

Circular No. C-181

No: G1/C/0199/Vol-II/Tech

Dated: - 22.01.2018

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 Manger 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: Implementation of Govt. decision on the recommendations of the Seventh Central Pay Commission in respect of the Post-01.01.2016 retired Defence Civilian Pensioners/ Family Pensioners : Reg. New PPO Series.

Office of the PCDA (Pension) Allahabad is in the process to implement e-PPO's for all categories of pensioners. In the first phase, corrigendum PPOs to revise pension of Pre- 2016 defence civilian pensioners have been issued through e-PPOs. Various PDAs have already revised pension of such pensioners. A new PPO series was introduced for these corrigendum PPOs which contained 12 digits with PPO suffix of 4 digits. For this purpose, only electronic PPOs (e-PPO) are generated which are digitally signed (No physical PPO is printed and sent to any agency). These new PPO (e-PPO) also contain a QR code wherein all important data is embedded. This QR code could be used by PDA's to capture the data.

2. It has been decided to start e- PPOs in respect of Defence Civilians w.e.f. January, 2018. In other words, in respect of fresh retirees of Defence Civilian (retiring or being discharged) from the month of January, 2018 e-PPO will be issued with following features;

(a) These documents will be electronically generated and digitally signed.

(b) These PPOs will contain unique 12 digit PPO No. and 4 digit PPO suffix. This 12 digit PPO No. would remain valid throughout lifetime of Pensioner/Family pensioner.

(c) They will contain a QR code where data of various fields will be embedded.

3. These e-PPOs will be sent to the banks through SFTP connectivity which this office has established with various banks. Other banks, with whom there is no SFTP connectivity, are advised to immediately take necessary measures to establish the same. In the interim period till the time they establish SFTP connectivity, PPOs will be sent through email id pcdapedp.cgda@nic.in . Similarly, these PPOs will be sent to DPDOs through the CGDA WAN. Other PDAs such as Director of all State Treasuries; IE Kathmandu, Nepal; Post Office, Kathua; PAO, Delhi etc are requested to kindly immediately provide an email ID of .nic or any other domain under control of government for this purpose.

4. The procedure of forwarding the e-PPOs will be as under:

A copy of e-PPOs, duly digitally signed, will be sent to Head of Offices (HOOs). The concerned HOO, after scrutinizing and checking the e-PPO, is requested to forward a copy of the e-PPO along with Descriptive Roll of the pensioner to PDA concerned. HOOs are also requested to kindly provide a copy of the e-PPO to the Pensioners/ Family Pensioners for their record. If any discrepancy is observed by the HOO in e-PPO or death occurs before the date of retirement/discharge, then this fact may be immediately brought to the notice of PSA and PDA for remedial measures. PDAs are advised to affect payment based on e-PPO directly received in XML/PDF file, after confirmation from Head of Offices concerned in the form of receipt of a hard copy of e-PPO and Descriptive Roll.

5. Process of verification of e-PPOs; PDAs shall take the following steps:

(a) On receipt of e-PPOs through the medium specified above, PDAs shall verify the genuineness of the digital signature affixed on the e-PPO.

(b) Name of authorised signatories who have been provided digital signature through e- Mudra by this office for signing of e-PPO digitally will be made available on PDAs SFTP network. All PDAs are requested to refer to their SFTP link to verify the correctness of the name of such authorised signatories for the purpose of digital signature on e-PPO accordingly in order to ensure that no PPO with unauthorized signature is acted upon.

(c) PDAs shall wait for the confirmation from the Head of Office as the case may be, before releasing the first payment and starting pension payment monthly.

(d) It shall also be confirmed by the PDA that the payment is not being released again in respect of same PPO number (including the PPO suffix of 4 digits) to the pensioner inter-alia due to duplicate receipt of e-PPO. In such a scenario, the PDA will inform the PSA that in the event of duplicate

transmission of the given PPO has been detected and no action on such e-PPOs except the first one (having same 12 digits PPO No. & same suffix) has been taken.

6. The change statement regarding addition or deletion of pensioners on the strength of the Pension Disbursing Authorities may be forwarded to this office in Annexure "E" to this office Circular No. 189 dated 28.02.2017 in CSV format to e-mail ID dapaccount.cgda@nic.in . A hard copy of this change statement may also be forwarded to Shri K K Pant, SAO, O I/C Audit Section, Office of the Principal CDA (P), Allahabad-211014 in usual manner in terms of Para 17 of Annexure 'H' to Scheme for payment of pension of Defence Pensioners by Public Sector Banks and para 126 of Defence Pension Payment Instructions (DPPI) -2013.

7. Accordingly, the LPC-CUM-DATA Sheets (which are being used for Post-2016) i.e. **Appendix - 'E' & 'F'**: Sanction of Pensionary Awards & Corrigendum (**Circular C-154 dt/ 12.08.2016**), **Appendix - 'G' & 'H'**: Sanction of Family Pension Awards & Corrigendum (**Circular C-157 dt/ 27.10.2016**) have been slightly modified in following manner:

Addition: 1(A). HOO Code

1(B). Email ID of HOO Code .

Filling Instructions:

Column 1(A): Six digits HOO code which is being filled for 7th CPC revision cases (Pre-16 Civilians revisions).

Column 1(B): same email address will be filled which is registered for HOO Code.

8. In view of the above, HODs are requested to issue suitable instructions (along with copy of this circular) to all the Head of the Offices under your administrative control to ensure that these additional information should be filled in LPC-Cum-Datasheet in r/o Post-2016 of Pensioners/ Family Pensioners to this office.



(Rajeev Ranjan Kumar)
Dy.CDA (P)

Copy to:

1. Director, Govt. of India, Ministry of PPG & Pensions (DP&PW), 6th floor Nirvachan Sadan, New Delhi.
2. Deputy Secretary Govt. of India, Ministry of Defence, New Delhi.
3. Army Head Quarters AG's Branch PAPS 4 (6) DHQ. PO, New Delhi.
4. Naval Head Quarters Dte, of Supply Pension Section DHQ PO New Delhi-110011
5. Air Head Quarters DP & PR DHQ PO New Delhi-110011.
6. Deputy Director of Audit Defence Services Pension, Allahabad.
7. Officer in charge Pension Grievances Cell, Ministry of Defence, New Delhi.
8. CGDA, Ulan Batar Road Palam, Delhi Cantt-10
9. Secretary Kendriya Sainik Board, Ministry of Defence West Block IV, wing V , New Delhi.
10. Director General Post & Telegraph, New Delhi.
11. CDA (PD) Belvedere Complex, Ayudh Path, Meerut Cantt-01
12. Chief Accountant, Reserve Bank of India, Deptt. of Govt. Bank Account, Central Office, C-7, 2nd floor, Bandra Kurla Complex, PB No. 8143, Bandra (East), Mumbai-400051.
13. Director of Treasury Accounts:- Please ensure that the copies of above Govt. OM are distributed to all PDA's under your administrative jurisdiction.
14. CDA (AF), Dehradun- 234001.
15. CDA (AF), West Block – IV, R.K. Puram, New Delhi-66.
16. CDA (Navy) No. 1 Cooperage Road, Mumbai-400039.
17. Zonal Officer (DPD), TC 17/1385, Kesave Puram Road, Trivendrum – 695012.
18. Zonal Officer (PD), 8/1, 8/2, S&T Road, Jalandhar Cantt.
19. Zonal Officer (PD), Tigris Road, New Delhi-110010.
20. Zonal Officer (PD), Arambagh Area, Opp. PWD Rest House, Pathankot.
21. Zonal Officer (PD), PCDA (P) Campus, Allahabad- 211014.
22. All Record Officers.
23. All Rajiya Sainik Board.
24. All Heads of Departments/HOOs.



(Raj Bahadur)
Sr. Accounts Officer (P.)

DATA SHEET FOR SANCTION OF PENSIONARY AWARDS TO DEFENCE CIVILIAN**PART-A Personal Details**

1. Organisation Code	<input type="text"/>	1A. HOO Code	<input type="text"/>	1B. E-mail ID of HOO Code	<input type="text"/>
2. ORG. GROUP for GPF-NO.	<input type="text"/>	3. GPF-NO.	<input type="text"/>		
4. Office/Unit Formation*	<input type="text"/>				
5. Head of Office Adress*	<input type="text"/>				
6. Individual's Name*	<input type="text"/>	7. Nationality Code	<input type="text"/>	8. Sex	<input type="text"/>
9. Post Last Held	<input type="text"/>	10. Industrial/ Non-Industrial	<input type="text"/>	11. Date of Birth	<input type="text"/>
12. Date of Joining (Current Spell)	<input type="text"/>	13. Date of Retirement/ Superannuation	<input type="text"/>	14. Retirement FN/AN	<input type="text"/>
15. Nature of Pension	<input type="text"/>				
16. Total Service (Current Spell)	<input type="text"/>	17. Non-Qualifying Service	<input type="text"/>	18. Former Service Counted Towards (Current Spell)	<input type="text"/>
19. Net Qualifying Service	<input type="text"/>	20. Medical Allowance	<input type="text"/>	21. Medical Allowance option date	<input type="text"/>
22. Group	<input type="text"/>	23. Aadhaar No.	<input type="text"/>	24. PAN No.	<input type="text"/>
25. E-mail ID	<input type="text"/>				
26(a). Pensioner Address	<input type="text"/>				
26(b). State Code	<input type="text"/>	26(c). Pin Code	<input type="text"/>	26(d). Mobile No.	<input type="text"/>

LAST PAY DETAILS**PART - B PAY PARTICULARS**

27. Level In Pay Matrix	<input type="text"/>	28. Pay in Pay Matrix	<input type="text"/>	29. NPA/MS Pay	<input type="text"/>
30. Date of Last Pay Drawn	<input type="text"/>	31. 10 Months Average	<input type="text"/>	32. Gal Award	<input type="text"/>
33. Last pay reduced due to penalty (Y/N)	<input type="text"/>				

AMOUNT OF DEMAND

34. On A/c. of RDR Head	<input type="text"/>	35. On A/c. of other than RDR Head	<input type="text"/>	36. Interest on RDR Demand	<input type="text"/>	37. Interest Payable	<input type="text"/>	38. Refund	<input type="text"/>
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PART - C COMMUTATION PARTICULARS

39. Date of receipt of Commutation application or Date of Medical Examination	<input type="text"/>	40. Percent to be Commuted in (%)	<input type="text"/>	41. Age-Load	<input type="text"/>
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PART - D FAMILY PARTICULARS

42. Whether Married	<input type="text"/>	43. Spouse Alive	<input type="text"/>	44. Name of spouse	<input type="text"/>
45. Nationality Code of Spouse	<input type="text"/>	46. Date of Birth of Spouse	<input type="text"/>	47. Spouse Aadhaar No.	<input type="text"/>
48. PAN No. Spouse	<input type="text"/>				

PART - E PDA DETAILS

49. PDA Code	<input type="text"/>	50. DPDO Code	<input type="text"/>	51. PDA Station	<input type="text"/>	52. PDA State Code	<input type="text"/>
53. Bank/Sub Try Code	<input type="text"/>	54. BSR Code of CPCC	<input type="text"/>	55. IFSC Code Paying Branch	<input type="text"/>		
56. Bank/A/c No.	<input type="text"/>	57. Dual Family Pension	<input type="text"/>	58. Gratuity withheld	<input type="text"/>		

PART-F (DETAILS OF DEPENDENTS)

59(I). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(II). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(III). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(VI). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(V). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

PART-G FOR PCDA (P) USE ONLY

60. Letter receipt date

61. CDR No.

H.O.O.	*CDA/AAO/PAO	#PAO/LAO
	Part-B- Checked & Found Correct.	Part-A,D & F- Checked & Found Correct.
	Auditor AAO SAO	Auditor AAO SAO

CDA (P)		
Auditor	AAO	SAO

*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record.

Endorsement of PPO may also be deleted as such endorsement is made by stamping the same on the first page of Data Sheet.

CORRIGENDUM DATA SHEET FOR SANCTION OF PENSIONARY AWARDS TO DEFENCE CIVILIAN

PART-A Personal Details

A.PPO No	<input type="text"/>	B.Pensioner ID	<input type="text"/>	C.Action Code	<input type="text"/>
1.Organisation Code	<input type="text"/>	1A. HOO Code	<input type="text"/>	1B. E-mail ID of HOO Code	<input type="text"/>
2. ORG. GROUP for GPF-NO.	<input type="text"/>	3. GPF-NO.	<input type="text"/>		
4. Office/Unit Formation*	<input type="text"/>				
5. Head of Office Address*	<input type="text"/>				
6. Individual's Name*	<input type="text"/>	7.Nationality Code	<input type="text"/>	8. Sex	<input type="text"/>
9. Post Last Held	<input type="text"/>	10. Industrial/ Non-Industrial	<input type="text"/>	11. Date of Birth	<input type="text"/>
12. Date of Joining (Current Spell)	<input type="text"/>	13. Date of Retirement/ Superannuation	<input type="text"/>	14. Retirement FN/AN	<input type="text"/>
15. Nature of Pension	<input type="text"/>				
16. Total Service (Current Spell)	<input type="text"/>	17. Non-Qualifying Service	<input type="text"/>	18. Former Service Counted Towards (Current Spell)	<input type="text"/>
19. Net Qualifying Service	<input type="text"/>	20. Medical Allowance	<input type="text"/>	21. Medical Allowance option date	<input type="text"/>
22. Group	<input type="text"/>	23. Aadhaar No.	<input type="text"/>	24. PAN No.	<input type="text"/>
25. E-mail ID	<input type="text"/>				
26(a). Pensioner Address	<input type="text"/>				
26(b). State Code	<input type="text"/>	26(c). Pin Code	<input type="text"/>	26(d). Mobile No.	<input type="text"/>

LAST PAY DETAILS

PART - B PAY PARTICULARS

27. Level In Pay Matrix	<input type="text"/>	28. Pay in Pay Matrix	<input type="text"/>	29. NPA/MS Pay	<input type="text"/>
30. Date of Last Pay Drawn	<input type="text"/>	31. 10 Months Average	<input type="text"/>	32. Gal Award	<input type="text"/>
33. Last pay reduced due to penalty (Y/N)	<input type="text"/>				

AMOUNT OF DEMAND

34. On A/c. of RDR Head	<input type="text"/>	35. On A/c. of other than RDR Head	<input type="text"/>	36. Interest on RDR Demand	<input type="text"/>	37. Interest Payable	<input type="text"/>	38. Refund	<input type="text"/>
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PART - C COMMUTATION PARTICULARS

39. Date of receipt of Commutation application or Date of Medical Examination	<input type="text"/>	40. Percent to be Commuted in (%)	<input type="text"/>	41. Age-Load	<input type="text"/>
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PART - D FAMILY PARTICULARS

42. Whether Married	<input type="text"/>	43. Spouse Alive	<input type="text"/>	44. Name of spouse	<input type="text"/>
45. Nationality Code of Spouse	<input type="text"/>	46. Date of Birth of Spouse	<input type="text"/>	47. Spouse Aadhaar No.	<input type="text"/>
48. PAN No. Spouse	<input type="text"/>				

PART - E PDA DETAILS

49. PDA Code	<input type="text"/>	50. DPDO Code	<input type="text"/>	51. PDA Station	<input type="text"/>	52. PDA State Code	<input type="text"/>
53. Bank/Sub Try Code	<input type="text"/>	54. BSR Code of CPPC	<input type="text"/>	55. IFSC Code Paying Branch	<input type="text"/>		
56. BankA/c No.	<input type="text"/>	57. Dual Family Pension	<input type="text"/>	58. Gratuity withheld	<input type="text"/>		

PART-F (DETAILS OF DEPENDENTS)

59(I). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(II). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(III). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(VI). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

59(V). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

PART-G FOR PCDA (P) USE ONLY

60. Letter receipt date

61. CDR No.

H.O.O.	*CDA/AAO/PAO	#PAO/LAO
	Part-B- Checked & Found Correct.	Part-A,D & F- Checked & Found Correct.
	Auditor AAO SAO	Auditor AAO SAO

CDA (P)		
Auditor	AAO	SAO

*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record.

Endorsement of PPO may also be deleted as such endorsement is made by stamping the same on the first page of Data Sheet.

PART-E (DETAILS OF DEPENDENTS)

64(I). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(II). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(III). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(IV). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(V). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

PART-G FOR PCDA (P) USE ONLY

65. Letter receipt date

66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor AAO Sr.A.O.	Auditor AAO Sr.A.O.

<p>CDA (P)</p> <p align="center">Auditor AAO Sr.A.O.</p>
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*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

Note:- If authority for * and # is same, both may be signed by same authority.

PART-E (DETAILS OF DEPENDENTS)

64(I). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(II). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(III). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(IV). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

64(V). Name

Whether Handicapped Relation with Ind. Date of Birth Aadhaar No.

PART-G FOR PCDA (P) USE ONLY

65. Letter receipt date

66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor AAO Sr.A.O.	Auditor AAO Sr.A.O.

<p>CDA (P)</p> <p align="center">Auditor AAO Sr.A.O.</p>
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*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

Note:- If authority for * and # is same, both may be signed by same authority.