

# User Manual for Fixed Medical Allowance (FMA)

## 1. Introduction

The following functionalities/utilities have now been developed in SAMPANN:

- The option to opt for FMA has been provided to IDA pensioners as well
- An FMA Edit utility has been developed using which the FMA option can be changed at the request of pensioner (both IDA and CDA)

The document details the process to be followed in this regard.

## 2. IDA Pensioners – Opting for FMA

### 2.1 Normal Pensioners

For IDA Pensioners, like CDA Pensioners, the option to opt for FMA has been provided while filling up of the Forms in the ‘Commutation & FMA’ tab (Fig 01). This is available in the HoO Module as well as the Side Channel.

The screenshot displays the CPMS interface for a pensioner's details. The 'Commutation & FMA' tab is active. The form contains the following elements:

- Percentage of superannuation pension desired to be commuted (upto 40%):** A text input field with the value '0'. A note states: "Note: enter 0% for no commutation".
- Whether your residence after retirement is as an:** Two radio button options: 'CGHS Covered Area' and 'Non-CGHS Area'. The 'Non-CGHS Area' option is selected.
- Fixed Medical Allowance Options:** A section with five radio button 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 avail medical facilities available to spouse/family members who is an employee/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.
  - ☐ 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 FMA.
- Note:** Pension forms will be generated automatically on filling the above information.
- Save & Continue** button.

(Fig.01)

In the Calculation sheet at DH (Pension) and ePPO, Medical Allowance will be Rs. 1000/- if pensioner has opted for FMA as shown in Fig.02.

CPMS

Dealing Hand(Pension Section)

User

Dashboard

CF Action

ED Grievance Management

CF Bank Data Migration

PR Revision

PR Reports

CF Edit FMA Details

Calculation of Pension is as follows :

6000 / 2

BSNL Voluntary Retirement Scheme 2019

01/02/2020

N/A

N/A

N/A

Rs. 3500 /-

(After payment of deferred commutation amount will get revised. Current amount has taken nil commutation into account.)

N/A

Rs. 1000

Details of Family / Nominee :

Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Personer ?
Mrs. S H S	Wife	02/09/1983	No	YES

Amount of Family Pension :

a. At Enhanced Rate :

Rs. 3500 /-

b. At Normal rate :

Rs. 3500 /-

BANK DETAILS :

Bank Account No :

36985221458

Name of Bank :

STATE BANK OF INDIA

IFSC Code :

SBIN0001183

Branch and Code No :

BOMBAY-SANTACRUZ WEST : 01183

## 2.2 Family Pensioners

### 3.1 At Form-14

For IDA Family Pensioners, like CDA Pensioners, the option to opt for FMA has been provided at Form 14 in the ‘FMA’ tab (Fig 03). This is available in the HoO Module as well as the Side Channel.

**CPMS**
Dealing Hand(SSA Unit) User ▾

- [Dashboard](#)
- [ID Retiree Details](#)
- [Action](#)

**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 :-*	
<input type="radio"/>	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.
<input type="radio"/>	I will avail medical facilities available to spouse/family members who is an employee/pensioner of Government/PSU/ Autonomous Body. I will not avail CGHS facility and FMA.
<input type="radio"/>	I will avail medical facility of previous organization. I will not avail CGHS facility and FMA.
<input type="radio"/>	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.
<input checked="" type="radio"/>	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 FMA.

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

Save

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In Calculation sheet at DH (Pension) and e-PPO, Medical Allowance will be Rs. 1000/- if pensioner has opted for FMA as shown in Fig.04.

e.	Commuted Value :	N.A
f.	Commuted Value Payable :	N.A
g.	Reduced monthly Pension after commutation : (After payment of deferred commutation amount will get revised. Current amount has taken nil commutation into account.)	Rs. 3500 /-
h.	Restoration of commuted portion of Pension :	N.A
18.	<u>Medical Allowance :</u>	<u>Rs. 1000</u>
19.	Details of Family / Nominee :	

Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?
Mrs. ANITA	Wife	11/09/1972	No	YES

20.	Amount of Family Pension :	
a.	At Enhanced Rate :	Rs. 3500 /-
b.	At Normal rate :	Rs. 3500 /-

(Fig.04)

### 3. Edit FMA Details

#### 3.1 Initiate FMA Edit

A new menu has been added at DH (Pension Section) Level. DH (Pension) should go to **Edit FMA Details** → **Search Pensioner**. Then he/she should enter the PPO Number of the pensioner for whom FMA Details have to be edited and then click on **Search** button as shown in Fig. 05

CPMS

Dealing Hand(Pension Section)
User

Dashboard
Action
Grievance Management
Bank Data Migration
Revision
Reports
Edit FMA Details
Search Pensioner
FMA Sanction Order

Edit FMA Details
PPO Number:
802019121208342
Search
Reset

(Fig.05)

Here, DH (Pension) should select the option as per the Pensioner request and after uploading supportive **PDF** file, he/she should click on **Save & Submit** button as shown in Fig.06

CPMS

Dealing Hand(Pension Section) User

Dashboard

Action

Grievance Management

Bank Data Migration

Revision

Reports

Edit FMA Details

Fixed Medical Allowance

Current FMA status of pensioner : Yes

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 avail medical facilities available to spouse/family members who is an employee/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.

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 FMA.

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

Upload PDF Only

Save & Submit

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(Fig.06)

Now DH should go to on **Edit FMA Details → FMA Sanction Order** and he/she should select status as '**Fresh Cases**'. Here, DH can see those cases for which FMA details have been edited. There are 03 options here; **Edit, Delete and Send** available under the Action column as shown in Fig.07.

CPMS

Dealing Hand(Pension Section) User

Dashboard

Action

Grievance Management

Bank Data Migration

Revision

Reports

Edit FMA Details

Search Pensioner

FMA Sanction Order

FMA Section Order

Status: Fresh Cases

Show 50 entries

Search

Name	PPONumber	FilePath	AAO Allocation	Action
Mr. SAHDEV	802019121208342	<a href="#">View / SanctionView</a>	braao - sathish kumar	<a href="#">Delete/ Send</a>
Mrs. SHAKSHI	802020012208464	<a href="#">View / SanctionView</a>	braao - sathish kumar	<a href="#">Delete/ Send</a>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

(Fig.07)

DH can also download Sanction Order from here after click on '**SancitonView**' as shown in Fig.08

PAN : XXXXXX032E

SANCTION NO :

PPO NUMBER : 802020101208549

DATED : 14/09/2021

**Sanction Order: Cessation of Fixed Medical Allowance.**

1. Consequent upon submission of request for not availing Fixed medical Allowance (FMA), the FMA amounting to Rs 1000/- per month to Mr. IDA SAU MIN , retired on 31/10/2020 is hereby ceased w.e.f 14/09/2021.

To

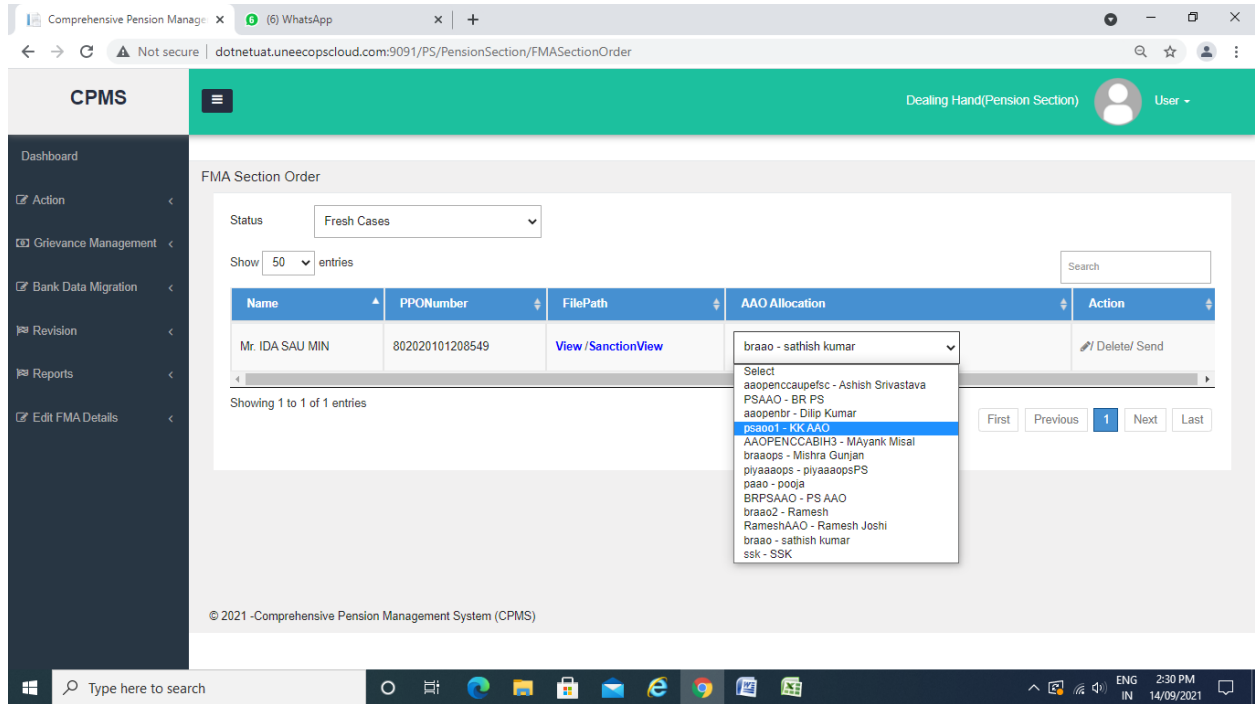
1. Bihar Telecom Circle  
Patna  
For Payment and confirmation of payment/transfer (two copies)
2. Mr. IDA SAU MIN ,  
delhi, delhi,  
DELHI, 110011
3. Head of Office

Authorised Signatory with Stamp

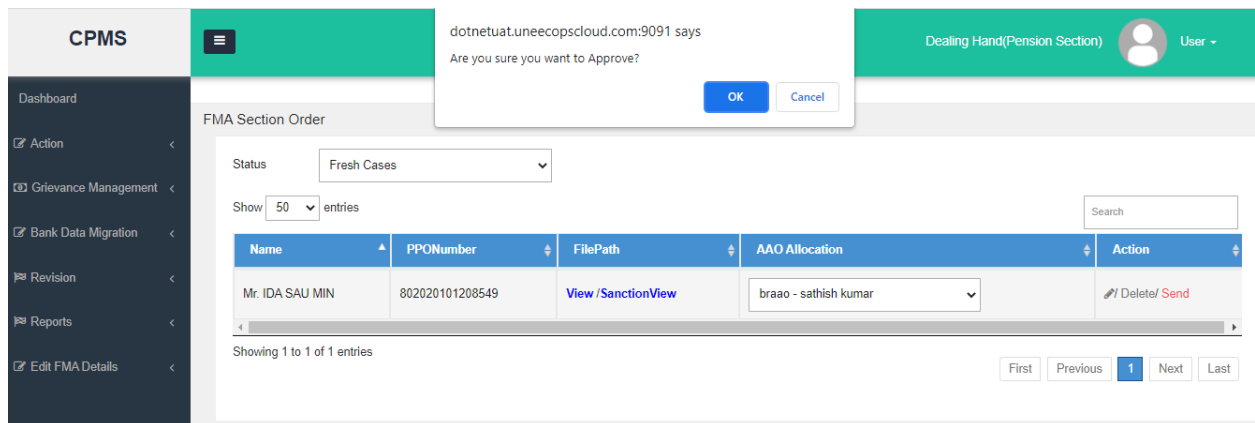
Close Print

(Fig.08)

- a. Edit: DH can click on the Pencil Icon to Edit the details if he/she finds a mistake. After editing, the revised Sanction Order can be viewed from the same page.
- b. Delete: If the request was initiated by mistake, DH can delete the request by clicking on the Delete button
- c. Send: If everything is fine, DH can select the relevant AAO and click on the Send button (Fig 09 and Fig 10)



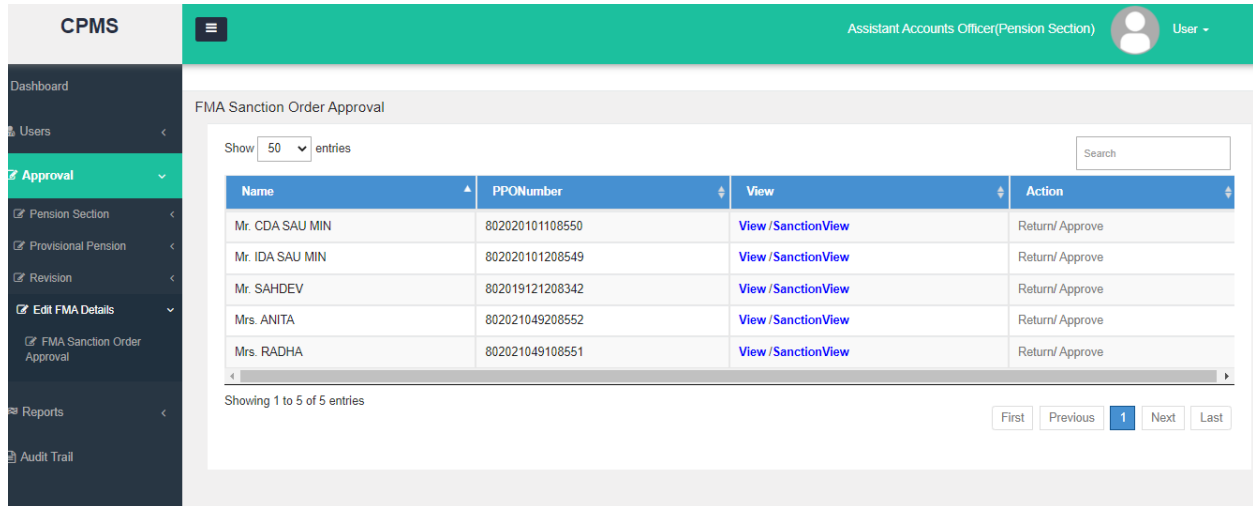
(Fig.09)



(Fig.10)

### 3.2 AAO (Pension) Approval

AAO (Pension Section) should go to **Approval → Edit FMA Details → FMA Sanction Order Approval**. Here, he/she can see the list of FMA Sanction Orders which DH (Pension) has sent for approval as shown in Fig.11

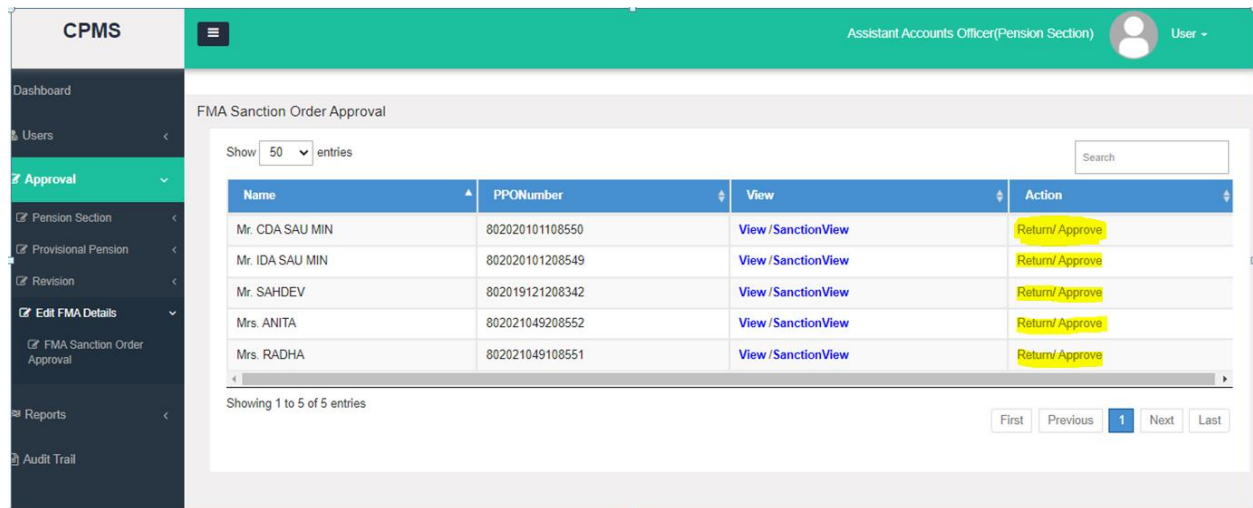


The screenshot shows the CPMS interface for FMA Sanction Order Approval. The left sidebar contains a menu with 'Approval' selected. The main area displays a table with 5 entries. The table has columns: Name, PPONumber, View, and Action. The 'Action' column contains 'Return/ Approve' for all entries. The 'View' column contains 'View /SanctionView' for all entries. The 'Name' column lists: Mr. CDA SAU MIN, Mr. IDA SAU MIN, Mr. SAHDEV, Mrs. ANITA, and Mrs. RADHA. The 'PPONumber' column lists: 802020101108550, 802020101208549, 802019121208342, 802021049208552, and 802021049108551. The interface also includes a search bar, a 'Show 50 entries' dropdown, and pagination controls (First, Previous, 1, Next, Last).

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	View /SanctionView	Return/ Approve
Mr. IDA SAU MIN	802020101208549	View /SanctionView	Return/ Approve
Mr. SAHDEV	802019121208342	View /SanctionView	Return/ Approve
Mrs. ANITA	802021049208552	View /SanctionView	Return/ Approve
Mrs. RADHA	802021049108551	View /SanctionView	Return/ Approve

(Fig.11)

If all data sent by DH (Pension) is found correct, then AAO (Pension Section) can approve the case by clicking on **Approve** button and if AAO (Pension) finds some corrections in any case, then he/she can return that case to DH (Pension) by clicking on **Return** button as shown in Fig.12.



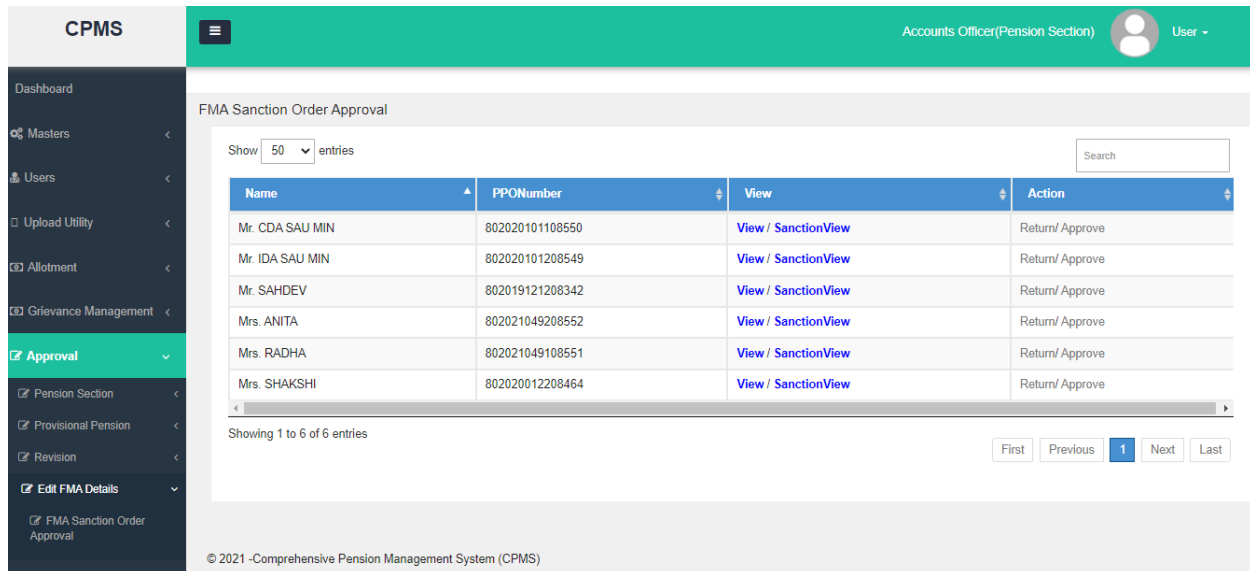
The screenshot shows the same CPMS interface as Fig.11, but with the 'Return/ Approve' button highlighted in yellow for each entry in the 'Action' column. The table structure and data are identical to Fig.11.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	View /SanctionView	Return/ Approve
Mr. IDA SAU MIN	802020101208549	View /SanctionView	Return/ Approve
Mr. SAHDEV	802019121208342	View /SanctionView	Return/ Approve
Mrs. ANITA	802021049208552	View /SanctionView	Return/ Approve
Mrs. RADHA	802021049108551	View /SanctionView	Return/ Approve

(Fig.12)

### 3.3 Approval at AO (Pension)

AO (Pension Section) should go to **Approval → Edit FMA Details → FMA Sanction Order Approval**. Here, he/she can see the FMA Sanction Orders list approved by AAO (Pension) and sent for approval and DSC as shown in Fig.13

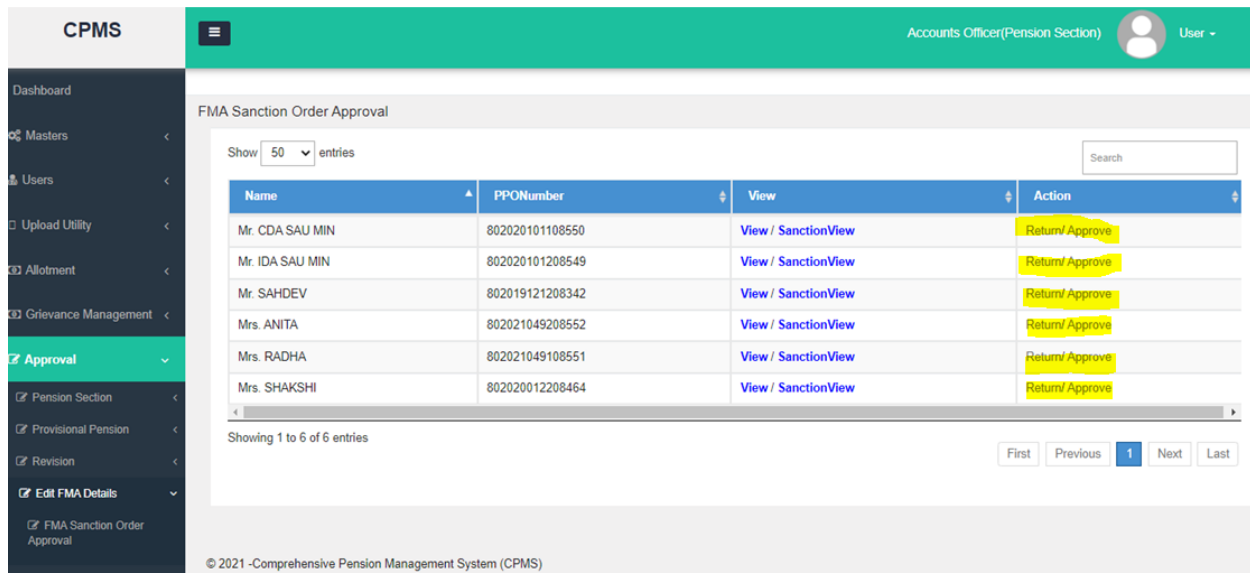


The screenshot displays the 'FMA Sanction Order Approval' page in the CPMS. The left sidebar shows the navigation menu with 'Approval' selected. The main content area shows a table with 6 entries. The 'Action' column for each entry contains the text 'Return/ Approve'.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. SHAKSHI	802020012208464	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve

(Fig.13)

If all data approved by AAO (Pension) is found correct, then AO (Pension Section) can approve and DSC the case by clicking on **Approve** button and if AO (Pension) finds some corrections in any case, then he/she can return that case to DH (Pension) by clicking on **Return** button as shown in Fig.14



The screenshot displays the 'FMA Sanction Order Approval' page in the CPMS. The left sidebar shows the navigation menu with 'Approval' selected. The main content area shows a table with 6 entries. The 'Action' column for each entry contains the text 'Return/ Approve'.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve
Mrs. SHAKSHI	802020012208464	<a href="#">View</a> / <a href="#">SanctionView</a>	Return/ Approve

(Fig.14)



### 3.4 Returned Edit FMA Cases by AO/AAO (Pension Section) to DH (Pension Section)

DH (Pension Section) should go to **Edit FMA Details → FMA Sanction Order** and select **Status as Return Cases**. Here he can see those cases which are returned by AO/AAO (Pension Section).

Now DH (Pension) can **edit, delete or send** the case. The process as mentioned in section 3.1 would be followed here ( Fig.15)

The screenshot shows the CPMS interface for the FMA Section Order. The status is set to 'Return Cases'. The table displays one entry for Mr. PROV SIXTYFOUR THREE with PPONumber 802020011108337. The action column includes a link to 'View / SanctionView' and buttons for 'Delete/ Send'.

Name	PPONumber	FilePath	AAO Allocation	Action
Mr. PROV SIXTYFOUR THREE	802020011108337	<a href="#">View / SanctionView</a>	braao - sathish kumar	<a href="#">Delete/ Send</a>

(Fig.15)

### 3.5 Allotment by AO (PDA)

AO (PDA Section) should go to **Allotment → Allocate FMA to PDA DH**. Here, he/she can see the list approved cases by AO (Pension). Now AO (PDA) should select the cases and **the DH PDA** and then click on **Send To DH** as shown in Fig.16.

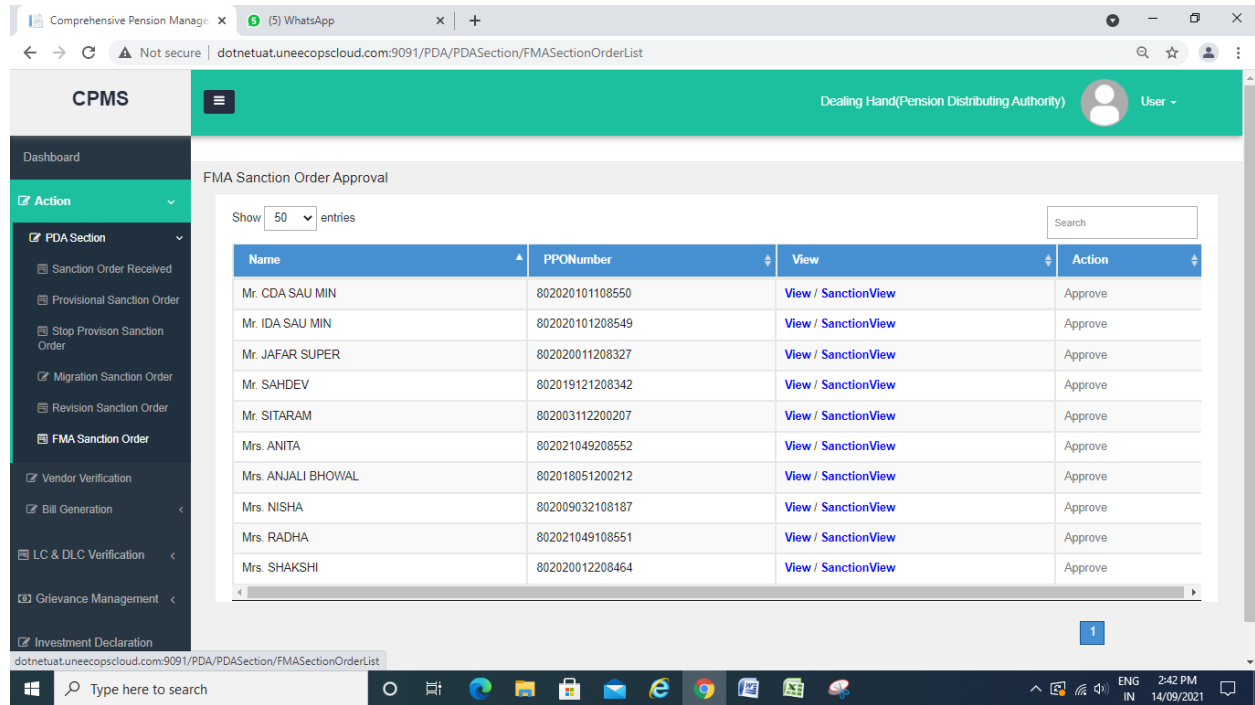
The screenshot shows the CPMS interface for Allot Cases to Dealing Hand(DH). The table displays one entry for Mr. PROV SIXTYFOUR THREE with various details including Mobile No., File No., Date of Birth, Date of Retirement, Date of Sent To PAO, SSA Unit Name, Retirement Type, and Pension Type. The action column includes a 'Send To DH' button.

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Date of Sent To PAO	SSA Unit Name	Retirement Type	Pension Type
Mr. PROV SIXTYFOUR THREE	6765756675	XXXXXX0673F	07/01/1960	31/01/2020	14/09/2021	Chapra TD	Superannuation	FMA Order

(Fig.16)

### 3.6 Sanction Receive at DH PDA

DH (PDA Section) should go to **Action → PDA Section → FMA Sanction Order**. Here, he/she can see the list of cases allotted by AO (PDA). Now DH (PDA) should click on **Approve** as shown in Fig.17 after downloading the signed Sanction Letter.



(Fig.17)

After receiving the Sanction, the FMA details as edited will start appearing in the respective monthly bills.

Some important points to note are:

1. There is no dependency of Monthly Bill on initiation of FMA Edit. Therefore, irrespective of whether the Monthly Bill has been processed or not, system would allow editing of FMA
2. The DSCed Sanction will be available at:
  - a. Pensioner Document Report under the Revision head
  - b. Pensioner Dashboard