

# 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.

CPMS

Controller of Communication Accounts User

Dashboard

Users

Bank Data Migration

Reports

Edit Utility

Menu Rights Userwise

User Name: BRAO

Menu List:

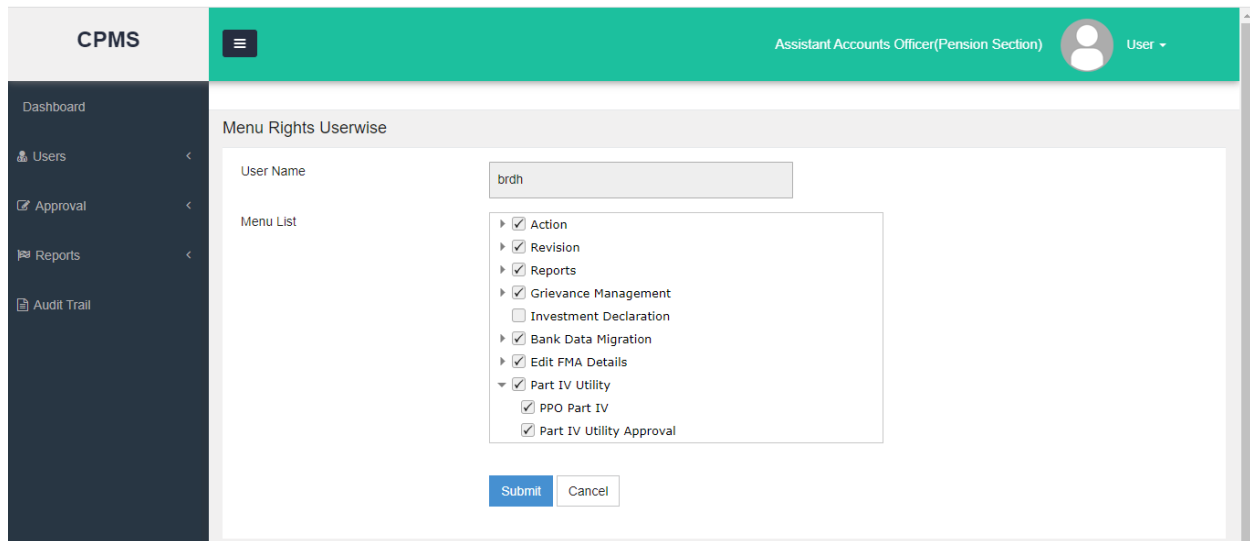
- ☒ Masters
- ☒ Users
- ☒ Approval
  - ☒ Pension Section
  - ☒ Provisional Pension
  - ☒ Revision
  - ☒ Edit FMA Details
  - ☒ Part IV Utility
- ☒ Reports
- ☒ Audit Trail
- ☒ Grievance Management
- ☐ Bank Data Migration
- ☒ Allotment
- ☒ Upload Utility

Submit Cancel

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



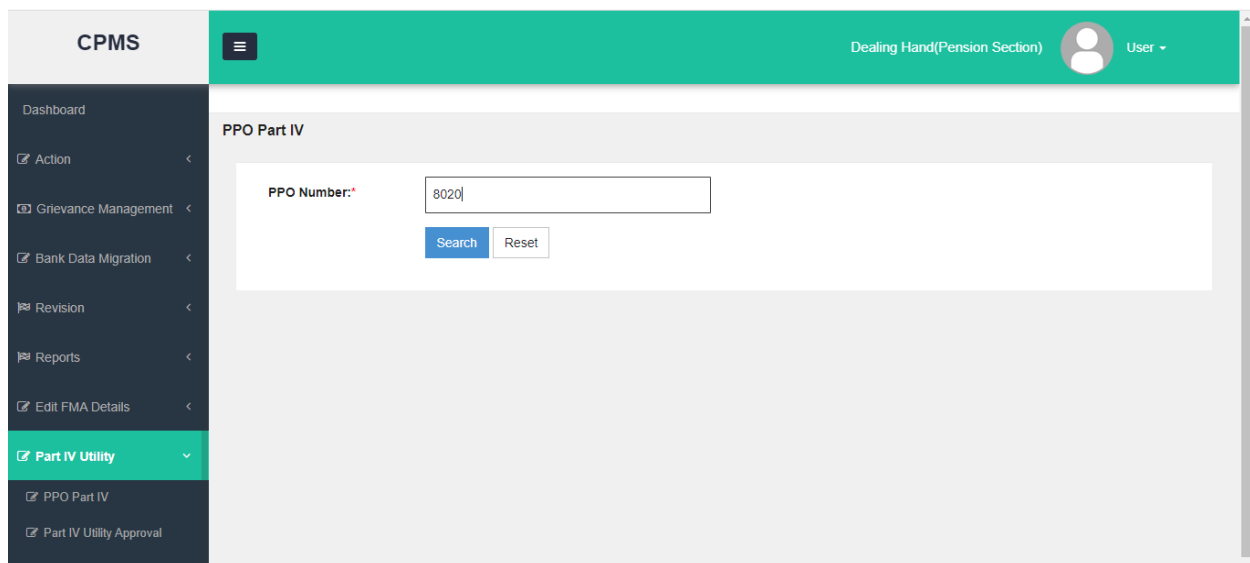
The screenshot shows the CPMS (Central Pension Management System) interface. The top header is green with the CPMS logo on the left and the user's role, "Assistant Accounts Officer(Pension Section)", and a user profile icon on the right. A dark sidebar on the left contains a menu with options: Dashboard, Users, Approval, Reports, and Audit Trail. The main content area is titled "Menu Rights Userwise". It features a "User Name" field with the value "brdh". Below this is a "Menu List" section containing a tree of permissions. The permissions are: Action (checked), Revision (checked), Reports (checked), Grievance Management (checked), Investment Declaration (unchecked), Bank Data Migration (checked), Edit FMA Details (checked), Part IV Utility (checked), PPO Part IV (checked), and Part IV Utility Approval (checked). At the bottom of the menu list are "Submit" and "Cancel" buttons.

**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)**.



The screenshot shows the CPMS interface for "PPO Part IV". The top header is green with the CPMS logo on the left and the user's role, "Dealing Hand(Pension Section)", and a user profile icon on the right. The dark sidebar on the left has a menu with options: Dashboard, Action, Grievance Management, Bank Data Migration, Revision, Reports, Edit FMA Details, Part IV Utility (highlighted in green), PPO Part IV, and Part IV Utility Approval. The main content area is titled "PPO Part IV". It features a "PPO Number:" label followed by a text input field containing the value "8020". Below the input field are "Search" and "Reset" buttons.

**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).

**CPMS** Dealing Hand(Pension Section) User

**Family Details**

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

**Fig(4)**

**CPMS** Dealing Hand(Pension Section) User

**Family Details**

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

**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).

**CPMS** Dealing Hand(Pension Section) User

Dashboard Action Grievance Management Bank Data Migration Revision Reports Edit FMA Details Part IV Utility

**Pensioner Family Details**

Name of the family member	Date of birth	Relation With Govt. Servant	Marital Status	Image	Edit/Delete
Mr. RAMKUMAR	12/11/1929	Father	Married		Delete
Mr. ANUJ	16/11/1994	Son	Unmarried		Delete

Save Cancel

**Final Submit**

**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)**.

**CPMS** Dealing Hand(Pension Section) User

Dashboard Action Grievance Management Bank Data Migration Revision Reports Edit FMA Details Part IV Utility PPO Part IV Part IV Utility Approval

**Family Section Order**

Status: Fresh Cases

Show 50 entries

Search

Name	PPONumber	FilePath	AAO Allocation	Action
Late. RAMA	802020012208193	<a href="#">SanctionView</a>	braao - sathish kumar	<a href="#">Send / Delete</a>
Mr. DINESH D KUMAR	802001051208560	<a href="#">SanctionView</a>	braao - sathish kumar	<a href="#">Send / Delete</a>
Mr. PROV SIXTYFOUR THREE	802020011108337	<a href="#">SanctionView</a>	braao - sathish kumar	<a href="#">Send / Delete</a>
Mr. RAM NIVAS SHARMA	802004049200091	<a href="#">SanctionView</a>	braao - sathish kumar	<a href="#">Send / Delete</a>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

**Fig(7)**

[illegible]

**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)**.

CPMS

Assistant Accounts Officer(Pension Section)

User

Dashboard

Users

Approval

Pension Section

Provisional Pension

Revision

Edit FMA Details

Part IV Utility

Part IV Utility Approval

Reports

Audit Trail

Family Sanction Order Approval

Show 50 entries

Search

Name	PPONumber	FilePath	AO Allocation	Action
Mr. RAM NIVAS SHARMA	802004049200091	SanctionView	BR AO - BR AO	Return/ Approve

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

**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)**.

CPMS

Accounts Officer(Pension Section) User

Family Sanction Order Approval

Show 50 entries

Name	PPO Number	View	Action
Mr. RAI NIVAS SHARMA	802004049200091	SanctionView	Return/ Approve

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**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

CPMS

Dealing Hand(Pension Section) User

Retiree Name: Retiree Name PPO Number: 80200012208239

Retirement Date From: From Date Retirement Date To: To Date

Reason for Revision: Revision of pension from NP/FP to FP (Eligible)

Search Reset

Show 50 entries

Name	Mobile No	PAN	PPO Number	Date of Birth	Date of Retirement	Date of SuperAnnuation (CutOff Date)	Type of Retirement	Action
Mr. K FOUR FIVE	9999352693	XXXXXX668P	80200012208239	01/04/1960	31/01/2020	31/03/2020	BSNL Voluntary Retirement Scheme 2019	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

**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)**.

CPMS

Dealing Hand(Pension Section) User

Revision of pension from N.P./FP etc to F.P when F.P expires and there is Eligible nominee in PPO

Select Claimant :

RATNA

Select Claimant

RATNA

ANANT AA

Retiree Name : Mr. K FOUR FIVE

PAN : ACZPM2668P

Type of Retirement : BSNL Voluntary Retirement Scheme 2019

Last Paid Pension Amount : 43790

Date of Death of Pensioner : Date of Death

Enhanced pension/ Normal pension : Enhanced : Rs 17019 Normal : Rs 10212

Last PPO Number : 802020012208239

Designation : ACCA

Date of Retirement : 31/01/2020

Date of Last Paid Pension : 03/04/2020

Effective till : 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)**.

CPMS

Administrator User

Report

- Account Update Report
- Investment Declaration Report
- Monthly Bill Report
- PPO Generation Report
- Supplementary Bill
- FMA Report
- Additional Pension Report
- Disabled Child Co-Authorization**
- Gratuity Withheld Report
- Tax Remaining Report
- Pensioner Count Reconciliation Report
- Pensioner Revision Report

Disabled Child Co-Authorization Report

CCA Name: All

From Date: 01/01/2021 To Date: 02/12/2021

Search Reset

Show 10 entries

Sl.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

Lodge Your Grievance

Pension Sanction Orders

- EPPO.....
- Gratuity Interest...
- FMA Sanction...
- Disabled Co-Authorization Document...**

Payment Date

Commutation payment date

Restoration date

Shared Documents

Monthly Payment Chart

Fig(16)

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