

**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.

