

# User Manual for Family Revision of Migrated Pensioners

## 1. Introduction

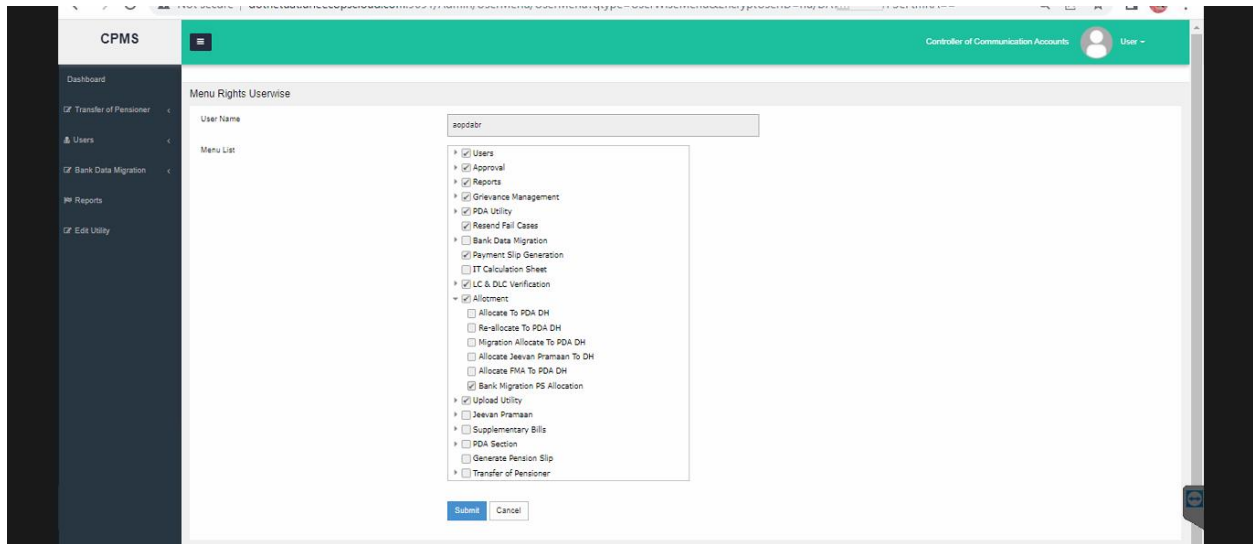
At present, for migrated pensioners whose pension is being disbursed via SAMPANN do not have the option for conversion in to Family Pension. For the time being, in such cases, family revision and payment of family pension was being done outside of SAMPANN.

Now the functionality for Family revision (Type- 3 & 4) for Migrated Cases has been developed in SAMPANN. This functionality will include:

- a) Allotment of Migrated cases from PDA Section to Pension Section.
- b) Revision from N.P. (Normal Pension) to F.P. (Family Pension) , where eligible member is not mentioned in ePPO.
- c) Revision from N.P. (Normal Pension) to F.P. (Family Pension) , where eligible member is not mentioned in ePPO.

## 2. Role/Rights

First of all CCA user will login in the SAMPANN and will assign the role rights for submenu **Bank Migration PS Allocation** which shown under Allotment menu to AOPDA as shown in Fig(1) and give the menu rights to AO Pension.



Fig(1)

### 3. Allocation of Cases to Pension Section by AO PDA

As the cases migrated related data is in PDA section only in SAMPANN, so for initiation of any kind of revision, data needs to be transferred in Pension Section in SAMPANN.

To allocate the case AO PDA will go to **Allotment** → **Bank Migration PS Allocation**. AO PDA can now allocate the cases to the selected AO Pension for doing the Family Revision. (Fig 3).

| Name                    | Mobile No. | File No. (PWA) | Date of Birth | Date of Retirement | Date of Sent To PDA | SSA Unit Name | Retirement Type | Pension Type   |
|-------------------------|------------|----------------|---------------|--------------------|---------------------|---------------|-----------------|----------------|
| Mr. AJAY C THIRTYTHREE  | 8012696777 | XXXXXXXX54P    | 21/09/1928    | 30/09/1988         |                     | Darbhanga TD  | Death           | Family Pension |
| Mr. ANKUR C THIRTYTWO   | 8012696776 | XXXXXXXX53P    | 19/09/1933    | 30/09/1993         |                     | Darbhanga TD  | Death           | Family Pension |
| Mr. AMIT C THIRTYONE    | 8012696775 | XXXXXXXX52P    | 18/09/1938    | 30/09/1998         |                     | Patna TD      | Death           | Family Pension |
| Mr. AJAI B THIRTY       | 8012696774 | XXXXXXXX51P    | 15/09/1920    | 30/09/1980         |                     | Darbhanga TD  | Superannuation  | Normal Pension |
| Mr. ANANT B TWENTYNINE  | 8012696773 | XXXXXXXX50P    | 13/09/1923    | 30/09/1983         |                     | Gaya TD       | Superannuation  | Normal Pension |
| Mr. AWANT B TWENTYEIGHT | 8012696772 | XXXXXXXX49P    | 21/09/1928    | 30/09/1988         |                     | Sasaram TD    | Superannuation  | Normal Pension |
| Mr. ACITO B TWENTYSEVEN | 8012696771 | XXXXXXXX48P    | 19/09/1933    | 30/09/1993         |                     | CO Patna      | Superannuation  | Normal Pension |
| Mr. AKRAY B TWENTYSIX   | 8012696770 | XXXXXXXX47P    | 18/09/1938    | 30/09/1998         |                     | Bhagalpur TD  | Superannuation  | Normal Pension |
| Mr. AATUSH B TWENTYFIVE | 8012696769 | XXXXXXXX46P    | 15/09/1920    | 30/09/1980         |                     | Bettiah TD    | Superannuation  | Normal Pension |
| Mr. ANISH B TWENTYFOUR  | 8012696768 | XXXXXXXX45P    | 13/09/1923    | 30/09/1983         |                     | Bhagalpur TD  | Superannuation  | Normal Pension |
| Mr. AKRAM B TWENTYTHREE | 8012696767 | XXXXXXXX44P    | 21/09/1928    | 30/09/1988         |                     | Kishanganj TD | Superannuation  | Normal Pension |
| Mr. ANKUSH B TWENTY     | 8012696764 | XXXXXXXX41P    | 15/09/1920    | 30/09/1980         |                     | Bhagalpur TD  | Superannuation  | Normal Pension |
| Mr. AWNASH B NINETEEN   | 8012696763 | XXXXXXXX40P    | 13/09/1923    | 30/09/1983         |                     | Darbhanga TD  | Superannuation  | Normal Pension |

(Fig 3)

AO PDA selectsthe case,select the AO Pension from the given dropdown (here name of allottee AO Pension will be shown) and click on the “Send To PS AO”button and case will send to **Allottee AO Pension** as shown in (Fig 4).

|                   |            |              |            |            |  |                |                |                |
|-------------------|------------|--------------|------------|------------|--|----------------|----------------|----------------|
| Mr. CDA SUP SIX   | 8000000012 | XXXXXXXX111L | 02/02/1958 | 28/02/2018 |  | Darbhanga TD   | Superannuation | Normal Pension |
| Mr. CDA SUP FIVE  | 8000000011 | XXXXXXXX111K | 02/02/1958 | 28/02/2018 |  | Monghyr TD     | Superannuation | Normal Pension |
| Mr. CDA SUP FOUR  | 8000000010 | XXXXXXXX111J | 02/02/1958 | 28/02/2018 |  | Patna TD       | Superannuation | Normal Pension |
| Mr. IDA FAM THREE | 8000000027 |              | 02/02/1958 | 11/11/2011 |  | Patna TD       | Death          | Family Pension |
| Mr. IDA FAM TWO   | 8000000026 |              | 02/02/1958 | 11/11/2011 |  | Sasaram TD     | Death          | Family Pension |
| Mr. IDA FAM ONE   | 8000000025 |              | 02/02/1958 | 11/11/2011 |  | Arrah TD       | Death          | Family Pension |
| Mr. CDA FAM SIX   | 8000000024 |              | 02/02/1958 | 11/11/2011 |  | Sarnastipur TD | Death          | Family Pension |
| Mr. CDA FAM FIVE  | 8000000023 |              | 02/02/1958 | 11/11/2011 |  | Muzaffarpur TD | Death          | Family Pension |
| Mr. CDA FAM FOUR  | 8000000022 |              | 02/02/1958 | 11/11/2011 |  | Darbhanga TD   | Death          | Family Pension |
| Mr. CDA FAM THREE | 8000000021 |              | 02/02/1958 | 11/11/2011 |  | Gaya TD        | Death          | Family Pension |
| Mr. CDA FAM TWO   | 8000000020 |              | 02/02/1958 | 11/11/2011 |  | Muzaffarpur TD | Death          | Family Pension |
| Mr. CDA FAM ONE   | 8000000019 |              | 02/02/1958 | 11/11/2011 |  | Patna TD       | Death          | Family Pension |

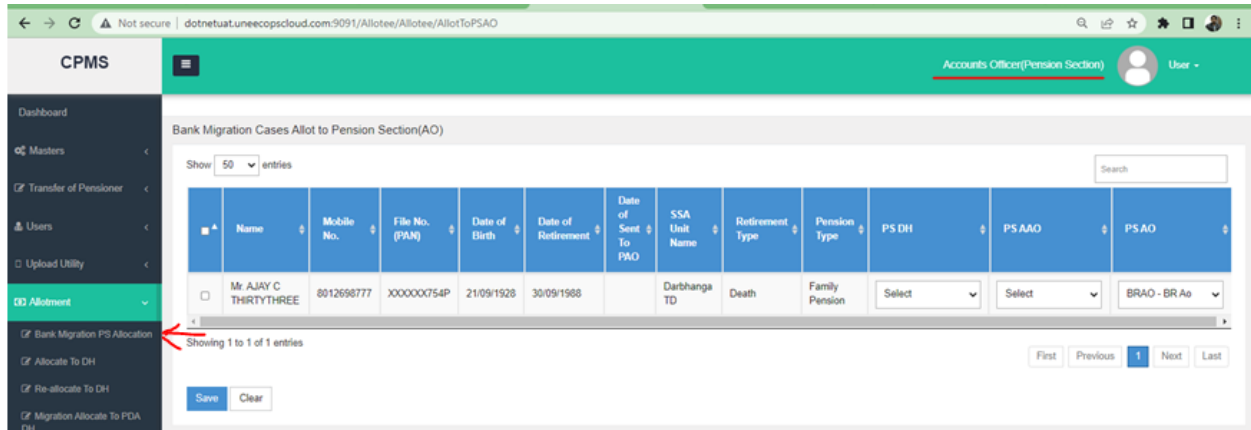
Showing 1 to 45 of 45 entries

Allocation to PS AO:

(Fig 4)

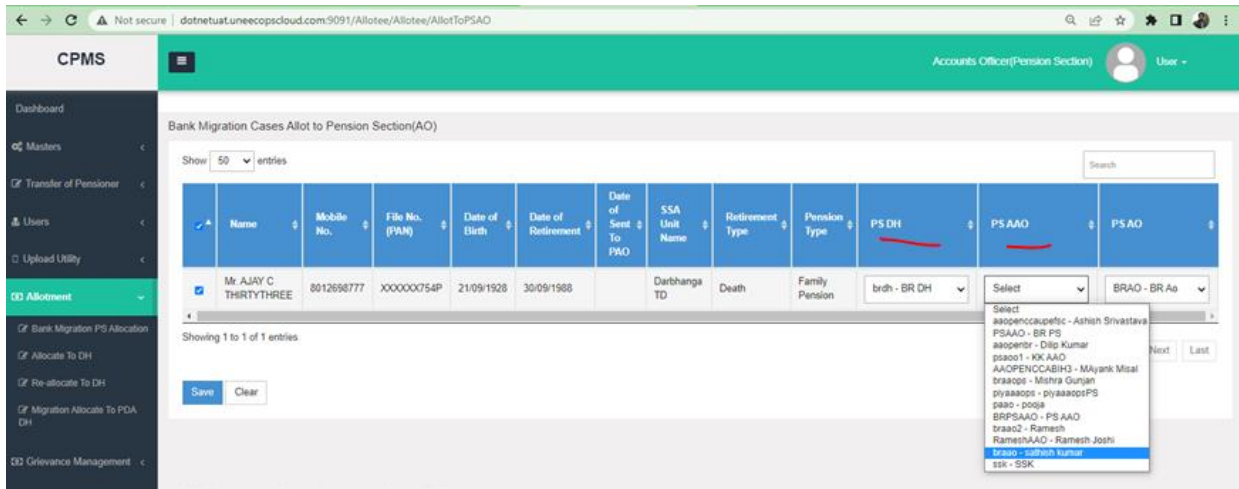
#### 4. Migration cases mapping in Pension section

Once AO PDA allocate the case to AO pension, AO Pension will go to Allotment → Bank Migration PS Allocation as shown in (Fig 5).



(Fig 5)

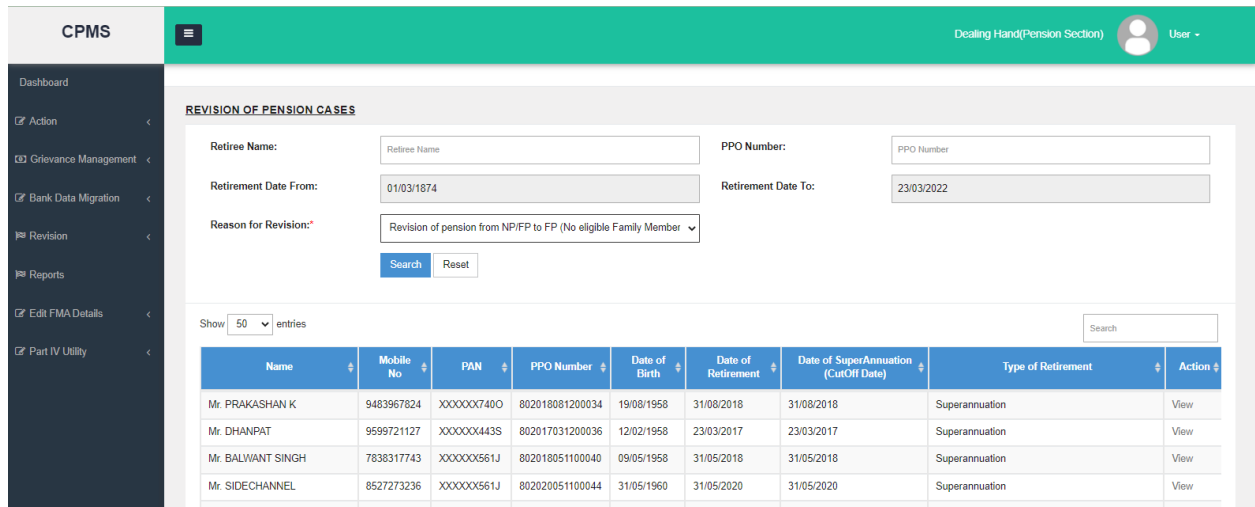
Now the cases received at AO Pension will be shown in grid. There are two dropdown in the grid in the pensioner row, from where AO Pension can select the **DH pension and AAO Pension** from the dropdown. Select the record and click on the “**Save**” button. Once AO Pension clicks on the **Save** button, record mapping will be done with DH and AAO pension. Now related pensioner record will be available for any revision in the selected DH Pension login as shown in **Fig(6)**.



(Fig 6)

After this, the DH Pension can start doing the revision of the cases as shown in **Fig 7**.

After completion of Family revision, the flow will be as – **Allotment at AO PDA- Revision Sanction receipt at DH PDA- taking print of DSCed Authority- Vendor Verification- LC/DLC- then Monthly Bills.**

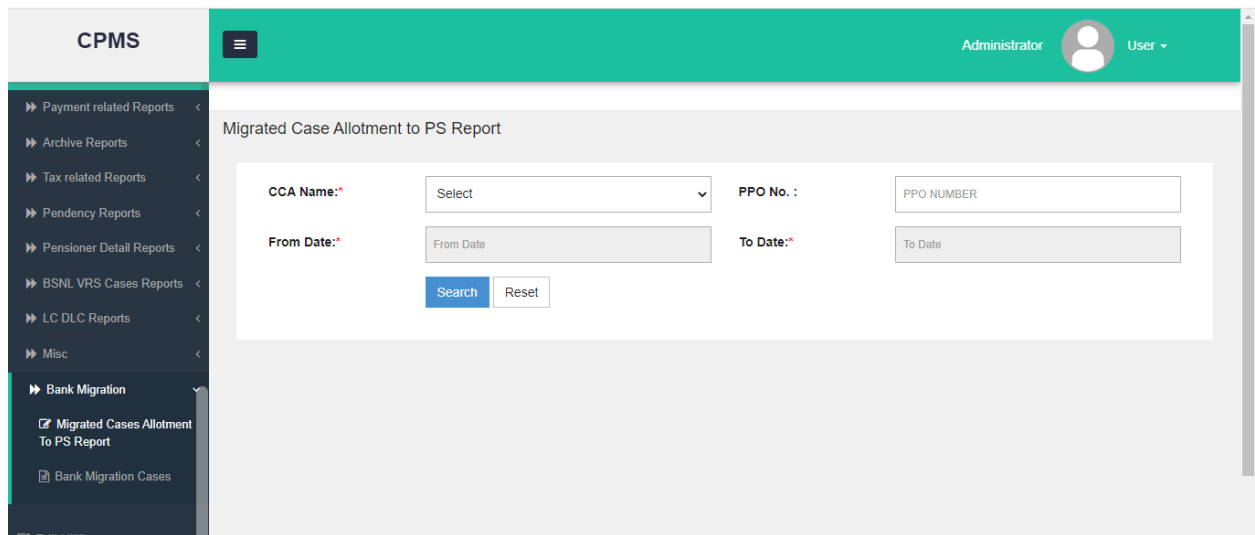


(Fig 7)

## 4.Reports

### 4.1 Migrated cases Allotment to PS Report

To see this report user should go to **Bank Migration->Migrated Cases Allotmet To PS Report**. Here he/she need to select the CCA Name, From Date and To Date. PPO no field is optional. And click on the “Search” button as shown in Fig(8).



Fig(8)

In this report you can see the detail about the AO PDA who allot the case to AO Pension and on which date. Further to which, AO Pension case is allot and allotment date and other basic information of pensioner as shown in Fig(9). Here “Export to Excel” button is also available.

CPMS Administrator User

Migrated Case Allotment to PS Report

CCA Name: CCA - Bihar Telecom Circle PPO No.: PPO Number

From Date: 15/03/2022 To Date: 22/03/2022

Search Reset

Show 10 entries

| Sl No | CCA Name             | PPO Number      | Pensioner Name      | Type of Retirement | DA Type (DD/CGA) | Pension Type (Normal/Family) | Family Pensioner Name | Approved by AO PDA (DATE) | Allotted by AO PDA | Allotted by AO Pension | Date of Allotment |
|-------|----------------------|-----------------|---------------------|--------------------|------------------|------------------------------|-----------------------|---------------------------|--------------------|------------------------|-------------------|
| 1     | Bihar Telecom Circle | 80201801113399  | CHINETHU            | Superannuation     | CDA              | Normal Pension               |                       | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 2     | Bihar Telecom Circle | 80201801113399  | CHINETHU            | Superannuation     | CDA              | Normal Pension               |                       | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 3     | Bihar Telecom Circle | 80198308177594  | AVINASH A FOUR      | Death              | CDA              | Family Pension               | SUDESH A FOUR         | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 4     | Bihar Telecom Circle | 3019508104940   | ANJUMANU SHARMA     | Death              | CDA              | Family Pension               |                       | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 5     | Bihar Telecom Circle | 80195099278040  | ANJUSH D FIFTY      | Death              | IDA              | Family Pension               | MANJU D FIFTY         | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 6     | Bihar Telecom Circle | 801980099278039 | AVINASH D FORTYNINE | Death              | IDA              | Family Pension               | SUDESH D FORTYNINE    | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 7     | Bihar Telecom Circle | 801980099278038 | AJAY D FORTYEIGHT   | Death              | IDA              | Family Pension               | SUNITA D FORTYEIGHT   | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 8     | Bihar Telecom Circle | 801980099278037 | ANJUR D FORTYSEVEN  | Death              | IDA              | Family Pension               | ANITA D FORTYSEVEN    | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |
| 9     | Bihar Telecom Circle | 801980099278036 | AMIT D FORTYSIX     | Death              | IDA              | Family Pension               | ANKITA D FORTYSIX     | 16/03/2022                | sharpsaa           | BRAAD                  | 16/03/2022        |

Export to Excel

Fig(9)

## 4.2 Bank Migration Cases

To see this report user should go to Bank Migration->Bank Migration Cases. Here he/she need to select the Office Name, From Date and To Date and Pensioner Type And click on the “Search” button as shown in Fig(10).

CPMS Administrator User

Bank Migration Cases

Office Name: Select Pensioner Type: Select

From Date: From Date To Date: To Date

Search Reset

Fig(10)

This report shows the information of AO PDA and DH PDA to whom the cases is allotted once it is migrated in the SAMPANN. Also having the basic information of pensioner including the Bank account detail. In this report we have “Export to Excel” button to export the data into excel format.

CPMS Administrator User

Bank Migration Cases

Office Name: CCA - Bihar Telecom Circle Pensioner Type: All

From Date: 01/01/2022 To Date: 23/03/2022

Search Reset

Show 10 entries Search

| Sl No | CCA Name             | PPO Number      | Pensioner Code | Pensioner Name | Name of Family Pensioner | Type Of Retirement | Date of Retirement  | Date of Death | Bank A/C No.   | IFSC Code   | Bank Name           | Mobile Number | Appr. By AO Pension | Attached AO User ID | Attached DH User ID |
|-------|----------------------|-----------------|----------------|----------------|--------------------------|--------------------|---------------------|---------------|----------------|-------------|---------------------|---------------|---------------------|---------------------|---------------------|
| 1     | Bihar Telecom Circle | 802018021230012 |                | IDA SUP SIX    |                          | Superannuation     | 28/02/2018 00:00:00 |               | 82488774412    | SBIN001183  | STATE BANK OF INDIA | 8000000018    | 18/03/2022          |                     |                     |
| 2     | Bihar Telecom Circle | 802018021230011 |                | IDA SUP FIVE   |                          | Superannuation     | 28/02/2018 00:00:00 |               | 8200038590012  | HDFC0003859 | STATE BANK OF INDIA | 8000000017    | 18/03/2022          | biharpdtao          | brpdadh2            |
| 3     | Bihar Telecom Circle | 802018021230010 |                | IDA SUP FOUR   |                          | Superannuation     | 28/02/2018 00:00:00 |               | 8200038596884  | HDFC0003859 | STATE BANK OF INDIA | 8000000016    | 18/03/2022          | biharpdtao          | brpdadh2            |
| 4     | Bihar Telecom Circle | 802018021230009 |                | IDA SUP THREE  |                          | Superannuation     | 28/02/2018 00:00:00 |               | 82000385969339 | HDFC0003859 | STATE BANK OF INDIA | 8000000015    | 18/03/2022          | biharpdtao          | brpdadh2            |
| 5     | Bihar Telecom        | 802018021230008 |                | IDA SUP TWO    |                          | Superannuation     | 28/02/2018 00:00:00 |               | 82000385961122 | HDFC0003859 | STATE BANK          | 8000000014    | 18/03/2022          | biharpdtao          | brpdadh2            |

Fig(11)

Note-

1. Currently 2 revision types are available in SAMPANN for migrated cases-
  - a. Revision from N.P. (Normal Pension) to F.P. (Family Pension) , where eligible member is not mentioned in ePPO.
  - b. c)Revision from N.P. (Normal Pension) to F.P. (Family Pension) , where eligible member is not mentioned in ePPO.
2. In revision Type-3 no new ePPO will be generated, only one page authority will be generated and DSCed by AO Pension.
3. On development of ePPO generation functionality, new ePPO will be generated in SAMPANN.
4. If monthly bills are triggered and generated in PDA Section, Family revised cases are shown under Family Pension with details of deceased pensioner. **Such bills need to be regenerated at DH PDA level after family revision.**

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