

No. CPAO/Tech/6<sup>th</sup> CPC/2009-10/445

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

12.11.2009

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**OFFICE MEMORANDUM**

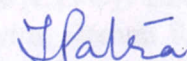
**Subject:** Timelines for the Settlement of Pensionary dues authorised by CPAO in respect of the employees of the Central Para Military Forces and other Central Pensioners in Authorised Banks

Office of Controller General of Accounts vide their letter No. 40(Misc)/TA/2009/484 dated 03.11.2009 have forwarded the minutes of a meeting chaired by Honorable Home Minister on 24.09.2009 the settlement of Pensions and other matters relating to Central Para-Military Forces. Compliance has been sought on the decisions taken in the meeting.

2. It has been decided in the meeting that the provisions in Pensions manuals would be strictly adhered to by all concerned. The timelines are re-iterated below.
3. The timelines laid down in Paragraph 7.3 of the 'Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks' (available at <http://www.cpao.nic.in/scheme.htm>) may be complied with. The Management of each Authorised Bank may ensure that the credit on account of pension / family pension is afforded within a week from the date of despatch of PPOs / Revision / Commutation Authorities by the Central Pension Processing Centre (CPPC) / Link Branch (where the CPPC is yet to be commissioned) to the Paying Branch for completion of procedural requirements under Paragraphs 12.1 to 12.11 of the 'Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks'.
4. The CPPC/ Link Branch after receiving PPOs from CPAO should forward the same to the paying branch preferably on the same day or within one day from the date of receipt, after keeping necessary records and noting in the Index Register under intimation to the pensioner.
5. The payment authority viz. CPPC or the paying branch (in a decentralised system) should credit the pension to the pensioner's account after the paying branch has completed all the formalities as per Paragraphs 12.1 to 12.11 of the 'Scheme of Payment of Pension to Central Civil Pensioner through Authorised Banks' (and where necessary, electronically conveyed the same to the CPPC) within a week from the date of original dispatch of the PPO/Authority from the CCPC/ Link Branch.



6. It has further been decided that the Authorised Banks may process new PPOs of Family Pension, Voluntary Retirement and Disability Pension cases pertaining to employees of the Central Para Military Forces so as to credit the dues to the pensioner's account within one week from the date of receipt in the Bank.
7. Compliance of action taken in respect of paragraphs 2 and 6 above may be centrally reported by the DGM/GM concerned of each Authorised Bank to CPAO by the 15<sup>th</sup> of every quarter for the cases received in the previous quarter through email to [ca-cpao@nic.in](mailto:ca-cpao@nic.in). The subject of the report in the email should read: "Compliance on timelines for CPMF Pensions for quarter (say, Oct –Dec 2009)".
8. In respect of revision authorities, in the CPPCs which have commenced working, where no procedural requirements in paying branches are separately required, it is desired that the pensionary benefits may be credited into the account of the pensioner within five days from the date of receipt of the manual Revision/Commutation Authority from CPAO. Frequency of processing in CPPCs/Centralised Data Centres may be suitably increased to meet the standard.
9. Considerable misclassification of pension category in scrolls sent by the banks has been reported. This vitiates the accounting and budgeting mechanism of the Pension Grant of Government of India. The classification stipulated in Para 12.13 and Annexure-XII of the 'Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks' may be scrupulously adhered to.
10. This order may be brought to the notice of all concerned in each Authorised Bank and internal controls / review mechanisms to enforce the requirements may be instituted.



(Tripti P. Ghosh)  
Controller of Accounts  
Telephone: 26174809

To

1. General Managers of all Authorised Banks (as per list attached)
2. Nodal Officers of all Authorised Banks (as per list attached)
3. CPAO, NIC (for uploading on the website of CPAO)

Copy for information to

1. Additional Secretary and Financial Adviser, Ministry of Home Affairs
2. Joint Controller General of Accounts (Smt. Vibha Pandey)