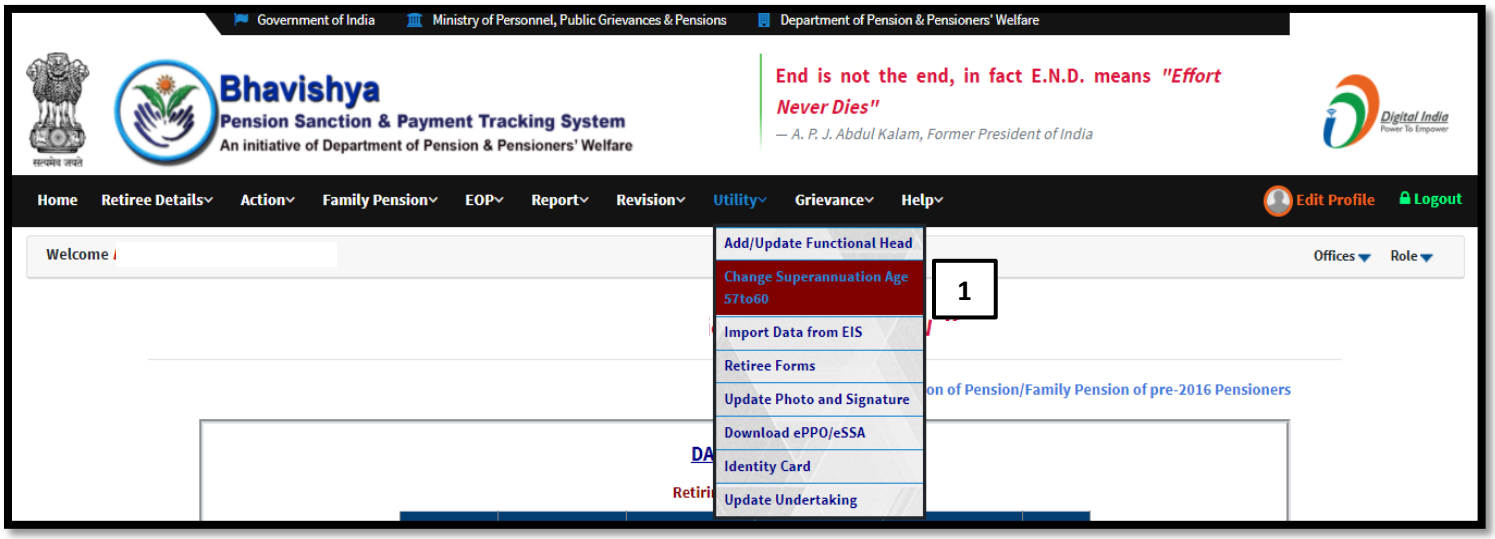
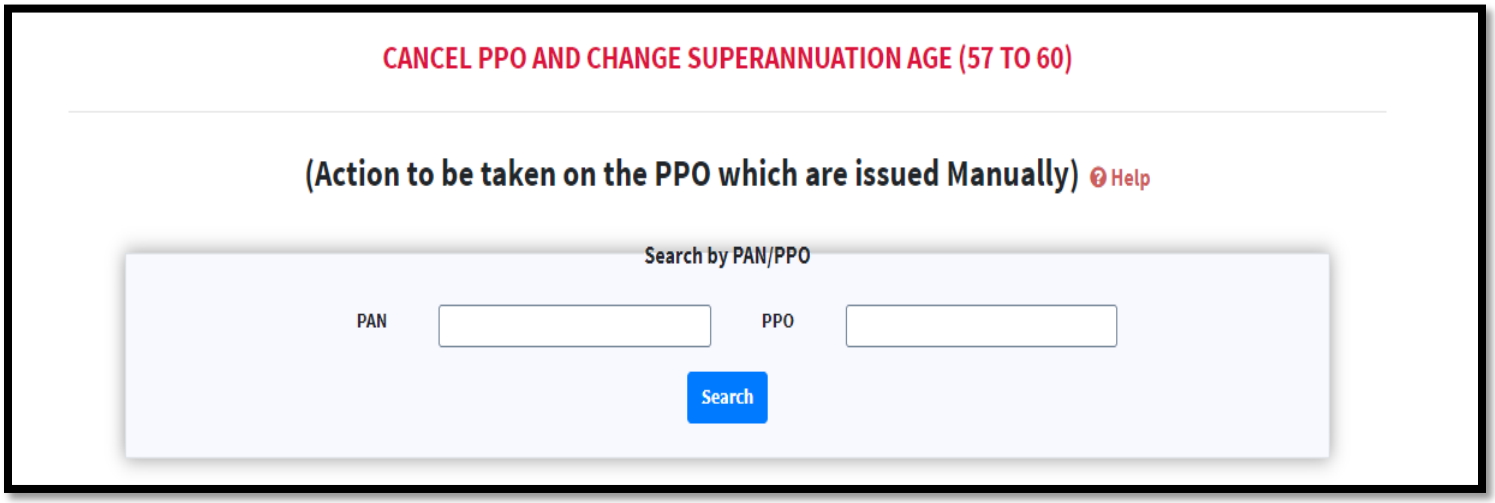
# How to cancel PPO & change age from 57 to 60 years

**Step 1:** In HOO login click on **Utility menu → Change Superannuation Age 57 to 60**

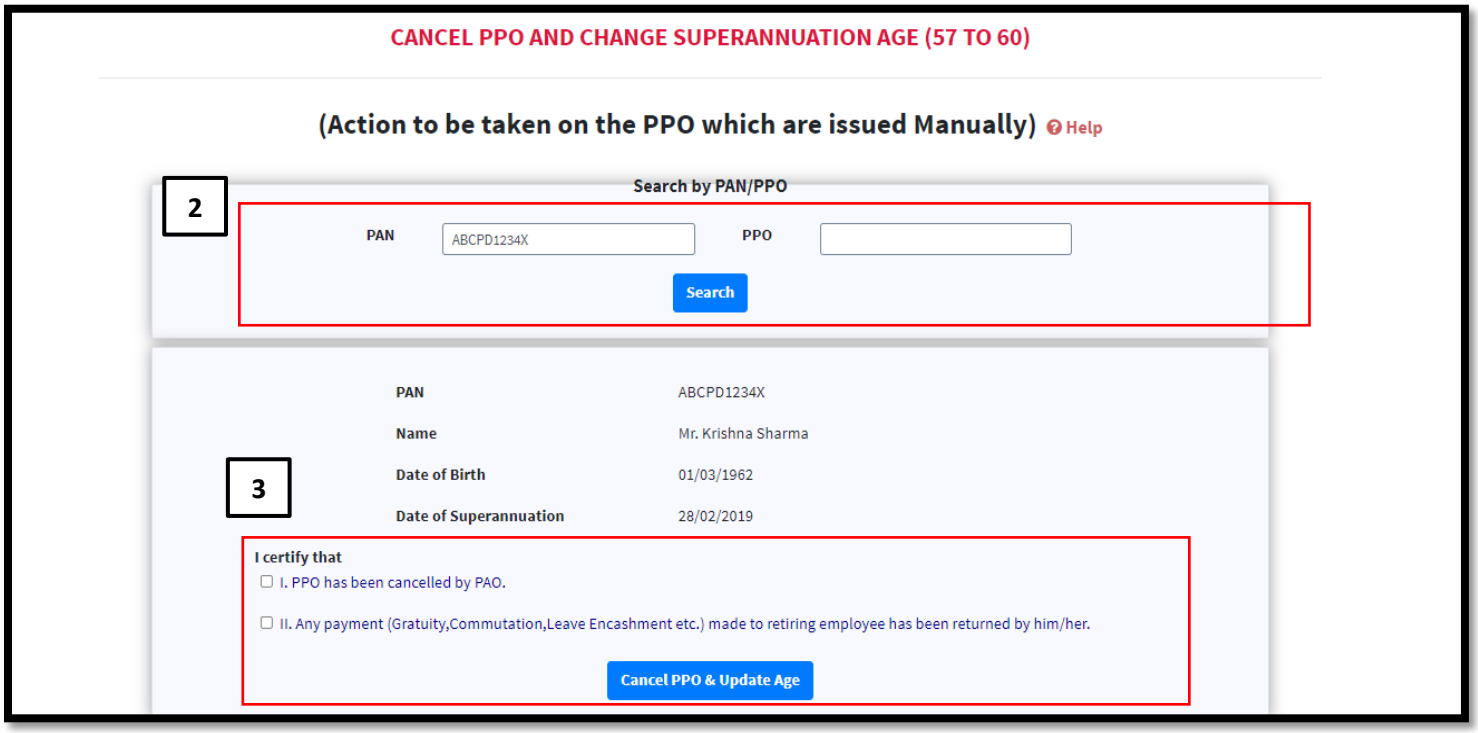



**The screen shown below gets open**

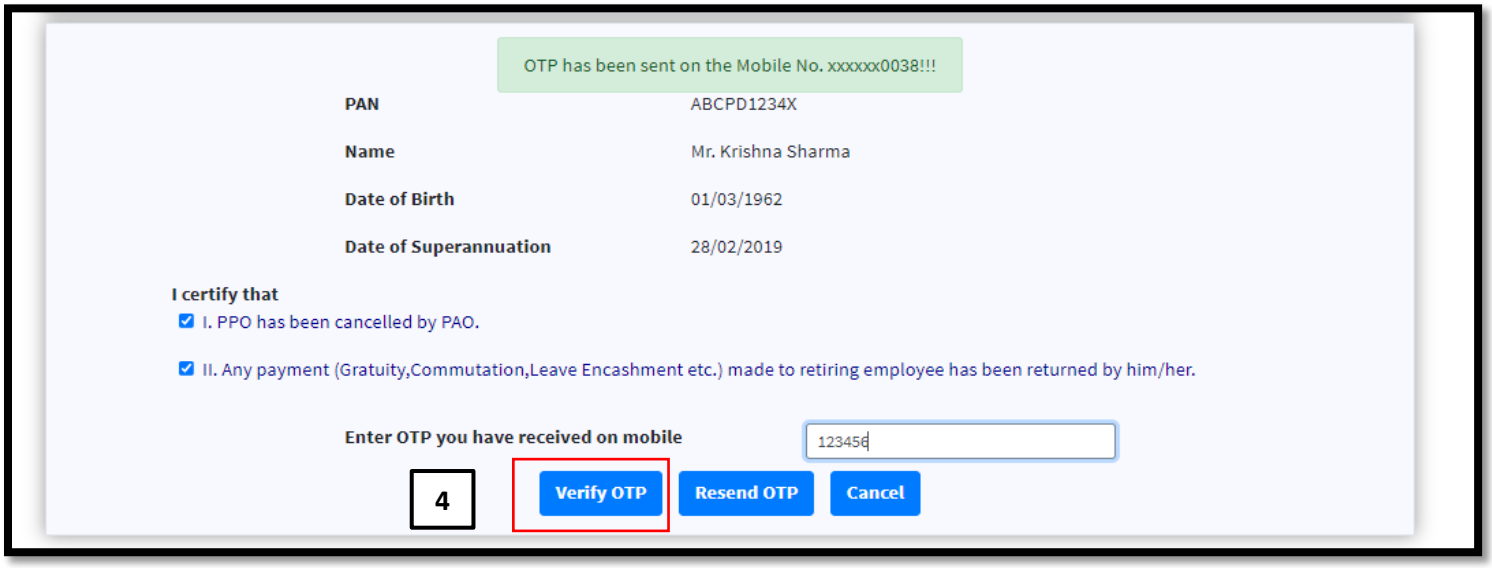


**Step 2:** Search the desired retiree detail using **PAN or PPO** and click on **Search** button.

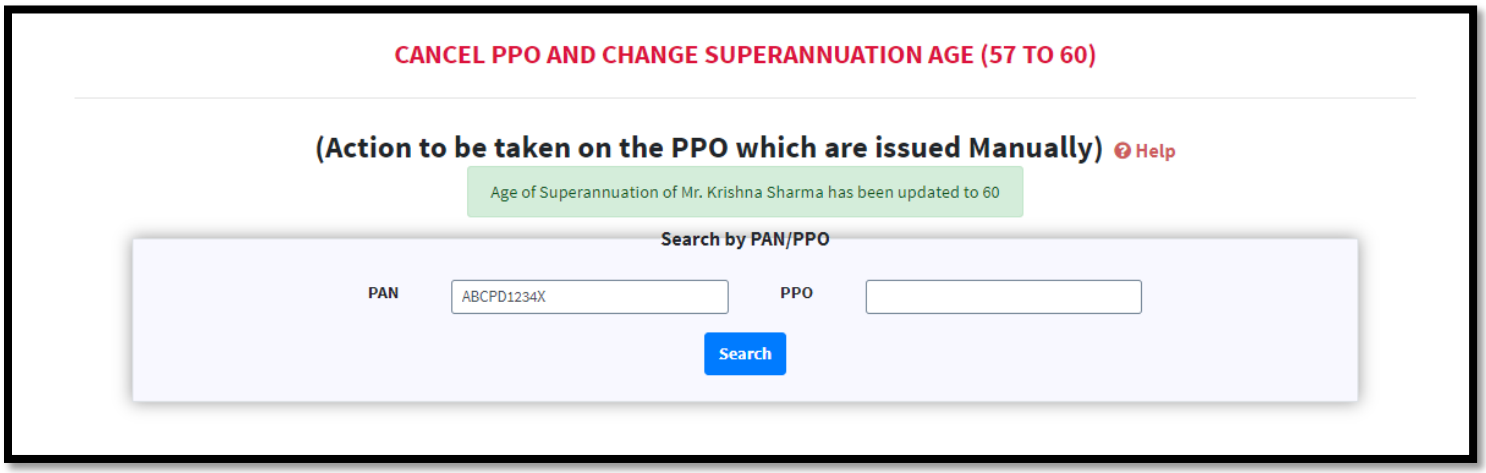
**Step 3:** Check the details and click on both the check boxes and click on **'Cancel PPO & Update Age'**.




**Step 4:** Enter the OTP sent on the registered mobile no. of HOO and click on **'Verify OTP'**.



If the OTP is verified, success message of updation from 57 to 60 years is received.




**Note**: This Utility is also provided in Nodal officer/Org admin Login in menu named Utility.