

User Manual: BSNL VRS 2019 Pay Revision

1. Introduction

The BSNL VRS 2019 Pay Revision module (Type 8 Revision) has been introduced for pay related revision of BSNL VRS 2019 Pensioners so that any change in the following can be captured and the pension and other retirement benefits can be revised accordingly:

- a. Pay Scale
- b. Average Emolument
- c. Last Pay Drawn
- d. Qualifying Service

The BSNL VRS 2019 Pay Revision module covers 4 different scenarios depending on the payment of Deferred Gratuity and Deferred Commutation. The 4 scenarios are:

- a. **DoS reached, Gratuity Paid, Commutation Paid:** Here, Deferred Gratuity and Deferred Commutation have already been paid considering the Date of Superannuation has passed. Thereafter, a pay revision is initiated. In such a case, the gratuity and commutation will be revised and any difference will be paid. Also, any difference in the interest will also be paid along with the gratuity bill generated.
- b. **DoS reached, Gratuity and Commutation both NOT Paid:** Here, Deferred Gratuity and Deferred Commutation have **not** been paid even though the Date of Superannuation has passed. Thereafter, a pay revision is initiated. In such a case, the system will prompt the user to pay the generated Deferred Gratuity Bill first. Thereafter, the gratuity will be revised upon revision and any difference will be paid. Also, any difference in the interest will also be paid along with the gratuity bill generated. Since, no Commutation was claimed; no commutation bill will be generated.
- c. **DoS reached, Gratuity Paid, Commutation NOT Paid:** Here, Deferred Gratuity has been paid and Deferred Commutation has **not** been paid after the Date of Superannuation has passed. Thereafter, a pay revision is initiated. In such a case, the gratuity will be revised and any difference will be paid. Also, any difference in the interest will also be paid along with the gratuity bill generated. Since, no Commutation was claimed; no commutation bill will be generated.
- d. **DoS NOT reached, Gratuity and Commutation both NOT Paid:** Here, Deferred Gratuity and Deferred Commutation **both have not** been paid considering the Date of Superannuation has not passed. Thereafter, a pay revision is initiated. In such a case, the gratuity will be revised and stored in the system. When the DoS arrive, a Deferred Gratuity bill will be generated with the revised gratuity and interest. Since, no Commutation was claimed; no commutation bill will be generated.

NOTE: This revision is applicable **only** to normal BSNL VRS 2019 cases. Any pay revision related to a BSNL VRS 2019 case which has been **converted** to Family Pension must be carried out using **Revision Type 5 – Pay/Court Order**.

2. BSNL VRS Pay Revision

2.1 Initiation of Revision

For Pay Revision of pensioners under BSNL VRS 2019 scheme, DH Pension should go to ->**Revision>Revision of Pension** as shown in Fig(1).

The screenshot shows the 'REVISION OF PENSION CASES' interface. It features a sidebar with navigation options like 'Revision of Pension' and 'Revision Sanction Order'. The main form has input fields for 'Retiree Name', 'PPO Number', 'Retirement Date From', and 'Retirement Date To'. A dropdown menu for 'Reason for Revision' is set to 'Select'. Below the form is a table with headers: Name, Mobile No, PAN, PPO Number, Date of Birth, Date of Retirement, Date of SuperAnnuation (CutOff Date), Type of Retirement, and Action. The table content is empty, displaying 'No data available in table'.

Fig (1)

DH should enter the PPO No. of the pensioner and then select Reason for Revision as “**Pay related revision for BSNL VRS Cases**” as shown in Fig (2).

This screenshot shows the same 'REVISION OF PENSION CASES' form as Fig(1), but with the 'Reason for Revision' dropdown menu expanded. The dropdown list contains several options, with 'Pay related revision for BSNL VRS cases' selected and highlighted in blue. The table below remains empty with the message 'No data available in table'.

Fig(2)

After searching, the DH should click on the pencil icon under the ‘Action’ column to initiate the revision as shown in Fig(3).

The screenshot displays the CPMS Revision interface. The top header shows 'CPMS' on the left and 'Dealing Hand(Pension Section) User' on the right. A sidebar on the left contains navigation options: Dashboard, Action, Grievance Management, Bank Data Migration, Revision (highlighted), Revision of Pension, Revision Sanction Order, BSNL VRS Form Details, Revision Return Sanction Order, and Reports. The main content area features search filters for Retiree Name, PPO Number, Retirement Date From, Retirement Date To, and Reason for Revision (set to 'Pay related revision for BSNL VRS cases'). Below the filters is a table with columns: Name, Mobile No, PAN, PPO Number, Date of Birth, Date of Retirement, Date of SuperAnnuation (CutOff Date), Type of Retirement, and Action. The table contains one entry for Mr. VIJAY KUMAR BR. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and buttons for First, Previous, 1, Next, Last, and an 'Activate Windows' watermark.

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Date of SuperAnnuation (CutOff Date)	Type of Retirement	Action
Mr. VIJAY KUMAR BR	9654312346	XXXXXX642M	802020012208500	11/05/1961	31/01/2020	31/05/2021	BSNL Voluntary Retirement Scheme 2019	

Fig (3)

NOTE: After initiation of revision, any monthly bill generated for that pensioner will **disappear** until the revision is completed or the revision is cancelled/ deleted.

2.2 Revision Related Data Entry

DH should now fill up the following mandatory fields:

- Revised AE
- Revised LPD
- Net Qualifying Service
- Pay Scale

After filling, DH should click on the 'Calculate' button to proceed further. If the DH feels a wrong case has been initiated, he/she can click on the 'Cancel' button at this stage as shown in Fig (4)

Fig(4)

AE vs. LPD and Penalty

Please note that a new feature as per the CCS Pension Rules has been added in the system. As per Rule 50(5) and 54(14) of CCA Pension Rules, in cases where emoluments of a Government servant have been reduced in the last 10 months of service otherwise than as penalty, average emoluments as referred to in Rule 34 shall be treated as emolument for purpose of gratuity and determination of family pension.

Therefore, in all cases where Revised AE is greater than Revised LPD, the system will ask a mandatory question “Is AE greater than LPD due to Penalty?” as shown in Fig (5). The following two scenarios arise in this case:

- a. **Penalty = Yes:** In this case, since penalty has been entered as ‘Yes’, the system will calculate gratuity and family pension based on **Revised LPD**.
- b. **Penalty = No:** In this case, since penalty has been entered as ‘No’, the system will calculate gratuity and family pension based on **Revised AE**.

In cases where Revised LPD is greater than or equal to Revised AE, the question “Is AE greater than LPD due to Penalty?” will be **disabled**.

Date of Birth	15/Mar/1968
Date of entry in the Government service	01/Jan/1996
Date of Retirement	31/Jan/2020
Type of Retirement	BSNL Voluntary Retirement Scheme 2019
Pay Commission	2nd PRC
(1) AE	Rs. 10000.00
(2) Revised AE	Rs. <input type="text" value="20000.00"/>
(3) Last pay Drawn	Rs. 10000.00
(4) Revised Last pay Drawn	Rs. <input type="text" value="10000.00"/>
Is LPD Is Less Than AE Due To Penalty :	
	<input type="text" value="Select"/>
(5) Net Qualifying Services	<input type="text" value=""/> YEAR <input type="text" value=""/> MONTH <input type="text" value=""/> DAY
Scale of pay / Pay Band & Grade Pay of the post / Pay Level	<input type="text" value="Select"/>
(1) Bank Account Details	108887675664
(2) IFSC CODE	ALLA0212300
(3) Branch Name	UP AVAS

Cancel Calculate

Fig(5)

2.3 Calculation Sheet

After DH Pension has clicked on Calculate, the Calculation Sheet will be generated. The Calculation Sheet generated will vary depending on the 4 scenarios mentioned under section 1.

- a. DoS reached, Gratuity Paid, Commutation Paid:** Here, since both gratuity and commutation have been paid, system will revise both and the difference will be calculated as shown in Fig (6). Revised interest will also be calculated and detailed calculation of interest can be seen by clicking on the number highlighted at field 11(9) as shown in Fig(6). The interest calculation sheet can also be downloaded (Fig(7)). Description of the calculated fields is as under:
- i. **11(1) – Commuted Value of Pension:** This field shows the **new** calculated commutation value after revision
 - ii. **11(2) – Old Commuted Value of Pension:** This field shows the **old** calculated commutation
 - iii. **11(3) – Commuted Value Pension to be paid:** This filed shows the difference between 11(1) and 11(2).
 - iv. **11(4) – Revised DCRG:** This field shows the **new** calculated gratuity value after revision
 - v. **11(5) – Old DCRG:** This field shows the **old** calculated gratuity.
 - vi. **11(6) – Revised DCRG to be paid:** This filed shows the difference between 11(4) and 11(5).
 - vii. **11(7) – Revised Enhanced Family Pension:** This field shows the revised Enhanced Family pension
 - viii. **11(8) – Revised Normal Family Pension:** This field shows the revised Normal Family Pension

- ix. **11(9) – Current interest on Revised Deferred Gratuity:** This filed shows the new interest calculated based on the Revised Gratuity. The detailed calculation can be seen by clicking on the calculated interest number.
- x. **11(10) – Previous interest on Deferred Gratuity:** This filed shows the previous interest already paid.
- xi. **11(11) – Interest on revised deferred gratuity payable:** This filed shows the difference between 11(9) and 11(10).
- xii. **11(12) – Net amount of gratuity to be paid inclusive of interest:** this field shows the sum of 11(6) and 11(11)

CPMS		Dealing Hand(Pension Section)  User	
Dashboard	1.	Name	Mr. VIJAY KUMAR BR
 Action <	2.	Designation	Accounts Officer (Regular)
 Grievance Management <	3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	32900 - 58000
 Bank Data Migration <	4.	Date of Birth	11/May/1961
 Revision <	5.	Date of entry in the Government service	01/Jun/1990
 Reports <	6.	Date of Retirement	31/Jan/2020
	7.	Type of Retirement	BSNL Voluntary Retirement Scheme 2019
	8.	Pay Commission	2nd PRC
	9.	(1) AE	Rs. 37000.00
		(2) Revised AE	Rs. 80000.00
		(3) Last pay Drawn	Rs. 37000.00
		(4) Revised Last pay Drawn	Rs. 80000.00
		(5) Net Qualifying Services	32 YEAR 10 MONTH 0 DAY
	10.	Revised Pay Scale	80000 - 125000
	11.	(1) Bank Account Details	36957881452

(2)	IFSC CODE	SBIN0001183	
(3)	Branch Name	BOMBAY-SANTACRUZ WEST	
11.	(1)	Commuted Value Pension	1573248.00
	(2)	Old Commuted Value Pension	727628.00
	(3)	Commuted Value Pension to be Paid	845620.00
	(4)	Revised DCRG	2000000.00
	(5)	Old DCRG	1404215.00
	(6)	Revised DCRG To be Paid	595785.00
	(7)	Revised Enhanced Family Pension	40000.00
	(8)	Revised Normal Family Pension	24000.00
	(9)	Current Interest on Revised deferred gratuity	192000.00
	(10)	Previous Interest on deferred gratuity	69041.00
	(11)	Interest on Revised deferred gratuity payable	122959.00
	(12)	Net Amount of Gratuity to be Paid Inclusive of Interest	718744.00

Activate Windows
Go to Settings to activate Windows.

Cancel Save

Fig(6)

Details of Interest				
Period of Interest: 01/02/2020 - 31/05/2021				
SNO	Month.	Gratuity	Rate Of Interest	Interest
1	February-2020	1196445.00	7.90	7876.60
2	March-2020	1196445.00	7.90	7876.60
3	April-2020	1196445.00	7.20	7178.67
4	May-2020	1196445.00	7.20	7178.67
5	June-2020	1196445.00	7.20	7178.67
6	July-2020	1196445.00	7.20	7178.67
7	August-2020	1196445.00	7.20	7178.67
8	September-2020	1196445.00	7.20	7178.67
9	October-2020	1196445.00	0.00	0.00
10	November-2020	1196445.00	0.00	0.00
11	December-2020	1196445.00	0.00	0.00
12	January-2021	1196445.00	0.00	0.00
13	February-2021	1196445.00	0.00	0.00
14	March-2021	1196445.00	0.00	0.00
15	April-2021	1196445.00	0.00	0.00
16	May-2021	1196445.00	0.00	0.00
Total				58825.00

Close

Fig(7)

- b. **DoS reached, Gratuity and Commutation both NOT Paid:** Here, since Deferred Gratuity has not been paid, system will prompt the user to first pay the Deferred Gratuity bill already generated by the system as shown in Fig(8).

dotnetuatunecpscloud.com:9091/Revision/RevisionPension/RevisionPensionCalculationDA?EncryptPensionerId=bJoungL5c3nzZDRbd1/wxg==

Dealing HandP... ⚠ C)Revision not allowed as already generated deferred gratuity bill not paid.

Pay related revision for BSNL VRS

1.	Name	Mr. SUNNY
2.	Designation	AAO
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	24900 - 50500
4.	Date of Birth	01/Mar/1960
5.	Date of entry in the Government service	01/Mar/1985
6.	Date of Retirement	31/Jan/2020
7.	Type of Retirement	Please wait...
8.	Pay Commission	
9.	(1) AE	Rs.
	(2) Revised AE	Rs. <input type="text"/>
	(3) Last pay Drawn	Rs.
	(4) Revised Last pay Drawn	Rs. <input type="text"/>
	Is LPD Is Less Than AE Due To Penalty :	Select <input type="text"/>
	(5) Net Qualifying Services	<input type="text"/> YEAR <input type="text"/> MONTH

Fig(8)

Thereafter, user can initiate the revision. Since, no Commutation has been paid; the commutation related fields will be 'N.A.'. The revised gratuity will be calculated along with the interest. Detailed calculation of interest can be seen by clicking on the number highlighted at field 11(9) as shown in Fig(6). The interest calculation sheet can also be downloaded (Fig(7)). The calculated fields will take the following values:

- i. **11(1) – Commuted Value of Pension:** Will be 'N.A.'
- ii. **11(2) – Old Commuted Value of Pension:** Will be 'N.A.'
- iii. **11(3) – Commuted Value Pension to be paid:** Will be 'N.A.'
- iv. **11(4) – Revised DCRG:** This field shows the **new** calculated gratuity value after revision
- v. **11(5) – Old DCRG:** This field shows the **old** calculated gratuity.
- vi. **11(6) – Revised DCRG to be paid:** This filed shows the difference between 11(4) and 11(5).
- vii. **11(7) – Revised Enhanced Family Pension:** This field shows the revised Enhanced Family pension
- viii. **11(8) – Revised Normal Family Pension:** This field shows the revised Normal Family Pension
- ix. **11(9) – Current interest on Revised Deferred Gratuity:** This filed shows the new interest calculated based on the Revised Gratuity. The detailed calculation can be seen by clicking on the calculated interest number.
- x. **11(10) – Previous interest on Deferred Gratuity:** This filed shows the previous interest already paid.
- xi. **11(11) – Interest on revised deferred gratuity payable:** This filed shows the difference between 11(9) and 11(10).

- xii. **11(12) – Net amount of gratuity to be paid inclusive of interest:** this field shows the sum of 11(6) and 11(11)
- c. **DoS reached, Gratuity Paid, Commutation NOT Paid:** Since, no Commutation has been paid; the commutation related fields will be ‘N.A.’. The revised gratuity will be calculated along with the interest. Detailed calculation of interest can be seen by clicking on the number highlighted at field 11(9) as shown in Fig(6). The interest calculation sheet can also be downloaded (Fig(7)). The calculated fields will take the following values:
- i. **11(1) – Commuted Value of Pension:** Will be ‘N.A.’
 - ii. **11(2) – Old Commuted Value of Pension:** Will be ‘N.A.’
 - iii. **11(3) – Commuted Value Pension to be paid:** Will be ‘N.A.’
 - iv. **11(4) – Revised DCRG:** This field shows the **new** calculated gratuity value after revision
 - v. **11(5) – Old DCRG:** This field shows the **old** calculated gratuity.
 - vi. **11(6) – Revised DCRG to be paid:** This field shows the difference between 11(4) and 11(5).
 - vii. **11(7) – Revised Enhanced Family Pension:** This field shows the revised Enhanced Family pension
 - viii. **11(8) – Revised Normal Family Pension:** This field shows the revised Normal Family Pension
 - ix. **11(9) – Current interest on Revised Deferred Gratuity:** This field shows the new interest calculated based on the Revised Gratuity. The detailed calculation can be seen by clicking on the calculated interest number.
 - x. **11(10) – Previous interest on Deferred Gratuity:** This field shows the previous interest already paid.
 - xi. **11(11) – Interest on revised deferred gratuity payable:** This field shows the difference between 11(9) and 11(10).
 - xii. **11(12) – Net amount of gratuity to be paid inclusive of interest:** this field shows the sum of 11(6) and 11(11)
- d. **DoS NOT reached, Gratuity and Commutation both NOT Paid:** Since DoS has not reached, system will only revise the Gratuity and store it in the system. When the DoS is reached, Deferred Gratuity bill will be generated based on the revised gratuity and interest will also be calculated on the revised gratuity. Since, no Commutation has been paid; the commutation related fields will be ‘N.A.’. There will be no interest calculation at this stage. The calculated fields will take the following values:
- xiii. **11(1) – Commuted Value of Pension:** Will be ‘N.A.’
 - xiv. **11(2) – Old Commuted Value of Pension:** Will be ‘N.A.’
 - xv. **11(3) – Commuted Value Pension to be paid:** Will be ‘N.A.’
 - xvi. **11(4) – Revised DCRG:** This field shows the **new** calculated gratuity value after revision

- xvii. **11(5) – Old DCRG:** This field shows the **old** calculated gratuity.
- xviii. **11(6) – Revised DCRG to be paid:** Will be ‘N.A.’
- xix. **11(7) – Revised Enhanced Family Pension:** This field shows the revised Enhanced Family pension
- xx. **11(8) – Revised Normal Family Pension:** This field shows the revised Normal Family Pension
- xxi. **11(9) – Current interest on Revised Deferred Gratuity:** Will be ‘N.A.’
- xxii. **11(10) – Previous interest on Deferred Gratuity:** Will be ‘N.A.’
- xxiii. **11(11) – Interest on revised deferred gratuity payable:** Will be ‘N.A.’
- xxiv. **11(12) – Net amount of gratuity to be paid inclusive of interest:** Will be ‘N.A.’

NOTE: In case of a **downward** revision of LPD or AE, the calculated difference amounts will be **negative**.

2.4 Sanction Generation

After checking all the details, DH should 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 should click on the ‘Cancel’ button.

To view the generated Sanction, DH should go to **Revision->Revision Sanction Order** as shown in Fig(9).

Fig (9)

DH can click on the ‘View’ link under the View column to see the newly generated Sanction as shown in Fig(10). Sanction will show the details of the revision like change in LPD, change in Pay Scale and the change in pension, gratuity, commutation and family pension.

- b. **DoS reached, Gratuity and Commutation both NOT Paid:** The revision table in the Sanction will take the following values:
- a. Gross Pension: Shows the new basic pension vs. the old basic pension and the difference
 - b. Reduced Pension after commutation: Will be 'N.A.'
 - c. Date of Restoration of commutation: Will be 'N.A.'
 - d. Enhanced Family Pension: Shows the new enhanced family pension vs. the old enhanced family pension and the difference
 - e. Normal Family Pension: Shows the new normal family pension vs. the old normal family pension and the difference
 - f. Deferred Gratuity (without interest): Shows the new gratuity vs. the old gratuity without interest and the difference
 - g. Deferred Commutation: Will be 'N.A.'
 - h. Interest on Deferred Gratuity: Shows the new calculated interest vs. the old interest and the difference

The sanction also shows when the Deferred Gratuity was paid.

- c. **DoS reached, Gratuity Paid, Commutation NOT Paid:** The revision table in the Sanction will take the following values:
- a. Gross Pension: Shows the new basic pension vs. the old basic pension and the difference
 - b. Reduced Pension after commutation: Will be 'N.A.'
 - c. Date of Restoration of commutation: Will be 'N.A.'
 - d. Enhanced Family Pension: Shows the new enhanced family pension vs. the old enhanced family pension and the difference
 - e. Normal Family Pension: Shows the new normal family pension vs. the old normal family pension and the difference
 - f. Deferred Gratuity (without interest): Shows the new gratuity vs. the old gratuity without interest and the difference
 - g. Deferred Commutation: Will be 'N.A.'
 - h. Interest on Deferred Gratuity: Shows the new calculated interest vs. the old interest and the difference

The sanction also shows when the Deferred Gratuity was paid.

- d. **DoS NOT reached, Gratuity and Commutation both NOT Paid:** The revision table in the Sanction will take the following values:
- a. Gross Pension: Shows the new basic pension vs. the old basic pension and the difference
 - b. Reduced Pension after commutation: Will be 'N.A.'
 - c. Date of Restoration of commutation: Will be 'N.A.'

- d. Enhanced Family Pension: Shows the new enhanced family pension vs. the old enhanced family pension and the difference
- e. Normal Family Pension: Shows the new normal family pension vs. the old normal family pension and the difference
- f. Deferred Gratuity (without interest): Shows the new gratuity vs. the old gratuity without interest and the difference
- g. Deferred Commutation: Will be 'N.A.'
- h. Interest on Deferred Gratuity: Will be 'N.A.'

The sanction also shows when the Deferred Gratuity will be paid and when can the pensioner opt for Commutation.

NOTE: In case of a **downward** revision of LPD or AE, the calculated difference amounts will be **negative**. These amounts can be used to recover the excess payments made.

2.5 AAO Approval/Return

After taking a printout of the sanction, DH should 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(11).

The screenshot shows the CPMS interface with a 'Revision Sanction Order' table. A modal dialog box is open, asking for confirmation to proceed. The table has the following data:

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. VIJAY KUMAR BR	9654312346	XXXXXX642M	802020012208500	Pay related revision for BSNL VRS		View	Not Sent to AAO		braao - sathish kumar	Verify

Fig (11)

AAO Pension should go to **Approval->Revision->Revision Sanction Order**. He she can view the Sanction by clicking on 'View' (Fig(12)).

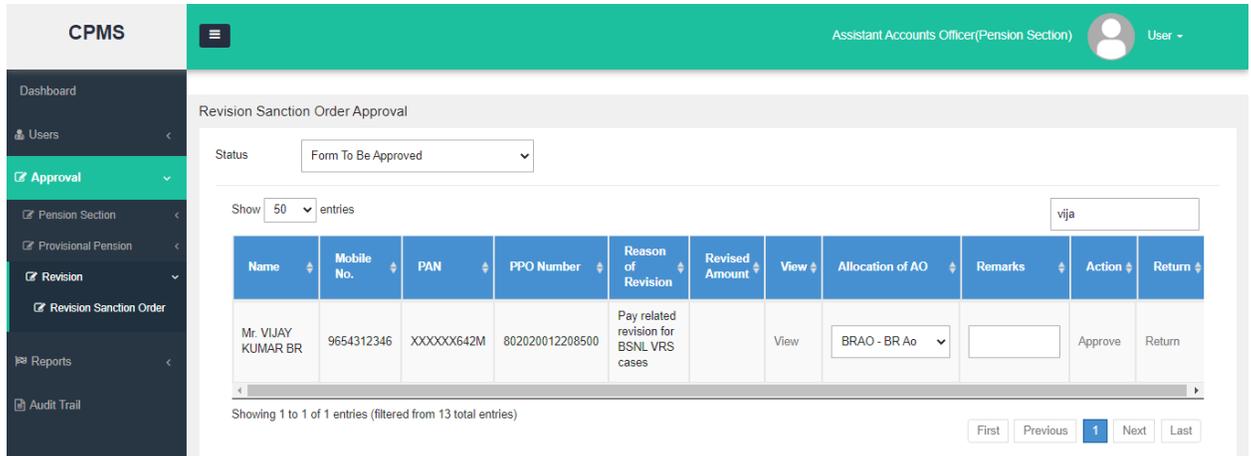


Fig (12)

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 (Fig(12)).

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 (Fig(12)) with remarks.

2.5 AO Approval/Return

AO Pension should go to **Approval->Revision->Revision Sanction Order**. He she can view the Sanction by clicking on ‘View’ (Fig(13)).

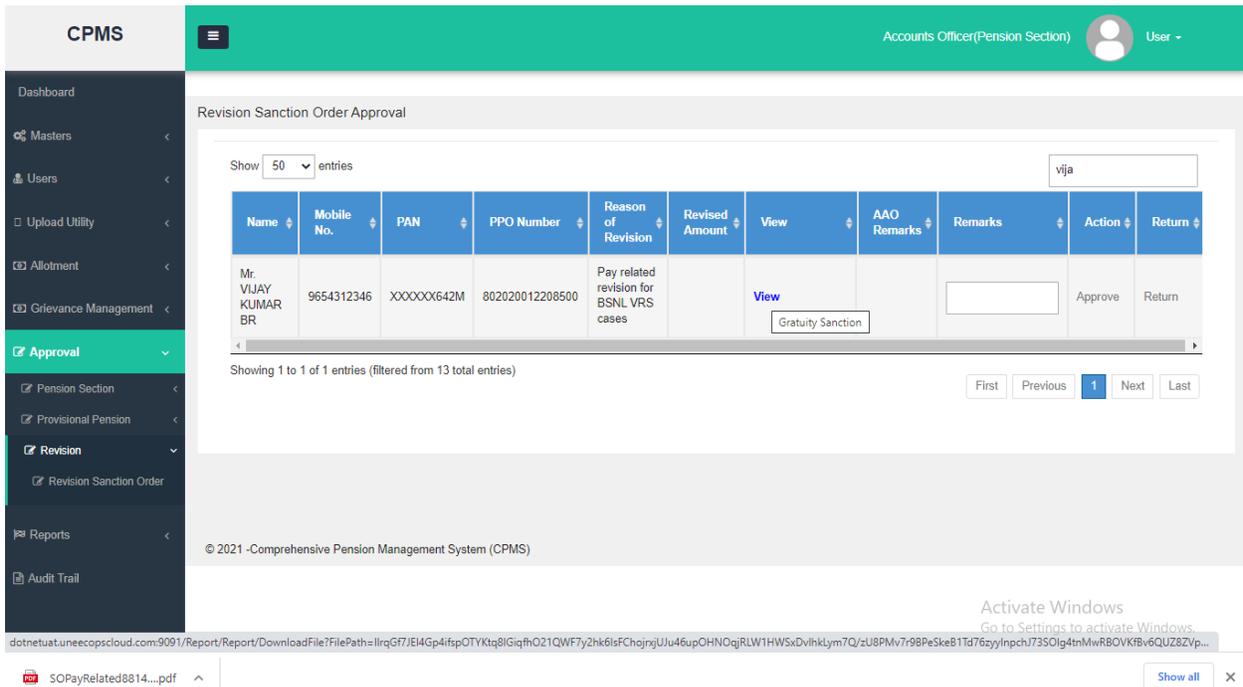


Fig (13)

If everything is correct, AO Pension can click on Approve and then Digitally Sign the sanction (Fig(13)) .

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 (Fig(13)) with remarks.

2.6 Returned Cases at DH Pension

The cases returned by both AAO Pension & AO Pension will land at **Revision** → **Revision Return Sanction Order** (Fig(14)). 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 → Revision of Pension

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Miss. SHWETA SUPPERANNUATION	9865482126	XXXXXX474M	802020011208207	Revision of pension due to change in commutation	552114.00	View	Return		braao - sathish kumar	Resend / Delete

Fig. (14)

NOTE: After deletion of revision by DH Pension, the status, as it existed before initiating the revision, **will be restored** and includes the following:

- Monthly Bill would reappear
- DH Pension can initiate any Revision
- Supplementary Bill can be paid

2.7 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 should go to **Allotment** → **Allocate to PDA DH**. AO PDA should select the case and then select the DH PDA from the dropdown and then click on ‘Send to DH’ (Fig (15)).

CPMS Accounts Officer(Pension Disbursing Authority) User

Dashboard

Allot Cases to Dealing Hand(DH)

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
Mr. VIJAY KUMAR BR	9654312346	XXXXXX642M	11/05/1961	31/01/2020	18/06/2021	Chapra TD	BSNL Voluntary Retirement Scheme 2019	Pay Related

Showing 1 to 1 of 1 entries (filtered from 26 total entries)

Allocation of DH :
 brpdadh2 - BIHAR PDA DH
 pddh1 - ajit
 biharpdadn1 - amit
 brpdadh2 - BIHAR PDA DH
 dhpdadbr - KHURSHEED ALI
 biharpdadn - Rajudgnisfsh Singh
 DHPDACCAMH1 - RAVI KUMAR

Send To DH Clear

Fig (15)

2.8 Receiving Sanction by DH PDA

DH PDA should 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 (16). After taking the sanction print he/she can click on the “Send” link under Action column to receive the sanction.

CPMS Dealing Hand(Pension Distributing Authority) User

Dashboard

Revision Sanction Order

Show 50 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	Sanction Order	Action
Mr. BSNLTWENTYNINEFEB	8778665434	XXXXXX290R	802020012208251	Revision of pension due to change in commutation	590067.00	View /	Send
Mr. KAUSHAL SIX THREE	9711456899	XXXXXX858L	802020012208269	Revision of pension due to change in commutation	885051.00	View /	Send
Mr. VIJAY KUMAR BR	9654312346	XXXXXX642M	802020012208500	Pay related revision for BSNL VRS cases		View /	Send

Showing 1 to 3 of 3 entries

Fig (16)

2.9 Other Bills Generation

DH PDA should go to **Bill Generation->Other Bill Generate** page to see the Gratuity and/or Commutation bills (Fig 17). The bill generation depends on the 4 scenarios mentioned in Section 1:

- DoS reached, Gratuity Paid, Commutation Paid:** Here, both Gratuity (with interest) and Commutation bills will be generated.
- DoS reached, Gratuity and Commutation both NOT Paid:** Here, only Gratuity (with interest) bill will be generated.
- DoS reached, Gratuity Paid, Commutation NOT Paid:** Here, only Gratuity (with interest) bill will be generated.

- d. **DoS NOT reached, Gratuity and Commutation both NOT Paid:** Here, no bill will be generated

NOTE: In case of a **downward** revision, no Gratuity or Commutation Bill will be generated.

	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	DA Type	Type of Retirement	Type of Bill	Amount
<input type="checkbox"/>	Mr. VIJAY KUMAR BR	802020012208500	SBIN0001183	36957881452	IDA	BSNL Voluntary Retirement Scheme 2019	Commutation Bill	845620
<input type="checkbox"/>	Mr. VIJAY KUMAR BR	802020012208500	SBIN0001183	36957881452	IDA	BSNL Voluntary Retirement Scheme 2019	DCRG Bill	718744

Fig (17)

DH PDA can send the generated bills to AAO PDA who can then send the bills to AO PDA for sending the bills to PFMS for payment.

2.10 Impact on Monthly Bill

As stated earlier, as soon as the revision is initiated, the monthly bill will disappear. After the revision has been completed, the appearance of the monthly bill will depend on the 4 scenarios mention in Section 1:

- DoS reached, Gratuity Paid, Commutation Paid:** Here, monthly bill with updated Basic Pension and Reduced Pension will appear **after** successful payment of both Gratuity and Commutation Bills.
- DoS reached, Gratuity and Commutation both NOT Paid:** Here, monthly bill with updated Basic Pension will appear **after** successful payment of Gratuity Bill.
- DoS reached, Gratuity Paid, Commutation NOT Paid:** Here, monthly bill with updated Basic Pension will appear **after** successful payment of Gratuity Bill.
- DoS NOT reached, Gratuity and Commutation both NOT Paid:** Here, monthly bill with updated Basic Pension will appear **after** successful receiving of sanction by DH PDA.

NOTE: In case of a **downward** revision, since no Gratuity or Commutation Bills will be generated, the monthly bills will appear once the sanction has been **successfully received by DH PDA.**