pensioner (KYP) Portal

To begin the process, the DDO / Pensioner has to login on the following URL –<http://kyp.bsphcl.co.in>.

## STEP 1: On Log in Page :- On page 1 of the webpage

- Enter “DDO ID” as per Proxix or “Pension ID” in the website.
- The system shall generate and send an OTP to the registered mobile number of the DDO / registered mobile number of the pensioner.
- Enter the Numeric OTP sent on the Mobile number
- and then, click on “**Log in**”.

## STEP 2: Pensioner Details :- On page 2 of the webpage

- Enter the Pensioner ID in the search menu.
- Enter/Change/Update all the details in fields specified in the webpage.

**Note:-** It may be noted that the following fields are pre-filled and cannot be updated – (a) Pensioner ID, (b) Pensioner Name (c) DOB Pensioner , (d) Bank Account No. and (e) IFSC

- Click on “**Update & Next**” button at the bottom of the webpage.

## STEP 3: Pensioner Offspring Details :- On page 3 of the webpage

- Enter the details of Offspring’s Name, Date of Birth, Gender, Differently Abled, Occupation)

**Note:-**It may be noted that by default the Pensioner can enter only 1 offspring details in this webpage. In case the Pensioner has more than 1 offspring, “**Add**” button can be used for adding the details of offsprings, as applicable.

- After adding the above details, click on “**Save Off Spring Details**” button.

## STEP 4: ID and other Documents :- On page 4 of the webpage

- **Upload** the following Documents in the specified format – (a) Pensioner’ Aadhar (in PDF, less than 200 KB) , (b) Pensioner’s PAN (in PDF , less than 200 KB) , (c) Original PPO (in PDF, less than 200 KB), (d) Photograph (in JPG, JPEG, PNG, less than 50 KB), (e) Revised PPO (in PDF, less 200 KB), (f) First Page of Bank Passbook in which Pension is credited (in PDF, less than 200 KB).
- **Update and upload** the Pensioner’s **marital information** as under –
  - **If the Pensioner is not Married:-** Pensioner has to upload a Self-Declaration to this effect;
  - **If the Pensioner is Married and Spouse is Alive:** - Spouse’s Aadhar, Spouse’s PAN<sup>1</sup> / Self Declaration in case the Spouse does not have PAN, Spouse’s Photo (in JPG, JPEG, PNG, less than 50 KB) have to be uploaded.
  - **If the Pensioner is Married and Spouse is Dead:** – Death Certificate of the Spouse has to be uploaded.
  - After adding the above details, click on “**Upload Files** ” button

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<sup>1</sup> In case the spouse does not have PAN, self-declaration to this effect has to be uploaded.

## STEP 1:-



## Know Your Pensioner

Description - All DDOs are required to log in using their Pay & Pension Software (Prosix) ID. An OTP will be sent to their respective mobile numbers. ... [Read more](#)

### LOG IN

DDO ID :

Enter OTP :

[Log-In](#)

OTP has been sent to your Mobile No.:74\*\*\*\*\*46  
90 seconds remaining

Example – Pension ID / DDO ID

Example – 764385

1. Enter “ DDO ID ” or “ Pension ID “
2. OTP shall be generated in the registered Mobile Number
3. Click in “ Log In “

## STEP 2 :-



Enter Pensioner  
ID

[Search](#)



Enter Pension ID



Click Search

**STEP 3:-**



Enter Pensioner  
ID

P12001

Search

Pensioner ID:	<b>P12001</b>	Pensioner Name:	<b>HARIHAR</b>	DOB Pensioner:	<b>14/05/1942</b>
Father's Name	Vijay kumar	Name of Spouse:	Suman kumar	DOB of Spouse:	01-01-2000
Designation (At the time of retirement):	ADMINISTRATIVE OFFICER ▾	Email ID:	ss@gmail.com		
Last Place of Posting:	cc	Date of Retirement:	01-01-2000		
Pension Payment Order No.:	23	Date of PPO:	01-01-2000	Revised Pension Payment Order No.:	22
Date of Revised PPO:	01-01-2000	PAN No.:	AAKPH4353D	Aadhaar No.:	121212121212
Bank Account No.:	11054530284	IFSC:	SBIN0001099	Mobile No.:	9973459055
Enter Complete Address:	ccc				

Update & Next

Fill the form and Click

1. Enter All the Information :- " Father Name " , " Name of Spouse " , " Email ID " , " Last Place of Posting " , " Adhaar No " , " Enter Complete Address "
2. Click " Update & Next " option

**STEP 4:-**

 **Bihar State Power Holding Co. Ltd.** Pensioner Form View Report ▾ Logout

### Please Enter Offspring Details

Name	Date of Birth	Child Type	Marital Status	Differently Abled	Occupation	Action
<input type="text" value="Enter Child Name"/>	<input type="text" value="01-01-1950"/>	<input type="text" value="Son"/> ▾	<input type="text" value="Married"/> ▾	<input type="text" value="Yes"/> ▾	<input type="text" value="Enter Occupation"/>	
<input type="text" value="Enter Child Name"/>	<input type="text" value="01-01-1950"/>	<input type="text" value="Son"/> ▾	<input type="text" value="Married"/> ▾	<input type="text" value="Yes"/> ▾	<input type="text" value="Enter Occupation"/>	<input type="button" value="Delete"/>



To add Offspring Click " Add Leave Period "



Click " Save Offspring Details "

1. Enter All the Information
2. To ADD Offspring's use " Add Leave Period"
3. Click " Save Offspring Details "

**STEP 5:-**

Please Upload all Pensioner Documents in the format mentioned

Upload Aadhaar of Pensioner (In pdf)  No file chosen

Upload PAN CARD of Pensioner (In pdf)  No file chosen

Upload PPO of Pensioner (In pdf)  No file chosen

Upload Photograph of Pensioner (In jpg)  No file chosen

Upload Revised PPO of Pensioner (In pdf)  No file chosen

Upload Bank Passbook (First Page) of Pensioner (In pdf)  No file chosen

Are you married?   Is your spouse alive?

Upload spouse's Death Certificate:  No file chosen

**DOCUMENTS to UPLOAD**

1. Upload Aadhar ID (in PDF , Size 200 KB )
2. Upload Pan card ID (in PDF , Size 200 KB )
3. Upload PPO (in PDF , Size 200 KB )
4. Upload Photograph (in JPG , JPEG , PNG , Size 50 kB )
5. Upload Revised PPO (in PDF , Size 200 KB )
6. Upload Bank Passbook (in PDF , Size 200 KB )

Upload Revised PPO of Pensioner (In pdf)  No file chosen

Upload Bank Passbook (First Page) of Pensioner (In pdf)  No file chosen

Are you married?  ▾

Upload declaration:  No file chosen

Kindly upload Aadhaar Card.  
 Kindly upload PAN Card.  
 Kindly upload PPO.  
 Kindly upload Photograph.  
 Kindly upload Revised PPO.  
 Kindly upload Bank Passbook (First Page).  
 Kindly upload Spouse Death Certificate.

← Click "Upload Files"

### In Case -Pensioner is not Married

Following Documents needed :- Self Declaration



Upload Revised PPO of Pensioner (In pdf)  No file chosen

Upload Bank Passbook (First Page) of Pensioner (In pdf)  No file chosen

Are you married?  ▾

Is your spouse alive?  ▾

Upload spouse's Death Certificate:  No file chosen

Kindly upload Aadhaar Card.  
 Kindly upload PAN Card.  
 Kindly upload PPO.  
 Kindly upload Photograph.  
 Kindly upload Revised PPO.  
 Kindly upload Bank Passbook (First Page).  
 Kindly upload Spouse Death Certificate.

← Click "Upload Files"

### In Case -You are Married & Spouse is Alive

Following Documents are mandatory :-

1. Aadhar ID
2. Pan Card ID / Self Declaration
3. Photo

### In Case -You are Married & Spouse is Death

Following Documents are mandatory :-  
 Death Certificate