

**ATTENTION - Central Civil Pensioners/Family Pensioners
and Authorised Pension Disbursing Banks**

1. The Life Certificate has to be submitted by the pensioner/family pensioner to their pension paying Branch Manager of Pension Paying Bank in the month of November, each year. The scheme booklet (4th edition, 3 Dec 2004) detailing the "Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks" has been amended to include para 15.2(i) which provides for an exemption from personal appearance of the pensioner in the bank. The same is quoted below for ready reference of all concerned.

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

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

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

It is requested that all banks may give the above wide publicity and circulate to all the branches for strict compliance and for information to pensioners.

ANNEXURE-XVII 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

**Notification No.LF3/2011:CORRIGENDUM to Notification published on 30th October
2011**

The first line of the first para of CPAO's Notification on Life Certificate published on 30th October, 2011 may be read as below:-

For	Read
The Life Certificate has to be submitted by the pensioner/ family pensioner to any Branch Manager of Pension Paying Bank in the month of November each year.	The Life Certificate has to be submitted by the pensioner/ family pensioner to their pension paying Branch i.e. from which pension is being drawn in the month of November each year.

Chief Controller (Pensions)

NOTIFICATION No.LF2/2011

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikot-II, Bhikaji Cama Place, New Delhi 110066

**ATTENTION - Central Civil Pensioners/Family Pensioners
and Authorised Pension Disbursing Banks**

1. The Life Certificate has to be submitted by the pensioner/family pensioner to any Branch Manager of Pension Paying Bank in the month of November, each year. The scheme booklet (4th edition, 3 Dec 2004) detailing the "Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks" has been amended to include para 15.2(i) which provides for an exemption from personal appearance of the pensioner in the bank. The same is quoted below for ready reference of all concerned.

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

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

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

It is requested that all banks may give the above wide publicity and circulate to all the branches for strict compliance and for information to pensioners.

**ANNEXURE-XVII
LIFE CERTIFICATE**

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

Certified that I have seen
the pensioner Shri/Smt./Ms. _____ (Name of Pensioner),
holder of Pension Payment Order No. _____ and that he/she is alive on
this date.

Name

Place:

Designation of Authorised Officer

Chief Controller (Pensions)

**ATTENTION - Central Civil Pensioners/Family Pensioners
and Authorised Pension Disbursing Banks**

CLARIFICATION

The following points are clarified in reference to this office notification in all leading Newspapers advertised on 3rd September, 2011 regarding revision of pension for pre-2006 pensioners seeking contact and other details to be sent to Heads of Offices/Departments to expedite revision based on 6th Pay Commission decisions by the concerned Ministries/Departments.

1. This notification pertained only to pensioners retired from Central Government Civil Ministries/Departments and was not applicable to non-Civil Ministries/Departments, i.e. Railways, Defence Services, Telecommunication and Posts. It also was not applicable to the pensioners of State Governments, autonomous bodies under Central and State Governments and private individuals seeking pension under any Social Security Scheme.
2. The above form need not be furnished if a pensioner or a family pensioner has already received a copy of a special seal authority from CPAO sent to authorized bank, incorporating full effect of revision of pension based on 6th pay commission decisions, indicating date of birth of pensioner (and spouse, wherever authorized in PPO for family pension), Pay-Band, Grade Pay as per concordance, etc.
3. The details were sought to enable Civil Ministries/Departments to issue authorities incorporating relevant details and correct revision of pension of all pre-2006 through CPAO to banks at the earliest. Non-submission of information by pensioner/family pensioner shall however, not result in stoppage or discontinuance of pension being disbursed presently by banks to the her/him.
4. The information, if remaining to be sent, may be urgently furnished for early action to the Head of Office /Head of the Department where last served. In case the pensioner/family pensioner is not aware of the office where the information is to be provided or if the Departments/Offices they retired from have been wound up and/or closed, the form may be sent to CPAO at the above address, marked to Special Cell.

Chief Controller (Pensions)

NOTIFICATION

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

ATTENTION: Central Civil Pensioners/Family Pensioners regarding 6th Central Pay Commission

Revision of pension/family pension of Pre-2006 Pensioners/Family pensioners is being implemented in terms of Govt. of India O.M.No.38/37/08-P&PW (A) dt. 01.09.2008 and No. 38/37/08-P&PW (A) Pt-1 dt. 14.10.2008. In order to facilitate the above, Pensioners/family pensioners in receipt of pension/family pension through Pension Payment Orders (PPOs) issued by Central Pension Accounting Office (CPAO) are requested to provide the following information to the Head of the Deptt./Office from where the Govt. servant retired as soon as possible. It is urged that the information be **provided within one month from the date of issue of Notification.**

To :
Head of Department or Head of Office, Ministry of Govt. of India
Sub-Revision of Pension/Family Pension in terms of the recommendation of 6th CPC
1. Name of the Pensioner :
2. Date of Birth :
3. Date of Retirement :
4. Date of Death of the Pensioner :
5. PPO Number (if application is by family pensioner) :
6. Name of the Bank & Branch :
7. Postal address of Branch (with Pin code) :
8. Account Number :
9. Present Address (with Pin code) :
10. Phone Number & :
11. Email ID of Pensioner/Family Pensioner :
11. Details of spouse who is co-authorized in PPO or family pensioner drawing family pension, (Proof of Date of Birth must be enclosed)
(a) Name of spouse / family pensioner :
(b) Date of Birth (proof to be enclosed) :
(c) Name of documents enclosed as proof :

Date :
Place :
(Signature)

Note:

- All pensioners are advised to submit the above information to the Head of the Deptt./Office from where the Govt. employee retired.
- Attested photocopy of any one of the following documents in support of date of birth of the spouse/eligible family member may be submitted:
 - PAN Card
 - Matriculation Certificate (containing the information regarding Date of Birth)
 - Passport
 - CGHS Card
 - Driving License (if it contains Date of Birth)
 - Voter's ID Card may also be accepted as proof of Date of Birth subject to following conditions:-
 - The pensioner/family pensioner certifies that he is not a matriculate
 - The pensioner certifies that he/she does not have any of the documents mentioned from i to v.
 - In case pensioner/family pensioner is unable to submit any of the documents mentioned above (i) to (vi) but claims additional pension based on some other documentary evidence such cases will be submitted to the administrative ministry whose decision in this regard will be final. (DPPW order no. 38/37/08-P&PW(A) dated 21-05-2009, 11-08-2009 & 28-09-2010 may be referred to)
 - The above information will help to expedite the case. In the absence of the above information/Application, the process of revision of pension/family pension may be delayed and the case revised as per the records available with Head of the Deptt./Head of Office.
 - In case their documents have already been provided to the bank from where pension is being disbursed, mention may be made of the fact.
 - In case pensioner/ family pensioner is not aware of the office where the information is to be provided, it may be sent to Sr. Accounts Officer, Special Cell, CPAO, Trikoot-II, R.K. Puram, New Delhi.

Chief Controller (Pensions)