

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

Office Memorandum

No. Pen-1/RPPO/RFPPO/Imp. Office Order/19-20/3557

Dated: 31.12.2019

Subject: Regarding procedure of uploading of Digitally signed Revised Pension Payment Orders (RPPO) and Revised Family Pension Payment Orders (RFPPPO) on to newly developed Treasury Officer Panel/Pensioner Panel of Online Diary Management System (ODMS) application and reconciliation of data sent to Treasury Officer's and other feature in ODMS.

In supersession to Office Memorandum of the Office of Principal Accountant General (A&E), Haryana Pen.1/Imp. Office Order/2019-20/2504-2513 dated 16.10.2019 regarding 'Sending Digitally signed Revised Pension Payment Order (RPPO) and Revised Family Pension Payment Order (RFPPPO) to all Treasuries of Haryana through e-mail', and Office Memorandum No. Pen.1/RPPO/PFPPPO/Imp. Office Order/20169-20/2603-11 dated 30.10.2019 regarding 'Facility to download Digitally signed Revised Pension Payment Order (RPPO) and Revised Family Pension Payment Order (RFPPPO) through Online Diary Management System (ODMS), the revised consolidated instructions are detailed below. Office of the Principal Accountant General has decided to upload the pdf and excel data on ODMS of RPPO/RFPPPO and other communication to Treasury Officer/Drawing and Disbursing Officer and Pensioners. The new methodology for the same is as under:-

1.1 Step I: - Pdf files of Revised Pension Payment Order (RPPO) /Revised Family Pension Payment Order (RFPPPO) of all types (relating to notification of Finance Department No. 2/23/2016-1Pension (FD) dated 10.01.2018 as well as other pension revision cases) gets placed on a server from System Automation Initiative (SAI) for pension in office of Principal Accountant General (A&E), Haryana. This server is located in the office of Principal Accountant General (A&E), Haryana. This is to be done on each working day.

Action: Officials of Pension-1 Section in office of Principal Accountant General (A&E), Haryana

1.2 Step II: - The excel data in respect of these Revised Pension Payment Order (RPPO) /Revised Family Pension Payment Order (RFPPPO) in respect of pdf files covered in Para 1.1 (Step I) above gets placed on a server from SAI located in office of Principal Accountant General. This is to be done on each working day.

Action: Officials of Pension-1 Section in office of Principal Accountant General (A&E), Haryana

1.3 Step III: - These files (referred in Para 1.1 (Step I)) of Revised Pension Payment Order (RPPO) /Revised Family Pension Payment Order (RFPPPO) are currently sent by e-mail to Treasury Officers as per Para 1.1 and Para 1.2 of Office Memorandum No. Pen I/Imp. Officer orders/2019-20/2504-2513 dated 16.10.2019. However with effect from Implementation of this Office Memorandum; e-mail to Treasury Officers will be stopped by officials of DAG (Pension) Secretariat in office of Principal Accountant General (A&E), Haryana.

Action: Officials of DAG(Pension) Secretariat in office of Principal Accountant General (A&E), Haryana

1.4 Step IV: - These pdf files (in step I) are to be loaded daily onto Online Diary Management System (ODMS) by officials of DAG (Pension) Secretariat in office of Principal Accountant General (A&E), Haryana. The verification of files uploaded and that actually uploaded in ODMS is to be done by the officials of DAG (Pension) Secretariat

Action: Officials of DAG(Pension) Secretariat in office of Principal Accountant General (A&E), Haryana

1.5 Step V: - The excel data (in Step II) is to be loaded daily to Online Diary Management System (ODMS) by officials of DAG (Pension) Secretariat in office of Principal Accountant General (A&E), Haryana. This data is to be checked by officials of DAG (Pension) Secretariat to ensure that data is only in respect of pdf files uploaded in Step IV (Para 1.4 above) and the consistency of the data uploaded is to be verified by these officials of DAG (Pension) Secretariat.

Action: Officials of DAG(Pension) Secretariat in office of Principal Accountant General (A&E), Haryana

1.6 Step VI: - A register pasting the Excel data uploaded (Step V/Para 1.5) alongwith a certificate to this effect that no deficiency in uploading was found to be incorporated in the register by AAO in DAG (Pension) Secretariat and submitted to DAG(Pension) on a daily basis. In case of deficiency, the same is to be listed and brought to notice of Accounts Officer (Pension-1) for correction. Correction is to be monitored through separate register by the officials of DAG (Pension) Secretariat.

Action: Officials of DAG(Pension) Secretariat and AO (Pension-1) if required from the office of Principal Accountant General (A&E), Haryana

1.7 Step VII: - These pdf files (uploaded in ODMS as part of Step IV in Para 1.4 above) will be available in the Online Diary Management System (ODMS) to Treasury Officers (TO login panel), Drawing and Disbursing Officers (DDO login panel) and Pensioner (login Panel) for downloading by each one of them for further necessary action.

Action: Action to be taken automatically by Online Management Diary System (ODMS) Application

1.8 Step VIII: - Treasury Officers Log in panel in ODMS:

To access the Treasury Officer Panel, each treasury officer is being provided with a separate login ID and One Time Password (OTP) on their respective e-mail IDs. The Treasury Officers (TOs) can download pdf files of Revised Pension Payment Orders (RPPO) and Revised Family Pension Payment Orders (RFPPPO) on ODMS using their login IDs and passwords. Operational details for accessing their login and using it for downloading of RPPO/RFPPPO is given subsequently in **Annexure-1.8** to this Office Memorandum. Further, more developments on Treasury Officers login ODMS are in progress and the same will be intimated through Revision/Addendum to this Para of Office Memorandum as well as Revision/ Addendum to Annexure 1.8 of this Office Memorandum. Communication facilitating to and from Treasury Officer from the Office of the Principal Accountant General (A&E), Haryana has been added and detailed in Para 4.0 to Para 4.3 of this Office Memorandum.

Action:

1.Communication of login ID and Password by Accounts Officer (Pension-1), O/o Principal Accountant General (A&E), Haryana

2.All Treasury Officers

1.9 Drawing and Disbursing Officers (DDOs) login panel on ODMS:

1.9.1 DDOs log in user ID and password related information/details has been issued previously through official website **“aghry.nic.in” link <http://aghry.nic.in/DDOid.aspx>** or through NIC by publishing on website of Ministry of Finance or through Divisional Accountants in each division. The same shall prevail.

1.9.2 The DDOs panel has features for submission of revision of pension case under Finance Department Notification No. 2/23/2016-1Pension (FD) dated 10th January, 2018. It also has the following features.

1.9.2.1 To download information of return of revision of pension cases under Finance Department Notification No. 2/23/2016-1Pension (FD) dated 10th January, 2018 by office of Principal Accountant General (A&E), Haryana.

1.9.2.2 To download pdf files of Revised Pension Payment Orders (RPPOs) and Revised Family Pension Payment Orders (RFPPOs) of all revision of pension cases including those covered by Finance Department Notification number 2/23/2016-1Pension (FD) dated 10th January, 2018 and other revision of pension cases.

1.9.3 **Step IX:-** The detailed instructions for operation of DDO panel for features referred at Para 1.9.2.1, Para 1.9.2.2 are enclosed alongwith as Annexure 1.9.

The DDOs can download returned Pension Revision Cases (Para 1.9.2.1 above) and pdf files of RPPO/RFPPPO (Para 1.9.2.2) above.

1.9.4 Further, more developments in DDOs login panel are under progress in ODMS and will be intimated through addendum/revision to this Para 1.9 of this Office Memorandum as well as addendum/revision of the **Annexure 1.9** to this Office Memorandum. Communication to and from Drawing and Disbursing Officers from the Office of the Principal Accountant General (A&E), Haryana has been added and detailed in Para 4.0 to Para 4.3 of this Office Memorandum.

Action: All DDOs

1.10 Step X:- Pensioners/Family Pensioners login panel on ODMS

Pensioners/Family Pensioners (except those covered by Special Seal Authorities) whose Pension authorisation is done by the office of Principal Accountant General (A&E), Haryana can download their Revision Pension Payment Orders (RPPO) and Revised Family Pension Payment Orders (RFPPPO) from their login on ODMS panel.

The detailed instructions are detailed in **Annexure 1.10** to this Office Memorandum

1.10.1 Pensioner's / Family Pensioner's of the State of Haryana can download the digitally signed Revised Pension Payment Orders (RPPO) and Revised Family Pension Payment (RFPPPO) from the newly developed Pensioner's Panel provided in home screen of ODMS application.

1.10.2 To obtain Login ID to access Pensioner Panel. Pensioner has to register himself/herself onto ODMS; Login ID will be provided by the system after successful registration.

1.10.3 Further, more developments in Pensioners login in panel are under progress in ODMS and will be intimated through addendum/revision to this Para to Office Memorandum as well as Annexure 1.10 of this O.M. Communication to Pensioners from and to the Office of the Principal Accountant General (A&E), Haryana has been added and detailed in Para 4.0 to Para 4.3 of this Office Memorandum.

1.11 Action to be taken by Pension-1 section of office of Principal Accountant General (A&E), Haryana to enable availability of information to TOs, DDOs and Pensioners/Family Pensioners.

This requires fortnightly updation of SAI data to ODMS by officials of Pension-1 Section.

Action: Pension-1 section of office of Principal Accountant General (A&E), Haryana.

1.12 In addition to providing of Revised Pension Payment Orders (RPPO)/Revised Family Pension Payment Orders (RFPPPO) to Treasury Officers, Drawing and Disbursing Officers on their e-mail and login panel in ODMS, an SMS message with downloadable link of pdf file (Step IV/Para 1.4) will also be sent to the pensioner. These are detailed as under:

1.12.1 The excel data in Step II/Para 1.2 contains e-mail of Treasury Officer, Drawing & Disbursing Officers and Pensioner (where available). Mobile numbers submitted by the DDO for the pensioner while submitting the revision of pension case in ODMS is also used to populate data for sending SMS with downloadable link to RPPO/PFPPPO. This updated data is then received during back up daily (on a subsequent day) from the ODMS server to a server in office of Principal Accountant General (A&E), Haryana. This server is designated as local DMS server for clarity and simplicity. The ODMS server where entire processing in Para 1.1 to 1.11 has been going on is

designated ODMS-NIC server. This back up is used to send SMS with the downloadable link of pdf of RPPO/RFPPO to the mobiles of pensioner as well as downloading data for sending e-mail to Treasury Officer/Drawing & Disbursing Officer/Pensioner through Online Treasury Information System (OTIS).

1.12.2 SMS with downloadable link of pdf file (step IV/Para 1.4) to pensioner is triggered at local DMS server for those cases of pensioner where the mobile number is available. For others, a suitable indication **“not sent”** reflecting mobile number not available or message not sent is available on the Admin Panel of ODMS with Local ODMS Server. Facility/utility to update the mobile number/e-mail for these cases alongwith access to Annexures in ODMS-NIC Server is available. On feeding of these mobile numbers of Pensioners/Family Pensioners, the data is updated in NIC-ODMS server and results in triggering of SMS at the next back up to the mobile number of the pensioner. The feeding of these mobile numbers/e-mail is entrusted to DAG (Pension) Secretariat and manpower has been provided for that purpose to the DAG (Pension) Secretariat.

Action:DAG (Pension) Secretariat

1.12.3 E-mails through OTIS to Treasury Officers, Drawing & Disbursing Officers and Pensioners:

Data is downloadable from Local ODMS server in CSV form. This data is to be opened and saved in excel format. Data consistency to utility in OTIS is to be checked. Thereafter data is to be uploaded on OTIS in AG User facility of OTIS in **“send emails”**. This results in sending of e-mail to TO/DDO/Pensioners e-mail. This is to be done by DAG (Pension) Secretariat in office of Principal Accountant

General (A&E), Haryana. Besides utility to upload CSV output from Local ODMS to OTIS is under testing and will replace this once tested and implemented.

Action: Officials of DAG (Pension) Secretariat in office of Principal Accountant General (A&E), Haryana.

1.13 Reconciliation of information in ODMS, SMS and e-mail in respect of pensioners and sending the pensioners' copy of pdf file of RPPO/RFPPO by e-POST where required.

Pensioner wise reconciliation for communication is to be done by DAG (Pension) Secretariat. Where the pdf file of RPPO/RFPPO has not gone to pensioner, pdf file to pensioner is to be sent by e-POST where required as per detailed instructions given subsequently in Para 2.0 on receipt of such requirement from Treasury Officers. This is to be done by Officials of Secretariat of DAG (Pension) office of Principal Accountant General (A&E), Haryana. All such communications from Treasury Officers will be sent to DAG (Pension) Secretariat involving downloading of communications by Pension Reconciliation Section from Online Diary Management System (ODMS) after marking to DAG(Pension) Secretariat and sending it to DAG(P) Secretariat through Receipt branch as prescribed in Para 4.2 of this Office Memorandum.

Action: 1. Officials of DAG (Pension) Secretariat in office of Principal Accountant General (A&E), Haryana.
2. Pension Reconciliation Section
3. Receipt and Dispatch Section.

2.0 Intimation to pensioner about issue of RPPO/RFPPO:

The Subsidiary Treasury Rules, Haryana Civil Services (Pension) Rules, 2016 and Finance Department Notification No. 2/23/2016-1Pension (FD) dated 10.01.2018 does not require any intimation to pensioner or his presence at the Treasury Office to implement directions contained in RPPO/RFPPO. The position has been communicated to Sh. Sunil Saran, IES through DO letter no. **Pen-1/Gen-3A/19-20/2435-41 dated 09.10.2019 and TM**

(C)/RPPO/19-20/1041-70 dated 09 October, 2019 of the office of Principal Accountant General (A&E), Haryana. This is enclosed as **Annexure 2.0**.

The matter has been decided by Director General, Treasuries & Accounts Department, Haryana through issue of directions to all Treasury Officers & Assistant Treasury Officers vide Memo No. TA-HR (DMC)/Prog/2019/1526-27 dated 20.12.2019. This is enclosed as **Annexure 2.1**

Methodology to implement this instruction /directions contained in Memo No. TA-HR (DMC)/Prog/2019/1526-27 dated 20.12.2019 (Annexure 2.1) have been issued by the office of Principal Accountant General vide Office Memorandum No. Pension-1/Imp. Office Order/19-20/3499 dated 23.12.2019. This is enclosed as **Annexure 2.2**

This work is to be done by all Treasury Officers & Assistant Treasury Officers and the office of Principal Accountant General, Haryana. Further action in the matter to provide bank details on the RPPO/RFPPO/ and e-PPO/e-FPPO/e-RPPO/e-RFPPO has been initiated by the Office of the Principal Accountant General (A&E), Haryana with Finance Department through their letter No. Pen-1/e-PPO/19-20/3503 dated 26.12.2019. This is enclosed as **Annexure 2.3**

Further action will follow receipt of response from the Finance Department as well as information from concerned Bank and after service provider.

Action:- All Treasury Officers & Assistant Treasury Officers and the office of Principal Accountant General, Haryana

3.0 Enhancement of Data Availability in ODMS

3.1 Data from Central Pension Processing Centre (CPPC) of State Bank of India for the pensioners has been obtained. Data for Pension Disbursement Cell of State Government for the pensioner has been obtained. These data are to be used to populate relevant data fields in

ODMS where missing. Pension-1 section of office of Principal Accountant General (A&E), Haryana is required to do it half yearly/annually as per availability of data.

Action: Pension-1 section of office of Principal Accountant General (A&E), Haryana

3.2 Fortnightly updation of the data from SAI to ODMS is required to be carried by officials of Pension-1 section of office of Principal Accountant General (A&E), Haryana

Action: Pension-1 section, Office of Principal Accountant General (A&E), Haryana.

3.3 Any Drawing and Disbursing Officers/ Treasury Officers/Pensioners who is not enabled in ODMS will require creation of suitable identity in the ODMS and the requirement needs to be brought out to Deputy Accountant General (Pension) office of Principal Accountant General (A&E) Haryana at following address and following e-mail.

Address: Deputy Accountant General (Pension) office of the Principal Accountant General (A&E) Haryana, Lekha Bhawan, Plot No. 4-5, Sector-33B, Chandigarh-160020.

Email Address: aaodagPS2.har.ae@cag.gov.in

4.0 Any communication regarding change in conditions/terms/amount in Pension Payment Order (PPO), Family Pension Payment Order (FPPO), Revised Pension Payment Order (RPPO) or Revised Family Pension Payment Order (RFPPPO) henceforth may be entertained by the Treasury Officer only in form of revised orders and not in form of communication through letters except through Online Diary Management System enable communication details of this follow. A system to provide risk free communication in form of letter in an IT environment is developed and integrated with Online Diary Management System (ODMS).Main features of this communication Portal while using is as under:-

4.1 A tab "**MY COMMUNICATION**" is placed on the login panel of the Treasury Officer, Drawing and Disbursing Officer and Pensioner for receiving communication from the office of the Principal Accountant General (A&E) Haryana, Chandigarh. A corresponding tab named **USER COMMUNICATION** has been placed on the admin panel in the office of the Principal Accountant

General (A&E) Haryana. Initially this tab will be operated and controlled by the Pension Reconciliation Section (PRS). All the pension sections will send approved communication to the PRS for onward submission either to Treasury Officer/DDO/Pensioner or jointly. In case a letter is to be sent, PRS will scan the document and upload it for the concerned on the ODMS panels. After submission of a communication, system will generate a communication number, which will be communicated to the respective pension sections by PRS. Any correction/alteration/modification in the existing PPOs will be communicated only through this channel. No other form of communication should be entertained by the Treasury Officers and Drawing and Disbursing Officers. As and when the recipient views the message, it will be reflected in the Admin panel. The same communication can be sent to multiple recipients among Treasury Officers, Drawing and Disbursing Officers and Pensioners and such communication to multiple recipients will bear common communication number. Pension Reconciliation Section will issue order fixing official and time for individual Pension Section for uploading communication on ODMS.

Subsequently, this feature is to be rolled out to Deputy Accountant General (Pension), followed by the Branch Officers followed by Assistant Accounts Officers in a phased manner. This feature will be subsequently integrated with Grievance application being rolled out separately to enable transmission to Deputy Accountant General (Pension), Branch Officers and Sectional Incharges.

4.2 Another tab ***“MY COMMUNICATION REPLY”*** is placed on the login panel of the Treasury Officer, Drawing and Disbursing Officer and Pensioner for sending reply to a communication from office of Principal Accountant General(A&E) Haryana or fresh original communication can also be generated. The communication can be with office of Principal Accountant General (A&E) Haryana only on matter related to office of Principal Accountant General(A&E) Haryana. This will also be used for communicating cases by Treasury Officers where intimation to pensioner is required to be sent by office of Principal Accountant General(A&E) Haryana in view of provisions contained in memo no. TA-HR(DMC)/prog/2019/1526-27 dated 20/12/2019 of officer of Director General, Treasury and Accounts Department, Haryana to all Treasury Officers and Assistant Treasury Officers and follow up communication thereupon by the office of Principal Accountant General(A&E) Haryana through Office Memorandum No. Pension-1/Imp. Office Order/19-20/3499

dated 23.12.2019 (Annexure 2.2). A corresponding tab named **USER COMMUNICATION DETAIL** has been placed on the admin panel in the office of the Principal Accountant General (A&E) Haryana. If an original communication is replied, it is suggested that communication number should be clearly mentioned in the subject matter. If Treasury Officer/Drawing and Disbursing Officer or Pensioner wants to submit some document along with the communication, a facility for the same has also been provided under this tab. As and when a communication/response/reply is received in the Admin panel, it will be marked in ODMS by Pension Reconciliation Section and a print out of the same will be obtained and sent to Diary Branch for onward submission to respective section.

4.3 Operational details for accessing "**MY COMMUNICATION**" are given subsequently in Annexure-4.0.

5.0 This Office Memorandum has been issued based on best possible understanding of this process. Any inconsistency, deficiency and difficulty may be brought to notice of Deputy Accountant General (Pension), office of Principal Accountant General (A&E), Haryana at e-mail: aaodagPS2.har.ae@cag.gov.in.

Encl: Annexures

Sd/-
Dy. Accountant General (Pension)

Copy is forwarded to following for information and necessary action:-

1. Chief Secretary to Government of Haryana.
2. Additional Chief Secretary to Government of Haryana, Finance Department for taking necessary action to implement above mentioned Office Memorandum.
3. All Additional Chief Secretaries/Principal Secretaries of the Department of Haryana.
4. Director General, Treasury & Accounts Haryana to convey above mentioned information to all the Treasuries/Sub Treasuries of Haryana.
5. Joint Director, Pension Disbursement Cell, Government of Haryana
6. Sh. Virender Trivedi, Technical Director NIC.
7. Sh. Sunil Behl, Nodal Officer O/o Director General, Treasury Accounts Haryana Chandigarh to get it uploaded on the web site.
8. All Treasury Officers, Government of Haryana.


Dy. Accountant General (Pension)