

**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)**

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

Dated: 19.05.2020

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



## *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 Pensioner Details My Rejected Cases Accepted Application Details

Pensioner Registration Detail My Communication My Communication Reply **Revision of Pension Cases**

Total Cases This Month 0 Total Cases Today 0 Overall Cases 4

**NEW INWARD ENTRY**

Type: REV\_FOR\_REGULAR File/PPO Number: Letter Number: Letter Date: 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 where retirement After 1996 Cases where retirement before 1996 My Cases Pensioner Status My Pensioner Pensioner Details My Rejected Cases Accepted Application Details

Pensioner Registration Detail My Communication My Communication Reply **Revision of Pension Cases**

Total Cases This Month 0 Total Cases Today 0 Overall Cases 4

**NEW INWARD ENTRY**

Type: REV\_FOR\_REGULAR File/PPO Number: 021189-0 Letter Number: 1334 Letter Date: 25/04/2020

Submit

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:

Type: REV_FOR_REGULAR	File/PPO Number: 1200107870		
DDO Name *	<input type="text" value="%sinchai%"/> S.E. PROJECT CIRCLE HRY IRRIGATION & W.R. DEPTT SINCHAI BHWAN SEC-5 PANCHKULA		
Letter Number: 1334	Letter Date: 25-04-2020		

Group/Class	PENSION		
Pensioner Name	ASHOK KUMAR GUPTA		
Son/Wife/Daughter	USHA GUPTA		
Designation	--		
DOB : 24-05-1947	Appointment/Reemployment Date: 25-10-1972	Commencement of Pensionable Service: 25-10-1972	Retirement: 31-05-2005
Death/LTA:	Date of Superannuation: 31-12-1969		

Service Summary(As Per AG Database)			
	Year(s)	Month(s)	Day(s)
Military Service/Advocate	0	0	0
Gross Service	32	7	7
Extended Service	0	0	0
Non Qualifying Service	0	0	0
Weightage	0	0	0
Net Qualifying Service	32	7	7

Address Before Retirement		Address After Retirement	
Address Line 1	<input type="text" value="GULMOHAR HILL VIEW ENCLAVE,"/>	<input type="text" value="GULMOHAR HILL VIEW ENCLAVE,"/>	
Address Line 2	<input type="text" value="BHAKRA ROAD NANGAL"/>	<input type="text" value="BHAKRA ROAD NANGAL"/>	Place/District of Retirement:
Address Line 3	<input type="text"/>	<input type="text"/>	T.O. (Pension): ROPAR
City	<input type="text" value="Select city"/>	<input type="text" value="Select city"/>	T.O. (DCRG): ROPAR
State	<input type="text" value="PUNJAB"/>	<input type="text" value="PUNJAB"/>	Sub Treasury:
Phone	<input type="text"/>	<input type="text"/>	Bank:
Mobile	<input type="text"/>	<input type="text"/>	Branch:
	Adhaar Number	Email	A/c Number:
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Latest Notional Pay		
	<input type="text" value="26438"/>		

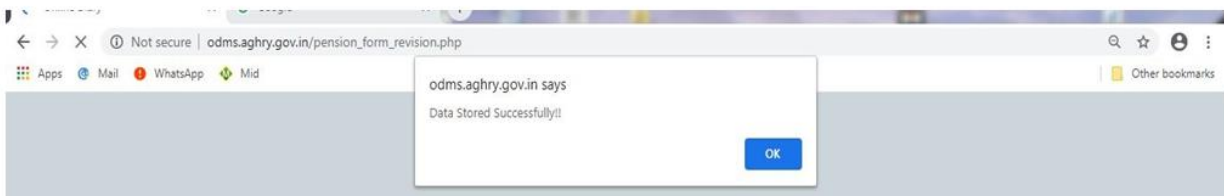
Pay From	Pay To	Pay	Grade Pay	DP	DA	Notional Increase	IR	Others	Total
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="ADD DATA"/>

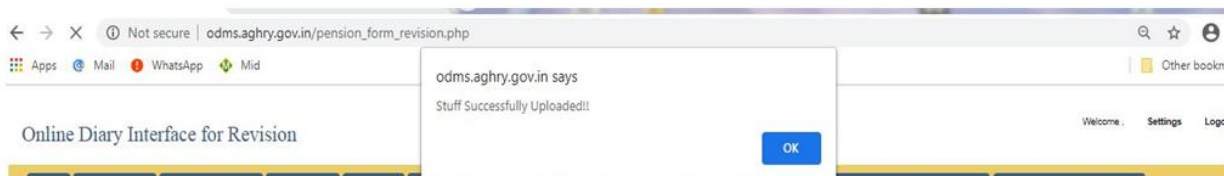
Pay From	Pay To	Pay	Grade Pay	DP	DA	Notional Increase	IR	Others	Total
<div> <div>           Upload Digitally Signed Document's Only (Title should not contain any special characters like ~!@#%&amp;*^&amp;(){} 007)         </div> <div>           Document Title  <input type="text" value="Annexure"/> </div> <div>           Document File  <input type="button" value="Choose File"/> 1200107870-signed.pdf         </div> </div>									
<input type="button" value="SUBMIT"/>									



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:



Click OK, a new message will appear



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

Total Cases This Month  
0

Total Cases Today  
0

Overall Cases  
4

Digitally Signed By : RAMESH KUMAR  
 Date : 20-03-2020  
 Reason :  
 Location :

Principal Accountants General  
Haryana, Chandigarh

Online Diary Interface for Pre 2016 Revision

ODMS UNIQUE ID: 0

Personal Details			
Name	ASHOK KUMAR GUPTA	DOB.	24-05-1947
Appointment/Reemployment Date	25-10-1972	Commencement of Pensionable Service	25-10-1972
Death/LTA		Date of Superannuation	31-12-1969
Designation	--	Retirement Date	31-05-2005
PPO Number	021189-O	File Number	1200107870

Letter Number	1334	Letter Date	2020-04-25
Son/Wife/Daughter of	USHA GUPTA		

Service Summary(As Per AG Database)			
	Year(s)	Month(s)	Day(s)
Military Service/Advocate	0	0	0
Gross Service	32	7	7
Extended Service	0	0	0
Non Qualifying Service	0	0	0
Weightage	0	0	0
Net Qualifying Service	32	7	7

Address & Bank Details			
	Address Before Retirement	Address After Retirement	
Address Line 1	GULMOHAR HILL VIEW ENCLAVE,	GULMOHAR HILL VIEW ENCLAVE,	Date of submission of Papers by Pensioner:
Address Line 2	BHAKRA ROAD NANGAL	BHAKRA ROAD NANGAL	Place/District of Retirement:
Address Line 3			T.O. (Pension): ROPAR
City	Select city	Select city	T.O. (DCRG): ROPAR
State	PUNJAB	PUNJAB	Sub Treasury:
Phone			Bank:
Mobile			Branch:
	Adhaar Number:	Email:	A/c Number:
	Latest Notional Pay: 26438		

Emoulment Details
No Emoulment Record Available

Document Upload Status
Error in Uploaded Document, Upload another document again to lock this case
Document Uploaded
Annexure

Reason of Revision	Revision Required	Revised Value	Description	Upload Document	Action
Select	Select	Enter Revised Value	Enter Description	Choose File   No file chosen	Add

[Edit Form](#)  
[Lock Form](#)

[PRINT](#)

At the bottom of this form, space is provided to record the reasons for revision, revised value and description as shown in image below:

Reason of Revision	Revision Required	Revised Value	Description	Upload Document	Action
Due to Change in Pay	Select	584/-	Change in pay due to court orders	Choose File   No file chosen	Add

[Edit Form](#)  
[Lock Form](#)

[PRINT](#)

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.