



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)

द्रौपदी घाट इलाहाबाद- 211014

O/o THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
DRAUPADI GHAT, ALLAHABAD- 211014

वेबसाइट : www.pcdapension.nic.in, email : cda-albd@nic.in

FAX Tele: 0532-2421877;2421879;2421880, Extension:216

Toll Free No: 1800-180-5321 (Timing-9:30 AM to 6:00 PM)



Circular No. 637

Dated: 29.07.2020

To

The Officer-in-Charge
ROs/PAOs(ORs)

.....
.....

Subject:- Online submission of pension claims- owing to ongoing COVID-19 restrictions and quarantine protocols.

Reference:- This office Circular No. 610 dated 05.11.2018 &
Circular No. G-2/GP-I/Misc/2020 dated 01.04.2020.

In pursuance of the decision to impose various restrictions in view of threat posed by the spread of COVID-19, Record Offices were advised to submit the pension claim through e-mail on the scanned copy (in pdf) of duly completed LPC-cum-Data Sheet along with requisite documents in respect of JCOs/ORs for timely notification of PPOs as a temporary measure. In the mean time, this office has also been working on a project of e-submission of pension claims through CGDA WAN.

2. Now, an integrated system for online submission of all the regular cases (original as well as corrigendum) through UTILITY software has been developed. This would be available for all Record Offices except the six Record Offices viz. AMC Lucknow, Signals Jabalpur, EME Secunderabad, JAT Record Bareilly & RRC Fategharh (working on SUVINAY) and RRRC Delhi Cantt.

3. To facilitate the online submission of service/family pension claims, it has been decided to host a system on CGDA WAN through which the pension claim will be submitted by Record Offices to this Office in place of submission of hard copy of pension claims. This system has been designed in such a way that earlier data punched for service pension on Data-Expert software will be imported and displayed to the Record Office user for further uploading scan image of documents in pdf format. In this system, Admin login allotted to Record Office, officer/representative will equally work as

Admin administrator for this project. This system will require three users i.e RO-uploader, RO-initiator and RO-approver.

4. The User Manual for Regular Pension Claim submission of JCO/ORs is enclosed along with this circular for guidance of the Record Offices/PAO(ORs) Offices.

5. All the pension claims of JCO/ORs on or after 01.08.2020 will be submitted to this office through this system. The claims submitted earlier will be dealt with as per the practice in vogue. The Record Offices where CGDA WAN connectivity is not available may submit the claims on e-mail of this office.

6. This circular has been uploaded on this office website www.pcdapension.nic.in for dissemination to all concerned.

7. For any queries, following officers may be contacted:-

- | | | |
|---------------------------------------|---|----------------|
| (i) Shri Ramji Mishra, Sr.AO(P) | } | 0532 - 2420427 |
| (ii) Shri Pradeep Mishra, AAO(P) | | |
| (iii) Email ID : pcdapedp.cgda@nic.in | | |

8. Hindi version will follow.

No. Grants/Tech/0148/LXI

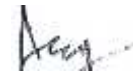
Dated: 29.07.2020



(Sushil Kumar Singh)
Addl. CDA (P)

Copy to:-

1. The Dy. Secretary, Govt. of India, Ministry of PPG & P (Deptt. of P&PW), Lok Nayak Bhawan, Khan Market, New Delhi.
2. Director (Pensions), Govt. of India, Ministry of Defence D (Pen/Sers), Sena Bhawan, Wing 'A' New Delhi.
3. Naval HQrs, PP & A, DHQ PO New Delhi.
4. DPA, Vayu Bhawan, New Delhi- 11.
5. Air HQrs Ad PP & P- 3, West Block-VI, R. K. Puram, New Delhi- 110066.
6. Sr. Dy. CGDA (AT-II), O/O the CGDA, Ulan Batar Road, Palam, Delhi Cantt- 110010.
7. PCDA (Navy) No.-1, Cooperage Road, Mumbai- 400039.
8. PCDA (WC), Chandimandir, Chandigarh
9. CDA (AF), West Block-V, R. K. Puram, New Delhi- 110066.
10. CDA Teynampet, Chennai
11. CDA (PD) Ayudhpath, Meerut
12. JCDA (AF) Subroto Park, New Delhi- 110010.
13. Director of Audit, Defence Service, New Delhi
14. All Regiment/Corps.
15. Naval Pension Office C/o INS, Tanaji, Sion- Trombay Road Mankhurd Mumbai -400088
16. Air Force Record Office, Dhaula Kunwa, Delhi Cantt.
17. Director MP8(I of R) Integrated HQ of MOD(Army)AG's Branch, Addl Dte Gen of MP/MP8(I of R) West Block-III, RK Puram, N-Delhi 110066
18. The OI/C All ROs/PAOs
19. All Addl CsDA/ Jt. CsDA in Main Office.
20. All GOs in Main Office.
21. The OI/C, G-1M(Tech), AT-ORs(Tech) & G-1/Civil (Tech.)
22. All SAOs/AOs/AAOs in Gts/ORs Complex.
23. The OI/C, EDP Manual.
24. The OI/C, EDP Centre.
25. The OI/C, PHP Cell EDP Centre
26. All Sections in Main Office.
27. The OIC, G -2 Section
28. The OI/C, G-3 Section
29. The OI/C, G - 4 Section
30. The OI/C O & M Cell
31. The OI/C Complaint Cell
32. The OI/C, EDP Centre (Website) for uploading the circular on the website.
33. Defence Pension Liaison Cell.
34. The OI/C Reception Centre, PCDA(P) Allahabad-14.
35. The Director, Defence Pension Training Institute, Allahabad.
36. Spare



(A.K. Malviya)

Sr. Accounts Officer (Pensions)

User Manual for Regular Pension Claim Submission of JCO/ORs

1. Introduction

To facilitate the online submission of service/Family Pension Claims, it has been decided to host a system on CGDA WAN through which the claim may be submitted by Record Offices to this Office in place of hard copy of pension claim documents. This system has been designed in such a way that earlier data punched for service pension on Data-Expert software will be imported and displayed to the Record Office user for further uploading scan image of documents in pdf format. In this system, Admin login allotted to Record office officer/ representative will equally work as Admin administrator for this project. This system will require three users: eRO-uploader, RO-initiator and RO-approver. Administrator will manage these users through "User Management" tab.

2. Flow of software:

(A) Service Pension (Fresh Case):- Under this system uploader will import punched data from data expert to this system after importing data the same will be available for assignment by the uploader to the initiator. Initiator will click on initiate button for edit of LPC-CUM-DATASHEET and uploading of scan images of LPC and other connected documents. On submission a unique id will be generated and available for assignment of claim to initiator. After uploading screen will open showing LPC and scanned document in bifurcated screen for edit and submission to RO approver. After login, RO-approver will approve uploaded datasheet under task management. After approval of datasheet the same will be available to PCDA(P) for further processing. Approver can also return to initiator and initiator can resubmit the claim after desired correction by approver or delete the claim. MIS regarding Claim initiation and approval will be available at every level.

(B) Service Pension (Corrigendum case):- In case of corrigendum claim only scanned copy of LPC and documents will be uploaded. In this case Uploader will fill up all the information provided in the screen and submit. On submission unique id will be generated and available for assignment of claim to initiator. Initiator will click on initiate claim and upload scanned document and submit the case to RO-Approver. On approval by RO-Approver the case will be available to PCDA(P) for further processing. MIS regarding corrigendum Claim initiation and approval will be available at every level.

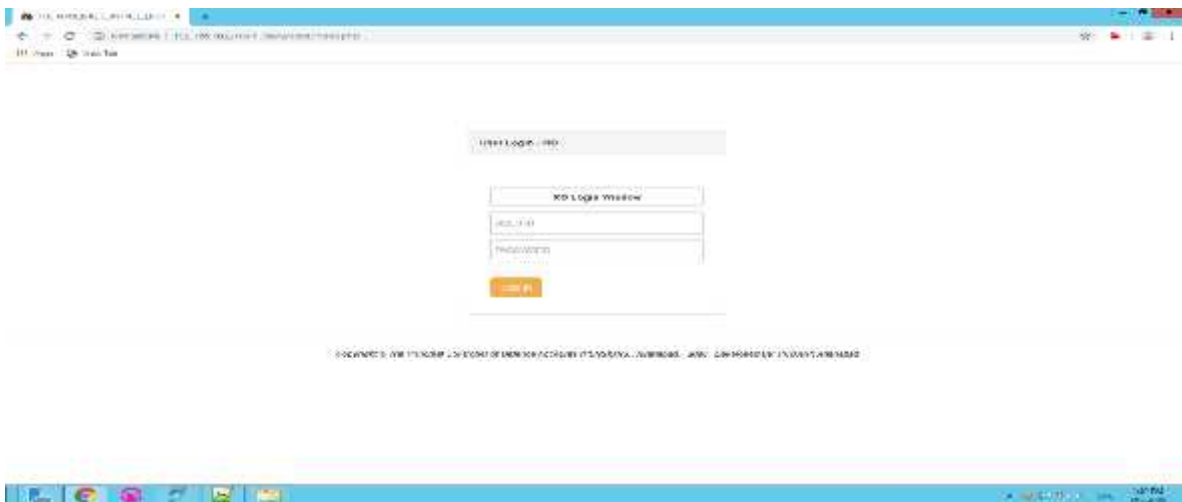
(C) Family Pension (Fresh Case):- Under this system uploader will create a claim by diarising through a screen. On submission unique id will be generated and family pension claim will be available for assignment of claim to initiator. Under this system initiator will require to data-entry of all the data of LPC-cum-datasheet. For filling the data, Initiator will click on initiate button for data-entry of LPC-CUM-DATASHEET and uploading of scan images of LPC and other connected documents. After data-entry and uploading, screen will open showing LPC and scan document in bifurcated form for edit and submission to RO approver. After

login by RO approver, work submitted by RO initiator will be available in approved datasheet under task management. Approver will approve every datasheet after edit/correction if any. On approval of datasheet the same will be available to PCDA(P) for further processing. Approver can also return the claim to initiator. Initiator can resubmit the claim after desired correction by approver or delete the claim. MIS regarding Claim initiation and approval is available to every level.

- 3. (A) Role of Admin:** In this system, Admin login allotted to Record office officer/ representative will equally work as Admin administrator for this project. This system will be three tier system i.e RO-uploader, RO-initiator and RO- approver. Further administrator will allot login /passwd to RO-Uploader, RO-Initiator and RO-Approver at their end through 'User Management'. Administrator will also be responsible to reset password of Ro-Uploader, RO-initiator/RO-Approver passwd. Following screen will be utilized by RO-Admin:



On click following page will appear where user has to enter their credential.



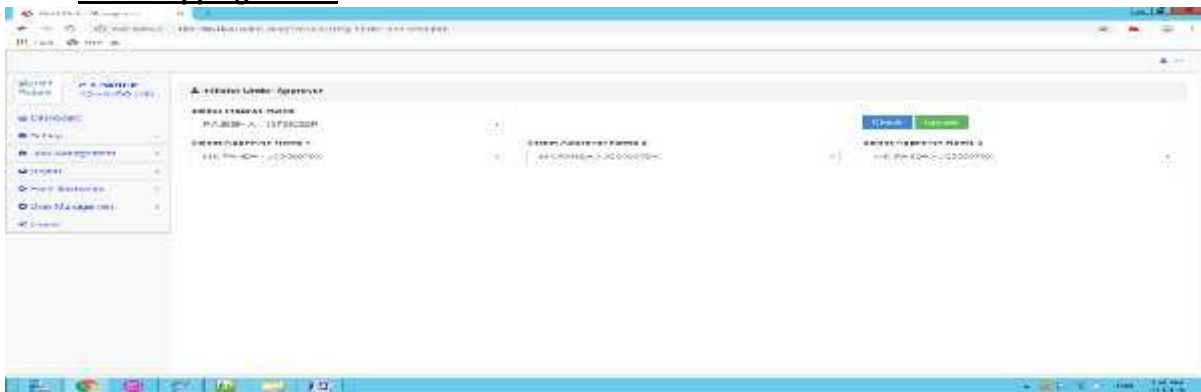
Administrator screen for allotment/reset password of RO-Uploader, RO-initiator/RO-Approver passwd. For user management system following page will appear.



User Management Screen(Add User)



User Mapping Screen



3. (B) Role of RO-Uploader:

- (i) **Service Pension:-** Under this system uploader will import punched data from data expert to this system after importing data the same will be available for assignment by the uploader to the initiator. Initiator will click on initiate button for edit of LPC-CUM-DATASHEET and uploading of scan images of LPC and other connected documents. After uploading screen will open showing LPC and scan document in bifurcated for edit and submission to RO approver. After login by RO approver works submitted by RO initiator will be available in approved

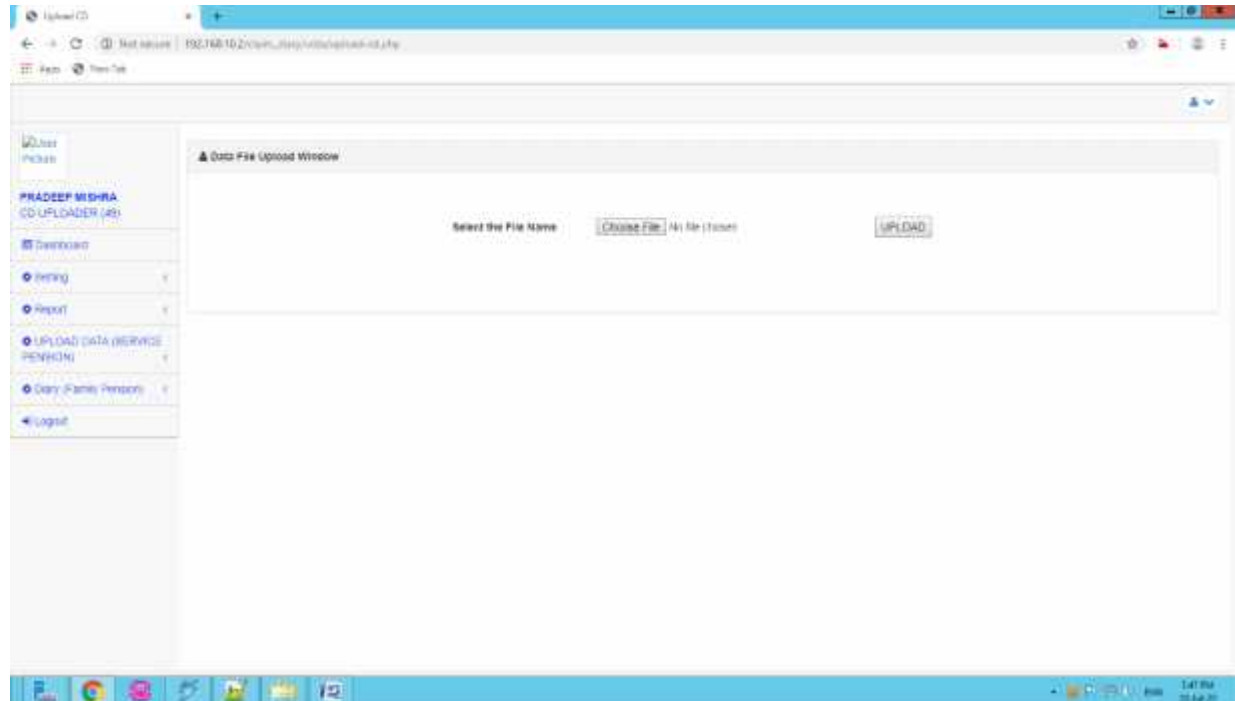
datasheet under task management. Approver will approve every datasheet after edit/correction in any. After approval of datasheet the same will be available to PCDA(P) for further processing. Approver can also return to initiator and initiator can resubmit the claim after desired correction by approver or delete the claim.

- a. **Fresh Case:-** A file created by data expert software will be uploaded. This file should be only (.in) format for example 123.in, after uploading data system will generate unique id for each and every claim. Ro can use this id for future reference.

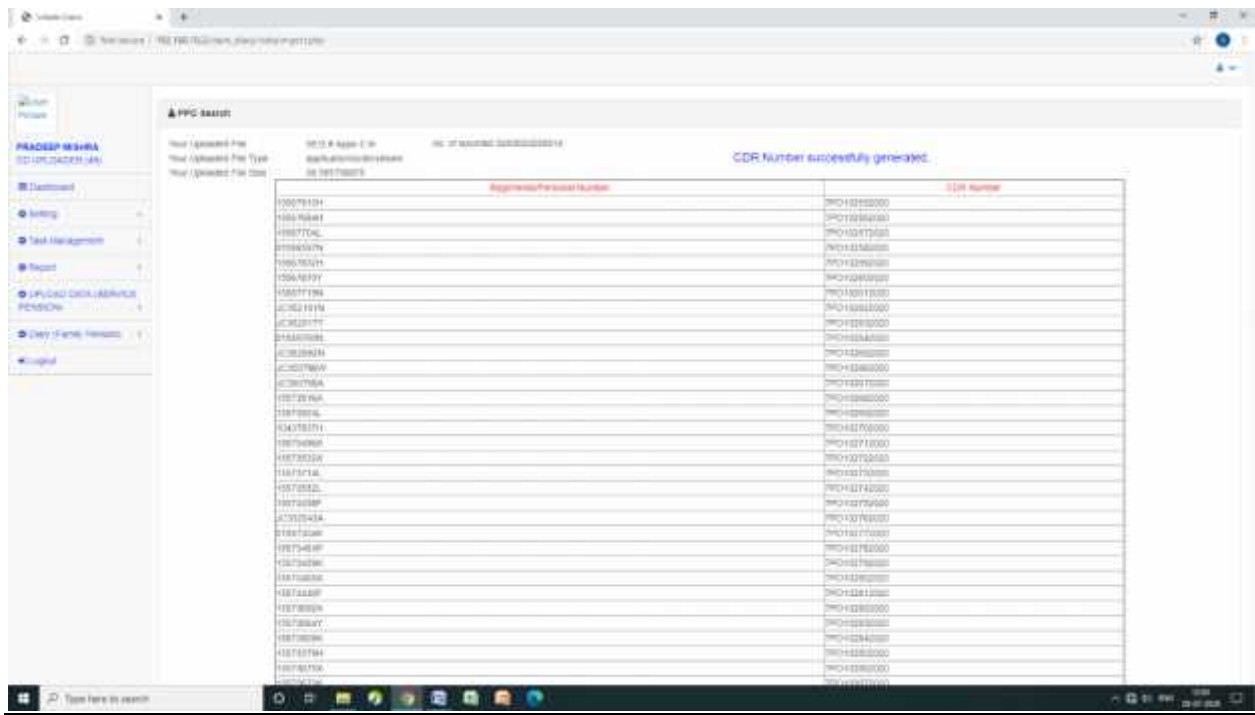
Up loader Dashboard



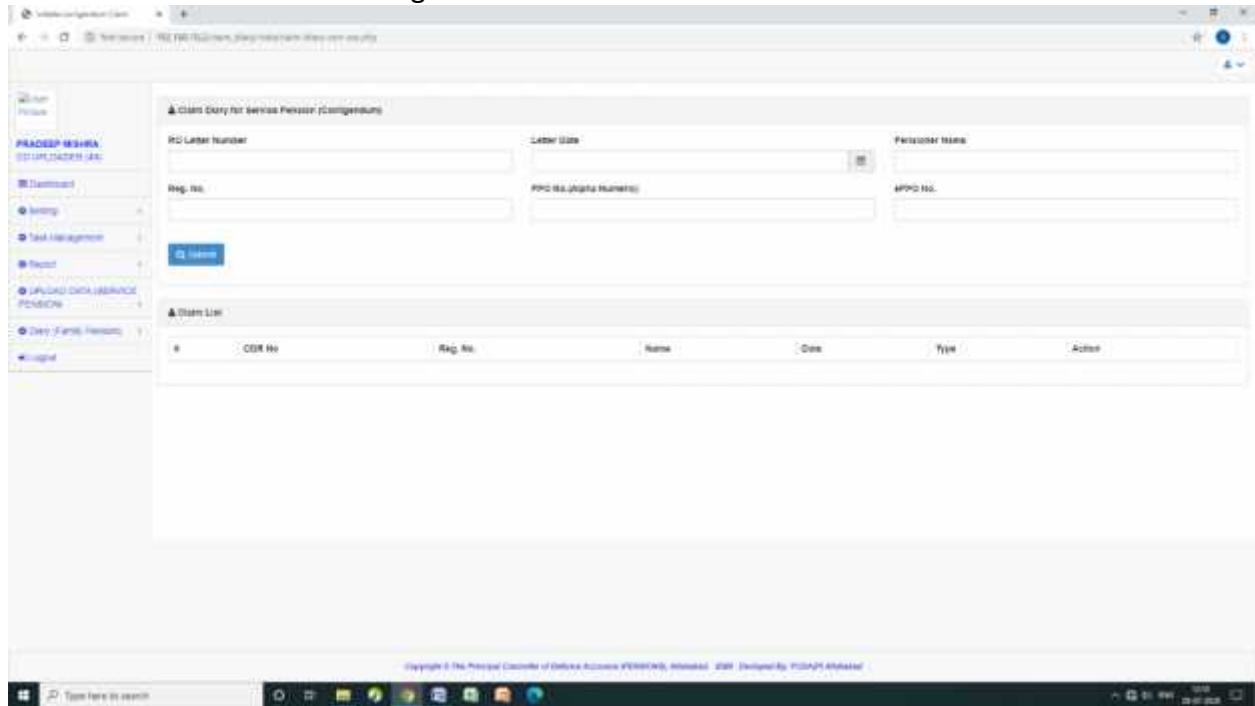
Upload data with CD (Service)



After uploading of DATA this screen will appear

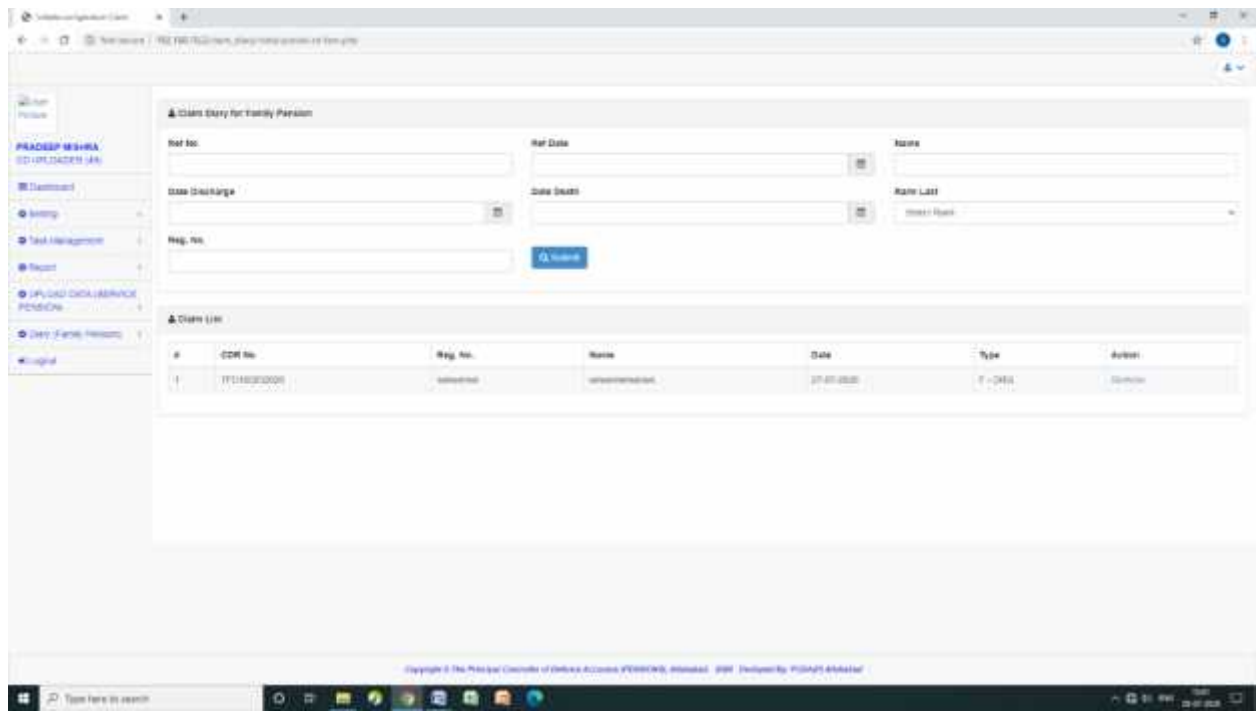


- b. **Corrigendum Case**:- Uploader has to fillup all information provided in following screen and submiton submission an unique id will be genereted and will be available for assignment of claim to initiator.



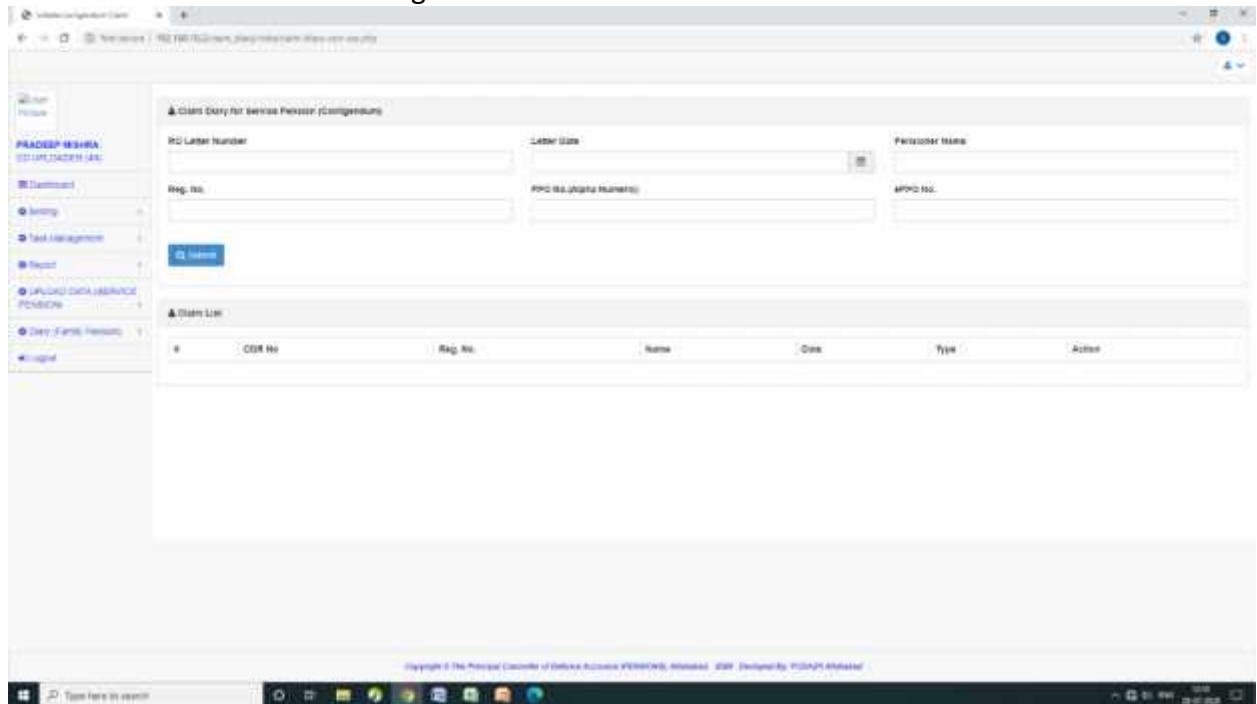
(ii) **Family Pension**

- a. **Original Case**:- For initiation of Family Pension the following screen will appear



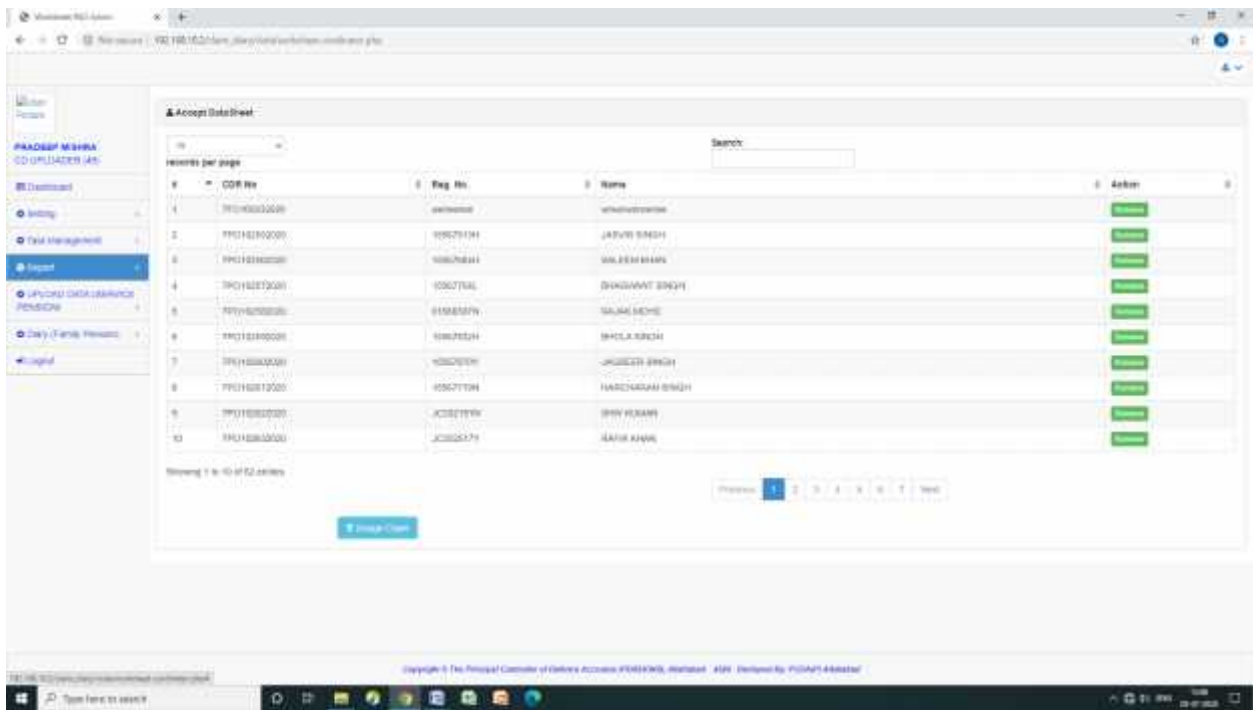
After submitting, an unique ID will be generated and ready to assign to Initiator.

- b. **Corrigendum Case**:-Uploader has to fillup all information provided in following screen and submit.on submission an unique id will be generated and will be available for assignment of claim to initiator.



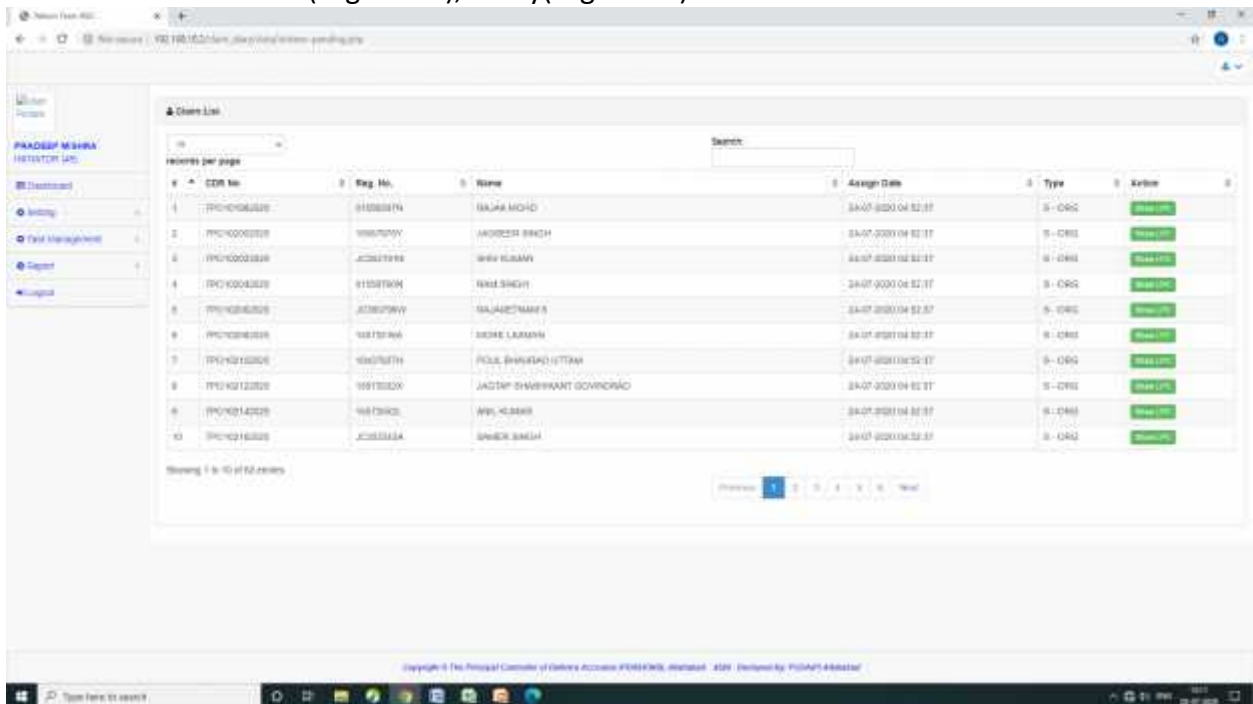
After submitting, an unique ID will be generated and ready to assign to Initiator.

All claims including Service and Family will available for assignment. The uploader will assign all claims to all initiator under his control equally. Assign Task screen is as under



Initiator Screens

After initiator login the following screen will be appear with type of claim. The type column indicate service(org or cor),family(org or cor).



On click of show LPC the following screen will appear in fresh case of service pension

CDR No - 7PD101982020

Service Pension for QRs (Original)

Part-A (Service Details)

Fields marked with * are mandatory

1. Record Office *	55 - B E G. KIRKEE
2. Initial Rank *	RECRUIT
3. Rank Last Held *	5 - HAVILDAR
4. Whether ACP granted? *	A-FM ACP
5. Pay Group *	Y
5A. Trade Code *	057
5B. Whether A/CTE Diploma	No
6. Regimental No. *	01586597N
7. Old Regimental No. *	
8. Date of Enrollment	1984-04-25
9. Date of Discharge *	2020-04-30
10. Clause Discharge	1
11. Non Q.S (including disembodied service) *	000000 YYMMDD
12. Former Service *	000000 YYMMDD
13. Extension of Service *	Yes
14. Service Condoned	0000 MMDD
15. Whether Discharged on completion of term of engagement Y	Yes
91. Group Pay (X only) *	0000
92. Class Allowance *	675
93. Average Pay *	0
94. Provisional Pension	No
95. Pension Recommended Code *	Full
96. Gratuity Recommended Code *	NONE
97. Medical Allowances	No
98. ECHS Code *	Select
99. Gal. Award 1	None
100. Gal. Award 2	None
101. Gal. Award 3	None
102. RDR Demand	0000000
103. Other Demand Including PEA	0000000
104. Commutation Percentage	0
105. Loading in Age	00
106. Absolute Date of Commutation *	0000-00-00
107. Broad Band *	NO
Upload PDF File *	Choose File No file chosen

Upload

Copyright © The Principal Controller of Defence Accounts (PENS/DAS), Allahabad. 2020. Developed By: PCDA(P) Allahabad

Initiator has to click on choose File for uploading of scan image of relevant documents. Further initiator will click on upload button.

On click of show LPC the following screen will appear in fresh case of Family Pension

CDR No - 7PD101982020

Service Pension for QRs (Original)

Part-A (Service Details)

Fields marked with * are mandatory

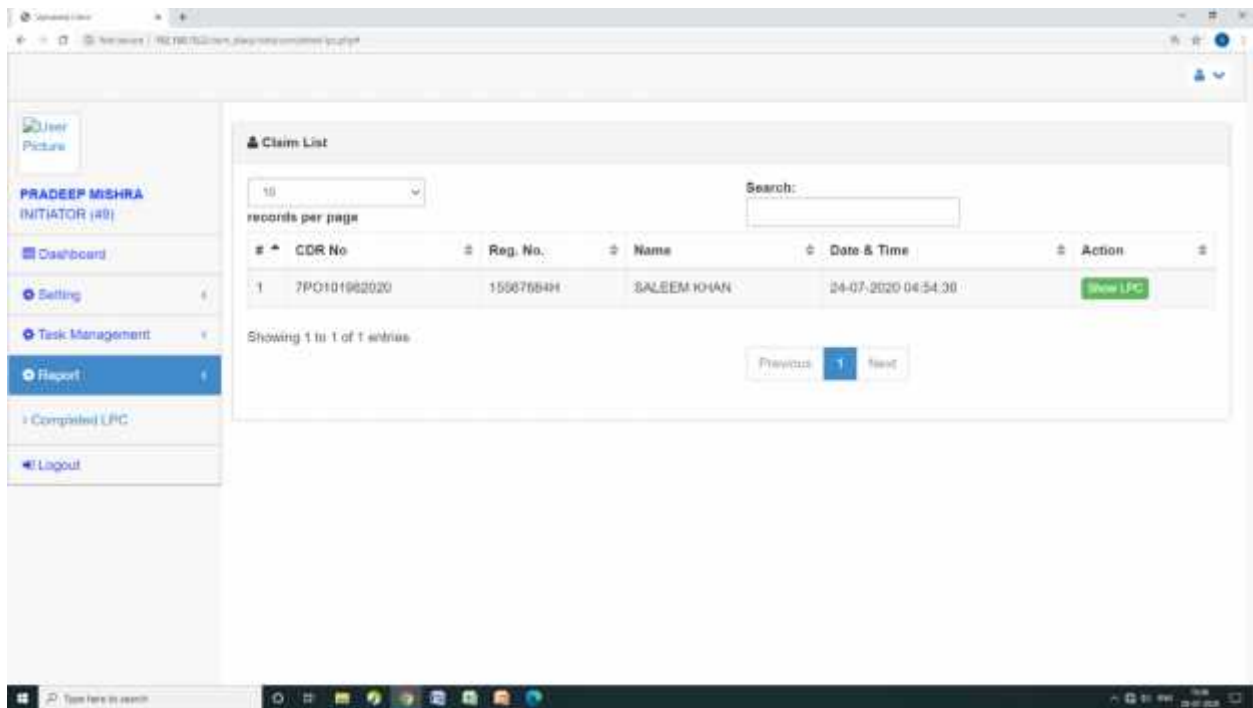
1. Record Office *	55 - B E G KIRKEE
2. Initial Rank *	RECRUIT
3. Rank Last Held *	5 - HAVILDAR
4. Whether ACP granted? *	A-FM ACP
5. Pay Group *	Y
5A. Trade Code *	057
5B. Whether A/CTE Diploma	No
6. Regimental No. *	01566597N
7. Old Regimental No. *	
8. Date of Enrollment	1984-04-25
9. Date of Discharge *	2020-04-30
10. Clause Discharge	1
11. Non Q.S (including disembodied service) *	000000 YYMMDD
12. Former Service *	000000 YYMMDD
13. Extension of Service *	Yes
14. Service Condoned	0000 MMDD
15. Whether Discharged on completion of term of engagement Y	Yes
91. Group Pay (X only) *	0000
92. Class Allowance *	675
93. Average Pay *	0
94. Provisional Pension	No
95. Pension Recommended Code *	Full
96. Gratuity Recommended Code *	NONE
97. Medical Allowances	No
98. ECHS Code *	Select
99. Gal. Award 1	None
100. Gal. Award 2	None
101. Gal. Award 3	None
102. RDR Demand	0000000
103. Other Demand Including PEA	0000000
104. Commutation Percentage	0
105. Loading in Age	00
106. Absolute Date of Commutation *	0000-00-00
107. Broad Band *	NO
Upload PDF File *	Choose File No file chosen

Upload

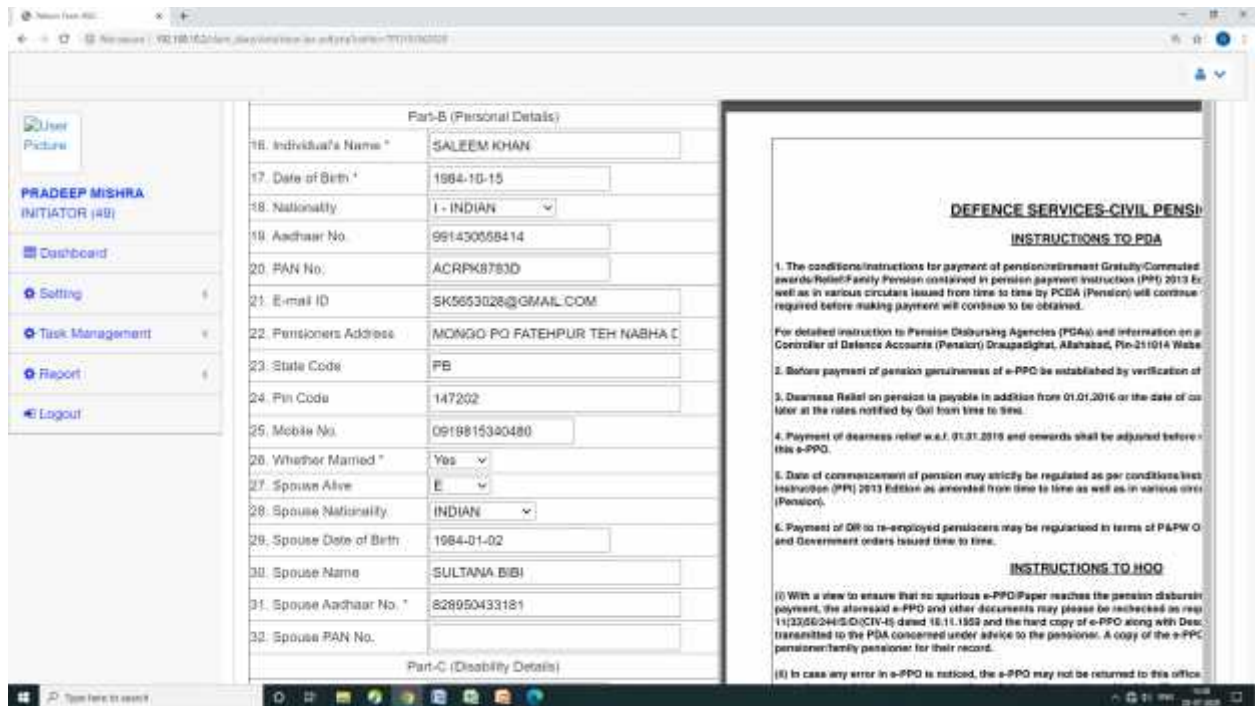
Copyright © The Principal Controller of Defence Accounts (PENS/DAS), Allahabad. 2020. Developed By: PCDA(P) Allahabad

Initiator has to click on choose File for uploading of scan image of relevant documents. Further initiator will click on upload button.

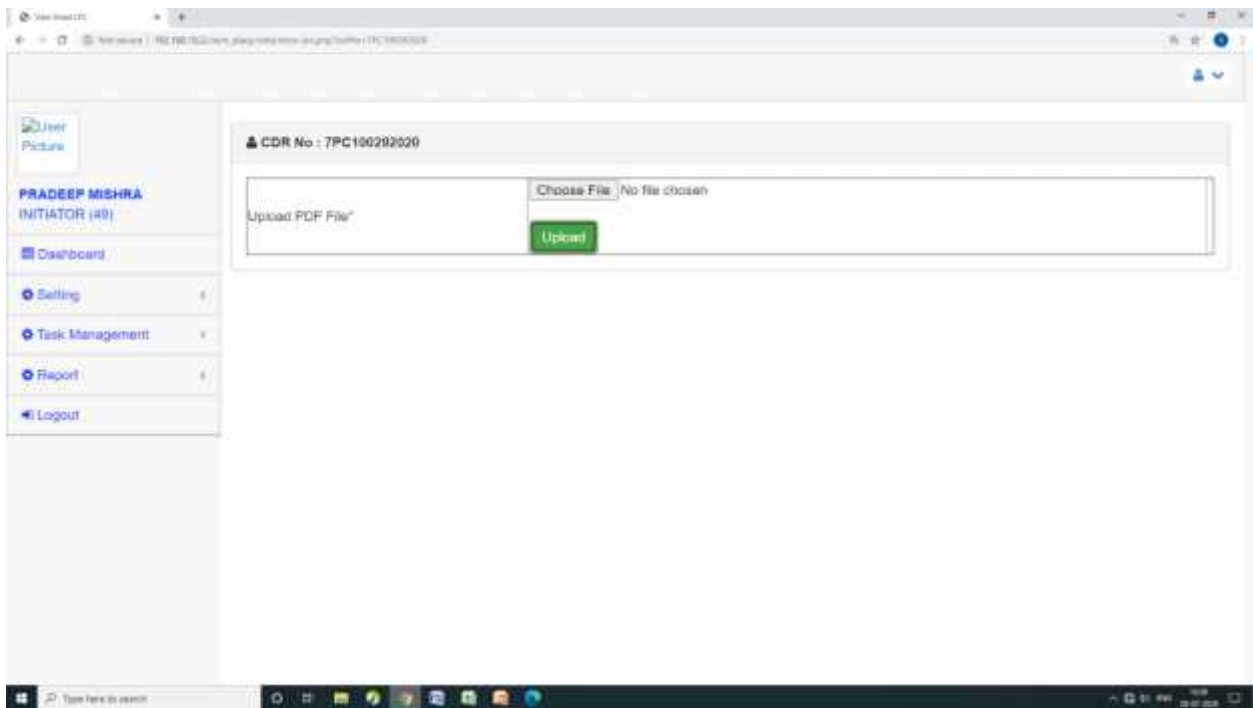
After uploading of documents initiator can check completed LPC on click of Report icon. On click of completed LPC the following screen will appear.



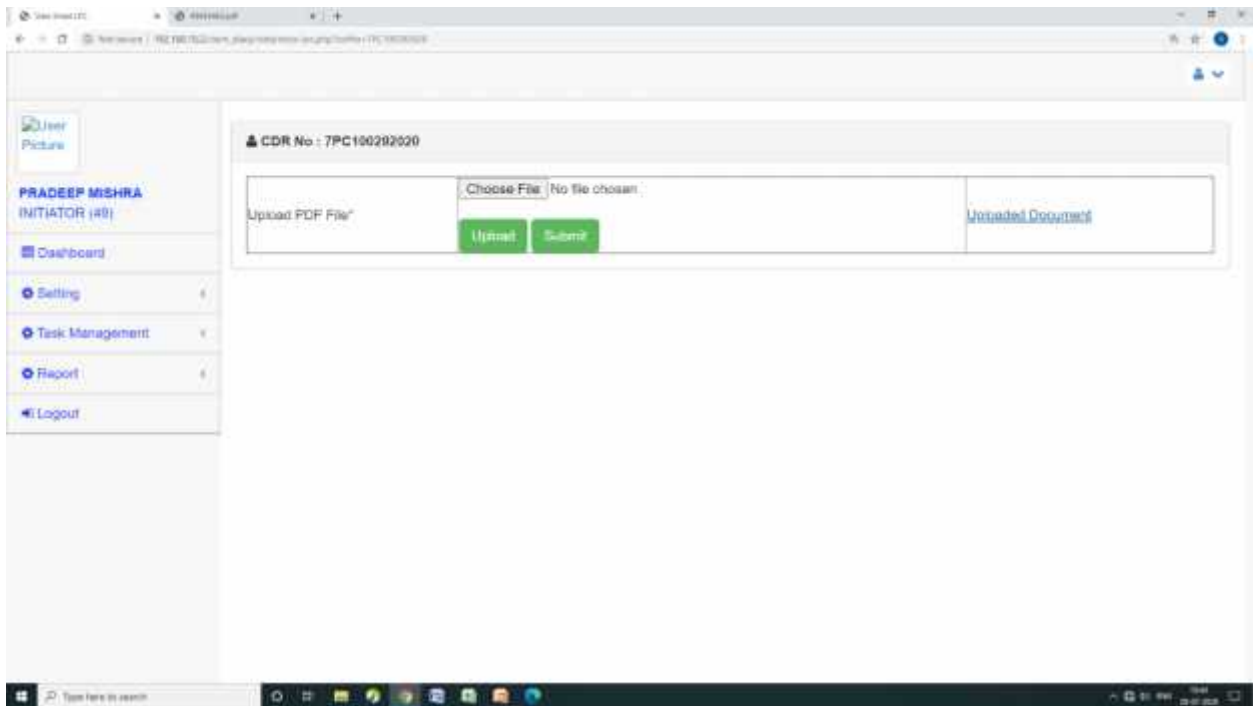
On click Show LPC initiator can see data and document on same screen like this



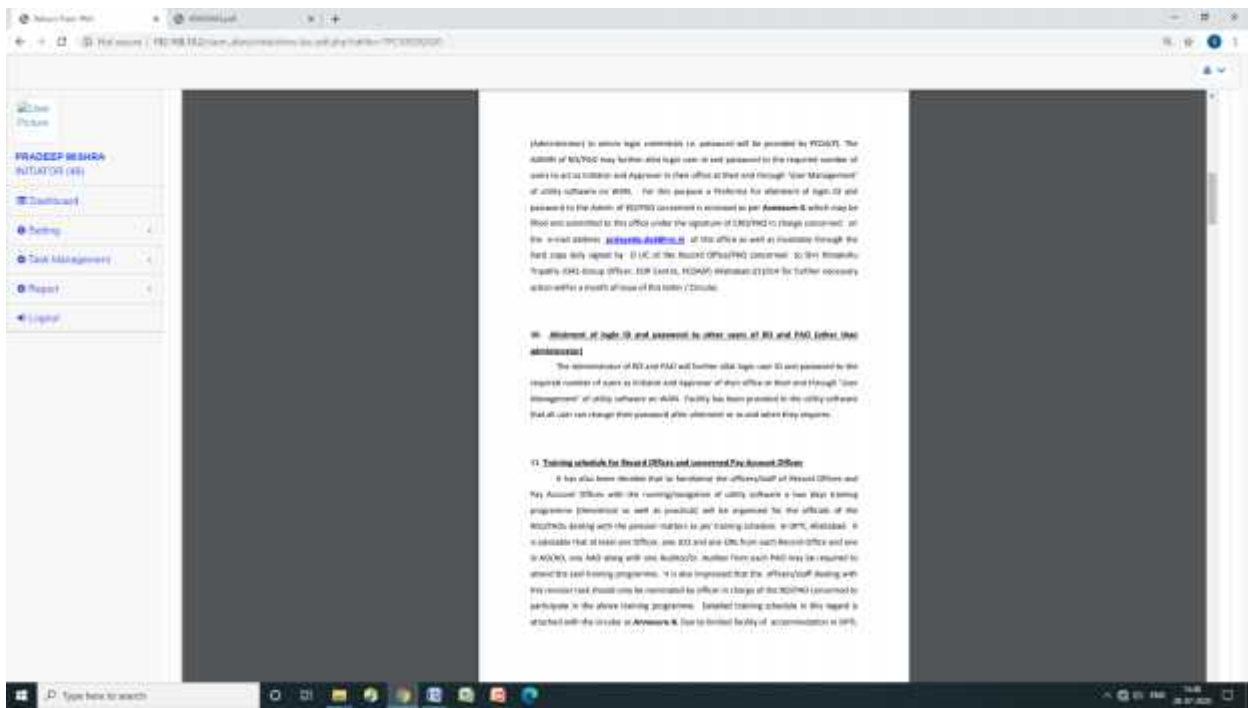
In corrigendum case on click of show LPC following screen will appear. Initiator has to click on choose File for uploading of scan image of relevant documents. Further initiator will click on upload button.



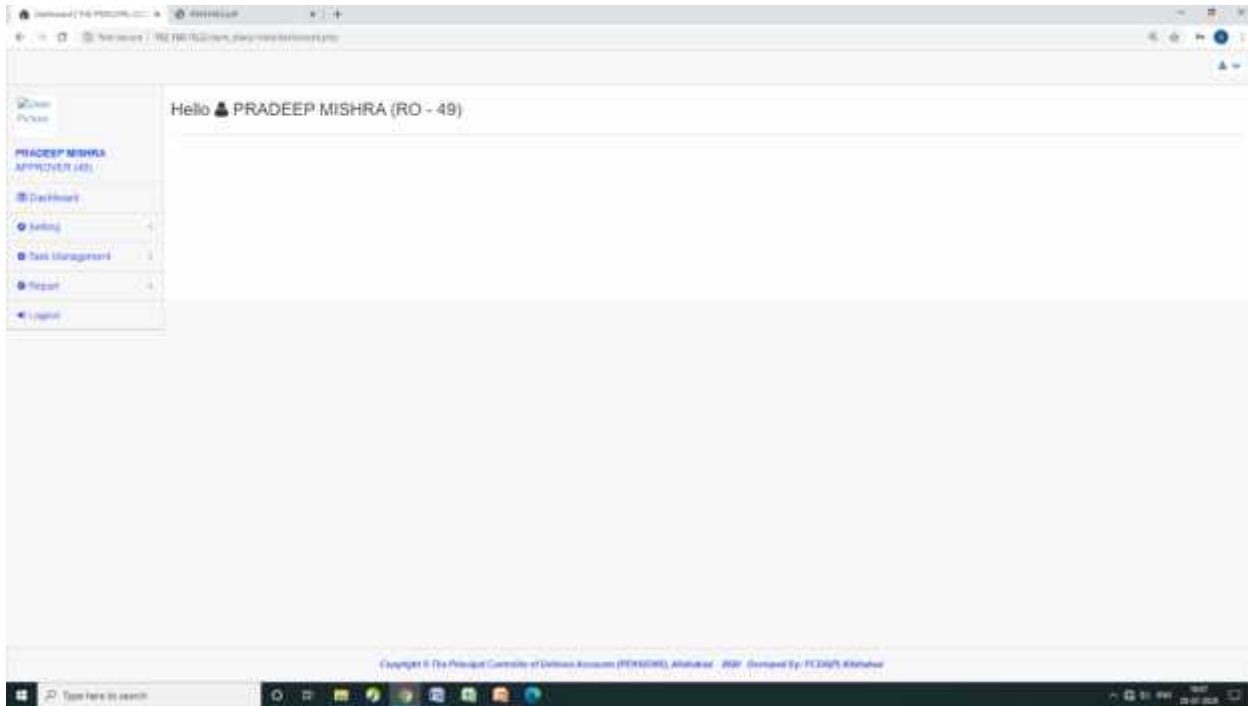
After uploading the following screen will appear. Initiator can re-check of uploading documents on clicking of upload Documents. If all documents is correct the initiator will click on submit button.



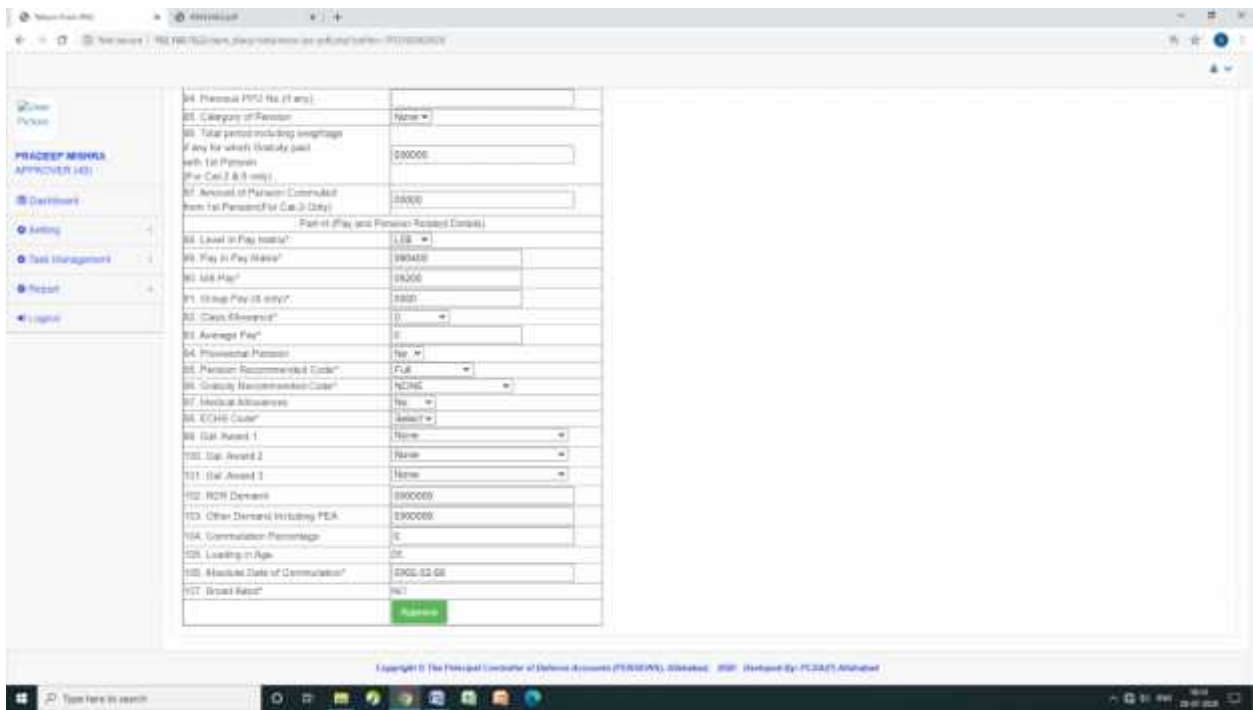
After submitting the claim the following screen will appear in both service and family.



After Approver login the following screen will appear



On click of Approved Datasheet which is under task management, the following screen will appear. Approver can check all data with relevant documents on click of show LPC button. The following screen will appear



If all documents finds correct then approver will click approve button otherwise he will return the claim to initiator on click return button.

