

F. No. No. 33-01/2026-PA(PEA)/ExitManagementModule
Government of India
Ministry of Communications
Department of Posts
Postal Accounts Wing

689 - 712

Dak Bhawan,
New Delhi - 110001
Dated: 18.05.2026

To,

All Heads of Postal Accounts Offices

Subject: Instructions for the Implementation of Exit Management System and Reorganisation of Pension Sections.

The implementation of the Exit Management Module is currently underway, with the User Acceptance Testing (UAT) tentatively scheduled by CEPT, Mysuru, for June 2026.

2. To ensure operational readiness, the following instructions are issued for immediate compliance by all PAOs:

1. Restructuring of Pension Sections:

In addition to existing pension authorisation, PAOs will now be entrusted with pension disbursement functions. Consequently, the Pension Section shall be reorganized into two distinct wings:

Section-I: Pension Section (Authorization Wing):

- Handle front-end processing of retirement cases up to the issuance of the Pension Payment Order (PPO).
- Verify online pension cases submitted by retirees through the Exit Management Module.
- Calculate Qualifying Service, Average Emoluments, and determine admissible pensionary benefits.
- Generate and issue Pension Payment Orders (PPOs), Gratuity Payment Orders (GPOs), and Commutation Payment Orders (CPOs).
- Manage pension revisions due to Pay Commissions, court orders, or other revisions while monitoring "Entry-to-Exit" timelines.

Section-II: Pension Disbursement Section:

- Initiate the first pension payment upon receipt of the PPO.
- Manage monthly pension disbursements, including Dearness Relief (DR) revisions and Income Tax/TDS deductions.
- Monitor submission of Digital Life Certificates (Jeevan Pramaan) and regulate payments accordingly.
- Process transitions from regular pension to family pension in the event of a



pensioner's demise.

- Calculate and disburse arrears arising from delayed payments or retrospective revisions.

The tentative staffing for the Disbursement Section comprises 01 AO/Sr. AO, 02 AAOs, and 04 JA/SAs, subject to workload assessment.

2. Mandatory Pre-rollout Activities & Timelines

All PAOs are requested to complete the following preparatory tasks within the prescribed timeframes:

A. Pension Section (Authorisation Wing)

- (i) Validation and sanitisation of PAIS data with reference to physical PPO records;
- (ii) Verification of completeness and accuracy of pensioners' data in PAIS for migration to the new Exit Management Portal;
- (iii) Digitisation of legacy pension records in PAIS;
- (iv) Identification and rectification/removal of duplicate or inconsistent pension records.

B. Pension Disbursement Related Activities

- (i) Verification of the correctness of pension payments presently being made by DDOs with reference to PPOs;
- (ii) Completion of audit of pension payment vouchers;
- (iii) Monitoring settlement of discrepancies noticed during audit by the concerned DDOs;
- (iv) Preparatory activities relating to the transfer/migration of pensioners' data/records from DDOs to PAOs for the commencement of pension disbursement through PAOs.

C. GPF Related Activities


Employee-wise reconciliation of GPF balances shall be carried out on priority to ensure timely settlement of final GPF payments, avoid interest liabilities arising due to delays, and facilitate smooth integration with the new pension module.

3. The timeline for preparatory activities is attached as **Annexure 'A'**.

4. All PAOs are requested to monitor the progress of the above activities closely and ensure readiness before commencement of the UAT scheduled by CEPT, Mysuru.

8. Any difficulties/issues requiring clarification may be brought to the notice of this office for appropriate examination.

This issues with the approval of the competent authority.


18/05/26
ADG (Accounts)

Annexure-A

**TENTATIVE TIMELINE FOR PRE-IMPLEMENTATION / PRE-MIGRATION
ACTIVITIES RELATING TO EXIT MANAGEMENT SYSTEM**

PART-A: GENERAL

Sl. No.	Activity	Concerned Unit/Authority	Tentative Timeline	Remarks
1.	Restructuring of sections as mentioned in letter.	All PAOs	Immediate	
2.	Identification of nodal officers/SPOCs for each section for coordination with Directorate	All PAOs	By 20.05.2026	Details to be maintained for smooth coordination during UAT and rollout
3.	Capacity building/training activities in coordination with CEPT, Mysuru	Directorate/CEPT/PAOs	June 2026 onwards	Will be communicated in due course.

PART-B: LIST OF ACTIVITIES TO BE COMPLETED BEFORE THE ROLLOUT OF THE EXIT MANAGEMENT MODULE UNDER APT 2.0

Sl. No.	Activity	Concerned Unit/Authority	Tentative Timeline	Remarks
1.	Employee-wise reconciliation of GPF balances	GPF Sections of PAOs	By 31.05.2026	To ensure timely settlement of final GPF payments and avoid interest liabilities

Sl. No.	Activity	Concerned Unit/Authority	Tentative Timeline	Remarks
2.	Validation and sanitization of PAIS data with reference to physical PPO records	Pension Section of PAOs	By 10.06.2026	Completeness and correctness of pensioners' data to be ensured
3.	Identification & Digitization of legacy pension records in PAIS.	Pension Section of PAOs	By 10.06.2026	Missing/incomplete records to be updated.
4.	Identification and removal/correction of duplicate or inconsistent pension records	Pension Section of PAOs	By 10.06.2026	To ensure smooth migration to Exit Management Portal
5.	Verification of availability and accuracy of pensioners' master data for migration	Pension Section of PAOs	By 10.06.2026	Including PPO details, bank details, family details, etc.

PART-C: TIMELINE FOR IMPLEMENTATION OF PENSION MANAGEMENT [TRANSFER OF PENSIONERS DATA FROM DDOs TO PAOs FOR DISBURSEMENT OF PENSION AT PAOs.]

Sl. No.	Activity	Concerned Unit/Authority	Tentative Timeline
1.	Preparation of lists of pensioners DDOs wise by PAOs	By PDA Section of PAOs	By 31.05.2026
2.	Completion of audit of pending pension payment vouchers	By PDA Section of PAOs	By 31.05.2026