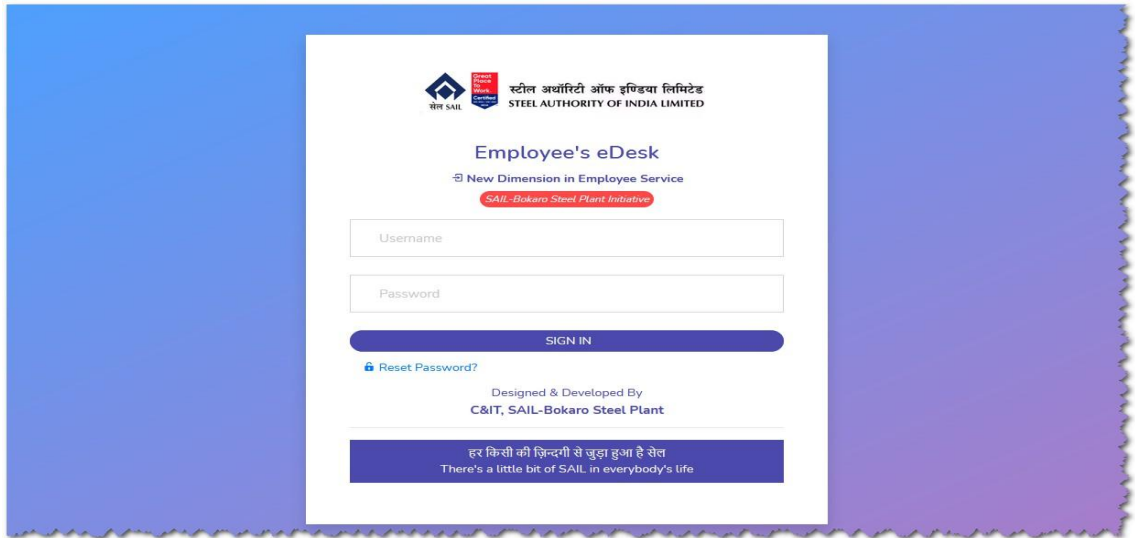


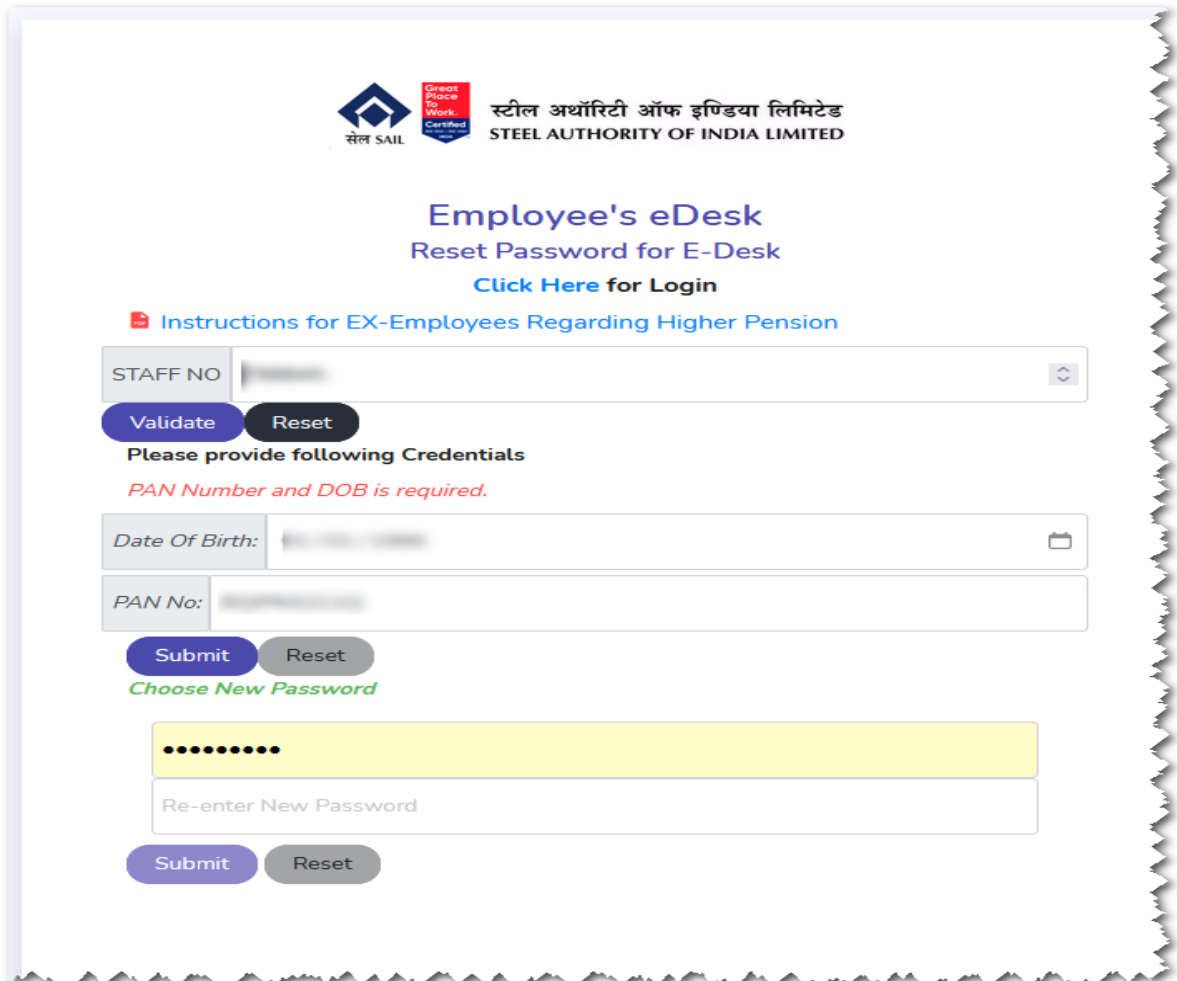
**INSTRUCTIONS FOR ON ROLL EMPLOYEES AGAINST DEMAND
LETTERS FOR PENSION ON HIGHER WAGES**

AS RECEIVED FROM EPFO, RANCHI

1. Go to <https://edesk.sailbsl.in>



2. Click https://edesk.sailbsl.in/reset_password for creating new password, if you are login for first time.



- Download the Demand Letters raised by EPFO, Ranchi and read the instructions thoroughly before proceeding further.
- As per your choice, give your consent as YES or NO

Consent form for Higher Pension Instructions

Sail Perno: [] UAN No: [] Demand Letter Date: [] Consent Status: []

STNO: [] EPS No: [] Due Amount: None Consent Date: []

Name: [] Demand Letter No: [] Due Amount Date: [] W.e.f. Date: []

Option 1

Due Date: 31/01/2025

Due Amount: []

✘

Option 2

Due Date: 28/02/2025

Due Amount: []

✔

Option 3

Due Date: 31/03/2025

Due Amount: []

✔

DD Details: [DD Number: None | Bank: | Date:]

HR Status: [Status: | User: | Date:]

Finance Status: [Status: | User: | Date:]

Demand Letter: [Download Demand Letter](#)

Do you wish to give consent for higher pension as per demand letter Yes No

Download Demand Letter

Choose Yes/No

Do you wish to give consent for higher pension as per demand letter Yes No

Please fill below details. (All fields are mandatory).

Select Option:

Option 1

Option 2

Option 3

[Preview Consent](#)

Select option and provide With effect date to submit your consent as YES

Demand Letter Date: 22/01/2025 Due Amount: None Due Amount Date: []

Consent Status: [] Consent Date: [] W.e.f. Date: []

Option 1

Due Date: 31/01/2025

Due Amount: []

Option 2

Due Date: 28/02/2025

Due Amount: []

✔

Option 3

Due Date: 31/03/2025

Due Amount: []

✔

Preview Consent

You have selected Option: 2
(Date: 2025-02-28, Amount: [])
Consent: ACCEPTED
EPFO Start Date: []
Please confirm to submit your consent

[Submit Consent](#)

[Cancel](#)

Do you wish to give consent for higher pension as per demand letter Yes No

Please fill below details. (All fields are mandatory).

Select Option:

Option 1 [Date: 31/01/2025, Amount: []]

Option 2 [Date: 28/02/2025, Amount: []]

Option 3 [Date: 31/03/2025, Amount: []]

[Preview Consent](#)

W.E.F. Date is the EPS membership start date. It can be verified from the acknowledgement received from the EPFO member portal when you had applied for the Joint Option on Higher Pension.

Consent form for Higher Pension Instructions

Sail Perno: [] UAN No: [] Demand Letter Date: 22/01/2025 Consent Status: True

STNO: [] EPS No: [] Due Amount: [] Consent Date: []

Name: [] Demand Letter No: [] Due Amount Date: [] W.e.f. Date: []

Option 1

Due Date: 31/01/2025

Due Amount: []

✘

Option 2

Due Date: 28/02/2025

Due Amount: []

✔

Option 3

Due Date: 31/03/2025

Due Amount: []

✔

DD Details: [DD Number: None | Bank: | Date:]

HR Status: [Status: | User: | Date:]

Finance Status: [Status: | User: | Date:]

Demand Letter: [Download Demand Letter](#)

Selected Option

Check your status here

You have submitted your consent for Higher Pension with status ACCEPTED on Jan. 31, 2025.

[Download Consent Letter](#)

Download Consent Letter

5.

6. If all is ok, then choose SUBMIT.
7. Download the Consent letter and prepare 3 copies of them.
[Even if your option is NO you need to submit your consent as NO and Download the NO Consent Letter]
8. 02 sets of the hard copies duly must be signed by you and duly forwarded by the Controlling officer and the respective SPEs/ HR-OD .
9. These will then be sent by SPEs /HR-OD to

Ms. Anju Singh
GM (HR Rules) and Nodal Officer for Higher Pension
B Block -Room no. B-217
Ispat Bhawan
Bokaro Steel Plant
Bokaro Steel City
Mobile: 8986872423
Email: anju.singh@sail.in

Important Points to note:

1. **The portal will be open from 1st to 16th of the month ,to choose the options**
 2. **The member /employee then download and send Two (02) sets of the signed documents ,duly forwarded by the controlling officer through their respective SPEs/ HR-OD , to Ms. Anju Singh, GM (HR-Rules) and Nodal Officer for Higher Pension.**
 3. **All documents duly signed by the employee , duly forwarded by the controlling officer through their respective SPEs/HR-OD , must be delivered to the Nodal Officer for Higher Pension latest by 20th of the month as per the choice of the month.**
- 3. BSL WILL NOT BE ABLE TO PROCESS THE DOCUMENTS RECEIVED BEYOND THE SCHEDULED DATES. PLEASE ENSURE THAT ALL DOCUMENTS BE DELIVERED TO THE NODAL OFFICER FOR HIGHER PENSION , Ms Anju Singh, WITHIN 20TH OF THE CONCERNED MONTH WHICH HAS BEEN CHOSEN FOR THE PAYMENT.**

For any queries may contact,

Ms Anju Singh, GM (HR), Nodal Officer for Higher Pension: 8986872423

Ms .Poonam Singh, DGM (F&A), Nodal Officer for EPFO: 8986872837