

From

**Addl. 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 **07.12.2018**

**Subject:-** Revision of pension/family pension of pre 01.01.2016 pensioners/family pensioners of Haryana Government (7<sup>th</sup> CPC) w.e.f. 01.01.2016 (**Submission of Pension Revision Cases through Online Diary Application**).

Kināly refer to this department O.M. No. 2/23/2016-1Pension (FD) dated 10.01.2018 vide which it has been decided by the State Government to revise pension/family pension in respect of all Haryana Government pensioners/family pensioners, who retired/died prior to 01.01.2016, w.e.f. 01.01.2016 and clarification followed by memo of even no. dated 30.01/01.C2.2018 and 11/22.10.2018 on the subject cited above.

To give procedural relief to the Pensioners/Family Pensioners and speedy disposal of Pension Cases, Principal Accountant General (A&E) Haryana (PAG) **has developed Online Diary Application for submission of Pension Revision Cases.** The test run of above application was carried out on 28.11.2018 in some departments. Further a Video Conference was also organized on 04.12.2018 wherein all the Treasuries Officers/Assistant Treasuries Officers/DDOs of some department participated and all the features of the Online Diary Application were explained during the Video Conference alongwith the troubleshooting method.

It is requested to direct the DDOs under your kind control that all the pension revision cases should be dispatched to PAG (A&E) office **through Online Diary Application only.** Further the pension revision cases, which were returned by PAG office with some remarks/observations, should also be submitted **through Online Diary Application only.** The detailed technical and operational guidelines for the Online Diary Application so provided by the PAG office is enclosed at **Annexure-A.**

Further the **Online Diary Application** for submission of Pension Revision Cases is available on **e-salary portal** of Haryana Government as well as **website of PAG office**. The user ID and Password will be provided by the PAG office to NIC and further communicated to the concerned DDOs.

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

**DA/Annexure-A.**

*Rajiv*  
07/12/18

**Under Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana,  
Finance Department. &

U.O No. 2/23/2016-1Pension(FD)

Dated **07.12.2018**.

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

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

*Rajiv*  
07/12/18

**Under 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.

U.O No. 2/23/2016-1Pension(FD)

Dated **07.12.2018**.

Endst. No. 2/23/2016-1Pension(FD)

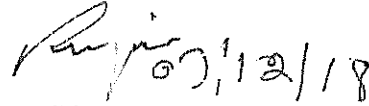
Dated **07.12.2018**.


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

1. Principal Accountant General (A&E/Audit) Haryana, Chandigarh w.r.t. letter No. PCC/SAI Updation/2018-19/103 dated 05.12.2018.
2. Director, Treasuries & Accounts, Haryana, 30 Bays Building, Sector 17, Chandigarh.

Revision of pension/family pension of  
pre 01.01.2016 pensioners/family  
pensioners of Haryana Government  
(7<sup>th</sup> CPC) w.e.f. 01.01.2016  
**(Submission of Pension Revision  
Cases through Online Diary  
Application).**  
Memo No. 2/23/2016-1 Pension (FD)  
Dated, Chandigarh the 07.12.2018.

3. All Treasury Officers/Assistant Treasury Officers in Haryana State and Treasury Officers Haryana at Delhi & Chandigarh. All the features of the **Online Diary Application** were explained during the Video Conference held on 04.12.2018.
4. In-charge, Computer Cell, Finance Department for proper implementation of above **Online Diary Application** and also placing the above order on the website of FD i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

 07/12/18

**Under Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana,  
Finance Department. 

## Annexure-A

### Technical and Operational Guidelines for the Online Diary Application

#### Technical Guidelines

Online Diary Application will work exclusively on IA&AD net and SWAN (State Wide Area Network).

#### Operational Guidelines

1. Login id and first time password to all the DDOs will be provided by the office of the Pr. Accountant General (A&E) Haryana.
2. DDOs will be required to change their password by updating DDO profile. All the DDOs must enter their mobile number, so that they can get the SMS alerts for the cases submitted by them.
3. Two buttons have been provided in the application for submission of pension revision cases viz cases where retirement is before 1996 and cases where retirement is after 1996.
4. After entering the PPO No./File ID, entire data of the said pensioner will be populated like name, date of birth, date of joining, date of retirement, qualifying service and address of the pensioner.
5. Address of the pensioner can be edited, if required.
6. Notional pay fixed as on 01.01.2016 is to be entered in the Latest Notional Pay column.
7. DDO has to upload the digitally signed Annexure-2 or Annexure-3, as the case may be. Document to be uploaded may be scanned as pdf. Digital Signatures are to be affixed on this scanned file.
8. Now, click the Submit button
9. A new form with ODMS Unique ID : 0 will appear on the screen. Here DDO can verify/re-check all the entries made. If the information filled in is correct, click **Lock Form** at the bottom. *After locking the form no editing is possible in the form.*
10. After locking the form an eight digits Unique Id starting from 180 will appear on the screen. This form can be printed for future record or can be saved as pdf also.