



**Principal Accountants General**  
**Haryana, Chandigarh**



[Site Map](#) | [Link](#) | [FAQ](#)

# **USER MANUAL FOR ONLINE DIARY APPLICATION SYSTEM**

**COMPILED BY:**

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) HARYANA, CHANDIGARH**

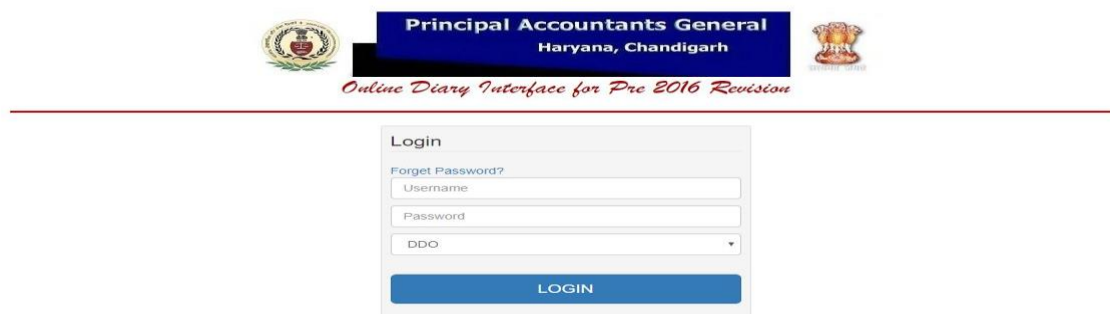
## Using Online Diary Application

Technical guidelines: Online Diary Application will work on the network of IA&AD and SWAN (State Wide Area Network). IP 10.53.201.143/sai is to be entered in the address bar of the SWAN browser.

Operational Guidelines: Following steps will be taken for online submission of pension revision cases to the office of Pr. Accountant General (A&E) Haryana, Chandigarh.

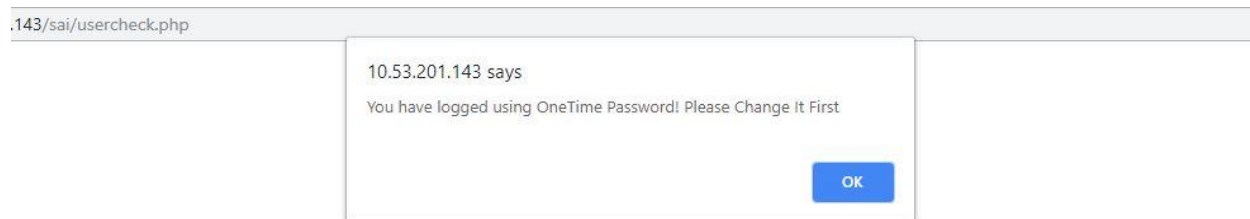
### *Updating the User profile*

Step-1 After entering the above ip address following screen will appear on your monitor.



The screenshot shows the login interface for the Principal Accountants General, Haryana, Chandigarh. At the top, there is a header with the organization's name and two emblems. Below the header, the text "Online Diary Interface for Pre 2016 Revision" is displayed. The main content area contains a "Login" form with the following fields: "Forget Password?", "Username", "Password", and "DDO" (a dropdown menu). A blue "LOGIN" button is located at the bottom of the form.

Step-2 Enter your user id and password provided by the NIC and click login button. First time password for all the DDOs is welcome@123. After entering the login details following screen will appear. Click OK button.



The screenshot shows a message box from the IP address 10.53.201.143. The message text is: "10.53.201.143 says  
You have logged using OneTime Password! Please Change It First". There is an "OK" button at the bottom right of the message box.

Step-3 Now, you will get the following screen. Enter the mobile number of the DDO, Landline number of the office, a short name for the DDO and enter a new password. Now, click UPDATE button.

Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER ,[Settings](#)[Logout](#)

[Home](#)[DDO Details](#)[Cases where retirement After 1996](#)[Cases where retirement before 1996](#)[My Cases](#)

Total Cases This Month  
100

Total Cases Today  
20

Total Cases Pending  
15

DDO Name \*

PAY AND ACCOUNTS OFFICER

DDO Code\*

708A

DDO Mobile No\*

Enter Mobile No

DDO Phone\*

Enter Phone No

DDO Short Name\*

DDO Password\*

\*\*\*\*\*

UPDATE

Following screen will appear

Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER ,[Settings](#)[Logout](#)

[Home](#)[DDO Details](#)[Cases where retirement After 1996](#)[Cases where retirement before 1996](#)[My Cases](#)

Total Cases This Month  
0

Total Cases Today  
0

Total Cases Pending  
0

Congratulations ! You Profile is Successfully Updated!

### *Retrieving the password*

Step-1 On the login screen click the Forget Password. A screen as shown below will appear on your monitor. Enter the registered mobile number (already entered while updating DDO profile) in the box and click verify. A six digit OTP (One Time Password) will be sent to your registered mobile number. Enter this OTP in the box provided. Now you will be asked to change your password.

---

Forget Password

Verify

### *Using the Application*

Step-1 Login with the user id and new password. Following image will appear on your monitor.

Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER ,[Settings](#)[Logout](#)

Home

DDO Details

Cases where retirement After 1996

Cases where retirement before 1996

My Cases

Total Cases This Month  
0

Total Cases Today  
0

Overall Cases  
0

CLICK FOR CASE BEFORE 1996

CLICK FOR CASE AFTER 1996

Note: Two separate buttons have been provided in the application namely; Cases before 1996 and cases after 1996. In the pension revision cases, where date of retirement falls after 1996 are to be submitted through **cases after 1996** button. For all cases prior to 1996, data entry is required to be done by clicking **cases before 1996** button. Here Pensioner's Old File Number in Line 2 (as shown in image below) is a must column. Pensioner's Old File Number is a unique alphanumeric id. Its only alphabet represents the first letter of the pensioner's name then maximum four numeric (case serial number in this office) followed by / (slash) and year of retirement e.g. Amar Singh retired in 1994-95 and his case number in this office was 527. His Pensioner's Old File Number will be A-527/1994-95. This file number is mentioned in the service book of the employee, where his service was verified last.

#### Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER [Settings](#) [Logout](#)

[Home](#)
[DDO Details](#)
[Cases where retirement After 1996](#)
[Cases where retirement before 1996](#)
[My Cases](#)

ANNEXURE-2 (FOR PENSIONERS/FAMILY PENSIONERS) (Reference of OM No. 2/23/2016-1 Pension dated 10th January, 2018)				
Pensioner's File No				
Pensioner's Old File No	Pensioner's Old File No			
DDO Name	Select			
Treasury Name	Select			
Name of The Pensioner's	Salute	Last Name	Middle Name	First Name
	Select	Enter Last Name	Enter Middle Nar	Enter First Name
	Gender	Group	Category	Pension Class
	Select	Select	Select	Select

Step-2 Enter all the data in the form as shown below

ANNEXURE-2 (FOR PENSIONERS/FAMILY PENSIONERS) (Reference of OM No. 2/23/2016-1 Pension dated 10th January, 2018)				
Pensioner's File No				
Pensioner's Old File No	A-527/1994-5			
DDO Name	PAY AND ACCOUNTS OFFICER			
Treasury Name	PAO-V-TIS HAZARI DELHI			
Name of The Pensioner's	Salute	Last Name	Middle Name	First Name
	Shri	SINGH	Enter Middle Nar	AMAR
	Gender	Group	Category	Pension Class
	Male	GROUP - B	State	Superannuation Pen
Father's/Husband Name	Enter Father's/Husband Name			
Pensioner's Date of Birth	dd-mm-yyyy			
Date of Appointment	dd-mm-yyyy			
Date of Retirement				

Step-3 After entering the complete data in the form, click SAVE button at the bottom of the form. A 10 digits File number will appear in the first line of the form as shown below:

Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER , Settings Logout

Home DDO Details Cases where retirement After 1996 Cases where retirement before 1996 My Cases

**ANNEXURE-2**  
(FOR PENSIONERS/FAMILY PENSIONERS)  
(Reference of OM No. 2/23/2016-1 Pension dated 10th January, 2018)

Pensioner's File No	1200254527			
Pensioner's Old File No	A-527/1994-5			
DDO Name	PAY AND ACCOUNTS OFFICER			
Treasury Name	PAO-V-TIS HAZARI DELHI			
Name of The Pensioner's	Salute	Last Name	Middle Name	First Name
	Shri	SINGH	Enter Middle Name	AMAR
	Gender	Group	Category	Pension Class
	Male	GROUP - B	State	Superannuation Pen

Step-4 Write down this 10 digit file number on the Annexure-2/Annexure-3 as the case may be and close the window. Now click the **CASES AFTER 1996** button. As already explained that all the cases (whether retired before 1996 or after 1996) will be submitted through this button. Following screen will appear on your monitor.

Online Diary Interface for Pre 2016 Revision

Welcome PAY AND ACCOUNTS OFFICER , Settings Logout

Home DDO Details Cases where retirement After 1996 Cases where retirement before 1996 My Cases

Total Cases This Month 0

Total Cases Today 0

Overall Cases 0

**NEW INWARD ENTRY**

Type	File/PPO Number
REV_FOR_REG_2018	
Letter Number	Letter Date
	12-12-2018
Submit	

Step-5 Here, **REV\_FOR\_REG\_2018** is mentioned in **TYPE** column. If you are submitting regular pension case with Annexure-2 then need not to change it. In case you are submitting family pension case with Annexure-3 then select **REV\_FOR\_FAMILY\_2018**. Now enter File ID or PPO Number in the next column, dispatch number of your office in the Letter Number and date of dispatch in the Letter Date column and click **SUBMIT**. It is pertinent to mention here that file id in both the cases (retirement prior to 1996 and retirement after 1996) can be entered here. Remember, we have already noted down the file number for the cases where retirement falls prior to 1996.

Online Diary Interface for Pre 2016 Revision Welcome PAY AND ACCOUNTS OFFICER , [Settings](#) [Logout](#)

[Home](#) [DDO Details](#) [Cases where retirement After 1996](#) [Cases where retirement before 1996](#) [My Cases](#)

Total Cases This Month  
0

Total Cases Today  
0

Overall Cases  
0

### NEW INWARD ENTRY

<b>Type</b> REV_FOR_REG_2018	<b>File/PPO Number</b> 1200222553
<b>Letter Number</b> 205	<b>Letter Date</b> 12-12-2018
<a href="#">Submit</a>	

After submitting the above form, all the data related to this pensioner will be populated from the server of AG Office. You can verify the entire information given in the form. As shown below:

Online Diary Interface for Pre 2016 Revision Welcome PAY AND ACCOUNTS OFFICER , [Settings](#) [Logout](#)

[Home](#) [DDO Details](#) [Cases where retirement After 1996](#) [Cases where retirement before 1996](#) [My Cases](#)

Total Cases This Month  
0

Total Cases Today  
0

Overall Cases  
0

<b>Type:</b> Revision for Regular		<b>File/PPO Number:</b> 1200222553	
<b>Letter Number:</b> 205		<b>Letter Date:</b> 12-12-2018	

<b>Group/Class</b>	PENSION		
<b>Pensioner Name</b>	VED PARKASH SHASTRI		
<b>Son/Wife/Daughter</b>	NIRMLA		
<b>Designation</b>	--		
<b>DOB :</b> 06-09-1951	Appointment/Reemployment Date: 11-12-1980	Commencement of Pensionable Service: 01-01-1970	Retirement: 30-09-2009
<b>Death/LTA:</b>	Date of Superannuation: 30-09-2009		

Don't forget to enter the mobile number of the pensioner in the column provided in the form. So that pensioner may receive the regular SMS alerts regarding progress of his/her pension revision case in this office. Notionally fixed pay of the pensioner as on 01.01.2016 is to be entered in the column **Latest Notional Pay**.

**Step-6** Now, upload the digitally signed Annexure-2/Annexure-3 (as the case may be) by clicking **Choose File** Button. Click submit after uploading the Annexure as shown in the picture below:

Mobile	<input type="text"/>	<input type="text"/>	Branch:		<input type="text"/>				
	Adhaar Number	<input type="text"/>	Email	<input type="text"/>	A/c Number:				
	Latest Notional Pay	<input type="text"/>							

Pay From	Pay To	Pay	Grade Pay	DP	DA	Notional Increase	IR	Others	Total
dd-mm-yyyy	dd-mm-yyyy	0	0	0	0	0	0	0	<a href="#">ADD DATA</a>

Pay From	Pay To	Pay	Grade Pay	DP	DA	Notional Increase	IR	Others	Total
<div> <div>Upload Digitally Signed Document's Only</div> <div> <input type="text" value="Title"/> <div> <a href="#">Choose File</a> <div>No file chosen</div> </div> </div> </div>									
<div>SUBMIT</div>									

Once you submit the above form, a new screen will appear on your monitor as shown in the image below.

Online Diary Interface for Pre 2016 Revision


Welcome PAY AND ACCOUNTS OFFICER , [Settings](#) [Logout](#)

[Home](#)
[DDO Details](#)
[Cases where retirement After 1996](#)
[Cases where retirement before 1996](#)
[My Cases](#)


Total Cases This Month  
0

Total Cases Today  
0

Overall Cases  
0



**Principal Accountants General**  
Haryana, Chandigarh



Online Diary Interface for Pre 2016 Revision

ODMS UNIQUE ID: 0

Personal Details



In this form you can verify/re-check the data. If you want to edit the detail filled in, click the EDIT FORM at the bottom of the form. Edit the required data.

**Step-7** Now, click LOCK FORM at the bottom as shown in the image below.

Online Diary Interface for Pre 2016 Revision


Welcome PAY AND ACCOUNTS OFFICER , Settings Logout

[Home](#)
[DDO Details](#)
[Cases where retirement After 1996](#)
[Cases where retirement before 1996](#)
[My Cases](#)


Total Cases This Month0

Total Cases Today0

Overall Cases0



Principal Accountants General  
Haryana, Chandigarh



Online Diary Interface for Pre 2016 Revision

ODMS UNIQUE ID: 0

Personal Details

Name	VED PARKASH SHASTRI	DOB:	06-09-1951
Appointment/Reemployment Date	11-12-1980	Commencement of Pensionable Service	01-01-1970
Death/LTA		Date of Superannuation	30-09-2009
Designation	--	Retirement Date	30-09-2009
PPO Number	163747-S	File Number	120022553
Letter Number	205	Letter Date	2018-12-12
Son/Wife/Daughter of	NIRMLA		

Service Summary(As Per AG Database)

	Year(s)	Month(s)	Day(s)
Military Service/Advocate	0	0	0
Gross Service	28	10	19
Extended Service	0	0	0
Non Qualifying Service	0	0	0
Weightage	0	0	0
Net Qualifying Service	28	10	19

Address & Bank Details

Address Line 1	Address Before Retirement V.P.O. DHANANA TEH GOHANA DISTT SONEPAT	Address After Retirement V.P.O. DHANANA TEH GOHANA DISTT SONEPAT	Date of submission of Papers by Pensioner:
Address Line 2			Place/District of Retirement:
Address Line 3			T.O. (Pension): SONEPAT
City	Select city	Select city	T.O. (DCRG): SONEPAT
State	HARYANA	HARYANA	Sub Treasury:
Phone			Bank:
Mobile			Branch:
	Adhaar Number:	Email:	A/c Number:
	Latest Notional Pay: 46200		

Emoulment Details

No Emoulment Record Available

Document Upload Status

No Document Uploaded

Edit Form

Lock Form

PRINT

Once, the form is locked, no changes can be made in the form. After locking the form following screen will appear and a unique id number will be generated.

[Home](#) [DDO Details](#) [Cases where retirement After 1996](#) [Cases where retirement before 1996](#) [My Cases](#)

Total Cases This Month

1

Total Cases Today

1

Overall Cases

1

Letter successfully Submitted/Locked, unique id given to letter is 18017943

**Principal Accountants General**  
Haryana, Chandigarh*Online Diary Interface for Pre 2016 Revision*

ODMS UNIQUE ID: 18017943

Name	VED PARKASH SHASTRI	DOB:	06-09-1951
Appointment/Reemployment Date	11-12-1980	Commencement of Pensionable Service	01-01-1970
Death/LTA		Date of Superannuation	30-09-2009
Designation	---	Retirement Date	30-09-2009
PPO Number	163747-S	File Number	1200222553
Letter Number	205	Letter Date	2018-12-12
Son/Wife/Daughter of	NIRMLA		

## Service Summary(As Per AG Database)

	Year(s)	Month(s)	Day(s)
Military Service/Advocate	0	0	0
Gross Service	28	10	19
Extended Service	0	0	0
Non Qualifying Service	0	0	0
Weightage	0	0	0
Net Qualifying Service	28	10	19

## Address &amp; Bank Details

	Address Before Retirement	Address After Retirement	Date of submission of Papers by Pensioner:
Address Line 1	V.P.O. DHANANA TEH GOHANA DISTT SONEPAT	V.P.O. DHANANA TEH GOHANA DISTT SONEPAT	Place/District of Retirement:
Address Line 2			T.O. (Pension): SONEPAT
Address Line 3			T.O. (DCRG): SONEPAT
City	Select city	Select city	Sub Treasury:
State	HARYANA	HARYANA	Bank:
Phone			Branch:
Mobile			A/c Number:
	Adhaar Number:	Email:	
	Latest Notional Pay: 46200		

## Emoulment Details

No Emoulment Record Available

## Document Upload Status

No Document Uploaded

PRINT

This number can be used for all future reference. SMS alert will go to the pensioner that his/her pension revision case has been submitted to the office of the Pr. Accountant General (A&E) Haryana.