



CPAO/IT & Tech/Alt. of PPO/2016/ Vol-X//697

02.12.2015

Office Memorandum

Subject: Utility for generation of Pension Payment Order (PPO) numbers for ensuing calendar year 2016 through PAO login at CPAO's Website-regarding.

It has been decided to discontinue the physical movement of generated list of Pension Payment Order Numbers from CPAO to Pay & Accounts Offices with effect from 01.01.2016. CPAO has provided an utility "Annual Allocation PPO Numbers Utility" on CPAO's website www.cpao.nic.in under PAO login, at the link "PPO Number Allocation Utility" for generation of list of PPO numbers for the calendar year 2016. PAOs may download current generated PPO number list by using Username & Password provided by CPAO. This utility is available during office hours only. The List of Allotment of PPO Numbers, 2016 may be generated electronically by taking following steps:-

- Step 1 Login to www.cpao.nic.in with your Username and Password
- Step 2 Click link: **PPO Number Allocation Utility**
- Step 3 Open new page, then see your maximum limit of Allocation
- Step 4 Enter the required no. of PPO Nos. It should be less than the max. limit (already allotted if any)
- Step 5 Then press Submit button.
- Step 6 Shows Pop-Up message 'your record submitted successfully'.
- Step 7 Download the Excel file containing the PPO Nos.

All the Pr.CCAs/CCAs/CAs/ Administrator of UTs/Accountants General are requested to instruct their Pay & Accounts officers to generate list of Allotment of PPO Nos. for the year 2016 accordingly.

In case of any problem, please contact Computer Section at 011-26715338 or e-mail ID kumardavinder@nic.in.

This issues with the approval of competent authority.

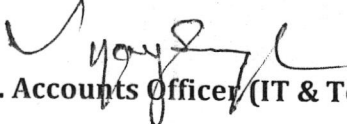
(Vijay Singh)
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To,

- i) All Pr. CCAs/CCAs/CAs (Ministries/Departments as per list) / Administrator of UTs/AGs.
- ii) All Pay & Accounts Offices by e-mail.

Copy to:-

- i) PPS to CGA, O/o the CGA, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110 003
- ii) PS to Addl. CGA (PK), O/o the CGA, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110 003
- iii) PS to Addl. CGA (GPG), O/o the CGA, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110 003


Sr. Accounts Officer (IT & Tech)