User Manual for Monthly Bill (Modifications)

1. Introduction

Certain modifications have been made to the Monthly Bill generation and Processing for better performance and ease of use. The new process is shown below.



2. Role/Rights to AO PDA

CCA user should login and assign the role rights of "Monthly Bill Trigger " and "Trigger History" to the AO PDA as shown in Fig(1)

CPMS			Controller of Communication Accounts	User -
Dashboard	Menu Rights Userwise			
🛔 Users 🛛 🔇	User Name	biharpdaao		
Image: Bank Data Migration <	Menu List	Version in the second seco		
l≊ Reports <		<pre>> ♥ Reports</pre>		
(2' Edil Uniny		 Crevine Management Crevine Management Conducting Resend Fail Cases Sank Data Migration Payment Slip Generation T Calculation Sheet C L S. DLC Verification C Dub Continue V Upload Utility C Seavan Pramaan Supplementary Bills C De Saction M Mothly Bill Trigger M Trigger History Genrate Pension Slip 		
		Submit Cancel		
		Fig (1)		

3. AO PDA

3.1 Monthly Bill Trigger:

AO PDA will login and s/he will go to->PDA Section->Monthly Bill Trigger as shown in Fig(2). Here, on selecting the Financial year and Month from given dropdown, ticking the check box and clicking on the submit button, monthly bills for the selected month will be generated and shown at DH PDA on next day.

This process should be carried out by AO PDA only once in a month as per the readiness of the PDA Section.

<u>NOTE</u>: Once AO PDA triggers the bill generation, then any LC/DLC done after this, the related monthly bill will automatically be generated at DH PDA. It must be noted that the service for generation of such monthly bills would run after a gap of 1 hour. Therefore, there might be a delay in generation of the bills after LC/DLC.

CPMS		Accounts Officer(Pension Disbursing Authority)
Dashboard	Trigger for monthly hill generation	
å Users		
Upload Utility	Financial year : * Select 🗸 Month : *	Select ~
🖽 Genrate Pension Slip	Allow auto generation of monthly pension bill at DH-PDA user level *	Submit
LC & DLC Verification		
Grievance Management		
Resend Fail Cases		
🕼 Approval		
🕼 PDA Utility		
PDA Section		
🕼 Monthly Bill Trigger		
🕼 Trigger History	© 2021 -Comprehensive Pension Management System (CPMS)	

Fig(2)

3.2 Trigger History

AO PDA should go to **PDA Section-> Trigger History.** Once AO PDA selects the financial year from the given dropdown and clicks on the search button, a grid with history of the triggers executed will be shown (Fig 3).

CPMS	•	Accounts	Officer(Pension Disbursing Authority)
Dashboard			
≜users <	Trigger History Details		
□ Upload Utility <	Financial year : * 2021-22	Search Reset	
Generate Pension Slip			
圖 LC & DLC Verification 〈	Show 10 v entries		Search:
🗉 Grievance Management \prec	SL. No. 🔺 Financial Year 💠	Month \$	Status \$
🗷 Resend Fail Cases	1 2021-22 ::	September	Executed
Z Approval <	Iotal number of record 1 Pirst Previous 1 Next Last		
🕼 PDA Utility 🛛 <			
C Monthly Bill Trigger			
2 Trigger History	© 2021 -Comprehensive Pension Management System (CPMS)		

(Fig 3)

4. DH PDA

4.1 At Monthly Bill

Once Monthly Bill generation has been triggered by AO PDA, all monthly bills for further processing will be available at DH PDA on next day. Now DH PDA should Go to ->Action->Bill Generation->Monthly Bill (different types)

CPMS					Dealing Hand	(Pension Distributing	g Authority)	User 🗸
Dashboard	Monthly Bill Generation For N	lormal Pension (I	DA)					
☑ Action ~								
☑ PDA Section <	Financial year : *	2021-22		~	PPO Number :			
Vendor Verification	Month : *	September		~				Reset
Bill Generation					_	_	_	
Monthly Bill Normal CDA		Fr	esh	Return	Edited	DA=0	All	
Monthly Bill Normal IDA	Show 10 v entries							
Monthly Bill Family CDA	4							Þ
Monthly Bill Family IDA			Health and		Net Paval	ble Bill		<u>^</u>
🖼 Others Bill Generate	otal Amount Payable 🛛 🌲	I.Tax 🔶	Education Cess	Recove	ry 🔶 Amount	♦ Status ♦	Remarks 🔶	Action
Marrears	1209	0.00	0.00	0	49209	Fresh	Select V	x e
Revision								
Deferred Gratuity	613	0.00	0.00	0	67613	Fresh	Select ~	di .

Fig(4)

Here, some new featuers has been introduced in monthly bill which are as follows:-

4.2 Edit Facility

Now an edit button (Pencil icon on right most) will be shown in the 'Action' column. Once DH clicks on the edit button, record will be available to fill the "Arrear", "I.Tax", "Recovery" and "Remarks".

Once DH fills the required fields and selects the remark (mandatory), s/he should click on the save button under 'Action' column and information will be updated and highlighted with applicable color as shown in Fig(5) (yellow in case only editing has been done).

Comprehensive Pension	n Manage: 🕽	🕻 🛛 🙆 (4) Wha	itsApp	× @	Email: Inbox	(60) ×	Comprehensive Pension Ma	inage × +		• -	٥		
→ C A Not	secure c	lotnetuat.unee	copscloud.com	n:9091/PDA/PDA	Section/Mon	thlyBillNormalCDA				Qt	¥ .		
CPMS								Dealing Hand	(Pension Distributing Authority)	Use			
shboard	Monthly B	ill Generation Fo	or Normal Pensi	ion (CDA)									
ction <													
LC & DLC Verification 〈	Fina	incial year : *	:	2021-22		~	PPO Number :						
Grievance Management 〈	Mor	th : •	:	September		~				Reset			
Investment Declaration					Fresh	Return	Edited	DA=0	All				
PDA Utility <	Show	10 v entrie	s										
Bank Data Migration <	4			IESC							÷		
Jeevan Pramaan 🛛 <		Name Pensioner	PPO Number	¢ Code/ ¢ SOL No.	Account No.	Basic Pension 🛛 🗍	Additional Pension \$	Commutation Pension	Reduced Pension	DR Rate			
Reports <		Mr. SANDEEP K GAUR	8020200211084	29 SBIN0001183	34576555592	9000	0	3600	5400	28.00			
Supplementary Bills <		Mr. AVANT A THIRTEEN	8019880911780	03 SBIN0005556	31193181725	15000	6000	22000	-7000	28.00			
Audit Trail		Mr. AATUSH A TEN	8019800911780	00 SBIN0005556	31193181726	13500	13500	17000	-3500	28.00			
		Mr. ANISH A NINE	8019830911779	99 SBIN0005556	31193181727	13000	6500	16800	-3800	28.00			
		Mr. ANKIT A SIX	8019980911779	96 SBIN0005556	31193181729	11500	2300	16200	-4700	28.00			
		Mr. ANKUSH	8010800011770	95 SBIN0005556	24402494720	11000	11000	0	11000	28.00			

Also the "Bill Status" of the record will be updated as "Edited". Now even after refersh or logout of the system, after saving the changes will remain updated.

4.3 Master Search

Earlier, bills were loaded on the system in batches on 2000. Therefore, if any bill for a pensioner had to be searched, it could only be searched within those 2000 bills. If the bills was not found, the user had to wait for the next set of bills and then search again.

To handle this, a master search utility has been developed whereby the user can search for multiple bills by entereing the PPO numbers separated by commas (',') as shown (Fig 6). This search will be applicable to all the generated bills.

Ionthly Bill Generation For	Normal Pensio	n (IDA)										
Financial year : *	[2021-22			PPO Number :	802	802003112200207,802014051200368					
Month : *	[October			~				-	Reset		
	L		Fresh	Return	Edited		DA=0		All			
<.										Þ		
Show 10 v entries												
Pensioner Name	PPO Number	¢ IFSCCode/ SOL No. ¢	Account No. 👙	Basic Pension 🔶	Additional Pension 🛛 🖨	Commutation Pe	nsion 🖕	Reduced Pension	¢	DR Rate 🔶		
Mr. SITARAM	802003112200203	SBIN0004458	33081942421	5100	0	2040		3060		0.00		
Mr. PAWAN	80201405120036	3 PUNB0123000	1230001014102123	22500	0	9000		13500		161.00		
Total number of record	d 2 First Prev	ious 1 Next I	.ast									
4							ReGenerate	Bills Save & Send for	r AAO Ap	proval Export Bills in Excel		
© 2021 -Comprehensive Pensi	on Management Sy	stem (CPMS)										



4.4 Color Coding

For the convinience of users, the bills have been colour coded in the following manner (Fig 7):

- 1. **Red**: Those bills where the DA Rate is taken to be 0 by the system.
- 2. **Yellow**: Those bills which have been edited (i.e. either arrear, tax or recovery has been added)
- 3. Blue: those bills which have been returned by AAO PDA or AO PDA
- 4. Brown: Those bills on which more than one actions listed above have been carried out
- 5. **Grey**: Those bills where no action has been taken.

							Dealing Hand(Pension Distributing Authority)							
				(10.										
< Mon	thiy Bill Generation F	or Norma	I Pension	(IDA	4)									
<	Financial year : *	202	1-22				~	PPO Number :						
<	Month : *	Sep	tember				~							Reset
				Fresh			Return		Edited		DA=0		All	
<	Show 100 v entries	;												
<	•				Health and									1
<	atal Amount Payable	\$ I.Ta	ĸ	\$	Education Cess	¢	Recovery	¢	Net Payable Amount	¢	Bill Status [♦]	Remarks		Action
<	'613	0.00)		0.00		0		67613	F	resh	Select	~	den .
	(((((((((((((((((((Monthly Bill Generation For Financial year : * Month : * Show 100 • entries	Monthly Bill Generation For Norma Financial year : * 202 Month : * Sep Show 100 • entries	Monthly Bill Generation For Normal Pension Financial year : * 2021-22 Month : * September Show 100 v entries 4 tal Amount Payable v I.Tax 1613 0.00	Monthly Bill Generation For Normal Pension (IDA Financial year : * 2021-22 Month : * September Freak Show 100 v entries	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Show 100 entries tal Amount Payable 1.Tax Health and Education Cess 1613 0.00 0.00	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Show 100 entries t Health and Education Cess 1613 0.00 0.00	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Show 100 entries tal Amount Payable I.Tax Health and Education Recovery Cess Contemport Cest Contemport Cest C	Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Month: * September Fresh Return Show 100 v entries tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and Cess for tal Amount Payable v I.Tax v Health and V Recovery v V V V V V V V V V V V V V V V V V V	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Edited Show 100 • entries * Health and Education Cess * Health and Education Cess * * <td>Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Edited Show 100 entries Image: Contract of the second se</td> <td>Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Edited DA=0 Show 100 • entries * Health and Education * Health and Education * *<td>Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 Show 100 • entries * Edited * Edited * Edited * Recovery * Health and * Education * Cess * 1613 * 0.00 0 67613 * Fresh</td><td>Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 All Show 100 • entries * Education • Recovery • Net Payable • I.Tax * Education • Recovery • Net Payable • Status • Remarks • Cess * *</td></td>	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Edited Show 100 entries Image: Contract of the second se	Monthly Bill Generation For Normal Pension (IDA) Financial year : * 2021-22 Month : * September Fresh Return Edited DA=0 Show 100 • entries * Health and Education * Health and Education * * <td>Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 Show 100 • entries * Edited * Edited * Edited * Recovery * Health and * Education * Cess * 1613 * 0.00 0 67613 * Fresh</td> <td>Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 All Show 100 • entries * Education • Recovery • Net Payable • I.Tax * Education • Recovery • Net Payable • Status • Remarks • Cess * *</td>	Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 Show 100 • entries * Edited * Edited * Edited * Recovery * Health and * Education * Cess * 1613 * 0.00 0 67613 * Fresh	Monthly Bill Generation For Normal Pension (IDA) Financial year: * 2021-22 Monthl: * September Fresh Return Edited DA=0 All Show 100 • entries * Education • Recovery • Net Payable • I.Tax * Education • Recovery • Net Payable • Status • Remarks • Cess * *



4.5 Re-Generate Bills-

Earlier, if for whatever reason the DR Rate has not been accounted for correctly or the DA Rate has changed after the generation of Monthly Bill, the new DA Rate could not be incorporated in the monthly bill.

To handle this, a regeneration feature has been developed. To regenerate the Bill, DH(PDA) has to select the records by selecting the check box in front of the record and then click on the **"ReGenerate Bill"** button shown in Fig(8).

CPMS							Dealing Hand	(Pension Distributing Authority)	User -
			KUPEON DK						
Dashboard			Mr. PARDEEP PANKAJ BR	802020012208491	SBIN0001183	35984558545	10500	0	1
C Action	<		Mr. NAVDEEP NARESH BR	802020012208492	SBIN0001183	35698556525	9000	0	1
Crievance Management	۲ ۲		Mr. MANJEET MAHESH BR	802020012208493	SBIN0001183	36957884515	9150	0	1
 Grevance management Investment Declaration 			Mr. SUMIT SATISH BR	802020012208494	SBIN0001183	35987441526	9000	0	1
🕼 PDA Utility	<		Mr. SACHIN JAAT BR	802020012208498	SBIN0001183	36751447454	14000	0	
🕼 Bank Data Migration	<		Mr. VAIBHAV MEHRA BR	802020012208506	SBIN0001183	34589665826	17500	0	1
🕼 Jeevan Pramaan	<		Mr. RAKESH MEHRA BR	802020012208505	SBIN0001183	35698551258	23000	0	1
k≊ Reports	<	•				Re	Generate Bills	Save & Send for AAO Approval	Export Bills in Excel



465 Previously deducted Income Tax

For the convenience of PDA users, any income tax added for a pensioner will automatically be added in the current month's monthly bill (Fig 9). This way, PDA users will not have to enter the Tax every month. It must be noted that tax will have to be entered in the March Monthly Bills for the first time in the Financial Year.

CPMS		=					I	Dealing Hand(P	ensi	on Distributing <i>i</i>	Autho	ority)	User -
Dashboard		Month : *		Septe	ember							Reset	
C Action	<				Fresh	Return		Edited		DA=0		All	
LC & DLC Verification	<	Show 100	✓ entries										
Grievance Management	<	4						Health and					•
Investment Declaration		\$	Arrear Amount	¢	Total Amount Payable	\$ I.Tax	¢	Education Cess	\$	Recovery	\$	Net Payable Amount	Bill Status
C PDA Utility	<		0		67613	0.00		0.00		0		67613	Fresh
Bank Data Migration	<		0		87002	0.00		0.00		0		87002	Fresh
C Jeevan Pramaan	<		0		88421	100.00		4.00		0		88317	Fresh

Fig(9)

4.7 Export Bills in Excel-

A new feature of export the monthly bills to excel will now be available on all the levels (including AAO and AO PDA).By this now bills can be exported to excel for convenince of users

5. Bill forwarding to AAO PDA

Once DH PDA will send the monthly bill to AAO PDA, he/she will check the records. If there is any discrepancy found then AAO can return the bills to DH PDA for correction and if everything is found ok, then bill will be sent to AO PDA (Fig 10).

CPMS																					Assistant Account Officer(Pension Disbursing Autho	Oser-
Dashboard	Month	ily Bill A	oproval	(For Normal Pensio	in)																	
-		PPO N	mber : *), Search	Reset			_				
Approval Investment Declaration		Show 1	• •	entries				Freeh			Edled				DA+0			-	AI			
		4]	Baselorar		IF8C	Annormal	Bach	Additional	Consulation	Bedured	740	4	Total		Health		Net	•		P
Investment Declaration Approval		•	No. ¹	Bill Number 🕴	Name	PPO Number 💲	Code/ \$ 80L No.	No. +	Pension [‡]	Pension +	Pension	Pension	Rate	Amount®	Amount (Payable	LTax ‡	Education Cess	Recovery \$	Payable (Amount	Ro		
View Calculation Sheet Zr Bank Data Migration <		•	1	PENCCABHR/2021- 22/124 PENCCABHR/2021-	Mr. SUMIT K SINGH Mr.	802020021108379 802020091108378	SBIN0001183	34576554569	10250	0	4100	6150	28.00	0	10020	0.00	0.00	0	10020	1		
🕼 Jaevan Pramaan 🤇			3	22/113 PENCCABHR/2021-	MALIK MALIK	802020111108377	SBIN0001183	34576556598	16450	0	6580	9870	28.00	0	15476	0.00	0.00	0	15476	1		
P IT Calculation Sheet		0	4	22/124 PENOCABHR/2021- 22/124	M: MANOJ K SINGH	802020051108376	SBIN0001183	34576550825	9000	0	3600	\$400	28.00	0	8920	0.00	0.00	0	8920	1		
			5	PENCCABHR/2021- 22/124	Mr. NITIN G HAPPY	802020111108395	SBIN0001183	34576589754	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920			
		•	6 7	PENCCABHR/2021- 22/119 PENCCABHR/2021-	Mr. NITESH J PAWAR Mr. GIRISH	802020101108395	SBIN0001183	34576578412	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920			
		0	8	22/124 PENOCABHR/2021- 22/124	F MALIK M: NITIN J SHARMA	802020051108407	SBIN0001183	34576554800	9000	0	2700	6300	28.00	0	9820	0.00	0.00	0	9820	.		
		4																				F
		Approve	Rotu	m Export Bils in E	iscel																	
	60 202	21 -Gomp	rehensive	Pension Management	System (CPMS)																	

Fig 10

It must be noted that the following features are applicable at AAO PDA as well:

1. Colour coding of bills

2. Export of bills in Excel

6. Bill forwarding to AO PDA

After receiving the bills, AO PDA will check the bills. If any changes are required then AO PDA can return the record to DH PDA for correction and if everything is fine, then s/he selects the NPB date and send the records to PFMS for final monthly pension payment. (Fig11).





It must be noted that the following features are applicable at AAO PDA as well:

- 1. Color coding of bills
- 2. Export of bills in Excel