

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 10236 /F,
FIN-TRY-MISC-0017-2016

Dt. 27.04.2022

OFFICE MEMORANDUM

Sub: Online generation and submission of drawal particulars of provisionally drawn retirement benefits such as provisional Pension, Gratuity & Commuted value of pension

The State Government have introduced the facility for submission of pension papers by the retiring/retired employees and processing of the same in online mode using electronic platform of IFMS vide Finance Department O.M. No. 32888/F, Dt. 13.11.2017. To make the process of disbursement of Pension along with retirement benefits faster, digitally signed electronic authorities of Pension Payment Order (PPO), Commuted Value of Pension (CVP) and Gratuity Payment Order (GPO) are being issued by the Pension Issuing Authorities (PIA) i.e. Principal Accountant General (A&E), Odisha and Controller of Accounts, Odisha w.e.f. 01.12.2020 and 01.04.2021 vide Finance Department O.M. No. 31016/F, Dt. 20.11.2020 and 1923/F, Dt. 19.01.2021 respectively.

2. In spite of the aforesaid improvement in pension processing, it is felt that there is still delay in disbursement of pensionary benefits. In most of the cases, the late payment in disbursement of first pension is due to delayed submission of drawal particulars of provisionally drawn retirement benefits by the Drawing and Disbursing Officer (DDO) to the concerned Treasury.

3. In the present system, when electronic pension authority is uploaded by the Pension Issuing Authorities in IFMS, the same is available in the login of the paying/ disbursing Treasury. After issuing the e-PPO, the Pension Issuing Authority also directs the Treasury Officer to draw and disburse the differential amount of Pension/ Commuted Value of Pension and Gratuity between the amount authorized and the amount of provisional pension / Commuted Value of Pension / gratuity paid under Rule-154 of Odisha Pension Rules 1977 & read with Rule 65 of (6) (i), (ii) of Sub-Rule 4 of revised Odisha Civil Services (Pension) Rules 1992.

4. Accordingly, the Treasury Officer requests the Head of Office where the pensioner has last served for submission of provisional drawal particulars in respect of Pension, CVP, Gratuity before disbursement of final pensionary

benefits. Such provisional drawal particulars are physically sent by the DDO of the Head of Office to the concerned Treasury where the pensioner/ family pensioner desires to draw his/her first pension under intimation to the pensioner and stops/discontinues further drawal of provisional pension.

5. The existing process of transmission of the drawal particulars towards provisional pension, CVP and Gratuity in physical form is purely manual and time consuming. Besides, due to non-availability of a standardized format for reporting, very often incorrect / incomplete information are received which causes inconvenience and difficulty to the pensioner/ family pensioner and payment^{of} authorities at the Treasury. Further, there is no tracking mechanism available for the pensioner / the Pension Issuing Authority/ Administrative Department to trace out the reasons for non-disbursement of final pension.

6. To ensure timely processing and disbursement of pension and to make the entire process starting from submission of pension application to disbursement of first pension to retired Government employees completely online, State Government have been pleased to introduce the facility for online submission of drawal particulars of provisional Pension, Gratuity & CVP by the DDO to the disbursing Treasury. Accordingly the necessary facility has been developed in IFMS-Odisha.

7. In the new process, once e-PPO/CVP/DCRG authorities are issued and uploaded by the Pension Issuing Authorities in IFMS, a facility for generation of draft drawal particular towards provisional Pension, Gratuity & CVP already disbursed to the retired employee will be made available in the DDO interface of IFMS, under intimation to the DDO through SMS on real time basis. Further, restrictions have been imposed in IFMS for processing any provisional drawal of the retired employee by the DDO once Authorities are issued. The DDO shall verify the system generated drawal particulars and forward the same, if found correct as per his records to the disbursing Treasury using his/her digital signature/e-sign. In case of any discrepancies/ less-reporting noticed in the system generated drawal particular, the DDO can also edit the pre-populated information before forwarding the same online. The drawal particulars approved in the DDO Interface of IFMS will be deemed to have been authenticated by the DDO. The Treasury Officer will record the Reference Id of the system generated drawal particular as the proof of the authentication made by the DDO in their records and register. The physical letter or intimation may not be insisted in such cases.

8. After receipt of the provisional drawal particulars online in IFMS, the Treasury Officer concerned will verify and start processing of disbursement of final pension. In case of any discrepancies noticed, the Treasury Officer may

revert the same to the DDO with specific remark for rectification and resubmission.

9. In its piloting phase i.e. from 1st January 2022 to 30th April 2022, all digitally/e-signed provisional drawal particulars submitted by the DDOs against digitally signed electronic authorities of PPO, CVP and Gratuity issued/ uploaded by the Pension Issuing Authorities during the period will be accepted at Treasury along with the existing manual process of submission. Necessary training and handholding support is being provided to the DDOs by the Treasuries during the pilot phase of its implementation.

10. Digitally /e- Signed drawal particulars processed through IFMS against the electronic authorities of PPO, CVP and Gratuity issued/ uploaded by the Pension Issuing Authorities shall only be accepted by the disbursing Treasury w.e.f. **1st May 2022**. In case of physical PPOs issued by the Accountant General (A&E), Odisha / Controller of Accounts, Odisha, the process for submission of drawal particulars will be made manually for the time being.

11. The detailed operating procedure for online submission of provisional Pension, Gratuity & Commuted Value of Pension drawal particulars in IFMS by the DDO to the paying/ disbursing Treasury is attached in "Annexure-I".

By order of the Governor



Principal Secretary to Government

Memo No. 10237 /F, dated 27.04.2022

Copy forwarded to PS to Hon'ble Minister, Finance & Excise for kind information of Hon'ble Minister, Finance & Excise.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10238 /F, dated 27.04.2022

Copy forwarded to All Departments of Government/ All Heads of Departments/All Revenue Divisional Commissioners/All Collectors for information and necessary action.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10239 /F, dated 27.04.2022

Copy forwarded to Principal Accountant General (A&E), Odisha, Bhubaneswar for information and necessary action.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10240 /F, dated 27.04.2022

Copy forwarded to the Director of Treasuries & Inspection, Odisha, Bhubaneswar/ the Controller of Accounts, Odisha, Bhubaneswar for information & necessary action.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10241 /F, dated 27.04.2022

Copy forwarded to Chief General Manager, State Bank of India, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar/ Regional Manager, State Bank of India, Bhubaneswar/ Berhampur/ Sambalpur/ Chief Regional Manager, United Bank of India, Zonal Office, 13, Forest Park, Bhubaneswar/Regional Manager, UCO Bank Building, 3rd Floor, C-2, Ashok Nagar, Unit-II, Bhubaneswar/ Regional Manager, Central Bank of India, 94, Janpath, Unit-III, Bhubaneswar/ Zonal Manger, Bank of India, Odisha Zone, Zonal Office, 98 Kharvel Nagar, Ground Floor, Keshari Talkies Complex, Bhubaneswar/ Regional Manager, Indian Bank, Regional Office, 117/118 Station Square, Bhubaneswar/ Chief Managing Director, Allahabad Bank, Regional Office, 3/1B, IRC Village, Nayapalli, Bhubaneswar/ Deputy General Manager, Andhra Bank, Zonal Office, M/14, Baramunda, Bhubaneswar/ Divisional Manager, Canara Bank, Red Cross

Bhawan, Sachivalaya Marg, Bhubaneswar/ Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheed Nagar Bhubaneswar/Deputy General Manager, Punjab National Bank, Circle Office, Deen Dayal Bhawan, 4th Floor, Ashok Nagar, Bhubaneswar/Regional Manager, Union Bank of India, Regional Office, 3/1A, Civic Centre, IRC Village, Bhubaneswar for information and necessary action.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10242 /F, dated 27.04.2022

Copy forwarded to all Officers / all Branches of Finance Department for information & necessary action.

Sprahan
27.4.22
Under Secretary to Government

Memo No. 10243 /F, dated 27.04.2022

Copy forwarded to State Head Portal, Secretariat with a request to upload the copy of the circular in Finance Department website (www.odisha.gov.in/finance).

Sprahan
27.4.2022
Under Secretary to Government

Memo No. 10244 /F, dated 27.04.2022

Copy forwarded to Director of Printing & Stationery & Publication, Odisha, Cuttack (deputydirectorpp@rediffmail.com) for information & necessary action with request to publish the Order in the Odisha Gazette and 02 copies to this Department.

Sprahan
27.4.22
Under Secretary to Government

Operating procedure for online submission of provisional Pension, Gratuity & Commuted value of pension drawal particulars in IFMS by the Drawing & Disbursing Officer (DDO) to the paying/ disbursing Treasury

Role of the
Operator (DDO
Establishment)

- i. Once the e-PPO is uploaded in IFMS by the Pension Issuing Authority, the same will be available with DDO (Operator/Approver) of the Head of Office, Pension Sanctioning Authority & the disbursing Treasury Officer irrespective of the fact whether the pension application has been processed in Online in IFMS / Offline mode.
- ii. An SMS alert will be sent from IFMS to the DDO of the Establishment, Pensioner, Head of Office and PSA. It will also be flashed in the Notice Board of the DDO (Operator/Approver Login).
- iii. All the uploaded e- authorities will be available in the concerned DDO interface login of the Operator. The Operator has to Login into IFMS, click on the "**ONLINE BILL SUBMISSION**" link. Then in the left side of the Navigation menu, the Operator will click on **PENSION** and will have **Provisional Drawal Particulars** as the Sub-Menu.
- iv. On clicking on the **Provisional Drawal Particulars** link, the Electronic PPOs will be viewed against which Provisional drawal particulars will be processed and forwarded to the Treasury through the DDO (Approver).
- v. The Name of the pensioner, GPF/ TPF number, the number of days pending can also be viewed at the Operator Login. The Operator will click on **View details** against the GPF/ TPF series of a particular employee.
- vi. The details of provisional drawal particulars as captured will be made available by the system (Format enclosed).
- vii. Based on the GPF series, the system will fetch (w.r.t. bill type-19, 28 & 31) all the payment made till date against that GPF number & series. The data will be segregated in three different categories like Provisional Pension Paid, Provisional Gratuity and Commuted Value of Pension (CVP).
- viii. The information fetched from the system will be in non-editable mode, except the IT-TDS column, where the concerned Operator will manually insert the figures against each month of deduction.
- ix. The Operator can add additional row against each category (Provisional Pension Paid, Provisional Gratuity and CVP paid) in case of any missing data or pensioner who have retired prior to implementation of e-disbursement. Before the Operator forwards the provisional drawal particulars to the Approver, a notification will be flashed to the Operator to add extra drawals in case of any omission / mismatch with the payment bill register.
- x. Once the DDO manually enters (if any) to the draft provisional drawal particular, she/ he can save the data and forward the same to the DDO Approver user for approval.
- xi. Totaling for IFMS entry as well as Manual entry will be done by the system under each category.

Role of the
Approver
(DDO
Establishment)

- xii. The DDO approver user can approve or revert the draft drawal particular. Once reverted, the same will be rolled back to the Operator login for rectification & resubmission.
- xiii. If reverted by the approver, the provision to update only the manually added rows will be available to the operator and she/ he can re-submit the same.
- xiv. In case of any wrong/ erroneous data fetched by the system, the DDO can book a call or send an email to DTICENTRALLOCATION@GMAIL.COM IFMS for necessary rectification/ modification.
- xv. Once e-PPO is uploaded in IFMS, the system will restrict the DDO from preparation of further provisional pension against the said GPF/ TPF account number & series.
- xvi. In case any provisional pension/ CVP/Gratuity bill is under process in IFMS, the DDO will not be able to prepare the drawal particulars. After completion of all pending under-processed bills against the GPF/ TPF account number, the system will allow to prepare and approve the drawal particulars.
- xvii. After approval, the DDO should sign the drawal particular using D-Sign/ E-sign and forward the same to the disbursing Treasury (auto-populated from system) online as well as issue the system generated drawal particulars with Letter No & Date to the Treasury Officer & Pensioner through post/ e-despatch.
- xviii. A link will be provided to the pensioner in the IFMS portal for downloading the e-authorities. From the same link the Pensioner's copy of the drawal particular will be available. It will be E/ D signed copy with reference number but without the physical letter no & date.
- xix. An SMS alert will also be sent to the pensioner/ family pensioner once the drawal particulars are approved by the approver of the Head of Office. Till such time, manual letter may be issued by the Head of Office to the Pensioner.
- xx. In case, the DDO is not able to approve for any technical reason with his/her D-Sign/e-Sign, the system will allow the user to download the system generated drawal particular and send the ink signed document manually to the Treasury. This should be taken on exceptional case. However, the DDO approver user will have to forward the provisional drawal particulars to the Treasury in IFMS without DSC.
- xxi. In case authorities (PPO/ DCRG/ CVP) are issued by the Issuing Authorities in phase manner or multiple times, the Provisional drawal particulars so issued in the system from the DDO Approver login will be final to the Treasury. The Treasury officer will not seek any further drawal particulars from the DDO establishment.
- xxii. The Bank account to which the last drawn salary/provisional pension has been credited with the IFS code will be reflected in the e-drawal particulars.

- xxiii. The drawal particulars will have a water mark on the body of the e-signed pdf.
- xxiv. The provisional drawal particulars will be available in the Login of the Treasury Officer/ATO/STO.
- xxv. Treasury Officer has to download the provisional drawal particulars through the "**Download approved drawal particulars**" button. If it is in order, then the Treasury Officer will click on the "**accept the drawal particulars**" button and process for final disbursement in IFMS.
- xxvi. The downloaded/ physically received drawal particular at the Treasury will be dairitised. All drawal amount related to pension, CVP, GPO will be entered under "**Classification details**" of the PPO entry page by the dealing Clerk. The final pension bill will be generated, approved by the TO/ ATO/ STO and disbursed to the beneficiary account after proper identification of the pensioner.
- xxvii. In future the system will facilitate auto fill up of Provisional drawal particulars in the pension module of IFMS to generate the final pension bills without the Treasury entering the information manually.
- xxviii. In case of any error, the Treasury Officer can click on the "Revert Drawal particulars" button for reverting it back to the initiating DDO with remarks. The reasons of revert will be selected from the drop down menu which are standardized remarks.
- xxix. In case of physical PPOs issued by the PIAs, the process for submission of drawal particulars will be made manually for the time being, till a defined process flow is not developed.
- xxx. Different reports like DDO/ Treasury wise successful/ pending list of drawal particulars will be available with the Head of Office, Pension Sanctioning Authorities, Accountant General, Controller of Accounts & DTI for monitoring.

Role of the
Treasury
Officer

FORMAT FOR SUBMISSION OF PROVSIONAL PENSIONARY BENEFITS

Name of the Head of Office:

Name of the Department:

DDO Code:

Provisional Pension Disbursing Treasury:

Reference ID:

To,

The Treasury Officer (Name of the Treasury/ Special Treasury/Sub-Treasury Officer)

Sub: Information on drawal of Provisional pensionary benefits in respect of Sri./Smt. _____ against GPF No. _____ Series _____

Madam/Sir,

With reference to the above noted subject, I am to submit herewith the detail drawal particulars in respect of the above named Pensioner/Family pensioner having Bank A/C: _____, IFS Code: _____ for information and necessary action.

**DSC/e-Sign of the DDO
with Designation**

Reference ID/

Memo No _____, Date _____

Copy forwarded to Sri/Smt/Kumari/Miss _____

_____ for information.

**DSC/e-Sign of the DDO
with Designation**

Provisional Pension

Reference ID

| SL. No | Month/ Year | Bill No./Date | Basic pension | D.R. (T.I.) | Income Tax (deduction) | Gross | Net | TV No. & Date |
|--------|-------------|---------------|---------------|-------------|------------------------|-------|-----|---------------|
| | | | | | | | | |

Provisional DCRG

Reference ID

| Bill No. | Date | Amount | Name of the Beneficiary (Retired Employee) | Bank account no | IFS Code | TV No. & Date |
|----------|------|--------|--|-----------------|----------|---------------|
| | | | | | | |
| Bill No. | Date | Amount | Name of the Beneficiary (legal heirs) | Bank account no | IFS Code | TV No. & Date |
| | | | | | | |

Provisional CVP

Reference ID:

| Bill No. | Date | Amount | TV No. & Date |
|----------|------|--------|---------------|
| | | | |

**DSC/e-Sign of the DDO
with Designation**

Provisional Pensionary Benefit

Name of the Head Office : Asst. Director of Treasuries and Inspection
Name of the Department : Finance
DDO Code : KRDFIN014
Provisional Pension Disbursing : Khurda District Treasury
Reference ID : 20211

To,

The Treasury Officer (Khurda District Treasury)

Sub : Information on drawal of Provisional pensionary benefits in respect of Sri./Smt. DASH MANOJ KU. against GPF No. 51858 Series GAO

Madam/Sir,

With reference to the above noted subject, I am to submit herewith the detail drawal particulars in respect of the above named Pensioner/Family pensioner having Bank A/C : 50100170573906, IFSC Code : HDFC0000122 for information and necessary action.

Reference ID / Memo No _____ Date _____
Copy forwarded to Sri/Smt/Kumar/Miss DASH MANOJ KU. for information.



DSC/e-Sign of the DDO
with Designation

DSC/e-Sign of the DDO
with Designation

Signature Not Verified

Provisional Pension

Reference 20211

| Sl. No. | Month/Year | Bill No./Bill Date | Basic Pension | T.I Income Tax | Gross | Net | TV No. & Date |
|---------|------------|--------------------|---------------|----------------|-------|--------|-----------------------|
| 1 | MAY - 2021 | 52 - 24/05/2021 | 26800 | 4556 | 0 | 31356 | 207184 - 02/06/2021 |
| 2 | JUN - 2021 | 83 - 25/06/2021 | 26800 | 4556 | 0 | 31356 | 20713579 - 30/06/2021 |
| 3 | JUL - 2021 | 126 - 27/07/2021 | 16080 | 4556 | 0 | 20636 | 2071722 - 30/07/2021 |
| 4 | AUG - 2021 | 163 - 23/08/2021 | 16080 | 4556 | 0 | 20636 | 2071679 - 31/08/2021 |
| 5 | SEP - 2021 | 207 - 27/09/2021 | 16080 | 4556 | 0 | 20636 | 20717264 - 30/09/2021 |
| 6 | OCT - 2021 | 232 - 27/10/2021 | 16080 | 7504 | 0 | 23584 | 20711876 - 30/10/2021 |
| 7 | NOV - 2021 | 269 - 25/11/2021 | 16080 | 7504 | 0 | 23584 | 20713621 - 30/11/2021 |
| Total : | | | 134000 | 37788 | 0 | 171788 | 171788 |



Provisional DCRG

Reference 20211

| Bill No. | Date | Amount | TV No. & Date |
|----------|------------|--------|----------------------|
| 95 | 01/07/2021 | 517374 | 2071125 - 02/07/2021 |

Provisional CVP

Reference 20211

| Bill No. | Date | Amount | TV No. & Date |
|----------|------------|---------|----------------------|
| 94 | 01/07/2021 | 1054076 | 2071121 - 02/07/2021 |

