

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/Bank Performance/Commutation/90/20-21/146


18.11.2021

## OFFICE MEMORANDUM

**Sub: Processing of commutation of pension cases through e-Revision Utility- Reg.**

The undersigned is directed to say that in line with the Government of India's Digital India Initiative to stop the movement of paper, CPAO has developed a utility to process cases of commutation through e-Revision Utility. Pay & Accounts Officers (PAOs) can now digitally sign the commutation authority and transfer the same to CPAO through e-mode (procedure at Annexure - I).

2. In view of the above, all Pr. CCAs / CCAs / CAs / AGs / Administrators of UTs without legislature are requested to issue necessary directions to the concerned Pay & Accounts Offices to use the utility developed by CPAO for processing commutation of pension cases.

  
(Satish Kumar Garg)  
(Sr. Accounts Officer)

**To:**

1. Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs without legislation

**Copy to:**

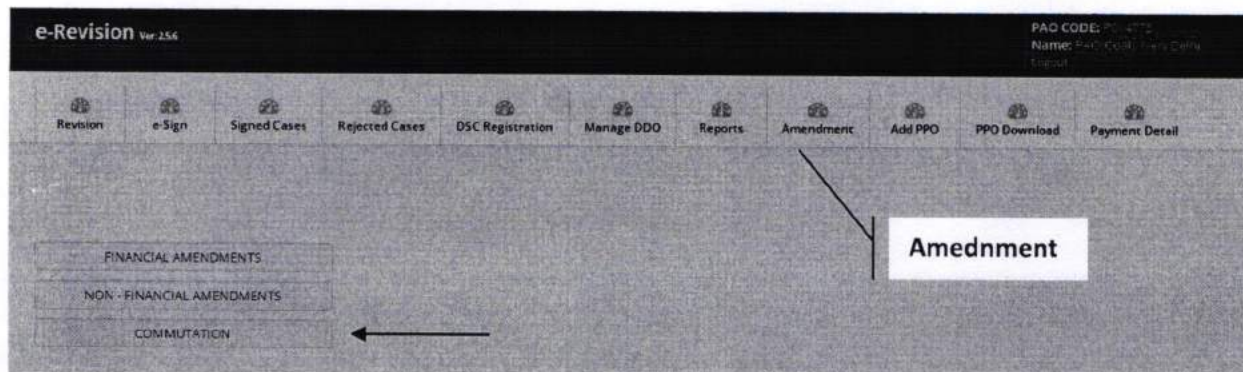
1. Sr. PPS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
2. PS to Smt. T.C.A.Kalyani, Addl. CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
3. PS to CC (P), CPAO, New Delhi
4. Sr.TD(NIC), CPAO, New Delhi



## Commutation Entry Steps

Logon to <https://eppo.nic.in>

1. After login successful, Select **Amendment** menu, Then Click on **Commutation** Button.



2. Now enter PPO No in text area and click on Search Button, then all values will be shown in form along with pensioner details as below.
3. Now input (b) Reduced Pension, and (d) Total Commutation Payable in text area.

| COMMUTATION CALCULATION      |                     |                                       |                            |
|------------------------------|---------------------|---------------------------------------|----------------------------|
| ENTER PPO NO. : 707031000082 |                     | <input type="button" value="Search"/> |                            |
| <b>Pensioner Details</b>     |                     |                                       |                            |
| PPO No                       | 707031000082        | Date Of Retirement                    | 28 Feb 2010                |
| Name Of Pensioner            | Mr. THANESWAR DUTTA | Class                                 | A - Superannuation Pension |
| Date Of Birth                | 01 Mar 1950         | Date Of Death                         |                            |
| <b>Commutation</b>           |                     |                                       |                            |
| (a) BASIC PENSION            |                     | <input type="text" value="15740"/>    |                            |
| (b) REDUCED PENSION          |                     | <input type="text"/>                  |                            |
| (c) PENSION COMMUTED         |                     |                                       |                            |
| (d) TOTAL COMMUTATION PAYBLE |                     | <input type="text"/>                  |                            |

After input all above details, click on **Save** button.

|               |  |
|---------------|--|
| IFSC Code     | SBIN0003030                              |
| Name Of Bank  | STATE BANK OF INDIA                      |
| Paying Branch | DISPUR GUWAHATI,                         |
| City          | DISPUR (GUWAHATI)                        |
| District      | KAMRUP METROPOLITAN                      |
| State         | ASSAM                                    |
| Pin Code      | 781006                                   |
| Account No.   | <input type="text" value="10821660131"/> |

#### Pensioner Contact Details

|           |                                  |
|-----------|----------------------------------|
| Address 1 | KAILASH NAGAR BYE LANE 2 BELTOLA |
| Address 2 | GUWAHATI                         |
| State     |                                  |
| Pin Code  | 781028                           |

**Cancel**

**Save**

After clicking on **Save** button, user has to Sign the PDF as doing in other seven CPC authorities.