

No. 1-95/4/2020-1TD-CGA (E 2554)/88-91
Government of India
Ministry of Finance Department of Expenditure
Controller General of Accounts
PFMS Division (GIFMIS)

Mahalekha Niyantak Bhawan
GPO Complex, INA, New Delhi
Dated: 06.06.2023

OFFICE MEMORANDUM

Subject: Important instructions with regard to new development in Pension Module for PAOs in PFMS Portal.

The undersigned is directed to refer to the subject cited above and to state that Pension Module under PFMS is being continuously upgraded with new developments and enhancements in the existing functionalities in view of Office Memorandum/Office Order/Gazette Notification etc. issued by Government of India from time to time. The instructions are communicated from time to time and reference is invited to this office OM of even numbers dated 14.01.2020 and 08.12.2021 (copies enclosed) may please be referred to and the same are also available on CGA's website. Copy of circular dated 21.04.2022 for change in grant, recovery head in gratuity recovery head at all login IDs of PAO users in Pension Module is also attached.

2. To overcome routine issues in Pension Module, following new functionalities have been developed and being deployed live with effect from 06.06.2023: -

- I. New menu of Pension Module
- II. JAVA Based DSC (Existing system of PPO allotment and DSC of ePPO)
- III. Browser Neutral DSC in Pension Module
 - (a) Allotment of PPO number, Generate and regenerate PDF of ePPO
 - (b) ePPO DSC (Browser Neutral)
- IV. ePPO verification and submission to CPAO
- V. ePPO DSC revert at PAO login
- VI. ePPO re-upload at PAO login
- VII. Shifting of DDO code within PAO Code in Pension Module – initiation at DH level
- VIII. Capturing of two bank accounts details in Nepal Pension case for Nepal citizens where pension is opted from Embassy of India, Nepal (incorporation at Bhavishya level)

3. Presently, pension cases are being forwarded by Head of Office (HOO) through Bhavishya to PFMS Pension Module which lands at DH level for checking in "**Pension >> Manage Pensioner**" menu. After passing the pension cases at all levels i.e. DH, AAO and PAO, PAO has to allot PPO number. This office has now provided facilities for allotment of PPO number in two sub menu options in Pension Module i.e. JAVA based DSC or Browser neutral DSC either of both may be used by PAO in their Login. After implementation of new developments, PAO has to verify and submit the digitally signs ePPO and the same will be available in new sub menu option. **It may please be noted that authorities and sanctions will only be available at PAO login after ePPO is verified and submitted to CPAO.** DSC reversion at PAO login prior to submission to CPAO has also been provided in PAO login, if PAO finds any error in ePPO at the time of verification of ePPO.

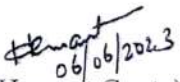
4. In addition to above, a new sub menu "ePPO reupload" under menu of ePPO has also been provided at PAO login, wherein ePPO may be reuploaded to CPAO website by PAO wherein request has been received from CPAO. Further, a new sub menu for shifting of pending sanction of any individual from inactive DDO code to active DDO code within PAO Code has also been provided in all levels i.e. DH, AAO and PAO where initiation is required to be done at DH level and verification at AAO level and approval at PAO Login. After approval at PAO login, PAO has to submit or re-push the pending sanction to new DDO Code.

5. Bhavishya has provided facility for providing two bank accounts wherein employee/pensioner has opted to draw his/her pension from Embassy of India at Nepal and gratuity and commutation payments are required to be paid in Indian bank account. The same is also available in Pension Module and PAO users have to verify both the bank details available in Bank Details page in Pension. PAO has to submit sanctions for gratuity and commutation to DDO for preparation of bills.

6. It may please be noted that following types of pension cases may not be processed through Pension Module: -

- a) Arrears of pension required to be paid by PAO/paid by PAO
- b) Provisional Pension/provisional gratuity paid by PAO
- c) Category II pension cases
- d) Dual family pension cases
- e) Family pension cases where spouse is not alive and have eligible son/daughter
- f) NPS superannuation/VRS/compulsory pension cases where pension is required to be paid by fund manager i.e. NSDL
- g) Family pension cases where co-authorization for disabled child is required
- h) EOP/EoFP cases

7. User Manuals for aforementioned developments are attached for information and strict adherence please.


06/06/2023
(Hemant Gupta)

Asstt. Controller of Accounts (GIFMIS)

To,

1. All Pr.CCAs/CCAs/CAs (with independent charge) with a request to kindly circulate these instructions to Pension processing PAOs under their control.
2. Principal PAO, AG, Audit with a request to circulate these instructions to all the pension processing PAOs under your control.
3. Principal PAO, Department of Space with a request to circulate these instructions to all the pension processing PAOs under your control.

Copy to:

1. Sr.AO (GIFMIS) for uploading on website.

Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
PFMS Division (GIFMIS)

Mahalekha Niyatrak Bhawan
GPO Complex, INA, New Delhi

Dated: 07.12.2021

OFFICE MEMORANDUM

8

Subject: Important instructions with regard to issues in Pension Module as well as DSC of ePPOs for PAOs.

The undersigned is directed to refer to the subject above and state that all pension processing PAOs under your control must verify all the contents of e-PPO prior to DSC. It is also intimated that no DSC will be reverted through back end operation by NIC PFMS after 30th December, 2021. It is important to mention that DSC reversion requires back end operations and is being exercised as an extraordinary measure and for interim period till the functionality of return flow of CPAO to PFMS is rolled out. As of now, DSC reversion can be avoided if the ePPOs are verified prior to DSC at any level in the PAO office. The appropriate action to be taken by PAO in such cases is mentioned in Annexure I.

2. In continuation to this office OM No. MF.CGA/ITD-IMS/Pension/Misc./2019/107-146 dated 14.01.2020 (copy enclosed) on the subject cited above, the following instructions are hereby communicated:

- a. There is no provision to **EDIT any data in the Pension Module except entry of PRAN Number at DH level**. Every rectification is to be done at source level i.e. at Bhavishya.
- b. After allotment of PPO Number, PAO must press generate e-PPO button so that ePPO is visible to all three levels i.e. DH, AAO and PAO for verification. Images of **photo and signature of pensioner and family pensioner are visible only to PAO**.
- c. DH, AAO and PAO must **verify** all the contents of e-PPO only after taking print out at PAO level before digitally signing. PAO must ensure that full e-PPO is **visible** i.e. with Photograph and signature of pensioner prior to DSC.
- d. Payment of CVP through DDO/Bank is pre-filled field prior to allotment of PPO number and as such, there is no requirement for selection now.
- e. Payment of Gratuity, CVP, Withheld Gratuity and Service Gratuity, if any, must be made on the sanctions which have been submitted and automatically forwarded to DDO through Pension Module by PAO. However, sanctions for Gratuity, CVP, Withheld Gratuity and Service Gratuity, if any, will not be automatically forwarded to DDO in case of


Pensioners who have opted to draw pension from Nepal. PAO users may take a print out of the same from Pension Module, ink-sign, stamp and forward the same to the DDO for preparation of bills through Sanction Module for payment.

f. There is a field available for change in the date of start of 'Reduced Pension Date' prior to allotment of PPO number in Pension Module at PAO Login. PAO may change the start of Reduced Pension Date if superannuation pension is a case processed after date of superannuation has already passed and pensioner has opted for commutation. Further, as DSC has been reverted on the request for change in start of reduced pension date, the PAO may change the date of start of reduced pension date prior to allotment of PPO number and thereafter, generate ePPO for verification at all three levels prior to DSC again.

g. Reference is also invited to Point number 7 of aforesaid OM wherein it was directed to "*verify all the contents of ePPO after taking print at any level with manual case before digitally signing by PAO*" and as per Point number 8 of above OM, it was also desired that "*If there is any problem due to technical issues, the same may be forwarded to pension helpdesk for rectification prior to DSC*". Despite these above instructions, it has been observed that PAOs are not following the same scrupulously, resulting in return of cases by CPAO to PAO for rectification of errors causing undue delay in finalization of pension cases. Reasons for DSC reversion are also attached herewith (Annexure I) for ready reference.

5. All Pr.CCAs/CCAs/CAs (with independent charge), O/o Pr.PAO, AG Audit and O/o Pr.PAO, D/o Space are requested to please arrange to circulate above instructions/suggestions to all concerned immediately.

6. This issue with the approval of competent authority.


(V. Muthu Kumar)
ACGA (GIFMIS)

To

- All Pr.CCAs/CCAs/CAs (with independent charge) with a request to kindly circulate these instructions to Pension processing PAOs under their control.
- Principal PAO, AG, Audit with a request to circulate these instructions to all the pension processing PAOs under your control.
- Principal PAO, Department of Space with a request to circulate these instructions to all the pension processing PAOs under your control.

Copy to:

1. The Chief Controller (Pensions), CPAO for information please.
2. The Sr.AO (GIFMIS – Shri KV Hamza) for uploading on website

Examples of reasons for DSC reversion

| Sl. No. | Reasons | Action to be taken by PAO users |
|---------|---|--|
| 1 | Non-verification of full details of Pensioner/family pensioner and spouse, nominee etc. i.e. name of pensioner/family pensioner mismatch with bank account, incorrect date of birth of employee/spouse, incorrect name of the family pensioner, incorrect date of joining in service of employee, non-availability of Nominee's separate bank details, non-availability of vigilance clearance of employee, wrong date of retirement, Pensioner is not the primary account holder of the bank account, Incorrect bank account number, Error in uploading of the single/joint photograph and signature of the pensioner or joint photo with family or son or daughter uploaded, Due to wrong fixation of pay, Due to the wrong booking of license fee, Non-withholding of DCRG in Bhavishya portal by HOO, Pension case passed without checking for penalty, non-availability of FMA | ePPO must be verified prior to DSC at all three levels |
| 2 | Non-availability of paid amount of arrears in e-PPO | Facility not available in Pension Module at present, so please process this case manually |
| 3 | Non-availability of provisional pension/ family pension paid in ePPO | |
| 4 | Non-availability of date of enhance and normal rate of family pension in e-PPO | System error, ePPO must be verified prior to DSC and any issue may be intimated to pension helpdesk for resolution |
| 5 | For correction in date of CVP and start of reduced pension in ePPO | ePPO must be verified prior to DSC and option to change the same is available prior to PPO allotment at PAO Login |
| 6 | Non-availability of photograph and signature of pensioner in ePPO | DSC done prior to loading of photographs and signature. Please wait for uploading of photograph and signature. |
| 7 | For change in the pension case as Old Pension Scheme from NPS | Data to be verified prior to processing pension case in Pension Module |
| 8 | Processing of family pension case where child/children are eligible for family pension and enhanced family pension is to be granted for 10 years whereas child/children age reaches 25 years prior to completion of 10 years of enhanced family pension rates | Facility not available in Pension Module at present, so please process this case manually |
| 9 | Non-availability of child/children of first wife and only second wife name available in family pension case in ePPO | |
| 10 | Non-availability of co-authorization for disabled child in ePPO | |

MF.CGA/ITD-IMS/Pension/Misc./2019/ 107-46

Government of India

Ministry of Finance

Department of Expenditure

Controller General of Accounts

IT Division

Mahalekha Niyantak Bhawan,

GPO Complex, INA, New Delhi-110023

Dated: 14th January, 2020**Office Memorandum**

Subject: Important instructions with regard to issues in Pension Module as well as DSC of PPOs for PAOs

Regarding the Pension Module functional on PFMS Portal, it has been observed that most of problems are arising due to non-verification of ePPOs prior to DSC. CGA office has arranged training programmes for all PAOs. Some PAOs however are still facing different types of issues.

In this regard, PAOs must follow instructions as under while handling cases in Pension Module: -

- 1) Prior to forwarding a request to CGA office for non-availability of Pension case in PAO, status of the case may be verified from the MIS Dashboard or Pension Search Cases both options i.e. PFMS as well as Bhavishya available at the all the levels i.e. DH, AAO and PAO in Pension module on PFMS.
- 2) Pension cases originally processed through Pension Module will only be available for revision.
- 3) Revision of pension cases done through COMPACT has to be processed through COMPACT till further instructions.
- 4) There is no provision to **Edit** any information in Pension Module and every rectification is to be done at source level i.e. at Bhavishya.
- 5) Calculation sheet in PFMS must be tallied with Bhavishya figures including DA rates at DH level first. If the DA rate of Bhavishya is different than PFMS rates, DH has option to opt for DA rates as per Bhavishya rates. If DH has opted for the same, the DA rate of PFMS will also be the same and calculation of the DA rates must be

- checked. If there is an error, the same may be reported to pension-pfms@gov.in along with screenshot of error. If there is any mismatch between PFMS and Bhavishya Calculation sheet, the same should not be passed at any level.
- 6) After allotment of PPO Number, PAO must press generate ePPO button, so that, ePPO with photograph and signature is visible to all three levels i.e. DH, AAO and PAO for verification.
 - 7) **Verify** all the contents of ePPO after taking print at any level i.e. DH, AAO or PAO with manual case **before** digitally signing by PAO.
 - 8) If there is any problem due to technical issues, the same may be forwarded to pension-pfms@gov.in for rectification **prior** to DSC.
 - 9) If there is an error in ePPO prior to DSC and which has to be rectified, PAO may return the case to PAO Login from Pension Utilities and return the case to HoO through 'Manage Pension' option for rectification.
 - 10) Payment of CVP through DDO/Bank is an optional field and it must be opted case to case basis at the time of allotment of PPO Number.
 - 11) After DSC of ePPO, PAO must press Submit button for forwarding of Sanction of Gratuity, Service Gratuity, Withheld Gratuity and CVP (if any), so that, the same may be visible to DDO for preparation of bill.
 - 12) After DSC, PDF of ePPO must be forwarded to CPAO with PPO booklet and other documents.
 - 13) Payment of Gratuity, CVP, Withheld Gratuity and Service Gratuity must be made on the sanction which has been submitted and automatically forwarded to DDO through Pension Module by PAO.
 - 14) If the payment of Gratuity, CVP, Withheld Gratuity and Service Gratuity has been paid through Sanction Module of PFMS instead of Pension Module then existing sanction pending at PFMS must be cancelled after due verification of payment from DDO. In these cases, reports related to payment in Pension Module will remain incomplete forever.
 - 15) If DSC has been reverted on the request of PAO for change of payment option of CVP, the PAO may check the case in Utilities - Commutation details and change the payment option. Thereafter, they may generate ePPO for verification at all three levels prior to DSC of pension case again.

432/2020/ITD/CGA revision payments are at present payable by Bank. The PAO has to ink sign and forward the same to CPAO. Authority for the same is available in CAM Reports – Pension – Pension Authority Details – Revision – View Report.

- 17) CPAO has stopped allotment of PPO Number through their website for fresh Pension cases where Pension Module has been activated on PFMS portal. For other type of pension cases, PAOs may approach CPAO.
- 18) Provision to process NPS family pension/invalid pension is now available in Pension Module.



(Anupam Raj)

Asstt. Controller General of Accounts

To

All Pr. CCAs/CCAs/CAs (with independent charge) with a request to kindly circulate these instructions to Pension processing PAOs under their control

Copy to:

1. The Chief Controller (Pensions), CPAO, New Delhi for information.
2. PPS to CGA ^{15/1/2020}
3. PPS to Additional CGA (SG) ^{15/1/2020}
4. PPS to Additional CGA (HR&O) ^{15/1/2020}
5. PPS to Additional CGA (ARPR) ^{15/1/2020}
6. All Joint CGAs ^{15/1/2020}
7. The Sr. AO (ITD-Shri KV Hamza) for uploading on website. ^{15/1/2020}

Handwritten initials/signature

O/C

Handwritten notes:
 J.K. (RAK)
 J.K.
 15/1/2020

Government of India
Ministry of Finance,
Department of Expenditure
Controller General of Accounts
PFMS Division

Mahalekha Niyantarak Bhawan,
GPO Complex, 'E' Block, INA, New Delhi-110023
Dated 18th April 2022

Subject: Important instructions for PFMS Pension Module – functionality to change Gratuity Recovery Head and Grant Head by PAO user for applicable cases.

In continuation to this office OM No. No. I-95/4/2020-ITD-CGA(E 2554)/259 dated 07/08.12.2021 on the subject cited above, it is to inform that the provision for change of Gratuity Recovery Head Details as well as Grant Head has been provided for PAO users in their respective Login ID.

2. This functionality to change Gratuity Recovery Head as well as Grant Head has been provided to accommodate for the following scenarios being faced by PAO users in the pension module, *after they have Digitally Signed the PPO*, where the gratuity recovery head and/or granthead stand changed in the next Financial Year.

Scenario A: Returned

Case is returned by the sanction module due to error '*Landing failure*' due to "*Recovery Head not found*" or "*Financial Year Closing*".

Scenario B: Rejected

Sanction has been pushed for Gratuity payment, however, with inactive Financial head(s)/Financial year mapped. In such cases, it is mandated that the sanction generated is rejected in the PFMS sanction module itself(only for pending payment cases).

Scenario C: Yet to be received

PPO has been digitally signed but is yet to be pushed to the Sanction module for Gratuity payment. Recovery head is available in the sanction.

3. A user manual for this functionality is attached. It is requested that the PAOs refer to the same for ensuring appropriate action required at each level for such scenarios.

This issues with the approval of competent authority.



(V. Muthu Kumar)

Asstt. Controller General of Accounts (GIFMIS)

To,

1. All Pr.CCAs/CCAs/CAs (with independent charge) with a request to kindly circulate these instructions to Pension processing PAOs under their control.
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Pension Module

User Manual

for

*“DSC through Java / browser
neutral DSC”*



Contents

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| e-PPO Digital Sign | 19 |

Quick Action Menu

| Sr No. | Name of Screen | Menu | Login | Action |
|--------|------------------------------------|---|------------|---|
| 1 | PPO Allotment | Menu >> Pension>>ePPO>>Browser Neutral>>Alloc& Gen. of e-PPO | PAO | Allotment of PPO Number (Get PPO Number from CPAO button) |
| 2 | Generate e-PPO | Menu >> Pension>>ePPO>>Browser Neutral>>Alloc& Gen. of e-PPO | PAO | e-PPO generation for allotted PPO Number (Show PDF button) |
| 3 | e-PPO Approval | Menu >> Pension>>ePPO>>Browser Neutral>>ePPO Approval | DH | Verify and Action by DH(Approve/ Reject) |
| 4 | e-PPO Approval | Menu >> Pension>>ePPO>>Browser Neutral>>ePPO Approval | AAO | Verify and Action by AAO (Approve/ Reject – Dh status and remarks will be displayed) |
| 5 | e-PPO Digital Sign | Menu >> Pension>>ePPO>>Browser Neutral>>ePPO(DSC) Win | PAO | Verification and Action taken (DH & AAO Status and Remarks will be displayed) |



Introduction

Presently, pension case forwarded by Head of Office (HOO) through Bhavishya lands in PFMS Pension Module at DH level for checking in “**Pension >> Manage Pensioner**” menu. All the details are required to be checked by DH, DH passes/reject the case with remarks and forwards the case to next level i.e., AAO. AAO also verifies the details of the case and also checks the calculations. Thereafter, AAO passes/rejects the case with remarks and forwards the same to next level i.e., PAO. PAO also verifies the details of the case and checks the calculation and if intends to reject the case, the same is returned to HOO with remarks for rectification the case. If PAO find the case correct and passes the case:

The case available for PPO allotment at PAO Login in both options.

- i) Through JAVA (existing module)
- ii) Through Browser neutral DSC (Win)

PPO Number Allotment-There is no changes in allotment of PPO number in pension module of PFMS either through JAVA Base DSC or Browser neutral DSC

1) JAVA Based (existing Module)

At PAO login

In present scenario, PAO user needs to select ePPO>>JAVA Based>> PPO allotment



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

| | | | |
|-----------------------------|---|--------------------|------------------------------|
| Pension | ▶ | Manage Pensioner | |
| Users | ▶ | EOP Manage Pension | |
| Failed Transaction | ▶ | Sanction | ▶ |
| Sanctions | ▶ | e-PPO | ▶ Browser Neutral DSC |
| Admin Master | ▶ | Utilities | ▶ JAVA Based |
| NER Corrections | ▶ | | ▶ Old PPO Allotment |
| Transfer Entry | ▶ | | DSC ePPO List |
| Review Sanctions | ▶ | | ▶ JAVA Based |
| Bank Reconciliation | ▶ | | ePPO Verify & Submit to CPAO |
| Monthly Accounts Processing | ▶ | | ePPO DSC Revert |
| Employee Info. System | | | ePPO Reupload To CPAO |
| | | | ePPO returned by CPAO |

STEP-1 PPO Number generation

Click on Get PPO Number from CPAO after filling in the DDO code, file no, Pensioner Name





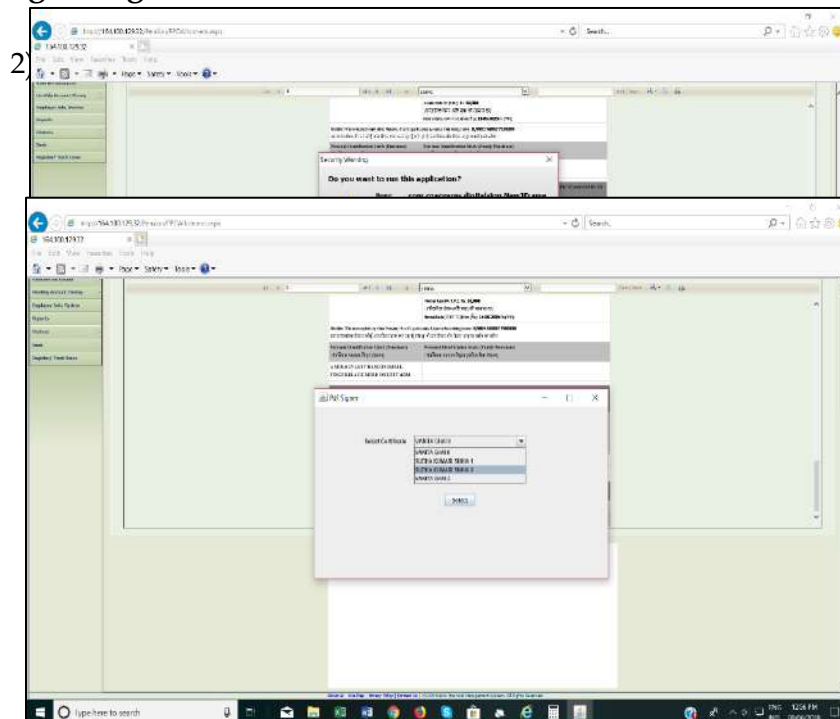
STEP-2e-PPO generation

Click on *generate e-PPO* Button



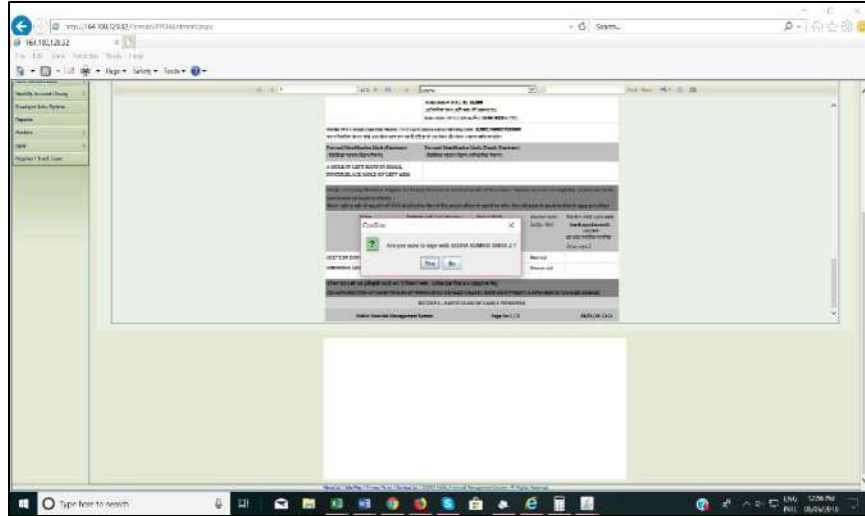
STEP-3 DSC process on IE 11

(1) On clicking *Digitally Sign Button*, processing for Digital sign through JAVA is initiated for digital signature in ePPO.

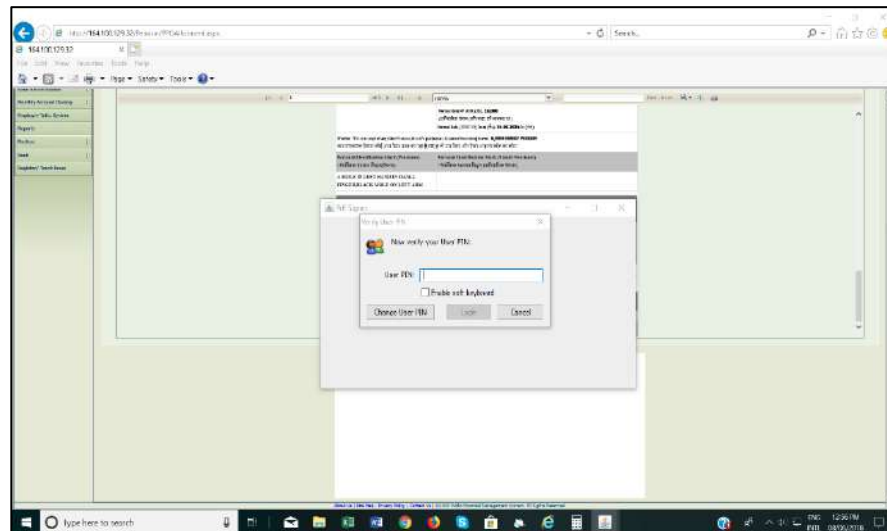




(3) Confirm dialog box appear, click on “yes” to sign in

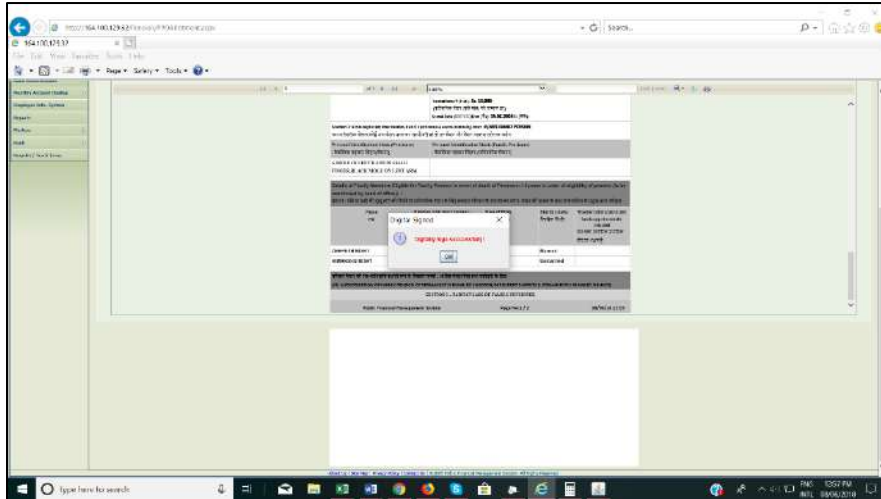


(4) Enter the User PIN and click on Login





(5) Digital signing is successful and its confirmation appears in a dialog box.



(II) The introduction of browser neutral DSC, which allows DSC in ePPO to be performed using any browser, such as Google Chrome, Firefox, or Microsoft Edge.

Install and run "Download DSC Window Application (version:1.0.1.2)" to digitally sign ePPO pdfs using Window DSC through Pension>>ePPO>>Browser neutral DSC>> DSC ePPO (win). Window should be Window 10 or above

(Those users who have already created e bills or monthly accounts are exempt from installing the DSC window application.)



At PAO login

PAO need to login and go to the page using menu mentioned below:

Menu >> Pension>>Alloc& Gen. of ePPO (Win)



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

| | | | |
|-----------------------------|--------------------|--|------------------------------------|
| Pension | Manage Pensioner | Expire (15) version 3.0 and above for digital signing (DSC). | |
| Users | EOP Manage Pension | | |
| Failed Transaction | Sanction | | |
| Sanctions | e-PPO | Browser Neutral DSC | Revised ePPO DSC |
| Admin Master | Utilities | JAVA Based | Alloc & Gen. Of ePPO (Win) |
| NER Corrections | | DSC ePPO List | ePPO Allotment & Generation of PPO |
| Transfer Entry | | ePPO Verify & Submit to CPAO | |
| Review Sanctions | | ePPO DSC Revert | |
| Bank Reconciliation | | ePPO Reupload To CPAO | |
| Monthly Accounts Processing | | ePPO returned by CPAO | |
| Employee Info. System | | | |

Screen -1

This will open the page shown in Screen -2, here User need to select DDO Code, File No, from the drop-down list (Screen-3), Pensioner Name will be auto displayed then click on **“Get PPO Number from CPAO”** button.

PPO Allotment

←

PPO Date: 13/02/2023

Note: PAO may please check the date of reduced pension for correctness before digitally signature as the same will be printed on EPPD.

Generate EPPD

Note: After viewing, please proceed to DSC of eppo in Pension module. (Pension-> Eppo DigitalSign).

Screen -2

This will generate a PPO number which will get displayed in the PPO No. box in non-editable format and a message will be displayed on top – **“PPO Allotment successfully”**.

Pension Case type will be displayed in front of Pensioner Name.



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

PPO Allotment

PPO Allotment Successfully

PPO Allotment

DDO Code: 233212-DDO, NIC, (v
File No: 581 v
Pensioner Name: SANTOSH SINGH v **Superannuation Pension (Superannuation)** ←
Commutation Amount paid through: DDO v
Reduced Pension Date: 01/01/2023
PPO No: 331092939445 **Get PPO Number from CPAO**
PPO Date: 08/06/2022

Note: PAO may please check the date of reduced pension for correctness before digitally signature as the same will be printed on EPP0.

Generate EPP0

PPO No: v **Reset** **ReGenerate ePPO**

Note: After viewing, please proceed to DSC of eppo in Pension module. (Pension-> Eppo DigitalSign).

Screen -3

E-PPO Generation

At PAO login

Menu >> Pension>> Alloc& Gen. of EPP0

Once PPO Number is allotted, User needs to go to **Generate e-PPO** section of this page as shown in Screen-4. Select the PPO No. from the dropdown list (Screen-5) and click **"Show PDF"** button.

PPO Allotment

PPO Allotment

DDO Code: --Select-- v
File No: v
Pensioner Name: v
PPO No: **Get PPO Number from CPAO**
PPO Date: 09/06/2022

Note: PAO may please check the date of reduced pension for correctness before digitally signature as the same will be printed on EPP0.

Generate EPP0

PPO No: --Select-- v **Show PDF** **Reset**

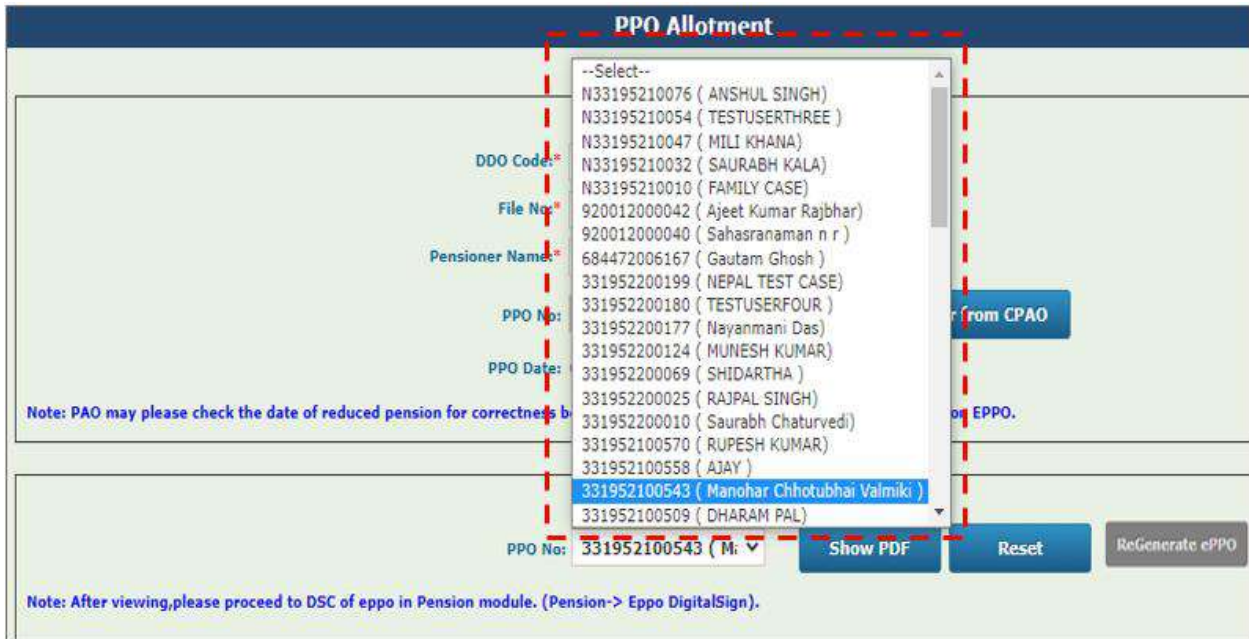
Note: After viewing, please proceed to DSC of eppo in Pension module. (Pension-> Eppo DigitalSign).



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

Screen -4



PPO Allotment

--Select--

- N33195210076 (ANSHUL SINGH)
- N33195210054 (TESTUSERTHREE)
- N33195210047 (MILI KHANA)
- N33195210032 (SAURABH KALA)
- N33195210010 (FAMILY CASE)
- 92001200042 (Ajeet Kumar Rajbhar)
- 92001200040 (Sahasranaman n r)
- 684472006167 (Gautam Ghosh)
- 331952200199 (NEPAL TEST CASE)
- 331952200180 (TESTUSERFOUR)
- 331952200177 (Nayanmani Das)
- 331952200124 (MUNESH KUMAR)
- 331952200069 (SHIDARTHA)
- 331952200025 (RAJPAL SINGH)
- 331952200010 (Saurabh Chaturvedi)
- 331952100570 (RUPESH KUMAR)
- 331952100558 (AJAY)
- 331952100543 (Manohar Chhotubhai Valmiki)**
- 331952100509 (DHARAM PAL)

DDO Code:*
File No:*
Pensioner Name:*
PPO No:
PPO Date:

Note: PAO may please check the date of reduced pension for correctness b

from CPAO
EPPO.

PPO No: 331952100543 (M: ▼) Show PDF Reset ReGenerate ePPO

Note: After viewing, please proceed to DSC of eppo in Pension module. (Pension-> Eppo DigitalSign).

Screen -5

Once PPO Number is selected, User needs to click the “**Show PDF**” button, the e-PPO will be generated and displayed. User needs to check all the details, download option is provided for User to Download the pdf (Screen - 6).

Using **Regenerate e-PPO** button e-PPO can be regenerated if found incorrect.

The e-PPO generated or regenerated needs to be Vetted / Approved at DH and AAO level before passed to PAO level for DSC.



Public Financial Management System - PFMS
O/o Controller General of Accounts, Ministry of Finance

Generate EPP0

PPO No: 331952100543 (M.) Show PDF Reset

Note: After viewing, please proceed to DSC of eppo in Pension module. (Pension-> Eppo DigitalSign).

331952100543 1 / 5 100%

| | | |
|--|--|--|
| | PENSION PAYMENT ORDER GOVERNMENT OF INDIA CENTRAL CIVIL PENSION | Photo |
| PENSION PAYMENT ORDER No (#####): 331852100543 | | Signature / Thumb Impression of Pensioner / Family Pensioner (##### / #####) |
| Head of Account (#####): 2071 | | |
| Sub-major Head (#####): 01 | | |
| Minor Head (#####): 101 | | |
| Voted / Charged (##### / #####): Voted | | |
| Class of Pension (##### Js. kh): Superannuation Pension | | |
| Pension Disbursing Authority (Bank) | | |
| Saving Account: 39646915711 | IFSC Code: SBIN000140 | |
| Paying Branch Name: STATE BANK OF INDIA AHMEDABAD-MEGHANINAGAR | Bank Address: 80/81, ASHISHINAGAR CO-OP HSG. SOC, MEGHANINAGAR, AHMEDABAD | |
| Part I— Particulars of service of the pensioner/deceased Government servant | | |
| 1. Name of the Government Servant (#####): | | Manohar Chhotubhai Vaimid |
| 2. Post / Grade/Rank last held (#####): | | Multi Tasking Staff |
| 2.a Group of Service (### / ###): | | Group - C |

Screen -6

Now this e-PPO will be available at respective DH level for Approval/Rejection action.

e-PPO Approval / Rejection

DH Level Login

User need to login and go to the page using menu mentioned below:

Menu >> Pension >> Pension e-PPO Approval

| | | | |
|-----------------------|---|--------------------|-----------------------|
| Pension | ▶ | Create Pensioner | |
| Users | ▶ | Manage Pensioner | |
| Failed Transaction | ▶ | EOP Manage Pension | |
| Sanctions | ▶ | Sanction | |
| Transfer Entry | ▶ | e-PPO | ▶ Browser Neutral DSC |
| Bank Reconciliation | ▶ | Revision Cases | JAVA Based |
| Employee Info. System | | Utilities | ▶ Browser Neutral DSC |
| Reports | | | DSC ePPO List |
| Masters | ▶ | | ePPO returned by CPAO |

Screen -7



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

User needs to Select the PPO number for the drop-down list (Screen-8). Only PPO Number pending for Approval will be available in the drop-downlist to respective login Id. **“Show EPPO”** button will be activated once the PPO no. is selected from the list (Screen-9).

The screenshot shows the 'e-PPO Approval' interface. A dropdown menu is open, displaying a list of PPO numbers and names. The selected item is '331952100428 (KUMAR V)'. A red dashed box highlights the dropdown menu and the 'Show EPPO' button.

| PPO No. | Name |
|--------------|-------------------------|
| N33195210047 | (MILI KHANA) |
| N33195210010 | (FAMILY CASE) |
| 920012000042 | (Ajeet Kumar Rajbhar) |
| 331952200199 | (NEPAL TEST CASE) |
| 331952200010 | (Saurabh Chaturvedi) |
| 331952100473 | (RAGHUNATH SINGH) |
| 331952100462 | (ROHAN PAL) |
| 331952100451 | (VIJAY KUMAR) |
| 331952100428 | (KUMAR V) |
| 331952100394 | (RAJIV K) |
| 331952100363 | (VIKAAS) |
| 331952100316 | (INVALIDTEST) |
| 331952100286 | (SHIV KUMAR) |
| 331952100264 | (SUMAN VERMA) |
| 331952100242 | (DEEPAK RAWAT) |
| 331952100220 | (NEERJA) |
| 331952100208 | (RAM KRISHNA LAL) |
| 331952100196 | (VISHESH CHAUHAN) |
| 331952100183 | (VIPUL) |
| 331952100161 | (SUMAN) |

Screen -8

The screenshot shows the 'e-PPO Approval' interface. The dropdown menu is now closed, and the selected PPO number '331952100428 (KI)' is displayed in the input field. The 'Show EPPO' button is highlighted with a red arrow.

PPO No: 331952100428 (KI) Show EPPO

Screen -9

Click **“Show EPPO”** button, the pdf will be displayed, for User to verify, with **Download** and **Print** option (Screen – 10).



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

E-PPO Approval

PPO No: 331952100220 (NI) Show EPPO

331952100220 1 / 3 100%

AADHAAR NO: PAN NO: BCKPD0089Y Group/Designation Last Held: Group A / Additional Cgs
Email: Mobile No: 9911410005

| | | |
|---|--|--|
| Permanent Address: NEW COLONY, SOUTH, DELHI, 110043 | Nationality: INDIA Gender: M Date of Birth: 01-Feb-1980 Date of Joining: 01-Feb-2003 Date of Retirement: N/A Date of Death: 17-Sep-2020 | Qualifying Service: 17 (Yr) 07 (Mn) 17 (Dy) Non Qualifying Service: 17 (Yr) 07 (Mn) 17 (Dy) Additional: 01 (Yr) 02 (Mn) 00 (Dy) Total Qualifying Service: 01 (Yr) 02 (Mn) 00 (Dy) |
|---|--|--|

| | | |
|---|---------------------|------------------------|
| Last Pay Drawn: Rs. 53,600 | NPA: Rs. 0 | Any other Pay: Rs. N/A |
| Pay Scale/ Garde Pay: 44900-142400 | Pay Matrix: Level-7 | Index: 7 |
| Avg Emol for 10 Month: 53,600 | | |
| Emol for Family Pension: 53,600 | | |
| Emol for RG/DG: 62,712 | | |
| Ex Gratia Payment (if Any): N/A | | |
| Grant of Medical Allowance (P.M.): Rs. 0.00 (I will be residing in a CGHS area and would be availing CGHS facility) @ W.E.F. Date | | |
| Amount of RG/DG allowed but NOT TO BE PAID BY BANK: 376,272 | | |

Is Generated PDF okay?: Yes No

Remarks:

Approve

Screen -10

After Verifying the e-PPO PDF details, User needs to verify whether generated pdf is correct or incorrect. User shall scroll down the pages using scroll bar at the right side and validate all the details.

- ➔ If generated PDF is correct then User need to select 'Yes' check box, write Remarks and click on **Approve** button (Screen-11). **Approve** button will become activated as soon as User checks the 'Yes' checkbox.



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

E-PPO Approval

PPO No: 331952100208 (RI) Show EPPO

331952100208 | 1 / 3 | 100% | [Icons]

PENSION PAYMENT ORDER No (पेंशन ऑर्डर नं): 331952100208
DATE OF PPO (पेंशन ऑर्डर तिथि): 01/Jun/2021
DIARY No (दियरी नं): W03319521060360
Class of Pension (पेंशन कक्षा): Family Pension

Rules under which pension is sanctioned (पेंशन कक्षा के तहत नियम):
CCS Pension Rules 1972
Debitable To Head of Account (पेंशन के तहत खाता): 2071
Sub Major Head (उप-मुख्य मंडल): 1
Minor Head (मुख्य मंडल): 105
Voted/Charged (वोट/चार्ज): Voted
File No. (फाइल नं.): 1332092022461

Signature of Pensioner / Thumb Impression (पेंशनर की हस्ताक्षर/अंगुली छाप):
Signature of Spouse / Thumb Impression (पेंशनर के जीवनसाथी की हस्ताक्षर/अंगुली छाप):

Bank Particulars / cSad dk foot.k
Bank (Paying IFSC Code) (पेंशन के तहत बैंक): SBIN001086/STATE BANK OF INDIA
Paying Branch Address (पेंशन के तहत शाखा): ANANDPUR,372,24,
SR Account No (संशोधन खाता नं.): 33140179046

Is Generated PDF okay?: Yes No

Remarks: ok

Approve

Screen -11

Success message will be displayed (Screen-12).

ement System-PFMS (formerly CPMS) Ministry of Finance

training.pfms.gov.in says
Eppo Approved and forwarded to AAD!

Welcome: LOKESH KASANA
User Type: DealingHand
Financial Year: 2022-2023

02:43:38 PM

E-PPO Approval

PPO No: 331952100363 (VI) Show EPPO

331952100363 | 1 / 3 | 89% | [Icons]

Pensioner / Service Particulars

| | | | |
|--|--|---|--|
| Pensioner's Name (पेंशनर का नाम): VIKASH EAT | | Retired From (पेंशन के तहत शाखा): DDO, NC,(Headquarters), DELHI | |
| AACHAR NO (आचार नं): | | Group/Designation Last Held (पेंशन के तहत): Group A / Ardet B | |
| PAN NO: CBYPD4346F | | | |
| Email: | | | |
| Mobile No: 8596741230 | | | |
| Permanent Address (पेंशनर का पता): DELHI, NEW DELHI, DELHI, 706008 | | Nationality (राष्ट्रियता): INDIA | |
| | | Gender (लिंग): M | |
| | | Date of Birth (जन्म तिथि): 02-Jun-1981 | |
| | | Date of Joining (संलग्न तिथि): 01-Jan-1981 | |
| | | Date of Retirement (पेंशन के तहत तिथि): 30-Jun-2021 | |
| | | Date of Death (मृत्यु तिथि): | |
| Qualifying Service (पेंशन के तहत सेवा): 30 (Yr) 06 (Mn) 00 (Dy) | | Non Qualifying Service (पेंशन के तहत सेवा): 00 (Yr) 00 (Mn) 01 (Dy) | |
| Additional (पेंशन के तहत सेवा): 01 (Yr) 01 (Mn) 01 (Dy) | | Total Qualifying Service (पेंशन के तहत सेवा): 31 (Yr) 07 (Mn) 00 (Dy) | |
| Last Pay Drawn (पेंशन के तहत): Rs. 53,600 | | NPA (पेंशन के तहत): Rs. 0 | |
| Pay Scale/Grade Pay (पेंशन के तहत): 44900-142400 | | Pay Matrix (पेंशन के तहत): Level-7 | |
| Avg Grd for 10 Month (पेंशन के तहत): 53,400 | | Any other Pay (पेंशन के तहत): Rs. NA | |
| Fixed for Family (पेंशन के तहत): 25,000 | | Index (पेंशन के तहत): 7 | |

Processing

Screen -12

➔ If generated PDF is incorrect then User need to select 'No' check box, write Remarks and click on **Reject** Button Screen -13. **Reject** button will become activated as soon as User checks the 'No' checkbox.



Public Financial Management System - PFMS
O/o Controller General of Accounts, Ministry of Finance

e-PPO Approval

E-PPO Approval

PPO No: 331952100183 (VI) Show EPP0

331952100183 1 / 4 107%

| | | PENSION PAYMENT ORDER GOVERNMENT OF INDIA CENTRAL CIVIL PENSION | Photo |
|---|---|---|-------|
| PENSION PAYMENT ORDER No: 331952100183 | | Signature / Thumb Impression of Pensioner / Family Pensioner | |
| Head of Account: 2071 | Sub-major Head: 01 | | |
| Minor Head: 101 | Voted / Charged: Voted | | |
| Class of Pension: Superannuation Pension | | | |
| Pension Disbursing Authority(Bank) | | | |
| Saving Account: 30025896415 | IFSC Code: SBIN0001188 | | |
| Paying Branch Name: STATE BANK OF INDIA RIND RD., LAJPAT NAGAR | Bank Address: RING RD., LAJPATNAGAR, DELHI, PIN: 110024 | | |
| Part I— Particulars of service of the pensioner/deceased Government servant | | | |
| 1. Name of the Government Servant: VIPUL | | | |
| 2. Post /Grade/Rank last held: Assistant Advisor | | | |
| 2.a Group of Service: Group - C | | | |

Is Generated PDF okay?: Yes No

Remarks: Testing

Reject

Screen -13

Success message will be displayed (Screen-14).

training.pfms.gov.in says
Eppo Rejected and forwarded to AAO

OK

Welcome: LOKESH KASANA
User: Types DealingHand
Financial Year: 2022-2023
02:52:02 PM

e-PPO Approval

PPO No: 331952100183 (VI) Show EPP0

331952100183 1 / 4 107%

| | | PENSION PAYMENT ORDER GOVERNMENT OF INDIA CENTRAL CIVIL PENSION | Photo |
|---|---|---|-------|
| PENSION PAYMENT ORDER No: 331952100183 | | Signature / Thumb Impression of Pensioner / Family Pensioner | |
| Head of Account: 2071 | Sub-major Head: 01 | | |
| Minor Head: 101 | Voted / Charged: Voted | | |
| Class of Pension: Superannuation Pension | | | |
| Pension Disbursing Authority(Bank) | | | |
| Saving Account: 30025896415 | IFSC Code: SBIN0001188 | | |
| Paying Branch Name: STATE BANK OF INDIA RIND RD., LAJPAT NAGAR | Bank Address: RING RD., LAJPATNAGAR, DELHI, PIN: 110024 | | |
| Part I— Particulars of service of the pensioner/deceased Government servant | | | |
| 1. Name of the Government Servant: VIPUL | | | |
| 2. Post /Grade/Rank last held: Assistant Advisor | | | |

Screen -14



AAO Level Login

User needs to login and go to the page using menu mentioned below:

Menu >> Pension>> e-PPO Approval



Screen -15

User needs to Select the PPO number from the drop-down list (Screen-16). Only PPO Number pending for AAO Approval will be available in the drop-down list to respective login Id. **“Show EPPO”** button will be activated once the PPO no. is selected from the list (Screen-17).



Screen -16



Screen -17

Click **“Show EPPO”** button, the pdf will be displayed, for User to verify, with **Download** and **Print** option (Screen – 18).



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

➔ DH Remarks and e-PPO Status will be displayed to AAO for reference. AAO User needs to take action - **Approve or Reject** by selecting the 'Yes' or 'No' checkbox(Screen-18).

e-PPO Approval

E-PPO Approval

PPO No: 331952100307 (DI) Show EPP0

331952100307 1 / 4 - 100% +

PENSION PAYMENT ORDER
 GOVERNMENT OF INDIA
 CENTRAL CIVIL PENSION

Photo

PENSION PAYMENT ORDER No (): 331952100307
 Head of Account (): 2071
 Sub-major Head (): 01
 Minor Head (): 101
 Voted /Charged (): Voted
 Class of Pension (): Retiring Pension

Signature / Thumb Impression of Pensioner /Family Pensioner () :

Pension Disbursing Authority(Bank)

| | | | |
|--------------------|---|--------------|---------------------------|
| Saving Account | 65897856489 | IFSC Code | SBIN0020432 |
| Paying Branch Name | STATE BANK OF INDIA M C TANK BUND HYDERABAD | Bank Address | GHMC, HEAD OFFICE COMPLEX |

Part I— Particulars of service of the pensioner/deceased Government servant

Is Generated PDF okay?: Yes No

Screen -18

After Verifying the PDF details, User needs to verify whether generated pdf is correct or incorrect.

➔ If generated PDF is correct then User needs to select 'Yes' check box, write Remarks and click on **Approve** Button (Screen -19).

e-PPO Approval

E-PPO Approval

PPO No: 331952100307 (DI) Show EPP0

331952100307 1 / 4 - 100% +

PENSION PAYMENT ORDER
 GOVERNMENT OF INDIA
 CENTRAL CIVIL PENSION

Photo

PENSION PAYMENT ORDER No (): 331952100307
 Head of Account (): 2071
 Sub-major Head (): 01
 Minor Head (): 101
 Voted /Charged (): Voted
 Class of Pension (): Retiring Pension

Signature / Thumb Impression of Pensioner /Family Pensioner () :

Pension Disbursing Authority(Bank)

| | | | |
|--------------------|---|--------------|---------------------------|
| Saving Account | 65897856489 | IFSC Code | SBIN0020432 |
| Paying Branch Name | STATE BANK OF INDIA M C TANK BUND HYDERABAD | Bank Address | GHMC, HEAD OFFICE COMPLEX |

Part I— Particulars of service of the pensioner/deceased Government servant

Is Generated PDF okay?: Yes No

Remarks: ok

Approve

Eppo Status Of DH: Rejected

Eppo Remarks Of DH:

Screen -19



Public Financial Management System - PFMS
O/o Controller General of Accounts, Ministry of Finance

Approve button will become activated as soon as User checks the 'Yes' checkbox. Success message will be displayed (Screen-20).



Screen -20

➔ If generated PDF is incorrect then User need to select **No** check box, write Remarks and click on **Reject** Button Screen -21. **Reject** button will become activated as soon as User checks the 'No' checkbox.



Screen -21

Success message will be displayed (Screen-22).



Public Financial Management System - PFMS
O/o Controller General of Accounts, Ministry of Finance

Screen -22

e-PPO Digital Sign
PAO Level Login

Menu>> Pension>> EPPO Digital Sign

| | | | |
|-----------------------------|--------------------|------------------------------|----------------------------|
| Pension | Manage Pensioner | | |
| Users | EOP Manage Pension | | |
| Failed Transaction | Sanction | | |
| Sanctions | e-PPO | Browser Neutral DSC | Revised ePPO DSC |
| Admin Master | Utilities | JAVA Based | Alloc & Gen. Of ePPO (Win) |
| NER Corrections | | DSC ePPO List | ePPO DSC (Win) |
| Transfer Entry | | ePPO Verify & Submit to CPAO | EPP0 Win DSC |
| Review Sanctions | | ePPO DSC Revert | |
| Bank Reconciliation | | ePPO Reupload To CPAO | |
| Monthly Accounts Processing | | ePPO returned by CPAO | |
| Employee Info. System | | | |

Screen -23

User needs to select the PPO number from the dropdown list (screen-24), meanwhile the “Show PDF” button will remain inactive until the PPO No is selected.



Public Financial Management System - PFMS
O/o Controller General of Accounts, Ministry of Finance

| EPPO Digital Sign | |
|--|--|
| EPPO | |
| Download DSC Window Application (Version : 1.0.1.2) | |
| PPO No: --Select-- | Show EPPO Digitally Sign |

Screen -24

Now click **“Show PDF”** button (only those PDF of ePPO are available which have been approved/ rejected by DH and AAO) (Screen 25).

| EPPO Digital Sign | |
|--|--|
| EPPO | |
| Download DSC Window Application (Version : 1.0.1.2) | |
| PPO No: 331952200124 (MI | Show EPPO Digitally Sign |

Screen -25

- ➔ PAO User will be able to view the **Status and Remarks of DH and AAO**, for reference (Screen – 26).
- ➔ User needs to verify the details of generated PDF (Screen -25).Meanwhile the **Digitally Sign** button will remain Inactivated.



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

The screenshot displays the 'EPPD Digital Sign' interface within the PFMS. The main content area shows a 'PENSION PAYMENT ORDER' form with the following details:

- DIR Status:** Approved
- DIR Remarks:** (Blank)
- AAD Status:** Rejected
- AAD Remarks:** (Blank)

A preview of the generated PDF is shown, containing the following information:

- PENSION PAYMENT ORDER**
- GOVERNMENT OF INDIA**
- CENTRAL CIVIL PENSION**
- DATE OF PPO (DD MM YY):** 15/04/2022
- DIARY NO (DD MM YY):** W0319522020398
- Date of Pension (DD MM YY):** Family Pension
- Rate under which pension is sanctioned (DD MM YY DD MM YY DD MM YY):** CCS Pension Rules 1972
- Debitable To Head of Account (DD MM YY DD MM YY DD MM YY):** 2071
- Sub Major Head (DD MM YY):** 1
- Minor Head (DD MM YY):** 105
- Amount Charged (DD MM YY):** Valid
- File No. (DD MM YY):** 2020/202205
- Bank Particulars / cSad dk foqj k**
- Bank (Paying FSC Codes (DD MM YY) To):** SBIN0007878 STATE BANK OF INDIA
- Posting Branch Address (DD MM YY):** STATE BANK OF INDIA, PUSHP Vihar, NEW DELHI, City PUSHPA, BHAVANANENI CE, Dist. NEW DELHI, State DELHI, 110062, IN, DELHI.

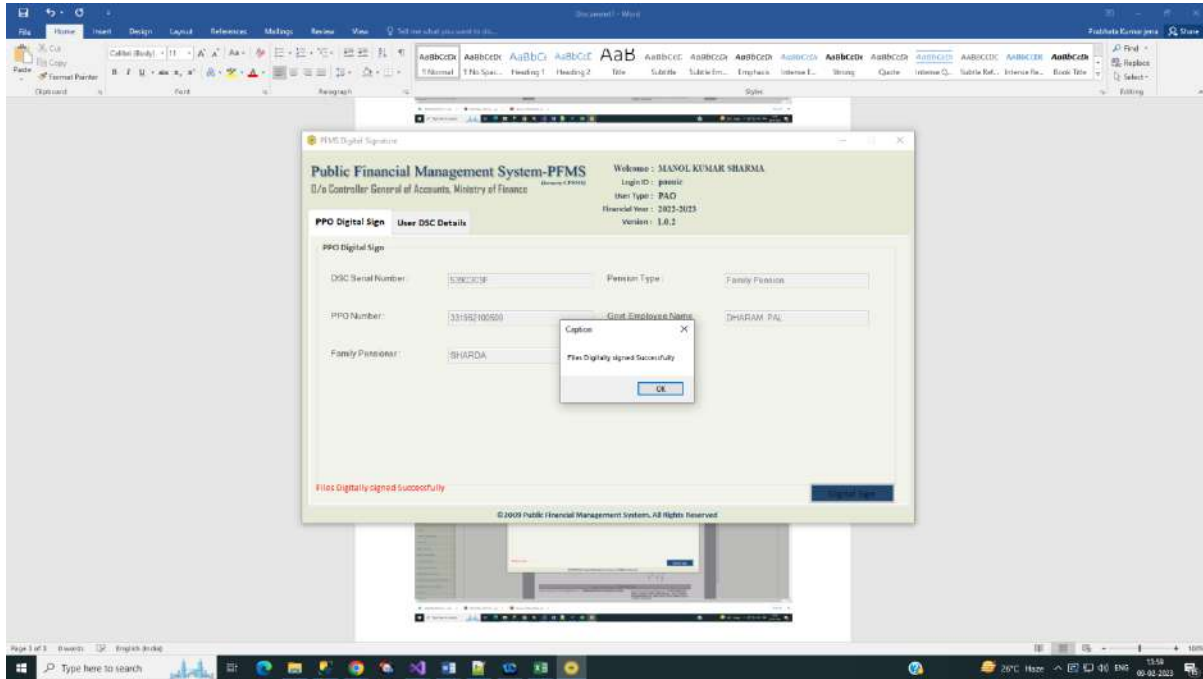
Screen -26

- ➔ Once the details are verified, User needs to select the checkbox for generated pdf whether it's correct or not.
- ➔ If the generated pdf found Okay, User needs to select "Yes" check box as shown in Screen – 27. This will activate the "Digitally Sign" button.



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance



When User clicks on “Digitally Sign” button, confirmation and success message will be displayed.

User can Digitally Sign the e-PPO from here, and after that this digitally signed e-PPO will be available at PAO login for **Digitally signed e-PPO Verification and Submission to CPAO** for further processing.

-----*** End of Document***-----



Pension Module

User Manual

for

“e-PPO Verification & Submission to CPAO”, “DSC Reversion prior to submission to CPAO” & “e-PPO Re-upload after submission to CPAO” at
PAO Login



Contents

| | |
|--|-----------|
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| e-PPO Re-Upload after submission to CPAO at PAO login | 38 |
| Reports | 18 |



Quick Action Menu

| Name of Screen | Menu | Login | Action |
|---|---|------------|--|
| <u>e-PPO Verify & Submit to CPAO</u> | Menu>>Pension>> e-PPO Verification and Submission to CPAO | PAO | Verification and e-PPO Submission to CPAO |
| <u>DSC Revert prior to submission to CPAO</u> | Menu>>Pension>>PAO DSC Revert | PAO | DSC Reversion of e-PPO prior to submission to CPAO |
| <u>e-PPO Re-upload after submission to CPAO</u> | Menu>>Pension>>e-PPO Re-upload to CPAO | PAO | Re-upload of e-PPO at CPAO website |



Introduction

This Manual will help the User to understand the process for

- a) **Verification of ePPO by PAO and Submission to CPAO**
- b) **DSC Revert of ePPO prior to submission to CPAO**
- c) **ePPO Re-upload on CPAO website after submission of case to CPAO**

Presently, pension case forwarded by Head of Office (HOO) through Bhavishyalands in PFMS Pension Module at DH level for checking in “**Pension>>Manage Pensioner**” menu. All the details are required to be checked by DH, DH passes/reject the case with remarks and forwards the case to next level i.e. AAO. AAO also verifies the details of the case and also checks the calculations. Thereafter, AAO passes/rejects the case with remarks and forwards the same to next level i.e. PAO. PAO also verifies the details of the case and checks the calculation and if intends to reject the case, the same is returned to HOO with remarks for rectification the case. If PAO find the case correct and passes the case, the case lands for PPO allotment at PAO Login. Once PAO generates the e-PPO and digitally signs, the ePPO lands at CPAO website.

However, in the new scenario as and when PAO digitally signs ePPO, the same case will be available at new Menu i.e. **Verification and Submission to CPAO** for final verification. In this menu, PAO will be able to view digitally signed PDF of ePPO and after final verification, may submit the same to CPAO. If the ePPO is not correct, PAO will be able to revert DSC prior to submission of ePPO to CPAO. After submission of ePPO to CPAO, authorities will be available in Pension module under CAM reports. PAO will be able to submit sanctions to DDO for preparation of bills for payment.

For this purpose, new menu at each Login has also been provided as under: -

DH level

| | | |
|------------------------------|---|---------------------------|
| Pension | ▷ | Create Pensioner |
| Users | ▷ | Manage Pensioner |
| Failed Transaction | ▷ | EOP Manage Pension |
| Sanctions | ▷ | Sanction |
| Transfer Entry | ▷ | e-PPO |
| Bank Reconciliation | ▷ | Revision Cases |
| Employee Info. System | | Utilities |



AAO level

| | | | | |
|-----------------------------|---|--------------------|---|-----------------------------|
| Pension | ▷ | Manage Pensioner | | |
| Users | ▷ | EOP Manage Pension | | |
| Failed Transaction | ▷ | Sanction | | |
| Sanctions | ▷ | e-PPO | ▷ | Browser Neutral DSC |
| | | | | ▷ |
| | | | | ePPO Approval |
| Transfer Entry | ▷ | Utilities | ▷ | JAVA Ba Browser Neutral DSC |
| | | | | ▷ |
| Bank Reconciliation | ▷ | | | DSC ePPO List |
| Monthly Accounts Processing | ▷ | | | ePPO returned by CPAO |
| Employee Info. System | | | | |
| Reports | | | | |

PAO level

| | | | | |
|-----------------------------|---|--------------------|---|------------------------------|
| Pension | ▷ | Manage Pensioner | | |
| Users | ▷ | EOP Manage Pension | | |
| Failed Transaction | ▷ | Sanction | ▷ | |
| Sanctions | ▷ | e-PPO | ▷ | Browser Neutral DSC |
| | | | | ▷ |
| | | | | Revised ePPO DSC |
| Admin Master | ▷ | Utilities | ▷ | JAVA Based |
| | | | | ▷ |
| | | | | Alloc & Gen. Of ePPO (Win) |
| NER Corrections | ▷ | | | DSC ePPO List |
| | | | | ePPO DSC (Win) |
| Transfer Entry | ▷ | | | ePPO Verify & Submit to CPAO |
| Review Sanctions | ▷ | | | ePPO DSC Revert |
| Bank Reconciliation | ▷ | | | ePPO Reupload To CPAO |
| Monthly Accounts Processing | ▷ | | | ePPO returned by CPAO |
| Employee Info. System | | | | |
| Reports | | | | |



a) e-PPO Verification and Submission to CPAO

Before Transmission of digitally signed e-PPO to CPAO and its intimation to Bhavishya, PAO User must verify the Digitally Signed document for any discrepancy (like incomplete data, missing photograph, signatures and corrupt document etc.).

After PAO User is satisfied with the details, PAO User may submit Digitally Signed e-PPO to CPAO. After submission of ePPO to CPAO, PAO User will be able to push the Sanctions (Gratuity, commutation etc.) to DDO for further processing.

The detailed steps for the same are given as under:

PAO Login Menu

PAO User needs to login and go to the page using menu mentioned below:

Menu>> Pension>> e-PPO Verify and Submit to CPAO (Screen-1).



Screen-1

This will open the **e-PPO Verify & Submit to CPAO** page, now PAO User needs to select the required DDO Code and PPO number from the drop-down list to which action needs to be taken.



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e-PPO Verify And Submit To CPAO

DDO Code: --Select-- ⌵

PPO No: --Select-- ⌵

Screen-2

Select Details

PAO User needs to select the DDO Code and PPO number from dropdown list(Screen-2); as soon as PAO User selects the required details, Pensioner details like – PPO Number, PAN, Pensioner Name, Pension Class and e-PPO will be displayed(Screen-3).e-PPO Download and Print options are also available at the right most corner of the display frame.

e-PPO Verify And Submit To CPAO

DDO Code: 233213-DDO, NIC,(Headquarters), DELHI

PPO No: 331952100440 (AKRAM)

| PPO Number | PAN | Pensioner Name | Pension Class | Revision Type |
|--------------|------------|----------------|---------------|---------------|
| 331952100440 | AAKP00134Y | AKRAM | Others | Original |

331952100440

1 / 4 - 81% +

Download
Print

User can Download e-PPO from here

User can take Print of e-PPO from here

PENSION PAYMENT ORDER

भारत सरकार

GOVERNMENT OF INDIA

भारत सरकार

CENTRAL CIVIL PENSION

सूचना: कृपया ध्यान दें

PENSION PAYMENT ORDER No: 331952101325

DATE OF PPO: 2023-08-14 10:30:00

CLASSIFICATION: W201022000000

Class of Pension: (For all only) **Regular Pension**

Name of person to whom order is issued: (For all only) **CCS Pension Rules 1972**

Debitable Bank of Account: (For all only) **2071**

Bank Name: **State Bank of India**

Branch Name: **151**

Valid Charge: (For all only) **Valid**

File No: (For all only) **13195202283**

Signature of Pensioner / Bank Impersonator

(For all only) **Sign**

Signature of Officer / Bank Impersonator

(For all only) **Sign**

Bank Particulars (For all only)

Bank Name: **State Bank of India**

Branch Name: **151**

City: **PUNE**

State: **MAHARASHTRA**

The details in the selected e-PPO have been Verified and found to be Correct

The details in the selected e-PPO have been found Incorrect

Screen-3

PAO User **has to thoroughly check ePPO and Scroll down PDF of ePPO**. PAO user will find following two radio buttons for selection in taking necessary action(Screen-4):

- The details in the selected e-PPO have been Verified and found to be Correct, &
- The details in the selected e-PPO have been Verified and found to be Incorrect

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Screen-4

PAO User has to select first radio button when the PDF of ePPO is checked and found correct (Screen-5) thereafter PAO user has to click **“Submit to CPAO”** button. After submission to CPAO, the digitally signed ePPO will land CPAO’s website. Otherwise PAO User may click on **“Reset”** button, it will take the User to Screen-2.

Screen-5

Before final submission, PAO User will be asked for the final time to check before final transmission – **“Are you sure to transmit the Verified e-PPO to CPAO”**(Screen-6).

Screen-6

PAO User needs to click **“OK”**, if e-PPO details are found correct and User is satisfied that all the details are correct, it will be forwarded to CPAO, otherwise click **“Cancel”**.

Once the confirmation is clicked OK, success message – **“ePPO Verified Successfully”** (Screen-7) will be displayed on the screen, and file will **be forwarded to CPAO for further processing.**

Screen-7

This completes the e-PPO verification and Submission to CPAO process from PFMS Pension.



If the e-PPO details are checked and found Incorrect, PAO user may select the radio button for – **“The details in the selected e-PPO have been found Incorrect”**, thereafter click **“DSC Revert”** button (Screen-8).

The screenshot shows a web interface with two radio buttons. The first is "The details in the selected e-PPO have been Verified and found to be Correct" (unselected). The second is "The details in the Selected e-PPO have been found Incorrect" (selected). Below these buttons are "Dsc Revert" and "Reset" buttons. A red arrow points to the "Dsc Revert" button.

Screen-8

When PAO User clicks on **“DSC Revert Button”** the page will be redirected to the **e-PPO DSC Revert** page, and PAO User needs to complete the process of DSC Reversion (Screen-9).

The screenshot shows the "e-PPO DSC Revert" page. It has a "Search PPO" button at the top. Below it, "Search By:" has two radio buttons: "PPO No" (selected) and "PAN". There is a text input field labeled "PPO NO:". At the bottom, there are "Search" and "Reset" buttons.

Screen-9

Note: If the case is pending with PAO for DSC Revert, then case will not be available for verification and submission page.

b) DSC Reversion prior to submission to CPAO

For DSC Reversion, PAO User has to enter the required details i.e. PPO or PAN number (Screen-10) and click search button.

The screenshot shows the "e-PPO DSC Revert" page. "Search PPO" is selected. "Search By:" has "PAN" selected. The "PAN NO:" field contains "AYYPS4197A". A red arrow points to the "Search" button.

Screen-10



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After entering the data, details of case will be displayed such as Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History. PAO User has to View PDF of e-PPO and check the entire details properly before acting (Screen-11). Thereafter, PAO user has select to select the check box – “Certified that the Digital Signature on this e-PPO is to be reverted.” (Screen-12)

Screen-11

 Certified that the digital signature on this ePPO is to be reverted'. The note is enclosed in a red dashed box."/>

Screen-12

PAO User needs to select the Reason for DSC Revert (Screen-13). Based on the Reason selection, DSC will be Reverted with/without financial change (with or without editing power to Head of Office) (Screen-14). PAO user will be able to revert DSC with one or multiple reasons by selecting appropriate reason(s).

Screen-13



Radio buttons for **DSC Revert with/without Financial Change** will be auto selected as per the Reason selection by User. Thereafter, PAO user has to click **“Proceed with DSC Revert”**. System will ask for the confirmation: **“Do you want to process the DSC Revert?”** and PAO User has to take the action for the same.

PAO User can select multiple options from dropdown (max three options)

Note:

- Pensioner is not the primary account holder of the bank account
- Pension case pertains to Old Pension Scheme Or New Pension Scheme
- To correct the date of birth of pensioner/family pensioner/spouse
- To enter a fresh bank account details for minor nominee for payment of gratuity
- Due to enhancement of superannuation age for CAPF/extension of service
- Transfer of employee from one DDO to another DDO
- Wrong calculation of Gratuity due to penalty
- Govt. employee expired before the date of superannuation, case to be processed as Family Pension
- Withholding of retirement benefits as directed by Court
- Wrong pay fixation
- Wrong booking of license fee
- HOO did not withheld Gratuity
- Incorrect name of the Pensioner/family pensioner/spouse/NOK
- Name spelling differs in pension papers and bank account
- Wrong date of entry/retirement of Govt. employee
- HOO erroneously allowed Commutation which is not applicable/Employee withdraw Commutation application
- HOO did not made recovery of excess payment from Gratuity
- Change in option for CGHS/Fixed Medical Allowance
- Arrears of pension/family pension/provisional pension paid or to be paid by PAO, case to be processed manually

Dsc Revert without Financial Change Dsc Revert with Financial Change

Proceed with DSC Revert **Cancel DSC Revert**

Screen-14

Wrong booking of license fee

Max 3 reason selected for DSC revert which are available here also

Dsc Revert without Financial Change Dsc Revert with Financial Change

Proceed with DSC Revert **Cancel DSC Revert**

Screen-15



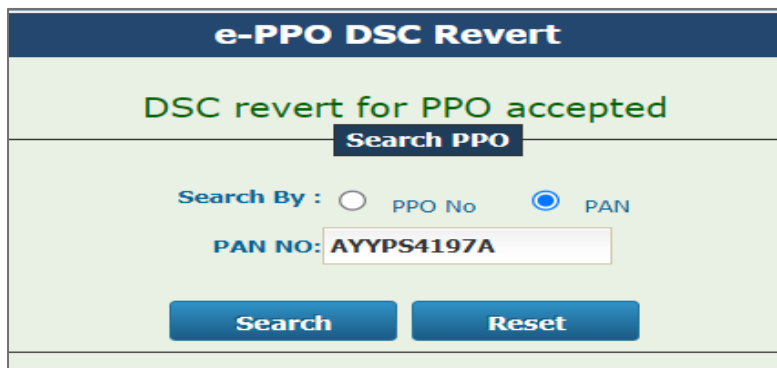
Screen-16



Screen-17



Screen-18



Screen-19



User will get the Success message for DSC Reversion (Screen-19). **Thereafter, same case will be available in utilities at PAO login in Pension Module of PFMS.**

Note:

- (a) DSC revert option at PAO login will only be available for 2 times prior to submission to CPAO.**
- (b) After reversion of DSC without financial change, PAO may revert case back to HoO, if required. HoO will not be able to change data where financial impact is available. Only Photograph, signature, undertakings etc. will be available for change at HoO level.
- (c) After reversion of DSC with financial change, PAO has to mandatorily return pension case to HoO for editing/correction. HoO will be able to edit case as usual.
- (d) In any case, HoO has forwarded the case back to PAO without change/editing the data, the case will be converted to without financial change and PAO office will not be able to convert the case back to with financial change.
- (e) Now, PAO has to again pass, digitally sign and then revert DSC revert with financial change. Thereafter, PAO will be able to return the case back to HoO with financial change.

DSC Reversion can be done through Direct Menu:

At PAO Login>> Pension Menu>>ePPO DSC Revert (Screen-20)

| | | |
|-----------------------------|--------------------|------------------------------|
| Pension | Manage Pensioner | |
| Users | EOP Manage Pension | |
| Failed Transaction | Sanction | |
| Sanctions | e-PPO | Browser Neutral DSC |
| Admin Master | Utilities | JAVA Based |
| NER Corrections | | DSC ePPO List |
| Transfer Entry | | ePPO Verify & Submit to CPAO |
| Review Sanctions | | <u>ePPO DSC Revert</u> |
| Bank Reconciliation | | ePPO Reupload |
| Monthly Accounts Processing | | ePPO returned by CPAO |

Admin DSC Revert

Screen-20



c) e-PPO re-upload at PAO login after submission to CPAO

When the pension case has been processed and submitted to CPAO, digitally signed ePPO is available at CPAO's website. At the time of checking of case in CPAO, some errors are found in physical booklets, PDF of ePPO is not available; CPAO returns the case back to PAO office for rectification and request for re-upload of ePPO. This page provides the feature of re-upload of ePPO at PAO login (Screen-21).

Menu:



Screen-21

PAO User has to enter PPO number and click the **Search** button (Screen-22).

The screenshot shows a form titled 'Search PPO'. It contains a text input field labeled 'PPO No :'. Below the input field are two buttons: 'Search' and 'Reset'.

Screen-22

The screenshot shows the same 'Search PPO' form. The 'PPO No : 160012000094' is entered in the input field, which is highlighted with a red dashed border. A red arrow points to the 'Search' button.



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Screen-23

All the details will be displayed including Controller Code, PAO Code, DDO Code, Pensioner/ Family Pensioner Details and ePPO Re-Upload History (if any) (Screen-24).

User needs to click **View e-PPO** button and check the details. PDF of ePPO will be shown.

The screenshot displays the PFMS search results for PPO No: 160012000094. The interface is divided into several sections:

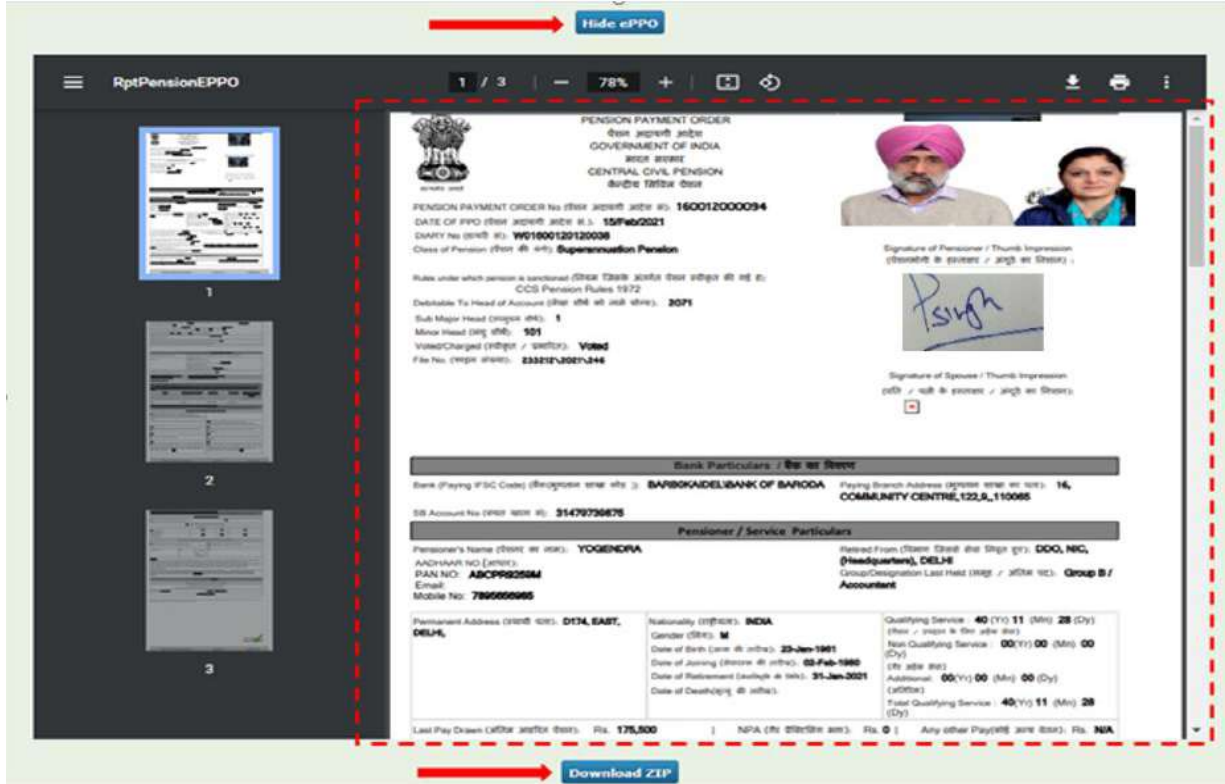
- Search PPO:** A search bar containing the PPO No: 160012000094, with Search and Reset buttons below it.
- Controller Code:** 032
- PAO Code:** 033195
- DDO Code:** 233212
- Pensioner/Family Pensioner Details:** A section containing the following information:
 - Pensioner Name: YOGENDRA
 - Pension Class: Superannuation Pension
 - File No: 246
 - Date of Retirement: 31/01/2021
 - PAN: ABCPR9259M
- PPO Re-Upload History:** A section with the message "No Records Available".
- View ePPO:** A button highlighted with a red arrow, indicating the next step for the user.

Screen-24



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Once e-PPO is checked properly, display can be hide using **Hide e-PPO** button(Screen-25)



Screen-25

PAO User has to Click on **Download ZIP** button first and check the Zip files (Screen-26).

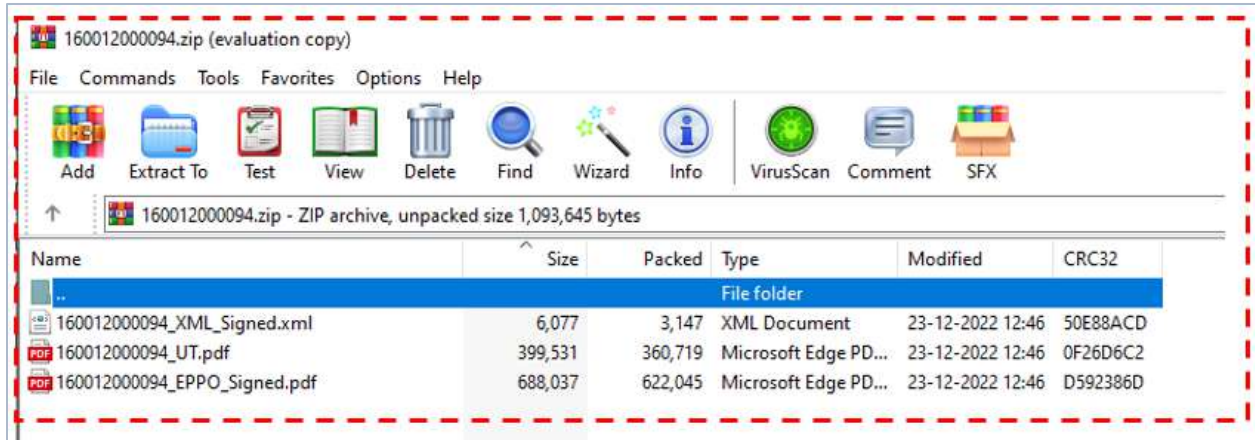


Screen-26

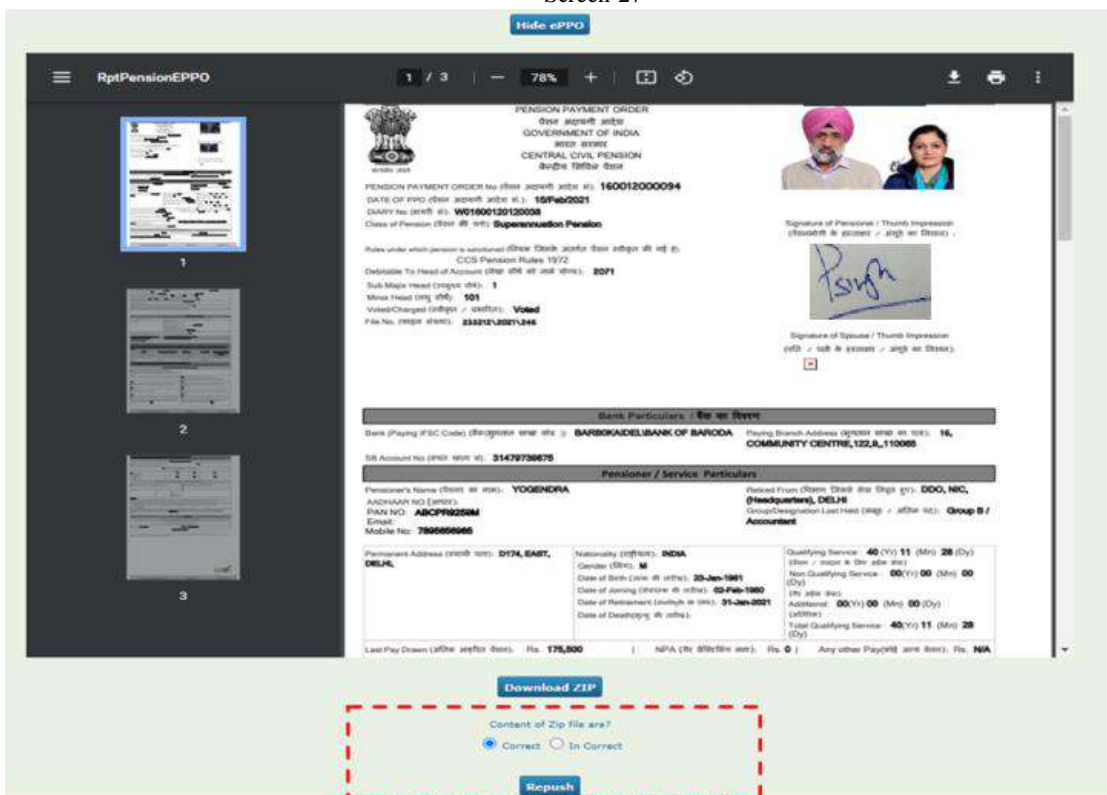
A Zip Folder will be downloaded. PAO User has to extract Zip Folder and there will be three filesnamelyXML signed file, Bank Undertaking PDF and e-PPO PDF (Screen-27). All three files may be opened and checked properly. If all the files are correct, PAO User may select Radio Button correct (Screen-26). Thereafter Repush button will be available at PAO User (Screen-28).



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Screen-27



Screen-28

As and when PAO clicks on Repush button, ePPO will be Re-uploaded to CPAO's website successfully (Screen-29)



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ePPO 160012000094 Reuploaded Successfully

Search PPO

PPO No :

Search **Reset**

Screen-29



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If files are corrupted or incorrect, PAO User may select Incorrect option available. Thereafter, Radio Button “Recreate Zip” will be made available (Screen-30).

The screenshot displays the 'RptPensionEppo' interface. At the top, there is a 'Hide ePPO' button. The main content area is divided into sections: 'Pensioner / Service Particulars', 'Pension Particulars', and 'Pension Sanctioned (P.M.)'. The pensioner's name is YOGENDRA, and the service details include a date of birth of 23-Jan-1961 and a date of retirement of 31-Jan-2021. The pension amount is Rs. 87,750. At the bottom, there is a 'Download ZIP' button and a section for 'Content of Zip file are?' with radio buttons for 'Correct' and 'In Correct'. The 'In Correct' option is selected. Below this is a 'ReCreate ZIP' button and a note: 'Note:- If Problem persisting after ReZip Please contact Technical team'.

Screen-30

Zip folder will be recreated successfully (Screen-31) and PAO user has to again download zip folder. Rechecking is required before finally re-uploading the files. If the documents are correct, PAO user may re-push the ePPO to CPAO.

Note: After recreation of Zip Folder and the file documents are still incorrect, then there is no need to re-upload of ePPO by PAO User and action for DSC reversion is required for correction of data.



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Re-created Zip successfully

Search PPO

PPO No | 160012000094

Search Reset

Controller Code |022 PAO Code |021153 DDO Code |23212

Pensioner/Family Pensioner Details

Pensioner Name |YOGENDRA Pension Class |Superannuation Pension

File No |246 Date of Retirement |01/01/2021

PAN |ABCF9229H

PPO Re-Upload History

No Records Available

Hide ePPO

RptPensionEPO

1 / 3 78% +

PENSION PAYMENT ORDER

श्री अशोक शर्मा

GOVERNMENT OF INDIA

भारत सरकार

CENTRAL CIVIL PENSION

केन्द्रीय नागरिक पेंशन

PENSION PAYMENT ORDER No (श्री अशोक शर्मा) is: 160012000094

DATE OF PPO (श्री अशोक शर्मा) is: 01/01/2021

CLASS No (श्री अशोक शर्मा) is: SUPERANNUATION

Class of Pension (श्री अशोक शर्मा): Superannuation Pension

Have under which pension is sanctioned (श्री अशोक शर्मा) under which rules (श्री अशोक शर्मा): CCS Pension Rules 1972

Sanctioned by Head of Accounts (श्री अशोक शर्मा) on date (श्री अशोक शर्मा): 20/11/2020

Sub-Major Head (जम्मा अंक): 1

Minor Head (अंक अंक): 021

Head/Chapter (अंक अंक) / Section: 02100000000000000000

Payable (अंक अंक अंक अंक): 23211211111111111111

Bank Particulars: No. of Items

Download ZIP

Content of Zip file are?

Correct In Correct

160012000094 (1).zip Show all X

Screen-31

After cross checking the files again, click on **“Re-push”** button (Screen-32).

Download ZIP

Content of Zip file are?

Correct In Correct

→ Repush

Screen-32

PAO User will get the successful message once the files get re-pushed successfully (Screen-33).



ePPO 160012000094 Reuploaded Successfully

Search PPO

PPO No : 160012000094

Search Reset

Screen-33

Reports

For the assistance of PAO office, following two types of Reports have also been provided in CAM Report under Pension

- **CAM Report >> DSC Reversion**
 - It will contain following sections
 - S. No.
 - Name
 - PAN No. /PPO No.
 - DSC reversion date
 - Reason
 - With/without financial Change

- **CAM Report >> ePPO Re-upload Report**
 - It will contain following sections
 - S. No.
 - Name
 - PPO No.
 - ePPO Re-upload date

-----**** End of Document****-----



Pension Module

User Manual

For

“Shifting of pending sanctions from inactive DDO to active DDO within PAO”



Contents

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| Shifting of Inactive to Active DDO (AAO Level) | 56 |
| Shifting of Inactive to Active DDO (PAO Level) | 58 |



Shifting of Inactive to Active DDO – DHLevel (without clearance)

Quick Action Menu

| Name of Screen | Menu | Login | Action |
|---|---|------------|--|
| <u>Clearance of pending sanction</u> | Menu>> Pension>>Utilities>>DDO change by PAO | DH | Clearance of pending sanction from PFMS to Pension Module |
| <u>Shifting of pending sanction to active DDO</u> | Menu>> Pension>>Utilities>>DDO change by PAO | DH | Initiating pending sanctions in Pension Module from Inactive to Active DDO |
| <u>Shifting of pending sanction to active DDO</u> | Menu>> Pension>>Utilities>>DDO change by PAO | AAO | Verifying of pending sanctions in Pension Module from Inactive to Active DDO |
| <u>Shifting of pending sanction to active DDO</u> | Menu>> Pension>>Utilities>>Shifting of pending sanction to active DDO | PAO | Final Approval for all the cases from inactive DDO to active DDO |



Introduction

Pension case is processed from one DDO Code and forwarded to concerned PAO. All the bills for pensionary benefits are paid by the original DDO Code from where the case has been forwarded to PAO. In some of cases, DDO Codes get inactive and sanctions are pending for payment to the beneficiaries. In that scenario, case needs to be shifted to new DDO Code and PAO has to forward the pending sanctions to new DDO Code. For this purpose, process for shifting of pending sanctions from inactive DDO Code to active DDO Code is required. The following process has been envisaged in Pension Module: -

d) **Shifting of pending sanctions from inactive DDO to active DDO within PAO by 3 Level Passing**

At the time of shifting of pending sanctions from inactive DDO to active DDO within PAO, it will be essential to verify which sanctions are pending for payment under the inactive DDOs. There are following three scenarios for which sanctions are pending in inactive DDOs: -

- I) Sanctions are available at any level i.e. DDO, DH, AAO and PAO login **in Sanction Module of PFMS** in deactivated DDO code.
- II) Sanctions are available in sanction generation form at PAO login in deactivated DDO code in Pension Module of PFMS
- III) Sanctions are available in Re-push failed/returned sanctionmenu available in Utilities in Pension Module of PFMS at PAO login in deactivated DDO code

For Item No. I) above, it will be mandatory to clear the sanction from PFMS Sanction Module first, so that, next step of shifting of sanction from inactive to active DDO may be taken up. Clearance of sanction from PFMS Sanction Module will be taken up by DH user only.

Once the final action to save the shifting decision is taken, the newly assigned DDO will be able to view the sanctions which are re-assigned to them for further processing. The case may be available at active DDO with new file number (i.e. next available number in the DDO).



Clearance of pending Sanctions – DH Level

DH User will login in their account and selects menu option in DDO Change by PAO in Utilities in Pension Module. DH will require to process clearance of the Sanction initially to shift DDO as sanctions are pending in PFMS Sanction Module at any level i.e. DDO, DH, AAO and PAO.

e) Menu>>Pension>>Utilities>>DDO change by PAO

f) User can view the Controller code and PAO, select the inactive DDO and click on search button



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Welcome: LOKESH KASAPPA
User Type: Dealing/Head
Financial Year: 2023-2024

12:16:50 PM

Shifting Pension Case From Inactive To Active DDO

Controller Code: 032-INFORMATION
PAO Code: 033195 (PAO, NIC)
DDO Code: --Select--

File No:
PAN:

First Name:
Pension Class: --Select--

Last Name: 033195-PAO NIC NEW DELHI, 102927-NIC, Chattisgarh, 102929-NIC, Uttarakhand, 133202-S.G., NIC, CHANDIGARH, 133207-S.O., NIC, BHOPAL, 133208-S.O., NIC, CHENNAI.

Search Reset

Activate Windows
Go to Settings to activate Windows.

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g) Select Pensioner details and click on Clearance of Sanction once and user will get the message that “Sanction is Cancelled” at PFMS Sanction Module. Now sanctions will be available at Pension >> Sanction >>Failed sanction/returned sanction

h) Thereafter, DH may search again the status of sanctions and now sanction will be available for shifting of DDO

Local Web Client | UAT | PFMS

Public Financial Management System-PFMS
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Welcome: LOKESH KASAPPA
User Type: Dealing/Head
Financial Year: 2023-2024

12:28:56 PM

Shifting Pension Case From Inactive To Active DDO

Controller Code: 032-INFORMATION
PAO Code: 033195 (PAO, NIC)
DDO Code: 133196-A.O./S.O. #

File No:
PAN:

First Name:
Pension Class: --Select--

Last Name:

Search Reset

Original Pensioner Details

| Select | PAN No | Name | Pension Case | End of Service | Withheld Gratuity | Commutation Amount | Gratuity Amount | Service Gratuity |
|-------------------------------------|------------|---------------------|------------------------|----------------|-------------------|---|---|------------------|
| <input type="checkbox"/> | ADHPT26291 | Mary Alice T | Family Pension | 31/08/2023 | 0.00 | 0.00 | 2,000,000.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ABLKA47895 | A Radhika | Superannuation Pension | 21/06/2020 | 0.00 | 2,070,633.00 -Payment pending | 2,000,000.00 -Payment pending | 0.00 |
| <input checked="" type="checkbox"/> | ADURP9161A | P veeraswamy govind | Superannuation Pension | 21/07/2020 | 0.00 | 2,564,295.00 -Payment pending | 2,000,000.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ACDPR472P | R VENKATESWARA RAO | Superannuation Pension | 21/12/2017 | 0.00 | 3,463,079.00 -Payment Cancel(Available for Repush and shifting) | 2,000,000.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |
| <input type="checkbox"/> | ABCPR009AA | N C VEDRUGOPAL | Superannuation Pension | 21/12/2017 | 0.00 | 1,738,480.00 -Payment Cancel(Available for Repush and shifting) | 1,824,533.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |

Clearance for Sanction

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Welcome: LORESH KASANA
User Type: DealingHead
Financial Year: 2023-2024

12:29:33 PM

Logout History
English

Shifting Pension Case From Inactive To Active DDO

Sanction is Cancelled

Controller Code: 032-INFORMATION PAO Code: 033195 (PAO, NIC) DDO Code: 133190-A.O./S.O. 1

File No: First Name: Last Name:

PAN: Pension Class: --Select--

Search Reset

Original Pensioner Details

| Select | PAN No | Name | Pension Case | End of Service | Withheld Gratuity | Commution Amount | Gratuity Amount | Service Gratuity |
|-------------------------------------|------------|--------------------|------------------------|----------------|-------------------|---|---|------------------|
| <input type="checkbox"/> | ADHP2829L | Mary ARK T | Family Pension | 31/09/2025 | 0.00 | 0.00 | 2,000,000.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ADLPA4787G | A bodraiah | Superannuation Pension | 31/09/2020 | 0.00 | 3,079,633.00 -Payment pending | 2,000,000.00 -Payment pending | 0.00 |
| <input checked="" type="checkbox"/> | ADUPP7610A | P vootswamy govind | Superannuation Pension | 31/07/2020 | 0.00 | 2,564,395.00 -Payment pending | 2,000,000.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ADPR3473F | B VENKATESWARA RAO | Superannuation Pension | 31/12/2017 | 0.00 | 3,465,070.00 -Payment Cancel(Available for Repush and shifting) | 2,000,000.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |
| <input type="checkbox"/> | ADCRN2094A | R C VEMUDRAL | Superannuation Pension | 31/12/2017 | 0.00 | 1,738,440.00 -Payment Cancel(Available for Repush and shifting) | 1,531,530.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |

Clearance for Sanction

Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: LORESH KASANA
User Type: DealingHead
Financial Year: 2023-2024

12:36:26 PM

Logout History
English

Shifting Pension Case From Inactive To Active DDO

Controller Code: 032-INFORMATION PAO Code: 033195 (PAO, NIC) DDO Code: 133190-A.O./S.O. 1

File No: First Name: Last Name:

PAN: Pension Class: --Select--

Search Reset

Original Pensioner Details

| Select | PAN No | Name | Pension Case | End of Service | Withheld Gratuity | Commution Amount | Gratuity Amount | Service Gratuity |
|-------------------------------------|------------|--------------------|------------------------|----------------|-------------------|---|---|------------------|
| <input type="checkbox"/> | ADHP2829L | Mary ARK T | Family Pension | 31/09/2025 | 0.00 | 0.00 | 2,000,000.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ADLPA4787G | A bodraiah | Superannuation Pension | 31/09/2020 | 0.00 | 3,079,633.00 -Payment pending | 2,000,000.00 -Payment pending | 0.00 |
| <input checked="" type="checkbox"/> | ADUPP7610A | P vootswamy govind | Superannuation Pension | 31/07/2020 | 0.00 | 2,564,395.00 -Payment Cancel(Available for Repush and shifting) | 2,000,000.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |
| <input type="checkbox"/> | ADPR3473F | B VENKATESWARA RAO | Superannuation Pension | 31/12/2017 | 0.00 | 3,465,070.00 -Payment Cancel(Available for Repush and shifting) | 2,000,000.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |
| <input type="checkbox"/> | ADCRN2094A | R C VEMUDRAL | Superannuation Pension | 31/12/2017 | 0.00 | 1,738,440.00 -Payment Cancel(Available for Repush and shifting) | 1,531,530.00 -Payment Cancel(Available for Repush and shifting) | 0.00 |

ShiftDDO

- i) Now DH will add and view the following details
- o Controller Code, PAO code, DDO code of inactive DDO
 - o Default Controller Code, PAO code will be automated for active DDO as well(PAO code and Controller code will be same of active and inactive DDO)
 - o Select active DDO code
 - o Add remarks
 - o click to **Forward to AAO**



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

The screenshot shows the PFMS interface for shifting a pension case. The header includes the system name, user information (NANTA SURBANI, Assistant Accounts Officer, 2023-2024), and the time (01:08:59 PM). The main content area is titled 'Shifting Pension Case From Inactive To Active DDO' and contains a search bar with PAN 'ADUPP7610A' and search/reset buttons. Below this is a table with columns: Name, Pension Case, End of Service, Withheld Gratuity, Commutation Amount, Gratuity Amount, and Service Gratuity. The table contains one row for 'R. Veeraswamy (govt)' with a pension case of 'Superannuation Pension' and an end of service date of '31/07/2020'. Below the table is a form for 'Shifting DDO/PAO/Controller Code' with fields for Controller Code, PAO Code, and DDO Code, and a 'Remarks' field containing 'DDO Shifting'. A 'Forward to PAO' button is at the bottom of the form.

Shifting of Inactive to Active DDO – DHLevel(without clearance)

DH User will login to their account and selects menu option in DDO Change by PAO in Utilities in Pension Module. No action is required for clearance of sanction to be taken by DH User as no sanction is pending at PFMS Sanction Module.

j) Menu>>Pension>>Utilities>>DDO change by PAO

The screenshot shows the PFMS interface with an error message: 'An Error has occurred in this page. Please contact administrator'. Below the error message is a table titled 'Agency Bank Account Validation Status'. The table has columns for Agency Name, Agency Code, and Validation Status. The table is currently empty. The interface also shows the user's name 'LOKESH KASANA' and the time '12:15:19 PM'. The left sidebar contains various menu options, including 'Pension', 'Utilities', and 'Reports'.



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k) User can view the Controller code and PAO, select the inactive DDO and click on search button

Shifting Pension Case From Inactive To Active DDO

Controller Code: 032-INFORMATION | PAO Code: 033195 (PAO, NIC) | DDO Code: --Select--

File No: | First Name: | Last Name: | Pension Class: --Select--

Search | Reset

l) Select Pensioner details and click on **Shift DDO**

Original Pensioner Details

| Select | PAN No | Name | Pension Case | End of Service | Withheld Gratuity | Commutation Amount | Gratuity Amount | Service Gratuity |
|-------------------------------------|------------|-------------------|------------------------|----------------|-------------------|---|---|------------------|
| <input checked="" type="checkbox"/> | AGPST458C | GAURAV | Superannuation Pension | 30/09/2020 | 0.00 | 1,885,542.00 -Payment pending | 1,885,636.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | ASDF17689H | PRITHAL SONNA | Extra Ordinary Pension | 30/09/2021 | 0.00 | 0.00 | 695,445.00 -Payment pending | 0.00 |
| <input type="checkbox"/> | AEDPW4530D | DEEPA KUMAR KURDU | Superannuation Pension | 30/11/2017 | 0.00 | 1,887,309.00 -Payment Cancel(Available for Repush and Shifting) | 1,486,405.00 -Payment Cancel(Available for Repush and Shifting) | 0.00 |
| <input type="checkbox"/> | AFTPS7878H | GMRAVC | Retiring Pension | 30/11/2021 | 0.00 | 1,432,446.00 -Payment pending | 1,376,147.00 -Payment pending | 0.00 |

Shift DDO

Shifting DDO/PAO/Controller Code

Controller Code: 032 | PAO Code: 033195 | DDO code: 133211

Controller Code: 032-INFORMATION TECHNOLOGY | PAO Code: 033195 (PAO, NIC, New Delhi) | DDO Code: 233212-DDO, NIC,(Headquarters), DELHI

Remarks: DDO shifting

Forward To AAO

m) Add and view the following details

- Controller Code, PAO code, DDO code of inactive DDO



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- Default Controller Code, PAO code will be automated for active DDO as well(PAO code and Controller code will be same of active and inactive DDO)
- Select active DDO code
- Add remarks
- click to **Forward to AAO**



Shifting of Inactive to Active DDO (AAO Level)

AAO selects a case for which DDO shifting needs to be done and verifies the details of the new DDO.

n) Menu >> Pension >> Utilities >> DDO Change by PAO

The screenshot shows the PFMS interface with a navigation menu on the left. The main content area displays a red error message: "An Error has occurred in this page. Please contact administrator." Below the error message, there is a heading "Agency Bank Account Validation Status" and a table with columns for Agency Name, Agency Type, Agency Status, and Agency Code. The table is currently empty. The user is identified as MAMTA SUBHANI, Assistant Accounts Officer, with a financial year of 2023-2024. The time is 12:23:20 PM.

o) Select Pensioner PAN Number from dropdown

The screenshot shows the PFMS interface with a navigation menu on the left. The main content area displays the heading "Shifting Pension Case From Inactive To Active DDO". Below the heading, there is a dropdown menu for PAN number, which is currently set to "ASDPS7459C". There are "Search" and "Reset" buttons below the dropdown. The user is identified as MAMTA SUBHANI, Assistant Accounts Officer, with a financial year of 2023-2024. The time is 02:58:54 PM.



Public Financial Management System - PFMS

O/o Controller General of Accounts, Ministry of Finance

- p) Review the details of pensioner and DDO and add the remarks
- q) Click on Forward to PAO



Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance

Welcome: **MANITA SHRINANI**
User Type: AssistantAccountsOfficer
Financial Year: 2023-2024



02:59:09 PM

Logout
Change Password
Login History
English

Shifting Pension Case From Inactive To Active DDO

Pay:

| Name | Pension Case | End of Service | Withheld Gratuity | Commution Amount | Gratuity Amount | Service Gratuity |
|--------|------------------------|----------------|-------------------|-------------------------------|-------------------------------|------------------|
| CGMPAA | Superannuation Pension | 20/09/2020 | 0.00 | 1,065,242.00 -Payment pending | 1,065,242.00 -Payment pending | 0.00 |

Shifting DDO/PAO/Controller Code:

Controller Code: 032
PAO Code: 033195
DDO code: 133211

Controller Code: 032
PAO Code: 033195
DDO Code: 233212

Remarks:



Shifting of Inactive to Active DDO (PAO Level)

PAO selects a case for which DDO shifting needs to be done and verifies the details of the new DDO.

Menu>> Pension >> Utilities>> DDO Change by PAO

The screenshot shows the PFMS interface with a navigation menu on the left. The breadcrumb trail is: Menu >> Pension >> Utilities >> DDO Change by PAO. The main content area displays an error message: "An Error has occurred in this page. Please contact administrator." Below the error message, there is a table with the following content:

| Agency Bank Account Validation Status | |
|---------------------------------------|------------------|
| Manage Pensioner | |
| EOP Manage Pension | |
| Sanction | |
| e-DPO | |
| Utilities | Shifting PAO/DDO |
| Gratuity Recovery Head Change | |
| MIS Dashboard | |
| DDO Change by PAO | |
| Pension Cases Search | |

r) Select Pensioner PAN Number from dropdown

The screenshot shows the PFMS interface with the breadcrumb trail: Menu >> Pension >> Utilities >> DDO Change by PAO. The main content area displays the form titled "Shifting Pension Case From Inactive To Active DDO". The form contains a dropdown menu for PAN number, with "ASDP57436C" selected. There are "Search" and "Reset" buttons below the dropdown.



Public Financial Management System - PFMS

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- s) Review the details of pensioner and DDO and add the remarks
- t) If PAO finds its incorrect, they have to put their remarks and select Return to DH
- u) After clicking on Return to DH, the case will land at DH level and DH will have to review the case with PAO remarks. Thereafter, full process will be carried out again by each user.

The screenshot shows the 'Shifting Pension Case From Inactive To Active DDO' interface. At the top, it displays the user's name (MANOJ KUMAR SHARMA), user type (PAO), and financial year (2023-2024). The interface includes a search bar with the PAN (ASDPS7450C) and a table of pension cases.

| Name | Pension Case | End of Service | Withheld Gratuity | Commutation Amount | Gratuity Amount | Service Gratuity |
|--------|------------------------|----------------|-------------------|--------------------------------|--------------------------------|------------------|
| GAURAV | Superannuation Pension | 30/09/2020 | 0.00 | 1,085,542.00 - Payment pending | 1,085,626.00 - Payment pending | 0.00 |

Below the table, there are fields for Controller Code (032), PAO Code (033185), and DDO code (133211). A 'Remarks' field contains 'DDO Shifting'. There are 'Approve' and 'Return To DH' buttons.

- v) If PAO finds its correct, they have to click Approve button
- w) After clicking on Approve button PAO User will have to check the status of sanctions at what stage the same are available i.e. Sanction submission stage or sanction available at Re-push failed/returned sanction stage.
- x) If the sanction is available at submission stage, PAO has to submit the sanction

The screenshot shows the 'Sanction Generation' interface. It displays the DDO Code (233212-DDO, NIC./He), Case Type (Original), and Pensioner Name (GAURAV (331952000)).

Key financial details shown:

- Gratuity: Rs. 1,085,626.00
- Commutation: Rs. 1,085,542.00
- Recovery Amt: Rs. 0.00
- Payable Amt: Rs. 1,085,626.00
- Not Payable Before: 24/05/2023

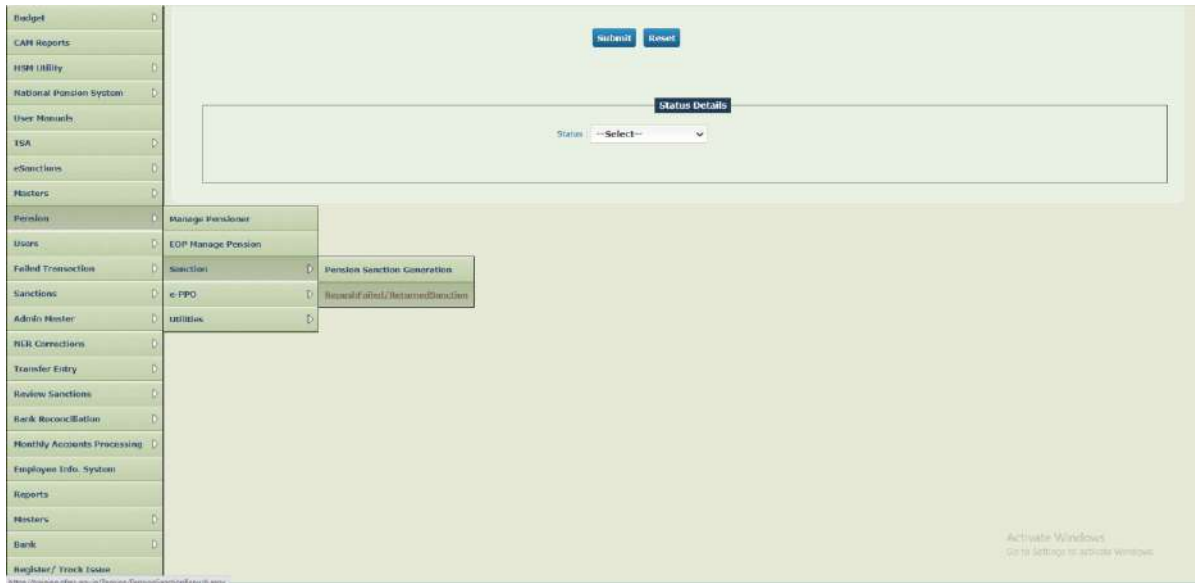
There is a 'Submit' button and a 'Status Details' section with a dropdown menu for Status (currently set to 'Select').



Public Financial Management System - PFMS

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y) If the sanction is available at Repush failed/permanently cancelled sanction, PAO has to repush the sanction



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