



**Office of the Principal Controller of Defence Accounts (Pension), Draupadi Ghat,
Allahabad-211014**

Circular No. 189

Dated: 28 .02 .2017

To

1. The Chief Accountant, RBI Deptt. of Govt. Bank Accounts, Central office C-7, Second Floor, Bandre- Kurla Complex, P B No. 8143, Bandre East Mumbai-400051.
2. The Director of Treasuries of all state
3. The Manager CPPC of Public Sector Banks including IDBI
4. The CDA (PD) Meerut.....
5. The CDA Chennai
6. The Nodal Officers (ICICI/ AXIS/HDFC Bank)....
7. The Pay & Accounts Officers.....
8. Military and Air Attache, Indian Embassy Kathmandu, Nepal.
9. The DPDO.....
10. The Post Master.....

Subject: - Submission of Change Statement in the revised format.

Guidelines for preparing change statement and submission thereof to PCDA (P), Allahabad have been provided in para 17 of Annexure "H" to Scheme for Payment of Pensions of Defence Pensioners by Public Sector Banks and in para 126 of Defence Pension Payment instructions (DPPI)-2013. Prescribed format and guidelines for submitting change statement has also been intimated by this office to the Pension Disbursing Agencies from time to time.

2. In order to strengthen e-audit of pension payment scroll at this end, need of some additional information has been felt. In order to cater to this need, Annexure- 'E' i.e. change statement has been redesigned and is being enclosed with the circular. All the PDAs are requested to submit information as per the revised format of change statement (Annexure- E), along with e-scroll at the end of the month including all the cases if transfer of pension account from one PDA to other PDA, change of CPPC, death of pensioner / family pensioner, starting / closing of pension / change in additional pension etc.

3. Change scroll should be sent in .CSV format with vertical bar character symbol pipe i.e. (|) as field separator and file name of the change scroll should be as "EAAAYMM.csv", where "E" denotes Change scroll, 'AAA' for short name of the bank and YY for year and MM for month concerned. All the fields must be included even if the value in the field is blank / zero. For example, if the change scroll is submitted by State Bank of India for the month of April 2017, the file name of the change scroll should be "ESBI1704.csv"

4. Instruction for submission of information in change statement field wise is attached as Annexure-'D'



No.AT/Tech/30-XVIII

Dated:- 28 .02.2017

(Abhishek Singh)
Asst. CDA (P)

Copy to:-

1. The CGDA, ULAN BATAR ROAD, Palam Delhi Cantt-110010
2. The Pr.CDA (Navy), Cooperage Road Mumbai.
3. The CDA (AF), New Delhi
4. PA to CDA (AT) / CDA (Gts) in Main Office.
5. PA to all Addl. CDA / Jt.CDA, in Main Office.
6. All GOs, in Main Office.
7. Officer-in-Charge, G-I/ M (Tech), G-I/C (Tech) and. Gts /Tech Section (Local).
8. Officer-in-Charge in all section (Local).
9. Officer-in-Charge EDP Centre (Local). For inclusion and uploading at Website of this office.

Sd/-
(R.K. Sharma)
Sr. Accounts Officer (P)

Annexure- 'D'

Kindly furnish the Annexure-E as per the instructions given below:-

- (i) Serial No is a running field and start from 0001 at the beginning of financial Year.
- (ii) Date of transaction is the date on which the change statement has been prepared. Field No 3 & 4 are for CPPC Code and paying branch code of the pensioner.
- (iii) Field 5, 6, 7, 9, 12, 13 and 15 are the mandatory fields. These fields are required every time when the status of the pensioner is changed. Fields no. 5 and 12 should be exactly same as mentioned in hardcopy of PPO and in case of field No 6 and 7 i.e. PPO No and Latest corr. PPO No, these should be without slash and upto the year part (in four digit) as mentioned in the PPO. It is pertinent to mention here that for electronic matching of data, information in the concerned field should be the replica of the information in hard copy.
- (iv) Field No 10, 11, 14, 16 to 31 are the fields required to be furnished as and when status change. Field No 13, 16, 17 and 23 must be as per table of the Code mentioned in the remark column against the same. In case of field No 19 i.e. DA, no change statement requires at the time of normal change in the rate of DA.
- (v) Field No. 30 i.e. Aadhar No. is newly introduced information and at present Aadhar No. of all the old pensioners is readily not available at this office. To update the database maintained in this office, please provide the data of the entire pensioners available at your end and in future as and when status of remaining pensioner updated.
- (vi) Field No 32 is for Life certificate and please provided the Date in the format as mentioned in the Annexure as and when Life certificate is produced by the pensioner to his respective PDA.

Annexure-E**Format of Change Scroll**

| SL. NO | FIELD NAME | WIDTH | DESCRIPTION | REMARKS |
|--------|-------------------------|------------|--|--|
| 1 | Sl. No | NUM 5 | Scroll number | Running sl.no for financial year |
| 2 | Date of transaction | DATE | | YYYYMMDD |
| 3 | CPPC / Link Branch CODE | NUM 7 | Nodal Br. Code (as per RBI BSR Code) | |
| 4 | PAY.BR.CODE | NUM 7 | Paying branch code as per RBI BSR Code) | |
| 5 | NAME | CHAR 35 | Name of pensioner | |
| 6 | Full PPO NO. | CHAR 30 | Original PPO No. | |
| 7 | Latest Corr. PPO NO. | CHAR 35 | Latest Corr. PPO No, on the basis of which pension has been amended. | |
| 8 | Payment Authority | VARCHAR 40 | In case of LTA Claim | |
| 9 | Regimental No./ ICO No | VARCHAR 25 | In case of Service pensioners and their family pensioner | |
| 10 | CIRCULAR No | NUM 4 | Only numeric value | |
| 11 | CIRCULAR DATE | CHAR 8 | In YYYYMMDD format | |
| 12 | ACC.NO | CHAR 25 | Bank a/c no. | |
| 13 | ORG.CD | CHAR 3 | Organization code | Organization code As per table-1 |
| 14 | CATEGORY | CHAR 1 | Category of pension | |
| 15 | RANK | CHAR 50 | | |
| 16 | NATURE.REC | CHAR 1 | NATURE OF RECORD | 'A': for addition of a case 'D': for deletion of existing case |
| 17 | Change Type | CHAR 2 | REMARKS CODE | Change Type as per table-5 |
| 18 | Basic Pension | NUM 7 | | |
| 19 | DR | NUM 7 | | |
| 20 | Date of change From | CHAR 8 | Date of change of status as YYYYMMDD | |
| 21 | Date of Change To | CHAR 8 | Date of change of status as YYYYMMDD # | |
| 22 | DOD | CHAR 8 | Date of Death in YYYYMMDD format | |
| 23 | New PDA Code | NUM 1 | | For transfer in/out 1= DPDO 3= Treasury 4= I.E. Nepal 5= PAO 9= Bank |
| 24 | New Station | CHAR 30 | Name of DPDO/TO/PAO etc. where transferred | |
| 25 | New CPPC / Link code | NUM 7 | New/ old CPPC / Noda Branch code as per RBI | |
| 26 | New Paying Bank code | NUM 7 | New/ old Paying Bank Branch Code as per RBI | |
| 27 | New Bank A/CNO. | CHAR 20 | NEW/ OLD S.B. A/C NO | |
| 28 | Month & year of scroll | NUM 6 | In the form Of YYYYMM | |
| 29 | PSA/RO/HOO | VARCHAR 45 | In case of First payment | (1) Name of PSA:- In case of Commissioned Officers of Defence Services. (2) Name of RO:- In Case of PRORs of Defence Pensioners. (3) Name of HOO:- In case of Defence Civilians |
| 30 | Aadhar No | NUM (12) | | |
| 31 | Life Certificate | Varchar(8) | Date in (YYYYMMDD) in Format | |

Remarks:- In case of Join notification PPO. In case of death of pensioner provide date from and date to up to which the service pension paid to service pensioner and in separate row from date and to date up to which family pension paid to dependant.

Table-1**List of Organization Codes**

| Sl.No. | Organizations | CODES |
|--------|---|-------|
| 1 | Army | “AMY” |
| 2 | Navy | “NVY” |
| 3 | Air Force | “ARF” |
| 4 | Jammu & Kashmir L.I | “JAK” |
| 5 | Coast Guard Organization | “CGO” |
| 6 | GRF (General Reserve Engineering Force) | “GRF” |
| 7 | DAD (Defence Accounts Department) | “DAD” |
| 8 | <i>Defence Security Corps ('DSC')</i> | “DSC” |
| 9 | <i>Defence Civilians (Other than 5,6,7 above)</i> | “DCI” |

Table-5**CODES FOR Change-Type of nature of case**

| <u>SL.NO</u> | <u>REMARKS / REASON</u> | <u>Change-Type Code</u> |
|--------------|--|-------------------------|
| 1 | Revision of pension (increase / decrease) consequent on issue of Corr. PPO | 1 |
| 2 | Death of Pensioner/ Family pensioner and Pension to be discontinued | 2 |
| 3 | Death of Pensioner and family pension to be continued (only in joint family pension cases) | 3 |
| 4 | New case of pension | 4 |
| 5 | Transfer in from other PDA (CPPC/bank/DPDO/TO etc.) | 5 |
| 6 | TRANSFER out to other PDA | 6 |
| 7 | Suspension of pension | 7 |
| 8 | RESUMED DRAWAL OF PENSION | 8 |
| 9 | Restoration of CVP | 9 |
| 10 | Marriage / remarriage | 10 |
| 11 | Employment / reemployment | 11 |
| 12 | Release of Service Gratuity / DCRG | 12 |
| 13 | Death of service pensioner and start of “enhance rate of Family pension” | 13 |
| 14 | Death of service pensioner and start of “normal rate of family pension” | 14 |
| 15 | Payment arrear of time bared pension / LTA | 15 |
| 16 | Recovery from pension / family pension | 16 |
| 17 | Refund of recovery if any | 17 |
| 18 | Continuance of temporary Disability pension, with change in rate of pension, period, break in period of grant. | 18 |
| 19 | Circular / order based revision of pension | 19 |
| 20 | Additional pension | 20 |