

**URGENT/IMMEDIATE**

**Central Pension Accounting Office**

Ministry of Finance  
Department of Expenditure  
Trikoort-2, Bhikaji Cama Place  
New Delhi-110 066

No.CPAO/

Dated-15<sup>th</sup> 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 15<sup>th</sup> 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 18<sup>th</sup> 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).

- 64 -  
(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, 7<sup>th</sup> 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, 7<sup>th</sup> Floor, Lok Nayak Bhawan, N.Delhi.
5. PS to Addl CGA (AS), O/o CGA, M/o Finance, 7<sup>th</sup> Floor, Lok Nayak Bhawan, N.Delhi

  
(H.Atheli)

Dy. Controller of Accounts



Dated: April 22, 2009

23.	FP Title (Like "Mr./Ms./Dr" etc.)	C	5	446	450	O	
24.	FP First Name	C	30	451	480	O	
25.	FP Middle Name	C	15	481	495	O	
26.	FP Last Name	C	15	496	510	O	
27.	Pension Class (Pension Category)	C	1	511	511	M	List Attached
28.	FP DOB	D	8	512	519	O	Family Pensioner's Date of Birth
29.	Date of Death	D	8	520	527	Mandatory when Pension Class is 'B' or 'E'.	Date of Death of Pensioner
30.	Enhanced Rate (FP)	N	5	528	532	O	Amount of Enhanced Rate
31.	Enhanced Rate (FP) From	D	8	533	540	O	Enhanced Rate from date
32.	Enhanced Rate (FP) To	D	8	541	548	O	Enhanced Rate to date
33.	Normal Rate (FP)	N	5	549	553	O	Amount of Normal Rate
34.	Normal Rate (FP) From	D	8	554	561	O	Normal Rate from date
35.	Normal Rate (FP) To	D	8	562	569	O	Normal Rate to date
36.	Pay band	C	80	570	649	M; If Revised according to 4.2	Pay band (6th CPC)
37.	Grade Pay	N	5	650	654	M; If Revised according to 4.2	Grade Pay (6th CPC)
38.	Last Pay Drawn	N	5	655	659	M; If Revised according to 4.2	Last Pay Drawn
39.	Additional Pension	N	5	660	664	O;	Additional Pension (6th CPC) M; If revised according to 4.5
40.	Constant Attendance Allowance (Disability Pension)	N	4	665	668	Mandatory when Pensioner is eligible for disability and getting disability amount	(6th CPC) If disability, then mandatory
41.	Death In Harness	C	1	669	669	M	Death In Harness(6th CPC) (Y/N)
42.	Medical Allowance Allowed	C	1	670	670	M	Medical Allowance Allowed (Y/N)

**Dated:** April 22, 2009

43.	Medical Allowance Amount	N	6	671	676	M	Mandatory if sl. No. 42 is y
44.	Commutation Value	N	7	677	683	Mandatory when Commutation is paid by Bank.	Commutation Value Paid by Bank
45.	AIS Service	C	3	684	686	Mandatory for AIS	For All India Service (IAS/IPS/IFS)
46.	AIS State Code	C	2	687	688	Mandatory for AIS	See List Attached
47.	AIS Year of Join	N	4	689	692	Mandatory for AIS	Year of Joining of All India Service
48.	Qualifying Service Years	N	2	693	694	O	No of Net Qualifying Service Years
49.	Qualifying Service Months	N	2	695	696	O	No of Net Qualifying Service Months
50.	Qualifying Service Days	N	2	697	698	O	No of Net Qualifying Service Days
51.	Whether Pension discontinued	C	1	699	699	M	(Y/N)
52.	From when	D	8	700	707	O; M; If yes of 51 (Whether Pension discontinued)	

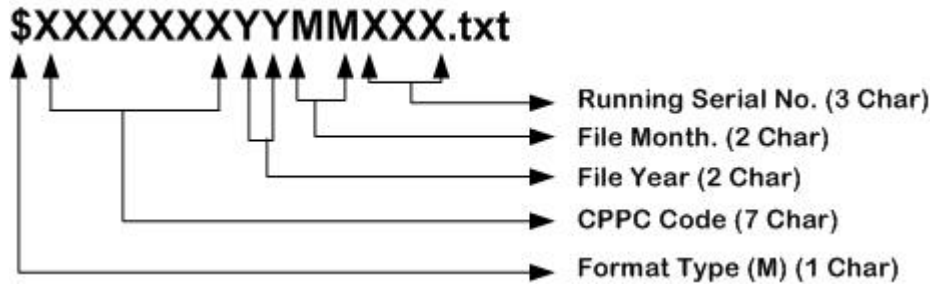
**Total Record Size:** 707 **Char (Fixed Size)**

**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 sent by SBI CPPC for the month of January 2007 should be like this:  
**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
<b>Id</b>	1-2	numeric2.0	
<b>firstnam</b>	3-12	string10	First name of respondent
<b>Age</b>	15-16	numeric2.0	Age of respondent
<b>Gender</b>	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.

Dated: April 22, 2009

### 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/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.** Invalid 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 voluntarily retired should be made the category "V" according to the new system.
- P.** Other pension.

**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 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 Character such as ~,!, #, \$, %, ^, ' etc. should not be present in the master data file otherwise it will be treated as junk data. File naming convention should be strictly followed as per the mentioned guidelines i.e. [<Format Type suppose 'M'><CPPC Code suppose '004464'><Year suppose '09'><Month suppose '04'><Serial No. of file suppose it is first file then '001'><File Name Extension i.e. '.txt'>] will lead to generation of file 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. It 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).