

User Manual for Part IV Utility

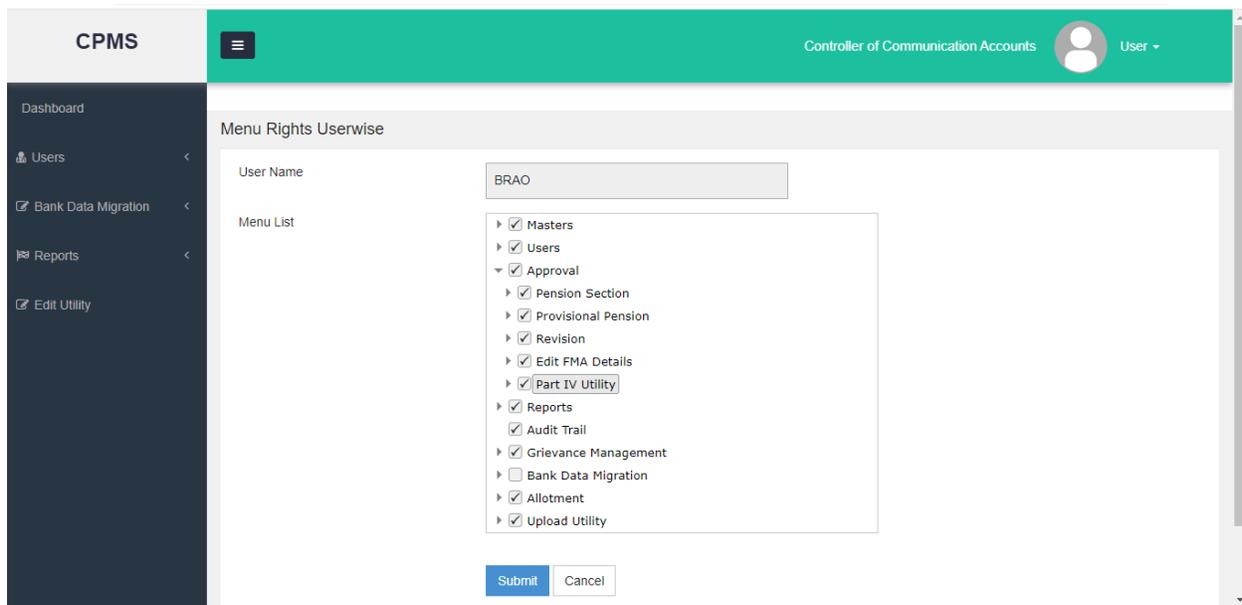
1. Introduction

As per Department of Expenditure, CGA O.M. No. 1(1)/ correction slips/CAM/TA-II/2014/34 dated 22 Jan, 2014, a revised authority for part IV in PPO is to be issued in case of co-authorization of Permanently Disabled Children/ Dependent Parents & Permanently Disabled Siblings for pension. Currently such facility is not available in SAMPANN and for any case manual Part IV authority is being issued.

In order to address above issue, the functionality to generate revised authority for part IV in PPO for permanently disabled children/siblings and dependent parents as claimant, has been developed in SAMPANN.

2. Role/Rights

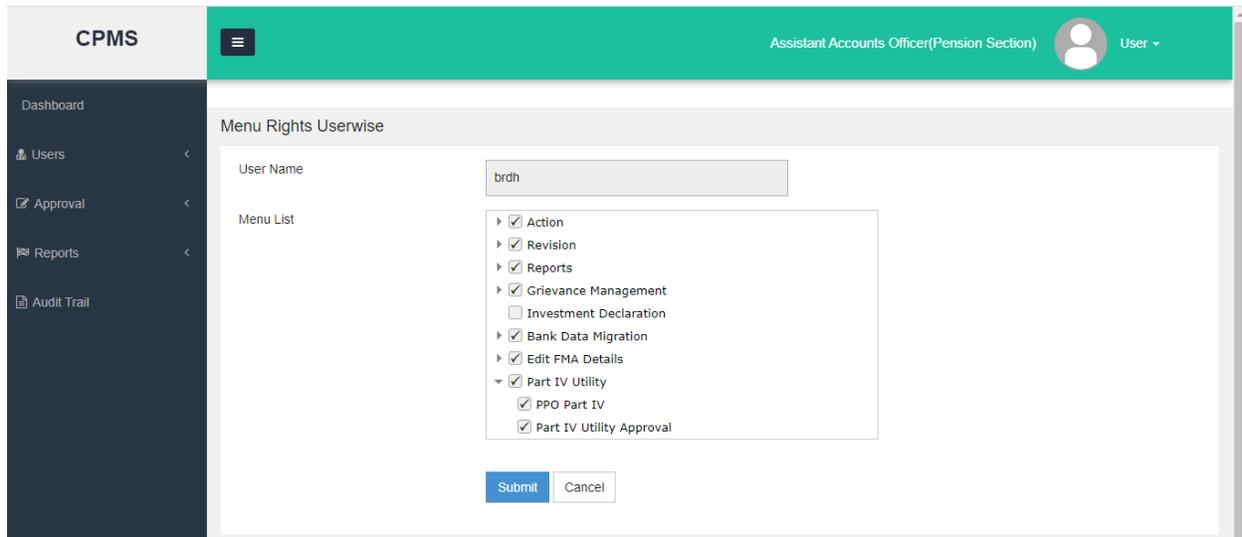
Role rights for PPO Part IV utility generation and approval should be assigned to concerned users. CCA user should login in the SAMPANN and assign the role rights for submenu **Part IV Utility** under **Approval** menu to AO Pension as shown in **Fig(1)** and further AO Pension should assign the menu rights to AAO Pension.



Fig(1)

To DH Pension menu rights should be assigned by AAO Pension. In DH pension login, **Part IV Utility** is shown as a new menu and two submenus will be shown under this as shown in **Fig(2)**.

i)PPO Part IV ii)Part IV Utility Approval

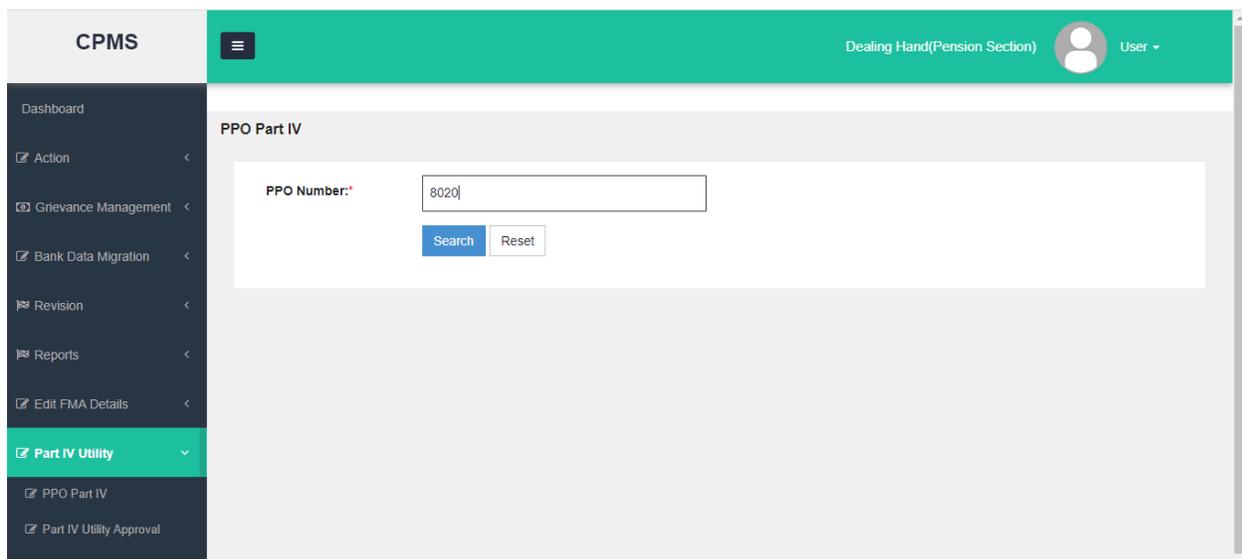


Fig(2)

3. DH Pension Login

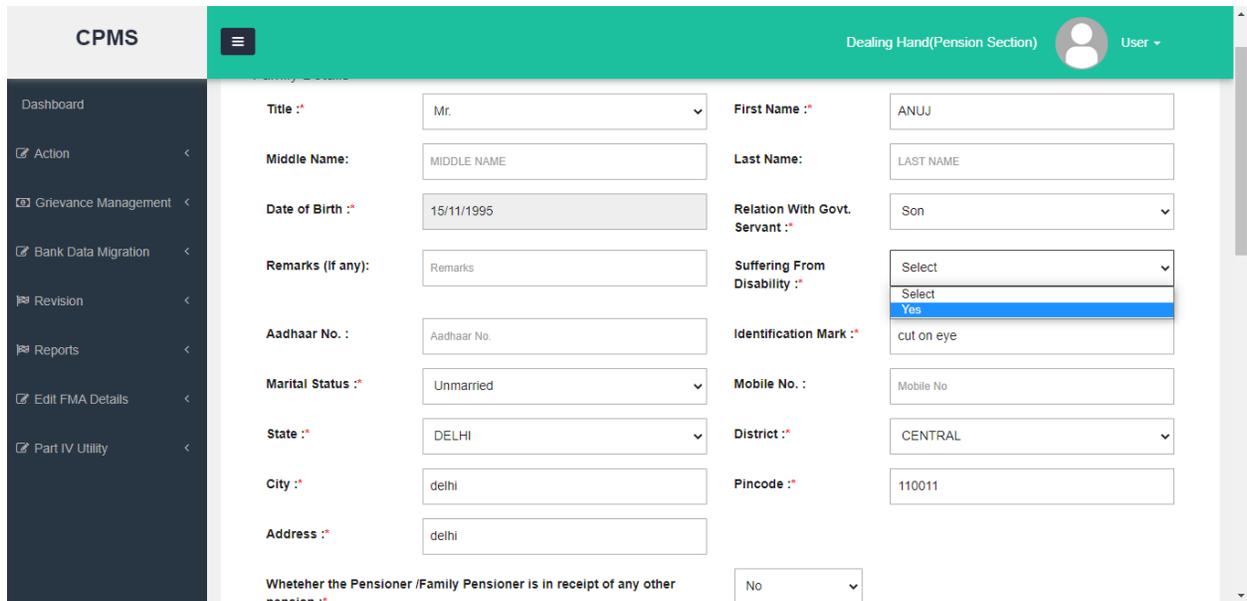
3.1 Part IV Authority Generation

To generate the authority, DH Pension should **Go to->Part IV Utility->PPO Part IV** and enter the PPO no. and click on the Search button as shown in **Fig(3)**.



Fig(3)

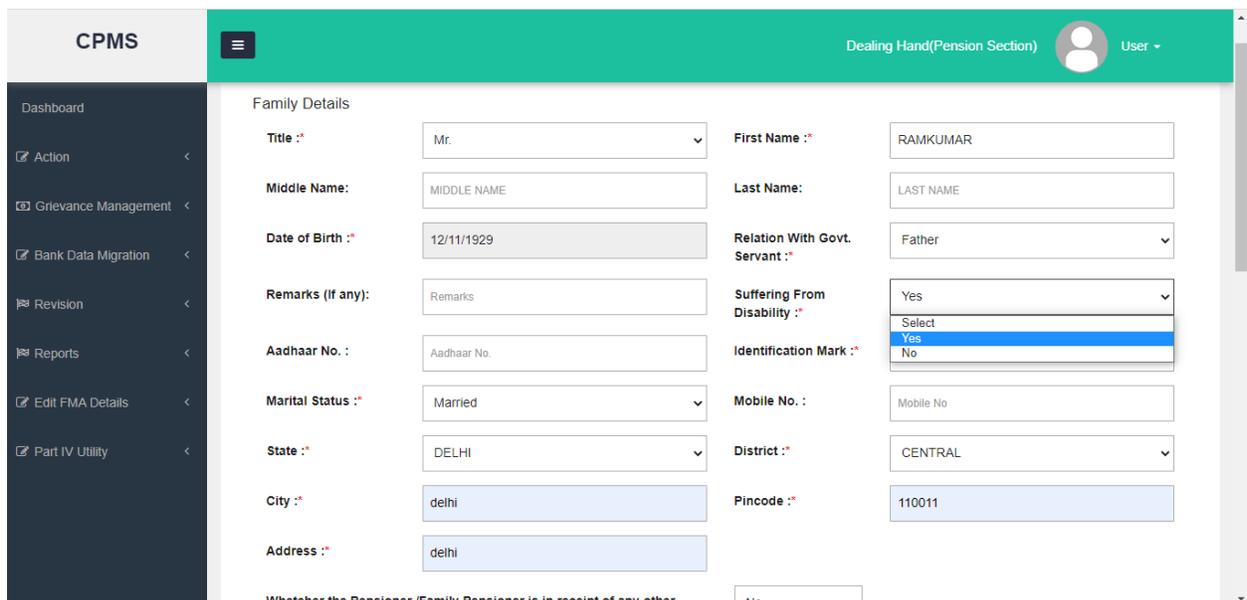
Once DH Pension clicks on the **Search** button a new page will open asking the details of disabled child/ siblings or dependent parent. In this screen DH will fill the details and save the information as shown in Fig(4).



The screenshot shows the CPMS interface with a sidebar on the left containing menu items like Dashboard, Action, Grievance Management, Bank Data Migration, Revision, Reports, Edit FMA Details, and Part IV Utility. The main content area is titled 'Family Details' and contains a form for entering details for a family member. The form fields are as follows:

Field	Value
Title	Mr.
Middle Name	MIDDLE NAME
Date of Birth	15/11/1995
Remarks (if any)	Remarks
Aadhaar No.	Aadhaar No.
Marital Status	Unmarried
State	DELHI
City	delhi
Address	delhi
Whether the Pensioner /Family Pensioner is in receipt of any other pension	No
First Name	ANUJ
Last Name	LAST NAME
Relation With Govt. Servant	Son
Suffering From Disability	cut on eye
Identification Mark	cut on eye
Mobile No.	Mobile No
District	CENTRAL
Pincode	110011

Fig(4)

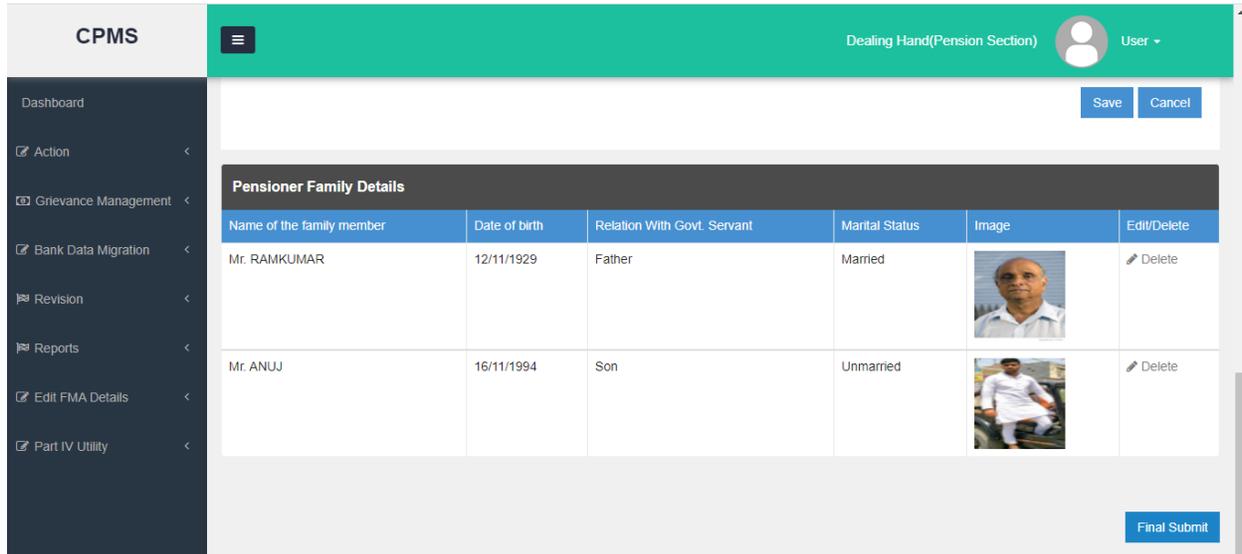


The screenshot shows the CPMS interface with the same sidebar as Fig(4). The main content area is titled 'Family Details' and contains a form for entering details for a family member. The form fields are as follows:

Field	Value
Title	Mr.
Middle Name	MIDDLE NAME
Date of Birth	12/11/1929
Remarks (if any)	Remarks
Aadhaar No.	Aadhaar No.
Marital Status	Married
State	DELHI
City	delhi
Address	delhi
Whether the Pensioner /Family Pensioner is in receipt of any other pension	No
First Name	RAMKUMAR
Last Name	LAST NAME
Relation With Govt. Servant	Father
Suffering From Disability	No
Identification Mark	No
Mobile No.	Mobile No
District	CENTRAL
Pincode	110011

Fig(5)

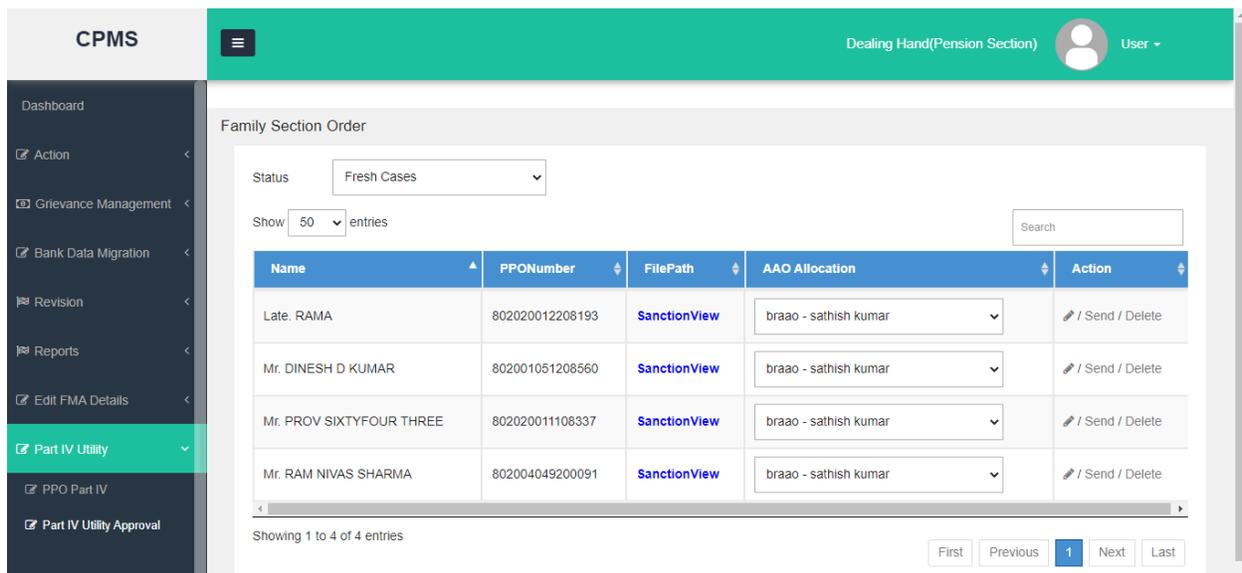
Note-In case of dependent parent system will show two option (Yes/No) in **Suffering from Disability** Dropdown, but for **other relations** system will show only **Yes** in **Suffering from Disability** Dropdown as shown in Fig(4) and Fig(5).



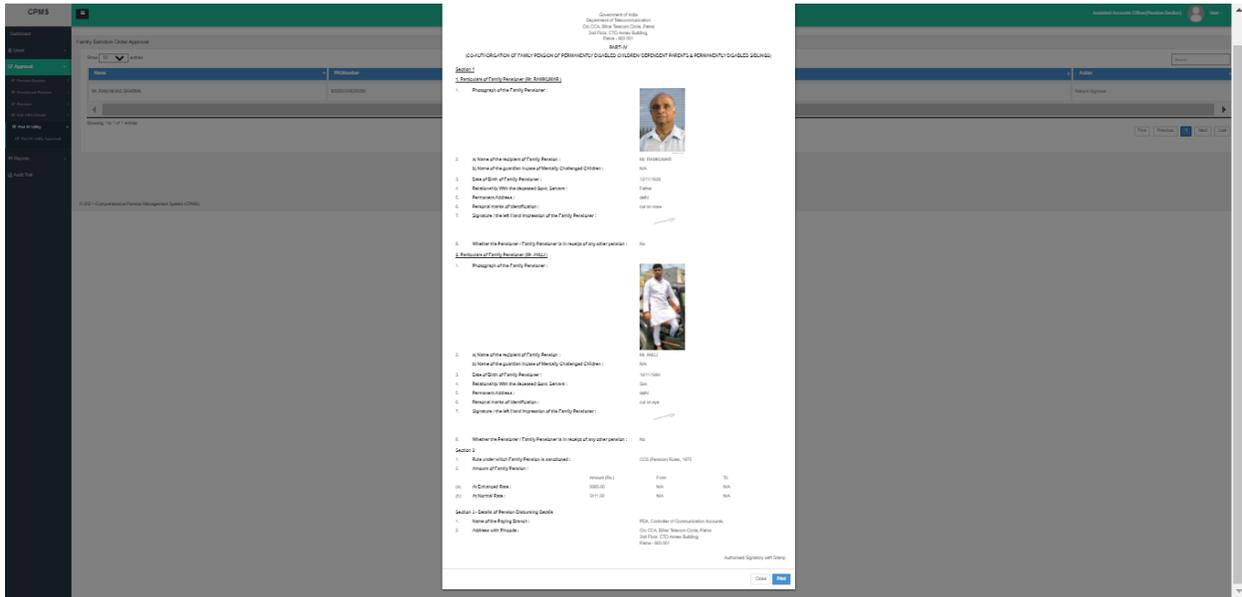
Fig(6)

DH can also edit or delete the records from the **edit and delete** button of grid shown in **Fig(6)**. After checking all the records added, DH should click on the **Final Submit** button to save all records.

Now DH should **Go to-> Part IV Utility ->Part IV Utility Approval**. From here DH can take the print of Sanction by clicking on **“Sanction View”** link given in the grid, in front of the record as shown in **Fig(8)**. Now DH selects the AAO from dropdown and sends the record for AAO approval by clicking on the ‘send’ link shown in **Fig(7)**.



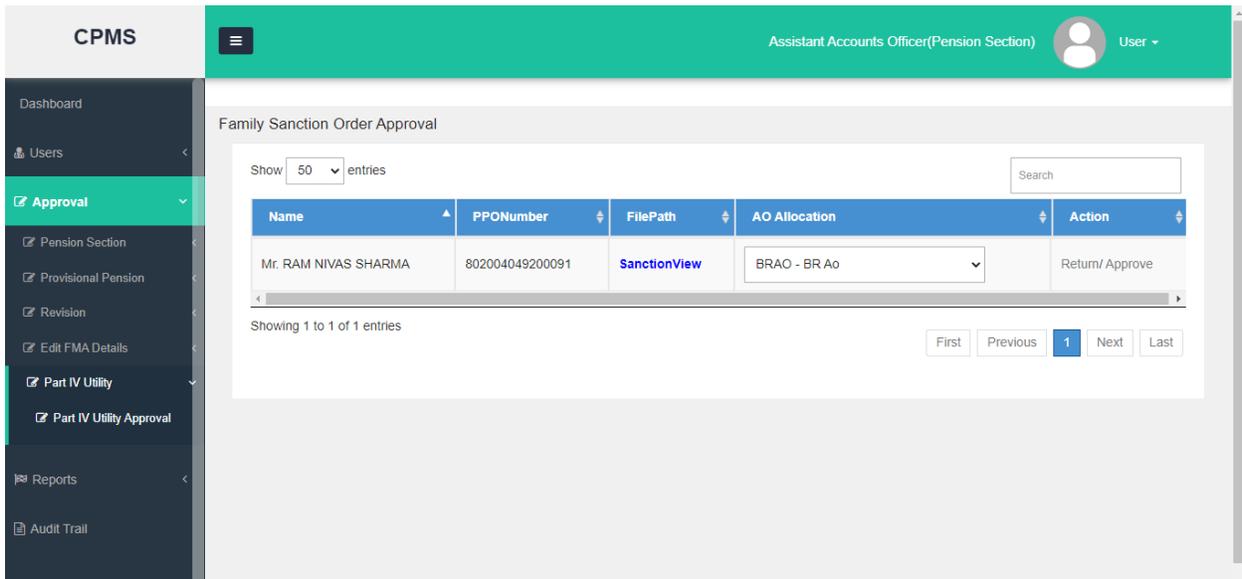
Fig(7)



Fig(8)

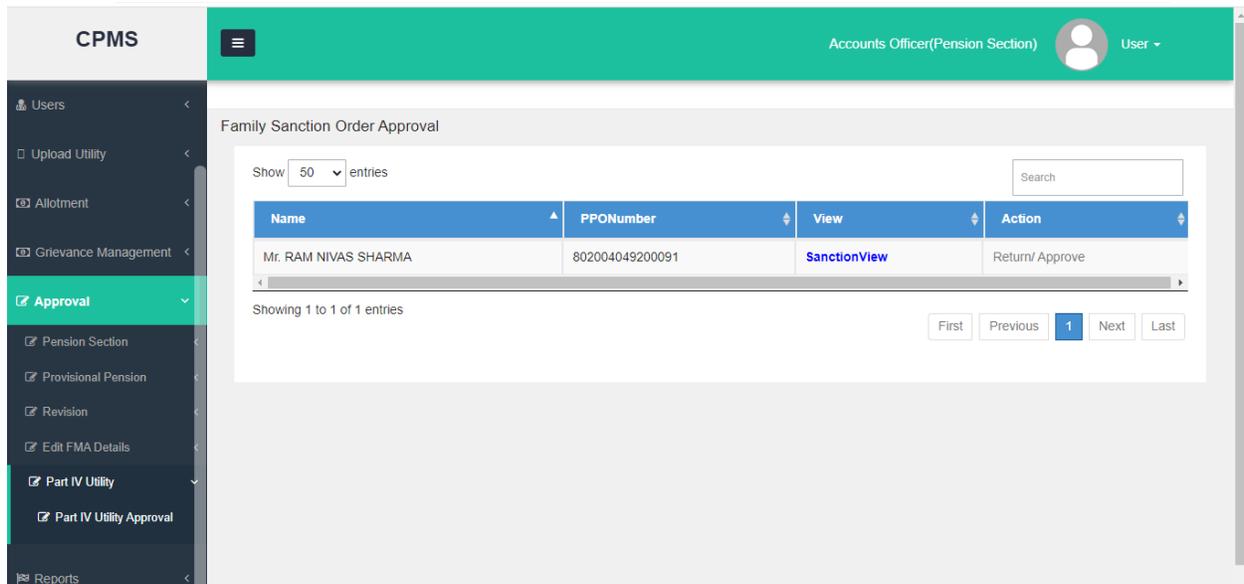
Sanction View shown in Fig(8).

Now AAO should login into SAMPANN and Go to->Approval->Part IV Utility-> Part IV Utility Approval. AAO can check the sanction, if any correction is needed AAO should return the case to DH or else Approve the case and send to AO Pension as shown in Fig(9).



Fig(9)

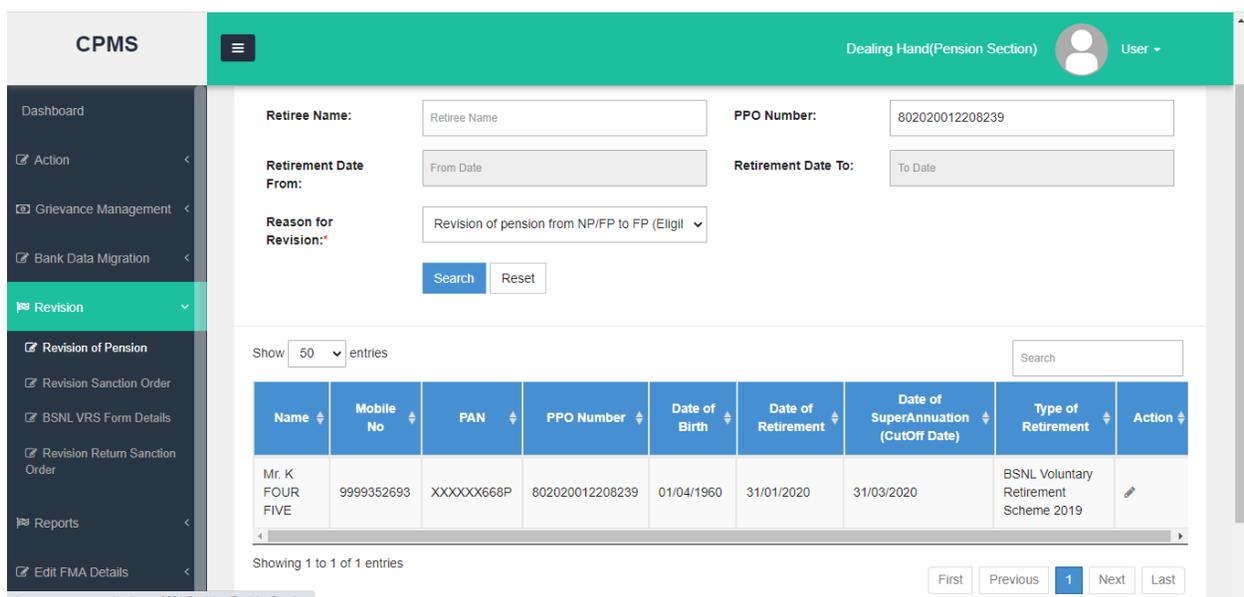
After this AO will login into the SAMPANN and **Go to->Approval->Part IV Utility-> Part IV Utility Approval**. AO can check the sanction, if any is correction needed AO should return the case to DH or else approve the case and digitally sign the document as shown in **Fig (10)**.



Fig(10)

DH Pension can either edit or delete the cases returned by AAO or AO. To see the cases returned by AAO or Ao, DH should select 'Returned Cases' in the dropdown at Part IV Utility Approval page.

4. Family Revision in the name of co authorized member via Part IV utility



Fig(11)

The name of Disabled child and dependent Parent added via **Part IV utility** will also be shown in Claimant dropdown in **Family Revision type 4** and **BSNL VRS family revision Type-7**. To perform the revision DH Pension should Login and **Go to ->Revision->Revision of Pension**, enter the PPO no. and select the Family Revision **Type-4** or **BSNL VRS family revision type 7**, click the search button. DH should click on the edit button to edit the record as shown in **Fig(11)**.

The screenshot shows the CPMS interface for pension revision. The header includes 'CPMS' and 'Dealing Hand(Pension Section)'. The main content area is titled 'Revision of pension from N.P./FP etc to F.P when F.P expires and there is Eligible nominee in PPO'. A dropdown menu for 'Select Claimant' is open, showing 'RATNA' as the selected option and 'ANANT AA' as an available option. The form displays the following details:

Retiree Name :	Mr. K FOUR FIVE	Last PPO Number :	802020012208239
PAN :	ACZPM2668P	Designation :	ACCA
Type of Retirement :	BSNL Voluntary Retirement Scheme 2019	Date of Retirement :	31/01/2020
Last Paid Pension Amount :	43790	Date of Last Paid Pension :	03/04/2020
Date of Death of Pensioner :	Date of Death		
Enhanced pension/ Normal pension :	Enhanced : Rs 17019	Effective till	:
	Normal : Rs 10212	Effective from :	

Fig(12)

Previously only family pensioner whose name was available in ePPO was shown in the **Select Claimant** dropdown, but now at the time of family revision the disabled child/sibling or any dependent parent (if any) name also will be shown here if added in Part IV Authority. So when condition arises, DH can select them as family pensioner as shown in **Fig(12)**.

Nominee Details

Title :*	Mr.	First Name :*	ANANT
Middle Name:	A	Last Name:	A
Date of Birth :*	01/11/1996	Relation With Govt. Servant :*	Son
Remarks (If any):	Remarks	Suffering From Disability :*	Yes
Aadhaar No. :	Aadhaar No.	Identification Mark(If any):	A
Address :*	SANGHI ROHTAK HRY	Marital Status :*	Unmarried
State :*	HARYANA	District :*	AMBALA
City :*	ROHTAK	Pincode :*	124303
Mobile No. :*	Mobile No		

Fig(13)

Once DH selects the disabled child/sibling as nominee, in nominee detail section on the same page details will be shown with **Suffering from Disability** dropdown as Yes. DH should now enter rest of the information and save the record. Rest process will be same as earlier, in family revision as shown in **Fig(13)** .

5. Reports

5.1 Pensioner Document Report

Now in Pensioner Document Report- available for CCA Users, a new section of Disabled Family Member Documents is added from where the PART IV sanction can be downloaded by clicking on View hyperlink under documents as shown in **Fig (14)**.

CPMS Administrator User

S.No.	CCA Name	File Description	Issue Date	Document
1	Bihar Telecom Circle		13/09/2021	View

Disabled Family Member Documents

Show 10 entries Search:

S.No.	CCA Name	File Description	Issue Date	Document
1	Bihar Telecom Circle		30/11/2021	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig(14)

5.2 Part IV Co-Authorization Report

A new report “**Part IV Co-Authorization Report**” added in the report section for CCA officer users. From this report user can check the records of all Part IV sanction generated in selected CCA in given Date range shown in **Fig (15)**.

SI.No	CCA Name	PPO Number	Pensioner Name	Date Of Birth	Date of Retirement	Mobile Number	Name Of Family Pensioner	Date Of Birth Family Pensioner	Relationship
1	Bihar Telecom Circle	802020012208394	KAUSHAL H MALIK	02/01/1962	31/01/2020	8956452565	RAMU	13/12/1995	Son
2	Bihar Telecom Circle	802004049200091	RAM NIVAS SHARMA	01/05/1958	01/04/2004	3534534534	ANUJ	16/11/1994	Son

Fig(15)

5.3 Pensioner Dashboard

Now pensioner can also see the generated Part IV sanction on his/her dashboard under Pension Sanction Orders column shown in **Fig (16)**.

Dashboard

Pensionary Benefits More Info

Lodge Your Grievance More Info

Pension Sanction Orders

- EPPD...
- Gratuity Interest...
- FMA Sanction...
- Disabled Co-Authorization Document... ←

Payment Date

Commutation payment date

Restoration date

Shared Documents

Monthly Payment Chart

Fig(16)
