



GOVERNMENT OF INDIA
DEPARTMENT OF PENSION & PENSIONERS' WELFARE

Retirement Benefits in One Click

Our Efforts Towards Dignified Retirement

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सत्यमेव जयते



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पेंशन एवं पेंशनभोगी कल्याण विभाग,
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GOVERNMENT OF INDIA,
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FOREWORD

Department of Pension and Pensioners Welfare has been leveraging technology year after year, to make the system seamless and more and more convenient for the elderly Pensioners, while taking other steps for bringing about changes in pension policy towards providing life of dignity for them and their dependents. Some of major initiatives/support measures taken in this regard include providing Doorstep Service for submission of Digital Life Certificate through Postal Department besides the facility to submit life certificate online through Jeevan Pramaan Portal. This is considered to be a step towards making the Pensioners "Atamnirbhar" as the DLC can now be given from the comfort of one's home also.

Over a past few years, this Department has also taken a number of decisions to liberalize and simplify the rules and procedure to make the life of our honored pensioners and their dependents simpler and dignified. Rules have been relaxed for divorced daughters to receive Family Pension and now a daughter is entitled to receive the Family Pension even if the divorce has not finally taken place but the divorce petition had been filed by her during the lifetime of her deceased parent employee/pensioner. Earlier Rule provided for payment of Family Pension to a divorced daughter only if the divorce had taken place during the lifetime of deceased parent pensioner or his spouse. The new Rule not only bring ease in the life of pension receiving individuals but also ensure respectable and equitable rights for the divorced daughters in the society. Rule 64 of CCS (Pension) Rules, 1972, was relaxed in order to ensure immediate provisional sanction of pensionary benefits amid the unprecedented situation of COVID-19, wherever an employee is likely to retire before finalization of his dues or is unable to submit the pension claim form. . The Government has very recently made amendment of income criteria for grant of family pension to children/siblings suffering from a mental or physical disability.

While the DOPPW has been striving to bring about, from time to time, necessary changes, it is all the more important to keep the pensioners aware about various developments in the pension administration system. Keeping this in view the Department has now decided to bring about Booklet titled "[Know Your Retirement Benefits]", which I am sure, will be helpful in creating awareness amongst pensioners. It will also serve as guide for officers and dealing staff dealing with pension related matters in Ministries/Department/Organisation.

I am happy and proud to release this Booklet of Department of Pension and Pensioners Welfare which will be a help in determining the retirement benefits entitlements of Pensioners and their dependents.



सूचना का
अधिकार

Kshatrapati Shivaji
Feb. 15, 2021
(Kshatrapati Shivaji)

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PENSION

1. A Government servant becomes eligible for a pension under any of the following circumstances-

- a. Superannuation Pension (Rule 35) : On superannuation after completion of 10 years of service.
- b. Retiring Pension (Rule 36): Payable on :
 - Voluntary retirement after completion of qualifying service of 30 years under Rule 48 or completion of qualifying service of 20 years under Rule 48-A of CCS(Pension) Rules.
 - Voluntary retirement under FR 56(k) after attaining the age of 50 years (in the case of Group A & B) / 55 years (in the case of Group C).
 - Voluntary retirement after transfer to surplus cell of DoPT consequent on abolition of post held by the Government servant (Rule 29-A of CCS (Pension) Rules.
 - Premature retirement, on grounds of efficiency, under Rule 48 of CCS (Pension) Rules after completion of qualifying service of 30 years and under FR 56(J) after attaining the age of 50 years (in the case of Group A & B)/ 55 years (in the case of Group C).
- c. Pension on absorption (Rule 37, 37-A and 37-B): On absorption in a PSU/Autonomous Body, on selection against open advertisement or on en-bloc absorption on conversion of a Government Department into a PSU/Autonomous Body.
- d. Invalid Pension (Rule 38): On a Government servant opting to retire on account of any bodily or mental infirmity which permanently incapacitates him for the service. Invalid Pension is admissible even in cases where a Government servant retires before completion of a qualifying service of ten years.
- e. Compensation Pension (Rule 39): On discharge of a Government servant owing to the abolition of his permanent post.
- f. Compulsory Retirement Pension (Rule 40): On imposition of a penalty of Compulsory Retirement consequent on any departmental proceedings or on conviction by a court of law in a judicial proceedings. The amount of pension in such cases shall not be reduced up to two-thirds of compensation pension.
- g. Compassionate Allowance (Rule 41): On dismissal/removal from service in departmental/ judicial proceedings, Government servant loses his right to pension. However, in cases deserving of special consideration, competent authority may sanction a compassionate allowance not more than two thirds of compensation pension but not less than the minimum pension (i.e Rs. 9000/- per month).

2. Resignation (other than technical resignation to join other departments/ organisation with proper permission) entails forfeiture of past service. Therefore, no pension is payable on resignation (Rule 26).

3. A Government servant is entitled to receive only Service Gratuity in lieu of Pension, if his total qualifying service is less than 10 years. This is one-time lumpsum payment in lieu of pension and is distinct from and is paid over and above the Retirement Gratuity.

4. The amount of pension under the Central Civil Services (Pension) Rules, 1972 in all cases is 50 per cent of the emoluments (last pay drawn) or 50 per cent of the average emoluments (average of last 10 months' pay), whichever is more beneficial to the retiring Government servant (Rule 49).
5. In calculating the length of qualifying service, fraction of a year equal to three months and above shall be treated as a completed one half-year and reckoned as qualifying service
6. While issuing PPO to Central Government employee on retirement , family Pension is also authorized in PPO to spouse. The spouse has to submit an application along with the death certificate to the Pension paying Bank, if his/her name is indicated in PPO and having joint account with the deceased pensioner for commencement of family pension.
7. The President may withhold or withdraw a pension or a part of it, permanently or for a specified period. However, UPSC (Union Public Service Commission) shall be consulted before passing the final order.
8. In the case of Government servant who has retired on attaining the age of superannuation and against, whom any departmental or judicial proceedings are continued, a provisional pension shall be sanctioned to him till the conclusion of proceedings/order .
9. If a pensioner who immediately before his retirement was a member of Central Service Group 'A' wishes to accept any commercial employment before the expiry of one year from the date of his retirement, he shall obtain the previous sanction of the Government to such acceptance .
10. The Head of Office in consultation with the Accounts Officer shall, verify the service rendered by such a Government servant on completion of eighteen years and on his being left with five years of service before the date of retirement. The period of qualifying service shall be communicate to him, in Form 24.
11. The expression 'emoluments' means basic pay (excluding DA) which a Government servant was receiving immediately before his retirement or on the date of his death and will also include non-practising allowance granted to medical officer in lieu of private practice.
12. If a Government servant immediately before his retirement or death while in service, was on earned leave, and earned an increment which was not withheld, such increment, though not actually drawn, shall form part of his emoluments.

13. Additional pension shall be payable to the retired Government servant after completion of eighty years of age or above. It shall be payable from first day of the calendar month in which it falls due in following manner :

Age of Pensioner	Additional Pension
80 years to less than 85 years	20% of basic pension
85 years to less than 90 years	30% of basic pension
90 years to less than 95 years	40% of basic pension
95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

Rule 35 of CCS (Pension) Rules :

Superannuation pension A superannuation pension shall be granted to a Government servant who is retired on his attaining the age of compulsory retirement.

Rule 48 of CCS (pension) Rules

Retirement on completion of 30 years' qualifying service

- (1) At any time after a Government servant has completed thirty years' qualifying service,
- (a) he may retire from service, or
 - (b) he may be required by the appointing authority to retire in the public interest, and in the case of such retirement the Government servant shall be entitled to a retiring pension: completed thirty years' qualifying service - Provided that -
 - (a) a Government servant shall give a notice in writing to the appointing authority at least three months before the date on which he wishes to retire; and
 - (b) the appointing authority may also give a notice in writing to a Government servant at least three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice.

Rule 48(A) of CCS (Pension) Rules : Retirement on completion of 20 years' qualifying service

- (i) At any time after a Government servant has completed twenty years' qualifying service, he may, by giving notice of not less than three months in writing to the appointing authority, retire from service.
 - (ii) The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the appointing authority : Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.
 - (iii) Government servant referred to in sub-rule (1) may make a request in writing to the appointing authority to accept notice of voluntary retirement of less than three months giving reasons therefor ;
 - (b) on receipt of a request under clause (a), the appointing authority subject to the provisions of sub-rule (2), may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appointing authority may relax the requirement of notice of three months on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.
- (4) Government servant, who has elected to retire under this rule and has given the necessary notice to that effect to the appointing authority, shall be precluded from withdrawing his notice except with the specific approval of such authority : Provided that the request for withdrawal shall be made before the intended date of his retirement .

37. Pension on absorption in or under a corporation, company or body

(1) A Government servant who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or a State Government or in or under a Body controlled or financed by the Central Government or a State Government, shall be deemed to have retired from service from the date of such absorption and subject to sub-rule (3) he shall be eligible to receive retirement benefits if any, from such date as may be determined, in accordance with the orders of the Central Government applicable to him]

.EXPLANATION. -Date of absorption shall be -

(i) In case a Government employee joins a corporation or company or body on immediate absorption basis, the date on which he actually joins that corporation or company or body;

(ii) in case a Government employee initially joins a corporation or company or body on foreign service terms by retaining a lien under the Government, the date from which his unqualified resignation is accepted by the Government.

(2) The provisions of sub-rule (1) shall also apply to Central Government servants who are permitted to be absorbed in joint sector undertakings, wholly under the joint control of Central Government and State Governments/Union Territory Administrations or under the joint control of two or more State Governments/Union Territory Administrations.

(3) Where there is a pension scheme in a body controlled or financed by the Central Government in which a Government servant is absorbed, he shall be entitled to exercise option either to count the service rendered under the Central Government in that body for pension.

(4) retirement benefits for the service rendered under the Central Government in accordance with the orders issued by the Central Government.

.EXPLANATION. -Body means autonomous body or statutory body.

Rule 38 of CCS (Pension Rules : Invalid pension -“

(1)The case of a Government servant acquiring a disability, where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are applicable, shall be governed by the provisions of the said section: Provided that such employee shall produce a disability certificate from the competent authority as prescribed under the Rights of Persons with Disabilities Rules, 2017.

(2)If a Government servant, in a case where the provisions of section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) are not applicable, retires from the service on account of any bodily or mental infirmity which permanently incapacitates him for the service, he may be granted invalid pension in accordance with rule 49:Provided that a Government servant, who retires from service on account of any bodily or mental infirmity which permanently incapacitates him for the service before completing qualifying service of ten years, may also be granted invalid pension in accordance with sub-rule (2) of rule 49 subject to the conditions that the Government servant-

(a) has been examined by the appropriate medical authority either before his appointment or after his appointment to the Government service and declared fit by such medical authority for Government service; and

(b) fulfills all other conditions mentioned in this rule for grant of invalid pension.

Rule 39 of CCS (Pension) Rules .

Compensation pension

(1) If a Government servant is selected for discharge owing to the abolition of his permanent post, he shall, unless he is appointed to another post the conditions of which are deemed by the authority competent to discharge him to be at least equal of those of his own, have the option -

- (a) of taking compensation pension to which he may be entitled for the service he had rendered, or
- (b) of accepting another appointment on such pay as may be offered.

(2)(a) Notice of at least three months shall be given to Government servant in permanent employment before his services are dispensed with on the abolition of his permanent post.

(b) Where notice of at least three months is not given and the Government servant has not been provided with other employment on the date on which his services are dispensed with, the authority competent to dispense with his services may sanction the payment of a sum not exceeding the pay and allowances for the period by which the notice actually given to him falls short of three months.

(c) No compensation pension shall be payable for the period in respect of which he receives pay and allowances in lieu of notice.

(3) In case a Government servant is granted pay and allowances for the period by which the notice given to him falls short of three months and he is re-employed before the expiry of the period for which he has received pay and allowances he shall refund the pay and allowances so received for the period following his re-employment.

(4) If a Government servant who is entitled to compensation pension accepts instead another appointment under the Government and subsequently becomes entitled to receive a pension of any class, the amount of such pension shall not be less than the compensation pension which he could have claimed if he had not accepted the appointment.

Rule 40 of CCS (Pension) Rules .Compulsory retirement pension

(1)A Government servant compulsorily retired from service as a penalty may be granted, by the authority competent to impose such penalty, pension or gratuity or both at a rate not less than two-thirds and not more than1[full compensation pension] or gratuity or both admissible to him on the date of his compulsory retirement.

(2) Whenever in the case of a Government servant the President passes an order (whether original, appellate or in exercise of power of review) awarding a pension less than the1[full compensation pension] admissible under these rules, the Union Public Service Commission shall be consulted before such order is passed.

EXPLANATION. -In this sub-rule, the expression "pension" includes gratuity.

(3)A pension granted or awarded under sub-rule (1) or, as the case may be, under sub-rule (2), shall not be less than the amount of 375[Rupees three hundred and seventy-five] per mensem.

Rule 41 of CCS (Pension) Rules :

Compassionate allowance

(1)A Government servant who is dismissed or removed from service shall forfeit his pension and gratuity :Provided that the authority competent to dismiss or remove him from service may, if the case is deserving of special consideration, sanction a compassionate allowance not exceeding two -thirds of pension or gratuity or both which would have been admissible to him if he had retired on1[compensation pension].

(2)A compassionate allowance sanctioned under the proviso to sub-rule (1) shall not be less than the amount of2[Rupees three hundred and seventy-five] per mensem.

Rule 26 of CCS (pension Rules):

Forfeiture of service on resignation.

(1) Resignation from a service or a post, unless it is allowed to be withdrawn in the public interest by the appointing authority, entails forfeiture of past service.

(2) A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Government where service qualifies.

(3) Interruption in service in a case falling under sub-rule (2), due to the two appointments being at different stations, not exceeding the joining time permissible under the rules of transfer, shall be covered by grant of leave of any kind due to the Government servant on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him.

(4) The appointing authority may permit a person to withdraw his resignation in the public interest on the following conditions, namely :-

(i) that the resignation was tendered by the Government servant for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation ;

(ii) that during the period intervening between the date on which the resignation became effective and the date from which the request for withdrawal was made, the conduct of the person concerned was in no way improper

(iii) that the period of absence from duty between the date on which the resignation became effective and the date on which the person is allowed to resume duty as a result of permission to withdraw the resignation is not more than ninety days ;

(iv) that the post, which was vacated by the Government servant on the acceptance of his resignation or any other comparable post, is available

(5) Request for withdrawal of a resignation shall not be accepted by the appointing authority where a Government servant resigns his service or post with a view to taking up an appointment in or under a private commercial company or in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government.

(6) When an order is passed by the appointing authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.

Rule 49 of CCS (Pension) Rules :

(1) In the case of a Government servant retiring in accordance with the provisions of these rules before completing qualifying service of ten years, the amount of service gratuity shall be calculated at the rate of half month's emoluments for every completed six monthly period of qualifying service.

{(1A) The dearness allowance admissible on the date of retirement shall also be treated as emoluments for the purpose of sub-rule (1).}

Rule 49(2) of CCS (Pension) Rules :

In the case of a Government servant retiring in accordance with the provisions of these rules after completing qualifying service of not less than ten years, the amount of pension shall be calculated at fifty per cent of emoluments or average emoluments, whichever is more beneficial to him, subject to a minimum of 9000 per mensem and maximum of 1,25,000 rupees per mensem .

81. Sanction of family pension and residuary gratuity on the death of a pensioner.

(1) Where the Head of Office has received an intimation regarding the death of a pensioner or death or ineligibility of a family pensioner, he shall ascertain whether any family pension or residuary gratuity or both in respect of the deceased pensioner and any family pension in respect of the family pensioner are payable and proceed as hereinafter provided.

(2) (a)(i) If the deceased pensioner is survived by a widow or widower who is eligible for the grant of family pension under rule 54, the amount of family pension as indicated in the Pension Payment Order shall become payable to the widow or widower, as the case may be, from the day following the date of death of the pensioner.

(ii) The Pension Disbursing Authority shall, on receipt of a claim in Form 14 from the widow or widower, authorize the payment of family pension to the widow or widower, as the case may be: Provided that no claim in Form 14 shall be required if the widow or widower was holding a joint account with the pensioner in which pension was being credited.

(iii) The Pension Disbursing Authority shall authorize payment of family pension to the widow or widower, who is not required to submit Form 14, on receipt of information in writing of the death of the pensioner: Provided that such widow or widower shall submit a copy of death certificate to the Pension Disbursing Authority and an undertaking to the effect that any amount to which he or she is not entitled to or any amount which may be credited to his or her account in excess of the amount to which he or she is entitled would be refunded or made good.

(iv) Subject to the provisions of clause (b), if the deceased pensioner is survived by a permanently disabled child or children or dependent parents or disabled siblings whose names have been included in the Pension Payment Order as family pensioners under clause (d) of sub-rule (1) of rule 65, the Pension Disbursing Authority shall, on receipt of a claim in Form 14, authorize payment of family pension to the member of family who is eligible to receive family pension in accordance with the provisions of rule 54. (iv) Where the deceased pensioner is survived by a permanently disabled child or children or dependent parents or disabled siblings whose names have been included in the Pension Payment Order as family pensioners under clause (d) of sub-rule (1) of rule 65, the Pension Disbursing Authority shall, on receipt of a claim in Form 14, authorize payment of family pension to the member of family who is eligible to receive family pension in accordance with the provisions of rule 54.

Rule of 9 of CCS (Pension) Rules.

Right of President to withhold or withdraw pension¹

(1)The President reserves to himself the right of withholding a pension or gratuity, or both, either in full or in part, or withdrawing a pension in full or in part, whether permanently or for a specified period, and of ordering recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of service, including service rendered upon re-employment after retirement :Provided that the Union Public Service Commission shall be consulted before any final orders are passed :Provided further that where a part of pension is withheld or withdrawn the amount of such pensions shall not be reduced below the amount of minimum family pension.

(2)(a)The departmental proceedings referred to in sub-rule (1), if instituted while the Government servant was in service whether before his retirement or during his re-employment, shall, after the final retirement of the Government servant, be deemed to be proceedings under this rule and shall be continued and concluded by the authority by which they were commenced in the same manner as if the Government servant had continued in service :Provided that where the departmental proceedings are instituted by an authority subordinate to the President, that authority shall submit a report recording its findings to the President.

(b)The departmental proceedings, if not instituted while the Government servant was in service, whether before his retirement, or during his re-employment, -
(i)shall not be instituted save with the sanction of the President,(ii)shall not be in respect of any event which took place more than four years before such institution, and
(ii)shall be conducted by such authority and in such place as the President may direct and in accordance with the procedure applicable to departmental proceedings in which an order of dismissal from service could be made in relation to the Government servant during his service.

Rule 69 of CCS (Pension) Rules :.Provisional pension - where departmental or judicial proceedings may be pending

(1)(a)In respect of a Government servant referred to in sub-rule (4) of Rule 9, the Accounts Officer shall authorize the provisional pension equal to the maximum pension which would have been admissible on the basis of qualifying service up to the date of retirement of the Government servant, or if he was under suspension on the date of retirement up to the date immediately preceding the date on which he was placed under suspension.

(b)The provisional pension shall be authorized by the Accounts Officer during the period commencing from the date of retirement up to and including the date on which, after the conclusion of departmental or judicial proceedings, final orders are passed by the competent authority.

(c)No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon :1Provided that where departmental proceedings have been instituted under Rule 16 of the Central Civil Services Classification, Control and Appeal) Rules, 1965, for imposing any of the penalties specified in Clauses (i), (ii) and (iv) of Rule 11 of the said rules, the payment of gratuity shall be authorized to be paid to the Government servant.

(2)Payment of provisional pension made under sub-rule (1) shall be adjusted against final retirement benefits sanctioned to such Government servant upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or the pension is reduced or withheld either permanently or for a specified period.

Rule 10 of CCS (pension) Rules -:

Commercial employment after retirement

(1) If a pensioner who immediately before his retirement was a member of Central Service Group 'A' wishes to accept any commercial employment before the expiry of one year from the date of his retirement, he shall obtain the previous sanction of the Government to such acceptance [by submitting an application in Form 25] , Provided that a Government servant who was permitted by the Government to take up a particular form of commercial employment during his leave preparatory to retirement or during refused leave shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

(2) Subject to the provisions of sub-rule (3), the Government may, by order in writing, on an application made under sub-rule (1) by a pensioner grant, subject to such conditions, if any, as it may deem, necessary permission, or refuse for reasons to be recorded in the order, permission, to such pensioner to take up the commercial employment specified in the application.

(3) In granting or refusing permission under sub-rule (2) to a pensioner for taking up any commercial employment, the Government shall have regard to the following factors, namely

(a) Whether a 'No Objection' for the proposed post retirement commercial employment has been obtained from the cadre controlling authority and from the office where the officer retired

(b) Whether the officer has been privy to sensitive or strategic information in the last three years of his service which is directly related to the areas of interest or work of the organization which he proposes to join or the areas in which he proposes to practise or consult;

(c) Whether there is conflict of interest between the policies of the office he has held in the last three years and the interest represented or work undertaken by the organization he proposes to join

EXPLANATION.-For the purposes of this clause, "conflict of interest" shall not include normal economic competition with the Government or its undertakings.

(d) Whether the organization he proposes to join has been known to be in any way in conflict with or prejudicial to India's foreign relations, national security and domestic harmony, and whether the organization is undertaking any activity for intelligence gathering.

(e) Whether service record of the officer is clear, particularly with respect to integrity and dealings with non-Government organizations;

(f) Whether the proposed emoluments and pecuniary benefits are far in excess of those currently prevailing in the Industry.

EXPLANATION.-For the purposes of this sub-clause, the words "far in excess" shall not be construed as to cover increase in such benefit that may be as a result of buoyancy in the industry or in the economy as a whole.

(g) any other relevant factor

Where the Government grants the permission applied for subject to any conditions or refuses such permission, the applicant may, within thirty days of the receipt of the order of the Government to that effect, make a representation against any such condition or refusal and the Government may make such orders thereon as it deems fit :Provided that no order other than an order cancelling such condition or granting such permission without any conditions shall be made under this sub-rule without giving the pensioner making the representation an opportunity to show cause against the order proposed to be made.(6)If any pensioner takes up any commercial employment at any time before the expiry of one year from the date of his retirement without the prior permission of the Government or commits a breach of any condition subject to which permission to take up any commercial employment has been granted to him under this rule, it shall be competent for the Government to declare by order in writing and for reasons to be recorded therein that he shall not be entitled to the whole

or such part of the pension and for such periods as may be specified in the order :Provided that no such order shall be made without giving the pensioner concerned an opportunity of showing cause against such declaration :Provided further that in making any order under this sub-rule, the Government shall have regard to the following factors, namely :-

(i)the financial circumstances of the pensioner concerned;

(ii)the nature of, and the emoluments from the commercial employment taken up by the pensioner concerned; and

(iii)any other relevant factor.(7)Every order passed by the Government under this rule shall be communicated to the pensioner concerned.

The expression "commercial employment" means :-

(i) an employment in any capacity including that of an agent, under a company, co-operative society, firm or individual engaged in trading, commercial, industrial, financial or professional business and includes also a directorship of such company and partnership of such firm, but does not include employment under a body corporate, wholly or substantially owned or controlled³[by the Central Government or a State Government] ;

(ii) setting up practice, either independently or as a partner of a firm, as adviser or consultant in matters in respect of which the pensioner -(A)has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on are relatable to his official knowledge or experience, or(B)has professional qualifications but the matters in respect of which such practice is to be set up are such as are likely to give his clients an unfair advantage by reason of his previous official position, or¹[(C)has to undertake work involving liaison or contact with the offices or officers of the Government.

(EXPLANATION. -For the purpose of this clause, the expression "employment under a co-operative society" includes the holding of any office, whether elective or otherwise, such as that of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such society;(b)the expression "date of retirement", in relation to a Government servant re-employed after retirement, without any break, either in the same or in another Group 'A' post under the Government or in any other equivalent post under a State Government, means the date on which such Government servant finally ceases to be so re-employed in Government service.

12 of CCS (Pension Rules :

Employment after retirement under a Government outside India-If a pensioner, who immediately before his retirement was a member of Central Service, Group `A', wishes to accept any employment under any Government outside India, he shall obtain the previous permission of the Central Government for such acceptance, and no pension shall be payable to a pensioner who accepts such an employment without proper permission in respect of any period for which he is so employed or such longer period as the Government may direct :Provided that a Government servant who was permitted by the Central Government to take up a particular form of employment under any Government outside India during his leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Rule 32 of CCS (Pension) Rules :

(1) On a Government servant completing [eighteen years]* of service [and]^ on his being left with five years of service before the date of retirement, whichever is earlier, the Head of Office in consultation with the Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Form 24, the period of qualifying service so determined. substituted vide ^[(1A) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of rule 59.]

(2) Notwithstanding anything contained in sub-rule (1), where a Government servant is transferred to another department from a temporary department or on account of the closure of the department he had been previously serving or because the post he held had been declared surplus, [1] the verification of his service may be done whenever such event occurs.

(3) The verification done under sub-rules (1) and (2) shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service

Rule 33 of CCS (Pension) Rules :

Emoluments

The expression 'emoluments' means basic pay as defined in Rule 9 (21) (a) (i) of the Fundamental Rules which a Government servant was receiving immediately before his retirement or on the date of his death ; and will also include non-practising allowance granted to medical officer in lieu of private practice.]²
[EXPLANATION. -Stagnation increment shall be treated as emoluments for calculation of retirement benefits.]

NOTE 1. -If a Government servant immediately before his retirement or death while in service had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be the emoluments for the purposes of this rule :Provided that any increase in pay (other than the increment referred to in Note 4) which is not actually drawn shall not form part of his emoluments.

NOTE 2. -Where a Government servant immediately before his retirement or death while in service had proceeded on leave for which leave salary is payable after having held a higher appointment whether in an officiating or temporary capacity, the benefit of emoluments drawn in such higher appointment shall be given only if it is certified that the Government servant would have continued to hold the higher appointment but for his proceeding on leave.

NOTE 3. -If a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purposes of this rule.¹

NOTE 4. -If a Government servant immediately before his retirement or death while in service, was on earned leave, and earned an increment which was not withheld, such increment, though not actually drawn, shall form part of his emoluments :Provided that the increment was earned during the currency of the earned leave not exceeding one hundred and twenty days, or during the first one hundred and twenty days of earned leave where such leave was for more than one hundred and twenty days.

NOTE 5. -Omitted by G.I., Dept. of Per. & A.R., Notification No. 6 (2)-Pen. (A)/79, dated the 1st August, 1980.

NOTE 6. -Pay drawn by a Government servant while on deputation to the Armed Forces of India shall be treated as emoluments.

NOTE 7. -Pay drawn by a Government servant while on foreign service shall not be treated as emoluments, but the pay which he would have drawn under the Government had he not been on foreign service shall alone be treated as emoluments.

Rule 34. Of CCS (Pension) Rules : Average Emoluments

Average emoluments shall be determined with reference to the emoluments drawn by a Government servant during the last1[ten months] of his service.

NOTE 1. -If during the last1[ten months] of his service a Government servant had been absent from duty on leave for which leave salary is payable or having been suspended had been reinstated without forfeiture of service, the emoluments which he would have drawn had he not been absent from duty or suspended shall be taken into account for determining the average emoluments :Provided that any increase in pay (other than the increment referred to in Note 3) which is not actually drawn shall not form part of his emoluments.

NOTE 2. -If, during the last1[ten months] of his service, a Government servant had been absent from duty on extraordinary leave, or had been under suspension the period whereof does not count as service, the aforesaid period of leave or suspension shall be disregarded in the calculation of the average emoluments and equal period before the1 [ten months] shall be included.2

[NOTE 3. -In the case of a Government servant who was on earned leave during the last ten months of his service and earned an increment, which was not withheld, such increment though not actually drawn shall be included in the average emoluments :Provided that the increment was earned during the currency of the earned leave not exceeding one hundred and twenty days or during the first one hundred and twenty days of earned leave where such leave was for more than one hundred and twenty days.

Rule 49 2A) After completion of eighty years of age or above, additional pension shall be payable to the retired Government servant in the following:

Age of Pensioner	Additional Pension
80 years to less than 85 years	20% of basic pension
85 years to less than 90 years	30% of basic pension
90 years to less than 95 years	40% of basic pension
95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

A pensioner born on 20th August, 1940 shall be eligible for additional pension at the rate of twenty percent of the basic pension with effect from 1st August, 2020. A pensioner born on 1st August, 1940 shall also be eligible for additional pension at the rate of twenty percent of the basic pension with effect from 1st August, 2020.

Gratuity

1. A Government servant on retirement from service will be eligible for retirement gratuity equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of 16½ times the emoluments.
2. Retirement gratuity is payable if a Government servant has completed a minimum qualifying service of five years on retirement and has become eligible for either pension or service gratuity.
3. If a Government servant dies while in service, the death gratuity shall be paid to his family in the following manner

Qualifying Service	Rate
Less than one year	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more but less than 11 years	12 times of emoluments
11 years or more but less than 20 years	20 times of emoluments
20 years or more	Half of emoluments for every completed 6 monthly period of qualifying service subject to a maximum of 33 times of emoluments.

4. The amount of retirement gratuity or death gratuity payable under CCS(Pension) Rules shall in no case exceed twenty lakh rupees.
5. The dearness allowance shall also be taken as emoluments for the purpose computation of gratuity.
6. The Government servant may nominate any of the following family member to receive gratuity.

1.	wife or wives including judicially separated wife or wives in the case of a male Government servant,
2.	husband, including judicially separated husband in the case of a female Government servant,
3.	sons including stepsons and adopted sons,
4.	unmarried daughters including stepdaughters and adopted daughters,
5.	widowed daughters including stepdaughters and adopted daughters,
6.	Father including adoptive parents in the case of individuals whose personal law permits adoption,
7.	Mother including adoptive parents in the case of individuals whose personal law permits adoption,
8.	brothers below the age of eighteen years including stepbrothers,
9.	unmarried sisters and widowed sisters including stepsisters,
10.	married daughters, and
11.	children of a pre-deceased son,

7. A Government servant may, at any time, cancel a nomination by sending a notice in writing to the Head of Office. He shall, along with such notice, also send a fresh nomination.
8. If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid to the spouse and unmarried children (including widowed and unmarried daughter) in equal share.
9. Where a government servant dies while in service or after retirement without receiving the amount of gratuity and leaves behind no family and has made no nomination or the nomination made by him does not subsist amount of death gratuity / retirement gratuity shall be payable to the person in whose favour a succession certificate in respect of the gratuity in question has been granted by a court of law.
10. Interest shall be paid where payment of retirement gratuity has been delayed beyond three months from the date of superannuation.
11. where the payment of death gratuity is delayed beyond six months from the date of death, interest should be paid for the period of delay beyond six months from the date of death.
12. Interest on delayed payment of retirement gratuity would be paid, if the Government servant is exonerated in departmental/judicial proceedings. In such cases, the payment of gratuity will be deemed to have fallen due on the date following the date of retirement.
13. In cases where the disciplinary/judicial proceedings are dropped on account of the death of the Government servant during the pendency of disciplinary/judicial proceedings, the payment of gratuity will be deemed to have fallen due on the date following the date of death. In such cases, interest may be allowed for the period of delay beyond three months from the date of death.
14. In cases where the Government servant is not fully exonerated, the payment of gratuity will be deemed to have fallen due on the date of issue of orders by the competent authority. If the payment of gratuity is delayed in such cases, interest will be payable for the period of delay beyond three months from the date of issue of the above-mentioned orders by the competent authority.

15. Pension or Gratuity can be withheld/withdrawn by the order of the President.
16. Gratuity shall not be paid if departmental or judicial proceedings have been initiated under rule-14 of CCS (CCA) Rules, 1965.

Rule no 50(1) (a).

A Government servant, who has completed five years' qualifying service and has become eligible for service gratuity or pension under Rule 49, shall, on his retirement, be granted 1[retirement gratuity] equal to one-fourth of his emoluments for each completed six monthly period of qualifying service, subject to a maximum of $16\frac{1}{2}$ times the emoluments.

- Rule no 50(1) b.

If a Government servant dies while in service, the death gratuity shall be paid to his family in the manner indicated in sub-rule (1) of Rule 51 at the rates given in the Table below, namely:-

Length of qualifying service	Rate of death gratuity
Less than one year	2 times of emoluments
One year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments
20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times of emoluments.

OFFICE MEMORANDUM

Subject :-

Implementation of Government's decision on the recommendation of the Seventh Central Pay Commission - Revision of provisions regulating pension/gratuity/commutation of pension/family pension/disability pension/ex-gratia lump-sum compensation, etc.

The undersigned is directed to state that in pursuance of Government's decision on the recommendation of the Seventh Central Pay Commission, the President is pleased to introduce the following modifications in the rules regulating pension, Retirement/Death/Service Gratuity, Family Pension, disability pension, ex-gratia lumpsum compensation, etc. under the CCS (Pension) Rules, 1972 and Commutation of Pension under CCS (Commutation of Pension) Rules, 1981, CCS (Extraordinary Pension) Rules, 1939, etc.

2. These orders apply to Central Government Employees governed by the CCS (Pension) Rules, 1972. Separate orders will be issued by the Ministry of Defence, Ministry of Railways and the AIS Division of the DOPT in respect of Armed Forces personnel, Railway employees and the officers of All India Services respectively on the basis of these orders.

DATE OF EFFECT

3.1 The revised provisions as per these orders shall apply to Government servants who retire/die in harness on or after 1.1.2016. Separate order have been issued in respect of employees who retired/died before 1.1.2016.

3.2 Where pension/family pension/Gratuity/Commutation of pension, etc has already been sanctioned in cases occurring on or after 1.1.2016, the same shall be revised in terms of these orders. In cases where pension has been finally sanctioned on the pre-revised orders and if it happens to be more beneficial than the pension becoming due under these orders, the pension already sanctioned shall not be revised to the disadvantage of the pensioner in view of Rule 70 of the CCS (Pension) Rules, 1972.

- **EMOLUMENTS**

4.1 The term 'Emoluments' for purposes of calculating various pensionary benefits other than various kinds of Gratuity shall have the same meaning as in Rule 33 of the Central Civil Services (Pension) Rules, 1972.

4.2 Basic pay in the revised pay structure means the pay drawn in the prescribed level in the Pay Matrix with effect from 01.01.2016 but does not include any other type of pay like special pay, etc.

4.3 In the case of all kinds of gratuity, dearness allowance admissible on the date of retirement/death shall continue to be treated as emoluments along with the emoluments as defined in Paragraph 4.1 above.

- **PENSION**

5.1 Subject to para 5.2, there shall be no change in the provisions regulating the amount of pension as contained in Rule 49 of the CCS(Pension) Rules.

5.2 The amount of pension shall be subject to a minimum of RS.9000/- and the maximum pension would be 50% of highest pay in the Government (The highest pay in the Govt. is Rs 2,50,000 with effect from 1.1.2016). The provisions of sub-rule (2) of Rule 49 of the CCS (Pension) Rules, 1972 shall stand modified to this extent.

5.3 The quantum of additional pension/family pension available to the old pensioners/family pensioners shall continue to be as follows:-

Age of pensioner/family pensioner	Additional quantum of pension
From 80 years to less than 85 years	20% of revised basic pension/ family pension
From 85 years to less than 90 years	30% of revised basic pension / family pension
From 90 years to less than 95 years	40% of revised basic pension / family pension
From 95 years to less than 100 years	50% of revised basic pension / family pension
100 years or more	100% of revised basic pension / family pension

The Pension Sanctioning Authorities should ensure that the date of birth and the age of a pensioner is invariably indicated in the pension payment order to facilitate payment of additional pension by the Pension Disbursing Authority as soon as it becomes due. The amount of additional pension will be shown distinctly in the pension payment order.

For example, in case where a pensioner is more than 80 years of age and his pension is Rs.10,000 pm, the pension will be shown as (i) Basic pension=Rs.10,000 and (ii) Additional pension = Rs.2,000 pm. The pension on his attaining the age of 85 years will be shown as (i).Basic Pension = Rs.1 0,000 and (ii) additional pension = Rs.3,000 pm.

• **Retirement! Death Gratuity**

6.1 The rates for payment of death gratuity shall be revised as under:

Length of qualifying service	Rate of Death Gratuity
Less than One year	2 times of monthly emoluments
One Year or more but less than 5	6 times of monthly emoluments years
5 years or more but less than 11	12 times of monthly emoluments years
11 years or more but less than 20	20 times of monthly emoluments years
20 years or more	Half month's emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments.

Accordingly, Rule 50(1)(b) of CCS (Pension) Rules, 1972 shall stand modified to this extent.

6.2 The maximum limit of Retirement gratuity and death gratuity shall be Rs. 20 lakh. The ceiling on gratuity will increase by 25% whenever the dearness allowance rises by 50% of the basic pay. Accordingly, first proviso under Rule 50(1)(b) of CCS (Pension) Rules, 1972 shall stand modified to this extent.

• **FAMILY PENSION 1964**

7.1 Family pension shall be calculated at a uniform rate of 30% of basic pay in the revised pay structure and shall be subject to a minimum of Rs.90001-p.m. and maximum of 30% of the highest pay in the Government. Rule 54(2) relating to Family Pension, 1964 under CCS (Pension) Rules, 1972 shall stand modified to this extent.

7.2 The amount of enhanced family pension shall be 50% of basic pay in the revised pay structure and shall be subject to a minimum of Rs.90001-p.m. and maximum of 50% of the highest pay in the Government. (The highest pay in the Govt. is Rs. 2,50,000 with effect from 1.1.2016).

7.3 There will be no other change in the provisions regulating family pension, enhanced family pension and additional family pension to old family pensioners.

7.3 There will be no other change in the provisions regulating family pension, enhanced family pension and additional family pension to old family pensioners.

- **COMMUTATION OF PENSION**

8.1 There will be no change in the provisions relating to commutation values, the limit upto which the pension can be commuted or the period after which the commuted pension is to be restored.

9.1 The pension/family pension under para 5 and 7 above shall qualify for dearness relief sanctioned from time to time, in accordance with the relevant rules/instructions.

- **FIXED MEDICAL ALLOWANCE**

10.1 Fixed Medical Allowance to the pensioners who are residing in non-CGHS areas and are not availing OPD facility of CGHS shall continue to be paid at the existing rate till a final decision is taken on the basis of recommendations of the Committee constituted for the purpose.

- **CONSTANT ATTENDANT ALLOWANCE**

11.1 The amount of Constant Attendant Allowance to pensioners who retired on disability pension with 100% disability under the CCS (Extraordinary) Pension Rules, 1939, (where the individual is completely dependent on somebody else for day to day functions) shall continue to be paid at the existing rate till a final decision is taken on the basis of recommendations of the Committee constituted for the purpose.

- **EX GRATIA LUMP SUM COMPENSATION**

12.1 The amount of ex gratia lump sum compensation available to the families of Central Government Civilian employees, who die in the performance of their bona fide official duties under various circumstances shall be revised as under:

Circumstances	Amount
Death occurring due to accidents in course of performance of duties	25 lakh
Death in the course of performance of duties attributed to acts of violence by terrorists, anti social elements etc.	25 lakh
Death occurring in border skirmishes and action against militants, terrorists, extremists, sea pirates	35 lakh
Death occurring while on duty in the specified high altitude, unaccessible border posts, etc. on account of natural disasters, extreme weather conditions	35 lakh
Death occurring during enemy action in war or such war like engagements, which are specifically notified by Ministry of Defence and death occurring during evacuation of Indian Nationals from a war-torn zone in foreign country	45 lakh

13.1. Formal amendments to CCS (Pension) Rules, 1972 and CCS (Extraordinary) Pension Rules, 1939 in terms of the decisions contained in this order will be issued in due course. Provisions of the CCS (Pension) Rules 1972, CCS (Extraordinary) Pension Rules, 1939, and CCS(Commutation of Pension) Rules, 1981 which are not specifically modified by these orders, will remain unchanged.

14.1. These orders issue with concurrence of the Ministry of Finance Department of Expenditure vide their U.O. No. 30-1/33(c)/ 2016-IC dated 03.08.2016

15.1. In their application to the employees of the Indian Audit and Accounts Department, these orders issue in consultation with Comptroller and Auditor General of India.

16. Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of Controller of Accounts/Pay and Accounts Officers and Attached and Subordinate Offices under them on a top priority basis.

(Vandana Sharma)

Joint Secretary to the Government of India

To

1. All Ministries/ Departments of Government of India
2. Principal Director, Office of Comptroller & Auditor General of India, New Delhi
3. Contorller General of Accounts, New Delhi
4. CCA, Central Pension Accounting Office, New Delhi.

- Rule no 50.5

The emoluments for the purpose of gratuity admissible under this rule, shall be reckoned in accordance with Rule 33:

Provided that if the emoluments of a Government servant have been reduced during the last ten months of his service otherwise than as a penalty, average emoluments as referred to in Rule 34 shall be treated as emolument.

Provided further that the dearness allowance (DA) admissible on the date of retirement or death shall also be treated as emolument for the purpose of calculation of gratuity.

- Rule no 50.6 point 5

For the purposes of this rule and Rule 51,52 and 53, 'family', in relation to a Government servant, means -

1.	wife or wives including judicially separated wife or wives in the case of a male Government servant,	
2.	husband, including judicially separated husband in the case of a female Government servant,	
3.	sons including stepsons and adopted sons,	
4.	unmarried daughters including stepdaughters and adopted daughters,	
5.	widowed daughters including stepdaughters and adopted daughters,	
6.	Father	including adoptive parents in the case of individuals whose personal law permits adoption,
7.	Mother	including adoptive parents in the case of individuals whose personal law permits adoption,
8.	brothers below the age of eighteen years including stepbrothers,	
9.	unmarried sisters and widowed sisters including stepsisters,	
10.	married daughters, and	
11.	children of a pre-deceased son.	

Rule no 53.5 point-6

A Government servant may, at any time, cancel a nomination by sending a notice in writing to the 1[Head of Office] :

Provided that he shall, along with such notice, send a fresh nomination made in accordance with this rule.

- Rule no 51.1 (b) point-7

If there is no such nomination or if the nomination made does not subsist, the gratuity shall be paid in the manner indicated below -

1.	if there are one or more surviving members of the family as in *[clauses (i), (ii), (iii), (iv) and (v)] of sub-rule (6) of Rule 50, to all such members in equal shares;
2.	if there are no such surviving members of the family as in sub-clause (i) above, but there are one or more members as in clauses *[vi), (vii), (viii), (ix), (x) and (xi)] of sub-rule (6) of Rule 50, to all such members in equal shares.

- Rule no 51.2 point-8

If a Government servant dies after retirement without receiving the gratuity admissible under sub-rule (1) of Rule 50 the gratuity shall be disbursed to the family in the manner indicated in sub-rule (1).

- Rule no 68.1 point 9

(1) In all cases where the payment of gratuity has been authorised later than the date when its payment becomes due, including the cases of retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid at the rate applicable to General Provident Fund amount in accordance with the instructions issued from time to time:

Provided that the delay in payment was not caused on account of failure on the part of the Government servant to comply with the procedure laid down by the Government for processing his pension papers.]

No.7/20/89-P&PW(F)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Pension & Pensioners' Welfare

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New Delhi, the 22nd January,1991

OFFICE MEMORANDUM

Subject: Payment of interest on account of delayed payment of retirement / death gratuity -reg .

The undersigned is directed to state that payment of interest on delayed payment of gratuity is, at present, regulated under Rule 68 of the CCS (Pension), Rules, 1972.

2. Certain administrative authorities have drawn attention to the fact that in cases of retirement on superannuation the work of assessment of the demands outstanding against them commences two years in advance whereas in other cases of retirement assessment of Govt. dues etc. can begin only after the retirement has been approved by Govt. and have raised a doubt where the provisions of Rule 68 are also applicable to those who retired otherwise on superannuation and if so whether the time limit of 3 months is to be observed in such cases. The position has been reviewed in consultation with the Ministry of Finance. It has been decided that if the payment of gratuity has been delayed due to administrative lapses for no fault of the retiring employee in cases of retirement other than superannuation, the payment of interest may be regulated in the following matter:-

(i) In case of Government servants against whom disciplinary / judicial proceedings are pending on the date of retirement and in which gratuity is withheld till the conclusion of the proceedings :-

(a) In such cases if the government servant is exonerated of all charges and where the gratuity is paid on the conclusion of such proceedings, the payment of gratuity will be deemed to have fallen due on the date following the date of retirement vide DPAR's OM No. 1(4)/Pen.Unit/82 dated 10.01.83. If the payment of gratuity has been authorised after 3 months from the date of his retirement interest may be allowed beyond the period of 3 months from the date of retirement.

(b) In cases where the disciplinary / judicial proceedings are dropped on account of the death of the Government servant during the pendency of disciplinary / judicial proceedings, the payment of gratuity will be deemed to have fallen due on the date following the date of death and if the payment of gratuity has been delayed interest may be allowed for the period of delay beyond 3 months from the date of death.

(c) In cases where the Government servant is not fully exonerated on the conclusion of disciplinary / judicial proceedings and where the competent authority decides to allow payment of gratuity, in such cases, the payment of gratuity will be deemed to have fallen due on the date of issue of orders by the competent authority for payment of gratuity vide DPAR's OM No. 7 (1). PU / 79 dated 11.7.1979. If the payment of gratuity is delayed in such cases interest will be payable for the period of delay beyond 3 months from the date of issue of the above mention orders by the competent authority.

(ii) On retirement other than on superannuation:-

Such cases of retirement will be either under clause (j) or clause (k) of FR 56 or Rules, 38, 39, 40, 48 or 48- A of the CCS (Pension) Rules, 1972. In such cases the pension sanctioning authority does not get adequate time for processing pension papers, as is available to it in the case of retirement on superannuation. Instructions have already been issued from time to time that the work relating to verification of service should be done on year to year basis and should not be kept in arrears. Provisions also exists that on completion of 25 years qualifying service or on one being left with 5 years service before the date of retirement, whichever is earlier, the head of office should verify the service rendered by such Government servant and communicate to him the period of qualifying service as determined vide Rule 32 of the CCS (Pension) Rules, 1972. It is, therefore, expected that even in cases of retirement other than on superannuation it should not take unduly long time for all Heads of Offices to prepare pension papers of retiring employees. It has therefore being decided that where the payment of gratuity in such cases is delayed beyond 6 months from the date of retirement, interest should be paid for the period of delay beyond 6 months from the date of retirement.

(iii) On death of the Government servant while in service:-

Such cases may be considered on the same lines as mentioned in clause (ii) above. Detailed procedure for processing the payment of death gratuity is explained in Rule 77 to 80 of the CCS (Pension) Rules, 1972. It is felt that in these cases also it should be possible for the respective offices to process the payment of death gratuity within a reasonable time. It has, therefore, being decide that where the payment of death gratuity is delayed beyond 6 months from the date of death, interest should be paid for the period of delay beyond 6 months from the date of death. If in any case the payment of death gratuity is held up on account of more than one claimant staking his / her claim to the same, such cases will not automatically qualify for payment of interest in terms of these orders. These will be examined separately in consultation with this Department on the merits of each.

(iv) Cases where the amount of gratuity already paid is enhanced on account of revision on emoluments or liberalisation in the provisions relating to gratuity from a date prior to the date of retirement of the government servant concerned :-

At present, no interest is paid in such cases. Representations have been received that the payment of difference in gratuity in such cases is unduly delayed. It is expected that once the orders relating to revision of emoluments reckoning for gratuity or liberalisation of rules relating to entitlement paid within a reasonable time. Taking into account all aspects, it has now been decided that if the payment on account of arrears of gratuity is delayed beyond a period of 3 months from the date of issue of the orders revising the emoluments liberalisation in the rules interest may be allowed for the delay beyond the period of 3 months of the date of issue of the said orders.

(V) In cases of permanent absorption in PSU/autonomous bodies otherwise than on enmass transfer on conversion of government department or a part thereof into PSU/autonomous body :-

Payment of interest on delayed payment of gratuity in these cases may also be decided in the same manner as prescribed in clauses (ii) above. If the payment of gratuity has been delayed beyond 6 months from the date of permanent absorption the interest may be allowed for the period of delay beyond 6 months.

3. As far as retirement on superannuation is concerned, the existing procedure for grant of interest if the payment of gratuity is delayed due to administrative reasons /lapses for no fault of the retiring employee will continue to be applicable. In other words, interest will be allowed for the period of delay beyond 3 months from the date of retirement.

4. It has also been observed that there is a general impression among the administrative authorities that interest is to be paid only after disciplinary action being taken against the defaulting staff found responsible for the delay in payment of gratuity is concluded. It is hereby clarified that this impression is not correct. In all cases in which it is established that the delay in payment of gratuity was attributable to administrative lapses and for no fault of the retiring employee concerned, the interest should be paid without waiting for the outcome of the disciplinary proceedings against the defaulting staff. The disciplinary cases should be proceeded with separately. This may kindly be borne in mind while regulating cases under paragraphs 2 and 3 above. Wherever interest becomes payable in terms of these orders, the same shall be allowed upto the end of the months preceding the month in which gratuity/arrears of gratuity is paid.

5. These orders shall take effect from the date of issue of this O.M. The cases of those government servants who retired/died while in service before this date would also be covered if gratuity has not been paid as on the date of issue of this Office Memorandum and there has been delay in its payment beyond three months/six months, as the case may be, of the date of their retirement/death but the interest would be payable in such cases only from the date of the issue of this OM or three months/six months, as the case may be, from the date of retirement/death, whichever date is later. Past cases of retirement otherwise than on superannuation on and on death already settled before the issue of this OM, however, need not be reopened.

6. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

7. Hindi version is enclosed.

(M R Vaidya)
Deputy Secretary to the Govt. of India.

To
All Ministries / Departments of the Govt. of India.

Pension or Gratuity can be withheld/withdraw by the order of the President.

Rule 9.1- 1

(1) The President reserves to himself the right of withholding a pension or gratuity, or both, either in full or in part, or withdrawing a pension in full or in part, whether permanently or for a specified period, and of ordering recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of service, including service rendered upon re-employment after retirement :

Footnote : 1. Substituted by G.I., Dept. of P. & P.W., Notification No. 7/14/90-P. & P.W. (F), dated the 23rd August, 1991, published as S.O. No. 2287 in the Gazette of India, dated the 7th September, 1991.

Provided that the Union Public Service Commission shall be consulted before any final orders are passed :

Provided further that where a part of pension is withheld or withdrawn the amount of such pensions shall not be reduced below the amount of rupees three hundred and seventy-five per mensem.]

Gratuity shall not be paid if departmental or judicial proceedings have been initiated under rule-14 of CCS (CCA) Rules, 1965

Rule 69

(C) No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders thereon :

1. Provided that where departmental proceedings have been instituted under Rule 16 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, for imposing any of the penalties specified in Clauses (i), (ii) and (iv) of Rule 11 of the said rules, the payment of gratuity shall be authorized to be paid to the Government servant.

Commutation

1. A Central Government Employee retiree covered under CCS (Pension) Rules 1972 can exercise option for commutation of a fraction of his pension.
2. The option once exercised will be absolute and final. A retiree can opt to commute upto 40% of his Pension.
3. No need for medical examination, if the option for commutation is exercise within one year of retirement.
4. A lumpsum amount is paid in lieu of commuted portion of pension.
5. The Commuted portion of pension is restored on the expiry of 15 years from the date of reduction of pension on account of commutation becomes operative.
6. Restoration of commuted pension is not linked to age or date of birth. it is restored on completion of 15 years from the date of commutation. If the person retired on 31st-01-2006 & commutation was done immediately on retirement, the restoration will be from 1-2-2021.
7. The restoration of commuted amount of pension will be done by Pension Payment Bank/ Authority on its own without calling any separate authorization from Pension sanctioning Authority.
8. In the event of death of pensioner, the commuted portion of pension will not be deducted from Family Pension.

- Eligibility -

An applicant who is authorized -

(i) a superannuation pension under Rule 35 of the Pension Rules ;

or

(ii) a retiring pension under Rule 36 of the Pension Rule ;

or

(iii) a pension on absorption in or under a corporation or company or body in terms of Rule 37 of the Pension Rules and who elects to receive monthly pension and retirement gratuity ;

or

(iv) a compensation pension on abolition of permanent post under Rule 39 of the Pension Rules ;

or

(v) a pension in whole or in part on the finalization of the 8 departmental or judicial proceedings referred to in Rule 9 of the Pension Rules and issue of final orders thereon, shall, subject to the limit in Rule 5, be eligible to commute a percentage of his pension without medical examination :

Provided that he applies for commutation of pension in Form 1 or Form 1-A in accordance with the provisions of Rule 13.

NOTE. - Pension referred to in Clause (i), Clause (ii) and Clause (iv) shall include the provisional pension sanctioned under Rule 64 of the Pension Rules.

- Commutation of pension to become absolute -

(1) The commutation of pension shall become absolute in the case of an applicant referred to-

(i) in sub-rule (1) of Rule 13, on the date on which the application in Form 1 is received by the Head of Office ;

(i-a) in sub-rule (3) of Rule 13, on the date following the date of his retirement ;

(ii) in Chapter IV, on the date on which the medical authority signs the medical report in Part III of Form 4 ;

Provided that -

(a) in the case of an applicant who is drawing his pension from a treasury or Accounts Officer, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after issue of authority by the Accounts Officer for the payment of commuted value of pension, whichever is earlier, and

(b) in the case of an applicant who is drawing pension from a branch of a nationalized bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the bank to the applicant's account to which pension is being credited.

(c) in the case of an applicant governed by sub-rule (3) of Rule 13 in whose case the commuted value of pension becomes payable on the day following the date of his retirement, the reduction in the amount of pension on account of commutation shall be operative from its inception. Where, however, payment of commuted value of pension could not be made within the first month after the date of retirement, the difference of monthly pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value of pension is deemed to have been paid in terms of Rule 49 of the Central Government Accounts (Receipts and Payments) Rules, 1983, shall be authorized by the Accounts Officer.]

(2) In the case of an applicant referred to in Rule 9 or Rule 10, the commuted value is paid in two or more stages, the reduction in the amount of pension shall be made from the respective dates of the payments as laid down in Clause (a) or Clause (b) of the proviso to sub-rule (1).

(3) The date on which the payment of the commuted value of pension was made to the applicant or the commuted value was credited to the applicant's account shall be entered in both halves of the Pension Payment Order by the disbursing authority under intimation to the Accounts Officer who authorized the payment of commuted value of pension.

- Limit on commutation of pension -

(1) A Government servant shall be entitled to commute for a lump sum payment of an amount not exceeding forty percent of his pension.

(2) In an application for commutation in Form 1 or Form 1-A or Form 2, as the case may be, an applicant shall indicate the fraction of pension which he desires to commute and may either indicate the maximum limit of forty percent of pension or such lower limit as he may desire to commute.

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

- Application for commutation of pension –
 - (1) An applicant, who is in receipt of any pension referred to in Rule 12 and desires to commute a percentage of that pension any time after the date following the date of his retirement from service but before the expiry of one year from the date of retirement, shall –
 - (a) apply to the Head of Office in Form 1 after the date of his retirement ;
 - (b) ensure that the application in Form 1, duly completed , is delivered to the Head of Office as early as possible but not later one year of the date of his retirement :
Provided that in the case of an applicant –
 - (a) referred to in Clause (iii) of Rule 12, where order retiring him from Government service had been issued from a retrospective date, the period of one year referred to in this sub-rule shall reckon from the date of issue of the retirement orders ;
 - (b) Referred to in Clause (v) of Rule 12, the period of one year referred to in this sub-rule shall reckon from the date of the issue of the orders consequent on the finalization of the departmental or judicial proceedings.
 - (2) An applicant who applies for commutation of pension within one year of the date of his retirement but his application in Form 1 is received by the Head of Office after one year of the date of his retirement, shall not be eligible to get his pension commuted, without medical examination. Such an applicant, if he desires to commute a percentage of his pension, shall apply afresh in Form 2 in accordance with the procedure laid down in Chapter IV.
 - (3) A Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorized at the time of issue of the pension payment order, shall be eligible to apply for commutation of a percentage of pension along with pension papers prior to the date of retirement provided that –
 - (a) the Government servant retires on superannuation pension only ;
 - (b) the application is submitted to the Head of Office in Form 1- A, so as to reach the Head of Office not later than three months before the date of superannuation ;
 - (c) no such application shall be entertained if the period is less than three months from the date of superannuation of the Government servant ; and
 - (d) the Government shall have no liability for the payment of the commuted value of pension if the Government servant dies before the date of superannuation or forfeits claim to pension before such retirement.

- Calculation of commuted value of pension -

The lump sum payable to an applicant shall be calculated in accordance with the Table of the values prescribed from time to time and applicable to the applicant on the date on which the commutation becomes absolute.

- Scheme Booklet 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. 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

- Restoration of Commuted Pension -

“The commuted amount of pension shall be restored on completion of fifteen years from the date the reduction of pension on account of commutation becomes operative in accordance with rule 6:
Provided that when the commutation amount was paid on more than one occasion on account of upward revision of pension, the respective commuted amount of pension shall be restored on completion of fifteen years from the respective date(s)

Pension Payment Procedure

1. The pension case of a Government servant shall be processed mandatorily through 'Bhavishya' (an online portal for pension sanction) w.e.f 1/1/2017.
2. The Government servant shall submit the claim form 6 months before the date of retirement.
3. HOO shall forward the pension case to the PAO 4 months before the date of retirement.
4. The Accounts Officer shall apply the requisite checks, and issue the pension payment order not later than one month in advance of the date of the retirement of a Government servant on attaining the age of superannuation. For this purpose, he will examine the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.
5. The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, for issuing a Special Seal Authority one month before the date of retirement.
6. The Central Pension Accounting Office shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order, within 21 days.
7. The pensioner's copy of the PPO is to be handed over to him at the time of retirement along with other retirement dues.
8. A Pensioner is not required to visit the bank branch for credit of his/her pension.

Pension Account & Declarations

1. A pensioner may receive pension by getting it credited to his/her saving or current bank accounts operated jointly with his/her spouses in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The joint account of the pensioner with the spouse can be operated either by 'Former or Survivor' basis.
2. Following declarations to be submitted by pensioner in the bank for continuation of pension-
 - a. Life Certificate to be submitted once in a year.
 - b. Re-employment certificate with pay and allowances or non employment certificate.

c. A pensioner, who immediately before his retirement was a member of Central Service, Group `A', has to give declaration that he has not taken any employment under any Government outside India without obtaining previous permission of the Central Government .
3. Following declarations to be submitted by family pensioner in the bank for continuation of family pension-
 - a. Life Certificate to be submitted once in a year.
 - b. He or she has not started earning his or her livelihood. Spouse is not required to submit this declaration.
 - c. He or she has not yet married or remarried.
 - d. A similar declaration shall be furnished by the disabled son or daughter to the Pension Disbursing Authority once in a year that he or she has not started earning his or her livelihood. The family pension shall be continued to disabled child even after his or her marriage.
 - e. Family pension shall be continued to a childless widow even after their remarriage, if her income from all resources is less than minimum family pension.

Dated : 29th November, 2016

OFFICE MEMEORANDUM

Sub: Processing of Pension cases mandatorily through Bhavishya (Online Pension Sanction & Payment Tracking System) w.e.f 01/01/2017 – reg.

Department of Pension and Pensioners' Welfare is responsible for formulation of policy and coordination of matters relating to pension policy and welfare of Central Government pensioners. It has been seen that despite detailed guidelines and instructions to the contrary a large proportion of retiring employees do not get their retirement benefits and the Pension Payment Order(PPO) in time. It is likely that such retired employees find it difficult to get the process completed after retirement. The sanction process starts more than a year before the date of retirement and requires cooperation amongst various agencies. This department has, therefore, launched Bhavishya – an online pension sanction and payment tracking system. The system by keeping track of the progress of each case introduces transparency and accountability. Both the retiring employees as well as administrative authorities can monitor progress at each stage.

2. The system has been running successfully in the main Secretariat of all ministries/departments for the last one year. It has since been extended to cover over 3000 Drawing and Disbursing Officers and Pay and Accounts Offices from various ministries/departments and their attached offices.

3. It has now been decided that all Heads of Offices will henceforth mandatorily process all pension cases only through Bhavishya. In this, where necessary, they will assist the retiring employee to submit the online application form. The Pay and Accounts Offices will process cases generated through Bhavishya through the pension module in COMPACT till the Public Financial Management System(PFMS) is made operational and integrated with Bhavishya.

4. It is to be noted that all authorities will strictly follow the timelines prescribed under the CCS(Pension) Rules and in no case will the pension case be delayed on account of electronic processing through Bhavishya.

5. These instructions take effect from 1st January, 2017.

6. This issues with the approval of competent authority.

(Seemā Guṇḍā) Director
Tel-fax: 24624802

To

Secretaries of all Ministries/Departments
(as per list attached except Railway, Defence, Post & Telecommunications)

Scheme Booklet 7.3 (CPAO)

Time Schedule

- i. (i) Despatch of PPO by PAO to the CPAO issuing PPO on the last working day of the month preceeding the month of retirement.
- ii. Despatch of PPO by CPAO to Link branch of Authorised Bank by 20th of the month of retirement.
- iii. Despatch of PPO by Link Branch to paying branch by 23rd of the month of retirement.
- iv. 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.

Declarations submitted by Family Pensioner (Scheme booklet 25.1,2,3)

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
2. In the case of other recipients of family pension (a widower or an unmarried daughter), the Certificate of remarriage/marriage in the prescribed form is required to be furnished by the recipient, at six-monthly intervals in the month of May and November.
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 for life under proviso to rule 54(6) of the CCS (Pension) Rules, 1972. The person receiving the family pension as guardian should produce every five 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 required to furnish certificate every year that he or she has not started earning his/her livelihood.

59. Stages for the completion of pension papers on superannuation. -

The Head of Office shall divide the period of preparatory work of one year referred to in rule 58 in the following three stages, namely:-

(a) First Stage – Verification of service - (i) The Head of Office shall go through the service book of the Government servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 32 are recorded therein.

(ii) In respect of the unverified portion or portions of service, he shall verify the portion or portions of such service, as the case may be, based on pay bills, acquittance rolls or other relevant records such as last pay certificate, pay slip for month of April which shows verification of service for the previous financial year and record necessary certificates in the service book.

(iii) If the service for any period is not capable of being verified in the manner specified in sub-clause (i) and sub-clause (ii), that period of service having been rendered by the Government servant in another office or Department, the Head of Office under which the Government servant is at present serving shall refer the said period of service to the Head of Office in which the Government servant is shown to have served during that period for the purpose of verification.

(iv) On receipt of communication referred to in subclause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference: Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously.

(v) If no response is received within the time referred to in the preceding sub-clause, such period or periods shall be deemed to qualify for pension.

(vi) If at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication.

(vii) The process specified in sub-clauses (i), (ii), (iii), (iv) and (v) shall be completed eight months before the date of superannuation.

(viii) If any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i) or sub-clause (ii) or subclause (iii) or sub-clause (iv) or sub-clause (v), the Government servant shall be asked to file a written statement on plain paper within a month, stating that he had in fact rendered service for that period, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement.

(ix) The Head of Office shall, after taking into consideration the facts in the written statement referred to in sub-clause (viii) admit that portion of service as having been rendered for the purpose of calculating the pension of that Government servant.

(x) If a Government servant is found to have given any incorrect information willfully, which makes him or her entitled to any benefits which he or she is not otherwise entitled to, it shall be construed as a grave misconduct.

(b) Second Stage. - Making good omission in the service book. -

(i) The Head of Office while scrutinising the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension.

(ii) Every effort shall be made to complete the verification of service, as specified in clause (a) and to make good the omissions, imperfections or deficiencies referred to in sub-clause (i).

(iii) Any omission, imperfection or deficiency which is incapable of being made good and the periods of service about which the Government servant has submitted no statement and the portion of service shown as unverified in the service book which it has not been possible to verify in accordance with the procedure laid down in clause (a) shall be ignored and service qualifying for pension shall be determined on the basis of the entries in the service book.

(iv) For the purpose of calculation of average emoluments, the Head of Office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service.

(v) In order to ensure that the emoluments during the last ten months of service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

(c) Third Stage. - As soon as the second stage is completed, but not later than eight months prior to the date of retirement of the Government servant, the Head of Office shall -

(i) furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for the purpose of pension and gratuity and also the emoluments and the average emoluments proposed to be reckoned for retirement gratuity and pension.

(ii) direct the retiring Government servant to furnish to the Head of Office the reasons for non-acceptance, supported by the relevant documents in support of his claim within two months if the certified service and emoluments as indicated by the Head of Office are not acceptable to him.

(iii) forward to the retiring Government servant Form 5 advising him to submit the same duly completed in all respects so as to reach the Head of Office not later than six months prior to his date of retirement.]

60. Completion of pension papers. - [In cases under rule 59, the Head of Office shall complete Part I of Form 7 not later than four months before the date of retirement of a Government servant and in cases under rule 59-A, the Head of Office shall complete Part I of Form 7 within three months after submission of Form 5 by a Government servant.]

61. Forwarding of pension papers to Accounts Officer

(1) After complying with the requirement of Rules 59 and 60, the Head of Office shall forward to the Accounts Officer Form 5 and Form 7 duly completed with a covering letter in Form 8 along with service book of the Government servant duly completed, up-to-date, and any other documents relied upon for the verification of service.

65. Authorization of pension and gratuity by the Accounts Officer

[(1) (a) On receipt of pension papers referred to in rule 61, the Accounts Officer shall apply the requisite checks, record the account encasement in Part II of Form 7 and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than one month in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

(b) In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within three months of the date of receipt of pension papers from the Head of Office.

(c) The Accounts Officer shall indicate in the Pension Payment Order, the name of the spouse of the Government servant, if alive, as family pensioner.

(d) The Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(e) On receipt of a written communication from the Head of Office on an application from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(f) The Pension Disbursing Authority shall authorise family pension to the members of family referred to in clause (c), (d) or (e) in accordance with the provisions of rule 81 in the order indicated in rule 54.

No. 1/27/2011-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi,
the 1st August, 2017

Office Memorandum

- Sub: Simplification of pension procedure –
- (i) Handing over of PPO to the retiring employee by the Head of Office before retirement and
 - (ii) Submission of undertaking by retiring Government servant along with pension papers - reg.

The undersigned is directed to invite attention to this department's Office Memorandum of even number, dated 7th May, 2014 (copy available at departmental website), vide which provision had been made that the undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank to refund or make good any amount to which he is not entitled may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking is forwarded to the pension disbursing bank along with the Pension Payment Order (PPO) by the Accounts Officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

2. The pensioner is no longer required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, **the pensioner's copy of the PPO is to be handed over to him at the time of retirement along with other retirement dues.** This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.
3. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.
4. However, in the recent past, many instances have come to the notice of this Department wherein the pensioner's copy of the PPO had not been handed over to him/her and instead had been sent to the Bank and the same was lost in transit sometimes thereby causing hardship to the pensioner.



5. In view of the foregoing, all Ministries/Departments are once again requested to strictly follow the above procedure henceforth viz., handing over the copy of pensioner PPO to him/her at the time of retirement along with other retirement dues except if the pensioner specifically requests for delivering his/her copy of PPO through bank. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.



(D.K. Solanki)

Under Secretary to the Government of India

Ph: 24644632

1. All Ministries/Departments of the Government of India as per list.
2. O/o Controller General of Accounts, Mahalekha Niyantarak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi, Delhi 110023.
3. Central Pension Accounting Office, Trikoot –II, Bhikaji Kama Place, New Delhi.
4. Department of Expenditure (E.V Branch, w.r.t. their I.D. No.130/E.V/2014, dated 24th February, 2014), North Block, New Delhi.
5. Department of Posts, Dak Bhawan, New Delhi.
6. Department of Telecommunications, Sanchar Bhavan, New Delhi.

Scheme Booklet issued by CPAO (4,6.4) -

The pensioner is not required to visit the bank to activate the first payment of pension. On receipt of PPO Booklets the CPPC itself will verify the identification details i.e. specimen signature, photos, permanent address etc. of the pensioner given in the PPO booklet & attached documents to it, from the details of "Know Your Customer" norms applied at the time of opening of bank account by the retiring Govt. Servant and other details available in their CBS System.

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoort-II, Bhikaji Cama Place

New Delhi

Date : 09-06-2005

OFFICE MEMORENDUM

Sub :- Payment of Pension through Authorized Banks-Credit of pension to Joint bank account operated by a pensioner with his/her spouse.

Under the facility of disbursement of pension through Authorized Banks available to pensioners, a pensioner is entitled to receive his/her pension by getting it credited to a saving/current bank account operated individually by him/her. Paras 4.1, 4.2 and 12.9 of the "Scheme for Payment of Pension for Central Government Civil Pensioners Through Authorized Banks" outline the present procedure for credit of pension to Bank Account of the pensioner. However, operation of a joint account is not permitted under the existing scheme.

2. The matter whether pensioner should be given an option to receive pension by getting it credited to their saving or current bank accounts operated jointly with their spouses, has been under consideration. It has now been decided to permit credit of pension also to a joint account operated by pensioner with his/her spouse in whose favour an authorization for family pension exists in the Pension Payment Order (PPO). The joint account of the pensioner with the spouse could be operated either by 'Former or Survivor' or 'Either or Survivor' basis subject to the following terms and conditions:

a. Once pension has been credited to a pensioner's bank account, the liability of the Government/Bank ceases. No further liability arises, even if the spouse wrongly draws the amount.

(b) As pension is payable only during the life of a pensioner, his/her death shall be intimated to the bank at the earliest and in any case within one month of the demise, so that the bank does not continue crediting monthly pension to the joint account with the spouse, after the death of the pensioner. If, however, any amount has been wrongly credited to the joint account, it shall be recoverable from the joint account and/or any to her account held by the pensioners/spouse either individually or jointly. The legal heirs, successors, executors etc. shall also be liable to refund any amount, which has been wrongly credited to the joint account.

(c) Payment of Arrears of Pension(Nomination) Rules 1983 would continue to be applicable to a Joint Account with the pensioner's spouse. This implies that if there is an 'accepted nomination' in accordance with Rules 5 and 6 of these Rules, arrears mentioned in the Rules shall be payable to the nominee.

3. Existing Pensioners desiring to get their pension credited to a joint account as indicated above are required to submit an application to the branch bank, from where they are presently drawing pension in the enclosed form. This would also be signed by the pensioner's spouse in token of having accepted the terms. and conditions laid down in this Office Memorandum

4. These instructions are also applicable to the Govt. servants who will be retiring after the issue of this Office Memorandum.

5. The existing Scheme shall stand modified to the extent indicated above Formal correction to the Scheme will be issued in due course by the Central Pension Accounting Office.

6. All Ministries/Departments and all Authorized Banks are requested to give wide publicity to the Office Memorandum so that pensioners may avail of this benefit.

Vandana Sharma
Chief Controller(Pension)

To

1. All Ministries/Departments of the Government of India.

Life Certificate (Scheme Booklet 15.1)

The pensioner would be required to furnish a life certificate in November each year in the form prescribed. Officers of the Reserve Bank of India and of the Authorised banks listed are authorised to give life certificates for this purpose.

Non-employment Certificate (Scheme Booklet 15.3)

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 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.

Re-employment Certificate (Scheme Booklet 15.4)

Retired Central Govt. Group 'A' Officers are required to furnish a declaration in May and November, each year, in the forms prescribed 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.

Life Certificate

1. Every year in the month of November, a Pensioner is required to furnish Life Certificate for further continuation of his/her pension .
2. Pensioners in the age group of 80 years and above, can submit Life Certificate from 1st October, every year, instead of November.
3. Life Certificate can be recorded by Pension disbursing banks, if pensioner physically present himself/herself before pension paying bank branch. Personal appearance of a pensioner will not be required, if he/she submits the life certificate form signed by any designated officer .
4. In order to facilitate pensioners for submission of life certificate online, the portal 'Jeevan Pramaan' was launched in November 2014.
5. Digital Life Certificate through Jeevan Pramaan Portal can be submitted from home by attaching biometric device to Personal Computer or laptop .UIDAI has provided details of all biometric devices along with model number and its brand, which are permissible for capturing biometric of a person.
6. While submitting life certificate digitally through Jeevan Pramaan Portal, a Pensioner has to provide Aadhaar Number, Name, Mobile Number PPO Number, Pension Account number, Bank details, Name of Pension Sanctioning Authority, Pension Disbursing Authority. Any incorrect information may lead to rejection of the DLC by the pension disbursing authority.
7. In the process of submitting Life Certificate from Jeevan Pramaan Portal, a Pensioner will receive two SMS .
 - a. SMS 1 : Jeevan Pramaan Portal will send the SMS confirming that Jeevan Pramaan ID has been generated and will be sent to the bank .
 - b. SMS 2 : The bank will process the information received from Jeevan Pramaan Portal and accept the DLC for further continuation of pension. The DLC can be rejected by bank if the information of bank account number or PPO number is incorrect.

8. DLC can be also submitted from nearest Common Service Centre or from any of the bank branch .

9. India Post Payments Bank (IPPB) through its wide network of Postmen and Gramin Dak Sevaks is providing Doorstep facility to pensioners for submission of Life Certificate digitally.

10. An alliance of Public Sector Banks (PSB) has included submission of Life Certificate under Doorstep Banking Service. At present Doorstep service for submission of Life Certificate through Banking Agents is available at 100 major cities.

11. Pension Disbursing Banks have been advised to resort to Video based Life Certificate within the guidelines of RBI. UCO Bank has already started this successfully and other Banks have been asked to follow suit.

12. A pensioner residing in abroad may submit life through any bank included in the Second Schedule to the Reserve Bank of India Act, 1934, or any authorized official of Embassy /High Commission /Indian Consulates may issue the Life Certificate.

13. In case a pensioner is unable to visit Embassy /Consulate/High Commission, he/she may submit requisite documents by post to the Embassy/Consulate, including Doctor's Certificate showing the pensioner's inability to present himself/herself in person.

14. In wake of pandemic, the timeline for submission of Life Certificate has been extended from 30th November, 2020 onward, till 28th February 2021.

CERTIFICATES TO BE FURNISHED BY THE PENSIONERS

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

No. I /20/2018-I&I'W (E)
Government of India Ministry of Personnel, Public
Grievances & Pensions Department of Pension &
Pensioners' Welfare

3rd t Floor, Lok NayakBhavan,
Khan Market, New Delhi-110003
Dated: 18.7.2019

OFFICE MEMORANDUM

Subject:- Submission of Life Certificate.

It has been the experience of this Department that the Senior Pensioners i.e. the pensioners 80 years and above are facing a lot of difficulties standing in queues while giving the Life Certificates in November. It has been under the consideration of the Government to provide some relief to such pensioners.

2. It has therefore, been decided by the Government, that Senior Pensioners aged 80 years and above be allowed to give their Life Certificate w.e.f 1st October every year instead of November which would be valid till 30th November of the subsequent year.

3. The remaining pensioners below the age of 80 years may continue to give their Life Certificate in November as per existing provisions of CPAO Scheme booklet.

This has the approval of competent authority.



(Sanjoy Shankar)

Under Secretary to Govt. of
India

To

1. Shri Nitesh Kumar Mishra, Chief Controller of Pension, Ministry of Finance Department of Expenditure, BhikaJi Cama Place, Rama Krishna Puram, New Delhi.
2. Shri Adnan Ahmed, DDG(Postal Operations), Oak Bhawan, Patel Chowk, Delhi.
3. New All Pension Disbursing Banks.

Copy for information to

- i. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
- ii. Secretary, Ministry of Defence.
- iii. Secretary, Department of Ex-Servicemen.
- iv. Secretary, Department of Financial Services.
- v. Secretary, Department of Telecommunication.
- vi. All Chief Secretaries of States.
- vii. O/o CGA.
- viii. Jt. CGDA.

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoat II, Bhikaji Cama Place
New Delhi 110 066

CPAO/Tech/Grievance (LF)/10-11/2008

Dt: 01.12.2011

Amendment to the Scheme for Payment of Pension to Central Government
Civil Pensioners by Authorized Banks (Fourth Edition, 3rd December, 2004)

Correction Slip No. 14

Addition after para 15.2 (P-11 of Scheme Booklet 4th Edition, 3rd Dec.
2004).

(In continuation)

A pensioner who produces a life certificate in the prescribed form in Annexure -XVII signed by any person specified hereunder, however, is exempted from personal appearance-

- (i) A person exercising the powers of a Magistrate under the Criminal Procedure code;
- (ii) A Registrar or Sub-Registrar appointed under Indian Registration Act;
- (iii) A Gazetted Government servant;
- (iv) A Police Officer not below the rank of Sub-Inspector in -charge of a Police Station;
- (v) A Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- (vi) A Class I officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or of its subsidiary;
- (vii) A pensioned Officer who, before retirement, exercised the powers of a magistrate;
- (viii) A Justice of Peace;
- (ix) A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- (x) A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an Executive Committee of a Village;
- (xi) A Member of Parliament, of State legislatures or of legislatures of Union Territory Governments /Administrations.
- (xii) Treasury Officer.

In the case of a pensioner drawing his pension through a Public Sector Bank the life certificate may be signed by an officer of a Public Sector Bank. In the case of a pensioner residing abroad and drawing his pension through any other bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank. A pensioner not resident in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from special appearance.

Below Annexure XVII (P-44 of Scheme Booklet 4th Edition, 3rd Dec. 2004)

For "Para 15.1" read "Paras 15.1 and 15.2"

(O/o CGA U.O. No. - 1(7)/CPAO/Scheme Book/2005/TA/254 dt. 28.06.2011).

Correction Slip No.15

Annexure XVIII-(P-46 of Scheme Booklet 4th Edition, 3rd Dec. 2004)

Non-Employment/Re-employment Certificate.

The existing Serial No. at (B) & (C) may be read as (A) & (B).

(CGA's U.O. No.- 1(7)(1)2000/TA/377 dated 19.08.2003) & U.O. No. -
1(7)/CPAO/Scheme Book/2005/TA/254 dt. 28.06.2011.

(H.Atheli)

Dy. Controller of Accounts



CPAD/Tech/Life Certificate/2 Vol-V/2017-18/13 6

08.01.2018

OFFICE MEMORANDUM


Subject:- Submission of 'Life Certificate'.

Attention is invited to this office OM No. CPAD/Tech/ Life Certificate/2014-15/31-72 dated-30.01.2015 (copy enclosed). At present following three options are available with the pensioners/family pensioners to authenticate his/her life:-

- (i) By presenting himself/herself to the authorised bank officer to record the life certificate.
- (ii) By producing a Life Certificate in the prescribed proforma signed by any of the person specified in para 15.2 of the Scheme for Payment of pension to Central Civil Pensioner (copy enclosed).
- (iii) Through Aadhaar based Biometric Authentication System.

But, it has been observed that some banks are insisting to appear physically in the banks causing inconvenience to the pensioners. All Heads of CPPCs/Government Business Departments are advised to ensure that all the above options are honoured by the Authorised Banks.

Encl:- As above


(Md. Shahid Kamal Ansari)
(Asstt. Controller of Accounts)

To

1. Heads of CPPCs of all Banks
2. Heads of Government Business Divisions of all Banks (As per list)

Copy for information to:-

- i) Sr.PPS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
- ii) PPS to Addl. CGA (VP), Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
- iii) Director, DP&PW, Lok Nayak Bhawan, Khan Market, New Delhi - 110003.
- iv) PS to CC (P), CPAO, New Delhi
- v) PA to CA, CPAO, New Delhi
- vi) Sr. TD(NIC), CPAO, New Delhi
- vii) Sr. AOs of all the Sections of CPAO.



CPAO/IT&Tech/Life Certificate/2 Vol-V/2019-20/146

13.11.2019

OFFICE MEMORANDUM

Subject:- Submission of 'Life Certificate'.

It has been observed that Authorized Banks are not adhering to the extant rules regarding submission of life certificate issued vide OM No. CPAO/Tech/Life Certificate/ 2014-15/31-72 dated-30.01.2015 and subsequent OM No. CPAO/Tech/Life Certificate/ 2 Vol-V/2017-18/178 dated-08.01.2018, OM No. CPAO/Tech/Life Certificate/ 2 Vol-V/2017-18/147 dated-23.10.2018 and OM No. CPAO/Tech/Life Certificate/ 2 Vol-V/2017-18/64 dated 26.07.2019 (Copies Enclosed).


2. This office is receiving number of grievances from pensioners that Banks are insisting on submission of life certificate online and not accepting the life certificate submitted in physical form.

3. It is reiterated that at present, the following three options are available with pensioner/ family pensioner to authenticate his/her life:

- I. By presenting himself/herself to the authorised bank officer to record the life certificate.
- II. According to Para 15.2 of the "Scheme for Payment of pension to Central Civil Pensioner" which states that "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 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". Further, vide Correction Slip No. 14 of "Scheme for payment of pension to Central Government Civil Pensioners by Authorized Banks" (Copy Enclosed), a pensioner who produces a life certificate in the prescribed form in Annexure-VII signed by any person specified in the said Correction Slip, is exempted from personal appearance.
- III. Moreover, as a part of Prime Minister's Mission "Digital India" and with the development of software application by Deptt. of Information Technology circulated as per Correction Slip No. 22 to the "Scheme for payment of pension to Central Government Civil Pensioners by Authorized Banks" (Copy Enclosed) the pensioner can prove their existence through Aadhaar based authentication of Life Certificate.
4. All Heads of CPPCs/Government Business Departments are requested to direct concerned officials of Bank branches to strictly adhere to the provisions mentioned above and accept the life certificate physically or electronically from the pensioners.

This issues with the approval of Chief Controller (Pensions).

Encl:- As above


(Md. Shahid Kamal Ansari)
(Dy. Controller of Accounts)
Ph No.011-26103074

To

1. Heads of CPPCs of all Banks
2. Heads of Government Business Divisions of all Banks (As per list)

Copy to:-

1. Sr.PS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
2. PS to Addl. CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
3. PS to Jt. CGA (GBA), O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
4. PS to CC (P), CPAO, New Delhi
5. The General Manager, Reserve Bank of India, Opp. Mumbai Central Railway Station, 4th Floor, Byculla, Mumbai- 400 008
6. The Director, DP&PW, Lok Nayak Bhawan, Khan Market, New Delhi - 110003.
7. Sr. TD (NIC), CPAO, New Delhi



(Dy. Controller of Accounts)

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoat II, Bhikaji Cama Place
New Delhi 110 066

CPAO/Tech/Amdt.-Sch. Book/2014-15

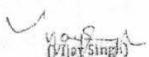
dated: 10.11.2014

Amendment to the Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks (Fourth Edition, 3rd December, 2004)

Correction Slip-22

Addition under Para 15.2 as S.No. (xii)

(xii) A Life Certificate issued online by a Government Agency as a result of Aadhaar Biometric Authentication will also be accepted as a valid certificate. This document may be accessed through a Website (to be notified separately) by the Pension Disbursing Agency without insisting either on personal appearance of the pensioner or Life certificate by the competent authority referred above


Sr. Accounts Officer (Tech)

Authority:- Approval of Controller General of Accounts in file No. 1(7)/CPAO Scheme Booklet/4th Edition/2005/TA on date 10.11.2014.

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoort-II, Bhikaji Cama Place
New Delhi - 110 066

No. CPAO/Tech/Life Certificate/2014-15/31-72-

Dated 30.01.2015

OFFICE MEMORANDUM

Sub: Exemption from Physical Appearance for the Purpose of Life Certificate

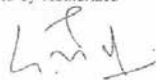
Department of Pension & Pensioners' Welfare in its agenda points for the ensuing SCOVA meeting on 03.02.2015 circulated vide their O.M. No. 42/39/2014-P&PW(G) dated 27.01.2015, has raised the issue of non-adherence of extant Rules with regard to submission of Life Certificate by authorized banks. It has been reported to the Department that some bank branches are insisting on personal appearance of pensioners for submission of Life Certificate alongwith PPOs.

2. Attention is invited to the amendment to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks", issued vide Correction Slip No. 14. The Correction Slip No. 14 facilitates the pensioners to exempt to appear physically in the bank for the purpose of Life Certificate in November every year subject to the condition that the Life Certificate must be signed by any of the authority specified in the Correction Slip No. 14 (copy enclosed).

3. Moreover, as a part of Prime Minister's Mission "Digital India" and with the development of software application by Deptt. of Information Technology circulated as Correction Slip No. 22 to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks", the pensioners can prove their existence through Aadhaar based authentication of Life Certificate.

4. In the light of above, the Pension Account Holding Branches (PAHBs) of all authorized banks may be instructed to strictly adhere to the existing norms and do not harass the pensioners/family pensioners by insisting upon presenting themselves physically in the bank if their Life Certificate is submitted duly signed by the authority specified in Correction Slip No. 14 to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks" including Aadhaar based authentication of Life Certificate.

Encls: as above



(D.K. Saini)
Sr. Accounts Officer

To

Heads of all the CPPCs of Authorized Banks (As per List)

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikot II, Bhikaji Cama Place
New Delhi 110 066

CPAO/Tech/Amdt.-Sch. Book/2014-15

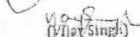
dated: 10.11.2014

Amendment to the Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorized Banks (Fourth Edition, 3rd December, 2004)

Correction Slip-22

Addition under Para 15.2 as S.No. (xii)

(xii) A Life Certificate issued online by a Government Agency as a result of Aadhaar Biometric Authentication will also be accepted as a valid certificate. This document may be accessed through a Website (to be notified separately) by the Pension Disbursing Agency without insisting either on personal appearance of the pensioner or Life certificate by the competent authority referred above


Vijay Singh
Sr. Accounts Officer (Tech)

Authority:- Approval of Controller General of Accounts in File No. 1(7)/CPAO Scheme Booklet/4th Edition/2005/TA on date 10.11.2014.

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoot-II, Bhikaji Cama Place
New Delhi - 110 066

No. CPAO/Tech/Life Certificate/2014-15/31-72

Dated 30.01.2015

OFFICE MEMORANDUM

Sub: Exemption from Physical Appearance for the Purpose of Life Certificate

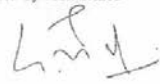
Department of Pension & Pensioners' Welfare in its agenda points for the ensuing SCOVA meeting on 03.02.2015 circulated vide their O.M. No. 42/39/2014-P&PW(G) dated 27.01.2015, has raised the issue of non-adherence of extant Rules with regard to submission of Life Certificate by authorized banks. It has been reported to the Department that some bank branches are insisting on personal appearance of pensioners for submission of Life Certificate alongwith PPOs.

2. Attention is invited to the amendment to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks", issued vide Correction Slip No. 14. The Correction Slip No. 14 facilitates the pensioners to exempt to appear physically in the bank for the purpose of Life Certificate in November every year subject to the condition that the Life Certificate must be signed by any of the authority specified in the Correction Slip No. 14 (copy enclosed).

3. Moreover, as a part of Prime Minister's Mission "Digital India" and with the development of software application by Deptt. of Information Technology circulated as Correction Slip No. 22 to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks", the pensioners can prove their existence through Aadhaar based authentication of Life Certificate.

4. In the light of above, the Pension Account Holding Branches (PAHBs) of all authorized banks may be instructed to strictly adhere to the existing norms and do not harass the pensioners/family pensioners by insisting upon presenting themselves physically in the bank if their Life Certificate is submitted duly signed by the authority specified in Correction Slip No. 14 to the "Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks" including Aadhaar based authentication of Life Certificate.

Encls: as above



(D.K. Saini)
Sr. Accounts Officer

To

Heads of all the CPPCs of Authorized Banks (As per List)

No. 55(20)/2019-P&PW (H)-6212
Government of India
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan,
Janpath, New Delhi-110001
Dated: 18th November, 2020

OFFICE MEMORANDUM

Sub: - Doorstep service for submission of DLC through IPPB

The India Post Payments Bank of the D/o Posts, in coordination with Jeevan Pramaan NIC team, Ministry of Electronics & Information Technology (MeitY) has launched the "Doorstep DLC service" for pensioners. The DLC from Home initiative of the D/o Pension & Pensioners' Welfare had initially been started with the assistance of registered Pensioners' Associations in several cities, which went door-to-door to obtain Digital Life Certificate from Pensioners. To expand this service across the country, D/o Posts huge network of Postmen & Gramin Dak Sevaks has been put to use. IPPB has customized its software with the Jeevan Pramaan Digital service and is now utilizing the huge national network of more than 1,36,000 access points in Post Offices and more than 1,89,000 Postmen & Gramin Dak Sevaks, who have been equipped with smart phones and biometric devices in providing doorstep service for submission of Digital Life Certificate in every part of the country .

2. In order to avail the aforementioned "Doorstep DLC service" through IPPB, pensioners can request their nearest post office or make a request through **PostInfo App** or through the website <http://ccc.cept.gov.in/covid/request.aspx>. It is a chargeable service and shall be available to all Central Government Pensioners across the country. The process to avail "Doorstep DLC service" of DLC through IPPB can be viewed on ippbonline.com or on YouTube, or Facebook page of D/o Pension & Pensioners Welfare.

3. The Administrative Divisions of all Ministries/Departments and attached/subordinate offices are requested to bring the above details about doorstep service for submission of Digital Life Certificate across the country through India Post Payments Bank to the notice of all their retirees.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India
Ph: 23310108

1. All Ministries/Departments of the Government of India.
2. NIC for Uploading the Office Memorandum on the website

Copy to:-

- i. Department of Posts
- ii. Ministry of Railways
- iii. Ministry of Defence

No.12/4/2020-P&PW(C)-6300
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhawan,
Janpath, New Delhi-01.
Dated: January 17, 2020

CIRCULAR

Subject: Obtaining of Life Certificate by Banks from the doorstep of the pensioners

The undersigned is directed to say that instructions have been issued from time to time, for submission of Life Certificate by pensioners, in the month of November every year. Attention is also drawn to the following circulars, meant to facilitate submission of Life Certificate by Pensioners and ensure Ease of Living for them:

- i. CPAO/Tech/Grievances/2010-11/531, dated 30.06.2011, issued by Central Pension Accounting Office, New Delhi, which provides for exemption from personal appearance by Pensioners submitting Life Certificate, if the prescribed form in Annexure-XVII of Para 15.2(i) of Scheme Booklet, is signed by certain specified authorities.
- ii. CPAO/Tech/Life Certificate/2014-15/31-32, dated 30.01.2015, issued by Central Pension Accounting Office, New Delhi, which highlights the Digital Life Certificate mode of submission as part of Prime Minister's "Digital India" scheme.
- iii. RBI/2014-15/587, dated 07.05.2015, issued by the Reserve Bank of India, prescribing mandatory issue of acknowledgement to Pensioners on submission of Life Certificates and promoting the use of Digital Life Certificates among Pensioners, which would eliminate the need for their physical presence at branches.
- iv. RBI/2017-18/89, dated 09.11.2017, issued by Reserve Bank of India, directing Banks for enabling Ease of submitting Life Certificate, whereby a Pensioner can submit Life Certificate in any branch of the pension paying Bank and the same is uploaded promptly in CBS by the receiving branch itself. It also directs all Banks to ensure Door-step submission of Life Certificate facility, along with Banking facility to all senior citizens of more than 70 years of age and differently abled or infirm persons, including pick up of cash and delivery of cash against withdrawal.
- v. OM No. 1/20/2016-P&PW(E), dated 14.11.2017, issued by Department of Pension & Pensioners' Welfare, which re-iterates RBI's concern w.r.t. old/infirm pensioners, for whom Banks should make concrete efforts to provide the facility of obtaining Life Certificate from their premises/residence and exempt personal appearance.
- vi. OM No. 1/20/2018-P&PW (E), dated 18.07.2019, issued by Department of Pension & Pensioners' Welfare, which prescribes that pensioners aged 80 years and above may be allowed to give their Life Certificate w.e.f. 1st October every year, which would be valid till 30th November of the subsequent year, in order to provide Senior pensioners with an exclusive window at Banks, for the activity and avoid the general rush.

(2) In spite of detailed instructions, as brought out above, it has been observed that a large number of pensioners (around 8-10 percent) are unable to submit their Life Certificate by the stipulated date, i.e. 30th November every year on account of various reasons. The pension disbursing authorities/banks are constrained to discontinue disbursement of their monthly pension, in such cases, due to non-submission of the Life Certificate. Such pensioners face a lot of difficulty in re-commencement of their pension.

(3) In order to promote Ease of Living for Pensioners and minimize the cases of non-submission of Life Certificate by the pensioners and ensure uninterrupted disbursement of pension to them, in addition to the instructions contained in Para 1 above, the following instructions are hereby issued for strict compliance: -

- i. All Pension disbursing banks shall send SMSs/E-mails to the pensioners on 24th October, 1st November, 15th November and 25th November, every year reminding them to submit their Annual Life Certificate by the stipulated date, i.e. 30th November.
- ii. All Pension disbursing banks shall make an exception list, as on 1st December every year, of those pensioners who fail to submit their Life Certificate by 30th November and send SMS/E-mail to the pensioners included in the aforesaid exception list advising them to submit the Life Certificate at the earliest to avoid discontinuation of their pension. The Bank shall also ask such pensioners, through SMS/E-mail, as to whether they are interested in submission of Life Certificate through a doorstep visit by the bank. Wherever a call centre /App based facility is available, Banks should also encourage taking request for doorstep visits through such modes. The banks shall not charge any Pensioner more than Rs. 60/- for such a doorstep visit. In line with the Reserve Bank of India circular, RBI/2014-15/587, dated 07.05.2015, all banks shall encourage promoting Life Certificate through Digital means.
- iii. As regards pensioners who have failed to submit their Life certificate in the year 2019, the banks will prepare an exception list of such pensioners immediately and follow the steps mentioned in sub-para 3(ii) above.
- iv. The CPPCs of Pension Disbursing Banks (in case of more than 1 CPPC in any Bank, then one nominated official on behalf of the bank as a whole) shall report to the Department of Pension & Pensioners' Welfare in the months of January, February and March respectively the total number of Central Govt Pensioners who have given the Life Certificate, the total number of Pensioners who have not given their Life Certificate, along with a break-up of the certificates submitted physically and through digital means, on the following email address: rajesh.kr73@nic.in

(4) CPPCs/Branches of your bank may be advised to strictly comply with the above instructions. The banks are also requested to give wide publicity by putting up these instructions in their websites and also on the notice boards of the branches of the bank etc.

This is issued with the approval of competent authority.
Hindi version will follow.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India
Tel No. 23310108

To,
CMDs of all Pension Disbursing Banks

Copy for information to: (1) Central Pension Accounts Officer, CPAO-Trikoot-II, Bhikaji Cama Place, New Delhi (2) Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi

No.18/1/2020-P&PW(C)-6681
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan,
 Janpath, New Delhi,
 Dated: 11th September, 2020

OFFICE MEMORANDUM

Subject: - Extension of period for submission of Life Certificate from October 2020 till December 2020.

Every Central Government pensioner has to submit life certificate in the month of November for further continuation of his/her pension. It has been observed that a large number of Central Government pensioners physically visit bank branches for this purpose.

2. Earlier, as a measure to enable additional dedicated time to very senior pensioners, this department, vide its OM No. 1/20/2018-P&PW(E), dated 18.07.2019, allowed the pensioners in the age group of 80 years and above, to submit Life Certificate from 1st October onward instead of 1st November, every year.

3. In view of the ongoing Covid-19 pandemic and keeping in view of the vulnerability of elderly population to Corona Virus, it has now been decided to extend the existing timeline for submission of Life Certificate. This year, all Central Government pensioners may submit Life Certificate from 1st November, 2020 onward, till 31st December 2020. However, the pensioners in the age group of 80 years and above, can submit Life Certificate from 1st October, 2020 onwards, to 31st December, 2020. During this extended period, the pension will be continued to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.

4. Further, in the line of RBI notification no. RBI/2019-20/138, dated January 9, 2020, which permits Video based Customer Identification Process (V-CIP) as a consent based alternate method of establishing the customer's identity, PDAs may also explore the said methodology for obtaining a Life Certificate from the pensioner, to the extent permitted by RBI guidelines, in order to avoid rush at the branches.

5. The above measures are expected to avoid rush at branches and maintain social distancing, while obtaining Life Certificates from the elderly this year. PDAs shall also ensure proper arrangements and social distancing measures at the branches and prevent overcrowding.

6. All Pension Disbursing Authorities are requested to take note of this OM for compliance and give wide publicity to the same amongst the pensioners.

This issues with the approval of the competent authority.

Rajesh Kumar

(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. CMDs of all Pension Disbursing Banks
2. Controller General of Accounts, Mahalekha Niyantrak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi, Delhi 110023

3. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi
4. CPPCs, All Pension Disbursing Banks
5. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
6. Secretary, Ministry of Defence, South Block, New Delhi.
7. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.
8. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi.
9. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
10. Secretary, Department of Posts, Dak Bhavan, New Delhi
11. All Chief Secretaries of States.
12. Secretary ,Ministry of External Affairs, South Block, New Delhi
13. NIC:-**for posting on website of this Department.**

No.12/5/2020-P&PW(C)-6363
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhawan,
 Janpath, New Delhi-01
 Dated: 20th February, 2020

CIRCULAR

Subject: Consolidated instructions on Life Certificate and commencement of family pension if pensioner / family pensioner is living abroad

This Department has been receiving grievances of pensioners residing abroad mentioning the difficulties and inconvenience faced by them with respect to submission of life certificate as well as commencement/continuation of family pension. Instructions have already been issued from time to time on the above subject in order to ensure Ease of Living for them. The circulars have been consolidated and are as under:-

- i. **In the case of a pensioner residing abroad, the following methods are available for submission of life certificate –**
 - a. If he/she is drawing pension through any bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank.
 - b. An authorized official of the Embassy of India/High Commission of India/Indian Consulates may issue the life certificate.
 - c. In case the pensioner is unable to visit the Embassy/Consulate, he/she may submit requisite documents by post to the Embassy/Consulate, including Doctor's Certificate showing the pensioner's inability to present himself/herself in person. Embassy of India/High Commission/Indian Consulate may also assist pensioners/family pensioners in submission of the Life Certificate.
 - d. A Pensioner, not resident in India, in respect of whom a duly authorized agent produces a Life Certificate, signed by a magistrate or a notary or an officer of an Indian authorized Bank or Diplomatic Representative of India, is exempted from special appearance.
 - e. There have been complaints that life certificate submitted over the counter of pension paying branches are misplaced causing delay in payment of monthly pension. In order to alleviate the hardship faced by pensioners, agency banks are instructed to mandatorily issue duly signed acknowledgements. They were also advised to consider entering the receipt of life certificate in CBS and issue a system generated acknowledgements which would serve the twin purpose of acknowledgement as well as real time updation of records.

(RBI/2018-19/1 DGBA.GBD.No.-1/31.02.007/2018-19, dated 2nd July, 2018)

P.T.O

- ii. For commencement of family pension, after demise of a pensioner residing abroad following procedure will be followed –
- a. In case the pensioner and spouse are holding a joint account, the requirement of Form 14 has been dispensed with. The spouse may inform the pension disbursing Bank of the death of the pensioner and request the bank for commencement of family pension, through a simple letter. He/she may enclose a copy of death certificate of the pensioner, PPO, proof of his/her own age/date of birth and an undertaking for recovery of excess payment. In other cases, i.e., where the pension is not being credited to the joint bank account of the pensioner, Form 14 will be continued to be obtained by the banks from the family pensioner. However, the condition of attestation of Form 14 has been done away with and witnessing by two persons has been considered as sufficient.
(G.I. D/o of Pension & Pensioners' Welfare's O.M No.1/27/2011-P&PW(E) dated, 20th September, 2013)
- b. In case of family pensioners who are unable to visit to India for personal identification, they may be allowed pension/family pension on the basis of a certificate to be issued by an authorized official of the Embassy of India/High Commission of India/Indian Consulate in the country where the pensioner is residing. This certificate is to be issued on verification of Pensioner/Family Pensioner on the basis of the photograph available in the PPO or on the basis of the photograph available on the Passport.
(CGA's Authority No.-F.No.1(7)/CPAO Scheme Book/2005/TA/585 dated 22.09.2006)
2. CPPCs/Branches of all the Pension disbursing banks may be advised to strictly comply with the above instructions.

This issues with the approval of competent authority.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India
Tel. No.23310108

To,

1. Chairman, Railway Board
2. Secretary, CPV and Overseas Indian Affairs
3. Secretary, Department of Financial Services
4. Secretary, Ex-Servicemen Welfare
5. Secretary Posts
6. Secretary Telecom
7. Controller General of Accounts, Department of Expenditure
8. MDs of all the Pension Disbursing Banks
9. Head of CPPCs of All Pension Disbursing Banks.
10. Coordination Division, Ministry of External Affairs, Room No 29 A, South Block, New Delhi-01.
11. Central Pension Accounts Officer, CPAO, Trikoot-II, Bhikaji Cama Place, New Delhi.
12. NIC: - for posting on the website of the Department.

No.18/1/2020-P&PW(H)-VoI-III-6786
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan,
 Janpath, New Delhi,
 Dated: 23rd November, 2020

OFFICE MEMORANDUM

Subject: - Extension of period for submission of Life Certificate by Central Government pensioners till February 28, 2021.

The undersigned is directed to refer to this Department's O.M. No. 18/1/2020-P&PW(C)-6681 dated 11th September, 2020 regarding the extension of timeline for submission of Life Certificate by Central Government pensioners from 1st November, 2020 onward, till 31st December 2020.

2. This Department has been in receipt of numerous petitions from various Pensioners' Associations as well as individuals requesting a further extension in the date for submitting Life Certificate, in view of the ongoing Covid-19 pandemic and the vulnerability of elderly population to Corona Virus. After consultation with the office of Controller General of Accounts, it has now been decided to further extend the existing timeline for submission of Life Certificate. This year, all Central Government pensioners may submit Life Certificate from 1st November, 2020 onward, till February 28, 2021. During this extended period, the pension will be continued to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.

3. The above measures are expected to avoid rush at branches, stagger the submission of the LCs by the elderly population while maintaining social distancing, and to that extent, prevent the spread of Corona virus. PDAs shall also ensure proper arrangements and social distancing measures at the branches and prevent overcrowding.

4. All Pension Disbursing Authorities are requested to take note of this OM for compliance and give wide publicity to the same amongst pensioners.

This issues with the approval of the competent authority.

Rajesh Kumar

(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. Secretary, Dept of Expenditure, Ministry of Finance, North Block, New Delhi.
2. CMDs of all Pension Disbursing Banks

3. Controller General of Accounts, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi.
4. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.
5. CPPCs, All Pension Disbursing Banks.
6. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi.
7. Secretary, Ministry of Defence, South Block, New Delhi.
8. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.
9. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi.
10. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
11. Secretary, Department of Posts, Dak Bhavan, New Delhi
12. All Chief Secretaries of States.
13. Secretary, Ministry of External Affairs, South Block, New Delhi
14. NIC: **-for posting on website of this Department.**

TA on Retirement

1. The Travelling allowances would be admissible to the retired government servant and member of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently even if it is other than his declared home town.
2. T.A. Entitlement on Retirement includes 4 components :
 - a. Travel entitlement for self and family
 - b. Composite Transfer grant (CTG)
 - c. Reimbursement of charges on transportation of personal effects; and
 - d. Reimbursement of charges on transportation of conveyance
3. If a Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.
4. The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other.
5. Transportation of Personal Effects : table

Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 Kg	Rs. 25/- per km
4 and below	1500 Kg	Rs. 15/- per km

6. Transportation of Conveyance: Table

Transportation of Conveyance

Level	Reimbursement	By Road
6 and above	1 motor car etc,or 1 motor cycle/ scooter	Rs. 50/- per km
5 and below	1 motor cycle/ scooter/ moped/ cycle	Rs. 50/- per km

7. The claim of a Govt. servant to Travelling Allowance on Retirement, is forfeited or deemed to have been relinquished, if the claim for it is not preferred within sixty days succeeding the date of completion of the journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Govt. servant at the new station.

8. In respect of claim for Travelling Allowance for journey performed separately by the Retired officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey.

**SECTION XV – JOURNEY ON RETIREMENT, DISMISSAL
OR TERMINATION OF EMPLOYMENT AND JOURNEY
BY THE FAMILY OF THE GOVERNMENT SERVANT
ON HIS DEATH**

General restrictions

S.R. 146. Unless in any case it be otherwise expressly provided in this section on person is entitled to any traveling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.

Exception

S.R. 147. A Competent Authority may, for special reasons which should be recorded, permit any Government servant to draw traveling allowance for a journey of the kind mentioned in Rule 146.

GOVERNMENT OF INDIA'S ORDERS

(1) T.A. to Central Government servants on retirement – I Settlement in station other than last station of duty – It has been decided to sanction the grant of traveling allowance to retiring Government servants on the scale and the conditions set out below. The traveling allowance referred to will be admissible in respect of the journey of the Government servant and members of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently even if it is other than his declared home town and in respect of the transportation of his personal effects between the same places.

(a) For journeys by different modes – Entitlement as for transfer.

Explanation – In regard to the question as to how the traveling allowance in respect of the members of the family of a retiring Government servant, who do not actually accompany him is to be regulated, it has been decided that the provisions of SR 116 (b) (iii) may be applied mutatis mutandis in all such cases. A member of a Government servant's family who follows him within six months or precedes him by not more than one month may, therefore, be treated as accompanying him. The period of one month or six months, as the case may be, may be counted from the date the retiring Government servant himself actually moves. The claims of traveling allowance in respect of the family members will not be payable until the head of the family himself or herself actually moves.

The time-limits of one month and six months and six months mentioned above may be extended by the Competent Authority prescribed in SR 116 (b) (iii) in individual cases attendant with special circumstances.

(b) The Government servant shall besides the fares, be also eligible to composite transfer grant equal to one month's basic pay plus Dearness pay, if the distance from the last station of duty is more than 20 km.

(c) Transportation of personal effects at the scale of allowance laid down in Order below 116 is allowable. The Government servant will also be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as in the case of transfer.

(d) The actual cost of transporting a motor car or other conveyance maintained by the Government servant before his retirement is reimbursable as per Order below SR 116.

2. The grant of the concession will be further subject to the following conditions, clarifications and subsidiary instructions. :-

- (i) The concession will be admissible by the shortest route from the last place of duty of the Government servant to his home town or to the place where he and his family are to settle down permanently even if it is other than his declared home town.
- (ii) ***
- (iii) The concession may be availed of by a Government servant who is eligible for it, at any time during his leave preparatory to retirement, or within one year of the date of his retirement..

Powers to extend the time-limit of one year will be exercised by the Administrative Ministries/Departments with the approval of the F.A. concerned, in individual cases attendant with special circumstances.

- (iv) The concession will be admissible to permanent Central Government servants who retire on a retiring pension or on superannuation, invalid or compensation pension.
- (v) The concession will also be admissible to temporary employees who retire on attaining the age of superannuation or are invalided or are retrenched from service, without being offered alternative employment, provided that they have put in a total service of not less than 10 years under the Central Government at the time of retirement/invalidment/retrenchment.
- (vi) In the case of a person whose domicile is elsewhere than in India or who intends to reside permanently outside India after retirement, the concession will be admissible up to the railway station nearest to the port of his embarkation. In the case of such a person who travels by air, the concession of traveling allowance by rail/road under these orders will be admissible up to the airport of embarkation for himself and members of his family and up to the port of departure for his personal effects.
- (vii) Where an officer is re-employed under the Central Government while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession admissible under these orders may be allowed to be availed of by him with one year of the expiry of the period of his reemployment..
- (viii) A Government servant will be eligible to the retirement traveling allowance concession in full, notwithstanding the fact that he had availed of leave travel concession to home town or any place in India during one year preceding the date of retirement or commencement of leave preparatory to retirement.

3. Not admissible to – The concession is not admissible to Government servants -

- (a) Who quit service by resignation; or.
- (b) Who may be dismissed or removed from service; or
- (c) Who are compulsorily retired as a measure of punishment; or
- (d) Who are temporary employees with less than ten years of service retiring on superannuation/invalidation/retrenched.

4. The Traveling Allowance claims admissible under these orders will be drawn, on Traveling Allowance Bill forms like Transfer Traveling Allowance claims. The claims of officers who were their own controlling officers before retirement, will however, be countersigned by the next superior administrative authority. The claim of an officer who before retirement was employed as the Comptroller and Auditor General or as a Secretary to the Government of India may be countersigned by his successor in office. The certificate required to be furnished by the officers in respect of Transfer Traveling Allowance claims will also be required to be furnished in respect of claims of Traveling Allowance under these orders.

5. Before reimbursing the Traveling Allowance admissible under these orders, the countersigning authorities should satisfy themselves, as far as possible, that the claimant and members of his family actually performed the journey to the home town or the other place to which he might have proceeded to settle there, e.g., by requiring the production of original railway vouchers relating to transportation of personal effects, conveyance, etc.

[Clarification – The checks prescribed on retirement traveling allowance claims would be with reference to duties and powers of the controlling Officers enumerated under SR 195 and no separate set of guidelines would be necessary vide G.I., M.F., D.O., Dy. No. 1914-IV/89, dated the 7th December, 1989, in reply to C. & A.G., U.O. No. 1009-A.I./82, dated the 1st November, 1989.]

6. Payment of Traveling Allowance claims under these orders may be made by the Treasury Officer in relaxation of Rule 21 of the Central Treasury Rules, i.e., may make the payment of such claims even after the issued of a last pay certificate and without asking the retired officer to surrender the last pay certificate which will be required for the purpose of the finalization on his pension.

7. These orders do not apply to persons who –

- (i) are not in the whole time employ of the Government or are engaged on contract;
- (ii) are paid from contingencies;
- (iii) are Railway servants;
- (iv) are Members of the Armed Forces; and
- (v) are eligible for any other form of travel concession on retirement.

[G.I., M.F., O.M. No. 5 (109) –E IV/57, dated the 11th July, 1960 as amended from time to time including O.M. No. 102/98/IC and 19030/2/97-E. IV, dated the 17th April, 1998 and O.M. F. No. 105/1/2004-IC, dated the 1st March, 2004.]

Note – The provisions of these orders as amended from time to time, apply mutatis mutandis to industrial employees in the Government industrial establishments also.

[G.I., M.F., O.M. No. F. 5 (30)-E. IV (B)/65, dated the 27th August, 1965.]

II. For settling down at the last station of duty/at a station not more than 20 km. from the last station of duty. – It has been decided that in cases where the Government servant wishes to settle down permanently at the last station of duty, traveling allowance may be allowed to the extent indicated below, provided the Government servant concerned is required to change his residence as a result of his retirement.-

- | | |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) Self and family | Actual cost of conveyance but not exceeding the road mileage allowance admissible under SR 116 (a) II (i) and (ii). |
| (b) Personal effects. | Actual cost of transportation not exceeding the amount admissible under SR 116 (a) II (iii). |
| (c) Transportation of conveyance | An allowance for car/scooter/motorcycle at the rates notified by the concerned Directorate of Transport for taxi/autorickshaw. Where the above allowance is claimed, mileage allowance will not be admissible to the Government servant/members of family traveling by the conveyance. If they travel otherwise than by the conveyance, they will be entitled to the mileage allowance as per SR 116 (a) II (i) and (ii). |
| (d) Composite Transport Grant. | Equal to one third of (basis pay plus dearness pay). |

Note – For the purpose of this order, the term ‘last station of duty’ will be interpreted to mean the area falling within the jurisdiction of the Municipality or Corporation, including such of suburban municipalities, notified areas or cantonments as are contiguous to the named municipality, etc., where the Government servant was posted immediately before his retirement.

The admissibility of traveling allowance as above will also be subject to other conditions for the grant of traveling allowance on retirement as contained in Order (1) above as amended from time to time.

[G.I., M.F., O.M. No. 19061/1/81-E. IV, dated the 13th August, 1981 read with O.M., dated the 17th April, 1998 and O.M. F. No. 105/1/2004-IC, dated the 1st March, 2004.]

(2) Concession extended to employees of the Andaman and Nicobar Administration – It has been decided that the concession, vide Order (1) above be extended to the employees of the Andaman and Nicobar Administration on their retrenchment/invalidment/retirement subject to the conditions laid down therein. Accordingly, application of the provisions of SR 150 will now be restricted to such of the Central Government employees of the Andaman and Nicobar Administration as are not eligible for the concession granted in decision referred to above.

[G.I., M.F., O.M. No. 5(5) –E. IV (B)/61, dated the 20th February, 1961.]

(3) T.A. for journeys to attend departmental enquiry by Government servants after removal/dismissal or compulsory retirement from service. – The question was under consideration whether and, if so, at what rates, traveling allowance should be allowed to a Central Government servant who is removed/dismissed or compulsorily retired from service as a penalty in cases, where, under the orders of the appellate or reviewing authority, it is decided to hold a further/de novo departmental enquiry and the Government servant is required to attend such enquiry. It has been decided that the Government servant concerned may be allowed traveling allowance as for a journey on tour from the place where the summons to attend the enquiry reaches him to the place of enquiry and back but not exceeding that to which he would be entitled, had he performed the journey from his home town to the place of enquiry and back. The traveling allowance may be regulated in accordance with the pay of the post held by the Government servant immediately before his removal/dismissal or compulsory retirement.

[G.I., M.F., O.M. No. 19012/1/80-E. IV, dated the 19th April, 1980.]

(4) T.A. for retired Government servant for attending departmental enquiry/judicial proceedings against him. – See Government of India's Order below SR 153-A.

(5) No advance of T.A. in case of journeys performed after retirement. – A question has been raised whether an advance of traveling allowance under the normal rules can be given in the cases covered by Order (1) above. It has been decided that an advance of traveling allowance may be sanctioned by the authorities competent to sanction such an advance in cases of journeys performed during leave preparatory to retirement but not in case of journeys performed after the date of retirement

[G.I., M.F., O.M. No. F. 16-A (10)-E. II (a)/60, dated the 30th November, 1969 and Rule 224, G.F.R.]

S.R. 148. A competent Authority may grant to the family of a Government servant who dies while in service such traveling allowance as it deems fit.

GOVERNMENT OF INDIA'S ORDERS

(1) Conveyance at Government expense of families and personal effects of Government servant who die while in service. – 1. The question of transportation at Government expense of the families and personal effects of the Government servants who die while in service has been under consideration of the Government of India for some time. It has been decided that in such cases the following concessions will be admissible to members of the families, as defined in SR 2 (8) for purposes of traveling allowance rules, provided the journey is completed within one year after the death of the Government servant.

2. Travel expenses will be admissible by the shortest route from the last headquarters of the Government servant to his normal place of residence which shall be the permanent home as entered in his service book or record of such other place as might have been declared to be the permanent home by the Government servant while in service, or if the family wishes to settle down permanently at a place other than the normal place of residence (permanent home town), to such selected place of residence.

3. The amount of travel expenses payable to the members of the family will be –

(a) **For journey by different modes.** – Same as the entitlement on transfer of the deceased Government servant while in service.

New Delhi, the 13th July 2017

OFFICE MEMORANDUM

Subject: Travelling Allowance Rules - Implementation of the Seventh Central Pay Commission.

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay level in the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc

4. However, if the Travelling Allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims submitted in respect of journey made on or after 1st July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1st July, 2017, the claims may be regulated in accordance with the previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

7. **These orders shall take effect from 01st July, 2017**

8. Separate orders will be issued by Ministry of Defence and Ministry of Railways in respect of Armed Forces personnel and Railway employees, respectively.

9. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller & Auditor General of India

Hindi version is attached.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries and Departments of the Govt. of India etc. as per standard distribution list.

Copy to: C&AG and U.P.S.C., etc. as per standard endorsement list.

**Annexure to Ministry of Finance, Department of Expenditure
O.M.No.19030/1/2017-E.IV dated 10th July 2017.**

In supersession of Department of Expenditure's O.M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017 :

2. Entitlements for Journeys on Tour or Training

A.(i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/ training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/ Shatabdi/Rajdhani/ Duronto Trains will be as under :-

Pay Level in Pay matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/ Shatabdi/ Rajdhani/ Duronto Trains
12 and above	Executive/AC 1 st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class/Chair Car (In Shatabdi Trains)
5 & below	AC 3 rd Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. International Travel Entitlement :

Pay Level in Pay Matrix	Travel entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A&N Group of Islands and Lakshadweep Group of Island :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited :-

Pay Level in Pay Matrix	Travel entitlement
9 and above	Deluxe class
6 to 8	First/ 'A' Cabin class
4 and 5	Second/ 'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road :

(i) At places where specific rates have been prescribed :-

Pay Level in Pay Matrix	Entitlements
14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per Km
For journeys performed by auto rickshaw , own scooter, etc	Rs. 12/- per Km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent.

E(i). Daily Allowance on Tour

Pay level in pay matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to ₹7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding ₹1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to ₹4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding ₹1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to ₹2,250/- per day, Reimbursement of non-AC taxi charges of up to ₹338/- per day for travel within the city, Reimbursement of food bills not exceeding ₹900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to ₹750 per day, Reimbursement of non-AC taxi charges of up to ₹225/- per day for travel within the city, Reimbursement of food bills not exceeding ₹800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to ₹450 per day, Reimbursement of non-AC taxi charges of up to ₹113/- per day for travel within the city, Reimbursement of food bills not exceeding ₹500/- per day.

(ii) **Reimbursement of Hotel charges** :- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be ₹1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent

(iii) **Reimbursement of Travelling charges** :- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) **Reimbursement of Food charges** :- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) Timing restrictions

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc for scientific/data collection purposes in organization like FSI, Survey of India, GSI etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note : DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

3. T.A. on Transfer

TA on Transfer includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements :**

- (a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R.114 will, however, continue to be applicable.
- (b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O.M. F.No. 10/2/98-IC & F.No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

(ii) **Composite Transfer and Packing Grant (CTG) :**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms from each other. However, for transfer to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.
- (b) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.
- (c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) **Transportation of Personal Effects**

Level	By Train/Steamer	By Road
12 and above	6000 Kg by goods train/4 wheeler wagon/ 1 double container	Rs. 50/- per km
6 to 11	6000 Kg by goods train/4 wheeler wagon/ 1 single container	Rs. 50/- per km
5	3000 kg	Rs. 25/- per km
4 and below	1500 kg	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities /towns for the purpose of transportation of personal effects is done away with.

(iv) **Transportation of Conveyance.**

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S.R. 116 will, however, continue to be applicable.

4 T.A. Entitlement of Retiring Employees

TA on Retirement includes 4 components : - (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) **Travel Entitlements**

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S.R.147 will, however, continue to be applicable.

(ii) **Composite Transfer Grant(CTG)**

- (a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.
- (b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) **Transportation of Personal Effects :-** Same as Para 3(iii) above.

(iv) **Transportation of Conveyance :-** Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S.R. 147 will, however, continue to be applicable.

No. 19030/1/2017-E.IV
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 13th March, 2018

OFFICE MEMORANDUM

Sub: Time-limit for submission of claims for Travelling Allowances – regarding.

Consequent upon the issuance of General Financial Rule (GFR)-2017, vide Rule 290 of GFR-2017, time-limit for submission of claim for Travelling Allowance (TA) has been changed from one year to sixty days succeeding the date of completion of the journey. Accordingly, in supersession of this Department's OM NO. F.5(16)-E.IV(B)/67 dated 13.06.1967 & OM No. 19038/1/75-E.IV (B) dated 18.02.1976, it has been decided with the approval of Competent Authority that the claim of a Govt. servant to Travelling Allowance/Daily Allowance on Tour/Transfer/Training/Journey on Retirement, is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of the journey.

2. In respect of claim for Travelling Allowance for journey performed separately by the officer and members of his family, the dates should be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. Similarly, TA claims in r/o transportation of personal effects and conveyance shall be submitted within sixty days succeeding the date on which these are actually delivered to the Govt. servant at the new station.

3. The date of submission of the claims shall be determined as indicated below :-

(i) In the case of Officers who are their own Controlling Officer.	The date of presentation of the claim at the Treasury/Cash Section.
(ii) In the case of Officers who are not their own Controlling Officer.	The date of submission of the claim to the Head of Office/Controlling Officer.

4. In the case of claims falling under category 3(ii), which are presented to the Treasury after a period of sixty days succeeding the date of completion of journey, the date of submission of the claim will be counted from the date when it was submitted by the Govt. servant to the Head of Office/Controlling Officer within prescribed time-limit of sixty days.

5. A claim for Travelling Allowance of a Govt. servant which has been allowed to remain in abeyance for a period exceeding one year should be investigated by the Head of the Department concerned. If the Head of Department is satisfied about the genuineness of the claim on the basis of the supportive documents and there are valid reasons for the delay in preferring the claims, the claims should be paid by the Drawing and Disbursing Officer or Accounts Officer, as the case may be, after usual checks.

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6. These orders are not applicable in r/o Leave Travel Concession (LTC) claims which are governed by separate set of rules of DoPT.
7. These orders shall be effective from the date of issue of this O.M.
8. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, this order issues in consultation with the Comptroller & Auditor General of India.



(Nirmala Dev)

Deputy Secretary to the Government of India

To,

All Ministries/Departments of the Govt. of India etc. as per standard distribution list.

Copy to : C&AG and U.P.S.C. etc. as per standard endorsement list.

Central Government Employees Group Insurance Scheme

1. The scheme was notified on 1st November, 1980 and came into effect from 1st January 1982 with the objective to provide a low cost self reliant insurance coverage to Government servant .
2. The Scheme has got two funds, i.e. Insurance Fund and Savings Fund. The subscription to the scheme is apportioned between the Insurance Fund and the Savings Fund at the rate of 30% to Insurance Fund and 70% to Savings Fund.
3. The balance in the Savings Fund with accumulated interest thereon will be paid back to the employees who retire, resign from service, etc. The interest on saving fund is calculated based on table published by DOE on quarterly basis.
4. It is recoverable every month till the end of service including the month in which the employee retires, dies, resigns or is removed from service etc.
5. In order to avoid delay in the payment of CGEIS, DOE has issued direction to pay the amount of CGEIS without verifying each and every contribution, if service of that particular period is verified.
6. On death of a Government servant during service, an insurance amount of Rs. 1,20,000/-, Rs. 60000/- and Rs. 30000/- is paid to the family of a Group A, Group B and Group C Government servant, respectively, in addition to the amount in the savings fund.

No. F. 15(3)/78-WIP
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 31st October, 1980.

OFFICE MEMORANDUM

Sub:- Introduction of a new Group Insurance Scheme for Central Government employees on self-financing and contributory basis.

With a view to provide, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help the families of the Central Government employees in the event of death of the employees while in service and a lump sum payment to the employees or to their families on cessation of employment of the employees with the Central Government on account of resignation, death, retirement, etc., the President is pleased to decide, in consultation with the representatives of the Staff Side in the National Council of JCM, that the Insurance Scheme introduced vide this Ministry's O. M. No. F. 60/14/77-IC dated the 23rd June 1977, should be replaced by a new Group Insurance Scheme as detailed in the Annexure, to the extent indicated in para 20 thereof.

2. In their application to the employees serving in the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India.

3. Hindi version of this Office Memorandum and the Annexure is also enclosed.


(V. S. Jafa)

Joint Secretary to the Government of India

To

All Ministries/Departments of Government of India.

CENTRAL GOVERNMENT EMPLOYEES GROUP INSURANCE SCHEME, 1980

Date of effect

The Central Government Employees Group Insurance Scheme, 1980, hereinafter referred to as the "scheme" shall be notified on 1 November 1980 and shall come into force with effect from the forenoon of 1 January 1982.

Objective

2. The 'scheme' is intended to provide for the Central Government employees, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lump-sum payment to augment their resources on retirement.

Application

3. The 'scheme' shall apply to all Central Government servants including those in the Railways, Posts & Telegraphs, and Defence except members of the armed and para military forces who have already a separate scheme of their own. Contract employees, persons on deputation from State Governments, public sector undertakings, or other autonomous organisations, locally recruited staff in the Indian Missions abroad, casual labourer, part-time and ad hoc employees will not be covered by the 'scheme'. The 'scheme' will also not apply to persons recruited under the Central Government after attaining the age of 50 years. Such Central Government servants to whom the 'scheme' applies will hereafter be referred to as 'employees'.

Membership

4.1 The 'scheme' will be compulsory for all those 'employees' who enter Central Government service after the 'scheme' is notified, i. e. all those 'employees' entering Central Government service after 1 November 1980 will be compulsorily covered under the 'scheme' from the date it comes into force.

4.2 Those 'employees' who are already in Central Government service on the date the 'scheme' is notified will have an option to opt out of the 'scheme'. This option should be exercised by 31 December 1980. Those 'employees' who do not opt out of the 'scheme' by that date will be deemed to have become members of the 'scheme', from the date the 'scheme' comes into force. The option, once exercised (or 'not exercised') will be treated as final and no further choice will be available.

4.3 After the 'scheme' has come into force all 'employees' who enter service in a month other than January shall be enrolled as members of the 'scheme' on the next anniversary of the 'scheme'.

Subscription for members

5.1 The subscription for the 'scheme' will be in units of Rs. 10/- per month. A Group D employee will subscribe for one unit, a Group C employee for 2 units, a Group B employee for 4 units and a Group A employee for 8 units. Thus, the rate of subscription for a member of the 'scheme' shall be Rs. 10/-, Rs. 20/-, Rs. 40/-, and Rs. 80/- per month for Group D, C, B and A employees respectively.

5.2 In the event of regular promotion of an employee from one Group to another, his subscription shall be raised, from the next anniversary of the 'scheme', to the level appropriate to the Group to which he is promoted. Until the date of the next anniversary of the 'scheme' he shall continue to be covered for insurance for the same amount for which he was eligible before such promotion.

For example, if the 'scheme' comes into force w. e. f. 1 January 1982, a Group D employee promoted on regular basis to Group C in February 1982 shall continue to subscribe at the rate of Rs. 10/- per month upto December 1982 and be eligible for the insurance cover of Rs. 10,000/- only in addition to the benefits from the Savings Fund appropriate to his subscription. From January 1983, his subscription will be raised to Rs. 20/- per month and he will become eligible for an insurance cover of Rs. 20,000/- in addition to appropriate benefits from the Savings Fund.

Premium and insurance cover for 'employees' other than members

6. The 'employees' entering service in a month other than January falling after January 1982 will be given benefit of appropriate insurance cover from the date of joining Government service to the date of their becoming members of the 'scheme' on payment of a subscription of Rs. 3/- per month as the premium for every Rs. 10,000/- of the insurance cover. From the date of anniversary of the 'scheme' they will pay subscription at the rate indicated in para 5.1 above.

For example, if the 'scheme' comes into force w. e. f. 1 January 1982, a Group D employee entering service in February 1982 shall pay a subscription of Rs. 3/- per month as premium for an insurance cover of Rs. 10,000/- for a period of 11 months until December 1982 and from January 1983 his subscription will be raised to Rs. 10/- per month and he shall become eligible for the benefits from Savings Fund in addition to the insurance cover of Rs. 10,000/-. Similarly, a Group C employee entering service in February 1982 will pay a subscription of Rs. 6/- per month as the premium for an insurance cover of Rs. 20,000/- for a period of 11 months upto December 1982 and from January 1983 his subscription will be raised to Rs. 20/- per month and he shall become eligible for the benefits from the Savings Fund in addition to insurance cover of Rs. 20,000/-.

Insurance Fund and insurance cover for members

7.1 In order to provide an insurance cover to each member of the 'scheme' a portion of the subscription shall be credited to an Insurance Fund to be held in the Public Account of the Central Government. The amount of insurance cover will be Rs. 10,000/- for each unit of subscription. It will be paid to the families of those 'employees' who unfortunately die, due to any cause, while in Central Government service.

7.2 The positive or negative balance under the Insurance Fund shall be credited or debited, as the case may be, with the amount of interest calculated at the prevailing rate of interest on the Post Office savings bank deposits, which at present is $5\frac{1}{2}$ per cent per annum.

Savings Fund

8.1 The balance of the subscription shall be credited to a Savings Fund. The amount in the Savings Fund will be held by the Central Government in Public Account. The total accumulation of savings together with interest thereon will be payable to the member on his retirement after attaining the age of superannuation or on cessation of his employment with the Central Government or to his family on his death while in service.

8.2 The benefits from the Savings Fund will be as per illustration table attached herewith. This benefit is illustrative and in practice could be a little more or less than the amount shown in the table which has been constructed on the basis of individual's subscription reduced by the cost of insurance at mortality rate of 3.75 per thousand and the compound interest of 10 per cent thereon. If at any time the rate of interest changes and/or the cost of insurance changes the benefits available from the Savings Fund will also change correspondingly.

8.3 In the case of death of a member the payment of the amount of Insurance will be in addition to the payment from the Savings Fund.

8.4 The positive balance under the Savings Fund shall be credited with the amount of interest calculated at the rate of interest notified by the Ministry of Finance, Department of Economic Affairs, for the purpose.

8.5 Interest will be allowed at 10 per cent per annum (compounded quarterly) on the balances in the Savings Fund for a block of 5 years commencing from the date the scheme comes into force.

Recovery of subscription

9.1 The subscription of a member for a month shall fall due at the commencement of the normal working hours on the first of that month.

9.2 The subscription as a premium for the insurance cover from the date of joining Government service to the date of membership of the 'scheme' shall initially fall due from the date of joining and subsequently from the commencement of normal working hours on the first of every month.

9.3 The subscription for a month shall be recovered by deduction from the salary/wage of the 'employee' for that month irrespective of the date of actual payment of salary/wage for that month.

9.4 The subscriptions shall be recovered every month including the month in which the 'employee' ceases to be in employment on account of retirement, death, resignation, removal from service etc.

9.5 The Drawing and Disbursing Officer shall recover the subscription from the 'employee' irrespective of their being on duty, leave or suspension.

9.6 No interest shall be levied on arrears of subscriptions if the non-recovery is due to delayed payments of salary/wage.

9.7 If an 'employee' is on extraordinary leave and there is no payment of his salary/wage for any period, his subscriptions for the months for which no payments of salary/wage are made to him shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments commencing from his salary/wage for the months following the month in which he resumes duties after leave. If an 'employee' dies while on extraordinary leave the subscriptions due from him shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund from the payments admissible to his family under the 'scheme'.

For example, if a Group D employee proceeds on ten months' extraordinary leave from 5.2.1982 to 4.12.1982 and no salary/wage is paid to him for any day for March 1982 to November 1982, his subscriptions totalling Rs. 80/- will be recovered together with the interest calculated at the compound rate of interest of 10% per annum in not more than three instalments commencing from January 1983.

9.8 If an 'employee' proceeds on deputation or on foreign service, the borrowing authority/foreign employer shall be requested to effect the recovery of the subscription and credit the same to the relevant head of account. It shall be ensured that the necessary clause to this effect is included in the terms of deputation/foreign service in future. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contribution. If at any time the recovery of subscription falls in arrears, the same shall be recovered with interest admissible under the 'scheme' on the accretions to the Savings Fund in not more than three instalments.

Financing of subscription from General/Contributory Provident Fund

10.1 It will not ordinarily be permissible to finance the 'scheme' from the General/Contributory Provident Fund. However, if at any stage the position of an individual member does not permit him to subscribe to the 'scheme' and to the General/Contributory Provident Fund at the same time, he may be permitted to make, as a separate transaction, a non-refundable withdrawal from the General/Contributory Provident Fund of an amount equivalent to a year's subscription paid for the 'scheme'.

10.2 The subscription to the 'scheme' will form part of deductions allowable in respect of life insurance premia, contributions to provident fund etc., in computing the total income of the subscriber for the purposes of income-tax, except to the extent of the amount finally withdrawn from the General/Contributory Provident Fund on account of such subscription.

Payment from Insurance Fund/Savings Fund

11.1 If an 'employee' retires on attaining the age of superannuation or otherwise ceases to be in Central Government service and his service book discloses that he has been a member of the 'scheme', the Head of Office shall issue a sanction for the payment of the

member's accumulation in his Savings Fund after obtaining a simple application in Form No. 4.

11.2 If an 'employee' dies while in service and his service book discloses that he was a member of the 'scheme', the Head of Office shall address the nominees/heirs of the Government servant concerned in Form No. 5 to submit an application in Form No. 6, and on receipt thereof shall issue a sanction for the payment of the amount of insurance and the accumulation in the Savings Fund to him (them).

11.3 The amount payable to the nominees/heirs of an 'employee' who has the benefit of an insurance cover only will be the amount of insurance appropriate to his Group.

11.4 The amount payable to the nominees/heirs of a member of the 'scheme', who dies while in service, shall be -

- (a) the amount of appropriate insurance to which he was entitled at the time of his death; plus
- (b) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- (c) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group for the period from which the rate of subscription was raised to the date of his death.

For example, if a Group D employee, who is a member of the 'scheme,' acquires a membership in Group C and Group B after 5 years and 15 years of service respectively and dies while in service after 30 years of total membership in all these Groups, his nominee or nominees shall be paid the sum of the following amounts:-

- (i) the amount of insurance of Rs.40,000/- due on a monthly subscription of Rs.40/-, being a Group B employee on the date of his death;
- (ii) the amount due from Savings Fund on a monthly subscription of Rs.10/- for 30 years.
- (iii) the amount due from Savings Fund on a monthly subscription of Rs.10/- (Rs.20 - Rs.10) for 25 years; and
- (iv) the amount due from Savings Fund on a monthly subscription of Rs.20/- (Rs.40 - Rs.20) for 15 years.

11.5 The amount payable to the 'employee' who ceases to be in employment with the Central Government on account of resignation, retirement etc., shall be -

- (a) the amount due to him out of the Savings Fund for the entire period of his membership in the lowest Group; and
- (b) the amount or amounts due to him for the additional units by which his subscription was raised on each occasion due to appointment/promotion to higher Group, for the period from which the rate of subscription was so raised to the date of cessation of his membership.

For example, if a Group D employee who is a member of the 'scheme' acquires a membership in Group C and Group B after 10 and 20 years of service respectively

and retires on superannuation after 30 years of total membership in all these Groups, he shall be paid the sum of the following amounts:-

- (i) the amount due to him from Savings Fund on a monthly subscription of Rs. 10/- for 30 years;
- (ii) the amount due to him from Savings Fund on a monthly subscription of Rs. 10/- (Rs. 20 - Rs. 10) for 20 years; and
- (iii) the amount due to him from Savings Fund on a monthly subscription of Rs. 20/- (Rs. 40 - Rs. 20) for 10 years.

11.6 If any 'employee' dies during a month before the recovery of subscription for that month from him, his dues shall be paid after deducting the subscription.

11.7 If any 'employee' joins later on an All India Service, his case shall be regulated in such manner as may be decided by the Ministry of Finance.

Withdrawals from Insurance Fund/Savings Fund

12.1 It will not be permissible for any member or other beneficiary of the 'scheme' to withdraw any amount out of the Insurance Fund to which he has been subscribing. The amount due from the Fund on the death of a member of the 'scheme' while in service, shall be worked out in accordance with para 11 and paid to his nominee(s) in accordance with the accounting procedure prescribed separately.

12.2 It will also not be permissible for any member of the 'scheme' to withdraw any amount of the savings Fund to which he has been subscribing. The amount due to him from the fund on his cessation of employment on account of resignation, retirement etc. shall be worked out in accordance with para 11 and paid to him or his nominee(s) in accordance with the accounting procedure prescribed separately.

Loans/advances from or against accumulations in Insurance Fund/Savings Fund:

13. No loans or advances shall be paid to any member or other beneficiary of the 'scheme' from or against his accumulations in the Insurance Fund/Savings Fund to which he has been subscribing.

Utilisation of accumulations in Insurance Fund/Savings Fund:

14. The accumulations in the Insurance Fund/Savings Fund shall be at the disposal of the Central Government. Since the 'scheme' is wholly self-financing and self-supporting, the bulk of these accumulations are proposed to be utilised for ownership housing schemes and other schemes for the benefit of the members of the 'scheme'.

Mode of notification of the 'scheme':

15. The 'scheme' shall be notified to the 'employees' by displaying a copy thereof on the notice board or where no such notice board is provided, at a prominent place in the premises where the employees are working. A few copies of the 'scheme' may also be supplied to the recognised unions/ associations of the employees.

Action on notification of the 'scheme':

16. By the 10th of every month following the month in which the 'scheme' is notified, the Head of Office shall supply to the Drawing and Disbursing Officer names, Groups, dates of birth and dates of appointment of persons who may be appointed to any service or post under the Central Government during the preceding month and who would be eligible to be the members of the 'scheme' in terms of para 3 of the 'scheme'.

Action on the 'scheme, coming into force:

17.1 By the 10th of the month in which the 'scheme' comes into force, the Head of Office shall supply to the Drawing and Disbursing Officer a statement indicating the name, the Group and the date of birth of every 'employee' who has been in the Central Government service on the date the 'scheme' is notified but has not opted out of the 'scheme'.

17.2 Every member of the 'scheme' shall be informed in Form No. 1 the date of his enrolment, the subscription to be deducted and the benefits to which he would be eligible. On his regular promotion from one Group to another he will be similarly informed in Form No. 2.

17.3 The option exercised by the 'employees' who are already in Central Government service on the date the 'scheme' is notified shall be in Form No. 3 and will be pasted in the service book of the individuals concerned.

Register of members:

18. The Head of Office shall ensure that Group-wise register of members is maintained in the Form No. 9 and kept up to date. This register shall be sent to the D. D. O. concerned once a year to verify whether appropriate subscriptions are being recovered from all employees who have joined the Insurance Fund or both the Insurance Fund and the Savings Fund under the 'scheme' and to record a certificate to this effect.

Nomination:

19.1 The Head of Office shall obtain from every Government servant, who is a member of the 'scheme', a nomination conferring on one or more persons, the right to receive the amount that may become payable under this 'scheme' in the event of his death before attaining the age of superannuation. In the case of 'employees' who are already in Central Government service on the date the 'scheme' is notified and who do not opt out of the 'scheme', such nomination shall be obtained simultaneously with the options obtained from others and in the case of 'employees' who join Central Government service after the date on which the 'scheme' is notified, such nomination shall be obtained along with the joining report.

19.2 If a member of the 'scheme' happens to be minor, he will be required to make nomination on his attaining the age of majority.

19.3 If a member of the 'scheme' has a family at the time of his making the nomination he shall make such nomination only in favour of a member or members of his family. For this purpose, family will have the same meaning as assigned to it in the General Provident Fund (Central Services) Rules, 1960.

19.4 If a member nominates more than one person under para 19.1 he should specify in the nomination the amount of share payable to each of the nominees in such a manner as to cover the whole of the amount payable under the 'scheme', failing which the amount payable under the 'scheme' shall be equally distributed among the nominees.

19.5 The nomination shall be made in Form No. 7 or Form No. 8, as is appropriate in the circumstances.

19.6 A member of the 'scheme' may at any time cancel a nomination by sending a notice to the Head of Office along with a fresh nomination made in accordance with the above provision.

19.7 The nomination received from the members shall be counter-signed by the Head of Office and pasted on their service books. The Head of Office shall also make an entry in the service book that the nomination has been duly received.

The existing Insurance Scheme:

20. The existing insurance scheme introduced vide Department of Expenditure O.M. No. 60/14/77-IC dated 23rd June 1977 will continue for those 'employees' who would be in service on 1.11.1980, if they opt out of the new 'scheme', till they cease to be in employment with the Central Government on account of retirement, resignation, death, etc. As regards the other 'employees' the new 'scheme' will replace the existing insurance scheme w.e.f. 1.1.1982 and the amount which would have been due to them under the existing insurance scheme had they ceased to be in employment with the Central Government in the afternoon of the day preceding the day on which they become members of the new 'scheme' will be credited to their respective General Provident Fund accounts.

Accounting:

21. The transactions relating to the 'scheme' shall be accounted for in accordance with the procedure laid down separately.

Interpretation and clarification:

22.1 If any categories of 'employees' are not specifically classified into Group A, Group B, Group C or Group D, their classification shall be assumed in accordance with the principles laid down in this regard under the Central Civil Service (Classification, Control and Appeal) Rules, 1965.

22.2 In the actual implementation of the 'scheme', if any doubt arises in regard to the interpretation of any of the provisions of this 'scheme' or if any point requires clarification, the matter may be referred to the Ministry of Finance, whose decision shall be final.

Review of the 'scheme'

23. The working of the 'scheme' will be reviewed every three years to ensure that the 'scheme' remains self-financing and self-supporting.

TABLE

Central Government Employees Group Insurance Scheme, 1980

The amounts credited to the Savings Fund if the rate of interest is 10 per cent per annum

No. of years contributions paid	Net annual savings Rs. 82.50 (corresponding to Rs. 10 per month contributions)	Net annual savings Rs. 165 (corresponding to Rs. 20 per month contributions)	Net annual savings Rs. 330 (corresponding to Rs. 40 per month contributions)	Net annual savings Rs. 660 (corresponding to Rs. 80 per month contributions)
5	Rs. 528	Rs. 1,056	Rs. 2,112	Rs. 4,224
10	1,380	2,760	5,520	11,040
15	2,750	5,500	11,000	22,000
20	4,958	9,916	19,832	39,664
25	8,513	17,026	34,052	68,104
30	14,239	28,478	56,956	1,13,912
35	23,460	46,920	93,840	1,87,680
40	38,311	76,622	1,53,244	3,06,488

Form No. 1

Government of India
 Ministry of

Department/Office

Dated

MEMORANDUM

Shri a Group
 employee has been enrolled as a member of the Central Government Employees Group
 Insurance Scheme, 1980 w.e.f. His monthly subscription of
 Rs. (Rupees) shall be deducted from his salary/
 wage commencing from the month of and he will be
 eligible to the benefits of the scheme appropriate to Group
 w.e.f.

(Head of Office)

To

Shri*

* Name and designation of the employee.

Form No. 2

Government of India
 Ministry of

Department/Office

Dated

MEMORANDUM

Shri has been promoted on a
 regular basis, from Group to Group w.e.f.
 His monthly subscription for the Central Government Employees Group Insurance Scheme,
 1980 shall be raised from Rs. to Rs. from the month of
 and he will be eligible to the benefits of the scheme appropriate
 to Group w.e.f.

(Head of Office)

To

Shri*

* Name and designation of the employee.

To

(Head of Office)

Sir,

I have read and understood/I have been explained the details of the new Central Government Employees Group Insurance Scheme, 1980. I opt to remain outside this new 'Scheme'.

Yours faithfully,

Place:

()

Date:

Name and designation of the employee

Form No. 4

To

The
.....*

Subject:— Application for payment of accumulation under Central Government Employees Group Insurance Scheme, 1980.

Sir,

I have been a member of the Central Government Employees Group Insurance Scheme, 1980 since** I have retired from service after attaining the age of years/I have ceased to be in employment with the Central Government w. e. f. I was holding the post of before retirement/cessation of employment with the Central Government. I request that the amount due to me under the Central Government Employees Group Insurance Scheme may be paid to me.

Yours faithfully,

()

* Designation and address of the Head of Office.

** Month and the year of becoming a member of the scheme may be indicated here.

Form No. 6

No.....
Government of India
Ministry of.....
Department of.....
Office of.....

Dated _____

To

* _____

Subject: Payment of the amount due under the Central Government Employees Group Insurance Scheme, 1980.

Dear Sir/Madam,

I am directed to state that the late Shri _____ has nominated you for payments of full/_____ per cent of amounts due under the Central Government Employees Group Insurance Scheme, 1980. You are therefore requested to submit an application in the enclosed form No. 6 for arranging payment.

Yours faithfully,

*Name and address of the nominee.

()

Form No. 6

To

* The _____

Subject: Application for payment of amount due to late Shri _____ under the Central Government Employees Group Insurance Scheme, 1980.

Sir,

With reference to your letter No. _____ dated _____ I hereby request that the full/_____ per cent of amount due to late Shri _____ under the Central Government Employees Group Insurance Scheme may be paid to me.

Yours faithfully,

*Name and address of the Office from where Form No. 5 is received.

()

No. 7(1) /EV /2016
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 17th March, 2017

OFFICE MEMORANDUM


Sub: Simplification of procedure for payment of Central Government Employees Group Insurance Scheme (CGEGIS) dues - regarding

It has been brought to the notice of this Department that in a number of cases delay occurs in payment of Central Government Employees Group Insurance Scheme (CGEGIS) dues, owing to missing entries, despite the fact that a provision has been made for making entries of subscription for CGEGIS, recovered from pay & allowances every year in Part- VII-C of the service book.

2. In terms of para 8.1 of the Central Government Employees Group Insurance Scheme, 1980, as contained in this Ministry's O.M. No. F.7(5)-EV/89 dated 15th May, 1989, which relates to Savings Fund of the Scheme, the total accumulation of savings together with interest thereon will be payable to the member on retirement or on cessation of his employment with the Central Government or to his family on his death while in service. The total accumulation under Savings Fund is provided for in terms of the applicable Table of Benefits pertaining to a particular year as prescribed under the relevant Orders issued by this Ministry from time to time.

3. The issue has been considered in consultation with Department of Pension & Pensioners' Welfare and Controller General of Accounts. It has been decided that in order to ease the process of payment of Savings Fund on account of CGEGIS at the time of retirement of a Central Government employee, in all cases where the service of the retiring Central Government employee has been verified, payment of the accumulation under Savings Fund of CGEGIS be made without awaiting confirmation of deduction of each monthly subscription of CGEGIS, as service verification is carried out based on the monthly salary payment and the CGEGIS subscriptions are mandatory deductions from these payments.

4. All Ministries/Departments are accordingly advised to ensure compliance of above instructions so that the dues of CGEGIS in respect of Government servants retiring on attaining the age of superannuation are discharged with due promptness. Further, it may be ensured that Ministries/Departments send their budget requirements for payments under CGEGIS to CCA (Finance) well in advance, preferably, at the time of RE/BE so that the budget under this head is made on a realistic basis.


(Amar Nath Singh)
Director

1. All Ministries/Departments of the Government of India - as per standard mailing list
2. Copy with spare copies for information and necessary action to C&AG, UPSC, all State Governments etc. - as per standard list
3. NIC, Department of Expenditure, North Block - for uploading the same on the website of Ministry of Finance, Department of Expenditure.

LEAVE ENCASHMENT

1. Earned Leave and Half Pay Leave shall be considered for encashment of leave on retirement subject to overall limit of 300 days.
2. The cash equivalent payable for Earned Leave shall be calculated on the last Pay drawn and the Dearness Allowance admissible on the last pay.
3. The Cash equivalent for half pay leave component shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary.
4. Delays in reckoning the leave accumulations at the credit of Government servant at any stage, particularly at the time of his retirement on superannuation, can be construed as administrative lapse.

No.14028/3/2008-Estt.(L)
Government of India
Ministry of Personnel, Public Grievances & Pensions
[Department of Personnel & Training]

New Delhi, the 25 h September, 2008.

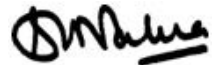
OFFICE MEMORANDUM

Subject:- Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government civilian employees.

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government civilian employees, the President is pleased to decide that in supersession of all earlier orders on the subject, both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall continue unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. To make up the shortfall in Earned Leave, no commutation of Half Pay Leave shall be permissible. The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below:-

$$\text{Cash payment in lieu of half pay leave component} = \frac{\text{Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30} \times \text{Number of days of half pay leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days.}$$

2. These orders shall take effect from 1s September, 2008.
3. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
4. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.
5. Hindi version will follow.

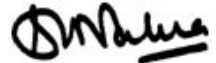


(Simmi R. Nakra)
Director(P&A)

To
All Ministries/Departments of the Govt. of India, etc.(As per standard mailing list).

Copy also forwarded to:

- (1) Office of the Controller General of Accounts, Ministry of Finance.
- (2) Secretaries to Union Public Service Commission/Supreme Court of India/ Election Commission/Lok Sabha Sectt./Rajya Sabha Sectt./ Cabinet Sectt./Central Vigilance Commission/President's Sectt./ Vice-President's Sectt./ Prime Minister's Office/Planning Commission. –
- (3) All State Governments and Union Territories.
- (4) Governors of all States/Lt. Governors of all Union Territories.
- (5) Secretary, National Council of JCM (Staff Side), 13-C, Feroz Shah Road, New Delhi.
- (6) All Members of Staff Side of the National Council of JCM/ Departmental Council.
- (7) All Officers/Sections of DOPT/Deptt. of Administrative Reforms & Public Grievances/Department of Pensions & Pensioners Welfare/ PESB.
- (8) Ministry of Finance, Department of Expenditure
- (9) Official Language Wing (Legislative Deptt.), Bhagwan Dass Road, New Delhi.
- (10) Railway Board, New Delhi.
- (11) NIC, DOPT - With the request to upload the contents of this O.M. on the Website of this Department - www.persmin.nic.in
- (12) 100 spare copies.



(Simmi R. Nakra)
Director(P&A)

No. 18019/6/2013-Estt(L)
Government of India/Bharat Sarkar
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the October, 2013
OFFICE MEMORANDUM

Subject: Timely payment of dues of encashment of leave to Government servants retiring on attaining the age of superannuation – need to obviate delays in payment of such dues - regarding.

The undersigned is directed to state that in terms of the provisions of rule 39 of the CCS(Leave) Rules, 1972, the authority competent to grant leave is suo motu required to issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement, subject to the prescribed limits.

2. It has since been brought to the notice of this Department that the concerned administrative authorities as indicated in First Schedule to the said rules including authorities subordinate to the leave sanctioning authorities to whom such powers have been delegated, are not ensuring that the dues, as admissible to a Government servant retiring on attaining the age of superannuation, are promptly paid. This has led to avoidable litigation where courts have been directing payment of interest on such delayed payments. It has been observed from the references received in this Department that the delays in such payments are predominantly due to avoidable administrative reasons relating to processing of such cases.

3. It is further stated that the Leave Account of a Government servant is a dynamic document which is required to be revisited periodically to record credits of Earned Leave and Half Pay Leave in terms of provisions of rules 26 and 29 of the CCS(Leave) Rules, 1972 with entries made on each occasion the Government servant avails the leave of the kind due and admissible to him. Further, the said rules envisage that advance credits be made in the leave account of the Government servant and a constant check maintained to ensure that the total accumulations at any given time do not exceed 300 +15 days.

4. Delays in reckoning the leave accumulations at the credit of Government servant at any stage, particularly at the time of his retirement on superannuation, cannot be acceptable and can be construed as administrative lapse, liable to attract provisions of the CCS(Conduct) Rules, 1964 and CCS(CCA) Rules, 1965. All cases of delay may be looked into and delays in disbursement of dues to Government servants retiring on attaining the age of superannuation be avoided.

5. The administrative authorities may consider putting in place a mechanism to check such delays and define various processing parameters and time lines viz. issuance of orders in respect of such retiring Government servants who have 300+15 days earned leave at their credit on the 20th of the month in which they are retiring as any leave availed by such Government servants shall not impact the maximum ceiling of encashment of such leave even if any request is made for grant of earned leave during the said period. The possibility of transfer of dues can also be worked out in consultation with respective P&AOs.

6. All Ministries/Departments are accordingly advised to bring the position referred to in this OM to the notice of all concerned from the perspective of ensuring that the dues of leave encashment in respect of Government servants retiring on attaining the age of superannuation are discharged with due promptness. It may be ensured that sanction orders, in this regard are issued timely, so that dues admissible to the Government servants on attaining the age of superannuation, on account of encashment of leave, are discharged as soon as possible, preferably on the next working day following the date of their retirement on superannuation.


(Mukul Ratra)
Director

All Ministries/Departments of the Govt. of India, etc.
(As per standard mailing list).

*NIC, DOPT, North Block for uploading to
the website of the minister*

General Provident Fund

1. A subscriber shall, nominate one or more family members to receive the amount that may stand to his credit in the fund, in the event of his death.

2. The subscriber may nominate following family members to receive the GPF accumulation after his death -

a. Spouse

b. Parents

c. Children,

d. minor brothers,

e. unmarried sisters

f. deceased son's widow and children

g. and where no parents of the subscriber is alive, a paternal grandparent.

3. Female subscriber by notice in writing to the Accounts Officer can exclude the name of her husband from the definition of family for the purpose of receiving GPF accumulation after her death.

4. Every nomination made and cancellation given by subscriber shall take effect on the date on which the Accounts Officer receives it. But nomination/cancellation of nomination of a subscriber held valid even if he dies before it reaches the Accounts Officer.

5. Subscription to be compulsorily discontinued during the last 3 months of service on superannuation.

6. A Government servant within 2 years of his retirement on superannuation may withdraw upto 90% of the balance in his GPF account, without assigning any reason.

7. No application is required for final payment of GPF at the time of retirement.

8. If there is delayed in the final payment of GPF after retirement, the Interest to be paid at the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount, became payable whichever of these periods be less.

9. A complete statement of all credits, debits and interest, since inception of the GPF account, shall be provided to every subscriber, mandatorily two years before his date of retirement and thereafter one year before the date of retirement.

Rule 5(1) of GPF Rule 1960 .-

Nominations - (1) A subscriber shall, at the time of joining the Fund, send to the Accounts Officer through the Head of Office a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid: Provided further that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of a member or members of his family. If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time. (3) Every nomination shall be made in the Form set forth in the First Schedule. (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer. The subscriber shall, along with such notice or separately, send a fresh nomination made in accordance with the provisions of this rule.

Rule 2 (c) of GPF Rules 1960 -

"Family" means- (i) in the case of a male subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent: Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community, to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimates, in writing to the Accounts Officer that she shall continue to be so regarded;

Rule 2 (c) (ii) of GPF Rules 1960

In the case of a female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber is alive, a paternal grandparent: Provided that if a subscriber by notice in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels such notice in writing.

No 3/2/2017-P&PW(F)(ii)
Ministry of Personnel, PG & Pensions Department of Pension &
Pensioners' Welfare
Desk-F

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated the 7th March, 2017.

OFFICE MEMORANDUM

Subject: Amendment to the provisions of General Provident Fund (Central Service) Rules 1960- liberalization of provisions for withdrawals from the Fund by the subscribers – regarding.

The General Provident Fund (Central Service) Rules came into force in 1960 and Rule 15 of the said rules provide for withdrawals by the subscribers. Some amendments have been made from time to time to address the concerns raised by the subscribers. However, the provisions, largely remain restrictive. There is a felt need to liberalize provisions, raise limits and simplify the procedure.

2. The provisions in the rules have been reviewed and it has now been decided to permit withdrawals from the fund by the subscriber for the following purposes:

- (i) Education – This will include primary, secondary and higher education, covering all streams and institutions,
- (ii) Obligatory Expenses viz. betrothal, marriage, funerals, or other ceremonies of self or family members and dependants,
- (iii) Illness of self, family members or dependants,
- (iv) Purchase of consumer durables.

3. It has been decided to permit withdrawal of upto twelve months pay or three-fourth of the amount standing at credit, whichever is less. For illness, the withdrawal may be allowed upto 90% of the amount standing at credit of the subscriber. A subscriber may seek withdrawal after completion of ten years of service.

- (v) Housing including building or acquiring a suitable house or a ready built flat for his residence,
- (vi) Repayment of outstanding housing loan,
- (vii) Purchase of house site for building a house,
- (viii) Constructing a house on a site acquired,
- (ix) Reconstructing or making additions on a house already acquired,
- (x) Renovating, additions or alterations of ancestral house.
- (xi) Purchase of motor car/motor cycle/ scooter etc. or repayment of loan already taken for the purpose,
- (xii) Extensive repairs /overhauling of motor car,
- (xiii) Making deposit to book a motor car/motor cycle/scooter, moped etc.

4. A subscriber may be allowed to withdraw upto ninety percent of the amount standing at credit for the above purposes. It is also decided do away with the present instructions which lay down that subsequent to the sale of house for which GPF withdrawal has been availed, the amount withdrawn has to be deposited back. GPF withdrawal for housing purpose will no longer be linked with the limits prescribed under HBA rules. A subscriber may be permitted to avail the facility at any time during his service.

5. A subscriber may be permitted to withdraw three- fourth of the amount standing at credit or cost of the vehicle, whichever is less for the above purposes. Withdrawal for the above purpose will be permitted after completion of 10 years of service.

6. Presently, withdrawal of upto 90% of balance without assigning reasons is allowed for Government servants who are due for retirement on superannuation within a year. It is proposed that this may be allowed for upto two years before superannuation.

7. In all cases of withdrawal from the fund by the subscriber, the declared Head of Department is competent to sanction withdrawal. No documentary proof will be required to be furnished by the subscriber. A simple declaration form by the subscriber explaining the reasons for withdrawal would be sufficient.

8. As per the GPF(CS) Rule 1960, no time limit has been prescribed for sanction and payment of withdrawal amount. Therefore, it has been decided to prescribe a maximum time limit of fifteen days for sanction and payment of withdrawal from the Fund. In case of emergencies like illness etc., the time limit maybe restricted to seven days.

9. Necessary amendment to the GPF(Central Service)Rules 1960, giving effect to the above provisions will be issued in due course.

10. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

11. This issues with approval of Department of Expenditure, vide their ID No. 4(1)/E- V/2017 dated 28.02.2017.

12. Hindi version of this OM will follow


(Sujasha Choudhury)
Director

- To,
1. All Ministries/Departments (As per Standard Mailing list)
 2. Office of C&AG, DDU Marg, New Delhi.
 3. Copy to NIC Cell for uploading on the website of the Department.

Rule 15 (C) of GPF rules :

Withdrawals from the Fund

Subject to the conditions specified therein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under sub-rule (2) of Rule 12, at any time-
If a subscriber within twelve months before the date of his retirement on superannuation may apply for withdrawal of the amount standing to the credit in the Fund, without linking to any purpose.

No 3/3/2016-P&PW (F)
Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare
Desk-F

3rd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003
Dated 16th January 2017.

OFFICE MEMORANDUM

Subject: Clarification regarding timely payment of GPF final payment to the retiring Government servant – regarding

During review meetings held to evaluate the status of implementation of Bhavishya with Ministries/Departments. it was observed that GPF final payment in many cases is not being paid to the retiring Government servants immediately on retirement from service leading to payment of interest for the delayed period.

2. Rule 34 of General Provident Fund (Central Service) Rules clearly provides that when the amount standing at the credit of a subscriber in the General Provident Fund becomes payable, it shall be the duty of the Accounts Officer to make payment. The authority for the amount payable is to be issued at least a month before the date of superannuation, but payable on the date of superannuation. It may be noted that the requirement of submitting a written application by the retiring Govt. servant for GPF final payment has been dispensed with vide this Department's Notification No. 20(12)/94-P&PW (E) dated 15.11.1996 and notified under S.O No.3228 dated 23.11.1996.

3. As per Rule 11(4) of GPF Rules, in case the GPF balance is not paid on retirement, interest on the GPF balance is required to be paid for the period beyond the date of retirement also. While interest for the first six months beyond retirement can be allowed by the PAO in the normal course, approval of Head of the accounts office is required for payment of interest beyond six months and that of Controller of Account/Financial Adviser beyond a period of one year

4. To ensure timely final payment of GPF, and to avoid unnecessary financial burden on account of interest beyond retirement, it has now been decided that every case, in which payment of interest on General Provident Fund becomes necessary in terms of Rules 11(4) of GPF Rules, 1960, shall be put up for consideration to the Secretary of the Administrative Ministry/Department. In all such cases the Secretary of the Administrative Ministry/ Department will fix responsibility at all levels to take appropriate action against the Government servant or servants who are found responsible for the delay in the payment of General Provident Fund.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their ID NO.187/E.V/2016 dated 27th September 2016.

6. Hindi version will follow.

(Seema Gupta)
Director

To,

1. All Ministries/Departments (As per Standard Mailing list)
2. President Secretariat
3. UPSC
4. Office of C&AG, DDU Marg, New Delhi.

Rule 7 of GPF Rules 1960 :

Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

Rule 11(4) of GPF Rules :

In addition to any amount to be paid under Rules 31, 32 or 33, interest thereon up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount, became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid

No.3/7/2020-P&PW (Desk-F) E.6574
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, B-Wing, Janpath Bhavan,
Janpath, New Delhi-110001,
Dated: July 17, 2020

OFFICE MEMORANDUM

Subject: - Missing entries in GPF accumulation of subscribers

This office has been receiving grievances from retired government servants for inaccurate and delayed GPF settlement, along with interest, on their retirement, due to frequent instances of missing credits in their GPF accounts. The missing credits in GPF were reported mostly by subscribers, who during their service moved from one establishment to another or were assigned foreign deputation and also by officers of All India Service, who proceeded on deputation outside their cadres. In these cases it was observed that the GPF account is maintained by an establishment different from that generating their salary bills and deducting their GPF subscription. Needless to say that a co-ordination mechanism between such two establishments is most crucial to avoid any lapses in updated maintenance of GPF accounts.

2. In order to avoid such grievances and for the sake of greater transparency, it has henceforth been decided that,

- i. it shall be mandatory for all offices maintaining GPF Accounts to intimate the particulars of missing credits, once every financial year, to the authority responsible for deducting the GPF subscription, under intimation to the concerned subscriber.
- ii. A complete statement of all credits, debits and interest, since inception of the GPF account, shall be provided to every subscriber, mandatorily two years before his date of retirement and thereafter one year before the date of retirement. Any subscriber can make a representation on such a statement provided to him and the office maintaining the GPF account shall resolve the grievance within 60 days from the date of receipt of such a grievance.

3. The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for strict compliance.


(Rajendra Kumar Dutta)
Under Secretary to the Government of India
Tel No. 011- 23310106

- i. All the Ministries/ Departments, Government of India
- ii. Comptroller and Auditor General of India
- iii. Controller General of Accounts
- iv. All Accountant General (State)
- v. NIC, DoPPW: for uploading on website of this Department.

FIXED MEDICAL ALLOWANCE

1. The amount of Fixed Medical Allowance has been increased from Rs 500 /- to Rs 1000/- Per Month w.e.f 29.11.14.
2. Fixed Medical allowance is payable to the pensioners residing in non CGHS area.
3. The pensioners residing in a place where CGHS facilities are available cannot opt for Medical Allowance of in lieu of OPD facilities.

No.4/34/2017-P&PW(D)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Pension & Pensioners' Welfare)

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003,
Dated the 19th July, 2017

OFFICE MEMORANDUM

Subject: Grant of Fixed Medical Allowance (FMA) to the Central Government Pensioners residing in areas not covered under CGHS.

The undersigned is directed to say that at present Fixed Medical Allowance (FMA) is granted to the Central Government pensioners/family pensioners residing in areas not covered under Central Government Health Scheme administered by the Ministry of Health & Family Welfare and corresponding health schemes administered by other Ministries/Departments for their retired employees for meeting expenditure on their day-to-day medical expenses that do not require hospitalization. Orders were issued vide this Department's O.M. No. 4/25/2008-P&PW(D) dated 19-11-2014 for enhancement of the amount of Fixed Medical Allowance from Rs. 300/- to Rs. 500/-per month w.e.f. 19.11.2014.

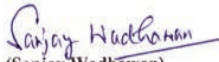
2. Consequent upon the decision taken by the Government on the recommendations of the 7th Central Pay Commission on Allowances (with modifications), sanction of the President is hereby conveyed for enhancement of the amount of Fixed Medical Allowance from Rs.500/- to Rs.1000/- per month. The other conditions for grant of Fixed Medical Allowance shall continue to be as contained in this Department's OMs No. 45/57/97-P&PW(C) dated 19.12.1997, 24.8.1998, 30.12.1998, 18.8.1999 and OM No. 4/25/2008-P&PW(D) dated 19.11.2014.

3. These orders will take effect from 01.07.2017.

4. In their application to the persons belonging to the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India vide their UO No. 169-Staff (Rules)/A.R/01-2016 dated 18.07.2017.

5. These orders are issued with the concurrence of the Ministry of Finance (Deptt. of Expenditure) vide their OM No. 11-1/2016-IC dated 11.07.2017.

6. Hindi version will follow.


(Sanjay Wadhawan)

Deputy Secretary to the Govt. of India
Tel. No.24655523

To

All Ministries/ Departments of Government of India (As per standard mailing list)

Copy to :

- (1) **Comptroller and Auditor General of India, Pocket-9, Deen Dayal Upadhyaya Marg, New Delhi-110 124.**
- (2) **Controller General of Accounts, Mahalekha Niyantarak Bhawan, GPO Complex, Block E, Aviation Colony, INA Colony, New Delhi-110003 .**
- (3) **Chief Controller (Pension), Central Pension Accounting Office, Trikoot-II, Bhikaji Cama Place, New Delhi - 110 066.**
- (4) **CMDs of All Pension Disbursing Banks.**
- (5) **NIC, DoP&PW for uploading on the Website.**

Retirement Benefits
Medical Facilities for Pensioners
No.45/57/97-P&PW(C)
Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Pension & Pensioners' Welfare)
3rd Floor, Lok Nayak Bhavan,
New Delhi-110003

Dated the 24th August, 1998

OFFICE MEMORANDUM

Subject: Implementation of Government's decision on the recommendations of the 5th Central Pay Commission - Grant of fixed medical allowance @ Rs.100/- p.m. to Central Government pensioners residing in areas not covered under CGHS - clarifications in respect of existing pensioners.

The undersigned is directed to refer to this Department's O.M. of even number dated 19th December, 1997 on the subject mentioned above and to clarify the position with regard to paras 2,3 and 4 of the Office Memorandum:-

1. The recommendation of the Fifth Pay Commission for payment of fixed Medical Allowance is specifically for pensioners/family pensioners residing in areas not covered by CGHS.
2. The pensioners residing in a place where CGHS facilities are available cannot opt for Medical Allowance of Rs.100/- p.m. in lieu of OPD facilities.
3. As CGHS facility is not made compulsory to all the Central Government pensioners, there are several pensioners who have not opted for such facility at the time of their retirement. In such cases, the fixed Medical Allowance is not payable if they are residing in areas where CGHS facility exists.

The fixed Medical Allowance of Rs.100/- p.m. in lieu of OPD facilities has to be paid to the pensioners on the basis of declaration submitted by them that they are residing in the area where CGHS facility is not available.

In view of the position mentioned above it is further clarified that medical Allowance of Rs.100/- p.m. is only for pensioners/family pensioners residing in non-CGHS areas. Wherever CGHS facilities are available, the Medical Allowance is not payable to the pensioners.

1. Option for Medical Allowance is to be given by only those pensioners who are residing outside CGHS areas.
2. Wherever Medical Allowance of Rs.100/-p.m. has been paid to the pensioners who are residing in areas where CGHS facilities are available, suitable recoveries may be made from them.

3. A list of cities where CGHS facilities are available is enclosed for guidance.

(RATTAN LAL)
Deputy Secretary to the Govt. of India.

To
All Ministries/Departments of Government of India.

LIST OF CITIES COVERED UNDER THE CGHS

1. Ahmedabad
2. Allahabad
3. Bangalore
4. Bhubaneshwar
5. Delhi/New Delhi
6. Mumbai
7. Calcutta
8. Guwahati
9. Hyderabad
10. Jabalpur
11. Jaipur
12. Kanpur
13. Lucknow
14. Chennai (Madras)
15. Meerut
16. Nagpur
17. Patna
18. Pune
19. Ranchi
20. Tiruannathapuram
21. Gurgaon
22. Noida
23. Faridabad
24. Gaziabad

Department of Personnel and Training
Department of Administrative Reforms & Public Grievances.

Recent Pension Policy Reforms

List of Orders / Instructions Issued During 01.01.2020 to 31.12.2020

S.No	File No.	Subject	O.M. Date	Page No.
1	12/4/2020 P&PW(C)- 6300	Obtaining of Life Certificate by Banks from the doorstep of the pensioners	17.01.2020	146 to 148
2	7/5/2012 P&PW(F)/B	Counting of service on joining new service in State Government /Central Government /autonomous body for the benefit of gratuity in respect of Central Govt. Employees covered under National Pension System (NPS)	12.02.2020	149 to 150
3	57/04/2019- P&PW(B)	Coverage under Central Civil Services (Pension) Rules 1972, in place of National Pension System, of those Central Government employees whose selection for appointment was finalized before 01.01.2004 but who joined Government service on or after 01.01.2004	17.02.2020	151 to 153
4	12/5/2020- P&PW(C)- 6363	Consolidated Instruction on Life Certificate and commencement of family pension if pensioner / family pensioner is living abroad	20.02.2020	155 to 156
5	1/6/2020- P&PW (E)	Co-authorization of permanently disabled child/children in PPO for Family Pension - reg	03.03.2020	157 to 158
6	12/4/2020- P&PW(C)- 6300	Consolidated instructions for Pension Disbursing Authorities to ensure smooth payment of pension/family pension to pensioners/family pensioners	15.05.2020	159 to 162

7	28/30/2004-P&PW (B)	Mobility of personnel amongst Central /State & Autonomous Bodies while working under Pensionable establishments - Regarding	11.06.2020	163 to 164
8	38/37/2016-P&PW(A)	Revision of pension of pre-2016 pensioners/family pensioners in implementation of Governments decision on the recommendations of the 7th Central Pay Commission- Concordance Table Corrigendum regarding	18.06.2020	166 to 168
9	38/37/16-P&PW(A)	Regulation of pension and other retirement benefits of Government servants who were on Extraordinary leave/unauthorized absence/suspension as on 01.01.2016 and retired or died thereafter without joining duty	22.06.2020	169 to 170
10	57/04/2019-P&PW(B)	Coverage under Central Civil Services (Pension) Rules, 1972, in place of National Pension System (NPS) in terms of DoPPW OM dated 17.02.2020 - clarifications-regarding	25.06.2020	171 to 173
11	12/12/2020 P&PW(C)-6526	Dispensing with the requirement of BSR code of bank from the pension claim forms	27.06.2020	174
12	12/9/2020-P&PW(C)-6450	Provisional release of retirement benefits as per Rule 64 of CCS (Pension) Rules, 1972 during Covid Pandemic time	17.07.2020	175 to 178
13	3/7/2020-P&PW(Desk -F)E.6574	Missing Entries in GPF Accumulation of Subscribers	17.07.2020	179
14	1/7/2017-P&PW(F)	Grant of Disability Pension, comprising service element and disability element to pre-2006 disability pensioners, who were boarded out from service, with less than 10 years of qualifying service, due to an	28.07.2020	180 to 181

		injury/disability, attributable to Govt. service		
15	1/11/2020-P&PW(F)	Relaxation of Rule 80-A for Payment of Provisional Family Pension on Death of a Government Servant during service	29.07.2020	182 to 184
16	55/11/2017 P&PW(C)/E-4513	Facility for Central Government Civil Pensioners to store Electronic PPO in Digi Locker	26.08.2020	185
17	18/1/2020-P&PW(C)-6681	Extension of period for submission of Life Certificate from October 2020 till December 2020	11.09.2020	187 to 188
18	18/1/2020-P&PW(H)-Vol-III-6786	Extension of period for submission of Life Certificate by Central Government pensioners till February 28, 2021	23.11.2020	189

No.12/4/2020-P&PW(C)-6300

Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhawan, Janpath,
New Delhi-01,
Dated: 17 January, 2020

CIRCULAR

Subject: Obtaining of Life Certificate by Banks from the doorstep of the pensioners

The undersigned is directed to say that instructions have been issued from time to time for submission of Life Certificate by the pensioners during the month of November every year. Attention is also drawn to the following circulars meant to facilitate submission of Life Certificate by Pensioners and ensure Ease of Living for them:

- i. CPAO/Tech/Grievances/2010-11/531 dated 30.06.2011 issued by Central Pension Accounting Office, New Delhi, which provides for exemption from personal appearance by Pensioners submitting Life Certificate, if the prescribed form in Annexure-XVII of Para 15.2(i) of Scheme Booklet, is signed by certain specified authorities.
- ii. CPAO/Tech/Life Certificate/2014-15/31-32 dated 30.01.2015 issued by Central Pension Accounting Office, New Delhi, which highlights the Digital Life Certificate mode of submission as part of Prime Minister's "Digital India" scheme.
- iii. RBI/2014-15/587 dated 07.05.2015 issued by the Reserve Bank of India, prescribing mandatory issue of acknowledgement to Pensioners on submission of Life Certificates and promoting the use of digital life certificates among Pensioners which would eliminate the need for their physical presence at branches.
- iv. RBI/2017-18/89 dated 09.11.2017, issued by Reserve Bank of India, directing Banks for enabling Ease of submitting Life Certificate whereby a Pensioner can submit Life Certificate in any branch of the pension paying Bank and the same is uploaded promptly in CBS by the receiving branch itself. It also directs all Banks to ensure Door-step submission of Life Certificate facility along with Banking to all senior citizens of more than 70 years of age and differently abled or infirm persons including pick up of cash and delivery of cash against withdrawal.
- v. OM No. 1/20/2016-P&PW(E) dated 14.11.2017 issued by Department of Pension & Pensioners' Welfare, which re-iterates RBI's concern w.r.t. old/infirm pensioners for whom Banks should make concrete efforts to provide the facility of obtaining LC from their premises/residence and exempt personal appearance.
- vi. OM No. 1/20/2018-P&PW (E) dated 18.07.2019, issued by Department of Pension & Pensioners' Welfare, which prescribes that pensioners aged 80 years and above may be allowed to give their Life Certificate w.e.f. 1st October every year, which would be valid till 30th November of the subsequent year, in order to provide Senior pensioners with an exclusive window at Banks for the activity and avoid the general rush.

(2) In spite of detailed instructions, as brought out above, it has been observed that a large number of pensioners (around 8-10 percent) are unable to submit their life certificate by the stipulated date, i.e. 30th November every year on account of various reasons. The pension disbursing authorities/banks are constrained to discontinue disbursement of their monthly pension in such cases due to non-submission of the life certificate. Such pensioners face a lot of difficulty in re-commencement of their pension.

(3) In order to promote Ease of Living for Pensioners and minimize the cases of non-submission of Life Certificate by the pensioners and ensure uninterrupted disbursement of pension to them, in addition to the instructions contained in Para 1 above, the following instructions are hereby issued for strict compliance: -

- i. All Pension disbursing banks shall send SMS/E-mail to the pensioners on 24th October, 1st November, 15th November and 25th November, every year reminding them to submit their Annual Life Certificate by the stipulated date, i.e. 30th November.
- ii. All Pension disbursing banks shall make an exception list as on 1st December every year of those pensioners who fail to submit their Life Certificate by 30th November and send SMS/E-mail to the pensioners included in the aforesaid exception list advising them to submit the Life Certificate at the earliest to avoid discontinuation of their pension. The Bank shall also ask such pensioners through SMS/E-mail as to whether they are interested in submission of Life Certificate through doorstep visit by the bank. Wherever a call centre /App based facility is available, Banks should also encourage taking request for doorstep visits through such modes. The banks shall not charge any Pensioner more than Rs. 60/- for such a doorstep visit. In line with the Reserve Bank of India circular RBI/2014-15/587 dated 07.05.2015, all banks shall encourage promoting Life Certificate through Digital means.
- iii. As regards pensioners who have failed to submit their Life certificate for the year 2019, the banks will prepare an exception list of such pensioners immediately and follow the steps mentioned in sub-para 3(ii) above.
- iv. The CPPCs of Pension Disbursing Banks (in case of more than 1 CPPC in any Bank then one nominated official on behalf of the bank as a whole) shall report to the Department of Pension & Pensioners' Welfare in the months of January, February and March, respectively, the total number of Central Govt Pensioners who have given the Life Certificate, the number of Pensioners who have not given their Life Certificate, along with a break-up of the certificates submitted physically and through digital means on the following email address: rajesh.kr73@nic.in

(4) CPPCs/Branches of your bank may be advised to strictly comply with the above instructions. The banks are also requested to give wide publicity by putting up these instructions in their websites and also on the notice boards of the branches of the bank etc.

This is issued with approval of competent authority.
Hindi version will follow.

(Rajesh Kumar)
Under Secretary to the Government of India
Tel No. 23310108

To,
CMDs of all Pension Disbursing Banks

Copy for information to: (1) Central Pension Accounts Officer, CPAO-Trikoot-II, Bhikaji Cama Place, New Delhi (2) Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi

No. 7/5/2012-P&PW(F)/B
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

Lok Nayak Bhavan, Khan Market,
New Delhi-110003

Dated: 12 February, 2020.

OFFICE MEMORANDUM.

Subject: Counting of service on joining new service in State Government / Central Government / autonomous body for the benefit of gratuity in respect of Central Govt. Employees covered under National Pension System (NPS).

The undersigned is directed to say that vide this Department's O.M. No. 38/41/06-P&PW(A) dated 05.05.2009, in the event of death / disability during service, the benefits of Invalid / Disability pension, Family pension and retirement / death gratuity were provisionally extended to NPS employees at par with the employees appointed before 01.01.2004. Subsequently, the benefit of retirement gratuity and death gratuity has been extended to all Central Government employees covered under National Pension System (NPS) vide this Department's OM No. 7/5/2012-P&PW(F)/B dated 26.08.2016 on the same terms and conditions, as are applicable to employees covered by CCS (Pension) Rules, 1972.

2. References have been received in the Department seeking clarification with regard to the benefit of retirement gratuity on mobility from one organization to another organization. This matter has been considered in consultation with Department of Expenditure. It has been decided that the grant of retirement gratuity and counting of service for gratuity on mobility of an NPS Government employee may be regulated in the following manner:

(i) On mobility from a Central Government service to another Central Government service, the service rendered in the previous Department in the Central Government shall be counted for the purpose of grant of gratuity. There shall be no sharing of gratuity liability between the two Departments of Central Government.

(ii) On mobility from a Central Government service to a State Government service having National Pension System with provision for Retirement / Death Gratuity for its employees similar to those in Central Government, the service rendered in the Central Government shall be counted for the purpose of grant of gratuity. Same provisions shall apply on mobility of NPS employees of the State Government to Central Government Department. There shall be no sharing of gratuity liability between the Central and State Governments.

(iii) On mobility from Central Government service to a Central or State Autonomous Body service having National Pension System with provision of retirement / death gratuity for its employees similar to that in the Central Government, the service rendered in the Central Government would be counted for grant of gratuity. The Government will discharge its gratuity liability by paying the amount of retirement gratuity for the service rendered in the Government to the Central or State Autonomous body. This procedure shall be followed mutatis mutandis in respect of NPS employees going over from one autonomous body to another autonomous body or from an

autonomous body to Central Government / Department / organisation both having National Pension System with provision of retirement / death gratuity for its employees similar to that in the Central Government.

(iv) On mobility from Central Government service to a Central or State Autonomous Body or to a State Government where the provision for grant of gratuity similar to that in Central Government does not exist or to a Public Sector Undertaking, the NPS Government employees shall be granted retirement gratuity for the service rendered in the Central Government subject to the condition that the total gratuity admissible in respect of the service rendered under the Government of India and that under the later organization, shall not exceed the amount that would have been admissible, had Government servant continued in Government service and retired on the same pay which he/ she drew on retirement from the later Organization.

The above provisions would be applicable to Government employees covered under NPS who resign to take up with proper permission, another appointment in the Central / State Government or Central / State Autonomous body or a PSU.

3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their U.O. Note No. 1(4)/EV/2006-II Dated 30.10.2019.

4. In their application to the employees of Indian Audit and Accounts Department, these orders issued after consultation with the Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution.

5. All the Ministries / Departments are requested to bring the above instruction to the notice of all offices / field formation working under their administrative control.

(Ruchir Mittal)
Deputy Secretary to the Government of India

To

All Ministries / Departments of the Government of India.

No. 57/04/2019-P&PW (B)
Government of India
Department of Pension and PW

Lok Nayak Bhawan, Khan Market
New Delhi-110003
Dated: 17 February, 2020

OFFICE MEMORANDUM

Subject: Coverage under Central Civil Services (Pension) Rules, 1972, in place of National Pension System, of those Central Government employees whose selection for appointment was finalized before 01.01.2004 but who joined Government service on or after 01.01.2004.

The undersigned is directed to say that consequent on introduction of National Pension System (NPS) vide Ministry of Finance (Department of Economic Affairs) Notification No. 5/7/2003-ECB & PR dated 22.12.2003, all Government servants appointed on or after 01.01.2004 to the posts in the Central Government service (except armed forces) are mandatorily covered under the said scheme. The Central Civil Services (Pension) Rules, 1972 and other connected rules were also amended vide Notification dated 30.12.2003 and, after the said amendment, those rules are not applicable to the Government servants appointed to Government service after 31.12.2003.

2. Representations have been received in this Department from the Government servants appointed on or after 1.1.2004 requesting for the benefit of the pension scheme under Central Civil Services (Pension) Rules, 1972 on the ground that their appointment was delayed on account of administrative reasons or lapses. Similar references have been received from Ministries/Departments seeking advice of this Department on the question whether the Government servants who were appointed on or after 1.1.2004 could also be extended the benefit of pension scheme under CCS (Pension) Rules, if their appointment was delayed beyond 31.12.2003 on account of administrative reasons and the delay in appointment was beyond the control of the said Government servants.

3. From the representations of the Government employees and the references received from Ministries/Departments, it has been observed that in many of the cases referred to this Department, selection process (including written examination, interview and declaration of result) for recruitment had been completed before 01.01.2004 but the employee joined the Government service on or after 01.01.2004. A few illustrations where the selection was finalized before 01.01.2004 but actual joining took place on or after 01.01.2004 are as under:

(i) The result for recruitment was declared before 01.01.2004 but the offer of appointment and actual joining of the Government servant was delayed on account of police verification, medical examination etc.;

(ii) Some of the candidates selected through a common selection process were issued offers of appointments and were also appointed before 01.01.2004 whereas the offers of appointment to other selected candidates were issued on or after 1.1.2004 due to administrative reasons/constraints including pending Court/CAT cases.

(iii) Candidates selected before 01.01.2004 through a common competitive examination were allocated to different Departments/organization. While recruitment process was completed by some Department(s) / organizations on or before 31.12.2003 in respect of one or more candidates, the offers of appointment to the candidates allocated to the other Departments / organization were issued on or after 01.01.2004.

(iv) Offers of appointment to selected candidates were made before 01.01.2004 with a direction to join on or after 01.01.2004.

(v) Offers of appointment were issued to selected candidates before 01.01.2004, and many/most candidates joined service before 01.01.2004. However, some candidate(s) were allowed extension of joining time and they joined service on or after 01.01.2004. However, their seniority was either unaffected or was depressed in the same batch or to a subsequent batch, the result for which subsequent batch was declared before 01.01.2004.

(vi) The result for recruitment was declared before 01.01.2004 but one or more candidates were declared disqualified on the grounds of medical fitness or verification of character and antecedents, caste or income certificates. Subsequently, on review, they were found fit for appointment and were issued offers of appointment on or after 01.01.2004.

In all the above illustrative cases, since the result for recruitment was declared before 01.01.2004, denial of the benefit of pension under CCS (Pension) Rules, 1972 to the affected Government servants is not considered justified.

4. The matter has been examined in consultation with the Department of Personnel & Training, Department of Expenditure and Department of Legal Affairs in the light of the various representations/references and decisions of the Courts in this regard. It has been decided that in all cases where the results for recruitment were declared before 01.01.2004 against vacancies occurring on or before 31.12.2003, the candidates declared successful for recruitment shall be eligible for coverage under the CCS (Pension) Rules, 1972. Accordingly, such Government servants who were declared successful for recruitment in the results declared on or before 31.12.2003 against vacancies occurring before 01.01.2004 and are covered under the National Pension System on joining service on or after 01.01.2004, may be given

A **One-time option** to be covered under the CCS (Pension) Rules, 1972. This option may be exercised by the concerned Government servants **latest by 31.05.2020**.

5. Those Government servants who are eligible to exercise option in accordance with para-4 above, but who do not exercise this option by the stipulated date, shall continue to be covered by the National Pension System.

6. The option once exercised shall be final.

7. It is clarified, that the above option would be available to only those Government servants who were declared successful for recruitment before 01.01.2004, against vacancies pertaining to the period prior to that date. This option shall, however, not be available to the Government servants appointed on or after 01.01.2004 if they fall in any of the following categories:

(i) Government servants whose names were included in a panel of selected candidates before 01.01.2004 for recruitment against vacancies occurring on or after 01.01.2004 and were, accordingly, recruited on or after 01.01.2004.

(ii) A Government servant whose name was included in a panel of selected candidates prepared before 01.01.2004 for vacancies arising before and after 01.01.2004 but was actually appointed after 31.12.2003 against a vacancy arising on or after 01.01.2004.

(iii) Government servants who were selected against vacancies pertaining to the period prior to 01.01.2004 on the basis of an advertisement/notification issued before 01.01.2004 or a written examination/interview held before 01.01.2004 but results for recruitment were declared on or after 01.01.2004.

(iv) Government servants who joined on or after 01.01.2004 after they were granted extension of joining time on their own request and, in accordance with the instructions issued by the Department of Personnel & Training, their seniority was depressed on account of such extension of joining time to a batch for which the result for recruitment was declared on or after 01.01.2004.

8. The matter regarding coverage under the CCS (Pension) Rules, 1972 based on the option exercised by the Government servant shall be placed before the appointing authority for consideration in accordance with these instructions. In case the Government servant fulfils the conditions for coverage under the CCS (Pension) Rules, 1972, in accordance with these instructions, necessary order in this regard shall be issued latest by **30th September, 2020**. The NPS account of such Government servants shall, consequently, be closed w.e.f. **01st November, 2020**.

9. The Government servants who exercise option to switch over to the pension scheme under CCS (Pension) Rules, 1972, shall be required to subscribe to the General Provident Fund (GPF). Regarding account of the corpus in the NPS account of the Government servant, Controller General of Accounts (CGA) has furnished the following clarification vide letter No. 1(7)(2)/2010/cla./TA III/390 dated 14.11.2019:

- i. **Adjustment of Employees' contribution in Accounts:** Amount may be credited to individual's GPF account and the account may be recasted permitting up-to-date interest (Authority-FR-16 & Rule 11 of GPF Rules).
- ii. **Adjustment of Government contribution under NPS in Accounts:** To be accounted for as (-) Dr. to object head 70 - Deduct Recoveries under Major Head 2071 - Pension and other Retirement benefit - Minor Head 911- Deduct Recoveries of overpayment (GAR 35 and para 3.10 of List of Major and Minor Heads of Accounts).
- iii. **Adjustment of increased value of subscription on account of appreciation of investments** – May be accounted for by crediting the amount to Govt. account under M.H. 0071- Contribution towards Pension and Other Retirements Benefits 800- Other Receipts (Note under the above Head in LMMHA).

10. **All Ministries/Departments are requested to give wide publicity to these orders.** The cases of those Government servants who fulfil the conditions mentioned in this O.M. and who exercise option to switch over to the pension scheme under CCS (Pension) Rules may be settled by the administrative Ministries/Departments in accordance with these orders.

11. These orders issue with the concurrence of Ministry of Finance, Department of Expenditure, vide their I.D. Note No. 1(7) EV/2019 dated 08.01.2020.

12. In their application to the employees of Indian Audit and Accounts Department, these orders are issued after consultation with Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution.

13. Hindi version will follow.

(Ruchir Mittal)
Deputy Secretary to the Government of India

To,

1. All Central Govt. Ministries / Departments.
2. Department of Expenditure, Ministry of Finance, North Block, New Delhi.
3. C&AG, Bahadur Shah Zafar Marg, New Delhi.
4. Ministry of Railways, Railway Board, for information, New Delhi.
5. Department of Personnel and Training, North Block, New Delhi.
6. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.

No.12/5/2020-P&PW(C)-6363
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhawan, Janpath,
New Delhi-01

Dated: 20 February, 2020

CIRCULAR

Subject: Consolidated instructions on Life Certificate and commencement of family pension if pensioner / family pensioner is living abroad

This Department has been receiving grievances of pensioners residing abroad mentioning the difficulties and inconvenience faced by them with respect to submission of life certificate as well as commencement/continuation of family pension. Instructions have already been issued time to time on the above subject in order to ensure Ease of Living for them. The circulars have been consolidated and are as under:-

- i. In the case of a pensioner residing abroad, the following methods are available for submission of life certificate -**
 - a. If he/she is drawing pension through any bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank.
 - b. An authorized official of the Embassy of India/High Commission of India/Indian Consulates may issue the life certificate.
 - c. In case the pensioner is unable to visit the Embassy/Consulate, he/she may submit requisite documents by post to the Embassy/Consulate, including Doctor's Certificate showing the pensioner's inability to present himself/herself in person. Embassy of India may also assist pensioners/family pensioners in submission of Life Certificate.
 - d. A Pensioner, not resident in India, in respect of whom a duly authorized agent produces a Life Certificate, signed by a magistrate or a notary or an officer of an Indian authorized Bank or Diplomatic Representative of India, is exempted from special appearance.
 - e. There have been complaints that life certificate submitted over the counter of pension paying branches are misplaced causing delay in payment of monthly pension. In order to alleviate the hardship faced by pensioner agency banks are instructed to mandatorily issue duly signed acknowledgements. They were also advised to consider entering the receipt of life certificate in CBS and issue a system generated acknowledgements which would serve the twin purpose of acknowledgement as well as real time updation of records.

(RBI/2018-19/1DGBA.GBD.No.-1/31.02.007/2018-19, dated 2nd July, 2018)

- ii. For commencement of family pension, after demise of a pensioner residing abroad following procedure will be followed –**
 - a. In case the pensioner and spouse are holding a joint account, the requirement of Form 14 has been dispensed off. The spouse may inform the pension disbursing Bank of the death of the pensioner and request the bank for commencement of family pension, through a simple letter. He/she may enclose a copy of death certificate of the pensioner, PPO, proof of his/her own age/date of birth and an undertaking for recovery of excess payment. In

other cases, i.e., where the pension is not being credited to the joint bank account of the pensioner and his/her spouse, Form 14 will be continued to be obtained by the banks. However, the condition of attestation of Form 14 has been done away with and witnessing by two persons has been considered as sufficient.

***(G.I. D/o of Pension & Pensioners' Welfare's .OM No.1/27/2011-P&PW(E)
dated, 20th September, 2013)***

- b. In case of family pensioners who are unable to come to India for personal identification, they may be allowed pension/family pension on the basis of a certificate to be issued by an authorized official of the Embassy of India/High Commission of India/Indian Consulate in the country where the pensioner is residing. This certificate is to be issued on verification of Pensioner/Family Pensioner on the basis of the photograph available in the PPO or on the basis of the photograph available on the Passport.

(CGA's Authority No.-F.No.1(7)/CPAO Scheme Book/2005/TA/585 dated 22.09.2006)

2. CPPCs/Branches of all the Pension disbursing banks may be advised to strictly comply with the above instructions.

This issue with the approval of competent authority.

(Rajesh Kumar)
Under Secretary to the Government of India
Tel. No.23310108

To,

1. Chairman, Railway Board
2. Secretary, CPV and Overseas Indian Affairs
3. Secretary Department of Financial Services
4. Secretary, Ex-Servicemen Welfare
5. Secretary Posts
6. Secretary Telecom
7. Controller General of Accounts, Department of Expenditure
8. MDs of all the Pension Disbursing Banks
9. Head of CPPCs of All Pension Disbursing Banks.
10. Coordination Division, Ministry of External Affairs, Room No 29 A, South Block, New Delhi-01.
11. Central Pension Accounts Officer, CPAO, Trikoot-II, Bhikaji Cama Place, New Delhi.
12. NIC:- for posting on the website of the Department.

No. 1/6/2020-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

Lok Nayak Bhawan, Khan Market,
New Delhi-110003
Dated: 3 March, 2020

OFFICE MEMORANDUM

Subject: Co-authorization of permanently disabled child/children in PPO for Family Pension – reg

It has come to the notice of this Department that pensioners are facing difficulties in co-authorizing their disabled child or sibling in the Pension Payment Orders (PPOs), due to the insistence of sanctioning authorities for supply of information such as passport size photographs of the guardian, copy of passbook/particulars indicating Bank account details of the guardian, etc. The undersigned is directed to say that several guidelines have already been issued in the matter to avoid any hardship to pensioners while processing their case of co-authorization in favour of permanently disabled child/children. On the basis of OMs already issued, the process of co-authorization is being reiterated as under-

1. Permanently disabled child/children or sibling can be co-authorized in the PPO issued to the retiring Government servant if there is no other eligible prior claimant for family pension other than the spouse. (*OM No. 1/27/2011-P&PW (E) dated 1st July, 2013*).
2. The Pension Disbursing Authority shall authorize payment of family pension to a permanently disabled child or dependent parent or disabled sibling whose name has been included in the Pension Payment Order after receipt of claim on death or ineligibility of family pensioner. Bank will also facilitate in opening account if there is no account in the name of co-authorized individual. (*As per proviso under Sub-rule 2(vi) of Rule 81 of CCS (Pension) Rule, 1972*).
3. In the case of a mentally disabled child/children or sibling, the family pension shall be payable to a person nominated by the Government servant or the pensioner. (*As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972*).
4. In case no such nomination has been furnished to the Head of Office by such Government servant or pensioner during his lifetime, it will be payable to the person nominated by the spouse of such Government servant or family pensioners later on. (*As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972*).
5. Certificate of guardianship issued by the local level committees under Section 14 of the National Trust Act, 1999 (the Act is issued on the authority of the law passed by the Parliament), may be accepted for nomination / appointment of guardian for grant of family pension in respect of persons suffering from the above disabilities included in the Act. (*As per proviso under Sub-rule 6 of Rule 54 of CCS (Pension) Rule, 1972*).

6. The authorization shall be made in the PPO or by issuing a revised authority if a child/children or sibling is authorized for Family pension after issue of the PPO. (OM No. 1/27/2011-P&PW(E) dated 1st July, 2013). In view of above, it is clarified that Pensioners may not be persuaded to furnish information such as name of guardian, photo of guardian and their Bank account details. Only details of disabled child or sibling along with disability certificate will suffice, for processing the case of such a dependent for co-authorization in the PPO for family pension.

(Sanjoy Shankar)
Under Secretary to the Government of India
Ph. 24644632

All Ministries/Departments of the Government of India

1. O/o CGA, 7th Floor, Lok Nayak Bhawan, New Delhi. (Apart from the usual action, it is also requested to make necessary amendments in the format of the PPO to accommodate authorization of the permanently disabled children/siblings and dependent parents.)
2. CPAO, Trikoot-II, Bhikaji Kama Place, New Delhi-66 (It is requested to make necessary amendments in the Scheme Booklet to facilitate implementation of the above decisions).
3. NIC for uploading the OM

No.12/4/2020-P&PW(C)-6300
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan, Janpath,
New Delhi-110003
Dated: 15 May, 2020

OFFICE MEMORANDUM

Subject : Consolidated instructions for Pension Disbursing Authorities to ensure smooth payment of pension/family pension to pensioners/family pensioners.

On an analysis of the grievances received in this Department, it has been observed that updated and consolidated instructions will help improve the processing of Pensioner's requests by banks and others. Hence, an attempt has been made herein, to consolidate relevant instructions issued by Department of Pension & Pensioners' Welfare from time to time with regard to disbursement of pension and family pension. These Banks are adopting different procedures, while releasing pension/ family pension or seeking declarations/certificates from pensioners / family pensioners at different periodicity. Therefore, the following consolidated guidelines are being issued with an objective to create awareness among CPPCs/ bank branches on updated rules and instructions in this regard:-

(i) Requirement of pensioners to be present in person before paying bank branch for credit of first pension : The pensioner is no longer required to visit bank in person for credit of his first pension. The undertaking with regard to recovery of overpayment from pensioner is forwarded to concerned bank CPPC through CPAO along with the PPO. Bank will not insist for the presence of pensioner in order to activate their pension account. **(DoPPW's OM No. 1/27/2011-P&PW dated 7thmay 2014)**

(ii) Requirement of family pensioner to submit form 14 : On death of a pensioner, the spouse is not required to submit form 14, if he/she was having a joint account with the pensioner and authorization for payment of family pension exists in the Pension Payment Order (PPO) in his/her favour. In such cases, spouse will be required to provide only a copy of the death certificate to the pension paying branch in order to commence his/her family pension. Pension disbursing bank will identify the family pensioners based on the information furnished in PPO and its own Know Your Customer procedure without insisting him/her to physically present himself/herself in the paying bank. **(DoPPW's OM No. 1/27/2011-P&PW dated 20th September 2013)**

(iii) Insisting spouse to open separate bank account for getting family pension -:Banks will not insist for opening a new account when the spouse was having a joint account with the pensioner and authorization for payment of family pension exists in the Pension Payment Order (PPO) in his/her favour. **(RBI Circular- Disbursement of Government Pension by Agency Banks dated September 9, 2019)**

(iv) Submission of declaration for taking up commercial employment after retirement: This declaration is required from pensioners who have retired from Group 'A' services/posts. This declaration is required only in the first year after retirement of a Group A officer. Therefore, this declaration may not be sought from the pensioner after expiry of one year from the

date of retirement. If a pensioner declares that he has taken up commercial employment within one year from the date of retirement without obtaining permission of Government, Pension disbursing bank will seek the orders of the Government through the CPAO before making further pension payments. However, if a pensioner declares that he has taken up commercial employment within one year after retirement with the permission of the Government, Pension disbursing bank will continue to pay his /her pension. ([Rule 10 of CCS Pension Rule](#)).

(v) **Submission of re-employment certificate**: A pensioner is required to furnish a re-employment declaration once in a year i.e. in the month of November every year. If a pensioner declares that he is re-employed under the Central or State Government, or a Corporation/Company/Body/Bank under them, the element of dearness relief during the period of re-employment may not be credited by the bank during the period of such re-employment. However, if a pensioner declares about his re-employment and also states that in accordance with the relevant rules/instructions, entire amount of his/her pension has been ignored while fixing his/her pay in the re-employment post, he will continue to be eligible to draw dearness relief along with pension. If a pensioner fails to submit requisite declaration in the month of November, the element of dearness relief on his monthly pension may not be credited by the bank and he may be paid pension excluding the dearness relief. Employment/re-employment of spouse does not affect his/her family pension. Therefore, Dearness Relief will continue to be paid with family pension to the spouse who is employed/re-employed in the aforesaid organizations. ([Rule 55 of CCS \(Pension\) Rules, 1972](#)).

(vi) **Submission of non-earning certificate** : A family pensioner, other than spouse, has to submit a declaration of non-earning his/her livelihood every year in the month of November. As per rule 54(6) of CCS (Pension) Rules, 1972, family pension is allowed to a son, daughter, disabled sibling or parents of a deceased pensioner or a deceased Government servant until he/she starts earning his/her livelihood. This declaration is, however, not required from the spouse for continuing his/her family pension. ([Rule 54\(6\) of CCS Pension Rules](#)).

(vii) **Submission of declaration of marriage** : A family pensioner, other than spouse, has to submit a declaration of non-marriage/non re-marriage every six months. The family pension is discontinued if she/he gets married/re-married. If the spouse is a recipient of family pension, no certificate of remarriage is required to be furnished by him/her. At the time of commencement of family pension, an undertaking will be obtained from him/her to the effect that in the event of his/her re-marriage, he/she will report the fact to the pension disbursing bank promptly. However childless widow of deceased Government servant and disabled child of a pensioner/Government servant will continue to get family pension even if they get married/re-married. ([Rule 54\(6\) of CCS \(PENSION\) RULES, 1972](#))

(viii) **Submission of life certificate**: Life certificate has to be submitted by every pensioner/family pensioners in the month of November every year. Pension Disbursing bank will also accept Aadhar enabled Digital Life Certificate "Jeevan Pramaan". Old aged pensioners who are 80 years and above can submit life certificate in the month of October also. ([D/o Pension & Pensioners Welfare's OM No. 1/20/2018 P&PW \(E\) Dated 18.07.2019](#))

(ix) **Submission of disability certificate** : If family pension has been sanctioned to a disabled child and the disability is temporary, the guardian of such disabled child shall produce disability certificate once in every 5 years to the effect that he/she continues to suffer from such disorder /disability in order to continue family pension. No fresh certificate of disability would be required in the case of a child with permanent disability. A disabled child will also be required to self-certify every year that he/she has not started earning his/her livelihood ([Rule 54\(6\) of CCS Pension Rule,1972](#))

(x) Restoration of commuted portion of pension: Restoration of commuted portion of pension after 15 years is to be made automatically by bank. Pensioner will not be asked to make application for restoration of commuted portion of pension. Incases where the date of commutation is not readily available in the PPO, the bank will obtain the information from the Accounts Officer who issued the PPO through Central Pension Accounting Office before restoring the commuted portion of pension. The amount of commuted pension will not be deducted from family pension. {[Rule 10 of CCS \(Commutation of Pension\) Rules,1981](#) }

(xi) Paying additional amount of pension on attaining the age of 80 years and above: The additional quantum of pension/family pension will be paid on attaining the age 80 years and above. Additional pension is paid from the first day of the month in which a pensioner/family pensioner completes the age of 80 years and above. For example, if a pensioner /family pensioner completes the age of 80 years in the month of August, 2020, he will be paid additional pension/family pension from 1st day of the month of August, 2020. Bank will not insist for any request /application from pensioners /family pensioners in order to pay additional pension to them. The quantum of additional pension/family pension to the old pensioners/family pensioners is as follows:-

Age of Pensioner	Additional quantum of pension
From 80 years to less than 85 years	20% of basic pension
From 85 years to less than 90 years	30% of basic pension
From 90 years to less than 95 years	40% of basic pension
From 95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

(D/o Pension & Pensioners Welfare's OM No. dated 38/37/08 P&PW(A) dated 2ndSeptember & 3rdOctober 2008)

(xii) Obtaining of Life Certificate from the doorstep of the pensioners:- The Department has issued directions to all the Pension Disbursing Banks to send SMSs/Emails to all their pensioners on 24th October, 1st November, 15th November and 25th November every year reminding them to submit their Annual Life Certificates by 30th November. The Department directed all Pension Disbursing Banks to make an exception list as on 1st December every year of those pensioners who fail to submit their Life Certificate and issue another SMS/Email to them for submitting the Life Certificate. The bank in addition will also ask such pensioners through SMS/Email as to whether they are interested in submission of Life Certificate through a chargeable door-step service, on a nominal charge not exceeding Rs. 60/-. ([D/o Pension & Pensioners Welfare's Circular No. 12/4/2020-P&PW\(C\)-6300, dated 17.01.2020](#)).

2. All banks are advised to comply with the above instructions and to give wide publicity by putting up these instructions on their websites and also on the notice boards of the branches of the bank etc.

3. This issues with the approval of the competent authority.

(Rajesh Kumar)

Under Secretary to the Government of India

Tel No. 23310108

To

CMDs of all Pension Disbursing Banks

Copy to:

1. Central Pension Accounts Officer, Chief Controller of Pension, Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi
2. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi
3. Secretary, Ministry of Defence, South Block, New Delhi
4. Chaiman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
5. Secretary, Department of Posts, Dak Bhawan, Patel Chowk, New Delhi
6. NIC: for posting on website of this Department

No. 28/30/2004-P&PW (B)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Pension and Pensioners' Welfare

Lok Nayak Bhavan, Khan Market
New Delhi-110003
Dated: 11 June, 2020

OFFICE MEMORANDUM

Subject: Mobility of personnel amongst Central /State & Autonomous Bodies while working under Pensionable establishments – regarding.

The undersigned is directed to say that the New Pension Scheme (now called as National Pension System) was introduced vide Department of Economic Affairs' notification No.5/7/2003-ECB.PR dated 22.12.2003. It was provided that NPS would be mandatory for all new recruits to the Central Government service from 1st of January 2004 except the Armed Forces.

2. In this Department's O.M. of even number dated 26.7.2005, it was provided that all employees who joined Central Government service or in the service of an autonomous body set up by the Central Government before 1.1.2004 and who were governed by old pension scheme under the Central Civil Service (Pension) Rules, 1972 will continue to be governed by the same pension scheme / rules and will count their past service if they take up new appointment in another Ministry / Department of the Central Government or a Central Autonomous Body covered by the CCS (Pension) Rules on or after 1.1.2004, subject to their satisfying the conditions laid down in Para 4 of DP&AR's O.M. No.28/10/1984-PU dated 29.8.1984.

3. Subsequently, vide this Department's O.M. of even number dated 28.10.2009, the benefit of counting of past service under the CCS(Pension) Rules, 1972 was extended to those employees who were initially appointed before 1.1.2004 in (i) Central Government Departments covered under Railway Pension Rules or other similar non-contributing pensionable establishments of Central Government covered by old Pension Scheme /rules other than CCS(Pension) Rules, 1972 OR, (ii) State Government covered under old pension scheme similar to CCS(Pension) Rules, OR (iii) Central / State Autonomous Body covered by the old pension scheme and who resigned to join a Central Government Department / Office or a Central Autonomous Body having pensionable establishment.

4. Representations have been received in this Department from employees who joined under NPS in Central Government / Central Autonomous Bodies after 1.1.2004 but before 28.10.2009, after technical resignation from a pensionable establishment of a Central Government Department, State Government or Central / State Autonomous Body and who were denied the benefit of counting of past service in the old pension scheme in the Central Government.

5. The matter has been examined in consultation with Department of Personnel and Training and Department of Expenditure. It has been decided that those employees who joined Central Government / Central Autonomous body under NPS during 1.1.2004 to 28.10.2009 after submitting technical resignation from Central Govt. / Central Autonomous Body or a State Government / State Autonomous Body and who fulfill the conditions for counting of past service in terms of this Department's O.M. dated 28.10.2009, may be given an option for induction in old pension scheme and to get their past service rendered in the Central / State Government or Central / State Autonomous Body counted for the purpose of pensionary benefits on their final retirement from the Central Government / Central Autonomous Body, subject to fulfillment of all

other conditions of counting of such past service in terms of DPAR's O.M. dated 29.8.1984 read with this Department's O.M. dated 7.2.1986 as amended from time to time.

6. Such option may be exercised within 3 months of issue of this O.M. Such employees who are appointed under NPS during 1.1.2004 to 28.10.2009 and are eligible to exercise option in terms of para 5 above but do not exercise the option within the stipulated period will continue to be covered by the provisions of National Pension System. Those employees who joined during 1.1.2004 to 28.10.2009 and have already been given the benefit of CCS (Pension) Rules in terms of O.M. dated 28.10.2009, will continue to be governed by those rules.

7. Those employees who exercise option for counting of past service in accordance with the above provisions may be allowed to avail the benefit under CCS (Pension) Rules, 1972. The capitalized value of pension and gratuity for the past service in the Central / State Autonomous Body will be deposited by that Body to the Central Government / Central Autonomous Body in accordance with the instructions contained in the O.M. No. 28/10/84-Pension Unit dated 29.8.1984. In case the employee concerned has received the pensionary benefits from the Central Government Departments, State Government, Central / State Autonomous Body, etc., he would be required to deposit the amount of such pensionary benefits (along with interest to be calculated in accordance with this Department's O.M. No. 38/34/2001-P&PW(F) dated 29-07-2002) with the Central Government Department /Central Autonomous Body in which he has joined, to enable counting of past service. The employee's share in the accumulated wealth of National Pension System with interest / returns accrued thereon under the NPS, would be deposited in the GPF account of the employee. The employer's share along with interest / returns accrued thereon under the NPS would be deposited in the account of Central Government / Central Autonomous Body in accordance with modalities provided in para 9 of this OM.

8. In some cases, due to non-availability of benefit of counting of past services under the old pension system during 01.01.2004 to 28.10.2009, the employees of State Government/ State Autonomous bodies etc. may have been compelled to take voluntary retirement before joining pensionable Central Government Department/ Central Autonomous bodies after 01.01.2004 but before 28.10.2009. It has been decided that 'voluntary retirement' of such employees may be treated as 'technical resignation' and the benefit of provisions of para 5 to para 7 above may also be extended to them subject to fulfillment of all other conditions for counting of service.

8.1 The forwarding the application through proper channel for the post they had joined after getting voluntary retirement is a pre-requisite for considering it as technical resignation.

8.2 The provisions of this O.M. is mandatory in all such cases.

9. The modalities of accounting of the NPS accumulation would be as under:

S. No.	Issues	Adjustment process
1	Adjustment of employee's contribution to NPS	Amount may be credited to the individual's GPF account and the account may be recasted permitting up to date interest. (FR 16 & Rule 11 of GPF Rules)
2	Adjustment of Government contribution to NPS	To be accounted for as (-) Debit to Object Head "70-Deduct Recoveries" under Major Head " 2071- Pensio and other Retirement Benefits" and Minor Head " 911 – Deduct Recoveries of overpayments" (GAR 35 and Para 3.10 of LMMH and Para 5.1.3 (iii) of Civil Accounts Manual refers)
3	Adjustment of increased value of subscription in NPS on account of appreciation of investment	May be accounted for by crediting the amount to Government Account under Major Head "0071- Contribution & Recoveries towards Pension & other Retirement Benefits" and Minor Head "800-Other-Receipts" (Note under above Major Head in LMMH)

10. All Ministries / Departments are requested to bring the contents of these orders to the notice of Controller of Accounts/Pay and Accounts Officers and Attached, Subordinate Offices and Autonomous bodies under them.

11. This issues in consultation with of Ministry of Finance, Deptt. Of Expenditure vide ID Note No. 25(6)/EV/2017 Dated 06.01.2020 and in consultation with Controller General of Accounts vide their I.D. Note No. 1(7)(2)/2010/c/a/TA/860 dated 18.08.2017.

12. In their application to the employees of Indian Audit and Accounts Department, these orders are issued after consultation with Comptroller and Auditor General of India, as mandated under Article 148(5) of the Constitution.

13. Hindi version will follow.

(Ruchir Mittal)
Deputy Secretary to the Government of India

To,

1. All Central Government Ministries / Departments.
2. Chief Secretaries of all State Governments/UTs.
3. Accountant Generals in the States and UTs.
4. Department of Expenditure, Ministry of Finance, North Block, New Delhi.
5. C&AG, Bahadur Shah Zafar Marg, New Delhi.
6. Ministry of Railways, Railway Board, New Delhi.
7. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
8. CGA, Department of Expenditure, INA, New Delhi.
9. AD(OL) for Hindi version.
10. NIC for posting on the website of this Department.

F.No .38/37/2016-P&PW (A)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

8th Floor, Lok Nayak Bhawan Khan Market
New Delhi-110003
Dated: 18 June, 2020

OFFICE MEMORANDUM

Subject: Revision of pension of pre-2016 pensioners / family pensioners in implementation of Government's decision on the recommendations of the 7th Central Pay Commission-Concordance Table Corrigendum regarding.

The undersigned is directed to refer to this Department's OM of even number dated 06.07.2017 on the subject mentioned above and to say that there is some error in the entries relating to the pre-revised pay of Rs.21820/- (6th CPC Grade Pay : Rs.5400/-, 7th CPC Level-9) in Table 29 enclosed therewith.

2. It is requested that the existing Table 29 may be substituted by the enclosed Table 29. The revised entries have been shown in bold letters.

(R. C Sethi)
Under Secretary to the Government of India

To,

1. All Ministries/Department of Government of India (as per standard mailing list).
2. Controller General of Accounts, New Delhi
3. Comptroller & Auditor General of India, New Delhi
4. Central Pension Accounting Office, New Delhi.

Table No. 29

Scale of pay/Pay in the pay Band & Grade Pay at the time of retirement

From 01.01.1986 to 31.12.1995	2200-75-2800-100-4000
From 01.01.1996 to 31.12.2005	8000-275-13500
From 01.01.2006 to 31.12.2015	9300-34800 GP 5400
Corresponding level w.e.f. 1.1.2016	Level-9 (53100-167800)

Basic Pay From 01.01.1986 to 31.12.1995	Basic Pay From 01.01.1996 to 31.12.2005	Basic Pay From 01.01.2006 to 31.12.2015	Pay range for pensioners retired during 1.1.2006 to 31.12.2015		Notional Pay as on 01.01.2016	Revised Pension /Enhanced Family pension (if applicable) w.e.f. 1.1.2016	Revised Family pension w.e.f. 1.1.2016
			Minimum	Maximum			
2200	8000	20280		20660	53100	26550	15930
2275	8000	20280		20660	53100	26550	15930
2350	8000	20280		20660	53100	26550	15930
2425	8275	20800	20670	21280	54700	27350	16410
2500	8275	20800	20670	21280	54700	27350	16410
2575	8275	20800	20670	21280	54700	27350	16410
2650	8550	21310	21290	21900	56300	28150	16890
2725	8550	21310	21290	21900	56300	28150	16890
2800	8550	21310	21290	21900	56300	28150	16890
2900	8825	21820	21910	22560	56300	28150	16890
3000	9100	22330	21910	22560	58000	29000	17400
3100	9375	22840	22570	23220	59700	29850	17910
3200	9650	23350	23230	23920	61500	30750	18450
	9925	23870	23930	24630	63300	31650	18990
3300	10200	24380	23930	24630	63300	31650	18990
3400	10475	24890	24640	25360	65200	32600	19560
3500	10750	25400	25370	26140	67200	33600	20160
3600	10750	25400	25370	26140	67200	33600	20160
3700	11025	25910	25370	26140	67200	33600	20160
3800	11025	25910	25370	26140	67200	33600	20160
3900	11300	26420	26150	26920	69200	34600	20760
4000	11300	26420	26150	26920	69200	34600	20760
4100	11575	26930	26930	27740	71300	35650	21390
4200	11850	27450	26930	27740	71300	35650	21390
4300	11850	27450	26930	27740	71300	35650	21390

	12125	27960	27750	28560	73400	36700	22020
	12400	28470	27750	28560	73400	36700	22020
	12675	28980	28570	29410	75600	37800	22680
	12950	29490	29420	30310	77900	38950	23370
	13225	30000	29420	30310	77900	38950	23370
	13500	30510	30320	31200	80200	40100	24060
	13775	31030	30320	31200	80200	40100	24060
	14050	31540	31210	32140	82600	41300	24780
	14325	32050	31210	32140	82600	41300	24780
			32150	33110	85100	42550	25530
			33120	34120	87700	43850	26310
			34130	35130	90300	45150	27090
			35140	36180	93000	46500	27900
			36190	37270	95800	47900	28740
			37280	38400	98700	49350	29610
			38410	39570	101700	50850	30510
			39580	40770	104800	52400	31440
			40780	41980	107900	53950	32370
			41990	43220	111100	55550	33330
			43230	44510	114400	57200	34320
			44520	45830	117800	58900	35340
			45840	47190	121300	60650	36390
			47200	48590	124900	62450	37470
			48600	50030	128600	64300	38580
			50040	51550	132500	66250	39750
			51560	53110	136500	68250	40950
			53120	54700	140600	70300	42180
			54710	56340	144800	72400	43440
			56350	58010	149100	74550	44730
			58020	59760	153600	76800	46080
			59770	61550	158200	79100	47460
			61560	63380	162900	81450	48870
			63390	65290	167800	83900	50340

No. 38/37/16-P&PW (A)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Pension and Pensioners Welfare

Lok Nayak Bhawan, Khan Market,
New Delhi – 110003,
Dated: 22 June,2020

OFFICE MEMORANDUM

Subject: Regulation of pension and other retirement benefits of Government servants who were on Extraordinary leave/unauthorized absence/suspension as on 1.1.2016 and retired/died thereafter without joining duty.

The undersigned is directed to say that in accordance with Rule 33 of the CCS (Pension) Rules, for calculation of pension, the expression 'emoluments' means basic pay as defined in Rule 9(21) (a) (i) of the Fundamental Rules which a Government servant was receiving immediately before his retirement or on the date of his death. In accordance with Note 3 under this rule, if a Government servant immediately before his retirement or death while in service had been absent from duty on extraordinary leave or had been under suspension, the period whereof does not count as service, the emoluments which he drew immediately before proceeding on such leave or being placed under suspension shall be the emoluments for the purpose of this rule.

2. Doubts have been raised in regard to the manner in which the pension and other retirement benefits of Government servants, who were on extraordinary leave/unauthorized absence/suspension as on 1.1.2016 and retired/died thereafter without joining duty, would be regulated. The matter has been examined in consultation with the Ministry of Finance (Department of Expenditure) and the following clarifications are issued:

Category of Government servant	Manner in which pension and other pensionary benefits are to be regulated
Government servant, who was on extraordinary leave/unauthorized absence the period whereof does not count as qualifying service – as on 1.1.2016 and retired/died thereafter without joining duty	In accordance with Rule 33 of CCS (Pension) Rules, 1972, the basic pay which he drew immediately before proceedings on such leave shall be the emoluments for the purpose of pension. The pension/family pension thus calculated will be revised in the accordance with the instructions contained in the Department's O.M. No. 38/37/16-P&PW (A) dated 12.05.2017 read with O.M. No. 38/37/16-P&PW(A)(ii) dated 04.08.2016 and will be paid to the pensioner/family pensioner from the date it becomes due. For the purpose of gratuity, the emoluments shall also include Dearness Allowance (as per 6 th CPC) admissible on the date of retirement/death of the Government servant. The Pension/family pension/commutation of pension and gratuity will be regulated in accordance with the rules/instructions applicable

	before 1.1.2016
Government servant, who was on extraordinary leave – the period whereof counts as qualifying service – as on 1.1.2016 and retired/died thereafter without joining duty.	<p>The pay of such a Government servant will be notionally revised w.e.f. 1.1.2016 and this notionally revised basic pay will be reckoned as emoluments for the purpose of pension.</p> <p>For the purpose of gratuity, the emoluments shall also include Dearness Allowance (as per 7th CPC) admissible on the date of retirement/death of the Government Servant.</p> <p>His pension/family pension, commutation of pension and gratuity will be regulated in accordance with the instructions contained in this Department's O.M. No. 38/37/16-P&PW (A) dated 12.05.2017 read with O.M. No 38/37/16-P&PW(A)(i) dated 04.08.2016 and will be paid to the pensioner/family pensioner from the date it becomes due.</p>
Government servant, who was under suspension as on 1.1.2016 and retired thereafter without joining duty.	Such a Government servant, on retirement, is entitled to only provisional pension. The emoluments which he drew immediately before suspension shall be the emoluments for the purpose of provisional pension. This provisional pension will be revised in accordance with Department's O.M. No. 38/49/16-P&PW (A) dated 12.02.2018. The provisional pension will be reviewed / regularized on conclusion of the departmental/judicial proceedings and issue of final orders thereon.

3. These orders issue with the concurrence of Ministry of Finance (Department of Expenditure) vide their U.O. No. 1(23)/EV/2019 dated 05.02.2020.

4. In their application to the employees of Indian Audit and Accounts Department, the orders are issued under Article 148(5), of the Constitution with the concurrence of the Comptroller and Auditor General of India.

(R. C. Sethi)

Under Secretary to the Government of India

1. All Ministries/Departments.
2. CGA/CAG/CPAO.
3. As per standard mailing list.
4. NIC for uploading on Department's website.

No. 57/04/2019-P&PW(B)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

Lok Nayak Bhawan, Khan Market
New Delhi-110003
Dated: 25 June, 2020

OFFICE MEMORANDUM

Subject: Coverage under Central Civil Services (Pension) Rules, 1972, in place of National Pension System in terms of DoPPW OM dated 17.02.2020 – clarifications regarding.

The undersigned is directed to say that instructions have been issued vide this Department's O.M. of even number dated 17th February, 2020, that in all cases where the results for recruitment were declared before 01.01.2004, against vacancies occurring on or before 31.12.2003, the candidates declared successful for recruitment shall be eligible for coverage under the Central Civil Services (Pension) Rules, 1972. Accordingly, such Government servants who were declared successful for recruitment in the results declared on or before 31.12.2003, against vacancies occurring before 01.01.2004 and are covered under the National Pension System on joining service on or after 01.01.2004, may be given a **one-time option** to be covered under the CCS(Pension) Rules, 1972.

2. References have been received in this Department seeking clarifications in regard to the implementation of the aforesaid instructions in certain circumstances. The issues raised by the various Departments have been examined in this Department and the position is clarified as under:

S. No.	Issue raised	Clarification
1	A Government servant joined in a Department /Office of the Central Government on or after 01.01.2004 on the basis of results declared before 01.01.2004 against vacancies occurred prior to 01.01.2004 and thereafter joined another Central Government Department / Office with proper permission after tendering technical resignation. Can the option exercised by such a Government servant be considered in accordance with the O.M. dated 17.2.2020	Such a Government servant is also eligible to exercise option under O.M. dated 17.02.2020. A decision on the option shall be taken by the appointing authority of the post in the Department/Office for which such option is exercised by Government servant. In case the Government servant has submitted his option in his latest Department/office, that Department/Office shall forward the option to the concerned Department/office, for taking an appropriate decision. The decision taken by the concerned Department/Office shall be communicated to his latest Department. In such cases, the instructions relating to mobility as contained in this Department's O.Ms. No. 28/30/2004-P&PW (B) dated 26.07.2005 and 28.10.2009 shall also

	<p>and, if so, which Department/office will take a decision on such option.</p>	<p>be applicable and further action for counting of past service for pension/gratuity shall be taken in accordance with the CCS (Pension) Rules, 1972 by the latest Department/Office.</p>
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2	<p>Can an option exercised by a member of the family of the deceased Government servant be considered.</p>	<p>If a Government servant, who was otherwise eligible to exercise option in terms of the O.M. dated 17.02.2020, has already died, the option exercised by the member of the family, who is eligible to receive NPS benefits on death of the Government servant in accordance with PFRDA (Exits and Withdrawals under NPS) Regulations, may be accepted and processed in accordance with the instructions contained in this Department's OM dated 17.02.2020.</p> <p>If, before his death, the Government servant had joined another Central Government Department/office with proper permission after tendering technical resignation, the option exercised by the such nominee shall be processed in accordance with the clarification No. (1) above.</p>
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3	<p>In cases covered by clarification No. (2), how will the amount of the corpus in the NPS account, which was transferred to the Government consequent on death of the Government servant in accordance with the O.M. No. 38/41/06/P&PW(A) dated 05.05.2009, be adjusted.</p>	<p>The amount of the corpus in the NPS account, which was transferred to the Government consequent on death of the Government servant, shall be adjusted in the manner indicated in para 9 of this Department's O.M. dated 17.02.2020, with the modification that the employee's contribution in the NPS account along with up-to-date interest, calculated on the rates applicable to GPF from time to time, shall be paid to the person in whose favour a nomination to receive NPS amount was submitted by the Government servant under the Regulations notified by PFRDA.</p>
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4.	Will the instructions contained in the OM dated 17.02.2020 be applicable in the case of Government servants who joined on or after 01.01.2004 on appointment on compassionate grounds. If so, how the eligibility of such Government servants to exercise option under OM will dated 17.02.2020 be determined.	A Government servant, who joined on or after 01.01.2004 on appointment on compassionate grounds, shall be eligible to exercise option in terms of the OM dated 17.02.2020, if the competent authority had taken the decision on the recommendation of the Screening/Selection Committee to appoint the Government servant on compassionate grounds before 01.01.2004.

3. All Ministries / Departments are requested to bring the contents of these clarifications to the notice of Controller of Accounts/Pay and Accounts Officers, Attached office and Subordinate Offices under them.

4. Hindi version will follow.

(S. Chakrabarti)
Under Secretary to the Government of India

To,

1. All Central Govt. Ministries / Departments.
2. Department of Expenditure, Ministry of Finance, North Block, New Delhi.
3. C&AG, Bahadur Shah Zafar Marg, New Delhi.
4. Ministry of Railways, Railway Board, for information, New Delhi.
5. Department of Personnel and Training, North Block, New Delhi.
6. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
7. CGA, Department of Expenditure, INA, New Delhi,
8. AD(OL) for Hindi Version
9. NIC for posting on the website of this Department.

No.12/12/2020-P&PW(C)-6526
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan, Janpath
New Delhi-110001
Dated: 27 June, 2020

OFFICE MEMORANDUM

Subject: Dispensing with the requirement of BSR code of bank from the pension claim forms

While submitting pension claim form, a retiree or family member has to provide the detail of his/her bank account, IFSC and BSR code of concerned bank branch. This Department has received many representations from retirees to dispense with the requirement of BSR codes from pension claim form as it is neither written in the passbook nor available on the website of concerned bank. In order to get information of the BSR code, sometimes a retiree has to make multiple visits to the concerned bank branch.

2 Therefore in order to avoid hardship of retiree and family members, it has been decided to dispense with the requirement of BSR code for processing all type pension cases with immediate effect. Henceforth a retiree or family pensioner will not be required to provide detail of BSR code while submitting form 5 or form 14. Only the bank account detail along with IFSC will be taken for processing the pension claim.

3 The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for compliance.

This issues with the approval of the competent authority

(Rajesh Kumar)

Under Secretary to the Government of India
Tel No. 23310108

To,

1. All the Ministries/ Department, Government of India
2. NIC, DoPPW: to incorporate the change in Bhavishya module
3. Controller General of Accounts, MahalekhaNiyantarak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi.- With reference to their U.O. No
4. 13013(12)/2/2020-IT Technical/cs-1435/248 dated 18.06.2020.

No.12/9/2020-P&PW(C)-6450
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan, Janpath
New Delhi-110001
Dated: 17 July, 2020

OFFICE MEMORANDUM

Subject: Provisional release of retirement benefits as per Rule 64 of CCS (Pension) Rules, 1972 during Covid Pandemic time.

The undersigned is directed to say that in view of the unprecedented situation which has arisen due to the outbreak of COVID-19, there may be cases where the processing of pension case of a retiring Government servant gets delayed due to various factors. A Government servant may find difficulty in submission of his pension Forms (Form 5, Form 3, etc.) to the Head of Office (HOO) or the Head of Office (HOO) may not be able to forward the claim form in hard copy along with service book to the concerned Pay & Accounts office in time, particularly when both the offices are located in different cities. There may also be cases where the Pay & Accounts Office is not able to process the case for authorization of pension before the retirement of the Government servant.

2. Rule 64 of the CCS (Pension) Rules, 1972 provides for sanction of provisional pension and provisional gratuity in cases where a Government servant is likely to retire before finalization of his pension and gratuity. In order to ensure timely payment of pension and retirement gratuity on retirement of a Government servant, wherever a Government servant is likely to retire before finalization of his pensionary benefits, the Head of Office may rely upon the information as available in the official records and take action to sanction provisional pension and provisional gratuity, with the approval of the Head of Department. The provisional pension and provisional gratuity may be sanctioned in those cases also, where retiring Government servant is unable to submit the pension claim Forms for any reason. In cases where it is not possible to verify the entire length of qualifying service immediately, provisional gratuity may be sanctioned in respect of the verified continuous spell of service immediately preceding the date of retirement. A copy of the draft letter for sanction of provisional pension is being enclosed.

3. The Pay & Accounts Office shall consider the case on the basis of details of last emoluments and length of qualifying service indicated by the Head of Office and release the provisional pension and provisional gratuity in the same manner as pay and allowances of the establishment are paid. The Pay & Accounts Office shall not insist for complete documents of the case, including service book, at the stage of release of provisional pension and provisional gratuity.

4. These instructions shall also be applicable in cases where the Government servant retires otherwise than on superannuation, i.e. voluntary retirement, retirement under FR 56, etc.

5. In cases where the amount of provisional pension is later found to be in excess of the final pension, the excess amount of pension may be adjusted in the manner indicated in Rule 64 of CCS (Pension) Rules, 1972.

6. The payment of provisional pension sanctioned in accordance with para 2 above, may initially continue for a period not exceeding six months from the date of retirement. The period of provisional pension may be further extended, in exceptional cases, with the concurrence of PAO and after approval by the Head of Department. However, the total period of provisional pension shall, in no case, be more than one year from the date of retirement.

7. The date from which the final pension shall be commenced by the Pension Disbursing Authority, may be indicated by the Pay & Accounts Office in the PPO. The date for commencement of final pension by the PDA shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in the PPO, as mentioned below, while authorizing the final pension.

“Provisional pension has been/shall be paid by the office for the period from ----- to -----
@ Rs. ----- plus DA. The payment of final pension shall commence from the bank
w.e.f. -----.”

The payment of provisional pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA so that there is no gap between the date upto which the provisional pension is to be paid and the date of commencement of final pension by the PDA.

8. The instructions in this OM, in so far as they are at variance with the provisions of rule 64, shall be applicable till the work in offices is affected due to the outbreak of COVID-19. These instructions would be reviewed by this Department after normalcy is restored. The provisions of Rule 64 of the CCS (Pension) Rules, 1972 shall stand relaxed to the extent indicated above.

9. The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for compliance.

10. This issues with the approval of the competent authority.

(Rajesh Kumar)
Under Secretary to the Government of India
Tel No. 23310108

1. All the Ministries/ Department, Government of India
2. All Officers/Desks of the department
3. NIC, DoPPW: for uploading on website of this Department.

Copy to:- Controller General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi, Delhi 110023:- With reference to their UO Note No.TA-3-104/8/2019-TA-III/CS-568/285 dated 30th June, 2020.

No.....
Government of India
Ministry of.....
Department/Office.....

Dated the.....

To

Shri/Smt./Km.

.....
.....

(Name, designation and address of the Government servant)

Sub: Sanction of provisional pension and provisional gratuity in favour of
(Shri /Smt. /Km.....)

Sir,

I am directed to say that Shri/Smt./Km..... (Name and Designation) of this Ministry/ Department/office has retired/ is due for retirement from Government service with effect from..... However there is likely to be a delay in assessment and settlement of his/her pension and gratuity and issuing Pension Payment Order. Shri/Smt./Km.....was drawing/shall be drawing a basic pay of Rs..... on the date of retirement and he/she hasyears qualifying service on the date of retirement. Shri/Smt./Km..... has submitted Form 5 on/has not submitted Form 5 so far.

2. In accordance with Rule 64 of the Central Civil Services (Pension) Rules, 1972, sanction of the competent authority is here by accorded authorizing payment of the following:

* (i) An amount of Rs...../- per month as provisional pension for a period commencing from (Date following the date of retirement of Government servant)

** (ii) An amount of Rs.-/- as provisional gratuity

* The amount of provisional pension shall be 100% of pension calculated based on emoluments and qualifying service on the date of retirement.

** The amount of provisional gratuity shall be calculated after withholding 10% of the amount of gratuity from the amount of retirement gratuity calculated based on the emoluments and qualifying service on the date of retirement.

3. The following are the details of Government dues which will be recovered out of the amount of provisional gratuity indicated in para 2 above.

(a) Balance of the house-building or conveyance advance	Rs.
(b) Overpayment of pay and allowances including leave salary	Rs.
(c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	Rs.
(d) Arrears of license fee for occupation of Government accommodation	Rs.
(e) The amount of license fee for the retention of Government accommodation for the permissible period beyond the date of retirement	Rs.
(f) Amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any	Rs.
(g) Any other assessed/ dues and the nature thereof	Rs.
(h) Amount to be withheld on account of unassessed govt.due	Rs.
Total	

4. The payment of provisional pension shall continue for a period of six months for the period from to.....

OR

The payment of provisional pension has been further extended with the concurrence PAO for the period from..... to..... (Period to be specified provided that provisional pension will not be extended in any case after one year of retirement.).

In case the PPO determining the amount of final pension and the amount of final gratuity is issued before the expiry of a period of six months from the date of retirement or the extended period, the payment of provisional pension shall discontinue from the date of commencement of final pension, to be indicated in the Pension Payment Order.

5. If the amount of provisional pension is found to be in excess of the final pension, the excess amount of pension shall be adjusted out of the withheld amount of gratuity failing which it shall be recovered in instalments by making short payments of the pension payable in future.

Yours faithfully,

Head of Office

Copy for information to: The Pay and Accounts Officer

No.3/7/2020-P&PW(Desk-F)E.6574
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, B-Wing, Janpath Bhavan,
Janpath, New Delhi-110001,
Dated: July 17, 2020

OFFICE MEMORANDUM

Subject: - Missing credits in GPF accumulation of subscriber

This office has been receiving grievances from retired government servant for less payment of GPF accumulation at the time of retirement due to some old missing credits in a their GPF account. The missing credits in GPF were reported by the subscribers who have been moved from one establishment to another or have been assigned foreign deputation or the officers belong to All India Service. In such case the GPF account is maintained by the separate authority other than the authority generating salary bill and deducting the GPF subscription. The co-ordination between these two authorities is crucial to avoid any missing credits.

2. In order to avoid such grievances, the office maintaining GPF accumulation are hereby advised to intimate the particulars of missing credits once in a year to the authority responsible for deducting the GPF subscription under intimation to subscribers. Further, the statement of all missing credits and all debits will be provided to the subscriber before two years of the retirement and thereafter before one year of retirement mandatorily. The subscriber can make representation on the statement provided to him and the office responsible to maintain the GPF accumulation, shall resolve the grievance within two month from the date of such grievances.

3. The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for compliance.

Sd/- (Rajendra
Kumar Dutta)
Under Secretary to the Government of India
Tel No. 011- 23310106

- i. All the Ministries/ Department, Government of India
- ii. Comptroller and Auditor General of India
- iii. Controller General of Accounts
- iv. All Accountant General (State)
- v. NIC, DoPPW: for uploading on website of this Department.

No.1/7/2017--P&PW (F)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Pension and Pensioners Welfare

3rd Floor, Lok Nayak Bhawan, Khan
Market, New Delhi-110003

Dated: 28 July, 2020

OFFICE MEMORANDUM

Subject: Grant of disability pension, comprising service element and disability element to pre-2006 disability pensioners, who were boarded out from service, with less than 10 years of qualifying service, due to an injury/disability, attributable to Govt. service – regarding.

.....

The undersigned is directed to say that, considering the hardship being faced by the disabled Government servants, covered under the provisions of CCS (EOP) Rules, the Government had decided to dispense with the minimum service required for earning service element of disability pension, with effect from 01.01.2006 and orders were issued vide OM No.33/5/2009-P&PW (F), dated 10th December 2010.

2. A doubt has been raised whether the provision of the aforesaid OM, dated 10.12.2010, would be applicable to the Government servants who were boarded out of service, prior to 01.01.2006, with a qualifying service of less than ten years.

3. The matter has been examined and it is clarified that Central Civil Government servants who were boarded out, prior to 01.01.2006, with a qualifying service of less than ten years and were in receipt of only the disability element of disability pension, would also be eligible for the service element of disability pension, w.e.f. 01.01.2006, in addition to the disability element.

4. For calculating the disability pension w.e.f. 01.01.2006, the disability pension comprising, both the service element and the disability element, will be notionally fixed from the date of boarding out and the same will be notionally revised in accordance with the orders for revision of disability pension, issued from time to time. **The actual payment of such revised disability pension would be payable only w.e.f. 01.01.2006.** No arrears on account of grant of service element, for the period prior to 01.01.2006, would be admissible. The amount of service gratuity, if any paid, to the Government servant at the time of boarding out would be adjusted from the arrears of pension accruing as a result of these orders.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their I.D. Note No. 1(9)/EV/2019 dated 25/06/2020.

6. In their application to the persons belonging to Indian Audit and Accounts Department, these orders are issued under Article 148(5) of the Constitution and after consultation with the Comptroller and Auditor General of India

7. The Administrative Divisions of all Ministries/Department & attached/subordinate offices are requested to bring the contents of these instructions to the notice of all concerned for compliance.

(Seema Gupta)
Director
Ph. 23350012

To-

1. All Ministries/Departments of the Government of India
2. President's Secretariat
3. Vice President's Secretariat
4. Prime Minister's Office
5. Comptroller & Auditor General of India
6. Cabinet Secretariat
7. Union Public Service Commission
8. NIC for uploading in the Website

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No. 1/11/2020-P&PW (E)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Pension & Pensioners' Welfare

3rd Floor, Lok Nayak Bhawan, Khan
Market, New Delhi,
Dated: 29 July, 2020

OFFICE MEMORANDUM

Subject: Relaxation of Rule 80-A for payment of provisional Family Pension on death of a Government Servant during service.

The undersigned is directed to say that in accordance with Rule 80-A of the CCS (Pension) Rules 1972, on death of a Government servant during service, Head of Office shall sanction and draw provisional family pension and death gratuity in favour of claimant or claimants, after the family pension case, including Form 18 and other documents referred to in Rule 80, has been forwarded by the Head of Office to the Pay & Accounts Office. It has been brought to the notice of this Department that the process of forwarding the family pension case to Pay & Accounts Office along with requisite documents itself takes a long time. It is also understood that, in a large number of cases, provisional family pension and gratuity are not being sanctioned on death of a Government servant. The delay in finalization of family pension and gratuity results in hardship to the family of the deceased Government servant.

2. The matter has been examined in this Department. In accordance with Rule 54 (2) (ii) of the CCS (Pension) Rules, on death of Government servant during service, the family of a deceased Government Servant becomes entitled to family pension even in cases where a government servant dies before completion of one year of continuous service, provided the deceased government servant concerned, immediately prior to his/ her appointment to the service or post, was examined by appropriate medical authority and declared fit by that authority. Thus family pension is payable to the family of deceased Government servant irrespective of the length of service of the Government servant before his death. Therefore, verification of the entire service is not relevant for determining the amount of family pension. The amount of death gratuity, however, depends on the length of qualifying service of the deceased Government servant. Any Government dues in respect of the deceased Government servant are also required to be recovered from the amount of death gratuity.

3. Keeping in view the position mentioned in para 2 above and in order to avoid any hardship to the family of the deceased Government servant, it has been decided to relax the provisions of rule 80-A of the CCS (Pension) Rules, 1972 to the extent that if a claim for family pension in Form 14 along with death certificate and bank account details of the claimant has been received and the Head of Office is satisfied about the bonafide of that claim, he shall sanction provisional family pension immediately. The Head of Office shall not wait for forwarding of the family pension case (including Form-14, Form-18 and other relevant documents mentioned in Rule 80) to Pay & Accounts Office before sanctioning the provisional family pension.

4. The amount of provisional family pension shall not exceed the maximum family pension as admissible under Rule 54 of CCS Pension Rules, 1972.

5. In Central Armed Police Forces related cases, where death of an employee occurs, initially provisional family pension may be sanctioned without waiting for the final Operation

Casualty Report.

6. The Pay & Accounts Office shall release the provisional family pension on the basis of sanction order issued by the Head of Office without insisting for any other documents including service book. The provisional family pension shall be paid in the same manner as Pay and Allowances of the establishment are paid.

7. A format for sanctioning the provisional family pension by the Head of Department is enclosed.

8. There will be no change in regard to the provisions for sanction of provisional gratuity under Rule 80-A. Action for sanction of death gratuity under rule 80-A may be taken by the Head of Office after forwarding Form-18 and other relevant documents to Pay & Accounts Office. In case the amount of provisional family pension is later found to be in excess of the final family pension, the same may be adjusted from the amount of death gratuity, failing which, it may be recovered in installments from the family pension payable in future.

9. The payment of provisional family pension sanctioned as per Para 3 above may initially continue for a period of six months from the date, following the date of death of employee. The period of such provisional family pension sanctioned may be further extended, for not more than six months at a time, on the advice of Pay & Accounts Office and with the approval of Head of Department (HOD).

10. The provisional family pension may continue to be paid for two months succeeding the month in which the Pension Payment Order for final family pension is issued by the Pay & Accounts Office, keeping in view the time likely to be taken by Central Pension Accounting Office (CPAO) and Central Pension Processing Centre (CPPC) for processing the case. While authorizing final family pension after receipt of complete family pension case, the Pay & Account office shall indicate the date from which the family pension authorized in the Pension Payment Order is to be paid by the Pension Disbursing Authority. Accordingly, the Office of Pay & Account may record a note in the Pension Payment Order, as mentioned below, while authorizing the final family pension:

“Provisional family pension has been/shall be paid for the period from ----- to --- @ Rs. ----- plus Dearness Relief. The payment of final family pension may be commenced by the bank w.e.f.-----.”

11. The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for compliance.

The issues with the approval of Competent Authority

(Sanjoy Shankar) Under
Secretary to the Government of India
Ph. 24644632

1. All Ministries/Departments of the Government of India
2. O/o the Comptroller & Auditor General of India
3. O/o the Controller General of Accounts, Lok Nayak Bhawan, New Delhi.
4. Pensioners' Associations as per list maintained in the Department
5. All Officers/Desks
6. NIC for Uploading the Office Memorandum on the website

No.....
Government of India Ministry
of.....
Department/Office.....

Dated the.....

To

Shri/Smt./Kumari..... (Name and address of claimant)

Subject: - Grant of provisional family pension.

Sir/Madam

I am directed to say that Shri/Smt./Kumari.....
.....(Name and designation) died on.....As
per service record you are eligible to receive family pension.

2. In accordance with Rule 80-A of the Central Civil Services (Pension) Rules, 1972 read with the O.M. No. 1/11/2020-P&PW (E) dated 29th July, 2020 of Department of Pension & Pensioners' Welfare, sanction of the competent authority is hereby accorded for payment of an amount of Rs...../- per month as provisional family pension commencing from.

(Date following the date of death of Government servant)

* The amount of provisional pension shall be 100% of family pension as assessed based on the pay on the date of death of Government servant.

3. The payment of provisional family pension sanctioned as per Para 3 of the OM No 1/11/2020-P&PW dated 29th July, 2020 may initially continue for a period of six months from the date, following the date of death of employee. The period of such provisional family pension sanctioned may be further extended, for not more than six months at a time, on the advice of Pay & Accounts Office and with the approval of Head of Department (HOD).

4. If the amount of provisional family pension is found to be in excess of the final family pension, it shall be recovered from gratuity instalments from the family pension payable in future.

Yours faithfully,

Head of Department

Copy for information to the Pay and Accounts Officer

File No. 55/11/2017-P&PW (C)/E-4513
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pensions & Pensioners' Welfare

3rd Floor, Lok Nayak Bhavan
Khan Market, New Delhi-11003
Dated: 26.08.2020

Office Memorandum

Subject: Facility for Central Government Civil pensioners to store Electronic PPO in Digi Locker-regd.

1. It has come to the notice of this Department, that several Pensioners, over a period of time, misplace the original copies of their Pension Payment Order (PPO) which, needless to say, is a very important original document. In the absence of their PPO, these pensioners have to face innumerable hardship at various stages of their retired life. For newly retiring officials, in view of the widespread Covid-19 pandemic, it is a dilemma to physically receive hard copies of the PPO.
2. Accordingly, the Department of Pension & Pensioners' Welfare (DoPPW) has decided to integrate the electronic Pension Payment Order (e-PPO) generated through Public Financial Management System (PFMS) application of CGA (Controller General of Accounts) with Digi Locker, in order to enhance Ease of Living of Central Government Civil Pensioners. This system will enable any Pensioner to obtain an instant copy/print-out of the latest copy of his PPO from his Digi Locker account. This initiative will create a permanent record of his PPO in his Digi Locker and at the same time eliminate delays in reaching the PPO to new pensioners, as well as the necessity of handing over a physical copy.
3. This facility has been created within '**Bhavishya**' software, which is a **single window platform for Pensioners, right from the start of their Pension processing, till the end of the process.** "Bhavishya" shall now provide an option to the retiring employees, to link their Digi-locker account with their "*Bhavishya*" account and obtain their e-PPO in a seamless manner.
4. The following steps are required to store e-PPO in Digi Locker:
 - "Bhavishya" provides option to retiring employees for linking their Digi-locker account with "*Bhavishya*" to get e-PPO.
 - Above option is available to the retiree at the time of filling of retirement forms, as well as after submission of the forms
 - Retiree will sign into their Digi-locker account from *Bhavishya* and authorize *Bhavishya* to **PUSH** the e-PPO to Digi Locker.
 - As soon as e-PPO is issued, it is automatically **PUSHED** into corresponding Digi locker account and the retiree is informed about the same through SMS and Email by *Bhavishya*.

- To view/download the e-PPO, retiree has to log into the Digi Locker account and simply click on the link.
5. The Administrative Divisions of all Ministries/Department and attached/subordinate offices are requested to bring these instructions to the notice of all concerned for compliance.
 6. This issues with the approval of the Secretary (Pension & Pensioners' Welfare).

(Manoj Kumar)
Under Secretary to the Government of India

To

1. **All the Ministries/ Department, Government of India**
2. **NIC, DoPPW: for posting on website of this Department.**

Copy to: -

PPS to Secretary (Pension) – for kind information of Secretary (Pension).

PPS to JS (Pension) – for kind information of JS(P).

No.18/1/2020-P&PW(C)-6681
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan, Janpath
New Delhi-110001
Dated: 11 September, 2020

OFFICE MEMORANDUM

Subject: Extension of period for submission of Life Certificate from October 2020 till December 2020.

Every Central Government pensioner has to submit life certificate in the month of November for further continuation of his/her pension. It has been observed that a large number of Central Government pensioners physically visit bank branches for this purpose.

2. Earlier, as a measure to enable additional dedicated time to very senior pensioners, this department, vide its OM No. 1/20/2018-P&PW(E), dated 18.07.2019, allowed the pensioners in the age group of 80 years and above, to submit Life Certificate from 1st October onward instead of 1st November, every year.

3. In view of the ongoing Covid-19 pandemic and keeping in view of the vulnerability of elderly population to Corona Virus, it has now been decided to extend the existing timeline for submission of Life Certificate. This year, all Central Government pensioners may submit Life Certificate from 1st November, 2020 onward, till 31st December 2020. However, the pensioners in the age group of 80 years and above, can submit Life Certificate from 1st October, 2020 onwards, to 31st December, 2020. During this extended period, the pension will be continued to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.

4. Further, in the line of RBI notification no. RBI/2019-20/138, dated January 9, 2020, which permits Video based Customer Identification Process (V-CIP) as a consent based alternate method of establishing the customer's identity, PDAs may also explore the said methodology for obtaining a Life Certificate from the pensioner, to the extent permitted by RBI guidelines, in order to avoid rush at the branches.

5. The above measures are expected to avoid rush at branches and maintain social distancing, while obtaining Life Certificates from the elderly this year. PDAs shall also ensure proper arrangements and social distancing measures at the branches and prevent overcrowding.

6. All Pension Disbursing Authorities are requested to take note of this OM for compliance and give wide publicity to the same amongst the pensioners.

This issues with the approval of the competent authority.

(Rajesh Kumar)
Under Secretary to the Government of India

To,

1. CMDs of all Pension Disbursing Banks
2. Controller General of Accounts, Mahalekha Niyantarak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi, Delhi 110023

3. Central Pension Accounts Office (CPAO), Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi
4. CPPCs, All Pension Disbursing Banks
5. Chairman, Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
6. Secretary, Ministry of Defence, South Block, New Delhi.
7. Secretary, Department of Ex-Servicemen Welfare, South Block, New Delhi.
8. Secretary, Department of Financial Services, Jeevan Deep Building, Sansad Marg, New Delhi.
9. Secretary, Department of Telecommunications, Sanchar Bhavan, New Delhi.
10. Secretary, Department of Posts, Dak Bhavan, New Delhi
11. All Chief Secretaries of States.
12. Secretary, Ministry of External Affairs, South Block, New Delhi
13. NIC:-**for posting on website of this Department.**

No.18/1/2020-P&PW(H)-Vol-III-6786
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Pension & Pensioners' Welfare

8th Floor, Janpath Bhavan, Janpath
New Delhi-110001

Dated: 23 November, 2020

OFFICE MEMORANDUM

Subject: Extension of period for submission of Life Certificate by Central Government pensioners till February 28, 2021.

The undersigned is directed to refer to this Department's O.M. No. 18/1/2020-P&PW(C)-6681 dated 11th September, 2020 regarding the extension of timeline for submission of Life Certificate by Central Government pensioners from 1st November, 2020 onward, till 31st December 2020.

2. This Department has been in receipt of numerous petitions from various Pensioners' Associations as well as individuals requesting a further extension in the date for submitting Life Certificate, in view of the ongoing Covid-19 pandemic and the vulnerability of elderly population to Corona Virus. After consultation with the office of Controller General of Accounts, it has now been decided to further extend the existing timeline for submission of Life Certificate. This year, all Central Government pensioners may submit Life Certificate from 1st November, 2020 onward, till February 28, 2021. During this extended period, the pension will be continued to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.

3. The above measures are expected to avoid rush at branches, stagger the submission of the LCs by the elderly population while maintaining social distancing, and to that extent, prevent the spread of Corona virus. PDAs shall also ensure proper arrangements and social distancing measures at the branches and prevent overcrowding.

4. All Pension Disbursing Authorities are requested to take note of this OM for compliance and give wide publicity to the same amongst pensioners.

This issues with the approval of the competent authority.

(Rajesh Kumar)
Under Secretary to the Government of India

To,

1. Secretary, Dept of Expenditure, Ministry of Finance, North Block, New Delhi.
2. CMDs of all Pension Disbursing Banks
3. Controller General of Accounts, Mahalekha Niyantak Bhawan, Ministry of Finance, GPO Complex, Block E, INA Colony, New Delhi.



सत्यमेव जयते

GOVERNMENT OF INDIA

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

DEPARTMENT OF PENSION AND PENSIONERS' WELFARE

NEW DELHI



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