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

- **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	biharpdaao
Menu List	 Users Approval PDA Bank Migration Approval Supplementry Approval Bill Repocess 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 LC & DLC Verification Isoupelementary Bills Supplementary Bills Bill Reprocess Reprocess PFMS Cancelled Bill Delete SAMPANN Returned Bill Update Other Bills Payment Details Submit Cancel Fig (0.2)
	\sim

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)**.

CPMS					Dealing Hand(Pension Distributing Authority)
Dashboard	Cancelled PEMS Bill				
Bill Reprocess					
Cir Action Cir Action Cir Action Cir Action Cir Action Cir Action Cir Cir DLC Verification Cir	Payment Type : *	Select CONCURRENT Select CORROCOmmutation Bill-DA/CDA Arrara Bil-IDA/CDA Arrara Bil-IDA/CDA Arrara Bil-IDA/CDA Famity pension-IDA/CDA Famity pension-IDA/CDA Famity pension-IDA/CDA Famity pension-IDA/CDA Supplementary Bill	Bill Type : *	Select	v Q Search
			$\mathbf{E}^{*}_{\mathbf{z}}$ (0.2)		

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										aling Hand(Pe	ension Distributing Authorit
Dashboard		Cancelled PEMS B	ill								
Bill Reprocess	<										
f Action	<	Payment Type	•	DCRG/Commutation B	ill-IDA/CDA	▼ Bill	Туре : *		Fresh Cases		► R
LC & DLC Verification	<	Show 10 🗸	r entries							Sea	rch:
I Grievance Managemen	t <		Pensioner Name 🝦	PPO Number 🝦	IFSC code/ Sol Id	Account No.	DA Type \$	Type of Retirement	♦ Type of Bill ♦	Amount 🛊	Action Type
Investment Declaration				802020061208370	SBIN0004902	12567654543	IDA	Superannuation	DCRG Bill	2000000	Select V
DA Utility	<		REVISIONITPERIVE								Select Send without edit
ank Data Migration	<	0	Mr. REVISIONTYPEFIVE	802020061208370	SBIN0004902	12567654543	IDA	Superannuation	Commutation Bill	1573248	Bank A/c Update Select V Update Account No.
	<		Mrs. NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	2000000	Select 🗸
eports											Update Account No.
upplementary Bills	<		Mr. AJAY BAHADUR SUPER	802020011108554	SBIN0004906	11120012123	CDA	Superannuation	DCRG Bill	289575	Select
Audit Trail			Mr. SANT RAM	802020101208553	SBIN0004906	30091010555	IDA	Superannuation	DCRG Bill	215325	Select V
			SUPER								Update Account No.
			Mr. SANT RAM SUPER	802020101208553	SBIN0004906	30091010555	IDA	Superannuation	Commutation Bill	137660	Select 🗸
											Update Account No.
			Mr.	802020051208371	SBIN0004902	21125654333	IDA	Superannuation	DCRG Bill	2000000	Select

Bank A/c Update- In this case, firtsly 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 beneficiery.

Canc	elled PFMS B	II										
	Payment Type :	*	DCRG/Commutation B	ill-IDA/CDA	► Bill T	ype:*		Fre	esh Cases		~	Reset
	Show 10 🗸	entries								Sea	rch:	
		Pensioner Name	PPO Number 👙	IFSC code/ Sol Id	Account +	DA Type \$	Type of Retirement	\$	Type of Bill	\$ Amount 👙	Action Type	¢
		Mr. REVISIONTYPEFIVE	802020061208370	SBIN0004902	12567654543	IDA	Superannuation		DCRG Bill	2000000	Select	٠ ۲

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 choosen by DH PDA.

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

CPMS									Dealing Hand(Pension Distributing	Authority)	User •
Dashboard	Cancelled	PFMS Bill										
Bill Reprocess <												
☑ Action 〈	Payn	tent Type : *	Normal pension	- IDA/CDA	*	Bill Type : *		Fresh	Cases	~	Reset	
BLC & DLC Verification	Show	10 v entries										
1 Grievance Management 〈		Pensioner Name	\$	PPO Number	IFSC Code	SOL No. 🕴	Account No. 🕴	Basic Per	nsion	nsion \$ Comr	nutation Pension	¢ Reduc
Investment Declaration		Mr. AJAI A FIFTEE	N R	801980091178005	SBIN000555	5	31193181723	16000	16000	22500		13500
₿ PDA Utility <		Mr. ANANT A FOU	RTEEN	801983091178004	SBIN000555	5	31193181500	15500	7750	22250		13250
		Mr. RAMESH SAN	IAY KUMAR	802021081208545	SBIN000118	3	36987441259	3500	0	0		2100
		Mr. IDA SAU MIN	8	802020101208549	SBIN000004	2	39761740053	40000	0	0		24000
Reports		Mr. BSNL VRS ON	Ξ	801998092208589	SBIN000118	3	34576550001	7500	1500	0		7500
CPMS									Dealing Hand(Pension Distributing	Authority)	User +
CPMS Dashboard									Dealing Hand(Pension Distributing	Authority)	User •
CPMS	Cancelled	PFMS Bill							Dealing Hand(Pension Distributing	Authority)	User •
CPMS Dashboard D Bill Reprocess < 2' Action <	Cancelled	PFMS Bill	Normal pension	► IDA/CDA	~	Bill Type : *		Fresh	Dealing Hand(Cases	Pension Distributing	Authority)	User -
CPMS Dashboard D	Cancelled	PFMS Bill	Normal pension	⊳ IDA/CDA	v	Bill Type : *		Fresh	Dealing Hand(Pension Distributing	Authority)	User - Search:
CPMS Dashboard D	Cancelled Payn	PFMS Bill tent Type : *	Normal pension Payable	⊢ IDA/CDA	Health an	Bill Type : *	s \$ Recovery	Fresh	Dealing Hand(Cases Net Payable Amount	Pension Distributing	Authority) Reset	User + Search:
CPMS Dashboard Dashboard C Bill Reprocess C Adon C Dashboard C D	Cancelled Payn Arrear A	PFMS Bill Pent Type :* Amount Total Amount 41480	Normal pension Payable 6	LTax	 Health an 20.00 	Bill Type : *	s • Recovery 2000	Fresh	Dealing Hand(Cases Net Payable Amount (35950	Pension Distributing Will Status Ø Bill Status Ø Fresh Ø	Authority) Reset Remarks	User • Search:
CPMS Dashboard Dashboard Dashboard Construction Dashboard Dashboar	Cancelled Payr	PFMS Bill Amount	Normal pension Peyvable •	LTax 500.00	Health an 20.00 20.00	Bill Type : *	s • Recovery 2000	Fresh	Dealing Hand Cases Net Payable Amount 35950	Pension Distributing Bill Status Fresh Fresh	Authority) Reset Remarks Select Send without ed Send without ed Send without ed	Search:
CPMS Dashboard Dashboard Dashboard Dashboard Dashboard Dashboard Dashboard Photomatication Photomatica	Cancelled Payr Arrear A 100 100 0	PFMS Bill nent Type :* Total Amount 41480 30005 9588	Normal pension	LTax 500.00 500.00	 Health and 20.00 20.00 0.00 	Bill Type : *	 Recovery 2000 2000 0 	Fresh	Dealing Hand(Cases Ket Payable Amount (38960 27485 9586	Pension Distributing Bill Status Fresh Fresh Fresh	Authority) Reset Remarks Select Send with edit Send Select Permanent can Select	Search:
CPMS Dashboard D	Cancelled Payr Arrear / 100 0	Total Amount Total Amount 41480 30005 9588 96120	Normal pension Payable Ø	LTax 500.00 0.00 0.00	+ Health and 20.00 20.00 0.00 0.00	Bill Type : *	a	Fresh	Cases Cases Net Payable Amount State	Bill Status Bill Status	Authority) Reset Remarks Select Select Select Select Select	Search:
CPMS Dashboard D	Cancelled Payr Arrear A 100 0 0	Total Amount * Total Amount 41480 30005 9586 9586 9592 9592	Normal pension Payable •	LTax 500.00 0.00 0.00	Health an 20.00 0.00 0.00 0.00	Bill Type : *	s 6 Recovery 2000 2000 0 0	Fresh	Dealing Hand(Cases	Pension Distributing Bill Status	Authority) Reset Reset Remarks Select Select Select Select Select Select Select	Search:
CPMS Dashboard	Cancelled Payr Arrear J 100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Image: PFMS Bill Image: Type : * Image: Type : *	Normal pension	LTax 500.00 500.00 0.00 0.00	 Health an 20.00 20.00 0.00 0.00 	Bill Type : *	Recovery 2000 2000 0 0 0	¢	Dealing Hand Cases	Pension Distributing Bill Status	Authority) Reset Remarks Select Select Select Select Select Select Select Select	Search:
CPMS CPMS Dashboard Bill Reprocess & Action # Action © Grilevance Management Ø Dashboard Ø Hovestment Declaration Ø Hovestment Declaration Ø Pank Data Migration Ø Reports Ø Audit Trail	Cancelled Payr Arrear 100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	PFMS Bill tent Type : tmount I 1 I 2 Status 30005 Status 2 Status 3 Status 2 Status 3 Status 3 Status 3 Status 3 Status 3 Status 3 Status 4 Status 3 Status 3 Status 3 Status 3 Status 4 Status 4 Status 5 Status 5 Status 6 Status 6 Status 6 Status 7 Status 6 Status 7 Status 7 Status 8 Status 8 Status 8	Normal pension	LTax 500.00 500.00 0.00 0.00 0.00	Health an 20.00 20.00 0.00 0.00 0.00 0.00	Bill Type : *	Image: Second	Fresh	Dealing Hand Cases	Pension Distributing Bill Status Fresh Fresh Fresh Fresh Fresh Fresh Fresh Fresh	Authority) Reset Remarks Select Select Select Select Select Select Select	



- i. <u>Send Without Edit</u> In this DH PDA can send the returned bill to AAO PDA for further approval without any editing.
- **ii.** <u>Send With Edit</u> In this DH PDA can send the returned bill to AAO PDA after editing the required data like (arrear amount,I.Tax,Recovery).
- iii. <u>Permanent Cancellation</u>- In this case, **DH PDA** will cancel the bill permanentaly and send the bill to AAO PDA for further approval.
- iv. <u>Bank A/c Update</u>- In this case, firtsly 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 beneficiery 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).

CPMS			Assistant Account Officer(Pension Disbursing Autho	User -
Dashboard	Cancelled PEMS Bill			
💩 Users 🗸 🤇	Payment Type : *			
ELC & DLC Verification <		Select V	Q Search	
☑ Approval ~				
In Supplementry Approval < -				
🕼 Bill Repocess Approval 🗸 🗸				
Reprocess PFMS Cancelled Bill Approval				
Delete SAMPANN Returned Bill Approval				
Update Other Bills Payment Details Approval				
I III PDA ⟨				
☑ Bank Migration Approval <				

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)**.

CPMS	Assistant Account Officer(Pension Disbursing Autho User -
Dashboard	Cancelled PFMS Bill
ا Users د	Payment Type : * DCRG/Commutation Bill-IDA/CDA 🗸 Reset
C Approval ~	Show 10 v entries Search:
Supplementry Approval Governmentry Approval	■ ▲ Pensioner Name PPO Number Vendor Code Vendor Code Code Code
Reprocess PFMS Cancelled Bill Approval	Mr. REVISIONTYPEFIVE 802020061208370 DOT00036331 SBIN0004902 12567654543 IDA Superannuation DCRG Bill 200000 Send without edit
Delete SAMPANN Returned Bill Approval	Total number of record 1 First Previous 1 Next Last
Update Other Bills Payment Details Approval	· · · · · · · · · · · · · · · · · · ·
G& PDA ⟨	Remarks : Remarks Approve Return



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).

CPMS	•			Accounts Officer(Pension Disbursing Authority)
ELC & DLC Verification				
Allotment <	Cancelled PFMS Bill			
	Payment Type : *	Select	 Remark: * 	Select
Grevance management Care Resend Fail Cases				Select Send without edit Bank Alc Update Permanent cancellation
🕼 Approval 🗸 🗸				<u>.</u>
🕼 Supplementry Approval 🧹				
🕼 Bill Repocess Approval 🗸				
Reprocess PFMS Cancelled Bill Approval				
Delete SAMPANN Returned Bill Approval				
Update Other Bills Payment Details Approval				

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).

CPMS	E Accounts Officer(Pension Disbursing Authority)									
Dashboard	Cancelled PFMS Bill									
Deactivation Utility	Payment Type : * DCRG/Commutation Bill-DA/CDA V Remark: * Send without edit V									
🏝 Users <	Reset									
□ Upload Utility <	Show 10 v entries Search:									
🖼 Generate Pension Slip	Vendor IFSC Account DA Type of Error Type									
LC & DLC Verification <	Pensioner Name PPO Number Code Code Code Code No. Type Retirement Description Bill Amount Kemark Remark									
I Allotment <	Mr. 80202061208370 DOT00036331 SBIN004902 12567654543 IDA Superannuation DCRG 200000 Send without edit REVISIONTYPEFIVE Bill DCRG 200000 Send without edit Bill DCRG 200000 Send without edit									
Grievance Management <	Total number of record 1 First Previous 1 Next Last									
C Resend Fail Cases	<									
Ce Approval <	Enter Not Payble Before Date : * 19/05/2022 Remarks : Remark									



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)**.

CPMS								I	Dealing Hand(F	Pension Dist	ributing Aut	hority)	User •
Dashboard	Deleted Sampar	in Returned Bill											
Bill Reprocess Construction Reprocess PFMS Cancelled Bill Delete SAMPANN Returned Bill	Financial ye	ar : *	2022-23 May	2022-23 Bill Type : * 1 May					Monthly Bill				► Reset
Update Other Bills Payment Details	Show 50 🗸	entries										Search	
I Action <			Pensioner Name	PPO Number 🕴	IFSC code/ Sol Id	Account No.	Type of Retirement \$	Type of Bill	Amount \$	I.Tax 🕴	Cess \$	Recovery \$	Net Amount Payable
LC & DLC Verification <			Mr. AVANT A THIRTEEN	801988091178003	SBIN0005556	31193181725	Superannuation	Monthly Bill	27140	0.00		0	27140
Grievance Management			Mr. ROHIT NATH BR	802020011108525	SBIN0001183	35698774714	Superannuation	Monthly Bill	9870	2000.00		0	7790
C Investment Declaration			Mr. VAIBHAV MEHRA BR	802020012208506	SBIN0001183	34589665826	BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00		0	49928
🕼 PDA Utility 🛛 <	4						2010						Þ
Bank Data Migration	Total numb	er of record 3 First	Previous 1 Next	Last									
	Showing 1 to 3 o	f 3 entries									First	Previous 1	Next Last
	Approve												

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).

CPMS					Assistant	Account Office	er(Pension Disbur	sing Autho	User -
Dashboard	Internal Bill Deletion Approval								
🍰 Users 🗸 <									
ELC & DLC Verification <	Financial year : *	2022-23	~	Bill Type : *	Mon	thly Bill		~	
🕼 Approval 🗸 🗸	Month : *	May	*						Reset
C Supplementry Approval	Show 50 M entries								
I Bill Repocess Approval ✓								Search	
Reprocess PFMS Cancelled Bill Approval	• • •	Pensioner PPO Number Name	♦ IFSC code/ ♦ Account Sol Id No.	t	Type of _∲ Bill	Amount \$	I.Tax 🕴 Cess	Recovery \$	Net Amount Payable
Delete SAMPANN Returned Bill Approval	0	Mr. VAIBHAV MEHRA BR 802020012208506	5 SBIN0001183 34589665	826 BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00	0	49928
Update Other Bills Payment Details Approval	4								×
Gr PDA 🗸	Total number of record 1 First F	Previous 1 Next Last							
Bank Migration Approval	Showing 1 to 1 of 1 entries							Deview	Next Level
C Investment Declaration							First	Previous	Next Last
	Approve Return to DH								

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							Ac	counts Officer(I	Pension Dis	bursing Au	thority)	User -
CED Allotment <	Internal Bill Deletion Approval											
Grievance Management												
☑ Resend Fail Cases	Financial year : *		~	Sill Type : *	м	Monthly Bill 🗸						
(⊉ Approval ~	Month : *	May		~							Reset	
Supplementry Approval												
🕼 Bill Repocess Approval 🗸 🗸	Show 50 V entries										Search	
Reprocess PFMS Cancelled Bill Approval		Pensioner ¢ Name	PPO Number 🕴	IFSC code/ Sol Id	Account 🕴	Type of Retirement \$	Type of Bill	Amount 🕈	I.Tax 🕴	Cess 🕴	Recovery \$	Net Amount Payable
Delete SAMPANN Returned Bill Approval	0	Mr. AATUSH A TEN 8	801980091178000	SBIN0005556	31193181726	Superannuation	Monthly Bill	20180	0.00		0	20180
Update Other Bills Payment Details Approval		Mr. VAIBHAV MEHRA BR 8	802020012208506	SBIN0001183	34589665826	BSNL Voluntary Retirement Scheme 2019	Monthly Bill	49928	0.00		0	49928
B'PDA (4) F
Gి Bank Migration Approval ←	Total number of record 2 First P	revious 1 Next La	ast									
🕼 PDA Utility 🛛 <												
17 DDA Sortion	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 Authori	w 🦲	User •
Dashboard	Upda	ipdate Other Bills Payment Details													
Bill Reprocess															
Reprocess PFMS Cancelled Bill		PPO Number:* 802020089208386 Reset													
D Delete SAMPANN Returned Bill	Sh	Show 10 v entrier Search:													
Update Other Bills Payment Details					IESC				Type						
Ger Action <		•	Pensioner Name	PPO Number 🏼 🌢	code/Sol \$	Account No.	DA Type ^{\$}	Type of Retirement	of \$ Bill	Voucher Number •	Voucher Date 🍦	BankTransactionID \$	Remark 🕴	Amount \$	Actions \$
ELC & DLC Verification			Mrs. NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	Voucher Number	Voucher Date	BankTransactionI	Remark	2000000	di ⁿ
Grievance Management <		Total	number of record	d 1 First Previous	s 1 Next L	.ast									
C Investment Declaration	s	iend for a	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)**.

												Contract Contractor	Centronic	And the second se	ucreaty	0	0.00
board	Lindate Of	hor Bille Davon	ant Dotails														
Reprocess 👻	opuate of	nei Diis Payn	ent Details														
process PFMS Cancelled	PPO	Number : *	80	2020089208386							1	Search Resi	et				
ete SAMPANN Returned	Show 1	0 v entries													Search		
date Other Bills Payment	Shipty	enuies		HESP.				There		ľ							
-	- *	Pensioner 0 Name	PPO Number 0	code/ Sol 0 Id	Account No.	DA Type ⁰	Type of Retirement	of ¢ Bill	Voucher Number	•	Voucher Date 0	BankTransacti	onD (Remark	٠	Amount 0	Actions
& DLC Verification	0	Mrs. NEELAM	802020089206386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	df3456		02/05/2022	sdfrd45678		DCRO		2000000	
evance Management <	Total	number of recor	rd 1 First Previous	s 1 Next I	Last							-					

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).

CPMS									Assistant Accor	unt Officer(Pens	ion Disbursing Autho	8	User •
Dashboard	Lindated Other Bill Approval												
🐁 Users 🛛 <	Show 10 v entries										Search:		
 LC & DLC Verification Approval 		Pensioner Name	PPO Number 🕴	IFSC code/ Sol Id	Account No.	DA Type \$	Type of Retirement	Type of Bill ∳	Voucher Number \$	Voucher Date	Bank Transaction ¢ ID	Remark 🕴	Amount \$
2 Supplementry Approval	0	Mrs. NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	ghyt6677	02/05/2022	dfdgdfg45	dcrg	2000000
Bil Reprocess Approval Reprocess PFMS Cancelled Bill Approval	Total number of record 1	First Previous	Next Last										
Delete SAMPANN Returned Bill Approval	Approve Return to DH												
Update Other Bills Payment Details Approval													

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).

CPMS					Ac	counts Officer(P	ension Dis	bursing Autho	rity)	User -		
C Approval ~	Updated Other Bill App	roval										
Is Supplementry Approval <	Show 10 v entries	\$						Sear	ch:			
Image: Image	■ ▲ Pensioner Name	PPO Number 🍦	IFSC code/ Sol	Account No. ∳	DA Type ^{\$}	Type of Retirement [♦]	Type of \$ Bill	Voucher Number ∲	Voucher ¢Date	Bank Transaction ≑ ID		
Delete SAMPANN Returned Bill Approval	Mrs. NEELAM	802020089208386	SBIN0001183	34756224700	IDA	Death	DCRG Bill	ghyt6677	02/05/2022	dfdgdfg45 (
Update Other Bills Payment Details Approval	Image: Second state of the state o											
I PDA ↔	Final Approve Bill F	teturn 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.
