

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoort-II, Bhikaji Cama Place, New Delhi

No. CPAO/IT&Tech/NPS to OPS/22 Vol-V/2026-27/12612/97

Date: 31.07.2026

Office Memorandum

Subject: Procedure for allotment of Regular PPO Number against Provisional Pension Payment Order (PPPO) Number in respect of NPS-AR pension cases – regarding --

The undersigned is directed to refer the guidelines issued by O/o Controller General of Accounts vide U.O. No. TA-3-07001/2/2021-TA-CGA/cs-5365/342 dated 17.09.2025 regarding migration of pension cases, granted pension on death/disability of Government servants under NPS-AR, from CPAO to Pension disbursing banks for payment of pension to the pensioner/family pensioner and the Office Memorandum issued by CPAO vide OM No. CPAO/IT&Tech/NPS to OPS/22 Vol-V/2025-26/12612/48 dated 21.10.2025, wherein the procedure for processing and taking necessary action for smooth and seamless migration of such pension cases was circulated to all Ministries/Departments.

In order to facilitate timely processing of NPS-AR pension cases and to enable allotment of Regular PPO Numbers against the corresponding Provisional Pension Payment Order (PPPO) Numbers, a utility has been developed and posted at CPAO portal for the use of concerned PAO to allot fresh PPO No. against the PPPO No. issued earlier in the 'N' series for NPS-AR pensioners.

All the Pr. CCAs/CCAs/CAs/AGs are requested to direct all the PAOs under their jurisdiction to use this utility for allotment of PPO numbers in respect of NPS-AR Pensioners before submission to CPAO for migration of pension payment from CPAO to authorized banks.

The detailed procedure for utilization of utility to generate new PPO No. is enclosed herewith for guidance and necessary action.

This issues with the approval of the Chief Controller (Pensions).

Encls: as above.



(Ajay Chaudhary)

Sr. Accounts Officer (IT & Tech)

To,

1. All the Pr. CCAs/CCAs/CAs/AGs (as per list)

Copy to:

1. PS to CC(P)
2. Sr. AO (NPS), CPAO
3. NIC, CPAO

12 Digit PPO Number allotment for legacy NPS-AR cases NPPO Number Allotment Utility (PAO) – User Manual

1. Introduction

This module enables PAO users to allocate 12 digit PPO numbers against NPPO number allotted to NPS-AR Pensioners.

2. Navigation

PAO need to visit CPAO Official Website <https://cpao.nic.in> and Login using their login credential.

After login as PAO user, click on “**PPO Number Allocation Utility for NPS-AR Pensioners**” from the dashboard.

- **Screen 1:** Dashboard
- **Screen 2:** Allocated List
- **Screen 3:** View Screen Pop-up
- **Screen 4: PPO Number Allocation Form**
Go to the “**Unallocated NPS NPPO Number**” tab, enter the NPS number, and click the “**Go**” button to proceed.
- **Screen 4.1:** Allocation Form Submission
- **Screen 5:** Success Message

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Screen 1: Dashboard

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PAO(CISF), New Delhi

Date Last updated on 16-Apr-26

User Menu Home

Update Profile Details **new**

Change Password

Last Login 17-Apr-2026

Login Id is valid till 31-Dec-2035

Password is valid till 13-May-2026

Grievances

- Total Grievances 23
- Total Disposed 10
- Total Pending 13
- Total Marked To DDO 3

- Escroll Unrevised Pre-2006 (Paying Branch Wise Details)
- Change of Pension account from one Branch to Another(XXI) **new**
- PPO Enquiry
- PAO WISE DELAY ANALYSIS OF NEW PPO RECEIVED
- Data Capture Module For Pensioner getting Pension from PAO Cash Counter
- First Credit Status
- Cases to be revised under OM 30/07/2015
- EPPO Revision Authority Download
- PAO WISE SUMMARY OF OM 30 JULY 2015 REPORTED & RECEIVED/REVISED
- Cases to be revised under OM 06/APRIL/2016
- Grievance referred by CPAO **new**
- Entry & PPO allocation for officials due to retire within 12 to 15 months **new**
- New PPO & Aadhar seeding report **new**
- Examination of feasibility of implementation of 7th CPC for revision of pensions of Pre-2016 pensioners **new**
- 12 Digits PPO Number to be Allotted to Pre-80 Pensioners (List)
- Revision Status Report of 7th PC (Pre 2016)
- Manage DDO **new**
- 7 CPC Revision with Enhanced Pension up to 64 years of age for Para Military Forces **new**
- Details of Pending under 7th CPC
- PPO Number Allocation Utility For NPS-AR Pensioners **new****
- PPO ENQUIRY FOR NPS-AR
- Escroll Unrevised Post-2006

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Screen 2: Allocated List



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USER MENU

LOG OUT

PAO(CISF), New Delhi

Data Last Updated on 28-APR-2025

1. User Menu Home

2. User's Profile Details

NEW

3. Change Password

Last Login: 04-May-2025

Login Id is valid till: 21-Dec-2025

Password is valid till: 13-May-2026

Grievances

Total Grievances

Total Disposed

Total Pending

Total Marked To DDO

PPO Number Allocation Utility

✓ Allocated PPO Numbers (Migrated) List

7 Un Allocated PPO Number

✓ Allocated PPO Numbers (Migrated)

Year Search: 2025

SEARCH

Print

Search:

Action	PPO Number	Retiree/Family Pensioner Name	File No	Gender	Class/Category Of Pension	Date of Ret/Death	Mobile Number	Pan No	PRAN Number	PPPO No(OLD NPS-AR)	Date Allotted	Date Received in CPAO
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NPS-AR NPPO allotment User Manual for PAO | For Official Use Only

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Screen 3: View Screen Pop-up.

PPO Number Allocation Utility

Allocation PPO Number / Allocated List In Allocated PPO Number

VIEW RETIREE INFORMATION

PPO Number	
Select DDO *	(THAN)
Pensioner File Number	
Retiree/Family Pensioner Name	
Gender	☐ Male ☒ Female
Designation*	
Class/category of Pensioner	☒ W-Ordinary Family Pension ☐ X-Invalid Pension ☐ Y-Extraordinary Pension ☐ Z-Extraordinary Family Pension
Date of Retirement / Death*	
Mobile Number*	
Pan No*	
pran Number	
Email ID	
Date Sent to CPAO	
Date of case Received In CPAO	
Remark*	

UPDATE RESET

Screen 4: PPO No. Allocation Form –

Go to “Un Allocated NPS NPPO Number” tab, enter the NPS-AR PPPO Number (Starting with N), and click “Go” button to the proceed.

Screen 4.1: Allocation Form Submission

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NPS NPPO Number Allocation Utility

✓ Already Allocated NPS NPPO Number List

↗ Un Allocated NPS NPPO Number

NPS_AR PPPO NO (Start with N)

GO

PPO Number Allocation Utility

✓ Allocated PPO Numbers (Migrated) List

↗ Un Allocated PPO Number

NPS_AR PPPO No*

Pensioner's Class Category *

☒ W-Ordinary Family Pension

☐ X-Invalid Pension

☐ Y-Extraordinary Pension

☐ Z-Extraordinary Family Pension

Date of Retirement /Death (yyyy/mm/dd) *

Select DDO List *

Please Select DDO

Pensioner File Number *

File Name

Retiree Name *

Gender *

☐ Male ☒ Female

Designation *

GT/GD

Mobile Number *

Pan No *

PRAN Number *

Email ID *

Enter Images *

Click Image Text



or



SUBMIT

CANCEL

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Screen 5: Success Message

PPO Number Allocation Utility

✓ Allocated PPO Numbers (Migrated) List ↑ Un Allocated PPO Number

✓ PPO NUMBER: [REDACTED] SUCCESSFULLY GENERATED DATA!

NPS_AR PPPO NO (Start with N) [REDACTED] 

Successful Submission Confirmation

After successful submission, the system displays a confirmation message with the NPPO number. The data is saved and becomes visible in the Allocated List. The user should verify the record after submission.

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