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

Office Memorandum

No. Pen-1/Pen Rev/Imp Office Order/2020-21/70

Dated: 19.05.2020

## Subject: Submission of pension/family pension revision cases other than 7<sup>th</sup> CPC(OM dated 10.01.2018) through Online Diary Management System (ODMS).

In continuation to the office order no. Pen-1/Gen 3A/18-19/revision cases pre 1.1.2016/2316 dated 11.12.2018 it is informed that various new facilities have been placed on the Homepage of DDO login to facilitate the DDOs to submit the pension/family pension revision cases (other than 7<sup>th</sup> CPC OM dated 10.01.2018) through Online Diary Management System. For using this newly placed facility, a detailed methodology is explained as under:

- 1 A tab named **Pension Regular Revision** has been placed on the homepage of DDO login. By clicking this tab, a form for new inward entry will appear on the screen, which has four basic columns to be filled in e.g. Type, PPO No./File ID, Letter Number and Letter Date. Type column has a drop down menu. DDOs can choose the option revision for regular cases (Superannuation) or revision of family pension cases. DDOs/PSAs are required to enter the data carefully in all the four columns. Corresponding data will be populated on the monitor.
  - 1.1 If no data is populated, a message will appear on the monitor that "No record found for this file number". In all such cases, DDOs are required to submit their request through My Communication Reply mentioning the complete detail of the pensioner.

(Action to be taken by DDOs)

1.2 As and when a request is received in Admin panel of the ODMS, data of the concerned pensioner will be uploaded on the ODMS and a communication to this effect will be made to DDO through **User Communication**.

(Action to be taken by Pension-I Computer)

- 2 Once a communication as per para 1.2 is received in DDO login, DDOs/PSAs will submit the pension/family pension revision case (other than 7<sup>th</sup> CPC). Now the data of the pensioner will be available to the DDO for review. DDO can edit the information. Here DDO will be required to enter the Bank details, Aadhar Number and revised last basic pay. If applicable changed (revised) last pay is to be entered in the column **Latest Notional Pay**. Scanned and digitally signed pdf of the following documents will also be uploaded:
  - i. Forwarding letter
  - ii. Revised calculation sheet, if applicable
  - iii. Last pay certificate, if applicable

- iv. Specific page of the Service book, where such orders of revision have been recorded, if applicable
- v. If revision is made due to court orders, a copy of such orders may also be uploaded.
- vi. Any other document(s)
- 3 After uploading the above documents, a computer generated form will appear on the monitor with the ODMS Unique ID as 0 (zero). At the bottom of this page, DDO will find the option to enter the reason of revision, revised value, description of revision and a facility to upload any document in support of reason of revision. However, uploading of document at this stage is not mandatory. In the column **Revised Value** DDO has to enter the difference between revised pension and old pension. Here, DDO will have the option either to edit the existing form or to lock the form. Once the form is locked, no editing in the form will be possible.
- 4 After locking the form an eight digits unique ID like ODMS will appear, which can be used for future correspondences. While submitting the pension revision cases under 7<sup>th</sup> CPC unique ID starts from 18, whereas in submission of pension revision cases other than 7<sup>th</sup> CPC will start from 14. Once the eight digits ID is appeared on the monitor, pension revision case is submitted successfully.
  - 4.1 At this stage this is being done on parallel run and in hard copy mentioning ODMS number will also be sent to office of the Principal Accountant General (A&E) Haryana.
  - 4.2 At a future date the need for submission of hard copy will be discontinued.
  - 4.3 No application for Revision of Pension case under this Office Memorandum will be entertained in the office of the Principal Accountant General (A&E), Haryana without ODMS Unique ID after 1<sup>st</sup> June, 2020.
- 5. The detailed process in pictorial form is attached as Annexure 'A'.
- 6. This order is applicable with immediate effect.

This issue with the approval of Pr. Accountant General.

Encl:- As above

Sd/-

**Deputy Accountant General (Pension)** 

Dated: 19.05.2020

No. Pen-1/Pen Rev/Imp Office Order/2020-21/70

Copy of the above is forwarded for information and necessary action:-

- 1. The Chief Secretary, Government of Haryana, with a request that kindly forwarded this Office Memorandum alongwith detailed instructions as Annexur-A to All Additional Chief Secretaries, Principal Secretaries, Secretaries of various Departments as well as Head of Departments and other officials who would be required to submit Regular Revision Pension cases under HCS(Pension) Rules, 2016.
- 2. The Additional Chief Secretary (Finance Department), Government of Haryana Chandigarh for circulating the same to all the DDO's under their control.
- 3. Deputy Secretary, Pension (Finance Department) for communication to all DDOs.
- 4. Director General (Try & Accounts) Government of Haryana for necessary action.
- 5. Joint Director (Try & Accounts) Haryana, with the request that necessary arrangements may be made for making this available to all the DDOs in the State.
- 6. Joint Director, PDC with the request that this Office Memorandum may be circulated among all the Treasury Offices in the State.
- 7. Sri Sunil Bahl, Programmer; for communication to all DDOs and other stakeholders.

Sd/-

### **Deputy Accountant General (Pension)**

# Online Submission of Pension Revision Cases other than Notification dated 10.01.2018



लोकहितार्थ सत्यनिष्ठा Dedicated to Truth in Public Interest

Instruction Manual

Compiled by:

Office of the Principal Accountant General (A&E) Haryana, Chandigarh Finance Department, Govt of Haryana has decided that like pension revision cases under 7th CPC, regular revision of pension other than notification dated 10.01.2018 may also be submitted online. For the purpose, DDOs have to login into ODMS site where a tab named REVISION OF PENSION CASES has been added on the DDO panel for submission of pension revision cases as shown in the image below:

Online Diary Interface for Pre 2016 Revision			Welcome ,	Settings	Logout
Home DDO Details Cases where retirement After 1996 Cases where retirement before	1996 My Cases Pensioner Status My Pensioner F	Pensioner Details My Rejected Cases Accepte	ed Application Details		
Pensioner Registration Detail My Communication My Communication Rept. Revisi	ion of Pension Cases				_
Total Cases This Month 0	Total Cases Today 0	Overall Cases 4			
	NEW INWARD ENTRY				
Тура	File/PPO Number				
REV_FOR_REGULAR	Letter Date				
Letter Number	25/04/2020				
	Submit				

By clicking this tab, a form for new inward entry will appear on the screen, which has four basic columns to be filled in e.g. Type, PPO No./File ID, Letter Number and Letter Date. Type column has a drop down menu. DDOs can choose the option revision for regular cases (Superannuation) or revision of family pension cases. DDOs/PSAs are required to enter the data carefully as shown in the image below:

Online Diary Interface for	Pre 2016 Revision				Welcome ,	Settings	Logout
Home DDO Details Cases when	e retirement After 1996 Cases where retirem	hent before 1996 My Cases Pensic	ner Status My Pensioner Pensic	ner Details My Rejected Cases Accepted	Application Details		
Pensioner Registration Detail My (	Communication My Communication Reply	Revision of Pension Cases					
	Total Cases This Month 0		RD ENTRY	Overall Cases 4			
	Туре	112111111	File/PPO Number				
	REV_FOR_REGULAR	۲	021189-0				
	Letter Number		Letter Date				
	1334		25/04/2020				
			brit				

After entering the data in all the columns, click the SUBMIT button. Corresponding data of the pensioner, which is available with the office of the Principal Accountant General (A&E) Haryana will be populated on the monitor as shown below:

DDO Name *		%sincha	196										
		S.E. PR	OJECT	CIRCLE HRY	IRRIGATION I	W.R. DEPT	T SINCHA	BHW	AN SEC-5 PANO	CHKULA			
Letter Number: 133-	i.	Letter D	ate: 2	5-04-2020									
Group/Class	PE	NSION											
Pensioner Name	AS	HOK KUM	AR GL	JPTA									
Son/Wife/Daughter	US	HA GUPT	Ą										
Designation													
DOB : 24-05-1947	1.0.0	pointment/ 10-1972	Reemp	ployment D	)ate:	Comme 25-10-1		nt of I	Pensionable	Service:		Retirement. 11-05-2005	
Death/LTA:			rannua	tion: 31-12	2-1969	1.000							
	1à	Servi <sub>Year(</sub>		Sumn	nary(A			D	atabas	Se) Day(s)			
Military Service/Adv	ocate	0	e fe			0				0			
Gross Service		32				7				7			
Extended Service		0				0				0			
Non Qualifying Ser	rice	0				0				0			
Weightage		0				0				0			
Net Qualifying Serv	ice	32				7				7			
		Addr	ress Before Retirement A				Address After Retirement						
Address Line 1		GUL	MOHAR	HILL VIEW B	ENCLAVE,	GULMOR	IAR HILL	VIEW	ENCLAVE,				
Address Line 2		BH4	KRA RC	AD NANGAL		BHAKRA	ROAD NA	NGA	L ]	Place/Di	strict of Ret	irement:	
Address Line 3										T.O. (Pe	nsion): ROP	PAR	
City		Sel	ect city		٠	Select ci	ty		۲	T.O. (DC	RG): ROPA	AR	
State		PU	IJAB		٠	PUNJAB			۲	Sub Trea	isury:		
Phone										Bank:			
Mobile										Branch:			
		Adha	ar Nur	nber		Email				A/c Num	ber:		
		Lates 2643		nal Pay									
Pay From		Pay To		Pay	Grade Pay	DP	D	1	Notional Increase	IR	Others	Total	
dd/mm/yyyy	dd/m	m/yyyyy		0	0	0	0		0	0	0	ADD DATA	
Pay From	Pay To	Pay	G	irade Pay	DP	DA	Not	tional	Increase	IR	Others	Total	
Upload Digitally Si should not contain '~!@#\$%^&*()//[[]()	any specia	ment's Only	(Title like	Docume					Document   Choose File		gned.pdf		

Here, DDO can enter the Bank Details, Aadhar Number and revised basic pay in the column provided for the purpose. Changed last basic pay is to be entered in the column latest notional pay. DDO will prepare a forwarding letter, revised pension calculation sheet and a requisite entry will be made in the service book of the employee. All these documents i.e. forwarding letter, calculation sheet and page of service book, where entry has been made will be scanned & digitally signed. This 3 or 4 pages digitally signed document will be uploaded by the DDO. After submission of this form a message will appear on the monitor as shown below:

	• • • • • • •		
$\leftrightarrow$ $\rightarrow$ X (i) Not	t secure   odms.aghry.gov.in/pension	_form_revision.php	Q 🖈 😝 :
🚻 Apps 🔮 Mail 🕚	WhatsApp 🚸 Mid	odms.aghry.gov.in says Data Stored Successfully!! OK	Cther bookmarks

### Click OK, a new message will appear

$\leftrightarrow$ $\rightarrow$ X (1) Not secure   odms.aghry.gov.in/pension	_form_revision.php		Q 🕁 \varTheta
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Online Diary Interface for Revision	Stuff Successfully Uploaded!!		Welcome . Settings Logo
omme Diary mierace for Revision		OK	

Again click OK, a new form will appear to review the information as shown below:

0	his Month	Total Cases Today 0	Overall Cases 4
Digitally Signed By : RAMESH KUM Date : 20-03-2020 Reason : Location :	AR		
		ncipal Accountants General Haryana, Chandigarh ary Interface for Pre 2016 Revision	2
	OD	MS UNIQUE ID: 0	
	OD	PMS UNIQUE ID: 0 Personal Details	
Name	OE ASHOK KUMAR GUPTA		24-05-1947
Name Appointment/Reemployment Date	ASHOK KUMAR GUPTA	Personal Details	24-05-1947 25-10-1972
Appointment/Reemployment	ASHOK KUMAR GUPTA	Personal Details	
Appointment/Reemployment Date	ASHOK KUMAR GUPTA	Personal Details DOB. Commencement of Pensionable Service	25-10-1972

Service Summary(As Per AG Database)       Military Service/Advocate     Day(s)     Day(s)       Gross Service     0     0     0       Gross Service     32     7     7       Extended Service     0     0     0       Non Qualifying Service     0     0     0       No Qualifying Service     0     0     0       No Qualifying Service     0     0     0       Ne Qualifying Service     0     0     0       Ne Qualifying Service     0     0     0       Ne Qualifying Service     0     0     0       Address Before Retement     Address After Retement     Address After Retement       Address Line 1     QULMOHAR HILL VIEW ENCLAVE, Date of submission of Papers by Pensioner:       Address Line 2     BHAKRA ROAD NANGAL     BHAKRA ROAD NANGAL       BHAKRA ROAD NANGAL     BHAKRA ROAD NANGAL     Piace/Datect of Retement       Address Line 3     City     Select city     TO. (DCRG) ROPAR       City     Select city     Sub Treasury;     Bank:       Phone     Bank:     Bank:     Emoliment DetailS       No Emoulment Record Available     Document Upload Status     Emoliment DetailS       No Emoulment Record Available     Enter Revised Value     Enter Descre	Letter Number	1334		Letter D	ate			2020-04-25	
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At the bottom of this form, space is provided to record the reasons for revision, revised value and description as shown in image below:



In the above case, reason of revision has been selected as Due to Change in pay, revised value is entered as 584/- (difference between the existing pension and proposed revised pension), in the description column it is mentioned that pay is changed due to court orders and finally a copy of court orders has been uploaded. In case any change is required in the form click EDIT FORM, otherwise click LOCK FORM and case will be submitted to the office of the Principal Accountant General (A&E) Haryana.