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

<u>NOTE</u>: 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** \rightarrow **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).

@ Email: Inbox	× 📔 Comprehensive Pension Ma	nage: × +							o –	٥	×
\leftarrow \rightarrow C A Not s	secure dotnetuat.uneecopscloud.com:90	91/Revision/RevisionPension							Q	1) I
CPMS								Dealing Hand(Pension Section)	8		
Dashboard											
☑ Action <	REVISION OF PENSION CASES										
Grievance Management <	Retiree Name:	Refiree Name			PPO Number:		802020012208490				
⊂	Retirement Date From:	From Date			Retirement Date	To:	To Date				
)© Revision <	Reason for Revision:*	Select		~							
)≊l Reports <		Revision in the rate of DA Revision Due to Withheld Amount Revision of pension from NP/FP to FP (Revision of pension from NP/FP to FP (Revision on account of pay revision/Cor	No eligible Family Member men Eligible Family Member mentior irt order	tioned in ppo) red in ppo)							
	Show 50 v entries	Revision of pension due to change in co Payment of deferred gratuity in case of Pay related revision for BSNL VRS case	mmutation claimed death for BSNL VRS					Search			
	Name 💠 Mobile No 💠	PAN 💠 PPO Number 🌲	Date of Birth 👙	Date of Ret	rement ≑	Date of SuperAnr	uation (CutOff Date)	Type of Retirement	¢	Action 🕴	
				No data av	ailable in table						
	Showing 0 to 0 of 0 entries							First Prev	ious Ne	xt Last)
	© 2021 -Comprehensive Pension Management	System (CPMS)									
Type here to	search O	# 💽 👼 🔒	🚖 🧿 🤗	🛯 🚳				^ 🖾 🗄 🕬	ENG 22	11:30 -06-2021	3
			_	(T)							

(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)

CPMS				Dealing Hand(Pension Section)
Dashboard			Revision due to change in commutation	
Ce Action <	1.	Name		Mr. KULDEEP KUPESH BR
D Origina Management	2.	Designation		ADET
22 Onevance management	3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Lev	el	18100
☑ Bank Data Migration <	4.	Date of Birth		18/Jun/1960
)≊ Revision 🗸 🗸	5.	Date of entry in the Government service		09/Jun/1983
@ Revision of Pension	6.	Date of Retirement		31/Jan/2020
@ Revision Sanction Order	7.	Type of Retirement		BSNL Voluntary Retirement Scheme 2019
P BSNL VRS Form Details	8.	Pay Commission		2nd PRC
If Revision Return Sanotion Order	9.	(1) Basic Pay		Rs. 16100
)≊ Reports <		(2) Last pay Drawn / AE (whichever is higher)		Rs. 18100
	10.	(1) Bank Account Details		36957881525
		(2) IFSC CODE		SBIN0001183
		(3) Branch Name		BOMBAY-SANTACRUZ WEST
	11.	(1) New percentage Commutation claim	ed	1
		(2) Date of receipt of Form 1/ Medical R CSS(Commutation of Pension)Rules	sport signing date (In cases where form is submmitted after date of Retirement) 1981-Rule 6(1)(i), 6(1)(ii) *	Date
		(3) Remarks (if any) *		
detectuat upon conscious data	001/Pauisian/PauisianDansis	Paulician Dancian Commutation 7En		Cancel Calculate

(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** \rightarrow **Revision Sanction Order**. Now DH Pension should click on **verify** for forwarding the Revision Sanction Order to AAO Pension as shown in (Fig.03)

CPMS	Dealing Hand/Pension Section)
Dashboard	Revision Sanction Order
C2 Action <	Show 50 v entries 80202012208480j
GI Grievance Management <	Name Mobile PAN PPO Number Reason of Revision Revision View Status Revised Allocation of AAO Allocation of AAO Allocation of AAO Allocation of AAO
☑ Bank Data Migration 〈	Revision of persion due to Not Sent to
⊯ Revision V	Mr. KOLDEEP KUPESH BR 558545774 XXXXXX820 802020012208490 change in commutation 331580.00 View AAO
27 Revision of Pension	Showing 1 to 1 of 1 entries (fillered from 40 total entries)
@ BSNL VRS Form Details	
2 Revision Return Sanction Order	
)≊l Reports <	
	© 2021 -Comprehensive Pension Management System (CPMS)

(Fig.03)

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

AAO Pension should go to Approval \rightarrow Revision \rightarrow 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).

CPMS									Assistant /	ccounts Officer(Pensior	I Section)	8	User +
Dashboard	Revision Sanction Or	der Approval											
å Users <	Status Form To Be Approved												
@ Pension Section <	Show 50 🗸 en	Show 50 v entries 802020012208496											я
Gl Provisional Pension ∢ G Revision ↓	Name	¢ Mobile ¢ No. ¢	PAN \$	PPO Number 🕴	Reason of Revision 🛛 🗍	Revised Amount	View \$	Allocation of AO	¢	Remarks	¢	Action \$	Return \$
2 Revision Sanction Order	Mr. KULDEEP KU BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	View	BRAO - BR Ao	~			Approve	Return
⊯≊ Reports <	Showing 1 to 1 of 1	entries (filtered from 12 t	otal entries)							First	Previous	1 No	ot Last
Audit Trail													
	© 2021 -Comprehensive	Pension Management S	ystem (CPMS)										

(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** \rightarrow **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)

CPMS												Dealing Hand(Pension	Section)	User -	
Dashboard	Pavision Paturn Sanction	Order													
G2r Action ←	Show 50 v entries	Show 50 v entries Search													
🖾 Grievance Management 🔇	Name \$	Mobile +	PAN \$	PPO Number 🕴	Reason of Revision	Revised Amount	÷	View ‡	Status 🛱	Return Remarks	÷	Allocation of AAO		Action	¢
Image: Search Data Migration Image: Search Data Migration Image: Search Data Migration Image: Search Data Migration	Mr. KULDEEP KUPESH BR	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00	v	/iew I	Return		[braao - sathish kumar	~	Resend / , Delete	
@ Revision of Pension	Showing 1 to 1 of 1 entries	1	1			-									•
Revision Sanction Order BSNL VRS Form Details												First	Previous	1 Next La	st
2 Revision Return Sanction Order															
)≋ Reports <															
	© 2021 -Comprehensive Pens	ion Management	System (CPMS)												

(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.

<u>NOTE</u>: 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 \rightarrow Revision \rightarrow Revision Sanction Order as shown in (Fig.06)

CPMS								Acco	unts Officer(Pension Sectio	n)	User -
Dashboard	Pavision Sanction (Irdar Approval									
& Masters <		nder / oprora									
Users <	Show 50 v entries										
Upload Ulility <	Name	Mobile No.	¢ PAN ¢	PPO Number 💧	Reason of Revision \$	Revised Amount \$	View \$	AAO Remarks	Remarks (Action ¢	Return 🛊
D Allotment <	Mr. RAJEEV K	987348321	5 X00000X831J	802018071200153	Court order		View			Approve	Return
☑ Grievance Management <	Mr. RAJA B V	645431165	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	802020012208222	Revision of pension due to change in commutation	18555.00	View	Approve		Approve	Return
8 Approval ~	Mr. BSNLFIRS	MARCH 234245654	5 X00000205C	802020012208247	Revision of pension due to change in commutation	590067.00	View			Approve	Return
Pension Section C Provisional Pension	Late. KAUSHA FIVE	SEVEN 332234534	2 X00000X851N	802020012208281	Payment of deferred gratuity in case of death for BSNL VRS	1069082.77	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
Revision	Late. KAUSHA	SIX FIVE 324321345	6 X00000X392F	802020012208271	Payment of deferred gratuity in case of death for BSNL VRS	2039333.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
	Late. KUMAR	RS FIVE 343231323	XXXXXX408E	802020012208190	Payment of deferred gratuity in case of death for BSNL VRS	107065.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
≈ kepons <	Late. NEWFIVEJAN	234532134	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	802020012208325	Payment of deferred gratuity in case of death for BSNL VRS	1869747.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath			Approve	Return
	Late. TIGER SI	IRAUF 854525632	5 X00000X112F	802020012208229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
	Late. TIGER S	IRAUF 854525632	5 X00000X112F	802020012208229	Payment of deferred gratuity in case of death for BSNL VRS	61905.00	Gratuity Sanction / Claimant Sanction /GratuityInterestFilePath / Eppo			Approve	Return
					(Fig.0	6)					

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.

CPMS	E												Dealing Hand(Pensio	n Section)	User -	
Dashboard	De	vision Doturn Constion	Ordor													
Gr Action <	Re	Show 50 v entries	l'Older											Search		
Grievance Management <	L	Name 🗍	Mobile +	PAN (PPO Number 🗍	Reason of Revision	Revised	¢	View ‡	Status ≑	Return	¢	Allocation of AAO		Action	¢
☑ Bank Data Migration <		Mr. KULDEEP KUPESH	8598545774	XXXXXX8920	802020012208490	Revision of pension due to change in commutation	351560.00		View	Return			braao - sathish kumar	v	Resend / ,	
Revision		<						_							Delete	•
Z Revision Sanction Order		Showing 1 to 1 of 1 entries											First	Previous	1 Next L	Last
BSNL VRS Form Details Revision Return Sanction Order																
N≋ Reports <																
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(Fig.07)