

STEPS TO UPLOAD THE PENSION REVISION CASES TO ODMS PORTAL

1. First of all, the following documents are collected from the pensioner:-
 - **PPO Order** – Required for fetching the pensioner record on ODMS Portal.
 - **Certificate & Report (C&R) Letter** – Required to find the total Qualifying Service.
 - **Bank Passbook Copy** – Required to know the bank details like Account No. & IFSC and the pension which is currently being withdrawn by the pensioner.
 - **Address** – Current Address along with Pensioner's current Mobile No.
 - **Undertaking** - Undertaking duly signed by the pensioner.
2. Once all the above documents/information is collected from the pensioner, Pension Revision case is created using appropriate Annexure such as Annexure-4 in case of Regular Pension Revision Case and Annexure-5 in case of Family Pension Revision Case.
3. Once Annexure-4 or Annexure-5 whichever is applicable is filled manually, it is set to be filled online on ODMS Portal.
4. After Annexure is filled online on ODMS Portal, a printout is taken and same is put up on a NOTING along with the Undertaking duly signed by the pensioner and the case is submitted to the Accounts Officer for Verification.
5. If case is verified with some correction then those corrections are made first and then case is again sent to Accounts Officer for verification.
6. Once case is verified by Accounts Officer then below steps are performed:-
 - (i) Login to ODMS portal using DDO Credentials.
 - (ii) Make Changes to Annexure-4 (if required)
 - (iii) Send the Annexure-4 to SAS for verification

- (iv) Login to ODMS portal using SAS Credentials.
- (v) Download the Annexure finalized by DDO in step (ii)
- (vi) Verify Annexure for its correctness:-
 - (a) **If it is incorrect**, forward it back to the DDO for correction and restart the Process from step (ii)
 - (b) **If it is correct**, forward it back to the DDO to upload the Digitally Signed Version of this Annexure
- (vii) Login Back to ODMS portal using DDO Credentials.
- (viii) Upload the digitally signed Annexure and again forward the case to SAS for verification.
- (ix) Login Back to ODMS portal using SAS Credentials.
- (x) Now upload the Annexure and sign it digitally using SAS DS (Digital Signature). In this case, an OTP will be sent to the registered mobile no. of SAS and the same OTP will be used to sign the Annexure digitally. After that record is verified from SAS and forwarded back to the DDO.
- (xi) Now again Login to ODMS portal using DDO Credentials and then make an Inward Entry by clicking **Sent To Inward** button.
- (xii) This will eventually create the ODMS ID for this new Pension Revision Case and we are done with the case.
- (xiii) Print of this document (containing newly assigned ODMS ID to the case) is taken for future reference.