

# User Manual for Pay Revision of Migrated Pensioners

## 1.Introduction

At present for migrated pensioners in SAMPANN, whose pension is being disbursed via SAMPANN, do not have the option for revision/ correction of pension within SAMPANN. For the time being, in such cases, revision/ correction of pension was being done outside of SAMPANN and any difference due to revision/ correction of pension was being adjusted in monthly bill in arrear/ recovery field.

Now the functionality for Pay related revision/ Correction for Migrated Cases has been developed in SAMPANN. This functionality will include:

- Revision/ correction of pay related fields in pension section
- Digital Signature on authority generated
- Auto reflection of any change in pension in monthly bill

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

As the data of migrated cases remains 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 Pay Revision.(Fig 1).

Name	Mobile No.	File No. (FNM)	Date of Birth	Date of Retirement	Date of Sent To PRO	SSA Unit Name	Retirement Type	Pension Type
Mr. AJAY C THIRTYTHREE	8012696777	XXXXXX754P	21/09/1926	30/09/1968		Darbhanga TD	Death	Family Pension
Mr. ANKUR C THIRTYTWO	8012696776	XXXXXX753P	19/09/1933	30/09/1993		Darbhanga TD	Death	Family Pension
Mr. AMIT C THIRTYONE	8012696775	XXXXXX752P	19/09/1938	30/09/1998		Patna TD	Death	Family Pension
Mr. AJAY B THIRTY	8012696774	XXXXXX751P	15/09/1920	30/09/1980		Darbhanga TD	Superannuation	Normal Pension
Mr. ANANT B TWENTYNINE	8012696773	XXXXXX750P	13/09/1923	30/09/1983		Gaya TD	Superannuation	Normal Pension
Mr. AWANT B TWENTYEIGHT	8012696772	XXXXXX749P	21/09/1928	30/09/1968		Sasaram TD	Superannuation	Normal Pension
Mr. ACITO B TWENTYSEVEN	8012696771	XXXXXX748P	19/09/1933	30/09/1993		CO Patna	Superannuation	Normal Pension
Mr. AKRAY B TWENTYSIX	8012696770	XXXXXX747P	19/09/1938	30/09/1998		Bhagalpur TD	Superannuation	Normal Pension
Mr. AATUSH B TWENTYFIVE	8012696769	XXXXXX746P	15/09/1920	30/09/1980		Bettiah TD	Superannuation	Normal Pension
Mr. ANISH B TWENTYFOUR	8012696768	XXXXXX745P	13/09/1923	30/09/1983		Bhagalpur TD	Superannuation	Normal Pension
Mr. AKRAM B TWENTYTHREE	8012696767	XXXXXX744P	21/09/1928	30/09/1968		Kishanganj TD	Superannuation	Normal Pension
Mr. ANKUSH B TWENTY	8012696764	XXXXXX741P	15/09/1926	30/09/1986		Bhagalpur TD	Superannuation	Normal Pension
Mr. AMNASH B NINETEEN	8012696763	XXXXXX740P	13/09/1923	30/09/1983		Darbhanga TD	Superannuation	Normal Pension

(Fig1)

AO PDA selects the 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 2).

The screenshot shows the CPMS Allotment section. On the left is a sidebar with navigation options: Dashboard, Users, Upload Utility, Generate Pension Slip, LC & DLC Verification, Allotment (highlighted), Bank Migration PS Allocation, Allocate To PDA DH, Re-allocate To PDA DH, Migration Allocate To PDA DH, Allocate Jeevan Pramaan To DH, Allocate FMA To PDA DH, and Grievance Management. The main area displays a table of pension cases with columns for selection, name, ID, dates, location, and pension type. Below the table, there's a section for 'Allocation To PS AO' with a dropdown menu showing 'Select' and 'BRAO - BR Ao'. A red arrow points to this dropdown. At the bottom, there are 'Send To PS AO' and 'Clear' buttons.

	Name	ID	Date of Birth	Date of Retirement	Location	Pension Type
<input type="checkbox"/>	Mr. CDA SUP SIX	8000000012	02/02/1958	28/02/2018	Darbhanga TD	Superannuation Normal Pension
<input type="checkbox"/>	Mr. CDA SUP FIVE	8000000011	02/02/1958	28/02/2018	Monghyr TD	Superannuation Normal Pension
<input type="checkbox"/>	Mr. CDA SUP FOUR	8000000010	02/02/1958	28/02/2018	Patna TD	Superannuation Normal Pension
<input type="checkbox"/>	Mr. IDA FAM THREE	8000000027	02/02/1958	11/11/2011	Patna TD	Death Family Pension
<input type="checkbox"/>	Mr. IDA FAM TWO	8000000026	02/02/1958	11/11/2011	Sasaram TD	Death Family Pension
<input type="checkbox"/>	Mr. IDA FAM ONE	8000000025	02/02/1958	11/11/2011	Arrah TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM SIX	8000000024	02/02/1958	11/11/2011	Samastipur TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM FIVE	8000000023	02/02/1958	11/11/2011	Muzaffarpur TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM FOUR	8000000022	02/02/1958	11/11/2011	Darbhanga TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM THREE	8000000021	02/02/1958	11/11/2011	Gaya TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM TWO	8000000020	02/02/1958	11/11/2011	Muzaffarpur TD	Death Family Pension
<input type="checkbox"/>	Mr. CDA FAM ONE	8000000019	02/02/1958	11/11/2011	Patna TD	Death Family Pension

(Fig 2)

### 3. 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 3).

The screenshot shows the 'Bank Migration Cases Allot to Pension Section(AO)' in CPMS. The sidebar is the same as in Fig 2, with 'Allotment' highlighted. The main area shows a table with one entry for 'Mr. AJAY C THIRTYTHREE'. The table has columns for Name, Mobile No., File No. (PAM), Date of Birth, Date of Retirement, Date of Sent To PAO, SSA Unit Name, Retirement Type, Pension Type, PS DH, PS AAO, and PS AO. Below the table, there are 'Save' and 'Clear' buttons. A red arrow points to the 'Bank Migration PS Allocation' option in the sidebar.

Name	Mobile No.	File No. (PAM)	Date of Birth	Date of Retirement	Date of Sent To PAO	SSA Unit Name	Retirement Type	Pension Type	PS DH	PS AAO	PS AO
Mr. AJAY C THIRTYTHREE	8012698777	XXXXXX754P	21/09/1928	30/09/1988		Darbhanga TD	Death	Family Pension	Select	Select	BRAO - BR Ao

(Fig 3)

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(4). After this, any DH Pension can start doing the revision of the cases.

CPMS Accounts Officer(Pension Section) User

Bank Migration Cases Allot to Pension Section(AO)

Show 50 entries

Name	Mobile No.	File No. (PAN)	Date of Birth	Date of Retirement	Date of Sent To PAO	SSA Unit Name	Retirement Type	Pension Type	P5 DH	P5 AAO	P5 AO
Mr. AJAY C THIRTYTHREE	8012698777	X00000754P	21/09/1928	30/09/1968		Darbhanga TD	Death	Family Pension	brdh - BR DH	Select	BRAO - BR Ao

Showing 1 to 1 of 1 entries

Save Clear

Select

- ashish Srivastava
- BR PS
- Dip Kumar
- KK AAO
- Miyank Misal
- Mishra Gurjan
- piyaasps
- piyaaspsPS
- pao - pooja
- BRPSAO - PS AAO
- braao - Ramesh
- RameshNAO - Ramesh Joshi
- braao - sahilish kumar
- BR - SSK

(Fig 4)

## 4. Migration Pay Revision

### 4.1 Initiation of Revision

For Pay Revision of migrated pensioners, DH Pension will go to - >Revision>Revision of Pension as shown in Fig(5).

CPMS Department Dealing Hand(Pension Section) User

Welcome To CPMS

1 Month	4 Month	6 Month	8 Month	12-15 Month
0	0	0	0	0

Revision

- Revision of Pension
- Revision Sanction Order
- BSNL VRS Form Details
- Revision Return Sanction Order

Fig(5)

DH will enter the PPO No. of the pensioner and then select Reason for Revision as **“Pay related revision /correction for Migrated Cases”** as shown in Fig (6). After searching, the DH click on the pencil icon under the ‘Action’ column to initiate the revision .

Dealing Hand(Pension Section)

User

### REVISION OF PENSION CASES

Retiree Name:

PPO Number:

Retirement Date From:

Retirement Date To:

Reason for Revision:

Pay Related Revision/ Correction for Migrated Cases

Search

Reset

Show
50
entries

Search

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Date of SuperAnnuation (CutOff Date)	Type of Retirement	Action
Mr. CHHATHU	9471000679	XXXXXX089H	802018011113599	28/01/1958	31/01/2018		Superannuation	
Mr. ANJU ANJU SHARMA	9024698665	XXXXXX125S	301995091104940	15/09/1937	12/12/1990		Death	
Mr. ANKUSH D FIFTY	8012698794	XXXXXX771P	801975099278040	15/09/1920	11/09/1975		Death	
Mr. AVINASH D FOURTYNINE	8012698793	XXXXXX770P	801980099278039	13/09/1923	11/09/1980		Death	
Mr. AJAY D FOURTYEIGHT	8012698792	XXXXXX769P	801985099278038	21/09/1928	11/09/1985		Death	

Fig(6)

## 4.2 Revision Related Data Entry

Now DH will enter revised/ corrected entries in respective fields on **Revision Details** page for the pensioner as shown in Fig(7).

Bank Migration Pay Revision Details

PPO Number : \*
801975099278040

Pensioner/Family Pensioner Name : \*
MANJU D FIFTY

Basic LPD as on DoR/DoD : \*

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

Has Revision taken place? : \*
☐ Yes ☒ No

Revised Pay Commission : \*

Revised Pay Scale : \*

Date of effect of latest Revision : \*

Revised Pension :

Family Pension

Enhanced Family Pension :

From Date : \*

To Date : \*

Normal Pension

Normal Family Pension:

From Date : \*

Revised Retirement Gratuity : \*

Revised Gratuity Date : \*

Outstanding Recoveries:

Outstanding Recoveries as on Date:

Fig(7)

### 4.3 Sanction Generation

After checking all the details, DH will click on the 'Save' button which will then generate the Sanction. If the DH feels that there is some error at this stage, he/she will click on the 'Cancel' button. To view the generated Sanction, DH will **go to Revision->Revision Sanction Order** as shown in Fig(8).

CPMS

Dealing Hand(Pension Section) User

Revision Sanction Order

Show 50 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mrs. MANJU D FIFTY	001268014	XXXXXX771P	801975099278040	Revision For Bank Migration Pay Related	11000.00	<a href="#">View</a>	Return		braao - sathish kumar	Verify

Showing 1 to 1 of 1 entries (filtered from 68 total entries)

First Previous 1 Next Last

Fig(8)

DH can click on the 'View' link under the View column to see the newly generated Sanction as shown in Fig(9). Sanction will show the details of the revision.

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

PAN : XXXXXX771P  
PPO NUMBER : 801975099278040  
SANCTION NO :  
DATED : 11/05/2022

Authority for Pay related Correction/ Revision.

Consequent upon the Correction/ Revision on account of Pay Revision (strike whichever is not applicable) w.e.f 11/05/2022, Pension of Mrs. MANJU D FIFTY Therefore, the corrected/Revised pension and pensionary benefits of the pensioner are as under:-

Sl. No.	Pension / Pensionary benefits	Previous Amount	Revised Amount	Difference Amount
1	Basic LPD as on DoR/ DoD	90000	90000	0
2	Average Emolument as on DoR/DoD	90000	90000	0
3	LPD after latest revision	0	0	0
4	Average Emolument after latest revision	0	0	0
5	Revised Pay Scale	24900 - 50500	24900 - 50500	
6	PayCommission	2nd PRC	2nd PRC	
7	Revised Pension	11000	11000	0
8	Outstanding Recoveries	0	0	0

To

1. Bihar Telecom Circle (AO PDA)  
Patna  
For Payment and confirmation of payment/transfer (two copies)
2. Mrs. MANJU D FIFTY,  
BANSWARA, CHURU,  
RAJASTHAN,331022 for information and acknowledgement
3. HOO Samastipur TD for information

Authorised Signatory with Stamp

Close Print

Fig(9)

#### 4.4 Sending case to AAO for approval

After taking a printout of the sanction, DH will select the AAO name from the given drop down under “**Allocation of AAO**” column and click on the “**Verify**” link under the Action column. By clicking on the verify link a popup opens and once he/she click on “**OK**” button record will be sent to the selected AAO Pension shown in Fig(10).

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mrs. MANJU D FIFTY	8012698814	XXXXXX771P	801975099278040	Revision For Bank Migration Pay Related	11000.00	View	Return		braao - sathish kumar	Verify

Fig(10)

#### 4.5 AAO Approval/Return

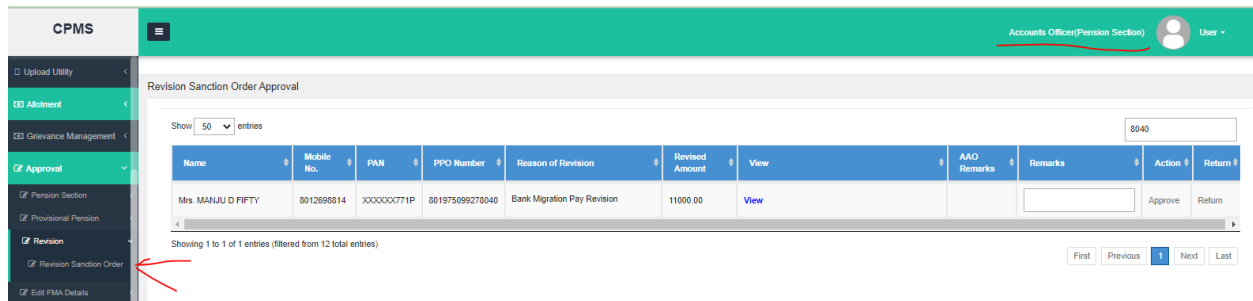
AAO Pension will **go to Approval->Revision->Revision Sanction Order**. He /she can view the Sanction by clicking on ‘**View**’ link of grid as shown in Fig(11). If everything is correct, AAO Pension can send it to AO Pension for approval by selecting the AO from the dropdown under ‘**Allocation to AO**’ and then clicking on the Approval button However, if anything is incorrect in the sanction, AAO Pension can click on the **Return** button to send the sanction back to the DH Pension for correction/deletion with remarks.

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action	Return
Mrs. MANJU D FIFTY	8012698814	XXXXXX771P	801975099278040	Bank Migration Pay Related	11000.00	View	BRAO - BR Ae		Approve	Return

Fig(11)

#### 4.6 AO Approval/Return

AO Pension will **go to Approval->Revision->Revision Sanction Order**. He/ she can view the Sanction by clicking on ‘**View**’ link of grid as shown in Fig(12). If everything is correct, AO Pension can click on **Approve** and then **Digitally Sign** the sanction. However, if anything is incorrect in the sanction, AO Pension can click on the **Return** button to send the sanction back to the DH Pension for correction/deletion with remarks.



Fig(12)

**NOTE:** The cases returned by both AAO Pension & AO Pension will land at **DH Pension-Revision ->Revision ->Return Sanction Order**.

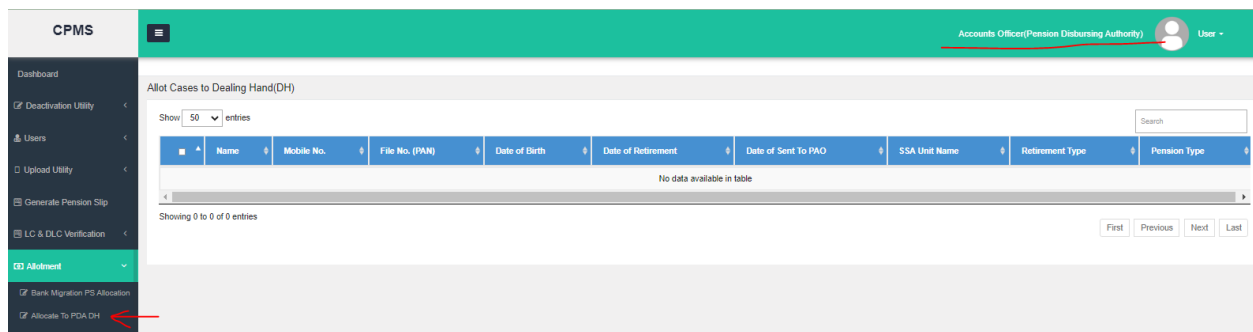
Here DH Pension has 3 options:

- If there is no error, he/she can resend the case to AAO Pension as it is by clicking on the **Resend** button
- If the revision was initiated by mistake, he/she can click on the **Delete** button to cancel the initiated revision
- If there is any error in the initiated revision, DH can cancel the revision by clicking on the **Delete** button and then can start the revision afresh by going to **Revision**.

After deletion of revision by DH Pension, the status, as it existed before initiating the revision, will be restored.

#### 4.7 Allotment by AO PDA to DH PDA

After DSC by AO Pension, the case will move to AO PDA for allotment to DH PDA. AO PDA will **go to Allotment -> Allocate to PDA DH**. AO PDA will select the case and then select the DH PDA from the dropdown and then click on 'Send to DH' Fig (13).

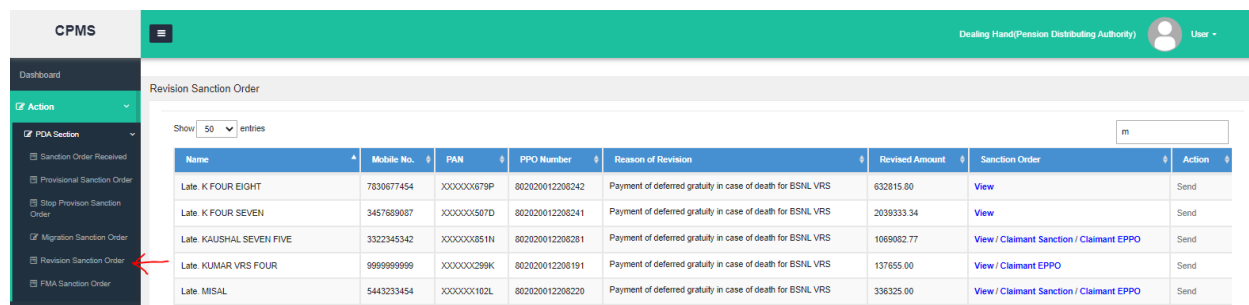


Fig(13)

#### 4.8 Receiving Sanction by DH PDA

DH PDA will **go to Action->PDA Section->Revision Sanction Order** to receive the allotted sanction. From here DH can take the print of **DSCed Sanction** by clicking on the **"View"** link

shown in Fig (14).After taking the sanction print he/she can click on the “**Send**” link under Action column to receive the sanction.



Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	Sanction Order	Action
Late K FOUR EIGHT	7630677454	XXXXXX679P	802020012206242	Payment of deferred gratuity in case of death for BSNL VRS	632815.80	<a href="#">View</a>	<a href="#">Send</a>
Late K FOUR SEVEN	3457689087	XXXXXX507D	802020012206241	Payment of deferred gratuity in case of death for BSNL VRS	2039333.34	<a href="#">View</a>	<a href="#">Send</a>
Late KAUSHAL SEVEN FIVE	3322345342	XXXXXX851N	802020012206281	Payment of deferred gratuity in case of death for BSNL VRS	1069062.77	<a href="#">View / Claimant Sanction / Claimant EPPO</a>	<a href="#">Send</a>
Late KUMAR VRS FOUR	9999999999	XXXXXX299K	802020012208191	Payment of deferred gratuity in case of death for BSNL VRS	137655.00	<a href="#">View / Claimant EPPO</a>	<a href="#">Send</a>
Late MISAL	5443233454	XXXXXX102L	802020012208220	Payment of deferred gratuity in case of death for BSNL VRS	336325.00	<a href="#">View / Claimant Sanction / Claimant EPPO</a>	<a href="#">Send</a>

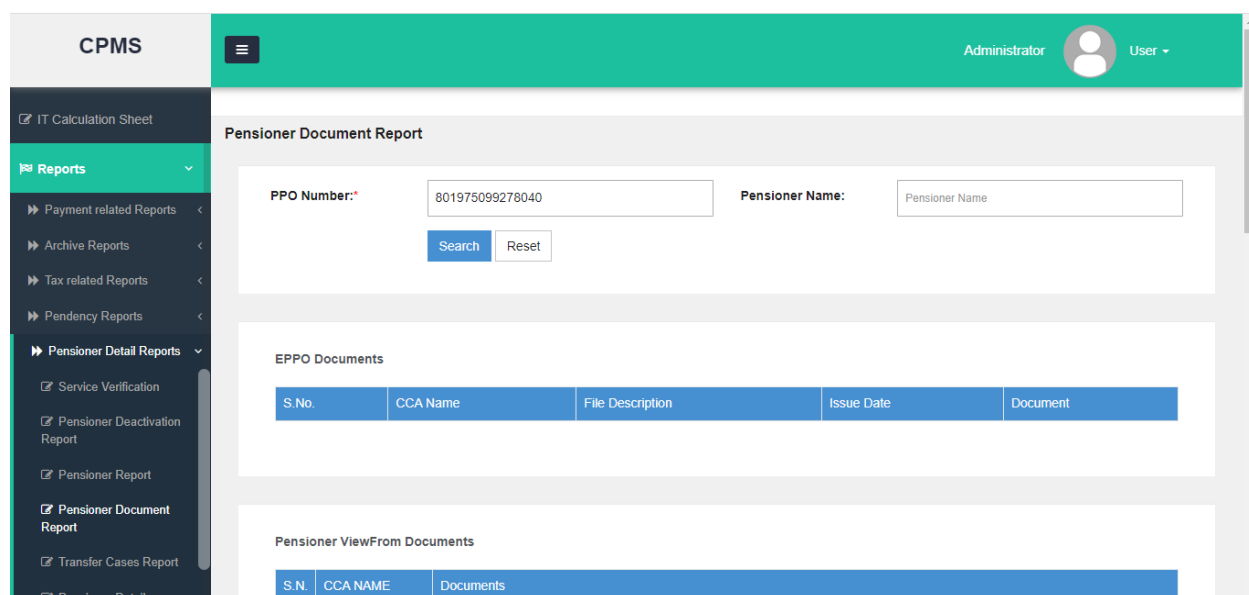
**Fig(14)**

**NOTE:** After this case will be directly reflecting in the monthly bill. If Monthly bill is already generated then DH PDA needs to **Select** that PPO No. and **Regenerate** the bill to get the revised details.

## 5 Reports

### 5.1 Pensioner Document Report

To see this report user will go to **Reports->Pensioner Detail Reports->Pensioner Document Report**.Here he/she need to fill the PPo no field and click on the “**Search**” button as shown in Fig(15).



**CPMS** Administrator User

**Pensioner Document Report**

PPO Number: 801975099278040 Pensioner Name: Pensioner Name

[Search](#) [Reset](#)

**EPPO Documents**

S.No.	CCA Name	File Description	Issue Date	Document
Pensioner ViewFrom Documents				
S.N.	CCA NAME	Documents		

**Fig(15)**



From this report newly generated sanction can be downloaded from “**Revision Authority Documents**” sanction by click on the “**View**” link as shown in Fig(16).

The screenshot displays the CPMS (Central Pension Management System) interface. The top header is green with the CPMS logo and a user profile labeled 'Administrator'. The left sidebar is dark blue and contains a list of reports, including 'IT Calculation Sheet', 'Reports', 'Payment related Reports', 'Archive Reports', 'Tax related Reports', 'Pendency Reports', and 'Pensioner Detail Reports'. The 'Pensioner Detail Reports' section is expanded, showing sub-items like 'Service Verification', 'Pensioner Deactivation Report', 'Pensioner Report', 'Pensioner Document Report', 'Transfer Cases Report', and 'Pensioner Details'. The main content area is white and features a table titled 'Revision Authority Documents'. The table has five columns: 'S.No.', 'CCA Name', 'File Description', 'Issue Date', and 'Document'. It contains two rows of data, both for 'Bihar Telecom Circle'. Below the table, there is a section for 'Part IV Co-authorization Document' with a 'Show' dropdown set to '10' and a search bar.

S.No.	CCA Name	File Description	Issue Date	Document
1	Bihar Telecom Circle		28/04/2022	<a href="#">View</a>
2	Bihar Telecom Circle		11/05/2022	<a href="#">View</a>

**Fig(16)**

**Note-**The Dsc’ed authority of revision/correction will also be available on pensioner dashboard.

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