

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

CIRCULAR

Subject:- Submission of Pension/Family Pension Revision cases(Regular Revision) other than 7th CPC (OM dated 10.01.2018 & 27.05.2019) through online Diary Management System (ODMS).

1. In continuation of this Office Memorandum No. Pen.1/Pen Rev/Imp Office Order/2020-21/70 dated 19.05.2020 vide detailed procedure for submitting the Pension/Family Pension Revision cases other than 7th CPC (OM dated 10.01.2018 & 27.05.2019) through online Diary Management System (ODMS) has been communicated to the State Government of Haryana for circulating among all the DDOs for implementation. In partial modification some changes have been made in above referred procedure for submitting the Pension/Family Pension Revision cases other than 7th CPC (OM dated 10.01.2018 & 27.05.2019) through online Diary Management System (ODMS) which are given below:-

1.1. A tab named **Revision For Regular/Family** has been replaced by **Regular Revision**

For Pension/Family Pension on the homepage of DDO login. By clicking on this tab, a form for **NEW INWARD ENTRY** will appear on the screen, which has following four basic column to filed:-

1.1.1. **TPYE:-** DDO has to fill the type of case whether **REV_FOR_REGULAR** or **REV_FOR_FAMILY**.

1.1.2. **File/PPO No.:-** DDO has to fill either file id of pensioner/family pensioner or PPO No. (i.e. PPO No. 113427-S in old form). All the entry of old PPO No. may please be fill in Six digit and suffix –s or –f as the case may be.

1.1.3. **Letter No.**

1.1.4. **Letter Date**

1.2. DDOs/PSAs are required to enter the data carefully in all the above four column.

Corresponding data will populated on the monitor of DDO.

1.3. 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 to the office of the Principal Accountant General (A&E) Haryana through **My Communication Reply**.

(Action to be taken by DDOs)

1.4. As and when a request 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 ERS)

2. Once a communication as per Para 1.4 is received in DDO login, DDOs/PSAs will submit the pension/family pension revision case (other than 7th 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 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:

2.1. **Forwarding letter.**

2.2. **Revised calculation sheet, if applicable.**

2.3. **Last Pay certificate, if applicable.**

2.4. **Relevant pages of the Service Book, where such orders of revision have been recorded, if applicable.**

2.5. **If revision is made due to court case orders, a copy of such orders may also be uploaded.**

2.6. **Any other document(s).**

3. After uploading the above documents, a computer-generated form will be appear on the monitor with the ODMS Unique as 0 (zero). At the bottom of this page, DDO will find the option to enter the reason of revision which are as follows:-

3.1. **Revision due to increased DA Rates.**

3.2. **Revision due to NPA @ 20% w.e.f. 01.05.2018.**

- 3.3. **Revision due to judgement of court case.**
- 3.4. **Revision due to change in basic pay.**
- 3.5. **Revision due to notification dated 14.07.2020.**
- 3.6. **Revision due to other miscellaneous reasons**
4. Further, At the bottom of this page, DDO will find the option to enter the revision required, revised value, description of revision and a facility to upload any document in support of reason or 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 exciting form or to lock the form. Once form has locked, no editing in the form will be possible.

(Action to be taken by DDOs)

5. After locking the form an eight digit unique ID like ODMS will appear which can be used for future correspondences. While submitting the pension revision cases under 7th CPC unique ID starts from 18, whereas in submission of pension revision cases other than 7th CPC will start from 14. Once the eight digits ID appeared on the monitor, revised pension case has submitted successfully.
6. No application for Revision Pension/Family Case in physical form under this Office Memorandum will be entertained in the office of the Principal Accountant General (A&E) Haryana without ODMS Unique ID after 1st March, 2021.

Sd/-

Sr. Deputy Accountant General (Pension)

Pen.1/Imp. Office Order/2020-21/1572


Dated 04.02.2021

Copy forwarded to-

1. The Chief Secretary to Government of Haryana for information.
2. Additional Chief Secretary, Finance Department, Government of Haryana with a request that kindly forwarded this forwarded this office Circular to All Additional Chief Secretaries, Principal Secretaries, Secretaries of various Department as well as

Head of departments and other officials who would be required to submit Regular Revision pension cases under Haryana Civil Services (Pension) Rules , 2016 . .

3. The 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 & Accounts) Haryana with the request to circulate this among all the DDOs in the state of Haryana.
6. Joint Director, Pension Disbursement Cell with the request to circulate among all the treasury offices in the state.
7. Sh. Sunil Behl, Programmer for communication to all DDOs and other stakeholders.


Sr. Accounts Officer (Pension-1)