

**THE PAYMENT OF DEFENCE PENSIONS
BY THE
PENSION DISBURSING AUTHORITIES**
(Except Post Offices)

Short Title of The Book
**DEFENCE PENSION PAYMENT INSTRUCTIONS
(Defence PPI), 2013**



Issued by
**THE PRINCIPAL CONTROLLER OF DEFENCE
ACCOUNTS
(PENSIONS), ALLAHABAD.**

PREFACE

The Defence Pension Payment Instructions (Defence PPI), 2013 are being issued by the Principal Controller of Defence Accounts (Pensions) Allahabad, with the approval of the Controller General of Defence Accounts. The instructions supersede the instructions contained in Defence Pension Payment Instructions (PPI), 2005. These instructions apply to pensioners of Armed Forces and Defence Civilians and their families who draw pension from Pension Disbursing Authorities other than Post Offices.

2. The Defence Pension Payment Instructions (short title Defence PPI) are primarily for the guidance of the Pension Disbursing Authorities in their day to day work in the matter of payment of pensions reliefs and allowances to Armed Forces Pensioners and Defence Civilian Pensioners. These instructions are to be read in conformity with the Pension Regulations for the three services Part-I and II 1961 and 1964, as well as any other Regulations or orders of the Government of India. The subsidiary instructions regulating payment of pensionary awards by the Pension Disbursing Authorities will be issued by the Principal Controller of Defence Accounts (Pensions).

Any

amendment/modification to the existing provisions will also be notified by the Principal Controller of Defence Accounts (Pensions) with the approval of the Controller General of Defence Accounts.

3. The guiding instructions for payment of pension in respect of pensioners drawing pension from Post offices are issued separately by the Director General Posts. The instructions for payment of pension to Defence pensioners drawing pension from Public Sector Banks are contained in the brochure, "Scheme for payment of Pensions of Defence Pensioners by Public Sector Banks" issued by the Ministry of Defence. However, the general provisions contained in the Defence PPI can be used for guidance by all Pension Disbursing Authorities, in so far as these provisions are not in conflict with any special provisions applicable to that class of PDA.

4. It is essential that Pension Disbursing Authorities and their staff dealing with the disbursing work, make themselves fully conversant with the contents of this book and interpret the instructions intelligently. In case of any doubt the matter should be referred to the Principal Controller of Defence Accounts (Pensions).

5. It is necessary that pensioners be treated with consideration and that care be taken to prevent delays or difficulties when pensioners come for receiving pension.



Date: 26 .11.2013

Controller General of Defence Accounts

DEFENCE PENSION PAYMENT INSTRUCTIONS (2013)
TABLE OF CONTENTS
CHAPTER – I
GENERAL

	Para No.	Page No.
Applicability	1	1
Classification of pensioners	2	1
Channel of payment and Pension Disbursing Authorities	3	2
Pension Payment Orders	4	3
Loss of Pension Payment Order	5	4
Signature on Pension Payment Orders	6	5
Special authority seal on Pension Payment Orders/Payment authorities	7	5
Register of Pension Payment Orders (Short title PPO Register)	8	6
Documents which accompany the Pension Payment Order.	9	7
Descriptive Rolls/Descriptive Particulars in respect of new Pensioners	10	7
Reconstruction of Descriptive Rolls/Descriptive Particulars.	11	8
Pension Certificates	12	8
Renewal of Pension Certificates and Jangi Inam Certificates	13	9
Allotment of reference number to pensioners	14	10
Maintenance of Payment Registers	15	11
Maintenance of Personal files of each Defence Pensioners	16	11
Call letter to new pensioners	17	12
Indian Army Forms required for disbursement of Pensions	18	12
Responsibility of Pension Disbursing Authorities	19	13
Addresses of pensioners	20	14
Change in charge of pension Disbursing Authority	21	14
Correspondence by Pension Disbursing Authorities with the Principal Controller of Defence Accounts (Pensions) or other Pension Sanctioning Authorities.	22	14
Representation/application by pensioners	23	14
Supply of Defence Pension Payment Instructions to Pension Disbursing Authorities.	24	14

CHAPTER II
Kind of Pensionary awards

Kind of Pensionary awards and allowances	25	15
Retirement Gratuity	26	15
Death Gratuity	27	16
Commutation of pension	28	16
When one can apply for commutation of pension	29	16

Date on which commutation becomes absolute.	30	16
Reduction on account of Commutation of Pension.	31	17
Payment of commuted value of Pension.	32	17
Restoration of Commutation of pension.	33	18
Service element of Disability Pension	34	18
Constant Attendance Allowance.	35	19
Simultaneous notification of Family Pension in the Pension Payment Order notifying Retiring / Service Pension.	36	19
Family Pension.	37	20
Effect on payment of Family Pension on re-marriage of widow.	38	21
Marriage / re-marriage of Family Pensioners other than widow.	39	24
Certificate of non-earning livelihood by the Child recipient of family pension.	40	24
Two Family Pensions in respect of the same person is not payable.	41	24
Division of Special Family Pension or Liberalised Family Pension.	42	25
Division of Family Pension granted to Class V or Ordinary Family Pension to Class VII pensioners.	43	26
Payment of Ordinary Family Pension in respect of Armed Forces Personnel and Family Pension in respect of Defence Civilians to the child.	44	26
Child Allowance to Children of Commissioned Officers who retired or died in service prior to 1.1.86.	45	27
Payment of Special Family Pension / Liberalised Family Pension to Son or Daughter of Personnel below Officer rank.	46	28
Child Allowance to Children of personnel below Officer Rank who retired / discharged or died in service prior to 1.1.86.	47	28
Increase in Child allowance.	48	29
Children allowance in respect of individuals who died on or after 1.1.86.	49	29
Education Allowance in respect of Commissioned Officers who retired or died in Service prior to 1.1.86.	50	29
Education allowance to the children of personnel below Officer rank.	51	29
Gallantry awards.	52	30
Payments of gallantry awards and Jangi Inam.	53	30
Gallantry award allowance for second life.	54	30
Cessation of Jangi Inam.	55	31
Cessation of Gallantry awards allowance.	56	31
Fixed Medical Allowance.	57	32

CHAPTER-III
Procedure for payment of Pension and Allowances

Payment of Pension.	58	35
Periodicity of Payment.	59	36
Duration of Pension.	60	36
Manner of Payment	61	36
Programme of Payment	62	38
Identification.	63	38
Identification of Guardian / Representative.	64	39
Annual Identification.	65	40
Identification of Pensioners over 70 years of age.	66	40
Personal Appearance by pensioners for drawl of pensionary dues.	67	40
Payment on the basis of Life Certificate.	68	41
Persons / authorities competent to issue / sign Life Certificates.	69	41
Exemptions from personal appearance.	70	42
Proof of continued existence	71	44
Payment to agents.	72	44
Forfeiture of Pensions when sentenced to imprisonment by court.	73	47
Reduction or Forfeiture of Pension of an Armed Forces Pensioner convicted of a serious Crime by Foreign Court.	74	48
Attachment of Pensions by court orders.	75	48
Employment after retirement under a Government outside India.	76	49
Acceptance of Commercial employment by Commissioned Officers after retirement.	77	49
Pensioners employed / re-employed under Government.	78	50
Payments drawn by family pensioners through false declarations / certificates.	79	51
Advance of pension to destitute pensioners.	80	51
Payment to Insane Pensioners.	81	52
Payment of pensions to Lepers.	82	52
Mode of Payment.	83	53
Minimum pension.	84	54
Points to be seen in passing Pension Bills/ claims.	85	56
Points to be seen in Pension Bills of Class I and II pensioners.	86	57
Rounding of transactions in Pension Bills.	87	58
Income Tax deductions from pensions.	88	58
Receipt stamps.	89	59
Payment of pension in India by Postal Money Order.	90	59
Report of death.	91	62
Change of place of payment within India and payment in India on transfer from an agency outside India.	92	63
Transfer of pension accounts.	93	63
Transfer of pension papers to other Pension Disbursing	94	66

Authority including a Public Sector Bank even before first payment of pension.		
Audit objections and objection statements.	95	66
Spot Audit by PCDA (P) Audit Team.	96	67
Payment of family pension and gratuity to the family, in case whereabouts of a pensioner is not known.	97	67

**CHAPTER -IV
Payment of Dearness relief**

Dearness Relief on Pension / Family Pension.	98	69
Resumption of payment of Dearness Relief on discharge / retirement from re-employment / employment.	99	71
Payment of Dearness Relief to re-employed pensioners based on requisite certificate obtained from re-employer.	100	71

**CHAPTER -V
Demands and Recoveries**

Recovery of Demands.	101	73
Recovery of Public claim or Government dues becoming due on account of license fee for retention of Government accommodation.	102	73
Recovery of overpayments of Pensions.	103	73
Overpayment due to fraud or grave misconduct.	104	74
Recoveries of Disallowances	105	74
Recovery of Hospital Charges	106	74
Other Recoveries	107	74
Recovery of Public claims or Government dues from the commuted value of Pension	108	74
Recovery of Public claims or Govt. dues from the Retirement/Death gratuity	109	74
Recovery statements	110	75

**CHAPTER VI
Payment of arrears of Pension**

Payment of arrears of Pension	111.	76
Neglect to Draw Gratuity	112.	77
Treatment of Time – Barred Claims	113.	78

**CHAPTER VII
Nomination and payment of Life time arrears of pension**

Nomination for payment of life time arrears of pension/gratuity in respect of deceased pensioners.	114	80
Payment of Pension/gratuity in respect of a deceased pensioner	115	81
Death of a pensioner before receiving payment of commuted value of Pension	116	86

Retirement gratuity or Death gratuity payable to a pensioner but not drawn by him during his life time.	117	86
Life time arrears - funeral expenses.	118	86
Payment of life time arrears of pension by Postal money order in the case of personnel below officer rank.	119	86

CHAPTER VIII

Foreign Government liability Pensioners

Arrangement for payment of Pensions to Burma Government Pensioners.	120	88
Arrangement for payment of pensions to Pakistan Government Pensioners	121	88
United Kingdom Government Pensioners	122	89

CHAPTER IX

Preparation and submission of Accounts

Segregation of Pension, gratuity and allowance bills or preparation of separate schedule of payments.	123	91
Voucher numbering and Preparation of sub-schedules.	124	91
Submission of Accounts by treasuries and Pay & Accounts Officers etc.	125	92
Change statements.	126	93
Rendition of Form I and Form II	127	94
Maintenance of Records	128	94

Sl.No	APPENDICES	PAGE NO.
1.	Equivalence of ranks in the three services	95
2	List of state-wise agencies for payment of pension to Armed Forces, Defence Civilians and their families.	96
3	List and addresses of Record Offices	106
4	Form of loss Certificate	108
5	Register of Pension Payment Order (Short title PPO Register)	109
6.	Instructions for allotment of Pensioner's Serial Number/Treasury Serial Number.	110
7	Instructions relating to the maintenance of Payment Registers.	113
8.	List of Indian Army Forms in use in Pension Disbursing Authority's	120
9	Rates of monetary allowance attached to Pre/Post independence gallantry decorations	121
10	Revised rates of disability element of disability pension wef.1/1/96	126
11	Form of declaration for drawl of constant Attendance Allowances, Certificate of Non-remarriage / Non-marriage, Certificate of Non-earning Livelihood by the child, Declaration from a Family Pensioner taken on the pension strength first time, Life Certificate,	129

	Certificate regarding non-change of Nationality, Form of Certificate of Non-employment / re-employment, Declaration from dependants of commissioned officers.	
12	Form of option / certificate to claim Fixed Medical Allowance.	140
13	Form to receive pension in respect of class VI pensioners employed in Railways, Mills or Private firms.	148
14	Form of Power of Attorney.	150
15	Defence Pension bill and pension Payment schedule	152
16	Minimum / Maximum limit of pension/family pension etc.	157
17	Application for drawl of pension by a Defence Pensioner through Public Sector Banks	176
18	Indemnity Bond in the case of Missing Pensioners	178
19	Rates of Relief granted from time to time	181
20	Forms of Recovery statement	194
21	Forms of Nomination to receive arrears of pension	195
22	Form of Top-Schedule	199
23	Instructions relating to the rendition of Form I and Form II	202
24	Period of Retention of Records	203
	Concordance Table	205
	Concordance Table	216

CHAPTER -1**General
Applicability**

1. The Defence Pension Payment Instructions (Defence PPI), 2013 shall apply to pensioners of Armed Forces, Defence Civilians and their families drawing pension from all the Pension Disbursing Authorities in India except from Post Offices.

Note 1- The term Armed Forces Pensioners includes Commissioned Officers, Junior Commissioned Officers, Honorary Commissioned Officers, Other Ranks of the Army, Reservists and Non-Combatants (Enrolled) and corresponding ranks of the Navy and Air Force and J. & K. Light Infantry. The equivalence of the ranks of the three services of the Armed Forces is listed in **Appendix-1** to these instructions.

Note 2- The term Defence Civilians also includes pensioners of Defence Accounts Department (DAD), General Reserve Engineer Force (GREF), National Cadet Corps (NCC), Coast Guard and Defence Research and Development Organisation(DRDO) for the purpose of these instructions.

Classification of Pensioners

2. For easy reference, identification and documentation, the Armed Forces and Defence Civilian pensioners are classified as under:

Class I- Commissioned Officers of the Armed Forces.

- (i) Army (including those holding substantive Kings Commission) and Military Nursing Service.
- (ii) Navy
- (iii) Air Force.

Note - Departmental Officers, Departmental Warrant Officers, Local European pensioners (Non-Commissioned Officers and men) who were already sanctioned and are drawing pension will also be treated as Class I pensioners.

Class II- widows, children and other dependants of those classified as Class I.

Note- Families of the categories of pensioners mentioned in the Note under Class I will likewise be treated as Class II pensioners.

Class III-.....Blank.

Class IV-.....Blank.

Class V- Civilian pensioners of the Defence Services, the Defence Accounts Department (DAD), General Reserve Engineer Force (GREF), National Cadet Corps (NCC), Coast Guard, Defence Research and Development Organisation(DRDO) and their families granted pension under the Central Civil Services (Pension) Rules, 1972.

Class VI- Armed Forces pensioners (excluding Commissioned Officers)

- (a) Junior Commissioned Officers (including those holding Honorary Commissions) Non-Commissioned Officers, Other Ranks and

Non-Combatants (Enrolled) of the Army granted pension under Pension Regulations for Army.

- (b) Master Chief Petty Officers (including those holding Honorary Commissions) and lower ranks, i.e. upto Ratings of the Navy granted Pension under Navy (Pension) Regulations.
- (c) Master warrant Officers (including those holding Honorary Commissions) lower ranks, i.e. upto Airmen and Non-Combatants (Enrolled) of the Air Force granted pension under Pension Regulations for Air Force.

Note - Indian soldiers of local Asiatic Company of Royal Garrison Artillery, Hong-Kong and Singapore Royal Garrison Artillery, Hong-Kong Regiment, Ceylon and Mauritius Artillery etc, who are U.K. Liability pensioners will also be treated as Class VI pensioners.

Class VII- Armed Forces family pensioners, i.e. widows, children and other dependants of Armed Forces Personnel (those mentioned against Class VI).

Class VIII- (a) Commissioned Officers and their heirs;

- (b) Junior Commissioned Officers, Other Ranks, Followers and their heirs, under the Government of India special war Reward Scheme for World War I (1914-1919 war);
- (c) Gallantry Awards for the World War-II (1939-1945) to Armed Forces Personnel and their heirs;
- (d) Gallantry Awards notified after Independence to Armed Forces Personnel and their heirs granted allowance attached to gallantry award only without any pension.

Class IX- United Kingdom Liability Pensioners.

Channel of Payment and Pension Disbursing Authorities

3.1 Pensions and allowances to Armed Forces and Defence Civilian pensioners are paid by one or other of the following authorities hereinafter called Pension Disbursing Authority:

- (i) Treasury Officers.
- (ii) Pay and Accounts Officers, Delhi, New Delhi, and Port Blair.
- (iii) Director of Accounts, Panaji, Goa.
- (iv) Pay and Accounts Officer, Govt. of Maharashtra, Bombay for Bombay city.
- (v) Public Sector Banks authorised for the purpose.
- (vi) Defence Pension Disbursing Officers.
- (vii) Kathua Post Office in J & K State and Campbell, Bay Post Office in Great Nicobar.
- (viii) Military and Air Attache, Indian Embassy Nepal, Kathmandu, Nepal.
- (ix) Political Officer of India, Thimpu, Bhutan.
- (x) 4 Private Sector Banks authorized for the purpose. (i.e.ICICI Bank Ltd., Axix Bank Ltd., IDBI Bank Ltd.,HDFC Bank Ltd.)

3.2 A list of Pension Disbursing Authorities is given in **Appendix-2**.The payment of pension through a particular Pension Disbursing Authority is arranged on the choice of the pensioner at the time of notifying the pensionary awards. The pensioner is at liberty to change the channel of payment subsequently.

3.3 The Pension Disbursing Authority shall furnish a statement showing number of effective pensioners, to the Principal Controller of Defence Accounts

(Pension) Allahabad, half yearly on 1st April and 1st October regularly in the following proforma:-

Name of P.D.A.	No. of Pensioners as on.....						Total
	PBORs	Family	Commissioned Officers	Family	Defence Civilians	Family	
1	2	3	4	5	6	7	8

Note 1- Arrangements for payment of pension to any of the sub-Treasuries under the jurisdiction of the District Treasury will be made by the Treasury Officer concerned.

Note 2- Defence Pension Disbursing Officer, Pension Disbursing Authorities in foreign countries, District Treasury Officers (except in Jammu and Kashmir, Punjab, Haryana and Himachal Pradesh States, Union Territory of Delhi and Chandigarh), the Pay and Accounts Officer, Government of Maharashtra, Bombay, the Pay and Accounts Officer Port Blair, the Director of Accounts, Panjim and the Post Master Kathua in J&K State and the Post Master, CAMPBELL Bay (Great Nicobar) disburse pensions to all the Classes of the pensioners. The Treasury Officer in Punjab, Haryana and Himachal Pradesh States and the Pay and Accounts Officer No. 3, R.K. Puram, New Delhi and the Pay and Accounts Officer No. 5, Tis-Hazari, Delhi in the Union Territory of Delhi also disburse pensions to Classes I, II, V and IX pensioners.

Pension Payment Orders

- 4.1 All grants of Pensions, Gratuities, Allowances, Jangi-Inam and other rewards are notified by the Pension Sanctioning Authorities, through individual Pension Payment Order. The Pension Disbursing Authorities shall disburse pensions, gratuities, allowances etc. to the person as notified in the Pension Payment Order.
- 4.2 Pension Payment orders in respect of Commissioned Officers and their families (Class I and II pensioners.) are issued and sent by the Principal Controller of Defence Accounts (Pensions) direct to the concerned Pension Disbursing Authorities. The Pension Payment Orders in respect of Commissioned Officers of Navy and Air Force who retired from service or died during service on or after 1.11.85 are issued and sent by the Principal Controller of Defence Accounts (Navy) Mumbai and the Dy. Controller of Defence Accounts (Air Force) New Delhi respectively direct to the Pension Disbursing Authorities.
- 4.3 Pension Payment Orders notifying the initial awards and corrigendum thereto in respect of personnel below officer rank and their families (Class VI, VII and VIII pensioners) are sent to the Pension Disbursing Authorities through their Record Offices concerned by the PCDA (P) Allahabad. PPO in respect of personnel below officer rank of Navy and Air Force who retired from service or died during service on or after 01.11.85 are issued and sent by Principal CDA (Navy) Mumbai and Dy.CDA (Air Force) Delhi respectively to the PDAs through their respective ROs concerned. The list of Record Offices with its address is contained in **Appendix 3** to these instructions.

Note- Corrigendum Pension Payment Orders other than computer print (Typed written) are being sent direct to the Pension Disbursing Authorities.

- 4.4 Pension Payment Orders notifying awards in favour of civilians of the Defence Services and their families (Class V pensioners) are sent to the Pension Disbursing Authorities through their respective Heads of Offices.

Note 1- All the pensionary awards upto 30th September, 1951 were notified through Pension Circulars. (While quoting Pension Circular No. for reference, other information's viz. Place of issue, Descriptive Serial No. Part, Volume and date should be mentioned).

Note 2- Should there be any error or omission in the Pension Payment Order, it shall NOT be returned to issuing Officer but a reference shall be made for issue of Corrigendum Pension Payment Order.

Note 3- PPO notifying DCRG / Lump Sum ex-gratia award shall be returned to PSA if the recipient is reported died, before receipt of the first payment.

Note 4- General instructions printed on the back of the Computerised PPOs are equally applicable to the pensioners of the same category whose PPOs are notified manually except those which are contradicted.

- 4.5 Pension Sanctioning Authority shall furnish the block number of PPOs, allotted for fresh and Corrigendum PPOs during the next Calendar year, through which Manual as well as Computerized PPOs are to be issued. The Pension Disbursing Authority can verify the Fresh / Corrigendum PPO with this list, in addition to other checks as prescribed.

Loss of Pension Payment Order

- 5.1 When a Pension Payment Order issued by the Pension Sanctioning Authorities is lost in transit or in the Pension Disbursing Authority's Office before making payment of Pension, duplicate copy thereof will be obtained from the Pension Sanctioning Authority concerned who has originally issued the Pension Payment Order, on furnishing a certificate as per **Appendix 4** to these instruction.
- 5.2 Where a Pension Payment Order is lost in the Office of the Pension Disbursing Authority after making payment on the authority, a certified true copy can be obtained on furnishing a loss certificate indicating specifically that the payment has been made and the copy of the Pension Payment Order is required to complete the record. The certified true copy of the Pension Payment Order shall be enfacéd by the Pension Sanctioning Authority with the words "PAYMENT ALREADY MADE".
- 5.3 Pension Disbursing Authority will furnish following documents/informations invariably while requesting the Pension Sanctioning Authority for issue of duplicate copy of Pension Payment Order.
- (i) Loss certificate duly stamped with legible official seal.
 - (ii) Full details of PDA viz Postal address with PIN code and state where PDA is situated.
 - (iii) Full details of pensioners viz PPO No. and year of issue, name of the pensioner, nature of pension etc.
 - (iv) Purpose for issue of duplicate PPO i.e. for payment purpose or otherwise.
 - (v) When PPO is lost before first payment, a declaration from the pensioner that no payment has been received and a non payment certificate from the PDA concerned.

Signature on Pension Payment Orders

- 6.1** The pension Payment Orders are issued under the signature of the selected Accounts Officers. Specimen signatures of the Officers authorised to sign Pension Payment Orders / Payment Authorities are sent to all the Pension Disbursing Authorities by the Principal Controller of Defence Accounts (Pensions), the Principal Controller of Defence Accounts (Navy) and the Dy. Controller of Defence Accounts (Air Force) every year before the close of calendar year and the specimen signatures shall remain valid for the ensuing calendar year only. Before a Pension Payment Order / Payment Authority is acted upon, it should be verified that the Pension Payment Order / Pension Authority has been signed by an officer who is authorised to sign it with reference to the intimation on the subject earlier received, i.e., the signature affixed thereon agrees with the specimen signature of the officer on record with him.
- 6.2** The Pension Disbursing Authorities are required to keep the specimen signature and list of officers authorised to sign Pension Payment Orders / Payment Authorities in a confidential file under safe custody for reference. Any amendment to the list of officers authorised to sign Pension Payment Orders / Payment Authorities during a calendar year shall bear the amendment number.

Special Authority seal on Pension Payment Orders / Payment Authorities.

- 7.** All Pension Payment Orders / Payment Authorities to all classes and Pension Certificates issued to class VI, VII, and VIII Pensioners, Jangi-Inam Certificates and letters issued for the resumption of pension held in abeyance etc. issued by the Pension Sanctioning Authorities will be embossed with a special Seal (uncoloured) of the Principal Controller of Defence Accounts (Pensions), the Principal Controller of Defence Accounts (Navy) and the Dy. Controller of Defence Accounts (Air Force), as the case may be, as per the specimen below. If any of the documents referred to above does not bear the Special Seal, it should not be acted upon and should be returned to the Pension Sanctioning Authority concerned.

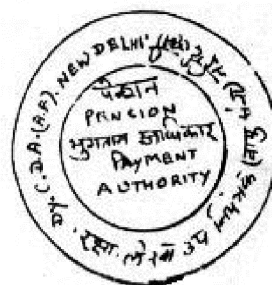
Principal Controller of Defence Accounts (Pensions)



Principal Controller of Defence Accounts (Navy)



Dy. Controller of Defence Accounts (Air Force)



Register of Pension Payment Orders (Short Title PPO Register)

8. All Pension Payment Orders (except in respect of class IX pensioners) on their receipt from the Pension Sanctioning Authorities, Officers- in-Charge, Records or Head of offices, as the case may be, will be entered by the Pension Disbursing Authorities in a Register maintained for the purpose in the proforma as per **Appendix 5** to these instructions.

Note 1- Separate pages will be allotted in the Register for the various series of Pension Payment Orders (Please see Note 2 below), i.e. separate pages will be allotted in respect of Pension Payment Orders of 'M' series, Pension Payment Orders of 'C' series, Pension Payment Orders of 'S' series etc., Pension Payment Orders received from the other Pension Disbursing Authorities without being acted upon by them should also be entered in the Register.

Note 2- In order to distinguish the nature of the pensionary awards, Pension Payment Orders are issued in the following series (the more important ones only are given below): -

Classes I and II pensioners	'M' series
Class V pensioners	'C' series
Class VI, VII and VIII pensioners	'S' series for Service Pensions, 'D' series for Disability Pensions and 'F' series for Family pensions.

Note 3- Payment Authority issued by the Principal Controller of Defence Accounts (Pensions) will not be entered in the Register.

Note 4- PPO with prefix '09' series are issued by Principal CDA (Navy) Mumbai and with '08' by Dy.CDA (Air Force) Delhi w.e.f. 1.11.85 on wards.

Documents, which accompany the Pension Payment Order.

9. The Pension Payment Orders accompany the following documents in the case of new pensioners:
- | | |
|---|--|
| (a) Commissioned Officers and their families (Class I and Class-II Pensioners) | (i) Photograph of the pensioners. |
| | (ii) Nomination to receive arrears of pension |
| (b) Defence Civilians and their families (Class V pensioners) | (i) Descriptive particulars |
| | (ii) Photograph of the pensioners |
| | (iii) Nomination to receive arrears of pension |
| (c) Personnel below Officer Rank and their families (Class VI & VII pensioners) | (i) Descriptive Roll |
| | (ii) Photograph of the pensioners |
| | (iii) Nomination to receive arrears of pension |

Note 1- When Family pension is sanctioned separately, photograph of the pensioners and Nomination to receive arrears are not forwarded alongwith the pension Payment Order. In the case of Pre-1964 Family Pensioners, the photograph of the pensioner also accompany.

Note 2- The Pension Certificate (IAFA-373) is received by Class V and VI & VII pensioners from Head of Office and Record Office respectively and they shall present the same to the pension disbursing Authority for drawal of pension.

Descriptive Rolls / Descriptive particulars in respect of New Pensioners

- 10.1 Descriptive particulars of civilians and their families (Class V pensioners) are given on a sheet of paper indicating marks of identification and signature of the pensioners duly attested by a Gazetted Officer. In the case of illiterate pensioners, their left (right hand in the case of female pensioners) hand thumb and finger impressions duly attested are furnished.
- 10.2 Descriptive Rolls are prepared on IAFA-369 in respect of personnel below Officer rank (Class VI pensioners) indicating rank, name, regimental number, Unit last served, address, details of marks of identification with signature of pensioner and thumb impression etc. In the case of families (Class VII pensioners), a copy of the Family Pension claim form after grant of pension converts as Descriptive Roll of the family pensioners.
- 10.3 The Descriptive Particulars shall be noted in the Payment Register and carefully compared at the time of first payment of pension by the Pension Disbursing Authority and ensured that signature of the pensioner and identification marks tally with that of the pensioner receiving the payment.
- 10.4 In the event of Descriptive Roll or Descriptive Particulars being incomplete or incorrect in any respect, the same shall be returned for completion / correction, to the Officer from whom it was received.

Note- Descriptive Rolls / Descriptive Particulars in respect of Class I and Class II pensioners are not prepared. For their identification see **Para 63.2.**

Reconstruction of Descriptive Rolls / Descriptive Particulars

11. Descriptive Rolls / Descriptive Particulars of pensioners should be reconstructed by the Pension Disbursing Authorities when lost. The Descriptive Rolls / Descriptive Particulars should be prepared from the information available in the Payment Register and other documents, the thumb and finger impressions or three specimen signatures in English, Hindi or any official regional language (in the case of literate pensioners) being taken on the Descriptive Rolls/ Descriptive Particulars at the appropriate place.

Pension Certificates

- 12.1 As and when Pension, Gratuity, Allowance or Award is granted to an individual in the Pension Payment Order, a Pension Certificate is also issued simultaneously to Class V pensioners on IAFA-376 and to Class VI, VII and VIII pensioners on IAFA-373 which indicates, all the details as per Pension Payment Order, in respect of the pensioner besides name, rank, personal number, Unit / corps or office last served and Pension Payment Order number.

Note 1- Where Pension Payment Orders are printed on Computer, the Pension Certificate copy of Computer print out of Pension Payment Order is pasted on the Pension Certificate.

Note 2- The Pension Certificate in respect of Class VI, VII and VIII pensioners are affixed with Special Seal (**see Para7**) but Pension Certificate in respect of Class V pensioners does not bear this Special Seal.

Note 3- Where a single lump-sum payment is authorised to an individual for payment in the Pension Payment Order, Pension Certificate is not issued.

- 12.2 While making first payment to the pensioner, the Pension Certificate issued by the Pension Sanctioning Authority must be obtained in the case of Class V, VI, VII and VIII Pensioners and compared with the details on the Pension Payment Order.

- 12.3 In the case of Class I and Class II Pensioners, Pension Certificate is not issued but a letter conveying the sanction of pension and gratuity etc. is sent to the pensioner. Where Computer-print Pension Payment Order is issued, a copy of Computer print-out of Pension Payment order is also sent to the officer for his/her information. Pension Disbursing Authority shall verify, the copy of letter conveying the sanction of Pension or computer print-out of the copy of Pension Payment Order before making first payment to Class I and Class II pensioners.

- 12.4 If and when any corrigendum Pension Payment Order is received from the Pension Sanctioning Authority, amending the initial award in Pension Payment Order, the Pension Certificate held by the pensioner shall also be amended on the next visit of the pensioner suitably by the Pension Disbursing Authority citing reference to corrigendum Pension Payment Order number.

- 12.5 All payments made to the pensioner holding Pension Certificate, shall be entered therein by the Pension Disbursing Authority under his / her initials indicating date of payment, period of payment and amount paid. The date on which the pensioner is required to visit to receive next payment shall also be noted therein. Where any payment other than monthly payment such as arrears on account of Pension, Dearness Relief, Commutation of Pension, Gratuity etc. are paid, suitable annotation shall also be made against such entry.
- 12.6 The pensioner will be cautioned that his Pension Certificate should be produced on every occasion on which he may appear for payment and that it can not be mortgaged or transferred as the Pension is payable only to the individual in whose name the certificate is granted or to his authorised agent in special cases.

Renewal of Pension Certificates and Jangi-Inam Certificates

- 13.1 Pension Disbursing Authorities are authorised to renew Pension Certificates in cases the same is reported lost, stolen, destroyed, defaced or used up. When a pensioner asks for a duplicate Pension Certificate on the ground that the original certificate has been lost, stolen destroyed or defaced, he/she should be required to submit a written application in which he/she should explain the circumstances in which the loss, theft, destruction or damage occurred together with a declaration on IAFA-384 where necessary. If the loss or damage is due to sheer carelessness or neglect on the part of the pensioner, a sum of Rupees 10/- being the renewal fee, must be recovered from him/her. If it is due to causes beyond his / her control and also in the case of used up Pension Certificates, the renewal fee of Rupees 10/- need not be charged. The fee, if recoverable should be deducted from the first payment of pension made to the pensioner after renewal and the remarks 'Rupees Ten deducted on account of issue of duplicate Pension Certificate,' should be made in the Payment Schedule against the name of the pensioner. It should be seen that the particulars copied in the duplicate Pension Certificate, for which the officer concerned will be held personally responsible, are correct in all respects. A note of the issue of the new Pension Certificate should be made in the remarks column of the Payment Register and the old one (if available) should be cancelled and retained by the Pension Disbursing Authority for three years and then destroyed. Applications made at Sub-Treasuries should be forwarded to the Head Treasury Officers for necessary action.

Note 1- Where the Pension Certificate is lost or stolen, a FIR shall be lodged with Police and a copy of the FIR shall invariably be attached with the application requesting issue of duplicate one.

Note 2- Before issue of a duplicate Pension Certificate, the Pension Disbursing Authority should satisfy himself regarding the identity of the pensioner by carefully comparing the personal appearance of the pensioner his/her identification marks / Photograph and description recorded in the Payment Register / Descriptive Roll and by questioning him/her as to his /her last Unit / corps, rank, regimental number, descriptive number etc.

Note 3- If after the issue of a duplicate Pension Certificate in lieu of a Pension Certificate alleged to have been lost, the pensioner reports that he / she has found the original certificate, the same should be taken from him, cancelled under the signature of the Pension Disbursing

Authority and filed in the personal file of the pensioner, payment being made only on the duplicate Pension Certificate.

- Note 4- If a pension certificate is reported to have been lost before drawal of first pension, a duplicate pension certificate will be issued by Pension Sanctioning Authority after obtaining a declaration from the pensioner in IAFA-384 and also a non-payment certificate from the Pension Disbursing Authority.
- 13.2 Jangi-Inam Certificate is re-issued by the Principal Controller of Defence Accounts (Pensions) when the original has been lost or mutilated. When it has been lost or mutilated in circumstances beyond the owner's control, the certificate will be renewed free of charge. When the loss or mutilation of a certificate has occurred in circumstances for which the holder must be held to blame, the person concerned will be required to pay a fine of Rupees Ten. All applications for renewal of certificates which are lost or mutilated together with the pensioner's explanation of the circumstances in which the loss or mutilation occurred and his or her declaration on IAFA-384 (where necessary) should be submitted to the Principal Controller of Defence Accounts (Pensions) by the Pension Disbursing Authority, Who will state the date upto which payment has been last made. A note of the issue of the new certificate will be made in the 'Remarks' column of the Payment Register. When the entire space of a Jangi-Inam Certificate for recording payments has been utilized, fresh forms for recording payments may be obtained from the Principal Controller of Defence Accounts (Pensions) on requisition.
- Note 1- The mutilated Jangi-Inam Certificates should be forwarded to the Principal Controller of Defence Accounts (Pensions) alongwith the applications for renewal.
- Note 2- In cases when Jangi-Inam Certificates of Gorkha pensioners are lost or mutilated, such certificates will be renewed by the Recruiting Officer or Assistant Recruiting Officer for Gorkhas or Military and Air Attache / Assistant Military and Air Attache, Embassy of India at Nepal or Officers – in-Charge, Pension Payment Offices at Pokhra and Dhankutta, as the case may be.

Allotment of reference numbers to pensioners.

- 14.1 After the entry of the Pension Payment Order notifying initial grant of pension in the Pension Payment Order Register, the Pension Disbursing Authority shall carefully go through them to see whether pension is payable at his / her Office and if so, he/she will allot next Pensioner's Serial Number (PS No.) or Treasury Serial Number (TS No.), as the case may be.
- 14.2 Pensioners belonging to Class I, II and V will be allotted Pensioner's Serial Numbers (Abbreviation-PS No.) before they are taken on pension strength by the Pension Disbursing Authorities.
- 14.3 Pensioners belonging to Class VI, VII and VIII will be allotted Treasury Serial Number (Abbreviation – TS No.) before they are taken on pension strength by the Pension Disbursing Authorities.
- 14.4 The Treasury Serial Number (TS No.) or Pensioner's Serial Number (PS No.) shall be noted prominently on the Pension Payment Order and each of the documents accompanying it. When the Pension Certificate is presented by Class VI, VII and VIII pensioners for first payment, the TS No. shall also be

noted on it promptly. The detailed instructions for allotment of Pensioner's Serial Number and Treasury Serial Number are contained in **Appendix 6**.

- 14.5 The Pensioner shall also be informed of the PS No. / TS No. allotted to him / her and it shall be explained to him / her that he/she shall invariably quote his PS No. or TS No. as the case may be, in all future communications that he / she may have to make, as in its absence it will be difficult to link his papers.

Note 1- Imperial pensioners (Class-IX) need not be allotted any reference number as above.

Note 2- An individual granted lump sum payment of Death Gratuity etc. without any monthly pension shall not be allotted PS / TS Number.

Note 3- If a particular Pension Payment Order is not payable at his / her Office, the Pension Payment Order alongwith other documents, shall be forwarded to the paying agency under intimation to the office from which received and a note kept in his Pension Payment Order Register against the entry.

Maintenance of Payment Registers

- 15.1 The Pension Disbursing Authorities shall maintain Payment Registers in separate volumes, according to the classification of pensioners. To facilitate compilation of accounts and the collection of statistical data, separate Registers or separate sets of pages in a Register may be operated, following the incidence of expenditure i.e., a Register or sets of pages in a Register for Class I-Army, Class I-Air Force, Class I-Navy pensioners and likewise for other Classes may be opened. If the number of pensioners is small there is no objection to one Register being maintained for all or a group of Classes. Separate Registers for Burma and Pakistan pensioners shall be maintained. The detailed instructions regarding maintenance of Payment Registers and the format of Register are contained in **Appendix-7** to these instructions.

Note- The Descriptive Serial Number assigned to each pensioner as noted in the Descriptive Rolls and in Pension Circulars (awards notified upto the 30th September, 1951) shall be noted. Care must be taken to add the letter or words affixed to the number to denote the Class of Pension.

- 15.2 After entry of the Pension Payment Order regarding initial grant of pension in the Pension Payment Order Register and allotment of TS No. / PS No. to the new pensioner, the particulars of the pensioner, details of pension sanctioned, period of grant and marks of identification etc. shall be copied in the Payment Register from the relevant documents and each column completed neatly and carefully. The photograph of the pensioner where received shall be pasted for quick identification.
- 15.3 The entries made in the Payment Register shall be verified by the Pension Disbursing Authority who shall initial in the relevant column.

Maintenance of personal file of each Defence pensioner

- 16.1 The Pension Disbursing Authority shall maintain a personal file of each Defence pensioner which may contain the following documents:
- (1) The Pension Payment Order (s) issued by the Pension sanctioning Authorities.

- (2) The forwarding letter of the Pension Payment Order(s).
 - (3) The Descriptive Rolls or Descriptive particulars of pensioner.
 - (4) The Nomination made by the pensioner for payment of his/her life time arrears.
 - (5) All corrigendum Pension Payment Order(s) issued amending the initial grant of pension and its forwarding letters, if any.
 - (6) Change (s) made by the pensioner in the nomination made earlier.
 - (7) The declarations/certificates submitted by the pensioner.
 - (8) Payment Authorities/authorisation memos etc. issued by the Pr. Controller of Defence Accounts (Pensions)/Pension Sanctioning Authorities.
 - (9) Option and undertaking, as contained in Annexure-I and Annexure-II of Appendix-12, furnished by the pensioners / family pensioners for Medical Allowance.
 - (10) Certificate from the re-employer furnished by the pensioner for payment of dearness relief on pension.
 - (11) Any other paper / document(s) connected with the payment of pension.
- 16.2 As far as possible all correspondence with the Principal Controller of Defence Accounts (Pensions) or with other Pension Sanctioning Authorities shall be made / recorded in the file.
- 16.3 The file number of pensioner more appropriately be the same as his PS No. / TS No. allotted prefixed with the letter 'DP' / for Defence pensioners.

Call letter to new pensioners:

17. In the case of new admissions to the Pension establishment, if the pensioner has not appeared to receive his pension within one month of the due date or receipt of Pension Payment Order, whichever is later, a call letter shall be sent asking him / her to call on the Pension Disbursing Authority with the Pension Certificate and letter intimating the grant of pension and such other documents etc. as may be required by the Pension Disbursing Authority to identify him / her and pay him / her pensionary awards after adjusting all recoveries notified in the Pension Payment Order.

Note- Similarly, Call letters shall be issued, if the pensioner does not turn up to receive payment on the authority of Corr. PPO(s) within 30 days of its receipt.

Indian Army Forms Required for Disbursement of Pension

18. Indent for Indian Army Forms etc., required for payment of Defence pensions will be submitted to the Principal Controller of Defence Accounts (Pensions), for check and transmission to the Manager of the Forms Stores, Calcutta for compliance. The indent should be submitted by the Pension Disbursing Authorities so as to reach the Principal Controller of Defence Accounts (Pensions), not later than the dates given below. The requirements should be based on the actual number of pensioners with due regard to their inflow and outflow but should it be absolutely necessary, a supplementary indent (not exceeding one in a year) may be submitted direct to the Manager of the Forms Stores, Calcutta. Indents (annual and supplementary) will be prepared on IAFA-2002-B. Indian Army Forms which are in use in Pension Disbursing Authority's Offices are listed in **Appendix 8** to these instructions.

State	1	Date of Submission of indents each year	2
(1)	Andhra Pradesh		1 st May
(2)	Assam		1 st August
(3)	Arunachal Pradesh		1 st August
(4)	Bihar & Jharkhand		1 st December
(5)	Gujarat		1 st February
(6)	Goa		1 st February
(7)	Haryana		1 st July
(8)	Himachal Pradesh		1 st July
(9)	Jammu and Kashmir		1 st July
(10)	Karnataka		1 st July
(11)	Kerala		1 st May
(12)	Madhya Pradesh & Chhattisgarh		1 st April
(13)	Meghalaya		1 st August
(14)	Maharashtra		1 st February
(15)	Manipur		1 st August
(16)	Mizoram		1 st August
(17)	Nagaland		1 st August
(18)	Orissa		1 st December
(19)	Punjab		1 st July
(20)	Rajasthan		1 st April
(21)	Sikkim		1 st April
(22)	Tamil Nadu		1 st May
(23)	Tripura		1 st August
(24)	Uttar Pradesh & Uttarnchal		1 st January
(25)	West Bengal		1 st November
(26)	Centrally administered territories-		
	(i) Delhi, Chandigarh,		1 st July
	(ii) Andaman and Nicobar Lakshdweep, Dadar and Nagar Haveli, Pondicherry		1 st May
(27)	Embassy of India, Kathmandu (Nepal)		1 st December
(28)	Political Officer, Thimpu Buutan		1 December

Note- The Forms may be expected three months after the date of submission of the indent.

Responsibility of Pension Disbursing Authorities

- 19.1 The Pension Disbursing Authority is personally responsible for all the payments he / she makes and he / she should ensure that the payments authorised are correctly made to the proper pensioner and the prescribed instructions or rules are not violated in any case. In case of any doubt arising regarding the identity of the pensioner or in case the instructions given in this book or in the Pension Payment Orders do not meet the requirement of a particular case, the Pension Disbursing Authority should at once refer the case to the Principal Controller of Defence Accounts (Pensions) furnishing full particulars of his / her difficulty and asking for a ruling on the specific point, which he desires to get clarified before making the payment to the pensioner.
- 19.2 Pension Disbursing Authorities are personally responsible for the acts of their subordinates and Government will hold them responsible for any loss which may result from their own supineness or the dishonesty of their subordinates.

Addresses of Pensioners

20. Pension Disbursing Authorities should not ordinarily furnish the addresses as well as pension particulars of pensioners to other persons seeking such information. But in deserving cases addresses of pensioners may be given to wives and near relatives only, particular care being taken that such addresses are not on any account given to any outsider or friends. Private creditors and the like should not be supplied with the addresses of pensioners.

Change in Charge of Pension Disbursing Authority

21. A Pension Disbursing Authority relieving another will be held responsible for the adjustments of the accounts of his / her predecessor and should consequently be careful to ascertain that the accounts upto the time of his / her taking over charge have been settled or, if this has not been done, to possess himself / herself of the information and means necessary to their adjustment.

Correspondence by Pension Disbursing Authorities with the Principal Controller of Defence Accounts (Pensions) or other Pension Sanctioning Authorities.

22. As far as possible correspondence and other matters relating to Class I, II, V and United Kingdom pensioners should be made separately and similarly in respect of Class VI, VII and VIII pensioners. PS No. / TS No. and initial Pension Payment Order number should invariably be quoted and names of the pensioners written correctly and fully in correspondence with the Principal Controller of Defence Accounts (Pensions) or other Pension Sanctioning Authorities.

Representation / Application by Pensioner

23. The correct channel for submission of application or complaints by the pensioners or by non-official agencies on behalf of pensioners is through their Services Head-Quarters / Head of Office / Officer-in Charge, Records, Pension Disbursing Authorities or the Zila Sainik Board. The pensioners should be advised to furnish the following information invariably while submitting applications or complaints indicating briefly action required:
- (i) Name of Pension Disbursing Authority with full postal address from whom he is drawing pension.
 - (ii) PS/TS No. allotted to him by the Pension Disbursing Authority.
 - (iii) Prefix alphabet, Pension Payment Order number and year notifying the initial grant of pension or allowance.
 - (iv) Address for correspondence.

Supply of Defence Pension Payment Instructions to Pension Disbursing Authorities

24. Copy of the Defence Pension Payment Instructions (Defence PPI) shall be supplied by the Principal Controller of Defence Accounts (Pensions) to all the Pension Disbursing Authorities in India on demand. The Principal Controller of Defence Accounts (Pensions) shall circulate copies of correction slips to the Defence Pension Payment Instructions to all the Pension Disbursing Authorities.

CHAPTER -II

Kind of Pensionary Awards

Kind of Pensionary Awards and allowances

- 25.1 Armed Forces and Defence Civilian pensioners are granted following kind of pensionary awards which are notified in Pension Payment Orders by the Pension Sanctioning Authorities.
- (i) Retiring Pension to Commissioned Officers (Class I pensioners).
 - (ii) Service Pension, Special Pension or Reservists Pension to personnel below Officer rank of Armed Forces (Class VI pensioners).
 - (iii) Disability Pension or Invalid Pension or War Injury Pension or Disability Element to Armed Forces Pensioners (Class I and VI pensioners).
 - (iv) Ordinary Family Pension, Special Family Pension or Liberalised Family Pension to family of Armed Forces Officers and personnel (Class II and VII pensioners). The children are granted Children Allowance and Children Education Allowance, where admissible.
 - (v) Superannuation / Retiring / Invalid / Compensation / Compulsory Retirement Pension or Compassionate Allowance to Defence Civilians (Class V pensioners). The families of Defence Civilians are granted Family Pension or Extra Ordinary or Liberalised Family Pension and the children are granted Children Allowance.
 - (vi) Monetary Allowances attached to gallantry awards. Rate of monetary allowance attached to Pre / Post independence Gallantry Awards are contained in **Appendix 9**
 - (vii) Dearness Relief to pensioners / family pensioners on their pension / family pension granted from time to time is at **Appendix 19**.

Note 1- In addition to Pension, the Class I, V and VI pensioners are also granted Retirement Gratuity where admissible.

Note 2- The families of Armed Forces personnel and Defence Civilians when they die in harness are granted Death Gratuity in addition to Family Pension.

Note 3- Constant Attendance Allowance, where due, are granted to Armed Forces pensioners(including defence civilian pensioners) in receipt of Disability Pension or War Injury Pension.

Note 4- The 'War Injury Pension' was called as 'War Injury Pay' in respect of such Armed Forces pensioners who retired prior to 1.1.86. Similarly, Liberalised Family Pension as well as Liberalised Special Family Pension is one and the same.

- 25.2 Salient features / conditions attached to various pensionary awards are given in succeeding paras in this Chapter. These are for the guidance of Pension Disbursing Authorities and payment shall be made strictly in accordance with the conditions mentioned in Pension Payment Order.

Retirement Gratuity

26. The payment of Retirement Gratuity becomes due on the date of commencement of pension i.e. date following the date of retirement / discharge. Where the Payment of Retirement Gratuity is notified in the Pension Payment Order it should be paid promptly. If, however, the Armed Forces personnel or Defence Civilians dies before receiving the Retirement Gratuity, it shall not be paid to his / her heirs but the matter shall be reported to Pension Sanctioning Authority citing reference to Pension Payment Order number.

Note- If the pensioner dies within 5 years of his retirement, the Residual Gratuity payable, if any, shall be authorized by the Pension Sanctioning Authority for payment to nominee(s) or otherwise.

Death Gratuity

- 27.1 Death Gratuity is granted and notified in Pension Payment Order in favour of nominee where the individual dies in harness. If the individual in whose favour Death Gratuity or Residual Gratuity is notified in Pension Payment Order dies before receiving the gratuity, it shall not be paid to the heirs of the individual in whose favour Death Gratuity or Residual Gratuity is notified, but the matter shall be reported to the Pension Sanctioning Authority quoting Pension Payment Order number.
- 27.2 Where the Retirement Gratuity could not be disbursed to individual vide para 26 above and the same has been notified in Pension Payment Order separately in favour of nominee, and the recipient dies before receiving the payment, the payment shall not be made to his / her heirs and the matter shall be reported to Pension Sanctioning Authority quoting Pension Payment Order number.

Commutation of pension

28. The commutation of pension is authorised by the Pension Sanctioning Authorities simultaneously in the Pension Payment Order notifying Retiring / Service / Superannuation Pension if applied before his retirement / thereafter. Those who apply for commutation of pension after retirement but within one year of their retirement, commuted value is authorised through Corrigendum Pension Payment Order. However, if the request for commutation of pension is received by the Pension Sanctioning Authority (Head of Office in the case of Class V pensioners) after one year of the date of retirement, the same is authorised only after the pensioner is Medically examined and declared fit by the Competent Medical Authority.

When one can apply for commutation of pension

29. An individual may apply for commutation of pension in the prescribed form even before his retirement. In case the individual applies for commutation of pension to the Pension Disbursing Authority after the pension has been drawn, the Pension Disbursing Authority may forward the application to the Pension Sanctioning Authority.

Date on which commutation becomes absolute

30. The commutation of pension becomes absolute:
- (i) In cases where one applies before retirement; on the date following the date of retirement,
 - (ii) In cases where one applies within one year after retirement; on the date on which the application is received by the Pension Sanctioning Authority (Head of Office in the case of Class V pensioners) and
 - (iii) In cases where Medical Board for commutation of pension is held; on the date on which the Medical Board / Authority signs the Medical Certificate.

Note- The date on which commutation of pension becomes absolute is notified in the Pension Payment Order(s).

Reduction on account of commutation of pension

- 31.1 In cases where commutation becomes absolute on the date of the commencement of pension, the reduction in pension on account of commutation shall be from the date of commencement of pension if payment is made during the month of commencement of pension. Where, however, payment of commuted value of pension is not made within first month of retirement, the reduction in pension shall be made from the date of payment of commuted value of pension. However, the date of reduction for all other purposes shall notionally be the date of commencement of pension.
- 31.2 In cases where commutation becomes absolute after the date of commencement of pension and payment is drawn from Pension Disbursing Authorities, the reduction in the amount of pension on account of commutation shall become operative from the date of payment of commuted value of pension or at the end of three months after the date of issue of authority by the Pension Sectioning Authority, whichever is earlier.
- 31.3 In cases where the commuted value is authorised in more than one stages, the reduction in the amount of pension in such cases shall be made from the respective dates of payment as laid down in Sub Para 1 and 2 above.

Payment of commuted value of pension

- 32.1 Where the commuted value of pension is authorised simultaneously alongwith pension and gratuity in the original Pension Payment Order and or subsequently in the Corrigendum Pension Payment Order without holding Medical Board, the Pension Disbursing Authority will immediately arrange the payment as per instructions given therein and reduce the pension vide Para 31. While authorizing payment of commuted value of pension, the Pension Disbursing Authority must satisfy himself about identity of the pensioner in unmistakable terms as laid down in Para 63 to 66 below.
- 32.2 In the event of the pensioner being allowed by the Pension Sanctioning Authority to commute a portion of the pension after expiry of one year from the date of retirement, the commuted value of pension will be notified by the Pension Sanctioning Authority through a Pension Payment Order. The Pension Payment Order will be sent to the Pension Disbursing Authority through usual channel alongwith a copy of the Form 'C' (IAFA-340(c)) (Form 4 in case of Class V pensioners) and photograph duly attested by the medical authority.
- 32.3 The Pension Disbursing Authority Should ensure that the Pension Payment Order authorizing commuted value of pension is signed by an officer authorised to sign the pension Payment Order and contains the embossment of the Payment Authority seal. The Pension Disbursing Authority should make payment only after fully identifying the pensioner on his personal appearance, in the prescribed manner and in addition with reference to the signature or left hand thumb and finger impressions and photograph of the pensioner on Form 'C'/Form 4. The commuted value will be authorised as per instructions given in the Pension Payment Order.
- 32.4 After payment has been made, Form 'C'/Form 4 should be returned to the Pension Sanctioning Authority duly endorsed with the word "verified" stating

the date on which payment was made as a supporting voucher of the Pension Payment Schedule through which payment of the commuted value has been made.

- 32.5 The Pension Disbursing Authority should complete the Payment Register indicating in the appropriate columns, amount of the commuted value of pension paid, date of payment, amount of reduced pension and its date of effect. Similarly, the Pension Certificate where issued to the pensioner, should also be endorsed by the pension Disbursing Authority. The fact of commutation of pension should also be communicated by the Pension Disbursing Authority on transfer of pension account to another Pension Disbursing Authority. The Pension Disbursing Authority should also include the fact of payment in the Change Statement.

Note- The term 'date of payment' means the date on which the Pension Disbursing Authority issues the cheque in payment of the commuted value of pension or actually pays the capitalised amount in cash.

- 32.6 In the case of a pensioner who is residing outside India and is drawing pension in India through an authorised agent under the provisions of Para 72.3, Payment of capitalised value may be made to his/her Agent in India in whose favour a power of attorney has been executed by the pensioner. The pensioner's signature on the claim (received through his / her agent) will be verified with those on Form 'C' / Form 4 before payment. The pensioner will have to make his / her own arrangement for transfer of the money to his / her place of residence, if so desired by him.

Restoration of commutation of pension

- 33.1 The commuted portion of pension of a pensioner will be restored by the Pension Disbursing Authority on completion of 15 years from the date of reduction in pension under Para 31, without waiting for any formal application from the pensioner. After commuted portion of pension is restored, the pensioner shall have no right for Commutation of any portion of his pension.
- 33.2 The Pension Disbursing Authority should note the fact of restoration of commutation of pension, and revised rate of pension after restoration in the appropriate column of the Payment Register.

Service element of Disability Pension

34. The Disability Pension constitutes two elements, (i) Service element and (ii) disability element. The disability element is payable for a limited period as mentioned in the Pension Payment Order(s) unless it is notified for life. However, the service element of Disability Pension is payable for life only in respect of such individuals who were retired / discharged from service or invalided out of service as under:
- (i) Commissioned Officers invalided out of service prior to 1.1.1973 with 5 years or more service.
 - (ii) Personnel below officer rank-
 - (a) Invalided out of service before 1.3.68 with 10 years or more service.
 - (b) Invalided out of service on or after 1.3.68 but before 31.12.72 with 5 years or more service.

- (iii) Commissioned Officers and personnel below Officer rank invalidated out of service on or after 1.1.73 with any period of length of service.

In view of the above provisions the Pension Disbursing Authorities in the case of individuals at item (i) and (ii) above, shall make payment of service element of Disability Pension for life only where it is specifically notified by the Principal Controller of Defence Accounts (Pensions) in its Pension Payment Order and in the absence of such specific authorisation for life, the service element shall be payable only for the period for which disability element is authorised.

Disability element of disability pension where sanctioned by the PSA shall be admissible for the period upto, and for which it is authorised. The present rate of disability element of disability pension is as shown in **Appendix-10**.

Constant Attendance Allowance

- 35.1 A Constant Attendance Allowance is granted to an individual who is awarded Disability Pension or War-Injury Pension for 100 percent disablement and is notified in the Pension Payment Order.
- 35.2 The Constant Attendance Allowance will not be payable for any period during which the pensioner is an inmate or an inpatient of a Government Institution or Hospital.
- 35.3 Payment of Constant Attendance Allowance will be made in arrears alongwith Disability Pension / War-Injury Pension on the basis of a declaration as per **Form No. 1(A)and(B) of Appendix 11** to these instructions which will be submitted to the Pension Disbursing Authority in May and November each year.
- 35.4 With effect from 1.1.96, CAA, in all eligible battle and non-battle casualty cases shall be payable at the revised rate of Rs. 600/- p.m. irrespective of the rank. This rate will further be revised to Rs. 3000/- w.e.f. 01.01.2006 and Rs.3750/- w.e.f. 01.01.2011.

Simultaneous notification of Ordinary Family Pension in the Pension Payment Orders notifying Retiring / Service Pension.

- 36.1 With a view to avoid delay in grant of Family Pension to the spouse of the individuals on their death after retirement, Ordinary Family Pension, which would be payable to the spouse on the death of the pensioner, is also notified simultaneously in their Pension Payment Order.
- 36.2 Where only Retiring / Service / Disability / Invalid / Special / Superannuation Pension has been notified in the Pension Payment Order of the individual, Family Pension that would be admissible on his / her death has been notified through corrigendum Pension Payment Order for making suitable endorsement in the original Pension Payment Order of the individual pensioners.

- 36.3 Pension Disbursing Authority shall make suitable entries in the Payment Register on receipt of Pension Payment Order / Corrigendum Pension Payment Order regarding grant of Family Pension to the spouse of the pensioner.
- 36.4 The Family Pension granted to the spouse of the pensioner shall be paid immediately to the spouse on receipt of his / her request on a plain paper duly supported by the death certificate in respect of the pensioner issued by the competent authority, together with a declaration as required vide **Para 38.5**. The spouse shall also produce the Pension Certificate where issued to the pensioner or the letter of the Pension Sanctioning Authority communicating the grant of Family Pension in her / his favour.
- 36.5 Due care shall be made to identify the spouse with reference to the joint photograph and Descriptive particulars furnished by the individual during his / her life time. Where photograph and or Descriptive detail of the spouse of the pensioner is not forth-coming in the records of the Pension Disbursing Authority, necessary action shall be taken for its re-construction and authentication as required **vide Para 11**.
- 36.6 The family pensioner shall be allotted a fresh TS No. / PS No. but the Pension Certificate of his spouse shall continue to be held by the family pensioner for drawal of family pension. The TS No. / PS No. allotted to family pensioner shall be noted on the Pension Certificate, PPO, Descriptive Roll / Returns and personal file by scoring the earlier number allotted. However, a fresh entry in the Payment Register for family pensioner shall be made for payments. The struck off the pensioner and taking over of the family pensioner on strength shall be reported through Form I and Form II to Principal Controller of Defence Accounts (Pensions) also vide para 127.1.

Family Pensions

- 37.1 Various types of Family Pensions are payable to the families of Armed Forces and Defence Civilian personnel / pensioners.
- 37.2 The families of Armed Forces personnel / pensioners are sanctioned one of the following Family Pension:
- (I) Ordinary Family Pension when cause of death is neither attributable to nor aggravated by military service.
 - (II) Special Family Pension when cause of death is attributable to or aggravated by military service.
 - (III) Liberalised Family Pension in case cause of death is due to 'killed in action' battle accident, war like operations etc.
 - (IV) Dependent Pension (for parents of commissioned officers only).
 - (V) Dependant Pension (Liberalised) (for parents of commissioned officers only).
 - (VI) **Continuance** award/ 2nd Life Award of Special Family Pension to Parents/Dependent Brother & Sister in case of PBOR.
 - (VII) **Continuance** award/ 2nd Life Award of Liberalised Family Pension to Parents/Dependent Brother & Sister in case of PBOR.
- 37.3 The following awards already sanctioned to Pre-96 family pensioners, shall be payable by the Pension Disbursing Authorities as per **Parts I to IX** of **Appendix - 16**.
- (a) Special family pension
 - (b) Dependant Pension & 2nd Life Award
 - (c) Dependant Pension (Liberalised) & 2nd Life Award (L.F.P.)
 - (d) Liberalised Family Pension (L.F.P.)

37.4 The following awards are not to be revised by Pension Disbursing Authority. It will be revised through issue of Corr. PPO by Pension Sanctioning Authority.

- (a) War Injury Pension
- (b) Special Family pension / Liberalised Family pension or re-marriage of widow after 1.1.96.
- (c) Second Life Award (Special Family Pension) and Second Life Award (Liberalised Family Pension).

37.5 The families of Defence Civilians are sanctioned one of the following Family Pension:

- (i) Family Pension when cause of death is under normal circumstances.
- (ii) Extra Ordinary Family Pension when cause of death is due to Government service and is accepted as attributable to or aggravated by Government service.
- (iii) Liberalised Family Pension in cases of death of Government servants while performing duties as a result of attack during action against extremists, dacoits, smugglers and antisocial elements etc.

Effect on payment of Family pension on re-marriage of widow

38.1 All type of Family Pensions are payable to widows during their widowhood only.

38.2 If the widow is in receipt of Ordinary Family Pension (**Para 37.2(I)**) or Family Pension (**Para 37.5(i)**), on her re-marriage the payment of Ordinary Family Pension or Family Pension ceases from the date of her re-marriage. However w.e.f. 1.1.2006, childless widow on remarriage is still eligible for Ordinary Family Pension. But continuance award will be done through Corr. PPO.

38.3 In case the widow is in receipt of Special Family Pension (**Para 37.2(II)**) or Extraordinary Family Pension (**Para 37.5(ii)**), the payment of Family Pension ceases from the date of her remarriage except if she re-marries with the real brother of her deceased husband.

38.4 In case, the widow is in receipt of Special family pension, w.e.f 1-1-96 SFP on her remarriage (in post 1-1-96 cases) shall be regulated as under:-

(a) Commissioned Officers

(i) If she has child (ren): -

(aa) If she continues to support children after remarriage Full Special Family Pension to continue to widow.

(bb) If she does not support children after remarriage Ordinary Family Pension (OFP) equal to 30% of emoluments last drawn to the remarried widow, 50% of the special family pension to the eligible children.

- (ii) If widow has no children Full Special Family Pension to continue to widow
- (b) Personnel Below officers Rank :
- (i) If Special Family Pension is sanctioned to the widow: Same provisions as applicable to officers as (a) above
- (ii) Where first life award is sanctioned to parents:
- (aa) If widow continues to support child(ren) after remarriage or has no issues. 50% of Special Family Pension to parents.
50% of Special Family Pension to widow
- (ab) If widow does not support children after remarriage but the children are supported by the parents Full Special Family Pension to parents.
Ordinary Family Pension to widow.
- (ac) If children are not supported either by the remarried widow or the parents. 50% of Special Family Pension to parents.
50% of Special Family Pension to eligible children.
Ordinary Family Pension to widow.
- (ad) On death or disqualification of parents and the widow supports the children or has no issues. Full Special Family Pension to widow
- (ae) On death or disqualification of parents and the widow does not support the children. Full Special Family Pension to eligible children.
Ordinary Family Pension to widow.
- 38.5 In case widow is in receipt of Liberalised Family Pension (**Para 37.2(iii)** or **37.3(iii)**) and she re-marries with the real brother of her deceased husband, she continues to be eligible to receive her pension. However, if she re-marries with a person other than real brother of her deceased husband, the payment of Family Pension shall be stopped with effect from the date of re-marriage and matter reported to the Pension Sanctioning Authority quoting the Pension Payment Order number, TS No. /PS No. along with a copy of declaration from the widow intimating the date of re-marriage for grant of Ordinary Family Pension/Family Pension.
- 38.6 In case widow is in receipt of Liberalised Family Pension (Para 37.2 (iii) and she remarries on or after 01.01.1996 L.F.P. shall be regulated as under:

- (a) Commissioned Officers
- (i) If she has children:
- (aa) If she continues to support children after remarriage Full Liberalised Family Pension to continue to widow.
- (ab) If she does not support children after remarriage Ordinary Family Pension @ 30% to widow
Special Family Pension at 60% to eligible children
- (ii) If widow has no children Full Liberalised Family Pension to continue to widow
- (b) Personnel Below Officer Rank:
- (i) If Liberalised Family Pension is sanctioned as first life award to the widow: Same provisions as at (a) above, shall be applicable.
- (ii) Where first life award is sanctioned to parents: The admissibility of Liberalised Family Pension in such cases would be regulated as under:
- (a) If widow continues to support the children or has no children.

Widow will get family pension equal to Special family pension from the date of remarriage and the parents will also get family pension @ 60% of Liberalised Family Pension for the balance of 7 years if the marriage of widow takes place during 7 years of casualty. After the period of seven years or where remarriage of widow took place after seven years, widow will get family pension @ 60% Liberalised Family Pension, and parents will get family pension @ 30% of Liberalised Family Pension. On death or disqualification of parents, widow will get family pension equal to the Liberalised Family Pension for life.

- (b) If widow does not support the children:

Widow will get ordinary family pension for life from the date of remarriage and the parents will continue to get first life award at the same rate (i.e. full Liberalised Family Pension) for balance of 7 years where remarriage takes place within 7 years of casualty, provided they support the children. Otherwise, the entitlement of parents will be equally divided between the parents and children. After the period of 7 years or where remarriage of widow takes place after 7 years of casualty, parents will get family pension provided they support the children, otherwise it will be divided equally between the parents and the children. On death / disqualification of parents of deceased service personal, the senior most eligible child will get family pension @ 60% of Liberalised Family Pension.

38.7 Widow recipient of Family Pension is not required to submit re-marriage certificate but they are required to report such an event to the Pension Disbursing Authority promptly. While making first payment to widow family pensioner, a declaration to the effect that – “I hereby declare that I have not remarried and I undertake to report the event of my re-marriage promptly”, may be obtained and kept in the record.

Note- The remarriage of a widow pensioner does not effect her children's pension, wherever so sanctioned separately which should continue to be paid as long as admissible.

Marriage / re-marriage of family pensioners other than widow

39. In the event of marriage / remarriage of a family pensioner other than widow, the payment of family pension ceases from the date of marriage / re-marriage. Family pensioner (a widower or an unmarried son / daughter / widowed / divorced daughter) is required to furnish a non-remarriage / non-marriage certificate in the month of May and November of each year in the **Form No. 2 of Appendix 11** to these instructions. In the event of change in the status of family pensioner the payment of family pension shall cease on re-marriage / marriage of widower / an unmarried son / daughter / widowed / divorced daughter.

Certificate of non-earning livelihood by the child recipient of Family Pension

40. Family pensioner / children allowance holder son, daughter, brother or sister granted family pension or any type of children allowance, shall have to furnish a certificate to the Pension Disbursing Authority every month to the effect that he / she has not started earning Rs. 3500.00 plus dearness relief thereon p.m. from employment in Govt., private sector, self employment etc. in the **Form No. 3 of Appendix 11** to these instructions. The payment of family pension / children allowance shall cease from the date family pensioner / children allowance holder starts earning Rs. 3500.00 plus dearness relief thereon or more p.m.

However, admissibility of ordinary family pension to parents and widowed / divorced daughter will be effective from 1.1.98 subject to fulfillment of other usual conditions. They also will have to produce an annual certificate to the effect that their earning is not more than Rs. 3500.00 plus dearness relief thereon p.m. The cases where ordinary family pension has already been granted to sons / daughters after 1.1.98 without imposition of earning condition need not be re-opened.

Two Family Pensions in respect of the same person is not payable

- 41.1. When a family pensioner is taken on the pension strength first time, he / she shall be asked to declare that the person in whose respect he / she is going to receive pension was not re-employed or was employed but he / she has not claimed Family Pension from re-employer or has been sanctioned Family Pension as per declaration in **Form No. 4 of Appendix 11** to these instructions.

Note-1 Family Pension granted to widow under Employees Family Pension Scheme of 1971 and 1995 of E.P.F. organization shall be payable in addition w.e.f. 27.7.2001 onwards only.

Note-2 Family Pension granted to widows of MP/MLA/MLC by Central / State Government, shall also be payable in addition to Family Pension under orders applicable on Defence side.

Note-3 With effect from 24.09.2012, families of Armed Forces Pensioners who get re-employed in civil departments/PSUs/Autnomus bodies/Local Funds of Central/State Government shall be allowed to raw family pension from military side in addition to family pension, if any, authorized from the re-employed civil department.

- 41.2. In case the family pensioner has been sanctioned second Family Pension in respect of his / her late husband / father, the fact as per declaration (iii) of **Form No. 4 of Appendix 11** shall be intimated by Pension Disbursing Authority to the Pr. Controller of Defence Accounts (Pension).

Division of Special Family Pension or Liberalised Family Pension

- 42.1 The primary object of a Special Family Pension is to prevent destitution among the families of Class VI pensioners who have lost their lives in the service of the country. Any complaint that may be received by the Pension Disbursing Authority from an eligible heir (widow, father or mother) of deceased Soldier / Sailor / Airman that the family pensioner refuses to support him or her, should be forwarded to the Record Officer concerned.
- 42.2 When division of a Special Family Pension between two heirs is sanctioned, it will be notified in the Pension Payment Order by the Pension Sanctioning Authority, Advance intimation being sent to the Pension Disbursing Authority concerned. On receipt of the intimation, the Pension Disbursing Authority will make the necessary corrections under his / her initials in the Pension Certificate and Descriptive Roll of the original recipient and in the Payment Register. A fresh Descriptive Roll will be issued by the Pension Sanctioning Authority in respect of the share holder who will also be issued a separate Pension Certificate and on receipt of these documents, the name and all other particulars will be entered in the Payment Register, the entries regarding the original and new recipients being linked.
- 42.3 Pension after division is subject to the same regulations and restrictions as applied to the grant before division; but the following further instructions should be observed:
- (a) Except in the case mentioned at (b) below, the new recipient will receive his or her share of pension only for so long as the original recipient is alive and is eligible to receive his or her share. This rule is also applicable in cases where pension is divided between two widows of the deceased. When Payment is, therefore, made to the new recipient, the Pension Disbursing Authority should require proof that the original recipient is alive and remains eligible for pension (i.e. is not disqualified on account of age, marriage or remarriage etc.). The pension of the new recipient is also subject to all the conditions for the grant of Family Pension. If both the recipient draw pension at the same place, the required proof should be available in the Payment Register. When payment to the original recipient ceases, payment to the new recipient will cease automatically from the same date.
 - (b) Where the original recipient is the father, mother, son or daughter and the new recipient is the widow, the payment of share to the widow, should be made on production of usual declaration vide **Para 38.5** that she will intimate the change of her status of widowhood. The Special Family Pension shall continue to be paid to widow even after the original recipient ceases to draw his or her share, pending receipt of instructions from the Principal Controller of Defence Accounts (Pensions) to whom the case should be reported, vide clause (c) below.

- (c) When payment ceases to the original or the new recipients, their pension documents will be disposed of in the same way as those of deceased pensioners and the fact that payment ceased, with full particulars as to the cause and date of cessation, will be reported to the Principal Controller of Defence Accounts (Pensions) and Record Officer concerned who will take such further steps as may be necessary in the case.

Division of Family Pension granted to Class V or Ordinary Family Pension to Class VII pensioners.

43. Family Pension or Ordinary Family Pension is divided in equal share between more than one eligible widows. Where the deceased is survived by a widow and has also left behind an eligible child / children from another wife who is not alive, the eligible child of the deceased wife is entitled to the share of Family Pension / Ordinary Family Pension which the mother would have received. When the widow or her child ceases to draw her / his share of Family Pension / Ordinary Family Pension, it is to be granted in full to the surviving widow or children of the deceased. Accordingly, when one of the recipient of Family Pension dies or disqualifies, the Pension Disbursing Authority shall intimate the cause of cessation of Family Pension to the Principal Controller of Defence Accounts (Pensions) and Head of the Office or Record Officer concerned of the deceased.

Payment of Ordinary Family Pension in respect of Armed Forces Personnel and Family Pension in respect of Defence Civilians to the child

44. Ordinary Family Pension or Family Pension as the case may be, in respect of individual who retired or died in service on or after 29.3.1978 were granted to the son upto the age of 21 years and to the daughter upto the age of 24 years or marriage, whichever was earlier. The Pension Disbursing Authority shall make the payment of Ordinary Family Pension or Family Pension as the case may be, to the child upto the following age limits subject to the other conditions as mentioned in the respective Pension Payment Order:
- (a) Unmarried daughter who had not crossed the age of 24 years as on 21.5.86 would continue to get Family Pension upto the age of 30 years.
 - (b) Where the payment of Family pension to an un-married daughter already commenced prior to 6.8.87, she will continue to draw the same until she has completed the age of 30 years.
 - (c) In case of unmarried daughter where the payment of Family Pension commenced on or after 6.8.87, the same shall be payable upto the age of 25 years.
 - (d) In the case of sons who had not crossed the age of 21 years on 6.8.87, would continue to get Family Pension upto the age of 25 years.

Note 1- An uniform age limit of 25 years for grant of Family Pension to son or daughter of an individual who retired or died in service on or after 1.1.1986 has been fixed but see clauses (a), (b) and (c) above in the case of daughter.

Note 2- Family Pension is payable to the following wef. 1.1.98 onward till the date shown against each category.

- | | |
|---------------------------------|--|
| (a) Widow or widower | Till date of re-marriage, death whichever is earlier. Pension is payable for the date of death also. |
| (b) Un-married son / daughter / | Till date of marriage / remarriage or |

- | | |
|---|---|
| widowed / divorced daughter. | date of attaining the age of 25 years or starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, private Sector, Self-employment etc. whichever is earlier. |
| (c) Son(s) suffering from disorder or disability of mind or physically crippled. | For life or till he gets married or till he starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, Private Sector, self employment etc. which ever is earlier. |
| (d) Daughter(s) suffering from disorder or disability of mind or physically crippled. | For life or till she gets married or till she starts earning more than of Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, Private Sector, self employment etc. whichever is earlier. |
| (e) Dependent parents. | Till death or starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. |

Note: With effect from 24.09.2012, children suffering from disorder or disability of mind or physically crippled are entitled for family pension even after their marriage.

Child Allowance to children of Commissioned Officers who retired or died in service prior to 1.1.86.

45.1 The Child Allowance to children of Commissioned Officers which is payable annually in advance (from the date following that of the officer's death to 31st March ensuing and thereafter from 1st April each year) shall, as a rule, cease at the expiration of the year commencing on 1st April in which the child is otherwise provided for (or if a daughter marries). The child allowance at motherless rate shall be payable half yearly in arrears. The award of Child Allowance will be payable to his / her mother / legal guardian as per conditions notified in the individual Payment Authority / Pension Payment Order issued by the Pension Sanctioning Authority.

Note- The Child Allowance should cease from the 18th birthday, where the Child Allowance was granted in respect of Armed Forces personnel who died in service or retired / discharged from service before 29.3.78 where the Armed Forces Personnel died in the service or retired / discharged on or after 29.03.78 but before 1.1.86, the Child Allowance ceases in respect of son from the 22nd birthday and in respect of daughter of a Commissioned Officer from 25th birth – day or marriage, whichever is earlier and daughter of a personnel below officer rank ceases to draw children allowance from 25th birth day or marriage, whichever is later.

45.2 The Child Allowance (ordinary or special) is granted to a child over the age of 18 years or continued beyond that age in certain circumstances. The conditions and the procedure for the payment of Child Allowance to over-aged child will be regulated in accordance with the instructions embodied in the Pension Payment Order issued by the Pension Sanctioning Authority. The Child Allowance over the prescribed age is not payable when the progress is unsatisfactory. In cases in which the Education Allowance is stopped or

initially denied owing to unsatisfactory progress of the child, the Child Allowance will also be stopped even after the award has been initially sanctioned. The continuation of Child Allowance is also not payable during the period the child is maintained in the school or granted scholarship. It will, however, be payable for the period the schools are closed on account of vacations.

Note- The Child Allowance will not be admissible beyond the end of the term in which the child reaches the prescribed age limits or date of termination of the course of instruction, whichever is earlier.

- 45.3 The Pension Disbursing Authority should carefully scrutinise the declarations furnished by mother or guardians and should report to the Principal Controller of Defence Accounts (Pensions) for further instructions, cases in which children are declared to be not solely dependent on their mothers or guardians for their support and to have been otherwise provided for, or to have been maintained as free wards in the Lawrence Royal Military School, Sanawar, or in any other Lawrence School or Collage or in any other institution or orphanage which is wholly or partly maintained at Government expense.

Payment of Special Family Pension, Liberalised Family Pension to son or daughter of personnel below officer rank.

46. Where son or daughter of an Armed Forces personnel has been granted Special Family Pension or Liberalised Family Pension, the same is payable as under:
- (a) In case of individuals discharged / died in service prior to 29.3.78:
 - (i) A son till he completes the age of 17 years. The family pension is granted or continued only if he is incapable of self support by reason of physical or mental infirmity which arose before he attained the age of 18 years.
 - (ii) A daughter till she marries.
 - (b) In case of individuals discharged / died in service on or after 29.3.1978 but before 1.1.1986:
 - (i) A son till he completes the age of 21 years. The Family Pension is granted or continued only if he is incapable of self-support by reason of physical or mental infirmity, which arose before he attained the age of 21 years.
 - (ii) A daughter till she marries.

Child Allowance to children of personnel below officer rank who retired / discharged or died in service prior to 1.1.1986.

47. Children Allowance granted to the child / children of personnel below officer rank who retired / discharged or died in service prior to 1.1.1986 is payable as under:
- (a) In case individual retired or died in service before 29.3.78, the Child Allowances ceases:
 - (i) In the case of a son, on attaining the age of 18 years.
 - (ii) In the case of a daughter, on attaining the age of 16 years or on marriage, whichever is later.

Note - The allowance shall cease on attaining the 18th birth-day in case of son and 16th birth-day or marriage which is later in case of daughter.

- (b) In case individual retired / or died in service on or after 29.3.78 but before 1.1.1986, the Child Allowance is payable:
- (i) In case of son, upto the age of 21 years.
 - (ii) In case of daughter, upto the age of 24 years or marriage whichever is later.

Note 1-Children Allowance is granted or continued to a son over the prescribed age limit as a special case if he is incapable of self support by reason of physical or mental infirmity which arose before attaining the prescribed age.

Note 2- Dearness relief is payable on sum total of Family Pension and Children Allowance taken all together. No dearness Relief is payable where Children Allowance is payable not in conjunction with Family Pension or continuance of Family Pension.

Increase in Child Allowance

48. When a Family Pension ceases for any cause, the full particulars of the pensioner and the date and cause of cessation of the Family Pension should be intimated by the Pension Disbursing Authority to the Officer-in-Charge, Records concerned of the deceased soldier / rating / airman who retired / died before 1.1.86, if any child of the deceased is in receipt of Child Allowance. The Officer-in-Charge, Record concerned will refer the case to the Principal Controller of Defence Accounts (Pensions) for grant of 50 percent increase in Child Allowance or otherwise. Till such time the notification is actually received by the Pension Disbursing Authority, the allowance at the lower rate only should be paid to the pensioner.

Children Allowance in respect of individuals who died on or after 1.1.1986

49. Children Allowance or Education Allowance is not granted to the children of Commissioned Officers and personnel below officer rank who retired or died in service on or after 1.1.1986. However, Children Allowance is granted to children of such Commissioned Officers, Personnel below Officer rank and Defence Civilians who were killed in action or died in war-like operations etc. on or after 1.1.1986 when the individual either not survived by a widow or survived by a widow but widow re-married. The Children Allowance shall be payable till the child attains the age of 25 years and under the conditions as mentioned in the Pension Payment Order.

Education Allowance in respect of Commissioned Officers who retired or died in service prior to 1.1.86.

- 50.1 In addition to Child Allowance, Education Allowance in respect of children is also payable under certain circumstances and its payment should be regulated in accordance with the instructions issued in each case by the Pension Sanctioning Authority in the Pension Payment Order. This allowance is payable when the child attains the age of 5 years and will normally cease when he / she completes the prescribed age.
- 50.2 This allowance is payable over the prescribed age or continued beyond that age upto the age limits prescribed for each course of study as per instructions issued by the Pension Sanctioning Authority if the education of the child is continued at a Secondary School, Technical School or University. The allowance will not be payable beyond the end of the term in which the child reaches the age limit or date of termination of course whichever is earlier.

Note - The allowance is not payable for the period the child is in receipt of scholarship sanctioned by the Ministry of Defence.

Education Allowance to the children of personnel below officer rank

51. Education Allowance granted to child / children of personnel below officer rank who retired or died in service due to causes attributable to or aggravated by military service prior to 1.1.1986 is payable under the conditions as notified in Pension Payment Order issued in each case.

Gallantry Awards

- 52.1 Post Independence Gallantry Awards namely the Param Vir Chakra, the Ashok Chakra, the Mahavir Chakra, the Kirti Chakra, the Vir Chakra and the Saurya Chakra, carry monthly allowance which is payable with pay and or pension. Similarly, Pre-Independence Gallantry Awards of Victoria Cross, Indian Order of Merit and Order of British India, Military Medal Allowance, Jangi Inam and Annuities carry allowance with pay and/or pension.
- 52.2 The Gallantry Award allowance as well as allowance for Indian Order of Merit and Jangi Inam are paid under the same rules / conditions, as pensions as for as they are applicable.

Payments of Gallantry Awards and Jangi Inam

- 53.1 Gallantry Awards and Jangi Inam are payable in addition to pay or pension. Generally, Gallantry Award allowance payable with pension is notified in the Pension Payment Order notifying pension or an amendment to Pension Payment Order notifying pension is issued for payment of Gallantry Award Allowance by issue of Corrigendum. Where Gallantry Award or Jangi Inam is only payable the same is also notified in the Pension Payment Order.
- 53.2 In notifying the Jangi Inam the Principal Controller of Defence Accounts (Pensions) will furnish the Pension Disbursing Authority the Descriptive Roll of Jangi Inam holder. The Jangi Inam Certificate is handed over to the recipient by the Record Officer concerned.
- 53.3 Payment of Jangi Inam to a female is made only upto the date of her marriage or re-marriage, as the case may be. Accordingly, a declaration to intimate the change of status of widowhood or marriage certificate shall be obtained as required in Para 38.5 and 39 as the case may be.

Note- Where Gallantry Allowance or Jangi Inam is payable in addition to pension, a separate Descriptive Roll or a separate Pension Certificate / Jangi Inam Certificate is not prepared, the Descriptive Roll in respect of his pension and the Pension certificate show the title to Gallantry Allowance / Jangi Inam also.

Gallantry Award Allowance for second life

54. On the demise, or in the case of females on marriage or remarriage of the first holder, a report should forthwith be made to the Principal Controller of Defence Accounts (Pensions), and payment of Gallantry Allowance / Jangi

Inam should not be continued to the nominated second holder until the grant in his or her favour has been notified in a Pension Payment Order. To enable the Principal Controller of Defence Accounts (Pensions) to arrange for the continuance of the Jangi Inam to the second holder, the Pension Disbursing Authority will ascertain the exact date of death or disqualification of the first holder and send the Jangi Inam Descriptive Roll and the Jangi Inam Certificate of the first holder to the Principal Controller of Defence Accounts (Pensions) for necessary action. A fresh Descriptive Roll of the second holder together with Jangi Inam Certificate of the first holder will be forwarded to the Pension Disbursing Authority by the Principal Controller of Defence Accounts (Pensions). The Jangi Inam Certificate on which the first holder was receiving payment will be used for noting the payments made to the second holder also.

Note 1- In the case of Gorkha pensioners residing in Nepal and drawing Jangi Inam at the stations noted below, payments in respect of the award for the second life will be made on the authority of the following under mentioned officers. Necessary particulars will be entered in the Payment Register with reference to the documents supplied by these officers and the next available Treasury Serial Number allotted. On receipt of the Pension Payment Order, the particulars already noted in the Payment Register will be compared with those notified in the Pension Payment Order, and the number and date of the Pension Payment Order entered in the payment Register.

Gorakhpur, and Gonda. Darjeeling	Baharaich	Recruiting Officer or Assistant Recruiting Officer, Gorakhpur. Recruiting Officer or Assistant Recruiting officer, Ghoom.
Laheria Serai and Purnea	Assistant Recruiting officer,	Laheria Serai.

Note 2- At the time of each payment, while asking the first holder about the change, if any, desired in the name of the nominated heir, the Pension Disbursing Authority should also, in the event of there being no change in this respect, ascertain from the first holder of Jangi Inam the latest address of the second life nominee, and if there is a change in the address, correct his/her address shown on the Jangi Inam Certificate and Descriptive Roll. Further more, on the cessation of the first life award, the Pension Disbursing Authority should, at the time of making payment of arrears due, ascertain from the person receiving the arrears (or from the first holder himself/herself in the event of his/her disqualification) the latest address of the heir nominated for the second life.

Cessation of Jangi Inam

- 55.1 A Jangi Inam is liable to be forfeited for disloyal behavior, failure on the part of the recipient to render active support to Government in any time of trouble and for conviction of an offence of treason, sedition, mutiny, cowardice, desertion or disgraceful conduct of an unnatural kind. It ceases in the case of a female holder on her marriage or remarriage.
- 55.2 Jangi Inam also ceases to the grantee on being provided by Government with land. In such a case, the payment will terminate on the first day of the month following the date on which the grantee entered into possession of his land

grant. Intimations of cessations under this rule and the date from which the cessation has effect will in each case be sent by the Pr. Controller of Defence Accounts (Pensions) to the Pension Disbursing Authority.

Cessation of Gallantry Award Allowance

- 56.1 Should the Pension Disbursing Authority become aware of any case in which a Gallantry Award holder is convicted of any of the following offences entailing forfeiture of the Gallantry Award, he should forthwith suspend the payment of Award and report the matter to the Pr. Controller of Defence Accounts (Pensions).
- (a) Treason
 - (b) Sedition
 - (c) Mutiny
 - (d) Cowardice
 - (e) Desertion during hostilities
 - (f) Murder
 - (g) Dacoity
 - (h) Rape
 - (i) Unnatural offences.
- 56.2 The payment of allowance attached to the Gallantry Awards or Jangi Inam to the female ceases on their re-marriage/marriage. Accordingly, a declaration for change in status of widowhood or non-marriage certificate shall be obtained as per para 38.5 and 39 as the case may be.

Medical Allowance

- 57.1 Fixed Medical Allowance @ Rs. 100/- p.m. with effect from 01.12.1997, is payable to Armed Forces pensioners / family pensioners for meeting expenditure on day of day medical expenses that do not require hospitalization unless the individual opts for Out Patient Department (OPD) treatment in Armed Forces Hospital /M.I. Rooms. Existing pensioners as well as the future retirees shall have to exercise one time option in the prescribed form (**See Appendix 12 Part-I**) to avail medical facilities at O.P.D. of Armed Forces Hospitals / M.I. Rooms or to claim fixed medical allowance of Rs. 100/- pm. In the case of future retirees i.e. retirees preferred claims on or after 1.11.1998, a Corrigendum PPO would be required to be issued from the Pension Sanctioning Authority on receipt of Option Certificate and undertaking alongwith revised LPC-Cum-data Sheet from R.O. concerned. The rate of Fixed Medical Allowance has been revised to @ Rs.300.00 p.m. w.e.f. 01.09.2008.
- 57.2 Fixed Medical Allowance will not be payable in the following circumstances: -
- (i) If any pensioner or family pensioner is in receipt of two pensions, medical allowance @ 100/- pm. w.e.f. 01.12.1997 and @ Rs.300.00 p.m. w.e.f. 01.09.2008 would be admissible on only one pension, if he / she does not avail of the medical facilities provided by the respective organization.
 - (ii) Reemployed pensioners / employed family pensioners are not entitled to medical allowance as medical facilities are provided by his / her organization.
 - (iii) Where family pension is shared by two widows / claimants, same criteria as in the case of dearness relief, is to be adopted.
 - (iv) The beneficiaries of the ex-gratia and compassionate allowance are not entitled to medical allowance as they are not treated as Defence Pensioners / family pensioners.
 - (v) Only one change in option in the life time of a pensioner / family pensioner shall be allowed.

- (vi) The migrant pensioners from Kashmir Valley, who are drawing pension from Delhi as a special dispensation would have the option either to avail the M.I. Room / Armed Forces Hospital facilities or to draw fixed medical allowance of Rs. 100/- pm. w.e.f. 01.12.1997 and @ Rs.300.00 p.m. w.e.f. 01.09.2008. In case, they wish to avail of the Armed Forces Hospital / M.I. Room facilities, they would not be eligible for fixed medical allowance.
- 57.3 Similarly, Defence Civilian pensioners (including pensioners of DAD, GREF, and Coast Guard) / family pensioners have also been granted Fixed Medical Allowance @ Rs. 100/- pm. w.e.f. 01.12.1997, who are residing in area not covered under CGHS. Such pensioners shall have to exercise one time option **(see prescribed Format at Appendix 12 – Part-II)**. However, in cases where Defence Civilian pensioners / family pensioners are residing in CGHS covered cities but whose places of residence are not served by any CGHS dispensary are also entitled for Fixed Medical Allowance, subject to their furnishing of option and a Certificate (see **Annexure-II to Appendix 12 – Part-II**) to claim fixed Medical Allowance. In the case of future retirees i.e. retirees preferred claims on or after 01.05.1998, a Corrigendum PPO would be required to be issued from the Pension Sanctioning Authority on receipt of option certificate and Undertaking, from Head of the Office. The rate of Fixed Medical Allowance has been revised to @ Rs.300.00 p.m. w.e.f. 01.09.2008.
- 57.4 Fixed Medical Allowance will not be admissible in the following cases:-
- (i) The widows and dependent children of the deceased C.P.F. beneficiaries who had retired from service prior to 01.01.1986 or who died while in service prior to 01.01.1986 and who are in receipt of ex-gratia payment.
 - (ii) Defence Civilians who had retired on C.P.F. benefits before 18.11.60 and are in receipt of ex-gratia pension.
 - (iii) The Burma Civilian pensioners / family pensioners and pensioners / families of displaced govt. pensioners from Pakistan who are Indian Nationals but receiving pension on behalf of Govt. of Pakistan, who are in receipt of adhoc ex-gratia.
 - (iv) If any pensioner or family pensioner receives two pensions viz. service pension and another family pension, only single medical allowance is admissible, if he / she does not avail of the medical facilities provided by the respective organizations.
 - (v) Pensioner who gets both military pension and civil pension, if the pensioner avails of the medical facilities provided by one of the civil or military organization.
 - (vi) Where the family pension is shared by two widows, same criteria may be adopted as in the case of dearness relief.
 - (vii) Reemployed pensioners / employed family pensioners.
- 57.5 In case of death of a pensioner, Life Time Arrears will be admissible to nominated heir / Legal heir.

Ex-Servicemen Contributory Health Scheme

- 57.6 Ex-Servicemen Contributory Health Scheme has been introduced for medicare of all Ex-Servicemen with effect from 01 April 2003 who are in receipt of pension including disability pension and family pensioners, as also dependents to include wife / husband, legitimate children and wholly defendant parents. The son with permanent disability of any kind (Physical or Mental) of entitle category of Ex-Servicemen Contributory Health Scheme

would be eligible for life long facility of medical treatment. The Scheme will comprise as follows: -

- (a) Ex-Servicemen Contributory Health Scheme would be contributory scheme. On retirement every service personnel will compulsorily become a member of Ex-Servicemen Contributory Health Scheme by contributing his / her share and the scheme would be applicable for life time.
- (b) Similarly ex-servicemen who have already retired prior to 01.04.2003 can become members by depositing one time contribution:-
- (c) W.e.f. 1st June 2009, the contribution will be as under: -

Grade pay drawn at the time of retirement (in Rupees)	Contribution (in Rupees)
1800/- pm, 1900/- pm, 2000/- pm, 2400/- pm and 2800/- pm and recruits drawing family pension / medical pension	15,000
3400/- pm and 4200/- pm	27,000
4600/- pm, 4800/- pm, 5400/- pm and 6600/- pm.	39,000
7600/- pm and above and Officers under HAG Scale	60,000

- (d) The pensioners who are transferred to pension establishment with effect from 01.04.2003, the amount recovered will be indicated in the Pension Payment Orders by the Pension Sanctioning Authority, as proof of recovery to enable the pensioner to produce the same if required for issue of identity Card to avail the facility. In cases where the recovery of Ex-Servicemen Contributory Health Scheme Contribution is not indicated in the PPO of the Defence Service personnel transferred to pension establishment with effect from 01.04.03, the lump sum contribution will have to be remitted into the treasury for credit to Government by the Ex-Servicemen Contributory Health Scheme beneficiary.
- (e) In cases where pensioners retired prior to 01.04.2003, the Ex-Servicemen Contributory Health Scheme subscription will be charged from the pensioners / dependents on the basis of their pension as per the option given by them.
- (f) As and when the rates of subscription for C.G.H.S. beneficiaries are revised by the Ministry of Health and family welfare, the rate of subscription of Ex-Servicemen Contributory Health Scheme would deemed to have been revised from time to time.
- (g) Retired Personnel joining the scheme will forfeit the medical allowance of Rs. 100/- presently admissible to them and those who do not join the scheme would continue getting Medical Allowance as hithertofore. Such persons would not be entitled to any medical facility from Armed Forces clinics / Hospitals or Polyclinics set up under this scheme.

CHAPTER – III**Procedure for Payment of Pension and Allowances
Payment of pension**

- 58.1 All pension including gratuities admissible under these Instructions shall be payable in rupee in India only.
- 58.2 Remittance of pension ex-India shall be decided by the Reserve Bank of India and application by the pensioner in this respect shall be addressed by him direct to the Reserve Bank of India.
- 58.3 KCIOs AF (I), WAC (I) who retired from service prior to 30.4.1957 and their families sanctioned pension in pound sterling and payable in India, will be paid their pension in rupee after conversion at official rate of exchange notified by Ministry of External Affairs and circulated by the Principal Controller of Defence Accounts (Pensions) from time to time unless the pension of the officer or his family has been refixed in rupee at their request w.e.f 1.1.86 by issue of Pension Payment Order by the Principal Controller of Defence Accounts (Pensions).
- 58.4 The following check should be observed before making payment for first time on new Pension Payment Orders / transferred Pension Payment Orders.
1. (a) PPO /Payment Authority has been received through authorised channel. For this purpose postal seal embossed on the envelopes, in order to ascertain the name of station from where the same were posted, may be verified
 - (b) PPO is supported with Descriptive Roll/ Identification documents / joint Photographs.
 - (c) Computerised PPOs are printed on computer and not typed.
 - (d) The Computer stationery of Pension Payment Order under action should match in format with the printed stationery currently in use by Pension Sanctioning Authorities.
 - (e) Some cases are generated manually also which computer does not accept.
2. Pension Payment Order has been signed by an authorised officer in INK and his signatures have been verified with specimen signatures supplied by Pension Sanctioning Authorities and verification recorded.
 3. Pension Payment Order/Payment Authority bears the embossing SEAL (uncoloured), which is the same as per the specimen supplied by the Pension Sanctioning Authorities to Pension Disbursing Authorities and verification to be recorded.
 4. Pension Payment Order is marked debit 'CIVIL ESTIMATES'
 5. Periodical list of fresh Pension Payment Orders has been received from Pension Sanctioning Authorities and the Pension Payment Order being actioned is found included in it.
 6. Proper identification has been carried out. A record for carrying out the identification be kept in check Register / Personal file of the pensioner by Pension Disbursing Authorities.
 7. Two defence pensioners should identify a new pensioner (except officers)
 8. Payment shall be authorised only when Pension Disbursing Authority is personally satisfied that the pensioner is genuine.

9. No PPO/Payment Authority should be transferred to any other PDA without verifying the genuineness of the PPO in question with reference to above guidelines.
10. Name, Seal with code no. is affixed below the signature of the officer, Signing PPO / Payment authority.
11. In case of any deficiency and doubt, the PPO should not be acted upon but the matter should be referred to Pr.CDA(P) Allahabad for further instructions.

Periodicity of payment

59.1 Pension is payable monthly in arrears.

Note 1- Pension to pensioners of Class VI, VII and VIII at Kathua (J&K State) and Campbell Bay (Great Nicobar Island) Post Offices is payable quarterly in arrears.

Note 2- Payment of pension to Gorkha pensioners residing in Nepal but drawing pension from Treasuries in India may draw on yearly basis, if they so desire.

59.2 Pension is payable on the last working day of the month to which it relates except in the case of pension for the month of March which shall be paid on or after the first working day of the succeeding month.

59.3 In the following cases pension may be paid before the last working day of the month: -

- (j) When a pensioner dies or ceases to be eligible for pension.
- (ii) When there is a variation in the rate of pension consequent on the disbursement of the commuted value of a portion of it (payment at the original rate may be made upto and for the day preceding that from which the commutation of pension takes effect.)
- (iii) When the pension of an individual who was drawing it in India is transferred for payment outside India. In such cases payment shall be made upto and for the day preceding departure.

59.4 Retirement Gratuity, commuted value of pension where one has applied for commutation before retirement / discharge / invalidment, is payable immediately after retirement / discharge / invalidment. Death gratuity is payable immediately on the date following the date of death while in service.

Duration of pension

60. A pension is payable for life except where otherwise stated in the Pension Payment Order. However, a pension is payable for the day on which the pensioner dies.

Manner of payment

61. The general procedure for payment is as follows:

- (i) When pension is sanctioned and notified by the Pension Sanctioning Authority, the pensioner concerned is intimated directly or by the H.O.O./Record Officer of it and he/she is instructed to claim his/her dues from the Pension Disbursing Authority. If any pensioner fails to

claim his dues within 30 days of receipt of Pension Payment Order, the Pension Disbursing Authority should enquire into the circumstances of the non-drawal of pension by issuing Call letter(s) to the pensioner (**see Para 17**).

- (ii) When a pensioner appears for drawing his / her dues, he / she should be first identified keeping in view the instructions contained in **Para 63 to 66**. Where a bill form is prescribed for the Class or pensioners, a completed bill for his / her claim will be obtained, checked and the claim passed, if in order, for payment to the pensioner (**Annexure-I to Appendix-15**). Where a payment is to be made on pension payment schedule (**Annexure-II to Appendix-15**), the schedule will be prepared by the Pension Disbursing Authority and the pensioner's signatures for the receipt of the pension will be obtained on the schedule, before payment is made. Any separate certificate or declaration required in any particular case will also be obtained. The specific points to be observed in checking the bills / completing the schedules generally, are given in **Paras 85 and 86**, as the case may be. These should be kept in view in admitting payment.
- (iii) Photographs are obtained and furnished to Pension Disbursing Authorities alongwith other pension documents in respect of all Class I, V and VI pensioners. Where authenticated photographs are furnished in respect of other classes of pensioners through the Pension Sanctioning Authorities, Record Officers/ Head of Offices, there is no objection to affixing them in the Payment Registers. Where Joint photographs of the individual and his / her spouse are furnished, they are intended for use in respect of the individual and later in respect of the spouse in case Family Pension becomes payable to the spouse. Photographs are viewed merely as an additional means of identification. For the proper and correct identification, the marks of identification and other particulars (including the authenticated impressions of the thumb and/or the fingers of the pensioners where available) furnished in the Descriptive Return/Descriptive Roll and other pension documents should be utilised.
- (iv) When a pensioner first appears for receiving his/her dues or when he/she is called to appear in person on a date fixed by previous appointment with him/her by the Pension Disbursing Authority, the payment will be made to him/her after due identification and subject to conditions mentioned in the Pension Payment Order. Particular care should be taken to ensure that the claim is not time-barred on that date. If the claim is time-barred the procedure prescribed for getting the requisite sanction vide **Chapter-VI**, should be followed.
- (v) As soon as the first payment is made to a new pensioner, an acknowledgement for receipt of Pension Payment Order indicating date of first payment shall be issued to the authority from whom the Pension Payment Order was received.
Similarly, when a Corrigendum Pension Payment Order is received and acted upon for payment an acknowledgement shall be sent.
- (vi) The dates for the payment of the various Classes of pensioners will be fixed and notified in advance by the pension Disbursing Authorities for the information and guidance of the pensioners concerned. The dates once fixed and notified should not be altered by the Pension Disbursing Authorities under any circumstances. At the time of each payment, the pensioner's attention may be suitably drawn to the date he is due to be paid next.
- (vii) Pension bill forms (**Annexure-I to Appendix15**) are to be supplied to pensioners by the Pension Disbursing Authorities. He should, therefore,

supply a bill form to the concerned pensioner after each payment, to enable the pensioner to submit the bill for the next payment due. Forms improvised by the pensioners or inappropriate forms are not acceptable in audit.

- (viii) When payment is made, necessary notes will be recorded in the Payment Registers and other documents as prescribed in the subsequent paras. The instructions for filling up the payment column in the Payment Registers are detailed in **Appendix 7**. Paid vouchers / payment schedules are valuable documents and should, therefore, be kept in safe custody by the Pension Disbursing Authority till they are sent to the Principal Controller of Defence Accounts (Pensions) alongwith the periodical 'Accounts' as prescribed in **Para 125**.

Programme of Payment

62. The pensioner should, after each payment be informed of the date on which he is to present himself next to receive his pension. Pensioners may, when they can show good reason, be allowed to change the dates of their attendance.

Identification

- 63.1 Identification of a pensioner by the Pension Disbursing Authority is an important step in the process of making payment of the pensionary dues to the pensioner. The Pension Disbursing Authority is personally responsible for proper identification and payment to the correct pensioner of the amounts authorised to be paid to him / her. He / she should, therefore, exercise great care in the matter of identification. Identification is done by the Pension Disbursing Authority each time a pensioner appears before him for payment and it would not be necessary to record the fact of the identification anywhere. The identification of the pensioners, taken on the payment strength of the Pension Disbursing Authority on transfer from other Pension Disbursing Authority, should also be done.
- 63.2 Class I and II pensioners drawing pension for the first time should be required to produce the copy of the letter or Pension Payment Order by which the sanction to his/her pension was communicated by the Pension Sanctioning Authority. As such, no Descriptive Rolls are prescribed in respect of Class I pensioners, therefore, they should be identified with reference to their photographs sent to the Pension Disbursing Authority by the Pension Sanctioning Authority. Moreover, a Commissioned Officer is now issued with his Army / AF / Navy Identify Card duly superimposed 'Retired' and the cards contain the personal marks of identification, signature and photo of the officer. The Identity Card may be demanded from the Officer – pensioner when he appears before the Pension Disbursing Authority for establishing the identity of the pensioner, if felt necessary. Commissioned Officer pensioners may also be introduced by some Commissioned Officer pensioners already drawing pension through the Pension Disbursing Authority who may be asked to sign a certificate to the effect that they know the pensioner personally and the specimen signature of the new pensioner duly attested by the pensioners introducing him may be kept on record for future use.
- 63.3 The identification of the pensioners other than Class I and II should be done with reference to the marks of identification furnished in the Descriptive Rolls / Descriptive Returns where these are prescribed. As an additional means of

- identification, photographs furnished in respect of certain Classes of pensioners may also be utilised.
- 63.4 Class V pensioners should be asked to produce the letter of intimations regarding grant of pension to him / her by the Principal Controller of Defence Accounts (Pensions) and his Head of Office. The pensioner's identity should be verified with reference to the Descriptive Particulars accompanying the Pension Payment Order and photograph.
- 63.5 The Class VI, VII and VIII pensioners shall produce pension Certificate issued by the Pension Sanctioning Authority and received from the concerned Record Officer.
- 63.6 In the case of Class VI pensioners (Armed Forces pensioners), due regard will be paid to the existing provisions in the Descriptive Roll in accordance with which the pensioner may be introduced by his / her two guarantors. The requirement of bringing two guarantors may be dispensed with in respect of service / disability pensioners in whose cases photographs are available with the Pension Disbursing Authorities as an additional means of identification.
- 63.7 In the case of Class VII pensioners, in addition to general instructions, they should be identified by questioning him / her as to his / her relationship to the deceased individual on whose account pension has been granted. An applicant for the first payment of a pension, whether the pension is newly granted or transferred from another Pension Disbursing Authority must, in addition, be identified by taking the impressions of the ball of the thumb and all the fingers of his left hand (right in the case of female pensioners) and comparing them, respectively, with the impressions given in the Descriptive Roll. When a small child is granted the Family Pension or Children Allowance, the name, relationship to the child and the finger impressions of the person who will draw the pension or the allowance on behalf of the child will also be found in the Descriptive Roll and the identification of both the child and the person who is authorised to draw the pension, should be made by the Pension Disbursing Authority.
- 63.8 When pension is drawn through a personal representative, the identity of the representative should also be established before payment is made to him as authorised by the pensioner in his letter of authority.

Identification of Guardian / Representative

- 64.1 In order to prevent possible cases of fraud, when casualties occur among children granted Children Allowances, the family pensioner or the guardian drawing the allowances granted to the children, should bring them to the place of payment and it is necessary that they should be identified by the Pension Disbursing Authority. As regards children who are unable to attend for payment due to serious illness or being very young, a life certificate in the following form signed by an official of Revenue Department not below the rank of Patwari or Village Munsif may be accepted.
- “Certified that -----(Name of Child) the lawful child of late -----(Regtl. No., Rank & Name) is alive this day but cannot attend due to his / her illness.”
- 64.2 Special risk of fraud exists in the payment of pensions of women who do not appear in public. Special care should, therefore, be taken in the identification in these cases. The periodical certificate of the continued existence of Parada

Nashin women should be attested by two or more persons of respectability in the town or village and affix their thumb impression or signature on their bill in the presence of the person who signs the Life Certificate.

- 64.3 The Pension Disbursing Authority should keep a note in the Payment Register about the date on which the pensioner was first identified.

Annual Identification

- 65.1 The annual identification of the pensioner is required to be done on his first appearance or after 1st April of each year. The instructions in **Para 63** should be kept in view in identifying the pensioners. The Class I and II pensioners are, however, not identified annually unless they are over 70 years of age. When they are over that age they should be identified in the month of April to ensure their continued existence.
- 65.2 In respect of Class V, VI and VII Pensioners for the purpose of annual identification, the Pension Disbursing Authority shall compare the marks of identification on the person of the pensioner with those on his record and also compare the signature and photograph with that on record. In the case of pensioners who cannot sign, and pensioner cannot be identified by his photograph and other means, the Pension Disbursing Authority shall take the impression of the ball of the fingers of the left hand (right hand in the case of female pensioners) on the bill and compare these with the thumb and finger impressions on record so as to establish the identity of the pensioner in unmistakable terms.
- 65.3 The fact of annual identification in respect of all Classes of pensioners (in respect of Class I and II pensioners only those who are over 70 years of age) should be noted by the Pension Disbursing Authority in the Payment Register. However, in respect of Class VI, VII and VIII pensioners, the pension payment schedule contains a certificate which should be signed by the Pension Disbursing Authorities and rendered in April in each year regarding the verification of the pensioners on their first appearance during or after April of each year.

Identification of pensioners over 70 years of age

66. Particular attention should be paid to the periodical identification of old and infirm pensioners. Pensions to pensioners above the age of 70 years should not be made without verifying the fact of their existence by special enquiries.

A certificate to the effect that such verification has been carried out should be given in April in each year. A note should however, be kept in the Payment Register indicating the means by which identification has been done.

Personal appearance by pensioners for drawal of pensionary dues

67. As a general rule, a pensioner must take payment of his pension in person each time, after he is duly identified by the Pension Disbursing Authority. However, (i) a pensioner who is unable to appear in person before the Pension Disbursing Authority for one or other reasons, (ii) a pensioner who is specifically exempted from personal appearance by the Government and (iii) a pensioner who desires to draw his / her pension through an authorised agent (**see Para 70 & 72 below**) can be permitted to do so provided a life certificate is produced.

Payments on the basis of Life Certificate

- 68 Pensioner who does not appear in person for one or other reasons can produce a Life Certificate as in **Form No. 5 of Appendix 11** to these instructions from one of the authorities mentioned at items (I) to (XVII) of **Para 69**. The usual bill signed by the pensioner must be submitted alongwith the Pension Certificate where there is one. The written authority of the pensioner on IAFA-409 to pay the pension to the person nominated by him / her should be produced and attached to the relative bill.

Persons / authorities competent to issue / sign Life Certificates

69. Life Certificates issued / signed by one or other of the following authorities / persons can be accepted. However, wherever a specific authority / person is mentioned either in the bill form prescribed for the Class of pensioner or elsewhere in these instructions as competent to sign / issue the Life Certificate, may be accepted. It is necessary that the Life Certificate is issued / signed only by the authority / person so authorised.
- (i) Any person exercising the powers of a Magistrate under the Criminal Procedure Code, 1898 (5 of 1898).
 - (ii) A Registrar or Sub-Registrar under the Registration Act, 1908 (16 of 1908).
 - (iii) Any pensioned Officer who before retirement exercised the powers of a Magistrate.
 - (iv) Any Gazetted Officer of Government.
 - (v) A Munsif.
 - (vi) A Post Master.
 - (vii) A Departmental Sub Post Master.
 - (viii) An Inspector of Post Offices.
 - (ix) A Class I Officer of the Reserve Bank of India.
 - (x) An Officer of the State Bank of India.
 - (xi) A Sub Accountant appointed as an Agent or as an Accountant at a Branch of the State Bank of India.
 - (xii) An Officer of a subsidiary Bank of the State Bank of India.
 - (xiii) Head of a Village Panchayat, Gram Panchayat or Gaon Panchayat
 - (xiv) Head of an Executive Committee of a village.
 - (xv) An officer of a bank included in the second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934) in respect of a pensioner drawing his /her pension through that Bank.
 - (xvi) A Police Officer not below the rank of Sub-Inspector-in-Charge of a Police Station.
 - (xvii) A member of Lok Sabha / Rajya Sabha / Vidhan Sabha / Vidhan Parishad or a Corporator of Municipal Corporation or a Councilor of a Municipality.
 - (xviii) In the case of pensioners reemployed a life certificate furnished by the pensioner signed by the Head of the office, where he is re-employed, may be accepted on the analogy of pensioners residing abroad whose life certificate is rendered by Indian mission.
 - (xix) A District Sainik Welfare officer – (DSWO)

Exemptions from personal appearance

70. Exemption from personal appearance is permissible in the following cases. The formalities to be completed for drawal of pension in each case are also stated therein.

- (i) Pensioners desiring to draw his / her pension through an authorised agent (who has indemnified Government against overpayments) as detailed in **Para 72** below in such cases personal appearance is not necessary even at the time of first drawal of pension. Each bill of a pensioner resident in India must be signed by the pensioner, endorsed in favour of the agent and receipted by the latter. A Life Certificate should be obtained in such cases once in a year with the pension bill for the month of October.

NRI pensioners/family pensioners who are settled abroad are also exempted from personal appearance in the concerned Pension Disbursing Authorities in India at the time of first drawal of pension/family pension provided the Indian Embassy/Mission abroad issue a certificate to the effect that the pensioner/family pensioner has been identified by them on his/her personal appearance on (date) ----- with reference to documents viz (i) Marriage certificate (ii) Pass Port (iii) Pension Payment Order (PPO). These pensioners/family pensioners are further exempted from Annual identification on production of life certificate issued by the consulate/Mission abroad.

Note- The Bond of Indemnity, which must be stamped, may be in the following form in the case of a firm or a Bank;

“In consideration of our being permitted to draw pension of -----
------(No. Rank and Name) during his absence from-----
-----to-----we hereby under-take to refund to the
Government, on demand and without demur, any overpayment that
may be made to us as his Agent. In this respect the decision of the
Government shall be final and binding on us.”

- (ii) Pensioners of rank – A pensioner of rank (i.e. high status) may be privately identified by the Pension Disbursing Authority and he need not be required to appear at a public office. Payment may thereafter, be made in the usual manner.
- (iii) Pensioner specially exempted by the Local Government from personal appearance – A pensioner of this category may draw his / her pension upon the production of a Life Certificate once in six months with the pension bills for June and December. The written authority of the pensioner to pay the pension to the person nominated by him/her should be produced and attached to the relative bill.

Note- A note of the sanction given by the Local Government for the exemption from personal appearance will be kept in the Payment Register and the Pension Certificate, where one is issued.

- (iv) Pensioners who are unable to appear in person in consequence of bodily illness or infirmity – A pensioner of this category may draw his /her pension upon the production of a Life Certificate in six months with pension bill in June and December.
- (v) Severely wounded and infirm Armed Forces Pensioners (Class VI) – Such pensioners may be paid their pension on production of a Life Certificate on IAFA-409. The certificate in the case of illiterate pensioners should bear the impression of the ball of the thumb of the

- pensioner's left hand, (right hand in the case of female pensioner) taken in the presence of that officer or person.
- (vi) Female pensioners who are not accustomed to appear in Public – A pensioner belonging to this category may be paid her pension to another person as she may appoint on her behalf on production of a letter of authority, a Life Certificate, a certificate of non-marriage / non – remarriage or an undertaking from widow recipients of Family Pension to the effect that she shall report the event of re-marriage promptly to the Pension Disbursing Authority. The Life Certificate in the case of illiterate Pensioner should bear the impression of the ball of the thumb of the pensioner's right hand taken in the presence of the Officer signing the Life Certificate.
- (vii) Children owing to illness, and very young children, if the Pension Disbursing Authority considers that their attendance for payment would cause inconvenience or hardship – In this case a Life Certificate in the following form signed by an Official of the Revenue Department not below the rank of a Patwari or Village Munsif or other responsible person may be accepted.
 "Certified that -----(Name of child) the lawful child of the late -----(Number, rank, Name and Corps of the deceased) is alive this day but cannot attend for payment of pension authorised owing to illness."
- (viii) Armed Forces Pensioners (Class VI) employed in various institutions such as Railways, Mills, Private Firms of Standing etc. – In this case the forms as per **Appendix-13** to these instructions which contains the Life Certificate, authority for payment to a representative, an acquittance by the pensioner and receipt by the representative, may be used in lieu of IAFA-409. It should be seen that the form is complete in all respects as received from the Head of the Institution, before payment is made to the representative, whose signature should be obtained for the money delivered to him.
- (ix) Armed Forces Pensioners (Class VI), who are unable to appear owing to employment, other than those mentioned in clause (viii) above – A pensioner of this category also may draw his pension upon the production of a Life Certificate once in six months, with pension bill for June and December. The Life Certificate in these cases will be obtained on IAFA-409.
- (x) Gorkha pensioner living in Nepal or a pensioner residing in Bhutan who is physically unable to draw his pension in person – The payment to this category of pensioners may be made through a Pension Disbursing Authority in India or under arrangements by the Indian Embassy, Nepal Kathmandu to a representative who produces the pensioner's Pension Certificate and a Life Certificate on IAFA-409 signed by either two male Armed Forces pensioners if below Junior Commissioned Officer rank (or equivalent rank of the Air Force / Navy) or by a pensioner of Junior Commissioned Officer rank (or equivalent rank of the Air Force / Navy) acquainted with the pensioner.
 Gorkha Armed Forces Pensioners residing in Nepal territory will themselves be responsible for furnishing annually a Life Certificate signed by two male Armed Forces pensioners and counter-signed by an official of the Nepal Government.
- (xi) Armed Forces Pensioners residing in Pauri Garhwal and Chamoli Districts (Uttaranchal)- Pensioners of this category may be permitted, if they so desire, to draw their pensions through their representatives.

Such a pensioner will be required to make one journey with his representative to the Pension Disbursing Authority concerned and state personally to him that he desires his pension to be paid in future through that representative. The Pension Disbursing Authority will record the identification marks of the representative who will thereafter be permitted to draw the pension on production of the pensioner's Pension Certificate and a Life Certificate (IAFA-409) signed by either two male Armed Forces pensioners below Junior Commissioned Officer rank (or equivalent ranks of the Air Force / Navy) or by a pensioned Officer / Junior Commissioned Officer (or equivalent ranks of the Air Force / Navy) acquainted with the pensioner and countersigned by a serving Officer, Sub-Inspector of Police, a Tehsildar, a Sub Post – Master, a Village Sarpanch, a Village Headman or a Patti Patwari. The Pension Disbursing Authority will make independent enquiries once a year to satisfy himself that the pensioner is still alive.

- (xii) Pensioners residing in Bhutan who are physically unable to draw their pensions in person –In these cases the payment may be made by the Political Officer there, through a representative in accordance with the procedure indicated above in respect of Gorkha pensioners living in Nepal, vide item No. (x) above.

The political officer at Bhutan will obtain once a year a Life Certificate from Bhutan Government for every such pensioner residing in those countries.

- (xiii) Pensioners drawing pensions through Money Order- the detailed procedure for remittance of Pension through Money Order is given in **Para 90**.

Proof of continued existence

71. In all cases of non-appearance referred to above in **Para 70**, the Pension Disbursing Authority must at least once a year require proof independent of that furnished by the Life Certificate, of the continued existence of the pensioner. For this purpose, he should, save in cases of exemption from personal appearance granted by the Local Government, require the personal attendance for due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

Payment to Agents

- 72.1 For purposes of payment of a pension through an agent, the pensioners can be grouped as under: (a) those stationed in India who desire to draw through a scheduled Bank or a personal representative, (b) those resident in India who desire to draw through a Bank or firm nominated for this purpose as permanent arrangement by executing a Power of Attorney in favour of the Bank or firm and (c) those resident outside India and desire to draw through a Bank or firm nominated for this purpose, by executing a Power of Attorney in favour of the Bank or firm.
- 72.2 **In regard to category (a) above** the procedure for drawal of pension through an Agent by submission of the prescribed pension bill and a Life Certificate has been outlined in **Para 70**.

72.3 **As regards category (b) above-**

- (i) A pensioner resident in India may draw his/her pension through a duly authorised agent possessing a legally valid Power of Attorney. The agent must execute a Bond to refund overpayments and produce at least once a year a Life Certificate.
- (ii) The Power of Attorney referred to in clause (i) above will be executed by the pensioner in the form as per **Appendix 14** to these instructions on a non-judicial stamp paper of appropriate value as applicable to the place where the Power of Attorney will be executed, and it will be executed before the Notary Public or a Magistrate.
- (iii) The Power of Attorney will be got registered by the Pensioner.
- (iv) The original copy of the Power of Attorney will be sent by the pensioner or the person to whom the Power of Attorney is conferred, to the Pension Disbursing Authority. The Pension Disbursing Authority will return the original copy of the Power of Attorney to the agent after satisfying himself of its correctness and retain the duplicate copy in his records. The Pension Disbursing Authority will forward the duplicate copy of Power of Attorney alongwith the initial claim preferred by the agent to Principal Controller of Defence Account (Pension), under intimation to the pensioner. Further payment of pension will be made by the Pension Disbursing Authority, on receipt of the instruction from Principal Controller of Defence Account (Pension), Allahabad.
- (v) The Pension Disbursing Authority will maintain a Register in the Form as per **Annexure to Appendix 14** to these instructions and all cases in which the Power of Attorney has been granted, will be recorded therein.
- (vi) The person holding the Power of Attorney will prepare and present the bills, making a claim on behalf of the pensioner and receive the payment on his/her giving the quittance. If the person holding the Power of Attorney is an agent (including a Bank) who has also executed a Bond to refund overpayments, he/she can draw the pension for a period of not more than a year after the date of the Life Certificate furnished by him/her in respect of the pensioner. If, however, the person holding the Power of Attorney is not an agent (including a Bank) who has executed a Bond to refund overpayments, he/she may either receive the payment in person from the Pension disbursing Authority after giving his/her quittance, or if he/she so desires to draw the pension through representative nominated by him/her, he/she may receive payment through him/her, but in either case of receiving payment in person or through an agent or a representative, he/she shall append to the pension bills, on each occasion, a Life Certificate in respect of the pensioner and will also furnish other certificates like non-employment etc. signed by the pensioner, required as per **Para 78 & Appendix 11**.
- (vii) The agent possessing the legally valid Power of Attorney, will also sign on behalf of the pensioner, the certificates and declarations, etc., as are required to support the pension bills, with such modifications as would be necessary in the context of an agent signing them, irrespective of the fact whether or not he/she has executed an Indemnity Bond to refund overpayment, if any. The pensioner will, however, himself ratify, once a year, the certificates and declarations already given by his/her agent, in respect of the period for which the pension was drawn by the agent on his/her behalf.

- (viii) The pension of an individual drawing pension through an agent who has executed a Bond to refund overpayments will not be paid in respect of a period of more than a year after the date of the life Certificate last received, and the Principal Controller of Defence Accounts (Pensions) and Pension Disbursing Authority will be on the watch for authentic information of the death of any such pensioner, and on receipt thereof, will promptly stop further payments.

72.4 As regards category (c) above, the provisions of **Sub-para 72.3** will equally apply to cases where a pensioner not residing in India desires to draw his / her pension through an agent. The points mentioned here under may, however, further be seen by the Pension Disbursing Authority :

- (i) The pensioner has opened a non-resident account in any one of the scheduled banks in India.
- (ii) He has executed a Power of Attorney in duplicate in the form as per Appendix 14 on Indian non-judicial stamp paper of appropriate value, where Indian – non-judicial stamp paper is not available, on durable plain paper duly affixed with adhesive Indian stamps of appropriate value in favour of authorized agent. The value of the stamps will be determined with reference to practice as obtained in the place where the Power of Attorney is executed. The Power of Attorney is to be executed before a Notary Public or Indian Embassy abroad. If the Power of Attorney is executed before the Notary Public, it must be signed in the presence of an Official of Indian Embassy / Mission abroad, who should attest the signature of the pensioner.

Note 1- If a Power of Attorney is executed on a plain paper, and is not affixed with adhesive Indian stamps of appropriate value, the pensioner may write to his agent in India, advising him to take the same to the Collector within three months of its receipt for getting it stamped according to Indian Stamp Act.

Note 2- If the Consular fees charged by the Mission / Embassy abroad include stamp duty also, there is no need of getting the Power of Attorney stamped in India.

Note 3- The pensioner who wants to execute the Power of Attorney in India before proceeding abroad, may be allowed to do so, provided he executes the same on a non-judicial stamp paper or on a plain paper affixed with adhesive stamps of appropriate value before the Notary Public or any Magistrate.

Note 4-Execution of Power of Attorney is not required by the pensioner whose Pension Disbursing Authority is Public Sector Bank.

- (iii) Pensioner has submitted his/her pension claim on IAFA-380(a) or an arrear claim on IAF(CDA)-651 if the pension has not been drawn for more than one year.
- (iv) Pensioner has submitted a Life Certificate on IAFA-409 as per proforma No. 5 of Appendix 11 issued by an authorized official of the Embassy/High Commission of India, Consules of Indian Consulates or a Notary Public or an officer of an Indian Public Sector Bank attached to its branch in the Country, where the pensioner is residing.
- (v) He has submitted a certificate of non-change of nationality once a year in April each year as per Form No. 6 of **Appendix-11**, whose nationality at the time of retirement was Indian and who for time being is residing outside India.

Note-1: In case any pensioner, on change of Nationality becomes a naturalized citizen of a foreign state, entitlement of pension will remain unaffected and pension will continue to be paid by his/her Pension Disbursing

Authority. However, the pensioner should intimate the change of Nationality to the Pension Disbursing Authority as well as to the Principal Controller of Defence Accounts (Pension), Allahabad for updation of their records.

Note-2: Life Certificate and Certificate of non-change of nationality as per proforma given in **Form No. 5 and 6 of Appendix-11** will be submitted initially with the first claim after the pensioner goes abroad. Thereafter, the Life Certificate or non-change of nationality will be submitted by the pensioner to the Pension Disbursing Authority, once in a year with the claim for April. The pension should not be paid beyond the date on which the next Life Certificate, certificate of non-change of nationality is due. The Pension Disbursing Authority should promptly stop payment of pension beyond the date of death of the pensioner.

- (vi) Pensioner has submitted attested copy of his/her passport.
- (vii) Pensioner has submitted other certificates viz non-employment/re-employment certificate, non marriage/re-marriage certificates etc.

Forfeiture of pensions when sentenced to imprisonment by court

73.1 If a pensioner is convicted by any criminal court of serious crime or found guilty of grave misconduct, his pension is liable to be forfeited. Should the Pension Disbursing Authority become aware of any case in which a pensioner is sentenced to imprisonment or is found guilty of grave misconduct, he should forthwith report the matter to the Principal Controller of Defence Accounts (Pensions), with a copy of the order of conviction and sentence for reporting the matter to competent Administrative Authority so that he may be able to serve a show cause notice to the pensioner before his pension is withheld / suspended. On release of the pensioner from imprisonment, the Pension Disbursing Authority will obtain an application from the pensioner for restoration of pension and submit it to the Principal Controller of Defence Accounts (Pensions), with a report together with the following documents:

- (i) A copy of the judgment of the Court by which the pensioner was tried and convicted and if an appeal was made, a copy also of the judgment of the Appellate Court.
- (ii) A memo showing the dates from and to which the pensioner was actually in prison, to be obtained from the Superintendent of the Jail from which the prisoner was released.
- (iii) A list giving particulars of previous convictions, if any, against the pensioner to be obtained from the Deputy Commissioner or Collector of the District.
- (iv) A memo showing the character on discharge from service, length of service and the date from which pensioned as well as the regimental number of the pensioner as shown in the Descriptive Roll.
- (v) A memo showing the date of arrest and the period the pensioner was under Police custody as an under trial prisoner prior to the date of conviction.

73.2 Any permanent reduction in the rate of pension that may be decided upon will be notified in the Pension Payment Order by the Principal Controller of Defence Accounts (Pensions) or other PSAs and an advance intimation will be sent to the Pension Disbursing Authority who should note the reduced rate on the pensioner's papers and the Payment Register.

Note- 1 If a pensioner is imprisoned for debt, or pending trial on a criminal charge of which he is subsequently acquitted or if he is convicted of a criminal charge by a Lower Court but is acquitted on appeal by Higher Court, pension will be admissible to him for the entire period including any period spent in Jail or in Police or Jail custody.

Note- 2 If a pensioner is found guilty of grave misconduct but is not imprisoned, the Pension Disbursing Authority will report full facts of the case to the Pr. Controller of Defence Accounts (Pensions) who will obtain orders of the competent authority for the suspension or otherwise of the individual's pension. Pending instructions of the Pr. Controller of Defence Accounts (Pensions), the pension will not be stopped.

73.3 The competent authority will communicate his orders on the case to the Pr. Controller of Defence Accounts (Pensions) endorsing at the same time a copy thereof to the reporting officer/Pension Disbursing Authority.

Reduction or Forfeiture of Pension of an Armed Forces Pensioner Convicted of a Serious Crime by a Foreign Court

74. Cases of Armed Forces Pensioners who are convicted by a foreign Court (including Nepal) or who are imprisoned in a jail outside India for serious crimes, will be reported by the Pension Disbursing Authority to the Pr. Controller of Defence Accounts (Pensions) who will refer the case to the Government of India for a decision on the question of reduction/forfeiture or restoration of pension. While all possible efforts will be made to submit such cases supported by the relevant documents/information prescribed in para 73.1. Cases where copies of judgment, etc. of a foreign Court are not forthcoming for any reason will be put up with complete information regarding the nature of offence, circumstances in which it was committed and the sentence passed by the Court/Appellate Court.

Note- In the case of a Gorkha pensioner residing in Nepal but drawing pension from a Pension Disbursing Authority located in India (i.e., Gorakhpur, Bahraich, Darbhanga etc.), the Recruiting Officer for Gorkha on receipt of information regarding his conviction by a criminal Court will investigate the case and refer it to the Government of India through the Pr. Controller of Defence Accounts (Pensions).

Attachment of Pensions by Court Orders

75.1 In accordance with Section 11 of the pension Act (Act XXIII of 1871), no pension granted by Government on account of past services or present infirmities or as a Compassionate Allowance and no money due or to become due on account of any such pension or allowance, shall be liable for seizure, attachment or sequestration by process of any Court in India at the instance of a creditor for any demand against the pensioner or in satisfaction of a decree or order of any such Court. While an order issued by a Court can not prima facie be ignored and should, therefore, be honoured, the relevant provisions of Section 11 of the Pension Act may be brought to the attention of the Court with a view to getting the court orders vacated and simultaneously the Pension Disbursing Authority should bring the matter to the attention of the Pr. Controller of Defence Accounts (Pensions) for further necessary action. Relevant extract of clause 4 and 6 of Chapter II of the Pension Act are also given below:

Clause 4 under Chapter-II: Rights to pensions

Except as hereinafter provided, no Civil Court shall entertain any suit relating to any pension or grant of money or land revenue conferred or made by the Government or by any former Government, whatever may have been the consideration for such pension or grant and whatever may have been the nature of the payment, claim or right for which such pension or grant may have been substituted.

Clause 6 under Chapter-II: Civil Court empowered to take cognizance of such claims

A Civil Court otherwise competent to try the same shall take cognizance of any such claim upon receiving a Certificate from such Collector, Deputy Commissioner or other officer authorised in that behalf that the case may be so tried, but shall not make any order or decree in any suit whatever by which the liability of Government to pay any such pension or grant as aforesaid is affected directly or indirectly.

- 75.2 No pensioner can assign or sell any interest in respect of pension not then due.

Employment after retirement under a Government outside India

76. A Commissioned Officer is required to obtain prior permission of the President for any employment under any Government outside India. For this purpose each Class I pensioner shall submit a declaration on **Form No. 7 to Appendix-11** to these instructions in the month of May & November each year. Should the Pension Disbursing Authority becomes aware that the pensioner has not obtained the requisite permission of the President for his employment outside the Government of India, the payment of pension/Retirement Gratuity shall be held in abeyance and matter reported to the Pr. Controller of Defence Accounts (Pensions).

Explanation: For the purpose of these instructions the expression "employment under any Government outside India," includes employment under a Local Authority or Corporation or any other Institution or Organisation which functions under the supervision or control of Government outside India, or an Organisation of which Government of India is not a member. Permission will, however, not be granted for acceptance of employment under a foreign Mission in India before expiry of at least 3 years from the date an Officer ceases to be in Defence service.

Acceptance of commercial employment by Commissioned Officers after retirement

77. A Commissioned Officer of the rank of Colonel and above of Army and their equivalents in the Navy and Air Force and a Defence civilian who was member of Central Civil Service Group 'A', who is granted Retiring pension and Retirement Gratuity in respect of his Armed Forces service/civil service if accepts any commercial employment before expiry of two years from the date of his retirement, he is required to obtain prior sanction of the Government for such employment. For this purpose the pensioner shall submit a declaration in **Form No. 7 of Appendix-11** to these instructions in May & November each year. Should the Pension Disbursing Authority becomes aware that the Officer

has failed to obtain sanction of the Government for commercial employment before expiry of two years from the date of retirement, he shall hold in abeyance the payment of pension and report the matter to the Pr. Controller of Defence Accounts (Pensions).

Note 1- The expression "commercial employment" includes:

- (a) An employment in any capacity including that of an Agent under a Company, Co-operative Society, firm or individual engaged in trading in commercial, industrial, financial or professional business and includes also a Directorship of such company and Partnership of such firm but does not include employment under a Body corporate, wholly or substantially owned or controlled by the Government.
- (b) Setting up of practice either independently or as a Partner of a firm, as Adviser or as Consultant, in matters in respect of which the pensioner:
 - (i) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on, are relatable to his official knowledge or experience, or
 - (ii) has professional qualification but the matters in respect of which such practice is to be set up are likely to give his clients an unfair advantage by reason of his previous official position.
- (c) Employment, where the pensioner has to undertake work involving liaison or contact with the Offices or Officers of the Government.

Note 2- The expression "employment under a Co-operative Society" includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such Society.

Pensioners employed / re-employed under Government

- 78.1 A pensioner/family pensioner drawing pension in India shall be required to furnish a non-employment or re-employment Certificate under a Government Department / Office, Company, Corporation / Autonomous Body or Society or State Government or Union Territory or Local Fund, once in a year in the month of November in **Form No. 7 of Appendix-11** to these instructions.
- 78.2 The Gorkha military pensioners drawing pensions at Pension Payment Authorities at Pokhra, Dharan and other centres in Nepal, shall be exempted from furnishing the declaration of non-employment at the time of payment of pension.
- 78.3 "Dearness Relief on pension shall not be payable from the date of re-employment in Central / state Government Department / office, Public Sector undertaking / Autonomous Bodies, Local Funds, LIC / GIC etc. in the case of those pensioners who are not covered by the provisions of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension, & Pensioner's Welfare, New Delhi O.M. No. 45/73/97 - P & PW (G) dated 2.7.1999 and Ministry of Defence, New Delhi letter No. 7 (1)/95/D (Pensions / Services) / 99 dated 6.10.99 which applicable with effect from 18.7.1997 as per **Para 100**.

- 78.4 If a pensioner declares that he is re-employed under a Government Department / Office / Company / Corporation / Autonomous Body or Society or State Government or Union Territory or Local Fund, he shall be asked to furnish the following information for the first time which shall be sent to the Principal Controller of Defence Accounts (Pensions) alongwith his pension voucher / schedule.
- (I) Capacity in which employed.
 - (II) Date from which employed.
 - (III) Address of the re-employing office.
 - (IV) Pension Payment Order number notifying pension and date of commencement of pension.
 - (V) If re-employed in a military capacity whether the pensioner has been re-enrolled or attested or re-employed in an appointment the combatants of which are required to be enrolled or attested under the Army / Navy / Air Force Acts.

Payments drawn by Family Pensioners through false declarations / certificates

79. Whenever there is reason to suspect that any individual has obtained admission to the Family Pension establishment or, a woman, to the continuance or the Indian Order of Merit or Victoria Cross or Military Cross or Param Vir Chakra or Mahavir Chakra or Vir Chakra etc. allowance of a deceased pensioner through fraudulent means, or that an overpayment of pension has been caused through false Widowhood Certificate or otherwise, payment should be withheld and a full report submitted at once to the Principal Controller of Defence Accounts (Pensions) giving full particulars for orders of competent authority as to the manner in which the sum fraudulently drawn by the alleged widow shall be recovered from the pensioners who signed the false certificates/undertaking. Unless the pensioners who signed such certificate can offer a satisfactory explanation other than that they were ignorant of the widows remarriage, the sum obtained by the alleged widow with the aid of certificate/undertaking the amount shall be recovered from the pensioners who signed it in share proportionate to the pension which they are receiving subject to the provision that the monthly pension of each pensioner shall not be reduced by more than one third. Cases of family pensioners in receipt of more than one pension in respect of the same person, should also be reported to the Principal Controller of Defence Accounts (Pensions) for orders. The least advantageous pension should be suspended pending receipt of decision but see notes below **Para 41.1.**

Advance of pension to destitute pensioners

80. An advance of pension / arrears of pension subject to a maximum of Rs. 250.00 is sanctioned by the Principal Controller of Defence Accounts (Pensions) to the destitute pensioners other than Commissioned Officers, Defence Civilians, and their families who visit his office in connection with any claim / matter pending in his office. The Pension Disbursing Authority should on receipt of intimation about authorisation by the Principal Controller of Defence Accounts (Pensions) of the advance to destitute pensioner, recover the advance from his / her pension / arrears of pension or future entitlement in one lump sum.

On adjustment, the Pension Disbursing Authority should immediately intimate the fact to the Pension Sanctioning Authority quoting his office communication number and date for completion of record in his office.

Payment to Insane Pensioners

- 81.1 When a pensioner is believed to be insane and an application is made for his / her pension, a certificate by a Magistrate stating that the pensioner is a lunatic should be called for. The production of such a certificate is essential. The certificate need be produced only once and not every time a payment is to be made.
- 81.2 In the case of a pensioner in respect of whom a certificate has been granted by a Magistrate as mentioned above, the payment of pension and gratuity will be regulated as under: -
- (i) **Where the insane pensioner is lodged in an asylum** - The whole of the pension and gratuity will be paid to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her Life Certificate signed by the competent authority, the question of payment by them of the cost of the pensioner's maintenance being left to be decided by the Court on an application by the asylum authorities and in accordance with the provisions of Section 26 of the Lunacy Act.
 - (ii) **Where the insane pensioner is in the charge of his / her dependents:** - The whole of the pension and gratuity will be paid to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her Life Certificate signed by the competent authority.
 - (iii) **Where the insane pensioner is in the charge of a friend or any other relation:** - The pension and gratuity will be payable in two shares, one to the person having charge of the lunatic and the other to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her Life Certificate signed by the competent authority. The size of each share being determined by the Principal Controller of Defence Accounts (Pensions) in consultation with the local Civil Authorities; and pending such determination, half of the pension and gratuity will be authorised to be paid to the dependents of the pensioner.
- 81.3 For purposes of resuming payment to the pensioner, a certificate of the Magistrate that the pensioner has regained sanity, will be obtained.
- 81.4** In cases where claimant to Family pension was found insane at the time of grant of family Pension and whose Family Pension claim form was completed by the person or agency in whose custody such a claimant was held, the thumb and finger impressions or signatures on the copy of the claim form held as Descriptive Roll will be obtained by the Pension Disbursing Authority, if and when the pensioner on regaining sanity comes to draw his/her pension. A certificate in regard to the eligible heir having regained his sanity will also be obtained as indicated at **Para 81.3** above.

Payment of Pensions to Lepers

- 82.1 Lepers, on account of the contagious nature of their disease, may be paid their pensions without being called upon to produce their Pension Certificate, if any, or a pension bill. The Pension Certificate where one is issued should be retained by the Pension Disbursing Authority himself for so long as the

pensioner is drawing his/her pension through him. Where a leper-pensioner appears before the Pension Disbursing Authority in person, the Pension Disbursing Authority will satisfy himself as to the identity of the pensioner and arrange to get a pension bill drawn up on behalf of the pensioner or the pension payment schedule will then be stamped by the Pension Disbursing Authority as having been paid in his presence. In cases where Pension certificates are in use, the fact that the payment has been made will be recorded on the Pension Certificate under the initials of the Pension Disbursing Authority.

- 82.2 In the case of those leper-pensioners who are unable to move or are not allowed to appear before the Pension Disbursing Authority on medical grounds, their pensions may be paid to their representatives on production of Life Certificates on behalf of the pensioners.
- 82.3 As regards remittances of pension to leper pensioners by money order, the procedure indicated in **Para 90** may be kept in view.

Mode of Payment

- 83.1 The payments of pension, allowances, gratuities, etc. will be made in accordance with the instructions contained on the Pension Payment Orders. The instructions contained in these instructions shall also be borne in mind and in no case deviation shall be made unless authorised by Pension Sanctioning Authorities or the Pr. Controller of Defence Accounts (Pensions). Payments should be made in the presence of the Pension Disbursing Authorities. Pensioners shall submit their pension bill, on the proforma as per **Annexure-I of Appendix-15** to these instructions, in the office of the Pension Disbursing Authority for authorisation of payment. Pension Disbursing Authorities which are not dependent on Bank for cash (functioning as Non-Banking Treasury) or where small amount of pension is to be made by a Pension Disbursing Authority, Payments in cash may be authorised and made through a schedule prepared for more than one pensioner in the proforma as per **Annexure-II of Appendix- 15** to these instructions. The Pensioners shall submit the requisite certificates as may be due, for the payment of pension or allowance for the month. It should be ensured that the Pension Payment Orders number notifying initial grant of pension and P.S. No. or T.S. No. as the case may be, is entered in the pension bill/schedule. Any correction or alteration in the bill/schedule should be attested by the Pension Disbursing Authority. The total of the bill or grand total of schedule should always be shown in words as well as in figures. All supporting vouchers/certificates/declarations should be numbered in consecutive serial number and securely attached to each schedule. The Pension Disbursing Authority shall ensure that signature of the pensioner on the pension bill or schedule compares with the signature on record in the Payment Register and his identity is established with reference to his photograph and or marks of identification as per Payment Register.

Note- Pension of children, who are minors and whose mothers are in receipt of pension, are drawn in the same bill in which mother's pension is drawn.

- 83.2 In the case of Class I and II pensioners, each payment of pension so authorised is to be entered in the Payment Register and attested under the initials of the Pension Disbursing Authorities. In the case of Class V, VI, VII and VIII pensioners, the date of payment, period for which pension relates and

amount paid is entered in the Payment Register and Pension Certificate of the pensioner.

Minimum Pension

84.1 In the following types of Pension the minimum Pension before commutation is payable @ Rs. 1275/-p.m. wef. 1.1.1996 & @ Rs.3500/- p.m. w.e.f. 1.1.2006. The minimum and maximum limit of pension / Family Pension fixed from time to time is at Part-I, II & III of **Appendix-16**.

(a) Armed Forces pensioners-
(Class I, II, VI and VII)

- (i) Retiring Pension.
- (ii) Service Pension.
- (iii) Special Pension.
- (iv) Reservists Pension.
- (v) Invalid Pension.
- (vi) Service element of Disability Pension.
- (vii) War-Injury Pension.
- (viii) Family Pension (Ordinary, Special and Liberalised).
- (ix) Dependants Pension.
- (x) Continuance of Special Family Pension.

(b) Defence Civilians (Class V pensioners)

- (i) Superannuation Pension.
- (ii) Retiring Pension.
- (iii) Invalid Pension.
- (iv) Family Pension.
- (v) Compensation Pension.
- (vi) Compulsory Retirement Pension.
- (vii) Compassionate Allowance.
- (viii) Disability Pension.
- (ix) Extra Ordinary Family Pension.
- (x) Liberalised Family Pension.

84.2 In the case of individuals retired as JCO/Ors prior to 01.01.86, their pension after consolidation under the Ministry of Defence letter no. 1 (2)/98/D (Pensioners) dated 14.07.98 and the individuals who retired on or after 01.01.86 (i.e. Post 86), their pension after consolidation under the Ministry of Defence letter No. 1 (2)/97/D (Pension / Service) dated 24.11.97, in the case of Armed Force pensioners and under Government of India Ministry of Personnel, Public Grievances and Pension, Department of P & PW letter No. 45/86/97-88 (PW (A)-Part-II dated 27.10.97, in the case of Defence Civilians, which are table based shall be stepped upto Rs. 1275/- per month with effect from 01.01.96, if it works out to less than Rs. 1275/- per month. The Armed Forces Personnel discharge prior to 01.01.2006 and drawing their pension as on this date, their pension will be revised w.e.f. 01.01.2006 in term of MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.11.11.2008 with minimum pension as Rs.3500.00 subject to safeguard with modified parity order vide MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.20.01.2009. In case of JCO/Ors, their pension will be further revised w.e.f. 01.07.2009 as per recommendation of Cabinet Secretary Committee viz One Rank One Pension issued vide MOD letter No. PC 10(1)/2009-D(Pen/Policy) dt.08.03.2010 similarly in case of Defence Civilian Pension drawing their pension as on 01.01.2006, their

pension will be revised w.e.f. 01.01.2006 in term of MOP, PG&P Deptt. of Pension & Pensioners' Welfare letter F.No. 38/37/08-P&PW(A) dt.01.09.2008.

Note-1 The revision of Ordinary Family Pension to Rs. 1275/- p.m. wef. 01.01.1996 will, however, not be beneficial to family pensioners of Naib Subedar, Subedar, Sub. Major and JCOs granted Honorary Commission as officer and corresponding ranks of Navy and Air Force. The revision of Ordinary Family Pension in respect of these categories of pensioners will be made as per the Tables appended with Government of India, Min. of Def. Letter No. 6 (3)/99/D (Pensions / Services) dated 07.10.1999 (**see Appendix-16 Part X to XII**). Family Pension of Armed Force Personnel & Defence Civilian will also revised w.e.f. 01.01.2006 in terms of MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.11.11.2008 & 01.07.2009 and MOP, PG & P Deptt. of Pension & Pensioners' Welfare letter F.No. 38/37/08-P&PW(A) dt.01.09.2008.

Note-2 In cases where pensioners who are in receipt of two pensions, one from military and second from civil, the floor ceiling of Rs. 1275/- p.m. taking the two pensions together, will not apply and the individual pension will be governed by respective pension Rules with effect from 01.01.1996 vide Ministry of PPG & P, Deptt. of Pension and Pensioners Welfare F. No. 38/38/02-P&PW(A) dated 23.04.2003.

84.3 The limit of minimum of Rs. 375.00 per month with effect from 01.01.1986 and Rs. 1275/- per month with effect from 01.01.1996, do not apply in the following cases:

- (i) HKSRA Pensioners.
- (ii) U.K. Pensioners.
- (iii) Pensioners in receipt of disability element of pension only.
- (iv) Family pensioners in receipt of compassionate Pension/Allowance or ex-gratia allowance from Compassionate Gratuity Fund.
- (v) Children in receipt of Children Allowance and Children Education Allowance.
- (vi) Monetary Allowance attached to gallantry decorations shall be treated as a separate element and not counted for the purpose of stepping up of pension to minimum pension.
- (vii) Pensioners and family pensioners of the erstwhile State Forces in receipt of Special Pension, stipend, Gujara, Maintenance Allowance, Parvarish, Allowance etc.
- (viii) Special Pension sanctioned to the blinded pensioners by the Kendriya Sainik Board shall be treated as a Separate element and not counted for purpose of stepping up of pension to minimum pension.
- (ix) Ex-gratia Family Pension @ Rs. 150/- per month wef. 01.01.1992 and @ Rs. 605/- per month wef. 01.11.1997 to the families of deceased Reservists covered by the Govt. of India Ministry of Defence letter No. 10(7)/92/D-(Pension / Services) dt. 30.03.92 and No. B/40029/AG/PS-4 (d)/I/B/D (Pensions / Services) dated 07.01.1999.
- (x) Artificers skilled non combatants (enrolled) of the corps of the EME. drawing ex-gratia pension @ Rs. 283/- pm. and Rs. 150/- pm. as ex-gratia payment to the eligible members of deceased family of this category with effect from 01.01.92.

Point to be seen in passing pension bills/claims

85. The following general instructions should be observed as far as they are applicable, when payments are made. Further points to which attention must be paid by the Pension Disbursing Authority in respect of each kind of pensionary award, are laid down in chapter II to these instructions.
- (i) The bill should be in the prescribed form.
 - (ii) The pensioner's Descriptive Serial No./Pension Payment Order number, rank, name and Corps or Department as shown in the bill/payment schedule should agree with those entered in the payment Register. Pensioner Serial No./Treasury Serial No./H.O.No. allotted to each pensioner by the Pension Disbursing Authority should also be shown in the bill/payment schedule.
 - (iii) The period for which the pension is claimed, the rate of pension, the amount due in sterling as well as in Rupee (where pensions are fixed in sterling) the rate of exchange etc. should be correctly entered.
 - (iv) That pension is not admitted beyond the date to which it is sanctioned or pensioner ceases to be eligible due to disqualification.
 - (v) The amount paid should not be in excess of the amount sanctioned.
 - (vi) Necessary deductions on account of Income-Tax, demands etc. as due, should be made.
 - (vii) It should be seen that the details in a bill work up to the totals and that the totals are written in words as well as in figures.
 - (viii) A pay order should be signed by the Pension Disbursing Authority.
 - (ix) The bills should be stamped "Paid" and the amount paid and the date of payment noted, the entry being duly attested by the Pension Disbursing Authority.
 - (x) "Revenue stamp of Rupee 1.00 should as a general rule be affixed to all the vouchers for sums in excess of Rs. 5000.00 but see **Para 89**. The revenue stamps should be defaced after payment is made."
 - (xi) The bill should be receipted by the pensioner or by some other person authorised to give legal acquittance on his / her behalf and if the pensioner cannot sign his / her name, his / her thumb impression or where this is not possible due to the physical incapacity, his / her great toe impression; the thumb or the great toe impression being duly attested by a well known and respectable person, shall be taken on the bill. There is no objection to the Pension Disbursing Authority himself attesting the thumb / great toe impression. Signature may be obtained in English or Hindi. Signatures in Regional languages can be accepted in the respective regions and need not be transliterated.
 - (xii) In the case of pensioners not claiming the pension in person, the instructions regarding the obtaining of Life Certificate laid down in the preceding Paras / Chapters should be followed.
 - (xiii) It should be seen that the Life Certificate bears a date, which is later than the terminal date of the period to which the claim relates.
 - (xiv) It should be seen that the bills / vouchers are complete in all respect, particularly that wherever declarations and / or certificate are required to support the payment, such certificates and / or declarations are obtained.
 - (xv) That no individual draws more than one pension in respect of the same person.
 - (xvi) That the instructions contained in **Para 73** are observed in the case of pensioners convicted of serious crime or guilty of grave misconduct.

- (xvii) Under mentioned certificates / declarations are attached with the pension bill: -
- (a) A declaration from Class I pensioners and a certificate from Class VI pensioners for drawal of Constant Attendant Allowance once in six months in MAY and NOVEMBER, in the form at No.1(A) & 1(B) of Appendix 11.
 - (b) Life Certificate in respect of the pensioner where pension bill is preferred by an authorised Agent.
 - (c) Certificate regarding non-change of nationality to be submitted in April each year with the pension bill for March if the pensioner is residing outside India.
 - (d) Certificate of non – employment / re-employment to be submitted in the month of November each year.
 - (e) Declaration from widow to the effect that she will report the event of her re-marriage promptly to the Pension Disbursing Authority.
 - (f) Certificate of non-marriage from the female family pensioner to be submitted in month of May and November every year.
 - (g) Declaration from the family pensioner drawing first pension that she is not in receipt of any other Family Pension in respect of the deceased as required vide **Para 41.1**.
 - (h) Certificate from widower regarding non-marriage to be submitted in the month of May and November every year.
 - (i) Certificate regarding non-earning of livelihood from the parents / sons / daughters claiming family pension / children Allowance every month whose earning / income from all sources is less than Rs. 3500.00 plus dearness relief thereon (as declared by Government from time to time) per month.

Points to be seen in pension bills of Class I and II pensioners

86. The special points to be seen when payments are made -
- (i) That the disability element is not paid beyond the date on which it expires and that at least two months before when the disability element ceases, the Class I pensioner is instructed to apply to Area / Sub- Area Commander in whose jurisdiction the Officer's residence falls for arranging. Resurvey Medical Board for continuance of the disability element, if considered necessary.
 - (ii) That a Class II pensioners granted Dependents Pension from a date prior to 1.1.1986 has submitted the declaration in **Form No. 8 of Appendix-11** to these instructions and if he / she has received a fresh accession to his or her private property or income, the fact, after payment will be specially reported to the Principal Controller of Defence Accounts (Pensions) for a review of the rate of pension, if necessary.

Note- No declaration from a dependent pensioner granted pension on or after 1.1.86 is necessary.

- (iii) That when parents or brothers or sisters of a deceased officer, are granted pensions collectively, all the persons in respect of whom pension is granted are certified to be alive and that the declarations on **Form no. 8 of Appendix-11** to these instructions is suitably modified in these cases. When one of the persons in respect of whom pension is granted dies or ceases to be eligible for pension, the case should be reported to the Principal Controller of Defence Accounts (Pensions) for instructions as to the rate at which pension is to be paid to others from the date of such cessation.

Rounding off of transactions in pension bills

87. The pension including Dearness Relief shall be payable in whole rupee only. Where pension is paid for a part of a month due to death of a pensioners or for any other reasons, and pension and Dearness Relief thereon becomes payable in a fraction of a rupee, the amount of such pension may be rounded off to the next higher rupee.

Income -Tax deductions from pensions

- 88.1 It is the responsibility of the Pension Disbursing Authority to deduct Income-Tax from pensions at source where due and the deduction on account of Income -Tax shall be made strictly in accordance with the relevant provisions of the Income Tax Act, 1961, (Act 43 of 1961), as modified from time to time, and the rules and orders issued there under. The term 'Salaries' as defined in the Income - Tax Act includes 'Pensions' and where the estimated payment of the pension due to a pensioner for a financial year becomes taxable in terms of the Income Tax Act, 1961, the Pension Disbursing Authority should work out the tax due and deduct it from the pension in the usual manner. Whereas it is permissible to adjust the rate of recovery during the year so as to ensure that the correct amount due for the year is recovered within the year, it is not permissible to refund any tax recovered in excess during the year, by Affording a credit In the bill .Any excess tax recovered can only be claimed by the pensioner from the Income-Tax Authorities. Likewise, Income Tax of a previous year should not be adjusted by the Pension Disbursing Authority in the current Year, such adjustment is to be made by the Income-Tax authorities concerned, to whom the matter may be reported when such an occasion arises. Income tax should be levied on pension independently of the pensioner's private income. Care should be taken to exclude from the assessment amounts which are specially exempted from the term 'Salaries' under the provisions of the Income Tax Act. When abatement of income tax on a Life Insurance premium is allowed, the receipt of the Insurance Company should be verified and endorsed to indicate that the abatement has been allowed.
- 88.2 Pension Disbursing Authorities should issue to the pensioner from whom Income Tax has been deducted by him from his pension at source, an annual statement showing the amounts of pensions paid and the tax deducted by him. The Pension Disbursing Authority should also furnish to the Income Tax authorities concerned, a statement showing the amount of pensions paid to each assesses and the amount of tax deducted from him / her. He should also certify where necessary that he has verified the premium receipt of the Insurance Company where abatement on account of Insurance premia paid has been allowed.
- 88.3 In case of doubt regarding the liability to tax of any item of pension, the matter should be referred to the Principal Controller of Defence Accounts (Pensions) or to the Income Tax authorities for clarification. Retirement or Death gratuity, any payment on account of commutation of Pension or entire disability pension i.e. service element and disability element of a disabled personnel of Armed Forces, and Gallantry Awards viz. Ashok Chakra, Kirti Chakra, Shaurya Chakra, Sena Medal, Nav Sena Medal and Vayu Sena Medal, are notable items which are excluded from the term 'Salaries' in accordance with the Income Tax Act. at present. Accordingly these items are exempted from income tax.

Note: Section 92 of the Income Tax Act 1961 specifically provides for TDS on salaries. Though 'pension' comes with the definition of salary as per section 17(1)(ii), 'family pension' does not fall under this definition. Therefore, no tax can be deducted at source under section 192 of IT Act. However, it does constitute an income and so the recipient is obliged to meet his/her liabilities through payment of advance tax and/or self assessment tax.

Receipt Stamps

89 Revenue stamp must be affixed by the pensioner in the 'Receipt' Column/space provided in the Pension Payment Voucher where the amount Payable exceeds Rs. 5000/= .In the following cases revenue stamp is, however, not required to be affixed even though the sum payable exceeds Rs. 5000/=.

- (i) Receipts given by or on behalf of Government.
- (ii) Receipt on postal Money Order.
- (iii) Receipts given by Non-Commissioned officers, Soldiers of the Army and equivalent ranks of the Navy and Air Force for their pensions earned in respect of their service as such, when they are not serving the Government in any other capacity. Junior Commissioned Officer of the Army and equivalent ranks of the Navy and Air Force are, however, required to affix revenue stamps while receiving payment of pensions. For classification of ranks please see **Appendix-1**.
- (iv) Receipts for pensions and allowances (e.g. Family Pension, 2nd Life grant of Jangi Inam or Jagir Allowance etc.) paid by Government to the heirs of deceased Non-Commissioned Officers, other Ranks of the Army and equivalent ranks of the Navy and Air Force in respect of service in the Armed Forces.

Note- 1 The expression 'Soldiers' in the above Paragraph, includes any person below the rank of Non-Commissioned Officer.

Note-2 Warrant Officers must furnish stamped receipts for all payments in excess of Rs. 5000/= made to them whether such payments are made weekly, monthly or otherwise.

Note-3 When a Non-Commissioned Officer, Soldier of the Army and equivalent ranks of the Navy and the Air Force holds an appointment which is open to person not enlisted under the Army Act or Air Force Act or enrolled under the Indian Army Act, he is not held to be serving in the capacity of a soldier for the purposes referred to above.

Note-4 Payment of arrears of pension in excess of Rs. 5000/= due to the estates of deceased Armed Forces pensioners when made to their heirs, irrespective of the fact whether the recipients are serving or pensioned Non-Commissioned Officers or soldiers of the Army or the equivalent ranks of the Navy and the Air Force, should be supported by stamped receipts.

Note-5 A widow pensioner drawing in one and the same bill her own as well as her children's pension, will affix one revenue stamp, when not exempted from stamp duty, provided her own pension alone exceeds Rs. 5000/=.

Payment of Pension in India by Postal Money Order

90.1 Payment of pension upto Rs. 2250/= plus Dearness Relief thereon to pensioners, other than U.K. pensioners, may at their request be remitted by Postal Money Order at the Government expense.

Note- Arrears of pension due to the estate of Class VI and VII deceased pensioners may at their request be remitted by Money Order to their heirs at the cost of Government provided arrears of pension do not

exceed Rs.2250/= w.e.f. pension payable for the month of July, 2005 excluding Dearness Relief as admissible on pension vide **Para 119**.

- 90.2 A pensioner who chooses to have his/her pension remitted by Money Order at his/her expense should present himself/herself before the Pension Disbursing Authority in person with an application requesting the Pension Disbursing Authority to arrange for the remittance of his/her pension by Money Order at his/her own expense monthly or quarterly, as the case may be subject to the fulfillment of the conditions attached to such an arrangement. He /She should submit his/her Pension Certificate where one is issued, alongwith the application to the Pension Disbursing Authority.

Note- Where owing to old age or infirmity or in consequence of some physical disability, it is not possible for a pensioner to present himself in person to the Pension Disbursing Authority with the declaration electing to have his pension paid by Money Order, the Pension Disbursing Authority may accept instead, a written declaration signed by the pensioner and duly verified under his seal by a Gazetted Officer, a Magistrate, a Justice of Peace, a Tehsildar, a Naib Tehsildar, a Block Development Officer, a Police Officer not below the rank of Sub – Inspector In-charge of a Police Station or any Government Officer of equivalent rank having his Headquarters at the place where the pensioner is living for the time being. The Officer verifying the declaration should, however, specify the circumstances in which he holds that it is not possible for the pensioner to present the declaration in person to the pension Disbursing Authority.

- 90.3 The following procedure shall be followed in remittance of Pension by Money Order.

- (i) The Pension Disbursing Authority should identify the pensioner as laid down in **Para 63** antes, and make necessary entries in a special register in the Civil Account Code Form No. 40 headed 'Pensions payable by Money Order.' The Pension Disbursing Authority should then hand over to the pensioner necessary blank forms of the declarations and certificates, i.e. non-re-employment widowhood/non-marriage/non-remarriage etc. to last for a year or so, which the pensioner is usually required to furnish when he/she draws pension and instruct the pensioner to send the same duly filled in regularly, monthly or quarterly, as the case may be, so as to reach the Pension Disbursing Authority before the 10th of the month /quarter following for which pension is due. The supply of the forms should be replenished by the Pension Disbursing Authority as necessary. The Pensioner should be cautioned that his/her pension will not be remitted until the necessary certificates are received in the Pension Disbursing Authority's office. A note should be kept in the Register to indicate the particular declarations and certificates which the pensioner should furnish in support of his/her pension to enable the Pension Disbursing Authority to ensure that the requisite certificates/declarations have been received, before the remittance of the pension by Money Order is made by him.
- (ii) On a date not later than the 10th of the month, the Pension Disbursing Authority should arrange to make out a Money Order for each Pensioner from whom the necessary certificates have been received with reference to the entries in the Register in Civil Account Code Form 40, for the amount of the pension due, less the Money Order commission thereon where applicable, and make corresponding entries in the Pension Certificate and the Payment Register. In cases where the necessary certificates have not

been received ,they will be called for and on receipt, action taken to prepare the Money Order form as above.

- (iii) The Pension Disbursing Authority before signing the Money order forms placed before him, should satisfy himself that the necessary certificates due from the pensioner have been received and that the pension is due to him/her. When he has satisfied himself that the payment is due, he should sign the Money Order forms and initial the entries in the Pension Certificates, Payment Registers and the Check Register of Money Orders. Such Money Orders should be stamped with a red ink stamp with the words 'Pension Payments'. It should also be indicated on the Money Order form that the amount is to be paid to the "Payee only". If in any case the Pension Disbursing Authority has reason to doubt the correctness of the declarations/certificates, received from the pensioner, he should take necessary action to have them verified before payment is made.
- (iv) In the schedules to be prepared in respect of remittances at Government expense, the amount of commission in each case will be separately shown. The transfer of credit afforded by the Treasury Officer and other Pension Disbursing Authorities who cannot arrange for transfer of credit to the Post Office, the amount of the Cheque made out in favour of the Post Master will include the Money Order Commission also.
- (v) In order to minimize the risk of fraud the Pension Disbursing Authority should compare the signature or thumb impression on the Money Order receipt every month with the pensioner's signature or thumb impression on his record. The Pension Disbursing Authority should also take suitable steps to ensure that the payee's receipts are shown to him as soon as they are delivered. If a receipt is not received within 15 days of the date of dispatch of the Money Order, inquiries should be instituted with the Postal authorities to establish the disposal of the Money Order sent. The Pension Disbursing Authority should also satisfy himself once in a year in such a manner as he thinks desirable that the pensioner is actually alive. In token of his having done so, he should endorse on the schedules of payments for the month of April each year a certificate to the effect that he has satisfied himself that the pensioners were actually alive on the date on which the pensions were remitted to them.
- (vi) Some village official should be requested to promptly report to the Pension Disbursing Authority the death of a pensioner who is paid by Money Order, so as to guard against any fraudulent drawal of the pension by some other person.
- (vii) It will not be necessary to prepare separate bills for payments arranged by Money Order. The Payments should be shown in separate schedules prepared in accordance with the class to which the pensioners belong and the classification of the budgetary charge; and these schedules will serve as vouchers in support of the Pension Disbursing Authorities accounts. On each schedule the Pension Disbursing Authority will certify in his own handwriting to the effect that he has satisfied himself that all payments noted in the schedule have actually been remitted by Money Orders. In every schedule of the month following, the Pension Disbursing Authority will give the under mentioned certificate:-
 "Certified that I have satisfied myself that all pensions included in the schedule for the previous months have been paid to the proper persons and that I have obtained all Money Order receipts in support of these Payments and have recorded them in my office."
- (viii) The amount to be remitted should not be paid to the Post office in cash but arranged by transfer to the credit of the Post office. Pension Disbursing

Authorities who cannot arrange the transfer to the credit of the Post office, may issue cheques in favour of the Post Master for the amount of the Money orders and the commissions thereon. Treasury officer while transferring the amount to the credit of the Post office should send the Money order forms to the Post office with a certificate by the Treasury Officers that the amounts of the Money Orders and the commission thereon have been credited to the Post office in the Treasury accounts by transfer. In other cases the total amount of the Money Orders and the commissions due thereon should agree with the amount of the cheque made out in favour of the Post Master.

- (ix) On a Money Order being returned undelivered by the Postal authorities, the net amount of the money order (minus the postal commission) should be debited to the Post Office and should be shown as a distinct item in the Cash Book and in the monthly cash account, by Treasury Officers who had initially given credit by transfer to the Post Office. In all cases of undelivered Money Orders, a note should be kept in the Register in Form No. 40, as also the Pension Certificate/Payment Register. When the amount less the Money order commission is repaid to the pensioner a note to that effect should be made against the former remarks.
- (x) The system of remittance of Pension by Money Order is applicable to payment of pensions in India only.
- (xi) In the case of remittances to a leper who has lost his/her fingers and is living in an asylum, the Postal Department delivers the Money Order to the Head of the institution, who will sign the Payee's receipt on behalf of the leper. Where a leper is living with his/her parents, relatives or friends, payment is made by the Postal authorities to a responsible person with whom the leper lives. The payment is also witnessed on the Money Order form by an independent responsible person. In other cases in order to avoid delivery of the Money Orders to a person other than a pensioner, the Money orders should be marked as payable to the "Payee only" as indicated in (iii) above.
- (xii) In addition to the verification of the payee's signature in the payee's receipt each month as in item (V) above, the Pension Disbursing Authority may require independent proof of the continued existence of the pensioner annually once.

Report of death

- 91.1 Immediately on receipt of information of the death of a Class I, V (excluding family pensioner) and VI pensioner, the fact should be reported by the Pension Disbursing Authority to the Principal Controller of Defence Accounts (Pensions) through Form I (IAFA-383-A) for completion of his records and at the same time look into his records with a view to see that Family Pension has been granted to the spouse left behind by the deceased and advise them to appear before him to draw Family Pension, if already granted. Where Family Pension is not already granted, the spouse may apply to the Principal Controller of Defence Accounts (Pensions) . In case of death of the spouse who has left behind a child below 25 years of age, the guardian of the child may report the fact to the Pension Sanctioning Authority for sanction of pension to the child.
- 91.2 Before reporting the fact of the death to the Principal Controller of Defence Accounts (Pensions) suitable note will be made by the Pension Disbursing Authority in the Remarks' column of the Payment Register, Pension Payment Order, Descriptive Roll and personal file of the pensioner under his dated initials.

Change of place of payment within India and payment in India on transfer from an agency outside India.

- 92.1 When a pensioner changes his place of drawal of pension in India, his pension papers comprising of all the Pension Payment Orders and Payment Authorities already issued by the Pension Sanctioning Authority and on record of the Pension Disbursing Authority, are transferred to the new Pension Disbursing Authority of the station where the pensioner desires to draw his/her pension, along with a certificate thereon indicating the date upto and for which the pensioner was last paid by the former Pension Disbursing Authority as also the rates of Pension and Dearness Relief paid by him. The new Pension Disbursing Authority will allot a fresh PS. No./TS. No. to the pensioner and complete the appropriate columns of Payment Register. Further payments in continuation of the date upto and for which the pensioner is shown as paid on the Extract of Payment Register, will be arranged by the new Pension Disbursing Authority.
- 92.2 When a Pensioner changes his place of drawal of his pension from a station outside India, the Last Pension Certificate and other documents are received by the Principal Controller of Defence Accounts (Pensions) and instructions for the continuation of the payments in India will be issued by him to the New Pension Disbursing Authority in India.
- 92.3 The detailed procedure for the transfer of Pension accounts is given in succeeding **Para 93**.

Transfer of pension accounts.

- 93.1 When pensioners desire to receive the pension permanently or for a prolonged period at a station other than that at which they have hitherto been paid, it is permissible to arrange to transfer his /her pension accounts for payment by the new Pension Disbursing Authority. The transfer should be effected quickly in order to ensure that payment of the pension at the new station is arranged without delay.

Transfer of Pension account outside India

- 93.2 When the Payment is desired through a Pension Disbursing Authority outside India and Reserve Bank of India has specifically permitted to arrange for such payment, the transferor Pension Disbursing Authority will transmit the documents as above to the Principal Controller of Defence Accounts (Pensions).

Transfer of Pension account in India

- 93.3 The procedure to be followed both by the pensioners as well as by the Pension Disbursing Authorities in regard to transfer of pension account from one Pension Disbursing Authority to another Pension Disbursing Authority is given below:

I. How and whom to apply for transfer of pension account:

The Pensioner should apply for transfer of his pension as under:

- (i) Transfer from one Pension Disbursing Authority to another Pension Disbursing Authority-
Pensioner shall submit a simple application alongwith Pension Certificate (where issued to him) to the Pension Disbursing Authority from where he is drawing pension at present.
- (ii) Transfer from Treasury /Pay and Accounts Officer/Pension Disbursing Authority to Public Sector Banks- Pensioner shall apply for transfer in the application form prescribed in **Appendix-17** to these instructions in triplicate alongwith the Pension Certificate (where issued to him).

II. Documents which are required to be transferred by the Pension Disbursing Agencies-

The following documents are required to be transferred by the Pension Disbursing Agencies-

- (i) From one Pension Disbursing Authority (including Public Sector Bank) to another Pension Disbursing Authority (excluding Public Sector Bank)-
 - (a) Commissioned Officers and their family i.e., Class I & II pensioners.
 - (1) Pension Payment Order (including all Corrigendum Pension Payment Orders).
 - (2) Photograph/documents.
 - (3) Extract of Payment Register with a certificate thereon indicating the rate of Pension and Dearness relief and date upto and for which last paid
 - (4) Nomination to receive arrears of pension
 - (5) Option & undertaking furnished by the pensioner for Medical Allowance
 - (b) Civilians and their family and Personnel below Officer rank and their family i.e. Class V, VI and VII pensioners.
 - (1) Pension Payment Order (including all Corrigendum Pension Payment Orders.).
 - (2) Descriptive particulars / descriptive Roll / Identification Documents with Photographs.
 - (3) Extract of Payment Register with a certificate thereon indicating the rate of pension and Dearness Relief and date upto and for which last paid .
 - (4) Nomination to receive arrears of pension.
 - (5) Option and undertaking furnished by the pensioner for Medical Allowance.

(ii) Transfer from Pension Disbursing Authority to Public Sector Banks

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| a | Commissioned Officers and their family i.e., Class I, and II pensioners. | (1) | Pension Payment Order (including all Corrigendum Pension Payment Orders) |
| | | (2) | Photograph/identification Documents. |
| | | (3) | Extract of Payment Register with a certificate thereon indicating the rate of pension and Dearness Relief and date upto and for which last paid |
| | | (4) | Application of the pensioner in Form as at Appendix-17 duly completed. |
| | | (5) | Option & undertaking furnished by the pensioner for Medical Allowance. |
| | | | |
| (b) | Civilians and their family and Personnel below officer rank and their family i.e. Class V, VI and VII pensioners. | (1) | Pension Payment Order (including all Corrigendum Pension Payment Orders.) |
| | | (2) | Descriptive particulars / Descriptive Roll / Identification Documents with Photographs. |
| | | (3) | Application of the pensioner in form as at Appendix-17 duly completed. |
| | | (4) | Extract of Payment Register with a certificate thereon indicating the rate of Pension and Dearness Relief and date upto and for which last paid. |
| | | (5) | Option & undertaking furnished by the pensioner for Medical Allowance. |

III How to transfer pension papers:**Action by the Pension Disbursing Authorities –**

The documents referred to above shall be transferred as under:

- (i) In the case of transfer of pension papers from one Pension Disbursing Authority to another, the documents referred to above should be sent by the Pension Disbursing Authority of the old station to Pension Disbursing Authority of the new station directly by Registered Post.
- (ii) In the case of transfer of Pension papers from Pension Disbursing Authority to Public Sector Bank, the documents should be sent by the Pension Disbursing Authority to the Link Branch concerned of the authorized Public Sector Bank, for further transfer to the Paying Branch. In case of SBI documents should be sent to concerned CPPC instead of Link Branch. Where the particulars of the concerned Link Branch/CPPC are not known, the pensioner should be requested to give the information.
- (iii) Before sending the papers to another Pension Disbursing Authority it should be ensured that all the documents are available with them. In case any of the documents are not available, the following action should be taken before sending the papers to the other Pension Disbursing Authority:
 - (a) Where original or any corrigendum Pension Payment Order is not available, a duplicate copy thereof should be obtained from the

Pension sanctioning Authority on production of a loss Certificate as per **Appendix-4** to these instructions.

- (b) Where Pension Certificate, Identification documents, Descriptive Roll etc. are not available, the Pension Disbursing Authority should themselves prepare duplicate documents with reference to records held by them.
- (iv) Where the pensioner has been allowed commutation of pension, the Pension Disbursing Authority should also indicate prominently in the Last Pension Certificate, the date of payment of capitalized value of pension, the date of reduction of pension on account of commutation, and the date on which he would complete 15 Years for restoration of his commuted portion of pension.
- (v) An intimation regarding the transfer of pension papers should invariably be sent both by the transferor /transferee Pension Disbursing Authority to the Principal Controller of Defence Accounts (Pensions) through **Form 1 and II vide Para 127.**

Transfer of pension paper to other Pension Disbursing Authority including a Public Sector Bank even before first payment of pension.

94. Where a Pension Payment Order has been issued for payment of pension etc. and the Pension Payment Orders and other supporting documents have been received by the Pension Disbursing Authority, but the pensioner desires through a proper application to draw his first payment of pension, gratuity etc. from other station or other Pension Disbursing Authority at the same station, the Pension Disbursing Authority shall arrange transfer of Pension Payment Order and other documents forthwith to the Pension Disbursing Authority where the pensioner desires to draw his first and subsequent payments. The transferor Pension Disbursing Authority while forwarding the Pension documents shall certify that no payment on account of pension, gratuity, commutation of pension etc. has been made.

Audit Objection and Objection Statement.

- 95.1 Objections and Observations which arise out of the examination by the Principal Controller of Defence Accounts (Pensions) of the accounts of the Pension Disbursing Authorities are communicated to them by letters or Objection Statements. To these, earliest attention should be given and the Pension Disbursing Authority should reply the Objection Statements within a fortnight of its receipt by him or send a letter explaining the cause of delay.
- 95.2 No Objection Statements should be kept back on the ground that one or two of the objections are under reference or require further investigation. These should be extracted for separate disposal while other items should be replied to and the Objection Statement returned to the Principal Controller of Defence Accounts (Pensions).
- 95.3 In the case of payments made by sub-Treasury, the Objection Statements will be issued against the Head Treasury Officers who should immediately send extracts there from to the Sub-Treasury Officers concerned in respect of the items pertaining to them to admit of replies being sent by the Head Treasury Officers to the Principal Controller of Defence Accounts (Pensions) within the prescribed time. The Sub-Treasury Officers should not correspond direct with the Principal Controller of Defence Accounts (Pensions) except, through the respective Head Treasury Officers. If the Treasury Officer apprehends any delay in returning Objection Statement, he should send a letter to the

- Principal Controller of Defence Accounts (Pensions), explaining the cause of delay.
- 95.4 The original Objections Statements through which the re-audit decision of the Principal Controller of Defence accounts (Pensions) are conveyed should be retained by the Head Treasury Officers and further replies to the outstanding items should be made on IAFA-526 and not through letters or memos.
- 95.5 Necessary notes regarding submission of documents etc., called for through the objection Statement should be made against the names of the pensioners in the Payment Register to ensure clearance of the objection before next payment is due.
- 95.6 Recoveries are not ordinarily made at a rate-exceeding one third of net pension (i.e. pension plus relief thereon). A note showing on what account the recovery is made, will be entered in the bill, the number and date of the Controller's objection statement or letter being cited.

Spot Audit by Principal Controller of Defence Accounts (Pensions) Audit Team

96. Principal Controller of Defence Accounts (Pensions) shall conduct audit of pension payment on the spot by the teams deputed to the various Pension Disbursing Authorities. Pension Disbursing Authorities will provide all the documents as required by the Audit team for audit purpose. The Team will check the Payment of one month accounts selected at-random, from the Register of payment or other documents and bring all irregularities / over Payment/underpayment/wrong debit etc. detected during audit, to the notice of Pension Disbursing Authorities in the form of objection / observation statement. PDA will give immediate attention on objection /observation statement as stated in preceding paragraph and furnish reply to Principal Controller of Defence Accounts (Pensions) Allahabad.

Payment of Family Pension and Gratuity to the family, in case whereabouts of a pensioner is not known:

- 97.1 Where the family pension has been jointly notified in the PPO of missing pensioner and pensioner has been reported as missing, the Principal CDA (Pensions) shall authorise payment of family pension and commuted value of pension if not received by the pensioner by issuing Payment Authority.

Gratuity in such cases shall be authorised by the Pension Sanctioning Authority concerned separately to the nominee of the missing pensioner after the expiry of six month from the date of lodging the FIR with concerned police station. The family of missing pensioner may apply to Principal CDA (Pensions)/Pension Sanctioning Authority concerned for family pension/gratuity through their respective Record Office/Head of the Office.

Note: **The above provision is also applicable in case of missing family pensioner for grant/payment of family pension to next eligible member of the family.**

- 97.2 The above benefits may be sanctioned by Principal CDA (Pensions)/Pension Sanctioning Authority after observing the following formalities.
- (i) The family must lodge a report with the concerned Police Station and obtain a report that the employee/Pensioner has not been traced after all efforts had been made by the Police.

- (ii) An indemnity Bond should be taken from the nominee / Dependants of the employee / pensioner that all payments will be adjusted against the payments due to the employee / Pensioner in case he appears on the same and makes any claim. Specimen copy of indemnity Bond is contained in **Appendix-18**.

CHAPTER-IV

Payment of Dearness Relief

Dearness Relief on Pension / Family Pension

- 98.1 Relief against price rise is granted to pensioners and family pensioners in the form of Dearness Relief at such rates and subject to such conditions as the Central Government specify from time to time.
- 98.2 Prior to 5th CPC recommendations, Dearness Relief to pensioner and family pensioner was to remain suspended during the period, he/she is re-employed / employed under the Central or State Government or in a Statutory Corporation / Company / Body/Bank / Undertaking/ Autonomous Body etc. in India or abroad. These orders were also applicable to pensioner and family pensioner permanently absorbed in a Statutory Corporation / Company / Body / Bank / Local Fund or GIC / LIC / Undertaking / Autonomous Body under the Central or State Government.
- 98.3 Consequent upon acceptance of 5th CPC recommendations by the Government, Dearness Relief during employment/re-employment of a pensioner/family pensioner shall be regulated w.e.f. 18.7.97 as follows.
- (a)(i) In so far as re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held posts below Group 'A' and those ex-serviceman who held posts below the rank of commissioned officers at the time of their retirement their pay on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Thus such defence pensioners will consequently be entitled to dearness relief on their pension at the rates applicable from time to time.
- (ii) If the pay fixed at a higher stage because of advance increments and no protection of the last pay drawn is being given, the pay should be treated as fixed at minimum only for the purpose of ignoring the entire pension and allowing Dearness Relief on pension. However, for availing this benefit, the ex servicemen should have retired as post below commissioned Officer Rank (PBOR) before the attaining the age of 55 years.
- (b) The pay of re-employed pensioners who held Group 'A' posts or posts of the ranks of commissioned officers at the time of retirement, is to be fixed at present at the same stage as last drawn before retirement or if there is no such stage at the stage next above the pay last drawn or at the maximum of the pay scale if the pay last drawn is more than the maximum of the pay scale of the post in which re-employed.
- In view of the fact that (i) the pension is taken into account in such cases and is not entirely ignored (ii) the pay in the post of re-employment is not required to be fixed at the minimum of the scale in all cases and (iii) Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject, these re-employed pensioners will not be entitled to any Dearness relief on their pension.
- (c) As regards employed family pensioners, since the family pension received by the eligible dependant of Central Government employees/Armed Forces Personnel is in any case, not taken into account in determining their pay on employment, Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.
- (d) For this purpose every pensioner at the time of 1st payment of pension and thereafter in the month of November each year submit a certificate of re-employment/non-employment as per **Para 81**.

- Note-1 The Government / Company / Corporation / Undertaking is the one in which not less than fifty one percent of the paid up share capital is held by the Central Government or State Government or Governments or partly the Central Government and partly by one or more State Governments and includes a Company / Corporation / Undertaking which is subsidiary of a Government Company.
- Note-2 "Local Fund" means the Fund administered by a Body which by law or rule having the force of law, comes under the control of the Government and over whose expenditure the Government retains complete and direct control.
- Note-3 The Payment of Dearness Relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
- Note-4 Pensioners/Family Pensioners who are in receipt of more than one pension, the Dearness relief, where admissible, will be calculated on the total of all pensions taken together and finally rounded of to next higher rupee.
- Note-5 Dearness Relief is payable to those re-employed pensioners who get consolidated pay without dearness allowance, consolidated fee, daily wages, or elected as Members of Legislative Assembly or Parliament, Ministers/Deputy Ministers of Central or State Government, Indian Red Cross Society and Extra Departmental Agents in the Department of Posts.
- Note-6 Dearness Relief is payable to pensioners residing abroad and drawing their pensions in India in Indian currency subject to the condition that the pensioner is not re-employed /employed abroad under Central or State Government or a Corporation / Company / Body/Bank/ Undertaking / Autonomous Body controlled by Central/State Government of India. The Dearness Relief is also payable where continuance of payment of pension has been authorised by the Principal Controller of Defence Accounts (Pensions) even in cases of change of nationality. Since the entitlement to pension will remain unaffected on change of nationality with effect from 6.10.2004 and pension will continue to be paid along with dearness where admissible.
- Note-7 Such KCIOs etc. who retired prior to 30.4.57 (including their families) and draw pension after conversion of pound sterling at Official rate of exchange notified by Ministry of External Affairs from time to time, are not entitled for Dearness Relief on their pension. Dearness Relief on pension is payable only to such KCIOs etc. who either retired on or after 30.4.57 or retired prior to 30.04.57 but their pension has been refixed in Rupee, with effect from 1.1.86.
- Note-8 Dearness Relief is not payable to the following categories of pensioners-
- (i) Pensioners (except defence civilian pensioners) in receipt of Compassionate Allowance.
 - (ii) Pensioners of old Madras Army, who are in receipt of Rice Money.
 - (iii) Pensioners who are not in receipt of any pension but drawing only, monetary allowance attached to various Gallantry Awards e.g. Jangi Inam, O.B.I. Allowance, Pram Veer Chakra, Mahavir Chakra, Vir Chakra, Ashok Chakra or any other gallantry awards.

- (iv) Pensioners who have permanently settled abroad and have changed their nationality.
- (v) Pensioners employed in Government aided Schools and Canteen Stores Department under Ministry of Defence.
- (vi) Pensioners whose pension has been determined ad-hoc such as Political pension Special Pension, War Risk Pension etc.
- (vii) Special Pension to blinded soldiers.

98.4 In case there is any doubt about admissibility or otherwise of the Dearness Relief or its quantum in any individual case, the Pension Disbursing Authority shall refer the matter to the Principal Controller of Defence Accounts (Pensions). DPDOs will however, submit the case to their respective CDA.

Resumption of Payment of Dearness Relief on discharge / retirement from re-employment / employment

99. Where payment of Dearness Relief is suspended due to re-employment / employment of an Armed Forces pensioner under the Central or State Government or a Company / Corporation etc. vide **Para 98.2** above, the payment of Dearness Relief may be resumed by the Pension Disbursing Authority at its own from the date following the date of discharge / retirement from re-employment / employment or from the date of cessation or re-employment / employment on receipt of Discharge Certificate / Certificate of cessation of re-employment / employment. The Certificate of Discharge / Retirement from re-employment / employment or cessation of service, issued by the competent re-employing authority shall be enclosed with the pension bill / pension schedule resuming the payment of Dearness Relief. The Pension Disbursing Authority shall also furnish the following information in respect of the pensioner in whose case payment of Dearness Relief has been resumed: -

- (i) Department / Office where the pensioner was re-employed / employed.
- (ii) Date of re-employment / employment.
- (iii) Date of discharge / retirement / cessation of service.
- (iv) Whether the pensioner has been granted any second civil pension, and if so,
 - (a) the rate of pension and other allowances sanctioned by the civil re-employing authority.
 - (b) No. and date of Pension Payment Order and the notifying authority.

Payment of Dearness Relief to re-employed pensioners based on requisite certificate obtained from re-employer.

100 Dearness Relief at the rates prescribed from time to time by government to those pensioners who held the posts below Group 'A' and those ex servicemen who held the posts below the rank of Commissioned officers at the time of their retirement, will be payable with effect from 18.7.1997, who submit the requisite certificate to their Pension Disbursing Authorities from the re-employing authorities indicating the following:

- (i) The re-employed pensioners retired from a Civil or military post in the Central Government and was holding a post not included in classified as Group 'A' or a post below the rank of Commissioned Officer in the Armed Forces.
- (ii) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired / retiree officer was re-employed and.
- (iii) The pay of the re-employed was / is fixed at the minimum of the pay scale of the post in which he had / has been initially re-employed after his retirement from the Central Government.
- (iv) If the pay fixed at higher stage because of advance increments and no protection of the last pay drawn is being given.

Note- Rates of TI / AHI / AHR / relief and dearness relief granted from time to time are contained in **Appendix 19**.

CHAPTER -V

Demands and Recoveries

Recovery of Demands:

101. Any demand outstanding against the individual is either notified by the Pension Sanctioning Authority in the Pension Payment Order / Corrigendum Pension Payment Order or, intimated separately by the Principal Controller of Defence Accounts (Pensions) to the Pension Disbursing Authority and is recoverable from his / her pension, gratuity, commuted value of pension or Dearness Relief, in the manner mentioned therein. The Pension Disbursing Authority shall not recover of his own any demand (except overpayment of pension for which see **Para 103**) intimated to him from any other source after notification of the pensionary award, but should intimate the same to the Principal Controller of Defence Accounts (Pensions) for further directions.

Recovery of Public claim or Government dues becoming due on account of Licence Fee for retention of Government accommodation:

102. Any amount of Public claim or Government dues remaining un-recovered or becoming due on account of Licence Fee for retention of Government accommodation, may be recovered as authorised by the Principal Controller of Defence Accounts (Pensions) from the Dearness Relief without the consent of the pensioner. In such cases no Dearness Relief shall be disbursed until full recovery of such dues have been made.

Recovery of over payments of pensions:

- 103.1 "Overpayments of pensions detected within 12 months of the date of the first erroneous charge can be recovered by Pension Disbursing Authorities without reference to the Principal Controller of Defence Accounts (Pensions), in the following manner:-
- (i) Not exceeding one third of the net (pension plus dearness relief) payable each month, without the consent of the pensioner.
 - (ii) Higher installment after obtaining consent of the pensioner.
 - (iii) Lump sum against the arrear due to revision of pension without the consent of the pensioner.
- 103.2 Overpayments of pensions not detected within 12 months of the date of the first erroneous charge should not be recovered from the pensioner's dues without the orders of the Principal Controller of Defence Accounts (Pensions). If there are any arrears due to the pensioner, the payment of the same may be withheld pending decision for the overpayment made. As soon as an overpayment comes to the notice of the Pension Disbursing Authority he should report the full details of the case to the Principal Controller of Defence Accounts (Pensions) who will decide the case himself, if it lies within his financial powers or he will obtain the orders of the competent authority or the Government of India as the case may be. To avoid hardship to the pensioner, payment for the current period, however, should be continued to the pensioner at the correct rate admissible. On the decision of the case by the competent

authority, the orders passed will be communicated to the Pension Disbursing Authority by the Principal Controller of Defence Accounts (Pensions).

Overpayment due to fraud or grave misconduct

104. Where the circumstances leading to overpayment disclose fraud or guilty of grave misconduct, the payment of pensionary award should immediately be stopped by the Pension Disbursing Authority and matter reported to the Pension Sanctioning Authority and the Principal Controller of Defence Accounts (Pensions) alongwith full details of the case inter-alia indicating the total amount overpaid and period involved.

Recoveries of Disallowances

105. A disallowance made by the Principal Controller of Defence Accounts (Pensions) must in all cases be deducted from the next payment due to the pensioner except where otherwise stated. If a pensioner from whom a recovery is ordered has in the meantime been transferred to another station, the Pension Disbursing Authority should without delay pass on the order of recovery to that station and acknowledgement obtained.

Recovery of Hospital Charges

106. Any claim preferred by the Hospital authorities on account of Hospital charges against a pensioner or his wife or child should be forwarded to the Principal Controller of Defence Accounts (Pensions) who will state the amount to be recovered from the pensioner by the Pension Disbursing Authority.

Other Recoveries

107. Should a pensioner who was granted a gratuity in the first instance be subsequently admitted to pension, the gratuity already paid will be recovered from the first issue of his pension. When the gratuity paid is in excess of the arrears of pension due, no payment of pension will be made until the gratuity is fully recovered.

Recovery of public claims or Government dues from the commuted value of pension

108. Before the commuted value is paid, the Pension Disbursing Authority will recover any public claim or Government dues, which are brought to his notice as outstanding against the pensioner, from the lump sum payable to him. Where an overpayment is in the process of recovery from the pension, the overpaid amount remaining unadjusted at the time of payment of commuted value will also be recovered in one lump sum.

Recovery of Public claims or Government dues from the Retirement / Death Gratuity

109. While making payment of Retirement / Death Gratuity, the Pension Disbursing Authority shall recover any public claim or Government dues as intimated by Pension Sanctioning Authority or the Principal Controller of Defence Accounts (Pensions) or any overpayment due against the pensioner as has come to the notice of Pension Disbursing Authority.

Recovery Statement

- 110.1 Recoveries should normally be effected by deduction from pension bills (i.e. by short payments) ordinarily at the rate of one third of net (pension plus dearness relief). In cases, however, where no pension is in issue or where the pensioner volunteers to refund the amount in excess of the amount of pension then due, the recoveries may be effected in cash by deposit on Treasury Challan in Form TR-6 for credit to the Principal Controller of Defence Accounts (Pensions). In that case correct and complete particulars i.e. Name of pensioner, TS No. / PS No., Pension Payment Order No. and nature of recovery should invariably be given in the Treasury Challan and credit schedule. Where time permits, Military Recoverable order (MRO) for the amount from the Principal Controller of Defence Accounts (Pensions) may be obtained by furnishing the above details to enable the pensioner to deposit the same with the Treasury / State Bank of India.
- 110.2 Where the recovery is made by deduction from pension, a Recovery Statement on the format as per **Appendix-20** to these instructions shall invariably be attached with the Pension Account of the month.

CHAPTER – VI

Payment of Arrears of Pensionary Awards

Payment of arrears of pension

111.1 Pension should be claimed as and when it falls due. Unless otherwise provided, if a pensioner fails to draw his / her pension for a period of 36 months (12 months in the case of Pension to be paid for the first time to Class V pensioners) from the date it fell due, the same may be ceased to be payable by the Pension Disbursing Authority.

111.2 When a pensioner neglects to draw his /her pension for continuous period as mentioned above, the Pension Disbursing Authority should make enquiries as to whether he / she is alive or not and the cause of his / her non – appearance. A suitable note should also be endorsed on the Payment Register over the signature of the Pension Disbursing Authority.

Note- In the case of Gorkha military pensioners residing in Nepal, the claims to the arrears of pension not drawn within 36 months of the due date, enquiries will be instituted by the Pension Disbursing Authorities. The claim to arrears of pension shall be supported by Certificate from Gram Pradhan / Gram Panchayat duly endorsed by Secretary Zila Sainik Board indicating the genuineness of the claim and certifying the identification of the claimant by them.

111.3 If such a pensioner afterwards re-appears and a claim to draw his / her pension is preferred, the Pension Disbursing Authority may resume the payment of monthly pension accruing thereafter, after verifying the genuineness and identity of such pensioner and fully satisfying himself with the reasons submitted by the pensioner for his/her prolonged absence. but the arrears can be paid by himself subject to the provisions of **Para 111.1**. In other case, however, sanction of the Principal Controller of Defence Accounts (Pensions) would be obtained.

111.4 The pensioner concerned should in such cases be advised to submit an application on IAFA-651 with an explanation for his / her failure to draw the pension within the stipulated period, for the payment of arrears of pension alongwith (i) A Certificate form nearest police station where he was residing during the period of non drawal of pension that he is not involved in criminal offence/case.(ii) An undertaking that he was not re-employed / employed, during above period, under the Central or State Government or in a Statutory Corporation / Company / Body/Bank / Undertaking/ Autonomous Body etc. in India or abroad. The Pension Disbursing Authority other than Defence Pension Disbursing Officer (DPDO) while forwarding the application to Principal Controller of Defence Accounts (Pensions), should offer his remarks on the case, furnishing information regarding the period for which the arrears are due, the amount due, his having satisfied himself about the correctness of the claim from all angles, as also his acceptance or comments on the explanation of the pensioner for his / her failure to draw the pension in due time. Any other relevant and useful information that would help to decide the case, should also be furnished to the Principal Controller of Defence Accounts (Pensions). The Principal Controller of Defence Accounts (Pensions) will thereafter issue Payment Authority to the Pension Disbursing Authority for the payment of the arrears due.

Where the Pension Disbursing Authority is the DPDO, they will submit the application of the pensioner of IAFA-651 to their respective PCDA/CDA only when the same is beyond the powers delegated to them, with confirming about the resumption of monthly pension to the pensioner of his/her re-appearance.

A monthly report of resumption of monthly pension payment will be submitted by DPDOs to ZO (PD)/CDA/Pr.CDA concerned. Pension Disbursing Authorities other than DPDOs, will intimate the same to the Principal Controller of Defence Accounts (Pensions), Allahabad. A nil report is also necessary.

111.5 Arrears due to re-fixation / Consolidation authorised through Government Orders / Circulars Circulated by Principal Controller of Defence Accounts (Pensions) Allahabad to Pension Disbursing Authorities, for payment, may be made to pensioners, as per the provisions contained in that Circulars.

Note-1 Pension Disbursing Authority will send change statements alongwith pension accounts back after making payment of arrears of pension / Life Time Arrears etc. The change statements include the following items:

- (i) Arrear payment authorised by PSA.
- (ii) First Payment to pensioners on admission to pension establishment.
- (iii) Last payment of pension due to cessation on account of marriage, re-marriage and those stopped under Special Orders on account of misconduct or expiry of the award.
- (iv) Payment to the heirs of deceased pensioners.
- (v) Cessation of pension due to re-employment.
- (vi) Adjustment on account of increase or decrease of pension consequent on the issue of Corrigendum PPO / General Circulars.
- (vii) Payment on account of Commutation of pension or Gratuity/DCRG and other similar lump sum payments.
- (viii) Refund of recoveries earlier effected from the pensioners

Neglect to Draw Gratuity

112. A gratuity payment order remains in force for one year only. In case the individual appears after one year, an application for its payments may be obtained showing circumstances of non-drawal and forwarded to the Pension Sanctioning Authority for orders who may sanction its payment at its discretion depending upon the circumstances of the case.

Treatment of Time-Barred Claims:

- 113.1 Prior to the authorization of arrears of pension / submission of claims to arrears of pension to the Principal Controller of Defence Accounts (Pensions) / respective CDA in case of PDA is DPDO for sanction, they should be thoroughly investigated by the Pension Disbursing Authority and the cause of the absence of the pensioner ascertained, particular enquiries being made whether their absence was due to their having been kept in confinement or employment at any other station etc. The pensioner's deposition should be taken down and compared with those of the two witnesses (Armed Forces pensioners or respectable persons known to the Pension Disbursing Authority) whom the pensioner should be asked to produce. Arrear claim should be forwarded to the Principal Controller of Defence Accounts (Pensions)/ respective CDA in case of PDA is DPDO with the Pension Disbursing Authority's remarks whether the statements made therein are credible, and whether they believe the claimants to be the real person who were granted pension on comparing the marks of identification noted in their pension documents with those on their persons.
- 113.2 In addition to the above, the following information should be furnished.
- (i) The date upto and for which the pensioner was last paid and the rate at which paid.
 - (ii) The period upto and for which arrears are due and the amount involved.
 - (iii) Whether the pensioner has all along been in his payment during the period for which arrears have been claimed. If not, the date from which and the name of the Pension Disbursing Authority from whose payment he was transferred should be stated.
 - (iv) A certificate signed by the Pension Disbursing Authority to the effect that he has verified from his records that the amount claimed has not been previously drawn by the pensioner.
 - (v) Postal address of the pensioner.
 - (vi) The reason as to why the claim could not be submitted earlier should be definitely stated.
- 113.3 Arrear claims, preferred by the pensioner within three years (12 months in the case of pension to be paid for the first time to Class V pensioners) may be paid by the Pension Disbursing Authorities, provided such claims are of a routine and straight forward nature (e.g. when the delay is due to re-employment in the Army or non-receipt of pension documents etc.). All claims preferred within three years which are not of straight forward nature or when the Pension Disbursing Authority considers that arrears should be partly or wholly disallowed as also all arrear claims preferred after three years from due date must, however, be forwarded to the Principal Controller of Defence Accounts (Pensions) / respective CDA in case of PDA is DPDO for orders.

113.4 Powers of various Pension Disbursing Authorities to sanction arrears of pension.

		Class of Pensioners	Powers of Treasury / Pay Account Officers	Powers of Public Sector Banks	Power Of DPDO
I	Arrear Claims	I	3 years	1 year	3 years
		II	1 year	1 year	3 years
		V	1 year	1 year	3 years
		VI	3 years	1 year	5 years
		VII	1 year	1 year	5 years
		VIII	1 year	1 year	3 years
III.	Arrear Claims for Non-Drawl of Ist Payment	I to VIII	1 year	1 year	1 year

Note: Full powers to sanction arrear claim in r/o pensioners drawing pension from DPDOs has been delegated to respective CDA.

CHAPTER – VII**Nomination and Payment of Life Time Arrears of Pension****Nomination for Payment of Life Time Arrears of pension / gratuity in respect of deceased pensioners**

114.1 Any individual who is in receipt of pension or pension would be payable, may nominate any other person who shall receive, after the death of the pensioner, all moneys payable to the pensioner on account of such pension before or after the date of such Nomination and which remain unpaid before the death of the pensioner. However, the facility of nomination for family pension is not provided. Therefore, in the event of death of family pensioner, the right to receive any arrears of family pension would automatically pass on to the eligible member of a family in line in accordance with Rule 54 of CCS (Pension) Rules. And requirement of succession certificate for payment of any arrear should be required only in cases, where there is no eligible family member as defined in Rule 54 of CCS (Pension) Rule, after the death of family pensioner.

Note 1:- The above provision is also applicable to Armed Forces family pensioners.

114.2 The pensioner shall submit the Nomination in quadruplicate in **Form 'A' to Appendix -21** to the Pension Disbursing Authority in person or otherwise and receipt thereof obtained. The Pension Disbursing Authority shall, within thirty days of the receipt of the Nomination get the particulars of the pensioner as mentioned in the form verified with reference to the available records and return to the pensioner, after obtaining a receipt thereof, the duplicate copy of the Nomination duly attested by him in this behalf. The triplicate copy shall be sent to the Principal Controller of Defence Accounts (Pensions), while the original copy of the Nomination shall be recorded in the file containing Pension Payment Order and Descriptive Particulars of the pensioner vide **Para 16**. The fourth copy shall be sent to the following authorities:

- | | | |
|----|--|--|
| 1 | Commissioned Officers and their families (Class I & II pensioners) | Army HQrs. AG (Org.-3), DHQ Post Office, New Delhi, in the case of Army Officers (Medical Personnel Record) Service (Officer) DGAFMS, DHQ Post Office, New Delhi in the case AMC/ADC/RVC/MNS, Officers): Naval HQrs. and Air HQrs. New Delhi in the case of Navy & Air Force Officers. |
| 2. | Personnel below Officer rank and their families (Class VI & VII) pensioners) | Respective Record Officer of the Unit / Corps., in the case of Army and Bureau of Sailors, Bombay and Air Force Record office, Delhi Cantt in the case of Naval and Air Force personnel respectively. |
| 3 | Defence Civilians and their families (Class V Pensioners) | Respective Head of Offices. |

- 114.3 Where an individual submits nomination before his retirement, the third copy of the Nomination Form duly attested by the competent authority, shall be sent to the Pension Disbursing Authority alongwith Pension Payment Order by the Pension Sanctioning Authority in respect of Class I pensioner and by the respective Record Officers in the case of Class VI pensioners and by the Heads of Offices in the case of Class V pensioners.
- 114.4 A notice of modification of Nomination including cases where a nominee pre-deceased the pensioner shall be submitted in quadruplicate in **Form 'B' to Appendix-21** to the Pension Disbursing Authority who shall take action mutatis-mutandis as in **Para 114.2** above.
- 114.5 A Nomination or a fresh Nomination or a notice of modification of the Nomination, shall be signed by the pensioner or if he is illiterate, shall bear his thumb impression given in the presence of two witnesses who shall also sign a declaration to that effect in the Nomination, fresh Nomination or notice of modification of Nomination, as the case may be.
- 114.6 Nomination, fresh Nomination or notice of modification of Nomination, shall take effect from the date of receipt thereof by the Pension Disbursing Authority or the competent authority mentioned in **Para 114.2** above.
- 114.7 A Nomination made and accepted by the Pension Disbursing Authority or the competent authority shall be conclusive proof with regard to the person nominated to receive arrears of pension of the pensioner.
- 114.8 On the first appearance of the pensioner to draw pension, the Pension Disbursing Authority will ascertain from the documents received with the Pension Payment Order whether Nomination in favour of person to whom arrears of pension are to be paid on demise of the claimant has been received duly accepted by the competent authority. If not, he will ask the pensioner to make Nomination on **Form A to Appendix- 21** as required vide **Para114.2**. The Pension Disbursing Authority shall dispose of the Nominations made by the pensioners as per **Para114.2** above.

Payment of pension / gratuity in respect of deceased pensioner

- 115.1 Subject to the provisions of **Paras 115.2** and **115.3** below, arrears of pension or gratuity due to the estate of a deceased pensioner, shall be paid as under:
- (i) To the nominee, if a Nomination as per **Para 114** has been made.
 - (ii) In case no Nomination was made or the nomination does not subsist, as per the "Will", if such a "Will" has been made by the deceased.
 - (iii) failing (i) and (ii) above, under the orders of the Pension Disbursing Authority to the heir without production of usual legal authority if the gross amount of arrears of pension claim does not exceed Rs. 10,000.00 provided he is otherwise satisfied about the right of the claimant. If the gross amount of arrears of pension claim exceeds Rs. 10,000.00, under the orders of the Principal Controller of Defence Accounts (Pensions), on execution of an Indemnity Bond in Form IAFA-642 duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary.

Note-1 The term “gratuity” in this para does not include Retirement or Death gratuity for which see **Para 117**.

Note-2 There should be two sureties both of known financial ability. The obliger as well as the sureties executing the Indemnity Bond should have attained majority so that the Bond may have legal effect or force. The Bond is also required to be accepted on behalf of the President by an officer duly authorised under Article 299 (1) of the constitution.

- (iv) In case of any doubt, payment shall be made only to the person producing the legal authority.
- (v) In the absence of any Nomination, or if Nomination does not subsists, or in the absence of “will” or Letter of Administration issued by Court of Law, the claimant should be required to prove that he or she is the person entitled to receive the arrears of pension due to the estate of the deceased pensioner and to furnish the Pension Certificate or if no pension certificate was issued, the copy of the order in which the sanction of the pensions was communicated alongwith atleast two witnesses that he or she is the person or he or she represents himself or herself to be the legal heir. The witnesses should be warned of the responsibility they are undertaking. These witnesses should be either pensioners or some person under employment of Government and surety shall be taken on Form No. IAFA –381.

115.2 Subject to the above general condition in the case of Commissioned Officers and their families, claims to arrears of pension preferred to the Pension Disbursing Authority after the expiry of one year from the pensioner’s death may be admitted in fully be the Principal Controller of Defence Accounts (Pensions), if he is satisfied with the claimant’s explanation for the delay; if he is not satisfied with the explanation, the Principal Controller of Defence Accounts (Pensions) shall obtain orders of the President.

115.3 Subject to the above general conditions in the case of personnel below Officer rank and defence Civilians and their families:

- (i) Previous sanction of the Principal Controller of Defence Accounts (Pensions) shall be required for payment of arrears of pension in the following cases:
 - (aa) Claim preferred after the expiry of three years from the date of the death of the pensioner.
 - (ab) Claims to sums in excess of Rs. 500.00 preferred after 12 months from the date of death of the pensioner.
 - (ac) Claims to arrears of pension for periods in excess of 12 months.
- (ii) Claims to arrears of pension on account of deceased Gorkha pensioners drawing pension from the following Pension Disbursing Authorities, shall, however, subject to the general conditions vide **Para 115.1** above, be disposed off by the officers specified below instead of the Principal Controller of Defence Accounts (Pensions):

Pension Paying Officers, Military Attache / Assistant

Kathmandu, Military Attache to Indian Embassy, Nepal at Kathmandu.

Defence Pension Disbursing Officer, Gorakhpur The Recruiting Officer or Deputy Recruiting Officer or Record Officer or Assistant Recruiting Officer for Gorkhas Kunraghat Gorakhpur.

Darjeeling Treasury; The Deputy Recruiting Officer and Record Officer or Assistant Recruiting Officer Ghoom, Darjeeling.

Darbhanga and Purnea Treasuries; The Deputy Recruiting Officer and Record Officer or Assistant Recruiting Officer Ghoom or the Collectors of Darbhanga and Purnea as the case may be.

Bahraich and Gonda Treasuries The Recruiting Officer or Deputy Recruiting Officer and Record Officer or Assistant Recruiting Officer for Gorkhas, Kunraghat, Gorakhpur or Deputy Commissioner, Bahraich and Gonda as the case may be.

Pension Payment Officer at Pokhra and Dharan Officer-in-Charge of the respective Pension Payment Offices.

- (iii) When the exact date of a pensioner's death cannot be ascertained, the Principal Controller of Defence Accounts (Pensions) shall have the power to admit arrears of pension for the entire month in which the casualty occurred, but when the month or year of death is not known the payment of arrears shall be limited to a period of one month.
- (iv) In case of Gorkha pensioners, the certificates of death and heirship granted by Mukhia of the Government of Nepal must be countersigned by Military Attache / Assistant Military Attache to the Indian Embassy, Nepal or the Recruiting Officer, Deputy Recruiting Officer and Record Officer or Assistant Recruiting Officer for the Gorkhas, Kunraghat Gorakhpur or Ghoom Derjeeling, as the case may be.

115.4 Claims to arrears of pension due to the estate of deceased pensioners should be preferred on IAF (CDA)-652 and shall be supported by:

- (i) Copy of Nomination held by the pensioner or "will" or Legal authority in original or an authenticated copy thereof, where production of legal authority is considered necessary.
- (ii) Death Certificate of the pensioner issued by the competent authority.
- (iii) Pension Certificate, where in issue.

- (iv) The Indemnity Bond on IAFA-642 in cases in which the claim exceeds Rs. 10,000.00.
- (v) Declaration of heirship on IAFA-381 where Nomination or “will” or letter of Administration etc. does not exist.
- (vi) If there be two or more legal heirs, the bill should be signed by all of them and one of them should be authorised by the others to draw the arrears.
- (vii) If the legal heirs are minors, the bill should be signed by their legal or other duly appointed guardian and should be supported by a legal guardianship certificate signed by a Magistrate.
- (viii) A certificate that the pensioner was not kept in any Government institution, in case where Constant Attendance Allowance is payable.

Note-1 In submitting claims to the Principal Controller of Defence Accounts (Pensions) for sanction to the payment of arrears under this para, the Pension Disbursing Authorities should furnish information on such of the points mentioned in **Para 113.2** as are applicable to the specific case under consideration.

Note-2 An extract from the Death Register or Burial Certificate may be accepted in lieu of the Death Certificate.

115.5 The Pension Disbursing Authority having satisfied himself that the claimant is entitled to the arrears due to the estate of deceased pensioner will pay the amount initiating the schedule and noting the date of payment in the Payment Register provided the claim falls under his powers. The name, rank, Corps and the Treasury Serial number or Pensioners Serial number, of the deceased as well as the amount paid should be entered in red ink at the end of the appropriate schedule or bill. In the ‘Remarks’ column full particulars i.e., date of death, arrears claimed, signature or attested mark of the payee and also that such payee is the legal heir will be given. The payment should be vouched for by the documents mentioned in **Para 115.4**. Descriptive Roll and Pension Certificate, where in issue, being endorsed with the following endorsement:

Died on theday of200 .
 Arrears claimed on theday of.....200, to the
day of
200 amounting to Rs.
 paid to his nominee / legal heirin my
 presence (or remitted tofor payment to the nominee/
 legal heir).

Station: Pension Disbursing Authority.

Dated:

Note-1 In the case of deceased pensioners if the heir claiming the arrears of pension reports that the Pension Certificate of the deceased is not forthcoming and has been lost, a declaration of the heir should be obtained that the Pension Certificate has actually been lost, and is not in pledge and the arrears may be paid without issuing of a duplicate Pension Certificate, a remark that the Pension Certificate

has been lost, should be made in the schedule of payment and the heir's declaration submitted in support of the charge. A note should also be made in the Payment Register against the name of the pensioner that the Pension Certificate has been lost and the payment of the arrears has been made on the declaration of the heir. The declaration of the heir should be attested by two pensioners or other responsible persons known to the Pension Disbursing Authority.

- Note 2- If the heir is serving in the Armed Forces or is otherwise employed and is unable to attend personally to receive payment, arrears of pension may on his application be remitted to him, care of the Officer Commanding the Regiment or other office, to whom he is subordinate.
- Note 3- Certificate of employment, non-re-employment, non-marriage etc. in respect of the deceased for period for which life time arrears of pension claimed should be obtained from the heir of the deceased duly attested by competent witnesses before arrears of pension due to the estate of the deceased are paid.
- Note 4- If the heir is residing at a station other than that at which pension was paid the account may be transferred to the Pension Disbursing Authority nearest to the heir's place of residence, if so desired by the heir.
- Note 5- In the case of Gorkha pensioners residing in Nepal and drawing pension from Indian Treasuries other than those specified in **Para 115.3 (ii)** above, the Treasury Officer concerned on receipt of the report of death from the heir(s) of deceased pensioner, should effect to transfer of pension accounts of the deceased to the Indian Embassy of Nepal, who will then proceed to make necessary enquiries and obtain the requisite certificates and arrange payment of arrears to the legal heir(s) through the Nepalese Government. The Treasure Officers concerned while transferring the Pension accounts should enquire the correct home address (i.e. name of village, Thana, Tehsil and Zila) of the deceased pensioner from the heir and furnish the information to the above named officer with the pension papers. The address should be compared with the Gorkha Hand Book.

115.6 **Powers of various Pension Disbursing Authorities to sanction life time arrears of pension**

	Class of Pensioners	Powers of Treasury / Pay Account Officers	Powers of Public Sector Banks	Powers of DPDO
I. Life Time Arrear Claims	I to V	1	1	1
	VI to VIII	1	1	3

Note: Full powers to sanction arrear claim in r/o pensioners drawing pension from DPDOs has been delegated to respective CDA.

Death of a Pensioner before receiving payment of commuted value of pension

- 116.1 In cases where an individual who applies for commutation of pension and Pension Payment Order has been issued before his retirement and dies before his retirement, no payment on account of commuted value of pension will be authorised by the Pension Disbursing Authority to any one but the Pension Payment Order / Corrigendum Pension Payment Order will be returned to the Pension Sanctioning Authority for cancellation.
- 116.2 If a pensioner, however, dies on or after the date on which the commutation becomes absolute but before receiving the commuted value, the same will be authorised as per provisions contained in **Para 115** for payment of arrears of pension or gratuity.
- 116.3 Unless a Defence Civilian pensioner (Class V) has made a Nomination under Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981, the payment of commuted value of pension which he could not receive but for his death, shall be disbursed as in **Para 115** above.

Retirement Gratuity or Death Gratuity payable to a pensioner but not drawn by him during his Life Time

117. Retirement Gratuity or Death Gratuity due to a pensioner but not drawn by him during his life time, should not be treated as life time arrears (in the manner stated in **Para 115**) where a pensioner failed to receive Retirement Gratuity or Death Gratuity granted to him / her and died, the matter shall be reported by the Pension Disbursing Authority to the Pension Sanctioning Authority who will issue a fresh Pension Payment Orders in favour of recipients.

Life time arrears – funeral expenses

118. Pension Disbursing Authorities are authorised to disburse from the balance of pension due to pensioners who die leaving no relatives, the reasonable funeral expenses to the persons who incur them, and their acquittances should be forwarded with the accounts in which the charges appear.

Payment of Life Time arrears of pension by Postal Money Order in the case of personnel below officer rank

- 119.1 Subject to the provisions of Para 115, arrears of pension of the deceased pensioners may, at the request, be remitted to their heirs by Postal Money Order provided arrears of pension do not exceed Rs. 2250.00 p.m. plus relief on pension admissible from time to time wef. 2.3.2006, at the cost of Government.
- 119.2 Where payment of life time arrears in respect of a Class VI and VII pensioners is desired by Money Order, the claimant shall submit the following documents:

- (i) Death Certificate issued by a competent authority.
- (ii) The deceased pensioner's Pension Certificate.
- (iii) A declaration of heir ship (IAFA-381) together with Nomination or "will" or Legal Heir ship Certificate.
- (iv) An undertaking from the claimant that he will not hold the Government responsible for any risk or loss resulting from the payment of arrears by Money Order.
- (v) A Certificate of non-marriage in the case of female or non re-marriage certificate in respect of widower pensioner.
- (vi) A certificate regarding the non-employment of the pensioner during the period of the claim.
- (vii) A certificate that the pensioner was not kept in any Government institution in cases where Constant Attendance Allowance is payable.

CHAPTER – VIII

Foreign Government Liability Pensioners

Arrangement for payment of Pensions to Burma Government Pensioners

- 120.1 Pension and allowances in respect of Burma Government pensioners authorised to be paid in India through Treasury Officers, are disbursed by the Treasury Officers on the authority of the instructions received by them through the Accountants General concerned. The vouchers and accounts relating to these payments should, therefore, be rendered by the Treasury Officers to the Accountants General concerned and not to the Principal Controller of Defence Accounts (Pensions).
- 120.2 The pension sanctioned by Burma Government or any relief sanctioned by that Government and authorised by the Principal Controller of Defence Accounts (Pensions) is the liability of the Burma Government. “The increase in pension due to raising to minimum of Rs. 1275=00 per month with effect from 1.11.1997 & Rs 3500.00 p.m. with effect from 1.1.2006 and dearness relief payable on total pension is the liability of India Government. The difference between the minimum of Rs. 1275=00 & Rs 3500.00 p.m. with effect from 1.11.97 & 1.1.2006 respectively and pension and relief, if any, sanctioned by Burma Government, is known as Ad-hoc Ex-gratia allowance. This Adhoc Ex-gratia Allowance is the liability of Government of India. Accordingly, in the Pension Payments Voucher / Schedule the pension and relief, if any, sanctioned by Government of Burma and Ad-hoc Ex-gratia allowance together with Dearness Relief on total of the two shall be shown separately.
- Note- The Ad-hoc Ex-gratia allowance equal to Rs. 375/- p.m. & Rs. 1275/- p.m. and Rs 3500.00 p.m. sanctioned to the families of Burma Government pensioners between 1.6.87 and 31.10.97 and with effect from 1.11.97 & 1.1.2006 and onwards respectively and dearness relief payable on that from time to time, is the total liability of India Govt. and may, therefore, be shown distinctly in the sub-schedule and top-schedule.
- 120.3 Any order or instruction issued for revision, consolidation, etc. or payment of any relief to Armed Forces pensioners, shall not apply automatically to Burma Government pensioners unless specially authorised by the Government of India or the Principal Controller of Defence Accounts (Pensions).

Arrangement for payment of pensions to Pakistan Government pensioners

- 121.1 A part of India become Pakistan on 14.8.47. The Indian Military pensioners or Defence Civilian pensioners who were drawing their pension from a place, which formed part of the Pakistan, were Pakistan Government liability pensioners under the purview of Inter-Dominion Agreement of April, 1949. The pensioners are called Pre-Partition pensioner of Pakistan Government liability. The Partition pensioners who migrated to India upto 30.6.55 and during the period 1.1.61 to 31.12.72 have been authorised provisional payment of pension by the Principal Controller of Defence Accounts (Pensions).
- 121.2 The Pre-Partition Pakistan Government liability pensioners have been brought on par w.e.f. 1.1.1986 with those of the Armed Forces / Defence Civilian Pensioners. However, unless a Government Order in their respect is

specifically issued extending the provisions of raising of pension and grant of any relief as sanctioned to Armed Forces pensioners, such orders shall not apply automatically to Pakistan Government liability pensioners.

Note- Pakistan Pensioners who migrated to India from Pakistan during the period 1.7.55 to 31.12.60 are in receipt of pension from Pakistan Missions in India under the purview of Indo-Pak Agreement of July 1959.

121.3 The pension sanctioned by the Pakistan Government on or after 15.8.47 to pensioners who were displaced and migrated to India by the 30.6.55 are known as Post-Partition Pakistan Government liability pensioners. Post Partition pensioners migrated to India by 30.6.55 have been authorised to draw pension in India by the Principal Controller of Defence Accounts (Pensions) in his Pension Payment Orders pre-fixed with the word 'Pak'. These pensioners are also treated at par with those of Pre-Partition pensioners in so far as grant of Dearness Relief etc. are concerned.

121.4 The vouchers / schedules relating to payments made to Pre-Partition and Post - Partition Pakistan Government liability pensioners shall be marked in RED INK prominently as 'Pakistan Liability' and vouchers / schedules shall be placed separately in the monthly Account to be rendered to the Principal Controller of Defence Accounts (Pensions).

121.5 "The pension of Pakistan Government liability pensioners has also been increased upto the minimum level of Rs. 375.00 p.m. with effect from 1.6.1987 & Rs. 1275/- p.m. with effect from 1.11.1997 and Rs 3500.00 p.m. with effect from 1.1.2006. The difference between the minimum of Rs. 375/-, Rs. 1275/- and Rs.3500/- pension and relief, if any, sanctioned by the Govt. of India or the Govt. of Pakistan, as the case may be, and authorised by the Principal Controller of Defence Accounts (Pensions) for payment either through provisional payment authority or by re-notifying in Pension Payment Order, is known as Ad-hoc Ex-gratia allowance. This Ad-hoc-Ex-gratia allowance and dearness relief payable from time to time, is the liability of Govt. of India, Accordingly, the pension originally authorised for payment and Ad-hoc Ex-gratia allowance together with dearness relief shall be distinctly shown in the pension payment vouchers / schedules as well as sub-schedules and Top Schedules."

Note- The Ex-gratia allowance, equal to Rs. 375/- p.m./ Rs. 1275/- p.m. sanctioned to the family of Pakistan Govt. liability pensioners and dearness relief payable from time to time, is the total liability of Govt. of India which may, therefore, be shown-distinctly in the sub-schedule and Top Seclude.

United Kingdom Government Pensioners

122.1 The Principal Controller of Defence Accounts (Pensions) acts as the Overseas Paying Agent (OPA) for certain authorities of the British Government, whose pensioners reside in India. These pensioners are generally known as United Kingdom pensioners (U.K. Pensioners). The liability of such pensioners are that of United Kingdom Government.

122.2. The term 'United Kingdom Pensioners' includes all those who are sanctioned pension by one of the following authorities:

- (i) Army Pensions office, London (formerly the war office, London or Royal Hospital, Chelsea).
- (ii) The Department of Health and Social Security, London (formerly the Ministry of Pensions).
- (iii) The Admiralty, London.
- (iv) The Air Ministry.

Note- The Payment of pension to pensioners sanctioned pension by the Pay Master General, London is being made by the British High Commission in India.

122.3 The instruction regarding payment of pension to U.K./ HKSRA Pensioners are contained in Part-II of PPI (1973) from pages 69 to 105. As this Category of pensioners are very-very less in number and are being reduced day by day, these detailed procedure are not being published. However, if any, PDA has such a case on his pension strength and any doubt/difficulty is being felt, the matter may be referred to Audit Section of Principal CDA (P) Allahabad with details of the affected pensioner for Clarification/guidance.

CHAPTER-IX

Preparation and submission of Accounts

Segregation of Pension, Gratuity and allowance bills or preparation of separate schedule of payments

123.1 The Pension payment Vouchers after payment should be segregated for following categories:

- (i) Army (including Defence Civilians).
- (ii) Navy (including Defence Civilians)
- (iii) Air Force (including Defence Civilians)
- (iv) Defence Accounts Department (DAD)
- (v) General Reserve Engineer Force (GREF)
- (vi) Coast Guard
- (vii) J&K Light Infantry (Formerly J&K Militia)
- (viii) Rewards e.g. Jangi Inam and other Gallantry allowances.
- (ix) Burma Government pensioners.
- (x) Pakistan Government Liability pensioners.
- (xi) United Kingdom pensioners including Hong Kong Singapore Royal Artillery (HKSRA) pensioners.

123.2 The vouchers regarding payment of pension etc. other than Family Pension of Category (i) to (iii) above shall be further segregated separately class wise and date wise under the following historical periods:

- (a) Retired on or before 1.4.1937
- (b) As a result of war 1939-45
- (c) Retired after 1.4.1939 but before 15.8.1947
- (d) Retired on or after 15.8.1947

Note- The vouchers/schedules relating to Class I, II and V pensioners shall be bunched together and for Class VI, VII and VIII separated. The vouchers relating to payment of Family Pension to families of Army, Navy and Air Force personnel, including pensioners of J&K Light Infantry and Defence Civilians categories (i) to (vii) mentioned in **Para 123.1** shall be further segregated separately and securely stitched with Sub-schedule.

123.3 Where payment is made to more than one pensioner on schedule, the Pension Payment Schedules shall also be prepared separately as in **Paras 123.1** and **123.2** above.

123.4 On front-page of the voucher/schedule the name of Pension Disbursing Authority, month of payment and Class of pensioner with category shall be indicated.

Voucher numbering and preparation of Sub-schedules

124.1 Once the vouchers are segregated and placed date wise of payment as per **Para 123.2** above, the voucher or Payment Schedule shall be numbered.

Note- The supporting certificates/ declarations submitted by the pensioners shall be recorded in the personal file of the pensioner.

124.2 After numbering of vouchers / schedule of the payments for each category of payment, a Sub-schedule shall be prepared in the form IAF (CDA) – 649-A.

124.3 The amount of each voucher shown in the Sub-schedule shall be totalled and reflected in words and figures. Voucher / Schedule of payment shall be securely attached placing concerned sub-schedule on its top. The total amount of Sub-schedules shall then be shown in Top-schedule category wise as per **Appendix-22**. The grand total of Top-schedule shall be the total payments made to Defence pensioners by the Pension Disbursing Authority during the month.

**Submission of Accounts by Treasuries and Pay and
Accounts officers etc.**

125.1 Pension Disbursing Authorities disbursing pensions to the Defence Pensioners will submit the accounts twice a month to the Principal Controller of Defence Accounts (Pensions). A list of payments with paid vouchers should be submitted on the 11th of the month, so as to include all payments made by him from the 1st to the 10th of the month and a second list, similarly, immediately after the close of the month, so as to include the payments made by him from the 11th of the month to the end of the month. In any case the accounts pertaining to the month should be sent so as to reach the Principal Controller of Defence Accounts (Pensions) by the 10th of the month following that to which the account pertains.

125.2 When in any particular month no payment of any pension to any of the Defence pensioners is made, a 'NIL' account to the Principal Controller of Defence Accounts (Pensions) shall be sent.

125.3 Where the number of pensioners paid by a Pension Disbursing Authority is very small, there is no objection to send one list of payments only and connected vouchers with his accounts, so as to reach the Principal Controller of Defence Accounts (Pensions) before the 10th of the month following, but it should clearly indicate that the list is the first and final list of payments made during the particular month.

125.4 Submission of accounts by Foreign Pension Disbursing Authorities – Foreign Pension Disbursing Authorities should submit the accounts through the Pay and Accounts Officer, Ministry of External Affairs who adjust the amounts in their accounts.

125.5 The following is a list of documents which are required to accompany the accounts:

- (a) Paid bills of pensioners.
- (b) Schedule of payments.
- (c) Death certificates, Nomination to receive arrears, declaration of heirship certificates (IAFA-381), Descriptive Rolls of deceased pensioners, also heir ship certificates, where obtained.
- (d) Change Statements (**see Para 126**) in respect of Class VII and VIII pensioners and Change Statements in respect of Class I, II and V pensioners, separately.
- (e) Statement of recoveries, like Income-Tax, Postal Life Insurance premia etc.
- (f) Top Schedules on proforma as per **Appendix-22** and Sub-Schedules on IAF (CDA) 649-A. The amounts in the Top Schedule should agree with those shown in the connected Sub-Schedules, and the grand total of the top schedule, which should agree with the amount debited against the

Principal Controller of Defence Accounts (Pensions), should be checked and certified as such by the Pension Disbursing Authority who should note the amount paid in words over his signature.

- (g) Declaration of employment / re-employment of pensioners (IAF-A-379).
- (h) Last payment certificate.

125.6 In compiling the accounts the following instructions should be kept in view:

- (i) The Class and historical classification of vouchers with reference to date of retirement / discharge of the Armed Forces pensioners shall be marked prominently on the bunch of the vouchers.
- (ii) Vouchers regarding payments to Defence Accounts Department, General Reserve Engineer Force and Coast Guard pensioners should be marked as such prominently on top of the Bill/Voucher and stitched securely separately.
- (iii) The vouchers / bills pertaining to the Pakistan, Burma and United Kingdom Government Pensioners should be prominently marked on the top as such and be scheduled to the Principal Controller of Defence Accounts (Pensions) separately.
- (iv) Recoveries of demand should be fully annotated so as to facilitate their being quickly recognized during audit.
- (v) In respect of Class VI, VII and VIII pensioners, the Pension Payment Schedule contains a certificate which is required to be furnished by the Pension Disbursing Authorities regarding the verification of the pensioner on his first personal appearance during or after April each year. This should be signed by the Pension Disbursing Authority after due verification.

Change Statements

126. The following items as well as particulars of any abnormal payments made, will figure in the Change Statement, which will show particulars of the PS No. /TS No., rank, name and capacity in which the pension is drawn, the period for which the payment is made, the authority for the payment / reference to the Principal Controller of Defence Accounts (Pensions), Pension Payment Order or other letter of authority etc. in a tabulated form:

- (i) First payment of pension (Provisional or final), to pensioners, admitted to the pension establishment.
- (ii) Payment on account of increase / decrease in pension, consequent on the issue of corrigendum Pension Payment Order.
- (iii) Payments on account of commutations of pension or Service Gratuity, Retirement / Death Gratuity and similar lump-sum payments.
- (iv) Payment on account of life time arrears of pension etc. made.
- (v) Arrear payments of pension over three years.
- (vi) Refunds of recoveries earlier effected from the pensioner.
- (vii) Continuance of temporary Disability Pension, where there is change in the rate of pension, provided there is no break in the period of grant. If there is a break in the period of grant, the item will be included even if there is no change in the rate.
- (viii) Payment at two different rates of pension occurring during the same month, e.g. Family Pension at the enhanced rates upto a particular date of the month and thereafter at the ordinary normal rate.
- (ix) Where pension is revised under the general orders issued by Government of India or the Principal Controller of Defence Accounts

(Pensions), the payments vouchers relating to such first payment (including arrears, if any) shall be submitted separately.

Note- The Change Statements for Class I, II and V pensioners shall be prepared separately and for Class VI, VII and VIII separately.

Rendition of Form I and Form II

127.1 A report showing the names and particulars of pensioners struck off the pension strength of a Pension Disbursing Authority during a months, is rendered in Form I (IAFA-383-A) to the Principal Controller of Defence Accounts (Pensions) monthly. Likewise, a report showing the names and particulars of pensioners taken on the pension strength of a Pension Disbursing Authority, either as a new pensioner or as a transferee from some other Pension Disbursing Authority in India or on transfer from a foreign agency into India, is rendered in Form II (IAFA-390). The instructions for the preparation of Form I and Form II are contained in **Appendix-23** to these instructions.

Note- The names of Class IX pensioners (United Kingdom pensioners) should not be included in Forms I and II).

127.2 Forms I and II shall be prepared for Class I, II and V pensioners together, similarly, for Class VI, VII and VIII pensioners together. It shall be despatched in one envelope prominently marked "Forms I and II" and addressed to the Office of the Principal Controller of Defence Accounts (Pensions), Allahabad-211014.

Maintenance of Records

128. The records of payments of pensions shall be maintained neatly and kept clear and tidy. The exposure to rain and storm should be avoided. It shall be ensured that the records are properly and periodically dusted and insecticide spread. The period of retention of records held by the Pension Disbursing Authorities are given in **Appendix -24** to these instructions.

APPENDIX -1(Referred to in Note 1 under Para 1 and **Para 92 (iii)**).**Equivalence of ranks in the three Services****I. Commissioned Officers**

<u>Army</u>	<u>Navy</u>	<u>Air Force</u>
Field Marshal	Admiral of the Fleet.	Marshal of the Air Force
General	Admiral	Air Chief Marshal
Lieutenant General	Vice Admiral	Air Marshal
Major General	Rear Admiral	Air Vice Marshal
Brigadier	Commodore	Air Commodore
Colonel	Captain	Group Captain
Lieutenant Colonel	Commander	Wing Commander
Major	Lieutenant Commander	Squadron Leader
Captain	Lieutenant	Flight Lieutenant
Lieutenant	Sub Lieutenant	Flying Officer
Second Lieutenant	Acting Sub Lieutenant	Pilot Officer
--	Warrant Officer	--
--	Midshipman	--

II- Armed Forces (Other than Commissioned Officers)**(A) Junior Commissioned Officers**

- | | | | | |
|-------|--------------------|-------------------------------------|-----------------------|-----------------|
| (i) | Risaldar / Subedar | Master Chief Petty Officer | Master Officer | Warrant Officer |
| (ii) | Risaldar / Subedar | Chief Artificer / Chief Machanician | Chief Warrant Officer | |
| (iii) | Naib-Subedar | Artificer / Mechanician | Junior Officer | Warrant Officer |

(B) Warrant Officers

Warrant Officers – Class-II	Chief Officer	Petty Officer	Flight Sergeant
-----------------------------	---------------	---------------	-----------------

(C) Non-Commissioned Officers

- | | | | |
|-------|---|-----------------|-------------------|
| (i) | Havildar Major / Dafadar | Petty Officer | Sergeant |
| (ii) | Major Havildar /Dafadar | | |
| (ii) | Lance – Dafadar Naik, Lance –Havildar | Leading Seaman | Corporal |
| (iii) | Acting Lance Dafadar, Lance – Naik | Able Seaman | Leading Craftsman |
| (iv) | Sepoy, Gunner, Sower, Driver, Sapper, Signaller, Rifleman, Armourer, Trumpeter, Bugler, Piper, Drummer, Bandsman, Signallar, Rider RVC, Dressor RVC, Farrier, Craftsman | Ordinary Seaman | Air Craftsmen |

APPENDIX - 2
(Referred to in Para 3.2)

List of Agencies for payment of pension to Armed Forces, Defence Civilians and their families.

- (a) **Banks authorised for the disbursement of pension (Annexure-I)**
- (b) **Defence Pension Disbursing Officers (Annexure-II).**
- (c) **Treasuries (Annexure III).**
- (d) **Other Agencies (Annexure - IV)**

ANNEXURE-I

BANKS AUTHORISED TO DISBURSE DEFENCE PENSION

SL. NO.	NAME OF THE PUBLIC SECTOR BANKS
1	ANDHRA BANK
2	ALLAHABAD BANK
3	BANK OF BARODA
4	BANK OF INDIA
5	BANK OF MAHARASHTRA
6	CENTRAL BANK OF INDIA
7	CANARA BANK
8	CORPORATION BANK
9	DENA BANK
10	INDIAN OVERSEAS BANK
11	INDIAN BANK
12	ORIENTAL BANK OF COMMERCE
13	PUNJAB NATIONAL BANK
14	PUNJAB & SINDH BANK,
15	STATE BANK OF INDIA
16	STATE BANK OF PATIALA
17	STATE BANK OF BIKANER & JAIPUR
18	STATE BANK OF TRAVANCORE
19	STATE BANK OF HYDERABAD
20	STATE BANK OF MYSORE
21	UNION BANK OF INDIA
22	UCO BANK
23	UNITED BANK OF INDIA
24	VIJAYA BANK
25	IDBI BANK

NAME OF THE PRIVATE SECTOR BANKS

1. AXIS BANK Ltd.
2. ICICI BANK Ltd.
3. HDFC Ltd.

ANNEXURE-II**ADDRESSES OF DPDOS WITH CODES**

NAME OF DPDO & ADDRESS	DPDO CODE
DPDO CHANDIGARH, PCDA(WC) COMPLEX, SECTOR-9-A CHANDIGARH, PIN-160009 TELEFAX: 0172-2740524	01
DPDO RED FORT-I RED FORT COMPLEX, DELHI PIN-110006, TELEFAX: 011-23860343	02
DPDO RED FORT –II RED FORT COMPLEX, DELHI PIN-110006 TELEFAX: 01123869485	03
DPDO BARAR SQUARE DELHI CANTT PIN 110010 TELEFAX: 01125691831	04
DPDO HYDERABAD MASAB TANK, HYDERABAD PIN-500208 TELEFAX-04023317409	05
DPDO SECUNDRABAD MUDFORT, SECUNDRABAD PIN-500009	06
DPDO PALAMPUR H. NO. 136 WARD NO.2, Ist FLOOR, NEAR LIC OFFICE PALAMPUR(HP) TELEFAX: 01894-235892	07
DPDO HAMIRPUR WARD NO. 7 NADAUN ROAD NEAR HOTEL HAMIR HAMIRPUR(HP) PIN-177001 TELEFAX: 01972-222518	08
DPDO DHARAMSALA H NO. 286/A MOHEL CIVIL STATION NEAR CONSUMERS COURT DHARAMSALA(HP) TELEFAX:- 01892-224427	09
DPDO YOL YOL CANTT DISTT KANGARA(HP) TELEFAX: 1892-236070	10
DPDO MANDI Ist FLOOR VIJAYA PLACE, MANDI (HP) TELEFAX: 01905-223498	11

DPDO SHIMLA ARTRAC COMPLEX, SHIMLA(HP) PIN 171003 TELEFAX: 01772807714	12
DPDO KARNAL H NO. III/159, SHAKTI COLONY KARNAL- 132001(HARAYANA) TELEFAX: 184-2262073	13
DPDO AMBALA LAOs COMPLEX, AMBALA CANTT (HARAYANA) TELEFAX: 0171-2654652	14
DPDO BHIWANI 333, JAGAT COLONY, BHIWANI(HARYANA) TELEFAX: 01664-255053	15
DPDO JHAJJAR H NO. 162 WARD NO. 1 NEAR BUS STAND JHAJJAR (HARYANA) PIN 124103 TELEFAX: 01251-253013	16
DPDO SONEPAT 271, KAKOROI ROAD SONEPAT-131001 TELEFAX: 0130-2220010	17
DPDO GURGAON PLOT NO. 53 SECTOR 44,, GURGAON(HARYANA) TELEFAX: 124-2385579	18
DPDO ROHTAK ZILA SAINIK BOARD CAMOPUS CHHOTU RAM CHOWK ROHTAK(HARYANA) PIN 124001 TELEFAX: 01262-258310	19
DPDO NARNAUL SIVA COLONY MOHINDER GARH ROAD NARNAUL (HARYANA) PIN 123001 TELRFAX: 01282-252862	20
DPDO HISSAR H NO. 408, DEFENCE COLONY HISSAR (HARYANA) PIN 125001 TELEFAX: 01662-230834	21
DPDO REWARI SHOP NO. 264 ANAJ MANDI REWARI (HARYANA) PIN 123401 TELEFAX: 01274-225211	22
DPDO A/R JAMMU NARWAL PAIN SATWARI, JAMMU CANTT PIN 180003 TELEFAX: 0191-2450439	23
DPDO S/N JAMMU NARWAL PAIN SATWARI, JAMMU CANTT PIN 180003 TELEFAX: 0191-2432523	25

DPDO UDHAMPUR NEAR MILITARY HOSPITAL(NC)RAOD UDHAMPUR(J&K)-182101 TELEFAX: 01992-271767	26
DPDO SRINAGAR 22, SHEEPARA, "HILLS HOUSE" SALARIA MANZIL SRINAGAR(J&K) TELEFAX: 0194-2466341	27
DPDO RAJOURI WARD NO1 PO JAWAHAR NAGAR NEAR ARTO OFFICE RAJOURI (J&K) TELEFAX-01962-262385	28
DPDO LEH DAD COMPLEX NEAR RINCHEN AUDITORIUM LEH -194101 TELEFAX: 01982-2960995	29
DPDO BANGALORE 99, DICKENSON ROAD BANGALORE-560042 TELEFAX: 080-25544383	30
DPDO ERNAKULAM DAD OFFICE COMPLEX VARGHESE THITTLE CROSS, PERUMANOOR ERNAKULLAM- 682015 TELEFAX: 0484-2318045	31
DPDO KOTTAYAM NSS UNION BUILDING, CELLAR FLOOR THIRUNAKKARA, KOTTAYAM-686001 TELEFAX: 0481-2564082	32
DPDO TRICHUR CHEMBAKAVU, TRICHUR-680020 TELEFAX: 0487-2333222	33
DPDO TRIVENDRUM DAD OFFICE COMPLEX, THIRUMALA POST TRIVENDRUM-695006 TELEFAX: 0471-2357017	34
DPDO KOLLAM 185, POLAYATHODE KOLLAM-691010 TELEFAX: 0474-2752572	35
DPDO AMRITSAR OPPOSIT PUNJAB ROADWAYS WORKSHOP AMRITSAR(PB) TELEFAX- 0183-2557595	36
DPDO KAPURTHALA NEAR STATION HQRs, KARTARPUR ROAD KAPURTHALA-144601 TELEFAX: 1822-233351	37
DPDO BATALA H NO. 340, RANJIT NAGAR QUADIAN ROAD BATALA(PB) TELEFAX 1871-241180	38

DPDO LUDHIANA NEAR JAGRAON BRIDGE, CAMPING GROUND LUDHIANA (PB) 141001 TELEFAX 0161-2442876	39
DPDO MOGA ST NO. 2 SURAJ NAGAR NORTH KACHA ZIRA MOGA(PB) 142001 TELEFAX 01636-237199	40
DPDO JALANDHAR DAD COMPLEX, NEAR SBI JALANDHAR CANTT 144005 TELEFAX 0181-2260942	41
DPDO JAGRAON SHOP NO. 3,4,5,6 IN KAILASH MARKET COMPLEX SHERPUR ROAD, OPP. NEW GRAIN MARKET JAGRAON(PB) TELEFAX 01624-223240	42
DPDO PATIALA 30, UPPAR MALL ROAD PATIALA PIN 147001 TELEFAX 01752-222029	43
DPDO BHATINDA BUILDING NO. T-182, NEAR PRS BUILDING BHATINDA MILITARY STATION BHATINDA TELEFAX 0164-2290023	44
DPDO ROPAR DSWO COMPLEX, RAILWAY ROAD ROPAR(PB) PIN 14001 TELEFAX 01881-220079	45
DPDO HOSHIARPUR UNA ROAD, NEAR GPO , HOASHIARPUR PIN 146001 TELEFAX 01882-222012	46
DPDO FEROZEPUR 101 MUDKI LINES, GOLDEN ARROW CANTEEN FEROZEPUR(PB) TELEFAX 01632-242297	47
DPDO SANGRUR SAINIK REST HOUSE, DSWO COMPLEX SANGRUR (PB) PIN 148001 TELEFAX 01672-234096	48
DPDO PATHANKOT ARAMGAH AREA PATHANKOT(PB) 145001 TELEFAX 0186-2230506	49
DPDO GURDASPUR T/95 NEAR RAILWAY CROSS ARMY AREA HQrs. GURDASPUR(PB) TELEFAX 01874-222018	50

DPDO JAIPUR A-182, URMILA MARG HANUMAN NAGAR JAIPUR-302021 TELEFAX 0141-2350071	51
DPDO CHENNAI 618, ANNA SALAI, TEYNAMPET CHENNAI-600018 TELEFAX 044-23348142	52
DPDO VELLORE 20, 4 th STREET, GOPALAPURAM, VELLORE PIN 632006 TELEFAX 0416-2243803	53
DPDO MEERUT AYUDH PATH, MEERUT-250001 TELEFAX 0121-2645644	54
DPDO KANPUR 9, AVLOK ROAD KANPUR CANTT(UP) TELEFAX 0512-2382573	55
DPDO GORAKHPUR G.R.D.COMPLEX KUNRA GHAT, GORAKHPUR(UP) PIN 273008 TELEFAX 0551-2273042	56
DPDO ALLAHABAD T-55, MTRC LINES, KANPUR ROAD ALLAHABAD PIN 2110001 TELEFAX 0532-2423822	57
DPDO KOLKATA 6, ESPLANADE EAST, KOLKATA PIN 700069 TELEFAX 033-22486593	58
DPDO UNA HANUMAN ROAD, ADJACENT BUS STAND UNA(HP) PIN 174303 TELEFAX 01975-226018	59
DPDO PATHANAMTHITTA GROUND FLOOR, HOTEL HILL ROCK COLLAGE JUNCTION PATHANAMTHITTA PIN 689645 TELEFAX 0468-235444	60
DPDO JHUNJUNU 49, NEW COLONY, NEAR SHAHEED P.S.CIRCLE STATION ROAD JHUNJUNU(RAJ) TELEFAX 01592-236591	61
DPDO DASUYA WARD NO. 6, H. NO. 466-D DASUYA DISTT. HOSHIARPUR(PB) PIN 144025 TE;EFAX 01883-288062	62

DPDO VISHAKHAPATNAM AO(NAVY) COMPLEX, VINOD NAGAR NAD POST VISAKHAPATNAM TELEFAX 0891-2702790	63
DPDO DEHRADUN C/o PCDA(AF) COMPLEX 107, RAJPUR ROAD DEHRADUN(UK) TELEFAX 0135-2745001	64

ANNEXURE-III***All District Treasuries/Sub Treasuries in States and Union Territories
EXCEPT:-***

- (i) All Treasuries in Jammu & Kashmir State.
- (ii) Bangalore Treasury in Karnataka.
- (iii) Ernakulam, Kottayam, Trichur, Trivandrum, Quilon, Pathnamthitta Treasuries in Kerala.
- (iv) Jaipur and Junjuna Treasuries in Rajasthan.
- (v) Chennai and Vellore Treasuries in Tamil Nadu.
- (vi) Allahabad, Kanpur, Meerut, Gorakhpur Treasuries in Uttar Pradesh.
- (vii) The Treasuries in Haryana, Punjab and Himachal Pradesh serve only to Commissioned Officers and their families.

ANNEXURE -IV

OTHER AGENCIES: - Pay and Accounts Officers

1. Pay and Accounts Officers
No. III(Pensions)
Delhi Administration,
R.K. Puram
New Delhi-110066.
2. Pay & Accounts Officer
No. V (Pension)
Delhi Administration,
Tis Hazari, New Delhi.
3. Pay & Accounts Officer,
Govt of Maharashtra,
Mumbai.
4. Principal Pay & Accounts Officer,
Andaman& Nicobar Administration,
Port Blair,
5. C.A.O.(Pensions)
Gangtok(Sikkim)
6. Kathua Post Office in the State of Jammu & Kashmir and Campbell Post
Office Great Nicobar
7. Military and Air Attache,
Indian Embassy, Kathmandu,
PPO I.E. Dharan,
PPO I.E. Pokhra(Nepal)
8. The Embassy of India, Thimpu, Bhutan.

APPENDIX -3**(Referred to in Para 4.3)
List and Addresses of Record Offices****ARMY**

1. Army Supply Corps (MT) Bangalore-560007.
2. Army Supply Corps (Supply) Bangalore 560007.
3. Army Ordinance Corps, P.B.No. 3, Trimulgherry, Secunderabad-500015.
4. Artillery, Nasik Road Camp., Nasik – 422102.
5. Assam Regiment, Happy Valley, Shillong – 793007
6. Armoured Corps, Ahmednagar-414002.
7. Army Education Corps, Pachmarhi – 461881.
8. Army Medical Corps, Lucknow- 226002.
9. APTC Records, Chusul Lines, Pune – 411022.
10. Army supply Corps (AT) Paharpur, Gaya – 225005
11. Army Postal Service, Kamptee, APO – 441003.
12. Bihar Regiment, Danapur Cantt.. – 801503.
13. Bengal Engineer Group, Roorkee – 247667.
14. Brigade of Guards, Kamptee – 441001
15. Bombay Engineer Group, Kirkee, Pune – 411003.
16. Corps of Military Police, Bangalore – 560042.
17. Corps of Signals, Jabalpur – 482001.
18. Dogra Regiment, Faizabad – 224001
19. Defence Security Corps, Mill Road, Cannanore – 670013.
20. EME, Secunderabad – 500021.
21. Embassy of India, Kathmandu, Nepal, C/o G.R.O., Kunraghat, Gorakhpur – 273008.
22. Gorkha Record Office, Lebong (Darjeeling)
23. Garhwal Rifles, Lansdowne – 246155
24. Grenadiers, P.B.No. 17, Jabalpur (M.P.) – 482001.
25. Gorkha Record Office, Zonal Area, Kunraghat, Gorakhpur – 273008.
26. 58, Gorkha Rifles, Happy Valley, Shillong – 793007.
27. 39 Gorkha Rifles, Varanasi Cantt. – 221002.
28. 14 Gorkha Rifles, Subathu (Simla Hills) – 173266.
29. 11th Gorkha Rifles, Chetak Lines, Lucknow – 226002
30. Intelligence Corps, Poona 411040.
31. Jammu & Kashmir Rifles, Jabalpur – 482001
32. J&K Light Infantry, C/O 56 A.P.O.

33. Jat Regiment, Bareilly – 243001
34. Jullundar Recruiting Area, Jullundar Cantt. (Pb.).
35. Kumaon Regiment Ranikhet – 263645
36. Ladakh Scouts, Record Office, Leh, Ladakh – 194101.
37. Maratha Light Infantry, Belgaum – 590089.
38. Madras Regiment, Wellington (Nilgiris) – 643231.
39. Mahar Regiment, Saugor – 470001
40. Madras Engineer Group, P.B. No. 4201, Bangalore – 560012.
41. Mechanised Infantry Regiment, Ahmednagar – 414110.
42. Pioneers Corps, MR. Palya, Bangalore – 560006.
43. Parachute Regiment, Bangalore-560042
44. President Body Guard, New Delhi – 110004.
45. Punjab Regiment, Ramgarh Cantt. – 829130
46. Rajputana Rifles, Delhi Cantt. 110010.
47. Rajput Regiment, Fatehgarh – 209601.
48. Remount and Veterenary Corps, P.B. No. 111, Meerut Cantt. (U.P.)
– 250001.
49. Sikh Light Infantry, Fatehgarh – 209601.
50. Sikh Regiment, Ramgarh Cantt. 829130.
51. Air Defence, Artillery, Nasik Road Camp, Nasik-422102
52. Gorkha Records office, Ghoom, Darjeeling (West Bengal).

Navy

53. Commodore, Bureau of Sailors, Cheetah Camp., Mankhurd,
Bombay – 88.

AIR FORCE

54. Air Force, Record Office, Dhaula Kuaon, Delhi Cantt. 110010

APPENDIX – 4
(Referred to in Paras 5.1 and 96.3 (III) (iii) (a))
Form of Loss Certificate

“Certified that Pension Payment Order No.
of..... in respect of
..... (Personal No. /
Regimental No., rank and name) of

(Unit / Formation / Arm of service)

has been lost / is not available and to avoid double payment being made, a note has been kept in the Payment Register on record in my office. The same, if found or received from any authority at a later stage, will not be acted upon but will be returned to the Principal Controller of Defence Accounts (Pensions) for cancellation”

Place :

Dated:

Pension Disbursing Authority
Office Seal
Postal Address with PIN code

Appendix - 5
(Referred to in Para 8)
Register of Pension Payment Order
(Short Title - PPO Register)

Sl. No.	P.P.O. No. and date	From whom received	Name of the Pensioner to whom it pertains
1	2	3	4

Rank, Personal No., Unit / Formation of the pensioner	Pensioner's serial No. / Treasury Sl. No. allotted	Reference to payment, Register Page No.	Remarks
5	6	7	8

APPENDIX - 6
(Referred to in Para 14.4.)

Instructions for allotment of Pensioner's Serial Number / Treasury Serial Number

1. All Class I, II and V pensioners will be allotted pensioner's Serial Number, (P.S. No.) by Pension Disbursing Authorities in one numerical series commencing from No. 1. The P.S. Nos. will run in a series for all these three Classes of Pensioners i.e. Class I, II and V irrespective of the Arm of Service or Department to which they belonged.
2. As soon as a Pension Payment Order is received by the Pension Disbursing Authority in respect of a pensioner who is newly admitted into the pension establishment, the relevant particulars will be entered in the, "Register for allotment of Pensioner's Serial No. to Class-I,II and V pensioners" (short term- P.S. Register) maintained for the purpose in the proforma given below.

Proforma for the Register for allotment of Pensioner's Serial No. (Class-I,II and V Pensioners)

Name of the pensioner with rank and Unit / Department (in the case of family pension and relationship to and name of deceased on whose account pension granted and latter's rank Unit / Department)	PS No. Allotted	Class of pensioner	Nature of pension
1	2	3	4
No. of Pension Payment Order sanctioning pension	To be filled in the case of pensioners transferred from other Pension Disbursing Authorities		
	Name of PDA from which transferred	P.S. No. Allotted by that office	Date upto which pension last paid by PDA from which transferred.
5	6	7	8
Payment Register Volume & Page No. in which pension particulars are entered	Initials of the Pension Disbursing Authority		Remarks Here enter the month and Item No. of Form-I where the name of the Pensioner appears on transfer out, death and cessation of pension
9	10		11

Similar action will be taken in the case of a pensioner whose account is received in a Pension Disbursing Authority's office on transfer from another Pension Disbursing Authority. The pensioner should be informed of the P.S.No. allotted to him at the earliest opportunity and advised to quote that Number in all correspondence with the Pension Disbursing Authority/ Principal Controller of Defence Accounts (Pensions) etc. and on the bills and claims.

3. Care will be taken to see that once a P.S.No. is allotted to a pensioner, he/she is not allotted another P.S.No. by the same Pension Disbursing Authority for so long as the pensioner continues to be on his pension strength. If a P.S.No. is already allotted, on the receipt of the Pension Payment Order notifying initial pension, the same No. will be quoted on the Pension Payment Orders that may be subsequently received.
4. If any individual is granted only gratuity and no monthly pension is payable i. e. without any pension, and one time payment of gratuity / ex-gratia is involved, no P.S.No. is to be allotted to him.
5. When a Retiring/Service /Disability/Invalid pensioner dies and Family Pension stands notified jointly in favour of spouse of the pensioner, a fresh P.S.No. shall be allotted to the spouse before commencement of Payment of Family Pension.
6. Pensioner's Serial Numbers should be assigned in running serial order and no number should be omitted. If any number is inadvertently omitted to be allotted, that number should be treated as Blank for all purposes and the same will not be allotted to any Pensioner in future. Care will be taken to see that the same number is not allotted to more than one pensioner similarly, more than one P.S. No, should not be allotted to one and the same pensioner.
7. If a pensioner, who had been transferred out earlier from one Pension Disbursing Authority to another Pension Disbursing Authority , is subsequently taken back on his payment strength, a fresh P.S. No, should be allotted to him, the former P.S. No. will not be operated for any purpose.
8. Form II (IAFA-390) containing full particulars of the entries made in the P.S. Register during each month will be rendered to the Principal Controller of Defence Accounts (Pensions), by the 10th of the following month. 'NIL' report will also be sent for the month in which there is no entry in the P.S. Register. As soon as this report is rendered to the Principal Controller of Defence Accounts (Pensions), a certificate in the following form will be endorsed under the signature of the Pension Disbursing Authority in remarks column of the Register.

“Certified that item numbers from.....to.....have been included in Form II for the month of of the Year.”

9. Pensioner 's Serial Number allotted to the pensioners should be noted in all the pension documents such as Pension Payment Orders, Payment Register, Pension Certificate and quoted in all correspondence with the Principal Controller of Defence Accounts (Pensions) and in all pension bills of the pensioners.

Rendition of Form I

10. When a pensioner is struck off strength due to transfer, death, cessation of pension for any reason, his/her name should be included in Form IAFA-383 (a), known as Form I . It will be ensured that the P.S. No. allotted to him/her by the Pension Disbursing Authority is quoted against his/her name in the Form I . This report (Form-I) should be sent to the Principal Controller of Defence Accounts (Pensions) every month alongwith Form II. 'NIL' report will also be sent for the month in which there is no entry.

Allotment of Treasury Serial Numbers (TS. No) to Class VI, VII and VIII Pensioners.

11. The instructions in paragraphs 1 to 10 above should be observed for allotment of TS Nos. to the above Classes of Pensioners; the only change being that instead of PS Nos. the Class VI,VII and VIII pensioners are allotted TS Nos. A separate register for allotment of TS Nos. to Class VI,VII and VIII pensioners will be maintained for the purpose in the same Proforma as used for P.S. Nos.

Note-1. It is very necessary to ensure that P.S. Nos. and T.S. Nos. are not mixed up e.g. P.S. No. only (not T.S. Nos.) should be allotted to Class I, II and V pensioners. Similarly only T.S. No. (Not P.S. No.) should be allotted to Class VI VII and VIII pensioners.

Note-2. Forms I and II reports in respect of Class I, II V, VI, VII, & VIII pensioners should be addressed to the Principal Controller of Defence Accounts (Pensions) (AT. Section) Allahabad.

Note-3. Detailed instructions for rendition of Form I and Form II are contained in **Appendix-23** to these instructions.

APPENDIX-7**(Referred in Paras 15.1 and 61 (viii))
Instructions relating to the maintenance of Payment Registers
Class I, II and V Pensioners**

1. Form as per Annexure to this Appendix will be used for maintaining the Payment Registers of Pensioners. Sufficient number of these forms should be got stitched or bound in convenient volumes.
2. If the number of pensioners so warrants, separate Registers in respect of Class I, Class II and Class V family and other than family, Class VI (Army , Navy or Air Force) etc pensioners can be maintained. If there is a large number of pensioners in any particular Class, more than one Volume could be maintained. In opening the volumes, the convenience of the Pension Disbursing Authority in identifying the Class of pensioner and historical classification of pensioner for incidence of charge and handling the registers should be kept in view.
3. The Registers should be page numbered.
4. An alphabetical Index should be maintained in each Register showing the (i) Name of the pensioner, (ii) Class of pensioner, (iii) PS/TS number, (iv) Page number allotted to the pensioner, and (v) Remarks Column to indicate casualties, e.g. L.T.A. paid, struck off strength etc. (See **Paras 15 and 16** below).
5. The entries in each page should generally follow the headings of the Register. The name of the pensioner should be written in block letters, in the same manner as it is given in the Pension Payment Order. The P.S. /T.S. number allotted to the pensioner may be written prominently on the top of the page. The photograph of the pensioner where one is furnished may also be got affixed below the column 'Address'. The marks of identification given in the Descriptive Return or Descriptive Roll may also be noted in the left side of the Page , in the space available below Remarks column. If the specimen signature or thumb impressions of the pensioner are obtained by the Pension Disbursing Authority for reference/record purposes, these may also be taken in the Register on the left side, below the column Remarks.
6. The name of the children awarded Children Allowance will be entered in the pages immediately, below the family pensioners name and where it is not possible, a note connecting the entries should be recorded in red ink.
7. The date from which the individual is sanctioned pension should be mentioned this date, it may be noted, is the date with effect from which the individual is transferred to the pension establishment. In cases

where a pensioner after initially drawing pension in another Pension Disbursing Authority's office gets his channel of Payment changed, the new Pension Disbursing Authority should show distinctly the two dates, viz. (i) date from which pensioned and (ii) date from which he is disbursed pension in his office, in the 'Remarks' column. Please also see **Para 8** below.

8. In the column 'Rate of Pension' in addition to the rate of pension which is currently in issue, the date from which such rate was sanctioned should be noted. Also, each time if there is a change in the rate of pension, the earlier entry under this column should be neatly ringed in red ink and the new entry for the rate as well as its date of effect should be written in next column. It will be advantageous to assign indicative numbers for the entries in this column. Also, if the pension is upto a particular date only the date of termination or the cause of termination is prominently noted in this column. The entries should invariably be attested by the Pension Disbursing Authority under his dated initials and it should be so written that the current entry is always distinctly visible, so as to facilitate admitting the correct date of pension.
9. In the case of a pensioner who is taken on the strength of the Pension Disbursing Authority, the date upto which he was paid by the former Pension Disbursing Authority should be entered in the 'Remarks' column and the number and date of the Last Pay Certificate received from the former Pension Disbursing Authority quoted in support of the entry. All entries in the remarks column should be attested by the Pension Disbursing Authority under his dated initials. The payment columns against the year(s) concerned should also be defaced in a suitable manner and superscribed to indicate the fact of the pensioner having been taken on the pension establishment and the date from which he so taken. The entry should be attested under the dated initials of the Pension Disbursing / Authority.
10. The lump sum payments on account of Retirement Gratuity, Lump sum Exgratia, commuted value of pension, Death Gratuity etc. shall also be entered at appropriate place on right side. The date of payment on each account shall also be indicated where commuted value of pension is paid, the date of reduction in pension is determined vide **Para 31** and the date of restoration of pension on account of commutation also indicated on left side simultaneously.
11. The monthly columns, represent the months for which pension is paid and not the month in which the payment is made. The amount paid and the date of payment are required to be shown in each of the monthly columns and the entry attested under the initials of the Pension Disbursing Authority for example. In April column the entry '1000/2/5/XYZ' should be made to indicate that a sum of Rs. 1000.00 being the monthly pension due for the month of April has been paid on the 2nd May by the Pension Disbursing Authority.

12. When pension is paid for two or more months, the months for which the pension is paid should be bracketed together, the amount paid and the date of Payment should be so written that the entry extends right across the bracketed portion.
13. Income-tax and other deductions should be entered in the remarks column.
14. When the pension sanctioned is 'Temporary' the word Temporary should be entered in red ink in column 1 immediately below the name of the pensioner, and the date of expiration of such pension, and if pensions granted upto a prescribed age in the case of children and if the date of expiration falls within the period of the Register, the payment columns in the register should be ruled through diagonally in red ink and the words 'pension ceases from.....entered over the red ink line, so as to ensure that payment of the pension is not made beyond the authorized period.
15. On the change of the channel of payment of a pensioner to another station, after the issue of the Last Pension Certificate , the remaining columns of that block should be ruled through in red ink diagonally and the station to which his pension accounts are transferred should be noted at appropriate place together with the Number and date of the Last Pay Certificate issued to the new Pension Disbursing Authority/ Principal Controller of Defence Accounts (Pensions). The entry should be initialled by the Pension Disbursing Authority and a suitable remark should also be made in the Index to indicate the casualty.
16. When a pensioner dies, marries or remarries etc. and his/her pension ceases to be admissible by reason of the conditions of grant a red ink diagonal line should be drawn, so as to cancel all periods succeeding the month in which the pensioner dies, marries or remarries, the cause of cessation being written over the line and initialled by the Pension Disbursing Authority. A suitable remark should also be made in the Index to indicate the casualty.
17. Suitable notes in respect of demands and other recoveries ordered to be made from the pension should be kept in the remarks column of the Register and when recoveries are made from pension, suitable note of the date on which such recoveries are made should also be kept in the Page. Any advances recovered/adjusted etc. should also be kept note of. Similarly, instructions relating to suspension/holing in abeyance of payment etc. should be kept in the remarks column and suitably connected with the 'month' column, so as to act as check against any erroneous admission of pension beyond the due date.
18. Erasing and over writings in the Payment Register are prohibited. When alterations are necessary, the original entry should be neatly scored through in red ink and the fresh entry made in black ink under the Pension Disbursing Authority's initials.

19. If a pensioner is in receipt of any gallantry allowance, the personal pension and Ad-hoc Ex-gratia, the amount and particulars thereof should be entered also.
20. If a pensioner is re-employed, the particulars of re-employment should be noted in the Register. If such a pensioner subsequently ceases to be re-employed, a suitable remark of his ceasing to be re-employed should be kept in the Register. Instructions regarding the payment or cessation of the Dearness Relief should also be kept in view.
21. When a pensioner who is convicted of any offence of a felonious or disgraceful nature involving forfeiture of his pension is subsequently reinstated, either on the original or on a reduced pension, the necessary notes regarding the period during which he was imprisoned and the pension forfeited and the date from which pension was restored, either on the original or on a reduced rate, with the number and date of the authority for the restoration, should be made in red ink in the column for 'Remarks' and the entry initialed by the Pension Disbursing Authority. If the pension is reduced, the rate of pension should be neatly ringed round in red ink and the reduced rate entered below in black ink under the initials of the Pension Disbursing Authority.
22. In the case of renewals of pension certificates or identification of pensioners other than Annual Identification, which will be recorded, the necessary notes will be made at appropriate place.

PAYMENT
(IDENTIFICATION)

TS/PS/HO NO. Name	Unit/Corps/Deptt. Head office / RO Regt. No. /Account No. Last rank for which pensioned	Remarks
S/O / W/O Address	Reckonable Pay Qualifying service Nationality Date of Birth	Specimen Signature
Photograph	Date of commencement of pension Date of restoration of commuted portion of pension. Whether employed / re- employed (Audit cage)	Identification marks 1 2

First and Subsequent changes in monthly rates of pension and allowances

Authority PPO. No.

Date of effect

Ret / Ser/ Dis/Inv. Pension / Ser etc.

(-) Commutation

Residual Pen.

Dis. element

Personal Pen

Ex-gratia

Gall. Award

Others

Total

Initials of PDA

Date of Termination of Pen.

Cause of Termination of Pen.

Date of Death Name of Family Pensioner Relationship	Rate of Family Pension payable in the event of death of above pensioner 1. Enhanced rate Rs. 2. Normal rate Rs	Upto Upto	Name of heir to whom arrears of pensions to be paid on demise of the pensioner and relationship with him / her as per nomination made under nomination rules.
---	--	--------------	---

Name.....

Relationship.....

LTA paid on.....

for Period from

to.....

Annexure to Appendix -7
Accounting Sheet

REGISTER

Lump-Sum payments	Date of payments	Initiate of PDA	TS / PS / HO. No.	<u>Remarks</u>
Retirement / Death Gratuity With held Gratuity Revised Gratuity Commutation of Pension Revised Commutation Any other	Rs.			(A) Identification done on (B) Non-employment / re-employment received on (C) Marriage / non-marriage certificate Received on.

Monthly payments													Dearness Relief paid			
Year	Apr	May	June	July	Aug	Sept.	Oct	Nov	Dec	Jan	Feb	Mar	%	Date of effect	Amount	Certificate received on
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
20 20																A B C
Pensioner transferred						From			To			In the case of DPDO				
PDA												Opted NBS wef				
Wef.												Bank Code No.				
Last paid upto												Name of Bank				
Last TS/PS/ No.												Branch at				
Bank A/C No.												Saving Bank A/c No.				
Initials of PDA																

APPENDIX -8

(Referred to in Para 18)

List of Indian Army Forms in use in Pension Disbursing Authority's Offices.

No. of the form	Description of the form
IAFA-369	Descriptive Roll of Armed Forces pensioners.
IAFA- 373	Pension Certificate for Armed Forces pensioners and Families Class VI, VII and VIII.
IAFA- 373A	Wallent for I.A.F.A. -373.
IAFA-376	Pension Certificate for Class V pensioners.
IAFA- 381	Declaration of heirship.
IAFA- 383A	Form I-Statement of pensioner's Struck off strength from check Register.
IAFA- 384	Declaration of pensioners applying for new Pension Certificate.
IAFA- 390	List of pensioners brought on the Check Register (Form II).
IAFA- 409	Life certificate-cum Authorisation-cum Receipt (Armed Forces pensioners Class VI, VII and VIII).
IAFA- 526	(Inner and outer) statement of further replies to re-audit decisions
IAFA- 642	Indemnity Certificate in support of claims of arrears of pension.
IAFZ-2002-B	Indent for forms.
IAF (CDA)-649A	Sub-Schedule of Pension Schedule
IAF (CDA)-651	Claim for arrears of pension in respect of Armed Forces pensioners.
IAF (CDA)-652	Claim for lifetime arrears of pension in respect of deceased Armed Forces pensioners.

APPENDIX - 9

(Referred to in Para25.1 (VI))

Table-1**I. Rates of monetary allowances attached to Post Independence Gallantry decorations:**

	1.01.72 to 31.12.81 Rs. p.m.	1.01.82 to 30.04.85 Rs. p.m.	1.05.85 to 31.12.86 Rs. p.m.	1.01.87 to 31.01.95 Rs. p.m.	1.02.95 to 31.12.95 Rs. p.m.	1.01.96 to 31.01.99 Rs. P.m.
Param Vir Chakra	100/-	150/-	150/-	200/-	350/-	1500/-
Each Bar	40/-	60/-	150/-	200/-	350/-	1500/-
Maha Vir Chakra	75/-	115/-	115/-	160/-	275/-	400/-
Each Bar	25/-	40/-	115/-	160/-	275/-	400/-
Ashok Chakra	90/-	135/-	135/-	180/-	325/-	400/-
Each Bar	35/-	55/-	135/-	180/-	325/-	400/-
Kirti Chakra	65/-	100/-	100/-	140/-	250/-	350/-
Each Bar	20/-	30/-	100/-	140/-	250/-	350/-
Vir Chakra	50/-	75/-	75/-	120/-	200/-	300/-
Each Bar	20/-	30/-	75/-	120/-	200/-	300/-
Shourya Chakra	40/-	60/-	60/-	100/-	175/-	250/-
Each Bar	16/-	25/-	60/-	100/-	175/-	250/-

Table-2**I. Rates of monetary allowances attached to Post Independence Gallantry decorations:**

	01.02.99 to 13.05.08 Rs. p.m.	14.05.08 to 29.03.11 Rs. p.m.	30.03.11 onwards Rs. p.m.
Param Vir Chakra	1500/-	3000/-	10000/-
Each Bar	1500/-	3000/-	/-
Ashok Chakra	1400/-	2800/-	6000/-
Each Bar	1400/-	2800/-	/-
Maha Vir Chakra	1200/-	2400/-	5000/-
Each Bar	1200/-	2400/-	/-
Kirti Chakra	1050/-	2100/-	4500/-
Each Bar	1050/-	2100/-	/-

Vir Chakra	850/-	1700/-	3500/-
Each Bar	850/-	1700/-	/-
Shourya Chakra	750/-	1500/-	3000/-
Each Bar	750/-	1500/-	/-

Table-3**II. Rates of Sena / Nav Sena Medal / Vayu Sena Medal**

Period w.e.f.	Rates in Rs.
01.02.99	250/-
14.05.2008	500/-
30.03.2011	1000/-

Table-4**III. Rates of Monetary allowances attached to Pre-Independence gallantry decorations. w.e.f. 01.01.1976**

	Rates p.m.	
	Officers and JCOs and equivalent ranks in the Navy and Air Force.	Ors/NCs(E) and equivalent ranks in the Navy and the Air Force
Victoria Cross	80/-	40/-
Each Bar to Victoria Cross	40/-	20/-
Indian order of Merit	65/-	26/-
Each Bar to Indian order of Merit	30/-	13/-
Conspicuous Gallantry Medal	40/-	12/-
Each Bar to Conspicuous Gallantry Medal	15/-	6/-
Distinguished Flying Cross	40/-	-
Each Bar to Distinguished Flying Cross	15/-	-
Military cross	40/-	-
Each Bar to Military cross	15/-	-
Distinguished Service Cross	40/-	-
Each Bar to Distinguished Service Cross	15/-	-
Indian Distinguished Service Medal	-	12/-
Each Bar to Indian Distinguished Service	-	6/-

Medal			
Distinguished Flying Medal	-		10/-
Each Bar to Distinguished Flying Medal	-		4/-
Military Medal	15/-	For WOs in IAF only	10/-
Each Bar to Military Medal	6/-		4/-

Table-5**IV. Rates of Monetary allowances attached to Pre-Independence gallantry decorations.**

	01.02.86 to 28.02.94 Rs. p.m.	01.03.94 to 18.4.99 Rs. p.m.	19.04.99 to 13.05.08 Rs. p.m.
Indian order of Merit	100/-	175/-	350/-
Each Bar	100/-	175/-	350/-
Indian order of Merit Class-I	85/-	150/-	300/-
Each Bar	85/-	150/-	300/-
Indian order of Merit Class-II	85/-	100/-	200/-
Each Bar	85/-	100/-	200/-
Distinguished service cross	60/-	100/-	200/-
Each Bar	60/-	100/-	200/-
Military cross	60/-	100/-	200/-
Each Bar	60/-	100/-	200/-
Distinguished flying cross	60/-	100/-	200/-
Each Bar	60/-	100/-	200/-
Conspicuous Gallantry Medal	60/-	100/-	200/-
Each Bar	60/-	100/-	200/-
Military Medal	25/-	45/-	90/-
Each Bar	25/-	45/-	90/-
Indian Distinguished Service Medal	20/-	35/-	70/-
Each Bar	20/-	35/-	70/-
Distinguished flying Medal	15/-	----	----
Each Bar	15/-	----	----

Table-6**V. Rates of Monetary allowances attached to Pre-Independence gallantry decorations.**

	14.05.08 To 29.03.11 Rs. p.m.	30.03.11 on wards Rs. p.m.
Distinguished Service Order	2000/-	4000/-
Each Bar	2000/-	4000/-
Indian Order of Merit	2000/	4000/
Each Bar	2000/	4000/
Indian Distinguished Service Medal	2000/-	4000/
Each Bar	2000/-	4000/
Distinguished Service Cross	1400/-	2800/
Each Bar	1400/-	2800/
Military cross	1400/-	2800/
Each Bar	1400/-	2800/
Distinguished flying cross	1400/-	2800/
Each Bar	1400/-	2800/
Distinguished Service Medal	1400/	2800/
Each Bar	1400/	2800/
Military Medal	1400/	2800/
Each Bar	1400/	2800/
Distinguished flying Medal	1400/	2800/
Each Bar	1400/	2800/

VI. Important Guidelines or monetary allowances attached to Pre-independence gallantry decorations.

- (i) The allowance will be admissible to the recipient on the award and on his death to his widow lawfully married by a valid ceremony. The widow will continue to receive the allowance until her re-marriage or death. The payment of the allowance will, however, be continued to a widow who re-married the late husband's brother and lives a communal life with the living heirs, eligible for family pension. Ordinarily the widow who had first married the deceased recipient shall receive the allowance, but with the special sanction

of the Government, the allowance may be divided equally between the lawful widows of recipients. Payments to all widows shall cease when the allowance to the first widow terminates.

- (ii) When the award had been made posthumously to a bachelor, the monetary allowance shall be paid to his father or mother, and in case the posthumously awardee was a widower, the allowance shall be paid to his son below 18 years or unmarried daughter as the case may be.
- (iii) The monthly monetary allowance will be paid in respect of all gallantry awards received by an individual.

APPENDIX -10**(Referred to in Para 34)****Table showing rates or revised disability element admissible**

RANK	1.6.53 TO 24.4.67 (in %)								
	20%	30%	40%	50%	60%	70%	80%	90%	100%
NCs(E)	4	6	8	10	12	14	16	18	20
Sepoy	5	7.5	10	12.5	15	17.5	20	22.50	25
Naik	6	9	12	15	18	21	24	27	30
Hav	7	10.5	14	17.5	21	24.50	28	31.50	35
Nb/Sub	10	15	20	25	30	35	40	45	50
Sub	15	22.50	30	37.5	45	52.50	60	67.50	75
Sub/Maj	18	27	35	45	54	63	72	81	90
Hony Comm.	25	37.50	50	62.5	75	87.50	100	112.50	125
Comm. Officer	30	45	60	75	90	105	120	135	150
" MNS	25	37.50	50	68.50	75	87.50	100	112.50	125

RANK	25.4.67 TO 31.12.72 (in %)								
	20%	30%	40%	50%	60%	70%	80%	90%	100%
NCs(E)	6	9	12	15	18	21	24	27	30
Sepoy	7	10.50	14	17.50	21	24.50	28	31.50	35
Naik	8	12	16	20	24	28	32	36	40
Hav	9.60	14.40	19.20	24	28.80	33.60	38.40	43.20	48
Nb/Sub	13	19.50	26	32.50	39	45.50	52	58.50	65
Sub	18	27	36	45	54	63	72	81	90
Sub/Maj	21	31.50	42	52.50	63	73.50	84	94.50	105
Hony Comm.	28.50	42.75	57	71.25	85.50	99.75	114	128.25	142.50
Comm. Officer	34	51	68	85	102	119	136	153	170
" MNS	28.50	42.75	57	71.25	85.50	99.75	114	128.25	142.50

RANK	1.1.73 TO 31.12.85 (in %)								
	20%	30%	40%	50%	60%	70%	80%	90%	100%
NCs(E)	8	12	16	20	24	28	32	36	40
Sepoy	9	13.50	18	22.50	27	31.50	36	40.50	45
Naik	12	18	24	30	36	42	48	54	60
Hav	12	18	24	30	36	42	48	54	60
Nb/Sub	22	33	44	55	66	77	88	99	110
Sub	22	33	44	55	66	77	88	99	110
Sub/Maj	22	33	44	55	66	77	88	99	110
Hony Comm.	34	51	68	85	102	119	136	153	170

RANK	Dis. Pension for Boys w.e.f. 1.6.53 TO 24.4.67 (in %)									
	20%	30%	40%	50%	60%	70%	80%	90%	100%	
NCs(E)	15	17.50	20	22.50	25	27.50	30	32.50	35	
Sepoy	Dis. Element for DSC w.e.f. 01.01.1973 to 31.12.1995 (in %)									
Naik		20%	30%	40%	50%	60%	70%	80%	90%	100%
Hav	Sep	8.40	12.60	16.80	21	25.20	29.40	33.60	37.80	42
Nb/Sub	NCOs	11	16.50	22	27.50	33	38.50	44	49.50	55
Sub	JCO	94.50	30.60	40.80	51	61.20	71.40	81.60	91.80	102
Sub/Maj	Hony Com.	31.60	47.40	63.20	79	94.80	110.80	126.40	142.2	158
Hony Comm.	RANK									

RATES OF DISABILITY ELEMENT w.e.f. 01.01.1986

RANK	01.01.1986 TO 31.12.95 (in %)								
	20%	30%	40%	50%	60%	70%	80%	90%	100%
Other Ranks/NCs(E)	90	135	180	225	270	315	360	405	450
JCOs	110	165	220	275	330	385	440	495	550
Officer/Hony. Comm.	150	225	300	375	450	525	600	675	750

NOTE: Above rates of Disability Element were also extended to Pre-86 and Pre-96 retirees' w.e.f. 01.01.1986 and 01.01.1996 respectively.

RANK	01.01.1996 to 31.12.2005 (in %)								
	20%	30%	40%	50%	60%	70%	80%	90%	100%
Other Ranks/NCs(E)	310	465	620	775	930	1085	1240	1395	1550
JCOs	380	570	760	950	1140	1330	1520	1710	1900
Officer/Hony. Comm.	520	780	1040	1300	1560	1820	2080	2340	2600

NOTE: Above rates of Disability Element were also extended to Pre-86 and Pre-96 retirees' w.e.f. 01.01.1986 and 01.01.1996 respectively.

RANK	01.01.2006 (in %) onward for Group "X" & Group "Y"															
	20%		30%		40%		50%		60%		70%		80%			
	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	Gp-Y	Gp-X	
Sepoy/ Naik/ Hav	702		1053		1404		1755		2106		2457		2808			31
Nb/Sub	1014	930	1521	1395	2028	1860	2535	2325	3042	2790	3549	3255	4056	3720	4563	
Sub	1038	954	1557	1431	2076	1908	2595	2385	3114	2862	3633	3339	4152	3816	4671	
Sub/Maj	1050	966	1575	1449	2100	1932	2625	2415	3150	2898	3675	3381	4200	3864	4725	
Hony LT	1620		2430		3240		4050		4860		5670		6480			72
Hony Capt	1662		2493		3324		4155		4986		5817		6648			74

APPENDIX-11

(Referred to in Para 35 & 85 (xvii)(a))

Form No. 1(A)

Declaration for drawal of Constant Attendance Allowance by Class I Pensioners

N.B.-Any person willfully making a false declaration is liable to prosecution

- (i) Name of pensioner
- (ii) Personal No.....
- (iii) Rank
- (iv) Regiment/Corps/Unit/Service.....
- (v) P.C./P.P.O. No.....Dated
- (vi) Rate of Constant Attendance Allowance p.m.
- (vii) Particulars of any period spent as an inmate or an in-patient of a Government Hospital or institution since the allowance was last drawn.

- (a) Date of admission to the hospital/institution
- (b) Date of discharge from hospital/institution
- (c) Address of the hospital/ institution.....

I hereby declare that I am the pensioner described above, that the particulars given on this form are true and that for the period viz for which I now claim Constant Attendance Allowance-

- (a) I was not an inmate or an in-patient of a Government hospital/institution.
- (b) I actually employed Shri son of Shri as a paid attendant to lookafter me, such attendance having been necessitated by the disability/disabilities for which I am drawing the disability pension/War Injury Pension.
- (c) Shri is not related to me in any way.

I further declare that I understand that I am not to entitled to receive Constant Attendance Allowance for any period during which the forgoing conditions are not fulfilled.

Pensioners Signature.....
Full address.....

Place:
Date

I certify to the best of my knowledge and belief that the above declaration is correct.

Place: (Signature of a responsible officer
Date or well known person)
Designation

Form No. 1(B)
Certificate for drawal of Constant Attendance Allowance by Class VI Pensioners

- (i) Name of pensioner
- (ii) Regimental No.....
- (iii) Rank
- (iv) Regiment/Corps/Unit/Service.....
- (v) P.C./P.P.O. No.....Dated
- (vi) Rate of Constant Attendance Allowance p.m.
- (vii) Particulars of any period spent as an inmate or an in-patient of a Government Hospital or institution since the allowance was last drawn.
 - (a) Date of admission to the hospital/institution
 - (b) Date of discharge from hospital/institution
 - (c) Address of the hospital/ institution.....

CERTIFICATE

Certified from my personal knowledge of the pensioner described above that the particulars given on this form are correct, and that for the period viz for which Constant Attendance Allowance is claimed.

- (a) The pensioner was not an inmate or an in-patient of a Government hospital/institution.

(b) He actually employed Shri son of Shri as a paid attendant to lookafter me, such attendance having been necessitated by the disability/disabilities for which I am drawing the disability pension/War Injury Pension.

Pensioners Signature.....

Full address.....

Place:

Date

Note:- The certificate will be signed by a responsible Government Officer or by some other well known and trustworthy person e.g. a JCO, a Sub-Inspector of Police, a Sub-Postmaster, a Tehsildar, a Village headman, a patti patwari (in the case of Garhwali pensioners resident in Kumaon), or the head of the village panchayat, who is personally acquainted with the pensioner. In the case of Gorkha pensioners residing in Nepal, the certificate may also be signed/countersigned by the Recruiting officer/Deputy Recruiting Officer/Ass.Recruiting officer for Gorkhas and Military attaché/Ass.Military Attache/Asst. Air Attache to the Indian Embassy in Nepal.

Place:

Date

(Signature of a responsible officer
or well known person)

Designation

FORM-2

(Referred to in Para 39)

Certificate of Non-re-marriage/Non-marriage:

I hereby declare that I am not married/have not been married during the past six months.

OR

I hereby declare that I have not been re-married and I undertake to report such an event to the Pension Disbursing Authority.

Place:

Signature

Date

Name of the Pensioner

.....PP

O No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible officer or well known person

Name

Designation

FORM-3

(Referred to in Para 40)

Certificate of Non-earning livelihood by the child.

I hereby declare that my monthly income from all sources is not more than Rs. 3500/- plus applicable rate of Dearness relief.

Place:

Date

Signature

Name of the Pensioner

.....PP

O No.

TS/PS No.....

FORM NO. 4
(Referred to in Para 41)

**Declaration from a family pensioner taken on the pension strength
First time**

“I declare that –

(i) my husband / father Late
(Regtl. No., Rank and Name)

was not re-employed;

OR

(ii) my husband / father late.....
(Regtl. No., Rank and Name)

was re-employed in
(Name of Office)

and I have not claimed Family Pension in respect of my late
husband / father from the re-employing authority and shall not
claim Family Pension in future;

OR

(iii) my husband / father Late

(Regtl. No., Rank and Name)

was re-employed in
(Name of Office)

and a second Family Pension @ Rs.p.m. has been
sanctioned by

(Accounts Officer)

vide PPO no.....payable by

.....

(Pension Disbursing Authority)

Address-

Date-

Signature.....

Name of the Pensioner

TS/PS No.....

FORM NO. 5

**(Referred to in Para 68 and 72.4 (V))
Life Certificate**

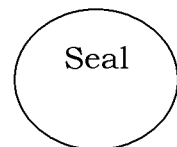
Certified that Shri / Smt..... holder of
PPO No.PS NO. / TS
NO.....issued byis alive on
this date

Signature

Station :

Name.....
Designation of
Authorised Officer.....

Date.....



FORM NO. 6

**(Referred to in Para 72.4 (iv) (ab) and 72.4 (v))
Certificate regarding Non-change of nationality**

I certify that I was Indian National at the time of my retirement / discharge and have not thereafter changed my nationality and become a naturalized citizen of a foreign state.

Place.....

Date.....

Signature

(Name of the Pensioner)

PPO No.....

FORM NO. 7

(Referred to in Paras 76,77 and 78.1)

Form of Certificate of Non-employment / Re-employment)

- (i) I declare that I have not been serving in any capacity either in a Govt. Deptt. / Office, Company, Corporation, Autonomous body or Society or Central or State Government or Union Territory or Local Fund during the half-year ended May/ November.

OR

I declare that I have been employed / re-employed in the office ofwhich is a part of / financed byGovernment and was in receipt of the following monthly rates of emoluments during the half year ended May / November..... or during the month offalling, with in the said half year.

(a) Pay.....

Special Pay.....

Allowances.....

(including DA, ADA, etc.)

OR

(b) Honorarium.....

Further that the orders of my re-employment do /do not stipulate my pension being held in abeyance during the re-employment.

- *(ii) I declare that I have not accepted any commercial employment in India.

OR

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Govt. and none of the conditions, if any, attached thereto by Govt. has been violated.

OR

I declare that I have accepted commercial employment in India without obtaining the previous sanction of the Central Government.

Note- This declaration is required to be given for a period of two years from the date of retirement.

**⁽ⁱⁱⁱ⁾ I declare that I have not accepted any commercial employment under a Govt. outside India /an International organization of which the Govt. of India is not a member.

OR

I declare that I have accepted a Commercial employment under a Govt. outside India /an International organization of which the Govt. of India is not a member after obtaining the previous sanction of the Central Govt. and none of the conditions attached thereto by the Govt. have been deviated from.

OR

I declare that I have accepted a commercial employment under a Govt. outside India /an International organization of which the Govt. of India is not a member without obtaining the previous sanction of the Central Govt.

Signature.....

Name of the pensioner.....

.....

Place:

PPO. No.....

Date:

TS /PS No.

(*) Certificate at (ii) is to be furnished by retired Defence Civilian Group 'A' Officers / Commissioned Officers of and above the rank of Colonel / Captain / Group Captain in the Army, Navy and Air Force respectively.

(**) Certificate at (iii) is to be furnished by retired Defence Civilian group 'A' Officers and Commissioned Officers of all ranks.

FORM NO. 8

(Referred to in Paras 89 (ii) and 89 (iii))

Declaration from Dependants of Commissioned Officers

(i) In the case of Single parent:

I have not contracted marriage with any other person since the death of my

.....

(ii) in the case of both parents granted Dependant's pension collectively.

My husband / wife (who is a non-payee parent) is alive. I further declare that I am/we are not in receipt of any other pension, that I / we do not hold any position of profit under Govt. except..... and since the grant of the pension my / our private income has been increased / decreased.

Signature (i).....

(ii).....

Name

Place:

PPO. No.....

Date:

TS No. /PS No.....

I certify to the best of my knowledge and belief that the above declaration is correct.

Name

Designation

of the authorised officer.

Place:

Date:

Officers competent to sign this certificate are any commissioned officer of the Defence Services not below the rank of captain or equivalent or Magistrate or serving civilian Gazetted Officer under his office seal / stamp.

APPENDIX - 12

**(PART-I)
FORM OF OPTION
Annexure -I
(See Para 57.1)**

(i) I.....hereby opt for the medical facilities from Armed Forces Hospitals / M.I. Rooms.....
.....

Or

(ii) I.....hereby claim Fixed Medical Allowance of Rs. 300/- p.m. in lieu of OPD facilities at Armed Forces Hospitals / M.I. Rooms.....

Existing address

.....
.....
.....

Signature.....

Name.....

Personal No. Regt. No.

Unit / formation

Date.....

Station.....

(Countersigned)

Commissioned Officer / Treasury
PSB/ Paying Branch / (DPDO/PAO)

- (i) To be scored out if not applicable.
- (ii) This is one time option.

Seal

Annexure -II

Form of undertaking to be furnished to his Pension Disbursing Authority

I hereby declare and under take that I am entitled to medical facilities in Armed Forces Hospital's MI Rooms and not wish to avail OPD facilities at Armed Forces Hospital / MI Rooms in order to claim the fixed medical allowance.

My residential address is

Vill/ Moh.....

P.O.....

Distt.....

PIN.....

Signature.....

Name.....

PPO No.

SB/ Current A/C No.....

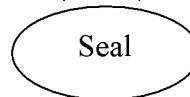
PDA.....

Date.....

Station.....

(Countersigned)

Treasury PSB/ Paying Branch
(DPDO/PAO)



Annexure -III

Intimation to Principal CDA (P), Allahabad regarding payment of Medial Allowance to pensioners.

(To be prepared in duplicate)

- (1) Name of the Pensioner / family pensioner
- (2) Rank and IC/ Regt. No. of the pensioner / deceased
- (3) PPO No.
- (4) TS/PS/HO. No.
- (5) Saving / Current A/C No.
- (6) Whether opted for Medical Allowance Yes / No
- (7) Whether pensioner has submitted an under taking Yes / No
- (8) Whether necessary entries regarding payment of Medical Allowance has been made in PPO and Pension Certificate of the pensioner. Yes / No

Signature of Pension Disbursing Authority

Bank Branch

Distt.

APPENDIX - 12

**(PART-II)
FORM OF OPTION
Annexure -I
(See Para 57.3)**

(i) I.....hereby opt for the medical facilities under CGHS or other similar Health scheme namely.....

OR

(ii) I.....hereby opt to claim Fixed Medical Allowance of Rs. 300/- p.m. as I am residing in area where no CGHS medical facilities are available

Existing address

.....

.....

Signature.....

Name.....

Station..... Designation

Date..... Office to which employed.....

- (i) To be scored out if not applicable.
- (ii) This is one time option.

(Countersigned)

HEAD OF OFFICE

Annexure -II

Form of under taking to be furnished by pensioners to his PDA

I hereby declare and under take that I am entitled to medical facilities under CGHS or other similar scheme namely..... but I am residing in an area where no such out door facilities are available.

My residential address is

Village/ Moh.....

P.O.....

Distt.....

PIN.....

Name.....

PPO No.

TS/PS No.

SB/ Current A/C No.....

PDA.....

Station.....

Date.....

**Annexure-III
I
Undertaking**

In cases of pensioners living in CGHS covered cities, but whose places of residence are not served by any CGHS dispensary

I a retired employee of(office address) declare that I am residing at(Residential) address indicated in PPO)..... which area is not covered under CGHS or any corresponding Health Scheme administered by the ministry / Department (as the case may be). I have also not obtained and do not wish to obtain a CGHS card and avail out-door facilities under CGHS / Corresponding Health Scheme of other Ministries / Departments, from any dispensary situated in an adjoining area.

Signature.....

Name.....

PPO No.

TS/PS No.

SB/ Current A/C No.....

PDA.....

Station.....

Date.....

II

Certificate from Medical Authorities of CGHS or from authorities of corresponding Health scheme of the concerned Ministry / Department.

This is certified that.....(Name of pensioner) is residing at.....pensioner (address of the pensioner), is not served by any dispensary under CGHS or the corresponding Health Scheme administered by the Ministry / Department.

Signature of Medical Authorities with seal

Annexure-IV

Intimation to Principal CDA (P) Allahabad regarding payment of Medical Allowance to pensioners (to be Prepared in Duplicate)

- (1) Name of the Pensioner / family pensioner
- (2) PPO No.
- (3) TS/PS/HO. No.
- (4) Saving / Current A/C No.
- (5) Whether opted for Medical Allowance Yes / No
- (6) Whether pensioner has submitted an under taking Yes / No
- (7) Whether necessary entries regarding payment of Medical Allowance has been made in PPO and Pension Certificate of the pensioner. Yes / No

Signature of Pension Disbursing Authority

Bank Branch

Distt.

APPENDIX - 13**(Referred to in Para 70 (viii))****Form to receive pension in respect of Class VI pensioners employed in Railways. Mills or private firms**

Name of the Institution or firm Pension
acquittance roll for the month of of the under
mentioned Armed Forces Pensioners who are unable to go and draw their
pension from thein person, owing to their re-
employment in this.....

Treasury Serial No.	Pension Payment Order No.	Rank	Name	Amount of Pension	
				Rs.	P.
1	2	3	4	5	

Signature or mark of pensioners to the following declaration of drawal of second pension: I declare that except the pension specified in this bill, I am neither in receipt of any family pension nor any service or disability pension in respect of previous service in any regiment or other military formation or any other department (Civil or Military) under the Government of India or any Local Government.

6

Signature or mark of pensioner who having authorised to draw their behalf have acknowledged receipt of the amount of their pensions respectively.

7

I certify that the above named pensioners are alive on this date (to be certified once in six months with the pension bills for June and December).....(date to be inserted).

Last Life Certificate was furnished with the bill for the month of

Station:

Date:

Signature of the Head of office, Institution or Firm.

Received the sum of Rs.

(Rupees.....) (in words) as shown above, to be handed over to the Pensioners.

Signature of the person authorised

(Name in the last column)

APPENDIX- 14

(Referred to in Para 72.3 (ii) & 72.4 (ii))

FORM OF POWER OF ATTORNEY

- (a) Full name, personal No. TS NO. / HO NO. / PS NO. and rank of the pensioner. Know all men by these present that I (a).....do hereby appoint (b).....
- (b) Name of the scheduled bank or firm or representative as my true lawful attorney and authorize the said attorney to do all things, acts, deeds that may be necessary or are usual to receive from the (c).....the pension payments etc. due to me as authorised by the Principal Controller of Defence Accounts (Pensions) Allahabad / Principal CDA (Navy) Mumbai /Dy.CDA (Air Force) New Delhi. vide Pension Payment Order number(d)
- (c) Name of the Pension Disbursing Authority
- (d) Pension Payment Order number.and to give receipts for the same and credit the same to my account and I do hereby agree to ratify all acts, deeds and things done or made by my said attorney which shall be deemed to be done and made by me personally and shall be binding on me with force and effect. This Power of Attorney shall remain in full force and effect until due notice in writing of its revocation shall have been given to the Pension Disbursing Authority.
- (e) Name of the Pensioner.

In witness whereof the said (e) has set his / her hand and seal thisday of

SIGNED SEALED AND DELIVERED by the said (e)..... in the presence of Executant of powers of Attorney.

ANNEXURE TO APPENDIX - 14**(Referred to in Para 72.3 (v))****Form of Register of Power of Attorney**

Serial Entry No.	Date of execution of the Power of Attorney	Name of pensioner	TS NO. / HO NO. / PS NO.	To whom granted	Description (pension)	Limitation of power (period)	Reference to the folio case No. where power of attorney is recorded
1	2	3	4	5	6	7	8

APPENDIX- 15**(Referred to in Para 61(ii),61(vii) and 83.1)****Defence Pension Bill and Pension Payment Schedule****Annexure-I**

Defence Pension Bill

Voucher No.Treasury / PAO / DPDO.....

Class No. TS/PS/HO No.

PPO No.

Pension bill of Shri. / Smt. / Km. (Rank,
No., Corps / Unit / Deptt.relationship with the deceased in case of Family Pension for the
month of19.....

	Rate p.m. Rs.	Amount Rs.
Pension for the period from (Nature of Pension).....to		
Disability Element		
Ad-hoc Ex-gratia.....		
Personal Pension		
Ex-gratia allowance		
Child allowance.....		
Dearness Relief for the period from toat.....percent.		
Gallantry allowance for gallantry.....		
<u>(Name of gallantry award)</u>		
Rs.	Total	

(in words)

Deductions : (I) Income Tax (-)

(ii) Other deduction (-)

Total Deduction

Net amount payable

Rs.

(in words)

Address of the pensioner:

Received Payment

.....
.....

Revenue
Stamp

Dated:

Signature of the pensioner

Please Pay Rs.(Rs.

(in words)

Treasury Officer / Pay Accounts Officer) / DPDO.

Note- The Normal periodical certificates / declarations should be submitted with this bill as and when due. The P.D.A. shall ensure that relevant certificate / declaration as due is attached.

ANNEXRE -II TO APPENDIX 15

(Referred to in para 61(ii), & 83.1)

Pension Payment Schedule in respect of Defence Pensioners

Treasury / PAO / DPDO

Station

Class No.

Payments made betweenof

and of19

INSTRUCTIONS

One schedule should ordinarily be used for each Class of pensioners. If the numbers of pensioners in any Class are small, payments made to them may be recorded in one schedule, separate page being allotted for each Class and the names of each Class entered under their respective headings (to be entered in red-ink). The Class or Classes of pensioners should be entered on the front page.

Sl.No.	<u>Particular of Pensioners</u>			
	Date of Payment	TS/PS/HO no.	PPO NO.	Name
1	2	3	4	5

Particular of amount due to the pensioners

Period for which paid		Pension		Dearness Relief Percent	Gallantry Allowance	Other monthly Payments with particulars
From	To	Rate	Amount			
6	7	8	9	10	11	12
Total of Colms. 8 to 11		Particulars of recoveries		Net amount paid to each pensioner	Dated initial of the disbursing Officer by whom or during whose presence payment is made	
13		14		15	16	
Signature or thumb impression of the pensioner in token of having received the payment			Particulars of Certificate received and attached to this schedule		Remarks	
17			18		19	

I hereby certify that the pensioners, whose names appear in this schedule with the exception of those who were authorised to receive their pensions through

agents, or who were paid by remittances were paid in my presence after minute examination of each individual with the Payment Register, and that whenever there was any reason to doubt the identity of the person, every possible enquiry was made to ascertain the merits of the claim.

I further certify that special steps were taken for the identification of pensioners whose ages exceed 70 years.

I also further certify that no Dearness Relief has been charged in respect of pensioners, who are employed / re-employed in Defence Services, in Government / Department/ Office, Company, Corporation, Autonomous body, society of Central or State Government or Union Territory or local funds like Municipality and District Board, Reserve Bank of India and Public Sector Banks including State Bank of India.

Station.....

Signature.....

Date

Designation of the

Pension Disbursing Authority.....

APPENDIX-16**Part-I****(See Para 84.1)****Minimum limit of pension fixed from time to time**

Date of Effect	Amount p.m.	Remarks
01.01.1964	Rs. 25 pm.	Including the amount of pension TI and AHI
01.03.11970	Rs. 40 pm.	Including the amount of pension TI and AHI
23.08.1980	Rs. 60 pm.	-----
01.04.1982	Rs. 150 pm.	Including the amount of pension and relief
01.04.1983	Rs. 160 pm.	Including the amount of pension and relief
01.01.1986	Rs. 375 pm.	-----
01.01.1996	Rs. 1275 pm.	-----
01.01.2006	Rs.3500 pm.	-----

APPENDIX-16**Part-II****(See Para 84.1)****Maximum limit of pension fixed from time to time**

For those who retired on or after	Pension should not exceed the following amount	Remarks		
17.04.50	Rs. 583.33 pm.	The amount of pension plus relief should not exceed the following amounts from the dates noted against each. In respect of those (a) who retired on or after 31.03.1979 (AN) but before 31.01.82 and (b) who retired after 31.01.82 (AN) and did not opt for merger of ADA upto 320 pt. CPI		
17.04.56	Rs. 675.00 pm.			
01.01.73	Rs. 1000.00 pm.			
01.04.79	Rs. 1500.00 pm.			
		In respect of those who retired on or after 31.01.82 (AN) and opted for merger of ADA upto 320 pt. CPI		
		Date		
		Amount pm.		
		Amount pm.		
		01.04.79	1500	
		01.11.79	1525	
		01.05.80	1550	
		01.09.80	1575	
		01.12.80	1587.50	
		01.02.81	1600	
		01.04.81	1612.50	
		01.06.81	1625	
		01.08.81	1637.50	
		01.10.81	1650	
		01.11.81	1662.50	
		01.01.82	1675	
		01.04.82	1687.50	1612.50
		01.06.82	1700	1625
		01.09.82	1713	1638
		01.12.82	1725	1650
		01.03.83	1738	1663
		01.05.83	1750	1675
		01.07.83	1763	1688
		01.08.83	1775	1700
		01.10.83	1788	1713
		01.11.83	1800	1725
		01.01.84	1813	1738
		01.02.84	1825	1750
		01.04.84	1838	1763
		01.06.84	1850	1775
		01.08.84	1863	1788
		01.11.84	1875	1800
		01.01.85	1888	1813

01.04.85	Ceiling on pension removed
01.01.86	Rs. 4500/- pm.
01.01.96	Rs. 15000/- pm.
01.01.2006	Rs. 45000/-pm.

Note- The maximum ceiling in case of War Injury Pension & Liberalised Family Pension is not applicable as War Injury Element for 100% disability and Liberalised Family Pension are equal to Last Pay Drawn. Further the cap from War Injury Pension has been removed w.e.f. 01.7.2009, therefore, now this can be more than the Last Pay Drawn.

APPENDIX-16**Part-III****(See Para 84.1)****MINIMUM LIMIT OF FAMILY PENSION FROM TIME TO TIME**

Rules under which granted	Amount p.m.	Date of commencement	Remarks
Family Pension Scheme-64	Rs. 25/- pm.	01.01.1964	No AHI is admissible
1. Family Pension Scheme-64 2. LPR-50 3. C.C.S. (EOP) Rules	40/- pm.	01.03.1970	I. Including T.I. & A.H.I. II. Applicable in cases of death occurring on or after 28.02.1970. III. Existing pension should be revised to Rs. 40/- pm. if the same together with AHI/TI (where applicable) falls short of Rs. 40/- pm.
Family Pension Scheme-64	60/- pm.	01.01.1973	In respect of deaths occurring on or after 01.01.1973.
1. Family Pension Scheme-64 2. LPR-50 3. C.C.S. (EOP) Rules	140/- pm.	01.04.1982	Including the amount of pension and relief. If pension plus relief falls short of Rs. 140/-, the same should be stepped upto Rs. 140/- pm.
1. Family Pension Scheme-64 2. LPR-50 3. C.C.S. (EOP) Rules	150/ pm.	01.04.1983	If pension plus relief falls short of Rs. 150/-, the same should be stepped upto Rs. 150/- pm.
Do	375/ pm.	01.01.1986	Applicable in cases of death occurring on or after 01.01.1986.
Do	1275/ pm.	01.01.1996	Applicable in cases of death occurring on or after 01.01.1996.
Do	Rs.3500 pm.	01.01.2006	

APPENDIX - 16**(Part -IV)****Table for Minimum Pensionary Awards admissible wef. 01.01.96 in r/o Pre-96 Family Pensioners of Commissioned Officers including AMC Officers**

Sl. No.	Equivalent Rank of Army /Navy/Air Force			Minimum Pay of the scale introduced wef. 1.1.96			Min. Spl. Family Pension payable wef. 1.1.96	Min. Dependant Pension payable wef. 1.1.96	Min. Libera Fam Pens Paya wef. 1.
	Army	Navy	Air Force	Basic Pay	Rank Pay	Total of Col. 4+5	(60% of col. 6)	(50% of Col. 7)	(100% col.
	1	2	3	4	5	6	7	8	9
				In Rs.	In Rs.	In Rs.	In Rs.	In Rs.	In R
1.	Lt.	Sub. Lt.	Fg. Offr.	8250	-	8250	4950	2475	825
2.	Capt.	Lt.	Flt. Lt.	9600	400	10000	6000	3000	1000
3.	Major	Lt. Cdr.	Sqn. Ldr.	11600	1200	12800	7680	3840	1280
4.	Lt. Col. (TS)	Lt. Cdr. (TS)	Wg. Cdr. (TS)	13500	1200	14700	8820	4410	1470

5.	Lt. Col. (S)	Cdr.	Wg. Cdr.	13500	1600	15100	9060	4530	15100
6.	Col.	Capt. (Less than 3 yrs service) **	Gp. Capt.	15100	2000	17100	10260	5130	17100
7.	Brig.	Capt. (3 yrs. & More service) **	Air Cmde	16700	2400	19100	11460	5730	19100
8.	Mej. Gen	Rear Admiral	AVM	18400	-	18400	11460	5730	19100
9.	Lt. Gen.	Vice Admiral	Air Marshal	22400	-	22400	13440	6720	22400
10.	DGAF MS			24050	-	24050	14430	7215	24050
11.	VCOAS	VCNS	VCAS	26000	-	26000	15600	7800	26000
12.	COAS	CNS	CAS	30000	-	30000	18000	9000	30000

** In case it is not feasible to ascertain from the PPO the length of qualifying service the rates as shown against SL. No. 6 may be allowed while revising the cases and the case referred to PSA concerned for final revision.

APPENDIX - 16**(Part -V)****Table for Minimum Pensionary Awards admissible wef. 01.01.96 in r/o
Pre-96 MNS Officers.**

Sl. no.	Rank of MNS Officer	Minimum Pay of the scale introduced wef. 1.1.96	Min. Spl. Family pension payable wef. 1.1.96	Min. Dependant Pension payable wef. 1.1.96	Min. Liberalised Family Pen. Payable wef. 1.1.96
	Army	Basic Pay	(60% of col. 2)	(50% of col. 3)	(100% of col. 2)
	1	2	3	4	5
		In Rs.	In Rs.	In Rs.	In Rs.
1.	Lt.	8000	4800	2400	8000
2.	Capt.	9400	5640	2820	9400
3.	Major	11200	6720	3360	11200
4.	Lt. Col. (S)	12800	7680	3840	12800
5.	Col.	13400	8040	4020	13400
6.	Brig.	14700	8820	4410	14700
7.	Maj. Gen.	16400	9840	4920	16400

APPENDIX – 16**(Part –V I)****CHART SHOWING MINIMUM LIMITS OF RATES OF SPECIAL FAMILY PENSION AND LIBERALISED FAMILY PENSION IN PRE-96 CASES ADMISSIBLE WEF. 01.01.96**

	<u>JCOs granted Hony. Commission</u>	<u>Special Family Pension SFP</u>		<u>Liberalised Family Pension</u>				
(a)	Hon. Lt.	6300/- pm.		10,500/-				
(b)	Hony. Capt.	6510/- pm.		10,850/-				
Rank	Groups prior to 1.1.73	A		B		C		D,E,F
	From 1.1.73 onwards	A		B (Clerical Grade of DSC)		C		D
JCOs		Special Family Pension	Liberalised Family Pension	Special Family Pension	Liberalised Family Pension	Special Family Pension	Liberalised Family Pension	Special Family Pension
		60% of the min. pay in revised pay scale	Equal to min. pay in the revised pay scale wef. 1.1.96	60% of the min. pay in revised pay scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 1.1.96	60% of the min. pay in revised pay scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 1.1.96	60% of the min. pay in revised pay scale wef. 1.1.96
Nb/Su bedar		3120	5200	2880	4800	2790	4650	2790
Subedar		3702	6170	3462	5770	3372	5620	3372

Sub. Major		4350	7250	4050	6750	4050	6750	4050
NCOs/ ORs Havildar		2550	4210	2550	3650	2550	3465	2550
Naik		2550	3760	2550	3300	2550	3190	2550
Sepoy		2550	3560	2550	3100	2550	2985	2550

Note: Amount of Liberalised Family Pension (LFP) has been worked out on the reckonable the minimum pay plus classification allowance (where admissible) in the revised scale 1.1.96.

APPENDIX - 16

(Part -VII)

Chart showing minimum limit of special family pension / liberalized family Pension in respect of Sailors (Officers and Apprentices) in respect of Pre-96 cases admissible wef. 1.1.96.

1	Hony. Commissioned officer	SFP	LFP
(a)	Hon. Sub Lt.	6300	10500
(b)	Hony. Lt.	6510	10850

2. Sailors (Non Artificers)

Rank	Special group		Group B	
	SFP	LFP	SFP	LFP

	60% of the min. pay in revised. scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 01.01.96	60% of the min. pay in rev. scale wef. 1.1.96	Equal to min. pay in the scale wef. 01.01.96
MCPO-I	4050	6750	3960	6600
MCPO-II	3702	6170	3372	5620
CPO	3120	5200	2790	4650
PO	2592	4320	2550	3775
L/SEAMAN	2550	3900	2550	3320
SEAMAN-I	2550	3650	2550	3200
SEAMAN-II	2550	3325	2550	3080

3. Naval Officer rank

	Rank	Spl. FP	
		60% of the min. pay in revised. scale wef. 1.1.96	Equal revis
a)	Apprentice Ist year	2550	
b)	Apprentice IIst year	2550	
c)	Apprentice IIIrd year	2550	
d)	Apprentice IVth year	2550	
e)	Artificer IV (Existing Artificer V)	2550	
f)	Acting Artificer IIIrd class (Existing Acting Artificer IV class)	2550	
g)	Artificer / Mechanician IIInd class (Existing Artificer-III)	2730	
h)	Artificer / Mechanician IIInd class (Existing Artificer-II /I)	3072	
i)	Chief artificer / Mechanician	3600	
k)	Master Chief Petty Officer II	3897	
m)	Master Chief Petty Officer I	4440	

4. Flight engineers

	Rank	Spl. FP	
		60% of the min. pay in revised wef. 1.1.96 scale	Equal revis
a)	Artificer Mech II (Existing Art – III)	2805	
b)	Artificer Mech. I (Existing Art II & I)	3150	
c)	Chief Air Craft Artificer / Mech	3690	
d)	Master Chief Air Craft Artificer / Mech II	3897	
e)	Master Chief Air Craft Artificer / Mech I	4440	

5. Recruits

	Rank	Spl. FP	
		60% of the min. pay in rev. scale wef. 1.1.96	Equal revis
a)	Aviation Submarine Gp (Special group)	2550	
b)	Group 'B'	2550	
c)	Group 'C'	2550	

APPENDIX – 16**(Part –V III)**

Chart showing minimum limits of Special Family Pension / Liberalized Family Pension in respect of Airmen and Hony. Commissioned Officers) and NCs (E) in respect of Pre-96 cases admissible

1. Warrant Officer and Master Warrant Officers granted Hony commission

		SFP (Rs)	LFP (Rs)
(a)	Hony Flg. Officer	Rs. 6300	Rs. 10000
(b)	Hony Flt. Lt.	Rs. 6510	Rs. 10000

2. Sailors (Non Artificers)

Rank	Group prior to 1.1.73	Group I		Group-II		Group-III	
		S.F.P. (Rs.)	L.F..P. (Rs)	S.F.P. (Rs.)	L.F..P. (Rs)	S.F.P. (Rs.)	L.F..P. (Rs)
	1.1.73 onwards	60% of the min. pay in rev. scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 1.1.96	60% of the min. pay in rev. scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 1.1.96	60% of the min. pay in rev. scale wef. 1.1.96	Equal to min. pay in the revised pay scale wef. 1.1.96
MWO		4440	7400	4050	6750	3960	6600
WO		3897	6495	3702	6170	3372	5620
JWO		3318	5530	3120	5200	2790	4650

SGT		2802	4670	2592	4320	2550	3775
CPL		2550	4150	2550	3900	2550	3320
LAC		2550	4025	2550	3650	2550	3200
AC		2550	3675	2550	3200	2550	3050

3. NC (E)

	Rank	Spl. FP	
		60% of the min. pay in revised scale wef. 1.1.96	Equal to min pay sc
(a)	NC (E)	2550	
(b)	NC (E) TINDAL	2550	
(c)	HEAD TINDIAL	2550	

4. Recruits

	Rank	Spl. FP	
		60% of the min. pay in revised scale wef. 1.1.96	Equal to revised pa
(a)	Recruits Group (I,II,III)	2550	
(b)	Recruits (Group -IV)	2550	

APPENDIX-16 (Part -IX)
Ad-hoc Ex-gratia Allowance

Ad-hoc ex-gratia allowance granted to Armed Forces pensioners wef. 01.09.84 at the following rates: -

Rank	Those who retired prior to 10.09.70 Rate p.m.	Those who retired between 10.09.70 and 01.01.73 Rate p.m.
1. JCOs /ORs/Reservist of the Army (including DSC) and corresponding ranks of the Navy & Air Force		
Reservists	Rs. 10/-	Rs. 10/-
Sepoys	Rs. 25/-	Rs. 25/-
Naiks	Rs. 25/	Rs. 25/
Havildars	Rs. 30/	Rs. 25/
Nb. Subedars	Rs. 30/	Rs. 25/
Subedars	Rs. 30/	Rs. 25/
Subedear Majors	Rs. 35/	Rs. 25/
2. Honoary Commissioned Officers	Rs. 35/	Rs. 25/
3. Non-Regular Officers	Rs. 35/	Rs. 25/
Granted EC/SSC from the ranks		
4. Officers of the Army (other than MNS officers) and corresponding ranks of the Navy and Air Force		
Lt. to Lt Col.	Rs. 40/	-
Col.	Rs. 75/	-
Brig	Rs. 75/	-
5. MNS Officers		-
Upto the rank of Brig	Rs. 40/	-

Note- (a) The above amounts of ad-hoc ex-gratia payments are in addition to pension / relief as due under the extant orders. These will, however, not be reckoned as pension for any purpose, such as relief's on pension or for calculations of minimum pension under the extant orders.

(b) Pension Disbursing Authorities have been authorized to make payment to this grant to the pensioners.

Authority: Government of India MOD No.1 (3)/84/D (Pens/Sers) dt. 29.8.1984.

Note: The Ad-hoc Ex-gratia allowance is not payable w.e.f. 01.01.2006.

Authority: MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.11.11.2008.ARMV

APPENDIX-16 (Part -X)

(See Note-1 below Para 84.2)

**RATE OF ORDINARY PENSION (NORMAL RATE) UNDER MODIFIED PARITY
WEF. 1.1.1996 IN RESPECT OF PRE 1.1.1996 PBOR FAMILY PENSIONS**

Rank	Groups prior to 1.1.1973 From 1.1.73 onwards	A	B	C	DEF	GH
		A	(Clerical Cadre of DSC)	C	D	E (General Duties / Cadre of DSC)
		Rs.	Rs.	Rs.	Rs.	Rs.
Nb. Subedar		1560	1440	1395	1395	1320
Subedar		1851	1731	1686	1686	1619
Sub. Major		2175	2025	2025	2025	1980

JCOs Granted Hony. Commission**Hony Lt. Rs. 3150/-****Hony. Captain_ Rs. 3255/-**

APPENDIX-16 (Part -XI)

(See Note-1 below Para 84.2)

RATE OF ORDINARY FAMILY PENSION (NORMAL RATE) UNDER MODIFIED PARITY WEF. 1.1.1996 IN RESPECT OF PRE 1.1.1996 PBOR FAMILY PENSION

Rank	Non-Artificers		Artificers		Flight Engineers	
	Special Group Rs.	Group B & C Rs.	Rank	Pension Rs.	Rank	Pension Rs.
P.O.	1296	Not Beneficial	Artificer Mechanican -II class existing ART-III	1365	ART/Mech-II (Existing ART-III)	1403
C.P.O.	1560	1395	Artificer Mech-I (Existing ART-II/I)	1536	ART/Mech-I (Existing ART-II /I)	1575
MCPO-II	1851	1685	Chief ART/Mech	1800	Chief Air Craft ART/MECH-II	1845
MCPO-I	2025	1980	MCPO-II	1949	Master Chief Air Craft Art/Mech-II	1949
			MCPO-I	2220	Master Chief Air Craft Art/Mech-I	2220

MCPO Granted Hony. Commission**Hony Sub. Lt. Rs. 3150/-****Hony. Lt. Rs. 3255/-**

APPENDIX-16 (Part -XII)
RATE OF ORDINARY FAMILY PENSION (NORMAL RATE) UNDER MODIFIED
PARITY WEF. 1.1.1996 IN RESPECT OF PRE 1.1.1996 PBOR FAMILY
PENSIONERS

Rank	Groups prior to 1.1.1973 From 1-1-1973 onwards	I	II	III	IV	V
		I	II	III	IV	
SGT		Rs. 1401	Rs. 1296	Not Beneficial	Not Beneficial	
J.W.O.		Rs. 1659	Rs. 1560	Rs. 1395	Rs. 1395	
W.O.		Rs. 1949	Rs. 1851	Rs. 1686	Rs. 1686	
M.W.O.		Rs. 2220	Rs. 2025	Rs. 1980	Rs. 1980	

W.O. AND MWO Granted Hony. Commission AS OFFICERS

Hony FLG OFFICER. Rs. 3150/-

Hony. FLT. LT. Rs. 3255/-

APPENDIX - 17

(Referred to in Para 93.3 (I) (ii) and Para 93 (II) (ii) (a) (4) & (b) (4))
**APPLICATION FOR DRAWAL OF PENSION BY A DEFENCE PENSIONER
THROUGH PUBLIC SECTOR BANKS**

(To be submitted in triplicate/quadruplicate)

To,

The
Place:

Sir,

I opt to draw my pension through Public Sector Bank and give below necessary particulars to enable you to make arrangements in this regard.

1. Particular of Pensioner:

- (a) Name
- (b) P.P.O. No.....
- (c)* Treasury Serial No.
Personal Serial No.
(As allotted by TO/DPDO)
- (d) Present Address.....

2. Particulars of P.S.B.

- (a) Name
- (b) Branch where payment desired

3* Pensioner's SB/Current Account No. at the Branch to which Pension is to be credited (Not 'joint' or 'either or survivor' Account)

3. Specimen Signature of the pensioner:

1 2 3

Place
Date

Yours faithfully
(Pensioner)

* Delete whichever is not applicable.

For use in Transferer office

Forwarded to the.....

The following Pension Documents in respect of

Sanctioned Pension vide C.D.A. P.P.O. NO..... are sent herewith:

- (1) Pension Payment Order(s) No.
- (2) Photograph / Identification documents / Descriptive Roll.
- (3) Extract of Check Register / Payment Register.
- (4) Pension Certificate.

The pensioner has been paid pension for the period upto the month of pension due from the month of..... is to be arranged by the

.....
.....
.....

(TO / DPDO/ Bank
(With his seal)

Date:.....

Station:.....

APPENDIX - 18**(See Para 97.2)****INDEMNITY BOND IN THE CASE OF MISSING PENSIONER**

Know All Men by these presents that we (a).....(b)..... the Widow /son / brother / nominee, etc. of (c).....who had retired from the post ofin the Ministry / Department / Office ofand who was in receipt of pension fromis reported to have been missing since (hereinafter referred to as "missing pensioner") resident of(hereinafter called "the Obligor") and (d)son/wife/daughter of Shriresident ofandson/wife/daughter of Shri resident of the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest @ % p.a. from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed thisday oftwo thousand and..... WHEREAS (C) was at the time of his disappearance a central Government pensioner receiving a pension at the rate of Rs. (in words) only per month and relief thereon from the Government AND WHEREAS the said (C) disappeared on the day of 20and there was due him at the time of his disappearance the sum equivalent of arrears of pension due.

AND WHEREAS the obligor is entitled to family pension at Rs..... (Rupeesonly) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs..... (in words) and monthly family pension @ Rs. (in words) plus relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Govt. Pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other

person or the missing pensioner on appearance, against the Government with respect to the aforesaid sum of Rs. (in words) and the sums paid by the Government as monthly family pension and relief as aforesaid then refund to the Govt. the said sum of Rupees (in words) and each and every sum paid by Government as monthly family pension and relief together with simple interest @..... % per annum and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act of omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHERE OF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

- 1.
- 2.

Signed by the above named 'Surety'/ 'Sureties'

- 1.
- 2.

Accepted for and on behalf of the president of India by

.....
[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the President in the presence of
.....
.....

(Name and designation of witness)

- Notes-I (a) Full name of the claimant referred to as the 'Obligor'
- (b) State relationship of the 'Obligor' to the 'missing pensioner'
- (c) Name of the 'missing pensioner'
- (d) Full name or names of the Sureties with name or names of the father(s) / husband(s) and place of residence.

- Note-II The Obligor as well, as the sureties should have attained majority so that the bond may have legal effect or force.
- Note-III The rate of simple interest will be as prescribed by the Government from time to time. It is 6% p.a. on the date of issue of the OM.

APPENDIX - 19**(See Para 100.2 Note)****Grant of Relief to Pensioners / Family Pensioners**General

1. Prior to 01.01.1973 there was no regular scheme for compensating pensioners for erosion in the real value of pensions due to increase in prices. During that period the price rise was considered to be a temporary phenomenon as the prices were expected to stabilize. Accordingly, the Government sanctioned compensation mainly to low paid pensioners in the form of temporary relief, who were likely to be more affected by the price rise.
2. The issue relating to protection of pension on account of possible increase in the cost of living was for the first time examined by the IIIrd CPC with a view to having proper pension structure for pensioners. Pursuant to Government decision on the recommendation of IIIrd CPC, all the future pensioners (irrespective of the fact that they were low paid or highly paid) were given relief wef 1.08.1973 appropriate to their pension at the rate of 5% of their pension subject to a minimum of Rs. 5 p.m. and a maximum of Rs. 25/- p.m for every 16 point rise in the 12 monthly average of the All India Working Class Consumer Price Index (1960-100). This scheme was modified with effect from 01.12.1980 when Government decided to give graded relief to pensioners for every 8 point increase in index average @ 2.5% of pension subject to a minimum of Rs. 2.50 p.m. and a maximum of Rs. 12.50 pm. It has also been decided that with effect from 01.02.1981 the monthly rate of aggregate relief payable in a case will be expressed in whole rupees. For this purpose the fraction of a rupee will be rounded off to the next higher rupee.
3. The IVth CPC rationalized the scheme of Dearness Relief to pensioners and treated the same to the scheme of Dearness Allowance to serving employees. It recommended adoption of slabs for regulating Dearness Relief to pensioner at 50% of the slabs prescribed for regulating Dearness Allowance to serving employees and calculation of Dearness Allowance / Dearness Relief at the same percentage. As recommended by the IVth CPC the Dearness Relief is payable twice a year as on 1st January and 1st July. The recommendations were implemented by the Govt. wef 1.07.1986.

RATES OF TI/ AHI/AHR/RELIEF AND DEARNESS RELIEF

4. The rates of TI /AHI/AHR/ Relief and Dearness relief admissible to the pensioners as sanctioned by the Government from time to time are as under.

Temporary Increase With Effect From 1.11.1943

- 5.1 The Governor General in council is pleased to decide that all civil pensioners of the Central Government (other than Railways) shall be granted TI in their pension on the following rates:-

Amount of Pension	Amount of T.I.
Pension not exceeding Rs. 20/- p.m.	Rs. 3/- p.m.
Pension exceeding 20/- but not exceeding Rs. 40/- p.m.	Rs 4/- p.m.

Pension for this purpose shall include the commuted portion also, if any. Pensioners in receipt of pensions higher than Rs 40/-, but not higher than Rs. 44/- p.m. shall receive such an amount as would bring the total pension to Rs. 44/- p.m.

- 5.2 This increase will have effect from 1.11.1943 i.e on the pension due in December 1943, and will be in operation for one year.

Authority:- Finance Department Notification No. F.2 (36)-W/43 dated 25.11.1943 as reproduced in Army Instruction 41/44 and A.I. 15/44.

6.1 Temporary Increase With Effect From 1.11.1944

As the cost of living continues to be high the Governor General in council has been pleased to extend until further orders the T.I. in pension sanctioned for all civil pensioners of the Central Government (other than Railways) in this Department Notification No. F.2 (36)- W/43 dated 25.11.1943 namely:-

Sl. No.	Amount of Pension	Amount of T.I.
1.	Pension not exceeding Rs. 20/- p.m.	Rs. 3/- p.m.
2.	Pension exceeding 20/- but not exceeding Rs. 40/- p.m.	Rs 4/- p.m.

- 6.2 The Governor General in council has also been pleased to sanction until further orders, a TI of Rs. 5/- p.m. in pension exceeding Rs. 40/- p.m. but not exceeding Rs. 75/- p.m. w.e.f. 1.11.1944, to beginning with pensions payable on the 1 December 1944. Pension exceeding Rs 75/- p.m. but not exceeding Rs. 80/- p.m. shall receive such increase as will bring the total pension to Rs. 80/- p.m.

Authority: - Finance Department Notification No. F.2(56)-W/44 dated 9.11.1944 as reproduced in Army Instruction 641/44.

Temporary Increase With Effect From 1.01.1945

7. Central Government Pensioners were granted temporary increase in their pension w.e.f. 1.01.1945 at the following rates:

Amount of Pension	Amount of T.I.
Pension not exceeding Rs. 20/- p.m.	Rs. 4/- p.m.
Pension exceeding Rs. 20/- but not exceeding Rs. 60/- p.m.	Rs 5/- p.m.
Exceeding Rs. 60/- but not exceeding Rs. 100/- p.m.	Rs. 6/- p.m.
Pension exceeding Rs. 100/- p.m. but not exceeding Rs. 106/- p.m. shall receive such increase as will bring the total pension to Rs. 106/- p.m.	

Authority: - Finance Department Notification No. F.1(22)-W/11/45 dated 26.05.1945 as reproduced in Army Instruction 542/45 and A. I. 541/45.

Temporary Increase With Effect From 1.04.1958

8. The question of affording relief to the pensioners who retired before 15.07.1952 has been engaging the attention of the Government. The President has now been pleased to decide that the Central Government pensioners who retired from service before 15.07.1952 shall be granted enhanced rate of temporary increase in their pension w.e.f. 1.04.1958 on the following scale.

Amount of Pension	Amount of T.I.
Pension up to Rs. 50/- p.m.	Rs. 10/- p.m.
Pension above Rs. 50/- p.m. but not above Rs. 100/- p.m.	Rs 12.50/- p.m.
Pension above Rs. 100/- p.m.	Such T.I. as will bring the total pension to Rs. 112.50/- p.m.

Authority: GI MF MEMO NO. F.8 (5)-EV/57 dated 09.06.1958 as reproduced in Army instruction 229 dated 04.10.1958 and A.I. 6/S/60.

Note: 1 The enhanced rate of T.I. mentioned above have been sanctioned to pensioners who retired before 15.07.1952, with a view to bring them on the level of those pensioners in whose case an element of D.A. was taken into account while fixing their pension. In view of this position the President has now decided that pensioners in whose pension and element of dearness allowance has been taken into account should not be allowed the benefit of temporary increase, even though it may be more advantageous.

Authority: GI MF MEMO NO. 33 (7)-EV/59 dated 26.05.1959.

Note-2 Temporary increase in pension is determined on the pension granted originally and not on the pension after commutation.

Authority: GI MF MEMO NO. 793-EV (A) /59 dated 20.02.1959.

9. A doubt has been raised whether in the case of re-employed pensioner in receipt of a pension upto Rs. 10/- p.m. (now up to Rs. 50/- p.m. in case of a military pensioner) which is not taken into account for fixation of pay on re-employment, temporary increase should be allowed on such pensions. The position is that so long as a pensioner remains re-employed, he should not be eligible for any temporary increase on his pension.

Authority: GI MF MEMO NO. 15 (1)-EV (A)/61 dated 18.02.1961.

Ad-hoc Increase with effect from 01.10.1963

- 10.1 The question regarding the grant of some relief to retired Central Government servants who are in receipt of small amounts of pension has been engaging the attention of the government for some time past. The President has now been pleased to decide that ad-hoc increase on pension (including family pensions, extraordinary pension and compassionate allowance) payable in India up to Rs. 200/- will be sanctioned at the following rates until further orders.

Amount of Pension	Rate of Ad-hoc increase in pension
Pension up to Rs. 30/- p.m.	Rs. 5/- p.m.
Pension above Rs. 30/- p.m. but not above Rs. 75/- p.m.	Rs 7.50/- p.m.
Pension above Rs. 75/- but not above Rs. 200/- p.m.	Rs. 10/- p.m.
Pension above Rs. 200/- p.m.	Such ad-hoc increase as will bring the total pension to Rs. 210/- pm.

- 10.2 These orders will apply to all existing pensioners of the Government of India and those Government servants who will retire hereafter and will take effect from the 01.10.1963.
- 10.3 The pensioners who are already in receipt of temporary increase in pensions will receive the benefits of ad-hoc increase in addition.
- 10.4 All other orders in force in regard to temporary increase in pensions will mutatis mutandis apply to these ad-hoc increase also.

Authority: G1 MF MEMO NO. F 15 (13)-EV (A)/63, dated 16.10.1963 and A.I. 19/S/63.

Ad-hoc increase at enhanced rate with effect from 01.09.1969

11. The question of grant of further relief to those in receipt of small pensions has been under consideration for some time past. The President has now been please to decide that the rates of ad-hoc increase on pensions be increased by Rs. 10/- pm. with effect from 01.09.1969. Accordingly, the revised rates of ad-hoc increase on pensions with effect from 01.09.1969 would be as follows.

Amount of Pension	Rate of Ad-hoc increase in pension
Pension up to Rs. 30/- p.m.	Rs. 15/- p.m.
Pension above Rs. 30/- p.m. but not above Rs. 75/- p.m.	Rs 17.50/- p.m.
Pension above Rs. 75/- but not above Rs. 200/- p.m.	Rs. 20/- p.m.
Pension above Rs. 200/- p.m.	Such ad-hoc increase as will bring the total pension to Rs. 220/- pm.

Authority : G1 MF MEMO NO. F 18 (3)-EV (A)/69, dated 01.09.1969 and A.I. 4/S/69.

12. **Non-admissibility of ad-hoc increase in pension:** The ad-hoc increase in pension as mentioned in GI MF MEMO NO. F 18 (3)-EV (A) /69, dated 01.09.1969 shall not be admissible to Government Servant retiring from service on or after 01.01.1973.

Authority: G1 MF MEMO NO. F 22 (8)-EV (A)/75, dated 13.02.1976.

Ad-hoc Relief to Pre 73 Retirees

13. Ad-hoc relief and relief to government servants who retired from service prior to 01.01.1973
- (a) Government servant who retired prior to 01.01.1973 will be eligible to the ad-hoc reliefs at the rates mentioned below wef. 01.01.1973.
(Based on the original pension or on Rs. 40 pm. where the original pension is less than Rs. 40/-)

Family Pension range	Amount of Ad-hoc relief in pension
Below Rs. 85/-	Rs. 15/- p.m.
Rs. 85 and above but below Rs. 210	Rs. 21 pm.
Rs. 210 and above but below Rs. 500	Rs. 25/-pm.
Rs. 500 and above	Rs. 35/- pm.

Note- The term 'original pension' including the 'Compassionate Allowance' for the purpose of calculation of ad-hoc relief does not include the temporary / ad-hoc increases in pension granted prior to 01.01.1973 or the pension equivalent of death-cum retirement gratuity but includes the commuted portion of pension if any.

(b) The category of pensioners as mentioned in clause (a) above, will in addition to ad-hoc relief be eligible for the relief in pension granted from 1.08.1973. The relief in respect of pensioners mentioned in clause (a) above will be calculated on the total of the elements mentioned below:

- (i) Original pension as defined in the note below clause (a) above.
- (ii) Ad-hoc relief as admissible under clause (a) above
- (iii) Temporary / ad-hoc increase, where admissible.

Authority: GI MF MEMO NO. F.22 (8)-EV (A)/75, dated 13.02.1976 and GOI, MOD Letter no. F.11(1)/74/D (Pension / Services) dated 09.05.1974.

Ad-hoc Relief and Relief to Pre-1973 Family Pensioners wef. 01.10.1975

14.1 The question regarding grant of relief to the families of the Government servants who were / are receipt of family pension under the Liberalized Pension Rules, the CCS (Pensions) Rules, 1972 and the Extra-ordinary Pension Rules has been engaging the attention of the Government. President is now pleased to grant, keeping in view the resources available such pensioners a relief to the extent of 25% of pension drawn from time to time subject to a minimum of Rs. 25/- and maximum of Rs. 125/- pm. wef. 01.10.1975 on ad-hoc basis.

14.2 In addition to the relief mentioned in **Para 1**, above the President is also pleased to grant to such of these pensioners who are in receipt of pension from a date prior to 01.01.1973, an adhoc relief on the following rates with effect from the 01.10.1975. .

(Based on the original pension or on Rs. 40/- pm. where the original pension is less than Rs. 40/-)

Family Pension Range	Amount of Ad-hoc relief in pension
Below Rs. 85/-	Rs. 15/- p.m.

Rs. 85 and above but below Rs. 210	Rs. 21 pm.
Rs. 210 and above but below Rs. 500	Rs. 25/-pm.
Rs. 500 and above	Rs. 35/- pm.

- 14.3 The term 'original pension' including the 'Compassionate Allowance' for the purpose of calculation of ad-hoc relief does not include the temporary ad-hoc increases in pension granted prior to 01.01.1973.
- 14.4 The quantum of relief in Para 1 above will be calculated on the total of the elements mentioned below.
- (a) Original pension as defined in the Note below clause (a) of **Para 13** above.
- (b) Ad-hoc relief as admissible under clause (a) above.
- (c) Temporary / ad-hoc increases, where admissible.

Authority: GI MF MEMO NO. 13 (6) dated 6.04.1976 and GOI, Min. of Defence letter no. 11 (1) /74/D (Pen/C) dated 27.04.76.

15. Relief on pension to Government servants retiring from service on or after 1.01.1973- Government servant who retire from service on or after 1.01.1973, will be eligible for the grant of relief on pension as shown in the chart below:-

CHART FOR PAYMENT OF GRADED RELIEF ON PENSION IN RESPECT OF THOSE WHO RETIRED FROM SERVICE ON OR AFTER 1.01.1973

Period		Retired Before 30.09.1977		Retired Between 30.9.77 & 30.01.1982 and opted for merger of DA as pay up to average CPI 272 Point for pension/gratuity calculation.		Retired Between 31.1.82 & 30.03.1985		Retired Between 31.03.85 & 31.12.1985	
From	To	%	Max.	%	Max.	%	Max.	%	Max.
01.08.73	31.12.73	5	25						
01.01.74	31.03.74	10	50						
01.04.74	30.09.75	15	75						
01.10.75	31.03.77	25	125						
01.04.77	31.08.77	30	150						
01.09.77	30.11.78	35	175	15	75				
01.12.78	31.10.79	40	200	20	100				
01.01.79	30.04.80	45	225	25	125				

01.05.80	31.08.80	50	250	30	150				
01.09.80	30.11.80	55	275	35	175				
01.12.80	31.01.81	57.50	288	37.5	188				
01.02.81	31.03.81	60	300	40	200				
01.04.81	31.05.81	62.5	313	42.5	213				
01.06.81	31.07.81	65	325	45	225				
01.08.81	30.09.81	67.5	338	47.5	238				
01.10.81	31.10.81	70	350	50	250				
01.11.81	31.01.82	72.5	363	52.5	263				
01.01.82	31.03.82	75	375	55	275	40	200		
01.04.82	31.05.82	77.5	388	57.5	288	42.5	213		
01.06.82	31.08.82	80	400	60	300	45	225		
01.09.82	30.11.82	82.5	413	62.5	313	47.5	238		
01.12.82	28.02.83	85	425	65	325	50	250		
01.03.83	30.04.83	87.5	438	67.5	338	52.5	263		
01.05.83	30.06.83	90	450	70	350	55	275		
01.07.83	31.07.83	92.5	463	72.5	363	57.5	288		
01.08.83	30.09.83	95	475	75	375	60	300		
01.10.83	31.10.83	97.5	488	77.5	388	62.5	313		
01.11.83	31.12.83	100	500	80	400	65	325		
01.01.84	31.01.84	102.5	513	82.5	413	67.5	338		
01.02.84	31.03.84	105	525	85	425	70	350		
01.04.84	31.05.84	107.5	538	87.5	438	72.5	363		
01.06.84	31.07.84	110	550	90	450	75	375		
01.08.84	31.10.84	112.5	563	92.5	463	77.5	388		
01.11.84	31.12.84	115	575	95	475	80	400		
01.01.85	30.04.85	117.5	588	97.5	488	82.5	413	2.5	13
01.05.85	31.07.85	120	600	100	500	85	425	5	25
01.08.85	31.10.85	122.5	613	102	513	87.5	438	7.5	38
01.11.85	31.12.85	125	625	105	525	90	450	10	50
01.01.86	31.03.86	127.5	638	107	538	92.5	463	12.5	63
01.04.86	31.05.86	130	650	110	550	95	475	15	75
01.06.86	31.06.86	132.5	663	112	563	97.5	488	17.5	88
01.07.86	xxxxxx	135	675	115	575	100	500	20	100

16. Dearness Relief to pensioners/family pensioners w.e.f. 1.07.1986

In pursuance of Government decisions on the recommendation of the 4th Central Pay Commission, the President is pleased to decide that dearness relief shall be paid to Central Government pensioners and family pensioners to compensate them for rise in cost of living beyond average CPI 608 at the following rates:

Rates of dearness Relief

Date	Pension Upto 1750	Pension between 1750 to 3000	Subject to minimum	Pension exceeding Rs. 3000/-	Subject to minimum
1.07.86	4%	3%	70	2%	90
1.01.87	8%	6%	140	5%	180
1.07.87	13%	9%	228	8%	270
1.01.88	18%	13%	315	11%	391
1.07.88	23%	17%	403	15%	510
1.01.89	29%	22%	508	19%	660
1.07.89	34%	25%	595	22%	750
1.01.90	38%	28%	665	25%	840
1.07.90	43%	32%	753	28%	960
1.01.91	51%	38%	893	33%	1140
1.07.91	60%	45%	1050	39%	1350
1.01.92	71%	53%	1243	46%	1590
1.07.92	83%	62%	1453	54%	1860
1.01.93	92%	69%	1610	59%	2070
1.07.93	97%	73%	1698	63%	2190
1.01.94	104%	78%	1820	67%	2340
1.07.94	114%	85%	1995	74%	2550
1.01.95	125%	94%	2188	81%	2820
1.07.95	136%	102%	2380	88%	3060
1.01.96	148%	111%	2590	96%	3330
1.07.96	159%	119%	2783	103%	3570
1.01.97	170%	128%	2975	110%	3840

Dearness Relief to Pensioners/Family Pensioners w.e.f. 1.07.1996

17. Dearness relief is payable in pursuance of Government decision on the recommendations of 5th CPC/6th CPC to Central Government Pensioners/family pensioners to compensate them for the rise in the cost of living beyond average Consumer Price Index 306.33 (as on 1.01.1996, as against average CPI 1510) with effect from 1.07.1996 and thereafter as sanctioned by the Government from time to time at the uniform rate as indicated below: -

RATES OF DEARNESS RELIEF

Period	Rate of D.R. per month After 5th CPC implementation
1.07.1996 to 31.12.1996	4%
1.01.1997 to 30.06.1997	8%
1.07.1997 to 31.12.1997	13%
1.01.1998 to 30.06.1998	16%
1.07.1998 to 31.12.1998	22%
1.01.1999 to 30.06.1999	32%
1.07.1999 to 31.12.1999	37%
1.01.2000 to 30.06.2000	38%
1.07.2000 to 31.12.2000	41%
1.01.2001 to 30.06.2001	43%
1.07.2001 to 31.12.2001	45%
1.01.2002 to 30.06.2002	49%
1.07.2002 to 31.12.2002	52%
1.01.2003 to 30.06.2003	55%
1.07.2003 to 31.12.2003	59%
1.01.2004 to 31.03.2004	61%
1.04.2004 to 30.06.2004	11%
1.07.2004 to 31.12.2004	14%
1.01.2005 to 30.06.2005	17%
1.07.2005 to 31.12.2005	21%
Period	Rate of D.R. per month After 6th CPC implementation
1.01.2006 to 30.06.2006	Nil
1.07.2006 to 31.12.2006	2%
1.01.2007 to 30.06.2007	6%
1.07.2007 to 31.12.2007	9%
1.01.2008 to 30.06.2008	12%
1.07.2008 to 31.12.2008	16%
1.01.2009 to 30.06.2009	22%
1.07.2009 to 31.12.2009	27%
1.01.2010 to 30.06.2010	35%
1.07.2010 to 31.12.2010	45%
1.01.2011 to 30.06.2011	51%
1.07.2011 to 31.12.2011	58%
1.01.2012 to 30.06.2012	65%
1.07.2012 to 31.12.2012	72%
1.01.2013 to 30.06.2013	80%
1.07.2013 till date	90%

18. For the purpose of payment of dearness relief Pension/family pension in the case of pre- 1.01.1996, retirees and where family pension was

sanctioned prior to 1.01.1996, means the consolidated pension or consolidated family pension, as the case may be, effective from 1.01.1996, in terms of G.I Deptt. of P&PW OM. No. 45/86/97- P&PW (A) Part-II dated 27.10.1997 and GOI, Ministry of Defence letter NO. 1 (2)/97/D (Pens/Sers) dt. 24.11.97.

19. In the case of pensioners who retire from service on or after 1.01.1996 or where family pension is sanctioned for the first time on or after 1.01.1996, pension/family pension means the basic pension/basic family pension as the case may be in terms of G.I. Deptt. of P&PW OM. No. 45/86/97-P&PW (A) Part I dated 27.10.1997 GOI, Ministry of Defence letter NO. 1 (2)/97/D (Pens/Sers) dt. 24.11.97.
20. Central Government employees who had drawn lump-sum amount on absorption in a Autonomous body and have become eligible to restoration of one third commuted portion of pension as well as revision of the restored amount in terms of G.I Deptt. of P&PW OM. No. 45/86/97-P&PW (D) dated 4.07.1998. will be entitled to dearness relief with effect from 1.07.1996 and thereafter on full pension i.e. the revised pension which the absorbee would have received on the date of restoration, had he not drawn lump-sum payment on absorption.

Authority: -G.I. Deptt. of P&PW OM. No. 4/29/99-P&PW (D) dated 12.07.2000.

21. Payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.
22. Other provisions governing grant of dearness relief to pensioner such as regulation of dearness relief during employment / re-employment, regulation of dearness relief where more than one pension is drawn etc. will remain unchanged

Dearness Relief Payable on Ex-Gratia Payment

23. The surviving CPF beneficiaries who had retired from service between the period 18.11.1960 to 31.12.1985 and are in receipt of ex-gratia of Rs. 600/- pm with effect from 1.11.1997, will be paid dearness relief as indicated in **Para 25** below.
24. The following categories of CPF beneficiaries who are in receipt of revised/ consolidated basic amount of ex-gratia payment with effect from 1.11.1997 in terms of G.I Deptt. of P&PW OM. No. 42/52/97-P&PW (E) dated 16.12.1997, will also BE paid dearness relief as indicated in **Para 25** below.
 - (i) The widows and dependant children of the deceased CPF beneficiary who had retired from service prior to 1.01.1986 or who had died while

in service prior to 1.01.1986 and are in receipt of Ex-gratia payment of Rs. 605/-pm.

- (ii) Central Government employees who had retired on CPF benefit before 18.11.1960 and all are in receipt of Ex-gratia payment of Rs. 654/-, Rs.659/-, Rs. 703/- and Rs. 965/-.

25. Rates of dearness relief admissible to the above categories of CPF beneficiaries will be as under:-

Period	Amount of dearness relief for the category of CPF beneficiary who is in receipt of ex-gratia payment.					
	Rs. 600 vide Para 23	Rs. 605 vide Para 24 (i)	Rs. 654 vide Para 24 (ii)	Rs. 659 vide Para 24 (ii)	Rs. 703 vide Para 24 (ii)	Rs. 965 vide Para 24 (ii)
1.11.1997	5%	Rs. 31/-	Rs. 33/-	Rs. 33/-	Rs. 36/-	Rs. 49/-
1.01.1998	8%	8%	8%	8%	8%	8%
1.07.1998	14%	14%	14%	14%	14%	14%
1.01.1999	24%	24%	24%	24%	24%	24%
1.07.1999	29%	29%	29%	29%	29%	29%
1.01.2000	38%	30%	30%	30%	30%	30%
1.07.2000	41%	33%	33%	33%	33%	33%
1.01.2001	43%	35%	35%	35%	35%	35%
1.07.2001	45%	37%	37%	37%	37%	37%
1.01.2002	49%	41%	41%	41%	41%	41%
1.07.2002	52%	44%	44%	44%	44%	44%
1.01.2003	55%	47%	47%	47%	47%	47%
1.07.2003	59%	51%	51%	51%	51%	51%
1.01.2004	61%	53%	53%	53%	53%	53%
1.04.2004	11%	3%	3%	3%	3%	3%
1.01.2005	17%	9%	9%	9%	9%	9%
1.07.2005	21%	13%	13%	13%	13%	13%
1.01.2006	24%	16%	16%	16%	16%	16%
1.07.2006	29%	21%	21%	21%	21%	21%
1.01.2007	35%	27%	27%	27%	27%	27%
1.07.2007	41%	33%	33%	33%	33%	33%
1.01.2008	47%	39%	39%	39%	39%	39%
1.07.2008	54%	46%	46%	46%	46%	46%
1.01.2009	64%	56%	56%	56%	56%	56%

26. The payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

27. Necessary instructions of the Government already exist for the Accountants General and Authorised Public Sector Banks to arrange payment of relief to pensioner etc. without waiting for any instructions from the Comptroller and Auditor General of India and the Reserve Banks of India in view of letter No. 528-TRA, II/84 -80-II dated 23.04.1981 of the Comptroller and Auditor General of India addressed to all Accountants General and Reserve Bank of India Circular No. GANB No. 2958/GA-64(II) (CGL)/81 dated 21.05.1981, addressed to State Bank of India and its subsidiaries and all Nationalized Banks.

APPENDIX-20**(Referred to in Para 110.2)****FORM OF RECOVERY STATEMENT**

STATEMENT SHOWING THE DETAILS OF RECOVERIES EFFECTED FROM THE PENSIONER DURING THE MONTH OF 20.

Sl. No.	Name of Pensioner	TS/PS/HO/ Numbers.	P.P.O. No. or date of Pr.CDA (P) communication intimating the Demand.
1	2	3	4
Brief particulars of demand in liquidation whereof the recovery has been made.	Date of recovery	Amount recovered	Balance still to be recovered Rs. Ps.
5	6	7	8
Page No. & category of the voucher/bill where recovery has been made.	Whether the recovery has been made in cash or by short Payment	In case the recovery has been made by cash, the details of MRO and Ack. Nos. of the PCDA(P)	Remarks
9	10	11	12

Pension Disbursing Authority.

APPENDIX - 21**(Referred to in Paras 114.2, 114.4 and 114.8)
Forms of nomination to receive arrears of pension****FORM - A**

Pension Disbursing Authority/Head of Office

(Name of bank/Treasury/Post office/Accounts officer, etc.)

PlacePPO No. -----

(To be completed by PSA/PDA)

I, hereby

(Name of the pensioner in Capital letters)

nominate the person named below

Name and address of the nominee	Relationship with the pensioner	If nominee is minor	
		Date of birth	Name & address of person who may receive the said pension during the nominee's minority
1	2	3	4

Name & address of other nominee in case the nominee under column (1) predeceases the pensioner	Relation ship with pensioner	Date of birth if the other nominee is minor	Name & address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid.
5	6	7	8	9

Place.....

Date:.....

Signature (or thumb impression

if illiterate) and name of pensioner.

Witness: Signature.....

Address:.....

Name and Address:

Signature of Pension Disbursing Authority / Head of office. Acknowledgement to be sent by the Pension Disbursing Authority / Head of Office.

Certified that application / nomination has been received from

(Name of pensioner) whose address is

Place.....

Date:.....

Signature of Pension Disbursing

Authority / Bank /Treasury / Post Office /
Accounts Officer Head of
Office.....

Full Address.....

FORM-B

Pension Disbursing Authority/Head of Office
(Name of bank/Treasury/Post office/Accounts officer, etc.)

PlacePPO No. -----

I, hereby make the following alternative
(Name of pensioner in capital letters)
nomination in cancellation of the previous nomination made on
.....

Name and address of the nominee	Relation ship with the pensioner	If nominee is minor	
		Date of birth	Name & address of person who may receive the said pension during the nominee's minority
1	2	3	4

Name & address of other nominee in case the nominee under column (1) predeceases the pensioner	Relationship with pensioner	Date of birth if the other nominee is minor	Name & address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid.
5	6	7	8	9

Place.....

Date:.....

Signature (or thumb impression if illiterate) and name of pensioner.

.....

Address.....

Witness Signature:

Name & Address.....

Signature of Pension Disbursing Authority

Date Stamp.....

Certified that application / nomination (Form 'B') has been received from
.....

(Name of pensioner)

whose address isForm A

has been cancelled and returned to him.

Signature of Pension Disbursing

Place.....

Authority / Bank /Treasury / Post Office
/Accounts Officer Head of Office.

Date:.....

Full Address.....

4.	Defence Accounts Department (D.A.D.) pensioners.											
5.	General Reserves Engineer Force (GREF) pensioners.											
6.	Coast Guard pensioners											
7.	J and K light infantry (j & K Militia) pensioners											
8.	Burma Govt. pensioners											
	(a) Burma Govt. liability.											
	(b) India Govt. liability.											
9.	Pakistan Govt. liability pensioners											
	(a) Pakistan Govt. liability.											
	(b) India Govt. liability.											
10.	United Kingdom liability pensioners											
	(a) Army Pension Office London (formerly war-office London or Royal Hospital Chelsea)											
	(b) Department of Health and Social Security London (formerly the Ministry of Pensions).											
	(c) The Admiralty, London.											
	(d) The Air Ministry London.											
	(e) The Ministry of Overseas Development London.											
	(f) Authorities other than above.											
11.	Payment to pensioners belonging to other foreign Governments. (Name the Government)											
12.	Miscellaneous.											
TOTAL												

Note (1)- For Sl. No. 4,5,6 and 7, only columns 6 to 10 will be operated.

(2) For Sl. No. 8,9,10 and 11, only columns 9 and 10 will be operated.

- (3) Ex-gratia allowance granted to Burma and Pakistan Govts. Liability pensioners will be shown under Col. 9 Family Pension.
- (4) Incidence of expenditure on family pension relating to the period when the service personnel retired and with reference to the date of death of the pensioners.

(Pension Disbursing Authority)

APPENDIX - 23**(Referred to in Para 36.6 & 127.1)****Instructions relating to the rendition of form I and form II**

1. Form I showing the names of pensioners struck off the pension strength of a Pension Disbursing Authority during a month is a report prepared on IAFA-383-A and rendered to the Principal Controller of Defence Accounts (Pensions) so as to reach the Principal Controller of Defence Accounts (Pensions) by the 10th of the month following.
2. The data for Form-I should be collected by keeping notes in a separate file as and when casualties occur striking off pensioners from the strength of a Pension Disbursing Authority and this should be checked with the entry (as also the Index in the Payment Registers).
3. Form II showing the names of pensioners taken on the strength of a Pension Disbursing Authority during a month is a report to be prepared on IAFA-390 and rendered to the Principal Controller of Defence Accounts (Pensions) every month so as to reach him by the 10th of the month following.
4. The data for Form II can be obtained from the PS / TS Register. The instructions in **Paras 8 and 10 of Appendix-6** should be followed. Since PS/TS Nos. run in one series, it is evident that the PS / TS Nos. reflected in the Form-II successive months also run in one series. It should be ensured that Numbers which are cancelled or left blank are clearly indicated in the report.
5. The report in respect of Classes I,II and V pensioners should be included in one report and the names of Classes VI, VII and VIII in a separate report. While completing the report in respect of Classes I, II and V pensioners the headings may be suitably altered. Example, Columns 2 and 8 'PS Nos.' instead of 'TS No.'.
6. Only one copy of the report should be submitted. If there is no name to be included in the report, Nil report should be submitted.
7. It should particularly be noted that there is no mix up of the names of Classes VI, VII and VIII pensioners in the reports in respect of Classes I, II and V pensioners and vice versa.
8. Observations raised on Forms I and Forms II and the directions given thereon by the Principal Controller of Defence Accounts (Pensions) should be implemented immediately.

APPENDIX -24**(Referred to in Para128)****Period of Retention of Records**

Sl.No.	Description of Records	Period of retention
1.	<u>Correspondence</u> –	
	(a) Pension arrears claims files of,	3 years
	(b) Miscellaneous, files of	3 years
	(c) Used up pension certificates in lieu of which fresh ones were issued, files of,	3 years
	(d) Objection Statements, files of	5 years
2.	Payment Registers	For ever.
3.	Payment Register of U.K. Pensioners (IAFA-331)	For ever
4.	Pension Circulars / Pension Payment Orders.	For ever
5.	Authorities for payment of pensions with connected papers (other than Armed Forces pensioners)	Life time of the pensioner upto the end of one year after the year in which his death occurs.
6.	Authorities for payment of pensions to U.K. pensioners with connected papers.	Currency of the award or till transfer. To be returned to the PCDA (P) soon after pensioner's death.
7.	Demand Registers.	3 years

- | | | |
|----|--|---|
| 8. | Descriptive Rolls (IAFA-369) (IAFA-366) etc. | <p>(1) In ordinary cases, 3 years after the accounts to which they relate, have been settled.</p> <p>(2) When no claim to arrears is received from the heirs, after the pensioner's death, 3 years from the date of death. Roll to be returned to the PCDA (P), thereafter.</p> |
| 9. | Personal file of pensioners | 5 years after the claim to LTA of Family Pension admitted to the heir. |
| 10 | Check Register of Payment by Money Order | For ever |

Memorandum Explanatory Of Each Instruction In The Revised Defence Pension Payment Instructions 2005 Vis-a-Vis The Pension Payment Instructions (1973)

No. of the instruction in the revised Defence PPI (2005)	No. of the Instruction in PPI the (1973) edition Part-I	Remarks
1.	-	Based on cover page title and notes V and VI below Para 2.2
2	5	Revised
3.	1.1 and Notes I and II there under	Revised. Based on Min. of Def. letter No. 2 (2)/86/D(Pen/Ser) dated 20.11.86 and C.C.D.A's decision dated 20.12.91 on file No. AT/ORs /Tech. / 30/XIV.
4.	2,2.1,2.2 Note 1 below para 2.2.	Revised. Based on Min. of Def. No. 5 (2)/76/D(Pen/Ser) dated 21.09.83.
5.	3.1	Revised and enlarged
6.	Note III below Para 2.2.	Revised. Based on CDA (P) No. AT/Coord/41 dated 23.05.84
7.	Note IV below Para 2.2	Revised. Based on Min. of Def. No. 5 (2)/76/D(Pen/Ser) dated 21.09.83.
8.	3, and Notes I,II, and III below the para.	Reconstructed
9.	-	Based on para 7.3 of scheme for payment of pension to Defence pensioners by P.S.Bs. and CGDA's decision circulated under AT (ORs)/Tech/30-XIII dated 24.6.91.
10.	-	New Instruction
11	108	Revised
12.	107	New instruction, Note 2 is based on C.C.D.A. (P) No. AT. -I/I/0121 dated 25.02.1981 and Note-3 is

based on C.C.D.A. (P) decision on Gts/ORs/Tech. file No. and revised para 12.6 is based on para 107.

- | | | |
|-----|--|---|
| 13. | 107.1,156, 156.1
and Notes 1&2
there under | Revised |
| 14. | 4 (a) & (b) and
Revised Note below
para 4 | Revised |
| 15. | 5 and Notes I & II
below para 5 | Reconstructed |
| 16. | - | New Instruction |
| 17. | 6 (iii) | Revised |
| 18. | 35 | Revised |
| 19. | 6 (v) and (x) | - |
| 20. | 119 | Revised |
| 21. | 32 | Revised |
| 22. | 41 | Revised |
| 23. | 36 | Revised |
| 24. | - | New instruction. Based on CCDA (P) No. AT/Coord./30-XI dated 11.04.84 and Para 3 of preface to PPI (1935). |
| 25. | - | New instruction |
| 26. | - | Based on Rule 50 (1) (a) of CCS (P) Rules 1972 and 50 (2) and A.I. 8/S/70. |
| 27. | - | Rule 50(b) and A.I. 8/S/70.. |
| 28. | - | Rule 13 (3) of C.C.S (Commutation of Pension) Rules, 1981, Min of Home Affairs O.M. No. 34/1-181- Pension(Unit dated 8.7.83, C.C. D.A. (P) No. G/C/04-VII dated 30.12.83, Min of Def. No. 3/40323/AG/PS 4 (C)/2545/A/D (Pen/Ser) dated 13.8.1985. |
| 29. | - | Based on Min of Def No. B/40323/AG/PS4(C) 374/US/D (Pen/Ser) dated 10.5.78 read with Rule |

- 13 (3) of C.C.S. (Commutation of Pension) Rules, 1981,
30. - Rule 6 of C.C.S (Commutation of Pension) Rules, 1981 and Min of Def. Corr. No. B/40323/AG/PS4(C)/1858/A/D (Pen/Ser) dated 08.10.78.
31. - Min of Def. No. 01701/AG//PS 4 (C)/4407/D(Pen/Ser) dated 7.6.77 read with Para 19 of Annexure- 'H' to scheme for payment of pension of Defence Pensioners by PSBs and Clause (c) of proviso to Rule 6 (1) of C.C.S. (Commutation of Pension) Rules, 1981.
32. 105.1, 105.2, 105.3, 105.5, Note below Para 53.1 C.C.D.A (P), Grants /Tech. Section Routine Note No. 0474 dated 2.9.82, and Rule 30 of C.C.S. (Commutation of Pension) Rules, 81.
33. - Deptt. of Pen. & PW No. 34/2/86 P&W dated 6.3.87.
34. - Regs. 61 (a) and 186 (a) of P.R. Part-I 1961, Min. of Def. letter 1 (4)/68/1035-A/S/D(Pen/Ser) dated 30.10.68 and A.I. 4/S/76.
35. - Reg. 189 and 63 of P.R.A. Part I 1961.
36. - Min. of Fin. O.M. No. F 9 (16)/EV-(A)/63 dated 9.1.64 and Min. of Def. No. A/47206/AG/PS4/(b)/1890 (D) (Pen/Ser) dated 14.7.77, Min. of Def. No. A/47266/AG/PS4/(b)/2095/B/D (Pen/Ser) dated 3.8.84.
37. - General position
38. Rule 54 (13-B) of C.C.S (Pension) Rules, 1972.
39. Note below para 71 Reconstructed as per GOI MOD No. 1 (6)/98 -D (Pen / Sers) dated 3.2.1998.
40. - Reconstructed vide GOI MOD No. B/38207/AG/PS-4/(b)/931B/D(Pen/Ser) dated 26.08.1998.
41. - Para 13 (d) OF Min. of Def. No. 1(5)/87/D(Pen/Ser) dated 30.10.87 & Deptt. of Pension & P.W. O.M. No. 1/2/86 P&PW dated 6.8.87.

42. 139, 139.1, and Revised
139.2
43. - Rule 54 (7) of C.C.S. (Pension) Rules, 1972 and A.I.
51/80
44. - Min. of Def. No. 38020/AG/PS4/(C) /206/B /
D(Pen/Ser) dated 17.1.90 and Deptt. of Pen. &
P.W. No. 1/2/36-P&PW/C dated 20.2.89.
45. 72,72.1 Note below Reconstructed based on Min. of Def. No.
72.1 and 73. 222057/78/1173-Pen-C dated 23.02.82.
46. - Based on Regn. 219 P.R. Part-I and Min. of Def. No.
222057/78/1173/Pen-C dated 23.02.78.
47. - Regn. 240 of P.R. Part-I, 1961 and Min of Def. No.
222057/78/1173/Pen-C dated 23.02.82.
48. 140 Reconstructed.
49. - Min. of Def. No. 1 (5)/87/D(Pen/Ser) dated
30.10.87 and Deptt. of Pen & PW OM No. 2/6/87-
P/C-II dated 7.8.87.
50. 74, 74.1 and Note Reconstructed
below 74.1
51. - Based on A.I. 61/71
52. 106 (ii) Revised
53. 150, 153 (iii) and Revised
Note 4 below Para
154
54. 154 and Notes 1 & -
2 below 154
55. 155 and 155.2 Revised
56. 29.10 and 153 (ii) Reconstructed
57. Reconstructed vide GOI, Min. of PPG & P, New
Delhi No. 45/57/97-P & PW (c) dt. 19.12.97,
30.12.98 and 38/99/99- P & PW (c) dated
17.4.2000 and Ministry of Defence No. 1(1)/98/D
(Pen/Sers) dated 15.6.1998, and B/38207/7/AG /
PS-4 (b) /193/A (D (Pension / Services) dated

- 7.3.2001 and No. 22(1)/03/US (WE)/D/(Res)dt. 30.12.2002 and 01.04.2003
58. 19 Rule 84 of C.C.S. (Pension) Rules, 1972, Reg. 52-A of P.R.A. Part-II, Min. of Def. No. B/39066/AG/PS4/(b)/2507/C/D (Pen/Ser) dated 16.08.80 and Min of Def. decision received under CGDA No. 5604/AT.P.-XIII (PC) dated 9.4.91.
59. Notes 123 and 6 under Para 98
60. - Based on Reg. 52-A of P.R.A. Part-II 1961.
61. 6 (ii), (iii) (iv), (vi), (vii), (viii), (ix) Reconstructed
62. 99 -
63. 11, 11.1, 11.2, 51,70, 82.2, 100 and 127 and Notes 1 & 2 below Para 11.2 Reconstructed
64. 129, 11.2 and 11.3 Reconstructed based on Rule 367 of CTR
65. 12.1, 52, 83, 101 and 128 Reconstructed
66. 12, 52, & 104 Reconstructed
67. 7 Reconstructed
68. 8 (A) and 8 (B) (iii) Reconstructed
69. 9 Reconstructed based on Rule 343 of CTR. & CGDA's no. 5049/AT -P dt. 17.5.2002
70. 8 (B) Reconstructed based on Rule 246 (b) of CTR
71. 10 Reconstructed
72. 13, 13.1, 13.3, Notes (a) and (b) below Para 13.3, 13.3 (iv), 13.3 (v), 13.3 (vi), 13.4, 13.6 Reconstructed based on Reg. 54 (a) of P.R.A. Part-II (1961) Min. of Def. No. Air HQ/24229/192/PP&R/5600/D(Pen/Ser) dated 19.9.72 and Reg. 54 of P.R.A. Part-II, 1961, Min. of Def. No. A/20455/AG/PS4 (b)/5307/D (Pen/Ser) dated 27.7.74.

73.	29, 29.3 & 29.4	Reconstructed based on CCDA (P) No. AT/ORs/Tech/063 dated 19.12.86.
74	29.5	Reconstructed
75	30	
76.	-	Reg. 19 of P.R.A. Part-I (1961)
77.	-	18 of P.R.A. Part-I (1961)
78.	55, 87.1, 112 and 137 Note 1 below para 112	Reconstructed based on CGA No. A/23013/152/79/MF/CGA/(VI Pt.) 1118 dated 26.3.84 and Deptt. of Pen. &PW No. 38/14/88P & PW dated 23.5.88
79	143	
80.	-	Based on Min. of Def. No. 1 (4)/79/523/C/D (Pen/Ser) dated 11.3.80 and Corr. No. 5605/AT-P/CGDA/4378/C/D (Pen/Ser) dated 10.11.86.
81.	38,38.1, 38.2 and 38.3	-
82.	39,39.1 and 39.2	-
83.	46,65,80,102 and 131	Reconstructed
84	-	Based on Deptt. of Pen. and PW No. 2/14/87/PIC dated 5.3.87 and C.C.D.A. (P) No. GI/C/091-I/Tech. dated 11.03.87.
	Note-3 below para 84.2	Reconstructed vide Ministry of PPG & P letter F No. 38/38/02- P & PW(A) dated 23.04.2003.
85.	18	Reconstructed
86.	49 and 68, 103 (iii) (vi) (vii)	Reconstructed
87.	17	Reconstructed based on Min. of Fin. Deptt. of Expdr., CGA No. C-19011/2/90-MF-CGA/Pen/635/ dated 09.10.90.
88	22	Reconstructed, Based on Ministry of Finance, Department of Revenue, Central Board of Direct

Taxes F. No. 200/51/99-ITA – I dt. 6.5.2000,
2.7.2001 and Notification no. 22 F No. 142/29/99-
TPL dt. 29.1.2001

	Note	Reconstructed vide Min of Fin, Deptt of Revenue, Central Board of Direct taxes F No.275/92/2003 IT (B) dt. 25.03.2004
89.	21	Reconstructed
90.	15 and Note below Para 15	Reconstructed, Based on Min of Def. No. A/25286/PC-III/AG/PS4(b)/1349/D (Pen/Ser) dated 29.6.88
91.	57,77,89 and 113	Reconstructed
92.	24	Reconstructed
93.	25	Reconstructed, Based on CCDA (P) No. AT/ORs/Tech./54-IV dated 10.05.91
94.	-	New para based on CCDA (P) No. AT/ORs/Tech./070, dated 03.10.85
95.	28	
96.	New	-
97	New	New Para based on G.O.I., Deptt of P & PW OM NO. 1/17/86-P & PW dated 29.08.86 and OM No. 1/17/86/P & PW (C) dated 25.01.91 and Min. of Defence No. 12(16)/86/D (Pens/Sers) dated 23.3.92
98.	-	New Para based on Deptt. of Pen & Pensioners Welfare O.M. No. 215/87-PIC dated 22.04.87 read with Min. of Def. No. (1)/82/D(Pen/Ser) dated 23.06.82 and 13.11.82 Paras 5 (a) (ii) and 14 of A.I. 57/79, CGDA No. 6474/ AT-P dated 23.01.63 and 22.04.62 Note below Para 1 of Min. of Def. No. 11 (3)/77/D(Pen/Ser) dated 09.11.77, Rule 3 (1) of C.C.S. (Pen.) Rules, MIn. of Def. No. A/49095/AG/PS4 (a) (b) 2253/C/D (Pen/Ser) dated 22.09.78, No. B/49095/AG/PS 4 (b) 949/B/D (Pen/Ser) dated 26.04.83, CCDA (P) AT Coord. No. AT/Coord./011 dated 7.4.79. .

99	-	New para based on CCDA (P) No. AT/Corrd. /233-III dated 18.04.83
100	New	GOI DP & PW OM. NO. 45/73/97-P & PW (c) dt. 02.07.99, MOD No. 7 (1) 95 D (Pen / Sers) 99 dt. 06.10.99 & 7(1) 95 D (Pen / Sers) dt. 28.08.2000
101	26.3	Revised and enlarged
102	-	Based on Deptt. of Pen. & PWOM No. 42 (3)/ P & PW (89)-E dt. 22.01.91.
103	27 and 27.1	-
104	29	Reconstructed
105	28.5	Reconstructed
106	28.7	Reconstructed
107	28.8	Reconstructed
108	-	Based on Regn. 113 & 124 of PR P.R.A. Part -II (1961).
109	-	Based on Rule 70 of C.C.S. (Pension) Rules and A.I. 8/S/70
110	-	Based on C.C.D.A (P) No. AT/Coord./242 dated 09.10.80
111	23 & 109 and Note below Para 110.2, 85.2 and 85.3	Reconstructed with ref. to Rule 369 of CTR and CCDA (P) No. AT/ORs/Tech.012 dated 15.03.90, Min. of Def. No. 8/39103/AG/PS4 (b)/1722/C/D dated 05.06.80.
112	-	Based on Rule 369 (2) of C.T.R.
113	110.2, 110.3 and 109	Reconstructed
114	-	New Para based on Min. of Def. No. 4 (2)/84/868/B/D(Pen/Ser) dated 09.05.84 and Rule 4 of Payment of Arrears of Pension Nomination Rules, 1983 and CCDA (P) No. AT/ORs/Tech/012-VII dated 24.06.91.
115	58,90,114, Note 1 below Para 110,	Reconstructed Based on Rule 370 CTR read with Rule 283-C of CTR. Reg. 78 (e) of P.R.A. Part-II-

	Note below Para 114.3, 114.7, Note 2,3 & 4 below para 114.7 Note 4 below para 114.1, 114.6 Notes 2,3,4,5 & 6 below para 114.6	1961.
116	-	Regs. 111(d) and 118 (d) of P.R.A. Part-II 1961- and Rule 7 of C.C.S. (Pen.) Rules.
117	-	Based on Rule 51.2 of C.C.S. (Pen) Rules and A.I. 8/S/70.
118	59 and 114.10	Reconstructed
119	114.8	Based on Reg. 79 & 81 of P.R.A. Part-II –and Min. of Def. No. A /25286/PC-III/AG/PS4 (b) 1349/C/D (Pen/Ser) dated 29.6.88
120	37	Reconstructed, Based on Min. of Def. No. 12 (9)/87/D/P (Pen/Ser) dated 19.01.1988.
121	-	New Paras based on Min. of Def. No. 15 (11) / 57/D/Pen/Ser) dated 20.09.62, No. 12(9)/(87)/D/(Pen/Ser) dated 20.01.88.
122.	Paras 1 & 2 of Part-II (1973)	Reconstructed & CGDA's No. 5637/AT/P/PC dt. 30.1.2003
123	-	New Para
124	-	New Para
125	31,31.2, 31.9, 31.10	31.7, Reconstructed
126	33 & 118.1	Reconstructed
127	34	Reconstructed
128	-	New para based on Appendix –VII of PPI (1973)
Appendices	Appendix-II	Reconstructed
1	Appendix-II	Reconstructed, Based on Annexure 'A' & 'B' to scheme for payment. of Defence Pensions by PSBs.
2	Appendix-I	-

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|-----|--------------|---|
| 3. | - | New appendix |
| 4. | 3.1 | Revised |
| 5. | 8 | Revised |
| 6. | Appendix III | Revised |
| 7 | Appendix IV | Revised. The annexure is revised / rationalized based on IAFA-330 and IAFA-389. |
| 8. | Appendix VI | - |
| 9 | - | Deleted and New Appendix-9 inserted based on various Govt. orders on the subject. |
| 10 | - | M.O.D. letter no. PC/1(2)/97/D (Pen-C) dt. 16.05.2001. |
| 11 | - | Forms are based on forms I to IV of Annexure F to scheme for Payment of Pension to Defence pensioners. Form 2 & 5 are based on requirement of Govt. order |
| 12 | | Based on GOI, MIN. OF PPG & P New Delhi no. 45/57/97 - P & PW (c) dated 19.12.97, 30.12.98 and 38/99/99- P & PW (c) dated 17.4.2000 and Ministry of Defence No. 1(I)/98/D (Pen/Sers) dated 15.6.1998, and B/38207/7/AG / PS-4 (b) /193/A (D (Pension / Services) dated 7.3.2001 |
| 13 | 8 (B) (viii) | - |
| 14 | 13.3 | Appendix and Annexure thereto are based on Min. of Def. No. Air HQ/24229/ 192/PP&R/ 5600/D (Pen/Ser) dated 19.9.72. |
| 15 | - | Annexure-I is based on IAFA-319, IAFA-348, IAFA-358, IAFA-380 (a), IAFA-410 and IAFA-818 Annexure-II is based on IAFA-380. |
| 16 | - | Based on various Govt. orders issued on the subject from time to time. |
| 17 | - | Based on Annexure- 'C' to scheme for payment of Pensions of Defence Pensioners by PSBs.. |
| 18. | - | Proforma as given in Rule 54 of CCS (P). Rules 1972. |

19. - Based on various Govt. orders issued from time to time.
20. - CCDA (P) No. AT/Corrd./242 dated 9.10.80.
21. - Min. of Def. No. 4 (2)/84/868/B/D(Pen/Ser) dated 9.5.84 and Payment of Arrears of Pension Nomination Rules, 1983.
22. - Based on IAF (CDA)-649 and existing classification hand book.
23. Appendix -V Revised
24. Appendix -VII Revised

Memorandum explanatory of each instruction in the Pension Payment Instructions (1973) vis-a-vis Defence Pension Payment Instructions, (2005).

No. of Instructions in PPI (1973)	No. of Instructions in Defence PPI (2005)	Remarks
1	2	3
<u>Part-I</u>		
1.	3	Revised
2.	4	Reconstructed. Note-II redundant, Note-IV reconstructed as Para 7 and Note-VI placed below revised Para 7 as Note-1
3	8	Proforma below Para 3 placed as Appendix-5 and Para 3.1 as revised Para 5.1
4	14.2,14.3, and Note below Para 14.5	Amplified
5	15.1	For the classification of pensioners revised, See Para 2
6	61	Substance of clauses (i), (iii), (v) and (x) incorporated in revised Paras 15 & 19.
7	67	No change in substance.
8 (A)	68	No change in substance.
8 (B)	70	No change in substance. The proforma below Para 8(B) (viii) is placed as Appendix-12 to revised PPI.
9.	72	Amplified
10.	71	No change
11.	63.1,63.2, and 63.3, Note below Para 11.3 omitted being redundant.	Amplified. Last sentence of 11.2 and 11.3 revised as Para 67.2 and 67.3.

12.	66	Substance retained Para 12.1 revised as Para 68.2
13.	72	Revised based on Reg. 54 (a) of PR Part-II and Min. of Def. No. Air HQ/242229/192/PP & R/5600/D (Pen/Sers) dated 19.9.72 Form of Power of Attorney as prescribed Min. of Def. under letter dated 19-9-72 is given in Appendix-13.
14	-	Redundant. To be incorporated in Office Manual for D.P.D.Os.
15.	90.2	Reconstructed
16.	90.1	Reconstructed
17.	87	Reconstructed
18.	85	Reconstructed
19.	58.3	Reconstructed based on CGDAs No. 5604/AT-P (XIII) (PC) dated 9.4.91.
20.	-	Redundant
21	89	Reconstructed
22	88	Reconstructed
23	111	Reconstructed based on Rule 369 of CTR
24	92	Reconstructed
25	93	Reconstructed Based on CCDA (P) Circular No. AT/ORs/Tech/54-IV dated 10.5.91
26	101	Instructions contained in Para 26, 26.1, 26.2 are mainly meant for PSAs. Para 107 is based on Deptt. of Pen. & PW No. 42 (3)/P &PW (89)-E dated 22.1.91.
27.	103	

28	110	Instructions contained in Paras 28.5, 28.7, and 28.8 are contained in revised Paras 110, 111 and 112. Instruction contained in Para 115.1.
29.	73	Reconstructed. Paras 29.4,29.5, 29.6, 29.7, 29.8, 29.9, and 29.10 are revised as in Paras 55 and 56.
30.	75	No change
31	125	Reconstructed
32	21	Reconstructed
33	126	Reconstructed
34	127	Reconstructed
35	18	Reconstructed
36	23	Reconstructed
37.	120	Amplified based on Min. of Def. letter No. 12 (a)/87/D(Pen/Ser) dated 19.01.1988
38.	81	Reconstructed without any substantive change
39.	82	Reconstructed
40	-	Redundant
41	22	Reconstructed
42 to 44 (Blank)		
45	-	Omitted as general applicability stated in Para 1.
46.	-	Omitted as its substance incorporated in revised Para 61.
47	-	Omitted as its substance incorporated in revised Para 61.
48.		Redundant

49.	86	Reconstructed and amplified.
50.	-	Substance included in revised Para 126.
51.	-	Substance incorporated in Para 63.
52	-	Substance incorporated in Para 65.
53.	-	Substance incorporated in Paras 28 to 32
54.	-	Substance incorporated in Para 111 as amplified.
55.	-	Substance incorporated in revised Para 78.
56	-	See revised Para 93
57	-	See revised Para 91
58	-	See revised Para 115
59	-	See revised Para 118.
60 to 64 blank	-	
65	-	Substance incorporated in revised Para 61.
66	-	Substance incorporated in revised Para 61.
67.	-	Redundant
68	89	Revised and amplified
69	-	Substance incorporated in revised Para 126.
70	-	See revised Para 63
71	-	Reconstructed. See revised Para 38
72	-	See revised para 45

73		See revised Para 45.3
74	-	See revised Para 50
75	-	See revised Para 111
76	-	See revised Para 93
77	-	See revised Para 91
78	-	See revised Para 115
79 (Blank)	-	
80	-	Reconstructed. See revised Para 83.
81	-	See revised Para 126
82	-	See revised Para 63
83	-	See revised Para 65
84.	-	See revised Paras 28 to 32
85.	-	See revised Para 111, substance of Para 82.6 are contained in revised Para 112.
86.	-	See revised Para 13
87	-	See revised Para 78
88	-	See revised Para 93
89	-	See revised Para 91
90	-	See revised para 111 and substance of Para 87.9 and 87.10 incorporated in Paras 113 and 112 respectively,
91 to 94 (Blank)	-	
95	-	See reconstructed Para 4
96	-	See revised Paras 4,6,10, 12 and 14

97	-	See revised Para 114
98	-	See revised Para 59
99	-	See revised Para 62
100.	-	See revised Para 63
101	-	See revised Para 65
102	-	See revised Para 83. For the instruction of Para 102.1 See revised Para 123.
103	-	See revised pare 85
104	-	Substance included in revised Para 66.
105	-	See revised Para 28 to 32
106	-	See revised Para 52 & 53
107	-	See revised Para 13.2
108	-	See revised Para 11
109	-	See revised Para 111
110	-	See revised Paras 111 and 113
111	-	See revised Para 78
112	-	See revised Para 41
113	-	See revised Para 91
114	-	See revised Para 115. For the instruction contained in Paras 109.8, 109.9 & 109.10 See revised Paras 119, 117 & 118 respectively.
115.	-	Obsolete. See Paras 98 and 99 for payment of Dearness Relief.
116.	-	Redundant
117.	-	See revised Para 93

118.	-	See revised Para 126
119	-	See revised Para 20
120. to 124 (bank)	-	
125	-	See revised Para 4,6,9 & 12
126	-	See revised Para 61
127	-	See revised Para 63
128	-	See revised Para 65
129	69	Reconstructed
130	-	See revised Para 111
131	-	See revised pare 83
132	-	See revised Para 37 to 51
133	-	See revised Para 85
134	-	See revised Para 52
135	-	See revised Para 11
136	-	See revised Para 111
137	-	See revised Para 78
138	-	Redundant
139	-	See revised Paras 42 & 43
140	-	See revised Para 47
141	-	See revised Para 93
142	-	See revised Para 91 and 115
143	82	Reconstructed
144	-	See revised Para 126
145 to 149 (Blank)		
150	-	See revised Para 53

151	-	See revised Para 83
152	-	See revised Para 15
153	-	See revised Para 85
154	-	See revised pare 53
155	-	See revised Para 55
156	-	See revised Para 13.2
157	-	See revised Para 93
158	-	See revised Para 52

PART -II

1 and 1.1.

122.1 and 122.2

1.2, 1.3 and 1.4, 2 to 113

Rest Paras not printed based on
CGDA New Delhi no. 5673/AT-
P/PC dt. 30.01.2003.

APPENDICES

**APPENDIX NO. IN
PPI (1973)**

**APPENDIX NO. IN DEFENCE
PPI (2005)**

APPENDIX-I	2
APPENDIX-II	1
APPENDIX-III	6
APPENDIX-IV	7
APPENDIX-V	23
APPENDIX-VI	8
APPENDIX-VII	24

REGISTER OF CORRECTIONS PASTED

Number of Correction slip	Para affected	Dated initial of person by whom pasted	Number of correction slip	Para affected	Dated initial of person by whom pasted

REGISTER OF CORRECTIONS PASTED

Number of Correction slip	Para affected	Dated initial of person by whom pasted	Number of correction slip	Para affected	Dated initial of person by whom pasted

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Number of Correction slip	Para affected	Dated initial of person by whom pasted	Number of correction slip	Para affected	Dated initial of person by whom pasted

REGISTER OF CORRECTIONS PASTED

Number of Correction slip	Para affected	Dated initial of person by whom pasted	Number of correction slip	Para affected	Dated initial of person by whom pasted

Payment to Agents