

**No. I-95/4/2020-ITD-CGA (E 2554)**

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

Mahalekha Niyantak Bhawan  
GPO Complex, INA, New Delhi-110023  
Dated: 21.04.2022

**OFFICE MEMORANDUM**

**Subject: Important instructions with regard to Pension Module on PFMS Portal  
change of Gratuity Recovery Head Details in Pension Module by PAO user**

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

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

**Scenario A: Landing failure of sanction**

Sanction status in Pension Module is showing 'Landing failure' then the possible reason for the failure could be "Recovery Head or Grant Head not found"

**Scenario B: Returned by DDO / Lapsed sanction**

Sanction has been pushed for Gratuity payment, but DDO has returned the sanction to PD or financial year has closed and sanction status showing "Sanction has been lapsed"

**Scenario C: Yet to be pushed**

PPO is Digitally signed, but Sanction has not been pushed for Gratuity payment and recovery head is available in the sanction and PAO is not able to push the sanctions now.

3. A user manual for this functionality is attached. It is requested that the PAOs may refer to the same for ensuring appropriate action required at each level for such scenarios. It is also requested that PAOs may first map deduct recovery functional head for current financial year

with atleast zero budget and approve it.

This issues with the approval of competent authority.

Encl.: As above



**(V. Muthu Kumar)**

Assistant Controller General of Accounts (GIFMIS)

To,

1. All Pr. CCAs/CCAs/CAs (with independent charge) with a request to kindly circulate these instructions to Pension processing PAOs under their control.
2. The Director (Accounts I), Department of Telecom, Sanchar Bhawan, New Delhi
3. Principal PAO, AG, Audit with a request to circulate these instructions to all the pension processing PAOs under your control.
4. Principal PAO, Department of Space with a request to circulate these instructions to all the pension processing PAOs under your control.
5. Principal PAO, Ministry of Home Affairs with a request to circulate these instructions to PAOs of Delhi Police

Copy to:

The Sr.AO (GIFMIS – Shri KV Hamza) for uploading on website



# User Manual

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## For Gratuity Recovery Head Change (Pension Module)

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## Introduction

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This document will serve as a User Manual **for changing the Gratuity Recovery Head Details for a particular pension case under the Pension module for Inactive Heads or Financial Year**. This will include the steps to follow for the new functionality which will help the User for operations.

## Overview

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This functionality will allow the user to change the Recovery Head for below mentioned cases:

**Case 1:** If a case is returned by the sanction module for ‘Landing failure’, then the possible reasons for the failure could be “Recovery Head not found” or due to “Financial Year Closing”.

**Case 2:** PPO is Digitally signed and Sanction has been pushed for Gratuity payment, but with Inactive Financial head(s) /Financial Year mapping issues. Here, it is mandatory that the Sanction generated for this type of case be rejected first by PFMS Sanction module (**Only for Pending Payment Cases**).

**Case 3:** PPO is Digitally signed, but Sanction has not been pushed for Gratuity payment.

## Stakeholders

The following users will be able to access this functionality:

1. **Dealing Head (DH):** This user will be able to
  - a. Search for a case that requires change in Gratuity Recovery Head(s)
  - b. View details of the selected case
  - c. Enter and update the details of the new Recovery Grant No., Function Head, Object head and Category
  - d. View the PAN/PPO number, till it will be forwarded to AAO
  - e. Forward the request to AAO for Approval
  - f. View the Initiated Request Status via MIS Dashboard Report, and can Track the case
  - g. Reinitiate if rejected by AAO/PAO
2. **Assistant Accounts Officer (AAO):** The user will be able to
  - a. View the case details which are forwarded by the DH
  - b. Select a decision- Approve/Reject. In Case of Approval – the Request will be forwarded to PAO and in case of Rejection – it will be returned to DH with Remarks.
  - c. Enter remarks for Rejected Case (Mandatory)
  - d. View the PAN/PPO number, till it will be forwarded to PAO
  - e. Forward the case to PAO for Approval
3. **Pay and Accounts Officer (PAO):** The user will be able to
  - a. View the case details which are forwarded by the AAO User
  - b. View the decision and remarks entered by AAO
  - c. Enter Remarks for Rejected case (Mandatory)
  - d. Select a decision- Submit for ‘Sanction Re-Push’/Reject

- e. View the PAN/PPO number, till the final Action will be taken

## Steps

### DH Level

#### Menu:

#### Pension > Utilities > Gratuity Recovery Head Change

User needs to enter the PAN /PPO no and click on Search button. Upon validating the PAN/ PPO number as shown in Figure-1, the search result will be displayed on the screen. Details that will display on Label - **Pensioners details** like Pensioner Name, PAN No., DDO Code, File No, Pension Class and DOR, etc. and in case of **Family Pension Case**, the details of Family Pensioner like Name, Pan No and his/her relation with deceased Govt. employee and DOE will be displayed.

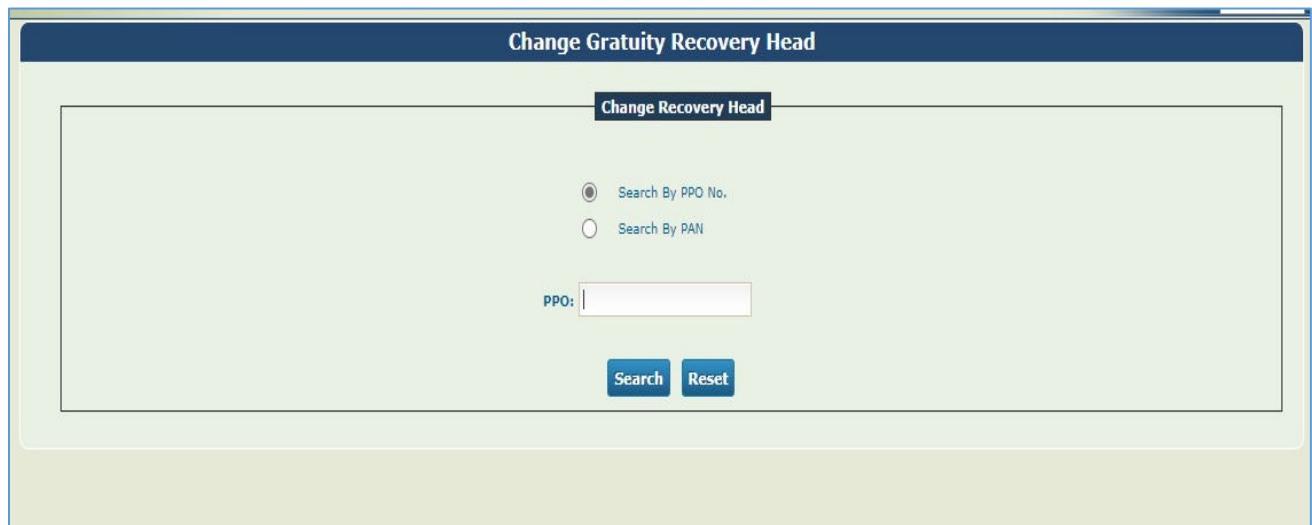


Figure-1

#### On Grid 1: **Gratuity details** –

- 1) If Sanction pushed then sanction no., Sanction Date will be displayed; otherwise both the values will appear as N/A, and Total Gratuity Amount etc. will be displayed.
- 2) If Sanction not pushed then '**Sanction Not Pushed**' will be displayed in Sanction no. column and Sanction Date will be Null.

On grid the **Recovery Details** w.r.t. Head(s) and amount respectively will be displayed as shown in below:

**Pensioner/Family Pension Details**

**Pensioner Name :** M CHELLAPANDIAN      **File No :** 23      **PAN :** AGFPC3784L  
**Pension Class:** Family Pension      **Date of Death:** 20/01/2019

Name	Marital Status	Relationship	Birth Date	Co-Auth-No(Bhavishya)	FamilyPensioner
Ms K BHAGAMPRIYAL	Married	Wife	19/07/1971	0	Y

**Gratuity Details**

Sanction Number	Sanction Date	Gratuity Amt(Rs)	Gratuity Payable Amt(Rs)	Recovery Amt(Rs)	Withheld Gratuity Amt(Rs)
Sanction not pushed		2000000.0000	1833573.0000	166427.0000	0.0000

**AAO Decision:** Approved      **PAO Decision:** Rejected  
**Manual Remarks AAO:** APPROVE      **Manual Remarks PAO:** reject

**Recovery Details**

Grant No	Function Head	Object Head	Category	Recovery Amount	Action
80	7610002010100	90	1	159522	Changing
80	7610002010100	90	1	6905	Change

**Mapping Details**

**Financial Year:** 2022

**Function Head:\***       **Object Head:\***   
**Category:\***       **Grant No:\***

Figure-2

Note: 1) User can Change Recovery(s) one at a time whose Head needs to be updated, and click on Change button, and Button name will appear as - **“Changing”**.

2) Final Submit will be done for all the Recoveries together or DH User will not be able to reinitiate the case until the final decision from AAO/ PAO will be completed for initiated recovery.

On clicking the **“Change”** button inside the grid, the user will be able to view the panel to update the **“Gratuity Recovery Head(s)”** details.

User needs to enter the New head details that are required to be changed i.e. – Function Head, Object Head, Category and Grant No and Click on **“Add”** Button.

Then, the Recovery details will be displayed in the Grid, and the grid will contain all the recovery line items along with Update option if the Head(s) need to be updated before the Final submission that is **“Save and Forward to AAO”** button. **“Cancel”** button for resetting the page. Confirmation message to be displayed for both buttons.

**Recovery Details**

Grant No	Function Head	Object Head	Category	Recovery Amount	Action
900	7610002010100	80	5	159522	Change
900	7610002010100	80	5	6905	Change

Figure-3

AAO Level

**Menu:**

**Pension > Utilities > Gratuity Recovery Head Change**

Upon searching the case by PPO number, the AAO user will be able to view the Pensioners details (on label) and Gratuity details (on Grid) as mentioned above in DH level will be displayed along with Recovery Details - Head(s) changed request initiated by DH will be displayed to AAO.

**Change Gratuity Recovery Head**

Search Pensioner

PPO: 160012000089

Search Reset

**Pensioner/Family Pension Details**

Pensioner Name : JAI KUMAR    File No : 239    PAN : ADLFD1986K    PPO No : 160012000089    Pension Class: Superannuation Pension    Date of Retirement: 30/04/2042    DOB Code: 233212

**Gratuity Details**

Sanction Number	Sanction Date	Gratuity Amt(Rs)	Gratuity Payable Amt(Rs)	Recovery Amt(Rs)	Withheld Gratuity Amt(Rs)
PENG/2022/033195/233212/239	30/03/2022	945,945.00	935,945.00	6,140.00	10,000.00

**Updated Recovery Head Details**

Financial year	Old Grant No	Old Function Head	Old Object Head	Old Category	Amount	New Grant No	New Function Head	New Object Head	New Category
2022-2023	051	0049038000106	70	1	6,140.00	026	3451009110000	70	5

Remarks: Enter Remarks

Approve Reject

Figure-4

User needs to enter the Remarks and Approve / Reject the request.

- ➔ If AAO User **Rejects** the case, it will be send back to DH level along with remarks.
- ➔ If AAO User **Approves** the case, it will be forwarded to PAO.

PAO Level

**Menu:**

**Pension > Utilities > Gratuity Recovery Head Change**

Upon searching the case by PPO number, the PAO User will be able to view the Pensioners details (on label) and Gratuity details (on Grid 1) as mentioned above in DH level will be displayed along with Recovery Details - Head(s) changed request initiated by DH and Approved and forwarded by AAO, will be displayed to PAO.

**Change Gratuity Recovery Head**

Search Pensioner

PPO: 160012000089 ▼

Search
Reset

**Pensioner/Family Pension Details**

Pensioner Name : JAI KUMAR	File No : 239	PAN : ADLFD1988K	PPO No : 160012000089	Pension Class: Superannuation Pension	Date of Retirement: 30/04/2012	DDO Code: 233212
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**Gratuity Details**

Sanction Number	Sanction Date	Gratuity Amt(Rs)	Gratuity Payable Amt(Rs)	Recovery Amt(Rs)	Withheld Gratuity Amt(Rs)
PENG/2022/033195/233212/239	30/03/2022	945,945.00	935,945.00	6,140.00	10,000.00

**Updated Recovery Head Details**

Financial year	Old Grant No	Old Function Head	Old Object Head	Old Category	Amount	New Grant No	New Function Head	New Object Head	New Category
2022-2023	051	0049038000106	70	1	6,140.00	026	3451009110000	70	5

AAO Decision: Approved

AAO Remarks: Enter Remarks

Remarks:

Submit For Repush
Reject

Figure-5

PAO User needs to enter Remarks and take the decision for Submit for Re-push/ Reject.

- ➔ If PAO User **Rejects** the case, it will be send back to DH User, where DH User can re-initiate the request after corrections.
- ➔ If PAO User finds the case OK, then 'Submit for Re-push' button needs to be click.

**Note:** If the case is rejected by AAO/PAO, the PPO/PAN number will be available at DH level.

**\*\*End of document\*\***