STEP-1 TO DOWNLOAD LIST OF PRE-2016 CASES TO BE REVISED UNDER 7th CPC

Grievances	-	8	First Credit Status
Total Grievances	5	9	Cases to be revised under OM 30/07/2015
Total Disposed	0	10	Combined Authority Sent By CPAO to Bank
Total Danding	6	11	OM 30 July 2015 : Revision Tracking System
		12	EPPO Revision Authority Download
Total Marked To DDO		13	PAO WISE SUMMARY OF OM 30 JULY 2015 REPORTED & RECEIVED/REVISED
		14	Cases to be revised under OM 06/APRIL/2016 new
		15	Grievance referred by CPAO new
		16	Entry & PPO allocation for officials due to retire within 12 to 15 months as on 01/Apr/2016 new
		17	New PPO & Aadhar seeding report new
		18	Examination of feasibility of implementation of 7th CPC for revision of pensions of Pre-2016 pensioners
		19	12 Digits PPO Number to be Alloted to Pre-90 Pensioners (List)
		20	7th CPC Pre-2016 Revisions (Summary & List) new

After LOGIN CLICK ON SI.No 20 (7th CPC Pre-2016 Revisions (Summary & List))

STEP-2

Following screen will open once clicked on Sl.No 20 (7th CPC Pre-2016 Revisions (Summary & List))

Pre 2016 Rev	Pre 2016 Revision Report									
Print				Search:						
Sr no.	Ministry / Dept.	PAO Name	Total Case	Revised	Pending					
1	FINANCE	075305-PAO(CPAO), Delhi	46	0	46 🗴					
	GRAND TOTAL		46	0	46					
Showing 1 to 2 of 2	entries	m			4					

Under Pending Column of Report Click on the Link shown in Red Circle above

STEP-3

After Click a window will open to save .txt File

Opening 075305.txt	×
You have chosen to	open:
📋 075305.txt	
which is: Text	Document
from: http://c	pao.nic.in
What should Firefo	x do with this file?
Open with	EditPad Lite (default)
FlashGot	JDownloader
O DownThem	AII!
🔘 dTa OneClic	k! 👎 F:\FOXIT_PDF_EDITOR_PORATBLE\ 🔻
Save File	
🔲 Do this <u>a</u> uto	matically for files like this from now on.
	OK Cancel

In this case we have clicked for PAO 075305 so the text file will be 075305.txt, save the file in desired location.

Enter name of file to save to		×
🚱 🔾 🗢 📔 🕨 РАО-СРАО	•	Search PAO-CPAO
Organize 🔻 New folder		:= • 🔞
 Recycle Bin CCP_REPS_20170118 dbws-callout-utility-10R2 eppo_format_2 eppo_samples hindi fonts Jeevan_praman Links_20140305 Marriage_Forms New folder PAO-CPAO 	Name No items mate	Date modified Type
PAPA_SCAN	III	•
File name: 075305.txt		•
Save as type: Text Docu	ment (*.txt)	▼
🔿 Hide Folders		Save Cancel

STEP-4 Once the File is downloaded open MICROSOFT EXCEL

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12											

BY DEFAULT A BLANK SHEET IS OPENED

STEP-5

CLICK ON DATA TAB TO IMPORT CSV (TXT) FILE

X 🛃	1)- (22 -	-		_	
File	Ho	ome Ir	nsert Pa	ge Layout	Formulas	Data	Review
From Access	From Web	From F Text	rom Other Sources ≠	Existing Connections	Refresh All + Conn	Connection Properties Edit Links ections	s Art Z↓
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	А	В	С	D	E	F	G
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2							
3							

AFTER OPENING DATA TAB CLICK ON FROM TEXT

STEP-6

Select the File from the folder where you have downloaded the .txt file

Import Text File							x
СЭО-СРАС	D		• *	Search F	РАО-СРАО		٩
Organize 🔻 New folder							0
Network	*	Name			Date modified		Туре
Control Panel		075305.txt			30/05/2017 4:5	1 PM	Text
CCP_REPS_20170118							
bws-callout-utility-1							
eppo_samples							
鷆 hindi fonts							
Jeevan_praman Links 20140305	-						
Marriage_Forms							
🌗 New folder	-						Þ
File na	me:	075305.txt	•	Text Files	(*.prn;*.txt;*.cs)	v)	•
		Tool	s 🔻	Impo	rt C	ancel	

Click on Import

Import wizard screen will open (Step 1)

Text Import Wizard - Step 1 of 3	8	x
The Text Wizard has determined that your data is Delimited.		
If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type		
Choose the file type that best describes your data:		
Tixed would a realigned in columns with spaces between each ried.		
Start import at row: 1 File grigin: 437 : OEM United States		-
Preview of file C:\Users\admin\Desktop\PAO-CPAO\075305.txt.		
1 MINISTRY_DEPT, PAO, PPO_NUM, PENSIONER_NAME, FP_NAME, PPO_CLASS 2 FINANCE, 075305, 753050000017, "BHATI SHRI KRISHAN KUMAR", "DEVI S	,DATE_BII MT ATRI"	ATE ^
3 FINANCE, 075305, 753050000028, "NARAIN SHRI CHAND", "SHARMA SMT RA	MA", "V -	Ve
5 FINANCE,075305,753050200013, TRIANA SH S K , TRIANA SHI AMATA	SUM", "A	- : -
· · · · · · · · · · · · · · · · · · ·		•
Cancel < Back <u>N</u> ext >	Eir	nish
		_

Choose Delimited and Click Next

Import wizard (Step 2)

below.	you set the	delimiters	your data contains	. You can see how your text is affec	cted in the preview
Delimiters					
Tab					
Semicolon		Treat cons	secutive delimiters	as one	
Comma		—	-		
Space	Tex	ct <u>q</u> ualifier:		•	
Other:					
Data <u>p</u> review					
Data <u>p</u> review					
Data preview	RY DEPT	PAO		PENSIONER NAME	FD NAME
Data preview MINIST FINANCE	RY_DEPT	PAO 075305	PPO_NUM 753050000017	PENSIONER_NAME BHATI SHRI KRISHAN KUMAR	FP_NAME ^ DEVI SMT ATI
Data greview MINIST FINANCE FINANCE	RY_DEPT	PAO 075305 075305	PPO_NUM 753050000017 753050000028	PENSIONER_NAME BHATI SHRI KRISHAN KUMAR NARAIN SHRI CHAND	FP_NAME DEVI SMT ATI SHARMA SMT I
Data greview MINIST FINANCE FINANCE FINANCE	RY_DEPT	PAO 075305 075305 075305	PPO_NUM 753050000017 753050000028 753050200015	PENSIONER_NAME BHATI SHRI KRISHAN KUMAR NARAIN SHRI CHAND TRIKHA SH S N	FP_NAME DEVI SMT ATI SHARMA SMT I TRIKHA SMT I
Data greview MINIST FINANCE FINANCE FINANCE FINANCE	RY_DEPT	PAO 075305 075305 075305 075305	PPO_NUM 753050000017 753050000028 753050200015 753050200020	PENSIONER_NAME BHATI SHRI KRISHAN KUMAR NARAIN SHRI CHAND TRIKHA SH S N CHANDRA SHRI RAMESH	FP_NAME DEVI SMT ATI SHARMA SMT I TRIKHA SMT I LATA SMT KUS •

Select Comma under Delimiters and click on next

Import wizard (Step 3)

Text Import Wizard - Step 3 of 3			8 <mark>×</mark>
This screen lets you select each col Column data format	umn and set the Data Fo 'General' converts num remaining values to tex	rmat. eric values to numbers, date valu kt. <u>A</u> dvanced	es to dates, and all
General Gener	alGeneral Ge	eneral	General
MINISTRY_DEPT PAO	PPO_NUM PE	ENSIONER_NAME	FP_NAME
FINANCE 07530	5 753050000017 BH	HATI SHRI KRISHAN KUMAR	DEVI SMT ATI
FINANCE 07530	5 753050000028 NA	ARAIN SHRI CHAND	SHARMA SMT I
FINANCE 07530	5 753050200015 TR	RIKHA SH S N	TRIKHA SIT I
DINANCE 07530	5 753050200020 CH	HANDRA SHRI RAMESH	LATA
 ■ 			SCROLL BAR
	Cancel	< <u>B</u> ack Next	> Finish

Scroll to the end Column under Data preview then press Shift key without releasing shift key use mouse and click on DDO CODE Column and your screen should look like below

General General converts numeric values to numbers, date values to dates, and all remaining values to text.	his screen lets you select each Column data format	column and set the Data Format.	
Data preview TText Text Text Text Text Text Text Text	 General Text Date: DMY Do not import column (skip) 	'General' converts numeric valu remaining values to text.	ues to numbers, date values to dates, and all
Trext Text Text Text GRADE_PAY LAST_PAY_DRAWN BANK_NAME CPPC_CODE PAY_BR_CD DDO_CCI 5400 ALLAHABAD BANK 0212424 0210323 5400 CENTRAL BANK OF INDIA 0283760 0280303 5400 PUNJAB NATIONAL BANK 0306386 0302164 5400 CANARA BANK 0242962 0242004 T			Use Shift Key and Mo
TText Text Text Text Text CRADE_PAY LAST_PAY_DRAWN BANK_NAME CPPC_CODE PAY_BR_CD DDO_CCI 5400 ALLAHABAD BANK 0212424 0210323 5400 CENTRAL BANK OF INDIA 0283760 0280303 5400 PUNJAB NATIONAL BANK 0306386 0302164 5400 CANARA BANK 0242962 0242004 T	Data preview		
GRADE_PAY LAST_PAY_DRAWN BANK_NAME CPPC_CODE PAY_BR_CD DDO_COI 5400 ALLAHABAD BANK 0212424 0210323 Image: Constraint of the constraint of t	TText Text	Text	Text Text Text
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5400 PUNJAB NATIONAL BANK 0306386 0302164 5400 CANARA BANK 0242962 0242004	5400	ALLAHABAD BANK	0212424 0210323
5400 CANARA BANK 0242962 0242004	5400	PUNJAB NATIONAL BAN	IK 0306386 0302164
		CANARA BANK	0242962 0242004 🔫
	5400		

After selecting the data click choose Text under Column Data Format and then Click Finish

STEP-7

Following screen will appear once Finish is clicked

Import Data		8 x
Where do you want	to put the data sheet:	a?
=\$A\$1 New workshe	et	
Properties	ОК	Cancel

Click on OK to start Import of data

After Successfully importing data you're your excel sheet will be filled like the screen below now you can save this excel file for your usage

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Get External Data					C0	nnections		50	ort & Fir	ter			
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2	FINANCE		075305	75305000017	BHATI S	HRI KRISHAN	N KUMA	AR	DE	VI SMT A	TRI		V - Vo
3	FINANCE		075305	75305000028	NARAIN	I SHRI CHAN	D		SH	ARMA SI	MT RA	MA	V - Vo
4	FINANCE		075305	753050200015	TRIKHA	SH S N			TR	ІКНА SM	T KAN	ТА	A - Su
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STEP-8

Save the file

Save As	op 🕨		▼ 🍫 Search Desktop		P				
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Save Thumbnail									
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This is how you can convert CSV(txt) file into excel