

# User Manual for Return/ Delete feature in Revision Module

## 1. Introduction

In SAMPANN, different types of revisions are available to revise the pension/ convert into family pension etc. But there is no option to return/ delete the revision once initiated due to which monthly bill generation gets affected and such payments have to be done outside of SAMPANN. On introduction of this feature users will be able to return/ delete all types of revision initiated. This feature will help users handle the following situations:

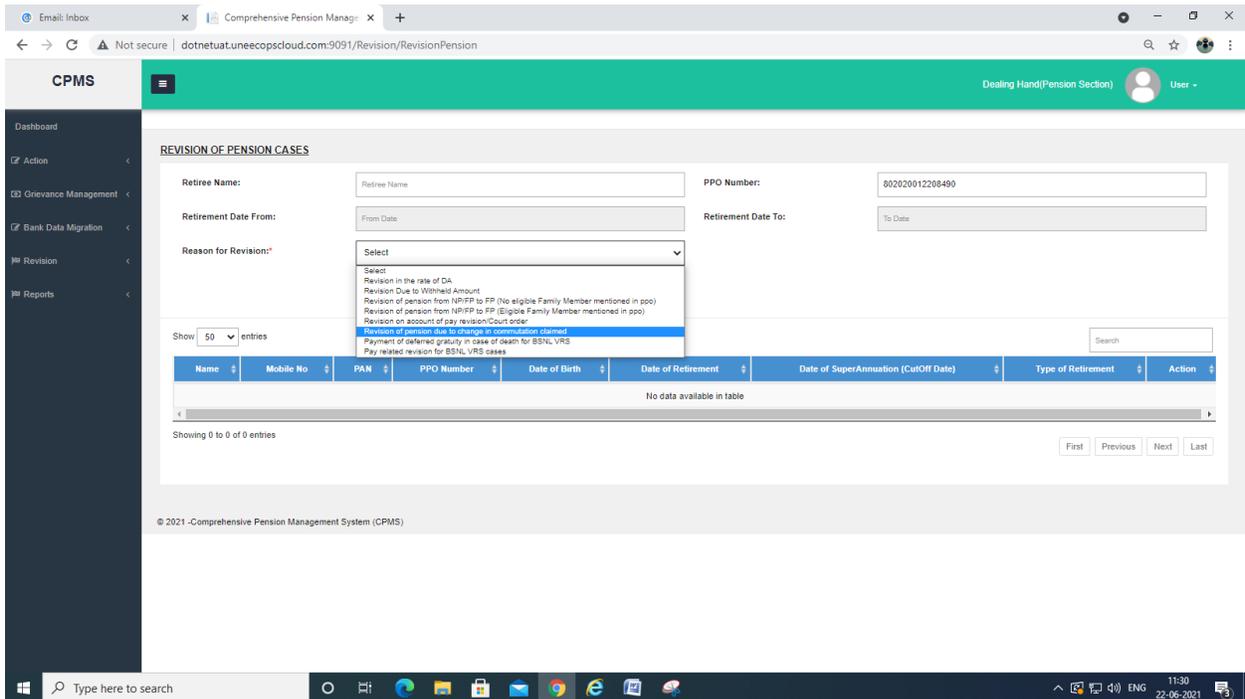
1. If a revision was initiated by mistake
2. If certain corrections need to be made after generation of Revision Sanction Order
3. If a revision has been initiated other than the one which was supposed to be initiated

***NOTE:*** This feature is applicable to all Revision Types

## 1. Process of Return/ Delete Revision of Pension

### 2.1 Initiation of Revision by DH Pension

For Revision of Pension, DH Pension should go to **Revision** → **Revision of Pension**. Here the PPO NUMBER should be entered in the given text box and **Reason for Revision** selected in the dropdown. He/She should then click on the Search button as shown in (Fig.01).



(Fig.01)

Upon clicking the Search button, system shows the available details of pensioner. Now DH Pension should click on action button and initiate revision. After clicking on Action by DH Pension, system shows the form in which Pensioner data and Pay related details are available (depending on type of revision) as shown in Fig. (02)

Revision due to change in commutation		
1.	Name	Mr. KULDEEP KUPESH BR
2.	Designation	ADET
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	18100
4.	Date of Birth	18/Jun/1960
5.	Date of entry in the Government service	09/Jun/1963
6.	Date of Retirement	31/Jan/2020
7.	Type of Retirement	BSNL Voluntary Retirement Scheme 2019
8.	Pay Commission	2nd PRC
9.	(1) Basic Pay	Rs. 18100
	(2) Last pay Drawn / AE (whichever is higher)	Rs. 18100
10.	(1) Bank Account Details	38957881525
	(2) IFSC CODE	SBIN0001183
	(3) Branch Name	BOMBAY-SANTACRUZ WEST
11.	(1) New percentage Commutation claimed	<input type="text"/>
	(2) Date of receipt of Form 1/ Medical Report signing date (In cases where form is submitted after date of Retirement) CSS:(Commutation of Pension)Rules 1981-Rule 6(1)(i), 6(1)(ii) *	<input type="text"/>
	(3) Remarks (if any) *	<input type="text"/>

(Fig.02)

After DH Pension has entered the required data and seen the calculation sheet if needed, he/she submits and sends the case to Revision Sanction Order.

## 2.2 Verify Revision Sanction Order and send for Approval

To verify the generated Revision Sanction Order, DH Pension should go to **Revision** → **Revision Sanction Order**. Now DH Pension should click on **verify** for forwarding the Revision Sanction Order to AAO Pension as shown in (Fig.03)

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Dealing Hand(Pension Section) User

Revision Sanction Order

Show 50 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	View	Not Sent to AAO		braao - sathish kumar	Verify

Showing 1 to 1 of 1 entries (filtered from 40 total entries)

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(Fig.03)

### 2.3 Approval/Return of Revision of Sanction Order by AAO Pension

AAO Pension should go to **Approval** → **Revision** → **Revision Sanction Order**. AAO Pension checks the details and if everything is fine, he/she should click on the **approve** button and send the record for AO Pension's approval.

If AAO Pension finds that some corrections need to be made, he/she can return that Revision Sanction Order to DH Pension by clicking on the **Return** button as shown in (Fig.04).

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Assistant Accounts Officer(Pension Section) User

Revision Sanction Order Approval

Status: Form To Be Approved

Show 50 entries

Name	Mobile No.	PAN	PPO Number	Reason of Revision	Revised Amount	View	Allocation of AO	Remarks	Action	Return
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	View	BRAO - BR Ao		Approve	Return

Showing 1 to 1 of 1 entries (filtered from 12 total entries)

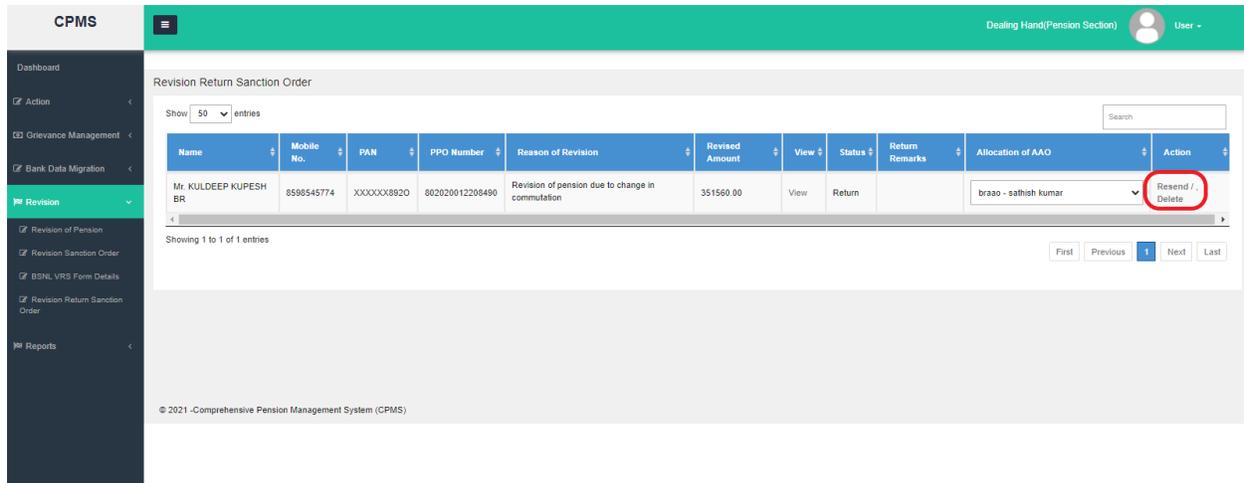
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(Fig.04)

### 2.4 Returned Revision Sanction Orders at DH Pension-

To view the bills returned by AAO Pension for correction, DH Pension should go to **Revision** → **Revision Return Sanction Order**. If DH Pension wants to send the revision sanction again to AAO Pension, he/she should click on **Resend** button for AAO approval.

If DH Pension wants to make any correction in revision of case, he/ she should click on **Delete** button as shown in (Fig.05)



(Fig.05)

After clicking on **Delete** button by DH Pension, that Revision Sanction Order will be permanently deleted in the system and the thereafter revision can be initiated afresh with the required corrections.

**NOTE:** After the deletion of an initiated Revision, the situation that existed before initiation of revision would be reestablished which would include:

1. If the Monthly Bill had disappeared on initiation of revision, after deletion, it would appear back
2. Any new revision can be initiated by DH Pension after deletion of an initiated revision

## 2.5 Return of Revision of Sanction by AO Pension-

AO Pension should go to **Approval** → **Revision** → **Revision Sanction Order** as shown in (Fig.06)

Name	Mobile No.	PAN	PPD Number	Reason of Revision	Revised Amount	View	AAO Remarks	Remarks	Action	Return
Mr. RAJEEV KOHLI	9873483215	XXXXXX831J	802018071200153	Court order		<a href="#">View</a>			Approve	Return
Mr. RAJA B V	6454311653	XXXXXX814K	802020012208222	Revision of pension due to change in commutation	18555.00	<a href="#">View</a>	Approve		Approve	Return
Mr. BSNLFIRSTMARCH	2342456546	XXXXXX205C	802020012208247	Revision of pension due to change in commutation	590067.00	<a href="#">View</a>			Approve	Return
Late. KAUSHAL SEVEN FIVE	3322345342	XXXXXX851N	802020012208281	Payment of deferred gratuity in case of death for BSNL VRS	1069082.77	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo</a>			Approve	Return
Late. KAUSHAL SIX FIVE	3243213456	XXXXXX392F	802020012208271	Payment of deferred gratuity in case of death for BSNL VRS	2039333.00	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo</a>			Approve	Return
Late. KUMAR VRS FIVE	3432313234	XXXXXX408E	802020012208190	Payment of deferred gratuity in case of death for BSNL VRS	107065.00	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo</a>			Approve	Return
Late. NEWFIVEJANSIXTYFIVE	2345321343	XXXXXX914B	802020012208325	Payment of deferred gratuity in case of death for BSNL VRS	1869747.00	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath</a>			Approve	Return
Late. TIGER SHRAUF	8545256325	XXXXXX112F	802020012208229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo</a>			Approve	Return
Late. TIGER SHRAUF	8545256325	XXXXXX112F	802020012208229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	<a href="#">Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo</a>			Approve	Return

(Fig.06)

If AO Pension finds that some corrections need to be made, he/she can return that Revision Sanction Order to DH Pension by clicking on the **Return** button as shown in (Fig.06).

## 2.6 Returned Revision Sanction at DH Pension-

The same procedure as mentioned at 2.4 should be followed.

Name	Mobile No.	PAN	PPD Number	Reason of Revision	Revised Amount	View	Status	Return Remarks	Allocation of AAO	Action
Mr. KULDEEP KUPESH BR	8598545774	XXXXXX892O	802020012208490	Revision of pension due to change in commutation	351560.00	<a href="#">View</a>	Return		braao - sathish kumar	<a href="#">Resend / Delete</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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(Fig.07)