For Departmental Use Only

GUIDANCE BOOK

FOR TIMELY PROCESSING OF PENSION CASES

Directorate General of Human Resources Management
Central Board of Indirect Taxes & Customs
Department of Revenue, Ministry of Finance
Government of India

संजय कुमार अग्रवाल
अध्यक्ष
Sanjay Kumar Agarwal
Chairman

आज़ादी का अमृत महोत्सव

सत्यमेव जयते

भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
केन्द्रीय अप्रत्यक्ष कर एवं सीमा शुल्क
Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs

03rd December, 2024



Foreword

It is with great contentment that I read through this "Guidance Book for Timely Processing of Pension Papers". This invaluable resource addresses a critical aspect of our administrative duties—ensuring that our dedicated officers embrace their retirement years without unnecessary delays or complications in their pension processing.

The importance of timely and accurate processing of pension papers cannot be overstated. Our officers have devoted their careers to the service of the nation, and it is our responsibility to honor their contributions by providing them with the support and efficiency they deserve as they retire. This guidance book is a commendable initiative towards fulfilling that responsibility.

The book meticulously outlines the procedures, documentation requirements, and timelines necessary for the efficient processing of pension papers. It provides clear, step-by-step instructions that will undoubtedly be of immense help to our officers and administrative staff alike. By following the guidance provided, we can minimize errors and delays, thereby ensuring that our retirees receive their pensions in a timely manner.

I commend the officers of Bhopal Zone, for taking the initiative to compile this comprehensive guide. I would also like to express my gratitude to all the officers and staff who contributed to the development of this book. Their efforts in researching, compiling, and reviewing the content have resulted in a resource that is both thorough and practical.

This book will serve as a model for best practices in pension processing within the CBIC. I urge all officers and administrative personnel to utilize it effectively. Let us work together to ensure that our pension processing system is efficient, transparent, and provide timely payment of pension & pensionary benefit to the retiring officers.

With best regards,

(**Sanjay Kumar Agarwal**)
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MESSAGE

It gives me immense pleasure in congratulating the team of officers led by Shri C.P. Goyal, Chief Commissioner, Bhopal Zone who compiled the "Guidance Book for Timely Processing of Pension Cases", with a focus on streamlining the pension processing cases through step-by-step instructions, checklists, and solutions for common challenges. Compiled with insight from experts, it provides updated guidelines, checklists, tips, and solutions for accurate, hassle-free pension paper preparation, avoiding common pitfalls. I also take this opportunity to thank Shri Sanjeev Shrivastava, Principal Chief Controller of Accounts, CBIC, New Delhi and his team of officers who willingly agreed to vet this compilation, improving both its authenticity and usefulness. I encourage all the officers to make best use of this guidance book to minimize time taken in processing of pension papers. I also urge them to provide feedback for further improvement in future edition of this book.

With best wishes,

(Alok Shukla)
Member (Admin.)

Abbreviations Used :

AO: Administrative Officer
CAM: Civil Account Manual
CGEGIS: Central Government Employees' Group Insurance Scheme
CIU: Central Investigation Unit
CPAO: Central Pension Accounting Office.
CPPC: Central Pension Processing Centre
CVP: Commuted Value of Pension
DDO: Drawing & Disbursing Officer
DOB: Date of Birth
EIS: Employee Information System
EOP: Extra Ordinary Pension
EOFP: Extra Ordinary Family Pension
GPF: General Provident Fund
HBA: House Building Advance
HOO: Head of Office.
IHBA: Interest on House Building Advance
LPC: Last Pay Certificate
MCA: Motor Cycle Advance
NPS: National Pension Scheme
OMCA: Other Motor Cycle Advance
PAN: Permanent Account Number
PAO: Pay and Account Officer
PPO: Pension Payment Order
PRAN: Permanent Retirement Account Number
SSA: Special Seal Authority (in Central Pension Accounting Office)
UID: Unique Identification numbers (AADHAR)
VRS: Voluntary Retirement Scheme

DISCLAIMER: This guidance book has been prepared for departmental use only and is meant for guidance of departmental officers. While all efforts have been made to keep this book error free, it is possible that some error might have crept into this book. For legal purpose, the relevant legal text may be referred from the CCS(Pension)Rules, 2021 and related Circulars/Instructions issued by DoPT/DGHRD.

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1. INTRODUCTION

In the realm of pension administration, adherence to established timelines and procedures is crucial for ensuring timely and efficient processing of retiral benefits. Recent observations by the Chief Controller of Accounts, CBIC, underscore a pressing issue: numerous retirement cases are facing significant delays in the release of pension benefits. These delays are predominantly due to inefficiencies in processing, non-submission of comprehensive pension papers, incomplete documentation, and the delay in providing vigilance clearances by Heads of Office.

1.2 The Chief Controller of Accounts, CBIC, has drawn attention to concerning trend vide his letters to department, wherein he has generally observed that the timely release of retiral benefits is being hindered by delays in finalizing pension cases due to either erroneous pay fixation and/or non-compliance of Civil Accounts Manual para 2.16.3 which specifically deals with checks/audit to be performed for all pay fixation cases. Additionally, mismatch in name/surname is a fairly frequent occurrence and leads to considerable delay in finalizing pension cases.

1.3 This scenario is at odds with the requirements set forth in Rule 60(4) of the CCS (Pension) Rules, 2021. These rules mandate that the complete set of pension papers be submitted to the Account Officer (Pay and Account Office) at least 4 months prior to the date of superannuation. Unfortunately, this prescribed timeline is not consistently being observed by the Heads of Office under the CBIC.

1.4 The repercussions of these delays extend beyond mere administrative inconvenience. They not only impose financial strain on the retiring employees but also result in additional interest liabilities for the Government. According to Rule 65 of the CCS (Pension) Rules, 2021, provisions exist for the payment of interest on arrears of pension, family pension, and gratuity if delays are attributed to administrative inefficiencies or lapses.

1.5 It is imperative that these issues are addressed promptly and effectively to ensure compliance with the CCS (Pension) Rules, 2021 and it is essential for all involved, to adhere strictly to the timelines and procedures outlined in the CCS (Pension) Rules, 2021. This will not only ensure timely processing of pension cases but also prevent undue hardship for retiring employees.

2. LEGAL PROVISIONS

Pension administration is a critical component of public service management, ensuring that retirees receive their due benefits with efficiency and fairness. The legal framework governing pension matters in India is primarily encapsulated in the CCS (Pension) Rules, 2021. These rules provide a comprehensive structure for the calculation, determination, and authorization of pension and gratuity amounts.

2.2 Chapter X of the CCS (Pension) Rules, 2021, as amended from time to time, most recently by Notification No. GSR 410 (E) dated 16.07.2024, specifically addresses these aspects through Rules 53 to 70. This chapter is pivotal as it outlines the procedures and standards for determining and authorizing pension entitlements and gratuities. These provisions ensure that pension benefits are processed accurately and in a timely manner, reflecting the contributions and service of retiring employees.

2.3 For a detailed exploration of these regulations, Chapter X is comprehensively detailed in Part II of this Guidance Book. This section serves as a crucial resource for understanding the intricacies of pension calculation and authorization, offering clear guidance on how these processes should be managed in accordance with the legal stipulations. Whether you are a pension administrator, a retiree, or a legal professional, this chapter provides essential insights into the regulatory framework that governs pension matters.

2.4 Accurate pension administration hinges on adherence to established forms and formats, as outlined in the CCS (Pension) Rules, 2021. These documents are essential for ensuring consistency and precision in the processing and management of pension benefits. They provide a structured approach to the calculation, submission, and approval of pensions and gratuities, aligning with the regulatory framework set forth by the rules.

2.5 Part III of the Guidance Book provides all the Forms and Formats mandated by the CCS (Pension) Rules, 2021. Familiarization with these standardized Forms and Formats gives a clearer understanding of the procedural requirements and offer a clear guidance on how to properly complete and utilize these Forms and Formats and improve the efficiency of pension administration. Whether you are a pension administrator, a retiree, or a legal expert, this section offers essential guidance to navigate the complexities of pension documentation with ease and accuracy.

3. ONLINE PLATFORM: BHAVISHYA

In a significant move towards streamlining pension administration, the Government of India has mandated the use of the Bhavishya Portal across all Central Government (Civil) departments, effective from January 1, 2017. This digital initiative is designed to enhance the efficiency, transparency, and accuracy of pension processing and management.

3.2 The Bhavishya Portal serves as a centralized platform for handling various aspects of pension-related activities, from submission and processing to tracking and approval. By integrating this portal into the pension workflow, the Government aims to reduce bureaucratic delays, minimize errors, and ensure that retirees receive their benefits in a timely manner.

3.3 Key features of the Bhavishya Portal include its user-friendly interface, real-time tracking capabilities, and automated workflow management. These functionalities are intended to streamline the approval process, ensuring that pension claims are processed swiftly and accurately. The portal also provides a transparent mechanism for monitoring the status of pension cases, offering retirees and administrators alike a greater visibility into the progress of applications.

3.4 For detailed instructions on how to use the Bhavishya Portal, including guidance on navigating its various features, users can visit Bhavishya Portal (https://bhavishya.nic.in). This website offers comprehensive resources, including user manuals, FAQs, and technical support, to assist both pension administrators and retirees in making the most of the portal's capabilities. By leveraging the Bhavishya Portal, Central Government departments can enhance their pension processing systems, leading to improved service delivery and greater satisfaction among retirees.

3.5 The introduction of the Bhavishya Portal marks a significant advancement in pension administration, aligning with the government's vision of a digital and transparent public service. It not only simplifies the pension process but also ensures that benefits are delivered promptly and accurately, reflecting the government's commitment to efficiency and accountability in managing retiree entitlements.

3.6 For the convenience of readers and to facilitate easy reference, this Guidance Book in Part IV includes three principal manuals i.e. HOO Manual on Superannuation, Voluntary Retirement, etc. and HOO Manual (Family), Manual (Retiree) available on the Bhavishya Portal. They provide essential information on navigating the Bhavishya Portal, ensuring that both pension administrators and retirees can efficiently manage and process pension-related tasks.

4. MANDATORY USE OF BHAVISHYA WITH EFFECT FROM 01.01.2017

Operating Instructions

Bhavishya is to be used mandatorily in all Central Government (Civil) departments with effect from 01.01.2017. Ministries/Departments may ensure that in no case pension case be delayed on account of non-familiarity with Bhavishya. Hence, all Ministries/Departments may take advance action in this matter.

2. Detailed instructions on various aspects of Bhavishya are available at https://bhavishya.nic.in

3. All DDOs, HOOs and PAOs must be registered on Bhavishya portal. Multiple role as PAO, DDO as well as HOO are as per their duty allocation and accordingly online form has to be filled up in Bhavishya Portal.

4. Essential requirement for registration on Bhavishya portal:

- ✓ The officer must have a government email id i.e. either ending with gov.in or nic.in
- ✓ Mobile Number
- ✓ DDO and PAO code

Nodal officer can activate registration form filled up by DDO/HOO.

5. Salary data must be uploaded by DDO every month. This is not required where EIS is operating.

6. If retiree is unable to fill the form, provision has been given for HOO to fill the form on behalf of the retiree.

7. Each Ministry/Department may ensure that a Nodal Officer at the Ministry/Department level has an active account on Bhavishya Portal and monitor all sub-ordinate and attached offices of Ministry/Department.

8. To resolve problems in implementation of Bhavishya, Department of Pension & PW are available for video conferencing between 3 PM to 4 PM every day. It is important to note that this session is not to be treated as training session but as an issue resolving/query session. Since, at a time 20 persons are allowed to participate, it is requested to get a confirmed schedule through sending mail on bhavishya@nic.in one day in advance.

In order to participate, a person should have:

- ✓ Any desktop PC/Laptop with a Web Camera
- ✓ Internet connection
- ✓ A head phone/microphone set (or USB based Speaker cum Microphone). The following link is to be installed desktop VC http://webvc.nic.in

Users who have installed desktopVC may visit the website https://bhavishya.nic.in and click on Desktop VC Room link after login.

5. SUPPORT FOR THE BEREAVED FAMILY OF DECEASED EMPLOYEE COVERED UNDER NPS (National Pension System)

• Central Government employees covered under National Pension System have been given option under rule 10 of CCS (Implementation of NPS) Rules, 2021 to choose benefits either from old pension scheme or accumulated pension corpus under NPS in the event of their death. Family of deceased Government employee cannot exercise this option.

• In the case, the Central Government employees could not furnish his option in this regard, there is default option of benefit under old pension scheme for first 15 years of service and thereafter, default option would be benefits under NPS. At present default option of old pension scheme is in vogue till March, 2024 in accordance with these rules even if Government Employee has completed 15 years of service.

• Following benefits are available in the event of in-service death of a Central Government Employee covered under NPS:

(i) Family pension under CCS(Pension) Rules, 1972 as per option exercised by Government servant or default option

or

In case, Government servant has opted for benefits under NPS, family would get benefits from his accumulated pension wealth under NPS.

(ii) Death Gratuity
(iii) Leave Encashment
(iv) Benefits from CGEGIS,
(v) CGHS facilities

• As per rule 20 of CCS (Implementation of NPS) Rules, 2021, if the Government servant had opted for benefits under old pension scheme (or if no option was exercised, then default option applicable in his case) the concerned office would take action to sanction family pension to eligible member(s) of the family of the deceased Government servant, as done for Government servants covered under old pension scheme (i.e. as applicable to those joined service before 01.01.2004).

• Simultaneously, they would start to process to close PRAN under NPS of the Government servant and Government contribution (and return thereon) would be transferred into the Government account. Remaining amount would be paid to the nominee or legal heir as per PFRDA regulations in lump sum.

• However, those Government servants who had opted for benefits from NPS in the event of their death or if no option exercised, then in whose case default option is benefits under

NPS, concerned office would take action to close PRAN under NPS of the deceased Government servant and grant benefits of lump sum (maximum of 20% of accumulated pension wealth) and annuity from the remaining pension wealth to eligible member from annuity service provider registered with PFRDA in accordance with PFRDA (Exits and Withdrawals under NPS) Regulations, 2015.

• Other benefits viz. Death gratuity, leave encashment, CGEGIS and CGHS would be available in both the cases.

[Source: https://pensionersportal.gov.in]

6. TIMELINES AT A GLANCE UNDER CCS(PENSION) RULES, 2021

The pension process map and important timelines provided in Pension Rules, 2021 are as given in Table-6.1 below:-

Table-6.1

Pension Process Map and Time Frame				
S. N.	**Process**	**Authority Concerned**	**Time frame**	**Applicable CCS (Pension) Rules,2021**
1	**Preparation of list of Government servants due for retirement within the next fifteen months of that date.**	Head of the Department	**15th day of every month**	54(1)
2	**Communication of the list to the Accounts Officer Concerned**	Head of the Department / Head of the Office	**Before the last day of every month**	54(2)
3	**Communication of the list to the Directorate of Estates in respect of employees General Pool accommodation with a view to obtain 'No Demand Certificate'**	Head of the Office.	**12 months before retirement**	55(1)
4	**Verification and determination of qualifying service, and if necessary, in consultation with the employee; and Determination of average emoluments.**	Head of the Office.	**12 months before the retirement. The process to complete before eight months from the retirement.**	57(a) & (b)
5	**Communication of facts to the retiring employees for acceptance by the employees.**	Head of the Office.	**But not later than eight months prior to the date of retirement of the Government Servant**	57(c)
6	**Submission of papers by the employee**	Employee	**6 months before retirement.**	57 (2) (a)
7	**Presentation of papers to pay and accounts office.**	Head of the Office	**4 months before the retirement.**	59

8	**Checking the pension and gratuity admissible and forwarding the PPO to the pension paying authority.**	Pay and Accounts Office	**Not later than two months in advance of the date of the retirement of a government servant on attaining the age of superannuation.**	63 (1) (a)
9	**Dispatch of PPO to CPAO**	PAO	**Not later than two months from the date of receipt of pension papers from the Head ofOffice**	63 (4) (a)
10	**Dispatch of Bank half of the PPO to CPPC of Authorized Bank**	CPAO	**Not later than twenty-one days from the date of receipt of the Pension Payment Order**	63 (4) (b)
11	**Handing over of pensioners half of the PPO to the retiring employee**	Head ofOffice	**As per SL.no.9 of FORM 6 [Sec rules 57(1), 58, 59 and 60, 62, 80] of CCS Pension Rule, 2021, the pensioner has the option to collect pensioner's portion of PPO either from the DDO or from the Bank**	
12	**Completion of all formalities and crediting the pension to the pensioner's account.**	CPPC/Paying Branch	**Last date of month following retirement**	

7.CHECK-LIST FOR PROCESSING OF PENSION PAPERS

In pension administration, strict adherence to detailed procedures and best practices is essential for achieving accuracy, efficiency, and timely processing of pension cases. This section of the book provides a comprehensive collection of checklists and best practice guidelines contributed by various field formations. These resources have been meticulously assembled to provide practical insights and actionable strategies aimed at improving the management of pension processes.

6.2 The checklists included here provide a systematic approach to verifying the completeness and correctness of pension documentation. They serve as essential tools for administrators to ensure that all necessary steps are followed and that no critical details are overlooked. By following these checklists, pension officers can minimize errors and streamline the processing workflow.

6.3 Additionally, the best practice guidelines offer valuable recommendations based on real-world experiences and lessons learned from field formations. These guidelines highlight effective strategies and methods for overcoming common challenges in pension administration, fostering a culture of excellence and continuous improvement.

6.4 This section aims to equip pension administrators with the knowledge and tools needed to navigate the complexities of pension management with greater precision and efficiency. Whether you are a seasoned administrator or new to the field, the insights provided here are designed to enhance your understanding and implementation of best practices in pension processing. These resources are intended to enhance the efficiency and accuracy of pension paper processing. These are included as they are designed to address and rectify common deficiencies and inadequacies found in pension submissions. They provide a comprehensive framework for ensuring timely and precise management of pension documents, underscoring a dedication to improving the overall effectiveness of pension administration.

Table-7.1

	Checklist for Processing of Pension					
	CLASS OF PENSION: (Please tick (√))	**Superannuation**	**VRS**	**Family pension**	**Family Pension (NPS Subscriber's death while in Service**	**Any other**
1	**Timeline for pension processing:** Note: Complete Pension case along with Service Book must be sent to PAO	at least **4 months before** date of Superannuation	**within 2 months** after receiving complete pension forms from retiree	**within 1 month** after receiving complete pension forms from claimant	**within 1 month** after receiving complete pension forms from claimant	
2	**Name:** Note: Name in Column (1) to (4) should exactly match.	**As per Service Book (1)**	**As per PAN (2)**	**As per Aadhar (3)**	**As per Bank Account (4)**	
3	**Date of Birth** NOTE: DOB in Column (1) to (3) should exactly match.	**As per Service Book (1)**	**As per PAN (2)**	**As per Aadhar (3)**		
4	**Date of Retirement /VRS/ Death:**					
5	**Date of Entry in Service**					
6	**Designation at the time of Retirement /VRS/ Death:**					

Table-7.2

S. No	Documents	Form No.	Manual/ Online	Enclosed. (Yes/No)	Remarks / Remedial measures to avoid delay
1	**Personal Details**	Generated online on Bhavishya Portal by Retiree's login	Online		
	Entries to be checked in Personal Details Page:				
	(a) Name of Officer				Name must be matching with Bio Data page of Service Book, PAN, Aadhar and Bank Account

	(b) Name of Spouse				Name must be matching with PAN, Aadhar and Bank Account
	(c) Date of Birth of Officer				Date of Birth must be matching with Bio Data page of Service Book, PAN and Aadhar card
	(d) Date of Birth of Spouse				Date of Birth must be matching with PAN and Aadhar card
	(e) Date of entry/initial appointment in Govt. Service				It must match with entry in Service Book
	(f) Photograph of Officer				Latest photograph must be uploaded on Bhavishya Portal
	(g) Joint Photograph with Spouse (if married)				
	(h) Photograph of Spouse (if married)				
	(i) Signature of Officer				Signature must be uploaded on Bhavishya Portal
	(j) Signature of Spouse (if married)				
2	Details of Family	FORM – 4	Manual and Online		Family details must be entered on Bhavishya Portal and all Names must match with their Adhar/PAN card (if available)
3	Common Nomination Form for Gratuity/GPF/ CGEGIS	FORM – 3	Manual and Online		Nomination must be entered on Bhavishya Portal and Nominee Names must match with their Adhaar/PAN card (if available)
4	Common Nomination Form for Arrears of Pension and Commutation of Pension	FORM-A	Manual and Online		
5	Particulars to be obtained by the Head of Office from Retiring Government Servant	FORM – 6	Manual and Online		

6	Specimen Signature or impression [Enclosure of Form – 6], Employee and his Spouse	FORM – 6	Manual and Online		Signature uploaded on Bhavishya Portal and submitted manually must be matching
7	Particulars of Height & Identification mark		Manual		Particulars entered on Bhavishya Portal and submitted manually must be matching
8	Passport size Joint Photographs (Three)		Manual and Online		Three copies of Joint photograph with spouse or, if it is not possible to submit joint photograph of self and spouse, separate photographs of self and spouse, along with three copies of photograph of the member or members of the family whose names are to be included in the Pension Payment Order as a co-authorised family pensioner. (Photographs to be attested by Head of Office)
9	Bank Undertaking for Pension payment	Bank Undertaking generated from Bhavishya Portal and First Page of Bank Passbook must be attached/Online. Undertaking in Format 9 under Form 6 for refunding any excess payment made by the pension disbursing bank	Manual and Online		Bank Account must be Joint Account with spouse and Pensioner must be primary account holder and Mode of Operation in Bank must be Either or Survivor OR Former or Survivor. However, if the officer is single, then Joint Account is not mandatory.
10	Option for Drawl of Pension and Gratuity [in duplicate]		Manual and Online		Bank Account details must be matching with Bank Undertaking

11	Form for availing medical facilities Under CGHS		Manual and Online		
12	Consent for Recovery, Declaration under Article 920, 929 under Article 911 of CSR, Consent for recovery and Declaration regarding Age of Wife/Husband		Manual		Undertaking to refund the amount of Pension/Gratuity as may be granted to pension, if afterwards found to be in excess of that, to which he/she is entitled under the Rules & Regulations
13	Form of Certificate of Verification of Service for Pension	FORMAT –4	Manual		FORMAT 4 (See Rule 30) Certificate of verification of Service for Pension and Gratuity should be attached. On each occasion after a Government servant has completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Format 4, the period of qualifying service so determined (2) For the purposes of verification of service, the Head of Office shall follow the procedure provided in clause (a) of sub-rule (1) of rule 57"
14	CGEGIS – 1980 attached or not with Service Book	FORM-13	Manual		

15	First page of Bank Passbook		Manual		"Please see following notes under Form 6 of said CCS pension rules Note 1: Please attach a copy of the first page of passbook/cancelled cheque/document showing the name of Account Holder. (The name should be the same in the bank account, this form and the office records) Note 2. Please ensure that the Government servant is the Primary Account holder in the Joint Account Note 3: In case Head of Office satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed"
16	Last Pay Certificate		Manual / Online (EIS* Portal)		
17	Notification for Retirement/VRS/Death		Manual (CIU/ Vigilance branch)		Notification/order of retirement VRS/ Death should also be entered in service book
18	No Dues Certificate (Pay and Govt. Accommodation)		Manual		Action shall be taken as per Rule 55,67,68,69 and 77 of CCS Pension Rules, 2021 Take steps to asses dues one year before the date of retirement
19	Vigilance Clearance Certificate/No Enquiry Certificate/ No Event Certificate		Manual (CIU/ Vigilance branch)		To be attached with Pension papers.

20	AADHAR Card Copy (Officer and Spouse)		Manual		
21	PAN Card Copy (Officer and Spouse)		Manual		
22	Aadhar Card (Family members mentioned in Form 4)		Manual		
23	MOBILE NO. / EMAIL ID (Officer/Official)		Manual and Online		
24	Leave Account maintained properly in Service Book		Manual		All entries must be updated up to date and signed by the AO/DDO
25	CGEGIS entries made in Service Book properly		Manual		
26	Check whether HBA / MCA / other advance/ Interest is out standing on the date of retirement of Govt. servant, if any		Manual		Action shall be taken as per Rule 67 and 69 of CCS Pension Rules, 2021. Take steps to asses dues one year before the date of retirement
27	Forwarding the Pension Papers of Government Servant	FORM – 7	Manual and Online		With Covering letter format -10 as detailed in Rule 60 of CCS Pension Rules, 2021
28	Form for Assessing Pension/Family Pension & Gratuity	FORM – 7	Manual and Online		
29	Service Book of the Individual		Manual		All entries regarding Service Verification, Pay Fixation, Annual Increments, Leave record and CGEGIS must be updated till date of sending to PAO). **Pay Fixation shall be verified as per para 2.16.3 of Civil Accounts Manual.2024**

30	Gratuity Amount to be withheld (if any)		Manual and Online		Action shall be taken as per Format 10 under Rules 60,74 and 80 of CCS Pension Rules, 2021
31	Suspension Period (Treated as duty or not)		Manual		Action shall be taken as per Rule 23 of CCS Pension Rules, 2021

NOTE: All the above-mentioned documents (Online/Manual) must be attested by the Head of Office before sending to PAO.

*** EIS - Employee Information System**

Checklist For Superannuation / Voluntary Retirement Case

Sl. No.		Remarks
1.	Form 1A Commutation Application	
2.	Form-4 Duly signed by the Government Servant and Head of Office (Family Details).	
3.	Form-5 Duly signed by the Government Servant.	
4.	Form-7 Duly signed by Head of Office	
5.	Format 10 Clearly indicating the Amount if there is any Recovery Duly signed by Head of Office.	
6.	Two copies of specimen signature of the Govt. Servant duly attested by a Gazetted Officer.	
7.	Two copies of descriptive roll (Height and identification marks) of the Govt. servant duly attested.	
8.	Three copies of joint passport size photo of the Govt. servant along with spouse duly attested by head of office in front.	
9.	Last Pay Certificate.	
10.	Bank Mandate Form or Cancelled Cheque.	
11.	Vigilance Clearance Certificate.	
12.	Medical Option Form signed by Govt. servant and Head of Office.	
13.	2 copies of bank undertaking duly signed by the Govt. Servant, spouse and witnesses.	
14.	Entry of Superannuation in Service Book under proper attestation	
15.	Entry of Last Increment in Service Book under proper attestation.	
16.	Service Verification under proper attestation.	
17.	Bank Account preferably should be joint account with his/her spouse.	
18.	Aadhar and Pan Card details of the pensioner.	
19.	No Due Certificate in respect of IHBA, OMCA, HBA should be forwarded.	
20.	Due-Drawn Statement if any Recovery/ Arrear arise due to Refixation of Pay.	
21.	Entry Recorded in Service Book against each Increment, Promotion, Service Verification, Contribution, CGEGIS Contribution, and Date of Superannuation/Retirement/Death should be specified/indicated.	

Checklist For Family Pension Case

Sl.No.		Remarks
1.	Form-4 Duly signed by Govt. Servant And Head of Office.	
2.	3 Copies of passport size photo of the applicant/family pensioner.	
3.	3 Copies of Descriptive Roll of the family pensioner.	
4.	3 Copies of Specimen Signature of the family pensioner.	
5.	Last Pay Certificate.	
6.	Bank Mandate Form or Cancelled Cheque.	
7.	2 Copies of Bank undertaking duly signed by the claimant of family pensioner and witnesses.	
8.	Medical Option Form signed by Govt. Servant and Head of Office.	
9.	Entry of Death in Service Book under proper attestation.	
10.	Entry of Last Increment in Service Book under proper attestation.	
11.	Death Certificate.	
12.	Aadhar and Pan Card details of the claimant of Family Pensioner	
13.	No Due Certificate in respect of IHBA, OMCA, HBA should be forwarded.	
14.	Due-Drawn Statement if any Recovery/Arrear arises due to Refixation of Pay.	
15.	Entry recorded in Service Book against each Increment, Promotion, Service Verification, CGEGIS Contribution, Date Superannuation/Retirement/Death should be specified/indicated.	

Checklist For Unmarried/Widow/Divorcee Daughter

Sl.No.		Remarks
1.	Xerox copy of Form-4 (Form 3, if not updated) submitted at the time of Retirement.	
2.	Copy of Pan Card of the claimant.	
3.	Dob Certificate/Age Proof of the claimant.	
4.	Disbursers portion of PPO along with Last Payment Certificate from bank.	
5.	Non-Marriage Certificate/ Divorce Certificate issued by State Government Officer rank offirst classmagistrate.	
6.	Income Certificate/Unemployment Certificate issued by State Government Officer rank of first classmagistrate.	
7.	Two copies of Descriptive Roll (Height and Identification Marks) ofthe claimant duly attested.	
8.	Three copies of passport size photo of the claimant duly attested by Head of Office in front.	
9.	Last Pay Certificate from bank.	
10.	Bank Mandate Form or Cancelled Cheque.	
11.	Two copies of specimen signature of the claimant.	
12.	Medical Option Form signed by claimant.	
13.	2 copies of bank undertaking duly signed by the claimant.	
14.	Death Certificate of the deceased Govt. servant and his/her spouse.	
15.	No Objection Certificate from other siblings attested by gradeof first classmagistrate.	

Pay Statement (Proforma)

Name of the Govt. Employee:			
DOB :			
DOJ :			
DOR :			
Joined as _____on __ /__ /__ in the scale:			
6th CPC w.e.f. 01.01.2006 :			
Date	Pay Band	Grade Pay	Remarks
01.01.2006 01.07.2006			
Pay as per 7th CPC w.e.f 01.01.2016:			
Date	Basic Pay	Grade Pay	Level And Index
01.01.2016 01.07.2016			

NOTE: 1. Any promotion, ACP/MACP granted to the employee should be clearly indicated in this statement along with change in pay. **Pay Fixation shall be verified as per para 2.16.3 of Civil Accounts Manual, 2024.**

Checklist For Service Book Verification

Sl.No.	Description	Remarks
1	Name	
2	Designation	
3	Category	
4	Date of Birth	
5	Date of Joining	
6	Photo Latest	
7	Pran/GPF Number	
8	Aadhaar Number	
9	Pan Number	
10	Declaration Of Home Town	
11	Copy Of Appointment Order	
12	Medical Certificate	
13	Character & Antecedents Verification	
14	Caste Verification	
15	Educational Qualification Verification	
16	Common Nomination Form-I	
17	Family Details	
18	Induction Course	
19	Dept Confirmation Exam	
20	Confirmation Order in Entry Grade	
21	CGEGIS Subscription Entry	
22	Service Verification Seal	
23	Increment Entries	
24	Dept Examination for Promotion	
25	Promotion Order Copies	
26	Pay Fixation Order on Promotion	
27	MACP/NFUG Fixation Order	
28	IV CPC (Pay Fixation Statement)	
29	V CPC (Pay Fixation Statement)	
30	VI CPC (Pay Fixation Statement)	
31	VII CPC (Pay Fixation Statement)	
32	Vigilance Orders if any	
33	Posting Details	
34	Sections Posted Details	
35	Govt. Servant Sign (Annual Verification)	
36	Leave Entries Updated upto	
37	LTC Entries	
38	Uniform / Dress Allowance	
39	Bonus	
40	Brief Case Allowance	
41	Laptop Entries	
42		
43		
T.A.	**A.O.**	**Officers Signature**

8. Monitoring Template/Compliance Chart of Pending Pension Cases (including cases of VRS & Family Pension)

Normal Pension Cases
A – Date of filing of application online by the Retiree (6 months before Date of Retirement)
B – Date of submission of physical application to the Admin Section by the Retiree (6 months before Date of Retirement)
C – Date of forwarding of application to the Pay & Accounts Office (PAO) (4 months before Date of Retirement)
D – Date of forwarding the application by PAO to the Central Pension Accounting Office (CPAO) (2 months before Date of Retirement)
E – Date of handing-over of e-PPO (Pension Payment Order) to the officer concerned (Date of Retirement)

VRS Cases
A1 – Date of filing of application online by the Officer (after the acceptance of VRS)
B1 – Date ofsubmission of physical application to the Admin Section by the Retiree (after the acceptance of VRS)
C1 – Date of forwarding of application to the Pay & Accounts Office (PAO) (within two months after receipt of claim)
D1 – Date of forwarding the application by PAO to the Central Pension Accounting Office (CPAO)
E1– Date of handing-over of e-PPO (Pension Payment Order) to the officer concerned

Family Pension Cases (including NPS)
A2 – Date ofintimation to the family member(s) to file claim for Family Pension
B2 – Date of filing ofclaim to the Admin Section by the family member(s) of the deceased
C2 – Date of forwarding of application to the Pay & Accounts Office (PAO) (within two months after receipt of claim and from the family member(s) of the deceased)
D2 – Date of forwarding the application by PAO to the Central Pension Accounting Office (CPAO)
E2 – Date of handing-over of e-PPO (Pension Payment Order) to the Family Pensioner(s)

PHASE I: Pre-submission/Hand-holding Phase – including but not limited to making the officer aware of about the CCS (Pension Rules), 2021 and various requirements under the Pension Rules including Forms/Documents to be submitted, timeline prescribed under Pension Rules, Bhavishya Portal, etc.
PHASE II: After Submission Phase – Period from 12 months to 6 months prior to the Date of Retirement
PHASE III: Post-Retirement Phase – After retirement of the officer (in case of delayed pension case/VRS Case/Disciplinary Proceedings Case)

Part I – Actionable Cases

A: Cases where Officer is due for Retirement within next 12 months:-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Due Date of Retirement	Phase I/II	A	B	C	D	E	Remarks
1.											
2.											
3.											

B: Cases where Officer who has Retired but Pension not yet Finalised:-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement	A	B	C	D	E	Remarks
1.										
2.										
3.										

C: Cases of Officer who opted for VRS:-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Voluntary Retirement	A1	B1	C1	D1	E1	Remarks
1.										
2.										
3.										

D1: Family Pension Cases (Officer has expired while in Service):-

Sr. No.	Name of the Officer (Lt Shri/Ms)	Desig.	Commt's	Date of Expiry of Officer	Date of filing of claim by family member	A2	B2	C2	D2	E2	Remarks
1.											
2.											
3.											

D2: Family Pension Cases (CATEGORY II: Son, daughter (up to the age of 25), unmarried or widowed or divorced daughter, dependent parents dependent as well as disabled siblings): -

Sr. No.	Name of the Officer (Lt Shri/Ms)	Desig.	Commt's	Date of Expiry of Officer	Date of filing of claim by family member	A2	B2	C2	D2	E2	Remarks
1.											
2.											
3.											

E: Cases of Retired Officer whose Disciplinary Case has been Finalised but Pension Case is yet to be finalized (Manual PPO): -

Sr. No	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement	Order No. & Date	Date of Service of Order	Date of Submission of papers in Admin Section	A	B	C	D	E	Remarks
1.													
2.													
3.													

Part II – Non-Actionable Cases

A: Pending cases of Retired Officer against whom Disciplinary Cases are still pending (including due to Court Case/Pending Prosecution):-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement	Whether Provisional Pension Sanctioned (Yes/No)	Remarks
1.						
2.						

B: Pending cases of (including Family Pension) of Retired Officer Whose Pension cannot be Finalised due to Court Case (other than Disciplinary Proceedings/Pending Prosecution): -

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement/Death	Whether Provisional Pension Sanctioned (Yes/No)	Remarks
1.						
2.						

Part III – Success Story:

A. Cases where e-PPO was issued to the Retiree within prescribed Time-Limit:-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement	Remarks
1.					
2.					

B. Past cases where PPO was issued to the Retiree (month wise):-

Sr. No.	Name of the Officer (Shri/Ms.)	Desig.	Commt's	Date of Retirement	Remarks
1.					
2.					

Caution Note: Rule 65 of the CCS (Pension) Rules, 2021 contains provisions for payment of interest on arrears of pension, family pension & gratuity if delay in payment is attributable to administrative reasons or lapses.

Colour Scheme for Monitoring Dates of Various Submissions

Within time-limit:
Delay of upto 15 days:
Delay of more than 15 days:
Pre-admission stage

9. DEFICIENCIES NOTICED BY PAO/CENTRAL PENSION ACCOUNTING OFFICE (CPAO)

Text of Letter dated 23rd March, 2023 received from Chief Controller (Pension), Chief Pension Accounting Office, Delhi addressed to Principal Chief Controller of Account, CBIC, New Delhi

Sir,

Central Pension Accounting Office receives nearly 4500 pension cases every month from various Pay & Account offices of various Ministries. This office tries to dispose of the cases in a systematic manner within 8 days. Recently, we have reduced this time from 15 days to 8 days, while doing so it has been observed that many a times CPAO has to return the pension cases to the PAOs for the want or correct details/documents. This results in unnecessary delays in the processing of the pension cases which leads to hardship and unnecessary grievances of the pensioners.

In order to further streamline/ smoothen the processing of the cases this office has listed the reasons/objections due to which CPAO return pension cases to the Pay and Account Offices. The list of the same is attached at Annexure I. The list shows all category-wise objections/reasons raised by this office while returning the cases. It will be in the fitness of the things if the PAOs are instructed to avoid shortcoming in the cases & follow the checklist.

May I request you to kindly instruct the PAO, under your control to do the due diligence and avoid the shortcomings as listed in the Annexure-I. Solicit your cooperation for better delivering of the pension processing and timely disposal of cases of the retiring Government Servants. This will help CPAO to prove our motto i.e. “Committed to provide excellence in pension delivery and Accounting to Central Civil Pensioners”.

Sd/-

Annexure-I

Reasons/objections in general, raised while returning fresh pension cases (Category wise)

A. SUPERANNUATION

1. Discrepancies in the name & date of birth of Pensioner/Family Pensioner in PPO and other connecting documents. Discrepancies also found in the bank details in respect of BSR Code, IFSC Code and branch address.
2. Processing the case in PFMS instead of manually where payment is involved. Any variations between E-PPO and manual PPO is not admissible.
3. Furnishing pension cases of those appointed as or after 01.01.2004 without Department's order specifying their eligibility in old pension scheme.
4. Non-furnishing of proforma of undertaking by pensioner with two witnesses.
5. Non-furnishing of Joint Photograph with the plea that spouse leaves separately but family pension shown in PPO as well as in SSA.
6. Furnishing of delayed finalized pension cases without paying the arrear of pension by Department/PAO in accordance with para 7.5.5 of CAM.
7. Furnishing only disburser's copy of PPO with remarks at column 6 of SSA that pensioner's portion of PPO to be handed over to pensioner by bank.
8. Recording improper entry of arrear in both halves of PPO while paying arrear in delayed finalized pension cases.
9. Omission of dates in respect of Payment of CVP paid by PAO, restoration of commuted part, enhanced rate of family pension and normal rate of family pension in PPO.
10. Improper uploading of E- PPO i.e. E-PPO is completely blank or without joint photo and Signature.
11. Non-submission of photos of disabled person and declared guardian in Part IV of PPO in case of Co-authorization cases. Bank account also owed to the opened in the name of disabled person and preferably be in same bank branch of pensioner.
12. Pensioner or Family Pension as the case may be must be primary account holder in A/C and a copy of first page of passbook in support of this claim should be attached with the pension case.

B. VOLUNTARY RETIREMENT

The above observations, more or less, are applicable in Voluntary Retirement case also. However, the following observations a specially attributed to the Voluntary Retirement

cases where CVP are generally payable by Bank and Authority of CVP with special seal are routed through CPAO.

1. Non-mentioning of CVP as "Payable by bank" at page 9 of PPO often creates confusion among banks and they seek confirmation from CPAO before making payment and consequently payment gets delayed.
2. Very often authority for CVP, with special seal embossed on it, not attached with the Pension case compelling this office to return the case.
3. Inadvertently mentioning the date of restoration at page 9 of PPO when PAO is not aware of its date due to payment made by bank on the basis of authority.
4. Inadvertently mentioning the date of family pension at enhanced and normal rate at page 10 of PPO when PAO is not aware of its date due to retirement before attaining the age of 60 or superannuation.
5. Non-furnishing of medical reporter intimation of the same by PAO in respectof pensioner applying for Commutation after one year of retirement.

C. FAMILY PENSION

Other than the observations, enumerated under the category superannuation at page no 1, the following observations may he specifically categorized to the family pension cases.

1. Non-submission of Form 4 (Details of family) furnished by the deceased Govt. employee to the establishment during his/her lifetime. Form 3 is considered to be the most important document to establish the identity of the family pensioner and his/her relationship with the deceased Govt. servant. This can be supplemented by other identities of family pensioner like Aadhar or PAN card verified by HOO. In the absence of same, the acceptance certificate from HOO that he is satisfied about the eligibility of the claimant family member for grant of family pension under prevailing pension rules.
2. Non-submission of Death certificate in respect of deceased Govt. employee.
3. Improper mention of data of paying family pension at enhanced rate and normal rate.

D. FAMILY PENSION UNDER CATEGORY II

Son, daughter (up to the age of 25), unmarried or widowed or divorced daughter, dependent parents dependent as well as disabled siblings fall under this category. New PPO is issued while authorizing category II family pension.

1. Non-furnishing of old PPO no. in respect of deceased pensioner/Family pensioner with a certificate to the effect that the same has been received back, cancelled and kept the record.

2. Non-submission of last pension payment, certificate in respect of deceased pensioner/ family pensioner received from bank as well as recovery certificate of excess pension, in any, paid to the deceased pensioner / family pensioner.
3. Non-submission of form 3 (Details of family) furnished by the deceased pensioner during his/her lifetime to establish the identity of the family pensioner and his/her relationship with the deceased pensioner/family pensioner.
4. Non-submission of Death certificates of deceased pensioner/family pensioner.
5. Non-submission of unmarried certificate from competent authority. Affidavit from Notary is not admissible because the fact is not verified in it.
6. Non-submission of income certificate from competent authority. Affidavit from Notary is not admissible because the fact is not verified in it.
7. Non-submission of Divorce decree from competent court of law in respect of family pension to divorced daughter.
8. Non-submission of husband's death certificate in respect of family pension to widowed daughter.
9. Non-mention of Pay as per 7th CPC, as notionally fixed, in at page 3 of PPO.
10. Non-submission of disability certificate obtained from a medical board comprising of a medical superintendent or a principal or a director or head of the institution or his nominee as chairman and two other members, out of which at least one shall be a specialist in the particular area of mental or physical disability including mental retardation setting out, as far as possible, the exact mental or physical condition of the child in case of family pension to disabled child.
11. Non-payment of arrear by PAO in case of delayed finalization of pension case.
12. Non-Submission of Guardianship certificate issued under sections 14 of the National Trust Act, 1999 by a local committee in case of family pension to mentally retarded son/daughter.
13. Non-authorization of family pension with Rule 54 (8(III) which stipulates that the family pension to the children shall be payable in the order of their birth and the younger of them will not be eligible for family pension unless the elder one above him/her has become ineligible for the grant of family pension.
14. Non-submission of dependency certificate in respect of family pensioner (Category-II) while his/her parents were also verified by the HOO.
15. Non-submission of Status of daughter (whether unmarried/widowed/divorced) in PPO Booklet.
16. Pensioner or family pension at the case may he must be primary account holder in Joint A/C and a copy of first page in support of this claim should be attached with the pension case.

10. LIST OF FORMS/FORMATS
(Prescribed under CCS (Pension) Rules, 2021)

S.N.	Particulars of Form	Form No.
1.	Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme.	**Form 3**
2.	Form for Details of Family.	**Form 4**
3.	Form for Intimation regarding marriage/birth of a child after Retirement.	**Form 5**
4.	Form for Application for Particulars to be obtained by the Head ofOffice from the retiring/retired Government Servant	**Form 6**
5.	Form for all Particulars including Details of Familyto be submitted by the retiring/retired Government Servant to the Head of Office.	**Form 6A**
6.	Form for Assessing Pension/Family Pension and Gratuity.	**Form 7**
7.	Form for Assessing Pension/Family Pension and Gratuity in respect of a Government servant against whom departmental or judicial proceedings were pending at the time of retirement and to whom provisional pension was sanctioned in accordance with Rule 8	**Form 7A**
8.	Form of Application by a Government servant/pensioner or his/her spouse for including /co-authorization of names of permanently disabled child/dependent parents/disabled sibling as family pensioner in the Pension Payment Order	**Form 8**
9.	Form for Application for the Grant of Gratuity in respect of a deceased/missing Government Servant -	**Form 9**
10.	Form for Application to the Head ofOffice for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner or when a Government Servant or Pensioner or Family Pensioner goes missing.	**Form 10**
11.	Form for Assessment and Authorization of Payment of Family Pension and Death Gratuity when a Government Servant dies or goes missing while in Service	**Form 11**

12.	Form of Application to be submitted to Pension Disbursing Authority by spouse/co-authorized family member for commencement of family pension on death of a pensioner or family pensioner	**Form 12**
13.	Form of Application for the Grant of Residuary Gratuity on the Death of a Pensioner - Form 13	**Form 13**
14.	Format for Certificate of verification of Service for Pension and Gratuity	**Format 4**
15.	Format for Undertaking for bank to refund excess payment	**Format 9**
16.	Format of Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant	**Format 10**
17.	Format of Letter to the nominee/ member of family of a deceased/missing Government Servant for grant of gratuity	**Format 11**
18.	Format of Letter to family member of a deceased / missing Government servant for grant of Family Pension	**Format 12**
19.	Form of application for commutation of a percentage of superannuation pension without medical examination when the commuted value of pension is to be authorized through PPO	**Form 1A**
19.	Consent for Recovery, Declaration under Article 920, 929 under Article 911 of CSR (Civil Service Regulation), Consent for recovery and Declaration regarding Age of Wife/Husband	

11. STRATEGY FOR TIMELY PROCESSING OF PENSION CASES

The following steps could be taken to timely process the pension cases: -

I. <u>Steps to be taken by Head of Office and Admin Section</u>

- Timely Communication of guidance to the retiree officer (at least one year before the date of retirement) making him/her aware of various requirement under Pension Rules, 2021,
- To Conduct Training session (one year before date of retirement) virtually every month or every alternate month for retiree officers.
- To nominate one officer in Administration as "pension Mitra".
- Greater monitoring of pension cases at Senior Level (Head ofOffice/Head of Department) on periodical basis.
- Capacity building of officers dealing with Pension work.
- Proper scrutiny of form submitted by Officers online as well as manual mode.
- To ensure that all the requisite papers/enclosures are attached while forwarding the manual application to PAO.
- Ensuing compliance with detailed list of reasons/objections in general, raised while returning fresh pension cases. The Head of Office and his team must ensure that all the checks have been completed.
- To recognize "timely submission of pension cases" as key activity for evaluation of performance of HOO/HOD.
- To ensure that the action is taken as per timelines prescribed in CCS(Pension) Rules, 2021.

II. **<u>Steps to be taken by Retiree Officer</u>**

- To collect, examine and remove discrepancies in documents one year before retirement.
- To timely submit application in time on Bhavisya Portal.
- To timely seek assistance of Admin section.
- To be proactive in matter.

III. **<u>Steps to be taken at the end of PAO</u>**

- PAO should take timely processing of pension cases and send to CPAO within the time frame.

Part II

Text of Relevant Rules (Rule 53 to Rule 70 of the CCS (Pension) Rules, 2021

[As amended vide Notification No. GSR 410 (E) dated 16.07.2024]

CHAPTER-X

Determination and authorization of the amounts of pension and gratuity

53. Processing of pension cases in the online pension sanctioning system. -

(1) [Unless otherwise exempted by a general or special order of the Government, the pension case of a Government servant shall be processed through online mode (Bhavishya/e-HRMS) and the retiring officials, who are on e-HRMS, shall submit **Form 6-A** through e-HRMS (only superannuation cases). Retiring Government servants, who are not on e-HRMS and for cases other than superannuation (i.e. Voluntary retirement, Premature retirement, Permanent absorption in State Government/Public Sector Undertaking/Autonomous Body, Invalidation, Compulsory retirement and Dismissal/Removal from service), shall submit **Form 6-A** through Bhavishya.] *

(2) (a) In the case of a department or office or person exempted from the purview of [online mode (Bhavishya/e-HRMS)] * in accordance with sub-rule (1), the details or documents in respect of the person due to retire shall be transmitted in physical mode and his pension case shall be processed manually.

a. (b) In a case or cases where a particular action or activity cannot be performed under [online mode (Bhavishya/e-HRMS)] *, such action or activity shall be performed manually.

54. Preparation of list of Government servants due for retirement. -

(1) Every Head of Department shall have a list prepared by 15th day of every month, of all Government servants who are due to retire within the next fifteen months of that date.

(2) A copy of every such list shall be supplied to the Accounts Officer concerned before the last day of every month.

(3) In the case of a Government servant retiring for reasons other than by way of superannuation, the Head of Office shall inform the Accounts Officer concerned not later than ten days from the date of issue of order regarding retirement of Government servant.

55. Intimation to the Directorate of Estates regarding issue of "No Demand Certificate". -

(1) Immediately after preparing the list of Government servants due to retire within the next fifteen months, the Head of Office shall obtain from each such Government servant, who was or is in occupation of a Government accommodation (hereinafter referred to as the allottee), the complete details regarding the Government accommodation, as prescribed by the Directorate of Estates and shall send these details to the Directorate of Estates, at least one year before the anticipated date of retirement of the Government servant for issuing a `No demand certificate' in respect of the period preceding eight months of the retirement of the allottee.

(2) Immediately after the orders for retirement of a Government servant for reasons other than by way of superannuation, the Head of Office shall also obtain from such Government servant, the details regarding the Government accommodation held by him from time to time, if any.

(3) The Head of Office shall, within ten days of receipt of the details from the Government servant, send these details to the Directorate of Estates along with a copy of intimation sent by him to the Accounts Officer under sub-rule of rule 54 for issuing a `No demand certificate', if the Government servant concerned was or is an allottee of Government accommodation.

(4) A Government servant, referred to in sub-rule (1), if he is not in occupation of any residential accommodation and had also not been allotted any residential accommodation during his service, shall submit a declaration to the Head of Office to this effect one year before his retirement on superannuation.

(5) A Government servant, referred to in sub-rule (2), if he is not in occupation of any residential accommodation and had also not been allotted any residential accommodation during his service, shall submit a declaration to the Head of Office to this effect immediately after the competent authority has approved such retirement or the retirement has become effective, as the case may be.

(6) The Head of Office, after Certification of the records, shall issue the 'No Demand Certificate in respect of a rule (5). No Separate 'No Demand Certificate from the Government servant referred to in sub-rule (4) and sub- Directorate of Estates shall be necessary in such a case.

Explanation. - The Term 'Directorate of Estates, whenever occurring in these rules, shall also include any other office. or agency concerned with allotment and maintenance of accommodation for Government servants in a department or an office.

56. Preparation for processing of pension case.-

Every Head of Office shall undertake the preparatory work for processing of pension case one year before the date on which a Government servant is due to retire on superannuation, or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier.

57. Stages for the processing of pension case on superannuation. -

(1) The Head of Office shall divide the period of preparatory work of one year referred to in Rule 56in the following three stages, namely:

a) First Stage. Verification of service,

i. the Head of Office shall go through the service book of the Government servant and satisfy himself as to whether the certificates of verification for the service subsequent to the service verified under rule 30 are recorded therein;

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

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

iv. on receipt of communication referred to in sub-clause (iii), the Head of Office in that office or Department shall verify the portion or portions of such service, in the manner as specified in sub-clause (ii), and send necessary certificates to the referring Head of Office within two months from the date of receipt of such a reference:

Provided that in case a period of service is incapable of being verified, it shall be brought to the notice of the referring Head of Office simultaneously;

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

vi. if at any time thereafter, it is found that the Head of Office and other concerned authorities had failed to communicate any non-qualifying period

of service, the Secretary of the administrative Ministry or Department shall fix responsibility for such non-communication;

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

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

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

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

b) Second Stage.-Making good the omissions in the service book,-

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

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

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

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

(v) In order to ensure that the emoluments during the last ten months of service

have been correctly shown in the service book, the Head of Office shall verify the correctness of emoluments only for the period of twenty- four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

c) Third Stage. -

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

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

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

iii. [advise the retiring Government servant to submit **Form 6-A**] *.

(2) (a) [The Government servant shall submit duly completed **Form 6-A** to the Head of the Office, not later than six months prior to his date of retirement.] *

(b)The Government servant shall also apply in **Form 6**, if he so desires, for commutation of a percentage of pension in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.

(3) (a) Where the Head of Office is satisfied that the Government servant is not in a position to submit the forms referred to in sub-rule (2) on account of any bodily or mental infirmity, the Head of Office may allow the spouse of the Government servant or, in the absence of the spouse, the member of the family eligible to receive family pension on death of Government servant, to submit [**Form 6-A**] *.

(b) If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, may be allowed to submit [**Form 6-A**] *:

[Provided that where the said form is submitted by the spouse or any other member of the family, the Government servant shall not be entitled to the benefit of commutation of a percentage of pension until he himself subsequently applies for such commutation in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.] *

58. Submission of forms by Government servant retiring for reasons other than superannuation. -

(1) [A Government servant, who is retiring or has retired for reasons other than superannuation, shall submit **Form 6-A** to the Head of Office, immediately after the competent authority has approved such retirement or the retirement has become effective, as the case may be.] *

(2) (a) Where the Head of Office is satisfied that the Government servant is not in a position to submit the forms referred to in sub-rule (1) on account of any bodily or mental infirmity, the Head of Office may allow the spouse of the Government servant or, in the absence of the spouse, any other member of the family eligible to receive family pension on death of Government servant, to submit [**Form 6-A**] *.

(b) If there is no member of the family eligible to receive family pension on death of Government servant, a member of the family in whose favour a nomination was made by the Government servant for payment of gratuity, may be allowed to submit [**Form 6-A**] *:

[Provided that where the said form is submitted by the spouse or any other member of the family, the Government servant shall not be entitled to the benefit of commutation of pension until he himself subsequently applies for such commutation in accordance with the Central Civil Services (Commutation of Pension) Rules, 1981.] *

59. Completion of pension case. -

(1) In cases under rule 57, the Head of Office shall complete Part I of **Form 7** along with the check list and the pension calculation sheet not later than four months before the date of retirement of a Government servant. In cases under rule 58, the Head of Office shall complete Part I of Form 7 along with the check list and the pension calculation sheet within two months after submission of [**Form 6-A**] *by a Government servant or his or her spouse or member of his or her family, as the case maybe.

(2) In the case of a Government servant who has died after retirement and in respect of whom Forms referred to in rule 57 or [rule 58] * has not been submitted, action shall be taken in accordance with sub-rule (5) of rule 80.

60. Forwarding of pension case to Accounts Officer. -

(1) After complying with the requirement of rules 57,58 and 59, the Head of Office shall forward the pension case to the Accounts Officer and shall also send to the Accounts Officer, -

(i) [**Form 6-A**]*,signed and submitted by the Government servant;

(ii) copies of **Form 7**(including the check list and the pension calculation sheet) and the covering letter in **Format 10**, and duly completed and up-to-date service book of the Government servant along with any other documents relied upon for the verification of service.

(2) The particulars of the Government dues referred to in rule 67 ascertained and assessed by the Head of Office and the amount to be withheld, if any, as per the intimation of Directorate of Estates under sub-rule 5) of rule 68 shall also be furnished to the Accounts Officer in **Format 10** so that the dues are recovered out of the gratuity before its payment is authorised.

(3) The Head of Office shall retain [copies of Form and Format] * referred to in sub-rule (1) and sub-rule (2) for his records.

(4) The pension case and the papers referred to in sub-rule (1) and sub-rule (2) shall be forwarded to the Accounts Officer not later than four months before the date of superannuation of a Government servant and in cases other than retirement on superannuation not later than two months after the date of submission of [**Form 6-A**] *.

61. Intimation to Accounts Officer regarding any even having bearing on pension or any Government dues. -

(1) If, after the pension case and pension papers have been forwarded to the Accounts Officer under rule 60, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to the Accounts Officer by the Head of Office.

(2) If, after the particulars of Government dues have been intimated to the Accounts Officer under sub-rule (2) of rule 60, any additional Government dues come to the notice of the Head of Office, such dues shall be promptly reported to the Accounts Officer.

62. Provisional pension for reasons other than Departmental or Judicial proceedings._

(1) Where, in a case of retirement on superannuation, after a Government servant or his or her spouse or a member of his or her family, as the case may be, has submitted the Forms in accordance with sub-rule (2) or sub-rule (3) of rule 57 but, -

(i) in spite of following the procedure laid down in rule 57, it is not possible for the Head of Office to forward the pension case and pension papers referred to in rule60totheAccountsOfficer within the period specified in sub-rule (4) of that rule; or

(ii) the pension case and pension papers forwarded to the Accounts Officer have been returned by the Accounts Officer to the Head of Office for eliciting further information before issuing pension payment order and order for the payment of gratuity,

and the Government servant is likely to retire before his pension and gratuity or both can be finally assessed and settled in accordance with the provisions of the serules, the Head of Office shall rely upon such information as maybe available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(2) In a case of retirement otherwise than on superannuation, on receipt of Forms from Government servant or his or her spouse or a member of his or her family in accordance with sub-rule (1) or sub-rule (2) of rule 58, the Head of Office shall rely upon such information as may be available in the official records and shall determine the amount of provisional pension and the amount of provisional retirement gratuity.

(3) Where the amount of pension and gratuity cannot be determined for reasons other than the departmental or judicial proceedings and a provisional pension and provisional gratuity is required to be sanctioned in accordance with sub-rule (1) or sub-rule (2), the Head of Office shall do the following, namely: -

(a) issue a letter of sanction addressed to the Government servant endorsing a copy thereof to the Accounts Officer authorizing,

(i) 100 percent of pension as provisional pension from the date following the date of retirement; and

(ii) 100 percent of the gratuity as provisional gratuity with holding ten percent of gratuity.

(b) Specify in the letter of sanction, the amount recoverable from the gratuity as assessed under rule67 and after issuing the letter of sanction referred to in clause (a), the Head of Office shall draw,–

(i) The amount of provisional pension; and

(ii) The amount of provisional gratuity after deducting there from the amount specified in sub-clause(ii)of clause and the dues, if any, specified in rule 68, in the same manner as pay and allowances of the establishment are drawn by him.

(4) A sanction for provisional pension under sub-rule (3) shall be issued not later than ten days after the date of retirement of Government servant in cases covered under sub-rule (1) and within one month from the date of submission of forms in cases covered under sub-rule (2).

(5) The amount of provisional pension and gratuity payable under sub-rule (2) or sub-rule (3) shall, if necessary, be revised on the completion of the detailed scrutiny of

the records.

(6) (a)The payment of provisional pension shall not continue beyond the period of six months from the date of retirement of a Government servant or from the date of submission of [**Form 6-A**]* by the Government servant, whichever is later, and if the amount of final pension and the amount of final gratuity had been determined by the Head of Office in consultation with the Accounts Officer before the expiry of the said period of six months, the Accounts Officer shall,-

(i) Issue the pension payment order; and

(ii) direct the Head of Office to draw and disburse the difference between the final amount of gratuity and the amount of provisional gratuity paid under sub-clause (ii) of clause (b) of sub-rule (3) after adjusting the Government dues, if any, which may have come to notice after the payment of provisional gratuity.

(b) If the amount of provisional pension disbursed to a Government servant under sub-rule (3) is, on its final assessment, found to be in excess of the final pension assessed by the Accounts Officer, it shall be open to the Accounts Officer to adjust the excess amount of pension out of gratuity withheld under sub-clause (ii) of clause (a) of sub-rule (3)or recover the excess amount of pension in instalments by making short payments of the pension payable in future.

(c) (i)If the amount of provisional gratuity disbursed by the Head of Office under sub-rule (3) is more than the amount finally assessed, the retired Government servant shall not be required to refund the excess amount actually disbursed to him.

(ii) The Head of Office shall ensure that chances of disbursing the amount of gratuity in excess of the amount finally assessed are minimized and the officials responsible for the excess payment shall be accountable for the over- payment.

(7) If the final amount of pension and gratuity have not been determined by the Head of Office in consultation with the Accounts Officer within a period of six months referred to in clause (a) of sub-rule (6), the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately on the expiry of the period of six months.

(8) As soon as the pension payment order has been issued by the Accounts Officer under clause (a) of sub-rule (6) or sub-rule (7), the Head of Office shall release the amount of withheld gratuity under sub-clause (ii) of clause (a) of sub-rule (3) to the retired Government servant after adjusting Government dues which may have come to notice after the payment of provisional gratuity under sub-clause (ii) of clause (b) of sub-rule (3).

(9) If a Government servant is or was an allottee of Government accommodation, the withheld amount should be paid on receipt of `No Demand Certificate' from the Directorate of Estates.

(10) It shall be the responsibility of the Head of Office to ensure that in cases where there is a delay in issue of Pension Payment Order, a provisional pension and provisional gratuity is sanctioned in accordance with this rule.

63. Authorisation of pension and gratuity by the Accounts Officer. -

(1) (1)(a) On receipt to pension case and pension papers referred to in rule 60, the Accounts Officer shall apply the requisite checks, record the account enfacement in Part II of **Form 7** and assess the amount of pension, family pension and gratuity and issue the pension payment order not later than two months in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

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

(c) While applying the requisite checks, the Accounts Officer shall verify the correctness of emoluments only for the period of twenty-four months preceding the date of retirement of a Government servant, and not for any period prior to that date.

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

Provided that in the case of a Government servant whose family includes more than one wife who is alive, the Accounts Officer shall indicate, in the Pension Payment Order, the names of all the wives with their respective share in the family pension:

Provided further that in the case of a Government servant whose family includes a wife, who is alive, and a child or children from a wife who is not alive or from a divorced wife or from a void or voidable marriage, the Accounts Officer shall indicate, in the Pension Payment Order, only the name of wife who is alive with her share in the family pension, then on death of the pensioner, the share of family pension indicated in the Pension Payment Order shall initially become payable to the surviving widow and on receipt of a communication from the Head of Office, the Accounts Officer shall issue are vised Pension Payment Authority, indicating the names of all the members of family who are eligible for family pension on the date of death of the pensioner with their respective share in the family pension, in accordance with rule 50.

(e) The Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family

to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(f) On receipt of a written communication from the Head of Office on an application in **Form 8** from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

(g) Where an intimation regarding marriage or remarriage after retirement has been received from a retired Government servant in accordance with clause (f) of sub-rule (15) of Rule 50, the Head of Office, after due verification, forward the papers to the Account Officer and the Account Officer shall take the said intimation on record and, if there is no child or children from an earlier marriage or if the child or children from an earlier marriage are not eligible for family pension, issue a Revised Pension Payment Authority including the name of such spouse as family pensioner in the pension payment order.

(h) The Pension Disbursing Authority shall commence disbursement of family pension, as authorized in the Pension Payment Order, to the members of family referred to in clause (c), (d),(e) or (f), in accordance with the provisions of rule 79 and in the order indicated in rule 50.

(2) The amount of gratuity as determined by the Accounts Officer under Clause (a) of sub-rule (1) shall be intimated to the Head of Office with the remarks that the amount of the gratuity may be drawn and disbursed by the Head of Office to the retired Government servant after adjusting the Government dues, if any, referred to in rule 67 and the amount to be withheld, if any, as per the intimation of Directorate of Estates under sub-rule (5) of rule 68.

(3) The amount of gratuity with held under sub-rule (5) of rule68 shall be adjusted by the Head of Office against the outstanding license fee intimated by the Directorate of Estates and the balance, if any, refunded to the retired Government servant.

(4) (a)The Accounts Officer shall forward a copy of the Pension Payment Order or the Revised Pension Payment Authority issued under this rule along with the undertaking in [**Form 6-A**] * to the Central Pension Accounting Office, not later than two months from the date of receipt of pension papers from the Head of Office, for issuing a Special Seal of Authority.

(b) The Central Pension Accounting Office shall issue the Special Seal of Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order or the Revised Pension Payment Authority issued by the Accounts Officer and the undertaking in [**Form 6-A**]*, not later

than twenty one days from the date of receipt of the Pension Payment Order or the Revised Pension Payment Authority from the Accounts Officer, in accordance with the orders issued by the Controller General of Accounts.

(c) The Pension Disbursing Authority shall take action to disburse the pension to the retired Government servant on the date on which it becomes due, in accordance with the orders issued by the Controller General of Accounts and Central Pension Accounting Office.

(5) (a)In case, any departmental or judicial proceedings are pending against the Government servant, a provisional pension as provided in sub-rule (5) of rule 8 shall be authorised by the Accounts Officer and no gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders

(b) There on and after the conclusion of departmental or judicial proceedings and issue of final orders thereon, the Head of Office shall forward the copy of final orders passed by the competent authority along with the details in **Form7-A**, not later than thirty days from the date of issue of the said orders.

(c) On receipt of the copy of final orders passed by the competent authority and the details in **Form 7-A** from the Head of Office, the Accounts Officer shall take further action to authorize the final pension to the retired Government servant in accordance with the orders passed by the competent authority in regard to the departmental or judicial proceedings within thirty days of the date of receipt of the said **Form 7-A**.

64. Government servants on deputation. -

(1) In the case of Government servant who retires while on deputation to another Central Government Department, action to authorize pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office of the borrowing Department.

(2) If, a Government servant retires from service, while on deputation to a State Government or while on Foreign Service action to authorise pension and gratuity in accordance with the provisions of these rules shall be taken by the Head of Office or the Cadre authority which sanctioned deputation to the State Government or to foreign service.

65. Interest on delayed payment of gratuity, pension and family pension. -

(1) In all cases where provisional pension or provisional family pension or provisional gratuity has not been sanctioned in accordance with these rules or where the payment of pension or family pension or gratuity has been authorised later than the date when its payment becomes due, including in the cases of

retirement otherwise than on superannuation, and it is clearly established that the delay in payment was attributable to administrative reasons or lapses, interest shall be paid on arrears of pension or family pension or gratuity at the rate and in the manner as applicable to General Provident Fund amount in accordance with the instructions issued from time to time:

Provided that no interest under this sub-rule shall be payable if the delay in payment was caused on account of failure on the part of the Government servant or the pensioner or the member of the family of the Government servant to comply with the procedure laid down by the Government for processing the pension or family pension case.

(2) Every case of delayed payment of pension or family pension or gratuity (including provisional pension or family pension or gratuity)in respect of employees of a Ministry or Department and the employees of its attached and subordinate offices shall be considered by the Secretary of that Ministry or Department or any other officer, not below the level of Joint Secretary to the Government of India, authorised by him for this purpose, and where the Secretary or the officer authorised by him is satisfied that the delay in the payment of pension or family pension or gratuity was caused on account of administrative reasons or lapse, the said Secretary or the officer authorised by him shall sanction payment of interest.

(3) (a) The administrative Ministry or the Department or the office shall issue sanction for the payment of interest after the Secretary or the officer authorised by him has sanctioned the payment of interest under sub-rule (2).

(b)The payment of interest on delayed payment of gratuity or pension or family pension shall be paid within two months from the date on which payment of interest has been sanctioned by Secretary or the officer authorized by him.

(4) In all cases where the payment of interest has been sanctioned by the Secretary of the administrative Ministry or the Department or the officer authorized by him, such Ministry or the Department or Office shall fix the responsibility and take disciplinary action against the Government servant or servants who are found responsible for the delay in the payment of gratuity or pension or family pension on account of administrative lapses:

Provided that payment of interest under sub-rule (3) shall be made without waiting for the outcome of the disciplinary proceedings, if any.

(5) Without prejudice to the generality of the provisions of sub-rule (1), the period for which interest shall be payable for the delay in payment of pension or gratuity shall be determined in the following manner, namely: -

(a) In the case of a Government servant who retires on superannuation, interest shall be payable from the date following the date of expiry of a period of three months

from the date of retirement, up to the date of payment of arrears of pension or gratuity or both;

(b) In the case of a Government servant who retires or is retired otherwise than on superannuation or is absorbed in a public sector undertaking or an autonomous body or dies during service or after retirement, interest shall be payable from the date following the date of expiry of a period of three months from the date of retirement or absorption or death, as the case may be, up to the date of payment of arrears of pension or gratuity;

(c) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement in accordance with clause (c) of sub-rule (4) of rule 8 on account of departmental or judicial proceeding spending against him on the date of retirement and who is exonerated of all charges on conclusion of such departmental or judicial proceedings, interest shall be payable on retirement gratuity and arrears of pension, if any, from the date following the date of expiry of a period of three months from the date of retirement up to the date of payment of arrears of pension and gratuity;

(d) In the case of a Government servant to whom provisional pension was paid and retirement gratuity was not paid on retirement in accordance with clause (c) of sub-rule (5) of rule 8 on account of departmental or judicial proceedings pending against him on the date of retirement and despite him not having been fully exonerated of all charges on conclusion of such departmental or judicial proceedings, the competent authority decides to allow payment of pension and retirement gratuity, either in full or in part, interest shall be payable on retirement gratuity and arrears of pension, if any, from the date of expiry of a period of three months from the date on which the order for payment of pension and gratuity is issued by the competent authority up to the date of payment of pension and gratuity.

(e) In the case of a Government servant to whom provisional pension was paid and gratuity was not paid on retirement in accordance with clause (c) of sub-rule (5) of rule 8 on account of departmental or judicial proceedings pending against him on the date of retirement and such departmental or judicial proceedings are dropped consequent on his death, interest shall be payable on arrears of pension, family pension and gratuity from the date of expiry of a period of three months from the date of death up to the date of payment of such arrears of pension, family pension and gratuity.

(f) Where arrears of pension or gratuity become payable to a Government servant on account of enhancement of the amount of pension authorised or the amount of gratuity paid on retirement consequent on retrospective revision of emoluments or liberalisation in the provisions relating to grant of pension or gratuity, interest shall be payable on arrears of pension or gratuity to the

Government servant from the date of expiry of a period of three months from the date of issue of the order revising the emoluments or liberalizing the provisions relating to grant of pension or gratuity, as the case may be, up to the date of payment of arrears of pension or gratuity.

66. Revision of pension after authorisation. -

(1) The pension authorised under rule 44 and family pension authorised under rule 50 may be revised by the Government in accordance with any general order issued in implementation of decisions taken on the recommendations of the Central Pay Commissions, or otherwise, and the pension or family pension so revised shall thereafter be the basic pension or basic family pension for grant of additional pension under sub-rule(5) of rule 44 or additional family pension under sub-rule (3)of rule 50 or dearness relief under rule 52.

(2) Subject to the provisions of rule 7and rule 8, pension or family pension once authorised after final assessment or revised under sub-rule (1) shall not be revised to the disadvantage of the Government servant, unless such revision becomes necessary on account of detection of a clerical error subsequently: shall be ordered without the concurrence of the Department of Pension and Pensioners Welfare if the clerical error subsequently:

Provided that no revision of Pension or family pension to the disadvantage of the pensioner or family pensioner detected after a period of two years from the date of authorization or revision of pension or family pension.

(3) The question whether the revision has become necessary on account of a clerical error or not shall be decided by the administrative Ministry or Department.

(4) If, consequent on revision of pension or family pension under sub-rule (2),an excess payment of pension or family pension is found to have been made to the pensioner or family pensioner and if such excess payment is not on account of any misrepresentation of facts by the pensioner or family pensioner, the administrative Ministry or Department shall examine in consultation with the Ministry of Finance (Department of Expenditure) whether or not recovery of such excess payment can be waived off and issue appropriate orders in accordance with the relevant rules and instructions in this regard.

(5) Where the administrative Ministry or Department decides not to waive off the excess payment of pension or family pension, the retired Government servant concerned or family pensioner shall be served with a notice by the Head of Office requiring him to refund the excess payment of pension within a period of two months from the date of receipt of notice by him.

(6) In case the Government servant fails to comply with the notice, the Head of Office shall, by order in writing, direct that such excess payment shall be adjusted in

instalments by short payments of pension in future, in one or more instalments, as the Head of Office may direct.

67. Recovery and adjustment of Government dues.-

(1) It shall be the duty of the Head of Office to ascertain and assess Government dues payable by a Government servant due for retirement on superannuation and by the Government servant who has retired or is retiring otherwise than on attaining the age of superannuation.

(2) The Government dues as ascertained and assessed by the Head of Office which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of the retirement gratuity becoming payable.

Explanation. - The expression Government dues include.

(a) dues pertaining to Government accommodation including arrears of license fee as well as damages (for the occupation of the Government accommodation beyond the permissible period after the date of retirement of the allottee, subletting, unauthorised occupation, transfer to an ineligible office, etc.) and dues or arrears in respect of electricity, water and PNG charge, if any;

(b) dues other than those pertaining to Government accommodation, namely, balance of house building or conveyance or any other advance, overpayment of pay and allowances or leave salary and arrears of income tax deductible at source under the Income Tax Act, 1961 (43 of 1961).

(3) Only the Government dues as referred to in sub-rule (2) shall be adjusted against the amount of retirement gratuity payable to the retired Government servant and any other dues which are not Government dues in terms of sub-rule (2) shall not be recoverable from the amount of retirement gratuity.

68. Adjustment and recovery of dues pertaining to Government accommodation.-

(1) (a) In the case of a Government servant who is due for retirement on superannuation, the Directorate of Estates, on receipt of intimation and details from the Head of Office under sub-rule (1) of rule 55for issue of a No Demand Certificate, shall scrutinize its records and inform the Head of Office within two months, if any license fee was recoverable from the Government servant in respect of the period prior to eight months of his retirement.

(b) In the case of a Government servant who has retired or is retiring otherwise than on attaining the age of superannuation, the Directorate of Estates shall inform the Head of Office within one month from the date of receipt of intimation and details from Head of Office under sub-rule(2) of rule55, if any license fee was recoverable from the Government servant up to the date of retirement.

(c) If no intimation in regard to recovery of outstanding license fee is received by the Head of Office by the stipulated date, it shall be presumed that no license fee was recoverable from the allottee in respect of the period preceding eight months of the date of his superannuation or up to the date of retirement in other cases.

(2) In the case of retirement on superannuation, the Head of Office shall ensure that license fee for the next eight months, that is upto the date of retirement of the allottee, is recovered every month from the pay and allowances of the allottee.

(3) Where the Directorate of Estates intimates the amount of license fee recoverable in respect of the period mentioned in sub-rule (1), the Head of Office shall ensure that outstanding license fee is recovered in instalments from the current pay and allowances of the allottee and where the entire amount is not recovered from the pay and allowances, the balance shall be recovered out of the gratuity before its payment is authorised.

(4) The Directorate of Estates shall also inform the Head of Office the amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement of the allottee and the Head of Office shall adjust the amount of that licence fee from the amount of the gratuity together with the unrecovered licence fee, if any, mentioned in sub-rule (3).

(5) If in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent of the gratuity may be withheld pending receipt of further information.

(6) The recovery of licence fee (where it is not possible for the Directorate of Estates to determine the outstanding license fee) as well as damages (for occupation of the Government accommodation beyond the permissible period afterthedateofretirementofallottee)shallbetheresponsibilityoftheDirectorateofEstatesandthewithheldamount of gratuity under sub-rule (5) above of the retiring Government employee, who was in occupation of Government accommodation, shall be paid immediately on production of 'No Demand Certificate' from the Directorate of Estates after actual vacation of the Government accommodation.

(7) (a) The Directorate of Estates shall ensure the No Demand Certificate shall be given to the Government servant within a period off our teen days from the date of submission of application for the said certificate after actual vacation of the Government accommodation.

(b) If the Directorate of Estates fails to issue the No Demand Certificate within fourteen days from the date of the application, the allottee shall be entitled to payment of interest (as per the rate and manner applicable to General Provident Fund deposit determined from time to time by the Government of India) on the excess withheld amount of gratuity which is required to be refunded after

adjusting the arrears of licence fee and damages, if any, payable by the allottee till the date of issue of No Demand Certificate or the date of expiry of the period of fourteen days from the date of application for No demand certificate, whichever is earlier.

(c) The interest shall be payable by the Directorate of Estates through the concerned Account Officer of the retired Government servant from the date of application for the said certificate after vacation of the Government accommodation, up to the date of refund of excess withheld amount of gratuity.

(8) If after adjustment from the withheld amount of gratuity, if any, mentioned under sub-rule (5), or if no amount of gratuity was withheld under sub-rule (5), any amount on account of licence fee or damages (for overstay or un authorized occupation or subletting or transfer to an ineligible office etc.)or dues on account of electricity, water or PNG charges, remaining unpaid, may be ordered by the Directorate of Estates to be recovered through the concerned Account Officer from the dearness relief without the consent of the pensioner and in such case no dearness relief shall be disbursed until full recovery of such dues has been made.

Explanation. -For the purpose of this rule, the licence fee shall also include any other charges payable by the allottee for any damage or loss caused by him to the accommodation or its fittings.

69. Adjustment and recovery of dues other than dues pertaining to Government accommodation. -

(1) For the dues other than the dues pertaining to occupation of Government accommodation as referred to in clause (b) of sub- rule (2) of rule67, the Head of Office shall take steps to assess the dues one year before the date on which a Government servant is due to retire on superannuation or on the date on which he proceeds on leave preparatory to retirement, whichever is earlier, in the case of retirement on superannuation and immediately on retirement or when the fact of retirement of the Government servant is known to the Head of Office, whichever is earlier, in the case of retirement otherwise than on superannuation.

(2) The assessment of Government dues referred to in sub-rule (1) shall be completed by the Head of Office eight months prior to the date of the retirement of the Government servant, in the case of retirement on superannuation, and within thirty days after the date of retirement in the case of retirement otherwise than on superannuation.

(3) The dues as assessed under sub-rule (2) including those dues which come to notice subsequently and which remain outstanding till the date of retirement of the Government servant, shall be adjusted against the amount of retirement gratuity becoming payable to the Government servant on his retirement.

70. Date of retirement to be notified. -

(1) When a Government servant retires from service,–

(a) A notification in the Official Gazette in the case of a Gazetted Government servant; or

(b) An office order in the case of a non-gazetted Government servant,

shall be issued specifying the date of retirement within a week of such date and a copy of every such notification or office order, as the case may be, shall be forwarded immediately to the Accounts Officer:

Provided that where a notification in the Official Gazette or an office order, as the case may be, regarding the grant of leave preparatory to retirement to a Government servant is issued, a further notification or office order that the Government servant has actually retired on the expiry of such leave shall not be necessary unless the leave is curtailed and the retirement is for any reason ante-dated or postponed.

(2) Unless specific orders for extension of service are issued by the competent authority, the Government servant shall be deemed to have retired from service on the date on which he attains the age of superannuation and failure on the part of the office to issue a notification or office order under sub-rule (1) shall not make the Government servant entitled to continue in service beyond the date of superannuation.

*** Substituted by CCS(Pension)Amendment Rules,2021 dated 16.07.2024 and will be effective from 15.11.2024**

***

Part III

VARIOUS FORMS/FORMATS PRESCRIBED UNDER CCS(PENSION) RULES, 2021

FORM-3

Common Nomination form for Gratuity, General Provident fund and Central Government Employee's Group Insurance Scheme.

[*See Rule 46 of Central Civil Services (Pension) Rules, 2021, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employee Group Insurance Scheme, 1980*]

I,……..……, here by nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount in account of the following:

i. Any gratuity the payment of which may be authorized under rule 44 and Rule 45 of CCS (Pension)Rules

ii. Amount that may stand to my credit in the General Provident Fund

iii. Any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date Signature of Government servant

Mobile No.

Note 1: Completely strike out the benefits for which nomination is not intended to be made Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above

Note 2: The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed.

Note 3: The nominee(s)/alternate nominee(s)' shares to get her should cover the whole amount.

(To be filled in by the Head of Office/authorized Gazetted Officer)

Received the nominations, dated ……., under the following Rules:-

1. Central Civil Services (Pension) Rules, 2021 for Gratuity
2. General Provident Fund (Central Services) Rules,1960
3. Central Government Employees Group Insurance Scheme,1980

made by Shri/Smt./Kumari.....

Designation.....

Office.....

(Strikeout which nomination is not received)

Verified that the nomination(s) made by the Government servant is/are in accordance with the provisions of the relevant rules. Entry of the receipt of nomination(s) has been made in page……. Volume……. of Service Book.

Name, Signature and Designation of Head of Office /authorized Gazetted Officer with seal

Date of receipt.....

The receiving officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.

FORM 4

[*See rules 50 (15), 57, 58, 59, 60, 62, 74, 79 and 80*]

Details of Family

Important

1. The original Form submitted by the Government servant is to be retained. All additions/alterations are to be communicated by the Government servant/pensioner along with the supporting documents and the changes shall be recorded in this Form under the signature of Head of Office in column (7). No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with **Form 6**.

2. The details of all members of family (whether eligible for family pension or not) including spouse, all children, parents /parents in law and disabled siblings (brothers and sisters) may be given.

3. The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The Fact regarding disability or change of marital status of family member should also be indicated in the Remarks Column.

4. Wife and husband shall include judicially separated wife and husband.

5. The pensioner shall intimae the details of change in family structure after retirement in **Form 5**.

6. Copies of birth certificates to be attached. If birth certificate is not available, then copy of any other certificate, as proof of date of birth, may be attached.

Name of the Government Servant		Designation		Nationality	

Details of Family members:

S.N.	Name	Date of birth (DD/MM/YYYY)	Aadhaar no.*(voluntary)	Relationship with Govt. servant	Marital status	Remarks	Dated signature of Head of Office
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.							
2.							
3.							
4.							
5.							

I hereby under take to keep the above particulars upto date by notifying to the Head of Office any addition or alteration.

E-mail: (Optional) Place:

Mobile: Date (Signature)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to Bank Account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORM5

(See Rule 50 (15))

Intimation regarding marriage/birth of a child after retirement

To

The Head of Office

….....

Sub: Intimation regarding marriage/ birth of a child after retirement

Sir,

I am to state that I have married/remarried on …… I give below the requisite particulars of my spouse for necessary endorsement on my PPO. I also enclose three copies of passport size joint photograph with my spouse for necessary action.

1. Name of the Pensioner (as recorded in PPO)
2. Full Present Address
3. Date of Retirement
4. (i) PPO No. & Date
   (ii)Name of PPO Issuing Authority
5. Name of the Pension Disbursing Authority

(i) Station

(ii) Treasury/DPDO/PAO/PSB, as the case may be

(iii) Bank Branch with full Address and A/c.No.

6. (a) Details of family (as already available in records)

S.No	Name(s) and Address of members of family	Relationship with the Pensioner	Marital Status in case of son/ daughter	Whether the child is physically handicapped

(b) If the application is for inclusion of post-retiral spouse, the date of death/ divorce of the previous spouse (Self - attested copies of death certificate/ divorce decree to be enclosed)

7. Particulars of spouse from post-retiral marriage

(i) Name

(ii) Date of marriage with the pensioner.(Please attach self-attested copy of marriage certificate)

(iii) If the pensioner is having a spouse living in addition to the one whose name is proposed to be included, is this marriage valid as per the personal law applicable to the pensioner? If so, give details.

8. Particulars of Children born after retirement.

S.No	Name of child born after retirement	Date of Birth (Attach Birth certificate)	Whether the child suffers from any disability

9. Verification.

I certify that the particulars furnished above are correct.

Signature of Pensioner (with name in Block letters and address)

Date.....

List of Documents to be submitted with Form 5

1. Copy of PPO.
2. Three copies of passport size joint photograph with spouse.
3. Photocopy of the first page of Pass Book of the Joint Bank Account (with spouse) in which the pension is to be credited
4. Self-attested copies of death certificate/ divorce decree
5. Self-attested copy of marriage certificate
6. Birth certificate of child born after retirement.
7. Disability certificate of child (If the child suffers from a disability)

FORM6

[*See rules 57 (1), 58, 59 and 60, 62, 80]*

Particulars to be obtained by the Head of Office from the retiring/ retired Government Servant

Photograph(s)

1. Detail of Government servant:

Name		Designation/ Rank	
Date of birth		Date of retirement	
Ministry/Department/Office		PAN No.	
AadhaarNo.*(voluntary)		Nationality	

2. Address after retirement for future correspondence:

Flat/ House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone No.(If any)		Mobile No.	
E-mail ID			

3. Details of Bank through which Pension is to be drawn:

Type of A/c	☐ Single ☐ Joint with Spouse	A/c No.	
Bank's Name		Branch	
IFS Code			

Note 1: Please attach a copy of the first page of passbook/cancelled cheque/document showing the name of Account Holder. (The name should be the same in the bank account, this form and the office records.)
Note 2: Please ensure that the Government servant is the Primary Account holder in the Joint Account
Note 3: In case Head of Office is satisfied that it Is not possible for the retiring Government servant to open a joint account for Reasons beyond his/ her control, this requirement may be relaxed.

4. Details of member of the family of Government servant who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant:

Name		Relationship with the Government servant	
AadhaarNo.*(voluntary)		Nationality	
Flat/House No./Bldg. Name		Street/Locality	

Village & Post Office/Block		City & District	
State		Pin Code	
Telephone No.(Ifany)		Mobile No.	
E-mailID		Reasons why Government Servant is not able to submit this form	

5. I desire to commute % of my pension under Central Civil Services (Pension)Rules,2021 in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

Note: A **member of family who has been authorized under Rule 57 (3) to submit this Form on behalf of the retiring/retired Government servant shall not be eligible to apply for commutation of a percentage of pension.**

6. Indicate whether family pension is also admissible from any other source-(Tick whichever is applicable).
Military ☐ State Govt.☐
Public sector undertaking /autonomous body/ local fund under the Central or State Govt.☐

7. Whether any departmental or judicial proceedings pending against the Government servant? If so, the details thereof. .....

8. Whether any member of the family (other than spouse) is proposed to be co-authorised for family pension? (If yes, please attach Form 8.) ……Yes/No

9. Whether the Government servant wants to receive Pension Payment Order (PPO) in Office through Head of Office? …….Yes/No

Declarations:
*(1)I am satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c)
OR
I am not satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.
OR
I have not been intimated about the length of qualifying service to be reckoned for pension and gratuity.

***Tick the statement which is applicable.**

***(2)** I am satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c).
OR
I am not satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57 (1) (c) and I have submitted a representation in this respect separately.
OR
I have not been intimated about the emoluments and average emoluments to be reckoned for pension and

gratuity.

***Tick the statement which is applicable.**

(3) I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures: As per list attached

Plac

Date: (Signature of Government servant/ Family member (with name) authorized to submit this Form)

Note 1: Commutation of pension is optional. Item 5 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules ,1981 is required to be submitted in case the retiring/retired Government servant desires to apply for commutation of pension after submission of this form.

Note3: Commutation of pension after one year or for commutation of pension in case of compulsory retirement pension/invalid pension/compassionate allowance will be applied in Form-2 of Central Civil Services (Commutation of Pension) Rules, 1981.

**Providing Aadhaar No.is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

List of Documents to be attached with Form 6

1. Two specimen signatures (to be furnished in a separate sheet). If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb on the document in lieu of specimen signature.
2. Form 8, if a family member is proposed to be co-authorised for family pension. In accordance with Rule 63(1), the following members of family are eligible for co-authorisation for family pension along with spouse, if there is no other member of family eligible for family pension before them:
   - Disabled child/children(Disability certificate to be attached for co-authorisation.)
   - Dependent parents.
   - Disabled siblings (Disability certificate to be attached for co-authorisation.)
3. Three copies of Joint photograph with spouse or, if it is not possible to submit joint photograph with spouse, separate photographs of self and spouse, along with three copies of photograph of the member or members of the family whose names are to be included in the Pension Payment Order as a co-authorised family pensioner. (Photographs to be attested by Head of Office).
4. Form 4–Details of Family.

5. Undertaking in Form at 9 for refunding any excess payment made by the pension disbursing bank.

6. Nomination for Gratuity, Central Government Employees' Group Insurance Scheme and General Provident Fund in Common Nomination Form –Form 3.

7. Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in common nomination form - Form A.

8. Undertaking I in Format 1 (applicable for those who served in Security-related or Intelligence Organizations referred to in rule 7 of the Central Civil Services (Pension) Rules, 2021).

9. Form for submitting details under Anubhav (optional).

10. Form of option for availing Medical facilities of Central Government Health Scheme or Fixed Medical Allowance after retirement

11. Photocopy of the first page of PassBook of the Bank Account in which the pension is to be credited or any other bank document showing the name and account details of Account Holder

12. Copy of PAN Card

Form 6-A

(Inserted by CCS(Pension)Amendment Rules,2021 dated 16.07.2024 and will be effective from 15.11.2024)

[See rules 50, 53, 57, 58, 59, 60, 62, 63 and 80]

A. Particulars to be obtained by the Head of Office from the retiring/retired Government Servant

Photograph(s) 2.5cm x 3.5cm

1. Detail of Government servant:

Name		Designation/ Rank	
Date of birth		Date of retirement	
Ministry/Department/Office		PAN No.	
Aadhaar No		Nationality	

2. Address after retirement for future correspondence:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City &District	
State		Pin Code	
Mobile No		Telephone No.(If any)	
E-mail ID		Alternate E-mail ID	

3. Details of Bank through which Pension is to be drawn:

Type of A/c	Single/ Joint with Spouse	A/c No.	
Bank's Name		Branch Address	
IFSC			

Note 1: Please attach a copy of the first page of passbook/cancelled cheque/document showing the name of Account Holder. (The name should be the same in the bank account, this form and the office records.) Note 2: Please ensure that the Government servant is the Primary Account holder in the Joint Account Note 3: In case Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his / her control, this requirement may be relaxed.

4. Details of member of the family of Government servant who has been authorized under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant (if applicable):

Name		Relationship with theGovernment servant	
Aadhaar No.		Nationality	
Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City &District	
State		Pin Code	

5. I desire to commute % (in words) of my pension under Central Civil Services (Pension) Rules, 2021 in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

Note: A member of family who has been authorised under Rule 57(3) to submit this Form on behalf of the retiring/retired Government servant shall not be eligible to apply for commutation of pension.

6. Indicate whether family pension is also admissible from any other source - Military or State Government or Public sector undertaking/ autonomous body/ local fund under the Central or State Govt: Yes/No

7. Whether any departmental or judicial proceedings pending against the Government servant? If so, the details thereof:

8. Whether the Government servant wants to receive Pension Payment Order (PPO) in Office through Head of Office?: Yes/No

Declarations

(Tick the statement which is applicable)

(1) I am satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c)

OR

I am not satisfied with the length of qualifying service to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the length of qualifying service to be reckoned for pension and gratuity.

(2) I am satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c).

OR

I am not satisfied with the emoluments and average emoluments to be reckoned for pension and gratuity, as intimated by the Head of Office under Rule 57(1)(c) and I have submitted a representation in this respect separately.

OR

I have not been intimated about the emoluments and average emoluments to be reckoned for pension and gratuity.

(3) I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures: As per list attached

Note 1: Commutation of pension is optional. Item 5 may be struck off if the retiring Government servant does not desire to commute pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring/retired Government servant desires to apply for commutation of pension after submission of this form.

Note 3: Commutation of pension after one year or for commutation of pension in case of compulsory retirement pension/invalid pension/compassionate allowance will be applied in Form-2 of Central Civil Services (Commutation of Pension) Rules, 1981.

Note 4: Aadhaar Number. if provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.

B.I Details of Family Members

[See rules 50 (15), 57, 58, 59, 60, 62 and 80]

1. The details of all members of family (whether eligible for family pension or not, who are alive as on date) including spouse, all children, parents/parents in law and disabled siblings (brothers and sisters) may be given.

2. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

3. Wife and husband shall include judicially separated wife and husband.

S.N.	Name	Date of Birth (DD/MM/YYYY)	Aadhaar No.	Relationship with Govt. Servant	Marital Status	Remarks
	1	2	3	4	5	6
1						
2						
3						

4						
5						
6						
7						
8						

Note:

(i) In case of new addition of name, not included in service book, proof of date of birth is to be submitted.

(ii) In the case, Form 6-A is being submitted by any person other than Government servant and spouse, the family member details already submitted by the Government servant shall be added in the details and no change in the family member details shall be allowed.

B.II Whether any member of the family (other than spouse), as above, is proposed to be co- authorized for family pension i.e permanently disabled child/Dependent Parents/Permanently disabled siblings [Rule 63(1) and 79(2)]: Yes/No

If yes, the details regarding co-authorised family member (s) may be given as under:

Name of the family members to be co authorized				
Photograph				

S.N	Name of the family member co-authorised	PAN	Signature/ left hand thumb impression	Personal mark of identification	Details of pension / family pension from other sources (ifany)	Address	Tel/ Mob No. and email ID	Details of Bank Account (optional)	Branch Address (If Bank Account details are given)
1								A/c No- IFSC-	
2								A/c No- IFSC-	
3								A/c No- IFSC-	

B.III In case the family member(s) to be co-authorised, suffering from disorder or disability of mind, including mental retardation, details of guardian/ nominee, wherever applicable:

S. No	Name of the family member co-authorised	Name of guardian/nominee	Date of Birth of guardian/nominee	Aadhaar No.	PAN	Relationship with the Govt Servant	Relationship with mentally disabled family member	Tel/ Mob No. and email ID	Address
1									
2									
3									

Note:-

(i) The name(s) of permanently disabled child/children/siblings and/or dependent parents shall be added in the PPO only if there is no other eligible prior claimant for family pension

(ii) The co-authorisation shall become invalid in case any other member of family becomes entitled to family pension prior to the co-authorised family member.

List of Documents to be submitted/enclosed.

1. Two specimen signatures (to be furnished in a separate sheet). If the member of the family cannot sign his /her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

2. Proof of identity.

3. Proof of relationship with the pensioner.

4. Certificate of age showing date of birth.

5. A copy of Photo ID proof of the guardian along with proof of Permanent Address.

6. Two specimen signatures of guardian (to be furnished in a separate sheet if the member of the family is minor or suffering from mental disability)

7. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

8. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension.

C. Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees'

Group Insurance Scheme

[See Rule 46 of Central Civil Services (Pension) Rules, 2021, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

i. any amount of gratuity, the payment of which may be authorised under rule 44 and Rule 45 of CCS (Pension)

Rules, 2021

ii. amount that may stand to my credit in the General Provident Fund

iii. any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Type of Benefits	Name, date of birth (DOB) and address of the nominee	Relationship with employee/ pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who mayreceive the amount on behalf of minor	Name, DOB, relationship andaddress of alternate nominee in case the nominee under Column(2) predeceases the employee	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Column(6) is a minor	Contingency on happening of which nomination shallbecome invalid
1	2	3	4	5	6	7	8	9
Gratuity								
GPF								
GIS								

These nominations supersede any nominations made by me earlier.

Note:-

(i) In the case, Form 6-A is being submitted by any person other than Government servant, the nomination already submitted by the Government servant shall be added in the details and no change in the nomination shall be allowed.

(ii) The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

D. (Common Nomination Form for Arrears of Pension and Commutation of Pension)

[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983 and Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981]

i. Arrears of Pension

ii. Commuted Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981

Type of Benefits	Name, date of birth (DOB) and address of the nominee	Relationshipwith employee/ pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column(2) predeceases the employee	Share to be paid to each	Name, DOB and address of person whomay receive the amount if alternate nominee in Column (6) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8	9
Commuted Value of Pension								
Arrears of Pension								

These nominations supersede any nominations made by me earlier.

Note: The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

E. Undertaking by Government servants who have worked in any Intelligence or Security-related organization(s)

(See Clause (b) of Sub-rule (4) of Rule 7)

I,.....,who have worked in ……..(Name of Organization(s)) on the post of.....,for the period from.....to…….,do here by solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement, any information or material or knowledge which is related to the domain of the organisation and obtained by virtue of my working in the said Organization. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant conduct rules, pension rules, laws dealing with offences relating to official secrets or national security and Intelligent Organisations (Restriction of Rights) Act, 1985 (58 of 1985), as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect the aspects stated above shall be binding on me.

2. I am aware that the pension which may be granted to me after retirement, in terms of the relevant pension rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Note: -

(i) Write not applicable for other Ministry/Department/Organization

(ii) In case, the form is being filled on behalf of government servant, this section may be striked down.

F. Option for availing Medical Facilities under Central Government Health Scheme or Fixed Medical Allowance after retirement.

I opt the following facility	
i. I will be residing in a CGHS area and would be availing CGHS facility	
ii. I will be residing in a CGHS area but would not be availing CGHS facility. I understand that I will not be eligible for Fixed Medical Allowance (FMA)	
iii. I will be residing in non-CGHS area but would be availing CGHS facility for In-patient Department (IPD) and Out-patient Department (OPD) treatment. I will not be eligible for FMA	
iv. I will be residing in a non-CGHS area but would be availing CGHS facility for IPD treatment only by payment of CGHS contributions. I will also avail FMA for OPD treatment.	
v. I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA.	
vi. I will avail medical facilities available to spouse/family members who is an employee/ pensioner of Government/PSU/Autonomous Body. I will not avail CGHS facility and FMA	
vii. Avail Medical facility of previous Organization. I will not avail CGHS facility and FMA	
viii. Avail Medical Facility of Previous Organization/ ECHS facility/other Health facility. I will not avail CGHS facility and FMA	

G. Undertaking

(See Rules 57, 58, 60, 63 and 80)

To

The Branch Manager

……..

……..

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 been titled. I further here by 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 (mentioned at the S.No. 3 of Part A) 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.

2. The date of birth of spouse is_____and her mark of identification is_____

H - Verification

I certify that the particulars and declarations given by me in points A to G of this form is true to the best of my knowledge.

Date:

Place:

Signature of Government servant/Family member

(with name) authorised to submit this Form

The details of the Government Servant given above are verified and found to be in the order.

Date:

Place: Signature of HOO

List of additional Documents to be attached with Form 6-A

1. Two specimen signatures (to be furnished in a separate sheet). If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb on the document in lieu of specimen signature.

2. Three copies of Joint photograph with spouse or, if it is not possible to submit joint photograph with spouse, separate photographs of self and spouse, along with three copies of photograph of the member or members of the family whose names are to be included in the Pension Payment Order as a co-authorised family pensioner. (Photographs to be attested by Head of Office).

3. Form for submitting details under Anubhav (optional).

4. Copy of PAN Card

FORM-7

[*See rules 59,60,63,80*]

Form for Assessing Pension/Family Pension and Gratuity

[To be sent to the PAO four months before the date of retirement]

PART-I (To be filed by Head of Office)

Name of the retiring Government servant		**Nationality**	
Name of Mother/Father	**Mother**		
	Father		

Aadhar No.(if available)		PAN no.		Date of Birth **(DD/MM/YYYY)**	

2.Post held at the time of retirement:-			
(a)Name of the office		(b)Post held	
(c)Level of pay in the pay matrix		(D) Basic pay	
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service Terms			
(f) Level of pay /basic pay in the pay matrix of the post in the parent department			
Whether declared substantive in any post under the Central Government			

3.Date of beginning of service (DD/MM/YYYY)		**4.Date of ending of service(DD/MM/YYYY)**	

5.Cause of ending of service (please tick one)					
(a)Superannuation (Rule 33)		(b)Voluntary retirement on being declared surplus (Rule 34)			
(c)Voluntary retirement [under Rules 43 or FR 56 (k)]					
(d)Premature retirement at the initiative of the Government [Rule 42 or FR 56 (j)]					
(e)Permanent absorption in State Government/public sector undertaking/autonomous body (Rules 35, 36, 37 or 38)					
(f)Invalidation on medical grounds (Rule 39)					
(g)Compulsory retirement (Rule 40)		(h)Dismissal/Removal from service (Rules 24 and 41)			

5.A. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)					
5.B. In case of removal/dismissal from service, whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)					
6.Military service, if any:-					
(a)Period of military service		(b)Terminal benefits drawn/being drawn for military service			
(c)Whether opted for counting of military service towards civil pension (Rule 20)					
(d)If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded					
7. Service in Autonomous body/ State Government, if any:-					
(a)Details of service:	Name of Organisation		Post held		
Period of service	From- DD/MM/YYYY		To – DD/MM/YYYY		
(b) Whether the above service is to be counted for pension in the Government					
(c) Whether the Autonomous Organisation has discharged its pensionary liability to the Central Government-					
8. Whether any departmental or judicial proceedings are pending against the retiring Government servant. If yes, particulars of Memorandum of charges/suspension order/criminal case may be indicated.(In terms of Rule 8, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders thereon.					
9. Details of Service					
(a) Period of Service	From		To		Total duration of Service	
(b) Details of omission, imperfection or deficiencies in the Service Book which have been ignored (under Rule 57(1)(b)(ii))					
(c) Period not counted as qualifying service:-					
(i) Boy Service (2nd Proviso to Rule 11)					
(ii) Extraordinary leave not counted as qualifying service (Rule 21)					
(iii) Periods of suspension not treated as qualifying service (Rule 23)					
(iv) Interruptions in service [Rule 27(1) (b) and Rule 28(c)]					
(v) Periods of foreign service with United Nation bodies for which no pension Contributions are payable/paid (Rule 29)					
(vi) Any other period not treated as qualifying service (give details)					
(d) Additions to qualifying service:-					
(i) Civil Service (Rule 19)			(ii) Military service(Rule 20)		
(iii) Benefit of service in a state Government or Autonomous Body (Rule 13/ Rule 14)			Temporary status service (Rule 15)		

(e) **Net qualifying service(a –b –c +**					
(f) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (Rule 44 and Rule 45)					
10. Emoluments:-					
(a) Emoluments in terms of Rule 31					
(b) Emoluments during ten months preceding retirement	From (DD/MM/YYYY)		To ((DD/MM/YYYY)		
From Date	To Date	Basic Rate	NPA	Other Pay	Basic pay for the purpose of Average Emoluments (including NPA)
Note: If the officer was on foreign service immediately before retirement, the emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Rule 31)					
(c) Average emoluments (Rule 32)					
(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 44)					
(e) Emoluments reckoned for retirement gratuity [(a) or (c), whichever is higher] (Rule 45)					
(f) Pay Reckoned for family pension [(a) or (c) , whichever is higher] (Rule 50).					
11. **Proposed Pension Details:-**					
(a) Proposed pension/ Service gratuity (Rule 44)					
(b) Proposed dearness relief on pension (as on the date of retirement)					
(c) Date from which pension is to commence (Rule 81)					
(d) Date from which provisional pension under Rule 62 being paid, if any.		Date upto which provisional pension is sanctioned by HOO		Amount of Provisional pension being paid (per month)	
12. **(a) Amount of retirement gratuity (rule 45)**					
(b) **Amount of Provisional gratuity paid under Rule 62, if any**					
13. **Details of Government dues recoverable out of gratuity**					
(a) License fee for Government accommodation [see sub- rules (20, (3) & (4) of Rule 68]					
(b) Dues referred to in Rule 69					
(c) Amount indicated by Directorate of Estates to be with held under sub-Rule (5) of Rule 68					

14. **Amount and Period of family pension:**		**Amount**	
(a) Enhanced rate [Rule 50(2)(a)(iii)]			
(b) Ordinary rate [Rule 50(2)(a)(i)]			
Note: In the event of death of pensioner, the family pension at enhanced rate shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less.			
15. **Name of the Family member(s) to whom family pension is to be authorized in pension Payment order.**			
a. Name of Spouse			
b. Percentage of family pension to be paid to spouse, in the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)			
c. Names and relationship of other family members, referred to in (b) above.			
		3.	
d. Name of family member to be co- authorised (i.e disabled child/ dependant parent/disabled sibling)			
16. **whether Fixed Medical Allowance is admissible**	**Yes….** **No ……**	Amount	
17. **Commutation of pension:-**			
(a) Percentage of pension commuted			
(b) Amount of monthly pension commuted			
(c) Commuted value of pension			
(d) Amount of residuary pension after deducting commuted portion			
Post-retirement address of the retiree			
e-mail ID, if any		Mobile No.	
*Providing Aadhaar No. is voluntary. However, if it is provided consent to link it to Bank Account for authentication of identity from UIDAI for pension related purpose only, is presumed.			

Note: Commuted part of pension will be restored after 15 years from the date of retirement or payment of commuted value of pension, whichever is later.

FORM 7-CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES

1. Whether retiring Government servant is an allottee of Government Accommodation.								
2.The date on which action initiated to obtain the' No demand certificate from The Directorate of Estates as provided in Rule 55.								
3.Date of receipt of 'No Demand Certificate' from Directorate of Estates								
4. Date on which intimation regarding any recovery/ with holding of amount from Gratuity received from Directorate of Estates								
5.If retiring **Government servant** is not an allottee of Government accommodation, date on which ' No Demand Certificate' issued by the office.**(DD/MM/YYYY)**								
6.Date on which a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension was provided to the Government servant.**(DD/MM/YYYY)**								
7.Whether any objection received from the **Government servant** on the Above certificate								
8.Whether the objection has been resolved to the satisfaction of **Government servant**								
9.Whether nominations made in common nomination forms for								
(i) Death gratuity/retirement gratuity		(ii) Payment under Central Government Employees' Group Insurance Scheme						
(iii) Amount of General Provident Fund, if applicable		(iv) Arrears of pension						
(v) Commuted value of pension (if applicable)								
10.(i) Has the retiring Government servant worked in any of the organizations mentioned in sub-Rule 4 of Rule 7 of the Central Civil Services (Pension) Rules, 2021								
(ii)If yes, whether an undertaking in Format 1 has been obtained along with Form 6 and placed On record								
11. Whether name in 'Pension Disbursing Authority' i.e. Bank Account is tallying with service records.	☐Yes ☐ No							
12.Disbursement of commuted value of pension	☐ PAO ☐ Disbursing Authority							

PART-II
(Account Authorisation (by Accounts Officer)

Date of receipt of pension papers by the Accounts Officer from Head of Office **(DD/MM/ YYYY)**				
Entitlements admitted-				
A. Length of qualifying service				
B. Pension -	(i) Class of pension		(ii) Amount of monthly pension	
(iii) Date from which provisional pension under Rule 62 being Paid by Head of Office, if any.			(iv) Amount of Provisional Pension being paid	
(v) Date up to which Provisional pension to be continued			(vi) Date from which regular pension is to commence	
Note 1: The date from which the final pension shall be commenced by the Pension Disbursing Authority shall be at least two months after the date of issue of the PPO, taking into consideration the time likely to be taken by CPAO and CPPC to process the pension case. Pay & Accounts Office shall record a note in this regard in the PPO while authorizing the final pension. Note 2: The payment of provisional pension shall, accordingly, continue from the office till the date mentioned in the PPO for commencement of final pension by the PDA. Note 3: The HOO will draw and disburse the difference between the amount of pension finally assessed and the amount of provisional pension. If the amount of pension finally assessed is less than the amount of provisional pension, the difference will be adjusted from the amount of gratuity payable failing which, in installments from pension payable in future.				
C. Commutation of pension-				
(i) Portion of pension commuted, if any				
(ii) Commuted value of portion of pension commuted, if Any				
(iii) Residuary pension after commutation				
(iv)Date from which reduced pension is payable **(DD/MM/YYYY)**				
(v)Date of restoration of commuted portion of pension (subject to the pensioner continuing To live) **(DD/MM/YYYY)**				
D. Retirement Gratuity-				
(i)Total amount of gratuity				
(ii)Provisional gratuity paid by Head of Office under Rule 62				
(iii) Amount to be adjusted towards arrears of licence fee for Government accommodation and license fee for retention of Government accommodation beyond retirement [Rule 68(1) And 68 (4)]				
(iv) Amount intimated by Directorate of Estates for being with held on account of unassessed license fee (Rule68(5))				
(v)Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 69)				
(vi)Net amount to be released immediately				
E. Amount and period of Family pension	**Amount**	**Period**		

(i)At enhanced rate			
(ii)At normal rate			
F. Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order			
(a)Name of the Spouse			
(b) Percentage of family pension to be paid to spouse, if the family pension is to be shared with other members of the family (e.g. children from a wife who is not alive or children from a divorced wife)			
(c) Names and relationship of other family members, referred to in (b) above.			
(d) Name of family member to be co-authorised (i.e.disabled child/dependant parent/disabled sibling)			
G. Head of account to which the amount of pension, retirement/death gratuity and family pension are to be debited.			

Signature of Accounts Officer

PENSION CALCULATION SHEET

1. Name		2. Designation			
3. Date of birth		4. Level of pay in the pay matrix		5. Basic Pay	
6. Date of entry in the Government service **(DD/MM/YYYY)**		7.Date of retirement **(DD/MM/YYYY)**			
8.Length of qualifying service reckoned for pension/gratuity (as Indicated in PPO).					
9(a).Emoluments for pension					
9(b).Emoluments drawn during the last ten months					
9(c). Average emoluments					
10.Emoluments or average emoluments, whichever is more beneficial for pension (as Indicated in PPO)					
11. Pension admissible (if qualifying service is ten years or more) calculations to be shown as follows :- Emoluments or average emoluments/2					
12.Emoluments for gratuity (as indicated in PPO)					
13. Retirement gratuity admissible: calculation to be shown as follows:- Emoluments/ 4 x Qualifying Service (In completed six monthly periods, not exceeding 66.)					
14.Pay for family pension (as indicated in Pension Payment Order)					
15.Family pension admissible (calculation to be shown as follows):-					
(a) Ordinary family pension: Pay x 30% (subject to prescribed minimum and maximum)					
(b)Enhanced family pension: Pay/2 (Subject to prescribed minimum and maximum)					
16.Details of Commutation of Pension, If any					
(a)The percentage of pension commuted					
(b)Amount of monthly pension commuted					
(c)Commuted value of pension					
(d)Amount of residuary pension after deducting commuted Portion					
17.Amount of Fixed Medical Allowance, if admissible					

Signature of the Head of office

Counter signed by PAO

Copy to:- Shri/Smt./Kumari……..

(Retired/retiring Govt. servant)

FORM-8

(*See Rule 63 (1) and 79 (2)*

Application by a Government servant/pensioner or his/her spouse for including/co-authorisation of names of permanently disabled child/dependent parents/disabled sibling as family pensioner in the Pension Payment Order.

Photograph(s) of the Family member(s) to be co- authorised

1. Details of Government servant/Pensioner:

Name		Office/Dept./Ministry		Nationality	
Date of retirement (DD/MM/YYYY)		Date of death (DD/MM/YYYY)		PPO No.(If issued)	

2. Details of primary/existing family pensioner:

Name		Relationship with deceased Government servant/pensioner		PPO No.	

3. Details of family member to be co-authorised for family pension i.e. Permanently Disabled Child/Dependent Parents / Permanently Disabled Sibling:

Name		Date of birth (DD/MM/YYYY)		Aadhaar No. *(voluntary)	
PAN		Relationship with deceased Govt. servant		Personal marks of identification	
Signature/left hand Thumb impression		Whether in receipt of any other pension/family pension. If so, particulars and source from which being drawn			

4. Postal address of family member to be co-authorised for family pension:

Flat/House No./Bldg .Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone/Mobile No.		E-mail ID	

5. In case the family member to be co-authorised is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/ nominee, wherever applicable:

Name		Date of Birth (DD/MM/YYYY)		Aadhaar No. *(voluntary)	
PAN		Relationship with minor/mentally disabled family member			
Relationship with the Government servant/pensioner					

Postal address of guardian/nominee:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone/ Mobile No.		E-mail ID	

6. Details of Bank account of family member to be co-authorised (Optional)**:**

A/c No.(Optional)		Bank's Name and branch	
IFS Code			

Signature or left hand thumb impression of the Government servant/Pensioner/family pensioner

Address.....

Mobile/Telephone No……..

Notes:-(i) If more than one family member are proposed to be co-authorised for family pension, photographs and details in item 3 to item 6 above in respect of all such family members may be given in separate sheets with this Form.

(ii) The name(s) of permanently disabled child/children/siblings and/ or dependent parents shall be added in the PPO only if there is no other eligible prior claimant for family pension

(iii) The co-authorisation shall be come invalid in case any other member of family becomes entitled to family pension prior to the co-authorised family member.

List of Documents to be submitted with Form8 in respect of each family member who is proposed to be co- authorised for family pension.

1. Two specimen signatures (to be furnished in a separate sheet). If the member of the family cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

2. Proof of identity.

3. Proof of relationship with the deceased Government servant/pensioner.

4. Two copies of self attested passport size photographs of the member of the family.

5. Certificate of age showing the dates of birth. The certificate should be from the municipal authorities or from the local panchayat or from the head of a recognized school or Central/state board of education.

6. Two specimen signatures of guardian (to be furnished in a separate sheet if the member of the family is minor or suffering from mental disability)

7. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

8. A copy of Photo ID proof of the guardian alongwith proof of Permanent Address.

9. Two self attested copies of passport size photograph of the guardian/nominee

10. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension.

11. Copy of the first page of the Pass Book or cancelled cheque or any other document showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)

FORM-9

[See rules 71(2)(b) and **71(6)]**

Application for the Grant of Gratuity in respect of a deceased/missing Government Servant

(To be filled in separately by each claimant and in case the claimant is minor, the form should be filled in by the guardian on his/her behalf. Where there are more than one minor with one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

Photograph(s)

1. Details of deceased/missing Government servant:

Name		Date of death (DD/MM/YYYY)		Date from which missing (DD/MM/YYYY)	
Office/Department/ Ministry in which the deceased/missing Government Servant served last.		Date of lodging report with police (in case of missing Government servant only DD/MM/YYYY)		Nationality	

2. Details of claimants:

Sl. No.	Name	Date of birth (DD/MM/YYYY)	AadhaarNo.* (Voluntary)	Relationship with deceased/missing Government servant	Postal address	Mobile No.
1.						
2.						
3.						

4. **In case the claimant is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian:**

Name	Date of birth (DD/MM/YYYY)	AadhaarNo.* (Voluntary)	Relationship with the minor/mentally disabled	Relationship with the deceased/missing Govt. Servant	Postal address

5. **Details of bank:**

Bank's Name and address of the Bank Branch		A/c No.		IFS Code	

Place:

Date: DD-MM-YYYY

Mobile no.:

(Signature of the claimant/guardian)

Enclosure:.

a. Death certificate

b Guardianship Certificate/Indemnity Bond (Format7) and Date of Birth Certificate in case the claimant is a minor.

c Guardianship Certificate/nomination and Medical Certificate in case the claimant is mentally disabled.

d Copy of the report lodged with the police.(in the case of missing Government servant only)

e Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (in the case of missing Government servant only)

f Indemnity Bond in Format8 (in the case of missing Government servant only)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORM 10

[See rules 50,71,74,76,79 and 80]

Application to the Head of Office for Family Pension on Death of a Government Servant or Pensioner or on Death or Ineligibility of a Family Pensioner or when a Government Servant or Pensioner or Family Pensioner goes missing

Photograph

Application for family Pension on: (Tick one box)

Death of Government Servant	Death of Pensioner	Death of Family Pensioner	Ineligibility of Family Pensioner
Disappearance of Government servant	Disappearance of Pensioner	Disappearance of Family Pensioner	

1. Details of deceased/missing Government Servant/Pensioner (To be filled only if a Government servant/pensioner has died or gone missing)

Name		Office/Dept./Ministry		Nationality	
Date of retirement (in case of pensioner) DD/MM/YYYY		Date of death (in case of death of Government servant/ pensioner DD/MM/YYYY		Date from which missing (in case of missing Government servant/pensioner) DD/MM/YYYY	
Date of lodging report with Police (In case of missing Government servant/ pensioner (DD/MM/YYYY)			PPO No.(If issued) (in case of pensioner)		

2. Details of previous family pensioner who has died or become ineligible or gone missing (To be filled only if a family pensioner has died or become ineligible or gone missing):

*Name of deceased Government servant/ pensioner		*Office/Dept. /Ministry		*Nationality	
*Date of retirement of Government servant (DD/MM/YYYY)		*Date of death of Government servant/ pensioner (DD/MM/YYYY)		*PPO No. (Issued on retirement / death of Government servant)	
Name of previous family pensioner who has died/ become ineligible or gone missing		Date of death/ ineligibility of previous family pensioner (DD/MM/ YYYY)		Date from which missing (in case of missing family pensioner only) (DD/MM/YYYY)	
Date of lodging of report with Police (In case of missing family pensioner) (DD/MM/YYYY)			PPO No. sanctioning family pension to previous family pensioner who has died or become ineligible or gone missing		

Note: The information for items marked (*) is to be given in respect of the person who was employed in the Department and on whose death, family pension was originally sanctioned. Remaining information is to be given in respect of deceased/ineligible/missing family pensioner.

3. Details of claimant:

Name		Date of birth (DD/MM/YYYY)		Aadhaar No. *(Voluntary)	
PAN		Relationship with deceased/missing Govt. servant/pensioner			
If the claimant is a widowed daughter, date of death of husband of the claimant (DD/MM/YYYY)		If the claimant is a divorced daughter		If the claimant is a disabled child/sibling, date from which suffering from the disability (DD/MM/YYYY)	
		Date of filing of divorce petition (DD/MM/YYYY)			
		Date of divorce (DD/MM/YYYY)			

4. Postal address:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone/Mobile No.		E-mail ID	

5. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/ nominee, wherever applicable:

Name		Date of Birth (DD/MM/ YYYY)		Aadhaar No. *(Voluntary)	
PAN		Relationship with minor/mentally disabled claimant			
Relationship with the deceased/missing Government servant/pensioner					

Postal address:

Flat/House No./Bldg. Name		Street/Locality	
Village & Post Office/Block		City & District	
State		Pin Code	
Telephone/Mobile No.		E-mail ID	

6. Details of Bank:

A/c No.		Bank's Name and Branch	
IFS Code			

7. Indicate whether family pension is also admissible from any other source-(Tick whichever is applicable)
Military ☐ State Govt.☐
Public sector undertaking/autonomous body/local fund under the Central or State Govt.☐

8. Are there any criminal proceedings pending against the claimant? If so, give details.....

9. Are there any charges of fraud or any other serious crime against the missing Government servant/ pensioner/family pensioner? If so give details. (Applicable in case of missing Government servant/pensioner/family pensioner).....

I declare that the information given by me is true to the best of my knowledge and nothing has been concealed there from.

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Place:

Date:

(Signature of the claimant/guardian)

**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

Note: If a member or members of family is/are proposed to be co-authorised for family pension, an application in Form 8 may be attached. In accordance with Rule 63(1), the following members of family are eligible for co- authorization for family pension alongwith spouse, if there is no other member of family eligible for family pension before them:

- Disabled child/children
- Dependent parents.
- Disabled siblings.

List of Documents to be submitted with Form 10

1. Two specimen signatures (to be furnished in a separate sheet) .If the claimant cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

2. Proof of identity.

3. Proof of relationship with the deceased/missing Government servant/pensioner

4. Two copies of self attested passport size photographs of the claimant.

5. Details of family in Form4.

6. Undertaking for refunding any excess payment made by the pension disbursing bank in Format 9.

7. Certificate(s) of age showing the dates of birth of the children. The certificates should be from the municipal authorities or from the local panchayat or from the head of a recognized school or Central/state board of education.

8. Two specimen signatures of guardian (to be furnished in a separate sheet if the claimant is minor or suffering from mental disability)

9. If the guardian cannot sign his/her name then he/she is required to put the impression of his/her left/right thumb etc. on the document in lieu of specimen signature.

10. A copy of Photo ID proof of the guardian along with proof of Permanent Address.

11. Two self attested copies of passport size photograph of the guardian/nominee

12. Copy of Pension Payment Order of previous pensioner/family pensioner.

13. Copy of death certificate of Government servant/pensioner/previous family pensioner, if applicable

14. Copy of document regarding ineligibility of previous family pensioner, if applicable

15. Copy of report lodged with police in respect of missing Government servant or pensioner or previous family pensioner.(In case of missing pensioner/family pensioner only)

16. Copy of the report from the police that the Government servant could not be traced so far despite all efforts made (In case of missing pensioner/family pensioner only)

17. Indemnity Bond in Format 8 (In case of missing pensioner/family pensioner only)

18. Last Income Tax Return failing which Certificate from SDM failing which any other document regarding income in support of the claim for family pension (Not applicable in the case of spouse).

19. Copy of the first page of the Pass Book showing name and account number in which the family pension is to be credited. (Name of the claimant in the form and in the bank account should be the same)

20. If the claimant is a widowed/divorced daughter or a disabled child/sibling, document in support of the eligibility of the claimant (i.e death certificate of husband in the case of widowed daughter/divorce decree in the case of divorced daughter/disability certificate in the case of a disabled child)

21. Form 8, if a family member is proposed to be co-authorised for family pension.

FORM 11

[See Rules 74(1),76(1)]

Assessment and Authorisation of Payment of Family Pension and Death Gratuity when a Government Servant dies or goes missing while in Service

Photograph of claimant(s)

Family Pension/Death Gratuity case on
(Tick one box)

Death of Government servant	Disappearance of Government servant

Part I

1. Details of deceased/missing Government servant

(a)Name		(b)Nationality		(c)Religion	
(d) Mother's name		(e)Father's Name		(f) Date of birth(DD/MM/YYYY)	
(g)Date of death (in the case of death of Government servant) (DD/MM/YYYY)				(h) Date from which missing (in the case of missing Government servant) (DD/MM/YYYY)	
(i) Date of lodging of report with police (in the case of missing Government servant) (DD/MM/YYYY)				(j) Date up to which pay and allowances /leave salary has been paid (in the case of missing Government servant)(DD/MM/YYYY)	

2.Post held at the time of death/disappearance:-			
(a)Name of the office			
(b)Post held substantively		(c)Officiating post	
(d)Level of pay in the pay matrix		(e)Basic Pay	
(f)In case the last post was held outside the Government on foreign service terms-			
(i)Level of pay of the post held in the parent Department		(ii) Basic pay	
(g)Total period of military service, if any, for which pension and/or gratuity was Sanctioned			
(h)Amount of any pension/gratuity received for the military service		(i)Nature of any pension /gratuity received for the military service	
3.Date of beginning of service (DD/MM/YYYY)		**4. Date of death/ disappearance** (DD/MM/YYYY)	

5.Service in Autonomous Body/State Government, if any Particulars of service:				
(a)Name of organization	(b)Post held	(c) Period of service		
		From	To	Total period
(d) Whether the above service is to be counted for gratuity in the Government				○ Yes ○ No

(e)Whether the Autonomous Organization has discharged its pensionary liability to the Central Government			○ Yes ○ No
(f) Amount of any pension/gratuity received for the previous civil service, if any		(g) Nature of any pension/gratuity received for the previous civil service, if any	

6.Service qualifying for gratuity:			
(a)Details of omission, imperfection or deficiencies in the service book which have been ignored]			
(b) Periods of non-qualifying service:	From	To	No. of Days
Interruption in service condoned under Rules 27&28			
Extra ordinary leave not qualifying for gratuity			
Period of suspension treated as non-qualifying			
Boy service (2nd proviso to Rule 11)			
Periods of foreign service with United Nations bodies for which no pension contributions are payable/paid (Rule29)			
Any other service not treated as qualifying service			
Total Period of non-qualifying service			
(c)Additions to qualifying service:	From	To	No. of Days
Civil service (Rule19)			
Military service (Rule20)			
Benefit of service in a State Government/Autonomous Body Rule 13/Rule 14)			
Temporary status service (Rule 15) (half of the total period)			
Total Period of qualifying service			
(d)Net qualifying service			
(e)Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 45)			

7.Emoluments																				
(a)Emoluments in terms of Rule 31																				
(b)Emoluments drawn during ten months preceding death/ disappearance-	From (DD/MM/ Y YYY)										To									
Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 5 below Rule 31)																				

(c)Average emoluments (Rule32)	
(d) Emoluments or average emoluments (whichever is higher)	
(e) Pay reckoned for family pension [same as (d)]	
(f) Dearness Allowance on (d) as admissible on the date of death/disappearance	
(g)Emoluments reckoned for gratuity/gratuity (Rule45) [(d)+(f)]	
8.Amount of gratuity	
Death gratuity (in case of deceased Government servant)	
Retirement gratuity (in case of missing Government servant)	

Note: Difference between death gratuity and retirement gratuity will be payable in the case of a missing Government servant after the death is conclusively established or on expiry of seven years from the date of disappearance.

9.Details of Government dues recoverable out of gratuity:

(a)License fee for occupation of Government accommodation [See Rule 77]	
(b) Amount to be with held as indicated by the Directorate of Estates [See Rule 77 (1)(v)].	
(c) Dues referred to in Rule 77(2)	
(d) Net amount payable as gratuity	

10.Details of the nominee(s) to whom gratuity is payable:

S. No.	(a) Name	(b) Date of birth (DD/MM/YYYY)	(c) Aadhaar No.*(if available)	(d)Share in gratuity	(e) Relationship with deceased/missing Govt. servant	(f)Address
1.						
2.						
3.						

11.Details of guardian/nominee who will receive payment of gratuity in the case of minor/mentally disabled Children

S. N.	(a) Name of minor/ mentally disabled child	(b) Name of guardian	(c)Aadhaar No.* (if available)	(d) Relationship with deceased/missing Govt. servant	(e)Address of guardian
1.					
2.					
3.					

12.Details of payment of family pension

Rate of family pension	Amount of family pension	Period for which it is payable		
		From	To	Total period
(a)Enhanced rate [Rule50(2)(ii)]				
(b)Ordinary rate [Rule50(2)(i)]				

13.Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order

(a) Details of spouse and other family members, if any, who will share the family pension with percentage of family pension payable to each.	Name	Relation with Government servant	Monthly income	If the claimant is a Widowed / divorced daughter, date of death of husband/ date of divorce*	If the Claimant is a Disabled child/ sibling, date from which suffering from disability	Postal address (with PIN code), Mobile No. And e-mail ID	Percentage of Family pension payable

***If the date of divorce is after the date of death of both parents, then date of filing of divorce petition maybe Indicated in this column.**

(b)Name and relation of family member to be co-authorised (i.e. disabled child/ dependent parent/disabled sibling)	Name	Relation with deceased Government servant/pensioner

14.Details of guardian who will receive payment of family pension in the case of minor/mentally Disabled children

S. N.	(a)Name of minor/mentally disabled child	(b) Name of guardian	(c)AadhaarNo.* (if available)	(d)Relationship with deceased/ missing Govt. servant	(e) Address of guardian
1.					
2.					
3.					

15.Whether Fixed Medical Allowance is admissible	☐Yes ☐No	Amount(₹)

Place:

Date:

(Signature of Head of Office)

Section II

Details of provisional family pension and gratuity drawn and disbursed by the Head of Office in accordance with Rule 75 of Central Civil Services (Pension) Rules, 2021.

Name of person to whom Provisional family pension has been sanctioned	.	Date from which provisional family pension sanctioned		Amount of provisional family pension	Rs.....per month
Death gratuity [amount mentioned in item 9(d) of Section I]			Rs.....		

Place:

Date:

(Signature of Head of Office)

PART II

Account Authorisation Section I

Total period of qualifying service accepted for gratuity	
Net amount of gratuity after adjusting Government Dues	

Family Pension	Amount of Family Pension
At enhanced rate [Rule 50(2)(ii)]	
At ordinary rate [Rule50(2)(i)]	
Date from which family pension is admissible (DD/MM/YYYY)	
Head of account to which gratuity and family pension are debitable	

Section II

Details of deceased/missing Government servant			
Name		Date of death (in case or Deceased Government servant)	
		Date from which missing (in case Of missing Government servant) (DD/MM/YYYY)	
		Date of lodging of report with police (in case of missing Government servant)	
Amount of family pension authorised		Amount of gratuity authorised	
Date of commencement of family pension(DD/MM/YYYY)		Amount recoverable from gratuity	
Amount of gratuity with held pending receipt of 'No Demand Certificate'			

Name of the family member(s) to whom family pension is to be authorized in Pension Payment Order			
(a) Details of spouse and other family members who will share the family pension, with percentage of family pension payable to each.	Name	Relation with Government servant/ pensioner	Percentage of family pension payable
(b) Name and relation of family member(s) to be co-authorised (i.e. disabled child/ dependant parent/disabled sibling)	Name	Relation with deceased Government servant / pensioner	

Name of the person to whom provisional Family pension is being paid, if any.			
Date from which provisional family pension under Rule 75 being paid by Head of Office,		Amount of Provisional Family Pension being paid	

| | | |

CALCULATION SHEET FOR GRATUITY/FAMILY PENSION

1. Name		2.Designation			
3.Dateofbirth		4.Level of pay in the pay matrix		5.Basic pay	
6. Date of entry in the Government service (DD/MM/YYYY)				7.Date of Death/ Disappearance (DD/MM/YYYY)	
8.Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)					
9.Emoluments drawn during the last ten months					
10.Emoluments or average emoluments, whichever is higher					
11.Dearness Allowance on item (10) on the date of death/disappearance					
12.Emoluments for gratuity [(10)+(11)]					
13.Gratuity admissible (In case of missing Government servant): calculation to be shown as follows:- Emoluments for gratuity /4 x Qualifying Service (In completed six monthly periods, note exceeding 66.)					
14.Death Gratuity admissible (In case of deceased Government servant):					
15. Pay for family pension (as indicated in Pension Payment Order)					
16.Family pension admissible (calculation to be shown as follows):-					
(a)Ordinary family pension: Pay x30% subject to prescribed minimum and maximum					
(b) Enhanced family pension: Pay/2 [Subject to prescribed minimum and maximum]					
17.Amount of Fixed Medical Allowance, if admissible					

Signature of the Head of Office

Counter signed by PAO

Copy to:- Shri/Smt./Kumari .....

Family member of deceased/missing Govt. servant

FORM 12

Application to be submitted to Pension Disbursing Authority by spouse/co-authorised family member for commencement of family pension on death of a pensioner or family pensioner

Photograph

1. (i) Name of the Government servant/pensioner in respect of whom family pension is being claimed
(ii) Name of pensioner/family pensioner on whose death family pension is claimed
(iii) Date of death of pensioner/family pensioner
(iv) PPO No. of pensioner/family pensioner

2 Name and other details of claimant—

Name	Date of birth (DD/MM/YYYY)	Relationship with the Deceased Government servant/pensioner	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth (DD/MM/YYYY)	Relationship with the minor/ mentally disabled claimant	Relationship with the deceased Government servant/pensioner	Postal Address

4. Details of Bank account to which family pension is to be credited

A/c No.		Bank's Name and branch	
IFS Code			

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....
Permanent Account Number for Income Tax (PAN).....

Aadhar No. (voluntary)-.....

List of Documents to be submitted with Form12

1. Two specimen signatures of claimant (to be furnished in a separate sheet)

(Two slips each bearing the left hand thumb and finger impressions may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impression she/he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions.)

2. Two copies of passport size photographs of the claimant

3. Undertaking for refunding any excess payment made by the pension disbursing Bank

4. Specimen signature or left hand thumb and finger impressions of guardian in the case of the guardian who is not literate enough to sign his or her name

5. Two self-attested copies of passport size photograph of the guardian/nominee

6. Descriptive roll of the guardian/nominee, wherever applicable, showing the particulars of height and identification marks, self- attested.

7. Copy of PPO of pensioner/previous family pensioner (To be provided, If available)

8. Proof of permanent address of the guardian.

9. Copy of death certificate of the deceased pensioner/previous family pensioner

FORM 13
[See rule 79 (6)]

Application for the Grant of Residuary Gratuity on the Death of a Pensioner
(To be filled in separately by each claimant)

Photograph(s)

1. **Details of pensioner:**

Name		Office/Dept./Ministry		Nationality	
Date of retirement		Date of death (DD/MM/YYYY)		PPO no.	

2. **Details of claimant(s):**

Name	Date of birth [DD/MM/YYYY]	Aadhaar No.* (voluntary)	Mobile No.	Relation with the Deceased pensioner	Postal address

3. **In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable:**

Name	Date of birth [DD/MM/YYYY]	Aadhaar No.*(voluntary)	Mobile No.	Re Relation with minor	Relation with the deceased pensioner	Postal address

4. **Details of Bank Account:**

A/c No.		Bank's Name and branch		IFS code	

Place:

Date:

(Signature of the claimant/guardian)

For office use

1.	Amount of monthly pension (including ad hoc increase, if any) /service gratuity sanctioned to the deceased pensioner	
2.	Amount of retirement gratuity received by the deceased pensioner	
3.	The amount of pension (including ad-hoc increase, if any) /service gratuity drawn by the deceased till the date of Death	
4.	If the deceased had commuted a portion of pension before his death, the commuted value of the pension	
5.	Total of items 2, 3 and 4	
6.	Amount of death gratuity equal to 12 times of the emoluments	
7.	The amount of residuary gratuity payable, i.e., the difference between the amount shown against items 5 and 6	

Note:- If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death- cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.
**Providing Aadhaar No. is voluntary. However, if it is provided, consent to link it to bank account and also for authentication of identity from UIDAI for pension related purpose only, is presumed.*

FORMAT 1

(See Clause (b) of Sub-rule (4) of Rule7)

Undertaking by Government servants who have worked in any Intelligence or Security-related organisation

.....I ,....., who have worked in (Name of Organization) on the post of ,for the period from .....to……., do here by solemnly declare that, save with prior approval of the Competent Authority, I shall not publish in any manner, while in service or after my retirement, any information or material or knowledge which is related to the domain of the organisation and obtained by virtue of my working in the said Organization. This declaration is notwithstanding my responsibilities and liability, in terms of the relevant conduct rules, pension rules, laws dealing with offences relating to official secrets or national security and Intelligent Organisations (Restriction of Rights) Act, 1985 (58 of 1985), as the case may be. I further agree that in the event of any failure of the above undertaking by me, the decision of the Government as to whether it was likely to prejudicially affect the aspects stated above shall be binding on me.

1. I am aware that the pension which may be granted to me after retirement, in terms of the relevant pension rules, can be withheld or withdrawn, in full or part, for any failure of this undertaking given.

Signature of the Government servant

Place:_____

Date:_____

FORMAT 2

(SeeRule8)

Sanction for instituting departmental proceedings after retirement

No.....
Government of India Ministry/Department of.....

Dated the.....

ORDER

Whereas it has been made to appear that Shri/Smt./Km.....while serving as.....in the Ministry/Department ..... from …..... (here specify briefly the imputations of mis conduct or misbehavior in respect of which it is proposed to institute departmental proceedings):

NOW, THEREFORE, in exercise of the powers conferred on him by sub-clause (i) of clause (c) of sub-rule (2) of Rule8 of the Central Civil Services (Pension) Rules, 2021, the President hereby accords sanction for institution of the departmental proceedings against the said Shri/Smt./Km.....

The President further directs that the said departmental proceedings shall be conducted in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, by (here specify the authority by whom the departmental proceedings should be conducted) at
. (here specify the place at which the departmental proceedings would be conducted).

By order and in the name of the President*

(Name and designation of the competent authority)*

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

No.....

Copy forwarded to Shri/Smt./Km.....

Copy also forwarded to Shri/Smt.Km.....

FORMAT 3

(See Rule 8)

Memorandum for instituting departmental proceedings after retirement

No.....
Government of India Ministry of.....
Department of.....
Dated the.....

MEMORANDUM

In pursuance of the sanction accorded by the President under Rule 8of the Central Civil Services (Pension) Rules, 2021, for instituting departmental proceedings against Shri/Smt./Km....., vide Ministry/Department of.....Order No.....,dated, ... it is proposed to hold an inquiry against the said Shri/Smt./Km…… ..... in accordance with the procedure laid down in Rules 14 and 15 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The enquiry shall be conducted by..... (here specify the authority by whom the departmental proceedings are to be Conducted in accordance with the Presidential sanction) at..... (here specify the name of the place Where proceedings are to be conducted).

2. The substance of the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure I). A statement of the imputations of misconduct or mis-behavior in support of each article of charge is enclosed (Annexure II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexures III and IV).

3. Shri/Smt./Km.....is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defence and also to state whether he/she desires to be heard in person. He/she is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.

4. Shri/Smt./Km. .....is further informed that if he /she does not submit his/her written statement of defence on or before the date specified in para 3 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rules 14 and 15 of the CCS (CCA) Rules, 1965, or the orders/directions issued in pursuance of the said Rules, the inquiring authority may hold the inquiry against him/her *ex parte.*

5. He/she is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He/she should, therefore, specifically admit or deny each article of charge.

6. The receipt of this Memorandum may be acknowledged.

By order and in the name of the President

(Name and designation of the competent authority)*

* To be signed by an officer in the appropriate Ministry/Department authorized under Article 77 (2) of the Constitution to authenticate orders on behalf of the President.

By order and in the name of the President

(Name and designation of the competent authority)*

OR

(Name and designation of the authority which has been directed by the President to conduct the departmental proceedings)

To
Shri/Smt./Km.....

ANNEXURE-I

Statement of articles of charge framed against Shri/Smt./Km ..... (name of the retired Government servant) formerly……..
Article-I

That the said Shri/Smt./Km.....while functioning as.....during the period.....

Article- II

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

Article-III

That during the aforesaid period and while functioning in the aforesaid office, the said Shri/Smt./Km.....

ANNEXURE - II

Statement of imputations of misconduct or mis-behavior in support of the articles of charge framed against Shri/Smt./Km..... (name of the retired Government servant) formerly.....

Article I

Article II

Article – III

ANNEXURE – III

List of documents by which the articles of charge framed against Shri/Smt./Km (name of retired Government servant) formerly are proposed to be sustained.

ANNEXURE - IV

List of Witnesses by whom the articles of charge framed against Shri/Smt./Km (name of the retired Government servant) formerly are proposed to be sustained.

FORMAT 4

[See Rule 30]

Certificate of verification of Service for Pension and Gratuity

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

Dated the .....

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km..... (Name and Designation) has completed a qualifying service of.....years..... months.....days as on ..... (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub rules (1) and (2) of Rule 30of the Central Civil Services (Pension) Rules, 2021, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the Rules and orders governing the conditions under which the service qualifies for pension and gratuity.

DETAILSOFQUALIFYINGSERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & stamp of Head of Office

To

Shri

(Name & Designation)

FORMAT 5

[See Rules 35(3) and 36(4)]

RelievingorderonjoiningaStateGovernmentorCorporationorCompanyorBodyonimmediateabsorption basis

No.....
Government of India/Ministry/Department of…….

Dated the.....

ORDER

Shri/Smt./Km. .....(i)..... is hereby relieved to join.....(ii) ..... as.....(iii).....on permanent absorption basis. He/she should join.....(ii).....by .....(iv)..... His/her resignation from Government service will be effective from the day he/she actually joins ..... (ii)..... and it will be notified on the receipt Of intimation about the date of his/her joining .....(ii)..... In case for some reason he/she does not join .....(ii).....by.....(iv)....., he/she should report back to his/her office forthwith.

2. The period between the date of relief and the date of joining in .....(ii).....will be Regularized by grant of any type of leave due and if no leave is at credit, by extraordinary leave.

(i) Name, designation and office of the Government servant to be relieved.

(ii) Name of the State Government or corporation or company or body.

(iii) Post against which the officer is to be appointed in the State Government or corporation or company or body.

(iv) The Ministry/Department/Office should indicate the date by which the officer should join the State maximum of 15 days time from the date of relief. The Competent Authority in the Administrative Government or corporation or company or body. This date will be determined by giving him/her a Ministry/Department/Office may allow any further extension beyond this date in case of reason beyond the control of officer like natural calamity, civil commotion, etc.

(Name and designation of the Relieving Officer)

Copy to:

1. (Officer concerned)
2. .....,(State Government or corporation or company or body).
3. Pay & Accounts Office

FORMAT 6

[See rule 39 (8)]

Medical Certificate

Certified that I/We have carefully examined ..... (Name of Government servant) son/daughter of..... a.....(Designation) in the .....(Department/Office).His/her age by his/her own statement is..... years. I/(we)consider ..... (Name of Government servant) to be completely and permanently in capacitated for further service of any kind in the Department to which he/she belongs in . (here state cause of cause).....

(If the in capacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

"I am/we are of opinion that (Name of Government servant)is fit for further service of a less laborious s character than that which he/she had been doing/may, after resting for..... months, be fit for further service of less laborious character than that which he/she had been doing.

Place:

Date:

(Signature & stamp of Medical Authority)

FORMAT 7

[See rule 47(7)]

Indemnity Bond by Guardian for payment of gratuity to minor

Know All MEN by these presents that we (a) ……(b) ……. the widow/son/brother. etc of (c) …… deceased, resident of ……... Obligor") and (d) …… son/wife/daughter of …… resident of …… and …… son/wife/daughter of ……. Resident of ……. (herein after called "the sureties") are held firmly bound to the President of India (hereinafter called "the Government) on the sum of Rs……. (Rupees …… only) well and truly to be paid to the Government on demand and without a demur for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this…….day of two thousand and…….

Whereas (c)…….was at the time of his death in the employment of the Government/receiving a pension at the rate of Rs. ……(Rupees…….... only) per month from the Government. And Whereas the said (c) ……. Died on the…… day of ……20….. and there was due to him at the time of his death the sum of Rs. …….(Rupees……..only) for and towards share of his minor son/daughter in the death/retirement gratuity.

And Whereas the obligor claims to be entitled to the said sum as de facto guardian of the minor son/daughter of the said (c) …….. but has not obtained till the date of these presents the certificate of guardianship from any competent court of Law in respect of the said minor(s).

And Whereas the obligor has satisfied the (e) that he/she is entitled to the aforesaid sum and that it would cause undue delay and hardship if the obligor be required to produce the certificate of guardianship from the competent court of Law before payment to him of the said sum of Rs……

And Whereas the Government has no objection to the payment of the said sum of the obligor but under Government Rules and Orders, it is necessary for the Obligor to first execute a bond with one surety/two sureties to indemnify the Government against all claims to the amount so due as aforesaid to the said (c) ……before the said sum can be paid to the Obligor.

And Whereas the Obligor and at his/her request the Surety/ Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

Now the condition of this bond is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/ Sureties shall in the event of a claim being made, by any other person against the Government with respect to the aforesaid sum of rs……. refund to the government the said sum of Rs……and shall otherwise indemnify and keep the Government

harmless and all costs incurred in consequence of the claim thereto then the above written or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

And these presents also witness that the liability of the sureties hereunder shall not be imparted or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the Knowledge or consent of the Surety/sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or things whatsoever which under the law relating to sureties, shall by for this provision have the effect of so releasing the surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

In witness whereof the obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of.

1.....

2.....

Signed by the above named 'Surety'/Sureties

1……..

2……..

Accepted for and on behalf of the President of India by

……..

[Name and designation of the Officer directed or authorized, in pursuance of Article 299(1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of

…….
(Name and designation of witness)

NOTE.I –
(a) Full name of the claimant referred to as the 'Obligor'
(b) State relationship of the Obligor to the deceased.
(c) Name of the deceased Government Officer.
(d) Full name or names of the Sureties with name or names of the father(s)/ husband(s) and place of residence.
(e) Designation of the officer responsible for payment.

NOTE II- The Obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

FORMAT 8

(See Rule 51(5), 71(6) and 79(3) (iii)

Indemnity Bond to be furnished by a claimant of Gratuity or Family Pension in the case of a missing Government Servant or Pensioner or Family Pensioner

Part I (To be filled in the case of missing Government servant)

Know all men by these presents that we (a) …….(b) …… the wife/son/brother/nominee, etc (c) …… who was holding, the post ……. in the Ministry/ Department/Office of ……. is reported to have been missing since……. (hereinafter referred to as ' missing Government servant') resident of ……(hereinafter called "the Obligor") and (d) …….. son/wife/daughter of Shri…… resident of …….. the sureties for and on behalf of the obligor (hereinafter called " the sureties") are held firmly bound to the President of India (hereinafter called "the Government") in the sum of Rs……..…..(Rupees……..)

equivalent of the amount on account of payment of salary, leave encashment, GPF, Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together with simple interest @.....% p.a from the date of payment there of until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, successors and assigns by these presents.

Signed this…….. day of……. Two thousand and……

Whereas (c) ……..was at the time of his disappearance in the employment of the Government receiving a pay at rate of Rs……(Rupees……) only per month from the Government.

And Whereas the said (c) …… disappeared on the …… day of….. 20…… and there was due to him at the time of his disappearance the sum equivalent of (i) salary due (ii) leave encashment ,(iii) GPF and (iv) Retirement/Death Gratuity.

AND WHEREAS the Obligor is entitled to family pension at Rs……. (Rupees…….only) plus admissible dearness relief thereon.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

And Whereas the Government has agreed to make payment of the said sum of Rs……..(Rupees……) and monthly family pension @ Rs……..(Rupees……) only and relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing government against all claims to the amount so due to the aforesaid missing Government servant.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing **Government Servant** on appearance, against the Government with respect to the aforesaid sum of Rs……(Rupees……) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs……(Rupees……) and each and every sum paid by the Government as monthly pension and relief together with simple interest @.....% per annum and shall, otherwise , indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHERE OF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'obligor' in the presence of

1. ……..

2. ……..

Signed by the above named 'Surely'/ 'Sureties'

1. ……..

2. ……..

Accepted for and on behalf of the President of India by

…… … ……
…… ……
…… ……..

[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the Bond for and on behalf of the President] in the presence of ……..

… … … … … … … … . . … … … … … … … … … … … .

(Name and designation of witness)

NOTE I. – (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor; to the 'missing Government Servant

(c) Name of the 'missing government servant'

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II.- The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

NOTE III.- The rate of simple interest will be as prescribed by the Government from time to time.

Part–II (To be filled in the case of missing Pensioner)

Know all men by these presents that we (a)…… (b)…….the widow/son/brother/nominee, etc, of (c) …… who had retired from the post of…… in the ministry/Department/office of …….. and who was in receipt of pension from referred to as 'missing pensioner') resident of ……..(hereinafter called "the Obligor") and (d)……son/wife/daughter of Shri……..……resident of…… the Sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called " the Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of ….% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents'.
Signed this……. day of……. Two thousand and……..

Whereas(c) …… was at the time of his disappearance a Central Government pensioner receiving a pension at the rate of Rs…… (Rupees……) only per month and relief thereon from the Government.

And Whereas the said (c) ……disappeared on the …… Day of…… 20….. and there was due to him at the time of his disappearance the sum equivalent of arrears of pension due.

And Whereas the Obligor is entitled to family pension at Rs……(Rupees…….only) plus admissible dearness relief thereon. And Whereas the Obligor has represented that he/she us entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.
And Whereas the Government has agreed to make payment of the said sum of Rs…….(Rupees……..) and monthly family pension at Rs……. (Rupees……) plus relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government pensioner.

And Whereas the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/ Sureties shall in the event of a claim being made, by any other person or the missing pensioner on appearance, against the Government with respect to the aforesaid sum of Rs……(Rupees……..) and the sums paid by the Government as monthly pension and relief as aforesaid then refund to the Government the said sum of Rs……(Rupees…….) and each and every sum paid by Government as monthly family pension and relief together with simple interest @.....% per annum and shall other wise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequences of the claim thereto , then the above written bond or obligation shall be boid and of no effect but otherwise it shall remain in full force, effect and virtue.
And these Presents also witness that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of

1. ……

2. ……

Signed by the above named 'Surety'/ 'Sureties'

1. ……

2. ……

Accepted for and on behalf of the President of India by …… …….. ……PNa[Name and designation of the Officer directed or authorized, in pursuance of Article 299 (1) of the Constitution, to accept the

(Name and designation of witness)

NOTE I-(a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing pensioner'

(c) Name of the 'missing pensioner'.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

NOTE II.- The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

NOTE III.- The rate of simple interest will be as prescribed by the Government from time to time.

Part–III (To be filled in the case of missing Family Pensioner)

Know All Men by these presents that we (a) …….. resident of …… …….. and the son/daughter/mother/father/disabled siblings etc. (hereinafter called "the Obligor") of (b) …… who was in receipt of/ eligible for family pension before reported to have been missing since…… on account of being the widow/widower/son/daughter/disabled/sibling etc. (hereinafter referred to as 'missing family pensioner') of (c) ……. Who was holding /had retired from the post of …… in the Ministry/Department/office of ……..and who died on ……and (d)……son/wife/daughter of sh……. Resident of …….. the sureties for and on behalf of the obligor (hereinafter called " the Sureties") are held firmly bound to the President of India (hereinafter called " The Government") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate of ……..% per annum from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this…….. day of…….. two thousand and……

WHEREAS (b)…… Was at the time of his disappearance a Central Government family pensioner receiving/eligible for receiving a family pension at the rate of Rs…… (Rupees……..) only per month and relief thereon from the Government.

And WHEREAS the said **(b)**……..disappeared on the…….day of ……20….. and there was due to him/her at the time of his/her disappeared the sum equivalent of arrears of family pension due.

ANDWHEREAS the Obligor is entitled to family pension at Rs……..(Rupees……only) plus admissible dearness Relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

And Whereas Government has agreed to make payment of the said sum of Rs……(Rupees……) and monthly family pension at Rs…….. (Rupees……) plus relief thereon to the obligor upon the Obligor and the Sureties entering into a Bond in the above mentioned sum to indemnify the Government against all claims to the amount so due to the aforesaid missing Government family pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and /or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing family pensioner on appearance,

against the Government with respect to the aforesaid sum of Rs…….(Rupees……..) and the sums paid by the government as monthly pension and relief as aforesaid then refund to the government the said sum of Rs…….(Rupees…….) and each and every sum paid by Government as monthly family pension and relief together with simple interest @.....% per annum and shall otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto, **THEN** the above written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

(Signature of Obligor)

Signed by the above named 'Obligor' in the presence of

1. ……

2. ……

Signed by the above named 'Surety/Sureties'

1. ……

2. ……

Accepted for and on behalf of the President on India by ……..

…… ……

[Name and designation of the Officer directed or authorized, in pursuance of Article 299(1) of the Constitution, to Accept the Bond for and on behalf of the President] in the presence of ……...

……

……

(Name and designation of witness)

NOTE I – (a) Full name of the claimant referred to as the 'Obligor'.

(b) State relationship of the 'Obligor' to the 'missing family pensioner'.

(c) Name of the deceased Government Servant/pensioner.

(d) Full name or names of the Sureties with name or names of the Father(s)/husband and place of residence.

NOTE II- The Obligor as well as the Sureties should have attained majority so that the Bond may have legal effect or force.

NOTE III- The rate of simple interest will be as prescribed by the Government from time to time.

FORMAT 9

(See Rules 57,58,60,63,71,74,76,79 and 80)

UNDERTAKING

Date: _____

To

The Branch Manager

<Bank Branch Address>

Payment of Pension/Family Pension under A/C No.:_____through your Bank.

Dear Sir,

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 been titled. I further here by 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 forth with pay the same to the bank and also irrevocably authorize 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.

2. The date of birth of spouse is_____and her mark of identification is _____.

Yours faithfully,

Signature:

Spouse Name:_____

Address: _____

Signature:

Name: _

Address: .

Witnesses:

1.Signature

Name:

Address:

Date:

2.Signature:

Name:

Address:

Date:

FORMAT-10

[See rules 60,74 and 80]

Letter to the Accounts Officer forwarding the papers for pension/ family pension and gratuity of a Government Servant

No.....

Government of India Ministry of.....

Department of.....

Date (DD/MM/YYYY)

To,

The Pay and Accounts Officer/Accountant General,

Subject: Authorisation of pension/family pension and gratuity in respect of Shri/Smt./Km. .....

Sir/Madam,

1. I am directed of or ward here with the pension/family pension and gratuity papers of Shri/Smt./Km. ..... of this Ministry/Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement / disappearance/death of the G.0

3. Govt. servant and which need to be recovered/withheld are indicated in item No. 13 of Form 7/ item no 9 of Form 11.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension/family pension have been issued to disbursing authority concerned, under intimation to the retiring /retired Government servant/family pensioner.

5. The retirement/ death gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you.

Yours faithfully,

(Head of Office)

Enclosures:

1. Service Book (date of retirement/death/disappearance to be indicated in the service book).
2. DetailsoffamilyinForm4
3. Form6or10andForm7or11, duly completed, along with enclosures and checklists.
4. Undertaking to the Bank in Format 9
5. Medical certificate of in capacity (for invalid pension).
6. Orders of the competent authority regarding grant of compulsory retirement pension/ compassionate allowance in the cases of compulsory retirement/dismissal/removal.
7. Brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

Notes:

When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

FORMAT 11

[See rules 71(2)(b) and 71(6)]

Letter to the nominee/member of family of a deceased/missing Government Servant for grant of gratuity

Government of India

Number										

Ministry of

Department/Office

To

Dated (DD/MM/YYYY)

Subject:-Payment of gratuity in respect of Shri/Smt./Kumari

Sir/Madam,

I am directed to state that:

* (I) In terms of the nomination made by Shri/Smt./Km.....

..... (Name & Designation) in the Office/Department/Ministry of.……..,
A gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

I am to request that a claim for the payment of gratuity may be submitted in the enclosed Form 9 as soon as possible.

Should any contingency have happened since the date of making the nomination, so as to render the enclosed nomination invalid, in whole or in part, kindly state precise details of the contingency.

OR

*(II)No valid nomination for grant of gratuity exists in this Office. In terms of Rule 47 and Rule 51 (in the case of missing **Government servant** only) of the Central Civil Services (Pension) Rules, 2021, a gratuity is payable to the following members of the family of Shri/Smt./Km .....
(Name and Designation), in the Office/Department/Ministry of in equal shares:-

(i) Wife/husband, including judicially separated wife/husband
(ii) Sons
(iii) Unmarried daughter } including step children and adopted children.
(iv) Widowed and divorced daughters

Or

(In the absence of above members)

(v) Father and Mother, including adoptive parents in case of individuals whose personal law permits adoption;
(vi) Brothers including stepbrothers who are suffering from any disorder or disability of mind including the mentally retarded or physically crippled or disabled without any limit of age and brothers, including stepbrothers, below the age of eighteen years, in other cases.
(vii) Unmarried, widowed and divorced sisters including step sisters;

(viii) Married daughters; and
(ix) Children of a pre-deceased son.

1. I am to request that a claim for the payment of gratuity may be submitted in the **enclosed** Form 9 along with an indemnity Bond in **enclosed** Format8 (in the case of missing **Government servant** only) as soon as possible.

Yours faithfully,

Signature of Head of the Office

Encl:

1. Form 9

2. Format 8 (In case of missing **Government servant**/pensioner only)

***** **Strike out if not applicable.**

Note: If there are more than one beneficiary eligible to receive a share from the amount of gratuity, separate letter will be addressed to all the beneficiaries.

FORMAT 12

[See rules 71 and 79]

(Letter to family member of a deceased/missing Government servant for grant of Family Pension)

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

Dated the……..

To

.....

.....

Subject: - Payment of Family Pension in respect of Shri/Smt.....

Sir/Madam,

I am directed to state that in terms of rule 50 and Rule 51 (in the case of missing **Government servant** only) of the Central Civil Services (Pension) Rules,2021, a family pension is payable to you in respect of Shri/Smt./Km…….....(Name and Designation) in the office/Department/Ministry of ……,who has died/ is reported missing.

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 10 along with an undertaking to the Bank in **enclosed** Format9 and an Indemnity Bond in **enclosed** Format 8 (in the case of missing **Government servant** only).

*3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 50 of Central Civil Service (Pension) Rules, 2021.

*4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the conditions mentioned in Rule 50 of the Central Civil Service (Pension) Rules, 2021.

*Applicable only in the case of death of Government servant

Yours faithfully, Head of Office

Encl:

(1)	**Format 9**
(2)	**Form 10**
(3)	**Format 8 (In case of missing Government servant)**

FORMAT 13

[See rules 79(2)(b)(i) and 79(3)(iv)]

Letter sanctioning Family Pension when a Pensioner dies/goes missing or a Family Pensioner dies / ceases to be eligible/goes missing

No.....

Government of India Ministry of.....

Department/Office.....

Dated the .....

To,

The Pay and Accounts Officer

Subject: Grant of family pension

Sir/Madam,

I am directed to say that Shri/Smt./Km..... formerly (designation) in this Ministry/Department/Office was authorised the payment of pension of Rs…… with effect from…… on his/her retirement from service. Intimation has been received in this Ministry / Department/Office that Shri/Smt./Km.....has died/gone missing on .....

A report in this respect was lodged with the Police on..... A report dated..... has also been received from the Police that whereabouts of Shri/Smt./km.....could not be Located despite all efforts made in this regard. (To be filled in case of missing pensioner only)

OR

I am directed to say that Shri/Smt./km .....(Name of the Previous family pensioner) ..... (relationship) of late Shri/Smt./Km.....formerly..... (designation) in this Ministry / Department /Office was authorized the payment of Family Pension of₹ ..... with effect from.....vide PPO No..... Intimation hasbeen received in this Ministry / Department / Office that Shri/Smt./Km.....has died/ceased to be eligible for family pension/gone missing on.....

A report in this respect was lodged with the Police on.....A report dated..... has also been received from the Police that whereabouts of Shri/Smt./Km. could not be located despite all efforts made in this regard.(To be filled in case of missing family pensioner only)

2. There are the following surviving members of family of the deceased Government servant/ pensioner or missing pensioner: --

S.N.	Name	Date of birth	Aadhaar No.* (if available)	Relationship with deceased Government servant or deceased/missing pensioner	Whether suffering from any disability	Marital Status	Address
1.							
2.							
3.							

3. In terms of Rule 50/51 of the Central Civil Services (Pension) Rules,2021, the amount of family pension has become payable to Shri/Smt/Km.....

The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt./Km……...who is the nominee/guardian.

4. Sanction for the grant of Family pension of Rs……. per month at enhanced rate from ……. to …….and Rs……. at ordinary rate from……to shri/smt/Km……is hereby accorded. The family pension will be tenable as per the provisions of Rule 50 and Rule 51 of the Central Civil Services (Pension) Rules, 2021.

5. Whether Fixed Medical Allowance is Admissible

☐Yes ☐No	**Amount (₹)**

6. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to the family pensioner.

Yours faithfully,

(Head of Office)

Enclosure:

1. Death certificate (in case of death of pensioner/family pensioner)
2. Form 10(with enclosures)
3. Undertaking to the Bank in Format 9
4. Report lodged by the family with the police(In case of missing **Government servant**)
5. Report received by the family from the police

 # Strike out which is not applicable.

Note: The Form may be suitably modified if there are more than one member of family to whom family pension is payable as per Rule 50. The names of all such members and the amount of family pension payable to each may be indicated accordingly.

Part IV

- **Annexure-A** : Bhavishya user Manual for HOO (Superannuation, Voluntary Retirement, etc.)

- **Annexure-B** : Bhavishya user Manual for HOO (Family Pension)

- **Annexure-C** : Bhavishya user Manual for Retiree

ANNEXURE-A

BHAVISHYA

Pension Sanction & Payment Tracking System

An Initiative of Department of Pension & Pensioner's Welfare

User Manual - HEAD OF OFFICE (HOO)

Pension Cases of Serving/Retired Government Employees

Last Updated: Friday, 03 June 2022

NATIONAL INFORMATICS CENTRE

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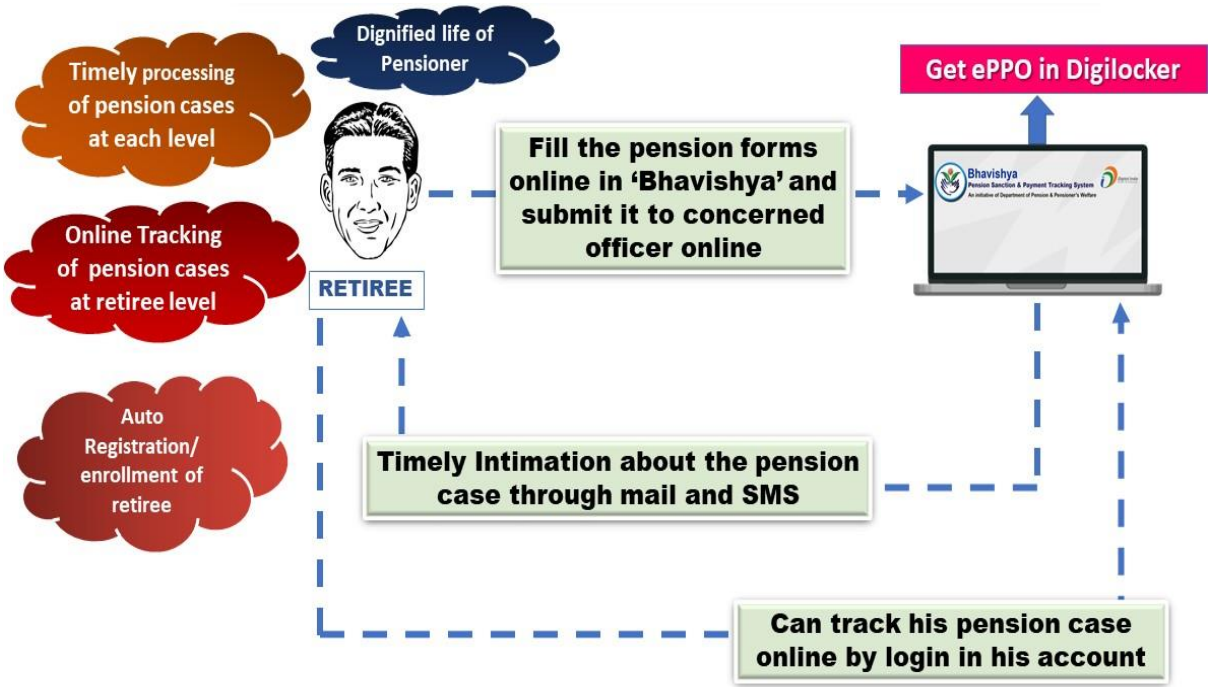
About *"Bhavishya"*

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an Online Pension Sanction & Payment Tracking System called '***BHAVISHYA'***.

The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.



Objective

- Retiree should get all the retirement benefits on time and also get the first pension & subsequent pensions on time.



- Timely processing of cases at each level.



- Alerts, Reminder & Notifications to concerned stakeholders for every action due & performed.



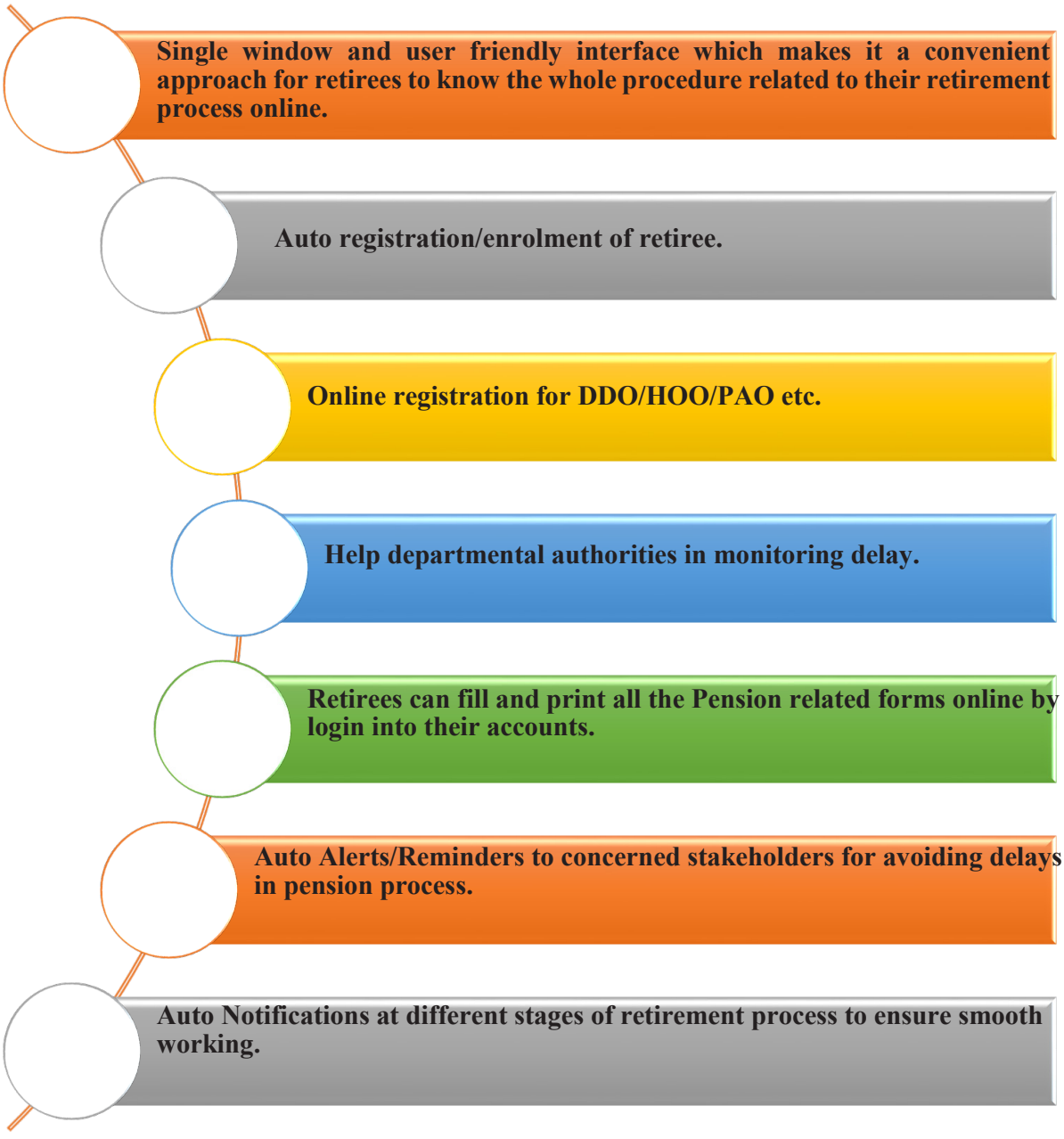
- Online tracking of pension cases at retiree level.



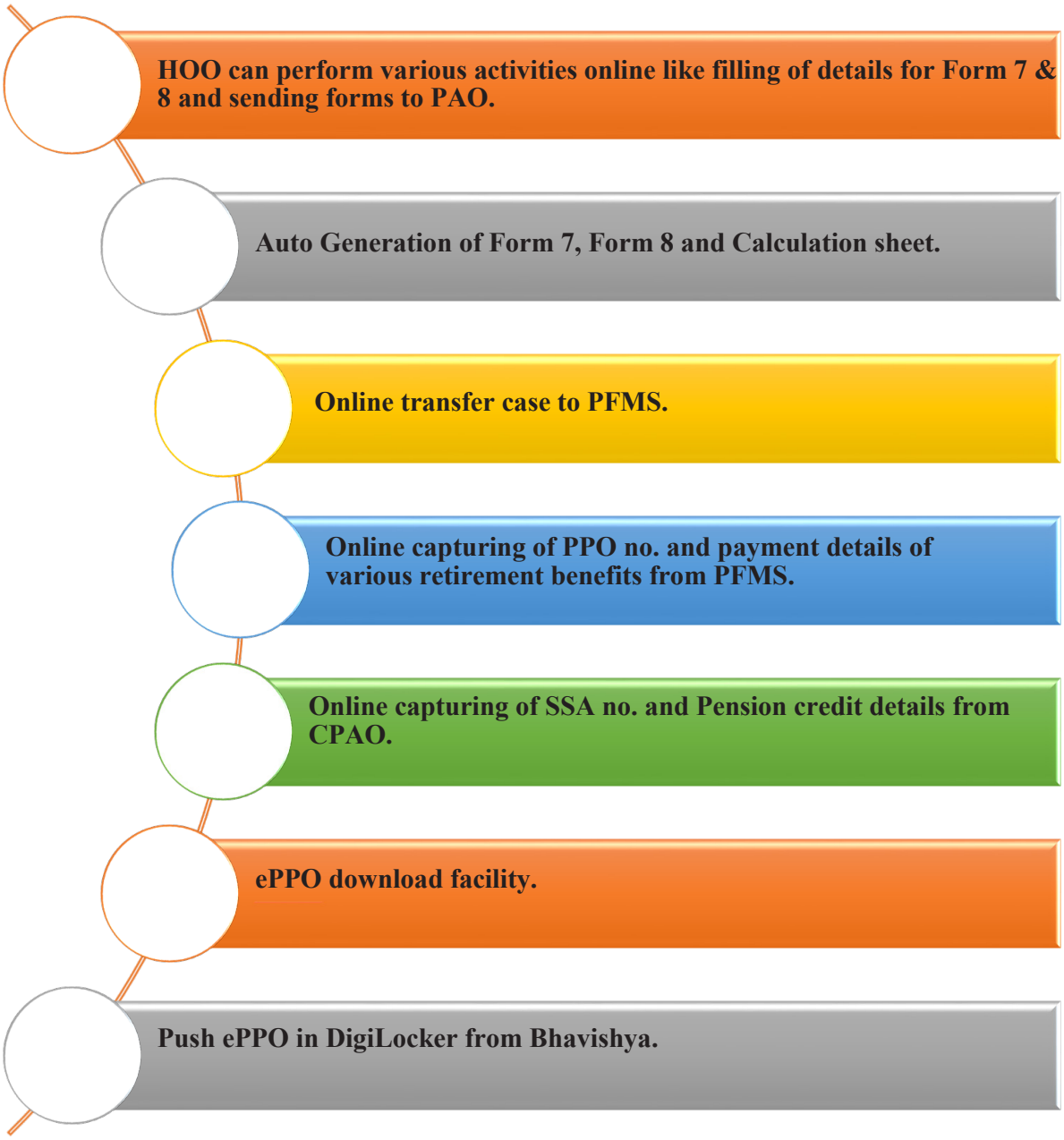
- Guide the retirees to fill the forms as per CCS Pension Rules,1972 and take the necessary steps related to his/her retirement process on time.



Salient Features



Salient Features (continued….)



Stakeholders



Individual (Retiree & Pensioner)



Drawing & Disbursing Officer (DDO)



Head of Office (HOO)



Head of Department (HOD)



Pay & Accounts Office (PAO)



Directorate of Estates (DoE)



Central Pension Accounting Office (CPAO)



Pension Disbursing Banks

How to Access *"Bhavishya"*

URL: - https://bhavishya.nic.in

OR

Go to *Pensioners' Portal*

http://pensionersportal.gov.in



Click on *Bhavishya*

Actions by Head of Office (HOO)

1. Login to Bhavishya ***https://bhavishya.nic.in***.

2. HOO can view the list of employees who are going to retire in the **next 15 months** under **Retiree Details.** He can also **track the pension process** of every case.

3. HOO will **receive alerts for each pending activity** according to the roadmap set by DOPPW.

4. If there is any detail of retiree which needs correction, HOO must ask DDO to carry out necessary changes in '*CompDDO*'/Salary package and upload a fresh XML file in '***Bhavishya***'. If the office is using '***EIS***' then the retiree's enrollment details will be automatically reflected in '***Bhavishya***'.

5. On Home Page, **HOO can view progress report** (both Tabular and Graphical) of actions taken/pending for the retirees.

6. HOO has to complete following **Actions** for each retiree according to the due dates:

- **Service Verification (12 Months before Date of Retirement):** HOO/Dealing hand has to upload the scanned PDF copy of the Service Verification Certificate of each employee.

- **Send Forms to Retiree (08 Months before Date of Retirement):** Retiree is asked to fill up the pension forms online. If retiree has mobile no. and email-id, then SMS & Email alert will be sent for online filling of forms.
  - Retiree will login into the software using credentials sent on his/her mobile no. and email-id which will be login id as (PAN) and password (initially DOB as ddmmyyyy, that to be changed mandatorily via OTP).
  - A confirmation Email and SMS will be sent to retiree, giving status of each action.
  - Retiree has to submit NDC request online via link to e-Awas website.
  - Retiree will fill up details required through the menu option – "**Information to be filled by Retiree".**
  - Based on the information filled by retiree; Pension Forms (Form1, Form A, Form3, Form5, FMA, Commutation Form and Undertaking Form) will be auto generated by the software.
  - Retiree needs to click '**Send forms to HOO**' after filling all the forms.

- Once forms have been submitted online to HOO, no editing can be done by retiree.
- Individual will take print out of forms. Duly signed copy of each form is to be handed over to HOO.

- **Verification of Forms (04 Months before date of retirement):** The pension forms received are verified by Head of Office (HOO). If any correction is required, forms can be returned online with remarks/reasons.

- **Action 4 months before date of retirement:** Worksheet of Form 7 and Form 8 are filled online and checked by Head of Office before finally submitting to Pay and Accounts Office (PAO) online as well as signed copy of the forms along with calculation sheet.

- **Send to PAO:** After filling Form 7 and Form 8 send the forms to PAO.

- **PPO (1 month before date of retirement (BDR):** PPO number of the retiree is updated automatically from the '*PFMS'* / '***COMPACT'*** package in PAO.

7. Reports: HOO can view various MIS Reports generated by Bhavishya.

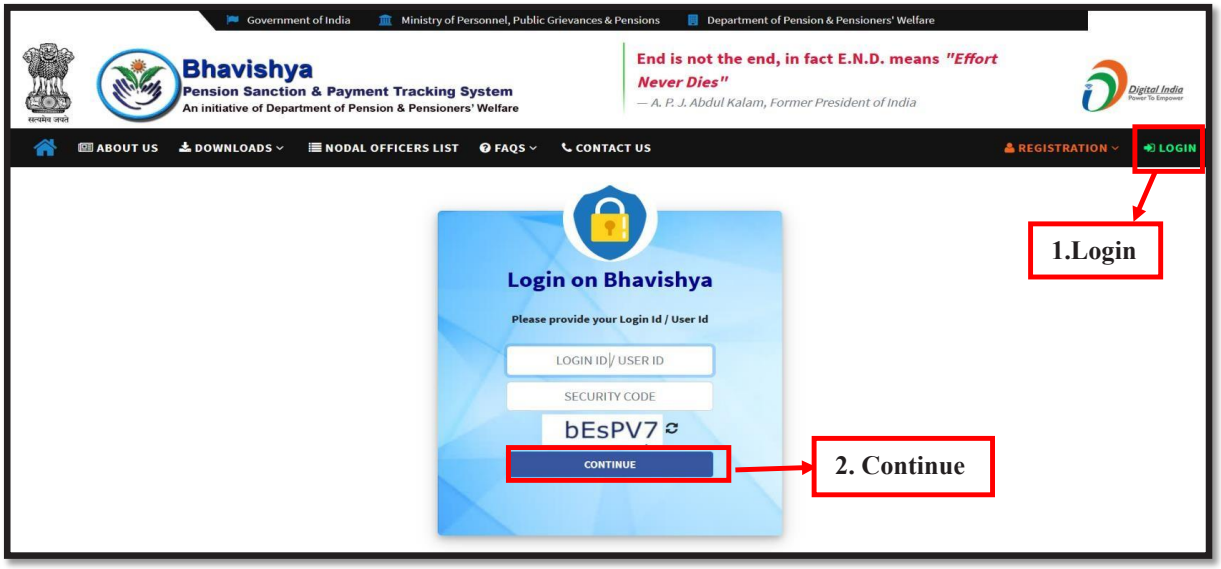
8. In **Utility**, HOO has various options

- **Add/Update Functional Head:** Short Codes can be added as guided by respective PAO.
- **Import Data from EIS:** Any changes made in EIS, can be imported any time in Bhavishya.
- **Retiree Forms:** HOO can fill retiree pension forms from his login itself in case the individual is unable to do so.
- **Identity Card:** Pensioners Identity Card can be generated through this utility.
- **Update Photograph and Sign:** HOO can update images without returning the case to Retiree.
- **Update Undertaking**: HOO can upload fresh file without returning the case to Retiree.
- **Download ePPO**: Retirees' whose cases are processed in Bhavishya with combination of PFMS there ePPO can be downloaded.

Bhavishya: Home Page



Bhavishya: Login Page



Step 1: Click on **Login** menu on homepage**.**

Step 2: Enter user id or email registered with ***'Bhavishya'*** and **Security code** and click on ***'Continue'*** button.



Step 3: Enter password and click on **'Login'** button.

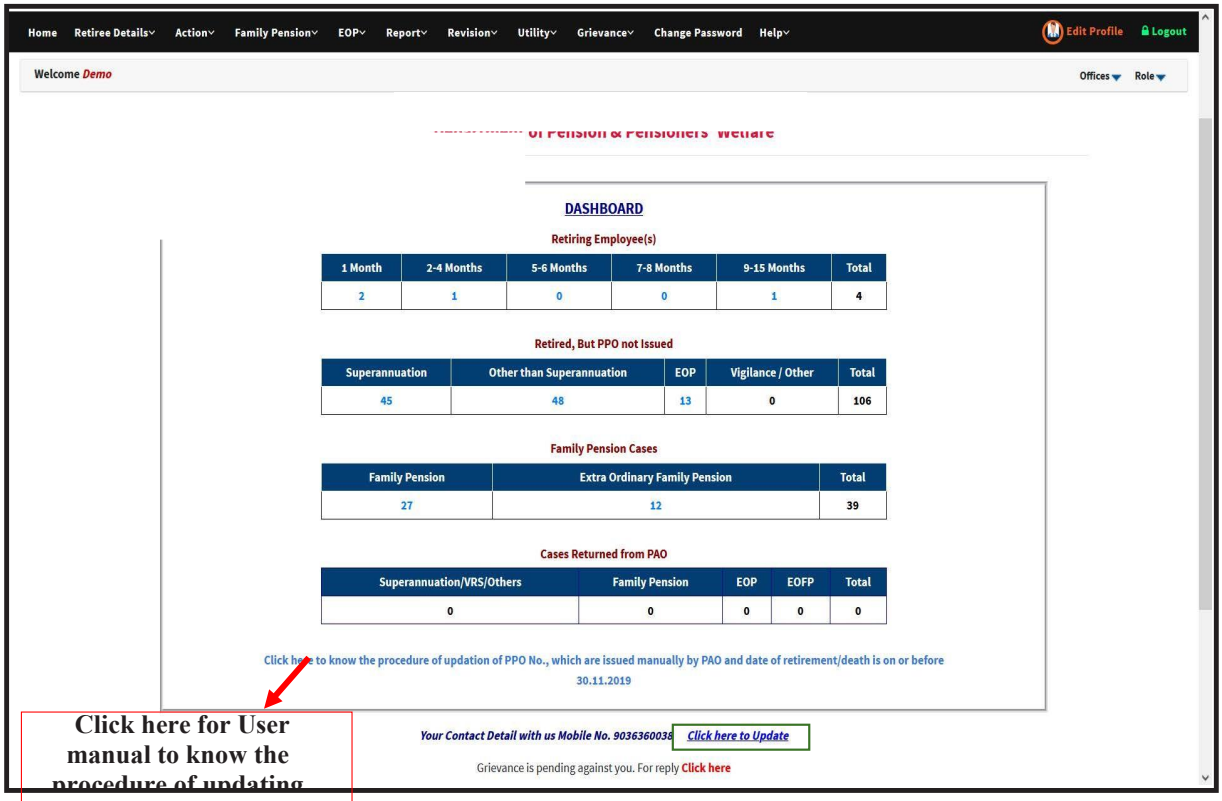
Note: Password will be same as the password used to access email on **email.gov.in** portal

For example: *If email id registered in Bhavishya is* ***xyz-123@nic.in***

Password: will be *same as the password used to access this email*

- Department can have more than one login for HOO/PAO and their dealing hands. However, there must be only one active login for DDO processing salary for the employees.

Bhavishya: HOO Dashboard



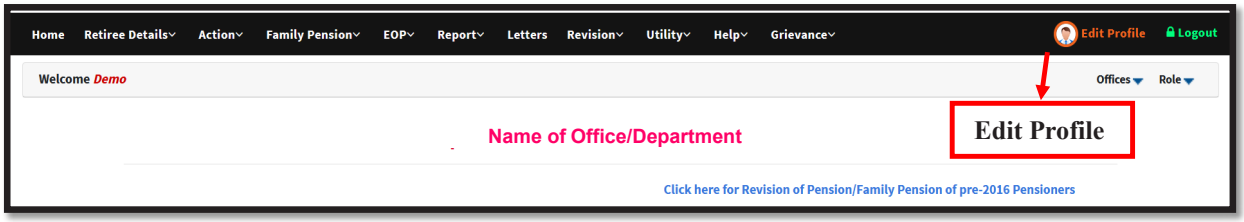
➢ HOO can view the list of retirees going to retire in next 15 months in tabular and graphical form.

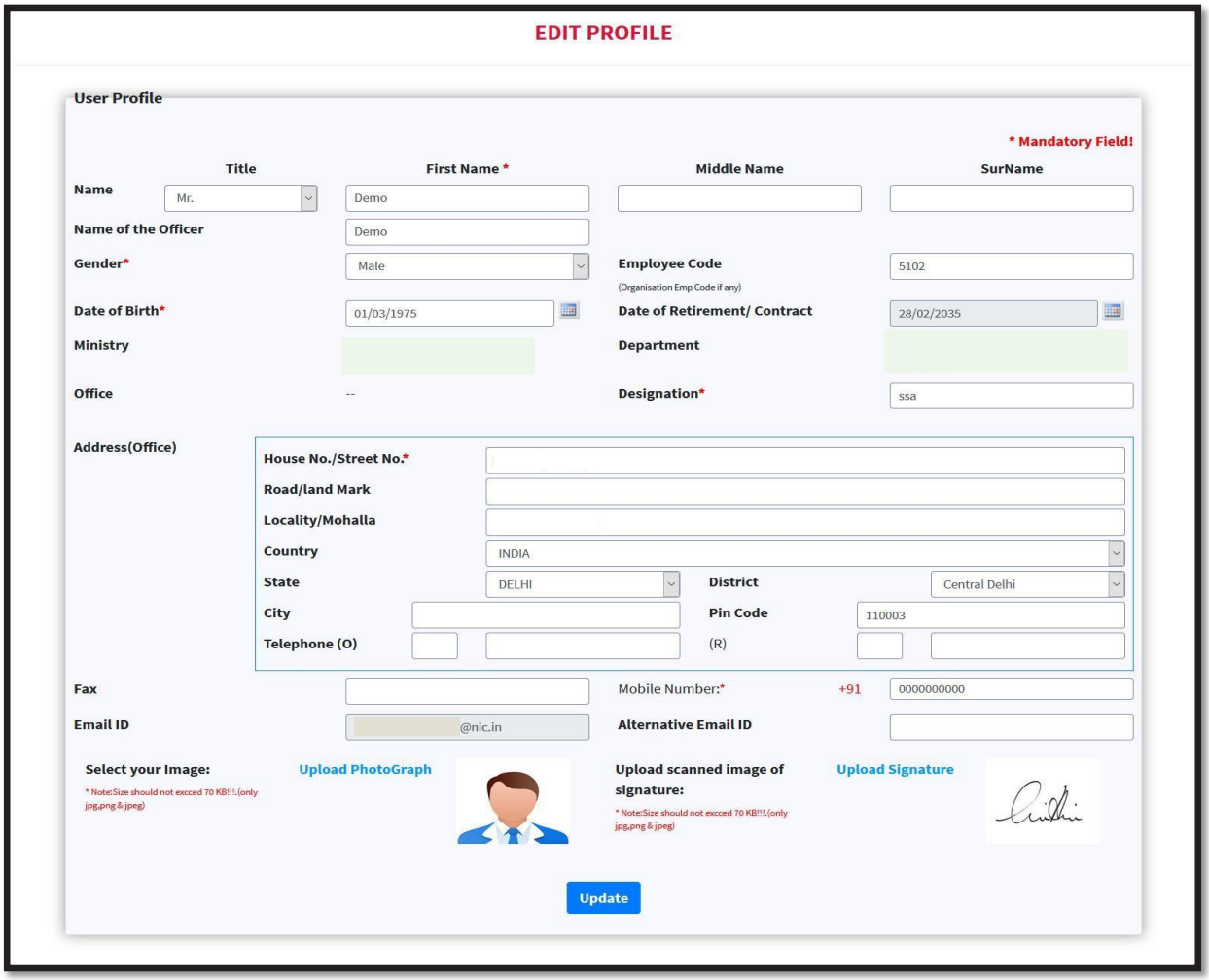
➢ HOO gets SMS/E-mail alert for each activity due & performed.

Edit Profile

- If HOO login id is **designation or office based** then on appointment of new HOO, the new user details can be updated from **Edit Profile** menu after login in Bhavishya.

- Also, **signature of HOO** (required for generation of Pensioners's id card) can be updated from **Edit Profile** menu.



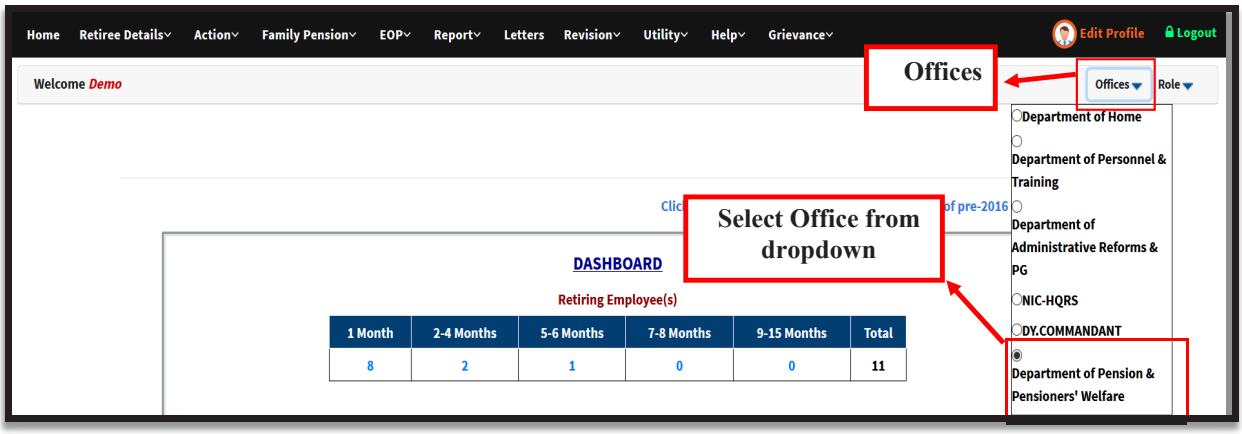


Multiple Offices/Roles

Selecting Offices

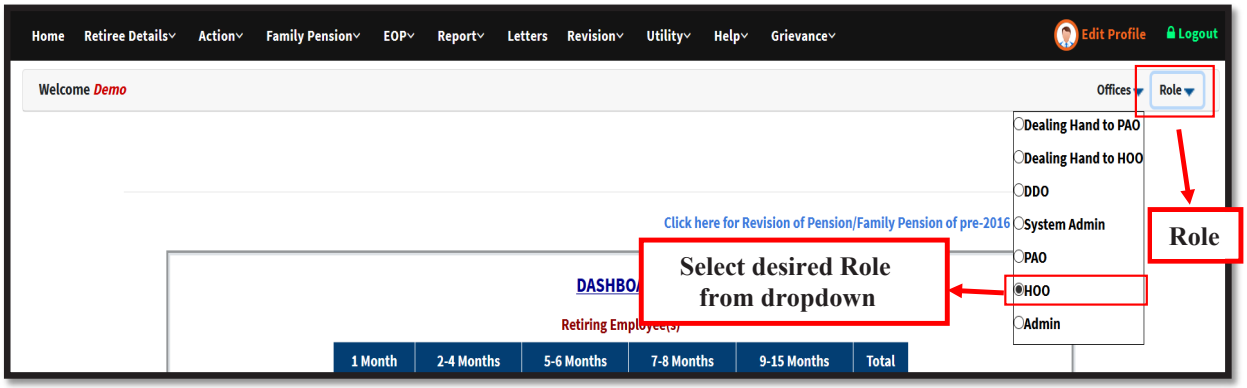
- If a user has been appointed as HOO/DDO/Dealing Hands of more than one office, then he/she needs to mail at **bhavishya@nic.in** with his/her offices DDO code and PAO code.

- After the office is added in Bhavishya, select the office of the retiring employee by **clicking on *Office* button** and selecting the **concerned office from dropdown**.

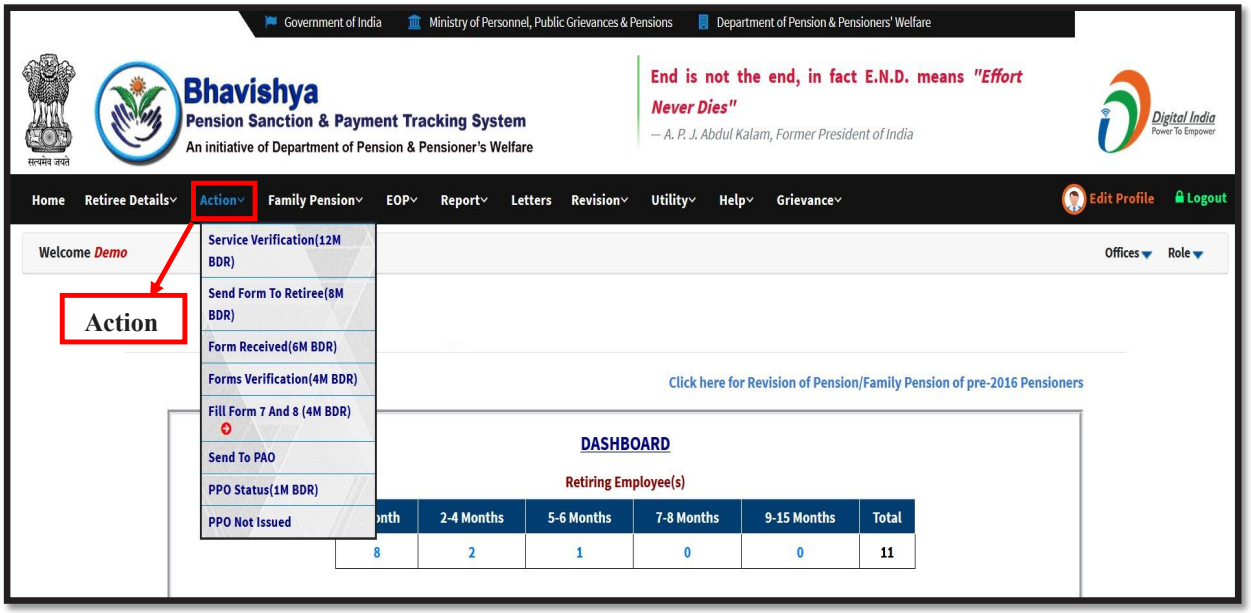


Selecting Roles

- If a user has more than one role, then he/she needs to select the desired role by **clicking on *Role* button** and selecting the **role from dropdown**.



Action



HOO has to complete all the actions in sequence for all the retiring employees with-in the given time frame.

- Scanning and uploading of concerned document is required in
  - Service Verification (12M BDR)
  - Form Received (6M BDR)

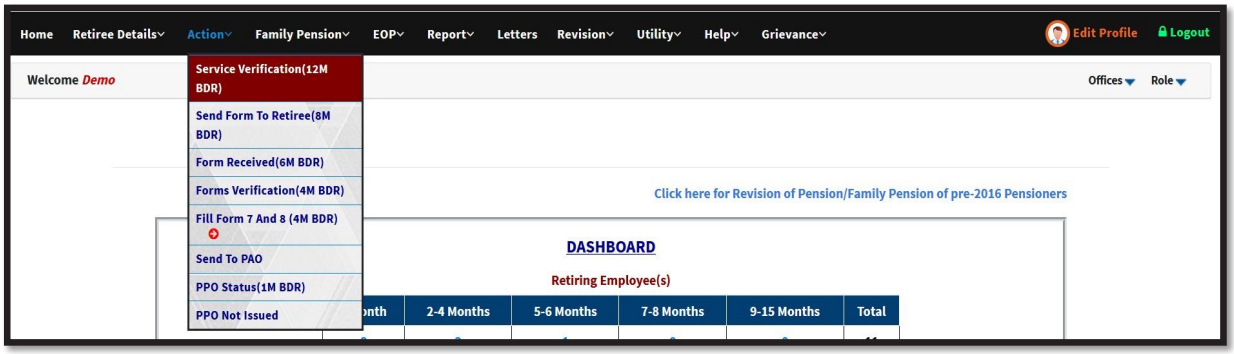
- Automated Actions
  - Send form to Retiree (8M BDR)
  - Form Received: Capturing "Form Sent Online Date by Retiree" (6M BDR)
  - PPO Issued

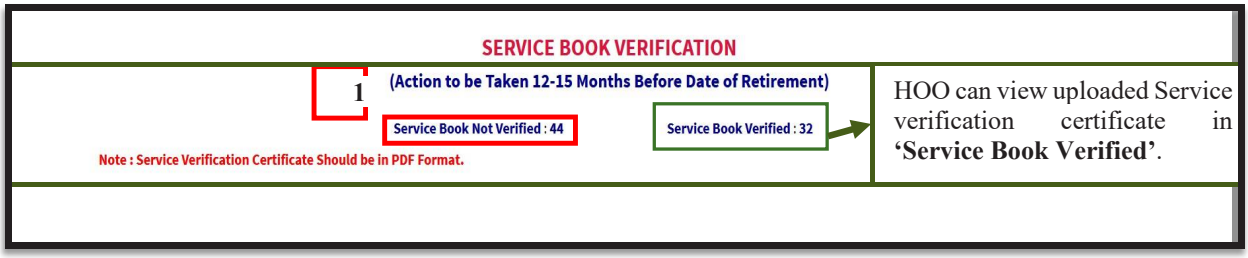
***M: Months**
***BDR: Before Date of Retirement**

Action: Service Verification (12M BDR)

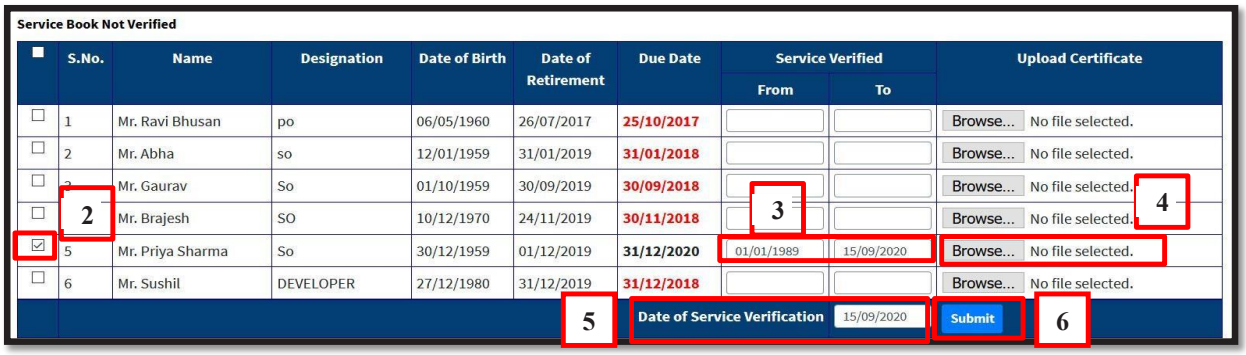
*M: Months
*BDR: Before Date of Retirement

Action ➔ Service Verification (12M BDR)





Step 1: Click on **'Service Book Not Verified'**.



Step 2: Click on **checkbox** against the retiree name whose service is to be verified.

Step 3: Specify the period of service verified. (i.e. from Date of Joining to the date till when service is being verified).

Step 4: Scan and upload the **Service verification certificate**.

Step 5: Enter **Date of Service Verification**.

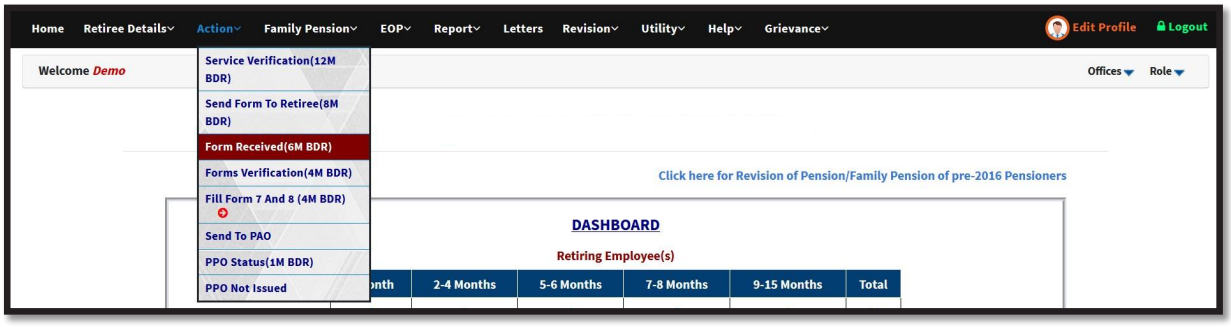
Step 6: Click on **Submit** button.

➢ HOO can view uploaded Service verification certificate in **'Service Book Verified'**.

Action: Form Received (6M BDR)

*M: Months
*BDR: Before Date of Retirement

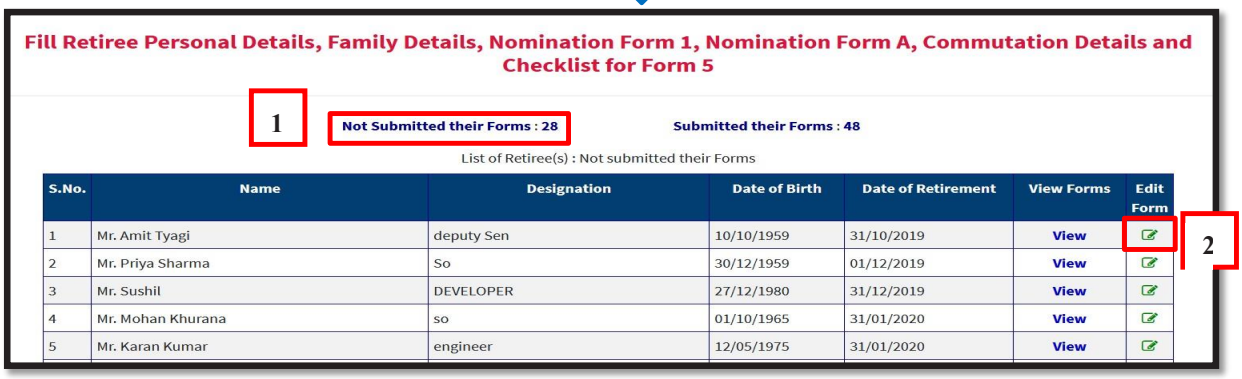
Action ➔ Form Received (6M BDR)



Forms Not Submitted Electronically



➢ Click on **'Forms not submitted electronically'** to view the list of retirees who have not submitted their forms online through Bhavishya. You will be directed to the screen given below.



➢ If you wish to fill pension forms of any retiree from your login, follow the following steps:

Step 1: Click on **Not Submitted their Forms**.

Step 2: Click on **Edit Form** and fill all the forms for retiree.

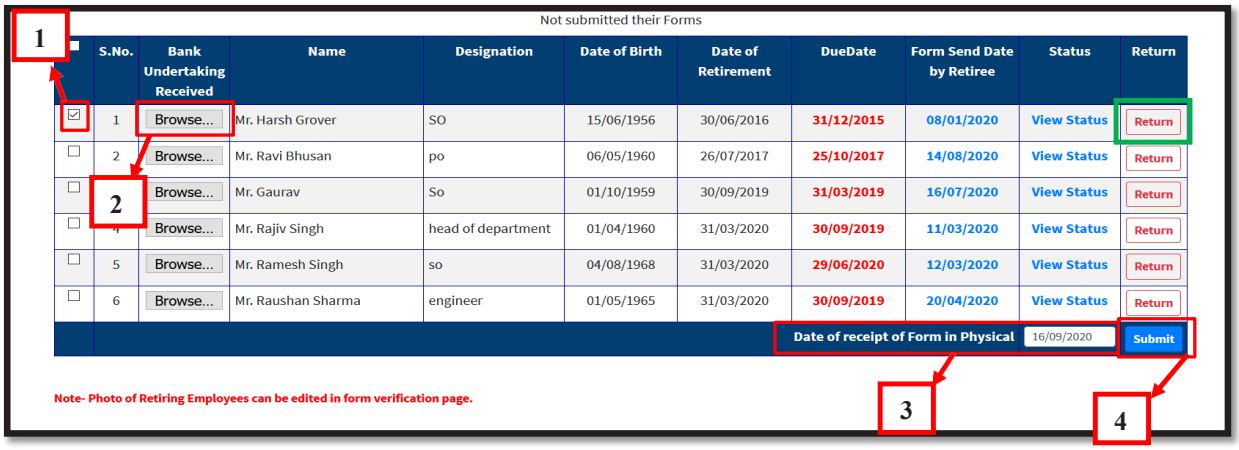
Action: Form Received (6M BDR) [Continued….]

Forms Submitted Electronically but Signed Copy of Forms Not Received



➢ After retiree submits forms online, HOO need to receive his forms online too on ***'Bhavishya'***.

➢ Click on **Forms Submitted Electronically but Signed Copy of Forms not received.**



Step 1: Click on the **checkbox** against the retiree whose forms are to be received online.
Step 2: Upload the **Bank Undertaking received** and **signed by retiree**.
Step 3: Enter **Date of receipt of Form in Physical**.
Step 4: Click on **Submit** button.

❖ If any changes are needed in retiree forms on retiree level then, to Return Back the forms to retiree click on **'Return Back'** button. HOO mandatorily has to give the reason for returning the case.

Signed Copy of Forms Received



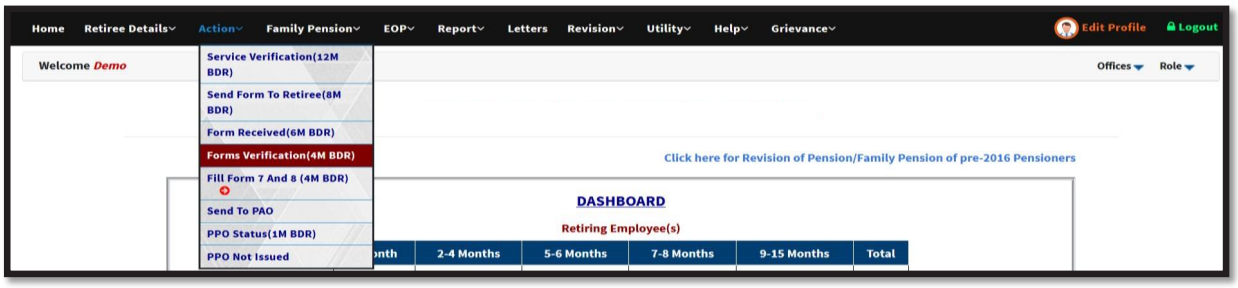
➢ Once the forms are received online it will be seen in **Signed Copy of Forms Received**.

Action: Forms Verification (4M BDR)

*M: Months

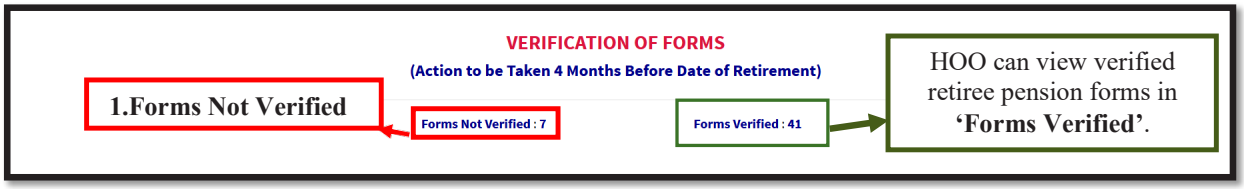
*BDR: Before Date of Retirement

Action ➔ Forms Verification (4M BDR)

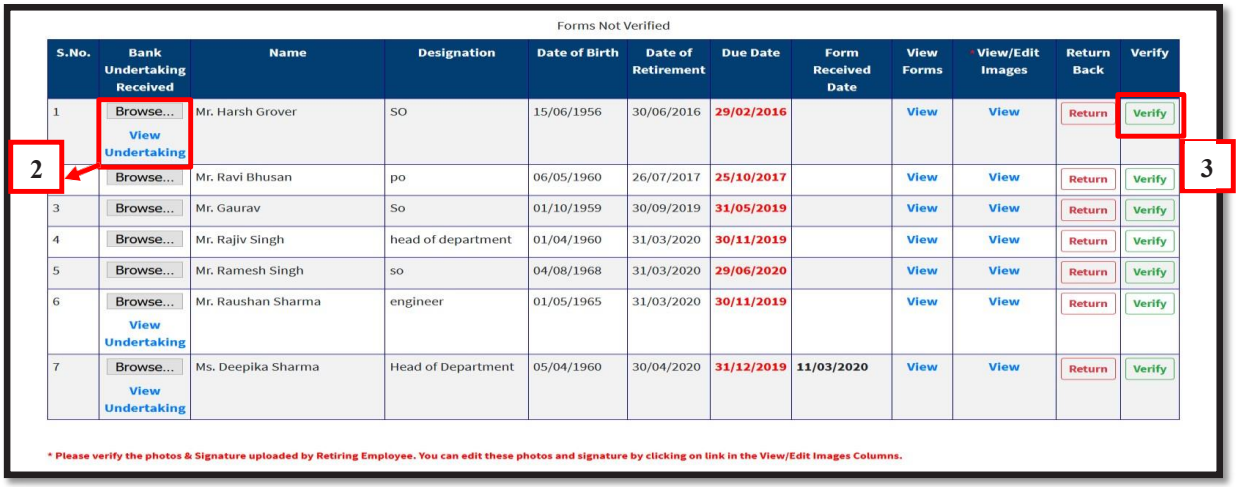


Forms Not Verified

➢ Pension forms submitted by retiree must be verified 4 months before the date of retirement.



Step 1: To verify the forms sent by retiree online, click on **Forms Not Verified**.

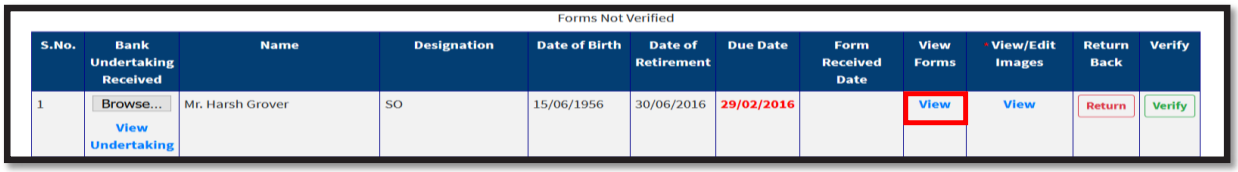


Step 2: Click on the '***Browse***' button to upload the duly signed copy of Bank Undertaking or click on ***'View Undertaking'*** to view the uploaded Bank Undertaking.

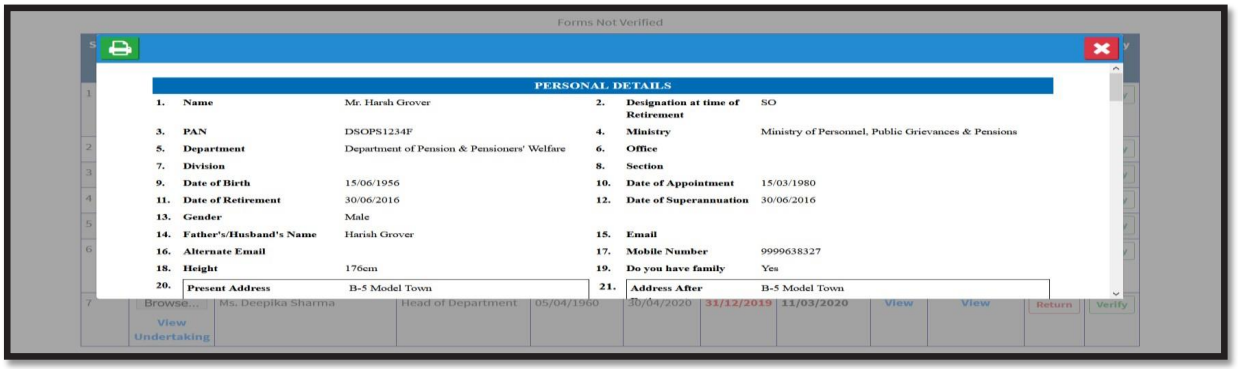
Step 3: Click on **Verify** button.

Action: Forms Verification (4M BDR) (Continued….)

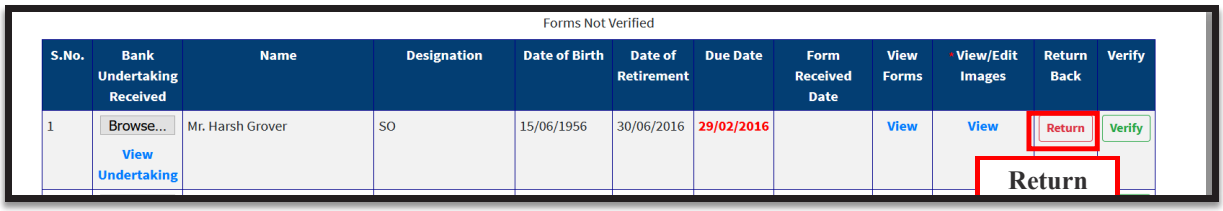
View Forms



- To view the details filled and submitted by retiree click on the '***View Forms***' button.
- On clicking '***View***' button a screen pop-up showing all the details filled submitted by retiree to HOO.



Return Back



- If any changes are needed in retiree forms on retiree level then, to Return Back the forms to retiree click on **'Return Back'** button. HOO mandatorily has to give the reason for returning the case.
- On clicking **'Return'** button a dialog box will appear in which reason for returning the case has to be mentioned. The reason will be visible to retiree for performing required changes.



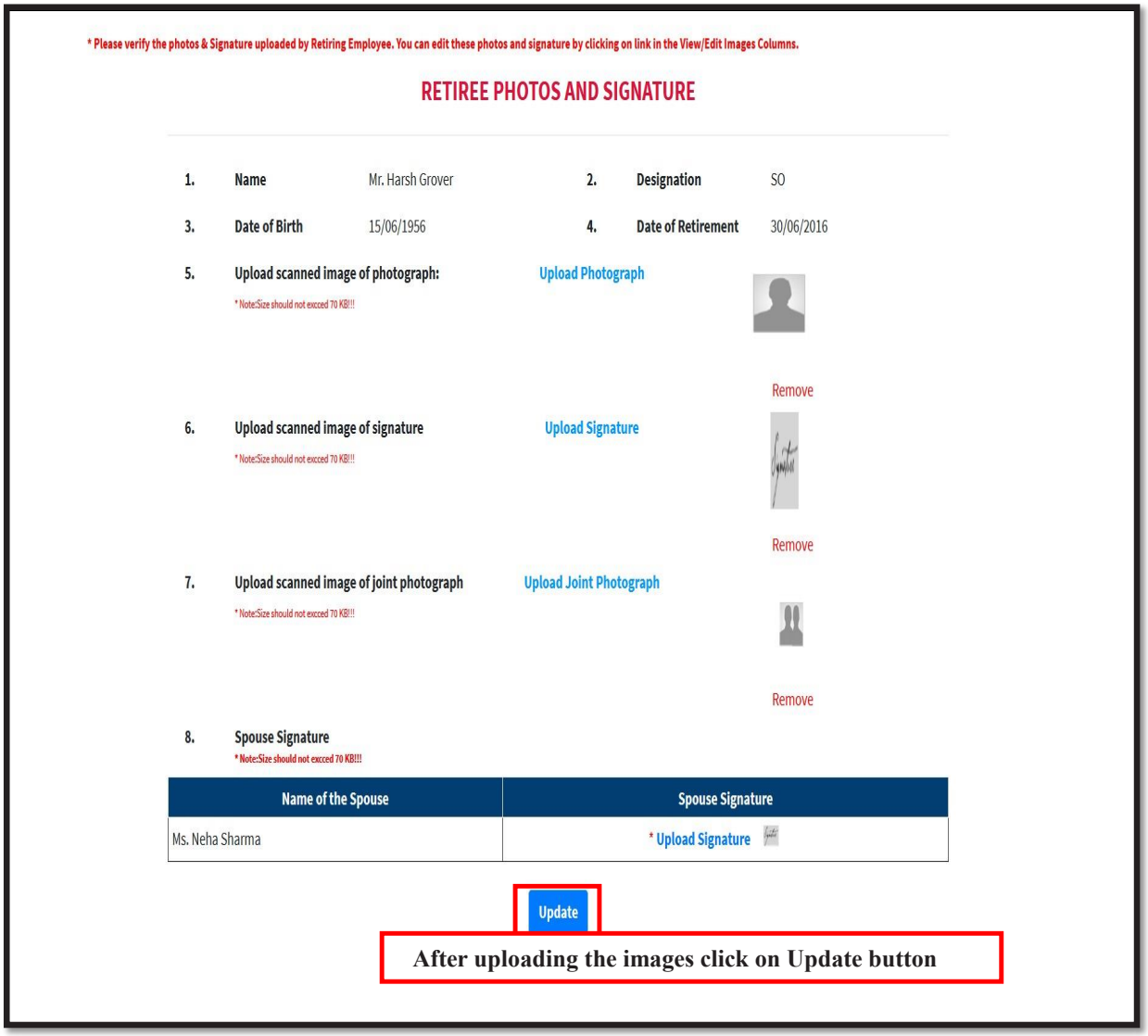
Action: Forms Verification (4M BDR) (Continued….)

View/Edit Images

Forms Not Verified

S.No.	Bank Undertaking Received	Name	Designation	Date of Birth	Date of Retirement	Due Date	Form Received Date	View Forms	View/Edit Images	Return Back	Verify
1	Browse... View Undertaking	Mr. Harsh Grover	SO	15/06/1956	30/06/2016	29/02/2016		View	View	Return	Verify

- If any changes are required in images uploaded by retiree, then there is no need to return back the forms to retiree, images can be edited by HOO/Dealing Hand to HOO by clicking on the '***View/Edit Images***' button.
- On clicking '***View/Edit Images***' button a screen appears where images need to be uploaded.

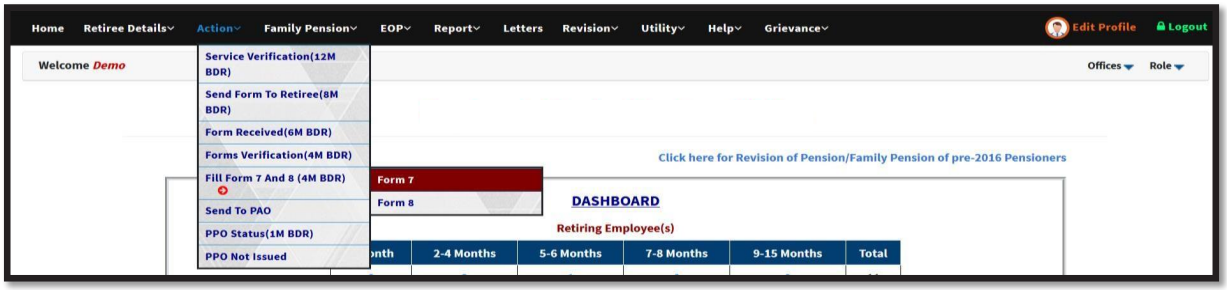


Action: Fill Form 7 and 8 (4M BDR)

Form 7

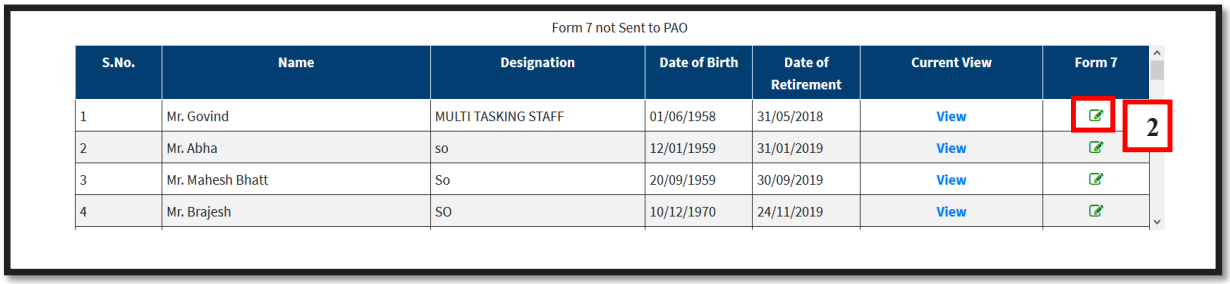
*M: Months
*BDR: Before Date of Retirement

Action ➔ Fill Form 7 and 8 (4M BDR) ➔ Form 7



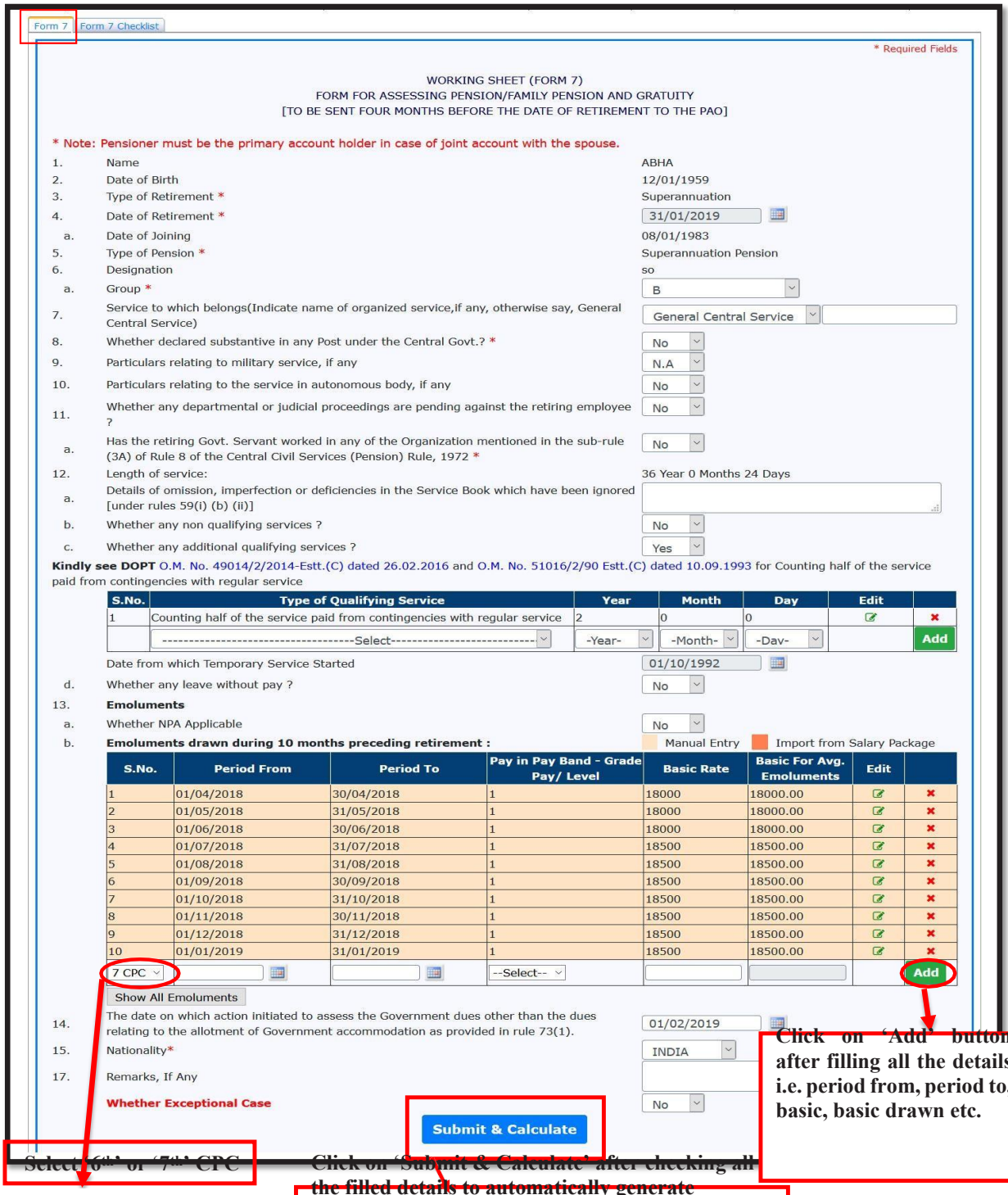


Step 1: Click on **Form 7 Not Sent to PAO**.



Step 2: Click on **Edit** button to open Form 7 Worksheet.

➢ Semi-filled Form7 Worksheet will be available, you can modify the data, if required, like type of pension, last 10 months emoluments etc., as shown on the next page.


Form 7
Form 7 Checklist
* Required Fields
WORKING SHEET (FORM 7)
FORM FOR ASSESSING PENSION/FAMILY PENSION AND GRATUITY
[TO BE SENT FOUR MONTHS BEFORE THE DATE OF RETIREMENT TO THE PAO]
* Note: Pensioner must be the primary account holder in case of joint account with the spouse.
1. Name ABHA
2. Date of Birth 12/01/1959
3. Type of Retirement * Superannuation
4. Date of Retirement * 31/01/2019
a. Date of Joining 08/01/1983
5. Type of Pension * Superannuation Pension
6. Designation so
a. Group * B
7. Service to which belongs(Indicate name of organized service,if any, otherwise say, General Central Service) General Central Service
8. Whether declared substantive in any Post under the Central Govt.? * No
9. Particulars relating to military service, if any N.A
10. Particulars relating to the service in autonomous body, if any No
11. Whether any departmental or judicial proceedings are pending against the retiring employee ? No
a. Has the retiring Govt. Servant worked in any of the Organization mentioned in the sub-rule (3A) of Rule 8 of the Central Civil Services (Pension) Rule, 1972 * No
12. Length of service: 36 Year 0 Months 24 Days
a. Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rules 59(i) (b) (ii)]
b. Whether any non qualifying services ? No
c. Whether any additional qualifying services ? Yes
Kindly see DOPT O.M. No. 49014/2/2014-Estt.(C) dated 26.02.2016 and O.M. No. 51016/2/90 Estt.(C) dated 10.09.1993 for Counting half of the service paid from contingencies with regular service
S.No. | Type of Qualifying Service | Year | Month | Day | Edit
1 | Counting half of the service paid from contingencies with regular service | 2 | 0 | 0
----------Select---------- -Year- -Month- -Dav- Add
Date from which Temporary Service Started 01/10/1992
d. Whether any leave without pay ? No
13. Emoluments
a. Whether NPA Applicable No
b. Emoluments drawn during 10 months preceding retirement : Manual Entry Import from Salary Package
S.No. | Period From | Period To | Pay in Pay Band - Grade Pay/ Level | Basic Rate | Basic For Avg. Emoluments | Edit
1 | 01/04/2018 | 30/04/2018 | 1 | 18000 | 18000.00
2 | 01/05/2018 | 31/05/2018 | 1 | 18000 | 18000.00
3 | 01/06/2018 | 30/06/2018 | 1 | 18000 | 18000.00
4 | 01/07/2018 | 31/07/2018 | 1 | 18500 | 18500.00
5 | 01/08/2018 | 31/08/2018 | 1 | 18500 | 18500.00
6 | 01/09/2018 | 30/09/2018 | 1 | 18500 | 18500.00
7 | 01/10/2018 | 31/10/2018 | 1 | 18500 | 18500.00
8 | 01/11/2018 | 30/11/2018 | 1 | 18500 | 18500.00
9 | 01/12/2018 | 31/12/2018 | 1 | 18500 | 18500.00
10 | 01/01/2019 | 31/01/2019 | 1 | 18500 | 18500.00
7 CPC --Select-- Add
Show All Emoluments
14. The date on which action initiated to assess the Government dues other than the dues relating to the allotment of Government accommodation as provided in rule 73(1). 01/02/2019
15. Nationality* INDIA
17. Remarks, If Any
Whether Exceptional Case No
Submit & Calculate
Select '6th' or '7th' CPC
Click on 'Submit & Calculate' after checking all the filled details to automatically generate Calculation sheet.
Click on 'Add' button after filling all the details i.e. period from, period to, basic, basic drawn etc.

Note 1: If any temporary service is there for retiring employee then it should be added in Point 12 (c).

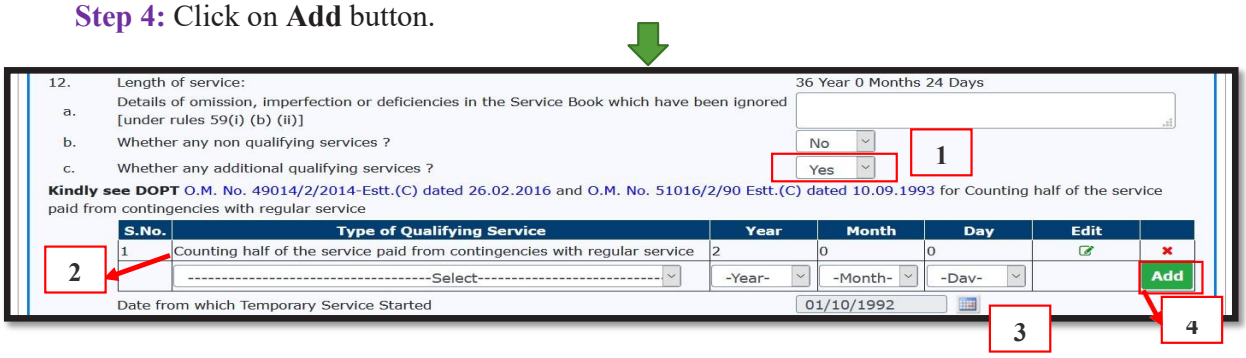
Step 1: Select **Whether any additional qualifying services** as **'Yes'**.

Step 2: Select **'Counting half of the service paid from contingencies with regular service'** from **Type of qualifying service** dropdown.

Step 3: After mentioning **Year, Month and Day of temporary service**, enter **Date from which temporary service started**.

(Kindly see DOPT **O.M. No. 49014/2/2014-Estt.(C) dated 26.02.2016** and **O.M. No. 51016/2/90 Estt.(C) dated 10.09.1993** for Counting half of the service paid from contingencies with regular service.)

Step 4: Click on **Add** button.

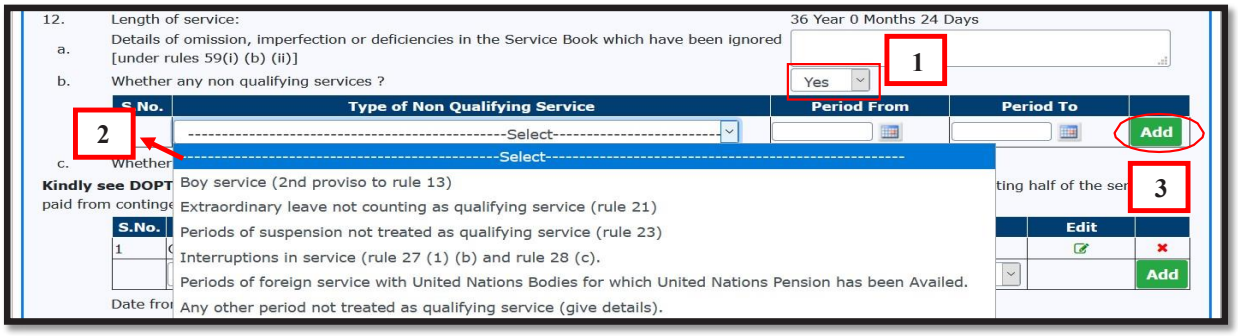


Note 2: If any non qualifying services is there for retiring employee then it should be added in Point 12 (b).

Step 1: Select **Whether any non qualifying services** as **'Yes'**.

Step 2: Select **Type of Non Qualifying Service**.

Step 3: Enter **Period From** and **Period To** and click on **Add** button.



Action: Fill Form 7 & 8 (4M BDR) ——▶Form 7 (Continued….)

Pension Calculation Sheet

PENSION CALCULATION SHEET

1.	Name	MR. ABHA (110092)
2.	Designation	
3.	Scale of pay / Pay Band & Grade Pay of the post / Pay Level	₹18000-56900, Pay Level : 1
4.	Date of Birth	12/01/1959
5.	Date of entry in the Government service	08/01/1983
6.	Date of retirement	31/01/2019
7.	Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)	37 Years 0Month24 Days

8 Emoluments drawn in the last 10 months

From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate	Basic For Avg. Emoluments
01/04/2018	30/04/2018	1	₹18000/-	₹18000.00/-
01/05/2018	31/05/2018	1	₹18000/-	₹18000.00/-
01/06/2018	30/06/2018	1	₹18000/-	₹18000.00/-
01/07/2018	31/07/2018	1	₹18500/-	₹18500.00/-
01/08/2018	31/08/2018	1	₹18500/-	₹18500.00/-
01/09/2018	30/09/2018	1	₹18500/-	₹18500.00/-
01/10/2018	31/10/2018	1	₹18500/-	₹18500.00/-
01/11/2018	30/11/2018	1	₹18500/-	₹18500.00/-
01/12/2018	31/12/2018	1	₹18500/-	₹18500.00/-
01/01/2019	31/01/2019	1	₹18500/-	₹18500.00/-
Total				₹183500/-

9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO) : ₹18500
   (2) Pension admissible (if qualifying service is ten years or more) : ₹9250
   Calculations to be shown as follows :-
   Emoluments or Average Emoluments/2 (18500 /2)
10. (1) Emoluments for gratuity (as indicated in PPO) : ₹20165
    (2) Retirement gratuity admissible Calculation to be shown as follows :- : ₹332723
    Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (20165 /4) x 66)
11. (1) Pay for Family Pension (as indicated in PPO) : ₹18500
    (2) Family Pension admissible
    Calculations to be shown as follows :-
    (a) Ordinary Family Pension : : ₹9000
    Pay last drawn x 30% subject to prescribed minimum and maximum (18500 x 30%)
    (b) Enhanced Family Pension : ₹ 9250
    Pay last drawn / 2
    [Subject to prescribed minimum and maximum as per Rule 54].(18500 x 50%)
12. Commutation of pension:
    (a) The percentage of pension commuted : N.A.
    (b) Amount of monthly pension commuted : N.A.
    (c) Commuted value of pension : N.A.
    (d) Amount of residuary pension after deducting Commuted portion : N.A.
13 Co-Authorization Details

Co-Authorization Order	Name of family member	Date of Birth	Relationship	Remarks
1	Ms. Abha	01/11/1963	Wife	

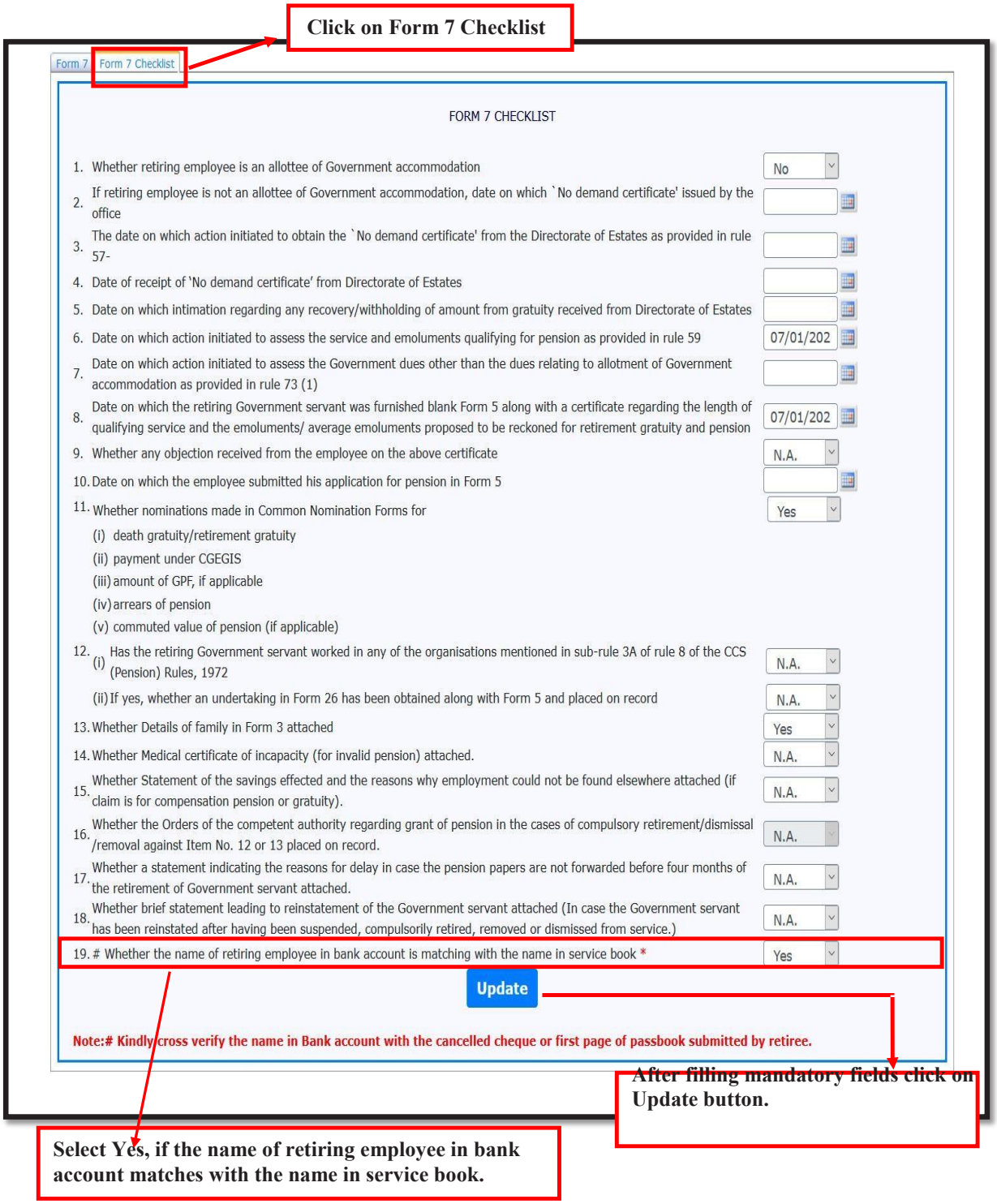
14. Nationality : INDIA

Save Calculation

➢ After checking the calculation sheet, if data is correct, click on **'Save Calculation'**.

Action: Fill Form 7 & 8 (4M BDR) ——▶Form 7 (Continued….)

Form 7 Checklist

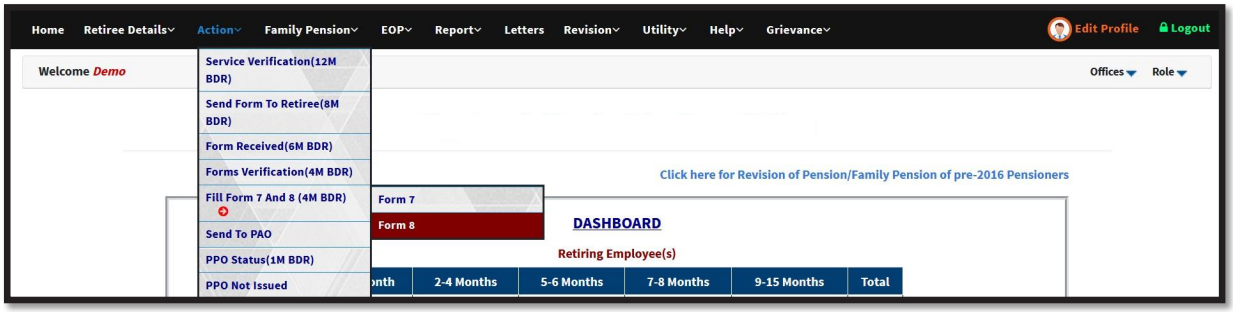


Action: Fill Form 7 and 8 (4M BDR)

Form 8

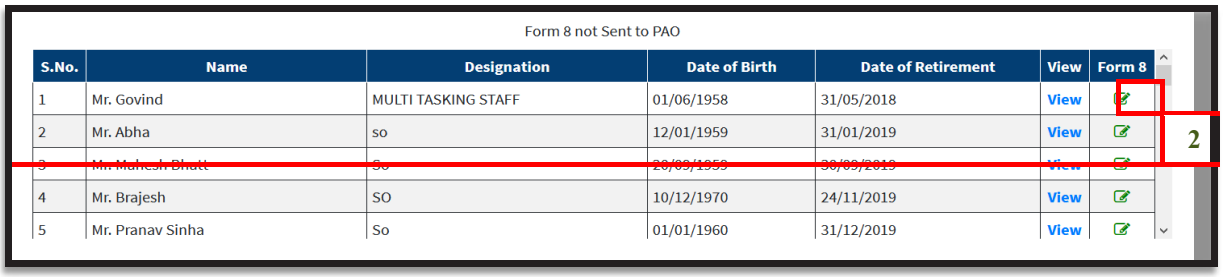
*M: Months
*BDR: Before Date of Retirement

Action ➔ Fill Form 7 and 8 (4M BDR) ➔ Form 8

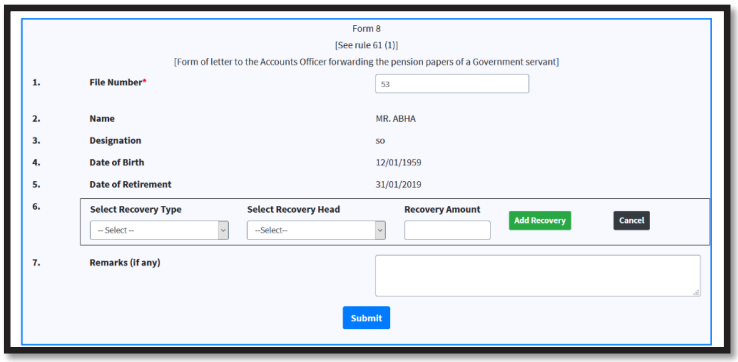




Step 1: Click on **Form 8 Not Sent to PAO**.



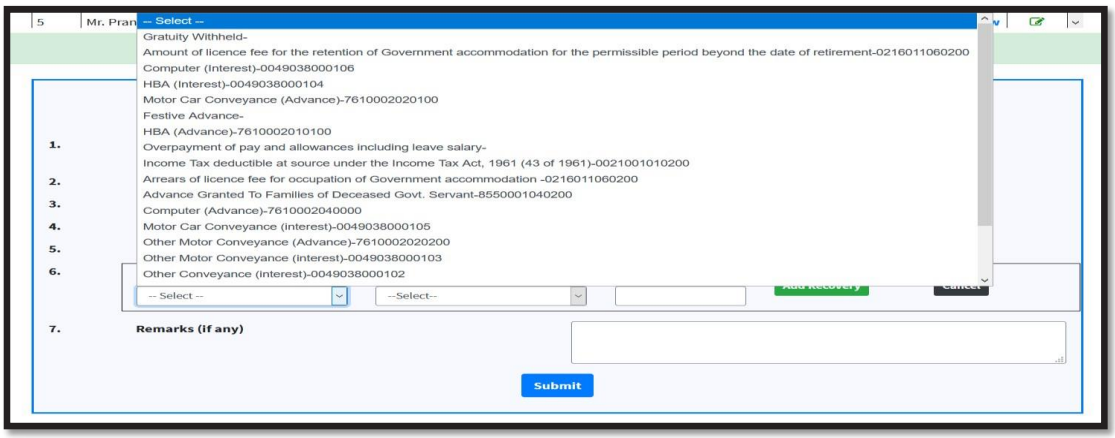
Step 2: Click on **Edit** button to open Form 8 Worksheet.

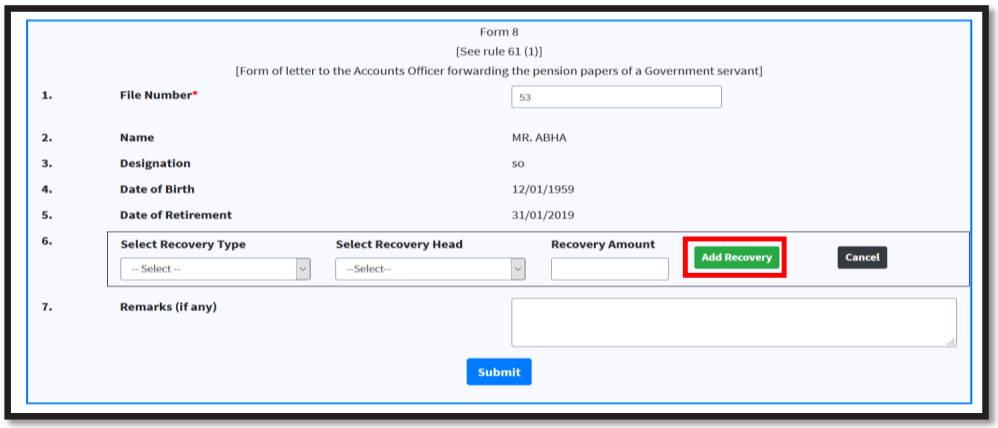


- Recoveries pending against the retiree are to be mentioned in this form.
- If retiree does not have recoveries then just fill the **'File number'** (number of file which is maintained for the individual manually) and click on **'Submit'**.

If any recoveries/dues are there pertaining to retiree/individual then

- '***Select Recovery type***' for which amount is to be recovered.

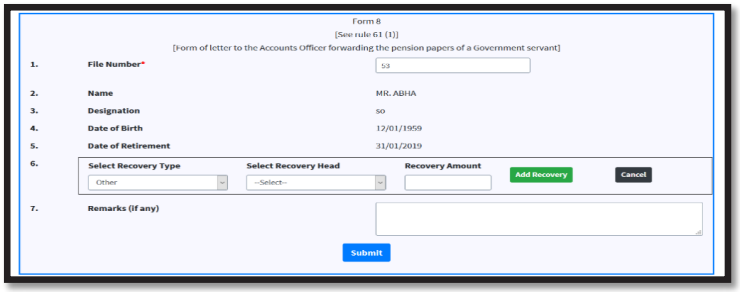




- Enter Recovery amount and Click on ***'Add Recovery'***.

If recovery type is not found in drop down then click on '*Others*'

- As soon as, you click on '***Others***' recovery code is asked. Then, you need to first Add/Update ***Functional Heads*** from the ***Utility*** menu as shown under heading ***'Utility: Add/Update Functional Heads'***.



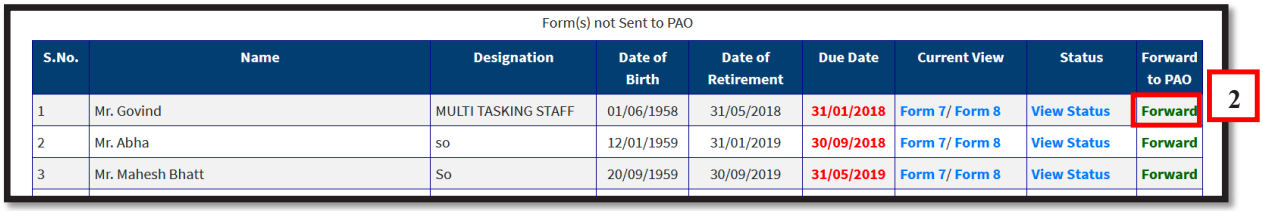
- After adding the recovery head details in Utility→Add/Update Functional Head, select **Recovery Head** in Form 8 and click on ***Add Recovery***.
- After filling all details click on **Submit** button.

Action: Send to PAO

Action ➔ Send to PAO



Step 1: Click on **Form(s) Not Sent to PAO**.



Form(s) not Sent to PAO

S.No.	Name	Designation	Date of Birth	Date of Retirement	Due Date	Current View	Status	Forward to PAO
1	Mr. Govind	MULTI TASKING STAFF	01/06/1958	31/05/2018	31/01/2018	Form 7/ Form 8	View Status	Forward
2	Mr. Abha	so	12/01/1959	31/01/2019	30/09/2018	Form 7/ Form 8	View Status	Forward
3	Mr. Mahesh Bhatt	So	20/09/1959	30/09/2019	31/05/2019	Form 7/ Form 8	View Status	Forward

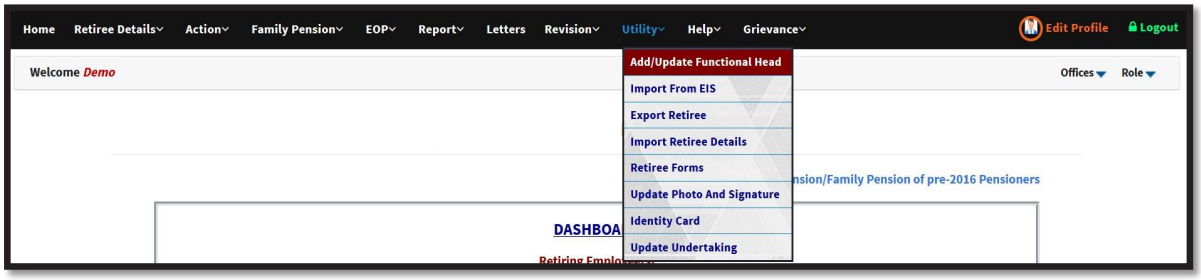
2

Step 2: Send the pension forms to PAO online, after checking the current view of Form 7 and 8. Click on '***Forward'*** button to send all the pension forms (Form7, Form 8, Form 1, Form A, Form 3, Form 5) to PAO online.

Note: Action taken by PAO (e.g. status of pension case, assigning of PPO & retirement benefit payment details) updated automatically in the Bhavishya through PFMS.

Utility: Add/Update Functional Head

Utility ➔ Add/Update Functional Head



➢ If recovery head is not found in Form 8, then it can be added here.



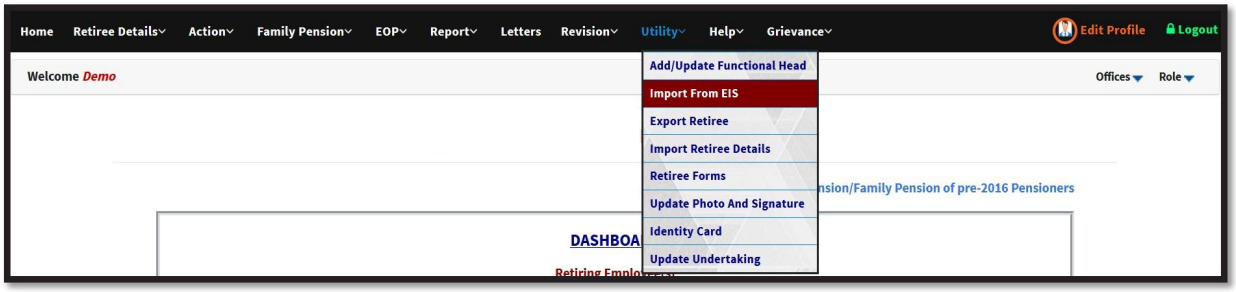
➢ Fill the details like Code, Functional Desc., Object Head, Category, Grant No. etc.

➢ After filling the details click on **ADD** button.

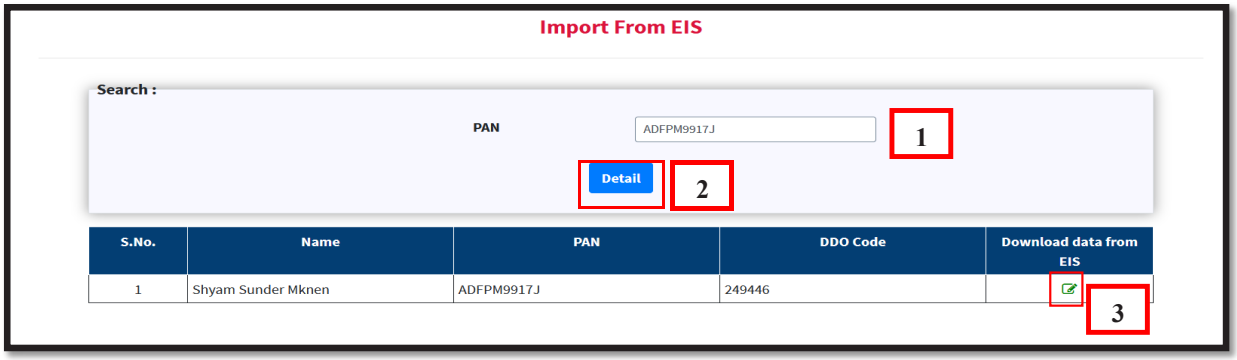
- After adding the details here, go to Form 8 and select desired recovery.

Utility: Import From EIS

Utility ➔ Import From EIS



If any changes are made in **EIS retiree data** that needs to be synched in **Bhavishya** then this Utility can be used. (Make sure that pension forms are at retiree level.)



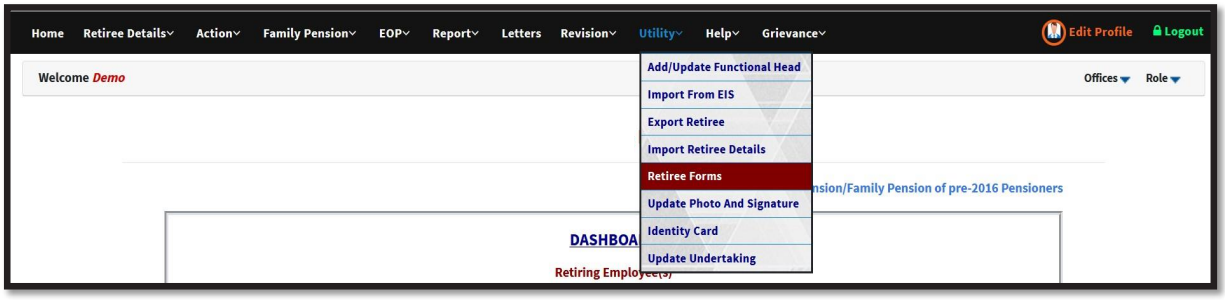
Step 1: Enter **PAN**.

Step 2: Click on **Detail**.

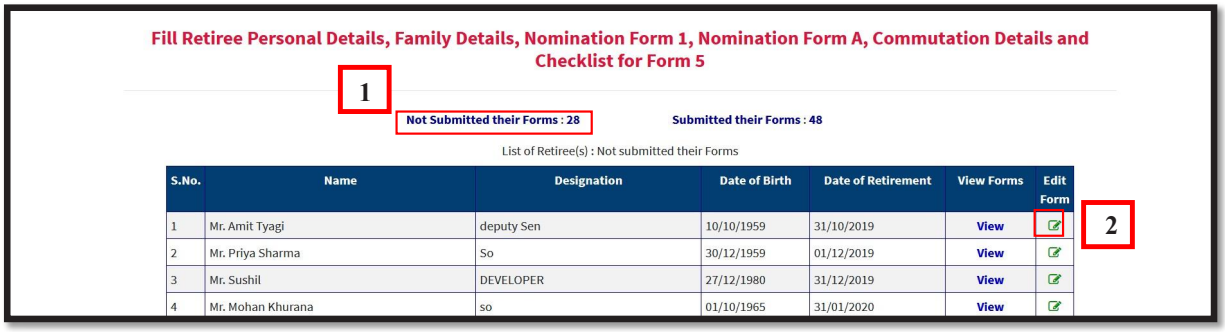
Step 3: Click on **Edit button** to **download data from EIS**.

Utility: Retiree Forms

Utility ➔ Retiree Forms



If any **retiree could not fill his/her forms**, then **his/her forms can be filled from HOO/Dealing Hand to HOO login** using this Utility.

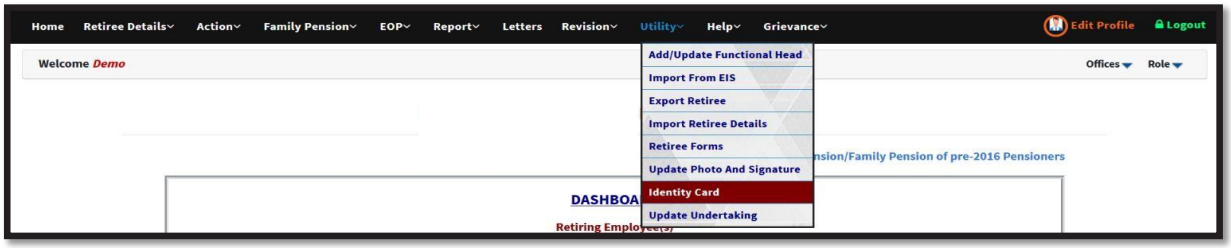


Step 1: To fill pension forms of retiree, Click on **Not Submitted their Forms**.

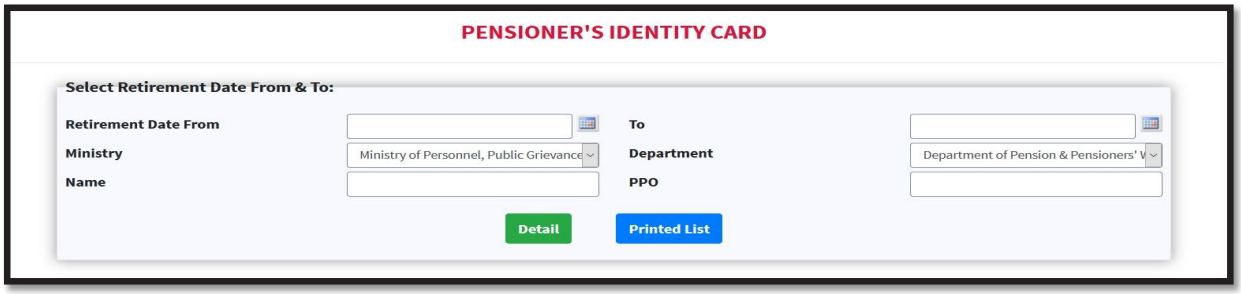
Step 2: Click on **Edit** button to fill the pension forms.

Utility: Identity Card

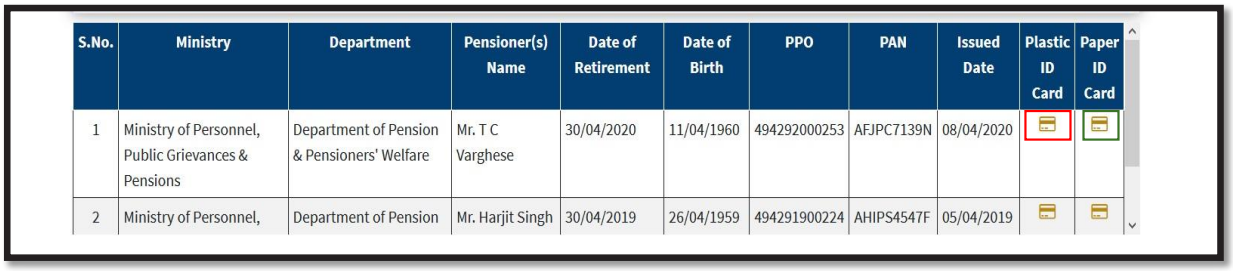
Utility ➔ Identity Card



To **print Pensioners' Id card,** use this Utility.



Enter **Retirement Date From** and **To** or **Ministry**, **Department** or **Name** or **PPO**, and then click on ***Detail***.



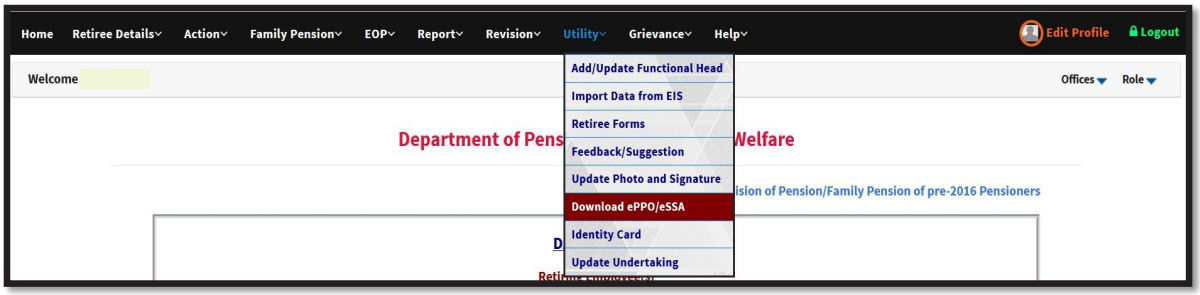
S.No.	Ministry	Department	Pensioner(s) Name	Date of Retirement	Date of Birth	PPO	PAN	Issued Date	Plastic ID Card	Paper ID Card
1	Ministry of Personnel, Public Grievances & Pensions	Department of Pension & Pensioners' Welfare	Mr. T C Varghese	30/04/2020	11/04/1960	494292000253	AFJPC7139N	08/04/2020		
2	Ministry of Personnel,	Department of Pension	Mr. Harjit Singh	30/04/2019	26/04/1959	494291900224	AHIPS4547F	05/04/2019		

❖ To print **Plastic ID card**, click on **ID card icon below Plastic ID card.**

❖ To print **Paper ID card**, click on **ID card icon below Paper ID card.**

Utility: Download ePPO/eSSA

Utility ➔ Download ePPO/eSSA



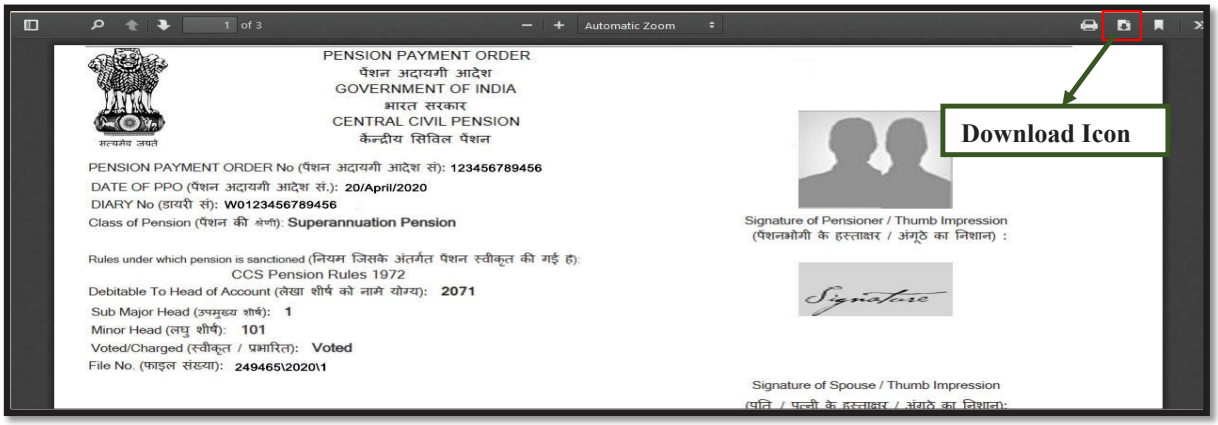
➢ ePPO and eSSA can be downloaded for only those retirees whose case is processed through Bhavishya in combination with PFMS.



➢ Search using ***Name*** or ***PPO no.*** or ***SSA no.*** (if issued) and then Click on '***Detail'*** button.

S.No.	Ministry	Department	Pensioner(s) Name	Date of Retirement	Date of Birth	PPO	PAN	Download ePPO	Download eSSA
1	Ministry of Personnel, Public Grievances & Pensions	Department of Pension and Pensioners' Welfare	Ms. H	30/09/2013	03/09/1953	512	54N		

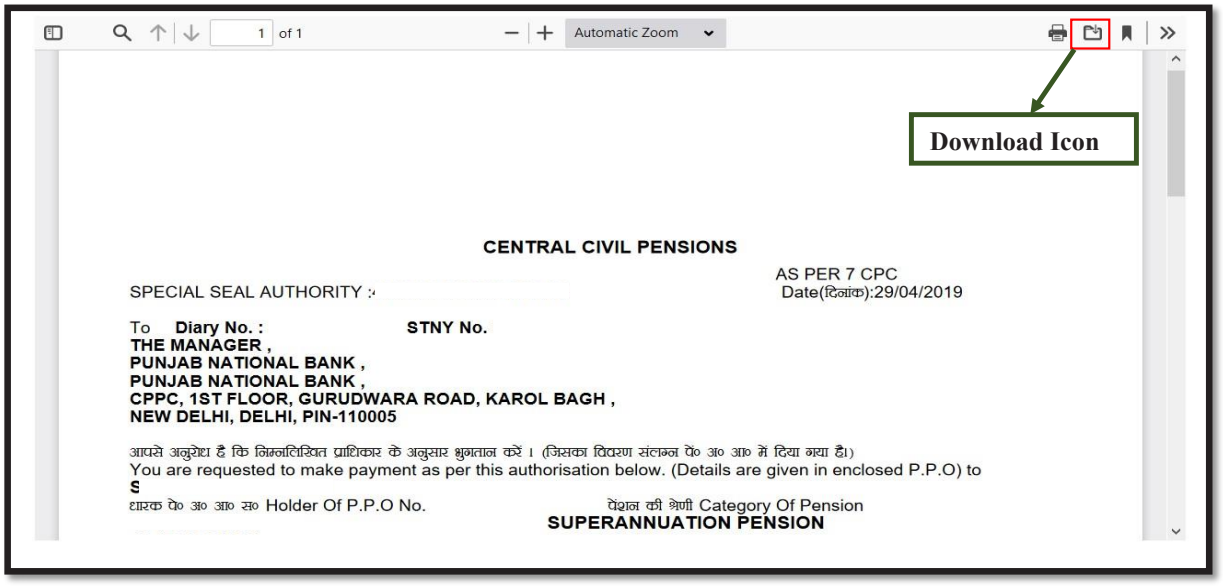
➢ Click on ***icon*** below ***Download ePPO*** to view **ePPO**.



➢ Click on ***download icon*** to ***download ePPO***.

S.No.	Ministry	Department	Pensioner(s) Name	Date of Retirement	Date of Birth	PPO	PAN	Download ePPO	Download eSSA
1	Ministry of Personnel, Public Grievances & Pensions	Department of Pension and Pensioners' Welfare	Ms.	30/09/2013	03/09/1953	l2	4N		

➢ Click on ***icon*** below ***Download eSSA*** to view **eSSA**.



➢ Click on ***download icon*** to ***download eSSA***.

Contact Details

- E-mail: ***bhavishya@nic.in***

- For technical matters: **011-24640650, 24640651**

ANNEXURE-B

BHAVISHYA

Pension Sanction & Payment Tracking System

An Initiative of Department of Pension & Pensioner's Welfare

User Manual – Family Pension

(In-service Death)

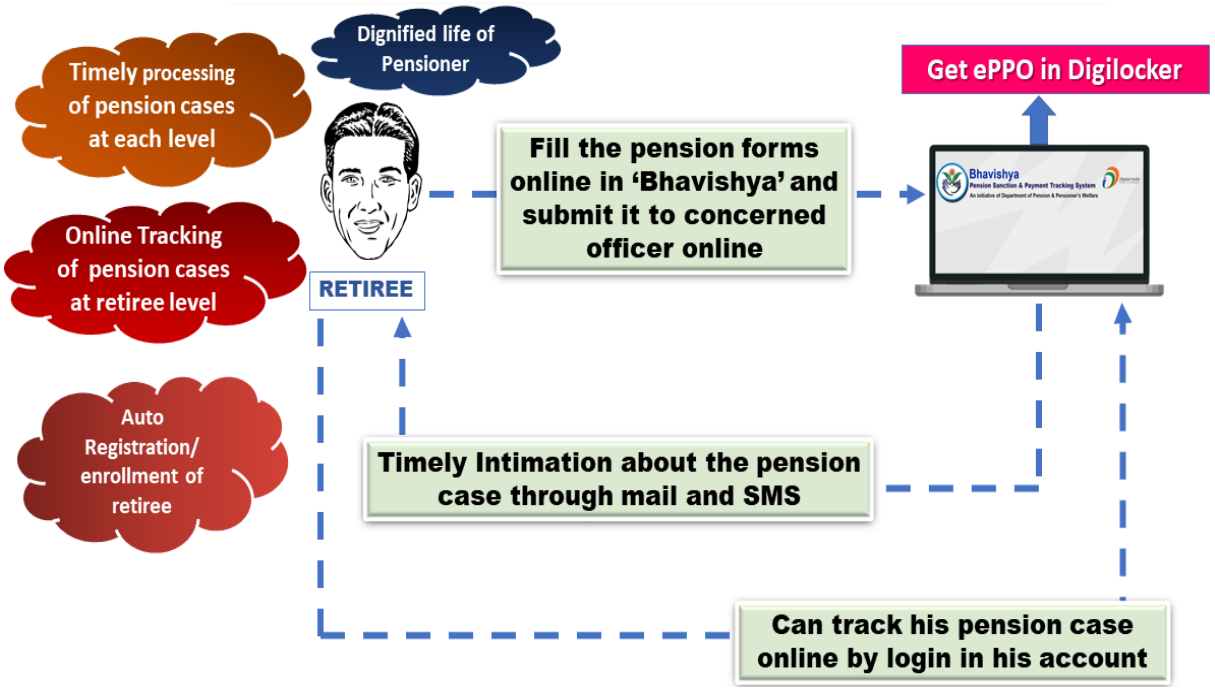
Last Updated: Monday, June 13, 2022

एनआईसी National Informatics Centre

About *"Bhavishya"*

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an Online Pension Sanction & Payment Tracking System called ***'BHAVISHYA'***.

The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.



Objective

- Retiree should get all the retirement benefits on time and also get the first pension & subsequent pensions on time.



- Timely processing of cases at each level.



- Alerts, Reminder & Notifications to concerned stakeholders for every action due & performed.



- Online tracking of pension cases at retiree level.



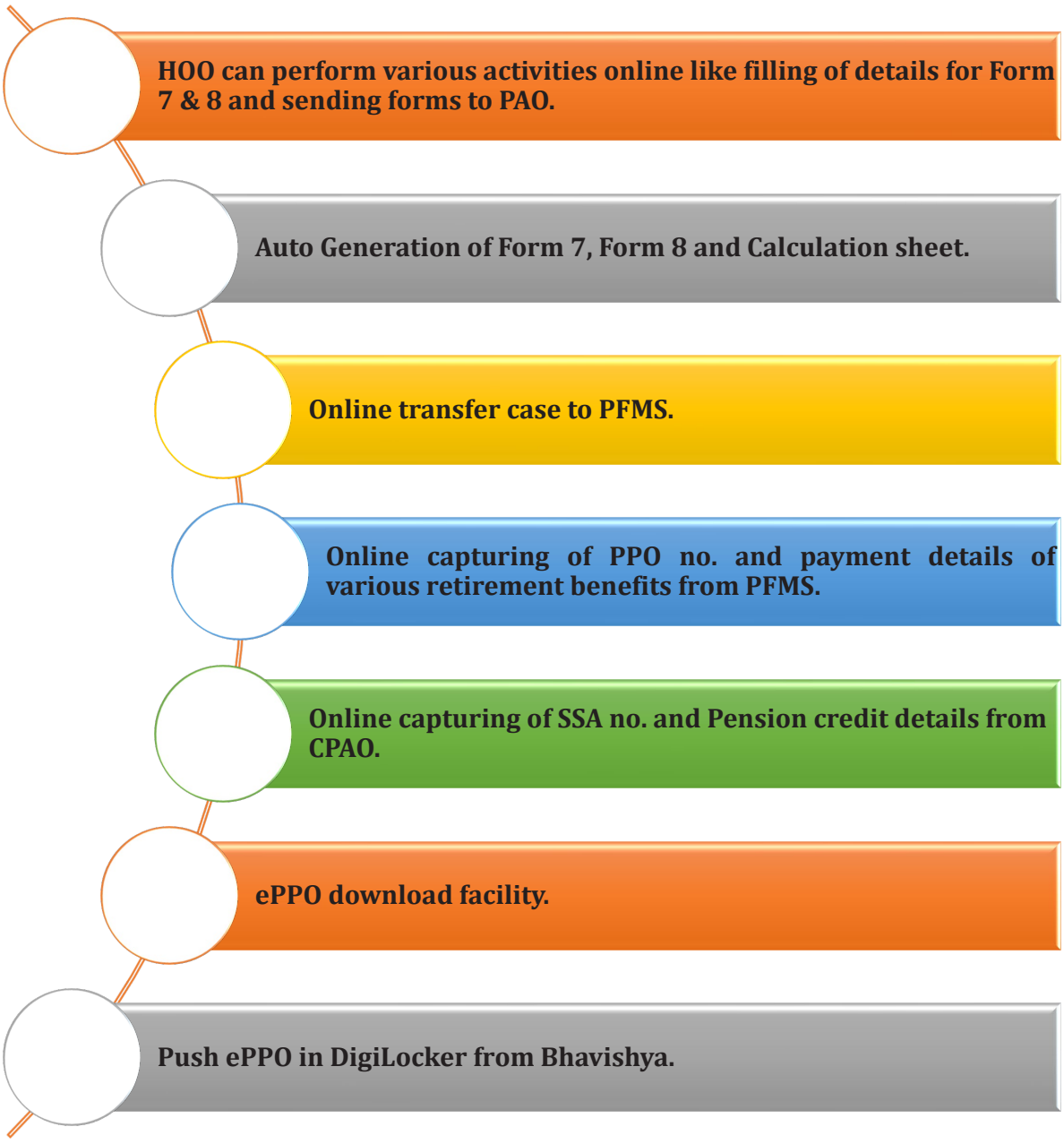
- Guide the retirees to fill the forms as per CCS Pension Rules,1972 and take the necessary steps related to his/her retirement process on time.



Salient Features

- Single window and user friendly interface which makes it a convenient approach for retirees to know the whole procedure related to their retirement process online.
- Auto registration/enrolment of retiree.
- Online registration for DDO/HOO/PAO etc.
- Help departmental authorities in monitoring delay.
- Retirees can fill and print all the Pension related forms online by login into their accounts.
- Auto Alerts/Reminders to concerned stakeholders for avoiding delays in pension process.
- Auto Notifications at different stages of retirement process to ensure smooth working.

Salient Features (continued….)



Stakeholders



Individual (Retiree & Pensioner)



Drawing & Disbursing Officer (DDO)



Head of Office (HOO)



Head of Department (HOD)



Pay & Accounts Office (PAO)



Directorate of Estates (DoE)



Central Pension Accounting Office (CPAO)



Pension Disbursing Banks

How to Access *"Bhavishya"*

URL: - **https://bhavishya.nic.in**

OR

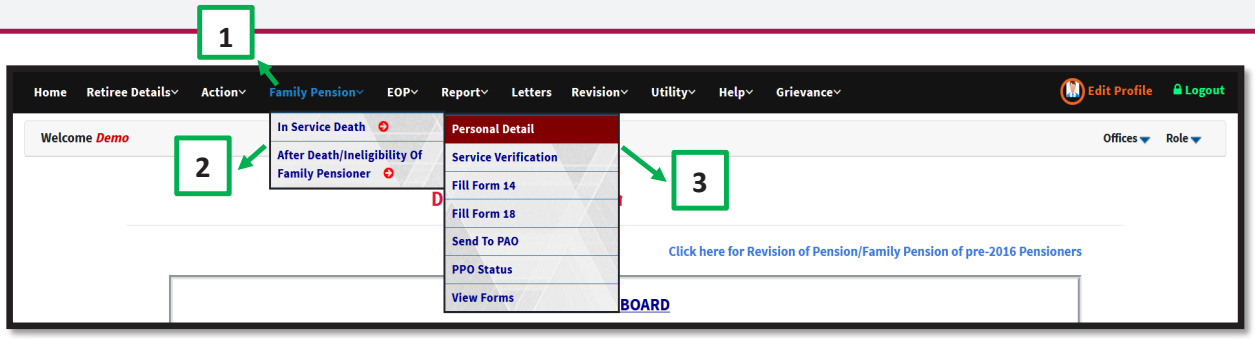
Go to *Pensioners' Portal*

http://pensionersportal.gov.in



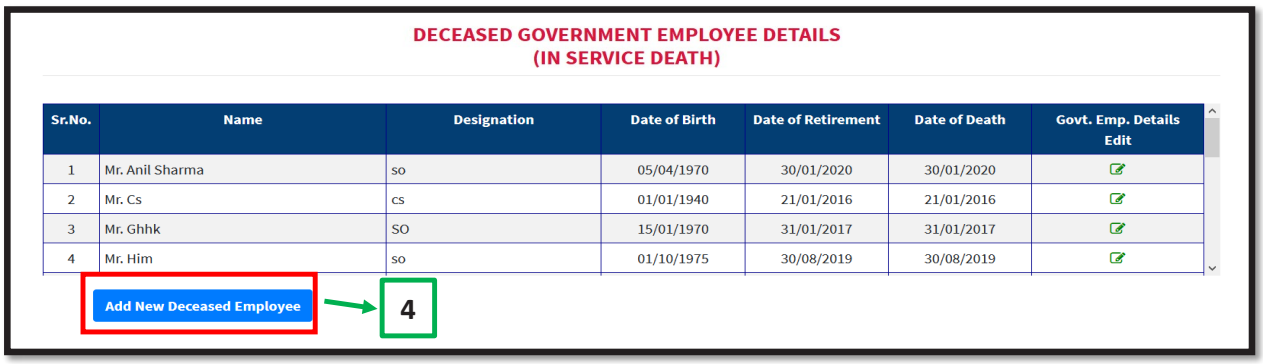
Click on *Bhavishya*

Personal Detail



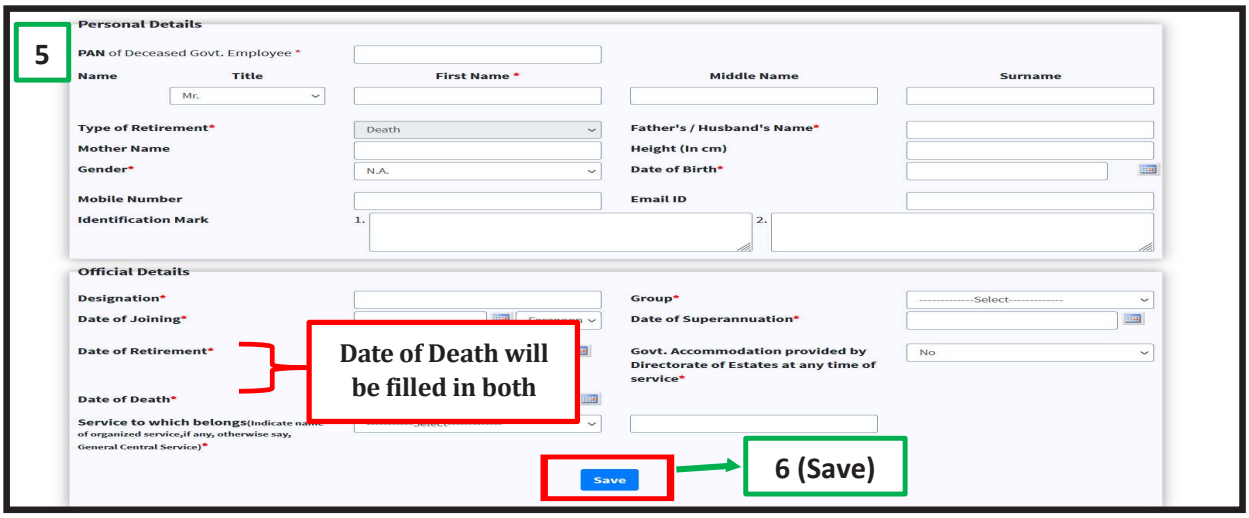
Step 1: Select **Family Pension**.

Step 2: Select **'In service Death'**.



Step 3: Select **Personal Detail**.

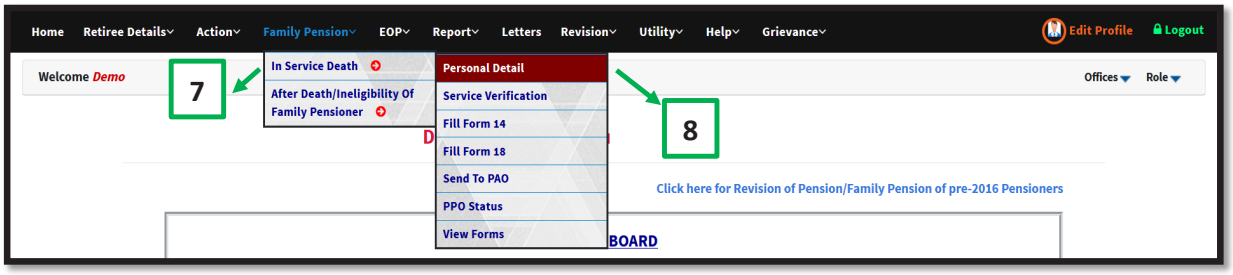
Step 4: Click on **Add New Deceased Employee**.



Step 5: Fill **'Deceased Government Employee Details'**.

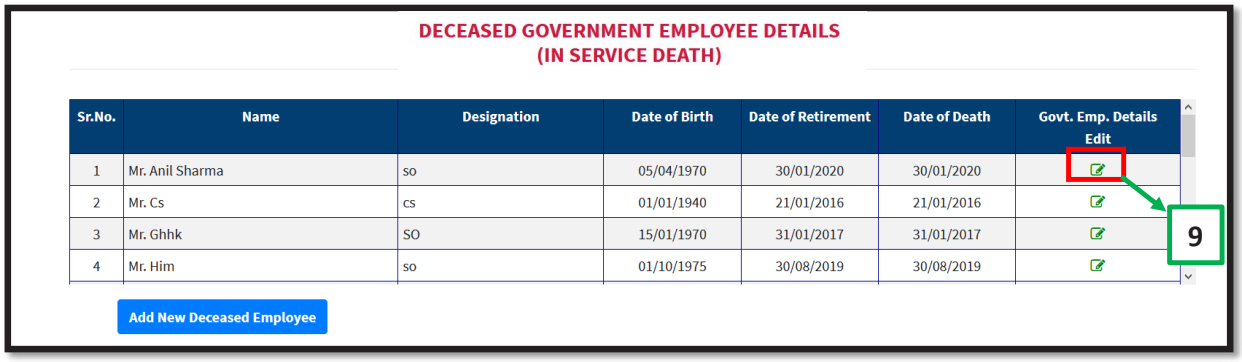
Step 6: Click on **Save** button. (**Note: PAN no. is mandatory**)

Personal Details (continued….)

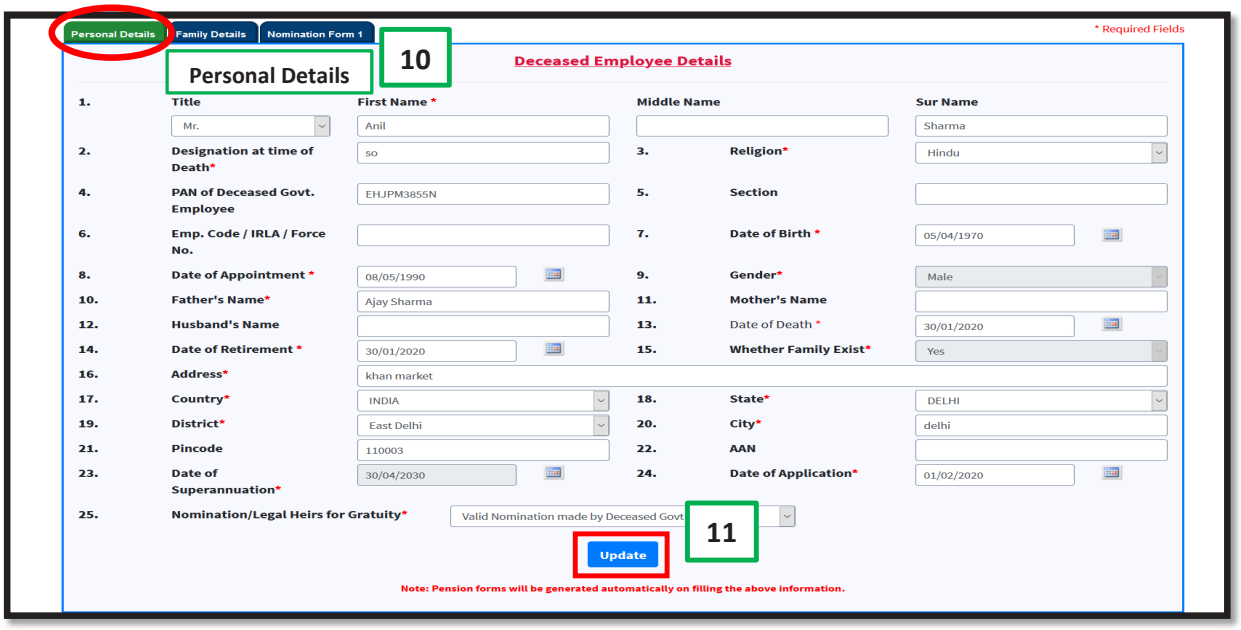


Step 7: Again, Click on **Family Pension** and Select **'In Service Death'**.

Step 8: Select **Personal Detail**.



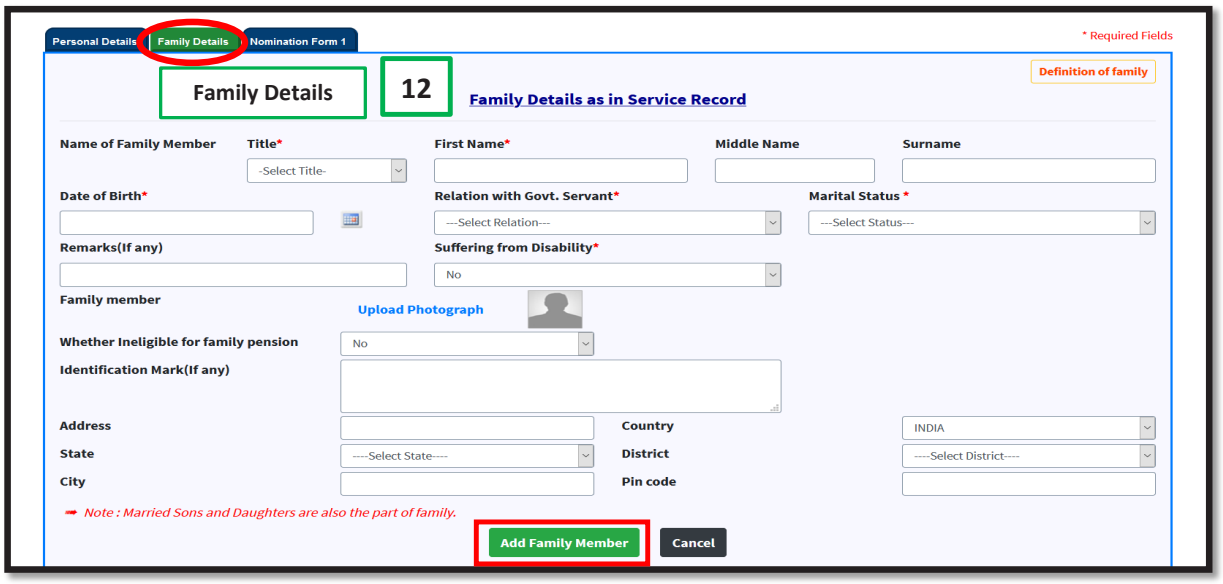
Step 9: Click on **'Edit button'** in front of the details of **deceased employees** for whom action is to be taken.



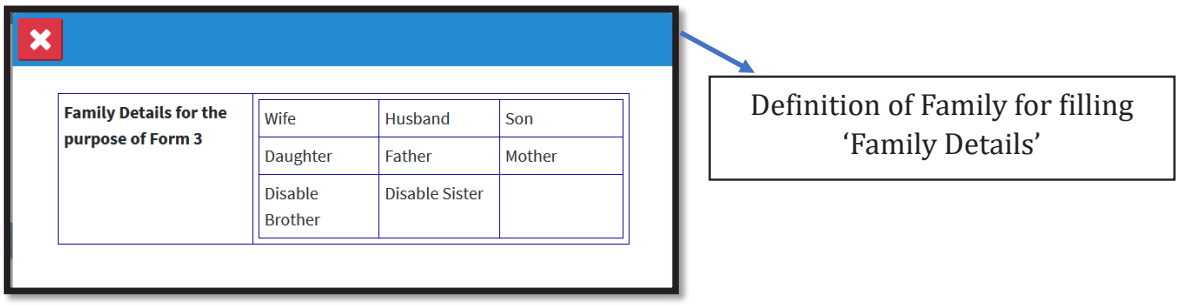
Step 10: Fill **'Personal Details'. * marked fields are mandatory fields (PAN is mandatory)**

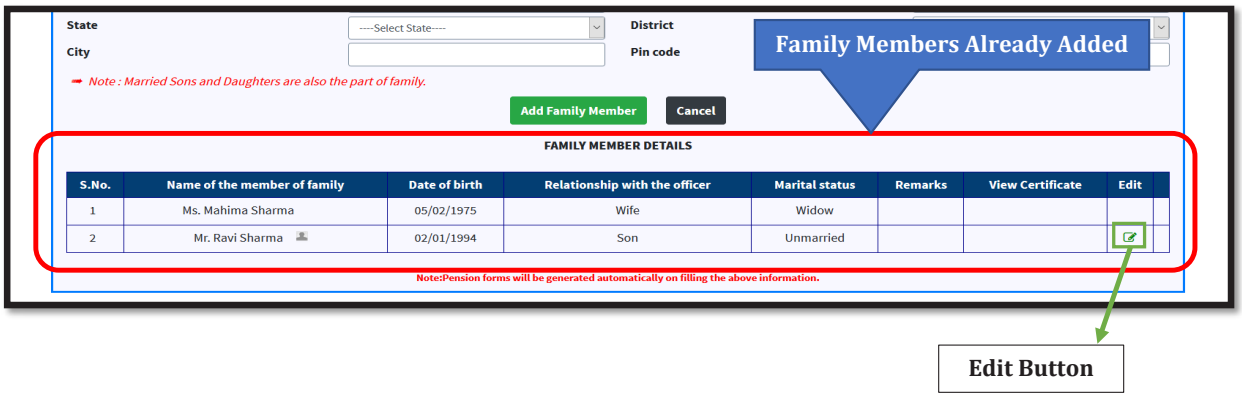
Step 11: Click on **'Update'** button.

Personal Details (continued....)



Step 12: Click on **'Family Details',** one by one fill the details of family member according to the **'Definition of Family'** and Click on **Add Family Member**.

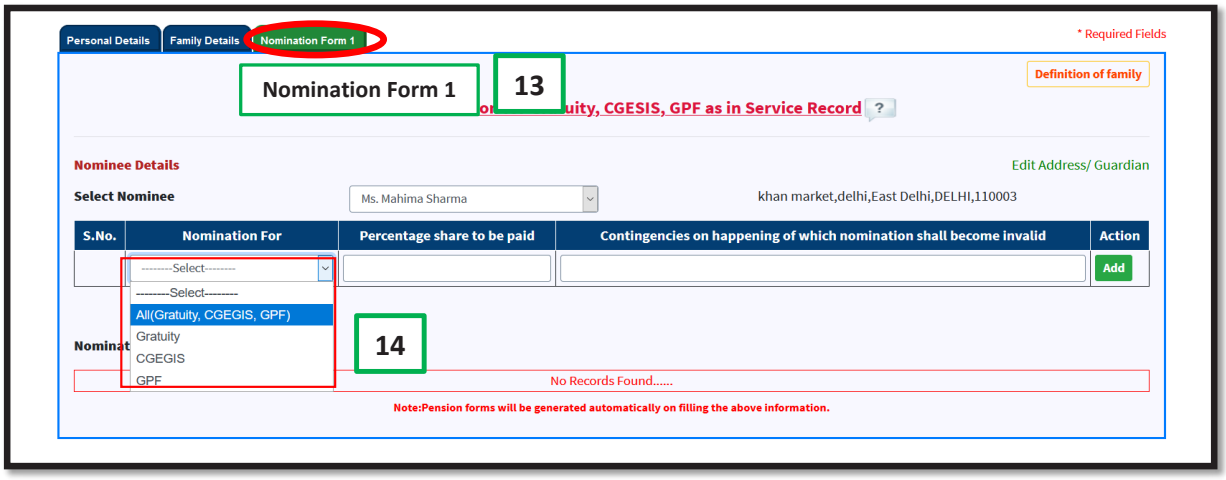




Note: Details of family members can be edited using '**Edit Button**' against the name of family member whose name is to be edited.

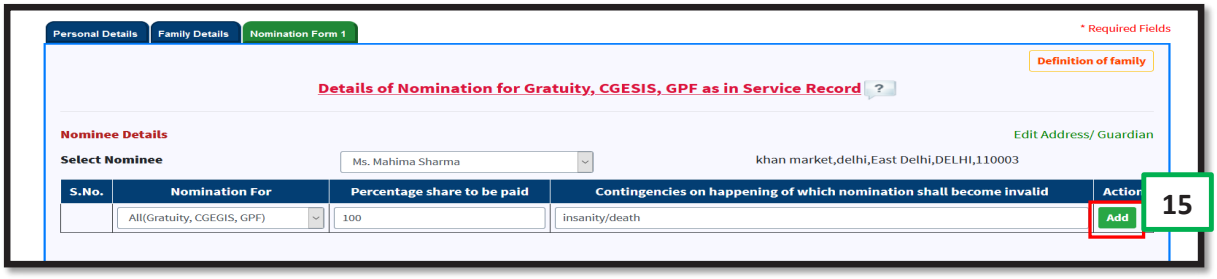
'**Edit button**' will be removed against the name of family pension claimant if Form 14 has been filled i.e **after filling Form 14 changes cannot be done for the Family pension claimant**.

Personal Details (continued….)

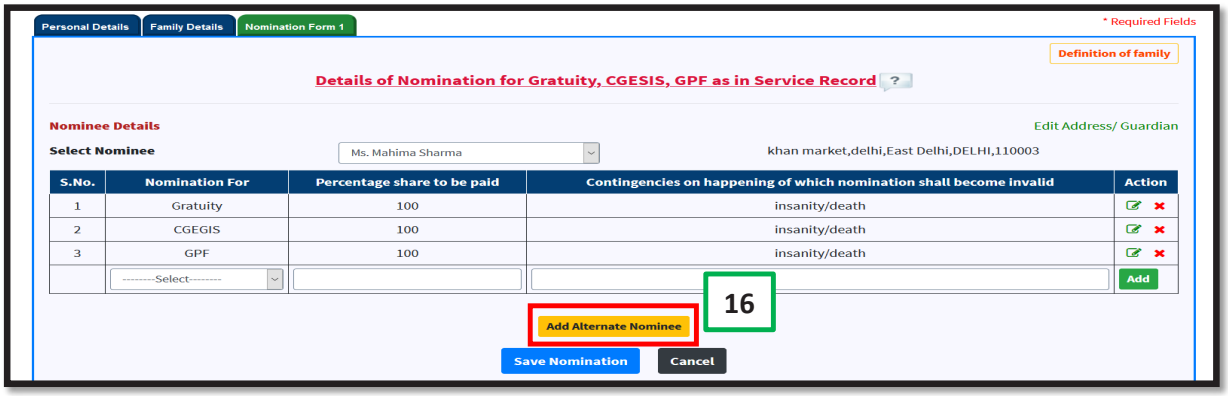


Step 13: Click on **'Nomination Form 1'** tab.

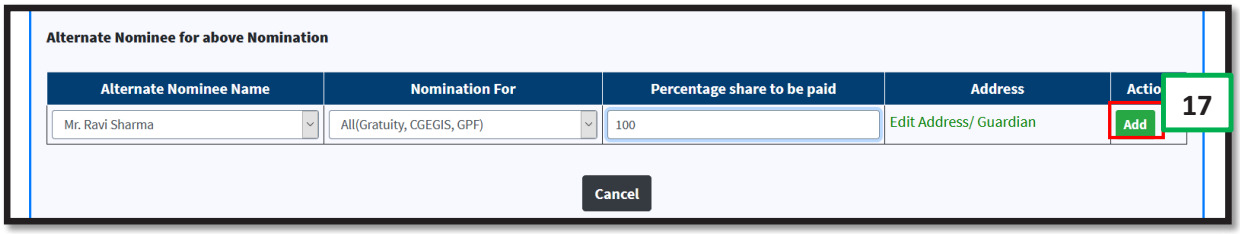
Step 14: Fill the **nomination details**, by **selecting nominee, nomination for** and **percentage share to be paid**.



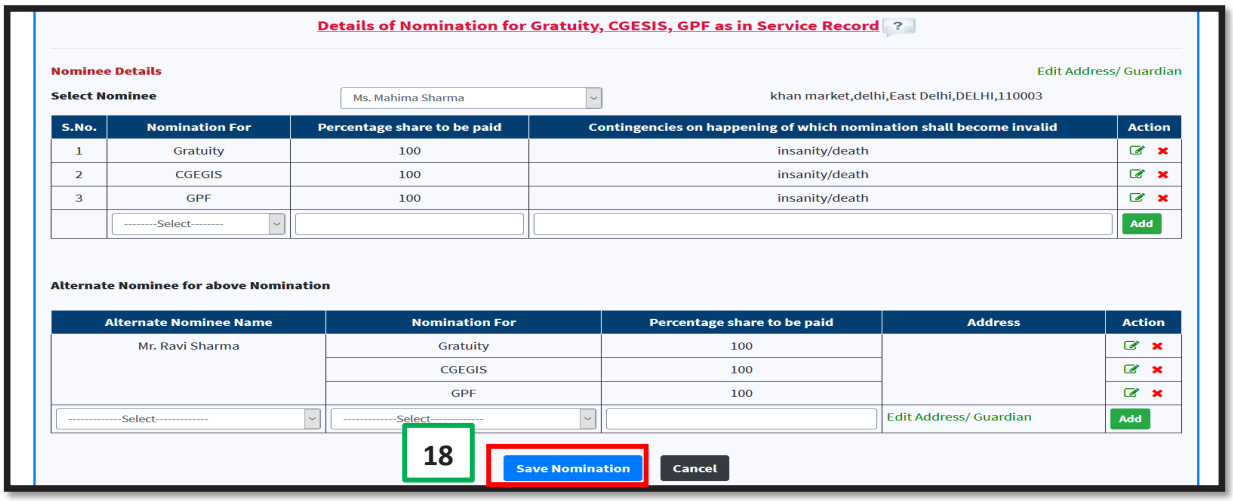
Step 15: After filling Nomination, click on **'Add'** button.



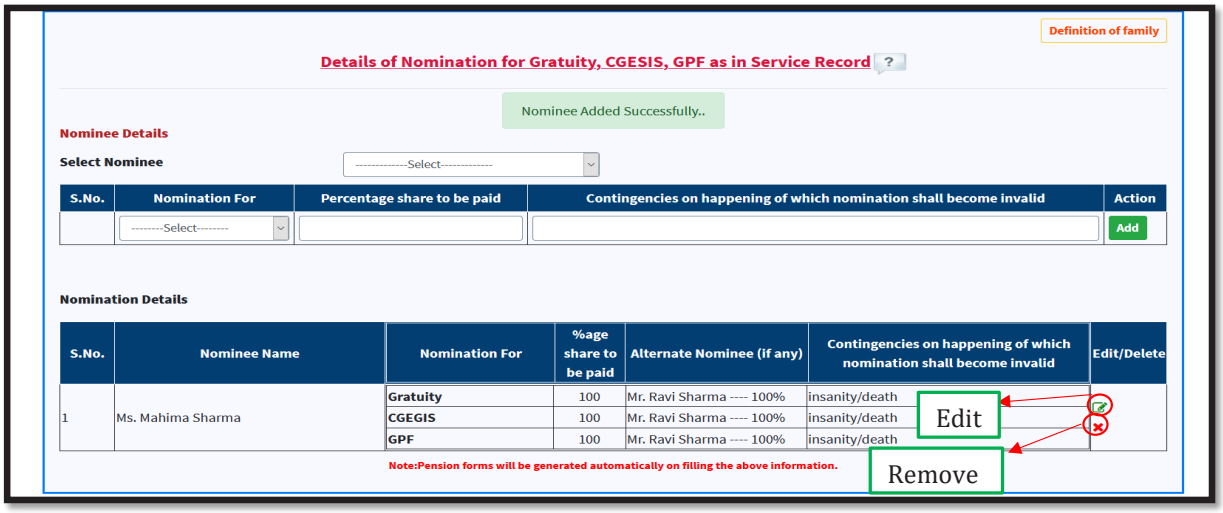
Step 16: If you wish to add any **'Alternate nominee'** against the main nominee then Click on **'Add alternate nominee'** button. Or if you do not wish to add alternate nominee then directly click on **'Save Nomination'** button.



Step 17: Select **alternate nominee name, nomination for** and enter **percentage share to be paid**. After filling all details, click on **'Add'** button.

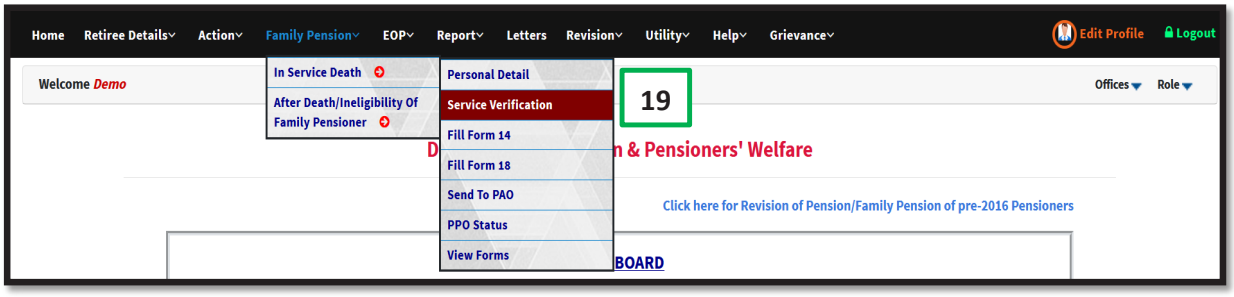


Step 18: Click on **'Save Nomination'** button.

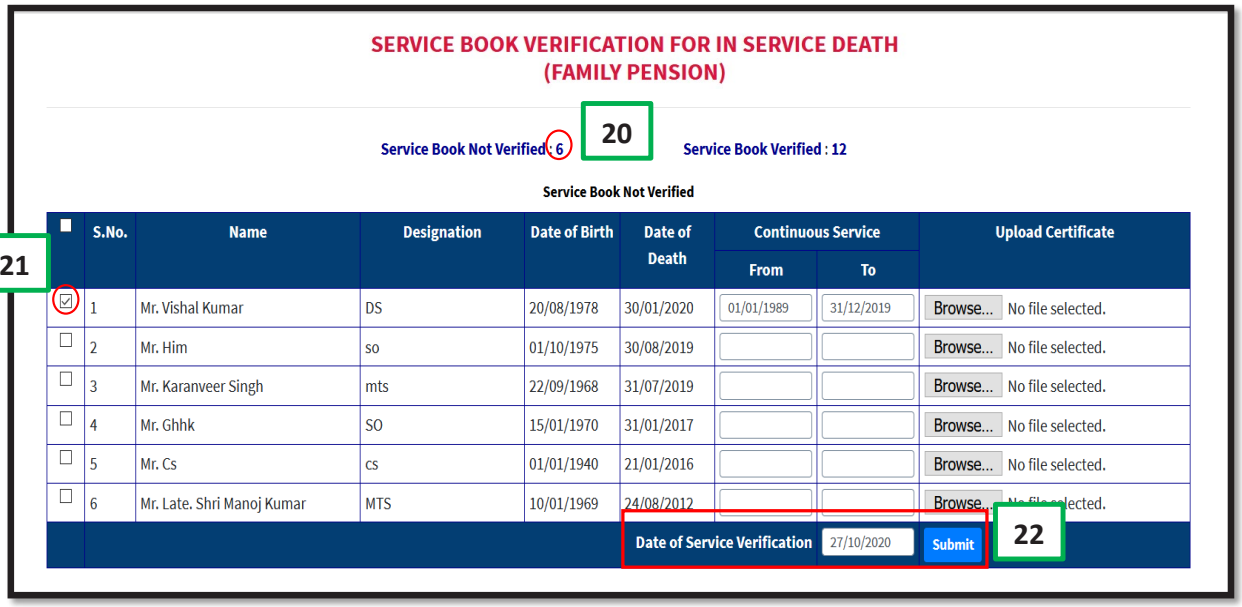


If you wish to edit nomination then click on 'Edit' button and if you wish to remove nomination then click on 'Remove' button.

Service Verification



Step 19: Select **Family pension tab → In Service Death → Service Verification**

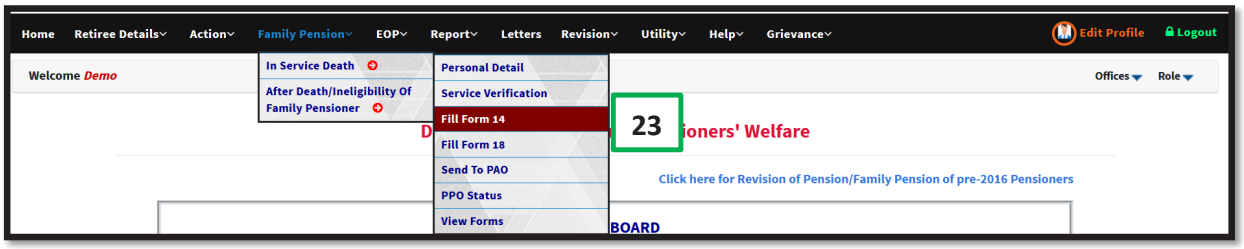


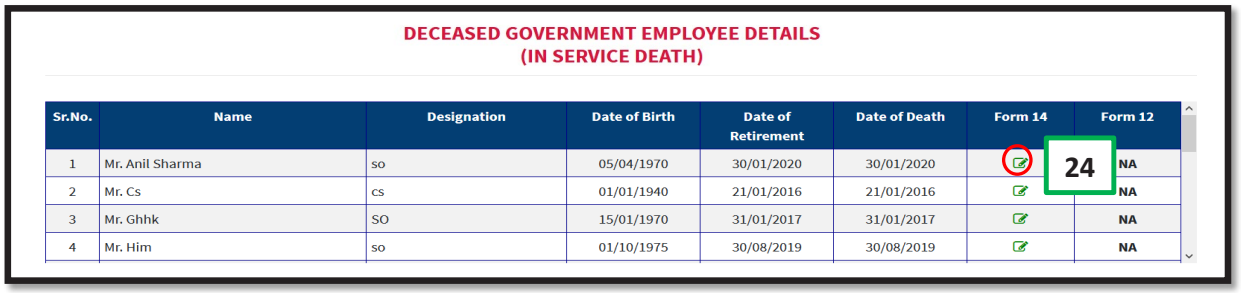
Step 20: Click on the no. against **'Service Book Not Verified'** ***(Service is to be verified from Date of Joining till the Date of Death)***.

Step 21: Tick on **check box** against the retiree for whom you wish to verify service book.

Step 22: Enter the **'Date on which service is verified'** and click on **'Submit'**.

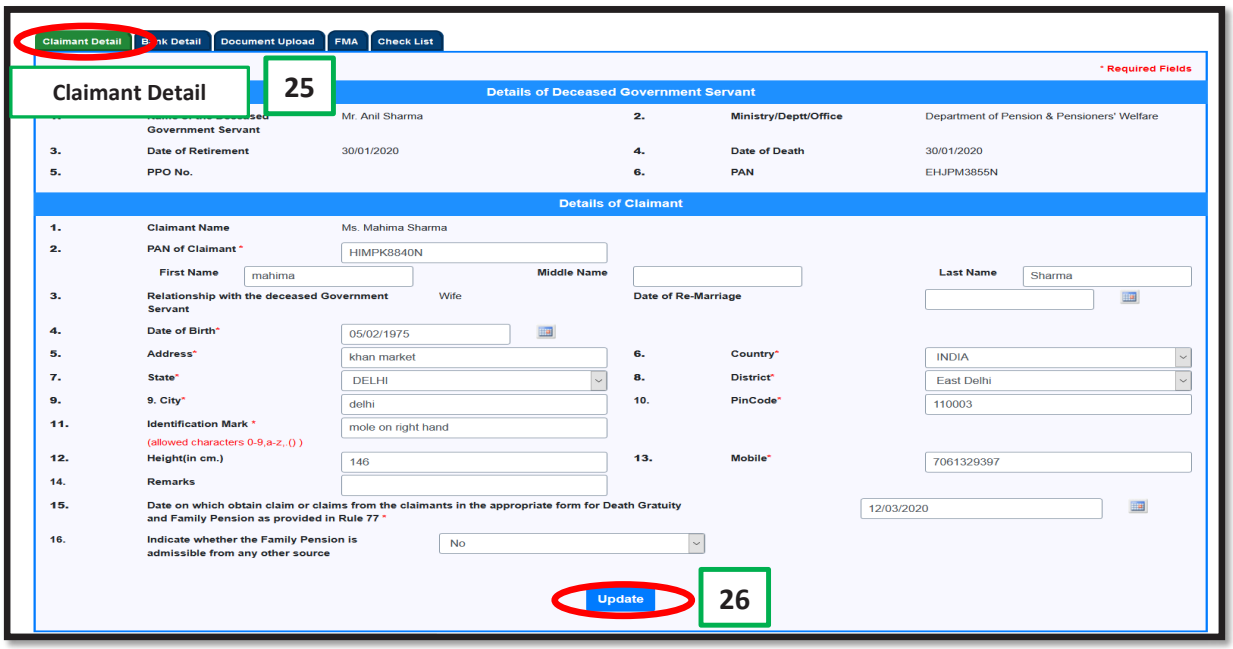
Fill Form 14/12





Step 23: Select **Family pension tab → In Service Death → Fill Form 14**

Step 24: If any member of the deceased is eligible for Family Pension, then Click on **Edit button** below **'Form 14'**.

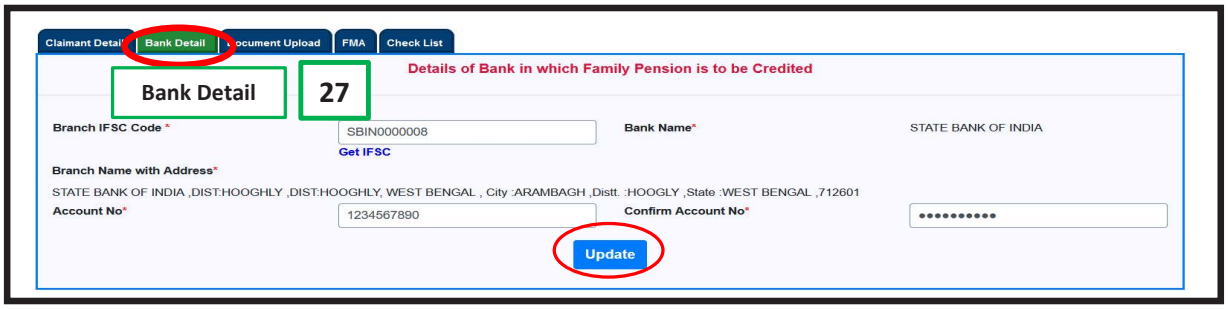


Step 25: Go to **Claimant** tab.

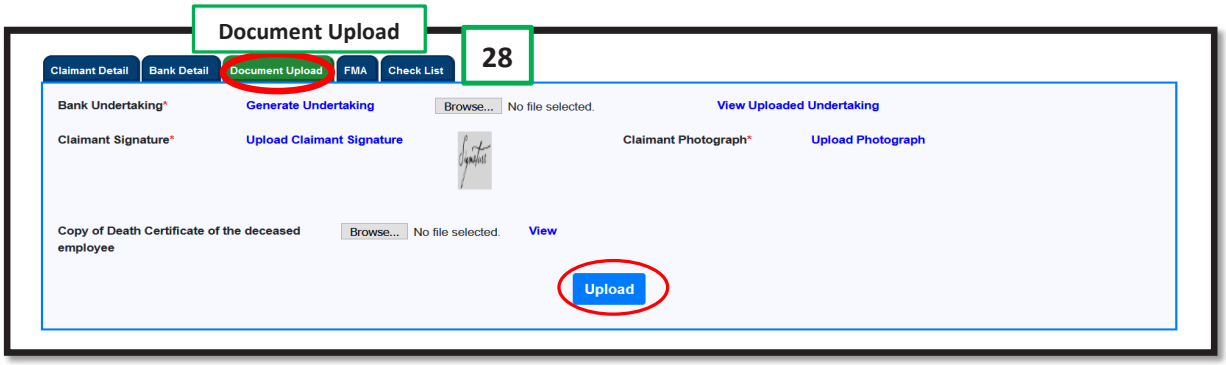
Step 26: After filling all the details click on **'Update'** button.

Note: Claimant PAN no. is mandatory.

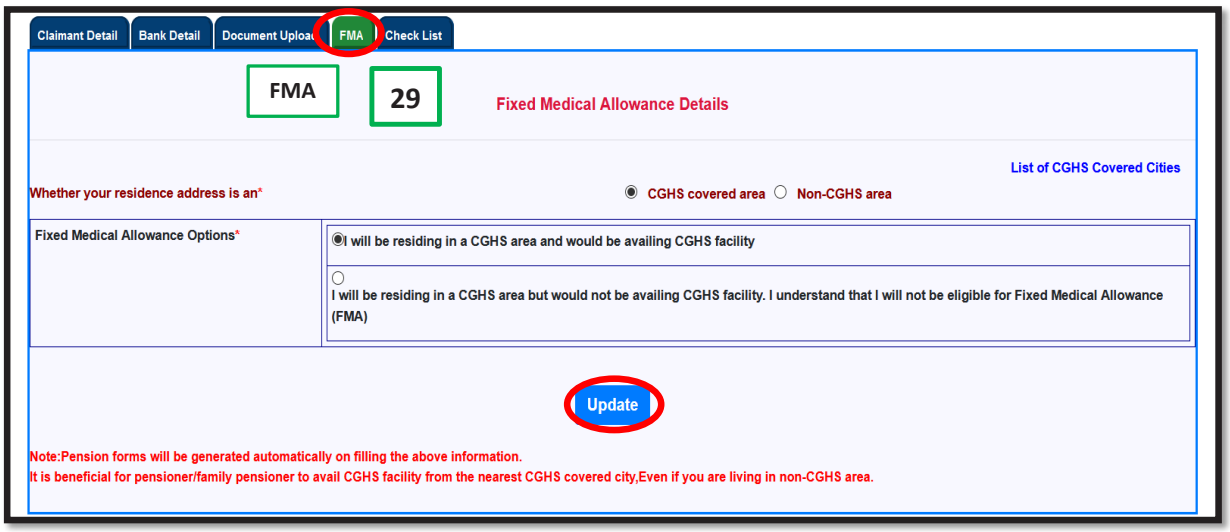
Fill Form 14/12 (continued….)



Step 27: Go to **Bank Detail** tab and after filling all the details click on **'Update'** button.

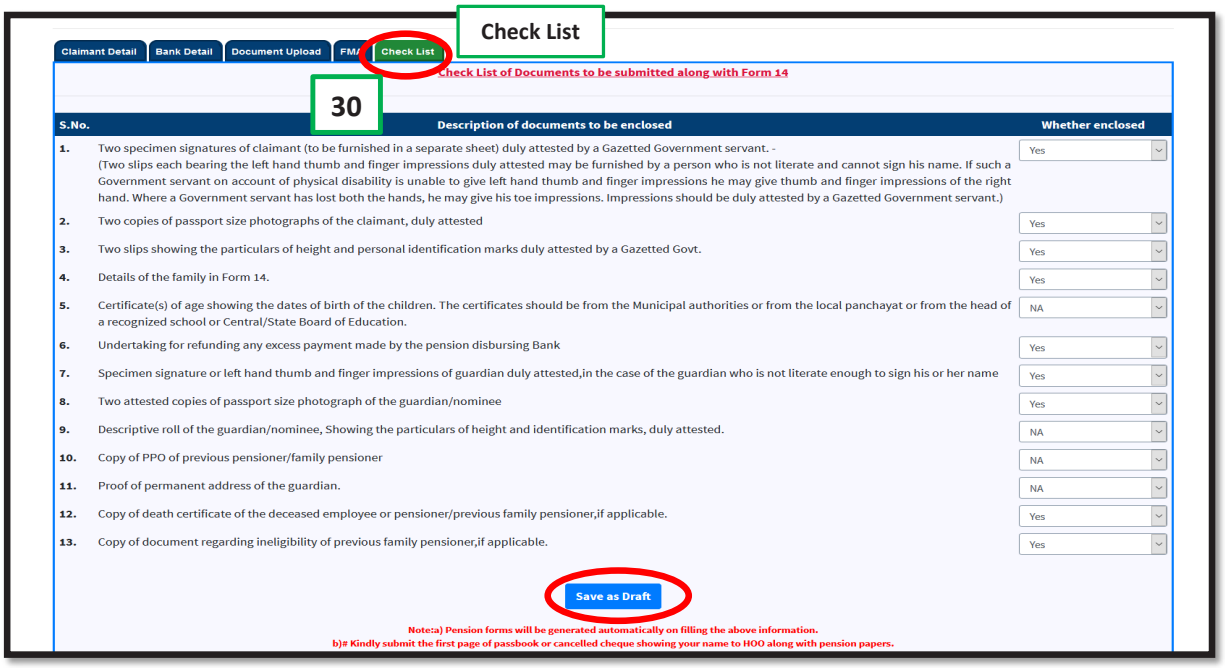


Step 28: Click on **Document Upload** tab. **Generate bank undertaking** and **upload claimant signature, photograph and death certificate of deceased employee** and click on **'Upload'**.



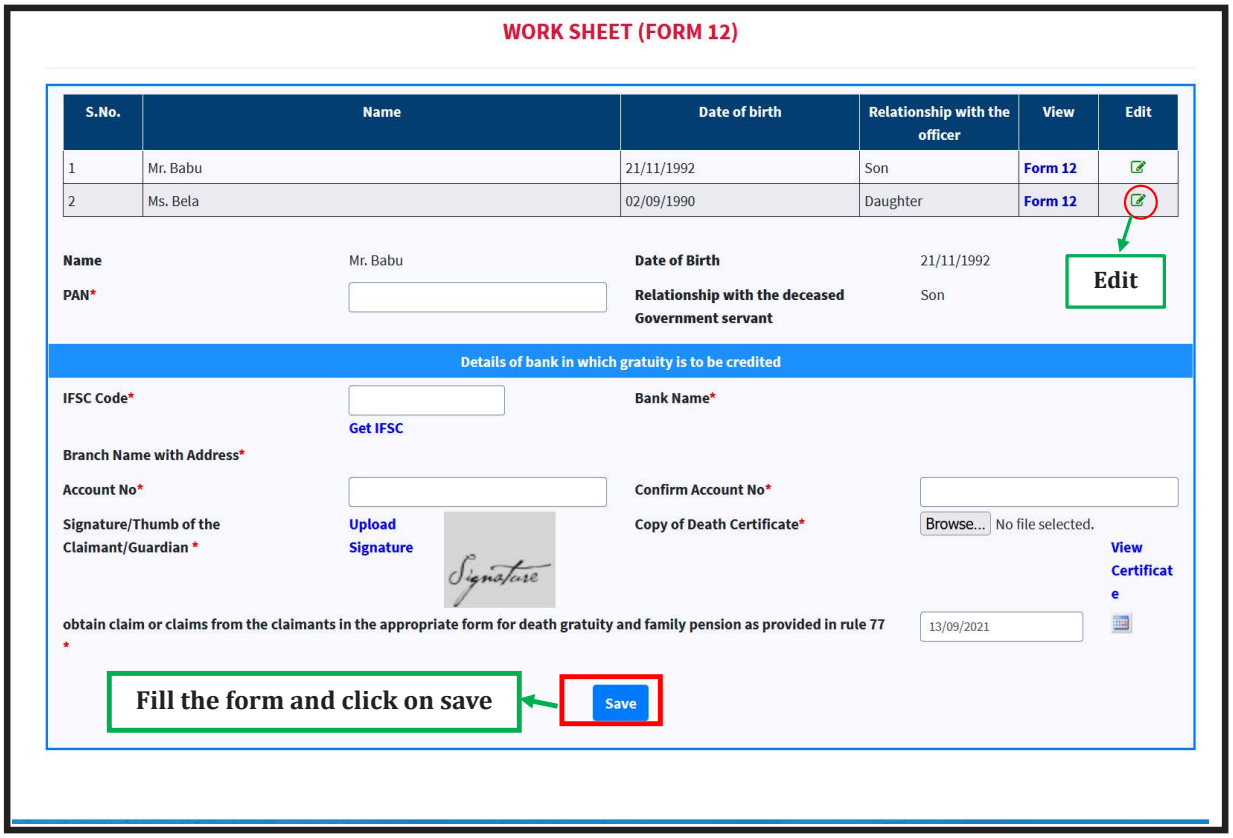
Step 29: Click on **'FMA'** tab to fill the details. If claimant address falls in CGHS covered area select **'CGHS covered area'** and if his address falls in non CGHS area select **'Non-CGHS area'** and select the **allowance**. After filling all the details click on **'Update'** button.

Fill Form 14/12 (continued….)

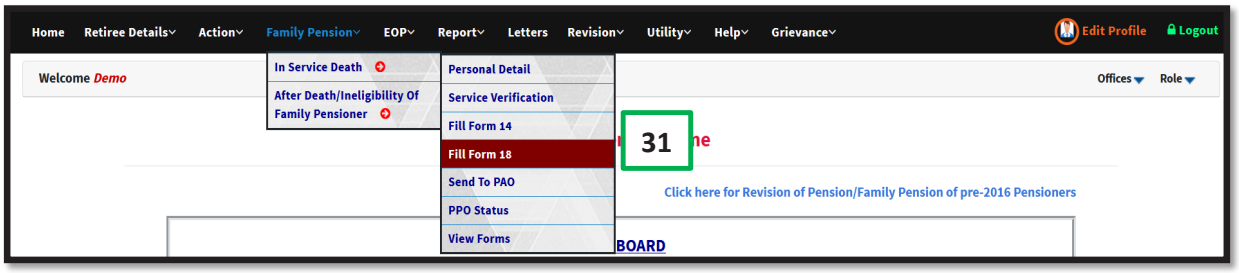


Step 30: Click on **'Check List'** tab to fill the required details and click on **'Save as Draft'**.

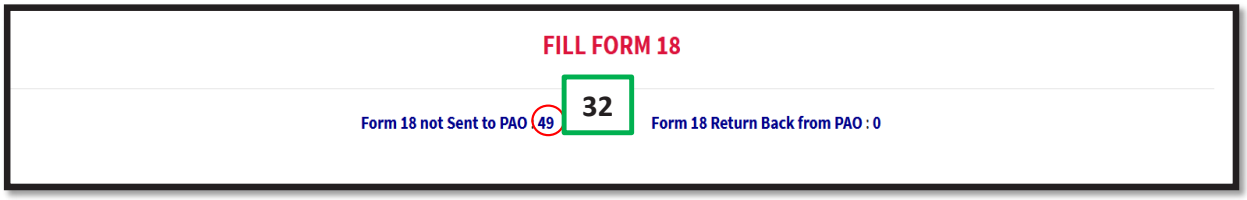
FORM 12



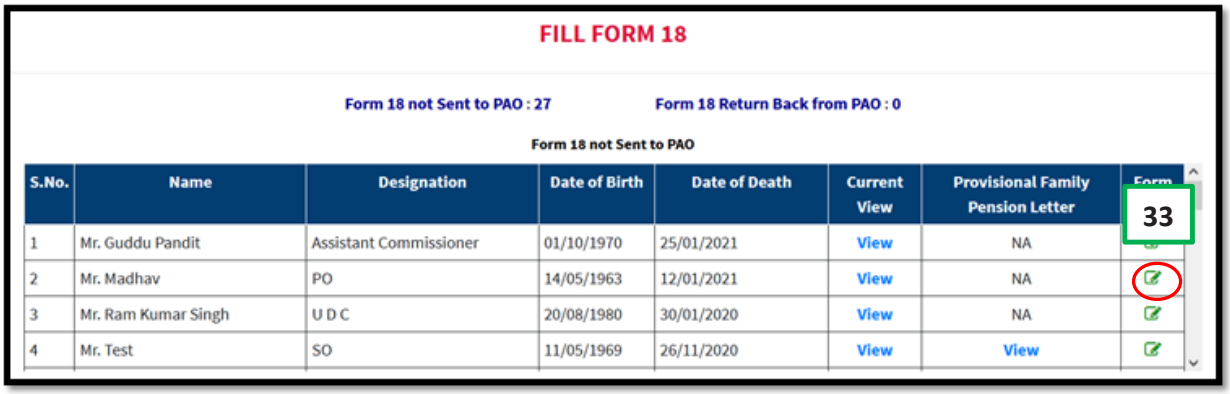
Fill Form 18



Step 31: Select **Family pension tab → In Service Death → Fill Form 18**

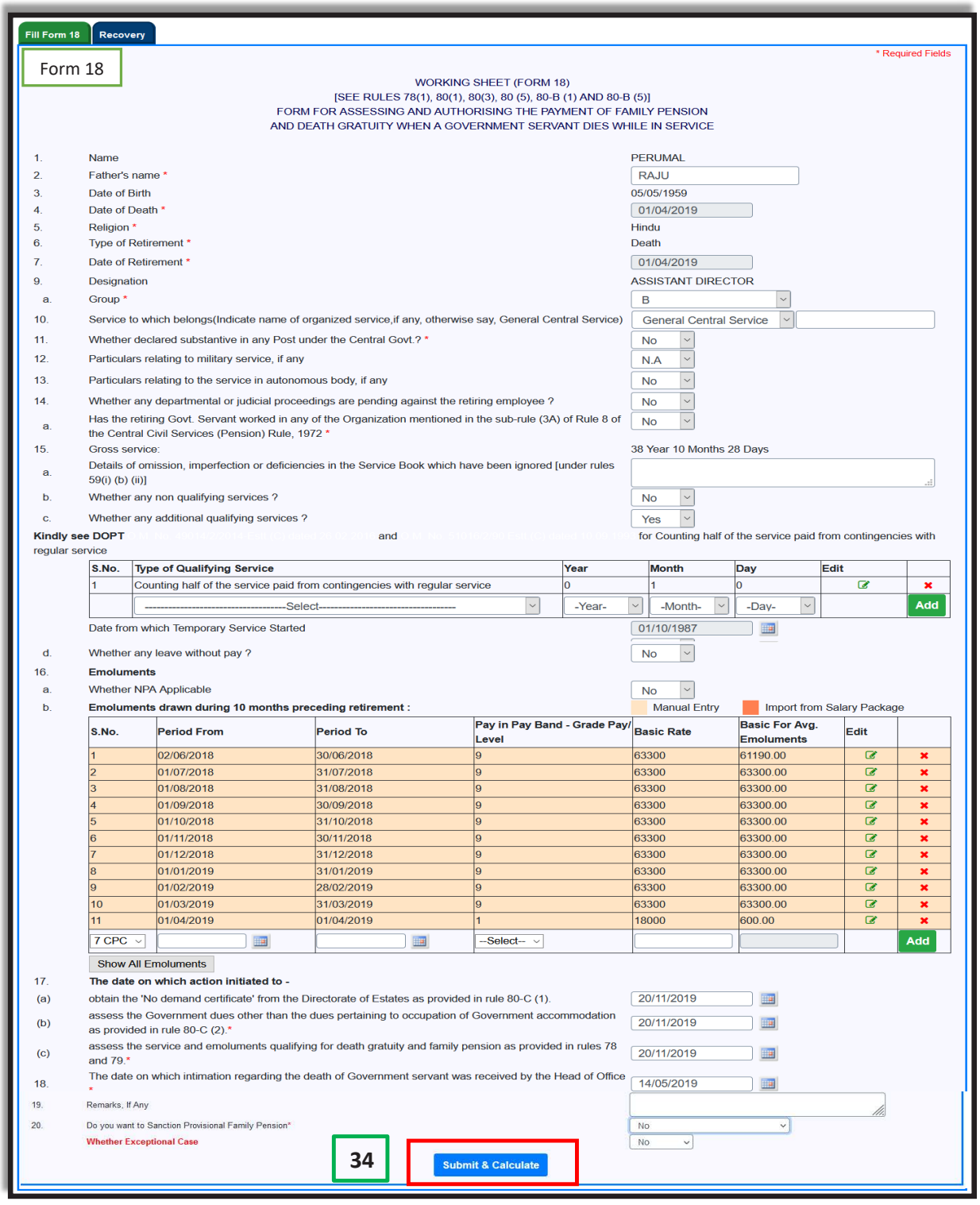


Step 32: Click on no. against **Form 18** not sent to PAO.



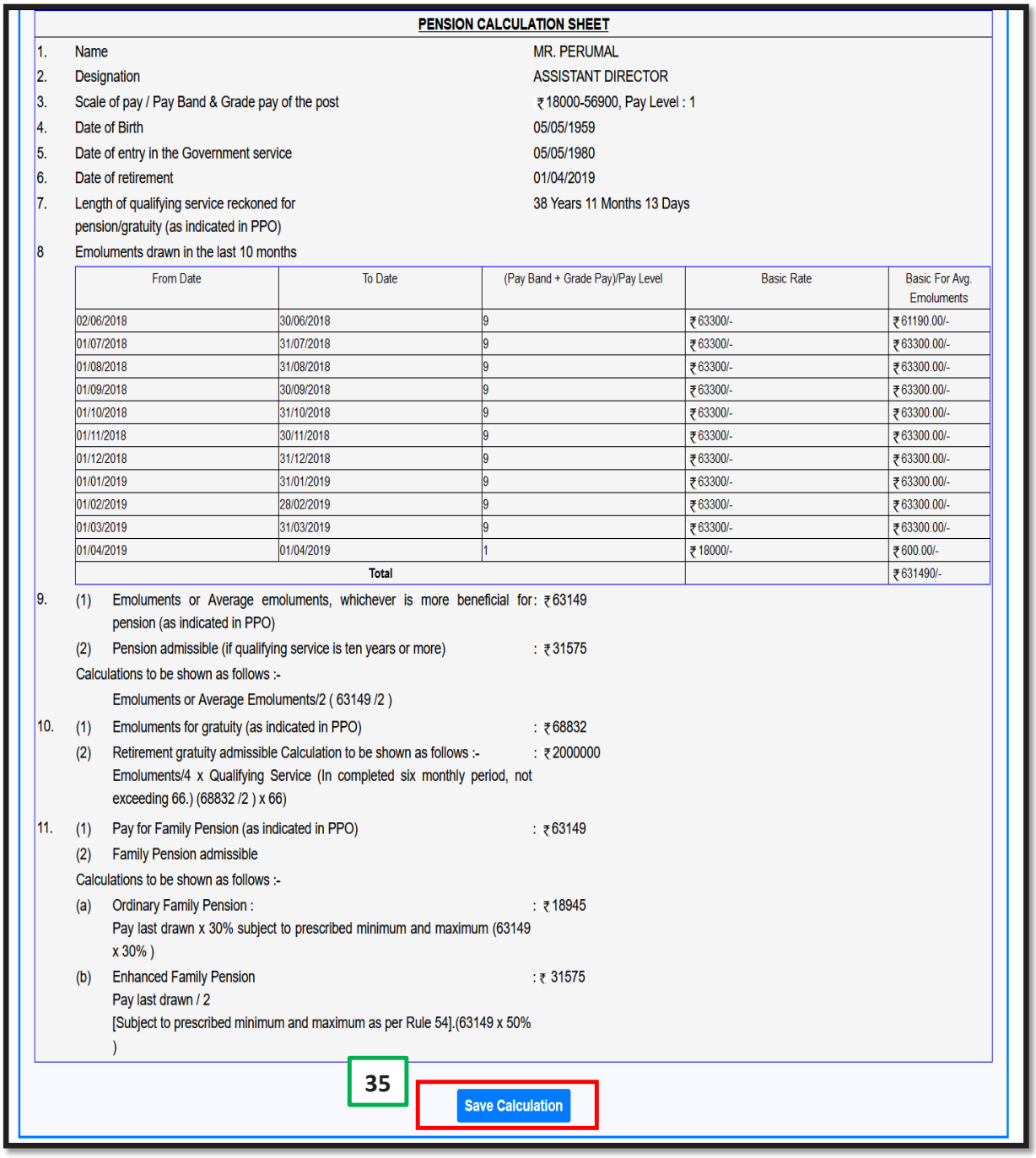
Step 33: Click on **'Edit'** button against the name of deceased for whom Form 18 is to be filled.

Fill Form 18 (continued….)



Step 34: Click on **'Fill Form 18'** tab. Fill the form and click on **'Submit and Calculate'** button.

Fill Form 18 (continued….)



PENSION CALCULATION SHEET

1.	Name	MR. PERUMAL
2.	Designation	ASSISTANT DIRECTOR
3.	Scale of pay / Pay Band & Grade pay of the post	₹18000-56900, Pay Level : 1
4.	Date of Birth	05/05/1959
5.	Date of entry in the Government service	05/05/1980
6.	Date of retirement	01/04/2019
7.	Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)	38 Years 11 Months 13 Days

8 Emoluments drawn in the last 10 months

From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate	Basic For Avg. Emoluments
02/06/2018	30/06/2018	9	₹63300/-	₹61190.00/-
01/07/2018	31/07/2018	9	₹63300/-	₹63300.00/-
01/08/2018	31/08/2018	9	₹63300/-	₹63300.00/-
01/09/2018	30/09/2018	9	₹63300/-	₹63300.00/-
01/10/2018	31/10/2018	9	₹63300/-	₹63300.00/-
01/11/2018	30/11/2018	9	₹63300/-	₹63300.00/-
01/12/2018	31/12/2018	9	₹63300/-	₹63300.00/-
01/01/2019	31/01/2019	9	₹63300/-	₹63300.00/-
01/02/2019	28/02/2019	9	₹63300/-	₹63300.00/-
01/03/2019	31/03/2019	9	₹63300/-	₹63300.00/-
01/04/2019	01/04/2019	1	₹18000/-	₹600.00/-
Total				₹631490/-

9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO) : ₹63149

(2) Pension admissible (if qualifying service is ten years or more) : ₹31575

Calculations to be shown as follows :-

Emoluments or Average Emoluments/2 (63149 /2)

10. (1) Emoluments for gratuity (as indicated in PPO) : ₹68832

(2) Retirement gratuity admissible Calculation to be shown as follows :- : ₹2000000

Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (68832 /2) x 66)

11. (1) Pay for Family Pension (as indicated in PPO) : ₹63149

(2) Family Pension admissible

Calculations to be shown as follows :-

(a) Ordinary Family Pension : : ₹18945

Pay last drawn x 30% subject to prescribed minimum and maximum (63149 x 30%)

(b) Enhanced Family Pension : ₹ 31575

Pay last drawn / 2

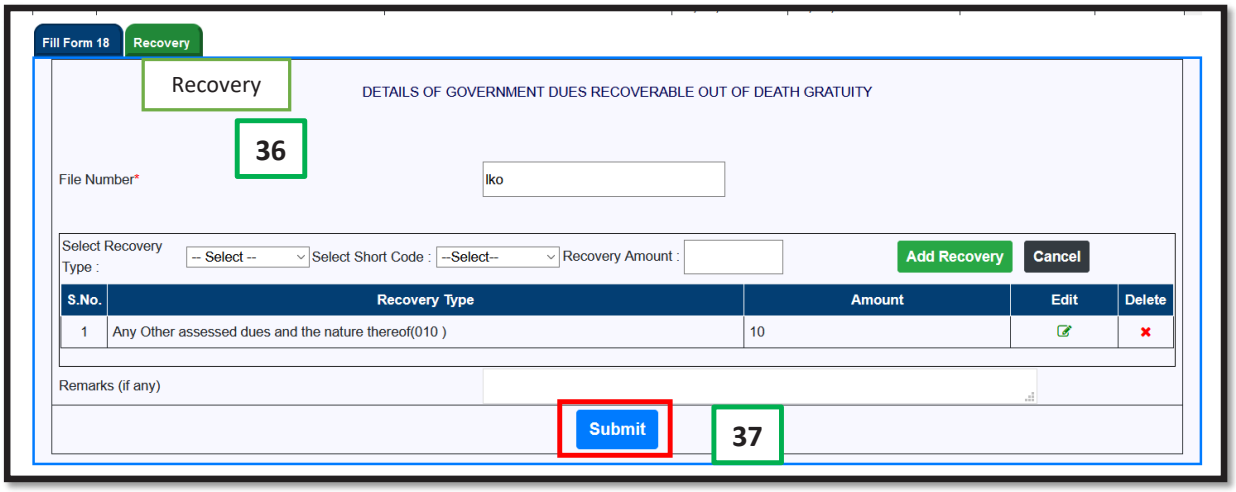
[Subject to prescribed minimum and maximum as per Rule 54].(63149 x 50%)

35

Save Calculation

Step 35: Verify the pension Calculation Sheet and click on **'Save Calculation'** button.

Fill Form 18 (continued….)



Step 36: Click on **'Recovery'** tab.

Step 37: Fill **file no.** which is being maintained for retiree manually, if there is any recovery then **add recovery** and click on **'Submit'** button, if there is no recovery then directly click on **'Submit'** button.

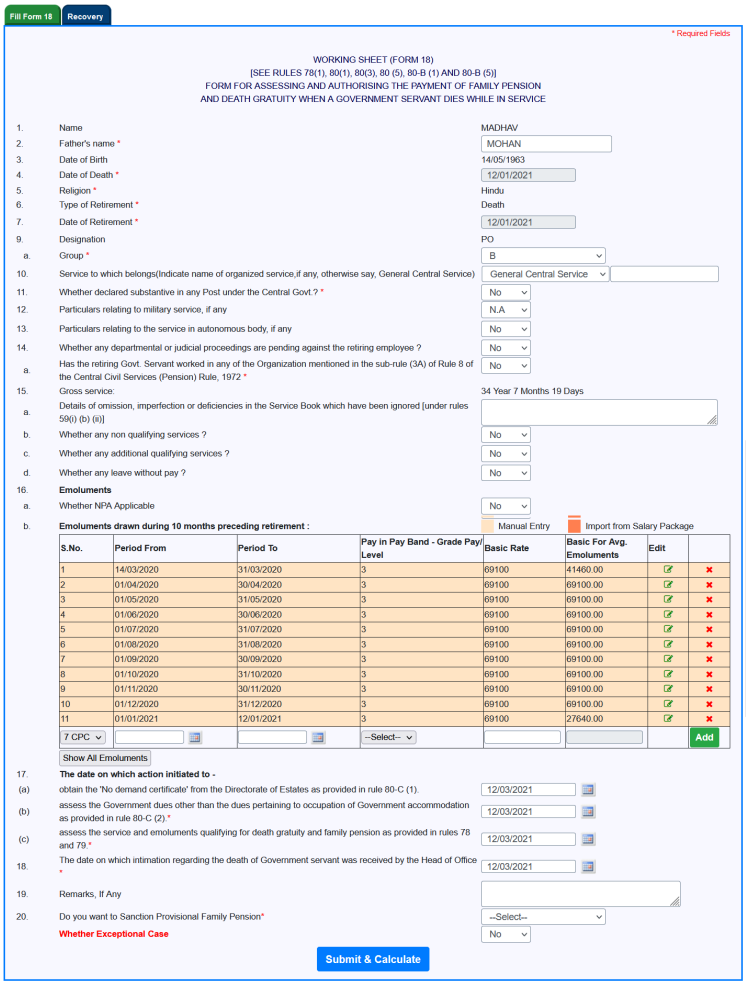
Fill Form 18 (continued….)

Provisional Family Pension

Follow the below procedures for processing of Provisional Family pension

Step 1: Click on 'Edit' button against the name of deceased for whom Form 18 (Provisional Family Pension) is to be filled.

Step 2: Fill all the mandatory fields in Form 18.



To sanction Provisional Family Pension, in **ques no. 20 'Do you want to Sanction Provisional Family Pension' select 'Yes'**

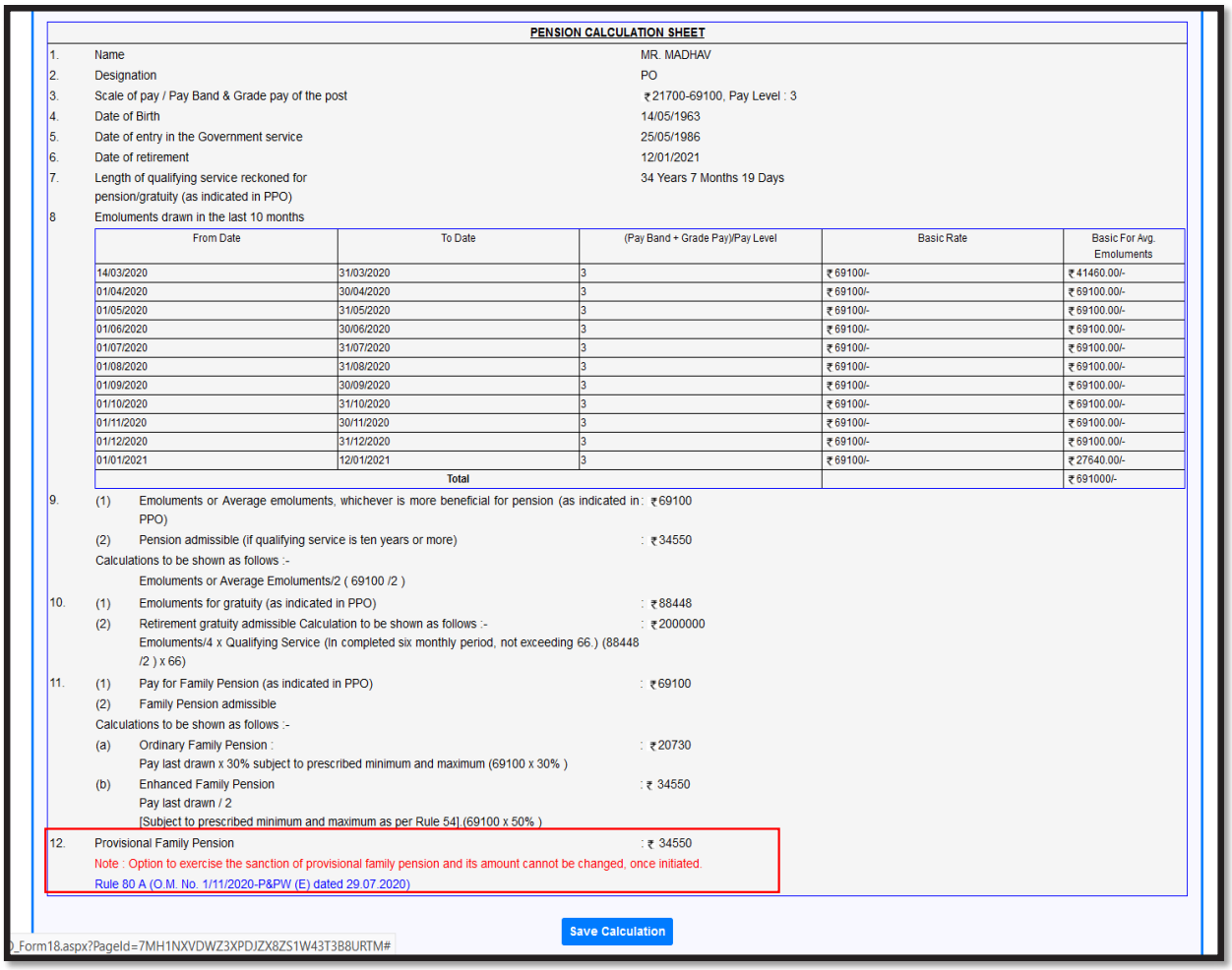


If yes is selected in ques no. 20, Provisional Family Pension start date will be automatically shown.

Fill Form 18 Provisional Family Pension (continued….)

Step 3: Pension Calculation Sheet is generated.

Note: Once Provisional Family Pension is initiated, option (Yes or No) to exercise the Provisional Family Pension and its amount cannot be changed.



PENSION CALCULATION SHEET

1.	Name	MR. MADHAV
2.	Designation	PO
3.	Scale of pay / Pay Band & Grade pay of the post	₹21700-69100, Pay Level : 3
4.	Date of Birth	14/05/1963
5.	Date of entry in the Government service	25/05/1986
6.	Date of retirement	12/01/2021
7.	Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)	34 Years 7 Months 19 Days
8	Emoluments drawn in the last 10 months	

From Date	To Date	(Pay Band + Grade Pay)/Pay Level	Basic Rate	Basic For Avg. Emoluments
14/03/2020	31/03/2020	3	₹69100/-	₹41460.00/-
01/04/2020	30/04/2020	3	₹69100/-	₹69100.00/-
01/05/2020	31/05/2020	3	₹69100/-	₹69100.00/-
01/06/2020	30/06/2020	3	₹69100/-	₹69100.00/-
01/07/2020	31/07/2020	3	₹69100/-	₹69100.00/-
01/08/2020	31/08/2020	3	₹69100/-	₹69100.00/-
01/09/2020	30/09/2020	3	₹69100/-	₹69100.00/-
01/10/2020	31/10/2020	3	₹69100/-	₹69100.00/-
01/11/2020	30/11/2020	3	₹69100/-	₹69100.00/-
01/12/2020	31/12/2020	3	₹69100/-	₹69100.00/-
01/01/2021	12/01/2021	3	₹69100/-	₹27640.00/-
Total				₹691000/-

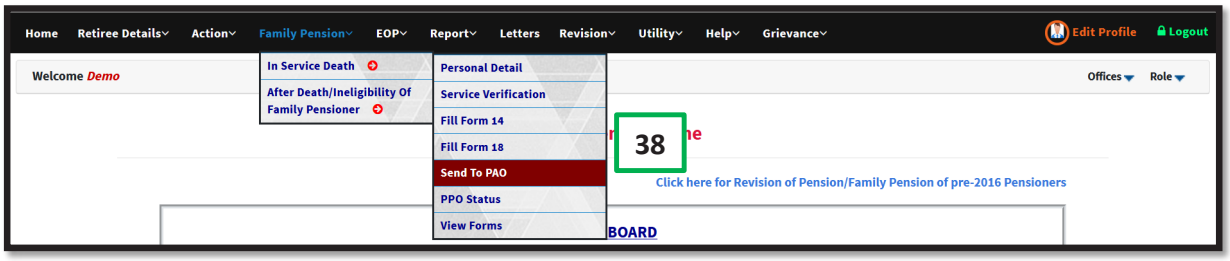
9.	(1)	Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO)	: ₹69100
	(2)	Pension admissible (if qualifying service is ten years or more)	: ₹34550
	Calculations to be shown as follows :-		
		Emoluments or Average Emoluments/2 (69100 /2)	
10.	(1)	Emoluments for gratuity (as indicated in PPO)	: ₹88448
	(2)	Retirement gratuity admissible Calculation to be shown as follows :- Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) (88448 /2) x 66)	: ₹2000000
11.	(1)	Pay for Family Pension (as indicated in PPO)	: ₹69100
	(2)	Family Pension admissible	
	Calculations to be shown as follows :-		
	(a)	Ordinary Family Pension : Pay last drawn x 30% subject to prescribed minimum and maximum (69100 x 30%)	: ₹20730
	(b)	Enhanced Family Pension Pay last drawn / 2 [Subject to prescribed minimum and maximum as per Rule 54] (69100 x 50%)	: ₹ 34550
12.	Provisional Family Pension		: ₹ 34550
	Note : Option to exercise the sanction of provisional family pension and its amount cannot be changed, once initiated.		
	Rule 80 A (O.M. No. 1/11/2020-P&PW (E) dated 29.07.2020)		

Save Calculation

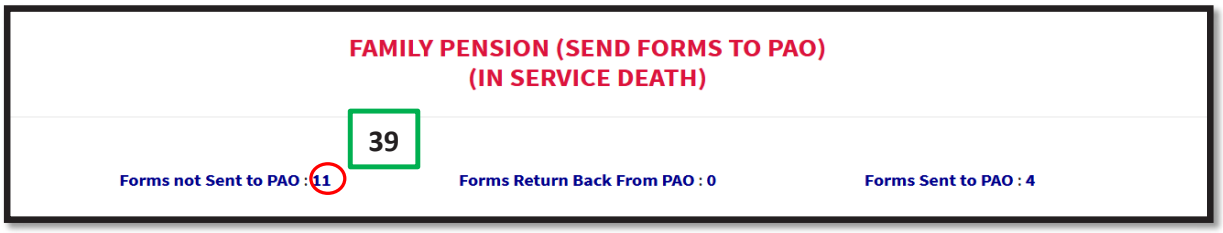
_Form18.aspx?PageId=7MH1NXVDWZ3XPDJZX8ZS1W43T3B8URTM#

Step 4: Follow Step 36 and 37 as shown in above pages to fill Recovery.

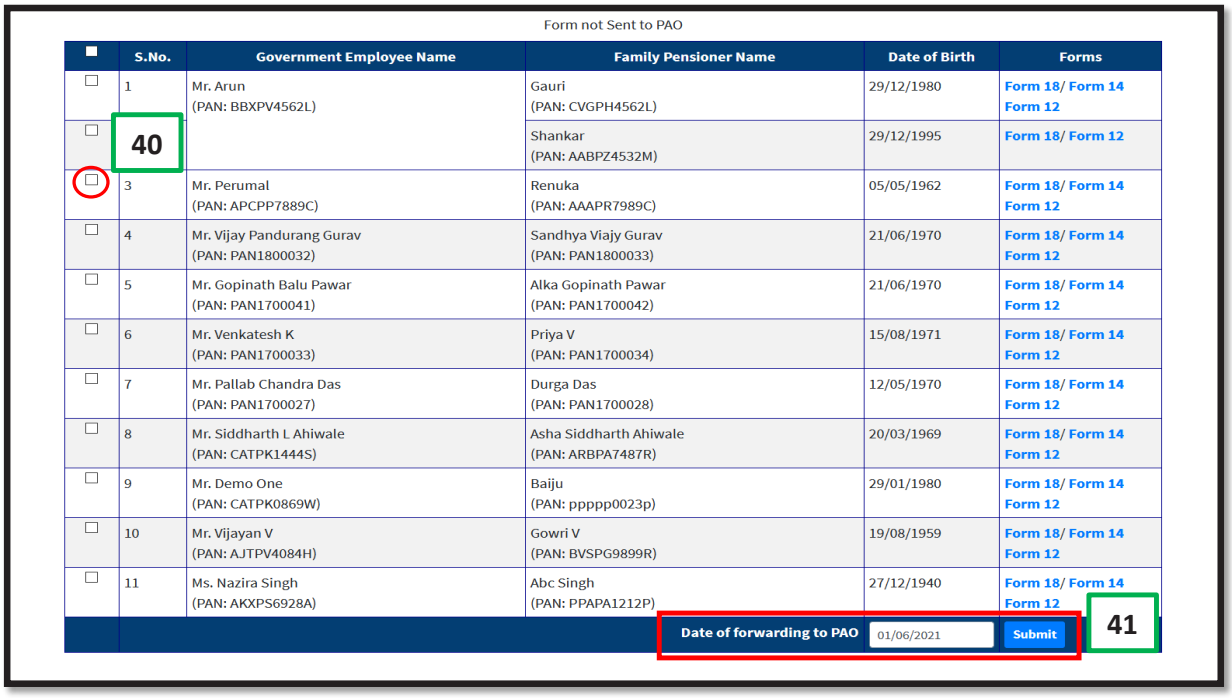
Send to PAO



Step 38: Select **Family pension tab → In Service Death → Send to PAO**



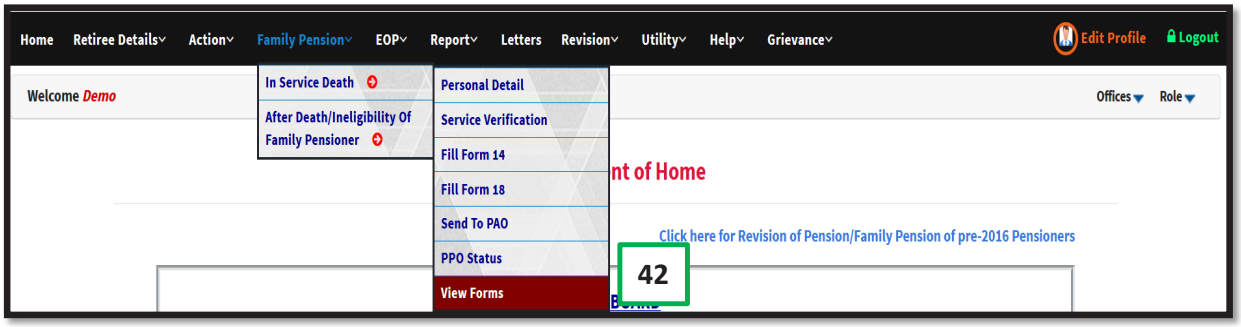
Step 39: Click on no. against **'Form no sent to PAO'**.



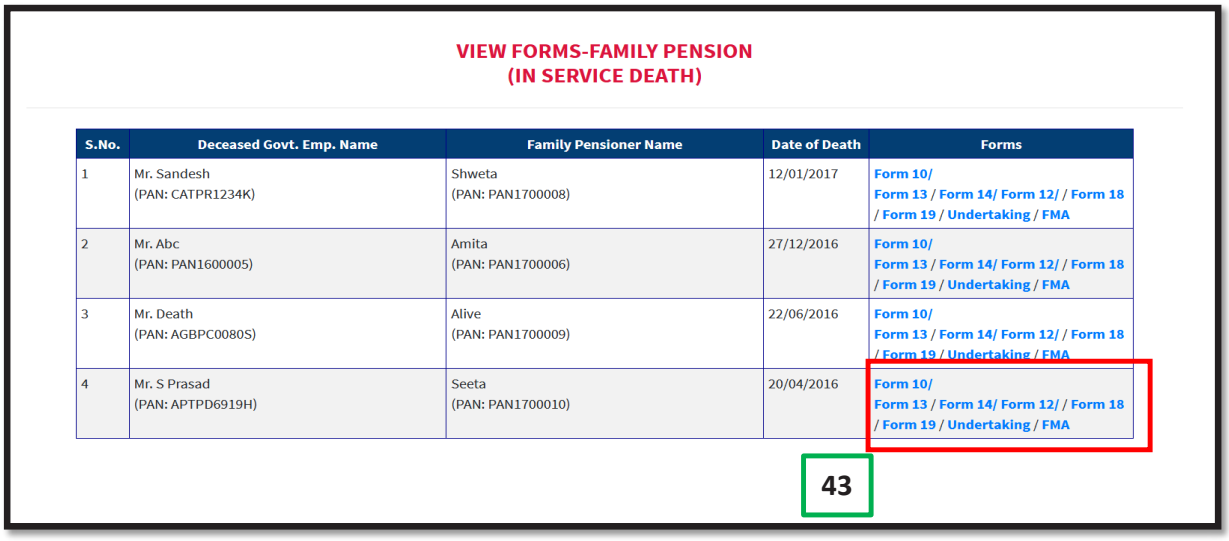
Step 40: Click on **check box** against the name of the deceased employee, whose forms are to be **forwarded to PAO**.

Step 41: Enter the **date of forwarding forms to PAO** and then click on **'Submit'** button.

View Forms



Step 42: Select **Family pension tab → In Service Death → View Forms**



Step 43: Take the **Print out of the forms** (after sending it to PAO) and **submit the hard copy of forms to PAO**.

Contact Details

- **https://bhavishya.nic.in**

  OR

- **visit http://pensionersportal.gov.in** and **click on 'Bhavishya' link.**

- **E-mail: - bhavishya@nic.in**

- **For technical matters: - 011- 24640650 & 51**

ANNEXURE-C

सत्यमेव जयते

BHAVISHYA

Pension Sanction & Payment Tracking System

An Initiative of D/o Pension & Pensioners' Welfare

User Manual

Retiree

Last Updated: Monday, June 13, 2022

एन आई सी
National Informatics Centre

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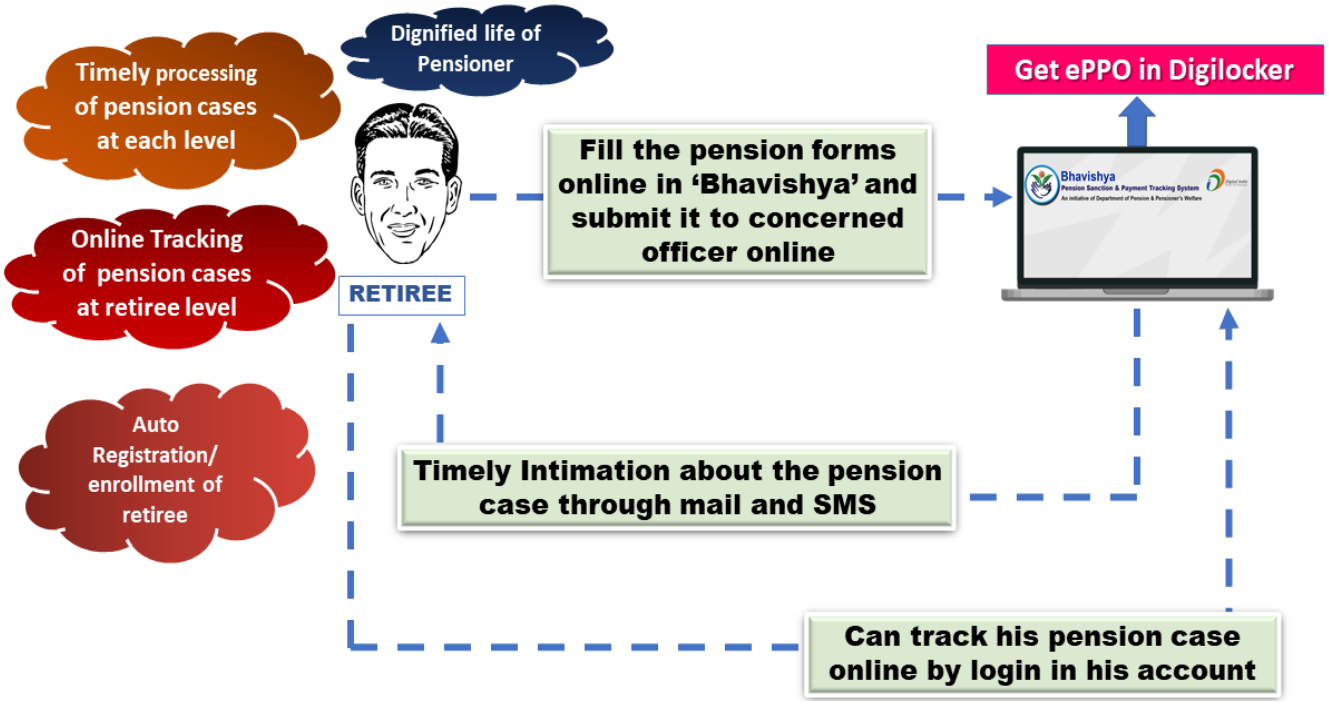
About *"Bhavishya"*

Department of Pension & Pensioners' Welfare is working with a vision of ensuring active and dignified life for pensioners. The goal is to ensure payment of all retirement dues and delivery of Pension Payment Order (PPO) to retiring employees on the day of retirement itself. Towards this goal, the department has launched an Online Pension Sanction & Payment Tracking System called ***'BHAVISHYA'***.

The system provides for on-line tracking of pension sanction and payment process by the individual as well as the administrative authorities. The system captures the pensioners personal and service particulars. The forms for processing of pension can be submitted online. It keeps retiring employees informed of the progress of pension sanction process through SMS/E-Mail. The system obviates delays in payment of pension by ensuring complete transparency.



Objective

- Retiree should get all the retirement benefits on time and also get the first pension & subsequent pensions on time.



- Timely processing of cases at each level.



- Alerts, Reminder & Notifications to concerned stakeholders for every action due & performed.



- Online tracking of pension cases at retiree level.



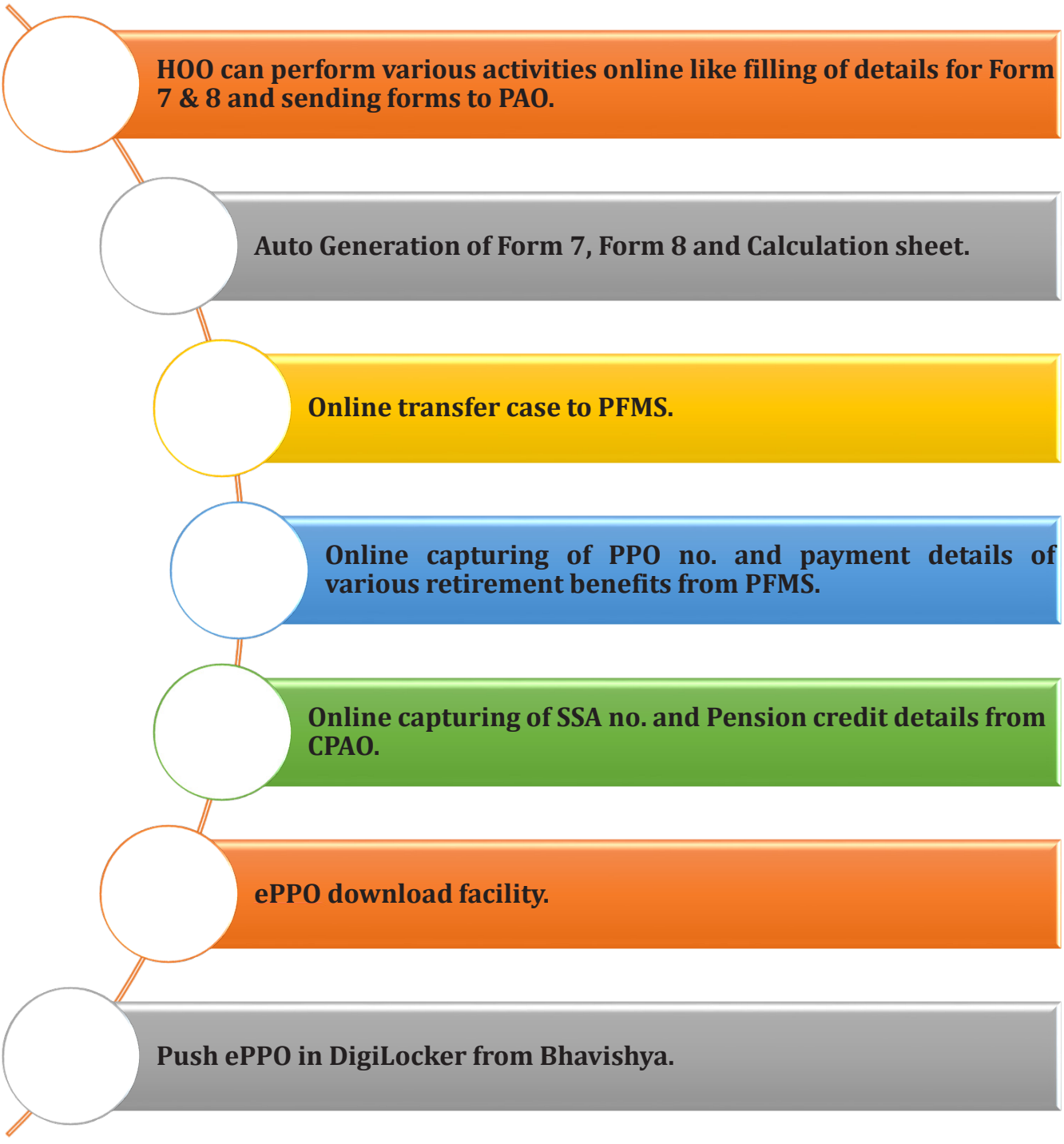
- Guide the retirees to fill the forms as per CCS Pension Rules,1972 and take the necessary steps related to his/her retirement process on time.



Salient Features

- Single window and user friendly interface which makes it a convenient approach for retirees to know the whole procedure related to their retirement process online.
- Auto registration/enrolment of retiree.
- Online registration for DDO/HOO/PAO etc.
- Help departmental authorities in monitoring delay.
- Retirees can fill and print all the Pension related forms online by login into their accounts.
- Auto Alerts/Reminders to concerned stakeholders for avoiding delays in pension process.
- Auto Notifications at different stages of retirement process to ensure smooth working.

Salient Features (continued….)



Stakeholders



•Individual (Retiree & Pensioner)



•Drawing & Disbursing Officer (DDO)



•Head of Office (HOO)



•Head of Department (HOD)



•Pay & Accounts Office (PAO)



•Directorate of Estates (DoE)



•Central Pension Accounting Office (CPAO)



•Pension Disbursing Banks

How to Access *"Bhavishya"*

URL: - **https://bhavishya.nic.in**

OR

Go to *Pensioners' Portal*

http://pensionersportal.gov.in



Click on *Bhavishya*

Step by Step

Retiree Login

- **Details of employees** who are going to **retire in 12-15 months** will be added automatically in ***Bhavishya*** through his/her **salary package (EIS).**

- **Login details** will also be sent to retiree **12-15 Months before date of retirement** on the **mobile number** and **email id** available in ***Bhavishya*** portal.

Action by Retiree

- Retiree needs to login into the software & fill the details required for pension forms. When login for first time, **one-time password** will be **Date of Birth** and then it needs to be changed after first login.

- A **confirmation Email and SMS** will be sent to retiree, giving status of each action due and performed.

- Retiree needs to fill up details by clicking on menu - **"Information to be filled by Retiree"**.

- Based on this information; Pension Forms **(Form1, Form A, Form3, Form5, FMA, Commutation Form and Undertaking Form)** will be auto generated by the software.

- Individual will then submit the **auto generated forms** to the HOO by clicking the **'Send to HOO'** button in menu **'Preview/Print Forms'**.

- Once forms have been submitted online to **HOO**, no editing can be done by retiree.

- Individual will take **printout of forms one at a time**. Signed copy of each form is to be handed over to HOO.

Requirements For Retiree Before Filling Pension Forms

- **Bank Passbook / Cheque book for confirmation of IFSC (Account should be joint only with spouse and Retiree as Primary account holder).**

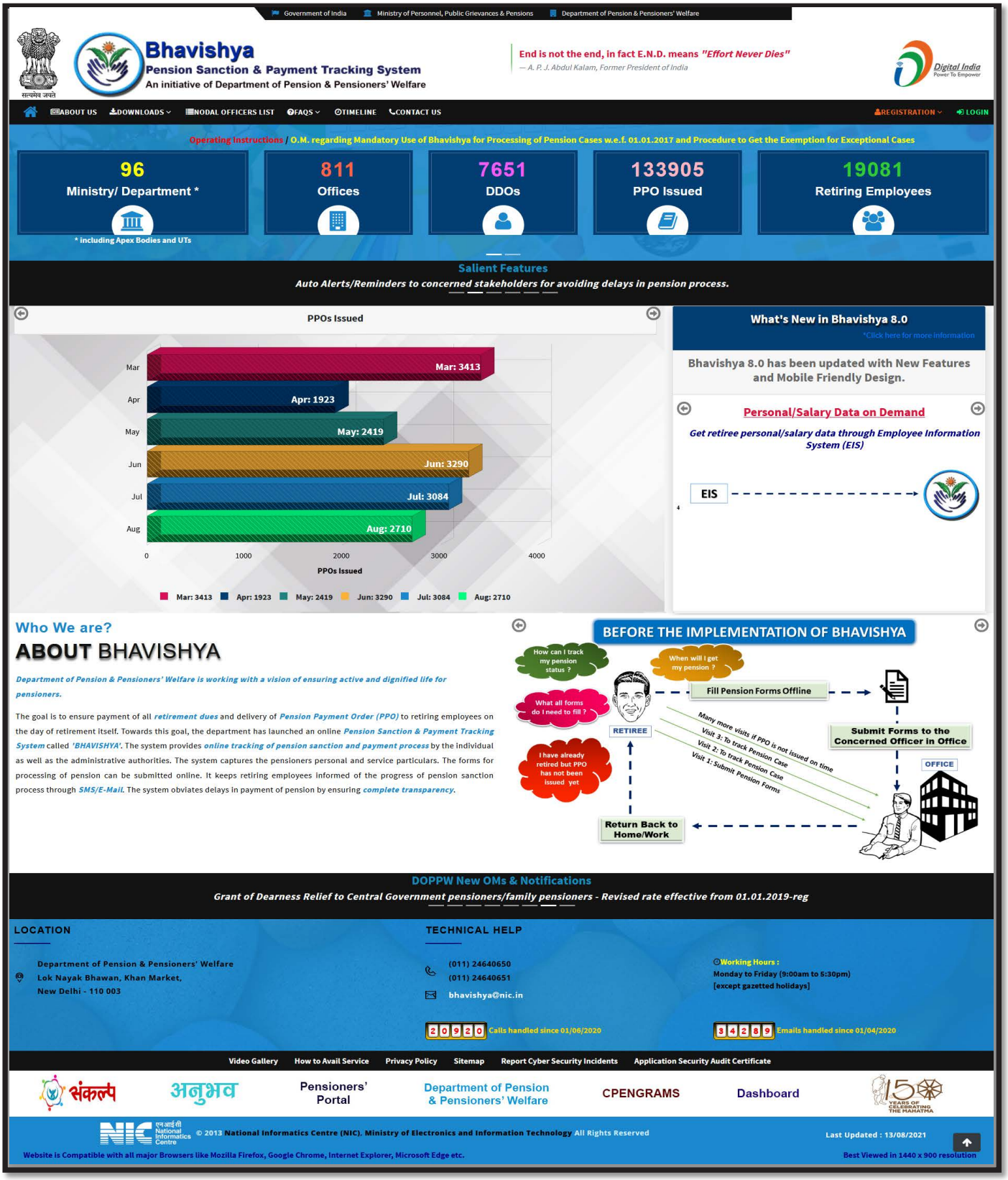
- **Date of Birth for all family members including married son, married daughter and parent as per their govt. documents.**

- **Scanned picture**
  - **Retiree single scanned image** **(Maximum size: 70KB in jpg, jpeg or png format)**
  - **Retiree signature/thumbprint scanned image** **(Maximum size: 70KB in jpg, jpeg or png format)**
  - **Spouse signature/thumbprint scanned image** **(Maximum size: 70KB in jpg, jpeg or png format)**
  - **Joint photograph scanned image only with spouse** **(Maximum size: 70KB in jpg, jpeg or png format)**

- **Identification mark of both Retiree and Spouse.**

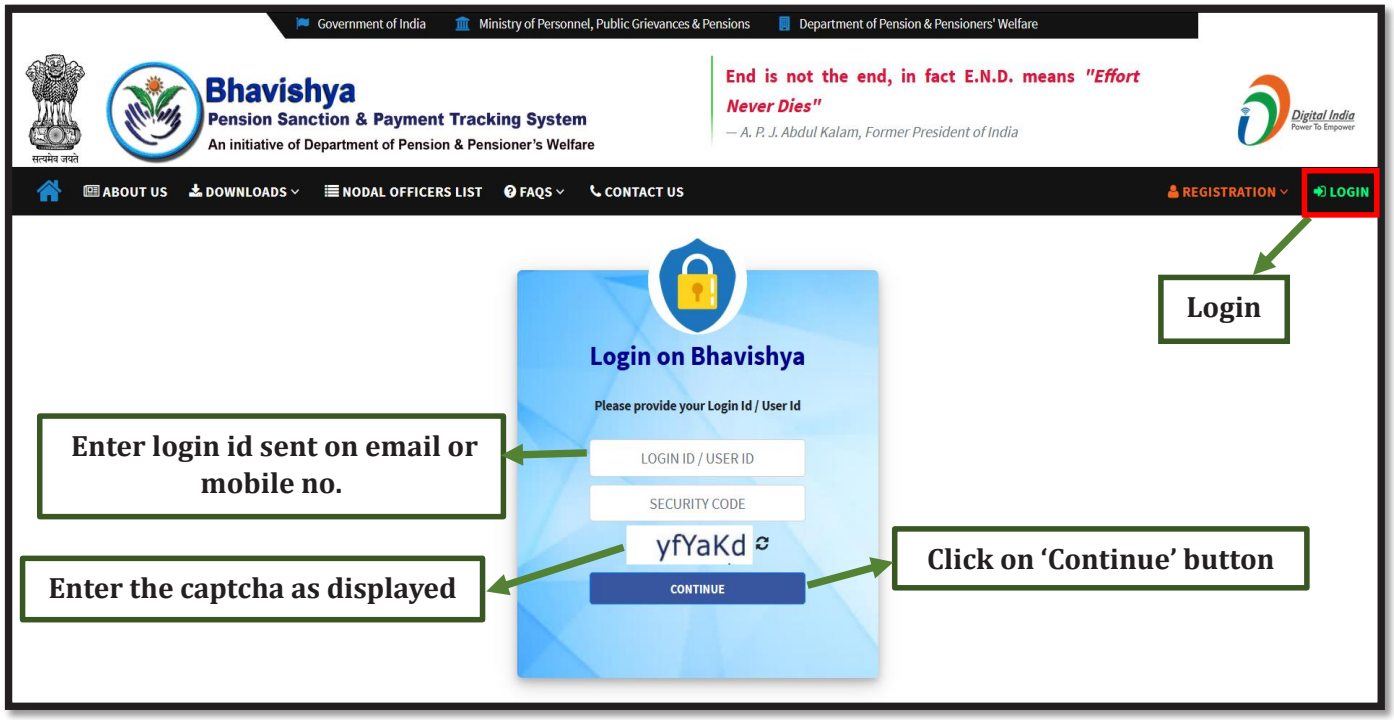
- **Disability certificate (if applicable) for respective family members.**

"Bhavishya" Home Page



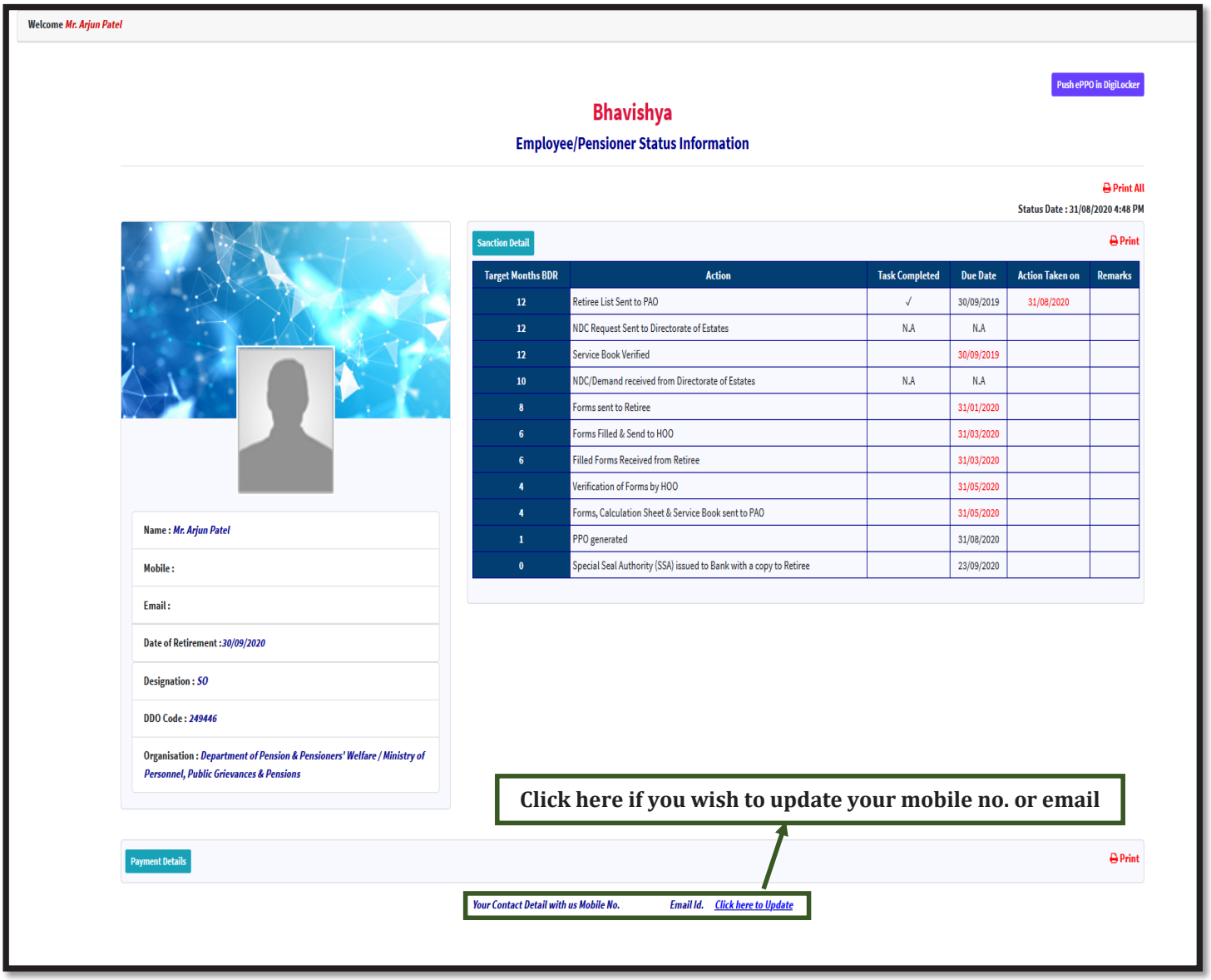
Login in *"Bhavishya"* by Retiree

➢ Retiree can login by using **id** and **password** sent on **mobile/e-mail**.





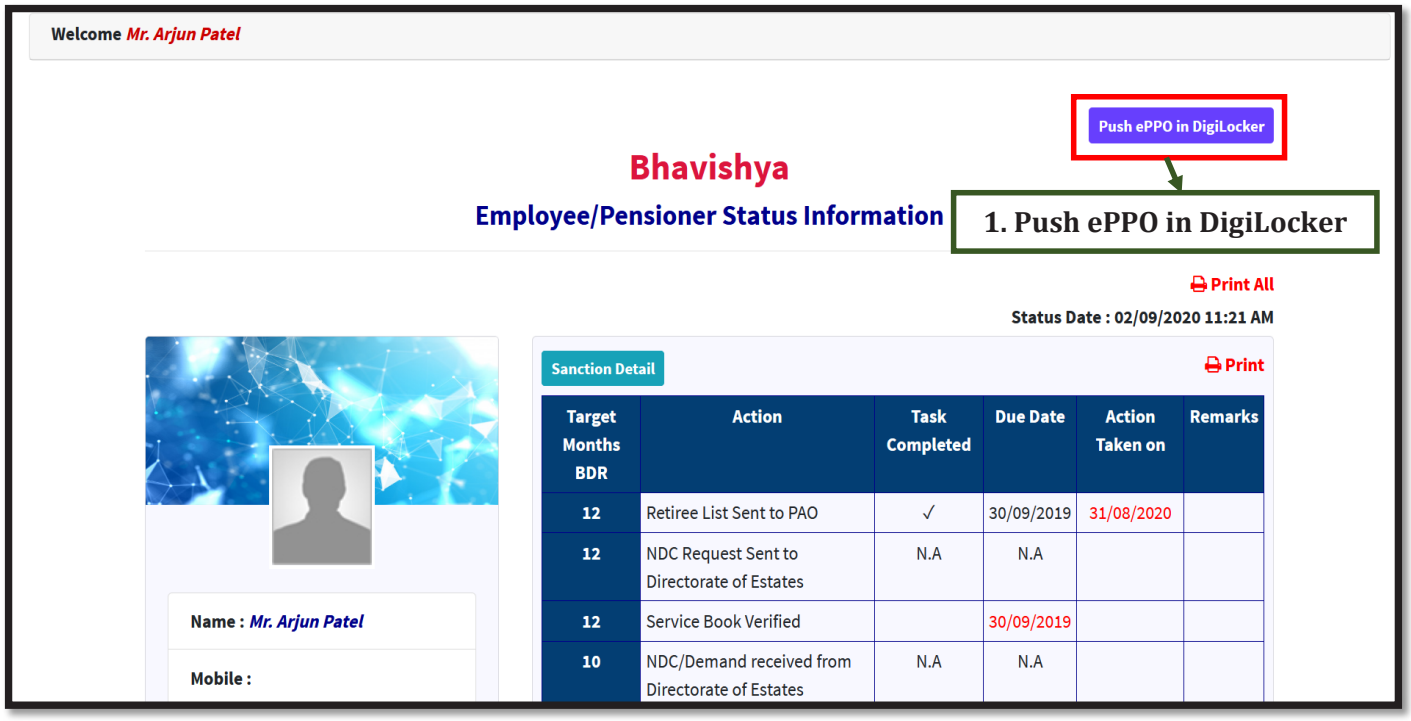
Bhavishya: Retiree Dashboard



First page after login shows the Employee/Pensioners Information Sheet having two parts:

1. **Sanction Details: Details of actions taken by stakeholders**
2. **Payment Details: Details of retirement benefits & pension payment**

Push ePPO in *DigiLocker*



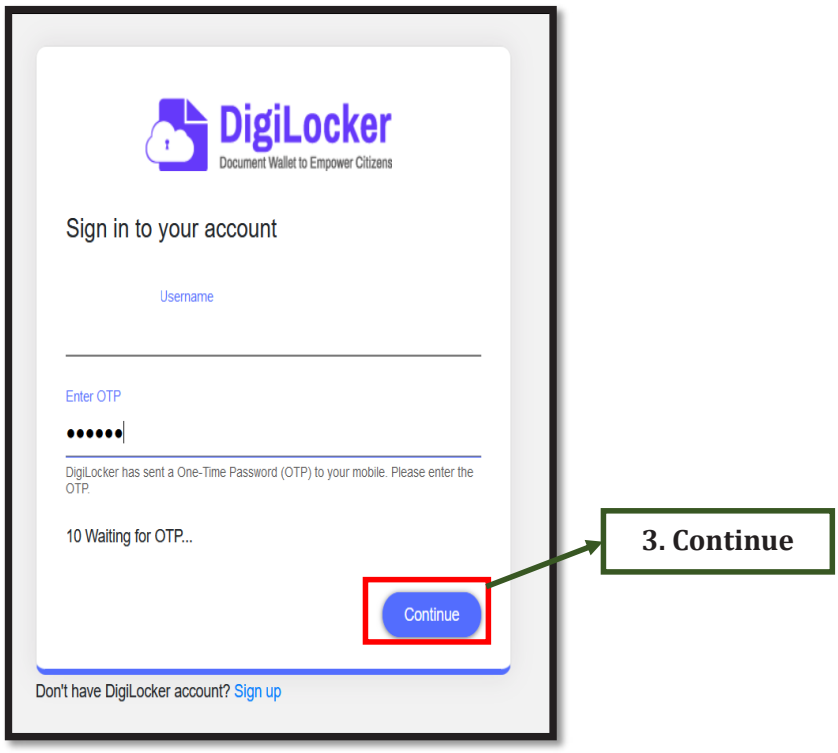
1 After login in ***Bhavishya***, on retiree dashboard, click on ***'Push ePPO in DigiLocker'*** button.



2 After clicking ***'Push ePPO in DigiLocker'*** button, if the ***DigiLocker*** account is not linked with ***Bhavishya*** then page will be redirected to ***DigiLocker*** **Sign in** screen, else PPO will be **PUSHED** in ***Retiree DigiLocker Account***.

- If account already exists in ***DigiLocker***, enter **Mobile/Aadhar/Username** and click on ***'Sign in with OTP'***.

Note: If retiree don't have ***DigiLocker*** accout, then account needs to be created using **'Sign Up'** option.



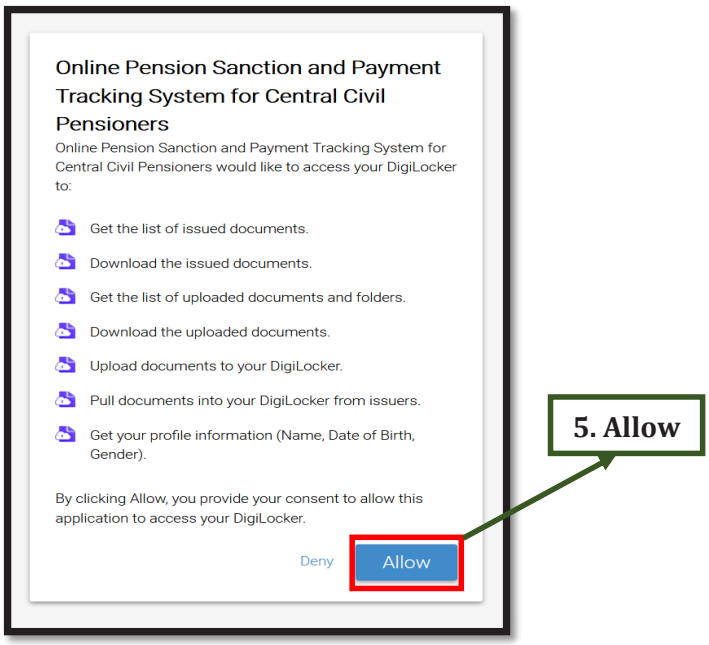
3 Enter **OTP** and click ***'Continue'***.



4 Enter **'Security PIN'** that was set during the creation of account in ***DigiLocker*** and click ***'Submit'***.

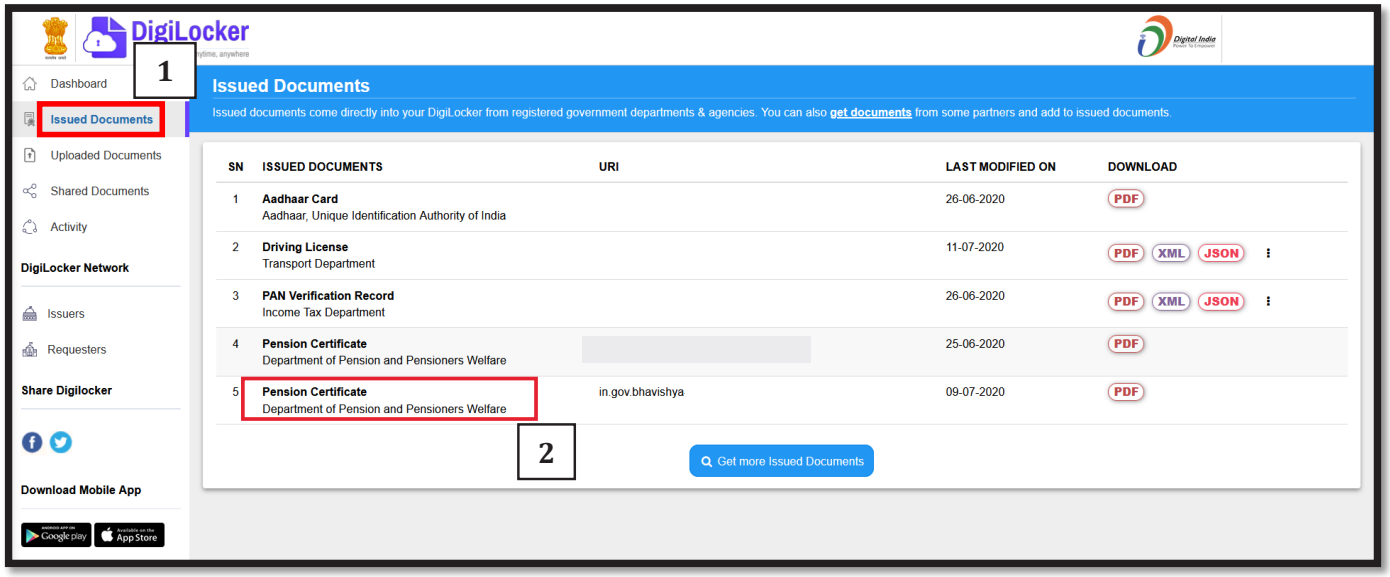
Note: If PIN has been forgotten, then click on '**Forgot my PIN**' to reset PIN.

Push ePPO in DigiLocker (continued….)



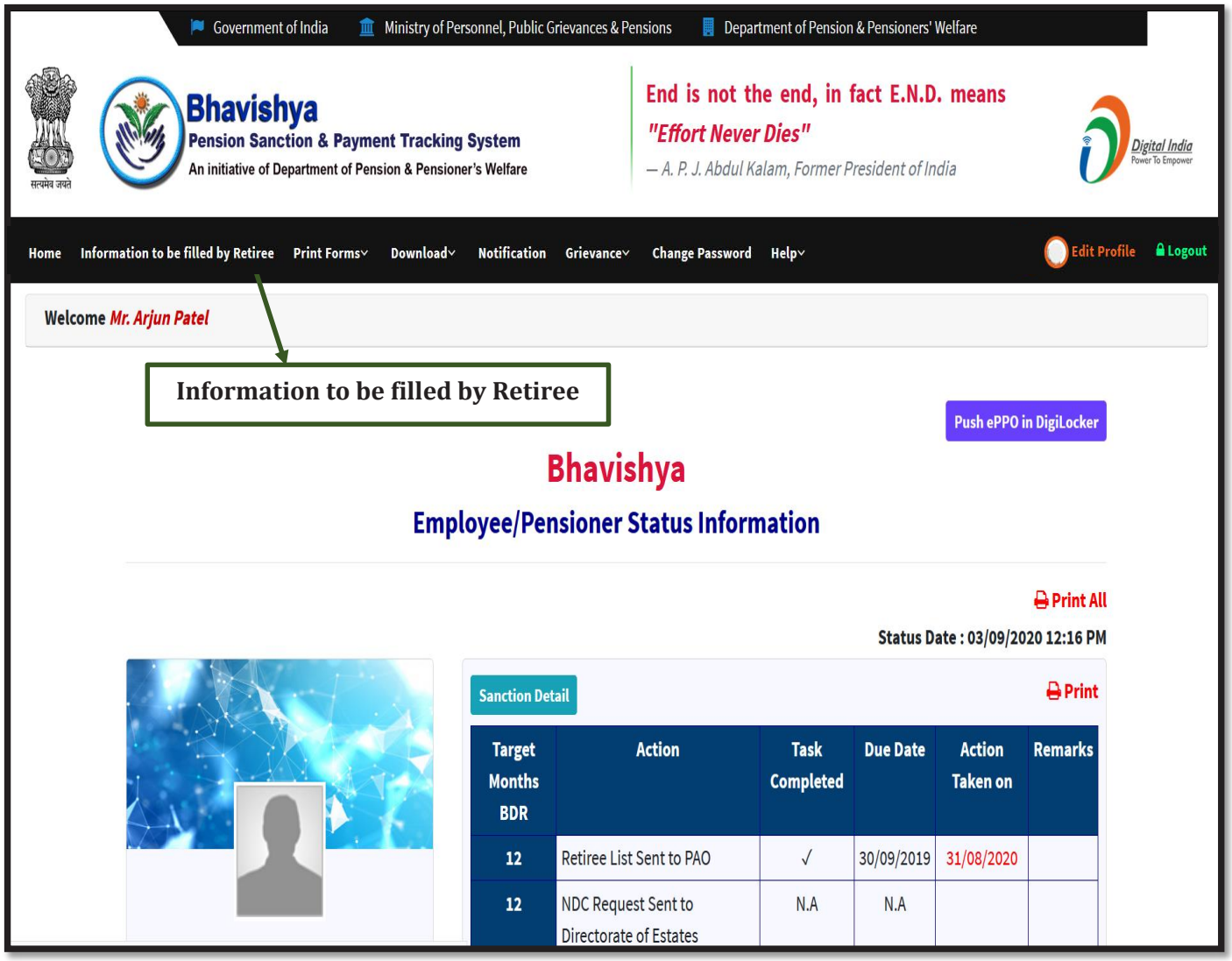
5 After reading the mentioned points, click on ***'Allow'*** button to provide consent to link your ***Bhavishya*** account to ***DigiLocker*** account. If the demographic information (Name, Date of Birth, Gender) in ***DigiLocker*** account matches with the information of retiree available in ***Bhavishya***, then retiree's ***Bhavishya*** account will be linked with ***DigiLocker***.

6 After the process of linking of account is completed, ePPO will be **PUSHED** in ***DigiLocker***, whenever PPO is issued through ***PFMS*** and data is made available in ***Bhavishya***.



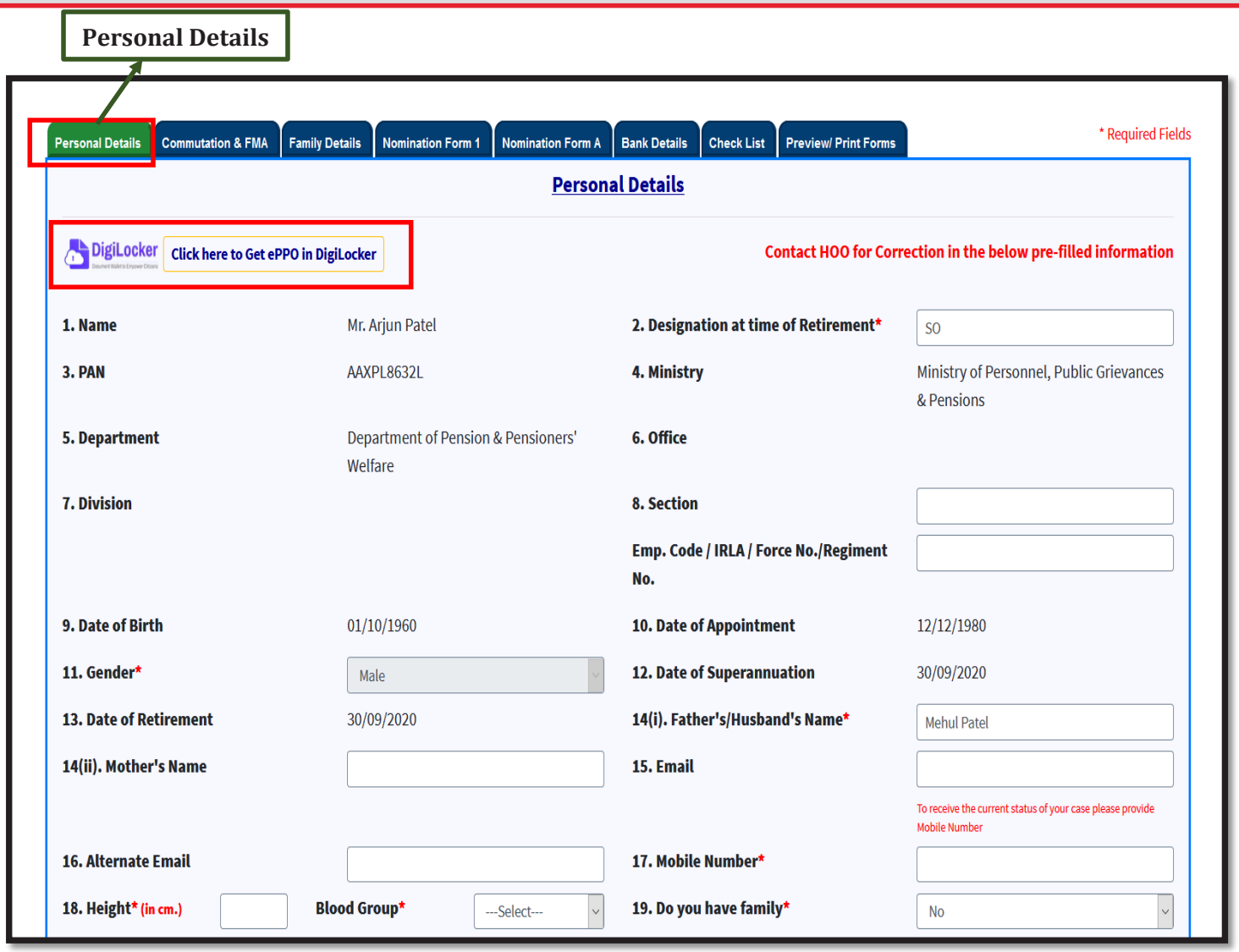
➢ ePPO when **PUSHED** in ***DigiLocker***, will be available in (1) **Issued Documents** (after login in ***DigiLocker*** account).

Information to be Filled by Retiree



➢ Click on **"Information to be filled by Retiree"** menu to get all the desired pension forms that are to be filled by retiree.

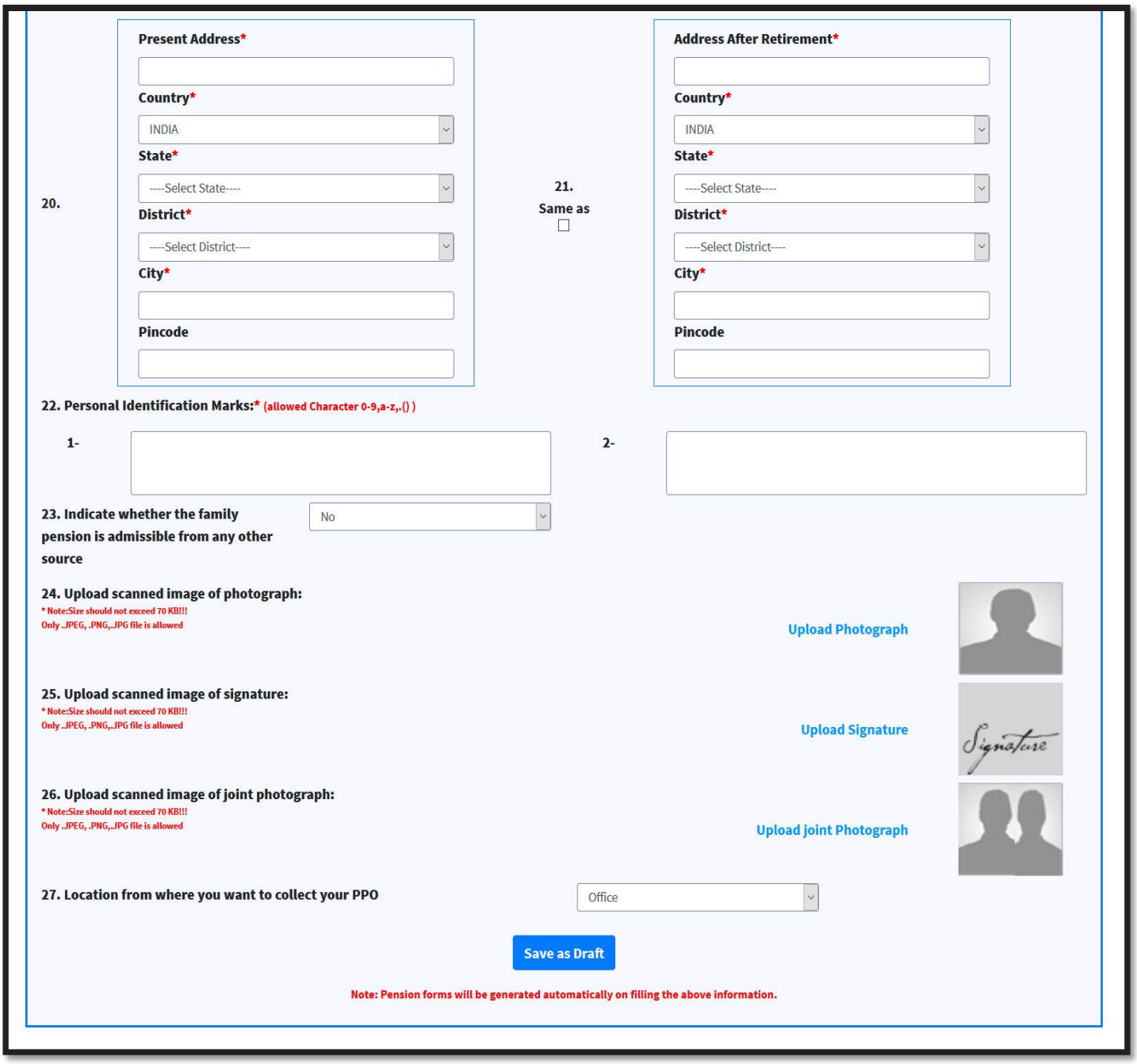
Personal Details



- Personal Details captured from **EIS/ salary package** are pre-filled in the form. Retiree has to enter the remaining details and upload the **photographs & signature**.

- To get ePPO in ***DigiLocker***, click on **"Click here to Get ePPO in DigiLocker"** and follow the same steps as shown under the heading **Push ePPO in *DigiLocker***.

Personal Details (continued….)

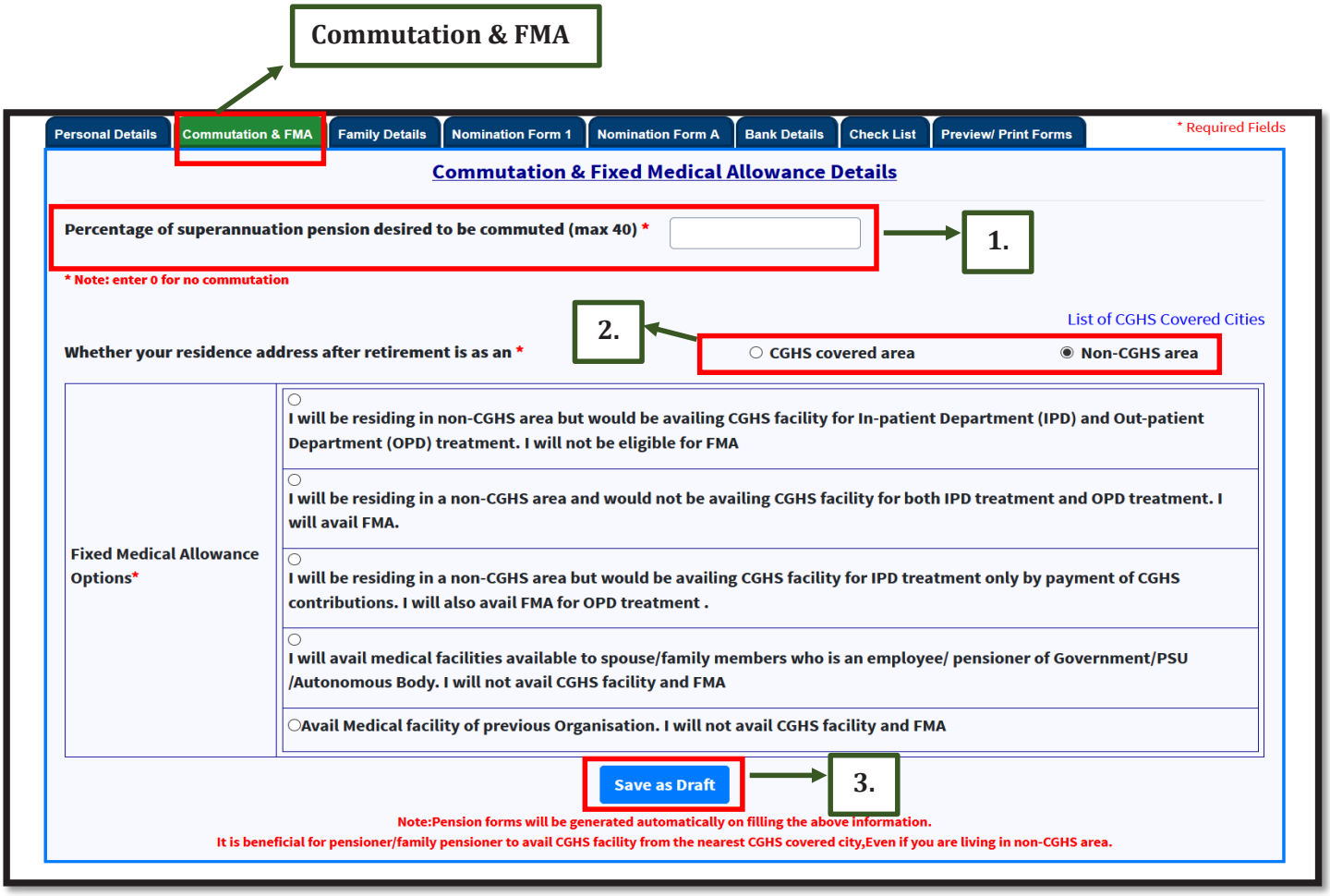


- Enter all the **mandatory field** and **upload photographs and signature**.

  Note: Size of photographs and signature should not exceed 70KB.

- After, filling the details click on **'Save as Draft'**.

Commutation & Fixed Medical Allowance (FMA)



1 **Commutation is optional** and if retiree desires to commute the **maximum permissible limit is up to 40% of Basic Pension**.

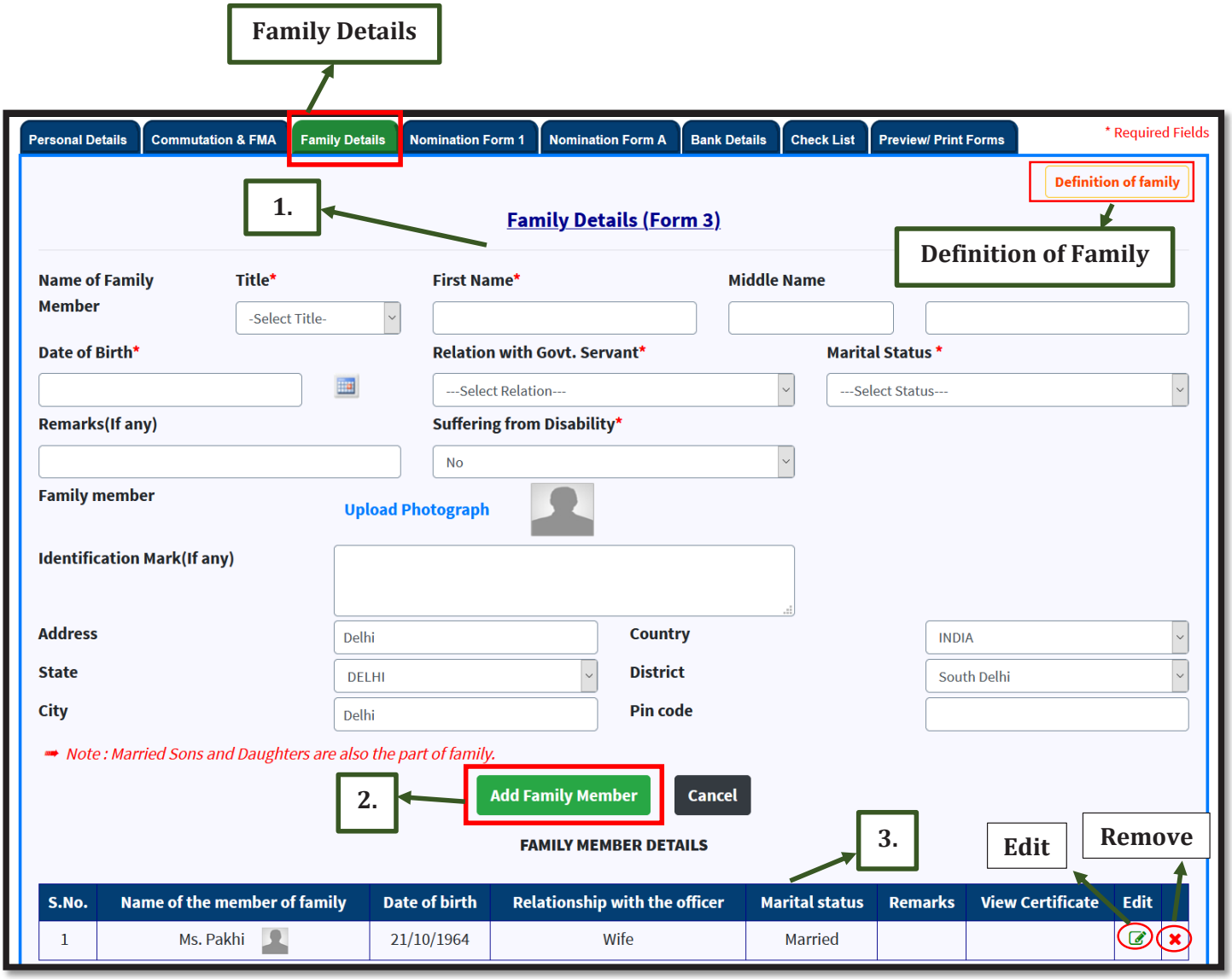
2 Select option Whether your residence address after retirement is as an

(a) **CGHS covered area**

(b) **Non-CGHS area**

3 After filling the details, click on **'Save as Draft'**.

Family Details (Form 3)

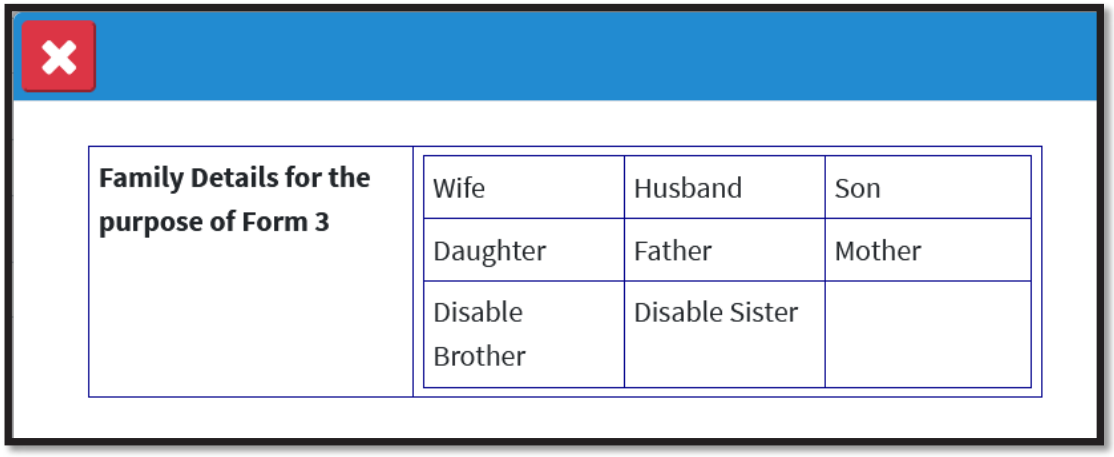


1 Details of the family members are to be filled one by one, according to the link ***"Definition of Family"*** provided on top right.

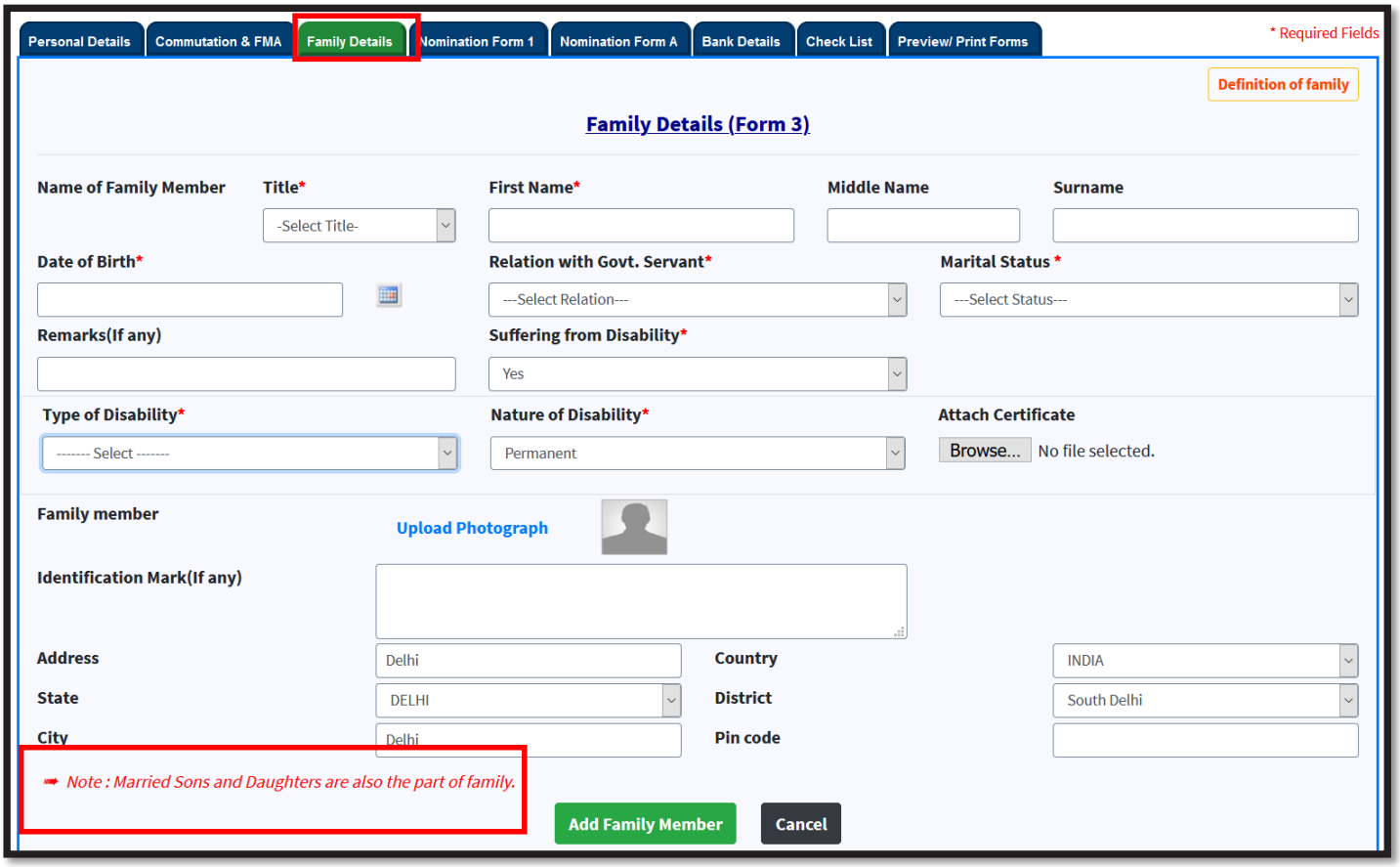
2 After filling the details of family member click on '**Add Family Member'**. Similarly, add the details of other family members one by one.

3 Details of family member added, will be seen in the table below.
Edit: Click on edit button if you wish to change the details of any family member.
Remove: Click on cross button, if you wish to remove the details of any family member.

Definition of Family for Form 3



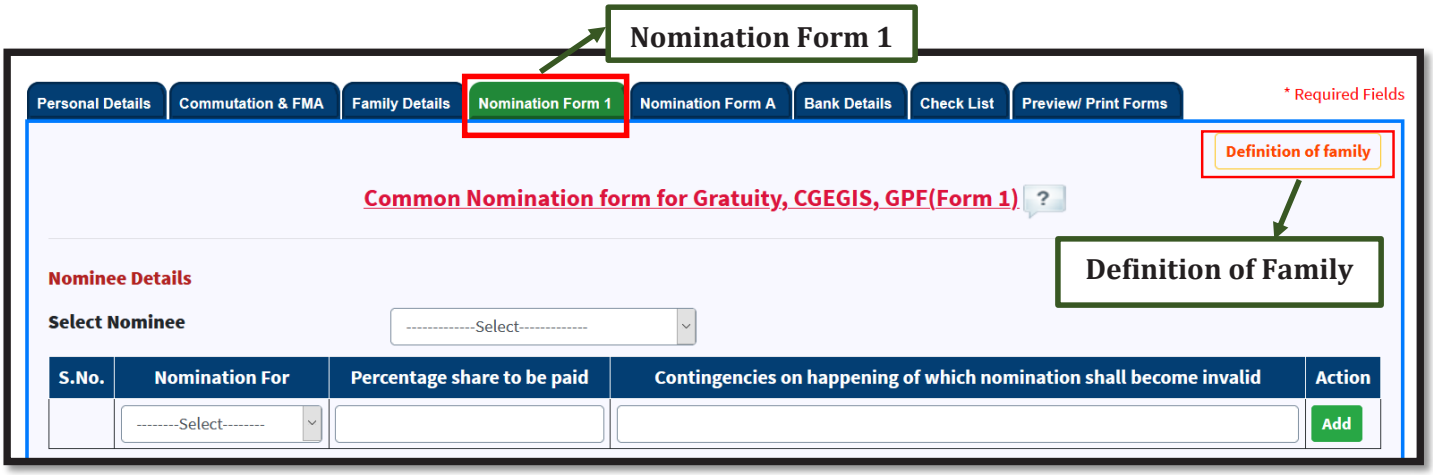
Family Details for the purpose of Form 3			
	Wife	Husband	Son
	Daughter	Father	Mother
	Disable Brother	Disable Sister	



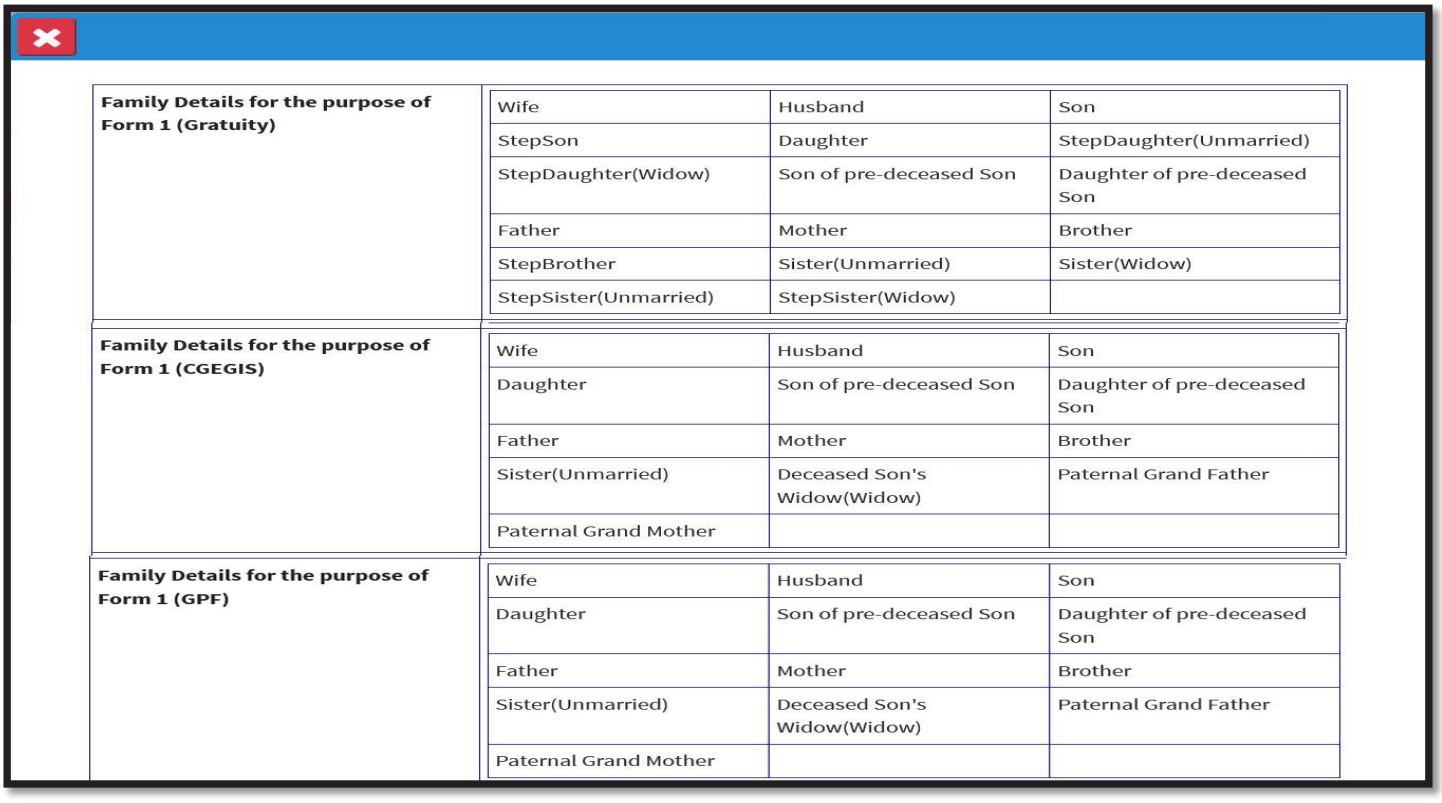
Note: Married Sons and Daughters are also the part of family

Nomination Form 1

Common Nomination form for Gratuity, CGEGIS & GPF



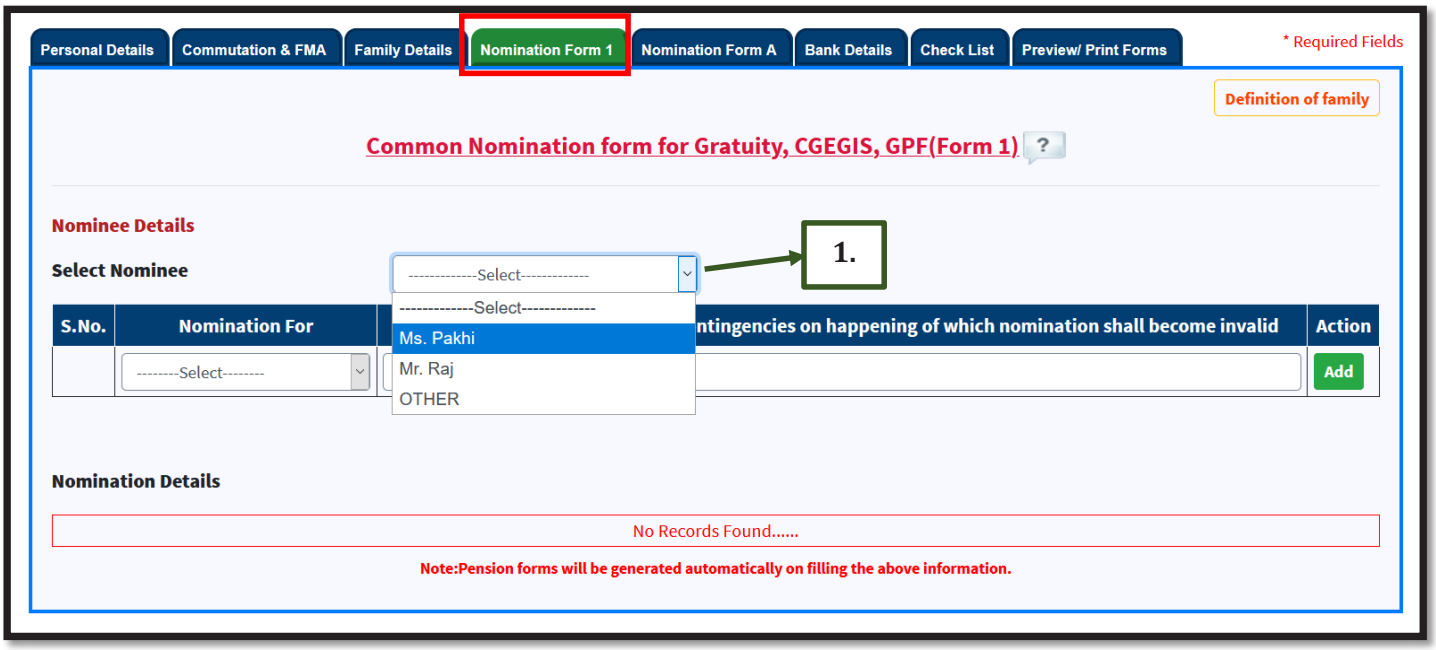
Definition of Family for Nomination Form 1



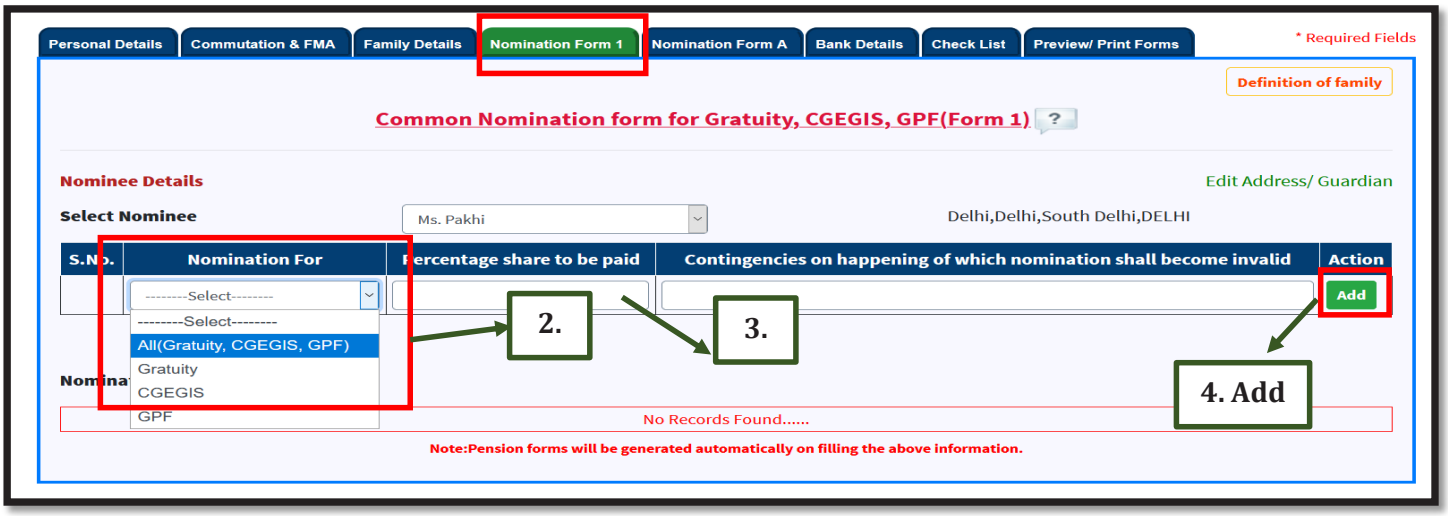
Family Details for the purpose of Form 1 (Gratuity)	Wife	Husband	Son
	StepSon	Daughter	StepDaughter(Unmarried)
	StepDaughter(Widow)	Son of pre-deceased Son	Daughter of pre-deceased Son
	Father	Mother	Brother
	StepBrother	Sister(Unmarried)	Sister(Widow)
	StepSister(Unmarried)	StepSister(Widow)	
Family Details for the purpose of Form 1 (CGEGIS)	Wife	Husband	Son
	Daughter	Son of pre-deceased Son	Daughter of pre-deceased Son
	Father	Mother	Brother
	Sister(Unmarried)	Deceased Son's Widow(Widow)	Paternal Grand Father
	Paternal Grand Mother		
Family Details for the purpose of Form 1 (GPF)	Wife	Husband	Son
	Daughter	Son of pre-deceased Son	Daughter of pre-deceased Son
	Father	Mother	Brother
	Sister(Unmarried)	Deceased Son's Widow(Widow)	Paternal Grand Father
	Paternal Grand Mother		

- Retiree can **select the nominee** from the **list of family members or alternatively he/she can make nominee** as per the ***"Definition of family"*** for the various nomination types.

Add Nominee



1 Select **Nominee name** whether from already shown **family members or OTHER** to add new member as per "***Definition of Family***" for Nominations.

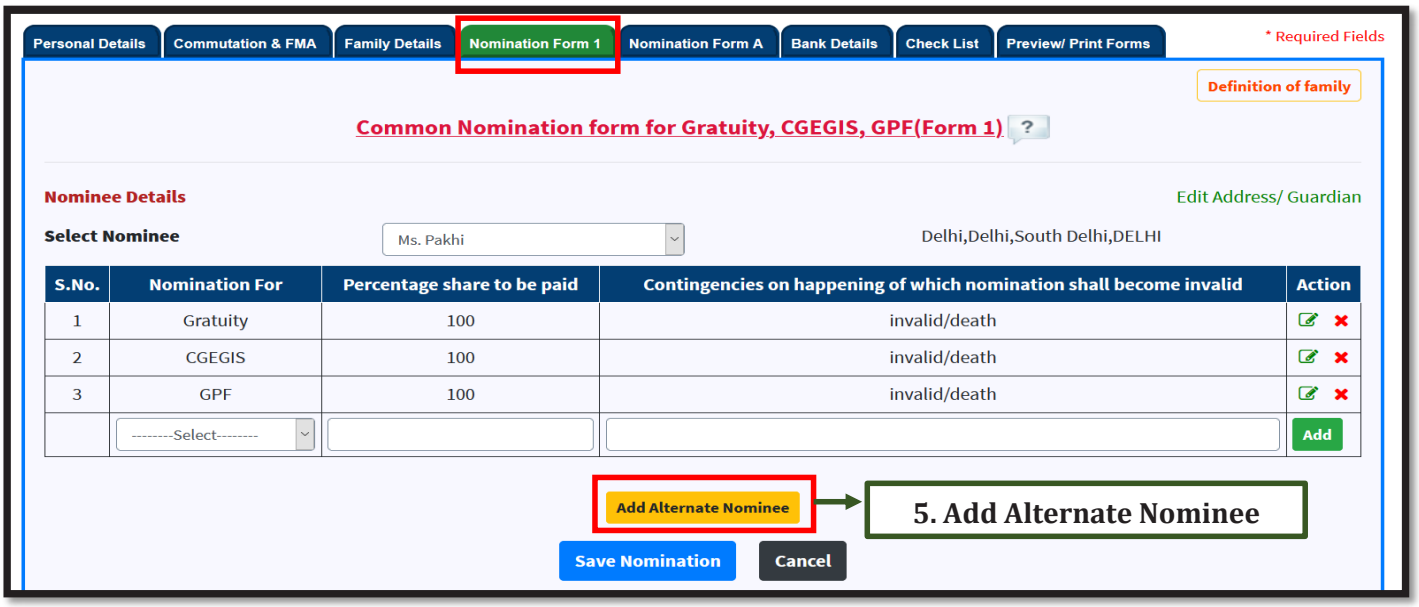


2 Select '**Nomination For**'.

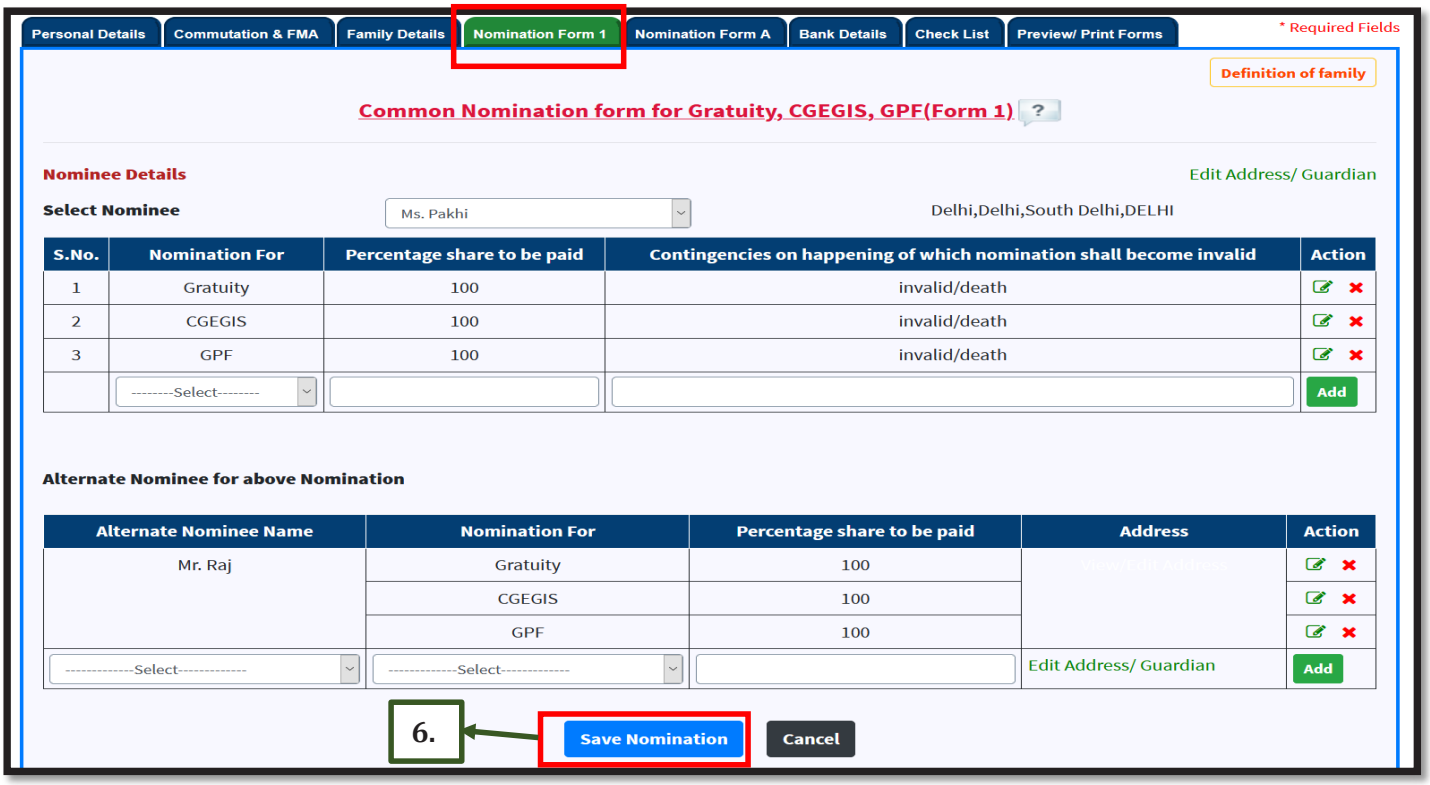
3 Enter '**Percentage share to be paid**'.

4 After filling the details, click on '**Add**' button.

Add Alternate Nominee

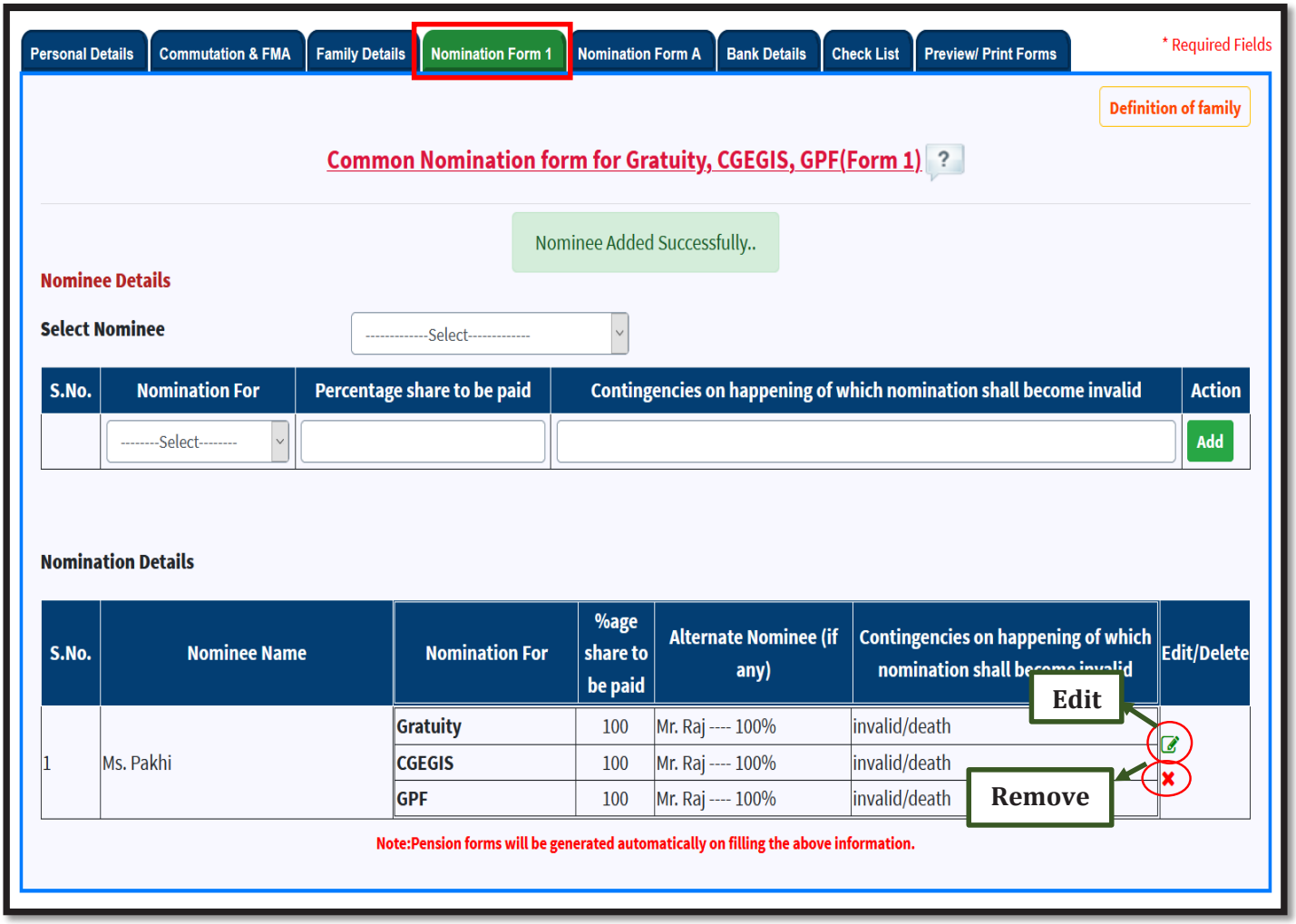


5 Click on **"Add Alternate Nominee"** and select the **alternate nominee name, nomination type & percentage of share to be paid.**



6 Click on **"Save Nomination"** button to finalize the nomination details.

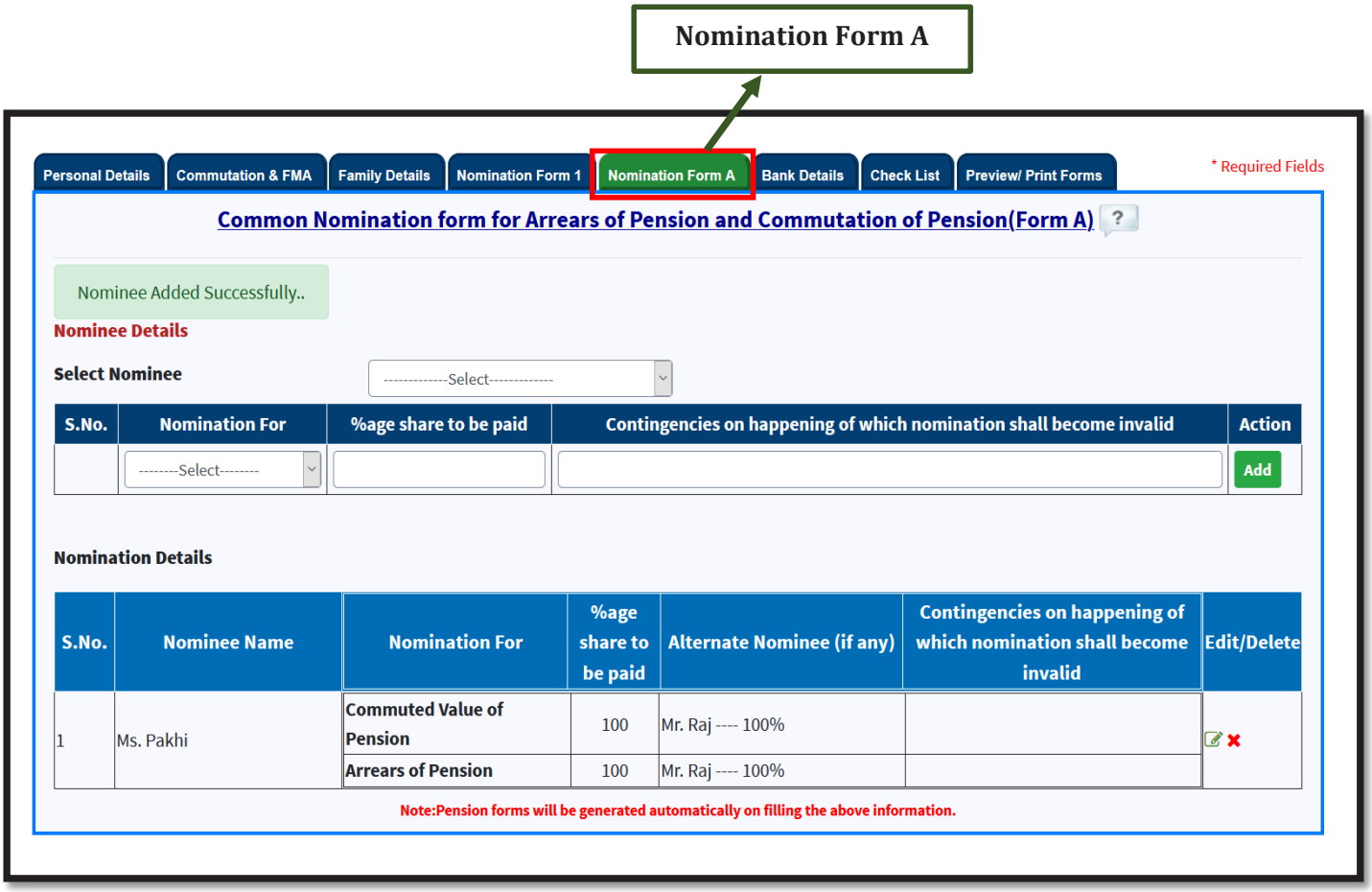
Nomination Form 1 (continued….)



- Nominations finalized can be further **edited or deleted** until the **forms submitted/sent to Head of Office (HOO)**.

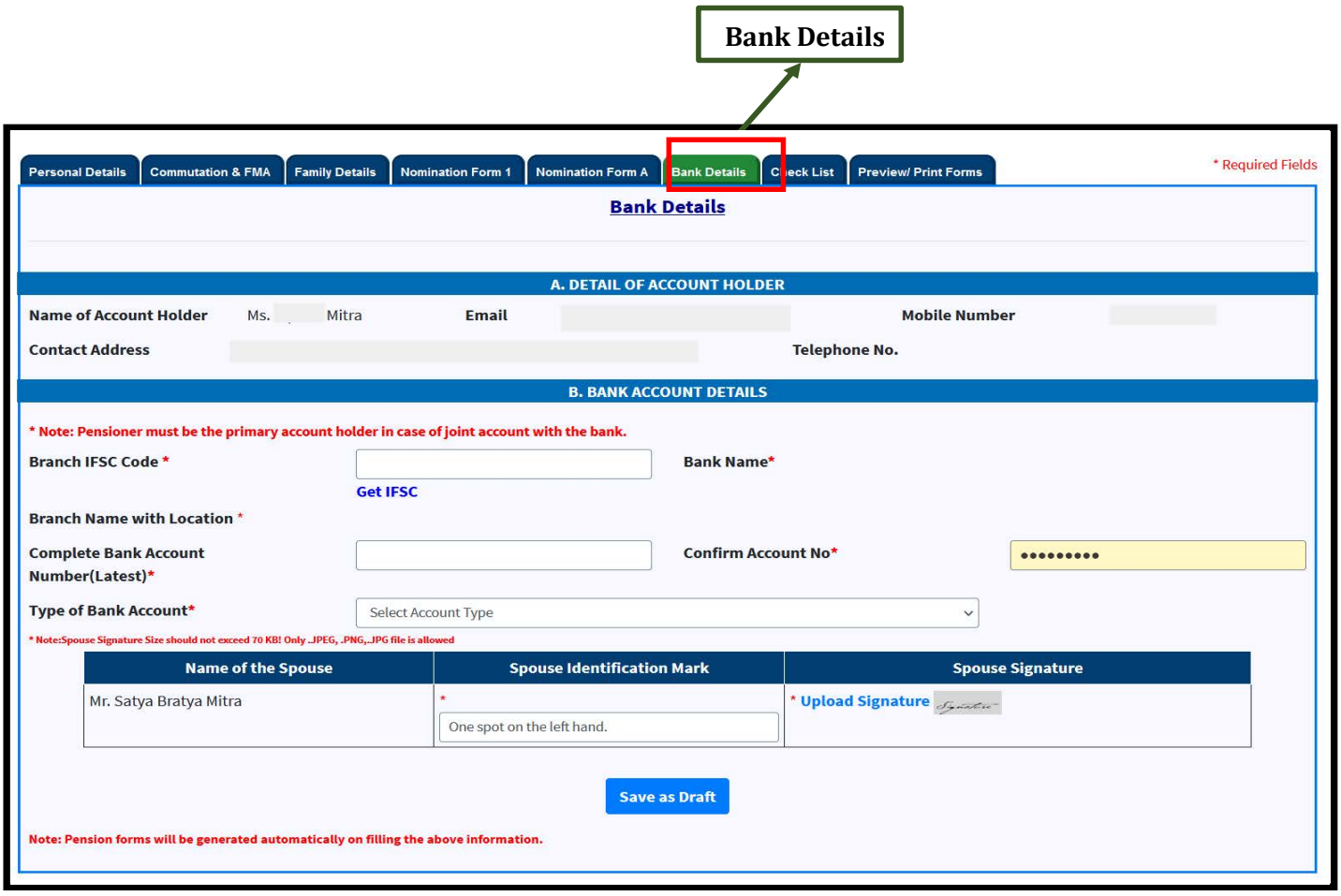
Nomination Form A

Common Nomination form for Arrears of Pension and Commutation of Pension



- Procedure to assign the **nominee & alternate nominee is same as in Nomination form 1 except that here retiree can make nominations without any limits of *"Definition of family"***.

Bank Details



- Details of the **bank account (e.g. IFSC Code, Account No. etc.)** needs to filled for the **disbursement of pension & concerned retirement benefits.**

- Fill **IFSC code and** all the detail like **Bank Name and Address** will be automatically filled.

Checklist



- Checklist is the **List of Forms/Documents** to be **enclosed**.

- Also, you must **carefully verify point no.10** and select **"Yes"** because if you select **"No"** system will prompt and **you will not be able to submit your forms to HOO.**

Preview/ Print Forms

Preview/Print Forms

Personal Details | Commutation & FMA | Family Details | Nomination Form 1 | Nomination Form A | Bank Details | Check List | Preview/ Print Forms

* Required Fields

Preview/ Print Forms

Pl. Verify the below given information and send to HOO by clicking on the button 'Send to HOO'. Also, take the print the Form 1, Form A, Form 3 & Form 5, sig

Print

PERSONAL DETAILS

1.	Name	Mr. Abha	2.	Designation at time of Retirement	so
3.	PAN	ARBPS6821N	4.	Ministry	Ministry of Personnel, Public Grievances & Pensions
5.	Department	Department of Pension & Pensioners' Welfare	6.	Office	
7.	Division		8.	Section	
9.	Date of Birth	12/01/1959	10.	Date of Appointment	08/01/1983
11.	Date of Retirement	31/01/2019	12.	Date of Superannuation	31/01/2019
13.	Gender	Male			
14.	Father's/Husband's Name	Kabir	15.	Email	
16.	Alternate Email		17.	Mobile Number	
18.	Height	170cm	19.	Do you have family	Yes

20.		21.	
Present Address	Delhi	Address After Retirement	Delhi
State	DELHI	State	DELHI
District	Central Delhi	District	Central Delhi
City	Delhi	City	Delhi
Pin code		Pin code	

22. Personal Identification Marks:

1- ders 2- d

23. Indicate whether the family pension is admissible from any other source: N.A.

24. Photograph 

25. Signature

26. Joint Photograph 

FAMILY MEMBER DETAILS

S.No.	Name of the member of family	Date of Birth	Relationship with the officer	Marital Status	Remarks
1	Ms. Abha	01/11/1963	Wife	Married	

NOMINATION FORM 1

S.No.	Nominee Name	Nomination Type	%age share to be paid	Alternate Nominee(if any)	Contingencies on happening of which nomination shall become invalid
1	Ms. Abha	Gratuity	100		
		CGEGIS	100		
		GPF	100		

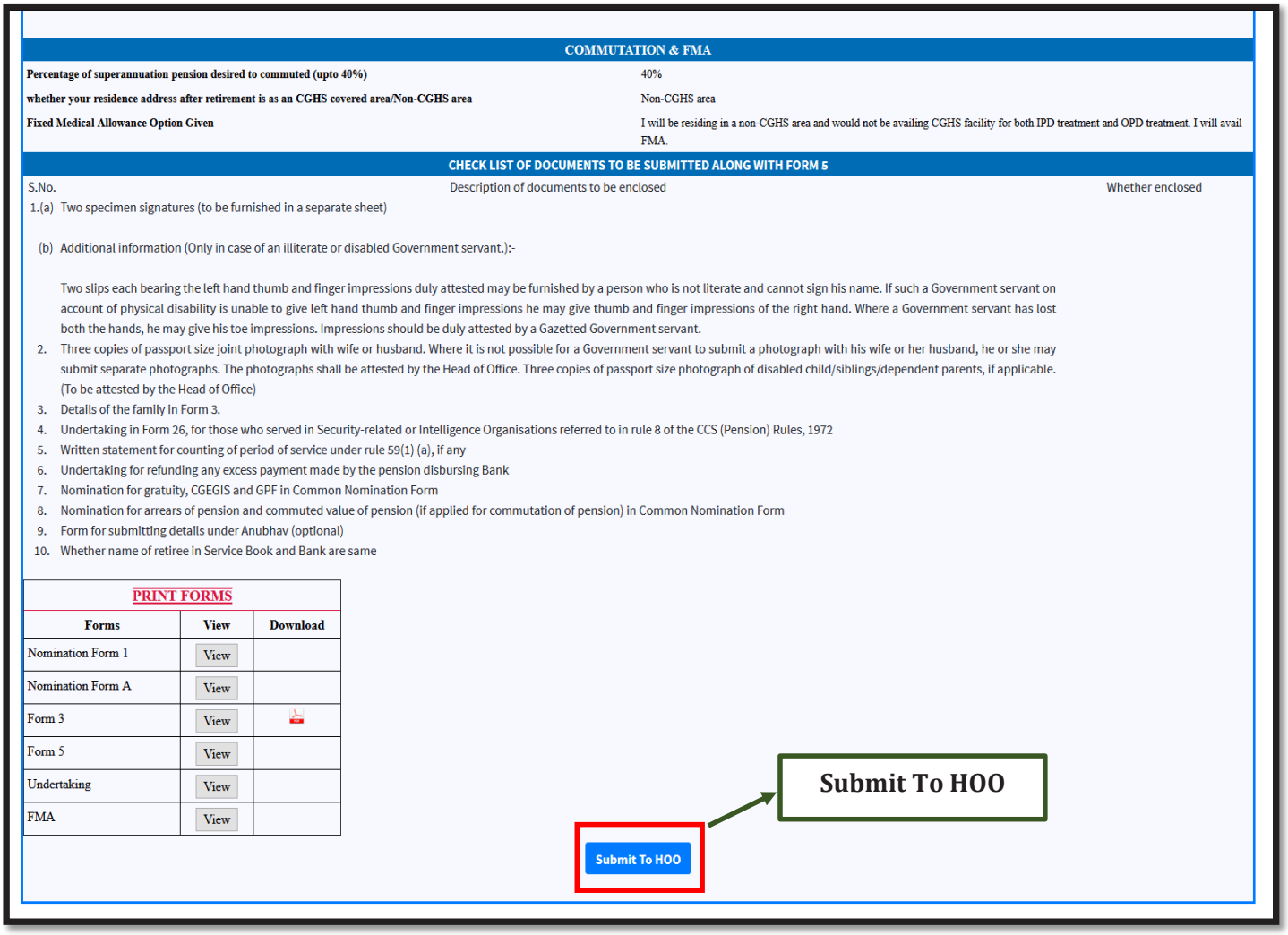
NOMINATION FORM A

S.No.	Nominee Name	Nomination Type	%age share to be paid	Alternate Nominee(if any)	Contingencies on happening of which nomination shall become invalid
1	Ms. Abha	Commutation Value of Pension	100		
		Arrears of Pension	100		

BANK ACCOUNT DETAILS

Branch Name	STATE BANK OF INDIA		
Branch Name with Location	STATE BANK OF INDIA ,4893,PHOOTA ROAD, DELHI, ,DELHI , City :SME BRANCH SADAR BAZ ,Distt. :NEW DELHI ,State :DELHI ,110006		
Branch IFSC Code	SBIN0000596		
Bank Account Number	25451245124	Type of Bank Account	Single(H)

Preview/Print Forms (continued….)



COMMUTATION & FMA

Percentage of superannuation pension desired to commuted (upto 40%)	40%
whether your residence address after retirement is as an CGHS covered area/Non-CGHS area	Non-CGHS area
Fixed Medical Allowance Option Given	I will be residing in a non-CGHS area and would not be availing CGHS facility for both IPD treatment and OPD treatment. I will avail FMA.

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH FORM 5

S.No.	Description of documents to be enclosed	Whether enclosed

1.(a) Two specimen signatures (to be furnished in a separate sheet)

(b) Additional information (Only in case of an illiterate or disabled Government servant.):-

Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.

2. Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)
3. Details of the family in Form 3.
4. Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972
5. Written statement for counting of period of service under rule 59(1) (a), if any
6. Undertaking for refunding any excess payment made by the pension disbursing Bank
7. Nomination for gratuity, CGEGIS and GPF in Common Nomination Form
8. Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form
9. Form for submitting details under Anubhav (optional)
10. Whether name of retiree in Service Book and Bank are same

PRINT FORMS

Forms	View	Download
Nomination Form 1	View	
Nomination Form A	View	
Form 3	View	
Form 5	View	
Undertaking	View	
FMA	View	

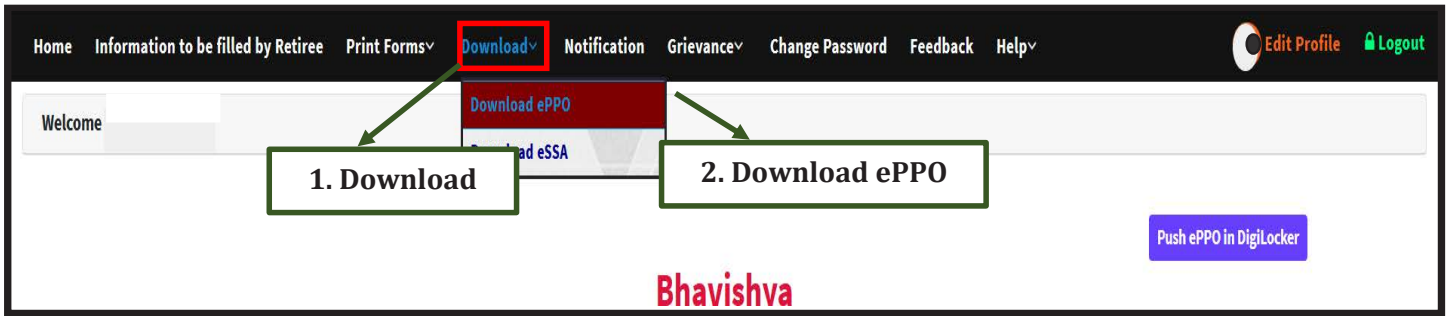
Submit To HOO

Submit To HOO

- In this section retiree can **preview all details filled by him/her** and **send them to the HOO** by clicking on **"Submit to HOO"** button.

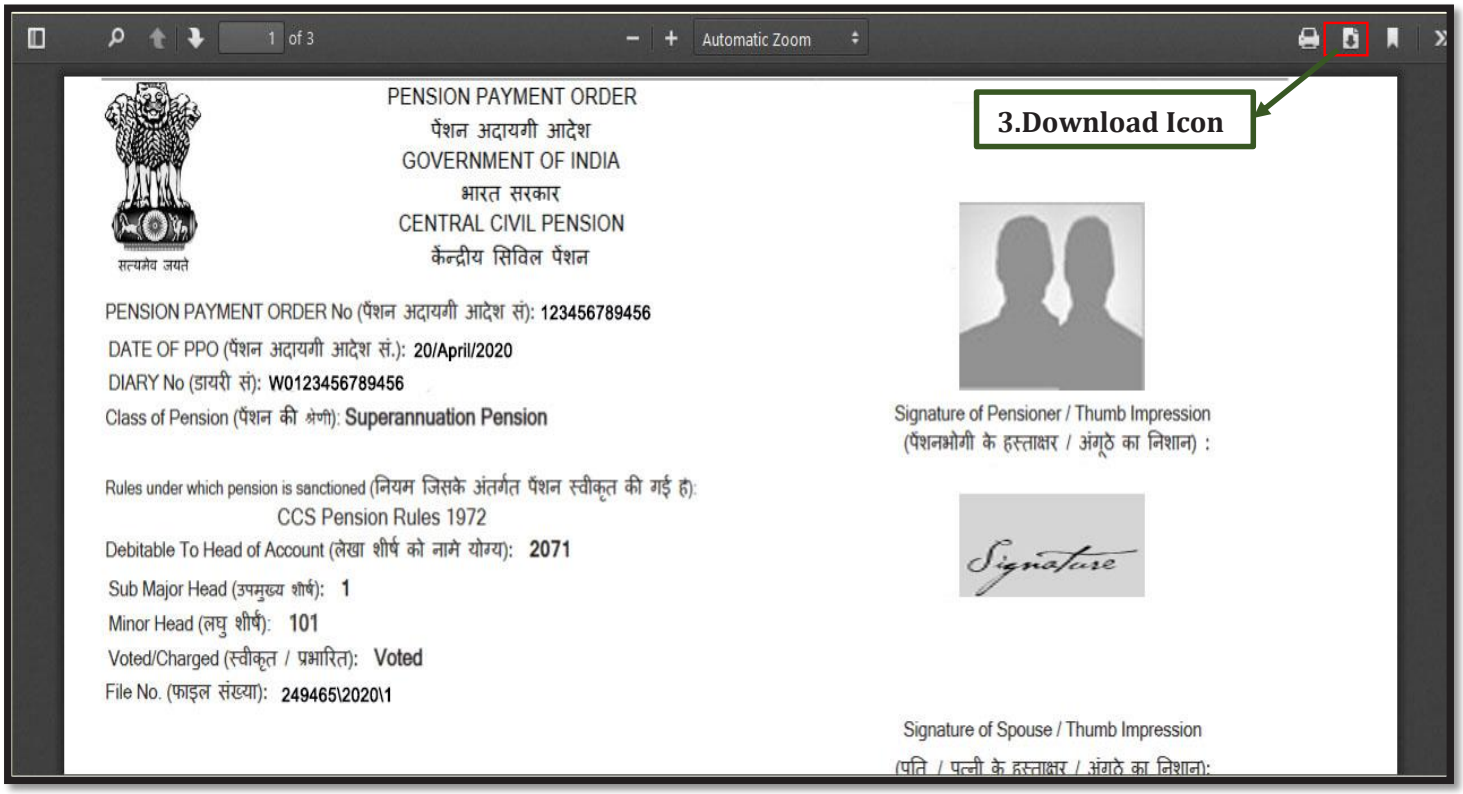
- **After submitting online, Retiree has to take the Print out of the filled Forms, sign them and submit Hard copies to HOO.**

Download ePPO



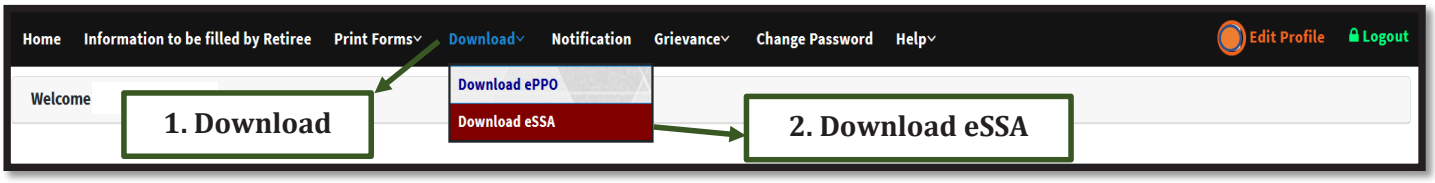
1 Click on ***'Download'*** menu.

2 Click on ***'Download ePPO'*** from submenu.



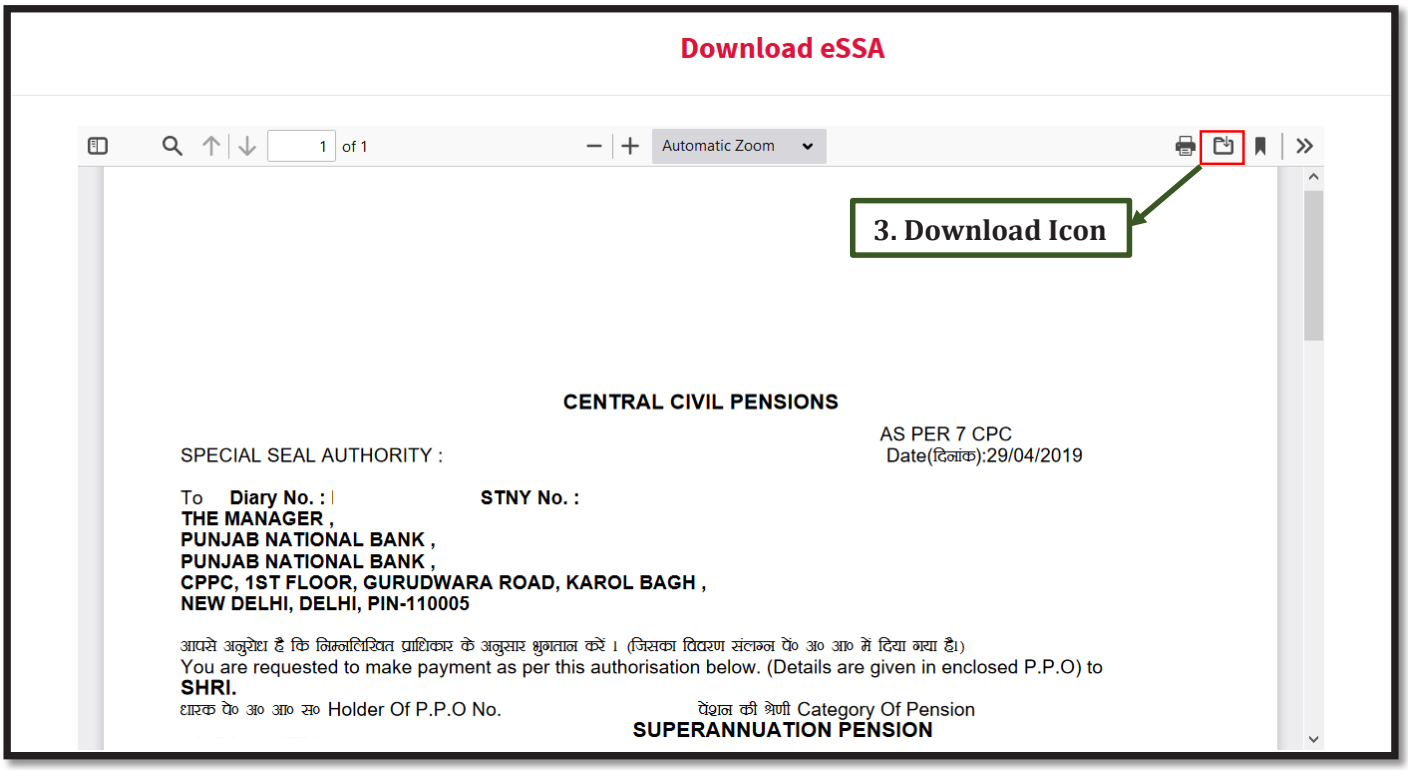
3 Click on ***download icon*** to ***download ePPO***.

Download eSSA



1 Click on ***'Download'*** menu.

2 Click on ***'Download eSSA'*** from submenu.



3 Click on **download icon** to **download eSSA**.

Contact Details

- E-mail: - ***bhavishya@nic.in***

- For technical matters: - **011-24640650, 24640651**