

# User Manual for Fixed Medical Allowance (FMA)

## 1. Introduction

The following functionalities/utilities have now been developed in SAMPANN:

- The option to opt for FMA has been provided to IDA pensioners as well
- An FMA Edit utility has been developed using which the FMA option can be changed at the request of pensioner (both IDA and CDA)

The document details the process to be followed in this regard.

## 2. IDA Pensioners – Opting for FMA

### 2.1 Normal Pensioners

For IDA Pensioners, like CDA Pensioners, the option to opt for FMA has been provided while filling up of the Forms in the ‘Commutation & FMA’ tab (Fig 01). This is available in the HoO Module as well as the Side Channel.

The screenshot displays the CPMS interface for a pensioner's details. The 'Commutation & FMA' tab is active. The form contains the following elements:

- Percentage of superannuation pension desired to be commuted (upto 40%)**: A text input field with the value '0'. A note below it says: "Note: enter 0% for no commutation".
- Whether your residence after retirement is as an**: Two radio buttons: 'CGHS Covered Area' (unselected) and 'Non-CGHS Area' (selected).
- Fixed Medical Allowance Options**: A list of four radio button options:
  - I will be residing in non-CGHS area but would be availing CGHS facility for In-patient Department (IPD) and Out-patient Department (OPD) treatment. I will not be eligible for FMA.
  - I will avail medical facilities available to spouse/family members who is an employees/pensioner of Government/PSU/Autonomous Body. I will not avail CGHS facility and FMA.
  - Avail medical facility of previous organization. I will not avail CGHS facility and FMA.
  - I will be residing in a non-CGHS area but would be availing CGHS facility for IPD treatment only by payment of CGHS contributions. I will also avail FMA for OPD treatment.
  - I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA.
- Note**: Pension forms will be generated automatically on filling the above information.
- Save & Continue** button at the bottom right.

(Fig.01)

In the Calculation sheet at DH (Pension) and ePPO, Medical Allowance will be Rs. 1000/- if pensioner has opted for FMA as shown in Fig.02.

CPMS Dealing Hand(Pension Section) User

Dashboard

Action  
 Grievance Management  
 Bank Data Migration  
 Revision  
 Reports  
 Edit FMA Details

Calculation of Pension is as follows : 6000 / 2  
 Class of Pension : BSNL Voluntary Retirement Scheme 2019  
 Date of commencement of Pension (dd/mm/yyyy) : 01/02/2020  
 Percentage / amount of Pension Commuted : N.A.  
 Commuted Value : N.A.  
 Commuted Value Payable : N.A.  
 Reduced monthly Pension after commutation : Rs 3500 /-  
 (After payment of deferred commutation amount will get revised. Current amount has taken nil commutation into account.)  
 Restoration of commuted portion of Pension : N.A.  
 18. Medical Allowance : Rs. 1000  
 19. Details of Family / Nominee :

Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?
Mrs. S H S	Wife	02/09/1983	No	YES

20. Amount of Family Pension :  
 a. At Enhanced Rate : Rs 3500 /-  
 b. At Normal rate : Rs 3500 /-  
 21. BANK DETAILS :  
 Bank Account No : 36965221458  
 Name of Bank : STATE BANK OF INDIA  
 IFSC Code : SBIN0001183  
 Branch and Code No. : BOMBAY-SANTACRUZ WEST - 01183  
 Location : MUMBAI CENTRAL

(Fig.02)

## 2.2 Family Pensioners

### 3.1 At Form-14

For IDA Family Pensioners, like CDA Pensioners, the option to opt for FMA has been provided at Form 14 in the ‘FMA’ tab (Fig 03). This is available in the HoO Module as well as the Side Channel.

CPMS Dealing Hand(SSA Unit) User

Dashboard

Retiree Details

Action

Work Sheet (Form 14)

Claimant Details  
 Document Upload  
**FMA**

Fixed Medical Allowance ←Back

Whether your residence after retirement is as an \*  CGHS Covered Area  Non-CGHS Area

Fixed Medical Allowance Options :

- I will be residing in non-CGHS area but would be availing CGHS facility for In-patient Department (IPD) and Out-patient Department (OPD) treatment. I will not be eligible for FMA
- I will avail medical facilities available to spouse/family members who is an employees/pensioner of Government/PSU/ Autonomous Body. I will not avail CGHS facility and FMA
- Avail medical facility of previous organization. I will not avail CGHS facility and FMA
- I will be residing in a non-CGHS area but would be availing CGHS facility for IPD treatment only by payment of CGHS contributions. I will also avail FMA for OPD treatment
- I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA

Note: Pension forms will be generated automatically on filling the above information.

Save

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(Fig.03)

In Calculation sheet at DH (Pension) and e-PPO, Medical Allowance will be Rs. 1000/- if pensioner has opted for FMA as shown in Fig.04.

e.	Commuted Value :	N.A										
f.	Commuted Value Payable :	N.A										
g.	Reduced monthly Pension after commutation : (After payment of deferred commutation amount will get revised. Current amount has taken nil commutation into account.)	Rs. 3500 /-										
h.	Restoration of commuted portion of Pension :	N.A										
18.	<u>Medical Allowance :</u>	<u>Rs. 1000</u>										
19.	Details of Family / Nominee :											
	<table border="1"> <thead> <tr> <th>Name</th> <th>Relationship with the Govt. Servant</th> <th>Date of Birth (for children)</th> <th>Physically Handicapped</th> <th>Family Pensioner ?</th> </tr> </thead> <tbody> <tr> <td>Mrs. ANITA</td> <td>Wife</td> <td>11/09/1972</td> <td>No</td> <td>YES</td> </tr> </tbody> </table>	Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?	Mrs. ANITA	Wife	11/09/1972	No	YES	
Name	Relationship with the Govt. Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?								
Mrs. ANITA	Wife	11/09/1972	No	YES								
20.	Amount of Family Pension :											
	a. At Enhanced Rate :	Rs. 3500 /-										
	b. At Normal rate :	Rs. 3500 /-										

(Fig.04)

### 3. Edit FMA Details

#### 3.1 Initiate FMA Edit

A new menu has been added at DH (Pension Section) Level. DH (Pension) should go to **Edit FMA Details** → **Search Pensioner**. Then he/she should enter the PPO Number of the pensioner for whom FMA Details have to be edited and then click on **Search** button as shown in Fig. 05

(Fig.05)

Here, DH (Pension) should select the option as per the Pensioner request and after uploading supportive **PDF** file, he/she should click on **Save & Submit** button as shown in Fig.06

(Fig.06)

Now DH should go to on **Edit FMA Details → FMA Sanction Order** and he/she should select status as **‘Fresh Cases’**. Here, DH can see those cases for which FMA details have been edited. There are 03 options here; **Edit, Delete and Send** available under the Action column as shown in Fig.07.

Name	PPONumber	FilePath	AAO Allocation	Action
Mr. SAHDEV	802019121208342	<a href="#">View / SanctionView</a>	braao - sathish kumar	Delete/ Send
Mrs. SHAKSHI	802020012208464	<a href="#">View / SanctionView</a>	braao - sathish kumar	Delete/ Send

(Fig.07)

DH can also download Sanction Order from here after click on **‘SanctionView’** as shown in Fig.08

PAN : XXXXXX032E

SANCTION NO :

PPO NUMBER : 802020101208549

DATED : 14/09/2021

**Sanction Order: Cessation of Fixed Medical Allowance.**

1. Consequent upon submission of request for not availing Fixed medical Allowance (FMA), the FMA amounting to Rs 1000/- per month to Mr. IDA SAU MIN , retired on 31/10/2020 is hereby ceased w.e.f 14/09/2021.

To

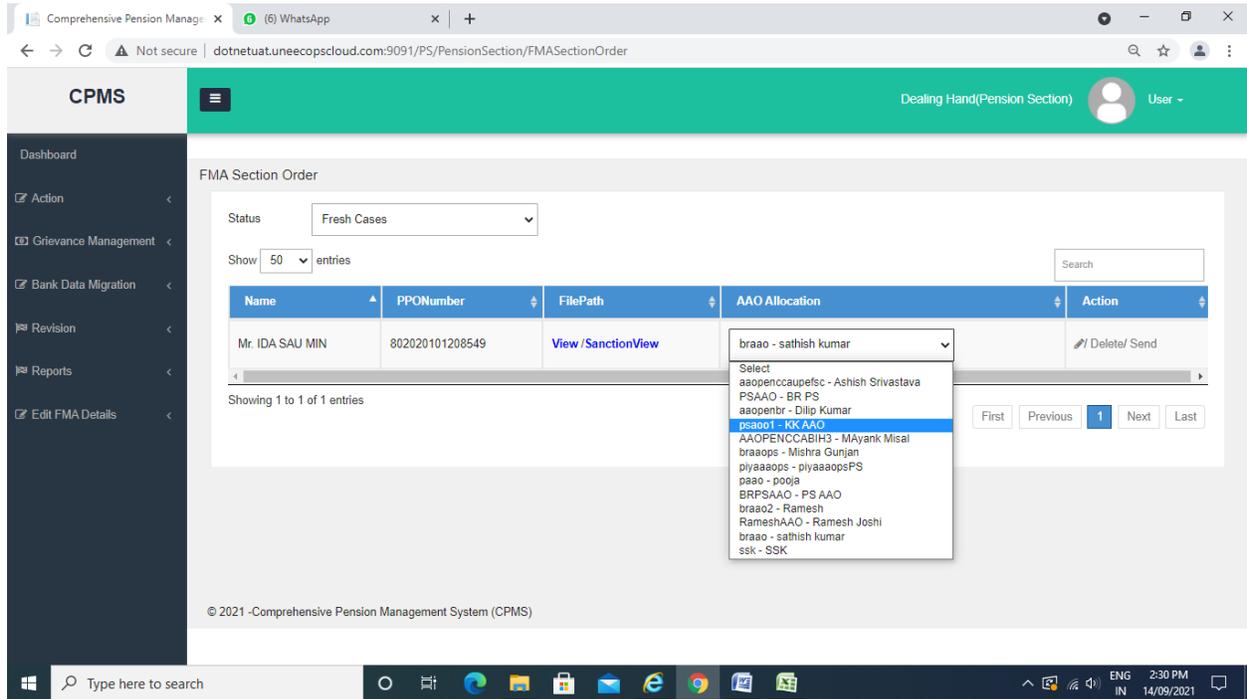
1. Bihar Telecom Circle  
Patna  
For Payment and confirmation of payment/transfer (two copies)
2. Mr. IDA SAU MIN ,  
delhi, delhi,  
DELHI, 110011
3. Head of Office

Authorised Signatory with Stamp

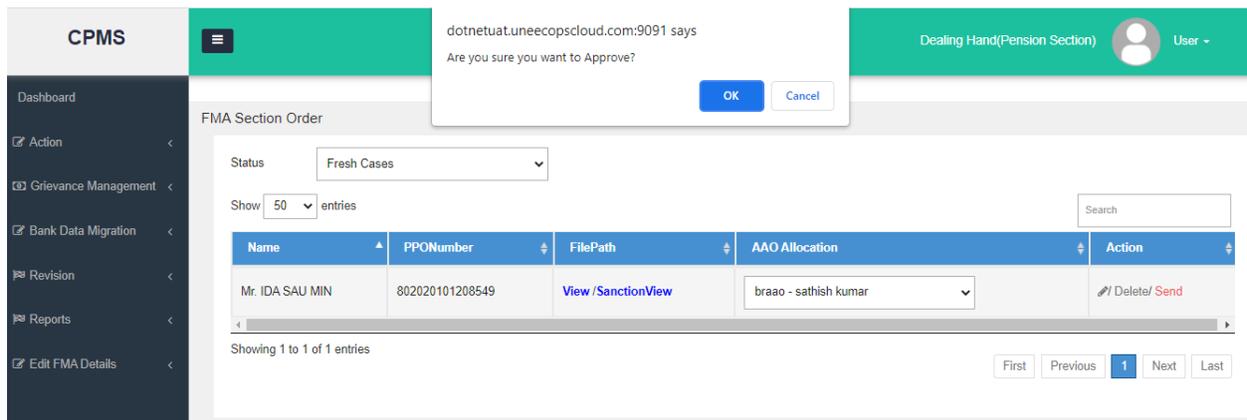
Close Print

(Fig.08)

- a. Edit: DH can click on the Pencil Icon to Edit the details if he/she finds a mistake. After editing, the revised Sanction Order can be viewed from the same page.
- b. Delete: If the request was initiated by mistake, DH can deleted the request by clicking on the Delete button
- c. Send: If everything is fine, DH can select the relevant AAO and click on the Send button (Fig 09 and Fig 10)



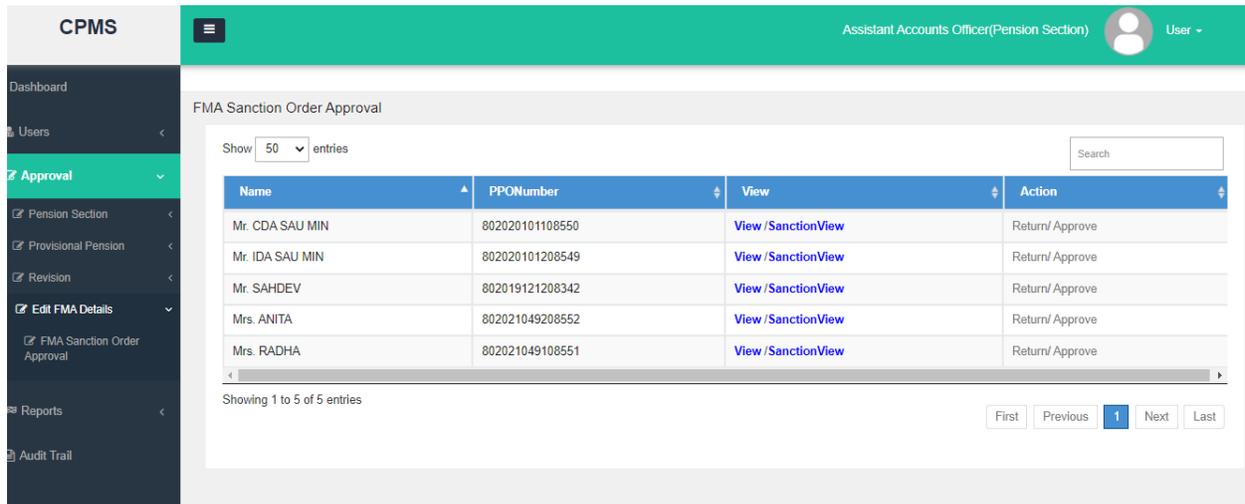
(Fig.09)



(Fig.10)

### 3.2 AAO (Pension) Approval

AAO (Pension Section) should go to **Approval** → **Edit FMA Details** → **FMA Sanction Order Approval**. Here, he/she can see the list of FMA Sanction Orders which DH (Pension) has sent for approval as shown in Fig.11

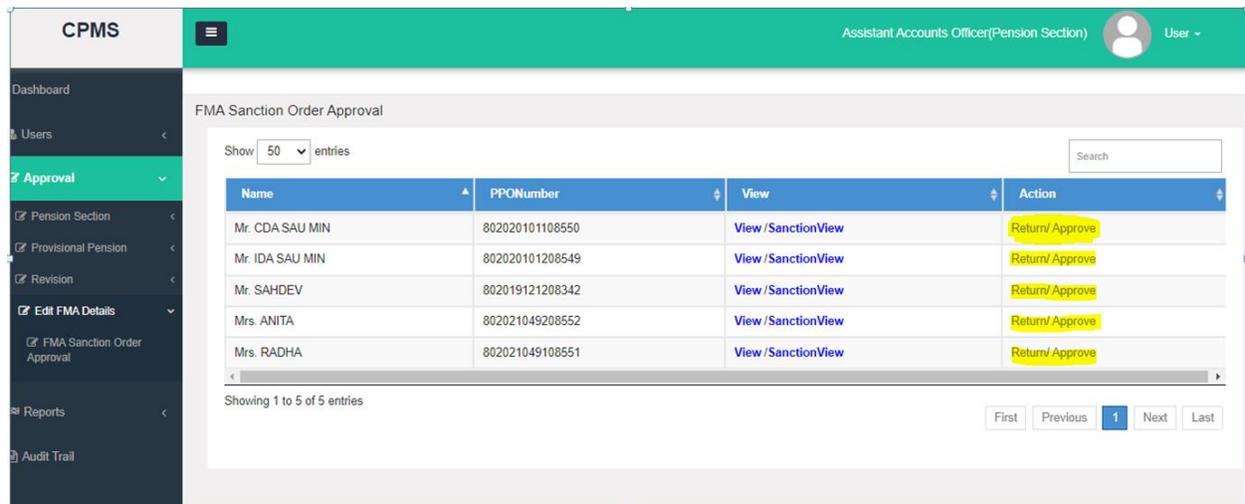


The screenshot shows the CPMS interface for FMA Sanction Order Approval. The user is logged in as Assistant Accounts Officer(Pension Section). The page displays a table with 5 entries, each with a Name, PPONumber, View, and Action column. The Action column contains 'Return/ Approve' for all entries.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View /SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View /SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View /SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View /SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View /SanctionView</a>	Return/ Approve

(Fig.11)

If all data sent by DH (Pension) is found correct, then AAO (Pension Section) can approve the case by clicking on **Approve** button and if AAO (Pension) finds some corrections in any case, then he/she can return that case to DH (Pension) by clicking on **Return** button as shown in Fig.12.



The screenshot shows the CPMS interface for FMA Sanction Order Approval. The user is logged in as Assistant Accounts Officer(Pension Section). The page displays a table with 5 entries, each with a Name, PPONumber, View, and Action column. The Action column contains 'Return/ Approve' for all entries, which are highlighted in yellow.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View /SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View /SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View /SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View /SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View /SanctionView</a>	Return/ Approve

(Fig.12)

### 3.3 Approval at AO (Pension)

AO (Pension Section) should go to **Approval** → **Edit FMA Details** → **FMA Sanction Order Approval**. Here, he/she can see the FMA Sanction Orders list approved by AAO (Pension) and sent for approval and DSC as shown in Fig.13

The screenshot shows the CPMS interface for FMA Sanction Order Approval. The header includes the CPMS logo, a menu icon, and the user's role 'Accounts Officer(Pension Section)'. The left sidebar contains navigation options like Dashboard, Masters, Users, Upload Utility, Allotment, Grievance Management, Approval, Pension Section, Provisional Pension, Revision, and Edit FMA Details. The main content area displays a table with 6 entries. The table has columns for Name, PPONumber, View, and Action. The Action column contains 'Return/ Approve' for each entry. Below the table, there is a pagination control showing 'Showing 1 to 6 of 6 entries' and buttons for 'First', 'Previous', '1', 'Next', and 'Last'. A search box is located at the top right of the table area.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View / SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View / SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. SHAKSHI	802020012208464	<a href="#">View / SanctionView</a>	Return/ Approve

(Fig.13)

If all data approved by AAO (Pension) is found correct, then AO (Pension Section) can approve and DSC the case by clicking on **Approve** button and if AO (Pension) finds some corrections in any case, then he/she can return that case to DH (Pension) by clicking on **Return** button as shown in Fig.14

This screenshot is identical to Fig.13, but the 'Return/ Approve' text in the Action column of each row is highlighted in yellow, indicating the buttons to be clicked for returning or approving the cases.

Name	PPONumber	View	Action
Mr. CDA SAU MIN	802020101108550	<a href="#">View / SanctionView</a>	Return/ Approve
Mr. IDA SAU MIN	802020101208549	<a href="#">View / SanctionView</a>	Return/ Approve
Mr. SAHDEV	802019121208342	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. ANITA	802021049208552	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. RADHA	802021049108551	<a href="#">View / SanctionView</a>	Return/ Approve
Mrs. SHAKSHI	802020012208464	<a href="#">View / SanctionView</a>	Return/ Approve

(Fig.14)

### 3.4 Returned Edit FMA Cases by AO/AAO (Pension Section) to DH (Pension Section)

DH (Pension Section) should go to **Edit FMA Details** → **FMA Sanction Order** and select **Status as Return Cases**. Here he can see those cases which are returned by AO/AAO (Pension Section).

Now DH (Pension) can **edit, delete or send** the case. The process as mentioned in section 3.1 would be followed here ( Fig.15)

The screenshot shows the CPMS interface for 'FMA Section Order'. The status is set to 'Return Cases' and 50 entries are shown. A table lists one entry:

Name	PPONumber	FilePath	AAO Allocation	Action
Mr. PROV SIXTYFOUR THREE	802020011108337	<a href="#">View /SanctionView</a>	braao - sathish kumar	<a href="#">Delete/ Send</a>

Showing 1 to 1 of 1 entries. Navigation buttons: First, Previous, 1, Next, Last.

(Fig.15)

### 3.5 Allotment by AO (PDA)

AO (PDA Section) should go to **Allotment** → **Allocate FMA to PDA DH**. Here, he/she can see the list approved cases by AO (Pension). Now AO (PDA) should select the cases and **the DH PDA** and then click on **Send To DH** as shown in Fig.16.

The screenshot shows the CPMS interface for 'Allot Cases to Dealing Hand(DH)'. The status is set to 'Return Cases' and 50 entries are shown. A table lists one entry:

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. PROV SIXTYFOUR THREE	6765756675	XXXXXXXX3F	07/01/1960	31/01/2020	14/09/2021	Chapra TD	Superannuation	FMA Order

Showing 1 to 1 of 1 entries. Navigation buttons: First, Previous, 1, Next, Last.

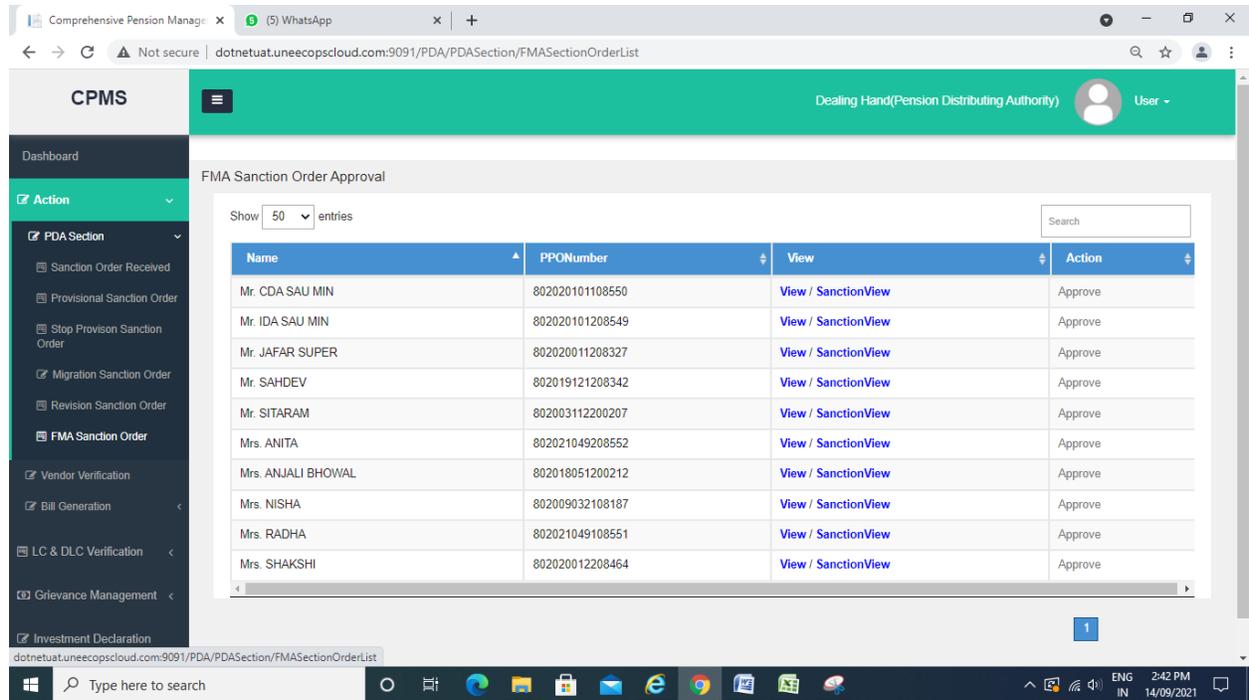
Allocation of DH:

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(Fig.16)

### 3.6 Sanction Receive at DH PDA

DH (PDA Section) should go to **Action → PDA Section → FMA Sanction Order**. Here, he/she can see the list of cases allotted by AO (PDA). Now DH (PDA) should click on **Approve** as shown in Fig.17 after downloading the signed Sanction Letter.



(Fig.17)

After receiving the Sanction, the FMA details as edited will start appearing in the respective monthly bills.

Some important points to note are:

1. There is no dependency of Monthly Bill on initiation of FMA Edit. Therefore, irrespective of whether the Monthly Bill has been processed or not, system would allow editing of FMA
2. The DSCed Sanction will be available at:
  - a. Pensioner Document Report under the Revision head
  - b. Pensioner Dashboard