The Finance Department Haryana has decided to Transfer PPOs from Bank to Concerned Treasuries/PDC. Software has been developed for this purpose to follow step by step procedure by Banks and Treasuries till the start of Pension through E-Pension system already running by the State Government for disbursing of Pension to all its pensioners who retired after October 2012.

It may be noted that Data for Only those Pensioners who retire from Haryana State Government and taking pension from Banks in Haryana need to be transferred. Also, the PPOs of these pensioners must have been issued by AG, Haryana only.

The Step-by-Step process to be followed by Treasury/ Sub-Treasury/PDC is as follows:

1. Open the E-Pension site using URL: [www.hrtreasuries.gov.in](http://www.hrtreasuries.gov.in) and clicking on E-Pension or type [http://epensionhry.nic.in](http://epensionhry.nic.in) in the browser to open the site.

2. Login to E-Pension using makerID and Password, Click on Bank Pensioner Data. The following screen will appear
Now Click on First Option, Receive Bundle of PPOs sent by bank, the following screen will appear :-

Here maker will see all the bundles that have been sent on-line by the respective banks to this treasury. The messenger from the bank will deliver the physical copy of PPOs for in a bundle to the treasury. The treasury official on receiving the bundle will compare it with the list of PPOs shown on-line against this bundle no. Mainly check the physical condition of the PPOs and the no. of PPOs present in the physical as well as on-line. After this, the make will he will either Receive or Return to bank. If the bundle is returned to bank, the remarks need to be mentioned. If it is received then it goes to checker for
further processing. The maker will have to receive / return each PPO one by one contained in the bundle with his/her observation.

3. Now the maker will click on the second option **Report of Receive /Returned PPOs by Treasury/PDC official**, the following screen will appear :

![Image of the screen showing how to generate the report](image)

Now Click on Generate Report , the following report will be printed

![Image of the printed report](image)

This letter is required to be delivered to the bank official by the treasury official, it indicates the bundle wise status of PPOs received/ returned to the bank.
Now the received PPO’s by clerk will be sent to checker for further processing.

4.) Now the Checker will login in E-Pension and after login by Treasury / PDC Checker, the following menu will appear as shown in screens:

i) Menu for TO Checker:
ii) Menu for PDC officer (Checker):

5.) Now when the Checker logins into the system, he will select the option Receive Bundles of PPOs that are received by Clerk. The following screen will appear:
Here the checker would be able to view all bundles that have been received by the Clerk at the initial stage. Here the Checker will select the Bundle number, he will be able to view all the PPOs that have been received by Clerk.

The Checker here have following options Receive, Keep Pending, Reject, Generate UCP and allocate to DEO.

6.) On receiving PPO, the following checklist will appear, checker will have to verify the checklist and receive it. if the PPO is correct in all respect.
7.) If checker wants to keep the PPO pending due to one or other reason and want to interact with Bank or pensioner at a later stage, he can click on keep pending button, a pop up will appear where he can enter the reason for keeping it pending. The following is the screen for this:
8.) If checker wants to reject the PPO and return it back to bank, even if it was accepted by the clerk, then he can click on reject button, a pop up will appear where he can enter the remarks and reason of rejection. The following is the screen for this:

9.) **Generate UCP code**

a) In case the UCP already exists in the E-Pension database and registered as pensioner corresponding to the Account Number and treasury/subtreasury, its UCP code would be shown in place of Generate UCP button.

b) If no UCP exists corresponding to this pensioner then, **Generate UCP button is enabled** and here the checker can generate UCP’s for received PPOs by clicking on the Generate UCP button. The following screen appears:
Here the account number is asked again from the Checker for confirmation. After then the UCP code is generated and is displayed.

10.) After generating UCP, now the checker needs to allocate this PPO to the maker for further processing ie for importing and updating in E-pension system. The Cheker needs to click on the option Allocate to DEO and the PPO would be marked to Maker automatically and a Success message will appear for treasury after.

Following are the screens for this for PDC:
11.) After this process, **Maker will login** and he can select import data/update option from Bank Pensioner Data menu. The following is the screen for this:

Now maker can import the PPO to E-pension system. If maker feels information is not correct at this stage also, he may reject the PPO by
selecting the Reject button and return it back to bank by entering the remarks and reason of rejection.

If the PPO is OK, then he needs to Click in Import button to import the data into E-Pension system. If data imported successfully, a success pop up would be displayed for the user.

After then he can click on Update button for updation of PPO related to Personal, Pension and Family Detail etc.

In case, at the time of Import some PPOs are rejected automatically by the system either because of Treasury Mismatch or due to same PPO allocated to different UCPs and a message in this context is displayed to the user then the details regarding handling of such PPOs have been mentioned against point no. 20. After following process as per the case mentioned at point no. 20, the user would again come to this screen and would continue the update process.

12.) After importing data to e-pension system, Maker can update the details by clicking update button. Following screens will appear, the Persoanl, Pension and Family Detail need to be updated by the Maker here, the screen will come one by one:
13.) After this, the checker will login to verify the PPO’s similar to the existing process in e-Pension. Following screens will appear:
14.) Once the data gets imported into E-Pension system and verified by the Checker, the Checker is now required to send to data to bank for stopping of Pension.

(NOTE)

This is a time bound activity and the TOs/Checker needs to be very particular about this as the Menus are displayed as per dates only.

(From 6th to 10th of every Month)

The Checker would be able to view/ select the option **Send to Bank For Stopping of pension under bank pensioner data menu** w.e.f. 6th to 10th of every month. Here, Checker would be able to view the bundles and PPOs that have been verified by checker till 5th of the month, the checker needs to click on **Check Pension** option to see the weather the temporary pension calculated through E-Pension system matches with the pension reported by bank.

The following are the screens for this:
Click on the Check Pension:

a) if colour of rows become green that means Bank and E-pension system generated pension are same and the PPO can be send to bank for stopping of pension.

b) If colour is red that means there is some difference between Bank and E-pension system generated pension. For such case the checker may view the variation report by clicking the View Variance button provided as mentioned in screen above. There may be some genuine reason of variation like revision of Dearness Relief after the bank has send the data, so in that case the checker has the option to click on Still want to send to bank after clicking on view button and sent it forcefully to bank for stopping on pension.

Following are the screens for the same:
Click on View, the details of Bank and Treasury Pension is displayed:

While sending the data to bank, the information regarding letter no and date need to be entered by Treasury for one time for one bundle that will be used as reference with bank:
Variance Report:

Green PPO’s successfully sent to bank for stopping of pension on click of stop pension:

Forcefully send the Red PPO’s to bank for stopping of pension on click of still want to send to bank for stopping of pension button:
15.) After this, Checker can generate Annexure A2 and send to bank by selecting option Generate Letter (Annexure-A2) from Bank Pensioner Data Menu. It may be sent to bank by the Treasury officer.
16.) This option would be disabled for other dates. The banks will receive on-line such sent PPOs in their login from 11th to 15th of every month.

17.) After 15th of this (Current) month, PPO’s that are stopped by Bank will be shown to Checker. Checker can select the option List of PPO’s stopped by Bank under bank pensioner data menu. This option would be available only after 15th of each month.

It may be noted that Banks should have stopped pension on-line and the Annexure generated through system only should be accepted by treasury officer. There are instances where the banks have sent letters to Treasuries regarding stopping of pension to PPOs but they may have not stopped it On-line. Such PPOs will have mismatch in disbursal of Pensions because banks might have stopped it but we may have not received it on-line.

TOs can view the status of Bundle/PPO at any stage by clicking on the Bank PPO tracking history.

Now checker need to finally check pension once again before finally moving to e-pension. If the bank pension and treasury pension matches then a button Move to E-Pension is displayed and TOs need to click on this for finally sending it to E-Pension. In case it does not the match, the checker can click on View button to verify the difference in pension, if he wants to move it to e-pension then he needs to click on Still want to move to E-Pension button displayed at the bottom. The Pension start date would automatically become 1st day of the current month and the Pension would be generated as per the existing provision for generation of Regular
Pension. Such pensioners would be seen in the schedule under bank pensioners.

18.) After this, TOs can generate a Letter of intimation to pensioners. For this checker needs to select option Letter to pensioner after PPO shifted to treasury.

Screen for this is mentioned below:

From:

The Treasury Officer/Asistant Treasury Officer
Chandigarh, Chandigarh

To:
AJIT KAUR
# 2590 sec-60 mohali
1111106810668

Dear Sir/Madam

Subject: Shifting of PPOs to Treasury

In accordance with the Government Instructions 14/81/2012-MFA dated 10-09-2012, it has now been decided by the State Government to extend the scheme of disbursing pension directly through treasury Haryana via Online e-Pension to all pensioners who are presently drawing pension from various authorized Banks in the State. Accordingly, Govt. has set up a Pension Disbursement Cell (PDC) in Panchkula and issued instruction no. 1/32/2012-1. Pension/03 date 2014.

In view of above, your PPO has been transferred back from State Bank of Patiala, Branch: CHANDIGARH to Treasury Chandigarh, Sub Treasury: Chandigarh and pension will be disbursed by the said treasury through e-Pension System. Although actual disbursement of your pension will be through a centralized Pension Disbursement Cell at Panchkula(PDC) however for all practical purposes the above change will be your point of contact. So from this date onward you need to address all your queries to the above mentioned PDC.
19.) There are some MIS reports available for Checker where they can view the statistics as well as they may be able to track the status of bundles.

a) Bank-Branches bundles statistics Report
   This option is available under Bank Pensioner data and by clicking on this you get the following screen:

   ![Report Screen]

   By Clicking on **Generate Summary**, the following report is generated which gives the bankwise status of bundles sent and the action taken on that.

   ![Flow of actions: Send By Bank --> Recieved by Clerk --> Accepted and verified by Treasury officer --> Returned to Bank --> Kept Pending --> UCP Generated --> Marked to DEO --> Partially data imported by DEO into epension but pending for updation --> Complete entry done in epension system --> Sent to bank by TO/ATO for stopping of pension --> Stopped by Bank --> Eligible for pension]

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch - Branch Code</th>
<th>Total Bundles</th>
<th>Total no. PPOs sent bank branch</th>
<th>No Action Taken PPOs</th>
<th>No. of PPOs Received</th>
<th>No. of PPOs Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Bank of Patiala</td>
<td>CHANDIGARH SEC 22-D/50117</td>
<td>10</td>
<td>86</td>
<td>3</td>
<td>83</td>
<td></td>
</tr>
<tr>
<td>Punjab National Bank</td>
<td>CHANDIGARH, SECTOR 17-B (MCB)/8700</td>
<td>7</td>
<td>64</td>
<td>7</td>
<td>57</td>
<td></td>
</tr>
</tbody>
</table>

   If you click on **Generate Detail** it will give the bundle wise count and the action taken on each PPOs against that bundle is also indicated.
b) Get Pensioner Status by Bundle Number

This option may be used by the checker to view the status of individual pensioner in a bundle. When you click this option the following screen appears:

Select the Bundle No., the following report will appear indicating status of PPO in that bundle.
c) Combined Report

Click this option to view the status of PPOs of Bundle at different stages.
20.) New features receive treasuries mismatch PPO and different PPO allocated to same UCP

Now there are certain cases where in order to avoid duplication of PPOs in e-pension system, some new options have been incorporated.

a) If the PPO no is registered already with E-pension (the pensioner may have taken gratuity only) and it is registered in some other Treasury/Sub-treasury then at the time of receiving PPOs by cheker, such PPO will be rejected automatically and the message against such PPOs would be indicated as Treasury Mismatch. For receiving such PPOs there is an option available with checker, Receive treasuries mismatch PPOs, checker will click on this option and he will be able to view such PPOs, then he needs to receive such PPOs in his treasury for further operations.

b) There may be an instance where the PPO is registered under a PPO no that have been assigned at the time of disbursing gratuity but now there is different PPO number allocated to this UCP at the time of receiving from bank. Such PPOs would also be get rejected automatically with the message Different PPOs allocated to same UCP. For receiving such PPOs there is an option for checker as Receive different PPOs allocated to same UCP, on clicking this option, the checker would be shown the PPO no that have been allocated by bank in the file. It is assumed that this is the correct PPO and it would be replaced in e-Pension system.

c) It may be noted that if PPO is already in GR ie if pensioner has received Death Gratuity, then such PPOs would be converted to FP while receiving it from Banks.
Recieve mismatched ppo from treasuries

Note: If Pension type is 'GR', on recieving the PPO it will be converted to 'FP'

<table>
<thead>
<tr>
<th>BankNumber</th>
<th>Name</th>
<th>PensionType</th>
<th>PPONo</th>
<th>Current Registered Treasury</th>
<th>Current Registered Sub Treasury</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>el-01-04495-20</td>
<td>RANJIT SINGH</td>
<td>GR</td>
<td>11181209120461</td>
<td>Ambala</td>
<td>Ambala at Ambala City</td>
<td>Edit</td>
</tr>
<tr>
<td>el-01-04495-21</td>
<td>GAURAV DROSS</td>
<td>SA</td>
<td>1112309830863</td>
<td>Ambala</td>
<td>Ambala at Ambala City</td>
<td>Delete</td>
</tr>
<tr>
<td>el-01-04495-21</td>
<td>DAVINDER SINGH</td>
<td>SA</td>
<td>11121986598652</td>
<td>Ambala</td>
<td>Ambala at Ambala City</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Recieve different PPO allocated to same UCP

Delete