



CPAO/IT&Tech/Revision (7th CPC)/19.Vol-III/2016-17/ 26

03.05.2017

Office Memorandum

Subject: - Roll out of e-Revision utility of CPAO for 7th CPC revision of pension in all Delhi based PAOs.

In continuation of CPAO OM No. CPAO/IT&Tech/Revision (7th CPC)/19.Vol-III/2015-16/248 dated-08.02.2017 followed by OM No. CPAO/IT&Tech/Revision (7th CPC)/19.Vol-III/2016-17/254 dated-27.02.2017 regarding pilot implementation of e-Revision utility of CPAO in 46 PAOs, it has been decided to roll out e-Revision utility of CPAO to all the remaining Delhi based PAOs w. e. f. 15/05/2017. A training on this utility for these PAOs is being scheduled between 15/05/2017 to 19/05/2017. In the first phase, CPAO would train three officials of each PAO of Ministry/Department selected for the use of this utility. The Ministry/Department wise schedule of training will be communicated separately.

2. Digital Signatures of the PAOs and their registration on PFMS website are prerequisites to process the pension revision through this utility, therefore, all the PAOs who do not have digital signatures are required to procure the same and get them registered on PFMS before start of training.

3. In view of above, all concerned Pr. CCAs/CCAs/CAs are requested to instruct their pension processing PAOs located at Delhi to start use of new e-revision utility to process Post-2016 pension cases under 7th CPC from 15/05/2017 and arrange the digital signatures for those PAOs who have not yet procured the same. They are further requested to nominate three officials at the level of PAO/AAO for the proposed training at INGAF, Delhi. A step by Step User Guidance along with login details of PAOs is also enclosed for the facilitation of the PAOs on the new utility.

This issues with the approval of competent authority.

Encl:-As above.

(Subhash Chandra)
(Controller of Accounts)
Ph.No.011-26174809

To,

All Pr. CCAs/CCAs/CAs (Ministries/Departments) as per list.

SYSTEM PRE-REQUISITES FOR e-Revision

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1. Install and configure JAVA
2. Install DSC token driver
3. Add <http://164.100.78.149/erevision/> to trusted sites .

Internet Explorer → Tools → Internet Options → Security → Trusted Sites → Sites → Add url provided above → Close → Ok

Steps for e-Revision Six Pay Commission to Seven Pay Commission

Open internet explorer

Enter Address <http://164.100.78.149/erevision/>

Enter user id and password

Digital Signature Registration

Now click on DSC Registration and register your digital signature

E-Revision Steps

- Click on Post 1st Jan 2016 Revision tab
- Enter PPO No. and click on search button
- Now click on Seven CPC Revision a window will be opened 7 PC Revision
- Now in left side select Check box Pensioner or Family Pensioner
- Now select any one from
 - Commutation Paid By PAO or
 - Commutation Payable By Bank or
 - Not Applicable
- Now click on Calculate button then a message box will appeared Updated successfully then click on OK button.
- Now check in right side, seven CPC revised value will be filled and in bottom of same page click on Save button.
- After click on save button a message box will be appeared Record saved successfully and click on OK button.
- Now close 7 PC Revision window.

Steps for Sign PDF Revised case

Click on e-Sign Tab

Now plug in your digital key into computer/laptop in USB port.

There are three options View PDF, Digital-Sign and Delete

- View PDF - you can view e-Revision PDF which is revised
- Digital-Sign - Digital sign is for sign case
- Delete - if in any case has any issue than case can be deleted by click on delete button

Now select a case which has to be signed click on Digital-Sign

Now a window will be appeared and click on Sign button.