

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT  
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OFFICE MEMORANDUM

No. 39982 /F,  
FIN-TRY-MISC-0002-2019

Bhubaneswar, Date 28.11.2019

Sub: **Issue of digitally signed Revision Pension Authority in the "Arpana" Portal by the Controller of Accounts, Odisha.**

Ref: **Finance Department Office Memorandum No.28300/F, dated 23.09.2017 with Addendum No.33720/F dated 20.11.2017 and Office Memorandum No. 35175/F dated 29.11.2017.**

Finance Department have allowed submission of online and offline application for revision of pension in "ARPANA" portal and laid down procedure for the same vide Office Memorandum No.28300/F, dated 23.09.2017 read with Addendum No.33720/F dated 20.11.2017 and Office Memorandum No.35175/F, dated 29.11.2017 respectively. Online and offline application received and processed in "ARPANA" are downloaded by the Controller of Accounts, Odisha for subsequent processing and issue of Revised Pension Authority. In the present arrangement, the ink signed copy of revised pension authority of Controller of Accounts, Odisha is transmitted physically to the District and Special Treasury for consequent revision by the Pension Disbursing Authorities (Treasury & Bank). It takes considerable amount of time for movement of the authorities to the respective Treasuries and Bank branches resulting in the delay of disbursement.

In the meantime, Government in Finance Department have allowed A.G (A &E), Odisha to use digital signature in Revised Pension Authority vide O.M. No. 30528/F dt.22.09.2018.

It is now, decided to allow for issue of electronic pension revision authority under the digital signature of the designated officers of

1159/DT8/  
02.12.19

Controller of Accounts, Odisha. The process to be adopted for revision of Pension against the digitally signed electronic authority is as follows :

**Operational Process for issue of digitally signed revision pension authority:**

- The Pension issuing Authority will process and re-determine the pension after downloading the application for revision of pension.
- Consequent upon redetermination of the pension, the authorised officer of the Pension Issuing Authority i.e. Office of the Controller of Accounts, Odisha will generate an electronic revised Pension Payment Authority to be digitally signed by her/him.
- The authorised officer will use the digital signature to sign the revised e-Authority and upload the same in the "ARPANA" Portal against the particular Application Number of the pensioner.
- The uploaded digitally signed e-Authority will be available in the Interface of District and Special Treasury for view and printing.
- In case of pensioners where the records are maintained in District and Special Treasuries, the concerned Treasury officer can download and print the digitally signed authority and process the same for revision of pension.
- The Treasury Officer of District & Special Treasuries will maintain a register of all the digitally signed revised authorities available in the Treasury Interface and keep track of disbursements.
- **The Treasury Officer of District/Special and Sub-Treasuries should download all digitally signed revised authorities available in their login and update the revised pension/ family pension in both halves of PPO. The PPO register maintained at the Treasury should also be updated under the seal and signature of the Treasury Officer/Sub-Treasury Officer irrespective of the pensioner-drawing pension from Treasury or Public Sector Bank.**
- If the pension records are maintained at Sub-Treasuries and the Authorised Banks, the digitally signed authority will be available in

the login of the concerned Pension Disbursing Authority for processing and payment of the revised pension as per the e-Authority.

- The Pension Disbursing Authority will not insist for the pensioner's copy of the revised authority for revision of pension.
- The information regarding revision of pension will be intimated to the pensioner through SMS and e-mail, if any mentioned in the application.
- The pensioner copy of the e-Authority will be available in the "Track Your Application" link of the "ARPANA" Portal. It will also be shared with the pensioner in the mail ID submitted during the application process.
- If the Pensioner finds any difficulty in accessing the Pensioner copy of the revised e-Authority, they may approach the respective Pension Disbursing Authorities (Treasury or the Bank as the case may be) for obtaining a copy of the revision authority.

**Date of Implementation :**

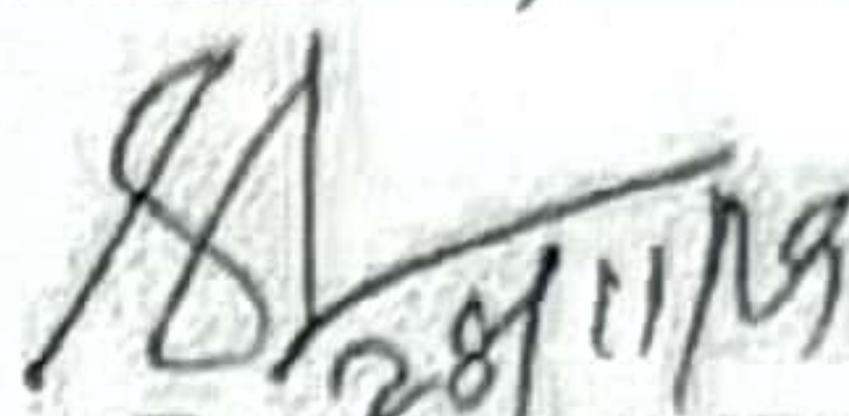
The revised pension authority will be electronically issued under the digital signatures of the Authorized Officers from 1<sup>st</sup> Dec, 2019 on pilot basis and would run parallel to the existing system for 15 days. The authorities issued during this period under ink signature will be processed as per the extant procedure laid down in Finance Department Notification No. 35175/F dated 29.11.2017. The e-authorities issued w.e.f. 15<sup>th</sup> Dec, 2019 would be honoured only on the basis of electronic payment authority received through "ARPAN" Portal.

*J. J. J.*  
28/11/19

**Principal Secretary to Government**

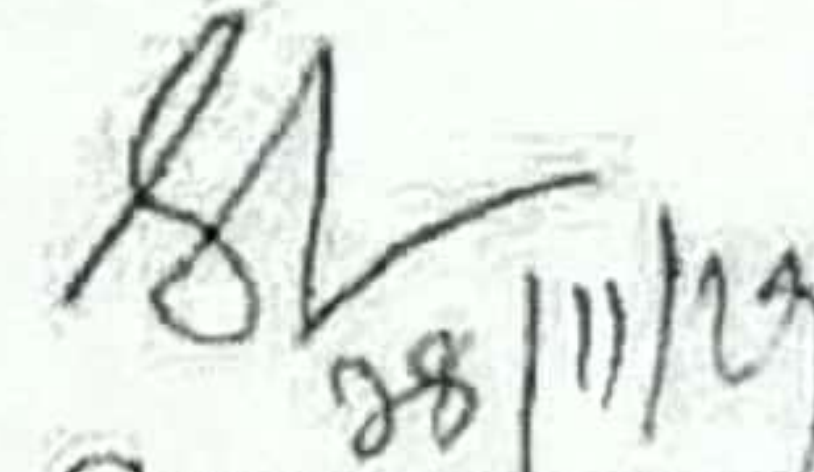
Memo No. 39983 /F., dtd. 28.11.2019

Copy forwarded to Secretary to Governor, Odisha/ 5-T Secretary, O/o Chief Minister, Odisha / OSD to Chief Secretary, Odisha /all Departments of Government/ All Heads of Departments / All Collectors & District Magistrate/ All District and Session Judges / /Secretary, OLA, Bhubaneswar / All Revenue Divisional Commissioners / All Sub-Collectors / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/Principal, Secretariat Training Institute, Bhubaneswar/ Principal, Odisha Shorthand & Typewriting Institute, Bhubaneswar/ Manager Reserve Bank of India, Public Accounts Department, Bhubaneswar for information and necessary action.

  
Under Secretary to Government.

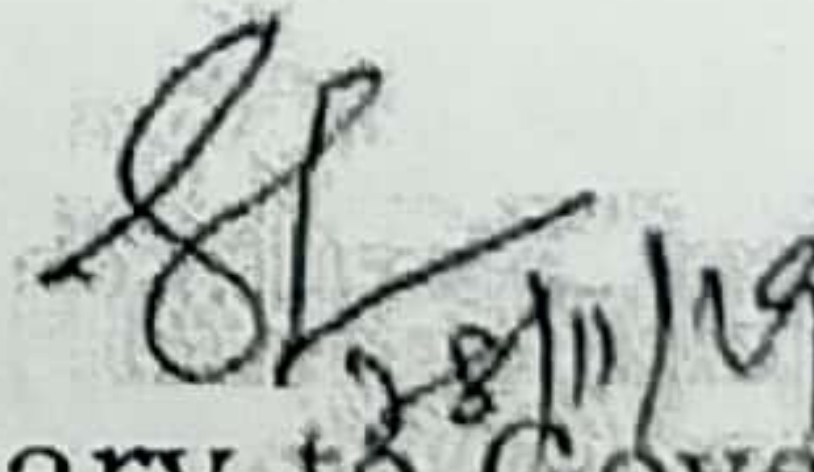
Memo No. 39984 /F., dtd. 28.11.2019

Copy forwarded to the Principal Accountant General (A&E) Odisha, Bhubaneswar /DAG, Odisha, Puri for information and necessary action.

  
Under Secretary to Government.

Memo No. 39985 /F., dtd. 28.11.2019

Copy forwarded to Director of Treasuries and Inspection, Odisha, Bhubaneswar / Controller of Accounts Odisha, Bhubaneswar/ all Treasury Officers of District Treasuries / Sub-Treasuries / Special Treasuries/ for information and necessary action.

  
Under Secretary to Government.

Memo No. 39986 /F, dt. 28.11.2019

Copy forwarded to the DGM, Allahabad Bank, Regional Office, 3/1-B, Civic Centre, IRC Village, Nayapalli, Bhubaneswar-751005/ Regional Head, Andhra Bank, Circle Office, M-14, Baramunda Housing Board Colony, Bhubaneswar-751013 / Regional Head, Union Bank of India, Regional Office, 3/1-A, Civic Centre, IRC Village, Nayapalli, Bhubaneswar-751015 / Regional Manager, Regional Office United Bank of India, Region-1, 88-A, Kalpana Area, Bhubaneswar- / DGM, Bank of Baroda, Regional Office, Bhubaneswar Region, 1<sup>st</sup> Floor, Bivab Gulmohar, Beherasahi, Nayapalli, Bhubaneswar-751012/ DGM-ZM, Bank of India, Zonal Office, Star House, 1/1-D, Jayadev Vihar, Nayapalli, Bhubaneswar-751015 / CGM, LHO, State