

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

CIRCULAR

Subject:- Online Submission of Fresh Pension cases through Online Diary Management System (ODMS) with effect from 15th February, 2021 as a parallel run.

Office of the Principal Accountant General (A&E) Haryana, Chandigarh developed a web based application namely Online Diary Management System (ODMS) for online submission of pension revision cases under Finance Department notification no. 2/23/2016-1 Pension (FD) dated 10.01.2018 and dated 27.05.2019. Additional feature in this utility has been developed from time to time in consultation with Government of Haryana.

2. To avoid delay in finalization of fresh regular and family pension cases office of the Principal Accountant General (A&E), Haryana has proposed to the Additional Chief Secretary to Government of Haryana, Finance Department to start parallel run of submission of Fresh Regular and Family Pension Cases through existing Online Diary Management System (ODMS).
3. Now, Additional Chief Secretary to Government of Haryana, Finance Department vide their memo no. 2/2/2019-1 Pension (FD) dated 08.02.2021 has communicated to all Heads of Departments, Commissioners of Divisions, All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana and the Registrar, Punjab & Haryana High Court, Chandigarh that a pilot run may be conducted in Hisar, Gurgram, Panchkula and Chandigarh for submission of Fresh Pension cases in Online Diary Management System (ODMS).
4. To facilitate the State Government and the pensioner user manual for online submission of Fresh Pension cases has been prepared by the office of Principal Accountant General (A&E), Haryana and the same is elaborated as under:
 - 4.1. This utility is divided into 3 parts namely:
 - 4.1.1. Online submission of Fresh Pension cases through Pensioner.
 - 4.1.2. Online submission of Fresh Pension cases through Drawing and Disbursing Officer.
 - 4.1.3. Online submission of Fresh Pension case through Head of Office.

5. Procedure regarding use of existing Panel of Drawing and Disbursing Officer, Treasury Officer and pensioner has already been communicated to the State Government of Haryana vide this office Memorandum No. Pension-1/RPPO/RFPPPO/Imp. Office Order/19-20/3557 dated 31.12.2019.

6. **PART ONE (Online submission of Fresh Pension cases through Pensioner)**

6.1. **How to use this facility by Pensioner**

- 6.1.1.To use this newly developed utility existed Online Diary Management System (ODMS) Fresh Pensioner can open their page in the search bar with address <https://odms.aghry.gov.in/FreshPension/>
- 6.1.2.By using this URL Fresh Pension Module will be opened by the Fresh Pensioner.
- 6.1.3.Where four tabs namely UCP Code, Date of Birth, Date of Joining and Mobile No are provided. Fresh pensioner can register himself/herself after filling in same required information.
- 6.1.4.This is a One Time Password (OTP) based registration; if all details are matched with existing information Fresh pensioner can register himself/herself successfully.
- 6.1.5.User Id and password will communicate by the system to the registered mobile number of pensioner as well as on the using desktop.
- 6.1.6.Fresh pensioner can login by using their User ID and password and PENSION MODULE will open.

7. **HOW TO USE THE PENSION MODULE**

- 7.1. Pensioner will check his details in the USER PROFILE.
- 7.2. Now, four tabs namely 'Pensioner Registration', 'Family Registration', 'Nominee Registration' and 'Upload Enclosures' appears on the left side of PENSION MODULE.

7.3. 'PENSIONER REGISTRATION'

7.3.1. Information regarding Date of Birth, Date of Joining, Spouse Name, Bank Detail, Aadhar Detail (optional), Personnel information, Address etc. has to be filled by the pensioner.

7.3.2. Information mentioned above Para 7.3.1 will be fetched from Human Resource Management System (HRMS) database of State Government and prefilled Pensioner Registration form will be generated on this page. This utility is under development & consideration with the State Government of Haryana and will be implemented by the office of Principal Accountant General (A&E) Haryana shortly. For the time being these information is to be filled by the pensioner himself/herself after obtaining required information from his records or records of Drawing and Disbursing Officer or other authorities.

7.3.3. After filling all the details in the PENSIONER REGISTRATION form pensioner have to click the button namely 'SAVE' on the bottom of the form.

7.3.3.1. Then the system will ask the pensioner whether to Lock this record or not. These information can be edit by the pensioner at any point of time, before clicking OK on the flashed message.

7.3.3.2. When the pensioner is fully satisfied with the correctness of details then only he/she may lock the form.

7.4. 'FAMILY REGISTRATION'

7.4.1. Information regarding Member Name, Member DOB, Member AADHAR (optional), Relation with Pensioner, Member Address and Member Status have to be filled by the pensioner.

7.4.2. After filling all the details in the FAMILY REGISTRATION form pensioner have to click the button namely 'SAVE' under Action in form.

7.4.2.1. Pensioner can edit these details filled by himself/herself at any time before pressing the LOCK DATA button on the bottom of the form.

7.5. 'NOMINEE REGISTRATION'

7.5.1. Information regarding Nominee Name, Nominee Share Type, Nominee Share Percentage, Alternate Nominee Name, Alternate Nominee Share Type and Alternate Share Percentage has to be filled by the pensioner.

7.5.2. After filling all the details in the NOMINEE REGISTRATION form pensioner have to click the button namely 'SAVE' under Action in form.

7.5.2.1. Pensioner can edit these details filled by himself/herself at any time before pressing the LOCK DATA button on the bottom of the form.

7.6. 'UPLOAD ENCLOSURES'

7.6.1. After clicking on the UPLOAD ENCLOSURES tab, total 8 forms will appear on screen. Requisite documents/information's to be submitted by the pensioner.

7.6.2. Pensioners will download the prefilled form (where information was filled by the pensioner) by clicking on the '*Download Prescribed Format*'.

7.6.2.1. After completing the prescribed form, pensioner will attach the same prescribed form (in Pdf format only) through tab Choose file.

7.6.2.2. Then he/she will click on the Upload File tab.

7.6.3. After doing the same process for remaining forms, pensioner will click on the tab 'Submit Application'. A message regarding successful submission will appear on the screen.

8. PART TWO (Online submission of Fresh Pension cases through Drawing and Disbursing Officer).

9. How to use this facility by the Drawing and Disbursing Officer

9.1. It has already been communicated by office of Principal Accountant General (A&E), Haryana that Drawing and Disbursing Officer will login through their panel namely DDO PANEL with their Login Id and Password.

9.2. After successfully login in the DDO Panel, a tab '**Fresh Pension Application**' will appear on the Home page of DDO Panel. By clicking this Tab concerned Drawing and Disbursing Officer can access the Pensioners application.

9.2.1. Details of all pension application submitted to the concerned Drawing and Disbursing Officer will appear after clicking this Tab.

9.2.2. Now, Drawing and Disbursing Officer will choose the specific pension application.

9.2.2.1. Detail regarding UCP Code, Name, Series/Account No., PRAN No., Application No., Application Date, Attached Enclosures, Remarks and Action will appear on the screen.

9.2.2.2. Drawing and Disbursing Officer will check the details filled by the pensioner in the Tab 'Attached Enclosures'.

9.2.2.2.1. If any detail filed by the pensioner is not in requisite form then Drawing and Disbursing Officer will return the pension case to the concerned pensioner with required remarks in the Remarks Column.

9.2.2.3. If all the details filled by the pensioner are in requisite form then Drawing and Disbursing Officer will fill **FORM PEN-3 & PEN-4 (For Regular Pension) & FORM PEN-8 & PEN-9 (For Family Pension)** shown in Action column.

9.2.2.3.1. After completed all the steps Drawing and Disbursing Officer will forward this pension application to concerned Head of Office.

10. PART THREE (HEAD OF OFFICE)

11. All Fresh Pension cases will be forwarded to the office of the Principal Accountant General (A&E), Haryana through Online Diary Management System (ODMS).

11.1. If the Drawing & Disbursing Officer concerned is playing a role of Head of Office in particular Fresh Pension case then he/she will forward the same to this office by using User Id and Password of Head of Office.

11.2. All Drawing and Disbursing Officers are requested to register himself/herself as a Head of Office in existing Online Diary Management System (ODMS).

- 11.3. Head of Office will forward the Fresh Pension Application to office of the Principal Accountant General (A&E), Haryana
12. After completion of all steps by all the stakeholders i.e Pensioner, Drawing and Disbursing Officer and Head of Office Fresh Pension Case will submitted to the office of Principal Accountant General (A&E), Haryana.
13. This is a pilot study in form of a parallel run for Drawing and Disbursing Officers under jurisdiction of Chandigarh, Panchkula, Hisar and Gurugram treasuries as per Finance Department Notification no. 2/2/2019-1 Pension (FD) dated 08.02.2021
- 13.1. **Application Reference Number** on Online Diary Management System will be generated in the system while forwarding the Fresh Pension case on online Diary Management System.
- 13.2. Regular Pension case in manual form with complete set of papers and Service Book will be sent to the office of Principal Accountant General (A&E), Haryana in addition to online submission on Online Diary Management System.
- 13.3. The Application Reference Number as referred at Para 13.1 above will be written in the covering letter forwarding the Pension case to the office of Principal Accountant General (A&E), Haryana.
- 13.4. No case on offline mode alone in respect of Drawing and Disbursing Officers under the Treasuries of Chandigarh, Panchkula, Hisar and Gurugram will be accepted in office of Principal Accountant General (A&E), Haryana and only cases under parallel in pilot study will be accepted w.e.f 1st March, 2021 (priority for transit period of 14 days from date of effectiveness of orders of pilot run from 15th February, 2021 of Finance Department Notification no. 2/2/2019-1 Pension (FD) dated 08.02.2021).
14. After processing Fresh Pension case in the office of Principal Accountant General (A&E), Haryana e-PPO will be issued in respect of the pensioner.

Sd/-

Sr. Deputy Accountant General (Pension)

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 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 Bahel, Programmer for communication to all DDOs and other stakeholders.


Sr. Accounts Officer (Pension-1)