

# 1. Retiree Module

This Module deals with Pensioner's login and the steps to fill and submit the form.

## 1.1 Retiree Dashboard

- Retiring officer/official can see the progress of his/her application at the top of the dashboard (Fig 1.1)
- Milestones completed will be shown in GREEN colour dots and the pending ones with RED colour dots.
- Retiree can see the pensionary benefits and lodge their grievance, if any, using the dashboard.
- Retiree can see his/her pension details by clicking on pension ledger.

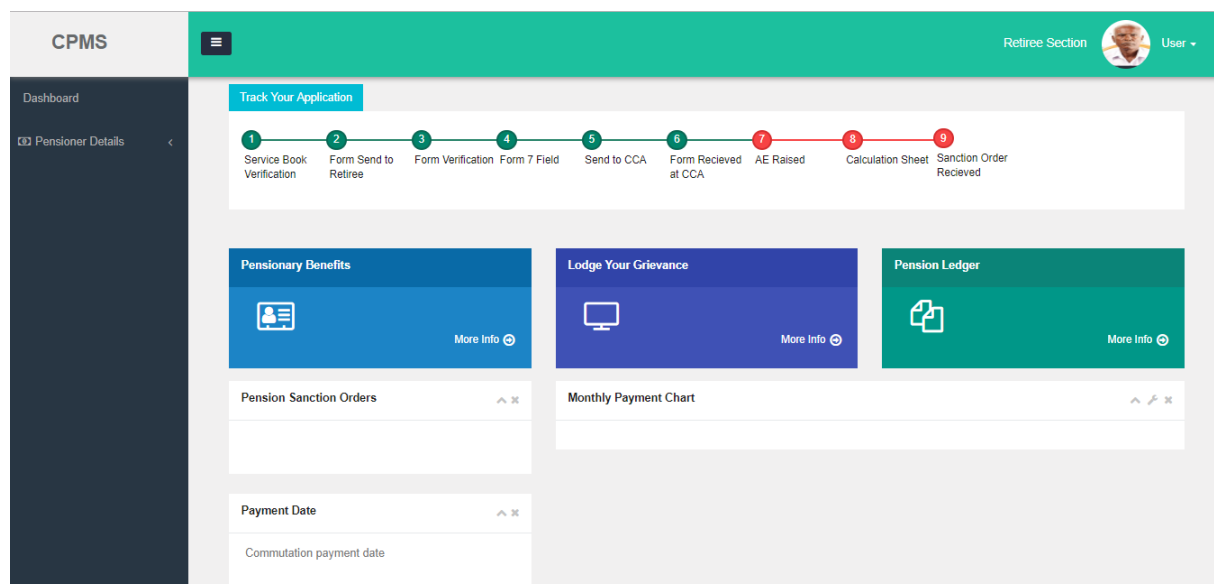


Fig 1.1

## 1.2 Fill & Submit Forms

Retiree can fill the forms by following the following steps:

### 1.2.1 Pensioners Details

- Pensioner/Retiree should login into CPMS using PAN and Password received on SMS (NOTE: In case of Family Pension the Retiree Profile will be created by the SSA office itself). **Click on Pensioners Details >> Profile.** Fig 1.2

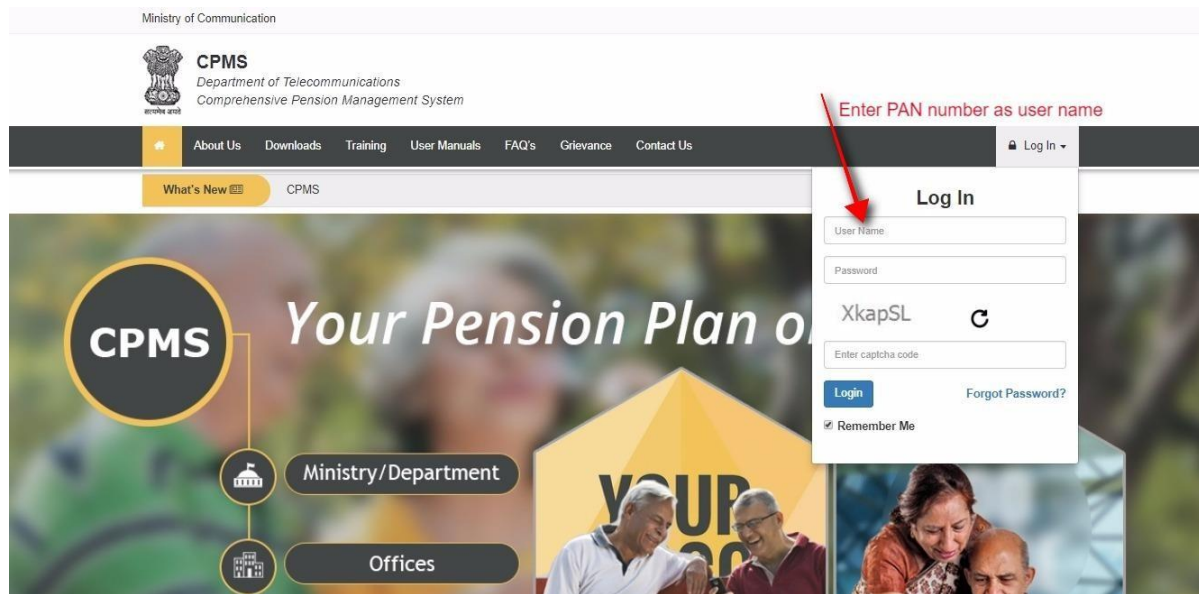


Fig 1.2

- Few details will be pre-populated in the profile of the retiree and rest of the details will be filled by the retiree (In case there is any discrepancy in the pre-populated details of the retiree, he/she may write to SSA unit and get the same rectified).

### Personal Details Tab:

- Click on Personal Details Tab and fill the same. After filling the same click on Save button and move on to next tab 'Commutation and FMA'. Fig 1.3

Father's/Husband's Name :

Mothers Name:

I consent the use of my Aadhaar number for the purpose of establishing the identity and generation of Annual Digital Life Certificate for Pension. The Aadhaar Number will be shared with O/o CCA, DOT( PDA). : ☐

Email :

Alternate Email:

Mobile No. :

Height (in cm) :\*

Blood Group :

Do you have family : ☐

Aadhaar No. :

Present Address

State :\*

District :\*

City :\*

Address :\*

Pincode :\*

☐ Same As

Permanent Address

State :\*

District :\*

City :\*

Address :\*

Pincode :\*

Personal Identification Marks :\* 1.  2.

Indicate whether the family pension is admissible from any other source: ☐

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

Upload a file

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

Upload a file

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

Upload a file

stails/Pensioner/Index#

Fig 1.3

**Commutation and FMA Tab:**

In this tab user will fill the FMA and Commutation details. The commutation percentage can be maximum 40%. Fig 1.4

In case FMA is applicable, retiree needs to select his/her area of residence as CGHS or non-CGHS. Other requirements may also be filled in.

CPMS

Retiree Section User

Dashboard

Pensioner Details

Personal Details Commutation & FMA Family Details Nomination Form1 Nomination FormA Bank Details Check List Preview/Print Forms

Commutation & Fixed Medical Allowance

Percentage of superannuation pension desired to be commuted(upto 40%) \* 0%

\*Note: enter 0% for no commutation\*

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

Save & Continue

Fig 1.4

Family Details Tab:

- Retiree will fill information about his/her family members in this tab.
- Then the Retiree should fill the nominations, alternate nominees etc. and keep clicking save button to move on to the next tabs. Fig 1.5
- The Retiree should NOT fill his/her own details in this tab.

CPMS

Retiree Section User

Dashboard

Pensioner Details

Personal Details Commutation & FMA Family Details Nomination Form1 Nomination FormA Bank Details Check List Preview/Print Forms

Family Details

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

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

Uploaded a file

No Image Available

\*Note: Married Sons & Daughters are also part of family. \*

Save

Pensioner Family Details

| Name of the family member | Date of birth | Relation With Govt. Servant | Marital Status | Image | Edit/Delete |
|---------------------------|---------------|-----------------------------|----------------|-------|-------------|
|---------------------------|---------------|-----------------------------|----------------|-------|-------------|

Fig 1.5

Nomination Form 1: Fig 1.6

Fig 1.6

Nomination Form A Fig 1.7

Fig 1.7

Bank Details Tab:

Retiree will fill the bank details in this tab. He/she should be careful while entering these details as this is important information for the pension disbursement. Fig 1.8

- After filling the bank details, bank undertaking will be printed (button provided on screen as **Print Bank Undertaking**). Pensioner will himself/herself sign the same and also get signed from bank authorities. Retiree will then upload the signed Bank Undertaking on CPMS (**upload a file**).

CPMS

Retiree Section User

Dashboard Pensioner Details

Pensioner Details

Personal Details Commutation & FMA Family Details Nomination Form1 Nomination FormA Bank Details Check List Preview/Print Forms

Account Holder Details

Account Holder Name: Email: Mobile No.: Contact Address:

Bank Post Office

Bank Details

IFSC Code: IFSC CODE Branch Name: Select Branch

Bank Name: Bank Name

Type of Bank Account: Select Bank Account Type

Bank Account Number(Latest): Bank Account Number(Latest)

Sensitive information, to be filled carefully.

Submit

Print Bank Undertaking Upload a file Save & Continue

Fig 1.8

**IMPORTANT: -Pensioner profile prompts the pensioner to enter bank details. The pension and pensionary benefits of the 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 Pensioner, and then uploaded on CPMS.**

#### Check List Tab:

The Retiree will fill the Check List as per the criteria and scenarios. SL. No. 2, 7, 9 cannot be NO. Retiree need to fill them carefully. Fig 1.9

The screenshot shows the CPMS (Comprehensive Pension Management System) interface. The top navigation bar includes 'CPMS', a menu icon, 'Retiree Section', and a user profile. The left sidebar shows 'Dashboard' and 'Pensioner Details'. The main content area is titled 'Pensioner Details' and contains a tabbed interface with 'Personal Details', 'Commutation & FMA', 'Family Details', 'Nomination Form1', 'Nomination FormA', 'Bank Details', 'Check List', and 'Preview/Print Forms'. The 'Check List' tab is active, displaying a table of documents to be submitted along with FORM-5.

| S No. | Description of document to be enclosed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Whether Enclosed |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1 (A) | Two specimen signatures (to be furnished in a separate sheet)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Select ▼         |
| 1 (B) | Additional information (Only in case of an illiterate or disabled Government servant.) - Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant. | Select ▼         |
| 2     | Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)                                                                                                                                                                       | Select ▼         |
| 3     | Details of the family in Form 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Select ▼         |
| 4     | Undertaking for refunding any excess payment made by the Pension Disbursement Account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Select ▼         |
| 5     | Nomination for gratuity, CGEGIS and GPF in Common Nomination Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Select ▼         |
| 6     | Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Select ▼         |
| 7     | Declaration for non-employment after retirement in case of Gr. 'A' pensioner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Select ▼         |
| 8     | Mandate Form along with cancelled cheque for E-Payment(details already filled in Bank details)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Select ▼         |
| 9     | Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972                                                                                                                                                                                                                                                                                                                                                                                                                                              | Select ▼         |
| 10    | Photocopy of PAN & Aadhaar Card attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Select ▼         |

\*Note: Pension Form will be generated automatically on filling the above information.

Save & Continue

Fig 1.9

**\*Click on 'Final Submission' tab whereupon the case will be finally saved.** Once finally submitted, the retiree will **not** be able to change the data. Hence the details should be thoroughly checked before submission. Fig 1.9

**The Retiree shall take print out of the forms-form 5, form 3, Nomination forms and Form 1A-and after signing duly submit them with enclosures as mentioned in the checklist of form 5 to HoO.**

## 1.3 Updation of Mobile, Email and address

For updating mobile number, Email or Address of a pensioner after finalisation of retirement benefits, following process will be followed.

The user/pensioner will have to first login using the PAN no. as the Username. After login, click on the profile picture and select the option "Edit Profile" (Fig (1.10)).

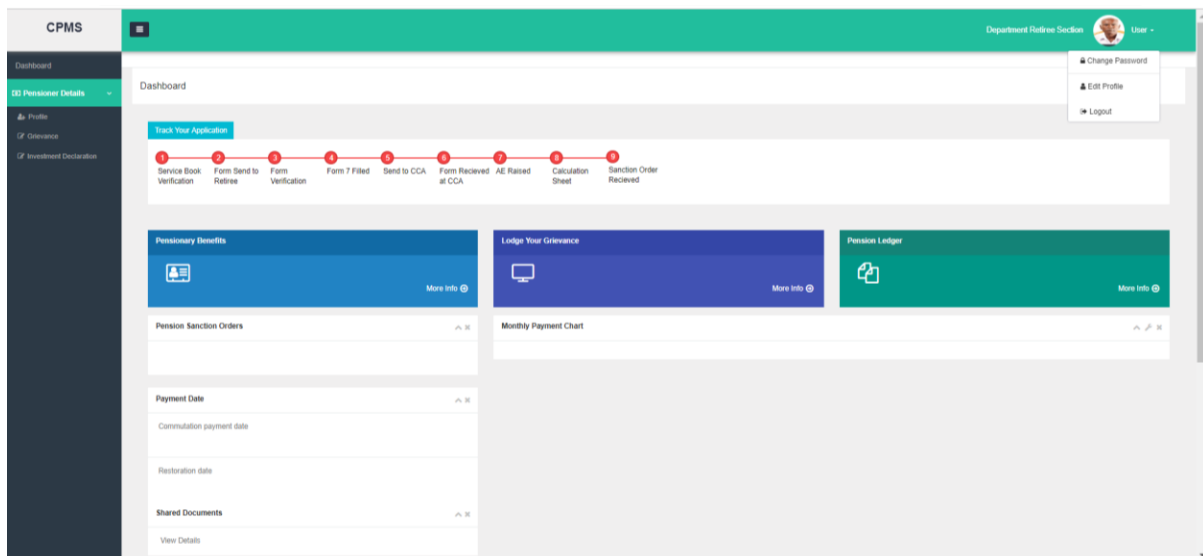


Fig (1.10)

A Pop-up window (Fig (1.11)) will be displayed with the option to choose the following details which the user wants to edit or change: -

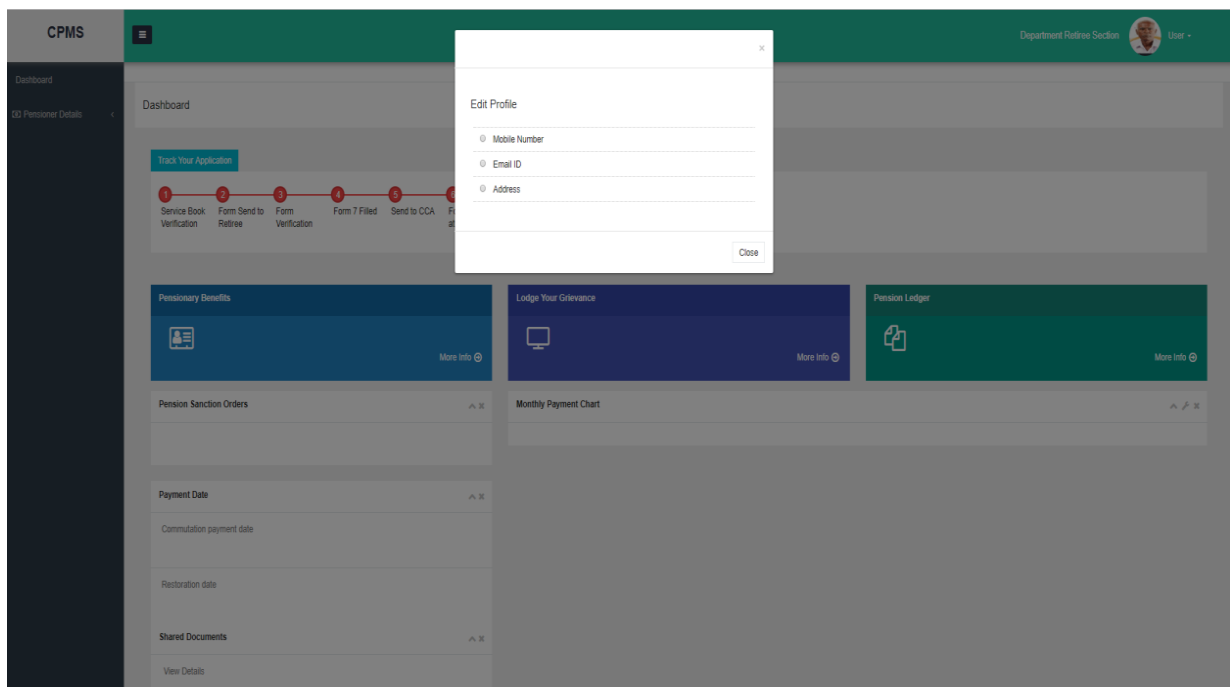


Fig (1.11)

The user has to select the option which he/she wants to change or modify.

## 1.3.1 Mobile Number Update

Upon selecting 'Mobile Number', the following screen will be displayed (Fig (1.12))

The screenshot shows a web form titled 'Edit Profile'. It has three radio buttons: 'Mobile Number' (selected), 'Email ID', and 'Address'. Below these is a section 'Enter new Mobile Number' with a text input field containing 'Mobile No'. A message states: 'Choose any of the below option to receive OTP, new OTP is valid for 10 minutes.' There are two radio buttons: 'Pensioner's registered Email ID' and 'Entered Mobile Number'. Below these is a captcha section with 'Enter Captcha : emeqvd' and a refresh icon, followed by an 'Enter captcha code' input field. A blue 'Generate OTP' button is at the bottom left, and a 'Close' button is at the bottom right.

Fig (1.12)

Retiree can enter his/her mobile number and then select either his/her registered email ID or the entered mobile number to receive an OTP to verify the number (Fig (1.12)). Upon receiving the OTP, retiree should enter the OTP (Fig (1.13)) and save which will then update the mobile number.

The screenshot shows the same 'Edit Profile' form, but now the 'Entered Mobile Number' radio button is selected. The 'Enter new Mobile Number' field now contains the number '8192919911'. The OTP section now has an 'Enter OTP' input field, a blue 'Resend OTP' link, and a red message: 'Your OTP is valid for 10 minutes.' Below this is a red warning: 'Please wait... Do not refresh the page.' At the bottom right, there are 'Save' and 'Close' buttons.

Fig (1.13)

## 1.3.2 Email ID Update

Upon selecting 'Email ID', the following screen will be displayed (Fig (1.14))

The screenshot shows a web form titled 'Edit Profile'. It has three radio buttons: 'Mobile Number', 'Email ID' (which is selected), and 'Address'. Below these is a section labeled 'Enter new Email Id' with a text input field containing 'Email ID'. A message states: 'OTP sent to registered mobile number, new OTP is valid for 10 minutes.' Below this, it says 'Pensioner's registered Mobile Number: 8077315180'. There is a captcha section with 'Enter Captcha : zdchJ4' and a 'Generate OTP' button. A 'Close' button is at the bottom right.

Fig (1.14)

Retiree can enter his/her new email ID and the click on generate OTP which will then send an OTP to the registered mobile number (Fig (1.14)). Retiree should then enter the OTP received and click on save (Fig (1.15)) which would then update the email ID.

The screenshot shows the 'Edit Profile' form after the OTP is generated. The 'Enter new Email Id' field now contains 'abc@gmail.com'. The message 'OTP sent to registered mobile number, new OTP is valid for 10 minutes.' and 'Pensioner's registered Mobile Number: 8077315180' are still present. Below, there is an 'Enter OTP :' label and an input field. A 'Resend OTP' link is shown, followed by the text 'Your OTP is valid for 10 minutes.' and a red warning 'Please wait... Do not refresh the page.' At the bottom right, there are 'Save' and 'Close' buttons. The bottom of the page shows a navigation bar with 'Orders' and 'Monthly Payment Chart'.

Fig (1.15)

### 1.3.3 Address Update

To update address, pensioner would be taken to the pensioner grievance page where a grievance related to updation of address can be registered (Fig (1.16)).

Fig (1.16)

Once such a grievance has been registered, it will be assigned to the respective DH who will then update the address. Uploading of proof of address is mandatory in such case.

## 1.4 Lodge Grievance

- Retiree can login and raise his/her Grievance related to pension, if any. **Retiree Login→ Pensioners detail→Grievance.**
- Retiree can select the Grievance Type from the dropdown and add the description about it. (Fig 1.17)

Fig 1.17

- Retiree can also upload the attachment related to the Grievance, if any. (Fig 1.18)

- After filling all the details, Retiree will click on **Submit** button. (Fig 1.19)

CPMS

Retiree Section User

Dashboard

Pensioner Details

Pensioner Grievance

Have a Grievance? Send it to us.

Grievance Type : Correction in Name /Address/DOB etc.

Description :

Section : Pension Section

Upload : Upload a file

Retiree will enter the description about the grievance.

Click to upload file

Submit Clear

Grievance History

Show 10 entries

Search

| Ticket No | Grievance Type                       | Department      | Description                              | View File | Grievance Status | Created By | Created Date |
|-----------|--------------------------------------|-----------------|------------------------------------------|-----------|------------------|------------|--------------|
| 201807121 | Correction in Name /Address/DOB etc. | Pension Section | Please correct my corresponding address. |           | Pending          | maya utsav | 12/07/2018   |

Fig 1.18

CPMS

Department Retiree Section User

Dashboard

Pensioner Details

Profile

Grievance

Pensioner Grievance

Have a Grievance? Send it to us.

Grievance Type : Correction in Name /Address/DOB etc.

Description :

Department : Pension Section

4 Description Required

5 Submit Clear

Grievance History

| Ticket No | Query Type                           | Department      | Description                              | Grievance Status | Created By | Created Date |
|-----------|--------------------------------------|-----------------|------------------------------------------|------------------|------------|--------------|
| 201807121 | Correction in Name /Address/DOB etc. | Pension Section | Please correct my corresponding address. | Pending          | maya utsav | 12/07/2018   |

6

Fig 1.19

Retiree shall be able track the status of his grievance from grievance history. (Fig 1.19)

## 1.5 View documents and Ledger

Retiree can access ePPO and DCRG sanction along with ledger at any point of time. Also, he can access any corrigendum/revision authority on his dashboard as well. (Fig 1.20)

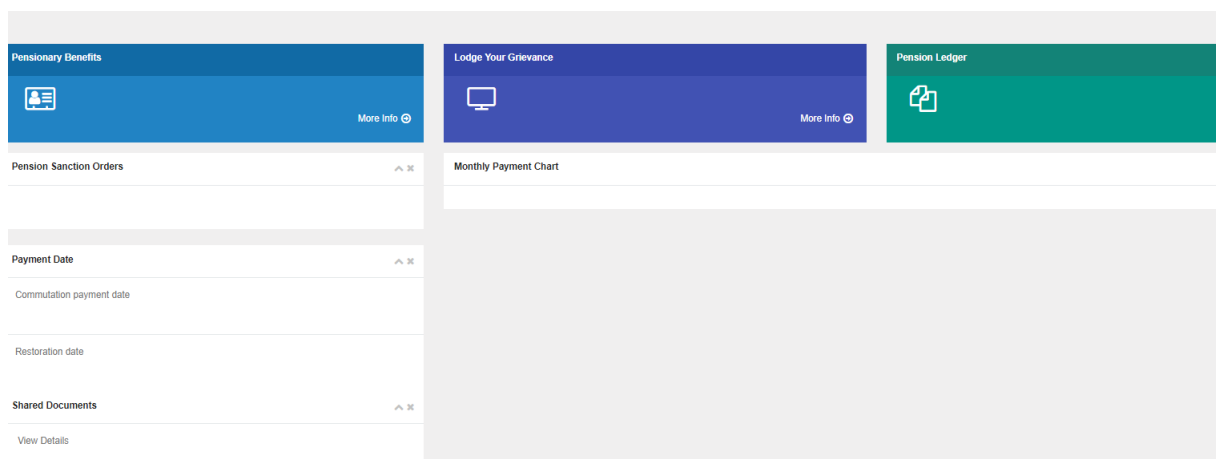


Fig 1.20

## 1.6 Income Tax Module

### 1.6.1 Proposed Investment Declaration

**Proposed Declaration:** All the pensioners drawing pension via SAMPANN are to submit the proposed declaration forms of investment and other information for availing income tax rebate to the respective pension paying branch by 15th April each year. They can submit by filling the online form from their Dashboard or fill a physical copy and send to Concerned CCA office. In case of online filling of proposed form, no physical copy needs to be sent to the CCA office.

The pensioners who fail to submit the proposed declaration in time schedule mentioned above but submit subsequently on a later date, the tax deduction shall get impacted after receipt of the declaration. No proposed declaration would be entertained however after 9th October. After that Actual declaration shall submitted by the pensioner.

Pensioner has to take following steps in order to fill the income tax declaration in SAMPANN application:

1. Pensioner shall open SAMPANN website- [www.dotpension.gov.in](http://www.dotpension.gov.in) and login using his/her credentials as screen shown in the below Fig (1.21).

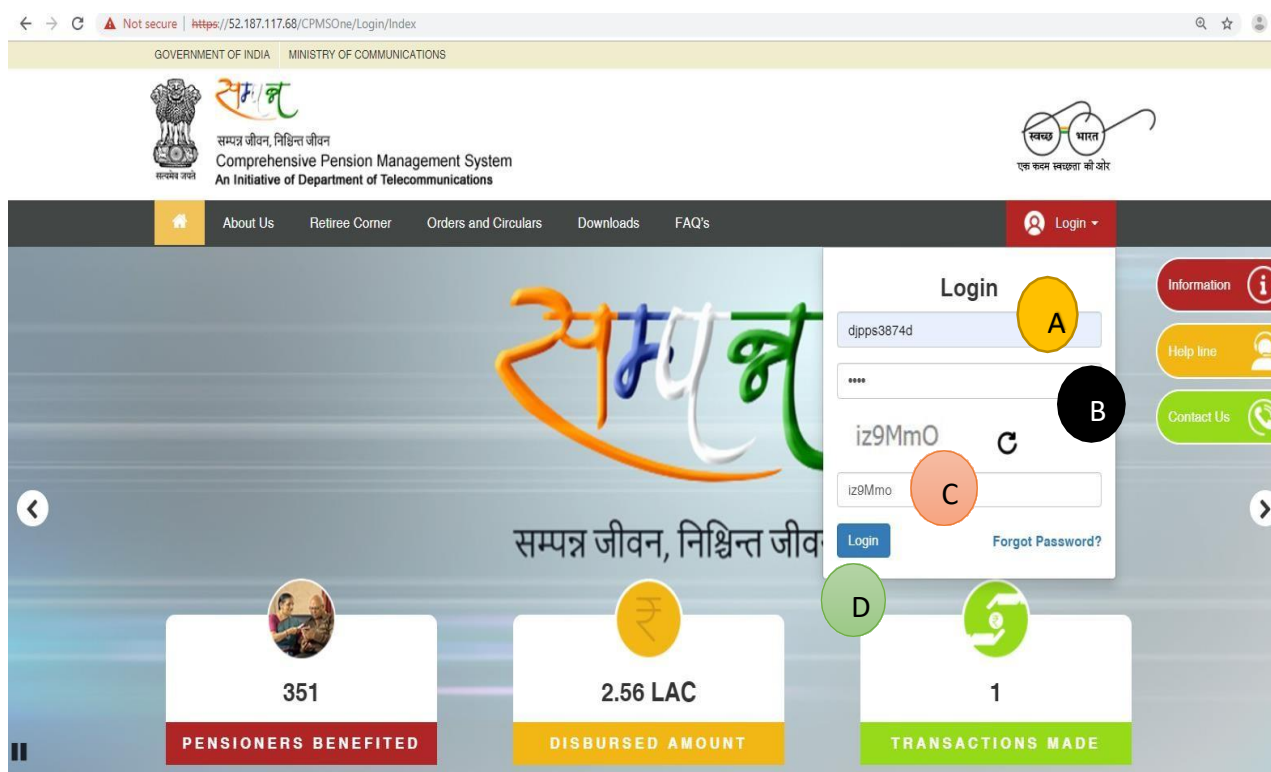


Fig (1.21)

Now Pensioner has to click on the **Pensioner Details-> Investment Declaration** link shown in below Fig (1.22)

Pensioner will have the option to submit proposed declaration or actual declaration.

The screenshot displays the CPMS Dashboard for a user in the Department Retiree Section. The left sidebar contains navigation links: Dashboard, Pensioner Details (selected), Profile, Grievance, and Investment Declaration. The main content area features a 'Track Your Application' progress bar with 9 steps: 1. Service Book Verification, 2. Form Send to Retiree, 3. Form Verification, 4. Form 7 Filled, 5. Send to CCA, 6. Form Recieved at CCA, 7. AE Raised, 8. Calculation Sheet, and 9. Sanction Order Recieved. Below the progress bar are three tiles: 'Pensionary Benefits', 'Lodge Your Grievance', and 'Pension Ledger', each with a 'More Info' link. At the bottom, there are two expandable sections: 'Pension Sanction Orders' (showing EPPO and Gratuity) and 'Monthly Payment Chart'.

Fig (1.22)

User has to click on the 1<sup>st</sup> “**Fill Proposed Investment**” button shown in Fig (1.23) and fill his proposed investment declarations details.

The screenshot shows the CPMS Investment Declaration page. The left sidebar is the same as in Fig (1.22). The main content area is titled 'Investment Declaration'. It contains two sections: 'PROPOSED DECLARATION OF INVESTMENT' with a 'Fill Proposed Investment' button, and 'ACTUAL DECLARATION OF INVESTMENT' with a 'Fill Actual Investment' button. Below these is a table with the following columns: S.No., Declaration Type(Actual/Proposed), Date of Submission, Submitted Declaration, Status(Submitted/Approved), Admitted Declaration, and Date Of Approval.

| S.No. | Declaration Type(Actual/Proposed) | Date of Submission | Submitted Declaration | Status(Submitted/Approved) | Admitted Declaration | Date Of Approval |
|-------|-----------------------------------|--------------------|-----------------------|----------------------------|----------------------|------------------|
|-------|-----------------------------------|--------------------|-----------------------|----------------------------|----------------------|------------------|

Fig (1.23)

### Document upload is not mandatory in case of Proposed Investment Declaration.

Also proposed declaration can be submitted by the pensioner before 15 April. In case multiple declarations are submitted, latest one shall be taken into account. **Fig (1.25)**

**CPMS** Retiree Section ID: JPPS3674D User

**Proposed Investment Declaration**

[← Back](#)

Name of the Pensioner : Mr. NARENDRA SINGH

P.P.O No : 802018091200163

PAN No : XXXXXX874D

Assessment Year : 2020-21

Name of the circle : Bihar Telecom Circle

Mobile No. : 8077315107

---

| Income                                           | Amount (Rs.) |
|--------------------------------------------------|--------------|
| (i) Income from Previous Employer:               | 0.00         |
| (ii) Tax Deducted Earlier:                       | 0.00         |
| (iii) Income from Other Sources:                 | 0.00         |
| (iv) Income from House Property (Income / Loss): | Select 0.00  |
| <b>Total</b>                                     | <b>0.00</b>  |

| A. OTHER DEDUCTIONS UNDER CHAPTER – VI A                                  | Amount of deduction claimed (Rs.) | Document Upload               |
|---------------------------------------------------------------------------|-----------------------------------|-------------------------------|
| U/S 80D Medical Insurance                                                 | 2356.00                           | <a href="#">Upload a file</a> |
| U/S 80D Medical insurance for Senior Citizen                              | 1452.00                           | <a href="#">Upload a file</a> |
| U/S 80DD maintenance of Handicap Dependent                                | 1.00                              | <a href="#">Upload a file</a> |
| U/S 80DD Medical treatment on specified disease for super senior citizen  | 4.00                              | <a href="#">Upload a file</a> |
| U/S 80DD Medical treatment on specified disease for senior citizen        | 4.00                              | <a href="#">Upload a file</a> |
| U/S 80DD Medical treatment on specified disease                           | 4.00                              | <a href="#">Upload a file</a> |
| U/S 80E Higher education                                                  | 4.00                              | <a href="#">Upload a file</a> |
| U/S 80EE Interest on housing loan                                         | 4.00                              | <a href="#">Upload a file</a> |
| Donation U/S 80G – 100% scheme (Only for donation to PM/CMLG Relief Fund) | 4.00                              | <a href="#">Upload a file</a> |
| Donation U/S 80G – 50% scheme                                             | 0.00                              |                               |
| U/S 80CCG- deduction in r/o investment in ESS                             | 0.00                              |                               |

|                                                                |      |               |
|----------------------------------------------------------------|------|---------------|
| PM/CMLG Relief Fund)                                           | 4.00 | Upload a file |
| Donation U/S 80G – 50% scheme                                  | 0.00 |               |
| U/S 80CCG- deduction in r/o investment in ESS                  | 0.00 |               |
| U/S 80GG- deduction in respect of rent                         | 7.00 | Upload a file |
| U/S 80QGB-deduction in respect of royalty income               | 4.00 | Upload a file |
| U/s 80CCB-deduction in r/o investment in ELSS                  | 4.00 | Upload a file |
| U/S 80 TTA – Interest on deposit in Savings account            | 1.00 | Upload a file |
| U/S 80 TTB– Interest on deposit senior citizen                 | 0.00 |               |
| U/S 80U Self Handicap (severe disability and other disability) | 0.00 |               |

☒ I have a checked and verified all the declarations made by me.  
*Note\*: Upload of document is not mandatory.*

[Save](#)

Fig (1.25)

After entering the Proposed Investment Declarations, the below screen will be shown. Here Retiree can see his filled information by clicking on the **View** link shown in grid under “Submitted Declaration” title shown in Fig (5.26).

**CPMS**

Retiree Section

DJPPS3874D

User

Dashboard

Pensioner Details

Profile

Grievance

Investment Declaration

Investment Declaration

**PROPOSED DECLARATION OF INVESTMENT :**

Previous Declaration hasn't been approved yet

**ACTUAL DECLARATION OF INVESTMENT :**

Previous Declaration hasn't been approved yet

| S.No. | Declaration Type(Actual/Propossed) | Date of Submission | Submitted Declaration | Status(Submitted/Approved) | Admitted Declaration | Date Of Approval |
|-------|------------------------------------|--------------------|-----------------------|----------------------------|----------------------|------------------|
| 1     | PROPOSED DECLARATION               | 01/08/2019         | <a href="#">View</a>  | SUBMITTED                  |                      |                  |

Fig (1.26)

After click on **View** link below screen will show **Fig (1.27)**. From this screen Retiree can take the print of this page.

**CPMS** Retiree Section DJPPS3874D User

Dashboard Pensioner Details

Investment Declaration

← Back Print

|                         |                      |
|-------------------------|----------------------|
| Name of the Pensioner : | Mr. NARENDRA SINGH   |
| P.P.O No :              | 802018091200163      |
| PAN No:                 | XXXXXX874D           |
| Assessment Year :       | 2020-21              |
| Name of the circle :    | Bihar Telecom Circle |
| Mobile No. :            | 8077315107           |

| Income                                  | Amount (Rs.)        | Documents            |
|-----------------------------------------|---------------------|----------------------|
| (i) Income from Previous Employer:      | 4545241.00          | No document uploaded |
| (ii) Tax Deducted Earlier:              | 0.00                | No document uploaded |
| (iii) Income from Other Sources:        | 0.00                | No document uploaded |
| (iv) Income from House Property( Loss ) | 0.00                | No document uploaded |
| <b>Total</b>                            | <b>(4545241.00)</b> |                      |

**B. INVESTMENT UNDER SEC 80C**

**Fig (1.27)**

## 1.6.2 Actual Investment Declaration

**Actual declaration:** All the pensioners drawing pension via SAMPANN are to submit the actual declaration forms of investment and other information for availing income tax rebate to the respective pension paying branch by 10th October each year. They can submit by filling the online form from their Dashboard. However, they can also fill a physical copy available on Pensioners' Dashboard and send to Concerned CCA office.

If no actual declaration is received by 10th October, then the proposed declaration, if received, shall stand nullified. Also, Actual declaration submitted later will be taken into cognizance in the monthly bills remaining to be processed. Hence, no actual declaration shall be accepted beyond 15<sup>th</sup> Feb. **Fig (1.28)**

**Pensioners should fill Actual declaration of investment as indicated below: - Fig (1.28)**

CPMS

Retiree Section AAJPY1935D User

Dashboard

Investment Declaration

PROPOSED DECLARATION OF INVESTMENT : Actual Declaration already filled

ACTUAL DECLARATION OF INVESTMENT : [Fill Actual Investment](#)

| S.No. | Declaration Type(Actual/Proposed) | Date of Submission | Submitted Declaration | Status(Submitted/Approved) | Admitted Declaration | Date Of Approval |
|-------|-----------------------------------|--------------------|-----------------------|----------------------------|----------------------|------------------|
| 1     | ACTUAL DECLARATION                | 01/08/2019         | View                  | APPROVED                   | View                 | 01/08/2019       |
| 2     | ACTUAL DECLARATION                | 01/08/2019         | View                  | APPROVED                   | View                 | 01/08/2019       |

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**Fig (1.28)**

After selecting the Actual Investment Declaration option, the following form will appear: -

**Fig (1.29)**

← Back

Name of the Pensioner : Mr. SAMAY SINGH YADAV

P.P.O No : 802018096200161

PAN No : XXXXXX935D

Assessment Year : 2020-21

Name of the circle : Bihar Telecom Circle

Mobile No. : 8126116995

---

**Income**

|                                                  | Amount (Rs.) |                               |
|--------------------------------------------------|--------------|-------------------------------|
| (i) Income from Previous Employer:               | 100000.00    | <a href="#">Upload a file</a> |
| (ii) Tax Deducted Earlier:                       | 5500.00      | <a href="#">Upload a file</a> |
| (iii) Income from Other Sources:                 | 50000.00     | <a href="#">Upload a file</a> |
| (iv) Income from House Property (Income / Loss): | Select       | 0.00                          |

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>150000.00</b> |
|--------------|------------------|

**B. INVESTMENT UNDER SEC 80C**

|                                                                  |                                        |                                                                                  |
|------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------------------|
| Children Education Tuition Fee :                                 | <input type="text" value="0.00"/>      |                                                                                  |
| Infrastructure Bond(U/S 80CCF) :                                 | <input type="text" value="0.00"/>      |                                                                                  |
| Public Provident Fund (PPF) :                                    | <input type="text" value="120000.00"/> | <input type="button" value="Upload a file"/> <input type="button" value="View"/> |
| Mutual Fund approved under the Act :                             | <input type="text" value="0.00"/>      |                                                                                  |
| National Savings Scheme (NSS) :                                  | <input type="text" value="0.00"/>      |                                                                                  |
| National Savings Certificate (NSC) :                             | <input type="text" value="30000.00"/>  | <input type="button" value="Upload a file"/>                                     |
| FD under Tax Savings Scheme with Scheduled Bank<br>(=>5 years) : | <input type="text" value="0.00"/>      |                                                                                  |
| NSC interest reinvested :                                        | <input type="text" value="0.00"/>      |                                                                                  |
| Housing Loan principal repaid :                                  | <input type="text" value="0.00"/>      |                                                                                  |
| Life Insurance premium paid :                                    | <input type="text" value="0.00"/>      |                                                                                  |

|                                                                            |                                   |  |
|----------------------------------------------------------------------------|-----------------------------------|--|
| Donation U/S 80G – 100% scheme (Only for donation to PM/CM/LG Relief Fund) | <input type="text" value="0.00"/> |  |
| Donation U/S 80G – 50% scheme                                              | <input type="text" value="0.00"/> |  |
| U/S 80CCG- deduction in r/o investment in ESS                              | <input type="text" value="0.00"/> |  |
| U/S 80GG- deduction in respect of rent                                     | <input type="text" value="0.00"/> |  |
| U/S 80QCB-deduction in respect of royalty income                           | <input type="text" value="0.00"/> |  |
| U/s 80CCB-deduction in r/o investment in ELSS                              | <input type="text" value="0.00"/> |  |
| U/S 80 TTA – Interest on deposit in Savings account                        | <input type="text" value="0.00"/> |  |
| U/S 80 TTB– Interest on deposit senior citizen                             | <input type="text" value="0.00"/> |  |
| U/S 80U Self Handicap (severe disability and other disability)             | <input type="text" value="0.00"/> |  |

☒ I have checked and verified all the declarations made by me.

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Fig (1.29)

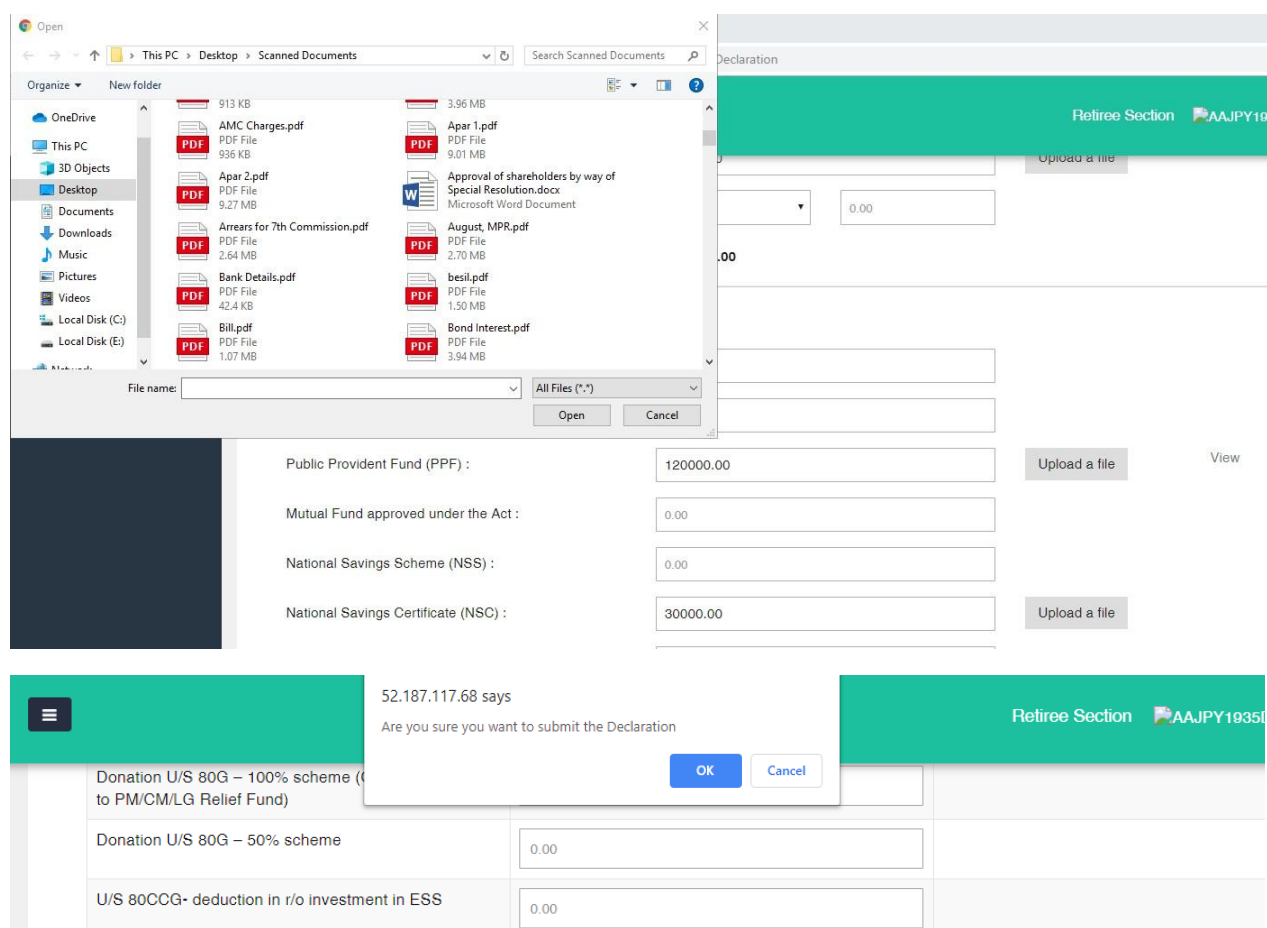


Fig (1.30)

In this Actual investment declaration form, Pensioner may upload proof of investment/savings. All documents required as proof of saving (Investment) should be uploaded. They can be uploaded against each entry or as one file against any one of the fields.

After entering the **Actual Investment Declarations**, the below screen will be shown. Here Retiree can see his filled information by clicking on the **View** link shown in grid under "Submitted Declaration" title shown in Fig (1.30)

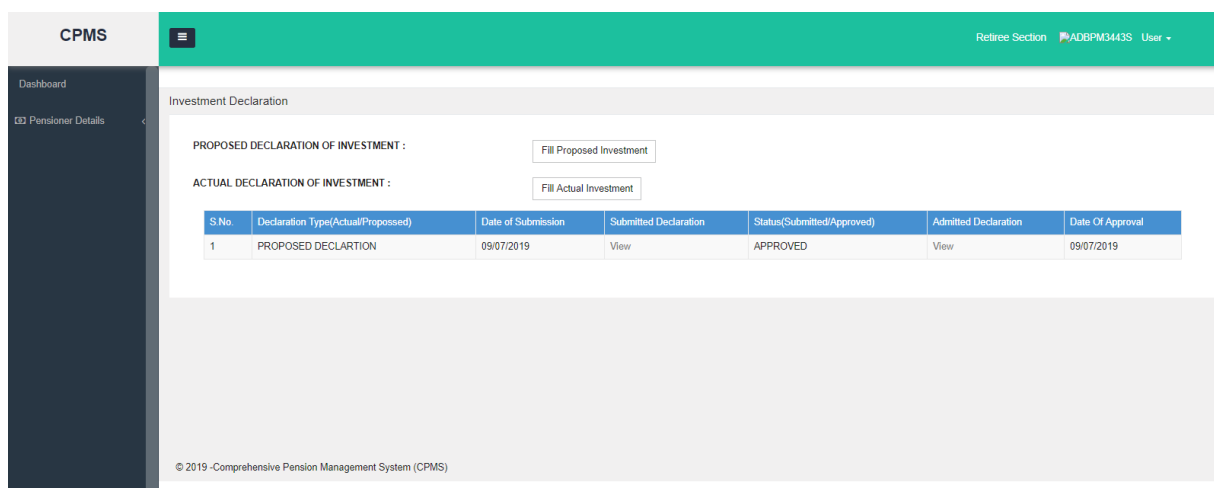


Fig (1.30)

The proposed /Actual declaration shall be received by CCA Office and there after pensioner may view the admitted declaration. In case of any issue, fresh declaration may be submitted.

The reason for change in submitted & Admitted document shall be available in remarks. It may be noted that fresh declaration can be submitted only when pensioner's last declaration has been admitted.

Proposed/Actual declaration submitted by the pensioner shall be available for view & accounting to PDA section.

Now Retiree can see the Approved Calculation Sheet on Dashboard by click on the View link shown in the grid under **"Admitted Declaration"** title shown in Fig 1.30.