

## **MANUAL 3**

Procedure followed in decision-making process  
[Section 4(1(b)(iii)]

### Flow process Chart for **passing/making payment of bill**

S.No.	Activity	Level of Action
1	To receive bill and award token number	Counter clerk
2	To give bill to concerned Dealing assistant	Counter clerk
3	Scrutinisatation and submission of bill by Dealing assistant to AAO	Dealing assistant
4	Scrutinisatation of bill and submission by AAO to PAO	AAO
5	The bill is either passed for payment or returned with observations.	PAO
6	The memo is prepared for passed bills and returned bill	Dealing assistant
7	The bill having observations is placed on the counter to be collected by concerned DDO/Cashier	Counter clerk
8	The cheque writer allots cheque number and write cheque and put up to AAO for checking before signature of PAO	Dealing assistant
9	Putting signature on cheque	PAO
10	Issue of cheque and generation of voucher	Dealing assistant
11	Submission of vouchers with total of each day in accounts branch of PAO office	Dealing assistant

### Flow process Chart for finalization of **Pension Case**

S.No.	Activity	Level of Action
1	Physical copy of pension paper received	Counter clerk
2	To give pension case to Dealing Hand	Counter Clerk
3	To match online pension case received with physical case	Dealing Hand
4	Scrutiny and submission of pension case to AAO (online as well as physical copy)	Dealing Hand
5	Scrutiny and submission of pension case to PAO (online as well as physical copy)	AAO
6	Passed for further processing or return with observations	PAO
7	If passed, generate e-PPO (It lands at DH level for verification)	PAO
8	Verify e-PPO with pension case and submit to AAO	Dealing Hand
9	Verify e-PPO with pension case and submit to PAO	AAO
10	After verification PAO send e-PPO online to CPAO with digital signature	PAO

11	Send online Authority to DDO	PAO
12	Print Authority and put initials on hard copy and submit to AAO	Dealing Hand
13	AAO initial in hard copy and submit to PAO	AAO
14	PAO initial in hard copy and return to Counter clerk	PAO
15	Counter clerk delivers to DDO/HOO	Counter Clerk
16	After payment of Gratuity and commutation, Dealing Hand print Authority e-PPO mention the paid amount and submit to AAO as in Sr.No. 12 - 14	Dealing Hand
17	Counter clerk gets e-PPO delivered to CPAO - physical copy	Counter Clerk

Flow process Chart for preparation of **Monthly Account**

S.No.	Activity	Level of Action
1.	Posting/Entry of challan of Government Receipt received from State Bank of India.	Dealing Asstt.
2.	Incorporation/ Entry of payment and receipt scroll received from State Bank of India.	Dealing Asstt.
3.	Passing of Challan, payment and receipt scroll.	AAO
4.	Incorporation and entry of GePg scroll received from SBI Hyderabad.	Dealing Asstt.
5.	Preparation of challan for failed after success payment in Gepg scroll.	Dealing Asstt.
6.	Passing of gepg scroll.	AAO
7.	Passing of challan for failed after success payment.	AAO
8.	Preparation of receipt scroll for above said challan.	Dealing Asstt.
9.	Passing of receipt scroll for above said challan.	AAO
10.	On receipt of DMS and VDMS from SBI local branch and SBI Hyderabad respectively, the total receipt and payment made during the month is tallied with PSB Register in Compact to ensure whether all scrolls are posted in compact.	AAO
11.	If the total receipt and payments of DMS and VDMS tallied with PSB Register in Compact, the Trial Consolidation file generated.	AAO
12.	PSB Suspense (865800108) is again talied with the total of receipts and payment of DMS and VDMS.	AAO
13.	Prepare the Daily Account Abstract file and upload on De-lekha.	AAO
14.	If the above file is successfully uploaded the Monthly Consolidation file is generated.	AAO
15.	Daily Account Abstract file is again prepared after Monthly Consolidation and uploaded the same of De-lekha.	AAO

