

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA,
CHANDIGARH**

Circular

Circular No. WFH-2/2020

Dt. 30.03.2020

Subject: DDO updation to facilitate submission of provisional pension cases under memo no. 2/2/2019-1 Pension (FD) dated 26.03.2020

1. Finance Department, Government of Haryana vide memo no. 2/2/2019-1 Pension (FD) dated 26.03.2020 has decided that as a preventive measure to contain the spread of Covid-19, pension papers of Government employees who are going to retire, **in next three months i.e. 31.05.2020 or upto the time Lockdown is in force, whichever is earlier**, are to be processed between the concerned department and Principal Accountant General (A&E) Haryana, Chandigarh. It has also been decided by the Finance Department that in these **extra-ordinary circumstances of Covid-19**, all the **DDOs** shall ensure the compliance of **Rule 80** of Haryana Civil Services (Pension) Rules 2016 for grant of provisional pension to the Government employees who are going to retire **in next three months i.e. 31.05.2020 or upto the time Lockdown is in force, whichever is earlier**.
2. System Automation Initiative (SAI Pension Application) is an offline pension application, where all the concerned officials and officers are supposed to be present in the office, so that all the regular pension cases could be finalized timely. In the present situation of complete Lockdown, it is not possible to cope up with the situation with the help of SAI pension application.
3. Online Diary Management System (ODMS) is a web based application which has already been used by most of the DDOs/PSAs in Haryana State. During submission of pension/family pension revision cases, data was populated from the SAI pension application; which requires no authentication or fewer authentications in comparison to fresh cases, where entire basic data is to be entered by the DDOs/ PSAs.
 - 3.1. To ensure the complete authenticity of the DDOs/PSAs, a utility has been developed in Online Diary Management System (ODMS). For this purpose, all the DDOs/PSAs are classified into two categories:

3.1.1.**DDOs already having ODMS user ID and Password:** Log into the system, a tab named **Provisional PPO** has been placed on the homepage. After clicking the Provisional PPO tab, system will ask the DDOs to enter the details along with IFMS code (DDO code issued by the Treasury Department). Information submitted by the DDO will come to the concerned Treasury Office, who will verify the details entered by the DDO and forward the same to Principal Accountant General (A&E) Haryana. Once the request is approved by the office of the Principal Accountant General (A&E) Haryana, DDOs will be able to submit the fresh regular cases online through ODMS. DDOs' authentication through Treasury Officer is mandatory for submission of regular pension cases (Provisional). However, submission of pension/family pension revision cases will remain unaffected, even if the details of DDOs are not authenticated.

3.1.2.**DDOs who don't have ODMS user ID and password:** On the Login page of the Online Diary Management System (ODMS), a link named **New DDO? Click here to register** is placed. By clicking this link, system will ask the DDOs to enter the details along with IFMS code (DDO code issued by the Treasury Department). Information submitted by the DDO will come to the concerned Treasury Office, who will verify the details entered by the DDO and forward the same to Principal Accountant General (A&E) Haryana for approval. Once the request is approved by the office of the Principal Accountant General (A&E) Haryana Login ID and password will be communicated to the DDO by the concerned Treasury Office.

3.1.3.**Authorities who are not DDO but are required to submit Pension Cases under this O.M.:** Such Authorities are required to approach the office of the Principal Accountant General (A&E) Haryana through their DDOs for allotment of code enabling them to have user ID/log in. Request from only those DDOs will be considered who have updated their DDO user ID details as described above. The DDOs concerned are required to send the communication through their user ID using **User Communication** of ODMS to office of the Principal Accountant General (A&E) Haryana.

4. For submission of fresh regular pension case in accordance with the provisions of Rule 80 of the Haryana Civil Services (Pension) Rules 2016, a utility has already been developed, which is presently working under troubleshooting phase and expected to be rolled out very shortly. As soon as, the facility is made available to the DDOs, necessary guidelines for submission of regular pension case will be issued.

5. The contents in this Circular are for Provisional Pension cases covered under Memo No. 2/2/2019-1 Pension (FD) dated 26.03.2020.

Sd/-

Principal Accountant General

No. PAG (Sectt)/Pension/19-20/WFH/15-25

Dt. 30.03.2020

Copy forwarded to:

1. Additional Chief Secretary (Finance) Govt of Haryana
2. Deputy Secretary, Pension (FD) in continuation of Memo no. 2/2/2019-1 Pension (FD) dated 26.03.2020 for communication to all DDOs and TOs.
3. Director General (Try & Accounts) Govt of Haryana
4. Joint Director (Try & Accounts) Haryana, with the request that necessary arrangements may be made for making this available to all the TOs and DDOs in the State.
5. Joint Director, PDC with the request that office order may be circulated among all the Treasury Offices in the State.
6. Sri Sunil Bahl, Programmer; for communication to all DDOs/TOs and other stakeholders.
7. Secy to Pr. Accountant General
8. Dy Accountant General (Pension)
9. Sri Ashok Kumar, Sr Accounts Officer (Receipt & Diary)
10. Sri Anil Sharma, Sr. Accounts Officer (Pen-1)
11. Sri Ravi Shankar, AAO (PAG Secretariat)

Secy to Principal Accountant General.