

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 1923 /F., Dated 19.01.2021

PT2-FIN-TRY-MEET-0001-2017

OFFICE MEMORANDUM

Sub: Issue and delivery of Digitally Signed e-Authorities for pension, commutation and gratuity by Controller of Accounts, Odisha, Bhubaneswar to the Treasury Officer and to the pensioner/family pensioner.

Authorization of pension / family pension to the retired Government / Aided / Urban Local Bodies employees or their family is made as per the provisions of Odisha Civil Service (Pension) Rules-1992, Odisha Aided Educational Institutions Employees Retirement Benefits (OAEIERB) Rules 1981 read with Executive Instruction issued vide Letter No. 11931/EYS, Date 21.03.1983 and the Odisha Municipal Employee's Pension Rules, 1989. 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 Controller of Accounts (CoA), Odisha for authorization of pensionary benefits.

In the present system, pension authorities issued by the Controller of Accounts, Odisha such as Pension Payment Order (PPO) / Commuted Value of Pension Order (CPO) / Gratuity Payment Order (GPO) are physically transmitted from the O/o the Controller of Accounts, Odisha to the Treasury, Pension Sanctioning Authority and the pensioner. In this process, following difficulties are noticed:

- a. Physical transmission leads to delay in disbursement.
- b. Possibility of loss of physical documents.
- c. Difficulties in obtaining drawal particulars relating to provisional payment of retirement benefits.

Adhering to the principles of 5T and in an effort to ensure timely pension payments to the retired employees and their families, appropriate 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-CPO) under the digital signature of the authorized officers of the O/o Controller of Accounts, Odisha. The new procedure will help in early disbursement of pension and easy retrieval and storage of pension documents for the pensioner. The detailed process involved in issuance, disbursement and handing over of the Pension Payment Order (PPO) to the pensioner is outlined below:

Urgent
Jt. C.A.
ACA - gkl
Day 29/1/21

Submission of pension application and sanction of pension:

The Pension Sanctioning Authority sends the proposal with the ink signed copies of the pension papers like joint photograph, descriptive rolls, identification documents, OCS (P) Form-5-A, History of Service, Statement of leave Accounts, Loanee /Non-Loanee Certificate, Last Pay Certificate, Specific NDCs, certificates regarding pre-conditions of the educational institutions the pensioner has served, declaration under CSR 920 (1) and 911 and Service Book etc.

However, after the operationalization of electronic submission of pension application forms, all information shall be submitted electronically by the Pension Sanctioning Authority. Till such time, the existing system of physical submission of information will continue.

In addition to the existing document and information, the Head of the Office/the Pension Sanctioning Authority is also required to mention the GPF Account number and Mobile Phone number of the pensioner in the forwarding letter to facilitate intimation through SMS to the pension applicant and others.

E-Pension Payment Order (Part-I & II), e-Gratuity Payment order & e-Commuted value of pension Payment order:

Pension Payment Order (PPO) 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 is recorded by the Treasury Officer under their seal and signature.

The O/o Controller of Accounts, Odisha shall issue the digitally signed e-authorities i.e. Part-I & II of the PPO/FPPO, CPO & GPO and upload the pdf copy of the above e-authorities in IFMS portal.

Part-III of the e-Pension Payment Order:

Part-III of the 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/FPPO, CPO, GPO along with the amount and Treasury Voucher Number will be generated from IFMS under the digital signature of the Treasury Officer/IFMS server and till such time the above functionality is developed in IFMS, Disbursing Treasury Officer will put his ink signature in the document downloaded from IFMS portal containing

Part-III of the PPO and hand over a copy to the pensioner and keep the original in the Disbursement record.

This part will also contain space for the Treasury Officer to record any other observations relating to the fact whether pensioner/family pensioner is in receipt of any other pension. The above information will be recorded manually by the Treasury Officer, till this is made available in IFMS.

Part-IV of the e-Pension Payment Order:

Part-IV of the PPO contains the information about revision of Pension/Family Pension/Dearness Allowance admissible to the pensioner. The above information will be available from the Treasury or Treasury portal with digital signature of the Treasury Officer or IFMS server and till such time Digital signature is implemented the above information will be recorded manually by the Treasury Officer with the his / her ink signature.

Part-V of the e-Pension Payment Order:

Part-V of the PPO contains information about the record of transfer of the 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 PPO contains the information about periodical identification of the pensioner maintained by the concerned Treasury. Report will be available in the 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.


Part-VII of the e-Pension Payment Order:

Part-VII of the PPO provides for recording of the monthly pension disbursement details. Monthly pension disbursement detail will 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.

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

As soon as e-Authorities are issued and uploaded in IFMS by the O/o the Controller of Accounts, Odisha, the Pension Sanctioning Authority

Handwritten signature

 download / view the e-authorities in their respective logins in IFMS portal.

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

Tracking of pension and payment processing:

SMS will be sent to the pensioner after processing of Pension application. The pensioner can also download their copies of e-authorities from the website of Controller of Accounts, Odisha (www.caodisha@nic.in) or Odisha Treasury website(<https://www.odishatreasury.gov.in/portal/>) by using their GPF Account number or Mobile number through OTP verification.

Date of Implementation:

The e-Authorities will be issued electronically under the digital signature of the Authorized Officer of the O/o the Controller of Accounts, Odisha on pilot basis from the date of this Notification and will run parallel to the existing system. After completion of piloting, digitally signed e-Authorities will only be issued w.e.f. **1st April, 2021.**

Electronic Pension Payment Order (e-PPO), electronic Gratuity Payment Order (e-GPO) and electronic Commuted value of Pension Payment Orders (e-CPO) issued during the testing of software i.e w.e.f. 01.01.2021 are deemed to have been issued as per the provisions of this Office Memorandum.

Intimation letter to the pensioner in the interim period:

Along with e-authorities, ink signed physical authorities will be transmitted to the Treasury and intimation letter to the pensioner for an interim period until completion of parallel run i.e. up to **31st March, 2021.**

During parallel run period, pensionary benefits shall be disbursed only against physical ink signed copy of authorities received by the Treasury Officer. During the payment processing, the Treasury Officer will download the e-authorities and keep it in the same file where the physical authorities are kept in order to avoid double drawal.

The intimation letter to the pensioner regarding authorization of pension/family pension 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.

Role and responsibility of Treasury Officer:

After authorization of the pension, the Treasury Officer will download the e-Authority in Part-I & II for further processing.

The Treasury Officer will also refer the identification documents and specimen signature of the pensioner physically forwarded by the O/o the Controller of Accounts, Odisha before the final disbursement.

Part-III of the e-PPO will be provided to the pensioner after the payment is complete under the digital/ink-signature of the Treasury Officer. The pensioner may visit the Treasury to obtain the same after receiving the payment or can download the same from the portal as per his / her convenience.

Since the O/o the Controller of Accounts, Odisha shall not provide the Pension Payment Order (PPO) Book containing PART-I to VII, the 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.

After the first payment is made, the information of such first payments made against each Authority and also Treasury-wise list of first payments, would be made available in IFMS to the O/o the Accountant General (A&E) and O/o the Controller of Accounts. The same can also be downloaded in excel/csv/pdf format.

Authorities which are not encashed (unpaid) during its validity period may be returned to the O/o the Controller of Accounts for revalidation through manual correspondence till an electronic facility for such activity is made available. Requirement of any correction in the electronic authority will also be dealt with, for the time being, as per existing practice.

Similarly, when an e-authority is required to be cancelled by the O/o the Controller of Accounts, Odisha, the concerned Treasury Officer shall provide the last payment made against the particular authority and write in red ink "**cancelled / closed**" on the body of the e-authority and send them to O/o the Controller of Accounts through post for closure / cancellation of the same. While sending such request for cancellation, the Treasury Officer will 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 Controller of Accounts, Odisha, is being undertaken.

Amendment of Treasury Code, OCS Pension Rules-1992 and other relevant Rules:

The provisions contemplated in the Odisha Treasury Code, Vol-1 and OCS Pension Rules-1992, OAEIERB Rules 1981 read with E.I. issued vide Letter No.11931/EYS, Date 21.03.1983, and Odisha Municipal Employee's Pension Rules, 1989 (ULB) or elsewhere in the said Rules or any other Rules stand amended to the extent as mentioned in this Memorandum.

By order of Governor,

J. Phok
18/11/2021

Principal Secretary to Government

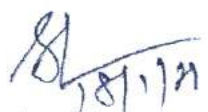
Memo No. 1924 /F., dtd. 19.01 .2021

Copy forwarded to Secretary to Governor, Odisha/5-T Secretary, O/o Chief Minister, Odisha / OSD to Chief Secretary, Odisha /all Departments of Government/ All Heads of Departments / All Collectors & District Magistrate / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/Director, Revenue Institute Training Institute, Odisha, Bhubaneswar/ Principal, Secretariat Training Institute, Bhubaneswar/ Principal, Odisha Shorthand & Typewriting Institute, Bhubaneswar/ Manager Reserve Bank of India, Public Accounts Department, Bhubaneswar for information and necessary action.


Under Secretary to Government.

Memo No. 1925 /F., dtd. 19.01 .2021

Copy forwarded to the Principal Secretary to Government, Housing and Urban Development Department/ Principal Secretary to Government, School & Mass Education/ Principal Secretary to Government, Higher Education Department for information and necessary action.


Under Secretary to Government.

Memo No. 1926 /F., dtd. 19.01 .2021

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


Under Secretary to Government.

Memo No. 1927 /F., dtd. 19.01 .2021

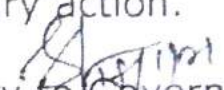
Copy forwarded to Director of Treasuries and Inspection, Odisha, Bhubaneswar / Controller of Accounts Odisha, Bhubaneswar/ all Treasury Officers of District Treasuries/ Sub-Treasuries / Special Treasuries for information and necessary action.


Under Secretary to Government.

Memo No. 1928 /F., dtd. 19.01 .2021


Copy forwarded to the DGM, Allahabad Bank, Regional Office, 3/1-B, Civic Centre, IRC Village, Nayapalli, Bhubaneswar-751005/ Regional Head, Andhra Bank, Circle Office, M-14, Baramunda Housing Board

Colony, Bhubaneswar-751013 / Regional Head, Union Bank of India, Regional Office, 3/1-A, Civic Centre, IRC Village, Nayapalli, Bhubaneswar-751015 / Regional Manager, Regional Office United Bank of India, Region-1, 88-A, Kalpana Area, Bhubaneswar- / DGM, Bank of Baroda, Regional Office, Bhubaneswar Region, 1st Floor, Bivab Gulmohar, Beherasahi, Nayapalli, Bhubaneswar-751012/ DGM-ZM, Bank of India, Zonal Office, Star House, 1/1-D, Jayadev Vihar, Nayapalli, Bhubaneswar-751015 / CGM, LHO, State Bank of India, 3/1, Local Head Office, Pandit Jawaharlal Nehru Marg, Bhubaneswar-751001 / DGM, Canara Bank, Circle Office, Red Cross Bhawan, 1st Floor, Bhubaneswar-751022 / DGM, Indian Bank, Circle Office, B-2, East Saheed Nagar, Bhubaneswar-751007 / Sr. RM, Central Bank of India, Regional Office, 104, Surya Nagar, Bhubaneswar-751001/ GM & Circle Head, Circle, UCO Bank, 3rd Floor, C/2, Ashok Nagar, Unit-II, Bhubaneswar-751009/ DGM, Indian Overseas Bank, Regional Office, B-2, West Saheed Nagar, Bhubaneswar-751007 / DGM, Punjab National Bank, Circle Head, Circle Office, 4th Floor Din Dayal Bhawan, Janapath, Ashok Nagar, Bhubaneswar-751009 for information and necessary action.


Under Secretary to Government

Memo No. 1929 /F., dtd. 19.01.2021

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


Under Secretary to Government.


Memo No. 1930 /F., dtd. 19.01.2021

Copy forwarded & e-mail (Soft Copy) to the Director, Printing, Stationary & Publication, Odisha, Cuttack (deputydirectorpp@rediffmail.com) for information and necessary action with a request to publish the Memorandum in the next issue of Odisha Gazette and supply 5 copies to this Department.


Under Secretary to Government.

Memo No. 1931 /F., dtd. 19.01.2021

Copy forwarded to the Head, Portal Group, Secretariat, Odisha, for information and necessary action. It is requested to hoist this Memorandum in the website (www.odisha.gov.in/finance/index.htm) of Finance Department for general information.


Under Secretary to Government.

Date 22-01-21

Memo. NO. 38
G & C - 111 - 06/20.

Copy forwarded to All P.S.A.s of the state for information and necessary action.

Daw
20/1/21
Joint Controller

Memo. NO. 39

Date 22-01-21

Copy forwarded to All Treasury officers / Spl. Treasury officers / All sub-Treasury officers of the state for information and necessary action.

Daw
20/1/21
Joint Controller

Memo. NO. 40

Date 22-01-21

Copy forwarded to PA to CAO / Joint Controller of Accounts / Dy. Controller of Accounts / All Assistant Controller of Accounts / All Establishment Officers / All Section Officers / All O.S.D.s / All A.S.O.s / System Analyst / programmers for information and ^{order} $\frac{1}{2}$ This shall be given immediate effect

Daw
20/1/21
Joint Controller

Memo. NO. 41

Date 22-01-21

Copy to Establishment Section / G & C section / PRC / Issue & Diary Section for information.

Daw
20/1/21
Joint Controller

use issue today.