

User Manual for Return/ Delete feature in Revision Module

1. Introduction

In SAMPANN, different types of revisions are available to revise the pension/ convert into family pension etc. But there is no option to return/ delete the revision once initiated due to which monthly bill generation gets affected and such payments have to be done outside of SAMPANN. On introduction of this feature users will be able to return/ delete all types of revision initiated. This feature will help users handle the following situations:

1. If a revision was initiated by mistake
2. If certain corrections need to be made after generation of Revision Sanction Order
3. If a revision has been initiated other than the one which was supposed to be initiated

NOTE: This feature is applicable to all Revision Types

1. Process of Return/ Delete Revision of Pension

2.1 Initiation of Revision by DH Pension

For Revision of Pension, DH Pension should go to **Revision → Revision of Pension**. Here the PPO NUMBER should be entered in the given text box and **Reason for Revision** selected in the dropdown. He/She should then click on the Search button as shown in (Fig.01).

The screenshot displays the CPMS (Comprehensive Pension Management System) interface for the 'REVISION OF PENSION CASES' module. The form includes the following fields:

- Retiree Name:** Text box with placeholder 'Retiree Name'.
- PPO Number:** Text box with value '802020912208490'.
- Retirement Date From:** Text box with placeholder 'From Date'.
- Retirement Date To:** Text box with placeholder 'To Date'.
- Reason for Revision:** Dropdown menu with options: Select, Revision in the rate of DA, Revision Due to Withheld Amount, Revision of pension from NRFP to FP (No eligible Family Member mentioned in ppo), Revision of pension from NRFP to FP (Eligible Family Member mentioned in ppo), Revision on account of pay revision/Court order, **Revision of pension due to change in computation claimed** (highlighted), Payment of deferred gratuity in case of death for BSNL VRS, and Pay related revision for BSNL VRS cases.

Below the form, there is a table with the following columns: Name, Mobile No, PAN, PPO Number, Date of Birth, Date of Retirement, Date of SuperAnnuation (CutOff Date), Type of Retirement, and Action. The table currently displays 'No data available in table'.

The interface also includes a sidebar with navigation options: Dashboard, Action, Grievance Management, Bank Data Migration, Revision, and Reports. The top bar shows 'CPMS' and 'Dealing Hand(Pension Section)'. The bottom status bar shows '© 2021 - Comprehensive Pension Management System (CPMS)' and system information.

(Fig.01)

Upon clicking the Search button, system shows the available details of pensioner. Now DH Pension should click on action button and initiate revision. After clicking on Action by DH Pension, system shows the form in which Pensioner data and Pay related details are available (depending on type of revision) as shown in Fig. (02)

CPMS

Dealing Hand(Pension Section) User

Dashboard

Revision

Revision due to change in commutation

1.	Name	Mr. KULDEEP KUPESH BR
2.	Designation	ADET
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	18100
4.	Date of Birth	18/Jun/1960
5.	Date of entry in the Government service	09/Jun/1983
6.	Date of Retirement	31/Jun/2020
7.	Type of Retirement	BSNL Voluntary Retirement Scheme 2019
8.	Pay Commission	2nd PRC
9.	(1) Basic Pay	Rs. 18100
	(2) Last pay Drawn / AE (whichever is higher)	Rs. 18100
10.	(1) Bank Account Details	36957881525
	(2) IFSC CODE	SBIN0001183
	(3) Branch Name	BOMBAY-SANTACRUZ WEST
11.	(1) New percentage Commutation claimed	
	(2) Date of receipt of Form 1/ Medical Report signing date (In cases where form is submitted after date of Retirement) CSS(Commutation of Pension)Rules 1981-Rule 6(1)(i), 6(1)(ii) *	
	(3) Remarks (if any) *	

Cancel Calculate

(Fig.02)

After DH Pension has entered the required data and seen the calculation sheet if needed, he/she submits and sends the case to Revision Sanction Order.

2.2 Verify Revision Sanction Order and send for Approval

To verify the generated Revision Sanction Order, DH Pension should go to **Revision** → **Revision Sanction Order**. Now DH Pension should click on **verify** for forwarding the Revision Sanction Order to AAO Pension as shown in (Fig.03)

CPMS

Dealing Hand(Pension Section)

User

Dashboard

Action

Grievance Management

Bank Data Migration

Revision

Revision of Pension

Revision Sanction Order

BSNL VRS Form Details

Revision Return Sanction Order

Reports

Revision Sanction Order

Show 50 entries

802020012208490

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	View	Not Sent to AAO		braao - sathish kumar	Verify

Showing 1 to 1 of 1 entries (filtered from 40 total entries)

First

Previous

1

Next

Last

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(Fig.03)

2.3 Approval/Return of Revision of Sanction Order by AAO Pension

AAO Pension should go to **Approval** → **Revision** → **Revision Sanction Order**. AAO Pension checks the details and if everything is fine, he/she should click on the **approve** button and send the record for AO Pension's approval.

If AAO Pension finds that some corrections need to be made, he/she can return that Revision Sanction Order to DH Pension by clicking on the **Return** button as shown in (Fig.04).

CPMS

Assistant Accounts Officer(Pension Section)

User

Dashboard

Users

Approval

Pension Section

Provisional Pension

Revision

Revision Sanction Order

Reports

Audit Trail

Revision Sanction Order Approval

Status Form To Be Approved

Show 50 entries

802020012208490

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action	Return
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	View	BRAO - BR Ao		Approve	Return

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

First

Previous

1

Next

Last

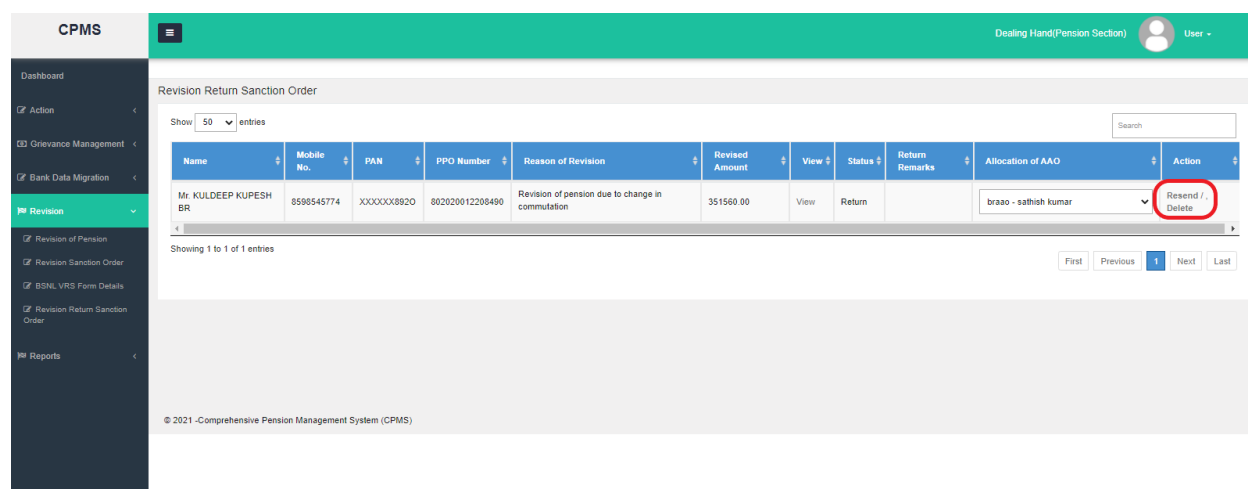
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(Fig.04)

2.4 Returned Revision Sanction Orders at DH Pension-

To view the bills returned by AAO Pension for correction, DH Pension should go to **Revision** → **Revision Return Sanction Order**. If DH Pension wants to send the revision sanction again to AAO Pension, he/she should click on **Resend** button for AAO approval.

If DH Pension wants to make any correction in revision of case, he/ she should click on **Delete** button as shown in (Fig.05)



(Fig.05)

After clicking on **Delete** button by DH Pension, that Revision Sanction Order will be permanently deleted in the system and the thereafter revision can be initiated afresh with the required corrections.

NOTE: After the deletion of an initiated Revision, the situation that existed before initiation of revision would be reestablished which would include:

1. If the Monthly Bill had disappeared on initiation of revision, after deletion, it would appear back
2. Any new revision can be initiated by DH Pension after deletion of an initiated revision

2.5 Return of Revision of Sanction by AO Pension-

AO Pension should go to **Approval** → **Revision** → **Revision Sanction Order** as shown in (Fig.06)

CPMS

Dashboard

Masters

Users

Upload Utility

Allotment

Grievance Management

Approval

Pension Sanction

Provisional Pension

Revision

Revision Sanction Order

Reports

Audit Trail

Accounts Officer(Pension Section)

User

Revision Sanction Order Approval

Show50entries

Search

Name	Mobile No.	PAN	PPD Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action	Return
Mr. RAJEEV KOHLI	9873483215	XXXXXX831J	802018071200153	Court order		View			Approve	Return
Mr. RAJA B V	6454311653	XXXXXX814K	802020012206222	Revision of pension due to change in commutation	18555.00	View	Approve		Approve	Return
Mr. BSNLFIRSTMARCH	2342456546	XXXXXX205C	802020012206247	Revision of pension due to change in commutation	590067.00	View			Approve	Return
Late. KAUSHAL SEVEN FIVE	3322345342	XXXXXX851N	802020012206281	Payment of deferred gratuity in case of death for BSNL VRS	1069082.77	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
Late. KAUSHAL SIX FIVE	3243213456	XXXXXX392F	802020012206271	Payment of deferred gratuity in case of death for BSNL VRS	2039333.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
Late. KUMAR VRS FIVE	3432313234	XXXXXX408E	802020012206190	Payment of deferred gratuity in case of death for BSNL VRS	107065.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
Late. NEWFIVEJANSIXTYFIVE	2345321343	XXXXXX914B	802020012206325	Payment of deferred gratuity in case of death for BSNL VRS	1869747.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath			Approve	Return
Late. TIGER SHRAUF	8545256325	XXXXXX112F	802020012206229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
Late. TIGER SHRAUF	8545256325	XXXXXX112F	802020012206229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return

(Fig.06)

If AO Pension finds that some corrections need to be made, he/she can return that Revision Sanction Order to DH Pension by clicking on the **Return** button as shown in (Fig.06).

2.6 Returned Revision Sanction at DH Pension-

The same procedure as mentioned at 2.4 should be followed.

CPMS

Dealing Hand(Pension Section)

User

Dashboard

✓ Action

03 Grievance Management

✓ Bank Data Migration

Revision

✓ Revision of Pension

✓ Revision Sanction Order

✓ BSNL VRS Form Details

✓ Revision Return Sanction Order

Reports

Revision Return Sanction Order

Show50entries

Search

Name	Mobile No.	PAN	PPD Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012206490	Revision of pension due to change in commutation	351560.00	View	Return		braao - sathish kumar	Resend / Delete

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

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(Fig.07)