

**SCHEME FOR PAYMENT OF PENSIONS TO**  
1  
**CENTRAL GOVERNMENT CIVIL PENSIONERS**  
**THROUGH AUTHORISED BANKS\*<sup>1</sup>**

\*1 C.S No 4 Authority CGA's UO No. 1(7) (1)2000/TA/377 dated 19-8-2002

**1. BROAD FEATURE**

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

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

\*2 C.S No 5, Authority CGA's UO No. 1(7) (1)2000/TA/377 dated 19-8-2002

\*3 C.S No 32, Authority CGA's UO No. 1(7) (1)2004/TA/723 dated 2-12-2004

**2. LIST OF AUTHORISED BANKS**

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

\*4 C.S No 6, Authority CGA's UO No. 1(7) (1)2000/TA/377 dated 19-8-2002

\*5 C.S No 31, Authority CGA's UO No. 1(7) (1)2000/TA/155 dated 10/11-3-2004

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

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

**3. EXTENT OF APPLICATION**

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

of medical expenses and traveling expenses towards medical checkup to the spouse of the former and deceased Presidents and Vice Presidents."

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

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

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

#### **4. MODE OF CREDITING PENSION**

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

\* Paying branch may also credit in his or her 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 pensioners with the spouse could be operated either by 'Former or Survivor' or 'Either or Survivor' basis subject to the following 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 drawn the account.
- (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 other 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 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.

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

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

**4.2** Payment of pension in cash is not permitted in the Scheme.

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

**4.3** The account cannot also be allowed to be operated by a holder of power of attorney except in case of account of former President/Vice-President<sup>s2</sup> of India or of the spouse of the deceased President/Mce-President. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure II (Page 29).

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

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

**4.5** As soon as the simple receipt or certificate as mentioned in Para 4.4 above is produced, the bank will credit the account of the former President / Vice-President or of the spouse of

the deceased President/ Vice-President with the amount shown in the receipt or in the Certificate, as the case may be.

## 5. DEATH/RETIREMENT GRATUITY

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

## 6. AUTHORITIES COMPETENT TO ISSUE (PPOs)

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

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

Category of Pensioners	Competent Authority
(a) Pensioners (including All India Service Officers borne on U.T. Cadre) belonging to U.T. Administration	
(i) whose accounts have been separated from Audit	Respective Pay & Accounts Officer of the Union Territory
(ii) whose accounts have not been separated from Audit	Respective Accountant General of the Union Territory.
(b) Pensioners belonging to All India Service (U.T. cadre) and retiring from U.T. Government with legislatures	
(i) whose accounts have been separated from Audit	Respective Pay & Accounts Officer of the Union Territory
(ii) whose accounts have not been separated from Audit	Respective Accountant General of the Union Territory
<b>6.2</b> However, in case of an A.I.S.(All India Service) Officer retires while on deputation to Central Govt. Department, PPO the borrowing Ministry/Department.	belonging to U.T. cadre who will be issued by the PAO of

**6.3** The PPO and any subsequent amendments to it shall be sent by the PAO to the CPAO after embossing the special seal for arranging payment to the pensioner through bank. The PAO while issuing the PPO will indicate in the PPO the particular branch of the AB from which the pensioner has opted to draw the pension.

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

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

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

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

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

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

<b>Name of the Office</b>	<b>Time Schedule</b>
(i) Pay & Accounts Officer issuing PPO	Despatch of PPO by PAO to the CPAO on the last working day of the month preceeding the month of retirement.
(ii) Central Pension Accounting Office (CPAO)	Despatch of PPO by CPAO to Link branch of Authorised Bank by 20th of the month of retirement.
(iii) Link Branch-	Despatch of PPO by Link Branch to paying branch by 23rd of the month of retirement.
(iv) Paying Branch-	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.

7.4 In case of Union Territory Governments /Administrations where accounts have not been separated from Audit, the Accountant General will perform the functions of PAO.

## **8. RECORD OF TRANSFER OF PPOs**

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

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

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

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

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

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

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

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

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

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

## **10. TRANSFER OF PPOs BY LINK BRANCH TO PAYING BRANCH**

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

## **11. INFORMATION TO PENSIONERS**

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

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

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

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

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

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

- (a) the pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the PPO or any other documentary proof establishing his/her identity as pensioner;
- (b) the personal identification marks if any, on the face or/and hand of the pensioner given in the disburser's portion of the PPO have been checked;
- (c) the pensioner bears a close resemblance with the photograph as affixed on the disburser's portion of the PPO;
- (d) the pensioner's specimen signatures or thumb and fingers/ great toe impressions, as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of the PPO, agree with the attested signatures or thumb/and fingers/ great toe impressions received with the PPO; and

- (e) In cases where it is not possible to comply with requirement at (d) above due to the pensioner being handicapped, his/her identity may be verified with reference to (a) to (c) above.
- (f) However, as persons who are in receipt of family pension granted under the Central Civil Services (Extraordinary Pension) Rules or Rule 55 of the Central Civil Service (pension) Rules, 1972 or persons holding Government title or any other persons specially exempted for the purpose are not required to produce a photograph for being pasted on their PPOs, the above requirement is to be treated as exempted in their case.

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

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

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

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

**12.9** \* No bill will be required to be submitted by the pensioner for drawing pension at the paying branch. The pension will be paid by the paying branch after deduction of tax, vide paragraph 12.11 below by credit to the saving bank / current account of the pensioner (individual or joint with spouse) with the paying branch. Pension will not be paid in cash.

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

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

**12.11** The paying branch will be responsible for deduction of income tax at source from pension payments in accordance with the rate prescribed from time to time. While deducting such tax from pension payment, the paying branch will also allow deduction on account of reliefs available under Income Tax Act from time to time on production of proper and acceptable

evidence of eligible savings by pensioners. The paying branch will issue to the pensioner in April each year a certificate of tax is deducted in the form prescribed in the Income Tax Rules. The paying branch will also issue Certificate of Income from pension to the pensioner in the form as above with necessary modification, even in cases where no income tax is deducted at source, if the pensioner applies for such a certificate in writing.

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

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

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

- (A) -Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked "V" and "I" respectively according to new revised categories of pension.
- (B) -Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.
- (C) -Pension to High Court Judges and their family pensions. -
- (D) Superannuation pensions of Supreme Court Judges. -Family Pension for Supreme Court Judges.
- (E) -Pension to Ex-MPs.
- (F) -Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.
- (H) -Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/ deceased President/ Vice- President.
- (I) -Invalid Pension.
- (V) -Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are Voluntary retired should be made category "V" according to new system.
- (P) (0) -Prorata Pension (newly added category for PSU absorbee).
- (P) (0) -Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities."

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

**12.14** While preparing scrolls, the paying branches should mention each category separately in the pension payment scrolls. In order to enable the paying branches of Authorised Banks to know the category to which a particular pensioner belongs, the PPO Issuing Authority or the CPAO will indicate the same prominently on the PPO/SSA. In the case of old PPOs classification may be done by the Authorised Banks. The total of Column No. 13" of the scroll (i.e. net paid) will be done by each paying branch for each category and for the overall total. The recoveries will be indicated by the paying branches in Col. No. 11\*<sup>1</sup> of the scroll itself.

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

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

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

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

### **13. FUNCTIONS OF LINK BRANCH<sup>2</sup>**

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

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

Accounting Office. A similar procedure will also be followed for recording receipt transactions as in the case of pension payment."

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

### **13.2 Deleted**

### **13.3 Deleted**

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

## **14. REIMBURSEMENT TO ABs AND SUBSEQUENT ACTION**

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

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

**14.2** The Paying branch /Reimbursing Bank shall ensure that no excess re-imbusement is claimed/ obtained. However, if excess re-imbusement is claimed due to any reason and the amount involved is less than Rs.1000/- the same may be adjusted through the pension payment scroll of the succeeding month, by the paying branch putting in a short claim to the extent of the excess amount involved, with suitable remarks thereof. Where, however, the amount excess reimbursed is Rs.1000/- or more, the paying branch may prepare immediately an error scroll for the amount for crediting the excess to Government account."

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

**14.3** In respect of payments of commuted value of pension, and arrears of pension exceeding Rs 50001- each, the paying branch may submit special scrolls relating to such payments and obtain reimbursements through the prescribed channel as and when these payments take place. These scrolls etc. will, however, be forwarded by the Nodal Branches\*<sup>2</sup> to the CPAO along with the regular pension payment scrolls in a month.

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

**14.4 & 14.5** (existed) Deleted '3

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

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

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

## **15. CERTIFICATES TO BE FURNISHED BY THE PENSIONERS**

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

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

**15.3 Non-employment Certificate :** The pensioner would be required to furnish a certificate of non-employment or employment/re- employment in a Department/Office of Central or State Govt. or Union territory or in a company, corporation, undertaking or autonomous body or a registered society of Central or State Govt. or Union Territory, or in a Nationalised Bank including Reserve Bank of India and the State Bank of India, in a local fund, yearly, i.e. in the month of November each year in the form prescribed in Annexure XVIII (Page 45). In the case of a pensioner who declares about his employment/re-employment with emoluments which include D.A., A.D.A. etc., provisions of para 19.2 below should be enforced.

**15.4 Re-employment Certificate:** Retired Central Govt. Group 'A' Officers are required to furnish a declaration in May and November, each year, in the forms prescribed in Annexure XVIII (A) & (B) (Page-45) regarding acceptance/non-acceptance of Commercial employment within two years from the date of their retirement and also about acceptance/non-acceptance of employment under any Govt. outside India/an International Organisation of which Govt. of India is not a member.

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

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

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

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

- (a) by the former Presidents/Nice Presidents" in Form A, or
- (b) by any other person authorised by such President/Vice Presidents" in this behalf in Form B.

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

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

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

- (a) transfer from one paying branch to another of the same AB within the same station or at a different station;

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

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

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

- 16.3** (a) In cases falling under categories (b) & (c) above, when a pensioner applies for transfer on a simple sheet of paper the old bank (transferer paying branch) will send a letter duly signed by its Branch Manager to the Branch Manager of the new paying branch, wherever located, along with photocopy of the pensioner's PPO showing the last payment made. This will be sent by Speed-post/Courier/ Regd. post to the new paying branch at the new location, along with a copy each to the pensioner, CPAO and for information to the Link Branch of the old paying branch. Simultaneously, the old paying branch will send the Bank's copy of the PPO to its Link Branch, duly completing all entries for transmission to the new Link Branch. However, pensioner's copy of PPO will be retained by pensioner and produced at the new paying branch.
- (b) The new paying branch will commence the pension payment immediately on receipt of letter of the last payment certificate as at (a) above. Simultaneously, it will send intimation to its Link Branch with full details of the commencement of the pension. The old paying branch and its Link Branch will ensure that the bank's copy of PPO is transmitted to the new paying branch through its Link Branch.
  - (c) Pension will be paid for 3 months on the basis of the photocopy of the pensioner's PPO at transferee (New) branch, from the date of last date of payment made at the transferer (Old) branch. During this time, it will be the joint responsibility of both transferer (Old) and transferee (New) bank branches to ensure that all the

documents, under the procedure, are received by the transferee (New) branch within the period of 3 months.

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

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

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

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

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

\* In case of NRI pensioners / family pensioners who are unable to come to India for personal identification may be allowed pension / family pension on the basis of a certificate to be issued by an authorised official of the India Embassy / High Commission of India or Consul of India consulate in the country where the pensioner is residing. This certificate is to be issued on verification of Pensioner / Family Pension on the basis of photograph pasted in the PPO or on the basis of photograph pasted on the Passport or any other such document.

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/585 dated 22.09.2006.

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

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

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

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

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

17.7 Pension credited to the Pensioner's Non-Resident (Ordinary) Account may be remitted by the bank to the Pensioners outside India, in case the Non-Resident Pensioner so desires, by

debit to his NR (O)Accounts either by direct remittance or by credit to his NR(E) Accounts.\*1 \*1  
CS No-10 Authority CGA's UO No. 1(7) (1)2000/TA/468 dated 21-10-2003

17.8 The paying branch should return PPOs of such Non-Resident Indian pensioners who are drawing pension from them and are unable to furnish the prescribed life certificate to the pension sanctioning authority for arranging future payments to them.

17.9 The change in the citizenship by any Non-Resident Indian pensioner will not affect his entitlement to the pension.

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

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

- (1) **Opening the Account:** In case of a pensioner who has lost both his hands and therefore cannot sign, his signature can be obtained by means of a mark. This mark can be placed by the persons in any manner. It could be the toe impression. It can be by means of mark which anybody can put on pensioner's behalf, the mark being put by an instrument which has had a physical contact with the person who has to sign.
- (2) **Withdrawal of money from the account:** The following method will be adopted in case of sick, incapacitated handicapped pensioners.
  - (a) Pensioner who is too ill to sign a cheque and cannot be physically present in the bank to withdraw money from his account, but can put his thumb/ toe impression on the cheque/withdrawal form. In this case, the thumb or toe impression should be identified by two independent witnesses known to the bank, one of whom should be responsible bank official.
  - (b) Pensioner who is not only unable to be physically present in the bank, but is also not even able to put his thumb/toe impression on the cheque/ withdrawal form due to certain physical defect/ incapacity. In this case a mark can be obtained on the cheque/withdrawal form in the same manner as described in sub- para (1) above. That mark should be identified by two independent witnesses one of whom should be a responsible bank official.
  - (c) In both the cases mentioned above, the pensioner might also be asked to indicate to the Bank as to who would withdraw pension amount from the bank on the basis of cheque/ withdrawal form as obtained above and that person should be identified by two independent witnesses. The person who is actually drawing the money from the bank should be asked to furnish his signatures to the bank.

#### **19. PAYMENT OF RELIEF TO PENSIONERS**

19.1 Whenever any additional relief on pensions is sanctioned by Govt. an intimation to this effect will be sent by the Ministry of Personnel, Public Grievances and Pensions (Deptt. of Pension and Pensioner's Welfare) to the authorised representative (by name) of each nominated Authorised bank at the address given by the latter. Thereafter it shall be the responsibility of the banks to collect through their representatives operating at Delhi or other-wise, the required

number of copies (to be intimated in advance) of the sanction orders, alongwith the ready-reckoner relating thereto, from the Ministry of Personnel, Public Grievances & Pensions (Department of Pension & Pensioner's Welfare) and send them immediately to their respective head offices for direct transmission to the paying branches within ten days for implementation. Each paying branch will promptly determine the revised rates of relief on pensions payable to the Central Govt. Civil Pensioners under its payment. The calculations of these rates applicable to individual pensioners would be made as in Annexure XXII (Page-50) and they will be noted in disburser's portion of the PPOs along with the date from which relief would take effect, under attestation by the Branch manager or In-charge before commencing payment of relief at the revised rates and/or payment of arrears, if any, due to the pensioners on this account. Please also see para 12.17 above.

**19.2(1)** All family pensioners in receipt of family pensions from the Central Government who were/ are re-employed / employed under the Central Government or the State Government or a corporation / Company/ Body /Bank under them in India or abroad shall be eligible to draw dearness relief at rates applicable from time to time, on the amount of family pension, w.e.f. July 18, 1997 in terms of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pensions & Pensioner's Welfare, New Delhi OM No. 45/73/97-P & PW (G) dated 2.7.99. A certificate may still be necessary to determine dependency.

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

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

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

- (a) copies of the orders sanctioning additional relief have actually been received by their paying branches.
- (b) payment of additional relief at the revised rates to the pensioners has been commenced by them with-out any undue delay.

**19.4** The former PresidentsNice-Presidents<sup>12</sup> and Ex-Members of Parliament are not entitled to Dearness Relief on their pension.

\*2 CS No-20 Authority CGA's UO No. 1(7) (1)2001ITA/155 dated 10/11-3-2004

## **20. COMMUTATION OF PENSION**

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

**20.2** While making payment, the paying branch will:

- (a) enter the date of commutation i.e., the date on which the amount of commuted value of pension has actually been credited to the pensioner's account, the reduced amount of pension is payable i.e. the date on which the lump sum amount has actually been credited to the pensioner's account, in the disburser's portion of the PPO as well as in the pensioner's portion of the PPO at the earliest opportunity under attestation. In cases where separate authority letter has been received, the number and date of that letter will also be noted as authority for the payment; and
- (b) intimate to the CPAO through its Link Branch, the date on which the payment of commuted portion of pension is credited to the pensioner's account and the date from which the payment of reduced pension has commenced i.e. the date on which lump sum amount of commutation has actually been credited to the pensioner's account. The Link Branch will also make appropriate entries in its record i.e. Index Register etc. on the basis of such intimation.

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

**20.4** The former Presidents-Nice-Presidents" and Ex-Members of Parliament are not entitled to commutation of their pension.

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

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

## 21. REVISION OF PENSION

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

- (a) On receipt of an amendment letter from PAO/AG (in case of All India Service U.T. Cadre whose accounts have not been separated from Audit) in the manner as indicated in para 7.1 *ibid* indicating the revised rates of pension and relief due thereon and the date(s) from which the revised rate is effective, the Link Branch of the concerned AB will transmit the letter urgently to its paying branch under advice to the pensioner after subjecting the amendment letter to the requisite verification and necessary correction in the Index Register of Pension Payments (Annexure VIII) maintained by the Link Branch. The paying branch will, on receipt of the amendment letter, carry out the requisite corrections on both the halves of the PPO, under attestation by the Branch Manager or In-charge, quoting thereon as authority, the PAO's letter. The pensioner's half of the PPO will be obtained by the paying branch from the pensioner for making these corrections. Please also see para 12.17 *ibid*. simultaneously a note to the effect that necessary corrections have been made in both the halves of the PPO will also be made on the amendment letter.
- (b) Before making payment, the paying branch will draw up a 'due and drawn' statement of pension and relief due there-on, in form as in Annexure XXII (Page 50). Further actions to pay the pension and the dearness relief at the revised rates based on the amended PPO, from the date the revision takes effect, along with arrears, if any, will then be taken by the paying branch.
- (c) The additional amount of Death/Retirement Gratuity, if any, payable due to revision of pensionary benefits (if not directly paid by the Departmentalised Pay & Accounts Office) might also be authorised likewise for payment by the paying branch through the amendment letter. The amount of overpaid relief, if any, shall be adjusted, to the extent possible from the additional amount of Death/ Retirement Gratuity. The balance of overpayment, if any, would be recovered from the future payment of the reduced amount of relief due on the revised pension. If however, after adjusting all overpaid amounts from the additional Death/Retirement Gratuity payable there is still any balance of Death/Retirement Gratuity at credit of the pensioner it shall be paid to the pensioner and note of this payment kept in Col.9<sup>1</sup> (Relief) of the Register of Payment of Pensions (Annexure VIII) (page 33). **Gratuity payment being debitable to a separate head of account requires to be included in a separate bank scroll.** In the 'Remarks' Column of the Pension Payment Scroll, that portion of gratuity which is adjusted against the amount overpaid as relief should be indicated. In Col. 9 " of the scroll, the gross

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

amount of gratuity payable will be noted, in Col.11 " the amount recovered towards overpaid relief; and in Col.13 " net amount paid. The entries in the two scrolls may also be cross-referenced for facility of verification. The entry 'Add amount recovered on account of graded relief' may also be passed at the end of the scroll for gratuity payments, indicating the aggregate amount recovered in Col.13 " so as to arrive at the gross amount paid as gratuity. A contra-entry 'Deduct amount recovered on account of graded relief' may also be, similarly passed at the end of scroll for pension payments, for working out the net amount debit to the head 'Superannuation and retirement benefits'.

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

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

## **22. ARREARS OF PENSION**

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

**22.2** The arrears on the above account shall be paid by the Paying Branch only on receipt of sanction of competent authority (as specified in rule 369 of CTRs), which will be obtained by the CPAO on receipt of intimation through the Link Branch that the particular payment shown as outstanding in the half-yearly return(s) has been claimed by or on behalf of the concerned pensioner. For this purpose, the number and date of the letter through which the half-yearly report was sent shall be indicated by the Paying Bank. However, if the arrears relate to a period less than three years and do not involve first payment of pension and if they have not been credited due to late submission of prescribed certificate(s) by the pensioner or for routine matters which do not require detailed examination with reference to the files of PAOs they may be paid by the paying branch after obtaining specific orders of the Manager/ Officer in charge of the bank who would sanction the payment subject to verification of the bonafide of the claim of the pensioner. It must be ensured that no double payment / overpayment is made by the paying branch. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half yearly returns through which non- drawl had been reported.<sup>12</sup>

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

**22.3** If the arrears relate to a period exceeding three years and involve first payment, if not credited to the pensioner's account due to non- submission of the prescribed certificate etc.

or for routine matters which do not require detailed examination with reference to original files of the PPOs, Chief Controller (Pensions) may on the merit of each case issued requisite sanction for resumption of pension under intimation to AG/ CCA/ CA of the Accounting Organisation."

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

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

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

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

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

**23.3** The paying branch will enter the date of death of the pensioner in the disburser's portion of the PPO as well as pensioner's portion and in the register in the form as in Annexure VIII (pg. 33). The pensioner's half of PPO will then be returned to the nominee if family pension stands authorised through the same PPO; otherwise it will be returned to the

Link Branch alongwith the disbursers half, for onward transmission to the CPAO. The latter will up-date its record and transmit both halves of the PPO after keeping the necessary note in their records, to the PAO/AG who had issued the PPO for similar action and record.

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

## **24. FAMILY PENSION**

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

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

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

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

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

**24.6** In certain cases governed by the provisions of sub-rule(3) of Rule 54 of the Central Civil Services (Pension) Rules, 1972 family pension is payable at a higher rate upto a particular

date and the normal rate thereafter, Part III-Section 2 of the PPO would indicate the rates and the date upto which the higher rate is payable. A prominent note of the date from which the payment of family pension at the normal (lower) rate is to commence, should be kept **in red ink** in the pension ledger account of the family pensioner by the bank so as to enforce the change in the rate from the specified date and to avoid overpayments.

## **25. RE-MARRIAGE/MARRIAGE CERTIFICATE: FAMILY PENSION**

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

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

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

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

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

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

confirm this fact to the PAO while writing for a duplicate PPO. The paying branch will also take the following further action before commencing payment in such cases on receipt of duplicate PPOs.

- (a) The fact that no payment is to be made against the Original PPO will be prominently mentioned in the 'Remarks' column of the Register of Payments of Pension (Annexure XII) while noting therein the particulars of the duplicate PPO.
- (b) A declaration from the pensioner to the effect that he has not already received any payment against the Original PPO; and also an undertaking from him to the effect that he will surrender to the paying branch the Original PPO, if traced out later, and will not claim any payment on its strength will be obtained from the pensioner and kept on their record.
- (c) It will ensure that no payment has been made to the pensioner on the basis of original PPO during the period following the report made to the PAO as regards its reported loss.

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

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

## **27. POST-PAYMENT CHECKS**

27.1 The CPAO will be responsible for accountal of the pensions including Family Pensions to Central Civil Pensioners and their families and other categories of pensioners mentioned at para3 and will also conduct post-check of payments through the computer system and any irregularities noticed during the course of the post-check will be communicated to the paying branch who will be responsible for carrying out necessary rectifications as per guidelines issued by the RBI. In cases where the banks find that instructions received through PPO/ Amendment letters to PPO/ready- reckoner to DA relief are found to be vague or liable to different interpretations, the Link branches/paying branches may seek the advice of CPAO

through the quickest mode of communication so as to avoid inconvenience to the pensioners in crediting the amounts of their accounts promptly. For this purpose the facility of **E-mail: [cccpano@nic.in](mailto:cccpano@nic.in)** and **Fax Number 011-26167326** at CPAO, NewDelhi may be used.

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

## **28. LIST OF PAOs AND CODES**

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

## **29. WITHDRAWAL OF FACILITY OF BANKING TREASURY**

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

## **30. RELEVANT PROVISIONS OF THE CTRs**

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

## ANNEXURE - I (See para 2 page 1)

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

Sl. No.	State	Name of the Authorised Banks	Sl. No.	State	Name of the Authorised Banks
1.	Andaman & Nicobar Islands	(1) State Bank of India (2) Syndicate Bank (3) UTI Bank Ltd.			(8) United Bank of India (9) Bank of Baroda (10) HDFC Bank Ltd. (11) *IDBI Bank of India Ltd. (12) UTI Bank Ltd.
2.	Andhra Pradesh	(1) State Bank of India (2) State Bank of Hyderabad (3) Syndicate Bank (4) Indian Bank (5) Union Bank of India (6) Central Bank of India (7) Andhra Bank (8) Corporation Bank (9) Vijaya Bank (10) Canara Bank (11) HDFC Bank Ltd. (12) ICICI Bank Ltd. (13) *IDBI Bank of India Ltd. (14) UTI Bank Ltd.	6.	Chandigarh	(1) State Bank of India (2) Punjab National Bank (3) Central Bank of India (4) UCO Bank (5) State Bank of Patiala (6) Bank of India (7) HDFC Bank Ltd. (8) ICICI Bank Ltd. (9) UTI Bank Ltd.
3.	Arunachal Pradesh	(1) State Bank of India	7.	Chhattisgarh	(1) State Bank of India (2) State Bank of Indore (3) Punjab National Bank (4) Allahabad Bank (5) Central Bank of India (6) Union Bank of India (7) Dena Bank (8) Bank of India (9) UCO Bank (10) Bank of Maharashtra (11) HDFC Bank Ltd. (12) *IDBI Bank of India Ltd. (13) UTI Bank Ltd.
4.	Assam	(1) State Bank of India (2) United Bank of India (3) UCO Bank (4) Punjab National Bank (5) Central Bank of India (6) Allahabad Bank (7) UTI Bank Ltd.	8.	Dadra & Nagar Haveli	(1) Dena Bank
5.	Bihar	(1) State Bank of India (2) Central Bank of India (3) Punjab National Bank (4) Bank of India (5) UCO Bank (6) Allahabad Bank (7) Union Bank of India	9.	Daman & Diu	(1) State Bank of India (2) Bank of India (3) Bank of Baroda (4) Central Bank of India

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

\*2 CS No-33 Authority CGA's UO No. 1(7) (1)/2004/TA/723 dated 2-12-2004

Sl. No.	State	Name of the Authorised Banks	Sl. No.	State	Name of the Authorised Banks
		(5) Canara Bank			(4) State Bank of Patiala
		(6) Syndicate Bank			(5) Central Bank of India
10.	Odisha	(1) State Bank of India			(6) Union Bank of India
		(2) Bank of India			(7) HDFC Bank Ltd.
		(3) Bank of Baroda			(8) UTI Bank Ltd.
		(4) Central Bank of India	14.	Jammu & Kashmir	(1) State Bank of India
		(5) Canara Bank			(2) Punjab National Bank
		(6) Syndicate Bank			(3) Central Bank of India
		(7) HDFC Bank Ltd.			(4) UCO Bank
		(8) *IDBI Bank of India Ltd.			(5) UTI Bank Ltd.
		(9) UTI Bank Ltd.	15.	Jharkhand	(1) State Bank of India
11.	Gujarat	(1) State Bank of India			(2) Punjab National Bank
		(2) Dena Bank			(3) Allahabad Bank
		(3) Bank of Baroda			(4) Central Bank of India
		(4) Central Bank of India			(5) Union Bank of India
		(5) Bank of India			(6) Bank of Baroda
		(6) Union Bank of India			(7) Bank of India
		(7) State Bank of Saurashtra			(8) UCO Bank
		(8) UCO Bank			(9) United Bank of India
		(9) HDFC Bank Ltd.			(10) HDFC Bank Ltd.
		(10) *IDBI Bank of India Ltd.			(11) *IDBI Bank of India Ltd.
		(11) UTI Bank Ltd.			(12) UTI Bank Ltd.
12.	Haryana	(1) State Bank of India	16.	Karnataka	(1) State Bank of India
		(2) Punjab National Bank			(2) State Bank of Mysore
		(3) Central Bank of India			(3) Canara Bank
		(4) Syndicate Bank			(4) Syndicate Bank
		(5) Bank of India			(5) Union Bank of India
		(6) Union Bank of India			(6) Indian Bank
		(7) State Bank of Patiala			(7) State Bank of Hyderabad
		(8) Oriental Bank of Commerce			(8) Corporation Bank
		(9) Corporation Bank (Gurgaon Only)			(9) Vijaya Bank
					(10) HDFC Bank Ltd.
		(10) HDFC Bank Ltd.			(11) *IDBI Bank of India Ltd.
		(11) ICICI Bank Ltd.			(12) UTI Bank Ltd.
		(Gurgaon only)	17.	Kerala	(1) State Bank of India
		(12) *IDBI Bank of India Ltd.			(2) State Bank of Travancore
		(13) UTI Bank Ltd.			(3) Canara Bank
13.	Himachal Pradesh	(1) State Bank of India			(4) Syndicate Bank
		(2) Punjab National Bank			(5) Union Bank of India
		(3) UCO Bank			(6) Central Bank of India
					(7) Indian Bank

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

Sl. No.	State	Name of the Authorised Banks	Sl. No.	State	Name of the Authorised Banks
		(8) Indian Overseas Bank (9) Uja Bank (10) HDFC Bank Ltd (11) *IDBI Bank of India Ltd. (12) UTI Bank Ltd.	23.	Mizoram	(1) State Bank of India
			24.	Nagaland	(1) State Bank of India (2) United Bank of India (3) UCO Bank
18.	Lakshadweep	(1) Syndicate Bank (2) * State Bank of India	25.	Orissa	(1) State Bank of India (2) UCO Bank (3) Bank of India (4) United Bank of India (5) Indian Overseas Bank (6) Indian Bank (7) Andhra Bank (8) Central Bank of India (9) HDFC Bank Ltd. (10) *IDBI Bank of India Ltd. (11) UTI Bank Ltd.
19.	Madhya Pradesh	(1) State Bank of India (2) State Bank of Indore (3) Central Bank of India (4) Bank of India (5) Punjab National Bank (6) Allahabad Bank (7) Bank of Maharashtra (8) Union Bank of India (9) UCO Bank (10) Dena Bank (11) HDFC Bank Ltd. (12) *IDBI Bank of India Ltd. (13) UTI Bank Ltd.	26.	Pondicherry	(1) State Bank of India (2) Indian Bank (3) UCO Bank (4) Indian Overseas Bank
20.	Maharashtra	(1) State Bank of India (2) Bank of Maharashtra (3) Bank of India (4) Central Bank of India (5) Dena Bank (6) Union Bank (7) Bank of Baroda (8) Canara Bank (9) Syndicate Bank (10) UCO Bank (11) State Bank of Hyderabad (12) Punjab National Bank (13) HDFC Bank Ltd (14) ICICI Bank Ltd. (15) *IDBI Bank of India Ltd. (16) UTI Bank Ltd.	27.	Punjab	(1) State Bank of India (2) Punjab National Bank (3) Central Bank of India (4) UCO Bank (5) Bank of India (6) Indian Overseas Bank (7) State Bank of Patiala (8) Oriental Bank of Commerce (9) Punjab & Sind Bank (10) HDFC Bank Ltd (11) *IDBI Bank of India Ltd (12) UTI Bank Ltd
21.	Manipur	(1) State Bank of India (2) United Bank of India (3) UCO Bank	28.	Rajasthan	(1) State Bank of India (2) State Bank of Bikaner & Jaipur (3) Punjab National Bank (4) Bank of Baroda (5) UCO Bank (6) Central Bank of India (7) Union Bank of India (8) HDFC Bank Ltd.
22.	Meghalaya	(1) State Bank of India (2) United Bank of India (3) UCO Bank (4) Bank of Baroda			

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

Sl. No.	State	Name of the Authorised Banks	Sl. No.	State	Name of the Authorised Banks
		(9) IDBI Bank of India Ltd.			(7) Bank of India
		(10) UTI Bank Ltd.			(8) Canara Bank
29.	Sikkim	(1) State Bank of India			(9) Oriental Bank of Commerce
		(2) UTI Bank Ltd.			(10) Syndicate Bank
30.	Tamil Nadu	(1) State Bank of India			(11) Punjab & Sind Bank
		(2) Indian Bank			(12) HDFC Bank Ltd.
		(3) Canara Bank			(13) ICICI Bank Ltd. (NOIDA only)
		(4) Indian Overseas Bank			(14) *IDBI Bank of India Ltd.
		(5) Union Bank of India			(15) UTI Bank Ltd.
		(6) Syndicate Bank	34.	West Bengal	(1) State Bank of India
		(7) Bank of Baroda			(2) United Bank of India
		(8) Bank of India			(3) UCO Bank
		(9) Central Bank of India			(4) Central Bank of India
		(10) Corporation Bank			(5) Allahabad Bank
		(11) UCO Bank			(6) Bank of Baroda
		(12) HDFC Bank Ltd.			(7) Bank of India
		(13) ICICI Bank Ltd.			(8) Punjab National Bank
		(14) *IDBI Bank of India Ltd.			(9) Union Bank of India
		(15) UTI Bank Ltd.			(10) HDFC Bank Ltd.
31.	Tripura	(1) State Bank of India			(11) ICICI Bank Ltd.
		(2) United Bank of India			(12) *IDBI Bank of India Ltd.
		(3) UCO Bank			(13) UTI Bank Ltd.
32.	Uttaranchal	(1) State Bank of India	35.	National Capital Territory of Delhi and for Metropolitan cities of Delhi/New Delhi, Bombay, Calcutta, Bangalore, Lucknow, Madras and Hyderabad	(1) State Bank of India. its subsidiaries and all Authorised banks listed above.
		(2) Punjab National Bank			
		(3) Allahabad Bank			
		(4) Central Bank of India			
		(5) Union Bank of India			
		(6) Bank of Baroda			
		(7) Bank of India			
		(8) Canara Bank			
		(9) Oriental Bank of Commerce			
		(10) Syndicate Bank			
		(11) Punjab & Sind Bank			
		(12) *IDBI Bank of India Ltd.			
33.	Uttar Pradesh	(1) State Bank of India			
		(2) Punjab National Bank			
		(3) Allahabad Bank			
		(4) Central Bank of India			
		(5) Union Bank of India			
		(6) Bank of Baroda			

\* Authority:- No. 1(7)CPAO.S.Book/2005/T.A/590 dated 10.08.2005.

**ANNEXURE-II (See para 4.3 page 2)****RBI INSTRUCTIONS: PENSIONERS ACCOUNTS IN BANKS**

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

**I. ACCEPTANCE OF STANDING INSTRUCTIONS FROM THE PENSIONERS**

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

**II. EXTENDING CHEQUE BOOK FACILITY TO PENSIONERS**

- a. Once the amount of pension and/or other pensionary benefit is credited to a pensioner's individual savings/current account, all the operations in the account will be governed by general banking rules and practices. Therefore, withdrawals from the account can be permitted by means of cheque/withdrawal slip/ATM as in the case of other account holders. Request for issue of cheque book from the pensioners may therefore be considered by banks on merits of each case and subject to the rules and regulations framed by individual bank in this regard. We feel that withdrawal by means of cheque, if permitted, will be of immense help to old pensioners.
- b. It is also not necessary to make it compulsory for a pensioner to come personally to bank's office to withdraw the amount of his pension every month, when other account holders have the option to withdraw money from their accounts by means of withdrawals slip/cheques through bearer.

(Authority : R.B.I. (Central Office) Ref. GA.NB.333/GA 64(11-CVL-Misc)/86/87) dated 5th August, 1986).

**ANNEXURE-III (See para 4.4 page 2)****CERTIFICATE FOR MEDICAL EXPENSES OF FORMER PRESIDENT / VICE-PRESIDENT"****FORM II-A**

~~(Amount in Rs)~~ \_\_\_\_\_ Rupees (in words) Drawn by me has  
been expended in connection with my medical treatment/attendance/consultation.

Signature

Date

Place

**FORM II-B**

~~(Amount in Rs)~~ \_\_\_\_\_ Rupees (in words) drawn has been  
expended in connection with retired President's/Nice-President's medical  
treatment/attendance/consultation.

Signature

Designation

Date

Place

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

**ANNEXURE-IV (See para 4.4 page2)****CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECK UP OF  
FORMER PRESIDENT / VICE-PRESIDENT\*2****FORM III**

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

Signature

Date

Place

**FORM IV**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn on account of Travelling Expenses has been incurred by the retired President/Nice-  
President's Medical Attendant/Specialist/Medical Practitioner in connection with medical  
consultation/ attendance/treatment.

Signature

Designation

Date

Place

\*2 CS-24 Authority CGA' UO No. 1 (7)(1)/2001/TA/155 dated 10/11-03-2004

**ANNEXURE-V (See para 4.4 page 2)****CERTIFICATE FOR MEDICAL EXPENSES OF SPOUSE OF FORMER  
PRESIDENT/NICE-PRESIDENT****FORM II-A**

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

Signature  
Date  
Place

**FORM II-B**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn by me has been expended in connection with my medical treatment/attendance/consultation.  
of Shri/Smt. \_\_\_\_\_ Spouse of \_\_\_\_\_

Signature  
Designation  
Date  
Place

**ANNEXURE-VI (See para 4.4 page 2)****CERTIFICATE FOR TRAVELLING EXPENSES OF SPOUSE OF FORMER  
PRESIDENT/ VICE-PRESIDENT\*2**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn by me on account of travelling expenses has been incurred by me/my Medical Attendant/  
Specialist/Medical Practitioner in connection with medical consultation/attendance/treatment.

Signature  
Date  
Place

**FORM IV**

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

- i. Shri/Shrimati \_\_\_\_\_ Spouse of \_\_\_\_\_ or  
ii. Medical Attendant/Specialist/Medical Practitioner of  
Shri/Shrimati \_\_\_\_\_ Spouse of \_\_\_\_\_  
In connection with medical consultation/ attendance/ treatment.

Signature  
Date  
Place



**ANNEXURE-VIII** (See pars 8.2 page 5)**INDEX REGISTER OF PENSION PAYMENTS AUTHORISED THROUGH BRANCHES OF  
THE AUTHORISED BANKS***(To be maintained by Link Branch)*

Name of the Pensioner	Date of retirement	Ministry/ Department from which retired (Code No.)	Number of the PPO & Name of authority issuing PPO (Code No.)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made	Date from which pension payment will commence	Date of receipt of PPO	Date of despatch of PPO to the specified paying branch	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1.									
2.									
3.									

**Note :** Each entry should be attested by the nominated officer of the Link Branch of the Authorised Banks. (Additional entries may be provided under Reserve Bank's instructions).

**ANNEXURE-IX** (See pars 9.1 page 5)

**APPLICATION FOR SWITCHOVER OF PENSION PAYMENT  
THROUGH AUTHORISED BANK**  
(To be submitted in duplicate)

To  
The PAO/ Treasury/Pension Disbursing Officer

\_\_\_\_\_ (Address)

Sir,

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

**1. PARTICULARS OF PENSIONER**

- (a) Name
- (b) PPO No.
- (c) Present address

**2. PARTICULARS OF THE AUTHORISED BANKS WHERE PAYMENT IS DESIRED**

- (a) Name
- (b) Branch and Address where payment is desired
- \*(c) My S.B./Current Account No.

Yours faithfully,  
(Pensioner)  
(Sd)

Place:

Date:

\*('Joint' or either or survivor' account is not permissible).

Pensioner's Specimen Signature .....

**FOR USE IN THE OFFICE OF THE PENSION DISBURSING AUTHORITY**

Forwarded to the Central Pension Accounting Office for transmission to the Link Branch of AB \_\_\_\_\_ (Name of Link Branch). The D

Shri/Smt./Kum. \_\_\_\_\_ bearing No. \_\_\_\_\_ is (are) sent herewith.

The pensioner has been paid pension © Rs. \_\_\_\_\_ p.m. and dearness relief thereon © Rs. \_\_\_\_\_ upto the month of \_\_\_\_\_

Pension due from the month of \_\_\_\_\_ is to be arranged by the Bank.

Station :

Date:

(Pension Disbursing Authority)  
(With Name & Seal)

**ANNEXURE-X (See para 12.1 page 6)****LETTER OF INTIMATION TO PENSIONER BY THE PAYING BRANCH**

(Bank)

(Name of Branch)

(Station)

No \_\_\_\_\_ To  
 Shri/ Smt. \_\_\_\_\_

**Subject:** Payment of Pension through Authorised Banks

Sir/ Madam,

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

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

- (i) Non-employment certificate in Form as in Annexure XVIII; (certificates in forms (B) & (C) of this Annexure are applicable only to retired Central Service Group 'A' Officers and All India Service Officers).
- (ii) In the case of deceased Government Servant, certificate of non- remarriage of widow/ widower or of non- marriage by daughters who have not attained the age of 25 years in the form as in Annexure XXVI.
- (iii) Undertaking for refund of excess amount (if any) overpaid, in form as in Annexure XI.
- (iv)
- (v) Your photo has not been received alongwith PPO. You are requested to bring with you a joint passport size photo of yourself and your spouse.
- (vi) You are also required to open a saving / current account in your name (not `Joint' or `either or survivor' account) with this branch unless you are already having one. For this purpose, the requisite forms for opening a new account are also enclosed.

\*3.

Yours faithfully (Manager / Branch -in-charge)

\* **Strike out if not applicable.**\*\* **Also includes Accounts Officer of U.T. Administrator/ Government whose accounts have been separated.**

**ANNEXURE-XI** (See para 12.3 page 6)

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER** Date \_\_\_\_\_

To  
The Branch Manager

(Bank)

(Branch & address)

Dear Sir,

Payment of pension under P.P.O. No. \_\_\_\_\_ through your office.

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

Yours faithfully,

Signature:

Name:

Address:

**Witnesses:**

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

(See para 12.12 page 8)

**PENSION PAYMENT SCROLL**

(To be prepared by Paying Branch in Triplicate)

Paying Branch Name & Address:  
 Paying Branch Code:  
 (BSR Code):

Scroll No.  
 Date:  
 Link Branch Address  
 Link Branch Code  
 (BSR CODE)

Sl. No.	Pensioner's Name	PPO No.	A/c No.	Category Pl. see Note I	Period of Pension (Year/ Month)	Basic Pension (3)			Personal Pension	Dearness Relief
						Basic Pension Before Commutation	Pension Commuted	Residual Basic Pension		
				(1)	(2)	(a)	(b)	(c)	(4)	(5)

Medical Allowance	Interim Relief	Commuted Value of Pension	Gratuity	Other Payments	Recovery	Income Tax	Net Paid	Remarks
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Note: The category may be indicated as ABC etc. as shown below. (A) - Superannuation Pension (other than High Court and Supreme Court Judges) Family

Pensioners who were under Voluntary retirement and Invalid pension category should now be marked "V" and "I" respectively according to new revised categories of pension.

- (B) - Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.
- (C) - Pension to High Court Judges and their family pensions.
- (D) - Superannuation pensions of Supreme Court Judges.
- (E) - Family Pension for Supreme Court Judges.
- (F) - Pension to Ex-MPs.
- (G) - Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.
- (H) - Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/ deceased President/ Vice- President.

(I) - Invalid Pension.

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

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

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

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

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

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

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

Branch Manager

Signature with Date:

**ANNEXURE-X111 (See Para 12.16, Page 9)**

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

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

(See para 13.1 page 9)

**SUMMARY SHEET OF PENSION PAID BY PAYING BRANCHES**

(To be prepared by Link Branch in Duplicate)

Summary Scroll No.

Date .....

Nodal Branch/ Code

(BSR Code)

Name &amp; Address

Link Branch/Code

(BSR Code)

Name &amp; Address

S. No.	Paying Branch Name & BSR Code	Commuted Value of Pension	Gratuity	Pension Payment Against Each Category													Total	
				A	B	C	D	E	F	G	H	I	V	P	0			
1.				Amount														
				No. of pensioner														
2.				Amount														
				No. of pensioner														
Total				Amount														
				No. of pensioner														

Note: The category codes A, B, C, D, E, F, G, H, I, V, P, 0 are as shown below. (A) - Superannuation Pension (other than High Court and Supreme Court Judges). Fair

Pensioners who were under Voluntary retirement and Invalid pension category should now be marked "V" and "I" respectively according to new revised categories of pension.

- (B) - Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.
- (C) - Pension to High Court Judges and their family pensions.
- (D) - Superannuation pensions of Supreme Court Judges.
- (E) - Family Pension for Supreme Court Judges.
- (F) - Pension to Ex-MPs.
- (G) - Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.
- (H) - Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/ deceased President/ Vice- President.

(I) - Invalid Pension.

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

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

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

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

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

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

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

Branch Manager

Signature with Date:

**ANNEXURE XV\*** (See para 14.1 page 10)

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

Scroll No.  
Date .....

Nodal Branch Code:  
(BSR Code)  
Name & Address

S. No.	Paying Branch Name & BSR Code	Commuted Value of Pension	Gratuity	Pension Payment Against Each Category													Total	
				A	B	C	D	E	F	G	H	I	V	P	0			
1.				Amount														
				No. of pensioner														
2.				Amount														
				No. of pensioner														
Total				Amount														
				No. of pensioner														

Branch Manager

Signature with Date & Seal:

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

**ANNEXURE-XVI\*** (See para 14.1 page 10)**DATEWISE MONTHLY STATEMENT**

(To be prepared by Nodal Branch in Triplicate)

Name of the Nodal Branch &amp; Address:

Nodal Branch Code .....

For the month of .....

(BSR Code)

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

DATE	RECEIPT	PAYMENT
<b>TOTAL</b>		

Branch Manager

Signature with Date

\*CS No. 28-Authority CGA's U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004

**ANNEXURE-XVII** (See para 15.1 page 11)

**LIFE CERTIFICATE**

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

Certified that I have seen the pensioner Shri/Smt./Ms. \_\_\_\_\_  
(Name of Pensioner)

holder of Pension Payment Order No. \_\_\_\_\_ and that he/she is alive on this date.

Name

Place:

Date:

Designation of Authorised Officer

Seal

**ANNEXURE-XVIII (See para 15.3 & 15.4 page 11 & 12)**

**NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE**

(To be given by pensioner once a year in November)

(A) Existed - Deleted\*

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

- (a) Pay \_\_\_\_\_
- (b) Special Pay \_\_\_\_\_
- (c) Other Allowances / Fees / Honorarium \_ (it includes D.A., A.D.A., these to be shown clearly)

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

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

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

Or

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

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

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

Or

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

Or

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

Signature

~~Re~~

Name of the Pensioner

Date:

P.P.O. No.

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

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

**ANNEXURE-XIX (See para 15.6 page 12)****DECLARATION BY MPs FOR DRAWAL OF PENSION**

(To be furnished by the former Member of Parliament with his first pension bill and thereafter once a year in the month of November)

(A) I declare that -

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

Or

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

Or

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

Or

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

Or

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

Or

(ii) I am in receipt of Rs. \_\_\_\_\_  
Pension drawing from\* \_\_\_\_\_

Station: SIGNATURE \_\_\_\_\_

NAME OF PENSIONER \_\_\_\_\_

Date: ADDRESS \_\_\_\_\_

**\*Here mention the name of Office of the Central Government/ State Government/ Local Authority/ Corporation owned or controlled by the Central Government or State Government.**

**ANNEXURE-XX** (See para 15.8 page 12)

**CERTIFICATE OF EXPENDITURE** (By Former President/ Vice President)

**FORM A**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words)  
drawn by me during the year ending 31<sup>st</sup> March, 20.....  
has been expended on the maintenance of my Secretariat Staff and the office expenses thereof

Signature:

Place:

Date:

Or

**FORM B**

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

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

Signature:

Name:

Designation:

Place:

Date:

**ANNEXURE-XXI (See para 16.2 page 13)****INTIMATION AFTER CHANGE OF PENSION PAYMENT FROM  
ONE BRANCH / BANK TO ANOTHER BRANCH / BANK AT THE  
SAME STATION / OUT STATION "***(To be filled in duplicate)*

P.P.O. No. P.P.O. & Date	Name of Pensioner/ Family Pensioner	Existing Paying Branch & Code No.	Existing Link Branch & code No.	Name of Paying Branch through Which payment is desired & Code No.	Name of Link Branch through which payment is desired & Code No.
1	2	3	4	5	6

(Signature of Manager with Seal) Date .....

To

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

Change Noted and Returned

(Sd)  
(Pay and Accounts Officer)  
Central Pension Accounting Office

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

\*2 CS No-30 Authority CGA's UO No. 1(7)(1)/2001/TA/155 dated 10/11-3-2004

**ANNEXURE-XXII** (See para 19.1 page 15)**STATEMENT SHOWING CALCULATION OF RELIEF PAYABLE W.E.F .....**  
(Sanctioned by Government of India, Deptt. of Pension and Pensioners' Welfare, vide

O.M. NO. \_\_\_\_\_ dated \_\_\_\_\_ )

Sl. No.	Name	P.P.O. No.	Date of retirement	Amount of original pension/ family pension/ extra-ordinary pension (prior to commutation, if any)	Amount of temporary/ ad-hoc increase and ad-hoc relief sanctioned with effect from 1.1.1973)	Total amount of pension etc. on which relief payable (col. 5+6)	Percentage rate of relief to be applied to the amount indicated in col. 7	Amount of total relief payable (subject to prescribed minimum and maximum) per month	Remarks
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.	Rs.		Rs.	

**Explanatory Notes:-**

- (1) Column 6 is applicable only to pensioners who retired from Government Service on or before 31<sup>st</sup> December, 1972.
- (2) In the case of divisible pensions, i.e., where pension is payable to more than one recipient, the enhanced entitlement may be worked out on the aggregate original amount of pension sanctioned and then divided amongst the recipients on the basis of applicable ratio.
- (3) The amounts shown as payable in Column 7 and 9 should be rounded off to the next rupee vide G.I.M.O.F., O.M. No. F.2 (11)- EV/ 80 dt. 14.7.1981 and F2 (9)-EV/81 dt.14.7.81



**ANNEXURE-XXIV (See para 24.1 page 21)****APPLICATION FOR THE GRANT OF FAMILY PENSION ON THE DEATH OF PENSIONER**

1. Name of the applicant
  - (i) Widow/ Widower:
  - (ii) Guardian (if the deceased person is:  
Survived by minor child or minor children)
2. Name and age of surviving widow/ widower:  
And children of the deceased Government  
Servant/ pensioner

Sl. No.	Name	Relationship with deceased pensioner	Date of birth in Christian era
1.			
2.			
3.			
4.			

3. Name of the deceased pensioner: Full address of the applicant:
4. .... pensioner: 9. Place of payment of pension and Gratuity:  
P.P.O. No ..... 10. Govt. (Public Sector Bank Branch & Pay & Accounts Office)
5. Date of death of the Pensioner: 11. Signature or left- hand thumb impression of applicant\*:
6. Office/ Department/Ministry in which the deceased Government servant/ pensioner seared last: 12. Attested by:  
Name:  
Signature  
Full address
7. If the applicant is a guardian, date of birth of minor and relationship with the deceased Government servant/ pensioner: 13. Witnesses:
8. If the applicant is a widow/ widower the may amount of service pension which she/he be in receipt on the date of death of the husband / wife:

**Enclosures:**

- (i) **Two specimen signatures of the applicant or left hand thumb impression\* duly attested (to be furnished in two separate sheets)**
  - (ii) **Two copies of passport size photograph of the applicant, dully attested.**
- Descriptive Roll of the applicant duly attested in duplicate indicating height and personal marks, if any, on the hand, face etc. (Specify at least two conspicuous marks)**

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

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

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

\* In case the applicant is not literate enough to sign her/ his name.

**ANNEXURE-XXV** (See para 24.5 page 21)

**LETTER FROM BANK TO THE FAMILY OF THE DECEASED PENSIONER**

Bank  
Branch

No. \_\_\_\_\_

Dated \_\_\_\_\_

To

Shri/ Smt. \_\_\_\_\_

**Subject: Claim for family pension**

Dear Madam/Sir,

\*It is understood that Shri/Smt. \_\_\_\_\_ holder of P.P.O. No. \_\_\_\_\_ has since died.

**OR**

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

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

3. You are also requested to furnish to this bank the following documents (forms enclosed):
- (i) Application in Form (As at Annexure XXIV of the Scheme).
  - (ii) Certificates of non-remarriage/ non-marriage (non- remarriage certificate for widow/ widower family pensioner and non-remarriage certificate for daughter(s) of deceased pensioner).
  - (iii) Undertaking for refunding excess amount, if any, paid after commencement of payment of family pension (As in Annexure XI).
4. You are also requested to bring with you the following:
- (i) Death Certificate of Shri/ Smt. \_\_\_\_\_ deceased pensioner.
  - (ii) Pension Payment Order (Pensioner's half).
  - (iii) Pass Book in case you already have a bank account in your branch in your name.

Yours faithfully,  
(Sd)  
Manager  
Branch  
Bank

**CERTIFICATE OF RE-MARRIAGE / MARRIAGE**

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

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

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

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

Signature \_\_\_\_\_

Place: Name of the pensioner \_\_\_\_\_

Date: P.P.O. No. \_\_\_\_\_

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

Signature of a responsible

Officer or a well-known person Name \_\_\_\_\_

Place: Designation \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEXURE-XXVII (Referred in Para 28 page 24)****CODE Nos. OF PAY AND ACCOUNTS OFFICES OF  
MINISTRY/DEPARTMENT/ACCOUNTANT GENERAL**

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
1	Agriculture	PrAO Agr.	Akbar Road Hutments, New Delhi	00802
2	Agriculture	PAO Sectt. I Agr.	Krishi Bhawan, New Delhi	00001
3	Agriculture	PAO Sectt. II Agr.	16-Akbar Road Hutments, New Delhi	00743
4	Agriculture	PAO DE	F' Wing Shastri Bhawan, New Delhi	00162
5	Agriculture	PAO DMS	West Patel Nagar, Shadipur Depot, New Delhi	00085
6	Agriculture	PAO PPM	C.G.O.Complex, N.H.IV, Faridabad	00569
7	Agriculture	PAO Agr.	Ernakulam, Fine Arts Avenue, Cochin	00476
8	Agriculture	PAO Co-op.	B-Wing, A-Block, Basant Nagar, Chennai	00365
9	Agriculture	PAO Co-op.	R.B.Kamani Marg, Ballard Estate, Mumbai	00264
10	Agriculture	PAO Co-op.	J.C.Bose Road, Calcutta	00824
11	Atomic Energy	PAO AE	Ch. Shivaji Maharaj Marg, Mumbai	46295
12	Atomic Energy	PAO HW	Heavy Water Project, Mumbai	45067
13	Atomic Energy	PAO HW	Heavy Water Project, Baroda	45144
14	Atomic Energy	PAO HW	Heavy Water Project, Kota	45221
15	Atomic Energy	PAO HW	Heavy Water Project, Tuticorin	45298
16	Atomic Energy	PAO HW	Heavy Water Project, Talcher (Orissa)	45375
17	Atomic Energy	PAO DPS	Dte. Of Purchase & Stores, Mumbai	45453
18	Atomic Energy	PAO AE	Dte. Of Purchase & Stores, Chennai	45531
19	Atomic Energy	PAO H.W.P.	Manuguru (A.P.)	46390
20	Atomic Energy	PAO BARC	Bhaba Atomic Research Centre, Mumbai	45685
21	Atomic Energy	PAO AE	Indira Gandhi Centre, Kalpakkam	45920
22	Atomic Energy	PAO NFC	Nuclear Fuel Complex, Hyderabad	46151
23	Atomic Energy	PAO AMD	Atomic Minerals Division, Hyderabad	46228
24	Atomic Energy	PAO AE	Centre for Advance Technology, Indore	46380
25	Atomic Energy	PAO GSO	General Services Organisation, Kalpakkam	46450
26	Atomic Energy	PAO BRIT	Vashi Complex, Turbhe, Navi Mumbai	46400
27	Atomic Energy	PAO BARC Facilities	kalpakkam, Kancheepuram Dist, T.N.	46500
28	Atomic Energy	PAO (VECC)	1/AF, Vidhan Nagar, Kolkata-64	46550
29	Atomic Energy	PAO (DCSEN)	Vidhan Sabha Bhavan, Anu Shakti Nagar, Mumbai	46600
30	Atomic Energy	PAO (AERB)	Nayak Bhavan, Anu Shakti Nagar, Mumbai	46630
31	Atomic Energy	PAO (PREFRE)	PREFRE Boisar, Po.Ghiwali, Dist:Thane, Maharashtra	46650
32	Fertilizers	PrAO Fertilizers	A' Wing, Janpath Bhavan, New Delhi	05942
33	Fertilizers	PAO DA	Connaught Place, Super Bazar, New Delhi	06030
34	Chemicals & Petro Chemicals	PrAO C & Pet. Chs.	B' Wing, Janpath Bhavan, New Delhi	75691
35	Chemicals & Petro Chemicals	PAO C & Pet. Chs.	Dr.Rajendra Prasad Bhavan, Bhopal	75808
36	Civil Aviation	PrAO Civ. Av.	Safdarjung Airport, I.A. Complex, New Delhi	40842
37	Civil Aviation	PAO Sectt.	Rajiv Gandhi Bhavan, Near Safdarjung Airport New Delhi	40866

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
38	Civil Aviation	PAO Civ. Av. (DGCA & SAP)	Safdarjung Airport, New Delhi	41056
39	Civil Aviation	PAO Civ. Av.	Juhu Airport, Mumbai	41255
40	Civil Aviation	PAO Civ. Av.	Chennai Airport, Chennai	41386
41	Civil Aviation	PAO Civ. Av.	Dum Dum Airport, Calcutta	41490
42	Civil Aviation	PAO Tourism	Dalhousie Road Hutments, C-1, New Delhi	40951
43	Civil Supplies	PAO Civ. Supplies	12-A, Jamnagar House, New Delhi	71504
44	Coal	PrAO Coal	Ansal Bhavan, New Delhi	14910
45	Coal	PAO Coal	Shastri Bhavan, New Delhi	14775
46	Coal	PAO Coal	Jagjivan Nagar, Dhanbad	14859
47	Commerce	PrAO Com.	Udyog Bhavan, New Delhi	07906
48	Commerce	PAO Com.	Udyog Bhavan, New Delhi	06953
49	Commerce	PAO CCI & E	Udyog Bhavan, New Delhi	07032
50	Commerce	PAO Com.	Old CGO Building, Mumbai	07202
51	Commerce	PAO Com.	1, Council House Street, Calcutta	07115
52	Commerce	PAO Com.	South Usman Road, T.Nagar, Chennai	07290
53	Commerce	PAO Textile	Udyog Bhavan, New Delhi	07815
54	Commerce	PAO Textile	Old CGO Building, Mumbai	07638
55	Commerce	PAO Textile	1, Council House Street, Calcutta	07377
56	Commerce	PAO AIHB	R.K.Puram, Seva Bhavan, New Delhi	07468
57	Electronics	PrAO Elect.	Electoniki Bhavan, Lodi Road, New Delhi	47315
58	Env. Forest	PAO Env.For.	Paryavaran Bhavan, New Delhi	75126
59	Env. Forest	PAO P & F	Paryavaran Bhavan, New Delhi	75010
60	Env. Forest	PAO BSI/ZSI	Nizam Palace, A.J.C. Bose Road, Calcutta	75020
61	Env. Forest	PAO Ocean Dev	Paryavaran Bhavan, New Delhi	75211
62	External Affairs	PrAO Ext.Aff.	Akbar Bhavan, New Delhi	73544
63	Finance	PAO Fin.	North Block, New Delhi	16977
64	Finance	PAO Eris & Bkg.	DACR Building, I.P. Estate, New Delhi	17057
65	Finance	PAO EA (Est)	I.P. Estate, AG, CW&M Building, New Delhi	19856
66	Finance	PAO EA	I.P. Estate, AG, CW&M Building, New Delhi	19872
67	Finance	PAO EA	I.P. Estate, AG, CW&M Building, New Delhi	19889
68	Finance	PAO EA	I.P. Estate, AG, CW&M Building, New Delhi	19902
69	Finance	PAO EA	I.P.Estate, DACR Building, New Delhi	17709
70	Finance	PAO EA	New Sectt. Bldg., 2nd Floor, West Wing Opp.VCA Cricket Ground, Nagpur	17136
71	Finance	PAO EA	Alipore, India Govt. Mint, Calcutta	17242
72	Finance	PAO EA	India Govt. Mint, Hyderabad	17320
73	Finance	PAO EA	Bhagat S. Marg, India Govt. Mint, Mumbai	17398
74	Finance	PAO EA (ISP)	India Security Press, Nasik	17476
75	Finance	PAO EA (CNP)	Currency Note Press, Nasik	17859
76	Finance	PAO EA	India Security Paper Mills, Hoshangabad	17632
77	Finance	PAO EA	Bank Note Press, Dewas	17555
78	Finance	PAO EA	Security Printing Press, Hyderabad	17784
79	Finance	PAO EA	Sector-1, Noida, U.P.	17940
80	Finance	PrAO Rev.	R.F.A. Barracks, New Delhi	19795

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
81	Finance	PAO Exp.	North Block, New Delhi	15954
82	C.B.D.T.	PrAO CBDT	Lok Nayak Bhavan, New Delh	
83	C.B.D.T.	ZAO Agra	M.G. Road, Agra	56815
84	C.B.D.T.	ZAO Ahmedabad	Ashram Road, Vaspujya Chambers, Ahmedabad	56017
85	C.B.D.T.	ZAO Allahabad	M.G. Marg, Aayakar Bhavan, Allahabad	56658
86	C.B.D.T.	ZAO Amritsar	Revenue Building, Amritsar	56418
87	C.B.D.T.	ZAO Bangalore	Queens Road Revenue Building , Bangalore	55542
88	C.B.D.T.	ZAO Bhopal	184, Maharana Pratap Nagar, Bhopal	55703
89	C.B.D.T.	ZAO Mumbai	M. K. Road, Aayakar Bhavan, Mumbai	57050
90	C.B.D.T.	ZAO Bhubneshwar	5th Fl. Ayakar Bhawan, Keshav Ngr,Bhubaneshwar	56180
91	C.B.D.T.	ZAO Calcutta	20, British India Street, Calcutta	56971
92	C.B.D.T.	ZAO Cochin	Ernakulam South, Mahalakshmi Bldg. Cochin	57208
93	C.B.D.T.	ZAO Hyderabad	Bashri Bagh, Aayakar Bhavan, Hyderabad	56576
94	C.B.D.T.	ZAO Jaipur	Bhagwan Das Road, New C. R. Building, Jaipur	56099
95	C.B.D.T.	ZAO Jalandhar	29, Link Road, Jalandhar city	56737
96	C.B.D.T.	ZAO Kanpur	Aayakar Bhavan, Kanpur	55940
97	C.B.D.T.	ZAO Lucknow	57, Ram Tirth Marg, Lucknow	56260
98	C.B.D.T.	ZAO Chennai	Mount Rd., Film Ch.of Com. Bldg., Chennai	57127
99	C.B.D.T.	ZAO Meerut	Aayakar Bhavan, C.R. Building, Meerut	56496
100	C.B.D.T.	ZAO Nagpur	Civil Lines, Temple Road, Nagpur	55862
101	C.B.D.T.	ZAO Delhi	I.P. Estate, Vikas Bhavan, (N-Block), New Delhi	57288
102	C.B.D.T.	ZAO Patiala	Aayakar Bhavan, Patiala	55784
103	C.B.D.T.	ZAO Patna	Vshkarma Bhavan, Behind Lalita Hotel, Patna	55623
104	C.B.D.T.	ZAO Pune	Praptikar Sadan Annexe, Erandwane Kirre Road Pune	55461
105	C.B.D.T.	ZAO Rohtak	D.L.F. Colony, Rohtak	56892
106	C.B.D.T.	ZAO Shillong	New Kenchestrance, Shillong	56339
107	C.B.E.C.	PrAO CBEC	I.P. Estate, AGCR Bldg., New Delhi	53663
108	C.B.E.C.	PAO Excise	Ashram Road, Navgujrat College Bldg., Ahmedabad	50725
109	C.B.E.C.	PAO Excise	38, Mahatma Gandhi Marg, Allahabad	50812
110	C.B.E.C.	PAO Excise	Queens Road, C.R. Bldg., Bangalore	50896
111	C.B.E.C.	PAO Excise	Near Vidyut Bhavan, Race Course, Baroda	50982
112	C.B.E.C.	PAO Excise	28, Mageswar Tangi, Bhubneshwar	51070
113	C.B.E.C.	PAO Excise I	M.K. Road, New Central Excise Bldg., Mumbai	51151
114	C.B.E.C.	PAO Excise II	Lal Bagh Pare!, Piramal chamber, Mumbai	53755
115	C.B.E.C.	PAO Excise III	Ranade Rd., Thane Dadar NP Chamber, Mumbai	54263
116	C.B.E.C.	PAO Customs	Ballard Este, Customs House, Mumbai	52598
117	C.B.E.C.	PAO Excise I	15/1, Strand Road, Calcutta	51237
118	C.B.E.C.	PAO Excise II	15/1, Strand Road, Calcutta	52679
119	C.B.E.C.	PAO Customs	15/1, Strand Road, Calcutta	52775
120	C.B.E.C.	PAO Excise	C.R. Building, Guntur	51659
121	C.B.E.C.	PAO Excise	P.B. No.139, Panaji, Goa	51581
122	C.B.E.C.	PAO Excise	Sector 34-A, Chandigarh	51323
123	C.B.E.C.	PAO Excise	Shunmukhan Rd., Cent. Excise Wg., Cochin	51408
124	C.B.E.C.	PAO Customs	Customs House, Cochin	52853
125	C.B.E.C.	PAO Excise	Nampali Station Road, Hyderabad	51743

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126	C.B.E.C.	PAO Excise	Manik Baug Palace, Indore	51830
127	C.B.E.C.	PAO Excise	Statue Circle, C.R. Bldg., Jaipur	51917
128	C.B.E.C.	PAO Excise	Sarvodaya Nagar, Kanpur	52000
129	C.B.E.C.	PAO Excise	21, Nungambakkam High Rd., Chennai	52084
130	C.B.E.C.	PAO Customs	Rajaji Salai, Customs House, Chennai	52930
131	C.B.E.C.	PAO Excise	VP Ramaswamy Ngr. Rd., Cr Bldg., Madurai	52170
132	C.B.E.C.	PAO Excise	Basali Ground, Meerut	53844
133	C.B.E.C.	PAO Excise	Mount Road, H.B.F.T. Bldg., Nagpur	52257
134	C.B.E.C.	PAO Excise	Gardinar Rd., C.R. Bldg., Patna	52338
135	C.B.E.C.	PAO Excise	Tilak Rd. Hira Bagh, PMCs C.Bldg., Pune	52425
136	C.B.E.C.	PAO Excise	Coll. of Central Ex. & Customs, Shillong	52512
137	C.B.E.C.	PAO Excise	Customs House, Kandla, Gujarat	53007
138	C.B.E.C.	PAO Excise	33/C, Promanade Rd. Tiruchiarpali	54014
139	C.B.E.C.	PAO Excise	Muppidi Bldg., Customs House, Vishakapatnam	53084
140	C.B.E.C.	PAO Narcotics	The Mall, Morar, Gwalior	53401
141	C.B.E.C.	PAO Narcotics	Govt. Opium & Alk. Wks. Undtkgs., Neemuch	53586
142	C.B.E.C.	PAO Narcotics	Govt. Opium & Alk. Wks. Undtkgs., Ghazipur	53509
143	C.B.E.C.	PAO Excise	Race Course Rd., A.T.D. Street, Coimbatore	53929
144	C.B.E.C.	PAO Excise	Mudalgi Bldgs., Club Road, Belgaum	54097
145	C.B.E.C.	PAO Excise	Pratapmal Surana Complex, J.G.M. Rd. Aurangabad	54180
146	C.B.E.C.	PAO Excise	Dharbar Rd. Mill Para VKM Bldg., Rajkot	54347
147	C.B.E.C.	PAO Excise	Collectorat of Cent. Excise, Bolpur (W.B.)	54432
148	C.B.E.C.	PAO DPO	Lok Nayak Bhavan, New Delhi	53324
149	C.B.E.C.	PAO Excise	I.P. Estate, C.R. Bldg., New Delhi	51493
150	C.B.E.C.	PAO Customs	Near IGI Airport, New Delhi	54700
151	C.B.E.C.	PAO DS	DLF Complex, Greater Kailash I, New Delhi	53245
152	C.B.E.C.	PAO DIA	D-Block, I.P. Bhavan, New Delhi	53161
153	C.B.E.C.	PAO Excise	I.P. Estate, DACR Bldg., New Delhi	50672
154	C.B.E.C.	PAO CA & P	I.P. Estate DACR Bldg., New Delhi	50722
155	C.B.E.C.	PAO Excise	C.R. Bldg., Civil Lines, Raipur	54565
156	C.B.E.C.	PAO (JCH)	Nahava Sewa, The Uran, Dist:Raigarh (Navi Mumbai)	54515
157	C.B.E.C.	PAO (CE&C)	Comm. of Cent. Exc. & Cust, B-123, Sect-5, Noida, U.P.	54725
158	C.B.E.C.	PAO (CE&C)	Comm. of Cent. Excise, CR Bldg., Mananchira, Calicut	54750
159	C.B.E.C.	PAO (CE&C)	Comm. of Cent. Exc. & Cust, Sec-1, 17-P, Rohtak	54775
160	C.B.E.C.	PAO (CE&C)	Comm. of CEC, CGO Complex-II, K.N. Nagar, Ghaziabad	54800
161	C.B.E.C.	PAO (CE&C)	Comm. CE&C, Tulsi Ganga Minar, 19-C Vidhan Sabha Marg, Lucknow	54825
162	C.B.E.C.	PAO (CE&C) III	Comm. of CE&C, Kolkata-7, Bamboo Villa, 160-AJC Bose Road, Kolkata-14	54851
163	C.B.E.C.	PAO (CE&C)	Comm. of CE&C, 143- New Baradwari, Po: Sakchi Jamshedpur	54876
164	C.B.E.C.	PAO (CE&C)	Comm. of CE&C, 2nd Floor, Bunja Bldg. Annexe, M.G. Road, Lal Bagh, Mangalore-3	54901
165	C.B.E.C.	PAO (CE&C)	Comm. CEC, IEC Bhavan, Press Club Road Statue, Trivandrum-695001	54926
166	C.B.E.C.	PAO (CE&C)	Comm. of CE&C, Haldia, 25-Princess Street, Kolkata-72	54951

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167	C.B.E.C.	PAO (CE&C)	Kendriya Rajswa Bhavan, Badkeri Chowk, Old Agra Road, Nasik	54975
168	C.B.E.C.	PAO (CE&C)	Goubert Avenue, Pondicherry-605001	55105
169	C.B.E.C.	PAO (CE&C)	Cent. Exc. House, F-Block, Rishi Nagar, Ludhiana	55055
170	C.B.E.C.	PAO (CE&C)	Old Cent. Exc. Bldg., Opp. Gandhi Baug, Chowk Bazar, Surat, Gujarat	55210
171	C.B.E.C.	PAO (CE&C)	Foulk Compd., Anaimedu Salem, Tamil Nadu-636001	55340
172	C.B.E.C.	PAO (CE&C)	Cent. Exci. Mumbai-IV, B-91, 5th Floor, Wagle Industrial Estate, Thane (W)-400604	50005
173	C.B.E.C.	PAO (CE&C)	Belapur & Raigarh, Commissionrate, 6th Floor CGO Complex, CBD Belapur, Navi Mumbai-400614	50045
174	C.B.E.C.	PAO (CE&C)	12th Floor, New Custom House, Ballard Estate, Mumbai	50090
175	C.B.E.C.	PAO (CE&C)	C.R. Building, Haren Mukherjee Road, Hakimpura, Siliguri-734401	55185
176	C.B.E.C.	PAO (CE&C)	Central Excise & Customs Commissionerate, Adarshdham Building, Opp. Vapi Town Police Station Vapi Daman Road, Vapi Distt. Valsad	55405
177	C.B.E.C.	PAO Excise	Central Excisse Commissionerate, 3rd Floor, Kaveri Complex, Vavapara, Bhubaneshwar-364001	50170
178	C.B.E.C.	PAO Customs	PAO Customs Commissionerate, SCO No. 40, Ranjit Avenue Building, Amristar-143001	50240
179	Aid Accounts & Audit	PAO Aid Accts.	Janpath Bhavan, B-wing, New Delhi	18790
180	CPAO	PAO CPAO	Trikoot-II, Bhikaji Cama Place New Delhi	75305
181	C.G.A.	PAO CGA	Lok Nayak Bhavan, New Delh	16001
182	C.G.A.	PAO Acts. & Finance	Block IV, JNU Old Campus, New Delhi	16100
183	Food	PAO Food	K.G.Marg, B2E2&B2W2, 1688 Barrack, New Delhi	03433
184	Food	PAO Food	Sprott Road, Exchange Bldg., Mumbai	03521
185	Food	PAO Food	5, Esplanade East, Ccutta	03603
186	Food	PAO Food	Shastri Bhavan, Haddowas Road, Chennai	03687
187	Consumer Affairs	PAO Con.Affairs	Exchange Bldg., SSS RG. Marg, Ballard Estate, Mumbai	03810
188	Consumer Affairs	PAO Con.Affairs	Shastri Bhavan,26, Haddows Road, Chennai	03850
189	Consumer Affairs	PAO Con.Affairs	12-A, Jamnagar House, New Delhi	71504
190	Food Processing Ind.	PrAO Food Pro.	Krishi Bhavan, New Delhi	75501
191	Food Processing Ind.	PAO Food Pro.	Sir Pheroj Mehta Road, Mumbai	75602
192	Health & F.W.	PrAO Health	Nirman Bhavan, D-Wing, New Delhi	20810
193	Health & F.W.	PAO DGHS	Nirman Bhavan, New Delhi	20946
194	Health & F.W.	PAO CGHS	New Rajender Nagar Dispensary, New Delhi	21029
195	Health & F.W.	PAO SJH	S.J. Hospital, Dharamsala, New Delhi	21108
196	Health & F.W.	PAO NICD	22, Alipore Road, Delhi	21186
197	Health & F.W.	PAO RMLH	R.M.L. Hospital, New Delhi	21642
198	Health & F.W.	PAO LHMC&H	Lady Hardinge M . College 7 Hospital, New Delhi	21721
199	Health & F.W.	PAO Sectt. Health	Nirman Bhavan, New Delhi	20866
200	Health & F.W.	PAO Health	Byculla, MSD Compound, C. Mumbai	21277

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201	Health & F.W.	PAO Health	Dhanvantari Nagar, Jipmer Campus, Pondicherry	<b>21468</b>
202	Health & F.W.	PAO Health	15, Ganesh Chandra Avenue, Calcutta	21371
203	Health & F.W.	PAO Health	C' Wing, Block No.C-2-C, Rajaji Bhavan (1st Floor), Besant Nagar, Chennai	<b>21545</b>
204	Home Affairs	PrAO MHA	North Block, New Delhi	22710
205	Home Affairs	PrAo Acctts.	Dalhousie Rd., C-1 Hutments, New Delhi	22730
206	Home Affairs	PAO Sectt.	Dalhousie Rd., C-1 Hutments, New Delhi	<b>22744</b>
207	Home Affairs	PAO ITBP	CGO Complex, Lodi Road, Block-2, New Delhi	<b>23184</b>
208	Home Affairs	DDA CRPF	Mahavir Nagar, P.O. Tilak Nagar, New Delhi	<b>23903</b>
209	Home Affairs	PAO Census	ITO AGCR Bldg., New Delhi	<b>22984</b>
210	Home Affairs	PAO IB	ITO AGCR Bldg., New Delhi	22878
211	Home Affairs	PAO DCPW	CGO Complex, Lodi Road, Block-9, New Delhi	<b>23093</b>
212	Home Affairs	PAO CISF	CGO Complex, Lodi Road, Block-13, New Delhi	<b>23283</b>
213	Home Affairs	PAO BSF	Pushpa Bhavan, Madangir, New Delhi	<b>24055</b>
214	Home Affairs	RPAO CISF	P.O. Hinoo, Ranchi	<b>23704</b>
215	Home Affairs	RPAO CISF	15/1, Chowringhee Square, 4th Floor, Calcutta	<b>23608</b>
216	Home Affairs	RPAO CISF	3rd Floor, 'D' Wing, Rajaji Bhavan Besant Nagar, Chennai	<b>23801</b>
217	Home Affairs	PAO A. Rifles	Near Laitumkharh Mkt., Shillong	<b>23498</b>
218	Home Affairs	RPAO IB	Near Laitumkharh Mkt., Shillong	<b>23408</b>
219	Home Affairs	PAO NSG	Paryavaran Bhavan, New Delhi	<b>24450</b>
220	Home Affairs	PAO P & M	Jamnagar House, New Delhi	<b>24650</b>
221	Home Affairs	PAO SSB	East Block, IX Level-VI, R.K. Puram, New Delhi	<b>25301</b>
222	Home Affairs	PAO SSB	12th Floor, Sec-H, Kendriya Bhavan, Aliganj, Lucknow	<b>24886</b>
223	Home Affairs	PAO SSB	208,Kautilya Nagar, Rajaraja, Patna-14	24876
224	Human Res. Dev.	PrAo Edu.	Shastri Bhavan, D-Wing, New Delhi	<b>10302</b>
225	Human Res. Dev.	PAO Sports	Shastri Bhavan, D-Wing, New Delhi	10648
226	Human Res. Dev.	PAO Edu.	Shastri Bhavan, D-Wing, New Delhi	<b>10338</b>
227	Human Res. Dev.	PrAO Edu. & Cul.	Shastri Bhavan, D-Wing, New Delhi	<b>11105</b>
228	Human Res. Dev.	PAO Cult.	Janpath, New Delhi	11120
229	Human Res. Dev.	PAO ASI	Janpath, New Delhi	11210
230	Human Res. Dev.	PAO ASI	Dayanand Naar, Hyderabad	<b>11309</b>
231	Human Res. Dev.	PAO Cult.	Dr. Rajender Prasad Road, Kolkata	11397
232	Human Res. Dev.	PAO (WCD)	E-2, B-2, K.G. Marg, New Delhi	<b>11450</b>
<b>233</b>	Human Res. Dev.	PAO (WCD)	Exchange Bldg., SSS RG. Marg, Ballard Estate, Mumbai	<b>11525</b>
<b>234</b>	Human Res. Dev.	PAO (WCD)	8-Explande, East Kolkata	11601
<b>235</b>	Human Res. Dev.	PAO (WCD)	Shastri Bhavan, 26, Haddows Road, Chennai	11676
236	Industry	PrAO Ind.	Shastri Bhavan, C-Wing, New Delhi	<b>25403</b>
237	Industry	PAO ID	Shastri Bhavan, A-Wing, New Delhi	<b>25426</b>
238	Industry	PAO DGTD	Udyog Bhavan, A-Wing, New Delhi	<b>25513</b>
239	Industry	PAO SSI	Nirman Bhavan, A-Wing, New Delhi	<b>25591</b>
240	Industry	PAO SSI	Kuria Andheri Road, Sakinaka, Mumbai	<b>25695</b>
241	Industry	PAO SSI	Barackpura Trunk Road, Calcutta	25791
242	Industry	PAO SSI	Guindy, GST Road, Chennai	<b>25898</b>
<b>243</b>	Industry	PAO Salt	2-a, Lavan Marg, Lavan Bhawan Jhalana Doongri, Jaipur	<b>26005</b>

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244	Industry	PAO PD & TM	101, M.K. Road, Mumbai	<b>26103</b>
245	Industry	PAO Explosive	Sadar, Gandhi Chowk, Nagpur	26190
246	Industry	PAO PE	Udyog Bhavan, New Delhi	26281
247	Industry	PAO CA	106, CGO Complex, New Delhi	<b>26366</b>
248	Industry	PAO CA	Bank of India Bldg., M.G. Marg, Mumbai	86200
249	Industry	PAO CA	27, Bara Brabourne Road, Narayani Bldg., Calcutta	<b>26543</b>
250	Industry	PAO CA	Shastri Bhavan, VIII Block, Chennai	26629
251	Industry	PAO Heavy Ind.	Udyog Bhavan, New Delhi	26704
252	Information & Broad Casting	PrAO I & B	Tropical Bldg., H-Block, Connaught Circus, New Delhi	27640
<b>253</b>	I&B	PAO Sectt. I & B	Shastri Bhavan, A-Wing, New Delhi	27667
<b>254</b>	I&B	PAO IRLA	IP Estate, DACR Bldg, A-Wing, New Delhi	28062
<b>255</b>	I&B	PAO DAVP	Curzon Road Hutments, New Delhi	27973
256	I&B	PAO Doordardhan	Suchana Bhavan, CGO Complex, Lodi Road, New Delhi	27886
257	I&B	PAO AIR	Akashwani Bhavan, Parliament Street, New Delhi	27752
258	I&B	PAO AIR	Mylapore, Kamaraj Salai, Chennai	<b>28554</b>
259	I&B	PAO Doordardhan	Doordarshan Kendra, Swami Sivananda Salai, Chennai	28660
260	I&B	PAO AIR	Vidhan Sabha Marg, Lucknow	<b>28139</b>
261	I&B	PAO AIR	New Broadcasting House, Backbay, Mumbai	<b>28233</b>
262	I&B	PAO Film Div.	Film Division, 24-G, Deshmukh Marg, Mumbai	<b>28825</b>
263	I&B	PAO AIR	Eden Garden, Calcutta	<b>28438</b>
264	I&B	PAO Doordardhan	Ind Channel Building, Golf Green, Calcutta	28750
265	I&B	PAO Doordardhan	Niljoy Building, Zoo Naranji Road, Guwahati	28875
266	I&B	PAO Doordardhan	New Sectt. Building, Civil Lines, Nagpur	29100
267	Labour	PrAO Labour	Shram Shakti Bhavan, New Delhi	29775
268	Labour	PAO Sectt.Lab	Shram Shakti Bhavan, New Delhi	<b>29803</b>
269	Labour	PAO DGE&T	Shram Shakti Bhavan, New Delhi	29922
270	Labour	PAO CLC	Shram Shakti Bhavan, New Delhi	<b>30050</b>
271	Labour	PAO Labour Bureau	SCO 28-31, Sector-17A, Chandigarh	<b>30181</b>
272	Labour	PAO DGFASLI	C.L.I. Building, Sion, Mumbai	<b>30263</b>
273	Labour	PAO DGMS	DGMS Building, Dhanbad	<b>30352</b>
274	Labour	PAO DGE&T	CTI Campus, Guindy, Chennai	<b>30461</b>
275	Law, Justice & SC	PrAO Law	Lok Nayak Bhavan, C-Wing, New Delhi	<b>31408</b>
276	Law, Justice & SC	PAO LA	Janpath Bhavan, New Delhi	<b>31438</b>
277	Law, Justice & SC	PAO LD	ILI Building, Bhagwan Das Road, New Delhi	<b>31545</b>
278	Law, Justice & SC	PAO Electoral Office	Lok Nayak Bhavan, New Delhi	<b>31626</b>
279	Law, Justice & SC	PAO EC	Nirvachan Sadan, New Delh	<b>84001</b>
280	Law, Justice & SC	PAO SC	Supreme Court Building, New Delhi	31709
281	Per. Pub. Griv. & Pen	PrAOP. PG&P	Lok Nayak Bhavan, B-Wing, New Delhi	<b>49401</b>
282	Per. Pub. Griv. & Pen	PAO DP&AR	Lok Nayak Bhavan, B-Wing, New Delhi	<b>49429</b>
283	Per. Pub. Griv. & Pen	PAO P. PG&P	AGCR Building, A-Wing, New Delhi	<b>49521</b>
284	Per. Pub. Griv. & Pen	PAO P. PG&P	Dalhousie Road, C-1 Hutments, New Delhi	<b>49634</b>
285	Per. Pub. Griv. & Pen	PAO P. PG&P	Dholpur House, Shahjahan Road, New Delhi	49720
286	Per. Pub. Griv. & Pen	PAO CAT	C-1, Hutments Dalhousie Road, New Delhi	<b>49801</b>
287	Petroleum & Nat. Gas	PrAO Petroleum	Shastri Bhavan, B-Wing, New Delhi	<b>05865</b>
288	Planning & Statistics	PrAO Planning	Sardar Patel Bhavan, New Delhi	<b>32685</b>

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289	Planning & Prog. Implementation	PAO Planning Commission	Yojna Bhavan, New Delhi	32714
290	Pla. & Prog. Imple.	PAO NIC	Lodi Road, CGO Complex, New Delhi	33195
291	Pla. & Prog. Imple.	PAO Statistics	Sardar Patel Bhavan, New Delhi	32800
292	Pla. & Prog. Imple.	PAO Statistics	191, Gokulpeth, Nagpur	32895
293	Pla. & Prog. Imple.	PAO Statistics	1, Council House Street, Calcutta	32991
294	Power	PrAO Power	Sewa Bhavan, R.K. Puram, New Delhi	13850
295	Power	PAO Sectt. Pow	Sewa Bhavan, R.K. Puram, New Delhi	13455
296	Energy	PAO CEA-I	Sewa Bhavan, R.K. Puram, New Delhi	13533
297	Energy	PAO CEA-II	Sewa Bhavan, R.K. Puram, New Delhi	13572
298	Energy	PAO BMC	Sewa Bhavan, R.K. Puram, New Delhi	13693
299	Energy	PAO CEA	209, S.C. Road, Seshadripuram, Bangalore	13617
300	N. Con. Energy Sources	Pr AO NCES	CGO Complex, Lodi Rd. New Delhi	72539
301	Rural Areas & Employment	Pr AO Rur. Dev.	Krishi Bhavan, New Delhi	04710
302	Rural Areas & Employment	PAO DMI	New Secretariat Bldg, Nagpur	04797
303	Science & Tech.	Pr AO Sci. & Tech.	Technology Bhavan, New Mehrauli Road, New Delhi	58271
304	Science & Tech.	PAO DST	Technology Bhavan, New Mehrauli Road, New Delhi	58296
305	Science & Tech.	PAO DSIR	Technology Bhavan, New Mehrauli Road, New Delhi	59161
306	Science & Tech.	PAO DBT	Technology Bhavan, New Mehrauli Road, New Delhi	59241
307	Science & Tech.	CPAO Survey	6, Subhash Road, Dehradun	58374
308	Science & Tech.	RPAO Survey	Kendriya Sadan, Sultan Bazar, Hyderabad	58490
309	Science & Tech.	RPAO Survey	15, Wood Street, Calcutta	58606
310	Science & Tech.	RPAO Survey	F/2, Ramesh Marg, C-Scheme, Jaipur	58743
311	Science & Tech.	PAO IMD	Mausam Bhavan, Lodi Rd, N. Delhi	58845
312	Science & Tech.	PAO IMD	Shivaji Nagar, Pune	59080
313	Science & Tech.	PAO IMD	59, College Rd, Chennai	58925
314	Science & Tech.	PAO IMD	Alipore, Calcutta	59002
315	Social, Justice & Employment	PAO SJ & E	626-A, A-wing, Shastri Bhavan, New Delhi	12435
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456	AG (A&E) Bihar	PAO Ranchi	O/o The AG (A&E) Bihar, Patna	70723
457	AG (A&E) Maharashtra	PAO Mumbai	O/o The AG (A&E) Maharashtra, Mumbai	70745
458	AG (A&E) W.B.	PAO Calcutta	Treasury Building-2, Government Palace, Calcutta	70767
459	AG (A&E) Gujarat	PAO Ahmedabad	O/o The AG (A&E), Gujarat, Ahmedabad	70811
460	Sr. DAG(A&E), HP	PAO Shimla	O/o The Sr. DAG (A&E), H.P., Shimla	70833
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**ANNEXURE-XXVIII\* (Para 19.2 page 16)****OFFICE MEMORANDUM**

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

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

2. In Paragraph 138.21 of their Report, the 5th Central Pay Commission had recommended that Dearness Relief should be paid to employed family pensioners and re-employed pensioners in cases where their pay is fixed at the minimum of the pay scale of the post of re-employment ignoring the entire pension, and that in other cases of re-employment, Dearness Relief shall be payable on pay plus the non-ignorable portion of pension as was the case at present. The Commission had further recommended in Paragraph 141.12 that, with a view to maintaining the original value of the pension, the payment of Dearness Relief should not be suspended where pay is fixed at the minimum of the pay scale during employment / re-employment of a family pensioner/ pensioner.
  
3. These recommendations have been considered and accepted by the Government. The President is accordingly pleased to decide as follows:-
  - (a) In so far re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held posts below Group "A" and those ex-servicemen who held posts below the ranks of Commissioned Officers at the time of their retirement. Their pay, on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Such civilian pensioners will consequently be entitled to Dearness Relief on their pension in terms of the recommendations of the 5th Central Pay Commission at the rates applicable from time to time.
  
  - (b) In terms of the existing orders on the subject, the pay of re-employed pensioners who held Group 'A' post or posts of the ranks of Commissioned Officers at the time of their retirement is to be fixed at present.
    - i at the same stage as last drawn before retirement or, if there is no such stage at the stage next above the pay last drawn.
  
    - i at the maximum of the pay scale, if the last drawn is more than the maximum of the pay scale of the post in which re-employed.

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

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

- (c) As regards employed family pensioners, since the family pension received by the eligible dependents of Central Government employees is, in any case, not taken into account in determining their pay on employment, Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.
  - (d) While implementing these decisions, orders issued by the Department of Personnel & Training vide O.M. No. 3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time regarding fixation of pay of re-employed pensioners shall be duly kept in view.
  - (e) These orders shall be effective from July 18, 1997.
4. (I) In accordance with the Government's decision, referred to in the preceding Paragraph, all family pensioners, in receipt of family pension from the Central Government who were/are employed under the Central Government or the State Government or a Corporation/ Company/ Body /Bank under them in India or abroad shall be eligible to draw dearness relief, at rates applicable from time to time, on the amount of family pension, with effect from July 18, 1997. A certificate may still be necessary to determine dependency. All Pension Payment Authorities, including authorized Public Sector Banks are requested to forthwith release dearness relief on family pensions in cases where this was withheld on account of the family pensioners concerned being employed. The arrears, if any, due with effect from July 18, 1997 shall also be paid.
- (II) (a) In the case of Central Government pensioners who were/are re-employed under the Central Government or the State Government or a Corporation/ Company/ Body/Bank including an autonomous organization under them in India or abroad or had/ have been permanently absorbed in such Corporation/ Company/ Body/Bank or autonomous organization, dearness relief will now be admissible to such of those re-employed pensioners who satisfy the conditions referred to in Para 3(a) above. For this purpose, the Central Government Departments concerned, including subordinate organizations, State Government, Corporation/ Company/ Body/Bank etc. employing a Central

Government pensioner shall be required to issue of certificate indicating the following:-

- (i) The re-employed pensioner retired from a civil or military post in the Central Government and was holding a post not included in classified as Group 'A' or a post below the rank of commissioned officer in the armed forces.
  - (ii) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of the pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired/ retiree officer was re-employed/ absorbed: and
  - (iii) The pay of the re-employed/ absorbee was / is fixed at the minimum of the pay scale of the post in which he had/ has been initially re-employed after his retirement from the Central Government.
- (b) All Central Government Ministries/ Departments/ Organisations shall bring these orders to the notice of all Central Government pensioners who happened to be re-employed by them as on July 18, 1997 or were/ are re-employed subsequently. In cases such re-employed pensioners satisfy the conditions referred to above, the necessary certificate on the above lines shall be issued after verification from the details referred to in Para 17 of the Central Civil Services (Fixation of pay of Re-employed pensioners) Order 1986 issued vide Department of Personnel & Training O.M. No.3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time.
  - (c) The Pension Disbursing Authority shall release dearness relief on pension to those re-employed pensioners who submit the Certificate referred to above.
  - (d) In all other cases of re-employed pensioners, no dearness relief shall be admissible on pension during the period of their re-employment. Payment of dearness relief in these cases shall become admissible only with effect from the date they cease to be re-employed.
  - (e) The Pension Disbursing Authority shall require such a pensioner to produce a certificate of cessation of re-employment from the office in which he had been re-employed.
5. Formal amendment to the Central Civil Services (Pension) Rules, 1972 is being issued separately.
  6. CPAO may take immediate action to suitably amend the relevant provision of the Scheme for Payment of pension to Central Government Civil Pensioner, including the proforma at Annexure-XVIII and notify the same to all Public Sector Banks disbursing pension to

Central Government pensioners/ family pensioners. A copy of the notification may be endorsed to this department.

7. Necessary orders in respect of re-employed Defence pensioners and family pensioners will be issued separately by the Ministry of Defence.
8. Administrative Ministries may bring these orders to the notice of all subordinate organizations, autonomous bodies and Public Sector Undertakings including Nationalized banks, financial institutions, etc. under them so that the eligible Central Government pensioners re-employed in these organizations do not face any difficulty in obtaining the requisite certificate.
9. This issues with the concurrence of the Ministry of Finance, Department of Expenditure.
10. In so far as these orders relate to personnel of the Indian Audit and Accounts Department, these have been issued in consultation with the Comptroller & Auditor General of India.

Sd.  
(Ganga Murthy)  
Director

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

*For Official Use Only*



**Government of India**

**SCHEME FOR PAYMENT OF PENSIONS**  
**To**  
**CENTRAL GOVERNMENT CIVIL PENSIONERS**  
**By**  
**AUTHORISED BANKS**  
**(Fourth Edition, 3rd December, 2004)**

***Issued By***  
**Ministry of Finance**  
**Department of Expenditure**  
**Controller General of Accounts**

(i)

### **PREFACE TO FOURTH EDITION**

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

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

Suggestions for further improvement would be welcome.

New Delhi  
3rd December, 2004

**(VANDANA SHARMA)**  
Chief Controller (Pensions)  
Central Pension Accounting Office

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**LIST OF ABBREVIATIONS**

1.	CPAO	Central Pension Accounting Office
2.	PPO	Pension Payment Order
3.	SSA	Special Seal Authority
4.	PAO	Pay & Accounts Office
5.	RBI	Reserve Bank of India
6.	SBI	State Bank of India
7.	MP	Member of Parliament
8.	CPF	Contributory Provident Fund
9.	UT	Union Territory
10.	D.M.S.	Datewise Monthly Statement
11.	G.A.D.	Government Accounts Department
12.	A.G.	Accountant General
13.	CCA	Chief Controller of Accounts
14.	CA	Controller of Accounts
15.	Dy. CA	Dy. Controller of Accounts
16.	C.C.S.	Central Civil Services
17.	C.T.R.	Central Treasury Rules
18.	C&AG	Comptroller & Auditor General of India
19.	CGA	Controller General of Accounts
20.	AB	Authorised Bank
21.	PB	Paying Branch
22.	LB	Link Branch
23.	NB	Nodal Branch

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