User Manual for Fixed Medical Allowance (FMA)

1. Introduction

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

- a) The option to opt for FMA has been provided to IDA pensioners as well
- b) 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.

CPMS	E Dealing Hand(SSA Unit)	ser -
Dashboard		
Refiree Details <	Pensioner Details	
₽ Action <	Personal Details Commutation & FMA Family Details Nomination Formt Nomination FormA Bank Details Oteck List PreviewPrint Forms	
	Commutation & Fixed Medical Allowance	
	Percentage of superannuation pension desired to be commuted/upto 4/%)* "Vorse enter 0% for no commutation "	I Cities
	Whether your residence after retirement is as an O CGHS Area	
	Faed Medical Allowance Options -* I will be reading in non-OGHS area but would be availing COHS facility for In-partent (IPD) and Out-patient Optioners. I will not be eligible for FIA I will avail medical facility of proteiners. I will be reading in non-OGHS area but would be availing COHS facility for In-partent (IPD) and Out-patient Optioners. I will not all COHS facility and FIA. Austral medical facility of proteiners. I will not be availing COHS facility for IPD reatment (IPD) and Out-patient Options. I will avail and CHS facility and FIA. I will be reading in a non-COHS area but would be availing COHS facility for IPD reatment (IPD) and Out-patient Options. I will avail FIA for OPD treatment I will be reading in a non-COHS area and would not be availing COHS facility for IPD reatment (IVD) and FIA.	
	Note: Pension forms will be generated automatically on filling the above information.	
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(Fig.01)

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

CPMS						t	Dealing Hand(Pension Section)	User -
Dashboard		Calculation of	Pension is as follows :			N.A. 8000 / 2		
G? Action <	b.	Class of Pensi	Class of Pension :			BSNL Voluntary Refirement Scheme 2019		
Grievance Management	с.	Date of comm	incement of Pension (dd/mm/yy) :			01/02/2020		
🕼 Bank Data Migration 🛛 <	d.	Percentage / a	Percentage / amount of Pension Commuted :			N.A.		
l ^{®J} Revision <	e.	Commuted Val	ommuted Value :			NA		
	f.	Commuted Val	ue Payable :			NA		
k≅ Reports <	g.	Reduced mont (After payment	hly Pension after commutation : of deferred commutation amount will get revised. Current amo	unt has taken nil commutat	tion into account.)	Rs. 3500 /-		
La Edit FMA Details <	h.	Restoration of	commuted portion of Pension :			NA		
	18.	Medical Allowa	nce :			Rs. 1000		
	19.	Details of Fam	ly / Nominee :					
		Name	Relationship with the Govt. Servant		Date of Birth (for children)	Physically Handicapped	Family Pensio	ner ?
		Mrs. S H S	Wife		02/09/1983	No	YES	
	20.	Amount of Fan	ily Pension :					
		a. At Enhance	Rate: Rs.	3500 /-				
		b. At Normal ra	te : Rs.	3500 /-				
	21.	BANK DETAIL	S:					
		Bank Account	No :			36985221458		
		Name of Bank				STATE BANK OF INDIA		
		IFSC Code :				SBIN0001183		
		Branch and Co	de No. :			BOMBAY-SANTACRUZ WEST: 01183		
		Location -				MUMRAL SUBUDRAM		

(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.



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.	Commu	ited Value :			N.A	
f.	Commu	ted Value Payable :		N.A		
g.	Reduce (After painto acc	d monthly Pension after commutation : ayment of deferred commutation amount will g count.)	et revised. Current amoun	Rs. 3500 /-		
h.	Restora	tion of commuted portion of Pension :			N.A	
18.	Medical	Medical Allowance :			Rs. 1000	
19.	Details	of Family / Nominee :				
	Name	Relationship with the Govt.	Servant	Date of Birth (for children)	Physically Handicapped	Family Pensioner ?
	Name Mrs. ANITA	Relationship with the Govt. Wife	Servant	Date of Birth (for children) 11/09/1972	Physically Handicapped No	Family Pensioner ? YES
20.	Name Mrs. ANITA Amount	Relationship with the Govt. Wife of Family Pension :	Servant	Date of Birth (for children) 11/09/1972	Physically Handicapped No	Family Pensioner ? YES
20.	Name Mrs. ANITA Amount a. At En	Relationship with the Govt. Wife I of Family Pension : Ihanced Rate :	Servant Rs. 3500 /-	Date of Birth (for children) 11/09/1972	Physically Handicapped No	Family Pensioner ? YES
20.	Name Mrs. ANITA Amount a. At En b. At No	Relationship with the Govt. Wife of Family Pension : ihanced Rate : ormal rate :	Servant Rs. 3500 /- Rs. 3500 /-	Date of Birth (for children) 11/09/1972	Physically Handicapped No	Family Pensioner ? YES
20.	Name Mrs. ANITA Amount a. At En b. At No	Relationship with the Govt. Wife of Family Pension : whanced Rate :	Servant Rs. 3500 /- Rs. 3500 /-	Date of Birth (for children) 11/09/1972	Physically Handicapped No	Family Pensioner ? YES

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** \rightarrow Search Pension. 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

CPMS		3		Dealing Hand(Pension Section)
Dashboard				
C Action	<	dit FMA Details		
Grievance Management	<	PPO Number:*	802019121208342	
Bank Data Migration	<		Search Reset	
l≊ Revision	<			
le≊ Reports	<			
C Edit FMA Details	~			
C Search Pensioner				
FMA Sanction Order				

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

CPMS		Dealing Hand(Pension Section)
Dashboard		
C2* Action <	Fixed Medical Allowance Current FMA status of pensioner : Yes	List of CGHS Covered Citie
Grievance Management <	Whether your residence after retirement is as an	○ CGHS Covered Area
Ø Bank Data Migration ←		
)≊ Revision <	Fixed Medical Allowance Options :* I will be residing in no I will avail medical fail Avail medical fail	on-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 cillities varialitable to spoure/Finmily members who is an employee/specification of Government/PSU/Autonomous Body. I will not avail CGHS facility and FMA of oreviews constraintion. I will not avail CGHS facility and FMA
)® Reports <	I will be residing in a I will be residing in a 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 non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA
2 Edit FMA Details <		
	Note: Pension forms will be generated automatically on filling the above information.	
	Upload PDF Only)	Sam & Sub
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Now DH should go to on **Edit FMA Details** \rightarrow **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.

CPMS				Dealing Ha	and(Pension Section)	User -
Dashboard	FMA Section Order					
☑ Action <	Status Frest	i Cases 🗸				
Grievance Management <	Show 50 v entri	es			Searci	h
	Name	PPONumber 🔶	FilePath 🕴	AAO Allocation	¢	Action 🔶
l≪ Revision <	Mr. SAHDEV	802019121208342	View / Sanction View	braao - sathish kumar	~	
l≋ Reports <	Mrs. SHAKSHI	802020012208464	View / Sanction View	braao - sathish kumar	~	#/ Delete/ Send
Edit FMA Details	4		1			Þ
C Search Pensioner	Showing 1 to 2 of 2 er	ntries			First Previous	1 Next Last
FMA Sanction Order						

(Fig.07)

DH can also download Sanction Order from here after click on '**SancitonView**' as shown in Fig.08

Government of India Department of Telecommunication O/o CCA, Bihar Telecom Circle, Patna 2nd Floor, CTO Annex Building, Patna - 800 001

PAN :	XXXXX032E	SANCTION NO :	
PPO NUMBER :	802020101208549	DATED :	14/09/2021
	Sanction Order: Cessation of Fixed Medical Allowanc	e.	
1. Consequent upon su 31/10/2020 is hereby co	bmission of request for not availing Fixed medical Allowance (FMA), the FMA amounting traased w.e.f 14/09/2021.	o Rs 1000/- per month to	Mr. IDA SAU MIN ,retired on
То			
1. Bihar Telecom Circ Patna For Payment and c	de onfirmation of payment/transfer (two copies)		
2. Mr. IDA SAU MIN delhi, delhi, DELHI,110011			
3. Head of Office			Authorised Signatory with Stamp
			Close Prin

(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)

Comprehensive Pension Man	age 🗙 🚯 (6) WhatsApp 🛛 🖌 🕂			o – o ×
← → C ▲ Not secu	re dotnetuat.uneecopscloud.com:9091/PS/PensionSection/FI	MASectionOrder		९ 🖈 😩 :
CPMS			Dealing Hand(Pen	sion Section)
Dashboard	FMA Section Order			
C Action <	Status Fresh Cases 🗸			
Grievance Management <	Show 50 🗸 entries			Search
I Bank Data Migration <	Name PPONumber	FilePath	AAO Allocation	♦ Action ♦
)≊ Revision ∢	Mr. IDA SAU MIN 802020101208549	View / Sanction View	braao - sathish kumar 🗸	
)≈ Reports <	4		Select aaopenccaupefsc - Ashish Srivastava	•
C≇ Edit FMA Details < <	Showing 1 to 1 of 1 entries		PSAAO- BR PS aoopentr - Dig Kumar psaoot I- KKAAO AAOPENCCABIH3 - MAyank Misal braaops - hiyaaopsPS paao- pooja BRPSAAO - PS AAO braao2 - Mismesh RameshAAO - Ramesh RameshAAO - Ramesh Sak - SSK	t Previous 1 Next Last
	© 2021 -Comprehensive Pension Management System (CPMS)			
Type here to sear	ch O 🛱 💽 📜	💼 💼 🩋 🧿		へ 🕼 🦟 🕬 ENG 2:30 PM 🕠 IN 14/09/2021

(Fig.09)

CPMS		dotnetuat.uneecopscloud.com:9091 says Are you sure you want to Approve?		Dealing Hand(Pension Section)
Dashboard	FMA Section Order		OK Cancel	
Action < Girevance Management <	Status Fresh Cases	~		
I Bank Data Migration <	Show 50 ✓ entries	ONumber ∳ FilePath	AAO Allocation	Search
)≋ Revision <	Mr. IDA SAU MIN 8020	View / Sanction View	braao - sathish kum	ar 🗸 🖋 Delete/ Send
l≈ Reports <	4			
☑ Edit FMA Details <	Showing 1 to 1 of 1 entries			First Previous 1 Next Last

(Fig.10)

3.2 AAO (Pension) Approval

AAO (Pension Section) should go to Approval \rightarrow Edit FMA Details \rightarrow 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

CPMS				Assistant Accounts Officer(Pe	ension Section)
Dashboard					
llerer	FMA San	ction Order Approval			
a Users <	Show	50 v entries			Search
♂ Approval ~	Na	ame 🔺	PPONumber	View \$	Action \$
Pension Section	< Mr.	CDA SAU MIN	802020101108550	View /SanctionView	Return/ Approve
Provisional Pension	< Mr.	IDA SAU MIN	802020101208549	View /SanctionView	Return/ Approve
Revision	Mr.	SAHDEV	802019121208342	View /SanctionView	Return/ Approve
C Edit FMA Details	Mrs	. ANITA	802021049208552	View /SanctionView	Return/ Approve
FMA Sanction Order Approval	Mrs	. RADHA	802021049108551	View /SanctionView	Return/ Approve
					۱.
≋ Reports <	Show	ing 1 to 5 of 5 entries		Fi	rst Previous 1 Next Last
a] Audit Trail					

(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.

CPMS			Assistant Acco	unts Officer(Pension Section)
Dashboard	FMA Sanction Order Approval			
& Users <	Show 50 v entries			Search
ਡ Approval ∽	Name	PPONumber	\$ View	¢ Action ¢
Pension Section	Mr. CDA SAU MIN	802020101108550	View/SanctionView	Return/ Approve
Provisional Pension	Mr. IDA SAU MIN	802020101208549	View/SanctionView	Return/ Approve
C Revision	Mr. SAHDEV	802019121208342	View /SanctionView	Return/ Approve
C Edit FMA Details	Mrs. ANITA	802021049208552	View /SanctionView	Return/ Approve
If FMA Sanction Order Approval	Mrs. RADHA	802021049108551	View/SanctionView	Return/ Approve
회 Reports < 과 Audit Trail	Showing 1 to 5 of 5 entries			First Previous 1 Next Last

(Fig.12)

3.3 Approval at AO (Pension)

AO (Pension Section) should go to Approval \rightarrow Edit FMA Details \rightarrow 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

CPMS	•		Accounts Officer(Pe	ension Section) User -
Dashboard	ENA Section Order Account			
¢\$ Masters <	Show 50 v entries			Search
🖁 Users 🛛 🗸	Name	PPONumber 🔶	View 🐥	Action \$
□ Upload Utility <	Mr. CDA SAU MIN	802020101108550	View / SanctionView	Return/ Approve
Image: Allotment	Mr. IDA SAU MIN	802020101208549	View / SanctionView	Return/ Approve
	Mr. SAHDEV	802019121208342	View / SanctionView	Return/ Approve
III Grievance Management <	Mrs. ANITA	802021049208552	View / SanctionView	Return/ Approve
🕼 Approval 🗸 🗸	Mrs. RADHA	802021049108551	View / SanctionView	Return/ Approve
Pension Section <	Mrs. SHAKSHI	802020012208464	View / SanctionView	Return/ Approve
Provisional Pension	Showing 1 to 6 of 6 entries			•
☑ Revision <			FI	rst Previous 1 Next Last
C Edit FMA Details ~				
FMA Sanction Order Approval	© 2021 -Comprehensive Pension Management Syst	tem (CPMS)		

(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

CPMS	E	1			ounts Officer(Pension Section)
Dashboard	FM	A Sanction Order Approval			
o \$ Masters		Show 50 v entries			Search
🌡 Users 😽		Name	PPONumber \$	View	¢ Action ¢
□ Upload Utility •		Mr. CDA SAU MIN	802020101108550	View / SanctionView	Return/ Approve
Allotment		Mr. IDA SAU MIN	802020101208549	View / SanctionView	Return/ Approve
		Mr. SAHDEV	802019121208342	View / SanctionView	Return/ Approve
③ Grievance Management		Mrs. ANITA	802021049208552	View / SanctionView	Return/ Approve
🕼 Approval		Mrs. RADHA	802021049108551	View / SanctionView	Return/ Approve
Pension Section	<	Mrs. SHAKSHI	802020012208464	View / SanctionView	Return/ Approve
Provisional Pension	<	Showing 1 to 6 of 6 entries			•
C Revision	<	•			First Previous 1 Next Last
C Edit FMA Details	~				
FMA Sanction Order Approval					
	0	2021 -Comprehensive Pension Management Sy	stem (CPMS)		

(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 \rightarrow 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)

CPMS				Dealing Hand(Pe	ension Section)	User -
Dashboard	FMA Section Order					
Certain <	Status Return Cases	~				
Grievance Management < Generation	Show 50 v entries				Sea	rch
e≋ Revision <		PPONumber	FilePath \$	AAO Allocation	\$	Action \$
k≋ Reports ∢		02020011100337	view / suitchon view			Providence Send
I≇ Edit FMA Details <	Snowing I to I of I entries			Fi	rst Previous	1 Next Last

(Fig.15)

3.5 Allotment by AO (PDA)

AO (PDA Section) should go to Allotment \rightarrow 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.

CPMS											Accounts Officer(P	ension Di	sbursing Authority	8	Jser 🕶
Dashboard	Allet Case	a la Daslina Hand/DH)													
🌡 Users 🛛 <	Show 5	50 v entries												Carach	
D Upload Utility <		* Name	•	Mobile No. 👙	File No. (PAN) 🗍	Date of Birth	Dat	e of Retirement	•	Date of Sent To PAO	SSA Unit Name 🗍	Retire	ment Type	Pension 1	`vpe ¢
LC & DLC Verification <		Mr. PROV SIXTYFOUR THREE		6765756675	XXXXXX673F	07/01/1960	31/01	1/2020		14/09/2021	Chapra TD	Superar	nuation	FMA Order	
EEI Allotment <	4														÷
🖽 Grievance Management <	Showing	1 to 1 of 1 entries											First Previo	us 1 Ne	ot Last
🕼 Resend Fail Cases	Allocation	n of DH :	brpda	dh2 - BIHAR PDA I 🗸]	Send 1	To DH	Clear							
Gr Approval <															
GP PDA Utility <															
☞ Bank Data Migration 〈															
🕼 Jeevan Pramaan 🛛 <	© 2021 -C	omprehensive Pension Management Sy	stem (CF	MS)											
Payment Slip Generation															
@ IT Calculation Sheet															
l≅ Reports <															

3.6 Sanction Receive at DH PDA

DH (PDA Section) should go to Action \rightarrow PDA Section \rightarrow 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.

	ge X 🚺 (5) WhatsApp X	+		o – Ø
← → C ▲ Not secure	e dotnetuat.uneecopscloud.com:9091/PDA/	PDASection/FMASectionOrderList		Q 🕁 💄
CPMS			Dealing Hand(Pension Distr	ibuting Authority)
Dashboard	EMA Sanction Order Approval			
? Action 🗸 🗸	Show 50 v entries			Search
PDA Section ~				
Sanction Order Received	Name	PPONumber	≑ View	♦ Action ♦
Provisional Sanction Order	Mr. CDA SAU MIN	802020101108550	View / SanctionView	Approve
Stop Provison Sanction	Mr. IDA SAU MIN	802020101208549	View / SanctionView	Approve
Order	Mr. JAFAR SUPER	802020011208327	View / SanctionView	Approve
Migration Sanction Order	Mr. SAHDEV	802019121208342	View / SanctionView	Approve
Revision Sanction Order	Mr. SITARAM	802003112200207	View / SanctionView	Approve
FMA Sanction Order	Mrs. ANITA	802021049208552	View / SanctionView	Approve
Vendor Verification	Mrs. ANJALI BHOWAL	802018051200212	View / SanctionView	Approve
Bill Generation <	Mrs. NISHA	802009032108187	View / SanctionView	Approve
	Mrs. RADHA	802021049108551	View / SanctionView	Approve
LC & DLC Verification <	Mrs. SHAKSHI	802020012208464	View / SanctionView	Approve
D Grievance Management <	4	· · · · · · · · · · · · · · · · · · ·		•
Investment Declaration otnetuat.uneecopscloud.com:9091/P	DA/PDASection/FMASectionOrderList			1
P Type here to searc	ch O Ħ	0 📃 🗄 🖻 🤗		へ 🚱 🦟 🕬 ENG 2:42 PM IN 14/09/2021

(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