भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
त्रिकूट-II भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438

GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

CPAO/IT&Tech/Master Data/14 Vol-III-A/2023-24/6476/ *106*   17.08.2023

OFFICE MEMORANDUM

Sub:- Updation of Master Data and submission of changed information in Format-F for e-scrolls and acknowledging ePPO/eSSA.

Attention is invited to this office OM No. CPAO/IT&Tech/Master Data/14 Vol (III-A)/7607/2021-22/193 dated 15.02.2022 vide which all the CPPCs/GBDs of authorised banks were requested to update Master Data of pensioners quarterly for review and better management of the data. They were also requested to furnish the changed information in Format-F including date of Life Certificate along with each and every payment/receipt scroll in future so that any subsequent changes required in master data may be incorporated by CPAO itself.

2. It has been observed that in spite of several communications, some of the banks are-

- Not updating their master data regularly and are not providing the changed information in Format-F along-with payment scrolls.
- Not acknowledging the ePPO/eSSA on SFTP in the prescribed Format of Acknowledgement (XML).

3. In view of the above, all the Heads of CPPCs/GBDs of authorized banks are requested to

- Update Master Data of pensioners on **monthly basis**. They are also requested to furnish the changed information in Format-F including date of Life Certificate along with each and every payment/receipt scroll in future.
- Acknowledge the ePPO/eSSA and send the same in the prescribed Format of Acknowledgement (Format of Acknowledgement enclosed).

4. To facilitate the banks, the guidelines for electronic transmission of accounting data under the CPPC system by authorized banks along with changed/updated Format-F have been provided on CPAOs website www.cpao.nic.in (Link: **"Banks → Guidelines for Banks → Guidelines for Master data"** and for the Acknowledgement Format **"Banks → Guidelines for Banks → ePPO Guidelines"**)

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

Encl: As above.

(Shailesh Bhatnagar)
Sr. Accounts Officer (IT & Tech)

To,

1. Heads of CPPCs of All Authorized Banks (as per list)
2. Heads of GBD of All Authorized Banks (as per list)

Copy to:

1. PS to CC (P), CPAO
2. Sr. TD, NIC (CPAO)
3. PA to Dy. CA (CPAO)

Format of Acknowledgment (XML)

1. **File Name (Nomenclature)** : ACK-<SAME as of ePPO (Revision) Data file>.xml

    The Name of file should be same as what file name was received from CPAO but with a prefix 'ACK-'

    E.g. ACK-1724046-20150601.xml

2. **File Structure**   :

```
<ACK>
        <PPO_NO></PPO_NO>
        <DIARY_NO></DIARY_NO>
        <SSA_NO></SSA_NO>
        <PROCESSED_DATE></PROCESSED_DATE>
        <PROCESSING_STATUS></PROCESSING_STATUS>
        <PROCESSING_REMARKS></PROCESSING_REMARKS>
</ACK>
```

2.1. TAG Description :

2.1.1. **<PPO_NO>:** PPO Number of Case Processed.

2.1.2. **<DIARY_NO>:** Diary Number Associated with PPO number (Already provided by CPAO in ePPO (Revision) Data file).

2.1.3. **<SSA_NO>:** SSA Number Associated with PPO number (Already provided by CPAO in ePPO (Revision) Data file).

2.1.4. **<PROCESSED_DATE>:** Date when case was processed by BANK (CPPC).

2.1.5. **<PROCESSING_STATUS>: This Tag will only have either of the following two character codes**

2.1.6. .

a.	Case Received	01
b.	Format Error	02
c.	DSC Expired/Revoked	03
d.	Signatory not authorized	04
e.	Under Process	05
f.	Pension Credited	06
g.	Rejected	10
h.	Misc.	99

<PROCESSING_REMARKS>: Additional information about the error may be provided under this tag.

All generated XML files should be placed in separate folder named as ACKOUT on the SFTP server of CPPC of bank. This folder will be looked into for picking up the latest files.

Note:

* The acknowledgment file should be generated individually for all cases received and processed i.e. a file will contain record for only one PPO case.

* In case banks are not consuming ePPO data, even then they are required to generate this file through system and share it with CPAO through their SFTP server.