



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

# e-Scroll

[Version 2.8]

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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 Technology  
Government of India  
New Delhi

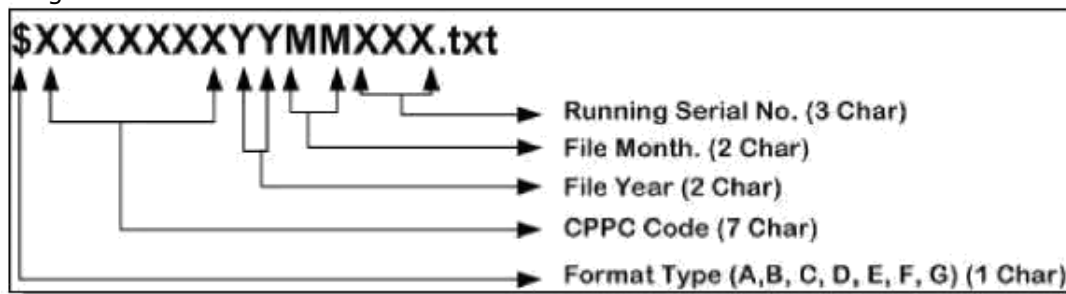
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Accounting Office

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### 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 voluntary retired should be made the category "V" according to new system.
- P. Other pension.

## INSTRUCTIONS FOR FILLING UP DATA IN THE ELECTRONIC FORMAT

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1. All data must be in ASCII Format.
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 (Characters) | Description   |
|-------|---|------|----------------------------|---|
| 1     | CPPC Code*                                    | C    | 7                          | BSR Code of CPPC  |
| 2     | SCROLL CATEGORY*                              | C    | 1                          | '1' IF CENTRAL CIVIL GENERAL,<br><br>'2' I F AIS PEN SION<br><br>'3' GOVERNMENT OF DELHI<br>'4' OTHER EMOLUMENTS OF PRESIDENT |
| 3     | SCROLL NO*                                    | N    | 5                          | 'Scroll No. (Running Sl. No. For Financial Year).   |
| 4     | SC DATE*                                      | D    | 8                          | Scroll Date (YYYYMMDD).   |
| 5     | TRANSACTION ID**                              | C    | 35                         | Unique Transaction Identification no.   |
| 6     | PENSION ACCOUNT HOLDING<br>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<br>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<br>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  |

| Sr. No. | Field Name   | Type | Maximum Width (Characters) | Description   |
|---------|--|------|----------------------------|---|
| 21      | COMMUTED VAL PAID                                    | N    | 8                          | Commutated Value  |
| 22      | DATE OF PAYMENT OF COMMUTATION                       | D    | 8                          | Date of Payment of Commutation                                    |
| 23      | DIFF COMMUTED VALUE PAID                             | N    | 8                          | Differential Commuted Value                                       |
| 24      | DATE OF PAYMENT OF DIFF. COMMUTATION                 | D    | 8                          | Date of Payment of Diff. Commutation                              |
| 25      | DIFF GRATUITY AMOUNT PAID                            | N    | 8                          | Differential Gratuity Amount                                      |
| 26      | DATE OF PAYMENT OF DIFF. GRATUITY                    | D    | 8                          | Date of Payment of Differential Gratuity Amount                   |
| 27      | CONSTANT ATTENDANT ALLOWANCE PAID                    | N    | 8                          | Constant Attendant Allowance Paid for disability Pension          |
| 28      | DA ARREARS   | N    | 8                          | Arrears Amount  |
| 29      | OTHER ARREARS  | N    | 8                          | Other Arrears Amount  |
| 30      | OTHER PENSION PAID                                   | N    | 8                          | Other Pension Payment Paid  |
| 31      | GROSS PENSION PAID*                                  | N    | 8                          | Gross Pension Amount<br>=(14+15+16+17+19+20+21+23+25+27+28+29+30) |
| 32      | CURRENT YEAR SUPERANNUATION PENSION RECOVERY AMOUNT  | N    | 8                          | Current Superannuation Pension Recovery Amount                    |
| 33      | CURRENT YEAR FAMILY PENSION RECOVERY AMOUNT          | N    | 8                          | Current Family Pension Recovery Amount                            |
| 34      | CURRENT YEAR COMMUTATION RECOVERY AMOUNT             | N    | 8                          | Current Commutation Pension Recovery Amount                       |
| 35      | CURRENT YEAR GRATUITY RECOVERY AMOUNT                | N    | 8                          | Current Gratuity Amount   |
| 36      | PREVIOUS YEAR SUPERANNUATION PENSION RECOVERY AMOUNT | N    | 8                          | Previous Superannuation Pension Recovery Amount.<br>***           |
| 37      | PREVIOUS YEAR FAMILY PENSION RECOVERY AMOUNT         | N    | 8                          | Previous Family Pension Recovery Amount.<br>***                   |
| 38      | PREVIOUS YEAR COMMUTATION RECOVERY AMOUNT            | N    | 8                          | Previous Commutation Pension Recovery Amount.<br>***              |
| 39      | PREVIOUS YEAR GRATUITY RECOVERY AMOUNT               | N    | 8                          | Previous Gratuity Amount.<br>***                                  |
| 40      | INCOME TAX   | N    | 8                          | Income Tax  |
| 41      | NET PAID*  | N    | 8                          | Net Amount Paid=31-(32+33+34+35+36+37+38+39)                      |
| 42      | YEAR MONTH WHEN PAYMENT DUE*                         | N    | 6                          | Year & Month Of Pension Paid (YYYYMM)                             |
|         | Max Record Size                                      |      | 466                        | 425+41 = 466 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.

## 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<br>(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<br>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<br>'0' No Change.<br>'1' IF Death of Pensioner and Discontinuation of pension.<br>'2' IF Death of Pensioner and change of case to Family Pension.<br>'3' IF New Pension Case.<br>'4' IF Transfer IN from Other CPPC.<br>'5' IF Transfer OUT from Current CPPC.<br>'6' IF Suspension. ****<br>'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<br>HOLDING BRANCH IFSC<br>CODE.*** | C    | 11                    | New Pay Branch Code  |

|    |                       |   |    |  |
|----|-----------------------|---|----|--|
| 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.<br>YYYYMMDD)        |
| 26 | MONTH YEAR*           | N | 6  | Year and Month (YYYYMM).   |
| 27 | PAY_COMMISSION        | C | 4  | Pension revised under pay commission<br>'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

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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 &amp; 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<br>'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<br>'N' for Non-Residual               |

ENCLOSURES

## **ENCLOSURE-I**

### **State List**

| <b>Sl.NO</b> | <b>State Code</b> | <b>State Description</b> |
|--------------|-------------------|--------------------------|
| 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**

| <b>AIS STATE CODE</b> | <b>AIS STATE CADRE</b> |
|-----------------------|------------------------|
| 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            |