USER MANUAL FOR GENERATION OF EXCEL FILE FOR MASTER DATA PAO WISE

[Master Data]

[Version 1]

Date of Release: 17/05/2012



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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ACCESSING YOUR ACCOUNT

For accessing your E-scroll account, you must to go through with following step.

Step 1:

Browse CPAO official website - http://www.cpao.nic.in

After browsing our official website you will receive following window. On this Window top right corner of header image you will get login link. Just click on it for your log in access.





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Step 2:

Now you are on log in page. On this page enter your user ID and Password as provided by CPAO. After entering your user ID and password chose Login as Bank and click on Login button.

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Fig 1.2

Step 3:

After Log in you will get following Change Password window Called Change Password window. On which you have to pass your user id and old password to change your password for login account. After passing the values to the specified textboxes click on the change password button. Remember one thing every new user encounters from this window when he/she first time login in .Once you have changed your password you will provided by a new window that lets you download the master data file .



Fig 1.3

Master Data File Downloading Utility

Step 1:

After you finished with your change password window and again login to your account you will get the following Window that contains Master Data (PAO wise) button placed at the center. This window lets you jump to the next window that contains three links of the Master Data excel file by clicking over which you can download the excel files as per your requirement.



Fig 1.1

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Step 2:

After clicking on the Master Data (PAO Wise) button you will get the following window having two links for downloading Excel file generated for

A) Master Data (PAO wise)

B) Not Revised Master Data (PAO wise)

With options to open or save the downloaded file in the specified place.



Fig 1.2

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| | | _ |

A) Master Data (PAO wise)

After clicking on the <u>Excel File Generated For Master Data (PAO Wise)</u> link you will get the following window that lets you download Excel files generated for Master Data (PAO wise).



Fig 1.3

After clicking on the save button you will get the following downloaded Excel file generated for Master Data (PAO wise).

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| 2 | | | | | M | ASTER DATA PAO WISE | REPO | RT FOR PAO CO | DE(00001) | | | | | |
| 3 | Sr.No. | CPPC_ CODE | BANK NAME | PB_BSR | TITLE | FIRST_NAME | gen Der | ACCOUNT_NO | PPO_NO | MIN_DEPT | OFFICE | PAO_CODE | DOB | |
| 4 | 1 | 0004475 | STATE BANK OF INDIA | 0001706 | | Y L NARANG 1A/58 | M | 10502119751 | 000019000150 | | | | 19320301 | Ĺ |
| 5 | 2 | 0135772 | STATE BANK OF PATIALA | 0050003 | | HARBANS SINGH | М | 55015489767 | 000019400033 | | | | 19360103 | Í I |
| 6 | 3 | 0135772 | STATE BANK OF PATIALA | 0050326 | | BISHNI DEVI | F | 10003085375 | 000019400213 | | | | 19100101 | Ĺ |
| 7 | 4 | 0004475 | STATE BANK OF INDIA | 0003568 | | MR KHYALI RAM | М | 11788486321 | 000019400349 | | | | 19360701 | Ĺ |
| 8 | 5 | 0004475 | STATE BANK OF INDIA | 0003771 | | S.K.KHOSLA | М | 10211862245 | 000019400046 | | | | 19360119 | Ĺ |
| 9 | 6 | 0004475 | STATE BANK OF INDIA | 0001212 | | SMT. CHOTI BETI | F | 11409479339 | 000019400068 | | | | 19370101 | Ĺ |
| 10 | 7 | 0004474 | STATE BANK OF INDIA | 0001689 | | RAM BALI SINGH | M | 10711554163 | 000019400077 | | | 6 | 19360210 | Ĺ |
| 11 | 8 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | CHHOTEY SINGH | M | 510371390440 | 000019400125 | PAO Sectt-I | PAO Sectt-I | 1 | 0 | Ĺ |
| 12 | 9 | 0004477 | STATE BANK OF INDIA | 0000941 | | NAIR G K | М | 10570389159 | 000019400169 | | | | 19360403 | Ĺ |
| 13 | 10 | 0212424 | ALLAHABAD BANK | 0210140 | Mr. | RICHHPAL SINGH | М | 21759256715 | 000019400181 | | | 00001 | 19370913 | í |
| 14 | 11 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | GOBIND LAL VIRAMNI | М | 510371071690 | 000019400198 | PAO Sectt-I | PAO Sectt-I | 1 | 0 | Ĺ |
| 15 | 12 | 0004475 | STATE BANK OF INDIA | 0007774 | | DARSHAN LAL TANEJA | М | 11337314979 | 000019700106 | | | | 19390204 | í |
| 16 | 13 | 0004475 | STATE BANK OF INDIA | 0001189 | | MAHENDER KUMAR | М | 10259119564 | 000019400244 | | | | 19550603 | Ĺ |
| 17 | 14 | 0004475 | STATE BANK OF INDIA | 0001416 | | RAM CHANDER | М | 10527541379 | 000019400257 | | | | 19360601 | Ĺ |
| 18 | 15 | 0004475 | STATE BANK OF INDIA | 0001578 | | P L SANDHU | М | 10724069681 | 000019400266 | | | | 19360511 | i I |
| 19 | 16 | 0135772 | STATE BANK OF PATIALA | 0050326 | | KASTURI DEVI | F | 10003084508 | 000019400279 | | | | 19100101 | 1 |
| 20 | 17 | 0004470 | STATE BANK OF INDIA | 0001857 | | GEORGE EDWARD SAMUEL | М | 10497307974 | 000019400305 | | | | 19480520 | ľ |
| 21 | 18 | 0004475 | STATE BANK OF INDIA | 0003421 | | KEWAL K.SHARMA (C-243) | М | 10245554900 | 000019400327 | | | | 19360630 | 1 |
| 22 | 19 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | TULSI RAM | M | 510371417570 | 000019400330 | PAO Sectt-I | PAO Sectt-I | 1 | 19360701 | |
| 23 | 20 | 0135772 | STATE BANK OF PATIALA | 0050203 | | Y P YADAV | М | 55113332293 | 000019700263 | | | | 19390601 | - |
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Fig 1.4

B) Not Revised Master Data (PAO wise)

After clicking on the <u>Excel File Generated For Not Revised Master Data (PAO Wise)</u> link you will get the following window that lets you download Excel files generated for Not Revised Master Data (PAO wise).



Fig 1.5

After clicking on the save button you will get the following downloaded Excel file generated for Not Revised Master Data (PAO wise).

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| 3 Sr.N | IO. CPPC_ | BANK NAME | PB_BSR | TITLE | FIRST_NAME | MIDDLE | LAST_ NAME | GEN DER | ACCOUNT_NO | PPO_NO | PPO_NO_OLD | MIN_DEP | r |
| 4 1 | 0135772 | STATE BANK OF PATIALA | 0050326 | | BISHNI DEVI | | | F | 10003085375 | 000019400213 | | | |
| 5 2 | 0004475 | STATE BANK OF INDIA | 0003568 | | MR KHYALI RAM | | | М | 11788486321 | 000019400349 | | 7 3 | |
| 6 3 | 0212424 | ALLAHABAD BANK | 0210140 | Mr. | RICHHPAL SINGH | | | M | 21759256715 | 000019400181 | | - | |
| 7 4 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | GOBIND LAL VIRAMNI | | | M | 510371071690 | 000019400198 | | PAO Sectt-I | |
| 8 5 | 0004475 | STATE BANK OF INDIA | 0007774 | | DARSHAN LAL TANEJA | | | M | 11337314979 | 000019700106 | | 1 | _ |
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| 12 9 | 0120689 | STATE BANK OF MYSORE | 0120506 | | CHAMAN LAL DUA | | | М | 54006779566 | 000019400437 | | | _ |
| 13 10 | 0332440 | SYNDICATE BANK | 0330024 | Mr | Kanhya lal | | | M | 90042030006294 | 000019400442 | | | _ |
| 14 11 | 0370985 | PUNJAB & SINDH BANK | 0370567 | Late | DEV | RAJ | SHARMA | М | 1792 | 000019400459 | 0 | | _ |
| 15 12 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | MOHINDER SINGH | | | M | 510371397250 | 000019400471 | | PAO Sectt-I | _ |
| 16 13 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | JAGDISH PRASHAD | | | M | 510371396890 | 000019400486 | | PAO Sectt-I | _ |
| 17 14 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | | SMT RAJWANTI | | | F | 510371392480 | 000019400585 | | PAO Sectt-I | _ |
| 18 15 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170160 | Mr. | SAUDAGAR RAI | 2 | | М | 510371399520 | 000019400639 | 2 | PAO Sectt-I | _ |
| 19 16 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170393 | Mr. | NARAYAN SINGH | | | М | 510124347640 | 000019700557 | - | PAO Sectt-I | _ |
| 20 17 | 0004475 | STATE BANK OF INDIA | 0005482 | | YASHODA DEVI | | | F | 11792401486 | 000019700591 | | | _ |
| 21 18 | 0004475 | STATE BANK OF INDIA | 0007774 | | NIRMLA DEVI | | | F | 11337347836 | 000019700654 | | | _ |
| 22 19 | 0170878 | STATE BANK OF BIKANER & JAIPUR | 0170312 | Mr. | HAR GOPAL JOSHI | | | М | 510218249570 | 000019700669 | | PAO Sectt-I | _ |
| 23 20 | 0293137 | UNION BANK OF INDIA | 0292213 | Mr | SURAT SINGH | VERMA | VERMA | М | 521302030002068 | 000019600303 | 000019600303 | | _ |
| 24 21 | 0261721 | INDIAN BANK | 0261516 | Mr | V GANGADHARAN | | | M | 428700654 | 000019600369 | 000019600369 | | |
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Fig 1.6