

ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਸਮੂਹ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ(ਸੈ.ਸਿ/ਐ.ਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. DP/ISE-CORDDC/IRC/65/2021/67342-343

ਮਿਤੀ. 22-02-2021

ਵਿਸ਼ਾ:- Conversion of PPO to e-PPO for pensioners of Government of Punjab-
Procedure of disbursement regarding
ਰਵਾਲਾ:- ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (ਵਿੱਤ ਪੈਨਸ਼ਨ ਪਾਲਿਸੀ ਤੇ ਤਾਲਮੇਲ ਸ਼ਾਖਾ) ਦੇ ਪੱਤਰ
FD-FPPCOFAMP/20/2020-1FPPC/56 ਮਿਤੀ.10.02.2021 ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਰਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ
ਹਿਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)
22.2.2021

ਪਿਠ.ਅੰਕਣ ਨੰ.ਉਕਤ/2021/67344-348

ਮਿਤੀ. 22-02-2021

1. ਪੀ.ਏ/ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡੀ.ਜੀ.ਐਸ.ਈ, ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ(ਸੈ.ਸਿ/ਐ.ਸਿ), ਪੰਜਾਬ।
4. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡਾਇ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ, ਪੰਜਾਬ।
5. ਡੀ.ਸੀ.ਐਫ.ਏ ਬਜਟ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)
22.2.2021

No. FD/FPPCOFAMP/20/2020-1FPPC/ 56

**Government of Punjab
Department of Finance
(Finance Pension Policy & Coordination Branch)**

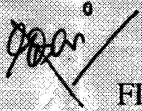
Dated, Chandigarh the 10.02.2021

To

The Special Chief Secretary/Additional Chief Secretaries/
Principal Secretaries to Government of Punjab,
All the Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab and Haryana High Court,
District and Session Judges and
All Deputy Commissioners in the State,
Secretary, Punjab Vidhan Sabha, Chandigarh.

Subject: Conversion of PPO to e-PPO for pensioners of Government of Punjab-Procedure of disbursement regarding.

Sir,

 I am directed to refer to Punjab Government circular letter No. FD/FPPCOFAMP/20/2020-1FPPC/869 dated the 21.10.2020 on the subject noted above and to say that in continuation of the letter mentioned above, your attention is invited to the newly issued consolidated Pension Payment Order-cum-Gratuity Payment Order-cum Commutation Payment Order i.e. e-PPO. To implement e-PPO necessary changes have been made in iHRMS. The procedure to be followed here-in-after is laid as below: -

1. The Office of Accountant General, Punjab will upload digitally signed consolidated Pension Payment Order-cum-Gratuity Payment Order-cum-Commutation Payment Order or e-PPO on iHRMS Portal instead of sending physical copies to treasuries and pensioners.
2. An intimation to the pensioner w.r.t. issuance of e-PPO is sent via text message on his/her registered mobile number in iHRMS as soon as the e-PPO is authorized by the Accountant General, Punjab.
3. The concerned pensioner and District Treasury Officer can view and download e-PPO by logging in their iHRMS login. The pensioners, after login, shall open "My services tab-my pension-my e-PPO" & download e-PPO. The coloured printout of e-PPO may then be taken.

-2-

4. The pensioner on receipt of SMS shall visit District Treasury Office with the following documents:

- i. Coloured hard copy of e-PPO ("Pensioner portion")
- ii. Non Payment Certificate of provisional pension and gratuity.
- iii. Copy of passbook relating to pension account.
- iv. Two Passport size photographs (duly attested by department) of pensioner.
- v. Joint photograph of pensioner along with his/her spouse.
(duly attested by department.)

5. The District Treasury Office shall download the e-PPO after due verification of the pensioner and the documents provided by him/her, as per the procedure laid down in Punjab Treasury Rules.

6. The District Treasury Officer shall, thereafter, print three copies of the e-PPO, one as "Disburser Portion", second for "Gratuity Payment Order" and third for "Commutation Payment Order".

7. The District Treasury Officer shall counter-sign all the four portions of the e-PPO, including "Pensioners portion" and mark different dispatch numbers while sending the same to the respective pension disbursement bank.

8. Only duly signed and stamped orders will be treated as valid Pension Payment Order/Gratuity Order/Commutation Pension Order.

9. The bank shall process pension/gratuity/commutation orders for further necessary action only after verification of the District Treasury Officer's signatures on the documents.

10. The Accountant General, Punjab, till the forwarding of pension papers to it becomes online, is requested to affix the digitally signed hard copy of consolidated Pension Payment Order-cum-Gratuity Payment Order-cum-Commutation Payment Order or e-PPO while sending back the service book of the pensioner to Pension Sanctioning Authority.

Yours faithfully,



(Dr. Abhinav Trikha), IAS,
Special Secretary Expenditure

Endst. No. FD/FPPCOFAMP/20/2020-1FPPC/ 57 Dated, Chandigarh, 10.02.2021

A copy of above is forwarded to the Officer on Special Duty (O.S.D)/Chief Secretary, Punjab for information.

Harinder Kumar
Superintendent

Endst. No. FD/FPPCOFAMP/20/2020-1FPPC/ 58-59 Dated, Chandigarh, 10.02.2021

A copy is forwarded to the following for information and necessary action:-

1. Accountant General (A&E), Punjab Pension-3 Branch, Sector 17, Chandigarh.
2. Accountant General (Audit), Punjab, Chandigarh.

Harinder Kumar
Superintendent

Endst. No. FD/FPPCOFAMP/20/2020-1FPPC/ 60-64 Dated, Chandigarh, 10.02.2021

A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary Finance, Secretary Expenditure, Special Secretary Expenditure, Special Secretary Finance & Additional Secretary Finance.
2. Director, Treasury & Accounts, Punjab, Chandigarh.
3. All District Treasury Officer/Treasury Officers in the State of Punjab.
4. All Deputy/Under Secretaries/Superintendents, Finance Expenditure Branches, Finance Budget Branches, Finance Personnel Branches to ensure compliance of instructions mentioned in the letter.
5. In-charge, N.I.C.

Harinder Kumar
Superintendent

Endst. No. FD/FPPCOFAMP/20/2020-1FPPC/ 65 Dated, Chandigarh, 10.02.2021

A copy is forwarded to the following for information and necessary action:-

1. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
2. Secretary to Government of Haryana, Department of Finance, Chandigarh.
3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.
4. Accountant General, Haryana, Chandigarh.
5. Accountant General, Himachal Pradesh, Shimla.
6. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh.
7. Director, Public Relation Department, Punjab, Chandigarh.
8. Director, Public Relations, Punjab, Chandigarh.
9. Additional Director, IAO (R), Sector 33-A, Chandigarh.
10. Deputy Director, Pension, Sector 33-A, Chandigarh.
11. Examiner, Local Fund Accounts, Sector 33-A, Chandigarh.
12. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra (E), Mumbai-400051
13. Secretary, Punjab State Electricity Board, The Mall, Patiala.
14. Registrar, Guru Nanak Dev University, Amritsar.

15. Principal Secretary, Finance, Uttrakhand-4, Subhash Road, Secretariat, Dehradun-248001.
16. Accountant General, Uttrakhand, Oberoi Motor Building, Saharanpur Road, Majra, Dehradun-248171.
17. Accountant General (A&E), Allahabad, Uttar Pradesh.

Harminder Singh
Superintendent

Endst. No. FD/FPPCOFAMP/20/2020-1FPPC/ 66

Dated, Chandigarh, 10.02.2021

A copy is forwarded to the following for information and necessary action:-

1. General Manager, Operation, Parliament Street, State Bank of India, New Delhi.
2. Development Manager (P&S Banking), State Bank of India, The Mall, Patiala.
3. Regional Manager, Indian Overseas Bank, Show Room 11-13, Madhya Marg, Sector 7-C, Chandigarh
4. Regional Manager, Central Bank of India, Regional Office, 427-A, Ghumiar Mandi, Ludhiana
5. Regional Manager, Central Bank of India, Regional Office, 1, Queen Road, Civil Lines, Amritsar.
6. Regional Manager, State Bank of India, Zonal Office, Punjab, No. 113, 68-69 Bank Square, Sector 17, Chandigarh.
7. The Zonal Manager, Bank of India, 181-82, Sector 17, Chandigarh.
8. Punjab National Bank, Feroze Gandhi Market, Ludhiana.
9. Regional Manager, Punjab National Bank, Regional Office, Neeland Road, Amritsar.
10. Regional Manager, Punjab National Bank, Feroze Gandhi Market, Pakhowal Road, Ludhiana.
11. Regional Manager, Punjab National Bank, Regional Office, Civil Lines, Jalandhar.
12. Regional Manager, Punjab National Bank, Regional Office, Jalandhar Road, Hoshiarpur.
13. Regional Manager, Punjab National Bank, Kapurthala.
14. Zonal Office, Punjab National Bank, Sector 17, Chandigarh.
15. Manager, State Bank of India, Banking Operation, Department Local Head Office, Sector 17, Chandigarh.
16. Zonal Manager, United Commercial Bank, Zonal Office, S.C.O. NO. 1092-93, Sector 22-C, Chandigarh.
17. Divisional Manager, United Commercial Bank, Divisional Bank, First Floor, Bank Square, Sector 17, Chandigarh.
18. Divisional Manager, United Commercial Bank Building, Third Floor, Sector 17, Chandigarh.
19. Divisional Manager, United Commercial Bank. M.C. Chowk, Jalandhar.
20. Regional Manager, P.N.B., Dharmshala, Himachal Pradesh.
21. Regional Manager, Punjab National Bank, Regional Office, Karnal (Haryana).

22. Regional Manager, Oriental Bank of Commerce, Sector 17, Chandigarh.
23. Regional Manager, Punjab National Bank, Transaction Banking Division, Rajindra Bhawan, Rajindra Palace, New Delhi.
24. U.C.O. Bank, Head Office, Finance Department-2, India Exchange Place, Third Floor, Kolkata-700001.
25. Regional Manager, Oriental Bank of Commerce, The Mall, Patiala.
26. Regional Manager, Oriental Bank of Commerce, The Main Road, Jalandhar.
27. Regional Manager, Punjab & Sind Bank, Sector 17, Chandigarh.
28. Manager, Indian Overseas Bank, Regional Office, 550/1, College Road, Fountain Chowk, Civil Lines, Ludhiana.
29. Manager, Central Bank of India, Sector 17, Chandigarh.
30. Regional Manager, Indian Bank, S.C.O. No. 189-192, Sector 7-C, Chandigarh.
31. Assistant General Manager, State Bank of India, C.P.P.C, Second Floor, Sector-5, Panchkula.
32. President Pensioners Association (Regd.), Kothi No. 820, Phase-7, Mohali.
33. President Govt. Pensioners Association, Kothi No.2786, Sector 22-C, Chandigarh.
34. General Secretary the President, Punjab Civil Secretariat (Retd.) Officers Association, House No. 222, Sector 44-A, Chandigarh.
35. President, Punjab State Accounts Services Association (Regd.), Sector 33, Chandigarh.
36. President Punjab Govt. Pensioners Association (Regd.), Ferozepur.
37. Sh. J.K. Sharma, Manager Pensioners Helpline 169/2, Heera Mahal Colony, Nabha (Distt. Patiala).
38. President Pensioners & Senior Citizen Welfare Association, 762, Sector 60, Mohali.
39. President Pensioners Welfare Association, Room No. 110, B-Block, Mini Secretariat, Patiala-147001.
40. President Retired Teachers & Other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.
41. President Government Association, House No. 3018, Sector 28-D, Chandigarh.
42. General Secretary, Government Pensioners Association (Regd.), 1618, Sector 15, Panchkula.
43. President, Punjab Irrigation Retired Engineers Welfare Association, S.C.O. No. 212, Sector 36-D, Chandigarh.
44. President State Pensioners, Mahasangh, Ward No. 3, Samrala, Ludhiana.
45. President Punjab Pensioners Welfare Association (Regd.), Distt. Hoshiarpur, Head Office, Room No. 19, Mini Secretariat, Hoshiarpur.
46. President, Punjab Government Pensioners Association, Distt. S.A.S. Nagar (Mohali), 2755, Phase 7, Mohali.

Hasminder
Superintendent

H