

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH

Office Memorandum

No. Pen-1/Case Return/2019-20/2418

Dt. 09.10.2019

Subject: Return of Revision of Pension cases under Finance Department Notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 and 27th May 2019 through Online Diary Management System (ODMS) of the Office of the Principal Accountant General (A&E) Haryana.

- 1.0 Revision of pension cases under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 were required to be submitted through Online Diary Management System (ODMS) as per clarification issued by the Finance Department through its letter No. 2/23/2016-1 Pension (FD) dated 7th December 2018. All these revision of pension cases are now being submitted and received in the office of Principal Accountant General (A&E), Haryana through the online diary management system.
- 2.0 Another notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 has also been issued by the Finance Department. Pension cases covered under this notification dated 27th May 2019 are also being submitted to the office of Principal Accountant General (A&E), Haryana through Online Diary Management System.
- 3.0 Large number of revision for pension cases received in the office of Principal Accountant General (A&E), Haryana under notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 of the Finance Department on being examined and processed are required to be returned by the office of Principal Accountant General (A&E), Haryana to the Drawing and Disbursing officers/ Pension Sanctioning Authorities for rectification and re-submission. Some of these include inappropriate/ incorrect/ incomplete submission in the Online Diary Management System. These include deficiencies relating to incorporation of data, uploading of scanned annexure, locking of the application in Online Diary Management System. Much larger number of cases are found to be involving deficiency in application of rules and calculations. All such cases are being returned to the Drawing and Disbursing Officers/ Pension Sanctioning Authorities by the office of Principal Accountant General (A&E), Haryana. These are currently being returned through postal authorities including e-Post.
- 4.0 The office of the Principal Accountant General (A&E), Haryana is also returning pension cases received under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 as the office of Principal Accountant General (A&E) Haryana has sought clarification on the process and methodology for the functions to be exercised by the office of Principal Accountant General (A&E), Haryana in authorization of cases covered under Finance Department notification No. 2/23/2016-1 Pension (FD) dated 27th May 2019 from the Finance Department, Government of Haryana. These cases are also being returned through postal authorities including e- Post.
- 5.0 Return of these cases is leading to receipt of significant number of grievances from the pensioners in the office of the Principal Accountant General (A&E), Haryana. This also includes stated communication from the pensioners that the Drawing and Disbursing Officer/ Pension Sanctioning Authority has not received the letter of return from the office of the Principal Accountant General (A&E), Haryana.

- 6.0 Matter has been reviewed in the office of the Principal Accountant General (A&E), Haryana. A better methodology leading to quicker communication without any possibility of loss of the communication/ letter to the Drawing and Disbursing Officer/Pension Sanctioning Authority by the officials of the Principal Accountant General (A&E), Haryana about return of revision of pension case received through Online Diary Management System has been devised. These revision of pension cases which are required to be returned, will now be returned to the Drawing and Disbursing Officers/ Pension Sanctioning Authority through Online Diary Management System. The detailed procedure for communication of Return of pension revision cases through Online Diary Management System is given in the succeeding paragraphs. This will cover only those cases which have been received through Online Diary Management System.
- 7.0 The procedure for return of pension revision cases under Finance department notification No. 2/23/2016-1 Pension (FD) dated 10th January 2018 dated 27th May 2019 is detailed in the enclosed Annexure to this Office Memorandum.
- 8.0 This procedure is expected to reduce time and enhance reconciliation of the receipt of communication to the Drawing and Disbursing Officers /Pension Sanctioning Authorities of the letters sent by the office of Principal Accountant General (A&E), Haryana to these concerned Drawing and Disbursing Officers/ Pension Sanctioning Authorities. The procedure is also likely to reduce manpower used in the office of Principal Accountant General (A&E), Haryana for such communication and make available this saving in manpower for meeting. The other functional requirements of the office of the Principal Accountant General (A&E), Haryana including providing additional manpower for clearance of these revision of pension cases. This process will also lead to savings in expenditure on postage of the office of the Principal Accountant General (A&E), Haryana.

Encl: Annexure

-Sd-

Accounts Officer (Pension-1)
O/o the Principal Accountant General (A&E)
Haryana, Chandigarh

Copy forwarded for information and circulation subordinate offices

1. Chief Secretary to Govt of Haryana, Haryana Civil Secretariat, Chandigarh.
2. Additional Chief Secretary (Finance Deptt), Government of Haryana
3. All Additional Chief Secretaries/Principal Secretaries of the departments of Government of Haryana with the request to convey this to all the DDOs of Government of Haryana.
4. Director General, Treasury & Accounts Department, Govt of Haryana, Chandigarh.
5. Joint Director, Pension Disbursement Cell, Govt of Haryana, Panchkula.
6. All Treasury Officers.
7. Sh. Virendra Trivedi, I/c Computer Cell, NIC, Haryana for uploading to NIC server.

Encl: Annexure

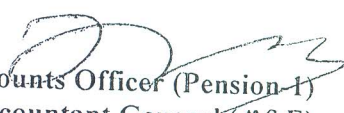
-Sd-

Accounts Officer (Pension-1)
O/o the Principal Accountant General (A&E)
Haryana, Chandigarh

Copy to the following in the office of Principal Accountant General (A&E) Haryana for implementation.

8. Deputy Accountant General (Pension)
9. Secretary to Pr. Accountant General.
10. P. S to Pr. Accountant General.
11. All Branch Officers of Pension Wing.
12. All Sectional Incharge of Pension Wing.
13. Sh. Ashok Jain, AAO in the Secretariat of Pr. Accountant General (A&E) Haryana
14. Sh. Pawan Kumar Sharma, Sr. Acctt. in the Secretariat of Pr. Accountant General
15. Sh. Ravi Shukla, AAO (Pension-1)
16. Sh. Rajeev Gupta, AAO in the Secretariat of DAG (Pension)
17. Sr. Accounts Officer, Centralized Computer Cell
18. Sh. Arun Kapoor, AAO (Pension-1)

Encl: Annexure


Accounts Officer (Pension-1)
O/o the Principal Accountant General (A&E)
Haryana, Chandigarh

ANNEXURE

Q.No. 1 What is the facility?

A facility **My Rejected Cases** has been provided for return of cases received on Online Diary Management System (ODMS) which either could not be transferred to Pension Application System (SAI) of the office of Principal Accountant General (A&E) Haryana or which, if transferred to SAI could not be processed/authorized in SAI.

Q.No. 2 Why are some cases not transferred from ODMS to SAI?

There could be several reasons for which a particular case could not be transferred from ODMS to SAI. These include-

- a. After uploading the pension/family pension revision case, DDO/PSA left the case unlocked.
- b. Annexure-2/Annexure-3 was not properly uploaded by the DDO/PSA
- c. Annexure of another pensioner is uploaded against the ODMS data of some other pensioner.

Q.No. 3 Why are some cases not processed in SAI?

A particular pension/family pension revision case is restricted from processing if,

- a. Case of Post 1996 period has been uploaded in Pre 1996.
- b. Annexure-3 has been uploaded for a pensioner, who died after superannuation retirement. Most of the DDOs/PSA are treating it as case of Family Pension, whereas, in Family Pension Case; a government servant dies while in service.

Q.No. 4 Why are some cases returned on account of deficiencies found in the office of Principal Accountant General (A&E) Haryana?

These cases include deficiencies relating to incorporation of data, uploading of scanned annexure, locking of the form in Online Diary Management System. Much larger number of cases is found to be involving deficiency in application of rules and calculations.

Q.No. 5 Why are cases proposed/decided to be returned through ODMS and not through postal authorities?

The procedure is expected to reduce time and enhance reconciliation of the receipt of communication to the Drawing and Disbursing Officer/Pension Sanctioning Authority. The procedure is also likely to reduce manpower used in the office and make available this saving in manpower for meeting the other functional requirements of the office. The process will also lead to savings in expenditure on postage of the office.

Q.No. 6 What is to be done in the office of Principal Accountant General (A&E) Haryana for cases not transferred from ODMS to SAI?

- a. List of cases is to be provided by AAO (Pension-!) to Secretariat of Principal Accountant General (A&E) Haryana along with reasons.
- b. Sri Ashok Kumar Jain, AAO and Sri Pawan Kumar, Sr. Accountant (working in Secretariat of Principal Accountant General) will perform the rest of the work on ODMS.

Q.No. 7 What is to be done in the office of Principal Accountant General (A&E) Haryana, for cases to be returned on account of non processing/non-authorization in SAI?

The cases will require identification of ODMS number in the Secretariat of Deputy Accountant General (Pension) and opening of Admin panel of ODMS for return of case. The PPO number and reason for return of the cases will be fed into the application for return of cases in Admin panel of ODMS. The following officials have been assigned this task presently:-

- Sh. Rajeev Gupta, AAO
- Sh. Anish Kumar, Sr. Acctt.
- Sh. Subash Chander, Sr. Acctt.

Q.No. 8 What happens to the ODMS entry where the case is returned?

Once a case is returned through ODMS, it is removed from the database of the ODMS server, enabling the DDO to resubmit the case. These removed files are kept in a separate folder for any future reference.

Q.No. 9 What could be available in ODMS for DDOs/PSAs?

As and when a DDO login to the ODMS server, he will review the facility **My Rejected Cases**. If any case is returned to that DDO, number of returned cases will appear in the addition Tab provide **Rejected Cases** (as shown in the image below)

Online Diary Interface for Pre 2016 Revision

Welcome DIRECTOR GENERAL TREASURIES & ACCOUNTS DEPARTMENT HARYANA CHANDIGARH Settings Logout

The screenshot displays the ODMS online diary interface. At the top, there is a navigation bar with the following tabs: Home, DDO Details, Cases where retirement after 1986, Cases where retirement before 1986, My Cases, Pensioner Status, My Pensioner, All Pensioner, Pensioner Details, and My Rejected Cases. Below the navigation bar, there are five summary statistics boxes: Total Cases This Month (0), Total Cases Today (0), Overall Cases (150), Unlink Cases (0), and Rejected Cases (2). Below these statistics, there are two large, mostly illegible boxes, likely representing data tables or reports.

Q.No.10 What is to be seen by the DDO?

If any number greater than ZERO is appearing in **Rejected Cases** Tab, DDO has to click on the facility **My Rejected Cases**. A from date and to date range will appear on the monitor. Enter the desired date and click **SUBMIT**. A list of returned cases during the period will appear (as shown in the image below)

Online Diary Interface for Pension Revision

Home | DDO Cases | Cases Pending | Rejected Cases | Cases Returned | Cases Closed | Pension Status | My Pension | All Pension | Pension Detail | My Rejected Cases

My Rejected Cases | My Cases | My Pension | My Pension Detail

From Date: 2019-03-13 To Date: 2019-03-13

#	Pensioner_Name	File_No	Date	UID	Letter No	Letter Date	Uploaded File	Rejection Date	Rejection Reason
1	Ram Singh Phogat	1200201390	2019-03-13	18024764	2040	2019-03-12	Annexure-2 in favour of Ram Singh Phogat	2019-10-07	Pension Revision Case has not been submitted in Revised Annexure

Complete detail of the returned case is available on this screen. DDO has to click the UID in BLUE colour and a letter from the office of Principal Accountant General (A&E) Haryana will appear. (as shown below) which can be downloaded and printed for record.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
 HARYANA
 Plot No. 4&5, Sector-33B, Chandigarh- 160020

Letter No. Return/8024764 Date: 07.10.2019

To,
 DIRECTOR GENERAL TREASURIES & ACCOUNTS
 DEPARTMENT HARYANA CHANDIGARH

Subject: Return of Pension/Family Pension Revision Case

In compliance to the Finance Department, Govt of Haryana notification no. 2/23/2016-1 Pension (FD) dated 10/01/2018 and subsequent clarification dated 10/11/2018, 07/12/2018 and 27/05/2019; you submitted the Pension/Family Pension Revision Case of Shri/Smt. RAM SINGH PHOGAT holder of PPO No. 142492-S vide ODMS Unique ID No. 18024764 dated 13/03/2019. The case is hereby returned for the following reason/s
 Pension Revision Case has not been submitted in Revised Annexure as specified vide notification no. 2/23/2016-1 Pension (FD) dated 11.10.2018.
 You are, therefore, requested to resubmit the case online after making the suggested corrections

Communication on behalf of
O/o Pr. Accountant General (A&E), Haryana

Note: This is a computer generated letter hence no signature is required

Q.No.11 What is to be done by DDO?

DDO/PSA has to resubmit the case online, after making the corrections/changes keeping in view the changes/suggestions made by the office of the Principal Accountant General (A&E) Haryana. The office of the Principal Accountant General (A&E) Haryana is not processing cases under Finance Department notification number 2/23/2016-1 Pension (FD) dated 27.05.2019 and hence it is recommended that cases covered under Finance Department notification number 2/23/2016-1 Pension (FD) dated 27.05.2019 may not be submitted for authorization to office of the Principal Accountant General (A&E) Haryana, Chandigarh till receipt of further instructions in the matter.