

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 30260 /F., Dated 13.11.2020

FIN-TRY-MISC-0017-2016

**OFFICE MEMORANDUM**

**Sub: Relaxation of the provision for submission of physically signed print copy of pension Revision Application by Pensioners/ Family Pensioners to the Pension Disbursing Authority (Treasury/Bank Branch).**

The modalities for Revision of Pension in case of State Government Pensioners/ Family Pensioners as per the recommendation of 7th Pay Commission have been prescribed vide Government in Finance Department O.M. No-28300/F, Dt. 23.09.2017. Accordingly, Pensions/ Family Pensions have been revised at the level of Pension Disbursing Authorities and revised pension have been disbursed w.e.f. September-2017.

For re-determination of the basic pension as per the recommendation of 7th Pay Commission, procedure for submission of online/offline revision application to the Pension Issuing Authorities has been laid down vide Government in Finance Department O.M. No-35175/F, dated 29.11.2017. As per the procedure, the Pensioner/ Family pensioner has to submit his revision pension application online in 'ARPANA' Portal. He/She may submit the application using Aadhaar number authentication (E-KYC) or without Aadhaar number authentication (Non-E-KYC). The pensioner who intends to submit revision pension application without Aadhaar number authentication shall take the printout of the application (Annexure C) after successful submission in the portal and submit the same with his/her signature to the concerned Pension Disbursing Authority(Bank/ Treasury) along with the photocopy of the PPO book. After receipt of the same, the Pension Disbursing Authorities shall verify the online application, scan and upload the physical application received at the Bank Branch/ Treasury along with upload the Photocopy of the PPO, fill up the payment details and forward to the Pension Issuing Authorities online enclosing Annexure-D through the Treasury from where the pensioner had received his first pension.

In view of the ongoing Covid-19 pandemic and the difficulty of the pensioners to physically visit the bank Branches/Treasuries for submitting the hard copy of the revision application, Government has been pleased to relax the provision (Para B) of Finance Department O.M. No-35175/F, Dated

29.11.2017 for a temporary period of six months or till the restriction for Covid-19 continues from the date of issue of the notification, in case of revision pension applications submitted by the pensioners without Aadhaar number authentication (Non-E-KYC) in ARPANA portal. The detail procedure to be followed by the Pension Disbursing Authorities and Pension Issuing Authorities is at Annexure-A.

By order of the Governor

*Ashok*  
12/11/2020

(Ashok Kumar Meena)

**Principal Secretary to Government**



## **ANNEXURE-A**

### **PROCEDURE FOR PROCESSING OF REVISION PENSION APPLICATIONS (WITHOUT e-KYC) IN ARPANA PORTAL**

#### **Role of Pension Disbursing Authorities (Treasury/ Bank)**

1. The revision pension applications submitted online in ARPANA portal by the Pensioner/ Family pensioner without E-KYC is available in the login ID of the operator.
2. The operator has to download the revision pension application against the unique application number and verify the data contained in the print out copy of the application submitted by the pensioner/ Family pensioner with that of his/her pension record maintained in the Treasury/ Bank.
3. The Officer/ Official assigned with the role of "Operator" will enter the information relating to Annexure-D, scan the printout copy of the revision pension application (Annexure C) without any signature of the pensioner, along with the photo copy of the PPO (disburser's portion maintained at the level of Treasury/ Bank Branch) and upload it in ARPANA portal using their Aadhaar number and forward it to the District / Special Treasury, as the case may be.
4. The District / Special Treasury will verify the online request for re-determination of the pension and the Annexure-D submitted by the Pension Disbursing Authority in the portal against the P.P.O registered maintained by them and transmit it to the Pension Issuing Authorities.
5. In case of any defect in the application, the Pension Disbursing Authority or the District / Special Treasury may reject the request for re-determination with supporting reason. The fact of such rejection will be communicated to the pensioner through SMS and e-mail.

#### **Role of Pension Issuing Authority**

1. After re-determination of pension by the Pension Issuing Authority, the fact of such revision shall be entered by the Pension Issuing Authority in the ARPANA portal and it shall be intimated to the pensioner.
2. Pension Issuing Authority (Principal Accountant General (A&E)/ Controller of Accounts) will issue the digitally signed revision pension Authority in ARPANA portal which will be available in the login of the Paying Branch/ Treasury for disbursement.
3. The pensioner/ Family pensioner can view the status of the submitted application in ARPANA portal through "Track your Application" link by providing the application number.
4. An SMS alert in all phases of processing of revision pension application in ARPANA portal will be sent to the mobile number of the pensioner.



Memo No. 30261 /F., Dated. 13.11.2020

Copy forwarded to All Departments of Government/ All Heads of Departments / All Collectors / All District and Sessions Judges / Deputy Accountant General, Orissa, Puri / Secretary to Governor / Principal Secretary to Chief Minister/ Secretary to Orissa Legislative Assembly / Principal, Secretariat Training Institute, Bhubaneswar / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar / Manager, Reserve Bank of India, Public Accounts Department, Bhubaneswar for information.

  
Under Secretary to Government

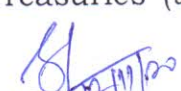
Memo No. 30262 /F., Dated. 13.11.2020

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

  
Under Secretary to Government

Memo No. 30263 /F., Dated. 13.11.2020

Copy forwarded to Directorate of Treasuries and Inspection, Odisha, Bhubaneswar/ Controller of Accounts, Odisha, Bhubaneswar/ All Treasury Officers of District Treasuries and Special Treasuries / Sub-Treasuries (two copies each) for information and immediate necessary action.


  
Under Secretary to Government

Memo No. 30264 /F., Dated. 13.11.2020

Copy forwarded to the Regional Manager, Central Bank of India, 94, Janpath, Unit-III, Bhubaneswar (2copies)/ Zonal Office, Andhra Bank, Zonal Office, M-14, Baramunda, Bhubaneswar (2 copies)/ Zonal Manager, Bank of India, Bhubaneswar Zone, STAR HOUSE, 1/ID, Jayadev Vihar, Nayapalli, Bhubaneswar (2 copies)/Regional Manager, Union Bank of India, regional Office, 3/1A, Civic Centre, IRC Village, Nayapalli, Bhubaneswar (2 copies)/ Regional Manager, Allahabad Bank, Zonal Office, 3/IB/ Civic Centre, IRC Village, Nayapalli, Bhubaneswar (2 copies)/ Indian Overseas Bank, Regional Office, B/2, West Saheednagar, BBSR -751007, Bhubaneswar (2 copies) /Circle Office, Indian Bank, B/2 Saheeddnagar (East), Bhubaneswar (2 copies)/ Regional Manager, regional Office, United Bank of India, 88-A, Kalpana Area, Bhubaneswar (2 copies)/ Zonal Manager, UCO Bank, UCO Bank Building, C-2 Ashok Nagar, Bhubaneswar (2 copies)/ Circle Office, Punjab National Bank, 4th Floor, Deendayal Bhawan, Ashok Nagar, Janapath,




Bhubaneswar (2 copies)/Circle Office, Canara Bank, Circle Office, 1st Floor, Red Cross Bhavan, Sachivalaya Marg, Unix-IX, Bhubaneswar (2 copies)/ Local Head Office, State Bank of India, III/1, Pt. Jawaharlal Nehru Marg, Bhubaneswar (2 copies)/ Regional Manager, Bank of Baroda, Plot No- 171, Bhouma Nagar, Unit-IV, Bhubaneswar(2 copies) for information and immediate necessary action.

  
Under Secretary to Government

Memo No. 30265 /F., Dated. 13.11.2020

Copy forwarded to Accountant General (A&E) of State Governments /Union Territories in India (as listed below). Andhra Pradesh, Hyderabad (2 copies) / Bihar, Patna (2 copies) / Madhya Pradesh, Gwalior (2copies) / Maharashtra, Mumbai (2 copies) / Maharashtra, Nagpur-440001 (2 copies) / Uttar Pradesh, Allahabad (2 copies) / West Bengal, Kolkata (2 copies) / Gujarat, Ahamedabad (2copies) / Tamilnadu, Chennai(2 copies) / Karnataka, Bangalore (2 copies) / Rajasthan, Jeypur (2copies) / Assam, Guwahati (2 copies) / Kerala, Thiruananthapuram (2 copies) / Punjab, Chandigarh (2copies) / Haryana, Chandigarh (2copies) / Himachal Pradesh, Simla (2 copies) / Jammu & Kashmir, Srinagar (2 copies)/ Arunachal Pradesh, Itanagar (2copies) / Manipur, Imphal (2copies) / Tripura, Agartala (2copies) / Meghalaya, Shillong (2 copies) / Nagaland, Kohima (2 copies) / Jharkhand, Ranchi (2 copies) / Chattishgarh, Raipur (2 copies) / Uttaranchal, Dehradun (2 copies) / Pay and Accounts Officers, Tis Hazari, Delhi (2 copies) / Controller of Accounts, Delhi (2 copies) for information and immediate necessary action. He is requested to circulate this Resolution among the pension paying public sector banks functioning within the jurisdiction of the concerned State for prompt payment to the Orissa State Pensioners.

  
Under Secretary to Government


Memo No. 30266 /F., Dated. 13.11.2020

Copy forwarded to the Deputy Secretary to Government of India, Ministry of Personnel, P.G. and Pension, Department of Pension and Pensioners Welfare, New Delhi / Deputy Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office, 4th Floor, Byculla Office Building, Opposite Mumbai Central Station Byculla, Mumbai 400008 for information and necessary action.

  
Under Secretary to Government

Memo No. 30267 /F., Dated. 13.11.2020

Copy forwarded to the Director, Printing, Stationery and Publication, Odisha, Cuttack with a request to publish the order in the Odisha Gazette.

  
Under Secretary to Government

Memo No. 30268 /F., Dated. 13.11.2020

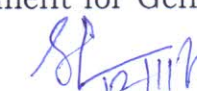
Copy forwarded to all Officers and all Branches of Finance Department for information.

  
Under Secretary to Government

Memo No. 30269 /F., Dated. 13.11.2020

Copy forwarded to the Head of Portal Group, I.T. Centre, Secretariat, Odisha for information and necessary action.

H e / She is requested to launch this Resolution in the Website ([www.orissa.gov.nic.in/finance/index.htm](http://www.orissa.gov.nic.in/finance/index.htm)) of Finance Department for General Information.

  
Under Secretary to Government