



**Part I : - Particulars of service of the pensioner/deceased Government servant.\***

(\* strike out whichever is not admissible)

1. Name of the Government Servant
2. Post /Grade/Rank last held
3. Name of the Ministry/Deptt./ office from which he/she retired under the Govt. of India.
4. Scale of pay/Pay Band & Grade Pay at the time of retirement (Mandatory)

4(a) Pay last drawn

5. Date of Birth
6. Date of entry into Government service.
7. Date of ending service (Last day of Service).
8. Details of weightage in service allowed, if any.
9. Period of service not qualifying for pension.

From	To	Period			Reasons
		Y	M	D	

10. Total length of qualifying Service.                      Years..... Months .....Days.....  
[ Col. (7-6) +8-9]

11. EMOLUMENTS DRAWN DURING 10 MONTH PERIOD AND THOSE RECKONED FOR CALCULATION OF AVERAGE EMOLUMENTS

From	To	Emoluments drawn			Emoluments reckoned for Average emoluments			Remarks
		Pay & Grade Pay	Other items with details viz. Personal Pay, Spl. Pay, Deputation Allowance, DA, etc.	Total	Pay & Grade Pay	Other items reckoned with details	Total	
1	2	3	4	5	6	7	8	9

12. Average Emoluments for pension Rs.

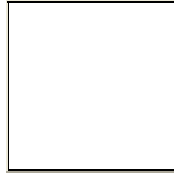
- 13. Emoluments for family pension. Rs.
- 14. Emoluments for Retirement Gratuity/Death Gratuity. Rs.
- 15. Amount of Retirement Gratuity/Death Gratuity allowed Rs.
- 16. Grant of Medical allowance to be paid by the Bank.
- 17. Constant Attendant allowance

(No Dearness Relief is payable on S.No. 16 &17)

**PART II**  
**(Applicable on Retirement)**

**Section 1 - Particulars of Pensioner**

- 1. Joint photograph with the spouse.



- 2. Name of the retiring Govt. Servant.
- 3. Permanent Address.
- 4. Personal marks of identification.
- 5. Signatures or the left hand Thumb impression of the pensioner (To be obtained at the time of first payment of pension).

**Section 2 - Details of pension.**

		Original pension	Revised pension (1)	Revised pension (2)
1	Amount of monthly pension before commutation			
2	Class of Pension			
3.	Rules under which sanctioned			
4.	Date of commencement of pension			
5.	Fraction/amount of pension commuted, if any			
6.	Commuted value and the date of its payment			
7.	Reduced monthly pension after commutation			

8.	Date of commencement of reduced pension.			
9.	Date ( in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date).			
10	Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.			

**Section 3 - Details of family pension payable on the death of the pensioner.**

1. Rules under which family pension is admissible
2. Details of family members eligible for family pension in the event of the death of pensioner.

Sl. No.	Name	Marital status in case of children @	Relationship with the Govt. servant	Date of Birth (for all)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note:** - Above particulars may be given in the order of eligibility of the family members.

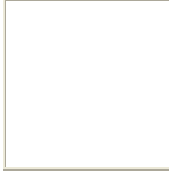
@ Whether married / unmarried / widow / widower / divorcee

3. Amount of family pension. (Payable in the event of death of the pensioner)

	Amount Rs	From	To
(i) At Enhanced Rate		The day following the date of death of the pensioner	
(ii) At Normal Rate			

**PART III**  
**(Applicable on death while in service)**

**Section 1 - Particulars of family pensioner**

1. Photograph of the Family Pensioner 

2. Name of the recipient of family pension

2(a) Date of Birth of family pensioner

3. Relationship with the deceased Govt. Servant

4. Permanent Address.

5. Personal marks of identification

6. Signature or the left hand Thumb impression of the family pensioner (To be obtained at the time of first payment of family pension)

7. Whether the pensioner/Family Pensioner is in receipt of any other pension.

If so, its particulars and source from which being drawn.

**Section 2**

1. Rules under which Family pension is sanctioned.
2. Amount of family pension.

	Amount Rs	From	To
(i) At Enhanced Rate			
(ii) At Normal Rate			

3. Details of other family members eligible for family pension

Sl. No.	Name	Marital status in case of children @	Relationship with the Govt. servant	Date of Birth (for all)	Present Address	Whether child is physically handicapped/ mentally retarded

**Note:** - Above particulars may be given in the order of eligibility of the family members.

@ Whether married/unmarried/widow/widower/divorcee

**PART -IV**

**(Post sanction revision of pension/Family Pension /Dearness Relief)**

**Amount of Pension at the time of Retirement Rs.\_\_\_\_\_ .**

**Amount of Dearness Relief at the time of retirement \_\_\_\_\_.**

Letter No. & Date	Date of effect	Amount of Revised Pension Rs	Reasons for Revision	Amount of Revised Dearness Relief Rs.	Total Monthly Pension Plus Dearness Relief payable Rs.	Remarks	Initials of designated officer

**PART V**

**Record of transfer of PPO from one Pension Disbursing Authority to another, if any.**

Sl.No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid.	Full particulars of PDA to which PPO is transferred	Date signature of authorised officer of transferring PDA

**PART VI**

***Periodical identification of pensioner***

(To be done twice a year if payment is by postal money order, otherwise annually)

Date	Initials of designated Officer	Date	Initials of designated Officer	Date	Initial of Designated Officer

**PART VII**

**(Record of Disbursement)**

Month for which pension is due	Amount			Date of Payment	Disbursing officers initials	Remarks
	Pension Rs.	Dearness Relief Rs.	Total Rs			
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						

**Note :** Dearness relief is payable with reference to the amount of pension before commutation.

### **IMPORTANT INSTRUCTIONS**

(To appear on inside cover of the PPO booklet)

1. No pension shall be liable to seizure, attachment of sequestration by process of any Court in India in the instance of creditor for any demand against the pensioner (Section II, ACT XXIII of 1871).
2. Payment under this order is to be made only to the pensioner in person, with the following exceptions.
  - a. To persons specially exempted by Government.
  - b. To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.

(Payment in both cases (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Govt. or other well known and trustworthy person).

- c. To any person sending a Life Certificate signed by some persons exercising the powers of a Magistrate under the Criminal procedure Code, or by any Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 or by any pensioned officer who, before retirement exercised the powers of a Magistrate or by any Gazetted officer, or by a Munsiff or by a police officer not below the rank of Sub-Inspector in charge of a police station or by a Post Master, a Departmental sub-post Master or an Inspector of post offices, or by officers of the Reserve Bank of India and Public sector Bank or by the Head of a village Panchayat, Gaon Panchayat or Gram Panchayat or by the Head of an executive Committee of a village or by a Bank included in the second schedule to the Reserve Bank of India Act 1934, in respect of persons drawing pension through that Bank.
    - d. In all cases referred to in clauses (a), (b) & (c) the 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. The pension shall not be paid on account of a period more than a year after the date of life certificate last received and the disbursing officer must be on the watch for authentic information of the decease of any such pensioner and on receipt thereof, shall promptly stop further payments.

3. The quantum of pension available to old pensioners/family pensioners will be as follows:-

Age of pensioner/family pensioner	Additional quantum of pension/family pension
From 80 years to less than 85 years	20% of basic pension/ family pension
From 85 years to less than 90 years	30% of basic pension/ family pension
From 90 years to less than 95 years	40% of basic pension/ family pension
From 95 years to less than 100 years	50% of basic pension/ family pension
100 years or more	100% of basic pension/ family pension



**Pay and Accounts Office**  
**Department of .....**  
**Ministry of.....**

Dated - -20..

To

The Pay and Accounts Officer,  
**Central Pension Accounting Office,**  
Ministry of Finance  
Dept. of Expenditure  
Trikoort-II, Bhikaji Cama Place  
R.K. Puram  
New Delhi - 110066.

**Sub: Revision of family pension of Shri/Ms..... DOB.....**  
**Holder of PPO No.....**

Sir/Madam,

I request you to make arrangement for carrying out the modifications in both the halves of the said PPO as detailed below consequent upon the recommendations of Sixth Pay Commission:

1.(a) Pay structure of Late government servant :- Shri/ Smt/ Ms..... (i.e. Pay Band & Grade Pay as per 6<sup>th</sup> CPC)

(b) Last pay drawn

2. Revised Family Pension:

Name of Family Pensioner & Relationship .....

(i) Date of Birth.....

(ii) Death in service/ Otherwise

(iii) Rate of family pension

(a) At Enhanced Rate Rs. ....(Rupees).....up to .....

(b) Normal Rate Rs. ....(Rupees).....  
with effect from.....

3. Total amount of revised Death/Retirement Gratuity ..Rs.....(Rupees .....

.....)

3(a) Amount already paid .....

4. Additional amount of Death/Retirement Gratuity payable by the bank due to revision (**this column is to be prominently marked as 'NIL' if additional amount of gratuity is arranged through Pay & Accounts Officer concerned or no Death/Retirement Gratuity is payable as a result of revision**)  
Rs.....(Rupees .....

5. Details of Disbursing Bank:

(i) Name of Bank .....

(ii) Name of the Paying Branch.....(BSR Code)

(iii) Account No.....

(v) City. ....

(vi) State .....

Yours faithfully,

**PAY & ACCOUNTS OFFICER**

**Pay and Accounts Office**  
**Department of .....**  
**Ministry of .....**

Dated - -20...

To

The Pay and Accounts Officer  
Central Pension Accounting Office  
Ministry of Finance, Dept. of Expenditure  
Trikoot-II, Bhikaji Cama Place  
R.K. Puram,  
New Delhi- 110066.

Subject: Revision of pension of Shri/Ms.....Date of birth .....  
holder of PPO No.....

Sir/Madam,

I request you to make arrangement for carrying out the modifications in both the halves of the said PPO as detailed below consequent upon the recommendations of the 6<sup>th</sup> Pay Commission.

- (a). Pay structure i.e. Pay Band & Grade Pay
- (b) Revised pension Rs. .... (Rupees.....)  
effective from .....
- (c). Revised pension commuted Rs. ....  
(Rupees .....)
- (d). Revised Reduced Pension after commutation Rs.....  
(Rupees .....) effective from .....

2. (a). Differential commuted value paid or being arranged through Pay  
and Accounts Office Rs.....  
(Rupees.....)

(b). Differential commuted value of pension  
payable by the bank Rs.....  
(Rupees.....)

(c) Commutation amount already paid Rs.....

(a) or (b) whichever is applicable should be filled up. The other column should be prominently marked as 'Not applicable' ).

3. Total amount of revised Death/Retirement Gratuity ..Rs.....(Rupees .....)

(a) Amount already paid .....

4. Additional amount of Death/Retirement Gratuity payable by the bank due to revision (**this column is to be prominently marked as 'NIL' if additional amount of gratuity is arranged through Pay & Accounts Officer concerned or no Death/Retirement Gratuity is payable as a result of revision**) Rs.....(Rupees .....).

\* 5. Revised Family Pension.

- (i) Name of the Family Pensioner & Relationship .....
- (ii) Date of Birth.....
- (iii) Death in Service/Otherwise
- (iv) Rate of family pension

- a. At enhanced Rate Rs. .... (Rupees.....) up to .....
- b. At normal Rate w.e.f. Rs. ....

6. Details of Disbursing Bank.

- i. Name of Bank .....
- ii. Name of the Paying Branch .....(BSR Code) .....
- iii. Account No. ....
- iv. City .....
- v. State. ....

Yours faithfully,

**Pay and Accounts Officer.**

\* In case the family pension does not undergo any change as a result of revision of pension, the words "No change" should be inserted in column No. 5. In case family pension is not admissible, the words 'Not applicable' should be inserted in this column.