No. I-95/4/2020-1TD-CGA (E 994) 87-93 Ministry of Finance Department of Expenditure Controller General of Accounts PFMS Division (GIFMIS)

> Mahalekha Niyantrak Bhawan GPO Complex, INA, New Delhi Dated:)105.2024

OFFICE MEMORANDUM

Subject: Standard Operating Procedure for online reverse process flow of revision pension cases at PAO level through reversion of revision in Pension Module of PFMS – reg.

The undersigned is directed to refer to the subject cited above and state the functionality for online return of revision cases at PAO level through Pension module at PFMS has been developed and deployed. Following operating procedure in this regard is issued for guidance of all stakeholders and users.

- a. Current process: Presently, Pension case is returned by CPAO for rectification in digitally signed e-PPO. The e-PPO and revision authorities gets nullified as and when CPAO returns the pension case electronically to PAO. Currently, the reversal of revision authority is an offline process. On receiving a request from PAO, PFMS office reverts revision authority to PAO login. PAO reverts revision case back to Head of Office and thereafter, DSC reversion on e-PPO for PAO is enabled. This process is being done in offline mode and takes time.
- b. New Functionality of online reversion: To obviate problems and reduce the time period, this office has developed an online reversal process flow of revision cases at PAO level through. As and when CPAO returns pension case electronically to PAO and revision of pension case has been passed by PAO. PAO will have to revert revision authorities first and the same will now be available in PAO Login in Pension Menu at Pension =>e-PPO=> ePPO returned by CPAO. A message will be displayed as "Please return the DSC revert". Revision first then proceed with After initiation by PAO, revision case will land at DH login for processing of reversion of revision with all validation. DH will check the case and forward the same to AAO, who will verify and forward the same to PAO for further processing. The reversion will then be available in Utilities>Return to PAO login. PAO then take action for returning of revision case back to HOO from Manage Pension case in Pension Module.

2. Important points to be considered before processing for Reversion of revision:

(i) Initiation of Reversion of revision is to be initiated only after receipt of revised authority physically from CPAO.

(ii) Payment of Revised Gratuity should not be made through PAO in pension module of PFMS. If already made through sanction module (PD level), then details of the same i.e. Bill Number, Bill Date, Voucher Number and Voucher Date should be entered at DH level.

(iii) Recovery of paid amount (Revised Gratuity), must be entered at DH level with complete details i.e., Challan Number, Challan Date, Scroll Number and Scroll Date. Total amount must be recovered and partial recovered amount will not allow Reversion of revision at PAO login.

6. A User Manual detailing this process is enclosed for guidance of all stakeholders and users.

This issues with the approval of the Competent Authority.

Heman 2024

(Hemant Gupta) ACGA (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 their control.
- 3. Principal PAO, Department of Space with a request to circulate these instructions to all the pension processing PAOs under their control.
- 4. Principal PAO, Govt of NCT of Delhi with a request to circulate these instructions to all the pension processing PAOs under their control.

Copy to:

- 1. PPS to CGA.
- 2. Additional CGA (A & FR).
- 3. CC (Pensions).
- 4. SF AO (GIFMIS) for uploading on CGA's website.

User Manual For

"Reversion of Revision"

Version 1.0

Controller General of Accounts Department of Expenditure Ministry of Finance

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Document Revisions

Versior	n Control				
Ver.	Date	Name	Prepared By	Reviewed By	Summary of Changes
1.0	09/04/202 4	User Manual	Abhinav Anand		New Draft

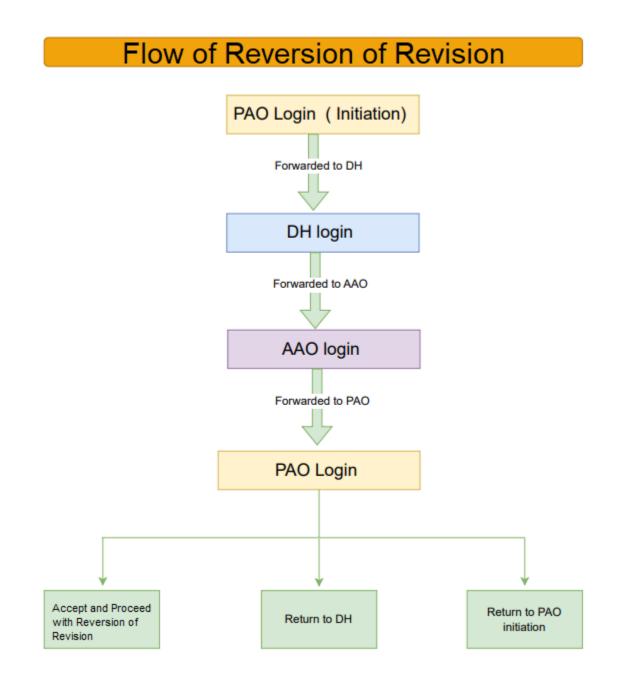
1. Approvals

Role	Name	Title	Date
Project Owner			
Senior Project Manager			
Development Lead			
Team Lead			

2. Quick Action Menu

Sr No.	Name of Screen	Menu	Login	Action
1	Return of Pension Revision Case from CPAO at PAO Login	Menu> Pension> ePPO> ePPO return by CPAO.	ΡΑΟ	Initiation and forward of pension revision case to DH
2	Process at DH Login	Menu> Pension> ePPO> ePPO return by CPAO.	DH	Review, data entry and forward the revision case to AAO with/without remarks
3	Process at AAO Login	Menu> Pension> ePPO> ePPO return by CPAO.	AAO	Review and forward of revision case to PAO with/ without remarks
4	Process at PAO Login	Menu> Pension> ePPO> ePPO return by CPAO.	ΡΑΟ	Review and pass/reject the revision case.

Process Flow Chart:



Introduction

Pension case is processed in Pension Module of PFMS portal and forwarded the case to CPAO for processing and onward submission to Bank for payment. However, at the time of processing original case at CPAO, errors are found in original case either in physical booklet or ePPO or technical errors. CPAO returns the original case back to PAO office along with physical documents. Original case has been returned by CPAO and also the revision case has been created for the same case by PFMS. If Authority has been generated for Revision case, Reversion of Revision will be done by PAO.

PAO will initiate the reversion of revision and forward the case to DH. DH will verify the details and forward the case to AAO along with Remarks. AAO will verify the details and forward the case to PAO along with Remarks. PAO has three options: A. Accept and proceed with Reversion of Revision B. Return to DH C. Return to PAO initiation.

Reversion of revision is being done by PAO if PAO has passed revision of pension case and generated authority of revised pension simultaneously but the original pension case needs to be returned to HoO i.e., Bhavishya due to mistake found in e-PPO for the purpose of DSC Reversion or may be mistake in e-PPO at PAO user in PFMS. Presently, Reversion of revision is being done at CGA office and for this purpose, a request is required to be forwarded by PAO to CGA office. The PAO generally proceeds for DSC Reversion as per CPAO revert flow after reversion of revision by this office. This process is being done in offline mode and takes time.

Now, new functionality has been developed for online revert process flow of revision cases at PAO level through Reversion of the Revision of Pension cases, if required, at PAO office itself. When revision of pension case is passed by PAO, the same will now be available in PAO Login in Pension Menu at Pension =>ePPO=> ePPO returned by CPAO. A message will be displayed as **"Please return the Revision first then proceed with DSC revert".** Now, PAO has to select the revision case for reversion of revision.

Return of Revision Case at PAO Login:

• User needs to login PFMS-Pension using path: Login> Menu >Pension> e-PPO> ePPO Returned by CPAO.

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BharatKosh Reports				
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Budget	D See all sanctions			
CAM Reports				
HSM Utility	D			
National Pension System				
eSanctions	N		Agency Bank Account Validation Status	
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Admin Master	D EOP Manage Pension			
NER Corrections	D Sanction D			
SNA SPARSH	D s-PPD D	Browser Neutral DSC		
Transfer Entry	D Utilities D	DSC ePPO List		
Review Sanctions	D	ePPO Verify & Submit to CPAO		
Bank Reconciliation	D	ePPO DSC Revert		
Monthly Accounts Processing	D	ePPO Reupload To CPAO		
Employee Info. System		ePPO returned by CPAO		
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• PPO No. dropdown will show under CPAO Return Cases and Accept/Reject DSC Revert Process on the screen. PAO has to select the PPO No. from dropdown under "CPAO return cases".

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Masters D Users D Failed Transaction D		Read		
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- Reset button is available below the PPO No. If user clicks on Reset button it will clear the PPO No selection.
- After the user selects PPO No following information will be displayed such as Controller Code, PAO Code and DDO Code.

- Pensioner/Family Pensioner Details consists of the following information as Pensioner Name, Pensioner Class, File No, PAN and Date of Retirement.
- Verify details of Pensioner and click on Return Revision.

	nancial Manager General of Accounts, Min	ment System-PFN istry of Finance	MS ^{SMS)}			Welco User Finan	me: MANOL KUMAR SHARMA Jype: PAO ciel Year: 2024-2025			10:33:30 AM	(pac Chan <u>Lo</u> En
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• If description shows "Authority generated" then select revision checkbox will be auto ticked.

Pension Module

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Employee Info. System							

Note \rightarrow If description shows "Case Pending at DH" then message will show "Please return the revision of Pension case through Manage Pensioner".

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- User need to enter the Remarks in Revision Remarks field.
- Click on Return Revision Button to proceed.

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Bank Reconciliation	Return Revisor
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• PAO will get the following message once pension case is forwarded to DH "Initiated and forwarded to DH user".

Pension Module

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Process at DH Login

• DH user needs to Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO.

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Pension	Þ	Create Pensioner			
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Reports		е-РРО	Browser Neutral DSC		
Masters	Þ	Revision Cases	DSC ePPO List		
Bank	Þ	Utilities D	ePPO returned by CPAO		
				About Us Site Map Privacy Policy Contact Us ©2024 Public Financial Management System. All Rights Reserved.	

- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown will be displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button is available on the screen. If user clicks on Reset button it will clear the PPO number selection.

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Bank D	

- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.

2	Public Fi D/o Controller	nancia General	al Managem of Accounts, Minist	ent System-PFN try of Finance	AS _{SMS})				Velcome: LOKESH KASANA Jser Type: DealingHand Financial Year: 2024-2025			03:51:45 PM	(LOKESH Change Logi Engli	
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								View ePPO						

- View ePPO button is available at the bottom of the screen, after user clicks on view ePPO button following checkbox will show "It is certified that the DSC reversion on above e-PPO is to be reverted".
- User need to click on checkbox "It is certified that the DSC reversion on above ePPO is to be reverted"

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National Pension System			Co	ntroller Code :032		PAO Code :033195				DDO Code :233212			
eSanctions D						ensioner/Family Pensioner Details							
Hasters	Pansieser Name (MM 500)C File No 154 PAN sU/05272/C												
Users D		Pension Class : Supersonation Pension Date of Retirement 121/08/2019											
Failed Transaction		5.No. CPAO Return Reasons											
	Arman of panisor/family panisor/provisional panisor paid by PAO, case to be processed manually												
Pension D	Payment Details												
Transfer Entry	Bill Type Gress Amount Net Amount Recovery Amount Bill Status Sanction No Sanction Date Bill No Bill Date Voucher No Voucher Date												
Bank Reconciliation		DBIT VIPE VetOS Amouniti NEV Set Santa Com Paris Santa Com Paris											
Employee Info. System	Commutation										22/10/2019		
Reports	Commutation assess a sease												
Masters D						Revision Case							
Bank D						Revision Case							
		Pensioner Name	Cre	ated Date		Revision Status		Revision No		Descri	Description		
		RAM SEWAK	0	1/07/2020	Revis	sion of reversion under Process		1		Case Pend	ing at DH		
						DSC Revert History							
						No Records Available							
						Hide ePPO							
					It is certified that t	he DSC reversion on above e-PPO is to b	e reverted						
	It is certified that the DSC reversion on above + PPO is to be reverted Activate Windows Goto Settings to activate Windows.												
										1	2 P a g		
										т.	<u> </u>		

- Bill details having validation question "Payment of Revised Pension made by PAO through PD" having Yes and No option will appear. User needs to choose option as per requirement. It is a mandatory field.
- If user clicks on 'Yes' then next screen will show the checkbox for Revised Gratuity and Revised Commutation.
- If user clicks on Revised Gratuity option then Gratuity Bill No, Gratuity Bill Date, Gratuity Voucher No, Gratuity Voucher Date and Gratuity Bill Amount field will appear. Gratuity bill amount will be prefilled.
- If user clicks on revised Commutation option then Commutation Bill No, Commutation Bill Date, Commutation Voucher No, Commutation Voucher Date and Commutation Bill Amount field will appear. Commutation bill amount will be prefilled.
- The fields having (*) option are mandatory.

D			Revision Case								
	Pensioner Name	Created Date	Revision Status	Revision No	Description						
	RAM SEWAK	01/07/2020	Revision of reversion under Process	1	Case Pending at DH						
			DSC Revert History								
		No Records Available									
		Hide eVO									
		It is certified that the DSC reversion on above e-PPO is to be reverted									
		Oll Octais									
	Payment of revised pension made by PAO through PD 1*	Payment of revised persion made by PAD through PD 1* 🔹 🛞 Yes 🔘 No									
		Z Revised Crebulty Z Revised Commutation									
	Gratuity Bill No: Gratuity Bill	Date: •	Gratuity Voucher No: Gratuity Voucher Date:	Gratuity Bill Amount: 803068							
	Commutation Bill No: * Commutatio	n Bill Date: *	Commutation Voucher No: Commutation Voucher Date:	Commutation Bill Amount: 818089							
			Recovered Challan Details								
	Recovery made by PAO: O Yes O No										
		Revised Pension Authori	ties is recieved back/available at PAO office* \bigcirc γ_{HS} \bigcirc $_{\text{No}}$								
			Remarks:*								
	PAO Initiated Remarks (verified and proceed										
	PAO Rejected Remarks :										
					Go-49.Settings/to activate Wind						

- If Validation question "Recovery made by PAO through PD " is 'Yes' then revised Gratuity and revised Commutation checkbox will appear.
- If user will click on revised Gratuity checkbox then Gratuity Challan No, Gratuity Challan Date, Gratuity Scroll No, Gratuity Scroll Date, Gratuity Amount Recovered and For Other Gratuity Challan Details fields will appear.
- If user will click on revised Commutation checkbox then commutation Challan No, Commutation Challan Date, Commutation Scroll No, Commutation Scroll Date, Commutation Amount Recovered and For Other Commutation Challan Details fields will appear.
- The fields having (*) option are mandatory.

			No Records Available						
	Hide ePPO								
		It is certified the	nat the DSC reversion on above e-PPO	is to be reverted					
			Bill Details						
Payment of revised pension made by PA	O through PD :* Yes No								
	Revised Gratuity		Z Re	vised Commutation					
Gratuity Bill No: *	Gratuity Bill Date: *	Gratuity Voucher No: *	Gratuity Voucher Dat	e: * Gratuity Bill Ar	mountr 803088				
Commutation Bill No: •	Commutation Bill Date: •	Commutation Voucher No: •	Commutation Vouche	r Date: • Commutation	Bill Amount: 818089				
			Recovered Challan Details						
Recovery made by PAO:*	•		Recovered Chanan Details						
Recovery made by PAO:*	Yes O No		_						
Gratuity Challan No: *	Revised Gratuity	Gratuity Scroll No: *	Revised Commutation	Gratuity Amount Recovered:*	For Other Gratuity Challan Details:				
Gratuity Chailan No: -	Gratuity Chailan Date: -	Gratuity Scroll No: *	Gratuity Scroll Date: -	Graduity Amount Necovered:"	For other Gratuity Unalian Details:				
Commutation Challan No: *	Commutation Challan Date: *	Commutation Scroll No: *	Commutation Scroll Date: *	Commutation Amount Recovered:*	For Other Commutation Challan Details:				
	Revised Pension Aut	horities is recieved back/avail	able at PAO office* O Yes O No						
		Remarks:*							
AO Initiated Remarks :Verified and p AO Rejected Remarks :	proceed								
NO Rejected Remarks (
			Forward To AAO		Activate Windows Activate Middenste Window				

• If Bill details having validation question ""Payment of Revised Pension made by PAO through PD" is marked as Yes and "Recovery made by PAO" is marked as No. Then the message will show" Recovery made by PAO is mandatory ".

	DSC Revert History									
			No Records Available							
Hide eFF0										
		It is certified that the second se	ne DSC reversion on above e-PPO is to	be reverted						
Bill Details										
Peyment of revised pension made by PAO through PD 🥵 🕐 Yes 🔿 No										
	Revised Gratuity		Revised	Commutation						
Gratuity Bill No: *	Gratuity Bill Date: *	Gratuity Voucher No: •	Gratuity Voucher Date: •	Gratuity Bill Amount:	803088					
Commutation Bill No: *	Commutation Bill Date: *	Commutation Voucher No: *	Commutation Voucher Date	e: * Commutation Bill Am	ount: 818089					
			Recovered Challan Details							
Recovery made by PAO:*	🔿 Yes 🖲 No		Recovery made by PAO is mandatory							
Gratuity Challan No: * G	iratuity Challan Date: *	Gratuity Scroll No: *	Gratuity Scroll Date: *	Gratuity Amount Recovered:*	For Other Gratuity Challan Details:					
Commutation Challan No: * C	iommutation Challan Date: *	Commutation Scroll No: *	Commutation Scroll Date: *	Commutation Amount Recovered:*	For Other Commutation Challan Details:					
Revised Pension Authorities is recieved back/available at PAO office* O Yes O No										
		Remarks:*		æ						
PAO Initiated Remarks :Verified and proceed PAO Rejected Remarks :	1					Ac				

• DH user needs to enter the details of the payment. DH will have to select "Revised Pension authority is received back/available at PAO office" as Yes or No. If selected "Yes" then DH will add remarks and forward the case to AAO.

			the DBC reversion on above even	to be reverted		
			Bill Details			
Payment of revised pension made by	y PAO through PD 📪 💿 Yes 🔿 No					
	Revised Gratuity		Z R	evised Commutation		
ratuity Bill No: * 4567	Gratuity Bill Date: * 15/04/2024	Gratuity Voucher No: * 145	Gratuity Voucher Da	te: * 15/04/2024 Gratuity Bill Amo	unt: 803088	
ommutation Bill No: * 5478	Commutation Bill Date: * 15/04/2024	Commutation Voucher No: * 48	B Commutation Vouch	er Date: * 15/04/2024 Commutation Bill	Amount: 818089	
			Recovered Challan Details			
ecovery made by PAO:*	Yes O No					
	Revised Gratuity		Revised Commutation			
ratuity Challan No: *	Gratuity Challan Date: * 15/04/2024	Gratuity Scroll No: * 897	Gratuity Scroll Date: * 15/04/2024	Gratuity Amount Recovered:* 803088	For Other Gratuity Challan Details:	
ommutation Challan No: *	Commutation Challan Date: *	Commutation Scroll No: *	Commutation Scroll Date: *	Commutation Amount Recovered:*	For Other Commutation Challan Details:	
586	15/04/2024	589	15/04/2024	818089	2589	
	Revised Pension	Authorities is recieved back/availab	le at PAO office*			
		Remarks:*	and verified	in the second		
Initiated Remarks :Verified and	d proceed					
Rejected Remarks :						
						А
			Forward To AAO			

• If DH user selects "Revised pension authorities is received back/ available at PAO office "as No then Rejected by DH button will show and message will show as" Revised Pension Authorities is mandatory to be received back/ available at PAO office . DH will not be able to proceed further.

			Bill Details		
Payment of revised pension made by PAI	O through PD :* • Yes O No				
	Revised Gratuity		Revis	ed Commutation	
Gratuity Bill No: * 4567	Gratuity Bill Date: * 15/04/2024	Gratuity Voucher No: * 145	Gratuity Voucher Date:	15/04/2024 Gratuity Bill Amou	nt: 803088
Commutation Bill No: * 5478	Commutation Bill Date: * 15/04/2024	Commutation Voucher No: *	488 Commutation Voucher I	Date: * 15/04/2024 Commutation Bill	Amount: 818089
			Recovered Challan Details		
			Recovered Challan Details		
Recovery made by PAO:*	• Yes O No				
	Revised Gratuity		Revised Commutation		
Gratuity Challan No: *	Gratuity Challan Date: *	Gratuity Scroll No: *	Gratuity Scroll Date: *	Gratuity Amount Recovered:*	For Other Gratuity Challan Details:
5798	15/04/2024	897	15/04/2024	803088	2568
Commutation Challan No: *	Commutation Challan Date: * 15/04/2024	Commutation Scroll No: * 589	Commutation Scroll Date: * 15/04/2024	Commutation Amount Recovered:* 818089	For Other Commutation Challan Details: 2589
	13/04/2024	505	13/04/2024	010007	
		Revised Pension Authorities is recier	ved back/available at PAO office* O Yes 🔹 No		
		Rema	iris:*	<i>"</i>	
PAO Initiated Remarks :Verified and pr PAO Rejected Remarks :	oceed				
			Rejected By DH		

Pension Module

	Public Fi D/a Controller	nanci r General	al Managem I of Accounts, Minist	ent System-PFN try of Finance	AS _{SMS})				Welcome: LOKESH KASANA User Type: DealingHand Financial Year: 2024-2025			05:18:21 PM	(LOKESHK Change P Login Englisi		
BharatKosh Rep	ports							e-PPO DSC Revert							
Home	Services Science Sciences					Revised Pens	on Authority is i	mandatory to be received back	/available at PAO o	ffice					
BharatKosh	D			Accept/Reject DSC Revert Process											
Budget	D		PPO No. 311441065124 - (RANSLW/ V												
CAM Reports	, present Science Sciences														
Finance Account	nta		find the second s												
National Pensio	on System D				0	ontroller Code :032		PAO Code :033195				DDO Code (233212			
eSanctions	D							Pensioner/Family Pensioner Details							
Masters	Street Street Street			Pensioner Name (RAM SE)	WAK		-		File No 154			PAN :AUNPS3713K			
Users	D		Pension Class 15µ0pranouation Pension Date of Retirement 15µ08/2019										_		
Failed Transacti	tion D			S.N		n/family pension/provisional pensi	on paid or to be paid by P	CPAO Return Reason: AD, case to be processed manually	\$				•		
Sanctions	P														
Pension	D A														
Transfer Entry Bank Reconcilia								Payment Details							
Employee Info.			Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date		
Reports	. System		Gratuity	768768	768768	0	Paid	PENG/2020/043144/143191/54	23/09/2019	CP00001179	23/09/2019	V3966	22/10/2019		
Masters	0		Commutation	818089	818089	0	Paid	PENC/2020/043144/143191/54	23/09/2019	CP00001180	23/09/2019	V3967	22/10/2019		
Bank	0														
odik	V							Revision Case							
			Pensioner Name Created Date Revision Status Revision No Description									ption			
				RAM SEWAK	(01/07/2020	Revi	ision of reversion under Process		1		Case Pend	ng at DH		
								DSC Revert History				Activate W	Indiques		

• DH user needs to enter the details of the payment and then click on "Forwarded to AAO" button.

		training.pfms.gov.in says				
		Do you want to return the revision cas	se?			
			OK Cancel			
		a to become that the	DOC TEVEISION ON ADOVE C-FFO 15	o be reverted		
			Bill Details			
Payment of revised pension made by PA	O through PD :* 💿 Yes 🔿 No					
	Revised Gratuity		Revise	d Commutation		
Gratuity Bill No: * 4567	Gratuity Bill Date: * 15/04/2024	Gratuity Voucher No: * 145	Gratuity Voucher Date: *	15/04/2024 Gratuity Bill Amou	nt: 803088	
Commutation Bill No: * 5478	Commutation Bill Date: * 15/04/2024	Commutation Voucher No: * 488	Commutation Voucher Da	tte: * 15/04/2024 Commutation Bill /	Amount: 818089	
			Recovered Challan Details			
Recovery made by PAO:*	Yes O No					
	Revised Gratuity		Revised Commutation			
Gratuity Challan No: * 5798	Gratuity Challan Date: * 15/04/2024	Gratuity Scroll No: * 897	Gratuity Scroll Date: * 15/04/2024	Gratuity Amount Recovered:* 803088	For Other Gratuity Challan Details: 2568	
Commutation Challan No: *	Commutation Challan Date: *	Commutation Scroll No: *	Commutation Scroll Date: *	Commutation Amount Recovered:*	For Other Commutation Challan Details:	
2586	15/04/2024	589	15/04/2024	818089	2589	
	Revised Pension	Authorities is recieved back/available a	at PAO office* Ver No			
		details filled and v				
		Remarks:*	wenned	1		
PAO Initiated Remarks :verified and pr	oceed					
PAO Rejected Remarks :						
						Activate
			Forward To AAO		A stinets Missission	

	· · · ·	1				
		training.pfms.gov.in sa				
		Do you want to return the re	vision case?			
			ОК Cancel			
		Le la cerunet	r that the DSC reversion on above erro	and to be reverted		
			Bill Details			
Payment of revised pension made b	y PAO through PD 📪 💿 Yes 🔿 No					
	Revised Gratuity		Z R	evised Commutation		
Gratuity Bill No: * 4567	Gratuity Bill Date: * 15/04/2024	Gratuity Voucher No: * 14	15 Gratuity Voucher Da	TE/04/2024	sunt: 803088	
Gratuity Bill No: - 4367			Gratuity voucher Da			
Commutation Bill No: * 5478	Commutation Bill Date: * 15/04/20	24 Commutation Voucher No:	488 Commutation Vouch	er Date: * 15/04/2024 Commutation Bi	Il Amount: 818089	
			Recovered Challan Details			
Recovery made by PAO:*	Yes O No					
	Revised Gratuity		Revised Commutation			
Gratuity Challan No: *	Gratuity Challan Date: *	Gratuity Scroll No: *	Gratuity Scroll Date: *	Gratuity Amount Recovered:*	For Other Gratuity Challan Details:	
5798	15/04/2024	897	15/04/2024	803088	2568	
Commutation Challan No: *	Commutation Challan Date: *	Commutation Scroll No: *	Commutation Scroll Date: *	Commutation Amount Recovered:*	For Other Commutation Challan Details:	
2586	15/04/2024	589	15/04/2024	818089	2589	
	Revised Pensio	n Authorities is recieved back/av	vailable at PAO office* 💿 Yes 🔘 No			
		details	filled and verified			
		Remarks:*		17		
AO Initiated Remarks :Verified an	d proceed					
AO Rejected Remarks :						
						Activ
			Forward To AAO		Activate Windows	

• DH user will get the following message once pension case is forwarded to AAO "Revision Case No-XX Forwarded to AAO user".

2	Public Fin D/o Controller	nancial Management System-PFMS General of Accounts, Ministry of Finance		Welcome: LOKESH KASANA User Type: DealingHand Financial Year: 2024-2025	05:17:48 PM	[LOKESHK] Logout Change Password Login History English V
BharatKosh Re	aports		e-PPO DSC Revert			
Home	a delater Partie Partie Manager Dances Manager		Revision Case No -1 Forwarded to AAC) user		
BharatKosh	Þ		Accept/Reject DSC Revert Process			
Budget	Þ		PPO No : Select PPO No. V			
CAM Reports						
Finance Accou	nts		Reset			
National Pensi	ion System 👂					
eSanctions	Þ					
Masters						
Users	Þ					
Failed Transac	tion D					
Sanctions						
Pension	Þ					
Transfer Entry	Þ					
Bank Reconcili	iation D					
Employee Info	. System					
Reports	a lanaa kanaa kanaa					
Hasters	Þ					
Bank	Þ					
		About Lis Site Man Orivery Online	Contact Us 1 @2024 Public Financial Management System, All Right	a Reserved		

Process at AAO Login

• AAO user needs to Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO

Public Financial Management System-PFMS D/s Controller General of Accounts, Ministry of Finance (mem.CPMD)	Welcane: HANTA SUBNANI Uber Tyor: AssistantAccountOfficer Financial Year. 2024-2025	International Logo Change Passive Login Histor 12:10:16 PM English V
AdhocReports	MAMTA SUBNANI	
BharatKosh Reports		
Nome	An Error has occured in this page.Please contact administrator	
BharatKosh D		
Budget D The following table shows the summary of Agency according to status and type. To find out what	t a particular status means, take your mouse over the status name. To find the details of Agency in a status. Click on the corresponding status.	
CAM Reports		
Finance Accounts		
National Pension System D	Agency Bank Account Validation Status	
User Manuals	мустьу оних водоних зановоли занов	
eSanctions D		
Masters		
My Account D		
Users D		
Failed Transaction		
Sanctions D		
Pension D Manage Pensioner		
Transfer Entry D EOP Manage Pension		
Bank Reconciliation D Sanction		
Monthly Accounts Processing D e-PPO D Browser Neutral DSC D		
Employee Info. System Utilities D DSC aPPO List		
Reports REPOUNDATION REPOUNDATION		
Masters D		
Bank D		
About Us	Site Mep Privacy Policy Contact Us @2024 Public Financial Management System. All Rights Reserved.	ush range tatle al prove

- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown is displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button will also be available on the screen. If user clicks on Reset button it will clear the PPO number selection.

Public Financial Management System-PFMS D/s Centraller General of Accounts, Ministry of Finance Green CRNN	Weissmei HANTA SUBNANI User Type: AssistantAccountsOfficer Financial Veart 2024-2025	12:38:07 PM	[mamtas] Logou Change Passwor Login Histor English V
AdhocReports	e-PPO DSC Revert		
BharatKosh Reports	Accept/Reject DSC Revert Process		
Home	No : Select PPO No.		
BharatKosh D	Select PPO No. 041792300075 - (SG Kulkame)		
Budget D	277521900227 - (Lalita Raina) 431441905124 - (RAMSEWAK)		
CAH Reports			
Finance Accounts			
National Penaion Bystem D			
User Manuals			
eSanctions D			
Masters			
My Account D			
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Failed Transaction D			
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Prension U Transfer Entry D			
Bank Reconciliation D			
Hanthly Accounts Processing D			
Employee Info. System			
Reports			
Masters D			
Bank D			
About Un 1 Site Map Privacy Policy Contact L	Is @2024 Public Financial Management System, AR Rights Reserved.	AND COLUMN TO CARD	

- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.

	ancial Manageme eneral of Accounts, Ministr		1S (SMS)			User Type: /	Welcome: NAMTA SUBNANI User Type: AssistantAccountsOfficer Plantcal New: 2024-2023 12:			12:38:09 PM	(mamtas Change F Login Englis
AdhocReports						e-PPO DSC Revert					i and a second se
BharatKosh Reports						Accept/Reject DSC Revert Process					
Home					PPO No	431441905124 - (RAMSEWA 🗡					
BharatKosh D											
Budget D						Reset					
Finance Accounts			Co	ntroller Code 1032		PAO Code (033195				DDO Code :233212	
National Pension System						Pensioner/Family Pensioner Details					
Jser Manuals		Pensioner Name (RAM SEV	VAK				File No :54			PAN :AUNPS3713K	
eSanctions		Pension Class :Superan				Date CPAO Return Reasons	of Retirement :31/08/2019				
Hasters		1.		/family pension/provisional pension	paid or to be paid by P						•
Hy Account											
Jsers D						Payment Details					
Failed Transaction											
Sanctions D	Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date
ension D	Gratuity	768768	768768	0	Paid	PENG/2020/043144/143191/54 PENC/2020/043144/143191/54	23/09/2019 23/09/2019	CP00001179 CP00001180	23/09/2019	V3966 V3967	22/10/2019 22/10/2019
ransfer Entry	Commission	010005	010007				13/03/1013	0,0001100	23/03/2013	13707	
Bank Reconciliation						Revision Case					
Ionthly Accounts Processing											
mployee Info. System	c1	Pensioner Name		ated Date	Derice.	Revision Status		Revision No		Descrip Case Pendin	
Reports		NAM DEWAK	01	107/2020	Revisi	on or reversion under Process				Case Pendin	
Hasters D						DSC Revert History					
Bank D											
						No Records Available				Activate W	
						View ePPO					

- View ePPO button is available at the bottom of the screen, after user clicks on view ePPO button following checkbox will show "It is certified that the DSC reversion on above e-PPO is to be reverted".
- User needs to click on checkbox "It is certified that the DSC reversion on above ePPO is to be reverted"

AdhocReports						e-PPO DSC Revert					
BharatKosh Reports		Accept/Reject DSC Revert Process									
Home		P90 No : 431441905124 - (RUISEN/ ~									
BharatKosh 🗘					PPO No	421441905124 - (RAMSEWA Y					
Budget D						_					
CAM Reports						Reset					
Finance Accounts			Co	ntroller Code :032		PAO Code :033195				DDO Code :233212	
National Pension System						ensioner/Family Pensioner Details					
User Manuals		Pensioner Name :RAM SE	NAK				File No :54			PAN :AUNPS3713K	
eSanctions		Pension Class :Superan					e of Retirement :31/08/2019				
Masters		S.N		/family pension/provisional pension	a paid or to be paid by P	CPAO Return Reasons	5				•
Hy Account						,					
Users D											
Failed Transaction						Payment Details					
Sanctions	Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date
Pension	Gratuity	768768	768768	0	Paid	PENG/2020/043144/143191/54	23/09/2019	CP00001179	23/09/2019	V3966	22/10/2019
Transfer Entry	Commutation	818089	818089	0	Paid	PENC/2020/043144/143191/54	23/09/2019	CP00001180	23/09/2019	V3967	22/10/2019
Bank Reconciliation											
Monthly Accounts Processing						Revision Case					
Employee Info. System		Pensioner Name	Crea	ated Date		Revision Status		Revision No		Descrij	ption
Reports		RAM SEWAK	01	/07/2020	Revisi	on of reversion under Process		1		Case Pendin	g at AAO
Masters D											
Bank D						DSC Revert History					
						No Records Available					
						Hide ePPO				A	
										Activate W Go to Settings	
	It is certified that the DSC reversion on above e-PPO is to be reverted										
										1	0 D a ~
										T	9 P a g

- All the details will show as prefilled and will not be editable for AAO user. AAO user needs to review the details filled by DH user.
- AAO user can review the remarks PAO initiated Remarks, DH remarks.
- Once ePPO details are reviewed, AAO user needs to add the remarks and forward the case to PAO by clicking on forward to PAO button.

It is certified that the DSC reversion on above e-PPO is to be reverted									
Dil Details									
Payment of revised pension made by PAO	through PD :* Ves No								
Gratuity Bill No: * 4567	Gratuity Bill Date: • 15/04/2024	Gratuity Voucher No: • 14	5 Gratuity Voucher I	Date: 15/04/2024 Gratuity Bill Amo	ount: 803088.00				
Commutation Bill No: * 5478	Commutation Bill Date: • 15/04/20	24 Commutation Voucher No:	488 Commutation Vou	cher Date: * 15/04/2024 Commutation Bil	l Amount: 818089.00				
			Recovered Challan Details	<u> </u>					
Recovery made by PAO:*	Yes No								
Gratuity Challan No: * 5798	Gratuity Challan Date: * 15/04/2024	Gratuity Scroll No: * 897	Gratuity Scroll Date: * 15/04/2024	Gratuity Amount Recovered:* 803088.00	For Other Gratuity Challan Details: 2568				
Commutation Challan No: * 2586	Commutation Challan Date: * 15/04/2024	Commutation Scroll No: * 589	Commutation Scroll Date: * 15/04/2024	Commutation Amount Recovered:* 818089.00	For Other Commutation Challan Details: 2589				
	Revised Pension	Authorities is recieved back/av	allable at PAO office* 🔘 Yes 🔿 N	3					
		Remarks:*	and proceed	1					
PAO Initiated Remarks :verified and pr	oceed								
DH Remarks : details filled ar	ia verified								
			Forward To PAO						
					A stinuts Wind				
					-				
	n-as-secure=http://164.100.190.163. Stabil	training.pfms.gov.in say							
			ОК Сапсе						
			Hide ePPO						
		It is certified to the second seco	hat the DSC reversion on above e-PPO	is to be reverted					
			Bill Details						
Payment of revised pension made by PAG	O through PD :* Yes No 								
Gratuity Bill No: * 4567	Gratuity Bill Date: * 15/04/2024	Gratuity Voucher No: * 145	Gratuity Voucher Dat	e: * 15/04/2024 Gratuity Bill Amount:	803088.00				
Commutation Bill No: * 5478	Commutation Bill Date: * 15/04/20	24 Commutation Voucher No: *	488 Commutation Vouche	er Date: * 15/04/2024 Commutation Bill Am	ount: 818089.00				
			D						
			Recovered Challan Details						
Recovery made by PAO:*	Yes No								
Gratuity Challan No: * 5798	Gratuity Challan Date: * 15/04/2024	Gratuity Scroll No: * 897	Gratuity Scroll Date: * 15/04/2024	Gratuity Amount Recovered:* 803088.00	For Other Gratuity Challan Details: 2568				
Commutation Challan No: * 2586	Commutation Challan Date: * 15/04/2024	Commutation Scroll No: * 589	Commutation Scroll Dates * 15/04/2024	Commutation Amount Recovered:* 818089.00	For Other Commutation Challan Details: 2589				
	Revised Pension	Authorities is recieved back/ava	ilable at PAO office* Yes No						
		Remarks:*	nd proceed						
PAO Initiated Remarks :verified and p									
DH Remarks : details filled a	nd verified								
			Forward To PAO						
			Forward To PAO						

• AAO user will get the following message once pension case is forwarded to "Revision Case No-XX Forwarded to PAO user".

Public F D/a Cantrol	inancial Management System-PFMS er General of Accounts, Ministry of Finance (Version)	Welcome: MANTA SUBNANI Use Type: AssistantAccountsOfficer Financial Year 2024-2023	(manitas) Lege Change Passine 12:38:09 PM English **
AdhocReports		e-PPO DSC Revert	
BharatKosh Reports		Revision Case No -1 Forwarded to PAO user	
Home		Accept/Reject DSC Revert Process	
SharatKosh (PPO No 1 Science PPO Nu. V	
Budget (
CAN Reports		Reset	
Finance Accounts			
National Pension System (
User Manuals			
eSanctions			
Hasters			
Hy Account (
Users (
Failed Transaction			
Sanctions ()	2		
Pension ()			
Transfer Entry			
Bank Reconciliation (
Hanthly Accounts Processing [
Employee Info. System			
Reports			
Masters (
Bank (About He 1 She May 1 Brian	Policy Contact Us ©2024 Public Financial Management System. All Rights Reserved.	
	About us bits hap Privac	Control of	A stickte Mile doors

Process at PAO Login

• PAO user will Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO.

8	Public Fi B/o Controller	nancial Managemen General of Accounts, Ministry	of Finance (termedy CPSNS)	Visicome HANDE, KUMAR SHARMA UNITATION SUPER-2025 Francisi	(paswid) Lego Change Passed 02:12:29 PM English ♥					
AdhocReports				MANOL KUMAR SHARMA						
BharatKosh Rey	ports									
Home	-		An Error has occured in this page.Please contact administrator							
SharatKosh	P	The following table shows the sun	The following table above the summary of anothore according to status and type. To find out what a particular status means, take your mouse over the status reams. To find the datalis of anothore in a status' type, dick on the corresponding status.							
Budget	Þ	See all sanctions								
CAM Reports										
HSM Utility	P									
National Pensio	on System D									
eSanctions	6			Agency Bank Account Validation Status						
Hasters		-								
Users	Þ									
Failed Transact	tion D									
Sanctions	D									
Pension	Ð	Manage Pensioner]							
Admin Haster	Þ	EOP Manage Pension								
NER Correction	s D	Sanction D								
SNA SPARSH	Þ	e-PPO D	Browser Neutral DSC D							
Transfer Entry		Utilities D	DSC aPPO List							
Review Sanctio	ms D		ePPO Verify & Submit to CPAO							
Bank Reconcilia	ation D		ePPO DSC Revert							
Monthly Account	nts Processing D		ePPO Reupload To CPAO							
Employee Info.	System		appo returned by CPAO							
Reports										

- e-PPO DSC Revert screen will be opened.
- PPO No dropdown is displayed on screen. User will select PPO No from the dropdown under Accept/Reject DSC revert Process.
- Reset button is also available on the screen. If user clicks on Reset button it will clear the PPO No selection.

Public Fi D/a Controlle	nancial Management System-PFMS Beneral of Accounts, Ministry of Finance	Welcome: MANOL KUMAR SHARHA User Typei PAO Financial Inan 2024-2023	(psowic) ispou Change Passwori 02:15:00 PM English ♥
AdhocReports		e-PPO DSC Revert	
BharatKosh Reports		CPAO Return Cases	
Home	PPO No.	-Select- v	
BharatKosh D		is Frame To Mark The Case To DH For DSC Reversion	
Budget D		Reset	
CAM Reports		Accept/Reject DSC Revert Process	
HSM Utility			
National Pension System		Select PPO No. V Select PPO No.	
User Manuals	Note:- Use This Frame To T	140011800034 - (NAVKEET KUMAR) 331951800798 - (SumitKumar Tripathi) 431441905124 - (RAMSEVAK)	
eSanctions D		Reset	
Hasters D			
Users D			
Failed Transaction			
Sanctions D			
Pension D			
NER Corrections			
SNA SPARSH			
Transfer Entry D			
Review Sanctions D			
Bank Reconciliation			
Monthly Accounts Processing			
Employee Info. System			
Reports			
Masters D			
Bank D			

- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.

Public D/o Contro	Financial Management System-PFMS er General of Accounts, Ministry of Finance		User Type: PAO	Welcome: MANOL KUMAR SHARMA User Type: PAO Financial Tear: 2024-2025		
AdhocReports			e-PPO DSC Revert			
BharatKosh Reports			Accept/Reject DSC Revert Process			
Home			PPO No 1 431441905124 - (RAMSEWA V			
BharatKosh						
Budget CAM Reports	2		Reset			
		Controller Code :032	PAO Code :033195		DDO Code :233212	
National Pension System			Pensioner/Family Pensioner Details			
User Manuals	Pensioner Name :RAM SEWAK			to :54	PAN :AUNPS3713K	
eSanctions	Pension Class (Superannuation Pension S.No.	ion	Date of Retirems CPAO Return Reasons	nt :31/08/2019		
Masters	1. Arrea	rs of pension/family pension/provisional	pension paid or to be paid by PAO, case to be processed manually			
Users						
Failed Transaction	·		Revision Case			
Sanctions	Pensioner Name	Created Date	Revision Status	Revision No	Description	
Pension Admin Master	RAM SEWAK	01/07/2020	Revision of reversion under Process	1	Case Pending at PAD	
SNA SPARSH			DSC Revert History			
Transfer Entry			No Records Available			
Review Sanctions						
Bank Reconciliation			View ePPO			
Monthly Accounts Processing						
Employee Info. System						
Reports						

- View ePPO button is available at the bottom of the screen, after user clicks on view ePPO button following checkbox will show "It is certified that the DSC reversion on above e-PPO is to be reverted".
- User needs click on checkbox "It is certified that the DSC reversion on above ePPO is to be reverted"

2	Public Fi D/a Controller	nancial Management Sy General of Accounts, Ministry of Fina	(fermety CPSMS)			Welcome: MANOL KUMAR SHARMA User Type: PAO Financial Year: 2024-2025	02:21:17 PM				
AdhocReports					e-PPO DSC Revert						
BharatKosh Repo	ets				Accept/Reject DSC Revert Proce	55					
Home					PPO No 1 431441905124 - (RAMSEW/						
BharatKosh	Þ										
Budget	Þ				Reset						
CAM Reports											
HSM Utility				Controller Code :03			DDO Code :233212				
National Pension	System D				Pensioner/Family Pensioner Det	_	PAN :AUNPS3713K				
User Manuals			Pensioner Name (RAM SEWAK File No (54 Pension Class (Supersoniation Pension Date of Retirement (31/08/2019								
eSanctions			S.No. CPAO Return Reasons								
Masters	P	1. Amazes of pension/family sension/provisional pension paid or to be paid by MOL case to be processed manually									
Users Failed Transactio											
Sanctions	n D				Revision Case						
Pension	D	Pensione	Name	Created Date	Revision Status	Revision No	Description				
Admin Master	Þ	RAM SE	WAK	01/07/2020	Revision of reversion under Process	1	Case Pending at PAD				
NER Corrections	Þ										
SNA SPARSH					DSC Revert History						
Transfer Entry					No Records Available						
Review Sanctions	Þ										
Bank Reconciliati	on D				Hide ePPO						
Monthly Accounts	Processing D										
Employee Info. S	ystem				It is certified that the DSC reversion on above e-PP	D is to be reverted					
Reports											
Hasters	D										
Bank	Þ										

- All the details will show as prefilled and will not be editable for PAO user. PAO user needs to review the details filled by DH user.
- PAO user can review the remarks PAO initiated Remarks, DH remarks and AAO remarks.
- Once ePPO details are reviewed, PAO user will add the remarks.
- PAO user has three options- 1. Accept and Proceed with Reversion of Revision. 2. Return to DH. 3. Return to PAO initiation.
- If PAO user clicks on "Returns to PAO Initiation" button then case will be sent at initiation and PAO will decide as per the case to initiate the DSC revert of the Case for 3 level passing.
- User will click on Return to DH the case will be returned to DH user.
- If user will click on "Accept and Proceed with Reversion of Revision" then the case will proceed and lands to manage pensioner.

Review Sanctions							
Bank Reconciliation	Hide sPPO						
Monthly Accounts Processing							
Employee Info. System	It is certified that the DSC reversion on above e-PPO is to be reverted						
Reports	Bill Detais						
Masters D							
Bank D	Payment of revised penalon male by PAD through PD 1* 🐵 vars 🔾 Ho						
Unspent Balance	Grabuly Bill No. * 4557 Grabuly Bill Dates * 15/04/2024 Grabuly Worder Ris * 145 Grabuly Worder Dates * 15/04/2024 Grabuly Bill Answert						
uc-css D	Commutation BIT No. * 5478 Commutation BIT Dete: * 15/04/2024 Commutation Voucher No. * 15/04/2024 Commutation BIT Dete: * 15/04/2024 Commutation BIT Dete: * 15/04/2024						
	Recovered Challas Details						
	Recovery made by PAO:*						
	Grabity Chalan Rot.* Grabity Scroll Rot.* Grabity Scroll Rot.* Grabity Scroll Rot.* Grabity Amount Recovered.* For Other Grabity Chalan Details: 5758 15/04/2024 837 15/04/2024 4030581.00 2558						
	Commutation Challes Nex * Commutation Challes Nex * Commutation Scroll Nex * Commutation Scroll Dates * Commutation Analysis Challes C						
	Revised Pension Authorities is recieved back/available at PAO office*						
	worlind and proceed						
	PAO Initiated Remarks metrified and proceed ON Remarks 1 details filled and verified AAO Remarks 1 verified and proceed						
	Accept and Proceed with Reversion of Revision Return To DH Return To PAO Initiation RetWork Windows						
	Go to Settings to activate Windows.						

Jser Manual - ePPO retur	h by CPAO	(Revision Case)
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-----**** End of Document****------