

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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**No. 19753/F                      dated:- 03.07.2020**  
**FIN-TRY-MEET-0001-2017(Part-II)**

**OFFICE MEMORANDUM**

**Sub: Issue and delivery of Digitally Signed e-Authorities for pension, commutation, gratuity by Principal Accountant General (A&E), Odisha and Treasury Officer to the pensioner/family pensioner.**

Authorization of pension/family pension to the retired State Government employees or their family is made as per the provisions of Odisha Civil Service (Pension) Rules-1992. In the extant process, the application for pension is examined and sanctioned by the Head of Office (HoO) and Pension Sanctioning Authority (PSA) respectively. The Pension Sanctioning Authority submits the pension/family pension papers to the Principal Accountant General (A&E), Odisha for authorization of pensionary benefits. The submission of pension papers in the online mode using electronic platform of Integrated Financial Management System (IFMS) is already available and the detailed process for such submission have been notified by the Government in Finance Department vide Letter No. 32888/F Dated: 13/11/2017.

In the present system, pension authorities issued by the Principal Accountant General (A&E), Odisha such as Pension Payment Order (PPO)/Commuted Value of Pension (CVP)/Gratuity Payment Order (GPO) are physically transmitted from the office of Principal Accountant General (A&E), Odisha to the Treasury, Pension Sanctioning Authority and the pensioner. In this process, following difficulties are noticed:

1. Physical transmission leads to delay in final pension disbursement.
2. Possibility of loss of physical documents.
3. Difficulties in obtaining drawal particulars relating to provisional payment of retirement benefits.

Adhering to the principles of 5T and in an effort to ensure that pension payments are made timely to the retired employees and their families, arrangements have been made for issue of electronic Pension Payment

Order (e-PPO), electronic Gratuity Payment Order (e-GPO) and electronic Commuted Value of Pension Payment Orders (e-CVP) by the office of Principal Accountant General (A&E), Odisha for disbursement by Treasury Officers under the digital signature of the authorized officers. The new procedure will help in early disbursement of pension and easy retrieval and storage of pension documents for the pensioner. The detailed processes involved in issue, disbursement and handing over the Pension Payment Order (PPO) to the pensioner is outlined below:

### **Submission of pension application and sanction of pension:**

The Head of Office/Pension Sanctioning Authority would fill online application for pension and all the necessary column in the 'Pension Preparation' module of the IFMS along with uploading of mandatory attachments (like joint photograph, descriptive rolls, identification documents, OCS (P) form-5-A, History of Service, Statement of leave Accounts, loanee/non-loanee certificate, Specific NDCs, declaration under CSR 920(1) and 911, Departmental Data Sheet and e-Service Book) and should use Digital Signature Certificate (DSC) to authenticate the document. In this regard, Government in Finance Department O.M. No. 37122/F Dated: 01/11/2019 provides the detailed procedure.

Where e-service books have not yet been prepared or pension forms and service book are yet to be digitally signed, the ink signed copies of the pension papers processed in IFMS would be required to be sent for the time being to the O/o Principal Accountant General(A&E), Odisha along with the physical service book.

### **Part-I & II of the e-Pension Payment Order:**

Pension Payment Order (PPO) presently issued has 7 (Seven) different parts. Part-I & II of the PPO contains information provided by the Pension Issuing Authority (PIA). The information in rest of the parts of the PPO are recorded by the Treasury Officer under their seal and signature.

After thorough checking, cases where the required information and attached documents which have been downloaded are found to be in proper order, the O/o Pr. A.G (A&E) shall issue the digitally signed e-authorities i.e. Part-I & II of the PPO/FPPO/CVP/GPO and upload the .pdf copy of the authorities in respect of the retiring employee in IFMS as per the provision of IT Act 2000.

### **Part-III of the e-Pension Payment Order:**

Part-III of the present Pension Payment Order (PPO) provides space for the Treasury Officer to record the disbursement details relating to Pension, Gratuity, Commuted Value of Pension etc. In this part, the identification mark and signature /thumb impression of the pensioner is also recorded at the time of disbursement of first pension at the Treasury.

In the new process, the information relating to identification of the pensioner, actual date of disbursement of pension and retirement benefits namely PPO/CVP/GPO along with the amount and Treasury Voucher Number will be generated from IFMS under the digital signature of the Treasury Officer/IFMS server. This form will also contain space for the Treasury Officer to record any other observations relating to the fact whether pension/family pensioner is in receipt of any other pension. This part of the information will be recorded manually by the Treasury Officer, if the said information is not available in the system.

### **Part-IV of the e-Pension Payment Order:**

Part-IV of the Pension Payment Order (PPO) contains the information about revision of Pension/Family Pension/Dearness Allowance admissible to the pensioner. The above information would now be available from the Treasury portal or from the Treasury with digital signature of the Treasury Officer or the IFMS server. This part of the PPO can be downloaded by the pensioner or obtained from the Treasury from time to time as the need would arise.

### **Part-V of the e-Pension Payment Order:**

Part-V of the Pension Payment Order (PPO) contains information about the record of transfer of PPO from one Pension Disbursing Authority to another. A report in this regard will be available in the pensioners' corner of the IFMS portal for the pensioner to download or he/she can obtain the same from the concerned Treasury from time to time.

### **Part-VI of the e-Pension Payment Order:**

Part-VI of the Pension Payment Order (PPO) contains the information about periodical identification of the pensioner. Report will be available in IFMS in appropriate format in respect of periodical identification of the

pensioner which can be downloaded from the Treasury portal or can be obtained from the Treasury by the pensioner.

#### **Part-VII of the e-Pension Payment Order:**

Part-VII of the Pension Payment Order (PPO) provides for recording of the monthly pension disbursement details. This will now be available in the IFMS portal which can be downloaded by the pensioner. However, if so desired, he/she can obtain it from the concerned Treasury. The report generated from the portal will contain digital certification.

#### **Role and responsibility of Head of Office (HoO) and Pension Sanctioning Authority (PSA) in respect of e-Authority:**

As soon as Pension Authorities are issued by the office of Principal Accountant General (A&E), Odisha, intimation copies of PPO/GPO/CPO shall be made available to the Head of Office and Pension Sanctioning Authority in their respective logins in IFMS. They can download the same for reference.

**Head of Office of the retiring pensioner/family pensioner where provisional pensionary benefits have been drawn should prepare the drawal particulars and forward the same to the concerned Treasury Officer for facilitating final disbursement.**

IFMS is in the process of customizing its application to ensure that Part-I & II of the Authority will be available to the Treasury Officer only after the drawal particulars of the pensioners are furnished in the system by the Head of Office using his/her Digital Signature Certificate. This facility will help in early disbursement of pension and avoid inconvenience for pensioner/family pensioner. However, till such facility is available in the system, Head of Office will submit the drawal particulars of provisional retirement benefits sanctioned and paid to the pensioner to the Treasuries where the final disbursement will take place.

#### **Tracking of pension and payment processing:**

SMS will be sent to the pensioner, Head of Office and Pension Sanctioning Authority at each stage of processing of pension application. The pensioner can also download their copies of pension/commutation/gratuity authorities from the website of Principal A.G.(A&E), Odisha ([www.agodi.cag.gov.in/agodisha](http://www.agodi.cag.gov.in/agodisha)) by using the same login id and password as used for downloading GPF Statements at present.

The pensioners can also register afresh in the website of A.G. Odisha by providing necessary credentials to avail the facility.

#### **Intimation letter to the pensioner in the interim period:**

Along with electronic Pension Payment Order (e-PPO), physical copy with ink signed PPOs will be transmitted to the Treasury and intimation letter to the pensioner for an interim period until completion of parallel run i.e. upto **30th September, 2020**. The intimation letter for pension authorized to the pensioner/family pensioner will be dispatched in Registered post for production before the Pension Disbursing Authorities (Treasury Officer) for receiving payments during the interim period of parallel run. Alternatively the pensioner can also download the intimation letter through same process as followed for downloading the PPO/GPO/CPO.

#### **Role and responsibility of Treasury Officer in respect of electronic Pension Payment Order (e-PPO):**

After authorization of the pensioner, the Treasury Officer will download the e-Authority in Part-I & II and handover the same to the pensioner which is digitally signed by the authorized Accounts Officer from the office of Principal Accountant General (A&E), Odisha. The Treasury Officer will also download the id documents and specimen signature of the pensioner uploaded by Pension Sanctioning Authority and verified by the Pr. A.G. office. Part-III of the e-PPO can be provided to the pensioner after the payment is complete under the digital signature of the Treasury Officer. The pensioner may visit the Treasury to obtain the same after receiving the payment or can download it from the portal as per his/her convenience.

Since, the office of Principal Accountant General (A&E), Odisha will not provide the Pension Payment Order (PPO) Book containing forms in I to VII, Directorate of Treasuries & Inspection, Odisha will make necessary arrangement along with stationeries to be made available to the Treasury Officer to provide the print copies of the above forms, if required by the pensioner. **Annexures are enclosed.**

After the first payment is made, the information of such first payments made against each Authority (e-PPO/GPO/CPO) and also Treasury-wise list of first payments, would be made available in IFMS to the A.G. office. The same can also be downloaded in excel/csv format. Regarding revalidation of Authorities on becoming time-barred, manual correspondence as done, at present, would be resorted to, until a time provision is made in IFMS for

electronic correspondence between the Pr. A.G. office and the Treasuries which is under development. Requirement of any correction in the electronic authority would also be dealt, for the time being as per existing practice. Similarly, when an e-authority is required to be cancelled in the Pr. A.G. office, the Treasury Officer should download a copy of the e-authority, with a cancellation stamp along with last payment information on the body of the authority and send the same to the Pr. A.G. office through post for cancellation, as per the prevalent practice. A copy of such correspondence, preferably digitally signed, would be sent to the Pr. A.G. office by the Treasury Officer(s) through official email. While sending such request for cancellation, the Treasury Officer would disable the PPO through an option in IFMS, so that the same PPO cannot be utilized for any further payment. Required modification, to make all such correspondences through electronic mode in IFMS, between Treasury office and AG office, are being undertaken.

### **Exceptions**

The above notification is not applicable to pension cases relating to MLA/High Court Judges/ Freedom Fighters/ pension payable at CPAO New Delhi/ Outgoing Special Seal Authorities/ Pro-rata pension/pension cases received offline etc. and in those cases, the present practice of issuing physical PPO would continue, until further orders.

### **Date of Implementation:**

The PPO/FPPO/GPO/CVP Authorities will be electronically issued under the digital signature of the Authorized Officer of Principal Accountant General (A&E), Odisha on pilot basis from 1st July, 2020 and would run parallel to the existing system for three months. After completion of the pilot period of three months i.e. w.e.f.30th September, 2020, only the digitally signed e-Authorities received by the IFMS-Odisha would be honored.

### **Amendment of Treasury Code, OCS Pension Rules-1992:**

The provisions contemplated in the Odisha Treasury Code, Vol-1 and OCS Pension Rules-1992 and elsewhere in the said Rules or any other Rules stand amended to the extent as mentioned in the aforesaid Memorandum.

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**Principal Secretary to Government**