



CPAO/IT&Tech/Revision (7<sup>th</sup> CPC)/19.Vol-III (E)/2018-19/95

29.08.2018

## Office Memorandum

**Subject: Mandatory use of Digital Signature - Regarding.**

Reference is invited to this office OM No. CPAO/IT&Tech/Revision (7<sup>th</sup> CPC)/19.Vol-III/ 2016-17/37 dated 25.05.2017 followed by OM No. CPAO/IT&Tech/Revision (7<sup>th</sup>CPC)/19.Vol-III(B/E)/2016-17/127 dated-25.09.2017 and OM No. CPAO/IT&Tech/ Revision (7<sup>th</sup>CPC)/19.Vol-III(E)/2016-17/147 dated 14.11.2017 on the above subject thereby in unavoidable circumstances only, PAOs were allowed to process the pension cases manually and forward to CPAO with the counter signature Pr. CCAs/CCAs/ CAs/AGs/Administrators of UTs with valid reasons.

Further, it has been observed that the PAOs are sending revision of pension authorities to the CPAO in a format other than the format prescribed by CPAO while processing the revision of pension cases manually under the 7<sup>th</sup> Central Pay Commission and without the counter signature by concerned Pr. CCAs/CCAs/ CAs/AGs/ Administrators of UTs with valid reasons.

In view of the above all Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs are once again requested to instruct the PAOs under their jurisdiction to process the revision of pension cases in the prescribed format manually only in exceptional circumstances when it is not possible to process the pension case through the e-Revision utility of CPAO and forward to this office only after counter signature by the concerned Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs with valid reasons.

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

(Md. Shahid Kamal Ansari)  
(Asstt. Controller of Accounts)  
Ph No.011-26103074

To

All Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs

### **Copy for information to:**

1. Sr.PS to CGA, O/o the CGA, Mahalekha Niyantak Bhawan, E-Block, General Pool Office (GPO) Complex, New Delhi.
2. PS to Chief Controller (Pension), CPAO, New Delhi.
3. Sr. TD (NIC), CPAO, New Delhi.
4. Sr.AO (CDN), New Delhi
5. PAOs of all Authorisation Sections, CPAO, New Delhi