Central Pension Accounting Office
Ministry of Finance
Department of Expenditure
Trikoot-2, Bhikaji Cama Place
New Delhi-110 066

No.CPAO/   Dated-15th April, 2009

OFFICE MEMORANDUM

Central Pension Accounting Office and banks authorised for disbursing pension payments to Central Civil Pensioners are two major stakeholders in ensuring effective and efficient pension delivery. In this regard it is essential that the data base of the banks and CPAO are synchronised and contain standard, uniform information. Towards this end Central Pension Accounting Office is circulating the Master Data Format (format enclosed) for matching and synchronising the data.

The requisite data and information sought through the format may kindly be duly completed and sent to the undersigned in text file format by CD **latest by 15th May, 2009**. The relevant instructions for creating the Master Data in the text file are enclosed. A review meeting to discuss Master Data from all banks shall be held on 18th May, 2009 in CPAO.

It is informed that only one CD should be sent by the bank for all its branches. It is requested that this exercise may be taken up on priority basis by the banks since the information sought through the format will help in streamlining the transition and the implementation of Centralised Pension Processing Centre (CPPC). As it is understood that the preparation of all the fields in the Master Data Format in respect of all Civil Pensioners will be populated, presently, for this initial exercise mandatory fields are restricted.

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

- sd -
(H.Atheli)
Dy.Controller of Accounts

Encls. As above

To
All Banks (list attached).

Copy to:
1. Jt.CGA (TA), O/o CGA, M/o Finance, 7th Floor, Lok Nayak Bhawan, N.Delhi.
2. Shri Prabal Sen, Chief General Manager.Reserve Bank of India,RBI Building, OPP.Mumbai Central,Byculla House.Mumbai-400008
3. Sr.TD, CPAO-NIC with a request for incorporating in relevant website page.
4. ACGA(ITD),O/o CGA,M/o Finance, 7th Floor, Lok Nayak Bhawan, N.Delhi.
5. PS to Addl CGA (AS), O/o CGA, M/o Finance, 7th Floor, Lok Nayak Bhawan, N.Delhi.

(H.Atheli)
Dy.Controller of Accounts

FORMAT FOR MASTER DATA Dated: December 23, 2014

Revised on 29-09-2018

Sr. No.	Field Name	Type	Width (Characters)	Start Position	End Position	Mandatory(M)/ Optional(O)	Remarks
1.	CPPC Code	C	7	1	7	M	
2.	Paying Branch Code	C	7	8	14	O	
3.	Title (Like "Mr./Ms./Dr/Late" etc.)	C	5	15	19	M	
4.	First Name	C	30	20	49	M	
5.	Middle Name	C	15	50	64	O	
6.	Last Name	C	15	65	79	O	
7.	Gender	C	1	80	80	M	M / F
8.	Pensioner Bank Account No.	C	30	81	110	M	
9.	New Pension Payment Order Number	C	12	111	122	M	
10.	Old PPO Number	C	30	123	152	M for Pre 90	
11.	Ministry/Departme nt Retired from	C	50	153	202	M if PAO Code is not Mentioned	
12.	Retirement Office	C	40	203	242	M if PAO Code is not Mentioned	
13.	PAO Code	C	5	243	247	M if Retirement Office and Ministry/Departm ent Retired from is not Mentioned	
14.	Date of Birth of Pension	D	8	248	255	M except Pension Class is 'B', PPO is of 'F' or 'G' or 'H'	
15.	Date of retirement	D	8	256	263	M	
16.	Pensioner Address1	C	60	264	323	M	
17.	Pensioner Address2	C	60	324	383	O	
18.	Pensioner District	C	30	384	413	M	
19.	Pensioner State	C	20	414	433	M	
20.	Pensioner PIN Code	N	6	434	439	O	
21.	Basic Pension /Family (Current Pension)	N	6	440	445	M	
22.	Revised as per Annexure 4.1,4.2 or None	N	1	446	446	0; Not Revised 1 ; Revised according to 4.1 2 ; Revised according to 4.2	
23.	FP Title (Like "Mr./Ms./Dr" etc.)	C	5	447	451	O	

Sr. No.	Field Name	Type	Width (characters)	Start Position	End Position	Mandatory(M)/ Optional(O)	Remarks
24.	FP First Name	C	30	452	481	O	
25.	FP Middle Name	C	15	482	496	O	
26.	FP Last Name	C	15	497	511	O	
27.	Pension Class (Pension Category)	C	1	512	512	M	List Attached
28.	Date of Birth of Family Pensioner	D	8	513	520	O	Family Pensioner's Date of Birth
29.	Date of Death of Pensioner	D	8	521	528	Mandatory when Pension Class is 'B' or 'E'.	Date of Death of Pensioner
30.	Enhanced Rate (FP)	N	6	529	534	O	Amount of Enhanced Rate
31.	Enhanced Rate (FP) From	D	8	535	542	O	Enhanced Rate from date
32.	Enhanced Rate (FP) To	D	8	543	550	O	Enhanced Rate to date
33.	Normal Rate (FP)	N	6	551	556	O	Amount of Normal Rate
34.	Normal Rate (FP) From	D	8	557	564	O	Normal Rate from date
35.	Normal Rate (FP) To	D	8	565	572	O	Normal Rate to date
36.	Pay band	C	80	573	652	M; If Revised according to 4.2	Pay band (6th CPC)
37.	Grade Pay	N	5	653	657	M; If Revised according to 4.2	Grade Pay (6th CPC)
38.	Last Pay Drawn	N	6	658	663	M; If Revised according to 4.2	Last Pay Drawn
39.	AdditionalPension / Family Additional Pension	N	5	664	668	O; M; If Revised according to 4.5	Additional Pension (6th CPC) M; If revised according to 4.5
40.	Constant Attendance Allowance (Disability Pension)	N	4	669	672	Mandatory when Pensioner is eligible for disability and getting disability amount	(6th CPC) If disability, then mandatory
41.	Death In Harness	C	1	673	673	M	Death In Harness(6th CPC) (Y/N)
42.	Medical Allowance Allowed	C	1	674	674	M	Medical Allowance Allowed (Y/N)

Sr. No.	Field Name	Type	Width (Characters)	Start Position	End Position	Mandatory(M)/ Optional(O)	Remarks
43.	Medical Allowance Amount	N	6	675	680	M	Mandatory if sl. No. 42 is y
44.	Commutation Value of Pension	N	7	681	687	Mandatory when Commutation is paid by Bank.	Commutation Value Paid by Bank
45.	AIS Service	C	3	688	690	Mandatory for AIS	For All India Service (IAS/IPS/IFS)
46.	AIS State Code	C	2	691	692	Mandatory for AIS	See List Attached
47.	AIS Year of Joining	N	4	693	696	Mandatory for AIS	Year of Joining of All India Service
48.	Qualifying Service Years	N	2	697	698	O	No of Net Qualifying Service Years
49.	Qualifying Service Months	N	2	699	700	O	No of Net Qualifying Service Months
50.	Qualifying Service Days	N	2	701	702	O	No of Net Qualifying Service Days
51.	Whether Pension /Family Pension discontinued	C	1	703	703	M	(Y/N)
52.	From when	D	8	704	711	O; M; If yes of 51 (Whether Pension / Family Pension discontinued)	
53.	**Pensioner Telephone Number**	**N**	**15**	**712**	**726**	**O**	
54.	**Pensioner Mobile Number**	**N**	**10**	**727**	**736**	**O**	
55.	**Pensioner email Address**	**C**	**70**	**737**	**806**	**O**	
56.	**PAN Card Number**	**C**	**10**	**807**	**816**	**O**	
57.	**Pensioner Adhaar Card Number**	**N**	**12**	**817**	**828**	**O**	
58	**IFSC CODE**	**C**	**11**	**829**	**839**	**M**	

Total Record Size: **839** **Char (Fixed Size)**

Data will be in ASCII fixed file format. The details of presenting data in text file are as under:-

1. Fields will be in the same order as described in the format above.

2. One record will be in one line only. This means that if there 100 records, then the text file
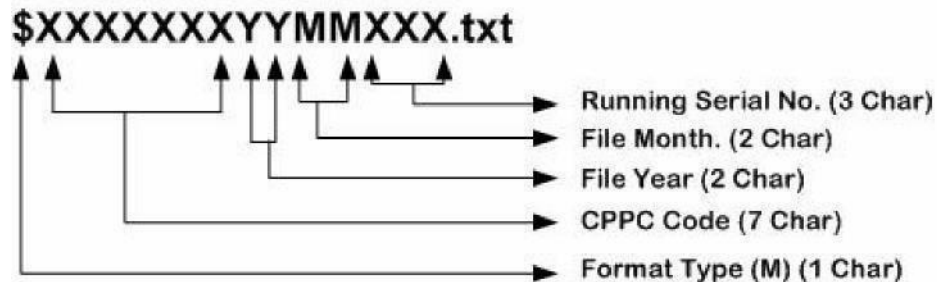
will contain exactly 100 lines. One record will not be continued in more than one line in text file.

3. Date will be sending in character format (YYYYMMDD). For example 01/10/2001 will be send as "20011001".
4. Type Description : N = Numeric, C=Character, D= Date

File Name Nomenclature

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

Example:

File se nt by S BI C PPC fo r th e m o nt h o f Ja nu a r y 2007 sh ou ld be lik e th i s:
M00000010701001.txt

Explanation: Here "**M**" stands for Master Data from Bank, "**0000001**" Is the CPPC code for SBI (State Bank of India), "**01**" is the file Month i.e. in which month the file is being sent, "**07**" is the file year i.e. in which year 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.

Fixed-Column ASCII Format

Fixed column format means that the values for a variable are always located in the same column. Let's consider a dataset with four variables. The codebook is shown in Table 1 and the data from five cases are shown in Table 2. The data are stored in the file called **fixed.dat**. *Id* is always located in columns 1-2, *firstnam* is always located in columns 3-12, *age* is always located in columns 15-16 and *gender* is always located in column 18. In this example the case with *id* = 03 is a 10 year old female whose first name is Rajni Sharma.

Table1. Codebook for a Fixed-Column, ASCII Data file

Variable Name	Columns	Variable Type	Variable Labels/Value Labels
Id	1-2	numeric2.0	
firstnam	3-12	string 10	First name of respondent
Age	15-16	numeric2.0	Age of respondent
Gender	18	numeric1.0	Gender of Respondent/ 1 = "Female" 2 ="Male" 9 = "No Gender Information"

Table2. Data for a Fixed-Column ASCII Data file

```
01Sujata######181
02Anil#Kumar####9
03Rajni#Sharma101
```

(Blank Space is represented by #, but while preparing file do not put#)

The values can be right next to each other (e.g., id and firstnam) or they can be separated by one or more spaces (e.g., age and gender). The basic rule for fixed-column ASCII files is that the values for a variable must always be located in the same column.

Note: The above mentioned data is not actual data it is just as an example.

Category of Pension

A. Superannuation Pension (other that 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 the new revised categories of pension.

B. Family Pension (other then 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 Penioners (Freedom Fighters /Political Pensions) and their family pensions.

H. Pensions and other amenities to the former President of India/Vice-president of India including Payment of Medical expenses and traveling expenses towards medical check up of the spouse of the retired/ deceased president/Vice-president.

I. I nvalid Pension .

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. Prorata Pension.

O. Other Pension.

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 AND 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

INSTRUCTIONS

Please give special importance to the following points:-

Note: Control Characters such as ~,!,#,$,%,^ etc. should not be present In the master data flle otherwlse I wlll be treated as junk   . lle namlng   I   should be strlctly followed as per the mentloned guldellnes I.e. [<Format Type suppose 'M'><CPPC Code suppose '004464'><Year suppose '09'><Month suppose '04'><Serlal No. of flle suppose It Is flrst flle then '001'><Flle Name Extenslon I.e. '.txt'>] wlll lead to generatlon of flle name **'M00044640904001.txt'**

1. **CPPC Code** is 7 Character long field of 'Character' data type, which is mandatory. This field denotes the Central Payment Processing Center Code (**CPPC Code**) given to Bank by Reserve Bank of India as **BSR Code Part I**. For example HDFC Bank's CPPC Code is '0510005'.
2. **Paying Branch Code** is also 7 Character long field of 'Character' data type, which is mandatory. This field denotes the Paying Branch Code of Bank given by Reserve Bank of India. For example HDFC Bank's Paying Branch Code (**BSR Code**) is '0510005'.
3. **Title** should never be prefixed with the name field.
4. **Pensioner Bank Account No.** is 30 Character long field of 'Character' data type, which is mandatory. For example suppose Pensioner's Bank A/C No. is 258963147, then only '258963147   ' should be provided.
5. **New Pension Payment Order Number** (i.e. New PPO No.) is 12 Character long field, which is mandatory. I t should be exactly 12 characters long for example: '173989200179'. In any case of Old PPO No not be placed in this field. This field should not be left blank
6. **Old PPO Number** is 30 Character long field of 'Character' data type, which is mandatory only for Pre 90 cases. In any case where pensioner is not allotted New PPO No. then Old PPO No.(such as IT/C/1084) should be provided in Old PPO No. Field. For example 'IT/C/1084 '. In case of Old PPO No.(such as IT/C/1084), New PPO No. given by CPAO should be attached, in cases there is no New PPO No. then it should be taken by CPAO.
7. **Pension Class (Pension Category)** is 1 Character long field of 'Character' data type, Which is mandatory. Current categories are A, B, C, D, E, F, G, H, I, V and P. Detailed description of Pension Category is attached with heading 'List of Category'.
8. **Whether Pension discontinued** is 1 Character long field, which is mandatory. Provide 'Y' for Yes and 'N' for No (to be used in cases of life certificate is not given).
9. **From when** is 8 Character long field of 'Date' data type in 'YYYYMMDD' format, which is optional. For example '20090401', but mandatory If 'Y' (i.e. yes) is provided in above 51st Instruction (i.e. Whether Pension discontinued).