

DEFENCE ACCOUNTS DEPARTMENT

OFFICE MANUAL

PART - XV

FOR

DEFENCE PENSION DISBURSING OFFICERS

(FIRST EDITION - 2013)



Issued by :

THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

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PREFACE


The Defence Pension Disbursing Officers Manual (DPDO Manual) is issued by the Controller General of Defence Accounts for use in the DPDOs under the organizations of CDA (PD) Meerut and CDA Chennai. These instructions apply to the pensioners of Armed Forces, Defence Civilians and their families who draw their pension from Defence Pension Disbursement Offices (DPDOs).

2. The DPDO Manual is primarily for the guidance of the Defence Pension Disbursement Officers in their day to day work in the matter of payment of pension to Armed Forces Pensioners, Defence Civilian Pensioners and their family pensioners. The instructions mentioned in the manual are to be read in conformity with the Pension Regulations for the three services Part-I and II 1961 and 1964, Defence Pension Payment Instructions - 2013 (Defence PPI-2013) as well as any other Regulations or orders of the Government of India issued from time to time. The subsidiary instructions regulating payment of pensionary awards by the Defence Pension Disbursement Offices (DPDOs) will be issued by the Principal Controller of Defence Accounts (Pensions) Allahabad. Any amendment/modification to the existing provisions in the DPDO Manual will be notified by the Controller of Defence Accounts (Pension Disbursement) Meerut with the approval of the Controller General of Defence Accounts.

3. It is essential that Defence Pension Disbursing Officers and their staff dealing with the pension disbursing work, make themselves fully conversant with the contents of this book.

4. It is impressed upon all that pensioners be treated with compassion and all the pensionery matters related to them be dealt with diligently and enough care be taken to prevent delays and difficulties to the pensioners.

Date: 26 .11.2013


Controller General of Defence Accounts

DEFENCE PENSION DISBURSING OFFICERS MANUAL

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CHAPTER -1
Applicability

1. The Defence Pension Disbursing Officers Manual (**DPDO Manual**), shall apply to the Defence Pension Disbursing Officers disbursing pension to Armed Forces, Defence Civilians and their families drawing pension in India

Note 1- The term Armed Forces Pensioners includes Commissioned Officers, Junior Commissioned Officers, Honorary Commissioned Officers, Other Ranks of the Army, Reservists and Non-Combatants (Enrolled) and corresponding ranks of the Navy and Air Force and J. & K. Light Infantry. The equivalence of the ranks of the three services of the Armed Forces is listed in **Appendix-1 to the DPPI-2013**.

Note 2- The term Defence Civilians also includes pensioners of Defence Accounts Department (DAD), General Reserve Engineer Force (GREF), National Cadet Corps (NCC), Coast Guard and Defence Research and Development Organisation (DRDO) for the purpose of these instructions.

Classification of Pensioners

2. For easy reference, identification and documentation, the Armed Forces and Defence Civilian pensioners are classified as under:

Class I- Commissioned Officers of the Armed Forces.

- (i) Army (including those holding substantive Kings Commission) and Military Nursing Service.
- (ii) Navy
- (iii) Air Force.

Note - Departmental Officers, Departmental Warrant Officers, Local European pensioners (Non-Commissioned Officers and men) who were already sanctioned and are drawing pension will also be treated as Class I pensioners.

Class II- widows, children and other dependants of those classified as Class I.

Note- Families of the categories of pensioners mentioned in the Note under Class I will likewise be treated as Class II pensioners.

Class III-.....Blank.

Class IV-.....Blank.

Class V- Civilian pensioners of the Defence Services, the Defence Accounts Department (DAD), General Reserve Engineer Force (GREF), National Cadet Corps (NCC), Coast Guard, Defence Research and Development Organisation (DRDO) and their families granted pension under the Central Civil Services (Pension) Rules, 1972.

Class VI- Armed Forces pensioners (excluding Commissioned Officers)

- (a) Junior Commissioned Officers (including those holding Honorary Commissions) Non-Commissioned Officers, Other Ranks and Non-Combatants (Enrolled) of the Army granted pension under Pension Regulations for Army.
- (b) Master Chief Petty Officers (including those holding Honorary Commissions) and lower ranks, i.e. upto Ratings of the Navy granted Pension under Navy (Pension) Regulations.
- (c) Master warrant Officers (including those holding Honorary Commissions) lower ranks, i.e. upto Airmen and Non-Combatants (Enrolled) of the Air Force granted pension under Pension Regulations for Air Force.

Note - Indian soldiers of local Asiatic Company of Royal Garrison Artillery, Hong-Kong and Singapore Royal Garrison Artillery, Hong-Kong Regiment, Ceylon and Mauritius Artillery etc, who are U.K. Liability pensioners will also be treated as Class VI pensioners.

Class VII- Armed Forces family pensioners, i.e. widows, children and other dependants of Armed Forces Personnel (those mentioned against Class VI).

- Class VIII-
- (a) Commissioned Officers and their heirs;
 - (b) Junior Commissioned Officers, Other Ranks, Followers and their heirs, under the Government of India special war Reward Scheme for World War I (1914-1919 war);
 - (c) Gallantry Awards for the World War-II (1939-1945) to Armed Forces Personnel and their heirs;
 - (d) Gallantry Awards notified after Independence to Armed Forces Personnel and their heirs granted allowance attached to gallantry award only without any pension.

Class IX- United Kingdom Liability Pensioners.

Channel of Payment and Pension Disbursing Authorities

- 3.1** Pensions and allowances to Armed Forces and Defence Civilian pensioners are paid by Defence Pension Disbursing Officers along with various other authorities hereinafter called Pension Disbursing Authority as laid down in **para 3.1 of DPPI-2013**. The payment of pension through a particular Pension Disbursing Authority is arranged on the choice of the pensioner at the time of notifying the pensionary awards. The pensioner is at liberty to change the channel of payment subsequently.

3.2 A list of Pension Disbursing Authorities is given in **Appendix - 2 of the DPPI-2013.**

3.3 The Defence Pension Disbursing Officers are to furnish a statement showing number of effective pensioners, to the Principal Controller of Defence Accounts (Pension) Allahabad, half yearly on 1st April and 1st October regularly (see para 3.3 DPPI -2012) in the following proforma:-

No. of Pensioners as on.....

Nam e of P.D. A. 1	PBO Rs 2	Fami ly 3	Commissio ned Officers 4	Fami ly 5	Defenc e Civilia ns 6	Fami ly 7	t o t a l 8

Pension Payment Orders

4.1 All grants of Pensions, Gratuities, Allowances, Jangi-Inam and other rewards are notified by the Pension Sanctioning Authorities, through individual Pension Payment Order. The Defence Pension Disbursing Officers disburse pensions, gratuities, allowances etc. to the person as notified in the Pension Payment Order.

4.2 Pension Payment orders in respect of Commissioned Officers and their families (Class I and II pensioners.) are issued and sent by the Principal Controller of Defence Accounts (Pensions) direct to the concerned Pension Disbursing Authorities. The Pension Payment Orders in respect of Commissioned Officers of Navy and Air Force who retired from service or died during service on or after 1.11.85 are issued and sent by the Principal Controller of Defence Accounts (Navy) Mumbai and the Dy. Controller of Defence Accounts (Air Force) New Delhi respectively direct to the Defence Pension Disbursing Officers.

4.3 Pension Payment Orders notifying the initial awards and corrigendum thereto in respect of personnel below officer rank and their families (Class VI, VII and VIII pensioners) are sent to the Defence Pension Disbursing Officers through their Record Offices concerned by the PCDA (P) Allahabad. PPO in respect of personnel below officer rank of Navy and Air Force who retired from service or died during service on or after 01.11.85 are issued and sent by Principal CDA (Navy) Mumbai and Dy.CDA (Air Force) Delhi respectively to the PDAs through their respective ROs concerned. The list of Record Offices with its address is provided in **Appendix 3 to DPPI-2013.**

Note- Corrigendum Pension Payment Orders other than computer print (Typed written) are being sent direct to the Defence Pension Disbursing Officers.

- 4.4** Pension Payment Orders notifying awards in favour of civilians of the Defence Services and their families (Class V pensioners) are sent to the Defence Pension Disbursing Officer through their respective Heads of Offices.

Note 1- All the pensionary awards up to 30th September, 1951 were notified through Pension Circulars. (While quoting Pension Circular No. for reference, other information's viz. Place of issue, Descriptive Serial No. Part, Volume and date should be mentioned).

Note 2- in case of any error or omission in the Pension Payment Order, it shall NOT be returned to issuing Officer but a reference shall be made for issue of Corrigendum Pension Payment Order.

Note 3- PPO notifying DCRG / Lump Sum ex-gratia award shall be returned to PSA if the recipient is reported died, before receipt of the first payment.

Note 4- General instructions printed on the back of the Computerised PPOs are equally applicable to the pensioners of the same category whose PPOs are notified manually except those which are contradicted.

- 4.5** Pension Sanctioning Authority is to furnish the block number of PPOs, allotted for fresh and Corrigendum PPOs during the next Calendar year, through which Manual as well as Computerized PPOs are to be issued. The Defence Pension Disbursing Officers should verify the Fresh / Corrigendum PPO with this list, in addition to other checks as prescribed.

Loss of Pension Payment Order

- 5.1** When a Pension Payment Order issued by the Pension Sanctioning Authorities is lost in transit or in the Defence Pension Disbursing Officer's Office before making payment of Pension, duplicate copy thereof will be obtained from the Pension Sanctioning Authority concerned who has originally issued the Pension Payment Order, on furnishing a certificate as per **Appendix 4 of DPPI-2013**.

- 5.2** Where a Pension Payment Order is lost in the Office of the Defence Pension Disbursing Officer after making payment on the authority, a certified true copy can be obtained on furnishing a loss certificate indicating specifically that the payment has been made and the copy of the Pension Payment Order is required to complete the record. The certified true copy of the Pension Payment Order shall be enfacéd by the Pension Sanctioning Authority with the words "PAYMENT ALREADY MADE".

5.3 Defence Pension Disbursing Officer will furnish following documents/ information invariably while requesting the Pension Sanctioning Authority for issue of duplicate copy of Pension Payment Order.

- (i) Loss certificate duly stamped with legible official/office seal.
- (ii) Full details of PDA viz Postal address with PIN code and state where PDA is situated.
- (iii) Full details of pensioner viz PPO No. and year of issue, name of the pensioner, nature of pension etc.
- (iv) Purpose for issue of duplicate PPO i.e. for payment purpose or otherwise.
- (v) When PPO is lost before first payment, a declaration from the pensioner that no payment has been received and a non payment certificate from the PDA concerned. In case of transfer in cases this certificate from the last PDA is must where the original PPO(s)/corrigendum PPO(s) were received in his office and the same has/have been lost before the case is transferred and pensioner reports non-payment in respect of such PO(s)/Corrigendum PPO(s).

Signature on Pension Payment Orders

6.1 The Pension Payment Orders are issued under the signature of the selected Accounts Officers. Specimen signatures of the Officers authorised to sign Pension Payment Orders / Payment Authorities are sent to all the Defence Pension Disbursing Officers by the Principal Controller of Defence Accounts (Pensions), the Principal Controller of Defence Accounts (Navy) and the Dy. Controller of Defence Accounts (Air Force) every year before the close of calendar year and the specimen signatures shall remain valid for the ensuing calendar year only. Before a Pension Payment Order /Payment Authority is acted upon, it should be verified that the Pension Payment Order/Pension Authority has been signed by an officer who is authorised to sign it with reference to the intimation on the subject earlier received, i.e., the signature affixed thereon agrees with the specimen signature of the officer on record with him.

6.2 The Defence Pension Disbursing Officers are required to keep the specimen signature and list of officers authorised to sign Pension Payment Orders/ Payment Authorities in a confidential file under safe custody for reference. Any amendment to the list of officers authorised to sign Pension Payment Orders / Payment Authorities issued by the PSAs during a calendar year bears the amendment number.

Special Authority seal on Pension Payment Orders / Payment Authorities

7. All Pension Payment Orders / Payment Authorities to all classes and Pension Certificates issued to class VI, VII, and VIII Pensioners, Jangi - Inam

Certificates and letters issued for the resumption of pension held in abeyance etc. issued by the Pension Sanctioning Authorities are embossed with a special Seal (uncoloured) of the Principal Controller of Defence Accounts (Pensions), the Principal Controller of Defence Accounts (Navy) and the Dy. Controller of Defence Accounts (Air Force), as the case may be, as per the specimen below. If any of the documents referred to above does not bear the Special Seal, it should not be acted upon and should be returned to the Pension Sanctioning Authority concerned.

Principal Controller of Defence Accounts (Pensions)



Principal Controller of Defence Accounts (Navy)



Dy. Controller of Defence Accounts (Air Force)



Register of Pension Payment Orders (Short Title PPO Register)

8. All Pension Payment Orders (except in respect of class IX pensioners) on their receipt from the Pension Sanctioning Authorities, Officers- in-Charge, Records or Head of offices, as the case may be, will be entered by the Defence

Pension Disbursing Officers in a Register maintained for the purpose in the proforma as per **Appendix 5 to DPPI-2013**. and the instruction issued by Controllers in whose administrative control the Defence Pension Disbursing Officer is located

Note 1- Separate pages will be allotted in the Register for the various series of Pension Payment Orders (Please see Note 2 below), i.e. separate pages will be allotted in respect of Pension Payment Orders of 'M' series, Pension Payment Orders of 'C' series, Pension Payment Orders of 'S' series etc., Pension Payment Orders received from the other Pension Disbursing Authorities without being acted upon by them should also be entered in the Register.

Note 2- In order to distinguish the nature of the pensionary awards, Pension Payment Orders are issued in the following series (the more important ones only are given below): -

Classes I and II pensioners	'M' series
Class V pensioners	'C' series
Class VI, VII and VIII pensioners	'S' series for Service Pensions, 'D' series for Disability Pensions and 'F' series for Family pensions.

Note 3- Payment Authority issued by the Principal Controller of Defence Accounts (Pensions) will not be entered in the Register.

Note 4- PPO with prefix '09' series are issued by Principal CDA (Navy) Mumbai and with '08' by Dy.CDA (Air Force) Delhi w.e.f. 1.11.85 on wards.

Documents, which accompany the Pension Payment Order

9. The Pension Payment Orders accompany the following documents in the case of new pensioners:

(a)	Commissioned Officers and their families (Class I and Class-II Pensioners)	(i)	Photograph of the pensioners.
		(ii)	Nomination to receive arrears of pension
(b)	Defence Civilians and their families (Class V pensioners)	(i)	Descriptive particulars
		(ii)	Photograph of the pensioners
		(iii)	Nomination to receive

			arrears of pension
(c)	Personnel below Officer Rank and their families (Class VI & VII pensioners)	(i)	Descriptive Roll
		(ii)	Photograph of the pensioners
		(iii)	Nomination to receive arrears of pension

Note 1- Please also see Para 9 and the notes there under of the **DPPI – 2013**.

Descriptive Rolls / Descriptive particulars in respect of New Pensioners

- 10.1** Descriptive particulars of civilians and their families (Class V pensioners) are given on a sheet of paper indicating marks of identification and signature of the pensioners duly attested by a Gazetted Officer. In the case of illiterate pensioners, their left (right hand in the case of female pensioners) hand thumb and finger impressions duly attested are furnished.
- 10.2** Descriptive Rolls are prepared on IAFA-369 in respect of personnel below Officer's rank (Class VI pensioners) indicating rank, name, regimental number, Unit last served, address, details of marks of identification with signature of pensioner and thumb impression etc. In the case of families (Class VII pensioners), a copy of the Family Pension claim form after grant of pension converts as Descriptive Roll of the family pensioners.
- 10.3** The Descriptive Particulars have to be noted in the Payment Register and carefully compared at the time of first payment of pension by the Defence Pension Disbursing Officers and ensured that signature of the pensioner and identification marks tally with that of the pensioner receiving the payment.
- 10.4** In the event of Descriptive Roll or Descriptive Particulars being incomplete or incorrect in any respect, the same shall be returned for completion / correction, to the Officer from whom it was received.

Note- Descriptive Rolls / Descriptive Particulars in respect of Class I and Class II pensioners are not prepared. For their identification see **Para 63.2 DPPI-2013**.

Reconstruction of Descriptive Rolls / Descriptive Particulars

- 11.** Descriptive Rolls / Descriptive Particulars of pensioners should be reconstructed by the Defence Pension Disbursing Officers when lost. The Descriptive Rolls / Descriptive Particulars should be prepared from the information available in the Payment Register and other documents, the

thumb and finger impressions or three specimen signatures in English, Hindi or any official regional language (in the case of literate pensioners) being taken on the Descriptive Rolls/ Descriptive Particulars at the appropriate place.

Pension Certificates (PC)

12.1 As and when Pension, Gratuity, Allowance or Award is granted to an individual in the Pension Payment Order, a Pension Certificate is also issued simultaneously to Class V pensioners on IAFA-376 and to Class VI, VII and VIII pensioners on IAFA-373 which indicates, all the details as per Pension Payment Order, in respect of the pensioner besides name, rank, personal number, Unit / corps or office last served and Pension Payment Order number.

Note 1- Where Pension Payment Orders are printed on Computer, the Pension Certificate copy of the Computer print out of Pension Payment Order is pasted on the Pension Certificate.

Note 2- The Pension Certificate in respect of Class VI, VII and VIII pensioners are affixed with Special Seal (**see Para7**) but Pension Certificate in respect of Class V pensioners does not bear this Special Seal.

Note 3- Where a single lump-sum payment is authorised to an individual for payment in the Pension Payment Order, Pension Certificate is not issued.

12.2 While making first payment to the pensioner, the Pension Certificate issued by the Pension Sanctioning Authority must be obtained in the case of Class V,VI, VII and VIII Pensioners and compared with the details on the Pension Payment Order.

12.3 In the case of Class I and Class II Pensioners, Pension Certificate is not issued but a letter conveying the sanction of pension and gratuity etc. is sent to the pensioner by the Pension Sanctioning Authorities. Where Computer-print Pension Payment Order is issued, a copy of Computer print-out of Pension Payment order is also sent to the officer for his/her information. Defence Pension Disbursing Officers shall verify, the copy of letter conveying the sanction of Pension or computer print-out of the copy of Pension Payment Order before making first payment to Class I and Class II pensioners.

12.4 If and when any corrigendum Pension Payment Order is received from the Pension Sanctioning Authority, amending the initial award in Pension Payment Order, the Pension Certificate held by the pensioner will also be amended on the next visit of the pensioner suitably by the Defence Pension Disbursing Officers citing reference to corrigendum Pension Payment Order number.

- 12.5** All payments made to the pensioner holding Pension Certificate, shall be entered therein by the Defence Pension Disbursing Officers under his / her initials indicating date of payment, period of payment and amount paid. The date on which the pensioner is required to visit to receive next payment shall also be noted therein. Where any payment other than monthly payment such as arrears on account of Pension, Dearness Relief, Commutation of Pension, Gratuity etc. are paid, suitable annotation shall also be made against such entry.
- 12.6** The pensioner will be cautioned that his Pension Certificate should be produced on every occasion on which he may appear for payment and that it can not be mortgaged or transferred as the Pension is payable only to the individual in whose name the certificate is granted or to his authorised agent in special cases.

Renewal of Pension Certificates and Jangi-Inam Certificates

- 13.1** Defence Pension Disbursing Officers are authorised to renew Pension Certificates in cases the same is reported lost, stolen, destroyed, defaced or used up. For further instructions please see **para 13.1 of the DPPI-2013.**
- 13.2** Jangi-Inam Certificate is re-issued by the Principal Controller of Defence Accounts (Pensions) when the original has been lost or mutilated. For further detailed procedure please see **para 13.2 of DPPI-2013.**

Allotment of reference numbers to pensioners.

- 14.1** After the entry of the Pension Payment Order notifying initial grant of pension in the Pension Payment Order Register, the Defence Pension Disbursing Officer shall carefully go through them to see whether pension is payable at his / her Office and if so, he/she will allot next Pensioner's Serial Number (PS No.) or Treasury Serial Number (TS /HO No.), as the case may be. The detailed instruction are contained in Para 14.1 to 14.5 and **Appendix 6 of DPPI-2013.**

Maintenance of Payment Registers

- 15.1** The Defence Pension Disbursing Officer shall maintain Payment Registers to record all the particulars of the pensioners as per PPO/Descriptive Roll and all payments made to the pensioners (also see **para 15.1 DPPI-2013**). The detailed instructions regarding maintenance of Payment Registers and the format of Register are contained in **Appendix-7 to DPPI-2013.**
- 15.2** After entry of the Pension Payment Order regarding initial grant of pension in the Pension Payment Order Register and allotment of TS/HO No. / PS No. to the new pensioner, the particulars of the pensioner, details of pension

sanctioned, period of grant and marks of identification etc. shall be copied in the Payment Register from the relevant documents and each column completed neatly and carefully. The photograph of the pensioner where received shall be pasted for quick identification.

- 15.3** The entries made in the Payment Register shall be verified by the Defence Pension Disbursing Officer and noted under his initials in the relevant column.

Maintenance of personal file of each Defence pensioner

- 16.1** The Defence Pension Disbursing Officer shall maintain a personal file of each pensioner which may contain the following documents:

- 1) The Pension Payment Order (s) issued by the Pension sanctioning Authorities.
- 2) The forwarding letter of the Pension Payment Order(s).
- 3) The Descriptive Rolls or Descriptive particulars of pensioner.
- 4) The Nomination made by the pensioner for payment of his/her life time arrears.
- 5) All corrigendum Pension Payment Order(s) issued amending the initial grant of pension and its forwarding letters, if any.
- 6) Change (s) made by the pensioner in the nomination made earlier.
- 7) The declarations/certificates submitted by the pensioner.
- 8) Payment Authorities/authorisation memos etc. issued by the Pr. Controller of Defence Accounts (Pensions)/Pension Sanctioning Authorities.
- 9) Option and undertaking, as contained in Annexure-I and Annexure-II of **Appendix-12 of DPPI-2013**, furnished by the pensioners / family pensioners for Medical Allowance.
- 10) Certificate from the re-employer furnished by the pensioner for payment of dearness relief on pension.
- 11) Any other paper / document(s) connected with the payment of pension.

- 16.2** As far as possible all correspondence with the Principal Controller of Defence Accounts (Pensions)/ or with other Pension Sanctioning Authorities/ controller concerned in whose administrative control the office of the Defence Pension Disbursing Officer falls/other agencies shall be made / recorded in the file.

- 16.3** The file number of pensioner more appropriately be the same as his PS No. / TS/HO No. allotted prefixed with the letter 'DP' / for Defence pensioners.

Call letter to new pensioners

- 17.1** In the case of new admissions to the Pension establishment, a call letter shall be sent to the pensioner asking him / her to call on the Defence Pension Disbursing Officer with the Pension Certificate and letter intimating the grant of pension and such other documents etc. as may be required by the Defence Pension Disbursing Officer to identify him / her and pay him /

her pensionary awards after adjusting all recoveries notified in the Pension Payment Order.

Note- Similarly, Call letters shall be issued, if the pensioner does not turn up to receive payment on the authority of Corrigendum PPO(s) within 30 days of its receipt.

Indian Army Forms Required for Disbursement of Pension

- 18.1** Indian Army Forms which are in use in Defence Pension Disbursing Officers office are listed in **Appendix 8 of DPPI-2013**. Also para 18.1 of **DPPI-2013** refers.

Responsibility of Defence Pension Disbursing Officer

- 19.1** The Defence Pension Disbursing Officer is personally responsible for all the payments he / she makes and he / she should ensure that the payments authorised are correctly made to the proper pensioner and the prescribed instructions or rules are not violated in any case. In case of any doubt arising regarding the identity of the pensioner or in case the instructions given in this book or in the Pension Payment Orders do not meet the requirement of a particular case, the Defence Pension Disbursing Officer should at once refer the case to the Principal Controller of Defence Accounts (Pensions) furnishing full particulars of his / her difficulty and asking for a ruling on the specific point, which he desires to get clarified before making the payment to the pensioner.
- 19.2** Defence Pension Disbursing Officers are personally responsible for the acts of their subordinates and Government will hold them responsible for any loss which may result from their own supineness or the dishonesty of their subordinates.

Addresses of Pensioners

- 20.** Defence Pension Disbursing Officer should not ordinarily furnish the addresses as well as pension particulars of pensioners to other persons seeking such information. But in deserving cases addresses of pensioners may be given to wives and near relatives only, particular care being taken that such addresses are not on any account given to any outsider or friends. Private creditors and the like should not be supplied with the addresses of pensioners.

Change in Charge of Pension Disbursing Authority

- 21** A Defence Pension Disbursing Officer relieving another will be held responsible for the adjustments of the accounts of his / her predecessor and should consequently be careful to ascertain that the accounts upto the time

of his / her taking over charge have been settled or, if this has not been done, to possess himself / herself of the information and means necessary to their adjustment.

**Correspondence by Pension Disbursing Authorities with the Principal
Controller of Defence Accounts (Pensions) or other
Pension Sanctioning Authorities**

- 22.** As far as possible correspondence and other matters relating to Class I, II, V and United Kingdom pensioners should be made separately and similarly in respect of Class VI, VII and VIII pensioners. PS No. / TS No. and initial Pension Payment Order number should invariably be quoted and names of the pensioners written correctly and fully in correspondence with the Principal Controller of Defence Accounts (Pensions) or other Pension Sanctioning Authorities / Controllers under whose administrative jurisdiction the Defence Pension Disbursing Officer falls / other PDAs.

CHAPTER – II

Type of Pensionary Awards

Type of Pensionary Awards and allowances

23.1 Armed Forces, Defence Civilian pensioners and pensioners of Defence Accounts Department are granted following kind of pensionary awards which are notified in Pension Payment Orders by the Pension Sanctioning Authorities. (Also refer Pension Regulations (for defence Services) Part I, II and Civil Services Pension Rules (1972) as amended from time to time and various Govt orders.

- 1 Retiring Pension to Commissioned Officers (Class I pensioners).
- 2 Service Pension, Special Pension or Reservists Pension to personnel below Officer rank of Armed Forces (Class VI pensioners).
- 3 Disability Pension or Invalid Pension or War Injury Pension or Disability Element to Armed Forces Pensioners (Class I and VI pensioners).
- 4 Ordinary Family Pension, Special Family Pension or Liberalised Family Pension to family of Armed Forces Officers and personnel (Class II and VII pensioners). The children are granted Children Allowance and Children Education Allowance, where admissible.
- 5 Superannuation / Retiring / Invalid / Compensation / Compulsory Retirement Pension or Compassionate Allowance to Defence Civilians (Class V pensioners). The families of Defence Civilians are granted Family Pension or Extra Ordinary or Liberalised Family Pension and the children are granted Children Allowance.
6. Monetary Allowances attached to gallantry awards. Rate of monetary allowance attached to Pre / Post independence Gallantry Awards are contained in **Appendix 9 of the DPPI-2013.**
- 7 Dearness Relief to pensioners / family pensioners on their pension / family pension granted from time to time is at **Appendix 19 of the DPPI-2013.**

Note 1- In addition to Pension, the Class I, V and VI pensioners are also granted Retirement Gratuity where admissible.

Note 2- The families of Armed Forces personnel and Defence Civilians when they die in harness are granted Death Gratuity in addition to Family Pension.

Note 3- Constant Attendance Allowance, where due, are granted to Armed Forces pensioners(including defence civilian pensioners) in receipt of Disability Pension or War Injury Pension.

Note 4- The 'War Injury Pension' was called as 'War Injury Pay' in respect of such Armed Forces pensioners who retired prior to 1.1.86. Similarly, Liberalised Family Pension as well as Liberalised Special Family Pension is one and the same.

23.2 Salient features / conditions attached to various pensionary awards are given in succeeding chapters. These are for the guidance and payment shall be made strictly in accordance with the conditions mentioned in Pension Payment Order (PPO).

CHAPTER III

Gratuity

Retirement Gratuity

- 24.** The payment of Retirement Gratuity becomes due on the date of commencement of pension i.e. date following the date of retirement / discharge. Where the Payment of Retirement Gratuity is notified in the Pension Payment Order it should be paid promptly. If, however, the Armed Forces personnel or Defence Civilians (including civilians of Defence Accounts Department) dies before receiving the Retirement Gratuity, it shall not be paid to his / her heirs but the matter shall be reported to Pension Sanctioning Authority citing reference to Pension Payment Order number.

Note- If the pensioner dies within 5 years of his retirement, the Residual Gratuity payable, if any, shall be authorized by the Pension Sanctioning Authority for payment to nominee(s) or otherwise.

Death Gratuity

- 25.1** Death Gratuity is granted and notified in Pension Payment Order in favour of nominee where the individual dies in harness. If the individual in whose favour Death Gratuity or Residual Gratuity is notified in Pension Payment Order dies before receiving the gratuity, it shall not be paid to the heirs of the individual in whose favour Death Gratuity or Residual Gratuity is notified, but the matter shall be reported to the Pension Sanctioning Authority quoting Pension Payment Order number.
- 25.2** Where the Retirement Gratuity could not be disbursed to individual vide para 24 above and the same has been notified in Pension Payment Order separately in favour of nominee, and the recipient dies before receiving the payment, the payment shall not be made to his / her heirs and the matter shall be reported to the Pension Sanctioning Authority quoting Pension Payment Order number.

CHAPTER IV

Commutation of pension

- 26.** The commutation of pension is authorised by the Pension Sanctioning Authorities simultaneously in the Pension Payment Order notifying Retiring / Service / Superannuation Pension if applied before his retirement / thereafter. Those who apply for commutation of pension after retirement but within one year of their retirement, commuted value is authorised through Corrigendum Pension Payment Order. However, if the request for commutation of pension is received by the Pension Sanctioning Authority (Head of Office in the case of Class V pensioners) after one year of the date of retirement, the same is authorised only after the pensioner is Medically examined and declared fit by the Competent Medical Authority.

When one can apply for commutation of pension

- 27.** An individual may apply for commutation of pension in the prescribed form even before his retirement. In case the individual applies for commutation of pension to the DPDO after the pension has been drawn, the DPDO may forward the application to the Pension Sanctioning Authority.

Date on which commutation becomes absolute

- 28.** The commutation of pension becomes absolute:
1. In cases where one applies before retirement; on the date following the date of retirement,
 2. In cases where one applies within one year after retirement; on the date on which the application is received by the Pension Sanctioning Authority (Head of Office in the case of Class V pensioners) and
 3. In cases where Medical Board for commutation of pension is held; on the date on which the Medical Board / Authority signs the Medical Certificate.

Note- The date on which commutation of pension becomes absolute is notified in the Pension Payment Order(s).

Reduction on account of commutation of pension

- 29.1** In cases where commutation becomes absolute on the date of the commencement of pension, the reduction in pension on account of commutation shall be from the date of commencement of pension if payment is made during the month of commencement of pension. Where, however, payment of commuted value of pension is not made within first month of retirement, the reduction in pension shall be made from the date of payment of commuted value of pension. However, the date of reduction for all other purposes shall notionally be the date of commencement of pension.

- 29.2** In cases where commutation becomes absolute after the date of commencement of pension and payment is drawn from DPDO, the reduction in the amount of pension on account of commutation shall become operative from the date of payment of commuted value of pension or at the end of three months after the date of issue of authority by the Pension Sectioning Authority, whichever is earlier.
- 29.3** In cases where the commuted value is authorised in more than one stages, the reduction in the amount of pension in such cases shall be made from the respective dates of payment as laid down in Sub Para 1 and 2 above.

Payment of commuted value of pension

- 30.1** Where the commuted value of pension is authorised simultaneously alongwith pension and gratuity in the original Pension Payment Order and or subsequently in the Corrigendum Pension Payment Order without holding Medical Board, the DPDO will immediately arrange the payment as per instructions given therein and reduce the pension vide Para 29. While authorizing payment of commuted value of pension, the DPDO must satisfy himself about identity of the pensioner in unmistakable terms.
- 30.2** In the event of the pensioner being allowed by the Pension Sanctioning Authority to commute a portion of the pension after expiry of one year from the date of retirement, the commuted value of pension will be notified by the Pension Sanctioning Authority through a Pension Payment Order. The Pension Payment Order will be sent to the DPDO through usual channel along with a copy of the Form 'C' (IAFA-340(c)) (Form 4 in case of Class V pensioners) and photograph duly attested by the medical authority.
- 30.3** The DPDO Should ensure that the Pension Payment Order authorizing commuted value of pension is signed by an officer authorised to sign the pension Payment Order and contains the embossment of the Payment Authority seal. The DPDO should make payment only after fully identifying the pensioner on his personal appearance, in the prescribed manner and in addition with reference to the signature or left hand thumb and finger impressions and photograph of the pensioner on Form 'C'/Form 4. The commuted value will be authorised as per instructions given in the Pension Payment Order.
- 30.4** After payment has been made, Form 'C'/Form 4 should be returned to the CDA (PD), Meerut/CDA, Chennai for onward transfer to Pension Sanctioning Authority duly endorsed with the word "verified" stating the date on which payment was made as a supporting voucher of the Pension Payment Schedule through which payment of the commuted value has been made.

30.5 The DPDO should complete the Payment Register indicating in the appropriate columns, amount of the commuted value of pension paid, date of payment, amount of reduced pension and its date of effect. Similarly, the Pension Certificate where issued to the pensioner, should also be endorsed by the DPDO. The fact of commutation of pension should also be communicated by the DPDO on transfer of pension account to another DPDO. The DPDO should also include the fact of payment in the Change Statement.

Note- The term 'date of payment' means the date on which the DPDO issues the cheque in payment of the commuted value of pension or actually pays the capitalised amount in cash.

30.6 In the case of a pensioner who is residing outside India and is drawing pension in India through an authorised agent under the provisions of Para 72.3, Payment of capitalised value may be made to his/her Agent in India in whose favour a power of attorney has been executed by the pensioner. The pensioner's signature on the claim (received through his / her agent) will be verified with those on Form 'C' / Form 4 before payment. The pensioner will have to make his / her own arrangement for transfer of the money to his / her place of residence, if so desired by him.

30.7 In cases where an individual who applies for commutation of pension and Pension Payment Order has been issued before his retirement and dies before his retirement, no payment on account of commuted value of pension will be authorised by the DPDO to any one but the Pension Payment Order / Corrigendum Pension Payment Order will be returned to the Pension Sanctioning Authority for cancellation.

30.8 If a pensioner, however, dies on or after the date on which the commutation becomes absolute but before receiving the commuted value, the same will be authorized as per provisions contained in **Para 25.1 above** for payment of arrears of pension or gratuity.

30.9 Unless a Defence Civilian pensioner (Class V) has made a Nomination under Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981, the payment of commuted value of pension which he could not receive but for his death, shall be disbursed as in **Para 25.1** above.

Restoration of commutation of pension

31.1 The commuted portion of pension of a pensioner will be restored by the DPDO on completion of 15 years from the date of reduction in pension under Para 29, without waiting for any formal application from the pensioner. After commuted portion of pension is restored, the pensioner shall have no right for Commutation of any portion of his pension.

31.2 The DPDO should note the fact of restoration of commutation of pension and revised rate of pension after restoration in the appropriate column of the Payment Register.

CHAPTER - V

DISABILITY PENSION

Service element of Disability Pension

- 32.** The Disability Pension constitutes two elements,
(i) Service element and
(ii) Disability element.

The disability element is payable for a limited period as mentioned in the Pension Payment Order(s) unless it is notified for life.

However, the service element of Disability Pension is payable for life only in respect of such individuals who were retired / discharged from service or invalidated out of service as under:

- a. Commissioned Officers invalidated out of service prior to 1.1.1973 with 5 years or more service.
- b. Personnel below officer rank
- c. Invalidated out of service before 1.3.68 with 10 years or more service
- d. Invalidated out of service on or after 1.3.68 but before 31.12.72 with 5 years or more service.
- e. Commissioned Officers and personnel below Officer rank invalidated out of service on or after 1.1.73 with any period of length of service.

In view of the above provisions the DPDO in the case of individuals at item (a) and (b) above, shall make payment of service element of Disability Pension for life only where it is specifically notified by the Principal Controller of Defence Accounts (Pensions) in its Pension Payment Order and in the absence of such specific authorization for life, the service element shall be payable only for the period for which disability element is authorized.

Disability element of disability pension where sanctioned by the PSA shall be admissible for the period upto, and for which it is authorized. The present rate of disability element of disability pension is as shown in **Appendix-10 of the DPPI-2013.**

CHAPTER VI

CONSTANT ATTENDANCE ALLOWANCE

- 33.1** A Constant Attendance Allowance is granted to an individual who is awarded Disability Pension or War-Injury Pension for 100 percent disablement and is notified in the Pension Payment Order.
- 33.2** The Constant Attendance Allowance will not be payable for any period during which the pensioner is an inmate or an inpatient of a Government Institution or Hospital.
- 33.3** Payment of Constant Attendance Allowance will be made in arrears along with Disability Pension / War-Injury Pension on the basis of a declaration as per Form No. 1(A)and(B) of Appendix 11 to these instructions which will be submitted to the DPDO in May and November each year.
- 33.4** With effect from 1.1.96, CAA, in all eligible battle and non-battle casualty cases shall be payable at the revised rate of Rs. 600/- p.m. irrespective of the rank. This rate will further be revised and will be payable @ Rs. 3000/- w.e.f. 01.01.2006 and Rs.3750/- w.e.f. 01.01.2011.

CHAPTER - VII

FAMILY PENSION, AWARDS and ALLOWANCES

- 34.1** DPDO shall make suitable entries in the Payment Register on receipt of Pension Payment Order / Corrigendum Pension Payment Order regarding grant of Family Pension to the spouse of the pensioner.
- 34.2** The Family Pension granted to the spouse of the pensioner shall be paid immediately to the spouse on receipt of his / her request on a plain paper duly supported by the death certificate in respect of the pensioner issued by the competent authority, together with a declaration as required vide **Para 36.5**. The spouse shall also produce the Pension Certificate where issued to the pensioner or the letter of the Pension Sanctioning Authority communicating the grant of Family Pension in her / his favour.
- 34.3** Due care shall be made to identify the spouse with reference to the joint photograph and Descriptive particulars furnished by the individual during his / her life time. Where photograph and or Descriptive detail of the spouse of the pensioner is not forth-coming in the records of the DPDO, necessary action shall be taken for its re-construction and authentication as required **vide Para 11 of the DPPI-2013**.
- 34.4** The family pensioner :-
- a) shall be allotted a fresh HO No. / PS No. but the Pension Certificate of his spouse shall continue to be held by the family pensioner for drawal of family pension.
 - b) The HO No. / PS No. allotted to family pensioner shall be noted on the Pension Certificate, PPO, Descriptive Roll / Returns and personal file by scoring the earlier number allotted.
 - c) a fresh entry in the Payment Register for family pensioner shall be made for payments.
 - d) The struck off the pensioner and taking over of the family pensioner on strength shall be reported through Form I and Form II to Principal Controller of Defence Accounts (Pensions) also vide para 127.1.

Various types of Family Pensions

- 35.1** Various types of Family Pensions are payable to the families of Armed Forces and Defence Civilian personnel / pensioners.

35.2 The families of Armed Forces personnel / pensioners are sanctioned one of the following Family Pension:

- a) Ordinary Family Pension when cause of death is neither attributable to nor aggravated by military service.
- b) Special Family Pension when cause of death is attributable to or aggravated by military service.
- c) Liberalised Family Pension in case cause of death is due to 'killed in action' battle accident, war like operations etc.
- d) Dependent Pension (for parents of commissioned officers only).
- e) Dependant Pension (Liberalised) (for parents of commissioned officers only).
- f) Continuance award/ 2nd Life Award of Special Family Pension to Parents/Dependent Brother & Sister in case of PBOR.
- g) Continuance award/ 2nd Life Award of Liberalized Family Pension to Parents/Dependent Brother & Sister in case of PBOR.

35.3 The following awards already sanctioned to Pre-96 family pensioners, shall be payable by the Defence Pension Disbursing Officers as per **Parts I to IX of Appendix – 16 of DPPI-2013.**

- a) Special Family Pension
- b) Dependant Pension & 2nd Life Award
- c) Dependant Pension (Liberalised) & 2nd Life Award (L.F.P.)
- d) Liberalised Family Pension (L.F.P.)

35.4 The following awards are not to be revised by the DPDO. It will be revised through issue of Corrigendum PPO by Pension Sanctioning Authority :

- a) War Injury Pension
- b) Special Family pension / Liberalised Family pension on re-marriage of widow prior / after 1.1.96.
- c) Second Life Award (Special Family Pension) and Second Life Award (Liberalised Family Pension).

35.5 The families of Defence Civilians are sanctioned one of the following Family Pension:

- a) Family Pension when cause of death is under normal circumstances.
- b) Extra Ordinary Family Pension when cause of death is due to Government service and is accepted as attributable to or aggravated by Government service.
- c) Liberalised Family Pension in cases of death of Government servants while performing duties as a result of attack during action against extremists, dacoits, smugglers and antisocial elements etc.

Effect on payment of Family pension on re-marriage of widow

36.1 All type of Family Pensions are payable to widows during their widowhood only.

36.2 If the widow is in receipt of Ordinary Family Pension (**Para 35.2 (I)**) or Family Pension (**Para 35.5 (i)**), on her re-marriage the payment of Ordinary Family Pension or Family Pension ceases from the date of her re-marriage. However w.e.f. 1.1.2006, childless widow on remarriage is still eligible for Ordinary Family Pension. But continuance award will be done through Corr. PPO.

36.3 In case the widow is in receipt of Special Family Pension (**Para 35.2(II)**) or Extraordinary Family Pension (**Para 35.5(ii)**), the payment of Family Pension ceases from the date of her remarriage except if she re-marries with the real brother of her deceased husband.

36.4 In case, the widow is in receipt of Special family pension, SFP on her remarriage (in pre / post 1-1-96 cases) shall be regulated as under:-

(a) Commissioned Officers

(i) If she has child (ren): -

(aa)	If she continues to support children after remarriage	Full Special Family Pension to continue to widow.
(bb)	If she does not support children after remarriage	Ordinary Family Pension (OFP) equal to 30% of emoluments last drawn to the remarried widow, 50% of the special family pension to the eligible children.
(ii)	If widow has no children	Full Special Family Pension to continue to widow

(b) Personnel Below officers Rank :

- a) If Special Family Pension is sanctioned to the widow: Same provisions as applicable to officers as (a) above
- b) Where first life award is sanctioned to parents:

(aa)	If widow continues to support child(ren) after remarriage or has no issues.	50% of Special Family Pension to parents. 50% of Special Family Pension to widow
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(ab)	If widow does not support children after remarriage but the children are supported by the parents	Full Special Family Pension to parents. Ordinary Family Pension to widow.
(ac)	If children are not supported either by the remarried widow or the parents.	50% of Special Family Pension to parents. 50% of Special Family Pension to eligible children. Ordinary Family Pension to widow.
(ad)	On death or disqualification of parents and the widow supports the children or has no issues.	Full Special Family Pension to widow
(ae)	On death or disqualification of parents and the widow does not support the children.	Full Special Family Pension to eligible children. Ordinary Family Pension to widow.

36.5 (A) In case widow is in receipt of Liberalised Family Pension (**Para 35.2(iii)** or **35.3(iii)**) and she re-marries , she continues to be eligible to receive her pension as mentioned above.

36.6 In case widow is in receipt of Liberalised Family Pension (Para 35.2 (iii) and she remarries prior / after 01.01.1996 L.F.P. shall be regulated as under:

(a) Commissioned Officers

(i) If she has children:

(aa)	If she continues to support children after remarriage	Full Liberalised Family Pension to continue to widow.
(ab)	If she does not support children after remarriage	Ordinary Family Pension @ 30% to widow Special Family Pension at 60% to eligible children
(ii)	If widow has no children	Full Liberalised Family Pension to continue to widow

(b) Personnel Below Officer Rank:

(i) If Liberalised Family Pension is sanctioned as first life award to the widow, same provisions as at (a) above, shall be applicable.

(ii) Where first life award is sanctioned to parents, the admissibility of Liberalised Family Pension in such cases would be regulated as under:

(a) If widow continues to support the children or has no children.

Widow will get family pension equal to Special family pension from the date of remarriage and

the parents will also get family pension @ 60% of Liberalised Family Pension for the balance of 7 years if the marriage of widow takes place during 7 years of casualty.

After the period of seven years or where remarriage of widow took place after seven years, widow will get family pension @ 60% Liberalised Family Pension, and

parents will get family pension @ 30% of Liberalised Family Pension.

On death or disqualification of parents, widow will get family pension equal to the Liberalised Family Pension for life.

(b) If widow does not support the children:

Widow will get ordinary family pension for life from the date of remarriage and

The parents will continue to get first life award at the same rate (i.e. full Liberalised Family Pension) for balance of 7 years where remarriage takes place within 7 years of casualty, provided they support the children.

Otherwise, the entitlement of parents will be equally divided between the parents and children.

After the period of 7 years or where remarriage of widow takes place after 7 years of casualty, parents will get family pension provided They support the children, otherwise it will be divided equally between the parents and the children.

On death / disqualification of parents of deceased service personal, the senior most eligible child will get family pension @ 60% of Liberalised Family Pension.

- 36.7** Widow recipient of Family Pension is not required to submit re-marriage certificate but they are required to report such an event to the DPDO promptly.

While making first payment to widow family pensioner, a declaration to the effect that – “I hereby declare that I have not remarried and I undertake to report the event of my re-marriage promptly”, may be obtained and kept in the record.

Note- The remarriage of a widow pensioner does not effect her children’s pension, wherever so sanctioned separately which should continue to be paid as long as admissible.

Marriage / re-marriage of family pensioners other than widow

- 37.** In the event of marriage / remarriage of a family pensioner other than widow, the payment of family pension ceases from the date of marriage / re-marriage. Family pensioner (a widower or an unmarried son / daughter / widowed / divorced daughter) is required to furnish a non-remarriage / non-marriage certificate in the month of May and November of each year in the Form No. 2 of **Appendix 11 of the DPPI-2013.**

In the event of change in the status of family pensioner the payment of family pension shall ceases on re-marriage / marriage of widower / an unmarried son / daughter / widowed / divorced daughter.

Certificate of non-earning livelihood by the child recipient of Family Pension

- 38.** Family pensioner / children allowance holder son, daughter, brother or sister granted family pension or any type of children allowance, shall have to furnish a certificate to the DPDO every month to the effect that he / she has not started earning Rs. 3500.00 plus dearness relief thereon p.m. from employment in Govt., private sector, self employment etc. in the Form No. 3 of **Appendix 11 of the DPPI-2013.**

The payment of family pension / children allowance shall cease from the date family pensioner / children allowance holder starts earning Rs. 3500.00 plus dearness relief thereon or more p.m.

However, admissibility of ordinary family pension to parents and widowed /divorced daughter will be effective from 1.1.98 subject to fulfilment of other usual conditions. They also will have to produce an annual certificate to the effect that their earning is not more than Rs. 3500.00 plus dearness relief thereon p.m. The cases where ordinary family pension has already been granted to sons / daughters after 1.1.98 without imposition of earning condition need not be re-opened.

Two Family Pensions in respect of the same person is not payable

- 39.1** When a family pensioner is taken on the pension strength first time, he / she shall be asked to declare that the person in whose respect he / she is going to receive pension was not re-employed or was employed but he / she has not claimed Family Pension from re-employer or has been sanctioned Family Pension as per declaration in **Form No. 4 of Appendix 11 the DPPI-2013**.

Note-1 Family Pension granted to widow under Employees Family Pension Scheme of 1971 and 1995 of E.P.F. organization shall be payable in addition w.e.f. 27.7.2001 onwards only.

Note-2 Family Pension granted to widows of MP/MLA/MLC by Central / State Government, shall also be payable in addition to Family Pension under orders applicable on Defence side.

Note-3 However, Two family pensions in respect of same person are now admissible with effect from 24/09/2012 vide GOI order no 01(05)/2010-D(Pen/Policy) dated 17-01-2013 circulated under Pr Controller Of Defence Accounts (Pension) Allahabad circular No. 504 dated 17-01-2013.

- 39.2** In case the family pensioner has been sanctioned second Family Pension in respect of his / her late husband / father, the fact as per declaration (iii) of **Form No. 4 of Appendix 11 of the DPPI-2013** shall be intimated by DPDO to the Pr. Controller of Defence Accounts (Pension).

Division of Special Family Pension or Liberalised Family Pension

- 40.1** The primary object of a Special Family Pension is to prevent destitution among the families of Class VI pensioners who have lost their lives in the service of the country. Any complaint that may be received by the DPDO from an eligible heir (widow, father or mother) of deceased Soldier / Sailor / Airman that the family pensioner refuses to support him or her, should be forwarded to the Record Officer concerned.

- 40.2** When division of a Special Family Pension between two heirs is sanctioned, it will be notified in the Pension Payment Order by the Pension Sanctioning Authority, Advance intimation being sent to the DPDO concerned. On receipt of the intimation, the DPDO will make the necessary corrections under his / her initials in the Pension Certificate and Descriptive Roll of the original recipient and in the Payment Register. A fresh Descriptive Roll will be issued by the Pension Sanctioning Authority in respect of the share holder who will also be issued a separate Pension Certificate and on receipt of these documents, the name and all other particulars will be entered in the Payment Register, the entries regarding the original and new recipients being linked.

40.3 Pension after division is subject to the same regulations and restrictions as applied to the grant before division; but the following further instructions should be observed:

(a) Except in the case mentioned at (b) below,

The new recipient will receive his or her share of pension only for so long as the original recipient is alive and is eligible to receive his or her share.

This rule is also applicable in cases where pension is divided between two widows of the deceased.

When Payment is, therefore, made to the new recipient, the DPDO should require proof that the original recipient is alive and remains eligible for pension (i.e. is not disqualified on account of age, marriage or remarriage etc.).

The pension of the new recipient is also subject to all the conditions for the grant of Family Pension. If both the recipient draw pension at the same place, the required proof should be available in the Payment Register.

When payment to the original recipient ceases, payment to the new recipient will cease automatically from the same date.

(b) Where the original recipient is the father, mother, son or daughter and the new recipient is the widow,

the payment of share to the widow, should be made on production of usual declaration vide **Para 36.5** that she will intimate the change of her status of widowhood. The Special Family Pension shall continue to be paid to widow even after the original recipient ceases to draw his or her share, pending receipt of instructions from the Principal Controller of Defence Accounts (Pensions) to whom the case should be reported, vide clause (c) below.

C) When payment ceases to the original or the new recipients, their pension documents will be disposed of in the same way as those of deceased pensioners and the fact that payment ceased, with full particulars as to the cause and date of cessation, will be reported to the Principal Controller of Defence Accounts (Pensions) and Record Officer concerned who will take such further steps as may be necessary in the case.

**Division of Family Pension granted to Class V or Ordinary
Family Pension to Class VII pensioners.**

41. Family Pension or Ordinary Family Pension is divided in equal share between more than one eligible widows.

Where the deceased is survived by a widow and has also left behind an eligible child / children from another wife who is not alive, the eligible child of the deceased wife is entitled to the share of Family Pension / Ordinary Family Pension which the mother would have received.

When the widow or her child ceases to draw her / his share of Family Pension / Ordinary Family Pension, it is to be granted in full to the surviving widow or children of the deceased.

Accordingly, when one of the recipients of Family Pension dies or disqualifies, the DPDO shall intimate the cause of cessation of Family Pension to the Principal Controller of Defence Accounts (Pensions) and Head of the Office or Record Officer concerned of the deceased.

**Payment of Ordinary Family Pension in respect of Armed Forces
Personnel and Family Pension in respect of
Defence Civilians to the child**

42. Ordinary Family Pension or Family Pension as the case may be, in respect of individual who retired or died in service on or after 29.3.1978 were granted to the son upto the age of 21 years and to the daughter upto the age of 24 years or marriage, whichever was earlier.

The DPDO shall make the payment of Ordinary Family Pension or Family Pension as the case may be, to the child upto the following age limits subject to the other conditions as mentioned in the respective Pension Payment Order:

- a) Unmarried daughter who had not crossed the age of 24 years as on 21.5.86 would continue to get Family Pension upto the age of 30 years.
- b) Where the payment of Family pension to an un-married daughter already commenced prior to 6.8.87, she will continue to draw the same until she has completed the age of 30 years.
- c) In case of unmarried daughter where the payment of Family Pension commenced on or after 6.8.87, the same shall be payable upto the age of 25 years.
- d) In the case of sons who had not crossed the age of 21 years on 6.8.87, would continue to get Family Pension upto the age of 25 years.

Note 1- An uniform age limit of 25 years for grant of Family Pension to son or daughter of an individual who retired or died in service on or after 1.1.1986 has been fixed but see clauses (a), (b) and (c) above in the case of daughter.

Note 2- Family Pension is payable to the following wef. 1.1.98 onward till the date shown against each category.

(a)	Widow or widower	Till date of re-marriage, death whichever is earlier. Pension is payable for the date of death also.
(b)	Un-married son	Till date of marriage or date of attaining the age of 25 years or starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, private Sector, Self-employment etc. whichever is earlier.
(c)	Un-married daughter / widowed / divorced daughter.	Till date of marriage or starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, private Sector, Self-employment etc. whichever is earlier.
(d)	Son(s) suffering from disorder or disability of mind or physically crippled.	For life or till he gets married or till he starts earning more than Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, Private Sector, self employment etc. which ever is earlier.
(e)	Daughter(s) suffering from disorder or disability of mind or physically crippled.	For life or till she gets married or till she starts earning more than of Rs. 3500.00 plus dearness relief thereon p.m. from employment in Government, Private Sector, self employment etc. whichever is earlier.
(f)	Dependent parents.	Till death or starts earning more than Rs. 3500.00 plus dearness relief thereon p.m.

Child Allowance to children of Commissioned Officers who Retired or died in service prior to 1.1.86.

43.1 The Child Allowance to children of Commissioned Officers which is payable annually in advance (from the date following that of the officer's death to 31st March ensuing and thereafter from 1st April each year) shall, as a rule, cease at the expiration of the year commencing on 1st April in which the child is otherwise provided for (or if a daughter marries).

The child allowance at motherless rate shall be payable half yearly in arrears. The award of Child Allowance will be payable to his / her mother / legal guardian as per conditions notified in the individual Payment Authority / Pension Payment Order issued by the Pension Sanctioning Authority.

Note- The Child Allowance should cease from the 18th birthday, where the Child Allowance was granted in respect of Armed Forces personnel who died in service or retired / discharged from service before 29.3.78 where the Armed Forces Personnel died in the service or retired / discharged on or after 29.03.78 but before 1.1.86, the Child Allowance ceases in respect of son from the 22nd birthday and in respect of daughter of a Commissioned Officer from 25th birth – day or marriage, whichever is earlier and daughter of a personnel below officer rank ceases to draw children allowance from 25th birth day or marriage, whichever is later.

43.2 The Child Allowance (ordinary or special) is granted to a child over the age of 18 years or continued beyond that age in certain circumstances. The conditions and the procedure for the payment of Child Allowance to over-aged child will be regulated in accordance with the instructions embodied in the Pension Payment Order issued by the Pension Sanctioning Authority.

The Child Allowance over the prescribed age is not payable when the progress is unsatisfactory.

In cases in which the Education Allowance is stopped or initially denied owing to unsatisfactory progress of the child, the Child Allowance will also be stopped even after the award has been initially sanctioned. The continuation of Child Allowance is also not payable during the period the child is maintained in the school or granted scholarship. It will, however, be payable for the period the schools are closed on account of vacations.

Note- The Child Allowance will not be admissible beyond the end of the term in which the child reaches the prescribed age limits or date of termination of the course of instruction, whichever is earlier.

43.3 The DPDO should carefully scrutinise the declarations furnished by mother or guardians and should report to the Principal Controller of Defence Accounts (Pensions) for further instructions, cases in which children are declared to be not solely dependent on their mothers or guardians for their support and to have been otherwise provided for, or to have been maintained as free wards in the Lawrence Royal Military School, Sanawar, or in any other Lawrence School or Collage or in any other institution or orphanage which is wholly or partly maintained at Government expense.

**Payment of Special Family Pension, Liberalised Family Pension
to son or daughter of personnel below officer rank**

44. Where son or daughter of an Armed Forces personnel has been granted Special Family Pension or Liberalised Family Pension, the same is payable as under:
- a) In case of individuals discharged / died in service prior to 29.3.1978:
 - (i) A son till he completes the age of 17 years. The family pension is granted or continued only if he is incapable of self support by reason of physical or mental infirmity which arose before he attained the age of 18 years.
 - (ii) A daughter till she marries.
 - b) In case of individuals discharged / died in service on or after 29.3.1978 but before 1.1.1986:
 - (i) A son till he completes the age of 21 years. The Family Pension is granted or continued only if he is incapable of self-support by reason of physical or mental infirmity, which arose before he attained the age of 21 years.
 - (ii) A daughter till she marries.

**Child Allowance to children of personnel below officer rank who
retired / discharged or died in service prior to 1.1.1986.**

45. Children Allowance granted to the child / children of personnel below officer rank who retired / discharged or died in service prior to 1.1.1986 is payable as under:
- a) In case individual retired or died in service before 29.3.78, the Child Allowances ceases
 - (i) In the case of a son, on attaining the age of 18 years.
 - (ii) In the case of a daughter, on attaining the age of 16 years or on marriage, whichever is later.

Note - The allowance shall cease on attaining the 18th birth-day in case of son and 16th birth-day or marriage which is later in case of daughter.
 - b) In case individual retired / or died in service on or after 29.3.78 but before 1.1.1986, the Child Allowance is payable
 - (i) In case of son, upto the age of 21 years.
 - (ii) In case of daughter, upto the age of 24 years or marriage whichever is later.

Note 1- Children Allowance is granted or continued to a son over the prescribed age limit as a special case if he is incapable of self support by reason of physical or mental infirmity which arose before attaining the prescribed age.

Note 2- Dearness relief is payable on sum total of Family Pension and Children Allowance taken all together. No dearness Relief is payable where Children Allowance is payable not in conjunction with Family Pension or continuance of Family Pension.

Increase in Child Allowance

46. When a Family Pension ceases for any cause, the full particulars of the pensioner and the date and cause of cessation of the Family Pension should be intimated by the DPDO to the Officer-in-Charge, Records concerned of the deceased soldier / rating / airman who retired / died before 1.1.86, if any child of the deceased is in receipt of Child Allowance. The Officer-in-Charge, Record concerned will refer the case to the Principal Controller of Defence Accounts (Pensions) for grant of 50 percent increase in Child Allowance or otherwise. Till such time the notification is actually received by the DPDO, the allowance at the lower rate only should be paid to the pensioner.

Children Allowance in respect of individuals who died on or after 1.1.1986

47. Children Allowance or Education Allowance is not granted to the children of Commissioned Officers and personnel below officer rank who retired or died in service on or after 1.1.1986.

However, Children Allowance is granted to children of such Commissioned Officers, Personnel below Officer rank and Defence Civilians who were killed in action or died in war-like operations etc. on or after 1.1.1986 when the individual either not survived by a widow or survived by a widow but widow re-married. The Children Allowance shall be payable till the child attains the age of 25 years and under the conditions as mentioned in the Pension Payment Order.

Education Allowance in respect of Commissioned Officer who retired or died in service prior to 1.1.86.

- 48.1 In addition to Child Allowance, Education Allowance in respect of children is also payable under certain circumstances and its payment should be regulated in accordance with the instructions issued in each case by the Pension Sanctioning Authority in the Pension Payment Order. This allowance is payable when the child attains the age of 5 years and will normally cease when he / she completes the prescribed age.
- 48.2 This allowance is payable over the prescribed age or continued beyond that age upto the age limits prescribed for each course of study as per instructions issued by the Pension Sanctioning Authority if the education of the child is continued at a Secondary School, Technical School or University. The allowance will not be payable beyond the end of the term in which the child reaches the age limit or date of termination of course whichever is earlier.

Note - The allowance is not payable for the period the child is in receipt of scholarship sanctioned by the Ministry of Defence.

Education Allowance to the children of personnel below officer rank

49. Education Allowance granted to child / children of personnel below officer rank who retired or died in service due to causes attributable to or aggravated by military service prior to 1.1.1986 is payable under the conditions as notified in Pension Payment Order issued in each case.

Gallantry Awards

- 50.1 Post Independence Gallantry Awards namely the Param Vir Chakra, the Ashok Chakra, the Mahavir Chakra, the Kirti Chakra, the Vir Chakra and the Saurya Chakra, carry monthly allowance which is payable with pay and or pension. Similarly, Pre-Independence Gallantry Awards of Victoria Cross, Indian Order of Merit and Order of British India, Military Medal Allowance, Jangi Inam and Annuities carry allowance with pay and/or pension.
- 50.2 The Gallantry Award allowance as well as allowance for Indian Order of Merit and Jangi Inam are paid under the same rules / conditions, as pensions as for as they are applicable.

Payments of Gallantry Awards and Jangi Inam

- 51.1 Gallantry Awards and Jangi Inam are payable in addition to pay or pension. Generally, Gallantry Award allowance payable with pension is notified in the Pension Payment Order notifying pension or an amendment to Pension Payment Order notifying pension is issued for payment of Gallantry Award Allowance by issue of Corrigendum. Where Gallantry Award or Jangi Inam is only payable the same is also notified in the Pension Payment Order.
- 51.2 In notifying the Jangi Inam the Principal Controller of Defence Accounts (Pensions) will furnish the DPDO the Descriptive Roll of Jangi Inam holder. The Jangi Inam Certificate is handed over to the recipient by the Record Officer concerned.
- 51.3 Payment of Jangi Inam to a female is made only upto the date of her marriage or re-marriage, as the case may be. Accordingly, a declaration to intimate the change of status of widowhood or marriage certificate shall be obtained as required in Para 38.5 and 39 as the case may be.

Note- Where Gallantry Allowance or Jangi Inam is payable in addition to pension, a separate Descriptive Roll or a separate Pension Certificate / Jangi Inam Certificate is not prepared, the Descriptive Roll in respect

of his pension and the Pension certificate show the title to Gallantry Allowance / Jangi Inam also.

Gallantry Award Allowance for second life

- 52.** On the demise, or in the case of females on marriage or remarriage of the first holder, a report should forthwith be made to the Principal Controller of Defence Accounts (Pensions), and payment of Gallantry Allowance / Jangi Inam should not be continued to the nominated second holder until the grant in his or her favour has been notified in a Pension Payment Order.

To enable the Principal Controller of Defence Accounts (Pensions) to arrange for the continuance of the Jangi Inam to the second holder, the DPDO will ascertain the exact date of death or disqualification of the first holder and send the Jangi Inam Descriptive Roll and the Jangi Inam Certificate of the first holder to the Principal Controller of Defence Accounts (Pensions) for necessary action.

A fresh Descriptive Roll of the second holder together with Jangi Inam Certificate of the first holder will be forwarded to the DPDO by the Principal Controller of Defence Accounts (Pensions).

The Jangi Inam Certificate on which the first holder was receiving payment will be used for noting the payments made to the second holder also.

Note 1- In the case of Gorkha pensioners residing in Nepal and drawing Jangi Inam at the stations noted below, payments in respect of the award for the second life will be made on the authority of the following under mentioned officers. Necessary particulars will be entered in the Payment Register with reference to the documents supplied by these officers and the next available Treasury Serial Number allotted. On receipt of the Pension Payment Order, the particulars already noted in the Payment Register will be compared with those notified in the Pension Payment Order, and the number and date of the Pension Payment Order entered in the payment Register.

Gorakhpur, Baharaich and Gonda.	Recruiting Officer or Assistant Recruiting Officer, Gorakhpur.
Darjeeling	Recruiting Officer or Assistant Recruiting officer, Ghoom.
Laheria Serai and Purnea	Assistant Recruiting officer, Laheria Serai.

Note 2- At the time of each payment, while asking the first holder about the change, if any, desired in the name of the nominated heir, the DPDO should also, in the event of there being no change in this respect, ascertain from the first holder of Jangi Inam the latest

address of the second life nominee, and if there is a change in the address, correct his/her address shown on the Jangi Inam Certificate and Descriptive Roll. Further more, on the cessation of the first life award, the DPDO should, at the time of making payment of arrears due, ascertain from the person receiving the arrears (or from the first holder himself/herself in the event of his/her disqualification) the latest address of the heir nominated for the second life.

Cessation of Jangi Inam

- 53.1** A Jangi Inam is liable to be forfeited for disloyal behavior, failure on the part of the recipient to render active support to Government in any time of trouble and for conviction of an offence of treason, sedition, mutiny, cowardice, desertion or disgraceful conduct of an unnatural kind. It ceases in the case of a female holder on her marriage or remarriage.
- 53.2** Jangi Inam also ceases to the grantee on being provided by Government with land. In such a case, the payment will terminate on the first day of the month following the date on which the grantee entered into possession of his land grant. Intimations of cessations under this rule and the date from which the cessation has effect will in each case be sent by the Pr. Controller of Defence Accounts (Pensions) to the DPDO.

Cessation of Gallantry Award Allowance

- 54.1** Should the DPDO become aware of any case in which a Gallantry Award holder is convicted of any of the following offences entailing forfeiture of the Gallantry Award, he should forthwith suspend the payment of Award and report the matter to the Pr. Controller of Defence Accounts (Pensions).
1. Treason
 2. Sedition
 3. Mutiny
 4. Cowardice
 5. Desertion during hostilities
 6. Murder
 7. Dacoity
 8. Rape
 9. Unnatural offences.
- 54.2** The payment of allowance attached to the Gallantry Awards or Jangi Inam to the female ceases on their re-marriage/marriage. Accordingly, a declaration for change in status of widowhood or non-marriage certificate shall be obtained as per para 38.5 and 39 as the case may be.

Medical Allowance

55.1 Fixed Medical Allowance @ Rs. 100/- p.m. with effect from 01.12.1997, is payable to Armed Forces pensioners / family pensioners for meeting expenditure on day of day medical expenses that do not require hospitalization unless the individual opts for Out Patient Department (OPD) treatment in Armed Forces Hospital /M.I. Rooms. Existing pensioners as well as the future retirees shall have to exercise one time option in the prescribed form **(See Appendix 12 Part-I the DPPI-2013)** to avail medical facilities at O.P.D. of Armed Forces Hospitals / M.I. Rooms or to claim fixed medical allowance of Rs. 100/- pm.

In the case of future retirees i.e. retirees preferred claims on or after 1.11.1998, a Corrigendum PPO would be required to be issued from the Pension Sanctioning Authority on receipt of Option Certificate and undertaking alongwith revised LPC-Cum-data Sheet from R.O. concerned. The rate of Fixed Medical Allowance has been revised to @ Rs.300.00 p.m. w.e.f. 01.09.2008.

55.2 Fixed Medial Allowance will not be payable in the following circumstances: -

- (i) If any pensioner or family pensioner is in receipt of two pensions, medical allowance @ 100/- pm. w.e.f. 01.12.1997 and @ Rs.300.00 p.m. w.e.f. 01.09.2008 would be admissible on only one pension, if he / she does not avail of the medical facilities provided by the respective organization.
- (ii) Reemployed pensioners / employed family pensioners are not entitled to medical allowance as medical facilities are provided by his / her organization.
- (iii) Where family pension is shared by two widows / claimants, same criteria as in the case of dearness relief, is to be adopted.
- (iv) The beneficiaries of the ex-gratia and compassionate allowance are not entitled to medical allowance as they are not treated as Defence Pensioners / family pensioners.
- (v) Only one change in option in the life time of a pensioner / family pensioner shall be allowed.
- (vi) The migrant pensioners from Kashmir Valley, who are drawing pension from Delhi as a special dispensation would have the option either to avail the M.I. Room / Armed Forces Hospital facilities or to draw fixed medical allowance of Rs. 100/- pm. w.e.f. 01.12.1997 and @ Rs.300.00 p.m. w.e.f. 01.09.2008. In case, they wish to avail of the Armed Forces Hospital / M.I. Room facilities, they would not be eligible for fixed medical allowance.

55.3 Similarly, Defence Civilian pensioners (including pensioners of DAD, GREF, and Coast Guard) / family pensioners have also been granted Fixed Medical Allowance @ Rs. 100/- pm. w.e.f. 01.12.1997, who are residing in area not

covered under CGHS. Such pensioners shall have to exercise one time option **(see prescribed Format at Appendix 12 – Part-II of the DPPI-2013)**.

However, in cases where Defence Civilian pensioners / family pensioners are residing in CGHS covered cities but whose places of residence are not served by any CGHS dispensary are also entitled for Fixed Medical Allowance, subject to their furnishing of option and a Certificate (see **Annexure-II to Appendix 12 – Part-II of the DPPI-2013**) to claim fixed Medical Allowance. In the case of future retirees i.e. retirees preferred claims on or after 01.05.1998, a Corrigendum PPO would be required to be issued from the Pension Sanctioning Authority on receipt of option certificate and Undertaking, from Head of the Office. The rate of Fixed Medical Allowance has been revised to @ Rs.300.00 p.m. w.e.f. 01.09.2008.

55.4 Fixed Medical Allowance will not be admissible in the following cases:-

- (i) The widows and dependent children of the deceased C.P.F. beneficiaries who had retired from service prior to 01.01.1986 or who died while in service prior to 01.01.1986 and who are in receipt of ex-gratia payment.
- (ii) Defence Civilians who had retired on C.P.F. benefits before 18.11.60 and are in receipt of ex-gratia pension.
- (iii) The Burma Civilian pensioners / family pensioners and pensioners / families of displaced govt. pensioners from Pakistan who are Indian Nationals but receiving pension on behalf of Govt. of Pakistan, who are in receipt of adhoc ex-gratia.
- (iv) If any pensioner or family pensioner receives two pensions viz. service pension and another family pension, only single medical allowance is admissible, if he / she does not avail of the medical facilities provided by the respective organizations.
- (v) Pensioner who gets both military pension and civil pension, if the pensioner avails of the medical facilities provided by one of the civil or military organization.
- (vi) Where the family pension is shared by two widows, same criteria may be adopted as in the case of dearness relief.
- (vii) Reemployed pensioners / employed family pensioners.

55.5 In case of death of a pensioner, Life Time Arrears will be admissible to nominated heir / Legal heir.

Ex-Servicemen Contributory Health Scheme

55.6 Ex-Servicemen Contributory Health Scheme has been introduced for Medicare of all Ex-Servicemen with effect from 01 April 2003 who are in receipt of pension including disability pension and family pensioners, as also dependents to include wife / husband, legitimate children and wholly defendant parents. The son with permanent disability of any kind (Physical

or Mental) of entitle category of Ex-Servicemen Contributory Health Scheme would be eligible for life long facility of medical treatment. The Scheme will comprise as follows:

- a) Ex-Servicemen Contributory Health Scheme would be contributory scheme. On retirement every service personnel will compulsorily become a member of Ex-Servicemen Contributory Health Scheme by contributing his / her share and the scheme would be applicable for life time.
- b) Similarly ex-servicemen who have already retired prior to 01.04.2003 can become members by depositing one time contribution:

(i) W.e.f. 1st June 2009, the contribution will be as under: -

Grade pay drawn at the time of retirement (in Rupees)	Contribution (in Rupees)
1800/- pm, 1900/- pm, 2000/- pm, 2400/- pm and 2800/- pm and recruits drawing family pension / medical pension	15,000
3400/- pm and 4200/- pm	27,000
4600/- pm, 4800/- pm, 5400/- pm and 6600/- pm.	39,000
7600/- pm and above and Officers under HAG Scale	60,000

- (ii) The pensioners who are transferred to pension establishment with effect from 01.04.2003, the amount recovered will be indicated in the Pension Payment Orders by the Pension Sanctioning Authority, as proof of recovery to enable the pensioner to produce the same if required for issue of identity Card to avail the facility. In cases where the recovery of Ex-Servicemen Contributory Health Scheme Contribution is not indicated in the PPO of the Defence Service personnel transferred to pension establishment with effect from 01.04.03, the lump sum contribution will have to be remitted into the treasury for credit to Government by the Ex-Servicemen Contributory Health Scheme beneficiary.
- (iii) In cases where pensioners retired prior to 01.04.2003, the Ex-Servicemen Contributory Health Scheme subscription will be charged from the pensioners / dependents on the basis of their pension as per the option given by them.
- (iv) As and when the rates of subscription for C.G.H.S. beneficiaries are revised by the Ministry of Health and family welfare, the rate of subscription of Ex-Servicemen Contributory Health Scheme would deemed to have been revised from time to time.
- (v) Retired Personnel joining the scheme will forfeit the medical allowance of Rs. 100/- presently admissible to them and those who do not join the scheme would continue getting Medical Allowance as hitherto force. Such persons would not be entitled to any medical facility from Armed Forces clinics / Hospitals or Polyclinics set up under this scheme.

CHAPTER – VIII

Procedure for Payment of Pension and Allowances

Payment of pension

- 56.1** All pension including gratuities admissible under DPPI 2012 (as also indicted ante in this manual) shall be payable in rupee in India only.
- 56.2** Remittance of pension ex-India shall be decided by the Reserve Bank of India and application by the pensioner in this respect shall be addressed by him direct to the Reserve Bank of India.
- 56.3** KCIOs AF (I), WAC (I) who retired from service prior to 30.4.1957 and their families sanctioned pension in pound sterling and payable in India, will be paid their pension in rupee after conversion at official rate of exchange notified by Ministry of External Affairs and circulated by the Principal Controller of Defence Accounts (Pensions) from time to time unless the pension of the officer or his family has been refixed in rupee at their request w.e.f 1.1.86 by issue of Pension Payment Order by the Principal Controller of Defence Accounts (Pensions).
- 56.4** The following check should be observed before making payment for first time on new Pension Payment Orders / transferred Pension Payment Orders.
1. (a) PPO /Payment Authority has been received through authorised channel. For this purpose postal seal embossed on the envelopes, in order to ascertain the name of station from where the same were posted, may be verified
(b) PPO is supported with Descriptive Roll/ Identification documents / joint Photographs.
(c) Computerised PPOs are printed on computer and not typed.
(d) The Computer stationery of Pension Payment Order under action should match in format with the printed stationery currently in use by Pension Sanctioning Authorities.
(e) Some cases are generated manually also which computer does not accept.
 2. Pension Payment Order has been signed by an authorised officer in INK and his signatures have been verified with specimen signatures supplied by Pension Sanctioning Authorities and verification recorded.
 3. Pension Payment Order/Payment Authority bears the embossing SEAL (uncoloured), which is the same as per the specimen supplied by the Pension Sanctioning Authorities to Defence Pension Disbursing Officers and verification to be recorded.
 4. Pension Payment Order is marked debit 'CIVIL ESTIMATES'

5. Periodical list of fresh Pension Payment Orders has been received from Pension Sanctioning Authorities and the Pension Payment Order being actioned is found included in it.
6. Proper identification has been carried out. A record for carrying out the identification be kept in check Register / Personal file of the pensioner by Defence Pension Disbursing Officers.
7. Two defence pensioners should identify a new pensioner (except officers)
8. Payment shall be authorised only when Defence Pension Disbursing Officer is personally satisfied that the pensioner is genuine.
9. No PPO/Payment Authority should be transferred to any other PDA without verifying the genuineness of the PPO in question with reference to above guidelines.
10. Name, Seal with code no. is affixed below the signature of the officer, Signing PPO / Payment authority.
11. In case of any deficiency and doubt, the PPO should not be acted upon but the matter should be referred to Pr.CDA(P) Allahabad for further instructions.

Periodicity of payment

57.1 Pension is payable monthly in arrears.

Note 1- Pension to pensioners of Class VI, VII and VIII at Kathua (J&K State) and Campbell Bay (Great Nicobar Island) Post Offices is payable quarterly in arrears.

Note 2- Payment of pension to Gorkha pensioners residing in Nepal but drawing pension from Treasuries in India may draw on yearly basis, if they so desire.

57.2 Pension is payable on the last working day of the month to which it relates except in the case of pension for the month of March which shall be paid on or after the first working day of the succeeding month.

57.3 In the following cases pension may be paid before the last working day of the month: -

- a. When a pensioner dies or ceases to be eligible for pension.
- b. When there is a variation in the rate of pension consequent on the disbursement of the commuted value of a portion of it (payment at the original rate may be made upto and for the day preceding that from which the commutation of pension takes effect.)
- c. When the pension of an individual who was drawing it in India is transferred for payment outside India. In such cases payment shall be made upto and for the day preceding departure.

57.4 Retirement Gratuity, commuted value of pension where one has applied for commutation before retirement / discharge / invalidment, is payable

immediately after retirement / discharge / invalidment. Death gratuity is payable immediately on the date following the date of death while in service.

Duration of pension

- 58.** A pension is payable for life except where otherwise stated in the Pension Payment Order. However, a pension is payable for the day on which the pensioner dies.

Manner of payment

- 59.** The general procedure for payment is as follows:
- i. When pension is sanctioned and notified by the Pension Sanctioning Authority, the pensioner concerned is intimated directly or by the H.O.O./Record Officer of it and he/she is instructed to claim his/her dues from the Defence Pension Disbursing Officer. Immediately on receipt of Pension Payment Order, the Defence Pension Disbursing Officer is to issue call letter to the pensioner advising him to be present in his office on the date indicated therein for drawal of pension etc with the requisite documents. If any pensioner fails to claim his dues on the given date Defence Pension Disbursing Officer should enquire into the circumstances of the non-drawal of pension by issuing another Call letter(s) to the pensioner **(also see Para 17 of the DPPI-2013)**.
 - ii. When a pensioner appears for drawing his / her dues, he / she should be first identified keeping in view the instructions contained in **Para 61 to 64**. Where a bill form is prescribed for the Class or pensioners, a completed bill for his / her claim will be obtained, checked and the claim passed, if in order, for payment to the pensioner **(Annexure-I to Appendix-15 the DPPI-2013)**. Where a payment is to be made on pension payment schedule **(Annexure-II to Appendix-15 to the DPPI-2013)**, the schedule will be prepared by the Defence Pension Disbursing Officer and the pensioner's signatures for the receipt of the pension will be obtained on the schedule, before payment is made. Any separate certificate or declaration required in any particular case will also be obtained. The specific points to be observed in checking the bills / completing the schedules generally, are given in **Paras 81 and 82**, as the case may be. These should be kept in view in admitting payment.
 - iii. Photographs are obtained and furnished to Defence Pension Disbursing Officers alongwith other pension documents in respect of all Class I, V and VI pensioners. Where authenticated photographs are furnished in respect of other classes of pensioners through the Pension Sanctioning Authorities, Record Officers/ Head of Offices,

there is no objection to affixing them in the Payment Registers. Where Joint photographs of the individual and his / her spouse are furnished, they are intended for use in respect of the individual and later in respect of the spouse in case Family Pension becomes payable to the spouse. Photographs are viewed merely as an additional means of identification. For the proper and correct identification, the marks of identification and other particulars (including the authenticated impressions of the thumb and/or the fingers of the pensioners where available) furnished in the Descriptive Return/Descriptive Roll and other pension documents should be utilised.

- iv. When a pensioner first appears for receiving his/her dues or when he/she is called to appear in person on a date fixed by previous appointment with him/her by the Defence Pension Disbursing Officer, the payment will be made to him/her after due identification and subject to conditions mentioned in the Pension Payment Order. Particular care should be taken to ensure that the claim is not time-barred on that date. If the claim is time-barred the procedure prescribed for getting the requisite sanction vide **Chapter-VI**, should be followed.
- v. As soon as the first payment is made to a new pensioner, an acknowledgement for receipt of Pension Payment Order indicating date of first payment shall be issued to the authority from whom the Pension Payment Order was received.
- vi. Similarly, when a Corrigendum Pension Payment Order is received and acted upon for payment an acknowledgement shall be sent.
- vii. The dates for the payment of the various Classes of pensioners will be fixed and notified in advance by the pension Disbursing Authorities for the information and guidance of the pensioners concerned. The dates once fixed and notified should not be altered by the Defence Pension Disbursing Officers under any circumstances. At the time of each payment, the pensioner's attention may be suitably drawn to the date he is due to be paid next.
- viii. Pension bill forms (**Annexure-I to Appendix15 to the DPPI-2013**) are to be supplied to pensioners by the Pension Disbursing Authorities. He should, therefore, supply a bill form to the concerned pensioner after each payment, to enable the pensioner to submit the bill for the next payment due. Forms improvised by the pensioners or inappropriate forms are not acceptable in audit.
- ix. When payment is made, necessary notes will be recorded in the Payment Registers and other documents as prescribed in the subsequent paras. The instructions for filling up the payment column

in the Payment Registers are detailed in **Appendix 7 to the DPPI-2013**. Paid vouchers / payment schedules are valuable documents and should, therefore, be kept in safe custody by the Defence Pension Disbursing Officer till they are sent to the Principal Controller of Defence Accounts (Pensions) alongwith the periodical 'Accounts' as prescribed in **Para 125**.

Programme of Payment

- 60.** In case of cash payment of monthly pension the pensioner should, after each payment be informed of the date on which he is to present himself next to receive his pension. Pensioners may, when they can show good reason, be allowed to change the dates of their attendance.

CHAPTER IX

Identification

- 61.1** Identification of a pensioner by the Defence Pension Disbursing Officer is an important step in the process of making payment of the pensionary dues to the pensioner. The Defence Pension Disbursing Officer is personally responsible for proper identification and payment to the correct pensioner of the amounts authorised to be paid to him / her. He / she should, therefore, exercise great care in the matter of identification. Identification is done by the Defence Pension Disbursing Officer each time a pensioner appears before him for payment and it would not be necessary to record the fact of the identification anywhere. The identification of the pensioners, taken on the payment strength of the Defence Pension Disbursing Officer on transfer from other Defence Pension Disbursing Officer, should also be done.
- 61.2** Class I and II pensioners drawing pension for the first time should be required to produce the copy of the letter or Pension Payment Order by which the sanction to his/her pension was communicated by the Pension Sanctioning Authority. As such, no Descriptive Rolls are prescribed in respect of Class I pensioners, therefore, they should be identified with reference to their photographs sent to the Defence Pension Disbursing Officer by the Pension Sanctioning Authority. Moreover, a Commissioned Officer is now issued with his Army / AF / Navy Identify Card duly superimposed 'Retired' and the cards contain the personal marks of identification, signature and photo of the officer. The Identity Card may be demanded from the Officer – pensioner when he appears before the Defence Pension Disbursing Officer for establishing the identity of the pensioner, if felt necessary. Commissioned Officer pensioners may also be introduced by some Commissioned Officer pensioners already drawing pension through the Defence Pension Disbursing Officer who may be asked to sign a certificate to the effect that they know the pensioner personally and the specimen signature of the new pensioner duly attested by the pensioners introducing him may be kept on record for future use.
- 61.3** The identification of the pensioners other than Class I and II should be done with reference to the marks of identification furnished in the Descriptive Rolls / Descriptive Returns where these are prescribed. As an additional means of identification, photographs furnished in respect of certain Classes of pensioners may also be utilised.
- 61.4** Class V pensioners should be asked to produce the letter of intimations regarding grant of pension to him / her by the Principal Controller of Defence Accounts (Pensions) and his Head of Office. The pensioner's identity should be verified with reference to the Descriptive Particulars accompanying the Pension Payment Order and photograph.

- 61.5** The Class VI, VII and VIII pensioners shall produce pension Certificate issued by the Pension Sanctioning Authority and received from the concerned Record Officer.
- 61.6** In the case of Class VI pensioners (Armed Forces pensioners), due regard will be paid to the existing provisions in the Descriptive Roll in accordance with which the pensioner may be introduced by his / her two guarantors. The requirement of bringing two guarantors may be dispensed with in respect of service / disability pensioners in whose cases photographs are available with the Defence Pension Disbursing Officers as an additional means of identification.
- 61.7** In the case of Class VII pensioners, in addition to general instructions, they should be identified by questioning him / her as to his / her relationship to the deceased individual on whose account pension has been granted. An applicant for the first payment of a pension, whether the pension is newly granted or transferred from another Defence Pension Disbursing Officer must, in addition, be identified by taking the impressions of the ball of the thumb and all the fingers of his left hand (right in the case of female pensioners) and comparing them, respectively, with the impressions given in the Descriptive Roll. When a small child is granted the Family Pension or Children Allowance, the name, relationship to the child and the finger impressions of the person who will draw the pension or the allowance on behalf of the child will also be found in the Descriptive Roll and the identification of both the child and the person who is authorised to draw the pension, should be made by the Defence Pension Disbursing Officer.
- 61.8** When pension is drawn through a personal representative, the identity of the representative should also be established before payment is made to him as authorised by the pensioner in his letter of authority.

Identification of Guardian / Representative

- 62.1** In order to prevent possible cases of fraud, when casualties occur among children granted Children Allowances, the family pensioner or the guardian drawing the allowances granted to the children, should bring them to the place of payment and it is necessary that they should be identified by the Defence Pension Disbursing Officer. As regards children who are unable to attend for payment due to serious illness or being very young, a life certificate in the following form signed by an official of Revenue Department not below the rank of Patwari or Village Munsif may be accepted.
- “Certified that -----(Name of Child) the lawful child of late -----(Regtl. No., Rank & Name) is alive this day but cannot attend due to his / her illness.”

- 62.2** Special risk of fraud exists in the payment of pensions of women who do not appear in public. Special care should, therefore, be taken in the identification in these cases. The periodical certificate of the continued existence of Parda Nashin women should be attested by two or more persons of respectability in the town or village and affix their thumb impression or signature on their bill in the presence of the person who signs the Life Certificate.
- 62.3** The Defence Pension Disbursing Officer should keep a note in the Payment Register about the date on which the pensioner was first identified.

Annual Identification

- 63.1** The annual identification of the pensioner is required to be done on his first appearance or after 1st April of each year. The instructions in **Para 61** should be kept in view in identifying the pensioners. The Class I and II pensioners are, however, not identified annually unless they are over 70 years of age. When they are over that age they should be identified in the month of April to ensure their continued existence.
- 63.2** In respect of Class V, VI and VII Pensioners for the purpose of annual identification, the Defence Pension Disbursing Officer shall compare the marks of identification on the person of the pensioner with those on his record and also compare the signature and photograph with that on record. In the case of pensioners who cannot sign, and pensioner cannot be identified by his photograph and other means, the Defence Pension Disbursing Officer shall take the impression of the ball of the fingers of the left hand (right hand in the case of female pensioners) on the bill and compare these with the thumb and finger impressions on record so as to establish the identity of the pensioner in unmistakable terms.
- 63.3** The fact of annual identification in respect of all Classes of pensioners (in respect of Class I and II pensioners only those who are over 70 years of age) should be noted by the Defence Pension Disbursing Officer in the Payment Register. However, in respect of Class VI, VII and VIII pensioners, the pension payment schedule contains a certificate which should be signed by the Pension Disbursing Authorities and rendered in April in each year regarding the verification of the pensioners on their first appearance during or after April of each year.

Identification of pensioners over 70 years of age

- 64.** Particular attention should be paid to the periodical identification of old and infirm pensioners. Pensions to pensioners above the age of 70 years should not be made without verifying the fact of their existence by special enquiries.

A certificate to the effect that such verification has been carried out should be given in April in each year. A note should however, be kept in the Payment Register indicating the means by which identification has been done.

Personal appearance by pensioners for drawal of pensionary dues

- 65.** As a general rule, a pensioner must take payment of his pension in person each time, after he is duly identified by the Defence Pension Disbursing Officer. However, (i) a pensioner who is unable to appear in person before the Defence Pension Disbursing Officer for one or other reasons, (ii) a pensioner who is specifically exempted from personal appearance by the Government and (iii) a pensioner who desires to draw his / her pension through an authorised agent (**see Para 68 & 70 below**) can be permitted to do so provided a life certificate is produced.

Payments on the basis of Life Certificate

- 66.** Pensioner who does not appear in person for one or other reasons can produce a Life Certificate as in **Form No. 5 of Appendix 11 to the DPPI-2013** from one of the authorities mentioned at items (I) to (XVII) of **Para 67**. The usual bill signed by the pensioner must be submitted alongwith the Pension Certificate where there is one. The written authority of the pensioner on IAFA-409 to pay the pension to the person nominated by him / her should be produced and attached to the relative bill.

Persons / Authorities competent to issue / sign Life Certificates

- 67.** Life Certificates issued / signed by one or other of the following authorities / persons can be accepted. However, wherever a specific authority / person is mentioned either in the bill form prescribed for the Class of pensioner or elsewhere in these instructions as competent to sign / issue the Life Certificate, may be accepted. It is necessary that the Life Certificate is issued / signed only by the authority / person so authorised.
- i. Any person exercising the powers of a Magistrate under the Criminal Procedure Code, 1898 (5 of 1898).
 - ii. A Registrar or Sub-Registrar under the Registration Act, 1908 (16 of 1908).
 - iii. Any pensioned Officer who before retirement exercised the powers of a Magistrate.
 - iv. Any Gazetted Officer of Government.
 - v. A Munsif.
 - vi. A Post Master.
 - vii. A Departmental Sub Post Master.
 - viii. An Inspector of Post Offices.

- ix. A Class I Officer of the Reserve Bank of India.
- x. An Officer of the State Bank of India.
- xi. A Sub Accountant appointed as an Agent or as an Accountant at a Branch of the State Bank of India.
- xii. An Officer of a subsidiary Bank of the State Bank of India.
- xiii. Head of a Village Panchayat, Gram Panchayat or Gaon Panchayat
- xiv. Head of an Executive Committee of a village.
- xv. An officer of a bank included in the second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934) in respect of a pensioner drawing his /her pension through that Bank.
- xvi. A Police Officer not below the rank of Sub-Inspector-in-Charge of a Police Station.
- xvii. A member of Lok Sabha / Rajya Sabha / Vidhan Sabha / Vidhan Parishad or a Corporator of Municipal Corporation or a Councilor of a Municipality.
- xviii. In the case of pensioners reemployed a life certificate furnished by the pensioner signed by the Head of the office, where he is re-employed, may be accepted on the analogy of pensioners residing abroad whose life certificate is rendered by Indian mission.
- xix. A District Sainik Welfare officer – (DSWO)

Exemptions from personal appearance

68. Exemption from personal appearance is permissible in the following cases. The formalities to be completed for drawal of pension in each case are also stated therein.

- i. Pensioners desiring to draw his / her pension through an authorised agent (who has indemnified Government against overpayments) as detailed in **Para 70** below in such cases personal appearance is not necessary even at the time of first drawal of pension. Each bill of a pensioner resident in India must be signed by the pensioner, endorsed in favour of the agent and receipted by the latter. A Life Certificate should be obtained in such cases once in a year with the pension bill for the month of October.

NRI pensioners/family pensioners who are settled abroad are also exempted from personal appearance in the concerned Defence Pension Disbursing Officers in India at the time of first drawal of pension/ family pension provided the Indian Embassy/Mission abroad issue a certificate to the effect that the pensioner/family pensioner has been identified by them on his/her personal appearance on (date) -----with reference to documents viz (i) Marriage certificate (ii) Pass Port (iii) Pension Payment Order (PPO). These pensioners/family pensioners are further exempted from Annual identification on production of life certificate issued by the consulate/Mission abroad.

Note- The Bond of Indemnity, which must be stamped, may be in the following form in the case of a firm or a Bank;

“In consideration of our being permitted to draw pension of -----
------(No. Rank and Name) during his absence from-----
-----to-----we hereby under-take to refund to the
Government, on demand and without demur, any overpayment that
may be made to us as his Agent. In this respect the decision of the
Government shall be final and binding on us.”

- ii. Pensioners of rank – A pensioner of rank (i.e. high status) may be privately identified by the Defence Pension Disbursing Officer and he need not be required to appear at a public office. Payment may thereafter, be made in the usual manner.
- iii. Pensioner specially exempted by the Local Government from personal appearance – A pensioner of this category may draw his / her pension upon the production of a Life Certificate once in six months with the pension bills for June and December. The written authority of the pensioner to pay the pension to the person nominated by him/her should be produced and attached to the relative bill.

Note- A note of the sanction given by the Local Government for the exemption from personal appearance will be kept in the Payment Register and the Pension Certificate, where one is issued.

- iv. Pensioners who are unable to appear in person in consequence of bodily illness or infirmity – A pensioner of this category may draw his /her pension upon the production of a Life Certificate in six months with pension bill in June and December.
- v. Severely wounded and infirm Armed Forces Pensioners (Class VI) – Such pensioners may be paid their pension on production of a Life Certificate on IAFA-409. The certificate in the case of illiterate pensioners should bear the impression of the ball of the thumb of the pensioner’s left hand, (right hand in the case of female pensioner) taken in the presence of that officer or person.
- vi. Female pensioners who are not accustomed to appear in Public – A pensioner belonging to this category may be paid her pension to another person as she may appoint on her behalf on production of a letter of authority, a Life Certificate, a certificate of non-marriage / non – remarriage or an undertaking from widow recipients of Family Pension to the effect that she shall report the event of re-marriage promptly to the Defence Pension Disbursing Officer. The Life Certificate in the case of illiterate Pensioner should bear the impression of the ball of the thumb of the pensioner’s right hand taken in the presence of the Officer signing the Life Certificate.
- vii. Children owing to illness, and very young children, if the Defence Pension Disbursing Officer considers that their attendance for payment would cause inconvenience or hardship – In this case a Life Certificate in the following form signed by an Official of the Revenue Department not below the rank of a Patwari or Village Munsif or other responsible person may be accepted.

“Certified that -----(Name of child) the lawful child of the late -----(Number, rank, Name and Corps of the deceased) is alive this day but cannot attend for payment of pension authorised owing to illness.”

- viii. Armed Forces Pensioners (Class VI) employed in various institutions such as Railways, Mills, Private Firms of Standing etc. – In this case the forms as per **Appendix-13 to the DPPI-2013** which contains the Life Certificate, authority for payment to a representative, an acutance by the pensioner and receipt by the representative, may be used in lieu of IAFA-409. It should be seen that the form is complete in all respects as received from the Head of the Institution, before payment is made to the representative, whose signature should be obtained for the money delivered to him.
- ix. Armed Forces Pensioners (Class VI), who are unable to appear owing to employment, other than those mentioned in clause (viii) above – A pensioner of this category also may draw his pension upon the production of a Life Certificate once in six months, with pension bill for June and December. The Life Certificate in these cases will be obtained on IAFA-409.
- x. Gorkha pensioner living in Nepal or a pensioner residing in Bhutan who is physically unable to draw his pension in person – The payment to this category of pensioners may be made through a Defence Pension Disbursing Officer in India or under arrangements by the Indian Embassy, Nepal Kathmandu to a representative who produces the pensioner’s Pension Certificate and a Life Certificate on IAFA-409 signed by either two male Armed Forces pensioners if below Junior Commissioned Officer rank (or equivalent rank of the Air Force / Navy) or by a pensioner of Junior Commissioned Officer rank (or equivalent rank of the Air Force / Navy) acquainted with the pensioner. Gorkha Armed Forces Pensioners residing in Nepal territory will themselves be responsible for furnishing annually a Life Certificate signed by two male Armed Forces pensioners and counter-signed by an official of the Nepal Government.
- (xi) Armed Forces Pensioners residing in Pauri Garhwal and Chamoli Districts (Uttaranchal)- Pensioners of this category may be permitted if, they so desire, to draw their pensions through their representatives. Such a pensioner will be required to make one journey with his representative to the Defence Pension Disbursing Officer concerned and state personally to him that he desires his pension to be paid in future through that representative. The Defence Pension Disbursing Officer will record the identification marks of the representative who will thereafter be permitted to draw the pension on production of the pensioner’s Pension Certificate and a Life Certificate (IAFA-409) signed by either two male Armed Forces pensioners below Junior Commissioned Officer rank (or equivalent ranks of the Air Force / Navy) or by a pensioned Officer / Junior Commissioned Officer (or

equivalent ranks of the Air Force / Navy) acquainted with the pensioner and countersigned by a serving Officer, Sub-Inspector of Police, a Tehsildar, a Sub Post – Master, a Village Sarpanch, a Village Headman or a Patti Patwari. The Defence Pension Disbursing Officer will make independent enquiries once a year to satisfy himself that the pensioner is still alive.

- xii. Pensioners residing in Bhutan who are physically unable to draw their pensions in person –In these cases the payment may be made by the Political Officer there, through a representative in accordance with the procedure indicated above in respect of Gorkha pensioners living in Nepal, vide item No. (x) above.

The political officer at Bhutan will obtain once a year a Life Certificate from Bhutan Government for every such pensioner residing in those countries.

- xiii. Pensioners drawing pensions through Money Order- the detailed procedure for remittance of Pension through Money Order is given in **Para 86**.

Proof of continued existence

- 69.** In all cases of non-appearance referred to above in **Para 68**, the Defence Pension Disbursing Officer must at least once a year require proof independent of that furnished by the Life Certificate, of the continued existence of the pensioner. For this purpose, he should, save in cases of exemption from personal appearance granted by the Local Government, require the personal attendance for due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged, he should require proof thereof in addition to the proof submitted of the pensioner's existence.

CHAPTER X

Payment to Agents

70.1 For purposes of payment of a pension through an agent, the pensioners can be grouped as under: (a) those stationed in India who desire to draw through a scheduled Bank or a personal representative, (b) those resident in India who desire to draw through a Bank or firm nominated for this purpose as permanent arrangement by executing a Power of Attorney in favour of the Bank or firm and (c) those resident outside India and desire to draw through a Bank or firm nominated for this purpose, by executing a Power of Attorney in favour of the Bank or firm.

70.2 In regard to category (a) above the procedure for drawal of pension through an Agent by submission of the prescribed pension bill and a Life Certificate has been outlined in **Para 68**.

70.3 As regards category (b) above-

- i. A pensioner resident in India may draw his/her pension through a duly authorised agent possessing a legally valid Power of Attorney. The agent must execute a Bond to refund overpayments and produce at least once a year a Life Certificate.
- ii. The Power of Attorney referred to in clause (i) above will be executed by the pensioner in the form as per **Appendix 14 the DPPI-2013** on a non-judicial stamp paper of appropriate value as applicable to the place where the Power of Attorney will be executed, and it will be executed before the Notary Public or a Magistrate.
- iii. The Power of Attorney will be got registered by the Pensioner.
- iv. The original copy of the Power of Attorney will be sent by the pensioner or the person to whom the Power of Attorney is conferred, to the Defence Pension Disbursing Officer. The Defence Pension Disbursing Officer will return the original copy of the Power of Attorney to the agent after satisfying himself of its correctness and retain the duplicate copy in his records. The Defence Pension Disbursing Officer will forward the duplicate copy of Power of Attorney alongwith the initial claim preferred by the agent to Principal Controller of Defence Account (Pension), under intimation to the pensioner. Further payment of pension will be made by the Defence Pension Disbursing Officer, on receipt of the instruction from Principal Controller of Defence Account (Pension), Allahabad.
- v. The Defence Pension Disbursing Officer will maintain a Register in the Form as per **Annexure to Appendix 14 to the DPPI-2013** and all cases in which the Power of Attorney has been granted, will be recorded therein.

- vi. The person holding the Power of Attorney will prepare and present the bills, making a claim on behalf of the pensioner and receive the payment on his/her giving the quittance. If the person holding the Power of Attorney is an agent (including a Bank) who has also executed a Bond to refund overpayments, he/she can draw the pension for a period of not more than a year after the date of the Life Certificate furnished by him/her in respect of the pensioner. If, however, the person holding the Power of Attorney is not an agent (including a Bank) who has executed a Bond to refund overpayments, he/she may either receive the payment in person from the Defence Pension Disbursing Officer after giving his/her quittance, or if he/she so desires to draw the pension through representative nominated by him/her, he/she may receive payment through him/her, but in either case of receiving payment in person or through an agent or a representative, he/she shall append to the pension bills, on each occasion, a Life Certificate in respect of the pensioner and will also furnish other certificates like non-re-employment etc. signed by the pensioner, required as per **Para 76 below & Appendix 11 to the DPPI-2013.**
- vii. The agent possessing the legally valid Power of Attorney, will also sign on behalf of the pensioner, the certificates and declarations, etc., as are required to support the pension bills, with such modifications as would be necessary in the context of an agent signing them, irrespective of the fact whether or not he/she has executed an Indemnity Bond to refund overpayment, if any. The pensioner will, however, himself ratify, once a year, the certificates and declarations already given by his/her agent, in respect of the period for which the pension was drawn by the agent on his/her behalf.
- viii. The pension of an individual drawing pension through an agent who has executed a Bond to refund overpayments will not be paid in respect of a period of more than a year after the date of the life Certificate last received, and the Principal Controller of Defence Accounts (Pensions) and Defence Pension Disbursing Officer will be on the watch for authentic information of the death of any such pensioner, and on receipt thereof, will promptly stop further payments.

70.4 As regards category (c) above, the provisions of **Sub-para 70.3** will equally apply to cases where a pensioner not residing in India desires to draw his / her pension through an agent. The points mentioned here under may, however, further be seen by the Defence Pension Disbursing Officer :

- i. The pensioner has opened a non-resident account in any one of the scheduled banks in India.
- ii. He has executed a Power of Attorney in duplicate in the form as per Appendix 14 on Indian non-judicial stamp paper of appropriate value, where Indian – non-judicial stamp paper is not available, on durable plain paper duly affixed with adhesive Indian stamps of appropriate

value in favour of authorized agent. The value of the stamps will be determined with reference to practice as obtained in the place where the Power of Attorney is executed. The Power of Attorney is to be executed before a Notary Public or Indian Embassy abroad. If the Power of Attorney is executed before the Notary Public, it must be signed in the presence of an Official of Indian Embassy / Mission abroad, who should attest the signature of the pensioner.

Note 1- If a Power of Attorney is executed on a plain paper, and is not affixed with adhesive Indian stamps of appropriate value, the pensioner may write to his agent in India, advising him to take the same to the Collector within three months of its receipt for getting it stamped according to Indian Stamp Act.

Note 2- If the Consular fees charged by the Mission / Embassy abroad include stamp duty also, there is no need of getting the Power of Attorney stamped in India.

Note 3- The pensioner who wants to execute the Power of Attorney in India before proceeding abroad, may be allowed to do so, provided he executes the same on a non-judicial stamp paper or on a plain paper affixed with adhesive stamps of appropriate value before the Notary Public or any Magistrate.

Note 4-Execution of Power of Attorney is not required by the pensioner whose Defence Pension Disbursing Officer is Public Sector Bank.

iii. Pensioner has submitted his/her pension claim on IAFA-380(a) or an arrear claim on IAF(CDA)-651 if the pension has not been drawn for more than one year.

iv. Pensioner has submitted a Life Certificate on IAFA - **409 as per proforma No. 5 of Appendix 11 to the DPPI-2013** issued by an authorized official of the Embassy/High Commission of India, Indian Consulates or a Notary Public or an officer of an Indian Public Sector Bank attached to its branch in the Country, where the pensioner is residing.

v. He has submitted a certificate of non-change of nationality once a year in April each year as per Form No. 6 of **Appendix-11 to DPPI 2005 as amended from time to time**, whose nationality at the time of retirement was Indian and who for time being is residing outside India.

Note-1: In case any pensioner, on change of Nationality becomes a naturalized citizen of a foreign state, entitlement of pension will remain unaffected and pension will continue to be paid by his/her Defence Pension Disbursing Officer. However, the pensioner should intimate the change of Nationality to the Defence Pension Disbursing Officer as well as to the Principal Controller of Defence Accounts (Pension), Allahabad for updation of their records.

Note-2: Life Certificate and Certificate of non-change of nationality as per proforma given in **Form No. 5 and 6 of Appendix-11 to DPPI 2005 as amended from time to time** will be submitted initially with the first claim after the pensioner goes abroad. Thereafter, the Life

Certificate or non-change of nationality will be submitted by the pensioner to the Defence Pension Disbursing Officer, once in a year with the claim for April. The pension should not be paid beyond the date on which the next Life Certificate, certificate of non-change of nationality is due. The Defence Pension Disbursing Officer should promptly stop payment of pension beyond the date of death of the pensioner.

- vi. Pensioner has submitted attested copy of his/her passport.
- vii. Pensioner has submitted other certificates viz non-employment/re-employment certificate, non marriage/re-marriage certificates etc.

Forfeiture of pensions when sentenced to imprisonment by court

71.1 If a pensioner is convicted by any criminal court of serious crime or found guilty of grave misconduct, his pension is liable to be forfeited. Should the Defence Pension Disbursing Officer become aware of any case in which a pensioner is sentenced to imprisonment or is found guilty of grave misconduct, he should forthwith report the matter to the Principal Controller of Defence Accounts (Pensions), with a copy of the order of conviction and sentence for reporting the matter to competent Administrative Authority so that he may be able to serve a show cause notice to the pensioner before his pension is withheld / suspended. On release of the pensioner from imprisonment, the Defence Pension Disbursing Officer will obtain an application from the pensioner for restoration of pension and submit it to the Principal Controller of Defence Accounts (Pensions), with a report together with the following documents:

- i. A copy of the judgment of the Court by which the pensioner was tried and convicted and if an appeal was made, a copy also of the judgment of the Appellate Court.
- ii. A memo showing the dates from and to which the pensioner was actually in prison, to be obtained from the Superintendent of the Jail from which the prisoner was released.
- iii. A list giving particulars of previous convictions, if any, against the pensioner to be obtained from the Deputy Commissioner or Collector of the District.
- iv. A memo showing the character on discharge from service, length of service and the date from which pensioned as well as the regimental number of the pensioner as shown in the Descriptive Roll.
- v. A memo showing the date of arrest and the period the pensioner was under Police custody as an under trial prisoner prior to the date of conviction.

71.2 Any permanent reduction in the rate of pension that may be decided upon will be notified in the Pension Payment Order by the Principal Controller of Defence Accounts (Pensions) or other PSAs and an advance intimation will

be sent to the Defence Pension Disbursing Officer who should note the reduced rate on the pensioner's papers and the Payment Register.

Note- 1 If a pensioner is imprisoned for debt, or pending trial on a criminal charge of which he is subsequently acquitted or if he is convicted of a criminal charge by a Lower Court but is acquitted on appeal by Higher Court, pension will be admissible to him for the entire period including any period spent in Jail or in Police or Jail custody.

Note- 2 If a pensioner is found guilty of grave misconduct but is not imprisoned, the Defence Pension Disbursing Officer will report full facts of the case to the Pr. Controller of Defence Accounts (Pensions) who will obtain orders of the competent authority for the suspension or otherwise of the individual's pension. Pending instructions of the Pr. Controller of Defence Accounts (Pensions), the pension will not be stopped.

71.3 The competent authority will communicate his orders on the case to the Pr. Controller of Defence Accounts (Pensions) endorsing at the same time a copy thereof to the reporting officer/Defence Pension Disbursing Officer.

Reduction or Forfeiture of Pension of an Armed Forces Pensioner Convicted of a Serious Crime by a Foreign Court

72. Cases of Armed Forces Pensioners who are convicted by a foreign Court (including Nepal) or who are imprisoned in a jail outside India for serious crimes, will be reported by the Defence Pension Disbursing Officer to the Pr. Controller of Defence Accounts (Pensions) who will refer the case to the Government of India for a decision on the question of reduction/forfeiture or restoration of pension. While all possible efforts will be made to submit such cases supported by the relevant documents/information prescribed in para 71.1. Cases where copies of judgment, etc. of a foreign Court are not forthcoming for any reason will be put up with complete information regarding the nature of offence, circumstances in which it was committed and the sentence passed by the Court/Appellate Court.

Note- In the case of a Gorkha pensioner residing in Nepal but drawing pension from a Defence Pension Disbursing Officer located in India (i.e., Gorakhpur, Bahraich, Darbhanga etc.), the Recruiting Officer for Gorkha on receipt of information regarding his conviction by a criminal Court will investigate the case and refer it to the Government of India through the Pr. Controller of Defence Accounts (Pensions).

Attachment of Pensions by Court Orders

73.1 In accordance with Section 11 of the pension Act (Act XXIII of 1871), no pension granted by Government on account of past services or present

infirmities or as a Compassionate Allowance and no money due or to become due on account of any such pension or allowance, shall be liable for seizure, attachment or sequestration by process of any Court in India at the instance of a creditor for any demand against the pensioner or in satisfaction of a decree or order of any such Court. While an order issued by a Court can not prima facie be ignored and should, therefore, be honoured, the relevant provisions of Section 11 of the Pension Act may be brought to the attention of the Court with a view to getting the court orders vacated and simultaneously the Defence Pension Disbursing Officer should bring the matter to the attention of the Pr. Controller of Defence Accounts (Pensions) for further necessary action. Relevant extract of clause 4 and 6 of Chapter II of the Pension Act are also given below:

Clause 4 under Chapter-II: Rights to pensions

Except as hereinafter provided, no Civil Court shall entertain any suit relating to any pension or grant of money or land revenue conferred or made by the Government or by any former Government, whatever may have been the consideration for such pension or grant and whatever may have been the nature of the payment, claim or right for which such pension or grant may have been substituted.

Clause 6 under Chapter-II: Civil Court empowered to take cognizance of such claims

A Civil Court otherwise competent to try the same shall take cognizance of any such claim upon receiving a Certificate from such Collector, Deputy Commissioner or other officer authorised in that behalf that the case may be so tried, but shall not make any order or decree in any suit whatever by which the liability of Government to pay any such pension or grant as aforesaid is affected directly or indirectly.

73.2 No pensioner can assign or sell any interest in respect of pension not then due.

Employment after retirement under a Government outside India

74. A Commissioned Officer is required to obtain prior permission of the President for any employment under any Government outside India. For this purpose each Class I pensioner shall submit a declaration on **Form No. 7 to Appendix-11 to DPPI 2013** in the month of May & November each year. Should the Defence Pension Disbursing Officer becomes aware that the pensioner has not obtained the requisite permission of the President for his employment outside the Government of India, the payment of pension/Retirement Gratuity shall be held in abeyance and matter reported to the Pr. Controller of Defence Accounts (Pensions).

Explanation: For the purpose of these instructions the expression “employment under any Government outside India,” includes employment under a Local Authority or Corporation or any other Institution or Organisation which functions under the supervision or control of Government outside India, or an Organisation of which Government of India is not a member. Permission will, however, not be granted for acceptance of employment under a foreign Mission in India before expiry of at least 3 years from the date an Officer ceases to be in Defence service.

Acceptance of commercial employment by Commissioned Officers after retirement

- 75.** A Commissioned Officer of the rank of Colonel and above of Army and their equivalents in the Navy and Air Force and a Defence civilian who was member of Central Civil Service Group ‘A’, who is granted Retiring pension and Retirement Gratuity in respect of his Armed Forces service/civil service if accepts any commercial employment before expiry of two years from the date of his retirement, he is required to obtain prior sanction of the Government for such employment. For this purpose the pensioner shall submit a declaration in **Form No. 7 of Appendix-11 to DPPI 2013** in May & November each year. Should the Defence Pension Disbursing Officer becomes aware that the Officer has failed to obtain sanction of the Government for commercial employment before expiry of two years from the date of retirement, he shall hold in abeyance the payment of pension and report the matter to the Pr. Controller of Defence Accounts (Pensions).

Note 1- The expression “commercial employment” includes:

- a)** An employment in any capacity including that of an Agent under a Company, Co-operative Society, firm or individual engaged in trading in commercial, industrial, financial or professional business and includes also a Directorship of such company and Partnership of such firm but does not include employment under a Body corporate, wholly or substantially owned or controlled by the Government.
- b)** Setting up of practice either independently or as a Partner of a firm, as Adviser or as Consultant, in matters in respect of which the pensioner:
 - a) has no professional qualifications and the matters in respect of which the practice is to be set up or is carried on, are relatable to his official knowledge or experience, or
 - b) has professional qualification but the matters in respect of which such practice is to be set up are likely to give his clients an unfair advantage by reason of his previous official position.
- (c)** Employment, where the pensioner has to undertake work involving liaison or contact with the Offices or Officers of the Government.

Note 2- The expression “employment under a Co-operative Society” includes the holding of any office, whether elective or otherwise, such as that

of President, Chairman, Manager, Secretary, Treasurer and the like, by whatever name called in such Society.

Pensioners employed / re-employed under Government

- 76.1** A pensioner/family pensioner drawing pension in India shall be required to furnish a non-employment or re-employment Certificate under a Government Department / Office, Company, Corporation / Autonomous Body or Society or State Government or Union Territory or Local Fund, once in a year in the month of November in **Form No. 7 of Appendix-11 to DPPI 2013.**
- 76.2** “Dearness Relief on pension shall not be payable from the date of re-employment in Central / State Government Department / Office, Public Sector Undertaking / Autonomous Bodies, Local Funds, LIC / GIC etc. in the case of those pensioners who are not covered by the provisions of Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension, & Pensioner’s Welfare, New Delhi O.M. No. 45/73/97 – P & PW (G) dated 2.7.1999 and Ministry of Defence, New Delhi letter No. 7 (1)/95/D (Pensions / Services) / 99 dated 6.10.99 which applicable with effect from 18.7.1997 as per **Para 100 of DPPI 2013.**
- 76.3** If a pensioner declares that he is re-employed under a Government Department / Office / Company / Corporation / Autonomous Body or Society or State Government or Union Territory or Local Fund, he shall be asked to furnish the following information for the first time which shall be sent to the Principal Controller of Defence Accounts (Pensions) alongwith his pension voucher / schedule.
- I. Capacity in which employed.
 - II. Date from which employed.
 - III. Address of the re-employing office.
 - IV. Pension Payment Order number notifying pension and date of commencement of pension.
 - V. If re-employed in a military capacity whether the pensioner has been re-enrolled or attested or re-employed in an appointment the combatants of which are required to be enrolled or attested under the Army / Navy / Air Force Acts.

Payments drawn by Family Pensioners through false declaration / certificates

- 77.** Whenever there is reason to suspect that any individual has obtained admission to the Family Pension establishment or, a woman, to the continuance or the Indian Order of Merit or Victoria Cross or Military Cross or Param Vir Chakra or Mahavir Chakra or Vir Chakra etc. allowance of a deceased pensioner through fraudulent means, or that an overpayment of pension has been caused through false Widowhood Certificate or otherwise, payment should be withheld and a full report submitted at once to the

Principal Controller of Defence Accounts (Pensions) giving full particulars for orders of competent authority as to the manner in which the sum fraudulently drawn by the alleged widow shall be recovered from the pensioners who signed the false certificates/undertaking. Unless the pensioners who signed such certificate can offer a satisfactory explanation other than that they were ignorant of the widows remarriage, the sum obtained by the alleged widow with the aid of certificate/undertaking the amount shall be recovered from the pensioners who signed it in share proportionate to the pension which they are receiving subject to the provision that the monthly pension of each pensioner shall not be reduced by more than one third. Cases of family pensioners in receipt of more than one pension in respect of the same person, should also be reported to the Principal Controller of Defence Accounts (Pensions) for orders. The least advantageous pension should be suspended pending receipt of decision but see notes below **Para 39.1.**

Advance of pension to destitute pensioners

- 78.** An advance of pension / arrears of pension subject to a maximum of Rs. 250.00 is sanctioned by the Principal Controller of Defence Accounts (Pensions) to the destitute pensioners other than Commissioned Officers, Defence Civilians, and their families who visit his office in connection with any claim / matter pending in his office. The Defence Pension Disbursing Officer should on receipt of intimation about authorisation by the Principal Controller of Defence Accounts (Pensions) of the advance to destitute pensioner, recover the advance from his / her pension / arrears of pension or future entitlement in one lump sum.

On adjustment, the Defence Pension Disbursing Officer should immediately intimate the fact to the Pension Sanctioning Authority quoting his office communication number and date for completion of record in his office.

Payment to Insane Pensioners

- 79.1** When a pensioner is believed to be insane and an application is made for his / her pension, a certificate by a Magistrate stating that the pensioner is a lunatic should be called for. The production of such a certificate is essential. The certificate need be produced only once and not every time a payment is to be made.
- 79.2** In the case of a pensioner in respect of whom a certificate has been granted by a Magistrate as mentioned above, the payment of pension and gratuity will be regulated as under: -
- i. **Where the insane pensioner is lodged in an asylum** - The whole of the pension and gratuity will be paid to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her

Life Certificate signed by the competent authority, the question of payment by them of the cost of the pensioner's maintenance being left to be decided by the Court on an application by the asylum authorities and in accordance with the provisions of Section 26 of the Lunacy Act.

- ii. **Where the insane pensioner is in the charge of his / her dependents:** - The whole of the pension and gratuity will be paid to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her Life Certificate signed by the competent authority.
- iii. **Where the insane pensioner is in the charge of a friend or any other relation:** - The pension and gratuity will be payable in two shares, one to the person having charge of the lunatic and the other to the dependents of the pensioner on their furnishing the pensioner's Pension Certificate as also his / her Life Certificate signed by the competent authority. The size of each share being determined by the Principal Controller of Defence Accounts (Pensions) in consultation with the local Civil Authorities; and pending such determination, half of the pension and gratuity will be authorised to be paid to the dependents of the pensioner.

79.3 For purposes of resuming payment to the pensioner, a certificate of the Magistrate that the pensioner has regained sanity, will be obtained.

79.4 In cases where claimant to Family pension was found insane at the time of grant of family Pension and whose Family Pension claim form was completed by the person or agency in whose custody such a claimant was held, the thumb and finger impressions or signatures on the copy of the claim form held as Descriptive Roll will be obtained by the Defence Pension Disbursing Officer, if and when the pensioner on regaining sanity comes to draw his/her pension. A certificate in regard to the eligible heir having regained his sanity will also be obtained as indicated at **Para 79.3** above.

Payment of Pensions to Lepers

80.1 Lepers, on account of the contagious nature of their disease, may be paid their pensions without being called upon to produce their Pension Certificate, if any, or a pension bill. The Pension Certificate where one is issued should be retained by the Defence Pension Disbursing Officer himself for so long as the pensioner is drawing his/her pension through him. Where a leper-pensioner appears before the Defence Pension Disbursing Officer in person, the Defence Pension Disbursing Officer will satisfy himself as to the identity of the pensioner and arrange to get a pension bill drawn up on behalf of the pensioner or the pension payment schedule will then be stamped by the Defence Pension Disbursing Officer as having been paid in his presence. In cases where Pension certificates are in use, the fact that the

payment has been made will be recorded on the Pension Certificate under the initials of the Defence Pension Disbursing Officer.

80.2 In the case of those leper-pensioners who are unable to move or are not allowed to appear before the Defence Pension Disbursing Officer on medical grounds, their pensions may be paid to their representatives on production of Life Certificates on behalf of the pensioners.

80.3 As regards remittances of pension to leper pensioners by money order, the procedure indicated in **Para 88** may be kept in view.

CHAPTER - XI

Mode of Payment

81.1 The payments of pension, allowances, gratuities, etc. will be made in accordance with the instructions contained on the Pension Payment Orders. The instructions contained in these instructions shall also be borne in mind and in no case deviation shall be made unless authorised by Pension Sanctioning Authorities or the Pr. Controller of Defence Accounts (Pensions). Payments should be made in the presence of the Defence Pension Disbursing Officers. Pensioners shall submit their pension bill, on the proforma as per **Annexure-I of Appendix-15 to DPPI 2013**, in the office of the Defence Pension Disbursing Officer for authorisation of payment. Pension Disbursing Authorities which are not dependent on Bank for cash (functioning as Non-Banking Treasury) or where small amount of pension is to be made by a Defence Pension Disbursing Officer, Payments in cash may be authorised and made through a schedule prepared for more than one pensioner in the proforma as per **Annexure-II of Appendix- 15 to DPPI 2013**. The Pensioners shall submit the requisite certificates as may be due, for the payment of pension or allowance for the month. It should be ensured that the Pension Payment Orders number notifying initial grant of pension and P.S. No./T.S. No/HO No. as the case may be, is entered in the pension bill/schedule. Any correction or alteration in the bill/schedule should be attested by the Defence Pension Disbursing Officer. The total of the bill or grand total of schedule should always be shown in words as well as in figures. All supporting vouchers/certificates/declarations should be numbered in consecutive serial number and securely attached to each schedule. The Defence Pension Disbursing Officer shall ensure that signature of the pensioner on the pension bill or schedule compares with the signature on record in the Payment Register and his identity is established with reference to his photograph and or marks of identification as per Payment Register.

Note- Pension of children, who are minors and whose mothers are in receipt of pension, are drawn in the same bill in which mother's pension is drawn.

81.2 In the case of Class I and II pensioners, each payment of pension so authorised is to be entered in the Payment Register and attested under the initials of the Defence Pension Disbursing Officers. In the case of Class V, VI, VII and VIII pensioners, the date of payment, period for which pension relates and amount paid is entered in the Payment Register and Pension Certificate of the pensioner.

Minimum Pension

82.1 In the following types of Pension the minimum Pension before commutation is payable @ Rs. 1275/-p.m. wef. 1.1.1996 & @ Rs.3500/- p.m. w.e.f. 1.1.2006. The minimum and maximum limit of pension / Family Pension fixed from time to time is at Part-I, II & III of **Appendix-16 to DPPI 2013**.

- a. Armed Forces pensioners-
(Class I, II, VI and VII)
 - i. Retiring Pension.
 - ii. Service Pension.
 - iii. Special Pension.
 - iv. Reservists Pension.
 - v. Invalid Pension.
 - vi. Service element of Disability Pension.
 - vii. War-Injury Pension.
 - viii. Family Pension (Ordinary, Special and Liberalised).
 - ix. Dependants Pension.
 - x. Continuance of Special Family Pension.

- b. Defence Civilians (Class V pensioners)
 - i. Superannuation Pension.
 - ii. Retiring Pension.
 - iii. Invalid Pension.
 - iv. Family Pension.
 - v. Compensation Pension.
 - vi. Compulsory Retirement Pension.
 - vii. Compassionate Allowance.
 - viii. Disability Pension.
 - ix. Extra Ordinary Family Pension.
 - x. Liberalised Family Pension.

82.2 In the case of individuals retired as JCO/Ors prior to 01.01.86, their pension after consolidation under the Ministry of Defence letter no. 1 (2)/98/D (Pens-Sers) dated 14.07.98 and the individuals who retired on or after 01.01.86 (i.e. Post 86), their pension after consolidation under the Ministry of Defence letter No. 1 (2)/97/D (Pension / Service) dated 24.11.97, in the case of Armed Force pensioners and under Government of India Ministry of Personnel, Public Grievances and Pension, Department of P & PW letter No. 45/86/97-88 (PW (A)-Part-II dated 27.10.97, in the case of Defence Civilians, which are table based shall be stepped upto Rs. 1275/- per month with effect from 01.01.96, if it works out to less than Rs. 1275/- per month. The Armed Forces Personnel discharge prior to 01.01.2006 and drawing their pension as on this date, their pension will be revised w.e.f. 01.01.2006 in term of MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.11.11.2008 with minimum pension

as Rs.3500.00 subject to safeguard with modified parity order vide MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.20.01.2009. In case of JCO/Ors, their pension will be further revised w.e.f. 01.07.2009 as per recommendation of Cabinet Secretary Committee viz One Rank One Pension issued vide MOD letter No. PC 10(1)/2009-D(Pen/Policy) dt.08.03.2010 similarly in case of Defence Civilian Pension drawing their pension as on 01.01.2006, their pension will be revised w.e.f. 01.01.2006 in term of MOP, PG&P Deptt. of Pension & Pensioners' Welfare letter F.No. 38/37/08-P&PW(A) dt.01.09.2008.

Note-1 The revision of Ordinary Family Pension to Rs. 1275/- p.m. w.e.f. 01.01.1996 will, however, not be beneficial to family pensioners of Naib Subedar, Subedar, Sub. Major and JCOs granted Hony. Commission as officer and corresponding ranks of Navy and Air Force. The revision of Ordinary Family Pension in respect of these categories of pensioners will be made as per the Tables appended with Government of India, Min. of Def. Letter No. 6 (3)/99/D (Pensions / Services) dated 07.10.1999 (**see Appendix-16 Part X to XII of DPPI 2013**). Family Pension of Armed Force Personnel & Defence Civilian will also revised w.e.f. 01.01.2006 in terms of MOD letter No. 17(4)/2008(1)/D(Pen/Policy) dt.11.11.2008 & 01.07.2009 and MOP, PG & P Deptt. of Pension & Pensioners' Welfare letter F.No. 38/37/08-P&PW(A) dt.01.09.2008.

Note-2 In cases where pensioners who are in receipt of two pensions, one from military and second from civil, the floor ceiling of Rs. 1275/- p.m. taking the two pensions together, will not apply and the individual pension will be governed by respective pension Rules with effect from 01.01.1996 vide Ministry of PPG & P, Deptt. of Pension and Pensioners Welfare F. No. 38/38/02-P&PW(A) dated 23.04.2003.

82.3 The limit of minimum of Rs. 375.00 per month with effect from 01.01.1986 and Rs. 1275/- per month with effect from 01.01.1996, do not apply in the following cases:

- i. HKSRA Pensioners.
- ii. U.K. Pensioners.
- iii. Pensioners in receipt of disability element of pension only.
- iv. Family pensioners in receipt of compassionate Pension/Allowance or ex-gratia allowance from Compassionate Gratuity Fund.
- v. Children in receipt of Children Allowance and Children Education Allowance.
- vi. Monetary Allowance attached to gallantry decorations shall be treated as a separate element and not counted for the purpose of stepping up of pension to minimum pension.

- vii. Pensioners and family pensioners of the erstwhile State Forces in receipt of Special Pension, stipend, Gujara, Maintenance Allowance, Parvarish, Allowance etc.
- viii. Special Pension sanctioned to the blinded pensioners by the Kendriya Sainik Board shall be treated as a Separate element and not counted for purpose of stepping up of pension to minimum pension.
- ix. Ex-gratia Family Pension @ Rs. 150/- per month wef. 01.01.1992 and @ Rs. 605/- per month wef. 01.11.1997 to the families of deceased Reservists covered by the Govt. of India Ministry of Defence letter No. 10(7)/92/D-(Pension / Services) dt. 30.03.92 and No. B/40029/AG/PS-4 (d)/I/B/D (Pensions / Services) dated 07.01.1999.
- x. Artificers skilled non combatants (enrolled) of the corps of the EME. drawing ex-gratia pension @ Rs. 283/- pm. and Rs. 150/- pm. as ex-gratia payment to the eligible members of deceased family of this category with effect from 01.01.92.

Point to be seen in passing pension bills/claims

- 83.** The following general instructions should be observed as far as they are applicable, when payments are made. Further points to which attention must be paid by the Defence Pension Disbursing Officer in respect of each kind of pensionary award, are laid down in chapter II to these instructions.
- i. The bill should be in the prescribed form.
 - ii. The pensioner's Descriptive Serial No./Pension Payment Order number, rank, name and Corps or Department as shown in the bill/payment schedule should agree with those entered in the payment Register. Pensioner Serial No./Treasury Serial No./H.O.No. allotted to each pensioner by the Defence Pension Disbursing Officer should also be shown in the bill/payment schedule.
 - iii. The period for which the pension is claimed, the rate of pension, the amount due in sterling as well as in Rupee (where pensions are fixed in sterling) the rate of exchange etc. should be correctly entered.
 - iv. That pension is not admitted beyond the date to which it is sanctioned or pensioner ceases to be eligible due to disqualification.
 - v. The amount paid should not be in excess of the amount sanctioned.
 - vi. Necessary deductions on account of Income-Tax, demands etc. as due, should be made.
 - vii. It should be seen that the details in a bill work up to the totals and that the totals are written in words as well as in figures.
 - viii. A pay order should be signed by the Defence Pension Disbursing Officer.
 - ix. The bills should be stamped "Paid" and the amount paid and the date of payment noted, the entry being duly attested by the Defence Pension Disbursing Officer.

- x. "Revenue stamp of Rupee 1.00 should as a general rule be affixed to all the vouchers for sums in excess of Rs. 5000.00 but see **Para 87**. The revenue stamps should be defaced after payment is made."
- xi. The bill should be receipted by the pensioner or by some other person authorised to give legal acquittance on his / her behalf and if the pensioner cannot sign his / her name, his / her thumb impression or where this is not possible due to the physical incapacity, his / her great toe impression; the thumb or the great toe impression being duly attested by a well known and respectable person, shall be taken on the bill. There is no objection to the Defence Pension Disbursing Officer himself attesting the thumb / great toe impression. Signature may be obtained in English or Hindi. Signatures in Regional languages can be accepted in the respective regions and need not be transliterated.
- xii. In the case of pensioners not claiming the pension in person, the instructions regarding the obtaining of Life Certificate laid down in the preceding Paras / Chapters should be followed.
- xiii. It should be seen that the Life Certificate bears a date, which is later than the terminal date of the period to which the claim relates.
- xiv. It should be seen that the bills / vouchers are complete in all respect, particularly that wherever declarations and / or certificate are required to support the payment, such certificates and / or declarations are obtained.
- xv. That no individual draws more than one pension in respect of the same person.
- xvi. That the instructions contained in **Para 71** are observed in the case of pensioners convicted of serious crime or guilty of grave misconduct. Under mentioned certificates / declarations are attached with the pension bill: -
 - a. A declaration from Class I pensioners and a certificate from Class VI pensioners for drawal of Constant Attendant Allowance once in six months in MAY and NOVEMBER, in the form at No.1(A) & 1(B) of Appendix 11.
 - b. Life Certificate in respect of the pensioner where pension bill is preferred by an authorised Agent.
 - c. Certificate regarding non-change of nationality to be submitted in April each year with the pension bill for March if the pensioner is residing outside India.
 - d. Certificate of non – employment / re-employment to be submitted in the month of November each year.
 - e. Declaration from widow to the effect that she will report the event of her re-marriage promptly to the Defence Pension Disbursing Officer.
 - f. Certificate of non-marriage from the female family pensioner to be submitted in month of May and November every year.

- g. Declaration from the family pensioner drawing first pension that she is not in receipt of any other Family Pension in respect of the deceased as required vide **Para 41.1**.
- h. Certificate from widower regarding non-marriage to be submitted in the month of May and November every year.
- i. Certificate regarding non-earning of livelihood from the parents / sons / daughters claiming family pension / children Allowance every month whose earning / income from all sources is less than Rs. 3500.00 plus dearness relief thereon (as declared by Government from time to time) per month.

Points to be seen in pension bills of Class I and II pensioners

84. The special points to be seen when payments are made -

- (i) That the disability element is not paid beyond the date on which it expires and that at least two months before when the disability element ceases, the Class I pensioner is instructed to apply to Area / Sub- Area Commander in whose jurisdiction the Officer's residence falls for arranging. Resurvey Medical Board for continuance of the disability element, if considered necessary.
- (ii) That a Class II pensioners granted Dependants Pension from a date prior to 1.1.1986 has submitted the declaration in **Form No. 8 of Appendix-11 to DPPI 2013** and if he / she has received a fresh accession to his or her private property or income, the fact, after payment will be specially reported to the Principal Controller of Defence Accounts (Pensions) for a review of the rate of pension, if necessary.

Note- No declaration from a dependent pensioner granted pension on or after 1.1.86 is necessary.

- (iii) That when parents or brothers or sisters of a deceased officer, are granted pensions collectively, all the persons in respect of whom pension is granted are certified to be alive and that the declarations on **Form no. 8 of Appendix-11 to DPPI 2013** is suitably modified in these cases. When one of the persons in respect of whom pension is granted dies or ceases to be eligible for pension, the case should be reported to the Principal Controller of Defence Accounts (Pensions) for instructions as to the rate at which pension is to be paid to others from the date of such cessation.

Rounding off of transactions in pension bills

85. The pension including Dearness Relief shall be payable in whole rupee only. Where pension is paid for a part of a month due to death of a pensioners or for any other reasons, and pension and Dearness Relief thereon becomes

payable in a fraction of a rupee, the amount of such pension may be rounded off to the next higher rupee.

Income –Tax deductions from pensions

- 86.1** It is the responsibility of the Defence Pension Disbursing Officer to deduct Income-Tax from pensions at source where due and the deduction on account of Income –Tax shall be made strictly in accordance with the relevant provisions of the Income Tax Act, 1961, (Act 43 of 1961), as modified from time to time, and the rules and orders issued there under. The term ‘Salaries’ as defined in the Income – Tax Act includes ‘Pensions’ and where the estimated payment of the pension due to a pensioner for a financial year becomes taxable in terms of the Income Tax Act, 1961, the Defence Pension Disbursing Officer should work out the tax due and deduct it from the pension in the usual manner. Whereas it is permissible to adjust the rate of recovery during the year so as to ensure that the correct amount due for the year is recovered within the year, it is not permissible to refund any tax recovered in excess during the year, by Affording a credit In the bill .Any excess tax recovered can only be claimed by the pensioner from the Income-Tax Authorities. Likewise, Income Tax of a previous year should not be adjusted by the Defence Pension Disbursing Officer in the current Year, such adjustment is to be made by the Income-Tax authorities concerned, to whom the matter may be reported when such an occasion arises. Income tax should be levied on pension independently of the pensioner’s private income. Care should be taken to exclude from the assessment amounts which are specially exempted from the term ‘Salaries’ under the provisions of the Income Tax Act. When abatement of income tax on a Life Insurance premium is allowed, the receipt of the Insurance Company should be verified and endorsed to indicate that the abatement has been allowed.
- 86.2** Defence Pension Disbursing Officers should issue to the pensioner from whom Income Tax has been deducted by him from his pension at source, an annual statement showing the amounts of pensions paid and the tax deducted by him. The Defence Pension Disbursing Officer should also furnish to the Income Tax authorities concerned, a statement showing the amount of pensions paid to each assesses and the amount of tax deducted from him / her. He should also certify where necessary that he has verified the premium receipt of the Insurance Company where abatement on account of Insurance premia paid has been allowed.
- 86.3** In case of doubt regarding the liability to tax of any item of pension, the matter should be referred to the Principal Controller of Defence Accounts (Pensions) or to the Income Tax authorities for clarification. Retirement or Death gratuity, any payment on account of commutation of Pension or entire disability pension i.e. service element and disability element of a disabled personnel of Armed Forces, and Gallantry Awards viz. Ashok Chakra, Kirti Chakra, Shaurya Chakra, Sena Medal, Nav Sena Medal and Vayu Sena

Medal, are notable items which are excluded from the term 'Salaries' in accordance with the Income Tax Act. at present. Accordingly these items are exempted from income tax.

Note: Section 92 of the Income Tax Act 1961 specifically provides for TDS on salaries. Though 'pension' comes with the definition of salary as per section 17(1)(ii), 'family pension' does not fall under this definition. Therefore, no tax can be deducted at source under section 192 of IT Act. However, it does constitute an income and so the recipient is obliged to meet his/her liabilities through payment of advance tax and/or self assessment tax.

Receipt Stamps

87. Revenue stamp must be affixed by the pensioner in the 'Receipt' Column/space provided in the Pension Payment Voucher where the amount Payable exceeds Rs. 5000/= .In the following cases revenue stamp is, however, not required to be affixed even though the sum payable exceeds Rs. 5000/=.

- i. Receipts given by or on behalf of Government.
- ii. Receipt on postal Money Order.
- iii. Receipts given by Non-Commissioned officers, Soldiers of the Army and equivalent ranks of the Navy and Air Force for their pensions earned in respect of their service as such, when they are not serving the Government in any other capacity. Junior Commissioned Officer of the Army and equivalent ranks of the Navy and Air Force are, however, required to affix revenue stamps while receiving payment of pensions. For classification of ranks please see **Appendix-1 to DPPI 2013**.
- iv. Receipts for pensions and allowances (e.g. Family Pension, 2nd Life grant of Jangi Inam or Jagir Allowance etc.) paid by Government to the heirs of deceased Non-Commissioned Officers, other Ranks of the Army and equivalent ranks of the Navy and Air Force in respect of service in the Armed Forces.

Note- 1 The expression 'Soldiers' in the above Paragraph, includes any person below the rank of Non-Commissioned Officer.

Note-2 Warrant Officers must furnish stamped receipts for all payments in excess of Rs. 5000/= made to them whether such payments are made weekly, monthly or otherwise.

Note-3 When a Non-Commissioned Officer, Soldier of the Army and equivalent ranks of the Navy and the Air Force holds an appointment which is open to person not enlisted under the Army Act or Air Force Act or enrolled under the Indian Army Act, he is not held to be serving in the capacity of a soldier for the purposes referred to above.

Note-4 Payment of arrears of pension in excess of Rs. 5000/= due to the estates of deceased Armed Forces pensioners when made to their heirs, irrespective of the fact whether the recipients are serving or pensioned Non-Commissioned Officers or soldiers of the Army or the equivalent ranks of the Navy and the Air Force, should be supported by stamped receipts.

Note-5 A widow pensioner drawing in one and the same bill her own as well as her children's pension, will affix one revenue stamp, when not exempted from stamp duty, provided her own pension alone exceeds Rs. 5000/=.

Payment of Pension in India by Postal Money Order

88.1 Payment of pension upto Rs. 2250/= plus Dearness Relief thereon to pensioners, other than U.K. pensioners, may at their request be remitted by Postal Money Order at the Government expense.

Note- Arrears of pension due to the estate of Class VI and VII deceased pensioners may at their request be remitted by Money Order to their heirs at the cost of Government provided arrears of pension do not exceed Rs.2250/= w.e.f. pension payable for the month of July, 2005 excluding Dearness Relief as admissible on pension vide Para 117.

88.2 A pensioner who chooses to have his/her pension remitted by Money Order at his/her expense should present himself/herself before the Defence Pension Disbursing Officer in person with an application requesting the Defence Pension Disbursing Officer to arrange for the remittance of his/her pension by Money Order at his/her own expense monthly or quarterly, as the case may be subject to the fulfilment of the conditions attached to such an arrangement. He /She should submit his/her Pension Certificate where one is issued, alongwith the application to the Defence Pension Disbursing Officer.

Note- Where owing to old age or infirmity or in consequence of some physical disability, it is not possible for a pensioner to present himself in person to the Defence Pension Disbursing Officer with the declaration electing to have his pension paid by Money Order, the Defence Pension Disbursing Officer may accept instead, a written declaration signed by the pensioner and duly verified under his seal by a Gazetted Officer, a Magistrate, a Justice of Peace, a Tehsildar, a Naib Tehsildar, a Block Development Officer, a Police Officer not below the rank of Sub – Inspector In-charge of a Police Station or any Government Officer of equivalent rank having his Headquarters at the place where the pensioner is living for the time being. The Officer verifying the declaration should, however, specify the circumstances in which he holds that it is not possible for the pensioner to present the declaration in person to the Defence Pension Disbursing Officer.

88.3 The following procedure shall be followed in remittance of Pension by Money Order.

- (i) The Defence Pension Disbursing Officer should identify the pensioner as laid down in **Para 61** antes, and make necessary entries in a special register in the Civil Account Code Form No. 40 headed 'Pensions payable by Money Order.' The Defence Pension Disbursing Officer should then hand over to the pensioner necessary blank forms of the declarations and certificates, i.e. non-re-employment widowhood/non-marriage/non-remarriage etc. to last for a year or so, which the pensioner is usually required to furnish when he/she draws pension and instruct the pensioner to send the same duly filled in regularly, monthly or quarterly, as the case may be, so as to reach the Defence Pension Disbursing Officer before the 10th of the month /quarter following for which pension is due. The supply of the forms should be replenished by the Defence Pension Disbursing Officer as necessary. The Pensioner should be cautioned that his/her pension will not be remitted until the necessary certificates are received in the Defence Pension Disbursing Officer's office. A note should be kept in the Register to indicate the particular declarations and certificates which the pensioner should furnish in support of his/her pension to enable the Defence Pension Disbursing Officer to ensure that the requisite certificates/declarations have been received, before the remittance of the pension by Money Order is made by him.
- (ii) On a date not later than the 10th of the month, the Defence Pension Disbursing Officer should arrange to make out a Money Order for each Pensioner from whom the necessary certificates have been received with reference to the entries in the Register in Civil Account Code Form 40, for the amount of the pension due, less the Money Order commission thereon where applicable, and make corresponding entries in the Pension Certificate and the Payment Register. In cases where the necessary certificates have not been received ,they will be called for and on receipt, action taken to prepare the Money Order form as above.
- (iii) The Defence Pension Disbursing Officer before signing the Money order forms placed before him, should satisfy himself that the necessary certificates due from the pensioner have been received and that the pension is due to him/her. When he has satisfied himself that the payment is due, he should sign the Money Order forms and initial the entries in the Pension Certificates, Payment Registers and the Check Register of Money Orders. Such Money Orders should be stamped with a red ink stamp with the words 'Pension Payments'. It should also be indicated on the Money Order form that the amount is to be paid to the "Payee only". If in any case the Defence Pension Disbursing Officer has reason to doubt the correctness of the declarations/certificates, received from the pensioner, he should take necessary action to have them verified before payment is made.

- (iv) In the schedules to be prepared in respect of remittances at Government expense, the amount of commission in each case will be separately shown. The transfer of credit afforded by the Defence Pension Disbursing Officers who cannot arrange for transfer of credit to the Post Office, the amount of the Cheque made out in favour of the Post Master will include the Money Order Commission also.
- (v) In order to minimize the risk of fraud the Defence Pension Disbursing Officer should compare the signature or thumb impression on the Money Order receipt every month with the pensioner's signature or thumb impression on his record. The Defence Pension Disbursing Officer should also take suitable steps to ensure that the payee's receipts are shown to him as soon as they are delivered. If a receipt is not received within 15 days of the date of dispatch of the Money Order, inquiries should be instituted with the Postal authorities to establish the disposal of the Money Order sent. The Defence Pension Disbursing Officer should also satisfy himself once in a year in such a manner as he thinks desirable that the pensioner is actually alive. In token of his having done so, he should endorse on the schedules of payments for the month of April each year a certificate to the effect that he has satisfied himself that the pensioners were actually alive on the date on which the pensions were remitted to them.
- (vi) Some village official should be requested to promptly report to the Defence Pension Disbursing Officer the death of a pensioner who is paid by Money Order, so as to guard against any fraudulent drawal of the pension by some other person.
- (vii) It will not be necessary to prepare separate bills for payments arranged by Money Order. The Payments should be shown in separate schedules prepared in accordance with the class to which the pensioners belong and the classification of the budgetary charge; and these schedules will serve as vouchers in support of the Pension Disbursing Authorities accounts. On each schedule the Defence Pension Disbursing Officer will certify in his own handwriting to the effect that he has satisfied himself that all payments noted in the schedule have actually been remitted by Money Orders. In every schedule of the month following, the Defence Pension Disbursing Officer will give the under mentioned certificate:-

“Certified that I have satisfied myself that all pensions included in the schedule for the previous months have been paid to the proper persons and that I have obtained all Money Order receipts in support of these Payments and have recorded them in my office.”
- (viii) The amount to be remitted should not be paid to the Post office in cash but arranged by transfer to the credit of the Post office. Defence Pension Disbursing Officers who cannot arrange the transfer to the credit of the Post office, may issue cheques in favour of the Post Master for the amount of the Money orders and the commissions thereon. Treasury officer while transferring the amount to the credit of

the Post office should send the Money order forms to the Post office with a certificate by the Treasury Officers that the amounts of the Money Orders and the commission thereon have been credited to the Post office in the Treasury accounts by transfer. In other cases the total amount of the Money Orders and the commissions due thereon should agree with the amount of the cheque made out in favour of the Post Master.

- (ix) On a Money Order being returned undelivered by the Postal authorities, the net amount of the money order (minus the postal commission) should be debited to the Post Office and should be shown as a distinct item in the Cash Book and in the monthly cash account, by Treasury Officers who had initially given credit by transfer to the Post Office. In all cases of undelivered Money Orders, a note should be kept in the Register in Form No. 40, as also the Pension Certificate/Payment Register. When the amount less the Money order commission is repaid to the pensioner a note to that effect should be made against the former remarks.
- (x) The system of remittance of Pension by Money Order is applicable to payment of pensions in India only.
- (xi) In the case of remittances to a leper who has lost his/her fingers and is living in an asylum, the Postal Department delivers the Money Order to the Head of the institution, who will sign the Payee's receipt on behalf of the leper. Where a leper is living with his/her parents, relatives or friends, payment is made by the Postal authorities to a responsible person with whom the leper lives. The payment is also witnessed on the Money Order form by an independent responsible person. In other cases in order to avoid delivery of the Money Orders to a person other than a pensioner, the Money orders should be marked as payable to the "Payee only" as indicated in (iii) above.
- (xii) In addition to the verification of the payee's signature in the payee's receipt each month as in item (V) above, the Defence Pension Disbursing Officer may require independent proof of the continued existence of the pensioner annually once.

Report of death

89.1 Immediately on receipt of information of the death of a Class I, V (excluding family pensioner) and VI pensioner, the fact should be reported by the Defence Pension Disbursing Officer to the Principal Controller of Defence Accounts (Pensions) through Form I (IAFA-383-A) for completion of his records and at the same time look into his records with a view to see that Family Pension has been granted to the spouse left behind by the deceased and advise them to appear before him to draw Family Pension, if already granted. Where Family Pension is not already granted, the spouse may apply to the Principal Controller of Defence Accounts (Pensions) . In case of death of the spouse who has left behind a child below 25 years of age, the guardian

of the child may report the fact to the Pension Sanctioning Authority for sanction of pension to the child.

- 89.2** Before reporting the fact of the death to the Principal Controller of Defence Accounts (Pensions) suitable note will be made by the Defence Pension Disbursing Officer in the Remarks' column of the Payment Register, Pension Payment Order, Descriptive Roll and personal file of the pensioner under his dated initials.

Change of place of payment within India and payment in India on transfer from an agency outside India.

- 90.1** When a pensioner changes his place of drawl of pension in India, his pension papers comprising of all the Pension Payment Orders and Payment Authorities already issued by the Pension Sanctioning Authority and on record of the Defence Pension Disbursing Officer, are transferred to the new Defence Pension Disbursing Officer of the station where the pensioner desires to draw his/her pension, along with a certificate thereon indicating the date upto and for which the pensioner was last paid by the former Defence Pension Disbursing Officer as also the rates of Pension and Dearness Relief paid by him. The new Defence Pension Disbursing Officer will allot a fresh PS. No./TS. No. to the pensioner and complete the appropriate columns of Payment Register. Further payments in continuation of the date upto and for which the pensioner is shown as paid on the Extract of Payment Register, will be arranged by the new Defence Pension Disbursing Officer.
- 90.2** When a Pensioner changes his place of drawal of his pension from a station outside India, the Last Pension Certificate and other documents are received by the Principal Controller of Defence Accounts (Pensions) and instructions for the continuation of the payments in India will be issued by him to the New Defence Pension Disbursing Officer in India.
- 90.3** The detailed procedure for the transfer of Pension accounts is given in succeeding **Para 91**.

CHAPTER - XII

Transfer of pension accounts.

91.1 When pensioners desire to receive the pension permanently or for a prolonged period at a station other than that at which they have hitherto been paid, it is permissible to arrange to transfer his /her pension accounts for payment by the new Defence Pension Disbursing Officer. The transfer should be effected quickly in order to ensure that payment of the pension at the new station is arranged without delay.

Transfer of Pension account outside India

91.2 When the Payment is desired through a Defence Pension Disbursing Officer outside India and Reserve Bank of India has specifically permitted to arrange for such payment, the transferor Defence Pension Disbursing Officer will transmit the documents as above to the Principal Controller of Defence Accounts (Pensions).

Transfer of Pension account in India

91.3 The procedure to be followed both by the pensioners as well as by the Defence Pension Disbursing Officers in regard to transfer of pension account from one Defence Pension Disbursing Officer to another Defence Pension Disbursing Officer/ Pension Disbursing agency is given below:

(a) How and whom to apply for transfer of pension account:

The Pensioner should apply for transfer of his pension as under:

(I) Transfer from one Defence Pension Disbursing Officer to another Defence Pension Disbursing Officer-

- (i) Pensioner shall submit a simple application along with Pension Certificate (where issued to him) to the Defence Pension Disbursing Officer from where he is drawing pension at present.
- (ii) Transfer from Treasury / Pay and Accounts Officer/Defence Pension Disbursing Officer to Public Sector Banks- Pensioner shall apply for transfer in the application form prescribed in **Appendix - 17 to DPPI 2013** in triplicate alongwith the Pension Certificate (where issued to him).

(II) Documents which are required to be transferred by the Pension Disbursing Agencies-

The following documents are required to be transferred by the Pension Disbursing Agencies-

(i) From one Defence Pension Disbursing Officer to another Defence Pension Disbursing Officer (excluding Public Sector Bank)-

- (a) Commissioned Officers and their family i.e., Class I & II pensioners.
- (1) Pension Payment Order (including all Corrigendum Pension Payment Orders).
 - (2) Photograph/documents.
 - (3) Extract of Payment Register with a certificate thereon indicating the rate of Pension and Dearness relief and date upto and for which last paid
 - (4) Nomination to receive arrears of pension
- (b) Civilians and their family and Personnel below Officer rank and their family i.e. Class V, VI and VII pensioners.
- (1) Pension Payment Order (including all Corrigendum Pension Payment Orders.).
 - (2) Descriptive particulars / descriptive Roll / Identification Documents with Photographs.
 - (3) Extract of Payment Register with a certificate thereon indicating the rate of pension and Dearness Relief and date upto and for which last paid .
 - (4) Nomination to receive arrears of pension.
 - (5) Option and undertaking furnished by the pensioner for Medical Allowance.

(B) Transfer from Defence Pension Disbursing Officer to Public Sector Banks

- a Commissioned Officers and their family i.e., Class I, and II pensioners.
- (1) Pension Payment Order (including all Corrigendum Pension Payment Orders)
 - (2) Photograph/identification Documents.
 - (3) Extract of Payment Register with a certificate thereon indicating the rate of

- pension and Dearness Relief and date upto and for which last paid
- (4) Application of the pensioner in Form as at **Appendix-17 to DPPI 2013** duly completed.
 - (5) Option & undertaking furnished by the pensioner for Medical Allowance.
- (b) Civilians and their family and Personnel below officer rank and their family i.e. Class V, VI and VII pensioners.
- (1) Pension Payment Order (including all Corrigendum Pension Payment Orders.)
 - (2) Descriptive particulars / Descriptive Roll / Identification Documents with Photographs.
 - (3) Application of the pensioner in form as at **Appendix-17 to DPPI 2013** duly completed.
 - (4) Extract of Payment Register with a certificate thereon indicating the rate of Pension and Dearness Relief and date upto and for which last paid.
 - (5) Option & undertaking furnished by the pensioner for Medical Allowance.

III **How to transfer pension papers:**

Action by the Defence Pension Disbursing Officers –

The documents referred to above shall be transferred as under:

- (ii) In the case of transfer of pension papers from one Defence Pension Disbursing Officer to another, the documents referred to above should be sent by the Defence Pension Disbursing Officer of the old station to Defence Pension Disbursing Officer of the new station directly by Registered Post.
- (iii) In the case of transfer of Pension papers from Defence Pension Disbursing Officer to Public Sector Bank, the documents should be sent by the Defence Pension Disbursing Officer to the Link Branch concerned of the authorized Public Sector Bank, for further transfer to the Paying Branch. In case of SBI documents should be sent to concerned CPPC

instead of Link Branch. Where the particulars of the concerned Link Branch/CPPC are not known, the pensioner should be requested to give the information.

- (iv) Before sending the papers to another Defence Pension Disbursing Officer it should be ensured that all the documents are available with them. In case any of the documents are not available, the following action should be taken before sending the papers to the other Defence Pension Disbursing Officer:
- (v) Where original or any corrigendum Pension Payment Order is not available, a duplicate copy thereof should be obtained from the Pension sanctioning Authority on production of a loss Certificate as per **Appendix-4 to DPPI 2013**.
- (vi) Where Pension Certificate, Identification documents, Descriptive Roll etc. are not available, the Defence Pension Disbursing Officer should themselves prepare duplicate documents with reference to records held by them.
- (vii) Where the pensioner has been allowed commutation of pension, the Defence Pension Disbursing Officer should also indicate prominently in the Last Pension Certificate, the date of payment of capitalized value of pension, the date of reduction of pension on account of commutation, and the date on which he would complete 15 Years for restoration of his commuted portion of pension.
- (viii) An intimation regarding the transfer of pension papers should invariably be sent both by the transferor /transferee Defence Pension Disbursing Officer to the Principal Controller of Defence Accounts (Pensions) through **Form 1 and II vide Para 127** .
- (ix) An intimation regarding the transfer of pension papers should invariably be sent both by the transferor /transferee Defence Pension Disbursing Officer/ other Pension Disbursing Authorities to the Concerned Record Office of the pensioner/family pensioner for updation of their records for future correspondence/despatch of Corrigendum PPOs, if any.

Transfer of pension paper to other Defence Pension Disbursing Officer including a Public Sector Bank even before first payment of pension.

- 92.** Where a Pension Payment Order has been issued for payment of pension etc. and the Pension Payment Orders and other supporting documents have been received by the Defence Pension Disbursing Officer, but the pensioner desires through a proper application to draw his first payment of pension, gratuity etc. from other station or other Defence Pension Disbursing Officer at the same station, the Defence Pension Disbursing Officer shall arrange transfer of Pension Payment Order and other documents forthwith to the Defence Pension Disbursing Officer where the pensioner desires to draw his first and subsequent payments. The transferor Defence Pension Disbursing

Officer while forwarding the Pension documents shall certify that no payment on account of pension, gratuity, commutation of pension etc. has been made.

Audit Objection and Objection Statement

- 93.1** Objections and Observations which arise out of the examination by the Principal Controller of Defence Accounts (Pensions) of the accounts of the Pension Disbursing Authorities are communicated to them by letters or Objection Statements. To these, earliest attention should be given and the Defence Pension Disbursing Officer should reply the Objection Statements within a fortnight of its receipt by him or send a letter explaining the cause of delay.
- 93.2** No Objection Statements should be kept back on the ground that one or two of the objections are under reference or require further investigation. These should be extracted for separate disposal while other items should be replied to and the Objection Statement returned to the Principal Controller of Defence Accounts (Pensions).
- 93.3** In the case of payments made by sub-Treasury, the Objection Statements will be issued against the Head Treasury Officers who should immediately send extracts there from to the Sub-Treasury Officers concerned in respect of the items pertaining to them to admit of replies being sent by the Head Treasury Officers to the Principal Controller of Defence Accounts (Pensions) within the prescribed time. The Sub-Treasury Officers should not correspond direct with the Principal Controller of Defence Accounts (Pensions) except, through the respective Head Treasury Officers. If the Treasury Officer apprehends any delay in returning Objection Statement, he should send a letter to the Principal Controller of Defence Accounts (Pensions), explaining the cause of delay.
- 93.4** The original Objections Statements through which the re-audit decision of the Principal Controller of Defence accounts (Pensions) are conveyed should be retained by the Head Treasury Officers and further replies to the outstanding items should be made on IAFA-526 and not through letters or memos.
- 93.5** Necessary notes regarding submission of documents etc., called for through the objection Statement should be made against the names of the pensioners in the Payment Register to ensure clearance of the objection before next payment is due.
- 93.6** Recoveries are not ordinarily made at a rate-exceeding one third of net pension (i.e. pension plus relief thereon). A note showing on what account the recovery is made, will be entered in the bill, the number and date of the Controller's objection statement or letter being cited.

Spot Audit by Principal Controller of Defence Accounts (Pensions)

Audit Team

- 94.** Principal Controller of Defence Accounts (Pensions) shall conduct audit of pension payment on the spot by the teams deputed to the various Defence Pension Disbursing Officers. Defence Pension Disbursing Officers will provide all the documents as required by the Audit team for audit purpose. The Team will check the Payment of one month accounts selected at-random, from the Register of payment or other documents and bring all irregularities / over Payment/underpayment/wrong debit etc. detected during audit, to the notice of Defence Pension Disbursing Officers in the form of objection / observation statement. DPDO will give immediate attention on objection /observation statement as stated in preceding paragraph and furnish reply to Principal Controller of Defence Accounts (Pensions) Allahabad.

Payment of Family Pension and Gratuity to the family, in case Where about of a pensioner is not known

- 95.1** Where the family pension has been jointly notified in the PPO of missing pensioner and pensioner has been reported as missing, the Principal CDA (Pensions) shall authorise payment of family pension and commuted value of pension if not received by the pensioner by issuing Payment Authority.

Gratuity in such cases shall be authorised by the Pension Sanctioning Authority concerned separately to the nominee of the missing pensioner after the expiry of six month from the date of lodging the FIR with concerned police station. The family of missing pensioner may apply to Principal CDA (Pensions)/Pension Sanctioning Authority concerned for family pension/gratuity through their respective Record Office/Head of the Office.

Note: **The above provision is also applicable in case of missing family pensioner for grant/payment of family pension to next eligible member of the family.**

- 95.2** The above benefits may be sanctioned by Principal CDA (Pensions)/Pension Sanctioning Authority after observing the following formalities:
- (a)** The family must lodge a report with the concerned Police Station and obtain a report that the employee/Pensioner has not been traced after all efforts had been made by the Police.
 - (b)** An indemnity Bond should be taken from the nominee / Dependants of the employee / pensioner that all payments will be adjusted against the payments due to the employee / Pensioner in case he appears on the same and makes any claim. Specimen copy of indemnity Bond is contained in **Appendix-18 to DPPI 2013.**

CHAPTER - XIII

Payment of Dearness Relief

Dearness Relief on Pension / Family Pension

- 96.1** Relief against price rise is granted to pensioners and family pensioners in the form of Dearness Relief at such rates and subject to such conditions as the Central Government specify from time to time.
- 96.2** Prior to 5th CPC recommendations, Dearness Relief to pensioner and family pensioner was to remain suspended during the period, he/she is re-employed / employed under the Central or State Government or in a Statutory Corporation / Company / Body/Bank / Undertaking/ Autonomous Body etc. in India or abroad. These orders were also applicable to pensioner and family pensioner permanently absorbed in a Statutory Corporation / Company / Body / Bank /Local Fund or GIC / LIC / Undertaking / Autonomous Body under the Central or State Government.
- 96.3** Consequent upon acceptance of 5th CPC recommendations by the Government, Dearness Relief during employment/re-employment of a pensioner/family pensioner shall be regulated w.e.f. 18.7.97 as follows.
- (a) (i) In so far as re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held posts below Group 'A' and those ex-servicemen who held posts below the rank of commissioned officers at the time of their retirement their pay on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Thus such defence pensioners will consequently be entitled to dearness relief on their pension at the rates applicable from time to time.
- (ii) If the pay fixed at a higher stage because of advance increments and no protection of the last pay drawn is being given, the pay should be treated as fixed at minimum only for the purpose of ignoring the entire pension and allowing Dearness Relief on pension. However, for availing this benefit, the ex servicemen should have retired as post below commissioned Officer Rank (PBOR) before the attaining the age of 55 years.
- (b) The pay of re-employed pensioners who held Group 'A' posts or posts of the ranks of commissioned officers at the time of retirement, is to be fixed at present at the same stage as last drawn before retirement or if there is no such stage at the stage next above the pay last drawn or at the maximum of the pay scale if the pay last drawn is more than the maximum of the pay scale of the post in which re-employed.

In view of the fact that (i) the pension is taken into account in such cases and is not entirely ignored (ii) the pay in the post of re-employment is not required to be fixed at the minimum of the scale in all cases and (iii) Dearness Allowance at the rates applicable from time to time is also

admissible on the pay fixed in terms of the orders on the subject, these re-employed pensioners will not be entitled to any Dearness relief on their pension.

- (c) As regards employed family pensioners, since the family pension received by the eligible dependant of Central Government employees/Armed Forces Personnel is in any case, not taken into account in determining their pay on employment, Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.
- (d) For this purpose every pensioner at the time of 1st payment of pension and thereafter in the month of November each year submit a certificate of re-employment/non-employment as per **Para 74** above.

Note-1 The Government / Company / Corporation / Undertaking is the one in which not less than fifty one percent of the paid up share capital is held by the Central Government or State Government or Governments or partly the Central Government and partly by one or more State Governments and includes a Company / Corporation / Undertaking which is subsidiary of a Government Company.

Note-2 "Local Fund" means the Fund administered by a Body which by law or rule having the force of law, comes under the control of the Government and over whose expenditure the Government retains complete and direct control.

Note-3 The Payment of Dearness Relief involving a fraction of a rupee shall be rounded off to the next higher rupee.

Note-4 Pensioners/Family Pensioners who are in receipt of more than one pension, the Dearness relief, where admissible, will be calculated on the total of all pensions taken together and finally rounded of to next higher rupee.

Note-5 Dearness Relief is payable to those re-employed pensioners who get consolidated pay without dearness allowance, consolidated fee, daily wages, or elected as Members of Legislative Assembly or Parliament, Ministers/Deputy Ministers of Central or State Government, Indian Red Cross Society and Extra Departmental Agents in the Department of Posts.

Note-6 Dearness Relief is payable to pensioners residing abroad and drawing their pensions in India in Indian currency subject to the condition that the pensioner is not re-employed /employed abroad under Central or State Government or a Corporation / Company / Body/Bank/ Undertaking / Autonomous Body controlled by Central/State Government of India. The Dearness Relief is also payable where continuance of payment of pension has been authorized by the Principal Controller of Defence Accounts (Pensions) even in cases of change of nationality. Since the

entitlement to pension will remain unaffected on change of nationality with effect from 6.10.2004 and pension will continue to be paid along with dearness where admissible.

Note-7 Such KCIOs etc. who retired prior to 30.4.57 (including their families) and draw pension after conversion of pound sterling at Official rate of exchange notified by Ministry of External Affairs from time to time, are not entitled for Dearness Relief on their pension. Dearness Relief on pension is payable only to such KCIOs etc. who either retired on or after 30.4.57 or retired prior to 30.04.57 but their pension has been refixed in Rupee, with effect from 1.1.86.

Note-8 Dearness Relief is not payable to the following categories of pensioners-

- (i) Pensioners (except defence civilian pensioners) in receipt of Compassionate Allowance.
- (ii) Pensioners of old Madras Army, who are in receipt of Rice Money.
- (iii) Pensioners who are not in receipt of any pension but drawing only, monetary allowance attached to various Gallantry Awards e.g. Jangi Inam, O.B.I. Allowance, Pram Veer Chakra, Mahavir Chakra, Vir Chakra, Ashok Chakra or any other gallantry awards.
- (iv) Pensioners who have permanently settled abroad and have changed their nationality.
- (v) Pensioners employed in Government aided Schools and Canteen Stores Department under Ministry of Defence.
- (vi) Pensioners whose pension has been determined ad-hoc such as Political pension Special Pension, War Risk Pension etc.
- (vii) Special Pension to blinded soldiers.

96.4 In case there is any doubt about admissibility or otherwise of the Dearness Relief or its quantum in any individual case, the Defence Pension Disbursing Officer shall refer the matter to their respective CDAs.

**Resumption of Payment of Dearness Relief on discharge / retirement
from re-employment / employment**

97. Where payment of Dearness Relief is suspended due to re-employment / employment of an Armed Forces pensioner under the Central or State Government or a Company / Corporation etc. vide **Para 76** above, the payment of Dearness Relief may be resumed by the Defence Pension Disbursing Officer at its own from the date following the date of discharge / retirement from re-employment / employment or from the date of cessation or re-employment / employment on receipt of Discharge Certificate / Certificate of cessation of re-employment / employment. The Certificate of Discharge / Retirement from re-employment / employment or cessation of

service, issued by the competent re-employing authority shall be enclosed with the pension bill / pension schedule resuming the payment of Dearness Relief. The Defence Pension Disbursing Officer shall also furnish the following information in respect of the pensioner in whose case payment of Dearness Relief has been resumed: -

- i. Department / Office where the pensioner was re-employed / employed.
- ii. Date of re-employment / employment.
- iii. Date of discharge / retirement / cessation of service.
- iv. Whether the pensioner has been granted any second civil pension, and if so,
- v. the rate of pension and other allowances sanctioned by the civil re-employing authority.
- vi. Number and date of Pension Payment Order and the notifying authority.

Payment of Dearness Relief to re-employed pensioner based on requisite certificate obtained from re-employer.

- 98.** Dearness Relief at the rates prescribed from time to time by government to those pensioners who held the posts below Group 'A' and those ex servicemen who held the posts below the rank of Commissioned officers at the time of their retirement, will be payable with effect from 18.7.1997, who submit the requisite certificate to their Defence Pension Disbursing Officer from the re-employing authorities indicating the following:
- a) The re-employed pensioners retired from a Civil or military post in the Central Government and was holding a post not included in classified as Group 'A' or a post below the rank of Commissioned Officer in the Armed Forces.
 - b) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired / retiree officer was re-employed and.
 - c) The pay of the re-employed was / is fixed at the minimum of the pay scale of the post in which he had / has been initially re-employed after his retirement from the Central Government.
 - d) If the pay fixed at higher stage because of advance increments and no protection of the last pay drawn is being given.

Note- Rates of TI / AHI / AHR / relief and dearness relief granted from time to time are contained in **Appendix 19 of DPPI-2013.**

CHAPTER – XIV

Demands and Recoveries

Recovery of Demands

- 99.** Any demand outstanding against the individual is either notified by the Pension Sanctioning Authority in the Pension Payment Order / Corrigendum Pension Payment Order or, intimated separately by the Principal Controller of Defence Accounts (Pensions) to the Defence Pension Disbursing Officer and is recoverable from his / her pension, gratuity, commuted value of pension or Dearness Relief, in the manner mentioned therein. The Defence Pension Disbursing Officer shall not recover of his own any demand (except overpayment of pension for which see **Para 101**) intimated to him from any other source after notification of the pensionary award, but should intimate the same to the Principal Controller of Defence Accounts (Pensions) for further directions.

Recovery of Public claim or Government dues becoming due on account of Licence Fee for retention of Government accommodation

- 100.** Any amount of Public claim or Government dues remaining un-recovered or becoming due on account of License Fee for retention of Government accommodation may be recovered as authorized by the Principal Controller of Defence Accounts (Pensions) from the Dearness Relief without the consent of the pensioner. In such cases no Dearness Relief shall be disbursed until full recovery of such dues has been made.

Recovery of over payments of pensions

- 101.1** “Overpayments of pensions detected within 12 months of the date of the first erroneous charge can be recovered by the Defence Pension Disbursing Officer without reference to the Principal Controller of Defence Accounts (Pensions), in the following manner:-
- (i) Not exceeding one third of the net (pension plus dearness relief) payable each month, without the consent of the pensioner.
 - (ii) Higher instalment after obtaining consent of the pensioner.
 - (iii) Lump sum against the arrear due to revision of pension without the consent of the pensioner.
- 101.2** Overpayments of pensions not detected within 12 months of the date of the first erroneous charge should not be recovered from the pensioner’s dues without the orders of the Principal Controller of Defence Accounts (Pensions). If there are any arrears due to the pensioner, the payment of the same may be withheld pending decision for the overpayment made. As soon as an overpayment comes to the notice of the Defence Pension Disbursing Officer,

he should report the full details of the case to the Principal Controller of Defence Accounts (Pensions) who will decide the case himself, if it lies within his financial powers or he will obtain the orders of the competent authority or the Government of India as the case may be. To avoid hardship to the pensioner, payment for the current period, however, should be continued to the pensioner at the correct rate admissible. On the decision of the case by the competent authority, the orders passed will be communicated to the Defence Pension Disbursing Officer by the Principal Controller of Defence Accounts (Pensions).

Overpayment due to fraud or grave misconduct

- 102.** Where the circumstances leading to overpayment disclose fraud or guilty of grave misconduct, the payment of pensionary award should immediately be stopped by the Defence Pension Disbursing Officer and matter reported to the Pension Sanctioning Authority and the Principal Controller of Defence Accounts (Pensions) along with full details of the case inter-alia indicating the total amount overpaid and period involved.

Recoveries of Disallowances

- 103.** A disallowance made by the Principal Controller of Defence Accounts (Pensions) must in all cases be deducted from the next payment due to the pensioner except where otherwise stated. If a pensioner from whom a recovery is ordered has in the meantime been transferred to another station, the Defence Pension Disbursing Officer should without delay pass on the order of recovery to that station and acknowledgement obtained.

Recovery of Hospital Charges

- 104.** Any claim preferred by the Hospital authorities on account of Hospital charges against a pensioner or his wife or child should be forwarded to the Principal Controller of Defence Accounts (Pensions) who will state the amount to be recovered from the pensioner by the Defence Pension Disbursing Officer.

Other Recoveries

- 105.** Should a pensioner who was granted a gratuity in the first instance be subsequently admitted to pension, the gratuity already paid will be recovered from the first issue of his pension. When the gratuity paid is in excess of the arrears of pension due, no payment of pension will be made until the gratuity is fully recovered.

Recovery of public claims or Government dues from the commuted value of pension

- 106.** Before the commuted value is paid, the Defence Pension Disbursing Officer will recover any public claim or Government dues, which are brought to his notice as outstanding against the pensioner, from the lump sum payable to him. Where an overpayment is in the process of recovery from the pension, the overpaid amount remaining unadjusted at the time of payment of commuted value will also be recovered in one lump sum.

Recovery of Public claims or Government dues from the Retirement /

Death Gratuity

- 107.** While making payment of Retirement / Death Gratuity, the Defence Pension Disbursing Officer shall recover any public claim or Government dues as intimated by Pension Sanctioning Authority or the Principal Controller of Defence Accounts (Pensions) or any overpayment due against the pensioner as has come to the notice of Defence Pension Disbursing Officer.

Recovery Statement

- 108.1** Recoveries should normally be effected by deduction from pension bills (i.e. by short payments) ordinarily at the rate of one third of net (pension plus dearness relief). In cases, however, where no pension is in issue or where the pensioner volunteers to refund the amount in excess of the amount of pension then due, the recoveries may be effected in cash by deposit on Military Receivable Orders (MRO) for credit to the CDA(PD) Meerut/CDA Chennai. In that case correct and complete particulars i.e. Name of pensioner, TS No. / PS No., Pension Payment Order No. and nature of recovery should invariably be given in the MRO and credit schedule. Where time permits, MRO for the amount from the CDA(PD) Meerut / CDA Chennai may be obtained by furnishing the above details to enable the pensioner to deposit the same with the Treasury / State Bank of India.
- 108.2** Where the recovery is made by deduction from pension, a Recovery Statement on the format as per **Appendix-20 of DPPI 2013** to these instructions shall invariably be attached with the Pension Account of the month.
- 108.3** A quarterly report of outstanding demands will be prepared with reference to the Demand Register and submitted to the ZO(PD) for onward transmission to CDA(PD) Meerut / CDA Chennai.

CHAPTER – XV

Payment of Arrears of Pensionary Awards

Payment of arrears of pension

109.1 Pension should be claimed as and when it falls due. Unless otherwise provided, if a pensioner fails to draw his / her pension for a period of 60 months (12 months in the case of Pension to be paid for the first time to Class V pensioners) from the date it fell due, the same may be ceased to be payable by the Defence Pension Disbursing Officer.

109.2 When a pensioner neglects to draw his /her pension for continuous period as mentioned above, the Defence Pension Disbursing Officer should make enquiries as to whether he / she is alive or not and the cause of his / her non – appearance. A suitable note should also be endorsed on the Payment Register over the signature of the Defence Pension Disbursing Officer.

Note- In the case of Gorkha Military pensioners residing in Nepal, the claims to the arrears of pension not drawn within 36 months of the due date, enquiries will be instituted by the Defence Pension Disbursing Officer(Gorakhpur). The claim to arrears of pension shall be supported by Certificate from Gram Pradhan / Gram Panchayat duly endorsed by Secretary Zila Sainik Board indicating the genuineness of the claim and certifying the identification of the claimant by them.

109.3 If such a pensioner afterwards re-appears and a claim to draw his / her pension is preferred, the Defence Pension Disbursing Officer may **resume/revive** the payment of monthly pension accruing thereafter, after verifying the genuineness and identity of such pensioner and fully satisfying himself with the reasons submitted by the pensioner for his/her prolonged absence.

(Authority::Pr.Controller of Defence Accounts (Pensions) Allahabad Circular number 149 dated 9/11-11-2011)

The arrears of pension can be paid by the DPDO subject to the provisions of **Para 111.1** and powers delegated as per para **111.4** below. In other case, however, sanction of the CDA(PD) Meerut would be obtained.

109.4 The pensioner concerned should in such cases be advised to submit an application on IAFA-651 with an explanation for his / her failure to draw the pension within the stipulated period, for the payment of arrears of pension along with (i) A Certificate form nearest police station where he was residing during the period of non drawal of pension that he is not involved in criminal offence/case.(ii) An undertaking that he was not re-employed / employed, during above period, under the Central or State Government or in a Statutory Corporation / Company / Body/Bank / Undertaking/ Autonomous Body etc. in India or abroad. The Defence Pension Disbursing Officer (DPDO) while

forwarding the application to CDA(PD) Meerut / CDA Chennai, should offer his remarks on the case, furnishing information regarding the period for which the arrears are due, the amount due, his having satisfied himself about the correctness of the claim from all angles, as also his acceptance or comments on the explanation of the pensioner for his / her failure to draw the pension in due time. Any other relevant and useful information that would help to decide the case, should also be furnished to the CDA(PD) Meerut / CDA Chennai. The CDA(PD) Meerut /CDA Chennai will thereafter issue Payment Authority to the Defence Pension Disbursing Officer for the payment of the arrears due.

A monthly report of resumption of monthly pension payment will be submitted by DPDOs to ZO (PD)/CDA/Pr.CDA concerned. **NIL** report is also necessary.

109.5 Arrears due to re-fixation / Consolidation authorised through Government Orders / Circulars Circulated by Principal Controller of Defence Accounts (Pensions) Allahabad to Defence Pension Disbursing Officer , for payment, may be made to pensioners, as per the provisions contained in that Circulars.

Note-1 Defence Pension Disbursing Officer will send change statements alongwith pension accounts back after making payment of arrears of pension / Life Time Arrears etc. The change statements include the following items:

- (i) Arrear payment authorised by PSA.
- (ii) First Payment to pensioners on admission to pension establishment.
- (iii) Last payment of pension due to cessation on account of marriage, re-marriage and those stopped under Special Orders on account of misconduct or expiry of the award.
- (iv) Payment to the heirs of deceased pensioners.
- (v) Cessation of pension due to re-employment.
- (vi) Adjustment on account of increase or decrease of pension consequent on the issue of Corrigendum PPO / General Circulars.
- (vii) Payment on account of Commutation of pension or Gratuity/DCRG and other similar lump sum payments.
- (viii) Refund of recoveries earlier effected from the pensioners

Neglect to Draw Gratuity

110. A gratuity payment order remains in force for one year only. In case the individual appears after one year, an application for its payments may be obtained showing circumstances of non-drawal and forwarded to the Pension Sanctioning Authority for orders who may sanction its payment at its discretion depending upon the circumstances of the case.

Treatment of Time-Barred Claims

111.1 Prior to the authorization of arrears of pension / submission of claims to arrears of pension to the respective CDA by the DPDO for sanction, they should be thoroughly investigated by the Defence Pension Disbursing Officer and the cause of the absence of the pensioner ascertained, particular enquiries being made whether their absence was due to their having been kept in confinement or employment at any other station etc. The pensioner's deposition should be taken down and compared with those of the two witnesses (Armed Forces pensioners or respectable persons known to the Defence Pension Disbursing Officer) whom the pensioner should be asked to produce. Arrear claim should be forwarded to the respective CDA by the DPDO with his remarks whether the statements made therein are credible, and whether they believe the claimant to be the real person who were granted pension on comparing the marks of identification / signature noted in their pension documents / Descriptive Roll with those on their persons.

111.2 In addition to the above, the following information should be furnished.

- a) The date upto and for which the pensioner was last paid and the rate at which paid.
- b) The period upto and for which arrears are due and the amount involved.
- c) Whether the pensioner has all along been in his payment during the period for which arrears have been claimed. If not, the date from which and the name of the Pension Disbursing Authority from whose payment he was transferred should be stated.
- d) A certificate signed by the Defence Pension Disbursing Officer to the effect that he has verified from his records that the amount claimed has not been previously drawn by the pensioner.
- e) Postal address of the pensioner.
- f) The reason as to why the claim could not be submitted earlier should be definitely stated.
- g) Three passport size photographs duly attested
- h) Attested photocopies of the voter card, ration card, PAN card etc to ascertain the genuineness of the claimant
- i) Pension Certificate where issued
- j) Affidavit duly attested by Executive Magistrate / Ist class Magistrate
- k) in case the pensioner visited abroad , Photocopies of the passports / Visa showing the date of departure Ex – India and arrival back in India
- l) in case the pensioner went abroad and changed his/her nationality from Indian to the country of his visit, Copy of the change of nationality certificate issued by the foreign country

111.3 Arrear claims, preferred by the pensioner within three years (12 months in the case of pension to be paid for the first time to Class V pensioners) may be paid by the Defence Pension Disbursing Officer, provided such claims are of

a routine and straight forward nature (e.g. when the delay is due to re-employment in the Army or non-receipt of pension documents etc.). All claims preferred within three years which are not of straight forward nature or when the Defence Pension Disbursing Officer considers that arrears should be partly or wholly disallowed as also all arrear claims preferred after three years from due date must, however, be forwarded to the respective CDAs for orders.

111.4. Powers of various Pension Disbursing Authorities to sanction arrears of pension

Class of Pensioners			Powers of Treasury / Pay Account Officers	Powers of Public Sector Banks	Power Of DPDO
I	Arrear Claims	I	3 years	1 year	3 years
		II	1 year	1 year	3 years
		V	1 year	1 year	3 years
		VI	3 years	1 year	5 years
		VII	1 year	1 year	5 years
		VIII	1 year	1 year	3 years
II.	Arrear Claims for Non-Drawl of Ist Payment	I to VIII	1 year	1 year	1 year

Note: Full powers to sanction arrear claim in r/o pensioners drawing pension from DPDOs has been delegated to respective CDA.

CHAPTER – XVI

Nomination and Payment of Life Time Arrears of Pension

Nomination for Payment of Life Time Arrears of pension / gratuity in respect of deceased pensioners

- 112.** Any individual who is in receipt of pension or pension would be payable, may nominate any other person who shall receive, after the death of the pensioner, all moneys payable to the pensioner on account of such pension before or after the date of such Nomination and which remain unpaid before the death of the pensioner. However, the facility of nomination for family pension is not provided. Therefore, in the event of death of family pensioner, the right to receive any arrears of family pension would automatically pass on to the eligible member of a family in line in accordance with Rule 54 of CCS (Pension) Rules. The requirement of succession certificate for payment of any arrear should be required only in cases, where there is **no eligible family member as defined in Rule 54 of CCS (Pension) Rule, after the death of family pensioner.**

Note 1:- The above provision is also applicable to Armed Forces family pensioners.

The pensioner shall submit the Nomination in quadruplicate in **Form 'A' to Appendix -21** to the Defence Pension Disbursing Officer in person or otherwise and receipt thereof obtained. The Defence Pension Disbursing Officer shall, within thirty days of the receipt of the Nomination get the particulars of the pensioner as mentioned in the form verified with reference to the available records and return to the pensioner, after obtaining a receipt thereof, the duplicate copy of the Nomination duly attested by him in this behalf. The triplicate copy shall be sent to the Principal Controller of Defence Accounts (Pensions), while the original copy of the Nomination shall be recorded in the file containing Pension Payment Order and Descriptive Particulars of the pensioner vide **Para 16**. The fourth copy shall be sent to the following authorities:

- | | | |
|----|--|--|
| 1 | Commissioned Officers and their families (Class I & II pensioners) | Army HQrs. AG (Org.-3), DHQ Post Office, New Delhi, in the case of Army Officers (Medical Personnel Record) Service (Officer) DGAFMS, DHQ Post Office, New Delhi in the case AMC/ADC/RVC/MNS, Officers): Naval HQrs. and Air HQrs. New Delhi in the case of Navy & Air Force Officers. |
| 2. | Personnel below Officer rank and their families | Respective Record Officer of the Unit / Corps., in the case of Army |

(Class VI & VII pensioners)	and Bureau of Sailors, Bombay and Air Force Record office, Delhi Cantt in the case of Naval and Air Force personnel respectively.
3 Defence Civilians and their families (Class V Pensioners)	Respective Head of Offices.

Where an individual submits nomination before his retirement, the third copy of the Nomination Form duly attested by the competent authority, shall be sent to the Defence Pension Disbursing Officer along with Pension Payment Order by the Pension Sanctioning Authority in respect of Class I pensioner and by the respective Record Officers in the case of Class VI pensioners and by the Heads of Offices in the case of Class V pensioners.

A notice of modification of Nomination including cases where a nominee pre-deceased the pensioner shall be submitted in quadruplicate in **Form 'B' to Appendix-21** to the Defence Pension Disbursing Officer who shall take action mutatis-mutandis as in **Para 112.2** above.

A Nomination or a fresh Nomination or a notice of modification of the Nomination, shall be signed by the pensioner or if he is illiterate, shall bear his thumb impression given in the presence of two witnesses who shall also sign a declaration to that effect in the Nomination, fresh Nomination or notice of modification of Nomination, as the case may be.

Nomination, fresh Nomination or notice of modification of Nomination, shall take effect from the date of receipt thereof by the Defence Pension Disbursing Officer or the competent authority mentioned in **Para 112.2** above.

A Nomination made and accepted by the Defence Pension Disbursing Officer or the competent authority shall be conclusive proof with regard to the person nominated to receive arrears of pension of the pensioner.

On the first appearance of the pensioner to draw pension, the Defence Pension Disbursing Officer will ascertain from the documents received with the Pension Payment Order whether Nomination in favour of person to whom arrears of pension are to be paid on demise of the claimant has been received duly accepted by the competent authority. If not, he will ask the pensioner to make Nomination on **Form A to Appendix- 21 of DPPI-2013**. as required vide **Para112.2**. The Defence Pension Disbursing Officer shall dispose of the Nominations made by the pensioners as per **Para112.2** above.

Payment of pension / gratuity in respect of deceased pensioner

113.1 Subject to the provisions of **Para 114.2** and **114.3** below, arrears of pension or gratuity due to the estate of a deceased pensioner, shall be paid as under:

- a) To the nominee, if a Nomination as per **Para 112** has been made.
- b) In case no Nomination was made or the nomination does not subsist, as per the “Will”, if such a “Will” has been made by the deceased.
- c) failing (a) and (b) above, under the orders of the Defence Pension Disbursing Officer to the heir without production of usual legal authority if the gross amount of arrears of pension claim does not exceed Rs. 10,000.00 provided he is otherwise satisfied about the right of the claimant. If the gross amount of arrears of pension claim exceeds Rs. 10,000.00, under the orders of the Principal Controller of Defence Accounts (Pensions), on execution of an Indemnity Bond in Form IAFA-642 duly stamped for the gross amount due for payment, with such sureties as may be deemed necessary.

Note-1 The term “gratuity” in this para does not include Retirement or Death gratuity for which see **Para 115**.

Note-2 There should be two sureties both of known financial ability. The obligors as well as the sureties executing the Indemnity Bond should have attained majority so that the Bond may have legal effect or force. The Bond is also required to be accepted on behalf of the President by an officer duly authorised under Article 299 (1) of the constitution.

- d) In case of any doubt, payment shall be made only to the person producing the legal authority.
- e) In the absence of any Nomination, or if Nomination does not subsists, or in the absence of “will” or Letter of Administration issued by Court of Law, the claimant should be required to prove that he or she is the person entitled to receive the arrears of pension due to the estate of the deceased pensioner and to furnish the Pension Certificate or if no pension certificate was issued, the copy of the order in which the sanction of the pensions was communicated along with at least two witnesses that he or she is the person or he or she represents himself or herself to be the legal heir. The witnesses should be warned of the responsibility they are undertaking. These witnesses should be either pensioners or some person under employment of Government and surety shall be taken on Form No. IAFA -381.

113.2 Subject to the above general condition in the case of Commissioned Officers and their families, claims to arrears of pension preferred to the Pension Disbursing Authority after the expiry of one year from the pensioner’s death may be admitted in fully be the Principal Controller of Defence Accounts (Pensions), if he is satisfied with the claimant’s explanation for the delay; if

he is not satisfied with the explanation, the Principal Controller of Defence Accounts (Pensions) shall obtain orders of the President.

113.3 Subject to the above general conditions in the case of personnel below Officer rank and defence Civilians and their families:

- (A) Previous sanction of the Principal Controller of Defence Accounts (Pensions) shall be required for payment of arrears of pension in the following cases:
- (i) Claim preferred after the expiry of three years from the date of the death of the pensioner.
 - (ii) Claims to sums in excess of Rs. 500.00 preferred after 12 months from the date of death of the pensioner.
 - (iii) Claims to arrears of pension for periods in excess of 12 months.
- (B) Claims to arrears of pension on account of deceased Gorkha pensioners drawing pension from the Defence Pension Disbursing Officer Gorakhpur, shall, however, subject to the general conditions vide **Para 113.1** above, be disposed off by the officers specified below instead of the Principal Controller of Defence Accounts (Pensions):

Defence Pension Disbursing Officer, Gorakhpur	The Recruiting Officer or Deputy Recruiting Officer or Record Officer or Assistant Recruiting Officer for Gorkhas Kunraghat Gorakhpur.
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- (C) When the exact date of a pensioner's death cannot be ascertained, the Principal Controller of Defence Accounts (Pensions) shall have the power to admit arrears of pension for the entire month in which the casualty occurred, but when the month or year of death is not known the payment of arrears shall be limited to a period of one month.

In case of Gorkha pensioners, the certificates of death and heirship granted by Mukhia of the Government of Nepal must be countersigned by Military Attache / Assistant Military Attache to the Indian Embassy, Nepal or the Recruiting Officer, Deputy Recruiting Officer and Record Officer or Assistant Recruiting Officer for the Gorkhas, Kunraghat Gorakhpur or Ghoom Derjeeling, as the case may be.

113.4. Claims to arrears of pension due to the estate of deceased pensioners should be preferred on IAF (CDA)-652 and shall be supported by:

- (i) Copy of Nomination held by the pensioner or "will" or Legal authority in original or an authenticated copy thereof, where production of legal authority is considered necessary.
- (ii) Death Certificate of the pensioner issued by the competent authority.
- (iii) Pension Certificate, where in issue.

- (iv) The Indemnity Bond on IAFA-642 in cases in which the claim exceeds Rs. 10,000.00.
- (v) Declaration of heir ship on IAFA-381 where Nomination or “will” or letter of Administration etc. does not exists
- (vi) If there be two or more legal heirs, the bill should be signed by all of them and one of them should be authorised by the others to draw the arrears
- (vii) Three passport size photographs duly attested
- (viii) Attested photocopies of the voter card, ration card, PAN card etc to ascertain the genuineness of the claimant
- (ix) If the legal heirs are minors, the bill should be signed by their legal or other duly appointed guardian and should be supported by a legal guardianship certificate signed by a Magistrate.
- (x) A certificate that the pensioner was not kept in any Government institution, in case where Constant Attendance Allowance is payable.

Note-1 In submitting claims to the Principal Controller of Defence Accounts (Pensions) for sanction to the payment of arrears under this para, the Pension Disbursing Authorities should furnish information on such of the points mentioned in **Para 111.2** as are applicable to the specific case under consideration.

Note-2 An extract from the Death Register or Burial Certificate may be accepted in lieu of the Death Certificate.

113.5. The Defence Pension Disbursing Officer having satisfied himself that the claimant is entitled to the arrears due to the estate of deceased pensioner will pay the amount initiating the schedule and noting the date of payment in the Payment Register provided the claim falls under his powers. The name, rank, Corps and the Treasury Serial number or Pensioners Serial number, of the deceased as well as the amount paid should be entered in red ink at the end of the appropriate schedule or bill. In the ‘Remarks’ column full particulars i.e., date of death, arrears claimed, signature or attested mark of the payee and also that such payee is the legal heir will be given. The payment should be vouched for by the documents mentioned in **Para 113.4**. Descriptive Roll and Pension Certificate, where in issue, being endorsed with the following endorsement:

Died on theday of200 .
 Arrears claimed on theday of.....200, to the
day of
200 amounting to Rs.
 paid to his nominee / legal heirin my
 presence (or remitted tofor payment to the nominee/
 legal heir).

Station: Defence Pension Disbursing Office.

Dated:

- Note-1 In the case of deceased pensioners if the heir claiming the arrears of pension reports that the Pension Certificate of the deceased is not forthcoming and has been lost, a declaration of the heir should be obtained that the Pension Certificate has actually been lost, and is not in pledge and the arrears may be paid without issuing of a duplicate Pension Certificate, a remark that the Pension Certificate has been lost, should be made in the schedule of payment and the heir's declaration submitted in support of the charge. A note should also be made in the Payment Register against the name of the pensioner that the Pension Certificate has been lost and the payment of the arrears has been made on the declaration of the heir. The declaration of the heir should be attested by two pensioners or other responsible persons known to the Defence Pension Disbursing Officer.
- Note 2- If the heir is serving in the Armed Forces or is otherwise employed and is unable to attend personally to receive payment, arrears of pension may on his application be remitted to him, care of the Officer Commanding the Regiment or other office, to whom he is subordinate.
- Note 3- Certificate of employment, non-re-employment, non-marriage etc. in respect of the deceased for period for which life time arrears of pension claimed should be obtained from the heir of the deceased duly attested by competent witnesses before arrears of pension due to the estate of the deceased are paid.
- Note 4- If the heir is residing at a station other than that at which pension was paid the account may be transferred to the Defence Pension Disbursing Officer nearest to the heir's place of residence, if so desired by the heir.
- Note 5- In the case of Gorkha pensioners residing in Nepal and drawing pension from DPDO Gorakhpur **Para 113.3 (ii)** above, the Defence Pension Disbursing Officer on receipt of the report of death from the heir(s) of deceased pensioner, should effect to transfer of pension accounts of the deceased to the Indian Embassy of Nepal, who will then proceed to make necessary enquiries and obtain the requisite certificates and arrange payment of arrears to the legal heir(s) through the Nepalese Government. The Treasure Officers concerned while transferring the Pension accounts should enquire the correct home address (i.e. name of village, Thana, Tehsil and Zila) of the deceased pensioner from the heir and furnish the information to the above named officer with the pension papers. The address should be compared with the Gorkha Hand Book.

113.6 Powers of various Pension Disbursing Authorities to sanction life time arrears of pension

Class of Pensioners		Powers of Treasury / Pay Account Officers	Powers of Public Sector Banks	Powers of DPDO
I. Life Time Arrear Claims	I to V	1	1	1
	VI to VIII	1	1	3

Note: Full powers to sanction arrear claim in r/o pensioners drawing pension from DPDOs has been delegated to respective CDA.

Death of a Pensioner before receiving payment of commuted value of pension

114.1 In cases where an individual who applies for commutation of pension and Pension Payment Order has been issued before his retirement and dies before his retirement, no payment on account of commuted value of pension will be authorised by the Defence Pension Disbursing Officer to any one but the Pension Payment Order / Corrigendum Pension Payment Order will be returned to the Pension Sanctioning Authority for cancellation.

114.2.If a pensioner, however, dies on or after the date on which the commutation becomes absolute but before receiving the commuted value, the same will be authorised as per provisions contained in **Para 113** for payment of arrears of pension or gratuity.

114.3.Unless a Defence Civilian pensioner (Class V) has made a Nomination under Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981, the payment of commuted value of pension which he could not receive but for his death, shall be disbursed as in **Para 113** above.

Retirement Gratuity or Death Gratuity payable to a pensioner but not drawn by him during his Life Time

115. Retirement Gratuity or Death Gratuity due to a pensioner but not drawn by him during his life time, should not be treated as life time arrears (in the manner stated in **Para 113**) where a pensioner failed to receive Retirement Gratuity or Death Gratuity granted to him / her and died, the matter shall be reported by the Defence Pension Disbursing Officer to the Pension

Sanctioning Authority who will issue a fresh Pension Payment Orders in favour of recipients.

Life time arrears – funeral expenses

- 116.** Defence Pension Disbursing Officers are authorized to disburse from the balance of pension due to pensioners who die leaving no relatives, the reasonable funeral expenses to the persons who incur them, and their acquittances should be forwarded with the accounts in which the charges appear.

Payment of Life Time arrears of pension by Postal Money Order in the case of personnel below officer rank

- 117.1 Subject to the provisions of **Para 113**, arrears of pension of the deceased pensioners may, at the request, be remitted to their heirs by Postal Money Order provided arrears of pension do not exceed Rs. 2250.00 p.m. plus relief on pension admissible from time to time wef. 2.3.2006, at the cost of Government.
- 117.2 Where payment of life time arrears in respect of a Class VI and VII pensioners is desired by Money Order, the claimant shall submit the following documents:
- (i) Death Certificate issued by a competent authority
 - (ii) The deceased pensioner's Pension Certificate
 - (iii) A declaration of heir ship (IAFA-381) together with Nomination or "will" or Legal Heir ship Certificate
 - (iv) An undertaking from the claimant that he will not hold the Government responsible for any risk or loss resulting from the payment of arrears by Money Order
 - (v) A Certificate of non-marriage in the case of female or non re-marriage certificate in respect of widower pensioner
 - (vi) A certificate regarding the non-employment of the pensioner during the period of the claim
 - (vii) A certificate that the pensioner was not kept in any Government institution in cases where Constant Attendance Allowance is payable.

CHAPTER – XVII

Foreign Government Liability Pensioners

Arrangement for payment of Pensions to Burma Government Pensioners

118.1. The pension sanctioned by Burma Government or any relief sanctioned by that Government and authorised by the Principal Controller of Defence Accounts (Pensions) is the liability of the Burma Government. “The increase in pension due to raising to minimum of Rs. 1275=00 per month with effect from 1.11.1997 & Rs 3500.00 p.m. with effect from 1.1.2006 and dearness relief payable on total pension is the liability of India Government. The difference between the minimum of Rs. 1275=00 & Rs 3500.00 p.m. with effect from 1.11.97 & 1.1.2006 respectively and pension and relief, if any, sanctioned by Burma Government, is known as Ad-hoc Ex-gratia allowance. This Adhoc Ex-gratia Allowance is the liability of Government of India. Accordingly, in the Pension Payments Voucher / Schedule the pension and relief, if any, sanctioned by Government of Burma and Ad-hoc Ex-gratia allowance together with Dearness Relief on total of the two shall be shown separately.

Note- The Ad-hoc Ex-gratia allowance equal to Rs. 375/- p.m. & Rs. 1275/- p.m. and Rs 3500.00 p.m. sanctioned to the families of Burma Government pensioners between 1.6.87 and 31.10.97 and with effect from 1.11.97 & 1.1.2006 and onwards respectively and dearness relief payable on that from time to time, is the total liability of India Govt. and may, therefore, be shown distinctly in the sub-schedule and top-schedule.

118.2. Any order or instruction issued for revision, consolidation, etc. or payment of any relief to Armed Forces pensioners, shall not apply automatically to Burma Government pensioners unless specially authorised by the Government of India or the Principal Controller of Defence Accounts (Pensions).

Arrangement for payment of pensions to Pakistan

Government pensioners

119.1 A part of India become Pakistan on 14.8.47. The Indian Military pensioners or Defence Civilian pensioners who were drawing their pension from a place, which formed part of the Pakistan, were Pakistan Government liability pensioners under the purview of Inter-Dominion Agreement of April, 1949. The pensioners are called Pre-Partition pensioner of Pakistan Government liability. The Partition pensioners who migrated to India upto 30.6.55 and during the period 1.1.61 to 31.12.72 have been authorised provisional payment of pension by the Principal Controller of Defence Accounts (Pensions).

119.2. The Pre-Partition Pakistan Government liability pensioners have been brought on par w.e.f. 1.1.1986 with those of the Armed Forces / Defence Civilian Pensioners. However, unless a Government Order in their respect is specifically issued extending the provisions of raising of pension and grant of any relief as sanctioned to Armed Forces pensioners, such orders shall not apply automatically to Pakistan Government liability pensioners.

Note- Pakistan Pensioners who migrated to India from Pakistan during the period 1.7.55 to 31.12.60 are in receipt of pension from Pakistan Missions in India under the purview of Indo-Pak Agreement of July 1959.

119.3. The pension sanctioned by the Pakistan Government on or after 15.8.47 to pensioners who were displaced and migrated to India by the 30.6.55 are known as Post-Partition Pakistan Government liability pensioners. Post Partition pensioners migrated to India by 30.6.55 have been authorised to draw pension in India by the Principal Controller of Defence Accounts (Pensions) in his Pension Payment Orders pre-fixed with the word 'Pak'. These pensioners are also treated at par with those of Pre-Partition pensioners in so far as grant of Dearness Relief etc. are concerned.

119.4. The vouchers / schedules relating to payments made to Pre-Partition and Post - Partition Pakistan Government liability pensioners shall be marked in RED INK prominently as 'Pakistan Liability' and vouchers / schedules shall be placed separately in the monthly Account to be rendered to the Principal Controller of Defence Accounts (Pensions).

119.5. "The pension of Pakistan Government liability pensioners has also been increased upto the minimum level of Rs. 375.00 p.m. with effect from 1.6.1987 & Rs. 1275/- p.m. with effect from 1.11.1997 and Rs 3500.00 p.m. with effect from 1.1.2006. The difference between the minimum of Rs. 375/-, Rs. 1275/- and Rs.3500/- pension and relief, if any, sanctioned by the Govt. of India or the Govt. of Pakistan, as the case may be, and authorised by the Principal Controller of Defence Accounts (Pensions) for payment either through provisional payment authority or by re-notifying in Pension Payment Order, is known as Ad-hoc Ex-gratia allowance. This Ad-hoc-Ex-gratia allowance and dearness relief payable from time to time, is the liability of Govt. of India, Accordingly, the pension originally authorised for payment and Ad-hoc Ex-gratia allowance together with dearness relief shall be distinctly shown in the pension payment vouchers / schedules as well as sub-schedules and Top Schedules."

Note- The Ex-gratia allowance, equal to Rs. 375/- p.m./ Rs. 1275/- p.m. sanctioned to the family of Pakistan Govt. liability pensioners and dearness relief payable from time to time, is the total liability of Govt. of India which may, therefore, be shown-distinctly in the sub-schedule and Top Seclude.

United Kingdom Government Pensioners

120.1. The Principal Controller of Defence Accounts (Pensions) acts as the Overseas Paying Agent (OPA) for certain authorities of the British Government, whose pensioners reside in India. These pensioners are generally known as United Kingdom pensioners (U.K. Pensioners). The liability of such pensioners are that of United Kingdom Government.

120.2. The term 'United Kingdom Pensioners' includes all those who are sanctioned pension by one of the following authorities:

- i. Army Pensions office, London (formerly the war office, London or Royal Hospital, Chelsea).
- ii. The Department of Health and Social Security, London (formerly the Ministry of Pensions).
- iii. The Admiralty, London.
- iv. The Air Ministry.

Note- The Payment of pension to pensioners sanctioned pension by the Pay Master General, London is being made by the British High Commission in India.

120.3 This Category of pensioners are very-very less in number and are being reduced day by day, the detailed procedure is not being published. However, if any, DPDO has such a case on his pension strength and any doubt/difficulty is being felt, the matter may be referred to Audit Section of Principal CDA (P) Allahabad with details of the affected pensioner for Clarification/guidance.

CHAPTER - XVIII

Implementation of Court Decrees regarding pension

121. Legal cases filed by the Defence pensioners and their families seeking relief on sanction and / or payment of pension, when received in the DPDO office, should be given highest priority and be processed to its finality as quickly as possible. Promptitude of action is of paramount importance in dealing with the court cases. Generally the DPDO receives two types of Court decrees in the matter of pension:

- (A)** Firstly, the cases where the pensioner has named the DPDO/PSA as a respondent.
- (B)** Secondly, the cases where the DPDO is not a party to the case but the Court decree is served on the DPDO for implementation.

Cases where the DPDO/PSA is a respondent

122. On receipt of court decrees in such cases where the court awards some payment/compensation to the pensioner. DPDO will take the following action :

- a. If the case relates exclusively to disbursement of pension i.e. Non-payment of arrears, LTA etc. or non-payment of pension or stoppage of pension due to non-identification etc. and no action devolves on the PSA for implementation of the court decree, opinion of the Central Govt. Sanding Counsel/Dist Attorney etc. will be immediately obtained before implementation of the decree.
- b. If the CGSC/Dist Attorney opines that the case is fit for filing an appeal in the higher Court, action to file an appeal will be taken with the prescribed time limit.
- c. In case the CGSC/Dist Attorney opines that the case is not fit for filing an appeal in the higher Court, the following action will be taken immediately:
 - (i) DPDO will prepare a statement of Case for allotment of funds under charged expenditure and send the same by Speed Post/Regd. Post to the Nodal Officer of Principal CDA (P) with a copy to CDA (PD). If the DPDO feels that the time given by the Court is not sufficient and non-implementation of the decree within the prescribed time limit will lead to contempt of Court, he will seek sanction for provisional payment to the pensioner from the PCDA (P) who in turn will take concurrence for the same from the competent authority.
 - (ii) On receipt of sanction for provisional payment/PPO from the PCDA (P), DPDO will immediately make payment to the pensioner. In case of provisional payment, he will keep a note of it in the Provisional Payment Register and watch the final sanction under charged expenditure head.
 - (iii) In case of provisional payment, he will book the amount to the concerned head of Account without prefixing '99'. On receipt of the

final allotment of charged expenditure, the DPDO will reclassify the expenditure by prefixing '99' to it and send the intimation of the payment to CDA (PD)/CDA Chennai as well as PCDA (P) Allahabad. He will also note down the number of Govt. letter under which the Govt. sanction was received in the Provisional Payment Register.

- (d) In the case relating to sanction of pension DPDO is not required to obtain the opinion of CGSC/Dist Attorney but will follow the drill outlined in Para 3 (I) to 3 (III) above.

Cases where the DPDO/PSA is not a respondent

123.1 There are cases where the court passes orders for attachment of pension and the same are served for implementation on DPDO being the Pension disbursing authority. Such cases generally relate to maintenance suits filed by the wife of the pensioner against him properly disputes, etc when the DPDO/PSA is not respondent. Therefore, on receipt of a court decree for attachment of full pension/a part of pension, the DPDO will take following measures:

- a. He will honour the Court decree but simultaneously ask the pensioner to bring relevant provisions of Section 11 of the Pension Act to the notice of the court with a view to get the court orders vacated.
- b. DPDO will simultaneously bring the matter to the attention of PCDA (P).
- c. Even when the pension has been suspended due to any reason e.g. non-identification, etc, Court decree will be implemented by the DPDO.
- d. Wherever it is not possible for the DPDO to honour Court Decree, he will file a Miscellaneous application through CGSC/District Attorney in the Court after informing the Main office.

123.2 In all the cases where the DPDO is summoned by the Court as a witness or a respondent in his official capacity, he will seek the permission of Zonal Officer/Main office by the fastest means before appearing before the Court. However, if the time does not permit him to seek permission of ZO/MO, he will inform them on phone regarding his appearance before the Court.

123.3 In cases in which a suit is filed against the DPDO alone whereas action devolves on other agencies such as Record Office or PCDA (P) ALLAHABAD. etc, DPDO should file an application in the Hon'ble Court immediately on receipt of the copy of OA/Petition with a request to implead other parties as well. Such a request should be made by the DPDO at the admission stage itself without waiting for the delivery of Judgement in the case. Once the Judgement is delivered in the case, DPDO being the sole respondent will be held solely responsible by the Hon'ble Court to implement the Court Judgement.

CHAPTER-XIX

Pension Accounting

Rendition of Monthly Cash Accounts

124. Monthly Cash Accounts by the DPDO under the jurisdiction of CDA (PD) were being sent to PCDA(P) Allahabad upto 31-12-1988. With effect from Jan 1989, Cash Accounts are being sent to the CDA(PD) /CDA Chennai as the case may be. Cash Accounts must be submitted by 10th of the following month to which they pertain.

Documents to be rendered with Cash Accounts

125.1 The following documents will be sent alongwith paid vouchers every month to Main Office by the DPDO:

- a) Duplicate copy of Class V Punching medium for section 03 (for civilians, Commissioned Officers & Families) and 04 (For PBORs & families) both indicating fixed voucher number of respective DPDO
- b) List of cheques drawn during the month i.e. Schedule – III
- c) Monthly Bank wise drawl statement of Cash Assignment
- d) Cash Balance report (Nil report is also required)
- e) Two copies of list of cheques cancelled during the month
- f) Remittances to the bank during the month i.e. two copies of Head –I statement alongwith original MROs adjusted in the account and month wise breakup of the un credited pension in pensioners account and deposited through MROs so adjusted should be given in Head – I statement
- g) Abstract of Receipts and Charges showing date wise position of transactions. Abstract will be consolidated for section 03 and 04
- h) All pension payment vouchers where payment has been made by Cash during the month
- i) All the paid pension schedules under NBS duly reconciled in top list showing details of / total amount of cheques issued bank wise, paid schedules enclosed and details of un credited pension in pensioners account are attached
- j) A separate top sheet will be prepared in respect of pension payment schedules on account of Ist payment cases on the prescribed format
- k) The name of the bank and account for which the paid NBS schedules are not being enclosed may be listed separately after noting in NBS Control register. This list will be enclosed with the cash accounts.
- l) Paid vouchers for expenditure incurred from cash assignment for the purpose other than pension duly supported with the sanction of the Main Office / Zonal Office authorizing the same
- m) Authority of the PCDA(P) and CDA(PD) for payment of the arrears of pension due for over 5 years in case of Indian Military pensioners and over 3 years in case of Defence Civilians and over one year in case of Commissioned Officers and their families

- n) Statement of recoveries like IT, Postal Life insurance etc.
- o) Vouchers pertaining to UK and HKSRA pensioners should also be scheduled separately and the top sheet as prepared should be attached with vouchers in duplicate

125.2 After consolidating all the documents and stitching them together, the DPDO will give the following certificate:

- A. The fresh PPOs in respect of new pensioners received from sanctioning authority and transfer in cases from other PDAs have been entered in PPO register, check register and Personal case file opened and HO/TS/PS number allotted. Their details have been included in form II report with last HO number _____ TS _____ PS no. _____ for the month of _____ sent to PCDA(P) under no. _____ dated _____ .
- B. All refund of pension either by Bank Draft / cheque has been noted in the register and deposited in the bank on MRO. Necessary adjustments in PM for the month _____ have been made.
- C. All payments in cash and NBS during the month have been posted in the check register.

NOTE:: It will be the personal responsibility of the DPDO to see that booking of receipt and charges is done to correct code heads. RDR Pamphlet & various instructions issued by Main Office on the subject will be adhered to strictly.

Monthly Change Statements

126. The following items as well as particulars of any abnormal payments made, will figure in the Change Statement, which will show particulars of the PS No. /TS No., rank, name and capacity in which the pension is drawn, the period for which the payment is made, the authority for the payment / reference to the Principal Controller of Defence Accounts (Pensions), Pension Payment Order or other letter of authority etc. in a tabulated form:

- (i) First payment of pension (Provisional or final), to pensioners, admitted to the pension establishment.
- (ii) Payment on account of increase / decrease in pension, consequent on the issue of corrigendum Pension Payment Order.
- (iii) Payments on account of commutations of pension or Service Gratuity, Retirement / Death Gratuity and similar lump-sum payments.
- (iv) Payment on account of life time arrears of pension etc. made.
- (v) Arrear payments of pension over three years.
- (vi) Refunds of recoveries earlier effected from the pensioner.
- (vii) Continuance of temporary Disability Pension, where there is change in the rate of pension, provided there is no break in the period of grant. If there is a break in the period of grant, the item will be included even if there is no change in the rate.

- (viii) Payment at two different rates of pension occurring during the same month, e.g. Family Pension at the enhanced rates upto a particular date of the month and thereafter at the ordinary normal rate.
- (ix) Where pension is revised under the general orders issued by Government of India or the Principal Controller of Defence Accounts (Pensions), the payments vouchers relating to such first payment (including arrears, if any) shall be submitted separately.

Note- The Change Statements for Class I, II and V pensioners shall be prepared separately and for Class VI, VII and VIII separately.

Rendition of Form I and Form II

121. A report showing the names and particulars of pensioners struck off the pension strength of a Pension Disbursing Authority during a months, is rendered in Form I (IAFA-383-A) to the Principal Controller of Defence Accounts (Pensions) monthly. Likewise, a report showing the names and particulars of pensioners taken on the pension strength of a Pension Disbursing Authority, either as a new pensioner or as a transferee from some other Pension Disbursing Authority in India or on transfer from a foreign agency into India, is rendered in Form II (IAFA-390). The instructions for the preparation of Form I and Form II are contained in **Appendix-23** to these instructions.

Note- The names of Class IX pensioners (United Kingdom pensioners) should not be included in Forms I and II).

122. Forms I and II shall be prepared for Class I, II and V pensioners together, similarly, for Class VI, VII and VIII pensioners together. It shall be despatched in one envelope prominently marked "Forms I and II" and addressed to the Office of the Principal Controller of Defence Accounts (Pensions), Allahabad-211014.

CHAPTER - XX

EDP INTERFACE

128.1 In order to eliminate the inherent defects of the manual preparation of pension schedules and to provide better services to the pensioners, NPDS was introduced in 1985. The NPDS Master was again re structured to the revised system wef 1-4-1998 and re designated as RNPDS. The RNPDS Master has again re designated and wef 01-01-2011, the Pension Payment Schedules are now being processed on AASHRAYA Pension Disbursement system, a window based php operating system.

128.2 The following are the objectives of the AASHRAYA Pension Disbursement system :

- a. Corrections for addition, deletion or change in the status of pension record in the Master will be fed through various types of correction formats.
- b. After making Ist payment , DPDO can create the record of the pensioner in the AASHRAYA Pension Master by filling the required data in the T Sheet and can print the T Sheet also.
- c. Corrigendum PPOs will be adjusted through Corrigendum PPO format
- d. Printing of Monthly pension payment schedules in advance
- e. Calculation and Printing of separate pension schedules for grant of DA
- f. Compilation of payments made by the DPDOs to respective code heads
- g. Calculation of arrears of absentee pensioners
- h. To ensure correct and timely payment of monthly pension at the nearest possible Public sector bank as desired by the pensioner through e payments, NEFT and CMP (Cash Management Product).

Disbursement of pension

Generation and Checking of Monthly Pension Schedules

129.1 Monthly pension schedules are being generated and printed in triplicate under Aashraya software wef Feb/Mar 2011 vide CDA(PD) Meerut letter No's EDP/NPDS/Aashraya/II dated 27-1-2011 and 24-2-2011, which is very user friendly and easy to operate. There are many options to generate pension schedules for ECS, NON ECS and NEFT Module and for different Treasury Banks. Provision has also been made for computerization of HKSRA, Burma & Pak pensioners by preparing Fresh T Sheet vide Aashraya Instruction No. 4 dated 5-10-12.

- (a) The monthly Pension Schedules are printed in the DPDO itself or in some cases in other DPDO's or in EDP Centre. After printing of monthly schedules in triplicate, HO No., name, amount of pension payable and bank account number will be compared with the last charge. However, in cases where first regular pension is involved, the above particulars will be verified with

reference to PC-file of the pensioner. Horizontal and vertical totals will be checked 100% by the task holder and AAO.

- (b) Demands recovered must be posted in the Demand Registers simultaneously. The demand instalment number may be linked in the Pension Schedule.
- (c) It will be ensured that all corrections proposed in the previous month have been incorporated in the Schedule. In case of non-incorporation of corrections, action will be taken to reinitiate the corrections.
- (d) Payment order will be endorsed in figures as well as in words on the last Sheet reflecting Summary of payment for the Bank Branch as a whole and the same will be signed by the task holder, AAO and the DPDO.
- (e) The original and triplicate copies of Schedules along with cheque will be forwarded to the Bank under a Top List. Top List will be prepared in triplicate. One copy will be retained as office copy and the other two will be sent to the Bank along with Schedules. Top list is divided in 3 parts. In the First part, page-wise totals and grand totals along with payment order are given. Payment order will be signed by the task holder, AAO and the DPDO. In the Second part, the number and date of cheque with amount will be filled up and initialled by the DPDO. At the bottom of the second part, endorsement of last charge verified/linked will be made along with the summary showing the number of pensioners paid through the schedule under the following headings:-

(1)	(2)	(3)	(4)
Opening Balance	Addition	Deletion	Closing Balance

In the office copy of Second part, an endorsement to the effect that "all the corrections initiated in the previous month have been incorporated except _____" will be made.

(Mentioning particulars of corrections not incorporated)

NOTE:: The Third part of the Top Sheet will be left blank for purpose of acknowledgement by the bank.

130.1 Vide Aashraya **instructions no. 1 dated 3-9-2012**, procedure regarding payment of pension amount to pensioners bank accounts through NEFT Module has been added in the Aashraya Pension Disbursement System. DPDO will generate NEFT file and schedules from "Monthly Pension Schedules for NEFT Module" screen under " Monthly Payment" menu in DPDO Panel as per instructions in "HELP" box on the screen.

NOTE:: The DPDO will be solely responsible for the safe custody of NEFT file and print files of schedules of NEFT Bank Branches and any change made in these

files. He will also ensure that the NEFT file will reach safely to the bank without any manipulation.

130.2 Vide Aashraya **instructions no. 15 dated 4-3-2013**, module for generation of e file for e – payment through SBI, Cash Management Product Centre, **(in short CMP)** Mumbai in Defence Pension Disbursing Offices under CDA(PD) Meerut has been incorporated . Operating instructions for generation of e file to be uploaded at SBI, CMP website have been broadly laid down in these instructions.

131. Blank.

Chapter XXI

Pension Documentation

- 132. 1st P.P.O. Register:** All the pension payment orders (PPOs) received in the DPDO will be entered in this register. The register is to be maintained in the proforma as prescribed at **Annexure-A**. Before a PPO is acted upon, it should be verified that the PPO has been signed by an officer who is authorised to sign it with reference to the intimation (Specimen Signatures) already received from PCDA (P), DCDA (AF) New Delhi & CDA (N) Mumbai and are on record with the DPDO. It will be seen that the PPOs are embossed with special seal (Specimen already received with specimen signatures letter). If the seal is not embossed on PPOs, they should not be acted upon. It will be ensured that PPO Number falls within the block intimated earlier by the PSAs. All the PPOs will be entered in the above register (except class IX-UK Pensioners). Separate pages will be allotted in the register for various series of PPOs.

Summary of un-actioned PPOs will be prepared in the register at the end of each month by the task holder and put up to AAO and DPDO. Outstanding un actioned PPOs will be analysed to find out reasons for non-turning up of the pensioner e.g. due to the pensioner being abroad or the residential address of the pensioner having changed. In cases involving change in residential address, matter will be taken up with the Record Office concerned. All beyond control PPOs will be retained by the DPDOS for safe custody.

- 133. Corrigendum PPO Register::** All Corrigendum PPOs will be received centrally by dak diary clerk and will be entered in the Corrigendum PPO Register centrally maintained by him on the format prescribed as per **Annexure-B** attached. He will complete column no.1 to 5 of the register. It will be ensured that Corrigendum PPO's numbers falls within the block numbers allotted by PSAs. After linking it from the PPO Register and Alphabetical Index register and other relevant record and noting down the HO/TS/PS No. and bank, the Corrigendum PPO will be handed over to the respective task holder and his signatures in token of receipt obtained. Unlocated Corr. PPOs will remain with the Dak & diary clerk for making reference to the authorities/Record office concerned.

The task holder will check the genuineness of the Corr. PPO viz. signatures of signatory and payment authority seal. The task holder will prepare the Due/Drawn statement in duplicate after referring the PC file/Check register and previous NBS schedules. All calculations will be checked 100% by AAO and authorized by DPDOS for payment through pension schedules. Task holder will also update the entitlement portion of the check register and entries of the payment will also be made in the CR and got attested by the DPDO. One copy (duplicate) of the due/drawn statement duly passed by DPDO will be placed in the PC file of the pensioner concerned. When there is

an over payment lying in Demand register, it will be liquidated against the arrears of payment authorised through NPDS.

On the last working day of the month, a summary of Corr. PPOs received during the month & adjusted will be prepared in the register. Outstanding with oldest date will also be prepared and submitted to DPDO with reasons for non-adjustment. DPDO will ensure that unadjusted Corr. PPOs are not pending for pretty long period.

134. Demand Register : It is maintained in IAFA-590 as per format mentioned at **Annexure –C**. All the demands whether intimated by Pension Sanctioning Authority or coming to the notice of the DPDO on his own are required to be noted in this register.

Note : If the demand is intimated by PCDA (P) and other PSAs is on account of HBA, Motorcycle Advance & GPF Over payment and is required to be adjusted by that CDA, it may be passed on to that office through DID Schedule.

All the recoveries made are to be noted on monthly basis in the demand register and initialled by the AAO. When demand is liquidated in full, an endorsement under the signatures of the AAO will be made in the Demand Register.

The Demand Register is to be kept in the safe custody of the AAO to avoid any fudging in it. The position of all demands is to be reviewed monthly by the DPDO to ensure that no demand is outstanding for recovery. If still outstanding, the reasons thereof may be put up to DPDO and his orders obtained at the time of monthly submission of Register to DPDO. Monthly summary of outstanding demands will be prepared at the end of each month showing the following details e.g.:-

OB	New Demands added during the month	Total demand items cleared during the month	Closing Balance at the end of the month
12	5	8 (Item No.4,8,10,11,12,13, 14,20)	9 (Item No.1,2,3,7,21, 23,24,26,28)

A Quarterly Report of outstanding Demands will be prepared by the DPDO and transmitted to his ZO (PD) for onward transmission to the CDA(PD) Meerut /CDA Chennai.

135. CHECK REGISTER (CR): It is maintained in the form of a bound register, IAFA-389. It has two parts, one relates to the entitlement of the pension payable to the pensioners and the other part relates to disbursement/payment of the pensionary dues to the pensioners. The register is opened NBS bank branch wise in the ascending order of the HO. Numbers of the pensioners. An alphabetical index will be maintained in each register showing the Name of the pensioners, HO. No. & Page No. allotted to the pensioners.

The entries on each page will generally follow the headings of the register. The entitlement portion of CR will be filled up in block letters Name, PPO No. etc will be written in the same manner as it is given in PPO. The HONO allotted to the pensioner will be written prominently on the top of the page in the column provided for it. The Photograph (Joint Photograph in joint notification cases) of the pensioner which is furnished by him will also be got affixed in the space provided. The marks of identification given in the Descriptive return or Descriptive roll will also be noted on the left side of the page, in the space available below remarks column. The Specimen signatures or thumb impressions of the pensioner are obtained in CR and tallied with the signatures already existing in D' Roll.

The name of the children awarded CEA will be entered in the pages immediately below the family pensioner's name and where it is not possible, a note connecting the entries should be recorded in red ink. Likewise from the D' Roll, name of heir to whom LTA is to be paid will also be recorded along with relationship with the pensioner. In case, name of heir is not there in D' Roll, the same will be got nominated by the pensioner at the time of payment/annual identification. Enhanced rate as well as normal rate of family pension with dates will also be recorded on the entitlement page.

The date from which the individual is sanctioned pension and the date with effect from which the individual is transferred to pension establishment will be prominently mentioned. In cases where a pensioner after initially drawing pension from another PDA gets his channel of payment changed, the new PDA should distinctly show two dates, viz.

- (i) Date of commencement of pension.
- (ii) Date from which disbursed pension in his office.

Rate of pension will be prominently written in the Audit Cage. Also each time there is a change in the rate of pension, the earlier entry under this column should be neatly ringed in red ink and the new entry for the rate as well as its date of effect should be written in next column. If the pension is upto a particular date only the date of termination and the cause of termination will be prominently noted in this column. The entries should invariably be attested by the DPDO under dated initials.

In case of pensioner who is transferred in from other PDA, the name of the PDA and the date upto which he was paid by the former PDA should be entered at the bottom of the disbursement portion on the right side and no. & date of LPC received with HO No. quoted in support of the entry. The LPC will be defaced simultaneously along with payment.

The lump sum payments on account of Retirement Gratuity, Commuted Value of pension, Death gratuity etc. shall also be entered at the appropriate place on the right side of the folio i.e. Disbursement portion along with the date of payment under the initials of DPDO. The date of payment of pension/revised commutation will also be recorded. The date of restoration of pension on account of commutation will also be indicated on left side of the folio simultaneously in the prescribed column.

The monthly columns represent the months for which pension is paid and not the month in which the payment is made. When the pension is paid for two or more months, the months for which the pension is paid should be bracketed together. The amount paid and the date of payment should be so written that the entry extends right across the bracketed portion.

Income Tax and other deductions should be specifically noted on the disbursement side of the register.

When the pension sanctioned is 'temporary' and if pension granted is upto a prescribed age in case of children, the date of discontinuation of such pension should be noted on right hand side of CR prominently with red ink and the words 'pension ceases from _____' entered over red ink, so as to ensure that payment is not made beyond the authorized period. The date of cessation will also be fed in computer for double check/safety while preparing T-Sheet.

On the change of the channel of payment of a pensioner to another station, after the issue of the LPC, the remaining columns of that block should be ruled through in red ink diagonally and station be noted at appropriate place together with no. & date of LPC issued to new PDA/PCDA (P) in the columns provided at the bottom of the right hand folio. The entry should be initialled by the DPDO and suitable remarks should also be made in the index to indicate the casualty.

When a pensioner dies, marries or remarries etc. and his/her pension ceases to be admissible by reason of the condition of grant, a red ink diagonal line should be drawn so as to cancel all periods succeeding the month in which the pensioner dies, marries and remarries, the cause of cessation being written over the line and initialled by DPDO.

Suitable notes in respect of demands and other recoveries ordered to be made from the pension should be kept in remark column of the register and when recoveries are made from pension, suitable note of the date/month of NPDS schedule on which such recoveries are made should also be kept in the page. Similarly instructions relating to suspension/holding in abeyance of payment etc. should be kept note of and suitably connected with the month column so as to act as a check against any erroneous admission of pension beyond the due date.

Erasing and over writings in the payment register are prohibited. When for any reason alterations are necessary the original entry should be neatly scored through in red ink and fresh entry made in black ink under the DPDO's initials.

If a pensioner is in receipt of any gallantry award, the personal pension and adhoc Ex-gratia, the amount and particulars thereof should be entered/shown separately.

If a pensioner is re-employed, the particulars of re-employment should be noted on the top of register. If such a pensioner subsequently ceases to be re-employed a suitable remark of his ceasing to be re-employed should be kept in the register. Dearness Relief may be paid to the pensioners who retired as commissioned officers/Gp 'A' officers following the date of cessation of re-employment. In case of other categories of pensioners, DR will continue to be paid w.e.f. 18.7.97 even if they are re-employed subject to the production of certificates from their re-employer as envisaged in Govt of India, Ministry of Personnel, Public Grievances & Pension, Deptt of Pension and Pensioners' Welfare, New Delhi OM No 45/73/97-P & PW(G) dated 2-7-99. In case of family pensioner, DR will be paid despite re-employment subject to production of dependency certificate.

In case of a cash pensioner opting for NBS the details such as Bank Code, Name of bank, saving account number etc. will be recorded in the prescribed space at the bottom of disbursement page.

At the time of annual identification of the pensioner, non re-employment certificate and non marriage/re-marriage certificate will be obtained from him and date of identification noted in the column prescribed.

When the pension of a pensioner who is convicted of any offence and act of disgraceful nature involving forfeiture of his pension is subsequently received either on the original or on a reduced pension, the necessary notes regarding the period during which he was imprisoned and the pension forfeited and the date from which pension was restored, either on the original or on a reduced rate, the authority in support thereof should be made with red ink and initialled by DPDO on the entitlement page. If the pension is reduced, the

rate of pension should be recorded neatly and should be attested by the DPDO.

In case of issue of duplicate pension certificate and identification of pensioner at the time of issue of DPC, the particulars will be recorded and the necessary noting will be made at appropriate place.

136. HO/PS/TS No. Allotment Register : HO Number. is a reference number allotted by the DPDO to a pensioner at the time of taking him on his payment strength. Previously two separate registers for allotment of PS No. (i.e. Pensioner's Serial No.) to Commissioned Officers, their families and civilian pensioners and TS No. (i.e. Treasury Serial No.) to JCOs/ORs and their families were kept. Now a combined register, as per format prescribed at **Annexure- D** which is called HO. No. Register is maintained by the DPDO in which HO Nos. (i.e. Head Office Nos) are allotted to all types of pensioners (Annexure-A). Allotment of PS No. and TS No. separately is no longer in practice.

The following points will be observed by the task holder while allotting HO No.:

- 1) HO No. will be allotted in a running series and no number will be omitted or repeated.
- 2) A prefix or suffix in alpha characters can be used by the DPDO e.g. if HO No. 5180 is allotted to a family pensioner, the DPDO may use the prefix 'F' to identify the pensioner and can allot the number 'F-5180' to the pensioner.
- 3) Care will be taken to see that the same number is not allotted to more than one pensioner.
- 4) More than one HO No. will not be allotted to one and the same pensioner. Even the same HO No. with a prefix/suffix and without a prefix/suffix cannot be allotted to two different pensioners, e.g HO No. F-5180 and 5180 cannot be allotted to two different pensioners.
- 5) In case of death of a service pensioner, a new HO No. will be allotted to the family pensioner.
- 6) In case of a pensioner transferred in from another PDA, a fresh HO No. will be allotted to him.
- 7) Based on the entries made in HO No. Register, report showing names and particulars of pensioners struck off the pension strength in Form-I and pensioners taken on the pension strength in Form II will be prepared and sent to PCDA (P) Allahabad. Form I & II reports in respect of classes I, II, V pensioners will be addressed to AT-I Section and Form I & II in regard to Classes VI, VII & VIII pensioners should be sent to CCL section of PCDA (P) Allahabad every month. 'NIL' reports are also required to be sent.
- 8) Form II (IAFA-390) containing full particulars of the entries made in the HO. No. Register during each month will be rendered to PCDA (P) by the 10th of the following month. As soon as this report is rendered

to PCDA (P), a certificate by DPDO in the register below the last entry of the month will be endorsed as under:-

“Certified that item numbers from.....to.....have been included in Form-II for the month of.....of the year”.

- 9) Similar action will be taken in the case of a pensioner whose account is received in a DPDO's office on transfer from another DPDO/PDA. The pensioner will be informed of the HO No. allotted to him at the earliest opportunity (i.e. at the time of issuing call letter for 1st payment) and advised to quote that No. in all correspondence with the PDA/PCDA (P) etc. and bills and claims.
- 10) Care will be taken to see that once a HO No. is allotted to a pensioner, he/she is not allotted another HO No. by the same DPDO so long as the pensioner continues to be on his pension strength. If a HO No. is already allotted on the receipt of the anticipatory Payment Authority, the same no. will be quoted on the PPO that may be subsequently received.

Note-I :: If any individual is granted only gratuity i.e. without any pension, no HO Number is to be allotted to him.

Note II :: If any number is inadvertently omitted to be allotted, that Number should be treated as 'BLANK' for all purposes and the same will not be allotted to any pensioner in future.

Note III :: If a pensioner who has been transferred out earlier from any DPDO to another DPDO/PDA, is subsequently taken back on his payment strength, a fresh HO No. will be allotted to him, the former HO No. will not be operated for any purpose.

- 11) HO No. allotted to the pensioner will be noted in all the pension documents such as PPOs, CR, Descriptive Roll and will be quoted in all correspondence with PCDA (P) and in all correspondence on pension with the pensioners.

137. Specimen Signatures Register : The Specimen Signatures of the officers signing the PPOs received from PCDA (P) Allahabad, DCDA (AF) New Delhi and CDA (Navy) Mumbai are kept in the Guard File and pasted in the register maintained for this purpose. As and when a PPO/Corr. PPO is to be actioned, the signatures on the PPOs/Corrigendum. PPOs will be checked /compared with reference to those pasted in the register to avoid fraudulent payments.

DPDO will ensure in December each year that Specimen Signatures for the ensuing year have been received from the PSAs. If not received, the same will be called for and DPDO will not take any action or authorise payment before the signatures of the officer on PPOs/Corr. PPOs are compared with the list received from PSAs, for the ensuing year.

Sometimes the PSAs circulate the modus operandi of fraudulent payments made by other PDO, for check. These types of circulars may be got noted from all concerned in DPDO's office and kept in the Guard file of the specimen signatures.

138. CASH ASSIGNMENT REGISTER : Cash Assignment is placed by MO/ZOs on the basis of DPDO's requirement. The Cashier will enter the amount of cash assignment placed in favour of DPDO in the cash assignment register which will be maintained on IAFA-277 (**Annexure-E**) Cash assignment will be posted upto date. The following points will be observed by the DPDO and his staff.

- a. All entries in the register will be made with reference to cheques issued on day to day basis.
- b. The assignment granted is not heavy and if so, prompt action will be taken by the DPDO towards its surrender.
- c. The requirement of cash assignment for the ensuing year will be worked out in the 1st week of March after taking into account average expenditure for last three months i.e. from Dec to Feb, trend of expenditure during last year and other aspects (viz. increase of DA, Govt. orders on revision of pension etc.) while placing demand with the Zonal Office/Main office.
- d. The additional requirement of cash assignment will be submitted to MO/ZOs in time with full reasons and action will be taken to surrender surplus, if any.
- e. The requirement of cash assignment will be reviewed by the DPDO and if the allocation made by the ZO for the ensuing months appears to be on higher side, advance action will be taken to surrender the surplus assignment for the ensuing months.
- f. At the end of each month the bank reconciliation statement will be prepared and pasted in the cash assignment register.
- g. It will be ensured that monthly statements of drawings on cash assignments are sent to MO/ZOs so as to reach by 5th of the following month.

139. Demand Draft Register : The register is to be maintained in the proforma as prescribed at **Annexure-F**. Drafts/Bankers' Cheques are received in the DPDO mainly on account of refund Demand of pension remitted to the pensioner's account beyond the date of death of the pensioner. In some cases, DDs may also be on account of refund of excess drawal of DR or other over payments. All the DDs so received will be entered in Demand Draft Register, deposited into treasury on MRO within three days of their receipt and adjustment thereof made in the monthly Punching Medium by the DPDO. The following particulars will be noted in register viz DD No. & Date, Name of Pensioner, reasons for refund, period for which refund received, MRO No. & month, TE No. & Month through which adjusted etc. The

Register will be reviewed by the DPDO every month to ensure that DDs are deposited on MRO immediately on receipt and these are not unduly withheld in DPDO office un-deposited.

- 140. LTA CLAIM REGISTER:** The register is to be maintained in the proforma as prescribed at **Annexure-G**. Pension is to be paid upto the date of death of the pensioner. In case life time arrears of pension are claimed by the nominee or legal heir after 12 months from the date of death of pensioner, the same are to be claimed on form No. IAF (CDA)-652 (in triplicate) duly completed and supported with the relevant documents and sent to CDA (PD)/CDA Chennai for sanction of time bar period involved. If there is any delay in claiming LTA, application by the nominee/legal heir outlining reasons for delay with documentary evidence along with DPDO's remarks thereon is also required to be submitted to CDA.

In all the cases of LTA payment, DPDO will make necessary entries in the register of LTA payment and obtain signatures of nominee in the register in token of having received LTA payment. In case any excess remittance has been made to the bank in case of NBS pensioners, the refund thereof will be watched and entries made in the relevant columns of the register.

- 141. TIME BARRED ARREARS CLAIM REGISTER:** The register is to be maintained in the proforma as prescribed at **Annexure-H**. The Pensionary benefits are to be claimed immediately as and when they become due for payment. Whenever a pensioner fails to draw pension continuously for twelve months from the date it fell due, the arrears are not to be paid without sanction of competent authority for waiver of time limit involved.

Thereafter, whenever the pensioner turns up for payment of pension, the admissibility of the claim will be established by the DPDO and time bar claim of pensioner on the lines given below will be prepared and submitted to competent authority for necessary action along with specific recommendations of the DPDO. Before forwarding the claim to the competent authority, the DPDO will ensure that arrears claimed are admissible as per relevant orders on the subject and reasons for non-drawal of arrears have been investigated and found satisfactory. While forwarding the claim to competent authority for sanction the claim will be entered in the register (as per Annexure 'A') meant for this purpose and cols. No.1 to 7 filled up.

Cols. No.8 to 12 of the register will be filled up after receiving sanction from the competent authority and making payment to the pensioner.

Arrears claim of pension including first payment pension cases are claimed on form No.IAF (CDA) – 651 (in triplicate) duly completed and supported with original pension documents of the pensioner.

Note: All arrear claims where DPDO himself is the competent authority for waiver of the time bar will also be entered in the Register. However, Col. Nos. 6 & 8 will then be left blank.

142. Transfer IN Register of Pensioners : The register is to be maintained in the proforma as prescribed at **Annexure-I**. This Register will be maintained for keeping a record of the pensioners transferred in from other PDAs to the DPDO. Transfer-IN-register will form the basis for preparation of Form-II. On receipt of pension documents from any pension disbursing authority, an entry will be made in:-

- a. Transfer – IN – Register.
- b. HO. Number allotment register.
- c. Alphabetical index register of pensioners.
- d. All the steps required to be taken while making the 1st Payment will be gone through as mentioned in **Para.....**

143. Transfer-OUT-Cases : The register is to be maintained in the proforma as prescribed at **Annexure- J**. For keeping a record of Transfer-Out cases, DPDO will maintain this register. On receipt of an application from the pensioner for transfer of his pension account to some other DPDO/PDA, prompt action should be taken to transfer out his pension papers viz. PC file and abstract of CR alongwith LPC etc. Necessary endorsement will be made in CR, HO. No. Register, alphabetical index register, PC, NBS/Cash Schedule for the month of transfer and transfer out register. D' Roll of the pensioner will also be endorsed accordingly. Pension documents i.e. PPOs/Corr. PPOs, D' Roll and LPC showing date upto and for which paid shall be forwarded to the new PDA of the pensioner i.e. DPDO, Treasury Office or to link branch of bank for onward transfer to concerned branch of that bank. PC will be obtained from the pensioner and necessary endorsement will be made in the PC regarding the month upto which pension was paid. Outstanding demands, if any will be noted in the abstract of Check Register/LPC. Suitable note regarding transfer will be made in NBS/Cash schedule and the name of the pensioner will be got deleted from NPDS Master from next month onward by operating TR-Code 01.

Transfer-Out Register will form the basis for preparation of Form-I.

144. Complaint Control Register & Complaint Progress Register : All the dak received in his office will be seen personally by the DPDO and the complaints will be marked as such for recording in the registers to be maintained for the purpose.

2. DPDO will open two separate Registers for allotting Control Nos. to VIP and ordinary complaints. Alternatively, he may divide the Complaint Control Register into two parts. In the first part, he will get the VIP complaints i.e.

complaints received from CGDA, Ministry, AHQrs, MPs/MLAs, PMO/President Secretariat, Main Office and Zonal Office, etc entered in chronological order and have the control numbers allotted. In the second part, he will get all the ordinary complaints i.e. complaints received directly from the pensioners, Ex-servicemen's Leagues, etc. entered in the Register and get the control no. allotted in the ascending order.

Complaint Control Register (separately for VIP and ordinary complaints) will be maintained in the following proforma:-

Sl. No.	Complaint Control No.	From whom received	No. & date of communication under which the complaint received
1	2	3	4

Name of the complainant	Brief of complaint showing nature of complaint	No. & date of acknowledgement to the complainant	Signatures of AAO/AO
5	6	7	8

3. An acknowledgement will be sent immediately to the Pensioner/ Pensioners' Association in case of ordinary complaints and all the columns of the Complaint Control Register will be filled up and initialled by the AAO/DPDO.

4. The progress of the complaint will be watched through the Complaint Progress Registers to be opened for VIP and ordinary complaints separately. The Registers will be opened in the following proforma:-

Sl No.	Complaint Control No.	Name of the complainant	Brief/Nature of complaint
1	2	3	4

No. & Date of communication under which the complaint received	Remarks (Progress/settlement)	Signatures of AAO/DPDO
5	6	7

5. After entering the complaint in the complaint control register, simultaneously the complaint will be entered in the concerned complaint progress register for further monitoring the progress of the case. In Col.6 of the Complaint Progress Register, no. & date of all the correspondence made about the complaint will be entered.

6. On final settlement no. and date under which the complaint is finally settled will be entered in Col.6. The complainant will also be informed about final settlement. Remarks for closure of those complaints which have reached a dead end e.g. complaints about fraudulent drawal of pension where FIR has already been lodged but the case is not progressing will also be entered in Col.6. It may, however, be noted that in such cases complaint will be closed only on receipt of clearance from the Main Office.

7. Action on all the VIP complaints must be taken within a week by the DPDO and if the complaint cannot be settled an interim reply will be rendered to the Main Office/Zonal Office as well as the pensioner.

8. If any reference is to be made to PCDA (P) Allahabad or Record Office or any other agency in connection with settlement of the complaint, it will be made demi-officially by the DPDO.

9. The complainant must be kept informed of the progress of his case from time to time.

10. A summary of outstanding complaints will be prepared by the task holder and SO (A)/AAO every month and put up to the DPDO. DPDO will bestow special attention to the complaints outstanding for more than three months and raise the level of correspondence by reporting the matter to ZO/Main Office wherever required.

11. All correspondence on complaints will be prominently superscribed as 'COMPLAINTS CASE' in bold letters and be made demi-officially.

145. NBS CONTROL REGISTER : This register is meant for exercising proper control over despatch of NBS Schedules to the banks on monthly basis and also to watch refunds of pension in over payment/death cases there from (format enclosed as **Annexure K**).

1. The register has two parts:-

- (i) Proforma I.
- (ii) Proforma II.

2. Proforma I is a folio allotted to a NBS Bank branch in which details of all the Pension Schedules remitted to the bank every month and the details of Demand Drafts received back from the bank on account of refund of pension are recorded. On each folio of the Proforma I, payment/refund details for 12 months period can be recorded.

3. Proforma II is used for maintaining the record of the number of pensioners whose pension is remitted to various NBS branches every month.
4. For one NBS bank branch, one separate folio will be opened in the Register and the name of the bank, branch and branch code will be recorded therein.
5. After verifying the monthly NBS Schedules received in triplicate from EDP Centre and linking them with the last charge, the task holder will fill up Col.1 to 4 of the folios of Proforma I of the Register and put his initials at the bottom of Col.4.
6. Schedules will thereafter be submitted to AAO concerned who will test check the entries made in proforma I of the Register and submit them to the DPDO alongwith NBS Control Register.
7. In Proforma II, every month the summary of the schedules sent to NBS branches will be exhibited entering the bank code no. and the number of pensioners included in the schedule for a particular branch. AAO will initial each and every entry.
8. After signing payment order of Schedules, DPDO will pass them on to Cashier who will prepare a cheque and mention no. and date of cheque and date of despatch in Cols 5 & 6 of Proforma I of the Register and put his initials in Col.6.
9. When the receipted copies of schedules are received back from the bank alongwith the refunds if any, Col. Nos 7 to 12 of Proforma I will be filled up by the task holder concerned. Refunds will be deposited on MRO immediately and no. and date of MRO will be mentioned in Col.No.13. The date on which the receipted copies are forwarded to CDA (PD) will be mentioned in Col.14 and AAO will attest the information recorded by putting his initials in Col.15.

146 **CENTRAL IDENTIFICATION REGISTER** : This Register is meant for keeping the day-to-day record of the identification of the pensioners. The format of the Register is enclosed at **Annexure - L**.

The Register will be maintained as under:-

1. HO Nos. and names of the pensioners will be entered in the Register Bank Branch wise/Payment Center-wise. HO Nos. will be entered in ascending order.
2. As and when the pensioner reports for identification, entry regarding date of identification will be made against his HO No. and name in this Register and initialled by AAO/DPDO. Apart from this, entry in Check

register and the pensioner's PC will also be made. Non-employment, non-marriage certificates and undertaking from the pensioners drawing medical allowance that they are residing in an area where no CGHS/Armed Forces Hospital/MI Room (OPD) facilities are available obtained from the pensioner at the time of identification will be kept in the PC file of the pensioner.

3. Summary will be prepared every month at the bottom of every page of the Register in the columns provided there for. Based on this, a final summary for the month for the DPDO as a whole will be prepared and put up to the DPDO for onward transmission to the Main Office/ZO.

4. At the end of the cycle of 12 months if any pensioner still remains unidentified, a show cause notice will be issued at his residential address under Regd. Post/certificate of posting. If despite the issue of notice, the pensioner does not appear for identification, his pension will be suspended by operating TR-07.

5. The Register will be reviewed by the DPDO every month.

(Annexures to Chapter XXI)

ANNEXURE "A"

Ist PPO REGISTER

Sl No	PPO No. & Date	From Whom Received	Name of the pensioner To whom it pertains	Rank, Personal Office no., unit Formation of the pensioner	Pensioner's Serial no., allotted	Reference To payment Check register Page no.	Remarks
1	2	3	4	5	6	7	8

ANNEXURE "B"

Corr. PPO REGISTER

Sl No	Corr PPO No. & Date	From whom received & date of receipt	Regtl. No., Rank And name of the pensioner	HO NO of The pensioner	Ref of CR Page no.	Month's Schedule Through Which adjusted & date of payment	Initials AAO/AO	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE "C"

Demand Register

Sl. No	No & date of intimation	PS/TS/HONO Rank, Grade & Name of individual & Rank through which pension is being drawn	Particulars of sum to be recovered
1	2	3	4

Amount Due	Initials of SO(A)/AAO	Amount Recovered	When and how recovery effected
5	6	7	8

Initials of SO(A)/AAO	No. & date of intimation to DPDO/PSB/CDA if the demand is transferred out	No & Date of acknowledgement if demand is transferred out	Remarks
9	10	11	12

HO Number Allotment Register

Name of the Pensioner with Rank & Unit/Deptt. In the case of family pensioner relationship to & name of deceased on whose account pension granted & latter's rank unit/Deptt.	HO No allotted	Class of pensioner	Nature of pension	No & date of payment authority/PPO or pension serial No, sanctioning authority
(1)	(2)	(3)	(4)	(5)

To be filled in the case of pensioner transferred from other Pension Disbursing Officer			Check/ Payment register vol. & page no. in which pension particulars are entered	Personal case file no. of the pensioner	Initial of the pension Dis. Officer/ DPDO	Remarks Here enter the month & item no. of Form I where the name of the pensioner appears on transfer out death, cessation of pension
Name of office from which transferred	HO No. allotted by that office	Date upto which pension last paid by office from which transferred				
(6)	(7)	(8)	(9)	(10)	(11)	(12)

ANNEXURE – “E”

Cash Assignment Register format

	OB	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Cash assignment													
Addl. Cash assignment													
Total													
Surrender													
Total Expenditure													
Closing balance													

ANNEXURE – “F”

Demand Draft Register Format

Sl No	No. & Date of Demand Draft	Name of Employer/ Bank from Whom received	Name of pensioner With HO/TS no.	Nature of Refund	No. & Date of MRO through Which deposited	TE No. & Month Of adjustment	Initials Of ASAO/AO	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE - "G"

REGISTER OF LTA PAYMENT

Sl. No.	Date of payment	Name of the deceased pensioner with Regtl. No. & Rank	PPO No.	CR Page No.
1	2	3	4	5

Date of Death	Name of Nominee Relationship	Amount	Period Involved	Signatures of nominee
6	7	8	9	10

Bank from which deceased was drawing pension	Amount of Pension excess credited to the deceased	Letter No. & date through which amount demanded from Bank
11	12	13

DD No. & date with amount received from bank	Initials of SO(A)/AAO/DPDO
14	15

ANNEXURE – “H”

Time Barred Arrears Claim Register

Sl. No.	PS/TS No.	Name of Pensioner	Period involved
1	2	3	4

Amount	Letter No & date under which sent	Initials of DPDO	No. & date of CDA (PD)/PCDA(P) letter under which sanction received
5	6	7	8

Amount allowed by CA	Date from which the claim admitted by CA	Date on which payment made with cheque no. & date	Remarks
9	10	11	12

ANNEXURE - "I"

Transfer-IN-Register

Sl. No.	Letter No. & date through Which Pension case received	Name of DPDO/PSB/TO Through which received	Name of Pensioner With TS/PS/HONO
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PPO No.	Regtl. No.	Rank	Unit	TS/PS No. allotted
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Sl. No.	Paid upto & for by previous office	Initials of AAO	Remarks
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ANNEXURE - "J"

Transfer - OUT - Register

Sl. No.	Name of Pensioner with TS/PS/HONO	PPO No.	Regtl. No.
---------	--------------------------------------	---------	------------

Rank	Unit	Nature of pension	Month upto which paid	Name of DPDO/PSB/TO to whom pension papers sent
------	------	----------------------	--------------------------	--

Letter No & date	Pension details	Initials of SO (A)/AAO	Remarks
---------------------	-----------------	------------------------	---------

Proforma -I

NEW BANKING SCHEME : MONTHLY BANK SCHEDULES FOR THE YEAR 20....

DPDO.....BANK.....BRANCH.....BANK CODE.....

Month Payable	Date Prepared	No. of Pensioners	Total Amount authorised in the Schedule	No. & Date of the Cheque	Date of Despatch	Date received back from Bank	No. of Accounts Credited
01	02	03	04	05	06	07	08

Total Credited	No. of Accounts Not credited	Total Refund	P.O/D .D. No. and Date	No. & Date of M.R.O	Dt. Sch. Etc. Forwarded to CDA (PD)	Initials AA O.
09	10	11	12	13	14	15

Proforma - II

Month				Month				Month				Month			
Sl. No	Bank Code	No Of Pensioners	Initials	Sl. No	Bank Code	No Of Pensioners	Initials	Sl. No	Bank Code	No Of Pensioners	Initials	Sl. No	Bank Code	No Of Pensioners	Initials
Total				Total				Total				Total			

ANNEXURE – “L”

CENTRAL REGISTER FOR ANNUAL IDENTIFICATION

N.B.S. BANK BRANCH.....

PAYMENT STATION.....

SI No	HO No	Name Of Pensioners	Year												
			1997-98			1998-99			1999-2000			2000-2001			
			Date Of AI	Initial Of Officer	Remarks	Date Of AI	Initial Of Officer	Remarks	Date Of AI	Initial Of Officer	Remarks	Date Of AI	Initial Of Officer	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

SUMMARY

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
1997-98													
1998-99													
1999-2000													
2000-2001													

