

USER MANUAL for SAMPANN 2.0 (Module 1)

1. **Introduction:** SAMPANN 2.0 is enhanced and more robust form of CPMS i.e. Comprehensive Pension Management System. Enhancements have been incorporated to make the SAMPANN more upgraded and future – ready version.

2. Module – 1

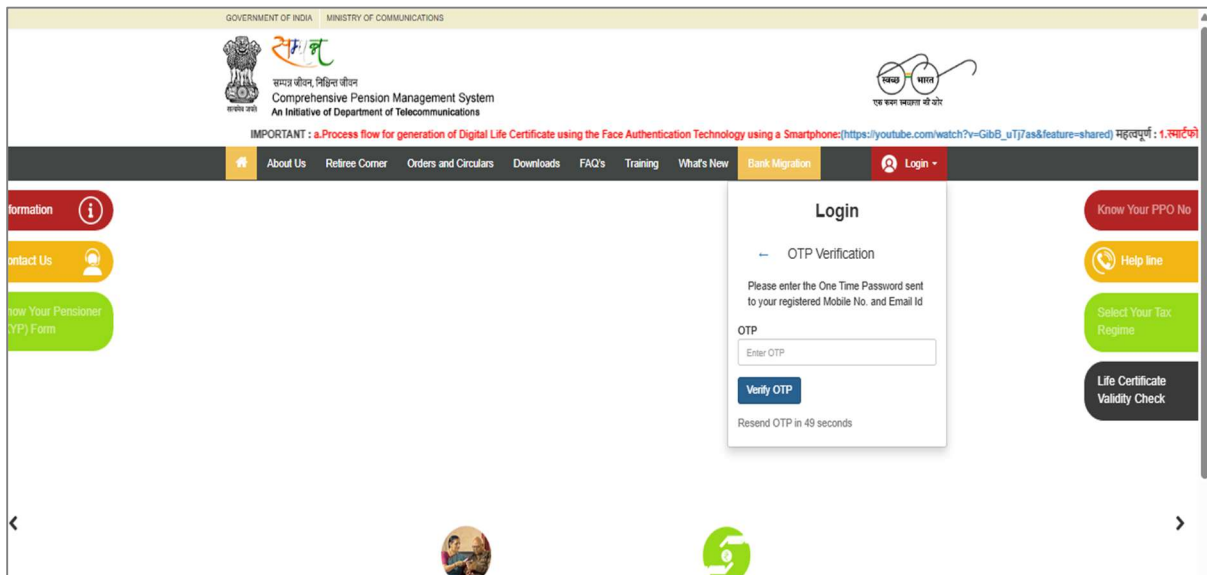
2.1 Enhancements:

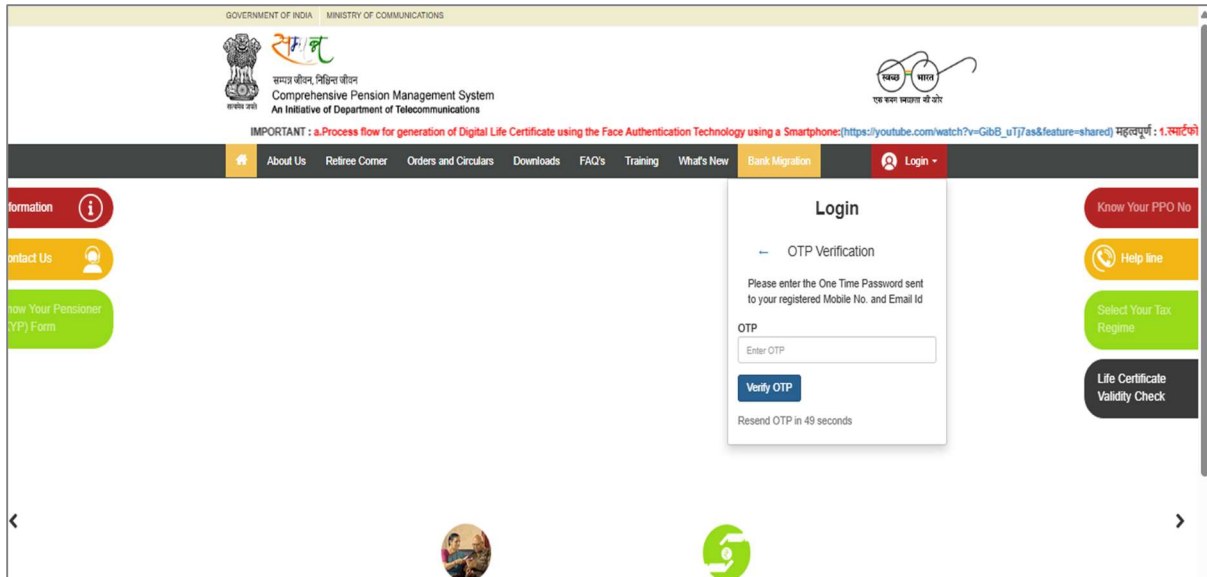
2.1.1. Login Process Improvements:

The login process has been enhanced to include multiple security measures aimed at protecting user accounts from unauthorized access. These measures include:

2.1.1.1 Two-factor authentication (2FA)

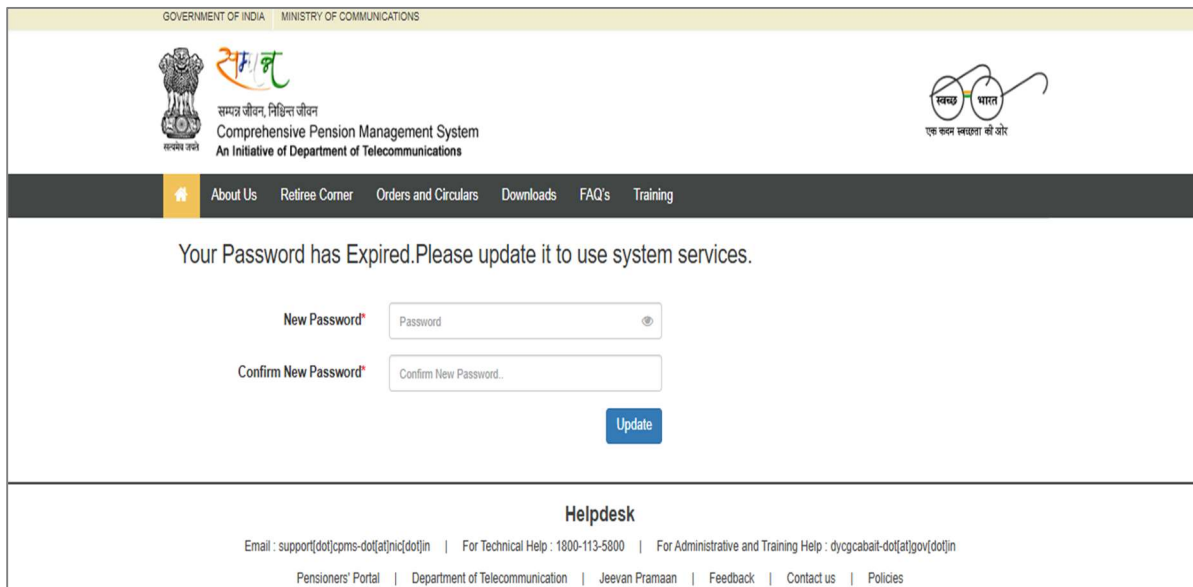
- The system shall require users to input login credentials (username and password) to initiate the login process.
- After credentials are entered, the system shall send a One-Time Password (OTP) to the user's registered email or phone number as part of two-factor authentication (2FA).
- The same OTP shall be shared on both phone and email login and email verification purposes, reducing user friction.





2.1.1.2 Mandatory password changes

- The system shall verify whether the user's current password is older than 90 days for pensioners and 45 days for internal users.
- If the password is expired, the user shall be prompted to reset the password before proceeding.

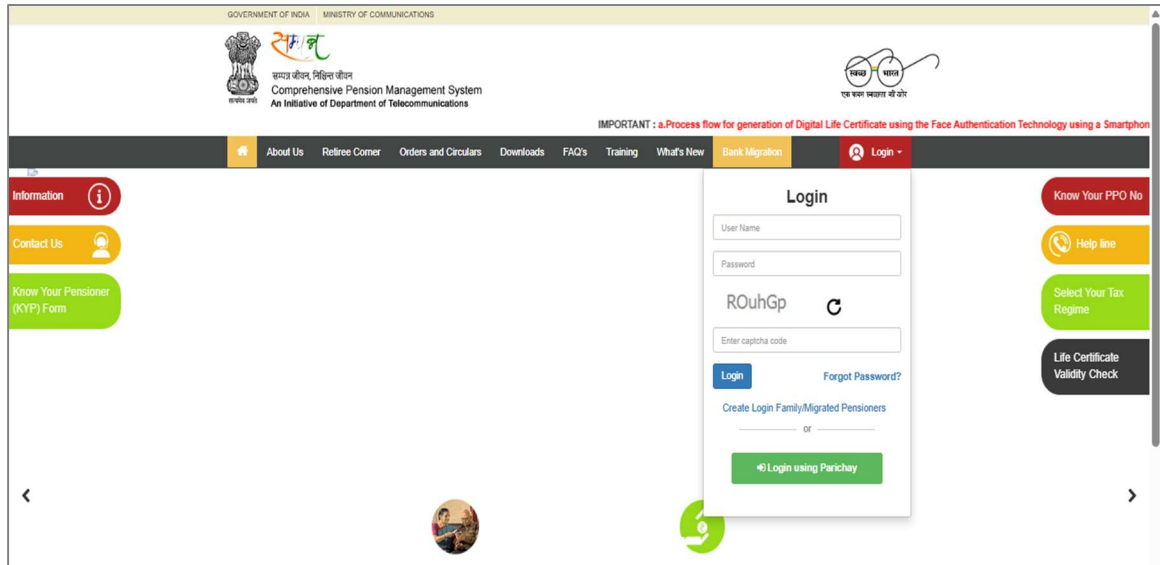


2.1.1.3 IP tracking on failed attempts, and session timeout handling

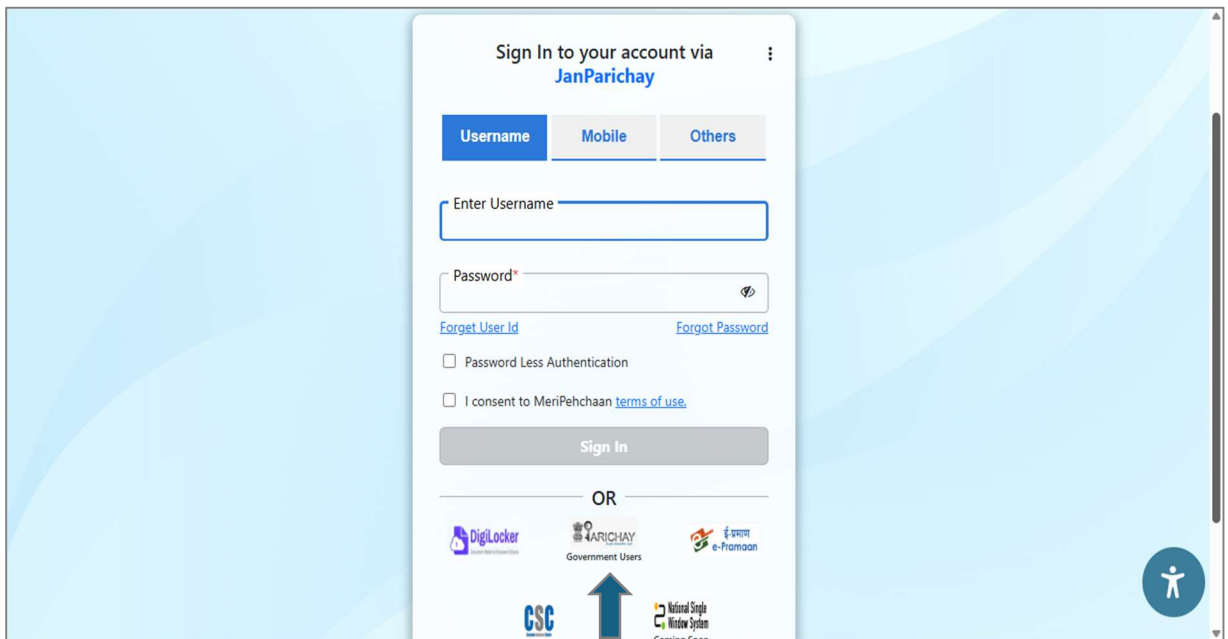
- The system shall track and log IP addresses associated with unsuccessful login attempts for audit and security monitoring purposes.

2.1.2. Integration with SSO (Jan Parichay):

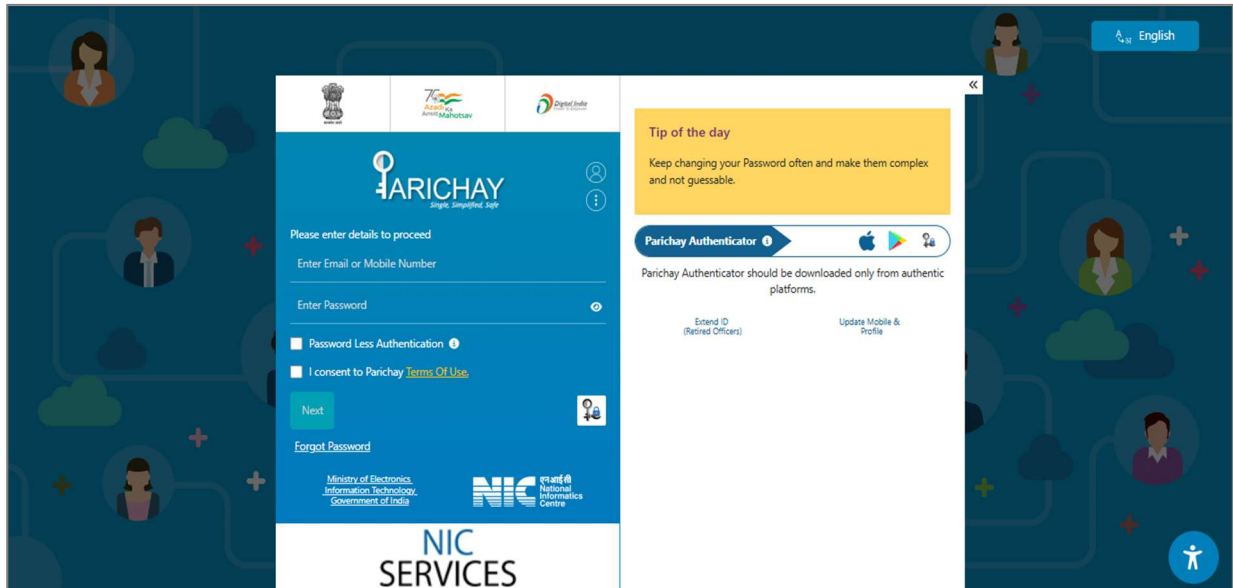
- The Comprehensive Pension Management System (CPMS) will integrate with the Jan Parichay Single Sign-On (SSO) framework to enable seamless user authentication across the system and other Parichay-enabled applications.



- When a user selects "Login using Parichay" on the CPMS login page, they are redirected to the Jan Parichay SSO portal.



- User can click Parichay logo on the bottom. After successful authentication, Jan Parichay redirects the user back to CPMS with a secure authentication token. CPMS validates this token and grants access to the user dashboard.

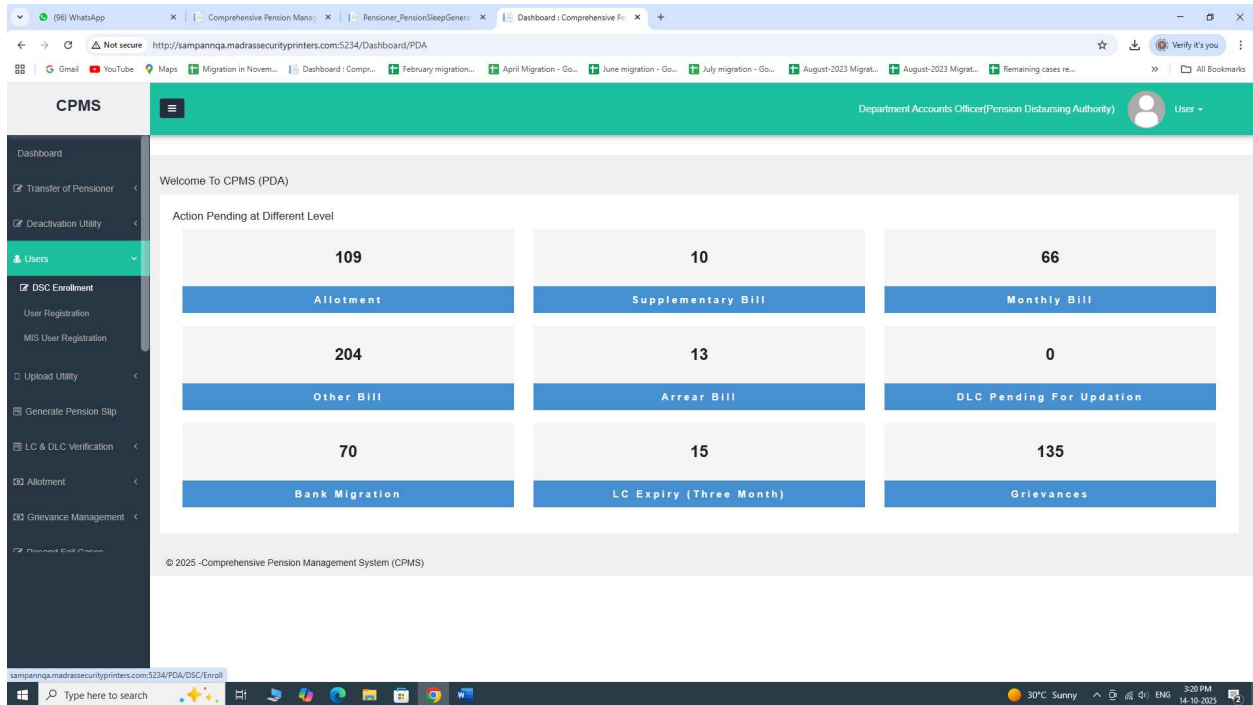


2.1.3. Implementing DSC by AO in the PDA Section:

This function ensures that when the Accounts Officer (AO) approves a bill in the PDA Section, the system automatically generates the bill in PDF format, applies the Digital Signature Certificate (DSC), and transmits the authenticated bill to the Public Financial Management System (PFMS) in a single step.

2.1.3.1 Process of registration of DSC by AO(PDA) user:

- Firstly, login on to AO(PDA) user ID → Sidebar Menu → Users → DSC Enrollment as shown in **Fig (1.0)**



(Fig 1.0)

- Kindly refer to Chapter 7 of CPMS user manual for enrollment of DSC.
Link → <https://dotpension.gov.in/WriteReadData/Home/CPMS-UserManual.pdf>

2.1.3.2 Process flow for processing of bill for payment at AO(PDA) Level.

- Login as AO(PDA)
- Navigate to Approval → PDA → Monthly Bill for IDA/CDA monthly bill or Other bills for bills other than Monthly bill or navigate to Approval → Supplementary approval for supplementary bill and select the case for processing.
- The AO will then select the appropriate Account Head Code from the drop-down list on the top.
- After entering the “Not Payable Before Date”.
- Then click on “Approve/Generate XML and apply DSC. **Fig (2.0)**

CPMS Accounts Officer(Pension Disbursing Authority) User -

Select DA Type: IDA MTNL Select Payment Type: Pension(Normal) Search

Show 10 entries

▲	PPO Number	Pensioner / Claimant Name	Payment Type	Vendor Code	Account No.	IFSC	Gross Amount	Tax	Cess	Recovery	Net Amount	Remarks	Error Description
<input type="checkbox"/>	802018051200212	ANJALI BHOWAL	Pension(Normal)	VC00114389	30012044756	SBIN0001443	1001	0	0	0	1001	pension for jan 2021	Account number is not valid for PFMSUniqueCode(VC00114389.)
<input type="checkbox"/>	802018051200212	ANJALI BHOWAL	Pension(Normal)	VC00114389	30012044756	SBIN0001443	19000	2500	100	0	16400	pension for mto jan 21	Account number is not valid for PFMSUniqueCode(VC00114389.)
<input type="checkbox"/>	802018051200212	ANJALI BHOWAL	Pension(Normal)	VC00114389	30012044756	SBIN0001443	1	0	0	0	1	Pension payment for jan 2021	Account number is not valid for PFMSUniqueCode(VC00114389.)
<input type="checkbox"/>	802018051200212	ANJALI BHOWAL	Pension(Normal)	VC00114389	30012044756	SBIN0001443	10000	1000	40	100	8860	Jan 2020 Monthly Pension Arr	Account number is not valid for PFMSUniqueCode(VC00114389.)
<input type="checkbox"/>	802018051200212	ANJALI BHOWAL	Pension(Normal)	VC00114389	30012044756	SBIN0001443	45678	0	0	0	45678	Jan monthly pension	Account number is not valid for PFMSUniqueCode(VC00114389.)
<input type="checkbox"/>	802024041309219	N TWO	Pension(Normal)	DOTU0003488	784596123	SBIN0000114	45000	5000	200	300	39500	pension for august-24	

Total number of record 6 First Previous 1 Next Last

Enter Not Payable Before Date: Select Date Approve/Generate XML Return

Fig (2.0)

- For verification, go to Reports → Payment Related Reports → Payment Reconciliation Report. **Fig (3.0)**
- Fill in all required details on the page and click the Search button.
- The current case (approved by AO via DSC) should be displayed in the table.
- In the table, under the File column, locate AO Approval File.
- Click on the Download link—the PDF will be downloaded in the download folder of PC. **Fig (4.0)**

CPMS Accounts Officer(Pension Disbursing Authority) User -

Payment reconciliation report

CCA Office: CCA - Bihar Telecom Circle Type of payment: All

From Date: 25/07/2025 Type (DA/ CDA): ALL

To Date: 25/07/2025 Search Reset

Show 10 entries

SAMPANN							PFMS							Files	
SL.No.	Sanction no.	Type of payment	DA Type	No. of Transactions	Date of Generating the sanction	NPB Date	Gross Amount	Net Amount	Sanction Status	No. of Transactions	PFMS Unique no / Bill no.	Payment Voucher Date	Amount disbursed	Difference (Net Amount (SAMPANN) - Amount Disbursed (PFMS))	AO Approval File
1	DOTUAT-401000	NORMAL MONTHLY BILLS	CDA	2	25/07/2025 15:39:17	25/07/2025	79280.00	78780.00	PENDING	2			0.00	78780.00	Download

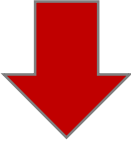
Total number of record 1 First Previous 1 Next Last


Export to Excel

Fig (3.0)

Reconciliation Sanction Detail											
Bill Type	Monthly			Sanction No.	DOTUAT-401000						
PFMS Bill No.	CPMSUAT52686			Date of Sanction Generation	2025-07-25						
Pension Type	Normal			Sanction Status							
DA Type	CDA			Payment Date/Voucher Date	2025-07-25						
Total Amount disbursed	79280			Account Head	0021001010000						
NPB Date	2025-07-25										

SL. No.	PPO No.	Name of Pensioner	Bank Account No.	IFSC Code	Bank Name	Vendor Code	Gross Amount (SAMP ANN)	IT	Cess	Recovery	Net Amount (SAMP ANN)
1	801983091178004	ANANTA FOURTEEN	31193181500	SBIN005555	STATE BANK OF INDIA	DOT00036939	22000	500	20	0	21480
2	801998091178553	AMIT P THREE	30005669877	SBIN001183	STATE BANK OF INDIA	DOT00036825	57280	0	0	0	57280



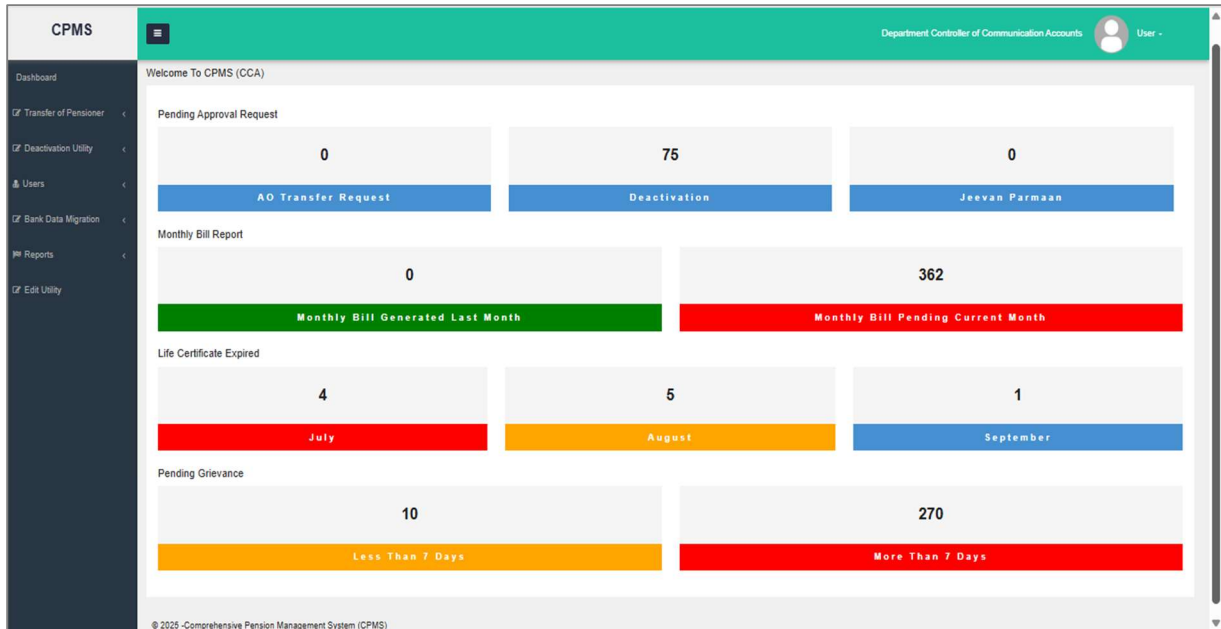


Digitally signed by Suresh Singh Yadav
Date: 2025.07.25 15:25:15 IST
Reason: Authorizing Document
Location: Uttar Pradesh IN

Fig (4.0)

2.1.4 Alert Mechanism (Dashboard Notifications) for HoO/CCA Users

This utility has been incorporated so that all the important pending tasks such as pending cases/DLC/Grievance etc. at various levels of HoO/CCAs can be seen on the homepage of the user to avoid delay.



2.1.4.1 Alert Mechanism such as Dashboard Notifications, SMS/Email Alerts for Pensioners

Pensioners will now get alerts through SMS, Email and Dashboard notifications on the SAMPANN mobile app regarding any modifications made to their profile such as LC updation, any revision, monthly/supplementary payments, changes in DA etc.

2.1.5 Automatic Stoppage of Pension

Automatic Stoppage of Pension

To further streamline pension processing and ensure compliance with eligibility norms, a **new functionality** is being introduced in the **SAMPANN system**. This enhancement will enable **automatic stoppage (freezing) of pension** under the following circumstances:

2.1.5.1 Eligible Daughter Crossing the Age of 25 Years

When an eligible daughter attains and crosses the age of **25 years**, the system shall automatically stop her pension, as her eligibility ceases beyond this age limit.

2.1.5.2 Eligible Son Attaining the Age of 25 Years

In the case of a son receiving family pension, the system shall automatically **stop the pension on the date he completes 25 years of age**, in accordance with pension rules. If the **eldest son**—who is the current claimant—attains the age of **25 years** in the current month, the system shall automatically freeze the family pension, as his eligibility ceases upon turning 25. The system continuously monitors the age of family pension beneficiaries for this purpose.

2.1.5.3 Life Certificate (LC) Expired

If a pensioner's **Life Certificate (LC)** expires in the current month and is not submitted or updated by the designated due date, the system shall automatically freeze the pension payment for the concerned pensioner for the following month.

MIS Report for Automatic Stoppage of Pension

A dedicated **MIS report** titled “**Automatic Stoppage of Pension**” will be created in the system. This report will:

- Display all pension accounts that have been automatically stopped (frozen)
- Show the **reason** for stoppage (e.g., LC expiry, daughter above 25, son attaining 25 years, etc.) as shown in given fig.

The screenshot displays the 'Pensioner Automatic Freeze Report' in the CPMS system. The report is filtered by 'MIS Type: LC Expired' and the date range 'From Date: 01/06/2025' to 'To Date: 18/06/2025'. The table below shows the results of the search.

S.No.	Name Of Pensioner	PPO Number	Mobile No.	Pensioner Type (Normal/Family)	Status	Reason	Updated on Date	Remarks
1	AMEETA	802018021109006	7836317743	Normal	Freeze	LC_Expired	03 Jun 2025	Automated Freeze initiated by system process due to LC Expiry
2	TUMU BHANU	802006071226608	9292002781	Normal	Freeze	LC_Expired	04 Jun 2025	Automated Freeze initiated by system process due to LC Expiry
3	G B CHAKRABORTY	802011041208897	1111111111	Normal	Freeze	LC_Expired	05 Jun 2025	Automated Freeze initiated by system process due to LC Expiry

At the bottom of the table, it indicates 'Total number of record 3' and provides navigation options: First, Previous, 1 (selected), Next, Last.

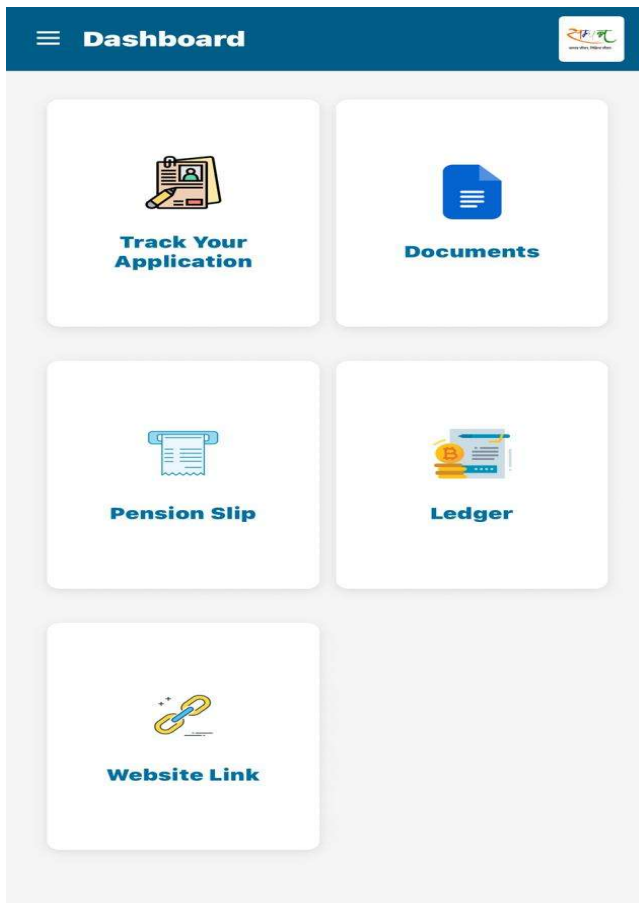
2.1.6 Mobile App Development for iOS

A mobile application **SAMPANN CPMS** has now been made live for **iOS users**, in addition to the existing Android version for pensioners. With this launch, **pensioners using iPhones can also download and access the SAMPANN CPMS app**. The link to download the SAMPANN CPMS app is as detailed: S

<https://apps.apple.com/in/app/sampann-cpms/id6749572635>

Through the SAMPANN CPMS mobile app, a pensioner can:


- Track the status of his/her pension application.
- View and download the **Pension Slip**.
- Access and download the **e-PPO, Gratuity, Commutation**, and other sanction orders.
- Lodge grievances directly through the app














The screenshot shows the 'Pension Slip' screen of the SAMPANN CPMS mobile app. It has a blue header with a back arrow icon on the left and the text 'Pension Slip' in the center. Below the header, there is a dropdown menu showing '2025-26'. Below the dropdown is a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar is a table with four columns: 'Month', 'Basic Pension', 'Net Amount', and 'Download'. The table contains data for the months of April through November.









Month	Basic Pension	Net Amount	Download
April	₹ 5754	₹ 18787	Download
May	₹ 5754	₹ 18787	Download
June	₹ 5754	₹ 18787	Download
July	₹ 5754	₹ 18822	Download
August	₹ 5754	₹ 18822	Download
September	₹ 5754	₹ 18822	Download
October	₹ 5754	₹ 18822	Download
November	₹ 5754	₹ 19524	Download

Welcome ! ✕



-  Dashboard
-  Pensioner Details
-  Grievance
-  Website Link
-  Ledger
-  Documents
-  FAQs
-  Helpline
-  Share
-  Logout

← Track Your Application 

-  Service Book Verification
-  Form Send to Retiree
-  Form Verification
-  Form 7 Filled
-  Send to CCA
-  Form Received
-  AE Raised
-  Calculation Sheet

2.1.7. Onboarding MTNL

MTNL Pension Case – User Manual

1. **Introduction:** SAMPANN has now been upgraded to process MTNL pension cases. The option of selecting the pensioner type i.e. BSNL/MTNL has been incorporated along with MTNL pay scales.

2. Process

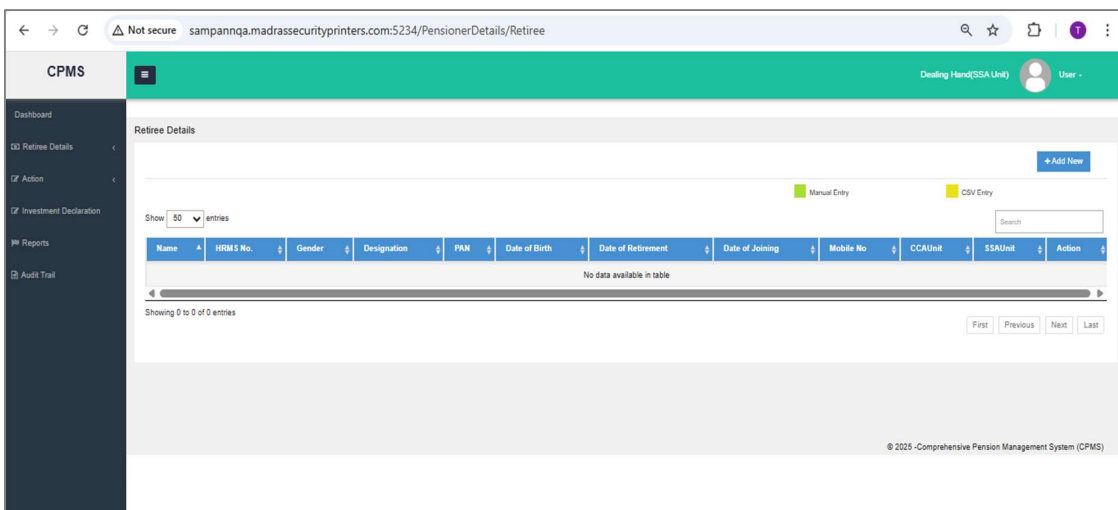
2.1 MTNL Normal Pension Case Pension Case:

2.1.1 HoO Unit

2.1.1.1 Creation of Retiree Profile

- DH has to login to create the retiree profile.
- Select Retiree details on the Menu options available on the left panel.
- Click on “Add New” button at the right top corner of Retiree Profile page to get the form to fill. (Fig 2.0)
- Enter the following information on retiree detail form (underlined parameters are the mandatory fields):
 - a. Title
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. Type of Retirement (Fig 2.1)
 - f. Height
 - g. Father’s/ Husband’s Name.
 - h. Mother’s Name
 - i. Date of Birth
 - j. Gender
 - k. Aadhaar Number

- I. PAN Number
- m. Mobile Number (This should be an Active Number)
- n. Email ID
- o. Identification Mark 1
- p. Identification Mark 2
- Following details to be filled in other details section (All are mandatory fields):
 - a. Designation
 - b. Group
 - c. Date of Joining
 - d. Date of Retirement
 - e. Date of Superannuation
 - f. Govt. Accommodation provided by Directorate of Estates/BSNL/MTNL at any time of service: YES/ NO (to select from the dropdown)
 - g. Pay Commission (this should be the Pay Commission corresponding to the last pay drawn) (Fig 2.2)
 - h. Pay Commission Type (MTNL/BSNL) (Fig 2.3)
 - i. Enter MTNL Employee ID (Mandatory) (Fig 2.4)
 - j. After filling the aforementioned information, DH to click on Save button. By using the Clear button, the User can also refresh the form and fill in fresh information.



(Fig. 2.0)

CPMS | Dealing | Hand(SSA Unit) | User

Dashboard | Retiree Details | Action

Add Retiree Detail

← Back

Title *	Mr.	First Name *	MTNL TESTING
Middle Name:	MIDDLE NAME	Last Name:	LAST NAME
Type of Retirement *	Select	Height(In cm):	Height
Father's/Husband's Name *	Select	Mother's Name:	MOTHER'S NAME
Date of Birth *		Gender *	Male
Aadhaar No.:		PAN No. *	PAN NO
Mobile No. *		Email ID:	Email ID
Identification Mark1 *		Identification Mark2:	Identification Mark2

Retiree Other Details

Designation *	Select	Group *	Select Group
Date of Joining *	Date of Joining	Date of Retirement *	Date of Retirement
Date of SuperAnnuation:	Date of SuperAnnuation	Govt. Accommodation provided by Directorate of Estates at any time of service *	No

(Fig 2.1)

← → ↻ Not secure | sampannqa.madrassecurtyprinters.com:5234/PensionerDetails/Retiree/AddRetiree

CPMS | Dealing | Hand(SSA Unit) | User

Dashboard | Retiree Details | Action

Title *	Mr.	First Name *	MTNL TESTING
Middle Name:	MIDDLE NAME	Last Name:	LAST NAME
Type of Retirement *	Superannuation	Height(In cm):	Height
Father's/Husband's Name *	XYZ	Mother's Name:	MOTHER'S NAME
Date of Birth *	15/09/1965	Gender *	Male
Aadhaar No.:	Aadhaar No.	PAN No. *	BUXPE632M
Mobile No. *	6352419870	Email ID:	Email ID
Identification Mark1 *	XYZ	Identification Mark2:	Identification Mark2

Retiree Other Details

Designation *	AAO	Group *	Group B
Date of Joining *	15/09/1985	Date of Retirement *	30/09/2025
Date of SuperAnnuation:	30/09/2025	Govt. Accommodation provided by Directorate of Estates at any time of service *	No
Pay Commission *	2nd PRC	Pay Commission Type *	Select

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Save Clear

(Fig 2.2)

(Fig 2.3)

(Fig 2.4)

2.1.1.2 Service Book Verification (12M BDR)

- DH to re-check the form and send it for approval to HoO for service book verification.
- HoO to login and approve the service book verification. After HoO approves the form, the form will appear in 'Send Form to Retiree' tab.
- HoO can also return the form to DH in case any discrepancy is found. Then DH will have to again verify and send the form to

HoO for approval. (Fig 2.5)

- **Before feeding Service Book information and updating, it has to be ensured that the Service Book is actually verified for the period mentioned. If any period remains unverified, please mention it in Remarks and keep a printout in the pension file. Service Book verification should be completed at the earliest.**
- **This activity has to be completed 12 months before date of retirement.**

CPMS

Dealing Hand(SSA Unit) User -

Service Book Verification (Action to be Taken 12-15 Months before Date of Retirement)

Status: Service Book Not Verified

Show 50 entries

S.N.	Name	PAN	Date of Birth	Due Date	Service Verified From Date	Service Verified To Date	Details of Unverified Service(if any)	View	Upload Verification Form(.pdf format with max size 1 mb)
1	Mr. MTNL TEST	XXXXXX211K	25/07/1949	25/06/2008	20/07/1988	25/08/2009		View	Upload

Showing 1 to 1 of 1 entries

Date of Service Book Verification: 22/07/2025 [Send For Approval](#)

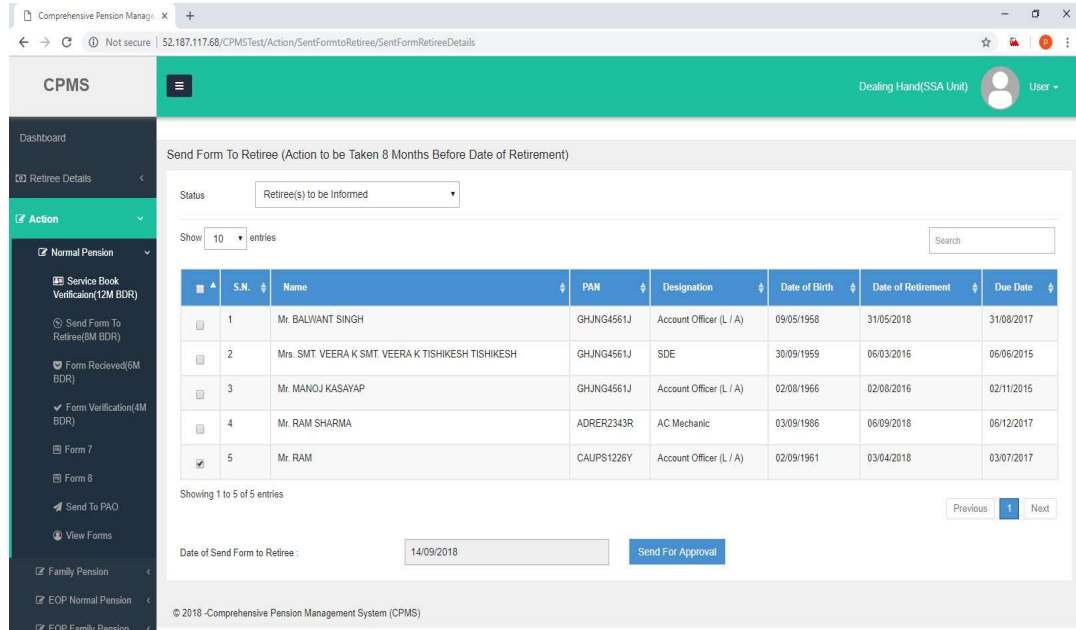
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(Fig

2.5)

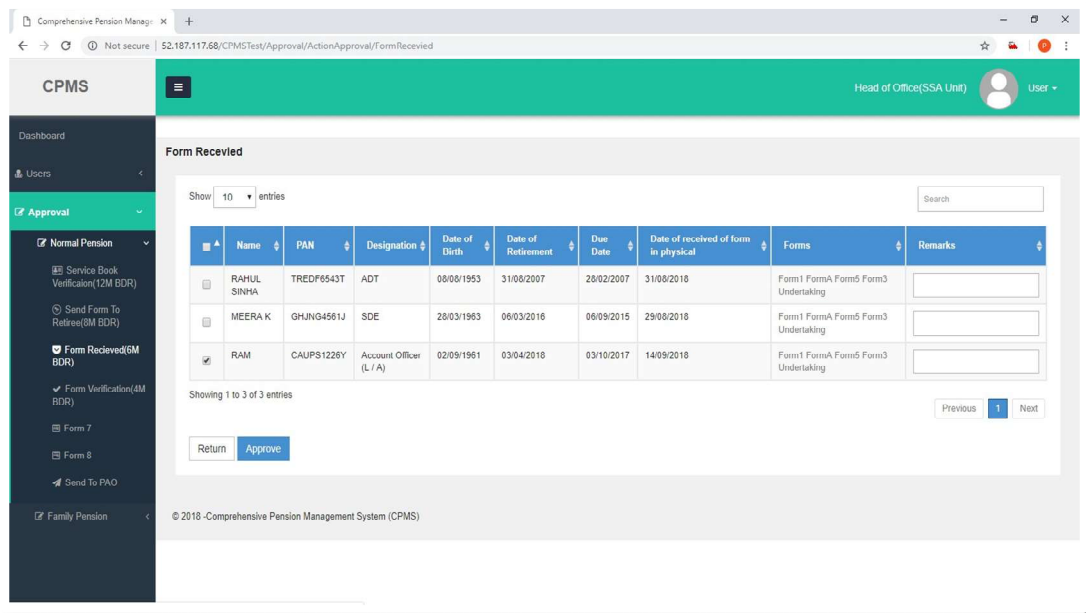
2.1.1.3 Send Form to Retiree (8M BDR)

- DH to send the form for approval to HoO. (Fig 2.6)
- HoO to login and approve the form. HoO can also return the form to DH by clicking on Return button in case any discrepancy has been found. (Fig 2.7)
- After the approval form HoO, form will be sent to Retiree to fill the required information.
- This activity has to be completed by 8 months before date of retirement.



(Fig 2.6)

- HoO to login and approve the form. HoO can also return the form to DH by clicking on Return button in case any discrepancy has been found.

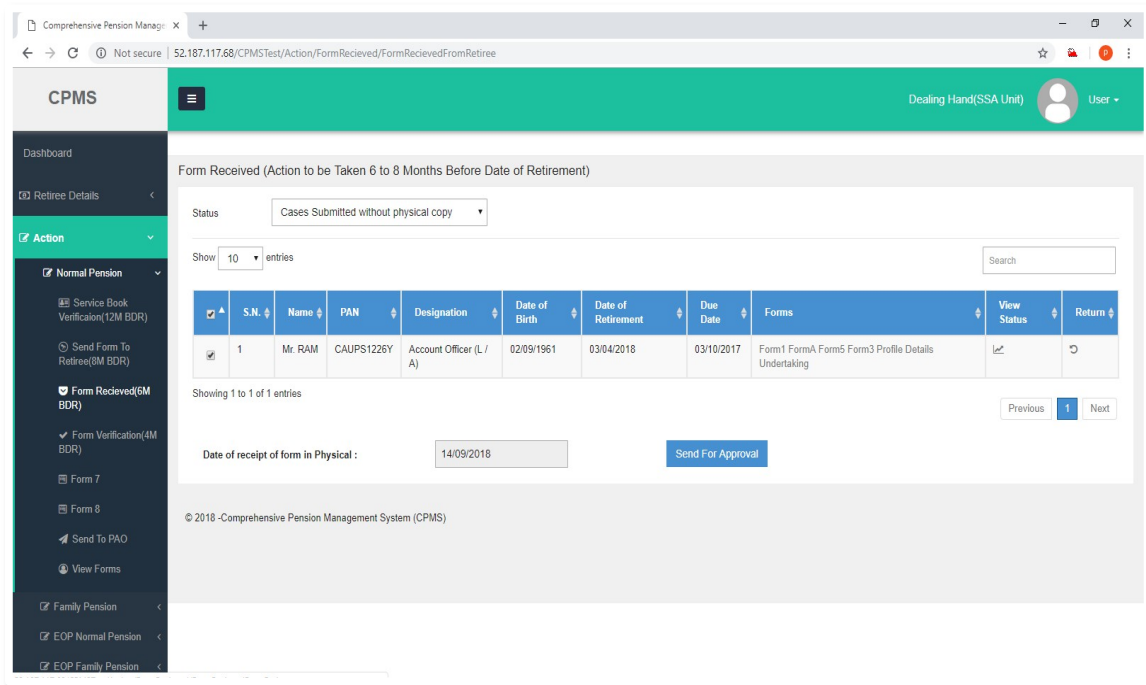


(Fig 2.7)

2.1.1.4 Form Received (6M BDR)

- DH to receive the form after retiree fills and submits the form from his/her end (Fig 2.8).

- DH to check that the form received is correctly filled and that all scanned documents uploaded are of good quality. Then on receipt of hard copy (duly signed by the Retiree), DH may cross verify the details and also check whether all enclosures (as per checklist) have been duly attached. Then DH shall send it to HoO.
- HoO to Approve/ Return the form as applicable. (Fig 2.9)
- If HoO approves the form, it will appear in 'Form Verification' tab of DH User. In case HoO returns the form, it goes back to DH for re-verification. **If now, any error is detected by DH, then file has to be returned to retiree with remarks. Retiree shall correct the error and resubmit the papers.**



(Fig 2.8)

The screenshot shows the CPMS web application interface. The top navigation bar includes the CPMS logo and the user's role, 'Head of Office(SSA Unit)'. The left sidebar contains a menu with options: Dashboard, Users, Approval (selected), Normal Pension (with sub-options: Service Book Verification(12M BDR), Send Form To Retiree(8M BDR), Form Received(6M BDR), Form Verification(4M BDR), Form 7, Form 8, Send To PAO), and Family Pension. The main content area is titled 'Form Received' and features a table with the following data:

Name	PAN	Designation	Date of Birth	Date of Retirement	Due Date	Date of received of form in physical	Forms	Remarks
RAHUL SINHA	TREDF6543T	ADT	08/08/1953	31/08/2007	28/02/2007	31/08/2018	Form1 FormA Form5 Form3 Undertaking	
MEERA K	GHJNG4561J	SDE	28/03/1963	06/03/2016	06/09/2015	29/08/2018	Form1 FormA Form5 Form3 Undertaking	
RAM	CAUPS1226Y	Account Officer (L / A)	02/09/1961	03/04/2018	03/10/2017	14/09/2018	Form1 FormA Form5 Form3 Undertaking	

Below the table, there are 'Return' and 'Approve' buttons, and a pagination control showing '1' of 3 entries. The footer of the page reads '© 2018 -Comprehensive Pension Management System (CPMS)'.

(Fig 2.9)

2.1.1.5 Form Verification (4M BDR)

- This process has been especially incorporated to put another check on correctness of the forms submitted by Retiree.
- DH to check and verify the form and send it for the approval to HoO by clicking on “Verify” Button (Fig 2.10)
- HoO to Approve/ Return the form as applicable. (Fig 2.11)
- If HoO approves the form, it will appear in ‘Form 7’ tab of DH. In case the HoO returns the form, it goes back to DH for re-verification.
- Simultaneously, the forms/papers will be countersigned by the competent authority in the physical file and process for preparation of Form 7 initiated.

Comprehensive Pension Management System (CPMS) - Dealing Hand(SSA Unit) User

Verification of Forms (Action to be Taken 4 Months Before Date of Retirement)

Status: Forms Not Verified

Show 10 entries

S.N.	Bank Undertaking	Name	PAN	Date Of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View Images	Return Back	Verify
1	Bank UnderTaking	RAM	CAUPS1226Y	02/09/1961	03/04/2018	03/12/2017	14/09/2018				Verify

Showing 1 to 1 of 1 entries

© 2018 -Comprehensive Pension Management System (CPMS)

(Fig 2.10)

Comprehensive Pension Management System (CPMS) - Head of Office(SSA Unit) User

Form Verification

Show 10 entries

Name	PAN	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	Remarks
BHAGWANT SHAHI	GHJNG4561J	01/10/1957	30/09/2017	30/09/2016	31/08/2018		<input type="text"/>
RAM	CAUPS1226Y	02/09/1961	03/04/2018	03/04/2017	14/09/2018		<input type="text"/>

Showing 1 to 2 of 2 entries

Return Approve

© 2018 -Comprehensive Pension Management System (CPMS)

(Fig 2.11)

2.1.1.6 Form 7

- DH to verify and fill the required information in Form 7.
- Some information in Form 7 is auto populated. Others have to be entered. (Fig 2.12)
 - a) Name of the retiring Government Employee
 - b) Father's/Husband's Name
 - c) PAN NO.
 - d) Height & Marks of identification
 - e) Date of Birth
 - f) Service to which he/she belongs (indicate name of Organized service, if any, otherwise say General Central Service)
 - g) Particulars of post held at the time of retirement
 - h) Name of the office
 - i) Post held
 - j) Scale of Pay/Pay Band & Grade pay of the post
 - k) Basic Pay/Pay in the pay band & Grade pay.
 - l) Basic Pay/Pay in the pay band & Grade pay
 - m) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms?
 - n) If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department.
 - o) Whether declared substantive in any Post under the Central Govt.?
 - p) Date of beginning of service
 - q) Date of ending service
 - r) Cause of ending service
 - s) In case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please See Rule 41)
 - t) In case of removal/dismissal from service whether orders of the competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)
 - u) Particulars relating to military service, if any.
 - v) Particulars relating to the service in autonomous body, if any.
 - w) Whether any Departmental or judicial proceedings in terms of rule 9 of the CCS(Pension) Rules, 1972 are

pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders)

x) Length of service

- i. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(1) b) (ii)]
- ii. Period not counting as qualifying service.
- iii. Additions to qualifying Service.
- iv. Whether any leave without pay.
- v. Net Qualifying service.
- vi. Qualifying service expressed in terms of complete six-monthly periods (Period of three months and above is to be treated as completed six monthly periods (Rule 49)

y) Emoluments

- a. Emoluments in terms of Rule 33.
- b. Emoluments drawn during ten months pending retirement.

z) Others: **Details of Govt. dues recoverable out of gratuity**

- aa) License fee for Govt. accommodation sees sub-rules (2), (3) and (4) of rule 2)
- bb) Dues referred to in Rule 73
- cc) Amount indicated by Directorate of Estates to be withheld under Sub rule(S) of Rule 72
- dd) Post-retirement address of the retiree

FORM 7
[SEE RULE 58, 60, 61(1)&(3) AND RULE 65(1)]
FORM FOR ASSESSING PENSION/FAMILY PENSION AND GRATUITY
[TO BE SENT SIX MONTHS BEFORE THE DATE OF RETIREMENT TO THE PAO]

PART - I

1.	Name of the retiring Government Employee	Mr. MTNL TESTING
2.	Father's/Husband's Name	XYZ
3.	PAN NO.	XXXXXX352M
4.	Height & Marks of Identification	Height : 165 cm & Identification : xyz
5.	Date of Birth	15/09/1965
6.	Service to which he/she belongs(indicate name of Organised service, if any, otherwise say General Central Service)	Central Govt/ BSNJ/ MTNL
7.	Particulars of post held at the time of retirement	
	a. Name of the office	CCA PATNA
	b. Post held	AAO
	c. Scale of Pay/Pay Band & Grade pay of the post*	NE1 (7800-17000)
	d. Basic Pay/Pay in the pay band & Grade pay	12000
	e. Whether the appointment mentioned above was under Government or outside the Government on foreign service terms?	Government
	f. If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department	N.A.
8.	Whether declared substantive in any Post under the Central Govt? *	No
9.	Date of beginning of service	30/09/1985
10.	Date of ending service	30/09/2025
11.	Cause of ending service	Superannuation
	Date of receipt of Form 1 / Medical report signing date: (In case where form is submitted after the date of retirement) <small>CCS (Commission of Pension) Rules, 1981 - Rule 81(9)(B)(iii) *</small>	15/10/2025
12.	In case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please See Rule 41)	
	a. Percentage reduction in Pension	N.A.
	b. Percentage reduction in DCRG	N.A.
13.	In case of removal/dismissal from service whether orders of the competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)	N.A.
14.	Particulars relating to military service, if any	N.A.
15.	Particulars relating to the service in autonomous body, if any	No
16.	Whether any Departmental or judicial proceedings in terms of rule 9 of the CCS(Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69,provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders)	No
17.	Length of service 30/09/1985 to 30/09/2025	40 YEARS 0 MONTHS 01 DAYS
	a. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(1) (b) (ii)]	
	b. Period not counting as qualifying service?	No
	c. Additions to qualifying Service?	No
	Whether any leave without pay ?	No
	d. Net Qualifying service 30/09/1985 to 30/09/2025	40 YEARS 00 MONTHS 01 DAYS
	e. Qualifying service expressed in terms of complete six monthly periods(Period of three months and above is to be treated as completed six monthly period (Rule 49)	66 SIX MONTHLY PERIOD
18.	Emoluments	
	a. Emoluments in terms of Rule33	No
	b. Emoluments drawn during ten months pending retirement :	

Sl No.	Pay Commission	Period From	Period To	Pay In Pay Band - Grade Pay/L level	Basic Rate	NPA Rate	(Basic+NPA) For Avg. Emoluments	
1	2nd PRC	01/12/2024	30/09/2025	NE1 (7800-17000)	12000		120000.00	Delete

Is LPD Less Than AE Due To Penalty :

Others :

Details of Govt. dues recoverable out of gratuity

(i)	Licence fee for Govt. accommodation see sub-rules (2),(3) and (4) of rule 2)	<input type="text" value="Enter Amount"/>
(ii)	Dues referred to in Rule 73	<input type="text" value="Enter Amount"/>
(iii)	Amount indicated by Directorate of Estates to be withheld under subrule(5) of Rule 72	<input type="text" value="Enter Amount"/>
(iv)	Post-retirement address of the retiree	<input type="text" value="Post-retirement address of the retiree"/>

- After the verification, DH will click on tab “Submit and Calculate” to calculate the pensionary benefits.
- DH will then send form 7 to HoO by clicking on save calculation and submit

The screenshot shows the CPMS interface for Form 7 approval. The table contains the following data:

Name	PAN	Designation	Date of Birth	Date of Retirement	Current View	Remarks
Mr. DEMO GOA FIVE	XXXXXX094M	AAO	15/05/1964	31/05/2024	Current View	
Mr. MTNL TESTING	XXXXXX352M	AAO	15/09/1965	30/09/2025	Current View	

(Fig 2.13)

- HoO will Approve/ Return the form. (Fig 2.13)
- If HoO approves the form it will be processed further. In case of Return, form will be sent back to DH for reverification and the same process followed for approval.

IMPORTANT: -Form 7 calculates the pensionary benefits and pension as applicable to the pensioner. Once this form is filled and next stage initiated it cannot be edited in HoO section. Therefore, due diligence should be exercised while filling in all important fields like Pay Band, Pay level, Qualifying/Non-Qualifying service etc.

In case Wrong or incorrect information is saved in the system, please immediately inform the Helpdesk.

2.1.1.7 Form 8

- DH to verify and fill the minimum required information in Form 8 (Fig 2.14). Some part of information is auto populated in Form 8. The details of recovery under various heads have to be filled up in this Form. It may be ensured that the total matches with the details filled in Form 7

- If Nil recovery is due, then just click “Save and Send for Approval”.

Dashboard

Retiree Details

Action

Normal Pension

Service Book Verification (2M BDR)

Send Form To Retiree (M BDR)

Form Received (M BDR)

Form Verification (M BDR)

Form 7

Form 8

Send To PAO

View Forms

Family Person

Reports

FORM 8 (Action to be Taken : 4 to 6 Months Before Date of Retirement)

Status: Form Not Sent to HOO

Show 50 entries

S.No.	Name	PAN	Designation	Date Of Birth	Date Of Retirement	Current View	Form 8
1	Mr. MTNL TESTING	XXXXXX352M	AAO	15/09/1965	30/09/2025	View	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

FORM 8
[FORM OF LETTER TO THE ACCOUNTS OFFICER FORWARDING THE PENSION PAPERS OF A GOVERNMENT SERWANT]

1. Name : Mr. MTNL TESTING

2. Designation : AAO

3. Date of Birth : 15/09/1965

4. Date of Retirement : 30/09/2025

5. Recovery Type : Select Recovery Amount :

Add Recovery

Recovery Type	Amount	Delete

Remarks (if any)

Save And Send For Approval Clear

(Fig 2.14)

- HoO will approve/ Return the form. (Fig 2.15)

Dashboard

Users

Approval

Normal Pension

Service Book Verification (2M BDR)

Send Form To Retiree (M BDR)

Form Received (M BDR)

Form Verification (M BDR)

Form 7

Form 8

Send To PAO

Family Person

Reports

FORM 8

Show 50 entries

Name	PAN	Designation	Date of Birth	Date of Retirement	Current View	Remarks
Mr. MTNL TESTING	XXXXXX352M	AAO	15/09/1965	30/09/2025	Current View	<input type="text"/>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Return Approve

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(Fig 2.15)

- If HoO approves the form it will be processed further. In case of Return, Form will be sent back to DH for reverification and the same process followed for approval.
- The printouts of Form 7 and 8 can be taken from ‘View Forms’ tab. Approval of competent authority may be taken on the physical Form 7 and 8.

Form 7 and Form 8 will be processed roughly four months before the date of retirement (Superannuation). HOO will again send the final papers like retirement order, LPC, No dues and Vigilance clearance. If there is any change in the pay etc. before retirement, then based on final papers received Form 7 shall be digitally revised in Pension section.

After processing the form 7 from DH level, if HoO user is satisfied then a printout may be taken and along with details of recovery which will be fed in form 8, approval and signature of competent authority may be taken. If any error is detected in the process, then HoO may return to DH the form 7 for necessary correction. DH shall correct it and send it to HoO user again. The approval of competent authority shall be taken. Afterwards, form 8 shall also be filled as already approved and approval taken.

2.1.1.8 Send to PAO

- After all the aforementioned steps, DH will submit the form to Pension Section by clicking on “Send to PAO” (Fig 2.16) After clicking on “Send to PAO” a list of forms will be displayed with checklist. **While sending this please ensure that all the documents mentioned in checklist are being sent (Fig 2.17).** The papers may then be dispatched by post.

The screenshot displays the 'Send to PAO' interface in the CPMS. The page title is 'Send to PAO (Action to be Taken - 4 to 6 Months Before Date of Retirement)'. A status dropdown menu is set to 'Form(s) Not Sent to PAO'. Below this, there is a search bar and a table listing forms. The table has columns for S.N., Name, PAN, Date of Birth, Date of Retirement, Due Date, Current View, Status, and Send To PAO. One entry is visible for 'Mr. MITAL TESTING' with PAN 'XXXXXXXX52M', Date of Birth '15/09/1965', Date of Retirement '30/09/2025', and Due Date '30/05/2025'. The current view is 'Form7 / Form8'. The status is 'Not Sent to PAO'. The table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. The footer indicates '© 2025 - Comprehensive Pension Management System (CPMS)'.

S.N.	Name	PAN	Date of Birth	Date of Retirement	Due Date	Current View	Status	Send To PAO
1	Mr. MITAL TESTING	XXXXXXXX52M	15/09/1965	30/09/2025	30/05/2025	Form7 / Form8	Not Sent to PAO	Send To PAO

(Fig 2.16)

Dashboard

Retiree Details

Action

Form Received Details

←Back

CheckList

- Form Name
- Form 3
- Form 5 with all enclosure
- Nomination Form 1
- Nomination Form A
- Bank Undertaking
- Form 7
- Form 8

- Form Name
- Retirement Order
- LPC
- NDC

Eligible for Family Pension (After the sudden death of Pensioner):

MTNL FAMILY

Send For Approval

(Fig 2.17)

2.1.1.9 View Forms

- All users' can view the list of all the retirees and their generated forms (Fig. 2.18).
- Printout of Form7 and Form 8 can be taken by clicking on 'Print' and sent to Pension Section of concerned CCA office.

Dashboard

Retiree Details

Action

Normal Pension

Service Book Verification(12M BDR)

Send Form To Retiree(6M BDR)

Form Received(6M BDR)

Form Verification(4M BDR)

Form 7

Form 8

Send To PHO

View Forms

Family Pension

Show 50 entries

Search

S.N.	Name	PAN	View Forms
1	Mr. DEMO GOA ONE	XXXXXX090M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
2	Mr. DEMO GOA TWO	XXXXXX091M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
3	Mr. DEMO GOA THREE	XXXXXX092M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
4	Mr. DEMO GOA FOUR	XXXXXX093M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA
5	Mr. DEMO GOA FIVE	XXXXXX094M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA
6	Mr. DEMO BIS ONE	XXXXXX100M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
7	Mr. DEMO BIS TWO	XXXXXX101M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
8	Mr. DEMO BIS THREE	XXXXXX102M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
9	Mr. DEMO BIS FOUR	XXXXXX103M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA
10	Mr. DEMO BIS FIVE	XXXXXX104M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA
11	Mr. DEMO BIS SIX	XXXXXX105M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA
12	Mr. GOA DEMO THIRTY	XXXXXX0643G	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
13	Mr. FAMILY CASE	XXXXXX234A	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
14	Mr. SK	XXXXXX210C	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
15	Mr. SHRI SK	XXXXXX412Z	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
16	Mr. SK KUMAR	XXXXXX512A	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
17	Mr. SK SINGH	XXXXXX541A	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
18	Mr. SK RETIRE	XXXXXX675A	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View profile / Undertaking / FMA
19	Mr. MTNL TESTING	XXXXXX352M	Form1 / FormA / Form5 / Form3 / Form7 / Form8 / View Profile / Undertaking / FMA

Showing 1 to 19 of 19 entries

First Previous 1 Next Last

(Fig. 2.18)

2.1.2 MTNL Family Pension Case

2.1.2.1 Personal Detail

- DH to login and click on Action, then on Family Pension, then on Personal Details option in left pane (DH Login →Action→Family Pension→Personal Details)
- Following information need to be entered on personal detail page:
 - a. Title
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. Type of retirement.
 - f. Height
 - g. Father's/ Husband's Name.
 - h. Mothers Name
 - i. Date of Birth
 - j. Gender
 - k. Aadhaar Number
 - l. PAN Number
 - m. FP Mobile Number
 - n. FP Email ID
 - o. FP Identification Mark 1
 - p. FP Identification Mark 2
 - q. Employee Code
 - r. Office
- Following details to be filled in Other Details section (All are mandatory fields):
 - a. Designation at the time of death
 - b. Group
 - c. Date of Joining
 - d. Date of Death
 - e. Date of Superannuation
 - f. Govt. Accommodation provided by Directorate of Estates/BSNL/MTNL at any time of service: YES/ NO (to select from the dropdown)
 - g. Pay Commission
 - h. Pay Commission Type (**Fig 2.19**)
 - i. MTNL Employee

(Fig 2.19)

***After filling the aforementioned information, DH to click on Save button. Once filled the details cannot be changed so due diligence should be exercised before saving.**

To expedite the disbursement of pensionary benefits, Family Pensioner should immediately be advised to submit the required information along with relevant documents to the HoO. Family Pensioners' may also be advised to provide mobile phone number (mandatory) so that they can get updates on the pension process and pension disbursement.

- After saving the details, an instance will be created in the Personal Details tab, as shown in the Fig 2.20.

Name	PAN	Designation	Date of Birth	Date of Death	Govt. Emp. Details Edit
Late. CHANPAT	XXXXXXXX090K	Account Officer (L/A)	24/05/1960	11/09/2018	

(Fig 2.20)

- Then DH has to click on Govt. Emp Details edit tab, and proceeds to the subsequent screen.

- The next screen will show three tabs viz. Personal details, Family Details and Nomination Form1 (Fig 2.21)

The screenshot shows the 'Personal Details' form in the CPMS system. The form is divided into two main sections: 'Personal Profile' and 'Retiree Office Details'. The 'Personal Profile' section contains the following fields:

Title	Late	First Name	DHANPAT
Middle Name	MIDDLE NAME	Last Name	LAST NAME
Type Of Retirement	Death	Height(in cm)	130
Father's/Husband's Name	FADHAN	Mother's Name	MOTHER'S NAME
Date of Birth	24/05/1960	Gender	Male
Aadhaar No.	Aadhaar No.	PAN No.	BEVFM7099K
FP Mobile No.	9334008402	FP Email ID	FP Email ID
DDO Code	201536	PAO Code	077142
FP Identification Mark 1	cut mark on face	FP Identification Mark 2	FP Identification Mark2
Employee Code	Employee Code	Office	Chapra TD

The 'Retiree Office Details' section contains the following fields:

Designation at time of Death	Account Officer (L / A)	Group	Group A
------------------------------	-------------------------	-------	---------

(Fig 2.21)

- Now the DH has to fill in details of Family and Nominations (Fig 2.22(a) & Fig 2.23(b)).

The screenshot shows the 'Family Details' form in the CPMS system. The form contains the following fields:

Title	Select	First Name	FIRST NAME
Middle Name	MIDDLE NAME	Last Name	LAST NAME
Date of Birth	Date of Birth	Relation With Govt. Servant	Select
Remarks (if any)	Remarks	Suffering From Disability	Select
Aadhaar No.	Aadhaar No.	Identification Mark(if any)	Identification Mark
Address	Address	Marital Status	Select
State	Select	District	Select
City	City	Pincode	Pincode

At the bottom of the form, there is a section for uploading a scanned image of a photograph. It includes the text: "Upload scanned image of photograph. *Note: Size should not exceed 70 KB! Only .JPEG, .JPG file is allowed." and an "Upload a file" button. A placeholder box with the text "No Image Available" is also present.

(Fig 2.22(a))

The screenshot shows the CPMS interface for entering personal details. The header includes 'CPMS' and 'Dealing Hand(SSA Unit)'. The left sidebar has 'Action' selected. The main form contains the following fields:

- Aadhaar No.: Aadhaar No. (text input)
- Address: asdf (text input)
- State: BIHAR (dropdown)
- City: gaya (text input)
- Identification Mark(if any): Identification Mark (text input)
- Marital Status: Widow (dropdown)
- District: GAYA (dropdown)
- Pincode: 813105 (text input)

Below the form is an 'Upload scanned image of photograph' section with a note: '*Note: Size should not exceed 70 KB!! Only .JPG, .JPG file is allowed.' and an 'Upload a file' button. A placeholder box says 'No Image Available'. A note below reads: '*Note: Married Sons & Daughters are also part of family.*' At the bottom right are 'Save' and 'Cancel' buttons.

Below the form is a 'Pensioner Family Details' table with columns: Name of the family member, Date of birth, Relation With Govt. Servant, Marital Status, Image, and Edit/Delete. A 'Head' button is at the bottom right of the table.

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(Fig 2.22(b))

The screenshot shows the CPMS interface for entering nomination details. The header includes 'CPMS' and 'Dealing H' with a status 'Nominee Data has been successfully added'. The left sidebar has 'Action' selected. The main form is titled 'Personal Details' and 'Nomination Form1'. It contains the following sections:

- DETAILS OF NOMINATION FOR GRATUITY, CGESIS, GPF AS IN SERVICE RECORD
- Nomination For: Please Select (dropdown)
- Nominee Details table:

S.No	Select Nominee	Percentage share to be paid	Contingencies on happening of which nomination shall become invalid
1	Please Select	%Percentage	ContingenceDetail

Below the table are 'Save' and 'Clear' buttons.

Nomination Details table:

S.No	Nominee Name	Nomination For	%age share to be paid	Alternate Nominee(if any)	Contingencies on happening of which nomination shall become invalid	Action
1	KALPANA	Gratuity	100		DEATH	✕ Add Alternate Nominee
		CGEGIS	100		DEATH	✕ Add Alternate Nominee
		GPF	100		DEATH	✕ Add Alternate Nominee

At the bottom right is a 'Submit' button.

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(Fig 2.23)

- After filling all the details, the DH will submit the form by clicking submit button (Fig 2.23).

2.1.2.2 Service Verification (Family Pension case)

- DH to select 'Service Verification' tab from the Menu options.
- DH to check the form and send it for approval to HoO for service verification (Fig 2.24). Before this is done, physical service book verification needs to be

done as well. Any unverified portion of the service book should be noted and attached in the file being sent to Pension Section (CCA Office).

- HoO to login and approve the service book verification. HoO also to verify the service book physically.
- HoO can also return the form to DH in case any discrepancy is found. Then DH will again have to verify and send the form to HoO for approval.

Service Book Verification For Family Pension

Status: Service Book Not Verified

<input checked="" type="checkbox"/>	S.N.	Name	PAN	Date of Birth	Date of Death	Service Verified From Date	Service Verified To Date	Details of Unverified Service(if any)
<input checked="" type="checkbox"/>	1	Late VIKAS SHARMA	CDIPB1234L	01/01/1959	01/01/2016	01/01/1989	01/01/2016	approved...]

Date of Service Verification : 21/09/2018 [Send For Approval] [Clear]

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(Fig 2.24)

2.1.2.3 Form 14

- DH to verify and fill the required information in Form 14. **DH may select the claimant who is eligible for pension.** This is to be done as per CCS Pension Rules,1972. The Form shows the claimant details, the bank details, the documents to be uploaded like photograph, signature and death certificate etc. The Bank Undertaking Form also needs to be uploaded duly signed by bank authorities as well the Family Pensioner. FMA option has to be chosen (if applicable and desired by the Family Pensioner) (Fig 2.25 (a), Fig 2.25 (b) and Fig 2.25 (c)).
- It should be seen that the photograph and signature are clear and visible.
- DH clicks on 'Form 12' tab.

CPMS Dealing Hand(SSA Unit) User

Form 14

Show 10 entries

Name	PAN	Designation	Date of Birth	Date of Death	Form 14	Form 12
Late ASHS	XXXXXX	AAO	04/01/1970	25/11/2018	<input type="checkbox"/>	NA
Late ASHS GHOSH	XXXXXX	AAO	04/01/1970	25/11/2018	<input type="checkbox"/>	NA
Late DHANPAT	XXXXXXXX999K	Account Officer (L / A)	24/05/1960	11/09/2018	<input type="checkbox"/>	NA
Late FAMILY PENSION TYWO	XXXXXX	ADG	17/01/1965	15/02/2019	<input checked="" type="checkbox"/>	NA
Late FAMILY PENSION ONE	XXXXXX	ADG	17/01/1965	15/02/2019	<input type="checkbox"/>	NA
Late GOPALA RAJ	XXXXXX	ADG	16/09/1959	06/02/2019	<input type="checkbox"/>	NA
Late JIRHJGH	XXXXXXXX****	ACS & GM (Legal)	03/10/2001	03/10/2018	<input type="checkbox"/>	NA
Late KISHAN PAL	XXXXXX	TIMECH	01/01/1960	07/10/2015	<input type="checkbox"/>	NA
Late MANOJ	XXXXXXXX****	Accounts Officer (Regular)	03/02/1960	07/01/2019	<input type="checkbox"/>	NA
Late PINKOO MISHRA	XXXXXX	AO	05/03/1965	15/11/2018	<input type="checkbox"/>	NA

Showing 1 to 10 of 19 entries

Previous 1 2 Next

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(Fig 2.25 (a))

Work Sheet (Form 14)

Claimant Details Document Upload

Family Pension ←Back

Name of the Government servant : Ms. CHANDRAKALA A Designation at time of Death : AEP

Date of Death : 17/08/2018

Details of Claimant

Claimant Name : JAGANATHAN H Relationship with the deceased Government servant : Husband

Date of Birth :* 01/08/1990 Date of Re-Marriage :

Address :* Height (in cm.) :

State :* BIHAR District :* GAYA

City :* chapra Pincode :* 800012

Aadhaar No. : PAN No. :

Mobile No. :* 9856565954 Email ID :

Identification Mark : Remarks :

Details of bank & post office in which family pension is to be credited:

Bank Post Office

IFSC Code :* PUNB0000200 Branch Name :* ABU ROAD

Bank Name: PUNJAB NATIONAL BANK Bank Account Number(Latest) :* 687846542

Type of Bank Account :* Joint account,either or survivor, with the spouse

Date on which obtain claim or claims from the claimants in the appropriate form for Death Gratuity and Family Pension as provided in rule 77 :* 23/08/2018

Save

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(Fig 2.25 (b))

Claimant Details Document Upload FMA

Document Upload ← Back

Claimant Photograph(Only jpeg and jpg) :* Upload a file

Signature/Thumb of the Claimant/Guardian(Only jpeg and jpg) :* Upload a file

Copy of Death Certificate of the deceased employee (pdf file only) :* Upload a file

Bank Undertaking (pdf file only) :* Print Bank Undertaking Upload a file

Save

Work Sheet (Form 14)

Claimant Details Document Upload FMA

Fixed Medical Allowance ← Back

Whether your residence after retirement is as an * CGHS Covered Area Non-CGHS Area

Fixed Medical Allowance Options :* I will be residing in non-CGHS area but would be availing CGHS facility for In-patient Department (IPD) and Out-patient Department (OPD) treatment. I will not be eligible for FMA I will be residing in a non-CGHS area but would be availing CGHS facility for IPD treatment only by payment of CGHS contributions. I will also avail FMA for OPD treatment I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail I FMA I will avail medical facilities available to spouse/family members who is an employees/pensioner of Government/PSU/ Autonomous Body. I will not avail CGHS facility and FMA Avail medical facility of previous organization. I will not avail CGHS facility and FMA

Note: Pension forms will be generated automatically on filling the above information.

Save

(Fig 2.25 (c))

IMPORTANT: -Form 14 prompts the user to enter bank details. The pension of the family pensioner will be credited into this account. Therefore, due diligence should be exercised while filling in all important fields like Bank Account no., IFSC code etc. After required, correct information is filled, Bank Undertaking has to be printed and physically signed by Bank authorities and Family Pensioner, and then uploaded on CPMS.

2.1.2.4 Form 12

- DH to verify and fill the required information in Form 12.

For each claimant who has been nominated for gratuity in the nomination form filled earlier. Here DH has to click on the Edit button against the name of the nominee, and his/her details will be populated in the Form 12 (Fig 2.26).

- Again, Bank Account details and claimant's details, signature needs to be uploaded.
- After updating of Form 12 and 14, the case will appear in 'Form 18' tab of DH.

CPMS

Dealing Hand(SSA Unit) User

Dashboard

Retiree Details

Action

Work Sheet (Form 12)

Name	Date of birth	Relation With Govt. Servant	Action
Mrs. KALPANA	18/02/1966	Wife	

Family Pension

Name : Mrs. KALPANA Relationship with the deceased Government servant : Wife

Date of Birth : 18/02/1966

Claimant Signature
Note: Size should not exceed 70 KB!! Only .JPG file is allowed *

Upload a file

Copy of Death Certificate of the deceased employee (Only pdf file) *

Upload a file View

Details of bank & post office in which family pension is to be credited:

IFSC Code : SBIN0000642 Branch Name : GHAZIABAD

Bank Name : STATE BANK OF INDIA Bank Account Number(Latest) : 10688765906

Type of Bank Account : Single

(Fig 2.26)

IMPORTANT: - Form 12 prompts the user to enter bank details. The DCRG of the family pensioner will be credited into this account. Therefore, due diligence should be exercised while filling in all important fields like Bank Account no., IFSC code etc. After required, correct information is filled, Bank Undertaking has to be printed and physically signed by Bank authorities and Family Pensioner, and then uploaded on CPMS. In case of claimant who is claimant for only Gratuity and not pension, only Mandate form, as generated, needs to be filled by the pensioner and uploaded in portal.

In case where there is no nomination, DCRG has to be divided in equal shares among the family members. Accordingly, the nomination form and Form 12s will be filled.

2.1.2.5 Form 18

- DH to verify and fill the required information in Form 18. Some information is auto populated in Form 18. DH should be careful while filling the important details like qualifying service, non-qualifying service period, last month's pay details etc. Pensionary benefits will be calculated on basis of these figures and hence figures must be cross-verified from service book. (Fig 2.27)
- DH will send Form 18 for approval of HoO.
- HoO will approve/ Return the form. HoO should verify the Pensionary benefit amounts. If the amounts are correct, he/she can approve it. If incorrect, HoO can return the case back to DH for rectification.
- If HoO approves the form it will be processed further. In case of Return, form will be sent back to DH for reverification and thereafter process followed for approval.

WORKING SHEET (FORM 18)
[SEE RULES 78(1), 80(1), 80(3), 80 (5), 80-B (1) AND 80-B (5)]
FORM FOR ASSESSING AND AUTHORIZING THE PAYMENT OF FAMILY PENSION
AND DEATH GRATUITY WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE

1.	Name of the deceased government servant	Late. KUNAL
2.	Father's/Husband's Name	FKUNAL
3.	PAN NO.	ZUFKA75120
4.	Date of Birth	09/09/1980
5.	Date of Death	21/08/2018
6.	Service to which he/she belongs(indicate name of Organised service, if any, otherwise say General Central Service)	Central Govt/ BSNL ▼
7.	Particulars of post held at the time of death	
	a. Name of the office	Bihar
	b. Post held substantively	AAO
	c. Officiating Post	Officiating Post
	d. Scale of Pay/Pay Band & Grade pay of the post*	Select ▼
	e. Basic Pay/Pay in the pay band & Grade pay	
	f. Whether the appointment mentioned above was under Government or outside the Government on foreign service terms?	Government ▼
	g. If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department	N.A.
8.	Date of beginning of service	09/09/2003
9.	Cause of ending service	Death
10.	Particulars relating to military service, if any	N.A. ▼
11.	Particulars relating to the service in autonomous body, if any	No ▼
12.	Amount and nature of any pension/gratuity received for previous civil service, if any	Enter Amount
	a. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(1) (b) (ii)]	
	b. Period not counting as qualifying service?	No ▼
	c. Additions to qualifying Service?	No ▼
	Whether any leave without pay ?	No ▼
	d. Net Qualifying service 09/09/2003 to 21/08/2018	
	e. Qualifying service expressed in terms of complete six monthly periods(Period of three months and above is to be treated as completed six monthly period (Rule 49)	30 HALF MONTHLY PERIOD
14.	Emoluments	
	a. Emoluments in terms of Rule33	No ▼
	b. Emoluments drawn during one month pending death :	

Sl.No.	Pay Commission	Period From	Period To	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	(Basic+NPA) For Avg. Emoluments	+
--------	----------------	-------------	-----------	-----------------------------------	------------	----------	---------------------------------	---

Others :

The date on which action initiated to -

a.	The date on which intimation regarding the death of Government servant was received by the Head of Office	21/08/2018
b.	obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1).	Select Date
c.	assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2).	Select Date
d.	assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.	Select Date
Details of Govt. dues recoverable out of gratuity		
(i)	Licence fee for Govt. accommodation see sub-rules (2),(3) and (4) of rule 2)	Enter Amount
(ii)	Dues referred to in Rule 73	Enter Amount
(iii)	Amount indicated by Directorate of Estates to be withheld under subrule(S) of Rule 72	Enter Amount

Submit & Calculate

Fig 2.27

- Form 18 and 19 to be put up in physical file for approval of competent authority.

IMPORTANT: -Form 18 calculates the pensionary benefits and pension as applicable to the Family pensioner. Once this form is filled and next stage initiated it cannot be edited in HoO section. Therefore, due diligence should be exercised while filling in all important fields like Pay Band, pay level, Qualifying/Non-Qualifying service etc.

In case Wrong or incorrect information is saved in the system, please immediately inform the Helpdesk.

After processing the form 18 from DH level, if HoO user is satisfied then a printout may be taken and approval and signature of competent authority may be taken. If any error is detected in the process, then HOO may return to DH the form 18 for necessary correction. DH shall correct it and send it to HoO user. The approval of competent authority

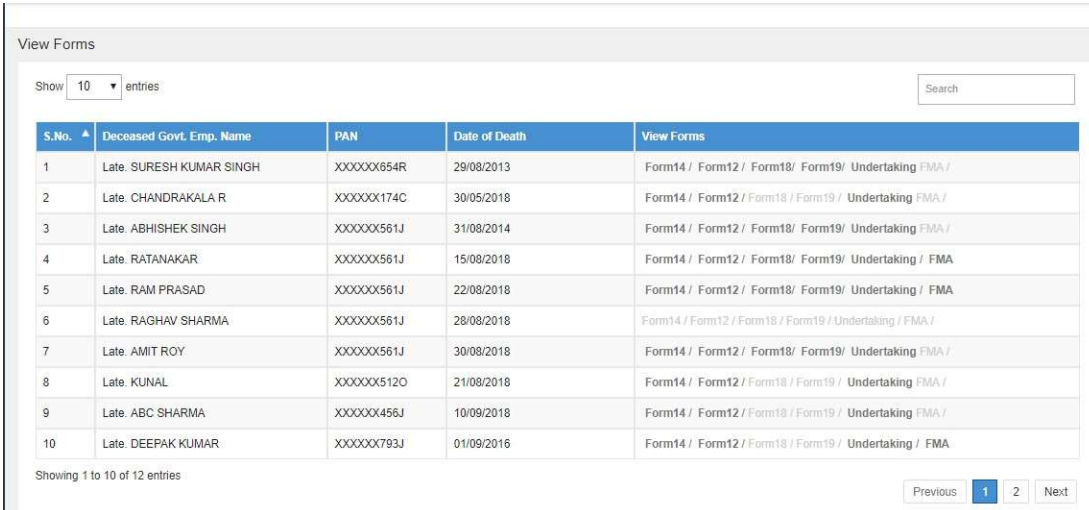
shall be taken.

2.1.2.6 Send to PAO

- **After all the aforementioned steps, DH will submit the form to Pension Section (CCA Office) by clicking on “Send to PAO”.**

2.1.2.7 View Forms

All users' can view the list of all the retirees and their generated forms. (Fig 2.28)



The screenshot shows a web interface titled "View Forms". At the top left, there is a "Show" dropdown menu set to "10" and "entries". To the right is a search box. Below this is a table with the following columns: S.No., Deceased Govt. Emp. Name, PAN, Date of Death, and View Forms. The table contains 10 rows of data. At the bottom left, it says "Showing 1 to 10 of 12 entries". At the bottom right, there are navigation buttons: "Previous", "1" (highlighted), "2", and "Next".

S.No.	Deceased Govt. Emp. Name	PAN	Date of Death	View Forms
1	Late. SURESH KUMAR SINGH	XXXXXX654R	29/08/2013	Form14 / Form12 / Form18/ Form19/ Undertaking FMA /
2	Late. CHANDRAKALA R	XXXXXX174C	30/05/2018	Form14 / Form12 / Form18 / Form19 / Undertaking FMA /
3	Late. ABHISHEK SINGH	XXXXXX561J	31/08/2014	Form14 / Form12 / Form18/ Form19/ Undertaking FMA /
4	Late. RATANAKAR	XXXXXX561J	15/08/2018	Form14 / Form12 / Form18/ Form19/ Undertaking / FMA
5	Late. RAM PRASAD	XXXXXX561J	22/08/2018	Form14 / Form12 / Form18/ Form19/ Undertaking / FMA
6	Late. RAGHAV SHARMA	XXXXXX561J	28/08/2018	Form14 / Form12 / Form18 / Form19 / Undertaking / FMA /
7	Late. AMIT ROY	XXXXXX561J	30/08/2018	Form14 / Form12 / Form18/ Form19/ Undertaking FMA /
8	Late. KUNAL	XXXXXX512O	21/08/2018	Form14 / Form12 / Form18 / Form19 / Undertaking FMA /
9	Late. ABC SHARMA	XXXXXX456J	10/09/2018	Form14 / Form12 / Form18 / Form19 / Undertaking FMA /
10	Late. DEEPAK KUMAR	XXXXXX793J	01/09/2016	Form14 / Form12 / Form18 / Form19 / Undertaking / FMA

(Fig 2.28)

3. Pension Sanctioning Section.

This part deals with pension case flow in the Pension Sanctioning Section of the CCA office.

3.1 Allotment of Pension Case to DH

- The pension case coming from HoO will appear in 'Allotment' tab of the Accounts Officer (AO) of the Pension Sanctioning Section. AO pension sanctioning section will allot the case to the Dealing Hand of the section. (Fig 3.1)
- **The current practice based on which cases are allotted to DH by AOs may be continued. This will be done by the AO who has been authorized to allot the case (It is to be noted that only 1 AO is authorized for allotment).**

CPMS Accounts Officer(Pension Section) User

Allot Cases to Dealing Hand(DH)

Show 50 entries

Name	PPO Number	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Date of Sent To PPO	SSA Unit Name	Retirement Type
Mr. DEMO BIS SIX	0	7058197022	XXXXXX105M	15/05/1964	31/05/2024	05/09/2025	Chapra TD	Superannuation
Mr. MTNL TESTING	0	9632145892	XXXXXX352M	15/09/1965	30/09/2025	15/10/2025	Chapra TD	Superannuation

Showing 1 to 2 of 2 entries

Allocation of DH: brdh - BR DH Send to DH Clear

© 2025 - Comprehensive Pension Management System (CPMS)

(Fig 3.1)

3.2 Form Received

- DH (Pension Sanctioning Section) will receive the case allotted by AO (**Action->Pension Section->Form Received**).
- DH (Pension Sanctioning Section) will select on the particular pension case, and click on **Receive Form** tab (Fig 3.2)
- DH (Pension Sanctioning Section) will then select the forms submitted by the HoO/ACCA. DH will then enter the actual date of receipt of physical forms and other documents. DH will then save the case (Fig 3.3).
- **A physical file has to be opened by the DH upon receipt of forms and documents by the DH.**

Comprehensive Pension Management System (CPMS) - Form Received

Showing 1 to 4 of 4 entries

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Date of Sent To PAO	SSA Unit Name	Retirement Type	Recieve Forms
Late. ABHISHEK SINGH	7456456545	GHJNG4561J	15/08/1964	31/08/2014	22/08/2018	Chapra TD	Death	
Late. SURESH KUMAR SINGH	7475454544	TRESF7654R	01/08/1967	29/08/2013	23/08/2018	Chapra TD	Death	
Mr. RAM	3242343242	CAUPS1226Y	02/09/1961	03/04/2018	14/09/2018	Chapra TD	Voluntary Retirement on being Declared surplus (Rule 29-A)	
Mrs. KRISHNA	9876543210	GHJNG4561J	01/02/1960	03/02/2019	30/08/2018	Chapra TD	Voluntary Retirement on being Declared surplus (Rule 29-A)	

(Fig 3.2)

Comprehensive Pension Management System (CPMS) - Form Received Details

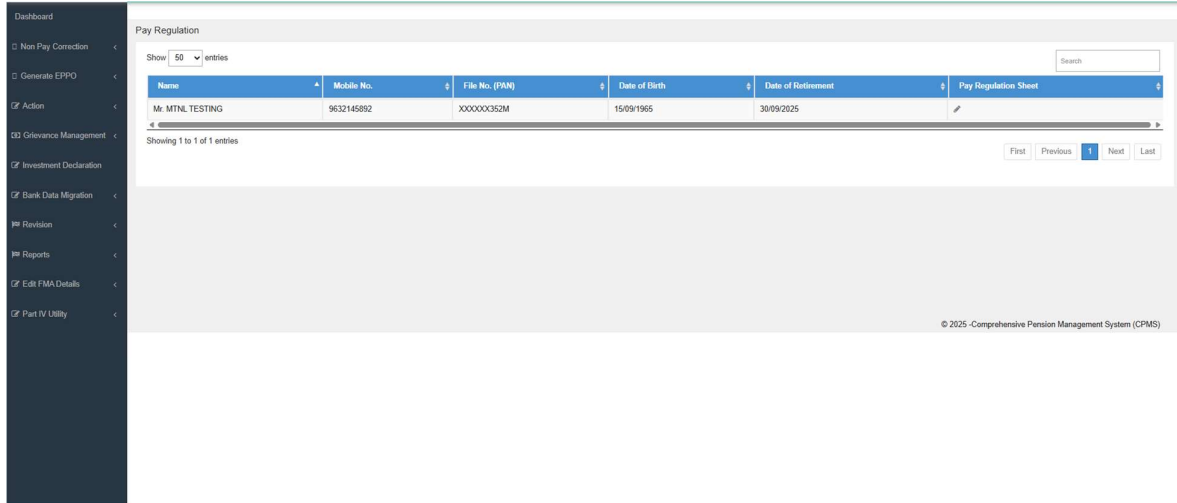
Form Name	Date of Submit
FMA	14/09/2018
Form 3	14/09/2018
Form 5 with all enclosure	14/09/2018
Nomination Form 1	14/09/2018
Nomination Form A	14/09/2018
Bank Undertaking	14/09/2018
Form 7	14/09/2018
Form 8	14/09/2018
Vigilance Clearance (Optional)	14/09/2018
Retirement Order (Optional)	14/09/2018
LPC (Optional)	14/09/2018

(Fig 3.3)

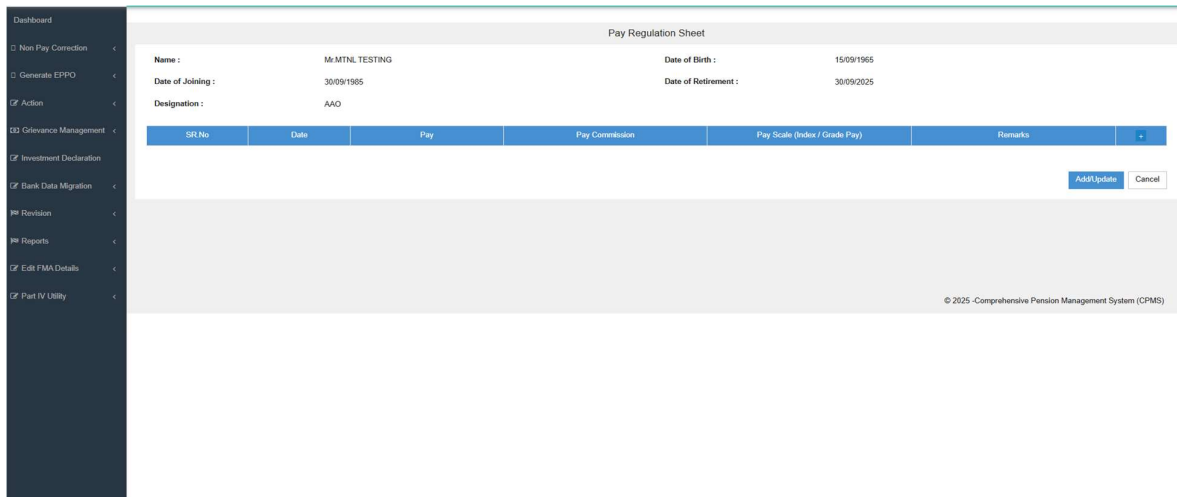
3.3 Pay Regulation

- The case will now flow into the 'Pay Regulation' tab of DH (Pension Sanctioning Section) level (**Action->Pension Section->Pay Regulation**).
- DH (Pension Sanctioning Section) will select the case and click on Pay Regulation Sheet (Fig 3.4 (a) and Fig 3.4 (b)).

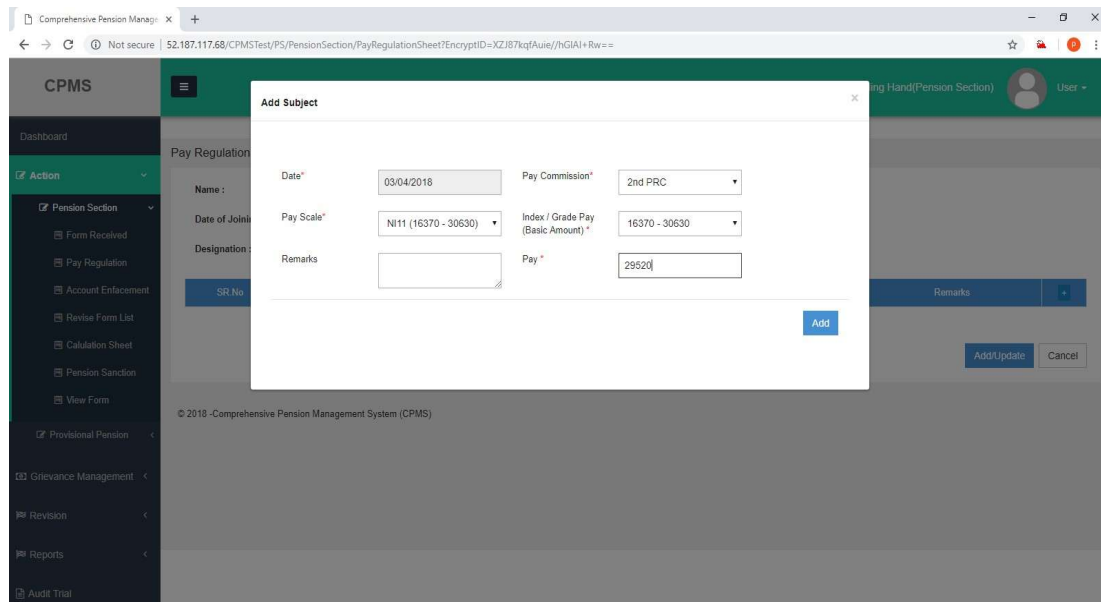
- DH (Pension Sanctioning Section) will then add Pay Scale Data for the particular pension case and save the same. Fig 3.4 (c)



(Fig 3.4 (a))



(Fig 3.4 (b))



(Fig 3.4 (c))

3.3.1 Account Enfacement

- The above case will now flow into Account Enfacement (AE) at DH (Pension Sanctioning Section) level **(Action->Pension Section->Account Enfacement)**.
- The DH (Pension Sanctioning Section) will then select the particular pension case. The DH (Pension Sanctioning Section) can edit the Pay Details by clicking on 'Pay Regulation' tab, if the same was not correctly done in 3.3 above.
- DH (Pension Sanctioning Section) shall analyze if the case is fit for finalization of pension or not. If some documents have not been received, then he/she will generate AE by clicking on 'Generate AE' tab and selecting the "Yes" option Fig 3.5. **After clicking on "Yes" button a compliance page will open as shown in figure (3.6) The same shall be put up for approval of competent authority along with pay regulation sheet.**
- The Approved AE shall be uploaded by in the software.
- The physical copy of the AE will be sent by mail/dak to concerned HoO. Reminders can be sent using facility for regenerating AE. However, when necessary, papers have been received, the

'Resolve AE' tab may be clicked.

CPMS

Account Enforcement (AE Generate)

Show 10 entries

Name	Mobile No.	File No. (PAM)	Date of Birth	Date of Retirement	Received Date	Forms Received Yet	Edit AE	AE Generate	Edit Pay Regulation
Late RATANAKAR	1234567898	GHJNG4561J	25/06/1975	15/08/2018	11/09/2018	<input type="checkbox"/>		View AE / AE Receive	
Mr. RAM	3242343242	CAUPS1226Y	02/09/1961	03/04/2018	14/09/2018	<input type="checkbox"/>	No AE Generated	Yes / No	

Showing 1 to 2 of 2 entries

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(Fig 3.5)

DEPARTMENT OF TELECOMMUNICATIONS
O/O CCA, Bihar Telecom Circle, Patna 2nd Floor, CTO Annex Building,
Patna - 800 001 Tele.No. 7854133654, E-mail: braao34@gmail.com

NO.AE/ Dated : 22/09/2018

To,
Chapra TD

Sub:

Sir,
In order to finalize the above case following may please be addressed:-

S.No	Subject	Remarks/objecton/omissions	+
------	---------	----------------------------	---

(Fig 3.6)

A Pension case in which all the papers have not been received or some matter remains unaddressed shall remain pending at AE stage itself. Only when all issues relating to pensioner etc. are finalized then case should move beyond AE tab. Before going to Revise Form Stage,

it may be checked that Pay regulation has been correctly filled.

3.4 Revise Form List

- The case will now flow from Account Enforcement at DH (Pension Sanctioning Section) level to 'Revise Form List' Tab (**Action->Pension Section->Revise Form List**).
- The DH (Pension Sanctioning Section) will then select the particular pension case. The DH (Pension Sanctioning Section) can view Pay Regulation Form. If no corrections are to be made, option "No" may be selected and proceed (Fig 3.7 (a)). However, the calculation sheet can be edited, if required. **It should be noted that if there is any discrepancy in calculation of pension or pensionary benefits, the same can be rectified here. After this the figures cannot be rectified. Hence due diligence needs to be exercise here.** Fig (3.7 (b))
- DH (Pension Sanctioning Section) will, if required, edit FORM 7 (Family Pension) or FORM 18 (Normal Pension) and calculate the Retiree's pensionary benefits. (Fig 3.7 (a))
- DH (Pension Sanctioning Section) will then enter the following information in FORM 7/ FORM18 (some information is auto populated):

- a) Service to which he/she belongs.
- b) Scale of Pay/Pay Band & Grade pay of the post.
- c) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms
- d) Particulars relating to military service, if any
- e) Particulars relating to the service in autonomous body, if any
- f) Period not counting as qualifying service?
- g) Additions to qualifying Service?
- h) Whether any leave without pay?

**Points d, e, f, g and h to be filled in carefully, as they will impact the calculation of net qualifying service.*

- i) Emoluments drawn during 1/ 10 month before retirement.

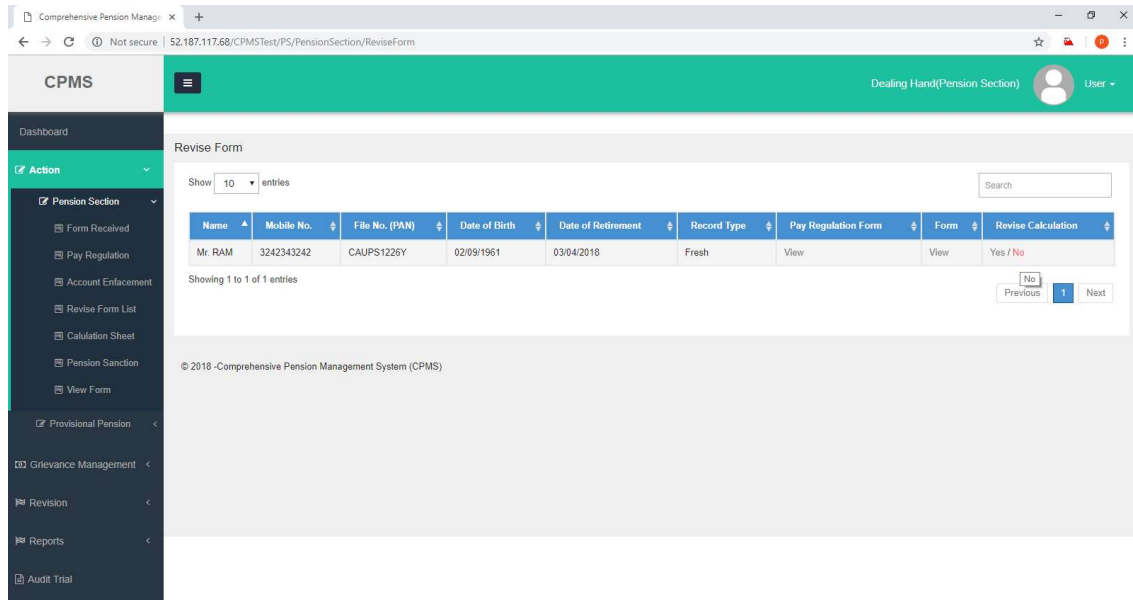
**Point "i" will calculate Average Emolument, which will be compared against LPD to arrive at pensionary benefits.*

- j) Govt. dues recoverable out of gratuity.

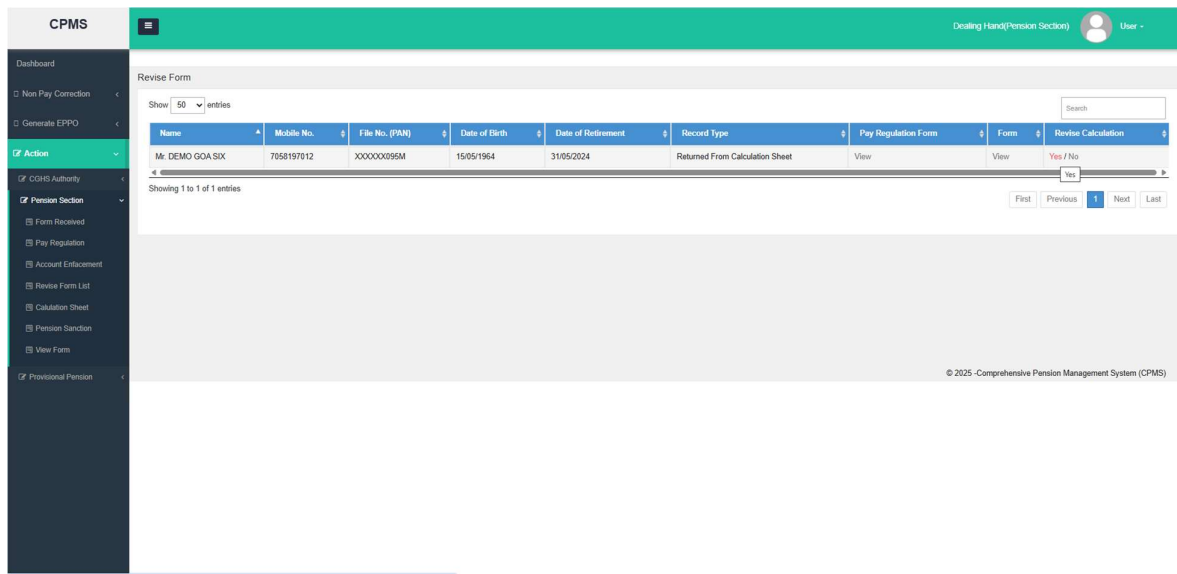
- After filling the details, the DH will click on submit and calculate

button. The amount of gratuity, commutation and monthly pension will be calculated and displayed.

- 'Revise Form' action can be performed if there is a need to carry out correction in Form 7 received from HoO. Fig (3.7 (c)).



(Fig 3.7 (a))



(Fig 3.7 (b))

WORKING SHEET (FORM 18)
[SEE RULES 78(1), 80(1), 80(3), 80 (5), 80-B (1) AND 80-B (5)]
FORM FOR ASSESSING AND AUTHORIZING THE PAYMENT OF FAMILY PENSION
AND DEATH GRATUITY WHEN A GOVERNMENT SERVANT DIES WHILE IN SERVICE

1.	Name of the deceased government servant	Late. ABHISHEK SINGH
2.	Father's/Husband's Name	ABHI
3.	PAN NO.	XXXXXX561J
4.	Date of Birth	15/08/1964
5.	Date of Death	31/08/2014
6.	Service to which he/she belongs(indicate name of Organised service, if any, otherwise say General Central Service)	Central Govt' BSNL
7.	Particulars of post held at the time of death	
	a. Name of the office	dot
	b. Post held substantively	ADET
	c. Officiating Post	Officiating Post
	d. Scale of Pay/Pay Band & Grade pay of the post*	IDS-DR (75000 - 100000)
	e. Basic Pay/Pay in the pay band & Grade pay	25000
	f. Whether the appointment mentioned above was under Government or outside the Government on foreign service terms?	Government
	g. If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department	N.A.
8.	Date of beginning of service	18/08/1989
9.	Cause of ending service	Death
10.	Particulars relating to military service, if any	N.A.
11.	Particulars relating to the service in autonomous body, if any	No
12.	Amount and nature of any pension/gratuity received for previous civil service, if any	Enter Amount
13.	Length of Service for death gratuity 18/08/1989 to 31/08/2014	25 YEARS 0 MONTHS 14 DAYS
	a. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(1) (b) (ii)]	
	b. Period not counting as qualifying service?	No
	c. Additions to qualifying Service?	No
	Whether any leave without pay ?	No
	d. Net Qualifying service 18/08/1989 to 31/08/2014	25 YEARS 00 MONTHS 14 DAYS
	e. Qualifying service expressed in terms of complete six monthly periods(Period of three months and above is to be treated as completed six monthly period (Rule 49)	50 HALF MONTHLY PERIOD
14.	Emoluments	
	a. Emoluments in terms of Rule33	No
	b. Emoluments drawn during one month pending death :	

Sl.No.	Pay Commission	Period From	Period To	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	(Basic+NPA) For Avg. Emoluments	+
1	2nd PRC	01/08/2014	31/08/2014	IDS-DR (75000 - 100000)	25000		25000	Delete

Fig (3.7 (c)).

Others :

The date on which action initiated to -

a.	The date on which intimation regarding the death of Government servant was received by the Head of Office	31/08/2014
b.	obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1).	<input type="text" value="Select Date"/>
c.	assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2).	<input type="text" value="Select Date"/>
d.	assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.	<input type="text" value="Select Date"/>
Details of Govt. dues recoverable out of gratuity		
(i)	Licence fee for Govt. accommodation see sub-rules (2),(3) and (4) of rule 2)	<input type="text" value="Enter Amount"/>
(ii)	Dues referred to in Rule 73	<input type="text" value="Enter Amount"/>
(iii)	Amount indicated by Directorate of Estates to be withheld under subrule(S) of Rule 72	<input type="text" value="Enter Amount"/>

[Submit & Calculate](#)

IMPORTANT: -Calculation Sheet shows the pensionary benefits and pension as applicable to the pensioner. Once this form is reviewed and next stage initiated, it cannot be edited. Therefore, due diligence should be exercised while reviewing and correcting, if required, in all important fields like Pay Band, pay level, Qualifying/Non-Qualifying service etc.

In case Wrong or incorrect information is saved in the system, please immediately inform the Helpdesk.

3.5 Calculation Sheet

- The case will now flow into Calculation Sheet at DH (Pension Sanctioning Section) level
(Action->Pension Section-> Calculation Sheet).
- DH (Pension Sanctioning Section) will select the case and view the calculation sheet and submit it to AAO for further approval. (Fig 3.8 (a))

Comprehensive Pension Management System (CPMS) - Dealing Hand(Pension Section)

Calculation Sheet

Status: Pay Calculation Not Sent To AAO

Show 10 entries

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Received Date	Calculation Sheet
Late SIDEFAMILY	1234567897	GHJNG4561J	19/08/1970	16/08/2018	24/08/2018	
Mr. RAM	3242343242	CAUFS1226Y	02/09/1961	03/04/2018	14/09/2018	
Mr. SAWANT SINGH	9711458685	GHJNG4561J	09/05/1958	31/05/2018	24/08/2018	

Showing 1 to 3 of 3 entries

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(Fig 3.8)

CPMS
Dealing / Hand/Pension Section
User

- Dashboard
- Non Pay Correction
- Generate EPPD
- Action
- Grievance Management
- Investment Declaration
- Bank Data Migration
- Revision
- Reports
- Edit FMS Details
- Print IV Utility

CALCULATION SHEET

File No. : 2025/HR/664
DDO : (201536)CCDDO TO PAO

1.	Name of Government Servant	Mr. MTNL TESTING
2.	Designation	AAO
3.	Scale of the Post Last Held	7800-17000
4.	Date of Birth (dd/mm/yyyy)	15/09/1965
5.	Date of Entry Into Government Service (dd/mm/yyyy)	30/09/1985
6.	Date of Ending Service (dd/mm/yyyy)	30/09/2025
7.	Total Length of Gross Service	40 YEARS 0 MONTHS 01 DAYS
8.	Total Length of Non-Qualifying Service	00 YEARS 00 MONTHS 00 DAYS
9.	Total Length of Adh-Qualifying Service	00 YEARS 00 MONTHS 00 DAYS
10.	Total Length of Qualifying Service	40 YEARS 00 MONTHS 01 DAYS
	(i) Qualifying Service in Half Years	66
11.	Emoluments drawn during 10 months period and those reckoned for calculation of Average Emoluments	

Pay From	Pay Upto	Pay in Pay Band - Grade Pay/Level	Basic Rate	NPA Rate	BR/HPA/Grade Pay(in Rs)
01/12/2024	30/09/2025	NE 1 (7800-17000)	12000		120000.00

12.	Emoluments for Pension	Rs. 12000 /-
13.	Emoluments for Family Pension	Rs. 12000 /-
14.	Emoluments for Retirement Gratuity	Rs. 37272 /- (DA 210.60 %, Basic Rate Rs. 12000 /-)
15.	(a) Amount of Service Gratuity1	N.A.
	(b) Amount of Retirement Gratuity	Rs. 614968 /-

16. Details of deductions/adjustments on account of payments

License fee for Govt. accommodation	Dues referred	Withheld Amount	Total	NET GRATUITY PAYABLE
0.00	0.00	0.00	NIL	Rs. 614968 /-

17. Details of Pension :-

a.	Amount of Monthly Pension before:	Rs. 6000 /-
	Calculation of Pension is as follows:	12000 / 2
b.	Class of Pension:	Superannuation
c.	Date of commencement of Pension (dd/mm/yy):	01/10/2025
d.	Percentage / amount of Pension Commuted:	40% , Rs. 2400 /-
e.	Commuted Value:	Rs. 235988 /-
f.	Commuted Value Payable:	Rs. 235988 /-
g.	Reduced monthly Pension after commutation: (After payment of deferred commutation amount will get revised. Current amount has taken nil commutation into account)	Rs. 3600 /-
h.	Restoration of commuted portion of Pension:	
18.	Medical Allowance:	NIL
19.	Details of Family / Nominee:	

Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?
Mrs. MTNL FAMILY	Wife	01/10/1968	No	YES

20. Amount of Family Pension:

a. At Enhanced Rate:	Rs. 6000 /-
b. At Normal rate:	Rs. 3600 /-

21. BANK DETAILS:

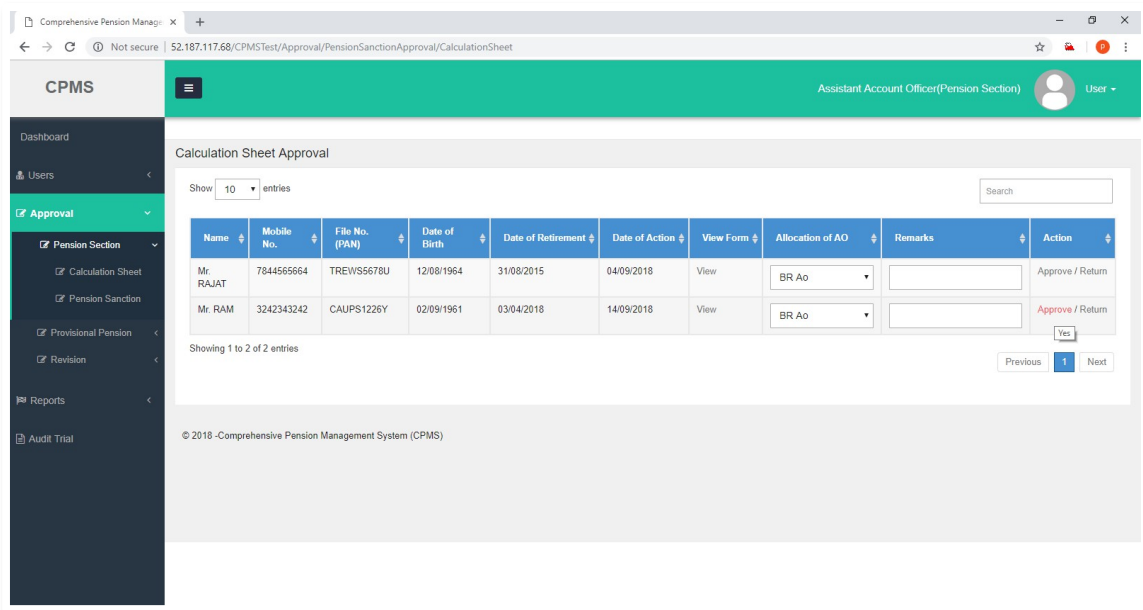
Bank Account No.:	8526587496
Name of Bank:	STATE BANK OF INDIA
IFSC Code:	SBIN0000592
Branch and Code No.:	CHHIPITOLA-AGRA
Location:	AGRA
District:	
State:	UTTAR PRADESH
Pincode:	

Remarks:

Allocation of AAO:

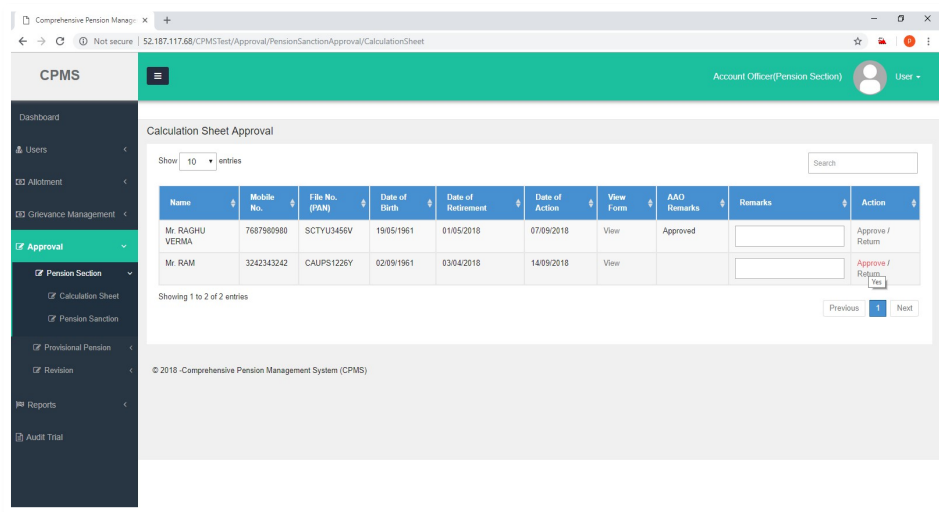
(Fig 3.8 (b))

- Now the case will flow to AAO (Pension Sanctioning Section) **(AAO Login→ Approval→ Pension Section→ Calculation Sheet)**
- The AAO (Pension Sanctioning Section) can either **Approve/ Return** the case. (Fig 3.9 (a))



(Fig 3.9 (a))

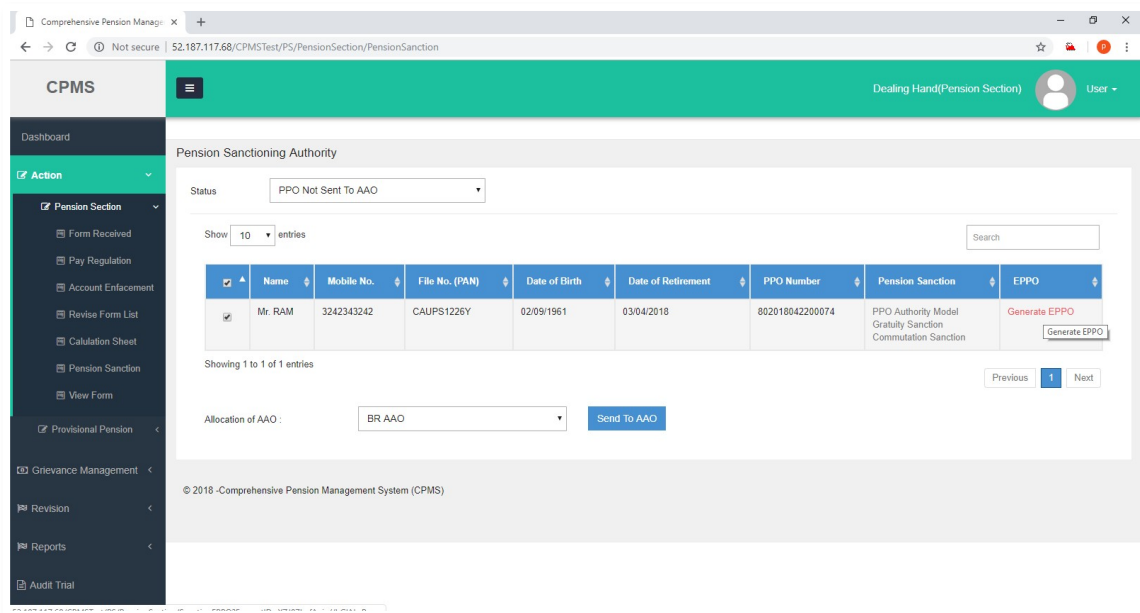
- If AAO (Pension Sanctioning Section) returns the case, it will again go to DH (Pension Sanctioning Section) for editing in “**Revise Form**” tab. In case of Approval, it will go to AO (Pension Sanctioning Section).
- Now the case will flow to AO (Pension Sanctioning Section) **(AO Login→ Approval→ Pension Section→ Calculation Sheet)** (Fig 3.9 (b))
- The AO (Pension Sanctioning Section) can **Approve/ Return** the case.
- If AO (Pension Sanctioning Section) returns the case, it will again go to DH (Pension Sanctioning Section) for editing in “**Revise Form**” tab.



(Fig 3.9 (b))

3.6 Pension Sanction

- After the Approval of Calculation Sheet by the AO, the case will come to Pension Sanction tab of DH Login. **(DH Login→ Action→ Pension Section→ Pension Sanction)**
- DH can view Sanctions and ePPO. Fig 3.10) (a)
- Now DH will send the case to AAO for approval.
- AAO can approve the case and send it to AO for further approval. **(AAO Login□ Action□ Pension Section□ Pension Sanction)**
- AO can approve the case **(AO Login□ Action□ Pension Section□ Pension Sanction)** (Fig 3.10) (b)
- This approval can be done only on Internet Explorer version 9 or 11 and by using the Digital Signature Certificate (DSC) of AO Pension Section.
- Post approval by AO, case will move to the AO- PDA section.
- DSC installation and signature process is dealt separately in the Chapter on DSC Installation.



(Fig 3.10 (a))

Comprehensive Pension Management System (CPMS) - Assistant Account Officer(Pension Section)

Pension Sanction Approval

Show 10 entries

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	PPO Number	Date of Action	Pension Sanction	EPP0	Allocation of AO	Remarks	Action
Mr. DHANPAT	8527273236	ADBPM3443V	22/05/1958	18/03/2015	802015036200037	27/08/2018	PPO Authority Model / Gratuity Sanction / Commutation Sanction	Generate EPP0	BR Ao		Approve
Mr. RAM	3242343242	CAUPS1226Y	02/09/1961	03/04/2018	802018042200074	14/09/2018	PPO Authority Model / Gratuity Sanction / Commutation Sanction	Generate EPP0	BR Ao		Approve

Showing 1 to 2 of 2 entries

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(Fig 3.10 (b))

Comprehensive Pension Management System (CPMS) - Accounts Officer(Pension Section)

Pension Sanction Approval

Show 50 entries

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	PPO Number	Date of Action	Pension Sanction	EPP0	AO Remarks	Remarks	Action
Mr. DEMO GOA SEVEN	7058197013	XXXXXX096M	15/05/1964	31/05/2024	802024051109211	18/09/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve
Mr. DEMO GOA EIGHT	7058197014	XXXXXX097M	15/05/1964	31/05/2024	802024051109205	03/09/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve
Mr. DEMO BIS EIGHT	7058197024	XXXXXX107M	15/05/1964	31/05/2024	802024051109208	09/09/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve
Mr. MODULE TWO	4578963214	XXXXXX111M	11/04/1965	30/04/2025	802025041109214	24/09/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve
Mr. TEST	7897898789	XXXXXX0211B	21/09/1971	19/11/2024	802024111109215	26/09/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve
Late. MAX FAMILY MTNL	7531598523	XXXXXX	02/01/1967	31/07/2025	802025079309224	14/10/2025	PPO Authority Model Gratuity Sanction	EPP0	ok		Approve
Mr. MTNL TESTING	9632145892	XXXXXX0352M	15/09/1965	30/09/2025	802025091309227	16/10/2025	PPO Authority Model / Gratuity Sanction Commutation Sanction	EPP0			Approve

Showing 1 to 7 of 7 entries

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(Fig 3.10 (c))

Important: - AO Pension section will send the physical copy of following documents to AO PDA, after Digital signing of EPP0 and Sanctions are done (the same is also mentioned in the enclosures section of PPO Authority Model).

- 1. Physically signed copy of Pension authority**
- 2. Photo Copy of CDA/IDA/DR List.**
- 3. Photocopy of PAN no and Aadhaar no.**
- 4. Bank undertaking and Mandate form of pensioner,**

indicating name and full address of the Authorized Public Sector Bank.

4 PDA Section

This part deals with pension case flow in the PDA Section of CCA Offices.

4.1 Allotment of Pension Case

- The pension case coming from Pension Sanctioning Section will appear in the 'Allotment' tab of the AO PDA Section. **(AO PDA Login Allotment Allocate to PDA- DH)**
- AO PDA will allot the case to the Dealing Hand of the PDA section. (Fig.4.1)

Name	PPO Number	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Date of Sent to PAO	SSA Unit Name	Retirement Type	Pension Type
Mr. DHANPAT	802017031200036	959972127	XXXXXXXX443S	12/02/1958	23/03/2017	07/10/2025	Jorhat TD	Superannuation	Investment Declaration
Mr. MAYANK REVISION TWO	802019021100392	875696263	XXXXXXXX265P	11/02/1959	28/02/2019	13/10/2025	Jorhat TD	Superannuation	Investment Declaration
Mr. BINDESHWAR PASWAN	802013101209154	9058196887		14/10/1953	31/10/2013	24/05/2023	CO Patna	Superannuation	Investment Declaration
Mrs. ANJALI BHOWAL	802018051200212	970682992	XXXXXXXX502H	01/06/1958	31/05/2018	20/07/2023	Jorhat TD	Superannuation	Investment Declaration
Mr. SANDEEP SATISH BR	802020012208489	8475295885	XXXXXXXX581P	14/05/1960	31/01/2020	15/10/2025	Chapra TD	BSNL Voluntary Retirement Scheme 2019	Investment Declaration
Mr. TAMAL KUMAR SINGH	802017081108185	7454464456	XXXXXXXX432E	23/08/1957	31/08/2017	15/10/2025	Jorhat TD	Superannuation	Investment Declaration
Mr. IDA SUP THREE	802018021230009	8000000015	XXXXXXXX1110	02/02/1958	28/02/2018		Monghyr TD	Superannuation	Bank Migration Pay Revision
Mr. ACITO D FOURTYTWO	801993099278032	8012698786	XXXXXXXX763P	19/09/1933	30/09/1993		Saharsa TD	Death	Bank Migration Pay Revision
Mr. TWOTH IDA FAMA	801993072101673	9862386582	XXXXXXXX225A	06/10/1953	03/07/1993		Chapra TD	Death	Bank Migration Pay Revision
Mr. FCDA ONE	802021079108650	7000000007	XXXXXXXX111G	03/02/1972	15/07/2021	17/03/2023	Chapra TD	Death	Court Order
Mr. DEMO BIS NINE	802024051105209	7058197025	XXXXXXXX108M	15/05/1964	31/05/2024	09/09/2025	Chapra TD	Superannuation	Normal Pension
Mr. MTNL TESTING	802025091309227	9632145892	XXXXXXXX352M	15/09/1965	30/09/2025	16/10/2025	Chapra TD	Superannuation	Normal Pension

(Fig 4.1)

- Now Case will flow to DH PDA Section. **(DH PDA Login Action PDA Section Sanction Order Received).**
- **DH** should take the printouts of digitally signed EPPO (2 copies) Commutation Sanction, Gratuity Sanction, PPO Authority Model in **5 sets** from the links available on the page, as shown in the screenshot below. After AO PDA approves and sends the case to PFMS for payment, the above hardcopies (1 set each) need to be **physically sent** to HoO section, Pension section, Cash section and Pensioner. One copy will remain with PDA section.
- Now the DH (PDA Section) will select the case and click on **Receive Sanction & Send to Bill** button (Fig 4.2). At this stage the name of the employee will appear in the name column of the

table as shown below.

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	PPO Number	Pension Sanction	EPPO
Mr. DEMO GOA NINE	7856197015	XXXXXXXX98M	15/05/1964	31/05/2024	802024051109206	PPO Authority Model Gratuity Sanction Commutation Sanction	EPPO
Mr. MTNL TESTING	9632145802	XXXXXXXX352M	15/09/1965	30/09/2025	802025091309227	PPO Authority Model Gratuity Sanction Commutation Sanction	EPPO

(Fig 4.2)

4.2 Vendor Verification in PFMS

- Now, from the DH login of PDA Section go to Action then Vendor Verification (**DH PDA Login → Action → Vendor Verification**). The case will appear here in the name of pensioners/ claimants. From PFMS the pensioner's/ claimant's (Vendor) bank credentials will be verified and the status with error description in the table will be shown as in Fig. 4.3 below. This process takes approximately 5-10 minutes and when the verification is complete, the case will automatically go to Bill Generation Tab. Otherwise failed cases will remain at this stage which may be **Resend**.
- In case the failure is due to wrong Bank account details, the same will be flashed in the Error Description column Fig 4.4. The **wrong Bank account details can be rectified** from the **PDA Utility tab** in the AO PDA (**Go to AO PDA login, open PDA Utility tab, enter PPO no. of the particular case and edit the Bank details as shown in Fig. 4.4(a) and Fig. 4.4(b)**).

CPMS | Dealing Hand(Pension Distributing Authority) | User

Dashboard

Vendor Verification in PFMS

Show 10 entries

Pensioner Name	Unique Identifier	IFSC Code/ SOL No.	Account No.	Status	Error Description	Action
OM KAVAR	DOT0001245	SBIN0001520	23	Failed	AccountNumber is not valid according to bank account rule(1. Account number should be minimum 14 dig	Re Send
LAKHAN SINGH	DOT0001248	ORBC0100433	04332191017397	Failed	Supplied unique identifier(s) not found for corresponding request source	Re Send
SAVITRI DEVI	DOT0001249	SBIN0005556	31193181212	Failed	Supplied unique identifier(s) not found for corresponding request source	Re Send

Showing 151 to 153 of 153 entries

Previous 1 12 13 14 15 16 Next

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(Fig 4.3)

- If the case has failed because of any reason other than wrong bank details, the case may be **Resend**.

CPMS | Dealing Hand(Pension Distributing Authority) | User

Dashboard

Vendor Verification in PFMS

Show 10 entries

Pensioner Name	Unique Identifier	IFSC Code/ SOL No.	Account No.	Status	Error Description	Action
OM KAVAR	DOT0001245	SBIN0001520	23	Failed	AccountNumber is not valid according to bank account rule(1. Account number should be minimum 14 dig	Re Send
LAKHAN SINGH	DOT0001252	ORBC0100433	04332191017397	Pending		No action
SAVITRI DEVI	DOT0001249	SBIN0005556	31193181212	Failed	Supplied unique identifier(s) not found for corresponding request source	Re Send

Showing 151 to 153 of 153 entries

Previous 1 12 13 14 15 16 Next

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(Fig 4.4)

CPMS | Accounts Officer(Pension Disbursing Authority) | User

Dashboard

Users

LC & DLC Verification

Grievance Management

Resend Fail Cases

Approval

PDA Utility

Account Details Update

Reports

PDA Utility

PPO Number:

Search

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(Fig 4.4 (a))

The screenshot displays the CPMS PDA Utility interface. The top navigation bar is green and contains the text 'Accounts Officer(Pension Disbursing Authority)' and a user profile icon. A dark sidebar on the left lists various menu items, with 'PDA Utility' highlighted in green. The main content area is titled 'PDAUtility' and features a search bar with the PPO Number '802018071200117' and a 'Search' button. Below this, the 'Personal Details' section includes fields for Name (Mr. RAJ KUMAR), DOB (26/12/1958), Type of Retirement (Superannuation), PPO Number (802018071200117), and DOR (05/07/2016). The 'Bank Details' section contains fields for IFSC Code (SBIN0012732), Branch Name (ARJUNGANJ), Bank Name (STATE BANK OF INDIA), Bank Account Number (31108734430), and Type of Bank Account (Single). 'Back' and 'Update' buttons are visible at the bottom right of the form sections.

(Fig 4.4 (b))

After completion of Vendor Verification in PFMS the bill will move to the next section of DH log-in of PDA Section i.e. Bill Generation.

4.3 BSNL Pay Detail Entry for MTNL Pensioner

- From the DH log-in of PDA Section go to Action then **BSNL Pay Detail Entry for MTNL Pensioner** (DH Login → Action → BSNL Detail Entry for MTNL Pensioner)
- DH can now edit Form 7, save the calculation and send it to AAO (Fig 4.5).

- Dashboard
- EB Topview
- EB Pay Correction
- EB Pension Slip
- EB Action
 - EB Recently Submitted
 - EB PDR Action
 - EB Pension Verification
 - EB EBSP Pay Detail Entry for MFLN Pensioner
 - EB EB Detail Entry
 - EB Annual Declaration
 - EB C & DC Declaration
 - EB Grievance Management

BSNL Detail Entry for MFLN Pensioner

Status: Form Not Sent For Approval

Show: 10 entries

S.No.	Name	PNR	PPN	PPN Number	Date Of Birth	Date Of Retirement	Form F
1	Mr. RAJIB PRASAD			60251001325747	28/12/1953	31/12/2022	✓
2	Mr. RAHIM KHAN			11006161320000	01/08/1953	31/07/2021	✓
3	Mr. MFLN TESTING CASE	XXXXXXXXXX		802320213209190	15/07/1955	31/07/2025	✓
4	Mr. JAGAN NATH			60251041343567	27/11/1953	30/11/2020	✓
5	Late FAMILY ONE	XXXXXXXXXX		80232429305617	05/03/1954	29/03/2024	✓
6	Mrs. SATHI NARAYANAN			80235051323233	16/05/1952	01/05/2008	✓
7	Mr. MFLN TESTING	XXXXXXXXXX		80235051306227	15/09/1955	30/09/2025	✓
8	Late JANNEVI	XXXXXXXXXX		80232009305225	08/11/1955	30/09/2025	✓
9	Mr. A ONE			80235051318962	14/09/1946	31/09/2000	✓
10	Mr. A THREE			80232001325759	07/08/1956	15/08/2023	✓
11	Mr. A FIVE			80235051379455	07/08/1956	18/08/2003	✓

Showing 1 to 11 of 11 entries First Previous Next Last

Form F

FORM F
[SEE RULE 56, 60, 61(1)(b) AND RULE 45(1)]
FORM FOR ASSESSING PENSIONABLE PENSION AND GRATUITY
(TO BE FILLED SIX MONTHS BEFORE LAST OR 10/10/10/10/10)

PART - I

- Name of the retiring Government employee: Mr. MFLN TESTING
- Father's/husband's name: XYZ
- PNR NO: XXXXXXXXXX
- Height & Marks of Identification: Height: 155 cm & Identification: xyz
- Date of Birth: 15/07/1955
- Service to which he/she belongs (indicate name of Organized service, if any otherwise say General Central Service): Govt of Govt BSNL MFLN
- Particulars of post held at the time of retirement:
 - Name of the office: CCA PRINA
 - Post held: AAG
 - Scale of Pay/Band & Grade pay of the post: NE1 (7000-17000)
 - Basic Pay/Band & Grade pay: 12000
 - Whether the appointment mentioned above was under Government or outside the Government on foreign service terms? Government
 - If on foreign service, scale of pay/band, pay in the pay band and grade pay of the post in the parent department: N/A
- Whether declared substitute in any Post under the Central Govt? No
- Date of beginning of service: 30/09/1985
- Date of ending service: 30/09/2025
- Cause of ending service: Superannuation
- Date of receipt of Form F (Medical report signing date (in case where form is submitted after the date of retirement) (To be filled by the medical officer, not to be filled by the retiree))
- In case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please See Rule 41)
 - Percentage reduction in Pension: N/A
 - Percentage reduction in DCRG: N/A
- In case of retirement from service whether orders of the competent authority have been obtained for grant of compassionate allowance and if yes, at what rate (Please see Rule 41): N/A
- Particulars relating to military service, if any: N/A
- Particulars relating to service in autonomous body, if any: No
- Whether any (departmental or judicial) proceedings in terms of rule 9 of the CCS (Pensions) Rules, 1977 are pending against the retiring employee. If yes, in terms of Rule 10 (provident pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders)
 - Length of service 30/09/1985 to 30/09/2025: 40 YEARS 8 MONTHS 01 DAYS
 - Details of omission, imperfection or deficiencies in the Service Book which have been ignored (under rules 55(1) (b) (ii))
 - Period not counting as qualifying service? No
 - Additions to qualifying Service? No
 - Whether any leave without pay? No
 - Net Qualifying service 30/09/1985 to 30/09/2025: 40 YEARS 00 MONTHS 01 DAYS
 - Qualifying service expressed in terms of complete six monthly periods (Period of three months and above is to be treated as completed six monthly period (Rule 45))
- Emoluments
 - Emoluments in terms of Rule 33: No
 - Emoluments drawn during ten months pending retirement:

Sl.No.	Pay Commission	Period From	Period To	Pay in Pay Band/Grade Pay/Level	Basic Rate	NPA Rate	(Basic+NPA) For Reg. Emoluments
1	2nd PRC	01/12/2024	30/09/2025	NE1 (7000-17000)	12000		12000.00
- Emoluments
 - Emoluments in terms of Rule 33: No
 - Emoluments drawn during ten months pending retirement:

Sl.No.	Pay Commission	Period From	Period To	Pay in Pay Band/Grade Pay/Level	Basic Rate	NPA Rate	(Basic+NPA) For Reg. Emoluments	
1	2nd PRC	01/12/2024	30/09/2025	NA1 (7700- 13320)	11000		11000.00	Other

Is LWD Less Than AE Due to Penalty: Select

Others:

- Details of Govt. dues recoverable out of gratuity
- License fee for Govt. accommodation see sub-rules (2) (i) and (ii) of rule 2:
- Dues referred to in Rule 73:
- Amount indicated by Directorate of Estates to be withheld under sub-rule (3) of Rule 72:
- Post-retirement address of the retiree:

Submit & Calculate Cancel

Is LPD Less Than AE Due To Penalty :		Select
Note :	If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have been drawn under Government but for being on foreign service may be mentioned in items(a) and (b) above (Note 7 below Rule 33)	
	c. Average emoluments (Rule 34)	A E = Rs 11000.00 /- LPD = Rs. 11000 /-
	d. Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)	Rs. 11000 /-
	e. Emoluments reckoned for retirement gratuity/death gratuity (Rule 50) D A 210.60 %	(11000 + (11000 * 210.60) / 100) = Rs. 34166 /-
	f. Pay reckoned for family pension (Rule 54)	Rs. 11000 /-
19.	Amount of retirement gratuity/death gratuity (Rule 50) (Refer S. No 9 of Calculation Sheet)	((34166 / 4) x 66) = Rs. 563739 /-
20.	Details of Govt. dues recoverable out of gratuity	
	a. License fee for Govt. accommodation see sub-rules (2),(3) and (4) of rule 2)	Nil
	b. Dues referred to in Rule 73	Nil
	c. Amount indicated by Directorate of Estates to be withheld under subrule(5) of Rule 72	Nil
21.		
	a. Proposed pension/service gratuity (Rule 49)	50% of Rs. 11000 /- = Rs. 5500 /-
	b. Proposed dearness relief on pension (as on the date of retirement)	210.60 %
22.	Rate of Family pension	
	a. Enhanced rate (Rule 54 (3))	Rs. 5500 /-
	b. Twice ordinary rate (11000 x 50 %) = Rs. 5500 /-	
	c. Period for which family pension will be payable at enhanced rate	For 7 years from the date of death of pensioner or the date on which the pensioner attains the age of 67 yrs which ever earlier
	d. Ordinary rate (Rule 54 (2))	30% OF LPD = Rs. 3300 /-
	e. (11000 x 30 %) = 3300 /-	
	f. Date from which ordinary rate of family pension will be payable	After expiry of enhanced rate period.
23.	Commutation of pension :	
	a. Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)	YES
	b. The percentage of pension commuted :	Rs. 40% of 5500 = 2200 /-
	c. Amount of monthly pension commuted	Rs. 2200 /-
	d. Commuted value of pension	Rs. 8,194 x 2200 x 12 = Rs. 216322 /-
	e. Amount of residuary pension after deducting commuted portion	Rs. 5500 - 2200 = Rs. 3300 /-
	f. Date from which reduced pension is payable	---
	g. Date from which commuted pension is to be restored	---
24.	Post-retirement address of the retiree	
25.	e-mail ID, if any	
26.	Mobile number, if any	
		9632145892
	PART - II	
1.	Date of receipt of pension papers by the Accounts Officer from Head of Office	
2.	Entitlements admitted	
	A. Length of qualifying service	40 YEARS 00 MONTHS 01 DAYS
	B. Pension -	
	(i) Class of pension	Superannuation
	(ii) Amount of monthly pension	Rs. 5500 /-
	(iii) Date of commencement	01/10/2025
	C. Commutation of Pension -	
	(i) Portion of pension commuted, if any	Rs. 5500 x 40% = Rs. 2200 /-
	(ii) Commuted value of portion of pension commuted, if any.	Rs. 8,194 x 2200 x 12 = Rs. 216322 /-
	(iii) Residuary pension after commutation	Rs. 5500 - 2200 = Rs. 3300 /-
	(iv) Date from which reduced pension is payable	---
	(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live.	---
	D. Retirement/Death Gratuity -	
	(i) Total amount of gratuity	Rs. 563739 /-
	(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(i) and 72(4)).	Nil
	(iii) Amount intimated by Directorate of Estates for being withheld on account of un assessed licence fee (Rule 72(5))	Nil
	(iv) Amount to be adjusted towards Government dues other than those pertaining to Government Accommodation (Rule 73)	Nil
	(v) Net amount to be released immediately	Rs. 563739 /-
	E. Family Pension -	
	(i) At enhanced rate	Rs. 5500 /-
	(ii) Period for which Family Pension at enhanced rate is Payable.	From the date following the date of death, for a period of 7 years, or for the period up to 67 years i.e. 01/10/2032, whichever is earlier
	(iii) At normal rate	Rs. 3300 /-
3.	Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited.	
		-

Save Calculation & Submit

Fig.4.5

4.4 Bill Generation

- From the DH log-in of PDA Section go to Others Bill Generate (**DH PDA Login**→**Bill Generation**→**Others Bill Generation**). Bill other than monthly bills like Commutation, DCRG, etc. will appear at this Tab. Here the bills are appearing in the name of claimants who will get the payment through PFMS. Now select the case from the check box and click Generate Bill Button. The bill will be generated and it will go to AAO of PDA Section. (Fig 4.6).

CPMS Dealing Hand(Pension Distributing Authority) User

Others Bill Generate

Show 10 entries

Select	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	DA Type	Type of Retirement	Type of Bill	Amount
<input type="checkbox"/>	Mr. SYED HUSSAIN AFZAL RIZVI	802018032200160	PUNB0029400	0294001300001613	IDA	Voluntary Retirement on being Declared surplus (Rule 29-A)	Commutation Bill	615369
<input type="checkbox"/>	Mr. SYED HUSSAIN AFZAL RIZVI	802018032200160	PUNB0029400	0294001300001613	IDA	Voluntary Retirement on being Declared surplus (Rule 29-A)	DCRG Bill	1146734

Showing 1 to 2 of 2 entries (filtered from 13 total entries)

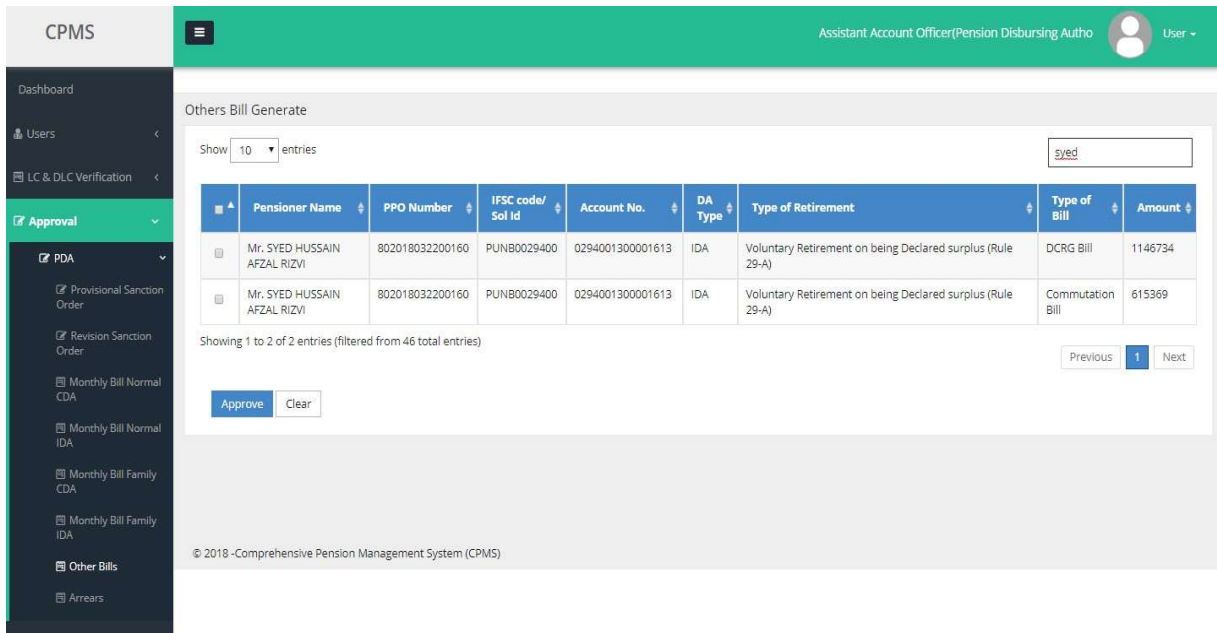
Previous 1 Next

[Generate Bill](#)

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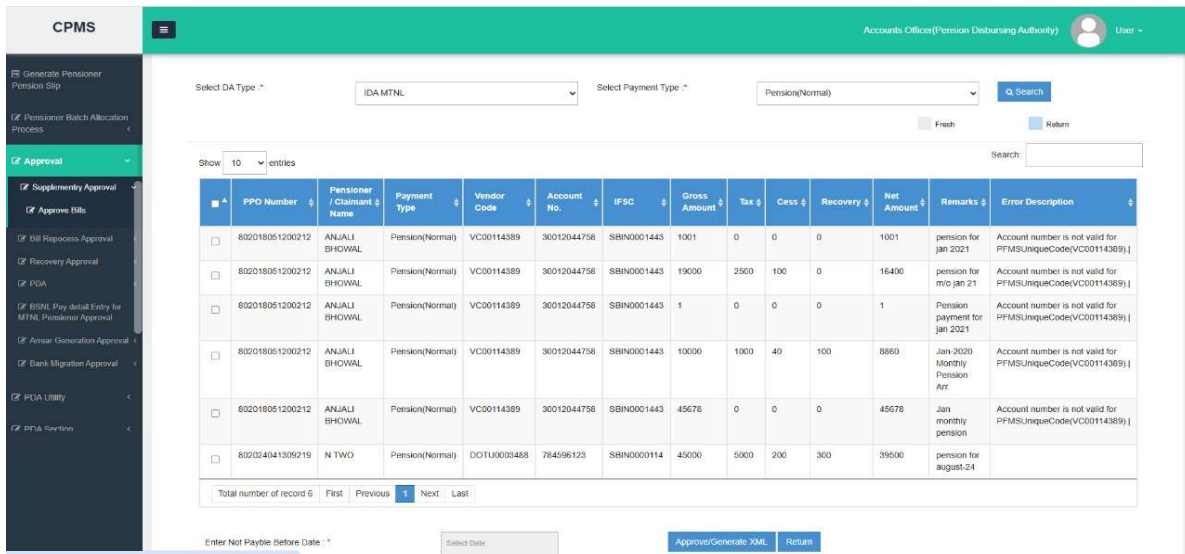
(Fig 4.6)

- AAO of PDA Section will log-in and select the case by clicking the check box corresponding to the case and click on Approve button (**AAO PDA Login**→**Approval**→**Others Bills**→**Approve**). The case will go to AO of PDA Section for approval. (Fig 4.7)



(Fig 4.7)

- Now, AO of PDA Section will log-in and go to approval then other bills (**AO PDA Login**→ **Approval** □ **Others Bills**). The AO will then select the appropriate Account Head Code from the drop-down list on the top. After entering the “Not Payable Before Date” click on Approve/Generate XML button and apply DSC. Now the Bill will automatically go to PFMS for payment. (Fig 4.8)
- After this, the 5 copies of digitally signed Sanctions (taken earlier by DH) should be sent to the HoO section, Pension Section, Cash Section, Pensioner and 1 copy retained in PDA section (as mentioned on **Page 71, sub heading 4.1** of this manual).



(Fig 4.8)

4.5 PFMS Payment

- Now go to PFMS and log-in with PAO credential. Select the Bill(s), **Generate Payment Batch File** and sign Digitally with the DSC. If the amount of the payment is more than 10 lakhs, signatory 2 is required for making the payment. The Payment screens are given below.

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Digital Sign on Bills

Sanction No.:
 From Date : (dd/mm/yyyy) 01/04/2018 To Date : (dd/mm/yyyy) 24/10/2018
 Sanction Amount:
 Scheme: -All-

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	DOT-02134	04/10/2018		200005.00	506180000484	194994.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	ADOT-20150	08/10/2018		9662.00	506180000496	9662.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-20151	09/10/2018		395279.00	506180000498	395279.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-20152	09/10/2018		160668.00	506180000500	160668.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-20154	09/10/2018		270135.00	506180000502	270135.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-00160	16/10/2018		21990.00	506180000905	21990.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-00186	18/10/2018		323306.00	506180000907	323306.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-40201	23/10/2018		1635772.00	506180000915	1635772.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-40202	23/10/2018		2790667.00	506180000918	2790667.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-40203	24/10/2018		323859.00	509170300544	323859.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	DOT-40204	24/10/2018		461855.00	509170300543	461855.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	

(Fig 4.9)

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Digital Sign on Bills

Sanction No.:
 From Date : (dd/mm/yyyy) 01/04/2018 To Date : (dd/mm/yyyy) 24/10/2018
 Sanction Amount:
 Scheme: -All-

All	Sanction Number	Sanction Date	Scheme	Gross Amount	Transaction ID	Net Amount	PAO Name	Signatory Level	Digital Sign	Return	Old Batch Number
<input type="checkbox"/>	04/10/2018			200005.00	506180000484	194994.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	08/10/2018			9662.00	506180000496	9662.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	09/10/2018			395279.00	506180000498	395279.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	09/10/2018			160668.00	506180000500	160668.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	09/10/2018			270135.00	506180000502	270135.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	16/10/2018			21990.00	506180000905	21990.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	
<input type="checkbox"/>	18/10/2018			323306.00	506180000907	323306.00	077142 - CONTROLLER OF COMMUNICATION ACCOUNTS, BIHAR	1		<input type="button" value="Return To DDO"/>	

(Fig 4.10)

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Digital Sign on Bills

Sanction No: Sanction Status: DSCBatchGenerated

Batch ID:

From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 24/10/2018

Sanction Amount:

Scheme: --All--

Search Reset

Batch Number	Batch Date		Return Batch	Return Remarks By Signatory 2
P28	01/10/2018	1	atch For ReCreation	N/A
P30	16/10/2018	1	atch For ReCreation	N/A
P31	18/10/2018	1	atch For ReCreation	N/A
P40	20/10/2018	1	atch For ReCreation	N/A
P41	20/10/2018	1	atch For ReCreation	N/A
P43	23/10/2018	1	atch For ReCreation	N/A
P44	24/10/2018	1	Delete Batch For ReCreation	N/A
P45	24/10/2018	1	Delete Batch For ReCreation	N/A

Verify User PIN

Now verify your User PIN:

User PIN:

Enable soft keyboard

Change User PIN Login Cancel

(Fig 4.11)

Note: Please open PFMS website in Internet Explorer for successful Digital Signature.

Digital Sign on Bills

Sanction No: Sanction Status: DSCBatchGenerated

Batch ID:

From Date: (dd/mm/yyyy) 01/04/2018 To Date: (dd/mm/yyyy) 24/10/2018

Sanction Amount:

Scheme: --All--

Information

Digitally signed successfully

OK

Batch Number	Batch Date		Digital Sign	Return Batch
P32	18/10/2018	2	Digital Sign	Return Batch To Signatory 1
P33	18/10/2018	2	Digital Sign	Return Batch To Signatory 1
P46	24/10/2018	2	Digital Sign	Return Batch To Signatory 1

(Fig 4.12)

- It is recommended that above payment from PFMS should be done on the **same day**, when AO PDA sends the case to PFMS. After successful payment from PFMS the cases will appear **LC & DLC Verification** tab of PDA DH.
- PDA AO can view, if required, the PFMS transaction report of pensionary benefits of the pensioner/claimant, in the **Reports Tab Other Bill Report**.
- Thereafter the cases will be processed as per the arrear section, below.

4.6 Arrears

- After successful payment, login from DH PDA and click the tab LC & DLC Verification
(DH PDA Login → LC & DLC Verification → LC Verification).

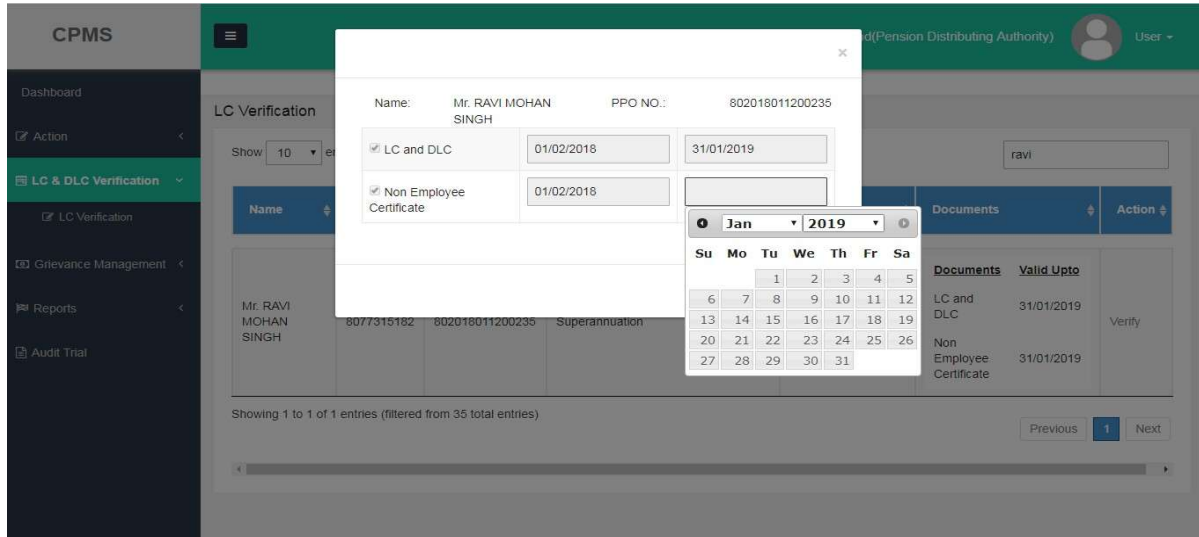
The screenshot displays the CPMS (Comprehensive Pension Management System) interface. The top header shows 'CPMS' on the left and 'Dealing Hand(Pension Distributing Authority) User' on the right. A sidebar on the left contains navigation options: Dashboard, Action, LC & DLC Verification (highlighted), LC Verification, Grievance Management, Reports, and Audit Trail. The main content area is titled 'LC Verification' and includes a search bar with 'naren' entered and a 'Show 10 entries' dropdown. Below this is a table with the following data:

Name	Mobile No.	PPO Number	Type Of Retirement	Sanction Documents	Documents	Action						
Mr. NARENDRA SINGH	8077315107	802018091200163	Superannuation	Commutation , PPOFile , GratuityFile , EPPOFile	<table border="1"><tr><td><u>Documents</u></td><td><u>Valid Upto</u></td></tr><tr><td>LC and DLC</td><td>30/08/2019</td></tr><tr><td>Non Employee Certificate</td><td>30/08/2019</td></tr></table>	<u>Documents</u>	<u>Valid Upto</u>	LC and DLC	30/08/2019	Non Employee Certificate	30/08/2019	Verify
<u>Documents</u>	<u>Valid Upto</u>											
LC and DLC	30/08/2019											
Non Employee Certificate	30/08/2019											

Below the table, it states 'Showing 1 to 1 of 1 entries (filtered from 33 total entries)'. Navigation buttons for 'Previous', '1', and 'Next' are visible. The footer contains the copyright notice: '© 2018 -Comprehensive Pension Management System (CPMS)'.

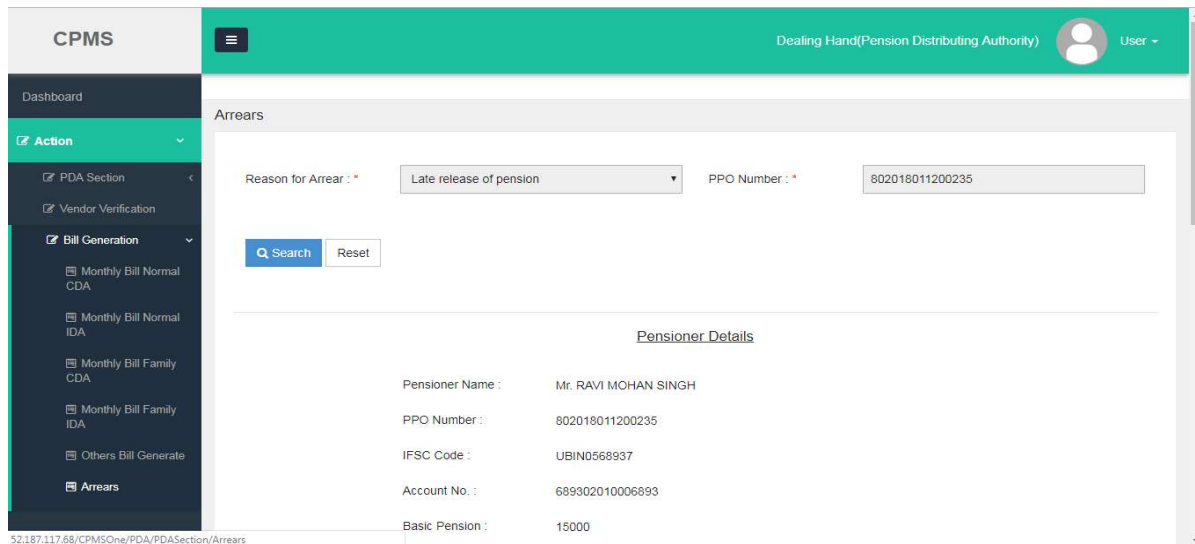
(Fig 4.13)

- Now click on Verify link shown in the Action column, a popup window will appear as shown in the figure below. Here we have to select the **Life Certificate and Non-Employment (FMA also, in case of CDA pensioners)** Validity, From and to dates (From date will be next date, from the date of retirement). After filling the details click on Confirm button. (Note-The above certificate date is for non-employment of pensioner)



(Fig 4.14)

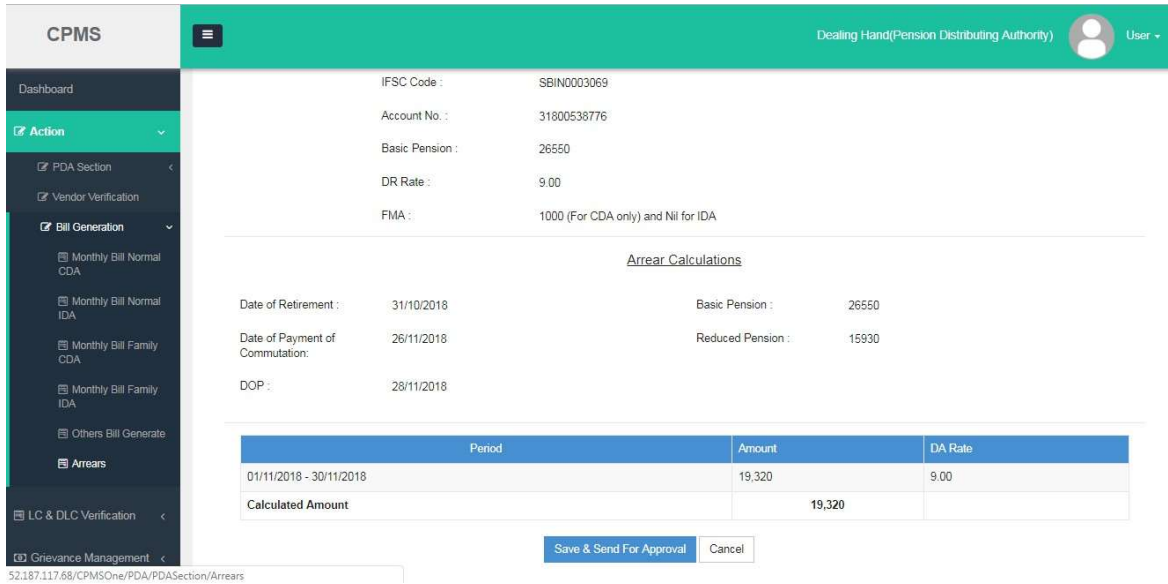
- After **LC & DLC** the case will go in Arrears tab (**PDA DH login** **Action** **Bill Generation** **Arrears**)



(Fig 4.15)

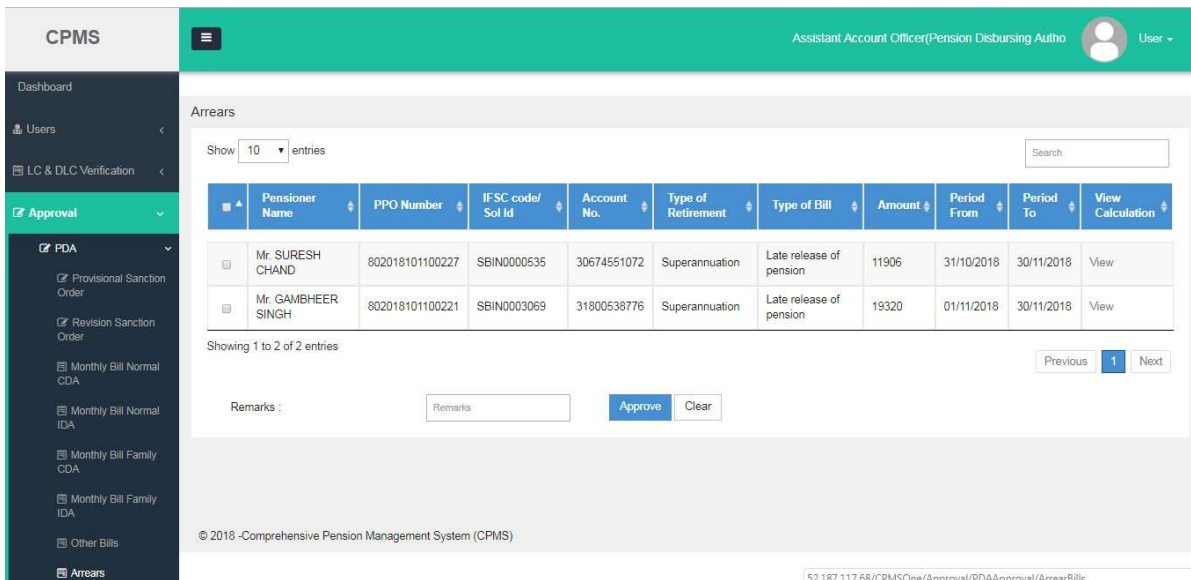
- Here select the **Reason for Arrear** and fill the **PPO Number** of pensioner, then click on the Search button. Now it will show the Arrear calculation. After checking the calculation, printout of the arrear details should be taken and the soft copy of the same saved (by clicking **ctrl +P**). Now click on the **Save & Send for Approval** button. Then case will go to AAO of PDA Section for approval. (**The above printout will be used as Arrear Sanction**)

for PFMS payment).



(Fig 4.16)

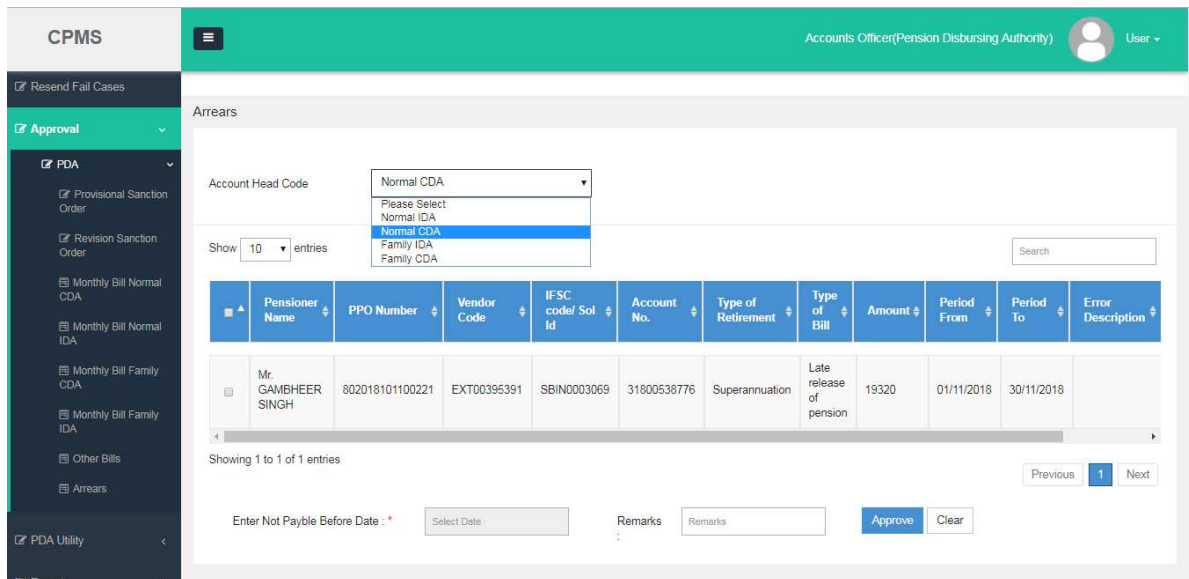
- AAO PDA will select the case (by clicking the check box corresponding to the case) and click on Approve button (**PDA AAO login →Action→Approval→PDA→Arrears**). The case will go to AO of PDA Section for approval.



(Fig 4.17)

- Now, AO PDA (**PDA AO login→Action→Approval→PDA →Arrears**) will select the appropriate Account Head Code from the drop-down list. Now select the case (by clicking the check box corresponding to the case) and enter **Not Payable Before Date** and click on **Approve** button. Now the Bill will

automatically go to PFMS for arrear payment.



(Fig 4.18)

- After **Arrears payment**, the case will go to monthly bill section (**PDA DH login**
→Action →Bill Generation →Monthly bill (Normal/Family, IDA/CDA)).

4.7 Monthly Bill

- While processing the case for monthly bill the income tax deducted shall be filled and accordingly the bill shall be processed. The income tax deducted shall be used for feeding income tax on monthly and quarterly basis.
- A printout of the monthly bill shall be taken and handed over to AO Cash conveying the sanction.
- Thereafter the cases in DH can be passed to AAO and further to AO for approval. Then AO will send the case for monthly bill/pension payment, through PFMS. This cycle will be repeated for every month.

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Monthly Bill Generation For Normal Pension (IDA)

Tax Percentage : * 20% Financial year : * 2018-19

Month : * November

Reset

Fresh Return

Show 10 entries

Pensioner Name	PPD Number	IFSC Code/ SOL No.	Account No.	Basic Pension	Commutation Pension	Reduced Pension	DR Rate	Arrear Amount	Total Amount Payable	L.Tax
Mr. NARENDRA SINGH	802018091200103	SBIN0031457	30989900830	8285	3314	4971	135.00	0	16206	3241.0
Mr. RAMA/W/TAR YADAV	802018061200159	FUNB0311400	3114000100043991	28870	11948	17922	135.00	0	58426	11885.2
Mr. SAMAY SINGH YADAV	802018096200191	FUNB031600	3319000400196808	11370	4548	6822	135.00	0	22240	4448.0
Mr. SYED HUSSAIN AFZAL RIZVI	802018032200180	FUNB022400	0294001300001613	15315	6120	9189	135.00	0	29956	5991.2
Mr. ALIKOYA NP	802018051200140	SBIN007933	20040490546	25870	10348	15922	135.00	0	50602	10120.4
Mrs. RADHA MISHRA	802018091200068	SBIN0007932	10387930224	12115	9692	2423	135.00	0	18851	3770.2
Mrs. RAMA K	802018038200099	ICBA001650	165001000014868	14780	11809	2652	135.00	0	22987	4592.4
Mr. BABU LAL	802017102200047	UBIN0567404	574002010000796	28640	11456	17184	135.00	0	58020	11204.0
Mr. DHANIPAT	802017031200038	SCBL0030085	22111054324	18450	6580	9870	135.00	0	32176	6435.2

Showing 1 to 9 of 9 entries

Previous 1 Next

Save & Send for AAO Approval

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(Fig 4.19)

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Monthly Bill Generation For Normal Pension (IDA)

Tax Percentage : * 20% Financial year : * 2018-18

Month : * November

Reset

Fresh Return

Search

Basic Pension	Commutation Pension	Reduced Pension	DR Rate	Arrear Amount	Total Amount Payable	L.Tax	Health and Education Cess	Recovery	Net Payable Amount	Bill Status
8285	3314	4971	135.00	0	16206	3241.00	129.84	Recovery	12834	Fresh
28870	11948	17922	135.00	0	58426	11885.20	487.41	Recovery	48273	Fresh
11370	4548	6822	135.00	0	22240	4448.00	177.92	Recovery	17614	Fresh
15315	6120	9189	135.00	0	29956	5991.20	236.65	Recovery	23725	Fresh
25870	10348	15922	135.00	0	50602	10120.40	404.82	Recovery	40077	Fresh
12115	9692	2423	135.00	0	18851	3770.20	160.61	Recovery	14930	Fresh
14780	11809	2652	135.00	0	22987	4592.40	163.74	Recovery	16190	Fresh
28640	11456	17184	135.00	0	58020	11204.00	448.16	Recovery	44368	Fresh
18450	6580	9870	135.00	0	32176	6435.20	267.41	Recovery	25483	Fresh

Previous 1 Next

Save & Send for AAO Approval

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(Fig 4.20)

- PDA AO can view the PFMS arrear transaction report of the pensioner/claimant, in the **Reports Tab Other Bill Report**. (Fig 4.21)



The screenshot displays the 'Other Bill Report' page in the CPMS system. The interface includes a sidebar with navigation options like 'Dashboard', 'Action', 'LC & DLC Verification', 'Grievance Management', 'Reports', 'Service Verification', 'Pendency at HOO level', 'Other Bill Report', and 'Audit Trail'. The main content area shows a report titled 'Other Bill Report' with a status filter set to 'Pending' and a search box. Below this is a table with 8 columns: Name, PPO Number, PFMS Bill Number, PFMS Bill Date, Voucher Number, Voucher Date, and PFMS Transaction ID. The table lists 13 entries for various pensioners, including Late. M MORAB, Mr. MANOJ KUMAR, Mr. NAGESHWAR BAGDI, Mr. NARENDRA SINGH, Mr. SYED HUSSAIN AFZAL RIZVI, Mr. TEJ PAL SINGH, and Mr. RAMAWTAR YADAV. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 37 entries' and a page navigation bar with 'Previous', '1', '2', '3', '4', and 'Next' buttons.


Name	PPO Number	PFMS Bill Number	PFMS Bill Date	Voucher Number	Voucher Date	PFMS Transaction ID
Late. M MORAB	802018099100162	CP00000080	2018-10-24	V50	24/10/2018	S091701005454
Mr. MANOJ KUMAR	802018069200167	CP00000081	2018-10-24	V51	24/10/2018	S091701005456
Mr. NAGESHWAR BAGDI	802017109200169	CP00000082	2018-10-24	V52	24/10/2018	S091701005458
Mr. NARENDRA SINGH	802018091200163	CP00000076	2018-10-24			S091701005445
Mr. NARENDRA SINGH	802018091200163	CP00000075	2018-10-24			S091701005446
Mr. SYED HUSSAIN AFZAL RIZVI	802018032200160	CP00000083	2018-10-24	V53	24/10/2018	S091701005460
Mr. SYED HUSSAIN AFZAL RIZVI	802018032200160	CP00000084	2018-10-24	V54	24/10/2018	S091701005462
Mr. TEJ PAL SINGH	802018079200166	CP00000077	2018-10-24	V49	24/10/2018	S091701005448
Mr. RAMAWTAR YADAV	802018061200159	CP00000073	2018-10-23			S061800009176
Mr. RAMAWTAR YADAV	802018061200159	CP00000074	2018-10-23			S061800009179

(Fig 4.21)

SAMPANN: Bank Migration Module for MTNL Pensioners


GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS


 
सम्पन्न जीवन, निश्चिन्त जीवन
Comprehensive Pension Management System
An Initiative of Department of Telecommunications



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94929
PENSIONERS BENEFITED



4607.24 CR
DISBURSED AMOUNT



389276
TRANSACTIONS MADE


 भारत दूरसंचार
INDIA TELECOM

 my
GOV
मेरी सरकार

 MAKE IN INDIA

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.gov.in

 GeM
Government
e Marketplace

 data.gov
Open Government Data [0]

1

Step 1: Preparation of MTNL Pensioners Data by CCA Office (Delhi & Mumbai Circle)

Note: The Bank Migration Module is currently being used to onboard BSNL pension cases in which PPOs were issued by CCA offices outside SAMPANN and the pensioners were receiving pension through banks or post offices. Since pension is now being disbursed directly through SAMPANN, MTNL pension cases will also be onboarded onto SAMPANN using the Bank Migration Module, similar to BSNL pensioners.

- **79** fields in Excel format for each pensioner have to be provided by CCA office to the System Admin, SAMPANN
- The data could be obtained from PPOs and physical records
- Details of the 79 fields are available in **Annexure I** provided with the User Manual
- Data has to be prepared using the **Bank Migration Data Entry Workbook** provided as **Annexure II** with the User Manual. Instructions as mentioned in the 'Instructions' sheet of the Workbook have to be followed.
- CCA offices must ensure the **correctness** of data especially of the non-editable fields as these fields will not be editable once data has been imported on the system. List of non-editable fields are mentioned in Annexure I and Annexure II.

Step 2a: Allocation of Cases to AO PDA by CCA

CPMS

Controller of Communication Accounts User

Allocate To AO

Success Transfer Data From Bank Migration

Show 10 entries

Search:

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	Transfer status	View Profile
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Allocate To : AOPDaccaUPW1 - ABC

Sent To AO

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Step 2b: Allocation of Cases to AO PDA by CCA

← → ↻ Not secure | 52.187.117.68/CPMSOne/PDA/BankDataMigration/ViewMigrateData

CPMS Controller of Communication Accounts User

Dashboard
Users
Bank Data Migration
Migrate Data
Allocate To AO
Processed Cases
Reports
Edit Utility

Allocate To AO Case Allocated To AO

Show 10 entries Search:

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	Allot Name	View Profile
<input type="checkbox"/>	Mr. ABDUL LATIF	04/03/1942	XXXXXX809Q	252002031203106	31/03/2002	UP West Telecom Circle	aopdanoida	View
<input type="checkbox"/>	Mr. ABHA SRIVASTAVA	25/06/1957	XXXXXX738H	252017061209955	30/06/2017	UP West Telecom Circle	aopdanoida	View
<input type="checkbox"/>	Mr. NANDALAL DEBSHARMA	18/10/1957	XXXXXX922Z	252017101210109	31/10/2017	UP West Telecom Circle	aopdanoida	View
<input type="checkbox"/>	Mr. VIJAY LAKRA	18/10/1957	XXXXXX927Z	252017101210114	31/10/2017	UP West Telecom Circle	aopdanoida	View

Showing 1 to 4 of 4 entries

Previous 1 Next

Allocate To: Select Sent To AO

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Step 3a: Allocation of Cases to DH PDA by AO PDA

← → ↻ Not secure | 52.187.117.68/CPMSOne/PDA/BankDataMigration/ProcessedMigrateData

CPMS Accounts Officer(Pension Disbursing Authority) User

Dashboard

Users

Upload Utility

LC & DLC Verification

Allotment

Grievance Management

Resend Fail Cases

Approval

PDA Utility

Bank Data Migration

Payment Slip Generation

Reports

Allocate To DH Cases Assigned By CCA

Show 50 entries

	Name of Pensioner	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	View Pensioners Profile
<input type="checkbox"/>	Mr. ABDUL LATIF	04/03/1942	XXXXXX809Q	252002031203106	31/03/2002	UP West Telecom Circle	View
<input type="checkbox"/>	Mr. ABHA SRIVASTAVA	25/06/1957	XXXXXX738H	252017061209955	30/06/2017	UP West Telecom Circle	View
<input type="checkbox"/>	Mr. NANDALAL DEBSHARMA	18/10/1957	XXXXXX922Z	252017101210109	31/10/2017	UP West Telecom Circle	View
<input type="checkbox"/>	Mr. VIJAY LAKRA	18/10/1957	XXXXXX927Z	252017101210114	31/10/2017	UP West Telecom Circle	View

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Allocate To : dhpdanoida - Utkarsh Jaiswal

Allocate To DH

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Step 3b: Allocation of Cases to DH PDA by AO PDA

Not secure | 52.187.117.68/CPMSOne/PDA/BankDataMigration/ProcessedMigrateData

CPMS Accounts Officer(Pension Disbursing Authority) User

Allocate To DH

Show entries Search:

<input type="checkbox"/>	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	Purchasing Date	Allot Name	View Details
<input type="checkbox"/>	Mr. KASIMSAB	01/01/1958	XXXXXX987K	252018101310114	31/12/2017	UP West Telecom Circle	dhpdanoida2	View
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	UP West Telecom Circle	dhpdanoida	View
<input type="checkbox"/>	Mr. INDUMATI	01/06/1947	XXXXXX984K	252018101310111	31/05/2007	UP West Telecom Circle	dhpdanoida2	View
<input type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX983K	252018101310110	31/10/2017	UP West Telecom Circle	dhpdanoida	View
<input type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	UP West Telecom Circle	dhpdanoida	View
<input type="checkbox"/>	Mr. ASIF KHAN	01/06/1947	XXXXXX961K	252018101310102	31/05/2007	UP West Telecom Circle	dhpdanoida2	View
<input type="checkbox"/>	Mr. MD CHAND PASHA	03/03/1956	XXXXXX945K	252018101310099	31/03/2016	UP West Telecom Circle	dhpdanoida2	View
<input type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX980H	252017102810113	31/12/2017	UP West Telecom Circle	dhpdanoida	View
<input type="checkbox"/>	Mr. SURYAKANT S PATIL	18/10/1957	XXXXXX978H	252017102810111	31/10/2017	UP West Telecom Circle	dhpdanoida2	View
<input type="checkbox"/>	Mr. SHANKREPPA	18/10/1957	XXXXXX977H	252017102810110	31/10/2017	UP West Telecom Circle	dhpdanoida	View

Showing 1 to 10 of 19 entries

Previous **1** 2 Next

Allocate To :

Step 4a: View Cases and Send for Editing (DH PDA)

The screenshot displays the CPMS (Comprehensive Pension Management System) web interface. The browser address bar shows the URL: 52.187.117.68/CPMSOne/PDA/BankDataMigration/SuccessProcessedMigrateData. The page title is "Processed Cases". The user is logged in as "Dealing Hand(Pension Distributing Authority)".

The main content area is titled "Details of Data Migration" and shows a table with 1 entry. The table has the following columns: Pensioner Name, Date of birth, PAN, PPO Number, Date of Retirement, CCA Circle, View Pensioners Profile, and Is Transfer. The entry for Mr. MONICA IQBAL is shown with a date of birth of 18/10/1957, PAN XXXXXX901Z, PPO Number 252017101210094, and Date of Retirement 31/10/2017. The CCA Circle is UP West Telecom Circle. The "View Pensioners Profile" link is labeled "View" and the "Is Transfer" dropdown is set to "Select".

Below the table, it says "Showing 1 to 1 of 1 entries". There are navigation buttons for "First", "Previous", "1", "Next", and "Last". A "SAVE" button is located at the bottom right of the table area.

The footer of the page contains the copyright notice: © 2020 -Comprehensive Pension Management System (CPMS).

The Windows taskbar at the bottom shows several open applications: VENDOR CODE GE..., Format VRS VC 26..., Error in FP CCA UP..., Software Require..., and SRS_BSNL VRS Sc... The system tray shows the time as 2:49 PM on 24-Jun-20.

Step 4b: View Cases and Send for Editing (DH PDA)

CPMS (Existing User/Person Disabling Authority) User

Dashboard

- Bill Reprints
- Non Pay Correction
- Action
- PLC & DLC Verification
- GIS/Resource Management
- Investment Declaration
- PDA Utility
- Bank Data Migration
- Annua Payment
- Payment Slip Generation
- Reports

Personer Details Back

Personal Details Family Details Bank and FMS Details Revisions Details BSNL Revision Details LC/DLC Details

Personal Details

PPO No. *	85281781318052	Pensioner Code *	PERSONAL CODE
Title *	Mr	First Name *	MTNL MIGRATION SIX
Middle Name *	MIDDLE NAME	Last Name *	LAST NAME
Type of Retirement *	Superannuation	Gender *	Select
PAN No. *	PAN NO	Date of Birth *	07/10/1962
Email ID *	EMAIL ID	Mobile No. *	815566009
CCA Name *	BHAR TELECOM CIRCLE	Aadhar No. *	AADHAR NO
SSA Name *	Select	DEO Code *	26136
Office *	Office	PNO Code *	77142

Retiree Other Details

Designation *	Select	Group *	Group C
Date of Joining *	02/10/1962	Date of Retirement *	31/10/2017
Pay Commission at the time of retirement or death while in service *	2nd PSC	Date of Superannuation *	31/10/2017
Pay Commission Type *	MTNL	MTNL EmployeeId *	MTNL EMPLOYEE ID
Date of Death *	Date of Death		

Present Address

State *	UTTAR PRADESH	District *	GHAZIABAD
City *	VEL MANDAPUR FAZIABAD	Address *	FAZIABAD
Pincode *	224001		

Same As

Permanent Address

State *	Select State	District *	Select District
City *	City	Address *	Address
Pincode *	Pincode		

Upload scanned image of photograph
*Note: Size should not exceed 70 KB! Only .JPEG, .JPG file is allowed!

Upload a file No Image Available

[Save & Continue](#)

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Step 4c: View Cases and Send for Editing (DH PDA)

The screenshot shows a web browser window with the URL `52.187.117.68/CPMSOne/PDA/BankDataMigration/SuccessProcessedMigrateData`. The application header is green and contains the text "CPMS" on the left and "Dealing Hand(Pension Distributing Authority) User" on the right. A sidebar on the left lists navigation options: "Dashboard", "Action", "LC & DLC Verification", "Grievance Management", and "Bank Data Migration". The main content area is titled "Processed Cases" and "Details of Data Migration". It features a "Show 50 entries" dropdown and a search box. Below is a table with the following data:

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	View Pensioners Profile	Is Transfer
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	UP West Telecom Circle	View	Yes

Step 5a: Edit Cases by DH PDA

The screenshot displays the CPMS (Comprehensive Pension Management System) web application. The user is logged in as 'Dealing Hand(Pension Distributing Authority)'. The main content area is titled 'Success Migrate Data' and shows 'Details of Process Data Migration'. A table lists one entry for migration.

SNO.	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	Action
1	Mr. MONICA IQBAL	18/10/1957	XXXXXX901Z	252017101210094	31/10/2017	UP West Telecom Circle	

Showing 1 to 1 of 1 entries

© 2020 -Comprehensive Pension Management System (CPMS)

The interface includes a sidebar with navigation options: Dashboard, Action, LC & DLC Verification, Grievance Management, Investment Declaration, PDA Utility, Bank Data Migration (selected), Processed Cases, Success Transfer Data, Edit Processed Cases, Return Processed Cases, Jeevan Pramaan, Reports, and Audit Trail. The browser address bar shows the URL: 52.187.117.68/CPMSOne/PDA/BankDataMigration/ProcessData. The taskbar at the bottom shows several open applications including Excel, Word, and Chrome, along with the system clock indicating 2:49 PM on 24-Jun-20.

Step 5b: Pensioner Details Tab

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Email: Reply, (1) WhatsApp, Comprehensive Pension Manage.
- Address Bar:** Not secure | 52.187.117.68/CPMSOne/PDA/BankDataMigration/EditMigrationProfile?EncryptId=z7ow4H8GBPkskj0b7%2FK11Q%3D%3D&type=P
- Page Header:** CPMS, Dealing Hand(Pension Distributing Authority), User
- Left Navigation Menu:** Dashboard, Action, LC & DLC Verification, Grievance Management, Investment Declaration, PDA Utility, Bank Data Migration, Jeevan Pramaan, Reports, Audit Trail.
- Main Content Area:**
 - Section:** Pensioner Details (with a Back button)
 - Sub-sections:** Personal Details (selected), Family Details, Bank and FMA Details, Revision Details, LC/DLC Details.
 - Form Fields:**

Field Name	Value	Field Name	Value
PPO No. *	252017101210094	Pensioner Code :	PENSIONER CODE
Title *	Mr.	First Name *	MONICA
Middle Name:	MIDDLE NAME	Last Name:	IQBAL
Type of Retirement *	Superannuation	Gender *	Select
PAN No. *	AGSPR8901Z	Date of Birth *	18/10/1957
Email ID :	Email ID	Mobile No. *	9456223641
CCA Name *	UP WEST TELECOM CIRCLE	Aadhaar No. :	673360000029
SSA Name :	SSA Name	DDO Code :	201585
Office*	GMTD MUZAFFAR NAGAR	PAO Code :	77158

At the bottom, the Windows taskbar shows several open applications: VENDOR CODE GE..., Format VRS VC 26..., Error in FP CCA UP..., Software Require..., SRS_BSNL VRS Sc..., and a system tray with the date 24-Jun-20 and time 2:50 PM.

Step 5b: Pensioner Details Tab

The screenshot displays the CPMS (Comprehensive Pension Management System) web application. The interface is in English and shows the 'Retiree Other Details' and 'Present Address' sections. The user is logged in as 'Dealing Hand(Pension Distributing Authority)'. The browser address bar shows the URL: 52.187.117.68/CPMSOne/PDA/BankDataMigration/EditMigrationProfile?EncryptId=z7ow4H8G8PKskj0b7%2FKI1Q%3D%3D&type=P. The system is running on a Windows operating system, as indicated by the taskbar at the bottom.

CPMS Dealing Hand(Pension Distributing Authority) User

Retiree Other Details

Designation :*	AAO	Group :*	Group B
Date of Joining :*	16/05/1981	Date of Retirement :*	31/10/2017
Pay Commission at the time of retirement or death while in service :*	2nd PRC	Date of SuperAnnuation :	31/10/2017
Date of Death :	Date of Death		

Present Address

State :*	UTTAR PRADESH	District :*	GHAZIABAD
City :*	Ghaziabad	Address :*	shyam vihar
Pincode :*	999999		

VENDOR CODE GE...xlsx | Format VRS VC 26...xlsx | Error in FP CCA UP...xlsx | Software Require...docx | SRS_BSNL VRS Sc...docx | Show all

2:51 PM 24-Jun-20

Step 5b: Pensioner Details Tab

The screenshot displays the CPMS (Comprehensive Pension Management System) interface. The browser's address bar shows the URL: `52.187.117.68/CPMSOne/PDA/BankDataMigration/EditMigrationProfile?EncryptId=z7ow4H8GBPKskj0b7%2FKI1Q%3D%3D&type=P`. The page header identifies the user as the "Dealing Hand(Pension Distributing Authority)".

The main content area is titled "Permanent Address" and contains the following fields:

- State :** Dropdown menu with "UTTAR PRADESH" selected.
- District :** Dropdown menu with "GHAZIABAD" selected.
- City :** Text input field containing "Ghaziabad".
- Address :** Text input field containing "shyam vihar".
- Pincode :** Text input field containing "999999".

Below the address fields, there is a section for uploading a photograph:

- Text: "Upload scanned image of photograph"
- Note: "*Note: Size should not exceed 70 KB!! Only JPEG, JPG file is allowed :"
- Button: "Upload a file"
- Image placeholder: "No Image Available"

A "Save & Continue" button is located at the bottom right of the form area. The footer of the page reads "© 2020 -Comprehensive Pension Management System (CPMS)".

Step 5b: Pensioner Details Tab

Non-editable fields

The following fields of this tab **cannot be edited** and hence must be fed at the Data Preparation stage carefully:

- PPO Number
- Date of Birth
- Date of Retirement
- Date of Joining
- Date of Death
- Type of Retirement

Step 5c: Family Details Tab

The screenshot displays the 'Family Details' tab within the CPMS application. The form is titled 'Pensioner Details' and includes a 'Back' button. The 'Family Details' section contains the following fields:

Title :*	Mr.	First Name :*	RAVINDRA
Middle Name:	MIDDLE NAME	Last Name:	LAST NAME
Date of Birth :*	03/01/1961	Gender :*	Male
PAN No. :	PAN NO.	Aadhaar No. :	Aadhaar No.
Mobile No. :	Mobile No	Email ID :	Email ID
Relation With Govt. Servant :*	Wife	Suffering From Disability :*	No
Marital Status :*	Married		
Whether claimant is Minor?*	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> NO

At the bottom right of the form, there is a 'Save & Continue' button. The browser's taskbar at the bottom shows several open files, including 'VENDOR CODE GE...', 'Format VRS VC 26...', 'Error in FP CCA UP...', 'Software Require...', and 'SRS_BSNL VRS Sc...'. The system tray indicates the time is 2:51 PM on 24-Jun-20.

Step 5d: Bank and FMA Details

The screenshot displays the CPMS (Comprehensive Pension Management System) web interface. The browser address bar shows the URL: 52.187.117.68/CPMSOne/PDA/BankDataMigration/SaveFamily. The page title is 'CPMS'. The user is logged in as 'User' with the role 'Dealing Hand(Pension Distributing Authority)'. The main content area is titled 'Pensioner Details' and contains a form for 'Bank and FMA Details'. The form has five tabs: 'Personal Details', 'Family Details', 'Bank and FMA Details', 'Revision Details', and 'LC/DLC Details'. The 'Bank and FMA Details' tab is active. The form fields are as follows:

Bank Details			
IFSC Code:*	<input type="text" value="PUNB0033400"/>	Branch Name :*	<input type="text" value="MUZAFFARPURJAWAHARLAL ROAD"/>
Bank Name:*	<input type="text" value="PUNJAB NATIONAL BANK"/>	Bank Account Number(Latest) :*	<input type="text" value="4240004040230480"/>

At the bottom right of the form, there is a 'Save & Continue' button. The footer of the page reads '© 2020 -Comprehensive Pension Management System (CPMS)'. The Windows taskbar at the bottom shows several open applications, including Excel, Word, and various document files.

Note: Bank Accounts details cannot be edited and therefore should be fed carefully at the Data Preparation stage

Step 5e: Revision Details Tab

1. Normal case with All Commutations Restored or Nil Commutation
2. Normal case with one commutation to be restored
3. Normal case with more than one commutation to be restored
4. Family Pension

Step 5e: Revision Details Tab

Case 1: Normal case with All Commutations Restored or Nil Commutation

- **Number of Commutation Not Yet Restored** will be 0 here as obtained from the data and will be **disabled**
- If **No Revision has taken place**, then the following will be the same as on Retirement:
 - Revised Pay Commission
 - Revised Pay Scale
 - Date of Effect of Latest Revision
 - Revised Pension
- If **Revision has taken place**, then the latest revised details must be entered for the following:
 - LPD after Latest Revision
 - Average Emolument after latest revision
 - Date of Revision
 - Revised Pay Commission
 - Revised Pay Scale
 - Date of Effect of Latest Revision
 - Revised Pension

Step 5e: Revision Details Tab

Case 1: Normal case with All Commutations Restored or Nil Commutation

Personal Details | Family Details | Bank and FMA Details | **Revision Details** | LC/DLC Details

Revision Details

Basic LPD as on DoR/DoD :* Average Emolument as on DoR/DoD :* Same as basic LPD

Has Revision taken place? :* Yes No LPD after latest revision :*

Average Emolument after latest revision :* Same as Revised LPD Date of Revision :*

Revised Pay Commission :* Revised Pay Scale :*

Date of effect of latest Revision :* Revised Pension :

No. of Commutations not yet restored :*

S.No.	Last Commuted Amount	Last Date of Restoration
No data available in table		

Outstanding Recoveries : Outstanding Recoveries as on Date:

Whether pension account is ceased? : Yes No

Transferred Status : Yes No

[Save & Continue](#)

Step 5e: Revision Details Tab

Case 2: Normal case with one commutation to be restored

- **Number of Commutation Not Yet Restored will be 1** here as obtained from the data. The details of commutation will be obtained from the imported data and will be **disabled**.
- If **Has Revision Taken Place is 'NO'**, then Number of Commutation Not Yet Restored will be **1 and disabled** (cannot be edited).
- However, **if it is 'YES'**, then Number of Commutation Not Yet Restored **can be edited** and corresponding data in the Commutation table can be entered.
- If **No Revision has taken place**, then the following will be the same as on Retirement:
 - Revised Pay Commission
 - Revised Pay Scale
 - Date of Effect of Latest Revision
 - Revised Pension
- If **Revision has taken place**, then the latest revised details must be entered for the following:
 - LPD after Latest Revision
 - Average Emolument after latest revision
 - Date of Revision
 - Revised Pay Commission
 - Revised Pay Scale
 - Date of Effect of Latest Revision
 - Revised Pension

Step 5e: Revision Details Tab

Case 2: Normal case with one commutation to be restored

Dealing Hand(Pension Distributing Authority) User

Personal Details Family Details Bank and FMA Details **Revision Details** LC/DLC Details

Revision Details

Basic LPD as on DoR/DoD :* 20000.00

Has Revision taken place? :* Yes No

Average Emolument after latest revision :* Same as Revised LPD 30000

Revised Pay Commission :* 2nd PRC

Date of effect of latest Revision:* 31/10/2017

No. of Commutations not yet restored :* 1

S.No.	Last Commuted Amount	Last Date of Restoration
1	6000.00	02/05/2020

Outstanding Recoveries: 0

Whether pension account is ceased? : Yes No

Transferred Status : Yes No

Average Emolument as on DoR/DoD :* Same as basic LPD 20000.00

LPD after latest revision:* 30000

Date of Revision:* 01/06/2007

Revised Pay Scale :* Select

Revised Pension : 15000.00

Outstanding Recoveries as on Date: Outstanding Recoveries as on Date

Save & Continue

IA/BankDataMigration/CommutationFMA#

Step 5e: Revision Details Tab

Case 3: Normal case with more than one commutation to be restored

- In this case, Revision would have mandatorily taken place and will always be 'Yes'
- **Number of Commutation Not Yet Restored will be more than one** here as obtained from the data.
 - Details of the latest commutation will be obtained from the data imported mandatorily and will be **disabled and can't be edited**
 - Details of remaining commutations have to be filled **manually**
 - **Cumulative Last Commuted Amount: Cumulative commuted amount** must be entered in each row for multiple commutations that have not been restored. See Examples Below

Example 1: Number of Commutation Not Yet Restored = 2

- Pension at retirement = Rs. 10000
- **First Commutation:**
 - Commuted Amount = Rs. 4000
 - Date of Restoration = 2/2/2030
- **Second Commutation**
 - Additional Commuted Amount = Rs. 800
 - Date of Restoration = 2/2/2032

S.No.	Last Commuted Amount	Date of Restoration
1. (fed from file & disabled)	4800 (4000 + 800)	2/2/2032
2. (manually entered)	4000	2/2/2030

Example 2: Number of Commutation Not Yet Restored = 3

- Pension at retirement = Rs. 10000
- **First Commutation:**
 - Commuted Amount = Rs. 4000
 - Date of Restoration = 2/2/2030
- **Second Commutation**
 - Additional Commuted Amount = Rs. 800
 - Date of Restoration = 2/2/2032
- **Third Commutation**
 - Additional Commuted Amount = Rs. 800
 - Date of Restoration = 2/2/2034

S.No.	Last Commuted Amount	Date of Restoration
1. (fed from file & disabled)	5600 (4000 + 800 + 800)	2/2/2034
2. (manually entered)	4800 (4000 + 800)	2/2/2032
3. (manually entered)	4000	2/2/2030

Step 5e: Revision Details Tab

Case 3: Normal case with more than one commutation to be restored

- Since **revision would have mandatorily taken place**, then the latest revised details must be entered for the following:
 - LPD after Latest Revision
 - Average Emolument after latest revision
 - Date of Revision
 - Revised Pay Commission
 - Revised Pay Scale
 - Date of Effect of Latest Revision
 - Revised Pension

Step 5e: Revision Details Tab

Case 3: Normal case with more than one commutation to be restored

Personal Details | Family Details | Bank and FMA Details | **Revision Details** | LC/DLC Details

Revision Details

Basic LPD as on DoR/DoD :* Average Emolument as on DoR/DoD :* Same as basic LPD

Has Revision taken place? :* Yes No LPD after latest revision :*

Average Emolument after latest revision :* Same as Revised LPD Date of Revision :*

Revised Pay Commission :* Revised Pay Scale :*

Date of effect of latest Revision :* Revised Pension :

No. of Commutations not yet restored :*

S.No.	Last Commuted Amount	Last Date of Restoration
1	<input type="text" value="6000.00"/>	<input type="text" value="02/05/2020"/>
2	<input type="text" value="1000"/>	<input type="text" value="01/01/2020"/>

Outstanding Recoveries : Outstanding Recoveries as on Date:

Whether pension account is ceased? : Yes No

Transferred Status : Yes No

Step 5e: Revision Details Tab

Non-editable Fields

The following fields will be non-editable on the screen and therefore must be fed carefully during the Data Preparation stage:

- Has Revision Taken Place?
- No. of Commutations Not Yet Restored
 - Will be **disabled** when value obtained from the data file is **0**
 - If it is 1 or more than 1, then it is editable
- Last Commuted Amount and Last date of Restoration
 - Will be **disabled** when No. of Commutations Not Yet Restored is **0**
 - When No. of Commutations Not Yet Restored is **1**, the first row will be disabled (data received from the excel file)
 - When No. of Commutations Not Yet Restored is **more than 1**, the first row will be disabled (data received from the excel file). Other rows will be editable.
- Whether Pension Account has ceased?
- Transfer Status

Step 5e: Revision Details Tab

Case 4: Family Pension

- For Family pension, the following fields **can be edited** on the screen and must be filled with **due care**:
 - Enhanced Pension
 - Enhanced From Date
 - Enhanced To Date
 - Normal Pension
 - Normal From Date
- The dates must be entered in **accordance** with the rules of Family Pension payment on **death after retirement** or **death while in service**

Step 5e: Revision Details Tab

Case 4: Family Pension

Dealing Hand(Pension Distributing Authority) User

Personal Details Family Details Bank and FMA Details **Revision Details** LC/DLC Details

Revision Details

Basic LPD as on DoR/DoD : * 20000.00 Average Emolument as on DoR/DoD : * Same as basic LPD 20000.00

Has Revision taken place? : * Yes No

Revised Pay Commission : * 2nd PRC Revised Pay Scale : * Select

Date of effect of latest Revision : * 31/10/2017 Revised Pension : 15000.00

Family Pension

Enhanced Family Pension : 15000.00

From Date : * 01/01/2021

TO Date : * 01/01/2027

Normal Pension

Normal Family Pension : 9000.00

From Date : * 02/01/2027


Outstanding Recoveries : 0 Outstanding Recoveries as on Date : Outstanding Recoveries as on Date

Whether pension account is ceased? : Yes No

Transferred Status : Yes No

Show all 27

Step 5e: BSNLRevision Details Tab

CPMS Dealing Hand(Pension Distributing Authority)  User -

Dashboard

Bill Reprocess

Non Pay Correction

Action

LC & DLC Verification

Grievance Management

Investment Declaration

PDA Utility

Bank Data Migration

Jeevan Pramaan

Payment Slip Generation

Reports

Pensioner Details Back

Personal Details Family Details Bank and FMA Details Revision Details **BSNL Revision Details** LC/DLC Details

BSNL Revision Details

BSNL Revised Pay Commission :* BSNL Revised Pay Scale :*

Date of effect of latest Revision:* BSNL Revised Pension :

No. of BSNL Commutations not yet restored :*

S.No.	Last Commuted Amount	Last Date of Restoration
No data available in table		

Save & Continue

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Step 5: LC/DLC Details

Pensioner Details [Back](#)

[Personal Details](#) [Family Details](#) [Bank and FMA Details](#) [Revision Details](#) **[LC/DLC Details](#)**

LC/DLC Details

LC From Date:	<input type="text" value="LC From Date"/>	LC To Date:*	<input type="text" value="LC To Date"/>
Non Employee To Date:*	<input type="text" value="Non Employee To Date"/>	FMA To Date:	<input type="text" value="FMA To Date"/>
Income To Date:	<input type="text" value="Income To Date"/>	Non Re Marriage Date:	<input type="text" value="Non Re Marriage Date"/>
AAO:*	<input type="text" value="Select"/>	<input type="checkbox"/> SAME AS LC/DLC	Save

Form Details

[/ Monthly Bill Details](#) [Final Submit](#)

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Step 7: Check Monthly Bill

Monthly Bill Details

PPO Number	Basic Pension	Ordinary Family Pension	DA Rate	Total Amount Payable	FMA
252018101910099	15000	9000	160.70	39105	0

Close

Non Employee to Date: [Text Field] FMA To Date: [Text Field]
Income To Date: [Text Field] Non Re Marriage Date: [Text Field]
AAO: * [Select] SAME AS LC/DLC [Save]

Form Details
/ Monthly Bill Details

Step 8: Approval by AAO PDA

The screenshot shows a web browser window with the CPMS application. A confirmation dialog box is displayed in the center, asking "Are you sure you want to proceed?" with "OK" and "Cancel" buttons. The background application shows a sidebar with navigation options: Dashboard, Users, LC & DLC Verification, Approval, and Bank Data Migration. The main content area is titled "Success Migrate Data" and displays a table of migrated data. The table has columns for Pensioner Name, Date of birth, PPO Number, Date of Retirement, and View Pensioners Profile. There are 5 entries in the table, all with checkboxes selected. Below the table, there are pagination controls (First, Previous, 1, Next, Last) and buttons for "Return To DH" and "Send For Approval To AO".

52.187.117.68 says
Are you sure you want to proceed?

OK Cancel

CPMS

Dashboard

Users

LC & DLC Verification

Approval

Bank Data Migration

Success Migrate Data

Cases Received From DH

Details of Data Migration

Show 50 entries

	Pensioner Name	Date of birth	PPO Number	Date of Retirement	View Pensioners Profile
<input checked="" type="checkbox"/>	Mr. V SATYANARAYANA SINGH	01/01/1958	252017101218101	31/12/2017	View
<input checked="" type="checkbox"/>	Mrs. MONICA IQBAL	18/10/1957	252017101210094	31/10/2017	View
<input checked="" type="checkbox"/>	Mr. LINGRAJ BIRADAR	15/09/1954	252017101310103	30/09/2012	View
<input checked="" type="checkbox"/>	Mr. ERANNA	03/03/1956	252017101310100	31/03/2016	View
<input checked="" type="checkbox"/>	Mr. M ABDUL SUBAN	01/06/1947	252017102810120	31/05/2007	View

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Return To DH Send For Approval To AO

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Issue sheet update...xlsx pnb_24062020_12...xlsx VENDOR CODE GE...xlsx Format VRS VC 26...xlsx Error in FP CCA UP...xlsx Show all

3:55 PM 24-Jun-20

Step 9: Approval by AO PDA

The screenshot displays the CPMS (Comprehensive Pension Management System) web application interface. The user is logged in as an Accounts Officer (Pension Disbursing Authority). The main content area shows 'Success Migrate Data' with a table of migration details. The table includes columns for Pensioner Name, Date of birth, PPO Number, Date of Retirement, and a 'View Pensioners Profile' link. The 'Approval' menu item is highlighted in the left sidebar.

Success Migrate Data

Details of Data Migration

Show 50 entries

	Pensioner Name	Date of birth	PPO Number	Date of Retirement	View Pensioners Profile
<input type="checkbox"/>	Mr. V SATYANARAYANA SINGH	01/01/1958	252017101218101	31/12/2017	View
<input type="checkbox"/>	Mrs. MONICA IQBAL	18/10/1957	252017101210094	31/10/2017	View
<input type="checkbox"/>	Mr. MAHANTAPPA	15/09/1954	252017101310105	30/09/2012	View
<input type="checkbox"/>	Mr. SHARANABASAPPA	03/03/1950	252017101310102	31/03/2010	View
<input type="checkbox"/>	Mr. LINGRAJ BIRADAR	15/09/1954	252017101310103	30/09/2012	View
<input type="checkbox"/>	Mr. PRABHU	18/10/1957	252017101310108	31/10/2017	View
<input type="checkbox"/>	Mr. MD AHAMAD ALI	18/10/1957	252017101310111	31/10/2017	View
<input type="checkbox"/>	Mr. ERANNA	03/03/1956	252017101310100	31/03/2016	View
<input type="checkbox"/>	Mr. ABDUL RASHEED	01/06/1947	252017101310113	31/05/2007	View
<input type="checkbox"/>	Mr. M ABDUL SUBAN	01/06/1947	252017102810120	31/05/2007	View
<input type="checkbox"/>	Mr. LAXMAN S PUJARI	01/01/1958	252017101310120	31/12/2017	View

Step 10: Allotment to DH PDA by AO PDA

Accounts Officer(Pension Disbursing Authority) User

Bank Migration Allot Cases to Dealing Hand(DH)

Show 50 entries Search

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	View
No data available in table					

Showing 0 to 0 of 0 entries

First Previous Next Last

Note: PDA Utility can be used at this stage to correct Bank Account details.

Step 11: DH PDA Receive Cases

The screenshot displays the CPMS (Comprehensive Pension Management System) web application interface. The page title is 'Successfully Modified Migrated Cases'. The main content area is titled 'Details of Data Migration' and shows a table of pensioner records. The table has columns for Pensioner Name, Date of birth, PPO Number, Date of Retirement, and a 'View Pensioners Profile' link. The table contains 10 rows of data. The left sidebar shows the navigation menu with 'Migration Sanction Order' selected. The top navigation bar shows the user is logged in as 'User'.

	Pensioner Name	Date of birth	PPO Number	Date of Retirement	View Pensioners Profile
<input type="checkbox"/>	Mr. SID GAURAV DAS	20/10/1953	252013101208115	31/10/2013	View
<input type="checkbox"/>	Mr. RAHUL GF BHALLA	16/12/1940	252000121105641	31/12/2000	View
<input type="checkbox"/>	Late. SONU TEST PRAKASH	23/06/1950	252010111202645	30/11/2010	View
<input type="checkbox"/>	Mr. MANOJ GF FGD	02/11/1952	252012111207672	30/11/2012	View
<input type="checkbox"/>	Mr. V SATYANARAYANA SINGH	01/01/1958	252017101218101	31/12/2017	View
<input type="checkbox"/>	Mrs. MONICA IQBAL	18/10/1957	252017101210094	31/10/2017	View
<input type="checkbox"/>	Mr. MAHANTAPPA	15/09/1954	252017101310105	30/09/2012	View
<input type="checkbox"/>	Mr. SHARANABASAPPA	03/03/1950	252017101310102	31/03/2010	View
<input type="checkbox"/>	Mr. LINGRAJ BIRADAR	15/09/1954	252017101310103	30/09/2012	View
<input type="checkbox"/>	Mr. PRAKASHU	18/10/1957	252017101310108	31/10/2017	View

Note: PDA Utility can be used at this stage to correct Bank Account details.

Step 12: Vendor Verification

Vendor Verification in PFMS

Migrated Cases

Show 50 entries

Search


Pensioner Name	PPO Number	Unique Identifier	IFSC Code/ SOL No.	Account No.	Status	Error Description	Action
ABHE RAM	252017101210083	DOTU0001895	PUNB0100000	424000404023047	Failed	AccountNumber is not valid according to bank account rule(1.Account no is of 16 digit alphanumeric n	Re Send
ABDUL KALAM	252007051204503	DOTU0001896	PUNB0100000	478000100618292	Failed	AccountNumber is not valid according to bank account rule(1.Account no is of 16 digit alphanumeric n	Re Send
NARENDRA KUMAR SINGH SINGH	252017101210104	DOTU0001906	PUNB0033400	4240004040230790	Failed	System.ArgumentException: Column 'VendorDetails' does not belong to table Status. at System.Data	Re Send
ROMILLA SINGH	252017101210097	DOTU0001907	PUNB0033400	4240004040230590	Failed	System.ArgumentException: Column 'VendorDetails' does not belong to table Status. at System.Data	Re Send
RAJ	252017101310098	DOTU0001959	PUNB0033400	4240004040250690	Failed	DateOfBirth(line:6) is invalid	Re Send

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

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Step 13: Life Certificate Verification

Dealing Hand(Pension Distribution)  This PPO Number is not ready for LC Verification.

LC Verification

LC Verification type : Enter PPO Number :

Step 14: Monthly Bill

CPMS
Dealing Hand(Pension Distributing Authority) User

- Dashboard
- Action
- PDA Section
- Vendor Verification
- Bill Generation
 - Monthly Bill Normal CDA
 - Monthly Bill Normal IDA
 - Monthly Bill Family CDA
 - Monthly Bill Family IDA
 - Others Bill Generate
 - Arrears
 - Revision
 - Deferred Gratuity
- LC & DLC Verification
- Grievance Management
- Investment Declaration

Monthly Bill Generation For Normal Pension (IDA)

Tax Percentage : *

Month : *

Financial year : *

Show entries

	Pensioner Name	PPO Number	IFSCCode/ SOL No.	Account No.	Basic Pension	Commutation Pension
<input type="checkbox"/>	Mr. CHANDRABHAN	802020051208347	SBIN0005556	31193181219	9500	0
<input type="checkbox"/>	Dr. SHAMI		PUNB0042400	0424000404023560	25000	0
<input type="checkbox"/>	Mr. BHARAT	802020051208339	HDFC0000043	05011610105432	31001	12400
<input type="checkbox"/>	Mr. LAXMAN	802020051208340	HDFC0000043	05011610105509	40009	16003
<input type="checkbox"/>	Mr. SAHDEV	802019121208342	HDFC0000043	05011610108656	40004	16001

Transfer Cases

Step 1a: Case Transfer to other Circle by DH PDA

- Dashboard
- Action
- LC & DLC Verification
- Grievance Management
- Bank Data Migration
- Reports
- Audit Trail

Processed Cases

Details of Data Migration

Show 50 entries Search

#	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	View Pensioners Profile	Is Transfer
<input checked="" type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX988K	252018101310113	31/05/2007	UP West Telecom Circle	View	Yes <input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	UP West Telecom Circle	View	Yes <input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX983K	252018101310110	31/10/2017	UP West Telecom Circle	View	Yes <input type="checkbox"/>
<input checked="" type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX980H	252017102810113	31/12/2017	UP West Telecom Circle	View	Yes <input type="checkbox"/>
<input type="checkbox"/>	Mr. SHANKREPPA	18/10/1957	XXXXXX977H	252017102810110	31/10/2017	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. SIDDAROOD	01/01/1958	XXXXXX974H	252017101810113	31/12/2017	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. ABDUL RAHEEM	18/10/1957	XXXXXX971H	252017101810110	31/10/2017	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. MEENAKSHI V	01/01/1958	XXXXXX960H	252017101310114	31/12/2017	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. ABDUL KHAYYAM	18/10/1957	XXXXXX956H	252017101310110	31/10/2017	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. SHIVALINGAPPA	15/09/1954	XXXXXX953H	252017101310107	30/09/2005	UP West Telecom Circle	View	Select <input type="checkbox"/>
<input type="checkbox"/>	Mr. MALLIKARJUN	15/09/1954	XXXXXX950H	252017101310104	30/09/2012	UP West Telecom Circle	View	Select <input type="checkbox"/>

Showing 1 to 11 of 11 entries

First Previous 1 Next Last

SAVE

Step 1b: Case Transfer to other Circle by DH PDA

The screenshot displays the CPMS (Comprehensive Pension Management System) interface. The top navigation bar is green and contains the CPMS logo, a menu icon, and the user's role 'Dealing Hand(Pension Distributing Authority)' with a profile picture. A dark sidebar on the left lists various system functions. The main content area is titled 'Success Transfer Migrate Data' and includes a dropdown menu set to 'Transfer To AAO'. Below this, the 'Details of Transfer Data Migration' section features a search bar and a table with 4 entries. The table columns are SNO., Pensioner Name, Date of birth, PAN, PPO Number, Date of Retirement, CCA Circle, View Pensioners Profile, and Action. The footer of the interface shows the copyright notice '© 2020 -Comprehensive Pension Management System (CPMS)'.

CPMS

Dealing Hand(Pension Distributing Authority) User

Success Transfer Migrate Data

Transfer To AAO

Details of Transfer Data Migration

Show 50 entries

SNO.	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	View Pensioners Profile	Action
1	Mr. SRIMANTH	01/06/1947	CJZPS5986K	252018101310113	31/05/2007	UP West Telecom Circle	View	Action
2	Mr. RAMESH	01/06/1947	CJZPS5983K	252018101310104	31/05/2007	UP West Telecom Circle	View	Action
3	Mr. NAGAMMA	18/10/1957	CJZPS5983K	252018101310110	31/10/2017	UP West Telecom Circle	View	Action
4	Mr. PREMALA BAI	01/01/1958	CJZPS5980H	252017102810113	31/12/2017	UP West Telecom Circle	View	Action

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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Step 1c: Case Transfer to other Circle by DH PDA

The screenshot shows a web application interface for managing pensioner cases. A modal window titled "Mark Pensioners case for Transfer" is open, displaying the following fields:

- CCA Origin: UP West Telecom Circle
- CCA Transferred: (empty)
- CCA Name: CCA - Assam Telecom Circle (dropdown menu)
- Reason/Remarks for Transfer: TRANSFER (text input)

At the bottom of the modal, there are two buttons: "Send To AAO" and "Close".

The background interface shows a table with the following columns: SNO., Pensioner Name, Date of birth, CCA Circle, View Pensioners Profile, and Action. The table contains 4 entries:

SNO.	Pensioner Name	Date of birth	CCA Circle	View Pensioners Profile	Action
1	Mr. SRIMANTH	01/06/1947	UP West Telecom Circle	View	Action
2	Mr. RAMESH	01/06/1947	UP West Telecom Circle	View	Action
3	Mr. NAGAMMA	18/10/1957	UP West Telecom Circle	View	Action
4	Mr. PREMALA BAI	01/01/1958	UP West Telecom Circle	View	Action

Below the table, it says "Showing 1 to 4 of 4 entries". At the bottom right, there are navigation buttons: First, Previous, 1, Next, Last.

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Step 2a: Transfer Case Approval by AAO PDA

The screenshot displays the CPMS (Central Pension Management System) interface. A modal window titled "View all Remark Details" is open, showing the following information:

- dhpdanoida3 - DH(Pension Distributing Authority)
- 23/06/2020
- Test Purpose
- Close button

The background shows a table of pensioner records under the "Transfer Migration case" section. The table has the following columns: Pensioner Name, Date of birth, PAN, P.F.C. Number, Date of Retirement, Transferred to (CCP), View Pensioners Profile, Provide Remarks, and View All Remarks.

	Pensioner Name	Date of birth	PAN	P.F.C. Number	Date of Retirement	Transferred to (CCP)	View Pensioners Profile	Provide Remarks	View All Remarks
<input type="checkbox"/>	Mr. DHIREN CHAKRABORTY	18/10/1957	XXXXXX908Z	252017101210099	31/10/2017	Bihar Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX906K	252018101310113	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX963K	252018101310110	31/10/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX900H	252017102810113	31/12/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

Navigation: First, Previous, 1, Next, Last

Buttons: Return To DH, Sent To AO

Step 2b: Transfer Case Approval by AAO PDA

CPMS Assistant Account Officer(Pension Disbursing Autho) User

Transfer Migration case Cases Received From DH

Show 50 entries

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	Transferred to (CCA)	View Pensioners Profile	Provide Remarks	View All Remarks
<input type="checkbox"/>	Mr. DHIREN CHAKRABORTY	18/10/1957	XXXXXX908Z	252017101210099	31/10/2017	Bihar Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX983K	252018101310110	31/10/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX980H	252017102810113	31/12/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

[Return To DH](#) [Sent To AO](#)

Step 2c: Returned Transfer Case by AAO PDA

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Success Transfer Migrate Data Cases Returned By AAO

Details of Transfer Data Migration

Show 10 entries Search:

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	Transferred to (CCA)	View Details	Action	View Remarks
<input checked="" type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	Assam Telecom Circle	View	Action	
<input type="checkbox"/>	Ms. TEST fd	15/06/1958	XXXXXX688E	252016111209692	01/11/2016	Bihar Telecom Circle	View	Action	
<input type="checkbox"/>	Mr. yoyo KUMAR TIWARI	08/08/1958	XXXXXX	252018081210242	31/08/2018	Bihar Telecom Circle	View	Action	

Showing 1 to 3 of 3 entries

[Previous](#) [1](#) [Next](#)

[Return To Process Data](#)

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Step 3a: Transfer Case Approval by AO PDA

CPMS Accounts Officer(Pension Disbursing Authority) User

Dashboard

Users

Upload Utility

LC & DLC Verification

Allotment

Grievance Management

Resend Fail Cases

Approval

PDA Utility

Bank Data Migration

Transfer Migration Case Approve

Allocate To DH

Processed Cases

Return Processed Cases

Document Site Generation

Transfer Migration Case From AAO

Show 50 entries Search

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	Transferred to (CCA)	View Pensioners Profile	Provide Remarks	View All Remarks
<input type="checkbox"/>	Mr. JAHANGEER PATEL	03/03/1950	XXXXXX947H	252017101310101	31/03/2010	Rajasthan Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX983K	252018101310110	31/10/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX980H	252017102810113	31/12/2017	Assam Telecom Circle	View	<input type="text"/>	<input type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous **1** Next Last

[Return To AAO](#) [Approved](#)

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Step 3b: Returned Transfer Case by AO PDA

The screenshot displays the CPMS web application interface. The top navigation bar shows the user is an Assistant Account Officer (Pension Disbursing Autho). The main content area is titled 'Transfer Migration case' and features a dropdown menu with options: 'Cases Returned From AO', 'Cases Received From DH', and 'Cases Returned From AO'. Below this, a table lists migration cases. The table has columns for 'Pensioner Name', 'Date of birth', 'PAN', 'PPO Number', 'Date of Retirement', 'Transferred to (CCA)', 'View', 'Provide Remarks', and 'View Remarks'. A single entry is shown for Mr. SRIMANTH, born on 01/06/1947, with PAN XXXXXX986K and PPO Number 252018101310113. The case was transferred to Assam Telecom Circle on 31/05/2007. The interface also includes a search bar, pagination controls (Previous, 1, Next), and buttons for 'Return To DH' and 'Sent To AO'. The Windows taskbar at the bottom shows several open Excel files and a Snipping Tool window.

	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	Transferred to (CCA)	View	Provide Remarks	View Remarks
<input type="checkbox"/>	Mr. SRIMANTH	01/06/1947	XXXXXX986K	252018101310113	31/05/2007	Assam Telecom Circle	View		<input type="checkbox"/>

Step 4a: Transfer Case Received at CCA

CPMS Controller of Communication Accounts User

Allocate To AO Success Transfer Data From Bank Migration

Show 50 entries Search

<input type="checkbox"/>	Pensioner Name	Date of birth	PAN	PPO Number	Date of Retirement	CCA Circle	Transfer	View Pensioners Profile
<input type="checkbox"/>	Mr. PREMALA BAI	01/01/1958	XXXXXX980H	252017102810113	31/12/2017	Assam Telecom Circle	YES	View
<input type="checkbox"/>	Mr. NAGAMMA	18/10/1957	XXXXXX983K	252018101310110	31/10/2017	Assam Telecom Circle	YES	View
<input type="checkbox"/>	Mr. RAMESH	01/06/1947	XXXXXX963K	252018101310104	31/05/2007	Assam Telecom Circle	YES	View

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Allocate To : Select Sent To AO

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Thank You

Please contact the CPMS Helpdesk any further queries



सम्पन्न जीवन, निश्चिन्त जीवन

Revision Module

SAMPANN

Revision Category- MTNL Pensioners

Under revision module, there are 7 categories of revision:-

1. Revision in the rate of DA
2. Revision on account of withheld amount
3. Revision of pension to family pension on account of death (When No eligible f.p. is mentioned in the PPO)
4. Revision of pension to f.p on account of death (when eligible f.p. is mentioned in PPO)
5. Revision of pension due to pay change/Court Order By
6. Revision of Pension due to change in commutation claimed
7. Revision of Pension for Migrated pensioners

Revision In the Rate of DA

- This type of revision is used when there is a change in the DA Rate. **No fresh sanction for HoO for this case shall be required.**
- DH Pension will fill the PPO No and select the “Reason for Revision” and click on the Search button.
- Now click on the edit button (pencil icon) in last Action column.

The screenshot displays the CPMS web application interface. The top navigation bar includes the CPMS logo, a menu icon, and the user's role 'Dealing Hand(Pension Section)' with a user profile icon. A sidebar on the left contains navigation links for Dashboard, Action, Grievance Management, Revision, and Reports. The main content area is titled 'REVISION OF PENSION CASES' and contains a form with the following fields:

- Retiree Name:
- PPO Number:
- Retirement Date From:
- Retirement Date To:
- Reason for Revision:

Below the form are 'Search' and 'Reset' buttons. A table below the form shows a list of pension cases with the following columns: Name, Mobile No, PAN, PPO Number, Date of Birth, Date of Retirement, Type of Retirement, and Action. The table contains one entry for Mr. SANDEEP SUPERANNUATION THIRTEEN.

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Type of Retirement	Action
Mr. SANDEEP SUPERANNUATION THIRTEEN	2698796589	XXXXXX161R	802019011200348	15/01/1959	31/01/2019	Superannuation	

Showing 1 to 1 of 1 entries

Sanction Order

- Then next screen opens, here check the details and then click on the “Send to Revision Sanction order” button and enter w.e.f date

CPMS Dealing Hand(Pension Section) User

Revision Pensionary benefit due to DA revision after PPO is issued

1.	Name	Mr. SANDEEP SUPERANNUATION THIRTEEN
2.	Designation	ADET
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	29100 - -54500
4.	Date of Birth	15/01/1959
5.	Date of entry in the Government service	20/05/1981
6.	Date of Retirement	31/01/2019
7.	Type of Retirement	Superannuation
8.	Pay Commission	2nd PRC
9.	(1) Basic Pay	Rs. 29100.00 /-
	(2) Last pay Drawn	Rs. 29100.00 /-
10.	(1) Bank Account Details	10248741635
	(2) IFSC CODE	SBIN0005362
	(3) Branch Name	EKTA NAGA
11.	(1) Previous Gratuity Paid :-	Rs. 960300.00 /-
	(2) Previous DA :-	100.00 %
	(3) New Gratuity Payable :-	Rs. 1056330.00 /-
	Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (64020.00 /4) x 66)	
	(4) New DA on the date of DOR /DOD	120.00 %
	(5) Arrear Amount(New Gratuity-Previous Gratuity)	Rs. 96030.00 /-

[Cancel](#) [Send to Revision Sanction Order](#)

- Now Go to-> Revision->Revision Sanction Order tab

CPMS Dealing Hand(Pension Section) User

Revision Sanction Order

Show 50 entries Search

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
		XXXXXX027B	802018081100291	DA Rate	287742.00	View	Not Sent to AAO		braao - sathish kumar	Verify
		XXXXXX361L	802019011100286	Court order		View	Not Sent to AAO		braao - sathish kumar	Verify
Mr. AA DD	2020202020	XXXXXX	802019029100296	Co- Authorization	26800.00	View	Not Sent to AAO		braao - sathish kumar	Verify
Mr. ANAND RAJ BR	9654612365	XXXXXX406K	802020012208462	Pay related revision for BSNL VRS		View	Not Sent to AAO		braao - sathish kumar	Verify
				Revision of pension due						

Sanction Order

- From this screen you can view the Sanction order, by clicking on the View link . Also you can take the printout of this Sanction Order .

CPMS

Dashboard
Action
Grievance Management
Revision
Reports

Revision Section

Government of India
Department of Telecommunication
O/o CCA, Bihar Telecom Circle, Patna
2nd Floor, CTO Annex Building, Sanchar Parisar
Patna - 800001

PAN : XXXXXX161R
SANCTION NO : N/A
PPO NUMBER : 802019011200348
DATED : 08/05/2019

Sanction Order: Release of additional DCRG due to change in DA rate.

Consequent upon the increase in the rate of DA w.e.f 08/05/2019 Pensionary benefits is revised as under :-

An amount of Rs. 96030.00 (Ninety Six Thousand Thirty) being the additional DCRG amount due to change in DA rate, may be drawn and paid to Mr. SANDEEP SUPERANNUATION THIRTEEN.

1. Name : Mr. SANDEEP SUPERANNUATION THIRTEEN
2. Bank Name and Address : STATE BANK OF INDIA 82A-83A,PILIBHIT SHANDANA RD
3. Account no. : 10248741635
4. IFSC Code : SBIN0005362

To

1. A.O. (PDA), O/O CCA, Patna
For Payment and confirmation of payment/transfer (two copies)

2. Mr. SANDEEP SUPERANNUATION THIRTEEN
sanchar bhawan, CENTRAL, delhi,
DELHI, 110001
For information and acknowledgement.

3. HOO Bihar Telecom Circle
For information.

Authorised Signatory with Stamp

Close Print

Name of AAO	Action
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify
sathish kumar	Verify

Previous 1 Next

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Sanction Order Approval By AAO

- Now login with the AAO Pension. Go to ->Approval->Revision->Revision Sanction Order .
- AAO can View the Sanction order by click on the View link. If AAO click on the approve link record send to AO for approval, if Return link click by the AAO record send to DH for editing or deleting and reinitiating the record.

The screenshot displays the CPMS web application interface. The top navigation bar shows the user is logged in as 'Assistant Accounts Officer(Pension Section)'. The sidebar menu includes options like Dashboard, Users, Approval, Pension Section, Provisional Pension, Revision, Reports, and Audit Trial. The main content area is titled 'Revision Sanction Order Approval' and features a status filter set to 'Form To Be Approved'. Below the filter, there is a table with 4 entries. The table columns are: Name, Mobile No., PAN, PPO Number, Reason of Revision, Revised Amount, View, Allocation of AO, Remarks, and Action. The 'Action' column contains links for 'Approve / Return'.

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View	BRAO - BR Ao		Approve / Return
Mr. PRAKASHAN K	9483967824	XXXXXX740O	802018081200034	DA Rate	58025.00	View	BRAO - BR Ao		Approve / Return
Mr. SAROJ SINGH		XXXXXX149H	802018119100332	Co-Authorization	25250.00	View / EPP0	BRAO - BR Ao		Approve / Return
Mr. SANDEEP SUPERANNUATION THIRTEEN	2698796589	XXXXXX161R	802019011200348	DA Rate	96030.00	View	BRAO - BR Ao		Approve / Return

Showing 1 to 4 of 4 entries

Sanction Order Approval By AO

- Now AO Pension(only on IE Browser) will login Go to ->Approval->Revision->Revision Sanction Order .
- AO can View the Sanction order by click on the View link. If AO click on the Return link record send to DH for editing or deleting and reinitiating the record.
- AO attach the DSc in the system for digital signature and click on the Approve link. At this stage, Digitally signed authority shall get generated.

The screenshot displays the CPMS web application interface. The header bar shows the user is logged in as 'Accounts Officer(Pension Section)'. The sidebar menu is open, highlighting the 'Approval' section. The main content area is titled 'Revision Sanction Order Approval' and contains a table with the following data:

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View			Approve / Return
Mrs. ANAMIKA		XXXXXX113C	802018111100337	Co-Authorization	26000.00				Approve / Return

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and provides navigation buttons for 'Previous', '1', and 'Next'.

Revision (DA Rate) In PDA Section

- Now login with AO PDA, Go to->Allotment->Allotment To PDA DH.
- Now select the case, Allot the case to the PDA DH by selecting the respective DH from the dropdown list and Click on “Send To DH” button.
- After this login with PDA DH, Go to ->Action> BSNL detail Entry for MTNL Pensioner
- Now PDA DH will enter BSNL Pay Details corresponding to MTNL Pay details of the concerned Pensioner.
- Select the Record and Click on the “Approve and Send to AAO” button.
- Now login with AAO PDA, Go to->Approval-> BSNL detail Entry for MTNL Pensioner.
- Now select the record and click on the “Approve Bill and Send to AO”.
- After this login from PDA AO, Go to->Approval->BSNL detail Entry for MTNL Pensioner.
- After this login with PDA DH, Go to ->Bill Generation->Revision.

Revision Due to Withheld Amount

- This type of revision is used when there is a withheld amount of DCRG in r/o pensioner and sanction for release of full amount/part amount has been received from HoO.
- DH Pension will fill the PPO No and select the “Reason for Revision” as “Revision Due to Withheld Amount” and click on the Search button.
- Now click on the edit button (pencil icon) in last Action column.

The screenshot displays the CPMS web application interface. The top navigation bar includes the CPMS logo, a menu icon, and the user's role 'Dealing Hand(Pension Section)'. A sidebar on the left contains navigation options: Dashboard, Action, Grievance Management, Revision, and Reports. The main content area is titled 'REVISION OF PENSION CASES' and contains a search form with the following fields: Retiree Name, PPO Number (filled with 802019011100323), Retirement Date From, Retirement Date To, and Reason for Revision (selected as 'Revision Due to Withheld Amount'). Search and Reset buttons are located below the form. Below the form, there is a table with columns: Name, Mobile No, PAN, PPO Number, Date of Birth, Date of Retirement, Type of Retirement, and Action. The table contains one entry for 'Mr. FOR WITHHELD REVISION' with a pencil icon in the Action column. The page footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for Previous, 1, and Next.

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Type of Retirement	Action
Mr. FOR WITHHELD REVISION	8956236598	XXXXXX222J	802019011100323	10/01/1959	31/01/2019	Superannuation	

Sanction Order

- Then next screen opens, here Fill the 'Recoveries From Withheld amount' and then click on the "Send to Revision Sanction order".

CPMS Dealing Hand(Pension Section) User

3. Scale of pay / Pay Band & Grade Pay of the post / Pay Level 4/600-151100

4. Date of Birth 10/01/1959

5. Date of entry in the Government service 09/04/1985

6. Date of Retirement 31/01/2019

7. Type of Retirement Superannuation

8. Pay Commission 7th Pay Commission

9. (1) Basic Pay Rs. 50500.00 /-

(2) Last pay Drawn Rs. 50500.00 /-

10. (1) Bank Account Details 10888775712

(2) IFSC CODE SBIN0000642

(3) Branch Name GHAZIABAD

11. (1) Last Paid Withheld Amount :- Rs. 0.00/-

(2) Withheld Amount :- Rs. 5000.00 /-

(3) Recoveries from withheld amount Rs.

(4) Arrear Amount Rs.

Cancel Send to Revision Sanction Order

© 2019 -Comprehensive Pension Management System (CPMS)

- Now Go to-> Revision->Revision Sanction Order tab

CPMS Dealing Hand(Pension Section) User

Revision Sanction Order

Show 10 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. FOR WITHHELD REVISION	8956236598	XXXXXX222J	802019011100323	Withheld	3300.00	View	Not Sent to AAO		braao - sathish kumar	Verify
Mr. DHONI SHARMA		XXXXXX090T	802019019200278	Co- Authorization	5000.00	View	Not Sent to AAO		braao - sathish kumar	Verify
Mr. SITA RAM GARG		XXXXXX744J	802018082100222	Co- Authorization	11550.00	View	Not Sent to AAO		braao - sathish kumar	Verify
Mr. TAJ PAL SINGH	5665765723	XXXXXX169D	802018111200283	DA Rate	0.00	View	Not Sent to AAO		braao - sathish kumar	Verify

Showing 1 to 4 of 4 entries

Previous 1 Next

Sanction Order Approval By AAO

- Now login with the AAO Pension. Go to ->Approval->Revision->Revision Sanction Order .
- AAO can View the Sanction order by click on the View link. If AAO click on the approve link record send to AO for approval, if Return link click by the AAO record send to DH for editing or deleting and reinitiating the record.

The screenshot displays the CPMS web application interface. The top navigation bar shows the user is logged in as 'Assistant Accounts Officer(Pension Section)'. The sidebar menu includes options like Dashboard, Users, Approval, Pension Section, Provisional Pension, Revision, Reports, and Audit Trial. The main content area is titled 'Revision Sanction Order Approval' and features a status filter set to 'Form To Be Approved'. Below the filter, there is a table with 4 entries. The table columns are Name, Mobile No., PAN, PPO Number, Reason of Revision, Revised Amount, View, Allocation of AO, Remarks, and Action. The 'Action' column contains links for 'Approve / Return'.

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View	BRAO - BR Ao		Approve / Return
Mr. PRAKASHAN K	9483967824	XXXXXX740O	802018081200034	DA Rate	58025.00	View	BRAO - BR Ao		Approve / Return
Mr. SAROJ SINGH		XXXXXX149H	802018119100332	Co-Authorization	25250.00	View / EPP0	BRAO - BR Ao		Approve / Return
Mr. SANDEEP SUPERANNUATION THIRTEEN	2698796589	XXXXXX161R	802019011200348	DA Rate	96030.00	View	BRAO - BR Ao		Approve / Return

Showing 1 to 4 of 4 entries

Sanction Order Approval By AO

- Now AO Pension(only on IE Browser) will login Go to ->Approval->Revision->Revision Sanction Order .
- AO can View the Sanction order by click on the View link. If AO click on the Return link record send to DH for editing or deleting and reinitiating the record.
- AO attach the DSc in the system for digital signature and click on the Approve link. At this stage, Digitally signed authority shall get generated.

CPMS Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Show 10 entries Search

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View			Approve / Return
Mrs. ANAMIKA		XXXXXX113C	802018111100337	Co-Authorization	26000.00				Approve / Return

Showing 1 to 2 of 2 entries Previous 1 Next

Revision Due to Withheld Amount

- Now login with AO PDA, Go to->Allotment->Allotment To PDA DH.
- Now select the case, Allot the case to the PDA DH by selecting the respective DH from the dropdown list and Click on “Send To DH” button.
- After this login with PDA DH, Go to ->Action> BSNL detail Entry for MTNL Pensioner
- Now PDA DH will enter BSNL Pay Details corresponding to MTNL Pay details of the concerned Pensioner.
- Select the Record and Click on the “Approve and Send to AAO” button.
- Now login with AAO PDA, Go to->Approval-> BSNL detail Entry for MTNL Pensioner.
- Now select the record and click on the “Approve Bill and Send to AO”.
- After this login from PDA AO, Go to->Approval->BSNL detail Entry for MTNL Pensioner.
- After this login with PDA DH, Go to ->Bill Generation->Revision.

Sanction Order

- From this screen you can view the Sanction order, by clicking on the View link . Also you can take the printout of this Sanction Order .

CPMS

Dashboard
Action
Grievance Management
Revision
Reports

Revision Section) User

Search

GO

Name	Action
Mr. FOR WITHHELD REVISION	Verify
Mr. FOR WITHHELD REVISION	Verify
Mr. FOR WITHHELD REVISION	Verify
Mr. FOR WITHHELD REVISION	Verify

Previous 1 Next

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GOVERNMENT OF INDIA
DEPARTMENT OF TELECOMMUNICATIONS
O/O CCA, Bihar Telecom Circle, Patna
The Controller of Communication Accounts
2nd Floor, CTO Annex Building, Sanchar Parisar
Patna - 800001

PAN NO. : XXXXXX222J
PPO NUMBER : 802019011100323

SANCTION NO. :
DATED : 15/04/2019

Sanction Order: Release of withheld DCRG.

A sum of Rs. 5000 (Five Thousand) was withheld from the DCRG of Mr. FOR WITHHELD REVISION on account of adjustment of future liabilities.
A sum of Rs. 1700 (One Thousand Seven Hundred) is to be recovered on account of _____ (reason for withheld) .
Therefore, the balance amount of Rs. 3300 (Three Thousand Three Hundred) may be drawn and paid.

1. Name : Mr. FOR WITHHELD REVISION
2. Bank Name and Address : STATE BANK OF INDIA GHAZIABAD
3. Account no. : 10888775712
4. IFSC Code : SBIN0000642

To

1. Bihar Telecom Circle, Patna
For Payment and confirmation of payment/transfer (two copies)
2. Sh./Smt. Mr. FOR WITHHELD REVISION,
SANCHAR BHAWAN, CENTRAL, DELHI,
DELHI.110001
For information and acknowledgement.

Revision On account of Pay revision/Court Order

- This type of revision is used when there is a revision in the pay /court order.
- DH Pension will fill the PPO No and select the “Reason for Revision” as “Revision on account of Pay revision/Court Order” and click on the Search button.
- Now click on the edit button (pencil icon) in last Action column.

CPMS ☰ Dealing Hand(Pension Section) User

REVISION OF PENSION CASES

Retiree Name: PPO Number:

Retirement Date From: Retirement Date To:

Reason for Revision:*

Show entries

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Type of Retirement	Action
Mr. SANDEEP SUPERANNUATION NINE	5298416985	XXXXXX942N	802018101100342	15/10/1958	31/10/2018	Superannuation	

Showing 1 to 1 of 1 entries

Sanction Order

- Then next screen opens, here fill the all required details. DH should enter the following requisite parameters: New AE, New Last Pay Drawn, New Qualifying Service.

CPMS Dealing Hand(Pension Section) User


Dashboard
Non Pay Correction <
Generate EPPD <
Action <
Grievance Management <
Investment Declaration <
Bank Data Migration <
Revision <
Reports <
Edit FMA Details <
Part IV Utility <

Revision on account of pay revision/Court order

1.	Name	Mr. MTNL TESTING CASE SIX
2.	Designation	AAO
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	8900-19410
4.	Date of Birth	05/May/1965
5.	Date of entry in the Government service	09/May/1985
6.	Date of Retirement	31/May/2025
7.	Type of Retirement	Superannuation
8.	Pay Commission	2nd PRC
9.	(1) AE	Rs. 11000.00
	(2) Revised AE	Rs. <input type="text" value="14000.00"/>
	(3) Last pay Drawn	Rs. 11000.00
	(4) Revised Last pay Drawn	Rs. <input type="text" value="14000.00"/>
	Is LPD Less Than AE Due To Penalty :	Select <input type="text"/>
	(5) Net Qualifying Services	<input type="text" value="35"/> YEAR <input type="text" value="2"/> MONTH <input type="text" value="1"/> DAY
10	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	<input type="text" value="NE4 (9500-20710)"/>
11.	(1) Bank Account Details	7632598456
	(2) IFSC CODE	SBIN000602
	(3) Branch Name	CHHIPITOLA-AGRA

Sanction Order

- System will then calculate the revised pension, commutation (if any) and gratuity (if any) and the additional amount. **Also, if some data entry has been wrongly entered, Press cancel. Once satisfied, Press SAVE.**

CPMS ☰ Dealing Hand(Pension Section)  User

Dashboard
☐ Non Pay Correction <
☐ Generate EPPO <
☑ Action <
☐ Grievance Management <
☑ Investment Declaration
☑ Bank Data Migration <
☑ Revision <
☑ Reports <
☑ Edit FMA Details <
☑ Part IV Utility <

Revision on account of pay revision/Court order

Mr: MTNL TESTING CASE SIX

1.	Name	Mr: MTNL TESTING CASE SIX		
2.	Designation	AAO		
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	8900-19410		
4.	Date of Birth	05/May/1965		
5.	Date of entry in the Government service	09/May/1985		
6.	Date of Retirement	31/May/2025		
7.	Type of Retirement	Superannuation		
8.	Pay Commission	2nd PRC		
9.	(1) AE	Rs. 11000.00		
	(2) Revised AE	Rs. 14000.00		
	(3) Last pay Drawn	Rs. 11000.00		
	(4) Revised Last pay Drawn	Rs. 14000.00		
	Is LPD Less Than AE Due To Penalty :	<input type="text" value="Select"/>		
	(5) Net Qualifying Services	35	YEAR 2	MONTH
		1	DAY	
10.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	<input type="text" value="NE4 (9500-20710)"/>		
11.	(1) Bank Account Details	7632598456		
	(2) IFSC CODE	SBIN0000602		
	(3) Branch Name	CHHIPITOLA-AGRA		
11.	(1) Commuted Value Pension	275319.00		
	(2) Old Commuted Value Pension	216322.00		
	(3) Commuted Value Pension to be Paid	58997.00		
	(4) Revised DCRG	739200.00		
	(5) Old DCRG	580800.00		
	(6) Revised DCRG To be Paid	156400.00		
	(7) Revised Enhanced Family Pension	7000.00		
	(8) Revised Normal Family Pension	4200.00		

Sanction Order Approval By AAO

- Now login with the AAO Pension. Go to ->Approval->Revision->Revision Sanction Order .
- AAO can View the Sanction order by click on the View link. If AAO click on the approve link record send to AO for approval, if Return link click by the AAO record send to DH for editing or deleting and reinitiating the record.

CPMS Assistant Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Status: Form To Be Approved

Show 10 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View	BRAO - BR Ao		Approve / Return
Mr. PRAKASHAN K	9483967824	XXXXXX740O	802018081200034	DA Rate	58025.00	View	BRAO - BR Ao		Approve / Return
Mr. SAROJ SINGH		XXXXXX149H	802018119100332	Co-Authorization	25250.00	View / EPP0	BRAO - BR Ao		Approve / Return
Mr. SANDEEP SUPERANNUATION THIRTEEN	2698796589	XXXXXX161R	802019011200348	DA Rate	96030.00	View	BRAO - BR Ao		Approve / Return

Showing 1 to 4 of 4 entries

Previous 1 Next

Sanction Order Approval By AO

- Now AO Pension(only on IE Browser) will login Go to ->Approval->Revision->Revision Sanction Order .
- AO can View the Sanction order by click on the View link. If AO click on the Return link record send to DH for editing or deleting and reinitiating the record.
- AO attach the DSc in the system for digital signature and click on the Approve link. At this stage, Digitally signed authority shall get generated.

CPMS Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Show 10 entries Search

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View			Approve / Return
Mrs. ANAMIKA		XXXXXX113C	802018111100337	Co-Authorization	26000.00				Approve / Return

Showing 1 to 2 of 2 entries Previous 1 Next

Revision On account of Pay revision/Court Order

- Now login with AO PDA, Go to->Allotment->Allotment To PDA DH.
- Now select the case, Allot the case to the PDA DH by selecting the respective DH from the dropdown list and Click on “Send To DH” button.
- After this login with PDA DH, Go to ->Action> BSNL detail Entry for MTNL Pensioner
- Now PDA DH will enter BSNL Pay Details corresponding to MTNL Pay details of the concerned Pensioner.
- Select the Record and Click on the “Approve and Send to AAO” button.
- Now login with AAO PDA, Go to->Approval-> BSNL detail Entry for MTNL Pensioner.
- Now select the record and click on the “Approve Bill and Send to AO”.
- After this login from PDA AO, Go to->Approval->BSNL detail Entry for MTNL Pensioner.
- After this login with PDA DH, Go to ->Bill Generation->Revision.

Revision On account of Pay revision/Court Order

- Now login with AO PDA, Go to->Allotment->Allotment To PDA DH.
- Now select the case, Allot the case to the PDA DH by selecting the respective DH from the dropdown list and Click on “Send To DH” button.
- After this login with PDA DH, Go to ->Action> BSNL detail Entry for MTNL Pensioner
- Now PDA DH will enter BSNL Pay Details corresponding to MTNL Pay details of the concerned Pensioner.
- Select the Record and Click on the “Approve and Send to AAO” button.
- Now login with AAO PDA, Go to->Approval-> BSNL detail Entry for MTNL Pensioner.
- Now select the record and click on the “Approve Bill and Send to AO”.
- After this login from PDA AO, Go to->Approval->BSNL detail Entry for MTNL Pensioner.
- After this login with PDA DH, Go to ->PDA Section->Revision Sanction Order

Sanction Order

- Sanction Order will then be generated and it will be available **in revision sanction order Tab**. DH may view the sanction order. *Once a case is at this stage, it cannot be edited.*



Government of India
Department of Telecommunication
O/o CCA, Bihar Telecom Circle,
Patna
2nd Floor, CTO Annex Building,
Patna - 800 001

PAN : XXXXXX120M

SANCTION NO :

PPO NUMBER : 802025051309253

DATED : 25/11/2025

Sanction Order: Revision on account of Pay Revision / Court Order.

Consequent upon the revision on account of Pay Revision / Court Order (strike whichever is not applicable) w.e.f. 01/06/2025, Last Pay of Mr. MTNL TESTING CASE SIX retired on 31/05/2025 is revised from Rs. 11000 to Rs. 14000 in the pay scale 9500-20710. Therefore, the pension and pensionary benefits of the pensioner is revised as under:-

Sl. No.	Pension / Pensionary benefits	Revised Amount	Amount already authorized	Difference
1	Gross Pension	7000	5500	1500
2	Reduced Pension after commutation	4200	3300	900
3	Date of Restoration of commutation	--	01/06/2040	N/A
4	Enhanced Family Pension	7000	5500	1500
5	Normal Family Pension	4200	3300	900
6	Gratuity	739200	580800	158400
7	Commutation	275319	216322	58997

To

- Bihar Telecom Circle
Patna
For Payment and confirmation of payment/transfer (two copies)
- Sh./Smt. Mr. MTNL TESTING CASE SIX,
delhi, EAST, delhi,
DELHI,968579
- Head of Office

Authorised Signatory with Stamp

Pay Revision Important Points

- The Commutation/ DCRG amount shall be paid by Cash the same day when AO PDA send bill in PFMS and same shall be used for arriving at the date of restoration of 2nd commutation and shall be updated in revision copy .
- After successful payment, LC and DLC will get refreshed and respective dates will be entered for the pensioner.
- Thereafter, the monthly bill in for current month lying at AAO shall be pushed with NPB date to AO and then to Cash for payment.
- The monthly pension of following months(including current month) will come as per revised pension.

Family Revision(FP Name Not in PPO)

- This type of revision will be done when after the death of pensioner, **the claimant's name is not mentioned in the PPO.**

CPMS Dealing Hand(Pension Section) User

REVISION OF PENSION CASES

Retiree Name: PPO Number:

Retirement Date From: Retirement Date To:

Reason for Revision:

Show entries

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Type of Retirement	Action
Mr. SANDEEP SUPERANNUATION FIVE	6236985632	XXXXXX113C	802018111100337	27/11/1958	30/11/2018	Superannuation	

Showing 1 to 1 of 1 entries

Family Revision(FP Name Not in PPO)

- Now click on the edit button (pencil icon) in last Action column.


CPMS Dealing Hand(Pension Section) User

Dashboard
Action
Grievance Management
Revision
Reports

Retiree Name : Mr. SANDEEP SUPERANNUATION FIVE
PAN : BCXPG2113C
Type of Retirement : Superannuation
Last Paid Pension Amount :
Date of Death of Pensioner / Family Pensioner :
Enhanced pension/ Normal pension : Enhanced : Rs 26000 Normal : Rs 15600 Effective till : 27/11/2025 Effective from : 28/11/2025
Last PPO Number : 802018111100337
Designation : AAO
Date of Retirement : 30/11/2018
Date of Last Paid Pension :
Copy of Death Certificate of the deceased employee (pdf file only) :*

Nominee Details

Title :* <input type="text" value="Select"/>	First Name :* <input type="text" value="FIRST NAME"/>
Middle Name: <input type="text" value="MIDDLE NAME"/>	Last Name: <input type="text" value="LAST NAME"/>
Relation With Govt. Servant :* <input type="text" value="Select"/>	Marital Status :* <input type="text" value="Select"/>
Suffering From Disability :* <input type="text" value="Select"/>	Date of Birth :* <input type="text" value="Date of Birth"/>
Aadhaar No. : <input type="text" value="Aadhaar No."/>	Identification Mark(If any): <input type="text" value="Identification Mark"/>
Address :* <input type="text" value="Address"/>	Remarks (If any): <input type="text" value="Remarks"/>
State :* <input type="text" value="Select"/>	District :* <input type="text" value="Select"/>



Signature
*Note: Size should not exceed 70 KB!! Only .JPEG,.JPG file is allowed *

Bank Post Office

Bank Details


IFSC Code :* <input type="text" value="SBIN0000642"/>	Branch Name : <input type="text" value="GHAZIABAD"/>
Bank Name: <input type="text" value="STATE BANK OF INDIA"/>	Bank Account Number(Latest) :* <input type="text" value="10888766048"/>
Type of Bank Account :* <input type="text" value="Single"/>	

Family Revision(Name not in PPO) Important Points

- In PDA Section Allot the case to the PDA DH by selecting the respective DH from the dropdown list and Click on “Send To DH” button.
- After this login with PDA DH, Go to ->Action->PDA Section->Revision Sanction Order.
- After this the record will show in Vendor Verification, GO to->Action->Vendor Verification .
- After this record will Go to->LC & DLC Verification->LC Verification.
- According to the dates filled in the revision module, case shall get processed.
- After this the case will show in Next month Monthly Bill.
- Now Process the monthly bill and do payment. An assessment shall be done on account of amount payable , if any, due to delay of intimation of death , from the day following date of death till the disbursement of 1st revised pension. Such amount shall be paid as arrear/recovery along with 1st revised pension.

Family Revision(FP Name in PPO)

- This type of revision will be done when after the death of pensioner, **the claimant's name is already mentioned in the PPO.**

CPMS Dealing Hand(Pension Section)  User -


REVISION OF PENSION CASES

Retiree Name: PPO Number:

Retirement Date From: Retirement Date To:

Reason for Revision:*

Show entries

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Type of Retirement	Action
Mr. SANDEEP SUPERANNUATION ONE	2546523652	XXXXXX647E	802019011100333	07/01/1959	31/01/2019	Superannuation	

Showing 1 to 1 of 1 entries

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Family Revision(FP Name Not in PPO)

- Now click on the edit button (pencil icon) in last Action column.


CPMS Dealing Hand(Pension Section) User

Retiree Name : Mr. SANDEEP SUPERANNUATION ONE
PAN : ALOPK0647E
Type of Retirement : Superannuation
Last PPO Number : 802019011100333
Designation : AAO
Date of Retirement : 31/01/2019
Last Paid Pension Amount :
Date of Death of Pensioner : 12/02/2019
Date of Last Paid Pension :
Enhanced pension/ Normal pension : Enhanced : Rs 26000 Normal : Rs 15600 Effective till 07/01/2026 Effective from : 08/01/2026
Copy of Death Certificate of the deceased employee (pdf file only) : Upload a file View


Nominee Details

Title :*	Mrs.	First Name :*	PREETI
Middle Name:	Middle Name	Last Name:	Last Name
Date of Birth :*	10/05/1961	Relation With Govt. Servant :*	Wife
Remarks (If any):	Remarks	Suffering From Disability :*	No
Aadhaar No. :	Aadhaar No.	Identification Mark(If any):	Identification Mark
Address :*	SANCHAR BHAWAN	Marital Status :*	Married
State :*	DELHI	District :*	CENTRAL
City :*	DELHI	Pincode :*	110001
City :*	DELHI	Pincode :*	110001

Upload scanned image of photograph :
*Note: Size should not exceed 70 KB!! Only .JPEG,.JPG file is allowed.

Upload a file 

Signature
*Note: Size should not exceed 70 KB!! Only .JPEG,.JPG file is allowed *

Upload a file 

Bank Post Office

Bank Details

IFSC Code:*	SBIN000642	Branch Name :	GHAZIABAD
Bank Name:	STATE BANK OF INDIA	Bank Account Number(Latest) :*	10888767687
Type of Bank Account :*	Single		

Save Cancel

Revision On account of Pay Commutation

- This type of revision is used when there is a revision due to change in Commutation.
- DH Pension will fill the PPO No and select the “Reason for Revision” as “revision due to change in Commutation.” and click on the Search button.
- Now click on the edit button (pencil icon) in last Action column.

The screenshot displays the CPMS web application interface for managing pension cases. The top navigation bar shows 'CPMS' and the user's role as 'Dealing Hand(Pension Section)'. The left sidebar contains various menu items, including 'Revision'. The main content area is titled 'REVISION OF PENSION CASES' and features a search form with the following fields:

- Retiree Name:
- PPO Number:
- Retirement Date From:
- Retirement Date To:
- Reason for Revision:

Buttons for 'Search' and 'Reset' are located below the form. Below the search form, there is a table with 2 entries. The table has 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 first entry is for 'Mr. MTNL TESTING CASE ONE' and the second is for 'Mr. MTNL TESTING CASE TWO'. Both entries have a pencil icon in the Action column, indicating they can be edited.

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Date of SuperAnnuation (CutOff Date)	Type of Retirement	Action
Mr. MTNL TESTING CASE ONE	7011441416	XXXXXX115M	802025111309248	05/11/1965	30/11/2025	30/11/2025	Superannuation	
Mr. MTNL TESTING CASE TWO	7011441417	XXXXXX116M	802025111309250	10/11/1965	30/11/2025	30/11/2025	Superannuation	

Showing 1 to 2 of 2 entries

Revision On account of Pay Commutation

- Then next screen opens, here fill the all required details. DH should enter the following requisite parameters: New percentage commutation claim and date of receipt of Form 1 and then simply click on calculate button.

CPMS Dealing Hand(Pension Section) User

Dashboard

- Non Pay Correction
- Generate EPPD
- Action
- Grievance Management
- Investment Declaration
- Bank Data Migration
- Revision
- Reports
- Edit FMA Details
- Part IV Utility

Revision due to change in commutation

1.	Name	Mr. MTNL TESTING CASE ONE
2.	Designation	AAO
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	15000
4.	Date of Birth	05/Nov/1965
5.	Date of entry in the Government service	15/Nov/1985
6.	Date of Retirement	30/Nov/2025
7.	Type of Retirement	Superannuation
8.	Pay Commission	2nd PRC
9.	(1) Basic Pay	Rs. 15000
	(2) Last pay Drawn / AE (whichever is higher)	Rs. 15000
10.	(1) Bank Account Details	9632541258
	(2) IFSC CODE	SBIN000602
	(3) Branch Name	CHHIPITOLA-AGRA
11.	(1) New percentage Commutation claimed	<input type="text" value="30"/>
	(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) *	<input type="text" value="02/12/2025"/>
	(3) Remarks (if any).*	<input type="text" value="opted commutation"/>

Revision On account of Pay Commutation

- System will then calculate the commutation amount along with amount of monthly pension commuted. **Also, if some data entry has been wrongly entered, Press cancel.** Once satisfied, Press SAVE.

CPMS

Dashboard

Non Pay Correction <

Generate EPPO <

Action <

Grievance Management <

Investment Declaration <

Bank Data Migration <

Revision <

Reports <

Edit FMA Details <

Part IV Utility <

1. Name

2. Designation

3. Scale

4. Date of joining

5. Date of retirement

6. Date of commutation

7. Type of commutation

8. Pay Commission

9. (1)

(2)

10. (1)

(2)

(3)

11. (1)

Branch Name

CHHIPITOLA-AGRA

New percentage Commutation claimed

30

Dealing Hand(Pension Sanctioning)

SE ONE

Calculation Details(Revision of Commutation)

1. Commutation of pension :

a. Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension) YES

b. The percentage of pension commuted : 30% of 7500.00 = 2250.00 /-

c. Amount of monthly pension commuted Rs. 2250.00 /-

d. Commuted value of pension Rs. 8.194 x 2250.00 x 12 = Rs. 221238.00 /-

e. Amount of residuary pension after deducting commuted portion 7500.00 - 2250.00 = Rs. 5250.00 /-

f. Date from which reduced pension is payable ---

g. Date from which commuted pension is to be restored ---

Send to Revision Sanction Order

Sanction Order

- Sanction Order will then be generated and it will be available **in revision sanction order Tab**. DH may view the sanction order. *Once a case is at this stage, it cannot be edited.*


Government of India
Department of Telecommunication
O/o CCA, Bihar Telecom Circle, Patna
2nd Floor, CTO Annex Building,
Patna - 800 001

PAN : XXXXXX115M
PPO NUMBER : 802025111309248

SANCTION NO :
DATED : 05/12/2025

Sanction Order: Revision on account of commutation.

Consequent upon the revision on account of commutation claimed , pension and pensionary benefits for Mr/Mrs. Mr. MTNL TESTING CASE ONE are revised as under:-

Sl. No.	Pension / Pensionary benefits	Previous Amount	Revised Amount
1	Gross Pension	7500	7500
2	Reduced Pension after commutation	7500	5250
3	Date of Restoration of Pension		
4	Enhanced Family Pension	7500	7500
5	Normal Family Pension	4500	4500
6	Commutation	0	221238

To

- Bihar Telecom Circle
Patna
For Payment and confirmation of payment/transfer (two copies)
- Mr./Mrs. Mr. MTNL TESTING CASE ONE,
DELHI, CENTRAL, DELHI,
DELHI,110001 for information and acknowledgement
- HOO Chapra TD for information

Authorised Signatory with Stamp

Close Print

Sanction Order Approval By AAO

- Now login with the AAO Pension. Go to ->Approval->Revision->Revision Sanction Order .
- AAO can View the Sanction order by click on the View link. If AAO click on the approve link record send to AO for approval, if Return link click by the AAO record send to DH for editing or deleting and reinitiating the record.

CPMS Assistant Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Status: Form To Be Approved

Show 10 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View	BRAO - BR Ao		Approve / Return
Mr. PRAKASHAN K	9483967824	XXXXXX740O	802018081200034	DA Rate	58025.00	View	BRAO - BR Ao		Approve / Return
Mr. SAROJ SINGH		XXXXXX149H	802018119100332	Co-Authorization	25250.00	View / EPP0	BRAO - BR Ao		Approve / Return
Mr. SANDEEP SUPERANNUATION THIRTEEN	2698796589	XXXXXX161R	802019011200348	DA Rate	96030.00	View	BRAO - BR Ao		Approve / Return

Showing 1 to 4 of 4 entries

Previous 1 Next

Sanction Order Approval By AO

- Now AO Pension(only on IE Browser) will login Go to ->Approval->Revision->Revision Sanction Order .
- AO can View the Sanction order by click on the View link. If AO click on the Return link record send to DH for editing or deleting and reinitiating the record.
- AO attach the DSc in the system for digital signature and click on the Approve link. At this stage, Digitally signed authority shall get generated.

CPMS Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Show 10 entries Search

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action
Mr. SANDEEP SUPERANNUATION SEVEN	8529632589	XXXXXX003P	802019011100339	DA Rate	83325.00	View			Approve / Return
Mrs. ANAMIKA		XXXXXX113C	802018111100337	Co-Authorization	26000.00				Approve / Return

Showing 1 to 2 of 2 entries Previous 1 Next

Sanction Order

- Sanction Order will then be generated and it will be available **in revision sanction order Tab**. DH may view the sanction order. *Once a case is at this stage, it cannot be edited.*



Government of India
Department of Telecommunication
O/o CCA, Bihar Telecom Circle,
Patna
2nd Floor, CTO Annex Building,
Patna - 800 001

PAN : XXXXXX120M

SANCTION NO :

PPO NUMBER : 802025051309253

DATED : 25/11/2025

Sanction Order: Revision on account of Pay Revision / Court Order.

Consequent upon the revision on account of Pay Revision / Court Order (strike whichever is not applicable) w.e.f. 01/06/2025, Last Pay of Mr. MTNL TESTING CASE SIX retired on 31/05/2025 is revised from Rs. 11000 to Rs. 14000 in the pay scale 9500-20710. Therefore, the pension and pensionary benefits of the pensioner is revised as under:-

Sl. No.	Pension / Pensionary benefits	Revised Amount	Amount already authorized	Difference
1	Gross Pension	7000	5500	1500
2	Reduced Pension after commutation	4200	3300	900
3	Date of Restoration of commutation	--	01/06/2040	N/A
4	Enhanced Family Pension	7000	5500	1500
5	Normal Family Pension	4200	3300	900
6	Gratuity	739200	580800	158400
7	Commutation	275319	216322	58997

To

- Bihar Telecom Circle
Patna
For Payment and confirmation of payment/transfer (two copies)
- Sh./Smt. Mr. MTNL TESTING CASE SIX,
delhi, EAST, delhi,
DELHI,968579
- Head of Office

Authorised Signatory with Stamp

Pay Revision Important Points

- The Commutation amount shall be paid by Cash the same day when AO PDA send bill in PFMS and same shall be used for arriving at the date of restoration of commutation and shall be updated in revision copy .
- After successful payment, LC and DLC will get refreshed and respective dates will be entered for the pensioner.
- Thereafter, the monthly bill in for current month lying at AAO shall be pushed with NPB date to AO and then to Cash for payment.
- The monthly pension of following months (including current month) will come as per revised pension.



Thank You

For Support contact us -
Email – support.cpms-dot@gov.in
Phone No.- (011) 25710170