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: 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

Contents

Approvals	**3**
Quick Action Menu	**3**
Process Flow Chart:	**4**
Introduction	**5**
Return of Pension at PAO Login:	**6**
Process at DH Login	**11**
Process at AAO Login	**17**

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

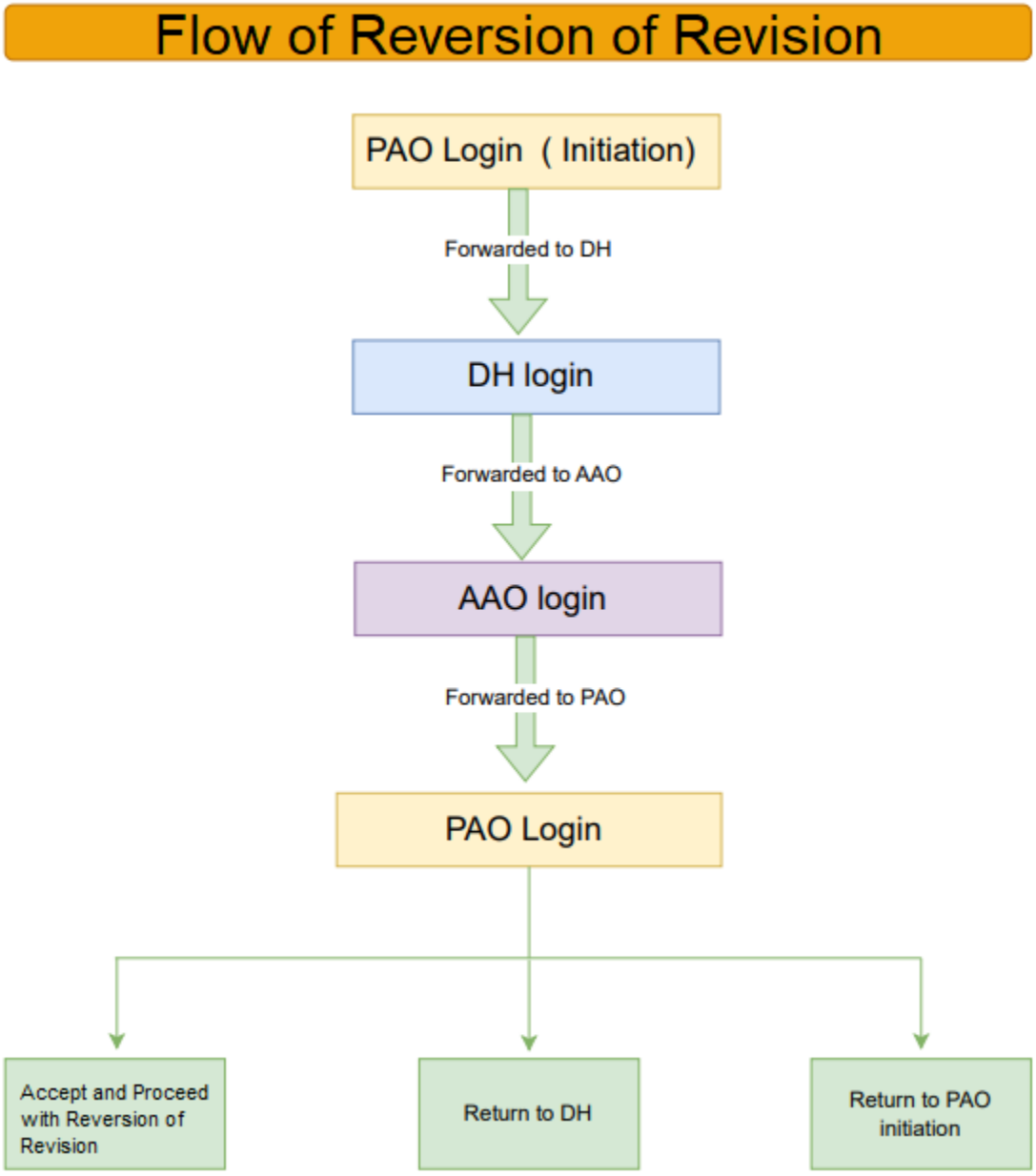
1. Approvals

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:



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.

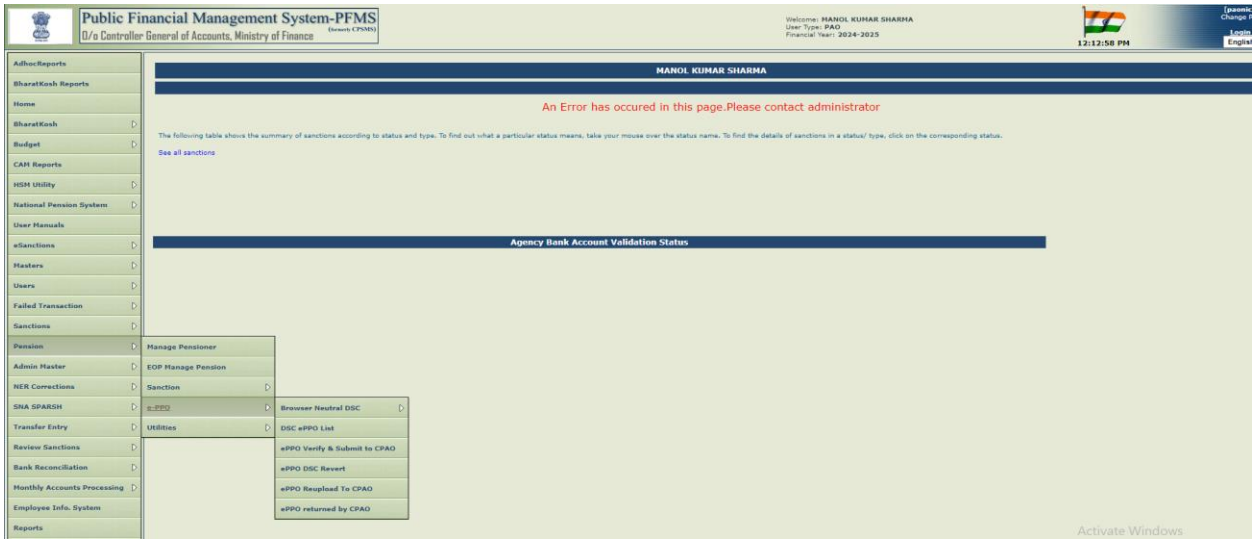
PAO will initiate the reversion of revision and forward the case to DH. DH will verify the details and forward the case to AAO along with Remarks. AAO will verify the details and forward the case to PAO along with Remarks. PAO has three options: A. Accept and proceed with Reversion of Revision B. Return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

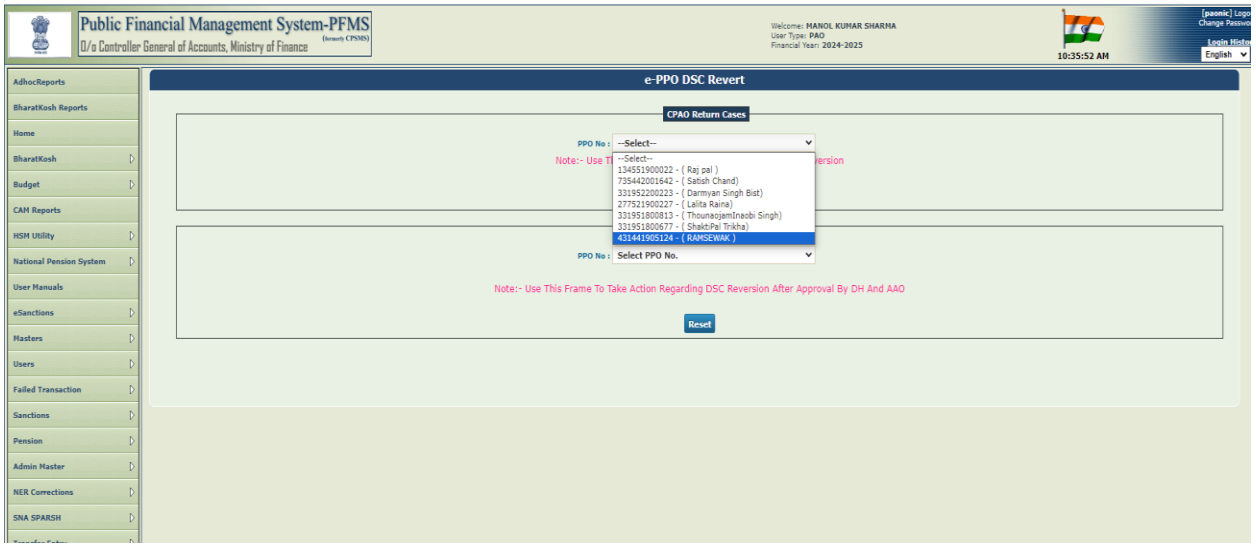
Now, new functionality has been developed for online revert process flow of revision cases at PAO level through Reversion of the Revision of Pension cases, if required, at PAO office itself. When revision of pension case is passed by PAO, the same will now be available in PAO Login in Pension Menu at 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.

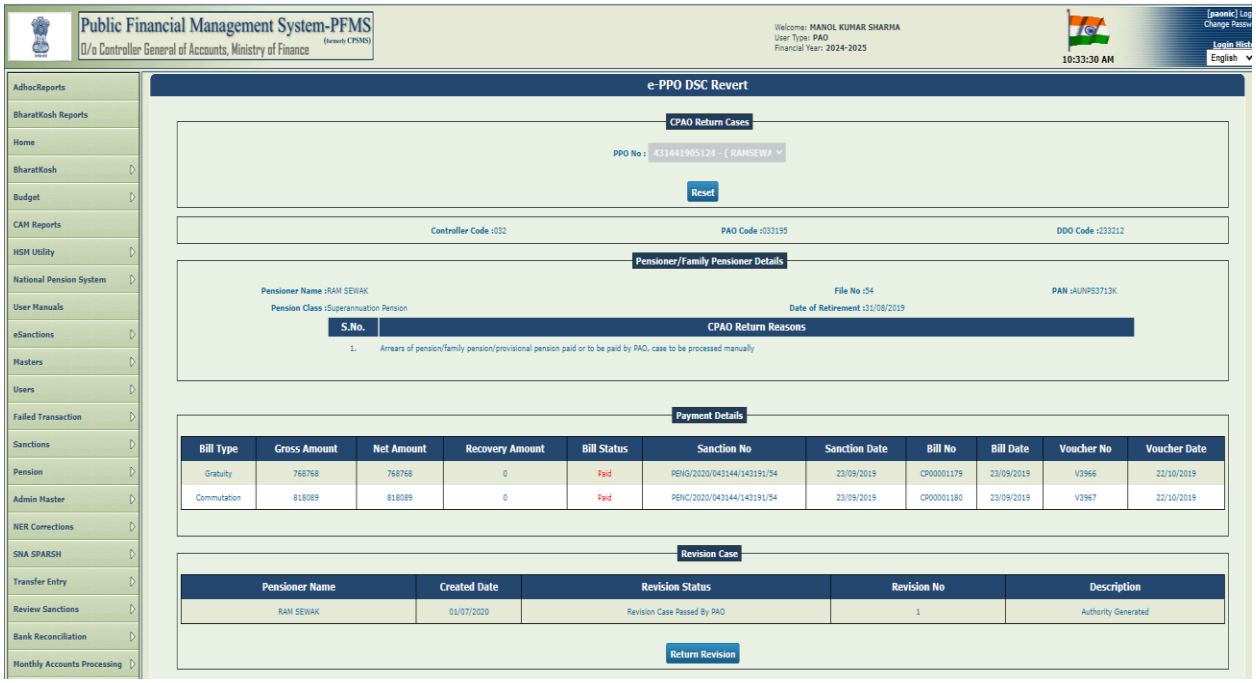


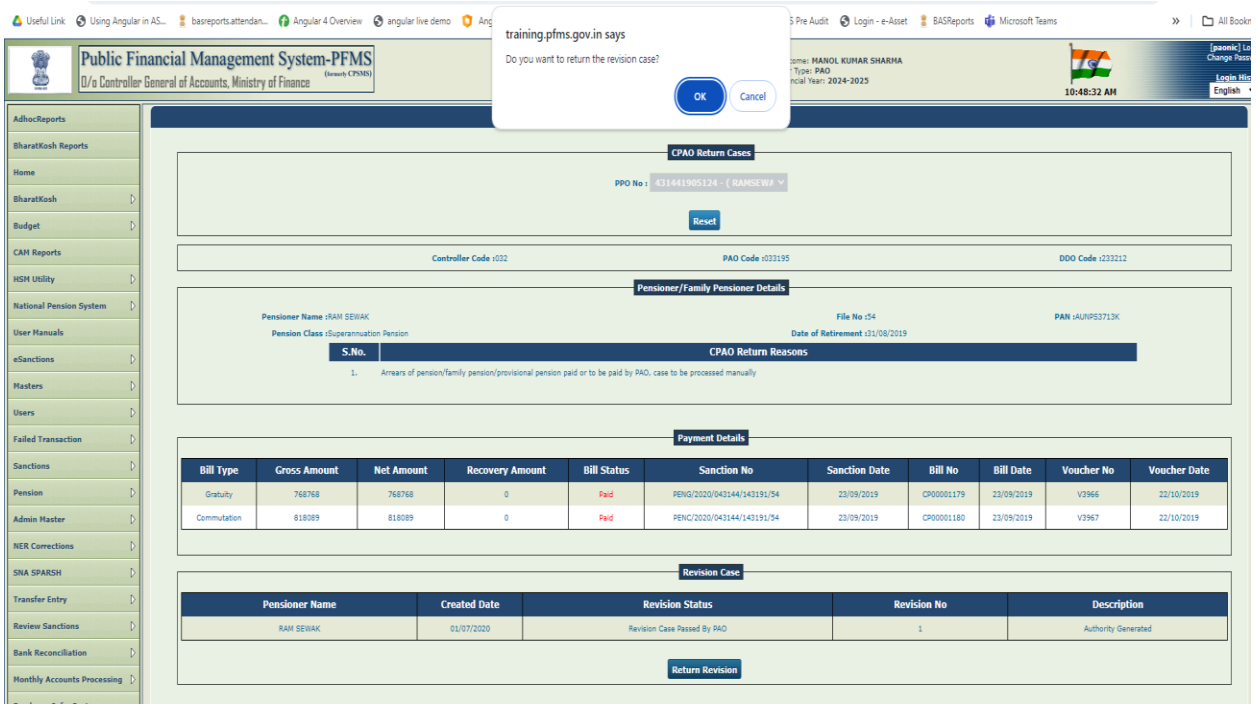
- PPO No. dropdown will show under CPAO Return Cases and Accept/Reject DSC Revert Process on the screen. PAO has to select the PPO No. from dropdown under "CPAO return cases".



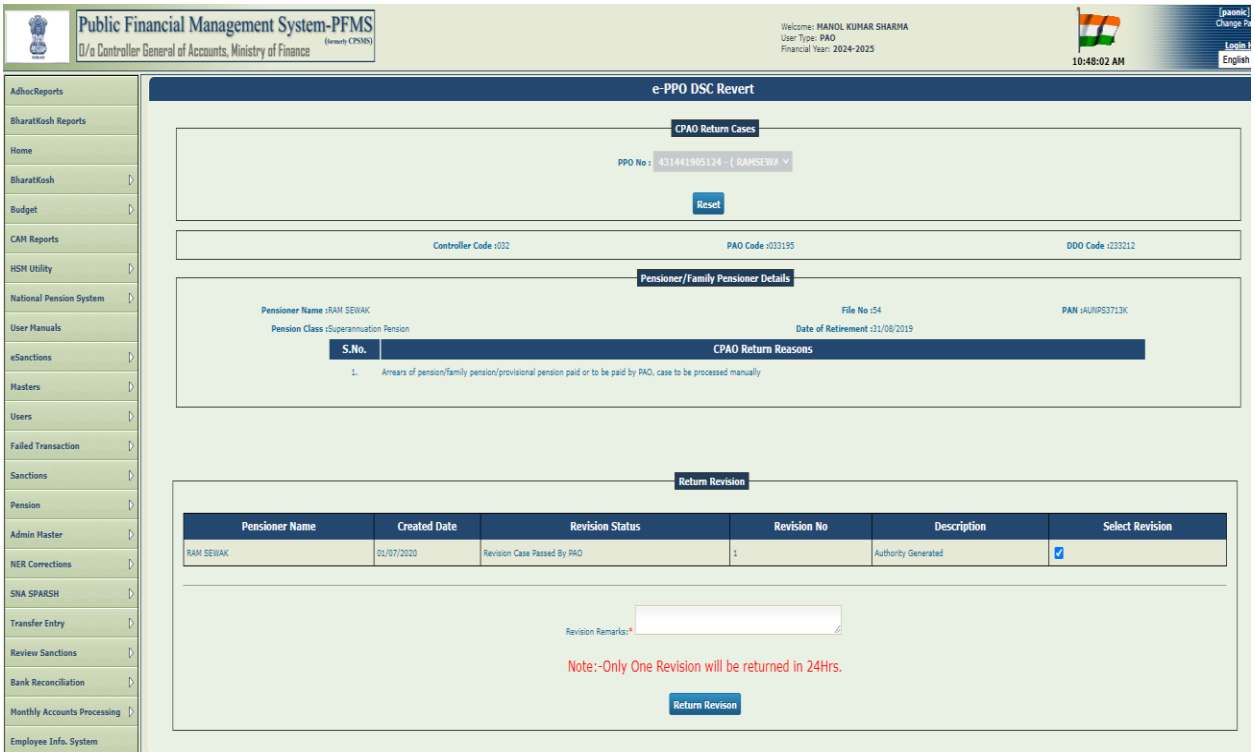
- Reset button is available below the PPO No. If user clicks on Reset button it will clear the PPO No selection.
- After the user selects PPO No following information will be displayed such as Controller Code, PAO Code and DDO Code.

- 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.



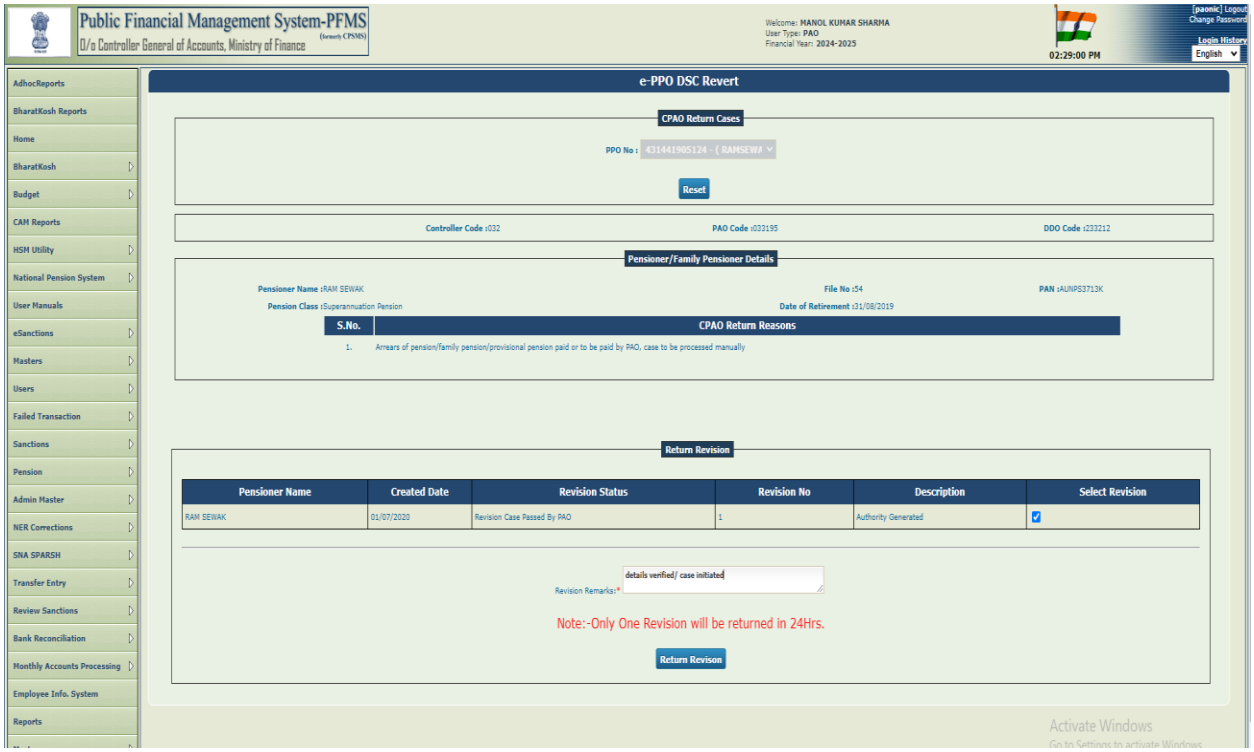


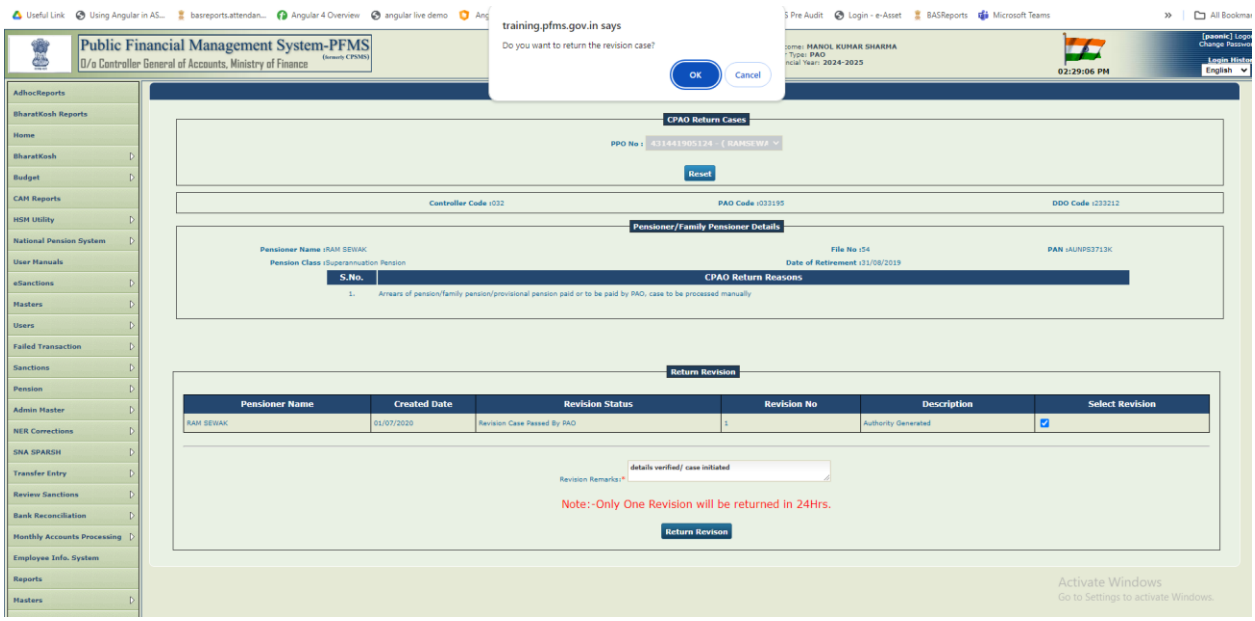
- If description shows “Authority generated” then select revision checkbox will be auto ticked.



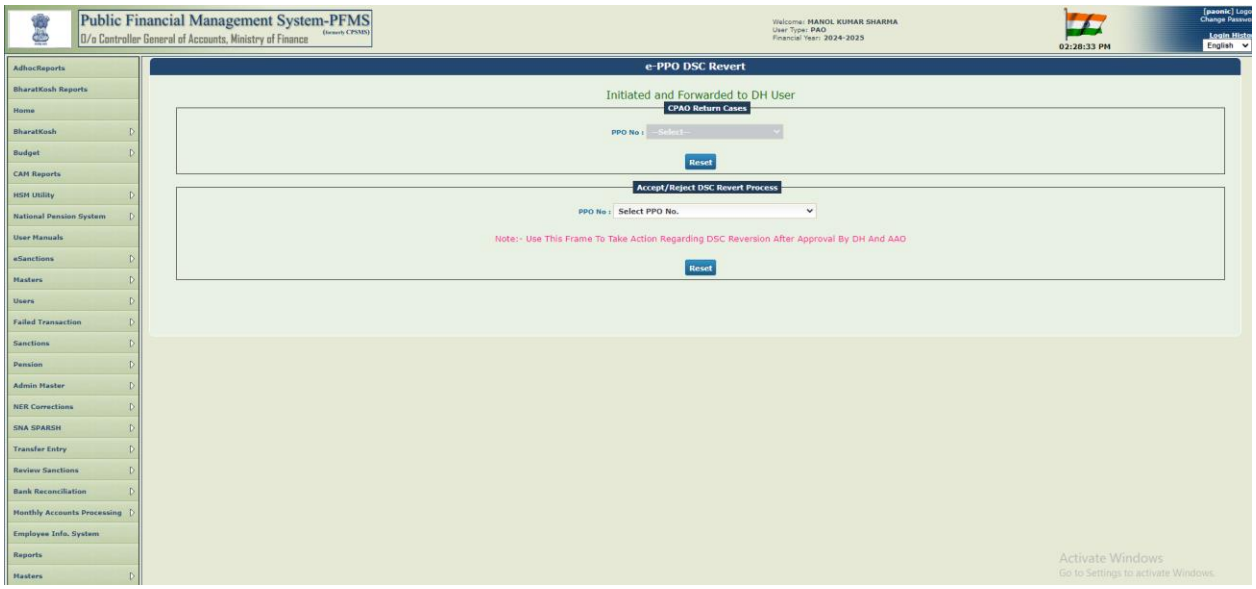
Note → If description shows "Case Pending at DH" then message will show "Please return the revision of Pension case through Manage Pensioner".

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





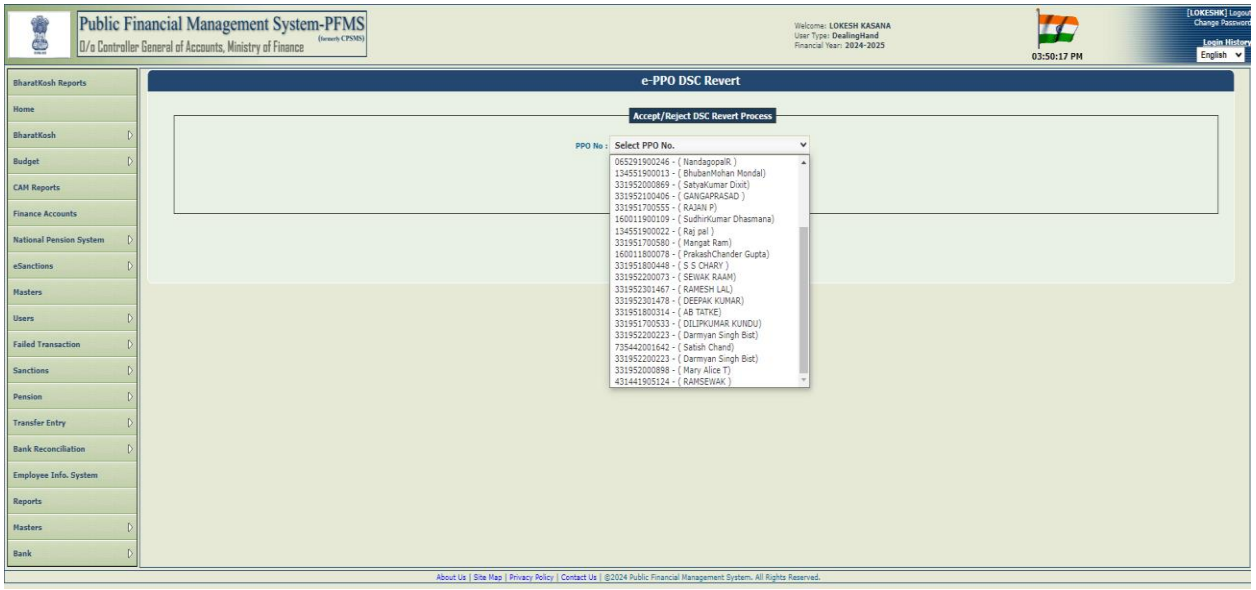
- PAO will get the following message once pension case is forwarded to DH “Initiated and forwarded to DH user”.


Public Financial Management System-PFMS
O/o Controller General of Accounts, Ministry of Finance
Welcome: MANOL KUMAR SHARMA
User Type: PAO
Financial Year: 2024-2025
02:28:33 PM
English
AdhocReports
BharatKosh Reports
Home
BharatKosh
Budget
CAM Reports
HSM Utility
National Pension System
User Manuals
eSanctions
Masters
Users
Failed Transaction
Sanctions
Pension
Admin Master
NER Corrections
SNA SPARSH
Transfer Entry
Review Sanctions
Bank Reconciliation
Monthly Accounts Processing
Employee Info. System
Reports
Masters
e-PPO DSC Revert
Initiated and Forwarded to DH User
CPAO Return Cases
PPO No : ---Select---
Reset
Accept/Reject DSC Revert Process
PPO No : Select PPO No.
Note:- Use This Frame To Take Action Regarding DSC Reversion After Approval By DH And AAO
Reset
Activate Windows
Go to Settings to activate Windows.

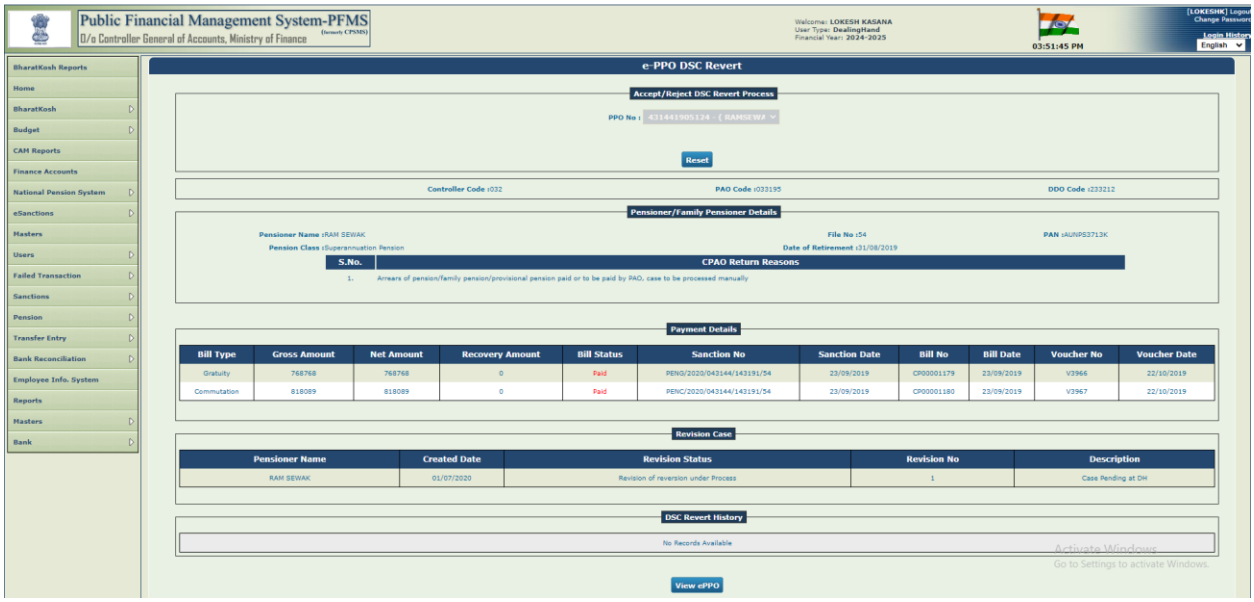
Process at DH Login

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

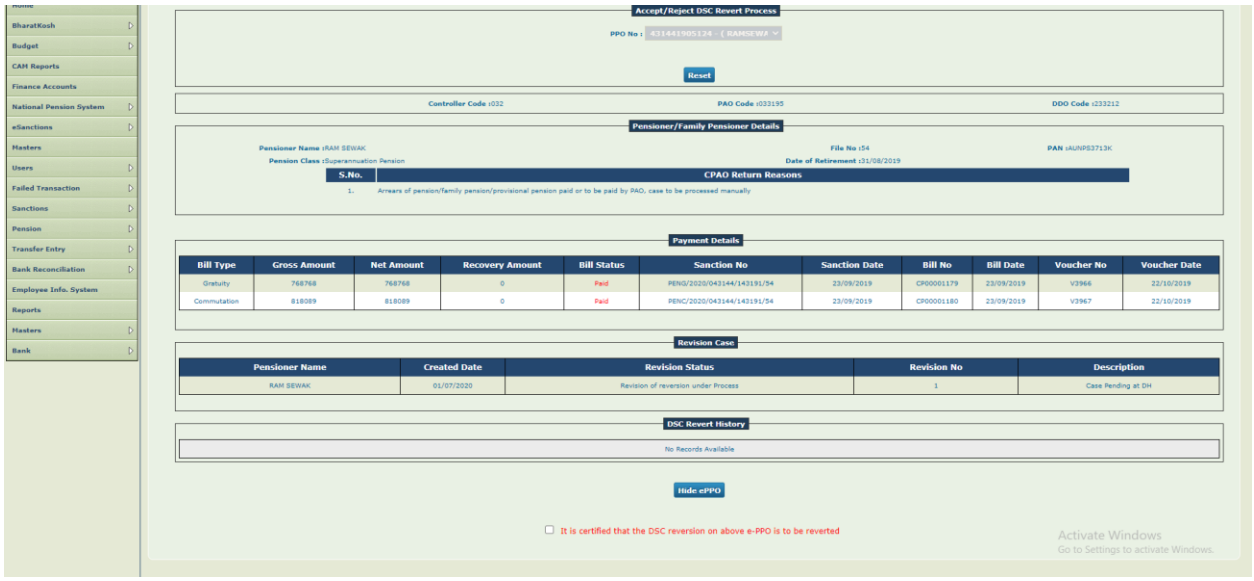
- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown will be displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button is available on the screen. If user clicks on Reset button it will clear the PPO number selection.



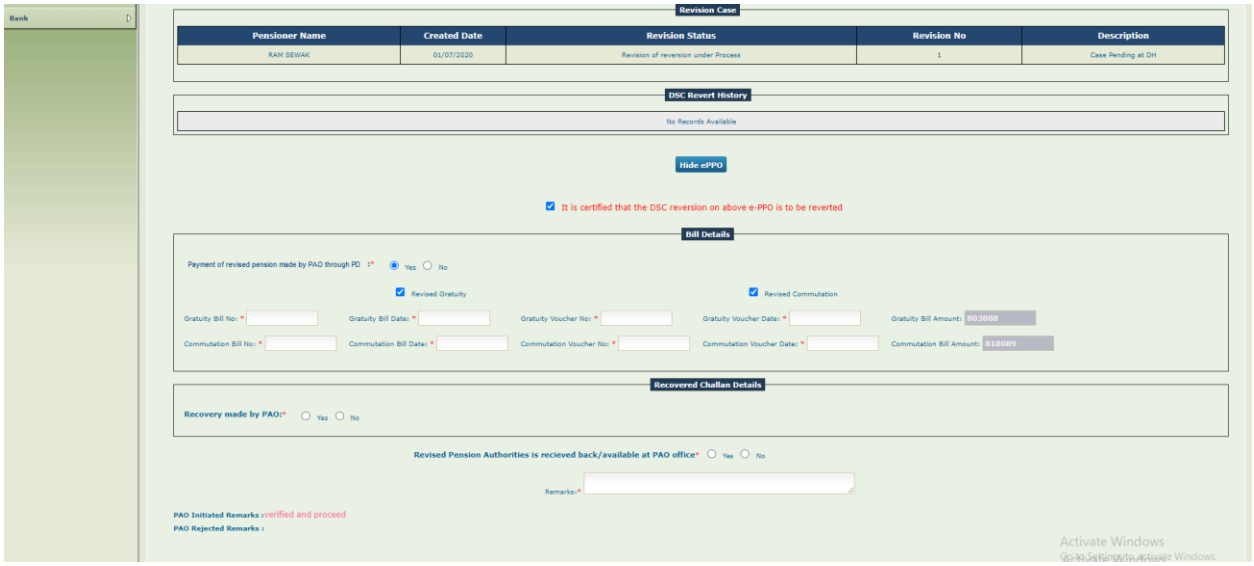
- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.



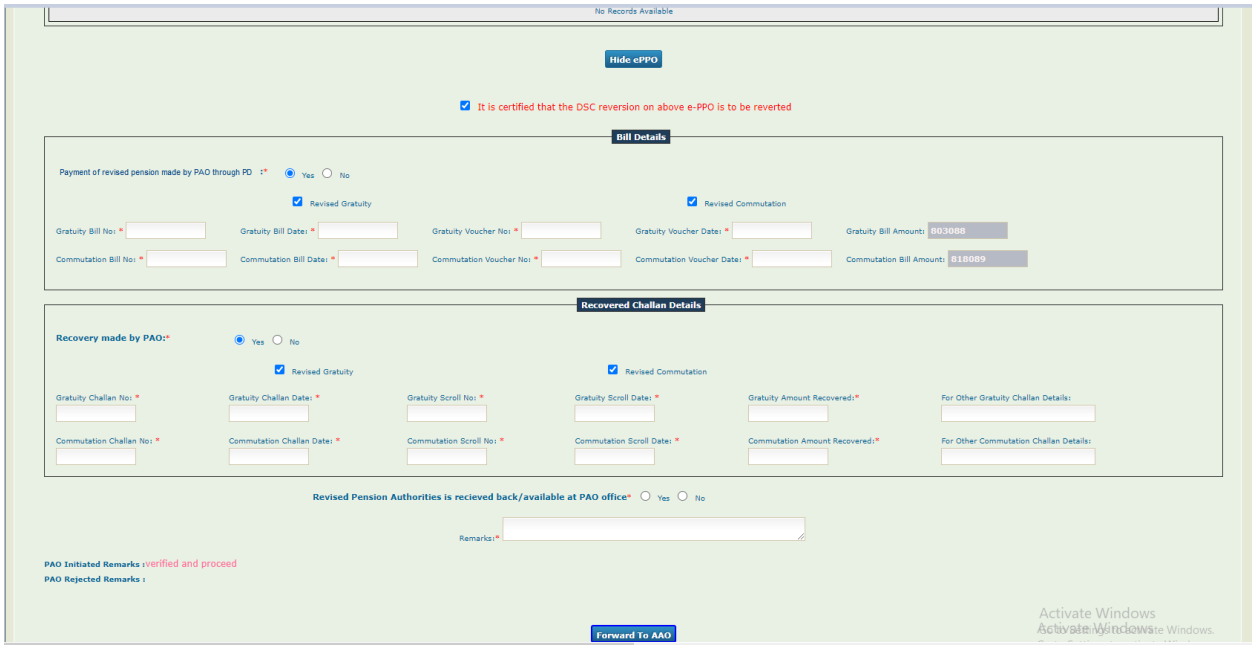
- View ePPO button is available at the bottom of the screen, after user clicks on view ePPO button following checkbox will show "It is certified that the DSC reversion on above e-PPO is to be reverted".
- User need to click on checkbox "It is certified that the DSC reversion on above ePPO is to be reverted"



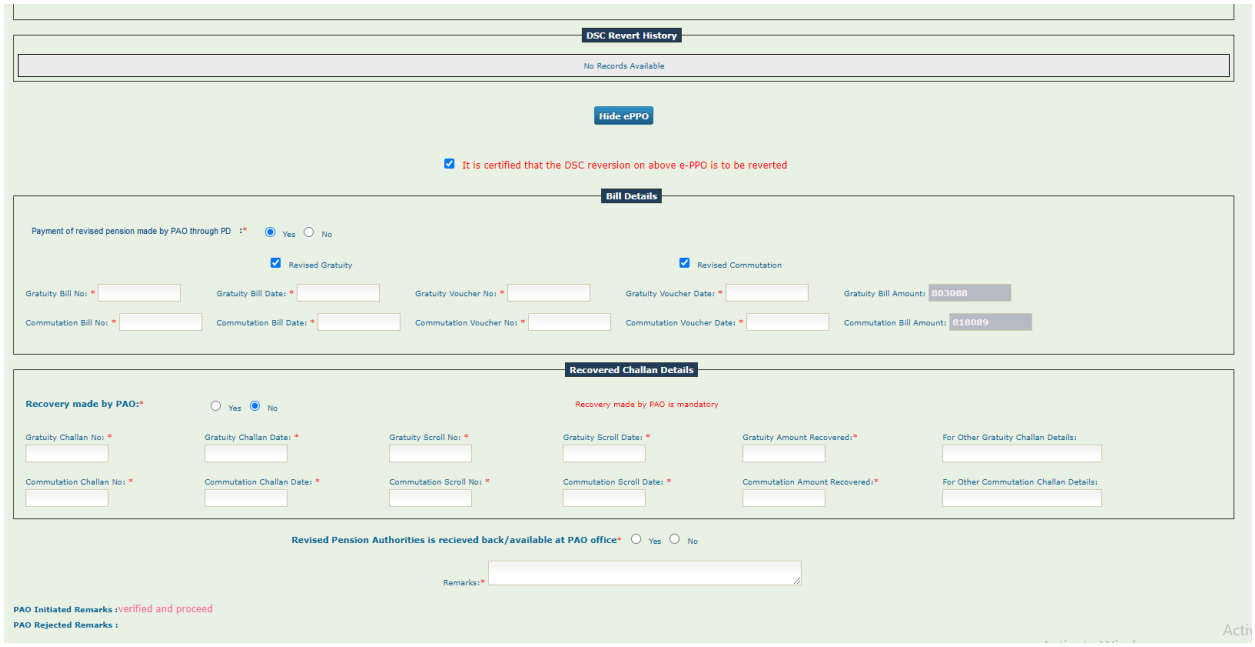
- Bill details having validation question "Payment of Revised Pension made by PAO through PD" having Yes and No option will appear. User needs to choose option as per requirement. It is a mandatory field.
- If user clicks on 'Yes' then next screen will show the checkbox for Revised Gratuity and Revised 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.



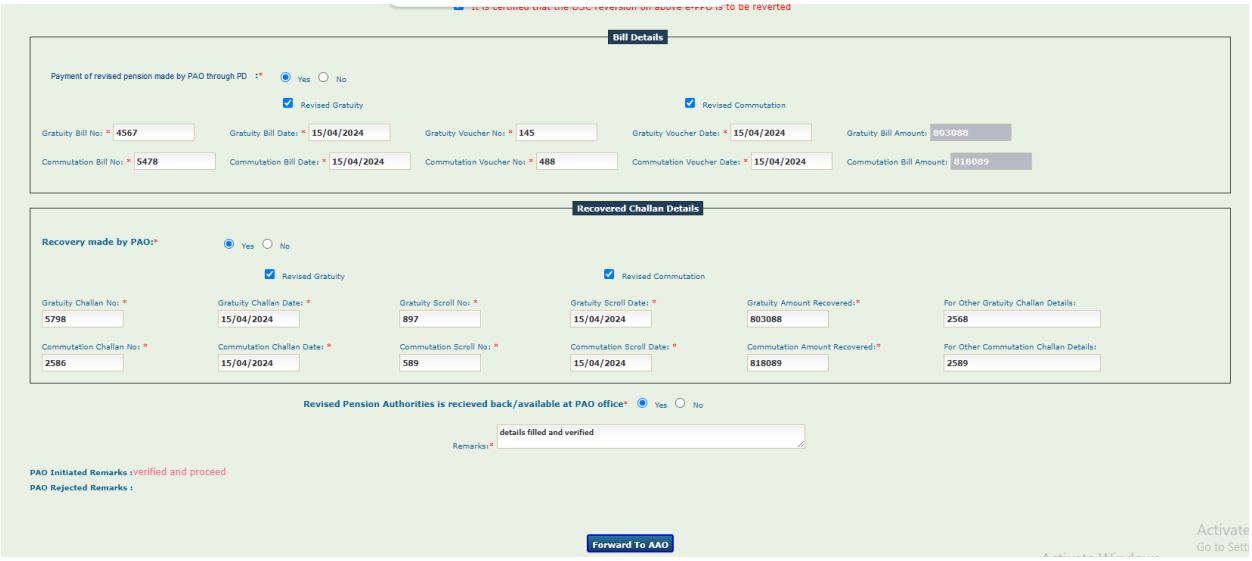
- If Validation question "Recovery made by PAO through PD " is 'Yes' then revised Gratuity and revised Commutation checkbox will appear.
- If user will click on revised Gratuity checkbox then Gratuity Challan No, Gratuity Challan Date, Gratuity Scroll No, Gratuity Scroll Date, Gratuity Amount Recovered 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.



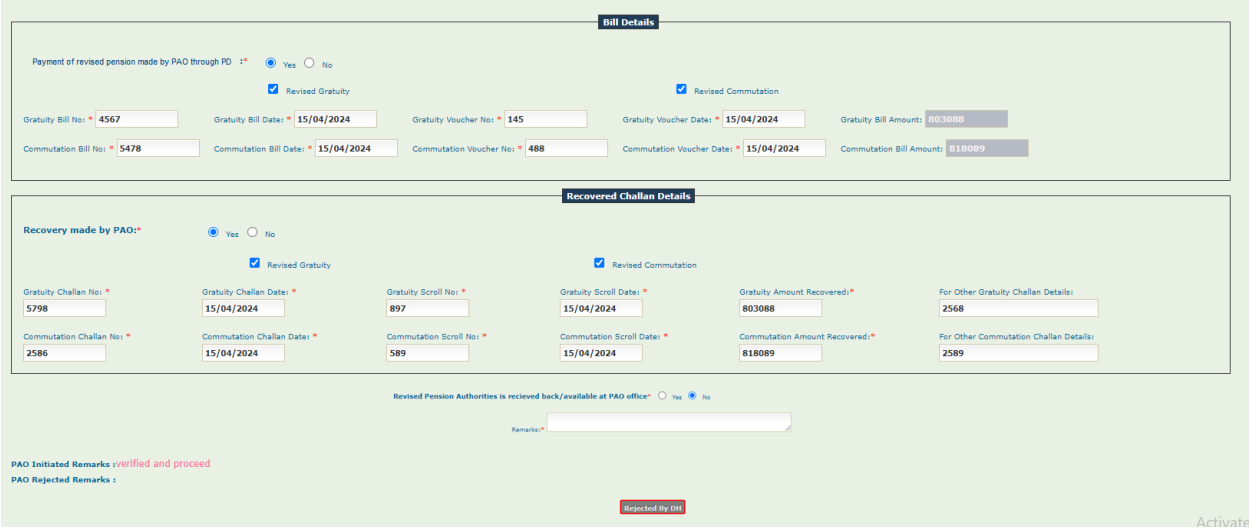
- If Bill details having validation question ““Payment of Revised Pension made by PAO through PD” is marked as Yes and “Recovery made by PAO” is marked as No. Then the message will show” Recovery made by PAO is mandatory “.

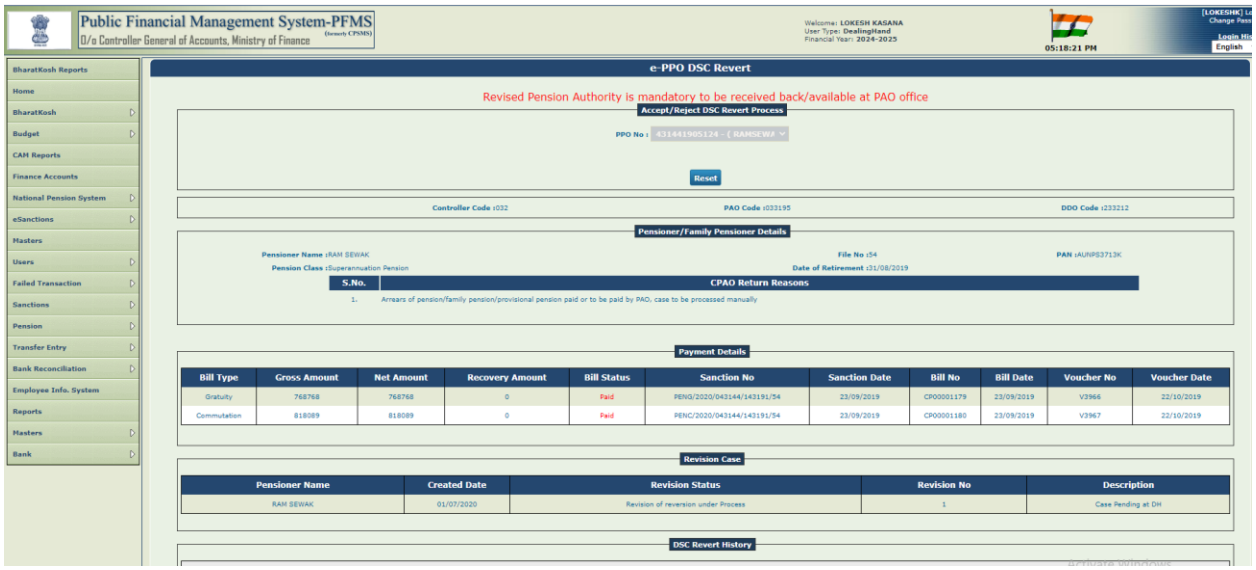


- DH user needs to enter the details of the payment. DH will have to select “Revised Pension authority is received back/available at PAO office” as Yes or No. If selected “Yes” then DH will add remarks and forward the case to AAO.

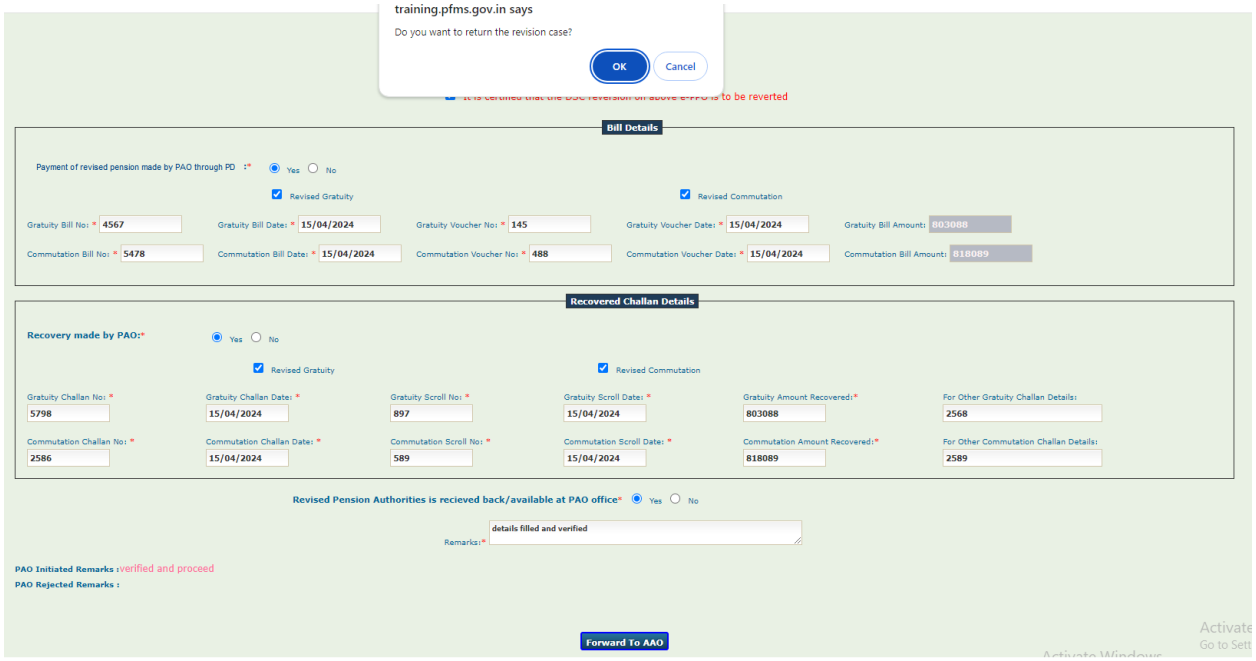


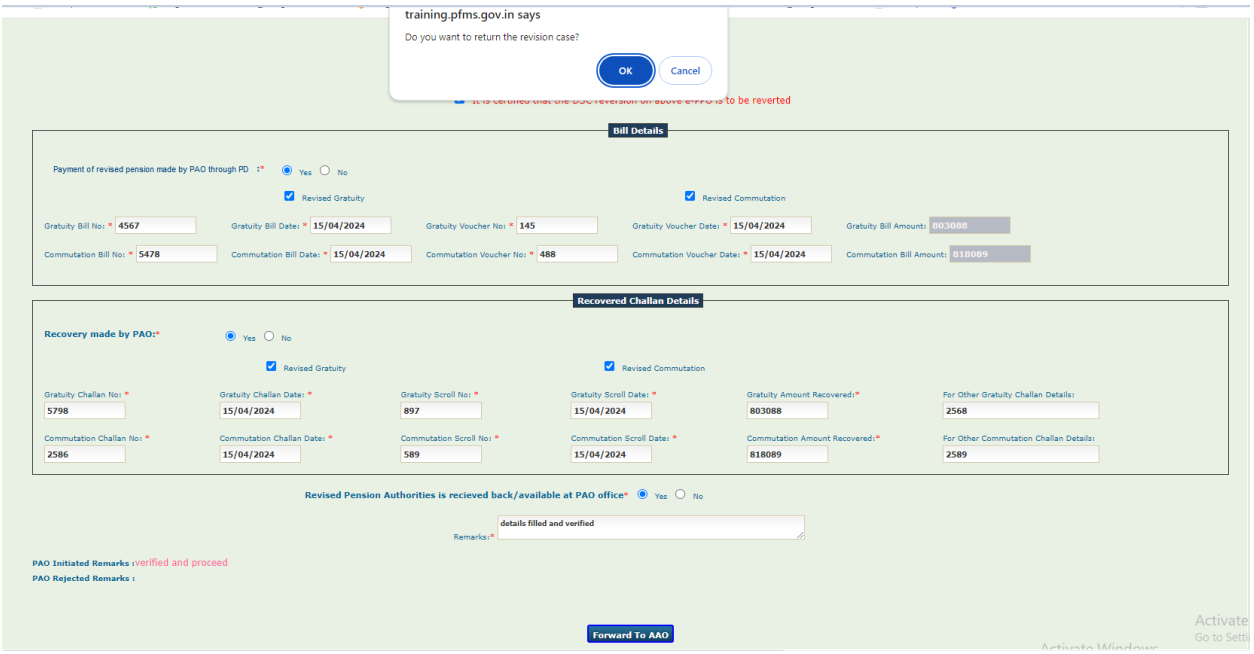
- If DH user selects “Revised pension authorities is received back/ available at PAO office “as No then Rejected by DH button will show and message will show as” Revised Pension Authorities is mandatory to be received back/ available at PAO office . DH will not be able to proceed further.



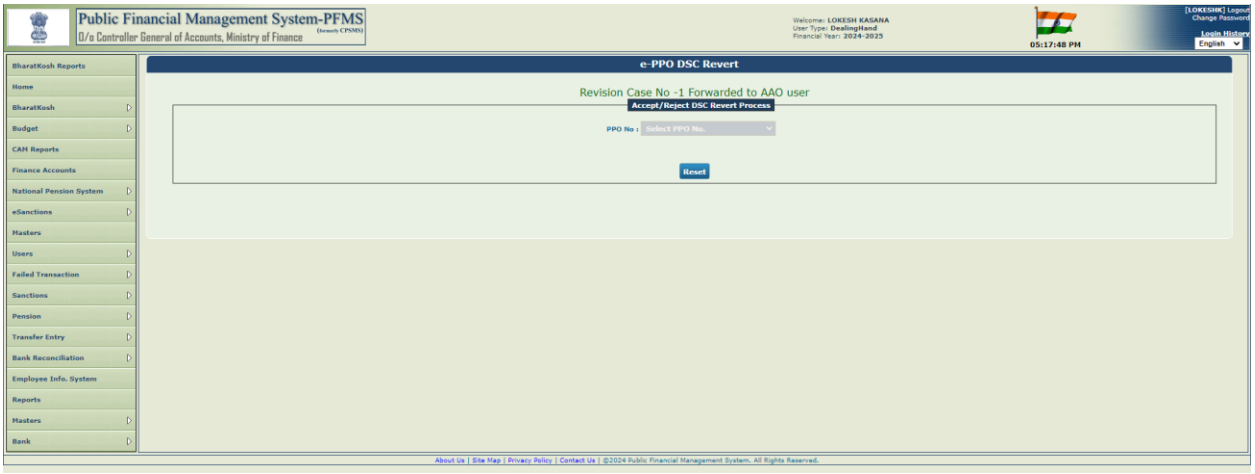


- DH user needs to enter the details of the payment and then click on “Forwarded to AAO” button.





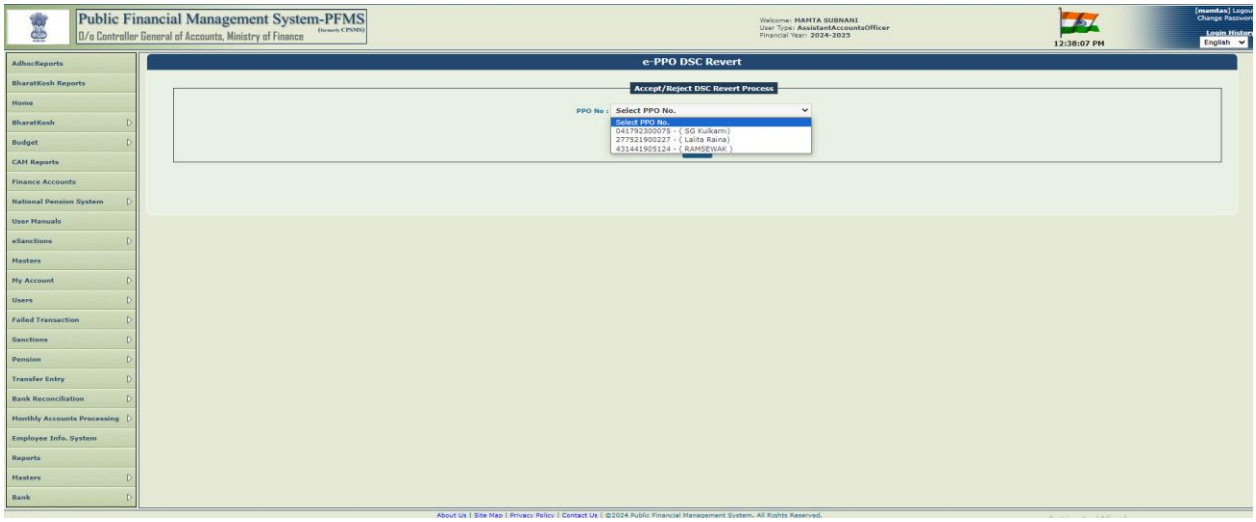
- DH user will get the following message once pension case is forwarded to AAO "Revision Case No-XX Forwarded to AAO user".



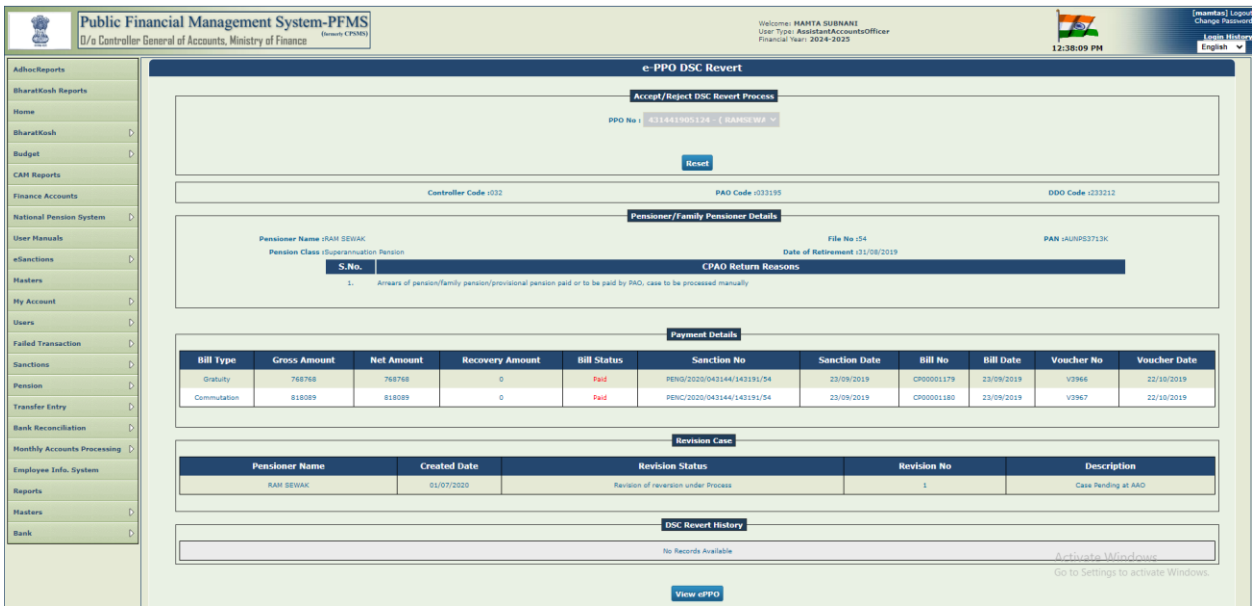
Process at AAO Login

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

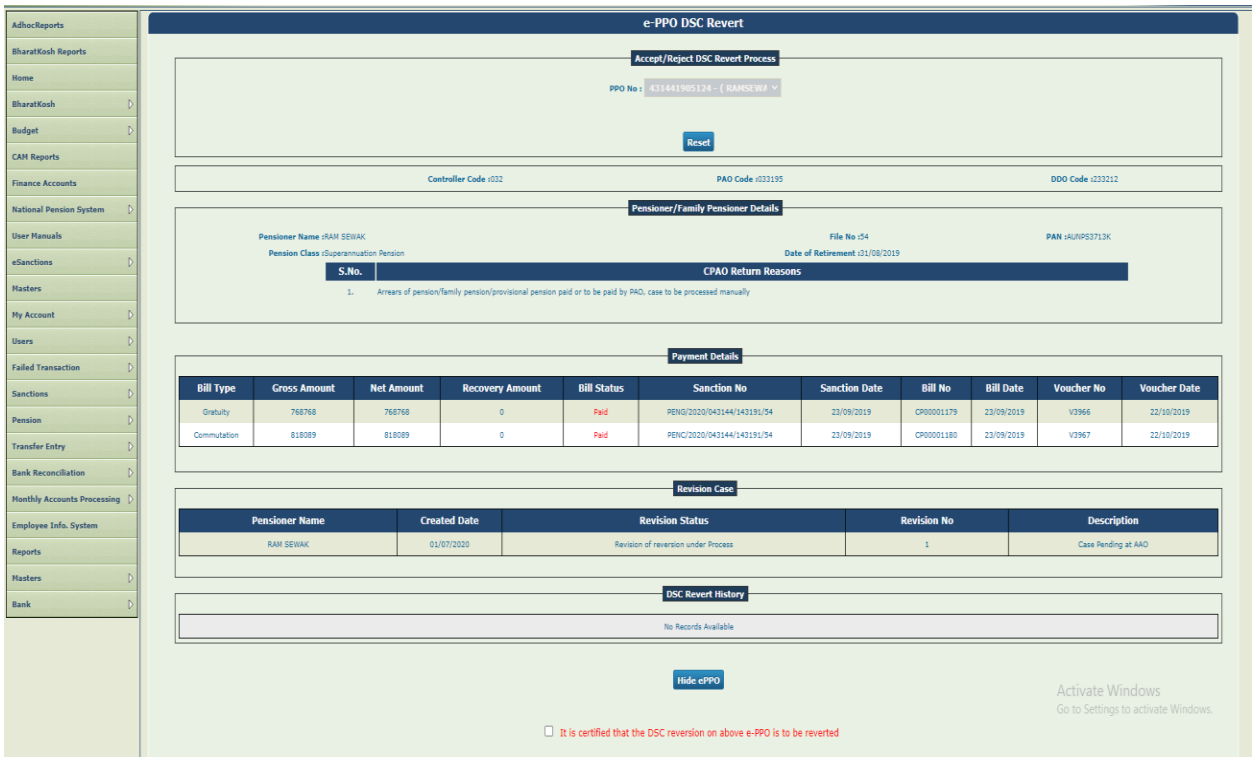
- e-PPO DSC Revert screen will be opened.
- PPO No. dropdown is displayed on the screen. User need to select PPO No from the dropdown under Accept/Reject DSC Revert Process.
- Reset button will also be available on the screen. If user clicks on Reset button it will clear the PPO number selection.



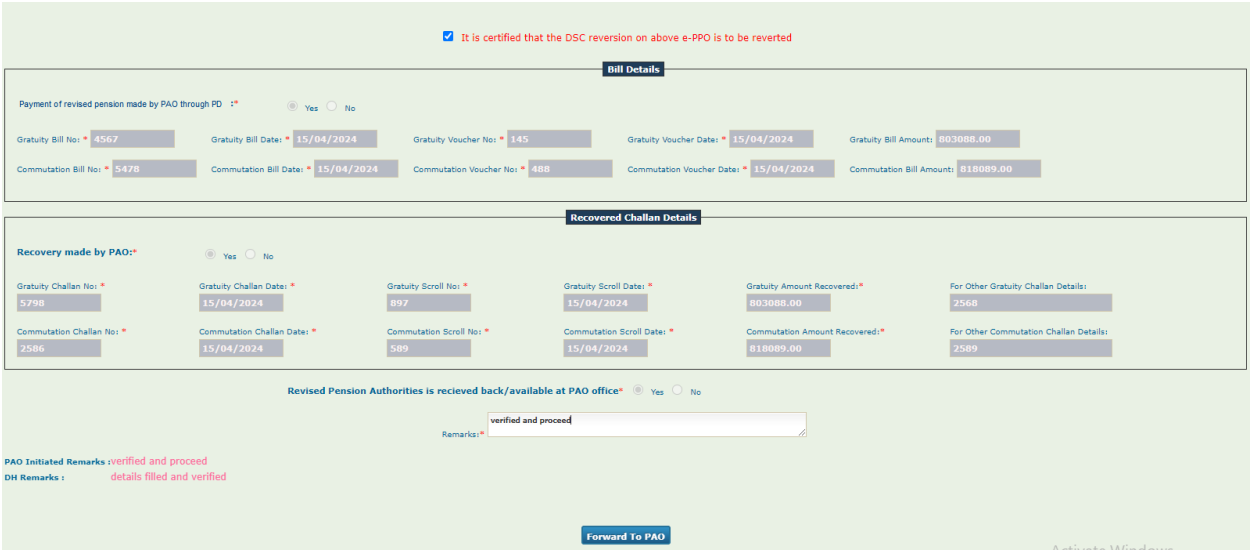
- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.

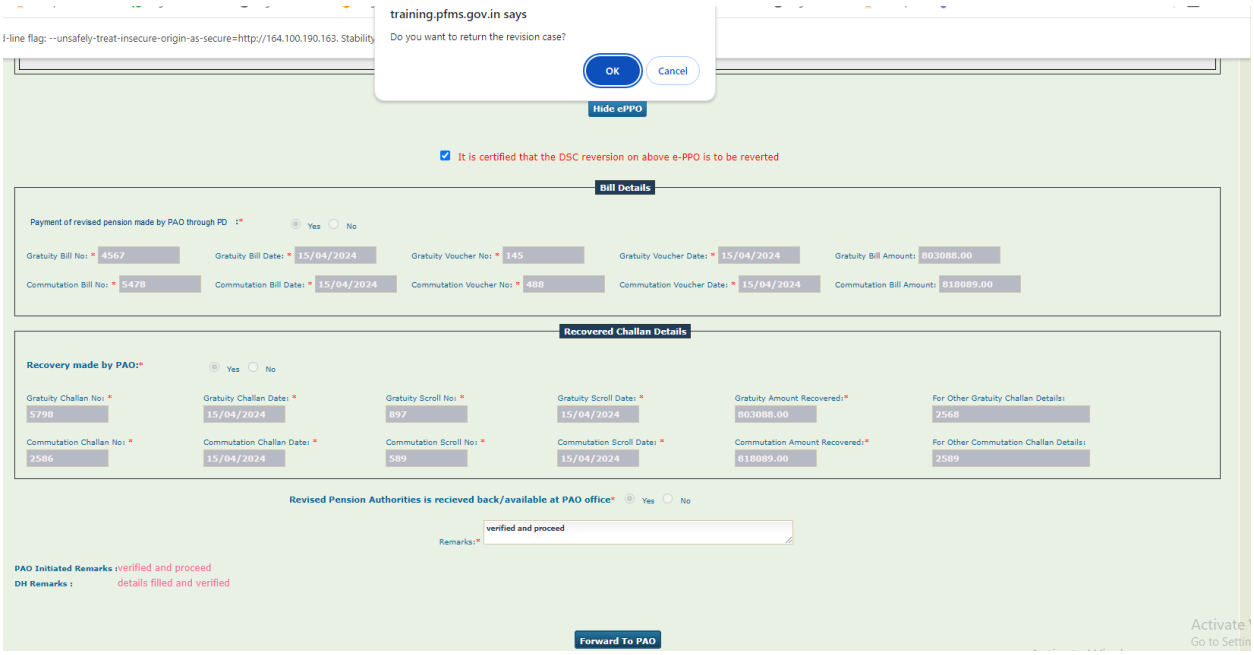


- View ePPO button is available at the bottom of the screen, after user clicks on view ePPO button following checkbox will show "It is certified that the DSC reversion on above e-PPO is to be reverted".
- User needs to click on checkbox "It is certified that the DSC reversion on above ePPO is to be reverted"

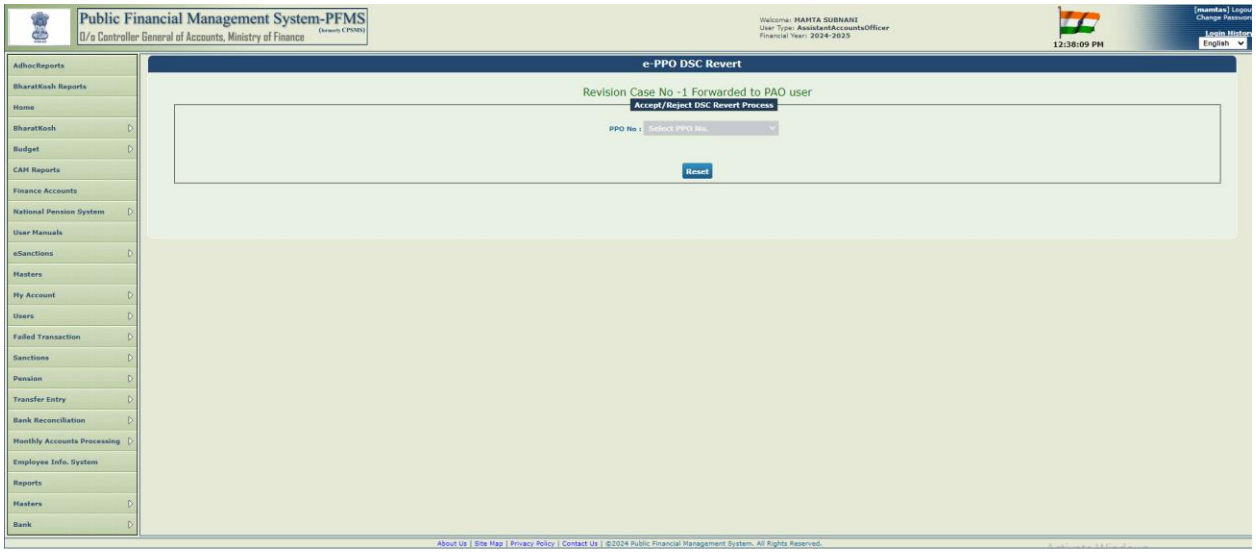


- All the details will show as prefilled and will not be editable for AAO user. AAO user needs to review the details filled by DH user.
- AAO user can review the remarks - PAO initiated Remarks, DH remarks.
- Once ePPO details are reviewed, AAO user needs to add the remarks and forward the case to PAO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



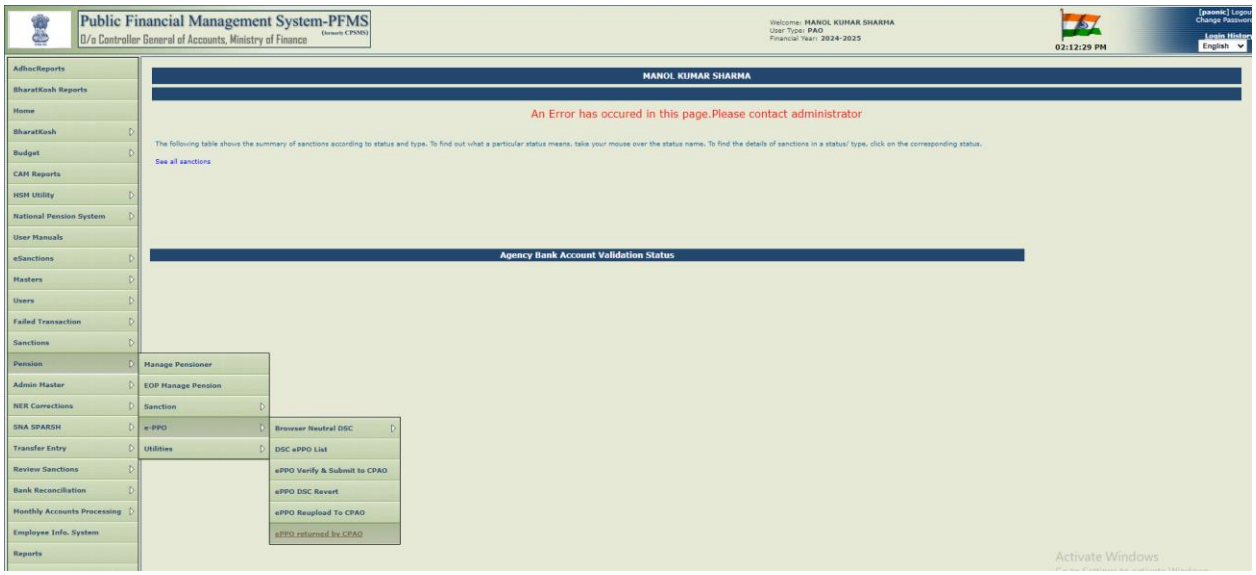


- AAO user will get the following message once pension case is forwarded to "Revision Case No-XX Forwarded to PAO user".

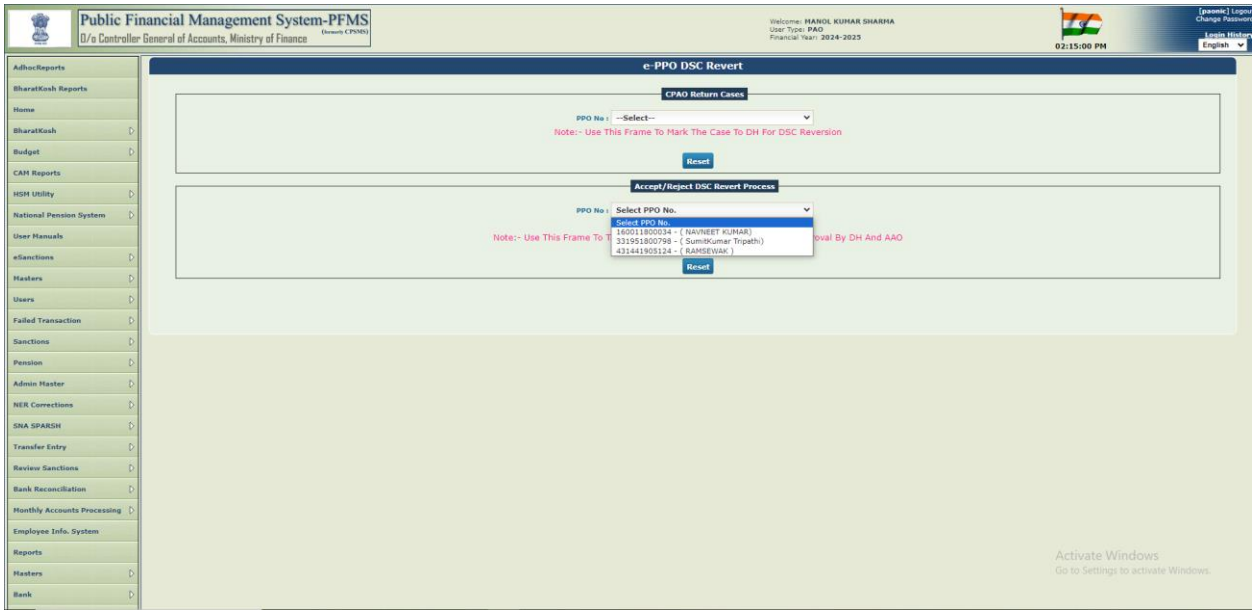


Process at PAO Login

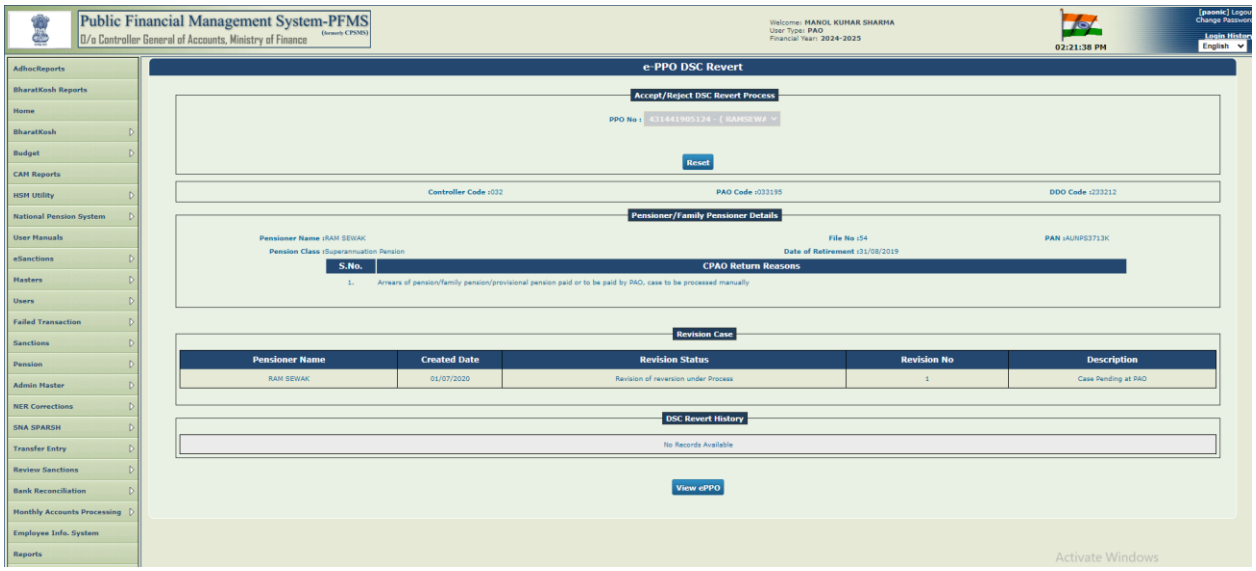
- PAO user will Login using path: Login>>Menu>>Pension>>ePPO>>ePPO returned by CPAO.



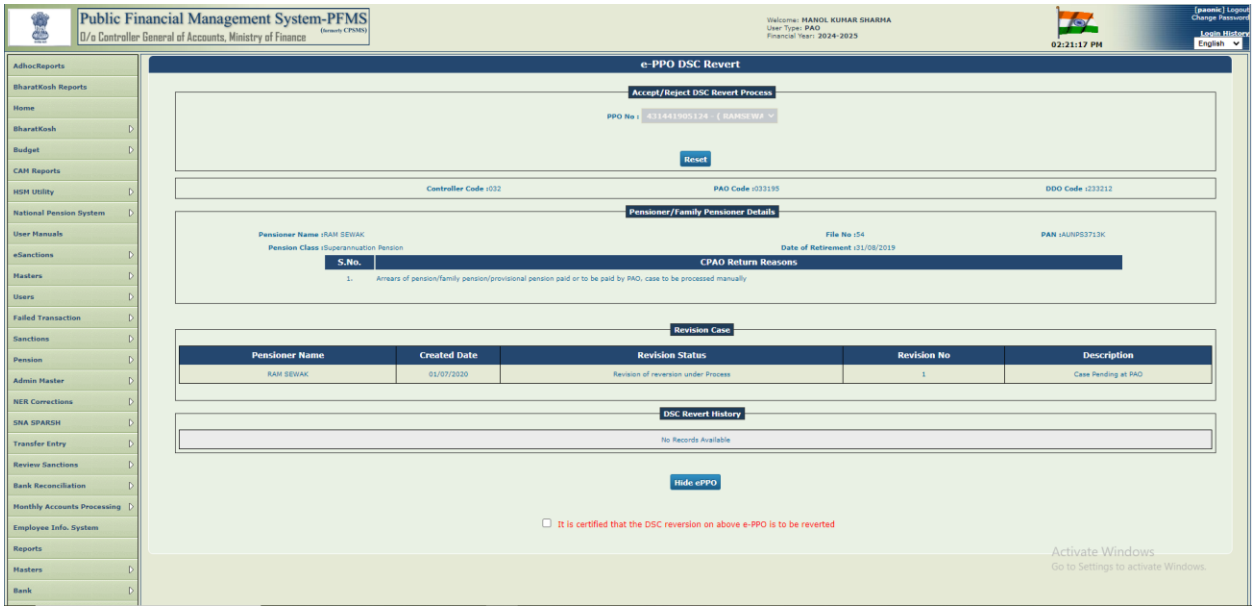
- e-PPO DSC Revert screen will be opened.
- PPO No dropdown is displayed on screen. User will select PPO No from the dropdown under Accept/Reject DSC revert Process.
- Reset button is also available on the screen. If user clicks on Reset button it will clear the PPO No selection.



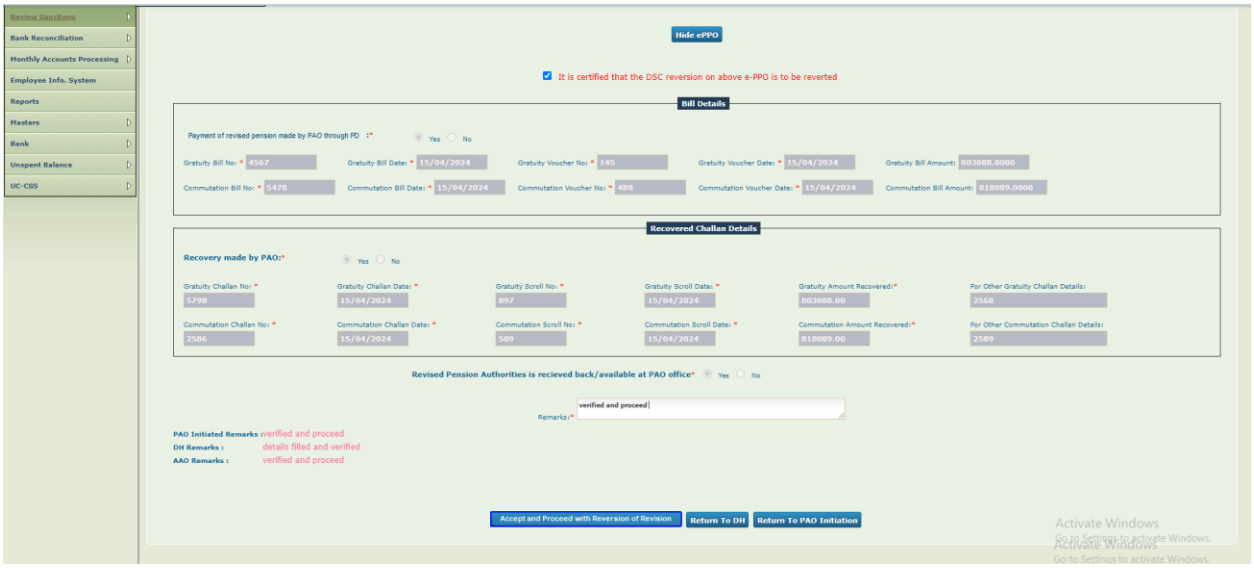
- After user selects PPO No then the following information will display such as Controller Code, PAO Code and DDO Code.
- Pensioner/Family Pensioner Details, Payment Details, Revision Case and DSC Revert History will show.
- Verify details of user and click on View ePPO.



- 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****----------