No: CPAO/DCA/e-revision/Pre-2006/2010/ 828-870
Central Pension Accounting Office
Department of Expenditure
Ministry of Finance
Trikoot-II, Bhikaji Cama Place
New Delhi-110066

Dated: 09 November, 2010

Office Memorandum

Subject: Software (e-Revision utility) for processing Pre-2006 pension cases

Reference is invited to Department of Pensions & Pensioners Welfare OM No. F.No.38/37/08-P&PW (A) dated 1st September, 2008 and O/o the Controller General of Accounts OM No. 1 (7)(1)/2008/TA/498 dated 19th November, 2009, which contained instructions regarding revision of pensions of Pre-2006 pensioners/ family pensioners to be carried out by the respected Ministries/Departments and Pay & Accounts Offices (PAOs) as per the VI Pay Commission recommendations.

2. In order to facilitate PAOs of Central Civil Ministries/Departments in revising Pre-2006 pension/family pension cases, O/o the Controller General of Accounts and CPAO has developed a software (e-Revision utility). This software is now made available to all PAOs of Central Civil Ministries/Departments, which can be downloaded by each PAO from the following URL: **http://164.100.12.149** using their e-Lekha login ID and Password.

3. A general 'Guidelines on e-Revision Authorities' is also enclosed for circulation to all PAOs.

4. It is requested that all the PAOs under your Ministry/Department may kindly be instructed to download the e-Revision utility and undertake necessary action.

— Sd —

(H.Atheli)
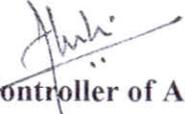**Deputy Controller of Accounts**

To

1. All Pr.CCAs/ CCAs/CAs (with independent charges)
2. Director of Accounts, Daman & Diu, Daman, Fort Area, Near Post Office, Moti Daman-396220
3. Sr. DAG (Admn. & A/cs.), O/o The Accountant General (Audit), AGCR Building, I.P.Estate, New Delhi-110002.
4. Director of Accounts & Budget, Andaman & Nicobar Islands Administration, Chief Pay & Accounts Organisation, Port Blair-744101.
5. Sr. Accounts Officer, President's Secretariat, Rashtrapati Bhawan, New Delhi-110004.
6. Pay & Accounts Officer, Lok Sabha Secretariat, Room No.302, Parliament House Annexe, New Delhi-110001.
7. Pay & Accounts Officer, Rajya Sabha Secretariat, Room No.212-A, Parliament House Annexe, New Delhi-110001.

8. Pay & Accounts Officer, Election Commission, Nirvachan Sadan, Ashoka Road, New Delhi-110001.
9. Secretary & Pr. PAO, U.T. of Lakshdweep (Pay & Accounts) Kavaratti-682555.

Copy for information to:
1. PPS to Controller General of Accounts
2. PS to Addl. Controller General of Accounts (SM), O/o Controller General of Accounts, 7th floor, Lok Nayak Bhawan, New Delhi.
3. PS to Addl. Controller General of Accounts (AN), O/o Controller General of Accounts, 7th floor, Lok Nayak Bhawan, New Delhi.
4. Jt. Controller General of Accounts (TA Section), O/o Controller General of Accounts, 7th floor, Lok Nayak Bhawan, New Delhi.
5. Dy. Controller General of Accounts (ITD Section), O/o Controller General of Accounts, 8th floor, Lok Nayak Bhawan, New Delhi.
6. Smt. Amita Gupta, Sr. Technical Director (NIC-CPAO), Central Pension Accounting Office, New Delhi. ― with the request to place the o.m. on website.
7. Shri Dipankar Sengupta, Technical Director (NIC-CGA), O/o Controller General of Accounts, 4th floor, Lok Nayak Bhawan, New Delhi.

(Deputy Controller of Accounts)

GUIDELINES ON e-REVISION AUTHORITIES

For Pay & Accounts Offices in Civil Ministries/Departments:

1. **Pre-requisites for processing the Pre-2006 pension revision cases:**

   a. Download the e-Revision Utility and the master database – *containing pensioner-wise basic details (as originally authorized by PAO and sent to CPAO)* from the following URL: **http://164.100.12.149**. PAOs are advised to refer to the User Manual "**6 CPC e-Revision of Pre-2006 Pension Cases (Detailed Procedure)"** to familiarize themselves with the features of the software.

   b. *Using the above utility and details PAOs should begin revising the pensionary entitlements as per the 6 CPC. The Annexure – III of the concerned pensioner/family pensioner or the current information received from the bank by the PAOs as per instructions circulated to the banks vide Department of Pensions & Pensioners' Welfare O.M. No. 38/37/08-P&PW (A).pt.1 dated 14-10-2008 and CPAO's O.M. No - CPAO/Tech/Nodal officers/Min/2009/304 dated 22-09-2009 respectively are enabling documents which would facilitate* the PAOs to have the current information; ascertain/verify the current pensioner/family pensioner who is drawing the pension/family pension and issue the revision authority in the name of the current pensioner/family pensioner with current and correct information such as bank branch and account number.

   c. For pension cases for which Annexure – III/ current information or relevant records have not been received, *the designated Nodal Officer in each Ministry/Department may correspond with the concern bank/department to obtain the same.*

   d. *There may be instances where the relevant information required to revise the pension* **such as name of the present bank wherefrom pension is drawn, bank code number (BSR Code) etc.** *may be received by the PAO directly from the pensioner/family pensioners or through their Head of Offices, in such cases PAOs may revise the pension without reference to the receipt of Annexure – III or the current information.*

As regards the information of date of birth of pensioner/ family pensioner, the provisions contained Dept. of Pensions & PW's O.M. No.38/37/08-P&PW (A) dated 21-5-2009 and subsequent instructions may be followed by PAOs.

2. **Processing of Pre-2006 pension revision cases**:
   a. **PAO will have to verify from the records of his office and ensure that the pension case pertains to his office.**
   b. Pay Band + Grade Pay; Date of Birth of Pensioner/Family Pensioner; Bank Branch, Correct Account number, BSR code of bank branch are all mandatory fields.
   c. PAOs shall review all the revision authorities issued for a pensioner/ family pensioner till date, before beginning to revise the pension as per 6 CPC recommendations. Facility to view the revisions authorized till date by the PAO is provided on the e-Revision Portal. The information on amendments available on the web portal is also to be verified with the office records.
   d. Any error detected in the existing amendments shall be set right by the PAOs in the current revision authority being processed through the e-Revision utility.
   e. PAOs are advised to refer to the Annexure –III or current information provided by the bank to enter the correct information relating to Bank branch, Account Number, BSR Code of the bank branch in the software (**Note:** Incorrect bank details may result in wrong/non- credit of pension).
   f. This information will be available in the Annexure –III or current information provided by the bank to the PAO.
   g. PAOs shall validate the BSR code provided by the bank **or individual** with the BSR code directory of CPAO. The BSR Code to be entered by the PAO would be that in the current information or Annexure-III- this would override the BSR Code mentioned in the database. In case after entry the BSR Code mentioned by the banks is not available in the BSR Code Directory of CPAO, the matter would have to be informed to CPAO for taking the matter up with the bank concerned.

h. The Dates of Birth/Retirement/Death of the pensioner/family pensioner wherever applicable are mandatory fields. PAOs must have these dates verified with the records available with them.

i. <u>Any pensionary benefit having financial value should be authorized with an effective date by the PAOs</u>.

j. PAOs shall be responsible for the correctness of revised pension calculation and the pensionary benefits to which the pensioner/family pensioner is entitled for and therefore all due diligence is to be exercised before uploading the text files and sending the Special Seal embossed, signed hard copy of it to CPAO.

k. <u>Finalized cases have to be uploaded and a hard copy of the revision authority with Special Seal embossed and signature of the authorized official must be invariably sent to CPAO</u>.

l. Any corrections can only be made if the PPO is reset in the system and the corresponding hard copy returned. The resetting of the in-correct PPOs would be done by CPAO.

m. Subsequent to the uploading of the finalized cases and sending of the hard copies of the same, if CPAO detects any error, both the soft copy and the hard copy would be returned. If the PAO detects any error, after uploading but before sending the hard copy of the revision authority – then a specific request has to be made to CPAO to reset the specific text file.

n. All requests for resetting of cases can be sent through email to the following e-mail ID: **dca-cpao@nic.in**. The confirmation of the resetting of the concerned PPOs by CPAO shall be communicated by a return email to the PAO.

o. The cases which have been reset and returned by CPAO, would have to be downloaded again by the PAOs and errors rectified. After which PAOs are to follow the step delineated at (j) above.

p. PAOs are required to regularly check the status of their finalized cases from the e-Revision portal.

q. *Life Time Arrears (LTA) cases would have to be authorized manually by the PAOs*.

For CPAO

1. **Processing of Pre-2006 pension revision cases**:

   a. CPAO will on a daily basis download all cases finalized by the PAOs. However, processing of the cases and authorization to the concerned banks will only be done on receipt of <u>a hard copy of the revision authority with Special Seal embossed and signature of the authorized official.</u>

   b. Separate decks and flags to segregate hard copies of the e-Revision authorities when received in CPAO to identify them from the pension cases received via the existing normal channels.

   c. Any case to be returned has first to be reset and then the hard copy returned to the PAO, till then it shall be shown as pending against CPAO.

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