



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पें0) द्रौपदी घाट, प्रयागराज- 211014

O/o The Principal Controller of Defence Accounts(Pension), Draupadighat, Prayagraj – 211014.

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Circular No. C-221

No. G1/C/0176/Vol-X/Tech

Dated 06.02.2023

To

(All Head of Department under Min of Defence)

SUB: (i) Timelines for completion of various activities in the process of authorisation of pension and gratuity on retirement on superannuation of a Govt. servant.

(ii) Processing of cases for authorization of pension/family pension in respect of a (i) a Govt. servant who is not in a position to submit the pension form on account of any bodily or mental infirmity, and (ii) a Govt. servant who dies after retirement without having submitted the pension forms.

Govt. of India, Ministry of PPG&P, Deptt. Of P&PW vide their OM No. 11(15)/2022-P&PW (H)-8363 (1) dated 28.10.2022 and OM No. 11(15)/2022-P&PW (H)-8363 (2) dated 28.10.2022 has issued provisions on the subject mentioned above. The following procedure may be adopted for processing of the case regarding timelines for completion of various activities in the process of authorisation of pension and gratuity on retirement on superannuation of a Govt. servant and authorization of pension/family pension in respect of a (i) a Govt. servant who is not in a position to submit the pension form on account of any bodily or mental infirmity, and (ii) a Govt. servant who dies after retirement without having submitted the pension forms are summarized as follows:

(A) **Timeline for processing of a pension under CCS (Pension) Rules, 2021**

- (i) HOD (Head of Deptt) is required to have a list prepared by 15th day of every month, of all Govt. servants who are due to retire within the next fifteen months of that date.
- (ii) Complete details regarding the Govt. accommodation to be obtained from Govt. servants at least one year before retirement and send these details, within 10 days to the Directorate of Estates for issuing a “No demand certificate” in respect of period preceding eight months of the retirement of the Govt. servant. If the Govt. servant is/was not occupation of any residential accommodation, HOO shall issue the “No Demand Certificate” on the basis of a declaration from the Govt. servant in this regard and after verification of the records and no separate “No Demand Certificate” from Directorate of Estates shall be necessary.
- (iii) One year before the superannuation, the HOO will verify the service, make good the omission, imperfection or deficiencies in service .book. In order to ensure that the emoluments during last ten months of the service have been correctly shown in service book, the HOO shall verify the correctness of emoluments only the period of twenty four months preceding the date of retirement of a Govt. servant, and not for any period prior to that date. At least, eight months prior to the date of retirement of a Govt. servant, the HOO shall furnish to the retiring Govt, servant a certificate regarding the length of qualifying service and the emoluments/ average emoluments to be reckoned

for retirement gratuity and pension and advise the retiring Govt. servant to submit/fill the required pension form. The Govt. servant shall submit the completed forms not later than six months prior to his date of retirement.

(iv) The HOO is required to send the pension forms to the AO within two months from the date of receipt of pension forms from the Govt. servant.

(v) On receipt of pension case the AO shall apply requisite checks and issue the pension payment order (PPO) not later than two months in advance of the date of retirement. In PPO, the AO shall indicate the name of spouse as family pensioner, the name of permanently disabled child/children, dependent parent and disabled siblings.

(vi) The AO shall forward a copy of the PPO duly digitally signed by him to the PDA (Pension disbursing authority) for taking necessary action to disburse the pension to the retired Govt. servant on the date on which it becomes due.

(B) (a) Processing of cases for authorization of pension/family pension in respect of a (i) a Govt. servant who is not in a position to submit the pension form on account of any bodily or mental infirmity.

Where the HOO is satisfied that the Govt. servant who retires, is not in a position to submit the pension forms on account of any bodily or mental infirmity, he may allow the spouse or in the case absence of spouse, the member of the family eligible to receive family pension on death of a Govt. Servant, to submit Form 4 and Form 6. If there is no member of the family eligible to receive family pension on death of Govt. servant, a member of the family in whose favour a nomination was made by the Govt. servant for payment of gratuity, may be allowed to submit the said form. No commutation of pension is admissible in such cases.

B (b) In case for authorization of pension, gratuity and family pension in respect of a Govt. servant, who has died after retirement without submission of pension form is required to be processed in the following manner.

In order to avoid any hardship to the family of a retired Govt. servant who dies without submitting the pension papers, it has been decided by Deptt. Of P&PW vide their OM No. 11(15)/2022-P&PW (H)-8363 (2) dated 28.02.2022, that following procedure may be adopted for processing of the case for sanction of pension/family pension to his/her family.

(i) The HOO shall allow the spouse or in the case absence of spouse, any other member of the family eligible to receive family pension on death of a Govt. servant, to submit the claim in Form 10 along with Form 4 and an undertaking to the bank in Format 9. If there is no member of the family eligible to receive family pension on death of Govt. servant, a member of the family in whose favour a nomination was made by the Govt. servant for payment of gratuity, shall be allowed to submit Form 6 in place of Form 10 and the said member of the family shall indicate, the details of his or her Bank account in Form 6.

(ii) The HOO shall fill up Form 7 for payment for pension and retirement gratuity in respect of the deceased retired Govt. servant and he shall also make an indication in Form 7 to the effect that the case pertain to a retired Govt. servant, who did not submit Form 6 and other

documents before his death and if a claim for family pension has been submitted in Form 10, the HOO shall also issue a sanction in Format 13 for authorization of family pension to the eligible member of a family.

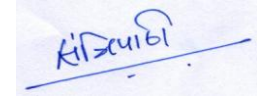
(iii) The HOO shall send Form4 ,Form7, Form10 or Form 6, as the case may be, Format 9 and Format 13 (if applicable) with a forwarding letter in Format 10 to the Accounts Officer for authorization of pension, retirement gratuity and family pension, if applicable.

(iv) The A O shall authorize the pension ,retirement gratuity and family pension (if applicable) in PPO and he shall also authorize the HOO to make payment of arrears of pension for period from the date following the date of retirement up to the date of death to the member of the family who is authorized to receive family pension. If there is no member of the family eligible to receive family pension, the arrears of pension shall be paid to the member of the family who has been authorize to receive retirement gratuity.

(v) If a family pension has been authorized to a member of the family, the Accounts Officer shall forward a copy of the PPO duly digitally signed by him to the PDA (Pension disbursing authority) along with the undertaking in Format 9 for taking necessary action to disburse the family pension.

In view of the above, all Head of Departments are requested to issue suitable instructions (along with copy of this circular) to all the Head of Office under their administrative control to ensure the compliance of above provisions.

[Available on this office website www.pcdapension.nic.in]



(S K Tripathi)
ACDA(P)

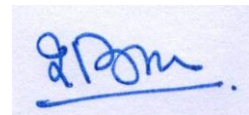
No. G1/C/MISC/Vol-X/Tech

Dated 06.02.2023

Enclosures:- As above

Copy To:

- 1.The CGDA, Ulan Batar Road, Palam, Delhi Cantt-10
2. All Pr. CDA/C of A (Fys)/CDA (Fund)
- 3.All G.M. Fys
4. All CE/Nodal CE of various commands



(S S Alam)
Accounts Officer (P)

36-03/2019-Pen(T)

सं. 11(15)/2022-P&PW(H)-8363 (1)

भारत सरकार

कार्मिक, लोक शिकायत और पेंशन मंत्रालय
पेंशन और पेंशनभोगी कल्याण विभाग8वीं मंजिल 'बी' विंग, जनपथ भवन
जनपथ, नई दिल्ली-110001
दिनांक: 28 अक्टूबर, 2022**OFFICE MEMORANDUM**

Sub: Timelines for completion of various activities in the process of authorisation of pension and gratuity on retirement on superannuation of a Government servant.

The undersigned is directed to say that Department of Pension & Pensioners Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972. Chapter X of the Central Civil Service (Pension) Rules, 2021 deals with the procedure for determination and authorisation of the amounts of pension and gratuity on retirement of a Government servant.

2. The process of authorisation of pension and gratuity involves various activities to be performed by different offices/authorities. Timelines have been prescribed in the Central Civil Service (Pension) Rules, 2021 for completion of each of these activities. The details of the offices/authorities involved, the action to be taken by each of these offices/authorities and the timeline for completing these actions are summarised below:

A. Preparation of list of Government servants due for retirement- As per Rule 54, every Head of Department (HOD) is required to 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.

B. Intimation to the Directorate of Estates regarding issue of "No Demand Certificate"- As per Rule 55, complete details regarding the Government accommodation are required to be obtained from the Government servant at least one year before retirement and send these details, within 10 days to the Directorate of Estates for issuing a 'No demand certificate' in respect of the period preceding eight months of the retirement of the Government servant. If the Government servant is/was not in occupation of any residential accommodation, HOO shall issue the 'No Demand Certificate' on the basis of a declaration from the Government servant in this regard and after verification of the records and no separate 'No Demand Certificate' from the Directorate of Estates shall be necessary in such cases.

C. Preparation for processing of pension case- Elaborate procedure has been laid down in Rules 56 and 57 for preparatory work for processing of pension case on superannuation during the period of one year before retirement. This includes verification of service, making good the omissions, imperfections or deficiencies in the service book. 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.

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At least, eight months prior to the date of retirement of the Government servant, the HOO shall furnish to the retiring Government servant a certificate regarding the length of qualifying service and the emoluments/average emoluments to be reckoned for retirement gratuity and pension and advise the retiring Government servant to submit/fill the required pension Forms .

The Government servant shall submit the completed Forms not later than six months prior to his date of retirement.

D. Completion of pension case.-Detailed procedure for completion of pension papers (i.e. Form 7) by the HOO has been laid down in Rule 59 and 60. The HOO is required to send the pension case to the Pay & Accounts Office with a covering letter in Format 10, within two months from the date of receipt of pension forms from the Government servant.

E. Authorisation of pension and gratuity by the Accounts Officer- On receipt of pension case the Accounts Officer shall apply the requisite checks 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. The Accounts Officer shall indicate in the PPO, the name of the spouse of the Government servant, if alive, as family pensioner. The names of the permanently disabled child or children and dependent parents and disabled siblings Accounts Officer shall also be indicated in the PPO, the 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. Issue of Special Seal of Authority and disbursement of pension- The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, within two months from the date of receipt of pension papers from the HOO. The CPAO 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 within twenty one days from the date of receipt of the Pension Payment Order. The Pension Disbursing Authority shall thereafter take action to disburse the pension to the retired Government servant on the date on which it becomes due.

3. All Ministries/Departments are requested that the above provisions regarding timelines for processing of a pension under the Central Civil Services (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.



(अशोक कुमार सिंह)

अवर सचिव, भारत सरकार

फोन: 23310108

To

All Ministries/Departments/Organisations (As per standard list).-

OFFICE MEMORANDUM

Sub: Processing of cases for authorisation of pension/family pension in respect of (i) a Government servant who is not in a position to submit the pension forms on account of any bodily or mental infirmity, and (ii) a Government servant who dies after retirement without having submitted the pension forms.

The undersigned is directed to say that Department of Pension & Pensioners Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. In accordance with Rule 57(3)(a) and Rule 58 of the Central Civil Services (Pension) Rules, 2021, where the Head of Office is satisfied that a Government servant, who retires on superannuation or otherwise, is not in a position to submit the pension forms on account of any bodily or mental infirmity, he 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 4 and Form 6. 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 the said Forms. In cases where the forms are 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.

3. In accordance with Rule 59(2) read with Rule 80(5) of the Central Civil Services (Pension) Rules, 2021, the case for authorisation of pension, gratuity and family pension in respect of a Government servant, who has died after retirement without submission of pension forms, is required to be processed in the following manner:

(1) The Head of Office shall allow the spouse of the deceased 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 the claim in Form 10 along with Form 4 and an undertaking to the Bank in Format 9. 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, shall be allowed to submit Form 6 in place of Form 10 and the said member of the family shall indicate, the details of his or her Bank Account in Form 6.

(2) The Head of Office shall fill up Form 7 for payment of pension and retirement gratuity in respect of the deceased retired Government servant and he shall also make an indication in Form 7 to the effect that the case pertains to a retired Government

servant, who did not submit Form 6 and other documents before his death and if a claim for family pension has been submitted in Form 10, the Head of Office shall also issue a sanction in Format 13 for authorisation of family pension to the eligible member of the family.

(3) The Head of Office shall send Form 4, Form 7, Form 10 or Form 6, as the case may be, Format 9 and Format 13 (if applicable) with a forwarding letter in Format 10 to the Accounts Officer for authorisation of pension, retirement gratuity and family pension, if applicable.

(4) The Accounts Officer shall authorise the pension, retirement gratuity and family pension (if applicable) in Part-II of the Pension Payment Order and he shall also authorise the Head of Office to make payment of arrears of pension for the period from the date following the date of retirement up to the date of death to the member of the family who is authorised to receive family pension. If there is no member of the family eligible to receive family pension, the arrears of pension shall be paid to the member of the family who has been authorised to receive retirement gratuity.

(5) If a family pension has been authorised to a member of the family, the Accounts Officer shall forward a copy of the Pension Payment Order along with the undertaking to the Bank in Format 9 to the Central Pension Accounting Office, for issuing a Special Seal of Authority and for disbursement of family pension.

4. All Ministries/Departments are requested that the above provisions regarding processing of cases for authorisation of pension/family pension in respect of (i) a Government servant who is not in a position to submit the pension forms on account of any bodily or mental infirmity, and (ii) a Government servant who dies after retirement without having submitted the pension forms, may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.



(अशोक कुमार सिंह)
अवर सचिव, भारत सरकार
फोन: 23310108

To

All Ministries/Departments/Organisations (As per standard list).-