

A) Pensioners taking pension through money order.

- 1) Enter all the PPO details (other than bank details) of pensioner on the system.
- 2) In the bank branch details of these pensioner select payment scheme as Money Order, bank as POST MASTER and corresponding branch. Please see the screen shot attached.

Pensioner Details	Payment Details	Family Details	Recovery Details	DCRG Details	Commutation Details
Bank Details					
Payment Scheme	Money Order *	Bank Name	POST MASTER		
Bank Branch	Demo Treasury	Bank Branch Code	9910002596		
Account No.		IFSC Code	IFSC0125432		

- 3) Generate change statement for corresponding branch. After regular approval process of change statement, generate monthly pension bill and get it authorized from BEAMS.
- 4) After approval of monthly bills user can generate one report for the pensioners of money order scheme from ATO login. To generate the report kindly follow below path
ATO Login → Reports → Pension Payment → eMO report
- 5) In the same report user can generate money order format for given pensioner. To generate money order format kindly click on generate button in the given report. Please see the screen shot attached.

Sr No.	PPO No.	Pensioner Name	Gross Amount	Recovery	Net Amount	eMO FORM
1	11100137428	MEERA	6750.00	0.00	6750.00	generate
2	11130194206	ASHOK RANGNATHRAO KALE	23970.00	0.00	23970.00	generate
3	11130191033	SURYAKANT DIGAMBARRAO MUNDLIK	12634.00	0.00	12634.00	generate

B) If pension of single pensioner divided in various payee.

- 1) Enter all the PPO details (other than bank details) of pensioner on the system
- 2) In the bank branch details of these pensioner select payment scheme as Regular Payment, bank as Bifurcated Payee Name Bank and corresponding branch. Please see the screen shot attached.

Pensioner Details	Payment Details	Family Details	Recovery Details	DCRG Details	Commutation Details
Bank Details					
Payment Scheme	Regular Payment *	Bank Name	Bifurcated Payee Name Bank		
Bank Branch	Bifurgated branch	Bank Branch Code	991000419		
Account No.	123654789	IFSC Code	BPNB0123456		

- 3) After approving the bank branch details of pensioner fill payee details of pensioner in Family details tab of PPO. Kindly note that, this tab will be activated if and only if pensioner's bank is Bifurcated Payee Name Bank. Please see the screen shot attached.

Payee Details
 Note : This utility will be activated if and only if bank of pensioner is "bifurcated payee name bank".

Add Row

Name	Amount	Order by	Order No.	Order Date	Delete
<input type="text"/>	<input type="button" value="Delete"/>				

- 4) Generate change statement for corresponding branch. After regular approval process of change statement generate monthly pension bill and get it authorized from BEAMS.
- 5) After approval of bills through BEAMS, user can fill draw the cheque for corresponding payee details. Payee details are available on BDS also.
- 6) Do not enter the amount in payee details greater than pension of corresponding pensioner. If sum of amount enter in payee details are greater than pension of corresponding pensioner then bill will get rejected from BEAMS.

C) Individual cheque payment:-

- 1) Enter all the PPO details (other than bank details) of pensioner on the system.
- 2) In the bank branch details of these pensioner select payment scheme as Regular Payment, bank as Individual Payee Bank and corresponding branch. Please see the screen shot attached.

Pensioner Details	Payment Details	Family Details	Recovery Details	DCRG Details	Commutation Details
Bank Details					
Payment Scheme	<input type="text" value="Regular Payment"/>		Bank Name	<input type="text" value="Individual Payee bank"/>	
Bank Branch	<input type="text" value="Individual cheque payment"/>		Bank Branch Code	<input type="text" value="9910000417"/>	
Account No.	<input type="text" value="123456789123456789"/>		IFSC Code	<input type="text" value="IFMS0123456"/>	

- 3) Generate change statement for corresponding branch. After regular approval process of change statement generate monthly pension bill and get it authorized from BEAMS.
- 4) On the BDS of bills, name pensioner will come whose pension should be paid through cheque. Kindly note that these details of pensioner will come only if pensioner bank is Individual Payee Bank.

Kindly map the auditor for these new branches from admin login of your treasury (Auditor bank branch mapping). Also map these banks to cheque from admin login (reporting bank branch mapping screen).

Bank names are as follows:-

- Post master
- Individual Payee Bank
- Bifurcated Payee Name Bank

D) Pensioner other than Maharashtra state/ Department.

- 1) Facility to enter percentage wise allocation of pensioner has been given to auditor.
- 2) Auditor can enter the allocation details in payment details tab of PPO. Please see the below screen shot for further reference.

The screenshot shows a web form titled "Allocation For Other State". At the top, there is a dropdown menu for "State/Dept. For DA Rate" with "AIS/IAS/IPS" selected and a red asterisk. To the right, there is a "Percentage" field with the value "100". Below this, there are radio buttons for "Do you want to change the Allocation" with "Yes" and "No" options. An "Add Row" button is located below the radio buttons. The main part of the form is a table with three columns: "State/Dept. For DA Rate*", "Percentage", and "Delete". The table contains two rows: one for "MAHARSHTRA" with a percentage of "50" and a delete icon, and another for "GUJARAT" with a percentage of "50" and a delete icon. The table has a scroll bar at the bottom.

- 3) After approving the details of pensioner kindly generate the monthly paybill through regular process and get it authorized through BEAMS.
- 4) Report according to allocation percentage has been given to ATO login. After approval of bills, report for corresponding state department DA type will for that month can be generated through system.