

**GUIDELINES FOR ELECTRONIC TRANSMISSION OF ACCOUNTING
DATA UNDER THE CPPC SYSTEM BY AUTHORIZED
BANKS**

e-Scroll

[Version 2.10]

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**Central Pension Accounting Office
Ministry of Finance
Department of Expenditure
New Delhi**

**National Informatics Center
Ministry of Communications and Information Technology
Department of Information
Government of India
New Delhi**

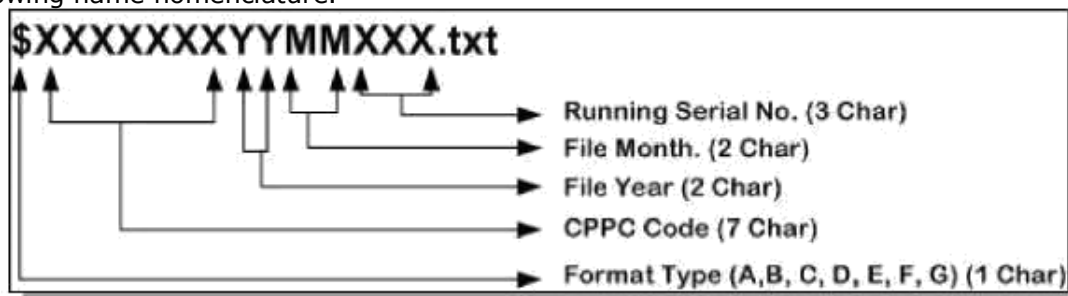
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Contents

1	File Name Nomenclature	Page 4
2	Category Pension	Page 5
3	Instructions For Filling Up Data In The Electronic Format	Page 6
4	Data Structure-Format A	Page 7
5	Data Structure-Format F	Page 9
6	Electronic Format DMS File.	Page 11
7	Enclosure-I (State List)	Page 13
8	Enclosure-II (AIS State Code List)	Page 14

File Name Nomenclature

Files containing the required data in ASCII format should be sent to CPAO with following name nomenclature.



Example:

File sent by SBI CPPC for the month of January 2010 should be like this:
A0000001 100100 1.txt

Explanation: Here “A” stands for Format-A, “0000001” Is the CPPC code for SBI (State Bank of India), “10” is the file year i.e. in which year the file is being sent, “01” is the file Month i.e. in which month the file is being sent, “001” is running serial number i.e. should change with every file sent.

Note: Running Serial No should be restarted from 001 every new calendar year. Running serial number should be maintained separately for each format type i.e. every calendar year running serial number should start from 001 for each format type.

Category of Pension

- A. Superannuation Pension (other than High Court and Supreme Court Judges). Earlier pensioners who were under voluntary retirement and invalid pension category should now be marked "V" and "I" respectively according to the new revised categories of pension.
- B. Family Pension (other than High Court and Supreme Court Judges). It should only be family pension for A, I, V categories.
- C. Pension to High court judges and their family pensions.
- D. Superannuation Pension of Supreme Court Judges.
- E. Family Pension for Supreme Court Judges.
- F. Pension to Ex-MPs.
- G. Swantrata Sainik samman Pensioners (Freedom Fighters/Political Pensions) and their family pensions.
- H. Pensions and other amenities to the former President of India including Payment of Medical expenses and traveling expenses towards medical check up of the spouse of the retired/ deceased president.
- I. Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British authorities.
- V. Voluntary Retirement: This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are voluntarily retired should be made the category "V" according to the new system.
- P. Other pension.

INSTRUCTIONS FOR FILLING UP DATA IN THE ELECTRONIC FORMAT

1. All data must be in ASCIIFormat.
2. Data should be represented in delimited file format i.e. pipe (|) should be used to differ between columns (fields).
3. Fields must be in the same order / sequence as described in Electronic formats.
4. All fields must be included even if the value is zero.
5. Directions for giving file names for sending the information are given at page 4
 - File Name Nomenclature.
6. SCROLL NO: This is a running serial number for one financial year (April-March) beginning from 1.
7. Scroll Date: Date on which Scroll is made. All dates are to be given as Character field YYYYMMDD format.
8. PPO Number: This would be a 12-digit numeric code as given in SSA. No. space or slashes etc. Should be used in between the digits. For pre-1990 cases, PPO No. New Numeric 12 digit PPO No. issued by CPAO should be used.
9. CPPC Code and Paying Branch Code should be part 1 of BSR Code issued by RBI.
10. Pension Category: This is a single character from 'A' to 'O' corresponding to a category as given at page 5.
11. If Commutation / Differential Commutation / Gratuity / Differential Gratuity payment is made by bank for a pensioner, this should be reported as a separate record by the paying branch.
12. Each CPPC must send data of all paying branches i.e. only one electronic file for each file format.
13. Maximum file size must not be greater than 30MB.

Electronic Format – A

Electronic Format for Pension Payment Scroll
(Corresponding to Annexure-XII of Scheme Booklet)
(To be consolidated by CPPC)

Sr.No	Field Name	Type	Maximum Width (character)	Description
1	CPPC-CODE *	C	7	BSR Code of CPPC
2	SCROLL CATEGORY *	C	1	'1' IF CENTRAL CIVIL GENERAL, '2' IF AIS PENSION '3' GOVERNMENT OF DELHI '4' OTHER EMOLUMENTS OF PRESIDENT
3	SCROLL NO*	N	5	'Scroll No. (Running Sl. No. For Financial Year).
4	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD).
5	TRANSACTION ID**	C	35	Unique Transaction Identification no.
6	PENSION ACCOUNT HOLDING BRANCH IFSC CODE *	C	11	Pay Branch Code (IFSC Code).
7	PENSIONER NAME*	C	70	Pensioner Name
8	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
9	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases.
10	ACCOUNT NO.*	C	20	Pensioner's S.B. Account No
11	PENSION CAT *	C	1	Category Of Pension
12	BASIC PENSION APPLICABLE	N	6	Basic Pension Before Commutation
13	PENSION COMMUTED AS PER RECORD	N	7	Amount of Pension Commuted.
14	ADDITIONAL PENSION PAID	N	7	Additional Pension Paid on Account of Age.
15	DEARNESS RELIEF PAID	N	6	Dearness Relief On Basic Pension (12) + Additional Pension (14) = 12+14
16	PENSION PAID (After Commutation If Any)	N	6	Basic Pension (12) Where No Commutation And Reduced Pension Otherwise (12-13)
17	PERSONAL PENSION PAID	N	6	Personal Pension
18	APPLICABLE PAY COMMISSION	N	6	5-5CPC; 6-6CPC; 7-7CPC
19	MEDICAL ALLOW PAID	N	5	Medical Allowance
20	INTERIM RELIEF PAID	N	6	Interim Relief
21	LTC (UT Chandigarh Pensioners) #	N	6	Leave Travel Concession #
22	GALLANTRY AWARD #	N	6	Gallantry Award #
23	COMMUTED VAL PAID	N	8	Commuted Value
24	DATE OF PAYMENT OF COMMUTATION	D	8	Date of Payment Of Commutation
25	DIFF COMMUTED VALUE PAID	N	8	Differential Commuted Value
26	DATE OF PAYMENT OF DIFF. COMMUTATION	D	8	Date of Payment of Diff. Commutation
27	DIFF GRATUITY AMOUNT PAID	N	8	Differential Gratuity Amount

CPAO-NIC E-Scroll Guidelines Internal Document

Sr.No	Field Name	Type	Maximum Width (character)	Description
28	DATE OF PAYMENT OF DIFF. GRATUITY	D	8	Date of Payment of Differential Gratuity Amount
29	CONSTANT ATTENDANT ALLOWANCE PAID	N	8	Constant Attendant Allowance Paid for disability Pension
30	D.A. ARREARS	N	8	Arrears Amount
31	OTHER ARREARS	N	8	Other Arrears Amount
32	OTHER PENSION PAID	N	8	Other Pension Payment Paid
33	GROSS PENSION PAID*	N	8	Gross Pension Amount =(14+15+16+17+19+20+21+22+23+25+27+29+30+31+32)
34	CURRENT YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	Current Superannuation Pension Recovery Amount
35	CURRENT YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Current Family Pension Recovery Amount
36	CURRENT YEAR COMMUTATION RECOVERY AMOUNT	N	8	Current Commutation Pension Recovery Amount
37	CURRENT YEAR GRATUITY RECOVERY AMOUNT	N	8	Current Gratuity Amount
38	PREVIOUS YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	Previous Superannuation Pension Recovery Amount. ***
39	PREVIOUS YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Previous Family Pension Recovery Amount. ***
40	PREVIOUS YEAR COMMUTATION RECOVERY AMOUNT	N	8	Previous Commutation Pension Recovery Amount. ***
41	PREVIOUS YEAR GRATUITY RECOVERY AMOUNT	N	8	Previous Gratuity Amount. ***
42	LTC RECOVERY (UT Chandigarh Pensioners)#	N	6	Leave Travel Concession Recovery Amount#
43	GALLANTRY AWARD RECOVERY #	N	6	Gallantry Award Recovery #
44	INCOME TAX	N	8	Income Tax
45	NET PAID*	N	8	Net AmountPaid= 33- (34+35+36+37+38+39+40+41+42+43)
46	YEAR MONTH WHEN PAYMENT DUE*	N	6	Year & Month Of Pension Paid (YYYYMM)
	Max Record		498	453+45=498 Including Delimiter

Note:

1:- Data in file should be Pipe (|) delimited and records by a line break or end-of-line (EOL) (EOL) character i.e. Carriage Return/Linefeed (CR/LF).

2:- * Mandatory Columns.

3:- ** Transaction ID should be unique in scroll.

4:- *** In respect of bifurcation of recovery amount in current and previous financial year, it was agreed upon by the committee members that till such time no bifurcation is available, Banks may show entire amount in the current years recovery column. However, going forward Banks should target to bifurcate the recovery amount as desired by CPAO.

5:- - If there is more than one credit in a pensioner's account then it can be different for each transaction.

6:- # Newly Added Columns LTC (UT Chandigarh Pensioners) & Gallantry Award Payment / Recovery.

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Electronic Format - F

Electronic Format for Report on Change of Status of pensionChange of status of pension (To be prepared by CPPC)

Sr	Field Name	Type	Width (Characters)	Description
1	CPPC Code*	C	7	BSR Code of CPPC
2	SCROLL NO*	C	5	Same as provided in the corresponding Format A.
3	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD)
4	PENSION ACCOUNT HOLDING BRANCH IFSC CODE	C	11	Pay Branch Code (IFSC Code).
5	BANK ACCOUNT NO.	C	20	Pensioner SB Account No.
6	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
7	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases
8	PENSIONER NAME*	C	70	Pensioner's Name
9	PENSIONER AC*	C	20	Pensioners Bank Account No
10	PENSIONER CAT OLD ###	C	1	Category of Pension Original
11	PRESENT CAT ###	C	1	Changed Status of Pension (Refer to Pension Categories, In Case of Discontinuation give present)
12	CHANGE TYPE *	C	1	Change Type '0' No Change. '1' IF Death of Pensioner and Discontinuation of pension. '2' IF Death of Pensioner and change of case to Family Pension. '3' IF New Pension Case. '4' IF Transfer IN from Other CPPC. '5' IF Transfer OUT from Current CPPC. '6' IF Suspension. **** '7' Payment of Arrear legal heir.\$\$
13	DATE OF CHANGE *	D	8	Date of Change of Status(YYYYMMDD)
14	CHEQUE NO ##	N	10	Cheque No.
15	CHEQUE DATE ##	D	8	Date on Which Issued(YYYYMMDD)
16	CHEQUE AMT ##	N	12	Cheque Amount
17	COMM AMT	N	12	Total Commutation Amount
18	COMM DATE	D	8	Commutation Start Date(YYYYMMDD)
19	NEW CPPC***	N	7	New CPPC Code
20	NEW PENSION ACCOUNT HOLDING BRANCH IFSC CODE.***	C	11	New Pay Branch Code

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21	ADHAAR NO.	N	12	Adhaar No.
22	PAN NO.	C	10	Pan No.
23	MOBILE NO.	N	10	Mobile No.
24	EMAIL ADDRESS	C	50	Email Address
25	LIFE CERTIFICATE DATE	D	8	Date of Life Certificate Received last time. YYYYMMDD)
26	MONTH YEAR*	N	6	Year and Month (YYYYMM).
27	PAY_COMMISSION	C	4	Pension revised under pay commission '5CPC'; '6CPC'; '7CPC'; 'NA'

Note:-

1. * Indicates mandatory fields.
2. ## Indicates Mandatory fields in case of over payments.
3. *** Indicates Mandatory fields in case of Transfer of Pensioner from one bank to another.
4. ### Indicates Mandatory fields in case of Pension Category Change.
5. All the date fields should be in YYYYMMDD format.
6. Type Description: N=Numeric, C=Character, D=DATE.
7. In case of over payments the details of cheque for recovery has to be given (when Pension is discontinued).
8. **** Suspension here means temporary holding pension payment due to any valid reason.(for ex. Life certificate not given)
9. \$\$ when this flag is used, then the details of legal heir i.e. Name and cheque details can be entered in format F itself while the claimed figure can be entered in the main e-scroll format 'A'.
10. There should be one to one correspondence between records of Format-A and Format-F. i.e., corresponding to every record in Format-A there should be a corresponding record in Format-F related with either account no. or PPO_No.No. of records in Format-F will be greater than or equal to no. of records in Format-A.

Format - I
Electronic Format DMS File

Electronic Format for Datewise Monthly Statement
(To be prepared by CPPC)

Sr. No.	Field Name	Type	Width (Characters)	Description
1.	DATE	D	8	Date Of Generation
2.	CPPC Code*	C	7	BSR Code of CPPC
3.	SCROLL DATE*	D	8	Report Date (YYYYMMDD)
4.	RECEIPT AMOUNT IN SCROLL*	C	20	Receipt Amount mentioned in Date wise Monthly Statement Based on Scroll
5.	PAYMENT AMOUNT IN SCROLL*	C	20	Payment Amount mentioned in Date wise Monthly Statement based on Scroll
6.	MONTH YEAR*	C	6	Year and Month (YYYYMM).
	Max Record Size		74	69+5= 74 Including delimiter

Remarks:-

*Indicates mandatory fields.

Data in file should be Pipe(|) delimited and records by a line break or end-of-line (EOL) character i.e. Carriage Return/Linefeed (CR/LF)

Put Through Data Format

(To be prepared by GAD & CAS)

Sr. No.	Field Code	Field Name	Field Length	Data Type	Format
1.	ACODE	Account/Ministry Code(718; 722; 722e; 724; 725; 725A)	4	Char	Left justified caret(^) delimited
2.	BSR_CODE	7 digit BSR code of branches	7	Numeric	Left justified caret(^) delimited
3.	PAO_CODE	PAO Code	6	Numeric	Left justified caret(^) delimited
4.	TAX_CODE	Tax Code	4	Numeric	Left justified caret(^) delimited
5.	TRAN_DATE	Transaction Date	8	Date	DDMMYYYY
6.	DP_DATE	The date fund settlement with CAS, RBI	8	Date	DDMMYYYY
7.	RECEIPT	Receipt		Numeric	
8.	PAYMENT	Payment		Numeric	
9.	AMD_FLAG	Amendment Flag	1	Char	'R' for Receipt Amendment 'P' for Payment Amendment
10.	RMAIN_SCROLL	Receipt Scroll No.	5	Numeric	Left justified caret(^) delimited
11.	PMAIN_SCROLL	Payment Scroll No.	5	Numeric	Left justified caret(^) delimited
12.	RESIDUAL_FLAG	March Residual Indicator	1	Char	'R' for Residual 'N' for Non-Residual

ENCLOSURES

ENCLOSURE-I
State List

SI.NO	State Code	State Description
1	AND	ANDAMAN & NICOBAR ISLAND
2	ANP	ANDHRA PRADESH
3	ARP	ARUNACHAL PRADESH
4	ASS	ASSAM
5	BIH	BIHAR
6	CHA	CHANDIGARH
7	CGH	CHATTISGARH
8	DAD	DADRA & NAGAR HAVELI
9	DAM	DAMAN & DIU
10	DEL	DELHI
11	GOA	GOA
12	GUJ	GUJARAT
13	HAR	HARYANA
14	HIM	HIMACHAL PRADESH
15	JAK	JAMMU & KASHMIR
16	JHA	JHARKHAND
17	KAR	KARNATAKA
18	KER	KERALA
19	LAK	LAKSHADWEEP
20	MAP	MADHYA PRADESH
21	MAH	MAHARASHTRA
22	MAN	MANIPUR
23	MEG	MEGHALAYA
24	MIZ	MIZORAM
25	NAG	NAGALAND
26	NEP	NEPAL
27	ORI	ORISSA
28	PON	PONDICHERRY
29	PUN	PUNJAB
30	RAJ	RAJASTHAN
31	SIK	SIKKIM
32	TAN	TAMIL NADU
33	TRI	TRIPURA
34	UTT	UTTAR PRADESH
35	UTL	UTTRANCHAL
36	WEB	WEST BENGAL

ENCLOSURE-II
AIS State Code & Description

AIS STATE CODE	AIS STATE CADRE
AP	ANDHRA PRADESH
AS	ASSAM
AT	AGMUT
BR	BIHAR
CG	CHATTISGARH
GU	GUJRAT
HP	HIMACHAL PRADESH
HR	HARYANA
JK	JAMMU & KASHMIR
JR	JHARKHAND
KR	KERLA
KT	KARNATAKA
MH	MAHARASHTRA
ML	MEGHALAYA
MP	MADHYA PRADESH
MR	MANIPUR
NL	NAGALAND
OR	ORISSA
PB	PUNJAB
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMIL NADU
TP	TRIPURA
UP	UTTAR PRADESH
UR	UTTARANCHAL
WB	WEST BENGAL