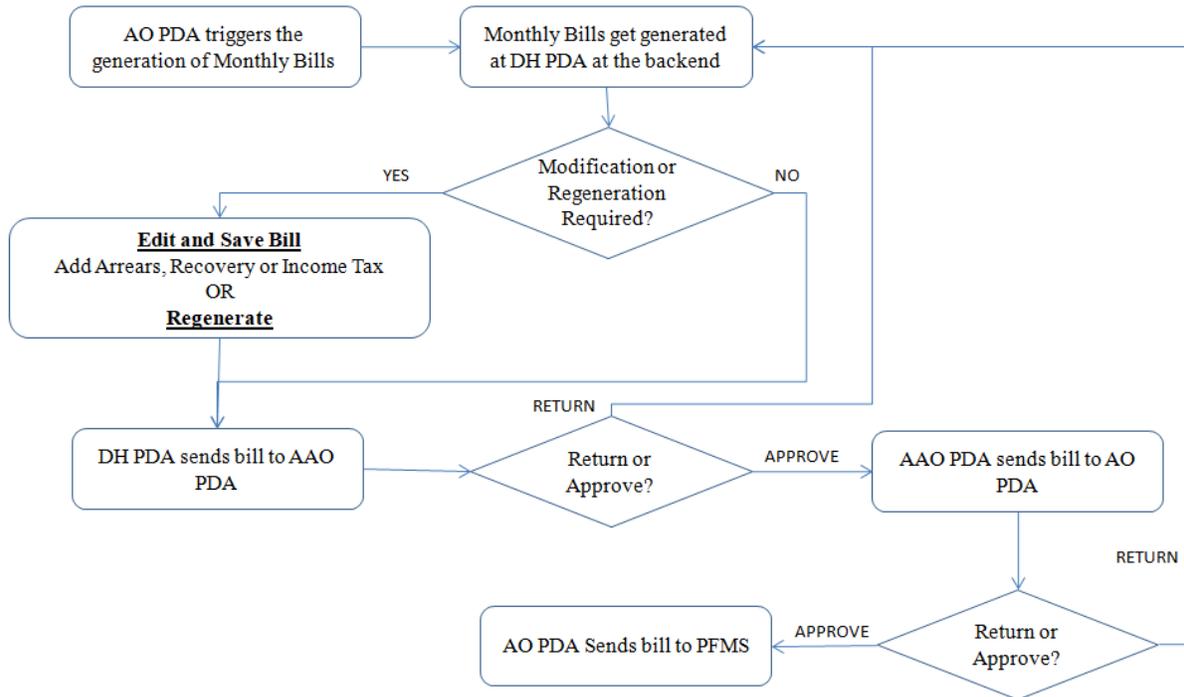


# User Manual for Monthly Bill (Modifications)

## 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)

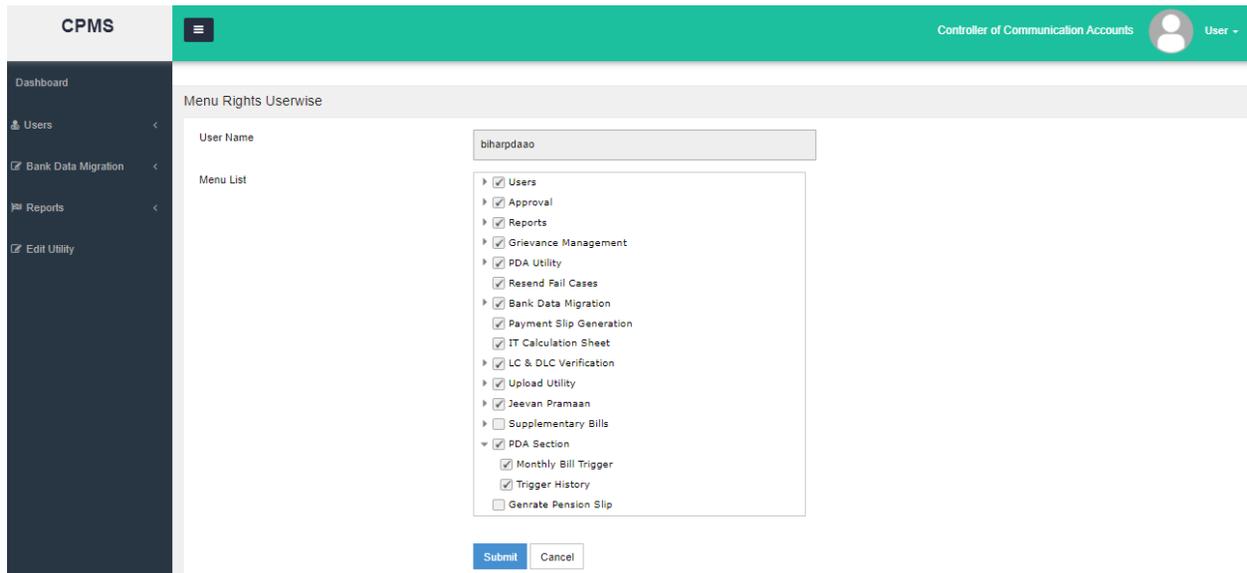


Fig (1)

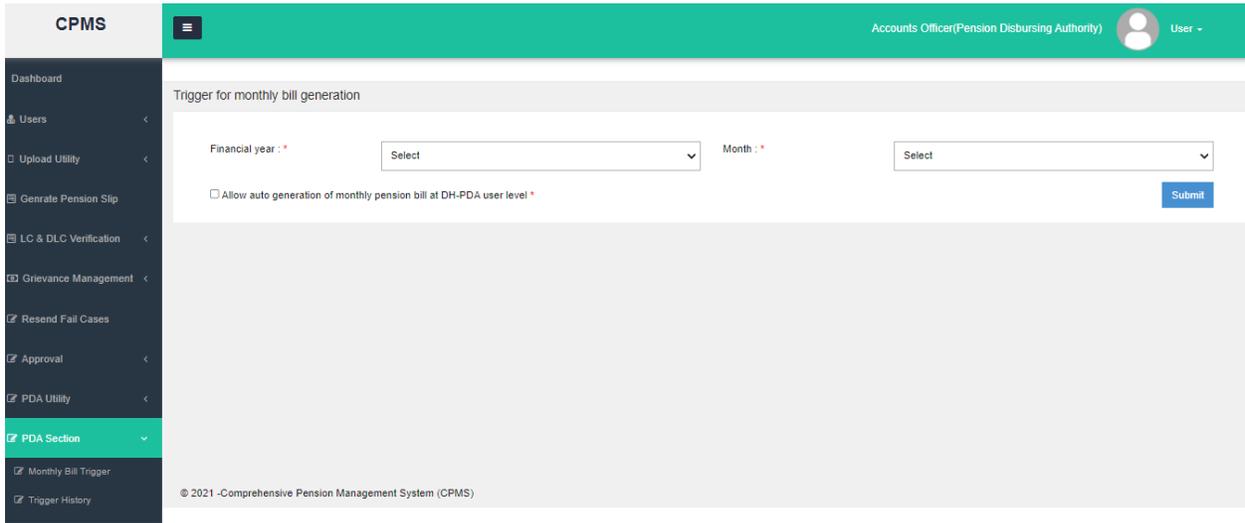
### 3. AO PDA

#### 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.

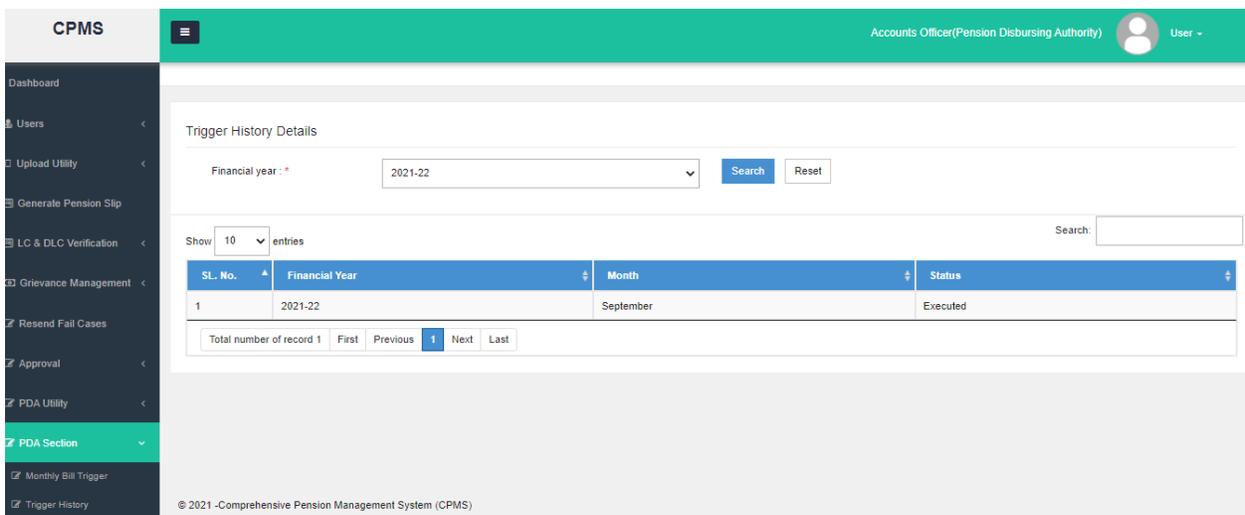
***NOTE:*** Once AO PDA triggers the bill generation, then any LC/DLC done after this, the related monthly bill will automatically be generated at DH PDA. It must be noted that the service for generation of such monthly bills would run after a gap of 1 hour. Therefore, there might be a delay in generation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



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).

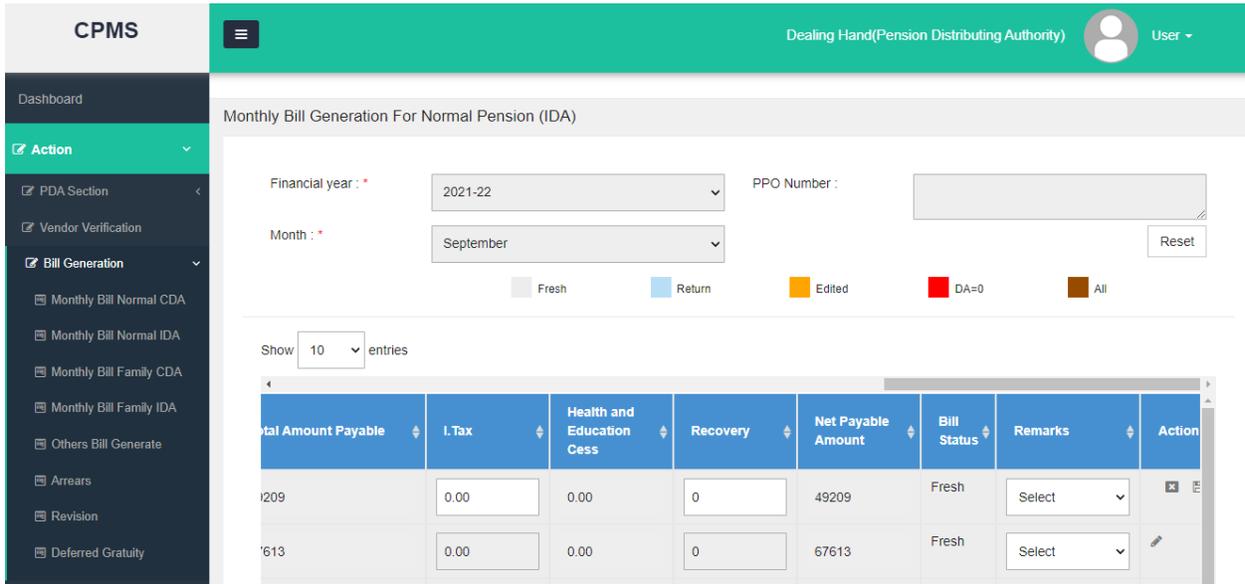


(Fig 3)

## 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)**



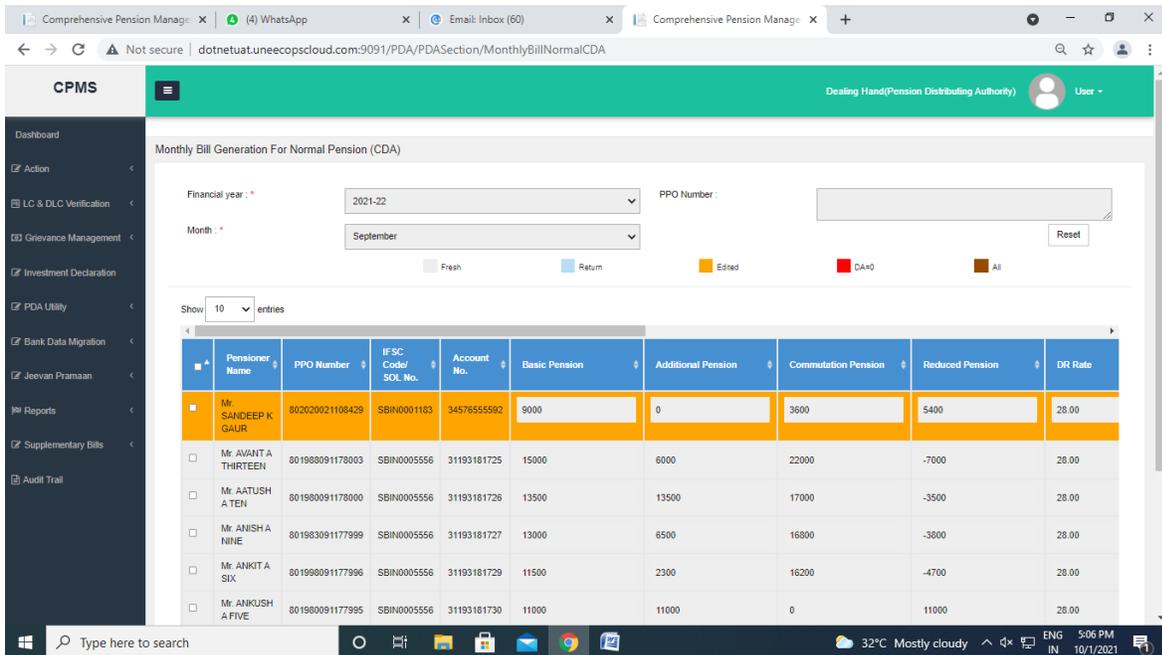
Fig(4)

Here, some new features 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).



Fig(5)

Also the “Bill Status” of the record will be updated as “Edited”. Now even after refresh or log out 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 entering the PPO numbers separated by commas (‘,’) as shown (Fig 6). This search will be applicable to all the generated bills.

Monthly Bill Generation For Normal Pension (IDA)

Financial year : 2021-22 PPO Number : 802003112200207,802014051200368

Month : October

Legend: Fresh Return Edited DA=0 All

Pensioner Name	PPO Number	IFSCCode/ SOL No.	Account No.	Basic Pension	Additional Pension	Commutation Pension	Reduced Pension	DR Rate
Mr. SITARAM	802003112200207	SBIN0004458	33081942421	5100	0	2040	3060	0.00
Mr. PAWAN	802014051200368	PUNB0123000	1230001014102123	22500	0	9000	13500	161.00

Total number of record 2 First Previous 1 Next Last

Buttons: ReGenerate Bills Save & Send for AAO Approval Export Bills in Excel

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Fig 6

### 4.4 Color Coding

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

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

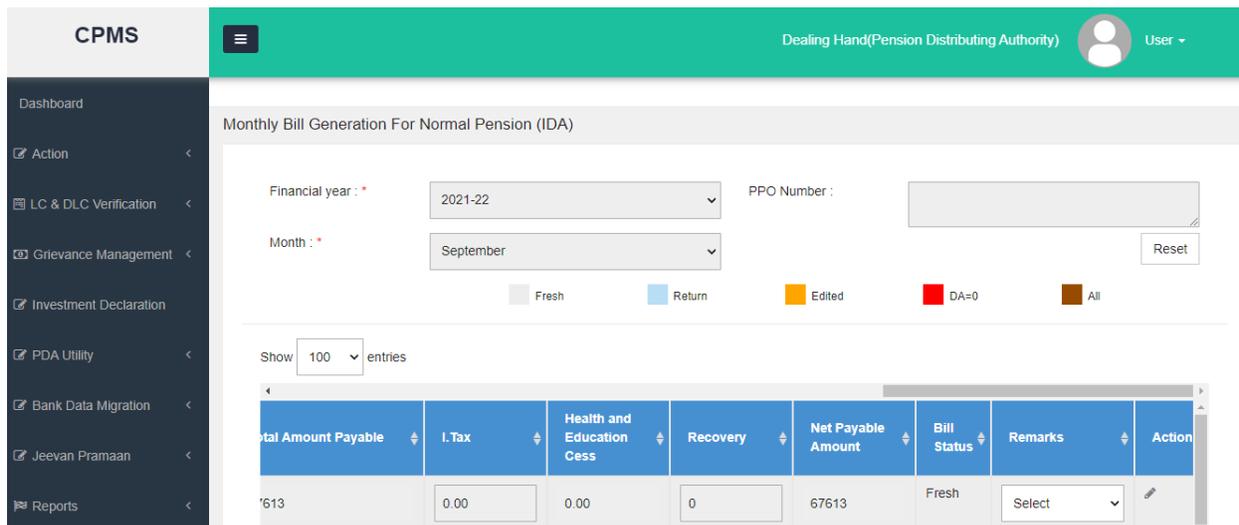
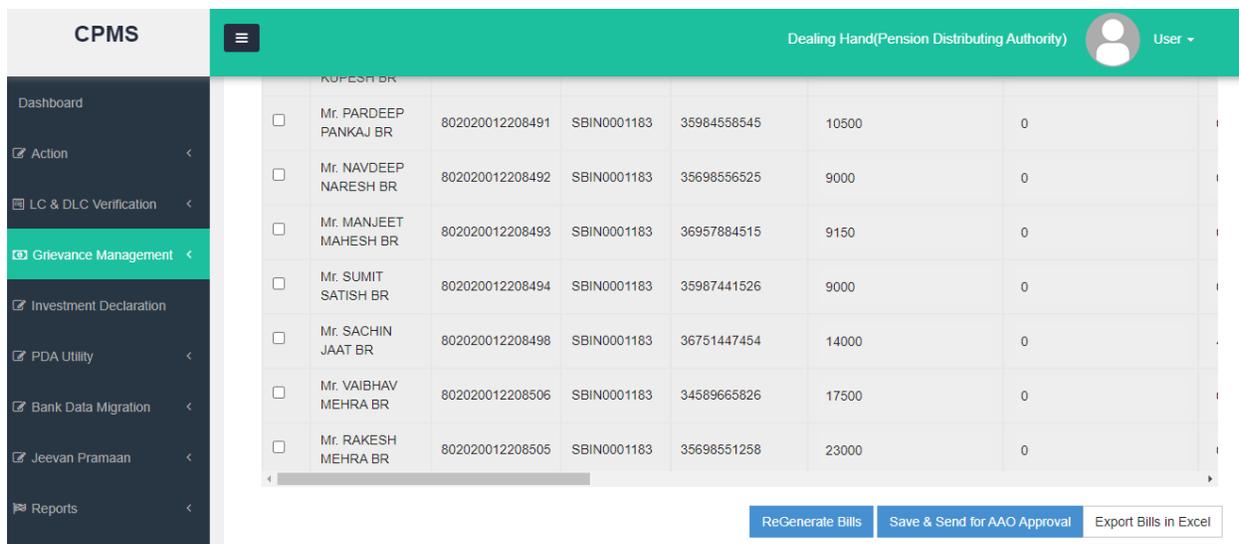


Fig (7)

#### 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).



Fig(8)

#### 4.6 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.

	Arrear Amount	Total Amount Payable	I. Tax	Health and Education Cess	Recovery	Net Payable Amount	Bill Status
	0	67613	0.00	0.00	0	67613	Fresh
	0	87002	0.00	0.00	0	87002	Fresh
	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 convenience 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).

#	Bill Number	Pensioner Name	PFO Number	IFSC Code	Account No.	Basic Pension	Additional Pension	Contribution Period	Reduced Pension	DR Rate	Arrear Amount	Total Amount Payable	I.Tax	Health and Education Cess	Recovery	Net Payable Amount	Bill Status
1	PENCCABHR2021-22124	Mr. SUMIT K SINGH	80200021108379	SBN0001183	34570554569	10250	0	4100	6150	28.00	0	10020	0.00	0.00	0	10020	Fresh
2	PENCCABHR2021-22119	Mr. FAYEEN S MALIK	80200009108376	SBN0001183	34570550555	13050	0	6580	8370	28.00	0	13276	0.00	0.00	0	13276	Fresh
3	PENCCABHR2021-22124	Mr. NAVJEN UGADWARA	8020011108377	SBN0001183	34570556598	15450	0	6580	9870	28.00	0	15476	0.00	0.00	0	15476	Fresh
4	PENCCABHR2021-22124	Mr. MANOJ K. SINGH	80200051108376	SBN0001183	34570559825	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920	Fresh
5	PENCCABHR2021-22124	Mr. NITIN G HAPFY	8020011108395	SBN0001183	3457059754	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920	Fresh
6	PENCCABHR2021-22119	Mr. NETESH J PPAWAR	8020010108395	SBN0001183	34570578412	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920	Fresh
7	PENCCABHR2021-22124	Mr. GURSH PABLIK	80200021108401	SBN0001183	3457051111	9000	0	3600	5400	28.00	0	8920	0.00	0.00	0	8920	Fresh
8	PENCCABHR2021-22124	Mr. NITIN J SHAMMA	80200001108407	SBN0001183	3457054800	9000	0	2700	6300	28.00	0	9620	0.00	0.00	0	9620	Fresh

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).

The screenshot displays the 'Monthly Bill Approval (For Normal Pension)' interface in the CPMS. The interface includes a search bar for 'PPID Number', a 'Search' button, and a 'Reset' button. Below the search bar, there are status indicators for 'Fresh', 'Edited', 'Revert', and 'No'. A 'Show' dropdown menu is set to '10' items. The main area contains a table with columns for 'Bill No.', 'Bill Name', 'Status', 'Action', 'Date', and 'Details'. The table is currently empty. At the bottom, there is a 'Select Date' field and buttons for 'Approve/Generate XML', 'Revert', and 'Export Bills in Excel'. The footer shows '© 2021 - Comprehensive Pension Management System (CPMS)'.

Fig 11

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