

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

CIRCULAR

Subject: Online submission of pension revision annexure by DDO to SO cadre personnel

In reference to the above noted subject, it is intimated that a utility has been developed to forward the duly filled Annexure 2/Annexure-3 (as the case may be) from DDO to SO cadre personnel for verification for pension revision cases under 7th CPC notification dated 10.01.2018 and revision cases other than 7th CPC except the revision under notification dated 27.05.2019. Following steps are to be taken while submitting the filled annexures including annexure2/annexure3 related to Finance Department notification dated 10.01.2018 to the SO cadre personnel

1. Mapping of SO cadre personnel

- 1.1. On the homepage of DDO login, two new tabs namely **SAS Entry** and **SAS Detail** have been provided. DDOs will check the availability of SO cadre personnel/Section Officer in **SAS Detail** and take action as per para 1.5 below, if the SO cadre personnel/Section Officer attached to his/her office is available in the **SAS Detail**.
- 1.2. In case a particular SO cadre personnel/Section Officer is not available in **SAS Detail**, then DDO will click on the tab named **SAS Entry**. A data entry form will appear, where details of the SO cadre personnel/Section Officer attached to the DDO's department are to be entered. After saving the data, a 6 digits SAS code will be generated in the 1st column.
- 1.3. This data of para 1.2 above will come to the admin panel, where administrator will approve the request of mapping SO cadre personnel/Section Officer with the concerned DDO. Office of the Principal Accountant General (A&E) Haryana will communicate the User ID and password to the concerned SO cadre personnel/Section Officer. Particular SO cadre personnel/Section Officer will be mapped against that DDO who made this request.
 - 1.3.1. The information of exiting SO cadre personnel/Section Officer required, will be provided by the Joint Director, Treasury & Accounts Department to office of the Principal Accountant General (A&) Haryana in soft copy. The details of information required for each SO cadre personnel/Section Officer are given in Annexure A. Letter to Joint Director, Treasury & Accounts Department has been issued by office of the Principal Accountant General (A&E) Haryana letter no.Pen-1/SAS Data/2020-21/120 dated 05.06.2020. This information will be the basis of approaching and communicating User ID and password to SO cadre personnel/Section Officer.
- 1.4. Once the name of a SO cadre personnel/Section Officer has been added by any DDO in the State, his name will appear in the next tab i.e. **SAS Detail**. A button **Request for Link** has been

provided against the name of the SO cadre personnel/Section Officer and DDO has to click this button for sending his mapping request to the SO cadre personnel/Section Officer.

- 1.5. Before making a new entry of SO cadre personnel, DDOs are requested to verify the **SAS Detail** tab; to check, if name of the SO cadre personnel is appearing in the list. If the name of the SO cadre personnel is appearing under **SAS Detail** tab, then DDO has to click the button **Request For Link** (placed opposite the name of the SO cadre personnel).
2. **Preparation of Annexures including Annexure 2 or 3 related to Finance Department notification dated 10.01.2018 by DDO and verification by SO cadre personnel**
 - 2.1. For the purpose two more tabs have been provided namely **Annexure Entry** and **Annexure Detail**. For preparation of annexure DDO will use the **Annexure Entry** tab, where he will be asked to enter the type of annexure he wants to prepare viz Annexure2 or 3 related to Finance Department notification dated 10.01.2018 and **Annexure RRP** (Revision Regular Pension) & **Annexure RFP** (Revision Family Pension) related to other than Finance Department notification dated 10.01.2018 and PPO No./ File ID of the pensioner.
 - 2.2. Here, a pop up window will appear on the monitor showing the basic detail in respect of the pensioner against the PPO Number/File ID entered by the DDO. If DDO is satisfied with the details shown by the computer, he will click the button **Proceed for Annexure Entry**.
 - 2.3. A prefilled editable annexure **RRP/RFP** or **Annexure-2/Annexure-3** (as chosen) will appear on the screen, where DDO can insert additional data and/or modify the existing data and Click the Save button.
 - 2.4. In case no data appears after entering the PPO Number/File ID, an alert message will appear on the screen to recheck the PPO No/File ID. If DDO opts that entered details are correct, he will be redirected to another screen where he will prepare the Annexure **RRP/RFP** or **Annexure-2/ Annexure-3** (as applicable) from data available with him/her and finally save the data.
 - 2.5. After saving the data as per Para 2.3 or 2.4, a print preview of Annexure **RRP/RFP** or **Annexure-2/ Annexure-3** will appear with two options viz. **Edit** and **Forward to SAS**. If DDO wants to review the annexure, he may choose **Edit** option and Annexure will be available in editable format.
 - 2.6. By clicking the **Forward to SAS tab**, annexure will be available to the mapped SO cadre personnel/ Section Officer for verification under the tab **Annexure Detail**.
 - 2.7. SO cadre personnel/Section Officer can review the annexure online for conveying his agreement or disagreement to the DDO. In case of disagreement, SO cadre personnel/Section Officer have to mention the reasons for disagreement. Suitable space has been provided for this purpose.
 - 2.8. This communication will come to DDO under the tab **Annexure Detail**. Now, there could be two possibilities:
 - 2.8.1. In case SO cadre personnel has agreed with the annexure prepared by the DDO, then DDO will click on the link **Download annexure checked by SAS** and pdf of that particular

annexure will be downloaded on the computer. Now, DDO can attach his digital signature on the annexure and forward it to SO cadre personnel for attaching his digital signatures.

2.8.2.If SO cadre personnel/Section Officer has not agreed with the information given in annexure, DDO will rectify the annexure as suggested by the SO cadre personnel and then attach his digital signature and forward it to SO cadre personnel for attaching his digital signatures.

2.8.3. There could be one more possibility that DDO is not convinced with the suggestions made by the SO cadre personnel. In such cases, DDO and SO cadre personnel will resolve the issue offline and only after resolution, DDO can submit the case.

2.9. Now, SO cadre personnel on receipt of digitally signed annexure received as per action para 2.8.1 and 2.8.2 will download the annexure by clicking a link provided **Download annexure digitally signed by DDO** and attach his digital signature on the annexure and return it to DDO for onward submission to the office of Principal Accountant General (A&E) Haryana.

3. Submission of pension revision case

3.1. Pension revision cases under two different categories are to be submitted by the DDOs through Online Diary Management System. These categories are

3.1.1.**Submission of Pension Revision Cases under notification dated 10.01.2018:** Pension/Family pension revision cases under this category will be submitted through two tabs provided in the ODMS namely **Cases Where Data is Available** and **Cases Where Data is not Available**. For submission of pension revision cases through these two tabs, DDO will download the annexure received from SO cadre personnel/Section Officer as per Para 2.9 and attach this annexure.

3.1.2.**Submission of pension/family pension revision cases other than notification dt 10.01.2018:** At the stage of para 2.9 DDO will have two options. First option is to download the annexure (which will be used to perform action as per para 3.1.1) and second option is to **Send to Admin**. DDO will use this tab for submitting the pension revision cases other than 7th CPC.

3.1.3. Now, DDO will get a form for to enter the case type, letter no and letter date with a button **SAVE**.

3.1.4. A new form will appear, where DDO will be asked to enter the reason for revision and value of revision. DDO will also get the link to upload any document, if required to be submitted in respect of pension revision.

3.1.5. Finally, DDO will click the button **Lock the Form** and case will be submitted to the office of the Principal Accountant General (A&E) Haryana.

4. The entire DDO-SAS module is operational and working. Treasury & Accounts Department, Government of Haryana and other concerned accounting departments may test the utility. Suggestions and/or deficiencies if any may be intimated to the office of the Principal Accountant

General (A&E) Haryana, Chandigarh on or before 22.06.2020. The submission henceforth can be made through this facility as well as facility prescribed in letter no. PAG(Sectt)/ODAS/1819/268 dated 09.01.2019 and office memorandum no. Pen-I/Pen Rev/ Imp Office Order/2020-21/70 dated 19.05.2020.

5. The facility will be made compulsory w.e.f. 01.07.2020 and no other mode of annexure verification and submission will be permissible. The facility prescribed in letter no. PAG(Sectt)/ODAS/1819/268 dated 09.01.2019 and office memorandum no. Pen-I/Pen Rev/ Imp Office Order/2020-21/70 dated 19.05.2020 would stand withdrawn w.e.f. 1st July 2020 so far as uploading of signed annexures (other than digitally signed) by DDO/PSA and SO cadre personnel/Section Officer is concerned.
6. **Future activities under rollout**
 - 6.1. Data entry/updation for all pension records is undergoing.
 - 6.2. Once this is completed then **Cases Where Data is Available** will be used for forwarding this data to the office of the Principal Accountant General (A&E) Haryana and other facility **Cases where data is not available** will be withdrawn at a date to be notified subsequently. Methodology to deal with isolated cases where data may still be incomplete or not available will also be prescribed.
 - 6.3. For verification of annexure by SO cadre personnel, DDO-SAS module will only be permissible.

Sd/-
Deputy Accountant General (P)

No. Pen-1/Rev/DDO-SAS/2020-21/121

Dated 08.06.2020

Copy forwarded to:

1. The Chief Secretary, Government of Haryana
2. The Additional Chief Secretary (Finance), Government of Haryana for circulating the same among all the DDOs under his control as well as all additional Chief Secretaries, Principal Secretaries, Secretaries of various departments as well as Head of the Department for implementation.
3. Deputy Secretary Pension (Finance Department) for communication to all DDOs.
4. Director General (Treasury & Accounts) Government of Haryana for necessary action.
5. Joint Director (Treasury & A/cs) Haryana with the request that necessary arrangements may be made for making this available to all the DDOs in the State.
6. Joint Director, Pension Disbursement Cell with the request to circulate this among all the Treasury Offices in the State.
7. Sri Sunil Bahl, Programmer for communication to all DDOs and other stakeholders.


Deputy Accountant General (P)

ANNEXURE-A

Information required for SAS personnel

1. UCP Code :
2. Name :
3. Current Address :
4. Email ID :
5. Mobile No. :
6. Department :
7. Designation :
8. Treasury :
9. Aadhar Number :