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:

i)   Revision/ correction of pay related fields in pension section
ii)   Digital Signature on authority generated
iii)   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).**

(Fig1)

AO PDA selects the case,select the AO Pension from the given dropdown (here name of alottee AO Pension will be shown)   and click on the **"Send To PS AO"**button and case will send to **Alottee AO Pension** as shown in **(Fig 2).**

(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).

(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.

(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).

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 .

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).

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).

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.

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).

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.


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.
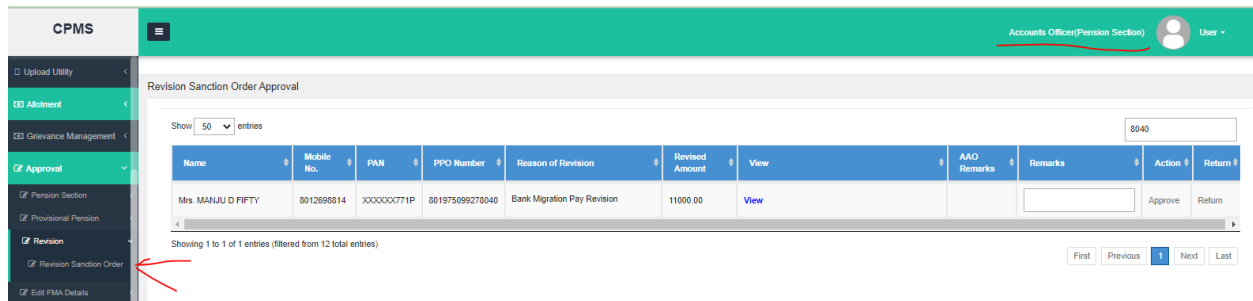
Fig(12)

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:

a) If there is no error, he/she can resend the case to AAO Pension as it is by clicking on the **Resend** button

b) If the revision was initiated by mistake, he/she can click on the **Delete** button to cancel the initiated revision

c) 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).
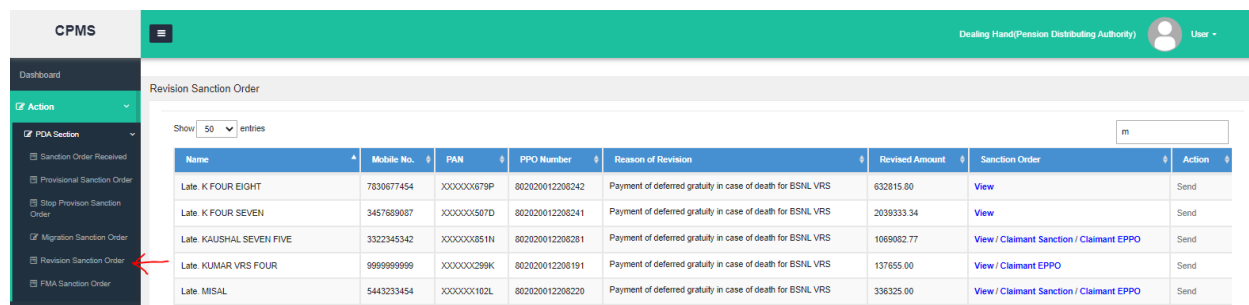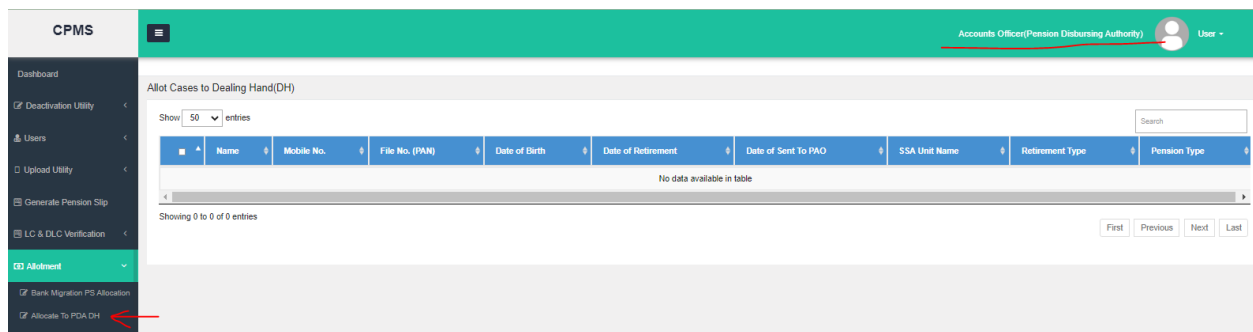

Fig(13)

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.
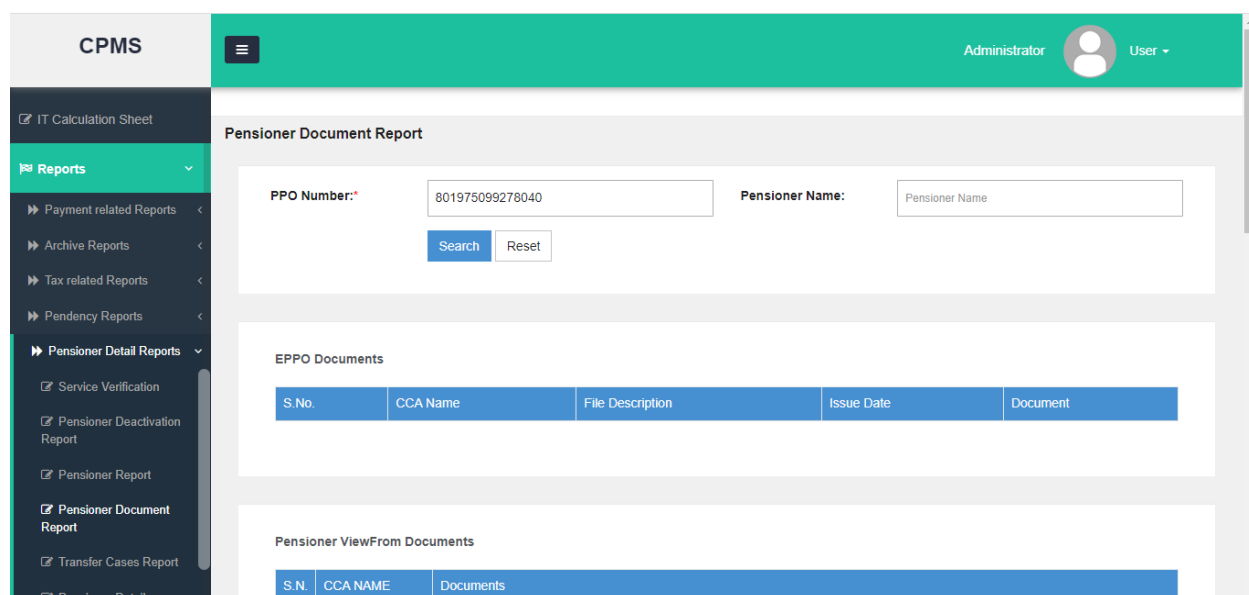

Fig(14)

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).

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).

Fig(16)

Note-The Dsc'ed authority of revision/corretion will also be available on pensioner dashboard.

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