

**No.1/23/2012-P&PW(E)**  
**Government of India**  
**Ministry of Personnel, P.G. & Pensions**  
**Department of Pension & Pensioners' Welfare**

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
Dated: 27.12.2012

**OFFICE MEMORANDUM**

**Sub: Instructions regarding date of birth/age of family pensioners.**

This Department has issued instructions vide OM No.38/37/08-P&PW(A), dated 21.5.2009, 11.8.2009, 25.6.2010 & 28.9.2010, OM No.1/19/11-P&PW(E), dated 3.8.2011 and OM No. 1/23/2012-P&PW(E), dated 13.09.2012 for consideration of date of birth/age for grant of additional pension/family pension to old pensioners/family pensioners. Certain documents i.e. PAN Card, Matriculation certificate. Passport, CGHS Card, Driving Licence, Voter's ID Card and Aadhaar Number issued by UIDAI have been allowed to be accepted in this regard.

2. For revision of an old PPO, date of birth of family pensioner is a mandatory field in the software. Some queries have been received in this Department regarding clarification whether these instructions are applicable for accepting date of birth/age of the spouse at the time of revision of PPOs.

3. It is hereby clarified that the above instructions are applicable at the time of issue/revision of a PPO for a family pensioner irrespective of the age of the family pensioners at that time. It is further clarified that in case the exact date of birth is not available in the PPO/office records, the age of the family pensioner as on 1<sup>st</sup> January may be taken same as what she/he had completed in the previous year. For example, if a family pensioner completes the age of 54 years in 2012, her/his age as on 1<sup>st</sup> January, 2013 may be taken as 54 years and PPO may be revised accordingly.

  
(Sujasha Choudhury)  
Deputy Secretary  
Tel. No. 24635979

All Ministries/Departments of the Government of India/Pensioners' Associations

The Controller General of Accounts, Lok Nayak Bhavan, New Delhi.

O/o Comptroller & Auditor General of India, Deen Dayal Upadhyay Marg, New Delhi

Central Pension Accounting Office, Trikoote-II, Bhikaji Kama Place, New Delhi.

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