



**STANDARD OPERATING PROCEDURE FOR REVISION OF PENSION
OF PRE-2016 - DEFENCE CIVILIAN PENSIONERS
AS PER 7th CPC**



**OFFICE OF THE
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
DRAUPADI GHAT, ALLAHABAD-211014**

**STANDARD OPERATING PROCEDURE FOR REVISION OF
PENSION OF PRE-2016 - DEFENCE CIVILIAN PENSIONERS
AS PER 7th CPC Version 1.0**

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कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन) इलाहाबाद
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
ALLAHABAD



| | | | |
|---------------------------|-------------------|----------------------------------|---------------------------------------------|
| New PPO No : 412201500187 | PPO Suffix : 0199 | Original PPO No : CGREF162282015 | Last Corrigendum PPO No: CCORRGREF104082015 |
|---------------------------|-------------------|----------------------------------|---------------------------------------------|

BASIC PARTICULARS

| | | |
|----------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------|
| Name of Pensioner | Nature of Pension | Type of Pension (Retiring/Family Pension) |
| P RAMACHANDRAN | SUPERANNUATION | Retiring |
| Name of Deceased Employee (In case of Family Pension) | Relation of Pensioner with deceased employee (in case of Family Pension) | Post last held |
| --- | ----- | ASSISTANT |
| HOO ID | Head of Office Address | Pensioner's Address |
| 120001 | 519 SS&TC(GREF) , 519 SS&TC(GREF)I/rnC/o 99 APO | DEVIKA APPARTMENT, OPPOSITE VK PARK, DEREBALI, PO-BEJAI, |
| Date of Appointment in service | Date of Retirement/Death of employee | Net Qualifying Service (YYMMDD) |
| 20-02-1980 | 31-12-2015 | 350827 |
| Last Pay Drawn(In case of 6th CPC Grade Pay is included) | Notional Pay as on 01.01.2016 | Notional Pay Level as on 01.01.2016 |
| 19990 | 52000 | L07 |

PENSIONARY ENTITLEMENT

| | | |
|--------------------------------------------------|-----------------------|---------------------------|
| Particulars (Col-01) | Pensioner (Col-02) | Family Pensioner (Col-03) |
| Name | P RAMACHANDRAN | SUJATHA RAMACHANDRAN |
| Date of Birth | 05-12-1955 | 20-11-1965 |
| PAN Number | ADYPR6000L | |
| Aadhaar Number | 279640881771 | |
| Telephone/Mobile Number | 9458476864 | |
| E-mail ID | AMMUPODIYAN@GMAIL.COM | |
| Revised Pension as on 01.01.2016 | 26000 | -- |
| Enhanced Rate of Family Pension wef 01.01.2016 | -- | 26000 |
| Normal Rate of Family Pension wef 01.01.2016 | -- | 15600 |
| Additional Pension on attaining 80 years of age | 5200 | 3120 |
| Additional Pension on attaining 85 years of age | 7800 | 4680 |
| Additional Pension on attaining 90 years of age | 10400 | 6240 |
| Additional Pension on attaining 95 years of age | 13000 | 7800 |
| Additional Pension on attaining 100 years of age | 26000 | 15600 |

PDA DETAILS

| | | |
|-----------------------------|-------------------------|-----------------------------------------------------|
| Name of DPDO/Bank/Other PDA | PDA Station/State | Bank Account Number |
| STATE BANK OF INDIA | HARIPAD | 0030644175409 |
| Paying Branch Address | Paying Branch IFSC Code | CPPC Address |
| HARIPAD | SBIN0010596 | GANAPATHY KOVIL ROAD THIRUVANANTHAPURAM - 695014 |
| | | CPPC BSR Code |
| | | 0004477 |

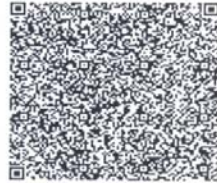
Note:-

- In case pensioner died prior to 01.01.2016, Family pension will be paid at the rates (Enhanced Rate or Normal Rate as applicable after the death of pensioner) as notified in Col-03 above
- The Enhanced Rate of Family Pension may be regulated as per notification in the Original PPO/Corr PPO and also as per orders on the subject.
- All other entries including commuted amount of pension to be deducted, division of family pension etc. as notified in original PPO/Corrigendum PPOs will remain unchanged.
- In case pre revised basic pension/family pension with effect from 1.1.2016 (as per Circular no 153 dated 12.08.2016) is higher than revised basic pension/family pension such cases be referred to the Sr. Account Officer In-charge, Audit section, O/o The PCDA (P) Allahabad before acting on this PPO.

To,

- PDA (CPPC in case of Bank) :The Manager CPPC : STATE BANK OF INDIA
GANAPATHY KOVIL ROAD THIRUVANANTHAPURAM - 695014
- OFFICER IN CHARGE, CH SECTION (LOCAL)
- HEAD OFFICE : 519 SS&TC(GREF)I/rnC/o 99 APO
- PENSIONER'S ADDRESS : DEVIKA APPARTMENT, OPPOSITE VK PARK, DEREBALI, PO-BEJAI,

* This PPO is electronically generated and is digitally signed.



C_S_044780_2018

Standard Operating Procedure for REVISION OF PENSION [PRE-2016]
DEFENCE CIVILIAN PENSIONERS AS PER 7th CPC

1. Introduction:

Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of P&PW issued orders vide their OM No. 38/37/2016-P&PW (A) dated 12.05.2017 for revision of Pre-2016 Defence Civilian pensioners as per 7th CPC. These orders were circulated by this office vide Circular number C-164 dated 30-05-2017. Pension / family pension in respect of all Defence Civilian pensioners / family pensioners who retired / died prior to 01.01.2016, has to be revised by notionally fixing their pay in the pay matrix recommended by the 7th CPC in the level corresponding to the pay in the pay scale / pay band and grade pay at which they retired / died.

- 1.1. The estimated number of Defence Civilian pensioners is about 5.5 Lakh. Revising pension, issuance and dispatch of PPO at this scale with the existing manpower was a mammoth exercise in itself. If methods adopted in past were to be deployed, the task would have taken more than 3 years. Dispatch of PPO to Head of Offices was a matter of great concern during similar exercises in past since there were a large number of complaints regarding non-receipt of PPOs sent by this office.

- 1.2. As per the government orders, the methodology of fixation of pension w.e.f. 1.1.2016 is as under: -

The fixation of pension will be done by notional pay fixation under each intervening Pay Commission based on the formula for revision of pay. While fixing pay on notional basis, the pay fixation formulae approved by the government and other relevant instructions on the subject in force at the relevant time are to be strictly followed. 50% of the notional pay as on 01.01.2016 will be the revised pension and 30% of this notional pay will be the revised family pension w.e.f. 1.1.2016. In case of family pensioners who were entitled to family pension at enhanced rate, the revised family pension shall be 50% of the notional pay as on 01.01.2016 and shall be payable till the period up to which family pension at enhanced rate is admissible as per

existing Rules. The amount of revised pension/family pension so arrived at shall be rounded off to next higher rupee.

- 1.3 The higher of the two formulations i.e. the pension/family pension already revised in accordance with OM No. 38/37/2016-P&PW (A) (ii) dated 04.08.2016 i.e., multiplication by a factor of 2.57 or the revised pension/family pension as worked out in accordance with Para above, shall be granted to pre-2016 Defence Civilian pensioners as revised pension/family pension with effect from 01.01.2016.
- 1.4 These orders would not be applicable for the purpose of revision of pension of those pensioners who were drawing Compulsory Retirement Pension under Rule 40 of the CCS (Pension) Rules, 1972 or Compassionate Allowance under Rule 41 of the CCS (Pension) Rules, 1972. The pensioners in these categories would continue to be entitled to revised pension in accordance with the instructions contained in GOI, DP&PWO.M. No. OM No. 38/37/2016-P&PW (A) (ii) dated 4.8.2016.
- 1.5 The pension of the pensioners who are drawing monthly pension from the Government on permanent absorption in Public Sector Undertakings / Autonomous Bodies will also be revised in accordance with these orders. For revision of pension of those pensioners who had earlier drawn one time lump sum terminal benefits on absorption in public sector undertakings etc. and are drawing one-third restored pension will be regulated in terms of P&PW OM No. 4/34/2002-P&PW (D) Vol. II dated 23.06.2017, circulated vide this office circular no. C-173 dated 11-08-2017.

2. Implementation Methodology:-

- 2.1 Under existing practice, LPC cum Data sheets are received in this office from different HOOs for issue of a fresh PPO or a corrigendum PPO. After preliminary scrutiny and audit, data entry is done on the basis of these LPC cum Data sheets. PPOs are generated and printed after three tier processing at the level of Auditor, AAO and AO/SAO. Hard copies of PPOs and connecting documents are sent to HOOs for scrutiny and onward transmission to PDAs concerned.

- 2.2 For speedy revision of pension now, new methodology has been adopted towards capture of data at the end of HOO itself through a utility. Processing and transmission of PPO i.e. e-PPO to the various HOOs/PDAs has been made paperless.
- 2.3 System for the above has been developed in-house by an experienced team of programmers¹ of this office. There will be no movement of paper documents from this office for notifying corrigendum PPO pertaining to 7th CPC. E-PPO and data in xml format will be generated for each pension claim received in the form of LPC-cum Datasheet. Both the data and e-PPO will be digitally signed by the authorised AAOs.
- 2.4 E-PPO along with data in XML format will be sent to banks in their SFTP folder for further necessary action by the concerned CPPC.
- 2.5 PPO for pensioners who are drawing pension from IE Nepal will be sent to Defence Wing of the Indian Embassy Nepal on their e-mail ID roie.kathmandu@mea.gov.in. Only pdf format of digitally signed e-PPO will be sent. The IE Nepal after verification of digital signature will take print out of the same and will take further action on it.
- 2.6 Print out of PPOs for pensioners, who are drawing pension from Treasuries, will be sent to concerned Treasuries as hitherto fore. However, a letter bearing no. G1/C/0199/Vol II/Tech dated 12/03/2018 has been issued to Director of Treasuries of all states to provide their official email address created in .gov or .nic domain with a confirmation that same may be used for e-PPO dispatch. (On receipt of the e-mail IDs from them, e-PPOs related to Treasuries will also be sent to them through e-mail).

3. Objectives to be achieved:

- 3.1 Streamlining the movement of pension claims from HOOs to this office in a specified format of LPC-cum Datasheet, generated electronically accompanied with hard copies.

¹ Software was developed by a team led by Shri Pradeep Kumar Mishra, AAO.

- 3.2 Electronic transmission of Pension Payment Orders and e-scrolls between PCDA (P) Office and PDAs / Banks.
- 3.3 To eliminate errors in data by obviating need of data entry at this office and Banks / other PDAs.
- 3.4 Fast and efficient data processing at PCDA (P) Office and Banks / other PDAs.
- 3.5 To develop an efficient and secured paperless processing application.
- 3.6 To develop an efficient, secure, cost effective communication system between this Office and HOOs and PDAs/ Banks.
- 3.7 To update database at PDA end using e-PPO and to have synchronized data in this office and PDAs/ Banks.

4. Issues Involved:

- 4.1 To register & maintain directory of the HOOs from whom data is to be received and e-PPO is to be transmitted in electronic format.
- 4.2 To ascertain number of effective pensioners for whom pension is to be revised and make it available to all the HODs/ HOOs.
- 4.3 To allot digital signature to all nominated AAOs who are authorized to sign e-PPO.
- 4.4 Checking of authenticity of PPO Number received electronically at the PDA/ Banks level.
- 4.5 Introduction of all numeric PPO number instead of alphanumeric numbers and security features in the e-PPO.
- 4.6 To avoid fake PPO/ duplicate PPO number generation.
- 4.7 To devise computer printable format of PPO (pdf format) in place of conventional paper PPO.
- 4.8 Banks to create SFTP sites / connectivity at CPPC level wherein this office will transmit the pdf and xml data of e-PPOs.
- 4.9 To maintain directory of officers authorized to sign PPOs and update it on real time basis.
- 4.10 To develop comprehensive software for checking authenticity of data, validation of data received and generation of e-PPOs and XML data files.

- 4.11 To identify effective pensioners as on 01/01/2016 for whom revised PPOs are to be received.
- 4.12 To prescribe format for effective management.

5. Proposed System in Brief:

- 5.1 It has been decided to register the HOOs who forward pension claims for all Defence Civilian.
- 5.2 For this purpose, all HODs (20 in numbers) have been advised to direct all the HOOs functioning under them for get themselves registered with this office. List of Head of Departments are at **Annexure-1.**
- 5.3 A sample form has been prescribed and hosted on the website of this office. HOOs are required to indicate their e-mail id on any Govt. domain, their postal address, landline phone / mobile phone numbers and other relevant details.
- 5.4 On receipt of the form through e-mail, HOO ID will be generated in Transmission and Control Group² of EDP section and intimated to them through e-mail. Same procedure will be followed for change of registered e-mail ID in exceptional cases with the permission of Group Officer (I.T.). However, to speed up the process as per directions of Head Quarter office, relaxation in procedure was introduced and HOO ID has been issued in bulk on receipt of list of HOO functioning under various HODs especially in case of MES organization. HOO ID will be of six digits out of which first two digits will correspond to the HOD and remaining four digits will be serial number of HOO under the HOD concerned.
- 5.5 HOO ID will be a mandatory field for creation of a LPC cum Data Sheet. Instead of only hard copies of LPC cum Data sheet received in the existing system, soft copy of data will also be received through e-mail or on CD in

² Shri R K Pandey, AAO of EDP section has been entrusted with the task.

the proposed system. Hard copies will be accompanied by relevant documents, which will form a pension revision claim. Detail instructions for completing a data sheet are mentioned in **Annexure-2** of this SOP. Common errors in preparation of LPC Cum Data Sheet noticed during processing at this end has also been circulated among all concerned vide this office Circular Number C-177 dated 19-12-2017.

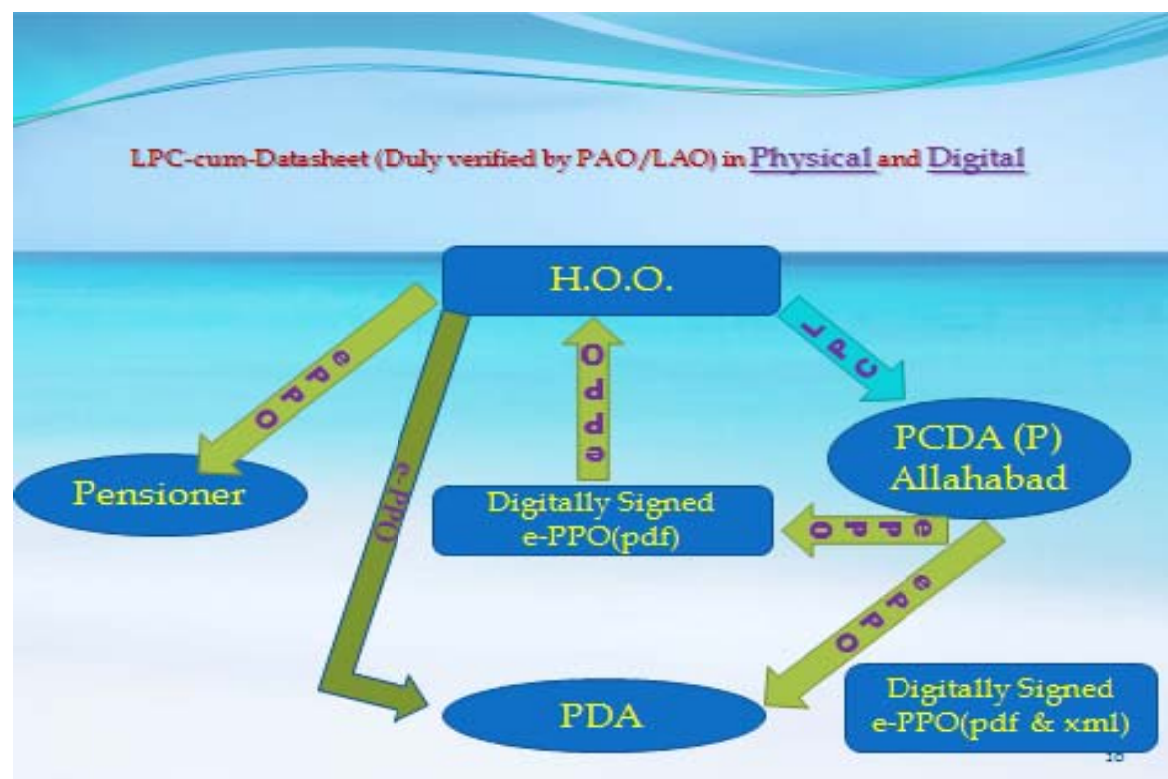
- 5.6 In order to facilitate HOO to indentify living pensioners for preparation of revision pension claim, a list of effective pensioners / family pensioners extracted from e-scrolls received at this end from Banks & DPDOs was provided to all Head of Departments. In case of DAD, the data in respect of various controller offices was provided to respective CDAs. Later, the data of all pensioners was also placed on the web site of this office for easy access by all HOO and thereby ruling out any possibility of non-receipt of the data.
- 5.7 No physical PPO will be generated and issued by this office. (Circular Number C-169 dated -07-2017). Soft copy of e-PPOs in PDF format will be generated and sent to HOOs duly signed digitally. The new e-PPO (pdf format) will also contain a QR code wherein all important data will be embedded. H.O.O. will check the correctness of the e-PPO (pdf format) and thereafter send a printed copy to the PDA concerned for pairing the same with the copy received directly from this office electronically. In case any error is noticed, LPC-cum-Data Sheet will be initiated for issuing a corrigendum PPO to rectify the error.
- 5.8 Pensioner copy of the PPO will also be printed by the HOOs for handing over the same to the pensioner / family pensioners.
- 5.9 E- PPOs in PDF format digitally signed and XML data file will be sent to PDAs. XML file may be used by the bank for capturing data if they so desire. PDAs have been advised to effect payment based on e-PPO without waiting for any confirmation from HOOs vide circular number C-169 dated 10-07-2017. Thereafter, pdf file (e-PPO) will be used for comparing with the copy received from the HOO at a later stage.

- 5.10 Genuineness of the e-PPO will be checked by verifying the digital signature and only then necessary action for payment or other correction will be taken by PDAs. In cases e-PPO is not found genuine or found tampered, no action would be taken by the PDAs and suitable intimation to this office as well as to the HOO concerned will be sent forthwith by PDAs without any delay.
- 5.11 Digitally signed Soft copy of PPOs in XML and PDF format will be sent to Banks through SFTP connectivity which this office has established with banks. Similarly, these PPOs will be sent to DPDOs through the CGDA WAN. Director of Treasuries of all states have requested to provide an e-mail ID of .nic or any other Government domain for this purpose.
- 5.12 For accurate accounting and audit purpose, PDAs have been advised to make immediate modification in e-scrolls by inserting a new column (36) wherein the new PPO number containing 16 digits is indicated. In respect of those pensioners who have not been allotted new PPO number, pensioner ID (which consists of 15 digits) if available in original /corrigendum PPO may be captured and indicated in a different column (column no. 37). Circular Number C-176 dated 18-12-2017 may be referred to in this regard. This has been done with a view to reduce identity mismatch cases and facilitate e-audit of payments being made.

6 Schematic diagram

For revision of pension/family pension in respect of all Defence Civilian pensioners / family pensioners who retired / died prior to 01.01.2016 is shown hereunder-

Schematic Flow Diagram of LPC & e-PPO



- 7 **Detailed procedure** for revision of pension / family pension in r/o all Defence Civilian pensioners/family pensioners who retired / died prior to 01.01.2016 will be as under-

7.1 **Initiation Of Pension Revision Claim-**

- 7.1.1 Firstly, all Head of Offices (HOO) have to get allotted HOO code from PCDA (Pension), Allahabad. This code can be obtained by HOO either by sending email to pcdapedp.cgda@nic.in in the prescribed proforma or by one-time registration through login on website of PCDA (Pension) Allahabad at url www.pcdapension.nic.in. HOO code will be generated after Head of Department (HOD) verifies the details through E-mail. Thereafter, the code will be transmitted to HOO and HOD. All E-mail communication will be made on E-mail id on Govt. domain only. As discussed at para 5.4 some

flexibility was introduced in allotment of H.O.O. code as per directions of Head Quarter office. While preparing LPC-cum-Data Sheet for revision, HOOs shall mention the HOO code in it. Also, all LPC-cum-Data Sheet of a HOO will bear a running serial number. The proforma and instructions for obtaining HOO code is given in **Annexure-3**. Number of HOO ID issued is being updated on website of this office on day to day basis.

- 7.2 Head of Office will be responsible for notional pay fixation as on 01.01.2016 in respect of pre-2016 Defence Civilian pensioners / family pensioners in accordance with Govt. orders. After fixation of pay, same will be got vetted from the concerned PCDA/CDA/AAO/LAO/AO (GE) etc. The pension claim for revision in the form of LPC-Cum-Data Sheet **(Annexure-4)**, along with all concerned documents and soft copy of data in a CD will be forwarded to the PCDA (Pension) Allahabad. Simultaneously, soft copy of the data will also be sent to PCDA (Pension) Allahabad through E-mail at gograntonecivil.dad@hub.nic.in as mentioned in this office Circular Number C-165 dated 15-06-2017. All E-mail communications will be made on Govt. E-mail ID viz, (.nic.in), (.gov.in) or such domain only.
- 7.3 PCDA (Pension), Allahabad has to issue a revised Pension Payment Order i.e. Corrigendum Pension Payment Order (in new PPO no. series). These e-PPOs (in soft pdf format) will be digitally signed by AAO of the Sangam Cell who approves the claim and will be uploaded on server by AAO of Control sub Group of Sangam Cell. On receipt of HOO-wise folders of digitally signed e-PPOs from Server (EDP), the same will be sent through registered E-Mail ID to HOOs by Control sub Group-II (Dispatch) of Sangam Cell. The HOO / HOD will check the PPO and send it to Pension Disbursing Authority concerned and one copy to pensioner also. The digitally signed e-PPOs (xml & pdf) will be sent by EDP Centre to PDAs. It will be sent through SFTP route to Banks, through CGDA WAN to DPDOs and through other mode (e-mail) to other PDAs. Circular Number C-169 of July' 2017 may be referred to in this regard.
- 7.4 In order to facilitate HOO to indentify living pensioners for preparation of revision pension claim and issue of corrigendum PPO, this office has

provided a list of effective pensioners/ family pensioners extracting the data from e-scrolls and interacting it with master, to the Head of Department for segregating and circulating to their respective sub offices functioning as Head of Office. The same list is also placed on the web site of this office. However, such list of effective pensioners is not exhaustive. Hence, HODs/HOOs have been advised to make further efforts at their end to identify all remaining pensioners and submit their notional pay fixation with required information to this office in the prescribed LPC-cum- Data Sheet duly vetted by the PCDA/CDA/AAO/LAO/AO(GE) etc. The LPC-cum- Data Sheet will be generated by HOO by downloading MS-Access utility designed for the purpose, from web-site www.pcdapension.nic.in. This Utility in itself has many validation checks on various fields.

- 7.5 HOOs may endeavour to mention Aadhaar No., Mobile no., PAN no., E-Mail Id of pensioner/family pensioner or spouse in the prescribed LPC-cum- Data Sheet, if readily available. In case these details are not available, efforts may be made to obtain these details from the Pensioner/family pensioner/Spouse and subsequently propose amendments by using same LPC-cum- Data Sheet for issue of Corrigendum PPO. These fields are not mandatory in preparation of LPC-cum-Datasheet through the utility. The purpose of these data is to improve service delivery to them in future.

- 8 **The detailed process** The processing of revision of pension claims and issue of PPOs there for will be done in Sangam Cell. EDP Centre will provide all the technical support.

8.1 Responsibility Of EDP Centre

- 8.1.1 Coordination group of EDP Centre will provide all required hardware and their maintenance.
- 8.1.2 It will also provide all the network support and its maintenance except internet connectivity which will be looked after by Admin-IV section. All required software for processing of data, generation of various MIS will be

developed by PHP group³ of the EDP Centre. At present list of MIS is given in **Annexure-5**. Types of MIS may increase as per requirement. Screen shots of some sample reports are shown in **Annexure-6, 7, 8 & 9**.

- 8.1.3** XML data file for an e-PPO (pdf file) will be generated by the EDP Centre after uploading of e-PPO on server by the Sangam Cell.
- 8.1.4** Transmission and Control group will generate HOO ID on receipt of request on the prescribed format.
- 8.1.5** Task Holder of web site group will update website with daily MIS of claim status.
- 8.1.6** PHP group will provide to the website group, details regarding claims finalised which will contain original PPO number, revised PPO number and name of the pensioner.
- 8.1.7** Task Holder of web site group will update the above details on the website of this office on daily basis. Pensioners may know the status of their claim by entering their original PPO number.
- 8.1.8** Digitally signed e-PPOs (xml & pdf) received from Sangam cell will be transmitted to the PDA by Transmission and Control group of EDP Centre (Sample pdf file and xml data file are shown at **Annexure-10** and **Annexure-11** respectively). Description of **XML Tag** is laid down in **Annexure-12**. Detailed security measures in PPO signing and transmission is laid down in **Annexure-13**. Digitally signed e-PPOs (xml & pdf) will be sent to banks and other PDAs as described hereunder-

8.1.9 Sending e-PPO to banks

EDP Centre will send digitally signed e-PPOs in PDF format and XML data files to the PDAs. Detailed procedure adopted by the EDP Centre and CPPCs of Banks is laid down in **Annexure-15**.

8.1.10 Sending of e-PPOs to DPDOS

E-PPOs for a DPDO will be placed in a dedicated folder for which nomenclature will be "e-ppo date of transmission (mmddyyyy)\2 digit DPDO code prefixed with 5 zeroes". For example -

³ Program of MIS was developed by Shri D Bhattacharya, AAO and Ms Sneha Gupta, Sr programmer hired through NICSI.

"e-ppo_02022018\0000057" where 02022018 stands for date of transmission viz, 02 Feb' 2018 and 57 is DPDO Code for DPDO, Allahabad from where pensioner is drawing his pension. The folder for a DPDO will be created on the day of transmission. Folder of e-PPOs for all DPDOs will be uploaded on CGDA WAN. Aashrya team of Head Quarters Office will make available these e-PPOs to the concerned DPDOs for further action.

8.1.11 Sending of e-PPOs to Indian Embassy Nepal and Treasuries

PPO for pensioners who are drawing pension from IE Nepal and treasuries, procedure as mentioned at para 2.5 and 2.6 ibid will be followed.

8.1.12 PHP group will act as system administrator and create Admin user-id and password for SAOs of Sangam Cell. There will be a facility for Admin user to change their password.

8.2 Bulk processing of revision claims through System

- 8.2.1 With the passage of time, processing through software has stabilized. Data of LPC-cum-Datasheet wherever matched with masters can be identified and processed without manual intervention. Hence, in order to expedite issue of PPO, such pension claims are being processed through system and PPOs are generated.
- 8.2.2 Control Group-II of SANGAM Cell will hand over Excel files of all individual pension claims combined in one Excel file to EDP centre. On receipt of accumulated and clubbed data in MS-Excel format in EDP Centre and uploaded on Server
- 8.2.3 EDP centre generates CDR number for each claim and hands over the same to the Control Group of Sangam Cell for endorsing of CDR series in each batch.
- 8.2.4 It is being checked through software that original PPO number, name of pensioner, name of spouse and date of birth of pensioner in input data as well as notional pay fixed by HOO are matching with the original data available in master data base. PDA details are picked up from latest e-Scroll data of banks available in this office.
- 8.2.5 Input data is scrutinised online in Sangam Cell to remove errors being repeated. Cases wherein pensioner/family pensioner is not eligible for

revision as per extant orders viz. Compulsory Retirement, Compassionate Allowance, Disciplinary Action, Post-2016 Retirement/Death in service cases, Family Pension cases especially sanctioned to children and where family pension share is less than 100% etc. should be kept out of bulk processing route.

- 8.2.6 For all matched cases, e-PPOs (pdf file and xml data file) are generated by system. Pdf files and XML data files of e-PPOs will be downloaded by the Sangam Cell on their local PC. These will be digitally signed by authorised AAOs of Sangam Cell and thereafter uploaded on the server or handed over to the EDP Centre.
- 8.2.7 EDP will hand over or make available the list of such e-PPOs generated along with e-PPOs on the system.
- 8.2.8 EDP Centre simultaneously will upload claims on the system which will remain un-processed due to whatsoever reasons including cases of nature enumerated at Para 8.2.6.
- 8.2.9 Control group of Sangam Cell on receipt of list of such system generated e-PPOs EDP hand over the same to Task Holders for endorsing of CDR number and e-PPO number in hard-copies of LPC-cum-datasheets and segregation of remaining un-matched cases.
- 8.2.10 After segregation in Sangam Cell, remaining cases for which e-PPOs could not be generated will be assigned to staff of Operative Groups for usual action/ processing in two tier system i.e., auditor and AAO.
- 8.2.11 **Transmission and Control Group** of EDP Centre will transmit these files (e-PPOs) to the concerned banks and DPDOs, whereas e-PPOs to HOOs will be will be forwarded electronically by Control sub-group-II (Dispatch) as detailed in Para 13.2.
- 8.2.12 Daily / Regular backup of data, data base and software loaded on Server will be maintained in EDP by PHP Group.
- 8.2.13 Necessary interface for creation of various MIS will be provided to SAO/AO in-charge of the SANGAM Cell.

- 8.2.14 E-library will be maintained by EDP Centre. Transmission and Control group will monitor and maintain backup of all digitally signed e-PPOs (pdf and xml data files both).

9 Responsibility Of Sangam Cell

Sangam Cell will be responsible for receiving pension revision claims, its accounting, processing, generation of e-PPOs and PDF format of PPO and dispatch of e-PPOs (PDF format of PPO) to the HOO. Admin user in EDP Centre will create user id and password for each AAO and other staff including ex-DAD personnel who have been engaged for processing of claims. There will be facility for each user to change their password. It will be responsibility of each user to keep secrecy of their password to avoid any manipulation of data on their computer by other non concern persons.

9.1 Structure of Sangam Cell

- A. Control Group.
- B. Operative Group
- C. Correspondence Group

Detail functioning of each group and sub group is described below.

10 Control Group

This group will comprise of three sub-groups-

- a) Control Sub Group-I (Receipt & Distribution)
- b) Control Sub Group-II (Dispatch) Group
- c) Control Sub Group-III (Binder)

- 10.1 **Control Sub Group-I (Receipt & Distribution)** - The AAO of Control Group will regularly monitor Mail-ID gograntonecivil.dad@hub.nic.in. He/she will supervise all activities of this group viz receipt of pension claims, diarising the same on computer, checking data consistency and handing over claims to sub group-II .
- 10.2 The Sub Group I will download softcopy of LPC-cum-datasheet forwarded by various Head of the offices through E-mail. It must be ensured that softcopy of datasheet forwarded by H.O.O. is only through e-mail ID registered with

PCDA (P). The same may be handed over to Task Holder concerned for linking it with hard copy already received. Any query, complaint or clarification etc. will be handed over to Correspondence Group for appropriate action and reply accordingly.

10.3 The revision pension/family pension claim will be received by the Task Holder of this sub-group from Record Section of this office and couriers of the HOOs.

10.4 All batches of claims will be entered into Claim Control Register and a unique ID will be allotted to each batch. The CD ID and details thereof will be written on the CD itself which will be stored for further action. The number will also be mentioned on top sheet/ covering memo of the claims: -

10.5 Details of receipt of LPC-cum-Datasheet along with softcopy of data in CD will be entered in the LPC-cum-Datasheet control register on computer in MS-Excel sheet. The register will have the following columns-

- (a) Serial no.(CD ID),
- (b) Name of HOO,
- (c) Forwarding letter No. and date,
- (d) Date of receipt,
- (e) Source of receipt(Postal id or Courier),
- (f) Date of uploading,
- (g) Number of records in the CD
- (h) Number of matched cases accepted for processing.

10.6 LPC-cum-Datasheet received from Record Section / courier without softcopy will be linked with soft copy received through e-mail or by post separately. In case no softcopy is linked, hard copies of the claims may be returned, under the signature of SAO/AO In-Charge, to HOO/HOD for resubmission along with soft copy.

10.7 After entering the details of receipt of hard copy and soft copy in control register, the data in soft copy shall immediately be handed over to Task Holders for conversion of data of MS Access Utility into MS Excel files.

10.8 The Task Holders will check CD for MS Access Utility. In case, MS Access Utility provided to HOOs by this office is not found in CD or CD found

blank/not readable, complete batch will be handed over to Task Holder nominated for return of such cases to HOO. If MS Access Utility as provided by this office is found in CD, he will compare the number of claims in hard-copies and number of records in MS Access Utility in CD.

(a) In case number of cases in softcopy are more or less than those of hard copy and hard copies are also not serially numbered then complete batch will be returned to the HOO.

(b) In case number of cases in softcopy is more than or equal to those of hard copy, and both hard copy and softcopy records are serially numbered, batch may be retained for further processing.

10.9 Correctness of Organisation code and H.O.O. ID will be checked in the soft copy.

10.10 In matching cases, the data in MS-Access Utility will be imported into MS-Excel sheet. In case number of records in Excel sheet is more than those of hard copies, excess records should be deleted from excel file. Task Holder will also ensure that structure of the Utility has not been modified. In case, structure has been completely modified (minor variation in sequence of fields may be ignored), such batches will be handed over to the nominated Task Holder for return.

10.11 All the date fields (Total Five) will be converted into yyyy-mm-dd format.

10.12 Aadhaar number of pensioner, Aadhaar number of Spouse and Bank A/c number fields may be formatted into Number with Zero decimal formats.

10.13 Characters such as 'or' or 'or ', which may appear in excel sheet should be replaced with "Blank".

10.14 M S Excel datasheet will be saved as .csv [MS-DOS] format.

10.15 The .csv file will be uploaded on the server through a link http://192.168.10.1/pre-cdr_new/ for generation of CDR number. The CDR number will be generated by system itself. The naming convention will consists of first three digits "7CR" followed by 6 digits running serial number. The date of loading of the case will be the date for generating MIS for pendency i.e. the oldest date.

- 10.16 Simultaneously, hard copies of LPC-cum-datasheet will also be handed over to the Operative group for assigning to Task Holders through Claim Distribution Register.

11 Operative Groups

- 11.1** Two tier system of auditing will be followed for processing of claims , firstly by Senior Auditor/Auditor/Clerk and thereafter checked and approved by AAO. Allocation of pension revision cases in operative section may be done HOD wise which would be decided by a section order or a group order.
- 11.2** On receipt of hard copies of LPC-cum-data sheets from Control Group, Task Holders will search for CDR number with reference to Original PPO number and name of pensioner for each case and endorse CDR number on top of the hard-copy of datasheets. Thereafter, the claims will be handled in two ways-
- (a) The cases for which data is available in data-base on server.
 - (b) The cases for which data is not available in data-base on server.
- For these cases binder may be indented from G1/Civil section.
- 11.3** For cases falling under category (a) above, computer program will validate the data with reference the data bases (Pension sanction database & e-Scroll Database) on submitting CDR No. of a case. Matching data fields will be visible with boundary in green colour and non-matching data fields will be visible with boundary in red colour. Task Holder has to concentrate on checking and correcting the fields displayed in red colour only at this stage. This system will reduce the strain of the auditor while processing the case. Field-wise detailed checking of data will be done as under-
- 11.3.1 Head of the Office field-** It is ensured that Organization code, H.O.O. code and e-mail id of H.O.O. has been filled-in as per H.O.O. code allotted by this office with reference to link of H.O.O. code available in system. List of Organization Code is enclosed as **Annexure- 16**.

11.3.2 PPO Detail

(i) Original PPO Number should be in the following format without any special character: -

In case of pre-2006 retirees= XXXXX9999999999

(where, Alphanumeric character (X) denotes type and organization, next six digits PPO number and last four digits year)

In case of post-2006 retirees= XXXXX9999999999

(where, Alphanumeric character (X) denotes type and organization, next five digits PPO number and last four digits year)

In case, PPO number or year filled-in is less than 06+04 digits (for pre-2006 retiree cases) and 05-04 digits (for post-2006 retiree cases) the same be converted into 06+04 digits and 05+04 digits by inserting leading zeros in PPO number and Year in four digits respectively.

Example: - Pre-2006 Retiree CDAD12399

To be corrected as CDAD0001231999

Post-2006 Retirees CDAD12306

To be corrected as CDAD001232006

(ii) Availability of details against PPO number in system/ SUVIDHA has to be checked. If details are not available in system, indent for binder should be placed. As an exception, cases where Nature of Pension is Disciplinary, such cases should be processed only after receipt of binder even though data may be available in system/ SUVIDHA. On receipt of binder the details will be checked from the Original/ Corrigendum PPO.

11.3.3 Pensioner/Family Pensioner's details

(i) Entries like Name of pensioner, Nature of pension, Date of birth, Date of retirement/Date of death (in case of death while in service), Qualifying Service, Last Pay Drawn, are to be checked 100% with reference to data available on system. In case of mismatch, the case may be returned to

the H.O.O. for clarification/ rectifications. List of Nature of pension is enclosed as **Annexure- 17.**

- (ii) Cases where pension type is Compulsory Retirement or Compassionate Allowance, post-2016 retiree/death in service cases, family pension cases wherein family pension share is Zero or family pension sanctioned only up to 01.01.2016 should be rejected summarily and returned to HOO.
- (iii) In cases of PSU Absorbees, where 1/3 pension is to be restored, Extra-ordinary pension cases, Division of family pension cases, Date of commencement of family pension after 01.01.2016 cases, Disciplinary nature of pension cases other than those where pension has been restored or reduced for life, such claims may be forwarded to G1/Civil section for issue of manual PPO in terms of Circular C-173.
- (iv) Name of spouse and date of birth will be checked 100% with reference to data available in records. In case of mismatch, the case will be returned to H.O.O. for clarification / rectification.
- (v) In cases where family pension has been jointly notified and due to death of pensioner, Family Pensioner is drawing pension as per LPC-cum-Datasheet, it will be ensured that date of death of pensioner has been filled in at appropriate field. Otherwise, such cases may be returned to H.O.O. for re-submission duly corrected in this regard.
- (vi) Basic Pension as on 01.01.2016 should be carefully checked with reference to pension as on 31.12.2015 taking into consideration modified parity method, consolidation etc. as per the then prevailing orders.

11.3.4 **Pay Detail**

- (i) It will be checked that Level in Pay Matrix shown in LPC-cum-Data sheet are matched with corresponding pay scales of corresponding Pay Commissions (Notional pay and notional retiring pay scale as on

01.01.1986 in respect of pre-1986 retirees) with data available in our records, (Codes for Pay Scale of 4th Pay Commission, 5th Pay Commission, 6th Pay commission are shown as **Annexure-18**, **Annexure-19**, and **Annexure-20** respectively).

Concordance Table as per GOI O.M. No. 38/37/2016-P&PW (A), dated 6th July, 2017 as amended vide GOI O.M. No. 38/37/2016- P&PW (A), dated 18th July, 2017 for revision of pension of pre-2006 pensioners/family pensioners based on notional pay fixed as on 01.01.2016 has been uploaded on this office website www.pcdapension.nic.in for easy accessibility of all concerned. This table should be used to arrive at notional basic pay in the pay matrix of 7th CPC. **(Circular number C-168 dated 10-07-2017)**.

(ii) It will also be checked that rate of NPA and other pay elements have been correctly filled-in appropriate column in LPC-cum-datasheet by H.O.O.

(iii) Check correctness of Notional pay with reference to Concordance Table and retiring pay scale and last pay drawn.

All mismatch cases will be returned to concern Head of the Offices.

11.3.5 **PDA Details**

(i) Check the correctness of Pension Disbursing Authority details with reference to Pension Accounting System. This exercise will be done from link given in Pension Accounting System for Bank pensioners, DPDO pensioners. In case, the details of PDA of pensioner/family pensioner are not found in above link, such cases will be returned to H.O.O. for confirmation regarding PDA details.

(List of PDA Code, DPDO code and Bank codes showing their respective CPPCs are given in **Annexure-21**, **Annexure-22** and **Annexure-23** respectively.

(ii) After 100% checking of LPC-cum-datasheet, Task Holder will save the data and forward the claim to AAO for further necessary action.

- (iii) AAO will also exercise 100% check of Pay Details, Notional pay as on 01.01.2016, Basic Pension as on 01.01.2016 and correctness of PDA before generation of PPO. Concerned AAO will also ensure that e-PPO number generated is strictly in following pattern-

PPO Number

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | 1 | 3 | 2 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|---|

Where,

1st Digit Denotes Type of Pensioner which is as under-

| Type of Pensioner | Code | Pension Sanctioning Authority |
|--------------------|------|-------------------------------|
| ARMY | 1 | PCDA(PENSIONS) ALLAHABAD |
| NAVY | 2 | PCDA (NAVY) MUMBAI |
| AIR FORCE | 3 | PCDA (AIR FORCE) NEW DELHI |
| DEFENCE CIVILIAN | 4 | PCDA(PENSIONS) ALLAHABAD |
| New Pension Scheme | 5 | PCDA(PENSIONS) ALLAHABAD |

2nd & 3rd Digit Denotes Organization Code, which should be as per List of Organization Code mentioned in Annexure-10.

4th to 7th Digit Year of issue of Original PPO &

8th to 12th Digit Running Serial Number of PPO, which will be Organization wise & Year wise.

PPO Suffix four digits

| | | | |
|---|---|---|---|
| 0 | 1 | 9 | 9 |
|---|---|---|---|

Where 1st & 2nd Digit Denotes Nature of Pension, (List of Nature of Pension for PPO numbering is attached as **Annexure-24**)

3rd & 4th Digit denotes number of Corrigendum PPO. "99" stands for initial/ mass revision PPO of 7th CPC.

- 12.1 In case any type of discrepancy noticed, the same may be brought to the notice of EDP centre immediately for taking corrective measures and such PPOs should not be signed till the confirmation from EDP Centre.
- 12.2 After approval of e-PPO, concerned AAO will generate pdf version of PPO and place them in a folder. For signing pdf files of e-PPOs in bulk, a multi pdf signer tool has been procured. Using the tool, all pdf files present in a folder can be signed in one go. To digitally sign the PPO the AAO will use his own digital⁴ signature certificate token and login in it. He will select the required pdf files in the folder and click on option button for digitally sign them. AAO of Control Group-II (Dispatch) Group will collect digitally signed pdf files from all AAOs of Operative Group and take for further necessary action as mentioned in para 13.2. Simultaneously, hard copies of all such cases along with Top Sheet (Group-wise) list of e-PPOs generated on that particular date be handed over to Control-II Dispatch group on next day.
- 12.3 Similarly, rejected cases along with Top sheets will be handed over to Control-II Dispatch group (Group-wise) on next day.

13. Control Sub-Group -II (Dispatch)

- 13.1 Rejected cases received from operative groups will be diarised and handed over to Records Section for dispatch to HOO concerned. On receipt of HOO-wise folders from EDP either through system or manually, preliminary checks may be carried out on e-PPOs generated by Operative Groups and tally the same with reference to e-PPOs received from EDP. After, H.O.O.-wise re-conciliation of e-PPOs, the same along with a forwarding memo and list of pdf files will be forwarded to H.O.O.s through e-mail already registered with PCDA (P).
- 13.2 PDF files collected from different sections of Operative Group will be uploaded into the system. All invalid PDFs (those which are not uploaded on server) may be reviewed again to check correctness of Pension

⁴ S/Shri Praveen Chaurasia and D. C. Pandey were the two officers for using digital signature in this office.

Disbursing Authority details. In case any discrepancy noticed, the case may be handed over to concerned Task Holder for issue of amendment to e-PPO. In other cases, pdf files may be forwarded to EDP Centre for dispatch or remedial measures.

- 13.3 Digitally signed e-PPOs forwarded to H.O.O. may be written on CD date wise and HOO wise and a Register for CD ID will be maintained. Folder naming convention will be as under-
Folder Name: "Date [DDMMYYYY] +HOO ID + Number of cases"
MIS be prepared and submitted to higher authorities on daily basis. Rendition of Reports & Returns will be done as on required basis.
- 13.4 As already mentioned in para 2.6 *ibid*, PPOs for pensioners who are drawing pension from Treasuries, printed pdf PPOs duly signed and embossed with colourless seal will be sent to the Treasuries as hitherto fore. However a letter bearing Number G1/C/0199/Vol II/Tech dated 12/03/2018 has been issued to Director of Treasuries of all states to provide their official email address created of .gov or .nic with a confirmation that same may be used for e-PPO dispatch. (On receipt of the e-mail IDs from them e-PPOs related to treasuries will also be sent to them through e-mail by the transmission and control group of EDP Centre).

14 Control Sub-Group-III (Binder):-

- 14.1 LPC-cum-data sheet received through various Operative Groups may be arranged Control Serial Number wise. Pension revision claims in a binder will be in ascending order of Control Serial Number, which is a unique number for each pension revision claim finalised during a year. Format of Control Serial Number is "C_S_044780_2018", where 044780 is running serial number and 2018 is year of issue of PPO. In family pension cases the prefix "**C_F**" will be used instead of "**C_S**". A Control Serial Number wise list will be obtained from EDP Centre in soft format, which will contain following columns-
- i. Control Serial Number
 - ii. CDR Number

- iii. Name of Pensioner
- iv. Original PPO Number
- v. 7th CPC Revision PPO Number.
- vi. The Serial Number

14.2 List for the cases for each binder may be printed in the section and will be placed in the binder book. Sample copies of the lists are placed at **Annexure-25 and Annexure-26.** Thereafter, a binder book may be prepared, which will contain 100 pension claims each. A copy of the list will be placed below the top cover of binder. On the cover of binder the Binder Number, will be mentioned on middle top in bold letters. The range of Control Serial Number i.e., Control Serial Number From To Control Serial Number will be mentioned distinctly.

14.3 These binders will be submitted to SAO/AO for test check. Sr. Accounts Officer/Accounts Officer will test check the correctness of 2% of PPOs in the binder and he will make suitable endorsement on the claim and on its top sheet. There after these binder books will be sent to concern Old Records for binding and safe custody.

14.4 Same procedure will be adopted for binding of Corrigendum PPO of revision pension claims, as described in para 14.1 to 14.3 above.

15 **Correspondence Group:-**

This group will deal with all correspondence relating to claims and other functions of the entire section.

ANNEXURE-1**LIST OF Heads of Departments**

| Sl | Organisation |
|----|-------------------|
| 1 | Factories |
| 2 | AOC |
| 3 | MES |
| 4 | EME |
| 5 | CAO |
| 6 | Military Farms |
| 7 | DGI |
| 8 | R & D |
| 9 | Navy |
| 10 | Air force |
| 11 | GRES |
| 12 | DAD |
| 13 | Miscellaneous |
| 14 | MNS (Local) |
| 15 | NCC (Officers) |
| 16 | Coast Guard |
| 17 | Army Supply Corps |
| | |

Annexure-2**LPC – cum- Data Sheet filling instructions****HEAD OF OFFICE DETAIL***** Column 1(Organisation Code)**

This field is mandatory. Organization Code will be filled with reference to drop down menu.

*** Column 2 (Office/Unit Formation)**

This field is mandatory. This column will be filled with office name of Govt. employee.

*** Column 3 (Head of Office)**

This field is mandatory. This column will be filled with name and full address of Head of office.

Column 4 (Head of Office Code)

This field is necessary. The code is to be obtained from O/o the PCDA (P) by registration in prescribed proforma.

*** Column 5(Govt. email id of Head of office)**

This field is mandatory. This column will be filled with Govt. email id of Head of Office as created on (nic.in) or (gov.in) or similar domain.

PPO DETAILS*** Column 6(Original PPO No.)**

This field is mandatory. It should be filled with original PPO No. of Pensioner. Example in which forms this field is to be filled as under-

If PPO no. is C/MISC/10250/2016, It should be filled as

CMISC102502016

Column 7 (Latest corrigendum PPO No.)

It should be filled with latest corrigendum PPO No. of Pensioner.

Example in which forms this field is to be filled as under

If PPO no. is C/CORR/DAD/09454/2016, it should be filled as CCORRDAD094542016.

PENSIONER/ FAMILY PENSIONER DETAILS

*** Column 8 (Name of Pensioner/Govt. employee)**

This field is mandatory. It should be filled as mentioned in PPO. One box may be left blank between first, middle and surname etc.

Column 9 (Date of Death) (DDMMYYYY)

In case of family pension, this column will be filled.

*** Column 10 (Nature of Pension)**

This field is mandatory. Code will be filled with reference to drop down menu.

*** Column 11 (Type of Pension)**

This field is mandatory. Code will be filled with reference to drop down menu.

Column 12 (Address of Pensioner)

Latest address if available otherwise left blank.

Column 13 (PAN No.)

May be filled with PAN No. of Pensioner.

Column 14 (Aadhaar No.)

This column may be filled with 12 Digit Aadhaar No. of the Pensioner.

Example: -The Aadhaar no. is 5222 6222 7222 it will be filled in as under: -

5 2 2 2 6 2 2 2 7 2 2 2

Column 15 (Mobile No.)

May be filled with 10 digit Mobile No. of Pensioner. No Zero (0) should be added in the beginning.

Column 16 (Email ID)

May be filled with e-mail id of Pensioner.

Column 17 (Date of Birth) (DDMMYYYY)

Filling of this column is mandatory. Date of birth may be filled from Service Book. In case the verified date of birth is not available therein, prescribed documents as described in this office circular no.76, dt.25.11.2009 may be relied upon for this information.

Example: -The Date of Birth is 5/2/1950 it will be filled in as 05/02/1950

*** Column 18(Date of Appointment) (DDMMYYYY)**

This field is mandatory. It may be filled as per Service Record or Original PPO.

*** Column 19 (Date of Retirement) (DDMMYYYY)**

This field is mandatory. It may be filled as per Service Record or Original PPO.

*** Column 20 (Post Last Held)**

This field is mandatory and may be filled as per service record or original PPO. One box may be left blank between several words of a post name.

*** Column 21(Last Pay Drawn)**

This field is mandatory. May be filled as per service record or original PPO.

*** Column 22 (Net Qualifying Service)(YYMMDD)**

This field is mandatory and may be filled as per service record or original PPO without slash.

Column 23 (Name of Family Pensioner)

May be filled as per service record.

Column 24(DOB of Family Pensioner) (DDMMYYYY)

Date of birth may be filled from Service Book. In case the verified date of birth is not available therein, prescribed documents as prescribed in

this office circular no.76, dt.25.11.2009 may be relied upon for this information.

Example: -The Date of Birth is 5/2/1950 it will be filled in as 05/02/1950.

Column 25 (Relation with Pensioner)

In case of family pensioner this field may filled by selection from drop down menu. For example, if family pension is granted to Father of deceased government servant, "F" may be selected.

Column 26 (Aadhaar of family pensioner)

This column may be filled with 12 Digit Aadhaar No. of the Spouse.

Example: -The Aadhaar no. is 5222 6222 7222 it will be filled in as 5 2 2 2 6 2 2 2 7 2 2 2

Column 27 (PAN of family pensioner)

May be filled with Spouse PAN no.

*** Column 28(Basic Pension at retirement)**

This is mandatory. This may be filled as per PPO.

Column 29 (Basic Pension as on 1.1.16)

As being paid with method of multiplying by 2.57.

PAY DETAILS

Column 30 (3rd CPC Pay Scale- Pre86)

If applicable, fill with service record.

Column 31 (3rd CPC Pay Scale- Pre86)

If applicable, fill with service record.

Column32 (4th CPC Pay Scale- as 1.1.1986)

May be filled as fixed.

Column33 (4th CPC Notional Pay- as 1.1.1986)

May be filled as fixed.

Column34 (5th CPC Pay Scale- as 1.1.1996)

May be filled as fixed.

Column 35 (5th CPC Notional Pay- as 1.1.1996)

May be filled as fixed.

Column 36 (6th CPC Pay Band- as 1.1.2006)

May be filled as fixed.

Column 37 (6th CPC Grade Pay- as 1.1.2006)

May be filled as fixed.

Column 38 (6th CPC Notional Pay- as 1.1.2006)

May be filled as fixed.

Column 39 (NPA)

Non Practice Allowance- In case of Doctors employed as Defence Civilians, Non practicing allowance drawn at the time of retirement should be filled in this Column.

Column 40 (Other Pay)

In case of any other pay was payable at the time of retirement should be filled in this column. i.e. Rank Pay etc.

Column 41 (Amount of other Pay)

In case of any other pay was payable at the time of retirement amount for the same should be filled in this column i.e. Rank Pay etc.

Column 42 (7th CPC Level of Pay)

May be filled as fixed in Pay Matrix of Civilian in RPR-16

Column 43 (7th CPC Pay Index)

May be filled as per Pay Matrix of Civilian in RPR-16.

Column 44 (7th CPC Notional Pay)

May be filled as fixed in Pay Matrix of Civilian in RPR-16

PDA DETAILS

*** Column 45 (Name of PDA)**

This is mandatory. This may be filled as per drop down menu.

*** Column 46 (PDA Station)**

This is mandatory. PDA Station Field will be used for bank station also. The station where the paying bank branch is located may be entered in this column. If pensioner desires to draw his pension from a Sub-Treasury, then it should be filled with Sub Treasury name there after PDA station name. One box may be left blank between Sub-Treasury name and PDA station.

For example: Sub Treasury is Meja and PDA station is Allahabad.

M E J A A L L A H A B A D

Column 47 (Bank Code)

This field is mandatory, if opted PDA is bank. Fill the Bank Code as per Annexure-23 viz, SBI for State Bank of India.

Column 48 (Bank Branch)

Mandatory if PDA is selected as bank, fill the paying branch name in this column otherwise left blank.

Column 49 (Bank Account No.)

Mandatory if PDA is selected as bank. The bank account number of the paying branch may be entered in this column.

Example: If the account number of the officer is SB/4502 It should be filled as under SB/4502

Column 50 (IFSC Code of Paying Branch)

Mandatory if PDA is selected as bank. The code allotted by RBI to concern paying bank branch, may be filled in it.

Column 51 (BSR Code of CPPC)

Mandatory if PDA is selected as bank .May be filled as per drop down box.

Annexure-3

REGISTRATION FORM FOR H.O.O

PRINCIPAL CONTROLLER OF DEFENCE ACOUNTS (PENSIONS)

USER A/C DETAIL

FIRST NAME LAST NAME

DESIGNATION EMAIL ID

MOBILE ORAGNISATION

CONTACT NO.

LANDLINE

STREET ADDRESS DISTRICT

STATE PIN CODE

HOO NAME

SIGNATURE/SEAL OF

HOO

SIGNATURE /SEAL OF

AUTHORISED REP OF

HOD OR NEXT HIGHER AUTHORITY OF HOO

Filling Instructions of Registration Form

1. Fill up all the relevant fields. All fields are mandatory.
2. Form should be duly signed and sealed by HOO.
3. The form may be then scanned and sent to email id of HOD as an attachment.
4. The authorised rep of the HOD would then download the attachment and affix signature and seal.
5. The form may be then scanned, attached and forwarded to email id pcdapedp.cgda@nic.in as an attachment. It may be ensured that the trailing mail from HOO should only be used for forwarding this attachment. The HOD may be intimated through keeping it in CC of the mail.
6. On the receipt of scanned copy from the HOD office, HOO id will be generated and sent at the same email id of the HOO and HOD from where the form was received.
7. The HOO id received in the above manner from this office is to be used in LPC cum datasheet otherwise the LPC cum datasheet will be returned.
8. It also may be kept in view that for this process; only government email id will be accepted.

Annexure-4

LPC-Cum-Data Sheet

LPC Cum Data Sheet for Revision of Pension in Pre-2016 Defence Civilian Pensioner/Family Pensioner

Head of OfficeDetails

Sr. No.

Organization Code *

Address of Head of Office

HOO Name *

HOO ID

Email of HOO *

PPO Details

Org. PPO No. *

Latest Corrigendum PPO No.

Pensioner/Family Pensioner Details

Name of Pensioner/Emp *

Nature of Pension *

Type of Pension *

Address of Pensioner

PAN Number

Mobile Number

Aadhaar Number

Email ID

Date of Birth *

Date of Appointment *

Date of Retirement

Date of Death

Post Last Held *

Last Pay Drawn *

Net Qualifyiing Service *

Family Pensioner Name

Family Pensioner DOB

Relationship

Family Pensioner Aadhaar

Family Pensioner PAN

Basic Pension (at retirement) *

Basic Pension (as on 01.01.2016)

Pay Details

3rd CPC Pay Scale (Pre 86)

3rd CPC Pay / Notional Pay (Pre 86)

4th CPC Pay Scale (as 01.01.1986)

4th CPC Pay / Notional Pay (as 01.01.1986)

5th CPC Pay Scale (as 01.01.1996)

5th CPC Pay / Notional Pay (as 01.01.1996)

6th CPC Pay Band (as 01.01.2006)

Grade Pay (as on 01.01.2006)

6th CPC Pay / Notional Pay without grade pay (as 01.01.2006)

NPA

Other Pay

Amount of Other Pay

7th CPC Level of Pay *

7th CPC Pay Index *

7th CPC Notional Pay (as on 01.01.2016) *

PDA Details

Name of PDA *

PDA Station *

Name of Bank

Bank A/c Number

IFSC Code of Bank Branch

Bank Branch

HOO

CDA/AO/AAO

Annexure-5**LIST OF MIS REPORT FOR SANGAM CELL**

1. Pending cases against each AAO.
2. Pending cases against each Task Holder.
3. List of generated PPOs/ Corr PPO during a selected period.
4. List of Rejected Pension Claims during a selected period.
5. Daily Progress Report
6. Work status report for a selected period- AAO/ Auditor wise.
7. Work load Report.
8. Claim search facility against CDR Number/ Original PPO Number.
9. Organisation wise and HOO wise Summary and List of e-PPOs/Corr PPOs pending for upload on server.
10. Organization wise and HOO wise Summary and List of e-PPOs/Corr PPOs pending for dispatch to Pension Disbursing Authorities.
11. Summary and list of Organization-wise and HOO wise processing of claims.

Annexure-6

List of Claims Rejected and Returned during selected period

User
Picture

ADMIN
ADMIN

Dashboard

Setting

Claim Diary

Resource

Report

Work Record

Work Exchange

Logout

PPO List

10

Search:

records per page

| # | CDR No. | Org. PPO No. | Pensionr Name | Complete Date | HOO | Office | AAO | Memo |
|---|-----------|------------------|-------------------|---------------|--------|--------------------------|---------|----------------------|
| 1 | 7CR135938 | CFYSFP0002831978 | N BALARAMAN | 23-02-2018 | 10009 | HEAVY VEHICLES FACTORY | 8344599 | View |
| 2 | 7CR135937 | CFYS0035831981 | K V RAMA KRISHNAN | 23-02-2018 | 10009 | HEAVY VEHICLES FACTORY | 8344599 | View |
| 3 | 7CR070757 | CMISC263722007 | JAGABANDHU MISRA | 23-02-2018 | 80034 | CQA(METALS), ICHAPUR | 8344376 | View |
| 4 | 7CR070755 | CMISC160462009 | SHIM KUMAR MITRA | 23-02-2018 | 80034 | CQA(METALS), ICHAPUR | 8344376 | View |
| 5 | 7CR132085 | CGREF0001841988 | P ADDAIYA | 23-02-2018 | 120076 | GREF CENTRE RECORDS PUNE | 8335751 | View |
| 6 | 7CR132074 | CGREF000541995 | JHULAN SHAH | 23-02-2018 | 120076 | GREF CENTRE RECORDS PUNE | 8335751 | View |
| 7 | 7CR132076 | CGREF0001181994 | PRATAP SINGH | 23-02-2018 | 120076 | GREF CENTRE RECORDS PUNE | 8335751 | View |
| 8 | 7CR132077 | CGREF0163071999 | MEVA SINGH | 23-02-2018 | 120076 | GREF CENTRE RECORDS PUNE | 8335751 | View |

Annexure-7

Report showing total workload on the day (AAO wise & Task Holder wise)

FileEditViewHistoryBookmarksToolsHelp

Dashboard | THE PRINCIPAL C X

192.168.10.1/civ_revision/dashboard.php

Search

...

User PictureADMINADMIN

DashboardSettingClaim DiaryResourceReportWork RecordWork ExchangeLogout

Hello ADMIN

My WorkLoad

| # | AAO Name | Total Pending Claim |
|----|-----------------------|---------------------|
| 1 | D K UPADHYAY | 179 |
| 2 | H P TIWARI | 108 |
| 3 | ASHOK KUMAR | 47 |
| 4 | DINESH CHANDRA PANDEY | 124 |
| 5 | MANOJ KUMAR | 65 |
| 6 | ARVIND KUMAR SINHA | 78 |
| 7 | JEETENDRA PRASAD | 128 |
| 8 | RAJESH KUMAR RANJAN | 260 |
| 9 | MANOJ KUMAR ROY | 296 |
| 10 | MANTU KUMAR SHARMA | 210 |
| 11 | PRAVEEN CHAURASIA | 347 |

15:3323-02-18

Annexure-8

List of generated PPOs during a selected period

User
Picture

ADMIN
ADMIN

Dashboard

Setting

Claim Diary

Resource

Report

Work Record

Work Exchange

Logout

Select Date

From *

23-02-2018

UPTO *

23-02-2018

APPLY FILTER

PPO List

10

Search:

records per page

| # | CDR Number | HOO ID | HOO Name | Org. PPO Number | PPO Number | Pensionr Name | Complete Date | AAO | Action |
|---|------------|--------|-------------------------------|-----------------|-------------------|-----------------|---------------|---------|--------|
| 1 | 7CR068372 | 010033 | ORDNANCE FACTORY DEHRADUN | CFYS115072008 | 401200802803-0199 | SOHAN SINGH | 23-02-2018 | 8336204 | PPO |
| 2 | 7CR135932 | 010009 | HEAVY VEHICLES FACTORY | CFYS0018141985 | 401198500055-0799 | R MOHAN ARANGAM | 23-02-2018 | 8344599 | PPO |
| 3 | 7CR134863 | 010002 | GUN CARRIAGE FACTORY JABALPUR | CFYS253622007 | 401200703232-0199 | SHYAM LAL | 23-02-2018 | 8335751 | PPO |
| 4 | 7CR127554 | 120077 | 1582 PNR COY GREF BUDGAM | CGREF0100561990 | 412199000354-0799 | JAGMOHAN SINGH | 23-02-2018 | 8337357 | PPO |

Annexure-9

Report showing pendency with Task Holders claim diary wise

FileEditViewHistoryBookmarksToolsHelp

WorkList Auditor

192.168.10.1/civ_revision/worklist-auditor.php#

Search

User PictureADMINADMIN

DashboardSettingClaim DiaryResourceReportWork RecordWork ExchangeLogout

Auditor Work List

| # | CDR Number | Auditor Name | Assign Date | Complete Date | Status |
|----|------------|--------------------|------------------|---------------|---------|
| 1 | 7CR141424 | RANJAN CHATTERJEE | 23-02-2018 14:40 | | Pending |
| 2 | 7CR141832 | RANJAN CHATTERJEE | 23-02-2018 14:28 | | Pending |
| 3 | 7CR127043 | RANJAN CHATTERJEE | 23-02-2018 11:59 | | Pending |
| 4 | 7CR066514 | VARUN KUMAR PANDEY | 23-02-2018 11:12 | | Pending |
| 5 | 7CR127143 | RANJAN CHATTERJEE | 23-02-2018 10:38 | | Pending |
| 6 | 7CR127174 | RANJAN CHATTERJEE | 23-02-2018 10:38 | | Pending |
| 7 | 7CR127173 | RANJAN CHATTERJEE | 23-02-2018 10:37 | | Pending |
| 8 | 7CR127171 | RANJAN CHATTERJEE | 23-02-2018 10:36 | | Pending |
| 9 | 7CR127170 | RANJAN CHATTERJEE | 23-02-2018 10:36 | | Pending |
| 10 | 7CR127169 | RANJAN CHATTERJEE | 23-02-2018 10:35 | | Pending |
| 11 | 7CR127168 | RANJAN CHATTERJEE | 23-02-2018 10:35 | | Pending |
| 12 | 7CR127167 | RANJAN CHATTERJEE | 23-02-2018 10:35 | | Pending |
| 3 | 7CR127166 | RANJAN CHATTERJEE | 23-02-2018 10:34 | | Pending |

Transferring data from 192.168.10.1...EN15:3623-02-18

Sample PPO Print out**Annexure-10**

कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन) इलाहाबाद
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
ALLAHABAD



| | | | |
|---------------------------|-------------------|----------------------------------|---------------------------------------------|
| New PPO No : 412201500187 | PPO Suffix : 0199 | Original PPO No : CGREF162282015 | Last Corrigendum PPO No: CCORRGREF104082015 |
|---------------------------|-------------------|----------------------------------|---------------------------------------------|

BASIC PARTICULARS

| | | |
|----------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------|
| Name of Pensioner | Nature of Pension | Type of Pension (Retiring/Family Pension) |
| P RAMACHANDRAN | SUPERANNUATION | Retiring |
| Name of Deceased Employee (in case of Family Pension) | Relation of Pensioner with deceased employee (in case of Family Pension) | Post last held |
| -- | ----- | ASSISTANT |
| HOO ID | Head of Office Address | Pensioner's Address |
| 120001 | 519 SS&TC(GREF) , 519 SS&TC(GREF)\r\nC/o 99 APO | DEVIKA APPARTMENT, OPPOSITE VK PARK, DEREBAI, PO-BEJAI, |
| Date of Appointment in service | Date of Retirement/Death of employee | Net Qualifying Service (YYMMDD) |
| 20-02-1980 | 31-12-2015 | 350827 |
| Last Pay Drawn(In case of 6th CPC Grade Pay is included) | Notional Pay as on 01.01.2016 | Notional Pay Level as on 01.01.2016 |
| 19990 | 52000 | L07 |

PENSIONARY ENTITLEMENT

| Particulars (Col-01) | Pensioner (Col-02) | Family Pensioner (Col-03) |
|--------------------------------------------------|-----------------------|---------------------------|
| Name | P RAMACHANDRAN | SUJATHA RAMACHANDRAN |
| Date of Birth | 05-12-1955 | 20-11-1965 |
| PAN Number | ADYPR6000L | |
| Aadhaar Number | 279640881771 | |
| Telephone/Mobile Number | 9458476864 | |
| E-mail ID | AMMUPODIYAN@GMAIL.COM | |
| Revised Pension as on 01.01.2016 | 26000 | -- |
| Enhanced Rate of Family Pension wef 01.01.2016 | -- | 26000 |
| Normal Rate of Family Pension wef 01.01.2016 | -- | 15600 |
| Additional Pension on attaining 80 years of age | 5200 | 3120 |
| Additional Pension on attaining 85 years of age | 7800 | 4680 |
| Additional Pension on attaining 90 years of age | 10400 | 6240 |
| Additional Pension on attaining 95 years of age | 13000 | 7800 |
| Additional Pension on attaining 100 years of age | 26000 | 15600 |

PDA DETAILS

| | | |
|-----------------------------|-------------------------|-----------------------------------------------------|
| Name of DPDO/Bank/Other PDA | PDA Station/State | Bank Account Number |
| STATE BANK OF INDIA | HARIPAD | 0030644175409 |
| Paying Branch Address | Paying Branch IFSC Code | CPPC Address |
| HARIPAD | SBIN0010596 | GANAPATHY KOVIL ROAD THIRUVANANTHAPURAM - 695014 |
| | | CPPC BSR Code |
| | | 0004477 |

Note:-

- (i) In case pensioner died prior to 01.01.2016, Family pension will be paid at the rates (Enhanced Rate or Normal Rate as applicable after the death of pensioner) as notified in Col-03 above
- (ii) The Enhanced Rate of Family Pension may be regulated as per notification in the Original PPO/Corr PPO and also as per orders on the subject.
- (iii) All other entries including commuted amount of pension to be deducted, division of family pension etc. as notified in original PPO/Corrigendum PPOs will remain unchanged.
- (iv) In case pre revised basic pension/family pension with effect from 1.1.2016 (as per Circular no 153 dated 12.08.2016) is higher than revised basic pension/family pension such cases be referred to the Sr. Account Officer In-charge, Audit section, O/o The PCDA (P) Allahabad before acting on this PPO.

To,

1. PDA (CPPC in case of Bank) :The Manager CPPC : STATE BANK OF INDIA
GANAPATHY KOVIL ROAD THIRUVANANTHAPURAM - 695014
2. OFFICER IN CHARGE, CH SECTION (LOCAL)
3. HEAD OFFICE : 519 SS&TC(GREF)\r\nC/o 99 APO
4. PENSIONER'S ADDRESS : DEVIKA APPARTMENT, OPPOSITE VK PARK, DEREBAI, PO-BEJAI,

* This PPO is electronically generated and is digitally signed.



C_S_044780_2018

Annexure-11**SAMPLE XML PPO FILE**

```

<?xml version="1.0" encoding="UTF-8"?>
<data><record><organisation>FYS</organisation><personal_no>001294417</personal_no><ppoNo>401201800190</ppoNo><ppoSuffix>0100</ppoSuffix><head_of_office>THE GM ORD FY AMBAJHARI NAGPUR 440021</head_of_office><name_of_pensioner>NIRMALA R TIWARI</name_of_pensioner><date_of_birth>1958-04-23</date_of_birth><date_of_enrolment>1990-04-25</date_of_enrolment><date_of_commencement>2018-05-01</date_of_commencement><i_pan>ACLPT7391L</i_pan><i_Aadhar>799096637837</i_Aadhar><net_qualifying_service>271116</net_qualifying_service><rank_last_held>LA BOURER SS</rank_last_held><group>C</group><nationality>I</nationality><basic_pension>16500</basic_pension><commuted_pension>6600</commuted_pension><medical_option>N</medical_option><gratuity_amount>485100</gratuity_amount><withheld>48510</withheld><net_gratuity>436590</net_gratuity><capitalised_value>648965</capitalised_value><demand_outstanding>0</demand_outstanding><jn_spouse_name/><jn_spouse_date_of_birth>0000-00-00</jn_spouse_date_of_birth><jn_spouse_nationality/><gender>F</gender><jn_relation>H</jn_relation><jn_enhanced_family_pension>0</jn_enhanced_family_pension><jn_normal_family_pension>0</jn_normal_family_pension><pay_band>L03</pay_band><pay_in_pay_band>33000</pay_in_pay_band><grade_pay>0</grade_pay><average_pay>33000.00</average_pay><bank_code>SBI</bank_code><state>MA</state><station>NAGPUR</station><bank_ac_no>36984169450</bank_ac_no><bank_branch/><cppc_code>0004464</cppc_code><branch_bsr>SBIN0010314</branch_bsr><handicapped_child_name/><handicapped_child_relation/><i_mobile>09766311374</i_mobile><i_email/><penadd>09/19/04 ORDNANCE FACTORY AMBAJHARI ESTATE NAGPUR</penadd><pstatecode>MA</pstatecode><pincode>440021</pincode><spouse_Aadhar/><dep_name1/><handicapped1>N</handicapped1><dep_relation1/><dep_dateBirth1>0000-00-00</dep_dateBirth1><dep_Aadhar1/><dep_name2/><handicapped2>N</handicapped2><dep_relation2/><dep_dateBirth2>0000-00-00</dep_dateBirth2><dep_Aadhar2/><dep_name3/><handicapped3>N</handicapped3><dep_relation3/><dep_dateBirth3>0000-00-00</dep_dateBirth3><dep_Aadhar3/><dep_name4/><handicapped4>N</handicapped4><dep_relation4/><dep_dateBirth4>0000-00-00</dep_dateBirth4><dep_Aadhar4/><dep_name5/><handicapped5>N</handicapped5><dep_relation5/><dep_dateBirth5>0000-00-00</dep_dateBirth5><dep_Aadhar5/><s_panNo/><cpc>7</cpc></record></data>
<Signature xmlns="http://www.w3.org/2000/09/xmldsig#">
<SignedInfo>
<CanonicalizationMethod Algorithm="http://www.w3.org/TR/2001/REC-xml-c14n-20010315" />
<SignatureMethod Algorithm="http://www.w3.org/2000/09/xmldsig#rsa-sha1" />
<Reference URI="">
<Transforms>
<Transform Algorithm="http://www.w3.org/2000/09/xmldsig#enveloped-signature" />
</Transforms>
<DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1" />
<DigestValue>QbG3TFRh7doyBh69NkoL4jarZZ0=</DigestValue>
</Reference>
</SignedInfo>
<SignatureValue>YhiFkkXdp61V0QJ/XO5qEU6XHmkgd+7iVbKyyP+5PRWLXBc9pMYJ+P9aOzTVnY/z/G2WvZdc2xCB3uHchVJ6eCrA37sD79kDFS1cQq2tcDV54kFDntX2RhRIO03V9WJAMgG4LNU6o+7B

```


Annexure-12**XML TAG DESCRIPTION OF E-PPO DATA FILE**

| FIELD NAME | XML TAG |
|-------------------|----------------------------|
| averagePay | average_pay |
| bankAccountNo | bank_ac_no |
| bankBranch | bank_branch |
| bankCode | bank_code |
| basicPension | basic_pension |
| caa | caa |
| capValue | capitalised_value |
| category | category |
| commPension | commuted_pension |
| compPerDis | comp_percent_disability |
| dElementCommuted | dis_commuted |
| dElementLife | dis_element_life |
| dElementTemp | dis_element_temp |
| disType | dis_type |
| echsContribution | echs_contribution |
| efp | jn_enhanced_family_pension |
| exGratia | ex_gratia_amount |
| galAwardAmt | gallantary_award_amount |
| gradePay | grade_pay |
| gratuity | gratuity_amount |
| linkBsr | cppc_code |
| medicalAllowance | medical_allowance |
| militaryPay | military_service_pay |
| nationality | nationality |
| nfp | jn_normal_family_pension |
| npa | non_practising_allowance |
| payInBand | pay_in_pay_band |
| pdaState | state |
| pdaStation | station |
| rankLast | rank_last_held |
| spouseDateBirth | jn_spouse_date_of_birth |
| spouseName | jn_spouse_name |
| spouseNationality | jn_spouse_nationality |
| corps | organisation |
| dateBirth | date_of_birth |
| dateCommence | date_of_commencement |
| dateEnrol | date_of_enrolment |
| demand | demand_outstanding |
| name | name_of_pensioner |

| | |
|--------------------|----------------------------|
| netGratuity | net_gratuity |
| netQs1 | net_qualifying_service |
| penId | pensioner_id |
| ppoNo | ppoNo |
| regNo | personal_no |
| witheld | witheld |
| classPay | classification_allowance |
| commutedPension | commuted_pension |
| galAward | gallantary_award_amount |
| groupPay | group_pay |
| medicalOption | medical_option |
| netQs | net_qualifying_service |
| caaAmt | caa_amount |
| payBand | pay_band |
| medical | medical_option |
| officehead | head_of_office |
| orggp | organisation |
| gpfno | personal_no |
| post_last | rank_last_held |
| roCode | organisation |
| acp | acp |
| grp | group |
| dp | dp |
| galAward1 | gallantary_award_1 |
| galAward2 | gallantary_award_2 |
| galAward3 | gallantary_award_3 |
| relation | jn_relation |
| AadharNo | Aadhar_number |
| emailId | email_id |
| handiChildName | handicapped_child_name |
| handiChildRelation | handicapped_child_relation |
| bankBsr | branch_bsr |
| dateAbs | date_abs |
| sex | gender |
| dpdoCode | dpdo_code |
| i_Aadhar | i_Aadhar |
| i_mobile | i_mobile |
| i_email | i_email |
| penadd | penadd |
| pstatecode | pstatecode |
| pincode | pincode |
| spouse_Aadhar | spouse_Aadhar |
| dep_name1 | dep_name1 |
| handicapped1 | handicapped1 |
| dep_relation1 | dep_relation1 |

| | |
|----------------|----------------|
| dep_dateBirth1 | dep_dateBirth1 |
| dep_Aadhar1 | dep_Aadhar1 |
| dep_name2 | dep_name2 |
| handicapped2 | handicapped2 |
| dep_relation2 | dep_relation2 |
| dep_dateBirth2 | dep_dateBirth2 |
| dep_Aadhar2 | dep_Aadhar2 |
| dep_name3 | dep_name3 |
| handicapped3 | handicapped3 |
| dep_relation3 | dep_relation3 |
| dep_dateBirth3 | dep_dateBirth3 |
| dep_Aadhar3 | dep_Aadhar3 |
| dep_name4 | dep_name4 |
| handicapped4 | handicapped4 |
| dep_relation4 | dep_relation4 |
| dep_dateBirth4 | dep_dateBirth4 |
| dep_Aadhar4 | dep_Aadhar4 |
| dep_name5 | dep_name5 |
| handicapped5 | handicapped5 |
| dep_relation5 | dep_relation5 |
| dep_dateBirth5 | dep_dateBirth5 |
| dep_Aadhar5 | dep_Aadhar5 |
| i_pan | i_pan |
| s_panNo | s_panNo |
| new_ppo_num | ppoNo |
| ppoSuffix | ppoSuffix |
| ppo_suffix | ppoSuffix |
| IFSCCode | br_ifsc_code |

Annexure-13**Security measures of PPO numbering and PPO Signing**

1. Under the existing system, following types of security measures are provided in manuals and adopted by this office for PPO numbering and PPO signing controls and intimated to the PDAs for checking the authenticity of a PPO.
 - 1.1 Name and specimen signatures of PPO signing SAOs/ AOs/ AAOs for ensuing calendar year are being intimated in advance to all PDAs by Audit Section (Para 10 (xx) of OM Part-IV Volume-V & Para 6.1, 6.2 of DPPI-2013 and para 5.2, 5.3 of Scheme for payment of defence pensioners by PSBs).
 - 1.2 Similarly, PPO number series and PPO number blocks for each type of pension for a particular calendar year are also intimated to PDAs in advance by concerned technical sections (Para 4.5 of DPPI-2013).
 - 1.3 For security purpose some secret codes were embedded in the background printing of computerised PPO formats to make the formats unique.
 - 1.4 Affixing of Special Authority Seal (colourless office seal) on the PPOs (Para 7 of DPPI-2013).
 - 1.5 As laid down in Para 309 of OM Part-IV Volume-II, it was necessary to watch carefully the acknowledgements of PPOs from the HOOs.
2. In the revised system, two important changes have been made.
 - (a) Instead of printed PPOs, soft copies of e-PPOs in pdf format and xml data format are being generated.
 - (b) A Quick Response (QR) code is also generated and printed in the PDF format of the PPO at right hand side of the bottom of the page.
 - (c) These e-PPOs (PDF) and XML data files will be signed digitally. Digital Signing Logic is given in **Annexure-14**.
 - (d) Instead of dispatch of PPOs to the PDAs through the HOOs, the PDF format and XML data files are being transmitted directly from this office to the PDAs.
 - (e) HOO on receipt of pdf format of e-PPOs will take printouts and send one copy to the PDA for confirmation.
3. In the changed scenario, following steps may be ensured for security purpose to avoid payment on the basis of fake or fraudulent PPOs: -
 - 3.1.1 EDP Centre will maintain directory of officers authorized to sign PPOs and update it on real time basis. They will share it with the Audit Section of this office and intimate the same secretly to the PDAs in advance. Any change thereafter will also be intimated as and when it takes place.
 - 3.1.2 In case of death or transfer of any authorised signing officer out of the office, their token device for affixing digital signature may be taken back and action should be taken by Admin Section for revocation of the digital signature.

- 3.1.3 In case of Inter Section transfer of any authorised PPO signing officer, when he is no longer required to sign the PPOs, his digital signing token will be taken back by the Admin Section for safe custody.
- 4. For checking of authenticity of PPO Number received electronically at the PDA/ Banks level, security features in the e-PPO is only digital signature, which will be verified by the banks/PDAs by using public key of the signatory.

Annexure-14**Digital Signing Logic****(A) Signing Algorithm**

1. Generate xml string from data corresponding to new PPO or revision authority as the case may be.
2. Generate hash code for this string by subjecting this xml string to some hashing function like SHA1. This hash code will act as our message digest.
3. Sign this message digest with the private key of signer, which will result in signed message.
4. We need to send the following to the receiver as mandatory parameters.
 - XML data string (record itself)
 - Name of hashing function (SHA1 in this case)
 - Signed Message Digest
 - Public Key
 - Modulus
 - Exponent

(B) Verification Algorithm

1. Extract the record from xml file contained within the tags named <NEWPPO>
2. From this record extract all the elements with data as string, contained within the tags <DATA_BLOCK> and </DATA_BLOCK>, but do not include these tags in the string. Let us call this string as Data_String.
3. Subject this Data_string to hashing function which is mentioned in the XML record within the tags <HASH_FUNCTION></HASH_FUNCTION>. Normally it is SHA1. If it is SHA1 then 40 character hash code will be generated. Let us call it as Message Digest MD_Str.
4. Extract Public_Key Modulus from <DSC_PUBLICKEY_MODULUS>
5. Extract Public_Key Exponent from <DSC_PUBLICKEY_EXPONENT>
6. Extract Signed Message Digest from <XML_SIGN>
7. Subject these three parameters for signature verification.
 - (i) Message Digest MD_Str

(ii) Signed Message Digest XML_Signature

(iii) Public Key

a. Modulus

b. Exponent

If it gets verified then data received is valid one.

Annexure-15**SENDING OF E-PPOs****1. Processing at PCDA (Pensions):**

- a. At a scheduled time preferably on daily basis, all the e-PPO PDF files and data in XML format will be extracted from the database and placed in a folder assigned to each and every CPPC.
- b. Naming convention adopted for e-PPO file and e-PPO folder meant for banks is described as under-
 - (i) E-PPO file name will consist of first three digits as "7CR_" there after "7 digits CPPC Code_" and "12 digits PPO Number", suffixed with .pdf or .xml as the case may be. For example-
7CR_0004477_412201500187.pdf **and**
7CR_0004477_412201500187.xml, where 0004477 is CPPC Code for paying bank SBI Thiruvananthapuram and 412201500187 is PPO Number.
 - (ii) For a corrigendum PPO 4 digit suffix is also added with PPO Number.
 - (iii) E-PPOs for a particular CPPC will automatically be sorted and placed in a folder. Nomenclature for this folder will be 7 digit CPPC code.
- c. At a scheduled time, all the files from the e-PPO folders will be pushed to SFTP site of banks.
- d. **Transmission and control Group** of EDP Centre will prepare a report on daily basis regarding e-PPOs received and uploaded. After its approval by the SAO/GO the same will be provided to the web site in-charge AAO for updating status on the web-site.
- e. The web site in-charge AAO after updating status on the web-site will make a suitable remark on the report and hand over it back to the originator AAO.
- f. The status information about the pushed e-PPO files (both pdf & xml) will be available on the website of PCDA (P).

2. Processing at CPPCs.

- a. CPPC will receive the e-PPO in their SFTP folders.
- b. CPPC will verify the genuineness of the PPO by verifying the digital signature (on xml & pdf files) and check the QR code on the PDF file.
- c. CPPC will acknowledge through electronic media the receipt of number of e-PPOs along with list of e-PPOs on daily basis to this office.
- d. In case the e-PPO is genuine, CPPC will import the e-PPO files in their software systems for further processing.
- e. CPPC to make this data available to paying branches for further processing and updating by paying branches.

Files to be pushed to SFTP of CPPC:

| S.No | Description | File Type | File nomenclature | Example |
|------|-------------|-----------|-----------------------|----------------------------------|
| 1 | e-PPO | PDF | 7CR_BsrCode_PPONO.pdf | 7CR_6910695_41 2201500186.pdf |
| 2 | Data file | XML | 7CR_BsrCode_PPONO.xml | 7CR_6910695_41 2201500186.xml |

ANNEXURE-16**LIST OF ORGANISATION CODE**

| Sl | Organisation Code | Organisation |
|----|-------------------|-------------------|
| 1 | 01 FYS | Factories |
| 2 | *02 AOC | Ordnance Depot |
| 3 | 03 ENG | MES |
| 4 | *04 AOC | AOC |
| 5 | 05 AOC | EME |
| 6 | 06 MISC | CAO |
| 7 | 07 MISC | Military Farms |
| 8 | 08 MISC | DGI |
| 9 | 09 MISC | R & D |
| 10 | 10 Navy | Navy |
| 11 | 11 AF | Air force |
| 12 | *12 GREF | GREF |
| 13 | 13 DAD | DAD |
| 14 | 14 MISC | Miscellaneous |
| 15 | *15 GREF | Pioneer |
| 16 | 16 MISC | MNS (Local) |
| 17 | 17 MISC | NCC (Officers) |
| 18 | 18 Navy | Coast Guard |
| 19 | 19 MISC | Army Supply Corps |
| | | |

* Note: During the meeting held on 08-03-2018, presided by PCDA (P), following decision regarding organization code have been taken-

- (i) Code Number 02 and 04 of AOC has to be merged in one as 02.
- (ii) Code Number 12 and 15 of GREF has to be merged in one as 12.
 - a. The existing Code 04 and 15 exists in Data Base will remain unchanged.
 - b. Where ever Code Number 04 and 15 submitted by HOOs in input data, the same will be converted by software to 02 and 12 respectively.

ANNEXURE-17**List of Pension Nature & Code for completion & Checking of Data Sheet**

| SI | Pension Code | Nature of Pension |
|----|--------------|---------------------------------------------------|
| 1 | S | Superannuation Pension |
| 2 | E | Superannuation Pension(Extended Cases) |
| 3 | L | Superannuation Pension(Late Entrants) |
| 4 | R | Retiring Pension |
| 5 | Q | Retiring Pension(Declared Surplus) |
| 6 | K | Retiring Pension(Voluntary Retire Under F.R. 56K) |
| 7 | C | Compulsory Retire Pension |
| 8 | I | Invalid Pension |
| 9 | G | Compensation pension |
| 10 | V | Voluntary retirement pension |
| 11 | P | Pro-rata pension |
| 12 | D | Disciplinary pension cases |
| 13 | A | Compassionate Allowance |
| 14 | F | Death In Service |

ANNEXURE-18**IVth CPC PAY SCALE**

| Pay Scale | Code |
|---------------------------------|------|
| 0750-012-0870-014-0940 | 01 |
| 0775-012-0871-014-1025 | 02 |
| 0800-015-1010-020-1150 | 03 |
| 0825-015-0900-020-1200 | 04 |
| 0950-020-1150-025-1400 | 05 |
| 0950-020-1150-025-1500 | 06 |
| 0975-025-1150-030-1540 | 07 |
| 0975-025-1150-030-1660 | 08 |
| 1150-025-1500 | 09 |
| 1200-030-1440-030-1800 | 10 |
| 1200-030-1560-040-2040 | 11 |
| 1320-030-1560-040-2040 | 12 |
| 1350-030-1440-040-1800-050-2200 | 13 |
| 1400-040-1800-050-2300 | 14 |
| 1400-040-1600-050-2300-060-2600 | 15 |
| 1600-050-2300-060-2660 | 16 |
| 1640-060-2600-075-2900 | 17 |
| 2000-060-2300-075-3200 | 18 |
| 2000-060-2300-075-3200-100-3500 | 19 |
| 2000-060-2120 | 20 |
| 2375-075-3200-100-3500 | 21 |
| 2200-075-2800-100-4000 | 22 |
| 3000-100-3500-125-4500 | 23 |
| 3000-100-3500-125-5000 | 24 |
| 3700-125-4700-150-5000 | 25 |
| 4100-125-4850-150-5300 | 26 |
| 4500-150-5700 | 27 |
| 5100-150-5700 | 28 |

| | |
|------------------------------------------|----|
| 5900-200-6700 | 29 |
| 5100-150-6300-200-6700 | 30 |
| 5900-200-7300 | 31 |
| 7300-100-7600 | 32 |
| 7300-200-7500-250-8000 | 33 |
| 7600 FIXED | 34 |
| 8000 FIXED | 35 |
| 9000 FIXED | 36 |
| 0775-012-0871-014-0955-015-1030-020-1150 | 37 |
| 2200-100-3800-150-5000 | 38 |
| 3700-125-4950-150-5700 | 39 |
| 5100-150-5700-200-6300 | 40 |
| 4500-150-5700-200-7300 | 41 |

Vth CPC-PAY-SCALE**ANNEXURE-19**

| <u>PAY SCALE</u> | <u>CODE</u> |
|------------------------------|--------------------|
| 02550-055-02660-060-03200 | 01 |
| 02610-060-03150-065-03540 | 02 |
| 02650-065-03300-070-04000 | 03 |
| 02750-070-03800-075-04400 | 04 |
| 03050-075-03950-080-04590 | 05 |
| 03200-085-04900 | 06 |
| 04000-100-06000 | 07 |
| 04500-125-07000 | 08 |
| 05000-150-08000 | 09 |
| 05500-175-09000 | 10 |
| 06500-200-06900 | 11 |
| 06500-200-10500 | 12 |
| 07450-225-11500 | 13 |
| 07500-250-12000 | 14 |
| 08000-275-13500 | 15 |
| 09000 FIXED | 16 |
| 09000-275-09550 | 17 |
| 10325-325-10975 | 18 |
| 10000-325-15200 | 19 |
| 10650-325-15850 | 20 |
| 12000-375-16500 | 21 |
| 12750-375-16500 | 22 |
| 12000-375-18000 | 23 |
| 14300-400-18300 | 24 |
| 15100-400-18300 | 25 |
| 16400-450-20000 | 26 |
| 16400-450-20900 | 27 |
| 14300-450-22400 | 28 |
| 18400-500-22400 | 29 |
| 22400-525-24500 | 30 |
| 22400-600-26000 | 31 |
| 24050-650-26000 | 32 |
| 26000 FIXED | 33 |
| 30000 FIXED | 34 |
| 08000-300-09800 | 35 |
| 09300-300-11300 | 36 |
| 11300-325-14550 | 37 |
| 13100-400-16700 | 38 |
| 12000-420-18300 | 39 |
| 16400-450-20900-500-22400 | 40 |
| 2610-60-2910-65-3300-70-4000 | 41 |

ANNEXURE-20**6th PAY SCALE CODE**

| PAY CODE | NAME OF PAY-BAND | PAY BAND CODE | PAY-BAND | GRADE PAY |
|----------|------------------|---------------|-------------|-----------|
| 01 | 1S | S1 | 4440-7440 | 1300 |
| 02 | 1S | S1 | 4440-7440 | 1400 |
| 03 | 1S | S1 | 4440-7440 | 1600 |
| 04 | 1S | S1 | 4440-7440 | 1650 |
| 05 | PB-1 | B1 | 5200-20200 | 1800 |
| 06 | PB-1 | B1 | 5200-20200 | 1900 |
| 07 | PB-1 | B1 | 5200-20200 | 2000 |
| 08 | PB-1 | B1 | 5200-20200 | 2400 |
| 09 | PB-1 | B1 | 5200-20200 | 2800 |
| 10 | PB-2 | B2 | 9300-34800 | 4200 |
| 11 | PB-2 | B2 | 9300-34800 | 4600 |
| 12 | PB-2 | B2 | 9300-34800 | 4800 |
| 13 | PB-2 | B2 | 9300-34800 | 5400 |
| 14 | PB-3 | B3 | 15600-39100 | 5400 |
| 15 | PB-3 | B3 | 15600-39100 | 6600 |
| 16 | PB-3 | B3 | 15600-39100 | 7600 |
| 17 | PB-4 | B4 | 37400-67000 | 8700 |
| 18 | PB-4 | B4 | 37400-67000 | 8900 |
| 19 | PB-4 | B4 | 37400-67000 | 10000 |
| 20 | PB-4 | B4 | 37400-67000 | NIL |
| 21 | HAG+SCALE | H1 | 75500-80000 | NIL |
| 22 | APEX SCALE | A1 | 80000 FIXED | NIL |
| 23 | PB3 | B3 | 15600-39100 | 6000 |
| 24 | PB3 | B3 | 15600-39100 | 7000 |
| 25 | PB3 | B3 | 15600-39100 | 8000 |
| 26 | PB4 | B4 | 37400-67000 | 9000 |
| 30 | HAG SCALE | HG | 67000-79000 | NIL |

ANNEXURE-21**PENSION DISBURSING AGENCIES CODE**

| <u>PDA</u> | <u>CODES</u> |
|-----------------------------------|--------------|
| DPDO | 01 |
| POST OFFICE | 02 |
| TREASURY | 03 |
| INDIAN EMBASSY NEPAL | 04 |
| P.A.O. | 05 |
| DIRECTOR OF ACCOUNTS, PANAJI, GOA | 06 |
| FINANCE SECRETARY GANGTOK | 07 |
| INDIAN EMBASSY, THIMPU | 08 |
| PUBLIC SECTOR BANK | 09 |

ANNEXURE-22**List of D. P. D. O. Codes**

| D.P.D.O. | CODE | | D.P.D.O. | CODE |
|--------------------------------|---------|--|----------------|---------|
| CHANDIGARH | 0000001 | | TRIVENDRUM | 0000034 |
| RED-FORT-1 | 0000002 | | QUILON | 0000035 |
| RED-FORT-II | 0000003 | | AMRITSAR | 0000036 |
| BRAR SQUARE | 0000004 | | KAPURTHALA | 0000037 |
| HYDERABAD | 0000005 | | BATALA | 0000038 |
| SECUNDERABAD | 0000006 | | LUDHIANA | 0000039 |
| PALAMPUR | 0000007 | | MOGA | 0000040 |
| HAMIRPUR | 0000008 | | JALANDHAR | 0000041 |
| DHARAMSALA | 0000009 | | JAGRAON | 0000042 |
| YOL | 0000010 | | PATIALA | 0000043 |
| MANDI | 0000011 | | BHATINDA | 0000044 |
| SIMLA | 0000012 | | ROPAR | 0000045 |
| KARNAL | 0000013 | | HOSHIARPUR | 0000046 |
| AMBALA | 0000014 | | FEROZEPUR | 0000047 |
| BHIWANI | 0000015 | | SANGRUR | 0000048 |
| JHAJHAR | 0000016 | | PATHANKOT | 0000049 |
| SONEPAT | 0000017 | | GURDASPUR | 0000050 |
| GURGOAN | 0000018 | | JAIPUR | 0000051 |
| ROHTAK | 0000019 | | Chennai | 0000052 |
| NARNAUL | 0000020 | | VELLORE | 0000053 |
| HISSAR | 0000021 | | MEERUT | 0000054 |
| RIWARI | 0000022 | | KANPUR | 0000055 |
| JAMMU-TAWI-I (AKHNOOR ROAD) | 0000023 | | GORAKHPUR | 0000056 |
| JAMMU-TAWI- II | 0000024 | | ALLAHABAD | 0000057 |
| JAMMU-CANTT (SHASTRI NAGAR) | 0000025 | | Kolkata | 0000058 |
| UDHAMPUR | 0000026 | | UNA | 0000059 |
| SRINAGAR | 0000027 | | PATHANAMTHITTA | 0000060 |
| RAJOURI | 0000028 | | JHUNJHUNU | 0000061 |
| LEH | 0000029 | | DASUYA | 0000062 |
| BANGALORE | 0000030 | | VISHAKHAPATNAM | 0000063 |
| ERNAKULAM | 0000031 | | DEHRADUN | 0000064 |
| KOTTAYAM | 0000032 | | SUBROTO PARK | 0000065 |
| TRICHUR | 0000033 | | KANNUR | 0000066 |

ANNEXURE-23**List of Bank Codes with CPPC Codes**

| <u>Sl. No.</u> | <u>Name Of Bank</u> | <u>Bank code</u> | <u>CPPC Station</u> | <u>CPPC Code</u> |
|----------------|---------------------------|------------------|---------------------|------------------|
| 1. | ALLAHABAD BANK | ALB | Lucknow | 0212424 |
| 2. | BANK OF BARODA | BOB | Delhi | 0203244 |
| 3. | BANK OF INDIA | BOI | Nagpur | 0223222 |
| 4. | BANK OF MAHARASHTRA | BOM | Pune | 0231471 |
| 5. | CANARA BANK | CNB | Bangaluru | 0242962 |
| 6. | CENTRAL BANK OF INDIA | CBI | Mumbai | 0283760 |
| 7. | DENA BANK | DEB | Jalgaon | 0250361 |
| | | DEB | Jabalpur | 0250591 |
| | | DEB | Mumbai | 0251504 |
| 8. | INDIAN BANK | INB | Chennai | 0261721 |
| 9. | INDIAN OVERSEAS BANK | IOB | Chennai | 0272409 |
| 10. | ORIENTAL BANK OF COMMERCE | OBC | Gurgaon | 0361500 |
| | | OBC | Gurgaon | 0361351 |
| 11. | PUNJAB and SIND BANK | PSB | New Delhi | 0370985 |
| 12. | PUNJAB NATIONAL BANK | PNB | Lucknow | 0306377 |
| | | PNB | Mumbai | 0306378 |
| | | PNB | Jaipur | 0306379 |
| | | PNB | Chandigarh | 0306380 |
| | | PNB | Ludhiana | 0306381 |
| | | PNB | Patna | 0306382 |
| | | PNB | Chennai | 0306383 |
| | | PNB | Kolkata | 0306384 |
| | | PNB | Bhopal | 0306385 |
| 13. | STATE BANK OF INDIA | PNB | Delhi | 0306386 |
| | | SBI | Navimumbai | 0004464 |
| | | SBI | Gandhinagar | 0004465 |
| | | SBI | Bangalore | 0004466 |
| | | SBI | Bhopal | 0004467 |

| | | | | |
|-----|---------------------------|-----|--------------------------|---------|
| | | SBI | Bhubaneswar | 0004468 |
| | | SBI | Panchkula, Chandigarh | 0004469 |
| | | SBI | Chennai | 0004470 |
| | | SBI | Guwahati | 0004471 |
| | | SBI | Hyderabad | 0004472 |
| | | SBI | Kolkata | 0004473 |
| | | SBI | Lucknow | 0004474 |
| | | SBI | Delhi | 0004475 |
| | | SBI | Patna | 0004476 |
| | | SBI | Thiruvananthapuram | 0004477 |
| | | SBI | Jaipur | 0029178 |
| | | SBI | Amarvati | 0021519 |
| 14. | SYNDICATE BANK | SYB | Manipal | 0332440 |
| 15. | UNION BANK OF INDIA | UBI | Mumbai | 0293137 |
| 16. | UNITED BANK OF INDIA | UTI | Kolkata | 0311690 |
| 17. | UNITED COMMERCIAL BANK | UCO | Nagpur | 0322345 |
| 18. | VIJAYA BANK | VJB | Bengaluru | 0391167 |
| 19. | CORPORATION BANK | COB | Mangalore | 0351119 |
| 20. | ANDHRA BANK | ANB | Hyderabad | 0341400 |
| 21. | ICICI BANK LTD | ICI | Mumbai | 6390005 |
| 22. | HDFC BANK LTD | HDF | Noida | 0510645 |
| | | HDF | Greater Mumbai | 0510062 |
| 23. | IDBI BANK LTD | IDB | Chembur | 6910218 |
| | | IDB | Greater Mumbai | 6910695 |
| 24. | UTI BANK LTD (AXIS) | UTB | Navimumbai | 6360002 |

Annexure-24**LIST OF PEN-ID CODE FOR PPO NUMBERING**

| Nature of Pension Code | Nature of Pension | PEN-ID |
|------------------------|------------------------------------------------------------|--------|
| S | SUPERANNUATION PENSION | 01 |
| E | SUPERANNUATION PENSION(Extended Cases) | 02 |
| L | SUPERANNUATION PENSION(Late Entrants) | 03 |
| R | RETIRING PENSION | 04 |
| Q | RETIRING PENSION(Declared Surplus) | 05 |
| K | RETIRING PENSION(Voluntary Retire Under F.R. 56K) | 06 |
| C | COMPULSORY RETIRE PENSION | 08 |
| I | INVALID PENSION | 20 |
| G | COMPENSATION PENSION | 09 |
| V | VOLUNTARY RETIREMENT PENSION | 07 |
| P | PRO-RATA PENSION | 13 |
| D | DISCIPLINARY PENSION CASES | 11 |
| A | COMPASSIONATE ALLOWANCE | 10 |
| F | DEATH IN SERVICE & PENSION SANCTIONED TO SPOUSE | 30 |
| | DEATH IN SERVICE& PENSION SANCTIONED TO DEPENDENT CHILDREN | 31 |
| | DEATH IN SERVICE & PENSION SANCTIONED TO OTHER DEPANDANTS | 33 |

Annexure-25**BINDER NO.1****Year-2017****CS No. 1 - 100**

| S. No. | Control No. | CDR No. | Name of Pensioner | Original PPO No. | 7th CPC PPO No. |
|--------|-----------------|-----------|---------------------|------------------|-----------------|
| 1 | C_S_000002_2017 | 7CR000064 | MOHAN CHANDRA | CDAD164712007 | 413200716471 |
| 2 | C_S_000003_2017 | 7CR000061 | V K MISRA | CDAD162162007 | 413200716216 |
| 3 | C_S_000004_2017 | 7CR000065 | T C JOSHI | CDAD164472007 | 413200716447 |
| 4 | C_S_000005_2017 | 7CR000015 | INDU LIBERHAN | CDAD162152010 | 413201016215 |
| 5 | C_S_000006_2017 | 7CR000009 | PRITI MOHANTY | CDAD162082013 | 413201316208 |
| 6 | C_S_000007_2017 | 7CR000010 | H K PANNU | CDAD161002009 | 413200916100 |
| 7 | C_S_000008_2017 | 7CR000011 | S K SHARMA | CDAD168182009 | 413200916818 |
| 8 | C_S_000009_2017 | 7CR000012 | D LAHIRI | CDAD169862009 | 413200916986 |
| 9 | C_S_000010_2017 | 7CR000013 | BULBUL GHOSH | CDAD170802009 | 413200917080 |
| 10 | C_S_000011_2017 | 7CR000014 | ABHIJIT BASU | CDAD170482009 | 413200917048 |
| 11 | C_S_000012_2017 | 7CR000016 | H S KUMAR | CDAD166522010 | 413201016652 |
| 12 | C_S_000013_2017 | 7CR000073 | M RAMACHANDRA RAO | CDAD162252006 | 413200616225 |
| 13 | C_S_000014_2017 | 7CR000058 | RAJENDER KAUR | CDAD169892010 | 413201016989 |
| 14 | C_S_000016_2017 | 7CR000060 | N K NARANG | CDAD100362008 | 413200810036 |
| 15 | C_S_000017_2017 | 7CR000062 | JITENDRA KR RASTOGI | CDAD103102008 | 413200810310 |

Annexure-26**NO.1 BINDER****Year-2017****CF No. 1 - 100**

| Serial No | Control Number | CDR Number | Name | Original PPO No | 7 th CPC Revision PPO |
|-----------|-----------------|------------|-------------------------|------------------|----------------------------------|
| 1 | C_F_000004_2017 | 7CR000722 | LATE SH RAJ PAL SINGH | CMISCFP100812013 | 406201300001 |
| 2 | C_F_000005_2017 | 7CR000383 | SAHADEV MANAV | CDADFP100682011 | 413201100007 |
| 3 | C_F_000006_2017 | 7CR000396 | DEWESH CHANDER | CDADFP0060572008 | 413200800014 |
| 4 | C_F_000007_2017 | 7CR000412 | S K SWAMI | CDADFP061012006 | 413200600008 |
| 5 | C_F_000008_2017 | 7CR000415 | ANIL KUMAR | CDADFP0060532007 | 413200700012 |
| 6 | C_F_000009_2017 | 7CR000162 | RAJESH SINGH | CDADFP100442010 | 413201000005 |
| 7 | C_F_000012_2017 | 7CR000525 | HARISH KUMAR | CDADFP100922010 | 413201000007 |
| 8 | C_F_000013_2017 | 7CR000470 | KRISHNA SINGH | CDADFP0060352003 | 413200300010 |
| 9 | C_F_000014_2017 | 7CR000482 | K MARAN | CDADFP0061242002 | 413200200012 |
| 10 | C_F_000015_2017 | 7CR000342 | VINOD CHANDRA | CDADFP100672012 | 413201200003 |
| 11 | C_F_000016_2017 | 7CR000362 | VIJAY KUMAR | CDADFP060022009 | 413200900007 |
| 12 | C_F_000017_2017 | 7CR000364 | MANMOHAN OBEROI | CDADFP101142009 | 413200900008 |
| 13 | C_F_000018_2017 | 7CR000808 | TANAJI SHIVAPPA BHOSALE | CDADFP060722007 | 413200700014 |
| 14 | C_F_000019_2017 | 7CR000754 | BABAN NARAYAN GHADAGE | CDADFP100292014 | 413201400015 |
| 15 | C_F_000020_2017 | 7CR000533 | RAVINDER NATH GULATI | CDADFP0050601996 | 413199600007 |
| 16 | C_F_000021_2017 | 7CR001241 | VISWANADHAN NAIR P | CDADFP100942009 | 413200900022 |
| 17 | C_F_000022_2017 | 7CR001265 | GIREESH KUMAR N | CDADFP150032014 | 413201400053 |
| 18 | C_F_000023_2017 | 7CR001202 | C R SUBRAMANIAN | CDADFP061412006 | 413200600036 |
| 19 | C_F_000024_2017 | 7CR001203 | RAMACHANDRAN NAIRAN | CDADFP060742008 | 413200800032 |
| 20 | C_F_000025_2017 | 7CR001204 | K S SRINIVASAN | CDADFP100302011 | 413201100061 |
| 21 | C_F_000026_2017 | 7CR001205 | C V HARAKRISHNAN NAIR | CDADFP101092011 | 413201100062 |
| 22 | C_F_000027_2017 | 7CR001213 | M C KRISHNAMURTHY | CDADFP100992013 | 413201300051 |
| 23 | C_F_000028_2017 | 7CR001212 | S CHANDRASEKARAN | CDADFP100922013 | 413201300052 |
| 24 | C_F_000029_2017 | 7CR001211 | R JAYAKUMAR | CDADFP100742013 | 413201300053 |
| 25 | C_F_000030_2017 | 7CR001210 | P A BALAN | CDADFP100442013 | 413201300057 |