

DEFENCE ACCOUNTS DEPARTMENT



सत्यमेव जयते

OFFICE MANUAL PART-IV [VOLUME – II]

REVISED EDITION 2014

**ISSUED UNDER THE AUTHORITY OF
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
NEW DELHI**

Revision of O.M. Part-IV Vol.-II

(i) 1931

(ii) 1972

(iii) 2006

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Printed by CGDA New Delhi

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PREFACE

1. This Manual contains detailed and updated instructions for the conduct and disposal of the work, dealt with in the Office of the PCDA (P) Allahabad.
2. This Manual is a Departmental publication. The instructions contained in the Manual are supplementary to the Rules in the Civil and Defence Audit and Account Code, Civil Service Regulations, CCS (P) Rules 1972, Pension and Financial Regulations, etc.
3. The detailed functions of different sections of PCDA (P) Allahabad are covered in Volumes I to V of this Manual.
4. Any additions or alterations which may be necessary to the Manual will be notified periodically by the PCDA (P) Allahabad with the prior approval of the CGDA. The provisions contained in this Manual should be in conformity with the existing provisions of Office Manual Part I and Office Manual Part II and their amendments, if any from time to time.
5. This Edition supersedes the 2006 Edition.

Place : New Delhi
Dated :



(Vandana Srivastava)

Controller General of Defence Accounts

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ABBREVIATIONS

AAO	Area Accounts Officer/Assistant Accounts Officer
ADA	Additional Dearness Allowance
AHI	Ad-hoc Increase
AHR	Ad-hoc Relief
AI	Army Instruction
AIWCPI	All India Workers Consumer Price Index
AO	Army Order/Accounts Officer
BAO	Branch Accounts Officer
CCS (EOP) Rules	Central Civil Service (Extra-Ordinary Pension) Rules
CCS (EP) Rules	Central Civil Service (Extraordinary Pension) Rules
CCS(P) Rules 1972	Central Civil Service (Pensions) Rules 1972
CGS	Coast Guard Service
CPC	Civil Procedure Code/Central Pay Commission
CP Fund	Contributory Provident Fund
CPI	Consumer Price Index
CPRO	Civilian Personnel Routine Order
CSD	Canteen Store Department
DA	Dearness Allowance
DCRG	Death Cum- Retirement Gratuity
DDP Centre	Distributed Data Processing Centre
DEA Head	Defence Exchange Account Head
DEO	Data Entry Operator
DIDS	Defence Inter-Departmental schedule
DP	Dearness Pay
DP and PW	Department of Pension and Pensioners' Welfare
DPDO	Defence Pension Disbursing Officer/Office
DR	Dearness Relief
DS NO	Data Sheet Number
EDP Centre	Electronic Data Processing Centre
EOL	Extra Ordinary Leave
EPF	Employees' Provident Fund
ETA	Extra Temporary Appointment
ETE	Extra Temporary Establishment
FIR	First Information Report
FPS-64	Family Pension Scheme-64
GCRC	Government Contribution Resumption Certificate
GIMF	Government Of India Ministry of Finance
GOI /GI	Government of India
GO	Group Officer
GPF	General Provident Fund
GREF	General Reserve Engineer Force
HBA	House Building Advance
HGS	History of Gazetted Service
H.O.O.	Head Of Office
IE	Industrial Employee
INDWPF	Indian Naval Dockyard Workers Provident Fund
IO Cell	Input-Output Cell
IODPF	Indian Ordnance Depot Provident Fund
IOFWPF	Indian Ordnance Factory Workers Provident Fund
L.A.O.	Local Audit Officer
LS/PC	Leave Salary/Pension Contribution
LPR	Liberalised Pension Rules
Min of PPG & Pen	Ministry of Personnel, Public Grievances and Pensions
MNS	Military Nursing Service
MOD	Ministry of Defence
NCC	National Cadet Corps
NC(E)	Non Combatant (Enrolled)
NIE	Non-Industrial Employee
NPA	Non Practicing Allowance

ORs	Other Ranks
PC/PPO	Pension Circular/Pension Payment Order
P.M	Punching medium
P.A.O.	Pay Audit Officer
PDA	Pension Disbursing Authority/Agency
PPO	Pension Payment Order
PSU	Public Sector Undertaking
RAO	Regional Audit Officer
RDR	Revenue Debt and Remittance
SGSC	Senior Government Standing Counsel
SB	Service Book
SAO	Senior Accounts Officer
SO	Special Order/Section Officer
TE	Temporary Establishment
TI	Temporary Increase
WC Act-1923	Workmen's' Compensation Act-1923
WEF	With Effect From
ZO (DPD)	Zonal Officer (Defence Pension Disbursement)

CHAPTER –I

General

Objectives

1. Objectives of the Grants Section are :-

- (i) timely grant of pensionary (including commutation) benefits as admissible under Rules.
- (ii) to render necessary advice to all concerned on pensionary benefits as and when asked for.

Duties

1.1 This section deals with,

- (i) all claims on account of Pension/Gratuity and all cases of commutation of pension, in respect of the civilian personnel of the Defence Services including those of the Defence Accounts Department, GREF, COAST GUARD, MNS (LOCAL) and NCC officers who, under the terms and conditions of their service, are entitled to pensionary benefits.
- (ii) all claims on account of Family pension/Gratuity in respect of the families of the civilian personnel of the Defence Services including those of the Defence Accounts Department, GREF, COAST GUARD, MNS (LOCAL) and NCC officers who, under various orders issued by the Government of India from time to time, are entitled to Family Pension/Gratuity benefits.
- (iii) all matters connected with the grant of pensionary benefits to the civilian personnel of the Defence services including those of the Defence Accounts Department GREF, COAST GUARD, MNS (LOCAL) and NCC officers and their families.
- (iv) all claims on account of Pension/Gratuity and all cases of commutation of pension in respect of the civilian personnel of the Defence Services including those of the Defence Accounts Department GREF, COAST GUARD, MNS (Local) and NCC officers who are absorbed in Public enterprises/Autonomous bodies in the public interest and who are eligible to the pensionary benefits.
- (v) the assessment of the quantum of Pension/Gratuity admissible to the civilian employees of the Canteen Stores Department (India) under Civil pension Rules applicable to the civilians of the Defence Services, on the basis of the particulars furnished by the Canteen Stores Department (India) and the rendition of audit reports specifying the amounts admissible in each case.
- (vi) the claims on account extra-ordinary pensionary benefits under the provisions of CCS (EOP) Rules in respect of Defence civilians including DAD GREF, COAST GUARD, MNS (LOCAL) and NCC officers.
- (vii) the claims on account of pensionary awards in the case of Government servants injured or killed while on duty, as a result of enemy action (including action by Pakistan's Paratroopers and Infiltrators) in the operation against Pakistan on or after 5.8.1965.
(Govt. of India, Ministry of Finance Memo No. F.19(5)-EV/65 dt. 12.10.1965)
- (viii) the claims on account of pensionary awards in the case of Government servants killed in action or disabled on account of injury sustained while on duty on or after 1.2.1972 in the operations against Pakistan in the year 1971.
(Govt. of India, Ministry of Finance Memo No. E1(1)-Ev(B)/72 dt. 1.4.1972)
- (ix) the claims on account of pensionary award in the case of Government servants who are invalidated out of service or die as a result of action against hostiles/ terrorists / dacoits etc. on or after 1.8.1984.
(Ministry of Finance Memo No. F.1(15)-Ev/84 dt. 9.11.1984)
- (x) the claims on account of Liberalised Pensionary awards in the case of death/disability occurring on or after 1.1.1986, as a result of (i) attack by or during action against extremists, antisocial elements etc. and (ii) enemy action in international war or border skirmishes.

Distribution of Work

2. The work in this section is distributed amongst the following groups:-

- (i) **Coordination Group:-** This group
 - (a) looks after the administration of the section in general.
 - (b) receives and distributes the claims, letters, telegrams etc. amongst the various groups.
 - (c) arranges the dispatch of claims, letters etc
 - (d) maintains centrally various Reports>Returns, Registers and other relevant statistical data pertaining to this section.
 - (e) is responsible for maintaining Library of PC/PPOs in respect of Defence Civilians in the Old Records
 - (f) is responsible for issue and replacement of PC/PPO binders in the Old Records Section.
 - (g) is responsible for binding of fresh draft PPOs and rebinding of old and broken binders, and
 - (h) monitors the progress of Parliament questions, Court cases, Defence Pension Adalat cases and VIP queries

- (i) This group is also responsible for
 - (1) forwarding the Punching Medium received from EDP Civil and Manual sections of GI/Civil section to the Accounts Section on monthly basis and
 - (2) preparation of DID Schedules.
- (ii) **Technical Group:-** This group
 - (a) examines the Rules and orders issued by the competent authorities from time to time on the pension/gratuity matters relating to the civilian personnel and brings these to the notice of the various groups in the section through the medium of section orders which bear serial number commencing with
 - (1) for each calendar year;
 - (b) offers its comments on notes for orders put up by various groups for the ruling of Group Officer/Jt. C.D.A./C.D.A.
 - (c) maintains a Master Note Book of all the orders pertaining to the pension/gratuity matters relating to the civilian personnel .
 - (d) obtains ruling from the authorities concerned on points of doubt in the application of orders and tenders advice to higher administrative authorities on pension/gratuity matters relating to Civilians
 - (e) maintains subject files duly cross referenced with connected files
 - (f) ensures uniformity in application of Rules and orders relating to the pension/gratuity matters of the civilian personnel
 - (g) Reviews the working of the various groups of the section with a view to ensuring proper functioning, effecting simplification of procedure and improvement of efficiency.
 - (h) is responsible for vetting of draft Government letters relating to pension/gratuity matters in respect of Defence civilians, and
 - (i) issues circulars in the matter of pension procedure and pensionary benefits in respect of Defence civilians to all the Heads of Departments/Offices, CsDA, PDA and Defence Pensioners Associations. The lists of Heads of Departments and CsDA are given in **Appendices 1 and 2** respectively .

(i) **Operative Groups**

- (a) **EDP-Civil:-** The EDP groups deal with all matters connected with pension/gratuity claims which are processed through data sheet for generation of computerized PPO.
- (b) **Manual-Civil:-** The processing and finalization of pensionary awards in respect of Defence civilians have been computerized. The manual groups deal with all matters connected with processing and finalization of pension/gratuity claims which cannot be processed through data sheet for generation of computerized PPO. In such cases typed copies of PPOs are sent to the parties concerned.
- (iv) **PPO Cell:-** This cell of G-I civil manual section is responsible for typing of draft copies of all types of P.P.O. and also for issue of duplicate copy of the P.P.O.as and when required by the Pensions Disbursing Authority/H.O.O. etc.

CHAPTER - II

Pension And Gratuity Claims Of Civilian Government SERVANTS

Persons Entitled To Pensionary Benefits

3. The Civilian employees belonging to the various departments of the Army/Navy /Air Force and Factories Ordnance Organization and connected Technical Development Establishment including DAD, are eligible for pensionary benefits under CCS(P) Rules 1972, except where specifically provided otherwise. The personnel of following organization /establishment have also been brought within the purview of the provisions of CCS(P) Rules 1972.

3.1 GREF PERSONNEL (Pensionable with effect from 20.11.1969):- Permanent members of the General Reserve Engineer Force, other than deputationist will be eligible for retirement benefits under the Rules applicable to the corresponding categories of the civilians in Defence services with effect from 20/11/1969

(Authority:- Ministry of Shipping and Transport Border Roads Development Board Memo no F.81 (i)/1964-pers dated 20th November, 1969).

3.2 COAST GUARD PERSONNEL (Pensionable with effect from 29/09/1978):-- The Coast Guard was raised as an Armed Force of the Union on 19/09/1978 and the Coast Guard services were declared pensionable within the ambits of CCS(P) Rules, 1972, with effect from 29/09/1978. The officers below the rank of DIG shall be eligible to serve in the Coast Guard up to the age of 55 years. Officers of the rank of DIG and above shall be eligible to serve up to the age of 58 years.

The retirement age of subordinate officers and sailors shall be 55 years.

(Authority:- Ministry of Defence OM No CGHQ/SC/ 1201/82/ CG/D(N-II)dated 29/09/1978.)

3.3 NCC Whole Time Officers Granted Permanent Commission (pensionable with effect from 23.05.1980):- The services of NCC whole time officers granted permanent commission were declared pensionable within the ambits of CCS(P) Rules, 1972, with effect from 23.05.1980. Accordingly these officers will, for the purpose of pension, family pension, DCRG and other retirement benefits will be governed by the provisions of CCS(P) Rules 1972.

3.3.1 These officers if otherwise not found unfit, will be eligible to serve till 55 years of age.

(Authority:- Government of India Ministry of Defence OM No 5431/DGNCC/PC/TCS/MS(B)/1130/A/C(GS-VI),dated 30.5.80)

3.3.2 The age of superannuation of NCC permanent commissioned whole time officers has been enhanced from 55 to 57 years with effect from 30.05.1998

(Authority:- Ministry of Defence OM No 5431/NCC/PC/ MS(B)/ 672.D(GS-VI) dated 30.05.1998.)

3.4 Employees of Statutory Canteens (Pensionable with effect from 22.10.1980):- The employees of statutory canteens established in Defence Industrial Installations under section (46) of Factories Act 1948, have been declared as Government employees with effect from 22.10.1980

(Authority:--Ministry of Defence OM NO. 18(I)/80/D(JCM) dated 25.07.1981.)

3.4.1 The employees of statutory canteens established in Defence Industrial Installations, being non industrial Government servants will, for the grant of retirement benefits be governed by the provisions of CCS(P) Rules, 1972.

(Authority:-- Ministry of Defence OM No. 27 (I)/86/2519/D(CIV-II)dated 17.06.1986.

3.5 M N S (Local) (Pensionable with effect from 01.10.1983):- Married nurses, or nurses who are widows with encumbrances or are separated or divorced including those whose marriage has been dissolved and who have encumbrances are granted temporary commission, if otherwise suitable, in the Military Nursing Service for local service only. The service so constituted is known as Military Nursing Service (Local) or M.N.S (local).

3.5.1 The officers of MNS (Local) will continue to serve the MNS till they attain the age of superannuation i.e. 55 years.

3.5.2 The officers of MNS (Local) on retirement from service on attaining the age of superannuation after rendering service of not less than 20 years (10 years with effect from 1.1.1986) will be eligible to pensionary benefits as admissible to temporary civilian Government servants from time to time.

3.5.3 MNS (Local) services have been brought on pensionable establishment with effect from 1.10.1983.

(Authority:--Army Instruction no. 14/77 as amended by AI 46/83 and AI 29/91)

3.5.4 The age of retirement on superannuation of MNS(Local) Officers, has been enhanced from 55 to 56 years with effect from 01.05.2000.

(Authority:-- Ministry of Defence OM NO 14(3) /98-D(AG)dated 01.05.2000.)

3.6 Employees of Non-statutory Departmental Canteens (Pensionable with effect from 01.10.1991):- The employees of Departmental canteens/Tiffin rooms located in Central Government offices registered with Director (Canteens) have been treated as Government servants with effect from 01.10.1991. Accordingly those appointed on or after 01.10.1991 will compulsorily be governed for the purpose of

pensionary benefits, by the provisions of CCS(P) Rules 1972, CCS(Commutation of Pensions) Rules 1981 and CCS(EOP) Rules.

(Authority:-- Ministry of PPG & Pensions (Department of Personnel and Training) OM NO 12/3/92- DIR (C) dated 16.11.1992.

Regulation of claims to pension or Family pension

4. It should be noted that unless otherwise specified, any claim to pension/gratuity/ family pension shall be regulated by the Rules in force at the time when a Government servant retires or is retired or is discharged or is allowed to resign from service or dies as the case may be.

5. The day on which a Government servant retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as his last working day:-

Provided that in the case of a Government Servant who is retired prematurely or who retires voluntarily under clauses (j) to (m) of Rule 56 of Fundamental Rules or Rule 48 or Rule 48-A of CCS(P) Rules 1972 as the case may be, the date of retirement shall be treated as non working day.

6. The civilian Government servants become entitled to claims on account of pensionary benefits when they become non-effective while holding permanent and substantive appointment in the civil services and posts.

With effect from 01.1.1986, the quasi-permanent and temporary Government employees retiring at the age of superannuation or on being declared permanently incapacitated for further service by the appropriate medical authority after rendering service of not less than 10 years, are eligible to the claim of pensionary benefits at the same scale as admissible to those in permanent employment.

7. Confirmation in service has been delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation is considered for confirmation. Since all the persons who complete probation in the first appointment will be declared as permanent, the present distinction between permanent and temporary employees for grant of pension and other pensionary benefits has ceased to exist.

Circumstances In Which Pension/Gratuity Claims Arise

8. The claims to pension and other pensionary benefits in respect of Defence civilian Government servants arise in the following circumstances:-

8.1 On transfer to the pension establishment on attaining the age of superannuation. In this event he is eligible for Superannuation Pension/Gratuity as admissible under Rule 35 CCS (P) Rules, 1972.

Note 1 The ages prescribed for transfer to pension establishment in respect of various classes of civilian Government servants are given in FR 56 and Article 459 Civil Service Regulations Volume-I.

Note 2 With effect from 1st day of November 1973, the civilian Government servants in Group 'B' 'C' and 'D' services or posts and from 1st day of April 1974, the civilian Government servants in Group 'A' services or posts, shall retire from service with effect from the afternoon of the last day of the month in which their date of retirement according to Fundamental Rule 56 falls, without prejudice to clauses (j), (k), (l) and (m) of that Rule.

[Government of India, Cabinet Secretariat (Deptt. Of Per) O.M NO. 33/12/73-Estt.(A) dated 24.11.1973 and 02.05.1974]

Note 3 With effect from 13.05.1998, every Government servant irrespective of the group of service to which he belongs, shall retire from service on attaining the age of superannuation on the afternoon of the last day of the month in which he/she attains the age of 60 years.

Note 4 A Government servant whose date of birth is the 1st of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years vide Rule 56 of Fundamental Rules.

8.2 On retirement in the 'Public Interest' by the appropriate authority after being served with notice of not less than three months' or three months' pay and allowances in lieu of such notice, after the employee has attained the age of 50 years if he is in group 'A' or 'B' service or post (and entered Government service before attaining the age of 35 years) and in any other case after he has attained the age of 55 years under the provisions of F.R-56 (j). In this event the Government servant will be eligible for Retiring Pension/Gratuity.

8.3 On seeking voluntary retirement from service, by giving notice of not less than 3 months in writing to the appropriate authority, after the employee has attained the age of 50 years, if he is in Group 'A' or Group 'B' service or post (and had entered Government service before attaining age of 35 years) and in all other cases after he has attained the age of 55 years. In this event he is eligible for Retiring Pension/Gratuity under the provisions of F.R-56 (k).

8.4 On retirement from service by the appropriate authority in the public interest on completion of 30 years' qualifying service after being given notice of at least three months in writing before the date on which the employee is required to retire or three months' pay and allowance in lieu of such notice. In

this event the Government servant is eligible for Retiring Pension/Gratuity under the provisions of Rule 48-I (b) CCS(P) Rules 1972.

8.5 On seeking voluntary retirement from service on completion of 30 years qualifying service by giving notice in writing at least three months before the date of actual retirement. In this event the Government servant is eligible for Retiring Pension/Gratuity under the provisions of Rule 48-I (a) of CCS (P) Rules 1972.

8.6 On seeking voluntary retirement after completion of 20 years qualifying service by giving notice of not less than three months in writing to the appointing authority. In this event the Government servant is eligible for Retiring Pension/Gratuity under the provision of Rule 48-A of CCS (P) Rules 1972.

8.7 On permanent absorption in the Public Sector undertaking or in an Autonomous Body in the public interest. In this event the absorbee is eligible for Pro-rata Pension and other retirement benefits as a result of issue of specific Government orders notifying the terms and conditions of permanent absorption under the provisions of Rule 37 of CCS (P) Rules, 1972.

8.8 On retirement from service on account of any bodily or mental infirmity, which permanently incapacitates the Government servant for the service. In this event he is eligible for Invalid Pension/Gratuity under the provisions of Rule 38 of CCS (P) Rules, 1972.

8.9 On selection for discharge owing to the abolition of permanent post: In this event the Government servant is eligible for Compensation Pension/Gratuity as admissible under the provision of Rule 39 of CCS (P) Rules, 1972.

8.10 On compulsory retirement from service as a measure of penalty. In this event the Government servant is eligible for Compulsory Retirement Pension at a rate not less than two thirds and not more than full compensation Pension or Gratuity or both admissible to him on the date of his compulsory retirement under the provisions of Rule 40 of CCS (P), Rules 1972.

8.11 On dismissal or removal from service for grave misconduct, insolvency or inefficiency: in this event no pension or pensionary benefits as such are admissible. However, the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction Compassionate Allowance not exceeding two thirds of Pension or Gratuity or both which would have been admissible to him if he had retired on compensation pension under the provision of Rule 41 of CCS (P) Rules 1972.

Notification of Retirement

8.12 It will be seen that in the case of a Government servant retiring in the manner as laid down in Paras 8 to 8.11 an extract of DO Part II order (Or an entry in the Service Book) showing the cause and date of retirement has been furnished.

Preparation and submission of pension claim

9. Computerized processing:- The procedure for processing and sanction of pensionary awards has been computerized. Under computerized system, the data sheet is a basic document for generation of computerized Pension Payment Order and therefore correct preparation of data sheet is of paramount importance. The data sheet contains all the data relevant to sanction of pensionary awards and therefore submission of the service documents along with the pension claim has been dispensed with.

9.1 Manual processing:- The pension claims which cannot be processed through data sheet due to various reasons are processed manually and submitted to the office of PCDA(P), Allahabad along with the service documents for manual notification of pensionary awards. The details of manual processing of pension claims are given in Paras 50 to 91 of this manual.

9.2 The following types of cases may not be processed through Data Sheets:-

- (1) Compulsory Retirement cases where reduction in pension / Gratuity is involved.
- (2) Compassionate Allowance cases where pension/gratuity is to be sanctioned in other than the cases of maximum permissible limit i.e. two third of full pension/gratuity.
- (3) Where the employee retired on or after 1.1.1996 and opted for the old pay scale.
- (4) Ex.Gratia payment in respect of C.P.F. beneficiaries.
- (5) Pensionary benefits under CCS (E.O.P.) Rules/Liberalised pensionary awards.

10 (a) Submission of superannuation pension claims:- The claim on account of pension/gratuity is prepared by the Head of Office in the Pension Application form: IAFA 356 in the same manner as laid down in Rules 58,59,60 and 61 of CCS(P) Rules 1972 and initiated together with relevant documents not later than six months before the anticipated date of retirement for submission to Pr.CDA(P) through the Pay Audit Controller concerned.

(b) Submission of cases other than superannuation pension claims:- In cases in which the retirement of a Government servant takes place earlier than the anticipated normal date of superannuation i.e. in cases of Premature/Voluntary retirement, Invalidment, Permanent absorption in

Autonomous body /PSU and Compulsory retirement due to penalty etc. , the nature of retirement would preclude advance action in regard to the processing of pension cases. In such cases too, the pension case would have to be processed very expeditiously and the pension claim together with relevant documents is forwarded by the Head of Office to the Pr.CDA(P) Allahabad, through the Pay Audit Controller concerned as soon as the casualty occurs.

GENERAL INSTRUCTIONS FOR PREPARATION AND COMPLETION OF DATA SHEET

11 Preparation of pension claims through data sheet by H.O.O:- Pension claims in respect of Defence Civilians are required to be prepared by H.O.O.

12 The general instruction for preparation and completion of data sheet by H.O.O. are given in **Appendix 3**.

13 A specimen copy of the prescribed data sheet (GCF-25) is given in **Annexure-C Sl.No.1** of this manual. Where the claim is required to be processed through the Data Sheets, three copies shall be prepared i.e. one as office copy, second for P.A.O. and the third (original copy) for Pr.CDA(P), ALLAHABAD. The Data Sheet should be filled strictly in accordance with the instructions. After signing and affixing seal, the second (duplicate) and third (original) copies of Data Sheet should be submitted by the H.O.O. along with Service Book and other connected documents to the Pay Audit officer viz. RAO/L.A.O./P.A.O./BAO and Area AO concerned. The P.A.O. will carry out the necessary checks of the Data Sheet with reference to the entries in Service Book/History of Gazetted Service. After signing and affixing the seal, the P.A.O. will pass on the claim (minus S.B.) to the PCDA(P), Allahabad. The S.B. will be returned by the Pay Audit Officer to the claim initiating H.O.O. concerned.

14 The general instruction for checking of data sheet by the P.A.O. viz P.A.O./L.A.O./RAO/BAO/Area Accounts Officer concerned are given in **Appendix 15**

DOCUMENTS REQUIRED FOR GRANT OF PENSIONARY AWARDS

15 The following documents should invariably accompany the pension claims, which are required to be processed through Data Sheet:-

Sl. No.	Document	Copies required
1.	Daily Order Part-II notifying date of retirement	1 copy
2.	Data Sheet	1 copy
3.	IAFA-356 (Pension Application)	1copy
4.	Photograph/Joint photograph duly attested	2 copies
5.	Slip containing specimen signature/thumb /finger impression of the claimant	2 copies
6.	Slip containing specimen signature/thumb impression of the spouse	2 copies
7.	Government Contribution Resumption Certificate (G.C.R.C.)	1 copy
8	Details of family members of the Government servant under Family Pension Scheme, 1964	1 copy
9.	Nomination for Death/Retirement Gratuity	1copy
10.	Statement showing Non-Qualifying Service	1 copy
11.	PCDA (Pensions)'s audit report regarding verification of qualifying service after completion of 25 years of service.	1 copy
12.	PCDA (Pensions)'s audit report regarding counting of former spell of service, if any	1copy
13.	Commutation Application (where applicable)	1 copy
14.	Certificate to the effect that no Judicial/Departmental proceedings have been instituted/are pending against the individual.	1copy
15.	Identification marks of the individual	1copy
16.	Identification marks of the spouse	1 copy
17.	Detailed calculation sheet	1 copy
18.	No demand certificate	1 copy
19.	Supporting document for the demand, if any shown in the data sheet.	
20.	Option for fixed Medical Allowance, where applicable	1 copy
21.	Nomination for Life Time Arrears of pension.	1 copy
22	Certificate as under:- "Certified that neither any pension claim on this account has been processed nor will be processed for manual/ computerized notification of	1 copy

	pensionary awards” in respect of Shri/Smt.....	
23.	Explanation of Head of office for delayed submission of pension claim, if any.	1 copy
24.	Copy of CCO-9 or a certificate containing name of employee Personal No. and GPF No.	1 copy

Authority:- PCDA (P) Circular No.77, dated 15.12.2009 & Circular No. 91 dated 03.08.2012.

15.1 In the cases of Retiring/Invalid/Compensation/Permanent absorption and Compulsory retirement pension due to penalty, the following documents should be looked for in addition:-

(a) **Retiring Pension:-** A copy of the order notifying the retirement of the individual from the specified date.

(b) **Invalid pension:-** Invalidment certificate on form IAFM-8 duly completed in all respect from Military Medical Board in invalidment cases, where the individual had opted for Field Service Liability: in other cases a medical certificate from the appropriate medical authority specified in sub Rule 2 of Rule 38 CCS(P) Rules 1972.

(c) **Compensation pension:-**

(i) A copy of the order regarding abolition of the permanent post and

(ii) A certificate from the appointing authority that no equivalent post was offered to the individual vide Rule 39 CCS (P) Rules, 1972.

(d) **Permanent absorption:-** Government sanction (signed in ink) laying down the terms and conditions of permanent absorption in a PSU/Autonomous body and notifying the date of permanent absorption

(e) **Compulsory retirement due to penalty**

(i) Sanction of the competent authority for the grant of pension or gratuity or both at a rate not less than two thirds and not more than full compensation pension or gratuity or both admissible to the individual on the date of his compulsory retirement.

(ii) Where the sanction of the competent authority is not received, it should be seen whether or not the “Review certificate” given below the “Remarks of H.O.O” in the pension application form has been signed by the appropriate authority.

(f) **Compensate allowance:-** Sanction of the competent authority for the grant of pension or gratuity or both at a rate not exceeding two thirds of pension or gratuity or both which would have been admissible to him if he had retired on compensation pension.

Preliminary Action On Receipt of Pension Claims Through Data Sheet

16. Pension claim processed through data sheet will be received in Record Section. On receipt of the pension claim, it will be entered in the computerized Central Pension Claim Diary System through which a central diary register No. (CDR No.) will be allotted to it. On allotment of CDR No. from the “Central Pension Claim Diary System”, the CDR No. will be noted down on the pension application and data sheet by concerned task holder in Record Section. After allotment of CDR No., hard copy of claims will be sent to Claim Control Group of G1/Civil section. On receipt of hard copy of claims from record section and list through computer system concerned group will check the claim with the list. G1/Civil, claim control group will distribute the claims to task holders of operative groups randomly through system and sent hard copy to concerned task holders with top sheet. On receipt of hard copy of data sheet from control group concerned task holders will punch the LPC-cum-Data Sheet. The task holder will carry out 100% check of all columns of LPC-cum-Data with reference to documents received with claims. The SO(A)/AAO will also audit 10% claims cent percent with checking of following columns 100% in each claim i.e Organisation code, Name and spouse name, Net qualifying service, Pay particulars, Date of receipt of commutation, PDA code, Bank Code and Account number. The AO/SAO will audit 5% claims cent percent with checking of Pay particulars 100% including commutation in each and every claim.

Detailed Scrutiny of Pension Claims

17 (a) Detailed scrutiny of pension claims taken up for generation of computerized PPO, involves,

(i) checking of documents and

(ii) verification of LPC-cum- Data Sheet.

(b) The various checks to be observed in conducting the detailed scrutiny are set out in succeeding Paras.

Checking of documents

It will be seen that :-

17.1 the pension claim processed through the data sheet is accompanied by all the relevant documents as mentioned in Paragraph 15 and Para 15.1 above

17.2 the particulars of the applicant recorded in the data sheet viz. the name, date of birth, name of spouse tally with those given in the pension application (IAFA-356).

17.3 the pension application has been signed by the appropriate authority in the space provided for the purpose.

17.4 the details of service and other particulars have been recorded on page 2 of the application form.

17.5 the "Remarks of the Head of Office" portion of the pension application form are completed in all respect and are signed by the appropriate authority.

Verification of LPC-Cum-Data Sheet

18. The data sheet will be scrutinized to see that the same has been signed by the Head of Office and approved by the P.A.O./Area Accounts Officer / RAO / L.A.O./BAO concerned in the appropriate cage at the bottom of the data sheet.

19. The data sheet consists of five parts viz Part A- service particulars, Part B- pay particulars, Part C- commutation particulars, Part D- family particulars and Part E - PDA particulars. Some of the special points which deserve careful scrutiny are as under:-

20 Part A-Service particulars –

(i) It should be seen that the period of non-qualifying service reflected in column 13 of the data sheet tallies with that shown in the "Statement of non qualifying service" furnished by the Head of Office.

(ii) Where any former spell of service is claimed to be counted towards the current spell, it should be ensured that the PCDA(P)'s audit report has been furnished by the H.O.O. in support of counting of that spell of service and the quantum of former service shown in column 14 of the data sheet tallies with that shown in the Pr.CDA(P)'s audit report.

(iii) Weightage of qualifying service allowed as on the date of intended retirement of the Government servant retiring in terms of Rule 29 or 30 or 48(1)(a) or 48-A of CCS(P) Rules 1972 or clause (k) of Rules 56 of the Fundamental Rules, as the case may be has correctly been reflected in column 15 of the data sheet.

(iv) The net qualifying service as shown in column 16 of the data sheet has correctly been worked out by deducting the non-qualifying period of service (as shown in column 13) from the total of current spell (column 12) plus former service, if any (col. 14) plus weightage of service allowed, if any (col. 15).

21 Part B-Pay particulars-

(i) It should be ensured from the pay particulars of the data sheet that the pay has not been shown for the period of non-qualifying service, if any falling during the period of last 10 months preceding the date of retirement.

(ii) Where any demand has been reflected in col. 43 or col.44 of the data sheet, the relevant documents in support of that demand have also been received from the H.O.O.

(iii) The demand, if any shown in the data sheet should be transcribed month wise in the respective pages (of the Demand Register) allotted for the particular month in which the amount of retirement gratuity is payable to the individual. While transcribing the demand it may be ensured that the full particulars ie the name and personal account of the individual, name of unit/formation /H.O.O., name of the CDA to whom the credit is to be passed on, nature of demand and date of retirement, P.P.O.No etc are noted for preparation of punching medium and DID schedule . The proforma of the Demand Register has been given in **Annexure-B-(Sl.No.2)**.

22 Part C - Commutation Particulars- In terms of sub Rule 3 of Rule 13 CCS (Commutation of Pension) Rules 1981, a Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorized at the time of issue of the Pension Payment Order, shall be eligible to apply for commutation of a fraction of pension before the date of retirement. Accordingly, if the application for commutation of pension is received by the H.O.O. on or before the date of retirement, the commutation of pension shall become absolute on the date following the date of retirement. In such cases it should be seen that,

(i) the Government servant retires on superannuation only;

(ii) the application has been submitted to the H.O.O. in Form 1-A, so as to reach the H.O.O. on or before the date of superannuation; and

(iii) the Government servant is alive on the date following the date of superannuation.

23 Part D - Family Particulars-

(i) It should be seen that the name of the spouse shown in column 51 tallies with that shown in the pension application (IAFA-356)

(ii) Where the spouse is not alive as shown in column 50 of the data sheet, other columns have been

left blank.

24 Part E - PDA details-

(i) It should be ensured that correct DPDO/Bank code has been given as per the code shown in **Appendix 10 and 12** of this manual.

(ii) The Link Banks are located at District Head Quarters. The correctness of the Link Bank should be checked with reference to the list of Link Bank Branch for the corresponding paying Bank Branch at the station as notified by the Reserve Bank of India.(see **Appendix 16**)

25. After verification of the LPC- cum Data Sheet, the Sr.AO/AO of PCDA(P) will sign in the cage provided at the bottom of the data sheet in token of having approved the same for processing and generation of computerized PPO.

Preparation Of Punching Medium and DID Schedules

26 The demands shown in the data sheet will be transcribed with full particulars in a “Demand Register” to be maintained by the I.O. Cell in the proforma given in **Annexure-B (Sl. No. 2)** to this Manual for preparation of punching medium. The I.O. Cell will prepare punching medium in quadruplicate for the demand as transcribed in the Demand Register vide Para 21 (ii) above by crediting the recovered amount of demand to the Remittance Head of Defence Exchange Account of the Pay Controller concerned and debiting the same to retirement gratuity Head. All the four copies of the P.M.will be passed on to Coordination Group for numbering and passing on the same to Accounts Section for ensuring compilation in the month in which the pension/gratuity is payable to the pensioner. For this purpose the Coordination Group will maintain the “Class II Voucher Numbering Register” in the following proforma. The full particulars of the individual and details of demand should be mentioned in the P.M. The originating and responding code heads of pay controllers are given in **Appendix 17**.

Class II Voucher Numbering Register

1	2	3	4	5
Sl.No	Name, Rank and A/C No	Nature of Demand	Unit/Station	Amount

6	7	8	9
CDA to whom Credit is being passed on	PPO No	P.M.NO/ Month/Year	DID Schedule No

26.1 The distribution of four copies of P.M.by the Coordination Group will be as under- One copy of the P.M. duly numbered will be returned to the I.O. cell for record with the pension documents. Two copies of the P.M.will be forwarded to Accounts section and the fourth copy will be retained as office copy in the Coordination Group.

26.2 Illustration for preparation of P.M.

Shri A Kumar, Supervisor of Head Quarters Engineers Branch Pune is due to retire from service on 30.06.2001. A sum of Rs 29,120/- on account of balance of House Building advance plus a sum of Rs 1,558/- on account of interest accrued thereon is to be recovered from the amount of his retirement gratuity.

Rupees 30678/-	Credit to Remittance Head of Defence Exchange Account of PCDA, S.C, Pune.
Rupees 30678/-	Debit to Service Head of retirement gratuity

Since the officers retirement gratuity would be payable on or after 1.07.2001 the P.M.would be compilable in the month of July 2001.

PCDA ,SC , Pune will respond the Defence Exchange Account as under:-

Rupees 30678/-	Credit to House Building Advance, Head
Rupees 30678/-	Debit to Remittance Head of Defence Exchange Account of PCDA (Pensions), Allahabad.

26.3 Demand Register

I.O. Cell of G1/Civil Section will maintain Demand Registers separately in their group in the proforma given in **Annexure-B (Sl.No.2)** Sufficient pages will be allotted for each month’s Punching Medium. The auditor concerned will make column-wise entries in the register in the pages allotted for the

particular month in which the amount of retirement gratuity is payable to the individual.

26.4 D.I.D. Schedule

Simultaneously with the preparation of P.M., the DID schedule in IAF(CDA) 338 will also be prepared by the G1/Civil Section in quintuplicate out of which one copy will be sent to Accounts section for noting the same centrally in their outward DID Schedule register. The DID Schedule will be prepared by the section immediately without waiting for receipt of sectional compilation. However, on receipt of sectional compilation the printing of the transactions to DEA Heads will be scrutinized carefully with reference to DID Schedules already prepared and a certificate rendered to Accounts section regarding completion of this scrutiny.

26.5 The distribution of five copies of DID Schedules will be as under:-

Three copies to the responding Controller, one copy to the Accounts Section of the originating Controller and one copy will be retained as office copy.

26.6 Out of three copies received by the Accounts Section of the Responding Controller after adjusting the same and completing the lower portion of the DID Schedule showing adjustment details, one copy will be sent to the DDP Centre processing the compilation for that particular office (along with P.M. for other classes of vouchers), one copy will be sent to the section entrusted with the work of preparing monthly report of DID Schedules responded/adjusted through the computer and the third copy will be retained as office copy of the adjusted schedules by the section adjusting the same.

26.7 DID Schedule number will consist of 15 digits. The first two digits will indicate the CDA, next four digits section number, the seventh digit, the class of voucher, eighth to eleventh digits, voucher number, twelfth and thirteenth, the month and fourteenth and fifteenth, the year as shown below in the case of class II voucher floated by G1/Civil Section of PCDA(P) Allahabad in the month of July 2001.

01 1200 2 0001 07 01

26.8 Specimen copies of P.M. and DID Schedules showing the illustration in respect of Shri A Kumar of Head Quarters Engineer Branch Pune are given in **Appendix-18**

Calling For Wanting Documents

27 Pension claim will be returned, if the pension application and the data sheet have not been signed by the appropriate authority.

28 The grant of provisional pensionary awards should not be held over for want of the documents mentioned at items 4 to 6, 15 and 16 of Para 15. The Head of Office should be advised to forward these documents to the Pension Disbursing Authority at the time of forwarding the PPO, which is routed through them. A copy each of these documents should also be sent to PCDA(P) for recording with pension documents.

29 The documents regarding grant of provisional award will be examined intelligently. If any document appears to be wanting or if any document is found to be defective, the case should be submitted to the Accounts Officer/Sr. Accounts Officer and Group Officer for consideration and orders as to whether with the available documents, the case may be processed for grant of provisional awards.

30 After detailed scrutiny of the case in the manner stated above, the wanting documents/information, if any required for the settlement of the case should be determined. The draft of the communication calling for the wanting documents/information should then be put up to the officer in charge for approval. Before the draft is issued it should be ensured that the observations are comprehensive, so that claim may be finalized after settlement of the observations. Care should also be taken to ensure that documents which are found defective or those found wanting at the time of notification of provisional award are suitably rectified/furnished by the Head of Office. Pension claims which are found untenable and not covered by existing Rules should be rejected and returned after entering the same in the "Register of rejected pension claims" (Proforma GCR-3 given in **Annexure B (Sl.No.3)**)

31 Piecemeal observations should be avoided.

Processing of Data Sheet

32 After audit of the claim, the task holder will edit the data sheet online and rectify errors through the system where necessary, and forward the data sheets to AAO concerned online along with hard copy. AAO will verify the work done by task holders and forward the data sheets to AO online along with hard copy. After receipt of data sheet from AAO, AO will check the data randomly to ensure correctness and generate PPOs. Hard copy of the claims will be sent to the Dispatch Group

33 to 38 Blank

Orders For Printing of PPOs

39 Generated PPOs are transmitted to the EDP Centre through the system. On receipt of the

generated PPOs through the system, EDP Centre will print 6 copies each of the PPO and sent the printed PPOs to Dispatch Group for further action.

40 Blank

Action by Dispatch Group for Disposal of Printed PPOs

41 The Dispatch Group will remove the carbons tear apart the printed copies of the PPO, segregate and will make separate sets; each set consisting of 6 copies of the P.P.O. bearing the same number.

41.1 The Dispatch Group will also prepare a Pension Certificate on IAFA-376. This certificate is meant for the pensioner.

41.2 Six copies of the P.P.O. are printed for different parties as under.

- (i) Original copy for PDA
- (ii) Duplicate copy for Audit Section
- (iii) Triplicate copy for P.P.O. Section
- (iv) Quadruplicate copy for Head of Office
- (v) Quintuplicate copy as Draft copy
- (vi) Sextuplicate copy for the pensioner

41.3 The Dispatch Group will prepare three copies of the forwarding memo, emboss the original copy of the P.P.O. with the uncoloured payment authority seal and forward the same along with the original copy of the memo, the following documents to the H.O.O. with an instruction to check the awards as notified in the P.P.O. and make an endorsement regarding the details of pensionary award and P.P.O. No in the service documents before transmitting them to the PDA.

- (i) Original copy of the P.P.O. meant for the PDA
- (ii) Quadruplicate copy of the P.P.O. for H.O.O.
- (iii) Pensioners' copy of the PPO
- (iv) Pension certificate
- (v) Descriptive Roll
- (vi) Photograph/Joint photograph of the pensioner
- (vii) Nomination for life time arrears of pension
- (viii) Nomination for commuted value of pension

41.4 The duplicate copy of the forwarding memo will be addressed to pensioner intimating him the pensionary entitlements

41.5 The third copy of the forwarding memo will be retained as office copy.

41.6 The other copies of the P.P.O. will be disposed of as under:-

- (I) The duplicate copy of the P.P.O. will be sent to Audit section on monthly basis by the 10th of the following month.
- (II) The triplicate copy meant for P.P.O. section will be bound with not more than 200 PPOs in each volume for record in Old Records Section.
- (III) The draft copy of the P.P.O. will be stitched together with the data sheet and pension claim for ultimate binding and record in Old Records Section.

41.7 Dispatch Group will enter dispatch details of each PPO in the system.

Note : Dispatch Group will compare the draft PPOs with data sheet 100% at the task holder(s) level. 10 % of the PPOs will be compared 100% by the SO(A)/AAO and 5% will be compared 100% at AO/SAO level.

ISSUE OF CORRIGENDUM PPOs THROUGH COMPUTER

42 Any amendment/revision claims which become due either on receipt of wanting documents/informations vide Para 27 to Para 30 above or on a proposal for amendments made by the H.O.O. himself in the original copy of the P.P.O. earlier issued, shall be processed through Data Sheet (Rev). The format of Data Sheet (Rev) (reproduced as **GCF-27 at Annexure-C (Sl.No.3)** has been designed to cater for all kinds of amendments /revisions of the provisional pensionary awards notified earlier on computer.

Preparation and processing of Data Sheet (Rev.) by H.O.O.

43 The general instructions for preparation and completion of Data Sheet (Rev) by H.O.O. are given in **Appendix -19** for post-2006 retirees and **Appendix-19A** for pre-2006 retirees.

44 A specimen form of the prescribed Data Sheet (Rev) is given in **Annexure—C (Sl.No.3)** The Data Sheet (Rev.) will be prepared on the basis of revised data furnished by the H.O.O. or the unit/formation in triplicate. The H.O.O. after completing the data sheet and making necessary endorsement in the relevant bottom cage, will retain the third copy as office copy and submit the original and duplicate copies along with supporting documents and the certificate enclosed at Annexure in each

case to the Pay Controller/Area Accounts office for their check and onward transmission to the office of PCDA(P). The Pay Controller/Area Accounts Office will exercise necessary check, complete the revised pay details etc. wherever required. After affixing LPC seal, the duplicate copy will be retained by the pay controller/ Area Accounts Officer as their office copy and the original one alongwith supporting documents will be transmitted to the office of PCDA(P) Allahabad for issue of computerized corrigendum PPO.

45 The General Instructions for checking of Data Sheet (Rev.) by the Pay Audit Officer are given in **Appendix-15**

46 Preliminary action on receipt of pension claim through Data Sheet (Rev.):-On receipt of revision/amendment claim through Data Sheet (Rev), action to diarise the same in Central Pension Claim Diary Register will be taken in the same manner as laid down in Para 16 above.

After diiarization, these pension claim will be received in G1/Civil claim control Group from Record section. Claim control group will sent the claims to Corr group. Corr group will distribute the claims to task holders. On receipt of hard copy of data sheet from control group concerned task holders will punch the LPC-cum-Data Sheet. The task holder will carry out 100% check of all columns of LPC-cum-Data with reference to documents received with claims. *The SO(A)/AAO will audit 10% claims cent percent. The AO/SAO will audit 5% claims cent percent* with reference to documents in the manner as laid down in para-47.

47 Detailed Scrutiny of Revision/amendment claim:- It will be seen that:-

(i) in cage-I, the basic particulars i.e. original P.P.O.number, organization code and name of the pensioner in respect of whom the revision /amendment is to be carried out, have been filled in correctly.

(ii) only the affected columns have been completed with the revised data and unaffected columns have been left blank.

(iii) the data sheet (Rev) having financial bearing on the original pensionary award has invariably been got verified and signed by the P.A.O./Area Accounts Officer/L.A.O. concerned in the appropriate cage of the bottom of the Data Sheet (Rev).

48 After Edit the claims, task holders will forward the claims to AAO through system. AAO will verify the work done by task holders and sent to AO. AO will check he claims randomly and generate the PPOs and return the hard copy of claims to Corr group.

49. Printing of PPOs and their disposal:- Corrigendum PPOs will be printed and disposed off in the same manner as laid down in Para 39 to **41.7**. A specimen format of computerized Corrigendum PPO is given in the form **GCF-28 at Annexure-C (Sl.No. 4)**

Note : Dispatch Group will compare the draft PPOs with data sheet 100% at the task holder(s) level. 10 % of the PPOs will be compared 100% by the SO(A)/AAO and 5% will be compared 100% at AO/SAO level.

MANUAL PROCESSING OF PENSION CLAIM

50 The claims on account of pension/gratuity are prepared by the Head of Office in the pension application Form No.: IAFA-356. In the case of anticipated retirements, the pension application with necessary documents is forwarded by the Head of Office to the office of the PCDA(P), Allahabad six months before the due date of retirement of the individual for sanctioning provisional awards. In other cases of retirement (i.e. sudden Invalidment, Premature Retirement, Voluntary Retirement etc.), the pension application with necessary documents is forwarded by the Head of Office to the office of the PCDA(P), Allahabad, as soon as the casualty occurs.

51 The documents as mentioned in Para 15 except data sheet will invariably be submitted along with the service documents to the office of the PCDA(P), Allahabad.

Preliminary Action

52 On receipt of the pension application it will be entered in the 'Central Pension Claims Register' (GCR-I) Proforma at **Annexure-B (Sl.No.1)** through which a claim number will be allotted to it. The claim numbers will be allotted in serial order commencing from No. I from the beginning of a calendar year through a separate series each for claims in respect of Defence Civilian employees and their families. It should be noted that even where the Pension Papers are not received with all the supporting documents, as required by the Rules, the claim number will be allotted on receipt of 'Pension Application' from the Head of Office, duly signed by the individual and completed by the Head of Office.

53 On allotment of the claim number from the 'Central Pension Claims Register', the claim number will be noted down on the pension Application and cover of the case file. It will, thereafter, be entered in the 'Group's Pension Claims Register' (**GCR-2**) (Proforma at **Annexure-B (Sl.No.4)**). These claim

registers will be kept posted up to date.

53.1 Cases of retirement on disciplinary grounds should also be entered in the Register of retirement on disciplinary grounds (Proforma GCR-4 at **Annexure-B (Sl.No.5)**)

53.2 Where reduction in pension has been recommended by the appropriate authority, such cases should be entered by the Group in the "Register of suspension/Reduction in pension"(see **GCR-13 at Annexure-B(Sl.No. 6)**)

Detailed Scrutiny of Claims

54 The pension claims should be taken up for detailed scrutiny, which involves (a) checking of documents (b) verification of length of qualifying service (c) determination of emoluments for pension/gratuity and (d) calculation of pensionary awards. Various checks to be observed in conducting the detailed scrutiny are set out in the succeeding paras.

Checking of Documents

55 Pension Application Form –IAFA-356. It should be seen that:

(i) the particulars of the applicant recorded in the pension application viz. name, date of birth etc. are correct with reference to the relevant entries in the Service Book/History of Gazetted Service.

(ii) the pension application has been signed by the appropriate authority in the space provided for the purpose.

(iii) the details of service and other particulars have been recorded on page 2 of the form and that these entries are correct with reference to the relevant entries in the Service Book/History of Gazetted Service.

(iv) the declaration by the applicant at page 3 of the form is completed/ counter-signed by the H.O.O./Department.

(v) the "Remarks of H.O.O." on the pension application form in the space provided for the purpose are completed in all respects and are signed by the Head of the Office.

(vi) where powers under Rule 8 or Rule 9 of CCS(P) Rules 1972 are exercised, the relevant portion of the Review Certificate of the application form is completed by the competent authority.

Service Book/ History of Gazetted Service

56 It should be seen that:-

(i) the Service Book/History of Gazetted Service is properly maintained.

(ii) the date of birth has been clearly recorded in the Service Book/History of Gazetted Service. In cases in which the applicant's year and month of birth are known but the precise date is not known, the 16th of the month will be treated as the date of birth for the purpose of pension and in case the exact month is not known, the 1st July should be taken as the date and month of birth, vide Rule 80 of GFR.

(iii) the individual has succeeded to a permanent and substantive appointment and the post is pensionable provided he had retired before 1.1.1986.

Note: With effect from 01.01.86, quasi-permanent and temporary Government employees retiring at the age of superannuation or on being declared permanently incapacitated for further service by the appropriate medical authority after rendering service of not less than 10 years, are eligible to the pensionary benefits

(iv) an endorsement regarding the transfer of the individual to the Pension Establishment is recorded in the Service Book/History of Gazetted Service.

(v) the cause of discharge from service is such which entitles him to pension.

(vi) an entry regarding recovery of leave salary and pension contribution, where necessary, duly counter-signed by the Pay Audit Officer is recorded in the Service Book/History of Gazetted Service.

(vii) the particulars/information regarding:--

(a) verification of various spells of service and

(b) pay and allowances drawn by the individual during the last 10 months period of service are recorded in the Service Book/History of Gazetted Service.

Verification Of Length Of Qualifying Service

57 (i) Qualifying service means service rendered while on duty or otherwise which shall be taken into account for the purpose of pension and gratuity, admissible under pension Rules.

(ii) Qualifying service commences from the date, a Government servant takes charge of a post and ends on the date of retirement/death. If a person joins in the afternoon, the qualifying service begins from the next day. Each and every portion of service does not necessarily qualify for pension/gratuity. The period of qualifying service is subject to an overall limit of maximum 33 years.

Non-Qualifying Service

58 The following periods of service do not reckon as qualifying service:-

- (i) service rendered before attaining the age of 18 years.
- (ii) service rendered in a non-pensionable establishment
- (iii) service rendered as an Apprentice except SAS Apprentice.
- (iv) period of interruption in service.
- (v) unauthorized absence not in continuation of sanctioned leave causes break in service and the past service is also forfeited unless the break is condoned. But in any case, the period of unauthorized absence does not count at all as qualifying service.
- (vi) extra ordinary leave without medical certificate (except for higher scientific/technical studies in public interest or for civil commotion)

Note: In the absence of specific mention in the Service Book regarding the EOL or suspension period as non-qualifying service, these periods should be counted as qualifying service thereby giving a benefit of doubt to the Government servant.

- (vii) the period of suspension treated as dies non(also see Para 120)

59 The verification of service means comparison of various events in the service of a Government servant recorded in the service documents with the financial documents, such as office copies of pay bills, Part II office orders, etc. The Gazetted spells of service are treated as verified for the purpose of pension/gratuity with reference to the History of Service maintained by the P.A.Os./(Printed History of service: in the case of I.D.A.S. officers of the Defence Accounts Department/Officers of the Military lands and Cantonment). The Non-gazetted spells of service are treated as verified for the purpose of pension/gratuity with reference to Service Book on the basis of entries regarding annual verification of service recorded therein by the H.O.O. vide C.G.D.A.s No.5122/AT-P, dated 7th March, 1964 and Government of India, Ministry of Defence O.M. No.F.18(33)/63D(Civ.I), dated 3rd May, 1964.

Verification of Qualifying Service After 25 years Service or 5 Years Before Retirement

60 In accordance with the provisions of Rule 32 of CCS(P) Rules,1972, when a Government servant completes 25 years of service, the H.O.O. after obtaining an audit report from the office of PCDA(P) Allahabad, verifies the service rendered by such Government servants, determines the qualifying service and issues certificates to them indicating the period of qualifying service rendered by following the procedure laid down in Civilian Personnel Routine Order (CPRO) No. 52/71.

61 With effect from 8.09.1986, the rendering of audit report by PCDA(P) Allahabad, has been dispensed with and the verification of qualifying service after 25 years of service or 5 years before the date of retirement in respect of Defence Civilians (Including DAD, GREF and Coast Guard employee) as laid down in Rule 32 of CCS (P) Rule 1972, shall be carried out by the Controllers of Defence Accounts //Branch Accounts Offices of Ordnance Factories /Area Accounts Offices, responsible for maintaining pay accounts of their employees.

Authority:-- C.G.D.A. confidential letter no. 5135/AT-P(PC) dated 08.09.1986 and even No. dated 19.11.1996.

62 The verification of qualifying service conducted in the above manner after completion of 25 years of service of a Government servant, is subject to final verification at the time of his/her retirement from service. The proforma of verification of service are, therefore, submitted by the H.O.O. to the P.C.D.A.(P) , along with the Pension Application of the concerned Government servants, to facilitate final verification of the service at that time.

63 On receipt of the pension claim and connected documents, the relevant particulars regarding various types of services should be transcribed from the “proforma of verification of service”/Service Book/ History of Service in the “calculation sheet” (proforma GCF-4 at **Annexure-C (Sl.No.5)** for determining the total length of qualifying service for pension/gratuity.

Verification of Service

64 In calculating pensionable service all the relevant Rules from Rule 13 to Rule32 of CCS (P) Rules 1972, should be consulted but the following are some of the points which require special attention:-

(a) The officer’s entire service from the date of appointment to the date of retirement including any spell of past service rendered before the date of appointment but counting for pension, should be verified and recorded in the P.P.O. even if the quantum of verified service extends over 33 years.

(b) The spells of Gazetted service will be treated as verified for pension on the basis of History of Gazetted Service where it was required to be maintained earlier by the P.A.Os. The entire qualifying (Gazetted / non-gazetted) service will be admitted for pension with reference to Service Books on the

basis of entries regarding annual verification of service recorded by the H.O.O. as follows:--

“Service verified up to _____ (date) _____ from _____
_____ (the record from which the verification is made)”.

(c) In regard to the non-gazetted spells of service which cannot be verified by the H.O.O. from local records it should be seen that the H.O.O. has obtained from the individual concerned a written statement in the prescribed form or plain paper stating that he had in fact rendered that period of service and shall at the foot of the statement, make and subscribe to a declaration as to the truth of that statement, and shall in support of such declaration produce all documentary evidence and furnish all information which is in his power to produce or furnish and has pasted the same duly attested in the Service Book. On the basis of the statement of the individual and evidence, where produced, the spells of service, as accepted by the H.O.O. to have been rendered, may be considered for acceptance by the Accounts Officer by invoking the provisions of sub Rule (iv) and (v) of Rule 59 CCS(P) Rule 1972. For this purpose an office note will be put up in the following form to the Accounts Officer for his orders. The Office Note along with the affidavit and statements will be retained in the documentation portion of the pension claim.

**Office Note for accepting the periods of service as verified
by invoking the provisions of sub-Rule 1(IV) and 1(V) of
Rule 59 CCS(P) Rules 1972**

Subject:- Verification of service in respect of Shri

Shri born on was entertained as
..... (Post) in (Department) w.e.f.
..... and made permanent w.e.f.

2. The portion of service rendered by him from to could not be verified with reference to pay bills, acquittance rolls and other records by the Head of Office vide memo No dated from (H.O.O.).

3. The individual has filed an affidavit/written statement duly accepted by H.O.O. in a plain paper stating that he had in fact rendered that period of service and also has furnished all relevant details and evidences in support of that. These documents are placed below:-

4. The Service Book of the individual is otherwise properly maintained for the period. After taking into consideration the statement in the affidavit/written statement duly accepted by H.O.O. and evidence produced by the individual in support of the same, which are in order, the Office-in-Charge may admit the portion of service in question viz from to for pension under sub-Rule 1(IV) and 1(V) of Rule 59 of CCS(P) Rules 1972.

SO(A)/AAO

AO/SAO

No G1/C/

Dated

65 In cases where the service rendered by an individual at stations now located in Pakistan cannot be verified in the usual manner, the following procedure should be followed:-

(i) where audited and local records are held in Pakistan:

The service should be verified with reference to the available records, if any, such as personal files, gradation lists, pay bills, acquittance rolls etc. If this is not practicable, the service should be established under Rule 59 CCS(P) Rules 1972 in the manner indicated in Para 64 (c) above.

(ii) In the cases of verification of service rendered by the individuals in areas now located in Pakistan, falling to be dealt with under Government of India, Ministry of Finance O.M. No.F. 13(16)-EV/53 dated 12th August, 1953, the following procedure shall be adopted:--

(a) **Cases where service books are available:**

In these case, the spells of service may be verified either with reference to the entries regarding verification of service recorded in the Service Books if available in the usual manner or in the absence of such certificates, the spells of service may be treated as verified on the basis of entries in the Service Book; vide Ministry of Finance O.M. No 16(9)-EV©/63 dated 29th June, 1963

(b) **Cases Where Service Books Are Not Available:**

In these cases the service may be established by the application of the provisions of Rule 59 CCS(P)

Rule, 1972 on the basis of History of service prepared by the H.O.O. (on page 2 of the Pension application) provided all the entries in the statement of service are verified and certified as to records from which each entry is verified, and the collateral evidence furnished by the H.O.O. in support of the above, vide Comptroller and Auditor General of India letter No. 82-Admn. II/361-55 dated 19th January 1956. In cases where the service cannot be established by adopting the procedure given above, they should be submitted to the Ad-hoc Committee of the Central Claims Organization, after complying with the following requirements:--

(i) The department concerned should get the condonation of the Ministry of Finance for the delay in not submitting the case to the Ad-hoc Committee prior to 30th September, 1964, the target date fixed for the submission of such claims to that Committee.

(ii) The department should, after obtaining condonation, have the collateral evidence papers duly completed in accordance with the instructions contained in Central Claims Organization O.M. No. General (14)-CCO/IV/58 dated the 14th February, 1959 and forward the same to the Ad-hoc Committee of the Central Claims Organization for the purpose of verification of service.

66 In a case where the Service Book is lost and the spells of non-gazetted service cannot be verified by a reference to the Service Book in the above manner, the H.O.O. will be advised to reconstruct the service documents *ab initio* on the basis of office copies of pay bills, part II office orders or other local records. On the basis of such reconstructed service book the spells of service may be verified in the usual manner. In case, the H.O.O. is unable to reconstruct service documents, specific sanction of the Government of India for deeming the spells of service in question as verified on the basis of the statement and affidavit of the individual will be necessary.

67 If the service documents of the individual indicate that he was deputed for service under other Ministries of the Central Government or under States, the service should be got verified by the H.O.O. in communication with the Accountant General unless certificate of verification of such service is already recorded in the service documents by the State/Department concerned. If the individual has been on Foreign Service such service should be verified with reference to the certificates of recovery of pension contribution as recorded in the service documents.

Determination of emoluments

68 In respect of Government servants who retired from service before 29.2.76 (afternoon), the pension/ gratuity due to them was calculated on the basis of emoluments drawn by him during the preceding three years at the time of his retirement. The entries in the History of Service/in "Pay Columns" of the Service Books duly checked by the Pay Audit Officers will be relied upon for working out the emoluments reckonable for pension. It should be seen that the requisite certificate regarding verification of entries in Pay Columns is recorded by the P.A.O. in the Service Book.

69 In respect of Government Servants retiring on or after 29.2.76, the average emoluments will be determined on the basis of emoluments drawn by them during the last 10 months of service.

70 In accordance with the Government orders on the Supreme Court's judgement in all the cases irrespective of the date of retirement whether Pre or Post 29.02.76 the average emoluments will now be determined on the basis of emoluments drawn during the last 10 months immediately preceding the date of retirement, wherever the average emoluments were earlier computed on the basis of 36 months emoluments. However, in respect of pre 29.02.76 cases the financial effect will be given wef 1.04.1979 only.

Authority:- Government of India, Ministry of Finance, Department of Expenditure OM No. F.1(3)-EV/83 dated 22nd October, 1983

71 It should be noted that in respect of officers retiring from service on or after 15.6.68, the term 'emoluments' means 'Pay' as defined in Rule 9(21) of the Fundamental Rules which the officer was receiving immediately before his retirement.

72 In the context of reckoning various elements of pension in respect of Government servants who retired before 1.1.1973, emoluments mean emoluments as defined in FR 9(21) and include the following elements :-

- (a) Pay- as defined in FR 9(21)
- (b) Personal pay
- (c) Special pay including Deputation (Duty) Allowance
- (d) Dearness pay w.e.f 1.12.1968 (See **Appendix-20**)

72.1 In respect of those Government servants who retired between 1.1.73 to 31.12.1985, emoluments mean emoluments as defined in Article 486-CSR and include the following elements:-

(i) Pay as defined in FR 9(21)

(ii) Personal Pay-Where personal pay is to be taken into account, it should be seen that the following certificate, duly countersigned by the P.A.O. is furnished:-

“Certified that the sum of Rs.....p.m. drawn by Shri.....
from to is classified as Personal Pay under FR 9(23)”.

It should be noted that in the context of allowing “Personal Pay” sanctioned to the Government servant stagnating at the maximum of their pay scales, for pensionary benefits the above certificate is not necessary.

(iii) **Special Pay including Deputation (Duty) Allowance:** Where Special Pay is to be taken into account, it should be ensured that the special pay or a portion thereof which is in the nature of local allowance, is not allowed to count for pension gratuity. In doubtful cases, a confirmation to the effect that the special pay is not in the nature of local allowance, shall be obtained from the P.A.O. before the same is allowed to count for pension.

(iv) **Dearness Pay** – As sanctioned by the Government a portion of D.A. is to be treated as pay for the purpose of pension/ gratuity at different rates in respect of those Government Servants who retired on or after 30.9.1977, 31.01.1982 and 31.03.1985 (Government letters reproduced as **Appendix 21, 22 and 23 A**).

(v) **Stagnation Increment:** The stagnation increment is treated as personal pay and personal pay is covered by the definition of pay under FR 9(21). Therefore, it will be taken into account for pension, DCRG and family pension. These orders take effect from 1.07.1983 and will be applicable in respect of those who retire on or after 1.07.1983 vide GIMF (E III Branch) (Deptt. of Expenditure) memo No. 7 (22)-E III/76 dated 27.7.1983 as amended vide even No. dated 2.9.1983.

(vi) The emoluments in respect of periods prior to 1.01.1973 shall include Interim Relief also in addition to above(See **Appendix-24**)

72.2 In respect of **Government servants retiring from service on or after 1.01.86** emoluments mean emoluments as defined in Rule 33 CCS(P) Rules 1972 and include the following elements:-

- (a) Basic pay as defined in Rule 9(21)(a)(i)
- (b) Non-Practicing Allowance (see Appendix-25)
- (c) Stagnation Increment
- (d) Rank pay in respect of N.C.C. officers only
- (e) DA treated as DP wef 16.09.1993 and 1.04.1995 for retirement/ death gratuity only (Appendix 26 and 27)

72.3 In respect of Government servant retiring from service on or after 1.1.96 emoluments mean emoluments as defined in Rule 33 CCS(P) Rules 1972 and include the following elements:-

- (a) Basic pay as defined in Fundamental Rule 9(21)(a)(i)
- (b) Non-Practicing allowance (see **Appendix-25**)
- (c) Stagnation Increment
- (d) Rank pay in respect of NCC officers.

72.4 ‘In respect of Government servant retiring from service on or after 1.1.2006, emoluments mean emoluments as defined in Rule 33 CCS (P) Rule 1972 and include the following elements:-

- (a) Basic Pay means the pay drawn in the prescribed pay band Plus the applicable grade pay.
- (b) Non-Practicing allowance.
- (c) Stagnation Increment.
- (d) Military service pay in respect of MNS (Local)’.

Authority:- MoD ID No.1/5/2009/D(Pay/Services) dated 22.05.2009 and DP&PW OM No.38/37/08-P&PW (A), dt.02.09.2008.

Calculation Of Pensionary Awards

73 Service gratuity:- Service gratuity is granted in lieu of pension. In the case of a Government servant retiring in accordance with the provisions of CCS(P) Rules 1972, before completing qualifying service of 10 years, the amount of service gratuity should be calculated at the rate of half months emoluments for every completed six monthly period of qualifying service. This will also apply to a Government servant on his being declared permanently incapacitated for further Government service by the appropriate medical authority after he has rendered a qualifying service of less than 10 years. Emoluments for the purpose of calculating service gratuity shall include dearness allowance as sanctioned by the Government on the date of his retirement besides the emoluments taken for pension as laid down in Para 72.3 above.

Note: Retirement/Service gratuity claims in respect of Government servants retiring with less than 10 years service, should be dealt with on “Pension Priority” basis by the Pay Controllers as prescribed in CGDA Circular letter No. 5131/AT-P dt. 26.11.1986, as no pension is payable in such cases. Such cases, therefore need not be sent to PCDA (P), Allahabad

Authority: CGDA Circular letter NO. 5131/AT-P dated 26.11.1986 as amended by their even No. dated 23.2.1989.

Calculation Sheet

74 All the documents received with the pension claim should be checked from the “check list” (GCF-2, GCF-2A) for pension/ family pension documents (**Annexure-C (Sl. No. 6 & 7)**). After all the requisite information/documents are received and checked the relevant column of the calculation sheet (**GCF-4**) (**Annexure-C (Sl. No. 5)**) should be completed on the basis of all the documents in the following manner:-

- (i) information/particulars regarding name, service and pay etc should be completed from the service documents/History of Gazetted service where it was not already done
- (ii) particulars regarding qualifying service and pay should be completed from the statement showing verification of service/pay.
- (iii) pensionary benefits are admissible on the basis of completed six monthly periods of qualifying service in respect of those who retire from service on or after 22.04.1960. With effect from 10.09.1983, the period of 3 months and above but less than 6 months would be treated as a complete one half year and nine months would be two half years and reckoned as qualifying service for determining of pension/gratuity. The portion of qualifying service in the calculation sheet should be completed accordingly.

74.1 The following instructions should be observed in completing the table of “Emoluments for Pension” exhibited against Para-7 of the calculation sheet (**Annexure – C (Sl.No.5)**)

- (i) if during the last 10 months of his service the individual was absent on leave without pay or on suspension which period does not count for pension, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension, shall be the emoluments for the purpose of pensionary awards.
- (ii) the period ‘from and to’ should be determined in relation to the change in the rates of pay drawn for the period.
- (iii) the rates of pay , NPA, stagnation increment, rank pay where admissible should be noted in the relevant column.
- (iv) the total emoluments due for the period should be calculated and exhibited in the last column.
- (v) it should be ensured that the total period for which emoluments have been exhibited in the table of “Emoluments for Pension” exhibited against Para-7 of the calculation sheet, work out to 10 months.
- (vi) the “average of emoluments” should be calculated by dividing the total emolument so arrived by 10.
- (vii) Model calculation of superannuation pension /retirement gratuity / family pension and commutation of pension is given in Model calculation No. 1 of **Annexure-D**
- (viii) Model Calculation of voluntary retirement pension under Rule 48-A CCS (P) rules 1972 and invalid pension under Rule 38 CCS (P) Rules 1972 are given in Model calculations No. 2 and 3 respectively of **Annexure-D**
- (ix) These model calculations are also applicable to employees of DAD, GREF, Coast Guard, MNS (Local), NCC officers and Departmental and Statutory canteen.

Pension

(x) In the case of a Government servant retiring on or after 1.1.96 after completion of qualifying service of not less than 33 years, the amount of pension should be calculated at fifty percent of average emoluments subject to a minimum of Rs 1275/- p.m. and a maximum upto 50% of the highest pay applicable in the Central Government, which is Rs 30000/- p.m. since 1.1.96 but the full pension in no case will be less than 50 % of minimum of the corresponding scale as on 1.1.96 of the scale of pay held by the employee at the time of his retirement. Such pension shall be suitably reduced proportionately, where the pensioner has got less than the maximum period of service required for full pension, which is 33 years.

[x-a] In the case of a Government servant retiring on or after 1-1-2006 after completion of Minimum qualifying service of twenty years (ten years where applicable), pension should be calculated at fifty percent of emolument or average emoluments received during the last 10 months, whichever is more beneficial to him, subject to a minimum of Rs. 3500/- p.m. and maximum upto 50% of highest Pay in the Government which is 90,000 since 1-1-2006”.

Authority:-DP&PW OM No. 38/37/08-P&PW (A), dt. 02.09.2008

(xi) The calculation should be done up to 2 decimal places and the amount of pension should be

rounded to the next higher rupee.

(xii) The minimum and maximum limit of pension as sanctioned by the Government from time to time is given in **Appendix-28**.

Commutation

74.2 (i) A Defence civilian pensioner who retired on or after 1.1.96 can commute a fraction not exceeding 40 % of his pension. Those who retired before 1.1.96 could commute a fraction not exceeding one third of their pension.

(ii) No Government servant who is involved in Departmental or Judicial proceeding either before or after retirement can commute a fraction of his pension. A certificate that “ No departmental or judicial proceedings either instituted before the date of retirement of a Government servant or after the date of his retirements are pending against him” should be looked for, from the concerned H.O.O. before any action to commute the desired fraction of his pension is taken.

(iii) A Government servant retiring on superannuation is eligible for submission of application for commutation of a fraction of his pension along with the pension papers even before the due date of his superannuation.

(iv) If application for commutation of superannuation pension is received by H.O.O. on or before the due date of retirement of the Government servants, commutation of pension shall become absolute on the date following the date of retirement.

(v) If the applicant for commutation of a portion of his pension, dies without receiving the commuted value after commutation becomes absolute, the commuted value is paid to his legal heirs or the nominee as the case may be.

(vi) If a fraction of pension to be commuted results in fraction of a rupee, such fraction of a rupee shall be ignored for the purpose of commutation.

(vii) The lump-sum amount of commuted value of pension is calculated with reference to purchase value for each next birthday (falling after the date of absolute) as laid down in the table of values prescribed from time to time and applicable to the applicant on the date commutation becomes absolute

[viii] The Commutation table as prescribed by Government for commutation of pension which become absolute after the date of issue of P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008 is reproduced at Appendix -29 and is still operative.

Authority:- DP&PW OM No. 38/37/08-P&PW (A), dt.02.09.2008

(ix) The formula for working out commuted value of pension is as under:--

Commutated value = Fraction of pension to be commuted x 12 x purchase value for age next birthday.

(x) The amount of the commuted value of pension as finally calculated should be rounded off to the next higher rupee.

Retirement Gratuity

74.3 (i) A Government servant who has completed 5 years qualifying service and is eligible for a service gratuity or pension on his retirement from service may be granted the additional benefit of retirement gratuity.

(ii) In respect of those who retire on or after 1.1.96 the retirement gratuity will be granted at the rate equal to one fourth of emolument for each completed six monthly period of qualifying service, subject to a maximum of 16 ½ time the emoluments subject further to an overall maximum of Rs 3,50,000. With effect from 1-1-2006 maximum limit of retirement gratuity has been revised to 10,00,000/-

Authority:- DP&PW OM No. 38/37/08-P&PW (A), dt. 02.09.2008

(iii) The emoluments for the purpose of working out retirement gratuity should be reckoned in accordance with Rule 33 CCS(P) Rules 1972. In respect of those retiring on or after 1.1.96, dearness allowance drawn on the date of retirement also counts as emoluments.

(iv) The amount of retirement gratuity as finally calculated should be rounded off to the next higher rupee.

(v) The maximum ceiling on the emoluments for working out the retirement gratuity as also the amount of death gratuity as sanctioned by the Government from time to time are given in **Appendix-30**

74.4 Family pension

(i) The award of family pension in respect of the spouse of the Government servant, where applicable, should be notified jointly in the same P.P.O. in which the pension is notified .

(ii) In respect of Government servant retiring on or after 1.1.96, the amount of family pension should be worked out at a uniform rate of 30 % of last pay drawn on the date of retirement. Pay includes NPA, Stagnation increment and rank pay (in respect of NCC officers only)

(iii) The amount of family pension as finally calculated should be rounded off to next higher rupee.

(iv) In respect of those who retire on or after 1.1.1996 , the minimum amount of family pension, if

worked out at less than Rs. 1275/- p.m., the same will be raised Rs. 1275/- p.m. and the maximum amount will be 30% of the highest pay in the Government. The highest pay in the Government at present is Rs. 30,000/- p.m.. wef 1.1.1996.

[iv –a] In respect of those who retire on or after 1-1-2006, the minimum amount of family pension, if worked out at less than Rs 3500/- p.m. the same will be raised Rs 3500/- p.m. and the maximum amount will be 30% of the highest Pay in the Government. The highest pay in the Government at present is Rs 90,000 p.m. w.e.f.1-1-2006.

Authority:- DP&PW OM No. 38/37/08-P&PW (A), dt. 02.09.2008

(v) The minimum amount of family pension as sanctioned by the Government from time to time is given in **Appendix-46**.

74.5 Quantum of Invalid Pension:-

(i) In respect of a Government servant who retires on invalid pension in terms of Rule 38 of CCS(P) Rules, 1972, the amount of invalid pension shall not be less than the amount of Family Pension.

This takes effect from 01.01.1973.

(ii) Where the amount of invalid pension calculated with reference to the qualifying year of service and the average emoluments is less than the family pension, the invalid pension shall be enhanced to the level of family pension at ordinary rates as illustrated below.

(a)	Pay drawn during the last 10 months	Rs.6000/-
(b)	Qualifying service	20 years
(c)	Family Pension	Rs. 1800/-
(d)	Invalid Pension	Rs. 1364/-
(e)	Extra pension allowed to bring the amount of invalid pension to the level of family Pension ie 1800-1364	Rs. 436/-

(iii) For the purpose of commutation of pension the amount of original invalid pension shown at Para 74.5 (ii)(d) ie. Rs. 1364/- will only be taken into account.

(iv) In respect of a Government servant who retires after 1-1-2006 on invalid pension in terms of Rule 38 of CCS (P) Rules 1972 the amount shall be calculated @ 50% of the emolument or average emolument whichever is beneficial to him.

Authority:- DP&PW OM No. 38/37/08-P&PW (A), dt.02.09.2008

75 Recovery of Demands

(i) Before proceeding for notification of pensionary award in the Pension Payment Order, it should be ensured that all the Government dues as intimated by the Pay Audit Officer/ H.O.O. are correctly noted in the calculation sheet with a view to their recovery from the gratuity.

(ii) The Government dues remaining outstanding till the date of retirement of the Government servant shall be adjusted against the amount of Retirement Gratuity becoming payable to the Government servant on his retirement.

(iii) **Deputation/Foreign Service:-** It will be seen that in the case of Government servants who are on deputation on foreign service terms, necessary certificate regarding recovery of leave salary and pension contribution has been endorsed in the Service Book/ HGS by the P.A.O..

(iv) There are some cases in which in accordance with the terms and conditions of deputation/foreign service, it is the responsibility of the Government servant to maintain the continuity of pensionable service by payment of pension contribution. While he could be reasonably asked to show that he indeed made the contribution, he should not be insisted rigidly on formal proof with reference to accounts/records for which he is not responsible

(v) **G.C.R.C.:-** If the individual was subscribing to the C.P. Fund for any spell of service and had elected to count the said period for pensionary benefits, a certificate regarding resumption of Government contribution together with interest thereon duly countersigned by the P.A.O., should be looked for separately or the Service Book should be verified for an endorsement to that effect.

(vi) It should be ensured that for counting the past service towards the current engagement for pensionary benefits, the refund of terminal benefits received for the past spell of service, if any, is noted in the calculation sheet for recovery from the retirement gratuity together with the interest at GPF rates, if not already recovered, GPF rates of interest as prescribed from time to time are given in **Appendix-39**.

[vii] While notifying the amount of retirement gratuity, 10% of the gratuity should be notified in the PPO to have been withheld in cases where instructions from Directorate of Estate for withholding of

10% gratuity for outstanding license fee have been received.

Authority:- DP&PW OM No. 20/16/98-P&PW (F), dt.11.07.2013.

(viii) The withheld amount of gratuity i.e. 10 % should be release after expiry of six months from the date of retirement or issue of P.P.O. whichever is later, if no demand is received within this period.

Authority:- DP&PW OM No. 20/16/98-P&PW (F), dt.19.04.2010.

(ix) **Cooperative dues:-** Cooperative dues are not Government dues and hence these dues cannot be recovered from gratuity. However, where an individual has given consent for recovering of co-operative dues from the gratuity a note should be inserted in the P.P.O. for recovery of the dues in cash by the P.D.A. and remittance of the same to the society.

(x) **Court Attachment:-** Pension cannot be attached by a court of law for any demand against a pensioner in satisfaction of a Decree or order of any such Court. No recovery can be affected from the pension without the pensioner's consent

Authority: Act No 11 of Pension Act,1871

(xi) **License Fee:-** It should be ensured by the Heads of offices that all Government dues recoverable from retiring Government servants have been assessed well before their retirement and recovered from the salary/retirement gratuity and that no Government dues other than arrears of license fee can be recovered from Dearness Relief.

76 P.M. for Demand:- The credit for the demand recovered out of retirement gratuity should be afforded to the concerned controller by operating the Defence Exchange Account Head of that controller through the P.M. and D.I.D. schedules in the month in which the gratuity becomes payable to the pensioner . The details relating to preparation of P.M. and D.I.D. Schedules are given in Paras 26 to 26.8.

77 Place and Channel of Payment:- Where the pension is desired to be drawn through the bank, it should be ascertained from the "List of PSBs" as notified by the RBI, that the particular bank is authorised to disburse pension to the Defence pensioners.(**Appendix-16**)

78 Pensionary awards should be assessed in the calculation sheet keeping in view the relevant Rules and orders applicable in the case as above. Model calculations are given in **Annexure-D**

Sanction of Pensionary Award

79 The authorities who are competent to remove or dismiss a Government servant from service may grant him Compassionate Allowance under Rule 41 CCS(P) Rules 1972 with due regard to the guiding principles enunciated in Government of India Finance Department O.M. No 3(2) –R.11 /40 dated 22-04-1940 (reproduced as Government Decision No (1) below Rule 41 CCS(P) Rules 1972). In such cases, necessary audit report will be rendered to the appropriate authority for according the requisite sanction.

80 The authority competent to retire a Government servant compulsorily from service as a measure of penalty may grant pension/gratuity to the officer within the limits set forth in Rule 40 CCS(P) Rules 1972. In such cases also, the necessary audit report will be rendered to the appropriate authority for according the requisite sanction.

81 All the documents relating to the claim should be page numbered, wherever not already done and should be arranged in proper order as shown in the form " Index relating to documents (Form No GCF-15 given in **Annexure-C (Sl.No.8)**. The case then should be put up to the Accounts Officer/Sr. Account Officer for sanction of provisional pensionary awards.

82 It may be noted that the powers to sanction provisional/final awards of pension/gratuity to the Defence civilians have been vested with the PCDA(P), Allahabad. These awards are sanctioned by the Accounts Officers/Senior Accounts Officers on behalf of the PCDA (P), vide Army Instruction No. 8/1973 as amended by AI - 1/76

Gallantry awards

83 Gallantry decorations viz Ashok Chakra Class-I, Class-II and Class-III, the institutions of which was notified in President's Secretariat Notification No. 1 Pres/52 dt. 04.01.1952 were renamed as Ashok Chakra, Kirti Chakra and Shourya Chakra under President Secretariat subsequent Notification No. 30-Pres/67 dt. 27.1.1967. These decorations, apart from Armed Forces personnel, are also conferred on civilian citizens of either sex in all walks of life other than members of Police Forces and of recognized Fire Services, for performance of acts of gallantry otherwise than in the face of enemy.

Authority: Government of India, Ministry of Home Affairs letter No. 18/6/67-Pub-II dt. 26.8.1967

83.1 Monetary allowance attached to the gallantry decorations conferred upon Defence civilians is as under w.e.f. 1.1.1996, 1.2.1999, 14.05.2008 and 30.03.2011 respectively.

Nature of	Monetary	Monetary	Monetary	Monetary
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award	allowance wef. 1.1.96 p.m.	allowance wef.1.2.1999 p.m.	allowance wef. 14.5.2008 p.m.	allowance wef. 30.3.2011 p.m.
Ashok Chakra	Rs. 450/-	Rs. 1400/-	Rs. 2800/-	Rs. 6000/-
Kirti Chakra	Rs. 350/-	Rs. 1050/-	Rs. 2100/-	Rs. 4500/-
Shaurya Chakra	Rs. 250/-	Rs. 750/-	Rs. 1500/-	Rs. 3000/-

Authority:MoD letter No. 7(32)/2007/D(AG) dated 14.05.2008 & 7(119)/2008-D (AG) dated 30.03.2011.

83.2 Each bar to the decoration will carry the same amount of monetary allowance as admissible to the original award.

Terms and conditions

83.3 The allowance will be admissible to the recipient of 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 remarriage or death.

83.4 The payment of the allowance will, however, be continued to a widow who remarries the late husband's brother and lives a communal life with the living heirs eligible for family pension.

83.5 Ordinarily the widow who was first married shall receive the allowance but with the special sanction of the Government the allowance may be divided equally between the lawful widows of the recipient. Payment to all the widows shall cease when the allowance to the first widow terminates.

83.6 When the award is made posthumously to a bachelor, the monetary allowance shall be paid to his father or mother and in case the posthumous awardee is a widower, the allowance shall be paid to his son below 18 years or unmarried daughter as the case may be.

83.7 The less favorable allowance shall be relinquished from the date of grant of more favorable one.

83.8 With effect from 1.2.1995 the monthly monetary allowance shall be paid in respect of all gallantry awards received by an individual.

83.9 These orders take effect from 1.1.72 and will be applicable to all awards made after 15.08.1947

83.10 The expenditure on this account will be debit to the relevant heads of Defence Service Estimates.

Authority: Ministry of Defence letter No. 3(32)/72/D (Ceremonials) dated 30.10.1972 and Ministry of Defence letter No. 3(6)/93/D (Ceremonials) dated 31.01.1995

Procedure for payment

83.11

(a) **Serving employee:-** The monetary allowance attached to the decoration will be paid by the Regional Pay Controller concerned through the pay bill.

(b) **Retired employee:-** The monetary allowance will be paid through Pension Payment Order (PPO) by the PCDA(P), Allahabad.

83.12 Where the orders for payment of monetary allowance attached to the Gallantry decoration are received after issue of the original P.P.O.the award of monetary allowance will be notified through a Corr. P.P.O. in the following manner:-

“The following note is inserted in this office P.P.O. No C/.....

Note:- (1) In addition a sum of Rsp.m. w.e.f..... on account of monetary allowance in respect of Gallantry decoration viz is also payable to Shriduring his/her life time as a 1st/2nd life award. The payment of allowance will cease wef the date following the date of his/her death and the fact of death will be reported to the PCDA(P), immediately on receipt of necessary information in this regard.

83.13 Dearness relief is not payable on the monetary allowance attached to the decoration.

84 Fixed Medical Allowance:- Fixed medical allowance @ Rs. 100/- p.m. is admissible wef 1.12.1997 and @ Rs 300/- p.m w.e.f 01.09.2008 is admissible, to the pensioners/ family pensioners who are residing in an area which is not covered by the C.G.H.S. For drawl of fixed medical allowance , the pensioner is, therefore required to exercise an option that he is residing in an area which is not covered by the C.G.H.S. Before sanctioning the pensionary award, it is to be ensured by the pension sanctioning authority that the fixed medical allowance, where admissible has also been included in the P.P.O.

sanctioning pension.

Authority:-DP&PW OM No. 4/25/2008- P&PW (D) dated 26.05.2010.

85 Provisional Pensionary Award:- Sanction should be accorded on the calculation sheet (**Annexure-C (Sl.No.5)**) by the AO/Sr.AO for joint notification of the following provisional pensionary award in the same PPO.

- (i) Pension
- (ii) Retirement gratuity
- (iii) Commutation, where applicable
- (iv) Family Pension, where applicable
- (v) Monetary allowance attached to the gallantry decoration, where applicable
- (vi) Fixed Medical Allowance, where applicable
- (vii) Dearness relief on pension/family pension.

86 Final Award:- The provisional pension is not intended to be continued on provisional basis beyond a period of six months from the date of retirement. The provisional awards of pensionary benefits notified in the P.P.O. shall, therefore be deemed to have become final automatically after expiry of six month from the date of retirement and withheld amount of retirement gratuity will be released to the pensioner unless otherwise notified by the PCDA(P) within that period.

Notification And Documentation For Arranging Payment Of Provisional Award

87 After the final pensionary awards are sanctioned, the same will be notified in a Pension Payment Order[I.A.F.(CDA)-196] with necessary "Guide Instructions" as under to be observed by the PDA while making payment of pension to the pensioner.

Guide Instructions

1. General

- (i) The provisional awards notified under this office P.P.O. may be treated as final and withheld amount of retirement gratuity may be released to the pensioner after six months from the date of the superannuation/retirement unless otherwise notified by this office.
- (ii) The conditions/instructions for payment of pension/retirement gratuity/commuted value of pension/gallantry award/relief/family pension contained in "Pension Payment Instruction" (PPI) 1973 Edition as amended from time to time as well as in various circulars issued from time to time by the PCDA(Pensions) will continue to be operative. The various certificates required to be obtained before making payment will continue to be obtained.
- (iii) Dearness relief on pension/family Pension is payable in addition from 1.07.1996 or the date of commencement of pension whichever is later in terms of Min of PPG & Pension, Deptt. of P & PW OM No. 42/2/97/ P & PW(G) Dt.27.10.97 and further at the rate as notified from time to time.
- (iv) The payment of Fixed Medical Allowance @ Rs. 100/-p.m.may be regulated in accordance with the instructions issued in this office Important Circular No. G1/C/0195/Vol I/Tech Dated 25.02.98.

2. Capitalised Value of Pension:-

- (i) **Reduction in Pension:-** As a result of commutation of pension, the date of reduction shall be as under:-
 - (a) Where commutation becomes absolute after the date of commencement of pension, reduction in pension shall be made:-
 - (i) by Treasury/DPDO;/P.A.O. etc., from the date of payment of capitalised sum or at the end of 3 months after the issue of the PPO(See the date of dispatch) whichever is earlier.

OR

- (ii) by PSBs from the date, the capitalized sum is credited to pensioner's account.

(b) In cases of superannuation where commuted value of pension becomes payable on the date following the date of retirement, the reduction in the amount of pension on account of commutation shall be operative from its inception. Where payment of commuted value of pension is made after the month of the commencement of pension, the reduction in pension shall be made from the date of payment of commuted value of pension.

- (ii) **Restoration of Commuted Portion of Pension:-** The commuted portion of pension shall be restored by the PDA after expiry of 15 years from the date, the commutation became effective or the date of reduction on account of CVP which ever is later without waiting for any formal application from the

pensioner vide CGDA letter No. 5621/AT-P dt. 5.6.2002.

3. Family Pension:- When the family pension under this P.P.O. becomes payable, a certificate to the effect that the widow has not remarried should invariably be obtained.

Authority:-DP&PW OM No.1/33/2012-P&PW (E), dt.16.01.2013

4. The expenditure is debitable to Defence Services (civil) estimates (Army/Navy/ AF/DAD)/ Ministry of Shipping and Transport/ Coast Guard, as the case may be.

Supporting documents for approval of manually notified PPOs

88 In the context of the notification of provisional pensionary awards in a PPO, the following documents should be completed and submitted for approval to the Accounts Officer/Sr. Accounts officer:-

- (i) Draft P.P.O. in IAF(CDA)-196 (for pension/gratuity) or in GCF-16(for gratuity) as the case may be
- (ii) Pension certificate in IAFA-376.
- (iii) Pension certificate in IAFA-376 is not to be prepared, if the pensioner is entitled to receive gratuity only
- (iv) Joint or single photograph, as the case may be
- (v) Descriptive Roll of the pensioner
- (vi) Nomination for life time arrears of pension
- (vii) Nomination for LTA of commutation of pension
- (viii) Three copies of the forwarding memo in Form NO GCF-6 (**Annexure –C (Sl. No. 9)** for forwarding the P.P.O. and enclosures to the H.O.O.
- (ix) Punching Medium (in quadruplicate for the demand, if any recovered out of retirement gratuity.
- (x) D.I.D. schedule (in quintuplicate) for passing on the credit of the demand to the Pay Controller concerned.

Disposal of manually notified PPOs

89 (i) After approval of the above documents an endorsement in the Service Book regarding the grant of pensionary benefits will be made in the following form over the signature of AO/SAO immediately below the entry notifying transfer of the Government servant on pension establishment.

“Pensionary awards sanctioned as under vide P.P.O. No C/...../.

- (a) (Nature of pension) pension @ Rs..... p.m.
weffor life
- (b) Retirement Gratuity Rs.....
- (c) Commutation Rs.....
- (d) Family Pension at enhanced rate Rs..... p.m. and normal rate at Rs..... p.m.
- (e) Dearness Relief at Rs p.m.
wef.....

(ii) The auditor concerned will prepare three copies of the forwarding memo (**Annexure-C (Sl.No.9)** addressed to H.O.O. and copy to pensioner, stitch together with the original copy, draft PPO, service documents, photograph, pension certificate and descriptive roll etc, diarize in the Dispatch Register and pass on the same to the P.P.O. Cell attached to G1/civil section for allotment of P.P.O. No. and typing 5 copies of the P.P.O. and onward dispatch to H.O.O.

(iii) The P.P.O. Cell will enter the particulars of draft P.P.O. in the “P.P.O. numbering Register GCR-10” (**Annexure-B (Sl.No.10)** and allot the serial number of the register as P.P.O. No, in the draft PPO, Service Documents and the Dispatch Register. The Dispatch Register will be returned to the section after allotment of P.P.O. No.

(iv) The P.P.O. Cell will type 5 copies of the draft P.P.O., compare them and submit the P.P.O. to the authorized officer (AO or SAO) for signature.

(v) After obtaining the signature of the authorized officer, the P.P.O. Cell will emboss the original typed copy of the P.P.O. with the uncoloured “**Payment Authority Seal**” replace the draft copy of the P.P.O. with the original typed copy and pass on the same stitched together with the forwarding memo, quadruplicate copy of the P.P.O., pensioner’s copy of the P.P.O., Pension Certificate, Service Documents, Photograph of the pensioner, Descriptive Roll to the Coordination Group for onward transmission to the H.O.O. concerned.

(vi) The draft copy of the P.P.O. duly allotted the P.P.O. number will be retained together with the relevant documents in the P.P.O. Cell of G1/C Section for eventual transmission for binding. The index

of documents to be bound with draft P.P.O. are given in GCF-18 **Annexure –C (Sl. No.8)**

(vii) The duplicate copy of the P.P.O. intended for Audit section will be forwarded by the P.P.O. Cell to that section.

(viii) The triplicate copy will be retained by the P.P.O. Cell as office copy for further action relating to issue of corr. P.P.O. when some misprinting is reported from any quarter.

90 The pension papers including Pension Payment Order for Service/ Retirement Gratuity will be disposed off in the same manner as laid down in Para 88 and 89.

91 After the grant of provisional pensionary awards, suitable entry will be recorded in the Claim Register, Application and Service Book .

92 Payment of Interest on Delayed Payment of Retirement Gratuity:-

(i) Under existing Rules the payment of Retirement Gratuity becomes due immediately on retirement. If the payment of gratuity is authorized later than the date when its payment becomes due, and it is clearly established that the delay in payment is attributable to administrative lapses, the pensioner will be entitled to an interest at the rate applicable to GPF deposits from time to time

(ii) Every case of payment of interest on delayed payment of gratuity is considered by the Administrative Ministry or Department. An audit report bringing out the full facts of the case and the parties responsible for contributing the delay should, therefore be rendered to the Administrative Ministry/Department. through the H.O.O.. It should be ensured before rendering the audit report that the delay in payment was not caused on account of failure on the part of the Government servant to comply with the procedure for processing pension papers.

(iii) In all cases, where the payment of interest is sanctioned by the competent authority, action to fix the responsibility for the delay and to take disciplinary action against the Government servant concerned, who are responsible for the delay in payment of gratuity, should be initiated.

92.1 The specific amount of interest, to be asked for sanction in the audit report, should be worked out

(i)	In superannuation cases	for the period of delay beyond 3 months of the date of superannuation,
(ii)	In cases of retirement other than on superannuation	for the period of delay beyond 6 months of the date of retirement
(iii)	In case permanent absorption in PSU/Autonomous body	for the period of delay beyond 6 months of the date of retirement
(iv)	In cases of Government servants against whom disciplinary/judicial proceedings are pending on the date of retirement	
	(a) if the Government servant is fully exonerated	for the period of delay beyond 3 months of the date of retirement
	(b) if the disciplinary/judicial proceedings are dropped due to death of the Government servant	for the period of delay beyond 3 months of the date of death.
	(c) if the Government servant is not fully exonerated	for the period of delay beyond 3 months of the date of orders of the competent authority penalizing the Government servant
(v)	in cases of death of Government servant while in service	for the period of delay beyond 6 months of the date of death.
(vi)	in cases of upward revision of gratuity from a date prior of the date of retirement of Government servant due to liberalization of provisions relating to gratuity	for the period of delay beyond 3 months of the date of issue of the orders revising the emoluments, or liberalizations in the Rules.

92.2 Interest should be allowed and worked out up to the end of the month preceding the month in which gratuity /arrear of gratuity is paid.

Authority:- G.I Department of P & PW OM No 7/20/89-P & PW(F) dated 22.01.1991..

93. Past cases :- For dealing with past cases in pension prior to 1.1.96 Important Guidelines with salient feature of Government orders on IIIrd CPC, IVth CPC and Vth CPC have been reproduced in Appendix 31, 32, 33, 34 and 34A under the headings “Evolution of Pension Structure”, “Salient Feature of Government orders on IIIrd CPC, IVth CPC, Vth CPC and VIth CPC ” respectively

93.1 Rates of ADA linked to average index 568 CPI countable towards pension, Government orders on 'personal pension' and rates of interim relief wef 1.06.1983 and 1.03.1985 reckonable for pensionary benefits are given **Appendix 36, 37 and 38** respectively

CHAPTER –III

Counting of Past Service

94. Principles to be observed – Before any spell of past service is allowed to be counted towards the current engagement, it is to be seen that:-

- (i) the past spell of service pertains to one of the following services/organizations,
 - (1) Military Service
 - (2) Civil Service viz,
 - (a) Central Government
 - (b) Union Territory
 - (c) State Government
 - (3) Autonomous Body Viz Central Autonomous Body or State Autonomous Body, and does not pertain to :-
 - (a) Union Public Sector Undertaking
 - (b) State Public Sector Undertaking
 - (c) Joint Sector Undertaking
 - (d) Grants in Aid Schools
 - (e) Municipal Corporation
 - (f) Municipality and
 - (g) District Board.
- (ii) the former spell of service has been rendered in a pensionable establishment or on CPF enefits.
- (iii) the Government servant has quitted the former service with proper permission.

Note:- Quasi permanent and temporary Government employees who are permitted to take up appointment in other Deptts/Offices consequent on being selected as a result of their having applied through proper channel in response to public advertisements, circular etc inviting application, should henceforth be treated as having been “transferred” and not “released” and necessary LPCs will be issued in their cases when called for by the new office/ Department of the individual.

The certificate relating to “payment of no terminal benefits” in such cases need not be insisted upon.

Authority: Ministry of Defence OM NO. 25(60)61/D(Appts) dated 05.03.1964 issued with concurrence of Ministry of Finance (Defence) vide their UO Letter No. 413./PB of 1964 reproduced as Appendix ‘A’ to CPRO 71/64

(iv) the interruption, if any caused is due to reasons other than, the resignation, dismissal, removal or participation in strike.

Note:- Interruption on account of resignation, dismissal, removal or participation in strike entails forfeiture of service except in the following cases:-

- (1) Authorised leave of absence.
- (2) Suspension immediately followed by reinstatement.
- (3) Abolition of office or loss of appointment owing to reduction in establishment.
- (v) the interruption, if any, exceeding the amount of joining time has been condoned by the competent authority in terms of sub Rule (3) of Rule 26 CCS(P) Rules 1972.
- (vi) the Service Book pertaining to the current engagement has been obtained to see that :-
 - (1) The Government servant has succeeded to a substantive appointment
 - (2) The option to count the former Civil or Military Service (where required) has been exercised within 3 months of the date of notification of confirmation.
- (vii) the service documents pertaining to the past spell of service has been obtained to see:-
 - (1) whether the proposed spell of past service has been verified with reference to the pay bills ?
 - (2) whether the cause of discharge is other than resignation, dismissal, removal or participation in strike and
 - (3) whether the claimant has been paid any terminal benefits?
- (viii) the payment of no terminal benefit certificate countersigned by the P.A.O. concerned, has been obtained in respect of those who quitted the former spell of service without being paid any terminal benefit.
- (ix) in the absence of service documents for verification of a particular period of former service, a written statement has been filed by the Government servant on a plain paper stating that he had in fact rendered that period of service and a declaration as to the truth of that statement has been made and subscribed at the foot of that statement and in support of that declaration all documentary evidence has been produced, which is in his power to produce in terms of Rule 59(iv) of CCS(P) Rules 1972. The evidence produced in support of the said period of service has been admitted by the H.O.O. as having been rendered for the purpose of pensionary benefits in terms of Rule 59(v) of CCS(P) Rules, 1972.
- (x) the verification of Military service has been obtained on the prescribed format viz Appendix ‘A’

to Ministry of Defence letter No. 52324/Pen/Org 3 (Records) (d) 4-II-D (Pen/Ser) dated 19.01.1963 (See GCF-10 **Annexure-C (Sl.No.10)**) duly countersigned by the P.A.O. concerned. Military service includes:-

1. Colour Service.
 2. Reserve Service
 3. Regular Service
 4. Non-Regular Service
 5. War-Time Engagement
 6. Emergency Commission Service
 7. Short Service Commission Service
 8. Territorial Army Service
 9. Temporary Commission.
- (xi) the break or interruption itself has not been allowed to be counted.

95 The fact of verification of past spells of civil and military service for counting towards the current engagement for pensionary purposes should be communicated to H.O.O. through an audit report in the forms GCF-29 and 30 reproduced at **Annexure C (Sl.No.11 and 12)** respectively.

96 In regard to the verification of various other spells of service, the following points should be kept in view:-

Military/War Service

97 It should be seen that the following documents have been furnished:-

- (i) An option certificate in terms of Rule 19(2) of CCS (P) Rules 1972, from the individual for counting regular military service for pension.
- (ii) Certificate of verification of war/military service in the prescribed form as laid down in Appendix A to Government of India Ministry of Defence letter no 52324/pen/Org-3(Records) 4-II-D(Pension/Services) dated 19.1.1963 (Form No. GCF-10) (**Annexure-C (Sl.No.10)**) duly counter-signed by the Pay Audit Officer.
- (iii) Sheet Roll and Discharge Certificate in respect of war /military service.
- (iv) An endorsement in the Service Book by the P.A.O. to the effect that the amount of service gratuity, if any, paid has been refunded.

It may be noted that:-

- (a) War gratuity paid in respect of war service is not refundable.
- (b) The benefits of counting military service towards civil pension can be allowed to those Government servants, who have actually been appointed substantively in a civil post.

97.1 All those Government servants who retire on or after 1.1.1996 on superannuation or invalidation without confirmation after rendering not less than 10 years of combined military and civil service shall be entitled to the benefits of counting of service under Rule 19(I) of CCS(P) Rules, 1972.

97.2 the Government servant applying for counting of service under Rule 19(I) CCS(P) Rules will be allowed to exercise option for the same within a period of one year from the date of joining the civil service or post

97.3 These orders will take effect from the date of issue i.e. 31.05.1988

Authority: (for Paras 99.2 to 99.4):-Government of India, Department of P & PW OM No. 28/50/87-P and PW dated 31.05.1988.

97.4 When the benefit of former enlisted military service under Rule 19, CCS(P) Rules is claimed in respect of an individual, the same should be counted towards civil pension straightaway provided the documents mentioned in Para 97 have been received. If, however, the recovery of bonus/gratuity/pension is involved, the H.O.O./Deptt. should be intimated that the amount of bonus/pension/gratuity already received by the individual should be got refunded by him in monthly installments not exceeding thirty six in number, the first installment beginning from the month following the month in which he exercised option for counting the military service for civil pension. Action to reckon the service should be taken after the whole amount has been refunded and the Pay Audit Officer verifies this position.

97.5 The position regarding refund of pensionary benefit already drawn from military authority has changed with effect from 25.08.1994. (See **Appendix-40**) The amount of pension/gratuity etc, already drawn by such Government servant from the military authorities shall be refunded to the Government with interest at the rate applicable on GPF accumulations from time to time for the period from the date of receipt of pensionary benefit to the date of their refund to the Government. GPF rates of interest fixed by the Government from time to time are given in **Appendix-39**. Model calculation of interest is given in calculation No. 10 of **Annexure-D**

Authority:- Government of India, Deptt. Of P and PW OM No.F. 7/1/93-P and PW (F) dated 25.08.1994.

97.5.1 When a re-employed military pensioner opts to count his military service towards civil pension and ceases to draw the military pension, the pension intermediately drawn shall not be required to be refunded but the element of pension which was not taken into-account for fixation of pay on re-employment shall be refunded.

Authority:- Government of India Min. of Fin. (Deptt. of Exptr.) Notification No. F.3 (a)EV(A)/76 dated 2.06.1977.

97.5.2 However, where the affected individuals are unable to refund the amount of gratuity/pension in lump-sum or in 36 installments because of their retirement being due within the stipulated period of 36 months, there may not be any objection in such cases to the refund of pension/service gratuity out of the arrears of the gratuity that have become due as a result of counting of the Military service towards civil pension. In case some portion of pension/gratuity still remains to be recovered, the same can also be recovered from the arrears of pension which have already become due with the consent of the pensioner to be recorded in the individuals' option certificate. If there still remains any balance, the same should be paid back in cash. In case of those individuals who got their pension commuted, they may be allowed to refund the total amount of military pension and commuted value already drawn from the total amount of gratuity, which will be drawn by them at the time of retirement from present civil service. It will be ensured that in all the cases, the war/military service will be allowed to be counted towards pension only when the full amount is recovered from them.

Authority:- Government of India Min. of Def. Letter No. 10151/Org. 4 (Civ) (P)/8099/D (Civ.II) dated 25.08.1977.

97.6 War service rendered during World War II by itself or in conjunction with other military service is reckonable to the extent of one half in respect of persons who retired from service prior to 19th October, 1962 under A.I. 276/58 as modified. Periods of break of less than 1 year between war/military service and civil service is to be treated as automatically condoned. In regard to breaks in excess of 1 year, but not exceeding 3 years, Government orders for condoning the break should be looked for.

97.7 In respect of individuals who retired/retire on or after 19th October, 1962 the War/Military service with interruption not exceeding one year will also count in full. In case of interruption, exceeding one year but not exceeding three years, when condoned by the Government, the military/war service will also count in full vide Government of India, Ministry of Finance O.M. No. F. 3(30) E-IV(A)/62 dated 19th October, 1962.

97.8 Non-regular/purely temporary military service not rendered in conjunction with war service in Army, Navy and Air Force counts in full towards civil pension if such service is followed without interruption by appointment to and eventual confirmation in a pensionable post in civil service vide Government of India Ministry of Finance O.M. No. F. 3 (58) E.V.(A) 61 dated 3rd February, 1962.

97.9 The service rendered in any of the Central Government Offices/Departments mentioned in the Home Ministry's Press communiqué dated 14th November, 1944 is to be treated as war service for the purpose of the orders contained in Government of India, M.F. O.M. No. F. 3-(43)-EV/A/60 dated 8th December, 1960 relating to the counting of war/military service for pension, vide Government of India, Ministry of Finance O.M. No. F. 3(18)-EV(A)/64 dated 24th June, 1964.

Counting Of Military Service in Respect Of Personnel Below Officer Rank Who Take Up Civil Employment While On Leave Pending Discharge/Retirement

97.10 Personnel Below Officer Rank who are granted release leave or leave pending discharge, transfer to the reserve, retirement or transfer to the pension establishment and who take up any civil employment (Government or private) during the period of such leave will remain entitled to military leave, pay and allowances as admissible under the appropriate Rules.

In cases where an ex-serviceman desires to count the past military service towards civil pension, the military rates of pay admissible during such portion of leave, as is covered by civil employment, is required to be refunded in addition to other retirement benefits received by him for the military service.

Authority:- Army Instruction 244/59

EX-DSC Personnel

97.11 Ex-DSC personnel on their re-employment in any civil post will be permitted to count in full the former service rendered by them in Defence Security Corps for the purpose of pension/gratuity.

Authority:-Government of India Min. of Def. letter No. 77956/G4/DSC-2/D(Civ.-II) dated 17.02.1968 and No. F. 18(5)/75/D(Civ-II) dated 25.07.1978

Defence Civilians Embodied in Territorial Army

97.12 The terms and conditions governing the grant of permission to Defence Civilians for

embodiment in the Territorial Army are laid down in A.I. 159/1952

(i) The occasions on which members of Territorial Army can be called up for military duty are as under:-

(a) For training or to attend a course of instructions.

(b) To act in support of the civil power or to provide essential guards.

(c) When embodied for supporting or supplementing regular forces.

(ii) On such occasions, the absence of the civilian Government servants, from their offices should be treated as duty for the purpose of civil leave and pension. If a civilian Government servant is on incremental scale of pay, he will count his military service for increment in the time scale of pay applicable to his civil post and towards civil pension in the same way as if he had put in that period of service in his civil appointment.

(iii) Civilian Government servants embodied on the permanent staff of the Territorial Army units will also be entitled to identical treatment.

Authority:- AI 159/1952 and AO.384 of 1962

Allocation of pensionary charges

98 In the context of allocation of pensionary charges between Civil and Defence service, the charges in respect of war service will be borne by the civil authorities and the charges in respect of military service will be born by the Defence Department, vide Government of India, Ministry of Finance O.M. NO. F. 3(25)-EV(A)/60 dated 27th August, 1960. With the issue of Government of India Ministry of Finance OM No. F. 2(117)/76/SC dated 26.12.1977, the position of allocation of pensionary charges has undergone a change and allocation between different Departments of Central Government has been dispensed with. (See Para 125).

99 The Rule position in regard to the counting of War/Military/Non-Regular Military service in conjunction with the Civil service appearing in CSR Vol. I vide Art. 356, 357-C, 357D and Government decision there under has undergone a substantial change with effect from 01.06.1972 with the issue of the C.C.S.(P) Rules 1972 vide Rules 19 and 20.

(i) **Regular Military Service (Rule 19)**

The individual concerned should refund the pension/gratuity received by him in respect of his military service in monthly installments not exceeding 36 in number, the first installment beginning from the month following that in which he exercised the option. No Government sanction for this purpose is now required to be obtained.

(ii) **War Service (from 03.09.1939 to 01.04.1946) Rule 20, C.C.S.(P) Rules, 1972.**

The war service shall be treated as military service as provided for in Rule 19 for purpose of condonation of interruptions in service, if any i.e., interruptions will be viewed as automatically condoned and service being counted for civil pension.

100 Counting of ETE/ETA/TE/Casual Service

It should be seen that the following documents have been furnished :-

(i) Option Certificate under Ministry of Defence OM. No.F.18(2)/58/ 2976 /D (Civ. II) dated 12-03-58, as amended.

(ii) In case of failure to exercise such option, necessary entry to this effect has been made in the Service Book.

(iii) A certificate duly countersigned by the P.A.O. to the effect that no terminal benefits were received by the individual for his ETE/ Casual (MES)/industrial service.

(iv) Service verification statement in IAFA-357 showing the period in terms of years, months and days to reckon for pension duly verified by the P.A.O.

(v) Endorsement in the Service Book stating "the period of E.T.E. Service allowed to count for pension" citing reference to the relevant part II order.

101 It may be noted that:-

(i) In respect of individuals retiring from service from 12.03.1958 onwards ETE etc. service counts one fourth (1/4) vide Min. of Def. ON.No. F. 18(2)/58/2976/D(Civ.-II) dated 12.03.1958.

(ii) In respect of individuals retiring from 01.11.1959 onwards ETE etc service counts one half(1/2) vide Ministry of Defence letter No. F. 18 (4)/60/9836/D(Civ-II) dated 29.07.1960; and

(iii) in respect of those retiring from 01.03.69 onwards ETE etc. service counts for pension in full, vide Ministry of Defence letter No. 18(10)/68/D(Civ. II) dated 24.03.1969.

101.1 The function of verification of ETE service devolves on the P.A.O.s. The E.T.E. service of the industrial employees of the Air Force Establishment will be verified by the C.D.A. (A.F.) in the manner prescribed in Government of India, Ministry of Defence O.M. No. Air HQ/24228/106/PPIR/7154 D(CIV. II) dated 16.07.63. the E.T.E. service of the industrial employees of the Army and Naval

Formations will be verified by the P.A.O./L.A.O. in the manner laid down in Para 3 of the Ministry of Defence O.M. dated 12.03.58. In case the ETE service could not be verified by the P.A.O. with reference to check rolls etc. the spell of service will be verified by the L.A.O./P.A.O. on the basis of the individual's statement and the collateral evidence by invoking the provisions of Article 915(C) CSR vide Ministry of Defence letter NO. F. 8 (27) /59/11457/D (Civ. II) dated 19.09.60 and C.G.D.A.'s No. 5091/AT-P dated 29.10.1965.

101.2 Only continuous ETE service counts for pension vide Ministry of Defence O.M. dated 12.03.1958. Break, if any, between ETE service and subsequent Ty./Permanent service requires condonation in the usual manner, under Government of India, Ministry of Finance No. F. 12 (19)-EV/A/60 dated 30.01.1961 vide C.G.D.A.'s No. 5097/AT-P dated 29.04.1971.

101.3 Failure to exercise an option to count ETE service, will be treated as an option to count the ETE service for pension/gratuity.

101.4 The election of pensionary benefits by an industrial employee under the provisions of Ministry of Defence O.M. NO. F. 18(1)-60/1519/D(Civ. II) dated 14.02.62, will cover the election for pensionary benefits in respect of his ETE service, if any, vide C.G.D.A.'s No. 5121/AT-P dated 10.11.64.

101.5 If an individual had died before exercising the option for E.T.E. service within the prescribed period, the benefit of ETE services may be allowed if this course of action is favorable to his family vide Ministry of Defence O.M. No. F. 18(21) 64/9050/D(Civ.II) dated 20-07-64.

101.6 Ty. Service falling in between two spells of ETE/Casual service is treated as ETE/Casual service, vide Ministry of Defence O.M. No. F. 18(60)/58/13993/ D(Civ.II) dated 17.11.1959.

101.7 In cases, where the P.A.O. has verified the extent of such service but has not specifically indicated the quantum of service reckonable towards pension or has indicated it incorrectly, a reference to the P.A.O. need not be made. Calculation made by H.O.O. should be checked to see if these are prima-facie correct (viz. service has not been allowed to count in full, where only one half or one fourth of service could be allowed to count etc.). The extent of service reckonable towards pension will be assessed by the Section.

Temporary Service in the N.I.E. on C.P.F. benefits.

102 It should be seen that the following documents/information have been furnished:--

(i) an option certificate in favour of pensionary benefits under the provisions of Ministry of Defence O.M. No.18 (4)/56/13494/D(Civ.-II) dated 04.11.1958 or Ministry of Defence O.M. NO. 19(10)/66/6088/D(Civ.-II) dated 15.06.1966, as amended, in respect of the individuals serving on C.P.F. benefits on or after 15.06.66.

Note:- Failure of option in terms of the Ministry of Defence O.M. dated 04.11.1958 is treated as option for fund benefits. A failure of option in terms of Ministry of Defence O.M. dated 15.06.1966 and Rule 6(c)(2) of the I.O.F.W.P. Fund Rules is treated as an option for pensionary benefits.

(ii) an entry in the service book indicating the period during which the individual subscribed to I.O.F.W.P.F./C.P.F.

(iii) an entry in the Service Book regarding the election of pensionary benefits.

(iv) certificate from the P.A.O. that Government contribution with interest thereon has been resumed to Government.

(v) if an individual had died in service but was posthumously confirmed in the non-industrial post, the benefit of the temporary/quasi permanent service rendered after/prior to his confirmation, may be allowed, if this course of action is favourable to his family.

103 Contract service

It should be seen that the following documents have been furnished:-

(i) Election certificate to count the service for pension in terms of Ministry of Defence O.M. NO. 18(7)/58/3939/D(Civ. II) dated 09-04-1959.

(ii) A certificate duly countersigned by the P.A.O. to the effect that the officer did not draw inflated rates of pay during the period of contract service.

(iii) If the officer was contributing to a C.P. Fund, a certificate regarding resumption by Government of Government contribution with interest thereon, duly countersigned by the P.A.O.

103.1 It may be noted that the contract service of the officers who have elected to count the same towards pension, is treated like any other service, temporary or permanent rendered in a pensionable post, vide Government of India, Ministry of Finance O.M. No. F. 11(30)/EV/50 dated 16.02.59 as amended by memo of even No. dated 21.03.1959.

103.2 The position regarding counting of service on contract has changed with effect from 01.06.1972 vide Rule 17 CCS(P) Rule. 1972.

104 Service on I.O.D.P./I.N.D.W.P./I.O.F.W.P. Fund.

It should be seen that the following documents have been furnished :-

- (i) option certificate under Ministry Of Defence letter No. 17(I)/56 /512 / D(Civ.II) dated 15.01.58 and No. 18(6)/58/4226/D(Civ.II) dated 25.04.1959.
- (ii) Certificate duly countersigned by the P.A.O. to the effect that the Government contribution with interest thereon has been resumed to Government.

It may be noted that:-

- (a) Temporary employees serving in regular establishment in non-gazetted posts of charge-man/foreman were serving on I.O.F.W.P.F. On confirmation, they were serving on I.O.D.P.F. These categories were brought on pensionable terms under (a) Ministry of Defence letter No. 17(I)/56/512/D(Civ.II) dated 15.01.1958. (b) Ministry of Defence O.M. No. 18(12)-58/4353/D(Civ.II) dated 18.04.58. In respect of the individuals retiring on or after 22.04.60, the temporary spells on IOFWPF/IODPF count in full for pension vide Ministry of Defence O.M. No.18(21)/59/4601/D (Civ.II), dated 01.05.1961.
- (b) The personnel serving on 15.01.1958, had an option to elect IODPF or pensionary benefits. Failure to exercise an option is treated as an option for fund benefits.
- (c) The persons who were confirmed in posts governed by IODP fund benefits with retrospective effect from a date prior to 15.01.1958, were given similar option as at (b) above. In these cases, the failure of option is also treated as an option for fund benefits.
- (d) In the context of allowing service rendered as charge-man/foreman on IOFWPF, on confirmation in NIE post, the provisions of Ministry of Defence O.M. dated 04.11.1958 are applicable, vide Ministry of Defence OM. No. 18(29)/55/12542/D(Civ. II), dated 15-10.1960.

105. Casual service in the N.I.E.

The following particulars should be looked for:-

- (i) An entry in the Service Book notifying the conversion of the individual as regular employee, citing reference to the relevant D.O. Part.II office order.

- (ii) The service is continuous.

It may be noted that:--

- (a) Casual non-industrial employees paid out of conservancy, incidental and miscellaneous annual training or other similar grants on conversion as regular employees are eligible for pensionary benefits vide Ministry of Defence No. 3(3)/65/11828/D(Civ.II), dated 26.09.1966 as amended and Ministry of Defence letter No. 83482 / EC-4 / Org. 4-(Civ.). (d)/13754 / D (Civ. II) , dated 24.11.1967.
- (b) The above orders will apply to those casual employees who were in service on 26.09.1966, or enter service thereafter.
- (c) These spells of service will be verified on the basis of the certificates of verification recorded in service book. A random audit check of 2 months is exercised by the P.A.O. who will record necessary endorsement in the Service Book. If the service cannot be so verified the service may be verified by this office by invoking the provisions of Article 915 (c), CSR, read with Army Headquarters letter No. 83482/EC-4/Org. 4(Civ-D) dated 30.07.1968.
- (d) With effect from 01.06.1972, the unverifiable spell of casual service in the Non Industrial Establishment may be verified by invoking the provisions of Rule 59 CCS (P) Rules, 1972.

Casual service in the I.E.

106. The following particulars should be looked for:-

- (i) An entry in the service book notifying the conversion of the individual as regular employee, citing reference to the relevant D.O. Part II office order.
- (ii) That the casual service is continuous.

It may be noted that:--

- (a) Casual industrial employees on conversion as regular industrial employees retrospectively from the date of their appointment are eligible for pensionary benefits vide Ministry of Defence letter No. 2(17)/51/10805/D(Civ.II) dated 10.09.1953, and No. 3(3)/65/D(Civ. II) dated 10.10.1967, read in conjunction with Ministry of Defence letter No. f. 18(I)60/1519/D(Civ.II) dated 14.02.1962.
- (b) These spells of service will be verified on the basis of the certificates of verification recorded in the service book.

Service Paid from contingencies

107. The following particulars should be looked for :-

- (i) A certificate on the following lines from the H.O.O..

- (a) The service was in a job involving whole time employment.
- (b) The service was in a type of work or job for which regular posts could have been sanctioned.
- (c) The service was paid at those rates of pay which have some relation to the rate of pay at which corresponding staff in regular establishment for similar job was paid.
- (ii) It should be seen that the service has been continuous and followed by absorption in regular employment without a break.
- (iii) It should be ensured that the weightage for past service paid from contingencies is limited to the period after 01.01.1961 for which authentic records of service may be available.
- (iv) It should be noted that only half the service paid from contingencies is allowed to count towards pension in respect of those individuals who retire on or after 14.05.1968, vide Government of India, Ministry of Finance O.M. No.F.12(I)/EV/68 dated 14.05.1968.

Service in lieu of Combatants

- 108** (i) It should be noted that the service rendered by the civilians working in lieu of combatants will count for pension only in respect of those individuals who became /become non-effective from 01.04.1970 or thereafter vide Government of India, Ministry of Defence letter No. 18(8)/70/4300/d(Civ.II) dated 25-04-70.
- (ii) It should be seen that the spell of service rendered in lieu of combatant is followed by other pensionable service.
 - (iii) The spells of service of civilians working in lieu of combatants should be treated as verified for pensionary benefits on the basis of the certificate of verification of service recorded in their service books.

Industrial spells of service

109. It should be seen that the following documents have been furnished:--

- (i) An option certificate for pensionary benefits in terms of Ministry of Defence O.M. No. F. 18(1)-60/1519/D(Civ.II) dated 14.02.1962.
- (ii) A certificate from the J.C.D.A. (Funds) or the Pr.Cof A.(Factories) recorded either in the Service Book or furnished separately to the effect that the Government contribution with interest thereon has been resumed to Government.
- (iii) An entry in the service book for the period of Industrial spell of service during which the individual subscribed to C.P. Fund .

Note: Period for which industrial employees had subscribed to the C.P. Fund will be treated as verified for the purpose of pension on the basis of particulars furnished by the H.O.O. indicating that the individuals were contributing to the C.P. Fund during that period, vide Government of India, Ministry of Defence O.M. No. 18(7)/636874/D(Civ.II) dated 20.06.1963. The spells of service not covered by C.P.F. benefits will be verified for pension by adopting the procedure obtaining for the verification of the service of the Non-industrial employees as laid down in Para 105.

110. It may be noted that:-

- (i) The Industrial personnel who were permanent on 18.11.1960 were given an option to be exercised within 6 month of the date of confirmation to elect the pensionary benefits or to retain the C.P. Fund benefits vide Min.of Fin. OM No. F. 17(5)-EV (A)/60 dated 18.11.1960. This facility was extended to Defence industrial employees under Min. of Def. Memo No. 18(1)60/1519/D (Civ-II) dated 14.02.1962.
- (ii) Failure to exercise the option within the time-limit prescribed is viewed as an option for pensionary benefits.
- (iii) Temporary industrial employees recruited before 14.02.1962 are allowed to exercise the option within 6 months of the date of issue of orders of their confirmation.
- (iv) The pensionary scheme applies automatically to those who enter service on or after 14.02.1962 on their confirmation.

110.1 On the introduction of Family Pension Scheme 1964, Industrial employees were given further option to elect the pensionary benefits inclusive of New Family Pension Scheme under A.I. 39/64 as modified vide A.I. 118/64 Min. of Fin. Memo No. F.2(14)-EV(B)63 dated 14.01.1964 provided they were in service on 14.01.1964.

110.2 Those who failed to opt under the provisions of Army Instruction 118/64 were deemed to have retained the CPF benefits.

110.3 Under the provisions of Ministry of Defence No. F. 18(4)/64/D(Civ.II) dated 05-01-66. persons who are confirmed after 14.01.64 even retrospectively, will have to elect pensionary benefits including Family Pension Scheme, 1964. In other words if such an employee elects/ is deemed to have elected pensionary benefits, he has no option to retain benefits of Family pension under Liberalized Pension

Rules 1950.

110.4 After introduction of enhanced rate of family pension w.e.f 01.01.1966, those who elected C.P. Fund benefits previously under the Ministry of Defence O.M. dated 14.02.1962, were given further option on 07.05.1966, vide A.I. 98/66 read with A.I. 164/66 to elect L.P. Rules including the benefits of New Family Pension Scheme. This option was to be exercised on or before 30.09.1966.

110.5 Temporary industrial employees serving on IOFWP Fund benefits are eligible to elect to be governed by the pensionary benefits within six months of their appointment vide Government of India, Ministry of Finance O.M. No. F. 43(4)-EV(B)71 dated 21-05-71. Failure of option in this case is treated as an option for Fund benefits.

110.6 Consequent on liberalization of pension Rules by Third Pay Commission w.e.f 01.01.1973, the Industrial Employees who retained the CPF benefits were given another opportunity vide GIMF (Deptt. of Expenditure) OM No. F.3 (1)-EV (B)/74 dt. 17.06.1974, to opt for pension including Family Pension Scheme 1964. The option was open to those who were retained on or after 01.01.1973.

110.7 Consequent to introduction of slab system formula w.e.f 01.04.1979 for working out the amount of pension, the Industrial Employees who retained CPF benefits in terms of Rule 38 (1) (a) of CPF Rules, were allowed another opportunity vide Government of India, Ministry of Home Affairs, (Deptt. Of Personnel and Administrative Reforms) memo No. 3 (2)-P4/72 dt. 9.8.79 to opt for the pension scheme of CCS (P) Rules 1972. The option was open to those who were in service on 31.3.1979 or retiring on or after that date. The option was to be exercised within a period of six months from the date of issue of the orders on 9.8.1979. Those who failed to opt were deemed to have retained the CPF benefits.

110.8 In view of changes relating to removal of ceiling on pension and enhancement of amount of DCRG from Rs.36,000/- to Rs.50,000/-, the CPF retirees who were in service on 31.3.1985 were allowed another opportunity to opt for the pension scheme vide Ministry of PPG and Administrative Reforms and Public Grievances and Pension, Deptt. of Personnel and Training OM No. F.3(1)-Pension Unit/85 dt. 6.6.1985. The option was to be exercised within six months of the date of issue of Government order dt. 6.6.1985. Those who failed to opt, were deemed to have opted to retain the CPF benefits.

110.9 All CPF beneficiaries who were in service on 1.1.86, were given another opportunity vide GI Deptt. Of P & PW OM No. 4/1/87-PIC-1 dt. 1.5.1987 to opt to continue under the CPF scheme if they so desired. The option was to be exercised by 30.09.1987. If no option is exercised by the due date, the employee will be deemed to have come over to the pension scheme.

111. The industrial spells of service of N.I.E. personnel are reckonable towards pension under the provisions of Government of INDIA, Ministry of Defence O.M No. 18(7)/63/6874/ D(Civ. II) dated 20.06.1963.

GRAF Services

112. The temporary service rendered prior to 20.11.1969 in the GRAF will count towards pension under normal Rules applicable to the Civilians in the Defence Services.

Authority: Ministry of Shipping and Transport, Border Roads Development Board memo No. F.81 (1)/1964-Pers dt. 20.11.1969.

Employees of Statutory Canteens

113. The services rendered by the employees of Statutory Canteens established in Defence Industrial Installations under Section 46 of Factories Act 1948 were declared as pensionable wef 22.10.1980. Services rendered by such employees, prior to 22.10.1980 shall be treated as qualifying service for the purpose of pension. However, this benefit will be admissible only to those who were in service as on 22.10.1980. Since these employees have become governable by the Rules applicable to civilian Government servants in the department from 22.10.1980 the production of service book and leave records required to be maintained in the case of civilian Government servants in these cases before the crucial date viz 22.10.1980, cannot be insisted upon. If the Head of the office is satisfied about the date of appointment, and record of service of these employees and can produce records maintained in this regard for verification by L.A.O. same should be acceptable. In case there is no complete record, action has to be taken in terms of Rule 59 CCS(P) Rules, 1972.

Authority: Ministry of Defence OM No. 27 (7)/88/D (Civ-II) dt. 11.12.1989 and CGDA letter No.5190/AT-P dated 12.06.1991.

Non- Statutory Departmental Canteens

114 (a) The employees of non-statutory departmental Canteens/Tiffin rooms registered with Director (Canteens) were treated as Government servants wef 1.10.1991 and extended all the benefits as are available to other Central Government employees of comparable status. In their judgement, the Hon'ble

Supreme Court ordered “for the purpose of calculation of pension, service from the date of interlocutory order shall be counted. The Hon’ble Court has passed interlocutory order on 26.9.1983. Accordingly, the pension will be given to all those who retire after 1.10.91. However, for the purpose of calculating pension, the service on and from 26.9.83 will be taken into consideration. In case of those employees who retired between 1.10.91 to 25.9.93, the service rendered prior to 26.9.83 will be taken into account as qualifying service to the extent that their actual qualifying service falls short of the minimum service required for grant of superannuation pension in terms of Rule 49 (2) (b) read with Rule 49 (3) of the CCS (P) Rules 1972. This will, however, be subject to the refund of employer’s share of contribution to the EPF for the period of service taken into account for pensionary benefits, including interest received by them, alongwith simple interest at the rate of 6% per annum from the date of receipt/withdrawal to the date of refund.

Authority: Ministry of PPG and Pensions (Deptt. of Personnel and Training) OM No. 12/3/92. Dir (c) dated. 16.11.1992 and dated 16.12.1993.

(b) Settlement of gratuity:- In the case of canteen employees who have retired or died before 1.10.1991 their gratuity shall be regulated by Rule 15 of the Departmental Canteen Employees (Recruitment and Conditions of Service) Rules, 1980. In case of temporary/quasi permanent or permanent employees who have retired/died on or after 1.10.1991, their gratuity shall be regulated by Central Civil Services (Temporary Service) Rules and CCS(P) Rules, 1972, as the case may be. It may further be clarified that for the purpose of reckoning gratuity, they shall be entitled to count their service from the date of their actual appointment in the canteen on regular basis.

Authority: Ministry of PPG and Pensions (Deptt. of Personnel and Training) OM No. 12/3/92. Dir (c) dated. 10.05.1996.

Services Rendered in Grants- in- Aid Schools

115 Services rendered in privately managed aided schools do not come under the purview of the orders issued vide DP and AR OM No. 28/10/84-Pension Unit dt. 29.8.84 as amended from time to time and hence could not be counted for pension purposes.

Authority: CGDA Letter No. 5097/AT-P dt. 24.4.2000.

Services Rendered in Public Sector Undertaking

116 The orders contained in Ministry of Finance (Deptt. of Expenditure) OM dt. 28.3.1960 and Deptt. of P & PW OM dt. 29.8.1984 do not provide for counting of service rendered by a Central Government Employee in PSU or service rendered by an employee in PSU under the Government for the purpose of pension.

Services Rendered in Nationalized Banks

117 (a) The employees who had rendered service in the nationalized banks and other financial institutions, are not entitled to count that service for pensionary benefits admissible under the Central Government Rules as these organizations are treated at par with Public Sector Undertakings.

Services Rendered in Insurance Corporation

117 (b) The nationalized banks including the Reserve Bank of India and the State Bank of India and its subsidiaries, the General Insurance Corporation of India and its four subsidiaries viz, National Insurance Company Limited, the New India Assurance Company Limited, the Oriental Insurance Company Limited and the United India Insurance Company Limited are to be treated as autonomous bodies for the purpose of grant of pro rata retirement benefits to the permanent Central Government employees who are absorbed by these bodies on the terms and conditions envisaged in Ministry of Finance (Deptt. of Expenditure) OM No. 26/(18)/EV/75 dated. 8.4.1976 as amended from time to time. Such employees are not entitled to count the service rendered in Government for the purpose of pension on absorption in these bodies and other financial institutions including LIC.

Authority: Deptt. of P & PW OM No. 28/24/94-P & PW (B) dt. 30.5.1995 and 13.09.96.

Spells of Extra Ordinary Leave:

118 In the context of allowing extra –ordinary leave as service qualifying for pension, it should be seen that an entry in the service Book is recorded by the H.O.O. to the effect that the spell of leave has been allowed to count for pension by the appointing authority in terms of the Ministry of Finance MEMO No. F. 6(2)-EV/68 dated 18.04.1968 as clarified under their no F. 6(2)-EV/68 dated 29.10.1968.

118.1 It should be noted that:-

The EOL availed of by a Government servant who was in service on 24.06.66 or thereafter and whose case was pending on 18.04.1968 or thereafter can be allowed to count for pension in accordance with the above mentioned order dated 18.04.1968.

118.2 The Extra-ordinary leave may be allowed to count as qualifying service for pension by the competent authority in the following circumstance;--

(a) If it is taken due to the inability of the persons concerned to join or rejoin duty due to civil commotion or a natural calamity provided that he has no other type of leave to his credit.

(b) If it is taken for prosecuting higher scientific and technical studies.

118.3 The Extra Ordinary Leave granted on medical certificate shall automatically count as qualifying service for pension.

Spells of Refused Leave

119 The period of refused leave does not qualify for pension/gratuity, vide Government of India, Ministry of Finance O.M. No. F.7(122)-EST/XV/A/60 dated 1ST September, 1960 (A.I.36/61). In dealing with such spells of leave, the following points should be kept in view:-

(a) Grant of refused leave after the date of compulsory retirement will not be treated as carrying with it automatic extension of service and the Government servant shall cease to retain lien on his permanent post or any other post during the period of such leave.

(b) The Government servant who avails himself of the refused leave in full or in part immediately after the date of compulsory retirement or on the expiry of the extension of service will be deemed for the purpose of pensionary benefits, to have retired from service on the date of his compulsory retirement or on the expiration of the extension of service, as the case may be and shall be eligible for all pensionary benefits from such date.

(c) The leave salary admissible in such cases during the period of refused leave will be the same as admissible in the normal course but reduced by the amount of pension and pension equivalent of other retirement benefits, vide Government of India, Ministry of Finance O.M. No. F.4(8) EV(B)/64 dated 23 rd March, 1964 (A.I.17/65).

Suspension Period

120 It may be noted that time passed under suspension, pending enquiry into conduct counts in full when on conclusion of the enquiry, the Government servant has been fully exonerated or the suspension is held to have been wholly unjustified. In other cases, it counts only to such extent as the Competent Authority may declare vide Rule 23 of CCS(P) Rule 1972.

A suitable endorsement by the H.O.O. in the Service Book regarding the counting or otherwise of the suspension period for pensionary purposes should be looked for.

Break in service

121 It may be noted that:-

(i) In the absence of specific indication to the contrary in the service records, an interruption between two spells of service rendered under the Central Government including service paid out of Defence Estimates or Railway Estimates will be treated as automatically condoned and the pre-interruption service treated as qualifying service for pension, except where it is otherwise known that the interruption was caused by resignation, dismissal or removal from service or participation in a strike. The period of interruption itself will under no circumstances be reckoned as qualifying service for pension.

(ii) In cases of resignation of an appointment to take up with proper permission, another appointment, it will be ensured that the orders of the authority accepting such resignation inter alia indicating that the benefits under Rule 26(2) CCS(P) Rule 1972 will be admissible, are recorded in the service book.

122. (i) Interruption caused by discharge at own request:- An interruption between two spells of service rendered in civil or military capacity under central Government, will be treated as automatically condoned except where it is otherwise known that the interruption was caused by resignation, discharge at own request, dismissal or removal from service or participation in strikes. The interruption caused by discharge at own request in respect of personnel below officer rank is not equivalent to resignation and as such the term resignation used above is exclusive of the interruption caused by discharge at own request in respect of personnel below officer rank. The period of interruption itself will, however, under no circumstances be reckoned as qualifying service for pension.

(ii) These orders will take effect from the date of issue of this letter. Pending cases of those who became non-effective with effect from 1st March, 1976 will however be regulated under the provisions of this letter, but past cases will not be re-opened.

Authority:- Ministry of Defence letter No.A/49606/7/AG PS4 (a) /2855/C/D(Pensions/Services),. dated the 31st October, 1979 as amended by Ministry of Defence letter No. A/49606/7/AG/ PS4/(a) /825/C/D(Pension/Services) dated 29.03.1985.

Central Autonomous Body

123 Definition – “Central Autonomous Body” means body which is financed wholly or substantially from cess or Central Government grants. “Substantially” means that more than 50% of the expenditure of the autonomous body is met through cess or Central Government grants. Autonomous body includes a Central statutory body or a Central University but does not include a public undertaking. See Para 117(b) also so for as grant of pro-rata pension is concerned.

Name of Central Universities are enumerated below:-

Sl.No	Name	Year of formation
(i)	Aligarh Muslim University, Aligarh	1921
(ii)	Benaras Hindu University, Varanasi	1921
(iii)	Vishwa Bharti, Shanti Niketan(W.B)	1956
(iv)	Delhi University, Delhi	1951
(v)	Jamia Millia Islamia, Delhi	1920
(vi)	Jawahar Lal Nehru University, Delhi	1969
(vi)	North East Hill University, Shillong	1973
(viii)	Hyderabad University, Hyderabad	1974
(ix)	Indira Gandhi National Open University, New Delhi	1985
(x)	Nagaland University, Kohima	1989

123.1(a) In case of Autonomous Bodies where Pension Scheme is in operation -

(i) Where a Central Government employee borne on pensionable establishment is allowed to be absorbed in an Autonomous Body, the service rendered by him under the Government shall be allowed to be counted towards pension under the Autonomous Body irrespective of whether the employee was temporary or permanent in Government. The pensionary benefits will, however, accrue only if the temporary service is followed by confirmation. If he retires as a temporary employee in the Autonomous Body, he will get terminal benefits as are normally available to temporary employees under the Government. The same procedure will apply in the case of employees of the Autonomous Bodies who are permanently absorbed under the Central Government

The Government/Autonomous Body will discharge its pensionary liability by paying in lump-sum as a one-time payment, the pro-rata pension/service gratuity/terminal gratuity and retirement gratuity for the service up to the date of absorption in Autonomous Body/Government, as the case may be. Lump-sum amount of the pro-rata pension will be determined with reference to commutation table (**Appendix-29**) laid down in CCS (Commutation of Pension) Rules, 1981, as amended from time to time.

(ii) A Central Government employee with Contributory Provident Fund benefits on permanent absorption in an Autonomous Body will have the option either to receive CPF benefits which have accrued to him from the Government and start his service afresh in that Body or choose to count service rendered in Government as qualifying service for pension in the Autonomous Body by foregoing Government's share of CPF contributions with interest, which will be paid to the concerned Autonomous Body by the concerned Government Deptt. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once exercised shall be final.

(b) Autonomous Body where the Pension Scheme is not in operation

(i) A permanent Central Government employee borne on pensionable establishment on absorption under such autonomous Body will be eligible for pro-rata retirement benefits in accordance with the provisions of the Ministry of Finance, O.M. No. 26(18) E.V (B)/75, dated the 8th April, 1976, as amended from time to time. In case of quasi-permanent or temporary employees, the terminal gratuity as may be admissible under the Rules would be actually payable to the individual on the date when pro-rata retirement benefits to permanent employees become payable. However, in the case of absorption of a Government employee with CPF benefits, in such an Autonomous organization, the amount of his subscriptions and the Government's contribution, if any, together with interest thereon shall be transferred to his new provident fund account with the consent of that Body.

(ii) An employee of an Autonomous Body on permanent absorption under the Central Government will have the option either to receive CPF benefits which have accrued to him from the Autonomous Body and start his service afresh in Government or choose to count service rendered in that Body as qualifying service for pension in Government by forgoing employer's share of CPF contributions with interest thereon, which will be paid to the concerned Government Deptt. by the Autonomous Body. The option shall be exercised within one year from the date of absorption. If no option is exercised within stipulated period, employee shall be deemed to have opted to receive CPF benefits. The option once

exercised shall be final.

123.2 The employees of a Central Autonomous Body or Central Government, as the case may be, who have already been sanctioned or have received pro-rata retirement benefits or other terminal benefits for their past service, will have the option either:-

(a) to retain such benefits and in that event their past service will not qualify for pension under the Autonomous Body or the Central Government, as the case may be; or

(b) to have the past service counted as qualifying service for pension under the new organization in which case the pro-rata retirement or other terminal benefits, if already received by them, will have to be deposited along with interest thereon from the date of receipt of those benefits till the date of deposit with the Autonomous Body or the Central Government, as the case may be. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded. In other cases where pro-rata retirement benefits have already been sanctioned but have not yet become payable, the concerned authorities shall cancel the sanction as soon as the individual concerned opts for counting of his previous service for pension and inform the individual in writing about accepting his option and cancellation of the sanction. The option shall be exercised within a period of one year from the date of issue of these orders. If no option is exercised by such employees within the prescribed time-limit, they will be deemed to have opted for retention of the benefits already received by them. The option once exercised shall be final.

Note:-It has been decided that wherever the employees are required to refund the pensionary benefits received by them for the service already rendered by them under the Central or State Government or Autonomous Bodies in order to avail of the benefit of counting of past services for pension purposes in terms of the provisions of Rules 17 to 20 of CCS (Pension) Rules, 1972 and Deptt. of Pension and Pensioners' Welfare, OM No 28-10/84-PU, dated the 29.08.1984, as amended from time to time, the rate of interest will be the rate applicable on GPF accumulations from time to time (**Appendix-39**) for the period from the date of receipt of pensionary benefits to the date of their refund to the Government /Autonomous Body.

123.3 In cases where after the issue of the orders by the competent authority on the basis of option exercised by an employee for counting of past service for pensionary purposes, if an individual does not deposit the pensionary benefits already received by him within one month of the receipt of communication from the Government /Autonomous body, a penal interest at two per cent per annum will be charged in addition to normal rate of interest mentioned above.

123.4 The rate of interest mentioned in the Note below Para 123.2 (b) above will be applicable in cases of Government servants/employees of Autonomous bodies where pensionary benefits already drawn have not been refunded to Government /Autonomous body, as on date of issue of this OM.

Authority:- Government of India, Deptt. of Pen. and PW OM. No F.7/1/ 93 -PW(F) dated 25.08.1994

123.5 Where no terminal benefits for the previous service have been received, the previous service in such cases will be counted as qualifying service for pension only if the previous employer accepts pensionary liability for the service in accordance with the principles laid down in DP&PW OM No. 28-10/84-PU dt. 29.08.1984. In no case pension contribution/liability shall be accepted from the employee concerned.

123.6 These orders will be applicable only where the transfer of the employee from one organization to another was/is with the consent of the organization under which he was serving earlier, including cases where the individual had secured employment directly on his own volition, provided he had applied through proper channel/with proper permission of the administrative authority concerned.

123.7 These orders will take effect from the date of issue, viz., 29th August, 1984, the benefits under these orders should also be extended to all those who had retired prior to the issue of these orders and who are otherwise eligible for the benefit of counting of service there under. The arrears of pension, if any, which become due to the concerned pensioners, would be disbursed to them with effect from 29.08.1984 only and that they would not be entitled to get any relief in respect of the period prior to 29.08.1984.]

State Autonomous Body

124 The cases of employees of Central Government absorbed in State Autonomous Bodies and employees of the Central Autonomous Bodies absorbed in State Government and State Autonomous Bodies, and vice versa, shall be decided in accordance with principles as laid down in the Department of personnel and Administrative Reforms, OM. No. 28/10/84-Pension Unit, dated 29-08-1984. The cases of Central Government servants appointed in State Governments and vice versa will continue to be decided as hitherto.

124.1 These orders shall apply to employees of the State Government and State Autonomous Bodies moving to Central Government, Central Government Autonomous Bodies in respect of the State Government listed below:-

State	Date from which applicable
Karnataka	7.2.1986
Madhya Pradesh	
Punjab	
Rajasthan	
Sikkim	
Tripura	
West Bengal	7.2.1986
Uttar Pradesh	
Bihar	
Gujarat	
Assam	
Meghalaya	
Himachal Pradesh	
Andhra Pradesh	17.06.1986
Kerala	30.10.1986
Jammu and Kashmir	20.03.1987
Mizoram	7.03.1988
Tamil Nadu	18.04.1988
Goa	27.05.1988
Arunachal Pradesh	
Nagaland	7.09.1988
Manipur	20.09.1988
Haryana	20.07.1989
Orissa	14.02.1990
Maharashtra	13.07.1992

these orders shall be extended to the employees of other State Government, as and when they agree to similar reciprocal arrangements.

124.2 These orders will apply to the employees of the Central Government moving to State Autonomous Bodies and employees of Central Autonomous Bodies to the State Government and their Autonomous Bodies and vice versa who are in service on the date of issue of these orders, irrespective of the date of their absorption.

**Allocation of pensionary liability between departments
of Central Government dispensed with**

125 The system of allocation of pensionary liability as laid down in Appendix 3-B-II and B-IV to Account Code, Volume I, has since been dispensed with. The liability for pension including gratuity will be borne in full by the Department to which the Government servant permanently belongs at the time of retirement. No recovery of proportionate pension need be made from other Central Department under whom he had served.

Authority:- GI., MF. OM. NO. f. 2 (117)/76/SC, date the 26th December, 1977

**Allocation of leave salary and pension contribution between Central and State Governments and
between two State Governments dispensed with.**

125.1

(a) **Leave Salary-** The existing system of allocation or sharing of the liability on account of leave salary contributions by Central Government to State Governments or vice versa will be dispensed with. The liability of leave salary will be borne in full by the Department from which the Government servant proceeds on leave, whether it be his parent Department or a borrowing Department with whom he is on deputation.

(b) **Pension:-** The liability for pension including gratuity will be borne in full by the Central/State Department to which the Government servant permanently belongs at the time of retirement. No recovery of proportionate pension will be made from Central /State Government under whom he had served.

(c) These orders will take effect from 1.04.1987 and will apply to all cases of leave salaries and pensions sanctioned on or after that date.

Authority:- Government of India, Ministry of Finance, NO. 14 (5)/86/TA/1029, date the 9th October, 1986.

125.2 Counting of past service for pensionary benefits in respect of employees appointed on or before 31.12.2003, on submission of technical resignation on or after 01.0.2004.

‘The mobility of Govt. Servants/Autonomous body employees appointed on or before 31.12.2003 and who were governed under the old non-contributory Pension scheme of their respective Governments /organizations in order to provide for the continuance of Pensionary benefits based on combined service in accordance with the CCS (Pension) Rules, 1972 as under:-

(a) Between the Central Govt. departments covered under CCS (Pension) Rules 1972, and Railway Pension Rules, 1993 or other similar non-contributory pensionable establishments of Central Govt. covered by old Pension Rules other than CCS (Pension)Rules, 1972.

(b) Between State and Central Govt. provided the employees were appointed in the State Govt.(s) on or before 31.12.2003 and covered under old pension scheme similar to CCS (Pension) Rules, 1972.’

(c) the pre-existing arrangement of mobility between State/Central Autonomous Body to Central/State Govt. and between autonomous bodies that were governed by old pension schemes in force upto 31.12.2003 vide No. 28/10/84-P&PW dated 7/2/1986 and OM No. 28/10/84-Pension unit dated 29/8/1984 stand restored although those under CPF etc. will not be allowed entry into the old pension scheme on appointments from 1/1/2004.

Authority:-DP&PW OM No.28/30/2004-P&PW(B), dt. 26.07.2005 and OM No. 28/30/2004-P&PW(E),dt.28.10.2009.

CHAPTER-IV

Pension and Gratuity claims of families of Defence civilian Government servants.

126 (i) The Defence civilians, for the grant of normal award of family pension are governed by the two different set of Government orders namely (1) Liberalised Pension Rules –1950 and (2) New Family Pension Scheme –1964. The grant of family pension under the provisions of L.P.R.-1950 has ceased to be operative from 22.09.1977.

(ii) The salient features regarding grant of family pension under the provisions of L.P.R..50 are given in “Evolution of Pension Structure” in **Appendix-31**.

New Family Pension Scheme-1964

127 Conditions governing the grant of family pension:-

(i) The title to family pension under the New Family Pension Scheme – 1964 (effective from 1.01.1964) arises, if the deceased Government servant in whose respect family pension is claimed was himself/herself serving in a pensionable establishment on or after 1.01.1964 and to a Government servant who was in service on 31-12-1963 and came to be governed by the provisions of Family Pension Scheme-1964.

(ii) In the cases governed by the New Family Pension Scheme, a family pension is granted to the family of a Government servant who dies while in service or after retirement on or after 1.01.1964, if at the time of death while in service, the Government servant had completed a minimum period of continuous service of one year including periods of E.O.L. if any, or in cases of death after retirement, he was in receipt of a pension or compassionate allowance.

(iii) The family of the deceased shall also be entitled to Family Pension, 1964 in cases where a Government servant dies before completion of one-year service provided he immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit by that authority for Government service.

(iv) The provisions of Family Pension Scheme-1964, have also been extended from 22nd September 1977, to Government servants on pensionable establishment who retired /died before 31.12.1963, as also to those who were alive on 31.12.1963, but had opted out of 1964, scheme.

128 Definition of Family For The Purpose Of Family Pension Under FPS-1964:- Family in relation to a Government Servant for the purpose of family pension under the provision of Family Pension Scheme –1964, includes,

(i) Wife in the case of a male Government servant

(ii) Husband, in the case of a female Government servant

(iii) A judicially separated wife or husband subject to the condition that such separation has not been granted on the ground of adultery and the person surviving was not held guilty of committing adultery.

(iv) Son/unmarried daughter below the age of 25 years (including such son and daughter adopted legally) or till the date of earning livelihood whichever is earlier.

(v) Parents who were wholly dependent on the Government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child

(vi) Son/daughter including widowed/divorced daughter till he/she attains the age of 25 years or up to the date of his/her remarriage which ever is earlier

128.1 The financial benefits of family pension to dependent parents and widowed/divorced daughter is to be given wef 1.01.1998 or the date following the date of contingency, which ever is later.

128.2 The dependant parents who are considered eligible for family pension, will be entitled to family pension at the normal rate only i.e 30% of the pay of deceased employee and not to enhanced rate.

Authority: DP & PW OM No. 45/51/97-P & PW (E) (Vol-II) dated 19.04.2002.

128.3 For the purpose of grant of Family Pension, the “Family” shall be categorized as under:-

Category-I

(a) Widow or widower, up to the date of death or re-marriage, whichever is earlier;

(b) Son/daughter(including widowed daughter),up to the date of his/her marriage/re-marriage or till the date he/she starts earning or till the age of 25 years, whichever is the earliest.

Category-II

(c) Unmarried/widowed/Divorced daughter, not covered by Category-I above, upto the date of marriage/re-marriage or till the date she starts earning or upto the date of death, whichever is earliest.

(d) Parents who were wholly dependent on the Government servant when he/she was alive provided

the deceased Employee had left behind neither a widow nor a child.

Family Pension to dependent parents, unmarried/divorced/widowed daughter will continue till the date of death. Family pension to unmarried/widowed/divorced daughters in Category-II and dependent parents shall be payable only after the other eligible family members in Category-I have ceased to be eligible to receive family pension and there is no disabled child to receive the family pension. Grant of family pension to children in respective categories shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above him/her has become ineligible for grant of family pension in that category.

Authority:- DP&PW OM No. 38/38/2008-P&PW (A), dt.02.09.2008.

128.4 The dependency criteria for the purpose of family pension shall be the minimum family pension along with Dearness relief thereon.

Authority:- DP&PW OM No. 38/38/2008-P&PW (A), dt.02.09.2008.

128.5 The childless widow of a deceased Government employee shall continue to be paid family pension even after her re-marriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum prescribed family pension in the Central Government. The family pensioner in such cases would be required to give a declaration regarding her income from other sources to the pension disbursing authority every six months.

Authority:- DP&PW OM No. 38/38/2008-P&PW (A), dt.02.09.2008.

129 Persons entitled to family pension:- In addition to family members as defined in Para 128 above the following members of the family, who are placed in peculiar situations, are also eligible for family pension under the provisions of Family Pension Scheme -1964.

129.1 Handicapped children:- If the son or daughter of a Government servant is suffering from any disorder or disability of mind or physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 25 years, the family pension shall be payable to such son or daughter for life subject to the conditions laid down in proviso to sub Rule 6 of Rule 54 CCS(P) Rules 1972. These orders are effective from 30.09.1974 vide GIMF Notification No. 1(3)-EV(B)/74 dated 30-09-1974, and apply to those Government servants, who died/retired on or after 30.09.1974 subject to the condition that only that disability which manifests itself before the retirement or death of the Government servant while in service, shall be taken into account for the purpose of grant of family pension under these provisions. The handicapped children of those employees who retired/died before 30.09.1974 will also be entitled to family pension throughout life but in their cases the financial benefit will take effect from 20.05.87 and no arrears will be admissible vide Government of India Deptt. of P & PW, OM No 1/47/87-P and PW dated 20.05.1987. The requirement of manifestation of the disability before the retirement/death in harness of a Government servant as a pre-condition for the grant of life time family pension in respect of handicapped children, has been dispensed with vide D.P and PW OM. No. 1/80/89-P & PW (C) dated 19.02.1990. Further, Government has decided to allow continuance of family pension to mentally/ physically disabled children even after their marriage. In past cases, financial benefits will accrue with effect from 24.09.2012 vide DP &PW OM No. 1/33/2012-P&PW (E) dated 16.01.2013.

129.2. Posthumous child: - It has been held in consultation with the Ministry of Law that the term "child" includes a posthumous child of the deceased Government servant. Accordingly the posthumous child would be entitled to pension and other pensionary benefit admissible under the various pension Rules.

Authority:- Government of India, Ministry of Finance, U.O.No 9614-EV/66 dated 2.1.1967

129.3. Post retiral Spouses:- The benefit of Family Pension Scheme 1964, will also be admissible to the post retiral spouses from the date following the date of death of the pensioner.

Authority:- Government of India, Deptt. of P&PW, OM No 1/87/89-P&PW dated 30.11.1990.

129.4 (i) Missing Employee/Pensioner:- When an employee/ pensioner disappears leaving behind his family and his whereabouts are not known, the family pension should be sanctioned and paid to the eligible member of the family six months after the date of lodging the F.I.R with the Police. The family pension will accrue from the date of lodging F.I.R. or expiry of leave of the employee who has disappeared, whichever is later.

Authority:-DP&PW OM No. 1/28/04-P&PW (E) dated 02.07.2010.

(ii) Missing After Committing Fraud:- The provision contained in Para 129.4(i) regulate genuine cases of disappearance under normal circumstances and not the cases in which officials disappear after committing frauds etc. In latter type of cases the family pension needs to be sanctioned only on the

Government employee being acquitted by the Court of Law or after the conclusion of disciplinary proceedings etc.

129.5 The date of disappearance of employee/pensioner will be reckoned from the date the first Information Report is lodged with the police and the period of six months after which the benefit of family pension and gratuity are to be sanctioned will be reckoned from this date.

Authority:- Deptt. of P & PW, OM No. 1/17/86- P & PW dated 29.08.1986 and even No. dated 25.01.1991 and Deptt of P & PW, OM No. 1(17)-P & PW /86-E dated 18.02.1993 and DP &PW OM No. 1/28/2004-P&PW (E) dated 02.07.2010.

129.6 Children from the void or voidable marriages :- Child /children of a deceased Government servant born out of voidable marriages or marriage which are held void under the provisions of Hindu Marriage Act, will be eligible for the benefit of family pension. The share of children from illegally wedded wife in the family pension shall be payable to them in the manner given under sub-rule 7(C) of Rule 54 of CCS (P) Rules-1972 along with the legally wedded wife.

Authority:- Department of P & PW OM No 1/16/96-P & PW(E) dated 2.12.1996 and DP & PW OM No 1/16/96-P & PW(E)(Vol-II) dated 27.11.2012.

129.7 Children From Divorced Wife:- When the deceased Government servant or pensioner is survived by a widow but has left behind eligible child /children from a divorced wife or wives the eligible child/children shall be entitled to the share of family pension which the mother would have received at the time of death of the Government servant /pensioner, had she not been so divorced.

129.8 Minor Child/Children:- The minor child /children of the deceased Government servant are also entitled to the award of family pension in the order of their birth and the younger of them will not be eligible for family pension unless the elder next above him/her has become ineligible for the grant of family pension.

129.8A Government has decided to allow two family pensions for Military and/or Civil employments w.e.f. 24.09.2012.

Authority:-DP &PW OM No. 1/33/2012-P&PW (E) dated 16.01.2013.

Families of Deceased C.P.F. Beneficiaries-

129.9 Where an officer eligible to CP Fund benefits died without exercising an option for pensionary benefits before the prescribed date as laid down in Government of India, Ministry of Finance, Memo no F.2(14)/EV(B) dated 14.01.1964 in terms of Para 110.1 and 110.2, he is deemed to have opted to remain under the existing CP Fund benefits. In such contingency, the administrative authority at its discretion may give the benefits of LPR-50 along with the New F.P. Scheme-64 in lieu of CPF benefits, where such a request is specifically made by the nominee, validly nominated by the subscriber or in their absence, by all the members of the family, as defined in CP. Fund Rules.

129.10 The temporary industrial employees were governed by CP. Fund Rules until their confirmation as per the condition No. (iii) of the Government order No. F. 17(5) –EV(A)/60 dated 18.11.1960. As such the benefit of F.P. scheme 1964, was not available to the families of temporary industrial employees if they died while in service. Where the temporary employees eligible to CP. Fund benefits died without exercising an option for pensionary benefits before the prescribed time limit as laid down in GIMF No F. 43(4)-EV(B)/71 dated 21.05.1971 in terms of Para 110.5, the families were given the option to opt for LPR with New Family Pension Scheme –1964 in lieu of CPF benefits, if such a request is specifically made by the validly nominated member of the family vide GIMF OM No 43(4)-EV(B)/71 dated 27-09-1972.

129.11 In pursuance of 3rd CPC recommendations, the industrial employees who retained the CPF benefits in terms of Rule 38(1)(a) of CPF Rules, 1962 were given another opportunity in terms of Government Decision on the recommendations of III CPC, to opt for pension including FPS-64. The option was open to those who were in service on 1.1.1973 and also to those who retired on or after that date i.e 1.1.1973 in terms of GIMF (Deptt. of Exprd.) OM No. F.3 (1)-EV(B)/74 dated 17.06.1974. In the case of those who were in service on 1.1.1973 but died before 17.06.1974 i.e the date of issue of the orders, their families were allowed the option as indicated above. The option was to be exercised within six months of the date of 17.06.1974.

129.12 Consequent to introduction of slab system formula with effect from 1.4.1979, the industrial employees who were in service on 31.03.1979 or retired on or after that date and retained the CPF benefits in terms of Rule 38(1) (a) of CPF Rules 1962, were given another opportunity to opt for the pension scheme of CCS(P) Rules 1972 in terms of Government of India, Ministry of Home Affairs (Deptt. of Personnel and Administrative Reforms) Memo No 3(2)-P4/72 dated 9.08.1979. Families of those Government servants who were in service on 31.03.1979, but died before the issue of orders dated 09.08.1979 were allowed the option for the FPS-64, provided a request for the same was specifically made by the person, validly nominated by the subscriber or in the absence of a nomination by all the

members of the family of the deceased, as defined in CPF Rules.

129.13 All CPF beneficiaries who were in service on 1.1.86, were given another opportunity vide Govt. of India, Deptt. of P & PW OM No. 4/1/87-PIC-1 dt. 1.5.1987 to opt to continue under the CPF scheme if they so desired. The option was to be exercised by 30.09.1987. If no option is exercised by the due date, the employee will be deemed to have come over to the pension scheme.

Families of Deceased Temporary/Quasi-permanent Employees:

129.14 The family of a Government servant who retired on superannuation or on being declared permanently incapacitated for further Government service by the appropriate medical authority, after having rendered temporary /quasi-permanent service of not less than 10 years prior to 1.1.1986, will also be eligible to family pension under the CCS(Pension) Rules, 1972, at the same scale as admissible to the family of a permanent employee from time to time.

The benefit will be available to the widows from the date of issue of Government orders dated 14.01.1988, or the date following the date of death, whichever is later.

Authority:- Department of P & PW OM No 1/75/87-P & PW dated 14.1.1988.

Re-Employed Pensioners Governed By Employees Family Pension Scheme 1971

129.15 Family pension admissible under the Employees Pension Scheme, 1995 and the Family Pension Scheme 1971 shall, however be allowed in addition to the family pension admissible under Rule 54 of CCS(P) Rules 1972 but financial benefit will be given from 27.7.2001 or date following the date of death, which ever is later.

Authority:- Department of P& PW OM No 1/19/96-P & PW(E) dated 27.07.2001.

Processing of Family Pension Claim

130 (i) Computerized Processing :- The procedure for processing and sanction of family pensionary award have been computerized. Under computerized system, the data sheet is a basic document for generation of computerized P.P.O. and therefore correct preparation of data sheet is of paramount importance. The data sheet contains all the data relevant to sanction of pensionary awards and therefore submission of the service documents along-with the family pension claim has been dispensed with.

(ii) **Manual processing:-** The family pension claims which cannot be processed through data sheet due to various reasons, are processed manually and submitted to PCDA(P) along with the service documents for manual notification of the award. The details of procedure for manual processing of family pension claims are given in Paras 151 to 184 of this manual.

131 Preparation And Submission Of Family Pension Claim:- As soon as the Head of office receives intimation regarding death of a Government servant while in service, he shall initiate immediate action for preparation of Family Pension/Death Gratuity claim on IAFA-356-A in the manner as laid down in Rule 78 of CCS(P) Rules 1972 and forward the same together with the relevant document including nomination for death gratuity, to the office of the PCDA(P) Allahabad as soon as possible but not later than one month from the date of death.

Provisional Awards to be sanctioned and paid by H.O.O.s

131.1 (i) The H.O.O.s have been authorized to sanction provisional family pension for a period of six months from the date following the date of death of Government employee and full death gratuity to the person/persons validly nominated under Rule 53 of CCS(P) Rules,1972. Dearness relief as sanctioned from time to time is also payable on provisional family pension

(ii) The amount of provisional Family Pension, Dearness relief and Death Gratuity will be drawn by the H.O.O. on a contingent bill from the concerned Regional CDA/PC of A (FYS)/C of A (FYS)/CDA(R & D)/Area Accounts Officers. The latter will send an expenditure statement to the Accounts Section of this office after close of month by 5th of the following month showing the total amount booked during the previous month under different pension heads.

(iii) Family pension claim (IAFA-356-A) duly completed in all respect along with service book, all other relevant documents data sheet etc. will be submitted by H.O.O. as is being done at present, for notification of final family pensionary awards by this office. The total amount of family pension dearness relief thereon and death gratuity that will be payable to the pensioner based on the sanction accorded by H.O.O. for the entire period of six months will be worked out and shown as demand in cage 25 on account of "other than RDR Head" of the data sheet.

(iv) This office circulars bearing number G1/C/0176/Vol. XVI/Teach dated 20.05.1997 and dated 11-09-1997 laying down the procedure for payment and adjustment of provisional payment of Family Pension and Death gratuity are reproduced as **Appendix 41 and 45** respectively.

Authority:- CGDA Letter No 5171/AT-P dated 06.03.1997

132. Submission of Family Pension Claim through Data Sheet:-

(i) A specimen format of prescribed data sheet for processing of family pension claim is given in GCF 31 at **Annexure-C (Sl.No.13)** Where the claim is required to be processed through data sheet, three copies shall be prepared i.e. one as office copy, second for P.A.O. and the third (original copy) for PCDA(P) Allahabad. The data sheet should be filled strictly in accordance with the instructions as laid down in **Appendix 42**. After signing and affixing seal, the second (duplicate) and third (original) copies of data sheet should be submitted by H.O.O. along with the Service Book and other connected documents to his P.A.O. i.e. RAO/L.A.O./P.A.O./BAO and Area Accounts Officer concerned. The P.A.O. will carry out necessary checks of the data sheet with reference to the entries recorded in the Service Book. After signing and affixing the seal, the P.A.O. will pass on the claim except Service Book to the PCDA (P), Allahabad. The Service Book will be returned by the P.A.O. to the claim initiating H.O.O. concerned.

(ii) The general instruction for preparation and completion of data sheet are given in **Appendix 42**

(iii) The general instructions for checking of data sheet by P.A.O. ie RAO/L.A.O./P.A.O./BAO/Area Accounts officer concerned are given in **Appendix 43**

133. Applicability of Data Sheet:- The data sheet is applicable in cases of death while in service/death after retirement subject to fulfillment of following conditions:-

(i) The deceased Government servant has been medically examined by the appropriate medical authority before his/her death and found fit for Government service (fresh entrants).

(ii) The family of the deceased is entitled to family pension under the provisions of Family Pension Scheme- 1964 and she/he is also nominated for death gratuity.

(iii) The following types of cases may not be processed through Data Sheets as these will be done manually:

(i) Restoration of Family Pension where Family Pension was divided into more than two shares

(ii) Two Family pension to be granted to one payee (where Mother and Father both are deceased Government servant)

(iii) Where the employee retired / died on or after 1.1.1996 and opted old pay scale.

(iv) Ex.-Gratia payment in respect of deceased C.P.F. beneficiaries.

(v) Compassionate Fund cases

134. Documents Required:-The following documents will accompany the family pension claim:-

Sl. No	Document	Copies required
1.	Daily Order Part-II notifying the date of death	1 copy
2.	Data Sheet	1 copy
3.	IAFA-356A (Family Pension Application)	1copy
4.	Photograph of spouse, duly counter signed.	2 copies
5.	Descriptive Roll, Slips containing specimen signature / thumb/finger impression of the claimant(spouse)	2 copies
6.	Detailed calculation sheet.	2 copies
7.	Nomination for Death gratuity	1 copy
8.	Statement showing Non-Qualifying Service	1 copy
9.	PCDA (Pensions)'s audit report regarding counting of former spell of service, if any	1copy
10.	Certificate under W.C.ACT 1923.	1 copy
11.	Identification marks of the spouse	1copy
12.	Original death certificate	1 copy
13.	Widowhood certificate	1 copy
14.	No Demand certificate.	1copy
15.	Supporting documents for the demand, if any.	1 copy
16.	Option for fixed medical allowance ,where applicable.	1 copy
17.	Government Contribution Resumption Certificate in respect of industrial employees.	1 copy
18.	Nomination for life time arrears of family pension	1 copy

19.	Explanation for delayed submission of family pension claim, if any	1 copy
20.	Certificate as under “Certified that neither any claim on account of pensionary benefits has been preferred nor will be preferred for manual/computerised notification of family pension” in respect of shri.....	1 copy

**Preliminary Action On Receipt Of Family Pension Claim
Through Data Sheet :-**

135 Family Pension claim processed through data sheet will be received in Family Pension Group of G1/Civil section. On receipt of pension claim, it will be entered in the Central Pension Claim Diary Register viz GCR-1 (**Annexure-B (Sl.No.1)**) through which a Diary Serial No (D. S. No) will be allotted to it. The claim diary is maintained organization wise. The diary serial No will be allotted in serial order commencing from-1, from the beginning of a calendar year. On allotment of the DS No from the “Central FP Claim Diary Register” the D.S number will be noted down on the pension application and the data sheet. These claim diaries will be kept posted up to date.

136 Detailed Scrutiny of F.P. claim:- Detailed scrutiny of Family Pension claims taken up for generation of computerized P.P.O. involves,

- (i) Checking of documents
- (ii) Verification of LPC-Cum-Data Sheet.
- (iii) Demand, preparation of P.M.. and DID Schedule
- (iv) Calling for wanting documents

136.1 The various checks to be observed in conducting the detailed scrutiny are set out in succeeding Paras.

Checking of documents:

137 It will be seen that:-

- (i) The family pension claim processed through the data sheet is accompanied by all the relevant documents as mentioned in Para- 134 above.
- (ii) The particulars of the applicant recorded in the application for family pension (IAFA- 356-A) namely the name of the deceased employee, name of spouse, date of birth of the deceased employee, tally with those reflected in the data sheet.
- (iii) The application for family pension has been signed by the appropriate authority in the space provided for the purpose.
- (iv) The details of service, pay and their particulars have been recorded against the respective column of the application.
- (v) The “Remarks of Head of Office” portion of the application form are completed in all respect and are signed by the appropriate authority.

Verification Of L.P.C-Cum –Data Sheet

138 The data sheet will be scrutinized to ensure that the same has been signed by the H.O.O. and approved by the P.A.O./Area Accounts Officer/RAO/L.A.O./BAO concerned in the appropriate cage at the bottom of the data sheet.

139 The data sheet consists of four parts viz Part-A service particulars of deceased Government servant, Part-B family particulars, Part-C pay particulars, Part –D PDA details. Careful scrutiny of these parts is of vital importance and should be carried out in the following manner:-

139.1 Part-A Service Particulars

- (i) Service Particulars should be checked in the manner as laid down in Para 20
- (ii) While checking col. 17 of the data sheet it should be ensured that the certificate “whether the individual has been paid any compensation under workman’s compensation Act - 23 or not” should be looked for, as supporting document.

139.2 Part-B Family Particulars- Apart from other points col 26 (Medical Allowance) should be checked with reference to the option of the pensioner to draw the fixed medical allowance, Col 27 (Medical category), Col. 28 (F.P. Rule),Col. 29, (FP nature) should be checked with reference to General Instructions “ for filling up the data sheet.

139.3 Part-C Pay Particulars:- Where the family pension claim has been submitted by H.O.O. after sanction of the provisional family pension for six months and death gratuity in terms of Para 131.1 it will be seen that.

- (a) The total demand on account of death gratuity , family pension and dearness relief has been reflected in the Column 45 “on account of other than RDR Head”

(b) Copies of supporting documents for payment of death gratuity and family pension have been attached separately with the claim

(c) When the family pension claim has been submitted by H.O.O. without sanction of provisional family pension as envisaged in Para 131, action will be taken to transcribe the demand, if any in the Demand Register, in the same manner as laid down in Paras 21(ii),21(iii) and 26

139.4 Part-D- PDA Details- Action should be taken to ensure the correctness of the PDA particulars in the same manner as laid down in Para 24.

140 Preparation of Punching Medium - Action to afford the credit of recovered demand to the Pay Controller concerned will be taken through P.M.and DID schedules in the same manner as laid down in Paras 26 to 26.8.

Calling for Wanting Documents

141 Family pension claim will be returned if the application for family pension and the data sheet have not been signed by the appropriate authority.

142 The grant of provisional pensionary awards should not be held over for want of the documents mentioned at serial number 4, 5 and 11 of Para 15. The H.O.O. should be advised to forward these documents to the PDA at the time of forwarding the P.P.O. which is routed through them. A copy each of these documents should also be sent to PCDA(P) for recording with pension documents.

143 Since the family pension claims are to be processed on the basis of data recorded in the data sheet, it should be ensured that the necessary documents in support of the data are submitted by H.O.O. along with claim. If any of the documents in support of a particular data appears to be wanting, the case should be submitted to the AO/SAO and GO for consideration as to whether with the available documents, the case may be processed for grant of provisional award of family pension. Generally such cases can be processed on the basis of data sheet, and the wanting documents are called subsequently.

144 Processing of Data Sheet:- The procedure as laid down in Paras 32 to 38 may be followed by I.O. Cell for processing of Data sheet for provisional grant of family pension

145 Order for printing of P.P.O.:- Procedure laid down in Paras 39 and **Appendix- 19A** will be followed. A specimen format of computerized P.P.O. for notification of the award of family pension is given in **GCF-32 at Annexure-C (Sl.No.14)**

146 Disposal of printed PPOs:- The procedure laid down in Paras 41 to 41.6 will be followed

Issue of Corrigendum PPOs through computer

147 The procedure laid down in Para 42 will be followed.

148 Preparation of Data Sheet :- A specimen format of data sheet prescribed for processing Revision of family pension claim is given in **GCF-33 at Annexure-C (Sl.No.15)**. The procedure laid down in Para 44 will be followed. The general instructions for preparation and completion of data sheet for grant of family pension awards through corrigendum are given in **Appendix- 44**

149 The general instruction for verification and checking of data sheet for corrigendum family pension PPO by P.A.O. are given in **Appendix-43**

150 The procedure for preliminary action on receipt of corrigendum data sheet, its processing, printing of PPOs and their disposal will be the same as laid down in Paras 46 to 49. A specimen format of computerized corrigendum P.P.O. is given in **GCF-28 at Annexure-C (Sl.No.4)**.

MANUAL PROCESSING OF FAMILY PENSION CLAIM

151. Preparation of family pension/ death gratuity claim by the H.O.O.:-The procedure for preparation of family pension /death gratuity claim on account of death after retirement and while in service by H.O.O. is as under:-

(i) **Death after retirement –**

(a) The award of family pension payable to the spouse of a retired Government servant who is governed by the Family Pension Scheme 1964, is notified jointly along with the notification of pension /gratuity in respect of the retired Government servant.. In such cases no separate claim for family pension will be necessary. The PDAs commence payment of family pension to the spouse after the death of the pensioner in accordance with the instructions contained in the joint notification of the PPOs of the retiring Government servant.

(b) However, the claims on this account will be preferred by the H.O.O. only if the family pension in respect of the widow is not notified jointly along with the P.P.O. of the individual or if the family pension would be payable to the child of the deceased Government servant

(ii) **Death while in service.**

(a) The claims on account of family pension/death gratuity /residual gratuity in respect of those deceased Government servants who died while in service are prepared by the H.O.O. in the Pension

Application form IAFA-356 A. The pension application along with the service documents and other necessary documents as laid down in Para 134 above, is forwarded by the H.O.O. to the PCDA(P) Allahabad as soon as the casualty occurs but in no case later than one month from the date of casualty .

(b) The H.O.O. have been authorized to sanction provisional family pension for a period of six month from the date following the date of death of Government employee and full death gratuity to the person validly nominated under Rule 53 of CCS(P) 1972. Dearness relief as sanctioned from time to time is also payable on provisional award of family pension. The procedure to be followed in this regard is given in **Appendix 41 and 45**

152 On receipt of the pension application it will be entered in the Central Claim Register (GCR-1), through which a claim number will be allotted to it and will be processed in the manner laid down in Para 135 etc by opening a check list in the Form as reproduced in **GCF-2-A at Annexure-C (Sl.No.7)**.

153 Documents required, for family pension:- The family pension claim will be submitted alongwith Service Book/HGS and the relevant documents as laid down in Para 134 above. In the following cases , the documents as mentioned against each should be looked for in addition. These documents will also be looked for where family pensionary awards are notified through computer.

(i) **Medical Certificate-** In the case of a handicapped child, in addition to other relevant documents, a certificate from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation setting out, as far as possible, the exact mental or physical condition of the child;

Authority:-DP &PW OM No. 1/18/01-P&PW (E) dated 25.04.2008.

(ii) **Guardianship Certificate-** The physically crippled /disabled children who are minors are paid family pension/share of death gratuity through guardians appointed by Court of Law, till they attain the age of adulthood. A Guardianship certificate from the Court would therefore be necessary in these cases.

(iii) **Indemnity Bond** – If the minor and his property are in the custody of some person, other than a natural guardian, such person is in law a de facto guardian, Payment of share of death/retirement gratuity and family pension in favour of a minor can be made to the extent of Rs.10,000/- to the de facto guardian on production of an Indemnity Bond (prescribed format given in **GCF-24 at Annexure-C (Sl.No.16)** with suitable sureties to the satisfaction of the pension sanctioning authority in the absence of a natural guardian, without production of guardianship certificate from the Court.

(iv) **Affidavit-** The de facto guardian will satisfy the pension sanctioning authority by filing an affidavit (prescribed format given in **GCF-37 at Annexure-C (Sl.No.19)** that he is in charge of the property of the minor and is looking after that, if the minor has no property other than the gratuity the minor is in his custody and care. The affidavit is to be produced in addition to the indemnity bond with suitable sureties

153.1 Mentally Retarded Children- The son or daughter suffering from disorder or disability of mind including mentally retarded children shall be paid family pension through the guardian even after attaining the age of 18 years, as if he or she were a minor, on production of medical certificate, guardianship certificate or indemnity Bond and affidavit as the case may be, as laid down in Para 153 above.

153.2. Post-retiral spouses – In the case of family pension claim in respect of post-retiral spouses, the following documents should be looked for, in addition:-

(i) An attested copy of the marriage certificate from Register/Gram Pradhan/ Panchayat /District Magistrate in respect of post retirement marriages.

(ii) The details of child/children from previous marriage, if any, showing date of birth, relationship to the deceased Government servant and their marital status.

153.3 Missing Employee/Pensioners- Before grant of benefits like retirement or death gratuity and family pension to the missing employee /pensioner, the following additional documents will be looked for:-

(i) **FIR(First Information Report)** – A copy of the FIR lodged by the family of the missing employee/pensioner, with the concerned Police station .

(ii) **Police Report on FIR-** A copy of the report from the Police in response to the FIR, that the employee/pensioner has not been traced after all efforts had been made by the Police.

(iii) **Indemnity Bond-** 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/she re-appears on the scene and makes any claim. The prescribed formats of indemnity bond are given in **GCF-35,36 and 36A at Annexure-C (Sl.No.17, 18 and 18A respectively)**.

Detailed Scrutiny of family Pension Claim

- 154.** The detailed scrutiny of family pension claim involves,
- (A) Checking of documents,
 - (B) Verification of length of qualifying service,
 - (C) Determination of emoluments for family pension/death gratuity,
 - (D) Calculation of family pensionary awards and
 - (E) Determination of duration of the award.
- 155.** The various checks to be observed in conducting the detailed scrutiny are set out in the succeeding Para.

Checking of documents

155.1. Death Report- It should be seen that,

- (a) If the individual died, while in service, the claim for family pension/death gratuity is supported by a D.O. Part-II Office Order notifying the date of death.
- (b) If the individual died after retirement the claim is supported by death certificate from the appropriate authority.

155.2 Family Pension- The application for family pension (IAFA-356-A) should be scrutinized to see that,

- (i) The particulars of the deceased Government servant recorded in the pension application viz name, date of retirement/death etc. are correct with reference to the relevant entries in the Service Book/HGS.
- (ii) The pension application has been signed by the appropriate authority in the space provided for the purpose.
- (iii) The details of service and other particulars have been recorded against the relevant columns of the application and that these entries are correct with reference to the relevant entries in the Service Book/History of Gazetted Service.
- (iv) The remarks of the H.O.O. are completed in all respect and are signed by the appropriate authority in the space provided for the purpose.
- (v) The name/names of the claimants of family pension/death gratuity are correctly shown in the pension application with reference to the family details and other supporting documents.

155.3 Family details- It should be seen that the details of the family as furnished in terms of Rule 54(12) CCS(P) Rules 1972 is signed by the Government servant and countersigned by the H.O.O..

155.4. Nomination for Death Gratuity- Where the nomination for death gratuity has been submitted along with the family pension claim, it should be seen that:

- (i) The claimant was validly nominated to receive the amount of death gratuity in accordance with Rule 53 CCS (P) Rules 1972.
- (ii) The nomination for death gratuity can be exercised in favour of anyone of the following members of the family:-
 - (a) Wife or wives including judicially separated wife or wives in the case of a male Government servant,
 - (b) Husband, including judicially separated husband in the case of a female Government servant,
 - (c) Sons including step sons and adopted sons,
 - (d) Unmarried daughters including step daughters and adopted daughters,
 - (e) Widowed daughters including step daughters and adopted daughters,
 - (f) Father including adoptive parents in the case of individuals whose personal law permits adoption
 - (g) Mother including adoptive parents in the case of individuals whose personal law permits adoption
 - (h) Brothers below the age of eighteen years including step brother.
 - (i) Unmarried sisters and widowed sister including step sister,
 - (ii) Married daughter, and
 - (iii) Children of a pre-deceased son.
- (iii) The nomination is in the prescribed form and is duly countersigned by the H.O.O.

(iv) If the officer had nominated any outside person, company or association (incorporated or not) it should be ensured that he had no family as defined in sub- Para 155.4(ii) above at the time of making such nomination. Such nomination becomes invalid after the officer subsequently acquires the family.

(v) If at the time of making the nomination the Government servant has only one member in his family, the nomination shall become invalid in the event of the Government servant subsequently acquiring an additional member in the family.

(vi) If no nomination exists or the nomination does not subsist a statement showing the surviving family members is furnished by the highest ranking eligible member of the deceased's family and the same is attested by a Gazetted /Commissioned officer, either serving or retired, vide Army HQ. No. 90679/AG/Org.4(civ)(b) dated 29.06.1967. Full particulars of all eligible family members, their ages and relationship to the deceased; the date of marriage/widowhood of married daughters and sisters are furnished in statement.

(vii) The death gratuity in the absence of nomination is payable in equal shares to those surviving members of the deceased Government servant's family who belong to the category (a) to (d) mentioned in Para 155.4(ii). If there is no such surviving member but one or more members of the family who belong to categories (e) to (k), the death gratuity is payable to such persons in equal shares.

(viii) The eligibility of the claimants to receive death gratuity is determined with reference to the facts obtaining on the date of death of the Government servant vide Government of India, Min. of Fin. OM NO F.8(I)-EV/A/61 dated 30.03.1961.

155.5 Service Book/History of Gazetted Service – It should be seen that :-

(i) The Service Book/History of Gazetted Service is properly maintained.

(ii) The date of birth has been clearly recorded in the Service Book/History of Gazetted Service. In cases in which the applicant's year and month of birth are known but the precise date is unknown, the 16th of the month will be treated as the date of birth for the purpose of pension, and in case the exact month is not known, the 1st July should be taken as the date and month of birth, vide Rule 80 of G.F.R.

(iii) An endorsement regarding the death of the Government servant is recorded in the Service Book/History of Gazetted Service, when death occurred while in service.

(iv) An entry regarding recovery of leave salary and pension contribution, where necessary, duly countersigned by the pay audit officer is recorded in Service Book/ History of Gazetted Service.

(v) The particulars/information regarding (a) election of pension Rules, (b) verification of various spells of service and (c) pay and allowances drawn by the individual during the last 10 month of service are recorded in Service Book/ History of Gazetted service

156. Indemnity Bond/ Affidavit/Guardianship certificates.- It should be seen that:-

(i) If there is a natural guardian for the minor claimant, the payment of minor's share is paid to the natural guardian. (Mother is not natural guardian under the Muslim Law).

(ii) If there is no natural guardian, the guardianship certificate issued by the court is received in original and the person desiring payment on behalf of the minor claimant has been nominated by the court to be in charge of the minor's person and property.

(iii) In case there is no natural guardian and the amount of death gratuity or Family Pension payable to each minor is less than Rs 10,000/- (or where the amount exceeds this limit, for the payment of first Rs. 10,000/-) the Indemnity Bond and Affidavit are furnished by the *de-facto* guardian in plain paper and on the prescribed forms vide **GCF-34 & 37 at Annexure-C (Sl.No.16, 19 respectively)**.

(iv) No payment beyond Rs. 10,000/- is arranged in respect of each minor claimant on the basis of the Indemnity Bond. Any payment over and above that amount will be arranged only on production of a Legal Guardianship Certificate from a Court.

(v) The Indemnity Bond is signed by the obligor and the sureties and is properly witnessed

(vi) The alterations are fully attested by the obligor and the sureties.

(vii) The obligor and sureties are majors.

(viii) The Bond will be put up to the C.D.A(P) /PCDA (P) on an office Note on the form **GCF-18 at Annexure-C (Sl.No.20)** for his acceptance.

Verification of length of qualifying service

157. The procedure as laid down in Paras 59 to 67 will be followed for purpose of verification of qualifying service.

158. In cases where the Government servant dies and his service cannot be established otherwise, the attested entries in the Service Book may be accepted and on that basis the spell of service may be verified.

159. In cases where the period of qualifying service has been verified and established for the purposes of Government servant's own pension, there is no need to work out again the qualifying service for the purpose of Family Pension and Death Gratuity.

Determination of Emoluments

160 Family Pension-

(i) The Family Pension under the New Family Pension Scheme, 1964 is calculated on the Emoluments specified in Rule 33, CCS (P) Rules 1972 drawn by the Government servant on the date of his/her death while in service or immediately before his/her retirement.

(ii) If the emoluments of the Government servant have been reduced during the last ten months of his service otherwise than as penalty and if for the purpose of calculating the Retirement Gratuity, "his average emoluments" vide Rule 50(5) read with Rule 34 CCS (P) Rules, 1972 are treated as emoluments, such "average emoluments" may be treated as 'Pay' for calculating the family pension under the New Family Pension Scheme, 1964.

160.1 Death Gratuity-

(i) Death gratuity in respect of those who died while in service before 1.1.1996 is calculated on the basis of 'emoluments' reckoned in accordance with Rule 33 CCS(P) 1972, which the deceased Government servant was in receipt on the date of his/her death

(ii) Death gratuity in respect of those who died while in service on or after 1.1.1996 is calculated on the basis of emoluments reckoned in accordance with Rule 33 CCS(P) Rules 1972 and in addition DA admissible on the date of death of Government servant.

(iii) If the emoluments of a Government servant have been reduced during the last ten month of his service otherwise than as a penalty, average emoluments as referred to in Rule 34 CCS(P) Rules 1972, shall be treated as emolument for calculating the amount of death gratuity.

161. After determining the emoluments reckonable for family pension in the above manner, the relevant portion of the statement showing result of verification of service and pay and calculation sheet (**GCF-4**) should be completed.

Calculation of final family pensionary awards-

162 After all the wanting documents/information are received and checked the relevant columns of the calculation sheet should be completed on the basis of all the documents. Proforma of calculation sheet (GCF-38) is given at **Annexure C (Sl.No.21)**

163 In calculating the amount of family pension /death gratuity awards, all the relevant Rules should be consulted. Some of the points which require special attention are enumerated in the succeeding Paras.

Normal Rates Of Family Pension

164 In the event of death while in service, the amount of family pension admissible to the eligible member of the family of the deceased Government servant will be determined in the following manner:-

(a) The rates of family pension in respect of those Government servants who retired/died on or after 1.1.1964.

Pay	Monthly Family Pension
Below Rs. 200/-	30% of pay subject to a minimum of Rs. 25/-
Rs. 200/- and above but below Rs.800/-	15% of pay subject to a maximum of Rs. 96/- and a minimum of Rs. 60/-
Rs. 800/- and above	12% of pay subject to a maximum of Rs. 150/-

(b) The *ad hoc* increase in pension, as sanctioned in Min. of Fin, OM No 15(13)- EV(A)/63 dated 16.10.1963, as amended from time to time shall not be payable to the family.

164.1 (a) The rate of family pension in respect of those Government servants who retired/died on or after 1.1.1973.

SLNo	Pay	Monthly Family Pension
1.	Below Rs. 400/-	30% of pay subject to a minimum of Rs. 60/- and maximum of Rs. 100/-
2.	Rs. 400/- and above but below Rs.1200/-	15% of pay subject to a maximum of Rs. 160/- and a minimum of Rs. 100/-
3.	Rs. 1200/- and above	12% of pay subject to a maximum of Rs. 250/- and minimum of Rs. 160/-

(b) Relief on family pension with effect from 1.10.1975 and on wards as sanctioned by the Government from time to time will also be payable along with the family pension. The rates of relief on pension/family pension for the relevant period are laid down in chapter-VIII.

(c) Ad hoc relief to the families of those Government servants who retired/died before 1.01.1973, will also be payable along with the family pension, in addition to relief at (b) above. . The rates of ad hoc relief are laid down in chapter-VIII.

(d) The quantum of relief in sub Para (b) above will be calculated on the total of following elements.

(i) Original family pension

(ii) TI/AHI in pension, where admissible prior to 1.1.1973

(iii) *Ad hoc* relief as at (C) above.

Note: The benefits of Family Pension Scheme-1964 at increased rates introduced with effect from 1.1.1973, have been extended to those Government servant who were borne on pensionable establishment and were not covered by the Family Pension Scheme of 1964 (including pre-1964 pensioners/family pensioners). The financial benefits have, however, been given with effect from 22.09.1977. Accordingly the family pension entitlements of those pensioners who had retired between 1.01.1964 to 31.12.1972 and were alive on 22.09.1977, were also revised with effect from 22.09.1977.

164.2 (a) In respect of Government servants who retired /died on or after 01.01.1986, the rates of family pension will be as under:-

SLNo	Pay	Rate of Monthly Family Pension
1.	Not exceeding Rs. 1500/-	30% of pay subject to a minimum of Rs. 375/-
2.	Exceeding Rs.1500/- but not exceeding Rs. 3000/-	20% of pay subject to a minimum of Rs. 450/-
3.	Exceeding Rs. 3000/-	15% of pay subject to a minimum of Rs. 600/- and maximum of Rs. 1250/-

(b) Dearness relief from 1.07.1986 and thereafter as sanctioned by the Government from time to time is also payable in addition.

164.3 In respect of Pre-96 pensioners/family pensioners, for determining the rates of family pension in respect of those who retired/died before 1. 1.1996, See Para 20 of **Appendix-34**

164.4 (a) In respect of Government servants who retired or died on or after 1.1.1996, the award of family pension will be calculated at a uniform rate of 30 % , of basic pay in all cases and shall be subject to a minimum of Rs. 1275/-p.m. and maximum of 30% of the highest pay in the Government. (The highest pay in the Government is Rs 30,000/- since 1.1.1996).

(b) The dearness relief on family pension will be payable with effect from 1.7.1996, onwards as sanctioned by the Government from time to time.

164.5(a) In respect of government servants who retired or died on or after 1.1.2006, the award of family pension will be calculated at a uniform rate 30%, a basic pay in all cases and shall be subject to a minimum of Rs.3500/- p.m. and maximum of 30% of the highest pay in the Government (The highest pay in the Government is Rs.90,000/-since 1.1.2006).

(b) The dearness relief on family pension will be payable with effect from 1.07.2006, on wards as sanctioned by the Government from time to time.”

Authority: P&PW OM No.38/37/2008-P&PW (A) dated 2.09.2008.

Enhanced Rate Of Family Pension Death while in service

165 (a) In respect of casualties occurring on or after 1.1.1966, the family pension is payable at the enhanced rates, to the families of the Government servants who die while in service with seven years or more years of continuous service including periods of EOL, if any, at 50 % of pay last drawn or twice the normal rate of family pension, whichever is less,

Provided the deceased Government servant was not governed by the provisions of Workmen's Compensation Act-1923, and provided further that where the deceased was governed by the provisions of Workmen's Compensation Act 1923, but the compensation is not payable under the aforesaid Act.

(b) In respect of the categories of deceased Government servants who were eligible to the benefits of the Workmen's Compensation Act, the enhanced rate of family pension is payable at 50% of the pay last drawn or one and a half times of the normal rate of family pension, which ever is less.

Death after retirement

166 (i) In the event of death of a Government servant after retirement the enhanced rate of family pension as determined under Para 165 above shall not exceed the pension authorized on retirement from Government service.

(ii) However in cases where the amount of family pension as admissible at normal rates exceeds the pension sanctioned at the time of retirement, the amount of family pension sanctioned at the enhanced rate, shall not be less than the amount of normal rate of family pension.

167. Rounding of family pension- The amount of family pension, as finally calculated, if results in a fraction of a rupee, it should be rounded off to the next higher rupee.

168 Ceiling on minimum and maximum family pension- The minimum and maximum amount of family pension as fixed and sanctioned by the Government from time to time are given in **Appendix-46**

Rates of Death Gratuity

169 If a Government servant dies while in service his family will be entitled to death gratuity. The quantum of death gratuity will be determined on the basis of length of qualifying service and the emoluments drawn at the time of death as under:-

SLNo	Length of Qualifying Service	Rate of Death Gratuity
1.	Less than 1 year	2 times of emoluments
2.	1 year or more but less than 5 years.	6 times of emoluments
3.	5 years or more but less than 20 years.	12 times of emoluments.
4.	20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments

(i) Provided that in respect of deaths occurring on or after 1.1.96, the amount of death gratuity, shall in no case exceed Rs 3.5 lakhs,

(ii) Provided further that where the amount of death gratuity as finally calculated contains a fraction of a rupee, it shall be rounded off to the next higher rupee,

169.1 Ceiling on Maximum Death Gratuity – The maximum amounts of death gratuity as fixed by the Government from time to time are given in **Appendix-30**.

169.1A Provided further in respect of deaths occurring on or after 1.1.2006, the amount of death gratuity, shall in no case exceed Rs. 10 lakhs.

Authority: DP&PW 38/37/08-P&PW (A) dated 02.09.2008

169.2 Residuary gratuity :- If a Government servant, who has become eligible for a service gratuity or pension, dies within five years from the date of his/her retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including *ad-hoc* increase, if any, together with the retirement gratuity admissible under sub-Rule(1) of Rule-50 of CCS(P) Rules 1972 and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency may be granted to his family in the manner indicated in sub-Rule(1) of Rule 51 of CCS(P) Rules 1972.

(E) Determination of the duration of awards

170. Commencement of Family Pension:- Commencement of family pension takes effect from the date following the date of death of Government servant/pensioner

Duration of enhanced rate of family pension

171 (i) In cases of a Government servant dying while in service on or after 1.1.1966 but before 1.1.1973, after completion of 7 years or more continuous service including period of EOL, if any, prior to his/her death, the family pension will be payable at enhanced rate for a period of 7 years from the date following the date of death or till the date on which he/she would have reached the normal age of superannuation, had he/she survived, whichever is earlier and thereafter at normal rates.

(ii) In the event of death of a Government servant who died while in service on or after 1.1.1999 after completion of 7 years or more continuous service including periods of EOL, if any, prior to his/her death, the family pension at enhanced rate will be payable for a period of 10 years from the date following the date of death without any upper age limit or till the date of death or disqualification whichever ever period is shorter and thereafter at normal rates.

Authority: DP&PW 38/37/08-P&PW (A) dated 02.09.2008 and 38/37/08- P&PW (A) Pt-II dated 03.10.2008.

(iii) In the event of death after retirement on or after 1.1.1973 of a pensioner, the family pension at enhanced rate shall be payable for a period of 7 years or up to the date on which the deceased pensioner would have attained the age of 65 years, (67 years from 13.05.1998) or till the date of the death or disqualification of family pensioner whichever ever period is shorter and thereafter at normal rates.

172. Duration of normal rate of family pension- The periodicity of normal rate of family pension in respect of following categories of claimants will be as noted against each.

(i) **Widow/widower-** Till death or remarriage whichever occurs earlier.

(ii) **Son/daughter including widowed/divorced daughter-** Till he/she attains the age of 25 years or up to the date of his/her marriage /remarriage or up to the date of earning livelihood or death, whichever occurs earlier.

(iii) **Dependent parents-** Till their earning is not more than minimum family pension along with dearness relief thereon.

Authority: DP&PW OM No. 38/37/08-P&PW (A) dated 02.09.2008.

(iv) **Children from void marriages-** The share of children from illegally wedded wife in the family pension shall be payable to them in the manner given under sub-rule 7 (c) of Rule-54 of CCS (P) Rules-1972 along with the legally wedded wife till their attaining the age of 25 years or disqualification or death whichever occurs earlier.

Authority: DP&PW OM No. 1/16/96-P&PW (E)Vol-II dated 27.11.2012.

(v) **Handicapped children-** The family pension shall be payable to the minor children in the order set out in clause (iii) of sub Rule (8) of Rule 54 CCS(P) Rules 1972, until the last minor child attains the age of 25 years and thereafter the family pension shall be resumed in favour of the handicapped minor child and shall be payable for life subject to the conditions laid down under sub Rule (6) of Rule 54 CCS(P) Rules 1972.

(vi) **Disabled, divorced/ widowed daughter:-** As per the decision of the Government, if the marriage of the disabled daughter is legally annulled, she would be eligible for family pension for life from the date her marriage stands annulled, subject to the following conditions:-

(a) Divorce is void in law.

(b) Divorced daughter comes back to her parental home.

(c) Disability is certified by an appropriate authority as required under the Rules.

(d) The requirement regarding submission of the requisite certificates as laid down under Rule 54 (6) of the CCS(P) Rules for becoming eligible to family pension for life shall continue to remain operative.

(vii) Similarly, the widowed disabled daughter would also be eligible for family pension for life from the date of death of her husband, subject to fulfillment of above mentioned conditions, as applicable in her case.

173 Demands and their recovery – The general procedure laid down in Paras 75 and 76 will be followed in ensuring that the demands against the deceased Government servant are recovered from the death gratuity and after obtaining the consent from the pensioners, from family pension.

174 Place and channel of payment –The procedure laid down in Para 77 will be followed.

Sanction of Provisional /Final Awards

175 Provisional Awards- The provisional awards should be assessed in the calculation sheet keeping in view the relevant Rules, and orders applicable in the case, as above.

176 All the documents relating to the claim should be page-numbered, wherever not already done, and should be arranged in proper order as shown in the “Index relating to documents” (GCF.15). The case then should be put up to the AO /Sr.AO for sanction of pensionary awards.

177. It may be noted that the powers to sanction the provisional /final awards of family pension /death gratuity are vested in PCDA(P) and are sanctioned by the AOs/SAOs on behalf of PCDA(P) Allahabad.

178. Where the family pensioner is also the nominee for receiving the death gratuity, both the awards i.e. family pension as well as death gratuity are notified jointly in the same PPO.

179 Provisional Awards.- Sanction should be accorded on the calculation sheet by the AO/Sr.AO for joint notification of following provisional death benefits in the same PPO:-

(i) Family Pension

(ii) Death Gratuity

(iii) Monetary Allowance attached to gallantry awards, where applicable

(iv) Fixed medical allowance, if applicable

(v) Dearness relief on family pension.

180 Final Awards- The provisional awards of family pensionary benefits notified in the P.P.O. shall be deemed to have become final automatically after expiry of six months from the date of death or issue of P.P.O. whichever is later and withheld amount of death gratuity will be released to the pensioner, unless otherwise notified by the PCDA(P) within that period.

Notification And Documentation Of Family Pension Award.

181 After the final pensionary awards are sanctioned, the following documents will be completed and submitted to the AO/Sr.AO for approval:-

(i) Draft P.P.O. in IAF (CDA-196)

- (ii) Pension certificate in IAFA.376
- (iii) Single photograph
- (iv) Descriptive Roll of the pensioner
- (v) Punching medium (in quadruplicate) for the demand, if any, recovered out of death gratuity
- (vi) DID schedule (in quintuplicate) for passing on the credit of the demand to the Pay Controller concerned.

182 After approval of the above documents an endorsement of family pension/death gratuity etc, will be made in the Service Book over the signature of AO/Sr.AO in the same manner as laid down in Para 89.1.

183 Preparation of forwarding memo, allotment of P.P.O. number, typing of draft copy of P.P.O. and their disposal will be done in the same manner as laid down in Paras 89 and 90.

184 After the grant of provisional awards of death benefits, suitable entry will be recorded in the claim register,- data sheet and family pension application.

185. Payment of interest on delayed payment of death gratuity :- The provisions laid down in Para 92 for payment of interest on belated payment of retirement gratuity will equally apply in cases of death, while in service.

CHAPTER-V

Commutation Of Pension

General

- 186** When a pensioner is allowed to commute a portion of his pension, it is meant that he is allowed:-
- (a) to forego the title to receive the commuted portion of pension and
 - (b) to acquire the title to receive the commuted value thereof, subject to the observance of the provision of CCS (Commutation of Pension) Rules, 1981.

Limit on Commutation of Pension

- 187** (a) A Government servant who retired on or before 31.12.1995, could commute for a lump sum payment, a fraction not exceeding one third of his pension.
- (b) A Government servant who retires on or after 1.1.96, shall be entitled to commute for a lump sum payment up to 40% of his pension

A. Application For Commutation Of Pension Without Medical Examination

188 **If Application is Submitted Before Superannuation-** A Government servant who is due to retire on superannuation shall be eligible to commute a fraction of his pension without medical examination provided that,

- (a) he retires on superannuation pension only ,
- (b) he submits his application for commutation of pension so as to reach the H.O.O. in Form 1-A, any time before the date of his superannuation,
- (c) the Government shall have no liability for the payment of commuted value of pension if the Government servant dies before the date of superannuation or forfeits his claim to pension before such retirement.

188.1 **If Application Is Submitted Within One Year Of The Date Of Retirement-** A pensioner who is authorized:-

- (i) a superannuation pension under Rule 35 of CCS(P) Rules;
- (ii) a retiring pension under Rule 36 of CCS(P) Rule
- (iii) a pro-rata pension on absorption in an autonomous body /public sector undertaking in terms of Rule 37 of CCS(P) Rules;
- (iv) a compensation pension in terms of Rule 39 of CCS(P) Rules, 1972; or
- (v) a pension in whole or in part on the finalization of departmental or judicial proceedings referred to in Rule 9 of CCS(P) Rules 1972 and issue of final orders thereon

shall be eligible to commute a fraction of his pension without medical examination.

188.2 Provided that the applicant shall:-

- (a) submit his application to the H.O.O. in Form -1 any time after the date following the date of his retirement from service but before the expiry of one year from the date of retirement ; and
- (b) ensure that the application in Form-1 is delivered to the H.O.O. as early as possible but not later than one year from the date of his retirement.

188.3. Provided further that in the case of an applicant,

- (a) referred to in clause (iii) of Para 188.1 where the orders are issued retiring him from a retrospective date, the period of one year shall reckon from the date of issue of retirement orders,
- (b) referred to in clause (v) of Para 188.1, the period of one year shall reckon from the date of issue of the orders, consequent on the finalization of the departmental/judicial proceedings.

189. An applicant who applies for commutation of pension within one year of the date of his/her retirement but his/her application is received by the H.O.O. after one year of the date of his/her retirement, shall not be eligible to get his/her pension commuted, without medical examination.

B. Application For Commutation Of Pension After Medical Examination

190. An applicant of the following category shall apply for commutation of his pension to the H.O.O. in Form -2,

- (i) who retires on invalid pension under Rule 38 of CCS(P) Rules 1972, or
- (ii) who is retired compulsorily from service as a penalty and is granted pension under Rule 40 of CCS(P) Rules 1972; or
- (iii) who is in receipt of compassionate allowance under Rule 41 of CCS(P) Rules 1972; or
- (iv) who has retired from service on one of the pensions referred to in Para 188.1 but his application for commutation of pension has not been received by the H.O.O. within one year of his retirement.

Scrutiny of the Application For Commutation of Pension

191 Application Received Before The Date of Superannuation vis-à-vis the Date Of Absolute-

Where the application for commutation of pension is received by the H.O.O. before the date of superannuation, the commutation in such cases, becomes absolute on the date following the date of retirement. It will be seen that,

- (i) the application along with the pension papers and data sheet has been submitted in Form I-A,
- (ii) the application is signed by the Government servant,
- (iii) the relevant particulars of commutation viz date of receipt of application , fraction of pension to be commuted etc. as reflected in the data sheet tally with those shown in the application.
- (iv) The fraction of pension to be commuted does not exceed the maximum permissible limit i.e. 40% in respect of post –96 retirees,
- (v) The date of receipt of commutation application as recorded by the H.O.O. in the application, falls before the due date of superannuation,
- (vi) The application is accompanied by the certificate over the signature of H.O.O. that “no judicial/departmental proceeding have been instituted or were pending against Shri..... on the date of his/her retirement or continued thereafter”.

191.1 Application received within one year of the date of retirement vis-à-vis date of absolute-

Where the application is received by the H.O.O. for commutation of any one of the pensions enumerated in Para 188.2, within one year of the date of retirement, the commutation becomes absolute, in such cases, on the date on which the application in Form-1 is received by the H.O.O. It will be seen that-

- (i) the application along with the Data Sheet(Rev) has been submitted in Form –I
- (ii) the application is signed by the pensioner,
- (iii) the number of original P.P.O. as given by the pensioner in the application actually pertained to him and the same has been correctly reflected in the Data Sheet (Rev)
- (iv) the relevant particulars of commutation viz date of receipt of application , fraction of pension to be commuted etc. as reflected in the Data Sheet (Rev) tally with those shown in the application.
- (v) The fraction of pension to be commuted does not exceed the maximum permissible limit i.e. 40% in respect of post –96 retirees,
- (vi) The date of receipt of commutation application as recorded by the H.O.O. in the application, falls within one year of the date of retirement,
- (vii) The application is accompanied by the certificate over the signature of H.O.O. that “no judicial/departmental proceeding have been instituted or were pending against Shri..... on the date of his/her retirement or continued thereafter”.

191.2 Application for commutation of pension after medical examination vis-à-vis date of absolute-

Commutation of pension by the categories of pensioners as enumerated in Para 190 shall become absolute on the date on which the medical authority signed the medical report in Part-III of Form-4. It will be seen that-

- (i) the application has been submitted in Form –2
- (ii) the application is signed by the pensioner,
- (iii) the number of original P.P.O.as given by the pensioner in the application actually pertained to him,
- (iv) the fraction of pension to be commuted does not exceed the maximum permissible limit i.e. 40% in respect of post –96 retirees,
- (v) the date of birth shown in the application is correct as verified from the audited records already available or from the Service Book which will be obtained from the H.O.O./Pay Audit Controller, if necessary,
- (vi) in case the pensioner has once been refused commutation on medical grounds or after he has once declined to accept commutation on the basis of an addition of years to his actual age, he has not applied for a second medical examination until a year has elapsed.
- (vii) the application is accompanied by the certificate over the signature of H.O.O. that “no judicial/departmental proceedings have been instituted or were pending against Shri..... on the date of his/her retirement or continued thereafter”.
- (viii) in case judicial/departmental proceedings have been initiated or continued against the Government servant, he is not permitted to commute any portion of his pension during the pendency of such proceedings.

192. If after scrutiny of the application , it is found that the individual is not entitled to commute any

portion of his pension, the application will be returned to him informing him the reasons therefor. A suitable remark will be endorsed in the Register of commutation of pension **GCR-12 at Annexure-B (Sl.No.8)** against the relevant entry.

193. If after scrutiny of the application, it is found that the same is defective in certain respects, it will be returned to the H.O.O. the applicant for rectification of the defects. A suitable remark will be endorsed in the Register of commutation of pension (**GCR-12 at Annexure-B (Sl.No.8)**) against the relevant entry.

Arranging of medical examination for commutation of pension

194. When, after scrutiny, the application Form is found to be in order, a working sheet to determine the commuted value of pension will be floated in GCF-20 (**Annexure-C (Sl.No.22)**). The proforma will be carefully completed by the Auditor from the available records. The capitalized value of pension, to be shown against item 16 of the proforma, will be calculated on the basis of Table of present values of commutation. For using the Table of commuted value, the age next birth day should be taken. The calculation of commuted value should be made as under:-

Amount to be commuted x 12 x purchase value as per table for the age next birth day

195. The commutation table as prescribed by Government for all commutations of pension which become absolute after the date of issue of P&PW OM No. 38/37/08-P&PW (A) dated 02.09.2008 is reproduced at appendix-29 and is still operative.

Authority: DP&PW OM No. 38/37/08-P&PW (A) dated 02.09.2008.

196. Whether a medical board or a Single Medical Officer which has to conduct the medical examination should be determined, keeping in view the following factors;

- (a) Medical examination in the following cases has to be conducted by a Medical Board:-
 - (i) When a pensioner seeks commutation of invalid pension.
 - (ii) When a pensioner seeks commutation of pension other than invalid pension but the amount of pension to be commuted together with the amount or amounts previously commuted exceeds one hundred rupees per mensem.
 - (iii) In cases where an applicant has expressed his intention to commute his pension in terms of percentage of full and final pension or where the pension is assessed pending receipt of documents for the grant of pension, it is anticipated that the amount of pension to be commuted will exceed Rs.100/-
 - (iv) When the pensioner has once been refused commutation on medical grounds or after he/she has once declined to accept commutation on the basis of an addition of year(s) to his/her actual age and when he again applies for commutation of the pension.
- (b) In cases other than those mentioned in (a) above, the medical examination will be conducted by a single medical officer, not being of status lower than the Civil Surgeon/ Distt. Medical Officer/Presidency Surgeon.

Prescribed Forms For Arranging Commutation Medical Board

196.1 The following forms have been prescribed for arranging the medical examination for commutation of pension by a Medical Board/Medical Authority-

- (1) Form -A (S-156)- consisting of three parts as under:-
 - Part I- Form of application
 - Part II- Form of acknowledgement by H.O.O.
 - Part-III- Form of forwarding memo to the Accounts Officer concerned
- (2) Form -B (S-156-A)- consisting of lump-sum payable for varying years of age
- (3) Form -C (S-156-B)- consisting of three parts as under:-
 - Part I- Questionnaire for medical examination of the applicant
 - Part II- Record of medical examination by the medical authority
 - Part-III- Recommendation of medical board/ medical authority

197 The medical examination for commutation may be held at any time after the actual date of retirement.

197.1 After determining the commuted value of pension for the varying periods shown in the GCF-20 **Annexure-C (Sl.No.22)** and ascertaining the particular Medical Authority which has to conduct medical examination of the individual, Parts I and II of the Form "B"(S-156-A) will be completed in the following manner:-

(a) Part I of Form 'B'(S-156-A) will be completed from item 16 of the GCF-20. (**Annexure-C (Sl.No.22)**)

(b) The calculations made for the varying period of only 3 years will be shown in Form 'B'. If the Medical authority prescribes addition of years to his actual age the applicant should be informed forthwith of the revised sum payable on commutation.

198. After completion of Form 'B' as indicated above, the office copy of the memo for arranging the medical examination of the pensioner, should be carefully completed and submitted to SAO/AO for approval. The SAO/AO after due scrutiny and satisfying himself of the correctness of the Forms 'A' and 'B' in all respect with reference to the GCF-20 (**Annexure-C (Sl.No.22)**) and other relevant documents, will affix his signatures in Form 'B', approve the office copy of the memo addressed to the Chief Administrative Medical Authority- The draft form of memo to be addressed to Chief Medical Authority is given in **GCF-21 at Annexure-C (Sl.No.23)**.

199. After necessary approval of Form 'A', Form 'B' and the office copy of the memo addressed to the Chief Administrative Medical Authority, the fair copies should be prepared in triplicate and should be disposed of as follows:-

(i) The Original copy of the forwarding memo should be dispatched to the medical authority along with the following documents:-

(a) Application for commutation of pension (Form 'A') in original duly pasted with the attested copy of photograph of the applicant at the right hand top of Part I

(b) Unattested copy of the photograph of the applicant for attestation by the medical authority and return.

(c) A copy of Form 'C' (S-156-B)

(d) An extra copy of Part III of Form 'C' (S-156-B) for showing thereon the findings of the medical authority and handing over to the pensioner.

(e) An extract from the pension application showing the particulars of identification of the pensioner.

(f) In case the applicant has been granted invalid pension or has previously commuted any portion of his pension (or declined to accept commutation on the basis of an addition of year(s) to his actual age or has been refused commutation on medical grounds) copies of the previous medical reports or statements of his case.

(ii) The Duplicate copy of the forwarding memo should be dispatched to the pensioner with the following documents:-

(a) One copy of Form 'B' (S-156-A).

(b) One copy of form 'C' (S-156-B). Part I of which is to be filled in by the applicant before his medical examination and handed over to the medical authority

(iii) The Triplicate copy of the forwarding memo should be dispatched to the H.O.O., requesting him to forward the under-mentioned certificate, if not already received.

"Certified that no judicial or departmental proceedings as referred to in Rule 9 of CCS(P) Rules 1972, have been instituted or were pending against Shri.....on the date of his/her retirement or continued there after".

(iv) Every endeavour should be made to dispose off these papers relating to grant of commutation of pension within six days of their receipt in the section.

200 After dispatch of the documents to parties concerned as above, the relevant columns of the Register of commutation of pension should be completed.

Withdrawal of Application for Commutation of Pension

201 It may be noted that the applicant is entitled to withdraw his application for commutation in the following circumstances:-

(i) He may withdraw his application by written notice dispatched at any time before medical examination is due to take place. This option shall expire on his appearance before a medical authority.

(ii) If the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched by Registered Post within two weeks from the date on which he receives intimation of the findings of the medical authority. If he does not do so, he will be assumed to have accepted the commutation money offered.

(iii) In the event of the table of present values applicable to an applicant having been modified before the date on which commutation is due to become absolute, it shall be open to the applicant, if the modified table is less favourable to him than that previously in force, to withdraw his application by notice in writing dispatched within 14 days of the date on which he receives notice of the modification.

(iv) **Failure to appear before Medical Authority** – If the applicant after receipt of communication

from the Chief Administrative Medical Authority or the medical authority fails to appear for medical examination before the medical authority on the date and time communicated to him and there is no reasonable ground for his failure, the medical authority shall report the fact to the PCDA(P) Allahabad and return to him the documents received under Para 204(i). With the return of documents to the PCDA(P) Allahabad, the application for commutation shall be treated as having been withdrawn.

Arrangements for Payment of Commuted Value of Pension

202 Where the application for commutation of pension has been submitted along with the pension papers, before the due date of superannuation, the commuted value of pension is jointly notified in the P.P.O. notifying the pensionary awards.

203 Where the application has been submitted within one year of the date of retirement and the original awards of pensionary benefits have already been notified, the claim for commuted value of pension will be processed and notified for payment through the computerized corrigendum P.P.O. after following the instruction as laid down in Paras 42 to 49.

204 In cases of authorization of commuted value of pension after medical examination, if the certificate as called for from the H.O.O. has been received indicating that no judicial/departmental proceeding have been instituted /are pending against the individual and if he has not been declared as unfit subject for commutation, necessary action for processing the case through Data Sheet or Data Sheet (Rev) will be taken for notification of commuted value of pension through computerized PPO/Corr. P.P.O. as the case may be.

205 Data Sheet/ Data Sheet (Rev) will be completed by the Auditor as per the instruction contained in **Appendix 3 and 19** to this manual.

206 While filling in the data sheet for processing cases of medical examination, care should be taken to ensure that the date of medical board, fraction to be commuted and age loading, if any, as recommended by the medical board, are correctly reflected against column 46,47 and 48-A respectively of the data sheet.

207 The data sheet should be processed in terms of Paras 32 of this manual for generation of computerized PPO.

208 (a) Printing of PPOs and their disposal:- Corrigendum PPOs will be printed and disposed of in the same manner as laid down in Paras 39 to 41.7.

(b) the relevant entries in the Register of Commutation of pension (**GCR-12 at Annexure-C (Sl.No.8)**) should be completed.

Reduction in Pension Due to Commutation-

209. (a) The reduction in pension by the commuted portion of pension in the cases of superannuation pension where the payment of the commuted value of pension has been authorized and notified jointly in the same PPO, will be operative from the date following the date of retirement, if the payment is made in the same month. Where, however, payment of commuted value of pension could not be made within the first month after the date of retirement, the pension will be reduced from the date of payment.

(b) In the case of pensioner who is drawing his/her pension from a Treasury or Pay Accounts Officer, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after issue of authority by the Accounts Officer for the payment of commuted value of pension, whichever is earlier, and

(c) In the case of an applicant who is drawing pension from a Branch of a Nationalized Bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the bank to the applicants account, to which pension is being credited.

Commutation of Revised Pension-

210 (i) In cases where the applicant has indicated in his application his intentions to commute the maximum amount or expressed the amount proposed to be commuted as a percentage of full or final pension, within the maximum permissible limit, and if he is allowed to commute such fraction or percentage of provisional pension, he will not be required to apply afresh for commutation of difference between the fraction or percentage of final pension and the percentage of provisional pension, already commuted.

(ii) In the case of an applicant who has commuted a fraction of his original pension not exceeding rupees one hundred after being declared fit by a Civil Surgeon or a District Medical Officer and as a result of retrospective enhancement of pension, he becomes eligible to commute an amount exceeding one hundred rupees per mensem, he shall be allowed the difference between the commuted value of one hundred rupees per mensem and the commuted value of the fraction of the original pension

without further medical examination. The commutation of any further amount beyond rupees one hundred per mensem shall be treated as fresh commutation and allowed subject to examination by a Medical Board.

Restoration of commuted portion of pension-

211 Such Central Government pensioners who have commuted a portion of their pension and on 1.04.1985, or thereafter have completed or will complete 15 years from the respective dates of their retirement, will have their commuted portion of pension restored subject to following guide instructions.

(a) The 15 years period for restoration may be reckoned from the date of retirement itself only in cases where commutation of pension is simultaneous with the date of retirement. In other words, case where payment of the commuted value of pension was/is made during the first month of retirement leading to appropriate reduction on account of commutation in the first pension itself will be deemed to be falling in this category.

(b) In all other cases, i.e., where commutation of pension led/leads to a reduction in the second or subsequent month, the 15 year period will be reckoned from the date of commutation, i.e., from the date on which reduction in pension on account of commutation became/becomes effective.

212 The benefit of restoration of commuted pension shall be admissible to all those Government servants who had been absorbed in Public Sector Undertakings/Autonomous/ Statutory Bodies notwithstanding the fact that having commuted the full pension, they were not in receipt of any monthly pension.

213 Before restoration of one third commuted portion of pension in respect of Defence Civilians who had drawn lump sum payment on absorption in PSU/Autonomous Bodies, the restored one third commuted portion of pension is required to be up dated from time to time as for other pensioners. Model calculation is given in Model calculation No.5 of **Annexure-D**.

214 It be may noted that if the pensioner dies on or after the day on which commutation become absolute but before receiving the commutation value, this value will be paid to the nominee failing which to his legal heirs.

CHPATER –VI

C.C.S. (E.O.P.) Rules

215. Applicability of Rules:-

The provisions of CCS(EOP) Rules shall apply to civilian Government servants whether permanent or temporary employed in civil capacity and paid from Defence Services Estimates but these provisions do not apply to those Defence civilians who are governed by the provisions of Workmen's Compensation Act, 1923,

216. The circumstances under which claims arise- The claims on account of extra-ordinary pensionary benefits under CCS (EOP) Rules arise when a Government Servant contracts a disease, sustains injuries or is killed or dies while in service due to causes which is certified to be,

- (a) attributable to , or
- (b) aggravated by Government service.

Authority Competent to Sanction Pensionary Benefits
Under CCS(EOP) Rules-

217 No award under these Rules shall be made except with the sanction of the President.

217.1 The Appointing authorities have also been delegated powers to sanction the awards under CCS(EOP) Rules in cases in which the proposed pension is clearly admissible i.e. where there is no disagreement between the Accounts Officer and the Appointing Authority as regards the admissibility of the awards or the amount admissible.

217.2 In cases where the President is the appointing authority the powers already delegated will continue to be exercised by the Administrative Ministries.

217.3 Cases which are not clearly covered by the rules, or where there is disagreement between various authorities or where the award is proposed to be granted on ex-gratia basis, should, however, continue to be referred to the Ministry of Finance, as usual.

Authority –Govt of India, Ministry of Finance OM No F. 19(18)-EV(A)/66 dated 26.02.1966.

Salient Features Of CCS (EOP) Rules

218 Except as otherwise provided in these Rules, an award made under these Rules shall not affect any other pension or gratuity admissible to the Government servant concerned or his family may be eligible under any other Rules for the time being in force; and the pension granted under the provisions of these Rules shall not be taken into account in fixing the pay of pensioner in his continued employment or re-employment in Government service.

219 Where for the grant of family pension, the families of the Government servants are governed by both ie. the Family Pension Scheme, 1964 as well as the CCS(EOP) Rules, where death is accepted due to Government service , the families will be paid family pension under the CCS(EOP) Rules and not under the Family Pension Scheme-1964.

220. No award under CCS(EOP) Rules shall be made in respect of:-

- (i) an injury sustained more than five years before the date of application, or
- (ii) death which occurred more than seven years
 - (a) after the injury, or
 - (b) after the Government servant was medically reported as unfit for duty on account of disease of which he died.

Disability Pension

221 When a Government. servant is boarded out of service on account of disablement which is conceded as due to Government Service, he/she shall be awarded disability pension in accordance with the percentage of disability as certified by the Medical authority concerned. The rates of disability pension in force on the date of disablement are given in Paras 232,238,243 or 252, as the case may be.

222 With effect from 1.1.1973, where the percentage of permanent disability on account of which the Government servant is boarded out of service, is not less than 60% as certified by the Medical authority, his monthly disability pension shall be related to the family pension admissible to the widow and regulated as under.

222.1 If the employee is invalided out of service as a result of disability attributable to Government service , after rendering 10 years service he shall be given, apart from the invalid pension under CCS(P) Rules 1972, the amount of disability pension as admissible under CCS(EOP) Rules, subject to the condition that the sum total of the invalid pension plus the disability pension, shall not be less than the widow's family pension under CCS(EOP) Rules.

222.2 If the employee is invalided out of service as a result of disability attributable to Government service, with less than 10 years service, he shall be given apart from the service gratuity under CCS(P) Rules 1972, such amount of disability pension as admissible under CCS(EOP) Rules, subject to the condition that the sum total of pension equivalent of service gratuity under CCS(P) Rules, 1972 plus disability pension under CCS(EOP) Rules, shall not be less than the widow's family pension under the CCS(EOP) Rules.

223 Where a Government servant is retained in service in spite of such disablement, he shall be paid a compensation in lieu of disability pension, by arriving at the capitalized value of such disability pension with reference to the commutation table, in force from time to time. These provisions as well as those laid down in Paras 222.1 and 222.2 have been introduced with effect from 01.01.1973, and are applicable to those who suffered disablement due to Government service on or after that date.

Family Pension

224 When death of a Government servant is conceded as due to Government service, his widow and children will be granted family pension at the rate in force on the date of casualty as laid down in Paras 233,234,239,240,245 or 249 as the case may be.

224.1 If the deceased Government servant has left neither a widow nor a child the award may be made to his father and to his mother individually or jointly and in the absence of father and mother, to minor brothers and sisters individually or collectively, if they were largely dependent on the deceased Government servant for support and are in pecuniary need,

(i) Provided that the total amount of awards shall not exceed one-half of widow's family pension under CCS (EOP) Rules.

(ii) Provided further that each minor brother's and sister's share shall not exceed the amount of pension specified for child/children who are not motherless. Children's pension whether with mother or without mother payable separately has been discontinued w.e.f.1.1.1986. (See Paras- 244 and 245.2)

225 Any award made for dependent parents, brothers and sisters shall be subject to review in the event of an improvement in the pecuniary circumstances.

226 If any of the member of the family is denied any share in the property of the Government servant under a will or deed made by the deceased Government servant, such person shall be ineligible to receive any award under CCS (EOP) Rules and the benefits will pass on to the next person eligible.

Preparation of Claims by the Head of Office

227 The claims on account of disability pension/family pension under the C.C.S. (E.O.P) Rules in respect of Defence civilian Government servants are prepared by the Head of Office and forwarded to this office for rendition of audit report to the competent authority.

Documents Required For Preparation Of Audit Report

228. It should be seen that the claim is accompanied with the following documents :

(A) Claims for Disability Pension

(i) D.O. Part II Office Order notifying the disablement

(ii) Application of disability pension on Form 'A' appended to schedule IV, C.C.S. (E.P.) Rules

(iii) A full statement of the circumstances in which the injury was received (i.e. Court of Inquiry Proceedings etc.)

(iv) Medical report on Form 'C' appended to schedule IV C.C.S. (E.O.P) Rules

(v) A certificate duly countersigned by the P.A.O. to the effect that the individual is not governed by the Workmen's Compensation Act, 1923 (Section VIII).

(vi) A statement showing the rates of pay drawn by the individual on the date of injury, duly countersigned by the P.A.O.

(vii) Service Book/History of Gazetted Service.

(B) Claims for Family Pension

(i) D.O. Part- II Office Order notifying the casualty.

(ii) Application for family pension on Form 'B' appended to Schedule IV of C.C.S. (E.O.P) Rules.

(iii) A full statement of the circumstances in which the disease was contracted or the death occurred.

(iv) Proof of death and medical report on Form 'C' in the case of disease contracted.

(v) Certificate as per item (A) (v) above.

(vi) A statement showing the rates of pay drawn by the individual on the date of his death duly countersigned by the P.A.O.

- (vii) A certificate from the claimant to the effect that he/she was not denied any share of the property of the deceased Government servant under a will or deed made by him.
- (viii) Proof of age of minor children.
- (ix) If the deceased Government servant has left neither a widow nor a child and the claim is on behalf of the father, mother, minor brother, or sister, a certificate duly countersigned by the local authorities to the effect that the claimant was largely dependent on the deceased Government servant and is in pecuniary need.
- (x) Service Book/History of Gazetted. Service.

229 On receipt of the pension application it should be entered in the “Casualty Claims Register **GCR-14 at Annexure-B (Sl.No. 9)** /Group’s Pension Claims Register” in the manner laid down in Paras 52 and 53.

Detailed Scrutiny of claims

230 In calculating the awards admissible under these Rules, relevant orders on the subject should be consulted and the claim should be thoroughly scrutinized. In this respect, the following are some of the points, which require special attention:-

- (a) The C.C.S. (E.O.P.) Rules are applicable to all civilians, other than those to whom the Workmen’s Compensation Act, 1923 applies whether their appointment is permanent or temporary and who are post Ist April 1937 entrants. These Rules shall also apply to Government employees serving on C.P. Fund benefits, but are not governed by the Workmen’s Compensation Act, 1923.
- (b) The awards are admissible under these Rules when the injury/death is certified as attributable to or aggravated by Government service.
- (c) The Government servant in respect of whom the claim is preferred was actually on duty at the time, the injury was sustained/death had occurred.
- (d) The injury/death was not due to any contributory negligence on the part of the Government servant.
- (e) The award is not admissible in respect of :
- (i) the injury sustained more than 5 years before the date of application or
- (ii) the death which occurred more than 7 years after the injury was sustained or after the Government servant was medically reported as unfit for duty on account of disease of which he died.
- (f) The claim on account of family pension is preferred in respect of the eligible claimants, as defined in Rules 10 and 11 of the CCS. (E.O.P.) Rules.
- (g) The amount and the periodicity of awards are correct in accordance with Rule 12 of the C.C.S. (E.O.P.) Rules.

Determination of the amount of award under CCS(EOP) Rules.

231. In respect of the Government servants governed by the Liberalized Pension Rules-1950, the pensionary awards admissible under CCS(EP) Rules are payable in addition to those admissible under the LPR-1950,

232 The following points should be kept in view for determining the awards under CCS (EOP) Rules.

232.1 In respect of Government servants governed by the LPR-50, who were retired due to injuries sustained by them in service, due to risk or special risk of office before 1.01.1973, the pensionary awards should be determined by the application of the rates notified in schedule II to CCS (EP) Rules, (then in force) reproduced as under.

Schedule II to CCS(EP) Rules

(Rule 9)

The rates of injury gratuity and pension (operative from 17.04.50 upto 31.12.1972)

Sl. No.	Pay of the Government servant on the date of injury	Gratuity	Monthly pension Higher scale	Monthly pension lower scale
1.	Rs. 2000/- and over	3 months pay subject to a minimum of Rs.800/-.	Rs. 300/-	Rs. 225/-

2.	Rs. 1500/- and over but under Rs. 2000/-.do.....	Rs. 275/-	Rs.200/-
3.	Rs. 1000/- and over but under Rs. 1500/-do....	Rs. 200/-	Rs. 150/-
4.	Rs. 900/- and over but under Rs. 1000/-do....	Rs. 150/-	Rs. 125/-
5.	Rs. 400/- and over but under Rs. 900/-do....	Rs. 100/-	Rs. 84/-
6.	Rs. 350/- and over but under Rs. 400/-do....	Rs. 85/-	Rs. 70/-
7.	Rs. 200/- and over but under Rs. 350/-do....	Rs. 67/-	Rs. 50/-
8	Under Rs. 200/-	4 months pay	1/3 rd of pay subject to a minimum of Rs. 8/-	1/5 th of pay subject to a minimum of Rs. 4/-

232.2 Injury pension- Where no other pension ie. Compensation /invalid/ retirement /superannuation/ family pension is being drawn or where the Government servant is not in receipt of any pay from the Government, the minimum rate of injury and /or wound pension under CCS(EP) Rules may be fixed or refixed so that inclusive of Ad-hoc/Temporary increase where admissible, the amount payable does not fall below Rs 40/- p.m. with effect from 1.03.1970, vide Govt. of India, Ministry of Finance OM NO 4(21)-EV/70 dated 18.01.1971.

233 In respect of Government servants governed by the Liberalized Pension Rules-1950, who had rendered less than one year service and died or were killed in service before 1.01.1973, due to risk or special risk of office, the pensionary awards should be determined by application of the rates notified in schedule III to CCS (EP) Rules, then in force, reproduced as under for widows at 'A' and for children at 'B'.

**Schedule III to CCS(EP)Rules
(Rule 10)**

Family gratuity and pension(Operative from 17.04.1950 to 31.12.1972 (but see the revised rate in succeeding Para 242).

A- Widow

Sl. No.	Pay of the Government servant on the date of death	Gratuity	Monthly Pension
1.	Rs.800/- and over	3 months pay subject to a minimum of Rs.800/-.	1/8 th of pay subject to a maximum of Rs. 200/-
2.	Rs.200/- and over but under Rs.800/-do.....	1/6 th of pay subject to a maximum of Rs. 100/- and minimum of Rs. 50/-
3.	Under Rs.200/-	4 moths pay	1/3 rd of pay subject to a minimum of Rs. 8/-

B- Children

Sl. No	Pay of the Government servant on the date of death	Monthly pension of each child	
		If the child is motherless	If the child is not motherless
1.	Rs. 800/- and over	Rs. 40/-	Rs. 25/-
2.	Rs. 250/- and over but under Rs. 800/-	Rs. 25/-	Rs. 13/-
3.	Under Rs. 250/-	1/10 th of pay subject to a minimum of Rs. 4/-	1/20 th of pay subject to a minimum of Rs. 3/-

234. Consequent to introduction of new Family Pension Scheme -1964, with effect from 1.01.1964, the rates of family pension admissible to widows and motherless children under CCS(EP) Rules were

also revised at the following rates under GIMF memo no F.19(3)-EV(A)/65 dated 9.09.1965 in respect of those Government servants who died or were killed in service after rendering one or more years of service, due to risk or special risk of office on or after 1.01.1964.

Widow's Pension

Pay of Government servant	Monthly pension
Rs.800/- and above	20% of pay subject to a maximum of Rs.275/-
Rs.200/- and above but below Rs.800/-	25% of pay subject to a max. of Rs.150/- and min. of Rs.75/-
Below Rs.200/-	45% of pay subject to a max. of Rs.75/- and min. of Rs.40/-

II Pension to motherless children

Pay of Government servant	Monthly pension per child
Rs.800/- and above	Rs.60/-
Rs.200/- and above but below Rs.800/-	Rs.37.50/-
Below Rs.200/-	15% of pay

234.1 The above rates are subject to the condition that the pension payable to a child/children will in no case be less than the amount of pension which could have been admissible to him/them, had the provisions of Family Pension Scheme-1964, been applied.

234.2 In addition to the family pension at the rates mentioned above, the gratuity where admissible, under the CCS (EP) Rules will continue to be paid at the existing rates provided therein.

234.3 Widow's pension and pension to motherless children at the rates prescribed in GIMF memo no F-19(3) -EV(A)/65 dated 9.09.1965 will not be admissible in respect of a Government servant who dies in service before completion of one year's service. In such a case the title to Extra Ordinary Pensionary Award will be regulated in accordance with Para 233.

Authority:- GIMF memo no 4(15) EV/69 dated 21.10.1969

235 The benefits of motherless rate will not be available to children where father is the recipient of family pension. Motherless rates will be admissible only where both father and mother are dead.

Authority: GIMF memo no 19(6)- EV(A)/65 dated 5.07.1966.

Benefits of CCS(EOP) Rules on or after 1.1.1973.

236. The term " Injury Pension" wherever it occurred in CCS(EOP) Rules was reworded as "Disability Pension" with effect from 1.01.1973.

237 The terms " risk of office or special risk of office" wherever it occurred in CCS (EOP) Rules were reworded as " attributable to or aggravated by Government service" with effect from 1.1.1973.

238 If the Government servant is boarded out of service for disablement on or after 1.01.1973, and the disablement is conceded as due to Government service, the quantum of disability pension for cent percent disability shall be as specified in Schedule-II to CCS (EP) Rules (in force from 1.01.1973 to 31.12.1985) reproduced as under.

Schedule II to CCS(EP) Rules

Rule 9(2)

Disability Pension (Operative from 1.1.1973 to 31.12.1985)

Sl. No.	Pay of the Government servant on the date of disablement	Monthly pension for 100% disability
(a)	Below Rs.400/-	30% of pay subject to a min. of Rs.60/- and max. of Rs.100/-
(b)	Rs.400/- and above but below Rs.1200/-	15% of pay subject to a min. of Rs.100/- and max. of Rs.160/-
(c)	Rs.1200/- and above	12% of pay subject to a min. of Rs.160/- and max. of Rs.250/-

239 Consequent to introduction of revised rates of family pension admissible under Family Pension Scheme. 1964, with effect from 1.01.1973 in pursuance of IIIrd CPC recommendations, the rates of family pension admissible to widows and motherless children under CCS(EOP) Rules in respect of

casualties occurring on or after 1.01.1973 due to Government service, were also revised in partial modification of GIMF Memo no F.19(3)-EV/65 dated 9.09.1965 as under.

(i) Widow's Pension(operative from 1.01.1973 to 31.12.1985)

Sl.No.	Pay of the Government servant	Monthly pension
(a)	Below Rs. 400/-	45% of pay subject to a max. of Rs125/- and min. of Rs 96/-
(b)	Rs. 400/- and above but below Rs. 1200/-	25% of pay subject to a max. of Rs 250/- and min. of Rs 125/-
(c)	Rs.1200/- and above	20% of pay subject to a max. of Rs 460/- and min. of Rs 270/-

(ii) Pension To Motherless Children (operative from 1.01.1973 to 31.12.1985)

Sl. No.	Pay of the Government servant	Monthly pension
(a)	Below Rs. 400/-	15% of pay
(b)	Rs. 400/- and above but below Rs. 1200/-	Rs.65/-
(c)	Rs.1200/- and above	Rs.100/-

239.1 The above rates are subject to the condition that the pension admissible to child or children will in no case be less than the amount of pension which would have been admissible to him/them had the provisions of the Family Pension Scheme 1964 been applied.

Authority: GIMF MEMO NO 23/(37) EV(A) /75 dated 26.08.1976.

240. In respect of Government servants who had rendered less than one year service and died or were killed on or after 1.01.1973 due to injury or disease which is considered as due to Government service, the rates of family pension admissible to widows and motherless children under CCS (EOP)Rules shall be revised as under.

Extra –Ordinary Family Pension

A- Widow(operative from 1.01.1973 to 31.12.1985)

Sl. No.	Pay of the Government servant on the date of death	Monthly family pension
(a)	Below Rs. 400/-	30% of pay subject to a min. of Rs60/- and max. of Rs 100/-
(b)	Rs. 400/- and above but below Rs. 1200/-	15% of pay subject to a min. of Rs 100/- and max. of Rs 160/-
(c)	Rs.1200/- and above	12% of pay subject to a min. of Rs 160/- and max. of Rs 250/-

B- Children(operative from 1.01.1973 to 31.12.1985)

Sl. No.	Pay of the Government servant on the date of death	Monthly pension of child	
		If the child is motherless	If the child is not motherless.
(a)	Below Rs.400/-	10% of pay	5% of pay
(b)	Rs.400/- and above but below Rs.1200/-	5% of pay subject to min. of Rs.40/-	3% of pay subject to a min. of Rs.20/-
(c)	Rs.1200/- and above	3% of pay subject to min of Rs.60/-	2% of pay subject to a min of Rs.30/- and max. of Rs.50/-

240.1 The above rates are applicable if the death of the Government servant occurred in attributable circumstances before he had rendered at least one year's continuous service and contributory Family Pension is not applicable in his/her case.

240.2 If the deceased Government servant had rendered at least one year's service in attributable circumstances at the time of his/her death and the Contributory Family Pension (F.P. Scheme-1964) is also applicable, enhanced rate of family pension as notified in GIMF(Department of Expenditure) memo no 23(37)-EV(A)/76 dated 26.08.1976, shall be applicable but Contributory Family Pension shall not be admissible in addition.

Authority: GIMF (Deptt. of Expr.) OM NO 23(15)-EV(A)/73-Main and Part-I dated 20.01.1978,

240.3 If the deceased Government servant had rendered at least 7 years service at the time of his death

in attributable circumstances and the contributory Family Pension Scheme is also applicable,

(i) The widow shall get a pension at double the normal contributory Family Pension or 50% of the pay last drawn by the deceased whichever is less, till death or remarriage whichever is earlier.

(ii) The motherless children all together shall get the same amount of pension as in (i) above till all the minor sons attain the age of 18 years and all the unmarried daughters are married or attain the age of 21 years, whichever is earlier.

Authority: GIMF (Deptt. of Expr.) OM NO 23(15)-EV(A)/73- Part-II dated 20.01.1978,

Benefits Under CCS (EOP) Rules On Or After 1.1.1986.

241 In pursuance of Government decision on the recommendation of IV CPC, the CCS(Extra-Ordinary Pension) Rules or CCS(EP) Rules were called as CCS(EOP) Rules with effect from 1.1.1986.

242 Disability pension admissible under CCS (EOP) Rules for 100% disability shall be allowed at the following rates with effect from 1.1.1986.

243. Disability pension

Sl. No.	Basic Pay per month	Rate of disability pension per month for 100% disability
1.	Not exceeding Rs.1500/-	30% of basic pay subject to a min. of Rs 375/-
2.	Exceeding Rs.1500/- but not exceeding Rs.6000/-	20% of basic pay subject to a min. of Rs 450/-
3.	Exceeding Rs.3000/-	15% of basic pay subject to a min. of Rs 600/- and max. of Rs.1250/-

243.1 For lower percentage of disability, the monthly pension shall be proportionately lower. The minima and the maxima given above are applicable only for arriving at the monthly disability pension for cent percent disability and are not applicable in respect of percentages of disability lower than 100%. For example, if the disability is only 80%, the disability pension shall be 80% of the pension in column(3) above.

243.2 Where permanent disability is not less than 60%, the total pension (i.e. Pension or service gratuity admissible under the CCS(P) Rules 1972 plus disability pension under CCS(EOP) Rules, shall not be less than 60% of the basic pay subject to a minimum of Rs.750/- and maximum of Rs2500/-

Family Pension

244 The existing system of sanctioning family pension to widow/widower and children's pension to each eligible child separately has been discontinued with effect from 1.1.1986. Instead one consolidated family pension shall be payable to the senior most beneficiary at a time on the same line as is applicable for payment of family pension under the CCS (P) Rules 1972. The rate of consolidated extra ordinary family pension will be inclusive of element of Children's pension and also Children's Education Allowance at present admissible under Ministry of Finance OM NO 4 (3)-EV (B)/71 dated 13.10.1972.

245 The consolidated family pension shall be allowed at the following rates irrespective of the fact whether the deceased Government servant had completed 7 years of service or not.

A. Where the deceased Government servant was not holding a pensionable post (CPF beneficiary)

Sl. No.	Status of the widow	Basic pay of the Government servant on the date of death	Monthly extra-ordinary family pension
(i)	If the widow is childless	(i) not exceeding Rs. 1500/-	30% of basic pay subject to min. of Rs. 375/-
		(ii) Exceeding Rs. 1500/- but not exceeding Rs. 3000/-	20% of basic pay subject to a min of Rs 450/-
		(iii) Exceeding Rs. 3000/-	15% of basic pay subject to a min. of Rs. 600/- and max. of Rs. 1250/-
(ii)	If the widow has child/children	In all cases of basic pay	40% of pay subject to a min. Of Rs 500/- and max. of Rs 1500/-

B. Where the deceased Government servant was holding a pensionable post

Sl. No.	Status of the widow	Basic pay of the Government servant on the date of death	Monthly extra-ordinary family pension
(i)	If the widow is childless	(i) not exceeding Rs. 1500/-	50% of basic pay
		(ii) Exceeding Rs. 1500/- but not exceeding Rs. 3000/-	40% of basic pay subject to a min of Rs 750/-
		(iii) Exceeding Rs. 3000/-	30% of basic pay subject to a min. of Rs.1200/- and max. of Rs. 2500/-
(ii)	If the widow has child/ children	In all cases of basic pay	60% of pay subject to a min. Of Rs 750/- and max. of Rs 2500/-

245.1 One consolidated extra-ordinary family pension shall be payable to the senior-most beneficiary at a time and on the same lines as is applicable for payment of family pension under CCS (P) Rules 1972.

245.2 The rate of consolidated extra-ordinary family pension will be inclusive of element of Children's pension and also Children's Education Allowance admissible under Min. of Fin. OM No 4(3)-EV (B)/71 dated 13.10.1972. The payment of Children's pension and Children's Education Allowance separately has therefore, been discontinued with effect from 1.1.1986.

245.3 Family pension at the rates indicated at A (i) and B (i) above shall be paid to the widow up to the date of death or remarriage, whichever is earlier.

245.4 Family pension at the rates indicated at A(ii) and B (ii) above shall be paid to the widow till the child/children attain the age prescribed under Family Pension Rules and thereafter the widow shall be paid at the rates indicated at A(i) and B (i) above

245.5 Children shall be paid family pension at the rates indicated at A (i) and B (i) above, as the case may be, and the same rates shall also apply to fatherless/motherless children.

245.6 In both the cases i.e. whether at the rates as at A(i) or at B (i), the children shall be paid the family pension for the period during which they would have been eligible for family pension under the CCS(P) Rules, 1972.

245.7 The dependent parents, brothers, sisters etc. shall be paid family pension at one half of rate applicable to fatherless/motherless children subject to existing specified conditions.

Benefits Under CCS (EOP) Rules on or After 1.1.96.

246 The existing provisions of CCS (EOP) Rules have been modified with effect from 1.1.1996, to the following extents.

247 The cases of death or disability due to Government service will be categorized with effect 1.1.1996, as under

247.1 Death or disability due to causes which are accepted as attributable to or aggravated by service.

For example, diseases contracted because of continued exposure to a hostile work environment, subject to extreme weather conditions or occupational hazards resulting in death or disability.

247.2 Death or disability due to accidents in the performance of duties.

For example, accidents while travelling on duty in Government vehicles, or public transport, a journey on duty performed by service aircraft mishaps at sea, electrocution while on duty etc.

Entitlement of Family Pension

248 Distinction between widows without children and those with children for determination of the quantum of Extra-Ordinary Family Pension shall stand abolished with effect from 1.1.1996.

249 In cases covered under categories mentioned in Paras 247.1 and 247.2 the quantum of monthly extra-ordinary family pension for all categories of widow, whether with or without child /children shall be as under;

Widows

249.1

Where deceased Government servant was not holding a pensionable post i.e. CP Fund beneficiary etc.	40% of basic pay subject to a minimum of Rs. 1650/-
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249.2

Where deceased Government servant was holding a	60% of basic pay subject to a minimum of Rs.
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pensionable post.	2500/-
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249.3 Model calculation of family pension under CCS (EOP) Rules is given in Model calculation No. 7 of **Annexure-D**

Child/Children

250 In cases where widow dies or remarries, the child/children shall be paid family pension at the rates as in Paras 249.1 and 249.2 above as the case may be, and the same rate shall also apply to fatherless/motherless children.

Dependent Parents/Brothers/Sisters -

251 Dependent parents, brothers, sisters etc. shall be paid family pension at one half the rate applicable to widow/fatherless/ motherless children.

Entitlement of Disability Pension

252. The quantum of disability pension for cases covered under categories as mentioned in Paras 247.1 and 247.2 shall be as under;

- Normal pension and gratuity as admissible under CCS(P) Rules 1972 plus disability pension equal to 30% of basic pay, for 100% disability.
- For lower percentage of disability the monthly disability pension shall be proportionately lower.
- Provided that where permanent disability is not less than 60% the total pension (i.e. pension or service gratuity admissible under ordinary pension Rules plus disability pension) shall not be less than 60% of basic pay subject to a minimum of Rs.2500/-

Authority: Min. of P and PG and Pensions, Deptt of P and PW OM No 45/22/97- P&PW, dated 3.02.2000.

(d) Model calculation of disability pension under CCS (EOP) Rules is given in Model calculation No. 6 of **Annexure-D**

252-A Benefits under CCS (EOP) Rules on or after 1.1.2006

Entitlement of Family Pension for categories 'B' & 'C'

(a) Widows

Where the deceased Government servant was not holding a pensionable post i.e. CP Fund beneficiary etc.	40% of basic pay* subject to a minimum of Rs. 4550/-
Where the deceased Government servant was holding a pensionable post	60% of basic pay* subject to a minimum of Rs. 7000/-

* The Basic Pay referred to above in the revised pay structure means the pay drawn in the prescribed Pay Band plus the applicable Grade Pay.

(b) Same rate shall be applicable to fatherless/motherless children.

(c) Dependent Parents/Brothers/Sisters etc. shall be paid family pension at one half the rates applicable to widow/fatherless /motherless children.

Authority:- DP&PW OM No. 45/03/2008P&PW (F) dated 18.11.2008.

252-B The quantum of disability pension for cases covered under categories as mentioned in Para 247.1 and 247.2 shall be as under:-

- Normal pension (service element) and gratuity as admissible under CCS (P) Rules-1972 plus disability pension equal to 30% of basic pay, for 100% disability.
- For disability less than 100%, disability element of disability pension shall be reduced proportionately.
- Where permanent disability is not less than 60% the total pension (i.e. pension or service gratuity admissible under ordinary pension Rules plus disability pension) shall not be less than 60% of basic pay subject to a minimum of Rs.7000/-
- There shall be no condition of minimum qualifying service w.e.f. 01-01-2006 for earning service elements. Therefore, no service gratuity would be admissible.

Authority:- DP&PW OM No. 33/05/2009-P&PW (F) dated 10.12.2010.

252-C In the case of pensioners who retired on disability pension under the CCS (Extraordinary) Pension Rules-1939, for 100% disability (where the individual is completely dependent on somebody else for day to day functions), a Constant Attendant Allowance of Rs. 3000/- p.m. shall be allowed in

addition to the disability pension.

Authority:- DP&PW OM No. 38/37/2008-P&PW (A) dated 02.09.2008.

Determination of Periodicity of Awards

253. In regard to the determination of periodicity of awards, the following points should be kept in view:

(a) A family pension takes effect from the day, following the date of death of the Government servant or from such other date as may be decided by the Government.

(b) A family pension is ordinarily tenable:-

(i) in the case of a widow or mother until death or remarriage whichever occurs earlier;

Note: A widow of an employee who remarries her deceased husband's brother and continues to live communal life with or contributes to the support of the other dependents of the deceased shall not be disqualified for the grant of extra ordinary pension otherwise admissible to her under these Rules.

(ii) In the case of minor son, or minor brother for the period during which they would have been eligible for family pension under CCS(P) Rules 1972

(iii) In the case of an unmarried daughter or minor sister, for the period during which they would have been eligible for family pension under CCS(P) Rules 1972.

(iv) In the case of a father, for life

254 The family pension of a widow will cease on remarriage; but when such remarriage is annulled by divorce, or desertion by the second husband, her pension can be restored under the Government orders upon proof that she is in necessitous circumstances and otherwise deserving.

Calling for wanting documents

255. After completion of the scrutiny, the wanting documents, if any, required for the finalisation of the claim should be called for, from the Head of Office immediately. The receipt of these documents should be watched by issuing periodical reminders to the Head of Office/other parties, subjecting the claim to constant review for rendition of Audit Report to competent Authority for sanctioning award under C.C.S. (E.O.P) Rules.

To render Audit report to accord sanction under C.C.S. (E.O.P)

Rules from appropriate competent authority

256 On receipt of the requisite documents, the entitlements of the claimants should be determined and an audit report should be rendered, within a week of receipt of the last document required for completion of the audit of the claims to the Admin Authorities, for obtaining sanction of the appropriate competent authority, specified below:-

(a) In cases where the President is the Appointing Authority-The Administrative Ministry.

(b) In all other cases-Appointing Authority.

Note: In cases which are not clearly covered by the Rules or where there is disagreement between the audit officer and, the Administrative Ministry/Appointing Authority either as regards the admissibility of award or the quantum there of or where an award not clearly admissible under the Rules is proposed to be granted on Ex-gratia ground, sanction is to be accorded with the concurrence of the Ministry of Finance;.

Notification and documentation for arranging payment of the award

257 On receipt of the sanction from the competent authority, the claim for notification of disability or family pension, as the case may be, should be processed through data sheet and printed P.P.O. should be disposed of in the same manner as laid down in Paras 87 to 89.

Ex-Gratia Payments To Families Of Government Servants Travelling By Service Aircrafts And Dying In Accidents

258 The families of Government servants involved in fatal accidents, while travelling as passengers and members of the crew by service Aircrafts in the course of the performance of their official duties, are also entitled to compensation of *ex-gratia* payments at a uniform rate of Rs.42000/- in addition to the benefits admissible under CCS(EOP) Rules. It will be sanctioned in each case with the concurrence of the Ministry of Finance.

258.1 The grant of aforesaid benefit will be without prejudice to the bond required to be executed by the civilian Government servants indemnifying Government against any claims on account of death, while in flight by service aircrafts.

258.2 The above provision shall apply to the following types of air journeys also subject to such journeys being under letter by Government servant while on duty in public interest.

(i) Air journeys on test flights; and

(ii) Air journeys by non-scheduled flights in chartered planes

258.3 The term 'family' for the purpose of the aforesaid orders shall include wife, children and failing that, other legal heirs including parents of the deceased Government servant.

258.4 These orders are applicable w.e.f. 6.10.1965.

Authority: GIMF OM NO. 19(1)-EV(A)/65 dated 6.10.1965, F.23(1)-EV(A)/73, dated 18.01.1973 and 17.06.1975.

259 The quantum of ex-gratia payment admissible to the families of Government servants under the aforesaid orders has been enhanced from time to time as under

Sl. No.	Amount	For casualties occurring on or after	Authority
(i)	Rs.1,00,000/-	1.11.1977	(GIMF OM No.F.25(5)-EV(A)/78 Dated 28.08.1978
(ii)	Rs.2,00,000/-	1.11.1987	DP & PWOM.No.46/1/87-P & PW Dated 28.12.1987
(iii)	Rs.5,00,000/-	1.11.1989	DP & PWOM.No.46/1/87-P & PW Dated 24.09.1990 and Corr. No. even dated 26.06.1990

CHPATER –VII

Regulation of claims under Liberalized Pensionary Awards

260. General- Extra-ordinary pensionary awards, available under, CCS(EOP) Rules have further been liberalized with higher entitlement with effect from 1.1.1986, in those cases where the death or disability is directly caused by actual operations and are applicable to those Defence civilians who are,

- (i) governed by CCS(EOP) Rules and
- (ii) also to those who are governed by Workmen's Compensation Act, 1923.

261. Applicability The Government orders on "Liberalized Pensionary Awards" apply to Defence civilians who are killed or disabled-

- (a) as a result of action in international war;
- (b) as a result of fighting in warlike operations or border skirmishes with any country;
- (c) while fighting against armed hostiles;
- (d) during laying or clearance of mines including enemy mines as also mines sweeping operations between one month before the commencement and three months after the conclusions of the operations;
- (e) as a result of attack by extremists anti-social elements etc. or during action against dacoits, smugglers, hostiles etc.

262 Where a Defence civilian having sustained an injury is invalided out of service with a disability pension under these orders, but dies subsequently as a result of the same injury, he will be deemed to have been killed in action for admissibility of awards to the eligible members of his family under these orders.

263 The liberalized benefits admissible under these orders shall not affect normal entitlements to death/retirement gratuity admissible under CCS(P) Rules 1972 or the Government contribution to the C.P. Fund in the case of employees governed by the CPF scheme or the benefits under the Central Government Employees Group Insurance Scheme.

264 The liberalized awards of disability pension/family pension admissible under these orders are in the nature of a special dispensation and are, therefore, to be sanctioned by the President or the Appointing Authority as the case may be, in terms of CCS(EOP) Rules on the basis of an audit report rendered by the PCDA(P) Allahabad.

Preparation Of Claim By The Head Of Office

265 The claim on account of disability pension/family pension under these orders are initiated by the Head of office and forwarded to PCDA(P) Allahabad for rendition of an audit report to the competent authority.

Documents required for preparation of Audit Report

Disability Pension

266. The documents required for preparations of audit report will be the same as laid down in Para 228 (A).

Family Pension

267. The documents required for preparations of audit report will be the same as laid down in Para 228(B).

Detailed Scrutiny of Claims.

268. The detailed scrutiny of claims will be done in the same manner as laid down in Para 232.

Determination of Entitlements.

269 Disability Pension- If the Government servant is invalided out of service, he will be paid disability pension, which will consist of service element and disability element as under:-

(i) **Service Element-** The service element will be equal to an amount of the retiring pension including the pension equivalent of retirement gratuity which the Government servant would have been entitled to on the basis of his pay on the date of invalidment but counting service up to the date on which he would have retired in normal course.

(ii) **Disability element-** The disability element for 100% disability will be equal in amount to the pay last drawn by the Government servant minus the service element subject to a maximum of Rs 1000/- p.m. For lower percentage of disability, the disability element will be proportionately reduced.

Note:- Where disability pension is allowed under these orders, no other pension will be admissible.

Family Pension

270. Widow- If the deceased Government servant is survived by the widow, she will be entitled to the family pension equal to the pay last drawn by the deceased Government servant.

270.1 If the widow remarries – In the event of remarriage of the widow, family pension will be allowed at the rates as admissible under CCS(P) Rules 1972,

270.2 Child/children- If the Government servant is not survived by the widow but is survived by child/children only, all children together shall be eligible for family pension at the following rates:-

Sl. No.	Basic Pay of Government servant on the date of death	Monthly family pension
1.	Not exceeding Rs. 1500/-	50% of basic pay
2.	Exceeding Rs. 1500/- but not exceeding Rs. 3000/-	40% of basic pay subject to a min. of Rs 750/-
3.	Exceeding Rs.3000/-	30% of basic pay subject to a min. of Rs 1200/- and max. of Rs 2500/-

271 The family pension shall be paid to the senior most eligible child at a time on the lines on which family pension is regulated under the CCS(P) Rules 1972.

272 Dependant Pension- Where the Government servant dies as a bachelor or as a widower without children dependant pension will be admissible to parents without reference to pecuniary circumstances at,

(i) 75%, of the pay last drawn by the deceased for both parents and at

(ii) 56.25% of the pay last drawn by the deceased for single parent

272.1 On the death of one parent , dependant pension will be admissible to the surviving parent at 56.25%.

273 Children's Allowance- Children allowance shall be granted to each child at the following rates.

Sl. No.	Pay of deceased Government servant on the date of death	Children allowance
1.	Less than Rs. 2200/-	100/- p.m.per child
2.	Rs. 2200/- and above	Rs. 150/- p.m.per child.

273.1 Children allowance will be allowed only in cases where the widow in the event of her remarriage draws family pension at reduced rates under CCS(P) Rules in terms of Para. 270.1 above
or

Where family pension is payable to children in terms of Para. 270.2 above

273.2 Children allowance will not be admissible where the widow draws family pension equal to pay last drawn by the deceased Government servant under Para.270 above

Determining periodicity of awards.

274. A family pension takes effect from the date following the date of death of the Government servant or from such other date as may be decided by the Government.

274.1 The specific period for which the award of family pension under liberalized pensionary award scheme is tenable in respect of the eligible members of the family, is as under:-

274.2 Widow or mother - Family pension is tenable for life or until remarriage whichever is earlier

274.3 Child/Children- The family pension shall be payable to the children for the period during which they would have been eligible for family pension under the CCS(P) Rules 1972,

274.4 Dependant Parents- For life

Regulation of Claims In Respect of Government Servants Governed By Workmen's Compensation Act 1923

275. The Government servants governed by the provision of W.C. Act. 1923, shall also be eligible for the liberalized pensionary awards subject to the following conditions;

275.1 Where the benefit admissible under these orders is more than the benefits admissible under the W.C. Act ,1923, the compensation admissible under the said W.C. Act, will not be separately payable.

275.2 Where, however, the sum admissible under these orders, is less than the amount payable as compensation under various compensation Acts, the eligible member shall have a right to receive an

amount equal to the difference, between the sum admissible under these orders and the amount of compensation payable under the said Acts.

275.3 For the purpose of determining the difference between the sum admissible under these orders and the amount of compensation admissible under the W.C. Act, 1923, the amount of compensation shall be converted, if necessary into a recurring monthly payment by applying the table given in **Appendix-47** as in the illustration given below.

Illustration – Suppose the lump-sum amount is Rs 2437/- and the age last birthday is 43 years. The factor given in column (2) against 43 of the table at **Annexure-58** is 0.00652957. The equated monthly installment will be equal to 2437×0.00652957 , i.e. Rs. 15-91 (rounded to the nearest paise.)

Authority: Deptt. of P & PW OM No. 33/05/89-Pand PW(K) dated 904.1990.

Benefits of Liberalised Pensionary Awards Scheme on or After 1.1.96

276. The liberalized pensionary awards effective from 1.1.1986 have been modified with effect from 1.1.1996, to the following extent.

277. Cases of death or disability caused due to acts of violence or attack by terrorists whether during performance of duty or otherwise, will be categorized with effect from 1.1.1996, as under.

277.1 Death or disability attributable to acts of violence by terrorists, antisocial elements etc. whether in their performance of duties or otherwise.

For Example- Apart from cases of death or injury sustained by Central Police Organization, while employed in aid of civil administration in quelling agitation, riots or revolt by demonstrators, other public servants including Police personnel etc. bomb blasts in public places or transport, indiscriminate shooting incidents in public etc. would be covered under this category.

277.2 Death or disability arising as a result of (a) attack by or during action against extremists, antisocial element etc. and (b) enemy action in international war or border skirmishes and warlike situations, including cases which are attributable to,

(i) extremists' acts, exploding mines etc. while on way to operational area;

(ii) kidnapping by extremists, and battle inoculation as part of training exercises with live ammunition,

Entitlement of Family Pension

278. In cases of deaths covered under categories mentioned in Paras 277.1 and 277.2, the entitlement of family pension to the eligible members of family shall be as under;

Widow

278.1 Family pension to the widow shall be determined under the existing provisions of Liberalized Pensionary Awards Scheme as laid down in Para 270 above. Model calculation is given in calculation No. 9 of **Annexure-D**.

Child/Children

278.2 (i) If the Government servant is not survived by widow but is survived by child/children only all children together shall be eligible for family pension at the rate of 60% of basic pay subject to a minimum of Rs 2500/-

(ii) Children allowance as admissible now, shall stand abolished with effect from 1.1.1996.

Dependant Parents.

278.3 When a Government servant dies as a bachelor or as a widower without children, dependant pension will be admissible to parents without reference to pecuniary circumstances at the rate of 75% of pay last drawn, if both parents are alive and at the rate of 60% if only one of them is alive.

Periodicity of grant of award.

279 Periodicity of awards granted under liberalized pensionary Awards Scheme, will be the same as laid down in Para 274.1 above

Entitlement of Disability Pension

280 The quantum of disability pension for cases covered under categories as mentioned in Paras 277.1 to 277.2 will be as under:-

281 If the Government servant is disabled out of service due to causes covered under category as laid down in Para 277.1 above, he will be paid disability pension comprising of service and disability elements as under:-

- (i) **Service Element** – equal to the retiring pension and gratuity which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service upto the date on which he would have retired in the normal course
- (ii) **Disability element** – equal in amount to normal family pension subject to the condition that the aggregate of the service and disability element shall not be less than 80% of the pay last drawn, for 100% disability
- (iii) Model calculation is given in calculation No. 8 of **Annexure-D**

281.1 For lower percentage of disability the disability element shall be proportionately lower.

282. If the Government servant is disabled out of service due to causes covered under category as laid down in Para 277.2 above, he will be paid disability pension comprising of service and disability elements as under.

(i) **Service Element** – equal to the retiring pension and gratuity which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service upto the date on which, he would have retired in the normal course

(ii) **Disability element** – equal in amount to the pay last drawn, subject to the condition that the aggregate of the service and disability elements shall not exceed the pay last drawn, for 100% disability

282.1 For lower percentage of disability the disability element shall be proportionately lower.

282.2 Benefits of Liberalized pensionary Awards scheme on or after 01.01.2006.

Entitlement of Family Pension

In cases of deaths covered under categories mentioned in Paras 277.1 and 277.2, the entitlement of family pension to the eligible members of family shall be as under:-

(a) **Widow:** Family pension to the widow shall be determined under the existing provisions of Liberalized Pensionary Awards Scheme as laid down in Para 270 above.

(b) **Child/Children:** If the Government servant is not survived by widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of basic pay subject to a minimum of Rs.7000/-.

(c) **Dependent Parents:** When a Government servant dies as a bachelor or as a widower without children, dependant pension will be admissible to parents without reference to pecuniary circumstances at the rate of 75% of pay last drawn, if both parents are alive and at the rate of 60% of only one of them is alive.

Authority:- DP&PW OM No. 45/03/2008-P&PW (F) dated 18.11.2008.

282.3 Entitlement of Disability Pension

If the Government servant is disabled out of service due to causes covered under category as laid down in Para-277.1 above, he will be paid disability pension comprising of service and disability elements as under:-

(a) **Service Element:**-Equal to the retiring pension and gratuity which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service upto the date on which he would have retired in the normal course.

(b) **Disability Element:**-Equal in amount to normal family pension subject to the condition that the aggregate of the service and disability element shall not be less than 80% of the pay last drawn, for 100% disability.

(c) For lower percentage of disability the disability element shall be proportionately lower.

(d) There shall be no condition of minimum qualifying service for earning service element. No service gratuity would be admissible.

Authority:- DP&PW OM No. 33/05/2009-P&PW (F) dated 10.12.2010.

282.4 If the Government servant is disabled out of service due to causes covered under category as laid down in para 277.2 above, he will be paid disability pension comprising of service and disability elements as under:-

(a) **Service Element:-** Equal to the retiring pension and gratuity which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service upto the date on which, he would have retired in the normal course.

(b) **Disability Element:-** Equal in amount to the pay last drawn.

(c) For lower percentage of disability the disability element shall be proportionately lower.

(d) There shall be no condition of minimum qualifying service for earning service elements. No service gratuity would be admissible.

Authority:- DP&PW OM No. 33/05/2009-P&PW (F) dated 10.12.2010.

Payment Of Ex-Gratia Lump-Sum Compensation To Families Of Central Government Civilian Employees Who Die In Harness.

283 In pursuance of Government decision on the VCPC recommendations the families of Central Government employees, who die in harness in the performance of their bonafide official duties under various circumstances, shall be paid the following ex-gratia lump sum compensation:-

(a)	Death occurring due to accidents in the course of performance of duties	Rs.5.00 lakhs
(b)	Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements etc	Rs.5.00 lakhs
(c)	Death occurring during (1) enemy action in international war or border skirmishes and (ii) action against militants, terrorists, extremists etc.	Rs.7.50 lakhs

283.1 The above compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

283.2 The admissibility of an entitlement to the ex-gratia lump-sum compensation in the circumstances specified in these orders may be decided in each individual case by the concerned Administrative Ministries themselves in consultation with there Financial Advisor

283.3 The conditions governing the payment of ex-gratia lump-sum compensation in terms of these orders have been specified in the guidelines indicated in Annexure to Deptt. of P& PW OM NO 45/55/97-P & PW(C) dated 11.09.1998 reproduced as Appendix 5 to CCS(P) Rules, 1972 (15th edition of 2000 of Pension Compilation of Muthuswamy). These conditions are to be observed care-fully, while submitting an audit report to the concerned authority.

283.4 The above orders shall apply to all cases of death in harness occurring on or after 1.08.1997.

Authority:- Deptt.of P&PW OM No.45/55/97-P&PW(C) dt. 11.09.1998

283.5 With effect from 01.01.2006 the amount of ex-gratia lump sum compensation shall be paid as under:-

(a)	Death occurring due to accidents in the course of performance of duties	Rs. 10.00 Lakhs
(b)	Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements etc.	Rs.10.00 Lakhs
(c)	Death occurring (a) enemy action in international war or border skirmished and (b) action against militants, terrorists, extremists etc.	Rs. 15.00 Lakhs
(d)	Death occurring while on duty in the specified high altitude, inaccessible border posts, etc on account of natural disasters, extreme weather conditions.	Rs. 15.00 Lakhs

Authority:- DP&PW OM No. 38/37/2008-P&PW (A) dated 02.09.2008.

CHAPTER-VIII
Grant of Relief to Pensioners/Family pensioners

General

284 Prior to 1.01.1973 i.e. the date of implementation of a Government orders on the recommendation of IIIrd CPC, 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.

284.1 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 1.12.1980 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 p.m.. It has also been decided that with effect from 1.02.1981 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.

284.2 The IVth CPC rationalized the scheme of DR to pensioners and related the same to the scheme of DA to serving employees. It recommended adoption of slabs for regulating DR to pensioners at 50% of the slabs prescribed for regulating DA to serving employees and calculation of DA/DR at the same percentage. As recommended by the IVth CPC the DR is payable twice a year as on 1st January and 1st July. The recommendations were implemented by the Government wef 1.07.1986.

284.3 In pursuance of the recommendations made by the Vth CPC, the Government have decided that the pensioners/family pensioners should be given Dearness Relief against price rise on the same scale as is being sanctioned for serving employees. In other words, they should receive the benefit of full neutralization of cost of living.

Rates Of T.I/AHI/AHR/Relief And Dearness Relief

285. 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:-

I

Temporary Increase With Effect From 1.11.1943

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:-

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.

Note 1 Pension for this purpose shall include the commuted portion also, if any. Pensioners in receipt of pensions higher than Rs40/-, but not higher than Rs.44/- p.m. shall receive such an amount as would bring the total pension to Rs.44/-p.m..

Note 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

II

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.

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, i.e. 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.

III

Temporary Increase With Effect From 1.1.1945

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

Sl.No.	Amount of Pension	Amount of T.I.
1.	Pension not exceeding Rs 20/-p.m.	Rs.4/-p.m.
2.	Pension exceeding 20/- but not exceeding Rs. 60/-p.m.	Rs 5/-p.m.
3.	Pension exceeding Rs 60/- but not exceeding Rs 100/-p.m.	Rs.6/-p.m.

Pensions 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.

IV

Temporary Increase With Effect From 1.04.1958

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 wef 1.04.1958 on the following scale.

Sl.No.	Amount of Pension	Amount of T.I.
1.	Pension up to Rs 50/-p.m.	Rs.10/-p.m.
2.	Pension above Rs.50/- p.m. but not above Rs. 100/-p.m.	Rs 12.50/-p.m.
3.	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 9.06.1958 as reproduced in Army Instruction 229 dated 4.10.1958.

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 an 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.

Note-3--A doubt has been raised whether in the case of re-employed pensioner in receipt of a pension unto Rs10/- 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.

V

Ad-hoc Increase With Effect From 1.10.1963

The question regarding the grant of some relief to retired Central Government servants who are in receipt of small amounts of pensions 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 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/-p.m.

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 1.10.1963.

3. The pensioners who are already in receipt of temporary increase in pensions will receive the benefits of *ad-hoc* increase in addition.

4. All other orders in force in regard to temporary increase in pensions will *mutatis mutandis* apply to these *ad-hoc* increase also.

Authority:- GI MF Memo No. F.15(13)-EV(A)/63, dated 16.10.1963.

VI

Ad-hoc increase at enhanced rate with effect from 1.09.1969

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 pleased to decide that the rates of *ad-hoc* increase on pensions be increased by Rs.10/-p.m. with effect from 1.09.1969. Accordingly, the revised rates of *ad-hoc* increase on pensions with effect from 1.09.1969 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 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/-p.m.

Authority:- GI MF Memo No. F.18(3)-EV(A)/69, dated 1.09.1969.

VII

Non-admissibility of ad-hoc increase in pension: The *ad-hoc* increase in pension as sanctioned in GI MF MEMO NO. F.18(3)-EV(A)/69, dated 1.09.1969 shall not be admissible to Government servant retiring from service on or after 1.01.1973.

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

VIII

Ad-Hoc Relief To Pre-73 Retirees

Ad-hoc relief and relief to Government servants who retired from service prior to 1.01.1973(a) - Government servants who retired prior to 1.01.1973 will be eligible to the *ad-hoc* reliefs at the rates mentioned below wef 1.01.1973:-

(Based on the original pension or on Rs. 40 p.m. where the original pension is less than Rs.40/-)

Sl. No.	Pension range	Amount of Ad-hoc relief in pension
1.	Below Rs. 85/-	Rs.15/- p.m.
2.	Rs. 85 and above but below Rs.210	Rs.21/- p.m.
3.	Rs.210 and above but below Rs.500	Rs.25/- p.m.
4.	Rs. 500 and above	Rs.35/- p.m.

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 1.01.1973 or the pension equivalent to 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* increases, where admissible.

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

IX

Ad-hoc Relief and Relief to Pre-1973 Family Pensioners wef. 1.10.75

The question regarding grant of relief to the families of the Government servants who were/are in receipt of family pension under the Liberalized Pension Rules, the CCS (Pensions) Rules, 1972 and the Extraordinary Pension Rules has been engaging the attention of the Government President is now pleased to grant, keeping in view the resources available to 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/- p.m. w.e.f. 1.10.1975 on *ad-hoc* basis.

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 1.01.1973 , an ad-hoc relief on the following rates with effect from the 1.10.1975.

(Based on the original pension or on Rs.40/- p.m. where the original pension is less than Rs.40/-)

Sl.No.	Family Pension Range	Amount of Ad-hoc relief in pension
1.	Below Rs. 85/-	Rs.15/- p.m.
2.	Rs. 85 and above but below Rs.210	Rs.21/- p.m.
3.	Rs.210 and above but below Rs.500	Rs.25/- p.m.
4.	Rs. 500 and above	Rs.35/- p.m.

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 1.01.1973.

4. The quantum of relief in Para 1 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 increases, where admissible.

Authority:- GI MF Memo No.13(6) dated 6.04.1976.

X

Relief on pension to Government servants with effect from 01.08.1973- 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 1.1.1973

Period		Retired Before 30.9.77		Retired Between 30.9.77 and 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 and 30.3.85		Between 31.03.85 and 31.12.85	
From	To	%	Max	%	Max.	%	Max.	%	Max
1.08.73	31.12.73	5	25						
1.01.74	31.03.74	10	50						
1.04.74	30.09.75	15	75						
1.10.75	31.03.77	25	125						
1.04.77	31.08.77	30	150						
1.09.77	30.11.78	35	175	15	75				
1.12.78	31.10.79	40	200	20	100				
1.11.79	30.04.80	45	225	25	125				
1.05.80	31.08.80	50	250	30	150				
1.09.80	30.11.80	55	275	35	175				
1.12.80	31.01.81	57.50	288	37.5	188				
1.02.81	31.03.81	60	300	40	200				
1.04.81	31.05.81	62.5	313	42.5	213				
1.06.81	31.07.81	65	325	45	225				
1.08.81	30.09.81	67.5	338	47.5	238				
1.10.81	31.10.81	70	350	50	250				
1.11.81	31.01.82	72.5	363	52.5	263				
1.02.82	31.03.82	75	375	55	275	40	200		
1.04.82	31.05.82	77.5	388	57.5	288	42.5	213		
1.06.82	31.08.82	80	400	60	300	45	225		
1.09.82	30.11.82	82.5	413	62.5	313	47.5	238		
1.12.82	28.02.83	85	425	65	325	50	250		
1.03.83	30.04.83	87.5	438	67.5	338	52.5	263		
1.05.83	30.06.83	90	450	70	350	55	275		
1.07.83	31.07.83	92.5	463	72.5	363	57.5	288		
1.08.83	30.09.83	95	475	75	375	60	300		
1.10.83	31.10.83	97.5	488	77.5	388	62.5	313		
1.11.83	31.12.83	100	500	80	400	65	325		
1.01.84	31.01.84	102.5	513	82.5	413	67.5	338		
1.02.84	31.03.84	105	525	85	425	70	350		
1.04.84	31.05.84	107.5	538	87.5	438	72.5	363		
1.06.84	31.07.84	110	550	90	450	75	375		
1.08.84	31.10.84	112.5	563	92.5	463	77.5	388		
1.11.84	31.12.84	115	575	95	475	80	400		
1.01.85	30.4.85	117.5	588	97.5	488	82.5	413	2.5	13
1.05.85	31.7.85	120	600	100	500	85	425	5	25
1.08.85	31.10.85	122.5	613	102.5	513	87.5	438	7.5	38
1.11.85	31.12.85	125	625	105	525	90	450	10	50
1.01.86	31.03.86	127.5	638	107.5	538	92.5	463	12.	63
1.04.86	31.05.86	130	650	110.	550	95	475	15	75
1.06.86	31.06.86	132.5	663	112	563	97.5	488	17	88
1.07.86	xxxxxxx	135	675	115	575	100	500	20	10

XI

Dearness Relief to pensioners/family pensioners w.e.f. 1.07.1986

In pursuance of Government decisions on the recommendation of the IVth 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

286. Dearness relief is payable in pursuance of Government decision on the recommendations of Vth 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 1.1.96, as against average CPI 1510) with effect from 1.7.1996 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.
1.07.1996 to 31.12.1996	04%
1.01.1997 to 30.06.1997	08%
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 31.06.2003	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%

286.1 For the purpose of payment of dearness relief pension/family pension in the case of pre-1.1.1996, retirees and where family pension was sanctioned prior to 1.1.1996, means the consolidated pension or consolidated family pension as the case may be, effective from 1.1.1996, in terms of G.I Deptt. of P and PW OM. No 45/86/97-P and PW (A) Part –II dated 27.10.1997.

286.2 In the case of pensioners who retire from service on or after 1.1.1996 or where family pension is sanctioned for the first time on or after 1.1.1996, pension /family pension means the basic pension/basic family pension as the case may be in terms of Government of India, Department of P & PW OM. No. 45/86/97-P & PW(A) Part–I dated 27.10.1997.

286.3 Central Government employees who had drawn lump-sum amount on absorption in a PSU/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 and PW OM. No 4/59/97-P and PW (D) dated 14.07.1998. 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 and PW OM. No 4/29/99-P and PW (D) dated 12.07.2000.

286.4 Payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

286.5 Other provisions governing grant of dearness relief to pensioner such as regulation of dearness relief during employment/ reemployment, regulation of dearness relief where more than one pension is drawn has undergone a change in certain cases vide Ministry of PP&G and Pension, Deptt. of P&PW OM No. 45/73/97-P&PW(G) dt. 02.07.1999.

286A Dearness Relief to Pensioners / Family Pensioners wef. 1.07.2006

Dearness relief is payable in pursuance of Government decision on the recommendations of VIth CPC to Central Government Pensioners/family pensioners to compensate them for the rise in the cost of living beyond average Consumer Price Index 536 (Base year 1982=100) with effect from 1.7.2006 and thereafter as sanctioned by the Government from time to time at the uniform rate as indicated below:-

Period	Rate at DR Per Month
01.07.2006 to 31.12.2006	2%
01.01.2007 to 30.06.2007	6%

01.07.2007 to 31.12.2007	9%
01.01.2008 to 30.06.2008	12%
01.07.2008 to 31.12.2008	16%
01.01.2009 to 30.06.2009	22%
01.07.2009 to 31.12.2009	27%
01.01.2010 to 30.06.2010	35%
01.07.2010 to 31.12.2010	45%
01.01.2011 to 30.06.2011	51%
01.07.2011 to 31.12.2011	58%
01.01.2012 to 30.06.2012	65%
01.07.2012 to 31.12.2012	72%
01.01.2013 to 30.06.2013	80%
01.07.2013 to 31.12.2013	90%
01.01.2014 to 30.06.2014	100%
01.07.2014 onwards	107%

286A-1 For the purpose of payment of dearness relief pension/family pension in the case of pre-1.1.2006 retirees and where family pension was sanctioned prior to 1.1.2006, means the consolidated pension or consolidated family pension as the case may be, effective from 1.1.2006, in terms of G.I Deptt. of P and PW OM. No 38/37/08-P and PW (A) dated 01.09.2008.

Authority:- DP&PW OM. No 38/37/08-P & PW (A) dated 01.09.2008.

286A-2 In the case of pensioners who retire from service on or after 1.1.2006 or where family pension is sanctioned for the first time on or after 1.1.2006, pension /family pension means the basic pension/basic family pension as the case may be in terms of Government of India, Department of P & PW OM. No. 38/37/08-P & PW(A) dated 02.09.2008.

Authority:- DP & PW OM. No 38/37/08-P & PW (A) dated 02.09.2008.

286A-3 Central Government employees who had drawn lump-sum amount on absorption in a PSU/ 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 and PW OM. No 4/59/97-P and PW (D) dated 14.07.1998. will be entitled to dearness relief with effect from 1.07.2006 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. In this connection instructions contained in P & PW OM No. 4/29/99 P&PW (D) dt. 12.7.2000, OM No.4/31/2000-P&PW (D) dt.16.1.2001 and OM No.4/79/2006-P&PW (D)dt6.09.2007 and OM No.4/38/2008-P&PW (D) dt.12.09.2008.

Authority:- DP & PW OM No. 4/29/99 P&PW (D) dt.12.7.2000, OM No.4/31/2000-P&PW (D) dt.16.1.2001 and OM No.4/79/2006-P&PW (D)dt6.09.2007 and OM No.42/2/2008-P&PW (G) dt.12.09.2008.

286A-4 Payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

Authority:-DP&PW OM No.42/2/2008-P&PW (G) dt.12.09.2008.

Dearness Relief Payable on Ex-Gratia Payment

287. 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/-p.m.with effect from 1.11.1997, will be paid dearness relief as indicated in Para 287.2 below.

Authority: DP &PW OM No. 45/52/97-P&PW(E)-Vol.II dated 14.01.2000

287.1 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 and PW OM. No 45/52/97-P and PW (E) dated 16.12.1997, will also be paid dearness relief as indicated in Para 287.2 below.

(i) The widows and dependant children of the deceased CPF beneficiary who had retired from service prior to 1.1.1986 or who had died while in service prior to 1.1.1986 and are in receipt of Ex-gratia payment of Rs.605/- p.m..

(ii) Central Government employees who had retired on CPF benefits before 18.11.1960 and are in receipt of Ex-gratia payment of Rs.654/-, Rs.659/-, Rs.703/- and Rs.965/-

287.2 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 287	Rs.605 vide Para 287.1 (i)	Rs. 654 vide Para 287.1 (ii)	Rs.659 vide Para 287.1 (ii)	Rs.703 vide Para 287.1 (ii)	Rs.965 vide Para 287.1(ii)
1.11.97	13%	Rs.31	Rs.33	Rs.33	Rs.36	Rs.49
1.01.98	16%	8%	8%	8%	8%	8%
1.7.98	22%	14%	14%	14%	14%	14%
1.1.99	32%	24%	24%	24%	24%	24%
1.7.99	37%	29%	29%	29%	29%	29%
1.1.2000	38%	30%	30%	30%	30%	30%
1.7.2000	41%	33%	33%	33%	33%	33%
1.1.2001	43%	35%	35%	35%	35%	35%
1.7.2001	45%	37%	37%	37%	37%	37%
1.1.2002	49%	41%	41%	41%	41%	41%
1.7.2002	52%	44%	44%	44%	44%	44%
1.1.2003	55%	47%	47%	47%	47%	47%
1.7.2003	59%	51%	51%	51%	51%	51%
1.1.2004	61%	53%	53%	53%	53%	53%
1.4.2004	11%	3%	3%	3%	3%	3%
1.7.2004	14%	6%	6%	6%	6%	6%
1.1.2005	17%	9%	9%	9%	9%	9%
1.7.2005	21%	13%	13%	13%	13%	13%
1.1.2006	24%	16%	16%	16%	16%	16%
1.7.2006	29%	21%	21%	21%	21%	21%
1.1.2007	35%	27%	27%	27%	27%	27%
1.7.2007	41%	33%	33%	33%	33%	33%
1.1.2008	47%	39%	39%	39%	39%	39%
1.7.2008	54%	46%	46%	46%	46%	46%
1.1.2009	64%	56%	56%	56%	56%	56%
1.7.2009	73%	65%	65%	65%	65%	65%
1.1.2010	87%	79%	79%	79%	79%	79%
1.7.2010	103%	95%	95%	95%	95%	95%
1.1.2011	115%	107%	107%	107%	107%	107%
1.7.2011	127%	119%	119%	119%	119%	119%
1.1.2012	139%	131%	131%	131%	131%	131%
1.7.2012	151%	143%	143%	143%	143%	143%
1.1.2013 to 03.06.2013	166%	158%	158%	158%	158%	158%

288. The payment of dearness relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

Authority: DP &PW OM No. 45/52/97-P&PW(E) dated 16.12.1997 as modified by that Department OM No. 45/52/97-P&PW(E)-Vol.II dated 14.01.2000

289. 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.

CHAPTER- IX

SECTION-I MISCELLANEOUS

Ex-Gratia Pension

CPF Beneficiaries who Retired Before 18.11.1960

290 The industrial employees who were permanent in service on the date of issue of GIMF OM No 17(5) –EV (A)/60 dated 18.11.1960, were given an option to come over to pensionary scheme or retain the existing C.P. Fund benefits. This option was extended to Defence civilians under Min. of Def OM No 18(1)-60/1519/D(civ-II) dated 14.02.1962. Those industrial employees who retired on C.P. Fund benefits before 18.11.1960 after completing 20 years continuous service and therefore had no chance to elect the pensionary benefits, were granted ex-gratia pension with effect from 01.01.1967 at the following rates:-

Pay drawn p.m.by the employees at the time of retirement	Amount of ex-gratia pension p.m..
80 or less	Rs.15.00/-
Above 80 and up to 130	Rs.17.50/-
Above 130 and up to 200	Rs.20.00/-
Above 200 and up to 500	Rs.22.50/-

Consolidation of Ex-gratia Pension with effect from 1.1.1986

290.1 The ex-gratia pensioners have been granted increases in the ex-gratia pension from time to time whenever relief was allowed to the other Central Government pensioners. The ex-gratia pension together with increase sanctioned up to 1.1.1986, has been consolidated and treated as basic ex-gratia pension with effect from 1.1.1986 at the rates shown in Para 290.3, for admissibility of Dearness Relief with effect from 1.07.1986

Consolidation of Ex-gratia Pension with effect from 1.11.1997

290.2 Similarly the basic ex-gratia pension plus Dearness Relief as on 1.01.1997 plus Interim Relief I,II and III have been consolidated with effect from 1.11.1997 at the rates shown in Para-290.3 for admissibility of Dearness Relief with effect from 1.11.1997.

290.3 The Consolidated amounts of ex-gratia pension treated as basic ex-gratia payment with effect from 1.1.1986 and 1.11.1997 respectively are as under:-

Pay drawn p.m. by the employees at the time of retirement	Consolidated amount of ex-gratia payment p.m..	
	w.e.f 1.1.1986	w.e.f 1.11.1997
80 or less	Rs.168/-	Rs.654/-
Above 80 and up to 130	Rs.170/-	Rs.659/-
Above 130 and up to 200	Rs.186/-	Rs.703/-
Above 130 and up to 200	Rs.283/-	Rs.965/-

EX-GRATIA PAYMENT

CPF Beneficiaries Who Retired Between 18.11.1960 to 31.12.1985

291. CPF. Beneficiaries who retired between 18.11.1960 to 31.12.1985 with at least 20 years continuous service prior to their superannuation, have also been granted ex-gratia payment at the rate of Rs.600/- p.m.with effect from 1.11.1997. They will be entitled to Dearness Relief as notified by the Government from time to time in future.

Authority-Government of India, Deptt. of P and PW OM. NO. 45/52/97-P and PW (E) dated 16.12.1997 and OM of even no dated 3.04.1998.

291.1 (i) The ex-gratia payment of Rs.600/- sanctioned wef 1.11.1997 to the CPF beneficiaries who retired between 18.11.1960 to 31.12.1985 with at least 20 years continuous service prior to their superannuation has been revised wef 04.06.2013 at the following rates:-

Sl. No.	Group of Service to which CPF retirees belonged at the time of retirement	Enhanced amount of basic monthly ex-gratia
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1.	Group "A" Service	Rs. 3000/-
2.	Group "B" Service	Rs. 1000/-
3.	Group "C" Service	Rs. 750/-
4.	Group "D" Service	Rs. 650/-

(ii) Dearness ex-gratia equal to 50% of the enhanced amount of ex-gratia and Dearness Relief, as notified from time to time, on the sums of enhanced amounts of ex-gratia and dearness ex-gratia shall also be admissible to them.

Authority:-DP&PW OM No.1/10/2012-P&PW (E) dated 28.06.2013.

Period	Amount of dearness relief for the category of CPF beneficiary who is in receipt of ex-gratia payment.					
	Rs.600 vide Para 287	Rs.645 vide Para 295A	Rs. 654 vide Para 287.1 (ii)	Rs.659 vide Para 287.1 (ii)	Rs.703 vide Para 287.1 (ii)	Rs.965 vide Para 287.1(ii)
04.06.2013	166%	158%	158%	158%	158%	158%
1.7.2013	183%	175%	175%	175%	175%	175%
1.1.2014	200%	192%	192%	192%	192%	192%

Ex-Gratia Payment to the Families of Deceased CPF Beneficiaries

292. The widows and dependent children of deceased CPF beneficiaries who had retired from service or died while in service, prior to 1.1.1986, shall be granted ex-gratia payment of Rs.150/-p.m.with effect from 1.1.1986 or from the date following the date of death of the deceased employee, whichever is later.

293 The dearness relief under the revised pattern as sanctioned to the pensioners with effect from 1.07.1986 will also be admissible to them in addition .

Authority: Government of India, Deptt. of P and PW OM. NO. 4/1/87-P and PW (PIC) dated 13.06.1988.

Consolidation of Ex-Gratia Payment With Effect From 1.11.1997

294 The ex-gratia payment of Rs.150/-p.m. sanctioned with effect from 1.1.1986 together with other allied payments like dearness relief etc. to the widows and dependent children of deceased CPF beneficiaries has been revised and consolidated to Rs.605/- p.m. with effect from 1.11.1997 and treated as basic ex-gratia payment with effect from the same date

295 The dearness relief on ex-gratia payment of Rs.605/- is also admissible under the revised pattern with effect from 1.11.1997.

Authority: Government of India, Deptt. of P & PW OM. NO. 45/52/97-P and PW (E) dated 16.12.1997.

295A (i) The ex-gratia payment of Rs.605/- p.m. sanctioned wef 01.11.1997 to the widows and dependent children of deceased CPF beneficiaries has been revised to Rs. 645/- with effect from 04.06.2013.

(ii) Dearness ex-gratia equal to 50% of the enhanced amount of ex-gratia and Dearness Relief, as notified from time to time, on the sums of enhanced amounts of ex-gratia and dearness ex-gratia shall also be admissible to them.

Authority:-DP&PW OM No.1/10/2012-P&PW (E) dated 28.06.2013.

Ex-gratia adhoc allowance to Families of Burma/Pakistan Pensioners

296 Ex-Gratia Adhoc Allowance With Effect From 1.06.1987- Ex-gratia Ad-hoc allowance has been sanctioned by the Government to each of the families of Pakistan pensioners(including Burma civilian pensioners) @ Rs. 375/- p.m. with effect from 1.06.1987 under Government of India, Deptt of P and PW OM NO 5/1/85. P and PW dated 17.07.1987.

297 Family pensioners who have been sanctioned ex-gratia *ad-hoc* allowance will also be entitled to dearness relief as admissible in respect of Central Government Pensioners from time to time.

298 Procedure For Initiating Claim For Ex-Gratia Ad-hoc Allowance- The application in the prescribed form will be submitted by the pensioners to the office of the PCDA(P) Allahabad through their PDAs concerned .

299 Notification Of The Ex-Gratia Ad-hoc Allowance. On receipt of the application duly verified and countersigned by the PDA , the PC/PPO mentioned in the application, issued in respect of the

deceased pensioner will be linked and the award of ex-gratia *ad-hoc* allowance notified at the minimum rate of Rs.375/-p.m. with effect from 1.06.1987 or from the date following the date of death of the pensioner.

300 Consolidation with effect from 1.11.1997- Burma/Pakistan civilian family pensioners will be entitled to minimum consolidated amount of Rs.1275/-p.m.with effect from 1.11.1997 in terms of Government of India, Deptt. of P and PW OM NO 23/1/97/ P and PW (B) dated 23.02.1998.

300A Burma/Pakistan civilian family pensioners will be entitled to ex-gratia ad-hoc allowance of Rs.3500/- p.m. wef 01.01.2006.

Authority:- DP&PW OM No. 23/3/2008-P&PW (B) dated 15.09.2008.

SECTION-2

Employees of CSD

301 The Board of Control Canteen Services have decided that CSD(I) employees should be brought under Pension Scheme for the benefits admissible as for Civilians of the Defence Services.

302 The role of PCDA (P) office in this respect will be confined to assessing the quantum of pension/gratuity admissible under Civil Service Regulations/ CCS(P) Rules, 1972/ other Government orders applicable to the civilians of the Defence Services on the basis of particulars furnished by the CSD(I) and rendering an audit report specifying the amount admissible, vide CGDA's. No 5157/AT-P, dated 11.03.1969 and 5157/AT-P, dated 4.06.1969.

303 On receipt of a reference from the CSD(I) , Bombay with full particulars of the pensionable service for audit report, the same will be entered in a separate claim register (GCR-2) as in **Annexure B (Sl.No.4)** and after determining the awards as admissible to the individuals after applying the relevant checks, an audit report will be rendered to the C.S.D.(I), Bombay. On the basis of the audit report C.S.D.(I), Bombay will arrange to make the payment of awards due to the individual.

304 The vouchers on which payment of pension / gratuity is made by the C.S.D.(I) staff, are not subject to audit by PCDA (P) office after disbursement. The role of PCDA (P) office will be limited to the rendition of an audit report on entitlement.

Pension Claims Of Civilians Of Government Department Converted Into Autonomous Bodies

305 The pensionary terms of Government employees who are transferred to an autonomous organization consequent on the conversion of a Government Department into such a body, will be settled in accordance with the orders notified in Government of India, Min. of Fin. (Department of Expdr.) OM No. F. 2(6)-EV(A)/62, dated 5.11.1964(**Appendix-48**). The salient features of these orders are as follows:-

(i) Permanent Government servants so transferred and Quasi permanent/Temporary employees on their confirmation in the autonomous body, will have an option to either retain the pensionary benefits under LP. Rules available under the Government Rules or be governed by the Rules of the autonomous body.

(ii) Where a Government servant opts for service conditions as under Government and if the autonomous body has no pension scheme on their side, he will be eligible for pensionary benefits, on retirement from that body, subject to the recovery of capitalized value (commuted value of pension plus the proportionate death-cum-retirement gratuity) from that autonomous body for their share of pension, determined on the basis of service rendered with that body.

(iii) In the event of death of an optee for Central Government Rules, while in service of the autonomous body, family pension/death-cum-retirement gratuity to the family of the deceased will be admissible under Government Rules and liability thereof apportioned as in (ii) above.

(iv) Where a Government Servant opts to be governed by the Rules of the autonomous body and if that body provide for C.P. Fund benefits, the Government, would pay to that body CPF contributions and interest thereon for the period of service under them in terms of Min. of Fin. OM NO. 2(33)-EV(A)/60, dated 10.11.1960. If, on the other hand, the autonomous body provide for pension, the individual's pension, on retirement from that body, would be payable by that body in which event the pensionary liability will be allocated between Government and the autonomous body on service share basis. The Government will liquidate its share by paying the capitalized value of their share of pension to the autonomous body.

(v) The above provisions have further been modified vide G.I Deptt. of P and PW OM No. 4(8)/85-Pand PW dated 13.01.1986(**Appendix-48**) and No. 4/18/87-P & PW(D) dated 5.07.1989,(**Appendix-48**) which may be looked into while dealing with such cases.

Pension Claims of Insane Pensioner

306. In the case of an insane pensioner, the following additional requirements should be noted for compliance:-

(a) The pension application is completed and signed by the H.O.O. on behalf of the insane pensioner.

(b) A certificate from the District Magistrate declaring the pensioner to be insane is furnished.

(c) The thumb and finger impressions and photo of the pensioner in passport size (in duplicate), is forwarded.

(d) The payment of provisional pension will be notified in favour of the pensioner himself/herself. The following notes, however will be invariably given in the payment authority for the provisional awards.

Note 1 As the pensioner is insane further instruction in regard to making payment of pension/gratuity to any person/institution may be obtained from Audit section of this office. No payment on this account is to be made until such instructions are received.

Note 2 In case the pensioner on regaining sanity comes to draw his / her pension his/her thumb/finger impressions (if not already received from this office) and specimen signatures will be obtained by the PDA in the PDA's half of the pension certificate. The pension will be paid to the pensioner after seeking instructions from Audit section of this office

Note 3 Copies of lunacy certificate and relevant documents in which information regarding the person/parties in whose custody the pensioner is held, which are received in this section should be forwarded to audit section to facilitate that section to issue suitable instructions to the PDA and to arrange payment of pension.

Cases of Erroneous Grant of Pension

307 Pension once sanctioned cannot be reduced/stopped excepting under the orders of the President of India. However, if a revision of pension becomes necessary on account of a detection of clerical error subsequently, the pension may be revised provided that no revision of pension to the disadvantage of the pensioner shall be ordered by the Head of office without the concurrence of the Department of Personnel and Administrative Reforms, if the clerical error is detected after a period of two years from the date of sanction of pension. The Government servant concerned shall be served with a notice by the pension sanctioning authority requiring him to refund the excess payment so made within a period of two months from the date of receipt of the notice by him. On his failure to comply with the notice the authority sanctioning the pension shall order that the excess payment be adjusted by short payments of pension in future in one or more installments as the pension sanctioning authority may decide vide sub. Rule (3) of Rules 70 CCS (P) Rules 1972. If it is not possible to recover the overpayment from the pensioner the orders of the competent authority regarding regularization/write off of the amount involved will be looked for. Any overpayments for which the Defence Accounts Department are held responsible or an overpayment caused due to misinterpretation of any Rule, order or regulation, should be reported to the CGDA. A register on GCR 13 (**Annexure-B (Sl.No.6)**) should be maintained showing full particulars of the pensions suspended /cancelled/revised and the register submitted to the CDA(P) in the first week of every month. Further, a register on GCR-18 (**Annexure-B (Sl.No.10)**) also be maintained for watching the regularization of the overpayment of pension caused on account of erroneous grant of pension.

Revision of Pension Claims

308 In cases where the pensionary awards already sanctioned are to be revised as a result of fresh facts coming to notice at a later date, neither a fresh application nor a claim as prescribed with all its elaborate entries should be called for. It should suffice, for the purpose of audit and revision of the awards, if only the fresh particulars of the fact necessitating the revision are intimated by the H.O.O. with proposals for amending the figure in the relevant column of the claim requiring alteration, vide Comptroller and Auditor General's letter No. 357-A/54-52, dated 22.04.52. In case revision is due to change in the rates of pay and allowances drawn by individual, the revised rates of pay and allowances, should be got checked by the P.A.O./L.A.O. Simultaneously, the H.O.O. should also be advised to furnish an amended LPC through the P.A.O. where necessary. On receipt of the requisite details action should be taken for the issue of suitable Corrigendum PPO. in the usual manner.

Watching of Acknowledgements of the PPOs From the Head of Office

309 A careful watch will be kept by issuing periodical reminders over the receipt of acknowledgements of the PPOs/Corr. P.P.Os. from the H.O.O. through the Group's Claims Registers in the manner described below:

(a) The acknowledgement of the P.P.O. will be recorded in the case file and will be cross linked with the forwarding memo of the PPO. Simultaneously, the relevant column of the Group's Claims Register will be completed under proper attestation of the SO(A)/AAO.

(b) A separate register for watching the acknowledgements of the Corrigendum P.P.O. will be maintained by the Groups on GCR-15 **Annexure-B (Sl.No.11)**. The register will be Reviewed monthly and reminders will be issued to the H.O.O. for furnishing acknowledgements of the concerned PPOs wherein the acknowledgements have not been received, within fifteen days from the date of issue of the PPOs.

(c) A list of outstanding items, in the claims register/register of watching acknowledgements of Corrigendum PPOs, wherein acknowledgements have not been received within three months from the date of the issue of the PPOs will be made out indicating inter-alia, the action taken to obtain acknowledgements and submitted to the G.O by the 15th of every month.

Issue of Duplicate copy of Payment Authority/ PPO.

310. In cases where the original Payment Authority/PPO is reported to have been lost, either in transit before reaching H.O.O. or is lost after dispatch of documents by the H.O.O. to the PDA or in the office of the PDA, the H.O.O. will be requested to obtain the following "Loss Certificate" from the PDA and furnish to this office for issue of duplicate copy of the Payment Authority/PPO.

Loss Certificate

"Certified that Pension Payment Order NO.in respect ofPersonnel No./Regimental NO. (Rank and Name of unit/ formation..... has been lost/is not available and to avoid double payment being made a note has been kept in Payment/Check 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 concerned CDA for cancellation".

Station
Date

Signature
Seal of the office of the PDA

On receipt of the "loss certificate" the duplicate copy of the payment authority/PPO will be issued through the H.O.O., in the usual manner.

NOTE:- 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, should invariably be enclosed along with the loss certificate.

(Authority: Audit Tech circular No-137 dt.11/05/2009)

Cases regarding grant of second pension:

311. (i) It may be noted that an officer who was sanctioned pension/gratuity under C.S.R./CCS(P) Rules 1972 due to the abolition of the post or on account of his invalidation, is eligible to earn separate pension/gratuity, in respect of his second spell of service in the civil post, if otherwise admissible. If he desires to count his former civil service in conjunction with his current service in the civil post it should be ensured that the pensionary benefits drawn by him are surrendered (vide Article 511, CSR and 519 CSR.)

(ii) It may be noted that when a pensioner is in receipt of a Military pension he may be eligible to the grant of civil pension separately in respect of his 2nd civil service.

312. It may be noted that an award of pension/gratuity under the CCS(EOP) Rules may be sanctioned in addition to any other kind of pension/gratuity admissible to the claimant under any other set of Rules vide Rule 5 of CCS(EOP) Rules. However, families of Government servants who die as a result of risk of office or Special risk of office as defined in CCS (EP). Rules as well as those governed by New Family Pension Scheme, 1964 are entitled to family pension at the enhanced rates prescribed in Government of India, Min. of Fin. OM. NO. F. 19(3)-EV(A)/65, dated 9th September, 1965. NO separate pension under the Family Pension Scheme, 1964 will be admissible to them in addition.

313. It may be noted that pension awarded under the New Family Pension Scheme will not be payable to more than one member at a time vide Para 6(iv) of New Family Pension Scheme, 1964.

However, the New Family Pension Scheme does not debar a minor child to draw two family pensions in the event of his/her becoming entitled to therefor, consequent on the death of his/her father and mother who were both Government servants governed by the New Family Pension Scheme, 1964. Provisions of Para 129.15 will also equally apply in these cases.

SECTION-3

Court Cases and their disposal

314. Legal cases filed by pensioners/individuals seeking relief on sanction and /or payment of pension, when received in the section, should be given highest priority and be processed to its finality as quickly as possible. Court cases, broadly speaking comprise of the following categories ;

- (i) Legal Notice under Section 80 CPC.
- (ii) Original Application
- (iii) Writ Petition
- (iv) Court Judgment
- (v) Contempt Petition

314.1 The AAO/SO(A) in-charge Coordination Group will maintain a Register of Court Cases with separate folios for the above types of Court cases.

315. Legal Notice:- The legal notices, being dealt-with by different operative groups will be monitored centrally in the Coordination Group. On receipt of a legal notice under section 80 of CPC in Grant-1 civil section, it will be entered in the Register opened for the purpose (proforma GCR-20 given in **Annexure- B (Sl.No.12)** and then passed on to the concerned operative group for necessary action.

315.1 It will be the personal responsibility of the Sr. AO/AO in charge of the group concerned to ensure that a reply is promptly sent to the Advocate duly approved by the GO concerned under intimation to Legal Cell. When a final reply is being sent, it should be comprehensive but at the same time, self contained, precise and supported by the relevant Rules/ Government orders.

315.2 The AAO/SO(A) I/C of the Co-ordination group will monitor the case daily by personal contacts and complete the “Register of Legal Notice”(Proforma GCR-20given in **Annexure-B (Sl.No.12)** relating to legal notice as soon as the reply is issued to the Advocate concerned.

316 Writ Petitions- On receipt of a writ petition it will be centrally entered in the “Register of Court Cases” Proforma GCR-21given in **Annexure-B (Sl.No.13)** maintained by the Co-ordination Group.

316.1 It will be seen whether there is any indication of legal notice, if any already received, in the writ petition. If so the same will be cross linked and passed on to the concerned Group for preparation of suitable Para-wise comments. In all cases, attempt will be made to link the writ petition with the legal notice.

316.2 Para wise comments will be prepared by the dealing group concerned duly supported by the relevant Rules/Government orders, where required. Para-wise comments are given to facilitate the Senior Government Standing Counsel to prepare the draft counter affidavit. The para-wise comments, duly approved by the SAO/AO I/C dealing Group and seen by the GO G1/Civil, will be passed on to Legal Cell through Co-ordination Group to enable them to finalise the draft counter affidavit in consultation with the SGSC.

316.3 The Co-ordination Group before passing on the para-wise comments to Legal Cell will complete the “Register of Court Cases.”

317. Court Judgment:- All the Court Judgments will be received centrally in the Co-ordination Group, where these will be entered in the “Register of Court Cases” , cross linked with the writ petition and legal notice, if any already entered in the Register and passed on to dealing group for implementation of the judgment.

317.1 A photocopy of judgment will be passed on to Technical Group to examine whether the judgment is going to affect the individual case only or is likely to embrace all the persons either retired or serving in general. If the judgment is likely to affect all the effective or retired employees, the matter will be brought to the notice of the CDA/PCDA(P).

317.2 The AAO/SO(A) I/C of the Co-ordination Group will personally show the judgment to the GO & SAO/AO concerned who will call for the Auditor & SO(A)/AAO of the dealing Group and explain to them the operative part of the judgment and the urgency of the case. He will immediately arrange to notify the award as the case warrants i.e. where time does not permit to obtain Government sanction and will simultaneously take up the matter with the H.O.O. concerned for obtaining Government sanction for the charged expenditure, after showing the case to GO/JCDA concerned.

317.3 In cases where the court judgment cannot be implemented within the time stipulated by the

Court for any reason such as non-receipt of pension claim etc. the case will be shown to the JCDA/CDA and the matter will be reported to higher Authority /Legal Cell to file an application for extension of time for implementation of the judgment.

318 Contempt Petition:- Necessary action for entering the contempt petition in the “Register of Court Cases” will be taken centrally by Co-ordination group as in other writ cases. The contempt petition will be cross linked with the court Judgment and passed on to the dealing group.

318.1 On receipt of the contempt petition the following action will be taken by the dealing group:-

(i) In case the Court Judgment has already been implemented , a reply to this effect may be sent to Government Counsel /H.O.O. along with para-wise comments through Legal Cell during the course of the day for preparation and filing of reply statement.

(ii) In case the Court Judgment is not implemented due to some reasons, expeditious action will be taken to get the extension of time, through the legal cell, to implement the Court judgment. The dealing group will prepare and send the Para-wise comments through the co-ordination group, duly approved and seen by the G.O. within the course of the day to Legal Cell to facilitate preparation of draft counter affidavit.

318.2 All “Contempt of Court Cases” should be shown invariably to Jt.CDA/CDA/PCDA(P) where court order has not been implemented.

319. Government Sanction :- All Government sanctions received in pursuant to Court Judgment, will be centrally received by Co-ordination Group and entered in the “Register of Court Cases.”

319.1 The Co-ordination Group will then pass on the Government sanction in original to the dealing group. A photocopy of the sanction will also be passed on simultaneously to the Technical Group for study and necessary action, if any

319.2 The Group officer will personally be responsible to ensure that the pensionary awards as sanctioned by the Government are notified immediately and the parties concerned are informed.

319.3 After notification of the award, the “Register of Court Cases” will be completed by the Co-ordination Group.

SECTION –4

Parliament Question

320. The Parliament questions asked by the Hon'ble Members of the Parliament, are to be answered by the Minister concerned by a firm date. It is therefore to be ensured by the G.O that the reply to parliament questions are prepared the same day on which, the questions are received. The reply to the question should be precise, definite, self contained, to the point and supported by the relevant Rules and Government orders. Any material found superfluous in the reply should be dropped. The relevant details may however, be given in the "Supplementary" to the reply. The answer should be based on the ground and real position after proper verification checking, counting etc. irrespective of the time available for reply.

320.1 The draft reply to the Parliament question must be shown to the CDA/PCDA(P) before issue.

320.2 The Parliament questions are of two categories i.e starred and unstarred. The details of these categories are as under;

(i) **Starred question-** Questions relating to public importance and in respect of which supplementary questions are likely to arise, are put for oral answers as starred questions. Starred questions are answered orally by the Minister concerned on the floor of the House either in the Rajya Sabha or in the Lok Sabha. Starred questions are so called from the fact that they are always distinguished by an asterisk in the list of finally admitted questions. The reply to the starred question must always be supported by supplementary material so that any question linked to starred question asked by the Hon. M.P may be answered by the Minister on the spot.

(ii) **Unstarred question-** The questions seeking detailed information of statistical nature, concerning matters of local interest to a limited section of the people or which relate to day to day administrative business may be admitted for written answers as unstarred questions. An unstarred question does not carry an asterisk mark. Answer to such question is not given orally by the Minister concerned but in a written form. Consequently no supplementary question can be asked thereon.

(iii) **Short Notice Question:-** A short notice question is one which relates to a matter of urgent public importance and can be asked with notice shorter than the normal period prescribed for an ordinary question.

SECTION -5

Defence Pension Adalat

321 (a) The Defence Pension Adalats are a part of annual action plan of the Ministry of Defence and are held periodically each year in the different part of the country for redressal of grievances of the Defence Pensioner. Settlement of pension adalat cases received either before holding of the adalat or after conclusion of the adalat, will be monitored centrally by the Pension Adalat Cell of the PCDA(P), Allahabad. The progress of these cases when received in G1/civil section is watched centrally by AAO/SO(A)/OI/C Coordination Section.

(b) Under existing orders the complaint of a pensioner should be disposed of within 48 hours of its receipt in the section. The disposal of all pension adalat cases should be addressed to the pensioner with a copy to the Officer in-Charge Pension Adalat Cell where the complaint is marked as settled/unsettled. In other cases the pensioner will be informed of the action taken at all stages.

SECTION –6

Reports and Returns

322. Reports and returns rendered by this section which are peculiar to this section are shown in **Annexure -A**

Registers and Fly Leaf Instructions:

323 The registers maintained in this section which are peculiar to this organisation and their fly leaf instructions are shown in **Annexure-B**

List of Forms in use in Grants (Civil) Section

324 The specimen of forms used in this section which are peculiar to the work carried out in the section are given in **Annexure-C**

Model calculation

325 A few illustrations indicating the Model Calculation of various pensionary awards are published in **Annexure-D**

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APPENDIX-1

LIST OF ADDRESSES OF HEADS OF DEPARTMENT

1. Director General, Org and Pers Adjutant General's Branch,
Army Head Quarters
281, South Block
DHQ P.O., New Delhi-110011.
2. Joint Secretary and CAO, Office of JS (AD) and CAO, C-II Hutments,
Dalhousie Road
Room NO. 155, New Delhi/ 110011.
3. Directorate General Engineer (Pers) E-IN-C's Branch,
Army Head Quarters,
98, Kashmir House, New Delhi-1100011.
4. Directorate of Personnel
Defence Research and Development
Organisation,
B-Wing, Sena Bhavan,
New Delhi- 110011.
5. Director General, Ordnance
Factory Board, 10-A,
S.K. Bose Road Calcutta/700001
6. Directorate General of Ordnance
Services(OS-8-C(I),
Master General of Ordnance Branch,
Army Head Quarters, 225, South Block, DHQ PO, New Delhi-11000 11.
7. Director General Quality Assurance
Department of Defence Production,
Room No. 237, South Block,
DHQ PO, New Delhi-110011
8. Director General Border Road,
Kashmir House
DHQ PO
Delhi Cantt-110011
9. Director General
Armed Forces Medical Services
Min. of Defence
Room No. 12, 'M' Block,
New Delhi-110001
10. Directorate General NCC.
West Block - No.4,
R.K. Puram,
New Delhi -110016
11. Director General
Coast Guard Head Quarters,
National Stadium Complex, Purana Quila Road,
(Opposite Patiala House Court) .
New Delhi-110001
12. Director General of EME
Master General of Ordnance Branch
57-'B' Block ,Hutments Army Head Quarters New Delhi-1100 11
13. Director (Pers/ civ)
Air Headquarters,
DHQ PO, New Delhi-110011
14. Director (Pers/ civ)
Naval Headquarters
DHQ PO, New Delhi-110011

Appendix - 2
LIST OF CONTROLLERS

Sl. No.	DESIGNATION	ADDRESS (OFFICE)
1.	CGDA	Ulan Batar Road, Palam Delhi Cantt-110010
2.	CDA (AF) Delhi	WEST BLOCK-V, WING NO.4RK PURAM, NEW DELHI-10066
3.	CDA(BR) Delhi	Seema Sadak Bhawan Ring Road, Naraina, New Delhi-110028
4.	PCDA HQrs. Delhi	G. BLOCK, K. KAMRAJ MARG, NEW DELHI-110011
5.	CDA (R & D) Delhi	L BLOCK BRASSEY AVENUE, NEW DELHI-110001
6.	CFA (Fys) Medak	AO, OFP, YEDDUMALLARAM, MEDAK-502205
7.	CDA Secunderabad	No.1, STAFF ROAD, SECUNDERABAD-500009
8.	CDA Patna	RAJENDERA PATH, PATNA-800019
9.	PCDA (NC)Jammu	SATWARI, NARWAL PAIN, JAMMU CANTT.180003
10.	CDA (R & D) Bangalore	C.V.RAMAN NAGAR, BANGALORE-560093
11.	CFA (FYS) Jabalpur	AO, VEHICLE FACTORY, JABALPUR-482009
12.	PCDA (NAVY) Mumbai	POST BOX No.589,ADMIRAL HOUSE, NO.1 COORPERAGE ROD, COLABA, MUMBAI-400039
13.	CDA (CSD) Mumbai	“ADELPHI”119 M.K. ROAD, CHURCH GATE MUMBAI-400020
14.	PCDA (SC) Pune	1, FINANCE ROAD, PUNE-411001
15.	CDA(O) Pune	GOLIBAR MAIDAN, PUNE-411001
16.	CFA (FYS) Kirkee	AO, AMMUNITION FACTORY, KIRKEE, PUNE.
17.	CDA Guwahati	UDDYAN VIHAR, NARANGI, SATGAON, GUWAHATI-781171
18.	CFA (FYS) Bolangir	BADMAL SAINTALA BOLANGIR- (ORISSA)-767770
19.	PCDA (WC) Chandigarh	SECTOR -9C, CHANDIGARH-160009
20.	CFA(FYS) Avadi	AO, HVF AVADI, CHENNAI-600054
21.	CDA Chennai	506, ANNA SALAI, TEYNAMPET, CHENNAI-600018
22.	CDA (AF) Dehradun	107, RAJPUR ROAD, DEHRADUN-248001
23.	CFA (F) Chandigarh	ORD. CABLE FY. INDUSTRIAL AREA CHANDIGARH

24.	CFA (FYS) Kanpur	AO, KANPUR GROUP OF FACTORIES AYUDH UPASKAR BHAWAN, G.T.ROAD, KANPUR-208013.
25.	PCDA (CC) Lucknow	CARIAPPA ROAD, NEAR RAILWAY STATION, LUCKNOW CANTT-226002
26.	CDA(ARMY) Meerut	BELVEDERE COMPLEX,AYUDH PATH, MEERUT-250001
27.	CDA (PD) Meerut	BELVEDARE COMPLEX, AYUDH PATH, MEERUT-250001
28.	CDA (TRAINING) AND DIRECTOR NIMA, Meerut	AYUDH PATH, MEERUT-250001
29.	PCFA(FYS) Kolkata	10-A, S.K.BOSE ROAD, KOLKATA-700001
30.	CDA (EC)Kolkata	OFF. TO COMMAND MUSEUM, FORT WILLIAM, Kolkata-700021
31.	CFA(FYS) Ishapur	RIFLE FACTORY, ISHAPORE (WB)
32.	CDA(ARMY) Jabalpur	RIDGE ROAD, JABALPUR-482001
33.	CDA(ARMY) Bangalore	107, LOWER AGRAM ROAD,AGRAM POST, BANGALORE-560007
34.	CDA (R&D) Hyderabad	OPPOSITE TO DRDL GATE KANCHANBAGH POST OFFICE HYDERABAD- 500058
35.	CFA(FYS) Dehradun	OPTO ELECTRONICS FACTORY, RAIPUR,DEHARADUN-248008
36.	Jt. CDA (Funds) Meerut	NEAR HEAD POST OFFICE,MEERUT -250001

**INSTRUCTIONS FOR COMPLETION OF DATA SHEET (SPECIMEN AT ANNEXURE-C
(Sl.No.1) OF PENSIONARY AWARDS IN RESPECT OF DEFENCE CIVILIANS**

General

1 Data sheet has been designed for notification of the pensionary awards on computer. The data should be filled in neatly and accurately in block letters. Only one alphabet or numeric or special character should be filled in one box. While filling various data viz., alphabetic, alphanumeric and numeric, instructions earlier issued from time to time respecting data sheet should be kept in view.

1.1 Cutting and alterations should be avoided. However, in cases where such cuttings/alterations become unavoidable, it should be properly attested under the signature of authority competent to do so.

1.2.1 Various kinds of data may be filled in various columns of data sheet as given below:

(a) Alphabetic Data

Alphabetic data shall be filled in from the left hand side to the right hand side of the column. If the number of boxes are more than the alphabets to be filled in all the remaining boxes on the right hand side should be left blank. Similarly, if the numbers of boxes are less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances additional boxes shall be created. Following columns will be filled with alphabetic data.

Columns:-2,6,7,8,,9,12,14,15,21,22,31,40,41,42,43,47,48,49,56,58,59,60,61 and 62

(b) Alphanumeric Data

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in from the left side to the right side of the column. Unutilized boxes are left blank and if the boxes fall short of requirement, suitable abbreviation will be carried out but in no circumstances additional boxes should be created. Following columns will be filled with alphanumeric data.

Columns:- 3,4,5,24,30,50,51,54 and 55

(c) Numeric Data

Numeric data will be filled in from right hand side to the left hand side, Zeros shall be filled in the unused boxes on the left hand side, Following columns will be filled in with numeric data.

Columns:1,10,11,13,16,17,18,20,23,25,26,27,28,29,30,32,33,34,35,36,37,38, 39, 44,45,46, 52,53 and 57

1.3 Dates

Various dates appearing in the data sheet will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD days.

**2. COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF
DATA SHEET:**

Column- wise detailed instructions are as under:

Column 1 (Organisation Code):

This should be filled up with the code of organisation as shown in **Appendix-4**.

Example: If the organisation to which individual belongs is 'AOC' the entry in column '1' will be as under: -

0	4
---	---

Column 2 (Organisation Group for GPF No.):

This field should be filled with the code of organization group as shown in Appendix-4A. In no case it should be left blank.

Column 3 (GPF No.):

The GPF No. of retired/deceased employee should be filled in this field. In no case it should be left blank or filled with zeroes.

Column 4 (Office/Unit/Formation):

Name of the Office/Unit/Formation where the individual had been serving will be indicated. If it cannot be accommodated in 36 boxes, it should be suitably abbreviated.

Column 5 (Head of Office Address):

Address with Pin Code of Head Office under which individual had been serving will be indicated. If it cannot be accommodated in 50 boxes, it should be suitably abbreviated.

Column 6 (Name):

Name of the individual as recorded in the service book/history of gazetted service should be filled in this column. One box should be left blank between different parts of the name.

Column 7 (Nationality):

Nationality of individual will be filled in as under:

Indian	-	1
Nepalese	-	2
Bhutanese	-	3

Column 8 (Sex):

Sex of the individual will be filled in as under:

MALE	-	M
FEMALE	-	F

Column 9 (Post Last held):

Post last held by the individual irrespective of whether in officiating or substantive capacity will be indicated. In the case of NCC whole time officers granted permanent Commission the Rank-code shown in Appendix-7 to these instruction should be filled in this column.

Column 10 (Date of Birth):

These } columns should
} be filled as per
instructions

Column 11 (Date of Joining- Current Spell): given against col. 13

Column 12 (Industrial/Non Industrial/Scientist):

This column should be filled in as under:

INDUSTRIAL	I
NON-INDUSTRIAL	N
SCIENTIST (R and D)	S

Column 13 (Date of Superannuation/Retirement):

According to existing instruction where individual retired in forenoon the date falling immediately prior to the date of retirement is filled in this column. Now, in this new data sheet the date of retirement with reference to part-II order should be filled in this field either the individual retired in forenoon or afternoon.

Column 14 (Retirement FN/AN): If the individual retired in forenoon (as per part-II Order), "F" should be filled in this column otherwise it should be filled with "A".

Column 15 (Nature of Pension): Relevant code from **Appendix-5** should be picked up and filled in this column.

Column 16 (Total Service-Current Spell):
be filled with reference to service documents.

Column 17 (Non Qualifying Service):

These } columns should
} be filled as per
instructions

Column 18 (Former Service Counted Towards Current Spell):

This column will be completed with reference to PCDA(P)'s Audit Report regarding counting of former spell of service, if any.

Column 20 (Net Qualifying Service):

The net qualifying Service will be worked out after deducting the period of non-qualifying Service

(as in Col. 17) from the additions of Col. 16 and 18 and entered in this column.

Column 21 (Medical Allowance):

If individual has opted for drawal of fixed medical allowance this column should be filled with 'Y' alphabet otherwise with 'N' alphabet.

Column 22 (Group):

Pay group of the individual may be filled in the following manner:

For Group 'A'	A
For Group 'B'	B
For Group 'C'	C
For Group 'D'	D

Last Pay Details

Column 23 (Pay Scale):

This field should be filled with the pay code pertaining to Pay Band/Scale applicable to the individual as shown in Appendix-6A. Relevant code from the Appendix-6A should be picked up and filled in this Column. In no case it should be left blank or filled with zeroes.

For example:

For pay Code 5 this field should be filled as

0	5
---	---

Column 24 (Pay Band Code):

This field should be filled with the pay code pertaining to Pay Band/Scale applicable to the individual as shown in Appendix-6A. Relevant code from the Appendix-6A should be picked up and filled in this Column. In no case it should be left blank or filled with zeroes.

For example:

For Pay Band Code PB2 this field should be filled as

B	2
---	---

Column 25 (Pay in Pay Band/Scale (Excluding Grade Pay):

Pay in pay band/scale drawn by the individual at the time of retirement should be filled in this column. In no case it should be left blank or filled with zeroes.

Column 26 (Grade Pay):

Grade pay, if any, drawn by the individual at the time of retirement should be filled in this column. Grade Pay should be same as shown in Appendix-6A against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

Column 27 (NPA/Rank Pay):

In case of Doctors employed as Defence Civilians, Non Practicing Allowance as drawn at the time of retirement should be filled in this column. In the case of NCC whole time officers granted permanent commission and MNS Local Officers, MS Pay drawn at the time of retirement should be filled in this column.

Column 28 (Date of Last Pay Drawn):

This Column has been provided for filling the date of last pay actually drawn, so that D.A. for gratuity purpose can be calculated on the basis of D.A. rates in force on this date. In other words, if the pay has not been drawn on the date of retirement, the date preceding the date of retirement on which the pay has actually been drawn should be shown in this column. This column should not be left blank.

If the date of last pay drawn is 29-12-2000 the same shall be filled as under: -

2	0	0	0	1	2	2	9
---	---	---	---	---	---	---	---

Columns 29(10 mths Average):

The average pay which includes sum of Pay in Pay Band/Scale, Grade Pay and non-practicing allowance (NPA)/MS Pay actually drawn by the individual during the last 10 months period preceding the date of his retirement will be shown in this column. This field contains 5 boxes for rupee and 2 boxes for paise. This field should not be left blank. Where new pay (VI CPC pay) and old pay (V CPC) are involved during last 10 months pay. The new pay and old pay drawn during last 10 months will be calculated separately and the sum of both will be shown in this column. Average pay in above cases shall be calculated by Head of Office (HOOs) and filled in this column. The calculation sheet of average pay prepared by HOO must be enclosed with data sheet. The Average pay so calculated by HOOs must be checked by the PAY AUDIT CONTROLLERS.

Column 30 (Gallantry Award, if Any)

This should be filled from **Appendix-3**. Gal-Code shall be filled in first box and each bar shall be filled in second box.

Example: - If the gallantry award is SHAURYA CHAKRA for the first time (i.e. without any bar) the field should be filled as under:

S	0
---	---

Column 31 (Last Pay Reduced due to Penalty)

If last pay is reduced due to penalty this column should be filled with "Y" otherwise "N".

Column 32(Amount of Demand- RDR Head):
Column 33 (Amount of Demand-OTR Head):

} See instructions against columns 34

Column 34 (Interest on RDR Demand):

For filling of demands in columns 32, 33 and 34 the Demand register maintained by Head of Office/Pay Audit Controller will be called upon. However, in these columns, demands if any, coming to notice before the date of retirement will be shown.

Column 35:- Interest Payable:

The amount payable on account of interest shall be filled in this column.

Column 36 (Date of receipt of Commutation Application):

The date, on which commutation application has been received by Head of Office, will be filled in this column.

Column 37 (Fraction to be Commuted): Fraction of pension to be commuted may be filled in this column, from the commutation application. In no case, it should be more than one third of the pension sanctioned in the case of Pre-96 cases and two fifth in case of Post 96 cases. There are two digits in this field. First digit denotes numerator and second digit denotes denominator. If amount to be commuted is 40% ($40/100=2/5$) of pension, it should be shown in this Column as under:

2	5
---	---

If numerator or denominator is more than one digit this column must be left blank and column 48 may be used.

Column 38 (Amount to be Commuted):

If column NO. 47 is not being used as mentioned above, the amount to be commuted may be calculated and the same should be filled in this column and column 47 must be left blank.

Column 39-(Age Load):

This Column containing 2 boxes has been provided for cases where loading in age on the basis of medical examination report by the medical authorities is to be accounted for commutation of pension. The loading in age is to be shown in whole years.

Example: If loading in age has been recommended for 2 years, it should be shown in this column as under:

0	2
---	---

Column 40 (Whether Married):

If yes Y
If no N

Column 41 (Spouse Alive):

The following alphabetic code should be filled in this column as per the status of Family Pensioner on the date of retirement.

- | | | | |
|-----|--|---|---|
| (1) | Spouse alive on the date of retirement | Y | |
| (2) | Spouse dead on the date of retirement | N | |
| (3) | Re-employed pensioners | | E |
| (4) | Spouse divorced | | D |
| (5) | Two wives or disputed case | T | |

Column 42 (Name of Spouse): This column should be filled with reference to service documents/family details.

Column 43 (Nationality of Spouse):

Nationality of spouse will be filled as under:

INDIAN	1
NEPALESE	2
BHUTANESE	3

Column 44 (Date of Birth of Spouse):

This is a numerical data of 8 characters. It should be taken from the service book and filled in the format as :-

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Column 45 (Pension Disbursing Authority (P.D.A.-Code):

The codes for different PDAs are given in **Appendix-9**. The same should be filled as per the code shown against each.

Column 46 (DPDO Code):

List of codes as given in **Appendix-10** may be used to fill up this column.

Column 47 (PDA Station):

The Station/Headquarters of the Pension Disbursing Agencies from where individual has desired to draw his pension will be entered in this Column. This column should be left blank in cases of Public Sector Banks.

Column 48 (PDA State Code):

Codes for various states as published in **Appendix-11** will be used to fill up this column. These are two digit alphabetic codes.

Column 49 (Bank/Sub-Treasury Code):

Three digit alphabetic codes for PSBs as published in **Appendix-12** will be used to fill up this column. If the individual had desired to draw his pension from a sub-treasury, Code "SUB" will be filled in this column.

Column 50 (Link Bank):

Link bank branches are located at Distt. Headquarters. Complete address of the Link Bank branch should be filled in this column. Link bank branch for a particular station will be found in the list of 'link bank branches at various stations' as notified by the RBI.

Column 51(Bank/ Sub-treasury Code):

The name of the bank/ sub-treasury branch from where the pensioner desires to draw his/her pension will be indicated in this column.

Column 52 (BSR code or Bank Branch):

BSR Code of Paying Bank Branch should be filled in this field from details received from individual.

Column 53 (BSR code of Link Bank):

BSR Code of Link Bank Branch should be filled in this field from details received from individual.

Column 54 (Bank Account Number):

This column will be completed on the basis of information as, furnished by the individual in his application. No Joint Account number should be entered in this column.

Column 55 (Pensioner's Address):

The address of the pensioner should be filled in this column. The name of home state should not be filled in this column.

Column 56 (Pensioner's State Code):

State code of pensioner from **Appendix-11** should be filled in this column.

Column 57 (PIN-Code):

PIN code of pensioner address should be filled in this column.

Column 58 (Handicapped Child Y/N):

This field should be filled with 'Y' if the officer is having a handicapped child other wise it should always be filled with 'N' and in no case it should be left blank.

Column 59 (Name of Handicapped Child):

If field "Having handicapped child" is filled with "Y" the name of handicapped child should be filled in this field otherwise it should be left blank.

Column 60 (Relationship Handicapped Child):

This field will be filled with 'S' in case handicapped child is a son or "D" in case handicapped child is a daughter of the retiring officer. If field "Having handicapped child" is filled with "N" this field should be left blank.

Column 61 (Dual F.P. (D/S)):

In the dual family pension case, the code 'D' should be filled in this field otherwise the code "S" should be filled in this field. **"D" denotes for Double and "S" for single.**

Where government employee died after retirement but before 24.09.2012, the Dual family pension will not be notified/processed through Civil Pension Data Sheets. Such cases will be processed through Civil F.P. Data Sheets. Where employee retired before 24.09.2012, before processing of Dual F.P. case through civil pension Data Sheets it may be ensured that the individual was alive on 23.09.2012.

Column 62 (GTU –Withheld (Y/N)):

If any "Government dues" on a/c of Government accommodation are outstanding then in this column "Y" should be filled otherwise it should be filled with "N".

If "N" is required to be filled in the revised data sheet i.e. in case Retirement/death gratuity is not to be withheld for the purpose of recovery of outstanding Government dues pertaining to Government accommodation, No demand certificate in this regard may be furnished along with data sheet.

Column 63 (CDR-No.) This column should be left blank. This column will be filled-up by this office.

Note:

(i) IVth CPC scale of pay and concordance of " IVth and Vth CPC Pay Code" are given as an additional information in **Appendix-13 and 14** respectively.

(ii) In cases of compulsory retirement/compassionate allowance where the pensionary awards are ordered to be reduced, the claims need not be processed through Data Sheet. Such cases may be submitted to the PCDA (P), ALLAHABAD together with service documents for notification of the pensionary awards through manual process.

APPENDIX-4**[See Column of 1 of Appendix-3 and Appendix-42]**

LIST OF ORGANISATION CODE

<u>ORGANISATION</u>		<u>CODE</u>
FACTORIES	(FYS)	01
ORDNANCE DEPOT	(AOC)	02
MES	(ENG)	03
AOC	(AOC)	04
<u>EME</u>	<u>(AOC)</u>	05
CAO	(MISC)	06
MILITARY FARMS	(MISC)	07
DGI	(MISC)	08
R and D	(MISC)	09
NAVY	(NAVY)	10
AIRFORCE	(AF)	11
GRAF	(GRAF)	12
DAD	(DAD)	13
MISCELLANEOUS	(MISC)	14
PIONEER	(GRAF)	15
M N S (Local)	(MISC)	16
N C C (Officers)	(MISC)	17
COAST GUARD	(NAVY)	18

APPENDIX-4A

[See Column of 2 of Appendix-3 and Appendix-42]

ORGANISATION GROUP FOR THE ALLOTTED GPF NO.

<u>ORGANISATION</u>	<u>GROUP</u>
1. PRE COMPULSORY (GPF NO. UPTO 65,999)	COMP
2. ARMY HEAD QUARTERS	AHQ
3. DEFENCE ACCOUNTS DEPARTMENT	DAD
4. MISCELLANEOUS	MISC
5. AIR FORCE	AF
6. NAVY	NAVY
7. MILITARY ENGINEERING SERVICE	MES
8. GREF	GREF
9. COAST GUARD	CGO
10. FACTORIES	FYS
11. ORDNANCE DEPOT	AOC
12. ARMY SUPPLY CORPS	ASC
13. ELECTRICAL MECHANICAL ENGINEERING	EME
14. TECHNICAL DEVELOPMENT ESTABLISHMENT	TDE
15. RESEARCH AND DEVELOPMENT	RDE
16. MNS (LOCAL)	MNS
17. NCC (OFFICERS)	NCC

APPENDIX-5

[See Column 11 of Appendix-3]

LIST OF NATURE OF PENSION CODE

<u>NATURE OF PENSION</u>	<u>CODE</u>
1. SUPERANNUATION PENSION	"S"
2. SUPERANNUATION PENSION (Extended Cases)	"E"
3. SUPERANNUATION PENSION (Late Entrant)	"L"
4. RETIRING PENSION	"R"
5. RETIRING PENSION (Declared Surplus)	"Q"
6. RETIRING PENSION (Vol. Rett.Under F.R. 56k)	"K"
7. COMPULSORY RET. PENSION	"C"
8. INVALID PENSION	"I"
9. COMPENSATION PENSION	"G"
10. VOLUNTARY RETT. PENSION	"V"
11. PRO-RATA PENSION	"P"
12. DISCIPLINARY PENSION CASES	"D"
13. COMPASSIONATE ALLOWANCE	"A"

PAY SCALE CODE
[See Column 18 of Appendix-3 and Col. 38 Appendix-42]
Vth CPC-PAY-SCALE.

<u>PAY SCALE</u>	<u>CODE</u>
02550-055-02660-060-03200	01
02610-060-03150-065-03540	02
02650-065-03300-070-04000	03
02750-070-03800-075-04400	04
03050-075-03950-080-04590	05
03200-085-04900	06
04000-100-06000	07
04500-125-07000	08
05000-150-08000	09
05500-175-09000	10
06500-200-06900	11
06500-200-10500	12
07450-225-11500	13
07500-250-12000	14
08000-275-13500	15
09000 FIXED	16
09000-275-09550	17
10325-325-10975	18
10000-325-15200	19
10650-325-15850	20
12000-375-16500	21
12750-375-16500	22
12000-375-18000	23
14300-400-18300	24
15100-400-18300	25
16400-450-20000	26
16400-450-20900	27
14300-450-22400	28
18400-500-22400	29
22400-525-24500	30
22400-600-26000	31
24050-650-26000	32
26000 FIXED	33
30000 FIXED	34
08000-300-09800	35
09300-300-11300	36
11300-325-14550	37
13100-400-16700	38
12000-420-18300	39
16400-450-20900-500-22400	40
2610-60-2910-65-3300-70-4000	41

**APPENDIX-6A
PAY SCALE CODE**

[See Column 23 & 24 of Appendix-3 and Col. 39 of Appendix-42)

PAY CODE	NAME OF PAY BAND	PAY BAND CODE	PAY BAND	GRADE PAY
01	1S	S1	4440-7440	1300
02	1S	S1	4440-7440	1400
03	1S	S1	4440-7440	1600
04	1S	S1	4440-7440	1650
05	PB-1	B1	5200-20200	1800
06	PB-1	B1	5200-20200	1900
07	PB-1	B1	5200-20200	2000
08	PB-1	B1	5200-20200	2400
09	PB-1	B1	5200-20200	2800
10	PB-2	B2	9300-34800	4200
11	PB-2	B2	9300-34800	4600
12	PB-2	B2	9300-34800	4800
13	PB-2	B2	9300-34800	5400
14	PB-3	B3	15600-39100	5400
15	PB-3	B3	15600-39100	6600
16	PB-3	B3	15600-39100	7600
17	PB-4	B4	37400-67000	8700
18	PB-4	B4	37400-67000	8900
19	PB-4	B4	37400-67000	10000
20	PB-4	B4	37400-67000	NIL
21	HAG+SCALE	H1	75500-80000	NIL
22	APEX SCALE	A1	80000 FIXED	NIL
23	PB3	B3	15600-39100	6000
24	PB3	B3	15600-39100	7000
25	PB3	B3	15600-39100	8000
26	PB4	B4	37400-67000	9000
30	HAG SCALE	HG	67000-79000	NIL

APPENDIX-7

[See Column 21 of Appendix-3 and Col. 41 Appendix-42]

RANK PAY CODE NCC OFFICERS

PAY SCALE CODES AND RANK CODES IN RESPECT OF NCC WHOLE TIME OFFICERS GRANTED PERMANENT COMMISSION

ARMY	RANK	RANK PAY	RANK- CODE	PAY- CODE
	LIEUTENANT	NIL	LT	35
	CAPTAIN	400	CAPT	36
	MAJOR	1200	MAJ	37
	Lt. COLONEL	1600	LTCOL	38
	Lt. COLONEL (TS)		LT.COL (TS)	
AIR FORCE	FLYING OFFICER	NIL	FLO	35
	FLIGHT LT.	400	FLT	36
	SQN LEADER	1200	SQNLDR	37
	WING COMMANDER	1600	WGCDR	38
NAVY	SUB-LEIUTENANT	NIL	SLT	35
	LIEUTENANT	400	NLT	36
	LT.COMMANDER	1200	LTCDR	37
	COMMANDER	1600	COMDR	38

APPENDIX-8**[See Column 42B of Appendix-3 and Column-36 of Appendix-42]****GALLANTARY AWARD CODES****GALLANTRY AWARD CODES**

Award	Code
ASHOK CHAKRA	A
KIRTI CHAKRA	K
SHAURYA CHAKRA	S

Each Bar Codes:

Ist BAR	'0'
IInd BAR	'1'
IIrd BAR	'2'

APPENDIX-9**[See Column of 54 Appendix-3 and column 49 of Appendix-42]****PDA CODES**

PENSION DISBURSING AGENCIES	CODE
DPDO	1
POST OFFICE	2
TREASURY	3
INDIAN EMBASSY NEPAL	4
P.A.O.	5
DIRECTOR OF ACCOUNTS, PANAJI, GOA	6
FINANCE SECRETARY GANGTOK	7
INDIAN EMBASSY, THIMPU	8
PUBLIC SECTOR BANK	9

APPENDIX-10
[See Para 24 & Column of 55 of Appendix-3
and column 50 of Appendix-42]

D P D O C O D E S

<u>D.P.D.O.</u>	<u>CODE</u>	<u>D.P.D.O.</u>	<u>CODE</u>
CHANDIGARH	01	TRIVENDRUM	34
RED-FORT-1	02	QUILON	35
RED-FORT-II	03	AMRITSAR	36
BRAR SQUARE	04	KAPURTHALA	37
HYDERABAD	05	BATALA	38
SECUNDERABAD	06	LUDHIANA	39
PALAMPUR	07	MOGA	40
HAMIRPUR	08	JALANDHAR	41
DHARAMSALA	09	JAGRAON	42
YOL	10	PATIALA	43
MANDI	11	BHATINDA	44
SIMLA	12	ROPAR	45
KARNAL	13	HOSHIARPUR	46
AMBALA	14	FEROZEPUR	47
BHIWANI	15	SANGRUR	48
JHAJHAR	16	PATHANKOT	49
SONEPAT	17	GURDASPUR	50
GURGOAN	18	JAIPUR	51
ROHTAK	19	Chennai	52
NARNAUL	20	VELLORE	53
HISSAR	21	MEERUT	54
RIWARI	22	KANPUR	55
JAMMU-TAWI-I (AKHNOOR ROAD)	23	GORAKHPUR	56
JAMMU-TAWI- II	24	ALLAHABAD	57
JAMMU-CANTT (SHASTRI NAGAR)	25	Kolkata	58
UDHAMPUR	26	UNA	59
SRINAGAR	27	PATHANAMTHITTA	60
RAJOURI	28	JHUNJHUNU	61
LEH	29	DASUYA	62
BANGALORE	30	VISHAKHAPATNAM	63
ERNAKULAM	31	DEHRADUN	64
KOTTAYAM	32		
TRICHUR	33		

APPENDIX-11
[See Column 57 of Appendix-3 and column 52 of Appendix-42]
Codes For State / Union Territories / Nepal

Sl.No.	State	Code
1.	ANDHRA PRADESH	AP
2.	ASSAM	AS
3.	BIHAR	BI
4.	GUJARAT	GU
5.	HARYANA	HA
6.	HIMACHAL PRADESH	HP
7.	JAMMU and KASHMIR	JK
8.	KARNATAKA	KA
9.	KERALA	KE
10.	MADHYA PRADESH	MP
11.	MAHARASHTRA	MA
12.	MANIPUR	MN
13.	MEGHALAYA	ME
14.	NAGALAND	NA
15.	NEPAL	NE
16.	ORISSA	OR
17.	PUNJAB	PB
18.	RAJASTHAN	RS
19.	SIKKIM	SK
20.	TAMIL NADU	TN
21.	TRIPURA	TR
22.	UTTAR PRADESH	UP
23.	WEST BENGAL	WB
24.	GOA, DAMAN and DIU	GD
25.	ANDAMAN and NICOBAR ISLAND	AN
26.	ARUNACHAL PRADESH	AR
27.	DADAR and NAGAR HAVELI	DN
28.	CHANDIGARH	CH
29.	DELHI	DE
30.	LAKSHADWEEP	LD
31.	MIZORAM	MZ
32.	PONDICHERY	PO
33.	CHHATTIS GARH	CG
34.	JHARKHAND	JR
35.	UTTARANCHAL	UR
36.	BHUTAN	BH

APPENDIX-12
[See Para 24 & Column of 58 of
Appendix-3 and column 53 of Appendix-42]

Bank Codes

Sl.No.	Name Of Bank	Code
1.	ALLAHABAD BANK	ALB
2.	BANK OF BARODA	BOB
3.	BANK OF INDIA	BOI
4.	BANK OF MAHARASHTRA	BOM
5.	CANARA BANK	CNB
6.	CENTRAL BANK OF INDIA	CBI
7.	DENA BANK	DEB
8.	INDIAN BANK	INB
9.	INDIAN OVERSEAS BANK	IOB
10.	NEW BANK OF INDIA	NBI
11.	ORIENTAL BANK OF COMMERCE	OBC
12.	PUNJAB and SIND BANK	PSB
13.	PUNJAB NATIONAL BANK	PNB
14.	STATE BANK OF BIKANER and JAIPUR	SBB
15.	STATE BANK OF HYDERABAD	SBH
16.	STATE BANK OF INDIA	SBI
17.	STATE BANK OF INDORE	SBD
18.	STATE BANK OF MYSORE	SBM
19.	STATE BANK OF PATIALA	SBP
20.	STATE BANK OF SAURASHTRA	SBS
21.	STATE BANK OF TRAVANCORE	SBT
22.	SYNDICATE BANK	SYB
23.	UNION BANK OF INDIA	UBI
24.	UNITED BANK OF INDIA	UTI
25.	UNITED COMMERCIAL BANK	UCO
26.	VIJAYA BANK	VJB
27.	CORPORATION BANK	COB
28.	ANDHRA BANK	ANB
29.	ICICI BANK LTD	ICI
30.	HDFC BANK LTD	HDF
31.	IDBI BANK LTD	IDB
32.	UTI BANK LTD	UTB

[See note (i) below column 62-D

of Appendix-3]

<u>IVth CPC Pay Scale</u>	<u>Code</u>
0750-012-0870-014-0940	01
0775-012-0871-014-1025	02
0800-015-1010-020-1150	03
0825-015-0900-020-1200	04
0950-020-1150-025-1400	05
0950-020-1150-025-1500	06
0975-025-1150-030-1540	07
0975-025-1150-030-1660	08
1150-025-1500	09
1200-030-1440-030-1800	10
1200-030-1560-040-2040	11
1320-030-1560-040-2040	12
1350-030-1440-040-1800-050-2200	13
1400-040-1800-050-2300	14
1400-040-1600-050-2300-060-2600	15
1600-050-2300-060-2660	16
1640-060-2600-075-2900	17
2000-060-2300-075-3200	18
2000-060-2300-075-3200-100-3500	19
2000-060-2120	20
2375-075-3200-100-3500	21
2200-075-2800-100-4000	22
3000-100-3500-125-4500	23
3000-100-3500-125-5000	24
3700-125-4700-150-5000	25
4100-125-4850-150-5300	26
4500-150-5700	27
5100-150-5700	28
5900-200-6700	29
5100-150-6300-200-6700	30
5900-200-7300	31
7300-100-7600	32
7300-200-7500-250-8000	33
7600 FIXED	34
8000 FIXED	35
9000 FIXED	36
0775-012-0871-014-0955-015-1030-020-1150	37
2200-100-3800-150-5000	38
3700-125-4950-150-5700	39
5100-150-5700-200-6300	40
4500-150-5700-200-7300	41

APPENDIX-14

[See note (i) below column 62D of Appendix-3]

IVth CPC PAY SCALES CORRESPONDING TO PAY SCALES OF Vth CPC

IVth CPC PAY CODE Vth CPC PAY CODE

01	01
02	02
03	03
04	04
05	05
06	05
07	06
08	06
09	05
10	07
11	07
12	07
13	08
14	08
15	09
16	09
17	10
18	12
19	12
20	11
21	13
22	15
23	19
24	19
25	21
26	24
27	24
28	26
29	29
30	27
31	29
32	30
33	31
34	32
35	33
36	34
37	00
38	00
39	39
40	26
41	40

APPENDIX-15
[See Para-14 and 45]

**INSTRUCTIONS FOR CHECKING THE DATA SHEET (SPECIMEN AT ANNEXURE-C)
(Sl.NO.1) FOR SANCTION OF PENSIONARY AWARDS IN RESPECT OF DEFENCE
CIVILIANS BY PAY AUDIT CONTROLLERS /LOCAL AUDIT OFFICERS/ RAO/
AREA ACCOUNTS OFFICERS**

GENERAL

The H.O.O. will complete the pension papers in the manner laid down in Rules 58,59,60 and 61 of CCS (P) Rules, 1972 and forward the pension claims along with the data sheet and detailed calculation sheet to the Local Audit Officers/Pay Audit Office concerned. The L.A.O./P.A.O. will check the entries in the data sheet as per the instructions given below:

Col-1 Organisation code given in this Column should be checked in accordance with the instructions given for Column 1 in general instructions. **(Appendix-3)**

Cols-2 Organisation group given in this Column should be checked in accordance with the instructions given for Column 1 in general instructions. **(Appendix-3)**

Cols-3 The correctness of this column should be checked with reference to the GPF statements.

Cols-4 & 5 The correctness of this column should be checked with reference to the name and address of the office.

PART "A"- SERVICE PARTICULARS

Col-6 to 20 & 22: These columns should be checked with reference to entries in the Service Book/HGS.

Column-21:- This column should be checked with reference to the option given for Fixed Medical Allowance.

PART-B- PAY PARTICULARS

Column-23 to 31: - These Columns should be completed/checked with reference to entries in service book/HGS/pay bill.

Col-32, Col-33, Col-34, - The amount of demand should be shown separately in these Columns which may be checked with reference to the "Demand Register" maintained by Area Accounts Office/Pay Controllers.

Col-35: - Interest payable should be checked/completed as per Court order.

PART-D FAMILY PARTICULARS

Col-40 to 44: -The particulars of these columns will be checked with reference to the entries made in the service book/HGS/details of family of the Government servant under Family Pension Scheme 1964.

PART-E-PDA DETAILS

Col-45 to Col-54: -Correctness of these columns should be checked with reference to entries in the pension application and also code shown in **Appendix-9 to 12**. It should also be ensured that correct Bank/Sub Treasury code has been given as per code shown in **Appendix-12** and instructions given in column 58 of **Appendix-3**. The correctness of the Link Bank should be checked with reference to the list of Link Bank Branch for corresponding Paying Bank Branch at the station, as notified by the Reserve Bank of India.

Col-55, Col-56 and Col-57: -These columns should be checked with reference to the address furnished by the pensioner in the pension application and the States/U.T. as shown in **Appendix-11**.

Col-58, 59 & 60: Correctness of these columns should be checked with reference to entries in the pension application.

Col-61: This column should be checked with reference to service documents.

Col-62: This column should be checked with reference to usual documents.

APPENDIX-16
(PARA 24(ii), 77)

List Of Public Sector Banks
Allocation Of Public Sector Banks For Payment Of Defence Pension

S.N.	State	Name of the Public Sector Banks	
1.	Kerala	(i)	State Bank of India
		(ii)	State Bank of Travancore
		(iii)	Canara Bank
		(iv)	Syndicate Bank
		(v)	Union Bank of India
		(vi)	Central Bank of India
		(vii)	Indian Bank
		(viii)	Indian Overseas Bank
		(ix)	Vijaya Bank
2.	Karnataka*	(i)	State Bank of India
		(ii)	State Bank of Mysore
		(iii)	Canara Bank
		(iv)	Syndicate Bank
		(v)	Union Bank of India
		(vi)	Indian Bank
		(vii)	State Bank of Hyderabad
		(viii)	Corporation Bank
		(ix)	Vijaya Bank
3.	Maharashtra*	(i)	State Bank of India
		(ii)	Bank of Maharashtra
		(iii)	Bank of India
		(iv)	Central Bank of India
		(v)	Dena Bank
		(vi)	Union Bank of India
		(vii)	State Bank of Hyderabad
		(viii)	Bank of Baroda
		(ix)	Canara Bank
		(x)	Syndicate Bank
		(xi)	United Commercial Bank
4.	Gujarat	(i)	State Bank of India
		(ii)	Dena Bank
		(iii)	Bank of Baroda
		(iv)	Central Bank of India
		(v)	Bank of India
		(vi)	Union Bank of India
		(vii)	State Bank of Saurashtra
		(viii)	United Commercial Bank
5.	West Bengal*	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Central Bank of India
		(v)	Allahabad Bank
		(vi)	Bank of India
		(vii)	Bank of Baroda
		(viii)	Punjab National Bank

		(ix)	Union Bank of India
6.	Punjab	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	New Bank of India
		(v)	Oriental Bank of Commerce
		(vi)	Punjab & Sind Bank
		(vii)	United Commercial Bank
		(viii)	Bank of India
		(ix)	Indian Overseas Bank
		(x)	State Bank of Patiala
7.	Haryana	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	Syndicate Bank
		(v)	Bank of India
		(vi)	Union Bank of India
		(vii)	State Bank of Patiala
		(viii)	New Bank of India
		(ix)	Oriental Bank of Commerce
8.	Uttar Pradesh*	(i)	State Bank of India
	Including	(ii)	Punjab National Bank
	Uttranchal	(iii)	Allahabad Bank
		(iv)	Central Bank of India
		(v)	Union Bank of India
		(vi)	Bank of Baroda
		(vii)	Canara Bank
		(viii)	Oriental Bank of Commerce
		(ix)	Syndicate Bank
		(x)	Punjab & Sind Bank
9.	Chandigarh	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	United Commercial Bank
		(v)	State Bank of Patiala
		(vi)	Bank of India
10.	Andhra Pradesh*	(i)	State Bank of India
		(ii)	State Bank of Hyderabad
		(iii)	Syndicate Bank
		(iv)	Indian Bank
		(v)	Union Bank of India
		(vi)	Central Bank of India
		(vii)	Andhra Bank
		(viii)	Corporation Bank
		(ix)	Vijaya Bank
		(x)	Canara Bank
11.	Assam	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Punjab National Bank
		(v)	Central Bank of India
		(vi)	Allahabad Bank

12.	Bihar	(i)	State Bank of India
	Including	(ii)	Central Bank of India
	Jharkhand	(iii)	Punjab National Bank
		(iv)	Bank of India
		(v)	United Commercial Bank
		(vi)	Allahabad Bank
		(vii)	United Bank of India
		(viii)	Bank of Baroda
13.	Himachal Pradesh	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	United Commercial Bank
		(iv)	State Bank of Patiala
		(v)	Central Bank of India
		(vi)	Union Bank of India
14.	Jammu & Kashmir	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	United Commercial Bank
15.	Madhya Pradesh	(i)	State Bank of India
	Including	(ii)	State Bank of Indore
	Chattisgarh	(iii)	Central Bank of India
		(iv)	Bank of India
		(v)	Punjab National Bank
		(vi)	Allahabad Bank
		(vii)	Bank of Maharashtra
		(viii)	Union Bank of India
		(ix)	United Commercial Bank
		(x)	Dena Bank
16.	Nagaland	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
17.	Orissa	(i)	State Bank of India
		(ii)	United Commercial Bank
		(iii)	Bank of India
		(iv)	United Bank of India
		(v)	Indian Overseas Bank
		(vi)	Indian Bank
		(vii)	Andhra Bank
		(viii)	Central Bank of India
18.	Rajasthan	(i)	State Bank of India
		(ii)	State Bank of Bikaner & Jaipur
		(iii)	Punjab National Bank
		(iv)	Bank of Baroda
		(v)	United Commercial Bank
		(vi)	Central Bank of India
		(vii)	New Bank of India
		(viii)	Union Bank of India
19.	Tamil Nadu*	(i)	State Bank of India
		(ii)	Indian Bank
		(iii)	Indian Overseas Bank
		(iv)	Canara Bank
		(v)	Union Bank of India

		(vi)	Syndicate Bank
		(vii)	Bank of Baroda
		(viii)	Bank of India
		(ix)	Central Bank of India
		(x)	Corporation Bank
20.	Manipur	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
21.	Meghalaya	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Bank of Baroda
22.	Tripura	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
23.	Sikkim	(i)	State Bank of India
24.	Pondicherry	(i)	State Bank of India
		(ii)	Indian Bank
		(iii)	United Commercial Bank
		(iv)	Indian Overseas Bank
25.	Goa, Daman & Diu	(i)	State Bank of India
		(ii)	Bank of India
		(iii)	Bank of Baroda
		(iv)	Central Bank of India
		(v)	Canara Bank
		(vi)	Syndicate Bank
26.	Dadar & Nagar Haveli	(i)	Dena Bank
27.	Mizoram	(i)	State Bank of India
28.	Arunachal Pradesh	(i)	State Bank of India
29.	Andaman & Nicobar Island	(i)	State Bank of India
		(ii)	Syndicate Bank
30.	Lakshadweep	(i)	Syndicate Bank

*For metropolitan cities of Delhi/New Delhi, Mumbai, Calcutta, Bangalore, Lucknow, Chennai and Hyderabad where the scheme was introduced with effect from 1st April 1987, all Public Sector Banks have been authorised to disburse pension under this scheme.

APPENDIX-17
[See Para 26]

**CODES FOR OPERATING PUNCHING MEDIUM
ORIGINATING AND RESPONDING CODE HEADS OF Cs.D.A.**

Sl.No.	Name of the CsDA	CDA Code No	Originating DEA heads	Responding DEA heads
1.	C.D.A., PATNA	00	0/070/21	0/070/22
2.	P.C.D.A(P),ALLAHABAD	01	0/071/21	0/071/22
3.	C.D.A.(O), PUNE	02	0/072/21	0/072/22
4.	C.D.A.(ARMY), MEERUT	03	0/073/21	0/073/22
5.	P.C.D.A.(SC),PUNE	04	0/074/21	0/074/22
6.	C.D.A.(ORs),SOUTH B'LORE	05	0/075/21	0/075/22
7.	P.C.D.A.(WC) CHANDIGARH	06	0/076/21	0/076/22
8.	P.C.A.(FY) KOLKATA	07	0/077/21	0/077/22
9.	C.D.A.,(AF),DEHRADUN	08	0/078/21	0/078/22
10.	C.D.A.(NAVY),MUMBAI	09	0/079/21	0/079/22
11.	Jt.C.D.A.(FUND),MEERUT	10	0/080/21	0/080/22
12.	C.D.A.(ORs), NORTH MEERUT	11	0/081/21	0/081/22
13.	P.C.D.A.(NC), JAMMU	12	0/082/21	0/082/22
14.	ZONAL OFFICE(DPD) CHENNAI	13	0/083/21	0/083/22
15.	C.D.A.(CSD),MUMBAI	15	0/085/21	0/085/22
16.	P.C.D.A.(HQrs.) NEW DELHI	16	0/086/21	0/086/22
17.	C.D.A.(ORs) CENTRAL NAGPUR	17	0/087/21	0/087/22
18.	C.D.A., CHENNAI	18	0/088/21	0/088/22
19.	C.D.A.(R&D), NEW DELHI	19	0/089/21	0/089/22
20.	C.D.A.(PD) MEERUT	20	0/090/21	0/090/22
21.	C.D.A.,GUWAHATI	21	0/091/21	0/091/22
22.	P.C.D.A.(CC) LUCKNOW	22	0/092/21	0/092/22
23.	C.D.A.(BR) NEW DELHI	23	0/093/21	0/093/22
24.	C.D.A.(R & D), BANGALORE	24	0/093/31	0/093/32
25.	C.D.A., SECUNDRABAD	25	0/093/41	0/093/42
26.	C.D.A. JABALPUR	26	0/093/51	0/093/52
27.	C.D.A.(AF), NEW DELHI	27	0/093/61	0/093/62
28.	C.D.A.(R&D) HYDERABAD.	28	0/093/71	0/093/72

DIDs No.

CDA	Section	Class of Vrs.	Vr. No.	Month	Year
00	0000	0	0000	00	00

SECTION CODE Nos., Pr.CDA(P)

Section	Code	Section	Code	'G' Section	Code
Audit -1	0100	Audit -8	0800	Pay-1 to-III	0001
Audit -2	0200	Audit -9	0900	Pay -IV	0002
Audit -3	0300	A/c Section	1000	Pay-V	0003
Audit -4	0400	G1/Military	1100	Pay-VI	0004
Audit -5	0500	G1/Civil	1200	AN-V	0005
Audit -6	0600	Grants(ORs)	1300		
Audit -7	0700				

APPENDIX-18
[See Para 26.8]

PUNCHING MEDIUM

Month- 06/01 C.D.A.- 01 Section 1200 Class of Vr. II Vr. No. 40

Classification Code	RECEIPTS				Classification Code	CHARGES			
	R- (1) Rs. P	M- (2) Rs. P	R-			C- (3) Rs. P	M- (4) Rs.	C- P	
0/074/21	30678	00			0/014/34	30678	00		

In adjustment of outstanding demand on A/C of HBA and interest in respect of Shri A. Kumar Supervisor of HQrs. Engineers Branch Pune, recovered from DCRG and credit is being passed on to PCDA (SC) Pune.

Date of retirement 30.05.2001

PPO No. C/Engr./22382/2001

Nature of demand

(1)	HBA	Rs.29120.00
(2)	Interest	Rs. 1558.00
	Total	Rs.30678.00

Sd/-
AAO/SO(A)

SCHEDULE OF INTER DEPARTMENTAL RECEIPT/ CHARGES

(A) TO BE FILLED BY
ORIGINATING CONTROLLER,

ORIGINATING CDA. 01
SECTION 1200
DID SCHEDULE.

MONTH 06/2001

NO.01 1200 2 0035 06 01

PARTICULARS:-

In adjustment of demand of balance of House Building Advance and interest accrued thereon outstanding against Shri A. Kumar, supervisor, Personal No. of HQrs. Engineers Branch SC Pune, is recovered from retirement gratuity and credit is being passed on to PCDA (SC) Pune.

HBA-	Rs.29120/-
Interest	Rs. 1558/-
Total	Rs.30678/-

PPO No. C/Eng/22382/2001

Classification Code	AMOUNT				Classification Code	AMOUNT			
	R- (+) Rs. P	R- (-) Rs. P				C- (+) Rs. P	C- (-) Rs. P		
0/074/21	30678	00							

(A) TO BE FILLED BY
RESPONDING CONTROLLER,

RESPONDING CDA.
SECTION
CLASS OF Vr. No.

MONTH

Classi- fication Code	AMOUNT				Classi- fication Code	AMOUNT			
	R- Rs.	(+) P	R- Rs.	(-) P		C- Rs.	(+) P	C- Rs.	(-) P
					0/071/22	30678			

NOTE:

1 The first two digits of DID. Schedule indicate the CDA, the next four digit the section number, the seventh digit, the class of Vouchers. eighth to eleventh digits, the voucher number, twelfth and thirteenth, the month and last two digits, the year.

2. Details of vouchers, and particulars of personnel's Debt head should be endorsed on the reverse of this Form.

INSTRUCTION FOR COMPLETION OF DATA SHEET (REV) (SPECIMEN AT ANNEXURE-C) (SL.No.3)FOR CORRIGENDUM PENSIONARY AWARDS IN RESPECT OF DEFENCE CIVILIANS

General

1. Data Sheet (Rev) has been designed for proposing amendments/revisions of the provisional pensionary awards notified earlier on computer. However, no corrigendum will be notified in cases of fixed Medical Allowance, Organisation Code and Address columns (i.e. 2A, 59, 62A, 62B and 62C). The data should be filled in neatly and accurately in block letters. Only one alphabet or numeric or special character should be filled in one box. While filling various data viz., alphabetic, alphanumeric and numeric, following instructions respecting data sheet should be kept in view.

1.1 Cutting and alterations should be avoided. However, in cases where such cuttings/alterations become unavoidable, it should be properly attested under the signature of competent authority to do so.

1.2.1 Various kinds of data may be filled in various columns of data sheet as given below:

(a) Alphabetic Data

Alphabetic data shall be filled in the form, from the left-hand side to the right-hand side of the column. If the numbers of boxes are more than the alphabets to be filled in all the remaining boxes on the right hand side should be left blank. Similarly, if the numbers of boxes are less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances the additional boxes should be created. Following columns will be filled with alphabetic data.

Columns: C, D, 2, 6, 7, 8, 9, 12, 14, 15, 21, 22, 31, 39A, 40, 41, 42, 43, 47, 48, 49, 56, 58, 59, 60, 61 and 62.

(b) Alphanumeric Data

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in the form, from the left side to the right side of the column. Unutilized boxes are left blank and if the boxes fall short of requirement, suitable abbreviation will be carried out. . Following columns will be filled with alphanumeric data.

Columns:- A, 3, 4, 5, 24, 30, 50, 51, 54 and 55

(c) Numeric Data

Numeric data will be filled in the form, from the right hand side to the left hand side, Zeros shall be filled in the unused boxes on the left hand side, Following columns will be filled in with numeric data.

Columns:- B, 1, 10, 11, 12, 13, 16, 17, 18, 20, 23, 25, 26, 27, 28, 29, 32, 33, 34, 35, 36, 37, 38, 39, 44, 45, 46, 52, 53 and 57

1.3 Dates

Various dates appearing in the data sheet (Rev) will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD days.

1.3.1 In case any alphabetic or alphanumeric data originally filled in the data sheet at the time of notification of provisional pensionary awards are to be deleted from the data sheet/original PPO, all "Z" may be proposed in columns pertaining to these data. This may be noted for strict compliance. Similarly, If any numeric data are required to be deleted from the data sheet/original PPO, all "8" should be filled in the relevant column.

For Example: Non-qualifying service for 2 Years, 4 months 11 Days was wrongly incorporated in the data sheet at the time of provisional notification. If the same has to be deleted through a Corrigendum PPO, the column 13 of data sheet (Rev) will be filled in as under:

8	8	8	8	8	8
---	---	---	---	---	---

1. COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET (REV):

2.1 Cage I - Basic Particulars

Basic particulars in the column A (original P.P.O. number), column B (Organisation Code) and column C (Name of pensioner) will be invariably completed in all cases while initiating a

Corrigendum claim on Data Sheet (Rev). Claims will be summarily rejected if; all or any of these columns are not completed by the Head of Office. These columns will be completed with reference to information available in the H.O.O.'s copy or the PDA copy of the original P.P.O. notifying the provisional pensionary awards. In other words, all or any one of these informations, even if incorrectly notified in the Original PPO, the same are to be filled as it is in the Cage I of data sheet (Rev) in its original form.

Column D (Action Code) will be filled as under:

Original P.P.O. to be cancelled - C

Where Original P.P.O. is not to be cancelled this column should be left "Blank"

2.2 Original P.P.O. number in the Column A of Cage I will be filled up as under from the left side.

PPO Series	(Box 1)	-	C
PPO Organisation	(Box 3 to 7)	-	As indicated in the Original P.P.O.
PPO Number	(Box 9 to 13)	-	-----do-----
PPO Year	(Box 15 to 18)	-	-----do-----

NOTE: In boxes 2,8 and 14 of Column A the symbol "/" will permanently be printed in the data sheet (Rev).

2.3 Cage II - Amendments/Revision proposed

The **existing** data sheet for **Defence civilians** has been reproduced in cage II with suitable changes here and there. It should be kept in mind for strict compliance that only affected column (s) in cage II will be filled while initiating a Corrigendum Claim. All other columns should be left blank.

For Example:

The correct name of spouse in a particular case was **Jamuna Devi**, which was erroneously notified as **Jamna Devi** in the Original PPO. While initiating a Data Sheet (Rev), Column 51 (Name of Spouse) will be completed as under:

J	A	M	U	N	A		D	E	V	I
---	---	---	---	---	---	--	---	---	---	---

All the remaining Column in the cage II of Data Sheet (Rev) will be left blank.

Column wise detailed instructions are as under:

Column No. 1 to 62 will be filled as and if required as per detailed instructions given for filling up data in the data sheet for notification of provisional pensionary awards except for following columns.

Column No.1 (Organisation Code):

The P.P.O. number is allotted on the basis of this code and P.P.O. number is used as key for creation of master which can not be changed therefore no correction shall be proposed in this column. This column should always be left blank. The prefix of P.P.O. No. should be checked carefully before forwarding the P.P.O. to the Pension Disbursing Authorities. If the prefix is found to be incorrect, all copies should be returned to this office for reprinting. No Corrigendum P.P.O. will be issued on this account.

Column No. 43,44,45 (Additional Demand Columns)

In these columns only additional demand, if any, coming to notice after the notification of initial demand shall be shown.

For example:

If the demand of Rs.20,000/- has been notified earlier for recovery through previous PPO(Original/Corr. PPO) and an additional demand of Rs.2,000/- comes to notice again, only the demand of Rs.2,000/- shall be shown and not the revised demand of Rs.22,000/-.

Column No, 2A (Head of the Office Address), 59 (Link Bank) and 62A, 62B and 62C are addresses columns. If these columns are found incorrect in the PPO, all copies of PPOs should be returned to this office for reprinting. No corrigendum P.P.O. will be issued for these columns.

NOTE: A certificate as under should invariably be forwarded to this office along with each data sheet.

Certificate

- (a) Certified that provisional pensionary awards in r/o----- were notified at new rates on computer in implementation of Government Decision on the recommendations of 5th Central Pay Commission.
- (b) Certified that no corrigendum P.P.O. has been issued through manual process in this case.
- (c) Certified that no amendments to Data sheet for Defence Civilians have been sent to PCDA (P) for issue of a corrigendum P.P.O. through manual process in this case.

(H.O.O.)

Authority:(Vide PCDA (P) Circular No. G1/C/0113/Vol.XIII/TECH Dt.6.6.1991)

APPENDIX- 19-A
(See Para-43)

**Preliminary action on receipt of pension claim of Pre-2006 retirees through
Data Sheet (Rev):**

1. On receipt of revision/amendment claim through Data Sheet (Rev), action to diarise the same in Central Pension Claim Diary Register will be taken by Record section in the same manner as laid down in Para 16 of this OM. After diarization, these pension claim will be received in G1/Civil claim control Group from Record section. Claim control group will sent the claims to Corr group. Corr group will distribute the claims to task holders. After receipt of claims, task holders will audit the claims 100% with reference to the documents received with claims in the manner as laid down in para-47 of this OM.

Processing of Data Sheet

2 The pension claims which, on detailed scrutiny, are found in order, are sent together with the data sheet to Data Entry Group of EDP Centre in batches of not more than 50 claims for punching and preparation of floppy through magnetic media. For this purpose, a datewise “Batch Register” will be maintained, in which all the cases of a batch will be noted with complete details. The batch register will be maintained in the following proforma.

Batch No.

Date

Sl. No.	Organization-wise data sheet no.	Name and Ranks	Unit/H.O.O.	Date of retirement
---------	----------------------------------	----------------	-------------	--------------------

3 On receipt of batches of data sheet, the data are punched and verified by Data Entry Operators and the data sheet batches, is passed on to system room for generation of edit list.

4 In the system room, the validation programme is run for checking of fields of data and generation of edit list for all records of the batch. The edit list(with top sheet) together with the pension claim and data sheet, is passed on to I.O. Cell concerned for hundred percent comparison with reference to data sheet and for proposing correction, if any, through correction sheet, supplied by EDP Centre.

5 Edit list is compared with reference to data sheet by the I.O. (Input Output) cell and corrections are proposed for both comparing as well as auditing errors, if any, and edit list with correction sheet is passed on to Data Entry Group. Data Sheet together with the pension claim is retained in the I.O. Cell.

6 Batch-wise corrections as proposed by the I.O. Cell are received in Data Entry Group, along with original edit list for data entry.

7 Corrections (batch-wise) are punched by DEOs and passed on to system room along with floppy and original edit list and corrections for updation of original data, held on the disk.

7.1 The system room undertakes following action:-

(i) Updation programme is run for updation of data and updation list i.e. hard copy of corrections as proposed is generated through the system.

(ii) The updated file is run through the validation programme and a re-validation list is again generated by the system only in respect of these records which are still in errors.

8 (i) The updation list/re-validation list is again sent to I.O Cell, for comparison of the updation list 100% with the corrections proposed. Data found still in errors shall be checked and corrections proposed again for updation of the data. This process will continue till all the records of the batch become error free.

(ii) An “Edit List Control Register” will be maintained in I.O. Cell for watching movement of Edit list at each stage of correction /modification in the following proforma.

Edit List Control Register

Batch No.	Sent for punching on	Received after punching on	Date of 1 st correction	Date of 2 nd correction	Date of 3 rd correction
-----------	----------------------	----------------------------	------------------------------------	------------------------------------	------------------------------------

No of Audit errors on 1 st punching	No of punching error	Date on which batch becomes error free	Date of printing order	Name of Auditor
--	----------------------	--	------------------------	-----------------

Orders For Printing of PPOs

9 The Officer in Charge, I and O Cell, on receipt of the modified edit list from EDP Centre will ensure that all the errors detected either on comparing the edit list with the data sheet or due to validation /revalidation run, have been rectified through the proposed correction and all the records of the batches have been made error free. And then only, the SAO/AO will record his order on the “control run” for printing of PPOs and pass on the edit list to the EDP Centre.

10 On receipt of the order for printing of PPOs, the EDP Centre will print 6 copies each of the P.P.O. pertaining to all records of the error free batch and return the printed PPOs to I.O. Cell for further action. A specimen form of computerized P.P.O. is given in the Form GCF-26 at **Annexure C (Sl.No.2)**.

RATES OF DA TREATED AS DP WEF. 1.12.1968

GOVERNMENT OF INDIA M.F. OM. No. F. 1(34)-EV-II(B)/68 dated 18.01.1969, as amended by the same Min's. Memo NO.13(2)-EV/70 dated the 4th Aug, 1970.

The President has been pleased to direct under Articles 309 and 148(5) of the Constitution that, in modification of the existing Rules and orders, the amount of dearness allowance indicated in Para 2 below shall be treated as pay for the purposes and to the extent specified herein after.

1. While there will be no change in the scales of pay attached to the various post and the basis on which the dearness allowance is calculated, out of the dearness allowance admissible, the following amounts shall be treated as “dearness pay”, in relation to pay in the different pay ranges specified below:-

2.

Pay Range.	Amount of dearness pay
Below Rs.110/-	Rs.47/-
Rs.110/- and above but below Rs.150/-	Rs.70/-
Rs.150/- and above but below Rs.210/-	Rs.90/-
Rs.210/- and above but below Rs.400/-	Rs.110/-
Rs.400/- and above but below Rs.999/-	Rs.120/-
Above Rs.999/-	Amount by which pay falls short of Rs.1119/-

In the case of employees drawing pay in the pre-revised scales, in addition to the Dearness pay as admissible on the 30th June, 1959, the following amount of dearness allowance shall be treated as Dearness pay.

Pay Range.	Amount of dearness pay
Below Rs.60/-	Rs.37/-
Rs.60/- and above but below Rs.100/-	Rs.60/-
Rs.101/- and above but below Rs.160/-	Rs.70/-
Rs.160/- and above but below Rs.245/-	Rs.90/-
Rs.245/- and above but below Rs.330/-	Rs.110/-
Rs.330/- and above but below Rs.899/-	Rs.120
Above Rs.899/-	Amount by which pay falls short of Rs.1019/-

3. **Pension and Gratuities,**

(i) The dearness pay shall count as emoluments for pension and gratuity. For this purpose, the emoluments as reckoned under Article 486-C, of the CSR shall be increased by the dearness pay appropriate to the pay equal to such emoluments.

(ii) Except as stated below, the ultimate average emoluments under Article 486 of CSR shall be determined on the above basis. This concession shall take effect from 1st December, 1968, but in the case of persons who have already retired on or after that date or who may retire within 3 years of that date, the ultimate average emoluments will be calculated as follows:

The average emoluments shall be reckoned in terms of Article 487 of the Civil Service Regulations and to the average emoluments thus determined, shall be added:-

(a) In the case persons retiring on or after 1st December, 1968 but before 1st December, 1969 one half of the dearness pay appropriate to the pay equal to such average emoluments; and

(b) In the case of persons retiring on or after the 1st December 1969 but before 1st December, 1971 the full dearness pay appropriate to the pay equal to such average emoluments.

(iii) Pensions and gratuities of persons who have already retired on or after the 1st December,

1968, shall be recalculated on the above basis and the arrears, if any, paid subject to such adjustments as may be necessary, Necessary action for revising the pensions and gratuities on the basis of these orders should be immediately initiated by the administrative authorities concerned.

RATES OF D.A. TREATED AS D.P. WEF 30.09.1977

GOVERNMENT OF INDIA, M.F., OM. No. 19(4)-EV/79 dated 25.05.1979 and 19(4)-EV/81 dated 30.12.1981 as amended (Effective from 30.09.1977)

Sub:- Treatment of a portion of the Dearness Allowance as pay for the purpose of retirement benefits.

The President has been pleased to decide that in respect of Government servants who retired on or after the 30th September, 1977, the amount of Dearness Allowance indicated in Para. 2 below, shall be treated as pay for the purposes and to the extent specified hereinafter.

2. While there will be no change in the scale of pay attached to the various posts and the basis on which dearness allowance is calculated, out of the dearness allowance admissible, the following amounts shall be treated as dearness pay in relation to pay in the different pay ranges specified below, for the purpose of retirement benefits:

(a)

Pay Range.	Amount of dearness pay
(i) Up to Rs.300/-	36% of pay
(ii) Above Rs.300/- and up to Rs.2,157	27% of pay subject to minimum of Rs.108/- and a maximum of Rs.243/-
(iii) Above Rs.2,157 and up to Rs.2,399.	Amount by which pay falls short of Rs.2,400.

(b) In the case of officers drawing pay above Rs. 2,180 and retiring on or after 1.12.1978, the amount of dearness pay to be treated for purposes of retirement benefits will be as follows in substitution of the provisions of Para.2(a)(iii) above.

Pay Range.	Amount of dearness pay
(i) Above Rs. 2,180 and upto Rs. 2,380	Rs.220
(ii) Rs. 2,381 and upto Rs. 2,450/-	The amount by which pay falls short of Rs. 2,600/-
(i) Rs.2,451 and upto Rs.2,500/-	Rs. 150/-
(iv) Rs.2501 and upto Rs. 2,599/-	Amount by which pay falls short of Rs. 2,600/- plus Rs.50/-
(v) Rs.2,600/- and upto Rs. 2,650/-	Rs.50/-
(vi) Above Rs. 2,650/-	Amount buy which pay falls short of Rs. 2,700/-

Officers drawing pay between Rs. 2,157/- and Rs.2,180/- will continue to be governed by the provisions of Para. 2(a) (iii) above.

PENSIONS AND GRATUITIES

3(i) The dearness pay indicated above shall count as emoluments for pension and gratuity in terms of Rule 33 of the Central Civil Services (Pension) Rules, 1972

(ii) Except as stated below, the ultimate average emoluments under Rule 34 of the CCS(Pension) Rules, 1972 shall be determined on the above basis,

(iii) In the case of persons who have already retired on or after 30.09.1977/1.12.1978 but within ten months of these dates the ultimate average emoluments, will be calculated as follows:-

(a)(i) In the case of persons who retired between 30.09.1977 and 28.02.1978	One half of dearness pay appropriate to the pay equal to such average emoluments shall be added to the average emoluments
(a)(ii) In the case of persons who retired on or after 1.12.1978 but not later than 30.04.1979 and are governed by Para 2(b)	
(b)(i) In the case of persons who retired after 28.02.1978, and	Full dearness pay appropriate to the pay equal to such average emoluments shall be

(b)(ii) those who retire after 30.04.1979 and are governed by Para 2(b).	added to the average emoluments
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3(iv) Pensions and gratuities of persons who have already retired or died on or after the 30th September, 1977 shall be recalculated on the above basis, and arrears, if any, paid subject to such adjustments, as may be necessary.

4. Persons who retired on or after 30.09.1977 but not later than the 30.04.1979 will have an option to choose either of the two alternatives below:

(a) to have their pension and DCR. Gratuity calculated on their pay excluding the element of Dearness pay as indicated in Para. 2 above in accordance with the Rules in force on 30.09.1977, and get graded relief on pension to the full extent admissible from time to time;

OR

(b) to have their pension and DCR. Gratuity recalculated after taking into account the element of dearness pay. In such cases, the first four installments of graded relief sanctioned up to the average Index level 272, will not be admissible; these pensioners will be entitled only to the installments of graded relief sanctioned beyond the average index level 272.

The option will have to be exercised by 31.12.1979. The option once exercised will be final. In cases where the retired Government servant has died before exercising an option, the H.O.O., will on an application made to him, calculate the pension and death-cum-retirement gratuity on the existing basis as well as on the basis of merged portion of dearness allowance and allow the more advantageous of the two to the persons entitled to receive the balance under CCS(Pension) Rules, 1972. Those who fail to exercise the option or make an application (in the case of death of a pensioner) within the stipulated period, will be governed by Para, 4(b) above.

5. Where the option is exercised in favour of the alternative (b) in Para. 4 above, the amount of graded relief paid in excess of that now admissible will be adjusted against the balance of DCR gratuity payable or against the future payments of reduced amount of graded relief.

RATES OF ADA TREATED AS DP WEF 31.01.1982

GOVERNMENT OF INDIA M.F., O.M. No. F.1(3)-E.V/82,dated 8.04.1982 and 4.03.1983.(Effective from 31.01.1982)

The President is pleased to decide that in respect of Government servants who retire/retired on or after the 31st January,1982, the amount of Additional Dearness Allowance indicated in Para. 2 below shall be treated as 'dearness pay' in addition to the 'dearness pay' already treated as part of 'pay' vide this Min.'s Office Memorandum, dated the 25th May, 1979, referred to above, for the purpose and to the extent specified hereinafter.

2. There will be no change in the scale of pay attached to the various posts and the basis on which dearness allowance is calculated. Out of the additional dearness allowance now admissible, the following amounts shall also be treated as dearness pay in the different pay ranges, for the purpose of retirement benefits:-

Sl.No	Pay Range.	Amount of dearness pay
(i)	Up to Rs. 300/-	21.5% of pay subject to minimum of Rs.42/- and a maximum of Rs. 62/-
(ii)	Above Rs.300/-and up to Rs.800/-	15.5% of pay subject to minimum of Rs.62/-
(iii)	Above Rs.800/- and up to Rs.2,037	Rs.100/- plus 3% of pay subject to a maximum of Rs. 127/-
(iv)	Above Rs.2,037/-	Rs.370/-(including the amount of dearness allowance treated as dearness pay earlier in terms of Para. 2 of this Ministry's office Memorandum No. f. 19(4)-EV/79, dated the 25 th May,1979)..

PENSIONS AND GRATUITIES

3(i) The dearness pay indicated above shall count as emoluments for pension and gratuity in terms of Rule 33 of the Central Civil Services (Pension) Rules, 1972.

(ii) Except as stated below, the ultimate average emoluments under Rule 34 of CCS(Pension)Rules, 1972 shall be determined on the above basis.

(iii) In the cases of persons who have already retired on or after 31.01.1982, or may retire hereafter, but within ten months of that date, the ultimate average emoluments will be calculated as follows:-

(a) In the case of persons who retire/retired between 31.01.1982 and 29.06.1982	One half of dearness pay appropriate to the pay equal to such average emoluments as per Para 2 shall be added to the average emoluments
(b) In the case of persons who retire after 29.06.1982.	Full dearness pay appropriate to the pay equal to such average emoluments as per Para 2 shall be added to the average emoluments

(iv) Pensions and gratuities of persons who have already retired or died on or after the 31-01-1982 shall be recalculated on the above basis, and arrears, if any, paid subject to such adjustments as may be necessary.

4. Persons who retired or retire on or after 31st January,1982 will have an option to choose either of the two alternatives below:-

(a) to have both the pension/service gratuity and death-cum-retirement gratuity calculated on their pay, without including the element of dearness pay indicated in Para.2 above , and get dearness

relief on pension as for those governed under Para. 4(b) of the orders, dated the 25th May 1979.

OR

(b) to have both the pension/service gratuity and death-cum-retirement gratuity calculated after taking into account the element of dearness pay now being merged. In such cases, the pensioner will be entitled only to installments of dearness relief sanctioned beyond the average index level 320.

5. The ceiling on maximum amount of gratuity raised from Rs.30,000/- to Rs. 36,000/- vide this Ministry of Fin. OM. No.f.1(4)-EV/82, dated the 27th March, 1982, shall be applicable to both who opt for merger of dearness pay or not in terms of Para 4 of these orders.

6. The option may be exercised within six months before retirement. Government servants who have retired on or after 31.01.1982, but before the issue of these orders may exercise their option within six months from the date of issue of these orders. The option once exercised shall be final. Those who fail to exercise the option within the stipulated period will be deemed to be governed by Para.4 (b) above.

7. In cases where the retired Government servants have died before exercising an option, the H.O.O. will calculate the pension and death-cum-retirement gratuity under both the options in Para. 4 above, and sanction the more advantageous of the two.

8. Where the option is exercised in favour of the alternative in Para. 4(b) above, the amount of dearness relief paid in excess of that now admissible will be adjusted against the balance of death-cum-retirement gratuity payable or against the future payments of reduced amount of dearness relief.

9. The ceiling on pension fixed at Rs.1500/- in terms of Finance Ministry's Office Memorandum No. F. 19(3)-EV/79, dated the 25th May 1979, will remain unchanged.

RATES OF ADA TREATED AS DP WEF 31.03.1985
GOVERNMENT OF INDIA M. F., O.M. No. F.1 (12)-E.V/84, dated 30.04.1985.

Subject:- Treatment of a portion of Additional Dearness Allowance as pay for the purpose of retirement benefits.

The undersigned is directed to refer to this Ministry's . OM. No. F.19(4)-EV-/79, dated 25.05.1979 amended vide OM. dated 30.12.1981 and . No. F. 1(3)-EV-/82 dated 8.04.1982(as amended by OM dated 4.03.1983) according to which the Dearness Allowance and a portion of Additional Dearness Allowance as indicated therein is treated as 'Dearness pay' in respect of Central Government employees.

2. The question of treatment of further portion of Additional Dearness Allowance/ ad hoc Dearness Allowance as Dearness Pay has been engaging the attention of the Government of India and the President is now pleased to decide that the entire Additional Dearness Allowance and ad hoc Dearness Allowance sanctioned in this Ministry's OM. No.13017/1/85-E.II(B), dated 19.01.1985 (linked to average index level 568) shall be treated as dearness pay in addition to the Dearness pay treated as part of pay vide this Ministry's OM. dated 25.05.1979 amended vide OM dated 30.12.1981 referred to above, for the purpose of retirement benefits in respect of Government servants who retire on or after 31.03.1985, to the extent specified hereafter.

PENSIONS AND GRATUITIES

3.(i) The dearness pay indicated above shall count as emoluments for pension and gratuity in terms of Rule 33 of the Central Civil Services (Pension) Rules, 1972.

(ii) Except as stated below, the ultimate average emoluments under Rule 34 of CCS(Pension) Rules, 1972 shall be determined on the above basis.

(iii) In the cases of persons who retire on or after 31.03.1985, but within ten months from that date, the average emoluments will be calculated as follows:-

(a) In the case of persons who retire between 31.03.1985 and 30.08.1985	One half of dearness pay now being merged appropriate to the pay equal to average emoluments shall be added to the average emoluments
(b) In the case of persons who retire after 30.08.1985.	Full dearness pay now being merged appropriate to the pay equal to average emoluments shall be added to the average emoluments

4. Persons who retire on or after 31st March,1985 will have an option to choose either of the two alternatives below:-

(a) to have both the pension/service gratuity and death-cum-retirement gratuity calculated on their pay, without including the element of additional Dearness Allowance and ad-hoc Dearness Allowance, treated as Dearness Pay by virtue of these orders, and get Dearness relief on pension in accordance with the orders so far in force.

OR

(b) to have both the pension/service gratuity and death-cum-retirement gratuity calculated after taking into account the element of dearness pay as now being merged. In such cases, the pensioner will entitled only to installments of dearness relief, which may be sanctioned beyond the average index level 568.

5. The ceiling on maximum amount of gratuity raised from Rs.36,000/- to Rs. 50,000/- vide this Ministry's OM. No.F.1(12)-EV/84 dated the 29th April, 1985, shall be applicable to both, who opt for merger of dearness pay or not in terms of Para 4 of this order.

6. The option may be exercised within six months before retirement. However Government servants who retire on or after 31.03.1985, but up to 30.09.1985 may exercise their option up to 30.09.1985. The option once exercised shall be final. Those who fail to exercise the option within the stipulated period, will be deemed to be governed by Para.4 (b) above.

7. In cases where the retired Government servants have died before exercising an option, within stipulated period as per Para. 6 above, the H.O.O. will calculate the pension and death-cum-retirement gratuity under both the options in Para. 4 above, and sanction the more advantageous of the two.

8. There will be no ceiling on the amount of monthly pension for Government servants retiring on or after 31.03.1985.

**TREATMENT OF 50% DA AS DP FOR THE PURPOSE OF RETIREMENT
BENEFITS WEF 01.04.2004**

**Government of India , Ministry of Finance Department of Expenditure F.No. 105/1/2004-IC
dated 01.03.2004.**

**Subject: Merger of 50% Dearness Allowance /Dearness Relief with basic pay/pension to
Central Government employees/pensioners w. e. f. 1.4.2004.**

The Fifth CPC in Para 105.11 of their Report had recommended that “DA should be converted into Dearness Pay each time the CPI increases by 50% over the base index used by the last Pay Commission”.

This recommendation of fifth CPC has been considered and the President is pleased to decide that, with effect from 1.4.2004, DA equal to 50% of the existing basic pay shall be merged with the basic pay and shown distinctly as Dearness Pay (DP) which would be counted for purposes like payment of allowances, transfer grant, retirement benefits, contribution to GPF, License Fee, monthly contribution for CGHS, various advances etc. The entitlements for LTC, TA/DA while on tour and transfer and government accommodation shall, however, continue to be governed on the basis of the basic pay alone without taking into account Dearness Pay. In case of existing pensioners, Dearness Relief equal to 50% of the present pension will, w. e. f. 1.4.2004, be merged with pension and shown distinctly as Dearness pension. Dearness Allowance/Dearness Relief converted into Dearness Pay/Dearness Pension respectively would be deducted from the existing rate of Dearness Allowance/Dearness Relief.

3. To ensure that pensioners retiring between 1.4.2004 to 31.1.2005 do not face any loss in fixation of pension, as a special dispensation in their case, DA equal to 50% of the basic pay would be treated as basic pay for purposes of computation of pension in respect of basic pay received by them prior to 1.4.2004. Consequently, element of dearness pension will exist only for pensioners retired/retiring from Government of India upto 31.3.2004.

4. Insofar as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

APPENDIX-24
[See Para 72.1(vi)]

RATES OF INTERIM RELIEF W.E.F. 1.03.1970,1.10.1971 and1.08.1972
Interim Relief With Effect From 1.03.1970

The Central Government employees were sanctioned Interim Relief w.e.f. 1.03.1970 at the following rates on a basic pay not exceeding Rs.1250/-p.m.

Basic Pay Range	Amount of interim relief
Below Rs.85/-	Rs.15/-p.m.
Rs.85/- to Rs.209/-	Rs.25/-p.m.
Rs.210/- to Rs.499/-	Rs.30/-p.m
Rs.500/- to 1250/-	Rs.45/-p.m

Subject to the marginal adjustment so that pay plus interim relief does not exceed Rs. 1295/- p.m.
(Authority:- Government of India M.F., memo. No. F.8(5)-E.III(A)/70, dated 30.09.1970)

Additional Interim Relief w.e.f . 1.10.1971.

The Central Government employees were sanctioned additional interim relief w.e.f . 1.10.1971 at the following rates on a basic pay upto Rs.1250/-p.m.

Basic Pay Range	Amount of interim relief
Below Rs.85/-	Rs.7/-p.m.
Rs.85/- to Rs.209/-	Rs.8/-p.m.
Rs.210/- to Rs.499/-	Rs.10/-p.m
Rs.500/- to 1250/-	Rs.15/-p.m

Subject to marginal adjustment so that pay plus interim relief plus additional interim relief taken together do not exceed Rs.1310/-p.m.

Authority:- Government of India M.F., memo. No. F1(18)-PC Cell/71 dated 24.12.1971

Additional Interim Relief w.e.f. 1.08.1972

The Central Government. employees were sanctioned further additional interim relief w.e.f. 1.08.1972 at the following rates on the basic pay upto Rs. 575/- p.m.

Basic Pay Range	Amount of interim relief
Below Rs.85/-	Rs.7/-p.m.
Rs.85/- to Rs.209/-	Rs.8/-p.m.
Rs.210/- to Rs.575/-	Rs.10/-p.m

Subject to marginal adjustment so that the pay plus the above installment of further interim relief does not exceed Rs. 585/- p.m.

Authority:- Government of India, M.F., memo. No. F.1(13)-PC Cell/72 dated 22.09.1972 as amended by even no dated 26.09.1972.

RATES OF NPA

Rates of NPA admissible to civilian doctors in Defence establishment:

1. Rate of NPA w.e.f. 1.1.1986

Pay range in the revised scale of pay	Rate of NPA
Below Rs. 3000	Rs. 600 p.m.
Rs. 3000 and above but below Rs. 3700	Rs. 800 p.m.
Rs. 3700 and above	Rs. 900 p.m.

Authority: Ministry of Defence letter No. 4(a)/87/D(Civ-1) dated 24.11.1987

2. Rate of NPA w.e.f. 1.10.1987

Pay range in the revised scale of pay	Rate of NPA
Between Rs. 2200 and Rs. 2999	Rs. 600 p.m.
Between Rs. 3000 and Rs. 3699	Rs. 850 p.m.
Between Rs. 3700 and Rs. 5000	Rs. 950 p.m.
Rs. 6000 and above	Rs. 1000 p.m.

Authority: Ministry of Defence letter No. 4(a)/87/D(Civ-1) dated 22.03.1990

3. Rate of NPA w.e.f. 1.1.1996

25% of basic pay subject to the condition that pay plus NPA does not exceed Rs. 29500/-

Authority: Ministry of Defence letter No. 4(a)/87/D (Civ-1) dated 24.11.1987

APPENDIX-26
[See Para 72.2(e)]

TREATMENT OF A PART OF DA AS DP FOR THE PURPOSE OF GRATUITY ONLY WEF
16.09.1993

Department of Pension and Pensioners' Welfare ,Min. of PPG and Pensions OM NO. 7/2/93-P & PW(F) Dated 19.10.93.

Sub:- Treatment of a portion of Dearness Allowance as Dearness Pay for purpose of Death gratuity and Retirement Gratuity.

The demand of the Staff Side in the National Council (JCM) for treatment of a portion of dearness allowance as dearness pay has been under the consideration of the Government. The President has now been pleased to decide that for Central Government employees who retire or die on or after 16th September 1993 a portion of the dearness allowance as linked to average CPI of 729.91 obtaining as on 1.03.1988 i.e. 20% of basic pay shall be treated as dearness pay. This dearness pay will count only for reckoning emoluments for the purpose of retirement gratuity and death gratuity under the CCS (Pension) Rules, 1972 and for no other purpose.

2. These orders come into effect from 16.09.1993 and the Death/Retirement Gratuity of persons who have already died/retired on or after 16.09.1993 shall be recalculated on the basis of these orders and arrears, if any, shall be paid.

3. These orders shall apply to all Central Government employees who are governed by CCS(Pension) Rules, 1972.

TREATMENT OF A PART OF D.A. AND D.P. FOR THE PURPOSE OF GRATUITY
ONLY WEF 1.04.1995

**Department of Pension and Pensioners' Welfare ,Min. of PPG and Pensions OM NO. 7/1/95-P
& PW(F) Dated 14.07.95.**

Sub: Treatment of a portion of Dearness Allowance as Dearness Pay for purpose of Death gratuity and Retirement Gratuity and raising the maximum limit of gratuity from Rs. 1.00 lakh to Rs. 2.50 lakhs.

The Vth Central Pay Commission, in its interim report, has recommended that dearness allowance as linked to the average AICPI 1201.66 may be treated as dearness pay for reckoning emoluments for the purpose of retirement gratuity and death gratuity under the Central Civil Services (Pension) Rules; 1972 and the ceiling on gratuity be enhanced to Rs.2.50 lakhs. Accordingly, the President is pleased to decide that dearness allowance linked to AICPI 1201.66 as indicated below shall be treated as dearness pay for reckoning emoluments for the purpose of retirement gratuity/death gratuity under the CCS (P) Rules 1972, in the case of Central Government employees, who retire or die **on or after 1st April,1995:-**

Sl.No	Pay Range per month	D.A. to be added to pay
1.	Basic pay upto Rs.3,500	97% of Pay.
2.	Basic pay above Rs.3,500 and upto Rs,6,000/-	73% of Pay subject to a minimum of Rs.3,395
3.	Basic pay above Rs. 6,000/-	63% of Pay subject to a minimum of Rs.4,380

The above rates are inclusive of the dearness allowance equivalent to 20% of basic pay already treated as dearness pay for the purpose of retirement gratuity /death gratuity w.e.f 16th September,1993

2. The President has also been pleased to decide that the ceiling on the maximum amount of retirement gratuity/death gratuity may be raised from Rs. 1.00 lakh to Rs. 2.50.lakhs w.e.f. 1.04.1995.
3. In the case of persons who have already retired/died on or after 1.04.1995, the retirement gratuity/death gratuity may be recomputed suo moto on the basis of these orders by the Pension Sanctioning Authorities and arrears, if any, paid.

Maximum and minimum limit of pension

(i) Maximum limit of pension fixed from time to time

For those who retired on or after	Pension should not exceed the following amount	Remarks		
		The amount of pension plus relief should not exceed the following amounts from the dates noted against each.		
17.4.50 17.4.56 1.1.73 1.4.79	Rs 583.33 p.m. Rs 675.00 p.m. Rs 1000.00 p.m. Rs 1500.00 p.m.	In respect of those (a) who retired on or after 31.3.79 (AN) but before 31.1.82 and (b) who retired after 31.1.82 (AN) and did not opt for merger of ADA upto 320 pt. CPI		In respect of those who retired on or after 31.1.82 and opted for merger of ADA upto 320 pt. CPI
		DATE	AMOUNT p.m.	AMOUNT p.m.
		1.4.79	1500	
		1.11.79	1525	
		1.5.80	1550	
		1.9.80	1575	
		1.12.80	1587.50	
		1.2.81	1600	
		1.4.81	1612.50	
		1.6.81	1625	
		1.8.81	1637.50	
		1.10.81	1650	
		1.11.81	1662.50	
		1.1.82	1675	
		1.4.82	1687.50	1612.50
		1.6.82	1700	1625
		1.9.82	1713	1638
		1.12.82	1725	1650
		1.3.83	1738	1663
		1.5.83	1750	1675
		1.7.83	1763	1688
		1.8.83	1775	1700
		1.10.83	1788	1713
		1.11.83	1800	1725
		1.1.84	1813	1738
		1.2.84	1825	1750
		1.4.84	1838	1763
		1.6.84	1850	1775
		1.8.84	1863	1788
		1.11.84	1875	1800
		1.1.85	1888	1813
1.4.85	Ceiling on pension removed			
1.1.86	Rs. 4500/- p.m.			
1.1.1996	Rs.15000/- p.m.			
1.1.2006	Rs. 45000/-p.m.			

(ii) **Minimum limit of pension fixed from time to time**

DATE OF EFFECT	AMOUNT p.m.	REMARKS
1.01.1964	Rs.25	Including the amount of pension, TI and AHI
1.03.1970	Rs.40	Including the amount of pension TI and AHI
23.08.1980	Rs.60	----
1.04.1982	Rs.150	Including the amount of pension and relief.
1.04.1983	Rs.160	Including the amount of pension and relief.
1.1.1986	Rs.375	-----
1.1.1996	Rs.1275	-----
1.1.2006	Rs.3500	-----

APPENDIX-29
[See Para 74.2(viii) and 195]

COMMUTATION TABLE
COMMUTATION VALUES FOR A PENSION OF Re. 1 PER ANNUM
Effective from 1st March , 1971

Age next birth day	Commutation value expressed as number of year 's purchase	Age next birth day	Commutation value expressed as number of year's purchase	Age next birth day	Commutation value expressed as number of year's purchase
17	19.28	40	15.87	63	9.15
18	19.20	41	15.64	64	8.82
19	19.11	42	15.40	65	8.50
20	19.01	43	15.15.	66	8.17
21	18.91	44	14.90	67	7.85
22	18.81	45	14.64	68	7.53
23	18.70	46	14.37	69	7.22
24	18.59	47	14.10	70	6.91
25	18.47	48	13.82	71	6.60
26	18.34	49	13.54	72	6.30
27	18.21	50	13.25.	73	6.01
28	18.07	51	12.95	74	5.72
29	17.93	52	12.66	75	5.44
30	17.78	53	12.35	76	5.17
31	17.62	54	12.05.	77	4.90
32	17.46	55	11.73	78	4.65
33	17.29	56	11.42	79	4.40
34	17.11	57	11.10	80	4.17
35	16.92	58	10.78	81	3.94
36	16.72	59	10.46	82	3.72
37	16.52	60	10.13	83	3.52
38	16.31	61	9.81	84	3.32
39	16.09	62	9.48	85	3.13

NOTE:- This Table is based on a rate of interest of 4.75 per cent per annum.

COMMUTATION VALUE FOR A PENSION OF Rs. 1 PER ANNUM
Effective from 03.09.2008.

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase	Age of next birthday	Commutation value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.867
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591

25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.048
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

NOTE:- This Table is based on a rate of interest of 8.00 per cent per annum.
Authority: P&PW OM No: 38/37/08 – P&PW(A) dated 2-9-2008.

APPENDIX-30
[See Para 74.3(v) and 169.1]

MAXIMUM CEILING ON DEATH –CUM-RETIREMENT GRATUITY/RETIREMENT GRATUITY

Those who retired or died on or after	The amount of DCRG should not exceed the limit of
17.04.50	Rs.24,000
1.01.73	Rs.30,000
1.02.82	Rs.36,000
1.04.85	Rs.50,000
1.01.86	Rs.1,00,000
1.04.95	Rs.2,50,000
1.01.96	Rs.3,50,000
1.1.2006	Rs.10,00,000

CEILING ON EMOLUMENTS FOR THE PURPOSE OF DCRG.

Those who retired or died on or after	Total emoluments should not exceed the limit of :
17.04.50	Rs.1,500
1.04.57	Rs.1,800
1.01.73	Rs.2,500
1.04.85	Rs.4,000
1.01.86	Ceiling removed

EVOLUTION OF PENSIONARY STRUCTURE OF DEFENCE CIVILIANS

1. Pension of Defence civilian pensioners is governed by the provisions of the Pension Act No. 23 of 1871. These provisions were introduced with effect from 8 August 1871.

2. Defence civilians include the civilian Government servant of DAD. (Defence Accounts Department), GREF (General Reserve Engineer Force) and Coast Guard and comprise of two categories, Industrial and Non-Industrial. The retirement benefits available to these categories of Defence civilians are as under:-

2.1 **Industrial Employees:-** Industrial employees on their retirement from service are not entitled to any pension. They are normally entitled to C.P. Fund benefits unless and until they opt for pensionary benefit. C.P. Fund means Contributory Provident Fund in which a monthly subscription is made by an Industrial employee and a matching contribution or such percentage of the subscriber's emoluments, as may be prescribed by the Government, is also made by the Government into the Fund of that employee. On his retirement, the employee is paid the accumulated amount of Fund together with the prescribed rate of interest accrued thereon. This is the only retirement benefit admissible to an Industrial employee. In the event of his death while in service or after retirement his family is also not entitled to any family pension like other Central civilian Government servant. Earlier no provision existed for payment of any additional retirement benefit like D.C.R.G. etc. to an Industrial employee. In the case of such Government employees who will continue under the CPF Scheme from 1.1.1986, it has been decided that they will be entitled to retirement/ death gratuity at the same rate as is admissible to temporary/ quasi-permanent or permanent Government servant, as the case may be, borne on pensionable establishment vide Deptt. of P and PW OM. NO. 4/1/87-PIC-II dated 1.05.1987.

2.2 **Non-Industrial Employees:-**

(a) Non-Industrial employees are entitled to the following pensionary benefits on their retirement.

- (i) Pension, or
- (ii) Service Gratuity and
- (iii) Retirement gratuity
- (iv) Commutation of pension
- (v) Dearness relief

(b) In the event of death while in service, the eligible members of the family of non-industrial employees are entitled to the following benefits:-

- (i) Death gratuity
- (ii) Family pension, and
- (iii) Dearness relief

3. **Pension -** Pension is determined with reference to length of qualifying service, average emoluments and pension Formula. Before introduction of new pension Rules under Liberalized Pension Rules 1950, the Defence civilian employees were governed by the provisions of Old Pension Rules. The provisions of Old Pension Rules have since under gone a series of changes as under:-

Old Pension Rules Before 17.04.1950.

3.1 **Age of Superannuation:-** The compulsory age of retirement in respect of group A,B and C employees, was 55 years.

3.2 A group 'D' employee retired compulsorily at the age of 60 years.

3.3 **Qualifying Service:-** In the case of group A, B and C officers, only that part of service qualified for pension, which was held substantively in a permanent post by the retiring Government servant. Temporary service was not allowed to count for pension. In the case of group 'D' employees, the service rendered after the age of 16 years counted as qualifying service for pension.

3.4 The service rendered in all posts other than class-IV posts was treated as Superior and the service rendered in Class-IV post was treated as Inferior, Accordingly the provision was also made

for the grant of Superior or Inferior pension as per the status of retiring Government servant.

Maximum And Minimum Service Required To Earn A Pension

3.5 The minimum qualifying service required for earning a Superior Pension was 10 years and for Inferior Pension 20 years. Maximum service qualifying for pension in both the cases was 30 years.

Emoluments And Pension Formula:-

3.6 The pension formula was 30/60 of average emoluments drawn in a substantive capacity for the last 36 months preceding the date of retirement. For the period of service lesser than 30 years, the amount of pension was reduced proportionately.

New Pension Rules With Effect From 17.04.1950

4 The Old Pension Rules were replaced to some extent by New Pension Rules which came into force with effect from 17.04.1950. The salient features of New Pension Rules are as under:-

- (i) The distinction between superior and inferior service was abolished.
- (ii) Service rendered under the Government after completion of 18 years of age in all categories of Government servants i.e. Class-I, II, III and IV qualified for pension.
- (iii) Half of temporary service if followed by confirmation was allowed to count for pension.
- (iv) Only completed years of service qualified for pension. Fraction of a year was disregarded.
- (v) Minimum service to earn a pension in respect of Class-IV Government servant was brought down from 20 to 10 years.
- (vi) The pension formula was Revised from 30/60 to 30/80 of average emoluments.
- (vii) The maximum pension was Rs. 583.33 p.m.

4.1 **With Effect From 17.04.1956:-**The ceiling of maximum pension was raised to Rs.675/- p.m.

4.2 **With Effect From 22.04.1960:-**

- (i) Full temporary service if followed by confirmation was allowed to count for pension.
- (ii) Fraction of a year equal to six months or more was allowed to count as qualifying service as completed one half year

4.3 **With Effect From 1.12.1962:-** The age of superannuation of all Government servants other than Class-IV Government servant was raised from 55 to 58 years.

4.4 **With Effect From 1.1.1964:-** The minimum pension was fixed @ Rs. 25/-p.m.

4.5 **With Effect From 15.06.1968:-** The term 'emoluments' was defined as pay which the Government servant was receiving immediately before retirement in a permanent, officiating or in a temporary capacity.

4.6 **With Effect From 1.03.1970:-** The minimum pension was raised from Rs.25/-to Rs.40/- p.m.

4.7 **With Effect From 1.06.1972:-** CCS(P) Rules 1972 laying down the mandatory provisions for the grant of pensionary benefits to Central Civil Government servants including Defence civilians promulgated.

4.8 **With Effect From 1.01.1973:-** In pursuance of Government decision on IIIrd Central Pay Commission recommendations the pension Rules were liberalized to the following extent:-

- (i) The maximum ceiling on the quantum of qualifying service was raised from 30 to 33 years.
- (ii) The ceiling on maximum pension was raised from Rs. 675/- to Rs. 1000/- p.m
- (iii) The amount of invalid pension shall not be less than the amount of family pension under Family Pension Scheme 1964.

4.9 **With Effect From 29.02.1976:-** The period of average emoluments has been revised to be determined with reference to the emoluments drawn by a Government servant during the last 10 months of his service instead of 36 months.

4.10 **With Effect From 1.04.1979-**

- (i) The slab system formula for working out pension was introduced as under:-
Up to first Rs. 1000/- of average emoluments 50%
Next Rs, 500/- 45%

Balance 40%

Note:- The pension worked out as above was for 33 years. For lesser period of service, the pension was reduced proportionately.

(ii) The maximum pension was raised from Rs. 1000/- to Rs. 1500/- p.m.

4.11 **With Effect From 23.08.1980:-** The minimum pension was raised from Rs. 40/- to Rs. 60/- p.m.

4.12 **With Effect From 1.04.1985:-** The upper ceiling on pension was removed.

4.13 **With Effect From 1.1.1986:-** In pursuance of Government decision on IVth Central Pay Commission recommendation the following changes were introduced:-

(i) The acquiring of permanency in service was delinked for pension purposes.

(ii) The pension Formula was revised from slab system to 50% of average emoluments. The minimum pension was fixed @ Rs. 375/- and maximum pension @ Rs. 4500/- p.m.

Service Gratuity

5. When a Government servant is retired on Superannuation or Invalidment with less than 10 years qualifying service, he becomes entitled to service gratuity which is in lieu of pension. With effect from 1.1.1986, the amount of service gratuity is calculated @ half month's emoluments for every completed six monthly period of qualifying service.

D.C.R.G.

6. In the Old Pension Rules, no provisions existed for payment of D.C.R.G. in addition to pension. It is an additional benefit introduced for the first time with effect from 17.04.1950 to those employees who retired on or after 17.04.50 and are entitled to pension or service gratuity.

6.1 **With Effect From 17.04.1950:-** The D.C.R.G. was worked out at the rate of 9/20 of emoluments last drawn subject to the condition that it should not exceed Rs 24000/-

6.2 **With Effect From 22.04.1960:-** D.C.R.G. is worked out @ ½ months emoluments for each completed six monthly period of service. No further changes have been brought by successive pay commissions except the limit of upper ceiling which was raised from time to time as under:-

Those who retired/died on or after	Maximum ceiling
17.04.1950	Rs. 24,000/-
1.01.1973	Rs. 30,000/-
1.02.1982	Rs. 36,000/-
1.04.1985	Rs. 50,000/-
1.1.1986	Rs. 1,00,000/-
1.04.1995	Rs. 2,50,000/-
1.1.1996	Rs. 3,50,000/-
1.1.2006	Rs. 10,00,000/-

Family pension

7. No provision for payment of family pension existed in the Old Pension Rules. The payment of family pension was for the first time introduced with effect from 17.04.1950, under the provision of LPR-50 (Liberalized Pension Rules-1950) i.e. New Pension Rules in pursuance of the recommendation of Ist Central Pay Commission. Earlier to this date, no claim for pension by a widow on account of the services of her late husband was recognized by the Government.

7.1 Under LPR-50, only those Government servants qualified for the eligibility of family pension who died after completion of 25 years of qualifying service either while in service or after retirement. Completion of 25 years qualifying service was the pre-condition governing the grant of family pension. The dependants of those employees who died before completion of 25 years qualifying service, were not considered eligible for the grant of family pension. The period of grant of family pension was only for 5 years in respect of those employees who died while in service and unexpired portion of 5 years for those who died after retirement. The amount of family pension for those who died while in service, was worked out at the rate of one half of the superannuation pension which would have been admissible to the officer, had he retired on the date following the date of his death and for those who died after retirement at the rate of half the pension sanctioned

for him at the time of his retirement subject to maximum of rupees 150/- p.m..

7.2 Provision was also made in the LPR-50 for payment of family pension to the nominated person. Government servants after completing a total period of 25 years service were required to make nomination in favour of the members of their family indicating the order in which the payment of family pension was to be made in the event of his death. The term 'family' besides wife/husband, son and daughter also included unmarried and widowed sister, brother below the age of 18 years, father and mother for the purpose of family pension.

7.3 A slight improvement was made with effect from 1.04.1957, when the existing eligibility condition of 25 years qualifying service for the benefit of family pension was brought down to 20 years. In other words, the employees dying after completion of 20 years (instead of 25 years) qualifying service were made eligible to the grant of family pension. The period of grant was also raised up to 10 years from 5 years subject to the condition that it did not go beyond 5 years from the date of retirement or assumed date of retirement. Assumed date of retirement is applicable in cases of those employees who died while in service. The family of an employee who died while in service, was eligible for the grant of family pension for a period of 10 years from the date following the date of death of the deceased employee provided this period of 10 years did not extend beyond 5 years from the date on which the deceased employee would have retired in normal course (assumed date of retirement) had he been alive. Other conditions governing the grant of family pension remained unchanged.

7.4 Under LPR-50 an officer had normally to complete 20 years qualifying service, in order to become eligible for the benefits of family pension. The duration of the pension also lasted for a limited period of 10 years. These provisions were not found to be adequate. With a view to provide more social security to the employees, the Government introduced a fresh scheme with effect from 1.01.1964 i.e New Family Pension Scheme –1964. Duration of the award of family pension under this scheme has been raised up to death or remarriage of the spouse of the deceased Government servant whichever is earlier.

Permanent Absorption in Public Sector Undertaking/Autonomous Body

8 **Terminal Benefit:-** Government orders laying down the terms and conditions for payment of retirement benefits to central Government servants consequent to his permanent transfer in a Government company /Corporation, were, for the first time issued under Min. of Fin. , Deptt. of Expr. OM No F.2 (33)-EVA/60 dated 10.11.1960. In accordance with the provisions contained in these orders, the Government servant on his permanent absorption would be entitled to an amount equal to what Government would have contributed, had he been on CPF terms under the Government together with simple interest of 2% for the period of his pensionable service under the Government. In such cases as per the instructions issued by the Government the interest of 2% should be calculated on the total balance of contribution for the entire period of pensionable service of the Government servant rendered prior to the date of his absorption in an autonomous body. This was the only terminal benefit available to the permanent absorbee subject to the condition that,

- (i) the permanent transfer or absorption should be in the public interest and
- (ii) this concession may not be claimed as a right but may be sanctioned by the Government in individual cases, where merited

8.1 **Procedure for Payment -** The amount of terminal benefit together the interest was not required to be paid to the Government servant but was to be credited to his C.P Fund account with the autonomous body as an opening balance on the date of his permanent absorption.

8.2 **Provisions Reviewed-** The retirement benefits granted in terms of Min. of Fin. O.M. dated 10.11.1960, to a Government servant who is permanently absorbed in an autonomous body /public sector undertaking were reviewed and revised terms sanctioned under Ministry of Finance, Department of Expenditure OM. No. F. 24(12)-EV/66 dated 16.06.1967. According to revised terms a permanent Government servant on his permanent absorption would be eligible for pro-rata pension and DCRG based on, the qualifying service rendered by him under the Government till the date of absorption. The pro-rata retirement benefits would be disbursable only from the date, the Government servant would have superannuated , had he continued in Government service. The Government servant had to exercise an option within six months of his date of absorption for either receiving monthly pension and DCRG or receiving the gratuity and a lump-sum in lieu of full

pension. The lump-sum had to be worked out with reference to commutation table obtaining on the date of superannuation. Where no option was exercised within the prescribed time, the absorbee would automatically be governed by the latter option of receiving the gratuity and the lump-sum in lieu of full pension. The Government did not have any liability for payment of family pension in the event of casualty. Other conditions laid down in Government order dated 10.11.1960, remained undisturbed. The provisions of revised terms were also extended to the personnel of DAD under Ministry of Finance, Department of Expenditure (Defence Division) OM No 20016/AN/Cell dated 22.08.1967.

9 **Absorption in Public Sector Undertaking** The disbursement of pro-rata retirement benefits was subsequently allowed to be made at the end of 10 years of absorption, instead of differing it to the normal date of superannuation (unless this occurs earlier) in addition to the scheduled pay in the public sector under Min. of Fin., Deptt. of Expr. OM. No. 2(90)/68-BPE(GM) dated 08.11.1968.

9.1 In partial modification of the above provisions, the disbursement of pro-rata retirement benefits was allowed to be made at the end of 5 years of absorption instead of deferring it to the normal date of superannuation under Min. of Fin., Deptt. of Expr. OM. No 2(57) /68-BPE(GM) dated 26.04.1969,

9.2 The provisions laid down in Government order dated 26.04.1969, for disbursement of pro-rata retirement benefits were again reviewed and it was decided under Ministry of Finance, Bureau of Public Enterprises OM. NO 2(57) 68-BPE (GM) dated 3.01.1970, that the permanent absorbees in the public enterprises be given their pro-rata retirement benefits immediately on their absorption, in addition to their pay

9.3 The above changes in the procedure for disbursement of pro-rata retirement benefits consequent to permanent absorption in the Public Sector Undertaking took effect from 8.11.1968.

10 **Disparity in the date of disbursement-** In the case of absorption in an autonomous body from 16.06.1967 onward or a public sector undertaking prior to 8.11.1968, the pro-rata retirement benefits become payable from the date the absorbee would have superannuated, had he continued in Government service. In the case of absorption in the Public Sector Undertaking (Controlled by the BPE) from 8.11.1968 onwards, the pro-rata retirement benefit became payable from the date of absorption. Thus there remained a disparity in the dates of disbursement of retirement benefits between those absorbed in Autonomous body and those absorbed in the Public Sector Undertaking. This disparity was removed under Ministry of Finance, Department of Expenditure OM. No. 14(81)-EV(B) dated 6.12.1971, and the disbursement of retirement benefits in both the cases was authorized from the date indicated in the Government letter allowing the Government servant to be absorbed in PSU/Autonomous body.

10.1 The date of disbursement of pro-rata retirement benefits was again reviewed under Ministry of Finance, Deptt. of Expr. OM. No F. 44(8)-EV/71 dated 19.06.1972 and it was decided that the retirement benefits would be disbursable either from the earliest date of voluntary retirement applicable to the Government servant or the date of absorption in the PSU/Autonomous Body whichever is later. These provisions were made effective from 16.06.1967.

11 **Disparity between "public interest" and "own volition" removed-** In accordance with Cabinet Secretariat, Deptt. of Personnel OM NO 8/1/72-Ests © dated 21.04.1972, the permanent Government servants who were appointed on the basis of their applications in response to press advertisements, circulation of vacancies etc and who are absorbed thereafter on permanent basis in the undertakings will also be entitled to pro-rata retirement benefits as admissible and sanctioned by the Min. of Fin. in their OM dated 8.11.1968, as amended. These provisions were subsequently made applicable to those who are absorbed in autonomous body on the basis of their appointments in response to press advertisements etc. with effect from the same date i.e. 21.04.1972.

12 **Commutation of pro-rata pension -** In cases where an officer opted to receive monthly pension in terms of Government order dated 16.06.1967, but wishes to commute a portion of pension, such commutation would be regulated in accordance with the provisions of Civil Pension (Commutation) Rules, which has since been replaced by CCS(Commutation of Pension) Rules, 1981.

12.1 In cases where an officer opted to receive a lump-sum in lieu of full pension, he would have to appear before a commutation medical board for assessment of average duration of his life vide

Min. of Fin, Bureau of Enterprises OM No. 2(57)/68-BPE(GM) dated 24.07.1971.

Facility of Commutation of 100% Pension Withdrawn W.E.F. 31.03.1995

13 The terms and conditions of absorption of permanent Government servant in PSU/Autonomous Body was reviewed again under Min. of PPG and Pensions (Deptt. of Pension and Pensioners' welfare) OM. NO. 4/42/91-P and PW (D) dated 31.03.1995 and the existing facility of receiving capitalized value equivalent to 100% commutation of pension has been withdrawn with effect from 31.03.1995. Accordingly, the Government servant absorbed in an Autonomous Body/PSU on or after 31.03.1995 will not be eligible for commutation of 100% of their pension.

14 **Family Pension to permanent absorbees-** The provision for the grant of family pension to the families of permanent absorbees was introduced under Min. of Fin, Deptt. of Expr. OM. NO 4 (1)-EV (B) /73 dated 8.10.1975. These provisions were made applicable to those Government servants who were permanently absorbed in Autonomous Body /PSU on or after 16.06.1967, and were either actually in receipt of pension or drew lump-sum in lieu of full pension. These provisions were also made applicable to those whose monthly pension or lump-sum amount has not become payable and disbursable but the person dies before that date. The family pension would be admissible from only one source i.e. either from the Central Government or the Autonomous Body/PSU in case such organization had similar scheme for payment of family pension. The beneficiary was therefore given an option to choose either of the two schemes.

14.1 Subsequently, in accordance with Min. of Fin. Deptt. of Expr. OM. NO F. 4(10)-EV(B) dated 10.07.1978, the Ministry of Labour held the view that the Employees Provident Fund and Miscellaneous Provisions Act 1952 does not exclude from its purview the Central Government Employees who are absorbed in PSU. The "**Employees Family Pension Scheme**" has been framed under the above mentioned Act and the employees covered by the scheme are legally entitled to the benefits of family pension. As such the option if any exercised for family pension under Government order dated 8.10.1975, is invalid and inoperative. The family pension would therefore be admissible from the Central Government if the scheme of family pension is not in operation in the PSU/Autonomous Body.

14.2 Consequent to amendment of the Employees Provident Funds and Miscellaneous Provisions Act 1952, granting exemption to any employee or class of employees from the operation of the Employees Family Pension Scheme 1971, the absorbed employees were given option to retain the family pension scheme under Central Government provided they sought for an exemption from the operation of the provisions of Family Pension Scheme 1971 under section 17 (1-C) of Employees Provident Fund and Miscellaneous Provisions Act 1952. These provisions came into force with effect from 22.01.1990 in terms of Deptt of P and PW OM. NO. 1-18/86- P and PW (D) dated 22.01.1990.

Pro-Rata Retirement Benefits Extended to Pre-16.06.1967, Absorbees-

15(i) The pro-rata retirement benefits ie. pro-rata pension, DCRG, commutation and family pension, where applicable, as sanctioned in Min. of Fin., Deptt. of Expr. OM No F. 24(12)-EV/66 dated 16.06.1967 have been extended under Deptt. of P and PW OM. NO 4(6)/85-P and PW (B) dated 3.01.1995, to all the Central Government employees who were absorbed in Central Public Sector Under takings prior to 16.06.1967 subject to refund of terminal benefits received in terms of Min. of Fin. Deptt. of Expr. OM. No. F. 2(33) –EV(A)/60 dated 10.11.1960 together with interest at the rate applicable to GPF accumulations on the date of such refund (and calculated in the same manner as interest on G.P.F. is worked out).

(ii) The provisions of DP&PW OM No. 4(6) /85-P&PW (B) dt. 3.1.1995 have subsequently been modified under that department OM No. 4/18/99-P&PW (D) dated 14.8.2002. In accordance with the modified provisions CPF Benefits received in terms of Ministry of Finance OM dt. 10.11.1960 will have to be refunded by the said employee to the Government with interest @ 6% or rate applicable for GPF accumulations during that particular year, whichever is less. Interest on arrears becoming due to an absorbee shall be payable either from 1.4.1995 or 3 months from the date of submission of claim whichever is later.

(iii) Wherever higher rate of interest has been charged on CPF accumulation from the concerned absorbee, the excess amount charged from him shall be refunded to the concerned employee

Authority: Deptt of P&PW OM No. 4/18/99-P&PW(D) dt. 14.8.2002

Commutation of Pension

16. Commutation is a kind of contract between the pensioner as a purchaser and the Government under which both the parties become bound to comply with the provisions of commutation Rules,

16.1 The Civil Pension (Commutation) Rules and Regulations which prescribe the procedure for commutation of pension of Central Government pensioner, were initially promulgated on 1st April 1925. Since then, several changes have had to be effected, partly by formal amendments to the existing Rules but mostly by issue of executive orders before the CCS (Commutation of Pension) Rule 1981 came in to effect.

16.2 Before the introduction of New Pension Scheme under the provisions of LPR-50 with effect from 17-04-1950, a pensioner was entitled to commute a portion, not exceeding 50% of his pension. A Central Government servant who retired before this date i.e. 17.04.1950, was neither entitled to DCRG in addition nor to family pension after his death. It was only after introduction of New Pension Scheme that the Central Government servants became entitled to the additional sum of DCRG on their retirement from service on or after 17-04-1950. Accordingly, the maximum limit of the portion of pension up to which pension could be commuted was brought down from half to 1/3rd of pension.

Medical Examination Essential for Commutation of Pension

17. Again, the Central Government pensioner, for commutation of any kind of pension, had to appear before a commutation medical board for medical examination in order to find out whether, he was in a good bodily health and had a prospect of an average duration of life. The commutation became absolute on the day, the medical authority of the medical board signed the medical certificate. The title to receive the commuted portion of pension ceased and the title to receive the commuted value of pension accrued on this date i.e. the date of absolute. In other words, the pension was reduced by the commuted portion from the date on which the medical board/medical authority signed the medical certificate.

Date of Reduction in Pension

18. Subsequently, in accordance with the Ministry of Finance (Deptt of Expenditure) notification no 14 (2) –ED(A) /75 dated 14.01.77, the reduction in the amount of pension on account of commutation became operative from the date of receipt of the commuted value of pension by the pensioner or three months after the date of issue of the authority asking the pensioner to collect the commuted value of pension, whichever is earlier. These orders came into force from 11.07.1975.

Medical Examination Dispensed With

19. The medical examination of the pensioner by the commutation Medical Board for commutation of any kind of pension excepting in the case of invalid pension, has also been dispensed with from 26.12.1977, under Ministry of Finance OM No. F. 14(5)-EV(A)/76 dated 26.12.1977.

Concept of Administrative Sanction dispensed With

20. Earlier, under the provisions of Rule 2 of Civil Pension (Commutation) Rules, the commutation cases were processed only after obtaining the Administrative Sanction of commutation of pension by the competent authority. The powers to sanction commutation of pension was exercised by the pension sanctioning authority who can delegate this power to subordinate officers of his office. Pursuant to this, the powers to accord administrative sanction of commutation of civil pension was, as a standing arrangement delegated by the CDA to the JCDA/GO concerned of Grants-1 Civil Section. With the replacement of Civil Pension

(Commutation) Rules by CCS(Commutation of Pension) Rules 1981 with effect from 1.07.1981, the concept of Administrative Sanction of commutation of pension , has been done away with.

Salient features of Government decisions on the recommendations of IIIrd CPC

In pursuance of the recommendations of the IIIrd CPC , it has been decided by the Government that the Government servants belonging to the central civil services who retired on or after 1-01.1973 or who may retire hereafter or who died while in service on or after the aforesaid date or in the event of death in service hereafter the provisions relating to death cum retirement benefits as contained in CCS(P) Rules, 1972, shall be modified to the extent indicated below:

(i) **Pension**

(a) **Maximum ceiling on pension :-** The maximum ceiling on pension shall be raised from Rs 675/- to Rs 1000/-p.m.

(b) **Max. ceiling on qualifying service-** Maximum qualifying service for earning pension in terms of sub-Rule (2) of Rule 49 of the CCS(P) Rules, 1972 shall be enhanced from 60 completed six monthly periods to 66 completed six monthly periods

(c) **Emoluments for pension:-** For the purpose of determining Pension and DCRG the emoluments as defined in Rule 33 of the CCS(P) Rules 1972 in respect of the period prior to 1.1.1973 shall besides pay and dearness pay (where admissible) include (a) the dearness allowance where DP is not admissible (b) the balance of DA where DP is admissible: and (c) the interim reliefs.

(ii) **DCRG**

(a) For death cum retirement gratuity the existing maximum limit of “15 times of the emoluments “ as prescribed in clause (a) of sub-Rule (1) of Rule 50 of the CCS(P) Rules, 1972, shall be raised to 16.5 times of the emoluments.

(b) The maximum monetary limit of Rs 24,000/- applicable to death cum retirement gratuity as provided in Rule 50 of the CCS(P) Rules 1972 shall be raised to Rs. 30,000/-

(c) **Emoluments:-**The maximum emoluments for the purpose of death cum retirement gratuity in terms of sub-Rule(5) of Rule 50 CCS(P) Rules 1972 shall be raised from Rs 1800/- p.m. to Rs 2500/- p.m.

(d) The maximum contribution of Rs 3600/- recoverable out of death –cum retirement gratuity against the provision of Contributory Family pension. (FPS-64) shall be raised to Rs 5000/-

(iii) **Contributory Family Pension(FPS-64)**

(a) **The rates of contributory Family Pension as mentioned in sub –Rule (2) of Rule 54 in CCS(P) Rules 1972 shall be revised as under:-**

Pay of Government servant	Amount of monthly family pension
Below Rs 400/-	30% of pay subject to a min. of Rs60 and max. of Rs. 100
Rs 400 and above but not exceeding Rs1200	15% of pay subject to a min. of Rs.100 and max. of Rs.160
Rs.1200/- and above	12% of pay subject to a min. of Rs160 and a max. of Rs 250

(b) The amount of family pension at enhanced rates as determined under clause (a) of sub-Rule (3) of Rule 54 of the CCS(P) Rules 1972 shall be payable,

(i) **In the event of death of a Government servant while in service** from the date following the date of death for a period of 7 years or upto the date on which the deceased Government servant would have attained the age of 65years had he survived, whichever period is less, and

(ii) **In the event of death after retirement,** the family pension at the enhanced rates shall be payable from the date following the date of death upto the date on which the deceased Government servant would have attained the age of 65 years had he survived, or for 7 years whichever period is less, but in no case the amount of family pension shall exceed the pension sanctioned to the Government servant at the time of retirement,

(c) However in cases where the amount of normal rate of family pension exceeds the pension sanctioned at the time of retirement, the amount of enhanced rate of family pension shall not be less than that (normal rate) amount.

(d) The pension sanctioned at the time of retirement shall be the pension inclusive of the part of the pension which the retired Government servant may have commuted before death.

(iv) **Invalid pension-** In respect of a Government servant who retires on invalid pension in terms of Rule 38 of CCS(P) Rules, 1972, the amount of invalid pension shall not be less than the amount of family pension.

Authority:- GIMF Memo No. F. 19(24)-EV(A)/73 dated 5.12-73 and No 19(5)-EV(A)/74 dated 24/-05-1974.

Retirement w.e.f. 1.11.1973- The civilian Government servants in Group B,C and D services or posts shall retire from service with effect from the afternoon of the last day of the month in which their date of retirement according to Fundamental Rule 56 falls.

Authority:- GIMF OM No. 33 /12/73-Ests(A)/ dated 24-11-1973.

With effect from 1.04.1974 the civilian Government servants in Group 'A' service or post shall retire from services with effect from the after noon of the last day of the month in which their date of retirement according to FR.56 falls.

Authority:- GICS(Deptt of Pen) OM No.33/12/73-Ests(A) 2-05-1974.

Salient features of Government decisions on the IVth CPC recommendations

In pursuance of Government decisions on the recommendations of the IVth CPC, the following modifications have been introduced wef 1.1.1986, in the Rules regulating Pension, DCRG and family pension under the CCS(P) Rules 1972.

General

1.1 The Revised provisions shall apply to Government servants who retire/die in harness on or after 1.1.1986.

1.2 Where pension has been provisionally sanctioned in cases occurring on or after 1.1.1986, the same shall be revised in terms of pay revised from 1.1.1986.

1.3 In cases where pension has been finally sanctioned under the pre-revised orders and if it happens to be more beneficial than the pension becoming due under these orders, the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of Rule 70 of the CCS(P) Rules, 1972

2.1 **Emoluments-** The terms 'Emoluments' for the purpose of calculating various retirement and death benefits shall mean basic pay as defined in FR.9 (21)(a) (i), which the Government servant was receiving immediately before his retirement or on the date of his death

2.2 **Average emoluments-** The average emoluments shall be determined with reference to emoluments drawn by a Government servant during the last 10 months of his service.

2.3 The term 'pay' shall mean the pay in the revised scales promulgated under in CCS(RP) Rules 1986.

3.1 **Pension-** Pension shall be calculated at 50 percent of average emoluments in all cases instead of under the slab Formula and shall be subject to a minimum of Rs.375/- p.m. and a maximum of Rs.4500/-p.m.

3.2 **Service Gratuity** – The service gratuity for qualifying service of less than 10 years shall be calculated at uniform rate of half month's emoluments for every completed six monthly period of service instead of at the rates specified in the table below sub-Rule(1) of Rule 49 of the CCS(P) Rules 1972.

4. **Commutation of additional pension-** Additional pension if any, becoming due as a result of these orders will also qualify for commutation. Pensioners can commute up to one-third of the additional pension (difference) if they so desire.

5.1 **Retirement Gratuity:-** In the case of a Government servant who has completed 5 years qualifying service, Retirement Gratuity on retirement shall be paid equal to one fourth of the emoluments for each completed six monthly period of qualifying service subject to a max. of 16 ½ times the emoluments provided that the amount of retirement gratuity payable shall in no case, exceed one lakh rupees.

5.2 There will be no ceiling on reckonable emoluments for calculation of the retirement gratuity.

5.3 **Death Gratuity-** In the event of death in harness, the death gratuity, shall be admissible at the following rates:-

Sl. No.	Length of Qualifying Service	Rate of Death Gratuity
1.	Less than 1 year	2 times of emoluments
2.	1 year or more but less than 5 years.	6 times of emoluments
3.	5 years or more but less than 20 years.	12 times of emoluments.
4.	20 years or more	Half of emoluments for every completed six

		monthly period of qualifying service subject to a maximum of 33 times of emoluments or 1 lakh whichever is less.
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5.4 There will be no ceiling on reckonable emoluments for calculating death gratuity

6. Family pension –1964.

The rates of family pension mentioned under sub-Rule(2) of Rule 54 of the CCS(P) Rules, 1972 shall be revised as under. These rates will be inclusive of dearness relief up to average CPI 608

Sl. No.	Pay	Rate of Monthly Family Pension
1.	Not exceeding Rs. 1500/-	30% of pay subject to a minimum of Rs. 375/-
2.	Exceeding Rs. 1500/- but not exceeding Rs.3000/-	20% of pay subject to a minimum of Rs. 450/-
3.	Exceeding Rs. 3000/-	15% of pay subject to a minimum of Rs. 600/- and maximum of Rs. 1250/-

7. (i) For the period during which pay is drawn in pre-revised scale- Basic pay plus actual DA, ADA, ad-hoc DA, and interim relief appropriate to the basic pay at the rates in force on 31.12.1985 drawn during the relevant period.

(ii) For the period during which pay is drawn in the revised scale- Basic pay in the revised scales.

8. Special provision for those retiring between 1.1.1986 and 30.06.1987

Those, who have retired or will be retiring between 1.1.1986 and 30.06.1987, will have an option to retain the pre-revised scales of pay and have their pension and death-cum-retirement gratuity calculated under the Rules in force immediately before coming into effect of these orders. Government employees who have already exercised their option in favour of the revised scales of pay are given another opportunity to re-opt pre-revised scales of pay from 1.1.1986, provided they refund to the Government the excess pay and allowances drawn by them as a result of coming over to the revised scales of pay. The pension and death-cum-retirement gratuity in such cases will be regulated as follows:-

(i) The terms 'emoluments' will mean pay as defined in F.R. 9(21) and will include DA/ADA/Ad-hoc DA up to average CPI 568 in terms of OM.No. 27/05/84-Pen. Unit, dated 21.06.1985 as also the interim relief.

(ii) Pension will be calculated at 50 per cent of average emoluments. To the pension so calculated dearness relief beyond 568 CPI and up to 608 CPI at the rates contained in Table IV below OM. NO. 42(4) P & PW/86, dated 3.03.1986 shall be added. The amount so arrived at will be regarded as pension.

(iii) Personal Pension, if any, in terms of OM.No. 27/05/84-Pen. Unit, dated 21.06.1985 will also be allowed where due but this will continue as a separate element and will continue to be excluded from calculation of dearness relief as at present.

(iv) Death-cum-retirement gratuity shall be admissible with reference to emoluments at (i) above under the orders in force immediately before coming into effect of these orders. The maximum reckonable emoluments shall be Rs. 4,000/- and the maximum amount of gratuity shall not exceed Rs.50,000 in terms of OM. NO. 1(12-EV/84, dated 29.04.1985.

(v) Family pension shall be allowed in accordance with the orders applicable prior to the issue of these orders and shall be calculated with reference to basic pay in the pre-revised scale. The term 'pay' means pay as defined in clause (c) of sub-Rule (14) of Rule 54 of the CCS(P) Rules, 1972 as it existed prior to 1.1.1986. To the family pension so calculated dearness relief up to average CPI 608 at the rates contained in Table I below OM. NO. 42(4) P & PW/86 dated 3.03.1986 and additional relief as per Para 4.1(A) of DP & PW OM No. 2/1/87-PIC-I dated 16.04.1987 shall be added. The amount so arrived at will be regarded as the family pension for regulating payment of dearness relief beyond average CPI 608.

9 The option referred to above will have to be exercised within three months of the date of

issue of these orders. In cases where the employee has already come over to the revised scales of pay and does not exercise any option to go back to the pre-revised scales of pay in terms of these orders, it will be deemed that he has accepted his pension and other retirement benefits to be calculated with reference to his basic pay in the revised scales promulgated under the CCS(revised Pay) Rules, 1986.

- 10 (i) Terminal benefits for Temporary/Q.P. employees** – Q.P. and temporary Government employees retiring at the age of superannuation or on being declared permanently incapacitated for further service by the appropriate medical authority after rendering service of not less than 10 years shall be paid retirement benefits like Pension and DCRG at the same scale as admissible to those in permanent employment under the CCS(P) Rules, 1972.
- (ii) Families of QP and temporary employees who die in harness shall be allowed the same death gratuity as admissible for families of permanent employees under the CCS(P) Rules, 1972 irrespective of length of service.

11. Dearness relief scheme for pensioners:-

Pensioners shall be granted dearness relief in future twice in a year in accordance with the scheme of dearness allowance introduced for serving personnel. Dearness relief will be allowed to pensioners at the following rates:-

- (a) Those in receipt of pension up to Rs. 1750/- p.m.
100% neutralization
- (b) Those in receipt of pension between 1751 to Rs. 3000/-
75% neutralization
- (c) Those in receipt of pension above Rs 3000/-
65 % neutralization.

CONSOLIDATION OF PENSION- PRE-86 PENSIONERS/FAMILY PENSIONERS

12. In pursuance of Government decision on the recommendation of IV CPC, the existing pension/family pension in respect of Pre-86 pensioners are to be consolidated w.e.f. 1.1.1986 after grant of additional relief as under:-

(A) In the case of Government servants who retired:-

- (i) Prior to 30th September, 1977.
- (ii) Between 30.09.1977 and 30.04.1979 and have not opted for merger of dearness allowance in terms of Ministry of Finance. Department of Expenditure O.M. No.19(4)-EV/79 dated 25.05.1979.

(iii) Between 30.04.1979 and 31.03.1985 and have exercised their option in favour of Paragraph 4(a) of Min.of Fin. O.M. dated 25.05.1979 referred to above in terms of Department of Pension and Pensioners Welfare O.M.No. 38/9/86 P & PW dated 8.08.1986 and all family pensioners and persons in receipt of extra-ordinary pension additional relief shall be admissible as follows:

(a) In the case of pensioners drawing pension of Rs.500/- or less, additional relief shall be equal to 15% of total amount of existing pension plus existing dearness relief subject to the condition that the additional relief shall in no case be less than Rs.75/-

(b) In the case of a pensioner drawing pension above Rs.500/-, additional relief shall be equal to the difference between the existing fixed dearness relief of Rs.638/- and the notional relief calculated at 95% of existing pension subject to the condition that where the said difference shows negative amount or is less than Rs.175/- the additional relief shall be Rs.175/-

(B) In the case of Government servants who retired:-

(i) Between 30.09.1977 and 30.04.1979 and have opted or are deemed to have opted for the benefit of merger of dearness allowance in pay upto CPI 272 in terms of Min. of Fin. Deptt. Of Expr. O.M. dated 25.05.1979.

(ii) After 30.04.1979 but before 31.01.1982 and have not opted in favour of Para 4(a) of Min. of Fin. O.M. dated 25.05.1979 in terms of DP& PW O.M. dated 8.08.1986.

(iii) On or after 31.01.1982 but before 31.03.1985 and did not opt for merger of additional DA upto CPI 320 and also did not opt in favour of Para 4(a) of Min. of Fin. O.M. dated 25.05.1979 in terms of DP and PW, O.M dated the 8.08.1986.

The additional relief shall be admissible as follows:-

- (a) In the case of pensioners drawing pension of Rs. 500/- or less, additional relief shall be 10% of total amount of existing pension plus existing dearness relief subject to the condition that the additional relief shall in no case be less than Rs.50/-
- (b) In the case of pensioners drawing pension above Rs.500/- additional relief shall be equal to the difference between the existing fixed relief of Rs. 538/- and the notional relief calculated at 80% of existing pension subject to the condition that where the said difference shows negative amount or is less than Rs.125/- the additional relief shall be Rs.125/-
- (C) In the case of Government servants who retired on or after 31.01.1982 but before 31.03.1985 and have opted or deemed to have opted for merger of dearness allowance upto CPI 320 in pay, the additional relief shall be admissible as follows.
- (a) In the case of pensioners drawing pension of Rs. 500/- or less, additional relief shall be 10% of total amount of existing pension plus existing dearness relief subject to the condition that the additional relief shall in no case be less than Rs.50/-
- (b) In the case of pensioners drawing pension above Rs.500/- additional relief shall be equal to the difference between the existing fixed relief of Rs. 463/- and the notional relief calculated at 70% of existing pension subject to the condition that where the said difference shows negative amount or is less than Rs.100/- the additional relief shall be Rs.100/-
- (D) In the case of Government servants who retired on or after 31.03.1985 and upto 31.12.1985, no additional relief would be admissible corresponding to the increases sanctioned in clauses (A),(B) and (C) above.

RECALCULATION OF PENSION AT 50% OF AVERAGE EMOLUMENTS IN PLACE OF SLAB FORMULA

13. In the case of existing pensioners, whose pension was calculated under the slab formula, the pension will be recalculated at 50% of average emoluments. There will be no upper ceiling on the amount of pension so worked out. The reckonable emoluments and the reckonable qualifying service in their case will however remain unchanged. The additional pension becoming due under these provisions will not however be taken in to account for computation of additional relief sanctioned in the preceding Para nor will it qualify for additional commutation.

CONSOLIDATION OF PENSION

14. The pension/family pension of existing pensioners/ family pensioners will be consolidated with effect from 1.1.1986 by adding together:-

- (i) the existing pension/existing family pension,
- (ii) the existing dearness relief, and
- (iii) the additional benefits accruing from Para 12 and 13 above.

The amount so arrived at will be regarded as pension/family pension wef.1.1.1986.

Authority:- DP& PW OM. No.2/1/87-PIC-1 dated 16.04.1987

Salient features of Government decision on the recommendations of Vth CPC

The Government have introduced the following modification in the Rules regulating pension retirement /death gratuity and family pension under the CCS (P) Rules, 1972 and commutation of pension under CCS (Commutation of Pension) Rules,1981.

Post-96 retirees /Deceased Government servants.

1. The revised provisions shall apply to Government servants who retire/die in harness on or after 1.1.1996.
2. Where pension/family pension/retirement gratuity /death gratuity /commutation of pension has already been sanctioned in cases occurring on or after 1.1.1996, the same shall be revised in terms of these orders.
3. In cases where pension has been finally sanctioned on the pre-revised orders and if it happened to be more beneficial than the pension becoming due under these orders the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of Rule 70 of the CCS(Pension) Rules,1972.

Emoluments for pension :

4. The term 'emoluments' for purposes of calculating pensionary benefits shall mean basic pay as defined in FR 9(21) (a) (i) which the Government servant was receiving immediately before the retirement or on the date of his death.
5. The term 'pay' in these orders means the pay in the revised scales promulgated under the CCS(Revised Pay) Rules,1997.

Emoluments for gratuity

6. The emolument for the purpose of retirement /death gratuity admissible under Rule 50(5) of CCS(P) Rules, 1972 shall be reckoned in accordance with Rule 33 CCS(P) Rules 1972 and in addition DA. admissible on the date of retirement /death of the Government servant shall also be treated as emoluments.

Pension

7. Pension shall continue to be calculated at 50% of average emoluments in all cases and shall be subject to a minimum of Rs. 1275/- and maximum upto 50% of highest pay in the Government (the highest pay in the Government is Rs30000 since 1.1.1996) but the full pension in no case shall be less than 50% of minimum of the revised scale of pay introduced wef 1.1.1996 of the post last held by the employee at the time of his retirement. However such pension will be suitably reduced pro-rata, where the pensioner has less than the maximum required service for full pension as per the Rule applicable to the pension as on the date of his/her retirement and in no case it will be less than Rs. 1275/- p.m.
8. **Retirement Gratuity /Death Gratuity:-** The maximum limit of retirement gratuity shall be Rs.3.5 lakh.
9. **Family Pension:-** Family pension shall be calculated at uniform rate of 30% of basic pay in all cases and shall be subject to a minimum of Rs 1275/- and maximum of 30% of highest pay in Government viz Rs.30000/- since 1.1.96.
10. For the purpose of grant of family pension, the definition of family shall also include
 - (a) Parents who were wholly dependant on the Government servant when he/she was alive provided the deceased employee had left behind neither a widow nor a child.
 - (b) Son/daughter including widowed/divorced daughter till he/she attains the age of 25 years or upto the date of marriage/ remarriage whichever is earlier.

Commutation of pension

11. A Government servant shall be entitled to commute for a lump sum payment upto 40% of his pension.

Special provision for those retiring between 1.1.1996 and 31.12.1997

12. Those who have retired or will be retiring between 1.1.1996 and 31.12.1997 will have an option to retain the pre-revised scale of pay and have their pensionary benefits calculated under the Rules in force immediately before coming into effect of these orders. The pension, retirement/death gratuity /family pension/ commutation of pension in such cases will be calculated as follows:

(i) The term 'emoluments' will mean pay as defined in F.R. 9(21) (a) (i) and Interim Relief I and Interim Relief II.

(ii) Pension will be calculated at 50% of average emoluments. To the pension so calculated dearness relief upto AICPI 1510 i.e. dearness relief beyond AICPI 1436 and upto AICPI 1510 i.e. the difference of dearness relief between AICPI 1436 and AICPI 1510 allowed at the prescribed rates shall be added to it. The amount so arrived at will be regarded as pension

(iii) The retirement/death gratuity shall be admissible with reference to emoluments at (i) above under the orders in force immediately before coming into effect of these orders. The maximum amount of gratuity shall not exceed Rs. 2,50,000/-

(iv) Commutation of pension shall be admissible in accordance with the orders in force immediate before coming into effect of these orders.

(v) Family pension shall be allowed in accordance with the orders applicable prior to issue of these orders and shall be calculated with reference to basic pay in the pre-revised scale. To the family pension so calculated dearness relief upto average AICPI 1510 shall be added. The amount so arrived at will be regarded as the family pension for regulating payment of dearness relief beyond average AICPI 1510.

In the case of persons who retain pre-revised scale and retire or die in harness subsequent to 31.12.1997, pension, retirement gratuity, death gratuity, family pension as may be relevant, shall be calculated in terms of Para 7 to Para 11 above. The emoluments for calculation of pensionary benefits in their case will be the basic pay in the pre-revised scale, plus DA as admissible upto AICPI 1510 appropriate to the basic pay plus two installments of interim relief at the rates in force on 31.12.1995 appropriate to the said basic pay

Authority:- Min. of PPG, Deptt of P and PW OM No.45/86/97-P & PW (A)-Part-I dated 27-10-1997.

Pensionary benefits in respect of those who retire within 10 month of 1.1.1996

13. In the case of Government servants who have opted for the revised scales of pay and retire within 10 months from the date of coming over to the revised scale, basic pay for 10 months period preceding retirement shall be calculated by taking into account emoluments as follows.

(i) **For the period during which pay is drawn in the pre-revised scale:-**

- a. Basic pay(including increment, if any drawn during the intervening period)
- b. DA upto CPI 1510 i.e. 148%, 111% and 96% of the basic pay as the case may be
- c. IR-I and II appropriate to the basic pay drawn during the relevant period
- d. Fitment weightage of 40% of basic pay in the pre revised scale of pay

(ii) **For the period during which pay is drawn in the Revised scale** –Basic pay in the revised scale.

Authority:- Min. of Personnel, Public Grievances and Pensions, Deptt of Pension and Pensioners Welfare OM No. 45/86/97-P & PW(A)- Part I dated 27.10.1997 as amended by the same Deptt OM NO 45/86/97- P & PW (A) part-I dated 30.12.1997 and 45/10/98- P & PW (A) date 17.12.1998 and no 45/86/97-P & PW(A)-Part-I 18.10.1999.

Medical Allowance

14. All the Central Government pensioners/ family pensioners, who at the time of retirement/death were governed by the CCS(P) Rules 1972 or other corresponding Rules in operation prior to commencement of these Rules and are eligible for medical facilities after

retirement , shall be eligible for the grant of fixed Medical Allowance @ Rs 100/-wef 1/12/1997, provided they are residing in area not covered by C.G.H.S. scheme.

Authority:- Dept of P & PW OM NO 45/57/97- P & PW (C) dated 19.12.1997.

Age of Retirement on superannuation :-

15. Every Government servant whose age of retirement is currently 58 years shall now retire from service on the afternoon of the last day of the month in which he/she attains the age of 60 years. However, Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years.

15.1 These orders will come into force wef the date of notification of amendment to the relevant Rules and regulations etc i.e. 13.05.1998.

Authority : Min. of PPG and Pensions, DP & PW OM NO 25012 /2/97-Estt(A) dated 13-05.1998.

Dearness Relief:-

16. All the pensioners/family pensioners shall be given dearness relief against price rise on the same scale as is being recommended for serving employees.

Authority : Para 5(i) of Annexure to Government's Resolution bearing D.P & PW OM NO 45/86/97-P & PW(A) dated 30-09.1997.

Pre-96 Pensioners/Family pensioners

17.(1) The existing pension/family pension in respect of all pensioners/family pensioners who were drawing pension/family pension on 1.1.1996 under the CCS(Pension) Rules, 1972 and CCS(EOP) Rules will be consolidated wef 1.1.1996 by adding together:-

(i) The existing pension (inclusive of commuted portion if any)/ family pension due on 31.12.1995.

(ii) Dearness Relief upto AICPI 1510 ie. @ 148% (upto pension of Rs 1750) 111% (amount of pension between Rs.1751-Rs.3000) and 96% (exceeding pension of Rs.3000/-) of basic pension

(iii) Interim relief –I

(iv) Interim Relief –II

(v) Fitment weightage @ 40% of the existing pension /family pension.

(2). The amount so arrived at will be regarded as consolidated pension /family pension with effect from 1.1.1996. However, in cases where the consolidated pension is treated as the final full pension, it shall not be less than 50% of the minimum of the revised scale of pay introduced wef 1.01.1996, for the post last held by the pensioner at the time of his retirement. Such pension will be suitably reduced pro-rata where the pensioner has less than the maximum required service for full pension, applicable to the pensioner as on the date of his retirement, and in no case shall it be less than Rs. 1275/- p.m.. Similarly, in cases, where family pension so consolidated is treated as final , it shall not be less than 30% of the minimum of the Revised scale of pay introduced with effect from 1.1.1996 for the post last held by the concerned pensioner/ deceased Government servants.

(3). Since the consolidated pension will be inclusive of commuted portion of pension, if any , the commuted portion will be deducted from said amount while making monthly disbursement.

Dearness Relief:-

(4) Since the consolidated pension/family pension includes dearness relief upto average index level 1510, dearness relief will be admissible thereon only beyond average index 1510 in accordance with the revised scheme of dearness relief.

Disability pension under CCS(EOP) Rules.

18(1). Where the disability pension under the CCS(EOP) Rules is drawn in addition to invalid pension under the CCS(P) Rules, 1972, the minimum limit of Rs.1275/- will apply to total of two pensions.

(2). Where the disability pension is drawn in isolation, the minimum limit of Rs.1275/- will apply for 100% disability. For lesser degree of disability the minimum limit will be proportionately

less.

Two or more pensions.

19. Where a pensioner is in receipt of more than one pension consolidation will be done separately as per sub Para (1) of Para 18 above, and floor ceiling of Rs. 1275/- will be applied to total pension from all sources taken together.

19.1 Those who are in receipt of military and civil pension separately, the floor ceiling of Rs. 1275/- taking into account the two pensions together will not apply and both the pensions will be governed by the respective pension rule.

Authority:- Min. of Personnel, Public Grievances and Pensions, Deptt of Pension and Pensioners Welfare OM No. 45/86/97-P & PW(A)- Part II dated 27.10.1997 as amended by the same Deptt OM NO 45/86/98- P & PW (A) dated 17.12.1998 and OM NO. 38/38/02-P&PW (A) dated 23.04.2003.

Family Pension

20 Family pension may be revised wef.1.1.1996 in the following manner:-

(i) The existing family pension shall be consolidated wef.1.1.1996 in accordance with the provisions contained in Para.4.1 of DP and PW OM No. 45/86/97-P & PW(A)-Part-II dated 27.10.1997.

(ii) Family pension shall be re-calculated at the rate of 30% of the last pay drawn by the pensioner/deceased employee and the difference between the family pension already admissible under slab system and @ 30% of last pay drawn shall be worked out.

(iii) The additional family pension becoming due on account of the difference between family pension already admissible under slab system and at a rate of 30% of last pay shall be added to the consolidated family pension worked out as at (i) above. The total of these two amounts, i.e., the consolidated family pension plus additional family pension shall be basic family pension wef. 1.1.1996 and shall be subject to the prescribed limits. The basic family pension so calculated shall not be less than 30% of the minimum of the revised scale of pay introduced wef.1.1.1996, for the post last held by the concerned pensioner/deceased Government servant.

(iv) Dearness relief on the basic family pension as at (iii) above shall be admissible in accordance with the orders issued by the Government from time to time after 1.1.1996.

Pre- 86 Pensioners/Family Pensioners.

21. The pension of all Pre-86 retirees may be updated by notional fixation of their pay as on 1.1.1986 by adopting the same Formula as for the serving employees and thereafter for the purpose of consolidation of their pension/family pension as on 1.1.1986, they may be treated alike those who have retired on or after 1.1.1986. The pay will be fixed on notional basis in the revised scale of pay for the post last held by the pensioner, at the time of retirement or on the date of death of Government employee, introduced subsequent to retirement/ death of Government employee, consequent on promulgation of revised pay rules in implementation of recommendation of successive Pay Commissions, the award of Board of Arbitration or judgement of Court or due to general revision of the scale of pay for the post etc. The pay fixed on notional basis on the first occasion shall be treated as pay for re-fixation of pay in the revised scale of pay on the second and subsequent occasions, as the case may be. The last occasion shall be fixation of pay in the scale introduced on the basis of IV CPC recommendations and made effective from 1.1.1986. The notional pay so arrived at as on 1.1.1986 shall be treated as average emoluments for the purpose of calculation of pension and accordingly, the pension shall be calculated as on 1.1.1986 as per the Formula then prescribed. The pension so calculated shall be consolidated as on 1.1.1996 in accordance with the provisions contained in Paragraph 4.1 of DP and PW OM No. 45/86/97-P and PW(A)-Part-II dated 27.10.1997. Such consolidated pension shall not, however be less than 50% of the minimum of the corresponding scale as on 1.1.1996 of the scale of pay held by the pensioner. Such pension will, however, be reduced proportionately where the pensioner has less than the maximum required service for full pension as on the date of his retirement and in no case it will be less than Rs.1275/- p.m..

21.1 In the case of family pension, the notional pay as on 1.1.1986 shall be treated as pay last drawn by the deceased Government servant/ pensioner and the family pension shall be calculated thereon at the rate in force as on 1.1.1986. Where family pension has been calculated on notional pay under the slab system, family pension shall be recalculated at the rate of 30% of notional pay as determined on 1.1.1986. The additional family pension becoming due on account of difference between family pension admissible under slab system and at a rate of 30% shall be added to the consolidated family pension worked out under slab system.

21.2 The total of these two amounts i.e. consolidated pension plus additional family pension shall be basic family pension with effect from 1.1.1996 subject to a minimum of Rs.1275/- The basic family pension so calculated shall not be less than 30% of the minimum of revised scale of pay introduced wef.1.1.1996 for the post last held by the pensioner/deceased Government servant

The pension and family pension calculated in the above manner shall qualify for admissibility of dearness relief with effect from 1.7.1996

Authority:- DP & PW OM No. 45/86/97-P and PW (A) Part-III dated 10.02.1998 read with OM No.45/10/98-P and PW (A) dated 17.12.1998.

**Salient features of Government decision on the recommendations of Vith
CPC**

The Government have introduced the following modification in the Rules regulating pension retirement / death gratuity and family pension under the CCS (P) Rules, 1972 and commutation of pension under CCS (Commutation of Pension) Rules, 1981.

Post-2006 retirees /Deceased Government servants.

1 The revised provisions shall apply to Government servants who retire/die in harness on or after 1.1.2006.

2. Where pension/family pension/retirement gratuity / death gratuity / commutation of pension has already been sanctioned in cases occurring on or after 1.1.2006, the same shall be revised in terms of these orders.

3. In cases where pension has been finally sanctioned on the pre-revised orders and if it happened to be more beneficial than the pension becoming due under these orders the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of Rule 70 of the CCS (Pension) Rules, 1972.

Emoluments for pension:

2. The term 'emoluments' for purposes of calculating various pensionary benefits shall have the same meaning as in rule-33 of the Central Civil Services (Pension) Rules-1972.

3. Basic pay in the revised pay structure means the pay drawn in the prescribed pay Band plus the applicable Grade Pay but does not include any other type of pay like Special Pay, etc.

Emoluments for gratuity

6. The emolument for the purpose of retirement / death gratuity admissible under Rule 50(5) of CCS(P) Rules, 1972 shall be reckoned in accordance with Rule 33 CCS(P) Rules 1972 and in addition DA admissible on the date of retirement / death of the Government servant shall also be treated as emoluments.

Pension

7.1 Pension shall to be calculated at 50% of the emoluments or average emoluments received during the last 10 months whichever is more beneficial subject to a minimum of Rs. 3500/- and maximum upto 50% of highest pay in the Government (the highest pay in the Government is Rs90000 since 1.1.2006).

7.2 Linkage of full pension with 33 years of qualifying service shall be dispensed with. Once a Government servant has rendered the minimum qualifying service of 20 years, pension shall be paid at 50% of the emolument or average emolument received during the last 10 months, whichever is more beneficial.

7.3 The quantum of pension/family pension available to the old pensioners shall be increased as follows:

Age of pensioner	Additional quantum of pension
From 80 years to less than 85 years	20% of basic pension
From 85 years to less than 90 years	30% of basic pension
From 90 years to less than 95 years	40% of basic pension
From 95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

8. Retirement Gratuity/Death Gratuity:- The maximum limit of retirement gratuity shall be Rs.10 lakh.

9. Family Pension:- Family pension shall be calculated at uniform rate of 30% of last pay drawn in all cases and shall be subject to a minimum of Rs.3500/- and maximum of 30% of highest pay in Government' viz Rs.90000/- since 1.1.2006.

9.1 The enhanced family pension under Rule 54(3) (a) (i) of CCS (P) Rules shall be payable to the family of a Government servant who dies in service from the date of death of the Government servant for a period of 10 years, without any upper age limit.

10. For the purpose grant of Family Pension, the "Family" shall be categorized as under:-

Category-I

(a) Widow or widower, upto the date of death or re-marriage, whichever is earlier;

(b) **Son/daughter(including widowed daughter), upto the date of his/her marriage/re-marriage or till the date he/she starts earning or till the age of 25 years, whichever is the earliest.**

Category-II

(c) Unmarried/widowed/Divorced daughter, not covered by Category-I above, upto the date of marriage/re-marriage till the date she starts earning or upto the date of death, whichever is earliest.

(d) Parents who were wholly dependent on the Government servant when he/she was alive provided the deceased Employee had left behind neither a widow nor a child. Family Pension to dependent parents, unmarried/divorced/widowed daughter will continue till the date of death. Family pension to unmarried/widowed/divorced daughters in category II and dependent parents shall be payable only after eligible family member in Category I have ceased to be eligible to receive family pension and there is no disabled child to receive the family pension. Grant of family pension to children respective categories shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above him/her has become ineligible for grant of family pension in that category.

10.1 The dependency criteria for the purpose of family pension shall be the minimum family pension along with Dearness relief thereon.

10.2 The childless widow of a deceased Government employee shall continue to be paid family pension even after her re-marriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum prescribed family pension in the central Government. The family pensioner in such cases would be required to give a declaration regarding her income from other sources to the pension disbursing authority every six months.

Authority: P &PW OM No. 38/37/08-P&PW (A) dated 02.09.2008.

Commutation of pension

11(i)A Government servant shall continue to be entitled to commute for a lump sum payment upto 40% of his pension.

(ii) The revised table of commutation value for pension will be used for all commutation of pension which become absolute after 02.09.2008.

Special provision for those who retain the pre-revised scale of pay

12. The pension and death-cum-retirement gratuity of those, who have elected to continue to draw pay in the pre-revised scale of pay in terms of Rule-5 of the Central Civil Services (Revised Pay) Rules, 2008 and have retired or will be retiring after 01.01.2006, shall be regulated as follows:

(i) The term 'emoluments' will mean pay as defined in F.R. 9(21) (a) (i) and will include Dearness pay and DA upto average AICPI 536 (Base year 1982=100).

(ii) Pension will be calculated at 50% of average emoluments whichever is more beneficial to the employee.

(iii) Death-cum-retirement shall be admissible with reference to emoluments at (i) above plus dearness allowance, under the order in force immediately before coming into effect of these orders. The maximum amount of gratuity shall not exceed Rs. 3,50,000/- in terms of Department of Pension and Pensioners Welfare Office Memorandum No.45/86/97-P&PW (A) (Part-I) dated 27.10.1997.

(iv) Commutation of pension shall be admissible in accordance with the orders in force immediate before coming into effect of these orders.

(v) Family pension shall be allowed in accordance with the orders applicable prior to issue of these orders and shall be calculated with reference to basic pay in the pre-revised scale. To the family pension so calculated dearness relief upto average AICPI 536 (Base year 1982=100) at the rate contained in this Department's Office Memorandum No.42/2/2006-P&PW (G) dated 5.4.2006 shall be added. The amount so arrived at will be regarded as the family pension for regulating payment of dearness relief beyond average AICPI 536.

Authority:- Min. of PPG, Deptt of P and PW OM No.38/37/08-P & PW (A) dated 02.09.2008.

Medical Allowance

14.All the Central Government pensioners / family pensioners, who at the time of retirement/ death were governed by the CCS(P) Rules 1972 or other corresponding Rules in operation prior to commencement of these Rules and are eligible for medical facilities after retirement, shall be eligible for the grant of fixed Medical Allowance @ Rs 300/- wef 1/09/2008, provided they are residing in area not covered by C.G.H.S. scheme.

Authority: - Deptt of P & PW OM NO 4/25/2008- P & PW (D) dated 26.05.2010.

Constant Attendant Allowance

15.In the case of pensioners who retired on disability pension under the CCS (Extraordinary) Pension Rules, 1939, for 100% disability (where the individual is completely dependent on somebody else for day to day functions), a Constant Attendant Allowance of Rs.3000/- p.m. shall be allowed in addition to the disability pension. That the rates of Constant Attendant Allowance payable to the Civilian employees shall also be increased by 25% every time the dearness allowance on the revised pay band goes up by 50%.

Authority: - Deptt of P & PW OM NO 38/37/08- P & PW (A) dated 02.09.2008 & OM No.45/6/2008-P&PW (F) dated 07.12.2009.

Dearness Relief:-

16.All the pensioners/family pensioners shall be given dearness relief against price rise on the same scale as is being recommended for serving employees.

Pre-2006 Pensioners/Family pensioners

17. (1) The existing pension/family pension in respect of all pensioners/family pensioners who were drawing pension / family pension on 1. 1. 2006 under the CCS (Pension) Rules, 1972 and CCS (EOP) Rules will be consolidated wef 1.1.2006 by adding together:-

- (i) The existing pension (inclusive of commuted portion if any)/ family pension due on 31.12.2005.
- (ii) Dearness pension, where applicable.
- (ii) Dearness Relief up to AICPI(IW) average index 536(Base year 1982=100) ie. @ 24% of Basic pension/Basic family pension plus dearness pension as admissible vide P&PW OM no. 42/2/2006-P&PW(G) dated 5-4-2006.
- (iv) Fitment weight age @ 40% of the existing pension /family pension.

(2). The amount so arrived at will be regarded as consolidated pension /family pension with effect from 1.1.2006. However, in cases where the consolidated pension is treated as the final full pension, it shall not be less than 50% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale from which the pensioner had retired. In the case of HAG and above scales, this will be fifty percent of the minimum of the revised pay scale. Such pension will be suitably reduced pro-rata where the pensioner has less than the maximum required service for full pension, applicable to the pensioner as on the date of his retirement, and in no case shall it be less than Rs. 3500/- p.m Similarly, in cases, where family pension so consolidated is treated as final, it shall not be less than 30% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale from which the pensioner / deceased Government servants had retired/died.

(3) Since the consolidated pension will be inclusive of commuted portion of pension, if any, the commuted portion will be deducted from said amount while making monthly disbursement.

(4) Government has decided vide OM No. 38/37/08-P&PW (A) dated 28.01.2013 that the pension of pre-2006 pensioners as revised wef 1.1.2006 in terms of para 4.1 or para 4.2 of the OM No. 38/37/08-P&PW (A) dated 1.9.2008, as amended from time to time, would be further stepped up to 50% of the sum of minimum of pay in the pay band and the grade pay corresponding to the pre-revised pay scale form which the pensioner had retired, as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure OM No.1/1/2008-IC dated 30th August, 2008. In the case of HAG and above scales, this will be 50% of the minimum of the pay in the revised pay scale arrived at with reference to the fitment tables annexed to the above-referred OM dated 30.08.2008 of Ministry of Finance, Department of Expenditure.

Disability pension under CCS (EOP) Rules,

18(1). Where the disability pension under the CCS (EOP) Rules is drawn in addition to invalid pension under the CCS(P) Rules, 1972, the minimum limit of Rs.3500 / - will apply to total of two pensions.

(2). Where the disability pension is drawn in isolation, the minimum limit of Rs.3500/ - will apply for 100% disability. For lesser degree of disability the minimum limit will be proportionately less.

Two or more pensions.

19. Where a pensioner is in receipt of more than one pension consolidation will be done separately as per sub Para (1) of Para 18 above, and floor ceiling of Rs. 3500/- will be applied to total pension from all sources taken together.

19.1 Those who are in receipt of military and civil pension separately, the floor ceiling of Rs. 3500/- taking into account the two pensions together will not apply and both the pensions will be governed by the respective pension rule.

Authority:- Min. of Personnel, Public Grievances and Pensions, Deptt of Pension and Pensioners Welfare OM No. 38/37/08-P & PW(A) dated 01.09.2008 as amended by the same Deptt OM NO 38/37/08-P & PW(A) dated 03-10-2008.

Family Pension

20 Family pension may be revised wef 1.1.2006 in the following manner:- (i) The existing family pension shall be consolidated wef. 1. 1.2006 in accordance with the provisions contained in Para.4.1 of DP and PWOM No. 38/37/08-P & PW (A) dated 01.09.2008.

(ii) The basic family pension so calculated shall not be less than 30% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale from which the pensioner / deceased Government servants had retired/died.

(iii) Dearness relief on the basic family pension shall be admissible in accordance with the orders issued by the Government from time to time after 1.1.2006.

(iv) The normal family pension in respect of pre-2006 pensioners/family pensioners as revised wef 1.1.2006 in terms of para 4.1 or para 4.2 of the OM No. 38/37/08-P&PW (A) dated 1.9.2008 would also be further stepped up to 30% of the sum of minimum of pay in the pay band and the grade pay corresponding to the pre-revised pay scale in which the Government servant had retired, as arrived at with reference to the fitment tables annexed to the Ministry of Finance, Department of Expenditure OM No. 1/1/2008-IC dated 30th August, 2008. In the case of HAG and above scales, this will

be 30% of the minimum of the pay in the revised pay scale arrived at with reference to the fitment tables annexed to the above OM dated 30.08.2008 of Ministry of Finance (Department of Expenditure).

GOVERNMENT ORDER ON PAYMENT OF INTERIM RELIEF I and II WEF 1.04.1995

Department of Pension and Pensioners' Welfare ,Min. of PPG and Pensions OM NO. 42/18/95-P & PW(G) Dated 14.07.95.

Sub:- Grant of Interim Relief to Central Government pensioners/family pensioners.

The Fifth Central Pay Commission has recommended grant of Interim relief at the rate of Rs.50/- p.m. to all pensioners/family pensioners of the Central Government the commission has further recommended grant of further Interim relief at the rate of 10% of the basic pension/family pension subject to a minimum of Rs.50/- p.m. to the Central Government pensioners/family pensioners wef 1.04.1995.

2. The Government have accepted the above recommendations of the Pay Commission. Accordingly, the President is pleased to sanction Interim Relief to all Central Government pensioners/family pensioners at the rate of Rs 50/- p.m. and in addition, 10% of the basic pension/family pension subject to a minimum of Rs.50/- p.m. wef. 1.04.1995

3. If a pensioner/family pensioner is re-employed/employed under the Central or State Government or a Corporation/Company/ Body/Bank under them in India or abroad including permanent absorption in such Corporation/Company/Body /Bank, he/she shall not be eligible to draw Interim Relief on pension/family pension during the period of such reemployment/employment.

4. Interim Relief may be shown as a separate element. No dearness relief on this element will be admissible. Interim relief involving a fraction of a rupee may be rounded off to the next higher rupee.

5. In case of persons in receipt of more than one pension, the Interim Relief will be calculated on the total of all pensions taken together.

6. These orders also apply to the Armed Forces Pensioners, Civilian Pensioners paid out of Defence Services Estimates, All India Service Pensioners and Railway Pensioners.

7. In so far as pensioners/family pensioners belonging to Indian Audit and Accounts Department are concerned, these orders issue in consultation with Comptroller and Auditor General of India.

8. Accountants General and authorized Public Sector Banks are requested to arrange payment of Interim Relief to pensioners on the basis of the above Instructions without waiting for any further communication from the Comptroller and Auditor General of India or the Reserve Bank of India.

RATES OF ADA LINKED TO AVERAGE INDEX 568 CPI GOVERNMENT, M. F., O.M. No. 13017/1/85-E.II(B), dated 19.01.1985.

Sub: Payment of Additional Dearness Allowance to Central Government Employees –Revised rates effective from 1.8.1984 and 1.11.1984.

The undersigned is directed to refer to this Ministry's O.M. No. 13017/1/84-E.II(B), dated the 15th September, 1984 on the above subject and to say that the President is pleased to decide that the rates of Additional Dearness Allowance specified in Para. 1 of that O.M. will stand modified as follows:-

Period for which payable

(A) 1.08.1984 to 31.10.1984.(CPI 560 Point)

Sl.No	Pay Range.	Rate of Additional Dearness Allowance per mensem.
(i)	Up to Rs. 300	141.5% of pay subject to minimum of Rs.35/-plus 124% of pay and a maximum of Rs. 422
(ii)	Above Rs.300 and up to Rs.400	Rs.62/- plus 120% of pay
(iii)	Above Rs.400 and up to Rs.800	Rs.105..5% of pay subject to a minimum of 15.5% of pay plus Rs. 480/-
(iv)	Above Rs.800 and up to Rs.900	Rs.100 plus 93% of pay.
(v)	Above Rs.900 and up to Rs.1,000	Rs.127 plus 90% of pay.
(vi)	Above Rs.1,000 and up to Rs.2,000	Rs.1,027

Period for which payable

(B) 1.11.1984 onwards.(CPI 568 Point)

Sl. No	Pay Range.	Rate of Additional Dearness Allowance per mensem.
(i)	Up to Rs. 300	145.5% of pay subject to minimum of Rs.35 plus 128% of pay and a maximum of Rs. 434
(ii)	Above Rs.300 and up to Rs400	Rs.62 plus 124% of pay
(iii)	Above Rs.400 and up to Rs800	108.5% of pay subject to a minimum of 15.5% of pay plus Rs. 496
(iv)	Above Rs.800 and up to Rs900	Rs.100 plus 96% of pay.
(v)	Above Rs.900 and up to Rs.1,000/-	Rs.127 plus 93% of pay.
(vi)	Above Rs.1,000 and up to Rs.1,030	Amount by which pay falls short of Rs. 2,057
(vii)	Above Rs.1,030 and up to Rs.2,000	Rs.1,027

2. The rates of additional dearness allowance as specified in Para. 1 above are payable in addition to dearness allowance at the rates mentioned in item (3) of Para. 1 of this Ministry's O.M. No.13017/1/84-E.II(B)/75, dated 30-1-1975 in so far as they relate to employees getting pay up to Rs. 2000/- p.m.

3. The President is also pleased to decide that in modification of Para. 3 of this Ministry's O.M. No.13017/1/84-E.II(B)/75, dated 15-09-1984 the total dearness allowance as well as additional dearness allowance on the pay above Rs. 2,000 p.m.will, wef 1.08.1984, be as follows:-

Rs. 2,001 to Rs. 2,749	Rs. 1,270
Rs. 2,750 and above	Rs. 1,650

4. In partial modification of this Ministry's O.M. No.13017/6/81-E.II(B), dated 26-03-1982, as amended from time to time, further ad-hoc Dearness Allowance for officers getting pay above Rs. 1,638 p.m.will wef. 1.08.1984 be regulated as under:-

Sl.No	Pay Range.	Rate of ad-hoc DA per mensem
(i)	Rs. 1,639-2,749	82% of basic pay as defined in F.R. 9(21)(a) (i) plus Non-Practicing Allowance, if any, less D.A. and Additional D.A. admissible in Paras. 1,2 and 3 above, subject to the further condition that the increase in total D.A. payable by these orders from 1.08.1984 shall not exceed Rs.150 p.m.
(ii)	Rs.2,750 and above	Rs.600

In respect of officers getting pay above Rs.1,518/- but below Rs. 1639/- the further ad-hoc D.A. will continue to be regulated according to Para. 4 of this Ministry's O.M. No.13017/1/83-E.II(B), dated 13-04-1983,

5. The payment of 2 installments of Additional D.A./ad-hoc D.A will be made in cash along with the salary of January, 1985.

6. The payment on account of dearness allowance and ADA. Will be rounded off to the nearest 10 paise.

7. These orders will also apply to the civilian employees paid from the Defence Services Estimates

GOVERNMENT ORDERS ON PERSONAL PENSION

**Government of India Ministry of Personnel and Trg.,A.R and P.G. and P(Deptt of P and PW)
Memo No.27/5/84-Pen.Unit, dated 21.06.1985**

Reference is invited to Government of India, M. F., O.M. No. 13017/1/85-E.II(B), dated 19.01.1985(**Appendix-36**) above and to say that in modification of Para 3(iii) of decision *ibid* the President has now been pleased to decide that for the purpose of average emoluments under Rule 34 of CCS (P) Rules, 1972, the D.A ,A.D.A and *ad-hoc* DA upto average index level 568, shall be treated as DP w.e.f. the dates from which these were sanctioned.

2. It has further been decided, in modification of Paras 4 and 7 of Government of India, M. F., O.M. No. 13017/1/85-E.II(B), dated 19.1.1985, that the benefit of DP as mentioned in Para 1 above would be automatically given, both for pension/service gratuity and DCRG, to all Central Government servants retiring on or after 31.03.1985. However, where the amount of pension so calculated results in loss as compared to the total amount of pension plus relief on pension, admissible at the average index level 320, the loss will be made up by the grant of Personal Pension to the individual concerned. It may be clarified that the amount of Personal Pension will not be taken into account for the purpose of determining the commuted value of pension and relief on pension.

3. In view of the provisions of the preceding Paragraph, the question of exercising option between the two alternatives mentioned in Para 4 of decision *ibid* shall not arise. Where, however such an option has already been exercised in terms of the provisions of Paras 4 and 6 of decision *ibid* the same shall not be acted upon by the H.O.O. /AO concerned as the same shall become infructuous with the issue of these orders. Further where pension has already been determined and authorized in accordance with such an option, the same shall be revised in terms of these orders.

RATES OF INTERIM RELIEF WEF 1.06.1983 and 1.03.1985
GOVERNMENT, M.F., O.M. No. 7(39)-E.III/83, dated 2-08.1983

I

Subject:- Grant of Interim Relief to the Central Government employees.

The Staff side of the National Council (Joint Consultative Machinery) had raised a demand relating to parity of the scales of pay of Central Government employees with public sector pay scales and pending acceptance of this demand an interim relief to all Group 'C' and Group 'D' employees of the Central Government. The President is now pleased to sanction interim relief to all central Government employees at the rates indicated below:-

Sl.No	Categories of employees/Pay Range	Amount of interim relief sanctioned
(i)	For employees drawing pay below Rs.300/-p.m	Rs.50 p.m
(ii)	For employees drawing pay Rs.300 and above but below Rs.700 p.m.	Rs.60p.m
(iii)	For employees drawing pay Rs700 and above but below Rs1600 p.m.	Rs.70 p.m
(iv)	For employees drawing pay Rs1600 and above but below Rs2250 p.m.	Rs.80 p.m
(v)	For employees drawing pay Rs.2,250 p.m and above	Rs.100 p.m

2. The provisions of this Memorandum apply also to the employees of Union territories.
3. For the purpose of determining pay range, the term 'pay' shall be as defined in F.R.9(21)(a). Thus, special pay, non-practising allowance, personal pay, deputation allowance etc., will be taken into account for determining the pay slab for interim relief.
4. The interim relief mentioned above will be paid with effect from 1.06.1983.
5. The amount of interim relief will be taken into account for determining retirement benefits and it will not count for any other purpose, i.e., for determining any allowance admissible on the basis of pay or emoluments.

II

Government of India, M.F., O.M. No. 7(32)-E.III/85, dated 29-04.1985

Subject:- Grant of Interim Relief to the Central Government employees.

1. The IVth Central Pay Commission has recommended an installment of Interim Relief at the rate of 10% of the basic pay of the employees subject to a minimum of Rs. 50 per month to be paid with effect from 1.3.1985. The commission have further recommended that this amount of Interim Relief should be taken into account for determining the retirement benefits only and not for any other purposes.

2. The Government have accepted the above recommendation of the Pay Commission. Accordingly the President is pleased to sanction an installment of Interim Relief at the rate of 10% of the basic pay of the employees subject to a minimum of Rs.50/- per month with effect from 1st March, 1985.(Fraction of fifty paise and above will be rounded off to a rupee and those of less than fifty paise ignored.)

The expression 'basic pay' would have the same meaning as given in F.R.9(21)(a)(i) and also Non-Practicing Allowance wherever admissible to Government Doctors. This would, however, not include Special Pay, Deputation Pay (Deputation Duty Allowance), Special Allowance or any addition to pay under any other nomenclature.

3. This amount of Interim Relief would be taken into account for determining retirement benefits and should not count for any other purpose, i.e., for determining any allowances admissible on the basis of pay or emoluments.

4. The provisions of this Office Memorandum will also apply to the employees of Union Territories.

APPENDIX-39
[See Para 97.5]

Annual Rate Of Interest Applicable On G.P. Fund Accumulations From Time To Time

Period	Rate Of Interest Per Annum.
1960-61	3.75%
1961-62	3.75%
1962-63	4%
1963-64	4%
1964-65	4%
1965-66	4.25%
1966-67	4.60%
1967-68	4.80%
1968-69	5.10%- up to Rs.10,000/- and on balance @ 4.80%
1969-70	5.25%- up to Rs.10,000/- and on balance @ 4.80%
1970-71	5.50%- up to Rs.10,000/- and on balance @ 4.80%
1971-72	5.75%- up to Rs.10,000/- and on balance @ 5%
1972-73	6%- up to Rs.10,000/- and on balance @ 5.30%
1973-74	6%- up to Rs.10,000/- and 5.30% beyond Rs.10,000/-
1.4.74 to 31.7.74	6.50%- up to Rs.15,000/- and 5.80% beyond Rs.15,000/-
1.8.74 to 31.3.75	7.50%- up to Rs.25,000/- and 7% beyond Rs.25,000/-
1975-76	7.50%- up to Rs.25,000/- and 7% beyond Rs.25,000/-
1976-77	7.50%- up to Rs.25,000/- and 7% beyond Rs.25,000/-
1977-78	8%- up to Rs.25,000/- and 7.50% beyond Rs.25,000/-
1978-79	8%- up to Rs.25,000/- and 7.50% beyond Rs.25,000/-
1979-80	8%- up to Rs.25,000/- and 7.50% beyond Rs.25,000/-
1980-81	8.50%- up to Rs.25,000/- and 8% beyond Rs.25,000/-
1981-82	9%- up to Rs.25,000/- and 8.50% beyond Rs.25,000/-
1982-83	9%- up to Rs.35,000/- and 8.50% beyond Rs.35,000/-
1983-84	9.50%- up to Rs.40,000/- and 9% beyond Rs.40,000/-
1984-85	10% (Ten percent)
1985-86	10.50% (Ten and half percent)
1986-87	12% (Twelve percent)
1987-88	12% (Twelve percent)
1988-89	12% (Twelve percent)
1989-90	12% (Twelve percent)
1990-91	12% (Twelve percent)
1991-92	12% (Twelve percent)
1992-93	12% (Twelve percent)
1993-94	12% (Twelve percent)
1994-95	12% (Twelve percent)
1995-96	12% (Twelve percent)
1996-97	12% (Twelve percent)
1997-98	12% (Twelve percent)
1998-99	12% (Twelve percent)

1999-00	12% (Twelve percent)
2000-01	11% (Eleven percent)
2001-02	9.50% (Nine and half percent)
2002-2003	9% (Nine Percent)
1.4.2003-30.11.2011	8% (Eight Percent)
1.12.2011-31.03.2012	8.6%
1.04.2012-31.03.2013	8.8%
1.04.2013	8.7%

**Extracts of Paras 3,4,5(b) and 6 of Department of Pension and Pensioners' Welfare ,Min. of PPG
and Pensions OM NO. F.7/1/93 P & PW(F) Dated 25.08.94**

**In the case of refund of pensionary benefits to Government , interest to be paid at the rate
applicable to GPF deposits**

3. It has been decided that wherever the employees are required to refund the pensionary benefits received by them for the service already rendered by them under the Central or State Government or autonomous bodies in order to avail of the benefit of counting of past services for pension purposes in terms of the provisions of Rules 17 to 20 of CCS (P) Rules, 1972 and Department of Pension and Pensioners' Welfare OM NO. 28/10/84- PU dated 29.08.84, as amended from time to time, the rate of interest will be the rate applicable on GPF accumulations from time to time, for the period from the date of receipt of pensionary benefits to the date of their refund to the Government/Autonomous Body.

4 In cases where after the issue of the orders by the competent authority on the basis of option exercised by an employee for counting of past service for pensionary purposes, if an individual does not deposit the pensionary benefits already received by him within one month of the receipt of communication from the Government/Autonomous Body, a penal interest at one percent (now two percent) per annum will be charged in addition to normal rate of interest mentioned above.

(5)(a).....

(b) The rate of interest mentioned in Para. 3 above will be applicable in cases of Government servants/employees of autonomous bodies where pensionary benefits already drawn have not been refunded to Government/Autonomous Body, as on the date of issue of this OM.

(6) All existing instructions relating to interest rate payable by the Government or the employees, as the case may be, will cease to operate with effect from the date of issue of this OM.

CHANGE IN PROCEDURE FOR SUBMISSION OF FAMILY PENSION CLAIMS

Important Circular
No. G.I/C/O176/VOL.XVI/Tech
Office of the chief C.D.A(P)
Allahabad. Dated. 20.05.97
To,

.....
(All Heads of Deptt. under Ministry of Defence)

Sub:- Sanction, drawal and disbursement of provisional family pension in respect of Defence civilians(including D.A.D., GREF and Coast Guard Employees.)

Presently family pension claims in respect of Defence civilians (including DAD, GREF and Coast Guard employees) who die while in service, are submitted by H.O.O. to chief CDA(Pension) Allahabad who after due verification authorizes payment of pensionary awards through Pension Payment Orders issued to P.D.As. Normally as soon as the H.O.O. receives intimation regarding the death of a Government servant while in service, he shall initiate immediate action for obtaining claims for family pension and death gratuity from the beneficiary and submit the same to chief CDA.(P) Allahabad within one month of the date on which intimation regarding the date of death of a Government servant has been received. It has been observed that submission of family pension claim, in such cases is inordinately delayed resulting in financial hardship to the beneficiaries. Since this procedure on an average, takes a minimum of 6 months to notify family pension, the need for extending the provisions of Rule 80-A of CCS(P) Rules, 1972, has been under consideration with higher authorities.

2. It has now been decided that H.O.O. will sanction provisional family pension as admissible under Rule 54(2) and 54(3) which will be payable for a period of six months only from the date following the date of death of Government employee. The payment of provisional death gratuity should not be released in any circumstances for payment to the beneficiary.

3. This scheme shall be applicable to the eligible surviving widow/widower or child/children as recorded in the service book of Government servant. Where the name of eligible widow/widower or child/children is not recorded in the service documents of the deceased the provisional payment of family pension shall not be authorized.

4. This scheme shall not be applicable in the following cases:-

- (i) where an employee dies after retirement;
- (ii) where either of the spouse has been divorced;
- (iii) where the deceased Government employee is survived by more than one widow;
- (iv) to re-employed ex-servicemen;
- (v) in the case of judicially separated spouse;
- (vi) to a person who in the event of the death of a Government servant while in service is eligible to receive family pension and is charged with the offence of murdering the Government Servant or for abetting in the commissioning of such an offence till the conclusion of criminal proceedings;
- (vii) in respect of physically/mentally handicapped children of the deceased employee; and
- (viii) in respect of Defence civilians permanently absorbed in P.S.U.s./Autonomous bodies.

5. Necessary instructions laying down the procedure to be followed by the H.O.O. AND regional CDA/CC of A(Fys)/C of A (Fys)/CDA (R&D) are contained in the **Annexure** to this circular for guidance of all concerned.

6. The procedure which is being followed at present while submitting family pension claims for final sanction of family pensionary award will continue to be followed. H.O.O. on receipt of a family pension claim (IAFA 356-A) will scrutinize to see that the same has been properly completed and is supported by all the relevant information/documents before submission to this office.

7. It is requested that administrative instructions along with a copy of this circular may be issued to all H.O.O. under your administrative control, who are initiating family pension claims advising them

suitably to follow the procedure for grant of provisional family pension.

8. This scheme will apply to all casualties arising on or after 1.07.1997 and may be processed for sanction of provisional awards of family pension as per the enclosed instructions.

Please acknowledge receipt.

Copy to :-(All CDAs/CC of A(Fys/C of A (FYs)

The scheme for grant of provisional awards of family pension is applicable in respect of employees of DAD also. The instructions may please be carefully gone through to ensure the proper implementation of the procedure prescribed for the purpose. The amount of the contingent bill passed for payment must be recorded in the demand register. Timely rendition of expenditure statement to accounts section of the office of CCDA.(P) Allahabad should be ensured.

2. The family pension claim (IAFA 356 A) along with the data-sheet, nomination for death gratuity and all other relevant documents in respect of the deceased DAD employees may be submitted to Chief CDA(P) Allahabad for notification of final family pensionary awards two months before the expiry of the period of provisional payment of family pension. It may also be ensured that no payment of provisional family pension is sanctioned beyond the period of six months. The total amount of family pension and dearness relief paid during the period of six months will be recovered from the amount of family pension and or death gratuity by CCDA(P) while notifying the final family pensionary awards and as such verification of its correctness, needs no emphasis.

3. The claim for the casualties arising on or after 1.07.1997 may be processed for sanction of provisional awards of family pension as per the enclosed instructions.

4. Any doubt on the new procedure may be got clarified from this office.

Please acknowledge receipt.

Annexure
Office of the chief C.D.A(P), Allahabad Important Circular
No. G.I/C/0176/VOL.XVI/Tech. . Dated. 20.051997.

Instructions for making provisional payment of family Pensionary awards

Action on the part of Head of Office

.....
The procedure laid down in Rule 77, 78, 79, 80 and 80-A of the CCS(P) Rules, 1972, will generally be followed in this regard. The various steps involved in the process will be as follows:-

(i) On receipt of intimation about the death of a Government servant, the H.O.O. shall address to the eligible member of family as per the service records of the deceased in form-13 for making a claim in Form-14 and form IAFA 356-A for family pension. The work relating to completion of forms should be completed within one month of the date on which intimation regarding the date of death of the Government servant is received.

(ii) On receipt of Form-14 and Form IAFA-356-A duly completed in all respect from the eligible member of the family of the deceased, the same will be scrutinised to see that forms have been properly filled in and are supported by all the relevant information/documents.

(iii) Thereafter H.O.O. will work out the amount of family pension under Rule 54(2) and 54(3) of CCS(P) Rules, 1972, and sanction provisional awards of family pension for a period of six months from the date following the date of death of the Government servant. The specific period (viz 6 months) for which provisional family pension has been sanctioned should be indicated in the sanction. After provisional family pension is sanctioned, a sanction letter will be issued to the claimant and copies thereof will endorsed to the concerned Regional CDA/C of A (Fys)/ C of A (Fys)/ CDA (RandD) as the case may be.

Note: ---

(a) Amount of family pension should be rounded off to next higher rupee.

(b) Dearness relief at appropriate rate is payable in addition provided the pensioner is not employed/re-employed in Government Department. or autonomous bodies.

(c) Amount of dearness relief should be rounded off to the next higher rupee.

(d) Provisions of Rule 54 and in particular Sub Rules 6,9,10 and 11 of CCS(P) Rules,1972, shall be kept in view.

(iv) Prepare a contingent bill for the amount payable (ie. the amount of pension and dearness relief from the date of commencement of pension till last date of current month in which contingent bill is sent) and send the same to the concerned Regional CDA/CC of A (FYS)/ C of A (Fys)/ CDA(R&D)/AAO along with a copy of sanction letter referred to at (iii) above.

(v) Enter the amount of contingent bill in a demand register.

(vi) Forward Form IAFA 356-A concurrently alongwith a copy of sanction letter for provisional payment of family pension referred to at (iii) above and all the documents, data sheet, service book to the CCDA(P) Allahabad 2 months before the expiry of period of 6 months in the usual manner through AAO/LAO/CDA concerned as is being done at present. Form 13 and 14 will be retained by H.O.O.. The total amount of family pension and dearness relief thereon that will be payable to pensioner based on the sanction accorded by the H.O.O. for the entire period of six months will be worked out and shown as demand in cage 25 "on account of other than RDR head" of the data sheet. Other demands like H.B.A. Motor Car advance, immediate relief etc. will be shown in column 24 "on A/C of RDR head" of the data sheet. Details of these demands may be furnished separately alongwith the claim.

(vii) On receipt of cheque for the amount at (iv) above the same will be accounted for in the public fund account of the office and payment made to concerned family member after due identification and proper receipt obtained in the specimen form enclosed. The payment made should also be entered in the payment register of the office and the payee's signature obtained thereon. If the family member desires payment through money order/ Bank draft, the same may be remitted at his/her own cost and receipt obtained.

- (viii) Forward the payee/s receipt to the concerned CDA/Area Accounts Office which will be termed as payment voucher.
- (ix) Claim the pension and dearness relief for the subsequent month on contingent bill from the concerned Regional CDA/CC of A (FYS)/C of A(Fys)/CDA(R&D) after entering the same in the demand register. Care should be taken to see that contingent bill is sent well in advance so that the cheque for the amount is received in the same month to which pension pertains and it is paid to the pensioner latest by 5th of the following month as the pension is payable in arrears.
- (x) Send the final LPC showing all demands including payment of pension duly checked by the Regional CDA/CC of A (FYS)/C of A (FYS) /CDA(R&D) after payment of provisional award of family pension for six months.

Action on the part of Regional CDA/CC of A(FYS)/C of A(FYS)/CDA(R&D)

1. On receipt of contingent bill from H.O.O.(the first charge duly supported with a copy of sanction letter) make the payment for the amount claimed after scrutinizing the same for correctness of rate of family pension with reference to sanction letter and issue a cheque for credit to the public fund account of the H.O.O. concerned.
2. The payment will be entered in the demand register. A separate page should be opened for each pensioner and subsequent payments will be entered therein.
3. The amount of family pension will be booked directly to relevant pension heads as given in the classification hand book. At present, the following code heads are operative:-

FOR CIVILIAN AND ARMY PERSONNEL

DAD	0/014/15	REF	04/014/15		
Family		ARMY	0/014/37	COAST	
Pension		NAVY	0/014/48	GUARD	06/014/15
		A.F.	0/014/59		

5. After close of the month send an expenditure statement to the Accounts section of the CCDA(P) office by 5th of the following month showing the total amount booked during the previous month under different pension heads.
6. While forwarding pension claim to this office, besides checking of rates of pay etc. the correctness of outstanding demand shown in the data sheet may also be verified.
7. While issuing final LPC interalia, the correctness of the demand should be checked once again to see that it includes all the outstanding demands including payment of family pension and relief so the same is adjusted with the death gratuity.

Payee's Receipt

Whereas(Name of the H.O.O.).....

.....
 has sanctioned provisionally to advance to me the sum mentioned below on account of my family pension, I hereby acknowledge that in accepting this advance, I fully understand that my family pension is subject to revision on completion of necessary formal enquiries and I promise to raise no objection to such revision on the grounds that the provisional family pension now paid to me exceeds the family pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess to the family pension to which I may be eventually found entitled.

Signature of the individual

Witness

Received from(Name of H.O.O.).....

Total sum of Rs.(in figure).....

.....(in words).....

On account of family pension as per details given below:-

(i) Family pension Rs.

From

to

(ii) Relief Rs.

from

to

Total Rs.....

Date

Payee's signature with revenue stamp

**INSTRUCTIONS FOR COMPLETION OF DATA SHEET (SPECIMEN AT
ANNEXURE-C (SL.NO. 13) OF FAMILY PENSIONARY AWARDS RESPECT
OF DEFENCE CIVILIANS**

General

1. Data sheet has been designed for notification of the Family pensionary awards on computer. The data should be filled in neatly and accurately in block letters. Only one alphabet or 'numeric or special character should be filled in one box. While filling various data viz., alphabetic, alphanumeric and numeric, following instructions respecting data sheet should be kept in view.

1.1 Cutting and alterations should be avoided. However, in cases where such cuttings/ alterations become unavoidable, it should be properly attested under the signature of authority competent to do so.

1.2 Various kinds of data may be filled in various columns of data sheet as given below:

(a) Alphabetic Data

Alphabetic data shall be filled in the form, from the left hand side, to the right hand side of the column. If the number of boxes are more than the alphabets to be filled in, all the remaining boxes on the right hand side should be left blank. Similarly, if the number of boxes are less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances additional boxes shall be created. Following columns will be filled with alphabetic data.

Columns: 2,6,7,8,11,12,13,14,19,24,25,27,28,29,30,31,32,34,38A,53,54,55,56,64,65,66,67,68,69

(b) Alphanumeric Data

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in the form, from the left side to the right side of the column. Unutilized boxes are left blank and if the boxes fall short of requirement, suitable abbreviation will be carried out but in no circumstances additional boxes should be created. Following columns will be filled with alphanumeric data.

Columns:- 3, 4,5,9,38,40,54,57,58,62

(c) Numeric Data

Numeric data will be filled in the form, from the right hand side to the left hand side, Zeros shall be filled in the unused boxes on the left hand side, Following columns will be filled in with numeric data.

Columns:- 1,10,15,16, 17,18,20,21,23,26,33,35,36,37, 39,41,42,43, 44,45, 46,47,48,50,51, 52, 59,60,61,63

Dates

1.3 Various dates appearing in the data sheet will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD days.

2. COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET:

Column wise detailed instructions are as under:

Column 1 (Organisation Code):

This should be filled up with the code of organisation as shown in **Appendix-4.**

Example: If the organisation to which individual belongs is 'AOC' the entry in Column 1 will be

c	44
00	44

Column 2 (Organization Group for GPF No.):

This field should be filled with the code of organization group as shown in **Appendix-4A**. In no case it should be left blank.

Column 3(GPF No.):

The GPF No. of retired/ deceased employee should be filled in this field. In no case it should be left blank or filled with zeroes.

Column 4(Office/Unit/Formation):

Name of the Office/Unit/Formation where the individual had been serving will be indicated. If it cannot be accommodated in 36 boxes, it should be suitably abbreviated.

Column 5 (Head of Office Address):

Address of Head Office under which individual had been serving will be indicated. If it cannot be accommodated in 50 boxes, it should be suitably abbreviated.

Column 6 (Name):

Name of the individual as recorded in the service book/history of gazetted service should be filled in this column. One box should be left blank between different parts of the name.

Column 7 (Nationality):

Nationality of individual will be filled in as under: Indian- 1
Nepalese 2
Bhutanese 3

Column 8 (Sex):

Sex of the individual will be filled in as under:
MALE M
FEMALE F

Column 9(PPO-NO): - This column will be filled with the original P.P.O. number of the pensioner, in cases, where the death occurs after the date of retirement. For example, if the P.P.O. No. of the deceased pensioner is C/GREF /1235/2000 the column will be filled .as under:-

C	/	G	R	E	F	/	0	1	2	3	5	/	2	0	0	0
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Column 10 (Pension):- This Column should be filled with the amount of pension of the deceased pensioner from the original PPO/Corr. PPO(for post retrial/ death cases)

Column 11(Pen Nature):-This Column should be filled as per the codes for pension nature attached with the **Appendix-5** (for post retrial/death cases)

Column 12 :- (Death Category)

This column should be filled in as under:-

CATEGORIES	CODE
For ordinary F.P.	A
For F.P. under E.O.P.Rules	E
For F.P. under Liberalised Pensionary Awards in Special cases	L
For F.P. in r/o Missing employee	M
For F.P. in cases of death after retirement	R

Column 13(Ind/Non-Ind):-

This column is provided in the data sheet for the segregation of Industrial, Non-industrial and Scientist employees. This column should be filled in as under:

Industrial - I
Non-Industrial - N
Scientist - S

Column 14 (Post Last Held)

36 boxes have been provided for this column. If the boxes are not sufficient the post last held should be suitably abbreviated i.e. if the individual was holding the post of Addl. General Manager, the entry in this column will be as under:

A	D	D	L		G	E	N	E	R	A	L		M	A	N	A	G	E	R
---	---	---	---	--	---	---	---	---	---	---	---	--	---	---	---	---	---	---	---

In the case of NCC Whole Time officers granted permanent Commission, the rank code shown in **Appendix-7** to these instructions should be filled in this column.

Column 15 (Date of Birth)

Date of birth should be taken from the service book/history of gazetted service and filled in the format as:-

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Column 16 (Date Of Joining). This Column should be filled with reference to service documents/history of gazetted service.

Column 17(Date Of Death)/Missing) **The date of death either before or after the date of retirement should be filled in this column. In the case of missing employee the date of missing as shown in the F.I.R. should be filled in this column.**

Column 18 (Date Of Retirement/Superannuation) (In case of post retrial/death case only)Same as Column 15 above.

Column 19 (Whether Compensation paid under W.C. ACT)

If the deceased Government servant is governed by the W.C. ACT. 1923 and compensation was paid, then this Column is to be filled in with "Y" otherwise "N".

Column 20(Non-Qualifying Service): It should be filled as under

Y	Y	M	M	D	D
---	---	---	---	---	---

Column 21 (Former Service). This column should be filled with reference to PCDA(P)'s Audit Reports regarding counting of former spell of service, if any.

Column 23 (Net Qualifying Service)

These columns should be filled on the basis of service documents same as applicable in case of column 20 above.

Column 24 (Name of the Payee)

This column should be filled in the same manner as column 6 narrated earlier.

Column 25 (Nationality of Payee)

The nationality of the payee will be filled in as under:

Indian	1
Nepalese	2
Bhutanese	3

Column 26 (Birth -Payee)

This is a numerical data of 8 character.

Same as column 13.

Column 27 (Relation Payee)

It should be filled as per the code mentioned below:

'F'	For-	Father
'M'	For	Mother
'S'	For-	Son
'D'	For-	Daughter.
'W'	For -	Wife
'H'	For -	Husband
'B'	For -	Brother
'V'	For -	Widowed Sister

- 'R' For – Other Relatives
- 'C' For - Charity/Donation
- 'G' For- Widowed/Divorced Daughter

Column -28 (Medical - Allowance)
 Filling code for this field is 'Y' OR 'N'

Column- 29 (Medical -Category) :Where FP is granted to handicapped child for life, this column should be filled with alphabetical code are as under:

<u>For</u>	<u>Codes</u>
Unmarried Disabled Child (For Life)	H
Married Disabled Child (For Life)	M
Unmarried/widowed/Divorced Daughter (For Life)	F

Column -30 (F.P.Rule):

The codes for this column are

- 'E' For Extra Ordinary F.P.
- 'O' For Ordinary F.P.
- 'L' For Liberlised F.P.

Column -31(F.P.-Nature) :

The filling codes for this Column are

- 'P' For - Parent's Pension(Single Parent)
- 'B' For- Both Parent's Alive
- 'T' For- Transfer Of F.P.
- 'R' For Restoration Of F.P.
- 'G' For Other (General) F.P.

Column- 32 (Whether F.P. Payable) :

This column is to be filled as 'Y' or 'N' as the case may be.

column 33(Share F.P.)

This column is to be filled as numeric data e.g. if there are three shares (3) then it should be filled as

For 1/4th share

1	0	4
---	---	---

For Single Share

1	0	1
---	---	---

Column -34 (Whether Gratuity Payable)

Same as column '32'.

Column-35 (Share-Gratuity)

Same as column 33.

Column-36 (Date Restoration) this column is to be filled when restoration of F.P. is required. Filling of data sheet is same as Column 26.

Column-37 (Date-FIR/Commencement)

This Column is to be filled in case of missing Pensioner/employee or for the continuance of F.P. In case of missing pensioners / employee the date of F.I.R. and in case of continuance of family pension the date of commencement of family pension should be filled in this column. In other cases this column should be left blank.

Column-'38'(Gal - Award)

This column is to be filled when any gallantry award has been awarded to the deceased pensioner posthumously. This column should be filled from **Appendix-8**. Filling of data sheets for "Shaurya-Chakra" should be as under

S	0
---	---

Column – 38A (Group)

This column is to be filled as per the classification of the post held by the deceased employee/pensioner as under: -

Code	=	Group
'A'	=	A
'B'	=	B
'C'	=	C
'D'	=	D

Column 39 (Pay Code):

This field should be filled with the pay code pertaining to Pay Band/Scale applicable to the individual as shown in Appendix-6A. Relevant code from the Appendix-6A should be picked up and filled in this Column. In no case it should be left blank or filled with zeroes.

For example:

For pay Code 5 this field should be filled as

0	5
---	---

Column 40(Pay Band Code):

This field should be filled with the pay Band/scale code applicable to the individual. Pay Band Code should be same as shown in 6-A against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

For example:

For Pay Band Name PB2 this field should be filled as

B	2
---	---

Column 41(Pay in Pay Band/Scale (Excluding Grade Pay)):

Pay in pay band/scale drawn by the individual at the time of retirement should be filled in this column. In no case it should be left blank or filled with zeroes.

Column 42 (Grade Pay):

Grade pay, if any, drawn by the individual at the time of retirement should be filled in this column. Grade Pay should be same as shown in Appendix-6A against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

Column - 43 (NPA/Rank Pay)

If the deceased was deployed in medical services where non-practicing allowance is admissible, then the non practicing allowance (NPA) should be filled in this column. For example if the non-practicing allowance is of Rs.200/- it should be filled in as under: -

0	2	0	0
---	---	---	---

In the case of NCC Whole Time Officers granted permanent Commission, the Rank Pay as drawn at the time of death should be filled in this column. Rank Pay of NCC officers is given in **Appendix-7**.

Column -44 (Date of Last Pay Drawn)

When deceased/missing pensioner was on EOL continuously before the date of death/missing/retirement and the pay has not been drawn on the date of death /retirement/missing, the date preceding the date of retirement/death/missing on which the pay has actually been drawn should be shown in this column. This column should not be left blank.

Column -45 (Ex-Gratia)

This is numeric data it should be filled as under, for example 10 lakh

0	1	0	0	0	0	0	0
---	---	---	---	---	---	---	---

Column -46,47,48(Demands)

The amount of demand to be recovered will be filled in as per the demand register maintained by the H.O.O./Pay Audit Office. It is a numeric data of 6 digits. In case the payment of Provisional Death Gratuity has already been made, the amount of Provisional Death Gratuity already paid should be filled in column number 46 (on A/C of other than RDR Head)

Column -50 (Interest Payable)

The amount payable on account of interest shall be filled in this column.

Column –51 (Provisional F.P. Paid)

In case the payment of Provisional family pension has already been made, the amount of provisional family pension and dearness relief already paid should be filled in this column.

Column –52 (PDA Code)

The codes for different Pension Disbursing Agencies are given in **Appendix-9**. The same should be filled in as per the code numbers shown against each.

Column -53 (DPDO Code)

This column should be filled up only when P.D.A. code in column 52 is "1" (i.e. the family pensioner wants to draw pension through a DPDO). A list of codes for all the D.P.D.O's is given in **Appendix-10** the appropriate code from the list should be filled in this column. For example: if the family pensioner desires to draw his/her pension from DPDO Red Fort I, COLUMN 53 should be filled in as under:

0	2
---	---

Column-54 (PDA Station)

The station from where the family pensioner desires to draw his/her pension will be entered in this column.

Column-55 (PDA State Code)

Abbreviation of states in two digits will be entered as per the list enclosed as **Appendix-11**

Column 56 (Bank Code/Sub Treasury Code)

Abbreviation of bank in three digits will be entered as per list enclosed as **Appendix-12** abbreviation of sub treasury as "SUB" may be used to fill up this column, if the family pensioner desires to draw her/his pension from the sub treasury.

Column 57 (Link Bank)

When the family pensioner opts for payment through a Public Sector Bank (PDA Code 9) directly without going through any other agency such as DPDO, complete address of the link bank branch for the corresponding Paying Bank Branch at the station should be filled in this column. It has to be checked up from the list of authorised link bank branches of public sector bank as approved/circulated by the RBI.

Column 58 (Bank/ Sub-treasury Code): The name of the bank/ sub-treasury branch from where the pensioner desires to draw his/her pension will be indicated in this column.

Column 59 (BSR code or Bank Branch): BSR Code of Paying Bank Branch should be filled in this field from details received from individual.

Column 60 (BSR code of Link Bank): BSR Code of Link Bank Branch should be filled in this field from details received from individual.

Column-61 (Bank Account No)

The bank account number of the family pensioner will be entered in this column. Any joint account number should not be entered in this column.

NOTE:- If the family pensioner does not opt to draw her pension from the bank, column 56, 57, 58, 59,60 and 61 should be left blank, but column 58 will be filled in case the pensioner desires to draw his/her F.P. from Sub Treasury station.

Column 62 (Address of the Family Pensioner)

In this column, address of the family pensioner should be filled in with alphanumeric-data. Complete address including name of state should be filled in.

Column -63 (Pin Code)

In this column the PIN-CODE of the address should be filled in.(Numeric data of 6 digits)

Column -64 (Whether Disabled Child Married (Y/N)):

If the disabled child married the code “Y” should be filled in this field otherwise it should be filled with “N”.

Column 65 (Dual F.P. (D/S)):

In the dual family pension case, the code ‘D’ should be filled in this field otherwise the code “S” should be filled in this field. **“D” denotes for Double and “S” for single.**

Where government employee died after retirement but before 24.09.2012, the Dual family pension will not be notified/processed through Civil Pension Data Sheets. Such cases will be processed through Civil F.P. Data Sheets. Where employee retired before 24.09.2012, before processing of Dual F.P. case through civil pension Data Sheets it may be ensured that the individual was alive on 23.09.2012.

Column 66 (GTY –Withheld (Y/N)):

If any “Government dues” on a/c of Government accommodation are outstanding then in this column “Y” should be filled otherwise it should be filled with “N”. If “N” is required to be filled in the revised data sheet i.e. in case Retirement/death gratuity is not to be withheld for the purpose of recovery of outstanding Government dues pertaining to Government accommodation, No demand certificate in this regard may be furnished along with data sheet.

Column 67 (Having Handicapped Child --Y/N):

This field should be filled with “Y” if the officer is having a handicapped child other wise it should always be filled with “N” and in no case it should be left blank.

Column 68 (Name of Handicapped Child):

If field “Having handicapped child” is filled with “Y” the name of handicapped child should be filled in this field otherwise it should be left blank.

Column 69 (Relationship (Handicapped Child)):

This field will be filled with “S” in case handicapped child is a son or “D” in case handicapped child is a daughter of the retiring officer. If field “Having handicapped child” is filled with “N” this field should be left blank.

Column 70 (C.D.R. No.)

This column should be left blank. It will be filled in this office.

**Instructions For Checking The Data Sheet(Specimen at Sl. No. 13 Of Annexure-C) For Sanction
Of Family Pension ARY Awards In Respect Of Defence Civilians By Pay Audit Controllers/
Local Audit Officers/BAO/Area Accounts Officers**

General

The H.O.O. will complete the pension papers in the manner laid down in Rules 58,59,60 and 61 of CCS(P) Rules, 1972 and forward the pension claims along with the data sheet and detailed calculation sheet to the Local Audit Officers/Pay Audit Office concerned. The L.A.O./P.A.O. will check the entries in the data sheet as per instructions given below:

Col-1 Organisation code given in this Column should be checked in accordance with the instructions given for column 1 in general instructions (**Appendix-42**)

Col-2 The correctness of this column should be checked with reference to the Appendix-4A.

Col-3 The correctness of this column should be checked with reference to the GPF statement or certificate submitted by HOO.

Col-4 & 5 The correctness of this column should be checked with reference to the name and address of the office.

Part "A"- Service Particulars

Col-6-8, Col-12-16, Col-18, Col-19, Col-21, Col-23:

These column should be checked with reference to entries in the Service Book/HGS.

Col-9, Col-10, Col-11, should be checked/completed with the entries in P.P.O.(Pension Payment Order) of the deceased pensioner.

Column-17

This column should be checked with original death certificate furnished by the family pensioner.

Column - 20

The period of NQS should be checked with reference to the statement showing non-qualifying service attached and its entries in the Service Book/HGS.

Column - 21

This column should be checked with reference to the audit report (in original) from CDA (P) Allahabad recorded in Service Book/HGS.

Column - 23

This column should be checked with reference to period arrived at after deducting column 15 from column 17 or 18 as the case may be and then adding column 21 as the case may be and finally deducting column 20(Non qualifying service).

Part-B Family Particulars

Col-24, Col-25, Col-26, Col-27:-The particulars of these Columns will be checked with reference to the entries made in the Service Book/HGS/details of family of the deceased Government servant under Family Pension Scheme 1964.

Column-28:- This column should be checked with reference to option given for Fixed Medical Allowance.

Part-C- Pay Particulars

Column-'39to'44:- These columns should be completed/checked with reference to entries in service book/HGS/pay bill. In regard to column 38A and 39 the entries are to be checked as per instructions for column 38A and 39 of general instructions.

Column-45 Should be completed/checked with the notification of Government sanction.

Col-46, Col-47, Col-48, - The amount of demand should be shown separately in these columns which

may be checked with reference to the demand register maintained by Area Accounts Office/Pay Controllers.

Col-50 :- Interest payable should be checked/completed as per Court order.

Part-D - PDA Details

Col-52 to Col-53:-Correctness of these Columns should be checked with reference to entries in the pension application and also code shown in the instructions for column 52 and 53 of general instructions.

Col-54 to Col-58:- These Columns should be checked with reference to the information provided in pension application and **Appendix 9 to 12**. It should also be ensured that correct Bank/Sub Treasury code has been given as per code shown in **Appendix-12** and instruction given in column-57, the correctness of the entries should be checked with reference to the list of Link Bank Branch for corresponding paying Bank Branch at the station as notified by the Reserve Bank of India.

Col-59, Col-61:-These columns should be checked with reference to the Bank details furnished by the family pensioner in the pension application.

Col-62, Col-63:-These columns should be checked with reference to the address furnished by the family pensioner in the pension application.

Col-64, Col-69:-These columns should be checked as per instructions for these column in general instruction (**Appendix-42**).

**Instructions For Completion Of Data Sheet (Rev.) (Specimen at Annexure-C (Sl.No.15) For
Corrigendum Of Family Pension Awards In Respect Of Defence Civilians**

General

1. Data Sheet (Rev) has been designed for proposing amendments/revisions of family pension awards notified earlier on computer. However, no corrigendum will be notified in cases of Organisation Code, Fixed Medical Allowance and address columns (i.e. 3, 57 and 62).

The data should be filled in neatly and accurately in block letters. Only one alphabet or numeric or special character should be filled in one box. While filling various data viz., alphabetic, alphanumeric and numeric, following instructions respecting data sheet should be kept in view.

1.1 Cutting and alterations should be avoided. However, in cases where such cuttings/alterations become unavoidable, it should be properly attested under the signature of authority competent to do so.

1.2 Various kinds of data may be filled in various Columns of data sheet as given below:

(a) Alphabetic Data

Alphabetic data shall be filled in the form, from the left-hand side to the right-hand side of the column. If the numbers of boxes are more than the alphabets to be filled in all the remaining boxes on the right hand side should be left blank. Similarly, if the numbers of boxes are less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances the additional boxes should be created. Following columns will be filled with alphabetic data.

Columns: C, D, 2, 6, 7, 8, 11, 12, 13, 14, 19, 24, 25, 27, 28, 29, 30, 31, 32, 34, 38A, 53, 54, 55, 56, 64, 65, 66, 67, 68 and 69

(b) Alphanumeric Data

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in the form, from the left side to the right side of the column. Unutilized boxes are left blank and if the boxes fall short of requirement, suitable abbreviation will be carried out. Following columns will be filled with alphanumeric data.

Columns:- A, 3, 4, 5, 9, 38, 40, 54, 57, 58 and 62

(c) Numeric Data

Numeric data will be filled in the form, from the right hand side to the left hand side, zeros shall be filled in the unused boxes on the left hand side, Following columns will be filled in with numeric data.

Columns:- B, 1, 10, 15, 16, 17, 18, 20, 21, 23, 26, 33, 35, 36, 37, 39, 41, 42, 43, 44, 45, 46, 47, 48, 50, 51, 52, 59, 60, 61 and 63

Dates

Various dates appearing in the data sheet (Rev) will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD days.

1.4 In case any alphabetic or alphanumeric data originally filled in the data sheet at the time of notification of provisional pensionary awards are to be deleted from the data sheet/original PPO, all "Z" may be proposed in columns pertaining to these data. This may be noted for strict compliance. Similarly, If any numeric data are required to be deleted from the data sheet/original PPO, all "8" should be filled in the relevant column.

For Example: Non-qualifying service for 2 years, 4 months 11 Days was wrongly incorporated in the data sheet at the time of initial award's notification. If the same has to be deleted through a Corrigendum PPO, the Column 13 of data sheet (Rev) will be filled in as under:

8	8	8	8	8	8
---	---	---	---	---	---

2 COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET (REV):

2.1 Cage I - Basic Particulars

Basic particulars in the column A (original P.P.O. number), column B (Organisation Code) and column C (Name of pensioner) will be invariably completed in all cases while initiating a Corrigendum claim on Data Sheet (Rev). Claims will be summarily rejected if, all or any of these columns are not completed by the Head of Office. These columns will be completed with reference to information available in the H.O.O.'s copy or the PDA copy of the original P.P.O. notifying the family pension awards. In other words, all or any one of these information's, even if incorrectly notified in the Original PPO, the same are to be filled in the Cage I of Data Sheet (Rev) as it is in its original form.

Column D (Action Code) will be filled as under:

Original P.P.O. to be cancelled - C Where Original P.P.O. is not to be cancelled this Column should be left "Blank"

2.2 Original P.P.O. number in the Column A of Cage I will be filled up as under from the left side.

PPO Series	(Box 1)	C
PPO Organisation	(Box 3 to 7)	As indicated in the original PPO
Prefix of the P.P.O. No.(FP)	(Box 9 to 10)	-do-
PPO Number	(Box 12 to 16)	-do-
PPO Year	(Box 18 to 21)	-do-

Note: In box 2,8,11 and 17 of Column A, the symbol i.e. "/" will prominently be printed in the Data Sheet (Rev).

2.3 Cage II - Amendments/Revision proposed

The existing data for family pension in respect of Defence civilians has been reproduced in cage II with suitable changes here and there. It should be kept in mind for strict compliance that only affected column (s) in cage II will be filled while initiating a Corrigendum Claim. All other columns should be left blank.

For Example: The correct name of payee in a particular case was Jamuna Devi, which was erroneously notified as Jamna Devi in the original PPO. While initiating a Data Sheet (Rev), column 24 (Name of payee) will be completed as under:

J	A	M	U	N	A		D	E	V	I
---	---	---	---	---	---	--	---	---	---	---

All the remaining columns in cage II of Data Sheet (Rev) will be left blank.

Column wise detailed instructions are as under:

Column No. 1 to 69 will be filled as and if required as per detailed instructions given for filling up data in the data sheet for notification of family pension awards except for following Columns.

Column No.1 (Organisation Code):

The P.P.O. No. is allotted on the basis of this code and P.P.O. No. is used as key for creation of master which can not be changed therefore no correction shall be proposed in this column. This column should always be left blank. The prefix of P.P.O. number should be checked carefully before forwarding the P.P.O. to the Pension Disbursing Authorities. If the prefix is found to be incorrect, all copies should be returned to this office for reprinting. No Corrigendum P.P.O. will be issued on this account.

Column No. 46,47,48 (Additional Demand Columns)

In these columns only additional demand, if any, coming to notice after the notification of initial demand shall be shown.

For example:

If the demand of Rs.20,000/- has been notified earlier for recovery through previous PPO(Original/Corr. PPO) and an additional demand of Rs.2,000/- comes to notice again, only the demand of Rs.2,000/- shall be shown and not the revised demand of Rs.22,000/-.

Column No, 5 (Head of the Office Address), 57 (Link Bank), and 62 are address columns. If these columns are found incorrect all copies of PPOs should be returned to this office for reprinting. No corrigendum P.P.O. will be issued for these Columns.

Note: A certificate as under should invariably be forwarded to this office along with each data sheet.
Certificate

- (a) Certified that family pension awards in r/o-----
were notified at new rates on computer in implementation of Government decision on the
recommendations of Vth Central Pay Commission.
- (b) Certified that no corrigendum P.P.O. has been issued through manual
process in this case.
- (c) Certified that no amendments to data sheet for Defence Civilians have been sent to PCDA (P)
for issue of a corrigendum P.P.O. through manual process in this case.

Authority: PCDA (P) Circular No. G1/C/0113/Vol.XIII/TECH Dt.6.6.1991)

(H.O.O.)

APPENDIX-45
[See Para 151(ii)(b)]
IMPORTANT CIRCULAR
No. G.I/C/O176/VOL.XVI/Tech
O/o C.D.A (P)
Allahabad, Dt. 11.09.97.

To,

.....
(All Heads of Department under Ministry of Defence)

Sub:- Sanction a drawl and disbursement of provisional family pension and death gratuity in respect of Defence civilians(including D.A.D. GREF and Coast Guard Employees.)

Ref:- This office important circular of even No. dt. 20.05.1997 (Appendix-41)

This office circular dated 20.05.1997 referred to above lays down the procedure required to be followed regarding sanction, drawal and disbursement of provisional family pension in respect of Government servants who die in harness. It has been decided that H.O.O. will sanction provisional death gratuity also under the provisions of Rule 80-A of CCS(P) Rules, 1972 to the person/persons validly nominated under Rule 53 of CCS(Pension) Rules, 1972 except in the following cases.

- (i) Where an employee dies after retirement,
 - (ii) Where either of the spouse is divorced,
 - (iii) Where the deceased Government servant is survived by more than one widow,
 - (iv) To a person who in the event of the death of a Government servant while in service is eligible to receive family pension and is charged with the offence of murdering the Government servant or for abetting in the commissioning of such an offence till the conclusion of criminal proceedings
 - (v) In respect of Defence civilians permanently absorbed in PSU/Autonomous Bodies, and
 - (vi) Where nomination made by the deceased does not subsist.
2. Necessary instructions laying down the procedure to be followed by the H.O.O. and Regional CDA/CC of A (FYS)/C of A (FYS) /CDA(R&D) regarding sanction and payment of provisional death gratuity are contained in the '**Annexure**' to this circular for guidance of all concerned.
 3. It is requested that administrative instructions alongwith a copy of this circular may be issued to all H.O.O. under your administrative control, who are initiating family pension/ death gratuity claims.
 4. The death gratuity claims arising on or after 01.01.1998 may be processed as per the '**Annexure**' to this circular.
 5. A sanction letter for provisional family pension/death gratuity shall be issued on Part I of Form 18 of CCS(Pension) Rules, 1972. All other instructions as laid down in this office Important circular of even No. dated 20.05.1997 will apply mutatis mutandis in respect of provisional death gratuity also.

Please acknowledge receipt.

Copy to:-

(All CsDA/CC of A (FYS)/C of A (FYS)/CDA (R & D)

The scheme for grant of provisional death gratuity is applicable in respect of the employees of DAD also. The instructions may please be carefully gone through to ensure proper implementation of the procedure prescribed for the purpose. The amount of contingent bill passed for payment must be recorded in the Demand Register.

2. The other instructions as laid down in this office Important circular of even No. dated 20.05.1997 will be applicable in respect of provisional death gratuity also.
3. Any doubt on the new procedure may be got clarified from this office.
Please acknowledge receipt.

Annexure to Chief C.D.A(P), Allahabad Important Circular No. G.I/C/0176/VOL.XVI/ Tech. Dated. 11.09.1997.

Instructions for making provisional payment of Death Gratuity.

Action on the part of Head of Office - **The various steps involved in the process of sanction and payment of death gratuity will be as under:-**

(i) On receipt of intimation about the death of the Government servant the Head of Office shall address to the nominated heir for death gratuity (where a valid nomination for death gratuity exists) in Form 10 for making claim in Form 12 and Form IAFA 356-A for death gratuity. These Forms will be sent to the next of kin/nominee by H.O.O.. If , however, Government servant had not made any nomination or the nomination made does not subsist, H.O.O. shall not arrange payment of provisional death gratuity.

Note:- In case death gratuity and family pension is payable to one and the same person, the person concerned may be addressed in Form 10 with suitable modification and he/she will be required to fill in Form 14 and Form IAFA 356-A only. He/She will not be required to fill in Form 12 in addition.

(ii) After the Forms have been scrutinised and found complete in all respect, the H.O.O. will work out the amount of death gratuity as admissible under Rule 50 of CCS.(P) Rules, 1972 and sanction hundred percent of death gratuity. The death gratuity as sanctioned will be indicated in the sanction letter issued by the H.O.O. (Form 18-Part-I)

Note:

1. Provisions of Rule 50, 51, 1-A,52 and 53 should be kept in view while sanctioning death gratuity

2. Ten percent of Death gratuity or Rs. 1000/- whichever is less should be withheld for adjustment of un-assessed dues.

3. Demands outstanding against the deceased Government servant should be recovered from death gratuity.

4. Amount of death gratuity should be rounded off to the next higher rupee.

(iii) H.O.O. will prepare a contingent bill for the net amount payable and send the same to the concerned CDA/CC of A (FYS)/C of A (FYS)/CDA (R & D) alongwith a copy of sanction letter referred to at (ii) above. The amount of death gratuity payable to the nominee will be shown as demand in cage 25 of the data sheet. In the final LPC the amount of Death Gratuity paid will be shown alongwith other demand.

2. All other instructions as laid down in Annexure to this office Important circular of even No dated 20.05.1997 will apply mutates mutandis in respect of provisional death gratuity also.

Action on the part of CDA/CC of A (FYS)/C of A (FYS)/CDA (R & D)

(i) On receipt of contingent bill from H.O.O. make the payment for the amount claimed on account of death gratuity after scrutinising the same for its correctness with reference to sanction letter and issue a cheque for credit to the public fund accounts of the H.O.O. concerned.

(ii) The amount of death gratuity will be booked directly to relevant gratuity head of accounts as given in Classification Handbook. At present, the following code Heads are operative.

For Civilian And Army Personnel

	DAD	0/014/14
Gratuity	Army	0/014/34
	Navy	0/014/45
	A.F.	0/014/56
GRAF	04/014/14	
	Coast Guard	06/014/14

(iii) The proforma of Payee's Receipt as mentioned in Para 7 of 'Annexure' to this office circular of even No dated 20.05.97 is modified as under:-

Payee's Receipt

Whereas(name of the H.O.O. has sanctioned provisionally to advance to me the sum mentioned below on accounts of my family pension/death gratuity, I hereby acknowledge that in accepting this advance, I fully understand that my family pension/death gratuity is subject to revision on completion of necessary formal enquiries and I promise to raise no objection to such revision on the grounds that the provisional family pension/ death gratuity now paid to me exceeds the family pension/death gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess to the family pension/ death gratuity to which I may be eventually found not entitled.

Signature of the individual Witness

Received from(Name of H.O.O.)..... Total sum of Rs
.....(in figure)..... (in words)

On account of family pension/death gratuity as per details given below:-

(i) Family Pension Rs.

From to

(ii) D. Relief Rs.

From to

Total Rs.....

Signature of the individual with revenue stamp.

APPENDIX-46
[See Para 168]

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/-	1.01.1964	No AHI is admissible
1. Family Pension Scheme-64 2. LPR – 50 3. C.C.S.(EOP) Rules	Rs.40/-	1.03.1970	I. Including T.I. and 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/-p.m.if the same together with AHI/TI(where applicable) falls short of Rs.40/- p.m.
Family Pension Scheme-64	Rs.60/-	1.01.1973	In respect of deaths occurring on or after 1.01.1973
1. Family Pension Scheme-64 2. LPR – 50 3. C.C.S.(EOP) Rules	Rs.140/-	1.04.1982	Including the amount of pension and relief. If pension plus relief falls short of Rs. 140/- , the same should be stepped upto Rs.140/- p.m..
-do-	Rs.150/-	1.04.1983	If pension plus relief falls short of Rs. 150/- , the same should be stepped upto Rs.150/- p.m..
-do-	Rs.375/-	1.1.1986	applicable in cases of death occurring on or after 1.1.1986
-do-	Rs.1275/-	1.1.1996	Applicable in cases of death occurring on or after 1.1.1996
-do-	Rs.3500/-	1.1.2006	Applicable in cases of death occurring on or after 1.1.2006

[See Para 275.3]

Table Showing The Equated Monthly Installments Payable For Life In Lieu Of A Lump-Sum Payment Of Rs.1(One Rupee) Due at Ages Shown In Col.(1).

Age last birthday of the beneficiary on the date of death of the employee(x)	Equated monthly installment for a lump-sum payment of one rupee due at age(x) last birthday of the beneficiary (Rupee)	Age last birthday of the beneficiary on the date of death of the employee(x)	Equated monthly installment for a lump-sum payment of one rupee due at age(x) last birthday of the beneficiary (Rupee)
(1)	(2)	(1)	(2)
15	.00471732	46	.00685763
16	.00475242	47	.00697478
17	.00478911	48	.00709629
18	.00482604	49	.00722304
19	.00486170	50	.00735539
20	.00489705	51	.00749383
21	.00493425	52	.00763891
22	.00497370	53	.00779068
23	.00501551	54	.00794944
24	.00505986	55	.00811588
25	.00510711	56	.00828975
26	.00515735	57	.00847108
27	.00521044	58	.00866105
28	.00526648	59	.00885957
29	.00532588	60	.00906678
30	.00538879	61	.00928264
31	.00545532	62	.00950790
32	.00552586	63	.00974405
33	.00560069	64	.00999134
34	.00567982	65	.01024980
35	.00576319	66	.01051930
36	.00585008	67	.01080167
37	.00593983	68	.01109777
38	.00603239	69	.01140868
39	.00612737	70	.01173582
40	.00622483	71	.01207896
41	.00632463	72	.01243851
42	.00642615	73	.01281669
43	.00652957	74	.01321462
44	.00663558	75	.01363359
45	.00674469		

I

Ministry of Finance, Deptt. of Expenditure, New Delhi. OM No. F. 2(6)-EV(A)/62, dated the 5th November, 64,

Sub:- Settlement of pensionary terms in respect of Government employees transferred to an autonomous organization consequent on the conversion of a Government Department into an autonomous body.

The Government of India have had under consideration for some time past, the question regarding settlement of pensionary terms in respect of Government employees who are transferred to an autonomous organization consequent on the conversion of a Government Department into such a body. The following decisions have been taken in this connection in consultation with the Comptroller and Auditor General.

2 (i) Permanent Government servants so transferred will be given the option to either retain the pensionary benefits available to them under the Government Rules or be governed by the Rules of the autonomous body. In case of exercising the former option, they will be entitled to the benefit of the liberalization in pension rules introduced on Government side subsequent to their transfer.

This option will also be available to quasi-permanent and temporary employees after they have been confirmed in the autonomous body.

(ii) Where a Government servant has opted to retain the service conditions as under Government which provide for pensionary benefits and the autonomous body has no pension scheme on their side, Government would undertake to pay them pension but will recover the capitalized value (commuted value of pension plus the proportionate death-cum-retirement gratuity) of autonomous body's share of pension from that body on the retirement of the individual concerned determined on the basis of service rendered with that body.

(iii) In the event of death of an optee of Central Government Rules while in service of the autonomous body, family pension/DCR gratuity to the family of the deceased will be admissible under Central Government Rules and liability thereof apportioned as in sub-Para(ii) above.

(iv) In cases where the Government servant transferred to the autonomous body elects to be governed by the Rules of the autonomous body and the Rules of the autonomous body provide for CPF benefits, the Government would pay to that body CPF contributions and interest thereon for the period of service under them in terms of this Ministry's OM No.2(33)-EV(A)/60, dated the 10th November,1960. If the Rules of the autonomous body provide for pension, the pension on retirement from the autonomous body would be payable to them by that body. The pensionary liability will, however, be allocated between Government and the autonomous body on service share basis. The Government will liquidate its share by paying the capitalized value of their share of pension to the autonomous body.

3. The Government would have no objection in extending the benefit of these orders, in so far as provisions of Para-2 are concerned to the Government employees, who have been transferred to autonomous bodies before the issue of these orders.

II

Ministry of Finance, Deptt. Of Expenditure, New Delhi. OM No. 9(1)-EV(B)/71 dated the 23rd December, 1971.

Sub:- Settlement of pensionary terms in respect of Government employees transferred to an autonomous organization consequent on the conversion of a Government Department in to an autonomous body.

The undersigned is directed to refer to this Ministry's OM No. F. 2(6)-EV(A)/62, dated the 5th November, 64, (**Appendix-48**) on the above subject. In Para 2(III) of the above office Memorandum the following shall be added at the end.

“Where the family pension is payable under the Family Pension Scheme for Central Government Employees, 1964, the liability for such family pension will be borne in full by the Central Government and will not be apportioned between the Central Government and the autonomous body”.

III

[Government of India, Dept. of Pen. & Pen. Welfare, O.M. No. 4(8)/85-P. and P.W., dated the 13th January, 1986.]

In supersession of the Ministry of Finance (Department of Expenditure), OM No. F 2(6)-E.V(A)/62, dated the 5th November, 1964, it has now been decided that the pensionary terms in respect of Government employees, who are transferred to an Autonomous Body/ Public Undertaking on the conversion of a Central Government Department/Office into an Autonomous Body or a Public Undertaking, would be governed by the following conditions:-

(a) The permanent Government servants shall have an option to retain the pensionary benefits available to them under the Government Rules or be governed by the Rules of the Public Undertaking/Autonomous Body. This option shall also be available to quasi-permanent and temporary employees after they have been confirmed in the Autonomous Body/Public Undertaking.

(b) The Government servants who opt to be governed by the pensionary benefits available under the Government shall at the time of their retirement, be entitled to pension, etc., in accordance with the Central Government Rules in force at that time.

(c) The Government employees who opt to be governed by the Rules of the Autonomous Body or Public Undertaking shall become liable to the Rules of the Autonomous Body or Undertaking from the date of their transfer. For the service under the Government, they will receive following retirement benefits:-

(i) Permanent Central Government employees who have completed 10 years or more service will receive pro rata retirement benefits.

(ii) Permanent Government servants with less than 10 years, service, quasi-permanent employees shall be entitled to Provident Fund Contribution for the period of their service under the Government with simple interest at the rate of 6% per annum as opening balance in their CPF account with the undertaking.

(d) The retirement benefits would become payable either from the earliest date from which Government servant could have retired voluntarily under the Rules applicable to him (except under the scheme of voluntary retirement on completion of 20 years of qualifying service) or from the date of transfer to the Undertaking/Corporation, whichever is later.

2. If, on conversion, an Autonomous Body adopts Pension Scheme as applicable to Central Government servants, the service under Government will qualify towards pension under the Autonomous body, instead of the benefits mentioned in Para. 1 above.

IV

Procedure for discharging pensionary liability, etc

[Government of India, Dept. of Pen. and Pen. Welfare, O.M. No. 4(8)/85-P. and P.W., dated the 30th October, 1986.]

With reference to Government of India, Dept. of Pen. and Pen. Welfare, O.M. No. 4(8)/85-P. and P.W., dated the 13th January, 1986, the question of discharge of pensionary liability of the Government to the newly established organization, transfer of Provident Fund balances and carry-forward of leave in respect of the service of the Government servants under the Government before their transfer to the organization have been examined in this Department and the following decisions have been taken :-

(i) The Government will discharge its pensionary liability by paying in lumpsum as a one-time payment, the pro-rata pension/service gratuity/terminal gratuity and DCRG for the service up to the

date of transfer of Government servants from a Government department to the Autonomous Body/Undertakings on its conversion as such. Lumpsum amount of the pro rata pension will be determined with reference to the commutation table, laid down in the CCS(Commutation of Pension) Rules, 1981, as amended from time to time.

(ii) Carry-forward of leave will not be allowed in such cases. However, Earned Leave at the credit of Government servants at the time of transfer to an Autonomous Body/Public Sector Undertaking on the conversion of a Central Government Department/Office as such may be allowed to be en-cashed, subject to a maximum of 180(now 300) days. Half pay leave will stand forfeited.

(iii) According to Explanation-III below Rule 31 of the General Provident Fund Rules and corresponding Rule 33 of Contributory Provident Fund Rules (India), 1962, which provides that when a subscriber is transferred, without any break, to service under a Body Corporate owned or controlled by Government, the amount of subscription, together with interest thereon shall not be paid to him but shall be transferred with the consent of that Body, to his new Provident Fund Account under that Body. It has been, however, decided that in cases where the Corporate Bodies do not have any Provident Fund Scheme or whose Provident Fund Rules do not provide for the acceptance of balance from other Provident Funds, the amount in question should be finally paid to the person concerned at the time of his transfer to such a Body.

2. It has also been decided that no lien/quasi-permanent status of the Government servant concerned will be retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in the Public Undertaking/Autonomous Body consequent on conversion of Government Department/Office, and he will not be allowed to revert to his parent cadre.

V

Conversion of Government Dept/Office into a Central Autonomous Body or Public Sector Undertaking--Pensionary Terms

[Government of India, Dept. of Pen. and Pen. Welfare, O.M. No. 4/18/87-P. and P.W.(D), dated the 5th July, 1989.]

The question of settlement of pensionary terms on conversion of a Government Department or a segment thereof or a Government Office into a Central Public Sector Undertakings/Autonomous body has been reviewed in the light of the recommendations of the Committee of the National Council(JCM). It has been decided that, in partial modification of this Department's O.M No. 4(8)/85-P. and P.W., dated the 13th January, 1986 and No 4(8)/85-P and P.W., dated the 30th October, 1986, the following terms and conditions will be applicable in the case of *en masse* transfer of employees:-

(a) The permanent Government servants shall have an option to retain the pensionary benefits available to them under the Government Rules or be governed by the Rules of the Public Sector Undertaking/Autonomous Body. This option shall also be available to quasi-permanent and temporary employees after they have been confirmed in the Public Sector Undertaking/Autonomous Body.

(b) The Government servants who opt to be governed by the pensionary benefits available under the Government, shall at the time of their retirement, be entitled to pension, etc., in accordance with the Central Government Rules in force at that time.

(c) The permanent Government servants with less than 10 years service, quasi-permanent employees and temporary employees who opt for the Rules of the Public Sector Undertaking/Autonomous body shall be entitled to an amount equal to Provident Fund contribution for the period of their service under the Government up to the date of permanent absorption in the PSU/Autonomous Body with simple interest at 6% per annum as opening balance in their CPF account with the Public Sector Undertaking/Autonomous Body.

(d) The permanent Central Government servants who have completed 10 years or more of service and who opt for the retirement benefits of a PSU/Autonomous Body will receive pro-rata retirement benefits for the service rendered under the Government. These will be regulated as follows:-

a. Employees will have an option, either to draw pro rata pension monthly or to draw a lumpsum amount in lieu of 100% pro-rata pension.

b. Where the employees opt in favour of monthly payment of pro-rata pension, the same shall be allowed to be drawn with effect from the date of permanent absorption in a PSU/ Autonomous Body. No part of pro-rata pension will be allowed to be commuted either at the time of permanent absorption or any time thereafter.

c. In the case of employees who opt in favour of a lumpsum amount in lieu of 100% pro-rata pension, the lumpsum value shall be worked out on the basis of table prescribed under the CCS(Commutation of Pension) Rules, 1981.

d. In the case of employees covered by Clause (ii), the retirement gratuity and for those covered by Clause(iii) above, both retirement gratuity as well as lumpsum commuted value shall be paid on the expiry of a period of 7 years from the date of permanent absorption. The amounts, however, can be paid earlier in the event of death/ retirement/resignation/ discharge from service.

e. The amounts of retirement gratuity and lumpsum value in lieu of pension mentioned in Clause (iv) above shall remain with the Government, and earn interest at the rate prescribed for General Provident Fund deposits from time to time for the period they remain with the Government

2. The family pension entitlements will be regulated in accordance with the instructions being issued separately.[See below.]

3. As soon as a Central Government Department, Office or segment of a Government Department is converted into a PSU/ Autonomous body, the concerned Government servants will be transferred to such new organization on foreign service terms in the initial period. The Government servants will be permanently absorbed in the PSU/Autonomous Body with effect from a prospective date to be fixed by the concerned Administrative Ministry/Department and from that date they will cease to be Government servants. Such of the Government servants who are not willing to be absorbed will have an option to revert back to Government service. In that event, if no suitable vacancies are available in the Office/Department/Ministry for such employees, their names will be transferred to Surplus Staff Cell.

4. The Public Sector Undertaking/Autonomous Body will Formulate the terms and conditions of service in the new Body at the earliest possible date. The employees will, however, have an option to retain Government pay scales till their promotion or retirement (whichever is earlier) or to come over to the service conditions of PSU/Autonomous Body. However, until the exercise of this option, they will continue to be governed by the pay scales, leave entitlements and terminal benefits under the Government.

5. Dismissal/removal from the service of a Public Sector Undertaking/Autonomous Body after absorption for any subsequent misconduct shall not amount to forfeiture of his retirement benefits for the service rendered in the Central Government. Also in the event of dismissal/removal of a transferred employee from the Public Sector Undertaking/Autonomous body, the employee concerned will be allowed protection to the extent that the administrative Ministry/Department will Review such order before taking a final decision.

6. The other terms and conditions stipulated in this department's office Memoranda, dated the 13th January, 1986 and 30 October, 1986, referred above, which have not been specifically modified, will continue to remain operative.

7. These orders will also be applicable to those Government servants who would be absorbed in the Mahanagar Telephone Nigam Ltd., Videsh Sanchar Nigam Ltd., National Airport Authority of India, etc.

VI

Entitlement to family Pension

[Government of India, Dept. of Pen. and Pen. Welfare, O.M. No. 1/61/89- P.W.(C), dated the 18th July, 1989.]

Reference is invited to Para. 2 of this Department's O.M. No. 4/18/87- P. and P.W.(D), dated the 5th July, 1989 wherein it has been stated that orders regulating the family pension entitlements in respect of Central Government employees transferred en masse to a Public Sector Undertaking (PSU)/Autonomous Body will be issued separately. The recommendations made by the Committee of

the National Council (JCM) in this regard have been reviewed. It has been decided that in partial modification of the Office Memoranda No.F.4(10)E.V(B/77, dated 10.07.1978, of the Ministry of Finance; No. 4(8)/85-P.and PW., dated 13.01.1986, and even number, dated 30.10.1986 of the Department of Pension and Pensioners' welfare, the family pension entitlements in such cases will be regulated as indicated in the following Paragraphs:-

2. (i) The employees who opt to continue to be governed by the Central Government Rule shall be governed by the Family pension Scheme of the Central Government, and

(ii) Those who opt to be governed by the Rules of the Public Sector Undertakings/Autonomous Body shall have an option to be governed either by the Family Pension Scheme of the Central Government or by that of the PSU/Autonomous Body, but not both. However, the benefit of the Family Pension Scheme of the Central Government will be available only to such of the employees who are permanent and have a qualifying service of not less than ten years.

3. The liability of the Central Government in regard to cases covered by Para. 2 (ii) above will be frozen as on the date of permanent absorption of the individual employees; that is to say, the amount of family pension payable will be calculated with reference to the pay drawn and the Rules in force on the date of permanent absorption.

4. The employees covered by Para.2(i) above and the eligible employees covered by Para.2(ii) above who opt for the Family pension Scheme of the Central Government will have to seek exemption from the operation of the provisions of the employees' Family Pension Scheme under Section 17 (C) of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952, wherever necessary. For this purpose, the concerned employee should submit a formal application for exemption to the Central Provident Fund Commissioner through their employer, i.e., the concerned Public Sector Undertakings/Autonomous Body.

5. The other terms and conditions stipulated in the various O.M. referred to above which have not been specifically modified by this O.M. will continue to be operative.

6. These orders will also be applicable to those Central Government employees who would be absorbed in Mahanagar Telephone Nigam Ltd., Videsh Sanchar Nigam Ltd., National Airport Authority Ltd. etc.

ANNEXURE 'A'

REPORTS AND RETURNS

ANNEXURE 'A'

[See Para-322]

List of Reports and Returns due Grants-1 Civil Section

Sl. No.	Particulars of reports and returns	Authority	Form on which rendered	To whom due	Periodicity	Remarks
1	2	3	4	5	6	7
1	C.G.D.A. Monthly Progress Report	CGDA No. 9928/AN Dated 5.09.1958	Manu script	CGDA	Monthly	
2.	Important Activities Report	CGDA DO. No. 74036 (1)/68/AN-B Dated 2.09.1968	Manu script	-Do-	-Do-	
3.	Certificate Regarding Checking of Monthly Sectional Compilation	Accounts Section No. A/II/12-IV Dated 19.06.1986	Manu script	Accounts Section	-Do-	
4.	Cut Motion no. 33 – Need for timely Payment of Pension to Defence Personnel	CGDA DO. No. 2625/AT-P dated 4.05.90 and DO. No. AT/CP- Cut Motion No. 33 dated 24.04.1991.	Manu script	CGDA Through O and M Cell	Quarterly	
5.	Official Languages of the Union of India regarding Progressive use of Hindi	G-Section No. GX/0554(H) dated 11.10.1988	Manu script	Hindi Cell	-Do-	
6.	Archival Policy resolution Compilation (Record management)	OM Cell/75/GX dated 27.03.1990	Manu script	O and M Cell	Yearly	

ANNEXURE 'B'

REGISTERS AND THEIR FLY LEAF INSTRUCTIONS

INDEX OF ANNEXURE 'B'

List of registers maintained in Grants/Civil Section and their fly leaf instructions

S.N.	Name of Register	Form No.	Affected Para	Page No.
1.	Central pension claims diary register	GCR-1	16,135	257
2.	Register for recovery of outstanding dues	GCR-7	21(iii),26,26.3	258
3.	Register of rejected pension claims	GCR-3	30	259
4.	Group Pension claim register	GCR-2	53, 303	260
5.	Register of awards of pension in respect of Government Servant who are involved in any loss or irregularity	GCR-4	53.1	261
6.	Register for suspension /reduction of pension	GCR-13	53.2,307	262
7.	PPO numbering register	GCR-10	89(iii)	263
8.	Register of commutation of pension	GCR-12	192,193	264
9.	Register of casualty claims	GCR-14	229	265
10.	Register for watching regularisation of overpayment	GCR-18	307	266
11.	Register for watching acknowledgement of corr PPOs	GCR-15	309 (b)	267
12.	Register of legal notices	GCR-20	315	267
13.	Register of court cases	GCR-21	316	268

ANNEXURE-B
(SL.NO.1)

Fly Leaf Instructions for the maintenance of Central Pension Claims Diary Register

Authority: Para 16, 135 of OM Part-IV Vol.II

Object: To keep a statistical record of pension claims received and disposed of in the Section

The Central Pension Claims Diary Register will be maintained in the following proforma:-

G.C.R.-1

Date of receipt of the claim	Serial No. of the claim	No. and date of the communication with which the claim was received	Unit/ Format ion/ office	Name of the individual with appointment held at the time of retirement and the name of the beneficiary where necessary	Date of Retirement/ Invalidment/ Death	No. and date of the PPO/ rejection memo	Initials Auditor/ SO(A)/ AAO
1	2	3	4	5	6	7	8

2. This register will be maintained centrally in the Claim Receipt Group for statistical purposes.
3. On receipt of the pension claim in the section necessary entries will be recorded in columns 1 to 6 of the register by the representative of the claim receipt group and column 8 initialed by the Auditor & SO(A)/AAO.
4. On the claim being finalized/rejected, the claim receipt Group will complete column 7 from the information regarding finalization/rejection of claim furnished monthly to that group by the operative group for the purpose of consolidation and preparation of the C.G.D.A.'s progress report.
5. This register is to be submitted monthly to the Officer-in-Charge of the section by the 10th of the month and quarterly to the Group Officer.

ANNEXURE-B
(SL.NO.2)

Fly Leaf Instructions for the maintenance of Register for Recovery of Outstanding dues from Retirement Gratuity / Death gratuity

Authority: Para -21(iii), 26,26.3 of OM Part-IV Vol.II

Object: To keep a record of amounts of outstanding demands recovered out of Government servant's retirement/ death gratuity.

The register will be maintained in the following proforma:-

G.C.R.-7

Sl. No.	Name of the Government servant and designation	Unit/ Formation/ office	Date of retirement	Amount of demand	Particulars of Government dues	D.S No.
1	2	3	4	5	6	7

PPO. No	Pay Controller to whom the credit is to be passed on	Initials of SO(A)/ AAO	Class-II Voucher No.	DID schedule No.	Initials of SO(A)/ AAO	Remarks
8	9	10	11	12	13	14

2. Sufficient pages will be allotted for each month's Punching Medium. The Auditor concerned will make column-wise entries in the register in the pages allotted for the particular month in which the amount of retirement/ death gratuity is payable to the claimant.

3. The amount proposed to be withheld from the retirement/death gratuity to cover the un-assessed /un-realized Government dues will be determined by the H.O.O. in consultation with the concerned administrative /audit authority , wherever necessary , and will be communicated to the PCDA(P) under intimation to the Pay Audit Officer with a request to release the L.P.C. of the retiring Government servant to the PCDA(P).

4. At the time of the finalisation of the pension/gratuity claim of the individual , the PCDA(P) will recover the proposed amount from the retirement/death gratuity due to the retiring Government servant and compile the amount to the proper Head.

5. The amount withheld from the retirement/death gratuity will be recorded in the register and columns 1 to 9 of the register completed.

6. Columns 11 and 12 will be completed after preparation and numbering of class II voucher and DID schedule.

7. The register will be submitted monthly to the Officer-in -Charge and quarterly to the Group Officer.

ANNEXURE-B
(Sl.No.3)

Fly Leaf Instructions for the maintenance of Register of Rejected Pension Claims

Authority: Para-30 of OM Part-IV Vol.II

Object: To have a consolidated record of claims that have been rejected.

The register will be maintained in the following proforma

G.C.R.-3

Sl. No.	Case File No.	Claim No.	Unit/ Formation / office	Name and Rank	Reasons for rejection
1	2	3	4	5	6

1. Column 7 of the Central Pension Claims Diary and the Groups Pension Claims Register respectively provide that the disposal of the claim by sanction or rejection has to be indicated therein. In order to have a consolidated record of all the claims that have been rejected, entries are made in the register of rejected claims under the dated initials of the Officer concerned giving the reasons for rejection of the claim
2. The register is to be submitted to the Officer-in-Charge by 10th of each month and half yearly to the Group Officer.

ANNEXURE-B
(SL.NO.4)

Fly Leaf Instructions for the maintenance of Groups Pension Claims Register

Authority: Para 53 of OM Part-IV Vol.II

Object: To keep a record of all pension claims received in the Group and watch the progress till they are finally disposed of.

The Group Pension Claim Register will be maintained in the following proforma

G.C.R.-2

Sl No	Case File No.	No. and date of the communication with which the claim was received	Unit/ Formation /office	Name of the individual with appointment held at the time of retirement and the name of the beneficiary, where necessary
1	2	3	4	5

Date of Retirement/ Invalidment/Death	No. and date of the PPO /rejection memo	Acknowledgement of H.O.O. to the PPO	Initials Auditor &SO(A)/AAO
6	7	8	9

2. On the receipt of pension claim in the Gp. necessary entries will be recorded in column 1 to 6 of the register by the Auditor concerned of the Gp.
3. On the claim being finalized/rejected, the concerned Group will complete column 7 from the information regarding finalization/rejection of claim. Column 8 of the register will be completed by the Auditor on receipt of acknowledgement of the P.P.O. from the H.O.O. and column 9 will be initialed by Auditor & SO(A)/AAO.
4. The register will be submitted to the Group Officer on the 10th of each month through the Officer-in-Charge of the Section.

Annexure 'B'
(Sl. No. 5)

Fly Leaf Instructions for the maintenance of register of awards of pension in respect of Government Servants who are involved in any loss or irregularity

Authority: Para -53.1 of OM Part-IV Vol.II

Object: Notification of awards of pension in respect of Government servants who are involved in any loss or irregularity or disciplinary case.

1. When the information regarding a Government servant having been involved in any irregularity or loss or disciplinary case is received in this office, Groups concerned will note the particulars of such cases in the register to be maintained by the Coordination Group. The register will be maintained on the following proforma:-

G.C.R.-4

Sl. No.	Claim No.	Name of the Pensioner	Unit/Formation/ office	No. and date of the communication with which claim received
1	2	3	4	5

No. and date of the communication indicating the amount of provisional pension to be paid to the pensioner pending finalisation of the disciplinary/legal proceedings.	No. and date of the communication intimating the final settlement of the case, result of the enquiry. Amount of recovery if any	P.P.O. No in which award notified	Initials Auditor & SO(A)/ AAO
6	7	8	9

2. It should be ensured that no gratuity and commutation is sanctioned before the disciplinary /legal proceedings are finalized.

3. The register will be submitted to the Officer-in-Charge of the section by the 10th of every month and quarterly to the Group Officer

ANNEXURE-B
(SL.NO.6)

Fly Leaf Instructions for the maintenance of the register regarding cases where pension has been suspended/reduced.

Authority: Para 53.2 and 307 of OM Part-IV Vol.II

Object: To ensure close watch over the finalization of cases where pension has been suspended/reduced.

1. All cases involving reduction/suspension of pension should be examined by the Officer-in-Charge with extra care.
2. In all cases where the payment of pension has been suspended pending investigation of the case, it should be ensured that the case is dealt with at all stages on a 'TOP PRIORITY' basis and that the case is not unnecessarily dragged on.
3. The Officer-in-Charge will be personally responsible for any laxity/omission in this regard coming to notice.
4. A register will be maintained in the following proforma showing the number and brief details of cases where pension has been stopped/reduced. The register will be submitted to the PCDA/CDA(P) in the first week of every month.

The register will be maintained in the following proforma

G.C.R.-13

Item Sl.	Case File No.	Particulars of pensioner Designation: Name : Unit:	No. and date of the P.P.O.in which the award was notified.	Rate of pension in issue	Rate of stoppage reduction of pension
1	2	3	4	5	6

No. and date of the memo/Corr. P.P.O.notifying the stoppage/reduction of pension	Rate at which pension reduced	Brief reasons for stoppage/reduction of pension	No.and date of the memo restoring the award, if any	Initials of SO(A) / OI/C	Remarks
7	8	9	10	11	12

ANNEXURE-B
(SL.NO.7)

Fly Leaf Instructions for the maintenance of P.P.O.Numbering Register

Authority: Para 89(iii) of OM Part-IV Vol.II

Object: To allot a running serial number in ascending order to the P.P.O. during a year under each series.

The register will be maintained in manuscript in the following proforma
G.C.R.-10

PPO No	Designation	Name	Notification of corr. PPO No.	Unit/Formation/H.O.O.	Place and channel of payment	Enclosures	No. and date of acknowledgement
1	2	3	4	5	6	7	8

2. The following drill will be observed in maintaining the register.

- (i) The register will be maintained calendar year-wise.
- (ii) Serial No. 1 will be allotted to the first approved P.P.O. received in the beginning of the calendar year. First column of the register will be marked accordingly and other columns should be filled in from the particulars of the PPO.
- (iii) Running serial numbers will thereafter, be allotted to the approved draft PPOs as and when received during the year. First column of the register will be simultaneously marked with the corresponding P.P.O. numbers and other columns completed from particulars of the relevant PPOs.
- (iv) The register will be submitted to the Officer-in-Charge of the Section monthly.

ANNEXURE-B
(SL.NO.8)

Fly Leaf Instructions for the maintenance Register of Commutation of Pension.

Authority: Para 192 and 193 of OM Part-IV Vol. II

Object:-

- (i) To show the receipt and disposals of applications for commutation of pension of Defence civilian pensioners.
- (ii) To watch timely action on commutation applications at different stages till they are finally disposed of.
- (iii) To keep statistical records of the amounts authorized for payment on account of commuted value of pension.

The register will be maintained in the following proforma
G.C.R.-12

Date of entry in the Register	Sl. No.	Date of receipt of commutation application	Name, designation and office of the pensioner, File No. also to be indicated	Date of birth	Amount desired to be commuted
1	2	3	4	5	6

Date of despatch of Medical papers (Form C etc)	Date of Medical Examination	Date of receipt of the proceedings of M.B.	Loading of years in age, if any as recommended by the M.B	P.P.O. Notifying the capitalized sum	Capitalized sum actually authorized	Initials of SO(A) & OI/C
7	8	9	10	11	12	13

The register will be submitted to OI/C monthly.

ANNEXURE-B
(SL.NO.9)

Fly Leaf Instructions for the maintenance of Casualty Claims Register.

Authority: Para 229 of OM Part-IV Vol.II

Object: To watch the progress of claims on account of casualties due to enemy action in the operations.

The register will be maintained in the following proforma
G.C.R.-14

Sl. No.	Name and other particulars of the individual and the name of the Formation	Claim No. allotted in the Central Claims Register	Date of Casualty	Date of receipt of the claim	Final amount sanctioned and P.P.O.No.	Initials of the Auditor & SO(A)/AAO.	Remarks
1	2	3	4	5	6	7	8

2. As soon as an intimation of the casualty is received columns 1 to 5 of the register should be completed and the receipt of the claim watched through the issue of reminders.
3. The progress of the claim shall be watched by issuing periodical reminders where necessary and on finalisation column 6 will be completed.
4. All communications connected with casualty claims are required to be disposed of within 24 hours of their receipt.
5. The register should be submitted daily to the Officer-in-charge, section and to the Group Officer weekly.

ANNEXURE-B
(SL.NO.10)

Fly Leaf Instructions for the maintenance of the register for regularisation of over-payments.

Authority: Para 307 of OM Part-IV Vol.II

Object: To keep watch over the progress of regularisation of overpayment of pension due to erroneous grants.

The register will be maintained in the following proforma

G.C.R.-18.

Sl. No.	Name, designation and office of the individual	Brief particulars of overpayment.	Amount involved	Case file No.
1	2	3	4	5

Action taken from time to time	Initials of the Auditor and SO(A)/AAO	Final orders of the C.F.A.	No. of Audit section memo ack. the demand	Remarks
6	7	8	9	10

2. As soon as an overpayment due to erroneous grant comes to notice which requires action for regularisation, an entry showing the particulars thereof will be made in the register.
3. Action taken from time to time will also be recorded in the register and the item will be closed only on receipt of final orders of the CFA , which will be noted in the register.
4. The register will be submitted to the Officer-in-Charge of Section on 5th of every month and to Group Officer quarterly

ANNEXURE-B
(SL.NO.11)

Fly Leaf Instructions for the maintenance of the Register for Watching Acknowledgements of Corrigendum PPOs.

Authority: Para 309 (b) of OM Part-IV Vol.II

Object: To watch the receipt of acknowledgements from the H.O.O. to corr. PPOs.

The register will be maintained in the following proforma
G.C.R.-15.

Sl. No.	No. and Date of Corr. PPO.	H.O.O. to whom sent	No. and date of our forwarding memo under which corr. P.P.O.was sent	No. and date of acknowledgement	Initials of the Auditor & SO(A)/ AAO	Remarks
1	2	3	4	5	6	7

2. Columns 1 to 4 of the register will be completed after the corrigendum P.P.O.is dispatched to the Pension Disbursing Officer through the H.O.O..
3. The acknowledgement, when received will be posted in column 5 and the item closed.
4. The register will be submitted to OI/C monthly.

ANNEXURE-B
(SL.NO.12)

Fly leaf instructions for the maintenance of “ Register of Legal Notices”

Authority:- Para-315 of OM Part-IV Vol.II

Object:- To watch the progress of Legal Notices.

The register will be maintained in the following proforma.

Legal Notice Register

GCR-20

Sl. No.	No. and Date of Legal Notice	Date of receipt in this office	From whom received (details of address)	Brief particulars of grievances	Case file No.	Action taken	Remarks
1	2	3	4	5	6	7	8

2. As soon as the legal notice is received columns 1 to 6 should be completed.
3. Column 7 should be completed on final disposal of the legal notice.
4. The register should be submitted to the Group Officer monthly

ANNEXURE-B
(SL.NO.13)

Fly leaf instructions for the maintenance of “ Register of Court cases”

Authority:- Para- 316 of OM Part-IV Vol.II

Object:- To watch the progress of Court cases.

The register will be maintained in the following proforma.

Court Cases Register

GCR-21

Sl. No	File No.	Court case No. (CMP/ CP/ OA)	Name of the Court/CAT and Station	Name, Regtl. No. and Unit of Petitioner/ Applicant.
1	2	3	4	5

Relief sought for	Date of Submission of parawise comments	Interim/Final Order if any	Action taken
6	7	8	9

2. On receipt of a Court case columns 1 to 6 will be completed and action to prepare para-wise comments will be taken.
3. Column 7 will be completed only on rendition of parawise comments.
4. Column 8 and 9 will be completed on receipt of interim /final order on the Court case
5. The register will invariably be submitted to Group Officer by 10th of the month following the month in which the Court case was received.

ANNEXURE 'C'

SPECIMEN OF FORMS

ANNEXURE 'C'
Forms used in Grants (civil) Section

Sl. No.	Name of Forms	Form No.	Para Affected	Page No.
1	Specimen form of Data sheet- pension	GCF-25	13	271
2	Specimen form of computerized PPO format	GCF-26	40	273
3	Specimen form of Data Sheet (Rev) pension revision	GCF-27	42,44	274
4	Specimen form of computerized PPO format pension and family pension revision	GCF-28	49,150	276
5	Calculation sheet superannuation/retiring pro-rata / invalid/ compensation/ compulsory retirement pension / compassionate allowance /retirement gratuity /family pension/commutation of pension	GCF-4	63,74,85	277
6	Check list – pension	GCF-2	74	280
7	Check list -- family pension	GCF-2A	74,152	281
8	Index of documents for pension/family pension	GCF-15	81,89(vi)	282
9	PPO forwarding memo	GCF-6	88(viii) 89(ii)	283
10	Certificate of verification of military service	GCF-10	94(x), 97(ii)	285
11	Memo for counting of war/military service towards civil pension	GCF-29	95	287
12	Memo for counting of former civil service towards current engagement	GCF-30	95	289
13	Specimen form of Data Sheet – family pension	GCF-31	132	291
14	Specimen form of computerized PPO format -- family pension	GCF-32	145	292
15	Specimen form of Data Sheet family pension Revision	GCF-33	148	293
16	Form of Indemnity Bond on behalf of minor child	GCF-34	153(iii) 156(iii)	294
17	Form of Indemnity Bond on the case of missing employee	GCF-35	153.3(iii)	296
18	Form of Indemnity Bond in the case of missing pensioners	GCF-36	153.3(iii)	298
18A	Form of Indemnity Bond in the case of missing family pensioners	GCF-36 A		
19	Affidavit in respect of minor child /children	GCF-37	153(iv) 156(iii)	300
20	Office note for submission of Indemnity Bond for acceptance	GCF-18	156(viii)	301
21	Calculation sheet -- family pension and death gratuity	GCF-38	162	302
22	Calculation of commutation of a portion of pension	GCF-20	194,197 197.1,198	304
23	Memo for arranging of medical examination for commutation of pension	GCF-21	198	305

ANNEXURE-C
(Sl. No.1)
(See Para 13)

Specimen form of data sheet-Pension

GCF-25

D.S.No. 301/2001

- | | |
|---------------------------|----------------------------|
| 1. Organisation Code | 2. ORG. Group for GPF No. |
| 3. GPF NO. | 4. Office / Unit Formation |
| 5. Head of Office Address | |

PART – A SERVICE PARTICULARS

6.	Name	14.	Retirement FN/AN
7.	Nationality Code	15.	Nature of Pension
8.	Sex	16.	Total Service (Current Spell)
9.	Post Last Held	17.	Non-Qualifying Service
10.	Date of Birth	18.	Former Service Counted Towards (Current Spell)
11.	Date of Joining (Current Spell)	20.	Net Qualifying Service
12.	Industrial/Non-Industrial	21.	Medical Allowance
13.	Date of Retirement/Superannuation	22.	Group

PART B- PAY PARTICULARS

Last Pay Details

23.	Pay Code	31.	Last pay reduced due to penalty (Y/N)
24.	Pay Band Code	32.	On A/c. of RDR Head
25.	Pay in Pay Band/Scale (Excluding Grade Pay)	33.	On A/c. of other than RDR Head
26.	Grade Pay	34.	Interest on RDR Demand
27.	NPA/ MS Pay	35.	Interest Payable
28.	Date of Last Pay Drawn		
29.	10 Months Average		
30.	Gal Award		

PART “C” - COMMUTATION PARTICULARS

36. Date of receipt of Commutation application or date of Medical Examination	37. Fraction to be commuted	38. Amount to be commuted	39. Age Load
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PART "D" - FAMILY PARTICULARS

40. Whether Married	41. Spouse Alive	42. Name of Spouse	43. Nationality Code of Spouse	44. Date of Birth of Spouse
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PART "E" – PDA DETAILS

45.	PDA Code	55.	Pensioners Address
46.	DPDO Code	56.	Pensioners State Code
47.	PDA Station	57.	Ind. Pin Code
48.	PDA State Code	58.	Handicapped Child Y/N
49.	Bank/Sub Try Code	59.	Name of Handi. Child
50.	Link Bank	60.	Relationship (Handicapped Child)
51.	Bank Branch/Sub Treasury	61.	DUAL F.P. (D/S)
52.	BSR code of Bank Br.	62.	GTY-WITHHELD(Y/N)
53.	BSR code of Link Bank	63.	CDR No.
54.	Bank A/c. No.		

H.O.O.	CDA/AAO	CDA(P)
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ANNEXURE-C
(Sl. No.2)
(See Para 40)

GCF-26

DEFENCE SERVICES-CIVIL PENSION
OFFICE OF THE PRINCIPAL CDA (PENSIONS) ALLAHABAD

PENSION PAYMENT ORDER NO.						
PAY BAND						
A. SERVICE AND PAY PARTICULARS DEBIT DEFENCE SERVICES (CIVIL) ESTIMATES						
1. NAME				2. NATIONALITY		
3. POST LAST HELD						
4. OFFICE						
5. DATE OF BIRTH		6. DATE OF APPOINTMENT	7. NET QUALIFYING W/SERVICE (YRS/MTS/DS)		8. NATURE OF PENSION	
9. PAY IN PAY BAND		10. GRADE PAY	11. NPA RANK PAY	12. M.S.P.	13. D.A. FOR GRATUITY ONLY	14. AVERAGE EMOLUMENTS FOR LAST 10 MONTHS
15. DATE OF COMMENCEMENT OF PENSION						
B-PENSIONARY AWARDS						
16. PENSION SANCTIONED PER MONTH FOR LIFE				17 A. MEDICAL ALLOWANCE		
18. AMOUNT COMMUTED				19. RESIDUAL PENSION PER MONTH		
20. RETIREMENT GTY.		21. DEMANDS	22. CODE	23. AMOUNT WITHHELD	24. NET RETIREMENT GTY. TO BE PAID	
25. ABSOLUTE DATE OF COMMUTATION				26. CAPITALISED VALUE OF PENSION TO BE PAID RS		
C-FAMILY PENSION						
27. NAME		28. RELATIONSHIP	29. DATE OF BIRTH	30. NATIONALITY	31. ENHANCED RATE OF ORDINARY FAMILY PENSION	
32. THE ENHANCED RATE IS PAYBLE FOR SEVEN YEARS FROM THE DATE FOLLOWING / WHICHEVER EARLIER						
33. NORMAL RATE OF FAMILY PENSION						
D- AGENCY AND PLACE OF PAYMENT						
34. PENSION DISBURSMENT OFFICE			35. BANK/SUB TREASURY		36. STATION	37. BANK ACCOUNT NO.
38. STATE			39. NAME OF HANDICAPPED CHID			40. RELATION

IMPORTANT See instructions and abbreviation on reverse

DISTRIBUTION

- 1.
2. HOO
3. OI/C-Audit Section

For CDA (Pensions)

GCF-27

(See Paras 42 & 44)

Specimen form of Data Sheet (Rev.)-Pension Revision

D.S.No.302/2001

CAGE-I BASIC PARTICULARS(AS PER ORIGINAL PPO)

- A Original PPO No. B. Organisation Code C. Name
D. Action Code

CAGE-II AMENDMENT/REVISION PROPOSED

1. Organisation Code 2. Organisation Group for GPF No.
3. GPF No. 4. Office / Unit Formation
5. Head of Office Address

6.	Name	14.	Retirement FN/AN
7.	Nationality Code	15.	Nature of Pension
8.	Sex	16.	Total Service (Current Spell)
9.	Post Last Held	17.	Non-Qualifying Service
10.	Date of Birth	18.	Former Service Counted Towards (Current Spell)
11.	Date of Joining (Current Spell)	20.	Net Qualifying Service
12.	Industrial/Non-Industrial	21.	Medical Allowance
13.	Date of Retirement/Superannuation	22.	Group

PART-B PAY PARTICULARS

Last Pay Details

23.	Pay Code	31.	Last pay reduced due to penalty (Y/N)
24.	Pay Band Code	32.	On A/c. of RDR Head
25.	Pay in Pay Band/Scale (Excluding Grade Pay)	33.	On A/c. of other than RDR Head
26.	Grade Pay	34.	Interest on RDR Demand
27.	NPA/ MS Pay	35.	Interest Payable
28.	Date of Last Pay Drawn		
29.	10 Months Average		
30.	Gal Award		

PART –C COMMUTATION PARTICULARS

36. Date of receipt of Commutation application or Date of Medical Examination	37. Fraction to be Commuted	38. Amount to be Commuted	39. Age Load	39A. Additional Amt. to be Commuted Y/N) (to be used for pre-2.9.08 retiree)
---	-----------------------------	---------------------------	--------------	--

PART-D FAMILY PARTICULARS

40. Whether Married	41. Spouse Alive	42. Name of Spouse	43. Nationality Code of Spouse	44. Date of Birth of Spouse
---------------------	------------------	--------------------	--------------------------------	-----------------------------

PART- E PDA DETAILS

45.	PDA Code	55.	Pensioners Address
46.	DPDO Code	56.	Pensioners State Code
47.	PDA Station	57.	Ind. Pin Code
48.	PDA State Code	58.	Handicapped Child Y/N
49.	Bank/Sub Try Code	59.	Name of Handi. Child
50.	Link Bank	60.	Relationship (Handicapped Child)
51.	Bank Branch/Sub Treasury	61.	DUAL F.P. (D/S)
52.	BSR code of Bank Br.	62.	GTY-WITHHELD(Y/N)
53.	BSR code of Link Bank	63.	CDR No.
54.	Bank A/c. No.		

H.O.O	CDA/AAO	CDA(P)
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GCF-4

CALCULATION SHEET

**Superannuation/Retiring/Pro-rata/Invalid/Compensation/Compulsory Retirement Pension/
Compassionate Allowance/ Retirement Gratuity/ Family Pension**

1.

- (a) Name.....
 (b) Appointment held
 (c) Office from which retired
 (d) Date of birth
 (e) Date of appointment
 (f) Date of retirement
 (g) Class of pension
 (h) Pension Rules by which governed

2.

Qualifying Service	From	To	Year	Month	Days
(a) War/Military service					
(b) ETE/Casual/in lieu of combatants/ contracts					
(c) Regular/Permanent service					
(d) Other service; previous service in other Government Deptt/ Autonomous bodies					

3.

Total Qualifying Service

4.

Less Non-qualifying Service	From	To	Year	Month	Days
(a) Leave without pay not reckonable for pension					
(b) Dies non					
(c) Period of suspension not counted as duty					
(d) Interruptions					

5.

Total Non-qualifying Service

6.

Net Qualifying Service
Weightage if any
TOTAL

7. Emoluments for pension

(a)

Rates of pay and allowances drawn during last 10 months of qualifying service viz from to
--

From	To	Rates of pay drawn	Total Emoluments in Rs
		Pay in Pay Band+GP+NPA+Others	
(i)			
(ii)			
(iii)			
(iv)			
TOTAL			

(b) Average emoluments = $\frac{\text{Total emoluments}}{10}$ = Rs.

8. Emoluments for Retirement Gratuity

Last Pay Drawn	Amount
Pay in Pay Band+GP	Rs.
N.P.A.	Rs.
Others	Rs.
D.A.	Rs.
TOTAL-	Rs.

9. Emoluments for Family Pension

Last Pay Drawn	Amount
Pay in Pay Band+GP	Rs.
N.P.A.	Rs.
Others	Rs.
TOTAL-	Rs.

10. CALCULATION OF PENSION/GRATUITY

(a) **Pension** = 50% of the emoluments OR 10 months average emoluments whichever is more beneficial

Note

- (i) In case of individuals invalided out of service, the Invalid Pension admissible under Rule 38 of CCS(P) Rules 1972. should not be less than ordinary rate of family pension.
- (ii) Pension should be rounded off to the next higher rupee.
- (iii) Minimum Pension Rs.3500/- p.m.w.e.f. 1.1.2006

(b) **Retirement Gratuity:**

(i) $\frac{\text{Emoluments} \times \text{No. of completed six monthly period of service}}{4}$ = Rs.....

Note:- Subject to maximum of Rs. 10,00,000/- or 16 ½ time of emoluments, whichever is less, in respect of those, who retire on or after 1.1.2006

- (ii) Demand -- Rs. (to be recovered from gratuity)
- (c) Family pension under New Family Pension Scheme 1964 for joint notification
 $\frac{\text{Emoluments} \times 30}{100}$ = Rs.pm.

Note:- Minimum family pension Rs. 3500/- pm

Enhanced rate of family pension:-

- (i) 50% of the last emoluments or Rs.
- (ii) Restricted to authorized pension on retirement Rs.
whichever is less

Duration of Enhanced Rate of Family Pension:-

(i) In case of death after retirement Enhanced rate of family pension will be payable for a period of 7 years from the date following the date of death of Government servant or for a period upto the date on which the deceased Government servant would have attained the age of 65 years (67 years from 13.05.1998) had he survived, whichever is less.

(ii) In case of death in service enhanced rate of family pension will be payable for a period of 10 years from the date following the date of death of Government servant without any upper age limit.

(d) **Commutation of pension:-**

Commutated portion of pension = Pension x Percentage applied for commutation (Subject to maximum of 40%) = Rs.

Commutated value of pension = Commuted portion of pension x 12 x purchase value = Rs.

Note:- For purchase value age to be taken on next birthday.

- (e) Place and channel of payment

Auditor

SO(A)/AAO

AO/Sr.AO

ANNEXURE-C
(Sl. No.6) [See Para 74]

Check List-Pension
GCF-2

The following documents should invariably accompany the pension claims, which are required to be processed through Data Sheet:-

Sl. No.	Document	Copies required
1.	Daily Order Part-II notifying date of retirement	1 copy
2.	Data Sheet	1 copy
3.	IAFA-356 (Pension Application)	1copy
4.	Photograph/Joint photograph, duly attested	2 copies
5.	Sheet containing specimen signature thumb & finger impression of the claimant	2 copies
6.	Sheet containing specimen signature/thumb & finger impression of the spouse	2 copies
7.	Government Contribution Resumption Certificate.(GCRC)	1 copy
8.	Details of family members of the Govt servant under F.P. Scheme, 1964	1 copy
9.	Nomination for Death/Retirement Gratuity	1copy
10.	Statement showing Non-Qualifying Service	1 copy
11.	PCDA (Pensions)'s audit report regarding verification of qualifying service after completion of 25 years of service.	1 copy
12.	PCDA (Pensions)'s audit report regarding counting of former spell of service, if any	1copy
13.	Commutation Application, where applicable	1 copy
14.	Certificate to the effect that no Judicial/Departmental proceedings have been instituted/are pending against the individual.	1copy
15.	Identification marks of the individual	1copy
16.	Identification marks of the spouse	1 copy
17.	Detailed calculation sheet	1 copy
18.	No demand certificate	1 copy
19.	Supporting document for the demand if any shown in the data sheet.	
20.	Option for fixed medical allowance, where applicable	1 copy
21.	Nomination for Life Time Arrears of pension.	1 copy
22.	Govt sanction laying down the terms and condition of permanent absorption in a PSU/Autonomous Body in Pro-rata pension cases.	1 copy
23.	IAFM-8 duly completed in all respect in invalidment cases where the individual had opted for field service liability. In other cases a medical certificate of incapacity from the Medical Board (in case of Gazetted Government servant) or Civil Surgeon, as the case may be.	1 copy
24.	Sanction of the Competent Authority for the Grant of Pension or Gratuity or both at full or reduced rate in cases of retirement on disciplinary grounds.	1 copy
25.	Nomination for payment of Commuted Value of Pension Under Rule 7 of CCS(Commutation of Pension) Rules, 1981.	
26.	Certificate as under:- "Certified that neither any pension claim on this account has been processed nor will be processed for manual/computerized notification of pensionary awards" in respect of Shri/Smt.....	1 copy
27.	Explanation of Head of office for delayed submission of pension claim, if any.	1 copy

ANNEXURE-C
(Sl. No.7)
[See Paras 74 & 152]

GCF- 2A

Check List-Family Pension

Sl. No.	Document	Copies required
1.	Daily Order Part-II notifying the date of death	1 copy
2.	Data Sheet	1 copy
3.	IAFA-356A (Family Pension Application)	1copy
4.	Photograph of spouse, duly counter signed.	2 copies
5.	Descriptive Roll, Sheet containing specimen signature/thumbs/finger impression of the claimant(spouse)	2 copies
6.	Detailed calculation sheet.	2 copies
7.	Nomination for death gratuity	1 copy
8.	Statement showing Non-Qualifying Service	1 copy
9.	PCDA (Pensions)'s audit report regarding counting of Former spell of service, if any	1copy
10.	Certificate under W.C.ACT 1923.	1 copy
11.	Identification marks of the spouse	1copy
12.	Original death certificate	1 copy
13.	Only widowhood certificate	1 copy
14.	No Demand Certificate.	1copy
15.	Supporting documents for the demand, if any.	1 copy
16.	Option for fixed medical allowance ,where applicable.	1 copy
17.	Government Contribution Resumption Certificate in respect of industrial employees.	1 copy
18.	Nomination for life time arrears of family pension	1 copy
19.	Explanation for delayed submission of family pension claim, if any	1 copy
20.	Certificate as under "Certified that neither any claim on account of pensionary benefits has been preferred nor will be preferred for manual /computerised notification of family pension" in respect of shri.....	1 copy

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INDEX OF DOCUMENTS FOR PENSION/ FAMILY PENSION

PPO No C/

Place and channel of payment

Particulars of the Claimant

1. Name
2. Post last held by the Government servant.
3. Office.
4. Date of retirement/death.

5. Documents

- (i) Draft PPO.
- (ii) Data sheet
- (iii) Calculation sheet.
- (iv) Memo of the H.O.O. forwarding the pension/family pension claim
- (v) A copy of Part II Order regarding retirement/death.
- (vi) Election certificates exercised by the individual.
- (vii) Certificate from the P.A.O. regarding resumption of Government contribution to CPF.
- (viii) Medical certificate regarding invalidment
- (ix) Certificate regarding abolition of post.
- (x) Government sanction laying down the terms and conditions of permanent absorption in PSU/ Autonomous body.
- (xi) Nomination Forms executed by the Government servant/ deceased Government servant.
- (xii) Family details.
- (xiii) Certificate regarding Workmen's Compensation Act.
- (xiv) Statement of Non-qualifying service.
- (xv) Pension Application(IAFA-356/356-A)

Note: Score out inapplicable portion

6. In the absence of any separate document for any item prepare requisite extracts and record the same at the proper place.

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PPO FORWARDING MEMO

REGISTERED and INSURED FOR RS. 50/- ONLY

NO.EDP/C/
O/O The PCDA(P),

Allahabad. Dated:

To,

.....

Sub: Payment Of Pension/Gratuity In Respect Of (Name) (Post)

Ref: Your No. Dated

(I) P.P.O.NO. C/ Original and Quadruplicate)	The marginally noted documents are forwarded herewith.
(II) IAFA -376	
(III) Pensioner's Photograph	
(IV) Specimen Signatures, And Thumb /Finger Impressions Of The Pensioner	

2. With a view to ensure that no spurious PPO/paper reaches the pension disbursing authority and to prevent fraudulent payment, the aforesaid PPO and other documents may please be rechecked as required vide Ministry of Defence letter no. 11(33)50/244/S/D(Civ-II) dated 10.11.59 and the original copy of PPO and connected documents transmitted to the PDA under advice to the pensioner.

3. In case any error in PPO is noticed, the PPO may not be returned to this office. It may be retained and the proposed amendment and document in support thereof, should be sent to enable this office to make necessary amendment through a corrigendum PPO.

4. An income tax statement showing taxable income received/ receivable by the individual alongwith details of deduction permissible for income tax, rebate may please be attached with the PPO for transmitting the same to the PDA, if income tax exceeds the taxable limits.

5. Please recheck that all the demands have been adjusted against amount of reirement/death gratuity. If on a check, it transpires that some demands have been omitted by us, full details thereof may be intimated to us by registered post for issue of suitable corr. PPO and in the meanwhile, the PDA may be requested not to release the amount of retirement gratuity/death gratuity.

6. Any demand coming to notice within a period of 6 months from the date of casualty after transmission of the PPO.to the PDA should be communicated by registered post to this office under intimation to the PDA concerned who should be requested not to release the withheld amount of gratuity. It may be noted that the withheld amount of gratuity for unassessed dues is required to be released by the PDA automatically. That is, without any instructions from us after expiry of 6 months from the date of retirement etc. of the individual. Thereafter, no recovery can be ordered from pension without the consent of the pensioner. The demand, if any, coming to notice after the above stipulated period will have to be regularised by your office directly.

7. The provisional awards in the above PPO.will also be treated as automatically final, that is, without any instructions from us, after expiry of 6 months from the date of retirement etc. of the individual, unless in the meanwhile, the award is revised. In case any change in award is considered necessary, the matter may please be referred to us with full details, citing reference to this memo and

the above PPO.

8. Employees proceeding on voluntary retirement under Rule 48A CCS(P) Rules 1972 should apply for commutation of pension after expiry of notice period and not before that. Applications for commutation of pension before expiry of notice period is in contravention of the provisions of Rule 48A CCS(P) Rules 1972, and as such you are advised to forward fresh application for commutation alongwith revised data sheet, duly completed.

Please acknowledge receipt.

SO(A)/AAO

Registered/A.D.

Copy To,

Shri

(I) He/she has been granted the following pensionary awards. He/she is requested to contact the Pension Disbursing Authority after receipt of intimation from Head Of Office regarding transmission of his/her pension papers to the PDA and to address all the future correspondence to the Head Of Office.

(I)	Pension Before Commutation(p.m.)	Rs	
(II)	Portion Of Pension Commuted	Rs	
(III)	Residual Pension		Rs
(IV)	Ret/Death Gratuity (Gross Amount) Less	Rs	
A.	Demands	Rs.	
B.	Amount Withheld For Adjustment Towards Un-assessed Dues		
	Net Amount Payable On Account Of Retirement Gratuity		
(V)	Capitalised Value		Rs.
	Less Balance Demand Rs =	Nil	
(VI)	Family Pension		
A.	Enhanced Rate	Rs.	
B.	Normal Rate		Rs.
(VII)	Fixed Medical Allowance @ Rs. 100/- pm. is Payable in Addition		

(2) If at any stage the PPO is reported to have been lost by the PDA, the PDA may be requested to furnish a loss certificate in prescribed form to enable this office to issue a duplicate copy in lieu thereof

Note: Relief on pension /family pension is also payable as admissible from time to time.

SO(A)/AAO

ANNEXURE -C
(Sl. No.10)
[See Paras 94(x)and 97(ii)]

GCF-10

Certificate of verification of Military Service of No. _____ Rank _____ Name _____
_____ re-employed in the _____ as
_____ from _____

The information required for verification of War/Military service for the purpose of counting towards civil pension under Art. 356/ 357 of the Civil Service Regulations [Now Rule 19 and 20 of CCS(P) Rules 1972] and relative orders is given below:-

1. Date of birth or the nearest age on enrolment in the Army/Navy/ Air Force, if the former is not known.
2. Date of enrolment in the Army.
3. Date of discharge.
4. Period of reserve, if any.
5. Whether the Military service was pensionable under Military Rules, but terminated on or before pension was earned in respect thereof.
6. Whether he was entitled to a service gratuity and if so, how much.
7. whether the gratuity was drawn and is refundable to the Defence Services Estimates (if the service is allowed to count for civil pension)
8. If the individual is in receipt of any disability pension.

(a) has he earned an ordinary service pension for his qualifying service ?

OR

(b) has he only earned a service gratuity in lieu of which a service element of disability pension has been granted to him. If so, what was the amount of service gratuity ?

9. Whether he was paid from the Indian Revenues throughout.
10. Whether the pension contribution has been recovered and credited to Indian Revenues from ----- to ----- for the period of his service out of India.
11. Whether the whole period of Military service is covered by any one of the clauses mentioned in Note 3 to Article 356(a)/357, Civil Service Regulation.
12. Non-qualifying service, if any: from..... to.....
13. Period of satisfactory paid Military service : from.....To.....
14. Whether the Military service was superior or inferior
15. Length of war service from To.....
16. Amount of service gratuity paid for the period of war service indicated in the preceding item.
17. Amount of war gratuity paid for the period of war service from. --- to ---
18. Period and nature of leave (other than casual leave) availed during Military service.

Record Officer
Officer in charge
No.
Station:
Dated:

P.A.O.(OR)

COUNTERSIGNED

Authority: Appendix 'A' to Government of India Ministry of Defence letter No. 52324/Gen/Org-3(Records)(d)411D (Pension / Services) dated 19-01-63.

ANNEXURE -C
(Sl. No.11)
[See Para 95]

GCF-29
REGISTERED AND INSURED FOR Rs.200/- ONLY

No.G1/C/
O/o The PCDA(P),
Allahabad, Dt.

To,

The
.....(H.O.O.)

Sub: Counting of former war/ military service towards civil pension in respect of Shri

Ref: Your letter No.

The case of the above named individual regarding counting of his former war/military service for civil pension has been examined and the following remarks are offered.

2. Shri(born on) has rendered the under mentioned spells of former service.

(i) War/military service. from to from to

(ii) He is re-employed in civil capacity as with effect from in the office/department of He is confirmed in a substantive appointment of wef vide your office/Unit D.O. Part.II No.

3. The war/military service from to as verified by the P.A.O.(ORs)/CDA..... was pensionable under the Army Rules as per the certificate of verification of war/military service(Appx. 'A') and for which no. pension/disability pension which includes service element @ Rs.p.m.as earned by the individual, was however paid/not paid and service/reservist gratuity of Rs. (Rs. only) in respect of above service. It is further seen that the above spell did not contain any non-qualifying service except for the period from to

4. The above named individual has opted/ requested to count his former war/military service for civil pension within the stipulated time limit i.e. on / on..... i.e. beyond the stipulated time limit and the sanction of the competent authority for waiving the delayed option in terms of Government of India Ministry of Personnel Public Grievances and Pension, Department of Pension and Pensioner Welfare O.M. No. 28/20/85-pen dated 24.02.1986 and CGDA New Delhi letter No. AN/XV/15001/XXXVI dated 14.01.1988 has been obtained. His case for reckoning the same towards pension under civil Rules is covered under the provisions of Rules 19 of CCS(P) Rules 1972 in accordance with which the former War/Military Service for the period from..... (on attaining the age of 18 years) to will count in full towards his civil pension subject to refund of Rs..... (Rs.) only already received by him on account of service/reservist gratuity and /or pension/ service element of disability pension wef..... to including commuted value of pension plus Rs..... on a/c of interest at GPF rates in such manner as laid down in Rules 19(S) of CCS(P) Rules 1972 and Government of India, Department of P&PW O.M. No. 7/1/93-P&PW dated the 31st October 1995.

5. The right to count previous war/military service as qualifying service shall not revive until the whole amount has been refunded by the Government servant.

6. The pension element, if any, taken into account while re-fixing his pay on re-employment will be taken as a set off against the above demand and only balance recovered.

7. It may kindly be ensured that the individual is not drawing pension through his bankers. If he is

drawing his pension through his bankers, his audit report may please be returned to this office in original along with a statement from his bankers showing the total military pension and the period for which the same has been credited in the individuals account with a certificate that no amount will be credited in this account.

8. The pension certificate of the individual has been retained and cancelled, as he is not entitled to military pension wef.....

9. This memo in original, along with Appendix 'A' and option certificate in original may please be recorded in the service book of the individual for reference at the time of his retirement from service.

10 The following documents are returned herewith.

- (i) Service Book
- (ii) Appendix 'A'
- (iii) Discharge certificate
- (iv) Option certificate.

AO/Sr. AO(P)

COPY TO.

The officer, in charge Audit Section Local(dealing with T.O/DPDO/PSB(...)). Since the military service has been allowed to count towards civil pension subject to refund of Rs .. drawn from ... to he is requested to ensure that no payment of pension etc is made beyond...and also confirm the correctness of this amount.

2. The Officer In-Charge, G-2 Section (Local) dealing with the Record Office for information with reference to his P.P.O.No.Necessary action to discontinue payment of the service element of Rs. w.e.f. of his disability pension of Rs. p.m.. may kindly be taken under advice to all concerned. The Pension Certificate is enclosed for necessary amendment/cancellation and onward transmission to the PDA along with the Corr. PPO.

AO/Sr.AO

ANNEXURE -C
(SL.NO.12)
[See Para 95]
GCF- 30

REGISTERED INSURED FOR Rs.200/- only
No.G1/C/
O/o the PCDA(P),
Allahabad, dt.....

To,

The
.....(H.O.O.)

Sub: Counting of Former spell of civil service towards current engagement for civil pension in respect of Shri

Ref: Your letter No.

The case of the above named individual regarding counting of his former spell of civil service for civil pension has been examined and the following remarks are offered.

Shri(born on) has rendered the under mentioned spells of Former civil service.

- | | | | |
|-------|------|----|----|
| (i) | From | to | in |
| (ii) | From | to | in |
| (iii) | From | to | in |
| (iv) | From | to | in |

2 He is re-employed in civil capacity in as with effect from in the office/ department of He is confirmed in a substantive appointment ofwef vide your office/Unit D.O. Part.II No. He has rendered/ is expected to render 10 years temporary service before attaining the age of superannuation on

3. If the above named individual who is expected to render 10 years's service before attaining the age of superannuation ceases to be in service for any reason after exercising the option but before attaining the age of superannuation, the option exercised for counting of service shall be treated as null and void.

4. The Former service from to has been verified by and is pensionable, for which pension/gratuity amounting to Rs..... Rs. ... was paid to him. It is further seen that the above spells of service did not contain any non-qualifying service except for the period from to and EOL from to

5. The above named individual has opted/ applied for counting of his former spell of civil service as stated above. His case for reckoning the same towards pension under the civil Rules is covered under the provision of CCS(P) Rules 1972 in accordance with which former civil service counts in full from..... to and from to..... towards current engagement subject to refund of Rs (Rs.) received by him/her on account of terminal benefits for his former service plus Rs..... on account of interest at GPF rates.

6. The right to count previous service as qualifying service shall not revive until the whole amount has been refunded by the Government servant.

7. Proportionate share of pensionary liability will be claimed from to by PCDA(P) Allahabad at the time of notification of pensionary awards.

8. An entry to the effect that the individual was paid/not paid terminal benefit amounting to Rs. (Rs.....) only for his previous service and the same has been recovered may please be made in his current service book under the signature of P.A.O. concerned.

9. This memo in original along with the option certificate/application in original may please be pasted in the current service book of the individual for reference at the time of his retirement.

10. Service documents are returned herewith.

Please acknowledge receipt

Sr. AO/AO

Enclosure: As above.

			(Y/N)
56.	Bank/Sub Treasury Code	65.	Dual Family Pension (D/S)
57.	Link Bank	66.	Gratuity Withheld (Y/N)
58.	Bank Branch/Sub Treasury	67.	Having Handicapped Child (Y/N)
59.	BSR code of Bank Branch	68.	Name of Handicapped Child
60.	BSR code of Link Bank	69.	Relationship (Handicapped Child)
		70.	CDR No.
H.O.O.		CDA/AAO	
		CDA(P)	

ANNEXURE-C
(Sl. No.14)
(See Para-145)
GCF-32

DEFENCE SERCVES –CIVIL FAMILY PENSION
OFFICE OF THE PRINCIPAL C.D.A. (PENSION) ALLAHABAD

PENSION PAYMENT ORDER NO :

PAY BAND DEBIT DEFENCE SERVICE (CIVIL) ESTIMATE
SERVICE AND PAY PARTICULARS

1. NAME OF DEFENCE GOVT.SERVANT				2. NATIONALITY		
3.POST LAST HELD						
4.OFFICE						
5.DATE OF BIRTH		6.DATE OF APPOINTMENT		7.NET Q.S. (YY/MM/DD)	DATE OF RETIREMENT	8.DATE OF DEATH/MISSING
9.PAY IN PAY BAND		9A. GRADE PAY STAG. INCR	10.NPA/RANK PAY	10A. MSP/D P	10B. .D.R FOR DEATH GTY.	11.FAMILY PENSION NATURE
12.NAME OF PEYEE			13.RELATION SHIP		14. D.O.B. PAYEE	15.NATIONALITY
FAMILY PENSION SANCTIONED PER MONTH						
16.SHARE OF FAMILY PENSION		16A. DATE OF FIR		17. SHARE OF GRATUITY		18. MEDICAL ALLOWANCE P.M.
21.DEATH GRATUITY		22.DEMANDS	23.C D	24.AMOUNT WITHHELD	25. NET GRATUITY TO BE PAID	
AGENCY AND PLACE OF PAYMENT						
26.PENSION DISBURSEMENT OFFICE			27.BANK BRANCH /SUB TREASURY			
28. STATION			29. BANK ACCOUNT NO			
30.STATE		NAME OF HANDICAPPED CHILD		RETATION	31.DATE OF DESPATCH	

IMPORTANT: SEE INSTRUCTIONS AND CLARIFYING NOTES ON THE REVERSE
Distribution (Through H.O.O.)

- 1.
2. OFFICE IN CHARGE AUDIT-I SECTION (LOCAL)
3. OFFICER-IN-CHARGE GI/CIVIL/-PPO CELL-LIBRARY (Local)

For CDA (PENSIONS)

Specimen form of data sheet- Family pension (Revision)

DS No. 304/2001

CAGE-I BASIC PARTICULARS/(AS PER ORIGINAL PPO)

- | | |
|---------------------------|-----------------------------------|
| A. Original PPO No. | B. Organisation Code |
| C. Name | D. Action Code |
| 1. Organisation Code | 2. Organisation Group for GPF-No. |
| 3. GPF- No. | 4. Office/Unit Formation |
| 5. Head of Office Address | |

6.	Name	23.	Net Qualifying Service
7.	Nationality Code	24.	Name of Payee
8.	Sex	25.	Nationality Payee
9.	PPO No.	26.	Birth Payee
10.	Pension	27.	Relation Payee
11.	Pension Nature	28.	Medical Allowance
12.	Death Category	29.	Medical Category
13.	Industrial /Non-Industrial	30.	F. P. Rules
14.	Post Last Held	31.	F.P. Nature
15.	Date of Birth	32.	Whether F.P. Payable
16.	Date of Joining (Current Spell)	33.	Share F.P.
17.	Date of Death/ Missing	34.	Whether gratuity Payable
18.	Date of Retirement/Superannuation	35.	Share Gratuity
19.	Whether Compensation Paid under Q C Act	36.	Date of Restoration
20.	Non qualifying Service	37.	Date FIR/Commencement
21.	Former Service counted towards (Current Spell)	38.	Gallantry Award
		38 A.	Group

CAGE –III-PAY PARTICULARS

Last Pay Details

39.	Pay Code	45.	Ex- Gratia
40.	Pay Band Code	46.	Demand on A/c of RDR Head
41.	Pay in Pay Band/Scale (excluding Grade Pay)	47.	Demand on A/c of other than RDR Head
42.	Grade Pay	48.	Interest on RDR Demand
43.	NPA/MS Pay	50.	Interest Payable
44.	Date of Last Pay drawn	51.	Provisional Family Pension Paid

CAGE-IV- PDA DETAILS

52.	PDA Code	61.	Bank Account No.
53.	DPDO Code	62.	Pensioner's Address
54.	PDA Station	63.	Pin Code
55.	PDA State Code	64.	Whether Disabled Child Married (Y/N)
56.	Bank/Sub Treasury Code	65.	Dual Family Pension (D/S)
57.	Link Bank	66.	Gratuity Withheld (Y/N)
58.	Bank Branch/Sub Treasury	67.	Having Handicapped Child (Y/N)

59.	BSR code of Bank Branch	68.	Name of Handicapped Child
60.	BSR code of Link Bank	69.	Relationship (Handicapped Child)
		70.	CDR No.
H.O.O.		CDA/AAO	
		CDA(P)	

ANNEXURE - C
(Sl.No. 16)
[See Paras 153(iii) and 156(iii)]
GCF-34

INDEMNITY BOND ON BEHALF OF MINOR CHILD

KNOW ALL MEN by these presents that we (a).....(b)..... the Widow/son/brother, etc., of (c)..... Deceased, resident of (hereinafter called “the Obligor”) and (d) son/wife/daughter of resident of and son/ wife/ daughter of 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 the sum of Rs. ... (Rupees.....only) well and truly to be paid to the Government, on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this day of Two thousand and
WHEREAS(c) was at the time of his death in the employment of the Government /receiving a pension at the rate of Rs. (Rupees only) per month from the Government

AND WHEREAS the said (c)died on the day of 20 and there was due to him at the time of his death the sum of Rs. (Rupees Only) for and towards share of his minor son/daughter in the Death /Retirement Gratuity.

AND WHEREAS the Obligor claims to be entitled to the said sum as *de-facto* guardian of the minor son/daughter of the said (c) but has not obtained till the date of these presents the certificate of guardianship from any competent Court of Law in respect of the said minor(s)

AND WHEREAS the Obligor has satisfied the (e) that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the Obligor be required to produce the certificate of guardianship from the competent Court of Law before payment to him of the said sum of Rs.....

AND WHEREAS the Government has no objection to the payment of the said sum to the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) before the said sum can be paid to the Obligor.

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 against the Government with respect to the aforesaid sum of Rs. refund to the Government the said sum of Rupees 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 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, shall but for this provision have the 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 WHEREOF 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)

- NOTE 1.
- (a) Full name of the claimant referred to as the 'Obligor'
 - (b) State relationship of the 'Obligor' to the deceased.
 - (c) Name of the deceased Government Officer.
 - (d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.
 - (e) Designation of the officer responsible for payment.

NOTE 2 The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

INDEMNITY BOND IN THE CASE OF MISSING EMPLOYEE

KNOW ALL MEN by these presents that we(a).....(b)..... the wife/son/brother/nominee, etc., of (c)..... who was holding the post ofin the Ministry/Department/ Office of is reported to have been missing since (hereinafter referred to as “missing Government servant”) resident of(hereinafter called “the Obligor”) and (d) son/wife/daughter of Shri resident of and son/ 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 the sum of Rs. (in words) equivalent of the amount on account of payment of salary, leave encashment, GPF, Retirement/Death Gratuity and each and every sum being the monthly family pension 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 thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this day of two thousand and

WHEREAS(C) was at the time of his disappearance in the employment of the Government receiving a pay at the rate of Rs. (in words) only per month from the Government

AND WHEREAS the said (c) disappeared on the day of 20 and there was due to him at the time of his disappearance the sum equivalent of (i) salary due/(ii) leave encashment, (iii) GPF and (iv) Retirement/ Death Gratuity.

AND WHEREAS the obligor is entitled to family pension at Rs. (Rupees..... only) 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) only and 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 Government servant.

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 employee on appearance, against the Government with respect to the aforesaid sum of Rs.(in words)and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rupees (in words) and each and every sum paid by Government as monthly 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 WHEREOF 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'

3.

4.

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 1. (a) Full name of the claimant referred to as the 'Obligor'

(b) State relationship of the 'Obligor' to the 'missing Government servant'.

(c) Name of the 'missing Government servant'

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

2. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

3. 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.

ANNEXURE - C
(Sl.No.18)
[Para-153.3(iii)]
GCF-36

INDEMNITY BOND IN THE CASE OF MISSING PENSIONER

KNOW ALL MEN by these presents that we(a).....(b)...the Wife /son / brother/nominee, etc., of (c)..... who had retired from the post ofin the Ministry/Department/ Office ofand who was in receipt of pension from is reported to have been missing since (hereinafter referred to as “missing pensioner”) resident of(hereinafter called “the Obligor”) and (d) son/wife/daughter of Shri resident of and son/ 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 this day of two 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 20 and there was due to 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. (Rupees..... only) 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 Government 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 Government 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 WHEREOF 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 1. (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.

2. The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

3. 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.

**ANNEXURE C
(SL NO 18 (A)
GCF 36 (A)**

INDEMNITY BOND

(In the case of a missing family pensioner)

KNOW ALL MEN by these presents that we (a)

.....resident
.....of

.....and
the
son/ daughter/ mother/ father/ disabled sibling etc. (hereinafter called “the Obligor”)

of (b)who
was in
receipt of /eligible for family pension before reported to have been missing
since.....

.....on account of being the
widow /widower /son/daughter/disabled sibling etc.(hereinafter referred to as
missing

family pensioner’) (c)who
was

ofin the Ministry
/Department /Office ofand who
died on

.....and

(d).....
Son/wife /daughter of Shri
.....resident
of

.....and...
.....son/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
demit

together with simple interest at the rate of%per annum 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 this.....day oftwo thousand
and.....

.....
WHEREAS (b).....was at the time of his disappearance a Central Government family pensioner receiving/eligible for receiving a family pension at the rate of Rs.....(Rupees) only per month and relief thereon from the Government.

AND WHEREAS the said (b)disappeared on the..... day of20..... and there was due to him/ her at the time of his/ her disappearance the sum equivalent of arrears of family 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 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 (Rupees) and monthly family pension at Rs (Rupees.....) plus relief thereon to the obligor upon the obligor and the Sureties entering in to a Bond

in the abovementioned sum to indemnify the government against all claims to the amount so due to the aforesaid missing Government family 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 and other person or the missing family pensioner on appearance against the Government with respect to the aforesaid sum of Rs.....(Rupees.....) and the sums paid the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs(Rupees.....) 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 other wise 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 and 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 be the obligor or by and 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 WHEREOF the obligor and the surety/sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above writher.

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)

NOTE I.- (a) Full name of the claimant referred to as the 'Obligor'
(b) State relationship of the 'Obligor' to the missing family pensioner.
(c) Name of the deceased employee/ pensioner.
(d) Full name of missing of the sureties with name or name of the father (s) /husbands(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 O.M.

ANNEXURE -C
(Sl.No. 19)
[See Paras-153(iv) & 156(iii)]

GCF-37

AFFIDAVIT IN RESPECT OF MINOR CHILD/CHILDREN

I,.....dependent son of aged about resident of (Full address) do hereby solemnly affirm and declare as under on this day of 20

1. That Shri/Smt.(Name of the deceased Government servant) who was employed in the office of As (Designation) died on He/She is survived by the following:

NameRelationship to the deceased (Government servant) Date of birth. and de-facto guardian of the minor child/children as referred to above, of the abovenamed deceased Government servant.

3 That the above named minor (s) is /are in the custody and care of the deponent.

4. That the property inherited by the above named minor (s) from Late (Name of the deceased Government servant) is in the custody and care of the deponent . No property other than gratuity was inherited by the above named minor's.

(Score out inapplicable portion).

5. I understand that in the event of this affidavit being proved to be false or inaccurate in any material respect, I, shall render myself liable for consequences.

Station

Date:

(Deponent)

(Filed and Deposited before):

Signature and designation of the authority before whom the affidavit is filed

Seal of the authority before whom the affidavit is filed

Witnesses:

1. Signature.....

Name (in Block Letters) :-

Occupations :-

Address :-

NOTES:- 1. The affidavit should be drawn up in a non judicial paper and should be deposited before the appropriate authority.

2. All the names appearing in the affidavit should be written in block letters.

ANNEXURE -C
(Sl.No. 20)
[See Para 156(viii)]
GCF-18

**OFFICE NOTE FOR SUBMISSION OF INDEMNITY BOND FOR
ACCEPTANCE**

(In respect of minor child/children)

Shri who was employed in the office of and died on..... has left behind. minor children who are eligible for pensionary benefits in respect of the deceased as under:-

(a) Family pension to minor son/daughter shri/Km..... @ Rs..... p.m. from to Rs.

(b) D.R. on pension where admissible @ Rs. p.m.. fom to Rs.

(c) Death Gratuity to minor son/daughter..... Shri/smt/ Km..... Rs.

Total Rs.....

2. Indemnity bond had been submitted by H.O.O. for Rs. duly completed by Shri/Smt..... of the deceased and in whose custody the minors are. An affidavit has also been received in support from the obligor.

3. The indemnity bond has been gone through carefully and found to be in order. It has been furnished on plain paper and is in the proforma prescribed in A.I. 93/66. The H.O.O. has confirmed that the obligor and the surety/sureties are major.

4. The indemnity bond is submitted for acceptance by the C.D.A(Pensions) / PCDA(P)

Sr.AO/AO(Pensions)

CALCULATION SHEET

Family Pension and Death Gratuity in cases of Death while in service

1.
 - (a) Name of the deceased Government servant
.....
 - (b) Appointment held
 - (c) Date of birth
 - (d) Date of appointment
 - (e) Date of death
 - (f) Office in which serving at the time of death
2. Particulars of qualifying service. -----

Qualifying Service	From	To	Year	Month	Days
(a) War/Military service					
(b) ETC/Casual/in lieu of combatants/contracts					
(c) Regular/Permanent service					
(d) Other service; previous service in other Government Deptt/Autonomous bodies					

3.

Total Qualifying Service

4.

Less Non-qualifying Service	From	To	Year	Month	Days
(a) Leave without pay not reckonable for pension					
(b) Dies non					
(c) Period of suspension not counted as duty					
(d) Interruptions					
(e) Boys Service (Less than 18 years of age.					

5

Total Non-qualifying Service

6

Net Qualifying Service
TOTAL

7. Emoluments for Family Pension

Last Pay Drawn	Amount
Basic pay	Rs.

N.P.A	Rs.
Rank Pay	Rs.
Stgn-Incr Pay	Rs.
Others	Rs.
TOTAL-	Rs.

8. Emoluments for Death Gratuity

Last Pay Drawn	Amount
Basic pay	Rs.
N.P.A	Rs.
Rank Pay	Rs.
Stgn-Incr Pay	Rs.
Others	Rs.
D.A.	Rs.
TOTAL-	Rs.

9. Calculation of family pension under New Family Pension Scheme 1964 for joint notification

$$\frac{\text{Emoluments} \times 30}{100} = \text{Rs.p.m.}$$

Note:- Minimum family pension Rs. 1275/- p.m..

Enhanced rate of family pension:- where Government servant dies while in service having rendered not less than 7 years “continuous service”.

(a) **In cases where compensation is not admissible under WC Act-1923.**

- (i) 50% of the last emoluments or Rs.
- (ii) Double of the normal rate of family pension, Rs.

which ever is less

(b) **In case where compensation is admissible under WC Act-1923.**

- (i) 3/2 of ordinary rate of family pension or Rs.
- (ii) Double of normal rate of F.P.. Rs.

whichever is less.

Duration of Enhanced Rate of Family Pension:- Enhanced rate of family pension will be payable for a period of 7 years from the date following the date of death of Government servant. Thereafter normal rate of family pension will be payable.

10. **Calculation of Death Gratuity.**

(i)	Less than 1 year qualifying service	2 times of emoluments
(ii)	One year or more but less than 5 years.	6 times of emoluments
(iii)	Five years or more but less than 20 years	12 times of emoluments
(iv)	Twenty years or more	Half of the emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments or Rs. 3,50,000/- whichever is less

11 Demand Rs.

12 Place and channel of payment.

Auditor

S.O.(A)/A.A.O.

A.O./Sr.A.O.

ANNEXURE-C
(SL.No.22)
[See Paras 194, 197.1, 197.1(a) & 198]
GCF-20

Calculation of Commutation of a Portion of Pension:-

1. Name
 2. Post held before retirement
 3. Date of birth
 4. Age next birthday which falls onyears.
 5. Class of pension-Superannuation/Retiring/Invalid/Compensation/Compassionate Allowance
 6. Amount of pension.
 7. Date from which pension sanctioned.
 8. Rules under which pension sanctioned
 9. Whether pension specified at (6) is in full ; if not, the reason for the same.
 10. Amount of pension previously commuted.
 11. Date from which pension previously commuted.
 12. Whether the pensioner has been refused commutation on medical grounds previously or has once declined to accept commutation on the basis of an addition of years to his actual age; if so, the last date of medical examination.
 13. Fraction of pension now desired to be commuted Rs.
 14. Domicile of the pensioner.
 15. Place and Channel of payment.
 16. Capitalised value of Rs. at the age of
- | Sl.No. | Years | Rs. |
|--------|-------|-----|
| (i) | ” | ” |
| (ii) | ” | ” |
| (iii) | ” | ” |
| (iv) | ” | ” |
| (v) | ” | ” |

Auditor

SO(A)/AAO

ANNEXURE-C
(Sl.No. 23)
(See Para 198)
GCF-21

REGISTERED

No. G1/C/
Office of the PCDA(P),
Allahabad, Dated:

To,

----- (Chief Administrative Medical Officer)

SUB: Application for Commutation of Pensions of
Sir,

I have the honour to refer to the regulations governing the procedure for commutation of Pensions(Civil) and to forward herewith Form NO. S-156 (Part I to III) (return requested) with the request that you will kindly arrange for Medical Examination by the authority named below and to report on the health of the above named pensioner in Parts II and III of Form (C) S-156 –B (enclosed) after his Medical Examination has been carried out in the manner indicated in the regulations referred to above. A certified copy of Part III of Form (C) S-156-B showing the findings of the applicant should be given by the authority concerned to the applicant on the enclosed Form No.(C) -156-B and the date on which it is received by the pensioner may please be caused to be intimated to this office. The enclosed unattested copy of the pensioner's photograph may be attested by the Medical Authority, a member of the Medical Board and returned to this office along with Form S--156-B.

- (i) Medical Board.
 - (ii) Single Medical Officer not below the status of a Civil Surgeon
2. The applicant is in receipt of pension of Rs..... per month out of which he has applied to commute Rs. per month.
 3. The following documents are forwarded for necessary action :-
 - (i) An extract from the Pension Application showing the particulars for the identification of the pensioner.
 - (ii) A copy of the invaliding certificate for reference by the Board/Medical Officer in the case of invalid pensions.
 - (iii) Copy of the finding of the last Medical Examination held at on the in connection with the previous commutation application.
 4. The applicant shall be required to pay for medical examination such fee as may be specified by the Central Government.
 5. The pensioner desires to be examined at
 6. The applicant should, in the case of impaired life, also be informed of the findings of the Medical Examination on the spot and his acknowledgement obtained. The

date on which the acknowledgement is furnished by him should be intimated to this office as in Para 1 ante.

7. The address of the pensioner is given below. He has been asked to await your orders regarding the time, date and place of Medical Examination.

8. The Medical Examination may be held as early as possible but not later than three months from the date of issue of this memo. The individual will retire from service with effect from..... (date) and his Medical examination may be held within three months of that date but in no case earlier than that date.

9. As the pensioner's next birthday falls on..... his Medical Examination may be arranged on before (date in case of one day's margin) that date, if possible.

Address :-

Yours

faithfully,

AO.(P)/Sr.AO(P)

No. GI/C/..... dated

Copy forwarded for information to:-

1 -----
------(Pensioner).

2. Form 'B' No. S-156-A, duly completed, together with a copy of Form 'C' No. S-156-B is herewith sent. Part I of the latter should be filled in by you (Except for the signature) and signed in presence of the Medical Authority. You are required to pay such fee for your Medical Examination as specified by the Central Government as stated in Para 4 of the above letter.

3. You have the option of withdrawing your application to commute a part of your pension by giving written notice to this office dispatched at any time before the Medical Authority.

4. If the Medical Authority report that you have an average duration of life the commutation will become absolute, then you will be entitled on the date on which the Medical Authority sign the report to receive only the capitalised value of the portion of your pension commuted by you and from that date onwards pension will be the amount sanctioned for less the amount commuted by you. The payment of the commuted value will be made as expeditiously as possible.

5. If, on the other hand, the Medical Authority report that your age, for the purpose of the commutation is to be assumed to be greater than your actual age, you will have the option of withdrawing your application by written notice dispatched at any time within two weeks from the date of receipt of the finding of your Medical Examination. If, no

such intimation of withdrawal is received in writing from you within two weeks, it will be assumed that you have accepted the revised capital sum offered as shown in the Form 'B' furnished to you. The commutation will then automatically become absolute from the date on which the Medical Authority sign the report.

6. The(H.O.O.) has been requested to furnish a certificate that no departmental/judicial proceedings of the nature mentioned in Government of India, Ministry of Finance (Department of Expenditure) Notification No. F. 2(5)-EV©/62 dated 22-08-1962 have been instituted or were pending against you on the date of your retirement or continued against you, thereafter or instituted after the date of your retirement under Rule-4 of CCS(Commutation of Pension) Rules 1981. The medical examination (which is being arranged to avoid delay) will be effective for the purpose of commutation only if the requisite certificate is furnished by the H.O.O..

Note:- Written notices when sent to this office should be dispatched by Registered Post as this office cannot accept any responsibility for the loss of such notice in transit.

(ii) The
.....
.....

Head of Office

7. Please furnish a certificate that no judicial /departmental proceedings have been instituted or were pending against Shri on the day of his retirement or continued thereafter or instituted after the date of his retirement under Rule-4 of CCS(Commutation of Pension) Rules 1981.

For A.O./Sr.A.O.

ANNEXURE D'

MODEL CALCULATIONS

ANNEXURE 'D'

Sl. No.	Model calculation	Affected Para	Page No.
1	Superannuation pension/retirement gratuity/family pension/commutation of pension	74.1(VI)	310
2.	Voluntary retirement under Rule 48-A, CCS (P) Rules, 1972	74.1(VII)	311
3.	Invalid Pension	74.1(VII)	312
4.	Revision of pension: Pre-86 Retiree w.e.f. 1.1.96	93	313
5.	Revision of restored amount of commuted portion of pension absorption cases	213	314
6.	Family pension under CCS (EOP) Rules	249.3	316
7.	Disability pension under CCS (EOP) Rules	252(d)	317
8.	Family pension under Liberalised Pension Rules	278.1	318
9.	Disability pension under Liberalised Pension Rules	281(iii)	320
10.	Calculation of interest at GPF rates in cases where amount of pension/gratuity is to be recovered with interest for counting of past service.	97.5	321

ANNEXURE-D

[See Para 78]

MODEL CALCULATION No. 1

Superannuation Pension /Retirement Gratuity /Family Pension And Commutation of Pension

Shri 'X' a DGM of factory retired on attaining the age of superannuation i.e. 60 years. His retirement benefits will be calculated as under :-

	Data
Name –	'X'
Date of birth	6.06.1951
Date of appointment	10.03.1976
Date of retirement	30.06.2011
Class of pension	Superannuation
Pension Rules by which governed	CCS(P) Rules, 1972
Qualifying service from 10.03.1976 to 30.06.2011	35 yrs. 03 m 22 ds.

A(i) Emoluments for pension for the last 10 months

From	To	Period			Rates of Pay	Total Emoluments
		Y	M	D	In rupees	In rupees
xxxxx	xxxxx					
1.09.2010	30.04.2011	0	8	0	20375/- +7600 =27975	2,23,800/-
1.05.2011	30.06.2011	0	2	0	21215/- +7600 =28815	57630/-
Total	0	10	0	281430/-

Average emoluments = 281430/10 = 28143/-

A(ii) Pension = 50% of average emoluments or emoluments last drawn which ever is beneficial.

= 50% of 28515=14407.5 say 14408

B (i) Emoluments for retirement gratuity = BP+GP+ DA = 21215+7600+14695.65(i.e.51%of BP) = 43510.65/-

B(ii) Retirement gratuity = 43510.65 x 33 x 2/4 = 7,17,925.72 = 7,17,926

C(i) Emoluments for family pension = BP +GP +NPA=21215+7600+0 = 28815

C(ii) Family pension

(a) Normal rate = 28815 x 30% 8644.5 say 8645 (b) Enhanced rate

(i) 50% of 28815 14407.5 say 14408

(ii) Restricted to individuals pension 14408

D(i) Commutation of pension - Applied for 40% of his pension ie. 40%

Final awards

(i) Pension Rs 14408/- p.m. wef 1.07.2011 for life

(ii) Retirement gratuity Rs.7,17,926/- lump sum

(iii) Family pension

(a) Enhanced Rate Rs 14408/-p.m. From the date following the date of death for 7 years or up to 30.06.2018 whichever is earlier and thereafter

(b) Normal rate Rs.8645/-p.m.

(iv) Commuted value of pension - Rs.5,66,665/-lumpsum

(v) Residual Pension Rs. 8645/-

(vi) Dearness relief @ 58% of basic pension wef 1.07.2011 to 31.12.2011 and thereafter as sanctioned by the Government from time to time

MODEL CALCULATION No. 2

Voluntary Retirement under Rule 48-A CCS(P) Rules 1972

Post Class- I
Date of Birth 04.12.1968
Date of Appointment 31.12.1987
Date of Retirement 01.02.2011(FN)
Qualifying Service 23 years one month and 1 day

Details of pay drawn during the last ten months period preceding the date of retirement and average emoluments

From	To	Period	Pay	Total
01.04.2010	31.01.2011	10 month	26,400+ 6600	3,30,000

Average Emoluments $= 3,30,000 / 10 = 33000$

Pension = 50% of average emoluments or emoluments last drawn which ever is beneficial
i.e. 50% of 33000 = 16500

Retiring pension @ Rs. 16500/- p.m. wef 1.02.2011 for life;

MODEL CALCULATION No. 4

REVISION OF PENSION : PRE-86 RETIREE W.E.F. 1-1-2006

Post	Senior Store Supdt.	Date of Birth
15.12.1930		
Date of Voluntary Retirement	06.07.1980	
Qualifying service drawn	28yrs 10 months 6 days (including weightage)	Last pay
	Rs.750/-	
Notional Pay as on 1.1.1986	Rs.2200/-	
Pension for 33 years	Rs.1100/-	
Pension for 28.50 years	Rs.950/-	

Consolidation of Rs.950/- as on 1.1.96

Pension	Rs.950/-
DR at 148%	Rs.1406/-
IR-I	Rs.50/-
IR-II	Rs.95/-
Fitment Weightage of 40% on pension	<u>Rs.380/-</u>
Total	<u>Rs.2881/-</u>

Consolidated and revised pension wef 1.1.96	Rs. 2881/-
Revised scale of pay wef 1.1.96	Rs.5500-175-9000/-

Modified Parity Benefit: The consolidated and revised pension as above should not be less than 50% of the minimum of the corresponding scale as on 1.1.1996 of the scale of pay held by the pensioner 50% of minimum of revised scale of pay i.e. Rs. 5500/- is Rs. 2750/- and 2881/- is not less than Rs. 2750/- i.e. 50% of the minimum of the corresponding scale as on 1.1.1996 of the scale of pay
Consolidation of Rs.2881/- as on 01.01.2006

Pension	Rs.2881/-
Dearness Pension	Rs.1441/-
DR at 24%	Rs.1038/-
Fitment weightage of 40% on pension	Rs.1153/-
Total	<u>Rs.6513/-</u>

Consolidated and revised pension wef 1.1.2006	Rs.6513/-
Revised scale of pay wef 1.1.2006	9300-34800+ GP 4200

Modified Parity Benefit: The consolidated and revised pension as above should not be less than 50% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale. 50% of the minimum of the pay in the pay band plus the grade pay i.e. Rs. 9300/- +4200=13500 is Rs. 6750/-.For qualifying service 28years 10months 06 days it comes to Rs.5932/- and Rs. 6513/- is not less than Rs.5932/-.

Family Pension

1. FP admissible under normal Rules on notional pay of Rs.2200/- (15% of pay subject to min. of Rs. 450/-) Rs.450/-
2. FP @ 30% (2200x 30%) Rs.660/-
3. Consolidation of Rs. 450/- as on 1.1.96 Rs.1396/-
4. Additional pension due to difference of 1 and 2 i.e.(660-450) Rs.210/-
5. Total of consolidated and additional pension i.e.3 and 4 Rs.1606/-

Consolidation of Rs.1606/- as on 01.01.2006

Pension	Rs.1606/-
Dearness Pension	Rs.803/-
DR at 24%	Rs.579/-
Fitment weightage of 40%	Rs.643/-

on pension

Total **Rs.3631/-**

Consolidated and revised pension wef 1.1.2006 Rs.3631/-
Revised scale of pay wef 1.1.2006 9300-34800+ GP 4200

Modified Parity Benefit: The consolidated and revised pension as above should not be less than 30% of the minimum of the pay in the pay band plus the grade pay corresponding to the pre-revised pay scale. 30% of the minimum of the pay in the pay band plus the grade pay i.e. Rs. 9300/- +4200=13500 is Rs. 4050/- and Rs. 3631/- is less than Rs.4050/-.

MODEL CALCULATION No.5**Revision of restored amount of one third commuted portion of pension in absorption cases:**

1.	Date of Birth	11.10.1993	
2.	Date of Appointment	31.05.1957	
3.	Date of Abs in PSU	06.12.1981	
4.	Date of 100% Commutation	09.08.1995	
5.	Date of Initial Restoration	09.08.2000	
6.	SCALE OF PAY		
(a)	V –CPC	7450-225-11500	
(b)	VI-CPC	9300-34800+4600 GP	
7.	PAY PARTICULARS		
(i)	Last pay drawn	1000/-	
(ii)	Net Q. S.	12 years	
(iii)	Pension Sanctioned	448/- WEF 07.12.1981 Consolidated to Rs.1023/- under Vth CPC & Rs.3101/- under VIth CPC.	
8.	REVISED RESTORABLE 1/3 RD PENSION WEF 01.01.1996 as per GOI OM dt.06.09.2007.		
		FULL PENSION	REVISED 1/3 RD PENSION
	Full Basic Pension as on 31.12.1995	1023	341
	DR @ 148% ON Full Basic Pension, Dated 31.12.1985	1515	1515
	Interim Relief-I	50	50
	Interim Relief-II @10% full Basic pension	103	103
	WEIGHTAGE @ 40% ON Full Basic	410	410

	Pension		
	TOTAL	3101	2419
Note:-	Full pension Rs. 3101/- for the purpose of payment of DR, if admissible.		
9.	REVISED RESTORABLE 1/3 RD PENSION WEF 01.01.2006 AS PER GOI OM DATED 15.09.2008.		
		FULL PENSION	REVISED 1/3 RD PENSION
	Full Basic Pension as on 31.12.2005	3101	1033
	DP @ 50% OF FULL PENSION	1551	1551
	DR @ 24% ON FULL PENSION +DP	1117	1117
	WEIGHTAGE @ 40% ON FULL PENSION	1241	1241
	TOTAL	7010	4942
Note:-	Full pension Rs. 7010/- for the purpose of payment of DR, if admissible.		
<p>Note:- In respect of those PSU absorbees, whose pre-revised 1/3 restored pension plus admissible DP and DR as on 1.9.2008 works out to be more than the amount of the revised 1/3rd restorable pension plus DR on the implementation of the Government's decision on the recommendations of the Sixth Central Pay Commission in terms of instruction contained in OM dated 15.09.2008, shall continue to draw the re-revised pension plus DP plus DR admissible in terms of orders existed prior to issue of the OM dated 15.09.2008 till such time the restored amount of revised pension in terms of instruction contained in OM dated 15.9.2008 plus admissible DR works out to be more than the pre revised 1/3rd restored pension.</p>			

Model calculation No. 6

DISABILITY PENSION UNDER CCS (EOP) RULES

1. A Section Officer of Defence Accounts Department was boarded out of service on 20.11.2012 with 60% disablement due to accident on the same day resulting in multi-fracture of legs, while traveling in a military vehicle for local audit of account of a unit.

1.1 Work out disability pension admissible under CCDS (EOP) Rules.

2.1 His case is covered under category 'C' of Deptt. of P&PW OM No. 45/22/97-P&PW(C) DT. 3.2.2000

2.2 Service particulars are as under:

2.2.1 Date of birth 2.11.1968

2.2.2 Date of apptt 30.10.1992

2.2.3 Date of invalidment 20.11.2012

2.2.4 Last pay drawn - Rs. 7250+GP 4800

3. Rule Position: Para 3 (ii) (i) of Deptt. of P&PW OM No. 45/22/97-P&PW (C) dated 3.2.2000

3.1 "Normal pension and gratuity admissible under the CCS (P) Rules 1972 plus disability pension equal to 30% of basic pay for 100% disability"

4. Qualifying Service

From 30.10.1992 to 20.11.2012 = 20 years 22 days

5. Working of Disability Pension

5.1 30% of 12050 = Rs. 3615/-

For 100% disability = 3615

For 60% disability = 3615 x 60% = 2169

5.2 Disability pension, Rs. 2169/- p.m. w.e.f. 21.11.2012 for life

Note-1

The award of disability pension of Rs. 2169 is in addition to normal pension and gratuity for 20 years qualifying service w.e.f. 21.11.2012 for life

Note-2:

In case the section officer is retained in service in spite of the disability of 60% he will not be entitled to normal pension and gratuity for 20 years service. Instead he would be entitled to a compensation in lump-sum (i.e. in lieu of the disability pension) on the basis of disability pension admissible to him by arriving at the capitalized value of such disability pension with reference to the commutation table in force from time to time.

The working of capitalized value will be as under:

2.1.1. Age next birth day on 2.11.2003-45 years

2.1.2. Purchase value for 45 years – 8.996

2.1.3. Capitalized value of disability pension of

Rs. 2169=2169 x 12 x 8.996=2,34,147.88 say 2,34,148/-

MODEL CALCULATION NO. 7

FAMILY PENSION UNDER CCS (EOP) RULES

1. Late 'Y' of MES met with an electric accident while on bonafide Govt. duty on 30.7.2009 and sustained brain injury due to fall down because of electric shock. He died on 30.7.200. His last pay drawn was Rs. 4300/- p.m.

1.1. The court of inquiry conducted on 10.8.2009 opined that death of the deceased is attributable to Government service. His case is covered under category 'C' of Deptt. of P&PW OM No. 45/22/97-P&PW(C) dated 2.3.2000

1.2 Work out family pension under CCS (EOP) Rules admissible to widow.

Rule position for category 'B' and 'C'

2. Where the deceased Govt. servant was holding a pensionable post 60% of basic pay subject to minimum of Rs. 7000/-

3. The rate of family pension admissible to widow will be worked out as under:

Family Pension

$12200 \times 60 / 100 = \text{Rs. } 7320/- \text{ P.M.}$

(Subject to minimum of Rs. 7000/- p.m.)

3.1 The widow would be entitled to family pension at Rs. 7320 p.m. wef 31.7.2009 till death or remarriage, whichever is earlier.

Dearness relief as sanctioned by the Government from time, to time, will also be admissible to the family pensioners alongwith the amount of family pension

MODEL CALCULATION NO. 8

Disability pension under Liberalised Pension Rules

1. A Defence civilian was disabled out of service on 14.12.2012 with 75% disablement due to indiscriminate firing by terrorists during performance of his duties in J&K area.

1.1 His case is covered under category 'D' of Deptt. of P&PW OM No. 45/22/97-P&PW(C) dated 3.2.2000

1.2 Work out disability pension admissible under Liberalised Pension Rules.

1.3 His service particulars are as under:

Date of birth	-	15.03.1969
Date of apptt	-	30.01.1994
Date of injury	-	14.12.2012
Pay scale	-	9300-34800+GP 4800
Last pay drawn	-	Rs. 12510+4800=17310/-
Date of last increment	-	01.07.2012

1.4 Work out disability pension admissible to the Defence Civilians under Liberalised Pension Rules

Rule position:

2. Disability pension comprising of a service element equal to the retiring pension and gratuity to which the employee would have been entitled to, on the basis of his pay on the date of invalidation but counting service upto the date on which he would have retired in the normal course and disability element equal in amount to normal family pension subject to the condition that the aggregate of the service element and disability element shall not be less than 80% of the pay last drawn for 100% disability.

3. Total qualifying Service upto the date on which he would have retired in normal course i.e. 31.3.2029

30.01.1994 to 31.03.2039 = 35 years 2 months 2 days

Maximum service to be taken for pension gratuity – 33 years

4. Retiring pension: 50% of emoluments last drawn=50% of 17310=8655/-

5. Retirement gratuity emoluments for gratuity

Pay in pay band plus grade pay	-	Rs. 17.310
DA as on 14.12.2012 (72%)-	-	Rs. 12464
Total Pay + DA	-	Rs. 29774
Retirement gratuity-29774 x 16.5	-	Rs. 4,91,271/-

6. Service element

= retiring pension =8655/-

6.1 Disability element

Equal to normal family pension for 100% disablement i.e. 17310 x 30% =

Rs 5193/-

for 75% disablement at 5193 x 75% = Rs 3895/-

6.2 Disability pension

Service element + Disability element

i.e. sl. No. 6 + sl. No. 6.1

=8655+3895=12550/- p.m.

Note:1.The condition given for category 'D' cases that the aggregate of the service and disability element shall not be less than 80% of the pay last drawn is applicable in cases of 100% disability only.

Note:2 Cases covered under category 'E' will be worked out similarly except that the disability element in that case will be last pay drawn and not the normal family pension for 100% disability.

MODEL CALCULATION NO. 9

FAMILY PENSION UNDER LPR

1. Late PNR 'X' of GREF. was detailed on duty on a vehicle TATA Triper for construction of road on 21.3.2011 alongwith two other GREF personnel. All the GREF personnel including late 'X' were ambushed by the militants by sudden outbreak of indiscriminate firing at about 830 hours on the said day.

1.1 Court of inquiry found that late 'X' was on Government bonafide duty

1.2 The last pay drawn by late 'X' on the date of his death was Rs. 12840+2800 GP/- p.m.

1.3 His case is covered under category 'D', of Government of India, Deptt. of P&PW OM No. 45/22/97- P&PW dt. 3.2.2000

1.4 The last pay drawn by late PNR 'X' on 21.3.2011 is Rs Rs. 12840+2800 GP = Rs 15640/-

1.5 Work out family pension admissible to the widow of late 'X' under the provisions of Liberalized Pension Rules

2. **Rule Position** – If the Government servant is survived by the widow , she will be entitled to family pension, equal to the pay last drawn by the deceased Govt. servant.

2.1 The said family pension shall be admissible to her for life or until her re-marriage

2.2 In the event of remarriage of the widow family pension will be arrived at the rate of family pension and subject to the conditions laid down for family pension under the CCS (P) Rules 1972 from the date following the date of her remarriage.

3 The widow of late 'X' would be entitled to family pension under liberalized pension rules at the rate of last pay drawn i.e. Rs. 6900/- p.m. from 22.3.2011 for life or till her remarriage .

3.1 Dearness relief shall be admissible on the pension as sanctioned by the Government from time to time.

4. In case of her remarriage she would be entitled to normal family pension under CCS (P) Rules 1972 at Rs. 4692/- p.m. (i.e. 30% of 15640) from the date following the date of her remarriage till death or remarriage, whichever is earlier.

Model calculation No. 10

Calculation of interest at GPF Rates in cases where amount of pension/gratuity is to be recovered with interest for counting the past service:

An ex-service-man who was paid on 1-11-99 a sum of Rs. 32060/- on account of service/retirement gratuity for 5 years qualifying military service, is re-employed in civil capacity wef 1.02.2000. He opted to count military service towards civil pension within the stipulated time limit. Work out the total amount of refund including the interest at GPF rates, if he decides to refund the terminal benefits on 1-09-2001.

- (i) Amount of terminal benefit Rs. 32,060
 (ii) GPF Rate of interest for the period from
 4/1999 to 3/2000 @ 12%
 4/2000 to 3/2001 @ 11%
 4/2001 to 3/2002 @ 9.5%

(iii) Interest calculation in the case of refund of pensionary benefits.

(a)	Balance on 31.10.99		Rs.32060/-, interest 12%
	month	Refund	Balance at the and of month
	11/1999	---	32060
	12/1999	---	32060
	1/2000	---	32060
	2/2000	---	32060
	3/2000	---	<u>32060</u>
	Total		1,60,300

$$\text{Interest} = \frac{160300 \times 12}{12 \times 100} = 1603$$

(b) Balance as on 31.03.2000(32060 + 1603) = 33663

month	Refund	Balance at the end of month
4/2000	---	33663
5/2000	---	33663
6/2000	---	33663
7/2000	---	33663
8/2000	---	33663
9/2000	---	33663
10/2000	---	33663
11/2000	---	33663
12/2000	---	33663
1/2001	---	33663
2/2001	---	33663
3/2001	---	<u>33663</u>

Total		40,39,56
Interest	=	$\frac{403956 \times 12}{12 \times 100} = 3702.93$

(c) Balance as on 31.03.2001(33663 + 3702.93) = 37365.93, interest rate – 9.5%

month	Refund	Balance at the and of month
4/2001	---	37365.93

5/2001 ---	37365.93	
6/2001 ---	37365.93	
7/2001 ---	37365.93	
8/2001 ---	<u>37365.93</u>	
Total	1,86,829.65	
Interest	$= \frac{186829.65 \times 9.5}{12} \times 100$	= 1479.06

- (d) Balance as on 31.08.2001(37365.93 + 1479.06) = 38844.99 or 38845/-
(e) Total amount to be refunded on 1.09.2001, Rs.38845/-

CONCORDANCE TABLE
Explanatory Memo For Each Para In Office Manual Part –IV Vol-II (2014)

Sl. No.	Para No. as per OM Part-IV Vol-II (2006)	Para as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
1	15	15	Modified	PCDA (P) Circular No. 77, dt.15.12.2009 & Cir.91, dt.03.08.2012.
2	16	16	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
3	32	32	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
4	33 to 38 and 40		Deletion	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
5	39	39	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
6	41.1, 41.3 & 41.6	41.1, 41.3 & 41.6	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
7	41.6 (ii)	41.6 (ii)	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
8		41.7	Addition	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
9	46		Deletion	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
10		46A	Addition	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
11		46B	Addition	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
12	48	48	Modified	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
13	49	49 Note	Addition	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.2014.
14	72.1	72.1	Modified	Government of India, Ministry of Finance Department of Expenditure F.No. 105/1/2004-IC dated 01.03.2004.

Sl. No.	Para No. as per OM Part-IV Vol.-II (2006)	Para as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
15		72.4	Addition	MoD ID No.1/5/2009/D(Pay/Services) dated 22.05.2009 and DP&PW OM No.38/37/08-P&PW (A), dt.02.09.2008.
16		74.1(x-a)	Addition	P&PW OM No. 38/37/08- P& PW (A) dated 2-09-2008.
17	74.2(viii)	74.2(viii)	Modified	P&PWOMNo.38/37/08-P&PW(A)dated 02-09-2008
18	74.3(ii)	74.3(ii)	Modified	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
19		74.4(iv-A)	Addition	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
20		74.5 -iv	Addition	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
21	75(vii)	75(vii)	Modified	P&PW OM No. 20/16/98- P&PW (F) dated 11.07.2013.
22	75(viii)	75(viii)	Deletion	P&PW OM No. 20/16/98- P&PW (F) dated 19-04-2010
23	83.1	83.1	Modified	MoD letter No. 7(32)/2007/D(AG) dt. 14.05.2008 & 7(119)/2008-D (AG) dated 30.03.2011.
24	84	84	Modified	P&PW OM No. 4/25/2008- P&PW (D) dated 26.05.2010.
25	87(3)	87(3)	Modified	P&PW OM No.1/33/2012-P&PW(E),dt.16.01.2013
26	93	93	Modified	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
27		125.2	Addition	P&PW OM No.28/30/2004-P&PW (B) dated 28.10.2009
28		128.3	Addition	P&PW OM No.38/37/2008-P&PW (A) dated 02.09.2008.
29		128.4	Addition	P&PW OM No.38/37/2008-P&PW (A) dated 02.09.2008.
30		128.5	Addition	P&PW OM No.38/37/2008-P&PW (A) dated 02.09.2008.
31	129.1	129.1	Modified	P & PW OM No. 1/33/2012-P&PW (E) dated 16.01.2013
32	129.4 & 129.5	129.4 & 129.5	Modified	P&PW OM No.1/28/04-P&PW(E) dated 2.7.2010.
33	129.6	129.6	Modified	P & PW OM No.1/16/96-P &PW(E) (Vol-II) dated 27.11.2012
34		129.8 A	Addition	P & PW OM No. 1/33/2012-P&PW (E) dated 16.01.2013.
35	135	135	Modified	PCDA (P) Section Order no. 12 dated 19.9.2014

Sl. No.	Para No. as per OM Part-IV Vol.-II (2006)	Para as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
36	145	145	Modified	PCDA (P) Section Order no. 12 dated 19.9.2014
37	153(i)	153(i)	Modified	DP & PW O M No. 1/18/01-P &PW (E),dt. 25.04.2008
38	153.3 (iii)	153.3 (iii)	Modified	DP & PW O M No. 1/18/01-P &PW (E),dt. 25.04.2008
39	164	164	Modified	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
40		169(i-A)	Addition	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
41	171(ii)	171(ii)	Modified	38/37/08-P&PW (A) dt. 2.9.2008 and 38/37/08-P&PW (A) Pt-II dt.3.10.2008
42	172(iii)	172(iii)	Modified	P&PW OM No.38/37/2008-P&PW (A) dated 2.9.2008.
43	172(iv)	172(iv)	Modified	P&PW OM No. 1/16/96-P&PW (E) Vol-II dt. 27.11.2012.
44	195	195	Modified	P&PW OM No.38/37/2008-P&PW (A) dated 02.09.2008
45		252A	Addition	P&PW OM No.45/03/2008-P&PW (F) dated 18.11.2008.
46		252B	Addition	P&PW OM No.33/5/2009-P&PW (F) dated 10.12.2010.
47		252C	Addition	P&PW OM No.38/37/08-P&PW (A) dated 02.09.2008.
48		282.2	Addition	P&PW OM No.45/3/2008-P&PW (F) dated 18.11.2008
49		282.3	Addition	P&PW OM No.33/5/2009-P&PW (F) dated 10.12.2010.
50		282.4	Addition	P&PW OM No. 33/5/2009-P&PW (F) dated 10.12.2010.
51		282.5	Addition	P&PW OM No. 38/37/08-P&PW (A) dt.02.09.2008.
52		285.3	Addition	P&PW OM No. 38/37/08-P&PW (A) dt.02.09.2008.
53	286	286	Modified	Rate of DR issued time to time
54		286A-1	Addition	P and PW OM. No 38/37/08-P and PW (A) dated 01.09.2008.
55		286A-2	Addition	P & PW OM. No. 38/37/08-P & PW(A) dated 02.09.2008.
56		286A-3	Addition	P & PW OM No. 4/29/99 P&PW (D) dt.12.7.2000, OM No.4/31/2000-P&PW (D) dt.16.1.2001 and OM No.4/79/2006-P&PW (D)dt6.09.2007 and OM No.42/2/2008-P&PW (G) dt.12.09.2008.
57		286A-4	Addition	P &PW OM. No 42/2 /2008-P and PW (G),

Sl. No.	Para No. as per OM Part-IV Vol.-II (2006)	Para as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
				dated 12.09.2008.
58		291.1	Addition	P&PW OM No. 1/10/2012-P&PW (E) dated 28.06.2013. and F No. 42/10/2014- P &PW(G) dated 07th May 2014.
59		295-A	Addition	P&PW OM No. 1/10/2012-P&PW (E) dated 28.06.2013.
60		300-A	Addition	P&PW OM No. 23/3/2008-P&PW (B) dated 15.09.2008.

APPENDICES

Sl. No.	Appendix as per OM Part-IV Vol.-II (2006)	Appendix as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
1.	Appendix -3	Appendix -3	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
2.		Appendix-4A	Addition	PCDA (P) Circular No. 77, dt.15.12.2009 & Cir.91, dt.03.08.2012.
3.		Appendix-6A	Addition	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
4.	Appendix-15	Appendix-15	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
5.	Appendix - 19	Appendix - 19	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
6.		Appendix-19-A	Addition	PCDA (P) Section Order No. 12 , dated 19.09.2014. Bearing file no. G1/C/047/VOI – VII/Tech dated 19.09.14.
7.		Appendix-23A	Addition	Ministry of Finance Department of Expenditure F.No. 105/1/2004-IC dated 01.03.2004.
8.		Appendix-34 A	Addition	P&PW OM No.38/37/08-P&PW (A) dated 02-09-2008
9.	Appendix-42	Appendix-42	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
10.	Appendix - 43	Appendix -43	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
11.	Appendix - 44	Appendix -44	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.

ANNEXURE – C (GCF)

Sl. No.	Annexure-C (GCF) as per OM Part-IV Vol.-II (2006)	Annexure-C (GCF) as per OM Part-IV Vol.-II (2014)	Addition/ Deletion/ Modified	Authority
1.	GCF-25	GCF-25	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
2.	GCF-26	GCF-26	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
3.	GCF-27	GCF-27	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
4.	GCF-28	GCF-28	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
5.	GCF-4	GCF-4	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
6.	GCF-31	GCF-31	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
7.	GCF-32	GCF-32	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
8.	GCF-33	GCF-33	Modified	PCDA(P) Circular no. 58 dated 23.09.2008 and Circular no. 106 dated 18.3.2014.
9.		GCF-36A	Addition	PCDA(P) Circular no. 78 dated 02.02.2012