

Revision of Pension

User Manual

Oct 28, 2017

Revision History

Date	Version	Description	Author
28-Oct-2017	1.0	User Manual	Prajna Priyadarshini Mishra
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Revision of Pension User Manual

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1. Introduction

1.1 Purpose

The purpose of this document is to describe the process of applying for further revision of pension (as per 7th pay commission) through an online mode. This document will give a brief knowledge on how to use the online platform for the processing of revision of pension as per 7th pay commission in accordance to the memorandum published on 23rd September 2017.

1.2 Scope

The scope of this document is to provide an online platform for processing of Revision of pension applications received from various Pensioners. As per the 7th Pay Commission, the Pension amount will increase by 2.57 times for all Pensioners who have been drawing Pension on 31.12.2015 and post 2016. For any Pensioner who believes he/she fulfils certain additional criteria to be eligible for a higher amount can apply for further revision of their Pension using this application. The software application will have provisions both for applying the form (both Online and offline application). The pensioner can fill up the Form of Application i.e. Annexure-C using his/her Aadhaar number or without providing Aadhaar number. Aadhaar integration of e-KYC through OTP will be done for the pensioners those who provide Aadhaar number. Also OTP and biometric mode of Authentication will be integrated as the Approval mechanism in this application.

The key features of this application include:

- Bring more Transparency
- Ease of Applying (Online and Offline Application) with
- Faster and effective Service Delivery to the Pensioner
- Ease of Application Tracking and Monitoring
- Alerts and Notifications to Pensioners on each stage of application processing.
- Grievance monitoring

1.3 Getting Started

To start using the application, enter the website URL (www.pension.odishatreasury.gov.in) in the browser to display the following login screen:

The screenshot shows the ARPANA login interface. On the left, there is a vertical menu with the following items:

- ଘରକାରୀ ନିର୍ଦ୍ଦେଶନା (Office Memorandum)
- ଆଧାର ପ୍ରମାଣିତ ହେବା (Aadhaar eKYC)
- ସାଧାରଣ ପ୍ରଶ୍ନ ଓ ଉତ୍ତର (FAQ's)
- ଅନୁଶିକ୍ଷଣ (Pensioner's Tutorial)
- ବ୍ୟବହାର ନିୟମାବଳୀ (User Manual)

The main content area includes a 'Log in here' section with the following elements:

- User Id (Bank, Treasury, AG and COA) field
- Password field
- Enter Captcha field with the captcha '1vjtfS'
- Login button

On the right side, there are four action buttons:

- ଆଧାର ମାଧ୍ୟମରେ ଆବେଦନ (Apply with Aadhaar)
- ଆଧାର ବିହୀନ ଆବେଦନ (Apply without Aadhaar)
- ଆବେଦନର ଛିଡ଼ି (Track your Application)
- ଅଭିଯୋଗ (Grievance Link)

At the bottom, there are two phone numbers: 18003456739 and 18003456770.

Here in the Welcome screen, the user can view the list of important links in the left menu which can be navigated to study each of them.

These links include-

- **Office Memorandum for Revision of Pension or Family Pension**
- **Aadhaar eKYC**
- **FAQ's**
- **Pensioner's Tutorial**
- **User Manual**

Office Memorandum - To view the details of the revision done for the pension/family pension/gratuity/commutation of pension by the Govt. of India for the Central and State

Govt. employees the user can click the respective link and download the Office Memorandum.



ସରକାରୀ ନିର୍ଦ୍ଦେଶନାମା
Office Memorandum

Aadhaar e-KYC- Aadhaar eKYC is a paperless Know Your Customer (KYC) process, wherein the Identity and Address of the subscriber are verified electronically through Aadhaar Authentication. It can be used as an alternate to current KYC process which is done based on physical photocopies of the original documents (ID proof and Address proof).



ଆଧାର ପ୍ରମାଣିତ ସେବା
Aadhaar eKYC

FAQ's- The FAQ section gives answers to the frequently asked questions with respect to pensioners eligibility, Aadhaar eKYC, how to apply online, etc.



ସାଧାରଣ ପ୍ରଶ୍ନ ଓ ଉତ୍ତର
FAQ's

Pensioner's Tutorial- The Pensioner's Tutorial is a video file which summaries the users on how to apply for pension by the eligible pensioners.



ଅନୁଶିକ୍ଷଣ
Pensioner's Tutorial

User Manual- The User Manual is a step by step document to guide a Pensioner on how to fill the Onlibe Application. This also contains a step by step guide for the Pension Disbursing Authorities, District & State Treasury officials , Accountant General and Controller of Account officials on how to go about verification, authorization and Pension modification online withn this application.





ବ୍ୟବହାର ନିର୍ଦ୍ଦେଶିକା User Manual

The bottom section of the Welcome screen gives a number of options wherein the pensioner can Apply online for the pension, Track the pension status online, register grievances and can also download the pension application form and submit it offline.


2. Apply Online with Aadhaar

The online application for the revision of pension or Annexure-C using Aadhaar is a form wherein on providing the details; the pension amount can be revised as per standard norms.

For online application of pension, click the Apply with Aadhaar  option in the welcome screen-



Revision of Pension/Family Pension
State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)



FORM OF APPLICATION (ANNEXURE-C) ▲* indicates mandatory field

ପେନସନ୍/ପରିବାର ପେନସନ୍ ଅନୁଶୋଧନର ବୃଦ୍ଧି ସମାଧାନ ପାଇଁ ଆଧାର ଇ-କେଶାଭି ଯୋଗେ ଆବେଦନ କରନ୍ତୁ। ଏଥିପାଇଁ ପେନସନ୍ ବିବରଣ ଅଧିକାରୀଙ୍କ ନିକଟସ୍ଥ ଯିବାର ଆବଶ୍ୟକତା ନାହିଁ

Type of Pension *	:	<input type="text" value="--Select--"/>
Name of the Pensioner*	:	<input type="text" value="Mr."/> <input style="width: 150px;" type="text"/>
Name & Relationship with Pensioner	:	<input type="text" value="--Relation--"/> <input type="text" value="Mr."/> <input style="width: 150px;" type="text"/>
PPO No. *	:	<input style="width: 100px;" type="text"/> <input type="button" value="Choose File"/> No file chosen
*(Upload front page of PPO; File type: jpg, png and pdf; File size max. 5 MB)		
Pension Disbursing Authority Type*	:	<input type="text" value="--Select--"/>
Date of commencement of Pension*	:	<input style="width: 150px;" type="text"/> <input type="button" value="Calendar"/>
Amount of Basic Pension at the time of Retirement *	:	₹ <input style="width: 150px;" type="text"/>
Receiving any other Pension* (Ex-serviceman, Railway etc)	:	<input type="text" value="--Select--"/>
Additional Pension/ Personal Pension drawn, if any	:	<input type="text" value="Nil"/>
Mobile No. *	:	+91 <input style="width: 100px;" type="text"/>
Email-Id	:	<input style="width: 150px;" type="text"/>
Aadhaar No. *	:	<input style="width: 150px;" type="text"/>

In the Annexure C, the user can apply for revised pension through the web entering the requisite data in the respective fields.

- Select the Type of Pension which the pensioner wants to apply for, i.e. Superannuation, Family Pension, Voluntary or Disability Pension.
- Accordingly select the salutation of the Family Pensioner/Pensioner followed by entering the Name of the family pensioner/pensioner as per the type selected.
- Enter the Father/Mother/Spouse Name by selecting the relationship with the pensioner from the drop down list, i.e. Father, Mother or Spouse.
- Select appropriate salutation of the family member from the drop-down.
- Enter the PPO (Pension Payment Order) Number in the textbox followed by uploading the scanned copy of the first page of the PPO Book in the format given, i.e. in jpg, png or pdf. The size of the PPO front page should not exceed 5 MB.
- Select the pension disbursing authority type who will be disbursing the your pension from the Pension Disbursing authority type drop down list, i.e. the Institution to which their Pension Account is tagged. It can be either District Treasury or Special Treasury or Sub-Treasury or Bank.
 - If District Treasury /Special Treasury is selected, then
 - Select the name of the District Treasury or Special Treasury from the list provided.

Pension Disbursing Authority Type*	:	District/Special Treasury
Sub-Treasury / Treasury list *	:	--Select--
Date of commencement of Pension*	:	DistrictTreasury,Kendrapara
Amount of Basic Pension at the time of Retirement *	:	DistrictTreasury,Keonjhar
Receiving any other Pension* (Ex-serviceman, Railway etc)	:	DistrictTreasury,Khurda
Additional Pension/ Personal Pension drawn, if any	:	DistrictTreasury,Koraput
Mobile No. *	:	DistrictTreasury,Malkangiri
Email-Id	:	DistrictTreasury,Mayurbhanj
Aadhaar No. *	:	DistrictTreasury,Nabrangpur
		DistrictTreasury,Nayagarh
		DistrictTreasury,Nuapada
		DistrictTreasury,Phulbani
		DistrictTreasury,Puri
		DistrictTreasury,Rayagada
		DistrictTreasury,Sambalpur
		DistrictTreasury,Subarnapur
		DistrictTreasury,Sundargarh
		Special Treasury Cuttack
		SpecialTreasury,Berhampur
		SpecialTreasury,Jajpur
		SpecialTreasury,Khurda
		SpecialTreasury,Panposh

- If Sub- Treasury is selected, then
 - Select the name of the Sub- Treasury from the list provided.

Pension Disbursing Authority Type*	:	Sub-Treasury
Sub-Treasury / Treasury list *	:	<div style="border: 1px solid #ccc; padding: 2px;"> --Select-- --Select-- Atabira Athagarh Athamallik Athamallik Baliguda Balikuda Banki Baramba Barapalli Basta Basudevpur Bhatli Bheden Bhogarai Bhuban Binjharpur Biramaharajpur Biramitrapur BissamCuttack </div>
Date of commencement of Pension*	:	
Amount of Basic Pension at the time of Retirement *	:	
Receiving any other Pension* (Ex-serviceman, Railway etc)	:	
Additional Pension/ Personal Pension drawn, if any	:	
Mobile No. *	:	
Email-Id	:	
Aadhaar No. *	:	

- If Bank is selected, then-

Pension Disbursing Authority Type*	:	Bank
IFS Code *	:	SBIN0007047
Select Bank *	:	STATE BANK OF INDIA
Select Branch *	:	LAXMISAGAR BBSR

- Enter the IFS Code for the pension disbursing bank.
- Select the name of the Bank from the drop down list followed by choosing the Branch name.
- After selecting the branch the IFS code for the branch will auto populate.
- This will also work in other way if the IFS code will be entered and the bank and branch will auto populate.

- Select the Date of commencement of Family Pension after death of Pensioner from the calendar control.
- Enter the numeric figure for the Amount of pension at the time of retirement in Indian currency in the space provided.

If the Pensioner is receiving any other Pension (like Ex-servicemen, railway etc.), then choose “Yes” from the dropdown:


Receiving any other Pension*
(Ex-serviceman, Railway etc)

:

PPO No. *	Name of the Pensioner *
<input type="text"/>	<input type="text"/>
PPO ID	TS No.
<input type="text"/>	<input type="text"/>
Amount *	Upload PPO first page *
₹ <input type="text"/>	<input type="button" value="Choose File"/> No file chosen
	<small>*(Upload front page of PPO; File type: jpg, png and pdf; File size max. 5 MB)</small>

- If Yes is chosen, then enter the details of the receiving person, including PPO No., Name, Amount and the scanned copy of the PPO book in the format given, i.e. in jpg, png or pdf. The size of the PPO front page should not exceed 5 MB.
- If any Additional pension/personal pension is drawn from the pension account, select the type of additional pension from the drop down list. If not availing any additional pension select “Nil”.
- Enter the valid and active Mobile No. in which SMS notifications can be sent to inform the processing of application.
- Likewise Email id can be provided to get notification of application processing over e-mail.
- Provide valid Aadhaar No. of the pensioner so that e-KYC can be done on same. Valid Aadhaar e-KYC will eliminate manual approach to pension disbursing authority for processing of application.
- Click the **Submit** button to save the pensioner details applied online.


On submitting the application, it will redirect to the screen where pensioner can view the details furnished during application form entry. The form can be submitted with the details as it is or can be modified once again by clicking on the modify button. But once the form submitted, the details cannot be modified.

**Revision of Pension/Family Pension**
State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)

VIEW FORM OF APPLICATION (ANNEXURE-C)

Type of Pension	: Superannuation Pension
Name of the Pensioner	: Mr. SUNANDA JENA
Spouse's Name	: Mr. KOUSIKA JENA
PPO No.	: 23424 (20171121011720PWA_Jeevan_Pramaan_Client_Installation_3.pdf)
Pension Disbursing Authority	: AND BARAMUNDA
Date of Commencement of Pension	: 01-Dec-2011
Amount of Basic Pension at the time of Retirement	: ₹ 4000
Receiving any other Pension	: No
Additional Pension/ Personal Pension drawn, if any	: Nil
Mobile No.	: 9999999999
Email-Id	: NA
Aadhaar No.	: 7246721817

On submitting, the pensioner is redirected to the following Form of Application screen wherein the identification details need to be provided-

**Revision of Pension/Family Pension**
State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)

FORM OF APPLICATION(ANNEXURE-C)

Application No. : ANDB000188/000052

Pensioner Name : MR. SUNANDA JENA

Aadhaar No. : xxxxxxxx5917

Mode of ekyc : OTP

* If your email id or mobile number not registered in Aadhaar, then e-KYC can not be done through OTP. Please take a print out of application form and submit to your Pension Disbursing Authority.

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number for Aadhaar based e-KYC. I understand that the data provided by me for e-KYC shall be used only for authenticating my identity through the Aadhaar authentication system for that specific transaction and for no other purpose. I understand that Directorate of Treasury and Inspection, Odisha shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

The above screen displays OTP based e-KYC (authentication) page using the provided Aadhaar number.

In OTP mode an OTP will be sent to the respective mobile number and e-mail id which is linked with the Aadhaar No.

- Click on the Generate OTP button to send OTP to mobile number or e-mail id tagged with Aadhaar.
- OTP will be valid for 10 minutes after generation.
- Enter the OTP sent to the respective mobile number or e-mail id in the OTP text box.

Revision of Pension/Family Pension
State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)

FORM OF APPLICATION(ANNEXURE-C)

Application No. : ANDB000188/000052

Pensioner Name : MR. SUNANDA JENA



Aadhaar No. : xxxxxxxx5917

Mode of ekyc : OTP
* If your email id or mobile number not registered in Aadhaar, then e-KYC can not be done through OTP. Please take a print out of application form and submit to your Pension Disbursing Authority.

OTP No. : 925524
OTP has been sent to your registered Email & Mobile No. in Aadhaar.

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number for Aadhaar based e-KYC. I understand that the data provided by me for e-KYC shall be used only for authenticating my identity through the Aadhaar authentication system for that specific transaction and for no other purpose. I understand that Directorate of Treasury and Inspection, Odisha shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

- Before performing e-KYC, pensioner need to read and understand the consent. Select the checkbox if the pensioner agrees to the consent displayed.
- Click on the Verify button.
- After clicking the verify button, an undertaking will be displayed.

Revision of Pension/Family Pension

State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)

FORM OF APPLICATION(ANNEXURE-C)

Application No. :

Pensioner Name :

Aadhaar No. :

Mode of ekyc : OTP
* If your email id or mobile number not registered in Aadhaar, then e-KYC can not be done through OTP. Please take a print out of application form and submit to your Pension Disbursing Authority.

OTP No. :

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number for Aadhaar based e-KYC. I understand that the data provided by me for e-KYC shall be used only for authenticating my identity through the Aadhaar authentication system for that specific transaction and for no other purpose. I understand that Directorate of Treasury and Inspection, Odisha shall ensure security and confidentiality of my personal identity data provided for the purpose of Aadhaar based authentication.

Your authentication is verified successfully

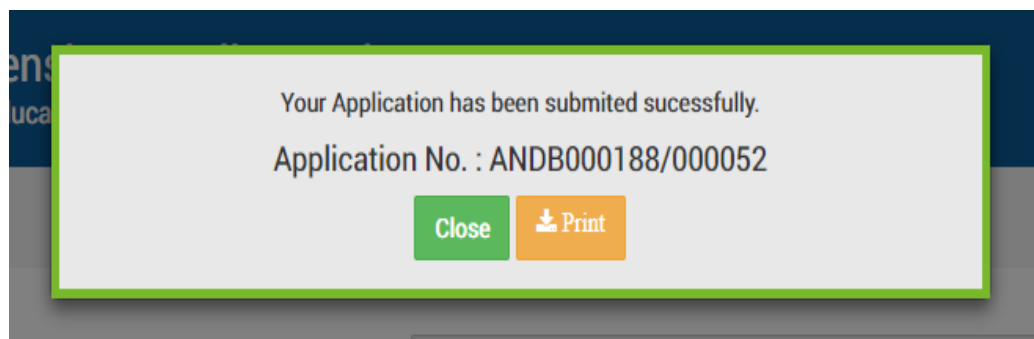
UNDERTAKING

I hereby undertake that any excess payment that found to have been made due to incorrect revision of pension / family pension or any excess payment detected subsequently will be refunded by me to the concerned pension disbursing authority either by adjustment against future pension / family pension due to me or otherwise.

I Agree

The pensioner needs to click on “I agree” checkbox so that the form can be verified and submitted to the pension disbursing authority

On submitting the form, the system gives an alert message that the form has been submitted successfully generating the Application No.




- The popup will provide a “Print” option. The Pensioner can take printout of their duly filled in Annexure-C.
- On successful submission of the form, the pensioner can receive e-mail and SMS alert regarding their application.


The following SMS and e-mail alerts will be generated from the system:

- After Successful submission of Annexure-C
- Stage wise movement of the Pension Revision Application
- Approval or Rejection of the Pension Revision Application

3. Apply Online without Aadhaar

The online application for the revision of pension or Annexure-C without using Aadhaar is a form wherein on providing the details; the pension amount can be revised as per standard norms. The pensioners need to fill up application form and submit the filled up form to their respective pension disbursing authority.

For online application of pension without Aadhaar, click the Apply without Aadhaar  option in the welcome screen-


Revision of Pension/Family Pension
 State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)
 Home

FORM OF APPLICATION (ANNEXURE-C)
▲ * indicates mandatory field

ପେନସନ୍/ପରିବାର ପେନସନ୍ ସଂଗୋଧନ ପାଇଁ ବିନା ଆଧାରରେ ଆବେଦନ କରନ୍ତୁ। ଆବେଦନ ପତ୍ରର ଏକ ପ୍ରତି କାଚି ସେଥିରେ ଆବେଦନକାରୀଙ୍କ ଦସଖତ ସହିତ ପେନସନ୍ ବିତରଣ ଅଧିକାରୀଙ୍କ

Type of Pension *	: <input type="text" value="--Select--"/>
Name of the Pensioner *	: <input type="text" value="Mr."/> <input style="width: 150px;" type="text"/>
Name & Relationship with Pensioner	: <input type="text" value="--Relation--"/> <input type="text" value="Mr."/> <input style="width: 150px;" type="text"/>
PPO No. *	: <input style="width: 100px;" type="text"/> <input type="button" value="Choose File"/> No file chosen <small>*(Upload front page of PPO; File type: jpg, png and pdf; File size max. 5 MB)</small>
Pension Disbursing Authority Type *	: <input type="text" value="--Select--"/>
Date of commencement of Pension *	: <input style="width: 150px;" type="text"/> <input type="button" value="Calendar"/>
Amount of Basic Pension at the time of Retirement *	: ₹ <input style="width: 150px;" type="text"/>
Receiving any other Pension * (Ex-serviceman, Railway etc)	: <input type="text" value="--Select--"/>
Additional Pension/ Personal Pension drawn, if any	: <input type="text" value="Nil"/>
Mobile No. *	: <input type="text" value="+91"/> <input style="width: 150px;" type="text"/>
Email-Id	: <input style="width: 150px;" type="text"/>

In the Annexure C (Fig -1) the user can apply for revised pension through the web entering the requisite data in the respective fields.

- Select the Type of Pension which the pensioner wants to apply for, i.e. Superannuation, Family Pension, Voluntary or Disability Pension.
- Accordingly select the salutation of the Family Pensioner/Pensioner followed by entering the Name of the family pensioner/pensioner as per the type selected.
- Enter the Father/Mother/Spouse Name by selecting the relationship with the pensioner from the drop down list, i.e. Father, Mother or Spouse.
- Select appropriate salutation of the family member from the drop-down.
- Enter the PPO (Pension Payment Order) Number in the textbox followed by uploading the scanned copy of the first page of the PPO Book in the format given, i.e. in jpg, png or pdf. The size of the PPO front page should not exceed 5 MB.
- Select the pension disbursing authority type who will be disbursing the your pension from the Pension Disbursing authority type drop down list, i.e. the

Institution to which their Pension Account is tagged. It can be either District Treasury or Special Treasury or Sub-Treasury or Bank.

- If District Treasury /Special Treasury is selected, then
 - Select the name of the District Treasury or Special Treasury from the list provided.

Pension Disbursing Authority Type*	:	District/Special Treasury ▾
Sub-Treasury / Treasury list *	:	<div style="background-color: #e0e0e0; padding: 2px;">--Select-- ▾</div> <div style="border: 1px solid #ccc; padding: 2px;"> <ul style="list-style-type: none"> DistrictTreasury,Kendrapara DistrictTreasury,Keonjhar DistrictTreasury,Khurda DistrictTreasury,Koraput DistrictTreasury,Malkangiri <li style="background-color: #007bff; color: white;">DistrictTreasury,Mayurbhanj DistrictTreasury,Nabrangpur DistrictTreasury,Nayagarh DistrictTreasury,Nuapada DistrictTreasury,Phulbani DistrictTreasury,Puri DistrictTreasury,Rayagada DistrictTreasury,Sambalpur DistrictTreasury,Subarnapur DistrictTreasury,Sundargarh Special Treasury Cuttack SpecialTreasury,Berhampur SpecialTreasury,Jajpur SpecialTreasury,Khurda SpecialTreasury,Panposh </div>
Date of commencement of Pension*	:	
Amount of Basic Pension at the time of Retirement *	:	
Receiving any other Pension* (Ex-serviceman, Railway etc)	:	
Additional Pension/ Personal Pension drawn, if any	:	
Mobile No.*	:	
Email-Id	:	
Aadhaar No. *	:	

- If Sub- Treasury is selected, then
 - Select the name of the Sub- Treasury from the list provided.

Pension Disbursing Authority Type*	:	Sub-Treasury ▾
Sub-Treasury / Treasury list *	:	<div style="background-color: #e0e0e0; padding: 2px;">--Select-- ▾</div> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #007bff; color: white; padding: 2px;">--Select--</div> <ul style="list-style-type: none"> Atabira Athagarh Athamallik Athamallik Baliguda Balikuda Banki Baramba Barapalli Basta Basudevpur Bhatli Bheden Bhogarai Bhuban Binjharpur Biramaharajpur Biramitrapur BissamCuttack </div>
Date of commencement of Pension*	:	
Amount of Basic Pension at the time of Retirement *	:	
Receiving any other Pension* (Ex-serviceman, Railway etc)	:	
Additional Pension/ Personal Pension drawn, if any	:	
Mobile No.*	:	
Email-Id	:	
Aadhaar No. *	:	

○ If Bank is selected, then-

Pension Disbursing Authority Type*	:	Bank
IFS Code *	:	SBIN0007047
Select Bank *	:	STATE BANK OF INDIA
Select Branch *	:	LAXMISAGAR BBSR

- Enter the IFS Code for the pension disbursing bank.
 - Select the name of the Bank from the drop down list followed by choosing the Branch name.
 - After selecting the branch the IFS code for the branch will auto populate.
 - This will also work in other way if the IFS code will be entered and the bank and branch will auto populate.
- Select the Date of commencement of Family Pension after death of Pensioner/Pension from the calendar control.
 - Enter the numeric figure for the Amount of pension at the time of retirement in Indian currency in the space provided.


If the Pensioner is receiving any other Pension (like Ex-servicemen, railway etc.), then choose “Yes” from the dropdown:

Receiving any other Pension* (Ex-serviceman, Railway etc)	:	Yes
--	---	-----

PPO No. *	Name of the Pensioner *
PPO ID	TS No.
Amount *	Upload PPO first page *
₹ <input style="width: 80%;" type="text"/>	<input type="button" value="Choose File"/> No file chosen
*(Upload front page of PPO; File type: jpg, png and pdf; File size max. 5 MB)	

- If Yes is chosen, then enter the details of the receiving person, including PPO No., Name, Amount and the scanned copy of the PPO book in the format given, i.e. in jpg, png or pdf. The size of the PPO front page should not exceed 5 MB.
- If any Additional pension/personal pension is drawn from the pension account, select the type of additional pension from the drop down list. If not availing any additional pension select “Nil”.
- Enter the valid and active Mobile No. in which SMS notifications can be sent to inform the processing of application.
- Likewise Email id can be provided to get notification of application processing over e-mail.
- Click the **Submit** button to save the pensioner details applied online.

On submitting the application, it will redirect to the screen where pensioner can view the details furnished during application form entry. The form can be submitted with the details as it is or can be modified once again by clicking on the modify button. But once the form submitted, the details cannot be modified.


Revision of Pension/Family Pension
State Govt. & Aided Educational Institutions, Government of Odisha (Pre 2016 pensioners)

VIEW FORM OF APPLICATION (ANNEXURE-C)

Type of Pension	: Family Pension
Name of the Pensioner	: Mr. KUMUDINI RANA
Spouse's Name	: Mr. STYANANDA RANA
PPO No.	: 34534 (20171121012638PNA_Jeevan_Pramaan_Client_Installation_3.pdf)
Pension Disbursing Authority	: Atabira
Date of Commencement of Pension	: 07-Dec-2007
Amount of Basic Pension at the time of Retirement	: ₹ 5000
Receiving any other Pension	: No
Additional Pension/ Personal Pension drawn, if any	: Nil
Mobile No.	: 9999999999
Email-Id	: NA

Confirm
Modify

On submitting, the pensioner is redirected to the following Form of Application screen wherein the application number is generated for the pensioner and print option provided to take printout of filled up form.

Application No.	: TRYO000305/000053
PPO No.	: 34534
Type of Pension	: Family Pension
Pensioner Name	: MR. KUMUDINI RANA


4. Track Your Application

Moving back to the welcome screen, click the Track Your Application option to track the pension application status applied by the pensioner. Pensioner can track application movement.

To check the application status, enter the Application No. in the textbox provided and click the Track button. On providing the application number (received through sms/e-mail notification) the pensioner can track their application position.

In the Application Action History section, the green layout indicates that the application has been verified and forwarded to the next level and the red layout shows the application verification is still pending. Pensioner can also take a printout of the application form that was filled up during revision application by clicking on the print button.

5. Grievance Link

In case the pensioner faces any issue regarding the pension application, then he/she can click the on **Grievance Link**  option wherein the user is redirected to the Pensioner's Portal where the public grievance can be registered.

Pensioners' Portal

Directorate of Treasuries & Inspection
Government of Odisha

[Home](#) | [Sitemap](#) | [Contact Us](#)

PENSION RELATED
CITIZEN SERVICES
PENSION PROFILE
MIS & DASHBOARD

Public Grievance

[Search Status](#)

Complainers Information

Name *	<input type="text"/>
Address *	<input type="text"/>
Email	<input type="text"/>
Mobile No:(90*****) *	<input type="text"/>
Designation	<input type="text"/>
Office From Which Retired (If Applicable)	<input type="text"/>
Retired from Ministry/Department/Organisation *	<input type="text" value="Select"/>
Year of Retirement	<input type="text"/>

Grievance Details

Grievance Type *	<input type="text" value="Pension Related Grievance"/>
Grievance Details *	<input type="text"/>

Mandatory fields are marked with *

PENSION RELATED

- Classes of Pension
- Pension Rules
- Retirement Benefits
- Pension Schemes
- Pension Process Road Map

INTERFACES

- Bank Interface
- AG Interface
- CoA Interface

CITIZEN SERVICES

- Pensioners Details
- Pensioners Bill Details
- NPS Details
- Pensioner Registration Form

POWERED BY

In the Complainers Information section, the name, address and contact details of the complainant needs to be entered selecting their occupation from where the same has retired from.

In the Grievance Details section, selecting the grievance type, the grievance details need to be entered in the space provided. Click the Save button.