From

Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Heads of Departments, Commissioners of Divisions
2. All the Deputy Commissioners & Sub Divisional Officers
   (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Memo No. 2/23/2016-1Pension(FD)
Dated, Chandigarh, the 10.07.2020.

Subject: Revision of pension/family pension of pre-01.01.2016
pensioners/family pensioners of Haryana Government (7th
CPC) w.e.f. 01.01.2016 --- clarification thereof.

Sir/Madam

I am directed to invite your attention to the Finance
Department's Office Memorandum No. 2/23/2016-1Pension dated
10.01.2018 vide which it has been decided by the State Government to
revise the pension/family pension in respect of all Haryana Government
pensioners/family pensioners, who retired/died prior to 01.01.2016,
with effect from 1st January, 2016 followed by clarification memo of even

For some time now, the matter was under active
consideration with Principal Accountant General (A&G) Haryana and
Director General, Treasuries & Accounts Department, Haryana for expeditious
finalization of pension revision cases of pre-2016
pensioners/family pensioners, as pre-2016 pensioners/family pensioners
are pressing hard for early revision of their pension/family pension cases.

To avoid delay in finalization in revisions of pension cases
and recommendations of Principal Accountant General (A&E) Haryana as
well as Director General, Treasuries & Accounts Department, Haryana, it
has been decided by State Government that:-

1. SAS personnel may be allowed to use similar digital
   signature during pension revision verification which is
   already been used by DDO. The SAS personnel who have not
   been provided. Digital Signature Certificate (DSC) may use
   the same by procuring it from authorized vendor as in the
   case of existing DDOs of the department.

1/3
2. SAS personnel may follow the time limit prescribed by the Principal Accountant General (A&E) for verification of Pension revision cases in the following manner:

“That period of maximum 10 calendar days (assessed time of maximum of 5 working days) for the first stage and 4 calendar days (assessed time of one working day) for the second stage, for doing these functional role on the online DDO-SAS Cadre personnel Module for revision of Pension cases.”

3. A copy of circular No. Pen-1/Rev/DDO-SAS/2020-21/145 dated **18.06.2020** of Principal Accountant General (A&E) Haryana is enclosed herewith for circulating the same among all the DDOs under your control.

The first para of above letter dated **18.06.2020** of Principal Accountant General (A&E) Haryana has been amended to the extent as per following:

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<td>“a utility has been developed to forward the duly filled Annexure-2/Annexure-3 (as the case may be) from DDO to SO Cadre personnel for verification for pension revision cases under notification dated 10.01.2018 and revision cases other than 7th CPC except the revision under notification dated 27.05.2019.”</td>
<td>“a utility has been developed to forward the duly filled Annexures (as the case may be) from DDO to SAS personnel for verification for pension revision cases under notification issued from time to time.”</td>
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4. The annexures for revision of pension/family pension under modified/upgraded/ACP Pay Scale shall be available in due course as informed by Principal Accountant General (A&E) Haryana.

You are requested to provide the Digital Signature Certificate (DSC) facility to the concerned SAS personnel in their department for the above said purpose, as referred to in para 1 above.

The above order can be downloaded from the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

**Deputy Secretary Finance (Pension)**

for Addl. Chief Secretary to Government Haryana
Finance Department

2/3
A copy is forwarded to the following for information and necessary action in continuation of above reference:

1. Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.

Deputy Secretary Finance (Pension)
for Addl. Chief Secretary to Government Haryana
Finance Department

To

1. Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.


A copy is forwarded to the following for information and necessary action in continuation of above reference:

2. Director, Treasuries & Accounts, Haryana, 30 Bays Building, Sector 17, Chandigarh w.r.t. his letter No. TA-HR(DMC)/Prog/2020/3165 dated 22.06.2020.
3. All Treasury Officers/Assistant Treasury Officers in Haryana State.
4. Treasury Officers Haryana, Delhi & Chandigarh.
5. In-charge, Computer Cell, Finance Department for placing the same on the website of FD i.e. www.finhry.gov.in
6. All CAOs/SAOs/AOs/SOs posted in various departments.

Deputy Secretary Finance (Pension)
for Addl. Chief Secretary to Government Haryana
Finance Department
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH

CIRCULAR

Subject: Online submission of pension revision annexure by DDO to SO cadre personnel

This is in supersession to this office circular No. Pension-1/Rev/DDO-SAS/2020-21/121 dated 08.06.2020 in reference to the above noted subject. It is intimated that a utility has been developed to forward the duly filled Annexure 2/Annexure-3 (as the case may be) from DDO to SO cadre personnel for verification for pension revision cases under 7th CPC notification dated 10.01.2018 and revision cases other than 7th CPC except the revision under notification dated 27.05.2019. Following steps are to be taken while submitting the duly filled annexure2/annexure3 to the SAS personnel

1. Mapping of SO cadre personnel

1.1. On the homepage of DDO login, two new tabs namely SAS Entry and SAS Detail have been provided. DDOs will check the availability of SAS personnel/Section Officer in SAS Detail and take action as per para 1.5 below.

1.2. In case a particular SAS personnel/Section Officer is not available in SAS Detail, then DDO will click on the tab named SAS Entry. A data entry form will appear where details of the SAS personnel/Section Officer attached to the DDO's department are to be entered. After saving the data, a 6 digits SAS code will be generated in the 1st column.

1.3. This data will come to the admin panel, where administrator will approve the request of mapping SAS personnel/Section Officer with the concerned DDO after confirmation from the office of the Treasury and Accounts Department Haryana. Office of the Principal Accountant General (A&E) Haryana will communicate the User ID and password to the concerned SAS personnel/Section Officer through SMS. Particular SO cadre personnel/Section Officer will be mapped against that DDO who made this request.

1.3.1. The information of existing SAS personnel/Section Officer required, will be provided by the Joint Director, Treasury & Accounts Department to office of the Principal Accountant General (A&E) Haryana in soft copy. The details of information required for each SAS personnel/Section Officer are given in Annexure A. Letter to Joint Director, Treasury & Accounts Department has been issued by office of the Principal Accountant General (A&E) Haryana letter no. Pen-1/SAS Data/2020-21/120 dated 05.06.2020. This information will be the basis of approaching and communicating User ID and password to SAS personnel/Section Officer. This information will be incorporated in SAS Personnel matter.

1.3.2. Editing/updation of data in respect of SO cadre official for the purpose of upgradation will be done by the officials of AG office on admin panel on receipt of request through user communication after necessary verification from Treasury and Accounts Department.
1.4. Once the name of a SAS personnel/Section Officer has been added by any DDO and approved by Office of Principal Accountant General (A&E) Haryana or the data inserted by the Office of Principal Accountant General (A&E) Haryana suo-moto, his name will appear in the next tab i.e. SAS Detail. A button Request for Link has been provided against the name of the SAS personnel/Section Officer and DDO has to click this button for sending his mapping request to the SAS personnel/Section Officer. SAS personnel has to accept the mapping request within 3 calendar days and in case of non-acceptance, forced linking of the SAS personnel with the DDO will be done after 96 hours. Similarly de-linking of existing SO cadre official with the DDO and requirement for fresh linking SAS cadre official has been provided in the ODMS. Features for transfer of pending cases with the earlier SAS personnel (who has been de-linked) to the freshly linked SO personnel is available with the DDO and in case of failure, cases will be transferred by the admin panel in AG office.

1.5. Before making a new entry of SAS personnel, DDOs are requested to verify the SAS Detail tab; to check, if name of the SO cadre personnel is appearing in the list. List of SAS personnel can be filtered treasury/Department wise for enabling easy selection. If the name of the SO cadre personnel is appearing under SAS Detail tab, then DDO has to click the button Request for Link (placed opposite the name of the SAS personnel).

2. Preparation of Annexure 2 or 3 by DDO and verification by SAS personnel

2.1. For the purpose two more tabs have been provided namely Annexure Entry and Annexure Detail. For preparation of annexure DDO will use the Annexure Entry tab, where he will be asked to enter the type of annexure he wants to prepare viz Annexure 2 or 3 and PPO No./File ID of the pensioner.

2.2. Here, a pop up window will appear on the monitor showing the basic detail in respect of the pensioner against the PPO Number/File ID entered by the DDO. If DDO is satisfied with the details shown by the computer, he will click the button Proceed for Annexure Entry.

2.3. A prefilled editable Annexure-2/Annexure-3 will appear on the screen, where DDO can insert additional data and/or modify the existing data and Click the Save button.

2.4. In case no data appears after entering the PPO Number/File ID, an alert message will appear on the screen to recheck the PPO No/File ID. If DDO opts that entered details are correct, he will be redirected to another screen where he will prepare the Annexure 2/Annexure 3 from data available with him/her and finally save the data.

2.5. After saving the data as per Para 2.3 or 2.4, a print preview of Annexure 2/Annexure 3 will appear with two options viz. Edit and Forward to SAS. If DDO wants to review the annexure, he may choose Edit option and Annexure will be available in editable format.

2.6. By clicking the Forward to SAS tab, annexure will be available to the mapped SAS personnel/Section Officer for verification under the tab Annexure Detail.
2.7. SAS personnel/Section Officer can review the annexure online for conveying his agreement or disagreement to the DDO. In case of disagreement, SAS personnel/Section Officer have to mention the reasons for disagreement. Suitable space has been provided for this purpose.

2.8. This communication will come to DDO under the tab Annexure Detail. Now, there could be two possibilities:

2.8.1. In case SO cadre personnel has agreed with the annexure prepared by the DDO, then DDO will click on the link Download annexure checked by SAS and pdf of that particular annexure will be downloaded on the computer. Now, DDO can attach his digital signature on the annexure and forward it to SO cadre personnel for attaching his digital signatures.

2.8.2. If SAS personnel/Section Officer has not agreed with the information given in annexure, DDO will rectify the annexure as suggested by the SO cadre personnel and then attach his digital signature and forward it to SO cadre personnel for attaching his digital signatures.

2.8.3. There could be one more possibility that DDO is not convinced with the suggestions made by the SAS personnel. In such cases, DDO and SO cadre personnel will resolve the issue offline and only after resolution, DDO can submit the case.

2.9. Now, SO cadre personnel on receipt of digitally signed annexure received as per action para 2.8.1 and 2.8.2 will download the annexure by clicking a link provided Download annexure digitally signed by DDO and attach his digital signature on the annexure and return it to DDO for onward submission to the office of Principal Accountant General (A&E) Haryana. SAS personnel who do not have the digital signatures can use the facility of e-sign(Aadhaar Based) and mobile based OTP authentication as an alternative to digital signature.

3. Submission of pension revision case

3.1. Pension revision cases under two different categories are to be submitted by the DDOs through Online Diary Management System. These categories are

3.1.1. Submission of Pension Revision Cases under notification dated 10.01.2018: Pension/Family pension revision cases under this category will be submitted through two tabs provided in the ODMS namely Cases Where Data is Available and Cases Where Data is not Available. For submission of pension revision cases through these two tabs, DDO will download the annexure received from SAS personnel/Section Officer as per Para 2.9 and attach this annexure.

3.1.2. Submission of pension/family pension revision cases other than notification dt 10.01.2018: At the stage of para 2.9 DDO will have two options. First option is to download the annexure (which will be used to perform action as per para 3.1.1) and second option is to Send to Admin. DDO will use this tab for submitting the pension revision cases other than 7th CPC.
3.1.3. Now, DDO will get a form for to enter the case type, letter no and letter date with a button SAVE.

3.1.4. A new form will appear, where DDO will be asked to enter the reason for revision and value of revision. DDO will also get the link to upload any document, if required to be submitted in respect of pension revision.

3.1.5. Finally, DDO will click the button Lock the Form and case will be submitted to the office of the Principal Accountant General (A&E) Haryana.

4. The entire DDO-SAS module is operational and working. Treasury & Accounts Department, Government of Haryana and other concerned accounting departments may test the utility. Suggestions and/or deficiencies if any, may be intimated to the office of the Principal Accountant General (A&E) Haryana, Chandigarh on or before 22.06.2020.

5. Timelines for SAS personnel for pre-checking/Pre-audit as per Para 2.7 above will be 5 working days (10 Calendar days are being provided in the application/module) and for affixing Digital Signature/OTP based verification as per Para 2.9 above will be 2 working days (5 Calendar days are being provided in the application/module).

6. The facility will be made compulsory w.e.f. 01.07.2020 and no other mode of annexure verification and submission will be permissible.

7. **Future activities under rollout**
   
   7.1. Data entry/updation for all pension records is undergoing.
   
   7.2. Once this is completed then **Cases Where Data is Available** will be used for forwarding this data to the office of the Principal Accountant General (A&E) Haryana.

7.3. For verification of annexure by SAS personnel, DDO-SAS module will only be permissible.

-Sd-

**Deputy Accountant General (P)**

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**No. Pen-1/Rev/DDO-SAS/2020-21/145**

Copy forwarded to:
1. The Chief Secretary to Government Haryana for information.
2. The Additional Chief Secretary, Government of Haryana (Finance Department) with the request that this office circular may be forwarded to all The Additional Chief Secretaries, Principal Secretaries, Secretaries of various Departments as well as Head of Departments for circulating the same among all the DDOs under his/her control.
3. Deputy Secretary Pension (Finance Department) for communication to all DDOs.
5. Joint Director (Treasury & A/cs) Haryana with the request that necessary arrangements may be made for making this available to all the DDOs in the State.
6. Joint Director, Pension Disbursement Cell with the request to circulate this among all the Treasury Offices in the State.
7. Sri Sunil Bahl, Programmer for communication to all DDOs and other stakeholders.

**Dated 18.06.2020**

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**Deputy Accountant General (P)**
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