

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 Niyantak Bhawan
GPO Complex, INA, New Delhi
Dated: 17.05.2024

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 Revision first then proceed with DSC revert". 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.

Hemant
17/05/2024
(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. Sr 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

Version Control					
Ver.	Date	Name	Prepared By	Reviewed By	Summary of Changes
1.0	09/04/2024	User Manual	Abhinav Anand		New Draft

1. Approvals

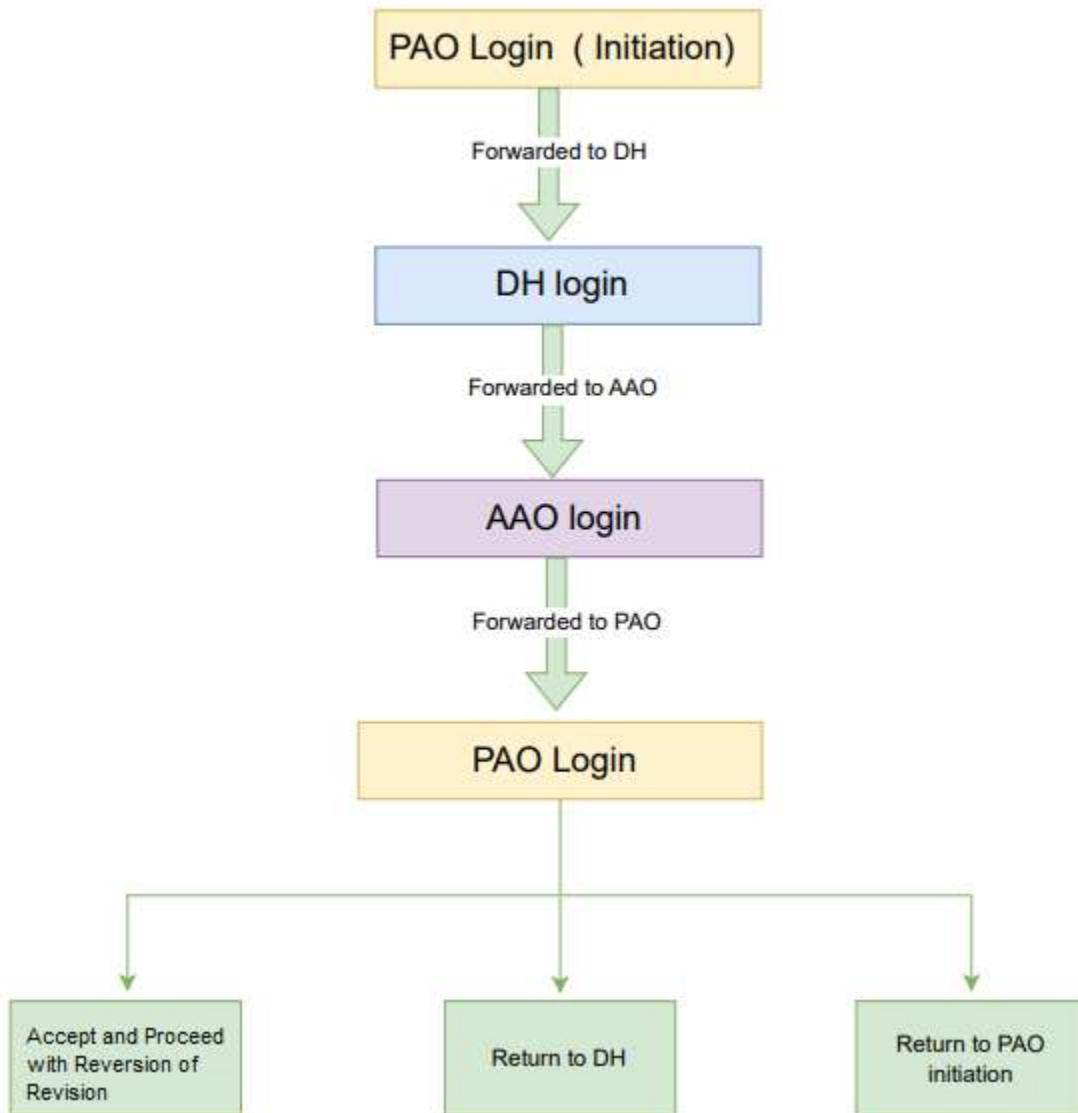
Role	Name	Title	Date
Project Owner			
Senior Project Manager			
Development Lead			
Team Lead			

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.	PAO	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.	PAO	Review and pass/reject the revision case.

Process Flow Chart:

Flow of Reversion of Revision



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.



- 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”.



- 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.

e-PPO DSC Revert

CPAO Return Cases

PPO No: 633441100126 - 88887208

Controller Code: 032 PAO Code: 032135 DOO Code: 032112

Pensioner/Family Pensioner Details

Pensioner Name: RAM SEBARK
 Pension Class: Superannuation Pension
 File No: 14
 Date of Retirement: 31/08/2019
 PAN: AUPRS712K

CPAO Return Reasons

1. Amount of pension/family pension/provisional pension paid or to be paid by PPO, case to be processed manually.

Payment Details

Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date
Gratuity	766768	766768	0	Red	RENG/0320/042044/140191/14	23/09/2019	CP00001179	23/09/2019	V2966	22/10/2019
Commution	818089	818089	0	Red	RENG/0320/042044/140191/14	23/09/2019	CP00001180	23/09/2019	V2967	22/10/2019

Revision Case

Pensioner Name	Created Date	Revision Status	Revision No	Description
RAM SEBARK	01/07/2020	Revision Case Passed By SAO	1	Authority Generated

Return Revision

training pfms.gov.in says

Do you want to return the revision case?

OK Cancel

e-PPO DSC Revert

CPAO Return Cases

PPO No: 633441100126 - 88887208

Controller Code: 032 PAO Code: 032135 DOO Code: 032112

Pensioner/Family Pensioner Details

Pensioner Name: RAM SEBARK
 Pension Class: Superannuation Pension
 File No: 14
 Date of Retirement: 31/08/2019
 PAN: AUPRS712K

CPAO Return Reasons

1. Amount of pension/family pension/provisional pension paid or to be paid by PPO, case to be processed manually.

Payment Details

Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date
Gratuity	766768	766768	0	Red	RENG/0320/042044/140191/14	23/09/2019	CP00001179	23/09/2019	V2966	22/10/2019
Commution	818089	818089	0	Red	RENG/0320/042044/140191/14	23/09/2019	CP00001180	23/09/2019	V2967	22/10/2019

Revision Case

Pensioner Name	Created Date	Revision Status	Revision No	Description
RAM SEBARK	01/07/2020	Revision Case Passed By SAO	1	Authority Generated

Return Revision

- If description shows “Authority generated” then select revision checkbox will be auto ticked.

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

Welcome: MANOJ KUMAR SHARMA
User Type: PAO
Financial Year: 2024-2025

10:48:02 AM

e- PPO DSC Revert

CPAO Return Cases
PPO No.: 4314817051124 - (RANJAN BHA) V
[Reset]

Controller Code :022 PAO Code :03195 DOO Code :03012

Pensioner/Family Pensioner Details
Pensioner Name :MAN DEWAK File No :54 PAN :AJRPS0713K
Pension Class :Subsidiary Pension Date of Retirement :02/08/2019

CPAO Return Reasons

1. Name of pensioner/family pensioner/personal pension paid or to be paid by PPO, case to be processed manually

Return Revisions

Pensioner Name	Created Date	Revision Status	Revision No	Description	Select Revision
MAN DEWAK	01/07/2022	Revision Case Passed By PPO	1	Authenti Generated	<input checked="" type="checkbox"/>

Revision Remarks: [Text Box]

Note: Only One Revision will be returned in 24Hrs.

[Return Revision]

Note → If description shows “Case Pending at DH” then message will show “Please return the revision of Pension case through Manage Pensioner”.

e- PPO DSC Revert

CPAO Return Cases
PPO No.: 7354430916462 - (Salish Chandra) V
[Reset]

Controller Code :022 PAO Code :03195 DOO Code :03012

Pensioner/Family Pensioner Details
Pensioner Name :Salish Chand File No :542 PAN :AWUPR3744H
Pension Class :Family Pension Date of Death :07/12/2020

CPAO Return Reasons

1. Name spelling differs in pension papers and bank account
2. Joint photograph, signature of the pensioner/family pensioner details missing or blank ePPO generated

Family Pensioner Name	Family Pensioner PAN	Marital Status	Relationship	Birth Date	Co-Auth- No (Bhavishya)	Family Pensioner
Mr Sumant Pathak	03X9923808	Married	Wife	12/07/1967	0	Y

Payment Details

Bill Type	Gross Amount	Net Amount	Recovery Amount	Bill Status	Sanction No	Sanction Date	Bill No	Bill Date	Voucher No	Voucher Date
Gratuity	756756	756756	0	Paid	PEHC/2020/043951/143955/1	01/05/2019	CP00000951	01/05/2019	V368	10/03/2019
Withheld	84084	84084	0	Paid	PEHW/2020/043951/143953/1	12/02/2020	CP00000961	12/02/2020	V362	17/02/2020
Commutation	908201	908201	0	Paid	PEHC/2020/043951/143953/1	01/05/2019	CP00000952	01/05/2019	V369	10/03/2019

Revision Case

Pensioner Name	Created Date	Revision Status	Revision No	Description
Salish Chand	22/11/2021	Revision of pensioner under Process	1	Case Pending at DH

Please return the revision of Pension case through Manage Pensioner.

[Return Revision]

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

e-PPO DSC Revert

CPAO Return Cases

PPO No: 431441005124 - E-REVISION

Reset

Controller Code: 0322 PAF Code: 030100 PBO Code: 032212

Pensioner Name: RAVI DEVAJ Pension Class: (Dissemination) Pension File No: 04 Date of Retirement: 01/06/2019 PAN: AUPR2713K

CPAO Return Reasons

1. Amount of pension/family pension/provisional pension paid or to be paid by PAO, case to be processed manually.

Return Revision

Pensioner Name	Created Date	Revision Status	Revision No	Description	Select Revision
RAV DEVAJ	01/07/2020	Revision Case Passed By PAO	1	Authority Generated	<input checked="" type="checkbox"/>

details verified / case initiated

Revision Remarks:

Note:-Only One Revision will be returned in 24Hrs.

Return Revision

training.pfms.gov.in says

Do you want to return the revision case?

OK Cancel

Public Financial Management System-PFMS

Controller Code: 0322 PAF Code: 030100 PBO Code: 032212

Pensioner Name: RAVI DEVAJ Pension Class: (Dissemination) Pension File No: 04 Date of Retirement: 01/06/2019 PAN: AUPR2713K

CPAO Return Reasons

1. Amount of pension/family pension/provisional pension paid or to be paid by PAO, case to be processed manually.

Return Revision

Pensioner Name	Created Date	Revision Status	Revision No	Description	Select Revision
RAV DEVAJ	01/07/2020	Revision Case Passed By PAO	1	Authority Generated	<input checked="" type="checkbox"/>

details verified / case initiated

Revision Remarks:

Note:-Only One Revision will be returned in 24Hrs.

Return Revision

- PAO will get the following message once pension case is forwarded to DH “Initiated and forwarded to DH user”.

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

Address: BANGALORE, KARNATAKA, INDIA
User Type: BPO
Financial Year: 2024-2025

02.26.23 PM

Log Out
Change Password
English

e-PPO DSC Revert

Initiated and Forwarded to DH User
CPAO Return Cases

PPO No. [Select]

Accept/Reject DSC Revert Process

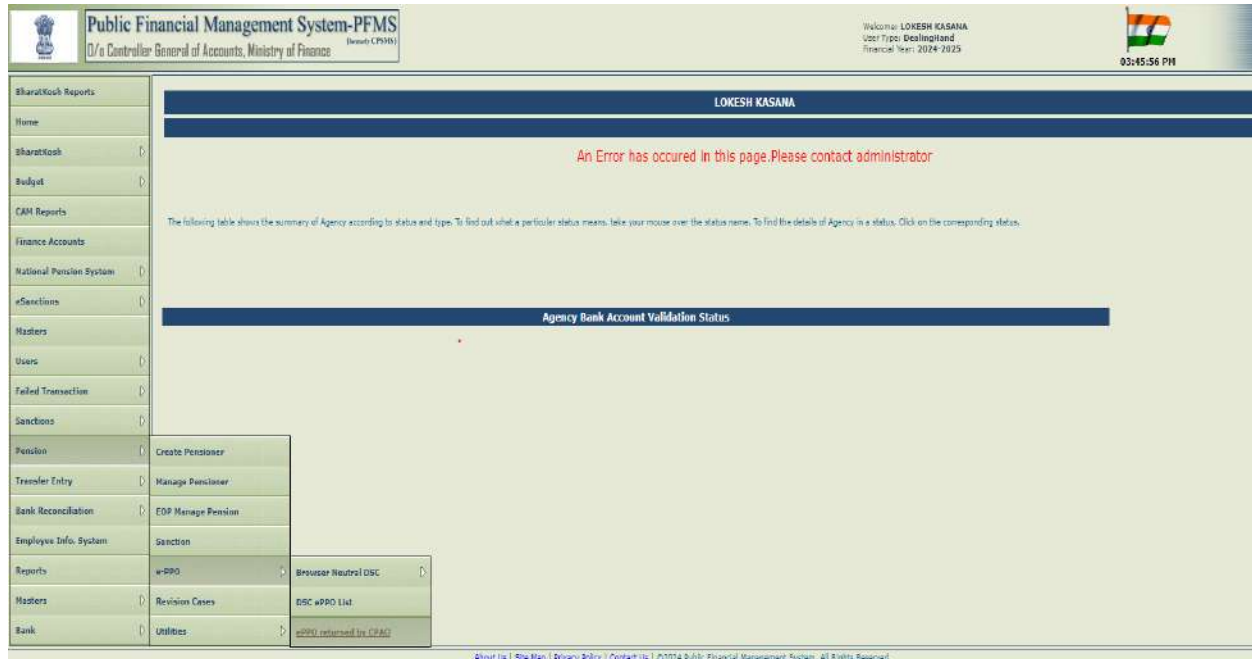
PPO No. | Select PPO No.

Note:- Use This Form to Take Action Regarding DSC Reversion After Approval By DH And AAO

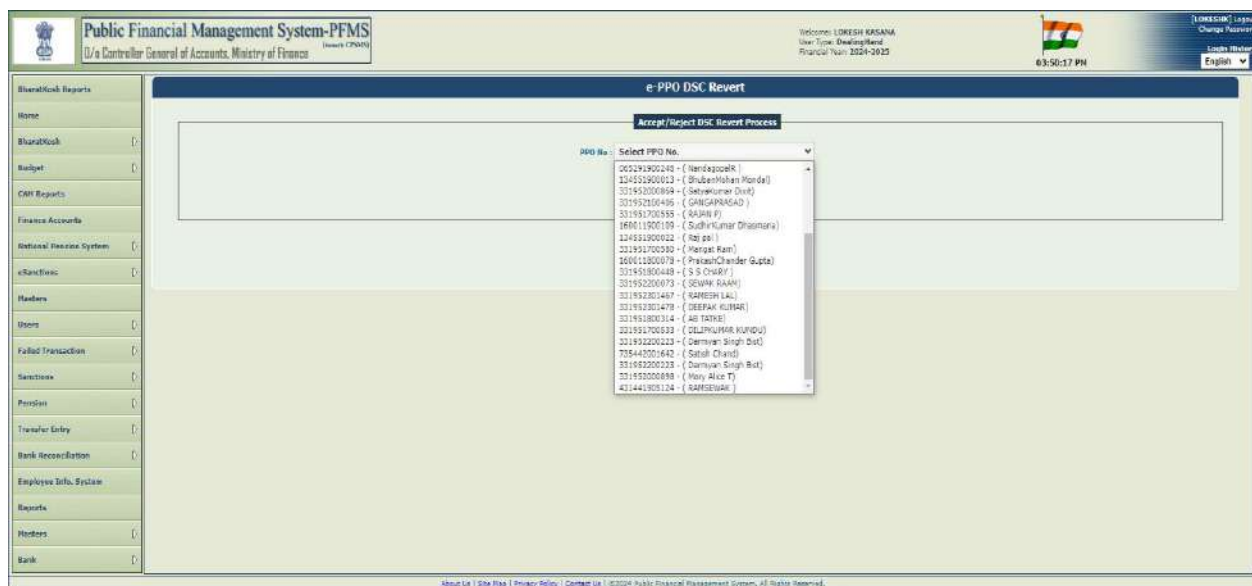
Activate Windows
Go to Settings to activate Windows.

Process at DH Login

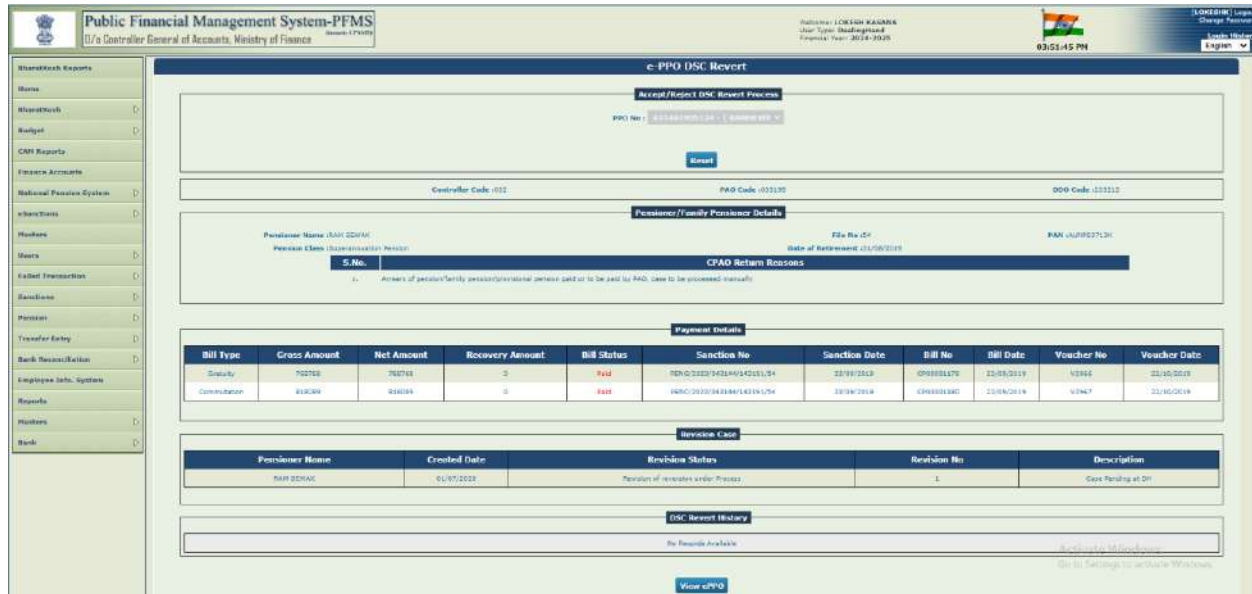
- DH user needs to Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO.



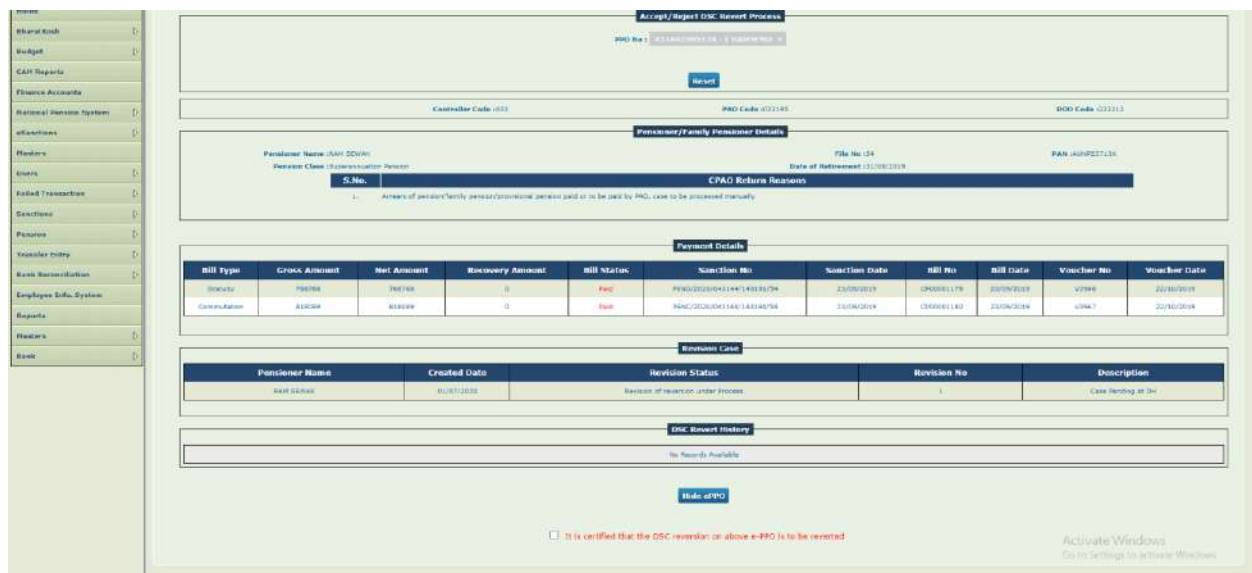
- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown will be displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button is available on the screen. If user clicks on Reset button it will clear the PPO number selection.



- 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.



- 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”



- 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.

Pensioner Name	Created Date	Revision Status	Revision No	Description
RAJ SINGH	31/07/2022	Revision of revision code: PPO	1	Case Pending at CP

CSC Request History

No Records Available

Hide ePPO

It is certified that the CSC revision on above ePPO is to be reverted

Bill Details

Payment 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: 623600

Commutation Bill No: * Commutation Bill Date: * Commutation Voucher No: * Commutation Voucher Date: * Commutation Bill Amount: 612000

Recovered Challan Details

Recovery made by PAO?: Yes No

Revised Pension Authorities is received back/available at PRO office?: Yes No

Remarks: *

PAO Initiated Remarks: * (optional and proceed)
PAO Rejected Remarks: *

- 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.

- 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 “.

- 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.

Bill Details

Payment of revised pension made by PAO through PD: Yes No

Revised Gratuity Revised Commutation

Gratuity Bill No: 4567 Gratuity Bill Date: 15/04/2024 Gratuity Voucher No: 145 Gratuity Voucher Date: 15/04/2024 Gratuity Bill Amount: 803088

Commutation Bill No: 5478 Commutation Bill Date: 15/04/2024 Commutation Voucher No: 488 Commutation Voucher Date: 15/04/2024 Commutation Bill Amount: 818089

Recovered Challan Details

Recovery made by PAO: Yes No

Revised Gratuity Revised Commutation

Gratuity Challan No: 5798	Gratuity Challan Date: 15/04/2024	Gratuity Scroll No: 807	Gratuity Scroll Date: 15/04/2024	Gratuity Amount Received: 803088	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 Received: 818089	For Other Commutation Challan Details: 2589

Revised Pension Authorities is received back/available at PAO office: Yes No

Remarks:

PAO Initiated Remarks: *verified and proceed*
PAO Rejected Remarks:

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 PAO through PD: Yes No

Revised Gratuity Revised Commutation

Gratuity Bill No: 4567 Gratuity Bill Date: 15/04/2024 Gratuity Voucher No: 145 Gratuity Voucher Date: 15/04/2024 Gratuity Bill Amount: 803088

Commutation Bill No: 5478 Commutation Bill Date: 15/04/2024 Commutation Voucher No: 488 Commutation Voucher Date: 15/04/2024 Commutation Bill Amount: 818089

Recovered Challan Details

Recovery made by PAO: Yes No

Revised Gratuity Revised Commutation

Gratuity Challan No: 5798	Gratuity Challan Date: 15/04/2024	Gratuity Scroll No: 807	Gratuity Scroll Date: 15/04/2024	Gratuity Amount Received: 803088	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 Received: 818089	For Other Commutation Challan Details: 2589

Revised Pension Authorities is received back/available at PAO office: Yes No

Remarks:

PAO Initiated Remarks: *verified and proceed*
PAO Rejected Remarks:

Rejected By DH

- DH user needs to enter the details of the payment and then click on “Forwarded to AAO” button.

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

Process at AAO Login

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



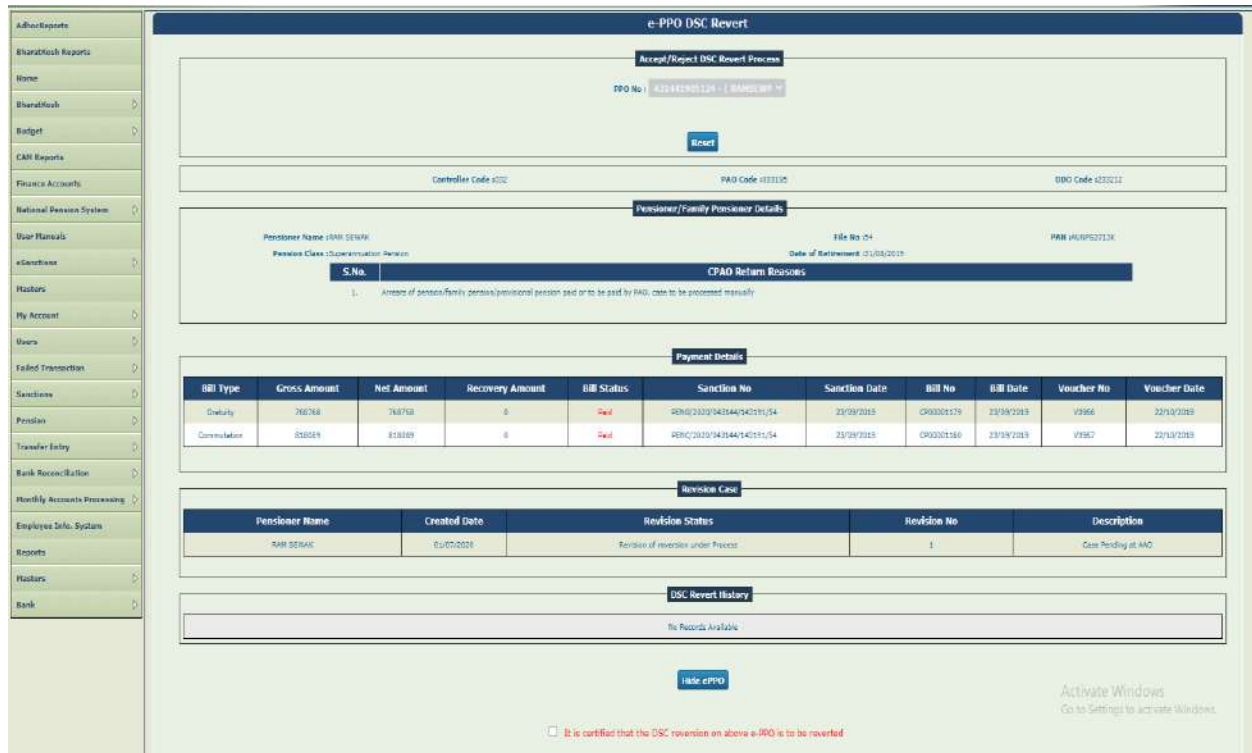
- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown is displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button will also be available on the screen. If user clicks on Reset button it will clear the PPO number selection.



- 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.



- 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”



- 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 revision on above e-PPO is to be reverted

Bill Details

Payment of revised pension made by PAO through PD: Yes No

Gratuity Bill No: 1747	Gratuity Bill Date: 15/04/2024	Gratuity Voucher No: 145	Gratuity Voucher Date: 15/04/2024	Gratuity Bill Amount: 803088.00
Commutation Bill No: 5428	Commutation Bill Date: 15/04/2024	Commutation Voucher No: 458	Commutation Voucher Date: 15/04/2024	Commutation Bill Amount: 818089.00

Recovered Challan Details

Recovery made by PAO: Yes No

Gratuity Challan No: 5798	Gratuity Challan Date: 15/04/2024	Gratuity Scroll No: 827	Gratuity Scroll Date: 15/04/2024	Gratuity Amount Recovered: 803088.00	For Other Gratuity Challan Details: 2584
Commutation Challan No: 2388	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: 2389

Revised Pension Authorities is received back/available at PAO office: Yes No

Remarks: verified and proceed

PAO Initiated Remarks: verified and proceed
DH Remarks: details filled and verified

Forward To PAO

training.pfms.gov.in says

Do you want to return the revision case?

Hide ePPO

It is certified that the DSC revision on above e-PPO is to be reverted

Bill Details

Payment of revised pension made by PAO through PD: Yes No

Gratuity Bill No: 4352	Gratuity Bill Date: 15/04/2024	Gratuity Voucher No: 145	Gratuity Voucher Date: 15/04/2024	Gratuity Bill Amount: 803088.00
Commutation Bill No: 5478	Commutation Bill Date: 15/04/2024	Commutation Voucher No: 188	Commutation Voucher Date: 15/04/2024	Commutation Bill Amount: 818089.00

Recovered Challan Details

Recovery made by PAO: Yes No

Gratuity Challan No: 5798	Gratuity Challan Date: 15/04/2024	Gratuity Scroll No: 827	Gratuity Scroll Date: 15/04/2024	Gratuity Amount Recovered: 803088.00	For Other Gratuity Challan Details: 2584
Commutation Challan No: 2388	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: 2389

Revised Pension Authorities is received back/available at PAO office: Yes No

Remarks: verified and proceed

PAO Initiated Remarks: verified and proceed
DH Remarks: details filled and verified

Forward To PAO

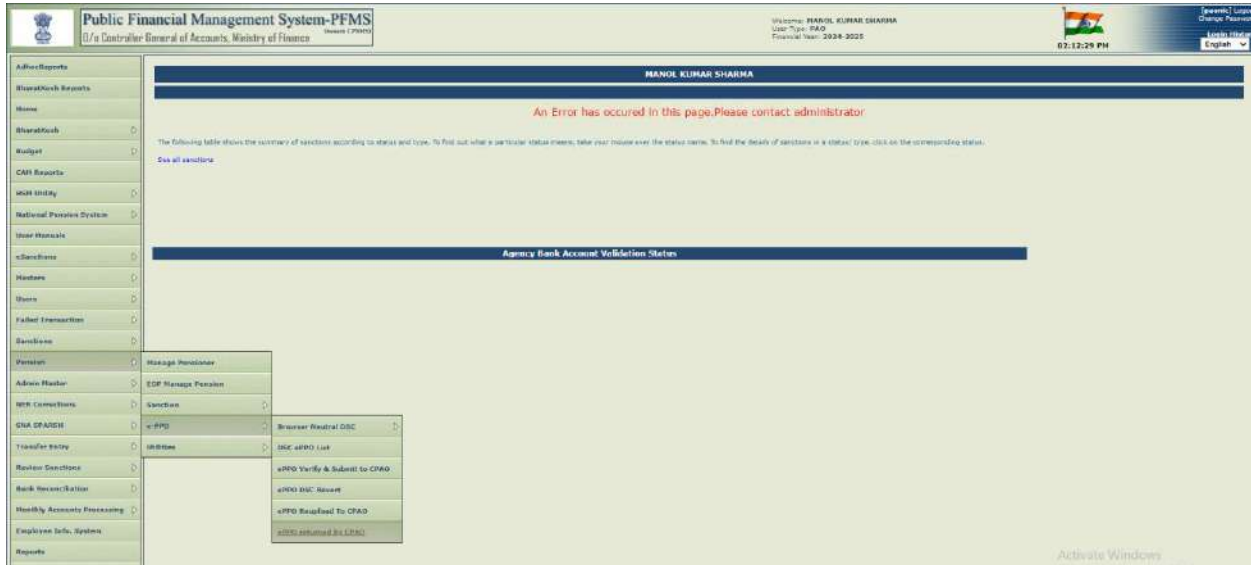
Activate
(Go to Settings)

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



Process at PAO Login

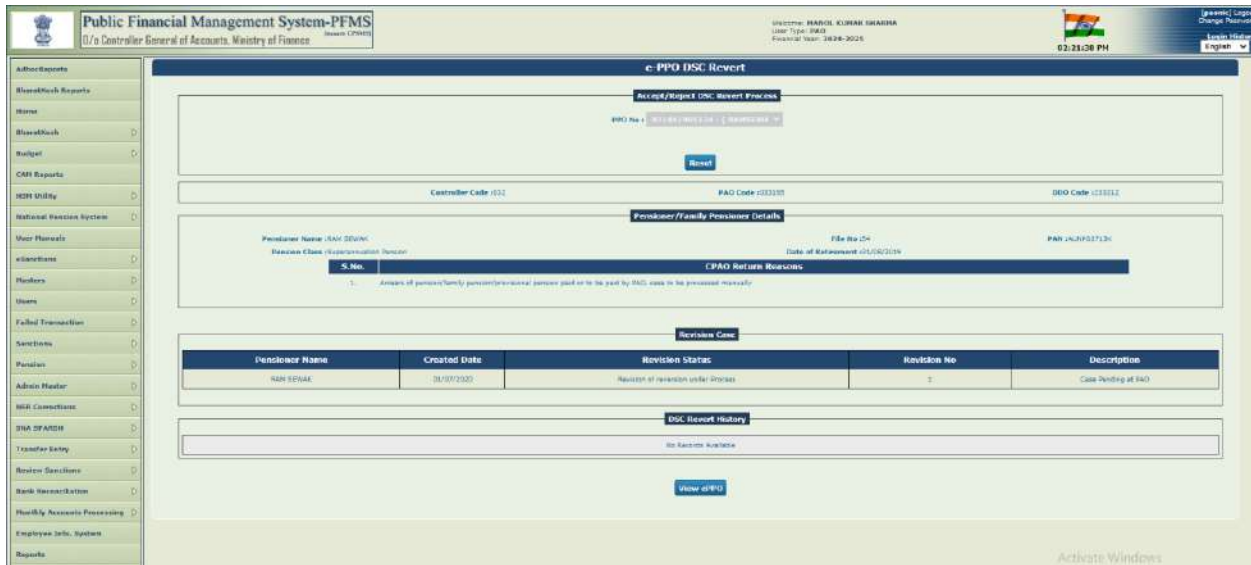
- PAO user will Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO.



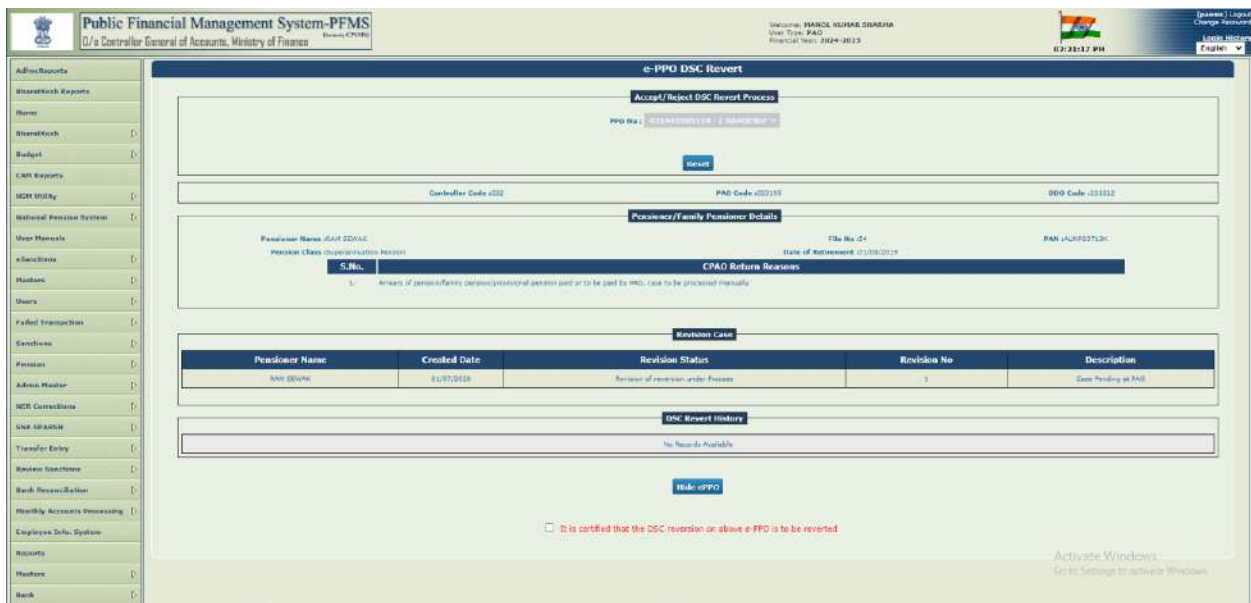
- e-PPO DSC Revert screen will be opened.
- PPO No dropdown is displayed on screen. User will select PPO No from the dropdown under Accept/Reject DSC revert Process.
- Reset button is also available on the screen. If user clicks on Reset button it will clear the PPO No selection.



- 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.



- 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”



- 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.

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