

CENTRAL PENSION ACCOUNTING OFFICE

USER GUIDE – HOW TO CONVERT CSV (TXT) FILE TO EXCEL

STEP-1

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

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar has a 'Grievances' section with four items: 'Total Grievances' (5), 'Total Disposed' (0), 'Total Pending' (5), and 'Total Marked To DDO' (3). The main content area lists 20 items. Item 20, '7th CPC Pre-2016 Revisions (Summary & List)', is highlighted with a red box and has a 'new' tag.

Sr No.	Item Name	Tag
8	First Credit Status	
9	Cases to be revised under OM 30/07/2015	
10	Combined Authority Sent By CPAO to Bank	
11	OM 30 July 2015 : Revision Tracking System	
12	EPPO Revision Authority Download	
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	new
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 SI.No 20 (7th CPC Pre-2016 Revisions (Summary & List))

The screenshot shows a 'Pre 2016 Revision Report' page. It has a 'Print' button and a search box. Below is a table with 6 columns: Sr no., Ministry / Dept., PAO Name, Total Case, Revised, and Pending. The first row shows Sr no. 1, Ministry / Dept. FINANCE, PAO Name 075305-PAO(CPAO), Delhi, Total Case 46, Revised 0, and Pending 46. The '46' in the Pending column is circled in red. A 'GRAND TOTAL' row is at the bottom. Below the table, it says 'Showing 1 to 2 of 2 entries'.

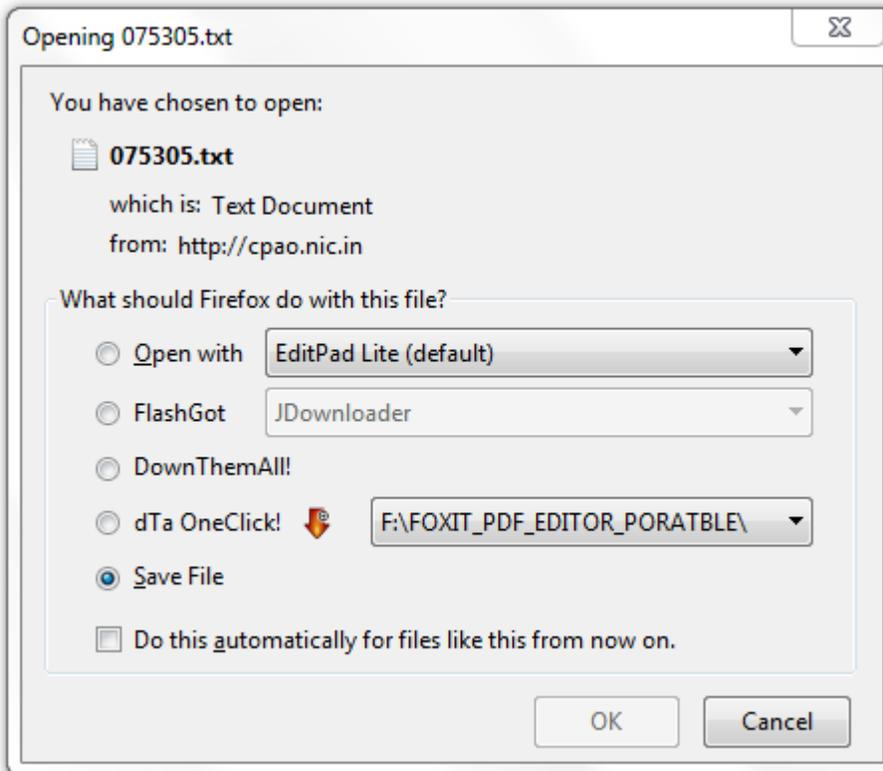
Sr no.	Ministry / Dept.	PAO Name	Total Case	Revised	Pending
1	FINANCE	075305-PAO(CPAO), Delhi	46	0	46
GRAND TOTAL			46	0	46

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

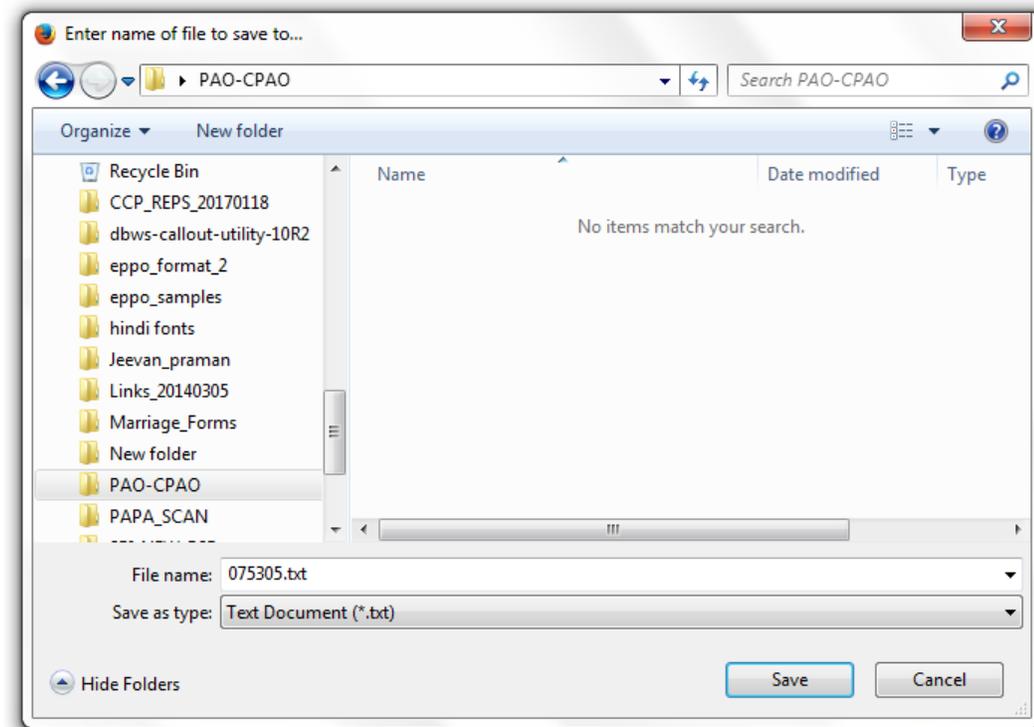
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STEP-3

After Click a window will open to save .txt File



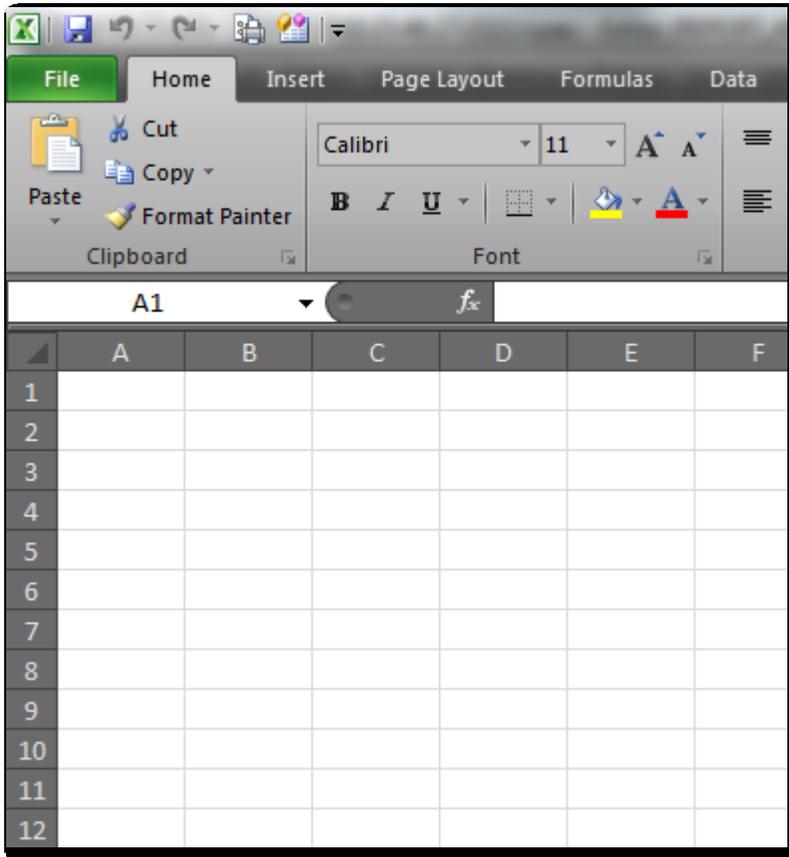
In this case we have clicked for PAO 075305 so the text file will be 075305.txt, save the file in desired location.



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STEP-4

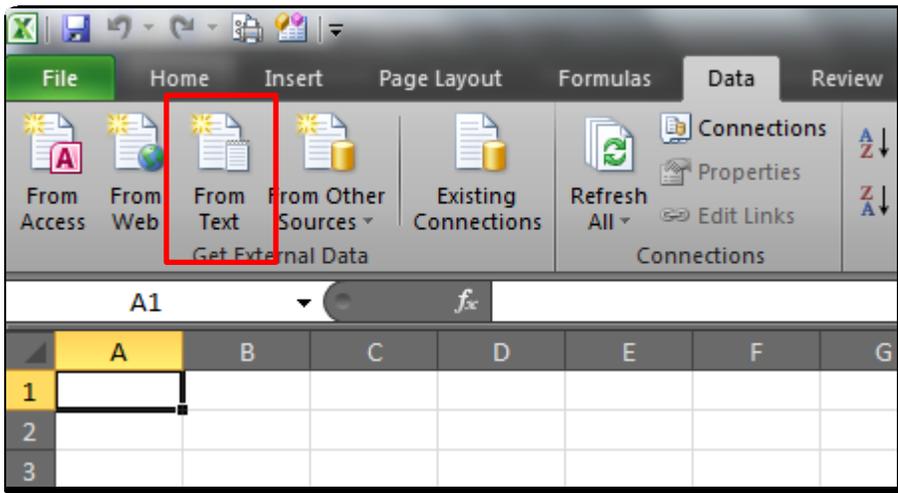
Once the File is downloaded open MICROSOFT EXCEL



BY DEFAULT A BLANK SHEET IS OPENED

STEP-5

CLICK ON DATA TAB TO IMPORT CSV (TXT) FILE

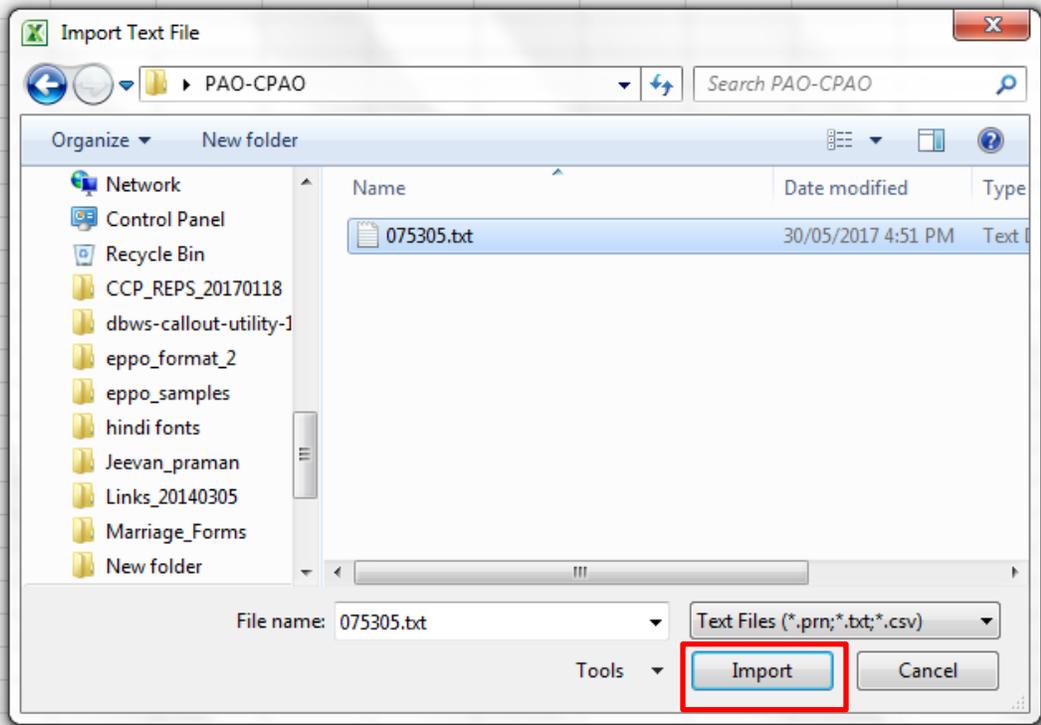


AFTER OPENING DATA TAB CLICK ON FROM TEXT

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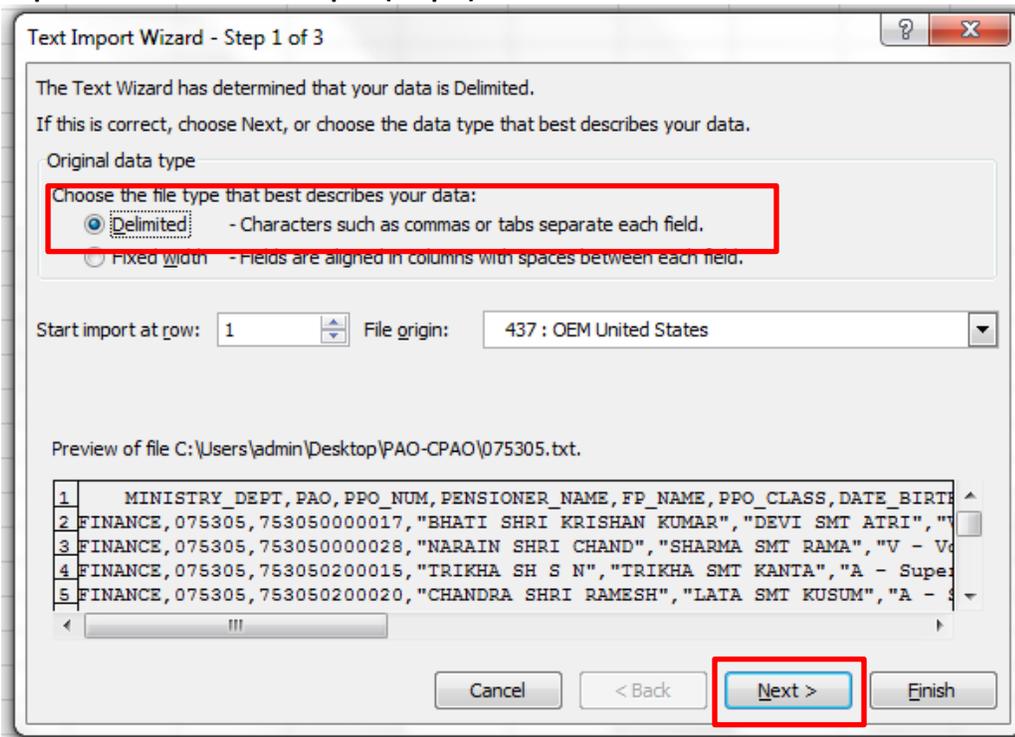
STEP-6

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



Click on Import

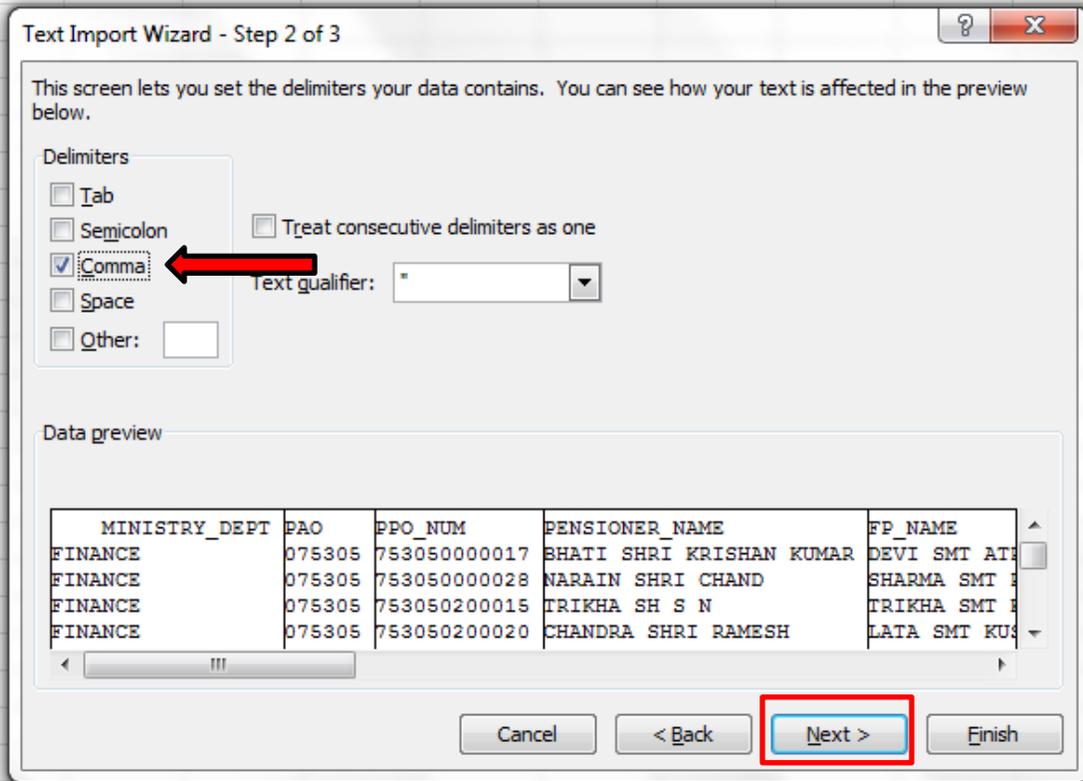
Import wizard screen will open (Step 1)



Choose Delimited and Click Next

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Import wizard (Step 2)



This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier:

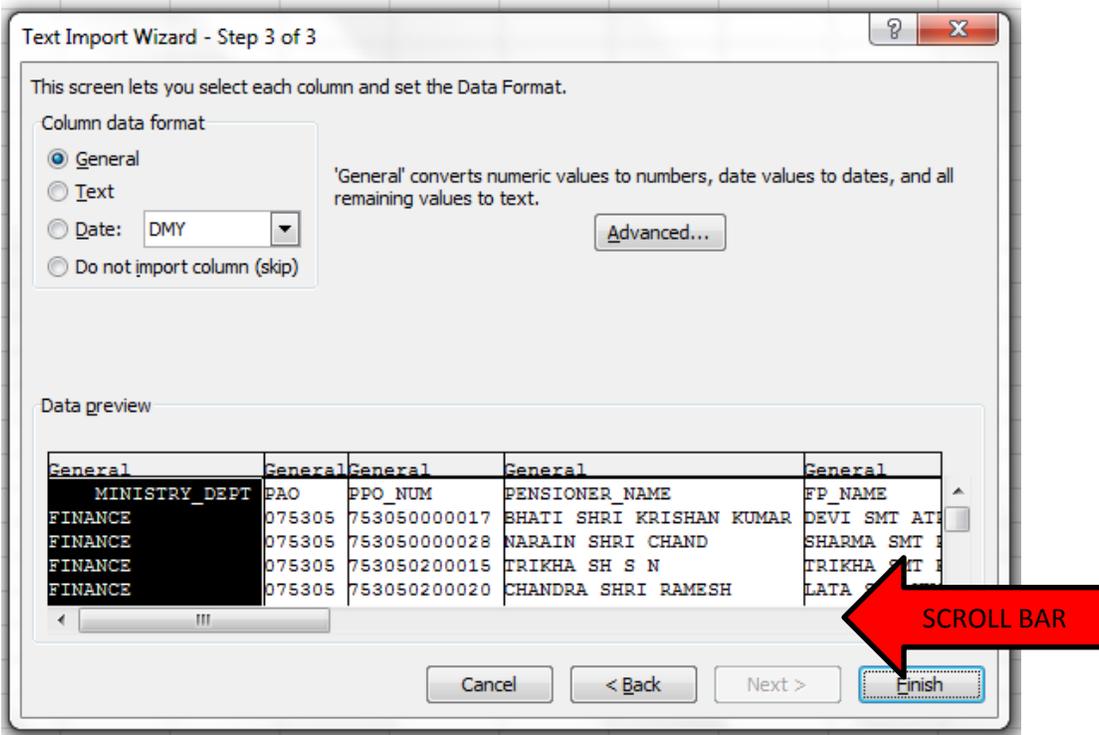
Data preview

MINISTRY_DEPT	PAO	PPO_NUM	PENSIONER_NAME	FP_NAME
FINANCE	075305	753050000017	BHATI SHRI KRISHAN KUMAR	DEVI SMT AT
FINANCE	075305	753050000028	NARAIN SHRI CHAND	SHARMA SMT
FINANCE	075305	753050200015	TRIKHA SH S N	TRIKHA SMT
FINANCE	075305	753050200020	CHANDRA SHRI RAMESH	LATA SMT KUS

Buttons: Cancel, < Back, Next >, Finish

Select Comma under Delimiters and click on next

Import wizard (Step 3)



This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date:
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

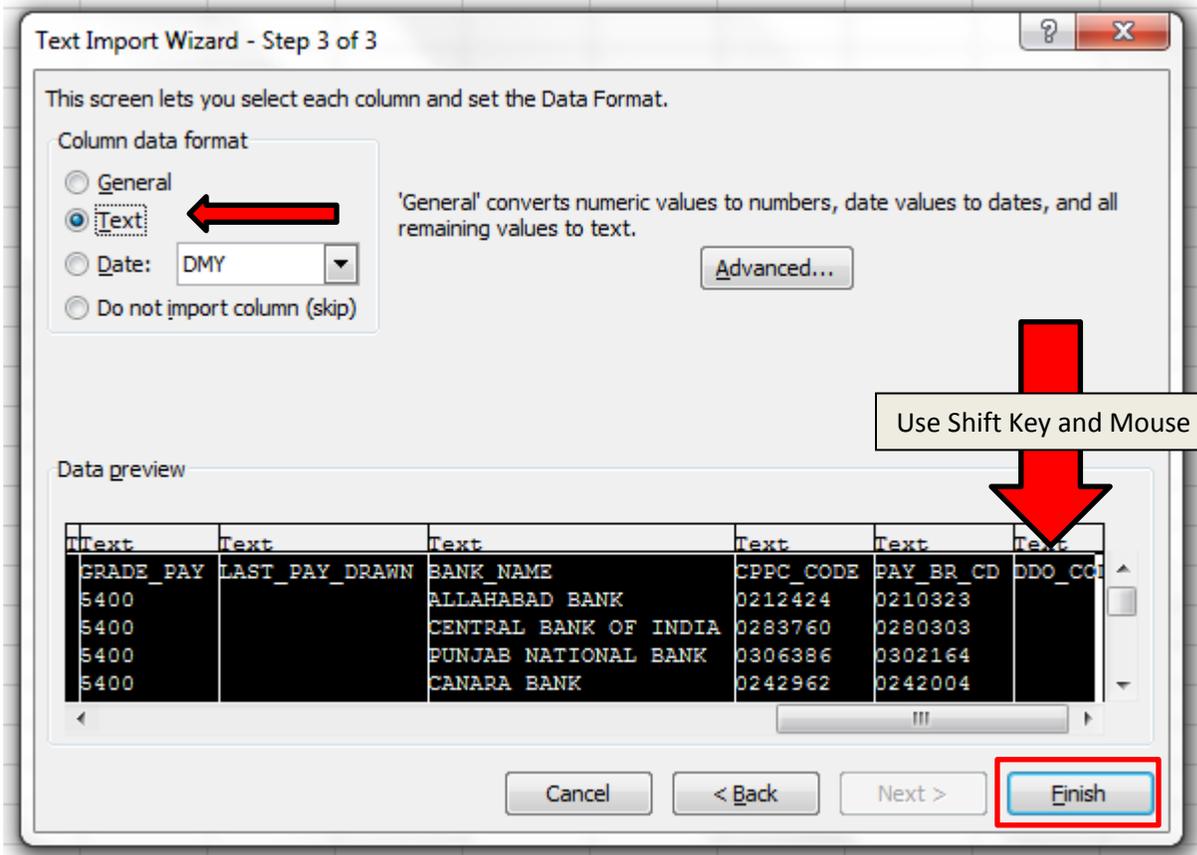
General	General	General	General	General
MINISTRY_DEPT	PAO	PPO_NUM	PENSIONER_NAME	FP_NAME
FINANCE	075305	753050000017	BHATI SHRI KRISHAN KUMAR	DEVI SMT AT
FINANCE	075305	753050000028	NARAIN SHRI CHAND	SHARMA SMT
FINANCE	075305	753050200015	TRIKHA SH S N	TRIKHA SMT
FINANCE	075305	753050200020	CHANDRA SHRI RAMESH	LATA

Buttons: Cancel, < Back, Next >, Finish

SCROLL BAR

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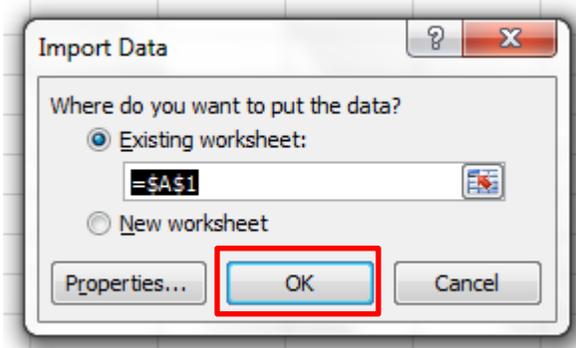
Scroll to the end Column under Data preview then press Shift key without releasing shift key use mouse and click on DDO CODE Column and your screen should look like below



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

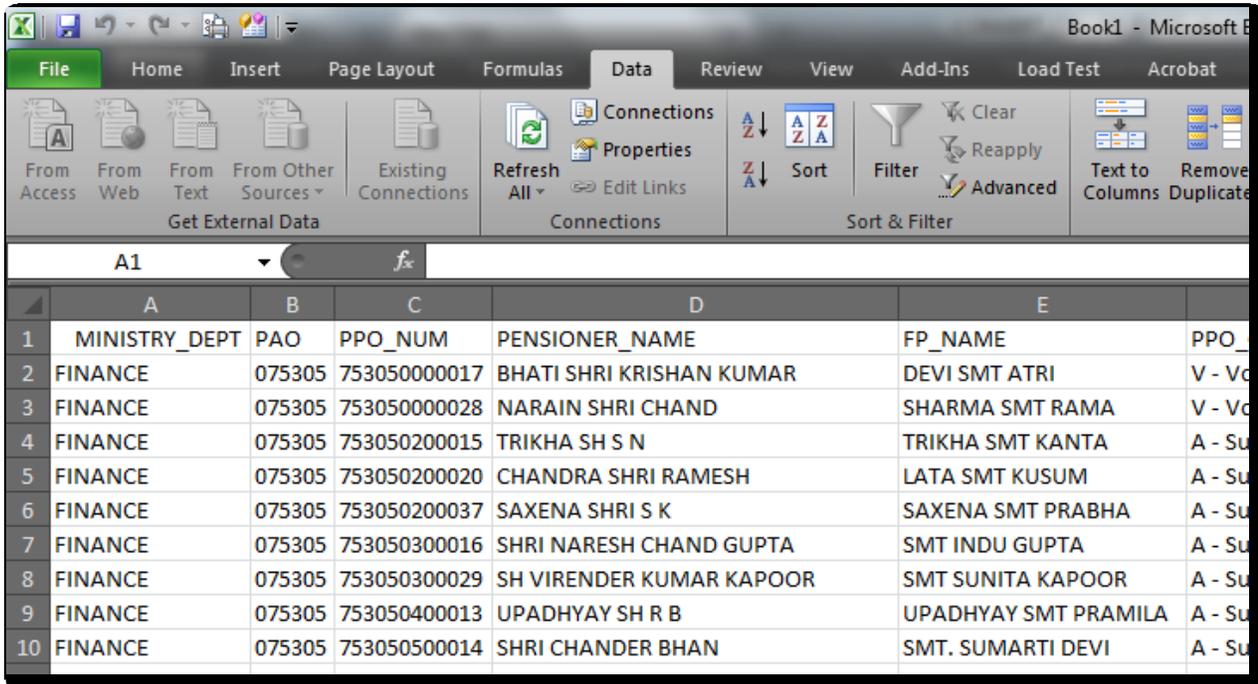


Click on OK to start Import of data

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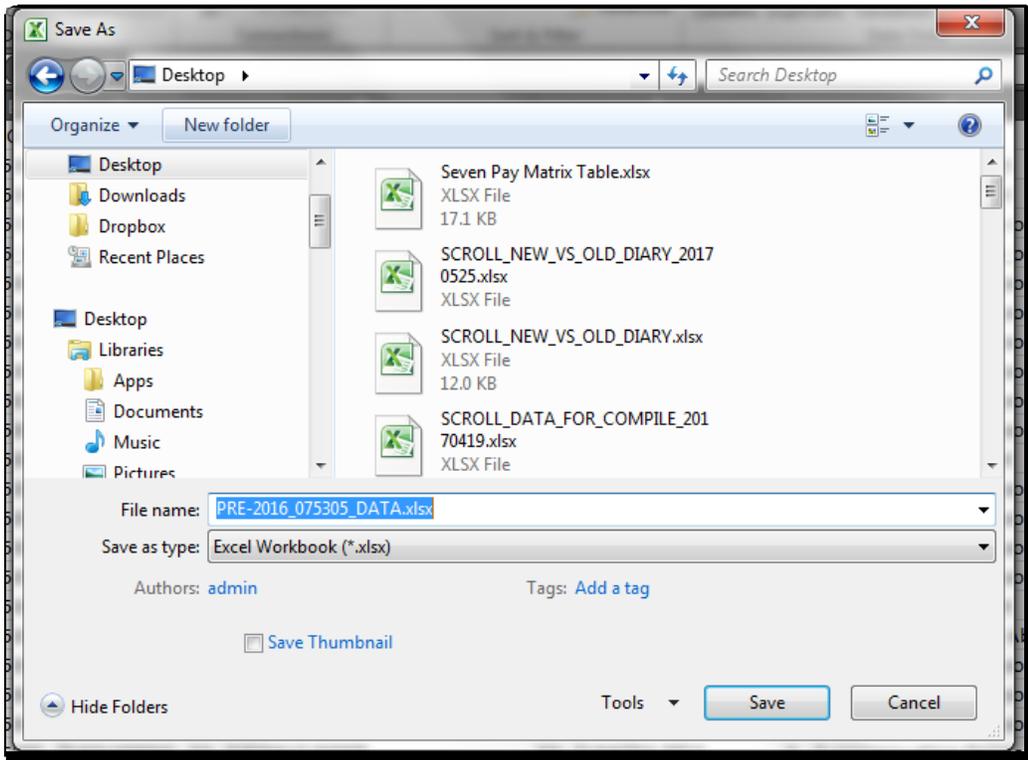
After Successfully importing data you're your excel sheet will be filled like the screen below now you can save this excel file for your usage



	A	B	C	D	E	
1	MINISTRY_DEPT	PAO	PPO_NUM	PENSIONER_NAME	FP_NAME	PPO_
2	FINANCE	075305	753050000017	BHATI SHRI KRISHAN KUMAR	DEVI SMT ATRI	V - Vo
3	FINANCE	075305	753050000028	NARAIN SHRI CHAND	SHARMA SMT RAMA	V - Vo
4	FINANCE	075305	753050200015	TRIKHA SH S N	TRIKHA SMT KANTA	A - Su
5	FINANCE	075305	753050200020	CHANDRA SHRI RAMESH	LATA SMT KUSUM	A - Su
6	FINANCE	075305	753050200037	SAXENA SHRI S K	SAXENA SMT PRABHA	A - Su
7	FINANCE	075305	753050300016	SHRI NARESH CHAND GUPTA	SMT INDU GUPTA	A - Su
8	FINANCE	075305	753050300029	SH VIRENDER KUMAR KAPOOR	SMT SUNITA KAPOOR	A - Su
9	FINANCE	075305	753050400013	UPADHYAY SH R B	UPADHYAY SMT PRAMILA	A - Su
10	FINANCE	075305	753050500014	SHRI CHANDER BHAN	SMT. SUMARTI DEVI	A - Su

STEP-8

Save the file



This is how you can convert CSV(txt) file into excel