

SCHEME FOR PAYMENT OF PENSIONS TO CENTRAL GOVERNMENT CIVIL PENSIONERS THROUGH AUTHORISED BANKS*¹

*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*² and ICICI Bank Ltd., IDBI Bank Ltd and UTI Bank Ltd w.e.f. 1.10.2003.*³

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

*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

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

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

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

4. MODE OF CREDITING PENSION

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

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

4.3 The account cannot also be allowed to be operated by a holder of power of attorney except in case of account of former President/Vice-President² of India or of the spouse of the deceased President/Vice-President. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure II (Page 29).

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

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

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

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

5. DEATH/RETIREMENT GRATUITY

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

6. AUTHORITIES COMPETENT TO ISSUE (PPOs)

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

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

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

6.2 However, in case of an A.I.S.(All India Service) Officer belonging to U.T. cadre who retires while on deputation to Central Govt. Department, PPO will be issued by the PAO of the borrowing Ministry/Department.

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

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

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

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

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

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

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

Name of the Office	Time Schedule
(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}

^{*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 disburser's portion, the paying branch will, in due course, obtain a new photograph (which can be attested by any officer of the Reserve Bank or a Authorised Bank) of the pensioner who has to be properly identified for the purpose and complete the disburser's portion.

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

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

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

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

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

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

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

12.13 The paying branches of the ABs will prepare pension payment scrolls in triplicate in the form in Annexure XII (Page 37). If however, the paying branch and link branch are one and the same, only two copies of the scrolls need to be prepared. The paying branches will include all the pension payments made by them in twelve^{*1} categories of pension. These categories are:-

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

- (A) -Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked "V" and "I" respectively according to new revised categories of pension.
- (B) -Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.
- (C) -Pension to High Court Judges and their family pensions.
- (D) -Superannuation pensions of Supreme Court Judges.
- (E) -Family Pension for Supreme Court Judges.
- (F) -Pension to Ex-MPs.
- (G) -Swatantrata Sainik Samman Pensions (Central Freedom Fighters/ Political Pensions) and their Family Pensions.
- (H) -Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired/ deceased President/ Vice- President.
- (I) -Invalid Pension.
- (V) -Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are Voluntary retired should be made category "V" according to new system.
- (P) -Prorata Pension (newly added category for PSU absorbee).
- (O) -Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.^{*1}

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

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

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

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

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

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

13. FUNCTIONS OF LINK BRANCH^{*2}

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

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

Accounting Office. A similar procedure will also be followed for recording receipt transactions as in the case of pension payment.*¹

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

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*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 (1st April to 31st March). The Nodal Branch will forward two copies (retaining third copy as office record for future reference) thereof alongwith the relevant pension payment scrolls to the Central Pension Accounting Office (CPAO) invariably on the same day and simultaneously send an advice through daily memo to its Link cell located at Nagpur (GAD, Mumbai in case of SBI) for obtaining re-imbursement / settlement with RBI, CAS, Nagpur. The Nodal branch at the end of the month will also prepare Date-wise Monthly Statements (DMS) in triplicate in the Form as given in Annexure-XVI (page 43) and forward two copies thereof to the CPAO so as to reach on or before 10th 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 15th of the following month to the CPAO and Link cells of the Banks located at Nagpur. The Nodal branch will be responsible for reconciliation and settlement of discrepancies with the CPAO. Rectification of errors in payments should be done through payments scrolls. Similarly rectification of errors/discrepancies in respect of receipts may be done through the Receipts Scrolls. Link branch when consolidating Scrolls received from paying branches under it will ensure that no scroll number is repeated or left out. The same check will be exercised by the Nodal branch with reference to the summary scroll numbers indicated by the Link branch on the summary sheet. Thus, the entire process from the start of payment of pension to re-imbursement at RBI, CAS, Nagpur will be handled by the concerned bank itself.*³

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

14.2 The Paying branch /Reimbursing Bank shall ensure that no excess re-imbursement is claimed/ obtained. However, if excess re-imbursement is claimed due to any reason and the amount involved is less than Rs.1000/- the same may be adjusted through the pension payment scroll of the succeeding month, by the paying branch putting in a short claim to the extent of the excess amount involved, with suitable remarks thereof. Where, however, the amount excess reimbursed is Rs.1000/- or more, the paying branch may prepare immediately an error scroll for the amount for crediting the excess to Government account.*¹

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

14.3 In respect of payments of commuted value of pension, and arrears of pension exceeding Rs 5000/- each, the paying branch may submit special scrolls relating to such payments and obtain reimbursements through the prescribed channel as and when these payments take place. These scrolls etc. will, however, be forwarded by the Nodal Branches² to the CPAO along with the regular pension payment scrolls in a month.

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

14.4 & 14.5 (existed) Deleted *³

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

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

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

15. CERTIFICATES TO BE FURNISHED BY THE PENSIONERS

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

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

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

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

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

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

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

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

- (a) by the former Presidents/Vice Presidents*¹ in Form A, or
- (b) by any other person authorised by such President/Vice Presidents*¹ 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 ofand that this PPO consists of..... continuation sheets for recording disbursement."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) **Opening the Account:** In case of a pensioner who has lost both his hands and therefore cannot sign, his signature can be obtained by means of a mark. This mark can be placed by the persons in any manner. It could be the toe impression. It can be by means of mark which anybody can put on pensioner's behalf, the mark being put by an instrument which has had a physical contact with the person who has to sign.
- (2) **Withdrawal of money from the account:** The following method will be adopted in case of sick, incapacitated handicapped pensioners.
 - (a) Pensioner who is too ill to sign a cheque and cannot be physically present in the bank to withdraw money from his account, but can put his thumb/toe impression on the cheque/withdrawal form. In this case, the thumb or toe impression should be identified by two independent witnesses known to the bank, one of whom should be 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(I) All family pensioners in receipt of family pensions from the Central Government who were/ are re-employed / employed under the Central Government or the State Government or a corporation / Company/ Body /Bank under them in India or abroad shall be eligible to draw dearness relief at rates applicable from time to time, on the amount of family pension, w.e.f. July 18, 1997 in terms of Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pensions & Pensioner's Welfare, New Delhi OM No. 45/73/97-P & PW (G) dated 2.7.99. A certificate may still be necessary to determine dependency.

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

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

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

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

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

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

20. COMMUTATION OF PENSION

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

20.2 While making payment, the paying branch will:

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

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

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

^{*1} CS No-21 Authority 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^{*1} (Relief) of the Register of Payment of Pensions (Annexure VIII) (page 33). **Gratuity payment being debitable to a separate head of account requires to be included in a separate bank scroll.** In the 'Remarks' Column of the Pension Payment Scroll, that portion of gratuity which is adjusted against the amount overpaid as relief should be indicated. In Col. 9 ^{*1} of the scroll, the gross

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

amount of gratuity payable will be noted, in Col.11 *1 the amount recovered towards overpaid relief; and in Col.13 *1 net amount paid. The entries in the two scrolls may also be cross-referenced for facility of verification. The entry 'Add amount recovered on account of graded relief' may also be passed at the end of the scroll for gratuity payments, indicating the aggregate amount recovered in Col.13 *1 so as to arrive at the gross amount paid as gratuity. A contra-entry 'Deduct amount recovered on account of graded relief' may also be, similarly passed at the end of scroll for pension payments, for working out the net amount debitable to the head' Superannuation and retirement benefits'.

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

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

22. ARREARS OF PENSION

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

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

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

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

or for routine matters which do not require detailed examination with reference to original files of the PPOs, Chief Controller (Pensions) may on the merit of each case issued requisite sanction for resumption of pension under intimation to AG/ CCA/ CA of the Accounting Organisation.*1

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

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

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

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

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

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

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

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

24. FAMILY PENSION

24.1 Paras 6 to 8 above are mutatis mutandis applicable to authorisation of family pension in respect of Government Servants dying while in service. Paras 9,10,11,12 to 19 and 21 to 23 above are mutatis mutandis applicable to authorisation/payment of family pension in all types of cases. The PPO indicates the entitlement in respect of family pension to the widow/husband in the event of death of the pensioner. The payment of family pension at the rate, and to the person indicated in the PPO may be commenced by the paying branch on receipt of a death certificate and application for family pension in prescribed form, as at Annexure XXIV (Page 52), alongwith the pensioner's half of the PPO. However, before the payment is actually commenced, the identity of the spouse entitled to family pension shall be verified with reference to the joint photo-graph, if any, affixed to the PPO and other particulars given by the claimant against SI.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: cccpao@alpha.nic.in** and **Fax Number 011-26167326** at CPAO, NewDelhi may be used.

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

28. LIST OF PAOs AND CODES

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

29. WITHDRAWAL OF FACILITY OF BANKING TREASURY

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

30. RELEVANT PROVISIONS OF THE CTRs

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

ANNEXURE-I*(See para 2 page 1)***STATE-WISE LIST OF AUTHORISED BANKS FOR DISBURSEMENT
OF CIVIL PENSIONS**

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

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

Sl. State No.	Name of the Authorised Banks	Sl. State No.	Name of the Authorised Banks
	(9) IDBI Bank Ltd. (10) UTI Bank Ltd.		(7) Bank of India (8) Canara Bank (9) Oriental Bank of Commerce (10) Syndicate Bank (11) Punjab & Sind Bank (12) HDFC Bank Ltd. (13) ICICI Bank Ltd. (NOIDA only) (14) IDBI Bank Ltd. (15) UTI Bank Ltd.
29. Sikkim	(1) State Bank of India (2) UTI Bank Ltd.		
30. Tamil Nadu	(1) State Bank of India (2) Indian Bank (3) Canara Bank (4) Indian Overseas Bank (5) Union Bank of India (6) Syndicate Bank (7) Bank of Baroda (8) Bank of India (9) Central Bank of India (10) Corporation Bank (11) UCO Bank (12) HDFC Bank Ltd. (13) ICICI Bank Ltd. (14) IDBI Bank Ltd. (15) UTI Bank Ltd.	34. West Bengal	(1) State Bank of India (2) United Bank of India (3) UCO Bank (4) Central Bank of India (5) Allahabad Bank (6) Bank of Baroda (7) Bank of India (8) Punjab National Bank (9) Union Bank of India (10) HDFC Bank Ltd. (11) ICICI Bank Ltd. (12) IDBI Bank Ltd. (13) UTI Bank Ltd.
31. Tripura	(1) State Bank of India (2) United Bank of India (3) UCO Bank		
32. Uttaranchal	(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 (7) Bank of India (8) Canara Bank (9) Oriental Bank of Commerce (10) Syndicate Bank (11) Punjab & Sind Bank (12) IDBI Bank Ltd.	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.
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		

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^{*1}**FORM II-A**

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

Signature
 Date
 Place

FORM II-B

Certified that the amount of Rs. (in figures)_____Rupees (in words)_____
 drawn has been expended in connection with retired President's/Vice-President's medical
 treatment/attendance/consultation.

Signature
 Designation
 Date
 Place

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

ANNEXURE-IV

(See para 4.4 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/Vice-
 President's Medical Attendant/Specialist/Medical Practitioner in connection with medical
 consultation/ attendance/treatment.

Signature
 Designation
 Date
 Place

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

ANNEXURE-V

(See para 4.4 page 2)

**CERTIFICATE FOR MEDICAL EXPENSES OF SPOUSE OF FORMER
PRESIDENT/VICE-PRESIDENT****FORM II-A**

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

Signature
Date
Place

FORM II-B

Certified that the amount of Rs. (in figures)_____Rupees (in words)_____drawn by me has been expended in connection with my medical treatment/attendance/consultation. of Shri/Smt._____Spouse of_____

Signature
Designation
Date
Place

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-VII
(See para 8.1 page 5)

FORM OF CENTRAL DATA BANK AT CPAO

PPO No. & Date	Class of Pension	Name of Pensioner	Department/Ministry in which pensioner was last serving	Accounts Officer issuing PPO with Code No.	Date of retirement of Pensioner	Date of commencement of Pension	Pension Disbursing Treasury/PAO/ Bank/Branch with Code Nos.
1	2	3	4	5	6	7	8

Monthly Amount of Pension							
9		10					
Name of Link Branch & Code No. (in case of pension through bank)	Basic Pension	Personal Pension	Ad-hoc Relief	Additional Relief	Dearness Relief	Total	Effective Date of Payment
1.							
2.							

Allocation of Pension, if any 11			Commutation of Pension, if any 12				
Nomenclature of Government (a)	Basic Pension (b)	Ad-hoc/Additional Relief/Dearness Relief (c)	Amount of Commuted Pension (a)	Date of Commutation of Pension (b)	Residual monthly Pension payable after commutation (c)	Date from which commuted pension is to be restored (d)	

Family Pension 13							
Name of recipient of Family Pension (a)	Relationship with deceased Govt. Servant (b)	Date of Death of Pensioner (c)	F.P. at enhanced rate (d)	Period (e)	F.P. at Normal rate (f)	Period (g)	Remarks (h)

ANNEXURE-VIII*(See para 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 para 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 Disburser's half of PPO of Shri/Smt./Kum. _____ bearing No. _____ is (are) sent herewith.

The pensioner has been paid pension @ Rs. _____ p.m. and dearness relief thereon @ Rs. _____ upto the month of _____.

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

Station :

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. _____

Date _____

To

Shri/ Smt. _____

Subject: Payment of Pension through Authorised Banks

Sir/ Madam,

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

- (i) Personal copy of the letter issued by the PAO.**/A.G. forwarding your PPO to the Central Pension Accounting Office.
- (ii) Non-employment certificate in Form as in Annexure XVIII; (certificates in forms (B) & (C) of this Annexure are applicable only to retired Central Service Group 'A' Officers and All India Service Officers).
- (iii) In the case of deceased Government Servant, certificate of non- remarriage of widow/ widower or of non- marriage by daughters who have not attained the age of 25 years in the form as in Annexure XXVI.
- (iv) Undertaking for refund of excess amount (if any) overpaid, in form as in Annexure XI.
- (v) _____
- (vi) _____

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

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

Yours faithfully
 (Manager / Branch –in-charge)

* Strike out if not applicable.

** Also includes Accounts Officer of U.T. Administrator/ Government whose accounts have been separated.

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:

ANNEXURE XII¹
(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 A,B,C etc. as shown below:-

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

- (I) - Invalid Pension.
 - (V) - Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are Voluntary retired should be made category "V" according to new system.
 - (P) - Prorata Pension (newly added category for PSU absorbee).
 - (O) - Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.
- Note (1) In the case of Old Pensioner classification can be done by the Authorised Banks.
- Note (2) Each entry should be attested by the nominated officer of the branch at which payment is made (additional entries may be provided under Reserve Bank instructions).
- Note (3) Separate Scroll must be prepared for all commutation and gratuity amounts.

"We hereby certify that each and every payment of pension to the pensioner and surviving pensioners (including family pensioners) during the period fromto..... 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-XIII*(See Para 12.16, Page 9)***Consolidated Certificate in lieu of enclosure of individual certificate such as Life Certificate, Non-employment/Re-employment certificate and Re-marriage/Marriage Certificate.**

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

ANNEXURE XIV¹

(See para 13.1 page 9)

SUMMARY SHEET OF PENSION PAID BY PAYING BRANCHES

(To be prepared by Link Branch in Duplicate)

Link Branch/Code
(BSR Code)
Name & Address

Summary 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	O	
1.				Amount													
				No. of pensioner													
2.				Amount													
				No. of pensioner													
Total				Amount													
				No. of pensioner													

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

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

- (I) - Invalid Pension.
 - (V) - Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are Voluntary retired should be made category "V" according to new system.
 - (P) - Prorata Pension (newly added category for PSU absorbee).
 - (O) - Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.
- Note (1) In the case of Old Pensioner classification can be done by the Authorised Banks.
- Note (2) Each entry should be attested by the nominated officer of the branch at which payment is made (additional entries may be provided under Reserve Bank instructions).
- Note (3) Separate Scroll must be prepared for all commutation and gratuity amounts.

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

Branch Manager

Signature with Date:

*1 CS No. 26-Authority CGA's U.O. No.1 (7)(1)/2001/TA/155 dated 10/11-03-2004

ANNEXURE XV**(See para 14.1 page 10)***DAILY GOVERNMENT DEBIT SCROLL***(To be prepared by Nodal Branch in Triplicate)*

Scroll No.

Date.....

Nodal Branch Code:

(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	O		
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 & 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
TOTAL		

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

Place:

Name of the Pensioner_____

Date:

P.P.O. No.

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

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

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

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

(A) I declare that –

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

Or

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

Or

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

Or

(iv) I am not receipt of any pension from Central Govt./State Govt./ and Local Authority/ Corporation owned or controlled by the Central 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) *1

FORM A

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

Signature:

Place:

Date:

Or

FORM B

(By any Person Authorised by the Former President/ Vice-President) *1

Certified that the amount of Rs. (in figures) _____ Rupees, (in words) _____ drawn by me during the year ending 31st March, 20..... has been expended on the maintenance of the retired President's/ Vice-President's *1 Secretarial Staff and the Office expenses thereof.

Signature:

Name:

Designation:

Place:

Date:

*1 CS No-29 Authority CGA's UO No. 1(7)(1)/2001/TA/155 dated 10/11.3.2004

ANNEXURE-XXI

(See para 16.2 page 13)

**INTIMATION AFTER CHANGE OF PENSION PAYMENT FROM
ONE BRANCH / BANK TO ANOTHER BRANCH / BANK AT THE
SAME STATION / OUT STATION *1**

(To be filled in duplicate)

P.P.O. No. & Date	Name of Pensioner/ Family Pensioner*2	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 _____)

[illegible]

Explanatory Notes:-

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

ANNEXURE-XXIII

(See para 21.1 page 18)

DUE AND DRAWN STATEMENT FOR REVISION OF PENSION

Name of the Pensioner

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

TOTAL (A) _____ Rs.

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

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

(Rupees (in words) _____ only)

(Sd)

Branch Manager In charge

Date.....

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

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

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

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

Name:_____

Signature_____

Full address_____
13. Witnesses:
 - (i)
 - (ii)

Enclosures:

- (i) Two specimen signatures of the applicant or left hand thumb impression* duly attested (to be furnished in two separate sheets)
- (ii) Two copies of passport size photograph of the applicant, duly attested.
- (iii) Descriptive Roll of the applicant duly attested in duplicate indicating height and personal marks, if any, on the hand, face etc. (Specify at least two conspicuous marks)
- (iv) Certificate(s) of age, two attested copies, showing the dates of birth of the children. The certificate should be from the local panchayat or from the Head of a recognized school if the child is studying in Such school. (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Head Office.)

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

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

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

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

* Delete whichever is not applicable.

ANNEXURE-XXVI*(See para 25.1 page 22)***CERTIFICATE OF RE-MARRIAGE / MARRIAGE**

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

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

or

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

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

Signature_____

Name of the pensioner_____

Place:

P.P.O. No._____

Date:

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

Signature of a responsible

Officer or a well-known person

Place:

Name_____

Date:

Designation_____

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 Distt., 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.	Electroniki 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 (Estt.)	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	Vishkarma 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 Parel, 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 Estae, 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

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
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. Tiruchirapali	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. Undtks., Neemuch	53586
142	C.B.E.C.	PAO Narcotics	Govt. Opium & Alk. Wks. Undtks., 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 Delh	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 II, 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

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
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, Calcutta	03603
186	Food	PAO Food	Shastri Bhavan, Haddows 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 Med. 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	21468
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	21545
204	Home Affairs	PrAO MHA	North Block, New Delhi	22710
205	Home Affairs	PrAo Accts.	Dalhousie Rd., C-1 Hutments, New Delhi	22730
206	Home Affairs	PAO Sectt.	Dalhousie Rd., C-1 Hutments, New Delhi	22744
207	Home Affairs	PAO ITBP	CGO Complex, Lodi Road, Block-2, New Delhi	23184
208	Home Affairs	DDA CRPF	Mahavir Nagar, P.O. Tilak Nagar, New Delhi	23903
209	Home Affairs	PAO Census	ITO AGCR Bldg., New Delhi	22984
210	Home Affairs	PAO IB	ITO AGCR Bldg., New Delhi	22878
211	Home Affairs	PAO DCPW	CGO Complex, Lodi Road, Block-9, New Delhi	23093
212	Home Affairs	PAO CISF	CGO Complex, Lodi Road, Block-13, New Delhi	23283
213	Home Affairs	PAO BSF	Pushpa Bhavan, Madangir, New Delhi	24055
214	Home Affairs	RPAO CISF	P.O. Hinoo, Ranchi	23704
215	Home Affairs	RPAO CISF	15/1, Chowringhee Square, 4th Floor, Calcutta	23608
216	Home Affairs	RPAO CISF	3rd Floor, 'D' Wing, Rajaji Bhavan Besant Nagar, Chennai	23801
217	Home Affairs	PAO A. Rifles	Near Laitumkharh Mkt., Shillong	23498
218	Home Affairs	RPAO IB	Near Laitumkharh Mkt., Shillong	23408
219	Home Affairs	PAO NSG	Paryavaran Bhavan, New Delhi	24450
220	Home Affairs	PAO P & M	Jamnagar House, New Delhi	24650
221	Home Affairs	PAO SSB	East Block, IX Level-VI, R.K. Puram, New Delhi	25301
222	Home Affairs	PAO SSB	12th Floor, Sec-H, Kendriya Bhavan, Aliganj, Lucknow	24886
223	Home Affairs	PAO SSB	208,Kautilya Nagar, Rajaraja, Patna-14	24876
224	Human Res. Dev.	PrAo Edu.	Shastri Bhavan, D-Wing, New Delhi	10302
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	10338
227	Human Res. Dev.	PrAO Edu. & Cul.	Shastri Bhavan, D-Wing, New Delhi	11105
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	11309
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	11450
233	Human Res. Dev.	PAO (WCD)	Exchange Bldg., SSS RG. Marg, Ballard Estate, Mumbai	11525
234	Human Res. Dev.	PAO (WCD)	8-Expanse, East Kolkata	11601
235	Human Res. Dev.	PAO (WCD)	Shastri Bhavan, 26, Haddows Road, Chennai	11676
236	Industry	PrAO Ind.	Shastri Bhavan, C-Wing, New Delhi	25403
237	Industry	PAO ID	Shastri Bhavan, A-Wing, New Delhi	25426
238	Industry	PAO DGTD	Udyog Bhavan, A-Wing, New Delhi	25513
239	Industry	PAO SSI	Nirman Bhavan, A-Wing, New Delhi	25591
240	Industry	PAO SSI	Kurla Andheri Road, Sakinaka, Mumbai	25695
241	Industry	PAO SSI	Barackpura Trunk Road, Calcutta	25791
242	Industry	PAO SSI	Guindy, GST Road, Chennai	25898
243	Industry	PAO Salt	2-a, Lavan Marg, Lavan Bhawan Jhalana Doongri, Jaipur	26005

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244	Industry	PAO PD & TM	101, M.K. Road, Mumbai	26103
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	26366
248	Industry	PAO CA	Bank of India Bldg., M.G. Marg, Mumbai	86200
249	Industry	PAO CA	27, Bara Brabourne Road, Narayani Bldg., Calcutta	26543
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
253	I & B	PAO Sectt. I & B	Shastri Bhavan, A-Wing, New Delhi	27667
254	I & B	PAO IRLA	IP Estate, DACR Bldg, A-Wing, New Delhi	28062
255	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	28554
259	I & B	PAO Doordardhan	Doordarshan Kendra, Swami Sivananda Salai, Chennai	28660
260	I & B	PAO AIR	Vidhan Sabha Marg, Lucknow	28139
261	I & B	PAO AIR	New Broadcasting House, Backbay, Mumbai	28233
262	I & B	PAO Film Div.	Film Division, 24-G, Deshmukh Marg, Mumbai	28825
263	I & B	PAO AIR	Eden Garden, Calcutta	28438
264	I & B	PAO Doordardhan	Iind 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	29803
269	Labour	PAO DGE&T	Shram Shakti Bhavan, New Delhi	29922
270	Labour	PAO CLC	Shram Shakti Bhavan, New Delhi	30050
271	Labour	PAO Labour Bureau	SCO 28-31, Sector-17A, Chandigarh	30181
272	Labour	PAO DGFASLI	C.L.I. Building, Sion, Mumbai	30263
273	Labour	PAO DGMS	DGMS Building, Dhanbad	30352
274	Labour	PAO DGE&T	CTI Campus, Guindy, Chennai	30461
275	Law, Justice & SC	PrAO Law	Lok Nayak Bhavan, C-Wing, New Delhi	31408
276	Law, Justice & SC	PAO LA	Janpath Bhavan, New Delhi	31438
277	Law, Justice & SC	PAO LD	ILI Building, Bhagwan Das Raod, New Delhi	31545
278	Law, Justice & SC	PAO Electoral Office	Lok Nayak Bhavan, New Delhi	31626
279	Law, Justice & SC	PAO EC	Nirvachan Sadan, New Delh	84001
280	Law, Justice & SC	PAO SC	Supreme Court Building, New Delhi	31709
281	Per. Pub. Griv. & Pen	PrAO P. PG&P	Lok Nayak Bhavan, B-Wing, New Delhi	49401
282	Per. Pub. Griv. & Pen	PAO DP&AR	Lok Nayak Bhavan, B-Wing, New Delhi	49429
283	Per. Pub. Griv. & Pen	PAO P. PG&P	AGCR Building, A-Wing, New Delhi	49521
284	Per. Pub. Griv. & Pen	PAO P. PG&P	Dalhousie Road, C-1 Hutments, New Delhi	49634
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, Hulments Dalhousie Road, New Delhi	49801
287	Petroleum & Nat. Gas	PrAO Petroleum	Shastri Bhavan, B-Wing, New Delhi	05865
288	Planning & Statistics	PrAO Planning	Sardar Patel Bhavan, New Delhi	32685

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
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
316	Tribal Affairs	PAO (Trib. Affairs)	626-A, A-wing, Shastri Bhavan, New Delhi	15200
317	Space	PAO Space	Antariksh Bhavan, New B.E.L. Rd., Bangalore	60412
318	Space	PAO VSSC	Thumba VSS Centre, Trivandrum	60175
319	Space	PAO SHAR	SHAR Centre, Sriharikota Range, Nellore (A.P.)	60256
320	Space	PAO SAC	S.A. Centre, Jodhpur Tekra, Ahmedabad	60334
321	Space	PAO ISRO	ISRO Satellite Centre, Vimanapura, Bangalore	60493
322	Space	PAO ISRO	Lok Nayak Bhavan, Khan Market, New Delhi	60570
323	Space	PAO PSLV	Vallamala, Nedumangad PO-LPSC, Trivandrum	60647
324	Space	PAO ISAC	Vimanapura PO, ISRO Satellite Centre, Bangalore	60727
325	Space	PAO LPSC	Vimanapura Nedumangad PO-LPSC, Trivandrum	60803
326	Space	PAO ISTRAC	A/1,6, Peenya Ind. Est., Bangalore	60880
327	Space	PAO IISU	V.S.S.C. Thumba, Thiruvanthapuram	60955
328	Space	PAO CED	Civil Engg. Div., Deptt. of Space, LPSC Campus 80 ft. Road, Hall-II Stage Bangalore	60990

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329	Space	PAO-II ISRO HQ	Antriksh Bhavan, New BEL Road, Bangalore-560994	61100
330	Steel & Mines	PrAO Steel	5th Floor, Udyog Bhavan, New Delhi	35521
331	Steel & Mines	PAO Steel	Nizam Palace, Calcutta	35600
332	Steel & Mines	PrAO Mines	Lok Nayak Bhavan, Khan Market, New Delhi	36617
333	Steel & Mines	PAO Mines-GSI	16/A, Brabourne Road, Calcutta	36699
334	Steel & Mines	PAO Mines-GSI	GSI Complex Core Lab Bldg, Jhalana Doongari, Jaipur	36879
335	Steel & Mines	PAO Mines-GSI	Aliganj, GSI Complex, Sector-E, Lucknow	36963
336	Steel & Mines	PAO Mines-GSI	Jahi Rd, Manoranjan Bldg, Hyderabad	37055
337	Steel & Mines	PAO Mines-GSI	GSI Complex (Ground Floor), Kumaraswamy layout, Bangalore-560078	37141
338	Steel & Mines	PAO Mines-GSI	Leitumkharah, Mansha villa, Shillong	37224
339	Steel & Mines	PAO Mines-GSI	GSI New Complex, Seminary Hills, Nagpur	36794
340	Steel & Mines	PAO Mines-IBN	Indian Bureau of Mines, Indira Bhavan, Nagpur	37307
341	Supply	PrAO Supply	16, Akbar Rd Hutments, New Delhi	38363
342	Supply	PAO Supply	15, R.N. Mukherjee Rd, Calcutta	38447
343	Supply	PAO Supply	Shastri Bhavan, 26, Haddows Road, Chennai	38614
344	Supply	PAO Supply	Sprott Rd, Ballard Estate, Mumbai	38531
345	Surface Transport	PrAO Surface	IDA Bldg, Jam Nagar House,	34036
346	Surface Transport	PAO Sectt. Surface	Parvahan Building, New Delhi	34050
347	Surface Transport	PAO LHLS	Deep Bhawan, Sector-24, NOIDA	34211
348	Surface Transport	PAO NH	IDA Bldg, Jam Nagar House, New Delhi	34415
349	Surface Transport	PAO Control	IDA Bldg, Jam Nagar House, New Delhi	34516
350	Surface Transport	PAO ALHW	IDA Bldg, Jam Nagar House, New Delhi	34591
351	Surface Transport	PAO Shipping	NOV Bhawan, R.B.K. Marg, Mumbai	34304
352	Surface Transport	PAO NH	Meher House, Gawasji Patel St., Mumbai	34650
353	Surface Transport	PAO Shipping	Marine House Hastings, Calcutta	34705
354	Surface Transport	PAO NH	Salt Lake, Purto Bhavan, Calcutta	34756
355	Surface Transport	PAO NH	Kendriya Sadan, 1st floor, F-Wing, 17th Main Rd II Block, Koramangala, Bangalore-560034	34807
356	Surface Transport	PAO, NH	6th Floor, Block IV, CGO Complex, Kendriya Sadan, Sector 9-A, Chandigarh-160017	34862
357	Surface Transport	PAO, NH	Rajgarh Main Road, PO. Silpukhuri, Guwahati	34921
358	Surface Transport	PAO, NH	Opp. DCM Godown, Ajmer Road, P.O. Shayam Nagar, Jaipur	34975
359	Surface Transport	PAO, NH	B/730, Sector-C, Mahanagar, Lucknow	35036
360	Shipping	PAO Control, Shipping	IDA Bldg, Jam Nagar House, New Delhi	88000
361	Shipping	PAO ALHW	IDA Bldg, Jam Nagar House, New Delhi	88100
362	Shipping	PAO Sectt., Shipping	Parvahan Building, New Delhi	88200
363	Shipping	PAO LHLS, Shipping	Deep Bhawan, Sector-24, NOIDA	88300
364	Shipping	PAO Shipping	NOV Bhawan, R.B.K. Marg, Mumbai	88400
365	Shipping	PAO Shipping	Marine House Hastings, Calcutta	88500
366	Urban Affairs & Employment	PrAO, Urban Affairs	Nirman Bhavan, F-wing, New Delhi	
367	Urban Affairs & Employment	PrAO Accts UA	Nirman Bhavan, B-wing, New Delhi	42597

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
368	Urban Affairs & Employment	PAO Sectt & Estates	Nirman Bhavan, C-wing, New Delhi	43884
369	Urban Affairs & Employment	PAO Ptg.	Jam Nagar House, New Delhi	42709
370	Urban Affairs & Employment	PAO DGW	Nirman Bhavan, A-Wing, New Delhi	43053
371	Urban Affairs & Employment	PAO CPWD, NZ	R.K. Puram, East Block-4, New Delhi	43335
372	Urban Affairs & Employment	PAO CPWD, FZ	IP Bhavan, A-wing, New Delhi	43729
373	Urban Affairs & Employment	PAO CPWD, NDZ	IP Bhavan, B-wing, New Delhi	43144
374	Urban Affairs & Employment	PAO UA	Ballard Estate, Com. House, Mumbai	42890
375	Urban Affairs & Employment	PAO CPWD, WZ	101, M.K. Road, Mumbai	43571
376	Urban Affairs & Employment	PAO Ptg.	6, Ganesh Chandra Avenue, Calcutta	42805
377	Urban Affairs & Employment	PAO, CPWD, EZ	234/4, AJC Road, Nizam Palace, Calcutta	43460
378	Urban Affairs & Employment	PAO Ptg.	Shastri Bhawan Annexe Bldg., 2nd Floor, 26, Haddows Road, Chennai	42972
379	Urban Affairs & Employment	PAO CPWD, SZ	140, North Usman Road, T Nagar, Chennai	43951
380	Urban Affairs & Employment	PAO CPWD, NEZ	Raja Villa Tower, Lachumiere Road, shillong	43810
381	Water Resources	Pr AO WR	Shastri Bhavan, E-wing, New Delhi	01765
382	Water Resources	PAO Sectt, WR	Shastri Bhavan, E-wing, New Delhi	01793
383	Water Resources	PAO CWC	RK Puram, Sewa Bhavan, New Delhi	01872
384	Water Resources	PAO CWPRS	Khadakwasla, CWPR Station, Pune	01954
385	Water Resources	PAO FBP	FB Project, Distt. Murshidabad, WB	02032
386	Water Resources	PAO CGWB	Old CGO Complex, NH-IV, Faridabad	02338
387	Water Resources	PAO CSMRS	Haus Khas, New Delhi	02450
388	Welfare	PAO Welfare	Shastri Bhavan, A-Wing, New Delhi	12435
389	President's Sectt	PAO PS	Rashtrapati Bhavan, New Delhi	48406
390	Lok Sabha Sectt	PAO LS	Parliament House, Annexe, New Delhi	64815
391	Rajya Sabha Sectt.	PAO RS	Parliament House, Annexe, New Delhi	65820
392	Defence	AO (DAD) Civil	DHQ, G-BLOCK, New Delhi	71317
393	Railways	PAO Rly Board	Rail Bhavan, New Delhi	76101
394	Deptt. of Posts	DDG (PAF)	Dak Tar Bhavan, New Delhi	78101
395	Deptt. of Telecom	Dir. (TA-1)	Sanchar Bhavan, New Delhi	77101
396	A & N Island	PAO A&N	Port Blair-744101	71383
397	A & N Island	PAO Car N.bar	Car Nicobar-744301	71405
398	A & N Island	PAO Rangat	Rangat-744205	71427
399	Chandigarh Admn.	AO Chandigarh	AG (A&E) Punjab, Sector-17, Chandigarh	70855
400	Dadra & Nagar Haveli	AO DNH	AG Gujarat, Ahmedabad	70789

Sl.No.	Min./Deptt.	P.A.O.	Station/Address	Code
401	Delhi Admn	Pr AO Delhi	Mori Gate, Delhi	70657
402	Delhi Admn	PAO No. I	West Block-7, R.K. Puram, New Delhi	69674
403	Delhi Admn	PAO No. II	West Block-7, R.K. Puram, New Delhi	69898
404	Delhi Admn	PAO No. III	West Block-7, R.K. Puram, New Delhi	70173
405	Delhi Admn	PAO No. IV	Tis Hazari, Delhi	68447
406	Delhi Admn	PAO No. V	Tis Hazari, Delhi	68541
407	Delhi Admn	PAO No. VI	Tis Hazari, Delhi	67580
408	Delhi Admn	PAO No. VII	Govt. Composite Middle School, Wazirpur, New Delhi	68669
409	Delhi Admn	PAO No. VIII	G.T.B. Hospital, Block-10, Shahdara, Delhi	68037
410	Delhi Admn	PAO No. IX	Block No. X, Old Sectt, Delhi	66831
411	Delhi Admn	PAO No. X	Block No. X, Old Sectt, Delhi	66998
412	Delhi Admn	PAO No. XI	Block No. X, Old Sectt, Delhi	67099
413	Delhi Admn	PAO No. XII	Fire Station, Mandavali, Delhi	67305
414	Delhi Admn	PAO No. XIII	Fire Station Building, Shankar Road, New Delhi	69461
415	Delhi Admn	PAO No. XIV	Fire Station Building, Shankar Road, New Delhi	69572
416	Delhi Admn	PAO No. XV	LNJP Hospital, New Delhi	70250
417	Delhi Admn	PAO No. XVI	Man Singh Road, New Delhi	70332
418	Delhi Admn	PAO No. XVII	Man Singh Road, New Delhi	70418
419	Delhi Admn	PAO No. XVIII	DFS Building, Prasad Nagar, New Delhi	68618
420	Delhi Admn	PAO No. XIX	DFS Building, Prasad Nagar, New Delhi	69093
421	Delhi Admn	PAO No. XX	DTC Bus Depot, Mayapuri, New Delhi	68989
422	Delhi Admn	PAO No. XXI	DFS Building, Prasad Nagar, New Delhi	70580
423	Delhi Admn	PAO No. XXII	DACR Building, New Delhi	70503
424	Govt. of Goa	DA Panaji	O/o the Dir. of A/c Goa, Panaji	71310
425	Daman & Diu	Da Daman	O/o The Dir. of A/c, Administration of Daman & Diu, Moti, Daman	71207
426	Lakshadweep	AO Lakshadweep	O/o PAO, Adm of Lakshadweep, Kavarati, Lakshadweep	85001
427	Pondicherry Admn	Pr. AO, Pondichery	Dir of A/c & Treasuries, Pondicherry	71185
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433	Pr. AG WB-I (Audit)	PAO Calcutta	O/o The Pr AG (A&E), WB, Calcutta	62289
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450	AG Tamil Nadu (Audit)	PAO Chennai	O/o The AG (A&E), Tamil Nadu, Chennai	63413
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455	AG (A&E) Assam	PAO Shillong	O/o The AG (A&E) Assam, Guwahati	70701
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
461	AG (A&E) J&K	PAO Srinagar	O/o The Sr. DAG (A&E), J&K, Srinagar	70877
462	AG (A&E) Kerala	PAO Trivandrum	O/o The AG (A&E), Kerala, Trivandrum	70921
463	AG (A&E) Karnataka	PAO Bangalore	O/o The AG (A&E), Karnataka, Bangalore	70943
464	AG (A&E), M.P.	PAO Gwalior	O/o The AG (A&E), M.P., Gwalior	70965
465	AG (A&E), M.P. Manipur	PAO Imphal	O/o The DAG (A&E), Manipur, Imphal	71009
466	AG (A&E), Nagaland	PAO Kohima	O/o The AG (A&E), Nagaland, Kohima	71031
467	AG (A&E), Orissa	PAO Bhubaneshwar	O/o The AG (A&E), Orissa, Bhubaneshwar	71053
468	AG (A&E), Punjab	PAO Chandigarh	O/o The AG (A&E), Punjab, Chandigarh	71075
469	AG (A&E), Rajasthan	PAO Jaipur	O/o The AG (A&E), Rajasthan	71097
470	AG (A&E), Tamilnadu	PAO Chennai	O/o The AG (A&E), Tamil Nadu, Chennai	71119
471	AG (A&E) Tripura	PAO Agartala	O/o The AG (A&E), Tripura, Agartala	71141
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477	AG (A&E) Chattisgarh	PAO Raipur	O/o The AG (A&E), Chattisgarh, RIF Bldg. Rd, Raipur	63821
478	AG (A&E) Uttranchal Dehradun		O/o of AG (Audit & Accounts), Uttranchal, Obrai Motors Bldgs, Saharanpur Road, Majra, Dehradun-24817	63830
479	AG (A&E) Chattisgarh Raipur		O/o The AG (A&E), Chattisgarh, RIF Bldg. Rd, Raipur	71312

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.
 - at the same stage as last drawn before retirement or, if there is no such stage at the stage next above the pay last drawn.
 - at the maximum of the pay scale, if the last drawn is more than the maximum of the pay scale of the post in which re-employed.

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

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

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

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

- (i) The re-employed pensioner retired from a civil or military post in the Central Government and was holding a post not included in classified as Group 'A' or a post below the rank of commissioned officer in the armed forces.
 - (ii) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of the pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired/ retiree officer was re-employed/ absorbed: and
 - (iii) The pay of the re-employed/ 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 Murhty)
Director

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

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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

CENTRAL PENSION ACCOUNTING OFFICE

PREFACE TO FOURTH EDITION

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

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

Suggestions for further improvement would be welcome.

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

WHOM TO CONTACT IN CPAO

Sl. No.	Designation/ Section	Dealing with	Name of Officer	Telephone
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6.	Dy. CA		VACANT	26103074
7.	ACA	GENERAL, ADMINISTRATION PRECHECK	NALIN K. SRIVASTVA (ICAS)	26103074
8.	PAO	INT AUDIT & POST PAYMENT CHECK	Ms. GEETHA DEVI	26177071 Extn. 207
9.	PAO	DATA BANK	Ms. P. SARADA	26714154
10.	PAO	COMPILATION/RBD & BANK RECONCILIATION	J.L. CHHABRA	Extn. 223
11.	PAO	NEW PPO-I	A.K. BATRA	Extn. 221
12.	PAO	NEW PPO-II	Ms. DARSHAN JAIN	Extn. 231
13.	Sr. AO	NEW PPO-III	VINCENT TIRKEY	Extn. 208
14.	Sr. AO	ACCTS, BUDGET, APPN. ACCTS & TECHNICAL	RAJ KUMAR	26177071 Extn. 207

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Trikoot-2, Bhikaji Cama Place, New Delhi-110 066

Price : Rs. 50

Printed by Vijay Stationary Mart Phone : 23361382, 23345431

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

Correction Slip No. I

The following lines may be added at the end of existing para 4.1

Para 4.1

Page-2

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, from where they are presently drawing pension in the enclosed form that is i.e. Annexure XXIX. 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.

Correction Slip No. 2

Para 4.2 The existing para may be read as under
Page.2

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

Correction Slip No. 3

Para. 12.9 May be modified as under.
Page-7

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.

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

Correction Slip No. 4

Para 1.1
Page-1

In the last line IDBI Bank Ltd. May be read as "Industrial Development Bank of India Limited."

Correction Slip No. 5

Annexure-1
Page-25 to 28

'IDBI Bank Ltd.' May be read as 'Industrial Development Bank of India Limited' (IDBI) where it appears in Annexure-1.

Correction Slip No. 6

Page 26
S.NO. 12(9) The following line may be added
Corporation Bank (Gurgaon only)
Instead of

Sikandarpur Branch of Corporation Bank in DLF Qutub Enclave, Gurgaon.

Authority No.:- CGA's letter F.No. 1(7) CPAO-A.Book/4th/2005/TA/776 dt. 29/11/2005

Correction Slip No. 7

Page 27
S.No. 18

The following line may be added after (1) Syndicate Bank
(2) State Bank of India

Correction Slip No. 8

Addition after para 17.1 (P-14 of Scheme Booklet 4th Edition, 3rd Dec. 2004.

17.1. (i)

(1) 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.

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

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

No. CPAO/Tech/Amendments/Sch.Book/2010-11/576

20.07.2010

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

Correction Slip No. 9

Para 1.1
Page-1

In this last line UTI Bank may be read as Axis Bank Limited.

Correction Slip No.10

**Annexure-1
Page-25 to 28**

UTI Banks Ltd.' may be read as Axis Bank Limited where it appears in Annexure-1.

Sd/-
(P.Sarada)
Sr. Accounts Officer (Tech)

CGA's Authority No.:- 1(7)/CPAO/Scheme Book/2005/TA/229 dated 15.07.2010.

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

CPAO/Tech/CPPC/Bank of Baroda/609

dated: 02.08.2010

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

Correction Slip No. 11

Para 2

Page 1

In Annexure I-State-wise list of Authorised Banks for Disbursement of Civil Pensions, Bank of Baroda may be added in the list of Authorised Banks against all the States wherever it is not authorized for disbursement of Central Civil Pensions.

Sd/-
(P.Sarada)
Sr. Accounts Officer (Tech)

CGA's Authority No. S-11012/2/3(19)/Bank/RBD/2004/873-75 dated 15th July, 2010

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

17916
10

No. CPAO/Tech/Amendments/Sch.Book/2011-12/ 1495

06.03.2012

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

Correction Slip No.12

Annexure-I
Page No.25
Serial No.7
Page No.27
Serial No.19

Chattisgarh

State Bank of Indore

deleted.

Madhya Pradesh

State Bank of Indore

deleted.

Annexure-I
Page No.26
Serial No.11

Gujarat

State Bank of Saurashtra

deleted.

P. Sarada
(P.Sarada)
Sr. Accounts Officer (Tech)

CGA's Authority No. 1(7)/CPAO/Scheme Book/2005/TA/201 dated-13th February 2012.

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

CPAO/Tech/CPPC/Punjab & Sind Bank /

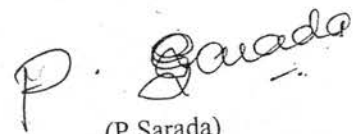
dated: 10.10.2010

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

Correction Slip No. 13

Para 2
Page 1

In Annexure, I-State-wise list of Authorized Banks for Disbursement of Civil Pensions, Punjab & Sind Bank may be added in the list of Authorized Banks against all the States wherever it is not authorized for disbursement of Central Civil Pensions.


(P.Sarada)
Sr. Accounts Officer (Tech)

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

CPAO/Tech/Grievance (LF)/10-11/ 533

Dt 3.06.2011

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

Correction Slip No. 14

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

(In continuation)

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

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

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

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

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

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

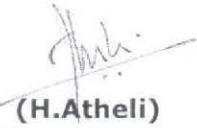
Correction Slip No.15

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

Non-Employment/Re-employment Certificate.

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

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



(H.Atheli)

Dy. Controller of Accounts

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

178/2
9

CPAO/Tech/Amdt.-Sch.Book/2011-12/1494

dated: 06.03.2012

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

Correction Slip No. 16

Page 27
S.No.23

The following may be added after (1) State Bank of India:

(2) Punjab National Bank.

P. Sarada

(P. Sarada)
Sr. Accounts Officer (Tech)

CGA's Authority No. 1(7)/CPAO/Scheme Book/2005/TA/201 dated-13th February 2012.

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Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoot II, Bhikaji Cama Place
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CPAO/Tech/Amdt.-Sch.Book/2011-12/1918

dated: 07.02.2012

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

Correction Slip No. 17

Page 1

Para 2 – List of Authorised Banks

Annexure 1- Page 25 to Page 28

In Annexure I- State-wise list of Authorised Banks for disbursement of Civil Pensions, Axis Bank Ltd., IDBI Bank Ltd., Allahabad Bank and Punjab & Sind Bank may be added in the list of Authorised Banks against all the States wherever they are not authorized for disbursement of Central Civil Pensions.

P. Sarada
(P.Sarada)
Sr. Accounts Officer (Tech)

CGA's Authority No. S-11012/2/3(19)/Bank/RBD/2004/367-72 dated-1st February 2012
(copy enclosed)

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

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CPAO/Tech/Amdt.-Sch.Book/2012-13//7/

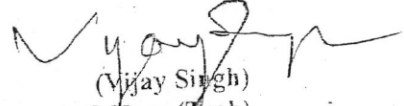
dated: 14.09.2012

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

Correction Slip-18

Page 1
Para 2 - List of Authorised Banks
Annexure 1- Page 25 to Page 28

In Annexure I- State-wise list of Authorised Banks for disbursement of Civil Pensions the Syndicate Bank, Oriental Bank of Commerce State Bank of Bikaner & Jaipur, Corporation Bank, Indian Bank, Union Bank of India, ICICI Bank Ltd., State Bank of Travancore State Bank of Mysore, State Bank of Patiala, Andhra Bank and Indian Overseas Bank may be added in the list of Authorised Banks against all the States wherever they are not authorized for disbursement of Central Civil Pensions.


(Vijay Singh)
Sr. Accounts Officer (Tech)

CGA's Authorities No. 1(7) CPAO Sch. Book (1)/4th Edition/2008/TA-III/560
dated-30th August 2012

(6)

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

CPAO/Tech/Amdt.-Sch.Book/2012-13/3/9

dated: 06.02.2013

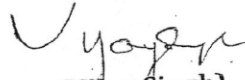
Amendment to the Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorized Banks (Fourth Edition, 3rd December, 2004)

Correction Slip-19

Page 44
Annexure-XVII(Para 15.1)

The following may be added as second para:-

"His/Her present postal address is _____; telephone number (if any) _____;
mobile number (if any) _____."


(Vijay Singh)
Sr. Accounts Officer (Tech)

Authority:- Approval of Controller General of Accounts in file No. CPAO/Tech/Life Certificate/2012-13 at Page 3/N

Tech.

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

CPAO/Tech/Amdt. Sch. Book/2012-13/365



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

Correction Slip-20

Page 21
Para 24.3

The following within the bracket in the second line may be replaced:

Existing Procedure	Approved Provision by CGA's office
(not a 'joint' or 'either' or 'survivor Account)	(either single account in his/her name or joint account with his/her spouse operated either by former or survivor or either or survivor basis).

Vijay Singh
(Vijay Singh)
Sr. Accounts Officer (Tech)

CGA's Authorities No. 1(7) CPAO Sch. Book (1)/4th Edition/2005/TA-III/150
dated-26th February 2013

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

CPAO/Tech/Amdt.-Sch.Book/2013-14/106

dated: 31.07.2013

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

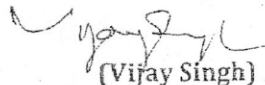
Correction Slip-21

Page 1

Para 2 - List of Authorised Banks

Annexure 1- Page 25 to Page 28

In Annexure I- State-wise list of Authorised Banks for disbursement of Civil Pensions the Vijaya Bank, Bank of India, Canara Bank, HDFC Bank Ltd., United Bank of India, Central Bank of India, Dena Bank, Bank of Maharashtra, Punjab National Bank, State Bank of Hyderabad and UCO Bank may be added in the list of Authorised Banks against all the States wherever they are not authorized for disbursement of Central Civil Pensions.


(Vijay Singh)
Sr. Accounts Officer (Tech)

CGA's Authorities No. 1(7) CPAO Sch. Book (1)/4th Edition/2005/TA-III/419 dated- 30th July, 2013.

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

CPAO/Tech/Amdt.-Sch.Book/2014-15/720

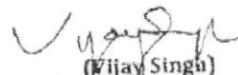
dated: 14.11.2014

OFFICE MEMORANDUM

Reference is invited to Correction Slip No.22 dated-10.11.2014 issued to facilitate acceptance of digital life certificate based on Aadhaar Biometric Authentication. The detailed process of getting digital life certificate issued for pensioners to be followed by banks and pensioners is hereby enclosed for necessary guidance.

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

- Encl: 1. Correction Slip No.22 dated-10.11.2014
2. Process of digital life certificate issued for Pensioners.


(Vijay Singh)
Sr. Accounts Officer (Tech)

To,
Heads of CPPC of all banks
Heads of Government Business Division of all banks

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

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

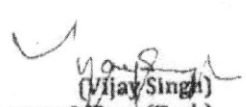
dated: 10.11.2014

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

Correction Slip-22

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

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


(Vijay Singh)
Sr. Accounts Officer (Tech)

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

Process of getting digital life certificate issued for Pensioners

Step 1 : Pensioner needs to have an Aadhaar number for getting digital Life certificate issued.

Step 2 : Pensioner needs to enrol and biometrically authenticate himself/herself using one of the following methods

- a) Download application prepared for generating digital life certificate from jeevanpramaan.gov.in on any Android Tablet/Smartphone or Windows PC. Procure a low cost finger print scanner/iris scanner from the market and plug it on USB port of the Tablet/Smartphone/PC. Using the above application, Pensioner will be able to enrol and bio-metrically authenticate in real time from the comfort of their homes by giving his/her Aadhaar number and other details related to their pension bank account.
- b) Pensioner can visit a nearby CSC center, Bank Branch or any Government office whose details are provided under "locate center" on jeevanpramaan.gov.in and bio-metrically authenticate in real time by giving his/her Aadhaar number and other pension details related to their pension bank account.
- c) If the pensioner is already enrolled on the system, next time he gives his Aadhaar number, he would only be required to authenticate his bio-metric for updating date of his digital life certificate.

Step 3 : After successful submission of digital life certificate, pensioner will be sent a sms on his/her mobile giving the transaction id. Pensioner will be able to download computer generated life certificate from jeevanpramaan.gov.in using this transaction id for their records.

Step 4: Bank Branch can be informed about submission of your digital life certificate in one of the following ways

- a) Bank can login on jeevanpramaan.gov.in and can search manually for Pensioner's life certificate either by giving Aadhaar number, Bank Account number or Transaction Id
- b) Core Banking Systems of Banks will be able to automatically download life certificate details from the digital life registration repository and update life status in Pensioner's bank account.
- c) Pensioner's digital Life certificate can be sent to respective branch of the Bank by sending an email or forwarding the link through sms to download life certificate from the website.

Reminders through sms will be sent to the pensioners enrolled on jeevanpramaan.gov.in for timely submission of their digital life certificates.

भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
ट्रिकूट-II भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

CPAO/Tech/Amdt.-Sch. Book/2015-16/308

dated: 04.06.2015

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

Correction Slip-23

Annexure-XXVI (See Para 25.1 & 25.2 of Page-22) gets replaced /substituted as under:-

SELF-CERTIFICATION BY THE FAMILY PENSIONER ITSELF

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 last six months.
(To be submitted by widowers every six months in May and November)

Or

I hereby declare that I am not married/ I have not got married during last one year.
(To be submitted by unmarried/widowed/divorced daughter once in a year in November)

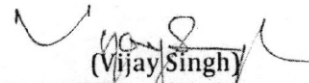
Signature _____

Name of the pensioner _____

P.P.O. No. _____

Place:

Date:


(Vijay Singh)
Sr. Accounts Officer (Tech)

Authority:- Department of Pension & Pensioners Welfare OM No.1/33/2012-
P&PW (E) dated-16.01.2013 read with letter No. CPAO/Tech/Jeevan
Pramaan/2014-15/303 dated-29.05.2015

भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
ट्रिकूट-II भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

CPAO/Tech/Amdt.-Sch. Book/2015-16/1655

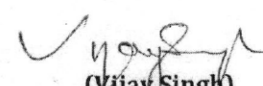
dated: 12.10.2015

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

Correction Slip-24

Modification in Life Certificate (Annexure-XVII)

ANNEXURE-XVII (See para 15.1 page 11 of CPAO's Scheme Booklet)	
Part-A (Every year) 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.	
1.	Present address of the pensioner/family pensioner.
2.	Telephone/Mobile number (if any).
3.	E-mail Address (if any).
Name	
Place:	Designation of Authorised Officer
Date:	Seal
<u>ACKNOWLEDGEMENT</u>	
Life Certificate of Pensioner/Family Pensioner of Shri/Smt./Ms. _____ (Name of Pensioner)	
holder of Pension Payment Order No. _____ has been received.	
Date:-	
Signature.....	
Name.....	
Stamp of the receiving Bank branch	


(Vijay Singh)
Sr. Accounts Officer (Tech)

CGA's Authority No. 1(7) CPAO Sch. Book (1)/4th Edition/2005/TA-III/566 dated-9th
October, 2015.

भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
त्रिकूट-II, भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

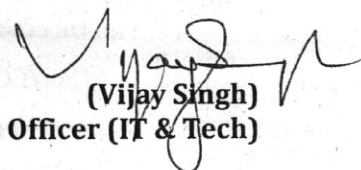
CPAO/IT&Tech/Amend. Sch. Book/2016-17/9. vol-x/206

22nd December, 2016

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

Correction Slip-25

Para 15.2 (xiii) – “A life certificate in the form of Jeevan Pramaan, which initially requires a pensioner to undergo Aadhaar Biometric Authentication and is subsequently issued online, will be accepted as a valid life certificate pursuant to the provision of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016”.


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**Accounting and Operating Procedure
for Central Pension Processing Centre
of Authorised Banks for Pension
Disbursement to Central Government
(Civil) Pensioners**

Central Pension Accounting Office

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1. Introduction

1.1. Earlier guidelines

- 1.1.1. The Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorized Banks lays down the procedure for disbursement of pension. Guidelines on the Establishment of Central Pension Processing Centres (CPPCs) were circulated to all Banks by CPAO in 2006.
- 1.1.2. Transition to CPPC is an emergent need to provide basic services of timely correct payment and related statements to pensioners. CPAO has been directing the banks to transit at the earliest to the CPPC platform. Earlier this year, CPAO had directed that all banks establish the CPPC latest by 1 October 2011.
- 1.1.3. The CPPC guidelines have been suitably amended and extended under these operating and accounting procedure for CPPCs.
- 1.1.4. The modified pensioners data base structure based on the impact of the Sixth Pay Commission related decisions has been circulated to all banks vide CPAO OM dated 22 April 2009 (*Annex-1*).
- 1.1.5. The process of simplification of pension authorization and disbursement as recommended by various internal and other committees have been examined and certain changes have been made in the existing scheme.
- 1.1.6. The impact of electronic interfaces as and when introduced will be suitably incorporated.

2. Service to pensioners

2.1. Information needs of the pensioners

- 2.1.1 All information needs of the pensioners shall be met by the Home Branch, as detailed in Section 4.6 below. The Home Branch may

provide a pool of dedicated and knowledgeable manpower. It is desirable that the requirements of the pensioners should be attended on the first visit. There should be prioritized service to senior citizens, physically handicapped pensioners/very old pensioners, etc.

2.1.2 CPPC and Home Branch shall invariably endorse each original communication to any office/bank involving the pensionary dues of the pensioner to him.

2.1.3 The status of processing of the pension papers on its receipt in CPPC from CPAO (PPO/ revision authority) should be available to the pensioner on the website of the CPPC. This has been detailed in Section 7.1 below.

2.2. Service to handicapped pensioners

2.2.1 Orders issued by Government of India/ Reserve Bank of India from time to time on service to handicapped pensioners may be strictly adhered to by the banks.

2.2.2 The software of the CPPC shall enable registration of requests and facilitate special services to physically handicapped/ very old pensioners, etc.

3. Decentralized System before transition to CPPC

3.1. Link Branches

3.1.1 In the pre-CPPC system, the two halves of the Pension Payment Order (PPO) or the Revision Authority are sent by CPAO under a Special Seal Authority (SSA) to the link branch. The link branch sends the documents to the paying branch where the pensioner holds his pension account for processing, payment and custody. The index register of the pensioners was required to be maintained by the link Branches for tracking the movement of PPOs.

3.2. Nodal Branches

3.2.1 The pension payment scrolls generated by the paying branches are

consolidated by the link branch and forwarded to the nodal branch for further consolidation. The Nodal branch is responsible for preparing and sending to the CPAO, the Daily Government debit scroll with all relevant underlying pension payment scrolls from the paying/link branches. The nodal branch sends the daily memo to the bank's Link Cell in Nagpur (GAD, Mumbai in case of SBI) for seeking re-imbursement from Central Accounts Section (CAS), RBI, Nagpur.

4. Roles in the Central Pension Processing Centre (CPPC) system

4.1. Authorization of all branches for pension

4.1.1. Following the introduction of the CPPC, all CBS enabled branches of the bank are now required to be authorized for serving as pension account holding branches. Any retiring employee/ pensioner can open a pension account with any such CBS enabled branch of the bank.

4.1.2. All such CBS enabled branches of the bank are therefore required to be listed in the CPAO BSR Code Directory, as detailed in Section-6.6. This is notwithstanding whether any branch has a pensioner account at a point of time.

4.1.3. The branch in which the pensioner holds his pension account will be referred to as his Home Branch hereafter.

4.1.4. Any Non-CBS enabled Branch if already handling pension account shall continue to handle the pension account. However, New pension account shall not be opened in Non-CBS enabled Branches.

4.2. Roles and Responsibilities of CPPC as link branch

4.2.1. CPPC will take over all responsibilities performed by the link branches in the pre-CPPC system. Once the CPPC is established in a bank, CPAO will send the disburser's half of PPOs/revision authorities to the CPPC. Pensioner's half of PPO will also be sent

to CPPC which will send it to Pension Account Holding Branch for delivery to the pensioner.

4.2.2. The scanned copy of the PPO will be kept in the concerned pensioner's electronic folder by the CPPC and will be viewable by branches. Similarly, all PPOs received from other CPPCs/banks on migration will be entered and scanned and will repose in the CPPC database in the pensioner-wise electronic and physical folders.

4.2.3. All authorities /documents for any revisions/changes authorized by CPAO will also be sent to CPPC. The documents should be scanned and archived after the data is entered into the CPPC system. Pensioner-wise folders may be maintained in the CPPC system and also physically.

4.2.4. CPPC will send the scanned PPOs to the Home Branch requiring first time identification of the pensioner.

4.3. Roles and Responsibilities of CPPC as Paying Branch

4.3.1. The pension calculations will be done at the CPPC and credited to all pension accounts electronically. (However in SBI, the 14 CPPCs process the payment and upload the credit advice to the Central Data Centre in Mumbai, who affords the credit to each pensioner's account).

4.3.2. The CPPC should ensure that the pension should be credited into the pensioner's account by the last working day of the month to which pension relates, except in the month of March when it would be credited in the first working day of April.

4.3.3. As the drawing and disbursing agency, the CPPC will be responsible for the deduction of TDS and its report to CPAO through scrolls and other reports as required by CBDT from time to time.

4.3.4. CPPC, on receipt of transfer applications will ensure all necessary action for the transfer of pension account from one branch of the bank to another branch of the same bank or another bank.

4.3.5. Currently the pensioner is required to furnish an undertaking to the paying branch before commencement of the first pension for effecting recovery of overpayments made to him. On switch over to the CPPC mode, the undertaking will continue to be given to the Home Branch, who shall be responsible for its transmission to the CPPC. This undertaking shall also be archived by the CPPC suitably. It must be ensured that there are no delays in the disbursement of the first pension on this account.

4.3.6. The life and other mandatory certificates shall also be furnished by the pensioners to the Home Branch, who shall transmit the same to the CPPC. The Home Branch and the CPPC must ensure acknowledgment of receipt of the certificates to the pensioners. While doing so, the CPPC must ensure suitable systems/flags for registration of the certificates to ensure that there is no disruption in regular pension disbursement. The banks must also ensure scanning and archiving these certificates in the relevant pensioners' folder.

4.3.7. The scheme requires that the arrears be drawn up by the bank only after the calculation and verification of the Due and Drawn Statement. Thereafter, the Home Branch should be able to access Due and Drawn Statements.

4.4. Roles and Responsibilities of CPPC as Nodal Branch

4.4.1. CPPC will take over all responsibilities performed by the nodal branches in the pre-CPPC system. The CPPC will henceforth submit the e-scrolls to CPAO on daily bases and send the daily memo to its Link Cell for seeking re-imbursement from RBI. The CPPC will also furnish the Date-wise Monthly Statement and other documents to CPAO for reconciliation.

4.4.2. The CPPC is responsible for furnishing all periodic reports/statements sought by CPAO from time to time, for budgetary and other requirements. The CPPC has to submit monthly DMS to CPAO every month. The CPPC is also responsible for transmitting the electronic scroll on daily basis to CPAO, once the e-scroll started in the bank)

4.5. Roles and Responsibilities of CPPC as oversight agency

- 4.5.1. CPPC will receive Government orders and disseminate the same to all concerned agencies for necessary action.
- 4.5.2. The CPPC should have direct access to the websites of the Department of Pension & Pensioners' Welfare, M/o Home Affairs and M/o Consumer Affairs so that these are regularly browsed and orders on Dearness Relief issued by various Departments are acted upon immediately.
- 4.5.3. The dues of the pensioner accruing with time, based on age must be automatically paid to the pensioner by the CPPC on provisional basis for a period of six months. This should be fully automated and exceptions watched for correction.
- 4.5.4. At the time of credit afforded at CPPC, a confirmation report must be generated and monitored to ensure that the pension/family pension etc. in respect of all pensioners of the CPPC have been credited. A monthly discrepancy report with respect to the total number of pensioners and those paid in the previous month may be reviewed regularly. Exceptions should be reviewed by the senior management of the bank to enable immediate rectification of any omissions.
- 4.5.5. CPPC software is required to have a grievance redressal module as detailed in Section 9.2 below.
- 4.5.6. CPPC may exercise oversight on quality of service to pensioners including services to the handicapped pensioners.
- 4.5.7. CPPCs may ensure that the responsibilities assigned to Home Branches are enforced so that the pensioners are not redirected to CPPC for redressal of grievances and information needs. Necessary performance measures and monitoring mechanisms, in co-ordination with the respective administrative structures to achieve the desired level of service delivery in Home Branches as well as CPPCs may be instituted by the bank.

4.6. Roles and Responsibilities of Home branches (pension v account service branch)

- 4.6.1. The Home Branch is the branch where the pensioner opens his pension account and has a direct contact with the pensioner. Home Branch is responsible for collecting the requisite certificates from the pensioners and provides them with all customer related information.
- 4.6.2. It is desirable that the requirements of the pensioners should be attended on his first visit. There should also be prioritised service to physically handicapped/very old pensioners as well as seating arrangements/ effective crowd /people management available at all branches.
- 4.6.3. Currently, the Home Branches across the country are the nodal point for providing service to pensioners at their doorsteps. The pensioners will continue to transact through the Home Branch where they maintain their pension account. It is intended that besides timely and automated payments, the pensioners should receive all information from the Home Branch.
- 4.6.4. Para 12 of Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorized Banks details the procedure of first time identification. The procedure of getting signature/thumb impression of the pensioner now stands modified. Disbursers' portion will be available with CPPC. On receipt of scanned copy of the disbursers' half and other pension papers from CPPC, the Home Branch will verify the signature and other details of the pensioner as per these documents with details in the CBS system. Hence, there will be no requirement of obtaining pensioners' signature on the disbursers' half by the CPPC or the Home Branch.
- 4.6.5. The pensioner will present himself at the Home Branch with the pensioner's half of the PPO and other necessary documents.
- 4.6.6. The pensioner may submit an application for transfer of pension account at either the old branch or the new branch of the bank chosen. An arrangement to receive and acknowledge pensioner's application may be put in place.
- 4.6.7. The Home Branch will meet all information needs of the

pensioner using the CPPC system. The CPPC software will display on the computer screen, options and view of the details of calculation of pension and its breakup of the pension paid to the pensioner/family pensioner. The Home Branch will act as intermediary with the CPPC and, besides providing accounts statement, provide to the pensioners the payment of TDS details, pension slip, the Due and Drawn Statement in respect of each arrear and the Annual Income Statement.

4.6.8. The Home branch will be responsible for reporting the relief sought in respect of income tax to enable CPPC to deduct tax at source. They will verify and upload the admissible reliefs claimed by pensioners and down load and provide Form 16 to the pensioners.

4.6.9. The Home Branch will interact with the pensioners and redress the grievances within the prescribed time limit, if necessary, in consultation with the CPPC. Details of Grievance redressal requirement is given in Section 9.2.

4.6.10. Any change in the status of the pension which originates at the Home Branch such as the death of the pensioner (subsequent application of family pension/Life time arrears), change in address, transfer to another branch or bank, non-operative pension account, etc. will be communicated without delay by the branch to the CPPC which in turn to CPAO. All such cases shall be processed by the CPPC for further action as prescribed in the Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorized Banks. The CPPC will retain this information on its database with suitable audit trail.

4.6.11. It would be the responsibility of the Home Branch to update the entries of the pensioners' half under the signature of the appropriate authority.

4.7. Roles and Responsibilities of other branches (other than home branches)

4.7.1 If a pensioner is transferring his account to any new branch, the action to acknowledge and process the application from the

pensioner is the responsibility of the new branch (wherever the application is submitted to the new branch).

5. Additional relief to New Pension Scheme subscribers in death/disability cases

5.1. Role and responsibilities of Home Branch

5.1.1. The additional relief to New Pension Scheme subscribers in the event of death/disability in the form of provisional pension is being directly disbursed by CPAO to the bank accounts of pensioners/family pensioners each month.

5.1.2. The Home Branch is required to act as a service delivery point of presence for the pensioners and also act as an intermediary of CPAO for uploading/intimating first time identification certificate, life certificate, etc to CPAO. Home Branch will register grievances and redress the same. If the grievance does not pertain to the branch, then it shall be forwarded to CPAO under intimation to CPPC.

5.2. Role and responsibilities of CPPC

5.2.1 The oversight responsibility would inter-alia pertain to redressal of grievances and delivery of services by the Home Branches. As and when required by CPAO, the CPPC may closely co-ordinate with the Home Branches to resolve difficulties.

6. Pre-requisites for the establishment and smooth functioning of a CPPC

6.1. Infrastructure

6.1.1 Each bank (other than SBI) will nominate any one branch only to act as the Central Pension Processing Centre (CPPC). This branch established by the bank should be equipped with adequate manpower and provided with infrastructure to support the activities matching with its scope of work. The infrastructure facilities in the CPPCs should match with the requirements for all categories of pensions across Civil and Non-Civil Departments of

the GOI and State Governments being dealt by the Bank.

6.1.2 CPPC should provide for the safe custody of all pension papers. It is a basic requirement that the Disburser's half of the PPO portion and revisions thereto, all SSAs, and all papers pertaining to one pensioner be securely placed in one file. Indexing of all such files and maintenance of proper archival and retrieval systems are necessary. It is imperative for efficient disbursement that the place of storage of these files should be within the precincts of the CPPC.

6.1.3 Digitization of all papers in the pensioner's file should be completed in respect of civil pensioners within a year from commencement of CPPC, and in any case before 31 March 2013.

6.2. Connectivity, hardware and software

6.2.1 It is necessary that the quality and configuration of the connectivity, hardware and software may be commensurate with the volume of transactions and user expectation. An efficient process may be designed for working with necessary validations.

6.2.2 The configuration for hardware and networking should be reviewed from time to time by the Bank and improved with technological advancement and experience of CPPCs. Similarly the software may require enhancement from time to time and suitable provision for maintenance may be provided for by the bank.

6.3. Adherence to Codal provisions

6.3.1 All banks should take adequate care to ensure that codal provisions of this operating procedure, Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks, CCS (Pension) Rules, orders and guidelines on pension issued by Government of India / Reserve Bank of India from time to time are incorporated into the software.

6.3.2 The software should generate all reports and returns as may be required from time to time.

6.4. Creation of Database

- 6.4.1 The Index Registers maintained in Link Branches in the pre-CPPC system are to be migrated to the concerned CPPC and the consolidated Index Register has to be prepared to ensure that data migration is complete in respect of all pension cases from the paying branches.
- 6.4.2 An audit of documents and data migrated from branches to the CPPC to create the database may be carried out. All data entered may be closely scrutinised and/or audited by the bank to ensure that the database is comprehensive, error free and reliable. It shall be the responsibility of the bank to undertake data cleansing and validation of data vis-à-vis the original records while migrating the pensioners' data on to the CPPC platform.
- 6.4.3 Wherever PPOs/documents are found to be missing/lost, the bank should obtain copies as per Para 26 of the Scheme for Payment of Pension to Central Government Civil Pensioners by Authorized Banks. Once obtained, the duplicate PPOs should be digitised, archived and also retained as paper documents in safe custody.
- 6.4.4 The consolidated Index Register known as the CPPC Index Register will record the list of all PPOs or Revision Authority received in the CPPC. This Master List should be an integral part of the CPPC Software and all events relating to the movements of PPOs and Revision Authorities to CPAO or any other branch/bank should be recorded through the system and date-stamped. This would provide a tool for exercising control over the processing and movement of PPOs/Amendments in the domain of the bank to ensure adherence to performance standard for each activity.

6.5. Matching of the master-data with CPAO

- 6.5.1 CPAO was created in 1990 and a separate project for the collection of pre-1990 data from banks was initiated in 2002. The new master data format was issued in April 2009 and the requirement of master data matching was reiterated.

6.5.2 The data construction in respect of pre-90 live pensioners should have been completed by all banks and 12 digit numeric PPO numbers should have been obtained from CPAO. The 12 digit numbers thus obtained should be incorporated in all payment scrolls submitted to CPAO. No alpha numeric numbers will be recognised for reimbursement after implementation of CPPC.

6.5.3 The Master data of all the pensioners should be reconciled with the data base available in CPAO. The Master Data of the Bank should be fully matched with that of CPAO by the respective bank. In case, the pensioners' information is not available in the CPAO database, the bank will provide necessary documents to enable incorporation into this database. The smooth implementation of the CPPC and the re-imbursement depends on a perfect match. The exercise of iterative matching may be concluded by deploying a special team to provide collateral evidence to CPAO for new cases and by undertaking corrective measures for erroneous inclusions.

6.6. BSR Code for CPPC and Bank BSR Directory

6.6.1 Each Bank shall get the approval of CPAO for transition to the CPPC platform after selecting one branch to act as the Central Pension Processing Centre. After approval of CPAO, the bank should obtain the license and BSR code from RBI for this branch. Once the license is obtained, it shall be intimated to CPAO with the complete list of bank branches covered under the CPPC. The soft copy of the list shall be sent electronically and it must contain the complete address with pin code, BSR code, phone no. and other contact details of the branches in the format prescribed by CPAO. The CPPC will thereafter receive all SSAs from CPAO as well as act as the Nodal branch reporting transactions to CPAO and sending Daily Memos to its link branch for claiming re-imbursement from RBI. All Nodal branches listed in the pre CPPC mode with RBI, CAS, Nagpur for put through etc shall stand cancelled for above purposes after the commissioning of the CPPC.

6.6.2 The CPPC shall maintain the BSR Code Directory of the bank. It is

responsible for monthly updation by uploading the change information in respect of new/merged/closed bank branches, including change of postal address to CPAO in the electronic format prescribed. It is re-iterated that any branch which is enabled to act as a pension account servicing branch should be listed in the BSR Code directory. Prompt action to update the BSR code directory is necessary in order to avoid pensioner discomfort.

- 6.6.3 Before commencement of the CPPC, the Bank may provide the BSR Code Directory to CPAO, one month in advance, so that after the due date, all SSAs are automatically marked to the concerned CPPC and not to the old link branch.

6.7. Liquidation of suspense balances of Government

- 6.7.1 New CPPC of any bank should commence its operations on the first day of a month. Payments pertaining to period prior to commencement of CPPC shall be reconciled within 3 months to liquidate old balances, if any. In the CPPC set up, claims shall be preferred and settled promptly.
- 6.7.2 An institutional mechanism in the CPPC shall be put in place to ensure that reconciliation is carried out on a fortnightly basis for the ongoing payments.

7. Additional responsibilities of a CPPC

7.1. Website of CPPC

- 7.1.1 It is desirable that each CPPC should have its own web page and the PPO status should be transparently depicted thereon. The search enquiry in the software should be enabled at least on the key of PPO number.
- 7.1.2 There should also be a grievance registration facility and redressal mechanism for pensioners as detailed in Section 9.2 below.

7.2. Maintenance of database

- 7.2.1 All data provided by CPAO in PPOs/revision authorities or any

duplicate documents may be scrupulously entered into the format prescribed for master data.

- 7.2.2 Synchronising the database as per Government orders from time to time in addition to providing information on any change will be required.

7.3. Maintenance of master directories

- 7.3.1 CPPC may maintain a bank branch-wise master directory containing detailed information on branch name, branch code (as used by bank), BSR code or branch, IFSC, branch postal address with pin code, telephone numbers, e-mail ID and fax number of branch manager. This directory may be available to CPAO for download from the web page of CPCC on need basis. Changes, if any, may be regularly uploaded to the web page of CPCC and intimation be sent to CPAO.

7.4. Capacity building of Home Branches

- 7.4.1 Regular training sessions on CPPC systems/procedure for bank personnel dealing with pension matters may be organised. In view of the fact that bank personnel are constantly rotated, there is a need for such training to be conducted on an ongoing basis.
- 7.4.2 CPPC may be perceived by Home Branches as the custodian of records and responsible for servicing the pensioners. Therefore, there is a need to sensitize Home Branches to handle pensioners' queries and grievances in a proactive manner by accessing the data and records either available with them or with the CPPC.

7.5. Monitoring of transition and transfer cases

- 7.5.1 CPPC may closely monitor family pension applications, transfer cases and cases where PPO halves are reported to be lost for corrective action in co-ordination with CPAO and other branches.
- 7.5.2 On the website of CPAO (<http://www.cpao.nic.in>), bank-wise list of New PPO/Revision cases issued by CPAO are available in a down

loadable excel file. All banks are required to download this excel file in respect of their bank and provide the date of credit of pension etc. and send it back to CPAO through e-mail.

8. Scrolls Related Guidelines:

8.1. Scroll submission by CPPC for proper accounting

8.1.1. Timely disbursement of pension and terminal benefit with minimum lag after authorization by CPAO is essential. Timely submission of scrolls to CPAO should immediately follow. CPPCs may ensure that there is no mis-classification of Non-civil pensions/other pensions as civil pensions etc.

8.1.2. The scrolls received from banks are compiled into monthly accounts in CPAO by debiting the composite "Pension" grant of the GOI for civil pensions. This forms the basis of the preparation of the Union Finance Accounts and the Appropriation Accounts (Civil). In order to ensure budget monitoring, it is imperative that banks incur the authorised expenditure and report the same to CPAO in a regular and systematic manner.

8.1.3. There are different categories of pension payment such as family pension, superannuation. It is required that correct classification of pension is also mentioned in the scrolls for which there should be a provision in CPPC software with a facility to change classification of pension as and when contingency arises.

8.1.4. CPAO incurs certain expenditure on behalf of other Ministries or Governments. In respect of these pensions, RBI has opened different sub-accounts for CPAO. For instance, for pensions payable to employees of Government of Delhi, the code is 765-03. Scrolls for each of these categories are to be generated and consolidated separately and the sub-category has to be invariably mentioned to RBI for claiming reimbursement. The codes as on date are given below:

<i>Code</i>	<i>Category</i>
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765-01	Central Civil Pensions
765-02	All India Service
765-03	Pensioners of G.O.N.C.T Delhi

8.1.5. The format of the scroll prescribed in the Scheme for Payment of Pensions to Central Government Civil Pensioners through authorized banks requires reporting of pensions paid both gross and net of recoveries and tax deducted. The accurate accounting for each category of payment prescribed, (such as monthly pension, commutation value payment or gratuity monthly family pension) is imperative for efficient budget management and proper accounting by CPAO.

8.1.6. Reimbursements are to be claimed based on the pension paid net of recoveries including taxes. This needs to be enforced by the CPPC. Each error scroll and corrected claim of reimbursement should be linked and preferred on a back to back basis.

8.1.7. In respect of scrolls pertaining to category 'C' i.e. payment of pension to High Court Judges supporting vouchers are to be attached and submitted to CPAO for claiming the reimbursement from concerned Accountant General by CPAO.

9. Performance Management:

9.1. Pensioner's Charter

9.1.1. The CPPC may publish a pensioners' charter on the services being provided to the pensioners as conveyed vide CPAO O.M. No. CPAO/DCA Sectt/Banks/2009 dated 23.04.2009.

9.1.2. Each bank should prepare and publish a Citizen's Charter for pensioners and this should be displayed in each pension paying branch. The Charter should outline timelines, standards and services required to be provided to the pensioners by each node of bank. This would enable banks to be more responsive and accountable in serving the pensioners efficiently and effectively. The pensioner's charter may be place on the website of each bank.

9.2. Grievance Mechanism

9.2.1. CPPC should have a sound grievance redressal system. After registration of any complaint received from a pensioner into the CPPC system, they will redress them if they pertain to the branch. Otherwise they will follow up with CPPC/ higher authority through the system till the case is settled to the satisfaction of the aggrieved pensioner.

9.2.2. Clear time lines and the processes for delivery of pensions and also for redressal of grievances of pensioners should be provided on the website of the CPPC. The escalation to the CPPC and the circle senior management should be embedded in the grievance redressal system.

9.2.3. The interface with the pensioner could be through internet/phone/fax/letter/personal visit, for initially registering the grievance. A toll free telephone number should be provided exclusively for the pensioners by the bank and widely published. The bank can provide web based enquiry to the pensioners. Each paying branch should also have the facility to lodge the grievance of the pensioner in the CPPC system.

9.2.4. Home Branches should be instructed to provide services to the pensioner and under normal circumstances; the pensioner's problems should be efficiently redressed at the branches itself.

9.2.5. The grievance monitoring cell in the CPPC should be connected electronically with the grievance cell of CPAO. The grievance cell in CPAO would pass any grievance to the concerned bank with the ID number, and after settlement of the grievances, the pensioner and CPAO should be informed by the CPPC. A link of the website of CPPC on the CPAO's website would guide pensioners suitably.

9.3. Quarterly or periodical meetings

9.3.1. In accordance with RBI direction vide letter No. DGBA. GAD.H-3085/45.01.001/2008-09 dated 1st October, 2008, addressed to Chairman/Managing Director of all banks, Bank Managers need to have structured interaction with pensioners

on a cross section of pensioners serviced at the branch on a regular quarterly basis. This is especially required wherever the number of pensioners (of all Governments and Departments) exceeds a fixed number, say, 100 or 200.

9.4. Performance standards

9.4.1. The performance standards are being separately issued.

9.4.2. Government or the Reserve Bank of India may impose penalties for delay or deficiency in delivery of services to the pensioners or non-compliance of orders regarding pension disbursement.

GUIDELINES FOR ELECTRONIC TRANSMISSION OF ACCOUNTING DATA UNDER THE CPPC SYSTEM BY AUTHORIZED BANKS

e-Scroll

[Version 2.8]

Date of Release: 07/08/2015



Central Pension Accounting Office
Ministry of Finance
Department of Expenditure
New Delhi



National Informatics Center
Ministry of Communications and Information Technology
Department of Information Technology
Government of India
New Delhi

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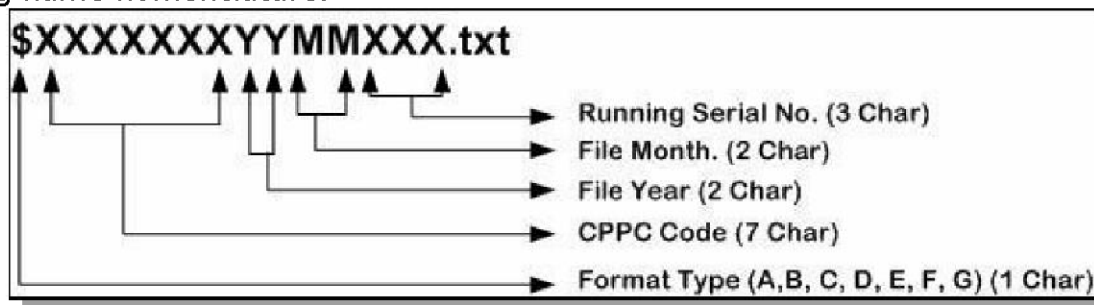
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File Name Nomenclature

Files containing the required data in ASCII format should be sent to CPAO with following name nomenclature.



Example:

File sent by SBI CPPC for the month of January 2010 should be like this:

A0000001 100100 1.txt

Explanation: Here "A" stands for Format-A, "0000001" Is the CPPC code for SBI (State Bank of India), "10" is the file year i.e. in which year the file is being sent, "01" is the file Month i.e. in which month the file is being sent, "001" is running serial number i.e. should change with every file sent.

Note: Running Serial No should be restarted from 001 every new calendar year. Running serial number should be maintained separately for each format type i.e. every calendar year running serial number should start from 001 for each format type.

Category of Pension

- 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 the new revised categories of pension.
- B. Family Pension (other than High Court and Supreme Court Judges). It should only be family pension for A, I, V categories.
- C. Pension to High court judges and their family pensions.
- D. Superannuation Pension of Supreme Court Judges.
- E. Family Pension for Supreme Court Judges.
- F. Pension to Ex-MPs.
- G. Swatantra Sainik samman Pensioners (Freedom Fighters /Political Pensions) and their family pensions.
- H. Pensions and other amenities to the former President of India including Payment of Medical expenses and traveling expenses towards medical check up of the spouse of the retired/ deceased president.
- I. Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British authorities.
- V.** Voluntary Retirement: This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are voluntarily retired should be made the category "V" according to the new system.
- P.** Other pension.

INSTRUCTIONS FOR FILLING UP DATA IN THE ELECTRONIC FORMAT

1. All data must be in ASCII Format.
2. Data should be represented in **delimited file** format i.e. pipe (|) should be used to differ between columns (fields).
3. Fields must be in the same order / sequence as described in Electronic formats.
4. All fields must be included even if the value is zero.
5. Directions for giving file names for sending the information are given at page 4 – File Name Nomenclature.
6. SCROLL NO: This is a running serial number for one financial year (April-March) beginning from 1.
7. Scroll Date: Date on which Scroll is made. All dates are to be given as Character field YYYYMMDD format.
8. PPO Number: This would be a 12-digit numeric code as given in SSA. No. space or slashes etc. Should be used in between the digits. For pre-1990 cases, PPO No. New Numeric 12 digit PPO No. issued by CPAO should be used.
9. CPPC Code and Paying Branch Code should be part 1 of BSR Code issued by RBI.
10. Pension Category: This is a single character from 'A' to 'O' corresponding to a category as given at page 5.
11. If Commutation / Differential Commutation / Gratuity / Differential Gratuity payment is made by bank for a pensioner, this should be reported as a separate record by the paying branch.
12. Each CPPC must send data of all paying branches i.e. only one electronic file for each file format.
13. Maximum file size must not be greater than 30MB.

Electronic Format – A

**Electronic Format for Pension Payment Scroll
(Corresponding to Annexure-XII of Scheme Booklet)
(To be consolidated by CPPC)**

Sr No	Field Name	Type	Maximum Width (Characters)	Description
1	CPPC Code*	C	7	BSR Code of CPPC
2	SCROLL CATEGORY*	C	1	'1' IF CENTRAL CIVIL GENERAL, '2' IF AIS PENSION '3' GOVERNMENT OF DELHI
3	SCROLL NO*	N	5	Scroll No. (Running Sl. No. For Financial Year).
4	SC DATE*	D	8	Scroll Date (YYYYMMDD).
5	TRANSACTION ID**	C	35	Transaction Identification no.
6	PENSION ACCOUNT HOLDING BRANCH BSR CODE(Part-I, 7 Digit Code)*	C	7	Pay Branch Code (BSR Code).
7	PENSIONER NAME*	C	70	Pensioner Name
8	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
9	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases.
10	ACCOUNT NO.*	C	20	Pensioner's S.B. Account No
11	PENSION CAT *	C	1	Category Of Pension
12	BASIC PENSION APPLICABLE	N	6	Basic Pension Before Commutation
13	PENSION COMMUTED AS PER RECORD	N	7	Amount Of Pension Commuted.
14	ADDITIONAL PENSION PAID	N	7	Additional Pension Paid on Account of Age
15	DEARNNESS RELIEF PAID	N	6	Dearness Relief On Basic Pension (12) + Additional Pension (14) = 12+14
16	PENSION PAID (After Commutation If Any)	N	6	Basic Pension (12) Where No Commutation And Reduced Pension Otherwise (12-13)
17	PERSONAL PENSION PAID	N	6	Personal Pension
18	APPLICABLE PAY COMMISSION	N	6	5-5CPC; 6-6CPC; 7-7CPC
19	MEDICAL ALLOW PAID	N	5	Medical Allowance
20	INTERIM RELIEF PAID	N	6	Interim Relief

Sr. No.	Field Name	Type	Maximum Width (Characters)	Description
21	COMMUTED VAL PAID	N	8	Commutated Value
22	DATE OF PAYMENT OF COMMUTATION	D	8	Date of Payment of Commutation
23	DIFF COMMUTED VALUE PAID	N	8	Differential Commuted Value
24	DATE OF PAYMENT OF DIFF. COMMUTATION	D	8	Date of Payment of Diff. Commutation
25	DIFF GRATUITY AMOUNT PAID	N	8	Differential Gratuity Amount
26	DATE OF PAYMENT OF DIFF. GRATUITY	D	8	Date of Payment of Differential Gratuity Amount
27	CONSTANT ATTENDANT ALLOWANCE PAID	N	8	Constant Attendant Allowance Paid for disability Pension
28	DA ARREARS	N	8	Arrears Amount
29	OTHER ARREARS	N	8	Other Arrears Amount
30	OTHER PENSION PAID	N	8	Other Pension Payment Paid
31	GROSS PENSION PAID*	N	8	Gross Pension Amount =(14+15+16+17+19+20+21+23+25+27+28+29+30)
32	CURRENT YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	Current Superannuation Pension Recovery Amount
33	CURRENT YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Current Family Pension Recovery Amount
34	CURRENT YEAR COMMUTATION RECOVERY AMOUNT	N	8	Current Commutation Pension Recovery Amount
35	CURRENT YEAR GRATUITY RECOVERY AMOUNT	N	8	Current Gratuity Amount
36	PREVIOUS YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	Previous Superannuation Pension Recovery Amount. ***
37	PREVIOUS YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Previous Family Pension Recovery Amount. ***
38	PREVIOUS YEAR COMMUTATION RECOVERY AMOUNT	N	8	Previous Commutation Pension Recovery Amount. ***
39	PREVIOUS YEAR GRATUITY RECOVERY AMOUNT	N	8	Previous Gratuity Amount. ***
40	INCOME TAX	N	8	Income Tax
41	NET PAID*	N	8	Net Amount Paid=31-(32+33+34+35+36+37+38+39)
42	YEAR MONTH WHEN PAYMENT DUE*	N	6	Year & Month Of Pension Paid (YYYYMM)
Max Record Size			466	425+41 = 466 including delimiter

*Data in file should be Pipe (|) delimited and records by a line break or end-of-line (EOL) character i.e. Carriage Return/Linefeed (CR/LF)

Electronic Format - F

Electronic Format for Report on Change of Status of pension
Change of status of pension
(To be prepared by CPPC)

Sr	Field Name	Type	Width (Characters)	Description
1	CPPC Code*	C	7	BSR Code of CPPC
2	SCROLL NO*	C	5	Same as provided in the corresponding Format A.
3	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD)
4	PENSION ACCOUNT HOLDING BRANCH BSR CODE	C	7	Pay Branch Code (BSR Code).
5	BANK ACCOUNT NO.	C	20	Pensioner SB Account No.
6	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
7	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases
8	PENSIONER NAME*	C	70	Pensioner's Name
9	PENSIONER AC*	C	20	Pensioners Bank Account No
10	PENSIONER CAT OLD ###	C	1	Category of Pension Original
11	PRESENT CAT ###	C	1	Changed Status of Pension (Refer to Pension Categories, In Case of Discontinuation give present)
12	CHANGE TYPE *	C	1	Change Type '0' No Change. '1' IF Death of Pensioner and Discontinuation of pension. '2' IF Death of Pensioner and change of case to Family Pension. '3' IF New Pension Case. '4' IF Transfer IN from Other CPPC. '5' IF Transfer OUT from Current CPPC. '6' IF Suspension. **** '7' Payment of Arrear legal heir.\$\$
13	DATE OF CHANGE *	D	8	Date of Change of Status(YYYYMMDD)
14	CHEQUE NO ##	N	10	Cheque No.
15	CHEQUE DATE ##	D	8	Date on Which Issued(YYYYMMDD)
16	CHEQUE AMT ##	N	12	Cheque Amount
17	COMM AMT	N	12	Total Commutation Amount
18	COMM DATE	D	8	Commutation Start Date(YYYYMMDD)
19	NEW CPPC***	N	7	New CPPC Code
20	NEW PENSION ACCOUNT HOLDING BRANCH BSR CODE. ***	N	7	New Pay Branch Code

21	ADHAAR NO.	N	12	Adhaar No.
22	PAN NO.	C	10	Pan No.
23	MOBILE NO.	N	10	Mobile No.
24	EMAIL ADDRESS	C	50	Email Address
25	LIFE CERTIFICATE DATE	D	8	Date of Life Certificate Received last time. YYYYMMDD)
26	MONTH YEAR*	N	6	Year and Month (YYYYMM).
27	PAY_COMMISSION	C	4	Pension revised under pay commission '5CPC'; '6CPC'; '7CPC'; 'NA'

Note:-

1. * Indicates mandatory fields.
2. ## Indicates Mandatory fields in case of over payments.
3. *** Indicates Mandatory fields in case of Transfer of Pensioner from one bank to another.
4. ### Indicates Mandatory fields in case of Pension Category Change.
5. All the date fields should be in YYYYMMDD format.
6. Type Description: N=Numeric, C=Character, D=DATE.
7. In case of over payments the details of cheque for recovery has to be given (when Pension is discontinued).
8. **** Suspension here means temporary holding pension payment due to any valid reason.(for ex. Life certificate not given)
9. \$\$ when this flag is used, then the details of legal heir i.e. Name and cheque details can be entered in format F itself while the claimed figure can be entered in the main e-scroll format 'A'.
10. There should be one to one correspondence between records of Format-A and Format-F. i.e., corresponding to every record in Format-A there should be a corresponding record in Format-F related with either account no. or PPO_No. No. of records in Format-F will be greater than or equal to no. of records in Format-A.

Format - I
Electronic Format - DMS File

Electronic Format for Datewise Monthly Statement
 (To be prepared by CPPC)

Sr. No.	Field Name	Type	Width (Characters)	Description
1.	DATE	D	8	Date Of Generation
2.	CPPC Code*	C	7	BSR Code of CPPC
3.	SCROLL DATE*	D	8	Report Date (YYYYMMDD)
4.	RECEIPT AMOUNT IN SCROLL*	C	20	Receipt Amount mentioned in Datewise Monthly Statement based on Scroll
5.	PAYMENT AMOUNT IN SCROLL*	C	20	Payment Amount mentioned in Datewise Monthly Statement based on Scroll
6.	MONTH YEAR*	C	6	Year and Month (YYYYMM).
	Max Record Size		74	69+5= 74 Including delimiter

Remarks:-

- *Indicates mandatory fields.
- Data in file should be Pipe(|) delimited and records by a line break or end-of-line (EOL) character i.e. Carriage Return/Linefeed (CR/LF)

Put Through Data Format

(To be prepared by GAD & CAS)

Sr. No.	Field Code	Field Name	Field Length	Data Type	Format
1.	ACODE	Account/Ministry Code(718; 722; 722e; 724; 725; 725A)	4	Char	Left justified caret(^) delimited
2.	BSR_CODE	7 digit BSR code of branches	7	Numeric	Left justified caret(^) delimited
3.	PAO_CODE	PAO Code	6	Numeric	Left justified caret(^) delimited
4.	TAX_CODE	Tax Code	4	Numeric	Left justified caret(^) delimited
5.	TRAN_DATE	Transaction Date	8	Date	DDMMYYYY
6.	DP_DATE	The date fund settlement with CAS, RBI	8	Date	DDMMYYYY
7.	RECEIPT	Receipt		Numeric	
8.	PAYMENT	Payment		Numeric	
9.	AMD_FLAG	Amendment Flag	1	Char	'R' for Receipt Amendment 'P' for Payment Amendment
10.	RMAIN_SCROLL	Receipt Scroll No.	5	Numeric	Left justified caret(^) delimited
11.	PMAIN_SCROLL	Payment Scroll No.	5	Numeric	Left justified caret(^) delimited
12.	RESIDUAL_FLAG	March Residual Indicator	1	Char	'R' for Residual 'N' for Non-Residual

ENCLOSURES

ENCLOSURE-I**State list**

Sl. No.	State Code	State Description
1.	AND	ANDAMAN & NICOBAR & ISLANDS
2.	ANP	ANDHRA PRADESH
3.	ARP	ARUNACHAL PRADESH
4.	ASS	ASSAM
5.	BIH	BIHAR
6.	CHA	CHANDIGARH
7.	CGH	CHATTISGARH
8.	DAD	DADRA & NAGAR HAVELI
9.	DAM	DAMAN & DIU
10.	DEL	DELHI
11.	GOA	GOA
12.	GUJ	GUJARAT
13.	HAR	HARYANA
14.	HIM	HIMACHAL PRADESH
15.	JAK	JAMMU & KASHMIR
16.	JHA	JHARKHAND
17.	KAR	KARNATAKA
18.	KER	KERALA
19.	LAK	LAKSHADWEEP
20.	MAP	MADHYA PRADESH
21.	MAH	MAHARASHTRA
22.	MAN	MANIPUR
23.	MEG	MEGHALAYA
24.	MIZ	MIZORAM
25.	NAG	NAGALAND
26.	NEP	NEPAL
27.	ORI	ORISSA
28.	PON	PONDICHERRY
29.	PUN	PUNJAB
30.	RAJ	RAJASTHAN
31.	SIK	SIKKIM
32.	TAN	TAMIL NADU
33.	TRI	TRIPURA
34.	UTT	UTTAR PRADESH
35.	UTL	UTTRANCHAL
36.	WEB	WEST BENGAL

ENCLOSURE-II**AIS State Code & Description**

AIS State Code	AIS State Cadre
AP	ANDHRA PRADESH
AS	ASSAM
AT	AGMUT
BR	BIHAR
CG	CHATTISGARH
GU	GUJRAT
HP	HIMACHAL PRADESH
HR	HARYANA
JK	JAMMU AND KASHMIR
JR	JHARKHAND
KR	KERLA
KT	KARNATAKA
MH	MAHARASHTRA
ML	MEGHALAYA
MP	MADHYA PRADESH
MR	MANIPUR
NL	NAGALAND
OR	ORISSA
PB	PUNJAB
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMIL NADU
TP	TRIPURA
UP	UTTAR PRADESH
UR	UTTARANCHAL
WB	WEST BENGAL