

No.36-01/2013-Pen(I)  
Government of India  
Department of Telecommunications  
(Pension Section)

.....  
New Delhi, dated the <sup>5 July</sup> ~~2013~~, 2013.

To

All CCAs/Pr. CCAs/Joint CCAs  
DOT Cell (as per list attached).

Subject: Revision of pension/family pension of pre-2006 pensioners/family pensioners in accordance with VIth CPC decision – (i) Documents accepted as a date of birth of the family pensioners, (ii) Change in date of birth/age of family pensioners, (iii) in case if age/date of birth of spouse is not available and (iv) Model advertisement for use by Ministries/Departments – regarding.

Sir/Madam,

Department of Pension & Pensioners' Welfare have issued several OMs viz.. (i) 38/37/08-P&PW(A) dated 21<sup>st</sup> May, 2009, (ii) 38/37/08-P&PW(A) dated 11<sup>th</sup> August, 2009, (iii) 38/37/08-P&PW(A) dated 25<sup>th</sup> June, 2010, (iv) No. 1/20/2011-P&PW(D) dated 16<sup>th</sup> December, 2011, (v) 1/23/2012-P&PW(E) dated 13<sup>th</sup> September, 2012 and (vi) No. 1/20/2011-P&PW(E) dated 28<sup>th</sup> January, 2013 on the above mentioned subject.

I am to forward herewith a copy of each of the Department of Pension and Pensioners' Welfare's OMs referred above for information and taking appropriate action for revision of PPO of pre-2006 pensioners/family pensioners.

2. Hindi version will follow

Yours faithfully,

*K.S. Dahiya*

(K.S. Dahiya)

Under Secretary to the Govt. of India

To

1. DDG(Accounts)/DDG(FEB) with the request to take appropriate action for circulating the said OMs to all pension disbursing post offices through the respective Directorates of Postal Accounts.
2. CMD, BSNL Corporate Office, Bharat Sanchar Bhavan, New Delhi.
3. CMD, MTNL, New Delhi.
4. CMD, TCIL, New Delhi.
5. Sr. DDG, TEC, Khursid Lal Bhawan, New Delhi.
6. ED, C-DoT/Director, WMO, New Delhi.
7. Heads of the Telecom Enforcement Resources Monitoring (TERMS)
- ✓ 8. Director (IT) (Shri Manish Kumar Vimal, Director) with the request to post these OMs together with the circulars on the website of DoT.
9. AO(PFP)
10. Internal Audit Wing
11. Hindi Section with the request to furnish the Hindi Version of the OM to upload in the website.
12. Guard File/Reference Folder



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

OFFICE MEMORANDUM

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

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

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

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

4. The matter regarding the methodology to be adopted for payment of additional pension to old pensioners/family pensioners in cases where the date of birth is not available in the PPO as well as in the office records of CPAO/Pay and Accounts Office had been under consideration in consultation with the Controller General of Accounts and the Ministry of Finance. It has now been decided that in case the exact date of birth is not available either in the PPO or in the office records but an indication regarding the age of pensioner/family pensioner is available in the office record, the additional pension/family pension shall be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years, 85 years, etc. based on PPO/office records. For example, if the records show that the pensioner/family pensioner has already completed the age of 80 years/85 years as on 1<sup>st</sup> January, 2008, he shall be allowed additional pension/family pension from 1<sup>st</sup> January, 2009.

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

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

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

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

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

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

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



(M.P. Singh)  
Director (PP)

Telefax No.24624602

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

Please visit: <http://pensionersportal.gov.in>

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

Dated the 11<sup>th</sup> August, 2009.

**OFFICE MEMORANDUM**

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

The undersigned is directed say that in this Department's OM of even number dated 21.5.2009, it was provided that the following documents would be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of 80 years and above:

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

2. The matter has been examined further. Considering the difficulty in producing any of the above mentioned documents as proof of age by the old pensioners, particularly those in the rural areas, it has been decided that the Voters' ID Card may also be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of 80 years and above subject to the following conditions:

- (i) The pensioner/family pensioner certifies that he is not a matriculate. (The matriculation certificate should be insisted in the case of matriculate pensioners/family pensioners)
- (ii) The pensioner certifies that he does not have any of the documents mentioned in para 1 above.

3. The other conditions for acceptance of the documents, as mentioned in the OM dated 21.5.2009, will remain the same.

4. Some doubts have been expressed regarding the date from which the additional pension is to be made effective. In this connection, attention is invited to the clarifications issued vide this Department's O.M. of even number dated 3.10.2008. It is re-iterated that the additional quantum of pension/family pension, would be admissible from the 1st day of the month in which the date of birth falls, only on completion of the age of 80 years, 85 years, etc. (and not in the beginning of the 80th year, 85th year, etc.). All references/representations received in this respect stand disposed off accordingly.

Illustration: If a pensioner/family pensioner's date of birth is 26.1.1930, then he/she will be entitled to the additional quantum of pension on completion of 80 years of age w.e.f. 1.1.2010.

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

9. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.C. U.O. No. 261/EV/2009 dated 9.7.2009.



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

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

Please visit: <http://pensionersportal.gov.in>

Dated the 25 June, 2010.

**OFFICE MEMORANDUM**

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

The undersigned is directed to say that in this Department's Q.M. of even number dated 21.5.2009 and 11.8.2009 it was provided that in case the information regarding date of birth/age is not available in the PPO or the office records, certain documents would be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of age of 80 years and above. It was also provided that the Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner, on provisional basis, up to a period of three months from the month in which the proof of age/date of birth is submitted by the pensioner/family pensioner. In such cases, the Pension Disbursing Authority/Bank will immediately send one copy each of the document submitted by the pensioner/family pensioner to the Pay and Account Officer/CPAO for formal authorisation of the additional pension/family pension. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension beyond a period of three months only on receipt of such an authorisation from the Pay and Account Officer.

2. Certain Pension Disbursing Banks to whom the documentary proof of age was submitted by the pensioners/family pensioners have informed that many Pay & Accounts Offices, to whom the same is forwarded as per OM of even number dated 21.5.2009, have not communicated to them their final authorisation in accordance with the above instructions. These Banks are, therefore, finding it difficult to continue the payment of additional pension beyond three months in the absence of the formal authorisation. The PAOs who are receiving the proof of age may get it sanctioned from HOO/HOD as per procedure invariably. In case the pensioner/family pensioner is unable to submit any of the documents mentioned in OMs dated 21.5.2009 and 11.8.2009 but claims additional pension based on some other documentary evidence, such cases will be submitted to the administrative Ministry. If the administrative Ministry is satisfied about the claim of the pensioner/family pensioner, it will authorise additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final.

3. CGA is requested to advise all Pay & Accounts Officers to take immediate action for getting the additional pension sanctioned from Head of Office/HODs so that the final authorisation of the additional pension may be done by the PAOs.

  
(Tripti P. Ghosh)  
Director  
Telefax No.24624802

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

Please visit: <http://pensionersportal.gov.in>





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

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi  
Dated: 13<sup>th</sup> September, 2012

OFFICE MEMORANDUM

Sub: Change in date of birth/age of family pensioners – regarding.

In accordance with the instructions issued vide this Department's OM No.38/37/08-P&PW(A) dated 21.5.2009, 11.8.2009, 25.6.2010 & 28.9.2010 and OM No.1/19/11-P&PW(E) dated 3.8.2011, additional pension/family pension to old pensioners/family pensioners is allowed on the basis of the date of birth/age recorded in the Pension Payment Order (PPO) or other office records. Only in case the details regarding date of birth/age are not available in the PPO/office records, additional pension/family pension to old pensioners/family pensioners has been allowed on the basis of certain documents i.e. PAN Card, Matriculation certificate, Passport, CGHS Card, Driving Licence, Voter's ID Card and Aadhaar Number issued by UIDAI.

2. During his service and at the time of retirement, a Government servant is required to give details of his family, including date of birth of its members, in Form 3. Date of birth/age of the members of family mentioned by the Government servant in Form 3 was not mandatory to be verified by the Head of Office. It is felt that in some case, the date of birth/age of a family pensioner, as recorded in the PPO/office records might be incorrect.

3. Some representations have been received in this Department regarding the hardship being caused to old family pensioners in getting the additional pension on account of incorrect recording of the date of birth/age in the PPO. They have been requesting for allowing the change of date of birth in the PPO on the basis of the documents prescribed in the various OMs mentioned in Para 1 above.

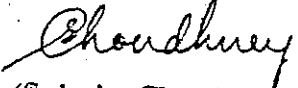
4. The matter has been considered in this Department in consultation with the Ministry of Finance, Department of Expenditure and the following decisions have been made:

i. Since the date of birth of the Government servant is recorded in the PPO on the basis of the service records and the date of superannuation etc. also is determined on the basis of this date of birth, there is no question of allowing change in the date of birth of the retired/deceased pensioner in the PPO.

ii. The request for change of date of birth/age of the family pensioner (parents and spouse) in the PPO may be submitted by a pensioner/family pensioner to the Head of the Department of the organisation where the Government servant had last served along with at least one of the documents mentioned in Para 1 above and a declaration on a non-judicial stamp paper regarding the correct date of birth of the family pensioner. The Head of the Department may allow the change in the date of birth of the family pensioner if he is satisfied that the conditions indicated in this Department's OM No.38/37/08-P&PW (A) dated 21.5.2009 have been fulfilled and that a bona-fide mistake has been made in recording the date of birth in the PPO.

*Handwritten notes:*  
to be (unclear)  
A.O. T.A.D  
28/9  
1088 / 2012 / 12

- iii. No other document will be accepted for allowing the change in date of birth/age of the family pensioner in the PPO.
- iv. In order to avoid any possibility of recording an incorrect date of birth in the PPO, in future, the Government servant may be required to submit one of the documents indicated in Para 1 above as proof of date of birth of spouse or parents along with the details of family in Form 3. In the case of children certificate of birth from the Municipal authorities or from the local panchayat or from the head of a recognised school if the child is studying in such a school or from a Board of Education may be accepted.
5. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these Orders issue after consultation with the Comptroller and Auditor General of India.
6. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their I.D. No 428/E.V/2012, dated 27/8/2012.
7. Hindi version will follow.

  
(Sujasha Choudhury)  
Deputy Secretary  
Tel. No. 24635979

All Ministries/Departments of the Government of India/Pensioners' Associations  
The Controller General of Accounts, Lok Nayak Bhavan, New Delhi.  
O/o Comptroller & Auditor General of India

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

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 28<sup>th</sup> January, 2013

OFFICE MEMORANDUM

**Sub: Revision of PPO of pre-2006 pensioners/family pensioners – (i) even if age/date of birth of spouse is not available, (ii) model advertisement for use by Ministries/Departments – regarding.**

The undersigned is directed to refer to this Department's OM of even number, dated 16.12.2011, 2.11.2012 and 14.11.2012 and OM No. 1/23/2012-P&PW(E), dated 13.09.2012 and 27.09.2012 on an extremely important issue, i.e. revision of the Pension Payment Order (PPOs) of pensioners/family pensioners who retired/died before 2006. The revision has to be done on priority because the pensioners are suffering harassment due to non-revision of their PPOs.

2. A number of initiatives were taken in the last quarter of 2012 such as allowing change in date of birth of spouse, use of certain documents for revision of PPOs, inclusion of present postal address and mobile and telephone number in the life certificate and use of e-scroll for extracting information from banks' database. In order to further streamline the process, it has been decided to allow revision of PPOs even in those cases where date of birth/age of spouse is not given in the PPO or this information is not available in the office records. Such PPOs may be revised again when age/date of birth becomes available. It has also decided that only live cases in which pension/family pension is being disbursed will be included in the pendency statement of the Central Pension Accounting Office (CPAO) and for this purpose e-scroll alone will be relied upon by the CPAO.

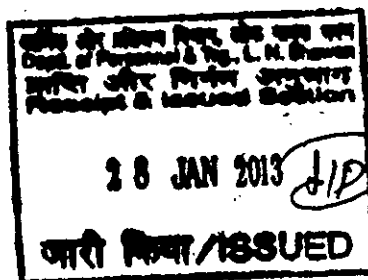
3. A copy of the advertisement previously circulated to all Ministries/Departments vide this Department's OM of even number, dated 16.12.2011 for use by them for eliciting information from pensioners/family pensioners is enclosed. It is requested that the advertisement may be posted on the website and if desired get it published in the leading News Papers.

O/C

*Sujasha Choudhury*  
(Sujasha Choudhury)  
Deputy Secretary

All Ministries/Departments of the Govt. of India.

Copy to CPAO, Trikot-II, Bhikaji Karna Place, New Delhi-66. (not in original)  
(The Chief Controller (Pensions) may take a meeting with the banks. The deliberations of this meeting may be put up to the Secretary (Pension) for taking a decision regarding holding a meeting with the banks.)



*Sujasha Choudhury*  
(Sujasha Choudhury)  
Deputy Secretary



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

Lok Nayak Bhavan, Khan Market,  
New Delhi, the 16<sup>th</sup> December, 2011.

Office Memorandum

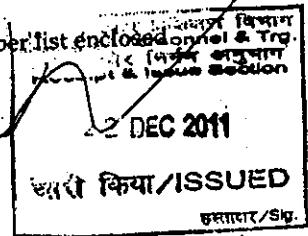
Sub: Revision of PPOs of pre-2006 family pensioners - meeting chaired by  
Secretary (Pension) on 3/11/11 - a model advertisement - regarding.

The undersigned is directed to refer to this Department's O.M. of even number, dated 15<sup>th</sup> November and 22<sup>nd</sup> November, 2011 circulating the minutes of the meeting concerning revision of Pension Payment Orders (PPOs) in respect of pre-2006 Pensioners, which was chaired by Secretary (Pension) on 3/11/11. It was decided, vide para 9 of the minutes, that the Department of Pension and PW would bring out a model advertisement spelling out the utility of the revision of PPO to the individual pensioner/family pensioner, which may be used by administrative Ministries/ Departments for eliciting responses from the pensioners/family pensioners belonging to them. It was also agreed that the advertisement shall also be posted on the web-site of respective Ministry/Department.

2. In pursuance of the minutes as indicated above, a copy each of Hindi and English versions of the model advertisement is enclosed. It is requested that the administrative Ministries/ Departments may consider publishing the advertisement in the leading newspapers in English and Indian languages so that maximum number of pensioners/family pensioners come to know about the benefits of getting their PPOs revised. It may also be ensured that the text of the advertisement is posted on the web-site of the Ministry/Department concerned.

(K.K. Mittal) 16/12/2011  
Director  
Ph: 24624752

Ministries/Departments of the Government of India as per list enclosed



संख्या.....  
 भारत सरकार/संघ शासित क्षेत्र.....की सरकार  
 मंत्रालय.....  
 विभाग.....

ध्यानार्कषणः.....मंत्रालय/विभाग के पेंशनभोगी/कुटुम्ब पेंशनभोगी

2006 से पूर्व के पेंशनभोगियों/कुटुम्ब पेंशनभोगियों की पेंशन/कुटुम्ब पेंशन पहले से ही संशोधित की जा चुकी है तथा छठे केंद्रीय वेतन आयोग की अनुशांसाओं के अनुसार 2008 एवं 2009 में बकाया अदा किया जा चुका है। यह नोटिस किया गया है कि कुछ मामलों में सरकार में संबंधित प्राधिकारियों द्वारा किए जा रहे प्रयासों के बावजूद भी पेंशनभोगियों/कुटुम्ब पेंशनभोगियों को उनकी पेंशन/कुटुम्ब पेंशन की संशोधित राशि को इंगित करने वाले नवीन पेंशन कागजात अभी तक नहीं मिले हैं।

2. ध्यान आकर्षित किया जाता है कि यह उनके हित में है कि ऐसे पेंशनभोगी/कुटुम्ब पेंशनभोगी, संशोधित जारी किए गए पेंशन कागजात प्राप्त करें, क्योंकि संशोधित कागजात भुविहित करेंगे कि (क) बैंक द्वारा संशोधित पेंशन में कोई गलती नहीं है, (ख) वे 80/85/90/95/100 वर्ष की आयु प्राप्त करने पर अतिरिक्त पेंशन/कुटुम्ब पेंशन प्राप्त करेंगे, (ग) जब भी भविष्य में पेंशन पुनः संशोधित होती है, संशोधित राशि का परिकलन करने में उन्हें कोई समस्या न हो, (घ) पेंशनभोगी की मृत्यु के पश्चात्, अविवाहित/तलाकशुदा/विधवा पुत्रियों सहित यदि कोई हो, तो पात्र कुटुम्ब पेंशनभोगी, को बिना किसी विलम्ब या उत्पीड़न के कुटुम्ब पेंशन मिले। उक्त को सुविधाजनक बनाने के लिए, ऐसे 2006 से पूर्व के पेंशनभोगी/कुटुम्ब पेंशनभोगी जिन्होंने अपने जारी संशोधित पेंशन कागजात (पी.पी.ओ.) प्राप्त नहीं किए हैं, को.....यथाशोध निम्नलिखित सूचना प्रदान करने का अनुरोध किया जाता है।

सेवा में,

कार्यालयध्यक्ष,

.....मंत्रालय/विभाग/कार्यालय

भारत सरकार

(यदि एक पेंशन भोगी/कुटुम्ब पेंशनभोगी को उपयुक्त कागजात न हो तो, इसे वरिष्ठ लेखा अधिकारी, विशेष कक्षा, सी.पी.ए.ओ., त्रिकुट-II, आर.के. पुरम, नई दिल्ली को भेजा जा सकता है।)

विषय:- 2006 से पूर्व के पेंशनभोगियों/कुटुम्ब पेंशन भोगियों को पेंशन कागजात (पी.पी.ओ.) का संशोधन।

1. पेंशनभोगी का नाम : .....
  2. जन्मतिथि : .....
  3. सेवानियुक्ति की तारीख : .....
  4. पेंशनभोगी की मृत्यु की तारीख : .....
- (यदि आवेदन कुटुम्ब पेंशनभोगी द्वारा किया गया हो)

- सेवानियुक्त/मृत्यु के समय वेतनमान : .....
6. पी.पी.ओ. संख्या : .....
7. वर्तमान पता : .....
- (पिन कोड सहित)
8. पेंशनभोगी/कुटुम्ब पेंशनभोगी का : .....
- फोन नंबर एवं ई-मेल आई.डी.
9. बैंक एवं शाखा का नाम : .....
10. शाखा का डाक पता (पिन कोड सहित) : .....
11. एकाउंट नंबर : .....
12. उस कार्यालय का ब्यौरा जहां कर्मचारी/पेंशनभोगी : .....
- ने सबसे अन्त में कार्य किया है
13. जीवन साथी या अन्य किसी कुटुम्ब पेंशनभोगी का नाम, जो पी.पी.ओ. में सहभागी है (जन्मतियि के : .....
- साक्ष्य के लिए पी.पी.ओ. के संगत पृष्ठ संलग्न की जानी चाहिए, अन्यथा कृपया नीचे टिप्पणी देखें)
- (क) जीवन साथी कुटुम्ब पेंशनभोगी का नाम : .....
- (ख) जन्मतियि (सबूत संलग्न किया जाए) : .....
- (ग) सबूत के लिए संलग्न दस्तावेजों का नाम : .....
14. पहले से न दिए गए कुटुम्ब सदस्यों का नाम एवं जन्मतियि यदि पेंशनभोगी जीवनसाथी उन्हें : .....
- कार्यालयाध्यक्ष/विभागाध्यक्ष को प्रदान करना चाहता है उन्हें नीचे दिया जा सकता है

दिनांक : .....

स्थान : .....

(पेंशनभोगी/कुटुम्ब पेंशनभोगी के हस्ताक्षर)

टिप्पणी:- यदि पी.पी.ओ. की प्रति उपलब्ध न हो या जीवन साथी या कुटुम्ब पेंशनभोगी की जन्मतियि नहीं की गई हो, जीवन साथी/पति कुटुम्ब सदस्य की जन्मतियि के सहयोग में निम्नलिखित में से किसी दस्तावेज की अनुपस्थिति प्रया प्रति प्रस्तुत की जा सकती है:

- (क) पैन कार्ड
- (ख) मैट्रिक प्रमाणपत्र (जन्मतियि की सूचना के संबंध में)
- (ग) पासपोर्ट
- (घ) सी.जी.एच.एस. कार्ड
- (ङ) आईडिंग लाईसेंस (यदि जन्मतियि हो)

(च) वोटर कार्ड/आधार नंबर को जन्मतियि के साक्ष्य के रूप में इस शर्त पर स्वीकार किया जा सकता है कि पेंशनभोगी/कुटुम्ब पेंशनभोगी प्रमाणित करें कि यह दस्तावेज पास नहीं है तथा उसके पास उपर्युक्त (क) से (ङ) का कोई दस्तावेज नहीं है।

अवर सचिव/उप सचिव/निदेशक इत्यादि





Model advertisement

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

ATTENTION: Pensioners/Family Pensioners of Ministry/Department of .....

Pension/family pension of Pre-2006 Pensioners/Family Pensioners has already been revised and arrears have been paid in 2008 and 2009 as per the recommendations of the 6<sup>th</sup> Central Pay Commission. It is noticed that in some cases, fresh pension papers indicating revised amount of pension/family pension have not reached the pensioner/family pensioner so far, despite the efforts being made by the authorities concerned in the Government.

2. Attention is invited that it is in their interest that such pensioners/family pensioners get the revised pension papers issued as the revised papers will ensure that a) there is no error in the pension revised by the Bank, b) they get the additional pension/family pension on attaining the age of 60/65/70/75/80 years of age on time, c) whenever pension is revised again in future, they do not face any problem in calculating the revised amount and d) after the death of the pensioner, the eligible family pensioner, including unmarried/divorced/widowed daughters, if any, in their family start getting family pension without any delay or harassment. In order to facilitate the above, such pre-2006 pensioners/family pensioners who have not got their revised pension papers (PPO) issued are requested to provide the following information to the ..... as soon as possible.

To

The Head of Office,  
Ministry/Department/Office of .....  
Government of India

(In case a pensioner/family pensioner is not aware of the above, it may be sent to Sr. Accounts Officer, Special Cell, CPAO, Trikot-II, R.K. Puram, New Delhi.)

Subject:- Revision of pension papers (PPO) for pre-2006 Pensioners/Family Pensioners

1. Name of the Pensioner : .....
2. Date of Birth : .....
3. Date of Retirement : .....
4. Date of Death of the Pensioner : .....
- (if application is by family pensioner)
5. Scale of pay at the time of retirement/death : .....
6. PPO Number : .....
7. Present Address : .....
- (with Pin Code)
8. Phone Number & E-mail ID of : .....
- Pensioner/Family Pensioner
9. Name of the Bank & Branch : .....
10. Postal Address of Branch (with Pin Code) : .....

11. Account Number : .....

12. Details of office where the employee/pensioner last served

13. Details of spouse who is co-authorised in PPO or any other family pensioner (A copy of relevant page of PPO as a proof of Date of Birth must be enclosed. Otherwise, please see Note below)

(a) Name of spouse/family pensioner : .....  
(b) Date of Birth (proof to be enclosed) : .....  
(c) Name of documents enclosed as proof : .....

14. Name and date of birth of other family members, not provided already and if the pensioner/spouse wants to provide to the HOO/HOD may also be added below)

Date : .....  
Place : .....

(Signature of Pensioner/family pensioner)

**Note:** In case copy of PPO is not available or date of birth of the spouse or any other family pensioner is not given therein, attested photocopy of any one of the following documents in support of date of birth of the spouse/eligible family member may be submitted:

- a. PAN Card
- b. Matriculation Certificate (containing the information regarding Date of Birth).
- c. Passport
- d. CGHS Card
- e. Driving License (if it contains Date of Birth)
- f. Voter's ID Card/Aadhar Number may also be accepted as proof of Date of Birth subject to condition that the pensioner/family pensioner certifies that he/she is not a matriculate and he/she does not have any of the documents mentioned from (a) to (e) above.

( ..... )  
US/DS/Director etc.