1. **BROAD FEATURE**

1.1 The Scheme for payment of pensions to Central Government Civil Pensioners by Authorised Banks was introduced in stages from 1st July 1976, and was made applicable throughout the country with effect from 1st February, 1977. Reserve Bank of India have authorized HDFC Bank Ltd. to make payments of pension to Central Civil pensioners w.e.f. 1.4.2001\(^2\) and ICICI Bank Ltd., IDBI Bank Ltd and UTI Bank Ltd w.e.f. 1.10.2003.\(^3\)

2. **LIST OF AUTHORISED BANKS**

2.1 A State-wise list of Authorised Banks (ABs)\(^4\) selected in consultation with the Department of Economic Affairs (Banking Division) and the Reserve Bank of India (RBI) for payment of pensions to Central Govt. Civil Pensioners is given in Annexure I (Page 25). The overall supervision and coordination of this work, including that of obtaining reimbursement of the payments made from the Reserve Bank of India CAS Nagpur through their respective Link Cells at Nagpur will be carried out by the nominated branches designated as NODAL Branches of these Authorised Banks.\(^5\)

2.2 The names and addresses of Link Branches nominated by the ABs are to be communicated to the Central Pension Accounting Office (CPAO) together with complete lists of their designated paying branches in the District and their addresses by the RBI. For the time being all the branches of Authorised banks in the States/Union territories where they are nominated to handle pension payment work are authorised to disburse pension payments under the Scheme.

2.3 In case the nominated Authorised bank does not have a branch at any district headquarters its branch nearest to that Distt. HQ may be nominated as Link Branch.

3. **EXTENT OF APPLICATION**

3.1 Unless otherwise specified or stated, all Civil Pensioners of Central Govt. retiring from Civil Ministries or Departments (other than Railways, P & T and Defence), pensioners of Union Territory Administrations without legislatures e.g., Chandigarh, Andaman and Nicobar Islands, Delhi, Daman & Diu, Dadra and Nagar Haveli and Lakshadweep, retired judges of High Courts and Supreme Court and all India Service Pensioners belonging to the Union Territory cadre are covered by the scheme including payment of family pension. This scheme also covers payment of pensions to former Members of Parliament and the payment of pension and other amenities to the former Presidents and vice Presidents of India including payment...
of medical expenses and traveling expenses towards medical checkup to the spouse of the former and deceased Presidents and Vice Presidents.°

*1 C.S No 11, Authority CGA's UO No. 1(7) (1)2000/TA/155 dated 10/11-3-2004

3.2 Cases of All India Service Officers borne on State cadres, who retired before 1.10.1982 from posts held under the Central Govt. and to whom payment of pension had been actually authorised under the provisions of the then existing scheme, are deemed to be covered by the Scheme. The remaining such officers will be governed by the provisions of the scheme of the State Govt. on whose cadre they were borne before retirement. Family pension in respect of pensioners as above and that payable in respect of employees who die while in service before retirement are also covered by this scheme.

3.3 Payment of ex-gratia pension to families of deceased CPF beneficiaries introduced by Central Govt. w.e.f. 1.1.1986 is also covered by this scheme.

4. MODE OF CREDITING PENSION

4.1 Payment of pensions, including family pension, will be automatic and no bill will be required to be submitted. The amount of monthly pension, including relief on pension sanctioned by Government from time to time, will be credited by the paying branch selected by the pensioner, to his or her individual savings/current account already opened or to be opened with that branch.

4.2 Payment of pension in cash or through a joint account with or without ‘either or survivor’ facility is not permitted in the Scheme.

4.3 The account cannot also be allowed to be operated by a holder of power of attorney except in case of account of former President/Vice-President° of India or of the spouse of the deceased President/Vice-President. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure II (Page 29).

*2 CS No-12 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

4.4 The amount required by the President/ Vice- President of India towards ‘other amenities’ as authorised through Special Seal Authority (SSA) will be drawn by him from the bank in the form of a simple receipt. The medical expenses will be drawn on production of Certificate in Form II-A (by the President/Vice-President) or in Form II-B (by the holder of Power of Attorney) as incorporated in Annexure III (Page-30). The travelling expenses towards medical check-up will be drawn on production of Certificate in Form III or in Form IV as given in Annexure IV (Page-30). The medical expenses in respect of spouse will be drawn on production of Certificate in Form II-A or in Form II-B as given in Annexure V (Page-31) and travelling expenses towards medical checkup of spouse will be drawn in Form III or in Form IV as given in Annexure VI (Page-31).

4.5 As soon as the simple receipt or certificate as mentioned in Para 4.4 above is produced, the bank will credit the account of the former President / Vice-President or of the spouse of
the deceased President/ Vice-President with the amount shown in the receipt or in the Certificate, as the case may be.

5. DEATH/RETIREMENT GRATUITY

5.1 Unless otherwise specified, payment of Death/Retirement gratuity is not covered under the Scheme.

6. AUTHORITIES COMPETENT TO ISSUE (PPOs)

6.1 In respect of Central Govt. (Civil) employees retiring from Ministries / Departments, only the concerned Pay and Accounts Officer of the Ministry / Deptt./Office is competent to issue the Pension Payment Order, commonly known as PPO. In respect of retired High Court Judges the PPOs are issued by the respective State Accountant General and those for former Members of Parliament by the respective PAO of Lok Sabha Secretariat or of Rajya Sabha Secretariat as the case may be. In respect of former Presidents of India and the spouse of the deceased Presidents, the PPOs and the SSA for payment of other amenities will be issued by the PAO, President’s Secretariat and in respect of former Vice-Presidents by PAO of Rajya Sabha Secretariat*1 in respect of employees of Union Territories authorities indicated below are competent to issue the PPO.

*1 CS No-13 Authority CGA’s UO No. 1(7)(1)2001/TA/155 dated 10/11-3-2004

<table>
<thead>
<tr>
<th>Category of Pensioners</th>
<th>Competent Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Pensioners (including All India Service Officers borne on U.T. Cadre) belonging to U.T. Administration</td>
<td></td>
</tr>
<tr>
<td>(i) whose accounts have been separated from Audit</td>
<td>Respective Pay &amp; Accounts Officer of the Union Territory</td>
</tr>
<tr>
<td>(ii) whose accounts have not been separated from Audit</td>
<td>Respective Accountant General of the Union Territory.</td>
</tr>
<tr>
<td>(b) Pensioners belonging to All India Service (U.T. cadre) and retiring from U.T. Government with legislatures</td>
<td></td>
</tr>
<tr>
<td>(i) whose accounts have been separated from Audit</td>
<td>Respective Pay &amp; Accounts Officer of the Union Territory</td>
</tr>
<tr>
<td>(ii) whose accounts have not been separated from Audit</td>
<td>Respective Accountant General of the Union Territory.</td>
</tr>
</tbody>
</table>

6.2 However, in case of an A.I.S.(All India Service) Officer belonging to U.T. cadre who retires while on deputation to Central Govt. Department, PPO will be issued by the PAO of the borrowing Ministry/Department.
6.3 The PPO and any subsequent amendments to it shall be sent by the PAO to the CPAO after embossing the special seal for arranging payment to the pensioner through bank. The PAO while issuing the PPO will indicate in the PPO the particular branch of the AB from which the pensioner has opted to draw the pension.

The specimen of the special seal and the signature of the PAO (Officer authorized to sign the PPO and amendments thereto) will be sent by the concerned Ministry/Department to the CPAO. In the event of a change in the incumbency of the PAO the specimen signature of the relieving officer will be sent to the CPAO by the relieved Officer.

7. ACCOUNTING AUTHORITY THROUGH WHOM PPOs HAVE TO BE TRANSMITTED TO LINK BRANCHES ETC.

7.1 The nominated Pay and Accounts Officer of the Central Pension Accounting Office would be responsible for forwarding PPOs with SSA and for other amenities in respect of former Presidents and Vice-Presidents*1 of India or the spouse of the deceased Presidents and Vice-Presidents to the concerned Link Branch in the State/Union Territory. The provision of this para is equally applicable to amendment letters required to be issued consequent on revision of pension (referred to para 20 ibid).

*1 CS No-14 Authority CGA's UO No. 1(7)(1)2001/TA/155 dated 10/11-3-2004

7.2 An impression of special seal together with specimen signatures of PAO of Central Pension Accounting Office authorised to forward pension papers to link branches, countersigned by the Manager, RBI will be forwarded first time to link branches of the AB by the CPAO. In the event of a change in the incumbency of the PAO, the specimen signature of the new Officer will be sent to the Link Branch duly attested by the relieved officer. The Link Branch will keep the specimen signature of PAOs and the impression of special seal so received on their records.

7.3 The time schedule to be followed by the various offices will be as under:

<table>
<thead>
<tr>
<th>Name of the Office</th>
<th>Time Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Pay &amp; Accounts Officer</td>
<td>Despatch of PPO by PAO to the CPAO on the last working day of the month preceeding the month of retirement.</td>
</tr>
<tr>
<td>issuing PPO</td>
<td>Despatch of PPO by CPAO to Link branch of Authorised Bank by 20th of the month of retirement.</td>
</tr>
<tr>
<td>(ii) Central Pension Accounting Office (CPAO)</td>
<td>Despatch of PPO by Link Branch to paying branch by 23rd of the month of retirement.</td>
</tr>
<tr>
<td>(iii) Link Branch-</td>
<td>Paying Branch will complete all formalities and ensure that the pension has been credited to the pensioner's Account on the last date of the month.</td>
</tr>
<tr>
<td>(iv) Paying Branch-</td>
<td></td>
</tr>
</tbody>
</table>
7.4 In case of Union Territory Governments/Administrations where accounts have not been separated from Audit, the Accountant General will perform the functions of PAO.

8. RECORD OF TRANSFER OF PPOs

8.1 The CPAO will maintain a Central Data Bank in the Form as given in Annexure VII (Page 32) to this Scheme in respect of all PPOs.

8.2 Each link branch will maintain a register in the form prescribed in Annexure VIII (Page 33) to serve as a consolidated record of the PPOs received by it from the CPAO for arranging their payments at its specified payment branches.

8.3 The genuineness of PPOs issued will be verified by the Link Branches of the banks by comparing the specimen signatures and facsimiles of Special Seal received by them separately (to be obtained, if not already on record), with those affixed on the letters from the CPAO forwarding the PPOs.

8.4 The PPOs will invariably be despatched under a registered cover with Acknowledgement Due, the receipt of which will be watched through the Register of PPOs issued or otherwise. If a PPO is to be delivered at the same station, its delivery may be arranged through a special messenger and proper acknowledgement obtained.

9. PROCEDURE FOR SWITCH-OVER OF PENSION PAYMENT FROM PAO/TREASURIES TO AUTHORISED BANKS

9.1 The applications for switch-over to Authorised banks by the existing pensioners will be made in the form as given in Annexure IX (Page 34) in duplicate to the Pension Disbursing authority.

9.2 The pensioners should first draw pension which has already fallen due, before applying for transfer of their pension papers to the Authorised Banks.

9.3 Transfer applications in duplicate shall be forwarded immediately by the Pension Disbursing Authority alongwith the disburser’s half of the PPO and the original transfer application of the pensioner to the CPAO for transmission to the Link Branches of the AB for arranging payment after keeping necessary note in their records. Action will also be taken by Pension Disbursing Authority to update the entries of payment made in the pensioner’s portion of the PPOs, if not already done, before the transfer applications are sent to the CPAO.

9.4 If a PPO (disburser’s portion) has got torn or mutilated, it will be renewed by the CPAO with the help of PAO, if necessary, before sending it to the Link Branch.

10. TRANSFER OF PPOs BY LINK BRANCH TO PAYING BRANCH

10.1 The documents received from the CPAO viz; the disburser’s half/ both the halves of the PPO and the original transfer application of the pensioner will be forwarded by the Link Branch to the Paying Branch specified by the pensioner within three days after keeping a record in the index Register as at Annexure VIII (Para 8.2) under intimation to the pensioner.
11. INFORMATION TO PENSIONERS

11.1 The PAO and the other competent authorities mentioned in para 6.1, CPAO and Link Branches will ensure that the pensioner is kept informed of the issue of PPO and about its subsequent movements at all stages.

12. DUTIES AND FUNCTIONS OF THE PAYING BRANCH BEFORE STARTING PAYMENTS

12.1 On receipt of documents from the link branch as indicated above, the paying branch shall immediately address the pensioner through a letter in the form of Annexure X (Page-35) advising the pensioner to appear at the branch along with the documents mentioned therein for the purpose of identification.

12.2 In the case of a physically handicapped pensioner who is unable to present himself/herself at the paying branch, the requirement of personal appearance shall be waived. Instead, the Officer-in-charge/Bank Manager or the designated officer may visit the pensioner’s residence/hospital for the purpose of identification and obtaining specimen signatures etc. as required in paras 12.3 and 12.4 below. For this purpose, the pensioner shall submit to the paying branch a certificate from a registered medical practitioner, about his/her being physically handicapped.

12.3 Before commencing payment, the paying branch shall obtain in the case of a new pensioner, specimen signatures or the thumb impression, as the case may be, in the space provided for the purpose in the disburser’s portion of the PPO, and hand over the pensioner’s portion of the PPO to him/her after proper identification in accordance with para 12.4 below. The paying branch shall also obtain an undertaking in the form in Annexure XI (Page-36) from the pensioner that excess payment, if any, credited to his/her account, due to delay in receipt of any material information or due to any bonafide error, can be recovered by the bank.

12.4 On the first appearance of a pensioner at the paying branch, the Officer-in-charge/Branch Manager or the designated Officer of the bank will satisfy himself about the identity of a pensioner by ensuring that:

(a) the pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the PPO or any other documentary proof establishing his/her identity as pensioner;

(b) the personal identification marks if any, on the face or hand of the pensioner given in the disburser’s portion of the PPO have been checked;

(c) the pensioner bears a close resemblance with the photograph as affixed on the disburser’s portion of the PPO;

(d) the pensioner’s specimen signatures or thumb and fingers/great toe impressions, as the case may be, to be obtained by him in the space provided for the purpose in the disburser’s portion of the PPO, agree with the attested signatures or thumb/and fingers/great toe impressions received with the PPO; and
(e) In cases where it is not possible to comply with requirement at (d) above due to the pensioner being handicapped, his/her identity may be verified with reference to (a) to (c) above.

(f) However, as persons who are in receipt of family pension granted under the Central Civil Services (Extraordinary Pension) Rules or Rule 55 of the Central Civil Service (pension) Rules, 1972 or persons holding Government title or any other persons specially exempted for the purpose are not required to produce a photograph for being pasted on their PPOs, the above requirement is to be treated as exempted in their case.

12.5 In case of temporary inability to appear in person in consequence of the pensioner’s bodily illness or infirmity, verification may be carried out as above, as soon as the pensioner recovers from illness.

12.6 In a rare case where the photograph is not affixed or missing from the disburser’s portion, the paying branch will, in due course, obtain a new photograph (which can be attested by any officer of the Reserve Bank or a Authorised Bank) of the pensioner who has to be properly identified for the purpose and complete the disburser’s portion.

12.7 The personal identification of the pensioner as prescribed in the preceding paragraphs will be only for the first payment of pension at the paying branch.

12.8 The Disburser’s portion of the PPOs shall be placed in serial order in a separate file for Central Govt. Civil Pensioners, which must be kept in the personal custody of the authorised officer of the paying branch in a manner that pensioners do not have access thereto.

12.9 No bill will be required to be submitted by the pensioner for drawing pension at the paying branch. The pension will be paid by the paying branch after deduction of tax, vide paragraph 12.11 below by credit to the savings bank/current account of the pensioner with the paying branch. Pension will not be paid in cash or through a ‘Joint’ account with or without ‘Either or Survivor’ account.

12.10 The paying branch will credit the net amount of pension payable to the pensioner in his account on the last working day of the month to which the pension relates except the pension for the month of March which shall be credited on or after the first working day of April. If, in exceptional cases, the pensions could not be credited on the last working day, it must be ensured that it is credited soon thereafter, and in any case not later than the 7th of the month following the month for which pension is due. The term ‘working day’ shall be deemed to be a day on which the concerned paying branch is open for transacting its ordinary business with the public.

12.11 The paying branch will be responsible for deduction of income tax at source from pension payments in accordance with the rate prescribed from time to time. While deducting such tax from pension payment, the paying branch will also allow deduction on account of reliefs available under Income Tax Act from time to time on production of proper and acceptable
evidence of eligible savings by pensioners. The paying branch will issue to the pensioner in April each year a certificate of tax is deducted in the form prescribed in the Income Tax Rules. The paying branch will also issue Certificate of Income from pension to the pensioner in the form as above with necessary modification, even in cases where no income tax is deducted at source, if the pensioner applies for such a certificate in writing.

12.12 The paying branch will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure XII (Page 37). Every payment will also be entered on the disburser’s portion of the PPO and authenticated by the authorised officer of the paying branch.

12.13 The paying branches of the ABs will prepare pension payment scrolls in triplicate in the form in Annexure XII (Page 37). If however, the paying branch and link branch are one and the same, only two copies of the scrolls need to be prepared. The paying branches will include all the pension payments made by them in twelve categories of pension. These categories are:

*1 CS No-15 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

(A) Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked “V” and “I” respectively according to new revised categories of pension.

(B) Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.

(C) Pension to High Court Judges and their family pensions.

(D) Superannuation pensions of Supreme Court Judges.

(E) Family Pension for Supreme Court Judges.

(F) Pension to Ex-mps.

(G) Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.

(H) Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/deceased President/ Vice- President.

(I) Invalid Pension.

(V) Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category “A” (as per original category) and are Voluntary retired should be made category “V” according to new system.

(P) Prorata Pension (newly added category for PSU absorbee).

(O) Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.”1

*1 CS No-15 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004
12.14 While preparing scrolls, the paying branches should mention each category separately in the pension payment scrolls. In order to enable the paying branches of Authorised Banks to know the category to which a particular pensioner belongs, the PPO Issuing Authority or the CPAO will indicate the same prominently on the PPO/SSA. In the case of old PPOs classification may be done by the Authorised Banks. The total of Column No. 13*1 of the scroll (i.e. net paid) will be done by each paying branch for each category and for the overall total. The recoveries will be indicated by the paying branches in Col. No. 11*1 of the scroll itself.

*1 CS No-16 Authority CGA’s UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

12.15 In case there is any change in pension payments in any particular month as compared to the pension payment of preceding month, for any reason, the paying branch will make a notation ‘Change’ (preferably in red ink) along with suitable reasons in the Remarks Column of the payment scroll for that month against the affected entry. If in any particular case, pension payment has been stopped entirely for reasons of death of a pensioner or non-submission of any certificate, or transfer of pension account to any other pension paying point, etc. the relevant particulars of the PPO as appearing in the previous scroll are to be included in the scrolls of the month in which change has taken place. However, the amount column therein may be left blank with a notation ‘Change’ giving suitable reasons against the affected entry. Further, a certificate of having made the remark of ‘Change’ on the scrolls may also be appended at the end of the scroll itself.

12.16 The paying branch will send advice of pension payments alongwith pension payment scrolls, to its link branch by the 5th of each month, with a certificate of payment recorded on the advice. One copy each of the scroll will be retained by the paying branch for its own record, and the remaining copies of the scrolls, along with a certificate given in Annexure XIII (page 39) and certificate mentioned in sub-para 15.6 and 15.8 will be sent alongwith with the Pension payment advice to the Link Branch.

12.17 Whenever there is change in the basic rates of pension and /or dearness relief on pension, the paying branch shall call back the pensioner’s half of the PPO and record thereon the changes indicating, inter-alia, the date(s) from which the changes are effective. After this is done, those halves will be returned to the pensioners. Please also see para 19.1 below.

13. FUNCTIONS OF LINK BRANCH*2

*2 CS No-17 Authority CGA’s UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

13.1 On receipt of two copies of the scrolls supported by necessary documents from all the paying branches in the district, the Link Branch of the Authorised Bank will check the scrolls and prepare a summary sheet in duplicate in the form as given in Annexure-XIV (page-40) and incorporate therein the payments made by all paying branches linked to it under each category as indicated in para 12.13 above. The link branch will send the summary sheet along with payment scrolls received from various paying branches to the designated Nodal Branch of the bank concerned nominated by the bank in consultation with RBI / Central Pension
Accounting Office. A similar procedure will also be followed for recording receipt transactions as in the case of pension payment.\textsuperscript{1}

\textsuperscript{1} CS No-17 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

13.2 Deleted \textsuperscript{2}

13.3 Deleted \textsuperscript{2}

\textsuperscript{2} CS No-17 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

14. REIMBURSEMENT TO ABs AND SUBSEQUENT ACTION

14.1 On receipt of the scrolls/summary sheets etc. from the Link branches of the concerned bank the Nodal Branch will check the payment scrolls, Summary sheets and certificates to ensure that they are complete in all respect and consolidate the transactions to prepare the Daily Government Debit Scroll in triplicate as in the Form given in Annexure XV (Page 42). This scroll must invariably indicate date and a running serial number for a financial year (1\textsuperscript{st} April to 31\textsuperscript{st} March). The Nodal Branch will forward two copies (retaining third copy as office record for future reference) thereof alongwith the relevant pension payment scrolls to the Central Pension Accounting Office (CPAO) invariably on the same day and simultaneously send an advice through daily memo to its Link cell located at Nagpur (GAD, Mumbai in case of SBI) for obtaining re-imbursement / settlement with RBI, CAS, Nagpur. The Nodal branch at the end of the month will also prepare Date-wise Monthly Statements (DMS) in triplicate in the Form as given in Annexure-XVI (page 43) and forward two copies thereof to the CPAO so as to reach on or before 10\textsuperscript{th} of the following month. The Authorised Officer in Nodal Branch before signing the DMS must ensure that all the Daily Government Debit/Credit Scrolls for the dates and amounts mentioned in the DMS have been dispatched to CPAO to ensure quick accounting, reconciliation and verification of DMS. The CPAO will verify the DMS and return one copy of the verified statement (DMS) to the Nodal Branch who will carry out corresponding corrections in the office copy and send the same to the Link cell located at Nagpur for adjustment in the amount already debited to CPAO. For final reconciliation of transactions with the Central Pension Accounting Office (CPAO) and the Link cells, the RBI, CAS, Nagpur will generate a monthly statement showing transactions date-wise and Bankwise / Nodal branch-wise details and furnish the same by 15\textsuperscript{th} of the following month to the CPAO and Link cells of the Banks located at Nagpur. The Nodal branch will be responsible for reconciliation and settlement of discrepancies with the CPAO. Rectification of errors in payments should be done through payments scrolls. Similarly rectification of errors/discrepancies in respect of receipts may be done through the Receipts Scrolls. Link branch when consolidating Scrolls received from paying branches under it will ensure that no scroll number is repeated or left out. The same check will be exercised by the Nodal branch with reference to the summary scroll numbers indicated by the Link branch on the summary sheet. Thus, the entire process from the start of payment of pension to re-imbursement at RBI, CAS, Nagpur will be handled by the concerned bank itself.\textsuperscript{3}

\textsuperscript{3} CS No-18 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004
14.2 The Paying branch /Reimbursing Bank shall ensure that no excess re-imbursement is claimed/ obtained. However, if excess re-imbursement is claimed due to any reason and the amount involved is less than Rs.1000/- the same may be adjusted through the pension payment scroll of the succeeding month, by the paying branch putting in a short claim to the extent of the excess amount involved, with suitable remarks thereof. Where, however, the amount excess reimbursed is Rs.1000/- or more, the paying branch may prepare immediately an error scroll for the amount for crediting the excess to Government account. *1

*1 CS No-18 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

14.3 In respect of payments of commuted value of pension, and arrears of pension exceeding Rs 5000/- each, the paying branch may submit special scrolls relating to such payments and obtain reimbursements through the prescribed channel as and when these payments take place. These scrolls etc. will, however, be forwarded by the Nodal Branches *2 to the CPAO along with the regular pension payment scrolls in a month.

*2 CS No-18 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

14.4 & 14.5 (existed) Deleted *3

*3 CS No-18 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

14.4 The CPAO will be responsible for accounting of gross pensions and deductions towards income-tax and will adjust the transactions in the usual manner. *4

*4 CS No-18 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

15. CERTIFICATES TO BE FURNISHED BY THE PENSIONERS

15.1 Life Certificate: The pensioner would be required to furnish a life certificate in November each year in the form prescribed in Annexure XVII (Page-44). Officers of the Reserve Bank of India and of the Authorised banks listed in Annexure I are authorised to give life certificates for this purpose.

15.2 In case a pensioner is unable to obtain a life certificate from an authorised Bank officer on account of serious illness/incapacitation etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his inability to appear in person may be sent to the officer-in-charge of the paying branch so that the latter may nominate an officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

15.3 Non-employment Certificate: The pensioner would be required to furnish a certificate of non-employment or employment/re-employment in a Department/Office of Central or State Govt. or Union territory or in a company, corporation, undertaking or autonomous body or a registered society of Central or State Govt. or Union Territory, or in a Nationalised Bank including Reserve Bank of India and the State Bank of India, in a local fund, yearly, i.e. in the month of November each year in the form prescribed in Annexure XVIII (Page 45). In the case of a pensioner who declares about his employment/re-employment with emoluments which include D.A., A.D.A. etc., provisions of para 19.2 below should be enforced.
15.4 **Re-employment Certificate**: Retired Central Govt. Group ‘A’ Officers are required to furnish a declaration in May and November, each year, in the forms prescribed in Annexure XVIII (A) & (B) (Page-45) regarding acceptance/non-acceptance of Commercial employment within two years from the date of their retirement and also about acceptance/non-acceptance of employment under any Govt. outside India/an International Organisation of which Govt. of India is not a member.

15.5 If commercial employment has been accepted within two years from the date of retirement without obtaining Government's approval, or any of the conditions attached thereto by the Govt. while according approval has been violated at any time within two years from the date of retirement, or if employment under any Govt. outside India or under an International Organisation of which Govt. of India is not a member has been accepted, the paying branch on the basis of declaration furnished by the pensioner, will seek the orders of the Govt. through the CPAO before making further pension payments.

15.6 The first payment of pension and subsequent payments of pension for the month of November each year to a former MP will be subject to production of declaration in form at Annexure XIX (Page-47) regarding holding of an office/employment/receiving of any other pension etc. The former M.P. pensioner is also required to inform the PAO (which issued the PPO) as well as the Pension Disbursing Officer about his election/employment as referred to in Condition -A or his getting pension as referred to in Condition -B, within one month of the event.

15.7 The pension including element of dearness relief for November and onward may not be credited by the bank in case the pensioner fails to submit requisite certificate except non-employment or employment/re-employment certificate on due date. In case, however, the pensioner fails to submit the non-employment or an employment/re-employment certificate on due date, only the elements of dearness relief for November and onward may not be credited by the bank. Pension will continue to be credited.

15.8 At the end of each year a Certificate in the prescribed form given in Annexure XX (Page 48) to the effect that the amount of other amenities so far drawn has been expended for the purpose for which it had been drawn shall be furnished:

- by the former Presidents/Vice Presidents’ in Form A, or
- by any other person authorised by such President/Vice Presidents’ in this behalf in Form B.

*1 CS No-19 Authority CGA’s UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

16. **PROCEDURE FOR TRANSFER OF PENSION PAYMENT FROM ONE BRANCH/BANK TO ANOTHER**

16.1 Applications for transfer of pensions may fall under the following three categories:

- transfer from one paying branch to another of the same AB within the same station or at a different station;
(b) transfer from one AB to another within the same station (such transfers to be allowed only once in a financial year); and
(c) transfer from one AB to another AB at a different station.

16.2 Request falling under category (a) above may be entertained by the AB itself. In case transfer is at the same station, Link Branch will make necessary entries in the register maintained by them in the form in Annexure VIII (Page 33) and forward the disburser's portion of PPO to the paying branch at which payment is desired under intimation to the Central Pension Accounting Office and the Pensioner. In case the transfer is at different station, Link Branch after keeping the requisite note will forward disburser's portion of the PPO to the Link Branch at new station for arranging payment through the new paying branch. Necessary intimation of effecting such transfer will be sent to CPAO by the new as well as old link branches in the form as at Annexure XXI (Page-49) for keeping a note of change in their records under intimation to the pensioner. The receiving Link Branch on receipt of the pension documents will ensure forwarding the PPO to the paying branch within three days and intimate the pensioner simultaneously as stipulated in para 10.1 above.

Before forwarding the disburser’s portion of PPO to the new paying branch/link branch, it will be ensured that the month upto which the payment has been made is invariably indicated in the disburser’s portion of PPO.

16.3 (a) In cases falling under categories (b) & (c) above, when a pensioner applies for transfer on a simple sheet of paper the old bank (transferer paying branch) will send a letter duly signed by its Branch Manager to the Branch Manager of the new paying branch, wherever located, along with photocopy of the pensioner's PPO showing the last payment made. This will be sent by Speed-post/Courier/Regd. post to the new paying branch at the new location, along with a copy each to the pensioner, CPAO and for information to the Link Branch of the old paying branch. Simultaneously, the old paying branch will send the Bank's copy of the PPO to its Link Branch, duly completing all entries for transmission to the new Link Branch. However, pensioner's copy of PPO will be retained by pensioner and produced at the new paying branch.

(b) The new paying branch will commence the pension payment immediately on receipt of letter of the last payment certificate as at (a) above. Simultaneously, it will send intimation to its Link Branch with full details of the commencement of the pension. The old paying branch and its Link Branch will ensure that the bank's copy of PPO is transmitted to the new paying branch through its Link Branch.

(c) Pension will be paid for 3 months on the basis of the photocopy of the pensioner's PPO at transferee (New) branch, from the date of last date of payment made at the transferer (Old) branch. During this time, it will be the joint responsibility of both transferer (Old) and transferee (New) bank branches to ensure that all the
documents, under the procedure, are received by the transferee (New) branch within the period of 3 months.

16.4 To avoid the risk of overpayment at the time of transfer, the following certificate may be recorded on the Disburser’s portion of the PPO by the paying branch of the AB:

“Certified that payment of pension has been made upto the month of ..........and that this PPO consists of............ continuation sheets for recording disbursement.”

16.5 Except as provided above, the transfer of a pension from one payment point to another will not ordinarily be permitted.

17. **PAYMENT OF PENSION TO N.R.I. PENSIONERS**

17.1 The authorised bank may credit the pension amount of non-resident to a non-resident (ordinary) account opened/maintained as per provision of the Exchange Control. The amount of pension of a pensioner who has become non-resident may be credited to the said account after ensuring the personal identification and other requirements as stipulated under the Scheme (Para 12).

17.2 In case of the existing accounts, the pensioner should intimate the fact that he has become non-resident Indian to the pension paying branch in India and on receipt of the same the paying branch in India should convert the account of the pensioner to Non-resident Ordinary (NRO) Account.

17.3 The pensioner has to furnish the life certificate issued by an authorised official of the Embassy/High Commission of India or Consul of Indian Consulates or a Notary Public or an Officer of an Indian Authorised Bank attached to its branch in the country where the pensioner is residing, once in a year, in November.

17.4 The pensioner has to furnish other certificates viz. non-employment/re-employment certificate, Re-marriage/Marriage certificate as prescribed in the pension scheme (Annexures XVIII & XXVI) (Page 45 & 55).

17.5 The paying branches will credit the amount of pension due every month to the Non-resident Ordinary Account of the pensioner.

17.6 Withdrawals from the Non-Resident Ordinary Accounts will be governed by the instructions contained in the Exchange Control Manual and the paying branch should allow the withdrawal accordingly.

17.7 Pension credited to the Pensioner’s Non-Resident (Ordinary) Account may be remitted by the bank to the Pensioners outside India, in case the Non-Resident Pensioner so desires, by debit to his NR (O)Accounts either by direct remittance or by credit to his NR(E) Accounts.*1

*1 CS No-10 Authority CGA’s UO No. 1(7) (1)2000/TA/468 dated 21-10-2003

17.8 The paying branch should return PPOs of such Non-Resident Indian pensioners who are drawing pension from them and are unable to furnish the prescribed life certificate to the pension sanctioning authority for arranging future payments to them.
17.9 The change in the citizenship by any Non-Resident Indian pensioner will not affect his entitlement to the pension.

18. OPENING THE BANK ACCOUNT AND FACILITY FOR WITHDRAWAL OF PENSION TO SICK AND PHYSICALLY HANDICAPPED PENSIONERS.

The following provisions will apply for opening the Bank Account and withdrawal of pension by old, sick, incapacitated and handicapped pensioners.

(1) **Opening the Account**: In case of a pensioner who has lost both his hands and therefore cannot sign, his signature can be obtained by means of a mark. This mark can be placed by the persons in any manner. It could be the toe impression. It can be by means of mark which anybody can put on pensioner’s behalf, the mark being put by an instrument which has had a physical contact with the person who has to sign.

(2) **Withdrawal of money from the account**: The following method will be adopted in case of sick, incapacitated handicapped pensioners.

(a) Pensioner who is too ill to sign a cheque and cannot be physically present in the bank to withdraw money from his account, but can put his thumb/toe impression on the cheque/withdrawal form. In this case, the thumb or toe impression should be identified by two independent witnesses known to the bank, one of whom should be a responsible bank official.

(b) Pensioner who is not only unable to be physically present in the bank, but is also not even able to put his thumb/toe impression on the cheque/withdrawal form due to certain physical defect/incapacity. In this case a mark can be obtained on the cheque/withdrawal form in the same manner as described in sub-para (1) above. That mark should be identified by two independent witnesses one of whom should be a responsible bank official.

(c) In both the cases mentioned above, the pensioner might also be asked to indicate to the Bank as to who would withdraw pension amount from the bank on the basis of cheque/withdrawal form as obtained above and that person should be identified by two independent witnesses. The person who is actually drawing the money from the bank should be asked to furnish his signatures to the bank.

19. PAYMENT OF RELIEF TO PENSIONERS

19.1 Whenever any additional relief on pensions is sanctioned by Govt. an intimation to this effect will be sent by the Ministry of Personnel, Public Grievances and Pensions (Deptt. of Pension and Pensioner’s Welfare) to the authorised representative (by name) of each nominated Authorised bank at the address given by the latter. Thereafter it shall be the responsibility of the banks to collect through their representatives operating at Delhi or other-wise, the required
number of copies (to be intimated in advance) of the sanction orders, along with the ready-
reckoner relating thereto, from the Ministry of Personnel, Public Grievances & Pensions
(Department of Pension & Pensioner’s Welfare) and send them immediately to their respective
head offices for direct transmission to the paying branches within ten days for implementation.
Each paying branch will promptly determine the revised rates of relief on pensions payable
to the Central Govt. Civil Pensioners under its payment. The calculations of these rates
applicable to individual pensioners would be made as in Annexure XXII (Page-50) and they
will be noted in disburser’s portion of the PPOs along with the date from which relief would
take effect, under attestation by the Branch manager or In-charge before commencing payment
of relief at the revised rates and/or payment of arrears, if any, due to the pensioners on this
account. Please also see para 12.17 above.

19.2(I) All family pensioners in receipt of family pensions from the Central Government who
were/ are re-employed / employed under the Central Government or the State Government
or a corporation / Company/ Body /Bank under them in India or abroad shall be eligible to draw
dearness relief at rates applicable from time to time, on the amount of family pension, w.e.f.
July 18, 1997 in terms of Government of India, Ministry of Personnel, Public Grievances and
Pensions, Department of Pensions & Pensioner’s Welfare, New Delhi OM No. 45/73/97-P &
PW (G) dated 2.7.99. A certificate may still be necessary to determine dependency.

19.2 (II) In the case of Central Government pensioners who were/ are re-employed under the
Central Government or the State Government or a Corporation/ Company/ Body/ Bank including
an autonomous organization under them in India or abroad or had / have been permanently
absorbed in such corporation / Company/ Body/ Bank or autonomous organization, dearness
relief will now be admissible to such of those re-employed pensioners who satisfy the conditions
referred to in Ministry of Personnel, Public Grievances and Pensions, Department of Pension
& Pensioner’s Welfare, OM No. 45/73/97-P & PW (G) dated 2.7.99 (Please see Annexure
XXVIII) (Page 68). For this purpose the Central Government Departments concerned, including
subordinate organization, State Government/Corporation/Company/Body/Bank etc. employing
a central government pensioner shall be required to issue a certificate as specified in Sl. No.
(I), (II) and (III) below Para 4 (II) (a) of the above said OM. These facts shall be brought to
the notice of all Central Government pensioners who happened to be re-employed as on July
18, 1997 or were/ are re-employed subsequently.*1

*1 CS No-1 Authority CGA’s UO No. 1(7) (1)2002/TA/377 dated 19-8-2002

19.3 Each Link Branch will be responsible for ensuring that:-

(a) copies of the orders sanctioning additional relief have actually been received by
their paying branches.

(b) payment of additional relief at the revised rates to the pensioners has been
commenced by them with-out any undue delay.

19.4 The former Presidents/Vice-Presidents*2 and Ex-Members of Parliament are not entitled
to Dearness Relief on their pension.

*2 CS No-20 Authority CGA’s UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004
20. COMMUTATION OF PENSION

20.1 Except when a Govt. Servant retiring on superannuation is paid commuted value of pension by the Head of Office on the basis of authorisation issued by Accounts Office, the lump sum payment of partly commuted pension becoming due would be made on receipt of authorisation from the Pay and Accounts Officer or the Accounts Officer of the Ministry/Department of Union Territory Government/ Administration through a separate authority letter only. The payment authority will be communicated to the concerned paying branch through CPAO in the usual manner as indicated in the relevant paragraph of the scheme. The paying branch on its receipt, will arrange immediate payment of the amount payable by crediting the same to the account opened by the pensioner for payment of pension, under intimation to the pensioner.

20.2 While making payment, the paying branch will:

(a) enter the date of commutation i.e., the date on which the amount of commuted value of pension has actually been credited to the pensioner’s account, the reduced amount of pension is payable i.e. the date on which the lump sum amount has actually been credited to the pensioner’s account, in the disburser’s portion of the PPO as well as in the pensioner’s portion of the PPO at the earliest opportunity under attestation. In cases where separate authority letter has been received, the number and date of that letter will also be noted as authority for the payment; and

(b) intimate to the CPAO through its Link Branch, the date on which the payment of commuted portion of pension is credited to the pensioner’s account and the date from which the payment of reduced pension has commenced i.e. the date on which lump sum amount of commutation has actually been credited to the pensioner’s account. The Link Branch will also make appropriate entries in its record i.e. Index Register etc. on the basis of such intimation.

20.3 For the purpose of obtaining reimbursement etc., the payment made will be included in the relevant payment scroll and the relevant entry will be authenticated quoting in the ‘Remarks’ column of the scroll, the number and date of the payment authority. Please also see para 14.3 above.

20.4 The former Presidents/Vice-Presidents*1 and Ex-Members of Parliament are not entitled to commutation of their pension.

*1 CS No-21 Authority CGAs UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

20.5 Restoration of commuted portion of pension after 15 years (from the date of crediting of commuted value) or a fixed by the Govt. from time to time is to be made automatically by bank on receipt of application in prescribed proforma from eligible pensioner. In cases where the date of commutation is not readily available in the PPO, the bank will obtain the information from the Account Officer who issued the PPO through Central Pension Accounting Office before restoring the commuted portion of pension.
21. **REVISION OF PENSION**

21.1 In cases where the amount of pension payable is revised for some reason, payments at the revised rate, including arrears, if any, may be arranged in the following manner:

(a) On receipt of an amendment letter from PAO/AG (in case of All India Service U.T. Cadre whose accounts have not been separated from Audit) in the manner as indicated in para 7.1 ibid indicating the revised rates of pension and relief due thereon and the date(s) from which the revised rate is effective, the Link Branch of the concerned AB will transmit the letter urgently to its paying branch under advice to the pensioner after subjecting the amendment letter to the requisite verification and necessary correction in the Index Register of Pension Payments (Annexure VIII) maintained by the Link Branch. The paying branch will, on receipt of the amendment letter, carry out the requisite corrections on both the halves of the PPO, under attestation by the Branch Manager or In-charge, quoting thereon as authority, the PAO’s letter. The pensioner’s half of the PPO will be obtained by the paying branch from the pensioner for making these corrections. Please also see para 12.17 ibid. simultaneously a note to the effect that necessary corrections have been made in both the halves of the PPO will also be made on the amendment letter.

(b) Before making payment, the paying branch will draw up a ‘due and drawn’ statement of pension and relief due thereon, in form as in Annexure XXII (Page 50). Further actions to pay the pension and the dearness relief at the revised rates based on the amended PPO, from the date the revision takes effect, along with arrears, if any, will then be taken by the paying branch.

(c) The additional amount of Death/Retirement Gratuity, if any, payable due to revision of pensionary benefits (if not directly paid by the Departmentalised Pay & Accounts Office) might also be authorised likewise for payment by the paying branch through the amendment letter. The amount of overpaid relief, if any, shall be adjusted, to the extent possible from the additional amount of Death/Retirement Gratuity. The balance of overpayment, if any, would be recovered from the future payment of the reduced amount of relief due on the revised pension. If however, after adjusting all overpaid amounts from the additional Death/Retirement Gratuity payable there is still any balance of Death/Retirement Gratuity at credit of the pensioner it shall be paid to the pensioner and note of this payment kept in Col.9*1 (Relief) of the Register of Payment of Pensions (Annexure VIII) (page 33). *Gratuity payment being debitable to a separate head of account requires to be included in a separate bank scroll.* In the ‘Remarks’ Column of the Pension Payment Scroll, that portion of gratuity which is adjusted against the amount overpaid as relief should be indicated. In Col. 9*1 of the scroll, the gross

*1 CS No-22 Authority CGA's UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004
amount of gratuity payable will be noted, in Col.11 *1 the amount recovered towards overpaid relief; and in Col.13 *1 net amount paid. The entries in the two scrolls may also be cross-referenced for facility of verification. The entry ‘Add amount recovered on account of graded relief’ may also be passed at the end of the scroll for gratuity payments, indicating the aggregate amount recovered in Col.13 *1 so as to arrive at the gross amount paid as gratuity. A contra-entry ‘Deduct amount recovered on account of graded relief’ may also be, similarly passed at the end of scroll for pension payments, for working out the net amount debitable to the head ‘Superannuation and retirement benefits’.

*1 CS No-22 Authority CGA’s UO No. 1(7) (1)2001/TA/155 dated 10/11-3-2004

(d) An account of the recoveries made on account of excess payment of graded relief (whether by adjusting it against the amount of additional gratuity, or from further payments of graded relief due on the revised pension) will be maintained in the Remarks column of the Register of Payment of Pension (Annexure VIII) (page 33).

22. ARREARS OF PENSION

22.1 In cases other than those in which arrears of pension arise due to the death of a pensioner, where the pension has not been credited by the bank, to the account of a pensioner for any reason for a period exceeding one year, (as for example, for want of a life certificate) details thereof and reasons for not crediting the pension, if known, shall be communicated to the CPAO through the Link Branch by means of a report sent half-yearly on 1st April and 1st October each year, to enable the CPAO to report such cases to the AG/CCA/CA/Dy.CA. in-charge of the ACCOUNTS Organisation under Rule 371 of CTR Vol.1.

22.2 The arrears on the above account shall be paid by the Paying Branch only on receipt of sanction of competent authority (as specified in rule 369 of CTRs), which will be obtained by the CPAO on receipt of intimation through the Link Branch that the particular payment shown as outstanding in the half-yearly return(s) has been claimed by or on behalf of the concerned pensioner. For this purpose, the number and date of the letter through which the half-yearly report was sent shall be indicated by the Paying Bank. However, if the arrears relate to a period less than three years and do not involve first payment of pension and if they have not been credited due to late submission of prescribed certificate(s) by the pensioner or for routine matters which do not require detailed examination with reference to the files of PAOs they may be paid by the paying branch after obtaining specific orders of the Manager/Officer in charge of the bank who would sanction the payment subject to verification of the bonafide of the claim of the pensioner. It must be ensured that no double payment / overpayment is made by the paying branch. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half yearly returns through which non-drawal had been reported.2

*2 CS No-3 Authority CGA’s UO No. 1(7) (1)2000/TA/377 dated 19-8-2002.

22.3 If the arrears relate to a period exceeding three years and involve first payment, if not credited to the pensioner’s account due to non-submission of the prescribed certificate etc.
or for routine matters which do not require detailed examination with reference to original files of the PPOs, Chief Controller (Pensions) may on the merit of each case issued requisite sanction for resumption of pension under intimation to AG/CCA/CA of the Accounting Organisation.\footnote{1}

\footnote{1} CS No-3 Authority CGA’s UO No. 1(7) (1)2000/TA/377 dated 19-8-2002

22.4 If, in such cases, pension has not been credited to the account of the pensioner for a period of 3 years, the disburser’s portion of the PPO should also be returned to the CPAO through the Link Branch, with suitable endorsement thereon, specifying the date upto which the pension was credited in the pensioner’s account. Payment of arrears in such cases as also payment of current pension resumed by the paying branch will be made only on receipt of PPO with a sanction of the competent authority through the CPAO/Link Branch.

23. ARREARS OF PENSION ON THE DEATH OF PENSIONER AND MANNER OF DISPOSAL OF SUCH PPO

23.1 Pension shall be drawn for the day of pensioner’s death irrespective of the time of the death. On receipt of a death certificate in respect of pensioner, the paying branch will workout the amount of arrears due to the deceased or over-payments, if any, made to him. It will take action immediately to recover the overpayment from the deceased’s account in terms of the undertaking obtained by the paying branch from the pensioner at the time of commencement of pension as provided in para 12.3 above. Payment of arrears will be made to heir(s) of the deceased pensioner, if the deceased pensioner had not submitted any nomination under the payment of Arrears of Pension (Nomination) Rules, 1983. In case a valid nomination by the deceased pensioner exists, payment will be made to the nominee in accordance with the nomination. However, for payment of arrears to the heir(s) of the deceased pensioner, the AB after furnishing information regarding the date of pensioner’s death, amount of arrears due in respect of the deceased pensioner and particulars of the claimant(s) claiming payment, and the authority, if any, in which their claim is based, will seek instructions of the CPAO, who will in turn, refer the matter to AG/CCA/CA/Dy.CA. for obtaining the requisite sanction of the Head of the Office.

23.2 For payment of arrears to the nominee he/she will be asked to apply for the same to the paying branch along with the pensioner’s half of the PPO and a receipt, duly stamped, for the amount, showing the period of arrears. The paying branch, after verifying the fact that the payment is actually due to the deceased pensioner, and also the particulars of the nominee as given in the nomination, will make payment by a Bank Pay Order and make a suitable note on both the halves of the PPO. The receipt of the nominee will be enclosed by the paying branch with the relevant payment scroll while claiming reimbursement through Link Branch.

23.3 The paying branch will enter the date of death of the pensioner in the disburser’s portion of the PPO as well as pensioner’s portion and in the register in the form as in Annexure VIII (pg. 33). The pensioner’s half of PPO will then be returned to the nominee if family pension stands authorised through the same PPO; otherwise it will be returned to the
Link Branch alongwith the disburser’s half, for onward transmission to the CPAO. The latter will up-date its record and transmit both halves of the PPO after keeping the necessary note in their records, to the PAO/AG who had issued the PPO for similar action and record.

23.4 The provision of this rule will apply mutatis mutandis to cases where the family pension ceases to be payable either due to death of the family pensioner, his/her re-marriage/marriage or on the pensioner attaining the maximum age prescribed in the rules.

24. FAMILY PENSION

24.1 Paras 6 to 8 above are mutatis mutandis applicable to authorisation of family pension in respect of Government Servants dying while in service. Paras 9, 10, 11, 12 to 19 and 21 to 23 above are mutatis mutandis applicable to authorisation/payment of family pension in all types of cases. The PPO indicates the entitlement in respect of family pension to the widow/husband in the event of death of the pensioner. The payment of family pension at the rate, and to the person indicated in the PPO may be commenced by the paying branch on receipt of a death certificate and application for family pension in prescribed form, as at Annexure XXIV (Page 52), alongwith the pensioner’s half of the PPO. However, before the payment is actually commenced, the identity of the spouse entitled to family pension shall be verified with reference to the joint photo-graph, if any, affixed to the PPO and other particulars given by the claimant against Sl.Nos.9 and 10 of the Family Pension Application Form (Annexure XXIV).

24.2 In case the claimant is a child, payment may be commenced after a fresh payment authority is received from the PAO of the concerned Ministry/Deptt. through the usual channels, and identity of the beneficiary/guardian verified in the manner indicated in para 12.4 ibid.

24.3 Payment of family pension will be made by credit to savings/current account of the recipient (not a ‘joint’ or ‘either’ or ‘survivor’ Account) which may be opened if the recipient doesn’t already have one. Additionally, an undertaking as at Annexure XI referred to in para 12.3 above will be obtained by the paying branch from the recipient before payment of family pension is commenced.

24.4 The paying branch will also advise the CPAO, through the Link Branch the date of pensioner’s death and commencement of payment of family pension for keeping the necessary note in their records.

24.5 In case the report about the death of a pensioner is received by paying branch first, from a source other than the widow or widower of the deceased the Manager shall, after satisfying himself about the correctness of the report, write to the family members as in Annexure XXV (Page 54) at the address given in the PPO, seeking compliance with the prescribed formalities, so that payment of family pension to the entitled person(s) is commenced early.

24.6 In certain cases governed by the provisions of sub-rule(3) of Rule 54 of the Central Civil Services (Pension) Rules, 1972 family pension is payable at a higher rate upto a particular
date and the normal rate thereafter, Part III-Section 2 of the PPO would indicate the rates and the date upto which the higher rate is payable. A prominent note of the date from which the payment of family pension at the normal (lower) rate is to commence, should be kept in red ink in the pension ledger account of the family pensioner by the bank so as to enforce the change in the rate from the specified date and to avoid overpayments.

25. RE-MARRIAGE/MARRIAGE CERTIFICATE: FAMILY PENSION

25.1 In the case of widow recipient of family pension, no certificate of remarriage is required to be furnished by her. An undertaking will, however, be obtained from the widow at the time of commencement of pension to the effect that in the event of her re-marriage, she will report the fact to the pension disbursing office promptly as at Annexure XXVI (Page 55).

25.2 In the case of other recipients of family pension (a widower or an unmarried daughter), the Certificate of remarriage/marriage in the form prescribed in Annexure XXVI (Page 55) is required to be furnished by the recipient, at six-monthly intervals in the month of May and November.

25.3 In cases where the son or daughter of a Govt. Servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of twenty-five years is being continued to be paid family pension beyond the maximum age limit referred to above, under proviso to rule 54(6) of the CCS(Pension) Rules, 1972, the person receiving the family pension as guardian should produce every three years, (in the month of November) a certificate from a medical officer not below the rank of Civil Surgeon to the effect that the person continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled. In such cases, the guardian shall be require to furnish certificate every month that he or she has not started earning his/her livelihood, and in case of girl, that she has not got married.

26. MISCELLANEOUS PROVISIONS (FOR PENSIONERS AS WELL AS FAMILY PENSIONERS)

26.1 If all the cages for entering monthly payments in the disburser’s /pensioner’s portion of the PPO get fully used up, the paying branch may add extra sheet(s) with similar columns for noting further payments. A suitable entry will be made by the paying branch on both the halves of PPO (disburser’s and pensioner’s) whenever a continuation sheet is added, specifying the number of cages on the sheet.

26.2 If both the halves of a PPO are reported to have been lost in transit due to floods etc., before commencement of payment of pension, the paying branch to which the matter is reported, will address the concerned Pay & Accounts Office through the usual channel i.e. Link Branch, CPAO etc. requesting for issue of a duplicate PPO in favour of the concerned pensioner in terms of the provisions of rule 332-A of CTRs. Before initiating action in this behalf the paying branch will, however, verify from the register of payment of pensions (Annexure-VIII) (Page 33) that no payment has already been made to the pensioner and
confirm this fact to the PAO while writing for a duplicate PPO. The paying branch will also take the following further action before commencing payment in such cases on receipt of duplicate PPOs.

(a) The fact that no payment is to be made against the Original PPO will be prominently mentioned in the ‘Remarks’ column of the Register of Payments of Pension (Annexure XII) while noting therein the particulars of the duplicate PPO.

(b) A declaration from the pensioner to the effect that he has not already received any payment against the Original PPO; and also an undertaking from him to the effect that he will surrender to the paying branch the Original PPO, if traced out later, and will not claim any payment on its strength will be obtained from the pensioner and kept on their record.

(c) It will ensure that no payment has been made to the pensioner on the basis of original PPO during the period following the report made to the PAO as regards its reported loss.

26.3 In cases in which pensioner’s portion of the PPO is lost, worn or torn and it is sought to be renewed, the paying branch will forward the request of the pensioner, along with both halves/ disburser’s half of the PPO to the CPAO through the Link Branch for renewal in terms of the provisions of rules 331-332 of CTRs. In order that payment of pension is not unnecessarily delayed in such cases in the absence of disburser’s portion of the PPO, care may be taken to send the connected documents to the CPAO immediately after payment for a month is made, so as to leave sufficient time with the CPAO to do the needful and return the documents by the time payment for the next month becomes due. The CPAO will also be reminded by the paying branch in cases where the return of the documents is unduly delayed.

26.4 In case where disburser’s portion of PPO is lost by the Paying branch of the bank, the Paying branch will report the matter to the concerned Pay & Accounts Office through the usual channel, i.e. Link Branch, CPAO requesting for issue of duplicate disburser’s portion of PPO. For this purpose, the Paying Branch will forward the photocopy of the pensioner’s portion of PPO duly attested by the Bank Manager and certificate indicating the month upto which the payment has been made to the pensioner. CPAO will send this information to the concerned PAO for issue of duplicate Disburser portion of PPO.

27. POST-PAYMENT CHECKS

27.1 The CPAO will be responsible for accountal of the pensions including Family Pensions to Central Civil Pensioners and their families and other categories of pensioners mentioned at para 3 and will also conduct post-check of payments through the computer system and any irregularities noticed during the course of the post-check will be communicated to the paying branch who will be responsible for carrying out necessary rectifications as per guidelines issued by the RBI. In cases where the banks find that instructions received through PPO/ Amendment letters to PPO/read- reckoner to DA relief are found to be vague or liable to different interpretations, the Link branches/paying branches may seek the advice of CPAO.
through the quickest mode of communication so as to avoid inconvenience to the pensioners
in crediting the amounts of their accounts promptly. For this purpose the facility of E-mail:
cccpao@alpha.nic.in and Fax Number 011-26167326 at CPAO, NewDelhi may be used.

27.2 The concerned AG (Audit) will conduct audit of pensionary payments in such manner and
to such an extent as the Comptroller and Auditor General of India may prescribe from time
to time. The accounts, Records and Registers maintained in the Branches of ABs making
pension payments and also in the Link Branches shall be open to audit by the Comptroller
and Auditor General of India or any person appointed by Government in this regard.

28. LIST OF PAOs AND CODES

28.1 A list of Code Numbers of PPO issuing authorities is given at Annexure XXVII
(Page-56) alongwith their addresses. It may be seen that the Code Number which has five
digits is the same as the first five digits in a PPO Number issued by the competent authorities.
In all correspondence with CPAO the PAO Code Numbers must invariably be quoted correctly
for easy and quick identification and computer processing.

29. WITHDRAWAL OF FACILITY OF BANKING TREASURY

29.1 With the introduction of this Scheme all over the country, the restricted facility for
collecting pensions through the banks on the presentation of bills to the treasuries in case of
pensioners residing in the country stands withdrawn with effect from 1st April, 1977.

30. RELEVANT PROVISIONS OF THE CTRs

30.1 The relevant provisions of the CTRs and the earlier scheme for Payment of Pension
to Central Government Civil Pensioners will be deemed to stand amended to the above
extent.
# ANNEXURE-I

*(See para 2 page 1)*

## STATE-WISE LIST OF AUTHORISED BANKS FOR DISBURSEMENT OF CIVIL PENSIONS

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<th>State Name of the Authorised Banks</th>
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*1 CS No-8 Authority CGA’s UO No. 1(7) (1)/2000/TA/377 dated 19-8-2002

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13. Himachal Pradesh (1) State Bank of India
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<td>(10) Corporation Bank</td>
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<tr>
<td></td>
<td></td>
<td>(11) UCO Bank</td>
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<td></td>
<td></td>
<td>(12) HDFC Bank Ltd.</td>
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<td></td>
<td></td>
<td>(13) ICICI Bank Ltd.</td>
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<td></td>
<td></td>
<td>(14) IDBI Bank Ltd.</td>
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<tr>
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<td>(15) UTI Bank Ltd.</td>
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<tr>
<td>31</td>
<td>Tripura</td>
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</tr>
<tr>
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<td>(2) United Bank of India</td>
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<tr>
<td></td>
<td></td>
<td>(3) UCO Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(4) Central Bank of India</td>
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<tr>
<td></td>
<td></td>
<td>(5) Union Bank of India</td>
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<td>(7) Bank of India</td>
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<td></td>
<td>(8) Canara Bank</td>
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<td>(9) Oriental Bank of Commerce</td>
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<tr>
<td></td>
<td></td>
<td>(10) Syndicate Bank</td>
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<tr>
<td></td>
<td></td>
<td>(11) Punjab &amp; Sind Bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(12) IDBI Bank Ltd.</td>
</tr>
<tr>
<td>33</td>
<td>Uttar Pradesh</td>
<td>(1) State Bank of India</td>
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<td>(2) Punjab National Bank</td>
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<td>(3) Allahabad Bank</td>
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<td>(4) Central Bank of India</td>
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<td>(5) Union Bank of India</td>
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<td>(6) Bank of Baroda</td>
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<td>(10) Syndicate Bank</td>
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<td>(11) Punjab &amp; Sind Bank</td>
</tr>
<tr>
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<td></td>
<td>(12) IDBI Bank Ltd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(13) ICICI Bank Ltd.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(14) HDFC Bank Ltd.</td>
</tr>
<tr>
<td>35</td>
<td>National Capital</td>
<td>Territory of Delhi and for Metropolitan cities of Delhi/New Delhi, Bombay, Calcutta, Bangalore, Lucknow, Madras and Hyderabad</td>
</tr>
</tbody>
</table>
ANNEXURE-II

RBI INSTRUCTIONS: PENSIONERS ACCOUNTS IN BANKS

An extract of instructions issued by RBI to the Managing Directors of State Bank of India and its Associate Banks and General Managers of Authorised Banks in connection with the extension of facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the accounts of Central Civil Pensioners drawing pension under the Scheme for payment of Pensions through Authorised banks is reproduced below:

I. ACCEPTANCE OF STANDING INSTRUCTIONS FROM THE PENSIONERS

The matter has been examined by us in consultation with the Government of India, Ministry of Finance who have advised that acceptance of standing instructions for transfer of funds etc. from the pensioner’s accounts would not be inconsistent with the scheme and that they see no objection to Authorised banks dealing with such requests from pensioners at their discretion. In exercising such discretion banks may bear in mind the fact that in view of the bond of indemnity executed by them under the scheme, they will have to compensate the Government in respect of any overpayment or wrong payment.

II. EXTENDING CHEQUE BOOK FACILITY TO PENSIONERS

a. Once the amount of pension and/or other pensionery benefit is credited to a pensioner’s individual savings/current account, all the operations in the account will be governed by general banking rules and practices. Therefore, withdrawals from the account can be permitted by means of cheque/withdrawal slip/ATM as in the case of other account holders. Request for issue of cheque book from the pensioners may therefore be considered by banks on merits of each case and subject to the rules and regulations framed by individual bank in this regard. We feel that withdrawal by means of cheque, if permitted, will be of immense help to old pensioners.

b. It is also not necessary to make it compulsory for a pensioner to come personally to bank’s office to withdraw the amount of his pension every month, when other account holders have the option to withdraw money from their accounts by means of withdrawals slip/cheques through bearer.

ANNEXURE-III
(See para 4.4 page 2)

CERTIFICATE FOR MEDICAL EXPENSES OF FORMER PRESIDENT / VICE-PRESIDENT *1

FORM II-A
Certified that the amount of Rs. (in figures)__________ Rupees (in words)__________________
Drawn by me has been expended in connection with my medical treatment/attendance/consultation.

Signature
Date
Place

FORM II-B
Certified that the amount of Rs. (in figures)__________ Rupees (in words)__________________
drawn has been expended in connection with retired President’s/Vice-President’s medical
 treatment/attendance/consultation.

Signature
Designation
Date
Place

*1 CS-23 Authority CGA’ UO No. 1 (7)(1)/2001/TA/155 dated 10/11-03-2004

ANNEXURE-IV
(See para 4.4 page 2)

CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECK UP OF FORMER PRESIDENT / VICE-PRESIDENT *2

FORM III
Certified that the amount of Rs. (in figures)__________ Rupees (in words)__________________
drawn by me on account of travelling expenses has been incurred by me/my Medical Attendant/
Specialists/Medical Practitioner in connection with medical consultation/Attendance/treatment.

Signature
Date
Place

FORM IV
Certified that the amount of Rs. (in figures)__________ Rupees (in words)__________________
drawn on account of Travelling Expenses has been incurred by the retired President/Vice-
President’s Medical Attendant/Specialist/Medical Practitioner in connection with medical
consultation/ attendance/treatment.

Signature
Designation
Date
Place

*2 CS-24 Authority CGA’ UO No. 1 (7)(1)/2001/TA/155 dated 10/11-03-2004
CERTIFICATE FOR MEDICAL EXPENSES OF SPOUSE OF FORMER PRESIDENT/VICE-PRESIDENT

FORM II-A

Certified that the amount of Rs. (in figures)_________________Rupees (in words)__________________ drawn by me has been expended in connection with my medical treatment/attendance/consultation.

Signature
Date
Place

FORM II-B

Certified that the amount of Rs. (in figures)_________________Rupees (in words)__________________ drawn by me has been expended in connection with my medical treatment/attendance/consultation.
of Shri/Smt._______________________Spouse of__________________________________

Signature
Designation
Date
Place

CERTIFICATE FOR TRAVELLING EXPENSES OF SPOUSE OF FORMER PRESIDENT/ VICE-PRESIDENT

FORM IV

Certified that the amount of Rs. (in figures)_________________Rupees (in words)__________________ drawn on account of travelling expenses has been incurred by :

i. Shri/Shrimati_______________________Spouse of_____________________________________

or

ii. Medical Attendant/Specialist/Medical Practitioner of
Shri/Shrimati_______________________Spouse of_____________________________________ In connection with medical consultation/ attendance/ treatment.

Signature
Date
Place
## FORM OF CENTRAL DATA BANK AT CPAO

### ANNEXURE-VII

*(See para 8.1 page 5)*

<table>
<thead>
<tr>
<th>PPO No. &amp; Date</th>
<th>Class of Pension</th>
<th>Name of Pensioner</th>
<th>Department/Ministry in which pensioner was last serving</th>
<th>Accounts Officer issuing PPO with Code No.</th>
<th>Date of retirement of Pensioner</th>
<th>Date of commence-ment of Pension</th>
<th>Pension Disbursing Treasury/PAO/ Bank/Branch with Code Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
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</tbody>
</table>

### Monthly Amount of Pension

<table>
<thead>
<tr>
<th>Name of Link Branch &amp; Code No. (in case of pension through bank)</th>
<th>Basic Pension</th>
<th>Personal Pension</th>
<th>Ad-hoc Relief</th>
<th>Additional Relief</th>
<th>Darness Relief</th>
<th>Total</th>
<th>Effective Date of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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</tr>
</tbody>
</table>

### Allocation of Pension, if any

<table>
<thead>
<tr>
<th>Nomenclature of Government</th>
<th>Basic Pension</th>
<th>Ad-hoc/Additional Relief/Darness Relief</th>
<th>Amount of Commuted Pension</th>
<th>Date of Commutation of Pension</th>
<th>Residual monthly Pension payable after commutation</th>
<th>Date from which Commuted pension is to be restored</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
</tr>
</tbody>
</table>

### Commutation of Pension, if any

<table>
<thead>
<tr>
<th>Name of recipient of Family Pension (a)</th>
<th>Relationship with deceased Govt. Servant (b)</th>
<th>Date of Death of Pensioner (c)</th>
<th>F.P. at enhanced rate (d)</th>
<th>Period (e)</th>
<th>F.P. at Normal rate (f)</th>
<th>Period (g)</th>
<th>Remarks (h)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
INDEX REGISTER OF PENSION PAYMENTS AUTHORISED THROUGH BRANCHES OF 
THE AUTHORISED BANKS 
(To be maintained by Link Branch)

<table>
<thead>
<tr>
<th>Name of the Retiree</th>
<th>Date of Retirement</th>
<th>Ministry/Department from which retired (Code No.)</th>
<th>Number of the PPO &amp; Name of authority issuing PPO (Code No.)</th>
<th>Monthly amount of pension (basic pension and relief to be shown separately)</th>
<th>Branch at which the payment is to be made</th>
<th>Date from which pension payment will commence</th>
<th>Date of receipt of PPO</th>
<th>Date of despatch of PPO to the specified paying branch</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2.</td>
<td>3.</td>
<td>4.</td>
<td>5.</td>
<td>6.</td>
<td>7.</td>
<td>8.</td>
<td>9.</td>
<td>10.</td>
</tr>
</tbody>
</table>

Note: Each entry should be attested by the nominated officer of the Link Branch of the Authorised Banks. (Additional entries may be provided under Reserve Bank’s instructions).
APPLICATION FOR SWITCHOVER OF PENSION PAYMENT THROUGH AUTHORISED BANK
(To be submitted in duplicate)

To
The PAO/ Treasury/Pension Disbursing Officer
________________________________________
_________________________________________ (Address)

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

1. PARTICULARS OF PENSIONER
   (a) Name
   (b) PPO No.
   (c) Present address

2. PARTICULARS OF THE AUTHORISED BANKS WHERE PAYMENT IS DESIRED
   (a) Name
   (b) Branch and Address where payment is desired
   *(c) My S.B./Current Account No._______________

Yours faithfully,.
(Pensioner)
(Sd)

Place:
Date:

*(‘Joint’ or either or survivor’ account is not permissible).

Pensioner’s Specimen Signature ...............

FOR USE IN THE OFFICE OF THE PENSION DISBURSING AUTHORITY

Forwarded to the Central Pension Accounting Office for transmission to the Link Branch of AB_____________________________(Name of Link Branch). The Disburser’s half of PPO of Shri/Smt./Kum.______________________________ bearing No._____________is (are) sent herewith.

The pensioner has been paid pension @ Rs.____________p.m. and dearness relief thereon @ Rs.____________upto the month of__________________________.

Pension due from the month of__________________________is to be arranged by the Bank.

Station : (Pension Disbursing Authority)
Date: (With Name & Seal)
LETTER OF INTIMATION TO PENSIONER BY THE PAYING BRANCH

______________________________________ (Bank)
______________________________________ (Name of Branch)
______________________________________ (Station)
No.________________ Date_______________

To

Shri/ Smt.___________________________________________

Subject: Payment of Pension through Authorised Banks

Sir/ Madam,

Your pension papers including pensioner's half of PPO have been received in this branch. You are requested to call urgently at this branch for personal identification and bring with you the following documents on any working day between ..........to ..........hours.

(i) Personal copy of the letter issued by the PAO./A.G. forwarding your PPO to the Central Pension Accounting Office.

(ii) Non-employment certificate in Form as in Annexure XVIII; (certificates in forms (B) & (C) of this Annexure are applicable only to retired Central Service Group ‘A’ Officers and All India Service Officers).

(iii) In the case of deceased Government Servant, certificate of non- remarriage of widow/ widower or of non- marriage by daughters who have not attained the age of 25 years in the form as in Annexure XXVI.

(iv) Undertaking for refund of excess amount (if any) overpaid, in form as in Annexure XI.

(v) ..................................................

(vi) ..................................................

*2. Your photo has not been received alongwith PPO. You are requested to bring with you a joint passport size photo of yourself and your spouse.

*3. You are also required to open a saving / current account in your account in your name (not ‘Joint’ or ‘either or survivor’ account) with this branch unless you are already having one. For this purpose, the requisite forms for opening a new account are also enclosed.

Yours faithfully

(Manager / Branch –in-charge)

* Strike out if not applicable.
* Also includes Accounts Officer of U.T. Administrator/ Government whose accounts have been separated.
SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER

Date___________

To

The Branch Manager
_________________________ (Bank)
_________________________ (Branch & address)

Dear Sir,

Payment of pension under P.P.O. No._____________________________through your office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:
Name:
Address:

Witnesses:
(1) Signature: (2) Signature:
Name: Name:
Address: Address:
Date: Date:
### PENSION PAYMENT SCROLL

*(To be prepared by Paying Branch in Triplicate)*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Pensioner’s Name</th>
<th>PPO No.</th>
<th>A/c No.</th>
<th>Category (Pl. see Note I)</th>
<th>Period of Pension (Year/ Month)</th>
<th>Basic Pension Before Commutation</th>
<th>Pension Commuted</th>
<th>Residual Basic Pension</th>
<th>Personal Pension</th>
<th>Dearness Relief</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Allowance</th>
<th>Interim Relief</th>
<th>Commuted Value of Pension</th>
<th>Gratuity</th>
<th>Other Payments</th>
<th>Recovery</th>
<th>Income Tax</th>
<th>Net Paid</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
<td>(11)</td>
<td>(12)</td>
<td>(13)</td>
<td>(14)</td>
</tr>
</tbody>
</table>

Note: - The category may be indicated as A, B, C etc. as shown below:-

(A) - Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked “V” and “I” respectively according to new revised categories of pension.

(B) - Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.

(C) - Pension to High Court Judges and their family pensions.

(D) - Superannuation pensions of Supreme Court Judges.

(E) - Family Pension for Supreme Court Judges.

(F) - Pension to Ex-MPs.

(G) - Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.

(H) - Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/ deceased President/ Vice-President.
(I) - Invalid Pension.

(V) - Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category “A” (as per original category) and are Voluntary retired should be made category “V” according to new system.

(P) - Prorata Pension (newly added category for PSU absorbee).

(O) - Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.

Note (1) In the case of Old Pensioner classification can be done by the Authorised Banks.

Note (2) Each entry should be attested by the nominated officer of the branch at which payment is made (additional entries may be provided under Reserve Bank instructions).

Note (3) Separate Scroll must be prepared for all commutation and gratuity amounts.

"We hereby certify that each and every payment of pension to the pensioner and surviving pensioners (including family pensioners) during the period from .................to ................. in the preceding year has been made after obtaining and verifying the life- certificate, non-employment / re-employment certificate as required in Annexure-XVII and XVIII of para 15 and re-marriage/ marriage certificate as required in annexure-XXVI of para 25 of the scheme. It is also confirmed that the relevant certificate in each case is held in the branch of the bank concerned, for verification if needed".

Branch Manager

Signature with Date:

*1 CS No. 25-Authority CGA’s U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004
ANNEXURE-XIII
(See Para 12.16, Page 9)

Consolidated Certificate in lieu of enclosure of individual certificate such as Life Certificate, Non-employment/Re-employment certificate and Re-marriage/Marriage Certificate.

“We hereby certify that each and every payment of pension to the pensioner and surviving pensioners (including family pensioners) during the period from ..................to .................. in the preceding year/ six monthly period (as the case may be) has been made after obtaining and verifying the life- certificate, non- employment / re-employment certificate as required in Annexure-XVII and XVIII of para 15 and re-marriage/ marriage certificate as required in Annexure-XXVI of para 25 of the scheme. It is also confirmed that the relevant certificate in each case is held in the branch of the bank concerned, for verification if needed”. 
**ANNEXURE XIV*1**
*(See para 13.1 page 9)*

**SUMMARY SHEET OF PENSION PAID BY PAYING BRANCHES**
*(To be prepared by Link Branch in Duplicate)*

<table>
<thead>
<tr>
<th>Summary Scroll No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date……………….</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Link Branch/Code</th>
<th>Nodal Branch/ Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(BSR Code)</td>
<td>(BSR Code)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Paying Branch Name &amp; BSR Code</th>
<th>Commuted Value of Pension</th>
<th>Gratuity</th>
<th>Pension Payment Against Each Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td>Amount</td>
<td>No. of pensioner</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td>Amount</td>
<td>No. of pensioner</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>Amount</td>
<td>No. of pensioner</td>
</tr>
</tbody>
</table>

**Note :-** The category may be indicated as A,B,C, etc. as shown below:­

(A) - Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked “V” and “I” respectively according to new revised categories of pension.

(B) - Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.

(C) - Pension to High Court Judges and their family pensions.

(D) - Superannuation pensions of Supreme Court Judges.

(E) - Family Pension for Supreme Court Judges.

(F) - Pension to Ex-MPs.

(G) - Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.

(H) - Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/deceased President/ Vice-President.
(I) - Invalid Pension.

(V) - Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category “A” (as per original category) and are Voluntary retired should be made category “V” according to new system.

(P) - Prorata Pension (newly added category for PSU absorbee).

(O) - Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.

Note (1) In the case of Old Pensioner classification can be done by the Authorised Banks.

Note (2) Each entry should be attested by the nominated officer of the branch at which payment is made (additional entries may be provided under Reserve Bank instructions).

Note (3) Separate Scroll must be prepared for all commutation and gratuity amounts.

“We hereby certify that each and every payment of pension to the pensioner and surviving pensioners (including family pensioners) during the period from .................. to ................. in the preceding year has been made after obtaining and verifying the life certificate, non-employment / re-employment certificate as required in Annexure-XVII and XVIII of para 15 and re-marriage/ marriage certificate as required in Annexure-XXVI of para 25 of the scheme. It is also confirmed that the relevant certificate in each case is held in the branch of the bank concerned, for verification if needed”.

Branch Manager

Signature with Date:

*1 CS No. 26-Authority CGA’s U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004
**ANNEXURE XV**
*(See para 14.1 page 10)*

**DAILY GOVERNMENT DEBIT SCROLL**
*(To be prepared by Nodal Branch in Triplicate)*

Scroll No.
Date

Nodal Branch Code:
(��SR Code)
Name & Address

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Paying Branch Name &amp; BSR Code</th>
<th>Commuted Value of Pension</th>
<th>Gratuity</th>
<th>Pension Payment Against Each Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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</tbody>
</table>

Branch Manager

Signature with Date & Seal:

*CS No. 27-Authority CGA's U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004*
**ANNEXURE-XVI**

(See para 14.1 page 10)

**DATEWISE MONTHLY STATEMENT**

(To be prepared by Nodal Branch in Triplicate)

Name of the Nodal Branch & Address:

Nodal Branch Code………………………… For the month of…………………

(BSR Code)

TWO COPIES TO BE SENT TO CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE, NEW DELHI-110066

<table>
<thead>
<tr>
<th>DATE</th>
<th>RECEIPT</th>
<th>PAYMENT</th>
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Branch Manager

Signature with Date

*CS No. 28-Authority CGA's U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004*
ANNEXURE-XVII
(See para 15.1 page 11)

LIFE CERTIFICATE
(To be submitted by Pensioner once a year in November)

Certified that I have seen the pensioner Shri/Smt./Ms.______________________________

(Name of Pensioner)
holder of Pension Payment Order No.____________________and that he/she is alive on this date.

Name
Place: Designation of Authorised Officer
Date: Seal
ANNEXURE-XVIII
(See para 15.3 & 15.4 page 11 & 12)

NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE
(To be given by pensioner once a year in November)

(A) Existed – Deleted*

(A) I declare that I have been employed / re-employed in the Offices which is a part of / financed by ___________________________ and was in receipt of the following monthly rates of emoluments during the year ended November, 20………… or during the month of within the said year:

(a) Pay______________________________________________________________________

(b) Special Pay_______________________________________________________________

(c) Other Allowances / Fees / Honorarium__________________________________________
   (it includes D.A., A.D.A., these to be shown clearly)

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

I declare that I have not accepted any commercial employment in India.

Or

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

Or

I declare that I have accepted Commercial Employment in India without obtaining the sanction of Central Govt.

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

(B) I declare that I have not accepted any employment under a Govt. outside India /an International Organisation of which Govt. of India is not a member.

Or

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

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

Signature

Place: Name of the Pensioner_______________

Date: P.P.O. No.

Certificates at (B) and (C) are to be furnished only by retired Group ‘A’ Officers in May and November each year.

*CS No. 2 – Authority. CGA’s UO No – 1(7)(1)2000/TA/377 dated 19-8-2002.*
ANNEXURE-XIX
(See para 15.6 page 12)

DECLARATION BY MPs FOR DRAWAL OF PENSION
(To be furnished by the former Member of Parliament with his first pension bill and thereafter once a year in the month of November)

(A) I declare that –

(i) I am not elected to the Office of the President/Vice-President or appointed to the Office of the Governor of any State or Administrator of any Union Territory

Or

(ii) I am not a member of Council of States (Rajya Sabha) or House of the People (Lok Sabha), any Legislative Assembly or Legislative Council of a State or Metropolitan Council of Delhi constituted under Section 3 of Delhi Administration Act, 1966,

Or

(iii) I am not employed on salary under the Central Govt. or any State Govt. or any Corporation owned or controlled by the Central Govt. or any State Govt. or any Local Authority or I am not otherwise entitled to any remuneration from such Govt. or Corporation or Local Authority.

Or

(iv) I am not receipt of any pension from Central Govt./State Govt./ and Local Authority/ Corporation owned or controlled by the Central Government or State Government.

(B) (i) I am holding the Office of or _______________________________________________
Member of or employed as _______________________________________________
In*_________________ and the total remuneration received by me is Rs._____________

Or

(ii) I am in receipt of Rs. ______________________________________________________
Pension drawing from*____________________________________________________

Station: SIGNATURE _____________________________________
NAME OF PENSIONER ___________________________
Date: ADDRESS _______________________________________

*Here mention the name of Office of the Central Government/ State Government/ Local Authority/ Corporation owned or controlled by the Central Government or State Government.
CERTIFICATE OF EXPENDITURE
(By Former President/ Vice President)

FORM A
Certified that the amount of Rs. (in figures) _______________________ Rupees (in words)________________________ drawn by me during the year ending 31st March, 20........... has been expended on the maintenance of my Secretariat Staff and the office expenses thereof.

Signature:
Place:
Date:

Or

FORM B
(By any Person Authorised by the Former President/ Vice-President)

Certified that the amount of Rs. (in figures) _______________________ Rupees, (in words)________________________ drawn by me during the year ending 31st March, 20........... has been expended on the maintenance of the retired President's/ Vice-President's Secretarial Staff and the Office expenses thereof.

Signature:
Name:
Designation:
Place:
Date:

*1 CS No-29 Authority CGA's UO No. 1(7)(1)/2001/TA/155 dated 10/11.3.2004
ANNEXURE-XXI
(See para 16.2 page 13)

INTIMATION AFTER CHANGE OF PENSION PAYMENT FROM ONE BRANCH / BANK TO ANOTHER BRANCH / BANK AT THE SAME STATION / OUT STATION

(To be filled in duplicate)

<table>
<thead>
<tr>
<th>P.P.O. No. &amp; Date</th>
<th>Name of Pensioner/ Family Pensioner</th>
<th>Existing Paying Branch &amp; Code No.</th>
<th>Existing Link Branch &amp; code No.</th>
<th>Name of Paying Branch through Which payment is desired &amp; Code No.</th>
<th>Name of Link Branch through which payment is desired &amp; Code No.</th>
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</table>

(Signature of Manager with Seal)

Date ............................

To

Central Pension Accounting Office
Trikoot II Complex, Bhikaji Cama Place
New Delhi-110066

Change Noted and Returned

(Pay and Accounts Officer)
Central Pension Accounting Office

*1 CS No-30 Authority CGA’s UO No. 1(7)(1)/2001/TA/155 dated 10/11-3-2004

*2 CS No-30 Authority CGA’s UO No. 1(7)(1)/2001/TA/155 dated 10/11-3-2004
ANNEXURE-XXII
(See para 19.1 page 15)

STATEMENT SHOWING CALCULATION OF RELIEF PAYABLE W.E.F. ......................................
(Sanctioned by Government of India, Deptt. of Pension and Pensioners’ Welfare, vide
O.M. NO. __________________________ dated____________)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>P.P.O. No.</th>
<th>Date of retirement</th>
<th>Amount of original pension/ family pension/ extraordinary pension (prior to commutation, if any)</th>
<th>Amount of temporary/ ad-hoc increase and ad-hoc relief sanctioned with effect from 1.1.1973</th>
<th>Total amount of pension etc. on which relief payable (col. 5+6)</th>
<th>Percentage rate of relief to be applied to the amount indicated in col. 7</th>
<th>Amount of total relief payable (subject to prescribed minimum and maximum) per month</th>
<th>Remarks</th>
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<tbody>
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</table>

Explanatory Notes:-

(1) Column 6 is applicable only to pensioners who retired from Government Service on or before 31st December, 1972.

(2) In the case of divisible pensions, i.e., where pension is payable to more than one recipient, the enhanced entitlement may be worked out on the aggregate original amount of pension sanctioned and then divided amongst the recipients on the basis of applicable ratio.

(3) The amounts shown as payable in Column 7 and 9 should be rounded off to the next rupee vide G.I.M.O.F., O.M. No. F.2 (11)- EV/ 80 dt. 14.7.1981 and F2 (9)-EV/81 dt.14.7.81
# ANNEXURE-XXIII

(See para 21.1 page 18)

**DUE AND DRAWN STATEMENT FOR REVISION OF PENSION**

Name of the Pensioner: ________________________________________________________________

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<tr>
<th>Month</th>
<th>Amount as per revised authority letter received through CPAO</th>
<th>Amount drawn</th>
<th>Balance payable (+) / Recoverable (-)</th>
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<td>Pension Rs.</td>
<td>Graded relief Rs.</td>
<td>Pension Rs.</td>
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</table>

TOTAL (A)__________________________________________________________________________Rs.

**Less** amount payable as additional Death/ Retirement Gratuity (B)_____________________Rs.

Net amount recoverable on account of graded relief (A-B)_______________________________Rs.

(Rupees (in words)________________________________________________________________only)

(Sd)

Branch Manager In charge

Date………………………..
ANNEXURE-XXIV
(See para 24.1 page 21)

APPLICATION FOR THE GRANT OF FAMILY PENSION ON THE
DEATH OF PENSIONER

1. Name of the applicant
   (i) Widow/ Widower:
   (ii) Guardian (if the deceased person is:
        Survived by minor child or minor children)

2. Name and age of surviving widow/ widower:
   And children of the deceased Government
   Servant/ pensioner

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Relationship with deceased pensioner</th>
<th>Date of birth in Christian era</th>
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<tbody>
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<td>1.</td>
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<td>4.</td>
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</tbody>
</table>

3. Name of the deceased pensioner:

4. P.P.O. No..................................

5. Date of death of the Govt. servant/Pensioner:

6. Office/ Department/Ministry in which the deceased Government servant/pensioner served last:

7. If the applicant is a guardian, date of birth of minor and relationship with the deceased Government servant/pensioner:

8. If the applicant is a widow/ widower the may amount of service pension which she/he be in receipt on the date of death of the husband / wife:

9. Full address of the applicant:

10. Place of payment of pension and Gratuity: (Public Sector Bank Branch & Pay & Accounts Office)

11. Signature or left- hand thumb impression of applicant*:

12. Attested by:
    Name:_____________________________
    Signature________________________
    Full address_______________________

13. Witnesses:
    (i)
    (ii)
Enclosures:

(i) Two specimen signatures of the applicant or left hand thumb impression* duly attested (to be furnished in two separate sheets)

(ii) Two copies of passport size photograph of the applicant, dully attested.

(iii) Descriptive Roll of the applicant duly attested in duplicate indicating height and personal marks, if any, on the hand, face etc. (Specify at least two conspicuous marks)

(iv) Certificate(s) of age, two attested copies, showing the dates of birth of the children. The certificate should be from the local panchayat or from the Head of a recognized school if the child is studying in Such school. (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Head Office.)

NOTE: Attestation should be done by two Gazetted Government officials or two or more persons of respectability in the town, village or paragana in which the applicant resides.

In case of re-marriage of the widow while applying for family pension on behalf of minor child, the widow should furnish the date of her re-marriage to the Branch of the Authorised Bank at which payment is desired and her full address in the application for family pension. It is not necessary to furnish a fresh application or the documents as they are already available with the pension papers on which family pension was originally admitted to her.

* In case the applicant is not literate enough to sign her/ his name.
LETTER FROM BANK TO THE FAMILY OF THE DECEASED PENSIONER

_______________________________ Bank
_______________________________ Branch
No.____________________ Dated______________

To

Shri/ Smt._______________________________________________________________________

Subject: Claim for family pension

Dear Madam/Sir,

*It is understood that Shri/Smt. ____________________________________________holder of
P.P.O. No.________________________________________has since died.

OR

*Please refer your letter No.__________________________dated________________________
claiming Family pension after the death of Shri/ Smt.________________________________________
pensioner, holder of P.P.O. No.________________________________________.

2. You are requested to call at _________________________________________________
Branch of the bank on any working day between ____________________to____________________
for personal identification and completion of formalities before payment of family pension is
commenced.

3. You are also requested to furnish to this bank the following documents (forms enclosed):
   (i) Application in Form (As at Annexure XXIV of the Scheme).
   (ii) Certificates of non-remarriage/ non-marriage (non- remarriage certificate for
        widow/ widower family pensioner and non-remarriage certificate for daughter(s)
        of deceased pensioner).
   (iii) Undertaking for refunding excess amount, if any, paid after commencement of
        payment of family pension (As in Annexure XI).

4. You are also requested to bring with you the following:
   (i) Death Certificate of Shri/ Smt.________________________ deceased pensioner.
   (ii) Pension Payment Order (Pensioner’s half).
   (iii) Pass Book in case you already have a bank account in your branch in your
        name.

Yours faithfully,

(Sd)
Manager
Branch
Bank

* Delete whichever is not applicable.
CERTIFICATE OF RE-MARRIAGE / MARRIAGE

I hereby declare that I have not got re-married and I undertake to report such any event promptly to the Pension Disbursing Authority / Bank.

(Applicable only for widow recipient of family pension and to be furnished only once)

or

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

(To be submitted by widowers and unmarried daughters once every six months in May and November)

Signature_________________________________

Name of the pensioner ______________________

Place: P.P.O. No. _________________________________

Date:

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

Signature of a responsible

Officer or a well-known person

Place: Name_____________________________________

Date: Designation______________________________
## CODE Nos. OF PAY AND ACCOUNTS OFFICES OF MINISTRY/DEPARTMENT/ACCOUNTANT GENERAL

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Min./Dept.</th>
<th>P.A.O.</th>
<th>Station/Address</th>
<th>Code</th>
</tr>
</thead>
<tbody>
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<td>P.A.O Agr.</td>
<td>Akbar Road Hutments, New Delhi</td>
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<td>P.A.O Sectt. I Agr.</td>
<td>Krish Bhawan, New Delhi</td>
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OFFICE MEMORANDUM

Subject: Recommendations of the 5th Central Pay Commission- Payment of Dearness Relief to re-employed pensioners and employed family pensioners- decision regarding.

In terms of the existing orders, Dearness Relief to pensioners and family pensioners is to remain suspended during the period a pensioner/family pensioner is re-employed/employed under the Central or State Government or in a Statutory Corporation/Company/Body/Bank under them in India or abroad. These orders are also applicable to pensioners and family pensioners permanently absorbed in a Statutory Corporation/Company/Body/Bank under the Central or State Government.

2. In Paragraph 138.21 of their Report, the 5th Central Pay Commission had recommended that Dearness Relief should be paid to employed family pensioners and re-employed pensioners in cases where their pay is fixed at the minimum of the pay scale of the post of re-employment ignoring the entire pension, and that in other cases of re-employment, Dearness Relief shall be payable on pay plus the non-ignorable portion of pension as was the case at present. The Commission had further recommended in Paragraph 141.12 that, with a view to maintaining the original value of the pension, the payment of Dearness Relief should not be suspended where pay is fixed at the minimum of the pay scale during employment/re-employment of a family pensioner/pensioner.

3. These recommendations have been considered and accepted by the Government. The President is accordingly pleased to decide as follows:-

(a) In so far re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held posts below Group “A” and those ex-servicemen who held posts below the ranks of Commissioned Officers at the time of their retirement. Their pay, on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Such civilian pensioners will consequently be entitled to Dearness Relief on their pension in terms of the recommendations of the 5th Central Pay Commission at the rates applicable from time to time.

(b) In terms of the existing orders on the subject, the pay of re-employed pensioners who held Group ‘A’ post or posts of the ranks of Commissioned Officers at the time of their retirement is to be fixed at present.

- at the same stage as last drawn before retirement or, if there is no such stage at the stage next above the pay last drawn.

- at the maximum of the pay scale, if the last drawn is more than the maximum of the pay scale of the post in which re-employed.
at the minimum of the pay scale of the post in which re-employed, if it is more than the pay last drawn.

Further, the pay on re-employment is required to be fixed after ignoring only a portion of the pension [Rs.1,500] received for the previous employment. In view of the fact that (i) the pension is taken into account in such cases and is not entirely ignored; (ii) the pay in the post of re-employment is not required to be fixed at the minimum of the scale in all cases; and (iii) Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject, these re-employed pensioners will not be entitled, in addition, to any Dearness Relief on their pension.

(c) As regards employed family pensioners, since the family pension received by the eligible dependents of Central Government employees is, in any case, not taken into account in determining their pay on employment, Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.

(d) While implementing these decisions, orders issued by the Department of Personnel & Training vide O.M. No. 3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time regarding fixation of pay of re-employed pensioners shall be duly kept in view.

(e) These orders shall be effective from July 18, 1997.

4. (I) In accordance with the Government's decision, referred to in the preceding Paragraph, all family pensioners, in receipt of family pension from the Central Government who were/are employed under the Central Government or the State Government or a Corporation/Company/Body/Bank under them in India or abroad shall be eligible to draw dearness relief, at rates applicable from time to time, on the amount of family pension, with effect from July 18, 1997. A certificate may still be necessary to determine dependency. All Pension Payment Authorities, including authorized Public Sector Banks are requested to forthwith release dearness relief on family pensions in cases where this was withheld on account of the family pensioners concerned being employed. The arrears, if any, due with effect from July 18, 1997 shall also be paid.

(II) (a) In the case of Central Government pensioners who were/are re-employed under the Central Government or the State Government or a Corporation/Company/Body/Bank including an autonomous organization under them in India or abroad or had/ have been permanently absorbed in such Corporation/Company/Body/Bank or autonomous organization, dearness relief will now be admissible to such of those re-employed pensioners who satisfy the conditions referred to in Para 3(a) above. For this purpose, the Central Government Departments concerned, including subordinate organizations, State Government, Corporation/Company/Body/Bank etc. employing a Central
Government pensioner shall be required to issue of certificate indicating the following:-

(i) The re-employed pensioner retired from a civil or military post in the Central Government and was holding a post not included in classified as Group ‘A’ or a post below the rank of commissioned officer in the armed forces.

(ii) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of the pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired/ retiree officer was re-employed/ absorbed: and

(iii) The pay of the re-employed/ absorbbee was / is fixed at the minimum of the pay scale of the post in which he had/ has been initially re-employed after his retirement from the Central Government.

(b) All Central Government Ministries/ Departments/ Organisations shall bring these orders to the notice of all Central Government pensioners who happened to be re-employed by them as on July 18, 1997 or were/ are re-employed subsequently. In cases such re-employed pensioners satisfy the conditions referred to above, the necessary certificate on the above lines shall be issued after verification from the details referred to in Para 17 of the Central Civil Services (Fixation of pay of Re-employed pensioners) Order 1986 issued vide Department of Personnel & Training O.M. No.3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time.

(c) The Pension Disbursing Authority shall release dearness relief on pension to those re-employed pensioners who submit the Certificate referred to above.

(d) In all other cases of re-employed pensioners, no dearness relief shall be admissible on pension during the period of their re-employment. Payment of dearness relief in these cases shall become admissible only with effect from the date they cease to be re-employed.

(e) The Pension Disbursing Authority shall require such a pensioner to produce a certificate of cessation of re-employment from the office in which he had been re-employed.

5. Formal amendment to the Central Civil Services (Pension) Rules, 1972 is being issued separately.

6. CPAO may take immediate action to suitably amend the relevant provision of the Scheme for Payment of pension to Central Government Civil Pensioner, including the proforma at Annexure-XVIII and notify the same to all Public Sector Banks disbursing pension to
Central Government pensioners/ family pensioners. A copy of the notification may be endorsed to this department.

7. Necessary orders in respect of re-employed Defence pensioners and family pensioners will be issued separately by the Ministry of Defence.

8. Administrative Ministries may bring these orders to the notice of all subordinate organizations, autonomous bodies and Public Sector Undertakings including Nationalized banks, financial institutions, etc. under them so that the eligible Central Government pensioners re-employed in these organizations do not face any difficulty in obtaining the requisite certificate.

9. This issues with the concurrence of the Ministry of Finance, Department of Expenditure.

10. In so far as these orders relate to personnel of the Indian Audit and Accounts Department, these have been issued in consultation with the Comptroller & Auditor General of India.

Sd.
(Ganga Murthy)
Director

*CS No-8 Authority CGA’s UO No. 1(7)(1)/2000/TA/377 dated 19/8/2002*
SCHEME FOR PAYMENT OF PENSIONS

To

CENTRAL GOVERNMENT CIVIL PENSIONERS

By

AUTHORISED BANKS


Issued By

Ministry of Finance
Department of Expenditure
Controller General of Accounts

CENTRAL PENSION ACCOUNTING OFFICE
PREFACE TO FOURTH EDITION

This is the fourth edition of the book on “Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorised Banks” since inception of the CPAO on 1st January, 1990. In the course of the last FOURTEEN years based on our experience, interaction with Reserve Bank of India, the 31 Authorised Banks and suggestions from Pensioners’ Association we have been endeavouring to refine and update this booklet with the prior concurrence of Controller General of Accounts. This edition incorporates all corrections and amendments concurred up to December, 2004.

We would recommend that every Authorised Bank distributes copies of this Booklet to all their Paying branches, Link branches and Nodal branches so that they are fully conversant with the updated procedures and formats. Copies of the Pension Scheme booklet will be available at the CPAO for Rs. 50/- each. With the help of Senior Technical Director, NIC, we have made Computer Floppies of the Booklet which can be obtained from this office at Rs. 50/- each.

Suggestions for further improvement would be welcome.

(VANDANA SHARMA)

New Delhi Chief Controller (Pensions)
3rd December, 2004 Central Pension Accounting Office
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**CENTRAL PENSION ACCOUNTING OFFICE**  
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