



**STANDARD OPERATING PROCEDURE FOR e-PPO: GENERATION,
TRANSMISSION AND NEW PPO NUMBERING SYSTEM**



**OFFICE OF THE
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
DRAUPADI GHAT, ALLAHABAD-14**

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TRANSMISSION AND NEW PPO NUMBERING SYSTEM**

Version 1.0

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Standard Operating Procedure for e-PPO: Generation, Transmission and new PPO numbering system

Introduction

1. The office of the PCDA (P) notifies all types of pensionary awards in respect of all ICOs and JCOs/ ORs of Army and Defence Civilians and also to their families through Pension Payment Orders (PPOs). Acute need was felt to digitize the entire process of receipt of pension claims, process of sanction of pension as well as transmission of PPO. The new system if implemented fully would eliminate delays at various levels and enhance satisfaction of all stake holders. A meeting was organized in the office of the CGDA on 15-05-2013 and a beginning was made to dis continue physical PPO. Important developments in this respect are listed in **Annexure-1**.

1.1 Following activities are involved in the existing process.

1.1.1 Action involved in Audit Section- Circulating a list of names and specimen signatures of all PPO signing officers for ensuing year to all PDAs in advance for verifying the genuineness of signature on the PPO issued by this office (Para 6.1, 6.2 of DPPI-2013 and para 5.2, 5.3 of Scheme for payment of defence pensioners by PSBs).

1.1.2 Obtaining PDA wise lists of PPOs issued on monthly basis, from concerned grants sections and send it to the respective PDAs for checking the PPOs received and payment made by them. This list was also utilized for auditing the first payment on receipt of pension payment scrolls from the PDAs. The list was generated by EDP Centre.

1.2 Action involved in Grants Sections-

- (i) Circulation of block of PPO numbers for each PPO series of different modules to all PDAs to check the range of PPO numbers (Para 4.5 of DPPI-2013).
- (ii) Receiving pension claims (in hard and soft copies) from ROs and PCDA (O) Pune, its audit and uploading of data on system. In case of Defence Civilian pensioners, only hard copy of pension claim is received in G1-Civil section and after audit; batches are prepared for handing over to the EDP Centre for on line data entry.
- (iii) Online processing of pension claims, generation of PPO, segregation of 6 copies of PPOs after removing carbon paper, signing of original and draft copy of PPO and affixing facsimile signature on other copies of PPOs. Apart from this substantial number of PPOs were also issued manually for the cases which were not covered under computerised projects/ modules.
- (iv) Embossing colour less seal on original copy of PPO.
- (v) Dispatching of PPOs to different agencies viz Record Offices / Head of Offices for checking and onward transmission to respective Pension Disbursing Authorities as well as pensioners. However in case of Commissioned Officers, PPOs are being sent directly to the PDAs and pensioners.
- (vi) Handing over of PPOs along with supporting documents to Record Section for binding and its preservation.

(vii) Manpower involved in different sections in the dispatch work of PPOs prior to implementation of e-PPO is exhibited in the following table-

Sl No	Section name	Number of individuals
1	Grants-1 Military	02
2	Grants-1 Civil	14
3	Grants-2 ORs including EDP M/S	11
4	Grants-3 Disability	07
5	Grants-4 PBORs Family Pension	04

1.3 Action involved in EDP Centre-

- (i) Providing hardware and software support in the entire office.
- (ii) Maintenance of data bases.
- (iii) Designing and procurement of pre-printed stationery of various types of PPOs.
- (iv) Procurement of printer consumables such as print ribbons and cartridges.
- (v) **Printing of PPOs.** These PPOs were printed on prescribed pre-printed stationery for different pension modules, such as PBORs-service, disability, disability element, family pension; ICOs-retiring, disability, disability element, family pension and Defence Civilians including NCC officers- superannuation (including other retiring pensions), family pension. For **pre-printed stationery** budgetary allocation during 2014-15, 2015-16 and 2016-17 was Rs **2667187/-**, **Rs 128066/-** and **Rs 926383/-** respectively. Expenditure on printer ribbons for LMP is not included in the above figure.
- (vi) Generating PDA wise lists of PPOs issued on monthly basis for use in Audit Section as mentioned at Para 1.1.2 *ibid*.

2. To accomplish all these processes involved in processing a claim presently it takes about two months. Mode of dispatch of PPOs to **PDA**s from this office / ROs /HOOs is **through post office**. In this process lot of time is consumed and sometimes, commencement of pension is delayed due to late receipt of PPO at the PDA end.

3. **Objectives in implementation of e-PPO**

3.1 To eliminate any delay in first payment and revision of pension.

3.2 Prompt, accurate and efficient creation / updation of database at CPPCs level.

3.3 To promote Digital India Programme of the Government leading to paperless transactions as far as possible in line with GOI e-Office initiative and Go Green India efforts.

3.4 To leverage existing Information and Communication Technology to render better and cost effective service to the customer.

4 **Issues involved**

4.1 To procure digital signature to all nominated SAO/AO/AAOs who are authorized to sign e-PPO.

4.2 Checking of authenticity of PPO received electronically at the PDA/Banks level.

4.3 Introduction of all numeric PPO number instead of alphanumeric numbers for further utilization in **e-accounting and e-audit** at PCDA (P) office. Also, new PPO number is to be allotted for all old pensioners.

4.4 Include security features in the e-PPO to avoid fake PPO/ duplicate PPO number generation.

4.5 To devise computer printable format of PPO (pdf format) in place of conventional paper PPO and write coding for pdf & xml data file.

4.6 Banks to create SFTP sites / connectivity at CPPC level wherein this office will transmit the pdf and xml data of e-PPOs.

- 4.7 To maintain directory of officers authorized to sign PPOs and update it on real time basis.
- 4.8 To prescribe format of MIS for effective management.
- 4.9 To evolve effective process to ensure non-payment in case of cancellation of an e-PPO.
- 4.10 To consider issue of a corrigendum PPO, in case of change of PDA by the Pensioner as per laid down procedure in Para 93 to 94 of DPPI-2013.
- 4.11 To create interface for accepting data received through SUVINAY:

Project **SUVINAY** is a web-based application to transmit pension claim documents (in soft copies) as well as pension claim data to the Pension sanctioning authority. This project will be hosted on DAD WAN. In SUVINAY the claim will be initiated at the level of the Record Office. The fields relevant to the ROs will be filled up and go through a three-tier verification process. On completion of the documents at RO level, the same will be forwarded to the concerned PAO, where the Pay details will be filled up. After filling up of Pay details (and verification through three-tier process), the document will be sent back to RO. The RO will print the completed data sheet sign, scan and upload the same. The complete claim and document set would then be forwarded to the PSA through the system, where it will be visible.

5. New System

Keeping in view the Govt. of India e-initiative and HQrs office directives in this regard, it has been decided to generate and transmit digitally signed e-PPOs instead of existing physical paper PPOs. It will ensure timely and correct payment of pension to the Defence Pensioners and enable PDAs in accurate submission of e-scrolls to this office. It has also been decided to send the e-PPOs in **pdf** format duly digitally signed to all PDAs with soft data of Original and Corrigendum PPO in **xml** file format to banks. It would minimize the data entry work of PDAs and facilitate them in updation of their data. By eliminating use of pre-printed computer PPO stationery substantial saving to the

tune of approximately Rs 15,73,000/- per annum on average would also be achieved. To achieve these goals, steps taken are described in succeeding paragraphs.

6 Generation and digital signing of e-PPO and xml data file

6.1 In the revised system, two important changes have been made.

- a) Instead of printed PPOs, soft copies of e-PPOs¹ in pdf format and xml data format are being generated.
- b) PPO numbering system has been changed from alphanumeric to numeric convention, which is described at Para-8.2 et seq.
- c) These e-PPOs (PDF) and XML data files will be signed digitally. Digital Signing Logic is given in **Annexure-2**.
- d) A Quick Response (QR) code is also generated and printed in the PDF format of the PPO at right hand side of the bottom of the page. From this QR code data can be extracted quickly by using a QR code reader.

6.2 Instead of dispatch of PPOs by post or courier e-PPOs (pdf and xml data file) will be sent to HOOs / ROs / PDAs through the SFTP connectivity or e-mail as detailed below-

- (i) ICOs-
 - a) PDA: SFTP connectivity.
 - b) Pensioner officer: e-mail
 - c) PCDA (O) Pune : e-mail/ CGDA Wan
 - d) Army HQrs. -AWAN through DPLC office in PCDA (P).
- (ii) PBORs-
 - a) PDA: SFTP connectivity.
 - b) R.O. through AWAN by DPLC office in PCDA (P).
- (iii) Defence Civilians-
 - a) PDA: SFTP connectivity.
 - b) HOO: e-mail

6.3 ROs / HOO on of receipt pdf format of e-PPOs will take printouts and send one copy to the pensioner and one copy to PDA for confirmation.

¹ Initial Coding for pdf & xml written by S/Shri Dhritiman Bhattacharya, AAO, Dinesh Kumar Maurya, Senior programmer hired through NICSI. Later on other programmers roles in coding for pdf & xml files are: Pradeep Mishra, AAO for G1 Civil, J K jaiswal, AAO for Family Pension and disability pension, R.P.Mishra, AAO, for PBORs service pension and Shahbaz Ahsan, AAO for ICOs.

- 6.4 In the changed scenario, following steps may be ensured at PCDA (P) level for security purpose to avoid payment on the basis of fake or fraudulent PPOs:-
- 6.4.1 **EDP Centre** will maintain directory of officers authorized to sign PPOs and update it on real time basis. They will share it with the Audit Section of this office and intimate the same secretly to the PDAs in advance.
- 6.4.2 Admin Section will provide the necessary information to the EDP Centre as and when any change takes place in the strength of PPO signing officer i.e. in case of procurement and issue of new DSC Token or revocation of any DSC Token.
- 6.4.3 The digital signature provided to authorised officers will not be used by them for any purpose other than assigned official use.
- 6.4.4 In case of transfer of any authorised signing officer out of the office, their token device for affixing digital signature should be taken back by **Admin** Section and simultaneous action be taken for revocation of the digital signature certificate. In case of unfortunate causality of any such authorised officer, the digital signature certificate will be immediately got revoked by contacting the issuing authority.
- 6.5 For checking of authenticity of PPO Number received electronically at the PDA/ Banks level, security features in the e-PPO is only digital signature, which will be verified by the banks/ PDAs by using public key of the signatory.

7. Methodology adopted in Modified System:

- 7.1 In the modified system, pension claims in the form of soft data / LPC-cum-Datasheet along with supporting documents would be received in this office from ROs / PCDA (O) / HOO. After exercising prescribed three tier audit checks at the level of auditor, AAO and SAO/AO, PPO signing officer SAO / AO will approve the PPO / Corrigendum PPO as hitherto fore. At this stage the data in the master will be frozen.

- 7.2 After approval of e-PPO, concerned SAO / AO will generate pdf and xml version of PPO and place them in a folder. PPO number will be generated by the system. However it will be ensured by the PPO signing officer that PPO number generated is numeric and as per detailed convention described in Para 8.3 et seq. In case any discrepancy is noticed in this regard the same should immediately be brought into the notice of the EDP & System Manager/ G.O. (I.T.), who will ensure the correction of the same and also take corrective measures through the concerned programmer for rectification of programming error.
- 7.3 Using the multi pdf signer tool, all pdf files present in a folder can be signed in one go. This will make the task of signing the PPOs much easier in comparison with the old system of signing 4/6 copies of paper PPOs.
- 7.4 To digitally sign the PPO, the PPO signing officer will use his own digital signature certificate token and login in it. He will select the required pdf and xml files in the folder and click on option button for digitally sign them.
- 7.5 These pdf and xml files will be uploaded on the server by clicking a button available on the screen with the AO /SAO. Samples of pdf format of e-PPO and xml format of data file are shown in **Annexure- 3 and 4** respectively. Description of xml tag is given in **Annexure- 5**.

8 Need for new PPO numbering system

- 8.1. During the process of computerization of Account / Audit Section's tasks, it had been felt that PPO series prevailing in the Office of the PCDA (P), which are about 110 in numbers are source of problems due to transcription errors in e-scrolls. PPO number is key field in e-accounting and e-Audit. Due to wrong PPO number being captured by PDAs, and old account number captured in our masters, it was not

possible to go for system accounting / audit. During the verification of genuineness of e-scroll cases with reference to Pension sanction master, huge number of mismatched cases were found, which were mainly due to wrong depiction of PPO series in e-scrolls. Some illustrative detail of number of mismatched cases for the period Jan' 2015 to Dec' 2017 is shown below.

Sl. No.	Month/ year	No. of banks	Total No. of PPO	Matched cases	Mis-matched cases
1	Jan' 2015	17	17,46,344	23,150	17,23,194
2	Jan' 2016	21	20,74,280	6,50,479	14,23,801
3	Jan' 2017	25	19,32,451	7,58,103	11,74,348
4	Dec' 2017	23	20,59,847	8,53,562	12,06,285

8.2. While dealing with banks to counter this problem only solution emerged was the change of PPO series from alphanumeric to numeric one. Thereafter study has been made by a committee and suggestions of HQrs received vide their letter No.5702/AT-P/PPP/Vol-II dt.12-07-2017 included in the scheme. Details of the normalization of PPO series in numeric form are laid down hereunder.

8.3. **New PPO numbering system**

8.3.1 **Format** for New PPO Number consists of 16(12+4) digits numeric field, which shall be generated and allocated to all pensioners / family pensioners through system. Out of these 16 digits, first twelve digits will remain unchanged for all future events like corrigenda and revisions etc. All corrigenda and revisions will be handled with the help of last four digits. In case of death of an individual in service, contingencies like division of family pension may arise, where more than one or two beneficiary may exist. For example two widows, child and parent in special/ liberalised family pension. For PSA each

No 2 & 3) for original PPO number. At the beginning of a calendar year this field should be initialized, so that further numbering can be started from 1.

8.3.6 **Coding for 13th & 14th digits (Pen type)**

This will be a variable first two digits part of the PPO number mentioned at 4 digit PPO suffix which shall be changed consequent to change in type of pension. Type of pension for PBOR, Commissioned Officers and Civilian pensioners/family pensioners have been codified and are appended herewith as **Annexure-8**. Codes for any further type of pension required in future shall be approved by PCDA (Pensions) Allahabad. All other PSAs will also be informed in order to maintain uniformity.

8.3.7 **Coding for 15th & 16th digits (Corrigendum PPO Number)-**

These two digits show the serial number of corrigendum PPO. In the case of Original PPO number, last two digits are '00' which will be replaced by 01 when first Corrigendum PPO will be issued. In case of Pre-16 revision these digits will be '99'. In case of Post-2016 pensioners, if corrigendum PPOs is already issued, number of latest corrigendum PPO number will be mentioned in the 15th & 16th column. For example if three corr. PPO was issued in old system, in case of corr. PPO in new e-PPO system '04' will be mention in the 15th & 16th place. Detail description of use of these two digits variable is shown in **Annexure-9**.

8.3.8 For accurate accounting and audit purpose, PDAs have been advised to make immediate modification in e-scrolls by inserting a new column no. 36 of e-Scroll, wherein the new PPO number containing 16 digits is indicated. In respect of those pensioners who have not been allotted new PPO number, pensioner ID (which consists of 15 digits) if available in original /corrigendum PPO may be captured and indicated in a different column (column no. 37 of e-Scroll). Circular Number C-

176 dated 18-12-2017 may be referred to in this regard. This has been done with a view to reduce identity mismatch cases and facilitate e-audit of payments being made.

9 E-PPO file naming convention: In the changed scenario it became very essential to have a definite file name for each and every PPO. By this file-name, a PPO can be stored in computer storage and identified by users. As per new convention the filename for each PPO will be a concatenated string in four parts each connected by “_” (underscore) and file extension will be “.pdf” or “.xml”. The same is described below-

9.1 **First three digit** prefix as described in under mentioned table –

Sl. No	Type of PPO	Defence Civilians	PBORs	ICOs
1	Original PPO	CSO	PSO	OSO
2	Corrigendum PPO	CSC	PSC	OSC
3	Family Original PPO	CFO	PFO	OFO
4	Family Corr. PPO	CFC	PFC	OFC
5	Revision PPO	7CR	7PR	7OR
6	Revision Corr. PPO	7CC	7PC	7OC

9.2 Next seven digits of the file name will be as per table below-

Sl. No.	Name of PDA	Codes to be used in file naming	Remarks
1	Bank	7 digits BSR code	As per <u>Annexure-10</u>
2	DPDO	00000 plus 2 digits DPDO code	As per <u>Annexure-11</u>
3	I.E. Nepal	0000091	

4	CPDS	0000092	
5	I.E. Bhutan	0000093	
6	Treasury	00094??	As per Annexure-13
7	Post Office	0000095	
8	PAO	0000096	
9	Director of Accounts Goa	0000097	
10	Finance Secretary Sikkim	0000098	

9.3 Next twelve digits of the file name will be PPO number.

9.4 Next four digits of the file name will be PPO number suffix.

Example: PSO_0004470_154201800555_0100.pdf
 PSO_0004470_154201800555_0100.xml
 (Total 33 characters)

10 Transmission of e-PPO and xml data file.

10.1 For secured transmission of e-PPO and xml data file, banks / PDAs have provided a secured channel to this office for uploading the e-PPOs to their server. Therefore, for Secured File Transfer Protocol² (SFTP/FTP), banks server and PCDA (P) server will be connected through internet by their Static IP address. This office will upload the e-PPO and data file in banks server by login to the banks portal/server.

10.2 Digitally signed e-PPOs (xml & pdf) received from various sections will be transmitted electronically to the CPPCs of banks and DPDOs by Transmission and Control group³ of EDP Centre as described hereunder-

10.2.1 Transmission of e-PPO to banks:

² S/Shri Nasim Ullah, the then SAO, Piyush Agarwal, SAO, Dhritiman Bhattacharya, AAO were instrumental in establishment of SFTP link with banks.

³ Shri R.K.Pandey, AAO is looking after this task.

10.2.2 EDP Centre will send digitally signed e-PPOs in PDF format and XML data files to the PDAs. Detailed procedure adopted by the EDP Centre and CPPCs of Banks is laid down in **Annexure-10**. File nomenclature would be as per Para 9 *ibid*.

10.2.2.1 **Acknowledgment of PPOs placed on banks SFTP Server.**

PNB has informed vide their e-mail dated 27-11-2014 that there will be two directories on their SFTP server "In_bound" and "out_bound". E-PPOs and data files will be pushed to in_bound directory. This directory will have **read and write** permission for our office. Another out_bound directory will have **read only** permission for our office and files successfully pushed to in_bound directory will be copied by their system into out_bound directory and acknowledgment can be pulled from this directory. This *modus operandi* may be followed in case of other banks also.

10.2.3 **Transmission of e-PPOs to DPDOs:**

E-PPOs for a DPDO will be placed through CGDA WAN, in a dedicated folder. File nomenclature of PPO files for DPDOs will be as per convention described in Para 9 *ibid*. For example -

7CR_0000091_413200800056_0199.pdf

7CR_0000091_413200800056_0199.xml.

Folder of e-PPOs for all DPDOs will be uploaded on CGDA WAN. Aashrya team of Head Quarters Office will make available these e-PPOs to the concerned DPDOs for further action.

10.2.4 **Transmission of e-PPOs to Indian Embassy Nepal:**

PPOs for pensioners who are drawing pension from IE Nepal will be sent to Defence Wing of the Indian Embassy Nepal on their e-mail ID roie.kathmandu@mea.gov.in. Only pdf format of digitally signed e-PPO will be sent. The IE Nepal after verification of digital signature will take print out of the same and will take further action on it.

10.2.5 **Transmission of e-PPOs to Treasuries:**

Print out of PPOs for pensioners, who are drawing pension from Treasuries, will be sent to concerned Treasuries as hitherto fore. Printed pdf files will be sent duly ink signed and embossed with

colourless seal. However a letter bearing No G1/C/0199/Vol II/Tech dated 12/03/2018 has been issued to Director of Treasuries of all states to provide their official email address created in .gov or .nic domain with a confirmation that same may be used for e-PPO dispatch. (On receipt of the e-mail IDs from them, e-PPOs related to Treasuries will also be sent to them through e-mail). Codes for Directors of Treasuries are given in **Annexure-13**.

11 First payment of pension on the basis of e-PPO:

The following checks should be observed before making payment for first time on new e-PPOs/ transferred Pension Payment Orders:

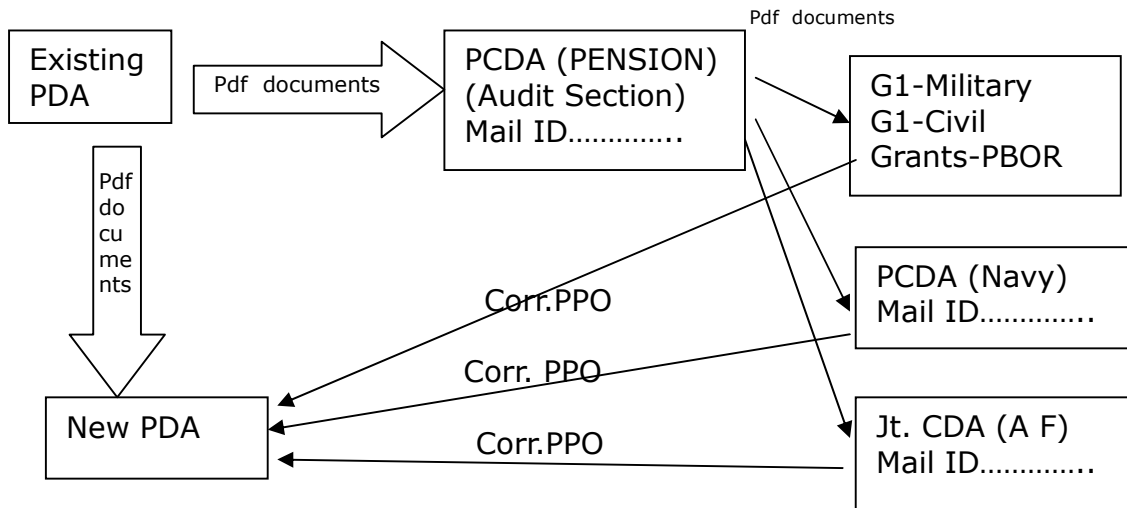
- 11.1 E-PPO has been received through authorised channel viz. SFTP in case of banks, CGDA WAN in case of DPDO and through e-mail on Government domain in case of other PDAs.
- 11.2 E-PPOs are digitally signed by authorized signatory shared with PDAs by this office.
- 11.3 Periodical list of fresh PPOs (monthly) have been received from Pension Sanctioning Authorities and Pension Payment Order (PPO) being actioned is found included in it.
- 11.4 To avoid any erroneous first payment of pensionary dues, a confirmation regarding discharge/ retirement from RO/ HOO to PDA is necessary. However in case of ICOs the exception report (extension/ promotion/ disciplinary action/ death before retirement) will only be provided by AHQ/ NHQ/ AFHQ to the concerned PSAs, who will in turn intimate the same to the concerned PDA by cancellation of PPO or other fastest mode of communication.
- 11.5 Method of proper identification of the pensioner is laid down in Para 58.4 (6) of DPPI-2013. In case of e-PPO, PDA should credit the amount of DCRG/ CVP/ Ex-gratia etc. on receipt of e-Jeevan-Pramanam (DLC) on the day of commencement of pension. In case a pensioner find it difficult to submit e-Jeevan-Pramanam (DLC), he should present himself/ herself before the PDA for proving his existence on the day of commencement of pension.

12 Cancellation of original e-PPO.

- 12.1 In the following contingencies original PPOs are being cancelled on receipt of information from ROs/ HOOs and PCDA (O) Pune-
- (i) Due to extension of service.
 - (ii) Due to death before retirement/ dismissal from service.
 - (iii) Due to death after retirement but before receiving of first payment.
- 12.2 As per existing procedure first payment is being made by the PDAs **on receipt of confirmation from ROs/ HOOs** in case of PBORs and Defence Civilians. This procedure may also be followed in cases of e-PPOs also.
- 12.3 Cancellations of e-PPOs are being made by issuing a corrigendum e-PPO mentioning in the body of e-PPO **“ORIGINAL PPO BEARING NO. IS BEING CANCELLED IN TOTO”**. Such e-PPOs should also being sent to the concerned PDAs in the same manner as original PPO.

13. Transfer of PDA.

- 13.1 As per procedure laid down in Para 93 to 94 of DPPI-2013, a pensioner can change his/ her PDA. For this purpose pensioner has to apply his/ her existing PDA on the prescribed format. On receipt of application on the prescribed format, PDA will send all the documents along with extract of payment register with a certificate thereon indicating the rate of pension and dearness relief and date up to which last paid inter alia mentioning the rates and amount of outstanding recoveries if any. Other procedures as laid down in Para 93 & 94 of DPPI-2013 are also being followed. Both the PDAs (transferor/ transferee) should invariably intimate such cases to the PCDA (Pensions) through Form-I and Form-II as laid down in Para 127 of DPPI-2013. Till now issue of corrigendum PPO was not mandatory on this account.



Schematic diagram for change of PDA

13.2 In the changed scenario of e-PPO, if data base of PSA is not updated with reference to PDA details, revision/ corrigendum PPO will not be transmitted to the correct PDA. Therefore on receipt of application form as per **Annexure-14**, following action will be taken by the Transferor PDA, transferee PDA and PCDA (Pensions).

13.2.1 **Action by transferor PDA:** Transferor PDA will scan the under mentioned documents and prepare PDF version-

- (i) Application form submitted by pensioner
- (ii) Photograph/ KYC documents
- (iii) Last pension certificate
- (iv) Extract of payment register
- (v) Nomination to receive arrears of pension
- (vi) Option and undertaking furnished by pensioner for medical allowance
- (vii) Descriptive particulars in case of PBORs and Defence Civilian pensioners
- (viii) Paper PPOs and all corrigenda PPOs (in old cases).

13.2.2 PDF version of e-PPO and above scanned documents will be sent to the PCDA (Pension) on the dedicated e-mail ID of Audit Section as mentioned in Para 13.2.4 (a) et seq. A copy of these e-mail attachments will also be given to the transferee PDA through SFTP or e-mail on Government domain.

Note: In case of change of paying branch within the same bank, action as suggested above should also be followed in order to update data base of the PSA.

13.2.3 **Action by transferee PDA.**

(a) On receipt of documents from the transferor PDA, all documents will be taken into account against the pension account opened by the pensioner. Payment of monthly pension will be started and recoveries/ arrears, if any, will be regulated accordingly.

(b) The transferee PDA will also watch for a corrigendum PPO and keep the same on his record as and when it reaches to them.

13.2.4 **Action at PCDA (P) level.**

(a) A **dedicated e-mail account** should be opened and operated by **Audit Section** of this office, wherein transferor PDA will send all the scanned documents through e-mail, along with pdf copy of e-PPO .

(b) After scrutinizing the e-mail, Audit Section will place them in five distinct folders meant for ICOs, PBORs, Defence Civilians, PCDA (Navy) and CDA (Air force), Subrato Park, Delhi Cantt. Out of these five folders, three folders pertaining to PCDA (P) will be shared with the concerned Grants Sections whereas data pertaining to PCDA (Navy) and CDA (AF) Subrato Park, Delhi Cantt would be forwarded to them through CGDA WAN/ e-mail and acknowledgement for the same would be watched for.

(c) As regards three folders meant for ICOs, PBORs and Defence Civilians, the concerned section will pull the data from their related folders and initiate action for notification of corrigendum PPO for changed PDA details. The Corr. PPOs will be transmitted to transferee PDA via SFTP/ secured channel.

(d) Audit Section will prepare a monthly report showing number of cases received in this regard and number of cases for which corrigendum e-PPOs issued by the concerned sections. The report should be submitted to the PCDA (P) for perusal.

14. Issue of duplicate PPO:

- 14.1 In the existing system duplicate PPOs are being issued to the PDAs on receipt of loss certificate from them. Duplicate PPOs are being prepared by typing with reference to draft copy of PPO available in binders of PPOs in this office.
- 14.2 In the changed scenario of e-PPO only digitally signed soft copy of the e-PPO are being sent to PDAs. So, the PDAs can print a number of copies as per their requirement. Therefore, there would not be any need to issue a physical copy of duplicate PPO.
- 14.3 However, in case of loss/ corruption of data PDA can ask for the same from PSAs giving details of required PPOs. On receipt of request through e-mail or by post, Transmission and Control group of PSAs will retransmit pdf version of those PPOs through the prescribed channel as mentioned in Para 10, *ibid*.
- 14.4 In case of demand of duplicate copies of old paper PPOs, existing procedure would be continued.

15. Management Information System (MIS):⁴

Necessary interface for creation of various MIS will be provided by the EDP Centre to SAO/AO in-charge of all operative groups. It has been decided vide office note No. EDP/01/MISC/2018 dated 09-01-2018, to generate the following MIS at present:

- i) A report (T1) will be printed by the Transmission Control Group (TCG) on daily basis which would indicate the PPOs transmitted to the PDAs for every operating section. TCG will forward the report to each operating section on daily basis. The operating section on receipt of this report will scrutinize the list on the same day and bring into the notice of the TCG if any PPO prepared and uploaded by the section till one day before has been left out for transmission to PDA by TCG. This report (T1) will be prepared as per the following format-

⁴ Shri Niranjana Kumar, IDAS, Addl CDA played guiding role in restructuring of EDP CENTRE and in deciding MIS in the revised system.

LIST OF PPOS WHICH HAVE BEEN UPLOADED TO THE EDP SERVER (T1)					
Name of Section			Date of Transmission		
Si no	PPO No.	PPO Suffix	File name of the file transmitted	Date of upload of e-PPO by operating Section to EDP	Remarks
1	2	3	4	5	6

ii) The following report will be generated by the system online by operative section:

a) **Section-wise and date-wise report of e-PPO:** The objective of this report is to capture status of transmission of all PPOs generated by a given section every day. This report would take the section name (viz. G2, G3, G1-M etc) and the date of master generation as inputs and generate the report (T2) in the following format.

Section wise report of e-PPO (T2)						
Section				Date of master generation		
Sl. No.	PPO type	No. of PPO generated	No. of PPO uploaded to EDP	No. of PPOs transmitted to PDAs	No. of PPOs uploaded but not transmitted to PDAs	No. of PPOs generated but not uploaded
1	2	3	4	5	6	7

ction will generate a daily report pertaining to PPOs finalised on the previous working day. All entries would be hyperlinked in T-2 and after clicking on the hyperlink list PPOs pertaining to the particular section will be displayed.

b) **List of PPO:** The PPO list to be generated on clicking hyperlinks as suggested in (b) above would be as follows:-

Format for PPO List of [Heading to be printed dynamically]*						
Name of Section				Date of master generation		
Sl. No.	CDR No.	PPO No.	Date of master generation	Date of PPO upload	Date of transmission	Whether first payment made(Y/N)

- List of PPOs generated- T3 (On clicking 3 in T2).
 - List of PPOs uploaded to EDP Server- T4 (On clicking 4 in T2).
 - List of PPOs transmitted to PDA- T5 (On clicking 5 in T2).
 - List of PPOs uploaded to EDP Server but not transmitted- T6 (On clicking 6 in T2).
 - List of PPOs generated but not uploaded to EDP Server- T7 (On clicking 7 in T2)
- iii) All sections will take a physical copy of Report T3 and preserve in a guard file. This will be submitted to the respective Group officers on daily basis.
- iv) In addition to above mentioned report operative group will also generate a list of PDA wise e-PPOs on monthly basis and provide it to Audit section for onward transmission through e-mail to the PDAs. The format of report will be as under-

Format for list of retiring/ service/ disability pensioner-

Name of PDA				for the month of		[Heading to be printed dynamically]*		
Name of Section				Type of Pensioner	ICOs/ PBORs/ Def. Civilian/ NPS			
Sl. No.	PPO No.	Name of pensioner	Date of commencement of pension	Date of transmission	Amount of DCRG (Rupees)	Amount of CVP(Rupees)	Amount of gross monthly pension	Amount of residual monthly pension

Format for list of family pensioner-

Name of PDA		for the month of		[Heading to be printed dynamically]*				
Name of Section				Type of Pensioner	ICOs/ PBORs/ Def. Civilian/ NPS			
Sl. No.	PPO No.	Name of pensioner	Date of commencement of pension	Date of transmission	Amount of death gratuity (Rupees)	Amount of Ex-gratia(Rupees)	Amount of enhanced rate of family pension	Amount of normal rate of family pension

v) **Role of Audit Section-**

- a) The Audit section will obtain from concerned Grant Section, the list of PDA wise e-PPOs on monthly basis and sent it to PDAs for taking action by them as per Para 58.4 (5) of DPPI-2013.
- b) The Audit section will scrutinize the 1st payment released by PDA on receipt of monthly pension payment e-scroll and update the audit master and also generate the report through the system as mentioned in para 13.2 (b) et.seq. On updation by Audit Section, a flag in the master about 1st payment will be shown / updated as well as in T-2 report.
- c) To check/ audit of first payment in respect of all new retirees and submit a monthly report with audit certificate that no fake pensioner has been detected.

16. Data Security:

- 16.1 A mirroring server may be installed in which all software and data will be backed up on real time basis. In case of failure of server in use, mirroring server may be utilised without interruption of work. HQRs office has issued instructions from time to time regarding security of data. These instructions should be followed. Some of these measures are mentioned in succeeding paragraphs.
- 16.2 Daily / Regular backup of data, data base and software loaded on Server will be maintained in EDP Centre.
- 16.3 One set of data backup on external hard disk, on weekly basis will be kept in safe custody in a separate building other than that in which

EDP Centre is situated.

- 16.4 A record of date of backup is to be maintained in a manuscript register, which will be submitted to GO (IT) on weekly basis.
- 16.5 **E-library** will be maintained by Transmission and Control group of EDP Centre. This group will monitor and maintain backup of all digitally signed e-PPOs (pdf and xml data files both). This library may be maintained year wise and operative group wise.
- 17 **Server Requirement:** In the new system almost all data will be received in this office in the form of scanned images. These image files will occupy huge disk space. Keeping in view the importance and retention period of data, which may be permanent, suitable storage server(s) may be installed.

18 Information System (IS) Audit:

- 18.1 At present payment of pension is being made by the agencies other than pension sanctioning authorities. There are many procedures laid down to check the genuineness of PPO and pensioner before making payment. Periodical audit of payment of pension by PDAs is also been carried out to see that correct rule and procedures are being followed by the PDAs.
- 17.2 In the changed scenario e-PPOs are being generated by this office and transmitted directly to the PDAs. Now CPDA is one of the PDAs functioning in this office also. If two important checks viz. confirmation of discharge/ retirement and verification of pensioner's existence on the first day of commencement of pension are not made mandatory, possibility of erroneous/ fraudulent payment cannot be ruled out.
- 17.3 Therefore in order to avoid any erroneous/ fraudulent payment due to insider and outsider players, Information System Audit (IS Audit) of pension sanctions and pension payment modules may be got done from competent agency such as NIC etc. Till this process is completed, existing procedure for payment of pension may be followed with the exceptions as narrated in Para-11 *ibid*.

Annexure-1

**Chronological developments in the process of implementation
of e-PPOs**

- (i) 15-05-2013-** during a meeting held in the CGDA office, it was decided that copy of PPOs i.e., e-PPO, digitally signed shall be sent to PDAs along with hard copies (Minutes of meeting dated 15-05-2013).
- (ii) 10-06-2013-** another meeting held with Secretary, ESW Ministry of Defence and bank representatives, it was suggested that sending of soft copy of the Original / Corr. PPOs (e-PPO) digitally signed to the Pension Disbursing Agencies would resolve the problem of delayed payment. It was also considered that transmission of soft copy of PPOs Data to PDAs specially banks would also resolve their data entry problem and will hasten the first payment of pension and revision of Pension by the respective PDAs. (CGDA letter NO. EDP/Project SANGAM/Pen Digitization dated 13-06-2013).
- (iii) 20-09-2013-** 20 number of e-PPOs in pdf format of ICOs were sent to SBI, CBD Belapur and PNB, Rajendra Place New Delhi to verify the efficacy of e-PPOs (letter No, EDP/120/MEIT/PA&A dated 20-09-2013). These PPOs were not digitally signed.
- (iv) 25-02-2014-** Three Digital Signature Certificates (DSC) were procured and the digital signing of PPO was successfully attempted using these certificates (letter No. EDP/01/MIS-CORR/Digitization dated 05-03-2014).

- (v)** 28-02-2014- digitally signed PPOs, firstly sent to SBI and PNB through e-mail on experimental basis.
- (vi)** 10-10-2014- SFTP user creation and modification form (Part-A & part-B) have been sent to SBI, GAD Navi Mumbai through e-mail and hard copy sent vide letter No. EDP/120/MEIT/P.A. & A. Dated 27-11-2014.
- (vii)** 27-11-2014- PNB has given access to their SFTP server vide e-mail dated 27-11-2014.
- (viii)** 01-10-2015-**Hon'ble** Raksha Rajya Mantri inaugurated project for transmission of e-PPOs in pdf and xml data file (without digital signature) to Public/ Private sector banks (D.O. letter No. EDP/ 120/MEIT/P.A. & A. Dated 18-12-2015 issued to all banks and their CPPCs for urgent implementation of the e-PPO module).
- (ix)** 11-05-2015 Parallel run for transmission of e-PPO & XML data file started with SBI.
- (x)** 22-12-2015- submission of approach paper regarding transmission of digitally signed e-PPOs to PDAs to Head Quarters Office and CDA(PD) Meerut for testing (DO letter No. EDP/120/MEIT/P.A.&A. Dated 22-12-2015).
- (xi)** 04-07-2017 Letter issued from PCDA (P) to H.Qrs. for finalization of PPO numbering methodology.
- (xii)** 12-07-2017 H.Qrs. letter No.5702/AT-P/PPP/Vol-II dt.12-07-2017 received in confirmation to the above.

- (xiii)** July' 2017- 7th CPC Revision e-PPO module started in respect of Defence Civilians pre-2016 retirees.
- (xiv)** 20-10-2017- PCDA (P) circular No. 588 dated 20-10-2017 regarding issue of e-PPO in respect of fresh retirees (ICOs and JCO/ORs).
- (xv)** 10-11-2017- it was decided that e-PPOs generated by PCDA(N) Jt.CDA(AF) New Delhi shall be transmitted to banks through the SFTP connectivity established by PCDA(P) Allahabad (CGDA letter No. 5700/AT-P/7th CPC/Vol-V dated 10-11-2017).
- (xvi)** 20-11-2017- security aspects suggested vide CGDA letter No. 5700/AT-P/7th CPC/Vol-V dated 20-11-2017.
- (xvii)** 20-12-2017- procurement of "PDF Signer multi user and multi IP based" tool (letter No. EDP/120/MEIT/P.A.&A. dated 11-12-2017).

➤ Dates of implementation of e-PPO in respect of various sections are shown in table below-

Sl. No.	Name of project	Month of commencement
1	Revision of pension/ family pension of Pre-2016 Defence Civilian retirees.	July' 2017
2	Commissioned Officers	Nov' 2017
3	PBORs	Nov' 2017
4	Defence Civilian	Jan' 2018

Digital Signing Logic

(A) Signing Algorithm

1. Generate xml string from data corresponding to new PPO or revision authority as the case may be.
2. Generate hash code for this string by subjecting this xml string to some hashing function like SHA1. This hash code will act as our message digest.
3. Sign this message digest with the private key of signer, which will result in signed message.
4. We need to send the following to the receiver as mandatory parameters.
 - XML data string (record itself)
 - Name of hashing function (SHA1 in this case)
 - Signed Message Digest
 - Public Key
 - Modulus
 - Exponent

(B) Verification Algorithm

1. Extract the record from xml file contained within the tags named <NEWPPO>
2. From this record extract all the elements with data as string, contained within the tags <DATA_BLOCK> and </DATA_BLOCK>, but do not include these tags in the string. Let us call this string as Data_String.
3. Subject this Data_string to hashing function which is mentioned in the XML record within the tags <HASH_FUNCTION> </HASH_FUNCTION>. Normally it is SHA1. If it is SHA1 then 40 character hash code will be generated. Let us call it as Message Digest MD_Str.
4. Extract Public_Key Modulus from <DSC_PUBLICKEY_MODULUS>
5. Extract Public_Key Exponent from <DSC_PUBLICKEY_EXPONENT>
6. Extract Signed Message Digest from <XML_SIGN>

7. Subject these three parameters for signature verification.

(i) Message Digest MD_Str

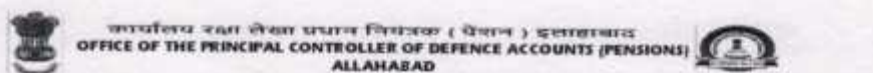
(ii) Signed Message Digest XML_Signature

(iii) Public Key

a. Modulus

b. Exponent

If it gets verified then data received is valid one.

Sample PPO Print out**Annexure-3**

OTHER RANKS (ARMY)			
PPO No.	PPO SUFFIX	Nature of Pension	Type of Element
154201900555	0100	SERVICE PENSION	NOT APPLICABLE

BASIC PARTICULARS

Name	SRINIVASAN K			Group	Y
Regimental No.	18319413K	Date of retirement	31-05-2018		
Rank Last Held	HAVILDAR	Net qualifying service	18/03/17 (YY/MM/DD)		
Non qualifying service	00/00/00 (YY/MM/DD)				
Date of birth	06/06/1979	Extension of Service	NO		
Date of Enrolment	12/02/1999	Date of Commencement	01/05/2018		
Record Office	M.E.G. BANGLORE	Absolute date of comm.	01/05/2018		
Pay Level	L05	Pay in Pay Matrix	38100	Composite disability (%)	000
Military Service Pay	5200	Classification Allowance	675	X Group Pay	0
				Referred to Emol. for Pen/Avg. Pay	43879

FAMILY PENSIONER PARTICULARS

Name of spouse/F.P.	S GOVINDHAMMAL	D.O.B	12/08/1982	Relation	WIFE
---------------------	----------------	-------	------------	----------	------

BASIC DETAILS OF PENSIONER/SPOUSE

PARTICULARS	PENSIONER	SPOUSE
Nationality	INDIAN	INDIAN
PAN No.	BCMPS1226F	
Aadhaar no.	656273130738	784700278102
Mobile/Phone no.	0917598571125	
e-mail id	ANANDR619@GMAIL.COM	
Pensioner Address	SE PETTAI, SE PETTAI (PO), GINGEE (TEH), VILUPPURAM (DIST), TAMILNADU, PIN-604152	

PENSIONARY DETAILS

Service Pension/Service Element Sanctioned Per Month(In Rs.)	21988 (TWENTY ONE THOUSAND NINE HUNDRED AND EIGHTY EIGHT ONLY)		
War Injury/Disability Element Sanctioned Per Month(In Rs.)			
Constant Attendance Allowance Per Month(In Rs.)	0 (NIL)		
Enhanced Rate of Ordinary Family Pension Per Month(In Rs.)	21988 (TWENTY ONE THOUSAND NINE HUNDRED AND EIGHTY EIGHT ONLY)		
Enhanced Rate of Ordinary Family Pension Applicability	The Enhanced Rate is payable for 7 years from the date following the date of death or upto 05/06/2044 whichever is earlier		
Normal Rate of Ordinary Family Pension Per Month(In Rs.)	13193 (THIRTEEN THOUSAND ONE HUNDRED AND NINETY THREE ONLY)		
Amount Commuted(S.E.)	10994	Residual Pension p.m (S.E.)	10994
Amount Commuted(D.E.)	0	Residual Pension p.m (D.E.)(In Rs.)	0
Capitalized Value of Pension (in Rs.)(S.E+D.E)	1200941 (TWELVE LAKH NINE HUNDRED AND FORTY ONE ONLY)		
Ex. Gratia Payment(In Rs.)	0 (NIL)	Medical Allowance(In Rs.)	0 (NIL)
Gross Ret. Qty.	ECHS	Demands	Net Retirement Gratuity to be paid (in Rs.)
575824	15000	0	560824 (FIVE LAKH SIXTY THOUSAND EIGHT HUNDRED AND TWENTY FOUR)
Gallantry Award(I)	Gallantry Award(II)	Gallantry Award(III)	Amount per month
			0 (NIL)

PDA - BANK

PDA NAME	PDA STATION	CPPC BSR CODE
STATE BANK OF INDIA		0004470
PAYING BANK NAME	PAYING BRANCH IFSC	BANK ACCOUNT No.
SBI ALAMPOONDI	SBIN0007500	20039682116
		CPPC ADDRESS
		1124 K K STREET VIRUGAMBAKKAM CHENNAI-600092

DETAILS OF DEPENDENTS

Sl.No	Dependents Name	Relationship	DOB	Aadhaar No.	Handicapped(Y/N)
1	RASIKA	DAUGHTER	18/01/2009	276074382353	N
2	S DEEPIKA	DAUGHTER	31/12/2010	218202612634	N
3				000000000000	
4				000000000000	

Copy to

- To The Chief Manager, CPPC, STATE BANK OF INDIA, 1124 K K STREET VIRUGAMBAKKAM CHENNAI-600092
- RECORD OFFICE M.E.G. BANGLORE
- HAVILDAR SRINIVASAN K



For Pr.C.D.A. (Pension)

Digitally signed by SANDHYA J T BASUMATARY
Date: 2018.05.10 18:06:51 IST

Annexure-4**SAMPLE XML PPO FILE**

```

<?xml version="1.0" encoding="UTF-8"?>
<data>
<record><organisation>54</organisation><personal_no>15319413K</persona
l_no><ppoNo>154201800555</ppoNo><ppoSuffix>0100</ppoSuffix><name_of_pe
nsioner>SRINIVASAN K</name_of_pensioner><date_of_birth>1979-06-
06</date_of_birth><date_of_enrolment>1999-02-
12</date_of_enrolment><date_of_commencement>2018-06-
01</date_of_commencement><net_qualifying_service>190317</net_qualifyin
g_service><rank_last_held>5</rank_last_held><acp>N</acp><group>Y</grou
p><nationality>I</nationality><basic_pension>21988</basic_pension><com
muted_pension>10994</commuted_pension><medical_option>N</medical_optio
n><echs_contribution>15000</echs_contribution><gallantary_award_amount
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12</jn_spouse_date_of_birth><jn_spouse_nationality>I</jn_spouse_nation
ality><jn_relation>W</jn_relation><jn_enhanced_family_pension>21988</j
n_enhanced_family_pension><jn_normal_family_pension>13193</jn_normal_f
amily_pension><pay_band>L05</pay_band><pay_in_pay_band>38100</pay_in_p
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mp>0</dis_element_temp><dis_element_life>0</dis_element_life><caa_amo
nt>0</caa_amount><dis_commuted>0</dis_commuted><cpsc_code>0004470</cpc
c_code><bank_ac_no>20039682116</bank_ac_no><bank_branch>ALAMPOONDI</ba
nk_branch><br_ifsc_code>SBIN0007600</br_ifsc_code><i_aadhar>6562731307
38</i_aadhar><i_mobile>0917598571125</i_mobile><i_email>ANAND9619@GMAI
L.COM</i_email><penadd>SE PETTAI, SE PETTAI (PO), GINGEE (TEH),
VILUPPURAM
(DIST)</penadd><pstatecode>TN</pstatecode><pincode>604152</pincode><sp
ouse_aadhar>754709278102</spouse_aadhar><dep_name1>RASIKA</dep_name1><
handicapped1>N</handicapped1><dep_relation1>D</dep_relation1><dep_date
Birth1>2009-01-
18</dep_dateBirth1><dep_aadhar1>276074382353</dep_aadhar1><dep_name2>S
DEEPIKA</dep_name2><handicapped2>N</handicapped2><dep_relation2>D</dep
_relation2><dep_dateBirth2>2010-12-
31</dep_dateBirth2><dep_aadhar2>219202612854</dep_aadhar2><dep_name3><
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00</dep_dateBirth4><dep_aadhar4>000000000000</dep_aadhar4><dep_name5><
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00</dep_dateBirth5><dep_aadhar5></dep_aadhar5><i_pan>BCMPS1226F</i_pan
><s_panNo></s_panNo><cpc>7</cpc></record>

```

```
<Signature_Node>
<Serial_No>00DBCE8</Serial_No>
<Signed_By>CN=SANDHYAJIT BASUMATARY,
SERIALNUMBER=08a39be0e0ca0bd7f8e745bdafbad01a924b935538c2d3a30faeb0e87
992f5d2,
OID.2.5.4.45=#03410030306261323630313962336134313833393662663232656234
6332386562666161353430316362646337366163356331303938643563373566326239
61356166, S=UTTAR PRADESH, PostalCode=211014, OU=DEFENCE ACCOUNTS
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LkcD5MPva44F/eS8SsGC+yzLapyip0I3pf/E9rwI5ZugBNauU7Vp/hLc/5A78t1kGgjRon
OI2ZgsEGulpluPA7+5pNe2SH+YZeLXi+kY6B2xGqX6sjvkxwafeA7LqgYtURrcDdZbrln
q4cerU/Gpz1NKZRT80/7B8H81KRv+1jKxhF2JQdUsQrOUvKjAD9ImE2CvvC+54pAwGmu0r
h8Vw==</Msg_Digest>
</Signature_Node></data>
```

Annexure-5**XML TAG DESCRIPTION OF E-PPO DATA FILE**

FIELD NAME	XML TAG
averagePay	average_pay
bankAccountNo	bank_ac_no
bankBranch	bank_branch
bankCode	bank_code
basicPension	basic_pension
caa	caa
capValue	capitalised_value
category	category
commPension	commuted_pension
compPerDis	comp_percent_disability
dElementCommuted	dis_commuted
dElementLife	dis_element_life
dElementTemp	dis_element_temp
disType	dis_type
echsContribution	echs_contribution
efp	jn_enhanced_family_pension
exGratia	ex_gratia_amount
galAwardAmt	gallantary_award_amount
gradePay	grade_pay
gratuity	gratuity_amount
linkBsr	cppc_code
medicalAllowance	medical_allowance
militaryPay	military_service_pay
nationality	nationality
nfp	jn_normal_family_pension
npa	non_practising_allowance
payInBand	pay_in_pay_band
pdaState	state
pdaStation	station
rankLast	rank_last_held
spouseDateBirth	jn_spouse_date_of_birth
spouseName	jn_spouse_name
spouseNationality	jn_spouse_nationality
corps	organisation
dateBirth	date_of_birth
dateCommence	date_of_commencement
dateEnrol	date_of_enrolment
demand	demand_outstanding
name	name_of_pensioner
netGratuity	net_gratuity
netQs1	net_qualifying_service

penId	pensioner_id
ppoNo	ppoNo
regNo	personal_no
withheld	withheld
classPay	classification_allowance
commutedPension	commuted_pension
galAward	gallantary_award_amount
groupPay	group_pay
medicalOption	medical_option
netQs	net_qualifying_service
caaAmt	caa_amount
payBand	pay_band
medical	medical_option
officehead	head_of_office
orggp	organisation
gpfno	personal_no
post_last	rank_last_held
roCode	organisation
acp	acp
grp	group
dp	dp
galAward1	gallantary_award_1
galAward2	gallantary_award_2
galAward3	gallantary_award_3
relation	jn_relation
AadharNo	Aadhar_number
emailId	email_id
handiChildName	handicapped_child_name
handiChildRelation	handicapped_child_relation
bankBsr	branch_bsr
dateAbs	date_abs
sex	gender
dpdoCode	dpdo_code
i_Aadhar	i_Aadhar
i_mobile	i_mobile
i_email	i_email
penadd	penadd
pstatecode	pstatecode
pincode	pincode
spouse_Aadhar	spouse_Aadhar
dep_name1	dep_name1
handicapped1	handicapped1
dep_relation1	dep_relation1
dep_dateBirth1	dep_dateBirth1
dep_Aadhar1	dep_Aadhar1
dep_name2	dep_name2

handicapped2	handicapped2
dep_relation2	dep_relation2
dep_dateBirth2	dep_dateBirth2
dep_Aadhar2	dep_Aadhar2
dep_name3	dep_name3
handicapped3	handicapped3
dep_relation3	dep_relation3
dep_dateBirth3	dep_dateBirth3
dep_Aadhar3	dep_Aadhar3
dep_name4	dep_name4
handicapped4	handicapped4
dep_relation4	dep_relation4
dep_dateBirth4	dep_dateBirth4
dep_Aadhar4	dep_Aadhar4
dep_name5	dep_name5
handicapped5	handicapped5
dep_relation5	dep_relation5
dep_dateBirth5	dep_dateBirth5
dep_Aadhar5	dep_Aadhar5
i_pan	i_pan
s_panNo	s_panNo
new_ppo_num	ppoNo
ppoSuffix	ppoSuffix
ppo_suffix	ppoSuffix
IFSCCode	br_ifsc_code

Annexure-6

Codes for first digit of PPO numbering (Type of service)

Service	Code
Army	1
Navy	2
Air Force	3
Civilian	4
NPS in r/o Civilian	5

Codes for 2nd & 3rd digits of PPO numbering (Organization code)

SI No	Name of Organization	Code
	Civilian Organization	
1.	Ordnance Factories	01
2.	Army Ordnance Corps (AOC)	02
3.	Military Engineering Services (MES)	03
4.	AOC (To be merged with 2 above)	04
5.	EME	05
6.	CAO	06
7.	Military Farms	07
8.	DGI	08
9.	Research & Development (R & D)	09
10.	Navy	10
11.	Air Force (AF)	11
12.	General Reserve Engineers Force (GREF)	12
13.	Defence Accounts Department (DAD)	13
14.	Miscellaneous	14
15.	PIONEER (to be merged with GREF at 12 above)	15
16.	Military Nursing Service (LOCAL)	16
17.	National Cadet Corps, Officers	17
18.	COAST GUARD	18
19.	Army Supply Corps	19
20.	Army HQrs	20

* Note: During the meeting held on 08-03-2018, presided by PCDA (P), following decision regarding organization code have been taken-

(a) Code Number 02 and 04 of AOC has to be merged in one as 02.

(ii) Code Number 12 and 15 of GREF has to be merged in one as 12.

a. The existing Code 04 and 15 exists in Data Base will remain unchanged.

Where ever Code Number 04 and 15 submitted by HOOs in input data, the same will be converted by software to 02 and 12 respectively.

For Commissioned Officers		
21	Regular Commissioned Officers	31
22	Military Nursing Service Officers	32
23	Territorial Army Officers	33
24	Army Medical Corps Officers	34
25	Army Dental Corps Officers	35
26	Remount and Veterinary Corps Officers	36
27	Emergency/Short Service Officers	37
28	Special Commissioned /Special List Officers	38

For PBOR		
29	Bureau of Sailors, Cheetah Camp, Mankhurd, Mumbai - 400088	48
30	Air Force Record Office, Subrato Park, Delhi Cantt - 110010	49
31	Records, Army Postal Service, Kamptte - 441001	50
32	Records, Armoured Corps, Ahmednagar - 414001	51
33	Records, The President's Body Guard, New Delhi	52
34	Records, Artillery, Nasik Road Camp, Nasik - 422102	53
35	Records, The Madras Engr. Group, Bangalore-560042	54
36	Records, The Bombay Engr, Group, Kirkee, Pune-411003	55
37	Records, The Bengal Engr, Group, Roorkee.	56
38	Records, Signals, Jabalpur-482001	57
39	Records, The Punjab Regiment, Ramgarh Cantt-829122	58
40	Records, The Madras Regiment, Wellington-643231	59
41	Records, The Grenadiers, Jabalpur-482001	60
42	Records, The Maratha Light Infantry, Belgaum-590009	61
43	Records, The Rajputana Rifles Centre, Delhi Cantt-110010	62
44	Records, The Rajput Regiment, Fatehgarh-209601	63
45	Records, The Jat Regiment, Bareilly-243001	64
46	Records, The Sikh Regiment, Ramgarh Cantt-829122	65
47	Records, Sikh Light Infantry, Fatehgarh - 209601	66
48	Records, The Dogra Regiment, Faizabad-224001	67
49	Records, The Garhwal Rifles, Lansdowne - 246155	68
50	Records, The Kumaon Regiment, Ranikhet-263645	69
51	Records, The Assam Regiment, Shillong-793007	70

52	Records, The Bihar Regiment, Danapore Cantt-801503	71
53	Records, The Mahar Regiment, Saugor-470001	72
54	Records, Air Defence Artillery, Nasik Road Camp, Nasik - 422102	73
55	Records, The Mechanised Infantry, Ahmednagar-414001	74
56	Records, 14 Gorkha Regiment, Subathu, Shimla Hills	75
57	Records, 58 Gorkha Regiment, Shillong-793007	76
58	Records, 39 Gorkha Regiment, Varanasi Cantt-221001	78
59	Records, 11 Gorkha Regiment, Lucknow-226001	79
60	Records, ASC (South), Bangalore - 560007	80
61	Records, ASC (AT), Gaya Cantt - 823005	81
62	Records, RVC, Meerut Cantt - 250001	84
63	Records, Army Medical Corps, Lucknow Cantt - 226002	85
64	Records, APTC, Pune - 441022	86
65	Records, Army Ordnance Corps, Sec'bad - 500021	87
66	Records, EME, Secunderabad - 500021	88
67	Records, Intelligence Corps, Pune - 411001	89
68	Records, CMP, Bangalore - 560025	90
69	Records, Pioneer Corps, Bangalore - 560006	91
70	Records, Army Education Corps, Panchmarhi - 461001	93
71	Records, Defence Security Corps, Mill Road, Cannanore - 670013	94
72	Records, The J & K Rifles, Jabalpur-482001	95
73	Records, The Para Regt., Bangalore-560042	96
74	Records, Brigade of the Guards, Kamptee-441001	97
75	Records, The Ladakh Scouts, Leh, Ladakh-194001	98
76	Records, The J & K Light Infantry, Hatt Chinar, Srinagar	99

Annexure-8**Codes for 13th & 14th digits of PPO numbering (Pension type)**

Sl No	Categorization of types of pension for PBOR	Pen type Code
1.	Service Pension	01
2.	Service Pension with disability element (release case)	02
3.	Service Pension with liberalized disability element (release case)	03
4.	Service Pension with war injury element (release case)	04
	Note: - PBOR of Regular Army, TA (without cut in pension), DSC (fresh recruits) and personnel of DSC who have opted to count former service in Army towards DSC service, shall be covered under SI No 1 to 4.	
5.	Service Pension DSC (with pension from previous service)	05
6.	Service Pension DSC (with pension from previous service) with disability element (release case)	06
7.	Service Pension DSC (with pension from previous service) with liberalized disability element (release case)	07
8.	Service Pension DSC (with pension from previous service) with war injury element (release case)	08
9.	Service Pension TA (with 5% cut in pension)	09
10.	Service Pension TA (with 5% cut in pension) with disability element (release case)	10
11.	Service Pension TA (with 5% cut in pension) with liberalized disability element (release case)	11
12.	Prorata pension for Permanent Absorbees who opt for 100% commutation	13
13.	Prorata pension for Permanent Absorbees who do not opt for 100% commutation	14
14.	Provisional Service Pension	15
15.	Gallantry Awards only	16
16.	Disability Element only (release cases)	17
17.	Invalid Pension	20
18.	Disability Pension (Invalidated out)	21
19.	Liberalized Disability Pension (Invalidated out)	22
20.	War Injury Pension (Invalidated out)	23
21.	Ordinary Family Pension to Spouse	30
22.	Ordinary Family Pension to Children	31
23.	Ordinary Family Pension to Parent, Brother/Sister	32
24.	Special Family Pension to Spouse	33
25.	Special Family Pension to Children	34
26.	Special Family Pension to Parent, Brother/Sister	35
27.	2 nd Life Award of Special Family Pension to Parent, Brother/Sister	36
28.	Liberalized Family Pension to Spouse	37
29.	Liberalized Family Pension to Children	38
30.	Liberalized Family Pension to Parent, Brother/Sister	39
31.	2 nd Life Award of Liberalized family pension to Parent, Brother/Sister	40
32.	Children Allowance	41
33.	Motherless rate of children Allowance	42
34.	Mustering Out Pension	85
35.	Special Pension	86

36.	Reservist Pension	87
37.	Monthly Ex-gratia payment to Reservists	88
38.	Monthly Ex-gratia payment to families of Reservists	89
39.	Adhoc Ex-gratia allowance to Burma Army pensioners	90
40.	Adhoc Ex-gratia allowance to families of Burma Army pensioners	91
41.	HKSRA pensioner	92
42.	J & K Militia pensioner	93
43.	Non Combatants (Enrolled)	94
44.	Jangi Inam / Jagir Allowance	95
45.	State Force pensioner	96
46.	Ordinary Family pension to State Force family pensioner	97
47.	Special Family pension to State Force family pensioner	98
48.	Liberalized family pension to State Force family pensioner	99

Sl No	Categorization of types of pension for Commissioned Officers	Pen type Code
1.	Retiring Pension	01
2.	Retiring Pension with disability element (release case)	02
3.	Retiring Pension with liberalized disability element (release case)	03
4.	Retiring Pension with war injury element (release case)	04
5.	Prorata pension for Permanent Absorbees who opted for 100% commutation	13
6.	Prorata pension for Permanent Absorbees who do not opt for 100% commutation	14
7.	Provisional Retiring Pension	15
8.	Gallantry Awards only	16
9.	Invalid Pension	20
10.	Disability Pension (Invalided out)	21
11.	Liberalized Disability Pension (Invalided out)	22
12.	War Injury Pension (Invalided out)	23
13.	Ordinary Family Pension to spouse	30
14.	Ordinary Family Pension to children	31
15.	Ordinary Family Pension to Parents, Brother/Sister	32
16.	Special Family Pension to spouse	33
17.	Special Family Pension to children	34
18.	Dependent Pension (Special) to Parents, Brother/Sister	36
19.	Liberalized Family Pension to spouse	37
20.	Liberalized Family Pension to children	38
21.	Dependent Pension (Liberalized) to Parent	40
22.	Children Allowance	41
23.	Motherless rate of Children Allowance	42
24.	Monthly Ex-gratia payment to Gentlemen Cadet	43
25.	Monthly Ex-gratia payment to families of Gentlemen Cadet	44
26.	Mustering Out Pension	85
27.	Special Pension	86
28.	Adhoc Ex-gratia allowance to Burma Army pensioners	90
29.	Adhoc Ex-gratia allowance to families of Burma Army pensioners	91

30.	HKSRA pensioner	92
31.	J & K Militia pensioner	93
32.	State Force pensioner	96
33.	Ordinary Family pension to State Force family pensioner	97
34.	Special Family pension to State Force family pensioner	98
35.	Liberalized family pension to State Force family pensioner	99

Sl No	Categorization of types of pension for Civilian/Defence Civilian	Pen type Code
1.	Superannuation Pension	01
2.	Superannuation Pension (Extended cases)	02
3.	Superannuation Pension (Late Entrant)	03
4.	Retiring Pension	04
5.	Retiring Pension (Declared Surplus)	05
6.	Retiring Pension (Voluntary Retirement Under FR 56K)	06
7.	Voluntary Retirement Pension	07
8.	Compulsory retirement pension	08
9.	Compensation Pension	09
10.	Compassionate allowance	10
11.	Disciplinary Pension	11
12.	Pro-rata Pension who opted for 100% commutation	13
13.	Pro-rata Pension who had not opted for 100% commutation	14
14.	Gallantry Award only	16
15.	Invalid Pension	20
16.	Disability Pension under category 'B' or 'C'	21
17.	Disability Pension under category 'D'	22
18.	Disability Pension under category 'E'	23
19.	Ordinary Family Pension to spouse	30
20.	Ordinary Family Pension to children	31
21.	Ordinary Family Pension to Parent, Brother/Sister	32
22.	Family Pension under category 'B' or 'C' to spouse	33
23.	Family Pension under category 'B' or 'C' to children	34
24.	Family Pension under category 'B' or 'C' to Parent, Brother/Sister	36
25.	Family Pension under category 'D' or 'E' to spouse	37
26.	Family Pension under category 'D' or 'E' to children	38
27.	Family Pension under category 'D' or 'E' to Parent, Brother/Sister	39
28.	Monthly Ex-gratia payment to CPF beneficiaries	88
29.	Monthly Ex-gratia payment to families of CPF beneficiaries	89
30.	Adhoc Ex-gratia allowance to Burma Civil pensioners	90
31.	Adhoc Ex-gratia allowance to families of Burma Civil pensioners	91
32.	Ex-gratia Lump –sum-compensation	92

New categorization of NPS in r/o Civilian/Defence Civilian

Sl. No.	Category	Pen type Code
1.	Retirement Gratuity	01
2.	Gallantry Awards only	02
3.	Invalid Pension	03
4.	Disability Pension under category "B" or "C"	04
5.	Disability Pension under category "D"	05
6.	Disability Pension under category "E"	06
7.	Ordinary Family Pension to spouse	07
8.	Ordinary Family Pension to children	08
9.	Ordinary Family Pension to Parent, Brother/Sister	09
10.	Family Pension under category 'B' or 'C' to spouse	10
11.	Family Pension under category "B" or "C" to children	11
12.	Family Pension under category "B" or "C" to Parent, Brother/Sister	12
13.	Family Pension under category "D" or "E" to spouse	13
14.	Family Pension under category "D" or "E" to children	14
15.	Family Pension under category "D" or "E" to Parent, Brother/Sister	15
16.	Ex-Gratia Lump-sum compensation	16

Scheme of codes to be utilized for corrigendum number (15th & 16th) place in new PPO numbering system

1. In the 16 digit PPO numbering system, 15th " and 16th " will make us available 100 numbers from 00 to 99.
2. Codes **01 to 49** will be used for corrigendum PPO specific to the individual.
3. Codes **50 to 99** will be used to denote specific kind of corrigendum.
4. For any further corrigendum PPO, next available number between **01 to 49** will be used.
5. At present 7th CPC corrigendum PPOs bear a number '**X99**' where **X is 14 digits array** generated on the lines of Pensioners ID as described in **Annexure-1** ante.
6. Any further corrigendum necessitated due to any reason for the same individual, a normal corrigendum with PPO number suffix with '**X01**' will be generated, if any other corrigenda PPO has not been issued till then. If a corrigendum PPO up to 'X02' is issued, in that case to notify the change in the 7th CPC PPO, the PPO number will be suffixed with '**X03**'. Subsequent corrigenda PPOs for the same individual will follow the same pattern from '**X04**', '**X05**' and '**X06**' so on up to '**X49**'.
7. Corrigendum number '**X50**' will be used when a family pension gets started in a jointly notified PPO. This will be done with the help of change statement provided by the PDA or on receipt of information about death of pensioner from family pensioner through HOO/ RO/ PCDA(O). On receipt of information from the PDA through

change statement/ e-Scroll, audit section will inform concerned operative section to initiate suo-moto action for issuing a corrigendum PPO duly notifying date of death of pensioner and mentioning code "50" in corr. Number field. In other circumstances i.e. on receipt of information about death of pensioner from family pensioner through HOO/ RO/ PCDA (O), operative group will issue a corrigendum PPO as stated above.

8. For notifying disability pension after notification of Service Pension, '**X51**' may be used. The above scheme is summarized with illustration as under:

- (i) For 7th CPC revision code '**99**' at 15th and 16th digits will be used. For any further corrigendum code will be '**01**'.
- (ii) For any major revision after 7th CPC say OROP-II in 2019, '**X98**' can be utilized. For next major revision, code '**X97**' will be utilized. In such revisions coding will always be done in **descending order e.g. 99, 98, 97, 96** and so on. At the time of next CPCs (8th CPC & onward), next lower number in the series will be taken for issuance of corrigendum for that CPC revision.
- (iii) Code '**X52**' may be utilized for change of pension type like DE to broad banding.
- (iv) Code '**X53**' may be utilized for change of pension type like OFP to SFP/LFP or SFP to LFP.
- (v) Code '**X54**' may be utilized for cancellation of PPO in events such as **extension in service**. Once a PPO of 54 series is generated, further corrigendum would not be allowed by system.
- (vi) Code '**X55**' may be utilized for subsequent division of family pension.

- (vii) Code '**X56**' may be utilized for issuance of corrigendum PPO in case of re-marriage of widow and continuance of pension at different rate.
- (viii) Code '**X57**' may be utilized for restoration of 1/3rd of commuted pension case of PSU Absorbee pensioners.
- (ix) Code '**X58**' may be utilized for revision of ex-gratia pension / family pension.

Thus Remaining unused numbers in the series 50 to 99 may be used suitably to meet necessities arising in future.

8. For accurate e-Accounting/ Audit, all PDAs will be asked to submit pension payment scrolls to this office in the 16 digit numbering system so that data analytic tools may be applied on such data to generate various MIS as required by the HQr/ MOD/ Parliament. (Authority PCDA (P) letter No. EDP/120/E-Audit/2017 dated 04-07-2017).

ANNEXURE-10**List of Bank Codes with CPPC Codes**

Sl No	Name Of Bank	Bank code	CPPC Station	CPPC Code
1	ALLAHABAD BANK	ALB	Lucknow	0212424
2	BANK OF BARODA	BOB	Delhi	0203244
3	BANK OF INDIA	BOI	Nagpur	0223222
4	BANK OF MAHARASHTRA	BOM	Pune	0231471
5	CANARA BANK	CNB	Bangaluru	0242962
6	CENTRAL BANK OF INDIA	CBI	Mumbai	0283760
7	DENA BANK	DEB	Jalgaon	0250361
		DEB	Jabalpur	0250591
		DEB	Mumbai	0251504
8	INDIAN BANK	INB	Chennai	0261721
9	INDIAN OVERSEAS BANK	IOB	Chennai	0272409
10	ORIENTAL BANK OF COMMERCE	OBC	Gurgaon	0361500
		OBC	Gurgaon	0361351
11	PUNJAB and SIND BANK	PSB	New Delhi	0370985
12	PUNJAB NATIONAL BANK	PNB	Lucknow	0306377
		PNB	Mumbai	0306378
		PNB	Jaipur	0306379
		PNB	Chandigarh	0306380
		PNB	Ludhiana	0306381
		PNB	Patna	0306382
		PNB	Chennai	0306383
		PNB	Kolkata	0306384
		PNB	Bhopal	0306385
		PNB	Delhi	0306386
13	STATE BANK OF INDIA	SBI	Navi Mumbai	0004464
		SBI	Gandhinagar	0004465

		SBI	Bangalore	0004466
		SBI	Bhopal	0004467
		SBI	Bhubaneshwar	0004468
		SBI	Panchkula, Chandigarh	0004469
		SBI	Chennai	0004470
		SBI	Guwahati	0004471
		SBI	Hyderabad	0004472
		SBI	Kolkata	0004473
		SBI	Lucknow	0004474
		SBI	Delhi	0004475
		SBI	Patna	0004476
		SBI	Thiruvananthapuram	0004477
		SBI	Jaipur	0029178
		SBI	Amarvati	0021519
14	SYNDICATE BANK	SYB	Manipal	0332440
15	UNION BANK OF INDIA	UBI	Mumbai	0293137
16	UNITED BANK OF INDIA	UTI	Kolkata	0311690
17	UNITED COMMERCIAL BANK	UCO	Nagpur	0322345
18	VIJAYA BANK	VJB	Bengaluru	0391167
19	CORPORATION BANK	COB	Mangalore	0351119
20	ANDHRA BANK	ANB	Hyderabad	0341400
21	ICICI BANK LTD	ICI	Mumbai	6390005
22	HDFC BANK LTD	HDF	Noida	0510645
		HDF	Greater Mumbai	0510062
23	IDBI BANK LTD	IDB	Chembur	6910218
		IDB	Greater Mumbai	6910695
24	UTI BANK LTD (AXIS)	UTB	Navi Mumbai	6360002

List of D. P. D. O. Codes**ANNEXURE-11**

D.P.D.O.	CODE	D.P.D.O.	CODE
CHANDIGARH	0000001	TRIVENDRUM	0000034
RED-FORT-1	0000002	QUILON	0000035
RED-FORT-II	0000003	AMRITSAR	0000036
BRAR SQUARE	0000004	KAPURTHALA	0000037
HYDERABAD	0000005	BATALA	0000038
SECUNDERABAD	0000006	LUDHIANA	0000039
PALAMPUR	0000007	MOGA	0000040
HAMIRPUR	0000008	JALANDHAR	0000041
DHARAMSALA	0000009	JAGRAON	0000042
YOL	0000010	PATIALA	0000043
MANDI	0000011	BHATINDA	0000044
SIMLA	0000012	ROPAR	0000045
KARNAL	0000013	HOSHIARPUR	0000046
AMBALA	0000014	FEROZEPUR	0000047
BHIWANI	0000015	SANGRUR	0000048
JHAJHAR	0000016	PATHANKOT	0000049
SONEPAT	0000017	GURDASPUR	0000050
GURGOAN	0000018	JAIPUR	0000051
ROHTAK	0000019	Chennai	0000052
NARNAUL	0000020	VELLORE	0000053
HISSAR	0000021	MEERUT	0000054
RIWARI	0000022	KANPUR	0000055
JAMMU-TAWI-I (AKHNOOR ROAD)	0000023	GORAKHPUR	0000056
JAMMU-TAWI- II	0000024	ALLAHABAD	0000057
JAMMU-CANTT (SHASTRI NAGAR)	0000025	Kolkata	0000058
UDHAMPUR	0000026	UNA	0000059
SRINAGAR	0000027	PATHANAMTHITTA	0000060
RAJOURI	0000028	JHUNJHUNU	0000061
LEH	0000029	DASUYA	0000062
BANGALORE	0000030	VISHAKHAPATNAM	0000063
ERNAKULAM	0000031	DEHRADUN	0000064
KOTTAYAM	0000032	SUBROTO PARK	0000065
TRICHUR	0000033	KANNUR	0000066

Transmission OF E-PPOs to banks

1. Process at PCDA (Pensions):

- b. At a scheduled time preferably on daily basis, all the e-PPO PDF files and data in XML format will be extracted from the database and placed in a folder assigned to each and every CPPC.
- c. Naming convention adopted for e-PPO file and e-PPO folder meant for banks is described as under-
 - (i) E-PPO file name has already been described at para 9 ibid. For example-7CR_0391167_413200800056_0199.pdf
7CR_0391167_413200800056_0199.xml
(Total 33 characters)
 - (ii) E-PPOs for a particular CPPC will automatically be sorted and placed in a folder. Nomenclature for this folder will be 7 digit CPPC code.
- d. At a scheduled time, all the files from the e-PPO folders will be pushed to SFTP site of banks.
- e. **Transmission and control Group** of EDP Centre will prepare a report on daily basis regarding e-PPOs received and uploaded. After its approval by the SAO/GO the same will be provided to the web site in-charge AAO for updating status on the web-site.
- f. The web site in-charge AAO after updating status on the web-site will make a suitable remark on the report and hand over it back to the originator AAO.
- g. The status information about the pushed e-PPO files (both pdf & xml) will be available on the website of PCDA (P).

2. Process at CPPCs.

- a. CPPC will receive the e-PPO in their SFTP folders.
- b. CPPC will verify the genuineness of the PPO by verifying the digital signature (on xml & pdf files) and check the QR code on the PDF file.
- c. CPPC will acknowledge through electronic media the receipt of number of e-PPOs along with list of e-PPOs on daily basis to this office.
- d. In case the e-PPO is genuine, CPPC will import the e-PPO files in their software systems for further processing.
- e. CPPC to make this data available to paying branches for further processing and updating by paying branches.

Files to be pushed to SFTP of CPPC:

S. No	Description	File Type	File nomenclature	Example
1	e-PPO	PDF	OFO_BsrCode_PPONO.pdf	OFO_0391167_413200800056_0199.pdf
2	Data file	XML	OFO_BsrCode_PPONO.xml	OFO_0391167_413200800056_0199.xml

Code for Directors of Treasuries
for e-PPO file nomenclature

SL NO.	Treasury State Name	CODE
1.	Jammu And Kashmir	0009401
2.	Himachal Pradesh	0009402
3.	Punjab	0009403
4.	Chandigarh	0009404
5.	Uttarakhand	0009405
6.	Haryana	0009406
7.	Delhi	0009407
8.	Rajasthan	0009408
9.	Uttar Pradesh	0009409
10.	Bihar	0009410
11.	Sikkim	0009411
12.	Arunachal Pradesh	0009412
13.	Nagaland	0009413
14.	Manipur	0009414
15.	Mizoram	0009415
16.	Tripura	0009416
17.	Meghalaya	0009417
18.	Assam	0009418
19.	West Bengal	0009419
20.	Jharkhand	0009420
21.	Odisha	0009421
22.	Chhattisgarh	0009422
23.	Madhya Pradesh	0009423
24.	Gujarat	0009424
25.	Daman And Diu	0009425
26.	Dadra And Nagar Haveli	0009426
27.	Maharashtra	0009427
28.	Andhra Pradesh (Before Division) (Non Operative For New Cases.)	0009428
29.	Karnataka	0009429
30.	Goa	0009430
31.	Lakshadweep	0009431
32.	Kerala	0009432
33.	Tamil Nadu	0009433
34.	Puducherry	0009434
35.	Andaman And Nicobar Islands	0009435
36.	Telangana	0009436
37.	Andhra Pradesh (New)	0009437

Annexure-14

Application form for change of Pension Disbursing Agency (PDA)

(To be submitted in duplicate by pensioner to transferor PDA)

To,
The

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Sir,

I opt to draw my pension through the new PDA as per details given below.

1. Particulars of pensioner:

- i. Name:
- ii. Original PPO Number:
- iii. Present bank account number:
- iv. Present address: -----

2. Particulars of new PDA:

- i. Name of PDA:
- ii. E-mail ID of CPPC*/ DPDO*/ Treasury*
- iii. CPPC code (in case of banks)
- iv. Branch from where payment is desired:
- v. IFS Code of the paying branch:
- vi. Pension account number (SB/ current A/C No.)

3. Specimen signature of pensioner:

1. ----- 2.----- 3. -----

Place:

Yours faithfully

Date:

(Pensioner's signature)

(*) Delete whichever is not applicable.