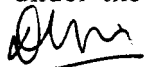


**No. 1/20/2011-P&PW(E)**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pension**  
**Department of Pension & Pensioners' Welfare**

**3<sup>rd</sup> Floor, Lok Nayak Bhawan,**  
**Khan Market, New Delhi**  
**Dated: 30/08/2012**

**OFFICE MEMEORANDUM**

The Minutes of the meeting held on 28 August, 2012 at Conference Hall, 5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi with the officers of the Government Departments/Ministries regarding revision of PPOs in respect of Pre-2006 Pensioners/Family Pensioners under the Chairmanship of Secretary (Pension & AR & PG) are circulated herewith.

  
(D.K.Solanki)

Under Secretary to the Government of India  
Tele: 24644632

1. Shri M.A. Choudhuary, Under Secretary, D/o Consumer Affairs.
2. Shri V.K. Singh, D/o Expenditure.
3. Shri Y.K. Meena, Deputy Controller of Account, M/o Health & Family Welfare.
4. Shri H. Atheli, Controller of Account, MHA.
5. Shri Ajay S. Singh, Controller of Account, PR, CCA, CBDT.
6. Shri Pankaj Hazarika, Deputy Secretary, D/o Revenue, M/o Finance.
7. Ms. Renuka Nambiar US, D/o Revenue.
8. Shri Krishna Tyagi, Controller of Account, Central Board of Excise Custom.
9. Shri M. Sridharan, Chief Controller of Account, DAE.
10. Shri S.B. Doval, Deputy Secretary, M/o Mines.
11. Shri S.P. Agarawal, SO (Admn.), DOP&T.
12. Shri Neelam Taneja, Asst., DOP&T.
13. Shri Oma Nand, Under Secretary, M/o Civil Aviation.
14. Shri Arun Sobti, Under Secretary (C&C), M/o Finance, DEA.
15. Shri B.R. Pasrija, M/o Finance, D/o Economic Affairs.
16. Shri Rajeev Nayan Sharma, Deputy Director, M/o Finance, D/o Economic Affairs.
17. Shri A.K. Chauhan, Joint Director, M/o Finance, NSI.
18. Shri J.P. Saini, Deputy Secretary (A) D/o Food & Public Distribution.
19. Shri A.K. Chaturvedi, Director (Admn.VI), M/o Finance, CBDT.
20. Shri Bhupal Nanda, Controller of Account, M/o Urban Development.
21. Shri A.K. Bangalia, Deputy Controller of Account, M/o Urban Development.
22. Shri Harbans Singh, OSP(Pension), M/o Defence, D/o Ex-Servicemen Welfare.
23. Shri R.A. Prasad, Deputy Controller of Account, M/o Water Resource.
24. Shri Alok Ranjan, Under Secretary (Admn.), M/o Water Resource.
25. Shri S.B. Pandey, Under Secretary, M/o Information & Broadcasting.
26. Shri Sagar Mehra, Director (Admn.), M/o Finance, D/o Economic Affairs.
27. Shri Sushil Kumar, Deputy Secretary, M/o Finance, D/o Economics Affairs.
28. Shri Rajesh Kumar, Deputy Secretary (EC), M/o Science & Technology, D/o Science & Technology.
29. Shri V. Vumlungang, Joint Secretary (Admn.), MHA.
30. Shri Arvind Mukherjee, Under Secretary, MHA.
31. Smt. Sunita Kumari, AO (Pension), Ministry of CAPD.
32. Smt. Vandana Sharma, CC(P), CPAO.
33. Shri Dilip Kumar, CA(P), CPAO.

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31/8/12

**MINUTES OF THE MEETING HELD ON 28<sup>TH</sup> AUGUST, 2012 REGARDING REVISION OF PPOs FOR PRE-2006 PENSIONERS/FAMILY PENSIONERS INCLUDING PRE-1990 PENSIONERS/FAMILY PENSIONERS**

A meeting was held on 28<sup>th</sup> August, 2012 at 11:30 AM in the Conference Room, 5<sup>th</sup> Floor, Sardar Patel Bhavan, New Delhi under the Chairmanship of Shri Sanjay Kothari, Secretary (Pension, AR&PG) with the officials of 15 Departments/Ministries having maximum number of unrevised Pension Payment Orders (PPOs) pertaining to pre-2006 pensioners/family pensioners. The objective of this meeting was to review the progress made by these Ministries/Departments in the revision of PPOs in respect of pre-2006 pensioners.

2. The list of participants is at Annexure – I.

3. Opening the discussion, Secretary (Pension, AR & PG) said that the areas of concern for this Department were the outstanding cases of pre-2006 pensioners. He felt the cases of pensioners should be dealt with sympathetically emphasizing the fact that all of us would be pensioners in future. He stated Ministries where pendency was quite large and it was not feasible to clear the pending cases with the existing staff, avenues for appointment of Consultant may be explored so that the work of revision of pension for pre-2006 pensioners does not suffer.

4. Secretary (Pension, AR & PG) then took up the Ministry-wise figures, starting with Ministry of Home Affairs (MHA), which has the largest number of pending cases. The representative of MHA informed that in pre-1990 cases there are limitations of availability of records and finding out the status whether pensioners are alive and non-receipt of Annexure III. The cases falling under Extraordinary Pension Rules and Liberalized Pension Awards have to be processed manually. Therefore, their clearance may take longer time. Ministry of Home Affairs informed that information contained in Annexure III may not be sufficient in the case of pre-1990 cases. Ministry of Home Affairs also stated that despite publishing an advertisement in the newspapers for getting the missing information with respect to pre-2006 pensioners, they had not received adequate response to the same. It was further informed that information required for the purpose is not being provided by the pensioners/family pensioners concerned either. Secretary (Pension, AR & PG) advised them to launch a drive to clear the pending cases.

5. Secretary (Pension & AR & PG) suggested that all Departments should make one more effort to elicit response from pensioners. An advertisement may be posted on the website of Department of Pension and PW indicating therein to contact DDOs/HOOs in the Departments who are willing to respond to the queries of the pensioners in this regards. Department of Personnel & Training, Department of Financial Services, CBDT, CBEC and D/o Pension & PW were agreeable to putting up an advertisement on the web-site of Department of Pension & PW for the pensioners to provide the information specific to them which is required for revising the cases. In case other Ministries also desire they will also be included. **(Action-Ministries desirous of putting up the advertisement)**

6. Some of the salient points emerged during the discussions are as under:-

- (i). CPAO informed that they had taken a meeting with the representatives of all Associations of Pensioners and requested them to help pensioners to send their information for revision of their PPOs. CPAO also informed that the Department-wise pendency was already available in the web-site which may be referred to by the Ministries/Departments while clearing the cases.

- (ii) In cases of family pension, date of birth of the spouse is a mandatory figure. It is informed that in cases where no information is available, instruction about treatment of date of birth as circulated vide Department of Pension & Pensioner Welfare OM No. 38/37/08-P&PW(A), dated 21/05/2009 and No. 1/19/2011-P&PW(E), dated 03/08/2011 (copies enclosed) may be followed. CPAO had raised some queries in this regard recently. A copy of this Department's ID Note, dated 15/05/2012 in response thereto is also enclosed for information.
- (iii) A special drive may be undertaken by all Departments to liquidate the pending cases. Efforts should be made to liquidate pre-2006 cases by 31<sup>st</sup> December, 2012 and pre-1990 cases by 31<sup>st</sup> March, 2013. **(Action-All Ministries/Departments)**
- (iv) In respect of pre-2006 pensioners, Ministry of Home Affairs agreed to reduce the pendency to less than 5000 by the end of December, 2012. Ministry of Urban Development agreed to reduce the number to 1000 by this period. Ministry of Information & Broadcasting agreed to bring down the pendency to 50%. Other Ministries agreed that pendency figures will be reduced to less than 500 by the end of December, 2012. **(Action - all Ministries/Departments)**
- (v) It was felt that since the pensioners were in direct contact with the Banks, the system of nodal officers in various Banks may be strengthened. In this regard necessary action may be taken by Department of Financial Services. The banks could provide guidelines to the pensioners to approach the concerned Pay & Accounts Officer/HODs concerned for getting their PPOs revised, in such cases which are not yet revised. As the Banks were continuously sending Annexure III in duplicate and at times in triplicate also, it was felt that the Ministries in coordination with PAOs and with the help of CPAO may send pensioners' specific information to the Banks for the remaining pending cases so that information received from the Banks can be used more fruitfully. The Department of Pension & PW will also place the link of the nodal officers of various banks in their website for the benefit of pensioners. **(Action - all Ministries/Departments, CPAO, Department of P&PW, Department of Financial Services)**

7. In view of the huge pendency of pre-2006 revision of pension cases, Secretary (Pension, AR & PG) stated that he would be writing to all the Secretaries concerned asking them to review the pendency regularly. He also asked that various Ministries may include this as an agenda item for the senior officers meeting being held regularly in various Ministries so that the pendency can be reduced to zero.

8. The meeting ended with a vote of thanks to the Chair.

Encl- as above.

**List of participants of the meeting held on 28<sup>th</sup> August, 2012 at 11.30 A.M. in Conference Hall, 5<sup>th</sup> Floor, Sardar Patel Bhawan, New Delhi under the Chairmanship of Shri Sanjay Kothari, Secretary (Pension, AR&PG).**

**Officers of Department of Pension & Pensioners' Welfare**

1. Smt. Tripti P. Ghosh, Director
2. Shri K.K. Mittal, Director
3. Shri Sujasha Choudhury, Deputy Secretary
4. Shri S.P. Kakkar, Under Secretary
5. Shri S.D.K. Solanki, Under Secretary
6. Shri Bakht Ram Damor, Section Officer

**Representatives from CPAO**

1. Smt. Vandana Sharma, CC(P), CPAO
2. Shri Dilip Kumar, CA(P), CPAO

**Representatives from other Ministries/Departments**

1. Shri M.A. Choudhuary, Under Secretary, D/o Consumer Affairs.
2. Shri V.K. Singh, D/o Expenditure.
3. Shri Y.K. Meena, Deputy Controller of Account, M/o Health & Family Welfare.
4. Shri H. Atheli, Controller of Account, MHA.
5. Shri Ajay S. Singh, Controller of Account, PR. CCA, CDBT.
6. Shri Pankaj Hazarika, Deputy Secretary, D/o Revenue, M/o Finance.
7. Ms. Renuka Nambiar, US, D/o Revenue.
8. Shri Krishna Tyagi, Controller of Account, Central Board of Excise Custom.
9. Shri M. Sridharan, Chief Controller of Account, DAE.
10. Shri S.B. Doval, Deputy Secretary, M/o Mines.
11. Shri S.P. Agarawal, SO (Admn.), DOP&T.
12. Shri Neelam Taneja, Asst., DOP&T.
13. Shri Oma Nand, Under Secretary, M/o Civil Aviation.
14. Shri Arun Sobti, Under Secretary (C&C), M/o Finance, DEA.
15. Shri B.R. Pasrija, M/o Finance, D/o Economic Affairs.
16. Shri Rajeev Nayan Sharma, Deputy Director, M/o Finance, D/o Economic Affairs
17. Shri A.K. Chauhan, Joint Director, M/o Finance, NSI.
18. Shri J.P. Saini, Deputy Secretary (A) D/o Food & Public Distribution.
19. Shri A.K. Chaturvedi, Director (Admn.VI), M/o Finance, CDBT.
20. Shri Bhupal Nanda, Controller of Account, M/o Urban Development.
21. Shri A.K. Bangalia, Deputy Controller of Account, M/o Urban Development.
22. Shri Harbans Singh, OSP(Pension), M/o Defence, D/o Ex-Servicemen Welfare.
23. Shri R.A. Prasad, Deputy Controller of Account, M/o Water Resource.
24. Shri Alok Ranjan, Under Secretary (Admn.), M/o Water Resource.
25. Shri S.B. Pandey, Under Secretary, M/o Information & Broadcasting.
26. Shri Sagar Mehra, Director (Admn.), M/o Finance, D/o Economic Affairs.
27. Shri Sushil Kumar, Deputy Secretary, M/o Finance, D/o Economics Affair.
28. Shri Rajesh Kumar, Deputy Secretary (EC), M/o Science & Technology, D/o Science & Technology.
29. Shri V. Vumlunmang, Joint Secretary (Admn.), MHA.
30. Shri Arvind Mukherjee, Under Secretary, MHA
31. Smt. Sunita Kumari, AO (Pension), Ministry of CAPD.

No.38/37/08-P&PW(A)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Pension & Pensioners' Welfare  
Lok Nayak Bhawan, New Delhi-110003

Dated the 21<sup>st</sup> May, 2009.

**OFFICE MEMORANDUM**

Sub: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission - Revision of pension of pre-2006 pensioners/family pensioners etc

The undersigned is directed say that in this Department's OM of even number dated 14.10.2008, all the pension disbursing public sector banks were requested to revise and disburse the enhanced pension (with dearness relief) and arrears within one month from the date of issue of that O.M. It was mentioned that a suitable entry regarding the revised pension would be recorded by the pension Disbursing Authorities in both halves of the Pension Payment Order and an intimation regarding disbursement of revised pension would be sent by the pension disbursing authorities to the Office of CPAO and Accounts Officer which had issued the PPO in the revised form given at Annexure-III of the said OM so that they could verify the pension so revised and update the Pension Payment Order Register, etc. In Annexure-III, it was mentioned that the verification/final revision of pension/family pension in respect of pensioners would be done by the Pay and Accounts Officer concerned.

2. Accordingly, in cases where the information in Annexure-III has been received by the Pay and Accounts Officer from the Pension Disbursing Banks etc., he should verify the same and issue a revised authority for payment of pension. In case there is any discrepancy in the revision of pension by the Bank, the bank should be informed by the Pay and Accounts Officer immediately for making necessary adjustment. In cases where the information in Annexure-III has not been received by the Pay and Accounts Officer from the Bank, the Pay and Accounts Officer should issue revised authority for payment of pension based on the PPO/available records and send it to Bank for making the payment of revised pension accordingly.

3. In the aforesaid OM dated 14.10.2008, it was provided that in case any information regarding date of birth, scale of pay or the qualifying service, etc. was not available with the bank, the bank may obtain the requisite information from the concerned Pay and Accounts Officer/CPAO. It would be the responsibility of the concerned Pay and Accounts Officer/CPAO to provide the information from the available records within two weeks of the receipt of request from the bank.

4. The matter regarding the methodology to be adopted for payment of additional pension to old pensioners/family pensioners in cases where the date of birth is not available in the PPO as well as in the office records of CPAO/Pay and Accounts Office had been under consideration in consultation with the Controller General of Accounts and the Ministry of Finance. It has now been decided that in case the exact date of birth is not available either in the PPO or in the office records but an indication regarding the age of pensioner/family pensioner is available in the office record, the additional pension/family pension shall be paid from the 1<sup>st</sup> January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years, 85 years, etc. based on PPO/office records. For example, if the records show that the pensioner/family pensioner has already completed the age of 80 years/85 years as on 1<sup>st</sup> January, 2008, he shall be allowed additional pension/family pension from 1<sup>st</sup> January, 2008.

.....2/-

5. In case neither the exact date of birth nor the age is available either in the PPO or in the office records, the Pension Disbursing Authority/Bank will send an intimation to the pensioner/family pensioner about the non-availability of the information regarding date of birth/age and request him to submit four copies of any of the following documents, duly attested by a Gazetted officer/MLA to the Pension Disbursing Authority:

- (i) Pan Card
- (ii) Matriculation certificate (containing the information regarding date of birth)
- (iii) Passport
- (iv) CGHS Card
- (v) Driving licence (if it contains date of birth)

If the pensioner/family pensioner submits a document which contains the information regarding exact date of birth, the additional pension/ family pension will be payable from the 1st day of the month in which his date of birth falls, in the manner indicated in this Department's O.M. of even number dated 3.10.2008. In case the exact date of birth is not available on the document submitted by the pensioner/family pensioner but an indication regarding the age of pensioner/family pensioner is available therein, the additional pension/family pension shall be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years, 85 years, etc. based on the document submitted by the pensioner/family pensioner. For example, if the copy of the Election ID Card submitted by the pensioner/family pensioner indicates that his/her age on 1<sup>st</sup> January, 2007 is 80 years, he/she shall be allowed additional pension/family pension from 1<sup>st</sup> January, 2007.

6. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner, on provisional basis, up to a period of three months from the month in which the proof of age/date of birth is submitted by the pensioner/family pensioner. In such cases, the Pension Disbursing Authority/Bank will immediately send one copy each of the document submitted by the pensioner/family pensioner to the Pay and Account Officer/CPAO for formal authorisation of the additional pension/family pension. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension beyond a period of three months only on receipt of such an authorisation from the Pay and Account Officer.

7. In case the pensioner/family pensioner is unable to submit any of the documents mentioned in para 5 above but claims additional pension based on some other documentary evidence, such cases will be submitted to the administrative Ministry. If the administrative Ministry is satisfied about the claim of the pensioner/family pensioner, it will authorise additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final.

8. It is impressed upon all the Ministries/Departments of the Government of India and the pension disbursing authorities to keep in view the above decisions while disposing of the cases of payment of additional pension/family pension. CGA/CPAO are requested to advise all Pension disbursing/sanctioning authorities to take suitable action in accordance with the above instructions/guidelines. Similarly instructions may be issued by Ministry of Defence and Ministry of Railways to their concerned Accounts Department accordingly.

9. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.C. U.O. No. 185/EV/2009 dated 4.5.2009.



(M.P. Singh)  
Director (PP)  
Telefax No.24624802

1. All Ministries/ Departments of Government of India
2. As per standard mailing list

F.No.1/19/11-P&PW(E)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Pension & Pensioners' Welfare  
\*\*\*\*\*

Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 03.08.11

OFFICE MEMORANDUM

Subject: Inclusion of names of members of family in the PPO and proof of age for additional quantum of family pension - requirement of certificates etc. - regarding.

The undersigned is directed to refer to this Department's O.M. No. 1/6/2008-P&PW(E), dated 22.06.10 and No. 1/21/91-P&PW(E), dated 20.01.93, regarding intimation of names of eligible family members by the pensioner or the spouse to the Head of Office for inclusion in the Pension Payment Order (PPO). It has been clarified in the O.M dated 22.06.10 that in cases where the pensioner or his/ her spouse has expired, the widowed or divorced or unmarried daughter/ parents/ dependent disabled children/ disabled siblings can themselves intimate such details to the pension sanctioning authority, who can process such cases if sufficient proof of entitlement is produced by the claimant and all other conditions for grant of family pension are fulfilled.

2. Attention is also invited to this Department's O.M. No. 38/37/08-P&PW(A) dated 21.05.09, wherein detailed instructions regarding admissibility of documents as proof of date of birth of very old family pensioner who neither have a birth certificate nor any other corroborating document and whose date of birth is not available in the PPOs as well as in the office records of CPAO/ PAO have been circulated.
3. It is a matter of concern that a large number of complaints have been received in this Department from various pensioners associations and individuals that the documents submitted by them to the Heads of Office concerned are not accepted by them. Complaints about inordinate delay of 2-3 years in settling the claims have also been received.
4. It is hereby reiterated that documents indicated in para 5 of O.M., dated 21.05.09 may be relied upon by the Heads of Office for admitting claims of the family pensioners. In addition to these, the Aadhaar number issued by Unique Identification Authority of India (UIDAI) may also be accepted by the Heads of Office/ Pension Disbursing Authorities as valid proof of identity. It is also emphasized that the date of birth of the applicant may also be ascertained at the time of sanctioning family pension as it may be required for deciding the quantum of additional family pension when the family pensioner attains the age of 80 years or above.

5. In case the applicant is unable to submit any of the document indicated above but claims family pension based on some other documentary evidence, such cases may be submitted to the administrative Ministry/ Department. The decision of the administrative Ministry/ Department in this regard will be final.

6. Requests have also been received for inclusion of the name of dependent disabled child(ren) in the PPO during the life-time of the pensioner. It is hereby clarified that neither dependence nor disability are bound to be permanent in nature. Therefore, the name(s) of such child/ children may be included in the details of family by the Head of Office on receiving a request from the pensioner or his/ her spouse. However, family pension would be sanctioned only when their turn comes to receive the family pension on the demise of the pensioner/ family pensioner, after examining the claim(s) of such disabled children for family pension subject to the fulfilment of conditions stipulated in the relevant provisions of CCS(Pension) Rules, 1972.

7. All Ministries/ Departments are requested to give wide publicity to these clarifications.

*T. P. Ghosh*

(Tripti P. Ghosh)  
Director  
Ph. 24624802

All Ministries/ Departments of the Govt. of India



Government of India  
Department of Pension & Pensioners' Welfare  
Desk E

Sub: Revision of PPOs of pre-2006 pensioners/family pensioners - suggestion from CPAO - regarding.

Ref: CPAO U.O. No.Tech/Clarification/2011-12/4, dated 30<sup>th</sup> March, 2012, received in Desk E on 19.4.12.

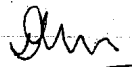
The undersigned is directed to state that this Department's O.M. No.38/37/08-P&PW(A), dated 21<sup>st</sup> May, 2009 was followed by another Office Memorandum No.1/19/11-P&PW(E), dated 3 August, 2011. It was reiterated thereby that documents indicated in para 5 of the O.M., dated 21.5.09 may be relied upon by the Heads of Office for admitting claims of the family pensioners. It was added that the Aadhaar Number issued by the UIDAI may also be accepted by the Head of Office (HOO)/Disbursing Authorities as a valid proof of identity.

2. Revision of PPO is an appropriate time to look into the requests for correction or age-related enhancement in the amount of pension/ family pension or addition of a name of a member of family. CPAO is informed that benefits admissible to a pensioner/family pensioner on the basis of documents indicated in the O.Ms, *ibid*, may be provided for at the time of revision of PPO or whenever possible by adopting the methodology given in O.M., dated 21.5.09.

3. As regards delegation of powers to Pr. CCAs/CCAs/CAs (with independent charge) to take the decisions in such matters, it is stated that Pay and Accounts Officer has already been authorised, vide Para 2 and 6 of O.M., dated 21.5.09 to take a decision on acceptance of the information provided by the pensioner/family pensioner in connection with benefits of additional pension/family pension linked to age. Therefore, in such cases, where an administrative decision such as issuing a Sanction Order for family pension is not required to be taken, a decision regarding acceptance of the information supplied by the pensioner/family pensioner in the form of documents referred to in Para 5 of O.M., dated 21.5.09 or Para 4 of O.M., dated 3.8.11 may be taken by the PAO, with the approval of Pr. CCAs/CCAs/CAs (with independent charge).

5. Decisions regarding acceptance of documents referred to in Para 7 of O.M., dated 21.5.09 may be taken by the Ministries/Departments concerned.

This issues with the approval of Secretary (Pension).

  
o/c (D.K. Solanki)  
US(E)  
15.5.12

CPAO (Shri Ajay S. Singh, Controller of Accounts), Trikoot-II, Bhikaji Kama Place,  
New Delhi - 110066

DP&PW ID No.1/20/2011-P&PW(E)-Vol.IV/33689, dated 15.5.2012

Issued vide  
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