

## User Manual for Handling of Failed/ Cancelled bills in SAMPANN

**Introduction:** SAMPANN is integrated with PFMS (Public Financial Management System) for processing payments in pensioner's bank accounts. Currently, in case of any sanction (sent by SAMPANN) marked "Return to DDO" (In PFMS), same sanction does not return in SAMPANN for reprocessing. For receiving such marked sanction in SAMPANN as well as for handling Failed Sanctions in SAMPANN, necessary functionalities are developed and rolled out.

### Scenarios:

1. Bill cancelled in PFMS using Return to DDO option
2. Bill returned by AAO/ AO PDA
3. Bill returned from PFMS due to any error

Scenarios Action	Other Bills (DCRG & Commutation)	Monthly Bills/ Supplementary Bills	Arrear Bills
Bill cancelled in PFMS using Return to DDO option	1. Send without Edit 2. A/c update & resend	1. Send without Edit 2. Send with Edit 3. A/c update & resend 4. Permanent Cancellation	1. Send without Edit 2. A/c update & resend
Bill returned by AAO/ AO PDA for deletion	NA	1. Permanent Cancellation	NA
Update Other Bills Payment Details	Details of outside payment can be updated	NA	NA

1. **Role Rights:** New menus are available for given functionality in SAMPANN. The role rights of above said menus are to be given to AO PDA, AAO PDA & DH PDA.

a) CCA User will assign role rights to AO PDA go to-> **Approval-> Bill Reprocess Approval-> Update Other Bills Payment Details**

**Approval, Delete SAMPANN returned Bills Approval & Reprocess PFMS Cancelled Bill Approval as shown in Fig(0.1)**

Menu Rights Userwise

User Name: biharpdao

Menu List:

- Users
- Approval
  - PDA
  - Bank Migration Approval
  - Supplementary Approval
  - Bill Reprocess Approval
    - Update Other Bills Payment Details Approval
    - Delete SAMPANN Returned Bill Approval
    - Reprocess PFMS Cancelled Bill Approval
- Reports

**Fig (0.1)**

- b) Similar role rights assigned to AAO PDA by AO PDA.
- c) Further, AAO PDA will assign role rights to DH PDA-go to-> **Bill Reprocess->Reprocess PFMS Cancelled Bills, Delete SAMPANN returned Bills & Update Other Bills Payment Details. Fig (0.2)**

Menu Rights Userwise

User Name: brpdadh2

Menu List:

- Action
- Reports
  - Audit Trail
- Grievance Management
- PDA Utility
  - Investment Declaration
- Bank Data Migration
  - Payment Slip Generation
- LC & DLC Verification
- Jeevan Pramaan
- Supplementary Bills
- Bill Reprocess
  - Reprocess PFMS Cancelled Bill
  - Delete SAMPANN Returned Bill
  - Update Other Bills Payment Details

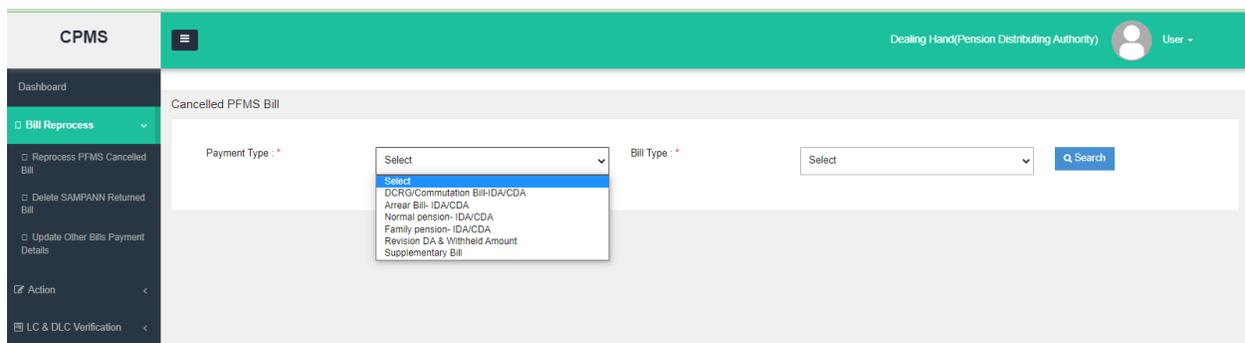
**Fig (0.2)**

## 2. Bill cancelled in PFMS using Return to DDO option:

If any bill is cancelled at PFMS using “Return to DDO” option (**By mistake or due to any mistake in bank detail**) then, that bill will be shown under **Reprocess PFMS Cancelled Bill** sub menu.

To reprocess that bill again DH PDA Go to ->**Bill Reprocess-> Reprocess PFMS Cancelled Bill.**

Once DH PDA click on the sub menu a screen will be open. Now he/she select the **Payment Type** and **Bill Type (Fresh Case/ returned Case)** from given dropdown and click on the Search button as shown in **Fig (0.3).**



**Fig (0.3)**

Consequent upon selection of Payment Type & Bill Type- the Bills Returned by PFMS will be shown in grid.

**2.a. DCRG/ Commutation Bill or Arrear Bill IDA/CDA:** In case of returned DCRG/ Commutation Bills or Arrear bill, **two Action Type** will be available for DH PDA as shown in Fig( 0.5).

- i. **Send Without Edit** – In this DH PDA can send the returned bill to AAO PDA for further approval without any editing.

CPMS Dealing Hand(Pension Distributing Authority) User

Cancelled PFMS Bill

Payment Type : \* DCRG/Commutation Bill-IDA/CDA Bill Type : \* Fresh Cases Reset

Show 10 entries Search:

■ ▲	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	DA Type	Type of Retirement	Type of Bill	Amount	Action Type
<input type="checkbox"/>	Mr. REVISIONTYPEFIVE	802020061208370	SBIN0004902	12567654543	IDA	Superannuation	DCRG Bill	2000000	Select Send without edit Bank A/c Update Update Account No.
<input type="checkbox"/>	Mr. REVISIONTYPEFIVE	802020061208370	SBIN0004902	12567654543	IDA	Superannuation	Commutation Bill	1573248	Select Update Account No.
<input type="checkbox"/>	Mrs. NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	2000000	Select Update Account No.
<input type="checkbox"/>	Mr. AJAY BAHADUR SUPER	802020011108554	SBIN0004906	11120012123	CDA	Superannuation	DCRG Bill	289575	Select Update Account No.
<input type="checkbox"/>	Mr. SANT RAM SUPER	802020101208553	SBIN0004906	30091010555	IDA	Superannuation	DCRG Bill	215325	Select Update Account No.
<input type="checkbox"/>	Mr. SANT RAM SUPER	802020101208553	SBIN0004906	30091010555	IDA	Superannuation	Commutation Bill	137660	Select Update Account No.
<input type="checkbox"/>	Mr.	802020051208371	SBIN0004902	21125654333	IDA	Superannuation	DCRG Bill	2000000	Select

Fig (0.5)

- ii. **Bank A/c Update-** In this case, firstly **DH PDA** will update the account details using **PDA Utility** after that he/she will click on **“Update Account No.”** link given in Action Type column under dropdown box as shown in **Fig (0.6)**. Thus new account details will be updated against beneficiary.

Cancelled PFMS Bill

Payment Type : \* DCRG/Commutation Bill-IDA/CDA Bill Type : \* Fresh Cases Reset

Show 10 entries Search:

■ ▲	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	DA Type	Type of Retirement	Type of Bill	Amount	Action Type
<input type="checkbox"/>	Mr. REVISIONTYPEFIVE	802020061208370	SBIN0004902	12567654543	IDA	Superannuation	DCRG Bill	2000000	Select Update Account No.

Fig (0.6)

After necessary action DH PDA will send the case to AAO PDA using **“Save and Send for AAO Approval”** button.

**2.b. Normal/ Family Pension IDA/CDA or Supplementary Bill:** In case of return of **Normal/Family Monthly Pension Bills or Supplementary Bill**, this option will be chosen by DH PDA.

**4 Action Type** will be available for DH PDA as shown in Fig( 0.7).

The screenshot displays the CPMS interface for 'Cancelled PFMS Bill'. The top navigation bar includes 'CPMS' and 'Dealing Hand(Pension Distributing Authority)'. The left sidebar lists various menu items like 'Dashboard', 'Bill Reprocess', 'Action', etc. The main content area shows a table of pensioner details and a table of bill amounts with an action dropdown menu.

Payment Type	Normal pension- IDA/CDA	Bill Type	Fresh Cases	Reset			
Show	10	entries					
Pensioner Name	PPO Number	IFSC Code/ SOL No.	Account No.	Basic Pension	Additional Pension	Commutation Pension	Reduced P
Mr. AJAI A FIFTEEN	801980091178005	SBIN0005556	31193181723	16000	16000	22500	13500
Mr. ANANT A FOURTEEN	801983091178004	SBIN0005555	31193181500	15500	7750	22250	13250
Mr. RAMESH SANJAY KUMAR	802021081208545	SBIN0001183	36987441259	3500	0	0	2100
Mr. IDA SAU MIN	802020101208549	SBIN0000042	39761740053	40000	0	0	24000
Mr. BSNL VRS ONE	801998092208589	SBIN0001183	34576550001	7500	1500	0	7500

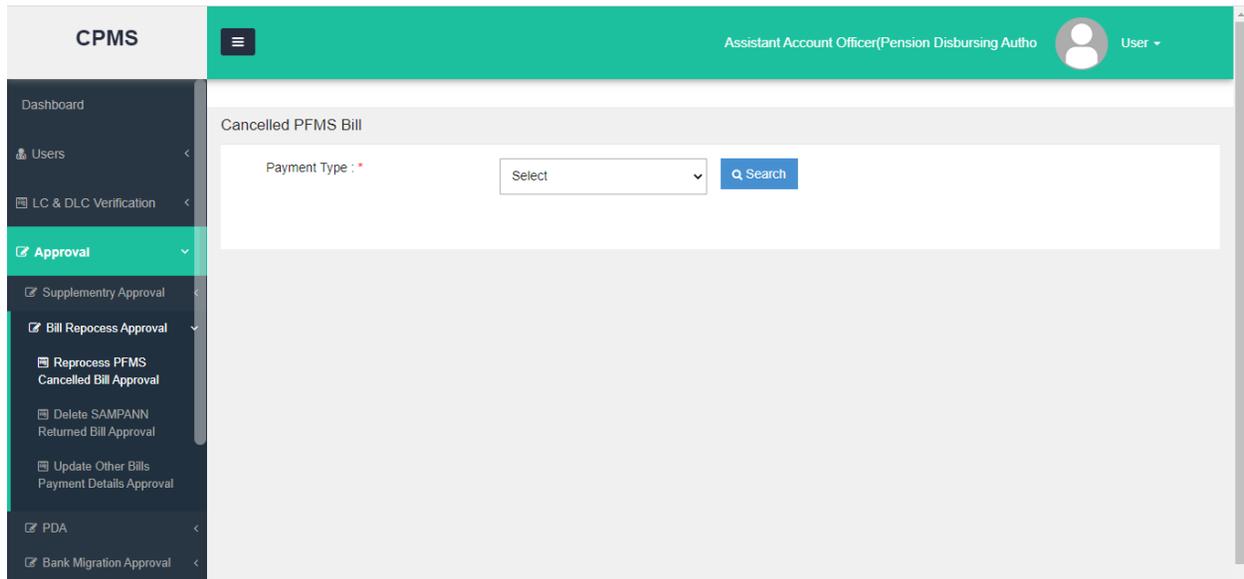
Arrear Amount	Total Amount Payable	I.Tax	Health and Education Cess	Recovery	Net Payable Amount	Bill Status	Remarks	Action
100	41480	500.00	20.00	2000	38960	Fresh	Select	Update
100	30005	500.00	20.00	2000	27485	Fresh	Select	Update
0	9586	0.00	0.00	0	9586	Fresh	Select	Update
0	98120	0.00	0.00	0	98120	Fresh	Select	Update
0	25677	0.00	0.00	0	25677	Fresh	Select	Update
0	29672	0.00	0.00	0	29672	Fresh	Select	Update
0	34951	0.00	0.00	0	34951	Fresh	Select	Update

Fig (0.7)

- i. **Send Without Edit** – In this DH PDA can send the returned bill to AAO PDA for further approval without any editing.
- ii. **Send With Edit** – In this DH PDA can send the returned bill to AAO PDA after editing the required data like (arrear amount,I.Tax,Recovery).
- iii. **Permanent Cancellation-** In this case, **DH PDA** will cancel the bill permanently and send the bill to AAO PDA for further approval .
- iv. **Bank A/c Update-** In this case, firstly **AO PDA** will update the account details using **PDA Utility** after that **DH** will click on “**Update Account No.**” link given in Action Type column under dropdown box as shown in **Fig (0.7)**. Thus new account details will be updated against beneficiary and DH PDA can send the returned bill to AAO PDA for further approval.

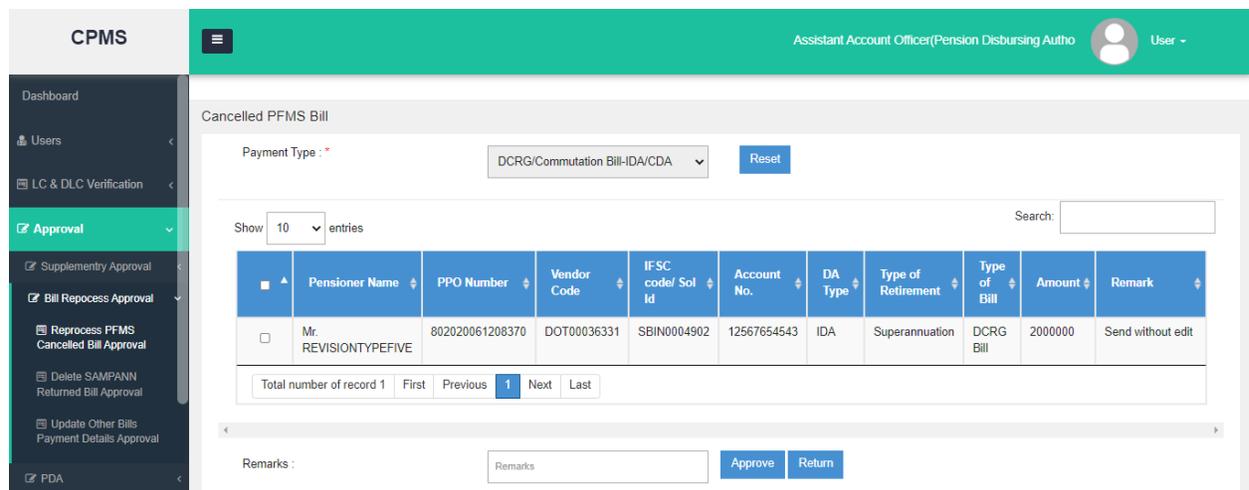
## 2.1 AAO PDA approval for cancelled Bills in PFMS using Return to DDO option-

Now AAO PDA will login into the SAMPANN Go to->Approval->Bill Reprocess Approval-> **Reprocess PFMS Cancelled Bill Approval**. Here he/she select the **Payment Type** and click on the search button as shown in **Fig (0.8)**.



**Fig (0.8)**

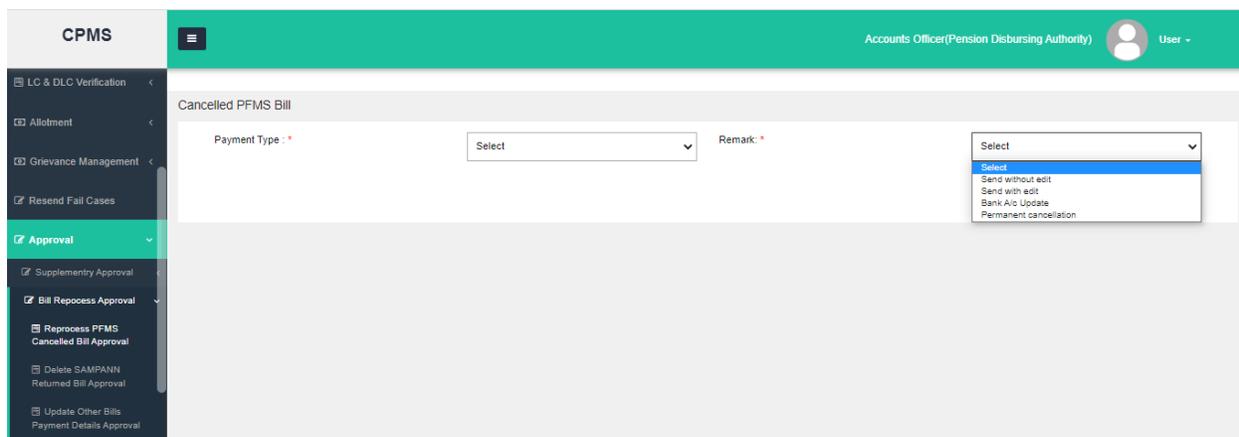
If any correction needed, AAO will return the case to DH or Approve the case and send to AO PDA as shown in **Fig(0.9)**.



**Fig (0.9)**

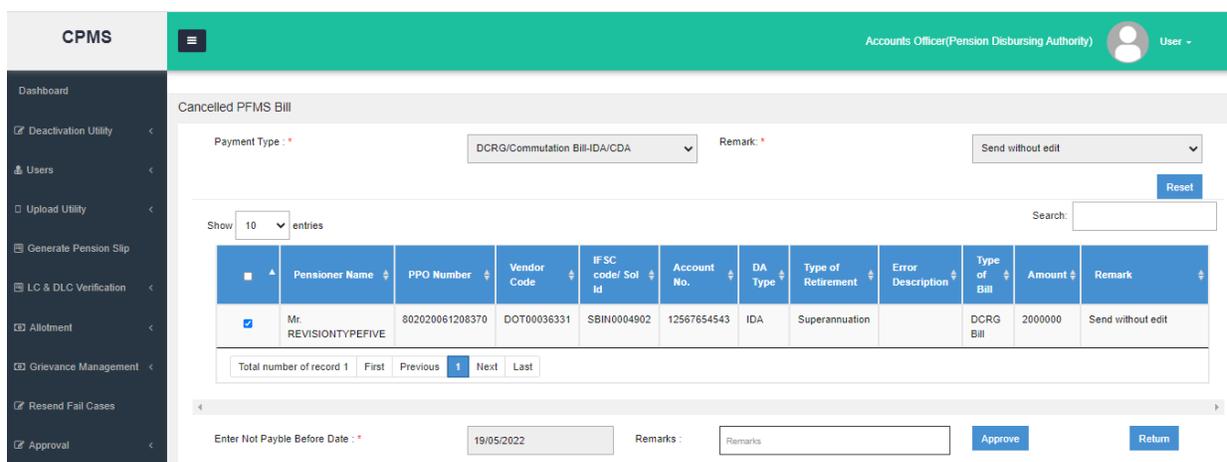
## 2.2 AO PDA approval for cancelled Bills in PFMS using Return to DDO option-

Now AO PDA will login into the SAMPANN Go to->**Approval->Bill Reprocess Approval->Reprocess PFMS Cancelled Bill Approval**. Here he/she select the **Payment Type** and **Remarks** and click on the search button as shown in **Fig(10)**.



**Fig (10)**

If any correction needed, AO will return the case to DH or select the Not payable before date and Approve the case and case will send to PFMS again for payment (**except the Permanent Cancellation**) as shown in **Fig(11)**.



**Fig (11)**

**Note-**If remark is chosen as **“Permanent Cancellation”** then after approval case will permanently cancel in SAMPANN.

### 3. Delete SAMPANN Returned Bill:

If any **Monthly bill or Supplementary Bill** is pending at DH PDA in return bill page then, that bill will be shown under “**Delete SAMPANN Returned Bill**” sub menu.

**Note- Supplementary/ Monthly Bills returned within SAMPANN, will also reflect in Supplementary bills / Monthly Bills Screen respectively. DH PDA can edit the figures there also. If DH PDA takes action at any one menu-Delete SAMPANN Returned Bill or at Supplementary bills / Monthly Bills Screen, same PPO No. will disappear from other screen and vice versa.**

To delete that bills Permanently DH PDA **Go to ->Bill Reprocess-> Delete SAMPANN Returned Bill.**

Once DH PDA clicks on the sub menu a screen will be open. Now he/she select the **Financial Year, Bill Type (Monthly/ Supplementary) and Month** from given dropdowns and click on the Search button as shown in **Fig (12).**

	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	Type of Retirement	Type of Bill	Amount	I.Tax	Cess	Recovery	Net Amount Payable
<input type="checkbox"/>	Mr. AVANT A THIRTEEN	801988091178003	SBIN0005556	31193181725	Superannuation	Monthly Bill	27140	0.00		0	27140
<input type="checkbox"/>	Mr. ROHIT NATH BR	802020011108525	SBIN0001183	35698774714	Superannuation	Monthly Bill	9870	2000.00		0	7790
<input type="checkbox"/>	Mr. VAIBHAV MEHRA BR	802020012208506	SBIN0001183	34589665826	BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00		0	49928

**Fig (12)**

Consequent upon selection the Return Bills will be shown in grid. Now DH will select the records and click on the Approve button for sending the bills to AAO PDA for deletion approval.

### 3.1 AAO PDA approval for Deletion of Return (Monthly and Supplementary Bills)-

Now AAO PDA will login into the SAMPANN Go to->Approval->Bill Reprocess Approval-> Delete SAMPANN Returned Bill Approval. Now he/she select the **Financial Year**, **Bill Type (Monthly/ Supplementary)** and **Month** from given dropdowns and click on the Search button as shown in Fig(13).

The screenshot displays the CPMS Internal Bill Deletion Approval interface. The top navigation bar includes the CPMS logo and the user's role: Assistant Account Officer (Pension Disbursing Autho). The left sidebar lists various approval categories, with 'Approval' selected. The main content area shows the 'Internal Bill Deletion Approval' form. It features three dropdown menus: 'Financial year' set to '2022-23', 'Bill Type' set to 'Monthly Bill', and 'Month' set to 'May'. A 'Reset' button is located to the right of the 'Month' dropdown. Below the filters, there is a 'Show' dropdown set to '50' entries and a search input field. A table displays the search results with the following columns: Pensioner Name, PPO Number, IFSC code/ Sol Id, Account No., Type of Retirement, Type of Bill, Amount, I.Tax, Cess, Recovery, and Net Amount Payable. The table contains one entry for Mr. VAIBHAV MEHRA BR. Below the table, there are pagination controls showing 'Total number of record 1' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom, there are 'Approve' and 'Return to DH' buttons.

	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	Type of Retirement	Type of Bill	Amount	I.Tax	Cess	Recovery	Net Amount Payable
<input type="checkbox"/>	Mr. VAIBHAV MEHRA BR	802020012208506	SBIN0001183	34589665826	BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00		0	49928

Fig (13)

If any correction needed, AAO will return the case to DH or Approve the case and send to AO PDA as shown in Fig(13).

### 3.2 AO PDA approval for Deletion of Return (Monthly and Supplementary Bills)-

Now AO PDA will login into the SAMPANN Go to->Approval->Bill Reprocess Approval-> Delete SAMPANN Returned Bill Approval. Now he/she select the **Financial Year**, **Bill Type (Monthly/ Supplementary)** and **Month** from given dropdowns and click on the Search button as shown in Fig (14).

CPMS Accounts Officer(Pension Disbursing Authority) User

Internal Bill Deletion Approval

Financial year : 2022-23 Bill Type : Monthly Bill

Month : May

Show 50 entries

	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	Type of Retirement	Type of Bill	Amount	L.Tax	Cess	Recovery	Net Amount Payable
<input type="checkbox"/>	Mr. AATUSH A TEN	801980091178000	SBIN0005556	31193181726	Superannuation	Monthly Bill	20180	0.00		0	20180
<input type="checkbox"/>	Mr. VAIBHAV MEHRA BR	802020012208506	SBIN0001183	34589665826	BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00		0	49928

Total number of record 2 First Previous 1 Next Last

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Delete Bill Return to AAO

Fig (14)

If any correction needed, AO will return the case to AAO or Approve the Bill and Bill will Permanently deleted in SAMPANN as shown in Fig (14).

### 3. Update Other Bill Payment Detail:

If any bill is cancelled at PFMS using “Return to DDO” option **and its payment is done Outside of the SAMPANN** then, that bill will be shown under **Update Other Bill Payment Detail** sub menu.

To update the bill detail in SAMPANN DH PDA **Go to ->Bill Reprocess-> Update Other Bill Payment Detail.**

Once DH PDA click on the sub menu a screen will be open. Now he/she enter the **PPO Number** in the given textbox and click on the Search button as shown in Fig (15).

CPMS Dealing Hand(Pension Distributing Authority) User

Update Other Bills Payment Details

PPO Number : 802020089208386

Search Reset

Show 10 entries

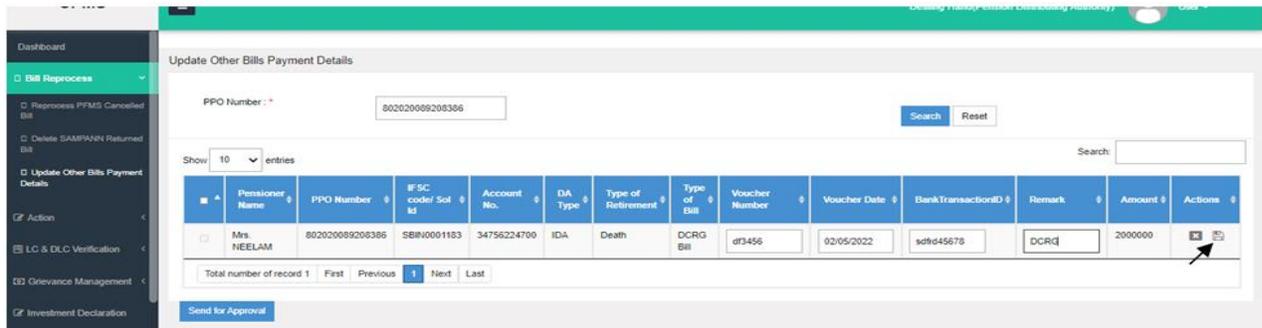
	Pensioner Name	PPO Number	IFSC code/ Sol Id	Account No.	DA Type	Type of Retirement	Type of Bill	Voucher Number	Voucher Date	BankTransactionID	Remark	Amount	Actions
<input type="checkbox"/>	Mrs NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	Voucher Number	Voucher Date	BankTransactionID	Remark	2000000	

Total number of record 1 First Previous 1 Next Last

Send for Approval

**Fig (15)**

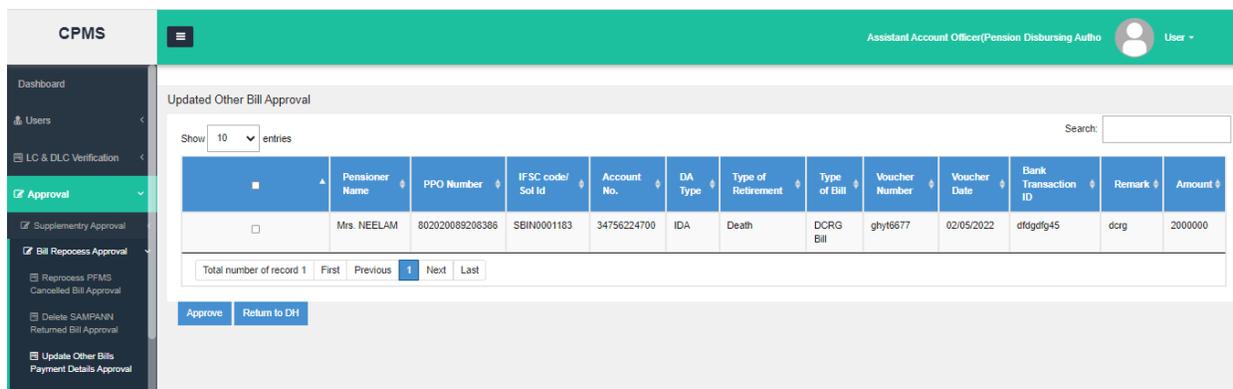
Now to update the bill detail he/she will click on the Edit button given in the grid under Action column. Once DH click on the Edit button all disabled textboxes shown in the grid become enable and he/she will enter the payment detail here and click on the **update icon** given in the Action column and send the record for AAO approval by click on the **“Send for Approval”** button as shown in **Fig(16)**.



**Fig (16)**

#### 4.1 AAO PDA approval for Updation of Other Bill Payment Detail -

Now AAO PDA will login into the SAMPANN Go to->Approval->Bill Reprocess Approval-> **Update Other Bill Payment Detail** as shown in **Fig(17)**.



**Fig (17)**

If any correction needed, AAO will return the case to DH or Approve the case and send to AO PDA approval as shown in **Fig(17)**.

## 4.2 AO PDA approval for Updation of Other Bill Payment Detail -

Now AO PDA will login into the SAMPANN Go to->Approval->Bill Reprocess Approval->Update Other Bill Payment Detail as shown in Fig (18).

The screenshot shows the CPMS web application interface. The top header is green with the text 'Accounts Officer(Pension Disbursing Authority)' and a user profile icon. The left sidebar is dark grey with a menu containing 'Approval' and 'PDA'. The main content area is titled 'Updated Other Bill Approval' and features a search bar and a table. The table has the following columns: Pensioner Name, PPO Number, IFSC code/ Sol Id, Account No., DA Type, Type of Retirement, Type of Bill, Voucher Number, Voucher Date, and Bank Transaction ID. A single record is displayed for Mrs. NEELAM with PPO Number 802020089208386, IFSC code SBIN001183, Account No. 34756224700, DA Type IDA, Type of Retirement Death, Type of Bill DCRG Bill, Voucher Number ghyt6677, Voucher Date 02/05/2022, and Bank Transaction ID dfdfdfg45. Below the table is a pagination control showing 'Total number of record 1' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. At the bottom of the table area are two buttons: 'Final Approve Bill' and 'Return to AAO'.

Fig (18)

If any correction needed, AO will return the case to AAO or Approve the case and bill information updated in SAMPANN successfully as shown in Fig(18).

**Note- Other Bills returned from PFMS, will also reflect at both sub menus- 1. Reprocess PFMS returned Bill 2. Update other bill details. DH PDA can take action on any one of these 2 submenus. If DH PDA takes action at any one menu, same PPO No. will disappear from other screen and vice versa.**

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