

GOVERNMENT OF HARYANA
OFFICE OF DIRECTOR GENERAL, TREASURIES & ACCOUNTS
DEPARTMENT, HARYANA
1stFloor, 30-Bays Building, Sector-17C, Chandigarh-160017 (U.T.).
Phone Number:-0172-2711101.
e-mail:-treasuries@hry.nic.in, website:-hrtreasuries.gov.in

Through e-Mail

To

All Heads of Departments in Haryana.

Memo No. TA-HR (DMC)/SO-III/DEO-IV/2025/ 79

Dated:- 08/04/2025

Subject: - Implementation of Digital Submission for Regular Revision/Family Revision Cases via ODMS.

Please find attached a letter No. Pension-1/ODMS/2024-25/1351 dated 13.03.2025 issued by Principal Accountant General (A&E) Haryana on the subject cited above, which is self explanatory in nature. (Copy enclosed)

To promote digital governance and enhance operational efficiency, Principal Accountant General (A&E) Haryana has developed a dedicated utility within ODMS for the online submission of Regular Revision cases. This application was initially developed in October 2024, followed by a pilot run to assess its functionality and identify any potential issues. During this pilot phase, all identified issues have now been successfully resolved by Principal Accountant General (A&E) Haryana.

Now, vide letter under reference Principal Accountant General (A&E) Haryana had decided to receive Regular Revision/Family Revision Cases exclusively through the ODMS portal w.e.f. 10.04.2025. For case of implementation, a Standard Operating Procedure issued by Principal Accountant General (A&E) Haryana is also being enclosed.

Hence in the light of above facts, you are requested to issue necessary direction to all DDOs under your control to submit Regular Revision/Family Revision cases exclusively through the ODMS portal w.e.f. 10.04.2025 through online mode failing which such cases will not be entertained by Principal Accountant General (A&E) Haryana.

This may be treated as Most Urgent.



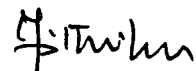
Joint Director (DMC)

for- Director General, Treasuries & Accounts
Department, Haryana, Chandigarh.

Enst. No. TA-HR (DMC)/SO-III/DEO-IV/2025/ 80

Dated:- 08/04/2025

A copy of the above is forwarded to Human Resources Department-I branch, Chief Secretary to Govt. of Haryana, with a request to upload the above letter on CS office website for disseminating the instruction to all Administrative Department.



Joint Director (DMC)

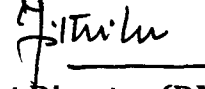
for: Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Continued on Page - 2

Enst. No. TA-HR (DMC)/SO-III/DEO-IV/2025/81

Dated:- 08/04/2025

A Copy of the above is forwarded to Principal Accountant General (A&E) Haryana w.r.t your office letter No. Pension-1/ODMS/2024-25/1351 dated 13.03.2025 for information and necessary action.



Joint Director (DMC)

for- Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Enst. No. TA-HR (DMC)/SO-III/DEO-IV/2025/82

Dated:- 08/04/2025

A Copy of the above is forwarded to Joint Director, Pension Disbursement Cell for information and taking further necessary action.



Joint Director (DMC)

for- Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

Enst. No. TA-HR (DMC)/SO-III/DEO-IV/2025/83

Dated:- 08/04/2025

A Copy of the above is forwarded to all Treasury Officers of the State with a direction to advise all DDOs in Haryana under your jurisdiction to take necessary action in this regard accordingly.



Joint Director (DMC)

for- Director General, Treasuries & Accounts
Department, Haryana, Chandigarh

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), HARYANA

CHANDIGARH

No. Pension-1/ODMS/2024-25/1351

Dated 13.03.2025

To

The Additional Chief Secretary to Government of Haryana,
Finance Department,
Haryana Civil Secretariat, Chandigarh.

Subject: Implementation of Digital Submission for Regular Revision/Family Revision Cases via ODMS

Respected Sir,

As you are aware, all fresh Pension/Family Pension cases, along with cases falling under the Government of Haryana Notifications dated 10.01.2018 and 27.05.2019, are currently being received in the office of the Principal Accountant General (A&E), Haryana, through the Online Diary Management System (ODMS). However, Regular Revision/Family Revision cases are still being submitted offline in physical form along with Service Book.

To promote digital governance and enhance operational efficiency, this office has developed a dedicated utility within ODMS for the online submission of Regular Revision cases. This application was initially developed in October 2024, followed by a pilot run to assess its functionality and identify any potential issues. During this pilot phase, all identified issues have now been successfully resolved by this office.

As of 10.03.2025, a total of 22 Regular Revision cases were received from different Drawing and Disbursing Officers (DDOs) under this pilot run, all of which have been successfully processed. Considering these positive outcomes and the successful implementation of the digital submission system, this office proposes to discontinue the acceptance of offline Pension Regular Revision/Family Revision cases with effect from 10.04.2025.

In view of the above, your good office is requested to direct all Heads of Departments (HODs) under your jurisdiction for submission of Regular Revision/Family Revision cases exclusively through the ODMS portal **w.e.f. 10.04.2025**.

For ease of implementation, a Standard Operating Procedure (SOP) detailing the step-by-step process for submitting regular revision case through ODMS portal is enclosed herewith for circulation among the HODs.

Yours sincerely,

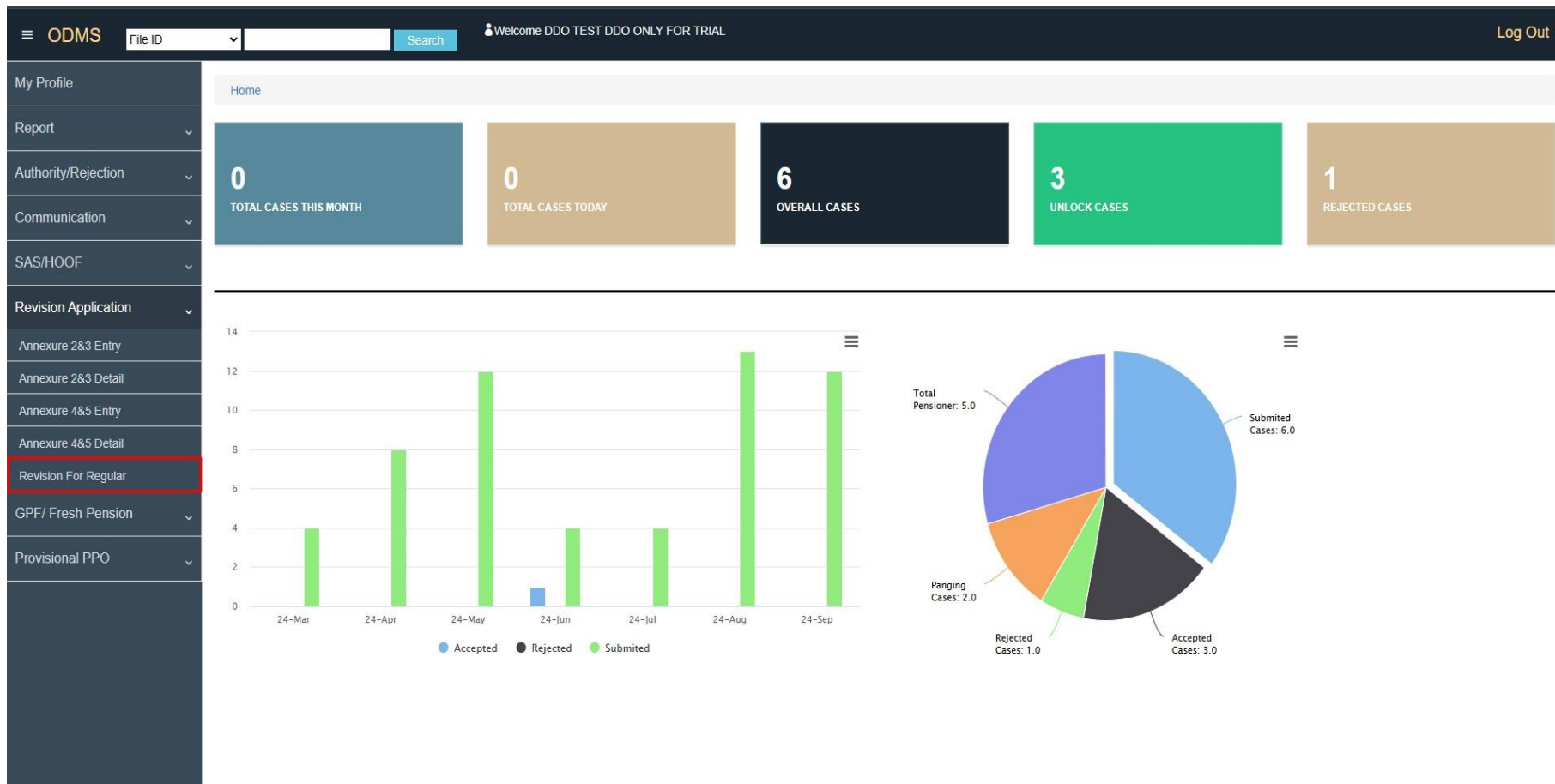

Deputy Accountant General (Pension)

Encl: SOP

Workflow for submitting pension Revision case online by DDO to AG office:

1. Accessing the System.

- Login to the ODMS (Online Dairy Management System) using DDO credentials.
- Navigate to the "**Regular For Revision**" tab in the DDO panel.



2. Select type of case & fetch pensioner details.

- Select type of case.
 - REV_FOR_REGULAR
 - REV_FOR_FAMILY

The screenshot displays the ODMS web application interface. The browser address bar shows the URL: `odms.aghry.gov.in/admin/ddo/pension_form_revision.php`. The page header includes the ODMS logo, a search bar, and a welcome message: "Welcome DDO TEST DDO ONLY FOR TRIAL". A "Log Out" button is visible in the top right corner.

The main content area is titled "Revision For Regular/Family". Below the title, a disclaimer states: "This Option is available only for submission of regular revision of pension cases other than 7th CPC (10/01/2018 & 27/05/2019) as per Accountant General Haryana Order No Pen-1/Imp Office Order/2020-21/1572 Dated 04/02/2021. Please use Annexure-2&3 Entry of Annexure-4&5 Entry option for revision of 7th CPC (10/01/2018 & 27/05/2019)."

The form contains the following fields:

- Type:** A dropdown menu with options: REV_FOR_REGULAR (selected), REV_FOR_REGULAR, and REV_FOR_FAMILY.
- File/PPO Number:** An empty text input field.
- Letter Date:** A date picker showing 31-12-2024.

A "Submit" button is located at the bottom of the form.

- Enter the File ID/PPO number of the pensioner along with letter no. & letter date of PSA.

The screenshot shows a web browser window with the URL `odms.aghry.gov.in/admin/ddo/pension_form_revision.php`. The browser's address bar and tabs are visible at the top. The page header includes the ODMS logo, a search bar with 'File ID' selected, and a welcome message: 'Welcome DDO TEST DDO ONLY FOR TRIAL'. A 'Log Out' button is located in the top right corner.

The main content area is titled 'Revision For Regular/Family'. Below the title, a note states: 'This Option is available only for submission of regular revision of pension cases other than 7th CPC (10/01/2018 & 27/05/2019) as per Accountant General Haryana Order No Pen-1/Imp Office Order/2020-21/1572 Dated 04/02/2021. Please use Annexure-2&3 Entry or Annexure-4&5 Entry option for revision of 7th CPC (10/01/2018 & 27/05/2019).'

The form contains the following fields:

| | |
|-------------------------------|----------------------------------|
| Type REV_FOR_FAMILY | File/PPO Number: DUMMY |
| Letter Number 123 | Letter Date 31-12-2024 |

A 'Submit' button is located below the form fields.

On the left side of the page, there is a vertical navigation menu with the following items: My Profile, Report, Authority/Rejection, Communication, SAS/HOOF, Revision Application, GPF/ Fresh Pension, and Provisional PPO.

The system will fetch and display the pensioner's basic details.

odms.aghry.gov.in/admin/ddo/pension_form_revision.php

Incognito

DMS ODMS e-Samadhan Email: Inbox SAI SEARCH NET SEARCH ENGIN... rejection letter Internal Office Refer... pensioner_dtls Fresh Pension case ERS Online.xlsx AG Web Service ppp/check_ppp_api... ppp/check_ppp_api... All Bookmarks

ODMS File ID Search Welcome DDO TEST DDO ONLY FOR TRIAL Log Out

| | | | | |
|----------------------|-----------------------|--|--|------------------|
| My Profile | Type: REV_FOR_FAMILY | | File/PPO Number: 1200228528 | |
| Report | Letter Number: 123 | | Letter Date: 31-12-2024 | |
| Authority/Rejection | Group/Class | PENSION | | |
| Communication | Name of the pensioner | DALIP SINGH | | |
| SAS/HOOF | Son/Wife/Daughter | sunheri devi | | |
| Revision Application | Designation | , | | |
| GPF/ Fresh Pension | 24-03-1948 | Appointment/Reemployment Date: 14-07-1975 | Commencement of Pensionable Service: 14-07-1975 | Retirement: - |
| Provisional PPO | Death/LTA: 19-08-1997 | 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 | 22 | 1 | 7 |
| Extended Services | 0 | 0 | 0 |
| Non-Qualifying Service | 7 | 7 | 18 |
| Weightage | 0 | 0 | 0 |
| Net Qualifying Service | 14 | 5 | 19 |
| | Address Prior Retirement | | Address After Retirement |
| Address Line 1 | VPO GUHNA | | VPO GUHNA |
| Address Line 2 | | | Place/District of Retirement: |

3. Fill and review pensioner's basic details (such as mobile number, bank details etc.)

4. Fetch Family ID.

- Enter the Aadhaar number of the pensioner, the system will fetch the family ID linked to Aadhaar number.
 - If the Family ID exists, it will be displayed automatically.
 - If no Family ID exists, a null value will be shown.

The screenshot displays the 'pension_form_revision.php' page in a web browser. The browser's address bar shows the URL and several open tabs. The page header includes the ODMS logo, a search bar, and a welcome message for 'DDO TEST DDO ONLY FOR TRIAL'. The main content area is a form with a sidebar on the left containing navigation links: My Profile, Report, Authority/Rejection, Communication, SAS/HOOF, Revision Application, GPF/ Fresh Pension, and Provisional PPO. The form fields are organized into a grid:

| | | | |
|------------------------|------------------------------|-------------------------|-------------------------------|
| Non-Qualifying Service | / | / | 18 |
| Weightage | 0 | 0 | 0 |
| Net Qualifying Service | 14 | 5 | 19 |
| | Address Prior Retirement | | Address After Retirement |
| Address Line 1 | VPO GUHNA | VPO GUHNA | |
| Address Line 2 | | | Place/District of Retirement: |
| Address Line 3 | | | TO (Pension): KAITHAL |
| City | KAITHAL | KAITHAL | TO (DCRG): KAITHAL |
| State | HARYANA | HARYANA | Sub Treasury: |
| Phone | | | Banks: test |
| Mobile* | | | Branch: |
| | Aadhaar Number 60 3 | FamilyID test | MemberID test |
| | Latest Notification Pay 0 | Email test@gmail.com | A/c Number: 987789 |

At the bottom of the form, there is a section for document uploads with the text 'Upload Digitally Signed Document's Only' and fields for 'Document Title*' and 'Document File'.

5. Select reason for revision.

The screenshot displays the 'ODMS' pension form revision interface. The browser address bar shows 'odms.aghry.gov.in/admin/ddo/pension_form_revision.php'. The page header includes a search bar and a 'Log Out' button. The left sidebar contains a menu with items: My Profile, Report, Authority/Rejection, Communication, SAS/HOOF, Revision Application, GPF/ Fresh Pension, and Provisional PPO. The main form area is divided into several sections:

- Address and Location:** Address Line 2, Address Line 3, City (KAITHAL), State (HARYANA), Place/District of Retirement: KAITHAL.
- Contact Information:** Phone, Mobile* (7633333333), Banks: test, Branch: (empty).
- Identification:** Aadhaar Number (with 'Proceed to fetch Family ID' button), FamilyID (FamilyID will appear), MemberID (memberID will appear).
- Financials:** Latest Notification Pay (0), Email (test@gmail.com), A/c Number: 987789.
- Revision Reason:** A dropdown menu is open, showing options:
 - Select
 - Revision due to change in Basic pay.
 - Revision due to increased DA Rates.
 - Revision due to judgment of court case.
 - Revision due to miscellaneous reasons.
 - Revision due to change in Qualifying Service.
 - Revision due to change in Basic Pay and Qualifying Service.
 - Select

A green 'SUBMIT' button is located at the bottom center of the form.

6. Upload Digitally Signed Forwarding letter and submit. Data will be stored and a message “**Data stored successfully**” will appear.

odms.aghry.gov.in/admin/ddo/pension_form_revision.php

File ID Search

Welcome DDO TEST DDO ONLY FOR TRIAL Log Out

| | | | | |
|----------------------|----------------------------|----------------------|----------------------------------|--|
| My Profile | Address Line 2 | <input type="text"/> | <input type="text"/> | Place/District of Retirement: |
| Report | Address Line 3 | <input type="text"/> | <input type="text"/> | TO (Pension): KAITHAL |
| Authority/Rejection | City | KAITHAL | KAITHAL | TO (DCRG): KAITHAL |
| Communication | State | HARYANA | HARYANA | Sub Treasury: |
| SAS/HOOF | Phone | <input type="text"/> | <input type="text"/> | Banks: <input type="text" value="test"/> |
| Revision Application | Mobile* | <input type="text"/> | <input type="text"/> | Branch: <input type="text"/> |
| GPF/ Fresh Pension | Aadhaar Number | <input type="text"/> | FamilyID FamilyID will appear | MemberID memberID will appear |
| Provisional PPO | Proceed to fetch Family ID | | | |
| | Latest Notification Pay | 0 | Email test@gmail.com | A/c Number: <input type="text" value="00000000000000000000"/> |

Upload Digitally Signed Document's Only

Document Title*

Document File test 2 forwarding letter.pdf

Select Reasons for Revision

The screenshot shows a web browser window with the address bar displaying `odms.aghry.gov.in/admin/ddo/pension_form_revision.php`. The browser's Incognito mode is active. A notification box from `odms.aghry.gov.in` is displayed, stating "Data Stored Successfully!" with an "OK" button. On the left side, there is a dark sidebar menu with the following items: "My Profile", "Report", "Authority/Rejection", "Communication", "SAS/HOOF", "Revision Application", "GPF/ Fresh Pension", and "Provisional PPO".

7. A consolidated view of details of pensioner will appear. Review pensioner details and attach Supporting Documents required for revision case.



- Attach all requisite documents for the revision case (e.g., calculation sheet, pension order copies).
- Optionally attach additional documents if required.

odms.aghry.gov.in/admin/ddo/pension_form_revision.php

DMS ODMS e-Samadhan Email: Inbox SAI SEARCH NET SEARCH ENGIN... rejection letter Internal Office Refer... pensioner_dtis Fresh Pension case ERS Online.xlsx AG Web Service ppp/check_ppp_api... ppp/check_ppp_api... All Bookmarks

ODMS File ID Search Welcome DDO TEST DDO ONLY FOR TRIAL Log Out

My Profile
Report
Authority/Rejection
Communication
SAS/HOOF
Revision Application
GPF/ Fresh Pension
Provisional PPO

 **Principal Accountants General**
Haryana, Chandigarh 

Online Diary Interface for Revision

ODMS UNIQUE ID: 0

Personal Details

| | | | |
|-------------------------------|--------------|-------------------------------------|------------|
| Name | DALIP SINGH | DOB. | 24-03-1948 |
| Appointment/Reemployment Date | 14-07-1975 | Commencement of Pensionable Service | 14-07-1975 |
| Death/LTA | 19-08-1997 | Date of Superannuation | 31-12-1969 |
| Designation | -- | Retirement Date | -- |
| PPO Number | DUMMY | File Number | 1200228528 |
| Letter Number | 123 | Letter Date | 2024-12-31 |
| Son/Wife/Daughter of | SUNHERI DEVI | | |

Service Summary(As Per AG Database)

| | Year(s) | Month(s) | Day(s) |
|---------------------------|---------|----------|--------|
| Military Service/Advocate | 0 | 0 | 0 |
| Gross Service | 22 | 1 | 7 |
| Extended Service | 0 | 0 | 0 |
| Non Qualifying Service | 7 | 7 | 18 |
| Weightage | 0 | 0 | 0 |

odms.aghry.gov.in/admin/ddo/pension_form_revision.php

ODMS File ID [] Search Welcome DDO TEST DDO ONLY FOR TRIAL Log Out

My Profile

Report

Authority/Rejection

Communication

SAS/HOOF

Revision Application

GPF/ Fresh Pension

Provisional PPO

Address & Bank Details

| | | | |
|----------------|-----------------------------|--------------------------|--|
| | Address Before Retirement | Address After Retirement | |
| Address Line 1 | VPO GUHNA | VPO GUHNA | Date of submission of Papers by Pensioner: |
| Address Line 2 | | | Place/District of Retirement: |
| Address Line 3 | | | T.O. (Pension): KAITHAL |
| City | KAITHAL | KAITHAL | T.O. (DCRG): KAITHAL |
| State | HARYANA | HARYANA | Sub Treasury: |
| Phone | | | Bank: |
| Mobile | | | Branch: |
| | Adhaar Number: 601406838033 | Email: | A/c Number: |
| | Latest Notional Pay: 0 | | |

Emoulment Details

No Emoluments Record Available

Document Upload Status

| |
|---|
| Document Uploaded Type:Forwarding Letter (Letter No.:test_232323 dated :) |
| Document Uploaded Type:Forwarding Letter (Letter No.:ERS19092024436 dated :) |
| Document Uploaded Type:Forwarding Letter (Letter No.:abcdef dated :) |
| Document Uploaded Type:Forwarding Letter (Letter No.:PCC2609 dated :) |

≡ ODMS
Welcome DDO TEST DDO ONLY FOR TRIAL [Log Out](#)

File ID

Document Upload Status

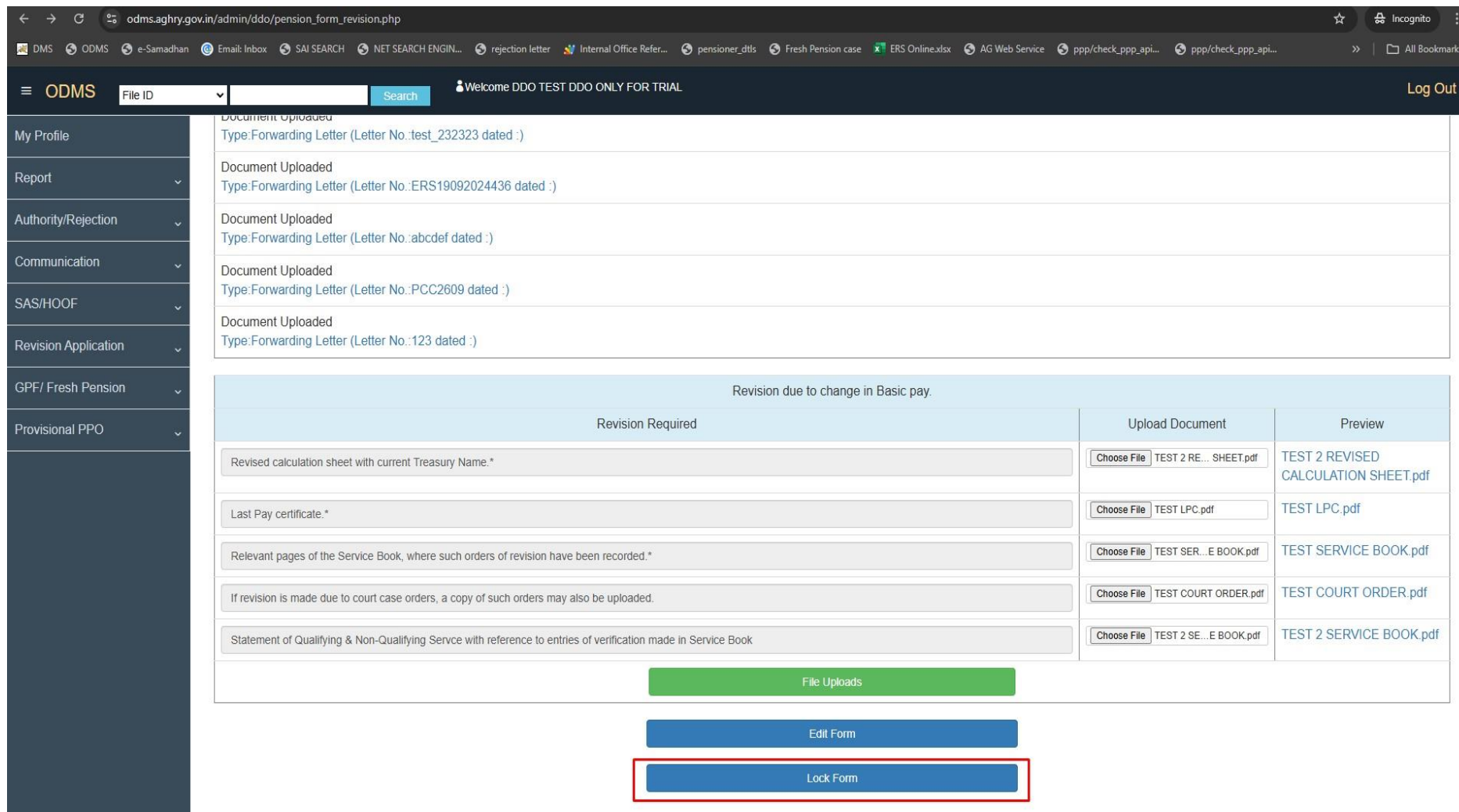
| | |
|----------------------|---|
| My Profile | Document Uploaded Type:Forwarding Letter (Letter No.:test_232323 dated :) |
| Report | Document Uploaded Type:Forwarding Letter (Letter No.:ERS19092024436 dated :) |
| Authority/Rejection | Document Uploaded Type:Forwarding Letter (Letter No.:abcdef dated :) |
| Communication | Document Uploaded Type:Forwarding Letter (Letter No.:PCC2609 dated :) |
| SAS/HOOF | Document Uploaded Type:Forwarding Letter (Letter No.:123 dated :) |
| Revision Application | |
| GPF/ Fresh Pension | |
| Provisional PPO | |

Revision due to change in Basic pay.

| Revision Required | Upload Document | Preview |
|---|---|---------|
| Revised calculation sheet with current Treasury Name.* | <input type="button" value="Choose File"/> TEST 2 RE... SHEET.pdf | |
| Last Pay certificate.* | <input type="button" value="Choose File"/> TEST LPC.pdf | |
| Relevant pages of the Service Book, where such orders of revision have been recorded.* | <input type="button" value="Choose File"/> TEST SER...E BOOK.pdf | |
| If revision is made due to court case orders, a copy of such orders may also be uploaded. | <input type="button" value="Choose File"/> TEST COURT ORDER.pdf | |
| Statement of Qualifying & Non-Qualifying Service with reference to entries of verification made in Service Book | <input type="button" value="Choose File"/> TEST 2 SE...E BOOK.pdf | |

8. Submit case to AG Office.

- Click on “**Lock Form**” icon, a message “Pension Revision Case successfully submitted with unique id:” will appear and ODMS no./Unique ID will be generated. This means that the case has been submitted to AG Office successfully.



odms.aghry.gov.in/admin/ddo/pension_form_revision.php

File ID Search

Welcome DDO TEST DDO ONLY FOR TRIAL Log Out

My Profile

Report

Authority/Rejection

Communication

SAS/HOOF

Revision Application

GPF/ Fresh Pension

Provisional PPO

Document Uploaded
Type:Forwarding Letter (Letter No.:test_232323 dated :)

Document Uploaded
Type:Forwarding Letter (Letter No.:ERS19092024436 dated :)

Document Uploaded
Type:Forwarding Letter (Letter No.:abcdef dated :)

Document Uploaded
Type:Forwarding Letter (Letter No.:PCC2609 dated :)

Document Uploaded
Type:Forwarding Letter (Letter No.:123 dated :)

Revision due to change in Basic pay.

| Revision Required | Upload Document | Preview |
|---|-------------------------------------|--------------------------------------|
| Revised calculation sheet with current Treasury Name.* | Choose File TEST 2 RE... SHEET.pdf | TEST 2 REVISED CALCULATION SHEET.pdf |
| Last Pay certificate.* | Choose File TEST LPC.pdf | TEST LPC.pdf |
| Relevant pages of the Service Book, where such orders of revision have been recorded.* | Choose File TEST SER... E BOOK.pdf | TEST SERVICE BOOK.pdf |
| If revision is made due to court case orders, a copy of such orders may also be uploaded. | Choose File TEST COURT ORDER.pdf | TEST COURT ORDER.pdf |
| Statement of Qualifying & Non-Qualifying Service with reference to entries of verification made in Service Book | Choose File TEST 2 SE... E BOOK.pdf | TEST 2 SERVICE BOOK.pdf |

File Uploads

Edit Form

Lock Form

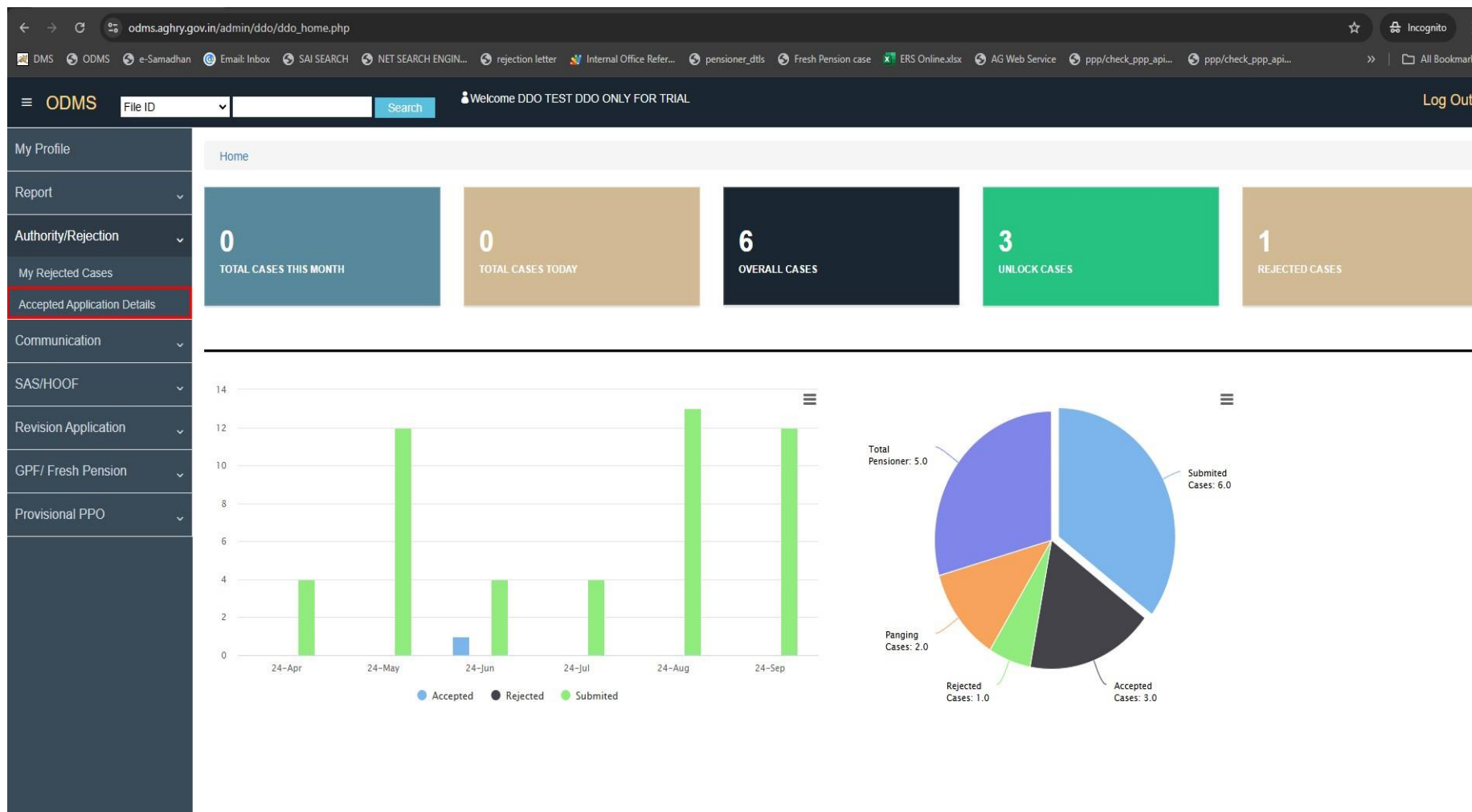
The screenshot displays the ODMS (Online Disbursement Management System) interface. At the top, there is a dark navigation bar with the ODMS logo, a search bar with a 'File ID' dropdown and a 'Search' button, and a user welcome message: 'Welcome DDO TEST DDO ONLY FOR TRIAL'. A 'Log Out' link is visible in the top right corner. On the left side, there is a vertical sidebar menu with the following items: 'My Profile', 'Report', 'Authority/Rejection', 'Communication', 'SAS/HOOF', 'Revision Application', 'GPF/ Fresh Pension', and 'Provisional PPO'. The main content area is white and features a green success message: 'Pension Revision Case sucessfully Submitted with unique id : 14005189'. Below this message is a blue button labeled 'click for another case'.

9. AG Office Processing and Approval.

- The AG Office will process and review the submitted case; upon approval, the e-PPO (Electronic Pension Payment Order) will be generated.

10. e-PPO Availability.

- Once approved, the e-PPO will be visible under the "Accepted Application Details" section in the DDO panel.



- If Rejected, case will be visible in “My Rejected Cases” tab.

ODMS
Welcome DDO
Log Out

File ID Search

- My Profile
- Report
- Authority/Rejection
- My Rejected Cases
- Accepted Application Details
- Communication
- SAS/HOOF
- Revision Application
- GPF/ Fresh Pension
- Provisional PPO

Home / Authority/Rejection / My Rejected Cases

My Rejected Cases

From Date

To Date

Submit

| # | PENSIONER_NAME | FILE_NO | DATE_OF_SUBMISSION | UID | LETTER NUMBER | LETTER DATE | UPLOADED FILE | Rejection Date | Rejection Reason/ Remarks |
|---|----------------|------------|--------------------|----------|---------------|-------------|---------------|---------------------|---|
| 1 | Om Parkash | 1201025068 | | 18188917 | 17828_CRC_II_ | 2024-10-24 | Annexure-3 | 2025-01-07 19:59:52 | 18188917 IN CASE OF APPLICATION NO 1524575410, IT IS SUBMITTED THAT ANNEXURE OF LT. SH. SANDEEP KUMAR HAS WRONGLY BEEN UPLOADED IN THE FILE ID IF SH. OM PARKASH.IF |