


## Instructions for filling of Data sheet in r/o PBORS DISCHARGED / INVALIDED OUT from service on or after 01-01-2016 (fresh PPO required to be issued)

| SI. No. | Field Name | $\overline{0}$ | - | Description |
| :---: | :---: | :---: | :---: | :---: |
| 1. | Record Office | N | 2 | Record Office as per code list |
| 2. | Initial Rank | X | 1 | As per rank code list. It will be filled in case of JCOs who were appointed Direct in the rank of JCOs. |
| 3. | Rank Last Held | X | 1 | As per rank code list |
| 4. | Whether ACP granted | A | 1 | A for 1st ACP, 'B' for 2nd ACP, 'C' for 3rd ACP \& 'N" for NO ACP granted/ applicable. |
| 5. | Pay Group | A | 1 | Filled with ' $X$ ' or ' $Y$ ' |
| 5A. | Trade Code | N | 3 | As per list of Trades. |
| 5B. | Whether AICTE Diploma Holder | A | 1 | ' Y ' for YES or ' N ' for NO to be filled |
| 6. | Regimental No. | X | 9 | Current Regimental No. |
| 7. | Old Regimental No. | X | 9 | In case of JCOs who were appointed directly, it will not be filled. |
| 8. | Date Of Enrolment | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 9. | Date Of Discharge | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 10. | Clause Of Discharge | X | 1 | In Case of ORs it should be filled as 1,2,3,4,5 or 6 and in case of JCOs it should be A,B,C,E,F or G as the case may be. |
| 11. | Non-Qualifying Service (including Disembodied Service) | N | 6 | This Field is to be filled as "YYMMDD" and a detail showing all the spells of NQS should be filled in the col. Given on the reverse side of Data sheet. If spells are more than the space provided, separate sheet may be attached with the claim duly attested. |
| 12. | Former Service | N | 6 | This Field is to be filled as "YYMMDD" if any. |
| 13. | Extension Of Service | A | 1 | ' Y ' for YES or ' N ' for NO to be filled |
| 14. | Service Condoned | N | 4 | This field is to be filled as "MMDD" and Maximum Limit is " 1200 " |
| 15. | Whether Discharge on <br> Completion of terms   <br> engagement   | A | 1 | ' Y ' for 'Yes' OR ' N ' for 'No' to be filled. |
| 16. | Individual's Name | A | 35 | Name of the individual |
| 17. | Date Of Birth | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 18. | Nationality | A | 1 | ' I ' for Indian, ' N ' for Nepali and 'B' for Bhutani as the case may be |
| 19. | Aadhaar Number | N | 12 | 12 Digit Aadhaar No. of the individual |
| 20. | PAN No. | X | 10 | PAN No. of the individual |
| 21. | E-mail id | X | 35 | E-mail id of the individual |
| 22. | Pensioner's Address | X | 60 | Address of the individual |
| 23. | State Code | A | 2 | State Code of the state where Army personnel is residing |
| 24. | Pin Code | N | 6 | Pin Code of the address of Army personnel |
| 25. | Mobile Number | N | $3+10$ | Mobile Number of the individual. First 3 digits for ISD Code. |
| 26. | Whether Married | A | 1 | 'Y' for 'Yes' OR 'N' for 'No' to be filled. |
| 27. | Spouse Alive | A | 1 | ' $Y$ ' in the case of wife alive and extension of ser. is not granted, ' $E$ ' in the case of wife Alive and extension of ser. is granted, ' $N$ ' in the case where wife is not Alive, ' $D$ ' for |


|  |  |  |  | Divorced cases, 'P' for Plural Marriage Cases, 'U' for Disputed cases \& Blank for Provisional Pen. Cases. |
| :---: | :---: | :---: | :---: | :---: |
| 28. | Spouse Nationality | A | 1 | IF Field no. 32 is filled as ' $Y$ ' or ' $E$ ' it will be filled ' $\mathrm{I} / \mathrm{N}$ '/ ' B ' as the case may be. |
| 29. | Spouse Date Of Birth | N | 8 | IF Field no. 32 is filled as ' $Y$ ' or ' $E$ ' this Field is to be filled as "YYYYMMDD". |
| 30. | Spouse Name | A | 35 | IF Field no. 32 is filled as ' $Y$ ' or ' $E$ ' this field will be filled. In Case name is having more than 35 characters the same Will be abbreviated. |
| 31. | Spouse Aadhaar Number | N | 12 | 12 Digit Aadhaar No. of the spouse |
| 32. | Spouse PAN No. | X | 10 | PAN No. of the spouse |
| 33. | Date of Medical Board held | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 34. | Nature Code | A | 1 | ' $I$ ' for Invalided Out, 'D' for Deemed to be Invalided Out, otherwise BLANK |
| 35. | Disability Pension Type | A | 3 | It should be filled as 'DIS' for DISABILITY PENSION, 'LIB' for LIBERALISED DISABILITY PENSION, 'WAR' for WAR INJURY PENSION,'INV' for INVALID PENSION,'DMS' for service Element alongwith Disability Element, 'DEO' for Disability Element only in the case of voluntary Discharge and 'SER' for SERVICE ELEMENT. |
| 36. | Category Dis. | A | 1 | Category of the Disability A, B, C, D or E as the case may be. |
| 37. | $1^{\text {st }}$ I.D. | A | 20 | Name of the Disease |
| 38. | ATR/AGR | A | 3 | ATR- For Attributable, AGR- For Aggravation and NAFor Neither Attributable nor Aggravation. |
| 39. | Asses \% | N | 3 | 0 to 100 \% |
| 40. | Compensation Paid | A | 1 | 'Y' for Yes OR ' N ' for No TO BE FILLED |
| 41. | W.I.E | A | 1 | ' $Y$ ' in case disability is categorised as war injury or ' N ' in case disability is categorised as normal disability. Please enclose DO Part II Order in case it is W.I.E. |
| 42. | $2^{\text {nd }}$ I.D. | A | 20 | Name of the Disease |
| 43. | ATR/AGR | A | 3 | ATR- For Attributable, AGR- For Aggravation and NAFor Neither Attributable nor Aggravation. |
| 44. | Asses \% | N | 3 | 0 to 100 \% |
| 45. | Compensation Paid | A | 1 | ' Y ' for Yes OR ' N ' for No TO BE FILLED |
| 46. | W.I.E | A | 1 | ' $Y$ ' in case disability is categorised as war injury or ' N ' in case disability is categorised as normal disability. Please enclose DO Part II Order in case it is W.I.E. |
| 47. | $3^{\text {rd }}$ I.D. | A | 20 | Name of the Disease |
| 48. | ATR/AGR | A | 3 | ATR- For Attributable, AGR- For Aggravation and NAFor Neither Attributable nor Aggravation. |
| 49. | Asses \% | N | 3 | 0 to 100 \% |
| 50. | Compensation Paid | A | 1 | 'Y' for Yes OR 'N' for No TO BE FILLED |
| 51. | W.I.E | A | 1 | ' $Y$ ' in case disability is categorised as war injury or ' N ' in case disability is categorised as normal disability. Please enclose DO Part II Order in case it is W.I.E. |
| 52. | $4^{\text {th }}$ I.D. | A | 20 | Name of the Disease |
| 53. | ATR/AGR | A | 3 | ATR- For Attributable, AGR- For Aggravation and NAFor Neither Attributable nor Aggravation. |
| 54. | Asses \% | N | 3 | 0 to $100 \%$ |


| 55. | Compensation Paid | A | 1 | ' Y ' for Yes OR ' N ' for No TO BE FILLED |
| :---: | :---: | :---: | :---: | :---: |
| 56. | W.I.E | A | 1 | ' $Y$ ' in case disability is categorised as war injury or ' N ' in case disability is categorised as normal disability. Please enclose DO Part II Order in case it is W.I.E. |
| 57. | $5^{\text {th }}$ I.D. | A | 20 | Name of the Disease |
| 58. | ATR/AGR | A | 3 | ATR- For Attributable, AGR- For Aggravation and NAFor Neither Attributable nor Aggravation. |
| 59. | Asses \% | N | 3 | 0 to 100 \% |
| 60. | Compensation Paid | A | 1 | ' Y ' for Yes OR ' N ' for No TO BE FILLED |
| 61. | W.I.E | A | 1 | ' $Y$ ' in case disability is categorised as war injury or ' N ' in case disability is categorised as normal disability. Please enclose DO Part II Order in case it is W.I.E. |
| 62. | Permanent Composite Assessment \% (For Life) | N | 3 | Maximum limit is 100\% |
| 63. | Final Composite Assessment \% (including Temp. \& Permanent) | N | 3 | Maximum limit is $100 \%$ |
| 64. | Period of Assessment | X | 2 | It should be filled between 1 to 10 or L- for Life. |
| 65. | Period Accepted From | N | 8 | Disability Period Accepted From. These Fields are to be filled as "YYYYMMDD" |
| 66. | Period Accepted upto | N | 8 | Disability Period Accepted upto. These Fields are to be filled as "YYYYMMDD" |
| 67. | Ex Gratia (as approved by Competent Authority) | A | 1 | ' Y ' for Yes OR ' N ' for No as the case may be to be filled. |
| 68. | CAA | A | 1 | ' Y ' for CAA payable and ' N ' for CAA not payable |
| 69. | CAA (for Life or Temp.) | A | 1 | L for life and T for Temporary |
| 70. | CAA Payable From | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 71. | CAA Payable upto | N | 8 | These Fields are to be filled as "YYYYMMDD" |
| 72. | PDA Code | A | 1 | 1 to 9 as per annexure. |
| 73. | DPDO Code | A | 2 | As per annexure, if PDA CODE is ' 1 ' otherwise ' 00 ' |
| 74. | PDA State Code | A | 2 | AS per annexure |
| 75. | Bank Code | A | 3 | As per annexure |
| 76. | BSR code of CPPC or Link Bank | A | 7 | The code allotted by RBI to each CPPC/Link Bank |
| 77. | CPPC/Link Bank Address | X | 40 | Address of CPPC/ link bank |
| 78. | Bank A/c No. | X | 25 | Filled from left side only. If the character is $<25$ the Right hand boxes may be kept blank. |
| 79. | IFSC code of Paying Branch | X | 11 | The code allotted by RBI to each bank branch. Cancelled Cheque / Scanned copy of Cheque Should be attached with the claim. |
| 80. | Bank Branch Address | X | 35 | Address of Bank Branch |
| 81. | PDA Station | A | 25 | DISTRICT NAME OF PDA |
| 82. | CPPC/Link Bank Pin Code | N | 6 | Pin Code of CPPC/Link Bank |
|  | CDR No. | X | 12 | Filled by PCDA(P) |
|  | Date Of Receipt | N | 8 | Filled with "YYYYMMDD" by PCDA(P) |
| 83. | All instruction given blow |  |  |  |
| 84. | Previous PPO No. if Any | X | 25 | Previous PPO No. for category-2,3 and 5 pensioner |


| 85. | Category Of Pension | N | 1 | Category no. as per code list |
| :---: | :---: | :---: | :---: | :---: |
| 86. | Total period including Weight age if any for Which gratuity paid With 1st pension (for cate-2 \& 6 only) | N | 6 | Filled with "YYMMDD" |
| 87. | Amount of Pension commuted from 1st pension(for cat. 3 only) | N | 5 |  |
| 88. | Level In Pay Matrix | X | 3 | According to 7th CPC |
| 89. | Pay in Pay Matrix | N | 6 | Fixed under 7th CPC |
| 90. | MS Pay | N | 5 | According to 7th CPC |
| 91. | Group Pay (X only) | N | 4 | According to 7th CPC applicable to Group ' X ' Only |
| 92. | Class Allowance | N | 4 | According to 7th CPC |
| 93. | Average Pay | N | 6,2 | IN case where Last Pay Drawn < Average Pay it will be filled and statement showing detail of Pay, Grade Pay Class pay for last 10 months may be filled on the reverse of data sheets/enclosed duly Authenticated . |
| 94. | Provisional Pension | A | 1 | 'Y' for Yes OR 'N' for No TO BE FILLED |
| 95. | Pension Recommended Code | A | 1 | ' $F$ ' for full Pension, ' $T$ ' for $2 / 3$ rd of pension, $H$ ' for Half pension \& ' $P$ ' for provisional pension Where gratuity and Family Pen. not to be sanctioned |
| 96. | Gratuity Recommended Code | A | 1 | 'F' for full gratuity, 'T' for 2/3rd of gratuity, H' for Half gratuity \& ' P ' for provisional pension Where gratuity and Family Pen. not to be sanctioned |
| 97. | Medical Allowance | A | 1 | ' Y ' in the case of Nepalese pensioner Otherwise ' N ' will be filled. |
| 98. | ECHS Code | A | 1 | ' Y ' OR ' $N$ ' as the case may be. In case erroneously Recovered the same will be refunded through corr. PPO by filling ' R ' in the Data Sheet for Corr. PPO. |
| 99. | Gal Award1 | N | 2 | First character pertains to award code \& second character pertain no. of bars. Annexure |
| 100. | Gal Award2 | N | 2 | First character pertains to award code \& second character pertain no. of bars. Annexure |
| 101. | Gal Award3 | N | 2 | First character pertains to award code \& second character pertain no. of bars. Annexure |
| 102. | RDR Demand | N | 7 |  |
| 103. | Other Demand (including PEA) | N | 7 | It should include PENDING ENQUIRY AWARD AMOUNT. |
| 104. | Commutation Percentage | N | 2 | Maximum limit is $50 \%$ |
| 105. | Loading in Age | N | 2 | "YY" |
| 106. | Absolute Date of Commutation | N | 8 | YYYYMMDD |
| 107. | Note to be printed, if any | A | 2 | To be used by office of the PCDA (P) |


| Any other Remarks to be <br> printed, if any |
| :--- |
| A |

## Instruction for Column 83(I) to 83(IV) <br> Name

The name of the dependant members of individual may be filled in these columns. One box may be left blank between first, middle and surname etc.

## Whether Handicapped

This column may be filled with " $Y$ " if the individual is having a handicapped child otherwise it should always be filled with " N " and in no case it should be left blank.

## Relation with Individual

This column may be filled as under.

```
RELATION
RELATIONSHIP CODE
Son S
Daughter
Divorced Daughter R
D
Unmarried Daughter U
Widowed Daughter v
Mother M
Father F
Brother
Sister
B
```


## Date of Birth,

The Date of Birth (in YYYYMMDD) of the dependant members of individual may be filled in these columns.

Aadhaar No.
This column may be filled with 12 Digit Aadhaar No. of the Dependants.

## FIELD CHARACTER

$\underline{\mathbf{A}}=$ Alphabet
$\underline{\mathbf{N}}=$ Numeric
$\underline{\mathbf{X}}=$ Alpha-Numeric

Note: Name of Auditor, AAO, AO/SAO of Pay Account Office should be either legibly written in hand or stamp of name should be affixed

