

# **DEFENCE ACCOUNTS DEPARTMENT**



**सत्यमेव जयते**

## **OFFICE MANUAL PART-IV [VOLUME – III]**

**REVISED EDITION 2014**

**ISSUED UNDER THE AUTHORITY OF  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
NEW DELHI**

Revision of O.M. Part-IV Vol.-III

(i) 1931

(ii) 1972

(iii) 2006

© DAD/CGDA

Printed by CGDA New Delhi

Disclaimer: The Manual is intended for guidance of officers and staff of the Department and should not be quoted in correspondence with offices outside the Department. Nothing in this will be held to supercede any standing rule or order of Government of India with which it may be at variance.

## PREFACE

1. This Manual contains detailed and updated instructions for the conduct and disposal of the work, dealt with in the Office of the PCDA (P) Allahabad.
2. This Manual is a Departmental publication. The instructions contained in the Manual are supplementary to the Rules in the Civil and Defence Audit and Account Code, Civil Service Regulations, CCS (P) Rules 1972, Pension and Financial Regulations, etc.
3. The detailed functions of different sections of PCDA (P) Allahabad are covered in Volumes I to V of this Manual.
4. Any additions or alterations which may be necessary to the Manual will be notified periodically by the PCDA (P) Allahabad with the prior approval of the CGDA. The provisions contained in this Manual should be in conformity with the existing provisions of Office Manual Part I and Office Manual Part II and their amendments, if any from time to time.
5. This Edition supersedes the 2006 Edition.

Place : New Delhi  
Dated :



(Vandana Srivastava)

**Controller General of Defence Accounts**

## CHAPTER-I

### Duties

1. This Section deals with all types of pension/gratuity claims of all permanent Regular Commissioned officers of the Army, AMC, MNS, ADC, RVC and non-regular Commissioned Officers viz. EC, SSC, TC and SSRC, Territorial Army and their families as indicated below:-

- (i) Retiring pension.
- (ii) Disability pension.
- (iii) Invalid pension.
- (iv) War injury pension.
- (v) Disability re-assessment.
- (vi) Compensation in lieu of Disability/War Injury Element.
- (vii) Ordinary family pension including Joint Notification in old cases
- (viii) Special Family pension.
- (ix) Dependant pension.
- (x) Liberalized family pension.
- (xi) Dependant pension (Liberalized)
- (xii) Ex-gratia lump sum compensation.
- (xiii) Commutation of pension.
- (xiv) Restoration of commuted portion of pension to permanent absorbees who have opted for 100% of pro-rata pension.
- (xv) Ex-gratia to cadets.
- (xvi) Gratuities (Retirement, Retiring, Invalid and Death.)
- (xvii) Rendering of Audit report in Disciplinary cases for pensionary benefit purpose
- (xviii) Grant/continuation of gallantry decorations allowance.
- (xix) Revision of all types of pensionary awards under various Pay Commission as per letters issued by Government from time to time.
- (xx) Grant/ revision of family pension in respect of State Forces pensioners (commissioned officers as well as PBORs).
- (xxi) Issue of audit report/ assessment memo regarding counting of pre-commissioned service towards ICOs. Pension.

**Note:1** All cases of grant of Terminal gratuity to non-regular commissioned officers of the three services (including those of the Military Nursing service) are dealt with by their respective Pay Audit Officers.

**Note:2** Claims in respect of Military Nursing Service (Local) and NCC whole time Commissioned Officers are dealt with in G-1/ Civil Section.

(xxii) Sanction and notification of all pensionary awards in respect of officers of the Navy and Air Force who retired or died while in service prior to 01.11.1985.

(xxiii) Revision of all types of pensionary awards in respect of officers of the Navy and Air force who retired/died while in service prior to 01.11.1985

(xxiv) Consolidation of pension under Government of India, Ministry of Personnel (PP&G), Deptt. of Pension letter No. 2(1)/87-P&PW(PIC) dt. 8.3.88 read with OM No. 38/38/02-P & PW dt. 23.04.2003 in respect of pensioners who are in receipt of two pensions.

(xxv) Claims of authorization of One Time Increase under Government of India, Ministry of Defence letter No. 1(2)/92/D(Pen/Sers) dt 16.3.92, 1(3)/93/D(Pen/Sers) dt 25-2-94 and PC to F.1(3/93)D (Pen /Sers) dated 27.3.97 in respect of pensioners who retired prior to 1.1.1986 and issue of clarifications, if any, thereon.

### **Distribution of work**

**2.** The work in this Section is distributed amongst the following groups:-

- (i) Administration (Coordination Group)
- (ii) Technical.
- (iii) Operative Groups
- (iv) Typing and Dispatch Group

The function of these groups are as under:

**(i) Administration (Coordination Group)-** This group is responsible for -

- (a) administration of the section in general,
- (b) receives and distributes the claims, letters, Fax/e-mail, etc. amongst the various groups,
- (c) arrange the dispatch of claims, letters, punching medium, etc.
- (d) maintains centrally various reports/returns/registers and other relevant statistical data pertaining to this Section.

**(ii) Technical Group-** This group-

- (a) examines the rules and orders issued by the competent authorities from time to time on the pension/gratuity matters relating to the Commissioned Officers of the Army (including MNS) and brings these to the notice of the various groups in the Section, through the medium of Section Orders which bear serial number commencing with (1) for each calendar year,
- (b) examines and offer its comments on Office Notes, etc put up by various groups for the ruling of the Group Officer/ Jt. CDA/ CDA/ PCDA(P),
- (c) maintains a Master Note Book of all the order pertaining to the pension/gratuity matters relating to Commissioned Officers of the Army(including MNS),
- (d) obtains ruling from authorities concerned on points of doubt in application of orders and tender advice to higher administrative authorities on Pension/Gratuity matters relating to Commissioned Officers of the Army(including MNS),
- (e) maintains subject files duly cross referenced with connected files,
- (f) ensures uniformity in application of rules and orders relating to pension/gratuity matters,
- (g) reviews the working of the various groups of the Section with a view to ensuring proper functioning, effecting simplification of procedure and improvement of efficiency
- (h) vetting of draft Government letters relating to pension/gratuity matters in respect of commissioned officers of the Army (including MNS) and
- (i) Assessment of former service in respect of Commissioned officers still in service

**(iii) Operative Groups-** These groups deal with all matters connected with the grant of retiring/disability/war injury pension and Commutation thereof in respect of officers covered by the alphabets allotted to them. Family and dependant's pension claims are dealt with in the groups specified for the same and are not dealt with by the groups dealing with retiring and disability pension. Grant of family pension in respect of State Force pensioners of Non-ISF and other matters of state forces. The operative groups also deal with all complaints received from VIP, Ministries and CGDA etc. relating to grant of above pensions including those of Defence Pension Adalat cases.

**(iv) Typing and Dispatch Group**

- (a) Numbering of PPOs issued manually
- (b) Typing, and comparing of PPOs
- (c) Issue of duplicate PPOs
- (d) Dispatch of PPO to PDAs and pensioners

## CHAPTER-II RETIRING PENSION AND GRATUITY CLAIM OF COMMISSIONED OFFICERS.

3. All permanent regular commissioned officers of the Army including those of the Military Nursing Services and Territorial Army and Non-Regular Commissioned Officers viz. EC, SSC, TC and SSRC are eligible for pension under the relevant Armed Force Pension Regulations except where specifically provided otherwise vide Regn. 2 PRA Part-I (2008).

### Circumstances in which retiring pension claims arise

4. The claims on account of pensionary benefits in respect of the permanent Regular Commissioned officers arise in the following circumstances: -

(i) **On transfer to the pension establishment on reaching the prescribed age limit for compulsory retirement:-** in this event a retiring pension/gratuity is granted as admissible under rules.

(ii) **On retiring from service after completing the minimum period of qualifying service prescribed in Regn. 34 PRA Part-I (2008) for pension/gratuity:-** in this event he is eligible to a retiring pension/gratuity as admissible under rules.

(iii) **On being cashiered, dismissed, removed, or called upon to retire:-** in this event, the officer is granted pension/gratuity at a rate, not exceeding that for which he would have otherwise qualified, which will be sanctioned by the President at his discretion under Regn, 29, PRA Part-I (2008) read with Ministry of Defence letter No. 12(6)/95/D (Pens/Sers)dated 9.6.1999.

(iv) **On retirement from military service on account of a disability which is attributable to or aggravated by such service and is assessed at 20 per cent or over:-** In this event, the Officer is eligible to disability pension consisting of a service element and a disability element in accordance with the provisions of Regn. 81, PRA Part-I (2008).

(v) **On retirement from military service on account of a disability which is neither attributable to nor aggravated by such service or which though attributable to or aggravated by military service is assessed at less than 20 percent:-** in this event he is eligible to an invalid pension/gratuity as admissible under Regn. 58,PRA, Part-I (2008)

5. It should be noted that unless otherwise specified all claims to pension/gratuity are to be regulated by the rules in force at the time when the Commissioned Officer becomes non-effective and is discharged from the Army service vide Regn. 2(b) PRA Part-I (2008).

### Provisional Pension

6. (a) (i) An individual against whom any disciplinary proceedings under the Army Act-1950 or judicial proceedings are pending / instituted may, on his retirement/ release/discharge/invalidment, be authorized by the Principal Controller of Defence Accounts (Pensions), a provisional pension not exceeding the maximum pension which would have been admissible to him on the basis of the qualifying service upto the date of retirement/ release/ discharge/invalidment, or if he was under suspension on the date of retirement/ release /discharge/invalidment, upto the date immediately preceding the date on which he was placed under suspension.

(ii) The provisional pension shall be authorized during the period commencing from the date following the date of retirement/release /discharge/ invalidment upto and including the date on which, after the conclusion of the disciplinary or judicial proceedings, final orders are passed by the competent authority.

(b) Payment of provisional pension as mentioned in clause (a) (i) above, shall be adjusted against the final retirement benefits that may be sanctioned to such service personnel upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or where final pension is reduced or withheld either permanently or for a specified period.

**Note:1** The Govt. has conveyed its decision for grant of 100% pension, which is otherwise admissible to service personnel, as provisional pension vide Gol MoD letter No 12(1)/78/D(Pen/Sers) dated 24.04.1979.

**Note:2** The Govt. vide letter No 40410/AG/PS-4/3212/B/D(Per/Ser) dated 28.09.83 has delegated the power to PCDA(P) to grant provisional pension on receipt of intimation from service HQs to the effect that the officer is involved in a disciplinary case or a judicial case is pending against him. However it was further directed that PCDA concerned will simultaneously forward an Audit Report on pensionary entitlements of the officer to service HQ while sanctioning provisional pension.

**Note 3:** The Govt of India MoD vide letter No. B/AG/PS4(C)/1252/B/D (Pen/Sers) dated 21.06.1985 has issued order that provisional Pension sanctioned will become final and gratuity and commutation of Pension will be admitted where necessary only after the proceedings are concluded and Govt have taken a decision and final orders issued.

**Note 4:** The specimen of form of an audit report for grant of provisional pension GMF-11 is appended at **Sl. No. 1 of Annexure-C**

7. The PPO notifying the provisional pension will be marked at the top as “Provisional” and will contain the following guide Notes:-

- (i) No retirement gratuity (death-cum-retirement gratuity) will be paid at this stage.
- (ii) Commutation of provisional pension is not permissible.
- (iii) No family pension will be notified along with provisional pension.

8. When a communication regarding finalization of the proceedings and the result thereof is received from the competent authority, the final award will be notified in the PPO, which will be issued in supersession of the previous PPO. The PPO for final award will contain the following guide Note:-

(a) **Where the final award is equal to or more than the provisional award:-**“This is in supersession of the provisional award of pension notified in PPO No....., payment there on will be adjusted in full before making first payment on this PPO.”

(b) **When the final award is less than the provisional award or where final pension is reduced:-**

“This is in super-session of the provisional award of pension notified in PPO No.....  
However, no recovery shall be made in respect of excess amount of pension paid up to.....(here specify the date on which final orders on conclusion of the proceedings are issued).

(c) **In cases where pension is withheld permanently or for a specified period:-**

“Intimations for stoppage will be issued to the pension disbursing authority under intimation to the Audit Section concerned and the information as to, date upto and for which the provisional pension has been paid obtained. In such cases, period of award will be suitably restricted.”

**Note-** The finalisation of the cases will be watched through a register to be opened in the form **GMR-17 appended at Sl.No.13 of Annx.-B.**

#### **Processing of retiring pension claims through computer.**

9. Pension payment order in respect of all regular commissioned officers, TA, AMC, MNS, ADC and RVC officers is being generated on computer based on L.P.C-Cum-data Sheet (**Sl.No. 22 of Annexure-C**) who:-

- (a) retire on reaching the age of superannuation and after completion of 20 years of service (15 years in the case of Late entrants).
- (b) retire voluntarily after completion of 20 years service except those who opted for voluntary retirement on permanent absorption basis.
- (c) invalided out of service after rendering a qualifying service of 20 years or more.

10. The following categories of cases are presently excluded from the purview of computerization and will continue to be processed manually:-

- (i) Pensionary benefits as a result of sanction issued in implementation of Court orders.

- (ii) Where officer is having more than one wife and family pension is required to be notified in favour of such wives equally, where rule permit.
- (iii) Time barred cases where the claim has been received after one year of the retirement of the officer.
- (iv) Cases relating to cashiered out, dismissal or removal from service.
- (v) Premature retirement cases where only gratuity is admissible.

**11.** Under the computerized system, all regular claims are initiated by **PCDA(O)**, Pune , who is the nodal agency, through L.P.C.-cum-data-sheet and are forwarded along with **CD (soft copy)** to the office of PCDA(P) four months in advance of retirement of the officer for sanction of pensionary awards. The various agencies involved will forward the required documents/information to **PCDA(O)**, Archive Section, Pune to enable him to consolidate the pension documents for initiating the claim on LPC-cum-data sheet.

**12.** Retiring pension claims processed through LPC-Cum-data sheet for generation of computerized PPOs are dealt with in EDP Manual group i.e. group III. The detailed procedure to be followed in this regard are explained in succeeding Paras.

#### **Detailed Procedure For Generation Of Computerized PPOs For Fresh Claims.**

**13.** Pension claim along with LPC-cum-data sheet and other connected documents along with **CD (soft copy)** sent by **PCDA (O)**, Pune will be centrally received in Group I. The claim shall be diarised in duplicate showing serial number, name of the officer, IC No. and date of retirement. The pension claim with the documents received from PCDA (O), Pune and duplicate copy of the list will be handed over to group III and initials of Group III representative shall be obtained in the diary for exercising proper controlling over the claims received from **PCDA (O)**, Pune with reference to the list of retirement notification of the particular month received from Army Hqrs. A monthly reconciliation will also be carried out by Group I and wanting claims called for from **PCDA (O)**.

**14.** Pension claims received from Group I will be entered in claim register to be opened in the form **GMR-3 appended at Sl.No.1 of Annexure-B** and the serial number of claim register will be endorsed in the PCDA (P) cage in the bottom of the LPC-cum-Data Sheet (o) and page-1 of the pension application on top right hand corner duly encircled.

The cases which are not to be processed on computer will be passed on to the regular claim groups concerned through a covering memo who will process the claim as per procedure laid down in Para 36.

#### **Detailed Scrutiny Of The Pension Claim.**

**15.** Detailed scrutiny of pension claim taken up for generation of computerized PPO involves:

- (a) Checking of documents.
- (b) Verification of LPC-cum Data Sheet.
- (c) Issue of observation memo, if any.
- (d) Preparation of punching medium and DID schedule for recovery of demand shown in the LPC-cum-Data Sheet.

The various checks to be observed in conducting the detailed scrutiny are set out in succeeding Paras.

#### **Checking of Documents**

**16.** It will be seen that the pension claim processed through the LPC-cum-data sheet contains the following documents:

- (i) LPC-cum-Data Sheet (**O**).
- (ii) Pension application from the pensioner.
- (iii) Retirement notification order.
- (iv) Family details.
- (v) Commutation application.

- (vi) Photograph/joint photograph.
- (vii) **PCDA(O)**, certificate regarding verification of qualifying service (**Full Pay commission certificate**).
- (viii) PCDA (P) audit report/assessment memo regarding counting of former spell of service, if any.
- (ix) Form of declaration of commutation of pension,
- (x) No demand certificate.
- (xi) AFMSF-18(Medical Examination Report)
- (xii) AFMSF-16 (Medical Board Proceedings)
- (xiii) Post retirement address.

#### **Verification Of LPC-Cum-Data Sheet.**

**17.** The data sheet will be scrutinized to see that the same is in original and signed by the appropriate authority duly embossed with LPC seal in the appropriate cage at the bottom of the data sheet. LPC-cum-data sheet (O) consists of **82** columns. These columns will be checked with reference to information contained in the accompanying documents for filling up the columns. The columns should be checked from the documents mentioned below:-

Columns 1,2,3,4, 5, 6, 7,8,11,15,17,19-	Retirement Order.
Columns 12-	Army list/PCDA letter/AHQ letters
Column 22,23, 70-	Commutation application/RMB
Column 24, 25, 26, 27, 28-	Pension application, AHQ letter
Columns 29, 30, 31, 32,35, 36,37, 38- 9,10,12,13,14,16,18,40, 41 to 66-	Pension application. Full Pay Certificate
Columns 67, 68, 69 -	Demand certificate (Full Pay Commission Certificate)
Column- 73, 74, 75-	Medical certificate of physically handicapped/ mentally retarded

After 100% verification of the LPC-cum-data sheet, the concerned Auditor will mark his initial on the data sheet on the space provided therein for the purpose. 10% claims will be checked 100% at SO (A)/AAO level, the following columns should be checked invariably and initial should be mark on the space provided in the data sheet.

Column Nos. 1, 2, 5, 7, 8, 9, 10, 11, 12, 13, 16, 17, 22, 19, 20, 41 to 66, 67, 68, 69 & 76-

5% claims will be checked 100% at AO/Sr. AO level including at least 2 claims already test checked by the SO(A)/AAO. In addition, following columns of the data sheet will have to be checked by him.

Column Nos.- 1,2,5,7,8,9,10,16, 17, 22, 37,38, 39, 41 to 65,67,68,69 & 76-

After prescribed check of the LPC-cum-data sheet, the AO/Sr. AO will sign in the cage provided at the bottom of the data sheet in token of having approved the same for processing and generation of computerized PPO.

#### **Calling For Wanting Documents.**

**18(i)** Pension claims will be returned if the pension application and the data sheet have not been signed by the retiring officer and designated authority of **PCDA (O)** respectively.

(ii) After detailed scrutiny of the claim in the manner as stated above, the wanting documents/information, if any, required for settlement of the claim should be determined. The draft of the communication calling for the wanting documents/information should then be put up to Officer-in-Charge for approval. Before the draft is issued it should be ensured that observations are comprehensive so that the claim may be finalized after settlement of the observations.

(iii) Piecemeal observations should be avoided.

#### **Preparation of Punching Medium and DID Schedules.**

**19.** The demand shown in the data sheet will be transcribed with full particulars in a “demand register” to be maintained in the pro-forma given below for preparation of Punching Medium.

**Proforma For Demand Register.**

Sl. No.	Personal No, Rank and Name	PCDA(O) Account No.	Amount of advance	Nature of Demand	Date of retirement	PPO No under which recovery is made
1	2	3	4	5	6	7

The group III will prepare Punching Medium in quadruplicate for the demand as transcribed in the demand register by crediting the recovered amount of demand to the Remittance Head of Defence Exchange Account of the Pay Controller and debiting the same to Retirement Gratuity Head. All the four copies of the Punching Medium will be passed on to Group I for numbering and passing on the same to Accounts Section for ensuring compilation in the month in which the pension/ gratuity is payable to the pensioner. For this purpose, the group I will maintain the class II voucher Numbering Register in the following Pro-forma. The full particulars of the officer and details of demand should be mentioned in the Punching Medium.

**Proforma For Class II Voucher Numbering Register**

Sl. No	Personal No rank and Name	PCDA(O) Account No.	Amount	CDA to whom credit is being passed on	PPO No	PM No Month / Year	DID schedule No.
1	2	3	4	5	6	7	8

The distribution of the four copies of Punching Medium by the group I will be as under:-

One copy of the Punching Medium duly numbered will be returned to Group III for record with pension documents. Two copies of the Punching Medium will be forwarded to the Accounts Section and the fourth copy will be retained as office copy in the Group I.

**Illustration For Preparation Of Punching Medium.**

Ex IC. No 36997 Lt Col (TS) 'X' is due to retire from service on 31.01.2014(AN) Rs 47,955/- on account of RDR is shown as demand in LPC-cum -data sheet. This amount has since been recovered form his retirement gratuity while notifying the pensionary awards and a Punching Medium will be prepared in the manner as indicated below.

**Punching Medium**

Month	01/ 14	CDA	01	Section II	class of Voucher	II voucher No.	003
Classification Code				Receipts	Classification Code	Charges	
				R(1)	R(2)	C(3)	C(4)
00/072/21				47,955	---	00/014/34	47955

**DID Schedules:-**

Simultaneously with the preparation of Punching Medium, the DID schedules on IAF (CDA) 338 will also be prepared by group III in quintuplicate. Out of which one copy will be sent to Accounts Section for noting the same centrally in their outward DID schedule register. The DID schedule will be prepared by the Section immediately without waiting for receipt of sectional compilation. However, on receipt of sectional compilation the printing of the transaction of Defence Exchange Heads will be scrutinized carefully with reference to DID schedule already prepared and a certificate rendered to Accounts Section regarding completion of this scrutiny.

The distribution of five copies of the DID Schedules will be as under:-

Three copies will be dispatched to the responding Controller, one copy to the Accounts Section of the originating Controller and one copy will be retained as office copy. Out of three copies received by the Accounts Section of the responding Controller after adjusting the same and completing the lower portion of

the DID schedule showing adjustment details, one copy will be sent to EDP center processing the compilation for that particular office (along with Punching Medium for other classes of vouchers.), one copy will be sent to the Section entrusted with the works of preparing monthly report of DID schedules responded/adjusted through the computer and the third copy will be retained as office copy of the adjusted schedules by the Section adjusting the same.

DID schedule number will consists of 15 digits, the first two digits will indicate the CDA, next four digits section number, the seventh digit, the class of Voucher, eight to eleventh digits, voucher number twelfth and thirteen, the month and fourteenth , the year as shown in the case of class II voucher floated by Group III.

**Note-** List of code heads for originating and responding Cs.D.A/PCsDA is given at **Appendix-1**.

### **Processing of LPC-cum-data sheet under COBOL system**

**20.** On receipt of pension claims from PCDA(O), the CD (soft copy) with top list for punching of the data through magnetic media will be sent to the EDP center for generating the edit list. Pension files and data sheets are kept in Group III. SO(A)/ AAO of EDP Center will sign on the top sheet and return it to processing Gp III.

**21.** On receipt of the CD (soft copy) and top list, the data are punched and verified by Data Entry Operators and the same along with the CD (soft copy) is passed on to system room for generation of edit list.

**22.** In the system room, the validation programme is run for checking of fields of data and generation of edit list for all records of the batch. The edit list and data sheet is passed on to EDP Manual group for hundred percent comparison with reference to the LPC-cum-data sheet and for proposing correction, if any, through the format called modification sheet supplied by EDP center.

**23.** 100% comparison of the edit list with the LPC-cum-data sheet will be carried out by the Auditors. The Auditors duly comparing edit list will initial on the first page of the edit list and certify that 100% checking of edit list has been carried out.

At SO(A)/AAO level, 10% of valid records have to be checked 100% with the LPC-cum-data sheet. In addition, all erroneous records have to be checked 100%. The SO(A)/AAO will check the following columns of the remaining valid records:-

Columns numbers-1,2,3,5,7,8,9,10,11,12,13,16,19,20,25,26,28,37 to 54, 58 and 59.

The SO(A)/AAO will mark their initial against the records checked by them as well as on top of the edit list.

The AO/Sr AO will check 100% in 5% of the records and mark their initial against the records checked by them. AO/Sr AO will also check the following columns in every valid records from two test checked records by SO(A)/AAO. AO /Sr. AO will also check the following columns in every valid record.

Column numbers- 1,2,5,7,8,9,10,11,12,13,25,26,37,38,39,58,59.

**24.** After checking, corrections, if any, are proposed. The edit list with correction sheet is passed on to data entry group. LPC-cum-data sheet together with the pension claim is retained in EDP Manual group.

**25.** Batch wise corrections, as proposed by the EDP Manual group, are received in the data entry group alongwith original edit list for data entry,

Corrections (batch wise) are punched by Data Entry Operators and passed on to system room alongwith the CD (soft copy) and original edit list and corrections for updation of original data are held on the computer disk.

**26.** The system room undertakes the following action:-

(i) Updation programme is run for updation of data and updation list i.e. hard copy of corrections as proposed is generated through the system.

(ii) The updated file is run for validation of data with 'N' option and a list for invalid records will be generated through the system.

The updation list/re-validation list is again sent to EDP Manual group for comparison of the updation list 100% with the correction proposed. Data found still in errors, shall be checked and correction proposed again for updation of the data. The process will continue till all the records of the batch become error free.

**27.** The AO/Sr.AO in charge, EDP Manual group, on receipt of the modified edit list from EDP Center will ensure that all the errors detected either on comparing the edit list with the LPC-cum-data sheet or due to validation/re-validation run have been rectified through the proposed correction and all the records of the batch have been made error free. And then only, the AO/Sr. AO will record his order on the "control run" for printing of PPOs and pass on the edit list to the EDP Center.

On receipt of the order of the printing PPOs, the EDP center will print six copies each of the PPO pertaining to each error free records of a batch alongwith edit list and return the printed PPOs to EDP Manual group for further action.

### **27A -Processing of LPC-cum-data sheet (Under PHP system)**

(i). On receipt of pension claims from PCDA (O), the CD with top sheet will be sent to the EDP Centre for uploading the data on the server. Pension files and data sheets are kept in Group III. The SO(A)/AAO of EDP Center will initials on the top sheet and return it to EDP Manual Gp III.

(ii) On receipt of the CD and top list at the EDP Centre, the data will be uploaded to the server and claim diary number will be generated. Thereafter, the claims will be equally distributed online among the available task holders.

(iii) Upon assignment, the Auditor will log in the system by using his login ID and password and find the claim hyperlinked on his homepage. On clicking the hyperlink to a particular claim, the auditor can see the LPC-cum-Data Sheet on his screen with all the uploaded data filled up in the respective columns. The system automatically runs the validation program and prominently displays the validation errors on the screen.

(iv) The auditor will compare all the entries in the data sheet appearing on the screen with the hard copy of LPC-cum-Data Sheet and make necessary correction. The auditor also rectify the validation errors. When the data pertaining to the claim, will be audited, matched and become error-free by the auditor, he will pass the claim to the SO (A)/AAO online and mark his initial in the place provided in the LPC -cum-Data Sheet for the purpose.

(v) At SO (A)/AAO level, valid records will be checked 100% in 10% of the records with the LPC-cum-data sheet. The SO(A)/AAO will check the following columns of the remaining valid records:- Columns numbers-1,2,3,4,5, 6, 8,9,10,11,12,14,15,16,17, 18, 19, 20, 21,22, 23, 26,28, 29, 32, 36, 37, 38, 41 to 63, 67, 68, 69, 70 and 72.

The SO(A)/AAO will initial against the records checked by him as well as on top of the edit list. Then the claim will be forwarded to the AO/Sr.AO.

The AO/Sr AO will check 100% in 5% of the records and mark their initial against the records checked by them. Out of these, at least two records should invariably be checked from earlier test checked claims by SO(A)/AAO. AO /Sr. AO will check the following columns in every valid record.

Column numbers- 1,2,3, 6 ,8,9,10,11,12,14, 15, 17, 18, 26, 28, 29, 41, 42, 43, 44, 45, 67, 68, 69 .

(vi) The AO/Sr AO will approve the claims as processed above online. After approval, the draft PPO pertaining to the claim will appear on the screen. The AO/Sr.AO can then click the 'GENERATE MASTER RECORD' hyperlink to generate the master record. The final PPO will appear on the screen alongwith the PPO number.

(vii). The following action will be undertaken in the EDP Centre:-

- (a) The list of claims which have been approved by the AO/Sr AO but PPOs not printed are displayed on the home page of the concerned Data processing assistant (DPA).
- (b) The Data processing assistant (DPA) will generate the print file of all the PPOs listed as in (i) above and print them on pre-printed stationery through the line printer.

- (c) The PPO Numbers of the PPOs printed as in (ii) above will be entered on a PPO Receiving register and PPOs will be received by the representative of the concerned processing group after marking initial in register in token of receipt of PPOs.

- 28.** The Processing group will remove the carbons and copies of the PPOs will be segregated as under:-
- i. Original copy (For PDA copy)
  - ii. Duplicate copy (For GI/MILY Section) (draft copy)
  - iii. Triplicate copy (For AUDIT Section)
  - iv. Quadruplicate copy (For PCDA (O) Pune)
  - v. Quintuplicate copy (For AHQrs, New Delhi)
  - vi. Sixtuplicate copy (For Pensioner).

The draft PPOs will be compared with the information given in the LPC-cum-data sheet 100% at the Auditors level. 10% of the PPOs will be compared by the SO(A)/AAO and 5% by the AO. The data sheets may be endorsed on the reverse by the Auditors, SO(A)/AAO and AO/Sr AO after comparison. In cases where discrepancies are found on comparison of the computerized PPOs with the LPC-cum-data sheet at the draft PPOs approval stage, such PPOs will be processed a fresh and reprinted.

The draft PPOs will be initialed by the Auditors, SO(A)/AAO and AO/Sr.AO. Similarly, the following endorsement will be made on Pension application:-

“Claim notified vide PPO No. M/...../.....” The above endorsement will be initialed by the Auditor, SO (A)/AAO and AO/Sr.AO.

**29.** The original (PDA copy) and triplicate copies will be submitted to AO/Sr.AO authorised to sign the PPOs for PCDA (P) for his signature. The AO/Sr AO will authenticate the original and triplicate PPOs on the basis of attestation of the AO/Sr.AO on the draft PPO. The original copy of the PPO will be embossed in the presence of the PPO signing officer, simultaneously at the time of authentication.

The quadruplicate, quintuplicate and sixtuplicate copies of the PPOs will be enfaced with a facsimile signature of the PPO signing officer.

After completion of the above steps, a rubber stamp

“Fair Copy issued”. Sr.AO
------------------------------

will be affixed on the draft PPO and date of dispatch will also be affixed on all the copies of the PPOs with rubber stamp.

**30.** After receipt of original and duplicate copies of the PPOs alongwith the draft copies, the PPOs will be segregated for dispatch as under:

- i. Original Copy (PDA-wise)
- ii. Duplicate copy (serial-wise)
- iii. Triplicate copy (serial-wise)
- iv. Quadruplicate copy (serial-wise)
- v. Quintuplicate copy (serial-wise)
- vi. sixtuplicate copy (pensioner’s copy)

The joint photograph of the officer and nomination form (if available) will be attached with the original copy of the PPO meant for pension disbursing authority. The EDP Manual group will also prepare forwarding memos and original, quadruplicate, quintuplicate and sixtuplicate copies meant for PDA, AHQ, PCDA (O) and pensioner respectively will be sent to them after recording full dispatch particulars in the claim register. The AHQ copy of PPO will be sent to AHQ through OI/C Defence Pension Liaison Cell. The acknowledgement in token of receipt by the various agencies will be watched. The duplicate copy will be sent to Audit Section on monthly basis by the 10<sup>th</sup> of the following month. The triplicate copy of the PPO will be stitched together with the LPC-cum-data sheet and pension claim for ultimate binding and record in Old Record section.

### **Issue of Corrigendum PPOs Through Computer**

**31.** Any amendment which has become necessary due to either on receipt of wanting documents/information in the PPO earlier issued or change in entitlement as per Government decision where retiring pension has been notified on computer, shall be processed through data sheet(Revision) (**Sl. No.23 of Annexure C**).

**32.** The data sheet (Revision) will be prepared on the basis of the revised data by PCDA (O) Pune in duplicate. The PCDA (O) after completing the data sheet and making necessary endorsement in the relevant bottom cage, will retain duplicate copy as office copy and submit the original copy alongwith supporting documents after affixing the LPC seal wherever required to PCDA(P) for issue of corrigendum PPO by computer.

**33. Under COBOL system :** On receipt of revision/amendment claim through data sheet (Revision) action to diaries the same in a separate claim diary register will be taken in the same manner as laid down for fresh claim.

**Under PHP system:-** On receipt of revision/amendment claim through Revised (Corrigendum) Data Sheet, the claim will be registered on the online claim diary system. The claim diary number will be automatically generated by the system which will be written on the Corrigendum Data Sheet and claim will be assigned to the concerned task holder online. The claim will be processed in similar way as in original Pension claims.

**34.** It will be seen that-

(i) In cage-I (basic particulars) i.e. original PPO No., personal no. and name of the pensioner in respect of whom the revision/amendment is to be carried out, have been filled in correctly. Claims will be summarily rejected if all or any of these columns are not completed. These columns will be completed with reference to the information available in the original PCDA (O)/ G1/Military copy of the PPO. In other words, all or any information even if incorrectly notified in the original PPO are to be filled in Cage-I of the data sheet (Rev.) in its original form. In case the original PPO has to be cancelled this column will be filled with Code 'C' otherwise left blank.

(ii) In cage II, the existing data sheet for notification of pensionary awards to commissioned officers has been reproduced in Cage-II as such. It should be kept in mind that only affected columns in Cage-II will be filled while initiating a corrigendum claim. All other columns should remain blank.

Say for example. The correct name of spouse in a particular case was "Sujata Devi" which was erroneously notified as "Sajata Devi" in the original PPO. While initiating a data sheet(Rev.) col. 25 (name of spouse) will be completed as under:-

: S : U : J : A : T : A : : D : E : V : I :

All the remaining columns in cage II of data sheet (Rev.) shall be left blank.

**35.** The data sheet (Rev.) will be processed for issue of computerised corrigendum PPOs in the same manner as laid down in **Paras 20 to 26 above**. Corrigendum PPOs will be printed and disposed of in the same manner as laid down in **Paras 27 to 30**. However, in the case of corrigendum PPOs, the same shall be dispatched only after linking the revised awards in the original PPOs. The details of entitlement revised may be endorsed in original PPO and the same should be signed by the AO/Sr AO concerned in each and every case.

**Note 1.** General instructions for preparation and completion of LPC-cum-data sheet by the PCDA (O), Pune are given in **Appendix-2**.

**Note 2.** Specimen form of LPC-cum-data sheet (**GMF-37**), data sheet (Rev.) (**GMF-38**) and PPO formats **GMF (41,42 and 44)** computerized and manual are given at **Sl. No. 22,23,26,27 & 29 respectively of Annexure C**.

### **Manual Processing of Retiring Pension claims**

36. The retiring pension claims which cannot be processed through LPC-cum- data sheet due to various reasons are processed manually in other operative groups of the Section. These claims mainly include court cases, where officer is having more than one wife, time-barred cases, cases relating to cashiered out, dismissal or removal from service and premature retirement cases where only gratuity is admissible. The procedure to be followed for processing of such claims manually are explained in the succeeding paragraph of this chapter.

### **Preparation and Submission of Pension Claims**

37. No formal application in the case of officers of the Armed Forces for grant of retiring pension/gratuity is required to be submitted by them or by the Units/Formations/Ships Establishment etc. in which they last served before the date of their retirement. On their retirement being approved notification regarding retirement from service are received from Army Headquarters (MS) Branch, Army Headquarter (QMG) Branch and Director General, Armed Forces Medical services, Naval Hqrs/ Air Hqrs. In the case of officers of the Military Nursing Service an application form in manuscript is however required. The procedure for submission of applications for pension has been laid down in Table I to Reg. 16, PRA Pt II (1961).

38. On receipt of the retirement notification, the following action should be taken:-

- i. A case file in respect of the officer should be opened and number allotted to it from the Numerical Index Register (**GMR-1**) **appended at Sl. No. 2 of Annexure 'B'**.
- ii. It should be entered in the Index Register of Retirements/Invalidment (**GMR-2**) **appended at Sl. No.3 of Annexure 'B'** and the serial number thereof should be quoted on the notification.
- iii. The latest available Annual Army/Navy/Air Force list should be consulted to find out the officer's service particulars and the case file No. should be entered against the officer's name therein.
- iv. A check List (**GMF-1**) **appended at Sl. No.2 of Annexure 'C'** should be opened and the particulars of the officer's service as given in the retirement Notification and those given in the latest Army/Navy/Air Force. List should be noted therein. The information/documents as listed in Para 16 above, required for finalisation of the claim already available will be checked and the page number of the file where the documents are recorded will be noted in the check list. As and when the wanting documents are received the check list will be completed simultaneously. Cases of any discrepancy between the information contained in the Army/Navy/Air Force lists and those furnished by Services Headquarters should be got reconciled by correspondence with the Service Headquarters concerned.

39. Thereafter, action will be taken to obtain the full pay commissioned service certificate and other information as shown below from Pay Audit Officer concerned i.e. **PCDA (O) , Naval Pay office, Mumbai, AFCAO, New Delhi** in the form (**GMF-2**) **appended at Sl. No. 3 of Annexure 'C'**.

- (i) whether the officer was paid any terminal gratuity for the period of commissioned service rendered prior to the grant of Permanent regular Commission.
- (ii) Paid acting/temporary rank, if any, held by the officer and the date from which such rank is held continuously.
- (iii) A certificate to the effect that the officer's service does not include any period of forfeited service or leave/absence without pay and allowances.
- (iv) The pay of the last rank drawn **during last ten months** in terms of Para 3(a) and (b) of Army Instruction No 2/S/98, in case of officer retired on or after 01/01/1996 but before 1/01/2006, and in terms of SAI 2/S/2008, in case of officers retired on or after 01/01/2006.

**Note:** The details of pay drawn during the last ten months will be called for. If during the last 10 months of the service, an officer has been absent from duty or had been under suspension the period whereof does not count as service, the aforesaid period of absence from duty or suspension, shall be disregarded in the calculation of the average emoluments and equal period before the 10 months shall be included.

**40.** The following information will also simultaneously be obtained from the Service Headquarters concerned by endorsing the above mentioned communication addressed to the PCDA (O), Naval Pay office, Mumbai, AFCAO, New Delhi

(i) The terms and conditions under which the officer was granted PRC, as well as EC/SSRC/TC, in case where such commissions were granted prior to the grant of P.R.C.

Note 1 – In respect of Navy/Air Force officer, the above information is invariably/furnished by the Services Headquarters in the retirement notification itself.

Note 2 - The DGAFMS forwards retirements orders alongwith the above information in case of officers of the AMC/ADC and Nursing Services.

(ii) In the case of Army Officers, the assessment memo issued by PCDA(P) Allahabad covering the period of his service prior to the grant of PRC.

**41.** A communication will also be issued in **GMF-5 appended at Sl. No. 4 of Annexure ‘C’** to the officer with a view to obtaining the following information/documents:-

(a) The name of the Pension Disbursing Authority.

(b) Two copies of his latest photographs in passport size duly attested by a serving commissioned officer in the following manner as per A.O.355/63.

“Photograph of .....(Here enter the name of the retiring officer).(IC.....).”

Sd/-

(Rank, Name and IC No of the attesting officer.)

(c) Whether he intends to take up re-employment under Government after his retirement, and

(d) Particulars of his previous pre-commissioned service (together with his Regimental No and Record Office), if any.

**42.** Where the retirement notification shows that it is a case of voluntary or premature retirement, it should be seen that a certificate, indicating whether or not the provisions of Reg.29. PRA Part-I 2008 are attracted, has been incorporated in the retirement notification. If not, the same should be called for from Army HQ/DGAFMS.

**43.** The replies to the communications to the Pay Audit Officer/Service Headquarters will be watched and pursued by issue of periodical reminders, where necessary.

**44.** On receipt of a reply from the PCDA (O), Pune, it should be verified that the ) PCDA (O) has furnished the requisite information/certificate.

If the PCDA (O) Pune is unable to furnish information for a particular period, the concerned Regional CDA, in whose jurisdiction the officer served during the period, should be requested to furnish the certificate for that period. Before doing so it should be ensured that whether the standard service period required for earning the maximum pension of the rank and the maximum amount of retirement gratuity has been verified or not. If the officer has already become eligible for the maximum pension and maximum retirement gratuity, on the basis of verified service, no reference will be made to any other party.

If the PCDA (O), Pune or the Regional CDA or Civil Audit officer, as the case may be, is unable to furnish information for a particular period of service, it having been rendered in areas now in Pakistan or due to non-availability of records on any account or as a result of the fire which broke out in the office of the PCDA (O), Pune in 1948 or due to the period being very old, the particular branch of AHQ holding the Officers records of service i.e. IAFZ-2041 should be requested to furnish the requisite certificates.

**45.** If the officer was on deputation to Civil etc. the concerned Accountant General/Pay Accounts officer should be requested to furnish the requisite particulars. A copy of the terms and conditions of deputation will simultaneously be obtained from PCDA (O), if not already available with this office. On receipt thereof it

should be seen that the government have allowed the service rendered by the officer during the period of deputation to count for pension under military rules.

46. In the case of officers deputed on foreign service terms the confirmation of the PCDA(O), Pune of the fact that necessary pension contribution had been received by him as per the terms and conditions of deputation should also be obtained.

#### **Determination Of Service Qualifying For Pension/Gratuity**

47. On receipt of the above particulars the form "Statement of assessment of pension/gratuity" (GMF-6) appended at Sl. No.5 of Annexure 'C' will be completed.

48. The following periods of service shall qualify for pension as commissioned officer: -

(a)(I)- Service as a permanent regular commissioned officer will count in full.

(II)- Service rendered before attaining the age of 17 years from the date of enrolment in term of Government of India, Ministry of Defence letter No. B/39022/AG/ PS4/(a &c)/589/C/D(Pen/Sers) dated 27.3.2002

(III)- Embodied service or called out commissioned service as an officer of the Territorial Army or the Auxiliary Air Force, if it is preceded without a break, previous service as commissioned officer in the Army, Navy and Air Force, irrespective of the type of commission jointly or separately, subject to the refund in the prescribed manner to the Government, of gratuity, if any, other than war gratuity, received in respect of such service provided that:-

(i) any service which was forfeited by special orders, and

(ii) any period of unauthorized absence unless pay and allowances are admitted for the period of absence shall not be regarded as qualifying service, nor any period of ante-date except as provided in clauses(h) and (j) below.

**Note:-** If short service commission is followed by permanent commission, the period during which an officer holds short service commission on probation will reckon for the purpose of pensionary benefits.

(b) Service in the rank below that of commissioned rank, if followed by permanent regular commissioned service without a break subject to the refund in the prescribed manner to the Government of the gratuity, if any, other than war gratuity received in respect of such service.

(c) All leave including study leave shall count for pension. Any period of leave without pay shall not, however, qualify for pension unless specifically authorised by government.

(d) Periods of suspension from duty by order of a competent authority in the case of an officer, who is not brought to trial or court martial with results favorable to him / her, shall count for pension. In all other cases, the period passed under suspension shall count for pension only under the orders of the President.

**Note:-** while maintaining the records of the service officers under suspension specific entry as to whether the period of suspension shall be taken as qualifying towards counting of service for pension or gratuity, shall be made. In the absence of any specific entry, the period of suspension shall be taken as counting towards the qualifying service.

(e) (i) Service under an office/department/Ministry of the Central Government or under a state Government shall count for pension.

(ii) Service under a foreign Government or by the borrowing authority if the contribution is under general or special arrangements to be borne by the latter provided that a pension contribution is paid by the central Government or by the officer himself/herself or a local body or an autonomous corporation or a municipality or other Institutions.

(f) Any period of civil service under Central/State Government if followed by military service, without a break and subject to the condition that gratuity, if any, received in respect of such service being refunded to the Government in the prescribed manner.

(g) Service rendered in the autonomous bodies before and after their take over by the Government followed by service as a commissioned officer with or without break. The period of break, if any, will be automatically condoned under the provisions of the Pension Regulations.

(h) The period of ante-date of commission granted to an officer in respect of an approved whole time appointment held in a recognized civil hospital prior to commissioning and/or possession of a post graduate diploma/higher qualifications and the period of secondment of an officer for the purpose of attending a course in a recognized institution subject to the following maxima.

- (i) Ante-date of commission - 18 months.
- (ii) Secondment - 12 months
- (iii) When both ante date and secondment have been granted-24 Months.

Provided that in the case of an officer who obtains a post-graduate diploma or higher qualifications while in civil service or in temporary military service, the periods of ante-date given for such higher qualification shall not be allowed to count for pension/gratuity if such civil service or temporary military service counts for pension or gratuity as a commissioned officer. However, if the post-graduate diploma or higher qualification is acquired either before joining the civil service or after leaving the civil service and before joining the Army Medical Corps or Army Dental Corps, the periods of ante-date granted on account of such higher qualification shall continue to reckon for pension under the existing rules.

The period of secondment in the case of Military Nursing Officers shall not be exceeding 12 months in aggregate.

**Note 1.** The period of close arrest preceding the sentence of rigorous imprisonment by court martial in which the officer remains in service and carries out work and undergoes military instruction in unit itself under the orders and supervision of military authorities, will be treated as qualifying for pension.

**Note 2.** Period of service not covered by the preceding clauses shall also qualify for pension as a commissioned officer to the extent and subject to the conditions under which it has been or may be permitted by specific Government orders.

(j) Service rendered in aid of civil administration shall be treated as military service for the grant of pensionary benefits.

(k) Govt. has issued orders vide letter No. 46347/Pens/TA-4/342/US/D (GS-III)/ 2008 dated 23/5/2008 for counting of following service to the same extent as admissible to the Regular Army personnel for grant of pension to TA officers, subject to fulfillment of other conditions:-

- (i) Former service in Army, Navy, or Air Force irrespective of Regular, Short service or Emergency.
- (ii) Former service in Civil department of Central Government.
- (iii) Service in Central Government Civil department during disembodied period while in TA service.

#### **Minimum Qualifying Service For Earning Retiring Pension.**

**49.** It may be noted that the minimum period of qualifying service (without weightage) required for earning a retiring pension shall be 20 years (15 years in the case of late entrants). JCOs/ORs of the Army and corresponding ranks of the Navy and Air Force granted EC/SSC will be eligible for retiring pension after 12 years of qualifying service actually rendered.

**Note 1.** The term qualifying service in case of officers retiring between 01.01.1986 and 31.12.2005 shall mean actual qualifying service rendered by the officer plus a weightage (in years) appropriate to the last rank held as indicated in Para 50 below subject to total qualifying service including weightage not exceeding 33 years.

However, the term qualifying service in case of officers retiring on or after 01.01.2006 shall mean actual qualifying service rendered by the officer due to the reason that *the benefit of adding years of qualifying service as rank weightage for the purpose of computation of pension has been withdrawn with effect from 1.1.2006 under VI CPC.*

**Note 2.** In calculating the length of qualifying service, fraction of a year equal to three months and above but less than 6 months shall be treated as a completed one half year and nine months or more but less than one year shall be treated as a completed one year and reckoned as qualifying service. This shall however not be applicable for computing minimum qualifying service for pensionary awards.

**Weightage Admissible in case of Pensioner retired between 01.01.1986 and 31.12.2005**

50. The weightage Admissible for the purpose of calculation of pension in case of Pre-01.01.2006 Pensioner (Commissioned officers) will be as given below:

(i) **Service officers (other than Military Nursing Officer)**

<b>Rank</b>	<b>weightage in years</b>
Lieutenant	-9
Captain	-9
Major	-8
Lieutenant Colonel(Time Scale)	-5
Lieutenant Colonel(Selective)	-7
<b>Colonel (TS)/ Colonel</b>	-7
Brigadier	-5
Major General	-3
Lieutenant General	-3
Lieutenant General	-3
(Army commander/VCOAS/ Chief of the Army Staff	-3

(ii) **Military Nursing Service Officers: -**

<b>Rank</b>	<b>Weightage in years</b>
Captain	-7
Major	-6
Lieutenant Colonel	-5
Colonel	-5
Brigadier	-5
Major General	-3

(iii) ECOs/SSCOs retiring after rendering actual qualifying service

- (a) 12 years and more but not less than 20 years -5 years  
(b) 20 years and above -Rank-wise weightage as given in clause (i) above.

**Note 1.** There will be no weightage for officers who retire prematurely for permanent absorption in public sector undertaking and autonomous bodies.

**Note 2.** There will be no weightage for officers of the Territorial Army.

**Note 3.** The above weightage shall not be reckoned for determining the minimum qualifying service specified for admissibility of retiring person i.e. 20 years for service officers (15 years for late entrants.)

- (i) Service which qualifies in full for pension also qualifies for gratuity and on the same conditions.  
(ii) Period spent by the officer on study leave which qualifies in full for retiring pension shall also qualifies for gratuity provided that service for at least a period specified by the Government has been rendered from the date of return from the study leave last availed of . This provision may be relaxed in the case of an officer who is permitted to retire on account of ill health within that period.  
(iii) The period of ante-date of commission and secondment allowed qualifying for pension in the case of Army Medical Corps and Army Dental Corps officers shall not qualify for gratuity.

51. Blank

**Determination of Rank for Pension for pre-1986 retirees**

52. Retiring pension of an officer other than the officer of the rank of General and equivalents ranks in the Navy and Air Force will be assessed on the basis of the rank actually held continuously for at least 10 months before retirement regardless of whether it was held in a substantive or paid acting capacity, vide Regn-28, PRA Part-I (1961) as amended vide Government of India, Ministry of Defence letter No. A/26973/AG/PS4 (9)/360/D (Pension /Services) dated 16.01.1970 as last amended vide that Ministry's letter No. A/49779/AG/PS4(C)/291/A/D (Pension/Services) dated 26.02.80. Having regard to this position, rank for

the purpose of assessment of pension will be determined based on the information furnished by the **PCDA (O)**, Pune.

**53.** It should be noted that where an officer reverts to his substantive rank under the acting promotion rules either on account of his proceeding on furlough or being on sick leave for more than six months, the period of such reversion, though not counting as service in the higher paid acting rank, will not constitute a break in that acting rank provided he retires or is discharged or invalidated from service or is re-appointed to the higher paid acting rank at the end of his furlough or sick leave as the case may be vide Regn. 10(v) PRA Part I (1961).

#### **Determination of amount of pension**

**54.** After having assessed the length of qualifying service and determined the rank on which pension is to be assessed, the amount of retiring pension for 33 years of qualifying service shall be calculated at 50 percent of average reckonable emoluments drawn during last 10 months of his service. For lesser period of qualifying service, the amount of pension shall be reduced proportionately.

In case of officers retiring on or after 01.01.2006, the amount of retiring pension shall be calculated at 50 percent of emolument last drawn or average of reckonable emoluments drawn during last 10 months, whichever is beneficial. The linkage of full pension with 33 years of qualifying service has been removed w.e.f. 01/01/2006.

**Note:1** In case of Pre-2006 retired officers, the reckonable emoluments for pension shall comprise Pay including Rank pay, Stagnation Increment and NPA, if any, drawn during the last 10 months. In case of officers retiring on or after 01.01.2006, the reckonable emoluments for pension comprises of Pay in Pay Band, Grade Pay, Military Service Pay and NPA, if any last drawn.

**Note:2** The retiring pension of an officer of the rank of Lt. Col. (TS), Brigadier or Major General and equivalent, shall not be less than the pension which would have been admissible to him/her as a Major, Colonel or a Brigadier and equivalent, as the case may be, had he/she not been promoted to the higher rank. In case of Post-2006 retired officers, the retiring pension of an officer of the rank of Major General and equivalent shall not be less than the pension which would have been admissible to him as a Brigadier and equivalent, as the case may be, had he not been promoted to the higher rank.

**Note:3** If during the last 10 months of his/her service, an officer had been absent from duty on leave for which leave salary is payable or having been suspended, had been re-instated without forfeiture of service, the emoluments which he/she would have drawn had he/she not been absent from duty or suspended, shall be taken into account for determining the average emoluments.

Provided that any increase in pay (other than the increment referred to in Note 5 Below) which is not actually drawn shall not form part of his/her emoluments.

**Note:4** If during the last 10 months of the service, an officer had been absent from duty or had been under suspension, the above said period of absence from duty or suspension, shall be disregarded in the calculation of the average emoluments and equal period before the 10 months shall be included.

**Note:5** In the case of an officer who was on annual leave or furlough leave during the last 10 months of his/her service and earned an increment, which was not withheld, such increment though not actually drawn, shall be included in the average emoluments.

Provided that the increment was earned during the currency of such leave not exceeding 120 days or during the first 120 days of leave where such leave was for more than 120 days.

**Note: 6**The rates of retiring pension prior to 1.1.86 are given in **Appendix-3**

**Note:7** Evolution of pensionary structure of Commissioned Officers is given in **Appendix-16**

#### **Retirement Gratuity**

**55.** The scheme for the grant of death-cum-retirement gratuity (now termed as Retirement gratuity on retirement and death gratuity in the event of death, while in service) came into operation with effect from 10.9.70 vide Army Instruction No. 8/S/70 for those who were retired from service on or after that date with 5

years or more of qualifying service (without weightage). In the beginning, two months emoluments in respect of married personnel were deducted from DCRG as contribution for ordinary family pension. However, deduction of two months emoluments was done away w.e.f 22/9/77 under Army Instruction 5/S/77.

**56** (i). An officer who is governed by A.I 8/S/70 and who has completed 5 years qualifying service (actual) and is eligible for Retiring/invalid/special pension or gratuity of any type, will be granted on the termination of his service for a retirement gratuity equal to one fourth of the reckonable emoluments for each completed six monthly period of qualifying service, subject to the maximum of 16 ½ times of the reckonable emoluments provided that in no case it shall exceed Rupees three and half Lakh in case of officers retired with effect from 01.01.1996 to 31.12.2005 and Rs. Ten Lakh in cases of officers retired on or after 01.01.2006.

**Note:** A weightage of 5 years is allowed in actual qualifying service subject to total qualifying service including weightage not exceeding 33 years in case of officers retired with effect from 01.01.1986 to 31.12.2005. There is no weightage in case of officers retiring on or after 01.01.2006.

(ii) For the purpose of Retirement Gratuity the term "emoluments" shall include Pay of rank last held, Rank pay, Stagnation Increment, NPA, if any plus dearness allowance in case of Pre-2006 retired officers. In case of officers retiring on or after 01.01.2006, the reckonable emoluments for Gratuity comprises the Pay in Pay Band, Grade Pay, Military Service Pay, NPA, if any and dearness allowance last drawn.

(iii) If an officer immediately before the termination of his service or death, has been absent from duty on leave, for which leave salary is payable, his emoluments shall be what they would have, had he not been absent from duty; provided that the benefit of higher acting rank shall be given only if it is satisfied that he would have continued to hold the said acting rank but for proceeding on leave.

**Note:** Maximum amount of retirement gratuity admissible from time to time are given in **Appendix-4**.

(iv) The demands outstanding against the officer as intimated by Pay Audit Officer will be recovered from the retirement gratuity in the manner prescribed in the relevant orders viz. Regulation 94, PRA Pt II (1961) and adjustment carried out as per procedure outlined in Para 19 et seq.

**Note:1** 10% of retirement gratuity or Rs. 1000/- whichever is less is to be withheld from the amount of retirement gratuity, as admissible, to adjust the demand coming to notice immediately after notification of the pensionary awards. The withheld amount of gratuity is to be released after 6 months from the date of retirement, if no further demand is notified. In case the pensioner dies before receiving the payment, no payment thereof should be made to his heir(s) without proper instruction from this office. A clause to the above effect may be inserted in the PPO while notifying the pensionary awards.

**Note:2** In the event of the death of the recipient before receiving the payment of retirement gratuity, the amount of retirement gratuity is to be authorised in favour of the nominee on the basis of nomination executed by the deceased during his life time through a Corr. PPO.

**57.** The Controller of Defence Accounts (Pensions) now Principal CDA (Pensions) is the competent authority under the powers delegated to him in the Government of India, Ministry of Defence, New Delhi letter No.1(8)/65/9585 /D(Pensions /services) dated 2<sup>nd</sup> November, 1968 to sanction the retiring pension/gratuity in the case of officers who retire from service on attaining the age of compulsory retirement or on completion of tenure. Subject to same provision, he is also the competent authority to sanction retiring pension (NOT GRATUITY) in the case of officers who are permitted to retire prematurely and in whose cases the provisions of Regulation 16(b) of PRA Part I (1961) are not attracted. Audit reports for grant of pensionary awards in the following types of cases will, however, be submitted to the Ministry of Defence (now Service Head Quarters w.e.f. 14.08.2001) for Government orders:-

(a) Retiring pension/gratuity of officers who retire otherwise than as stated above.

(b) Retiring gratuity of officers who retire prematurely at their own request.

(c) In Cases involving abnormal features or those, which require specific consideration of Government of India as per existing orders.

**Note (i):** In cases where permanent commissioned officer has been permitted to retire from service with qualifying service sufficient only for gratuity, they will be granted retiring gratuity and retirement gratuity. The PCDA (P) will be competent to sanction gratuity in respect of Army Officers on receipt of intimation from Service HQ regarding premature retirement and a certificate to this effect that the officer's service has been satisfactory.

*(GOI, MOD letter No. 5(4)/85/A/D(Pen/Sers) dated 24.09.1986.*

**Note (ii):** The powers to sanction pension/gratuity death-cum-retirement gratuity where exercised by the Principal CDA (P) are delegated to the Accounts officers/Sr. Accounts Officer working in the Section.

**58.** In cases where the grant of pension requires the orders of the Ministry of Defence (now Service HQrs.) vide Para-57 above, an audit report will be prepared in **GMF-11 appended at Sl. No.1 of Annexure-C** and forwarded to the Service Headquarters for obtaining Government sanction for pension in these cases. A PPO for provisional pension will be prepared and dealt with in the manner laid down in Para 6 **above**.

#### **Interest on Delayed Payment of Retirement Or Death Gratuity**

**59(a)** If the payment of Retirement Gratuity or Death Gratuity has been authorised after the period specified in the succeeding clauses, from the date when its payment became due, and it is clearly established that delay in payment was attributable to administrative lapse, interest at such rate as may be prescribed by the Government from time to time in this behalf on the amount of gratuity in respect of the period beyond three or six months, as the case may be, shall be as under:-

(i) **In case of normal retirement/discharge** - In case an individual retired on completion of service limit or the prescribed age limits, the payment of gratuity becomes due on the date following the date of retirement. If the payment of Retirement Gratuity has been authorised after three months from the date of his retirement, interest may be allowed beyond the period of three months from the date of retirement.

(ii) **In case of individuals against whom disciplinary/judicial proceedings are pending** on the date of retirement and gratuity is withheld till the conclusion of the proceedings:-

(a) In such cases if the individual is exonerated of all charges and where the gratuity is paid on the conclusion of such proceedings, the payment of gratuity will be deemed to have fallen due on the date following the date of retirement. If the payment of gratuity has been authorised after three months from the date of his retirement, interest may be allowed beyond the period of three months from the date of retirement.

(b) In cases where the disciplinary/judicial proceedings are dropped on account of the death of the service personnel during the pendency of disciplinary/judicial proceedings, the payment of gratuity will be deemed to have fallen due on the date following the date of death and if the payment of gratuity has been delayed, interest may be allowed for the period of delay beyond three months from the date of death.

(c) In cases where the individual is not fully exonerated on the conclusion of disciplinary/judicial proceedings and where the competent authority decides to allow payment of gratuity, in such cases the payment of gratuity will be deemed to have fallen due on the date of issue of orders by the competent authority for payment of gratuity. If the payment of gratuity is delayed in such cases interest will be payable for the period of delay beyond three months from the date of issue of the above mentioned orders by the competent authority.

(iii) **On retirement other than in normal course** - In cases of an individual released/retired on compassionate grounds or personal reasons or discharged in pursuance of Government policy under Regulation 111 or invalided out of Service or called upon to retire, dismissed, removed from Service or discharged under Army Act, the payment of gratuity if delayed beyond six months from the date of release/retirement/ invalidment, interest may be paid for the period of delay beyond six months from the date of release/retirement/invalidment. For those dismissed/ removed, the period of six months shall reckon from the date of the orders of the competent authority relating to grant of gratuity.

(iv) **On death of the individual while in service** - Where the payment of Death Gratuity is delayed beyond six months from the date of death, interest may be paid for the period of delay beyond six months from the date of death. If in any case the payment of Death Gratuity is held up on account of more than one

claimant staking his/her claim to the same, such cases will not automatically qualify for payment of interest under these provisions. Such cases may be examined on merits.

(v) **In case of permanent absorption in Public Sector Undertakings/Autonomous Bodies -** Payment of interest on delayed payment of gratuity in these cases may also be decided in the same manner as prescribed in sub clause (iii) above. If the payment of gratuity has been delayed beyond six months from the date of permanent absorption, the interest may be allowed for the period of delay beyond six months.

(vi) **Individuals declared as missing while in Service -** In cases where individuals have been declared as missing while in service and the family has been paid the Death Gratuity not exceeding the amount of Retirement Gratuity, the period of three months referred to in clause (i) above shall be taken from the date of application and interest shall, therefore, be paid only if the Retirement Gratuity is not paid within three months from the date of application provided that:-

**Note 1.** The delay in the payment was not caused on account of failure on the part of the Service Officer or the claimant to comply with the procedures laid down in this regard.

**Note 2.** In the case of those who retired prior to 08<sup>th</sup> August 1986, if the gratuity had not been paid as on that date, the interest shall be payable only from 08<sup>th</sup> August 1986 or three months from the date of retirement, whichever date is later.

(a) The rate of interest will be promulgated by Govt. from time to time. However, the rates of interest payable from time to time i.e. from 1960-61 to 2013-14 is given in **Appendix-5**.

(b) The interest shall be payable till the end of month preceding the month in which the payment of gratuity is actually made.

(c) In every case in which it is established that the delay in the payment of gratuity was attributable to administrative lapses and there was no fault of retiring service officer or claimant concerned, the interest shall be authorized by Ministry of Defence in consultation with the Services Headquarters and the audit authorities concerned through a Government sanction without waiting for the outcome of the disciplinary proceedings against the defaulting official(s).

(d) In all cases where interest has been paid, action shall be taken to fix the responsibility for the delay in the payment of gratuity and disciplinary action shall be taken against the official(s) responsible for it.

#### **Simultaneous Notification Of Commutation Of A Portion Of Pension.**

**60.** Army officers who apply for commutation of pension alongwith their pension, the capitalised value payable to them will be notified in the retiring pension PPO itself in the following cases:-

(i) Where officers have retired on attaining the normal ages of retirement and after completion of 20 years of service (15 years in the case of late entrants) and also.

(ii) Where officers have been placed in low medical category, who have retired on attaining the normal age of retirement after rendering qualifying service of 20 years.

#### **Simultaneous Notification of Ordinary Family Pension.**

**61.** The amount of ordinary family pension that would be admissible to the wife after death of the pensioner, who retired/invalided out of service, will be notified simultaneously in the original PPO sanctioning retiring/disability/invalid pension in respect of Army Officers.

#### **Sanction of Final Pensionary Awards.**

**62.** The final award of retiring pension should be notified in a Pension Payment Order only after the receipt of LPC-cum-data sheet from the PCDA(O). For this purpose, PCDA(O) will be requested to expedite the despatch of LPC-cum-data sheet before the date of retirement of the officer.

**63.** On receipt of the LPC-cum-data sheet, it should be seen that :-

(a) The LPC-cum-data sheet pertains to the officer in question and the rank, name and personal number of the officer shown therein are correct.

(b) The LPC-cum-data sheet, received in the duplicate has been embossed with the LPC seal by the

PCDA(O) and any alteration made therein are duly attested.

(c) The date up to which last paid, as shown both in figures as well as in words and agrees with the date of retirement, as notified in the retirement order.

**Note:** If any demands are shown in the last pay certificate, the recovery thereof should be made in full from the retirement gratuity and the remaining amount if any should be notified for recovery @ 1/3 of the amount of pension payable to the officer.

#### **Notification And Documentation For Arranging Payment Of Final Pensionary Awards.**

**64.** Thereafter a draft Pension Payment Order will be prepared in IAF-CDA-327 and submitted to the Accounts Officer/Sr Accounts Officer, for approval.

**65.** After approval of the draft PPO, it should be passed on to the Group VI (Admin) in the Form **(GMF-12) appended at Sl. No. 6 of Annexure-C** for allotment of a serial number through PPO Numbering Register **(GMR-15) appended at Sl. No. 4 of Annexure-B'** getting the fair copies of the PPO typed and for collection, sorting and binding of the draft PPO alongwith the supporting documents.

**66.** On receipt of the quadruplicate and quintuplicate copies of PPO back from Group I duly typed, the following action will be taken:

(a) The quadruplicate copy of the PPO will be sent to Army /Air/Naval HQrs as the case may be and the quintuplicate copy forwarded to the pensioner.

(b) The original copy of the PPO is dispatched to the Pension Disbursing Authority. Triplicate copy of the PPO intended for Audit Section is forwarded direct to that Section and the duplicate copy is retained by them.

**67.** After the grant of final pensionary awards, suitable entries will be recorded in the Claim Register **(GMR-3) appended at Sl No 1 of Annexure-B**. An intimation regarding the grant of final pensionary awards will be issued to the Officer concerned in **GMF-13 appended at Sl. No.7 of AnnexureC**

#### **Issue of Corrigendum PPOs.**

**68.** Revision of the already sanctioned pensionary awards, as a result of fresh orders or as a result of fresh facts coming to notice, will be done by issue of Corrigendum PPOs. Such of the Corr. PPOs which are to the disadvantage of the pensioners ie those which involve cancellation of an earlier award, reduction in the rate of pension, curtailment of the period of grant or modification of the condition of grant etc., will be taken a special note and an entry in respect of such a Corr. PPO will be made in the "Register of recording the particulars of Corr. PPOs to the disadvantage of the pensioner **(GMR-16) appended at Sl. No.5 of Annexure-B** at the time of preparation and approval of the draft Pension Payment Order and the item No. of that register will be noted in the margin i.e. disadvantageous PPO register item No. (not to be notified) of the draft Pension Payment Order. It will be the responsibility of the supervisory staff i.e. the SO(A) and the officer approving the PPO to determine as to which PPO comes within these categories and to ensure that an entry in respect of such a PPO is made in the register. Apart from other media through which acknowledgements of the PPO are watched (see Para 69), the receipt of the acknowledgements in the case of Corr. PPOs to the disadvantage of the pensioner, will be watched through the medium of the above mentioned register also. This register will be allotted control No. and brought in the chart of registers.

#### **Watching of Acknowledgements of The Pension Payment Orders**

**69.** The receipt of the acknowledgements of the PPOs from the Pension Disbursing Authorities will be watched through the 'PPO Numbering Register; (Register No. **(GMR-15) appended at Sl. No.4 of Annexure-B** referred to in Para 65) with a view to ensuring their timely receipt as also to ensuring prompt response to the reminders, the following procedure will be followed:-

(i) An acknowledgement card duly completed as far as possible on behalf of the Pension Disbursing

authority will be attached on the top left hand corner of each out-going PPO for signature by the PDA and return to this office. The acknowledgement card will show PPO Number, sender's address and this office address. The PDA will be required to mention only his reference, sign it and return it to this office. The acknowledgement card will be completed and attached by the auditor who prepares the draft Pension Payment Orders before it is given to Group I (Admin.) for allotting PPO Number.

(ii) The existing endorsement on the PPO viz. "Please acknowledge receipt" will be amended to read as "Please acknowledge receipt on the attached acknowledgment card".

(iii) A careful watch will be kept by the issue of periodical reminders for the receipt of acknowledgement of PPO/Corr. PPOs from the Pension Disbursing Authorities. Monthly reminders will be issued in duplicate on form **GMF-35 appended at Sl. No. 8 of Annexure 'C'** to the parties concerned for furnishing acknowledgements of the PPOs. Each reminder will not contain more than 10 entries so as to ensure receipt of prompt reply and where necessary DOs/Telegrams will also be issued.

(iv) The Progress of receipt of acknowledgements will be kept under close watch and will be ensured by the Accounts Officers through monthly summaries to be prepared on 10<sup>th</sup> of each month in the PPO Numbering Register (**Register No. GMR-15**) **appended at Sl. No. 4 of Annexure-B**

(v) In the case of PPOs notifying the initial grant which are left unacknowledged even after the issue of three reminders, the Audit-I Section will be consulted and if, in any case it is noted that PS number has since been allotted by the Pension Disbursing Authority then no further acknowledgement need be watched but only the PS number noted in PPO numbering registers as a token of acknowledgment of PPO. This procedure will be followed only in the case of PPOs notifying initial grant.

#### **Loss of PPO**

**70.** If a PPO is reported to have been lost, a duplicate PPO will be issued on receipt of a loss certificate from the concerned pension disbursing authority on the prescribed form. The specimen of the prescribed form of the loss certificate is given in the form **GMF-48 appended at Sl. No. 33 of Annexure-C**.

#### **Officers Eligible for Retiring Gratuity**

**71.** An Officer who retires after rendering 10 years but less than 20 years service and who does not otherwise qualify for pension, as late entrant, is eligible for retiring gratuity. The case of the Officer for the grant of the gratuity will be processed in the same manner as in the case of retiring pension.

**72.** It may be noted that all service which qualifies in full for retiring pension only will qualify for retiring gratuity vide Reg. 27, PRA Part -I (1961). In the case of an officer who is eligible for retiring pensionary awards under AI 8/S/70 etc. the retirement gratuity should be assessed in the manner stipulated in Para 56 above.

**73.** The competent authority to sanction retiring gratuity in the case of Officers who retire on reaching the age prescribed for compulsory retirement will be the PCDA(P). In cases where permanent commissioned officer has been permitted to retire from service with qualifying service sufficient only for gratuity, they will be granted retiring gratuity and retirement gratuity. The PCDA (P) will be competent to sanction gratuity in respect of Army Officers on receipt of intimation regarding premature retirement from service HQ and a certificate to this effect that the officer's service has been satisfactory.

*(GOI, MOD letter No. 5(4)/85/A/D(Pen/Sers) dated 24.09.1986.*

**74.** After sanctioning gratuity or on receipt of the sanction of the Government of India where necessary; the Officer concerned will be informed of the amount of gratuity sanctioned and will be advised to prefer a claim for the amount on a contingent bill (IAFA-115) in duplicate to this office in the following manner:-

(i) The contingent bill should be in duplicate, duly stamped and countersigned by the Officer Commanding of the Unit with which the Officer last served before proceeding on retirement.

(ii) A certificate under AI 13/S/63, regarding acceptance of employment should also be furnished along

with the claim.

**75.** Simultaneously, the Pay and Audit Controller will be requested to intimate public demand, if any, outstanding against the Officer and also to furnish the final last pay certificate, if not already received.

**76.** On receipt of the final last Pay Certificate, No Demand Certificate from the Pay Audit Officer and the claim from the Officer, the claim will be checked to see that necessary requirements have been complied with. Thereafter, the encasement for payment on the original copy of the contingent bill should be passed by the Officer-in-Charge. The disbursement voucher daily payment sheet and Cheque slip and punching medium should be prepared and submitted for approval by the Officer-in-Charge and then disposed of in the usual manner.

**77.** An entry regarding the payment will be made in the Gratuity Register (**GMR-4**) **appended at Sl. No. 6 of Annexure -'B'** and submitted to the Officer-in-charge for attestation. The corresponding entry in the Retiring Claim Register will then be linked and cleared.

## **CHAPTER-III DISABILITY/WAR INJURY/INVALID PENSION**

### **General**

**78.** The claim on account of disability pension/war injury pension/invalid pension in respect of a commissioned officers arise in the following circumstances:-

(i) On retirement/ invalidment from Military service on account of disability arising/ sustained under circumstances mentioned in category “B” and “C” of Para 80 below, which is accepted as attributable to or aggravated by such service and the degree of disablement is assessed at 20% or over. In this event the officer is eligible to a disability pension consisting of service element and disability element.

**Note:** The condition of minimum assessment of 20% of disability shall, however, not be required in cases of invalidment.

(ii) On retirement/invalidment from Military service on account of disability sustained under circumstances mentioned in category “E” of Para 80 below, he/she shall be eligible for war injury pension consisting of service element and war injury element.

(iii) On invalidment from Military service on account of a disability which is neither attributable to nor aggravated by service factors or which though attributable to aggravated by military service is assessed at less than 20%. In this event the officer is eligible to invalid pension if the service actually rendered is 10 years or more and invalid gratuity if it is less than 10 years.

**79.** The CDA(P) [now Principal CDA(P)] is the competent authority under the powers delegated to him in the Government of India, Ministry of Defence, New Delhi letter No. 1(8)/65/9558/D/(Pensions/Services) dated 2<sup>nd</sup> November, 1968 to sanction:-

(1) disability Pension (Service and disability elements), war injury pension (Service and war injury elements) where the disability is accepted as attributable to or aggravated by service factors as also the grant of gratuity when the degree of disablement is finally assessed at less than 20%.

(2) invalid pension/gratuity in the case of officers who are invalided out of service on account of causes which are neither attributable to nor aggravated by service factors.

The decision whether the cause of disability is attributable to/or aggravated by service in the Defence Services will rest with the Service HQrs.

**Note 1.** The powers to sanction Disability/War-Injury/Invalid Pension /Gratuity / Retirement Gratuity where exercised by the Principal CDA (P) are delegated to the A.Os/Sr. A.Os. working in the Section.

**Note 2.** The sanctioning authority for disability awards in respect of civilian Government servants deputed for service in a Military capacity with a military force (and for ex-gratia awards) whether under civil and military rules will be:-

(a) Military authorities in the case of those personnel whose pay accounts, etc., are maintained by the Defence Accounts authorities.

(b) Director General Posts and Telegraphs/Railway Board, in consultation where necessary, with Ministry of Defence in the case of personnel of the Posts and Telegraphs and Railway Departments respectively whose pay and allowances, etc., are maintained by Post and Telegraphs Department /Railway Department and their Accounts and Audit Officers, when cases concerning Post and Telegraphs/Railway personnel are dealt with under military rules, the Post and Telegraphs/Railway Audit officers will, where necessary, consult the Principal CDA(P) Allahabad, concerning the application of military rules.

### **Categorization of Disability**

**80.** For determining the pensionary benefits on death or disability under different circumstance due to attributable/aggravated causes, the cases shall be broadly categorised as follows: -

#### **Category A**

Death or disability due to natural causes neither attributable to nor aggravated by military service as

determined by the competent medical authorities. Examples would be ailments of nature of constitutional diseases as assessed by medical authorities, chronic ailments like heart and renal diseases, prolonged illness, while not on duty.

#### **Category B**

Death or disability due to causes which are accepted as attributable to or aggravated by military service as determined by the competent medical authorities. Disease contracted because of continued exposure to hostile work environments subject to extreme weather conditions or occupational hazards resulting in death or disability, would be examples.

#### **Category C**

Death or disability due to accidents in the performance of duties such as: Accidents while traveling on duty in Govt. vehicles or public/private transport.

- (i) Accidents during air journeys.
- (ii) Mishaps at sea while on duty.
- (iii) Electrocution while on duty etc.

Accidents during participation in organized sports events/adventure activities / expeditions/training.

#### **Category D**

Death or disability due to acts of violence/attack by terrorists, antisocial elements etc. whether on duty other than operational duty or even when not on duty. Bomb blasts in public places or transport, indiscriminate shooting incidents in public etc. would be covered under this category, besides death/disability occurring while employed in aid of civil power and also while dealing with natural calamities.

Following circumstances have been further added under Category D.

- (i)- Unintentional killing by own troops during the course of duty in an Operational area.
- (ii)-Electrocution/attacks by wild animals and snake bite/drowning during course of action in counter insurgency/war.
- (iii)- Accidental death/injury sustained due to natural calamities such as flood, Avalanches, landslides, cyclone, fire and lightening or drowning in river while performing operational duties/movement in action against enemy forces and armed hostilities in operational area to include deployments on international border of line of control(LoC).

GOI/MOD letter no. 2(i)/2011/D(Pen/Policy) dated 3.2.2011

#### **Category E**

Death or disability arising as a result of:-

- a. Enemy action in international war.
- b. Action during deployment with a peace keeping mission abroad.
- c. Border skirmishes.
- d. During laying or clearance of mines including enemy mines, also mine sweeping operations.
- e. On account of accidental explosions of mines while laying operationally oriented mine field or lifting or negotiating mine field laid by the enemy or own forces in operational areas near international borders or the line of control.
- f. War like situations, including cases which are attributable to/aggravated by:-
  - (i) Extremist acts, exploding mines etc., while on way to an operational area.
  - (ii) Battle inoculation training exercises or demonstration with live ammunition.
  - (iii) Kidnapping by extremists while on operational duty.

Note: The following circumstances have been added under battle inoculations training-

- (1)- Flying operation involved in rehearsing of war plans and implementation of OP instructions inclusive of international exercises.
- (2)- All combatant and Tactical sorties in preparation of war.
- (3)- Valley flying and missions involving operating at Ultra Low Levels.
- (4)- All operational missions undertaken during peace like special Operations, live ORP, Recce, Elint, Survey and induction trials of new weapons.

(5)- Mission undertaken in support of troops and security forces deployed in forward areas.

(6)- Flying missions involving landings on the ALGs.

Above notes have been inserted on basis of GOI/MOD letter no. 1(ii)/2006/ D(Pen-C) PC dated 8.9.2009 & 1(ii)/2006/D(pen-c) PC dated 5/8.3.2010.

g. An act of violence/attack by extremists, anti social elements etc. while on operational duty.

h. Action against extremists, antisocial elements etc. death/disability while employed in the aid of civil power in quelling agitation, riots or revolt by demonstrators shall be covered under this category.

i. Operations especially notified by the Govt. from time to time.

j. Death or disability arising as a result of poisoning of water by enemy agents while deployed in operational area in active hostilities.

GOI/MOD letter no. 2(i)/2011/D(Pen/Policy) dated 3.2.2011

**Note-** The illustrations given in each category above from 'A' to 'E' are not exhaustive. Cases not covered under these categories shall be dealt with as per Entitlement Rules to casually pensionary award.

### **Procedure for Adjudication of Disability Pension Claims (Provisions applicable w.e.f. 1.1.1996)**

**81.** Findings of Medical Board, Attributability/Aggravation and adjudication of case for disability pension due to injury/disease will be regulated as per provisions contained in Government of India, Ministry of Defence, letter No.1(2)/97/D(Pen-C) dt. 7.2.2001 as modified by DGAFMS Note bearing file No. 16036/DGAFMS/MA(Pen.) dt. 2.3.2001 which is explained as under :-

#### **(i) Injury cases**

(a) **Attributability-** decision regarding attributability would be taken by the authority next higher to the commanding officer which in no case shall be lower than a Brigade/Sub Area Commander or equivalent.

(b) **Assessment-** The assessment with regard to the percentage of disability as recommended by the Invaliding Medical Board/Release Medical Board as approved by the next higher Medical authority than the one which constituted the board, would be treated as final, unless the individual himself requests for review.

**Note:-** The word "final" appearing above should be construed as for "life" both in respect of percentage of disability as well as its duration in injury cases unless the individual himself requests for review, as clarified by Ministry of Defence vide I.D. No.1(2)/97/D-(Pen-C) dated 13.06.2002.

(c) **Approving authority for Medical Boards-**Medical Board proceedings shall be approved by the next higher medical authority than the one which constituted the board. In case where disability is abnormally high or low, approving authority shall refer the proceedings back to the medical board for reconsideration. If required, he may physically examine/get the individual re-examined to ascertain the correct position.

**Note 1:** The next higher medical authority, as stated in sub Paras (a) and (b) above as clarified by Ministry of Defence vide their ID No B/40139/AG/PS-4 (D)/528/D(Pen-C) dt. 4.3.2002 would be as follows:-

#### **(A) Army HQrs.**

##### **(a) In case of Release Medical Board (RMB):**

Medical Board held at hospital under	Next higher authority	Confirming authority	Remarks
DIV.	ADMS(DIV)	DDMS	--
Area/Corps	DDMS(Area/Corps)	DDMS(Command)	--
Command	ADMS(Command)	DDMS(Command)	--

##### **(b) In case of Invaliding Medical Board (IMB)**

IMB held at Designated Hospitals under	Next higher authority	Confirming authority	Accepting authority	Remarks
DIV	ADMS(DIV)	DDMS(Command)	DGMS(Army)	-
Area/Corps	DDMS(Area/Corps)	DDMS(Command)	DGMS(Army)	-
Command	ADMS(Command)	DDMS(Command)	DGMS(Army)	-

**(B) Air HQrs.**

Category of personnel	Type of Board	Approving Authority
Officers Flight Cadets Cadets	RMB IMB	DGMS(Air) -

**(C) Naval HQrs.**

Category of personnel	Type of Board	Approving Authority
Officers	RMB IMB	DGMS(N) DGMS(N)

**Note 2:** The decision of rejection of disability pension claims in injury cases should be conveyed to the officers by the authorities holding their medical and service records i.e. MP 5&6 DGAFMS/MPRS(O) in respect of Medical officers and TA Dte. in the case of TA officers and Directorate concerned of Air Force and Naval Hqrs.

**(ii) Disease Cases**

(a) **Attributability/aggravation-Attributability/aggravation** in respect of cases pertaining to invalidment owing to various diseases/retirement with various diseases shall continue to be adjudicated by Ministry of Defence in case of commissioned officers.

(b) **Assessment-**

(i) **Disability permanent in nature-** The assessment with regard to percentage of disability as recommended by the Invaliding Medical Board/Release Medical Board and as adjudicated by Services Hqrs. in case of commissioned officer shall be treated as final and for life unless the individual himself requests for review. There shall be no RSMB.

(ii) **Disability not of permanent in nature -** Initial assessment will be made for two years. The individual will be asked to report for a review after two years. Necessary endorsement to this effect will be made in IMB/RMB proceedings. Assessment made during this review will be final and for life unless the individual himself requests for review. This review will be carried out by Review Medical Board which will be constituted by DGAFMS, and percentage of disability assessed by Review Medical Board will be final.

**Note-** The above provisions will be applicable to service personnel who were in service on or after 1.1.1996. The cases, which have been finalized prior to issue of Government of India, Ministry of Defence letter No 1(2)/97/D (Pen-C) dt. 7.2.2001 will not be re-opened.

**Procedure for Adjudication of Disability Pension Claims(Provisions applicable from 1.9.2005)**

**81A** With effect from 01.09.2005 findings of Medical Board, Attributability/ Aggravation and adjudication of case for disability pension due to injury/disease are to be regulated as per provisions contained in Government of India, Ministry of Defence, letter No.1(2)/2002/D(Pen-C) dt. 01.09.2005 as modified by Corrigendum No. 1(2)/2002/D(Pen-C) dt. 31.05.2006 which are explained as under;

**INJURY CASES (ATTRIBUTABILITY):**

**A.** Decision regarding attributability would be taken by the following authorities for the purpose of grant of War Injury/Disability Pension or Lump-sum compensation in lieu of Disability/War Injury Element:-

(a) AG in Army and equivalent rank in Navy and Air Force for the purpose of war injury pension/disability pension or lump-sum compensation in lieu of disability/war injury element of ***Brigadier and equivalent and above.***

(b) ADGPS in Army and equivalent in Navy and Air Force in respect of Officers ***upto the level of Colonel and equivalent.***

**Assessment:**

**B.** The assessment with regard to the percentage of disability as recommended by the IMB/RMB as approved by the next higher medical authority would be treated as final unless the individual himself requests for a review. The approving Authority mentioned in Para A above can also get the individual reexamined by a Review Medical Board, in consultation with DGAFMS, if in opinion the assessment of percentage of

disability made by IMB/RMB is abnormally high or low.

**Approving Authority for Medical Boards:**

C. Medical Board proceedings in respect of the personnel of the three services will be approved by the next higher medical authority than the one which constituted the board as hitherto fore. In case, where disability is abnormally high or low, approving authority will refer the proceeding back to the medical board for reconsideration. If required, he may physically examine/get the individual re-examined to ascertain the correct position.

**Disease Cases – Attributability/Aggravation:**

D. Decision regarding attributability/aggravation would be taken by the following authorities for the purpose of grant of war injury/disability pension or lump-sum compensation in lieu of disability/war injury element: -

(a)- AG in Army and equivalent rank in Navy and Air Force in respect of war injury/disability pension or lump-sum compensation in lieu of disability/war injury element of Brigadier and equivalent and above.

(b)- ADGPS in Army and equivalent rank in Navy and Air Force in respect of Officers upto the level of Colonel and equivalent rank

**Assessment:**

E- The assessment and period of assessment with regard to percentage of disability as recommended by the IMB/RMB and as approved by next higher medical authority will be final unless the individual himself requests for a review except in cases of disabilities which are not of a permanent nature or approving authorities mentioned in Para D have any doubt. In both the cases the individual will be re-examined by a Review Medical Board to be constituted by DGAFMS. The opinion of the Review Medical Board will be final.

**Reassessment of Disability:**

F- There will be no periodical reviews by the Resurvey Medical Boards for reassessment of disabilities. In cases of disabilities adjudicated as being of a permanent nature, the decision once arrived at will be final and for life unless the individual himself requests for a review. In cases of disabilities which are not of a permanent nature, there will be only one review of the percentage by a Reassessment Medical Board, to be carried out later within a specified time frame. The percentage of disability assessed/recommended by the Reassessment Medical Board will be final and for life unless the individual himself asks for a review. The review will be carried out by Review Medical Board constituted by DGAFMS. The percentage of disability assessed by the RMB will be final

G- The first appeals shall be referred to the respective Service Headquarters by the Record Office for a decision by Appellate Committee on first Appeals. There will be no change in the procedure for handling second appeals and post discharge claims

H- The attributability/aggravation aspect for adjudication of special family pension claim will be dealt with as follows: -

(a)- Injury cases as per provisions contained in Para 2 above

(b)- Disease cases as per provisions contained in Para 5 above

I- The above rules will be read in conjunction with Pension Regulations of the three services, Entitlement Rules to Casualty Pensionary Awards to the Armed Forces Personnel, 1982 and Guide to Medical Officers (Military Pension) 2002 as amended from time to time.

J- The decision in respect of disability and special family pension in respect of officers will be taken by AG/ADGPS, and their equivalent in Navy and Air Force, in consultation with Defence (Finance).

K- The next higher medical authority for the purpose mentioned at Para B, C & E will be the authority other than the one, which constituted the Board. In case, where disability is abnormally high or low, the approving authority will refer the proceedings back to the Medical Board for reconsideration. If required, he may physically examine/get the individual re-examined to ascertain the correct position

L- In above cases, (excluding invalidment and corresponding pension to family members) the decision on the disability pension should be finalised before the terms of engagement of the officer is completed or the officer retires/is discharged from service.

M- Disability/Special Family Pension claims arising in the following contingencies shall be referred to

DGAFMS by Record Office/Service HQrs for adjudication by a Medical Board constituted by DGAFMS and the findings of the Board will be final: -

- (i) Cases of substantial increase in the disability claimed by an individual after invalidment/retirement/discharge.
- (ii) Manifestation of any disability within 7 years of retirement/ discharge.

**N-** The provisions contained in these Para are applicable from the date of issue of the MoD letter No. 1(2)/2002/Pen-C, dated 1.9.2005. The cases finalised prior to the issue of this letter will not be re-opened.

(MoD letter No. 1(2)/2002/Pen-C, dated 1.9.2005, as amended vide corrigendum No.1(2)/2002/Pen-C, dated 31.05.2006)

#### **Documents Required For Grant Of Disability Pension.**

**82(i) Sanction** issued by **Service HQrs** duly signed in ink and concurred by Pr. IFA/ IFAs.

Auth: Section Order No. 08 dated 01.07.2013 and CGDA letter No. 5189/AT-P/ V CPC dated 27/05/2013.

- (ii) (a) Release Medical Examination proceedings(AFMSF-18.)  
(b) Release Medical Board proceedings (AFMSF-16) alongwith annotation regarding longevity for purpose of commutation of pension and details of field service.
- (iii) Primary Medical Examination Report (AFMSF-81).
- (iv) Military History Envelope (AFMSF-7) together with medical documents as may be prescribed from time to time.
- (v) O.C. unit and Medical officer's report on the case (IAFM-1231) in case of disease.
- (vi) Injury report (IAFY-2006) and proceedings of the Court of Inquiry.
- (vii) LPC issued by PCDA(O), showing demand , if any
- (viii) Charter of duties of the time of onset of ID in the case of disease/injury.
- (ix) Two copies of joint photo graphs duly attested by Commissioned Officers /gazetted officer.
- (x) Name of Bank with single Bank Account Number.

#### **Preparation and Submission of Pension Claims.**

**83.** As in the case of retiring pension, commissioned officers of the services, including MNS officers are not required to submit any application for disability/war injury/invalid pension/gratuity. On their invalidment from service being ordered, Army Headquarters/MS branch;/QMG Branch/DGAFMS/Naval Headquarters/Air Headquarters issue the invalidment notification. The case for grant of disability/war injury/invalid pension/gratuity will be entered in the Register for disability pension **GMR-5 appended at Sl. No. 7 of Annexure-B** on receipt of invalidment notification and progressed on receipt of the invalidment notification.

**84.** On receipt of invalidment notification, action as indicated in Paras 38 to 41 of Chapter II will be taken. In addition, a letter will be addressed to the Service HQrs. calling for the decision whether the disability (disabilities) on account of which the officer was invalided out of service is/are attributable to or aggravated by his military service and the degree of disablement.

**85.** On receipt the requisite particulars and decision regarding the Attributability/aggravation or otherwise of the invaliding disability and assessed percentage of disablement. The title to service element and disability element of disability pension will be assessed. For this purpose, the statement of assessment of pension and retirement gratuity (GMF-6) will be used. Proforma of **GMF-6) is appended at Sl. No. 5 of Annexure 'C'**. In Post-2006 cases, the LPC cum Data Sheet will be prepared and processed by computer. However, under PHP system, no separate data sheet is to be filled but awards attached with disability will be notified through corrigendum PPO. For this purpose, relevant field are to be filled in the Data Sheet of Retiring Pension for processing of the case.

### **Processing of Disability Pension Claims through Computer under COBOL System**

**86.** The notification of disability element has since been computerised and the Pension Payment Order in respect of an Army Officer notifying disability element is generated on computer.

**87.** In the computerised system, a Data Sheet for “Disability Element award commissioned officers” (See **Sl.No. 24 of Annexure-C**) has been designed for notifying Disability Element where regular retiring pensionary awards have already been notified either through computer or manual. This data sheet contains 41 columns and is divided into three cages. Cage-I contains basic particulars viz, original PPO No, personal No, Name etc. Cage-II contains columns 1 to 20 relating to disability particulars viz. Name of invaliding diseases, whether attributable to or aggravated by military service, percentages of invaliding diseases assessed, etc. and cage-III contains columns 21 to 41 relating to PDA and other particulars in case of PPOs issued manually.

Cage I will be completed from the particulars available in the original PPO notifying the service element of disability pension. Cage-II will be completed from the Government sanction conveying decision that disability is attributable to or aggravated by military service and Medical Board proceedings (AFMSF-16) /Medical Board examination (AFMSF-18) and cage-III will be completed from the draft PPO of the service element notified through manual PPOs.

**88.** After completion of the data sheet, the claims will be batched together in a convenient batches. Each batch will be allotted a serial number starting from 1 (one) onwards in every processing month. A batch thus prepared will be passed on the EDP Centre under a top sheet.

#### **Action by EDP Centre.**

**89.** The EDP Centre, on receipt of the batch, will check the number of cases actually received with that indicated in the top sheet. Thereafter, data entry of these cases will be carried out and validation listing printed out showing all the cases.

#### **Checking Of Validation Listing**

**90.** The EDP Centre will forward the batch alongwith validation list and correction format to Disability Group for checking the validation listing with reference to Data- Sheets. This checking will be done 100%. Where any error is reported in listings from validation run and/or there is any variation between the data as contained in data sheet and listings, suitable corrections in the format provided by the EDP Centre will be proposed by the Disability Group. After above action, the relevant portion of the top sheet will be completed. The corrections and top sheet will be sent to the EDP Centre for updation of data. The EDP Centre will incorporate corrections proposed, generate fresh listing and send it to the Disability Group to check and intimate whether corrections have been correctly incorporated. This process will be repeated till the data shown in the data sheets completely tallies with the validation /updation listing. At this stage, the cases in a batch may fall under following two categories-(a) cases which are valid, and (b) cases which are invalid.

#### **Printing of PPOs**

**91.** Order for generating the PPOs will be placed by Disability Group to EDP centre after all the items in a batch are error free. The EDP Centre will now generate PPOs in sixuplicate on preprinted stationery in respect of valid cases only. Invalid cases will be deleted from the edit lists.

### **Processing of Disability Pension Claims through Computer under PHP System**

**91A.** Under PHP system, separate data sheet is not required to be prepared but Disability entitlements are required to be notified through computer by issue of a Corrigendum PPO. For this purpose, few new fields have been added in existing Data Sheet to be used for retiring pension. On receipt of sanction from Service HQrs. the relevant fields will be filled on screen by concerned Auditor and case will be processed in same manner as in retiring pension.

### **Despatch of PPOs**

**92.** On receipt of PPOs, Corrigendum Group will take the following action:-

Check that all data sheets, PPOs and validation lists have been received. Six copies of the PPOs earmarked for distribution will be segregated as under: -

- (i) Original copy.(for PDA)
- (ii) Duplicate copy.(for GI/Mily)
- (iii) Triplicate copy.(for Audit)
- (iv) Quaduplicate copy.(for PCDA (O))
- (v) Quintuplicate copy.(for A.HQ)
- (vi) Sixtuplicate copy.(for Pensioner)

Original copy and Audit Section copy will be signed by the PPO signing officer authorised specially for the purpose and office copy by AO/SAOs of G1 Military Section and facsimile signature of PPO signing officer put on remaining copies. Original copy will be embossed and date of dispatch marked on the PPO in presence of PPO signing Officer. Claim register in regard to disposal of the case will be marked suitably.

The original copy of the PPO will be dispatched to the concerned PDA. Pensioner's copy of the PPO will be sent to him under a covering memo. Specimen of covering memo is appended in **GMF-14 appended at Sl. No.9 of Annexure-C**. The Audit-I copies will be maintained PPO number wise and passed on to Audit-I Section periodically. The office copies will be kept with data sheet and other documents and got bound in convenient batches to be maintained in Old Record.

### **PPO Numbering Register**

**93.** The EDP Centre will print out PPO Register in triplicate at fortnightly intervals for the PPOs generated in each fortnight in ascending order of PPO numbers.

### **Extent of comparison/check by control and operation Task-1**

**94. Control and operational task-1** will complete all the columns of Cage I to III. He will complete Cage-I from the original PPO through which service element has been notified.

Cage-II relating to invaliding diseases, percentage assessed and its attributability or aggravation aspect will be completed from the sanction conveyed by Ministry of Defence (now Service HQrs. wef. 14.8.2001) and Medical Board proceedings (AFMSF-16)/Medical Examination Report (AFMSF-18) and Cage-III from the original PPO (where service element is notified manually, otherwise columns of this cage may be left blank).

The auditor will initial in the cage, at the bottom, provided for this purpose. The SO(A)/ AAO will check 10% claims cent percent and following columns in remaining claims:-

Such a check will include all columns of Cage-II.

The SO (A) /AAO will initial in the cage at the bottom provided for this purpose.

The AO/SAO will check 5% claims cent percent which should include two claims already test checked by the SO(A) /AAO . Of the remaining cases, all columns of Cage-II will be checked cent percent. He will sign at the bottom cage provided for this purpose.

### **Extent of check by operative task-II**

On receipt of the batch of data sheets and edit lists, 100% comparison of the edit lists with the data sheet be carried out by the task holder. He will initial the first page of the edit list thereby indicating that 100% checking of the edit list has been made.

At SO(A)/AAO level 10% of the valid records have to be test checked 100% with data sheets. In addition, all erroneous records will have to be checked by him 100%. SO(A)/AAO will check all the columns of cage-II of remaining valid records invariably.

He will initial against the columns checked by him on the top of the edit lists.

The AO/SAO will check 5% cases cent percent. This will include 2 cases earlier test checked by the SO(A)/AAO. In addition, all the columns of Cage-II will be checked by him in remaining records.

### **Extent Of Check By Operative Task-III**

**95.** The draft PPOs will be compared with data sheet 100% at the task holder(s) level for common information. 10% of the PPOs will be compared 100% by the SO(A)/AAO and 5% will be compared 100% at AO/SAO level. The data sheet will be duly endorsed by the Auditor, SO (A)/AAO and AO/SAO on the reverse.

In cases where any discrepancy is reported on comparison of the PPOs at the stage of approval of the draft PPO, such PPOs will be en faced with 'CANCELLED' on all 6 copies and PPO register and such cases will be processed a fresh.

Necessary endorsement indicating disability element awards in draft PPO of retiring pension and Medical Board Proceedings (AFMSF-16) will also be made by dealing task holder before dispatch.

**96.** An intimation regarding the grant of disability pensionary awards will be sent to the Pensioner in form **GMF-14 appended at Sl. No. 9 of Annexure-C.**

**97.** After notification of the awards, the medical documents relating to the case will be forwarded to the Area/Ind. Sub Area for making arrangements to bring the officer before a Resurvey Medical Board for re-assessment of his disability pension on the expiry of the existing award. With effect from 1.09.2005, there will be no periodical review by the Resurvey Medical Boards for re-assessment of disabilities. In cases of disability adjudicated as being of a permanent nature, the decision once arrived at will be final and for life unless the individual himself requests for a review. In cases of disabilities which are not of a permanent nature, there will be only one review of the percentage by a Reassessment Medical Board, to be carried out later, within a specified time frame. The percentage of Disability assessed/ recommended by the Re-assessment Medical Board will be final and for life unless the individual himself asks for a review. The review will be carried out by Review Medical Board constituted by DGAFMS. The percentage of disability assessed by the Review Medical Board will be final.

**Note 1.** General instructions for completion of data sheet are given in **Appendix-6.**

**Note 2.** Specimen formats of data sheet for disability element (GMF-39) and PPO formats (GMF-43, 44 and 45) computerized and manual are given at **Sl. Nos. 24,28 and 30 respectively of Annexure-C.**

### **Determination of Service Qualifying For Pension.**

**98.** Qualifying service for the purpose of service element of disability pension is the same as for retiring pension vide Regulation 19, PRA Part-I (2008).

### **Amount of Disability Pension.**

**99.** It may be noted that disability pension consists of two elements viz. Service element and disability element. The service element and disability element in case of invalidment and normal retirement are assessed in the manner indicated in the succeeding Paras.

### **In Case of Invalidment**

**100.** Where an officer is invalidated out of service under circumstances mentioned in Category 'B' or 'C' of Para 80 above which is accepted as attributable to or aggravated by Military service, he/she shall be entitled to disability pension. The amount of service element and disability element of disability pension are to be determined in the manner indicated as under: -

(i) **Service element-** The amount of service element shall be equal to the retiring pension determined as per Para 54 above. For this purpose the reckonable qualifying service shall mean the actual service rendered by the officer plus the full weightage appropriate to the rank held at the time of invalidment (except in the case of TA officers). There shall be no condition of minimum qualifying service having been actually rendered for earning this element, if otherwise due.

The amount of service element w.e.f. 1.1.2006 shall be equal to the retiring pension determined as

per Para 54, subject to minimum of Rs. 3500/- per month. There shall be no condition of minimum qualifying service having been actually rendered for earning this element if otherwise admissible.

GOI,MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09

**ii) Disability element** prior to VI CPC- The amount of disability element depends on the assessed degree of disablement by Invaliding Medical Board and approved by next higher medical authority and rank of the officer. The rate of disability element for 100% disability with effect from 1.1.1996 shall be Rs 2600/- per month.

#### **Disability Element of Disability Pension under VI CPC**

The rates of disability element w.e.f. 01.01.2006 for 100% disability for the various ranks shall be 30% of emoluments last drawn subject to minimum of Rs. 3510 per month for 100% disability. For disability less than 100%, it shall be reduced proportionately. In cases of disability pension where permanent disability is not less than 60%, the disability pension (i.e. total of Service Element plus Disability Element) shall not be less than 60% of the reckonable emolument last drawn subject to a minimum of Rs.7000/- per month.

GOI, MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09 as further amended vide GOI, MOD letter No. 17(6)/2010-D(Pen/Pol) dated 19.08.2010

(a) Disability lower than 100% shall be reduced with reference to percentage as laid down in clause (b) below, provided that where permanent disability is not less than 60%, the disability pension (i.e. total of service element plus disability element) shall not be less than 60% of the reckonable emoluments last drawn.

(b) In the case of invalidment, the extent of disability or functional incapacity shall be determined in the following manner for the purposes of computing the disability element:-

Percentage of disability as finally accepted	Percentage to be reckoned for computing of disability element.
1 to 49	50
50 and 75	75
76 and 100	100

The above concept of broad banding which was applicable to post-1996 retirees in terms of provisions of Para 7.2 of GOI, MOD letter No. 1(2)/97/D(Pen-C) dated 31.01.2001, has been extended with effect from 01.01.1996 to Armed forces officers who have been invalided out prior to 01.01.1996.

Authy – MOD letter No 12(16)/2009-D(Pen/Policy) dated 15.9.2014.

**Note:** Rounding off benefit is not admissible where disability is assessed at NIL percent by the Invaliding Medical Board.

#### **In Case Of Normal Retirement**

**101(i) Service element-** The amount of service element shall be equal to the amount of retiring pension as assessed in terms of Para 54 above. The amount of Service Element under VI CPC shall be equal to the amount of retiring pension determined as para 54 subject to minimum of Rs. 3500/-

(ii)(a) **Disability element** - Where a commissioned officer is retained in service despite disability arising/sustained under the circumstances mentioned under category 'B' and 'C' in Para 80 above and is subsequently retired on attaining age of retirement or on completion of tenure, he/she shall be entitled to disability element at the rate prescribed in clause (ii) of Para 100 above for 100% disablement.

For disabilities less than 100% but not less than 20%, the above rates shall be proportionately reduced. No disability element shall be payable for disabilities less than 20%. Provisions contained in clause (b) of Para 100 above shall not be applicable for computing disability element.

(b) **Disability Element under VI CPC-** The rates of Disability Element w.e.f. 01.01.2006 for 100% disability for the various ranks shall be 30% of emoluments last drawn subject to minimum of Rs. 3510 per month for 100% disability. For disability less than 100%, it shall be reduced proportionately. In cases of disability pension where permanent disability is not less than 60%, the disability pension ( i.e. total of Service Element plus Disability Element ) shall not be less than 60% of the reckonable emolument last drawn subject

to a minimum of Rs.7000/- per month.

GOI,MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09 as further amended vide GOI, MOD letter No. 17(6)/2010-D(Pen/Pol) dated 19.08.2010

(c) Armed Forces personnel who are retained in service despite disability, which is accepted as attributable or aggravated by military service and have forgone lump sum compensation in lieu of that disability may be given disability element at the time of their retirement/discharge whether voluntary or otherwise in addition to retiring/service pension or retiring /service gratuity. This provision shall be applicable to Armed Forces personnel who are retired /discharged from service on or after 01.01.2006.

GOI,MOD letter No. 16/(5)/2008//2008/D/(Pen/Pol) dated 29.09.09

**Note: 1** The rates of disability element prior to 01.01.2006 are indicated in Appendix-7.

**Note: 2** The method of revision of disability element with effect from 01.01.2006 under VICPC in Pre- 2006 cases is mentioned in **Appendix- 16**

#### **Period of Grant Of Disability Pension (for cases occurred prior to 1.1.96)**

**102.** In determining the duration of service element and disability element under Regn. 60-A and Regulation 61, PRA Part I (1961), the points explained in succeeding Paras should be kept in view.

#### **Pensionary Award when the Accepted Disablement is Assessed /Re-Assessed at Less than 20 Percent (for cases occurred prior to 1.1.96)**

**103.** If an officer who is invalided out of service before completion of a prescribed age for his rank on account of a disability which is attributable to or aggravated by military service and is assessed below 20%, he/she shall be granted an award equal to service element of disability pension in accordance with Regulation 60, PRA Part (1961). The benefit will also be allowed in cases where an officer is granted disability pension at a higher percentage viz. 20% or over initially, but when degree of disability falls below 20%.

**Note:** In cases where disability is accepted as attributable to or aggravated by military service but initially disability is assessed and accepted at less than 20%, the award of service element is payable for life if the officer has completed 5 years or more qualifying service prior to 01.01.1973.

#### **Period of Grant of Disability Pension when the Invaliding Disability is incapable of change.**

**104(i)** If the disability of a commissioned officer is accepted as attributable to or aggravated by military service and is certified on the basis of an invaliding or a resurvey medical board to be incapable of improvement, disability pension will be sanctioned for a period of ten years in the first instance. During this period the pensioner will have a right to claim re-assessment of his pension on the basis of aggravation, if any. Where pension is modified as a result of re-assessment, the pension will again be sanctioned for a period of ten years from the date of the revised award provided the disability is still regarded as incapable of improvement. At each successive assessment at a higher or a lower rate, the pensioner will be given one opportunity to have his pension re-assessed on the basis of further aggravation. If the individual claims aggravation of his disability he will be asked to furnish a medical certificate with clinical notes, if any, from a registered medical practitioner. On receipt of these documents a report will be submitted to the Ministry of Defence alongwith the previous medical document for Government orders.

(ii) When the percentage of disablement has remained unmodified for a period of ten years the pensioner will be brought before a re-survey medical board at the end of the ten years period and in the event of the disability still being regarded as incapable of improvement and at the same percentage, his pension will be payable for life. Thereafter, no revision of pension will be permissible.

**Note:** The cases occurring on or after 7.2.2001 shall be regulated under the provisions of Para 81 above.

#### **Period of Grant of Disability Pension when the Invaliding Disability is Capable of change.**

**105(a)** Where the disability whether attributable to or aggravated by military service of an officer is considered as capable of change (improve or deteriorate), the period of the first award calculated with reference to the date of the medical board shall be in the range of one to five years. The actual period of award in such

case shall, however, be decided by the medical board having due regard to the circumstances/conditions of each case which is subject to approval of Pension Sanctioning Authority in consultation with Medical Adviser (Pensions) appointed by the Director General Armed Forces Medical Service. The period of the award on resurvey shall also be for a period ranging from one to five years and shall be decided after taking into account the circumstances /conditions of each case.

(b) when the disability is accepted at the same percentage on the basis of three consecutive medical boards including the release/invalidating medical board, the disability shall normally be accepted as incapable of change and regulated under the provisions of Para 104 and the award of disability pension/disability element shall be sanctioned for a period of 10 years.

Provided that, if any case where the degree of disablement has been assessed at the same percentage by the three successive boards but the medical authorities are not in a position to recommend that the disability is of permanent nature, the same may be continued to be assessed on temporary basis for such shorter period as may be considered judicious on the merits of each case.

**Note:** The cases occurring on or after 7.2.2001 shall be regulated as per provisions of Para - 81 above.

#### **Grant of Disability Pension when Disability is for Life.**

**106.** In cases where the invaliding disability is loss of limb(s), total loss of sight, loss of one eye-amputation etc. where the question of improvement, worsening of the physical condition does not arise, the award will be sanctioned for life.

**Note:** In cases where an officer is invalided out of service on account of a dental disablement the provisions of Government of India, Ministry of Defence letter No 131219/1/1/Pen-C dt. 16.2.1954 as amended vide Corr. of even No dt. 19.7.1954 will be kept in view.

#### **Disability Element in Post Discharge Cases**

**107.** An officer, who had retired otherwise than at his own request or in any of the circumstances specified in Regulation 29 and Regulation 41, PRA Part I (2008) on a retiring pension/gratuity, but who within a period of 10 years from the date of retirement is found to be suffering from a disease which is accepted as attributable to his/her military service may at the discretion of the President, granted in addition to his/her retiring pension/gratuity, a disability element at the appropriate rate as per Para 101(ii) with effect from such date as the President may decide in the circumstances of the case vide Regulation 84, PRA Part I (2008 ).

**Note:** In case an officer retired with a retiring gratuity, disability element shall be granted in addition. No service element shall, however, be admissible.

#### **Grant Of Disability Pension When Officer is Suffering from Pulmonary Tuberculosis/Leprosy but are Retained In Service.**

**108.** An officer suffering from pulmonary tuberculosis or leprosy attributable to or aggravated by military service, who rejoins duty having been found fit for retention in service on completion of leave, but is retired there from on account of a relapse of the disability during a period of five years from the date of rejoining, shall be eligible for a disability element appropriate to the degree of disablement as accepted on the date he/she was found medically fit for retention in service in addition to -

(i) the service element of disability pension admissible if he/she had been invalided on the date immediately prior to that of rejoining duty **or.**

(ii) if more favourable, the retiring pension based on the total length of qualifying service rendered up to the date of retirement.

(iii) if, however, he/she is retired from service on account of the relapse of the disability after a period of five years from the date of rejoining the disability pension shall be regulated by the normal rules/orders on the subject.

Authy.- Regn. No. 88(a) of P. R. Part- I, 2008 Edn.

#### **Admissibility Of Disability Pension To A Disabled Pensioner Re-Employed Without Disclosing His**

### **Invalidation.**

**109.** A disabled officer pension, who on his reemployment in the Armed Forces, does not disclose that he was previously retired from service with the Armed Forces for medical unfitness shall be debarred from the date of his re-employment from any disability pension admissible to him in respect of his previous service with the Armed Forces. If his re-employment is terminated on account of his medical unfitness or if on termination of re-employment, he is brought before a medical Board, his claim to disability pension after termination of re-employment will be submitted for the orders of the Government of India under **Regulation 91, PRA Part I (2008)**. Such orders will duly take into consideration the effect of his re-employment in the Armed Forces in aggravating a previous disability or introducing a new one. Any payment of disability pension made to such an officer after the date of his re-employment will be recovered as under:-

- (i) If the officer is effective, from his pay and allowances.
- (ii) If the officer is non-effective, from the fresh award of disability pension, if any sanctioned on the termination of his second engagement.

### **Grant Of Disability Pension in respect of Non-Regular Officers Released in Low Medical Category**

**110(A)** It may be noted that Non-Regular Officers viz. Emergency commissioned, Temporary commissioned, Short Service Regular commissioned and Short Service commissioned officers who are found in low medical category at the time of release than the one in which they were commissioned and whose disability is accepted as attributable to military service, will be entitled to a disability pension as admissible to them at the time of sustaining the disability, even though they are retained in service and are subsequently released under the phased release programme. The officers will have the option either: -

- (i) to get the disability pension admissible to them immediately after sustaining the disability (viz. the service element of disability pension will be determined with reference to the service rendered till the date of getting the injury/disability only and disability element will also be determined likewise.)

Or

- (ii) to get the disability element alone as (a) above plus gratuity which is admissible to them at the end of their service in the Army whichever they consider to be more beneficial to them.

**(B)** The disability pension admissible as at (a) above or the disability element as indicated at (b) above will be given only from the date from which an officer is discharged or released from the Army.

(i) In all such cases where an officer exercises the choice in favour of clause (a) above, disability pension will be payable from the date of release and gratuity already received by him will have to be refunded in one lump sum. However, where an officer is unable to refund the gratuity in one lump sum, this may be recovered from the arrears of disability pension (both service element and disability element) in one lump sum and till then the payment of full disability pension may be withheld.

(ii) In cases accepted on the basis of service aggravation, the officers will be entitled only to disability element plus gratuity which is admissible to them at the end of their service.

**(C). Grant of Disability Pension in respect of Non-Regular Officers Released in Low Medical Category in cases after issue of Govt letter No.1(9)/2006/D (Pen-C), dated 30<sup>th</sup> August, 2006**

1. The non-regular officers viz. Emergency Commissioned Officers, Short service Regular commissioned officers and Short Service Commission, who are found in low medical category at the time of release than the one in which they were recruited and whose disability is accepted as attributable to or aggravated by Military service, are entitled to service element of disability pension after taking into account the full commissioned service rendered by them as in the case of Regular Commissioned Officers. The rate of service element is same as admissible to the Regular Commissioned Officers. Since, non regular officers have been brought at par with the permanent Regular Commissioned Officers in the matter of grant of Disability Pension, there will be no requirement of exercising option by non regular commissioned officers as earlier prescribed under Para 1 of Ministry's letter No. F. 210795/74/Pen-C dated 30.11.1977. The Special Army Instruction No. 6/S of 1965 and Ministry's letter No. F. 210795/74/Pen-C dated 10<sup>th</sup> November, 1977 will stand modified to that extent.

2. Service element of disability pension in respect of non-regular commissioned officers retired before 30/08/2006 shall be revised prospectively in accordance with these orders. In the case of aggravation, the benefit of service element as per these orders will be applicable only to those who retire on or after 30.08.2006. Past cases will not be re-opened.

3. The PSAs concerned will work out service element of disability pension notionally as admissible from the date of commencement of pension and will be further revised/update under various orders issued by the Government from 30.08.2006. No arrears, however, will be payable due to notional fixation of revised pension for the period prior to 30.08.2006. No commutation will be admissible on account of additional amount of pension accruing as a result of revision under these orders. There will be no change in the amount of retirement gratuity already paid to the pensioners.

Above provisions are applicable from 30<sup>th</sup> August, 2006.

(MOD letter No. 1(9)/2006/D (Pen-C), dated 30<sup>th</sup> August, 2006)

#### **Grant of Disability Pension in Cases When Officer Retire Voluntarily.**

111. It may be noted that an officer who retires voluntarily shall not be eligible for any award on account of disability provided that the officer is due for retirement on completion of service limits or on attaining the prescribed age of retirement and who seeks pre mature retirement for the purpose of getting of higher commutation value of pension.

While dealing with the claim for the grant of disability element of pension in such cases it should invariably be ascertained from the Service Headquarters that the officers premature retirement was within a month of the due date and was for the purpose of higher commutation value.

**Note:** Armed Forces personnel who are retained in service despite disability, which is accepted as attributable or aggravated by military service and have forgone lump sum compensation in lieu of that disability, may be given disability element at the time of their retirement whether voluntary or otherwise in addition to retiring pension or retiring gratuity. This provision shall be applicable to Armed Forces personnel who are retired /discharged from service on or after 01.01.2006.

GoI, MoD letter No. 16(5)/2008/ D(Pay/Policy) dated 29/09/2009

#### **Reduction in Amount of Disability Pension/Gratuity In Cases Of Serious Negligence Or Misconduct.**

112. It may be noted that if the disability of an officer is wholly or partly due to his/her serious negligence or misconduct, the amount of disability pension or gratuity otherwise admissible may be reduced at the discretion of the President.

#### **Withholding Or Reducing The Amount Of Disability Element In Cases Of Un-Reasonable Refusal To Under Go Medical Treatment.**

113. It may be noted that if an officer who is suffering from disability which was accepted as attributable to or aggravated by military service unreasonably refuses to undergo an operation or other medical treatment which in the opinion of the service medical authority would cure or reduce the degree of disablement, the award of disability element of pension otherwise admissible may be withheld or be granted at reduced rates at the discretion of the President.

**Note:** The refusal will not be regarded as unreasonable when, in the opinion of the service medical authority, the treatment or operation may be severe and dangerous to life.

#### **Constant Attendance Allowance.**

114. Constant attendance allowance is sanctioned to an officer who is awarded a disability pension for 100% disablement, if in the opinion of the invaliding or a review medical board subject to acceptance by the pension sanctioning authority, he/she needs the services of a constant attendant for at least a period of three months as certified by the Medical Board and the necessity arises solely from the condition of the accepted disability or disabilities. The payment of constant attendance allowance is notified in the same PPO as for the

disability pension. The allowance shall also be granted if the accepted degree of disablement of an officer is assessed at 100% but a reduced award is made under Para 112 above provided the remaining conditions for the grant of allowance are fulfilled. The Pension Payment order will be notified in the following manner: -

(i) all the relevant conditions for the payment of constant attendance allowance will be clearly shown on the Pension Payment Order itself to make it a self contained authority. In the case of totally blind person the condition regarding non-re-employment will be omitted to be shown. If two sets of conditions are to be shown for two periods the same will also be done on the Pension Payment Order.

(ii) in the body of the Pension Payment Order it will be stated that constant attendance allowance is payable subject to the production of a declaration.

(iii) in the endorsement portion of the Pension Payment Order to the pension disbursing authority the following footnote should be inserted :-

(a) a specimen copy of the necessary declaration is enclosed and that every time payment of constant attendance allowance is made a declaration in that form should be obtained from the pensioner.

(b) the grant of constant attendance is subject to the condition that the pensioner actually employs a paid attendant to look after him. The constant attendance allowance will not be payable for

(i) any period during which the pensioner was an inmate or inpatient of a Government institution or Hospital.

(ii) any period for which a constant and paid attendant was not actually employed to look after him.

(iii) for the period of re-employment of the pensioner.

(c) the payment of constant attendance allowance will be made in arrears alongwith the disability pension proper.

#### **Rate of Constant Attendance Allowance.**

**115.** It may be noted that constant attendant allowance at uniform rate of Rs. 300/- p.m. irrespective of the rank is payable with from 1.1.1986 However, the rate of constant attendance allowance has been revised to Rs. 600/- pm with effect from 1.1.1996 vide Government of India, Ministry of Defence letter No. 1(2)/97/D (Pen-C) dt. 31.1.2001 in all eligible battle/non-battle cases.

**Note:** W.e.f. 11.11.85 the rate of CAA was revised @ Rs 200/- and Rs. 150/- p.m. in Battle and non-Battle cases respectively. This also covers the past cases but arrears were admissible from this date vide Govt. of India MOD No. 1(6)/85/D (Pen-C) dt. 11.11.85

**Note: Revised rate of Constant attendance allowance w.e.f.01.01.2006** - The rate of Constant attendance allowance under VI CPC has been revised to Rs.3000/- per month, irrespective of the rank, further this rate is to be increased by 25% every time the dearness allowance payable on revised pay band goes up by 50%.

Authy-GOI, MOD letter No. 16(6)/2008(2)/2008/D(Pen/Pol. ) dated 05.05.2009

#### **Ex-gratia lump sum compensation to the disabled personnel who are invalided out of service**

**115A(1)** The Defence Services personnel, who are disabled, incapacitated in the performance of their bonafide official duties under various circumstances and are boarded out from service on or after 01.04.2011 on account of disability/war injury attributable to or aggravated by military service, are to be paid Ex-gratia lump sum compensation amounting to Rs. 9 Lakh for 100% disability. For disability/war injury less than 100% but not less than 20%, the amount of Ex-gratia compensation is to be proportionately reduced. No Ex-gratia compensation shall be payable for disability/war injury less than 20%. The proportionate compensation would be based on actual percentage of disability as certified by the Invaliding Medical Board without applying broad banding provisions as contained in Para 7.2 of Ministry's letter dated 31.01.2001.

(2) The other terms and conditions for admissibility of Ex-gratia lump sum compensation pertaining to the circumstances specified in this Ministry's letter No. 20(1)/98/D (Pay/Services), dated 22<sup>nd</sup> September, 1998 and letter No. 20(5)/2009/D (Pay/Services) dated 4<sup>th</sup> June, 2010 will be applicable to decide each individual case by the Pension Sanctioning Authorities concerned.

(3) The above provisions are applicable to all the eligible Defence Services personnel who are invalided out of service on or after 1.4.2011 i.e. the date from which similar benefits are allowed to the personnel of

Central Armed Police Forces (CAPF).

(MOD letter No. 2(2)/2011 (Pensions/Policy), dated 26<sup>th</sup> December, 2011)

**Lump-sum Compensation Is Lieu Of Disability Element.**

**116(a)** In case a service officer is found to have a disability which is sustained under the circumstances mentioned under category “B” and “C” of Para-80 above and is assessed at 20% or more for life but is retained in service despite such a disability, he/she shall be paid a compensation in lump sum (in lieu of disability element of pension) equal to the capitalized value of disability element on the basis of disability actually assessed. Provisions of rounding off as laid down in Para 100 will not apply.

**Note:** The provisions of the above shall be applicable in cases occurring on or after 1.1.1986. For this purpose the age next birthday will be reckoned with reference to the date of onset of disability with loading of age, if any, recommended by the disability compensation Medical Board. The Medical Board proceedings in AFMSF-15 B alongwith longevity certificate should invariably be obtained in each case. Once compensation has been paid in lieu of the disability element, there shall be no further entitlement to the disability element for the same disability. Such disability shall also not qualify for grant of any pensionary benefits or relief, subsequently.

(b) The payment of compensation in lieu of disability element will be made through individual running ledger account (I.R.L.A.) on the basis of payment authority issued by Pension Sanctioning Authority.

The concerned Service Hqrs. will initiate a claim for payment of compensation in lump sum and submit the same alongwith compensation Medical Board proceedings in AFMSF-15 B duly approved by the disability compensation Medical Board to the Ministry. The Ministry of Defence (Service HQrs. wef.14.08.2001) after adjudication of the claim of the individual officer will endorse copies of the Government sanction duly signed in ink to the concerned CDA for making lump-sum payment to the individual officer.

(c) On receipt of the claim, the same will be entered in a Central Register (GMR-18) appended at Sl. No. 14 of Annexure-‘B’ and details of payment of compensation worked out and authorized for payment to PCDA (O) Pune. The payment authority should be sent duly embossed with payment authority seal. The PCDA(O) will keep a note of such payment authority in the individual's ledger account for subsequent noting in LPC-Cum -data sheet. The PCDA (O) while issuing LPC at the time of retirement from service will endorse the fact of such payment in the LPC-Cum-data sheet to ensure that further payment on account of disability may be avoided at the time of granting disability element of pension.

(d) However, before authorising payment on account of compensation in lump sum(in lieu of disability element), the PCDA (O) will obtain an undertaking from the individual officer to the effect that if he seeks premature/voluntary retirement on his own request at a subsequent date before completion of the term of the engagement of his service, he shall refund the amount of compensation paid to him in lump sum together with interest at the then prevailing rate of interest to the Government. This restriction will not, however, be applicable in those cases where an officer seeks premature/voluntary retirement within month of the actual date of retirement for obtaining higher commutation value of their commuted pension.

**Note:** A register (**GMR-18**) appended at **Sl. No. 14 of Annexure ‘B’** in disability group will be maintained centrally under proper safe custody. The details of each payment on account of compensation lump sum in lieu of disability element will be noted under the dated signature of the AO/SAO in charge of the Disability Group. Each file on which compensation has been authorised will be got bound in convenient sizes periodically in order of entries made in the register. These files and Register will form the basis of checking of the LPC-Cum-data sheet submitted by the **PCDA (O)** at the time of retirement of the officer. The group will verify that the claim for disability now preferred is not of that disability for which compensation has been paid earlier.

**117.** Rates of disability element for calculating capitalized value for 100% disability shall be as under:-

- (a) For cases occurring on or after 1.1.1986 -Rs. 750/- pm.
- (b) For cases occurring on or after 1.1.1996 -Rs. 2600/- pm.

- (c) For cases occurring on or after 1.1.2006 - 30% of emolument last drawn subject to minimum of Rs. 3510/- per month for 100% disability.
- (d) The above rates shall be proportionately reduced for lesser percentage of disability

### **Grant of invalid Pension/Gratuity**

**118.** When an officer is invalidated out of service on account of a disability which is neither attributable to nor aggravated by service, he/she will be entitled to invalid pension, if the service actually rendered is 10 years or more, and invalid gratuity if it is less than 10 years at the rates indicated below: -

(i) **Invalid pension** - The amount of invalid pension will be equal to the service element of disability pension that would have been admissible in case the causes were attributable to or aggravated by service. Ranks for assessment of qualifying service reckonable towards invalid pension will be the same as for assessment of retiring pension.

Authy - GOI, MOD letter No. 1(6)/98/D(Pen/Sers.) dated 03.02.1998.

(ii) **Invalid Gratuity** - The amount of invalid gratuity in case of invalidment upto 31.12.2005 shall be calculated at half a month's reckonable emoluments i.e, pay, rank pay, non practicing allowance, stagnation increment, if any, last drawn by the officer, and dearness Allowance for each completed six monthly period of qualifying service. The amount of invalid gratuity in cases arising on or after 01.01.2006 shall be calculated at a rate of half month's reckonable emoluments i.e. Pay in Pay Band, Grade Pay, Military Service Pay, NPA (if any) , last drawn by the officer plus dearness allowance for each completed six monthly period of qualifying service.

**For example**, if an officer is invalidated out of service after 266 days of service on account of injury, which has been regarded as neither attributable to nor aggravated by Military Service, the officer may be allowed invalid gratuity for qualifying service of 180 days or more.

**Note 1:** The provisions for invalid pension and invalid gratuity have been made with effect from 1.4.1964 vide Army instruction No. 12/S/64.

**Note 2:** The minimum amount of invalid pension admissible from time to time is as under:

Rs. 25/- pm. w.e.f. 1.4.64 vide A.I 3/S/64 read with A.I 12/S/64

Rs. 40/- pm. w.e.f. 1.3.70. vide A.I 2/S/70

Rs. 150/-pm. w.e.f. 1.4.82 vide GOI, MOD No.1 (6)/EV/82 dt. 31/6/82

Rs. 160/- pm. w.e.f. 1.4.83 Vide GOI, MOD No. 1(3)/82/D(Pen/Sers) dt. 4/5/83

Rs. 375/- pm. w.e.f. 1.1.86 vide GOI,MOD no. 1(5)/87/D(Pen/Sers) dt. 30.10.87

Rs. 1275/- pm. w.e.f. 1.1.96 vide GOI,MOD No. 1(6)/98/D(Pen/Sers) dt. 3.2.98.

Rs.3500/-pm. w.e.f. 1.1.2006 vide GOI, MOD letter No. 17(4)/2008(2)/ D(Pen/ Pol) dt.12.11.2008

**119.** The procedure for determining the notification of retiring pension as laid down in chapter II will apply mutatis mutandis in the case of invalid pension also.

### **War Injury Pension on invalidment**

**120.** Where an officer is invalidated out of service on account of disability sustained under circumstances mentioned in category 'E' of Para-80 above, he/she shall be entitled to war injury pension consisting of service element and war injury element as follows:-

(a) **Service element**- Equal to retiring pension to which he/she would have been entitled on the basis of his/her pay on the date of invalidment but counting service up to the date on which he/she would have retired in that rank in normal course including weightage, as admissible. There shall be no condition of minimum qualifying service for earning this element.

With effect from 01.01.2006, the amount of service element shall be equal to retiring /service pension determined as per Para 54, subject to minimum of Rs. 3500/- per month. There shall be no condition of minimum qualifying service having been actually rendered for earning this element if otherwise admissible.

GOI,MOD letter No. 16(6)/2008(2)/2008/D/(Pen/Pol) dated 5.5.2009

(b) **War injury element**- Equal to reckonable emoluments last drawn for 100% disablement. However, in no case the aggregate of service element and war injury element should exceed last pay drawn. Cap on war

injury pension with reference to emoluments last drawn in the case of disabled pensioners belonging to category E of Para 4.1 of MOD letter dated 31.01.2001, has been removed w.e.f. 01.07.2009 for Armed Forces officers pensioners. For lower percentage of disablement, war injury element shall be proportionately reduced and will be computed as under with effect from 01.01.1996 :-

Percentage of disability as finally accepted	Percentage to be reckoned for computing of disability element
1 to 49	50
Between 50 and 75	75
Between 76 and 100	100

The above concept of broad banding which was applicable to post-1996 retirees in terms of provisions of Para 7.2 of GOI, MOD letter No. 1(2)/97/D(Pen-C) dated 31.01.2001, has been extended with effect from 01.01.1996 to Armed forces officers who have been invalided out prior to 01.01.1996.

Authy – MOD letter No 12(16)/2009-D(Pen/Policy) dated 15.9.2014.

**Note 1** The provision of "war injury pay" was made effective from 1.2.1972 vide Government of India, Ministry of Defence letter No. 200874/Pen-C/71 dt. 24.2.72 to cover all past cases and also cases of disablement occurred on or after this date. According to the above Government letter, war injury pay consists of service element and a disability element. The service element will be equal in amount to the normal retiring pension of the rank held at the time of disablement for maximum service of the rank. For this purpose, paid acting rank will be counted, irrespective of the period for which it was held. The disability element for 100% disability will be equal in amount to the emoluments last drawn by the servicemen, minus the service element, the amount being limited to Rs. 500/-. This amount has been increased to Rs. 1000/- with effect from 1.1.1986. For lower percentages of disability, the disability element will be proportionately reduced. Emoluments will comprise basic pay, dearness allowance and interim relief.

**Note 2** The service element in retired cases where disability due to war injury is assessed at 20% or more will be calculated with reference to the rank held at the time of retirement and length of service reduced up to that time while the disability element will be calculated at the percentage of disability assessed at the time of retirement.

**Note 3** With effect from 1.1.86, War Injury Pay is known as "War Injury Pension" which will be a consolidated amount as per Government of India, Ministry of Defence letter No. 1(5)/87/D(Pen/Sers) dt. 30.10.1987. War Injury Pension for 100% disability shall be equal to the reckonable emoluments last drawn on the date of invalidment. Where disability is less than 100%, the amount of war injury pension shall be proportionately reduced. In no case, however the amount of War Injury Pension shall be less than 60% of the reckonable emoluments last drawn. Emoluments include pay, Non-practicing allowance (NPA) and rank pay, if any, drawn by the officer during the last 10 months of his service.

**121.** Retirement gratuity admissible on invalidment due to War Injury shall be calculated on the basis of reckonable emoluments on the date of invalidment but counting service upto the date on which he/she would have normally retired in that rank plus weightage as applicable (total not exceeding 33 years). There is no weightage in qualifying service in cases of officers retired/ invalided out on or after 01.01.2006.

#### **War Injury Pension on Retention in Service**

**122.** An officer who is retained in service despite the disability due to war injury sustained under circumstances mentioned in category 'E' of Para 80 above and retire subsequently shall have an option to be exercised within the period as prescribed by Government from time to time as follows:-

(a) to draw lump sum compensation in lieu of war injury element foregoing war injury element at the time of subsequent retirement.

or

(b) to draw war injury element at the time of retirement in addition to retiring pension admissible on retirement, foregoing lump sum compensation.

### **Lump Sum Compensation In Lieu Of War Injury Element**

**123(a)** In case an officer is found to have a disability which is sustained under the circumstances mentioned in category 'E' of Para 80 above which is assessed at 20% or more for life but the individual is retained in service despite such disability and opts for lump sum compensation, he shall be paid the lump sum compensation in lieu of war injury element.

(b) The rates for calculation of lump sum compensation in lieu of war injury element for 100% disability for life will be Rs. 1500/- and Rs. 5200/- in respect of the cases occurring on or after 1.1.1986 and 1.1.1996 respectively. w.e.f. 01.01.2006 the rates for calculation of lump sum compensation in lieu of war injury element for 100% disability for life will be @ 60% of reckonable emolument last drawn subject to minimum of Rs. 7020/- per month for 100% disability. For disability less than 100%, the war injury element shall be proportionately reduced.

Athy - GOI, MOD letter No. 16(6)/2008(2)/D(Pen/Pol) dated 05.05.2009 as further amended vide GOI, MOD letter No. 17(6)/2010-D(Pen/Pol.) dated 19.08.2010.

(c) For disability due to war injury of less than 100% the rates shall be proportionally reduced. The one time compensation in lump sum in lieu of war injury will be equal to the capitalised value of war injury element which shall be calculated in accordance with Regulations 158 of the Pension Regulations for the Army, Part I (2008) and will be equal to the capitalised value of war injury element for the actual percentage of the disability at the appropriate rate mentioned in clause(b) above. For this purpose, the rank shall be the rank held at the time of injury sustained by the officer due to war. Age next birthday will be reckoned with reference to the date of onset of disability with loading to age, if any, recommended by the competent Medical Board.

(d) Compensation in lieu of war injury element will be payable provided the degree of disablement is equal to or more than 20%. Once the compensation in lieu of war injury element due to disability for life has been paid, there shall be no further entitlement on account of such a disability at the time of retirement from the Armed Forces. Since this is one time payment of compensation, no restoration will be permitted.

**Note 1** The provisions of above Para shall apply to the Armed forces personnel who were in service as on **1.1.1986** or joined/join service thereafter.

**Note 2** The procedure to be followed for grant of such compensation as laid down in Para 116 will apply mutatis & mutandis for this purpose also.

### **War Injury Element on Subsequent Retirement**

**124.** (a) Where an officer is retained in service despite injury/disability sustained under the circumstances mentioned in category 'E' of Para 80 above and does not opt for lump sum compensation in lieu of war injury, he/she shall be entitled to the payment of war injury element on a monthly basis at the rates prescribed in Para -123 above on subsequent retirement.

(b) For disabilities less than 100% but not less than 20%, the above rates shall be proportionately reduced. No war injury element shall be payable for disabilities less than 20%, provisions contained in Para-120 shall not be applicable for computing war injury element. Disability actually assessed by the Invaliding Medical Board/release Medical Board, as approved by the next higher authority, shall be reckoned for computing war injury element.

(c) Retiring pension or Retirement Gratuity as admissible as per Ministry of Defence letter No. 1(6)/98/D (Pen/Sers) dt. 3.2.98 or 17/ (7)/ 2008(2)/D/(Pen/Pol) dated 12.11.2008 (As the case may be) shall be payable in addition to war injury element from the date of retirement.

### **Liberalised Disability Pension**

**125.** With effect from 1.1.1996, an officer sustaining disability under the circumstances mentioned in category 'D' of Para 80 above shall be entitled to same pensionary benefits as admissible to war injury cases on invalidment/retirement including lump sum compensation in lieu of disability element, as mentioned in Paras 120 and 122 above. However, on invalidment, they shall be entitled to disability element instead of war injury element in addition to service element. The service element will be equal to retiring pension to

which he/she would have been entitled on the basis of his/her pay on the date of invalidment but counting service up to the date on which he would have retired in that rank in the normal course including weightage as admissible. Provisions of Para 6 of Ministry of Defence letter No. 1(6)/98/D(Pen/Sers) dt. 3.2.98, as explained in Para 54 above, shall apply for calculating retiring pension. The amount of Service Element w.e.f. 01.01.2006 shall be equal to Retiring/Service Pension determined as per Para 6 of this ministry's letter No. 17/(4)/2008/(2)/ 2008 / D/(Pen/Pol) dated 12.11.2008 subject to minimum of Rs.3500/- per month. In case of invalidment, there shall be no condition of minimum qualifying service having been actually rendered for earning this element, if otherwise admissible. There shall be no condition of minimum qualifying service for earning this element. With effect from 1.1.96 the rate of disability element for 100% disability will be Rs. 2600/- pm. For lower percentage of disablement, this amount shall be proportionately reduced. However, in no case aggregate of service element and disability element shall be less than 80% of the reckonable emoluments last drawn. The rates of Disability Element of Liberalized Disability Pension with effect from 01.01.2006 for 100% Disability for the various ranks shall be 30% of emoluments last drawn subject to minimum of Rs. 3510/- per month for 100% disability. For Disability less than 100%, it shall be reduced proportionately. In cases of Disability Pension where permanent disability is not less than 60%, the Disability Pension (i.e. total of Service Element plus Disability Element) shall not be less than 60% of the reckonable emoluments last drawn subject to a minimum of Rs. 7,000/- per month.

**Note:** Officers sustaining disability under the circumstances mentioned in category 'D' of Para 80 above shall not be treated as war disabled. Hence they will not be entitled to any special concession/dispensation otherwise available to war disabled.

#### **Grant of Ex-Gratia Awards in Cases of Disablement of Cadets (Direct)**

**126(a)** It may be noted that an ex-gratia awards (except service entry) in respect of cadets in the event of disablement due to causes attributable to or aggravated by the conditions of military training shall be admissible at the rate of Rs. 375/- pm. w.e.f. 1.1.86 and Rs. 1275/- pm. w.e.f. 1.8.97 for life. In addition, a disability award on ex-gratia basis shall also be admissible to the ex-cadets at the rate of Rs. 600/- p.m. w.e.f. 1.1.86 and Rs. 2100/ p.m. w.e.f. 1.8.97 for 100% disability during the period of disability. The amount of disability award shall be proportionately reduced when the degree of disablement is less than 100%. No disability award shall be payable in cases where the degree of disablement is less than 20% or the disablement has not been accepted as attributable to or aggravated by the conditions of military training.

(b) Constant attendance allowance at the rates of Rs. 300/- p.m. w.e.f. 1.1.86 and Rs. 600/- p.m. w.e.f. 1.8.97 shall also be admissible to the ex-cadets on the recommendation of the Invaliding Medical Board when the degree of disablement is assessed at 100% and is accepted as attributable to or aggravated by the conditions of military service.

(c) Other rules and procedure regarding assessment/re-assessment of disablement and acceptance of disability as attributable to or aggravated by conditions of military service/training shall be the same as for regular commissioned officers of the Armed Forces.

#### **Revised Ex- gratia awards under VI CPC to Cadets in cases of disablement**

**126A** The rates of Ex-gratia award to Cadets in cases of disablement have been revised w.e.f. 1.1.2006 as under-

The following ex gratia award shall be payable subject to the same conditions as hitherto fore in the event of invalidment of a cadet (direct) on medical ground due to causes attributable to or aggravated by military training.

(i)- Payment of monthly ex gratia amount of Rs 3500/- per month

(ii)- Payment of Ex-gratia Disability award @ Rs. 6300/- per month for 100% disability during the period of disablement. The amount will be reduced proportionately from the Ex gratia disability award in case the degree of disablement is less than 100%.

(iii)- Constant Attendance Allowance (CAA) of Rs 3000/- per month for 100% disability on the recommendations of Invaliding Medical Board.

The above mentioned Disability Ex-gratia awards shall be admissible to pre-01.01.2006 cases as well with financial effect from 01.09.2008.

Authy-GOI,MOD letter No. 6/(1)/2009-D/(Pen/Pol) dated 1.6.2010

**Note:** Awards under above Para are being sanctioned purely on ex-gratia basis and the same shall not be treated as pension for any purpose and the powers to grant ex-gratia award to cadets has been delegated to Service HQrs. vide Government of India, Ministry of Defence No. 4684/DIR(PEN)/2001 dated 14.08.2001 and even No. dated 7.11.2001. However, Dearness relief shall be admissible on the ex-gratia awards.

**(Authority:** GOI, MOD No. 1(S)/93/d(Pen-C)dated 16.4.1996 as modified vide that Ministry's letter No. 1(6) 99/d(Pen-C) dated 5.7.2001, even No. dated 11.2.2002 and 15.9.2003.

### **Re-assessment of Disability**

**127.** With regard to the continuation of disability pension, when initial awards are sanctioned by the Government of India (now Service Hqrs.), the Principal CDA (P) is competent to sanction such award under item 1(b) (ii) of Table II to PRA Part II (1961) in consultation with the Medical Adviser (Pensions) attached to his office. On receipt of proceedings of Resurvey Medical Boards (in duplicate) from Army Headquarters/Naval Headquarters/Air Headquarters duly countersigned by the A.D.M.S/D.M.S.(Navy) or D.D.M.S.(Navy)/A.D.M.S.(Air Force), as the case may be, alongwith the previous proceedings of the Medical Board, the same will be forwarded to the Award Panel Officer for adjudication. On receipt back of the case from Award Panel Officer, the percentage of disablement and the period as given by the Award Panel Officer will, alongwith the rate of disability element of pension, be notified in the Pension Payment Order. One copy of the proceedings will be recorded in support of the Pension Payment Order and the other documents will be returned to Army Hqrs/Naval Hqrs/Air Hqrs for arranging further Re-survey Medical Board when due in accordance with the provisions of Army Order no. 459/61.

**128.** With effect from 1.1.1996, the RSMB has been dispensed with and there shall be no periodical reviews by the Re-survey Medical Boards for Reassessment of disabilities. In cases of disabilities adjudicated as being of a permanent nature, the decision once arrived at will be final and for life unless the individual himself requests for review.

In cases of disabilities which are not of a permanent nature, there will be only one review of the percentage by a Reassessment Medical Board, to be carried out later, within a specified time frame, as specified by RMB/IMB and as approved by the competent Medical authority. The percentage of disability assessed/recommended by the Reassessment Medical Board will be final and for life and need not be put for adjudication by APO/MA(P). A second and/or subsequent review (RSMB) will be dispensed with unless the individual himself specifically requests for a review. The review will be carried out by Review Medical Board constituted by DGAFMS. The percentage of disability assessed by the Review Medical Board will be final.

For pre 1.1.1996 disability pensioners, Re-assessment Medical Board will be held in hospitals, which were authorised to hold Resurvey Medical Board.

The assessment made will be final and for life unless the individual himself seeks for a review. Such a review will be carried out by Review Medical Board. The percentage of disability assessed by the Review Medical Board will be final.

**Note:** It may, however, be noted that reduction/ increase in award will take effect from the date of RSMB only in cases where RSMB is held before expiry of the current award.

### **Reassessment of Disability Permanently Below Pensionable Degree at the time of Retirement/Invalidment (Post retirement Cases)**

**129.** It may be noted that in cases where an officer's disability at the time of retirement/invalidment is assessed as permanently below the pensionable degree, he/she may claim to be brought before a Medical Board within a period of 10 years from the date from which he was retired/invalided. If the disability is still assessed permanently below the pensionable degree, no claim for re-assessment shall be considered. It may

be noted that procedure for notification of re-assessment award mutatis mutandis will be the same as for disability element of disability pension.

### **Appeal**

**130.** An officer may submit two appeals against rejection of disability pension.

**(a) First appeal-** If a person is aggrieved by the denial of entitlement, he may, if he so desires, submit an appeal before Service Head quarters within six months, which would be considered by the Appellate Committee for first appeal. The Appellate Committee's decision for upholding or rejecting the appeal will be by consensus. Similarly the right to appeal is also available to the next of kin of armed forces personnel, whose initial claim for special family pension has been rejected. This committee comprises of –

Chairman: DDG(PS)/ equivalent rank in Air Force and Navy  
Member: (i) DDG(Pens), Office of DGAFMS  
(ii) DFA (pension)  
(iii) Dir PS-4/ equivalent rank in Air Force and Navy

**(b) Second Appeal-** Any person, aggrieved If by the decision in the first appeal, may make a second appeal within six months of the decision of the Appellate Committee for first appeal through Service HQrs., which in turn, will forward the same to the AG (PS), Army HQrs. or equivalent in the Navy/ Air Force along with all the records to place before the Second appellate committee on pension. This committee comprises of-

Chairman: Vice Chief of Army Staff or equivalent rank in Air Force and Navy  
Member: (i) Adl. DGPS or equivalent rank in Air Force and Navy  
(ii) Director General Hospital Services (Rep of DGAFMS)  
(iii) Joint Secretary & Adl. FA (Rep of Ministry of Defence(Fin.)  
(iv) Judge Advocate General of the Service other than to which appellant belongs.

Auth: GoI, MoD letter No., F. No. 1(3)/ 2002/ Vol. III/D(pen/Pol.) dated 18.01.2010 as further amended vide letter No. 1(3)/ 2002/D(pen/Pol.) dated 15.02.2010 and 16(2)/2008/D(Pen/Pol.) dated 25.05.2012

### **Disability pension for intervening period**

**130A** The Govt. has issued orders for grant of disability pension for the intervening period between the initial award and recommendations of the fresh Medical Board vide MoD letter No.16(01)/2009-D (Pen/Policy) Dated 10th November, 2010. As per practice before issue of this letter, the disability Pension given by the medical board in respect of disability pension was discontinued till a fresh Medical Board recommends the same. The findings of the Appeal Medical Board were effective from the date of institution of the Board. The individual were denied disability pension for the intervening period. As per this letter, the award during the intervening period will be dealt with in the manner mentioned below-

(i)- After the claim is made by the pensioner for an award during the intervening period, the admissibility of such a claim may be decided first by the Administrative Authority and when required, opinion of DGAFMS may be sought who will either decide the case on the basis of available records or by holding fresh medical board to physically examine the individual and recommend clearly the assessment for the intervening period.

Fresh cases- In future, all cases of appeals while deciding for disability pension, entitlement for intervening period is also required to be recommended by the Competent Medical Authority.

(ii) It has been made mandatory for the Medical Boards to clearly state the admissibility of the award in the intervening period in all cases in Column in Notes below S.No.7 of AFMSF-17 at page No. 3, in future, by issuing a clear cut instruction in this regard at the earliest.

(Authy - MoD letter No. 16(01)/2009-D (Pen/Policy) Dated 10th November, 2010)

**CHAPTER-IV**  
**FAMILY PENSION AND GRATUITY CLAIMS OF FAMILIES OF COMMISSIONED OFFICERS**

**General**

**131.** The family pension claims of the following nature in respect of commissioned officers of the Army are dealt with in G1/Military Section.

- (a) All types of family pension including ex-gratia lump sum compensation.
- (b) Death gratuity claims of the officers who die while in service
- (c) Claims to monetary allowance attached to gallantry decorations.
- (d) Ex-gratia awards to cadets (direct).

**Types of family pension claims**

**132.** It may be noted that family pension claims are of the following types:

- (i) Claims for initial grant of ordinary family pension.
- (ii) Claims for division of ordinary family pension.
- (iii) Claims for initial grant of special family pension.
- (iv) Claims for division of special family pension.
- (v) Claims for restoration of special family pension on second widowhood.
- (vi) Claims for special family on re-marriage of widow.
- (vii) Claims for initial grant of liberalised family pension.
- (viii) Claims for division of liberalised family pension.
- (ix) Claims for liberalised family pension on re-marriage of widow.
- (x) Claims for dependant pension to parents, brothers/sisters.
- (xi) Claims for grant of ex-gratia lump sum compensation.
- (vii) Claims for death gratuity.

**132A:** On receipt of Pension claim through courier, pension sanctioning authority will adjudicate the claims so received and prepare the PPO of Battle casualty within 10 days and Physical casualty within 30 days.

Authy:- PCDA (P) Routine Note No. 685 dated 26.12.2013

**Ordinary Family Pension.**

**133.** Commissioned officers of the Army for the grant of ordinary family pension are governed by the provisions of "Family Pension Scheme, 1964." which was introduced with effect from 1.1.1964 vide Army Instructions 2/S/64 (republished vide Army Instruction 51/80).

Under this scheme, ordinary family pension is payable to the widow and children who died/die while in service or after retirement with a retiring/disability/invalid/special pension on account of causes which are neither attributable to nor aggravated by service except the categories enumerated below:-

- (a) Officers of National Cadet Corps, Auxiliary Cadet Corps and Lok Sahayak Sena.
- (b) Officers of the Territorial Army other than those who die while rendering "embodied service" or after retirement with pension.
- (c) Officers who are executed on being convicted to a death sentence awarded by any Court.

**Conditions Governing Grant of Ordinary Family Pension**

**134(i)** The title to ordinary family pension under "Family Pension Scheme 1964" arises if the deceased in whose respect family pension is claimed was in service on 1.1.1964 and to an officer who was in service on 31.12.63 and opted to be governed by the provision of this scheme.

(ii) In the cases governed by the "Family Pension Scheme 1964" ordinary family pension is granted to the family of a deceased soldier who dies while in service or after retirement on or after 1.1.1964, if at the time of death/invalidment while in service, he had rendered continuous service for one year or in case of death after retirement, he was in receipt of retiring/ disability/ invalid/special pension.

**Note:-** With effect from 27.1.1979, the condition of one year continuous service has been waived vide Army Instruction 51/80 and ordinary family pension will be admissible to the family of the officer provided he/she had been found fit after successful completion of the requisite training and medical examination for commission. A certificate to this effect will be given by Service HQs in case of service being less than one year. However, the above provision has also been extended to the officers who died prior to 27.1.79 but financial benefit will be given w.e.f. 24.10.86.

(iii) The benefits of "Family Pension Scheme, 1964" have also been extended from 22.9.1977 to the family of the Armed Forces personnel of those who retired/died before 31.12.1963 and also to those who were alive on 31.12.1963 but had opted out of the above scheme vide Government of India Ministry of Defence letter no. F.6(2)/85/1689/ B/D(Pension / Services) dated 8.8.1985.

### **Eligible Members of Family for Ordinary Family Pension.**

**135(A)** It may be noted that the following members of the family will be eligible in order of priority as indicated below for grant of ordinary family pension:-

(i) Wife, in the case of male officer and husband, in the case of female officer, lawfully married before or after retirement.

(ii) A judicially separated wife or husband subject to the condition that such separations not been granted on the ground of adultery and the person serving was not held guilty of committing adultery.

(iii) Son/unmarried daughter below the age of 25 years (including those illegitimate and adopted legally before or after retirement) or till the date of earning livelihood i.e. not more than Rs. 2550/- pm (limit under V CPC) whichever is earlier. The dependency criteria with effect from 01.01.2006 for the purpose of family pension have been revised as the minimum family pension along with dearness relief thereon.

**Note 1.** Eligible son/daughter includes a posthumous child as well as step child.

**Note 2.** The financial benefit of the ordinary family pension in respect of children adopted legally after retirement will be available with effect from 18.1.1993 only vide Government of India, Ministry of Defence letter no. B/40015/AG/PS4(d)/300/B/D(Pen/Sers) dt. 26.3.1998 but all cases arising even before 18.1.1993 will be covered.

(iv) Widowed/divorced daughter till she attains the age of 25 years or up to the date of her re-marriage and their earning is not more than Rs. 2550/- pm. (limit under VCPC) , whichever is earlier. The dependency criterion with effect from 01.01.2006 for the purpose of family pension has been revised as minimum family pension along with dearness relief thereon. The disabled/ widowed/ divorced daughter have been made eligible to family pension even after attaining age of 25 years vide GoI, Min of PP & PW OM No. 45/51/97-P&PW(E) (Vol-II) dated 25/07/2001. Similarly, widowed/ divorced daughters have been made eligible to family pension even after attaining the age of 25 years vide GoI, MoD letter ID No. 878/A/D(Pen/Sers) dated 21/09/2004.

(v) Parents who were wholly dependent on Armed Forces personnel when he was alive and Armed Forces personnel has not left behind a widow, widower, eligible son or daughter or a widowed/divorced daughter, who will have a prior claim, and the earning of the parent is not more than Rs. 2550/- pm (limit under V CPC). It will be the responsibility of the Pension Sanctioning Authority concerned to satisfy themselves based on the scrutiny of the service records and other relevant documents that in fact, they were wholly dependant/depended on the deceased Armed forces personnel when he was alive and that he was not left behind any of the other specified beneficiaries who have a prior claim to the family pension. An affidavit sworn before a Magistrate, as per specimen annexed in Govt. of India, Ministry of Defence letter no. 241/B/D(Pen/Sers) dt. 28.8.2001 and reproduced below or a succession certificate from a court may be furnished which may be treated as proof in the matter for claim. The dependency criterion with effect from 01.01.2006 for the purpose of family pension has been revised as minimum family pension along with dearness relief thereon.

"I ..... (Name of the applicant) wife/husband/son of Shri ..... Aged .....years  
resident of ..... do hereby solemnly affirm and declare as  
under

The deceased .....(Name of the deceased service personnel) was son/daughter.  
I was wholly dependent upon my late son/ daughter mentioned above, for  
pecuniary needs and other basic necessities for my bare existence.

DEPONENT

VERIFICATION

I, the above said .....(name of applicant), do hereby solemnly affirm and declare that the facts  
mentioned above are true to the best of my knowledge and belief  
and nothing has been concealed thereof

DEPONENT"

PLACE

DATE

**Note:** The financial benefits of ordinary family pension to dependant parents and widowed/divorced  
daughter is admissible with effect from 1.1.1998 (but will cover cases also where death has occurred prior to  
1.1.98) or the date following the date of death whichever is later subject to the following:-

- (a) The family pension wherever admissible to parents, the mother will receive the pension first  
and after her death, the father will receive the family pension.
- (b) The beneficiary is required to produce income certificate, in case, they are self employed or  
are in receipt of income from sources other than employment, income certificate furnished by the  
concerned beneficiaries themselves may be accepted for the purpose.
- (c) Income criterion will be taken into account for both the parents when both are alive and it  
will be taken for single parent when only one of them is alive.
- (d) Eligible sons/daughters will also be required to furnish half yearly certificate in regard to  
their marital status to his/her pension disbursing authority.

**135(B)** For the purpose of grant of family pension, the 'Family' has been categorized w.e.f. 01.01.2006 as  
under:

**CATEGORY - I**

- (a) Widow or widower, up to the date of death or re-marriage, whichever is earlier;
- (b) Son/daughter (including widowed daughter), upto the date of his/her marriage/re-marriage or till the  
date he/she starts earning or till the age of 25 years, whichever is earlier.

**CATEGORY - II**

- (c) Unmarried/Widowed/Divorced daughter, not covered by Category I above, up to the date of  
marriage/re-marriage or till the date she starts earning or up to the date of death, whichever is earlier.
- (d) Parents who were wholly dependent on the Armed Forces personnel when he/she was alive provided  
the deceased personnel had left behind neither a widow nor a child. Family pension to dependent parents,  
unmarried/ divorced/widowed daughter will continue till the date of death.

Family pension to unmarried/widowed/divorced daughters in Category-II and dependent parents shall be  
payable only after the other eligible family members in Category-I have ceased the eligibility to receive  
family pension and there is no disabled child to receive the family pension. Grant of family pension to  
children in respective categories shall be payable in order of their date of birth and younger of them will not  
be eligible for family pension unless the next above to him/her has become ineligible for the grant of family

pension in that category.

The dependency criteria with effect from 01.01.2006 for the purpose of family pension shall be the minimum family pension along with dearness relief thereon.

**135(C)** In addition to family members listed above, the following members of the family who are placed in peculiar situations shall also be eligible for ordinary family pension under the provision of the “Family Pension Scheme 1964”:-

**(I) Handicapped children-**

If the son or daughter of the officer is suffering from any disorder of disability of mind or physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of 25 years, the ordinary family pension shall be payable to such son or daughter for life subject to conditions laid down vide Government of India, Ministry of Defence letter no. A/49601/AG/PS4 (E)/3363/B/D (Pen/Sers) dt. 27.8.1987 which are mentioned as under:-

(i) if such son or daughter is one among two or more children of the service personnel, the family pension shall be initially payable to the minor children in the order set out in (A) above, until the last minor child attains the age of twenty five years and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind or who is physically crippled or disabled and shall be payable to him/her for life

(ii) if there are more than one such son or daughter suffering from disorder or disability of mind or who are physically crippled or disabled, the family pension shall be paid in following order namely:-

(a) firstly to the son, and if there are more than one son the younger of them will get the family pension only after the life time of the elder.

(b) secondly, to the daughter and if there are more than one daughter, the younger of them will get the family pension only after the life time of the elder.

(iii) The ordinary family pension shall be paid to such son or daughter through the guardian as if he or she were a minor except in the case of physically crippled or disabled son/daughter who has attained the age of majority.

(iv) Before allowing the ordinary family pension for life to any such son or daughter the appointing authority shall satisfy himself that the handicap is of such a nature so as to prevent him/her from earning his/her livelihood and the same shall be evidenced by a certificate obtained from a Medical Officer not below the rank of a Civil Surgeon setting out as far as possible the exact mental or physical condition of the child. GOI, MoD vide letter No. letter No. 906/A/D (Pen/Sers) 13/08/2008 has substituted the term “a Medical Officer not below the rank of a Civil Surgeon” with “a Medical Board comprising a Medical Superintendent or a Principal for a Director, or Head of the Institution or his nominee as Chairman and two other members out of which at least one shall be a specialist in the particular area of Mental or physical disability including mental retardation”.

(v) The person receiving the ordinary family pension as a guardian of such son or daughter shall produce every three year a certificate from a Medical Officer not below the rank of a Civil Surgeon to the effect that he/she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled. GOI, MoD vide letter No. letter No. 906/A/D(Pen/Sers) 13/08/2008 has substituted the clause “shall produce every three year a certificate from a Medical Officer not below the rank of a Civil Surgeon” with “a Medical Board comprising a Medical Superintendent or a Principal for a Director, or Head of the Institution or his nominee as Chairman and two other members out of which at least one shall be a specialist in the particular area of Mental or physical disability including mental retardation , once , if the disability is permanent and if the disability is temporary, one in every five years.”

**Note 1** For the purpose of grant of ordinary family pension the disability which manifests itself before or after the retirement or death of the officer shall be taken into account

**Note: 1A** The age of becoming handicapped or mentally ill is immaterial for grant of lifelong family pension to children. Even if such a disabled child acquires the disability after the age of 25 years, he/she would be eligible for family pension for life subject to fulfillment of other condition as per clarification received under

MOD ID NO. 1(11)/2013-D(Pen/Pol) dated 13.11.2013 along with DP&PW ID NO. DP&PW ID NO. 1/5/09-P&PW(E)/90192 dated 29.10.2013 under CGDA letter NO. 5635/AT-P/VOL-XXXVI dated 28.11.2013.

**Note 2:** A daughter shall become ineligible for ordinary family pension from the date he/she gets married.

**Note 3:** In cases, prior to 01.01.2006, Ordinary Family pension payable shall be stopped from the date of earning Rs. 2550/- pm. or more. Ordinary Family pension payable in post 01.01.2006 cases shall be stopped from the date of earning minimum family pension along with dearness relief thereon.

**Note 4:** It shall be the duty of the guardian or son or daughter to furnish a certificate to the Pension Disbursing Authority every year to the effect that:

- (i) He/she has not started earning his/her livelihood.
- (ii) He/She has not married

The benefit of family pension to such son or daughter of Army Officers shall be admissible to those who retired/died on or after 30.09.1974. However, with effect from 20.05.1987, the above benefits have been extended to such sons/daughters of those officers who retired/died before 30.09.1974.

*Authy - GoI, MoD letter No. 906/A/D(Pension/Sers)05 dated 10/11/2009*

**Note 5:** It has been decided by Government that the son or daughter of the Armed Forces Personnel who is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him or her unable to earn livelihood, will be granted family pension for life w.e.f. 24/09/2012 even after his/her marriage subject to fulfillment of other prescribed conditions as hitherto fore.

*Authy - GoI, MoD letter No. 02(03)/2010-D(Pen/ Policy) dated 17/01/2013*

**(II) Post Retiral Spouses** - The benefit of "Family Pension Scheme, 1964" has been extended to post retiral spouses of the Armed Forces Personnel vide Government of India Ministry of Defence letter No. 6(7)/87/D(Pen/Sers) dt. 05.04.1991.

**(III) Unmarried Daughter** - With effect from 6.9.2007, the unmarried daughter beyond 25 years of age shall also be eligible for family pension at par with the widowed/divorced daughter subject to other conditions being full filled. Grant of family pension to unmarried/widowed/divorced daughters shall be payable in order of their date of birth and younger of them will not be eligible for family pension unless the next above her has become ineligible for grant of family pension. The family pension to unmarried/ widowed divorced daughter above the age of 25 years shall be payable only after the other eligible children below the age of 25 years have ceased the eligibility to receive family pension and that there is no disabled child to receive the family pension.

*Authy - GOI, MOD letter No. 1/(3)/2007-D/(Pen/Pol) dated 25.10.2007*

**(IV) Missing Personnel/Pensioners** - The benefits of ordinary family pension is also admissible to the families of the Armed Forces personnel/pensioners who is declared missing and whose whereabouts are not known vide Government of India, Ministry of Defence letter no. 12(16)/86/D(Pen/Sers) dt. 03.06.1988 and 20.03.1990.

**Note:** The benefit of the family pension shall be sanctioned and paid to the eligible member of the family **one year** ( Changed to six months vide Government of India, Ministry of Defence letter no. 1(1)/2010/D(Pen/Pol) dt. 15.02.2011) after the date of lodging F.I.R with the police. The family pension will, however, accrue from the date of lodging F.I.R or expiry of leave of the officer who has disappeared, whichever is later vide Government of India, Ministry of Defence letter no. 12/16/86/D(Pens/Sers) dt. 26.08.1993.

**(V) Children Born Out Of Void Or Voidable Marriages** - Child/Children born out of voidable marriages or marriage, which are held void under Section 11 of Hindu Marriage Act, 1955 shall be entitled to share family pension, if otherwise in order, though their mother would not have been eligible for the same had she been alive at the time of death of her husband vide corrigendum No. 3 of Army Instruction 51/80.

**(VI) Children Born from divorced wife** - When the deceased officer or pensioner is survived by a widow but has left behind eligible child/children from a divorced wife or wives the eligible child/children shall be entitled to share the family pension which the mother would have received at the time of the death of the officer or pensioner had she not been divorced.

**(VII)** The childless widow of a deceased personnel shall continue to be paid family pension even after her

re-marriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum prescribed family pension in the Central Government. The family pensioner in such cases would be required to give a declaration regarding her income from other sources to the pension disbursing authority every six months.

GoI, MoD letter No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008

**(VIII) Dependent Disabled Siblings (i.e. brother/sisters)** - Dependent disabled siblings (i.e. brothers/sisters) of Govt. servant/persons have been included in the definition of family for the purpose of family pension. Such disabled siblings shall be eligible for family pension for life in the same manner and follow the same disability criteria as laid down in the case of son /daughter of Armed forces personnel suffering from any disorder or disability of mind (including mentally retarded) physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of 25 years

Authy - GOI, MOD letter No. PN/7995/D/(Pen/Pol) dated 1.10.2010

**(IX) Minor Child/Children** - The minor child/children of the deceased officer are also entitled to the award of ordinary family pension in the order of their birth irrespective of the sex of the child and the younger of them will not be eligible for family pension unless the elder next above his/her has become ineligible for the grant of family pension.

**(X) Twin Children** - In case of twin children, the family pension admissible to them on their turn will be divided in equal share.

**136.** The following additional documents shall be looked into depending upon the nature of the case:-

**(A) In case of Handicapped Child.**

(i) **Medical certificate**- In the case of handicapped child, a certificate from a Medical Board comprising a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members out of which at least one shall be a Specialist in the particular area of Mental or Physical Disability including mental retardation, setting out as far as possible, the exact mental or physical condition of the child, shall accompany the family pension claim. In the certificate, the competent medical authority shall also mention that handicap is of such a nature so as to prevent him or her livelihood.

Authy - GOI, MOD letter No. 906/A/D(Pen/Sers) dated 13.08.2008

(ii) **Guardian ship certificate**- The physically crippled/disabled children who are minors are paid family pension/gratuity through guardians appointed by the Court of Law, till they attain the age of adulthood. A guardianship certificate from the Court would therefore be necessary in these cases vide Government of India, Ministry of Defence letter no. A/49601/AG/PS4(e)/1372/B/D(Pen/Sers) dt. 20.12.1991. Govt., vide letter No. PC/MF-Air HQ/24229/283/FPHC/PP&R-3(i)/2678/D (Pen/Policy) dated 26.10.2007 has further agreed to allow Armed Forces personnel to nominate guardian in respect of their mentally retarded children during their lifetime. Accordingly, in case of mentally retarded son or daughter, the family pension shall be payable through a person nominated by the Armed Forces personnel or pensioners, as the case may be, and in case, no such nomination has been furnished by the Armed Forces personnel or pensioner during their life time, through the person nominated by the spouse of the deceased personnel or pensioner. However, such personnel/pensioner can also appoint legal guardian through Local Level Committee in terms of the National Trust for the Welfare of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 & Rules, 2000.

**(B) In case of missing personnel/pensioners** - Before grant of ordinary family pension or death gratuity to the family of the missing personnel/pensioners, the following additional documents will be looked for:-

(a) **F.I.R**-A copy of the First Information Report lodged by the family of the missing personnel/pensioners with the concerned police station.

(b) **Police report on F.I.R**-A copy of the report from the police in response to the F.I.R that the missing personnel/pensioners has not been traced after all efforts had been made by the Police.

(c) **Indemnity Bond**- An indemnity Bond duly signed by the obligor and two solvent sureties should be obtained from the nominee/dependants of the personnel/pensioners that all payments will be

adjusted against the payments due to the personnel/pensioners in case he reappears on the scene and makes any claim.

**Note 1** - The specimen of the Indemnity Bonds (**GMF-49, 50, and 50A**) in respect of missing personnel, missing pensioners and missing family pensioners are reproduced at **Sl. Nos. 34 and 35 respectively of Annexure-C**

**Note 2** - The Indemnity Bond should be put up to the CDA/PCDA (P) on an office Note for his acceptance. The specimen of the office Note (**GMF-51**) is appended at **Sl. No. 36 of Annexure-C**

**(C) In Case Of Post Retrial Spouse**

In the case of ordinary family pension claim in respect of post retiral spouses, the following documents should be looked for in addition:-

- (a) An attested copy of the marriage certificate from the Registrar/Gram Panchayat/Magistrate in respect of post retiral marriages.
- (b) The details of child/children from previous marriage, if any, showing the date of birth, relation to the deceased personnel and their martial status.

**Procedure for Preparation and Submission of Family Pension Claims in respect of Officers Who Die while In Service.**

**137.** Claims to family pensions in respect of officers who die while in service arise with the receipt of a casualty report from the Services Hqrs.

**138.** On receipt of the casualty report from the Service Hqrs. a case file in respect of the claimant should be opened and number allotted to it from the numerical index register (**GMR-6**) appended at **Sl. No. 8 of Annexure "B"**.

**139.** Thereafter, action will be taken to obtain the following information from Services Hqrs concerned by issuing a communication in **GMF-16** appended at **Sl. No. 10 of Annexure "C"**

- (i) Casualty report.
- (ii) Next of kin certificate
- (iii) Nomination form, if any under Para 4 of Army Instruction No.8/S/70 for death gratuity.
- (iv) Details of officer's children alongwith the information regarding their dates of birth as per record held with them.

**140.** The following information will also be simultaneously obtained from the Pay Audit Controller by endorsing the above mentioned communication addressed to Services Hqrs. In the case of Air Force officers, however, this communication will be endorsed to the O.C.A.F, C.A.O, New Delhi with a request to furnish the requisite information to this office through the Dy. C.D.A (Air Force), New Delhi.

- (i) a certificate that the commissioned service of the officer did not include any period of absence without leave/leave without allowance or forfeited service.
- (ii) last rank held by the officer on the date of death.
- (iii) Whether any gratuity, other than the war gratuity, has been paid for his non-regular commissioned service prior to the grant of permanent regular commission.
- (iv) full pay commissioned service certificate.
- (v) The rate of pay last drawn by the officer alongwith original copy of last pay certificate duly embossed with Seal.
- (vi) outstanding demands, if any.

**141.** A communication will also be issued in form no. **GMF-17** appended at **Sl. No. 11 of Annexure-"C"** to the widow/next of kin of the officer of the Army, intimating to her the date of casualty. A pension application form (MPB/501/Pensions (in the case of death) and MPB/501/allowance, (in the case of officers reported missing) will also be sent to the widow with a set of instructions in form **GMF-17** for completion

and return. The widow will also be advised to send the birth certificates of her children, if available, alongwith two passport size photographs duly attested.

**Note 1.** In the case of Air Force and Navy officers dying on effective list, the pension application forms are sent to the widow by Air HQrs/Naval HQrs, New Delhi.

**Note2.** In case of parents, affidavit from Notary/Magistrate and income certificate are to be obtained.

**142.** A copy of the above mentioned communication (GMF-17) will be endorsed to (i) the Government of India, Ministry of Defence(Pen-C), New Delhi in the case of Army Officers and to Air Hqrs, Naval Hqrs in the case of Air Force/Navy officers for attributability decision on the cause of death of the officer and (ii) to Army Hqrs, AG's Branch (MP-5), West Block-III R.K. Puram, New Delhi-110066 calling for the date of birth of the children of the officer.

**143.** The replies to the communications to the Pay Audit Officer/Ministry of Defence/Services Hqrs will be watched by issue of periodical reminders when necessary.

**144.** On receipt of the pension application form from the widow it will be allotted a claim no. and necessary entries will be made in the claim register (**GMR-7**) **appended at Sl. No. 9 of Annexure "B"** and the claim no. will be noted on the cover of the case file.

#### **Scrutiny Of Claims**

**145.** On receipt of requisite particulars from the Pay Audit Controller/Army Hqrs, etc. "statement of assessment of family pension/(**GMF-18**) **appended at Sl. No. 12 of Annexure "C"**, will be completed.

**146.** Thereafter, the documents required for the grant of family pension will be scrutinized keeping in view the following points:-

- (1) the pension application has been completed properly and all the information asked for therein, has been given.
- (2) the dates of birth of the children tally with those furnished by the Service Hqrs. Where there is any discrepancy, the same is supported by acceptable documentary proof. If there is any discrepancy in the dates of birth intimated by the widow and those intimated by Service Hqrs., and the widow is unable to produce any documentary evidence, the dates of birth as intimated by Service Hqrs should be accepted as final.
- (3) the nomination for death gratuity is in the prescribed form. If there is no nomination it should be seen that a list of eligible surviving members of the family is furnished by the widow or the eldest surviving member.

**Note 1.** A nomination for death gratuity can be executed in favour of any member of the family, which includes:

- (i) Wife or wives in the case of a male.
- (ii) Husband in the case of a female.
- (iii) Sons including step sons and legally adopted sons.
- (iv) Unmarried daughters, including step daughters and legally adopted daughters.
- (v) Widowed daughters, including step daughters and legally adopted daughters.
- (vi) Father including adopted parents in the case of individuals where personal law permits adoption.
- (vii) Mother
- (viii) Brothers below the age of 18 years and unmarried and widowed sisters including step brothers and step sisters.
- (ix) Married daughters
- (x) Children of a pre-deceased son.

**Note 2.** If there is no such nomination or if nomination made, does not subsist, the gratuity shall be paid in the manner indicated below:-

- (i) If there are one or more surviving members of the family as in terms of (i),(ii), (iii) and (iv) of Note-1 it shall be paid to all such members in equal shares.

(ii) If there are no such surviving members of a family as at(i) above, but there are one or more members as in items (v),(vi),(vii),(viii),(ix) and (x) of Note-1 above the gratuity shall be paid to all such members in equal shares.

(iii) The right of the female members of the family or that of a brother of an individual, who dies while in service or on his service termination to receive the share of gratuity shall be determined with reference to the facts as they stood on the date of death of the individual. The entitlement shall not be affected if a female member married or re-marries subsequently receiving his share of the gratuity.

**147.** On receipt of the completed pension application form and also on receipt of decision from the Service HQrs. that the cause of death is neither attributable to nor aggravated by service, the case should be progressed through control chart **GMF-15 appended at Sl. No. 13 of Annexure-C** for grant of ordinary family pension with the least possible delay.

Authy- Category A of Govt. letter dated 31.01.2001

**148.** The CDA(P) now Principal CDA(P) is the competent authority under the powers delegated in the Government of India, Ministry of Defence letter no. 1(8)/65/9585/D(Pension/Services) dt. 2.11.1968 to sanction-

(i) Special family pension when the cause of death of an officer has been accepted as either attributable to or aggravated by service factors. The decision whether the cause of death is attributable to or aggravated by service in the Defence Services or otherwise will rest with the Government of India (now Service HQrs.).

(ii) Ordinary family pension in cases of non-attributable deaths.

(iii) Liberalized family pension when death is caused due to circumstances mentioned in category "E" of Para 80 and

(iv) Ex-gratia lump-sum compensation vide Government of India, Ministry of Defence letter no. 20(i)/98/D(Pay/Sers) dated 22.9.98.

**Note 1.** The powers to sanction family pensionary awards where exercised by the Pr. CDA(P) are delegated to the Accounts officers working in the section.

**Note 2.** The sanctioning authority for family pensionary awards in respect of civilian Government servants deputed for service in a military capacity with a military force (and for ex-gratia awards) whether under civil or military rules or made ex-gratia will be:-

(i) Military authorities in the case of those personnel whose pay accounts, etc are maintained by the Defence Accounts authorities.

(ii) Director General Post and Telegraphs(Railway Board in consultation, where necessary, with the Ministry of Defence, in the case of personnel of Posts and Telegraphs and Railway Departments respectively whose pay accounts, etc are maintained by the Posts and Telegraphs Department/Railway Department and their Accounts and Audit Officers. Where cases concerning Post and Telegraphs/Railway personnel and dealt with under Military rules, the Posts and Telegraphs/Railway Audit Officers will, where necessary, consult the Pr. CDA(P) Allahabad concerning the application of Military rules.

### **Procedure for Preparation and Submission of Family Pension claims in respect of Officers who Die after Retirement**

**149.** Pension claims in respect of families of officers who die after retirement with a pension.

On receipt of intimation of death of officer from the widow/next of kin, the following action should be taken:

(i) a verification will be done from the original PPO of the officer that whether endorsement of family pension exist therein or not.

(ii) if endorsement exist in original PPO, widow will be advised to contact pension disbursing authority and to produce the original death certificate to him for commencement of the family pension.

(iii) in case endorsement has not been done, simultaneously with original PPO or Corr. PPO, a case file in

respect of the claimant should be opened and number allotted to it from the Index Register.

(iv) a check list (**GMF-1**), **appended at Sl. No. 2 of Annexure "C"** should be opened and completed and placed on the left hand side of the case file.

(v) a communication will be issued in **GMF-17 appended at Sl. No. 11 of Annexure - C** to the widow/next of the kin who should be requested to furnish the following documents alongwith her pension application.

(a) death certificate of the officer in original.

(b) a report from the Doctor who last attended upon the deceased officer giving signs and symptoms of the deceased and the treatment given by him.

(c) family details.

(d) two passport size photographs.

**Note 1.** In case the officer retired voluntarily the Doctor's report showing signs and symptoms of disease need not be called for from widow/next of the kin, as special family pension is not admissible.

**Note 2.** In case of a Christian officer, ask the widow to forward her birth/marriage certificate to this office alongwith pension application.

**150.** The notification of ordinary family pension claim has been computerised both in respect of cases of death while in service and after retirement. Under computerised system, a data sheet has been designed. The data sheet contains 57 columns. These columns are to be completed with reference to information/documents received from various agencies as enumerated in preceding paragraphs:

**Note 1.** The detailed instructions for completion of data sheet are given in **Appendix-8**.

**Note 2.** The specimen of LPC-Cum-Data- Sheet (**GMF-40**) and PPO formats (**GMF-46 and 47**) computerized and manual for Family Pension are given at **Sl. Nos. 25, 31 and 32 respectively of Annexure-C**

**151.** The procedure as prescribed for processing of data sheet in respect of disability pension claims as laid down in Para 87 to 97 above will be followed mutatis mutandis for processing of data sheet (For cases to be processed under COBOL system) in respect of ordinary family pension claims also.

**Processing of Family Pension Claim under PHP system:-**

After audit of the claim and getting approved of hard copy of LPC-Cum-Data Sheet, the Claim will be diarised online and CDR No. will be generated by the system. After completing above exercise, the CDR No. will be noted on hard copy of LPC cum data sheet and claims will be assigned among task-holders and the claims along with hard copy of LPC cum data sheet will be handed over to concerned task-holder.

Upon assignment, the Auditor will log in the system by using his login ID and password and will find the claim hyperlinked on his homepage. On clicking the hyperlink to a particular claim, the Auditor can see the LPC-cum-Data Sheet on his screen with some columns used in generating CDR as filled in. Other columns on the screen are punched from the hard copy of already audited and approved LPC cum data sheet. Thereafter, the data will be updated. The system will automatically run the validation program and prominently display the validation errors on the screen.

The Auditor will again compare all the entries in the data sheet appearing on the screen with hard copy of LPC cum data sheet and make necessary corrections. The auditor will also rectify the validation errors. When data of the claim become error-free by the auditor, the claim will be passed on to the SO (A)/AAO online.

At SO (A)/ AAO level, 10% of valid records will be checked 100% with the LPC-cum-data sheet. In addition, all erroneous records have to be checked 100%. The SO(A)/ AAO will also check all columns affecting amount of pension 100%. The claim will then be forwarded online to the AO/Sr.AO.

The AO/Sr AO will check 100% in 5% of the records and mark their initial against the records checked by them. Out of these, at least two records should invariably be checked from earlier test checked claims by SO(A)/AAO. AO /Sr. AO will also check all columns affecting amount of pension 100%.

The AO/ Sr AO will approve the claims as processed above online. After approval, the draft PPO pertaining to the claim will appear on the screen. The AO/SrAO can then click the 'GENERATE MASTER RECORD'

hyperlink to generate the master record. The final PPO then will appear on the screen alongwith the PPO number.

The following action will be undertaken in the EDP Centre:-

- I. The list of claims which have been approved by the AO/Sr AO but PPOs not printed are displayed on the home page of the concerned Data Processing Assistant (DPA).
- II. The Data Processing Assistant (DPA) will generate the print file of all the PPO listed as in (i) above and print them on pre-printed stationery through the line printer.
- III. The PPO Numbers of the PPOs printed as in (ii) above will be entered on a PPO Receiving register and PPOs will be received by the representative of the concerned processing group after marking initial in register in token of receipt of PPOs.

**152.** An intimation regarding the grant of ordinary family pension will be issued to the widow in **GMF-22 appended at Sl. No. 14 of Annexure "C"** and an additional copy of the Family Pension PPO/Corr. PPO should also be prepared by endorsing the address of the family pensioner on the PPO for onward transmission to the family pensioner.

**153.** In the case of the officer who died while in service the rate of ordinary family pension should be determined under the set of rate prevalent at the time of death. Similarly, in the case of an officer whose death has taken place after retirement/ invalidment from service, the rate of ordinary family pension should be determined under that set of rates which was prevalent at the time of officer's retirement/invalidment.

#### **Rates of Ordinary Family Pension Normal Rate**

**154.** The ordinary family pension at normal rate in respect of death occurring on or after 1.1.1996 shall be calculated at a uniform rate of 30% of reckonable emoluments last drawn subject to a minimum of Rs. 1275/- pm and a maximum 30% of the highest pay of Rs. 30,000/- vide Government of India, Ministry of Defence letter no. 1(6)/98/D(Pen/Sers) dt. 03.02.1998 . For this purpose reckonable emoluments comprises pay including Rank Pay, Stagnation increment and NPA, if any, last drawn. The minimum and maximum limit of Family Pension has been revised with effect from 01.01.2006 to Rs. 3500/- pm and Rs. 27000 respectively vide GoI, MoD letter No.17(4)/2008(2)/ D(Pen/ Policy) dated 12/11/2008. Under VI CPC, the reckonable emoluments comprises of Pay in Pay Band, Grade Pay, Military Service Pay and NPA, if any, last drawn.

**Note:-** The rates of ordinary family pension admissible from time to time are given in **Appendix-9**.

#### **Enhanced rate of Ordinary Family Pension**

**155(a)** Where an officer who dies while in service after having rendered not less than 7 years continuous qualifying service, or who dies after retirement/invalidment with a pension, ordinary family pension shall be granted at an enhanced rate for a period of 7 years (See Para 155A below also) from the date following the date of death of the officer or up to the date on which the deceased would have attained the age of 65 years (67 years in those cases of personnel who are granted extension in service by two years and are retired/invalided/die in harness on or after 13.5.1998 as per notification issued by Government vide their no. 25012/2/87-Estt.(A) dt. 13.5.1998) had he been alive, whichever is earlier. With effect from 1.1.1996 the amount of enhanced rate of ordinary family pension for this purpose shall be the lowest of the following amounts: -

- (i) 50% of the reckonable emoluments.
- (ii) The amount of retiring pension/invalid pension/service element of disability pension (before commutation) admissible under Government of India, Ministry of Defence letter no. 1(6)/98/D (Pen/Sers) dt. 3.2.1998, in cases where the deceased was a pensioner.

**(b)** After the expiry of the period referred to in clause(a) above, the family in receipt of ordinary family pension under that clause, shall be entitled to ordinary family pension at the rate admissible under Para 154 above.

### **Periodicity of Enhanced rate of Ordinary Family Pension w.e.f. 01.01.2006 in cases of death in service**

**155A** The Enhanced rate of ordinary family pension in cases of death in service shall be payable for a period of **Ten years**, without any upper age limit from the date following the date of death of the personnel, to the family of a personnel who dies in service after rendering not less than 7 years qualifying service. These provisions will, however, not be applicable in cases where the period of seven years for payment of enhanced family pension has already been completed as on 1.1.2006 and the family was in receipt of normal rate of ordinary family pension on that date. There will be no change in the period for payment of enhanced family pension to the families in the case of death of a pensioner i.e. 7 years from the date of death or till attaining the age 67 years whichever is earlier.

Authy- GoI, MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008

### **Period of Grant Of Ordinary Family Pension**

**156.** The period for which ordinary family pension is payable, shall be as follows:-

(i) In case of a widow or widower- up to the date of death or remarriage, whichever is earlier.

(ii) In the case of eligible unmarried son or daughter including widowed/divorced daughter till he/she attains the age of twenty-five years or up to the date of his/her marriage/re-marriage, whichever is earlier subject to condition that his/her earning does not exceed Rs. 2550/- pm. The limit of dependency criteria has been revised with effect from 01.01.2006 as minimum family pension along with dearness relief thereon. In cases of widowed/divorced/ unmarried daughter family pension will be admissible as per para 135.

Authy- GoI, MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008

(iii) In the case of parents-up to the date of death or till the period the income does not exceed Rs. 2550/- pm whichever occurs earlier. However, the limit of dependency criteria has been revised with effect from 01.01.2006 as minimum family pension along with dearness relief thereon.

Authy- GoI, MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008

### **Grant of Ordinary Family If both Wife and Husband are Government Employees**

**157(a)** In case where both husband and wife are service officers and if one of the two dies while in service or after retirement with a pension, the ordinary family pension in respect of deceased shall be payable to the widow/widower in addition to her/his pay or pension as the case may be.

(b) In the event of death of both father and mother who were service officers or one of them a Government employee, the surviving children shall be eligible to draw both the ordinary family pensions in respect of deceased parents subject to the limits specified below:-

(i) If both the ordinary family pensions are payable at the normal rates, as specified in Para 154, above the amounts of the two pensions shall be limited to Rs. 27000/- per month.

(ii) If both the ordinary family pensions are payable at the enhanced rates, specified in Para 155 above, the amount of both the pensions shall be limited to Rs. 45000/- per month, shall continue to be applicable so long as the enhanced rates of either of the two pensions is payable.

Authy- GoI, MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008

### **Grant of Ordinary Family Pension under Employees Provident and Miscellaneous Provisions Act, 1952 in Addition to Family Pension From Military Side.**

**158.** It may be noted that the families of the Armed forces personnel who were in receipt of military pension till their death and also eligible to draw family pension from the central Civil Ministries/Departments/State Government/Public Sector undertakings/ Autonomous bodies for the reemployed service of the deceased, were to exercise an option to draw family pension from military side or civil source.

The option was to exercise within two years from the date of issue of Government of India, Ministry of Defence letter no. 10(6)/92/D (Pen/Sers) dt. 28.9.1992 or the date following the date of death of the Armed

Forces pensioners, whichever is later.

However, with the issue of Government of India, Department of P&PW decision no. 71 of file no. 10801/P&PW(E) dated 10.10.1994, the benefits admissible to the Ex servicemen and or to their families under the Government Family Pension Scheme would not debar, such members from the benefit under Employees Provident and Miscellaneous Provisions Act, 1952 which are based on the contributions made by a Ex serviceman during his/her re employment in Public Undertakings and Autonomous bodies.

### **Dual Family Pension**

**158A** It has been decided by Government, vide letter no. 01(05)/2010-D(Pen/Policy) dt 17.01.2013, that the families of Armed Forces pensioner who got re-employed in Civil Department/PSU/ Autonomous bodies/Local Funds of Central/State Governments after getting retired from military service and were in receipt of Military Pension till death, shall be allowed to draw family pension from Military side in addition to the Family Pension, if any, authorized from the re-employed Civil department subject to fulfillment of other prescribed conditions as hitherto fore.

These Provisions shall be applicable to the Armed Forces personnel who got discharged/retired/invalided out from service with effect from 24<sup>th</sup> Sept 2012 or thereafter. Benefit of these provisions shall also be allowed in past cases however the financial benefit shall be granted from 24<sup>th</sup> Sept 2012 only.

#### **Documents required for dual family pension**

- (a) NOK and family details from Service Head Qrs.
- (b) A certificate regarding grant/non-grant of family pension from re-employer along with family details or details of grant of family pension for civil service with the following details:-
  - (i) Name and address of the civil office where the ex-servicemen served after discharge from Armed Forces.
  - (ii) Death certificate of officer.
  - (iii) Pension Disbursing agency details along with Account No.
  - (iv) BSR Code of Paying Branch
  - (v) PPO No. notifying family pension for civil service and name and address of PPO issuing authority. A copy of PPO should also be enclosed.

Authy - GOI MoD letter no. 01(05)/2010-D(Pen/Policy) dt 17.01.2013

### **Grant of Ordinary Family Pension under the Family Pension Scheme, 1975 and Employees Pension Scheme, 1995 In addition to Family Pension from Military Side.**

**159.** It may be noted that families of the Government servants, who were in receipt of family pension under the Employees Pension Scheme, 1995 and the Family Pension Scheme, 1971, shall be eligible for family pension from Central Government of India, in addition vide Government of India, Ministry of Defence , No. 2/CC/B/D/Pen/Sers)/2001 dated 28.8.2001. With effect from 27.7.2001, the provisions of the above O.M. has also been extended mutatis mutandis to Armed Forces Personnel who were re employed in the organization/establishments where Family Pension Scheme, 1971 and Employees Pension Scheme, 1995 are in force.

**160(a)** A military pensioner who on retirement from military service with a pension and is reemployed in a civil service or post before attaining the age of superannuation and if he/she dies while holding a civil post, his/her family shall be allowed family pension under the civil rules or the family pension authorised at the time of retirement from the military service, whichever is more advantageous to the family.

(b) If he/she on appointment to a civil post of service opted to retain military pension for past military service and retires without earning any pension his/her family shall be entitled to family pension as authorised at the time of his/her retirement from military service.

(c) If he/she retires from civil re-employment becoming eligible for pension and opted to surrender military pension and count for military service for civil pension, his/her family shall be entitled to family

pension under civil rules.

Note: Please see para 158A also.

**Division of Ordinary Family Pension- Payment of Share(S) of Ordinary Family Pension to other Widows/Children.**

**161(a)(i)** Where an officer is survived by more than one eligible widow, who are eligible for ordinary family pension, the ordinary family pension shall be divided amongst them in equal shares.

(ii) On the death of widow, her share of ordinary family pension shall become payable to her eligible child. Provided that if the widow is not survived by any child, her share of ordinary family pension shall not lapse but shall be payable to the other widow in equal shares, or if there is only one such other widow, in full to her.

(b) Where a deceased is survived by a widow and has also left behind eligible child/children from another wife who is not alive, the eligible child of the deceased wife shall be entitled to the share of ordinary family pension which the mother would have received if she had been alive at the time of the death of the officer.

Provided that the share or shares of family pension payable, such share or shares should not lapse but shall be payable to the other widow or widows and or to other child or children otherwise eligible in equal shares, and if there is only one widow or child, in full to such widow or child.

(c) Where the deceased is survived by a widow but has left behind eligible child/children from a divorced wife or wives, the eligible child or children shall be entitled to the share of family pension which the mother would have received at the time of the death of the officer had she not been divorced.

Provided that the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable to the other widow or widows and or to other child or children otherwise eligible, in equal shares, or if there is only one widow or child, in full, to such widow or child.

**Ordinary Family Pension Admissible To Only One Member of a Family at a time**

**162.** It may be noted that ordinary family pension shall not be payable to more than one member of the family at the same time except as provided in Para -161.

(i) The ordinary family pension should first be payable to the surviving spouse and in his/her absence or in the event of his/her disqualification/ death, to the eligible child in the order of birth irrespective of the sex of the child and the younger of them will not be eligible for family pension unless the elder above him/her becomes ineligible for the grant of ordinary family pension.

**Note-** Where the ordinary family pension is payable to twin children, it shall be paid to such children in equal shares provided that when one such child ceases to be eligible, his/her share shall revert to the other child and when both of them cease to be in eligible, the ordinary family pension shall be payable to the next eligible single child/ twin children.

(ii) In the case of physically/mentally handicapped children, ordinary family pension shall initially be payable to the minor children in the order set out in clause (i) above until the minor child attains the age of 25 years and thereafter the ordinary family pension shall be payable to him/her for life provided conditions as specified in Para-135 above are fulfilled.

(iii) Ordinary family pension to parents shall be admissible provided they were wholly dependant on the personnel who has not left behind a widow/widower, eligible son/daughter or widowed/ divorced daughter. An affidavit sworn before a Magistrate as per specimen given in Para 135 above or a succession certificate from a court shall be furnished, which shall be treated as sufficient proof for grant of ordinary family pension.

**Special Family Pension**

**Circumstances in which a Claim for Special Family Pension arises**

**163.** The claim on account of special family pension arises if the death of an officer whether during service or after retirement is caused due to the circumstances mentioned in category "B" or "C" of Para 80

above under the conditions as laid down in Para 164 below. There shall be no condition of minimum service on the date of death for grant of special family pension.

**164.** A special family pension may be granted to the family of an officer if his/her death was due to or hastened by either

- (i) a wound, injury or disease which was attributable to military a service , or
- (ii) was due to aggravation by service of a wound, injury or disease, which was existed before or arose during service and in case of death after retirement, if the officer had retired otherwise than voluntarily.

**165.** The decision whether the cause of death is attributable to or aggravated by service in the Defence services or otherwise rests with the Govt. of India, (now Service Hqrs w.e.f. 14.8.2001 vide Government of India, Ministry of Defence No. 4684/ DIR/(PEN)/2001 dated 14.08.2001 and even dated 10.09.2002) on receipt of attributability decision, application form for pension "MPB/501 Pension" will be supplied to the widow for completion and return.

**NOTE:-** The right to appeal is also available to the next of kin of armed forces personnel, whose initial claim for special family pension has been rejected as provided in Para 130 of this book.

Authy- GoI, MoD letter No., F. No. 1(3)/ 2002/ Vol. III/D(pen/Pol.) dated 18.01.2010 as further amended vide letter No. 1(3)/ 2002/D(pen/Pol.) dated 15.02.2010 and 16(2)/2008/D(Pen/Pol.) dated 25.05.2012

#### **Eligible Members for Special Family Pension**

**166(i)** Wife in the case of male officer or husband, in the case of female officer, lawfully married before or after retirement.

(ii) A judicially separated wife or husband, such separation not being granted on the ground of adultery and the person surviving was not held guilty of committing adultery.

**Note:** With effect from 1.1.1996, the grant of special family pension will not be discontinued on re-marriage of the widow but will be regulated as per provision contained in Para 5.8(a) of Government of India, Ministry of Defence letter No. 1(2)/97/D(pen-C) dt 31.1.2001, as explained in Para 176 below.

(iii) Sons/un-married daughters/widowed/divorced daughters including those illegitimate and adopted legally.

**Note:** Eligible son/daughter includes a posthumous child as well as step child.

(iv) Father

(v) Mother

**Note:** The term "Father" and "Mother" (or "Parents") shall also be deemed to include such putative parents as had not contracted a lawful marriage but were living as husband and wife at the time or got lawfully married subsequent to the conception of the deceased officer.

(vi) Brother

(vii) Unmarried sister

#### **Conditions Of Eligibility To Grant Of Special Family Pension To Widow and Children:**

**167.** It may be noted that special family pension to the widow and children shall be admissible, as specified in Para 166 above, subject to the conditions indicated below:-

(a) widow- she has not re-married (in case of remarriage see para 176).

(b) Children-In the case of an eligible son or daughter including widowed/divorced daughter, till he/she attains the age of 25 years or up to the date of his /her marriage/re-marriage, whichever is earlier. Thereafter, the special family pension shall pass on to the next eligible child. The orders have been issued by GoI, MoD in consultation with Department of P&PW vide letter No. 2(2)/2012/D(Pen/Pol)dated-14/12/2012 that unmarried/ widowed/divorced daughter shall be eligible for grant of Liberalized/Special Family Pension beyond 25 years of age subject to fulfillment of other prescribed conditions as hitherto fore. It has also been decided that all unmarried/widowed/divorced daughters, who were earlier sanctioned or otherwise eligible for children allowance, shall also be sanctioned Liberalized/Special Family Pension subject to other condition

being fulfilled.

**Note:** The provisions relating to handicapped children and minor children as explained in Paras 135 and 136 will apply mutatis mutandis in the case of special family pension also.

**168.** On receipt of the attributability decision from the Ministry of Defence (now Service HQrs duly concurred by Pr. IFAs /IFAs) and also application form from the widow, the award of special family pension will finally be notified where the award of ordinary family pension was initially notified. For this purpose a draft PPO will be prepared on IAF-CDA-246 and submitted to the Accounts officer for approval.

**Auth:-** Section order No. 08 dated 01.07.2013 and CGDA letter No. 5189/AT-P/ V CPC dated 27/05/2013

**Note:** A specific Note in the PPO will be inserted that all payments of ordinary family pension already made to the widow as authorised previously should be adjusted against the final awards. The number and date of the previous award should invariably be quoted in the Note.

**169.** After approval of the office copy of the PPO further necessary action as laid down in Para 64 will be taken. The number and date of Ministry of Defence letter and the PPO No. will also be recorded in the Claim Register.

**170.** An intimation regarding the grant of final special family pensionary awards will be issued to the widow/claimant in **GMF-22 appended at Sl. No.14 of Annexure-'C'**.

**171.** In cases where award of ordinary family pension was not notified earlier, action to call for relevant documents from AHQ, PCDA (O) and the claimant, as prescribed for grant of ordinary family pension shall be taken for notification of special family pension, on receipt of attributable decision from the Ministry of Defence (now Service Hqrs). However, in no case grant of ordinary family pension should be delayed for want of attributability decision.

#### **Rates of Special Family pension**

**172.** The quantum of family pensionary benefits is determined with reference to the various factors viz.(a) Rank held by the officer (b) length of qualifying service and (c) the rate of pay drawn at the time of death while in service as may be prescribed under the various rules. However, with effect from 01.01.1996, the rate of special family pension will depend upon reckonable emoluments last drawn by the officer.

Para 5.2 of GOI, MOD letter No. 1(2)/97/ D(Pen-C) dated 31.01.2001

**173.** With effect from 01.01.1996, special family pension shall be calculated at the uniform rate of 60% of reckonable emoluments drawn by the officer at the time of death subject to a minimum of **Rs.2550/-** (with effect from 01.01.2006 the minimum limit has been raised to Rs 7000/-) irrespective of whether widow has children or not. There shall be no maximum ceiling on special family pension.

Para 9.2 of GOI, MOD letter No. 16(6)/2008(2)/2008/D(Pension/Policy) dated 05.05.2009

**Note 1.** Emoluments for the above purpose will comprise Pay including Rank Pay, Non-practicing allowance, stagnation increment, if any, last drawn by the officer. With effect from 1.1.2006, emolument for calculation of Special Family Pension comprises of Pay in Pay Band, Grade Pay, Military Service Pay and NPA, if any last drawn by the officer.

*Authy - Para 9.1 of GOI,MOD letter No. 16(1)/2008(2)-D/(Pen/Pol) dated 5.5.2009. and Para 3 of GOI, Mod letter No. 17(4)/2008(2)/D(Pen/Policy) dated 12.11.2008*

**Note 2. (i)** In the case of Pre-96 pensioners in receipt of special family pension as on 1.1.1996, their pension will be consolidated in terms of Ministry of Defence, letter No. 1(2)/97/D(Pen/Sers). Dt 24.11.1997 in the first instance. The special family pension, so consolidated, irrespective of the date of award, shall not be less than 60% of the minimum pay in the revised scale of pay introduced w.e.f. 1.1.1996 of the rank held by the deceased officer at the time of death subject to a minimum of Rs. 2550/- p.m.

**Note 2. (ii) Revision of Family Pension of Pre-2006 retiree:** In case of Pre-2006 pensioners in receipt of

Special Family Pension as on 1.1.06, their pension will be consolidated in terms of GOI,MOD letter No. 17/(4)/2008(1)D/(Pen/Pol) dated 11.11.2008. The Special Family Pension so consolidated, irrespective of date of award, shall not be less than 60% of the minimum Pay in the Pay Band plus Grade Pay, Military Service Pay/minimum pay in case of HAG and above pay scales, subject to the minimum of Rs. 7000/- p.m. Similarly, w.e.f. 24/09/2012, the Special Family pension so consolidated, irrespective of date of award, shall not be less than 60% of the minimum pay in the fitment table corresponding to the minimum of pre-revised scale plus Grade Pay, Military Service Pay.

Authy - Para 3 of GoI, MoD letter No. 17(4)/2008(1)D(Pen/Policy)-Vol. V dated 15/02/2011 as further amended vide Para 2.1 of GOI, MOD letter No. 1(16)2012/D(Pen/Policy) dated 17/01/2013.

**Note 3.** The rates of special family pension prior to 1.1.1996 are given in **Appendix -10.**

**174.** In case the children become the beneficiary, the special family pension at the rates mentioned in Para 173 above, shall be admissible to the senior most eligible child.

**175.** Family of SSCOs and ECOs who die on account of causes attributable to or aggravated by military service shall also be entitled to special family pension as indicated in Para 173 above.

#### **Special Family Pension On Re-Marriage Of Widow**

**176.** It may be noted that special family pension on remarriage of widow shall be regulated as follows:-

- (i) If widow has children: -
  - (a) If she continues to support- full special family pension to children after re-marriage  
continue to widow.
  - (b) If she does not support ordinary family pension equal children after remarriage to  
30% of emoluments last drawn to the re-married  
widow.50% of the special family pension to the eligible  
children.
- (ii) if widow has no children - full special family pension to widow

**Note :** The widows whose Special Family Pension was stopped on her remarriage before 1.1.96, would be eligible for restoration of Special Family Pension. w.e.f. 20.01.2009.

Authy- GOI,MOD letter No. 1/(1)/2001-D/(Pen/Pol) dated 20.01.2009

**177.** On receipt of the information from the widow regarding remarriage, she is advised to take up the matter with AHQ through Zila Sainik Board. AHQ in turn after due verification notify the change in next of Kin(NOK) and forward a copy thereof to office of the Pr.CDA(P) for notifying the award through a corrigendum PPO, if the payment of the special family pension notified earlier was stopped by the pension disbursing authority.

#### **Division of Special Family Pension**

**178(a)** If an officer who leaves behind more than one widow and is eligible for special family pension and /or gratuity or an ordinary family pension as the case may be, such award may by order of the President (now Service HQrs. viz DDGPS) be divided amongst them.

(b) If in cases where a family pension has been so divided, one of the recipients dies or disqualified, her share of the family pension may, at the discretion of the President, be paid to the other recipient or if there is more than one recipient, be divided amongst them but in no case the share of the widow will be less than the Ordinary Family Pension.

**Note1.** The division of special family pension can be done either at the time of initial grant of special family pension or at subsequent stage depending upon the circumstances of the case. In case, it is granted at subsequent stage, then the same will be notified through corrigendum PPO after making a suitable endorsement in the original PPO.

**Note 2.** The power to grant division of special family pension has been delegated to Services Headquarters with effect from 14.08.2001 vide Ministry of Defence Order No. 4684/DIR (PEN)/2601 dated 14.8.2001, even No. dated 7.11.2001 and 10.09.2002.

### **Dependent Pension to Parents and Brothers/Sisters**

**179.** A claim for dependent's pension arises in favour of parents(s)/eligible brothers and sisters (in the absence of parents) of the deceased officers (including officers of MNS, TA, EC and SSC) who die under circumstances as mentioned in Category B and C of Para 80 above as a bachelor or widower without children.

*Authy - Para 5.1 and 5.6 of GoI, MoD letter No. 1(2)/97/D(Pen-C) dt 31.01.2001*

**Note:** The question whether death is attributable to or aggravated by military service shall be determined as per provisions of the Entitlement Rules.

### **Conditions of Eligibility to Dependent Pension to Parents and Brothers /Sisters**

**180.** Dependent pension to parent(s)/eligible brothers/sisters shall be admissible subject to the conditions indicated below:

(i) The parent(s)/eligible brothers/sisters were largely dependent on the officer for support and are in pecuniary need.

(ii) (a) In case of parents up to the date of death or in the case of a female parent who re-marries, up to the date of re-marriage.

(b) In the case of a brother/unmarried sister up to the date he/she attains the age of 25 years or until she gets married, whichever is earlier and shall be paid to the senior most eligible brother/sister at a time.

**Note 1.** Dependent's pension to brothers/sisters may be continued beyond the age of 25 years or granted beyond that age under the same conditions as for children if they are incapable of self-support by reason of mental or physical infirmity.

**Note 2.** There shall no condition of "means limit" for grant of dependent pension to parents/eligible brothers/sisters (in the absence of parents) of the deceased officer who was a bachelor or widower without children provided they were largely dependent on the deceased officer for support and are in pecuniary need. A self attested declaration from the dependant parents/eligible brothers/sisters shall be furnished which shall be treated as sufficient proof in the matter for grant of dependant pension. The declaration shall be made on any normal paper and need not be attested by any authority other than the concerned individual drawing the dependant vide Government of India, Ministry of Defence 1(7)/89/D(Pen-C) dated 21.1.2004. Further, the means limits in Pre-86 cases, for drawl of Dependant Pension by parents/eligible brothers and sisters (in the absence of parents) has been dispensed with vide Government of India Ministry of Defence letter No. PC B/38207/36/AG/PS4(b)/2640/D (Pen-C) dated 21.10.2002 from the date of issue of the ibid Government letter.

**181.** On receipt of a casualty report informing the death of an officer while in service and also attributable decision from Ministry of Defence (now Service HQrs.) pension application from MPB-510 /pension in case of parents and MPB-511/Pension in case of brothers/sisters shall be forwarded to the dependants as shown in the casualty report for completion and return by issue of a communication in **GMF-27 (specimen appended at Sl. No. 15 of Annexure-C)**. This form is to be completed by the dependants.

**182.** On receipt of the above forms duly completed necessary entries should be made in the claim register (**GMR-7) appended at Sl. No. 9** of Annexure-B and the claim No written on the form.

**183.** The application form will then be scrutinised to see that they have been completed in all respects and conditions, as stipulated in Para 181 for grant of dependant's pension are fulfilled.

### **Rate of Dependant's Pension**

**184.** It may be noted that dependant's pension shall be admissible to the parents(s)/eligible brothers/sisters(in the absence of the parents) of the deceased officer at a rate equal to 50% of the notional special family pension that would have been admissible as per Para 173 above.

**Note (i)**-In case of pensioners in receipt of dependent pension as on 1.1.1996, their pension will be consolidated in terms of Government of India, Ministry of Defence, letter No. 1(20/97/D (Pen/Sers) dt 24.11.1997. however, the dependant pension, so consolidated, irrespective of the date of award, shall not be less than 50% of the special family pension worked out on the minimum pay in the revised scale of pay introduced w.e.f. 1.1.1996 of the rank held by the deceased officer at the time of death subject to a minimum of Rs 1275/- p.m.

**Note (ii)**- In case of Pre-2006 pensioners in receipt of Dependent Pension as on 1.1.06, ,their pension will be consolidated in terms of GOI,MOD letter No. 17/(4)/2008(1)D/(Pen/Pol) dated 11.11.2008. The Dependent Pension so consolidated, irrespective of date of award, shall not be less than 30% of the minimum pay in the Pay Band plus Grade Pay, Military Service Pay/minimum pay in case of HAG and above pay scales.

Authy - Para 4 of GoI, MoD letter No. 17(4)/2008(1)/D(Pen/Policy)-Vol. V dated 15/02/2011as further amended videPara 2.1 of GOI, MOD letter No. 1(16)2012/D(Pen/Policy) dated 17/01/2013

**185.** After scrutiny the claim, LPC cum Data Sheet will be filled and after validation of data a draft P.P.O in narrative form, notifying the grant of dependant pension, will be prepared/ printed and submitted to the Accounts Officer for signature. After approval of the draft PPO the same will be dealt with in the manner laid down in Para 65.

**186.** After notification of the award suitable entries will be recorded in the Claim Register (**GMR-7**) appended at **Sl. No. 9 of Annexure 'B'**.

**187.** An intimation regarding the grant of dependent pension will be issued to the claimant in **GMF-22 as per specimen appended at Sl. No. 14 of Annexure- 'C'** alongwith a copy of the PPO.

### **Liberalised Family Pension**

**188.** In case of death of an officer including SSCOs and ECOs under the circumstances mentioned in category "D" or "E" of Para 80 above, the eligible member of the family shall be entitled to Liberalised family pension.

#### **Conditions of Eligibility to Grant of Liberalised Family Pension**

**189.** It may be noted that liberalised family pension shall be admissible to the widow until her death or disqualification. If the officer is not survived by widow but is survived by child/children only, all children together shall be eligible for liberalised family pension at the rate equal to special family pension.

Liberalised family pension shall be payable to child /children for the period during which they would have been eligible as in the case of special family pension as specified in clause(b) of Para 167, above. The liberalised family pension shall be paid to the senior most eligible child at a time. On his/her death/disqualification it will pass on to the next eligible child.

**190.** On receipt of the casualty report from the Services Headquarters, showing the casualty as battle casualty or physical casualty, a case file in respect of the claimant is opened and number allotted to it from the numerical index register (**GMR-6**) as appended at **Sl. No. 8 of Annexure 'B'**.

**191.** Thereafter action to call for relevant documents as mentioned in Paras 136 to 140 from Services Headquarters, PCDA (O) and claimant shall be taken.

**192.** On receipt of the requisite particulars from the agencies, as mentioned in Para 192 above, statement of assessment of family pension/death gratuity (**GMF-18**) as appended at **Sl. No. 12 of Annexure 'C'** will be completed.

**193.** Thereafter, the documents required for the grant of liberalised family pension will be scrutinized in the manner as enumerated in Para 146 above, in order to see that the same are complete and valid and action to finalise the awards shall be taken as per procedure explained in Paras 168 to 170 above.

#### **Rates of Liberalised Family Pension**

**194(a)** The rates of liberalised family pension with effect from 1.1.1996 are laid down in Government of India, Ministry of Defence, letter No 1(2)/97/D (Pen-C) dt 31.1.2001. According to this letter, liberalised family pension shall be equal to reckonable emoluments last drawn.

**Note:** For this purpose, reckonable emoluments includes Pay including Rank Pay, Non practicing allowances, stagnation increment, if any, last drawn by the officer. With effect from 01.01.2006 under VI CPC, reckonable emolument comprises of Pay in Pay Band, Grade Pay, Military Service Pay and NPA.

Authy - Para 9.1 of GOI, MOD letter No. 16/(1)/2008(2)-D/(Pen/Pol) dated 5.5.2009.

(b). In the case of pre-96 pensioners who are in receipt of liberalised family pension as on 1.1.1996, will be consolidated in terms of Government of India, Ministry of Defence, letter No-1(2)/97/D (Pen /Sers) dated 24.11.1997. However, the liberalised family pension, so consolidated, irrespective of the date of award, shall not be less than the reckonable emoluments calculated on the minimum pay in the revised scale of pay introduced with effect from 1.1.1996 of the rank held by the deceased officer at the time of death.

**Note- Revision of Liberalised Family Pension under VI CPC:** In the case of pre 2006 pensioners, who are in receipt of Liberalized Family Pension as on 1.1.2006, pension will be consolidated in terms of GOI, MOD letter No. 17/(4)/2008(I)/D/(Pen/Pol) dated 11.11.2008. However, the Liberalized Family Pension, so consolidated, irrespective of the date of award, shall not be less than the reckonable emoluments calculated on the minimum pay in the revised scale of pay introduced with effect from 01.01.2006. Similarly, with effect from 24/09/2012, the Liberalized Family Pension irrespective of date of award shall not be less than 100% of the minimum pay in the fitment table corresponding to the minimum of pre-revised scale plus Grade Pay, Military Service Pay.

Authy - Para 6 of GoI, MoD letter No. 17(4)/2008(1)/D(Pen/Policy)-Vol. V dated 15/02/2011as further amended vide Para 2.1 of letter No. 1(16)2012/D(Pen/Policy) dated 17/01/2013.

#### **Liberalised Family Pension on Re-Marriage Of Widow**

**195.** Liberalised family pension on re-marriage of widow shall be regulated as follows:-

- |      |                                                        |                                                                                              |
|------|--------------------------------------------------------|----------------------------------------------------------------------------------------------|
| (i)  | If widow has children                                  |                                                                                              |
| (a)  | If she continues to support children after re-marriage | Full liberalised family pension to continue to widow.                                        |
| (b)  | If she does not support children after re-marriage     | Ordinary family pension at 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.                                        |

Authy - Para 6.6 of GOI, MOD letter No. (2)/97/D(Pen-C) dt 31.01.2001

**196.** The action, as prescribed in Para 177 above, shall be taken to notify the revised award through a corrigendum PPO, on receipt of the information regarding re-marriage of the widow.

### **Division of Liberalised Family Pension**

**197.** If, on a representation made by either or both of the parents of a deceased officer, Government (now Service HQrs.), after making such investigation as they may deem necessary, are satisfied that the officer, while he was alive, was contributing towards the maintenance of the parents and, that the widow receiving the family pension is not doing so, then Government (now Service HQrs.) may, at their discretion, divide the family pension between the widow and the parent in such proportion as they may deem fit, provided that the share of either or both of the parents, as the case may be, shall not exceed the amount of dependent pension which would have been admissible to them at the rate prescribed in the Pension Regulations, as if the officer had died as a bachelor but not in action, and his death had been accepted as attributable to service factors, and that the share of the widow shall not be less than the amount of special family pension which would have been admissible to her at the rate prescribed in Pension Regulations, but his death had been accepted as attributable to service factors vide Government of India, Ministry of Defence Corrg. No. 200847/Pen-C/71 dated 11.10.1972.

### **Dependent's Pension (Liberalised)**

**198.** A claim for dependant's pension (liberalised) arises in favour of parents/eligible brother(s)/sister(s) (in the absence of parents) of the deceased officer (including officers of MNS, TA, EC/SSC) who dies under the circumstances, as mentioned in Category D and E of Para 80 above, as a bachelor or as a widower without children.

### **Conditions and Rates Of Dependent's Pension**

**199.** It may be noted that dependent pension (liberalised) shall be admissible to parents without reference to their pecuniary circumstances at the rate of 75% of liberalised family pension for both parents and at the rate of 60% of liberalised family pension for single parent. On the death of one parent, dependent pension at the latter rate shall be admissible to the surviving parent. In the absence of parents, dependent pension shall be admissible to dependent brother(s)/sister(s), if otherwise eligible, at the rate of 60% of liberalised family pension.

**Note:** Conditions, as laid down in Para 181(b) and Note 1 there under, shall equally apply to dependent's brother(s)/sister(s) for grant of dependent pension.

**200.** On receipt of a casualty report informing the death of the officer while in service, action as prescribed in Paras 182 to 184 and 186 to 188 above, shall be taken in order to notify the dependent pension (Liberalised) in respect of the eligible claimant.

### **Ex-gratia awards in cases of death of Cadets (Direct)**

#### **General**

**201.** The ex-gratia awards in respect of cadets in the event of death due to causes attributable to or aggravated by the conditions of military training is admissible subject to fulfillment of conditions which are laid down in Government of India, Ministry of Defence letter No. 1(5)/93/d(Pen-C) dt 16.4.1996 as amended vide that Ministry's letter No Even dated 12.05.1997 and 1(6)/99/D(Pen-C) dt 5.07.2001 which are explained as under:-

As per terms and conditions of recruitment, majority of the cadets such as entries through IMA, Ex-NDA and direct entries, etc. are required to be bachelors and they can not marry during the pre-commission training. However, in cases of entries such as Technical graduate entry/post-graduate entry/short service commission (Technical and Non-Technical entry) through the Army Cadet College (ACC) etc, marriage prior to pre-commission training is not a bar.

### **Rates and Conditions of Ex-Gratia Awards**

**202.** It may be noted that in the event of death of a cadet due to causes attributable to military training shall be payable to the next of kin of the deceased cadet depending on his marital status:-

(i) on death of a married cadet during training, ex-gratia award at the rate of Rs. 600/- p.m. up to 31.07.1997 and thereafter at the rate of Rs.1275/- p.m. shall be admissible to the widow/children of the deceased cadet. This award shall be payable to the widow until her death or re-marriage (with a person other than the real brother of the deceased cadet), whichever is earlier. After death or disqualification of the widow on account of re-marriage, the ex-gratia award shall be payable to the sons unmarried daughters (in the order of seniority of age) till they attain the age of 25 years. In case of unmarried daughter(s), the payment of ex-gratia shall be stopped on her/their getting married.

In the absence of eligible widow/children, ex-gratia award shall be paid to the dependent parents as per rates given in clause (ii) below.

(ii) in case of unmarried/widower cadet with no children, ex-gratia award at the rate of Rs.375/- p.m. upto 31.07.1997 and thereafter at the rate of Rs. 1275/- p.m. shall be payable to the dependent parent(s) of the deceased cadet for life. In the absence of parents, the ex-gratia award shall be payable to the dependent brother(s)/unmarried sister(s) in the order of seniority in age till they attain the age of 25 years. In case of unmarried sister(s), the payment of ex-gratia shall be stopped, on her/their getting married.

(iii) Ex-gratia amount of Rs. 2.5 Lakh is payable in addition in all the cases of death of cadets(direct) due to causes attributable to or aggravated by military training occurring on or after 1.8.1997.

(iv) The ex-gratia award shall be payable to only one member of the family at a time.

(v) In the event of death of an ex-cadet in receipt of disability award, ex-gratia award at the above rates shall be admissible to the family of the deceased cadet provided that the death is caused by the disability sustained during military training which was accepted as attributable to or aggravated by the conditions of military training.

**Note 1.** Ex-gratia award as mentioned under clause (i) above, shall be admissible to pre-1/8/1997 cases as well but financial effect will be given from 1.8.1997.

**Note 2.** Rules and procedure regarding acceptance of death as attributable to by conditions of military service training in cases of Cadets shall be the same as for regular commissioned officers of the Armed Forces.

**Note 3.** The power to grant ex-gratia award to cadets on death has been delegated to Service HQrs. vide Government of India, Ministry of Defence No. 4684/DIR(PEN)/2001 dated 14.08.2001 and even No. dated 7.11.2001.

*Authy- GOI, MOD No.1(5)/93/D(Pen-C)dated 16.04.96 as modified vide that Ministry's No. 1(6)/99 D(Pens-C) dated 5.7.2001 and Even No. dated 11.2.2002*

### **Revised rate of Ex- gratia awards under VI CPC in cases of death of Cadet**

**202A.** The Ex-gratia awards as mentioned below shall be admissible in cases of death of Cadets (Direct) occurring on or after 01.01.2006 subject to the same conditions as hitherto fore in the event of death of a Cadet (Direct) due to causes attributable to or aggravated by military training.

(i) Ex-gratia amount of Rs. 5 Lakh

(ii) Payment of monthly Ex-gratia amount of Rs. 3,500/- per month to the NOK in addition to (a) above.

(iii) The benefit of revised monthly Ex-gratia payments as mentioned above, shall be admissible to pre 01.01.2006 cases as well with financial effect from 01.09.2008.

*Authy - Para 3 and 6 of GOI, MOD letter No. 6/(1)/2009-D/(Pen/Pol) dated 1.6.2010.*

**203.** It may be noted that the awards of ex-gratia, as explained above, are sanctioned purely on ex-gratia basis and the same shall not be treated as pension for any purpose. However, dearness relief shall be admissible on the ex-gratia award sanctioned under Para 202 above on monthly basis.

**204.** It may be noted that procedure for sanction of ex-gratia awards to the next of kin in case of deceased cadets shall be the same as in the case of casualties of regular commissioned officers due to attributable causes.

#### **Ex-Gratia Payment in Flying Accidents**

**205.** The family of officers who die while traveling by service air crafts as passengers in the course of performance of their official duties (excluding those who travel on leave) as a result of accidents to the air crafts, shall be paid an ex-gratia award at the rate of Rupees one lakh only in each case in addition to special family pensionary awards with effect from 1.11.1977.

#### **Mode of Payment of Ex-Gratia Award**

**206.** Payment of ex-gratia award shall be made partly in cash and partly in the form of long term bank deposits in the manner indicated below:-

(A) Where the deceased is survived either by widow/children or parent(s)

Cash payment	In fixed deposit
Rs. 30,000/-	Rs. 70,000/-

(B) Where the deceased is survived by widow/widower, children and parents

	Cash payments	In fixed deposit
Widow/children	Rs. 30,000/-	Rs. 50,000/-
Parents	----	Rs.20,000/-

(C) Where the deceased is survived neither by widow/widower, children nor parents, payments to be made to brothers/sisters:-

In cash	In fixed deposit
Rs.30,000/-	Rs.70,000/-

**Note 1.** The amount will be deposited in any Nationalised Bank of the choice of the beneficiary for a minimum period of 63 months or longer, if so desired by the beneficiary.

**Note 2.** The amount will normally be kept in a Bank deposit for a minimum duration of 63 months unless specifically authorised to be paid in cash.

**Note 3.** During the period of long term deposit the monthly interest accrued thereon will be payable to the beneficiary.

**Note 4.** Cases of above nature occurring on or after 1.8.97 shall be regulated in terms of provision contained in Para 209 to 212 below and ex-gratia amount which have already been paid to parents between 1.8.97 to 22.9.98 need not be recovered.

**207.** The individual claims of officers for grant of ex-gratia and special family pensionary awards shall be adjudicated by the Pension Sanctioning Authority viz. Principal CDA (P), CDA (NAVY) and CDA (Air Force) as the case may be vide Government of India, Ministry of Defence, letter No. 1(4)/89-D (Pen-C) dt 10.4.1991. No specific Government sanction deciding attributability for grant of ex-gratia and special family pension in individual cases will be issued.

**208.** The attributability for ex-gratia award in such cases will be decided on the basis of the following documents to be received from Services Hqrs:-

(i) A certificate from the OC of the unit duly authenticated by Services Hqrs to the effect that the officer was traveling in the Service Aircraft in performance of official duty/or that he was on flying duty/or was being carried on bona-fide Government duty in the service aircraft at the material time of accident.

(ii) A detailed report on the basis of the initial report, first information report furnished by the OC of the unit/Air Force Station, indicating:-

- (1) Nature, date and place of casualty
- (2) Name, Rank (substantive as well as paid acting) Personal Number and unit of the individual, killed in the Air Craft accident.

- (iii) A report containing information regarding:-
- (A) Name, and address of the widow of the service officer or if there is no widow, name and address of the children.
  - (B) Name of pension disbursing agency from where the claimant is desirous of payment of ex-gratia.
  - (C) Nomination for death gratuity.
  - (D) Last Pay certificate showing details of demand, if any, from PCDA (O)
  - (E) Intimation regarding family gratuity paid to the next of kin.

#### **Grant of Ex-Gratia Payment prior to 1.8.1997**

**209.** It may be noted that ex-gratia payment is admissible to the families of the commissioned officers who are killed while performing their duties in an encounter with or in an incident involving Armed hostiles, extremists, terrorists or other anti-social elements such as dacoits or smugglers and also those killed in enemy action and border skirmishes at the following rate:-

- (a) Rs 1 (one) lakh where the death of officer takes place between 20.8.1993 to 30.04.95.
- (b) Rs.2(Two) lakh where the death of the officer takes place on or after 1.5.95 to 31.7.97.

**210.** The ex-gratia payment is excluding the insurance amount payable under Group Insurance Scheme of each service and any other ex-gratia payments, which may be paid by the State Government concerned. This shall be subject to the following terms and conditions:-

- (a) Any other amount like payment received by the affected families under the welfare schemes etc, shall be ignored for the purpose of the above calculation including insurance and ex-gratia from the State Government.
- (b) Pensionary benefits admissible under the Liberalised pensionary award scheme will continue to be paid to the affected families, as before.

**211.** (a) The claim of affected families for grant of ex-gratia payment shall be adjudicated as under:-

In case of casualties while on duty or otherwise in the operational area the claim shall be adjudicated by the Principal CDA(P) under the delegated powers as in the cases of war or war like operations. The claim of service personnel killed while on duty outside operational area shall also be adjudicated by the Principal CDA (Pensions).

(b) Claims of officers killed out side operational area, while not on duty, shall be adjudicated by the Ministry of Defence.

#### **Procedure for grant of Ex-gratia payment.**

**212.** The claim for ex-gratia payment falling under the category mentioned in Para 211 (a) above, shall be submitted by the Army Hqrs. to the Principal CDA(P) alongwith case for grant of liberalised family pension with a detailed statement of the case duly approved by the competent authority, with a certificate to the effect that the casualty occurred as a result of attack by or during an action against extremists/anti-social elements, etc. A special casualty report notified by the competent service authority shall also be furnished to the Pension Sanctioning Authority. A copy of the F.I.R lodged with the Police and /or proceedings/recommendations of the Court of Inquiry will also be invariably submitted along with such claims. On the basis of documents received from Army Hqrs and after satisfying itself that the claim is admissible under these orders, the Pension Sanctioning Authority shall notify the ex-gratia payment in the same PPO under which liberalised family pension is notified. However, where liberalised Family Pension had already been notified, ex-gratia lump-sum compensation may be notified through a corrigendum PPO.

**Note 1.** In case, the liberalised family pension has been divided initially, the ex-gratia lump-sum compensation shall also be divided in the same ratio in which the liberalised family pension was divided.

**Note 2.** In cases of claims falling under the category mentioned in Para 211(b)above, Army Hqrs shall submit

claims alongwith necessary documents and certificates to the Ministry of Defence through the Principal CDA(P), who shall submit the claim to the Ministry of Defence alongwith an Audit Report, for adjudication/final decision.

**Grant of ex-gratia lump-sum compensation who die in harness on or after 1.8.1997**

**213.** With the issue of Government of India, Ministry of Defence letter No. 20(1)/98/D (Pay/Services) dt 22.09.98 regarding payment of ex-gratia lump sum compensation to the families of Defence personnel who die in harness, the orders issued by that Ministry vide their letter No. B/39902/XXII/AG/PS 4(d)/2069/D(Pay/Sers) dt 8.10.96 as amended vide letter of even No. 4-6-97 and as explained in Para 209, stand superseded. But, however, cases of death occurred prior to 1.8.1997 shall be regulated and finalized in terms of orders and instructions in force prior to issue of the Government of India, Ministry of Defence letter No. 20(1)/98/D/Pay/Sers) dt 22.09.98. The rates of Ex-gratia award have been further revised with effect from 01.01.2006 vide Govt. of India, **MOD letter no. 20(5)/2009/D(Pay/Pers) dt 4.6.2010.**

**214.** According to the above Government letter, the families of the commissioned officers who die in harness in the performance of their bonafide official duties shall be paid the following ex-gratia lump-sum compensation with effect from 1.8.1997 as under:-

(a) Death occurring due to accidents in the course of performance of duties	Rs. 5 Lakh.
(b) Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc.	Rs. 5 Lakh
(c) death occurring during (i) border skirmishes and action against militants, terrorists, extremists, etc.	Rs.7.50 Lakh.
(d) death occurring during enemy action in inter-national war or such war like engagements which are specifically notified by Ministry of Defence	Rs. 10 Lakh

**Note 1.** Provisions of clause (d) above shall be made applicable with effect from 1.5.99.

**Note 2.** The conditions and guidelines to be observed governing the payment of ex-gratia lump-sum compensation are indicated in **Appendix-11.**

**Note 3.** The admissibility of an entitlement to the ex-gratia lump-sum compensation in the circumstances specified in clauses (a) to (d) above may be decided in each individual case by the Principal CDA(P) Allahabad/CDA(Navy) and CDA(Air Force) in respect of Army, Navy and Air force personnel respectively vide GOI, MOD No.20(1)/98/ D(Pen/Sers) dated 12.04.99 as amended vide that Ministry's Even No. dated 19.5.2000.

**214A: REVISED RATE OF EX-GRATIA AWARD w.e.f. 01.01.2006:**

(a)	Death occurring due to accidents in course of duties	<b>Rs.10.00 Lakh</b>
(b)	Death in the course of duties attributable to acts of violence by terrorists, etc.	<b>Rs.10.00 Lakh</b>
(c)	Death occurring during enemy action in war or border skirmishes or in action against militants, terrorists, etc.	<b>Rs.15.00 Lakh</b>
(d)	Death occurring while on duty in the specified high altitude, inaccessible border posts, etc. on account of natural disasters, extreme weather conditions.	<b>Rs.15.00 Lakh</b>
(e)	Death occurring during enemy action in International war or war like engagements specifically notified.	<b>Rs.20.00 Lakh</b>

**Note:** It was provided in Government of India, Ministry of Defence letter No. 20(1)/98/D (Pay/Services) dt-22.09.98 that Ex-gratia lump sum compensation to the families of deceased Govt. Servants including from

sundry Govt. sources, such as the Prime Minister's Relief Fund, Chief Minister's Relief Fund, etc. should not exceed the aggregate of 10 Lakh (w.e.f. 01.01.2006, 20 Lakh). Now it has been decided by Govt. vide letter no. 20(5)/2009/D (Pay/Pers) dt- 17.08.2010 that there will be no ceiling for grant of ex-gratia lump sum compensation w.e.f. 1.1.2006.

**Grant of Family Gratuity  
Family Gratuity-When Payable**

**215.** It may be noted that family gratuity shall be granted in addition to special/liberalised family pensionary awards to the family of an officer by the PCDA (O) who

- (i) is killed in action or dies of wounds sustained in action, or
- (ii) is killed while on flying duty or parachute jumping duties from an aircraft or while being carried on duty in an aircraft (civil or service), under proper authority or dies of injuries sustained in such circumstances, or
- (iii) though not serving in field area, dies of a cause attributable to circumstances which, in the opinion of the local administrative authority, are similar to those enumerated on field service or in operation; or
- (iv) suffers a violent death while employed in aid of civil power; or
- (v) dies while laying or clearing land or sea mines; or
- (vi) dies while on diving duty; or
- (vii) dies while on duty in a submarine or while being carried on duty in submarine under proper authority; or
- (viii) dies due to injuries sustained in the circumstances mentioned in category "E" of Para 80 above.

**Family Gratuity-To Whom Payable**

**216.** It may be noted that family gratuity shall be payable to the recipient of the special/liberalised family pension. If on the date on which the Pension Sanctioning Authority decides that the claim to a special /liberalised family pension is admissible but all the members in the list of eligible heirs have died or become disqualified, the family gratuity shall be payable to legal heirs under the orders of the President.

**Rates of Family Gratuity**

**217.** The rates of family gratuity are given as under: -

Rank	Where ex-gratia is paid		Where ex-gratia is not paid	
	Widow/children Rs.	Parents Rs.	Widow/children Rs.	Parents Rs.
2 <sup>nd</sup> lieutenant	1335	668	2000	1000
Lieutenant	2000	1000	3000	1500
Captain	2670	1335	4500	2250
Major	4000	2000	6500	3250
Lt. Colonel	6000	3000	8000	4000
Colonel	8000	4000	9500	4750
Brigadier	10670	5335	11000	5500
Maj. General	13000	6500	13000	6500
Lieutenant General	14500	7250	14500	7250
General	16000	8000	16000	8000

**Documents Required For Family Gratuity**

**218.** The following documents are required for payment of advance of family gratuity:-

- (i) A detailed report on the basis of First Information Report containing:
  - (a) Nature, date and place of casualty
  - (b) The Name, Rank and personal number and unit of the officer killed/died.

The above documents are sent by Army Hqrs to the Ministry of Defence, PCDA (O) Pune and Principal CDA (P) Allahabad.

(ii) In cases of deaths due to flying accidents or parachute jumping duties:-

A certificate confirming that the officer was on flying duty in an aircraft or was being carried on duty in an aircraft under proper authority.

The above certificate is required to be sent by officer commanding, unit to the Ministry of Defence, Army Hqrs, PCDA(O) Pune and Principal CDA(P) Allahabad.

(iii) A further report containing information regarding:-

(a) the name and address of the widow or if there is no widow, the names and address of the children.

(b) The name of pension disbursing authority from where the claimant desires to receive the payment.

The above information are to be sent by Army Hqrs to Ministry of Defence, PCDA (O) Pune and Principal CDA(P) Allahabad.

### Death Gratuity

**219.** If an Army officer dies while in service, his family will be entitled to death gratuity. The quantum of death gratuity will be determined on the basis of length of qualifying service and the emoluments drawn at the time of death, as defined in Paras 3 and 5 of Government of India, Ministry of Defence letter No. 1(6)/98/D(Pen/Sers) dt. 3.2.98, which are as under:-

	Length of qualifying service	Rate of Death Gratuity
(i)	Less than 1 year	2 times of emoluments.
(ii)	1 year or more but less than 5 years.	6 times of emoluments.
(iii)	5 years or more but less than 20 years	12 times of emoluments
(iv)	20 years or more	Half of reckonable emoluments for each completed six monthly period of qualifying service subject to a minimum of 12 times of reckonable emoluments and a maximum of 33 times of reckonable emoluments.

**Note 1.** In respect of death occurring on or after 1.1.1996, the amount of death gratuity shall in no case exceed Rs. 3.5 Lakh. The limit of Death Gratuity has been raised to Rs 10 Lakh with effect from 01.01.2006.

*Authy- Para 8 of GOI, MOD, Department of Ex-Servicemen Welfare No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008*

**Note 2.** Where the amount of death gratuity, as finally calculated, contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

**Note 3.** The reckonable emoluments include Pay including Rank Pay, Stagnation Increment and NPA, if any, plus Dearness Allowance admissible on the date of death. However under VI CPC i.e. w.e.f 1.1.06, reckonable emolument includes Pay in Pay Band, Grade Pay, Military Service Pay and NPA, if any plus Dearness allowance applicable on the date of the death.

**Note 4.** Death Gratuity at the rates indicated above, will also be admissible to the families of short Service/Emergency Commissioned Officers in the event of their death while in service.

**220.** It may be noted that payment of death gratuity shall be made to the person(s) in whose favour deceased officer has made the Nomination during his lifetime for death gratuity as per details furnished by Army Hqrs. In case, deceased officer has failed to nominate any member of his family, the payment of death gratuity may be authorised as per provisions of para 146 above.

### Notification of Death Gratuity.

**221.** In cases where only death Gratuity is payable, a separate PPO for the same in favour of the nominated/eligible heir should be prepared. Since the PPO will be for a single payment a dash should be drawn in the columns “ date of commencement and the period of the grant”. The inapplicable guide notes

printed on the form will be scored and the following guide note will be endorsed.

“The amount will be paid to the awardee himself/herself. If he/she dies before receiving the payment, the amount should not be paid to his/her heir and the matter referred be to this office”.

**Note** - Recovery of public claims, if any, may be made from the Death gratuity.

### **Monetary Allowances Attached to Gallantry Awards.**

#### **General**

**222.** The scheme of Gallantry Awards for Armed forces Personnel can be broadly divided into two categories i.e. Pre-Independence Gallantry Awards and Post-Independence Gallantry Awards. The Pre-Independence Gallantry Awards include Indian order of Merit, Military Cross, etc After independence different series of Gallantry Awards were introduced. The Vir Chakra series of awards are given for acts of conspicuous bravery/gallantry in the presence of the enemy and the Ashok Chakra series for bravery other than in the face of the enemy. These awards carry a monetary allowance with them which is payable for two lives.

**223.** The monetary allowance attached to gallantry decorations will be admissible to the recipient of the award and on his death to his widow lawfully married by a valid ceremony. She will continue to receive the allowance till her remarriage or death.

The payment of the allowance will, however, be continued to a widow who re-marries late husband's brother and lives a communal life with the living heir eligible for family pension. Ordinarily the widow who was first married shall receive the allowance but with the special sanction of the Government, the allowance may be divided equally between the lawful widows of the recipient. Payment to all the widows shall cease when the allowance to the first widow terminates. When the award is made posthumously to a bachelor, the monetary allowance shall be paid to his father or mother. In case, the posthumous awardees is a widower, the allowance shall be paid to his son below 18 years or unmarried daughters, as the case may be.

#### **Rates of Monetary Allowance Attached to Gallantry Decorations**

**224.** The rates of monetary allowance attached with pre-independence gallantry awards have been revised at the following rates to all recipients, irrespective of rank and income vide GoI, MoD vide letter No. 7(119)/2008-D (AG), dated 30<sup>th</sup> March, 2011.

<b>Particular of Gallantry Awards</b>	<b>Revised rate of Monetary Allowance (Rupees per month)</b>
Distinguish Service Order (DSO)	<b>4000/-</b>
Indian Order of Merit (IOM)	<b>4000/-</b>
Indian Distinguished Service Medal (IDSM)	<b>4000/-</b>
Distinguished Service Cross (DSC)	<b>2800/-</b>
Military Cross (MC)	<b>2800/-</b>
Distinguished Flying Cross (DFC) for Officers	<b>2800/-</b>
Distinguished Service Medal (DSM)	<b>2800/-</b>
Military Medal (MM)	<b>2800/-</b>
Distinguished Flying Medal (DFM) for other ranks	<b>2800/-</b>

**Note:1** Each Bar to the decoration will carry the same amount of monetary allowance as admissible to the original award.

**Note:2** Other terms and conditions of payment of monetary allowance will continue to be governed by the order contained in this Ministry letter No. 7(67)/92/D/(AG), dated 19.04.1999 and No. 7(42)/2006/D (AG), dated 14<sup>th</sup> May, 2008.

**Note:3** The expenditure on this account will be Debitable to the relevant Heads of the Defence Services Estimates.

*Authy - MOD letter No. 7(119)/2008-D (AG), dated 30<sup>th</sup> March, 2011)*

The rates of monetary allowance attached with various Post independence gallantry awards have been revised with effect from 30.03.2011 vide Government of India, Ministry of Defence letter No 7(119)/2008-D (AG) dt 30.03.2011. The revised rates are as under-

PARAM VIR CHAKRA	10000/- per month
ASHOK CHAKRA	6000/- per month
MAHA VIR CHAKRA	5000/- per month
KIRTI CHAKRA	4500/- per month
VIR CHAKRA	3500/- per month
SHAURYA CHAKRA	3000/- per month
SENA MEDAL	1000/- per month

**Note 1.** Monetary allowance attached with the Sena/Nao Sena/ Vayu Sena Medal awardees (where the award has been given for gallantry) has been introduced vide GOI, MOD letter No. 3(8)/98/D(Ceremonials) dated 18-03-1999 as amended vide GOI, MOD letter No. 3(8)/98/D(Ceremonials) dated 12-10-2000.

**Note 2.** The monetary allowance will be paid in respect of all gallantry awards received by an individual including bar attached to gallantry decorations. Further, each bar attached to Sena Medal/Vayu Sena Medal/Nau Sena Medal shall carry the same amount of monetary allowance as attached to the original grant.

**Note 3.** The Monetary allowance at enhanced rate is also payable to the family pensioners/dependent pensioners/war injury pensioners who were/are in receipt of such awards at old rates and will be subject to all other terms and conditions contained in Ministry of Defence letter No. 3(8)/93/D(Cer) dt 31.1.95.

**Note 4.** The claim for monetary allowance shall be admitted on the basis of details of Gazette Notification issued by Army Hqrs. However, in cases of officers, who are paid monetary allowance attached to gallantry awards alongwith their pay, the monetary allowance on retirement will be allowed on the basis of full pay commission service certificate issued by PCDA (O) Pune mentioning payment of above said award.

**Note 5.** The Monetary allowance will not be taken into account for computing dearness relief.

**Note 6** The expenditure on the above account will be debitible to the relevant Heads of Defence Services Estimates.

**Note 7.** Rate of monetary allowance attached to Post Independence gallantry decoration prior to 30.03.2011 and Pre-Independence awards are given in **Appendix-12**.

#### **Procedure for Grant of Monetary Allowance**

**225.** The payment of monetary allowance, as due, will be notified through a corrigendum PPO by inserting a Note in the original PPO. In case PPO notifying retiring/family pension was issued manually the payment of monetary allowance, as due, will be notified through a corrigendum PPO by inserting a Note in the original PPO, as the case may be, in the following form:-

**Note:** "In addition, a sum of Rs..... pm. with effect from ..... on account of monetary allowance in respect of gallantry decorations viz. .... is payable to .....(Name of the payee) during his/her life time, as a I/II life award. The payment of allowance will cease with effect from the date following the date of his/her death and the fact of the death of the payee will be reported to Principal CDA (P) immediately on receipt of necessary information in this respect".

On receipt of intimation of death of the payee, it will be examined whether the recipient was 1<sup>st</sup> life awardee and 2<sup>nd</sup> life award is payable, the action to notify the same shall be taken in the manner as indicated above.

## **CHAPTER-V COMMUTATION OF PENSION**

### **GENERAL**

**226.** When an officer is allowed to commute a portion of his pension it is meant that he is allowed (a) to forego the title to receive the commuted portion of the pension, and (b) to acquire the title to receive the commuted value thereof subject to the observance of the rules laid down in Pension Regulations.

#### **Limit of Commutation Of Pension**

**227.** A commissioned officer shall be entitled to commute for a lump sum payment a fraction not exceeding **43%** of his/her pension which is sanctioned for life. However the maximum limit of commutation has been raised to **50%** under VI CPC.

Auth: Para 9.1 of Govt. letter No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008

**Note 1:** If fraction of pension to be commuted results in fraction of rupee, such fraction of a rupee shall be ignored for the purpose of commutation.

**Note 2:** The Armed Forces personnel who had retired/discharged/invalided out from service during 1.1.2006 and 1.9.2008 and have availed of the benefit of commutation of pension not exceeding maximum permissible limit 43% in respect of commissioned officers within one year of retirement/discharge/invalidment, the benefit of commutation of additional pension (i.e. 50% less the percentage already commuted), will be allowed with reference to the age next birthday as on the date of fresh option as per Annexure-II to MOD, Department of Ex-Servicemen Welfare No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008 as amended vide MOD letter No. 17(4)/2008(2)/D (Pen/Policy) dated- 27<sup>th</sup> November, 2008 and 20<sup>th</sup> January, 2009 without medical examination by applying revised commutation value Annexed to Govt letter dated 12/11/2008. In case of Armed Forces personnel retired/discharged/invalided out during 1.1.2006 to 1.9.2008 and had not availed the commutation of pension upto maximum permissible limit within one year of retirement/discharge, the benefit of commutation of additional pension may be allowed with reference to age next birthday as on date of fresh option after medical examination. The pensioners, who have already undergone medical examination in the latter case, need not be medically examined again for this purpose.

**228.** It may be noted that commutation may take place on retirement or at any time subsequent thereto.

#### **Types of Pension Commutable**

**229(i)** Commutation of pension is permissible in the case of commissioned officers in respect of retiring/disability/invalidment/war injury pension.

(ii) Commissioned officer who is in receipt of disability pension may be allowed to commute a portion of such pension where invaliding disability is of loss of limb(s), total loss of sight, loss of eye, amputation, etc. or where the award of disability pension is sanctioned for life in the first stage itself.

(iii) Where the officer is granted temporary disability pension, commutation of pension shall be allowed with reference to service element of disability pension. However, if disability is accepted for life at RSMB stage, the amount of disability element, so sanctioned, is not commutable.

(iv) Where lump sum compensation is paid to an officer in lieu of disability element, commutation of pension shall be allowed with reference to retiring/disability/invalid/war injury pension granted after retirement/invalidment.

#### **Commutation of Pension-When Becomes Absolute**

**230.** It may be noted that commutation of pension shall become absolute:

(i) in case where officer applies before retirement- on the date following the date of retirement.

(ii) in case where officer applies within one year of retirement- on the date on which the application is received by the Pension Sanctioning Authority, and.

(iii) in case where officer applies after one year after retirement /invalidment- on the date on which the Medical Board signs the medical certificate.

#### **Application for Commutation of Pension**

**231.** When an officer is desirous of commuting a portion of his/her pension, he shall apply in the prescribed form **GMF- 29 appended at Sl.No. 16 of per Annexure-C**

**232(a)** Where the officer applies for commutation of a portion of his/her pension before retirement/invalidment, the application shall be submitted to the **PCDA (O)**, who will transmit the same alongwith other pension documents to the Principal CDA (P).

(b) Where the officer applies after sanction of his/her pensionary awards or after one year of his/her retirement/invalidment, the commutation application shall be submitted to the Principal CDA(P) through his/her pension disbursing authority.

**233.** On receipt of the application for commutation of pension, it should be entered in the Register of Commutation of Pension (**GMR-9**) **appended at Sl. No.10 of Annexure-‘B’** and it should be ensured that the same is dealt with expeditiously.

#### **Commutation of Additional Pension**

**234.** An officer who has commuted a fraction of his/her final pension and whose pension after commutation has been revised and enhanced retrospectively as a result of Government’s decision, shall be paid the difference between the commuted value determined with reference to the enhanced pension (by taking into account the same age next birthday, including loading, if any, which was taken earlier while computing the capitalised value of a fraction of pre-revised pension, and the commuted value already paid. For the payment of difference of commuted value, he/she shall not be required to apply a fresh.

#### **Scrutiny of Commutation Application**

**235.** During the scrutiny of the application for commutation of pension, it will be seen that: -

(a) It is complete in all respects.

(b) The date of birth shown in the application is the same as the verified date of birth of the officer and also the age next birthday shown is correct. For this purpose, the officer will be asked to forward the requisite documentary evidence for verifying his date of birth. If the officer is unable to produce any documentary evidence for verifying his date of birth, he should be advised to submit the affidavit in the prescribed form (AO 246/68) to this office for acceptance of his date of birth in audit. For this purpose, a communication will be issued to the officer in **GMF-28 appended at Sl. No. 17 of Annexure ‘C’**.

(c) the portion of pension to be commuted is in whole rupee.

(d) the total amount of pension to be commuted together with the amount or amounts previously commuted, if any, does not exceed the limit upto which extent, the commutation of pension is permissible i.e. the amount(s) already commuted, if any, does not exceed 50% of the pension sanctioned, provided that the amount left un-commuted is not less than Rs.240/- a year.

(e) in case the application of a pensioner to commute a portion of his pension has been rejected on the recommendations of a Medical Board or who has once declined to accept commutation on the basis of an addition of years in actual age, he has not applied for a second medical examination until a year has lapsed.

(f) no intimation regarding involvement of officer in a disciplinary case has been received.

(g) every endeavor should be made to dispose of the papers relative to commutation of pension within six days of their receipt.

**236.** If after scrutiny of the application it is found that the same is defective in certain respects, it will be returned to the applicant for rectification of the defects. A suitable remark will be endorsed in the register of commutation of pension against the relevant entry.

### **Documents Required In Support Of A Commutation Application.**

237(a) For an officer who applies for commutation of pension before or within one year of his/her retirement/invalidment, a copy of the Medical Examination Report(AFMSF-18) in which the officer is categorised as shape "A".

(b) (i) for an officer who is released on account of being placed in low medical category and applies for commutation of pension before or within one year of his/her release, or

(ii) For an officer who is invalided out of service and applies for commutation within one year of such invalidment:-

A copy of the annotation made about longevity of the officer for the purpose of commutation of pension alongwith Medical Examination Report (AFMSF-18) or Release/Invaliding Medical Board proceedings(AFMSF-16) and nomination, if any.

The above documents will be submitted by PCDA(O) to Principal CDA(P) alongwith other pension documents.

### **Commutation of Pension After One Year**

238(a) When an officer who applies for commutation of pension after one year of his/her retirement/invalidment, he shall submit commutation application through his/her pension disbursing authority in the prescribed form alongwith two duly attested copies of his/her passport size photographs (one copy to be pasted on the application form itself at the appropriate place) while the other is to be loosely attached to the form.

(b) On receipt of commutation application, Principal CDA (P) shall address in the form **GMF-33 appended at Sl. No. 19 of Annexure 'C'** to Command Headquarters concerned who will arrange a commutation medical board at any station within his jurisdiction that may be convenient to the applicant. In case where difficulty may arise in the assembly of the civil medical board, the Command Headquarters may, at their option, convene a suitable services medical board for the purpose.

(c) The pensioner shall at the same time be informed of the date on which he/she should present himself/herself for examination by a Medical Board in the Form **GMF-31 appended at Sl. No. 18 of Annexure-C**.

### **Calculation of Commuted Value**

239. When, after scrutiny, the application is found to be in order, the commuted value of pension will be calculated in the form (**GMF-36 appended at Sl. No. 20 of Annexure 'C'**) on the basis of the commutation value applicable to his/her age next birthday. The commutation value is calculated as under:-

Portion of monthly pension to be commuted. x 12 x purchase value applicable to the age next birthday.

**Note:** The table of commutation of pension effective from 01.03.1971 is given in Army Instruction 85/71 which is reproduced as **Appendix-13**.

The existing table of commutation value for pension annexed to AI 85/71 has been substituted by a new table as at appendix 13A. The revised table of commutation will be used for all commutation, which become absolute on or after 2.9.2008.

### **Withdrawal of Application for Commutation of Pension.**

240. In may be noted that the applicant is entitled to withdraw his application for commutation in the following circumstances:-

(a) he may withdraw his application by written notice dispatched at any time before medical examination is due to take place. This option shall expire on his appearance before a medical authority.

(b) in case when an addition to the age (loading) of the applicant has been recommended by the medical authority, the Principal CDA(P) shall inform the applicant in the form (**GMF-34 appended at Sl. No. 21 of Annexure 'C'**) by registered post, with acknowledgement of the recommendations of the medical authority and of the revised capital sum payable in lieu thereof. In such cases, the applicant may withdraw the application by a written notice to the Principal CDA(P) dispatched within two weeks from the date he/she

receives an intimation of the revised sum payable on commutation. If the applicant does not withdraw in writing his/her application within two weeks, he/she shall be presumed to have accepted the revised sum offered. In such cases, payment of commuted value shall be authorised only after expiry of the period of two weeks in which the application for commutation may be withdrawn, or earlier if the written acceptance of commutation is received.

**241.** Whether a medical board or single Medical Authority has to conduct the medical examination should be determined keeping in view of the following factors:-

(a) Medical examination in the following cases has to be conducted by a Medical Board:-

(i) if the total of the amount of pension to be commuted (including amount of pension previously commuted, if any) is more than Rs 100/- per men sum.

(ii) when the pensioner has once refused commutation on medical grounds or after he has once declined to accept commutation on the basis of an addition of years to his actual age and when he again applies for commutation of pension.

**Note:-** Medical Boards convened by State Government for examination of central Government servants for commutation of pension shall consist of 3 Medical Officers possessing qualification included in one of the Schedules to the Indian Medical Council Act, 1933.

(b) In cases other than those mentioned in (a) above, the medical examination will be conducted by a single Medical Officer, not being lower in status than the Civil Surgeon/District Medical Officer/Presidency Surgeon.

#### **Scrutiny of Medical Board Proceedings**

**242.** The medical board proceedings, after medical examination of the applicant, when received in this office should be scrutinized keeping in view the following factors:-

(i) the IAFM-1253 has been completed by the officer in all respects and it was signed by him in the presence of a member of the Medical Board before or at least at the commencement of the medical examination.

(ii) the medical board certificate has been completed in all respects and conveys clearly the recommendations of the medical board, it has been signed by all the members constituting the medical board giving their recommendations and that it bears the date of medical examination and the seal of the hospital, where the medical examination was conducted.

(iii) in a case where a pensioner has been declared unfit or who has not accepted the recommendations of the medical board, he should be informed that he can appear for one re-examination under Regn. 112 PRA Part II(1961) after the expiry of one year from the date of the present medical board for which he is required to submit a fresh application for commutation in the usual manner

**243.** If the officer has been recommended an average duration of life and declared fit for commutation of portion of pension, action to notify the same through a corrigendum PPO, shall be taken in the manner as explained in the succeeding Paras.

**244.** In cases where retiring/disability/war injury pension has been notified on computer, the PCDA (O) will process the data sheet based on the application, etc received from the officer for commutation of a portion of his/her pension and send to Principal CDA (P).

**245.** On receipt of the Data Sheet from PCDA (O), the same will be entered in a Central Claim diary register **(GMR-9) appended at Sl. No. 10 of Annexure-B** and data sheet/processed in the manner as specified in Para 31 to 35 above for issue of a corrigendum PPO.

#### **Reduction in Pension Due To Commutation**

**246(a)** The reduction in pension in the commuted portion of pension in the cases of retirement/invalidment,

where the payment of the commuted value of pension has been authorised and notified jointly in the same PPO, will be operative from the date following the date of retirement if the payment is made within the same month. Where, however, payment of commuted value of pension could not be made within the first month after the date of retirement/invalidment, the pension will be reduced from the date of payment.

(b) In the case of a pensioner who is drawing his pension from a Treasury/Pay Accounts Officer/DPDO, the reduction in the amount of pension on account of commutation shall be operative from the date of receipt of the commuted value of pension or at the end of three months after the date of issue of the PPO by the Pension Sanctioning Authority for payment of commuted value of pension, whichever is earlier.

(c) In the case of a pensioner who is drawing his pension from a Public Sector Bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which commuted value of pension is credited by the bank to the pensioner's account to which pension is being credited.

**Note:** If the amounts of retiring pension and disability element sanctioned for life are commuted, the reduction in the amounts of these pensions should be made against each pension separately.

### **Restoration of Commuted portion of Pension**

**247.** The pensioners who have commuted a portion of their pension and on 01.04.1985 or thereafter have completed 15 years or will complete from the respective dates of their retirement, will have their commuted portion of pension restored subject to the following conditions:-

(a) The 15 years period for restoration may reckon from the date of retirement itself only in cases where commutation of pension is simultaneous with the date of retirement. In other words, cases where payment of the commuted value of pension was/is made during the first month of retirement leading to appropriate reduction on account of commutation in the first pension itself will be deemed to be falling in this category.

(b) In all other cases where commutation of pension led/leads to a reduction in the second or subsequent month, the 15 year period will be reckoned from the date of commutation i.e. from the date on which reduction in pension on account of commutation become/becomes effective.

(c) If the pensioner dies on or after the day on which commutation become absolute but before receiving the commutation value, this value will be paid to the nominee, failing which to his legal heirs. If, however, the pensioner has commuted a percentage/maximum of his pension and is entitled to receive the revised rate of pension, dies before receiving the difference between the commuted value of a original and revised rate of pension, the difference will be paid to the legal heir automatically.

### **Commutation of War Injury Pension**

**248.** The provision of commutation of war injury pension is made with effect from 01.01.1986 vide Government of India, Ministry of Defence letter No 1(5)/87/D/(Pen/Sers) dt 30.10.1987 and will be regulated as per guidelines prescribed vide that Ministry's letter No 1(6)/95/D (Pen-C) dt 29-02-2000, which are explained as under:-

(a) **Commutation of War Injury on Invalidment** - In cases, where an officer is invalided out of service and granted War Injury Pension equal to reckonable emoluments last drawn or proportionate lower portion, shall be allowed to commute War Injury Pension at the rate of 43% for disability of permanent nature sanctioned for life as per relevant provisions of Pension Regulations.

(b) **Commutation of War Injury Pension on Retention in Service** - Where an officer is retained in service in spite of war injury and retires subsequently commutation of service element and disability element on account of War Injury shall be allowed at the rate of 43% where the disability is of a permanent nature and is sanctioned for life in the first instance as per relevant provisions of Pension Regulations.

**Note 1.** The provisions of the above Para shall apply to commissioned officers who were in service as on 1.1.1986 or joined/join service thereafter.

**Note 2.** The procedure to notify the commutation of War Injury Pension will be the same as prescribed in Paras 243 to 245 above.

**Note3 :** The limit of pension commutable i.e. 43% may be read as 50% in cases arising on or after 1.1.2006.

*Authy - Para 9.1 of Govt. letter No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008*

**Rates Of Disability Element on account of War Injury**

**249.** The rates of disability element on account of war injury for 100% disability are **Rs 1500/- p.m. and Rs 5200/- p.m. with effect from 01.01.1986 and 01.01.1996 respectively and under VI CPC as mentioned in para 120 and 123.**

## **CHAPTER-VI INCIDENCE OF PENSION**

**250.** The rules regulating adjustment of pensionary charges between different Governments are laid down in **Appendix 3** Section IV Defence Accounts Code (1994 Edn.). It will be ensured that the allocation of pensionary charges involved should be made in the following manner: -

(i) The amount chargeable to the other Government/Department on account of proportionate share of pension/gratuity is calculated and recovered at the time of Notification of final pension by raising debit against them. The debit should be supported by Audit certificate to the effect that the amount charged has been correctly calculated according to the rules. The fact that the allocation of pensionary charges has been made will be suitably recorded in the draft PPO in the form of an Office Note but the incidence of pension will be denoted in the PPO as under:-

“The charge is wholly debitabale to Defence Services (Army/Navy/Air Force) Estimate/Estimates” as the case may be.

(ii) If in the absence of necessary information/documents the allocation cannot be made at the time of notification of final pension a suitable endorsement will be made in the form of a foot note in the PPO to the effect that the allocation for pensionary charges will be made later on.

(iii) As and when the necessary information/documents is received in this office, the quantum of proportionate share of pensionary charges will be calculated and debited to the concerned Department/Government duly supported by requisite audit certificate. An endorsement that allocation of pensionary charges has been made will be suitably recorded on the draft PPO in the form of office note but the incidence of pension will be denoted in the corrigendum PPO on the lines indicated in the clause (i), the register of allocation of pensionary charge, will be completed and the item cleared.

**Note:** With the issue of Government of India, Ministry of Finance O.M No. F.2(117)/76/SC dt. 26.12.1977 and Joint Controller General of Accounts OM No. S/1103/1/78/TA/725 dt. 23.2.1979, the provisions for allocation or sharing of the liability on account of pensionary charges of Government Servants with service under more than one Department among the Department of the Government of India including Railways, Posts and Telegraphs and Defence Departments have since been dispensed with. The liability for pension including gratuity will be borne in full by the Department to which the Government servant permanently belongs at the time of retirement. No recovery of proportionate pension need be made from other Central Government Departments under whom he had served.

The above provisions shall also cover cases of Government servants who have rendered technical resignation on their selection for service in another department including Railways, P & T and Defence Department within the Government of India vide Government of India, Ministry of Finance, CGA OM No. S/11031/1/80/TA/1494 dated 21.04.1980

## **CHAPTER-VII STATE FORCES AND IMPERIAL PENSIONERS**

### **General**

**251.** The following pensionary awards in respect of Ex- State Forces pensioners including civilians are dealt with in this Section:

- (1) Service Pension
- (2) Disability pension and invalid gratuity.
- (3) Family pension and compassionate family pension.
- (4) Gallantry award.
- (5) Commutation of pension

**252.** The claims to such awards are dealt with by this Office under the Rules/orders laid down in the respective State rules and under relevant Government orders issued from time to time.

**253.** The procedure regarding service pension, gallantry awards and commutation of pension are not detailed in this Chapter, as fresh claims of these nature are not emanating. Further, the work to grant of disability pension in respect of State Forces has been transferred to Grants-3 Section. Hence procedure laid down in Chapter-IV of OM IV. Volume IV in respect of personnel below officer rank will apply mutatis mutandis in such cases also. However, procedure to grant family pension are explained in the succeeding paragraph:-

**254.** The provisions of the Government of India, Ministry of Defence letter No. F.6(2)/85/1689/B/D/(Pen/Sers) dt. 8.8.1985, which was introduced for grant of family pension in respect of Pre-64 cases with effect from 22.9.1977, have also been made applicable to the personnel of Ex State Forces vide that Ministry's letter Nos. B/39407/AG/PS4(b) /1406/B/ D(Pen/Sers)dt. 28.4.1986 and F.6 (6)/86/D (Pen/Sers) dt- 12.5.1986.

**255.** Under the above scheme, the title to ordinary family pension arises only if the deceased, in whose respect family pension is claimed, was a pensioner at the time of death.

#### **Procedure for Processing of Family Pension Claim**

**256.** Family pension claim in respect of Ex State forces pension are processed by either of the two agencies viz. Record offices/State Governments as the case may be.

Family pension claim in respect of the erstwhile State Forces which are merged into Indian Army and their records have been transferred to the Record offices are processed by the concerned Record Offices. Similarly, family pension claim in respect of personnel of non-ISF units of Ex-state Forces, records of which were not handed over to the Record Offices but were retained with the respective state Government at the time of merger of the erstwhile princely States with the Union of India will be processed by the respective State Governments.

**Note:** Lists of erstwhile State Forces merged into Indian Army is reproduced at, **Appendix-14.**

**257.** For the purpose of grant of family pension, the eligible members of the family have to apply for family pension to the office of the of the P.C.D.A (P) in the application form through the concerned Record Office.

**258.** The applicant will have to indicate all relevant service particulars of the pensioner such as Name and Rank, Service Number, PC/PPO Number and name of the Record office, etc. He should also obtain lifetime arrear payment certificate from the pension disbursing authority from whom the deceased was drawing his

pension before death and attach with the application form.

**259.** Record Office will then forward application forms duly completed alongwith death certificate/casualty report/details of family members to office of the Principal CDA (Pensions) and the same will be entered in the register of claim for state forces pensioner in the form **GMR-13 appended at Sl. No. 11 of Annexure-B**

**260.** Record Office will fully satisfy themselves as to the genuineness of the claimant for family pension before forwarding the claim to the office of the Principal CDA (Pensions). Where the genuineness of the claimant cannot be verified with reference to the documents available with them, they will have to base their satisfaction on the basis of:

- (i) Succession certification from a court or
- (ii) Affidavit sworn before a Magistrate, or
- (iii) Affidavit of the claimant on plain paper supported by any two documents, which may be acceptable to them. These documents should contain also date of death.

**261.** In respect of Non-ISF units of ex State forces, records of which were not handed over to Record Offices of the Army but were retained with the respective State Governments at the time of merger of the erstwhile princely states with the Union of India, the claim of family pension in respect of families of non-ISF personnel will be processed by the respective State Governments based on records/service documents available at their end, affidavits and verification by Zila Sainik Board/Rajya Sainik Boards, etc. The application will then be forwarded by the concerned State Governments to office of the Principal CDA(Pensions) directly for issuing of Pension Payment Order.

Name and address of the Department of the State Government which will be responsible for initiating and submitting the family pension claim to Principal CDA(Pensions) may be intimated to Principal CDA(P) by the respective State Governments. The concerned Department/Office of State Government responsible to render these claims will also furnish to Principal CDA(Pension), the specimen signature of the officer not below the rank of Under Secretary/equivalent in the State Government authorize to countersign the claim.

**262.** The procedure for processing the family pension claim received either through Record Office or State Governments will be same as laid down for Ordinary Family Pension in respect of families of the commissioned officers. However, original copy of the Pension Payment Order will be forwarded to the concerned Record Office/ State Government from whom the claim was received for onward transmission to the pension disbursing authority.

#### **Imperial Pensioners**

**263.** Authorities for the payment of pensions sanctioned by the Pay Master General, Department of Social Security and other authorities of the UK to their pensioner resident in India are received from Audit Section. The awards sanctioned therein are notified by this Section in the Pension Payment Order in manuscript payable by the pension disbursing authorities mentioned therein. A separate claim register (**GMR-14**) **appended at Sl. No. 12 of Annexure B** is maintained for recording these claims and after notification the payment authority duly endorsed with the remarks" Notified in Pension Payment Order No. ... by the officer signing the Pension Payment Order" is returned to Audit Section for further necessary action.



**270.** It may be noted that provisions of Ministry of Defence letter No. F.50 (I) 52/D (Pension /Services) dt. 25.3.57, as explained in **Para 267** above would apply mutatis mutandis to officers of Military Nursing Service also.

#### **Counting Of Pre-Commissioned Service - State Forces**

**271.** Service rendered in the erstwhile State Forces in respect of officers granted permanent regular commissions in the Army under Army Instructions No. 11/S/49 and No. 12/S/50 may be allowed to count towards the pension / gratuity as indicated below:-

##### **Service rendered in Civil Department of the State-**

(i) Previous pensionable civil service followed by commissioned service without a break will count for pension to the extent and subject to the conditions under which pensionable civil service might be allowed to count in respect of other permanent regular commissioned officers of the Indian Army.

(ii) Where the entire service was without a break but civil service intervened between two spells of commissioned service, such civil service would not be regarded as a break. It would be allowed to count as in (i) above if the officer's military career was not formally terminated during such civil service irrespective of whether the civil service was pensionable or not. Where, however, his military career was formally terminated, the civil service will qualify for military pension subject to (i) above, and only if it was qualifying for civil pension and no terminal benefits were allowed for that civil service in such a case, if no pensionary benefits had been admitted for the previous spell of military service, the question of counting it also for pension will be referred to Government for orders.

#### **Counting Of Pre Commissioned Service - Central Government Autonomous Bodies.**

**272.** With effect from 3.12.77, service rendered in the autonomous bodies before and/or after their take over by the Central Government followed by service as a commissioned officer with or without break will be allowed to count for pension to the following extent:-

(i) Service rendered in an appointment, the initial pay of which is Rs 200/- p.m. or more in full.

(ii) Service rendered in an appointment, the initial pay of which is less than Rs. 200/- p.m., to the extent of 2/3<sup>rd</sup>.

**273.** The counting of service will be subject to the condition that the total qualifying service rendered in autonomous bodies will not exceed one-half of the commissioned service counting for pension /gratuity.

**274.** Retirement benefits, if any, received for the service rendered in the autonomous bodies by the officers who were in service of those bodies at the time of taking over by the Central Government, will be refunded to the Defence Services Estimates. However, the gratuity/employer's contribution, if any, received by the officers who left the service of the autonomous bodies prior to their take over by the Central Government, will be refunded with simple interest at the rate of six percent per annum from the date of receipt to the date of refund.

**Note:** Govt. has issued orders vide letter No. 46347/Pens/ TA-4/ 342/ US/D (GS-III)/ 2008 dated 23/5/2008 for counting of following service to the same extent as admissible to the Regular Army personnel for grant of pension to TA officers, subject to fulfillment of other conditions:-

(i) Former service in Army, Navy, or Air Force irrespective of Regular, Short service or Emergency.

(ii) Former service in Civil department of Central Government.

(iii) Service in Central Government Civil department during disembodied period while in TA service.

#### **Authority Responsible for counting of Pre-commissioned service**

**275.** Prior to 1.7.79, CGDA was made responsible for counting of pre-commissioned service in respect of commissioned officers of all the three wings. But with effect from 1.7.1979, Principal CDA(P) has been made responsible for counting of pre-commissioned service in respect of commissioned officers of all the

three wings who retired on or after this date vide Government of India, Ministry of Defence, letter No. 10(1)/81/D(Pension/ Services) dated 29.1.81.

Later on from 1.11.1985, the cases for counting of pre-commissioned service in respect of Navy and Air Force officers have been transferred to CDA (Navy) and (Air Force) respectively alongwith the pension of Navy and Air Force officers vide Government of India, Ministry of Defence, letter No. 5/2/76/D(Pension/ Services) dated 28.6.1985.

#### **Condonation of Break in Service**

**276.** It may be noted that an interruption between two spells of service rendered in civil or autonomous bodies or Military capacity under Central Government will be treated as automatically condoned and pre-interruption service treated as qualifying service for pension except where it is otherwise known that the interruption was caused by resignation, dismissal or removal from service or participation in a strike.

The period of interruption itself will, however, under no circumstances be reckoned as qualifying service for pension.

**277.** The service rendered before attaining the age of 17 years from the date of enrolment will count as qualifying service for pension.

**278.** In the case of officers having temporary civil service only and who did not retain a lien on their civil appointments, the period of joining time and pre-commissioned training as a cadet will not be treated as a break but will not count for pension/gratuity.

#### **Documents Required For Processing the Claims for Counting of Past Service**

**279.** Claims for counting of former Other Rank service for pension will be submitted to the office of the Principal CDA (Pensions), Allahabad through Officer-In-Charge Records concerned on the form prescribed as Appendix 'A' to AO 56/2001 (reproduced as Annexure-C) and will be accompanied by the following documents:-

(a) Record copies of the Sheet Rolls alongwith Enrolment Forms completed in all respects including no. and date of Gazette Notification for grant of commission as JCO/EC/SSC/TC/PC or Service Book or Sheet Roll, completed in all respects, whichever was being maintained, in respect of the previous pre-commissioned service.

(b) Authenticated documentary evidence, if any, pertaining to previous pre-commissioned service, e.g. sanction of Controller of Defence Accounts, discharge certificate, proof of transfer to pension establishment.

(c) Certificate from the officer regarding non-forfeiture of any portion of pre-commissioned service duly countersigned by the Record officer/Head of the office.

(d) Certificate regarding non-payment of any terminal benefits for the Pre-commissioned service issued by the PAO concerned.

(e) It should also be verified that the individual has refunded any amount of gratuity other than war gratuity received in respect of his/her former service with interest at the rate of DSOP Fund applicable from time to time, as mentioned in the **Appendix-5**.

*Authy- Army Order 56/2001.*

**280.** Claims for counting of former Civil service, for pension will be submitted to the Principal CDA (Pensions) Allahabad through Head of the Office Concerned on the form prescribed as Appendix B to AO 56/2001 alongwith Service Book and certificate, as mentioned in clauses (c) and (d) of **Para 279** duly signed by the competent authority.

#### **Procedure for Counting of Former Service**

**281.** On receipt of the claim for assessment of Pre-commissioned service, from the Record Office/Head of the Office concerned, it is scrutinized that the same are supported with the requisite documents and are

countersigned by the competent authority wherever necessary. After scrutiny of the claim, a calculation sheet is prepared for approval of the AO/SAO of the Section. Specimen of the calculation sheet in the form GMF-53 is **appended at Sl. No. 38 of Annexure-C.**

**282.** After approval of the calculation sheet from the AO/SAO, an authority for assessment of Pre-commissioned service is prepared in quintuplicate and is got signed by the AO/SAO. The original copy of the authority alongwith Sheet Roll/Service Book will be dispatched to the Record office/Head of the Office concerned and the duplicate copy will be dispatched to Ministry of Defence for publishing in the Army List; Triplicate copy is retained as office copy. Quadruplicate and quintuplicate copies will be dispatched to PCDA Officer) Pune and Army Headquarters New Delhi respectively. Specimen of the **authority letter (GMF-54) is appended at Sl. No. 39 of Annexure 'C'.**

**CHAPTER -IX**  
**PRO-RATA RETIREMENT BENEFITS TO OFFICERS ABSORBED IN PUBLIC SECTOR**  
**UNDERTAKINGS /JOINT SECTOR UNDERTAKINGS/ AUTONOMOUS BODIES/STATUTORY**  
**BODIES.**

**General**

**283.** The terms and conditions for grant of pro-rata pensionary benefits to officers of the Defence Services, who get absorbed in Central Public Sector undertakings under the control of Department of Defence, Production or other Civil Ministries have been laid down in Government of India, Ministry of Defence, letters No. 8(3)/85/A/ D (Pension/Services) dt 17.03.86, 8(3)/86/A/D(Pen/Sers) dated 19.02.1987 and 8(i)/86/A/ D(pen/Sers) dt. 12.02.1988 (reproduced in G-1/Mily. Section order Nos. 14 of 23/4/86, 3 of 19/3/87 and 18 of 25/10/91 respectively.)

**To Whom Applicable**

**284.** The provisions of the above Government letters are applicable to those who:

(i) secure appointments in Central Public Enterprises with proper permission. For this purpose, an officer selected for appointment in an enterprise on the basis of an application submitted by him before joining the Government Service will be deemed to have applied with proper permission.

(ii) while on deputation to Central Public Enterprises, exercise an option for permanent absorption and are discharged/permited to retire prematurely from Defence Services for this purpose.

(iii) are appointed in Central Public Enterprises on the basis of their own applications sent through proper channel in response to advertisements and are permitted to retire prematurely from service in the Defence Services for the purpose of taking up the appointment in the Enterprises.

**Note:** The provisions of clause (i) to (iii) above will be applicable to those officers who are absorbed permanently on or after 8.3.1985 vide Government letter dt. 17.3.86 and 19.2.87 referred to above.

(iv) **Joint Central Autonomous bodies on permanent absorption.** These officers include such officers who

(a) while on deputation to Central Autonomous Bodies exercise an option for permanent absorption and are discharged/permited to retire prematurely from Defence Services; or

(b) are appointed in such organization on the basis of their own applications sent through proper channel and are permitted to retire prematurely from service in the Defence Services.

**Note-** The provisions of clause (iv) above, will be effective from 31.03.1987 vide Government of India, Ministry of Defence, letter No. (A/479/AG/PS4©/689/A/D(Pens/Sers) dt. 21.4.1988 (reproduced in G1/Mily Section Order No. 18 of 25.10.91).

(v) are permanently absorbed, with the prior permission of Central Government or are appointed on the basis of their application sent through proper channel and permitted to retire prematurely from service in the Defence Services for the purpose of taking appointments, in following categories or organizations:-

(a) Public Sector undertakings and autonomous bodies, wholly or substantially owned or controlled by the various State Governments.

(b) Joint Sector undertakings which are wholly under the joint control of Central Government and State Government/Governments of joint control of two or more State Governments and not under one Government and a private/foreign body.

**Note 1.** The concession under clause (v) will be admissible only where the permanent absorption of the commissioned officers in the above organisation takes place on or after 22.8.1989 vide Government of India, Ministry of Defence, letter No.8(4)86/A/D(Pension/Sers) (reproduced in G1/Military Section Order No;. 18 of 25.10.1991).

**Note 2.** An officer selected for a post in any of the above organizations mentioned above and released after acceptance to his request for premature retirement from Defence Services, will not be allowed to retain any lien in his parent cadre. All his connection with the Government will be severed on his release for

appointment in an Enterprise and he will not be allowed to revert his parent cadre.

**285.** “Central Public Enterprise” is an undertaking wholly or substantially owned by the Government of India, and which is accepted as such by the Bureau of Public Enterprises.

“Central Autonomous Body” is generally a non-profit making organisation which is financed wholly or substantially from Cess or Central Government grants. An autonomous body may be society registered under the Societies Registration Act, 1860 or a statutory body or a Central University, having its own governing council, whose memorandum of association/bye-laws, etc., contain provisions for complying with Government directives for carrying out its business in achieving the objectives for which the organisation is established.

**286.** The pensionary benefits admissible to the absorbees in the organizations’ referred to in Para 283 above are enumerated in the succeeding paragraphs.

#### **Pro-Rata Pension**

**287.** An officer who has rendered not less than 10 years qualifying service without weightage prior to his/her absorption in Public Sector undertaking /Autonomous Bodies, etc. shall be granted pro-rata monthly pension from the date of such absorption with an option to commute 43% of pension under normal rules. No weightage in the qualifying service shall be allowed.

**Note 1-**The method of calculation of pro-rata pension is given in **Annexure ‘B’** to Government of India, Ministry of Defence letter No. 8(3)/85/A/D/(Pension/Sers) dt. 17.3.1986 which is related to the standard period of service of the rank of the officer. The concept of standard service of rank has been dispensed with and the pension is related to the actual qualifying service together with weightage appropriate to the rank last held and the average emoluments vide Government of India, Ministry of Defence, letter No. 1(5)/87/D/(Pens/Sers) dt 30.10.1987. Accordingly with effect from 1.1.1986, pro-rata pension of officers who are absorbed in Central Public Enterprises will be determined in accordance with the provisions of the said Government letter but with no addition of weightage to the qualifying service.

**Note 2.** In cases prior to 1.1.1986, where the officer had opted to receive the pro-rata monthly pension, the pension of the officer will be updated under the provision of Para 10(a) of Ministry of Defence letter No. 1(4)/87/D(Pension/Sers) dt. 12.05.1987, and letter of even No. dt. 27.07.1987

**Note 3.** Reduction in the amount of pension would become operative from the date of receipt of commuted value of pension by the pensioner or three months after notification of pro-rata monthly pension.

#### **Retirement Gratuity**

**288.** Retirement Gratuity based on length of qualifying service of an officer till the date of absorption will be admissible, as specified in **Para 56** above.

**289.** It may be noted that no pension or retirement gratuity will be payable to those absorbed in an Enterprise with less than 10 years of service.

**290.** Every absorbee will be required to exercise an option within six months of his absorption for either of the alternatives indicated below:-

(a)Receiving pro-rata pension and Retirement Gratuity (Death-Cum-Retirement) Gratuity as admissible under the rules.

(b)Receiving (Retirement Gratuity (Death-cum-Retirements gratuity) and a lump sum amount in lieu of monthly pro-rata pension.

**291.** It may be noted that the existing facilities of receiving capitalised value equivalent to 100% commutation of pension on absorption as per **Para 290** (b) above has been withdrawn with effect from 10.11.1996 vide Government of India, Ministry of Defence, letter No. B/38029/AG/620/A/D(Pension

/Services) dt. 10.04.1996.

### **Restoration of Computed Portion of Pension**

**292.** The officers who had drawn lump sum payment on absorption in a Public Sector Undertakings/Autonomous body and have become entitled to the restoration of 1/3<sup>rd</sup> commuted portion of pension shall apart from the payment of revised restored amount of 1/3<sup>rd</sup> commuted portion of pension, be also entitled to the payment of dearness relief on notionally revised full pension from the date of restoration, instead of dearness relief on the revised restored amount of 1/3<sup>rd</sup> commuted portion i.e. the revised pension which the absorbed employee would have received on the date of restoration of 1/3<sup>rd</sup> commuted portion of pension, had he not drawn lump sum payment on absorption. Wherever, revised restored amount of 1/3<sup>rd</sup> commuted portion of pension plus dearness relief on notionally revised full pension as on 1.1.86 and 1.1.96 works out to be less than what was admissible to an absorbed employee prior to 1.1.86/1.1.96, the absorbed employee should be allowed to draw the higher pensionary benefits vide Government of India Ministry of Personnel, PG and Pensions OM. No. 4/3/2000/P&PW(O) dated 16.1.2001

However, the officers who have opted for lump sum commuted value of pension their total pro-rata pension at the time of absorption prior to issue of above Government letter may get their pension restored to the extent of 43% vide Government of India, Ministry of Personnel, Public Grievances and Pension (Dept. Of Pension and PW) letter No. 4/3/86/P&PW(LO) dt. 30.09.1996.

### **Family Pension**

**293.** The family of an absorbee will be eligible for benefits under the ordinary family pension scheme, applicable to him before absorption, provided he is not compulsorily covered by any other similar scheme applicable to the staff of the Enterprise in which he is absorbed. However, the provisions of Para 158 and 159 are also applicable to such personnel as per conditions stipulated therein.

**Note :** It has been decided by Government vide letter no. 01(05)/2010-D(Pen/Policy) dt 17.01.2013, that the families of Armed Forces pensioner who got re-employed in Civil Department/PSU/ Autonomous bodies/Local Funds of Central/State Governments after getting retired from Military Service and were in receipt of Military Pension till death, shall be allowed to draw family pension from military side in addition to the family pension, if any, authorized from the re-employed civil department subject to fulfillment of other prescribed conditions as hitherto fore.

These Provisions shall be applicable to the Armed Forces personnel who got discharged/retired/invalided out from service with effect from 24<sup>th</sup> Sept 2012 or thereafter. Benefit of these provisions shall also be allowed in past cases however the financial benefit shall be granted from 24<sup>th</sup> Sept 2012 only.

**294.** The benefit of ordinary family pension scheme will be admissible only if the absorbee was actually in receipt of pension from the Central Government or had opted for payment of a lump sum amount in lieu of pension on absorption in an Enterprise. This benefit will not be admissible to the family if one is absorbed in an Enterprise before completion of 10 years service.

**295.** In case absorbee happens to be a widower with minor eligible children or where he opts to draw a lump sum in lieu of monthly pro-rata pension, family pension will be notified by the Pension Sanctioning Authority on receipt of an application from the eligible heirs as and when the contingency arises.

**296.** Cases for grant of pro-rata pension to Defence Services officers need not be referred to Ministry of Defence and as and when an order for pre-mature retirement consequent on permanent absorption in a Central Public Enterprises or Central autonomous body is issued by Service Headquarters, Note should be added therein that for the purpose of pro-rata pensionary benefits, the officer will be governed by Ministry of Defence letters dated 19.2.87 or 21.4.88, (referred to in **Para 283** and **284** above) whichever is applicable and pensionary benefits will be sanctioned by the concerned Pension Sanctioning authorities only after receipt of intimation from the concerned Public Sector Undertaking/Autonomous body to the effect that the

officer has actually joined the said organization.

**297.** The procedure in regard to the authorization of pro-rata monthly pension, retirement gratuity and commuted value of pension will be the same as followed in the case of normal retirement of service officers.

**297(I) Revision of Restored Amount of Pro-rata pension under IV CPC and 5<sup>th</sup> CPC**

The Government servants who had drawn lump sum payment in respect of pro-rata pension on absorption in a PSU/Autonomous Body and have become entitled to restoration of 43% commuted portion of pension as per the provisions of this Departments O.M. No. 34/2/88-P&PW dated 5<sup>th</sup> March 87 after 15 years from the date of commutation of 1.4.85 whichever is later, are entitled to the benefit of revision of restored amount of 43% commuted portion of pension as explained hereunder:-

(1) As on 01.01.1986;

(a) The full pension of the absorbees shall be notionally revised w.e.f. 01.01.1986 based on full pension on absorption in accordance with the instructions for revision of pension issued for implementations of 4<sup>th</sup> Pay Commission Recommendations.

(b) The restorable 43% pension shall be the sum of the following:-

(i) 43% of full pension as on 31.12.1985.

(ii) Dearness Relief on full pension as on 31.12.1985.

(iii) Additional benefits on full pension as per this Department OM No. 2/1/87 PIC dated 6.4.1987 relating to implementation of the 4<sup>th</sup> Pay Commission Recommendations.

(2) As on 01.01.1996

The full pension of the absorbees shall be notionally revised w.e.f. 1.1.1996 based on full pension as on 31.12.95 in accordance with the instruction for revision of pension, issued for implementing the 5<sup>th</sup> Pay Commission Recommendations.

(b) The restorable 43% pension shall be the sum of the following:-

I. 43% OF FULL PENSION AS ON 31. 12.1995.

II. Dearness Relief on full pension as on 31.12 1995.

III. IR-I and IR-II

IV. Fitment @ 40% of the full pension as on 31.12.1995\*

(\*in terms of Min. of Pers PW(G) Deptt. Of Expenditure OM No. 45/86/07-P&PW(A)-Pt-(ii) dated 27.10.1997)

3. Payment of DR shall be on full pension and is subject to the condition that the absorbed employee was not re-employed/employed under the Central Government or State Government or a Corporation/Company/Body/Bank at the time of restoration.

4. The benefit of revision of restored amount of 43% commuted portion of pension shall be admissible from the date the commuted portion of pension is restored.

Authy- GoI, MoD vide letter No. (4)/07/D(Pension/ Policy) dated 04.12.2007,

**297(II) Revision of Restored Amount of Pro-rata pension under 6<sup>th</sup> CPC**

As on 01.01.2006, the full pension of the absorbees shall be notionally revised w.e.f. 1.1.2006 based on full pension as on 31.12.2005 in accordance with the instruction for revision of pension, issued for implementing the 6<sup>th</sup> Pay Commission Recommendations.

(b) The restorable 43% pension shall be the sum of the following:-

I. 43% OF FULL PENSION AS ON 31. 12.2005.

II. Dearness Pension on full pension as on 31.12 2005

III. Dearness Relief on full pension plus dearness relief as on 31.12. 2005.

IV. Fitment @ 40% of the full pension as on 31.12.2005

Payment of DR shall be payable on full pension and is subject to the condition that the absorbed employee was not re-employed/employed under the Central Government or State Government or a Corporation/Company/Body/Bank at the time of restoration.

The benefit of revision of restored amount of 43% commuted portion of pension shall be admissible with effect from 01.01.2006 or from the date the commuted portion of pension is restored, whichever is later.

The Armed Forces Personnel absorbed in Public Sector Undertakings (PSUs)/Autonomous body may apply for revision of their restored pension on a prescribed format enclosed as Appendix to GoI, MoD letter No. 1(4)/07/D(Pension/ Policy) dated 21.08.2009 through their Pension Disbursing Agency(PDA) who, in turn, will forward to the same duly authenticated to the Pension Sanctioning Authorities (PSAs) concerned. All the applications received from three services will be forwarded to PCDA (Pensions) Allahabad except in case of Naval/Air Force Officers & absorbed on or after 1.11. 1985, whose applications will be forwarded to their respective PSAs i.e. PCDA (Navy), Mumbai and CDA (Air Force) New Delhi.

PSAs were also required to identify the affected cases and take suo-motu necessary action without waiting for applications from the pensioners.

Appropriate to the provisions contained in the above mentioned Deptt. Of P&PW O.M. No. 4/38/2008-P&PW(D) dated 27.5.2009 , the PSAs/PDAs are required to ensure that as a result of the revision, wherever the revised restored amount of commuted portion of pension plus Dearness Relief on notionally revised full pensions on 1.1.2006 works out to be less than admissible to absorbed Armed Forces Personnel prior to 1.1.2006, the absorbed Armed Forces Personnel shall be allowed to draw higher pensionary benefits admissible till such time the revised pensionary relief i.e. revised restored amount of pension plus dearness pension and dearness relief on notionally revised amount of pension plus dearness pension works out to be more than what was admissible prior to 1.1.2006. The PSAs, while issuing the corrigendum PPOs under these orders, may accordingly incorporate a suitable guide note for payment of revised pension by PDAs accordingly.

Authy - GoI, MoD letter No. 1(4)/07/D(Pension/ Policy) dated 21.08.2009.

**CHAPTER - X**  
**PENSIONARY AWARDS IN RESPECT OF NON-REGULAR OFFICER I.E. SSC, T.C.,**  
**EMERGENCY COMMISSIONED AND SHORT SERVICE REGULAR COMMISSIONED**  
**OFFICERS.**

**General**

**298.** The pensionary awards in respect of Non-regular officers viz. Emergency Commissioned Officers SSC, TC and Short Service Regular Commissioned officers are regulated in terms of provisions contained in Army Instruction 6/S/65 as amended from time to time.

The pensionary awards admissible to above category of officers are enumerated in succeeding paragraphs.

**Option**

**299.** Serving JCOs and other ranks (including corresponding ranks of the Navy and Air Force) granted emergency commission will have the option either :-

(a) to accept any pension (including Ad-hoc-increase)/gratuity earned for pre-commissioned service under the rules which would be applied had the officer concerned been discharged on the date immediately prior to that on which he was granted Emergency Commission service.

Or

(b) to forego the terminal gratuity for Emergency Commission service towards service pension /gratuity in substantive rank held before grant of emergency commission.

**300.** Officers mentioned in Para 299 above should exercise option not later than six months from the date of their retirement. The option will be unconditional and once exercised shall be final. One copy of the option certificate will be forwarded to the **Principal** Controller of Defence Accounts (Officers), one copy to Army Headquarters (Org.-3) and one copy to the Principal CDA (Pensions). An officer who does exercise his option within the stipulated time will be governed by clause (b) of Para 299 above.

**Counting of Pre-Commissioned Service**

**301.** It may be noted that at the time of initial grant of pension to those officers, full rank service pension and full commissioned service shall be taken into account for determining total qualifying service for those who opted for grant of JCOs/Ors pension whereas in case of officers who opted for pension of commissioned officers in their cases qualifying service shall be reckoned by counting rank service as half or two-third or full as the case may be.

**Note:** The provisions of counting of rank service to the extent of 2/3<sup>rd</sup> and full have been made applicable with effect from 1.7.1966 and 1.1.1986 vide Government of India, Ministry of Defence, letter Nos.10(1)59/5935/1/D(Pension /Services) dt. 30.08.1966 and 1(2)88/D(Pen/Sers) dt. 9.1.1990 respectively.

**Retiring Pension**

**302.** Serving JCOs/ORs including corresponding ranks of the Navy and Air Force granted Emergency Commissioned and Short Service Regular Commissioned officers will be eligible for retiring pension after 12 years of qualifying service (without weightage) actually rendered. The pension calculation under VICPC will be same as in case of Regular Commissioned officers.

Authy- Para 1.1 of GOI, MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 12.11.2008 as further amended vide GOI, MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 27.11.2008

**303.** Emergency Commissioned officers/Short Service Regular Commissioned officers retiring after rendering actual qualifying service of 12 years and more but less than 20 years will be granted uniform weightage of 5 years and those retiring after rendering actual qualifying service of 20 years and more will be

granted rank wise weightage as mentioned in Para 5(b)(i) of Government of India, Ministry of Defence letter No.1(6)/98/D/(Pension/Sers) dated 3.2.1998.

**Note:** The provisions of giving weightage rank wise as per above Government letter is applicable in cases occurring on or after 1.1.1996 vide Government of India, Ministry of Defence, letter No. PCB/39028/AG/PS4-(A&C)863/B/D/(Pension/ Sers) t. 28.11.2000.

**Note:** The weightage in qualifying service has been withdrawn by Govt. under VI CPC w.e.f.01.01.2006.

#### **Invalid Pension**

**304.** Officers who retired with 10 years or more but less than 12 years of qualifying service, will be eligible for invalid pension proportionate to the minimum service specified in (A) or (B) of Para 3 of Government of India, Ministry of Defence, letter No. A/49940/AG/PS4/(C)/1748/A/D(Pension/ Sers) dt. 24.10.1981, depending on whether the total qualifying service is reckoned as for a Commissioned Officer or as for a combatant, whichever is most favourable. The pension calculation under VICPC will be same as in case of Regular Commissioned officers.

#### **Disability Pension**

**305.** It may be noted that disability pension consists of service elements and disability element and shall be regulated as under:-

(i) **Service Element-** Service element equal to service pension as admissible under paragraph 6 or 7 of Army Instruction 6/S/65 as amended from time to time. The amount of service element w.e.f. 1.1.06 shall be equal to the retiring pension determined as per Para 54, subject to minimum of Rs. 3500/- per month. In case of invalidment, there shall be no condition of minimum qualifying service having been actually rendered for earning this element if otherwise admissible

*Authy- Para 6.2 of 16(6)/2008(2)/2008/D(Pen/Pol.) dated 05.05.2009*

(ii) **Disability element-** Disability element will be admissible at the same rate as admissible to permanent regular commissioned officers.

#### **Post-Release Disability Pension claims**

**306.** An officer who is not invalidated out of services but has relinquished his commission otherwise than (a) at his own request or (b) on disciplinary ground and who is found, within a period of **seven years** of relinquishment of his commission, to be suffering from a disability which is accepted as attributable to his commissioned service may be granted, at the discretion of the President, a disability element of pension at the rates specified below for 100% disablement and proportionately less for lesser degree of disablement in addition to the pension/gratuity, admissible to him vide Army Instruction 6/S/65 with effect from such date as the President may decide in the circumstance of the case.

(i) those who became non-effective prior to 1.1.1973- Rs. 150/- p.m.

(ii) those who became non-effective on or after 1.1.1973- Rs. 200/- p.m.

#### **Rank for Assessment Of Service Element Of Disability Pension**

**307.** Service element shall be assessed on the paid acting rank held by an officer on any one of the following dates whichever is most favourable :-

(a) The date of invalidment from service.

(b) The date on which he sustained the wound or Injury, or was first removed from duty on account of his disablement.

(c) if he rendered further service and during and as a result of such service, suffered aggravation of his disability, the date of the later removal from duty on account of the disability.

**Note:** In no case shall the service element be assessed on a rank lower than that of a Captain.

#### **Constant Attendance Allowance**

**308.** The constant attendance allowance will be admissible at the same rates and under the same conditions

as applicable to permanent regular commissioned officer.

**Family pensionary awards**

**309.** Special family pension and death gratuity to the widow and dependant's pension to parents, brothers and sisters of an officer, will be paid at the same rates and subject to the same general conditions as are applicable to permanent regular commissioned officers, provided the cause of death is attributable to or aggravated by the officers' commissioned service.

Similarly, in case of death of an officer under the circumstances mentioned in category 'D' and 'E' of Para 80 above, the eligible member of the family shall be entitled to the Liberalised Family Pension as admissible to permanent regular Commissioned officers.

Ordinary family pension will be admissible under the provisions of A.I. 2/S/64(substituted with A.I.51/80) if the death is held as neither attributable to nor aggravated by military service.

**310.** The procedure for grant of pensionary awards, as stated above, shall be the same as for permanent regular commissioned officers.

**CHAPTER-XI**  
**PROCEDURE FOR COURT CASES, PARLIAMENT QUESTION, DEFENCE PENSION ADALAT**  
**CASES AND COMPLAINTS.**

**Court Cases**

**311.** Legal cases filed by the Armed forces pensioners and their families seeking relief on sanction and/or payment of pension, when received in the Section, should be given highest priority and be processed to its finality as quickly as possible. Court cases, broadly speaking, comprise of the following categories:-

- (i) Legal Notice under Section 80 CPC.
- (ii) Writ petition.
- (iii) Court Judgement.
- (iv) Contempt petition.

**312.** The AAO/SO (A) in-charge of Group-I of the Section will maintain a "Register of Court cases" (as per specimen given in **GMR-19 appended at Sl. No. 15 of Annexure 'B'** with separate folios for the above types of court cases. The procedure explained in the succeeding paragraphs will be followed in dealing with the above nature of cases.

**313. Legal Notices** - The legal notices are being dealt with by operative groups of the Section. On receipt of legal notice under Section 80, Cr. P.C., it will be entered in the Register opened for the purpose as per proforma given in **GMR-20 appended at Sl. No. 16 of Annexure B)** and then passed on to the concerned operative group of the Section for necessary action.

**314.** It will be the personal responsibility of AAO/SO(A) in-charge of group concerned to ensure that a reply is promptly sent to the Advocate duly approved by the Group Officer under intimation to Legal Cell. When a final reply is sent, it should be comprehensive but at the same time, self contained, precise and supported by the relevant rules/Government Orders.

**315.** The AAO/SO(A) -in-charge of Group I will monitor the case daily by personal contacts and complete the "Register of court cases" relating to legal notice as soon as the reply is sent to the Advocate concerned.

**316. Writ Petitions** - On receipt of a Writ Petition it will be centrally entered in the "Register of Court cases" maintained by the Group-I of the Section and passed on to the concerned operative group immediately.

**317.** It will be seen whether there is any indication of earlier legal notice in the writ petitions. If so, the same will be cross-linked. The points raised in the writ petition will be examined carefully and comments thereon will be prepared by the concerned operative group duly supported by relevant rules/Government Orders, where required. The comments duly approved by the SAO/AO in-charge of the dealing group and seen by the Group officer will be forwarded to officer-in-charge, Legal cell. Legal Cell in turn will prepare parawise comments and forward to Legal Cell of Headquarter Office/Sub Area made responsible to defend the case. Legal Cell of the concerned Headquarter/Sub Area will then submit it to the Standing Government Counsel after incorporating any other relevant points, if any, for filing counter affidavit in the concerned Court.

**318.** The operative group while forwarding comments to officer-in-charge, Legal Cell will also endorse a copy to Group I for completion of the "Register of Court cases".

**319. Court Judgement** - All the court judgments will be received centrally in Group-I of the Section. Where these will be entered in the "Register of Court cases", cross linked with the writ petition and legal

notice, if any already entered in the Register and passed on to the dealing group for implementation of the judgement.

**320.** A photo copy of the judgement will be passed on to the Technical; group of the Section to examine whether the judgement is going to affect the individual case alone or is likely to embrace all the person either retired or serving in general. If the judgement is likely to affect all the effective or retired personnel, the matter will be brought to the notice of CDA/PCDA (P).

**321.** The AAO/SO(A) of dealing Group-I will personally show the judgement to the Group Officer/SAO/AO concerned who will call for the Auditor/SO(A)/AAO and explain to them the operative part of the judgement and urgency of the case. He will immediately arrange to notify the award where the Government sanction is not required otherwise immediate action to be taken to obtain Government sanction or file SLP/LPA as the case warrants. This may be pursued till finality of the case to avoid contempt.

**322.** In cases where the Court judgement, cannot be implemented within the time stipulated by the Court for any reason such as non receipt of pension claim, etc., the case will be shown to the JCDA/CDA and the matter will be reported to higher authority/Legal Cell/defending unit/formation to file an application for extension of time for implementation of the judgement.

**323. Contempt Petitions** -Necessary action for entering the contempt petitions in the “Register of Court cases” will be taken centrally by Group -I of the Section as in other writ cases. The contempt petition will be cross linked with the court judgement and passed onto the dealing group.

**324.** On receipt of the contempt petition, the following action will be taken by the dealing group :

- (i) In case the Court judgement has already been implemented, a reply to this effect may be sent to Government Counsel along with parawise comments through Legal Cell during the course of the day for preparation and filing of counter affidavit.
- (ii) In cases the court judgement is not implemented due to some reasons, expeditious action will be taken to get the extension of time through the Legal Cell, to implement the court judgement. The dealing group will prepare and send the parawise comments duly seen and approved by Group Officer within the course of the day to Legal Cell to facilitate preparation of draft counter affidavit.

**Note:** Action taken on all contempt of court cases should be shown invariably to JCDA/CDA/PCDA.

**325.** Government Sanction - All Government sanction received pursuant to Court judgement will be centrally received by Group-I of the Section and entered in the “Register or Court cases”.

The Group-I will pass on the Government sanction in original to the dealing group. A photocopy of the sanction will also be passed on simultaneously to the Technical group for study and necessary action, if any.

**326.** The Group officer will personally be responsible to ensure that the pensionary awards sanctioned by the Government are notified immediately and the parties concerned are informed.

**327.** After notification of the award, the “Register of Court cases” will be completed by the Group I. The register of court cases should be submitted monthly to Group officer.

### **Parliament Question**

**328.** The Parliament questions asked by the Hon’ble Member of Parliament are to be answered by the Minister concerned by a firm date. It is therefore to be ensured by the Group Officer that the reply of Parliament questions are prepared on the same day on which the questions are received. The reply to the questions should be precise, definite, self-contained, to the point and supported by the relevant rules and

Government orders. Any material found superfluous in the reply should be dropped. The relevant details may, however, be given in the supplementary to the reply. The answer should be based on the ground and real position after proper verification, checking, counting, etc. irrespective of the time available for reply.

**Note:** The draft reply to the Parliament questions must be shown to the CDA/PCDA (P) before issue.

**329.** The Parliament questions are of two categories i.e. starred and un-starred. The details of these categories are as under:-

(i) **Starred Question** -These questions are to be answered orally by the Minister concerned on the floor of the House either in the Rajya Sabha or in the Lok Sabha. Answers to the starred questions may be followed by Supplementary question by the Members. Starred questions are so called from the fact that they are always distinguished by an asterisk in the list of finally admitted questions. Hence reply must always be supported by supplementary material so that any question linked to starred questions asked by the Hon'ble MP may be answered by the Minister on the spot.

(ii) **Unstarred Question** -An unstarred question does not carry any asterisk. Answer to such question is not given orally but in written form. Consequently, no supplementary is asked thereon.

(iii) **Short Notice Question**- A short notice question is one which relates to a matter of urgent public importance and can be asked with notice shorter than the normal period prescribed for an ordinary question.

#### **Defence Pension Adalat**

**330.** The Defence Pension Adalat are a part of annual action plan of the Ministry of Defence and are held periodically each year in the different part of the country for redressal of grievances of Defence Pensioner. Settlement of pension adalat cases received either before holding adalat or after conclusion of the adalat, will be monitored centrally by the pension adalat cell of PCDA (P). The progress of these cases when received in the Section is watched centrally by Officer in-Charge, Group-I of the Section.

**331.** Under existing orders, the complaint of a pensioner should be disposed of within 48 hours of its receipt in the Section. Pension Adalat cases should be given highest priority and all out efforts should be made to settle the grievances of the concerned pensioner by examining the records available in this office or after calling the requisite details/documents from AHQ/ PCDA(O) /PDAs. The disposal of all pension adalat cases should be addressed to the pensioner with a copy to the Officer-in-Charge, Pension Adalat Cell where the complaint is marked as settled. In other cases, the pensioner will be informed of the action taken at all stages.

#### **332. Complaints received from Ministries, CGDA/VVIPs -**

All complaints received from various Ministries, CGDA office and VVIPs should be entered in a separate register to be maintained by Group-I of the Section. Thereafter, the complaints should be passed on to the concerned officer-in-charge of the operative group. The officer-in-charge personally call for all relevant documents and examine the case and furnish reply to the Concerned parties after seen and approved by the Group Officer within three days. The officer-in-charge of the group concerned shall invariably in form to officer-in-charge, AN-III Section by endorsing a copy of the reply.

**CHAPTER-XII**  
**GRANT OF RELIEF TO PENSIONERS/FAMILY PENSIONERS**  
**GENERAL**

**333.** Prior to 1.01.1973 i.e. the date of implementation of a Govt. order on the recommendation of III CPC, there was no regular scheme for compensating pensioners for erosion in the real value of pensions due to increase in prices. During that period, the price rise was considered to be temporary phenomenon as the prices were expected to stabilize. Accordingly, the Govt. sanctioned compensation mainly to low paid pensioners in the form of temporary relief, who were likely to be more affected by the price rise.

The issue relating to protection of pension on account of possible increase in the cost of living was for the first time examined by the III CPC with a view to having proper pension structure for pensioners. Pursuant to Govt. decision on the recommendation of III CPC, all the future pensioners (irrespective of the fact that they were low paid or highly paid) were given relief wef 1.08.1973 appropriate to their pension at the rate of 5% of their pension subject to a minimum of Rs. 5 and a maximum of Rs 25/- pm for every 16 point rise in the 12 monthly average of the All India Working Class Consumer Price Index (1960-100). This scheme was modified with effect from 1.12.1980 when Government decided to give graded relief to pensioners for every 8 point increase in index average @ 2.5% of pension subject to a minimum of Rs. 2.50 and a maximum of Rs. 12.50 pm. It has also been decided that with effect from 1.02.1981 the monthly rate of aggregate relief payable in a case will be expressed in whole rupees. For this purpose the fraction of a rupee will be rounded off to the next higher rupee. But still there remained no correlation between the DA admissible to serving employees and the scheme of Dearness Relief to pensioners.

The fourth CPC rationalized the scheme of Dearness Relief to pensioners and related the same to the scheme of DA to serving employees. It recommended adoption of slabs for regulating DR to pensioners at 50% of the slabs prescribed for regulating DA to serving employees and calculation of DA/DR at the same percentage. As recommended by the IV CPC the DR is payable twice a year as on 1<sup>st</sup> January and 1<sup>st</sup> July. The recommendations were implemented by the Govt. w.e.f 1.07.1986.

Since the DR admissible to pensioners was at 50% of slab prescribed for regulating DA to serving employees, the concept of cent percent neutralization against the increase in prices could not be achieved. This concept was however, recommended by the V CPC and has also been accepted by the Govt. to sanction DR to pensioners at a uniform rate as admissible to serving employees w.e.f 1.07.1996.

**RATES OF T.I/AHI/AHR/RELIEF AND DEARNESS RELIEF**

**334.** The rates of T.I/AHI/AHR/Relief and Dearness Relief admissible to the pensioners as sanctioned by the Govt. from time to time are indicated in succeeding Paras.

**Temporary Increase With Effect From 1.11.1943 Vide Army Instruction No. 15/44**

Amount of Pension	Amount of T.I
Pension not exceeding Rs 20/- p.m.	Rs 3/- p.m.
Pension exceeding 20/- but not exceeding Rs. 40/- p.m.	Rs 4/- p.m.
For pension exceeding Rs. 40/- pm but not exceeding Rs. 44/- p.m.	An amount which will bring the pension upto Rs. 44/- p.m.

**Note:** 1 These increases will have effect from 1<sup>st</sup> November, 1943 i.e. on the pension due in December, 1943, and will be in operation for one year.

**Note:** 2. Children's allowances are regarded as part of family pension and do not separately earn any increases under the above scale.

**Note:** 3. These increases will not apply in cases of service pensioners reemployed during the emergency for so long as they remain re-employed.

**335. Temporary Increase With Effect From 1.1.1945 Vide Army Instruction 541/45**

Amount of Pension	Amount of T.I
Pension not exceeding Rs 20/- p.m.	Rs 4/- p.m.
Pension exceeding 20/- but not exceeding Rs. 60/- p.m.	Rs 5/- p.m.
For pension exceeding Rs. 60/- p.m. but not exceeding Rs. 100/- p.m.	Rs 6/- p.m.
Pension exceeding Rs. 100/- but not exceeding Rs. 106/- p.m.	An amount which will bring the pension upto Rs. 106/- p.m.

These revised rates of temporary increases will be subject to general conditions laid down in A.I.(I) Nos. 15 and 369 of 1944 and 421 of 1945 and any other instructions issued on the subject.

**Temporary Increase With Effect From 1.04.1958 Vide Army Instruction 6/S/60**

**336.** W.e.f. 1.04.1958, the existing rates of temporary increase in pension admissible under Para 3 of Army Instruction No. 172 of 1945 and the Army Instruction No. 66 of 1957 to pensioners of the Indian Army (including those of DSC) will be enhanced as under:-

Amount of Pension	Amount of T.I
Pension not exceeding Rs 50/- p.m.	Rs 10/- p.m.
Pension exceeding 50/- but not exceeding Rs. 100/- p.m.	Rs 12.50/- p.m.
Pension above Rs 100/- p.m.	Such T.I as will bring the total pension to Rs. 112.50/- p.m.

The temporary increase in pension as revised under this Instruction will continue to be regulated in accordance with the detailed provisions as amended from time to time, of the Army Instruction quoted in paragraph-1 above.

**Ad-hoc Increase With Effect from 1.10.1963 and revised w.e.f. 1.09.69 Vide Army Instruction Nos. 19/S/63 and 4/S/69**

**337.** Ad-hoc Increase in pensions (service, disability and family/dependants pensions including allowances for children) to the pensioners of the Indian Army (including DSC) will be allowed at the following rates:

Amount of pension	w.e.f. 1.10.63 rate of ad-hoc increase in pension	w.e.f.1.09.69 rate of ad-hoc increase in pension
Pension up to Rs. 30/- p.m.	Rs. 5/- p.m.	Rs. 15/- p.m.
Pension above Rs. 30 but not above Rs. 75/- p.m.	Rs. 7.50/- p.m.	Rs. 17.5/- p.m.
Pension above Rs. 75 but not above Rs. 200/- p.m.	Rs. 10/- p.m.	Rs. 20/- p.m.
Pension above Rs. 200/- p.m.	Such ad-hoc increase as will bring the total pension to Rs. 210/- p.m.	Such ad-hoc increase as will bring the total pension to Rs. 220/- p.m.

All other orders in force in regard to temporary increases in pensions will apply mutatis mutandis to these ad-hoc increases also.

### **Ad-hoc Relief to pre-73 Retirees with effect from 1.1.73**

**338.** Government of India have decided to grant ad-hoc relief and relief to all categories of Armed Forces pensioners excluding pensioners in receipt of ordinary or special family pension who retired prior to 1.1.73, at the rates mentioned below w.e.f. 1.1.73 vide Rs. Letter No.F.11(I)/74/ D (Pension/Services dated 9.5.1974.

Pension range	Amount of Ad-hoc relief in pension
Below Rs. 85/-	Rs. 15/- p.m.
Rs. 85 and above but below Rs. 209	Rs. 21/- p.m.
Rs. 210 and above but below Rs. 499	Rs. 25/- p.m.
Rs. 500 and above	Rs. 35/- p.m.

**Note:** The term 'original pension' does not include either the ad-hoc increase, if any granted prior to 1.1.73 or the pension equivalent of DCRG but includes the commuted portion of pension if any.

The above orders will not apply to pensioners whose pension has been determined ad-hoc such as political pension, special pension, war risk pension, etc. and the pensioners who were in re-employment on 1.1.73.

### **Ad-hoc Relief and Relief to family pensioners w.e.f 1.10.1975**

**339(i)** Government of India have decided to grant Ad-hoc Relief/Relief to the families of Armed Forces personnel (including Ex State Forces pensioners and pensioners who migrated from Pakistan up to 25<sup>th</sup> March, 1971), who are in receipt of ordinary family pension, special family pension and dependents pension including children allowance, a relief to the extent of 25% of pension drawn from time to time, subject to a minimum of Rs. 25/- and a maximum of Rs. 125/- pm wef 1.10.75 on an ad-hoc basis.

(ii) In addition to the relief mentioned in Sub Para (i) above the President is pleased to grant to such of these pensioners who are in receipt of pension from a date prior to 1<sup>st</sup> January, 1973 an ad-hoc relief at the following rates w.e.f 1.10.1975.

Family Pension Range (Based on original pension or Rs. 40/- p.m. where the original pension is less than Rs. 40/- p.m.	Amount of Ah-hoc relief in pension
Below Rs. 85/-	Rs. 15/- p.m.
Rs. 85 and above but below Rs. 210	Rs. 21/- p.m.
Rs. 210 and above but below Rs. 500	Rs. 25/- p.m.
Rs. 500 and above	Rs. 35/- p.m.

(iii) The term 'original pension' for the purpose of calculation of ad-hoc relief in Para 2 does not include the temporary/ad-hoc increase in pension admissible prior to 1.1.1973.

(iv) The quantum of relief in Sub Para (i) above will be calculated on the total of the elements mentioned below

- Original pension as mentioned in Sub Para (iii) above.
- Temporary/Ad-hoc increase in pension where admissible prior to 1.1.1973.
- Ad-hoc relief as mentioned in Sub Para (ii) above.
- In the case of families who have been sanctioned

Authy: GOI, MOD letter No. 11(1)/74/D(Pen-C) dated 27.04.1976.

### **Ad-hoc Ex-gratia**

**340.** Government have decided to grant on a purely ad-hoc and ex-gratia basis, payments at the monthly rates to the Armed Forces Pensioners who retired prior to 10.9.1970 and also those who retired on or after 10.9.1970 but before 1.1.1973, w.e.f. 1.9.1984 at the rates indicated below and no arrears are payable prior to

this date.

Category	Amount of ahoc-exgratia	
	Pensioners who retired before 10.09.1970	Pensioners who retired on or after 10.09.1970 but before 1.1.1973
Non-regular officers granted EC/SSC from the ranks of the Army	Rs. 35/- p.m.	Rs. 25/- p.m.
2 <sup>nd</sup> Lt. and Lt.	Rs. 40/- p.m.	--
Captain	Rs. 40/- p.m.	--
Major	Rs. 40/- p.m.	--
Lt. Col.(TS)	Rs. 40/- p.m.	--
Lt. Col. (Selective)	Rs. 40/- p.m.	--
Colonel	Rs. 75/- p.m.	--
Brigadier	Rs. 75/- p.m.	--
MNS officers	Rs. 40/- p.m.	--

**Note 1.** The above amounts of ad-hoc ex-gratia are in addition to pension/relief as due under extant orders.

**Note 2.** These will not be reckoned as pension for any purpose such as relief on pension or for calculation of minimum pension under the extant orders.

#### Graded Relief wef 1.8.1973

**341.** Graded Relief is admissible to all them existing pensioners/family pensioners at the rates notified by Government from time to time which are indicated in the chart as under:

#### Chart for Payment of Graded Relief on Pension In Respect of those who Retired From Service on or After 1.1.1973

Period		Retired before 30.09.1977		Retired between 30.9.77 & 30.1.1982 and opted for merger of DA as pay up to average CPI 272. Point for pension/gratuity calculation		Retired between 31.1.82 & 30.03.1985		Between 31.03.1985 & 31.12.1985	
From	To	%	Max. In Rs	%	Max. In Rs.	%	Max. In Rs	%	Max. In Rs.
1.08.73	31.12.73	5	25						
1.01.74	31.03.74	10	50						
1.04.74	30.09.75	15	75						
1.10.75	31.03.77	25	125						
1.04.77	31.08.77	30	150						
1.09.77	30.11.78	35	175	15	75				
1.12.78	31.10.79	40	200	20	100				
1.11.79	30.04.80	45	225	25	125				
1.05.80	31.08.80	50	250	30	150				
1.09.80	30.11.80	55	275	35	175				

1.12.80	31.1.81	57.5	288	37.5	188				
1.2.81	31.03.81	60	300	40	200				
1.4.81	31.5.81	62.5	313	42.5	213				
1.6.81	31.7.81	65	325	45	225				
1.8.81	30.9.81	67.5	338	47.5	238				
1.10.81	31.10.81	70	350	50	250				
1.11.81	31.1.82	72.5	363	52.5	263				
1.2.82	31.3.82	75	375	55	275	40	200		
1.4.82	31.5.82	77.5	388	57.5	288	42.5	213		
1.6.82	31.8.82	80	400	60	300	45	225		
1.9.82	30.11.82	82.5	413	62.5	313	47.5	238		
1.12.82	28.2.83	85	425	65	325	50	250		
1.3.83	30.4.83	87.5	429	67.5	338	52.5	263		
1.5.83	30.6.83	90	450	70	350	55	275		
1.7.83	31.7.83	92.5	463	72.5	363	57.5	288		
1.8.83	30.9.83	95	475	75	375	60	300		
1.10.83	31.10.83	97.5	488	77.5	388	62.5	313		
1.11.83	31.12.83	100	500	80	400	65	325		
1.1.84	31.1.84	102.5	513	82.5	413	67.5	338		
1.2.84	31.3.84	105	525	85	425	70	350		
1.4.84	31.5.84	107.5	538	87.5	438	72.5	363		
1.6.84	31.7.84	110	550	90	450	75	375		
1.8.84	31.10.84	112.5	563	92.5	463	77.5	388		
1.11.84	31.12.84	115	575	95	475	80	400		
1.1.85	30.4.85	117.5	588	97.5	488	82.5	413	2.5	13
1.5.85	31.7.85	120	600	100	500	85	425	5	25
1.8.85	31.10.85	122.5	613	0.5	513	87.5	438	7.5	38
1.11.85	31.12.85	125	625	105	525	90	450	10	50
1.01.86	31.3.86	127.5	638	107.5	538	92.5	463	12.5	63
1.4.86	31.5.86	130	650	110	550	95	475	15	75
1.6.86	31.6.86	132.5	663	112	563	97.5	488	17.5	88
1.7.86	*****	135	675	115	575	100	500	20	100

**Dearness Relief to pensioners/family pensioner's w.e.f. 1.07.1986**

**342.** In pursuance of Government decisions on the recommendation of the Fourth Central Pay Commission, the president is pleased to decide that dearness relief shall be paid to Central Govt. pensioners and family pensioners to compensate them for rise in cost of living beyond average CPI 608 at the following rates:

**Rates of Dearness Relief**

Date	Pension up to 1750	1751 to 3000	Subject to min. In Rs.	Exceeding Rs. 3000/-	Subject to min. In Rs.
01.07.86	4%	3%	70	2%	90
01.01.87	8%	6%	140	5%	180
01.07.87	13%	9%	228	8%	270
01.01.88	18%	13%	315	11%	391
01.07.88	23%	17%	403	15%	510
01.01.89	29%	22%	508	19%	660
01.07.89	34%	25%	595	22%	750

01.01.90	38%	28%	665	25%	840
01.07.90	43%	32%	753	28%	960
01.01.91	51%	38%	893	33%	1140
01.07.91	60%	45%	1050	39%	1350
01.01.92	71%	53%	1243	46%	1590
01.07.92	83%	62%	1453	54%	1860
01.01.93	92%	69%	1610	59%	2017
01.07.93	97%	73%	1698	63%	2190
01.01.94	104%	78%	1820	67%	2340
01.07.94	114%	85%	1995	74%	2550
01.01.95	125%	94%	2188	81%	2820
01.07.95	136%	102%	2380	88%	3060
01.01.96	148%	111%	2590	96%	3330
01.07.96	159%	119%	2783	103%	3570
01.01.97	170%	128%	2975	110%	3840

#### **Dearness Relief to Pensioners/Family Pensioners w.e.f 1.7.1996**

**343.** Dearness relief is payable in pursuance of Govt decision on the recommendations of V CPC to Central Govt. pensioners/family pensioners to compensate them for the rise in the cost of living beyond average consumer price Index 306.33(as on 1.01.1996, as against average CPI 1510) with effect from 1.07.1996 and thereafter as sanctioned by the Government from time to time at the uniform rate as indicated below:-

#### **Rates of Dearness Relief**

<b>Period</b>	<b>Rate of D.R per month.</b>
1.07.1996 to 31.12.1996	04%
1.01.1997 to 30.06.1997	08%
1.07.1997 to 31.12.1997	13%
1.01.1998 to 30.06.1998	16%
1.07.1998 to 31.12.1998	22%
1.01.1999 to 30.06.1999	32%
1.07.1999 to 31.12.1999	37%
1.01.2000 to 30.06.2000	38%
1.07.2000 to 31.12.2000	41%
1.01.2001 to 30.06.2001	43%
1.07.2001 to 31.12.2001	45%
1.01.2002 to 30.06.2002	49%
1.07.2002 to 31.12.2002	52%
1.01.2003 to 30.06.2003	55%
1.07.2003 to 31.12.2003	59%
1.01.2004 to 31.03.2004	61%
01.04.2004 to 30.06.2004	11 (50% DA merged into basic pension w.e.f.01.04.2004)
01.07.2004 to 31.12.2004	14%
01.01.2005 to 30.06.2005	17%
01.07.2005 to 31.12.2005	21%
<b>01.01.2006 to 30.06.2006</b>	<b>24%</b>
<b>01.07.2006 to 31.12.2006</b>	<b>29%</b>
<b>01.01.2007 to 30.06.2007</b>	<b>35%</b>

<b>01.07.2007 to 31.12.2007</b>	<b>41%</b>
<b>01.01.2008 to 30.06.2008</b>	<b>47%</b>

**For the purpose of payment of dearness relief**

**344.** Pension/family pension in the case of pre-1.01.1996, retirees and where family pension was sanctioned prior to 1.01.1996, means the consolidated pension or consolidated family pension as the case may be, effective from 1.01.1996, in terms of Govt. of India Ministry of Defence letter No. 1(2)/97/D(Pen/Ser) dt. 24-11-97

**Dearness Relief to Pensioners/Family Pensioners w.e.f 1.07.1996**

**344A.** Consequent upon the decision taken by the Govt. on the recommendation of 6<sup>th</sup> Central Pay Commission relating to Dearness Relief, the President is pleased to decide that the Dearness Relief admissible to all categories of Central government pensioners/family pensioners shall be admissible from the dates mentioned below at the rates.

**Rates Of Dearness Relief**

<b>Period</b>	<b>Rate of D.R per month.</b>
1.07.2006 to 31.12.2006	02%
1.01.2007 to 30.06.2007	06%
1.07.2007 to 31.12.2007	09%
1.01.2008 to 30.06.2008	12%
1.07.2008 to 31.12.2008	16%
1.01.2009 to 30.06.2009	22%
1.07.2009 to 31.12.2009	27%
1.01.2010 to 30.06.2010	35%
1.07.2010 to 31.12.2010	45%
1.01.2011 to 30.06.2011	51%
1.07.2011 to 31.12.2011	58%
1.01.2012 to 30.06.2012	65%
1.07.2012 to 31.12.2012	72%
1.01.2013 to 30.06.2013	80%
1.07.2013 to 31.12.2013	90%
1.01.2014 to 31.06.2014	100%
1.07.2014 onwards	107%

**Report Returns Registers and Forms**

**345.** Reports and Returns rendered by this Section which are peculiar to this Section are shown in **Annexure-A.**

**346.** The registers maintained in this Section which are peculiar to this office and their fly leaf instructions are shown in **Annexure-B.**

**347.** Specimen copies of forms, LPC-Cum-data sheets, PPO formats and Miscellaneous Application forms used in this Section are published in **Annexure-C.**

**348.** A few illustrations indicating calculations of the various pensionary awards are published in **Annexure-D.**

# **APPENDICES**

## LIST OF APPENDICES

Sl. No	Subject	Relevant Para	Page No.
1.	List of Code Heads of CsDA	19	113
2.	Procedure for submission of retiring pension claim and instructions for completion of LPC-cum-data sheet	35	114
3.	Rates of retiring pension prior to 1.1.86	54	130
4.	Maximum amount of retirement gratuity from time to time	56	135
5.	Rate of interest for delayed payment of Gratuity	59	136
6.	Instructions for completion of data sheet for disability element	97	137
7.	Rates of disability element prior to 1.1.96	101	140
8.	Instructions for completion of data sheet for family pension	150	141
9.	Rates of ordinary family pension prior to 1.1.2006	154	148
10.	Rates of special family pension prior to 1.1.2006	173	149
11.	Conditions governing the payment to ex-gratia lump sum compensation	214	151
12.	Rates of monetary allowance attached to Post-Independence gallantry decorations.	224	155
13.	Commutation Table	239	157
14.	List of erstwhile State Force merged in to Indian Army	256	158
15.	List of authorised Public Sector Banks for disbursement of Defence Pensions	35	163
16.	Evolution of pensionary structure- Commissioned Officers	54	167

**Appendix-I**  
**( See Para-19)**  
**Codes for Operating Punching Medium**  
**Originating and Responding Code Heads Of Cs.D.A.**

Sl. No.	Name of the PCsDA/CsDA	CDA Code No	Originating DEA Heads	Responding DEA Heads.
1.	C.D.A., PATNA	00	0/070/21	0/070/22
2.	P.C.D.A(P),ALLAHABAD	01	0/071/21	0/071/22
3.	<b>PCDA(O)</b> , PUNE	02	0/072/21	0/072/22
4.	C.D.A.(ARMY), MEERUT	03	0/073/21	0/073/22
5.	P.C.D.A.(SC),PUNE	04	0/074/21	0/074/22
6	C.D.A.(ORs),SOUTH BANGALORE	05	0/075/21	0/075/22
7.	P.C.D.A.(WC) CHANDIGARH	06	0/076/21	0/076/22
8.	P.C.A.(FY) KOLKATA	07	0/077/21	0/077/22
9.	C.D.A.,(AF),DEHRADUN	08	0/078/21	0/078/22
10.	C.D.A.(NAVY),MUMBAI	09	0/079/21	0/079/22
11.	Jt.C.D.A.(FUNDS),MEERUT	10	0/080/21	0/080/22
12.	C.D.A.(ORs), NORTH MEERUT	11	0/081/21	0/081/22
13	P.C.D.A.(NC), JAMMU	12	0/082/21	0/082/22
14.	ZONAL OFFICE(DPD) CHENNAI	13	0/083/21	0/083/22
15.	C.D.A.(CSD),MUMBAI	15	0/085/21	0/085/22
16.	P.C.D.A.(HQrs.) NEW DELHI	16	0/086/21	0/086/22
17.	C.D.A.(ORs) CENTRAL NAGPUR	17	0/087/21	0/087/22
18.	C.D.A., CHENNAI	18	0/088/21	0/088/22
19.	C.D.A.(R and D), NEW DELHI	19	0/089/21	0/089/22
20	C.D.A.(PD) MEERUT	20	0/090/21	0/090/22
21.	C.D.A.,GUWAHATI	21	0/091/21	0/091/22
22.	P.C.D.A.(CC) LUCKNOW	22	0/092/21	0/092/22
23.	C.D.A.(BR) NEW DELHI	23	0/093/21	0/093/22
24.	C.D.A.(R&D), BANGALORE	24	0/093/31	0/093/32
25.	C.D.A.,SECUNDRABAD	25	0/093/41	0/093/42
26.	C.D.A. JABALPUR	26	0/093/51	0/093/52
27	C.D.A.(AF), NEW DELHI	27	0/093/61	0/093/62
28.	C.D.A., HYDERABAD.	28	0/093/71	0/093/72
29.	C.G.D.A. New Delhi	29		

**DIDs No.**

CDA	Section	Class of Vrs.	Year No.	Month	Year
00	0000	0	0000	00	00

**SECTION CODE Nos., Pr.CDA(P)**

Section	Code	Section	Code	'G' Section	Code
Audit -1	0100	Audit -8	0800	Pay-1 to-III	0001
Audit -2	0200	Audit -9	0900	Pay -IV	0002

Audit -3	0300	A/C Section	1000	Pay-V	0003
Audit -4	0400	G1/Military	1100	Pay-VI	0004
Audit -5	0500	G1/Civil	1200	AN-V	0005
Audit -6	0600	Grants	1300		
Audit -7	0700				

**Appendix-2**  
**( See Para-35)**

**Procedure for submission of retiring pension claim and instruction for completion of  
LPC Cum data sheet.**

**General**

1. Pension Payment Orders in respect of commissioned officers of the Army retired or retiring on or after 30.06.2000 is being generated on computer based on LPC-CUM -Data Sheet. For this purpose, **PCDA(O)**, Pune will be nodal agency for consolidating pension documents after obtaining the same from various agencies.

As per the existing procedure laid down in the AHQ letter No. B/42110/AG/PS-4(C) dt. 31-01-90 as amended vide their letter No. B/39010/AG/PS 4 (c) dt. 11-08-95, the order of retirement of Army officers is required to be issued at least 10 months in advance of their retirement. Thereafter, Org. 3&9/MPRS(O) of AG's Branch of Army HQrs are required to send an advisory letter to the officer for compliance of various requirements for grant of their pensionary benefits. The concerned agencies, viz the officers, A. HQrs. Units/Formation are required to send the requisite documents to the **PCDA(O)** Pune at least four months ahead of the date of retirement. The **PCDA(O)** after consolidating the related documents is required to send them to PCDA(P) Allahabad along with the LPC\_Cum-data sheet two months ahead of the date of retirement. The PCDA(P), Allahabad , after finalizing the claim is required to issue PPOs to respective Link Branches of Public Sector Banks/other PDAs, one month in advance of the date of retirement. Thereafter, the link branches take some time for carrying out the prescribed checks/entrees in their documents before sending the PPOs to the paying branches for payment of pension who also have to complete some formalities. As a result of all this, it is likely that some retiring officers may not get the DCRG/Commutation on the date following retirement as prescribed.

2. Now the procedure/time frame has been revised in consultation with various agencies involved viz AG/Org-3/MRS(O), MS Branch, CGDA, **PCDA(O)**, Pune and PCDA(P), Allahabad and is outlined in succeeding paragraphs and will be followed with immediate effect:-

**Action By MS Branch/DGAFMS**

I. Officer proceeding on retirement on superannuation:

The retirement orders will be issued at least 10 months in advance of retirement. Four copies will be endorsed to **PCDA(O)** Archives Section, Pune for initiating action on pension. The Retirement Order will also incorporate a DV certificate whether any disciplinary /judicial /vigilance proceeding are pending against the officer or otherwise.

II. Officer proceeding on premature retirement/resignation.

(a) The premature retirement/resignation orders will include a certificate that there are no disciplinary/judicial/vigilance proceedings pending against the officer.

(b) The effective date of retirement will be intimated to **PCDA(O)** Archives Section, Pune immediately on receipt of Part-II order from the last unit of the officer.

**Discipline/Endorsement of Certificate with Retirement/premature Retirement/Resignation  
Applications**

3. Following action will be taken by the concerned Unit/Formation /Headquarters whenever disciplinary or administrative action is contemplated against officers, who are due to retire Prematurely or on superannuation or resignation.

(a) **Officers who have applied for premature retirement/resignation:** The Commanding Officer will indicate in Part-V of the Application, if any disciplinary/administrative action including investigation by CBI is in progress or contemplated against the officer or he is involved in any inquiry wherein his character

and military reputations likely to be affected Formation commanders in chain will also check before endorsing their recommendations on such application from officers that there is no such case against them. In case the officer is involved subsequently in any of the above cases after forwarding the application, MS Branch(MS7/MSX) DGAFMS, (for Medical officers) and AG's Branch(DV2) will be informed immediately through and OP immediate signal by the Unit or Formation of the officer concerned of the details of the disciplinary/administrative action contemplated or Inquiry ordered which is likely to affect the date of premature retirement/resignation of the concerned officer.

(b) Officers due for Superannuation: Since Retirement Orders are issued well in advance, any disciplinary /administrative action contemplated or in progress will be intimated by the Commanding Officer to Army Headquarters immediately. The information must reach the MS Branch (MS7/MSX), DGAFMS (FOR medical officers) AG's Branch (DV2 and PS4C), **PCDA(O)** and PCDA(P) through staff channels at the earliest, if need be, by OP immediate signal and well before the due date of retirement. The Commanding Officer will invoke Army Act Section 123, when so warranted to progress disciplinary action against the concerned officers. However, the officer's retirement on superannuation will not be held up on this count. This is to ensure that timely action to authorise payment of provisional pension can be initiated also to ensure that such officers do not draw benefits of commutation and retirement gratuity, which they are not entitled to, Dte and the Unit/Formation concerned will inform MS Branch, AGPS4(C), **PCDA(O)** and PCDA (P) Allahabad if any disciplinary/administrative/CBI or any other Inquiry case surfaces subsequently.

(c) Immediate communication of the officer's involvement in the disciplinary/judicial proceedings by unit/formation concerned needs to be emphasized again and again, so that no lapse occurs in this regard. In case of any default the responsibility for the same should be pin pointed and the action initiated for making good the loss incurred by the Government.

#### **Action by AG MP-5/MPRS(O)**

4. On receipt of retirement orders from MS Branch, MP-5/MPRS(O) of AG's Branch, Army Hqrs. are required to send a brochure on terminal benefits to retiring officers and their families along with an advisory letter to the officer for compliance of various requirements for grant of their pensionary benefits. (The detailed information on benefits along with forms/documents to be used by the officer have been given in the brochure).

5. The following documents will be sent to reach **PCDA(O)**, Archive Section, Pune six months in advance of the date of retirement of an officer:-

(a) Complete details of service including pre-commission service, if any.

(b) Particulars of members of the family along with the date of marriage of the officer and date of birth of wife and children as noted in the records.

#### **Action by the Units/DDMS(Command)**

6. (A) In case of officers in Medical Category Shape-I:

In accordance with the provisions of AO 3/89, a release medical examination (AFMSF-18) in respect of personnel in medical category shape-I will be held 8 months in advance of retirement. Since AFMSF-18 does not require approval of ADMS concerned, this will be disposed of directly by OC unit of the individual. Two copies of the medical examination report will be sent to **PCDA(O)**, Archives Section, Pune six months (instead of four months as at present) in advance on the retirement of the individual for authorization of commutation of pension/ distribution of the remainder copies of the AFMSF-18 will be as per AO 3/89.)

(B) In case of officer proceeding on release in low medical classification (other than Invalidment) :

The Release Medical Board proceedings (AFMSF-16,18 And 81) will be forwarded to the respective DDMS(Command) for confirmation after its approval by ADMS/DDMS of the Area/Div/Corps as the case may be. After its confirmation DDMS command will send two approved copies of Release Medical Board Proceedings to Archives Section **PCDA(O)** Pune in respect of every officer (including AMC/AD Corps/MNS

Officers). With the revised provisions to hold the Release Medical Board eight months in advance it should be ensured by all concerned that one copy of RMB proceedings along with annotation regarding longevity for the specific purpose of Commuted value of pension will be sent to **PCDA(O)** Pune as soon as the RMB is held. These may be unapproved copies. Subsequently the final approved RMB proceedings will be sent to Archive Section **PCDA(O)** Pune, at least four months in advance. (Distribution of the remainder copies of the AFMSF-16, 18 AND 81 will be as per AO 3/89).

(C) SOS Part II Order of the officer to be issued after the date of SOS from the Army Service-

The Part-II order will include his permanent address where officer intends settling down, correspondence address if any and details of leave accumulated. Copies of Part-II order be forwarded to all concerned including, Army HQ (MS Branch), **PCDA(O)**, Pune and PCDA(P), Allahabad.

#### **Action to be taken by the Retiring Officer:**

7. The following documents/information will be sent by the retiring officer to reach **PCDA(O)**, Archives Section, Pune at least six months in advance of his retirement:-

- (a) two copies of joint photographs with spouse duly attested.
- (b) information regarding particulars of pension disbursing officer viz. name of the Public Sector Bank, address of the Bank and account number from where the officer wishes to draw his pension..
- (c) details of pre-commissioned service, if any,
- (d) declaration for grant of Provisional Pension/Commutation.
- (e) application for commutation.
- (f) permanent address after retirement.
- (g) address for correspondence, if any.
- (h) duly attested signatures or thumb impression of spouse (in duplicate) along with additional marks of identification in the form of a Descriptive Roll.

8. On receipt of required documents/information from various agencies as mentioned above, **PCDA(O)**, Pune will consolidate pension documents on the LPC -Cum-Data Sheet and forward the claim to PCDA (P), Allahabad four months in advance of the retirement of the officer. PCDA (P) in turn will notify pensionary awards at least two months in advance of the retirement of the officer and intimate to the officer, **PCDA(O)**, MP-5, MPRSO, AG/PS-4(C).

#### **Instructions for Filling of LPC-Cum-Data Sheet(O)**

9. The LPC-Cum-Data Sheet(O) consists of 60 columns, which are required to be completed by the **PCDA(O)**, in accordance with the instructions given in the following paragraphs.

The data sheet may be filled up neatly and accurately in block letters. Only one alphabet, numeric or special characters, as the case may be should be filled in one box. Cuttings and alternations may be avoided. However if such cutting/alterations become unavoidable, it may be properly attested by the Accounts Officer.

10. The data filled in the data sheet may be one of the following categories:

#### **Alphabetic Data:**

Alphabetic data consist of alphabets A to Z. for instance name of the pensioner, name of the spouse, nationality, bank/sub treasury code, state code etc. the alphabetic data may be filled in from the left side to the right side of the relevant column. In case the number of boxes are more than the alphabets to be filled in the remaining boxes on the right side will be left blank.

#### **Numeric Data**

The numeric data consist of numbers from 0 to 9. For instance various dates, codes, pay particulars and demands etc. The numeric data may be filled in from right side to the left side of the column. In case, any boxes in the left side are found unused, the same may be filled with zeros.

Following columns of the data sheet may be completed with numeric data.

Columns 1,3,8,9,11,12,13,19,20,23,26,27,35,37 to 54, 58 to 60.

All the dates for example date of birth, date of commission, date of retirement etc. may be filled in the format given below.

Y	Y	M	M	D	D
---	---	---	---	---	---

Where YY denotes year MM denotes month DD denotes date/days

Example : If the date of birth of the officer is 5.1.52. the same will be filed in as follows:

5	2	0	1	0	5
---	---	---	---	---	---

Columns provided for amounts of pay, demand etc. may be filled in whole rupees. Example: If RDR demand of Rupees 4,473/- is outstanding against the officer, the column 58 of the data sheet may be filled in as under

0	0	4	4	7	3
---	---	---	---	---	---

### Alphanumeric Data

The alphanumeric data are mixed data consisting of a combination of alphabets, numerals and special characters. Alphanumeric data should be filled in from the left side of the column to the right side. Alphanumeric data may be filled in the following columns.

Column 2. 28. 31. 32. 33. 34. 36. 55. 56. and 57.

## COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA SHEET ( G1M/ DS-1A & G1M/ DS-1B) FOR COMMISSIONED OFFICERS

### Column 1:- (Rank Last Held)

Rank code will be filled with reference to the **Annexure-1** to Data Sheet for various ranks held by the commissioned officers. Rank should be verified from the Retirement order, Full Pay Commissioned Certificate.

### Column 2(Rank Substantive)

This column will be filled with substantive rank of the officer. It will enable to computerize the cases where pay does not correspond to the last rank held. In case substantive and last ranks are same, both the rank fields should be filled with same rank code. In no case it should be left blank or filled with zero.

### Column 3(Personnel Number)

This column will be filled with Army No of the officers as per Army List/ Retirement Order, Full Pay commission certificate. While completing this column, left most three boxes may be filled with prefix of Army number, next five boxes may be filled with Army number and right most one box for the check list.

### Column 4(Corps of Officer)

This column will be filled with the code for Corps of the officer as per **Annexure-II** of this Appendix. This may be verified from retirement Order.

### Column 5(Nationality)

The nationality of the officer may be filled in as under:-

Indian -I Nepalese -N Bhutanese -B

### Column 6(Name)

The name of the officer as recorded in the Army list/retirement order may be filled in this column. One box may be left blank between first middle and surname etc.

**Example:** if they name of the officer is Kuldeep Kumar Sharma, it may be filled in as under:-

KULDEEP KUMAR SHARMA – This column has been provided with 35 boxes in exceptional cases, if it found inadequate, the name should be suitably abbreviated.

**Column 7(Sex)** following codes may be used to fill up this column:

Male - M Female- F

### Column 8(Category)

This column may be filed as per codes given below for various categories of officers.

## Category Code

Regular Commissioned Officers	S
MNS Officers	M
TA Officers	T
AMC Officers	A
ADC Officers	D
RVC Officers	R
EC/SSC	E
SC	C

### Column 9 (Date of Birth) (YYYY MM DD)

Date of birth may be filled from Army list. In case the verified date of birth is not available therein, the matriculation certificate may be relied upon for this information.

Example: - The Date of Birth is 5/2/2008 it will be filed in as under:-

2	0	0	8	0	2	0	5
---	---	---	---	---	---	---	---

### Column 10 (Date of Commission) (YYYY MM DD)

Dated on which first commission was granted to the officer may be filled in this column from the Army list.

### Column 11 (Date of Retirement) (YYYY MM DD)

This column may be filled from the Retirement order.

### Column 12 (Former service) (YY MM DD)

The period of former service, if any, to be counted towards pensionary benefits may be filed in this column. It may be verified from Army list/ PCDA (Pensions) certificate.

Example- If the officer has the former service of 01 year 03 month and 12 days; the same will be completed as under.

0	1	0	3	1	2
---	---	---	---	---	---

### Column 13 (Anti Date Period)

If anti date has been allowed to an officer, it should be shown in this field in months only and in no case should exceed 24 months. It may be limited to 18 months in first instance. On secondment it may be maximum 12 months. When anti date and secondment both granted it might be maximum 24 months.

### Column 14 (Total Non- qualifying service)

Total non- qualifying service, if any, may be filled in this column. It may be verified from the Army list/IRLA/service card.

### Column 15 (Net Qualifying service)

The net qualifying service i.e. service inclusive of the former service and excluding the non- qualifying service may be filled in this column.

### Column 16 (Whether late entrant)

This may be verified from the Army/other source of information available in the PCDA (O). If the officer is a late entrant in the service, this column may be filled with "Y" otherwise with "N".

### Column 17 (Disciplinary/ Judicial case pending)

In any disciplinary/judicial case is pending against the officer, this column may be filled with "Y". If no such case is pending the column may be filled with "N". This information may be available in the retirement order or any separate letter of intimation from AHQrs/Unit last served.

### Column 18 (Forfeited Q.S.) (YY MM DD)

### Column 19 (Nature of Retirement)

This column may be filled with reference to the retirement order. Following codes may be used for different categories of retirees.

<u>Nature of Retirement</u>	<u>Code</u>
Superannuation	S
Voluntary	V
Invalid	I
Premature	P

**Column 20 (Pension recommended code)**

Following codes may be used to fill up this column.

<u>Pension Amount</u>	<u>Code</u>
Full	F
Three Forth	T
Half	H

**Column21 (DCRG Recommended Code)**

Following Codes May be used to fill up this column

<u>DCRG Amount</u>	<u>Code</u>
Full	F
Three Fourth	T
Half	H

**Column 22(Percentage commuted)**

This column may be filled with reference to the percentage of commutation opted by the officer in his commutation application. However, it may be seen that percentage commuted may not exceed 50%.

**Column 23 (Loading in Age) (YY)**

Loading in age may be filled in completed years only. This may be verified with reference to Release Medical Examination Report/Medical board Report.

**Column 23 A (Only For Data Sheet GIM/DS-1B):** This column may be filled with 1, 2, or 3 as the case may be. Details given below:-

**(i) For those who discharged between 1.1.2006 to 1.9.2008**

<b>CODE</b>	<b>Description</b>
1	Not opted for commutation of additional pension becoming due to retrospective revision of pay/pension <b>(first clause of annexure II to GOI letter dated 27-11-2008).</b>
2	Opted for commutation of the same percentage (as already commuted) on the revision of pay/pension. <b>(second clause of annexure II to GOI letter dated 27-11-2008).</b>
3	Opted for commutation of 50% of the revised pension becoming due to revision of pay/pension <b>third clause of annexure II to GOI letter dated 27-11-2008).</b>

**(ii) For those who discharged on or after 2.9.2008**

<b>CODE</b>	<b>Description</b>
2	Opted for commutation of same percentage of revised pension as already commuted <b>(Para 2 of appendix 'A' to PCDA (P) letter dated 5-12-2008).</b>
3	Opted for commutation of 50% of revised pension <b>(Para 3 of appendix 'A' to PCDA (P) letter dated 5-12-2008).</b>

**Column 24(Married before Retirement)**

If the officer got married before retirement, this column may be filled with "Y" otherwise "N" may be indicated.

**Column 25(Spouse Alive)**

Wife alive or not should be filled as under:

- If wife alive- "Y"
- If wife is not alive "N"
- If marriage is under dispute- "U"
- If a case of Divorce- "D"
- If case of plural marriage- "P"

**Column26 (spouse Date of birth)**

If the officer married and spouse is alive, the date of birth of spouse may be entered in this column. The data will be filled as under:

YYYYMMDD

**Column 27(Nationality of Spouse)**

The nationality of the spouse may be completed as under:

<u>Nationality</u>	<u>Code</u>
Indian	I
Nepalese	N
Bhutanese	B
Foreigner	F

**Column 28(Name of Spouse)**

The name of spouse may be filled with reference to family details received from AHQrs. One space may invariably be left blank between first, middle and last portions of the name.

**Column 29 (PDO Code)**

In this column codes are given as under, may be filled for different pension disbursing agencies.

<b>PDO</b>	<b>CODE</b>
DPDO	1
Post Office	2
Treasury	3
Indian Embassy, Nepal	4
PAO	5
Directorate of Accounts, Panaji, Goa	6
Finance Secretary, Gangtok	7
Political Officer, Thimpu	8
Public Sector Banks	9

**Column 30 (DPDO Code)**

This column may be completed only if the PDO code in the column 29 is 1 i.e. the officer desires to draw his pension from DPDO. A list of codes for all the DPDOs is given in the **Annexure-III to the Data Sheet**. The appropriate code for the DPDO concerned may be ascertained and filled in this column.

**Example-** If the officer desires to draw his pension from DPDO, Gurgoan Column 30 will be filled as under

--	--

**Column 31(PDO State Code)**

The station from where the officer desires to draw his pension may be entered in this column. Alphabetic codes assigned to various states as per **Annexure-IV** to the Data Sheet may be used to fill up this column.

**Column 32(Bank /sub-treasury code)**

Three digital alphabetic codes assigned to various public sector banks as shown in **annexure-V** to the Data Sheet may be used to fill up this column. Abbreviation of sub treasury as SUB may filled up in the this column, if the individual desires to draw his pension from a sub treasury.

**Column 33(BSR Code Link Bank)**

Two fields (33&36) to capture B.S.R.Codes of Link Bank and paying bank branches have been introduced keeping in view the future utilization under MEIT. Separate instructions to obtain it from the retiring officers in consultation with Army HQrs will be provided subsequently. Till then these fields should be filled with zero.

**Column 34(Link Bank)**

This column may be filled when the officer opt to draw his pension through a public sector bank/authorized private bank, otherwise it will be left blank. The corresponding link bank for the paying bank branch at the station may be ascertained from the standard list supplied by RBI, Bombay and indicated in this column. It has to be ensured from the list of the bank branches that the public sector bank is authorized to make disbursement of pension to defence services pensioners at that station.

**Column 35(Bank account Number)**

The bank account number of the paying branch may be entered in this column.

**Example:** If the account number of the officer is SB/4502

It should be filled as under

S B / 4 5 0 2

**Column 36(BSR Code Paying Branch)****Column 37(Bank Branch)**

The name of the bank branch of the public sector bank and authorized private sector bank at which the officer desires to draw his pension may be indicated in this column.

**Column 38(PDO Station)**

PDO Station Field will be used for bank station also. The station where the paying bank branch is located may be entered in this column.

**Note:** Column no 29 to 39 should be completed with reference to the application of the officer intimating mode of payment.

**Column 39(Link Bank Pin code)**

This column may be filled with PIN CODE of Link Bank only, to which PPO is to be dispatched from this office.

**Column 40(PCDA (O) A/C No.)**

This column may be filled with reference to information available in IRLA/Services card of the officer in the PCDA(O)

**Column 41, 42, 43, 44(Last Pay Details)**

These columns may be filled with last pay details drawn by the officer.

**Column 45(Last Ten Month's Average Pay)**

This column will be filled in those cases where last ten months pay is in more than three spells and can not be accommodated from field no 46 to 63. It is a 7- digit field, five for Rupees and two for paise. In such cases only, average pay field is to be filled after calculating the same and field Nos from 46 to 63 should be filled with zeros and details of emoluments should be shown in the pay details column on reverse of the data sheet.

These would be used to cross check the 10 months period and average pay in audit in PCDA (P) office and no data entry will be made for these entries.

**Column 46 to 63(Pay Drawn During Last 10 Months)**

A maximum of 3 spells showing the columns Date From, Date up to, Pay in pay band, Grade Pay, M S Pay, and NPA during last ten months have been provided. In case the officer has drawn different rates of Pay in pay band, Grade Pay, M S Pay, and NPA the same should be shown separately in these columns.

**Column 64, 65, 66(Gallantry Awards)**

These columns may be filled with reference to the codes provided for different Gallantry Awards in **Annexure VI** to the Data Sheet. In first box gallantry awards code and in second box bar code will be filled.

**Column 67, 68 &69(RDR Demands, Interest on RDR Demand and other than RDR Demand)**

These columns may be filled with demands if any to be recovered from the pensionary benefits.

**Column 70(Date of Receipt of Comm. Appl. /date of option)**

This column may be filled with the date on which PCDA (O) Pune has received the commutation application. In case column-23A is filled with 3, then the date of option should be entered in the column.

**Column 71(Medical Allowance)****Column 72(ECHS Recovery)**

As per latest instructions ECHS is to be recovered from only one of the spouse, if both are serving in Armed Forces. For this purpose it is to be ascertained from the officer whether his/her spouse is serving in Armed Forces. In case a spouse is serving in Armed Forces, ECHS is not to be recovered and in that case the field No 72 "ECHS Recovery" should be filled with "N" otherwise it should be filled with "Y". If this filled with "N" a suitable certificate for employment of his/her spouse in the Armed Forces with full details such as personnel number, rank, unit and corps should be obtained from the officer duly verified by the concerned auditing controller/PAO and send to PCDA (P) office for audit and record.

**Column 73(Having Handicapped Child)**

This column may be filled with "Y" if the officer is having a handicapped child otherwise it should always be filled with "N" and in no case it should be left blank.

**Column 74(Name of Handicapped Child)**

If column No 73 is filled with "Y" the name of handicapped child should be filled in this field otherwise it should be left blank.

**Column 75(Relation of Handicapped Child with officer)**

This column will be filled with "S" in case handicapped child is a son or "D" in case handicapped child is a daughter of the retiring officer. If column 73 is filled with "N" this column should be left blank.

**Column 76**

In case of "Major General whether pay as Brig. is more". In case it is Yes, code "Y" will be filled otherwise code "N" will be filled. In other cases it will remain blank. In case code is "Y" an additional data sheet will be prepared showing pay details what he/she would have drawn as Brigadier, if not promoted to the rank of Maj. General.

**Addenda to Instructions for filling in the Data Sheet pertaining to Retiring Pension (Original & Corrigendum) under PHP system**

The following may be added to the instructions to the data sheet for filling up claims of retiring pension.

**Column 77: Disability Pension Type: (Char 1)**

Any of the following three options are to be filled up:

‘N’ in case of No disability.

‘D’ in case of Disability Pension.

‘L’ in case of Liberalised Disability Pension

**Column 78: Date of Medical Board: (YYYYMMDD)**

The date of the medical board of the officer has to be filled up.

**Column 79: Composite Percentage of Pt. Disability: (INT)**

The percentage of permanent disability has to be filled up.

**Column 80: Composite Percentage of Total Disability: (INT)**

The percentage of total disability (permanent+temporary) has to be filled up.

**Column 81: Period of Assessment (INT)**

The number of years for which the temporary disability has been assessed has to be filled up.

**Column 82: Whether CAA is payable (CHAR(1))**

Any of the following three options are to be filled up:

‘Y’ in case CAA is admissible.

‘N’ in case CAA is not admissible.

(Applicable to DATA SHEET- G1M/DS-1A and G1M/DS-1B )  
ANNEXURE-I

<u>RANK</u>	<u>CODE</u>
LIEUTENANT	- 2
CAPTAIN	- 3
MAJOR	- 4
LT COL(TS)	- 5
LT COLONEL	- 6
COLONEL(TS)	- 15
COLONEL	- 7
BRIGADIER	- 8
MAJOR GENERAL	- 9
LT GENERAL	- 10
LT.GEN(CMDR)	- 11
LT. GEN(DGAFMS)	- 12
LT. GEN(VCOAS)	- 13
GEN(C O A S)	- 14
Lt. GEN(HAG+)	- 16

**(Applicable to DATA SHEET- G1M/DS-1A, G1M/DS-1B and G1M/DS-1C)**

**ANNEXURE-II CORPS TABLE**

<b>CODE</b>	<b>CORPS NAME</b>
01	ARMOOURED CORPS
02	ARTILLERY CORPS
03	CORPS OF SIGNALS
04	MECH TPT
05	ELECT. & MECH. ENGNRS
06	COMMAND HEAD QUARTERS
07	MILITARY FARMS
08	ENGINEERS
09	ENGINNERS MES
10	INFANTRY
11	ARMY SERICE CORPS
12	ANIMAL TPT
13	ARMY MEDICAL CORPS
14	MILY. NURSING SERVICE
15	ARMY ORDNANCE CORPS
16	REMOUNT & VETENARY
17	PIONEER CORPS
18	ARMY HEAD QUARTERS
19	OTHER HEAD QUARTERS
20	A.E.C. AND INT.
21	MILITARY ATTACHE
22	TERRITORIAL ARMY
23	MILITARY FARMS PTP
24	D R D O
25	D G I
26	R O
27	ARMY DENTAL CORPS
28	FOOD INSP. ORG.
29	JAG

**ANNEXURE - III**

**D.P.D.O. CODES**

CHANDIGARH	01	BANGALORE	30
RED-FORT-1	02	ERNAKULAM	31
RED-FORT-II	03	KOTTAYAM	32
BRAR SQUARE	04	TRICHUR	33
HYDERABAD	05	TRIVENDRUM	34
SECUNDERABAD	06	QUILON	35
PALAMPUR	07	AMRITSAR	36
HAMIRPUR	08	KAPURTHALA	37
DHARAMSALA	09	BATALA	38
YOL	10	LUDHIANA	39
MANDI	11	MOGA	40
SIMLA	12	JULLUNDER	41
KARNAL	13	JAGRAON	42
AMBALA	14	PATIALA	43
BHIWANI	15	BHATINDA	44
JHAJHAR	16	ROPAR	45
SONEPAT	17	HOSHIARPUR	46
GURGOAN	18	FEROZEPUR	47
ROHTAK	19	SANGRUR	48
NARNAUL	20	PATHANKOT	49
HISSAR	21	GURDASPUR	50
RIWARI	22	JAIPUR	51
JAMMU-TAWI-I (AKHNOOR ROAD)	23	MADRAS	52
JAMMU-TAWI- II	24	VELLORE	53
JAMMU-CANTT (SHASTRI NAGAR)	25	MEERUT	54
UDHAMPUR	26	KANPUR	55
SRINAGAR	27	GORAKHPUR	56
RAJOURI	28	ALLAHABAD	57
LEH	29	CALCUTTA	58
PATHANAMTHITTA	60	UNA	59
JHUNJHUNU	61	DASUYA	62

**ANNEXURE - IV**

**CODE FOR STATE / UNION TERRITORIES / NEPAL**

1.	ANDHRA PRADESH	AP
2.	ASSAM	AS
3.	BIHAR	BI
4.	GUJARAT	GU
5.	HARYANA	HA
6.	HIMACHAL	HP
7.	JAMMU & KASHMIR	JK
8.	KARNATAKA	KA
9.	KERALA	KE
10.	MADHYA PRADESH	MP
11.	MAHARASHTRA	MA
12.	MANIPUR	MN
13.	MEGHALAYA	ME
14.	NAGALAND	NA
15.	NEPAL	NE
16.	ORISSA	OR
17.	PUNJAB	PB
18.	RAJASTHAN	RS
19.	SIKKIM	SK
20.	TAMIL NADU	TN
21.	TRIPURA	TR
22.	UTTAR PRADESH	UP
23.	WEST BENGAL	WB
24.	GOA, DAMAN & DIU	GD
25.	ANDAMAN & NICOBAR ISLAND	AN
26.	ARUNACHAL PRADESH	AR
27.	DADAR & NAGAR HAVELI	DN
28.	CHANDIGARH	CH
29.	DELHI	DE
30.	LAKSHADWEEP	LD
31.	MIZORAM	MZ
32.	PONDICHERY	PO
33.	UTTARANCHAL	UR
34.	JHARKHAND	JR
35.	CHHATTISH GARH	CG
36.	BHUTAN	BH

\*\*\*\*\*.....\*\*\*\*\*

**ANNEXURE - V**

<b><u>SL.NO</u></b>	<b><u>NAME OF BANK</u></b>	<b><u>CODE</u></b>
1.	ALLAHABAD BANK	ALB
2.	BANK OF BARODA	BOB
3.	BANK OF INDIA	BOI
4.	BANK OF MAHARASHTRA	BOM
5.	CANARA BANK	CNB
6.	CENTRAL BANK OF INDIA	CBI
7.	DENA BANK	DEB
8.	INDIAN BANK	INB
9.	INDIAN OVERSEAS BANK	IOB
10.	NEW BANK OF INDIA	NBI
11.	ORIENTAL BANK OF COMMERCE	OBC
12.	PUNJAB & SIND BANK	PSB
13.	PUNJAB NATIONAL BANK	PNB
14.	STATE BANK OF BIKANER & JAIPUR	SBB
15.	STATE BANK OF HYDERABAD	SBH
16.	STATE BANK OF INDIA	SBI
17.	STATE BANK OF INDORE	SBD
18.	STATE BANK OF MYSORE	SBM
19.	STATE BANK OF PATIALA	SBP
20.	STATE BANK OF SAURASHTRA	SBS
21.	STATE BANK OF TRAVANCORE	SBT
22.	SYNDICATE BANK	SYB
23.	UNION BANK OF INDIA	UBI
24.	UNITED BANK OF INDIA	UTI
25.	UNITED COMMERCIAL BANK	UCO
26.	VIJAYA BANK	VJB
27.	CORPORATION BANK	COB
28.	ANDHRA BANK	ANB
29.	I.C.I.C.I. BANK LTD.	ICI
30.	H.D.F.C. BANK LTD.	HDF
31.	I.D.B.I. BANK LTD.	IDB
32.	AXIS BANK LTD.	UTB

\*\*\*\*\*.....\*\*\*\*\*

**ANNEXURE - VI**

<b><u>SL.NO</u></b>	<b><u>GALLANTARY AWARDS</u></b>	<b><u>CODE</u></b>
1.	Param Vir Chakra	P
2.	Maha Vir Chakra	M
3.	Vir Chakra	V
4.	Ashok Chakra	A
5.	Kirti Chakra	K
6.	Shaurya Chakra	S
7.	Sena Medal	G

**EACH BAR CODES:**

For Ist BAR	'0'
For IInd BAR	'1'
For IIIrd BAR	'3'

.....

**APPENDIX-3**  
**(See Para 54)**

**I. Rates of retiring pension and standard service periods of P.R.C. officers(other than SL officers).**

Rates of retiring pension and standard service periods of PRC officers (other than SL officers) admissible from time to time are given as under:-

Rank	Standard service periods for the rank	Pension Between 1.6.53 and 16.4.56 AI 2/S/53 & Regn 29(a) PRA Pt-I (1961) as amended vide CS No 13/67	Pension between 17.4.56 and 30.9.61 Regn. 29(a) PRAPt-I (1961) as amended vide CS No. 13/67	Pension between 1.10.61 and 31.12.72 (not governed by post DCRG) Regn 29(a) PRA Pt-I (1961) as amended vide CS No 13/67	Pension between 10.9.70 and 31.12.72 (Post DCRG) AI 8/S/70	Pension on or after 12.10.70 Regn 29(a) as amended vide CS N0.125/67
		Rs. p.m.	Rs. p.m.	Rs. p.m.	Rs. p.m.	Rs. p.m.
2 <sup>nd</sup> Lt/Lt	20	275	275	300	272	300
Capt	20	350	350	425	377	425
Maj.	22	475	475	550	482	550
Lt Col (Selection)	24	625	625	675	587	640
Lt. Col (TS)	26	--	--	--	557	--
Col	26	675	675	750	638	675
Brigadier	28	725	800	825	696	825
Maj. Gen.	30	800	875	875	735	875(a)
Lt. Gen.	30	900	900	900	756 (*) 815(a)	975
Gen-eral	30	1000	1000	1000	840	1000

\*Rate of Pension upto 11.10.70

Rank	Pension between 1.1.73 and 31.3.79	Pension w.e.f.1.4.79 (along with DCRG) GOI MOD No B/40725/AG/PS 4©/1816/A/D(P en/Sers) dt. 28.9.79 (Section Order No 14 of 79)	Pension between 30.6.82 and 31.3.84	Pension on or after 1.3.85 but prior to 31.3.85 without merger of ADA	Pension on or after 1.3.85 with merger of ADA	Pension on or after 31.3.85 GOI,MOD No B/ 42114 /AG/PS4©/2871/A/D(Pen/Sers) dt 13.9.85 (Section Order No. 27 of 85)
	Rs. P.m.	Rs. p.m.	Rs. P.m.	Rs. p.m.	Rs. p.m.	Rs. p.m.
2 <sup>nd</sup> Lt/Lt	350	525	575	600	650	950
Capt	575	750	800	825	875	1200
Major	675	875	925	975	1000	1400
Lt col (Selection)	775	950	975	1025	1075	1575
Lt col (Ts)	700	900 924 (b)	1000	1050	1100	1525
Col	900	1100	1150	1225	1275	1850
Brigadier	1000	1125 1175 (c)	1250	1325	1375	2025
Maj. Gen	1050	1275	1425	1425	1500	2275
Lt Gen	1100	1375 1475(d)	1500 1500	1500 1500	1500 1500	2400 2500
General	1200 (for COAS)	1700 (For COAS)	1700	1700	1700	2825

- (x) Rate of pension upto 11.10.1970  
(a) Rate of pension w.e.f. 12.10.1970  
(b) Rate of pension w.e.f. 2.7.79  
(c) Rate of pension on w.e.f.1.5.79  
(d) Rate of pension w.e.f. 1.8.79

**Note 1.** The retiring pension of an officer of the rank of a Major General shall not be less than pension which would have been

Rank	Standard service period	Pension between 1/6/53 and 30/9/61 (Regn. 29(c) PRA Pt I (1961)as amended vide c s no.13/67)	Pension between 1/10/61 and 31/12/72 (If not governed by post DCRG)
2 <sup>nd</sup> Lt /Lt	20	250	275
Captain	20	325	400
Major	22	450	525
Lt Col(Selection)	24	575	625
Lt Col(TS)	26	--	--
Col.	26	--	700

admissible to him as a Brigadier, had be not been promoted to the rank of Major General.

**Note 2.** Chiefs of the staff of the three services who had retired and were alive on 1.4.79, irrespective of the date of retirement, and the rank held on the date of retirement would be entitled to retiring pension of Rs. 1700/- per mensem. Vide GOI MOD letter No 1(s)/84/3229/A/D (Pen/sers) dated 24.10.85.

**Note 3.** Rate of deduction from the standard rates of pension where an officer's qualifying service is less than the standard service period for his rank, the amount of retiring pension is the standard rate for that rank reduced by one deduction according to the table below for each year or part of year of the deficiency.

Retiring pension RS. p.m	Rate of deduction Rs. p.m.
2501-3000	85
2001-2500	75
1501-2000	60
1201-1500	45
1001-1200	35
1000 to 751	30
750 to 601	20
600 to 401	15
400 to 301	10
300 to 201	05
200 and below	2.50

Deduction shall be made successively until the number of deductions due to be made has been completed, and each deduction in turn shall be at the rate appropriate to the amount remaining after preceding month .

## II. Rates of retiring pension and standard service periods Special List Officers

Rank	Pension between 10/9/70 and 31/12/72 (governed by post DCRG)A.I. 8/S/70	Pension between 1/1/73 and 31/3/79 (with DCRG)	Pension w.e.f. 1.4.79 with DCRG
2 <sup>nd</sup> Lt /Lt	247	350	525
Captain	352	575	750
Major	457	675	875
Lt Col(Selection)	537	775	950
Lt Col(TS)	--	700	900 925 (w.e.f 2.7.79)
Col.	588	900	1000

**Note 1.** The rates of pension as shown in Para-1 above are also applicable to special list officers with effect from 1.7.1982.

**Note 2.** The provision of Note-3 below Para(1) above regarding rate of deduction from the standard rate of pension shall apply.

**III. Rates of retiring pension and standard service periods: MNS officers.**

Rank	Standard service periods	Pension between 1.10.61 and 31.12.72 (Not governed by post DCRG) (A.I. 3/S/65)	Pension between 10.9.70 and 31.12.72 (post DCRG) A.I 8 / S/70	Pension between 1.1.73 and 31.3.79 (A.I. 1/S/77)	Pension w.e.f. 1.4.79 (with DCRG) (GOI, MOD No. B/40725/AG/PS4(c)/31 (A/D) (Pen /Sers) dt 10.1.80 (reproduced in Section Order No 4 of 80)	Pension w.e.f 31.3.85	Personal Pension (PP)
Captain	20	175	150	350	500	925	100
Major	22	275	238	450	600	1025	100
Lt Col	24	375	321	550	725	1150	100
Col(command Principal Matron)	26	450	378	650	825	1325	25
Col. (Chief Principal Matron)	28	525	444	--	--	--	--
Brig (Matron in-chief)	28	575	483	750	950	1550	--
Maj. Gen	30	--	--	825	1025	1700	--

**Note-** The provisions of Note 3 below Para (I) above regarding rate of deduction from the standard rate of pension shall apply.

**APPENDIX-4**  
**(Referred to in Para 56)**

**Maximum amount of retirement gratuity (DCRG) as admissible from time to time**

Date of retirement	Maximum ceiling of retirement gratuity(DCRG)	Authority
(i) 10.9.70 to 31.12.72	Rs. 24,000/-	A.I 8/S/70
(ii) 1.1.73 to 31.1.82	Rs. 30,000/-	A.I. 2/S/73
(iii) 1.2.82 to 31.3.85	Rs. 36,000/-	GOI,MOD No.B/38055/AG /PS4/ (a)/2574/C/D/(Pen /Sers) dt.18.12.82
(iv) 1.4.85 to 31.12.85	Rs. 50,000/-	GOI,MOD No.5(3)/85-D(Pen /Sers) dt.11.6.85
(v) 1.1.86 to 31.03.95	Rs. 1,00,000/-	GOI,MOD No.1(5)/87/D/(Pen/Sers) dt. 30.10.87
(vi) 1.4.95 to 31.12.95	Rs. 2,50,000/-	GOI,MOD No.5(1)95/D/(Pen /Sers) dt.8.8.95
(vii) 1.1.96 onwards.	Rs. 3,50,000/-	GOI,MOD No.1(6)98/D/(Pen /Sers) dt.3.2.98
(viii) 1.1.2006 onwards	Rs. 1000000/-	GOI,MOD No.17(4)/2008(2)/D/(Pen /Pol) dt.12.11.2008

**APPENDIX-5****(See Para 59)****Rate of interest for delayed payment of gratuity**

(1 April to 31 <sup>st</sup> March)	Rate Of Interest Per Annum
1960-61	3.75%
1961-62	3.75%
1962-63	4%
1963-64	4%
1964-65	4%
1965-66	4.25%
1966-67	4.60%
1967-68	4.80%
1968-69	5.10% - upto Rs.10,000/- & on balance @ 4.80%
1969-70	5.25% - upto Rs.10,000/- & on balance @ 4.80%
1970-71	5.50% - upto Rs.10,000/- & on balance @ 4.80%
1971-72	5.75% - upto Rs.10,000/- & on balance 5%
1972-73	6% upto Rs.10,000/- & on balance 5.30%
1973-74	6% upto Rs.10,000/- & 5.30% beyond 10,000/-
1.4.74 to 31.7.74	6.50% upto Rs. 10,000/- & 5.80% beyond Rs 10,000/-
1.8.74 to 31.3.75	7.50% upto Rs. 25,000/- & 7% beyond Rs. 25,000/-
1975-76	7.50% upto Rs. 25,000/- & 7% beyond Rs. 25,000/-
1977-78	8% - upto Rs. 25,000/- & 7.50% beyond Rs. 25,000/-
1978-79	8% - upto Rs. 25,000/- & 7.50% beyond Rs. 25,000/-
1979-80	8% - upto Rs. 25,000/- & 7.50% beyond Rs. 25,000/-
1980-81	8.50% - upto Rs. 25,000/- & 8% beyond Rs. 25,000/-
1981-82	9% upto Rs. 25,000/- & 8.5% beyond Rs. 25,000/-
1982-83	9% upto Rs. 35,000/- & 8.50% beyond Rs. 35,000/-
1983-84	9.5% upto Rs. 40,000/- & 9% beyond Rs. 40,000/-
1984-85	10%
1985-86	10.5%
1986-87	12%
1987-88	12%
1988-89	12%
1989-90	12%
2000-91	12%
2001-92	12%
2002-93	12%
2003-94	12%
2004-95	12%
2005-96	12%
2006-97	12%
2007-98	12%
2008-99	12%
2009-2000	12%
2000-2001	11
2001-2002	9.5%
2002-2003	9%
2003 onwards	Interest as applicable to DSOP fund deposit rate

**APPENDIX - 6**  
**(Referred to in Para 97)**

**Instructions for completion of data sheet in respect of commissioned officer for sanction of disability element**

**General**

The data sheet contains 41 columns. This data sheet is meant for the cases for which service element has already been notified either through computer or manually.

2. The data sheet may be filled up neatly and accurately in block capital letters. Only one character (alphabet, number or special character) should be filled in one box. Cutting & alterations may be avoided. However if such cuttings/alterations become unavoidable, it may be properly attested by the responsible Officer.

2.1. The data filled in the data sheet may be one of the following categories.

2.1.1. ALPHABETIC DATA. Alphabetic data consist of alphabets A to Z. For instance name of the pensioner, name of the spouse, nationality, bank/sub treasury code, state code etc. The alphabetic data may be filled in, from the left side to the right side of the relevant column. In case the numbers of boxes are more than the alphabets to be filled in the remaining boxes on the right side, will be left blank.

2.1.2. Following columns of the Data Sheet may be completed with alphabetic data. Columns:- C,D,E,1,2,4,5,7,8,10,11,13,14,18,23,26,29,31 & 32.

2.2.1. NUMERIC DATA:- The numeric data consists of numbers from 0 to 9. For instance various dates, codes, pay particulars and demands etc. The numeric data may be filled in from the right side to the left side of the column. In case, any boxes in the left side are found unused, the same may be filled with zeros.

2.2.2. Following columns of the data sheet may be completed with numeric data.

Columns-3,6,9,12,15,16,21,22,23,24,25,27,28,33,38,39,40 & 41.

2.3.1. Date field- Column 19,20,35,36, & 37. All the dates may be filled in the YYYY/MM/DD pattern, where YYYY denotes year in 4 digits, MM month in 2 digits & DD date in 2 digits.

2.3 ALPHANUMERIC DATA- The alphanumeric data are mixed data consisting of a combination of alphabets, numerals and special characters. Alphanumeric data should be filled in from the left side of the column to the right side. Alphanumeric data may be filled in the following columns. Col.- A,B,17,30 & 34.

**Columnwise Instructions for filling of data sheet for Disability Element- Commissioned Officer.**

1. **COLUMN A: ORIGINAL PPO No.-** It should be filled with the original PPO No. through which service Element has been notified. 1<sup>st</sup> Col. Should be filled with pre-fix 'M' Next 6 Col. Should be filled with PPO No. like numeric data and remaining 4 Col. should be filled with year in 4 digit i.e. PPO No. M/3675/2000 be filled as M / 0 03675/2000.

2. **Column: B: Personnel No.:-** 1<sup>st</sup> three boxes are for the prefixes like IC, MR, NTR, etc. If prefix is of 2 characters only, it may be filled in the first two boxes leaving third one blank.

3. **Column: C: NAME-** May be filled with the name of the officer as shown in the original PPO notifying the service element.

**Important:- Columns A,B & C are the basic data for computerized PPOs and these should be filled accurately as per the Pension Payment Order notified through computer.**

4. **Column D:** It may be filled up with either 'C' or 'M'. 'C' stands for PPOs notified through Computer & 'M' for PPOs notified manually.

5. **Column E:** It may be filled up with the following Codes. 'I' For invalidated out cases. 'R' For normal released cases.

6. **Columns:- 1,4,7,10 & 13.** These columns are for filling up with the Name of I.D. One character in one box. One box may be left blank after a word.

7. **Columns:- 2,5,8,11 & 14.** These Cols. are for indicating whether I.D. is attributable to or aggravated by army service. Following Codes may be used- AT - For Attributable cases. AG - For Aggravated cases.

8. **Columns - 3,6,9,12,15 & 16** which are for assessment percentages should be filled as numeric data e.g. 40% should be filled as 040.

In case there is only one I.D. with assessment percentage more than zero, Col. 16 meant for percentage of Composite assessment should be filled with zeroes.

9. **Column. 17.** Period of acceptance may be filled the period assessed for OR with the following codes. P For Permanent.

Q For life.

**Cage III PDA & other Particulars**

10. **Columns. 21 to 41** may filled up only when Col. 'D' of cage I is filled with 'M' other wise these cols. may be left blank.

11. **Columns. 21, 22, 24, 25, 27 & 28** may be filled up with code provided in respective **Annexure I,II,III,IV & V** and respectively of **Appendix-1**

12. **Column. 23** Nationality may be filled up with the following codes:

- 1 For Indian.
- 2 For Nepalese.
- 3 For Bhutanese.

13. **Column. 34. PCDA(O) A/C No:-**

First three boxes are meant for the section of the **PCDA(O)**. In case, it is not available it may be left blank. Remaining 9 boxes may be filled up with the **PCDA(O) A/C No.** as shown in the original manual Pension Payment Order/other documents.

14. **Remaining Columns.** may be filled up as per their nature viz. Alphabetic, numeric, date field or alphanumeric.

15. **Columns. 35, 36, 37,38 & 39** may be filled up, only when commutation is applicable, other wise these may be left blank.

16. **Columns. 40 & 41-** these are meant for latest two manual corrigenda PPOs, if any done on manually notified PPOs.

(Authority: PCDA(P) Section Order No. 22 dated 21.09.2001 bearing file No. G1/M/01/ XIX/Comp/IV)

**APPENDIX-7**  
**(See Para- 101)**

Rates of disability element in respect of Commissioned officers (other than those of the MNS) sanctioned from time to time.

Sl. No.	Period	100%	90%	80%	70%
1	2	3	4	5	6
1	1.6.53 to 24.4.67	Rs. p.m. 150/-	Rs. p.m. 135/-	Rs. p.m. 120/-	Rs. p.m. 105/-
2	25.4.67 to 31.12.72	142/50	128/25	114/-	99/75
3	1.1.73 to 31.12.85	170/-	153/-	136/-	119/-
4	1.1.86 to 31.12.95	750/-	675/-	600/-	525/-
5	1.1.96 to 31.12.2005	2600	2340	2080	1820

60%	50%	40%	30%	20%	Authority
7	8	9	10	11	12
Rs. P.m. 90/-	Rs. P.m. 75/-	Rs. P.m. 60/-	Rs. P.m. 45/-	Rs. P.m. 30/-	Regn. 60, PRA Part I (1961).
85/50	71/25	57/-	42/75	28/50	A.I. No. 90/ 67
102/-	85/-	68/-	51/-	34/-	A.I.No. 4/S/75.
450/-	375/-	300/-	225/-	150/-	GOI, MOD letter No. 1 (4) /87/D(Pen /Sers) dt 27.7.87 The rate is applicable to officers including those of MNS.
1560	1300	1040	780	520	GOI, MOD letter No. 1 1(2)/97/D(Pen-C) dt 31.01.2001

**APPENDIX- 8**  
**(Referred to in Para 150)**

**Office of The Principal C.D.A. (Pensions) Allahabad**

-----  
INSTRUCTIONS FOR PREPARATION OF CLAIMS AND FILLING OF DATA SHEETS FOR FAMILY PENSIONARY AWARDS IN R/O COMMISSIONED OFFICERS.  
INSTRUCTIONS FOR COMPLETION OF DATA SHEET FOR FAMILY PENSIONARY AWARDS IN RESPECT OF COMMISSIONED OFFICERS

**General:-**

**1.1** Data sheet has been designed for notification of the family pensionary awards through computer. The data should be filled in neatly and accurately in block letters. Only one alphabet or numeric or special character should be filled in one box. While filling various data viz., alphabetic, alphanumeric and numeric, instructions earlier issued from time to time respecting data sheet should be kept in view.

**1.2** Cutting and alterations should be avoided. However, in cases where such cuttings/alterations become unavoidable, it should be properly attested under the signature of authority competent to do so.

**1.3** Various kinds of data may be filled in various Columns of data sheet as given below:

**(a) Alphabetic Data**

Alphabetic data shall be filled in from the left hand side to the right hand side of the Column. If the number of boxes are more than the alphabets to be filled in all the remaining boxes on the right hand side should be left blank. Similarly, if the numbers of boxes are less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances additional boxes shall be created. Following Columns will be filled with alphabetic data. Columns:- 5, 6, 11, 12, 14, 15, 17, 20, 21,22, 23, 24, 25, 26, 27, 31, 32, 50, 52, 53, 54.

**(b) Alphanumeric Data**

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in from the left side to the right side of the Column. Unutilized boxes are left blank and if the boxes fall short of requirement, suitable abbreviation will be carried out but in no circumstances additional boxes should be created. Following Columns will be filled with alphanumeric data. Columns:- 1, 2, 4, 34, 35, 37, 38, 40, 47, 48.

**(c) Numeric Data**

Numeric data will be filled in from right hand side to the left hand side, Zeros shall be filled in the unused boxes on the left hand side, Following Columns will be filled in with numeric data. Columns:- 3, 7, 8, 9, 10, 13, 16, 18, 19, 28, 29, 30, 33, 36, 39, 41, 42, 43, 44, 45, 46, 49, 51.

**1.4** Dates Various dates appearing in the data sheet will be entered as YYYYMMDD. Here YYYY denotes Year with century, MM denotes Month and DD date.

**2. COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET:**

-----  
Column wise detailed instructions are as under:

**Column 1 (Original PPO No.):**

**Column 2 (Latest Corrigendum PPO No.):**

The column 1 and 2 i.e. original PPO no. and latest corrigendum PPO no. fields to be filled only in cases of family pension where these are to be printed in family pension PPO's as a reference. These fields are consist of three parts of 8 characters for prefix to PPO, 6 characters for PPO no. and last 4 characters for PPO year. For example in a joint endorsement case, original PPO no M/0004568/75 may be filled in as under-

-----  
| M | / | 0 | 0 | 0 | 4 | 5 | 6 | 8 | / | 1 | 9 | 7 | 5 |  
-----

**Column 3 (Rank Code):**

The column may be filled with reference to the codes given in annexure - I for various ranks held by the commissioned officer/ deceased. If the case pertains to Air force or Navy the code for corresponding rank may be filled in. Example: If the rank held by the officer/deceased is Brigadier, the entry in column 3 will be as under-

-----  
| 0 | 8 |  
-----

**Column 4 (Personal Number):**

This column may indicate the army no. of the officer as per army list. While completing this column, left most three boxes may be filled in with prefix of the army number, next five boxes may be filled with army number and right most box for the check digit. Example: If the army number of the officer/deceased is IC5743L, column will be filled as under

-----  
| I | C | | 0 | 5 | 7 | 4 | 3 | L |  
-----

**Column 5 (Name):**

Name of the Officer/deceased may be filled in this Column. One box should be left blank between different parts of the name.

**Column 6 (Category):**

This column may be filled as per codes given below for various categories of officers (Annex-II).

Category	code
Regular Commissioned Officers	S
MNS Officers	M
TA Officers	T
AMC Officers	A
ADC Officers	D
RVC Officers	R
Air Force Officers	F
Navy Officers	N

**Column 7 (Date of Birth):**

The date of birth may be filled from the army list. In case the date of birth not available therein, the matriculation certificate may be relied upon for this information. Example: The date of birth is 05-02-1945 It will be filled in as under:

-----  
| 1 | 9 | 4 | 5 | 0 | 2 | 0 | 5 |  
-----

**Column 8 (Date of Retirement) and Column 9 (Date of Death):**

In case of death occurs during service period, the column 8 for date of retirement will be filled with zeroes otherwise, the date of retirement i.e., last date up to which paid may be filled in column 8. In cases of joint endorsement the column 9 for date of death will be filled with zeroes. These columns may be filled in the form of YYYYMMDD.

**Column 10 (Net Qualifying Service):**

The net Qualifying Service will be worked out after deducting the period of non-Qualifying Service and adding former service if any, and filled as YYMMDD.

**Column 11 (FAMILY PENSION TYPE):**

This column should be filled carefully with reference to Annex-III.

**Column 12 (WHETHER FAMILY PENSION TO BE NOTIFIED):**

If family pension is to be notified in the PPO this column may be filled as 'Y' otherwise if the same is NOT be notified in PPO, this column may be filled as 'N'.

**Column 13 (FP PAYABLE FROM THE DATE):**

If family pension is to be notified i.e. column 12 is filled as 'Y' this column may be filled with the date from which family pension is payable in the form of YYYYMMDD. If column 12 has been filled as 'N' this column will be filled with zeroes.

**Column 14 (NAME OF SPOUSE/ FAMILY PENSIONER):**

The name of the family pensioner/ dependent pensioner may filled in this column.

**Column 15 (RELATIONSHIP):**

The relation of family pensioner as filled in column 14 with the officer may be filled in the column. The codes for relationship are as under:

RELATION	RELATIONSHIP CODE
Wife	W
Husband	H
Son	S
Daughter	D
Divorced Daughter	R
Unmarried Daughter	U
Widowed Daughter	V
Mother	M
Father	F
Brother	B
Sister	T

**Column 16 (DATE OF BIRTH OF SPOUSE/ FAMILY PENSIONER):**

The date of birth of family pensioner filled in column 14 may be filled as YYYYMMDD in this column.

**Column 17 (NATIONALITY OF FAMILY PENSIONER):**

Nationality of the family pensioner may be completed as under:

NATIONALITY	CODE
Indian	I
Nepalese	N
Bhutanese	B
Foreigner	F

**Column 18 (SHARE OF FAMILY PENSION):**

Share of family pension for Full, One half, One third, One fourth may be filled as under:

-----	
For FULL family pension	1   1
-----	
For ONE HALF family pension	1   2
-----	
For ONE THIRD family pension	1   3
-----	
For ONE FOURTH family pension	1   4
-----	

**Column 19 (CHILD Y/N):**

If there are any eligible child for family pension, this column will be filled as "Y" otherwise filled as "N".

**Column 20 (WHETHER WIDOW REMARRIED):**

In case widow alive, this column may filled with code "Y" or "N" as the re-marriage status is, otherwise this column may be left blank .

**Column 21 (WHETHER WIDOW SUPPORTING CHILDREN):**

In case widow supports children after re-marriage this column may be filled as "Y" otherwise if she do not support children after re-marriage this column may be filled as "N". If widow do not re-married or the relationship is other than widow, this column may be left blank.

**Column 22 (WHETHER SPOUSE ALIVE):**

This column should invariably filled with code "Y" or "N" as the case may be.

**Column 23 (WHETHER PARENTS ALIVE S/B/N):**

In case of family pension is for spouse or children, this column may be left blank. For dependant pension to parents or brother/sister this column may filled with codes as under:

Both parents alive	B
Either mother or father alive	S
Neither mother nor father alive	N

**Column 24 (PHYSICALLY/ MENTALLY HANDICAPPED Y/N):**

If the family pensioner is child, this column must be filled with code "Y" or "N" as the case may be. In other cases this column may be left blank.

**Column 25 (GAURDIAN'S NAME):**

In case pensioner is child and minor on current date or the child is handicapped, this column may be filled with the name of guardian. In all other cases this column may be left blank.

**Column 26 (WHETHER GRATUITY TO BE NOTIFIED):**

If death gratuity to be notified in the PPO, this column may be filled as "Y" otherwise as "N".

**Column 27 (PERCENTAGE OF GRATUITY):**

If gratuity to be notified in the PPO, i.e. column 26 is filled as "Y", this column may be filled with percentage of gratuity to be paid. For full gratuity this may be filled as 100.

**Column 28 Pension Disbursing Authority (P.D.A.-Code):**

The codes for different PDAs are given in Annexure-IV. The same should be filled as per the code shown against each.

**Column 29 (DPDO Code):**

List of codes as given in Annexure - V may be used to fill up this Column.

**Column 30 (PDA State Code):**

Codes for various states as published in Annexure VI will be used to fill up this Column. These are two digit alphabetic codes.

**Column 31 (Bank/Sub-Treasury Code):**

Three digit alphabetic codes for PSBs as published in Annexure VII will be used to fill up this Column. If the individual had desired to draw his pension from a sub-treasury, Code "SUB" will be filled in this Column.

**Column 32 (BSR Code CPPC/ Link Bank): In this column the BSR code of CPPC branch should be filled.**

**Column 33 (CPPC/ Link Bank):**

In this column the address of CPPC should be filled. In case CPPC has not been established so far then complete address of the Link Bank branch should be filled in this Column. Link bank branch for a particular

station will be found in the list of link bank branches at various stations in the list as notified by the RBI.

**Column 34 (Bank Account Number):**

This Column will be completed on the basis of information as furnished by the individual in his application.

**Column 35 (BSR Code Bank Branch): In this column the BSR code of paying branch should be filled.**

**Column 36 (Bank Branch):**

The name of the bank branch from where the pensioner desires to draw his/her pension will be indicated in this Column.

**Column 37 (PDO Station):**

The station where the bank branch or sub-treasury is situated is to be entered in this Column.

**Column 38 (PDO PIN CODE):**

The pin code of the CPPC/ link bank may be filled in this column.

**Column 39 (PCDAO A/C NO.):**

LAST PAY DETAILS:

**Column 40 (Basic/ Notional Pay/Pay in Pay band):**

**Column 41 (Stagnation increment/Grade Pay):**

**Column 42 (Rank Pay/Military Service Pay):**

**Column 43 (N.P.A.):**

In post-86 cases the last pay drawn by the officer may be filled in this column. In the case of pre-86, the notional pay as on 1.1.86 may be filled in these column.

**Column 44 (Original Basic Pension for post-31-12-85 Pensioner):**

In case family pension type is other than "JN" or "FP", this column may be filled with zeroes. In case family pension type is "JN" or "FP" and pre-86 case this column may be filled with zeroes but in case of post-86, the rate of original basic pension granted to the officer may be filled in this column. In case Officer retired between 01-04-2004 and 31-12-2005, Pension includes DP also.

**Column 45 (Ex-Gratia Award):**

The amount of ex-gratia sanctioned, if any, the same may be filled in this column otherwise it may be filled with zeroes.

**Column 46 (Gallantry Award - I)**

The first gallantry award if any, may be filled with reference to annexure - VIII.

**Column 47 (Gallantry Award - II):**

The second gallantry award if any, may be filled with reference to annexure - VIII.

**Column 48 (Date of Gallantry Award):**

In case gallantry award is payable from a date other than date shown in column 13, the specific date may be filled in this in YYYYMMDD format.

**Column 49 (ECHS):** If ECHS subscription is to be deducted this column should be filled with 'Y' alphabet, otherwise with 'N' alphabet.

**Column 50 (Medical Allowance):**

If individual has opted for fixed medical allowance this Column should be filled with 'Y' alphabet otherwise with 'N' alphabet.

**Column 51 (Demand):**

Any outstanding demand which is to be recovered from death gratuity/ family pension, is to be filled in this column. If there is no demand this column may be filled with zeroes.

**Column 52 (Having Handicapped Child):**

The codes are "Y", "N" and blank.

**Column 53 (Name of Handicapped Child):**

In case column 52 is filled as "Y", the name of handicapped child is to be filled in this column.

**Column 54 (Relation S/D):**

The codes are "S" for Son and "D" for Daughter and blank.

**Column 55 (Case file No.): In this column case file No. may be put up.**

**Column 56 (Date of receipt):**

**Column 57 (CDR No.):**

ANNEXURE-I

RANK CODE				
ARMY	AIR-FORCE	NAVY		
RANK				CODE
SECOND LT	Plt Officer	Acting Sub Lt.		1
LIEUTENANT	FLYING OFFICER	SUB LIEUTENANT		2
CAPTAIN	FLT LIEUTENANT	LIEUTENANT		3
MAJOR	SQN LEADER	LT COMMANDER		4
LT COL(TS)	WING CDR(TS)	COMMANDER (TS)		5
LT COLONEL	WING CDR(S)	COMMANDER (S)		6
COLONEL	GROUP CAPTAIN	CAPTAIN		7
	( < 3 years 10 months in rank)			
BRIGADIER	AIR CMDE	CAPTAIN		8
	(=> 3 years 10months in rank)			
MAJ GENERAL	AIR VICE MARSHAL	REAR ADMIRAL		9
LT GENERAL	AIR MARSHAL	VICE ADMIRAL		10
LT.GEN(CMDR)	AOC-IN-C	FOC-IN-C		11
LT. GEN(DGAFMS)	-- *****	-- *****		12
LT. GEN(VCOAS)	V C A S	V C N S		13
GEN(C O A S) -	C A S	C N S -		14
COLONEL(TS)	GROUP CAPTAIN(TS)	CAPTAIN(TS) -		15

ANNEXURE - II

CATEGORY CODES

SLNO.	CATEGORY	CODE
1.	REGULAR ARMY OFFICERS	S
2.	A M C OFFICER	A
3.	A D C OFFICER	D
4.	R V C OFFICER	R
5.	M N S OFFICER	M
6.	T A OFFICER	T
7.	AIR FORCE OFFICER	F
8.	NAVY OFFICER	N

ANNEXURE - III  
FAMILY PENSION TYPE CODES

SLNO.	FAMILY PENSION TYPE	CODE
1.	Joint notification endorsement of family pension in favour of spouse	JN
2.	Ordinary family pension after death of pensioner to spouse or child	FP
3.	Ordinary family pension after death in service due to neither attributable nor aggravated by military service, to spouse or child	OF
4.	Dependent ordinary family pension to Parents	OD
5.	Special rate of family pension to spouse or child (Category 'B' & 'C' to Govt letter dated 31-01-2001)	SF
6.	Special rate of dependent family pension to parents and brother/sister (Category 'B' & 'C' to Govt letter dated 31-01-2001)	SD
7.	Special family pension at ordinary rate on re-marriage of widow and not supporting children - to widow & child (Category 'B' & 'C' to Govt letter dated 31-01-2001)	SO
8.	Liberalised rate of family pension to spouse or child. (Category 'D' & 'E' to Govt letter dated 31-01-2001)	LF
9.	Liberalised rate of dependent family pension to parents and brother/sister (Category 'D' & 'E' to Govt letter dated 31-01-2001)	LD
10.	Liberalized family pension at 30% & 60% on re-marriage of widow and not supporting children - to widow & child (Category 'D' & 'E' to Govt letter dated 31-01-2001)	LO
11.	Sanction of Gratuity only	GR
12.	Sanction of EX-Gratia only	EG

=====

ANNEXURE-IV

PDA CODES

Pension Disbursing Agencies

CODE

Pension Disbursing Agencies	CODE
DPDO	1
POST OFFICE	2
TREASURY	3
INDIAN EMBASSY NEPAL	4
PAO	5
Director of Accounts, PANAJI, GOA	6
FINANCE SECRETARY GANGTOK	7
Indian Embassy, THIMPU	8
PUBLIC SECTOR BANK	9

## ANNEXURE - V

DPDO	CODES	DPDO	CODE
CHANDIGARH	01	BANGALORE	30
RED-FORT-I	02	ERNAKULAM	31
RED-FORT-II	03	KOTTAYAM	32
BRAR SQUARE	04	TRICHUR	33
HYDERABAD	05	TRIVENDRUM	34
SECUNDERABAD	06	QUILON	35
PALAMPUR	07	AMRITSAR	36
HAMIRPUR	08	KAPURTHALA	37
DHARAMSALA	09	BATALA	38
YOL	10	LUDHIANA	39
MANDI	11	MOGA	40
SIMLA	12	JULLUNDER	41
KARNAL	13	JAGRAON	42
AMBALA	14	PATIALA	43
BHIWANI	15	BHATINDA	44
JHAJHAR	16	ROPAR	45
SONEPAT	17	HOSHIARPUR	46
GURGOAN	18	FEROZEPUR	47
ROHTAK	19	SANGRUR	48
NARNAUL	20	PATHANKOT	49
HISSAR	21	GURDASPUR	50
RIWARI	22	JAIPUR	51
JAMMU-TAWI-I	23	MADRAS	52
(AKHNOOR ROAD)			
JAMMU-TAWI- II	24	VELLORE	53
JAMMU-CANTT	25	MEERUT	54
(SHASTRI NAGAR)			
UDHAMPUR	26	KANPUR	55
SRINAGAR	27	GORAKHPUR	56
RAJOURI	28	ALLAHABAD	57
LEH	29	CALCUTTA	58
PATHANAMTHITTA	60	UNA	59
JHUNJHUNU	61	DASUYA	62

\*\*\*\*\*.....\*\*\*\*\*

ANNEXURE – VI

CODE FOR STATE / UNION TERRITORIES / NEPAL

1. ANDHRA PRADESH	AP
2. ASSAM	AS
3. BIHAR	BI
4. GUJARAT	GU
5. HARYANA	HA
6. HIMACHAL PRADESH	HP
7. JAMMU & KASHMIR	JK
8. KARNATAKA	KA
9. KERALA	KE
10. MADHYA PRADESH	MP
11. MAHARASHTRA	MA
12. MANIPUR	MN
13. MEGHALAYA	ME
14. NAGALAND	NA
15. NEPAL	NE
16. ORISSA	OR
17. PUNJAB	PB
18. RAJASTHAN	RS
19. SIKKIM	SK
20. TAMIL NADU	TN
21. TRIPURA	TR
22. UTTAR PRADESH	UP
23. WEST BENGAL	WB
24. GOA, DAMAN & DIU	GD
25. ANDAMAN & NICOBAR ISLAND	AN
26. ARUNACHAL PRADESH	AR
27. DADAR & NAGAR HAVELI	DN
28. CHANDIGARH	CH
29. DELHI	DE
30. LAKSHADWEEP	LD
31. MIZORAM	MZ
32. PONDICHERY	PO
33. UTTARANCHAL	UR
34. JHARKHAND	JR
35. CHHATTISH GARH	CG

\*\*\*\*\*.....\*\*\*\*\*

ANNEXURE - VII

SL.NO	NAME OF BANK	CODE
1.	ALLAHABAD BANK	ALB
2.	BANK OF BARODA	BOB
3.	BANK OF INDIA	BOI
4.	BANK OF MAHARASHTRA	BOM
5.	CANARA BANK	CNB
6.	CENTRAL BANK OF INDIA	CBI
7.	DENA BANK	DEB
8.	INDIAN BANK	INB
9.	INDIAN OVERSEAS BANK	IOB
10.	NEW BANK OF INDIA	NBI
11.	ORIENTAL BANK OF COMMERCE	OBC
12.	PUNJAB & SIND BANK	PSB
13.	PUNJAB NATIONAL BANK	PNB
14.	STATE BANK OF BIKANER & JAIPUR	SBB
15.	STATE BANK OF HYDERABAD	SBH
16.	STATE BANK OF INDIA	SBI
17.	STATE BANK OF INDORE	SBD
18.	STATE BANK OF MYSORE	SBM
19.	STATE BANK OF PATIALA	SBP
20.	STATE BANK OF SAURASHTRA	SBS
21.	STATE BANK OF TRAVANCORE	SBT
22.	SYNDICATE BANK	SYB
23.	UNION BANK OF INDIA	UBI
24.	UNITED BANK OF INDIA	UTI
25.	UNITED COMMERCIAL BANK	UCO
26.	VIJAYA BANK	VJB
27.	CORPORATION BANK	COB
28.	ANDHRA BANK	ANB
29.	I.C.I.C.I. BANK LTD.	ICI
30.	H.D.F.C. BANK LTD.	HDF
31.	I.D.B.I. BANK LTD.	IDB
32.	AXIS BANK LIMITED.	UTB

\*\*\*\*\*.....\*\*\*\*\*

ANNEXURE - VIII

SL.NO	GALLANTARY AWARDS	CODE
1.	Param Vir Chakra	P0
2.	Param Vir Chakra with one Bar	P1
3.	Param Vir Chakra with two Bar	P2
4.	Param Vir Chakra with three Bar	P3
5.	Maha Vir Chakra	M0
6.	Maha Vir Chakra with one Bar	M1
7.	Maha Vir Chakra with two Bar	M2
8.	Maha Vir Chakra with three Bar	M3
9.	Vir Chakra	V0
10.	Vir Chakra with one Bar	V1
11.	Vir Chakra with two Bar	V2
12.	Vir Chakra with three Bar	V3
13.	Ashok Chakra	A0
14.	Ashok Chakra with one Bar	A1
15.	Ashok Chakra with two Bar	A2
16.	Ashok Chakra with three Bar	A3
17.	Kirti Chakra	K0
18.	Kirti Chakra with one Bar	K1
19.	Kirti Chakra with two Bar	K2
20.	Kirti Chakra with three Bar	K3
21.	Shaurya Chakra	S0
22.	Shaurya Chakra with one Bar	S1
23.	Shaurya Chakra with two Bar	S2
24.	Shaurya Chakra with three Bar	S3

\*\*\*\*\*.....\*\*\*\*\*

**Annexure - I of Appendix -8**

**CATETORY CODES**

Sl. No.	CATEGORY	CODE
1.	REGULAR ARMY OFFICERS	S
2.	A M C OFFICER	A
3.	A D C OFFICER	D
4.	R V C OFFICER	R
5.	M N S OFFICER	M
6.	T A OFFICER	T
7.	AIR FOR OFFICER	F
8.	NAVY OFFICER	N

**Annexure -II of Appendix -8  
FAMILY PENSION TYPE CODES**

Sl. No.	FAMILY PENSION TYPE	CODE
1.	Joint notification of family pension in favour of spouse	JN
2.	Ordinary family pension after death of pensioner to spouse or child	FP
3.	Ordinary family pension after death in service due to causes neither attributable to nor aggravated by military service, to spouse or child.	OF
4.	Ordinary family pension to parents	OD
5.	Special rate of family pension to spouse or child	SF
6.	Dependent family pension to parents and brother/sister (Category 'B' & 'C' to MOD. letter dated 31.01.2001)	SD
7.	Special family pension at ordinary rate on re-marriage of widow and not supporting children - to widow & child (Category 'B' & 'C' to MOD letter dated 31.01.2001)	SO
8.	Liberalised rate of family pension to spouse or child. (Category 'D' & 'E' to MOD letter dated 31.01.2001)	LF
9.	Liberalised rate of dependent pension to parents and brother/sister (Category "D" & 'E' to MOD letter dated 31.01.2001)	LD
10.	Liberalised family pension at 30% & 60% on re-marriage of widow and not supporting children - to widow & child (Category 'D' & 'E' to MOD letter dated 31.01.2001)	LO
11.	Sanction of Gratuity only	GR
12.	Sanction of Ex-Gratia only	EG

**Annexure -III of Appendix -8  
PDA CODES**

PENSION DISBURSING AGENCIES	CODE
DPDO	1
POST OFFICE	2
TREASURY	3
INDIAN EMBASSY NEPAL	4
PAO	5
DIRECTOR OF ACCOUNTS, PANAJI, GOA	6
FINANCE SECRETARY, GANGTOK	7
INDIAN EMBASSY, THIMPU	8
PUBLIC SECTOR BANK	9

**Appendix - 9**  
**(Referred to in Para 154)**

**Rates of Ordinary Family Pension**

The rates of ordinary family pension admissible from time to time are as under:-

**(A) Prior to 01.06.1953.**

The rates of ordinary family pension for the widow of an officer was a fixed rate per annum for each rank and the same were as under:-

Rank	Rs. Per annum
2 <sup>nd</sup> lieutenant/lieutenant	600/-
Captain	670/-
Major	935/-
Lieutenant Colonel	1200/-

**(Authority-** Regn. 88, PR (INDIA) Part II (1940).

**(B) From 01.06.1953.**

The rate of ordinary family pension for the widow of an officer was half the rate of special family pension laid down for appropriate rank in paragraph 18 of Special Army Instruction 2/S/53

**(Authority:** - SAI 2/S/53 and Regn. 96 PRA Pt I (1961).

**(C) From 01.01.1964 but before 1.1.1973.**

Family pension was admissible at the following rates:-

Pay of the deceased	Monthly pension of the widow.
Below Rs. 200/- p.m.	30% of pay subject to a minimum of Rs.25/- (where pension is less than Rs.40/- p.m. the same has to be raised to Rs.40/- p.m. w.e.f. 1.3.1970.)
Rs. 200/- p.m. and above but below Rs. 800/- p.m.	15% of pay subject to a minimum of Rs 60/- p.m. and maximum of Rs. 96/- p.m.
Rs. 800/- and above.	12% of pay subject to a maximum of Rs. 150/- p.m.

**(D) From 1.1.1973 (including those who died on 31.12.1972.**

Below Rs. 400/-)	30% of the pay subject to a minimum of Rs. 60/- and maximum of Rs. 100/-
Rs. 400/- and above but below Rs. 1200/- p.m.	15% of pay subject to a minimum of Rs. 100/- and a maximum of Rs. 160/-
Rs. 1200/- p.m. and above	12% of pay subject to a minimum of Rs. 160/- and a maximum of Rs. 250/-

**(Authority:** Army Instruction 51/80.)

**(E) From 1.1.1986 and upto 31.12.1995.**

Reckonable emoluments	Rate of family pension
(i) Not exceeding Rs. 1500/- p.m. but not exceeding Rs. 3000/- p.m.	30% of reckonable emoluments subject to a minimum of Rs. 375/- p.m.
s. 1500/- p.m. but not exceeding Rs. 3000/- p.m.	20% of reckonable emoluments, subject to a minimum of Rs. 450/- p.m.
(iii) Exceeding Rs. 3000/- p.m.	15% of reckonable emoluments subject to a minimum of Rs. 600/- p.m. and a maximum of Rs. 1250/- p.m.

**(Authority :-** GOI, MOD,No.1(5)/87/D(Pension/Services) dt. 31.10.1987)

**(F) From 1.1.1996 and upto 31.03.2004.**

Reckonable emoluments	Rate of family pension
Pay+ Rank Pay+ SI+NPA(if any)	30% of reckonable emoluments subject to a minimum of Rs.1275/- p.m.
<b>From 01.04.2004 and upto 31.12.2005</b>	
<b>Pay + Rank Pay +SI + NPA(if any) +DP</b>	30% of Min reckonable emoluments subject to min 1913/- pm

**(Authority :-** GOI, MOD,No. 1(6)/98/D(Pen/Sers) dt. 03.02.1998)

**APPENDIX - 10**  
**(See Para 173)**  
**Rates of Special Family Pension**

The rates of Special Family Pension admissible from time to time are as under:

**(A) Prior to 01.06.1953**

The rates of special family admissible to widow was a fixed rate per annum for each rank and the same were as under

Rank	Rs per annum
2 <sup>nd</sup> lieutenant and lieutenant	1200
Captain	1300
Major	1870
Lieutenant Colonel	2400

(Authy: Regn. 88, PR (India) Part-II(1940)

**(B) From 01.06.1953**

Rank	Rs. Per annum
2 <sup>nd</sup> Lieutenant /Lieutenant	150
Captain	160
Major	180
Lieutenant Colonel	220
Colonel	240
Brigadier	260
Major General	300
Lieutenant General	350
General	400

Authy: SAI 2/S/53 and Regn. 95,PRA Part-I (1961)

**(C) From 1.03.1968**

Rank	Rs. Per annum
2 <sup>nd</sup> Lieutenant /Lieutenant	170
Captain	170
Major	220
Lieutenant Colonel	270
Colonel	300
Brigadier	330
Major General	350
Lieutenant General	360
General	400

(Authy: Regn. 88, PRA Part-I (1961) as amended vide Ministry of Defence letter 197829/68/Pen-C/IV dated 30.10.68.

**(D) From 1.1.1973**

Pay of the deceased	Monthly pension of the widow
Rs. 400 and above but below rs 1200/-	25% of pay subject to a maximum of Rs. 250/- and a minimum of Rs 125/-
Rs. 1200/- and above	20% of pay subject to a maximum of Rs 460/- and a minimum of Rs 270/-

(Authy: Regn 95 of PRA Pt-I(1961) as amended vide GOI,MOD No. 213486/76/Pen-C) dated 24.03.77.

**(E) From 1.1.1978**

Special Family Pension would be payable to the widow at double the rate of ordinary family pension or 50% of pay of deceased officer whichever is less of the deceased officer had rendered a qualifying service of 7 years or more.

(Authy: GOI, MOD No. A/38708/II/AG/PS-4(d)/826/Pen-C dt. 11.2.81.

**(F) From 1.1.1986**

	Rate of special Family Pension (pm.)
(a) If widow is childless	
(i) Not exceeding Rs.1500/-	50% of reckonable emoluments
(ii) Exceeding Rs.1500/- but not exceeding Rs.3000/-	40% of reckonable emoluments subject to a minimum of Rs.750/-
(iii)Exceeding Rs.3000/-	30% of reckonable emoluments subject to a minimum of Rs. 1200/- and maximum of Rs.2500/-
(b) If widow has child/Children	
In all cases	60% of reckonable emoluments subject to a minimum of Rs 750/- and maximum of Rs 2500/-

**Note 1.** The special family pension or the above rates shall be admissible irrespective of whether the deceased officer had completed 7 years of service or not

**Note 2** The reckonable emoluments for the above purpose will comprise of pay plus NPA and rank pay, if any, last drawn by the officer.

*Authy: GOI,MOD letter No. 1(S)87/D(Pension/Services) dated 30.10.1987.*

**APPENDIX-11**  
**(Referred to in Para-214)**

**Conditions Governing the Payment To Ex-Gratia Lump-Sum Compensation And Guidelines To Be Observed.**

1. The main condition to be satisfied for the payment of the ex-gratia lump-sum compensation in the specified circumstances is that the death of the service personnel concerned should have occurred in the actual performance of bonafide official duties. In other words, a causal connection should be established between the occurrence of death and military service.
2. Powers having been delegated to the Administrative Ministries to sanction ex-gratia payments under these orders, it shall be their responsibility as well as that of the Financial Advisers to satisfy themselves that the death of the service personnel to be compensated by the payment of the lump-sum ex-gratia to the family in fact occurred in the actual performance of bonafide official duties and to establish its causal connection and nexus with military service. This could be done on the basis of medical and other documents relating to the case.
3. Even if Defence personnel had died in such circumstances that a medical report could not be secured, the nexus and causal connection with military service would need to adequately established in determining the entitlement to the ex-gratia lump-sum payment. In deciding this issue, all evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant. The benefit of reasonable doubt will be extended more liberally in field service cases as provided in the guidelines for conceding attributability of disablement or death to military service forming part of the Liberalised Pensionary Award Scheme, Pension Regulations for Defence Service.
4. In cases of accidents to commercial aircraft resulting in the death of passengers, compensation is payable to the next of kin by the national or private airline concerned in terms of international conventions. The ex-gratia lump-sum compensation in terms of these orders will, therefore, not be admissible in addition in the event of death due to accident while traveling on duty by commercial aircraft and shall be restricted only to those cases where death occurs in an accident while traveling on duty by service aircraft. The payment of ex-gratia in these cases will be without prejudice to the bond required to be executed by the service personnel, if any, indemnifying the Government against any claims on account of death while traveling by service aircraft.
5. Railways also pay compensation to the next of kin of passengers killed in train accidents. Therefore, the ex-gratia compensation admissible in terms of clause (a) of Para 1 of these orders shall be reduced by the compensation, if any, received by the next of kin of service personnel killed in train accidents while traveling on duty.
6. Ex-gratia compensation under clause (b) of Para 1 will be admissible to service personnel killed while employed in aid of the civil administration in quelling agitations, protest demonstrations, riots, etc; regardless of whether such agitations, demonstrations, etc; are resorted to by members of the public political parties, etc; or by other public servant including police personnel. In addition in the context of a perceptible increase in violence related incidents over the years. Service personnel on duty could become unwitting victims of bomb blasts in public places or vehicles, indiscriminate shooting incidents in public etc, often resorted to by terrorists, anti-social elements, etc. The compensation under clause (b) will also therefore, be admissible in cases of death in such incidents, provided the service personnel concerned were actually on duty at the relevant time.
7. Cases of death resulting from acts of violence or assault by terrorists, anti-social elements, etc; against a service personnel with the intention of deterring or preventing him from performing his duties, or because of any act done or attempted to be done by such service personnel in the lawful discharge of his duties, or because of his official position will also be covered under clause (b).
8. Ex-gratia compensation under clause(c) of Para 1 will generally be restricted only to those cases where the death of the service personnel is directly caused by actual field operations. In addition, families of service personnel killed after being kidnapped by militants, terrorists, extremists, etc, because of their official position or with a view to spreading terror will also be entitled to the compensation under this clause.
9. Few illustrative examples of cases to be covered under the different clauses (a) to (c) of Para 214 are contained in the **statement** mentioned below for the guidance of sanctioning authorities, in case of any doubt in regard to the applicability of the ex-gratia compensation scheme, such cases will be referred to the Department of Pension & Pensioner's Welfare for appropriate decision in consultation with the Department of Expenditure.
10. The ex-gratia compensation in the circumstances specified in these orders shall be admissible in addition to such other benefits as may be admissible under the Liberalised Pensionary Award Scheme as the case may be. This will also be mutually exclusive of such other benefits as may be admissible under the Group Insurance Scheme of the respective Defence service fund etc, and will be payable in addition to such

benefits.

11. In determining the admissibility of the ex-gratia compensation payable from Central Government funds, ex-gratia payments, if any, made to families of the deceased service personnel from State funds by the State Government concerned shall not be taken into account and shall be excluded.

12. In certain cases, relief is also provided to families of deceased service personnel from sundry Government sources, such as the Prime Minister's Relief Fund, Chief Minister's Relief Fund etc in such cases it should be ensured that the aggregate of the relief/ex-gratia compensation paid from different sources does not exceed Rs. 10(Ten) lakhs in each individual case.

13. In view of the fact that the ex-gratia compensation in terms of these orders is payable to the families of the deceased service personnel default or contributory negligence, if any on the part of the service personnel concerned shall not be taken into account in sanctioning the compensation.

14. Any related issue not specifically covered in these orders shall be decided in terms of the relevant provisions in this regard contained in the Liberalised Pensionary Award Scheme as amended from time to time and the instructions issued there under.

15. Where any doubt arises as to the interpretation of the provisions of these orders, it shall be referred to the Department of Pension & Pensioner's welfare for decision.

## **STATEMENT**

**(Referred to in Para 9 of this Appendix)**

### **Clause (a): Death Attributable to accidents while on duty:**

1. Death as a result of an accident while traveling in a public, private or official vehicle or otherwise, of a Group 'D' employee, Dispatch Rider, Messenger, Postman, Notice server etc. deputed to distribute dak notices, etc. or of personnel on field duties.
2. Death occurring due to an accident while traveling on bonafide official duties in a service aircraft.
3. Accidents during test flights of aircraft and non-schedules flight of chartered aircraft resulting in death of service personnel traveling on duty in public interest in such flights.
4. Death, in train accidents, of personnel undertaking official journeys on duty.
5. Accidents to ships, river steamers, etc. resulting in death of service personnel undertaking journeys on duty by these modes of travel.
6. Death, as a result of accidents, of service personnel while proceeding on raids against anti-social elements etc.
7. Death, due to contact with live electric/power lines of personnel deployed on flood/cyclone relief activities.
8. Death, due to electrocution, of service personnel engaged in rectification of defects in generation and distribution of electricity.
9. Accidents while engaged in rectification of defects in machinery and equipment.
10. Death, due to accidental explosion of boilers, storage tanks of inflammable materials, chemicals etc.
11. Death due to fire accidents while on duty.
12. Death of fire fighting staff engaged in fire-fighting operations.

### **Clause (b): Death Attributable to acts of violence by terrorists & anti-social elements etc.**

1. Death resulting from acts of violence or assault by terrorists, smugglers, dacoits, anti-social elements etc. against individual service personnel: -
  - (a) With the intention of deterring or preventing him from performing his duties: or
  - (b) Because of any act done or attempted to be done in the lawful discharge of his duties, or
  - (c) Because of his official position.
2. Service personnel killed in the course of performance of their duties as a result of violence or attack by armed hostile, extremists, terrorists, anti-social elements, etc.
3. Service personnel on duty, killed in incident of terrorists violence in Jammu& Kashmir, the North Eastern Region, Punjab, etc other than in actual operations and encounters.
4. Death, due to stone-throwing, use of weapons and other violent acts by demonstrators, anti-social elements, etc service personnel while employed in aid of the civil administration in quelling agitations, protest demonstrations, riots, etc.
5. Death, of service personnel while proceeding on raids against anti-social elements, etc, attributable to attacks by the parties so raided, including anti-social elements.

6. Death, while on duty as unwitting victims of bomb blast in public places or vehicles, indiscriminate-shooting incidents in public etc. often resorted to by terrorists, anti-social elements, etc.

**Clause(c): Death occurring during wars or border skirmishes and action against militants, terrorists and extremists.**

The ex-gratia compensation under clause(c) of para 214 will be restricted only to those cases where service personnel are killed in actual field operations. A higher rate of compensation has been prescribed in these cases having regard to the magnitude of the hardship and risks involved in field operations including combating operations against terrorists, militants, etc. This will generally be applicable only to the service personnel deployed along the borders line of control etc. as well as those engaged in combating terrorism. The condition of being actually involved in field operations will therefore, have to be satisfied before the higher ex-gratia compensation of Rs. 7.50 Lakhs is sanctioned.

As indicated in Para 214 compensation under this clause will be admissible to families of service personnel killed: -

- (i) In action in international wars.
- (ii) While fighting in war-like situations or border skirmishes with any country.
- (iii) In action against armed hostile, militants, terrorists and extremists.
- (iv) During laying or clearance of mines, including those laid by enemies, militants, terrorists, etc. as well as in the course of minesweeping operations.
- (v) As a result of exploding mines on route to an operational area.
- (vi) During battle inoculation as part of prescribed training exercises involving the use of live ammunition.

In addition families of service personnel killed after being kidnapped by militants, terrorists, extremists, etc. because of their official position or with a view to spreading terror will also be entitled to the compensation under this clause.

**(Authority: GOI, MOD letter No. 20(I)98/D(Pay/Sers)dated 22.9.98)**

**APPENDIX-12**  
(Referred to in Para 224)

**(I) Rates of monetary allowance attached to Post-independence gallantry decorations.**

Gallantry Decorations	1.1.72 to 31.12.81 GOI, MOD No. F.3 (32) /72/D (Cer.) dt. 30.10.72	1.1.82 to 30.4.85 GOI, MOD No.3(9) /80 /D(Cer.) dt. 12.11.82	1.5.85 to 31.12.86 GOI, MOD No.3(8)/ 83 /D(Cer.) dt. 09.5.85	1.1.87 to 31.01.95G OI,MOD No. 3(21) 85/D (Cer) dt. 12.04.88	01.02.1995 to 31.12.95 GOI,MOD No. 3(6)93 (Cer) dt. 31.01.95	1.1.96 to 31. 1.99 GOI, MOD No. 3(8) 98 (Cer.) dt. 8.6.1998
Param Vir Chakra	100	150	150	200	350	1500
Each Bar	40	60	150	200	350	1500
Mahabir Chakra	75	115	115	160	275	400
Each Bar	25	40	115	160	275	400
Vir Charka	50	75	75	120	200	300
Each Bar	20	30	75	120	200	300
Ashok Chakra	90	135	135	180	325	450
Each Bar	35	55	135	180	325	450
Kirti Chakra	65	100	100	140	250	350
Each Bar	20	30	100	140	250	350
Sauraya Chakra	40	60	60	100	175	250
Each Bar	16	25	60	100	175	250
Sena/Nao Sena/ Vayu Sena Medal	-	-	-	-	-	250 w.e.f. 1.2.99

**(II) Rates of monetary allowances attached to Pre-Independence gallantry decorations.**

Gallantry Decorations	1.1.86 to 28.2.94( GOI,MOD No. 7(140)/ 84/D (AG) dt. 8.7.86)	1.3.94 to 18.4.99 (GOI, MOD No. 7(67)/92/D (AG) dt. 30.3.94)	19.4.99 onwards (GOI, MOD No. 7(67)/92/D (AG) dt. 19.4.99)
(a)Indian Order of Merit	100	175	350
Each Bar	100	175	350
(b)Indian Order of Merit Class I	85	100	375
Each Bar	85	100	375
(c)Indian order of Merit Class II	85	100	200
Each Bar	85	100	200
(d)Distinguished Service	60	100	200
Each bar	60	100	200
(e)Military Cross	60	100	200
Each Bar	60	100	200
(f)Distinguished Flying Bar	60	100	200
Each Bar	60	100	200
(g)Conspicuous Gallantry Medal	60	100	200
Each Bar	60	100	200
(h)Military Medal	25	45	90
Each Bar	25	45	90
(i)Indian Distinguished Service Medal	20	35	70
Each Bar	20	35	70
(j)Distinguished Flying Medal	15	25	-
Each Bar	15	25	-

Note- Payment of monetary allowance attached to Pre and Post Independence gallantry decorations are subject to guidelines prescribed in Para 224.

**(III)** The rates of monetary allowance attached to various gallantry awards have been revised with effect from 1.2.1999 vide Government of India, Ministry of Defence letter No 3(8)/98/D(ceremonials) dated 18.3.1999 and are as under:-

- |                      |             |
|----------------------|-------------|
| (i) Param Vir Chakra | Rs. 1500.00 |
| (ii) Ashok Chakra    | Rs. 1400.00 |
| (iii) Mahavir Chakra | Rs. 1200.00 |
| (iv) Kriti Chakra    | Rs. 1050.00 |
| (v) Vir Chakra       | Rs. 850.00  |
| (vi) Shaurya Chakra  | Rs. 750.00  |

**Note 1.** Monetary allowance of Rs 250/- pm is also payable to the Sena/Nao Sena/Vayu Sena Medal awardees (where the award has been given for gallantry) and it is payable to all the existing awardees.

**Note 2.** The monetary allowance is to be paid in respect of all gallantry awards received by an individual including bar attached to gallantry decorations. Further, each bar attached to Sena Medal/Vayu Sena Medal/Nau Sena Medal shall carry the same amount of monetary allowance as attached to the original grant.

**Note 3.** The Monetary allowance at enhanced rate is also payable to the family pensioners/dependent pensioners/war injury pensioners who were/are in receipt of such awards at old rates and will be subject to all other terms and conditions contained in Ministry of Defence letter No. 3(8)/93/D(Cer) dt 31.1.95.

**Note 4.** The claim for monetary allowance shall be admitted on the basis of details of Gazette Notification issued by Army Hqrs.

**Note 5.** The Monetary allowance will not be taken into account for computing dearness relief.

**Note 6.** The expenditure on the above account will be debit to the relevant Heads of Defence Services Estimates.

**(IV)** The rate of monetary allowance attached to various gallantry awards have been revised w.e.f. 14.05.2008 vide GOI,MOD letter No. 7/(32)/2007(I)/D/(AG) dated 14.05.2008 and the rates are as under-

PARAM VIR CHAKRA	3000/- per Month
ASHOK CHAKRA	2800/-per Month
MAHA VIR CHAKRA	2400/- per Month
KIRTI CHAKRA	2100/- per Month
VIR CHAKRA	1700/- per Month
SHAURYA CHAKRA	1500/- per Month
SENA MEDAL	500/- per Month

**(V)** GoI, MoD vide **letter No. 7(119)/2008-D (AG), dated 30<sup>th</sup> March, 2011** has enhanced payment of monetary allowance at the following rates to all recipients, irrespective of rank and income, of the following pre-independence gallantry awards, with effect from the date of issue of this letter:-

Particular of Gallantry Awards	Revised rate of monetary allowance (Rupees per month)
Distinguish Service Order (DSO)	4000/-
Indian Order of Merit (IOM)	4000/-
Indian Distinguished Service Medal (IDSM)	4000/-
Distinguished Service Cross (DSC)	2800/-
Military Cross (MC)	2800/-
Distinguished Flying Cross (DFC) for Officers	2800/-
Distinguished Service Medal (DSM)	2800/-
Military Medal (MM)	2800/-
Distnguish Flying Medal (DFM) for other ranks	2800/-

2. Each Bar to the decoration will carry the same amount of monetary allowance as admissible to the original award.

3. Other terms and conditions of payment of monetary allowance will continue to be governed by the order contained in this Ministry letter No. 7(67)/92/D/(AG), dated 19.04.1999 and No. 7(42)/2006/D (AG), dated 14<sup>th</sup> May, 2008.

4. The expenditure on this account will be debit to the relevant Heads of the Defence Services Estimates.

**(MOD letter No. 7(119)/2008-D (AG), dated 30<sup>th</sup> March, 2011)**

(VI) The rate of monetary allowance attached to various gallantry awards have been revised w.e.f. 30/03/2011 vide GOI,MOD letter No. **MOD letter No. 7(119)/2008-D (AG), dated 30<sup>th</sup> March, 2011** and the rates are as under

Particular of Gallantry award	Revised rate of monetary allowance (Rs per month)
Param Vir Chakra (PVC)	10000/-
Ashok Chakra (AC)	6000/-
Maha Vir Chakra (MVR)	5000/-
Kirti Chakra (KC)	4500/-
Vir Chakra (VrC)	3500/-
Shaurya Chakra (SC)	3000/-
Sena/Nao Sena/Vayu Sena Medal (awarded for gallantry)	1000/-

The expenditure incurred will be debitable to the relevant Heads of Defence Service Estimates.

3. The payment of this enhanced monetary allowance will be subject to all other terms and conditions contained in this Ministry's letter No. 3(6)/93/D (Cer), dated 31.1.1995 and No. 7(32)/2007/D (AG) dated 14<sup>th</sup> May, 2008 as amended from time to time.

(VII) Govt. of India Ministry of Defence vide letter No. **letter No 7(119)/2008-D (AG) Dated the 30<sup>th</sup> March, 2011** has enhanced payment of Jangi Inamto Rs 500/- P.M. to all categories of Jangi awardees and their legal heirs of World War I (Two lives) and World War II (one life only) with effect from the date of issue of this letter.

2. The other terms and conditions governing the grant of 'Jangi Inam' will remain unchanged.

**(MoD letter No 7(119)/2008-D (AG) Dated the 30<sup>th</sup> March, 2011)**

**(VIII) Lump-sum monetary awards to Nepalese Gorkha recipients of Indian Gallantry decoration.**

Gorkhas of Nepalese domicile in the Army, Navy and Air Force who are awarded the gallantry decorations will get special lump-sum monetary awards as per the scale given below:

Gallantry Decorations	Wef 3.12.71 vide GOI, MOD No. F-3(32) /72 / D (Cer) dt. 13.11.72	Wef 1.8.2003 vide GOI, MOD No. F-3 (5) /98 / D (Cer) dt. 5.9.2003
Param Vir Chakra	Rs. 15,000/-	Rs. 1,50,000/-
Ashok Chakra	--	Rs. 1,25,000/-
Mahavir Chakra	Rs. 10,000/-	Rs. 1,00,000/-
Kirti Chakra	--	Rs. 75,000/-
Vir Chakra	Rs. 5,000/-	Rs. 50,000/-
Sauraya Chakra	--	Rs. 40,000/-
SM/NM/VM(G) Chakra	--	Rs. 20,000/-

**Note 1.** The award of Bar to the Medal will not entitle the recipient of the same to a further monetary award.

**Note 2.** In the case of posthumous awardees and awardees who died before the receipt of the reward, the lump-sum monetary rewards will be paid to the heirs in the order mentioned below.

(a) The widow of the deceased (in case the recipient leaves two or more widows, the amount will be paid in the manner prescribed in Rules 240(b) of Pay and Allowances Regulations (Revised Edition)

(b) The male lineal descendants of the deceased in the male line of descent.

(c) The unmarried daughters of the deceased.

(d) Parents of the deceased.

**Note 3.** The expenditure on this account will be debited to Major Head 2071 Minor Head 02(2.11.4) Civil Estimates Non-effective charges.

**APPENDIX-13**  
**(Referred to in Para 239)**  
**Commutation Table vide A.I. No. 85/71**

(Commutation Table prescribed under Rule 7 of the Civil Pension (Commutation) Rules, effective from 1<sup>st</sup> March 1971.)

**Commutation values for a pension of Re. 1 per annum**

Age next birthday	Commutation value expressed as number of years purchase	Age next birthday	Commutation value expressed as number of years purchase	Age next birthday	Commutation value expressed as number of years purchase
1	2	3	4	5	6
17	19.28	40	15.87	63	9.15
18	19.25	41	15.64	64	8.82
19	19.11	42	15.40	65	8.50
20	19.01	43	15.15	66	8.17
21	18.91	44	14.90	67	7.85
22	18.81	45	14.64	68	7.53
23	18.79	46	14.37	69	7.22
24	18.59	47	14.10	70	6.91
25	18.47	48	13.82	71	6.60
26	18.34	49	13.54	72	6.30
27	18.21	50	13.25	73	6.01
28	18.07	51	12.95	74	5.72
29	17.93	52	12.66	75	5.44
30	17.78	53	12.35	76	5.17
31	17.62	54	12.05	77	4.90
32	17.46	55	11.73	78	4.65
33	17.29	56	11.42	79	4.40
34	17.11	57	11.10	80	4.17
35	16.92	58	10.78	81	3.94
36	16.72	59	10.46	82	3.72
37	16.52	60	10.13	83	3.52
38	16.31	61	9.81	84	3.32
39	16.09	62	9.48	85	3.13

**Note:** This table is based on a rate of interest of 4.75 per cent per annum and taken effect from the 1<sup>st</sup> March 1971.

**APPENDIX-13 A**  
(Referred to in Para 239)

Commutation Table vide MoD letter no. 17(4)/2008(2)/D (pen/policy) dated 12<sup>th</sup> November 2008, effective from 2<sup>nd</sup> September, 2008.

Age next birthday	Commutation value expressed as number of years purchase	Age next birthday	Commutation value expressed as number of years purchase
(1)	(2)	(3)	(4)
20	9.188	56	8.572
21	9.187	57	8.512
22	9.186	58	8.446
23	9.185	59	8.371
24	9.184	60	8.287
25	9.183	61	8.194
26	9.182	62	8.093
27	9.180	63	7.982
28	9.187	64	7.862
29	9.176	65	7.731
30	9.173	66	7.591
31	9.169	67	7.431
32	9.164	68	7.262
33	9.159	69	7.083
34	9.152	70	6.897
35	9.145	71	6.703
36	9.136	72	6.502
37	9.126	73	6.296
38	9.116	74	6.085
39	9.103	75	5.872
40	9.090	76	5.657
41	9.075	77	5.443
42	9.059	78	5.229
43	9.040	79	5.018
44	9.019	80	4.812
45	8.996	81	4.611
46	8.971		
47	8.943		
48	8.913		
49	8.881		
50	8.846		
51	8.808		
52	8.768		
53	8.724		
54	8.678		
55	8.627		

Note- This table is based on a rate interest of 8.00 per cent annum and takes effect from 1<sup>st</sup> January, 2006.

**APPENDIX-14**

**(Referred to in Para 256)**

**List Of Erstwhile State Forces Merged In To Indian Army**

1. **Armed Corps Record Ahmad Nagar**
  - Patiala State Forces**
    - Ist Patiala Lancers
    - 2<sup>nd</sup> Patiala Lancers
    - Patiala Muslim Sqn
  - Madhya Bharat State Forces**
    - 2<sup>nd</sup> Gwallor Lancers
    - 3<sup>rd</sup> Gwallor Lancers
    - PUO Lancers
  - Rajasthan State Forces**
    - Jodhpur Kachhawa Horse
    - Jodhpur Lancer
    - Rajender Hazari Guard
    - Mewar Lancers
    - Durga Horse
    - Dungar Lancers
  - Mysore State Forces CAV Units**
    - Mysore Lancers
    - Mysore Horse
  - Sawrashtra Horse CAV Sqn**
  - Hyderabad State Forces Units**
2. **ARTILLERY RECORDS, NASIK ROAD CAMP**
  - I. Hyderabad Forces (Hyderabad Field Battery)
  - II. Rajasthan Forces (Bikaner Field Battery)
3. **Bengal Engineer Group, Records Roorkee**
  - Pepsu Forces
4. **Bombay Engineer Group, Record Kirkee Pune.**
  - I. Erstwhile Hyderabad State Forces
5. **Madras Engineer Group, Records Bangalore**
  - I. ITTC Deolali & 2 TTC Jullander Cantt.
6. **RECORDS THE PUNJAB REGIMENT RAMGARH CANTT.**
  - I. Ist to 5<sup>th</sup> Patiala Infantry
  - II. Jind Infantry
  - III. Nabha Akal Infantry
  - IV. Faridcot Garrison Coy
  - V. Kapurthala Jagatjit Infatry
  - VI. Combined training centre
  - VII. HQrs-81 Infantry BDE (Patiala)
  - VIII. Div. Regt. Rec. Trg. Cent. (DRRTC)
  - IX. IRLA-Ist Patiala Infantry Bde.
  - X. Depot Pepsu Froces
  - XI. Ist Bhawalpur Inf.
  - XII. Malerkutla Garrison Coy
  - XIII. AFI Bareilly Contingent
  - XIV. AFI Dehradun Contingent
  - XV. Agra Contingent
7. **Records the Madras Regiment Wellington**
  - Mysore State Forces**
    - I. Ist Bn Mysore Inf. and Band
    - II. 2<sup>nd</sup> Mysore Inf.
    - III. 3<sup>rd</sup> Mysore Inf.
    - IV. Mysore 'Garrison' Bn.(4<sup>th</sup> Mysore Inf.)
    - V. Mysore Inf. Training Centre
    - VI. Coorg State Forces
    - VII. Travancore Cochin Force
8. **Records the Grenadiers Jabalpur**
  - Gujrat State Forces**
    - I. Barla Ranjit Inf.
    - II. 1dr Sri Pratap Inf.
    - III. Lunavada State Forces
    - IV. Rajpipla State Forces
    - V. Kutch State Forces
  - Rajasthan State Forces**
    - I. HQrs Rajasthan State Forces
    - II. HQrs Jaipur Bde.

- III. Records Accounts Section
- IV. Depot of cleaning office

**Kotah Umed State Forces**

- I. Rajasthan Combined training center Kotah
- II. Kotah Umed Inf.
- III. 2 Kotah Brig. Raj. Inf.

**Udaipur State Forces**

- I. Mewar Sajjau Inf.
- II. Mewar Inf.
- III. Mewar Inf. Training Centre

**Alwar State Forces**

- I. Alwar Jaipaltan
- II. Alwar Pratap Paltan

**Bharatpur State Forces**

- I. Jaswant House Hold Inf.
- II. Bharatpur Inf. Training Centre

**Dholapur State Forces**

- I. Nar Singh Inf.
- II. Garrison Coy Dholapur Accountant General Rajasthan Jaipur

**Bikaner State Forces**

- I. Ganga Risala Bikaner

9. **Records the Raj Rifles Delhi Cantt.**

- I. Ist Jaipur Inf.
- II. 2<sup>nd</sup> Jaipur Inf.
- III. Inf. Training unit Jaipur
- IV. Sawai Man Guards
- V. Ist Sawrashtra Inf(NS) Nawa Shatrushala
- VI. 2<sup>nd</sup> Sawrashtra Inf(NS) (BOP) Bhavnagar Dharanghara Porbander.

10. **Record Rajput Regt. Fatehgarh**

**Banaras State Forces**

Records of ISF Units

**Jodhpur State Forces**

- I. 2<sup>nd</sup> Jodhpur Inf.
- II. 3<sup>rd</sup> Jodhpur Inf.
- III. Inf. Trg. Unit Jodhpur
- IV. Military Band Jodhpur

**Bikaner State Forces**

- I. Karni Inf.
- II. 3<sup>rd</sup> Inf. Bikaner
- III. MMG P-1 Bikaner

11. **Records the Jat Regiment Bareilly**

- I. Bhopal State Forces
- II. Rampur State Forces

12. **Records the Garhwal Rifles Lansdowne**

- I. Tehri Garhwal State Forces

13. **Records the Kumaon Regiment Ranikhet**

**Madhya Bharat State Forces**

- I. 2<sup>nd</sup> Gwalior Inf.
- II. 3<sup>rd</sup> Gwalior Inf.
- III. 4<sup>th</sup> Gwalior Inf.
- IV. Combined Training Centre (Gwalior/Indore)
- V. Ist Inf. Indore
- VI. Mahesh Guard
- VII. Maharani Owl Guard
- VIII. Army HQrs Indore
- IX. Dhar State Forces

14. **Records the Assam Regiment Shillong**

- I. Assam Valley Light Horse
- II. Surma Valley Light Horse
- III. North Bengal Mountain Rifles
- IV. Late Tripura Rifles

15. **Record the Bihar Regiment Danapur Cantt.**

Cooch Bihar State Forces

16. **Records the Mahar Regiment Sagur**

**Madhya Pradesh State Forces Unit**

- I. Venkat Bn. Rewa

- II. INF Training Centre Rewa
- III. Mil Hospital Rewa
- IV. Wireless Sec. Rewa
- V. Chhatrasal Inf. Panna
- VI. Ist Govind Inf. Datiya
- 17. **Record the JK Rifles Jabalpur**
  - I. J&K State Forces Pers discharged after Nov. 1947
  - II. J&K State Forces Pers discharged prior Nov. 1947 maintained by J&K Archives Repository Jammu
- 18. **ASC Records (Supply) Bangalore**
  - I. State Forces of Rajasthan
  - II. State Forces of Hyderabad
  - III. State Forces of Madhya Bharat
  - IV. State Forces of ICC
  - V. State Forces of Pepsu
- 19. **ASC Records (AT) Gaya Cantt.**(Erstwhile State Forces Personnel belonging to Animal transport)
  - I. Gwalior Transport
  - II. Holker Transport
  - III. ATTC Indore Forces
  - IV. Hyderabad Army Tpt. Coy (Animal)
  - V. Rajasthan Jodhpur Troops
  - VI. Jaipur PNY Corps
  - VII. Rewa Mule Coy
- 20. **ASC Records (MT) Bangalore**
  - I. Hyderabad State Forces (MT) Personnel
  - II. Mysore State Forces (MT) Personnel
  - III. Patiala Pepsu (MT) Personnel
  - IV. Jaipur State Forces (JSTC) Personnel
  - V. Bikaner Bde (MT) Section
  - VI. 59 Rajputana MT Section
  - VII. Indore State Forces (Holker Mech TPT) (MMT) Personnel
  - VIII. Gwalior State Forces (MT) Personnel
  - IX. Gwalior Transport Corporation
- 21. **AOC Records Secunderabad**  
Erstwhile Hyderabad Army Ord Depot
- 22. **CMP Records Bangalore**  
82 Bde Area Rajasthan Pro unit (Ex. Rajasthan State Forces)
- 23. **Records the Pioneer Corps Bangalore**
  - I. Erstwhile Auxillary Pioneer Corps later redesignated as present Pioneer Corps.
  - II. Erstwhile Indian General Service Corps
- 24. **Records the MLI Belgaon**
  - (I) **Hyderabad State Forces**

Ist Hyderabad Inf.	2 <sup>nd</sup> Hyderabad Inf.	3 <sup>rd</sup> Hyderabad Inf.	4 <sup>th</sup> Hyderabad Inf.
5 <sup>th</sup> Hyderabad Inf.	6 <sup>th</sup> Hyderabad Inf.	7 <sup>th</sup> Hyderabad Inf.	8 <sup>th</sup> Hyderabad Inf.
9 <sup>th</sup> Hyderabad Inf.	10 <sup>th</sup> Hyderabad Inf.	11 <sup>th</sup> Hyderabad Inf.	12 <sup>th</sup> Hyderabad Inf.

14<sup>th</sup> Hyderabad Inf. Hyderabad Army Sting Band  
Hyderabad Army Inf. Training Centre  
Hyderabad Army Combined Training Centre  
Hyderabad Army Officers Training School  
Hyderabad Army Recruiting Org.  
Hyderabad Welfare and Re-settlement Directorate  
Hyderabad Army Resettlement Training Centre  
Divisional HQrs Hyderabad, Hyderabad HQrs Army  
Supply Depot Hyderabad Army, HQ Printing Section Hyderabad, Army Lands and contingent Hyderabad  
Dewab Centre Hyderabad Army', Army Control Record Office Hyderabad Forces
  - (II) **Baroda State Forces**  
Baroda Lancers (Conversed Inf.)  
Baroda Wireless Sec.  
Ist Baroda Inf.  
2<sup>nd</sup> Baroda Inf.  
Baroda Inf. Training Centre
  - (III) **Kolhapur State Forces**  
Kolhapur Raja Ram Rifles  
Raja Ram Rifles Training Centre  
Raja Ram Rifles Boys T.U  
Kolhapur Bands

- (IV) No. 8 LSS Training Team  
No. 33 LSS Training Team
25. **AMC Records Lucknow**  
I. Raj. State Forces (Medical Unit)  
II. Madhya Bharat Forces (Medical Unit)  
III. Hyderabad  
IV. Pepsu  
V. Mysore & Travancore
26. **RVC Records (Meerut Cantt.)**  
I. Hyderabad State Forces (Veterinary wing)  
II. Madhya Bharat State (MMOB Vet Sec Morar)
27. **Records the Dogra Reg. Faizabad (I)**  
I. Chamba State Forces  
II. Mandi State Forces  
III. Suket State Forces  
IV. Sirmour State Forces
28. **EME Secunderabad**  
Hyderabad Army Eng. Services

Authority: CGDA New Delhi No. EDP/NPDS/603 dated 18.7.1989

**APPENDIX-15**  
**(Referred to in Para 35 read with Appendix-2)**  
**State-Wise List of Public Sector Banks authorised to disburse Defence pension**

<b>S.N.</b>	<b>State</b>	<b>Name of the Public Sector Banks</b>	
1.	Kerala	(i)	State Bank of India
		(ii)	State Bank of Travancore
		(iii)	Canara Bank
		(iv)	Syndicate Bank
		(v)	Union Bank of India
		(vi)	Central Bank of India
		(vii)	Indian Bank
		(viii)	Indian Overseas Bank
		(ix)	Vijaya Bank
2.	Karnataka*	(i)	State Bank of India
		(ii)	State Bank of Mysore
		(iii)	Canara Bank
		(iv)	Syndicate Bank
		(v)	Union Bank of India
		(vi)	Indian Bank
		(vii)	State Bank of Hyderabad
		(viii)	Corporation Bank
		(ix)	Vijaya Bank
3.	Maharashtra*	(i)	State Bank of India
		(ii)	Bank of Maharashtra
		(iii)	Bank of India
		(iv)	Central Bank of India
		(v)	Dena Bank
		(vi)	Union Bank of India
		(vii)	State Bank of Hyderabad
		(viii)	Bank of Baroda
		(ix)	Canara Bank
		(x)	Syndicate Bank
		(xi)	United Commercial Bank
4.	Gujarat	(i)	State Bank of India
		(ii)	Dena Bank
		(iii)	Bank of Baroda
		(iv)	Central Bank of India
		(v)	Bank of India
		(vi)	Union Bank of India
		(vii)	State Bank of Saurashtra
		(viii)	United Commercial Bank
5.	West Bengal*	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Central Bank of India
		(v)	Allahabad Bank
		(vi)	Bank of India
		(vii)	Bank of Baroda
		(viii)	Punjab National Bank
		(ix)	Union Bank of India
6.	Punjab	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	New Bank of India
		(v)	Oriental Bank of Commerce
		(vi)	Punjab & Sind Bank

		(vii)	United Commercial Bank
		(viii)	Bank of India
		(ix)	Indian Overseas Bank
		(x)	State Bank of Patiala
7.	Haryana	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	Syndicate Bank
		(v)	Bank of India
		(vi)	Union Bank of India
		(vii)	State Bank of Patiala
		(viii)	New Bank of India
		(ix)	Oriental Bank of Commerce
8.	Uttar Pradesh*	(i)	State Bank of India
	Including	(ii)	Punjab National Bank
	Uttranchal	(iii)	Allahabad Bank
		(iv)	Central Bank of India
		(v)	Union Bank of India
		(vi)	Bank of Baroda
		(vii)	Canara Bank
		(viii)	Oriental Bank of Commerce
		(ix)	Syndicate Bank
		(x)	Punjab & Sind Bank
9.	Chandigarh	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	United Commercial Bank
		(v)	State Bank of Patiala
		(vi)	Bank of India
10.	Andhra Pradesh*	(i)	State Bank of India
		(ii)	State Bank of Hyderabad
		(iii)	Syndicate Bank
		(iv)	Indian Bank
		(v)	Union Bank of India
		(vi)	Central Bank of India
		(vii)	Andhra Bank
		(viii)	Corporation Bank
		(ix)	Vijaya Bank
		(x)	Canara Bank
11.	Assam	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Punjab National Bank
		(v)	Central Bank of India
		(vi)	Allahabad Bank
12.	Bihar	(i)	State Bank of India
	Including	(ii)	Central Bank of India
	Jharkhand	(iii)	Punjab National Bank
		(iv)	Bank of India
		(v)	United Commercial Bank
		(vi)	Allahabad Bank
		(vii)	United Bank of India
		(viii)	Bank of Baroda
13.	Himachal Pradesh	(i)	State Bank of India
		(ii)	Punjab National Bank

		(iii)	United Commercial Bank
		(iv)	State Bank of Patiala
		(v)	Central Bank of India
		(vi)	Union Bank of India
14.	Jammu & Kashmir	(i)	State Bank of India
		(ii)	Punjab National Bank
		(iii)	Central Bank of India
		(iv)	United Commercial Bank
15.	Madhya Pradesh	(i)	State Bank of India
	Including	(ii)	State Bank of Indore
	Chhatishgarh	(iii)	Central Bank of India
		(iv)	Bank of India
		(v)	Punjab National Bank
		(vi)	Allahabad Bank
		(vii)	Bank of Maharashtra
		(viii)	Union Bank of India
		(ix)	United Commercial Bank
		(x)	Dena Bank
16.	Nagaland	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
17.	Orissa	(i)	State Bank of India
		(ii)	United Commercial Bank
		(iii)	Bank of India
		(iv)	United Bank of India
		(v)	Indian Overseas Bank
		(vi)	Indian Bank
		(vii)	Andhra Bank
		(viii)	Central Bank of India
18.	Rajasthan	(i)	State Bank of India
		(ii)	State Bank of Bikaner & Jaipur
		(iii)	Punjab National Bank
		(iv)	Bank of Baroda
		(v)	United Commercial Bank
		(vi)	Central Bank of India
		(vii)	New Bank of India
		(viii)	Union Bank of India
19.	Tamil Nadu*	(i)	State Bank of India
		(ii)	Indian Bank
		(iii)	Indian Overseas Bank
		(iv)	Canara Bank
		(v)	Union Bank of India
		(vi)	Syndicate Bank
		(vii)	Bank of Baroda
		(viii)	Bank of India
		(ix)	Central Bank of India
		(x)	Corporation Bank
20.	Manipur	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
21.	Meghalaya	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank
		(iv)	Bank of Baroda
22.	Tripura	(i)	State Bank of India
		(ii)	United Bank of India
		(iii)	United Commercial Bank

23.	Sikkim	(i)	State Bank of India
24.	Pondicherry	(i)	State Bank of India
		(ii)	Indian Bank
		(iii)	United Commercial Bank
		(iv)	Indian Overseas Bank
25.	Goa, Daman & Diu	(i)	State Bank of India
		(ii)	Bank of India
		(iii)	Bank of Baroda
		(iv)	Central Bank of India
		(v)	Canara Bank
		(vi)	Syndicate Bank
26.	Dadar & Nagar Haveli	(i)	Dena Bank
27.	Mizoram	(i)	State Bank of India
28.	Arunachal Pradesh	(i)	State Bank of India
29.	Andaman & Nicobar Island	(i)	State Bank of India
		(ii)	Syndicate Bank
30.	Lakshadweep	(i)	Syndicate Bank

\*For metropolitan cities of Delhi/New Delhi, Mumbai, Calcutta, Bangalore, Lucknow, Chennai and Hyderabad where the scheme was introduced with effect from 1<sup>st</sup> April 1987, all Public Sector Banks have been authorised to disburse pension under this scheme.

## APPENDIX-16

### (Referred to in Note -7 of Para-54) Evolution of Pensionary Structure of Commissioned Officers.

History of Pension for Armed Forces personnel may be traced in older days since British Periods. However, it was in different shape. However, the concept of Pension was defined clearly when Pension Act, 1871 was introduced.

Prior to 1.6.1953 (the date from which New Pension Code was introduced), pension structure in respect of commissioned officers was governed under Old Pension Codes vide A.R.I 1918 PRI-1928 and 1940(Edns). The special features for grant of Pension for ICOs prior to 1.6.1953 were as under:-

1. Minimum qualifying service required for earning a retiring pension was 15 years and for a retiring gratuity was 10 years.
2. Only complete years of qualifying service were taken into account.
3. Retiring pension was consisting of a service element based on the officer's length of qualifying service and a rank element, for Majors and Lieutenant Colonels according to qualifying service in the substantive rank from which an officer retires.
4. Officers who retires with less than one complete year qualifying service in rank from which he retires was eligible for pension for the lower rank.
5. Period of ante-date and any service forfeited by a special order were not treated as qualifying service.
6. Service for gratuity was calculated in the same manner as service for pension.
7. An award on account of disability was not admissible in case of voluntary retirement.
8. The officer pronounced permanently unfit on account of a disability attributable to military service was eligible for disability element at the rate appropriate to his degree of disability.
9. The disability element was in addition to pension for rank and service, if any.
10. No disability element was admissible for disability less than 20%.
11. Officers who had completed 5 years qualifying service were eligible for service and rank element of pension permanently.
12. Officers who had completed less than 5 years qualifying service were eligible for service and rank elements of pension so long as the disability was at least 20%.
13. Officers with 10 to 14 years qualifying service retired due to disability not attributable to military service were eligible for gratuity only.
14. Officers with 15 years qualifying service and retired due to disability not attributable to military service were eligible at the ordinary rate of retiring pension.
15. Ordinary family pension and/or children's allowance was admissible to the widows and legitimate children, under 18 years of age, of officers who die while on the active list or retired list otherwise than through wound, injury or disease directly attributable to the conditions of military service subject to fulfillment of certain condition specified in Regn. 83, PR (INDIA) Part-II (1940).
16. Special rates of family pension was admissible to the widow, parents, brothers or sisters of an officer or a special children's allowance to legitimate children under 18 years of age, if death was due to wounds, injuries or disease directly attributable to military service subject to fulfillment of conditions specified in Regn. 85, PR (INDIA) Part-II (1940).
17. Pension not exceeding one-half was commutable.
18. Provision of "Temporary Increase" was made w.e.f. 1.11.1943 to compensate the pensioner due to increase in cost of living.
19. There was no provision for invalid pension, D C R G, liberalised family pension, benefit of ½ years qualifying service and rounding of pension
20. No Medical Adviser (Pensions) was posted to Principal CDA(P) for adjudication of re-assessment of disability pension.

#### **From 1.6.1953**

A new pension structure, called New Pension Code, came into force w.e.f.1.6.1953 for the Armed Forces vide Army Instruction 2/S/53. The structure was based on the recommendations of the Armed Forces Pension Revision Committee[AFPRC]. In new pension structure, there was no direct correlation between emoluments and length of qualifying service. The rates of pension were, however, revised from time to time. The salient features of the New Pension Code are as under:

- (1) The minimum qualifying service for retiring pension was raised to 20 years for regular commissioned officers and 15 years in case of late entrants.
- (2) Rank for assessment of retiring pension was substantive rank held by the officer on his retirement.
- (3) Rate of retiring pension was standard rate as per standard service fixed for each rank. The officers who have since more than or equal to standard service, on their retirement, were granted pension as for standard service.
- (4) If an officer has less qualifying service than the standard service, the reduction in pension was not proportionate. Instead, the reduction followed a slab basis under which rate of deduction for shortfall of one year below standard service were prescribed for different ranges of pension.
- (5) The pension for standard service was rounded off to the next multiple of 25.
- (6) The reckonable service for pension was so much of an officer's qualifying service as was rendered after attaining the age of 20 years.

- (7) Minimum qualifying service for retiring gratuity was 10 years.
- (8) Disability pension in case of invalidment consist of service element and disability element. Service element was to be calculated as per retiring pension and the disability element as per degree of disablement.
- (9) Rank for assessment of service element of disability pension was to be assessed on the substantive rank held by the officer on the date of invalidment from service.
- (10) Special family pension was admissible if the cause of the officer's death was attributable to or aggravated by military service.
- (11) Ordinary family pension was admissible if the cause of the officer's death was neither attributable to nor aggravated by, military service.
- (12) Rank for the purpose of assessment of family pensionary awards will be the substantive rank held by the officer on the date of his death, if death occurs in service or the date of invalidment from service, if death takes place after invalidment.
- (13) Dependants pension in respect of the parents of an officer whose death was attributable to or aggravated by military service was admissible at the rate of 3/4<sup>th</sup> of the widows special family pension and 1/2 of the widow's special family pension in the case of brothers and sisters collectively subject to means limit.
- (14) With effect from 22.4.1960, service rendered 180 days or more was taken as 1/2 year for qualifying service. Similarly, with effect from 28.6.1983, service rendered 3 months and above shall be treated as a complete one half year and reckoned as qualifying service for determining the amount of pension/DCRG.
- (15) Prior to 12.4.1966, pension was sanctioned in Rupees and Paise in the actual calculation works out in rupees and paise. Pension was rounded to next 5 paise from the date decimal coinage system was introduced in 1955. But with effect from 12.4.1966, pension is rounded off to the next higher rupee.
- (16) With effect from 12.12.1985 payment of retirement gratuity and the commuted value of pension is rounded off to the next higher rupee.
- (17) The scheme of DCRG (now termed retirement gratuity and death gratuity) wef 1.1.86 was introduced with effect from 10.9.1970 vide Army Instruction 8/S/70.
- (18) The maximum percentage of pension which could be commuted after introduction of DCRG was reduced from 50% to 43%.
- (19) The concept of war injury pay was introduced to all war injured personnel who were/are invalided out of service in an international war/war like operations/border skirmishes since 1947-48. However, this benefit was made available to past pensioners with effect from 1.2.1972 under Government of India, Ministry of Defence letter No. 200847/Pen-c/71 dated. 24.2.1972.
- (20) The pension structure underwent a change on implementation of recommendations of IIIrd Pay Commission with effect from 1.1.1973. The changes were as under:
- Retiring pension was calculated at the rate of 1/80<sup>th</sup> of emoluments for each year of service.
  - The reckonable qualifying service was to the "standard" service plus weightage, ranging from 3 to 9 years, for each rank, subject to a maximum of 33 years.
  - For reckonable emoluments, maximum pay of the rank was taken.
- (21) Dearness pay was introduced with effect from 30.9.1977.
- (22) In pursuance of Supreme Court landmark judgement in DS Nakra's case, benefit of 10 months rank rule was introduced with effect from 1.4.1979. According to this, pension was to be revised with reference to emoluments drawn during last 10 months regardless of whether it is held in a substantive or paid acting capacity.
- (23) After 1.1.1986, there had been a change in the method of determining retiring pension. The concept of standard service of rank has been dispensed with and the pension was related to the actual qualifying service together with weightage appropriate to the rank last held and the average emoluments. Accordingly, w.e.f. 1.1.86 retiring pension was calculated at 50% of the reckonable emoluments drawn during last 10 months.
- (24) With effect from 1.1.1986, addition of 5 years to actual qualifying service for determining DCRG subject to a maximum of 33 years was allowed.
- (25) The term of War Injury Pay was changed to War Injury Pension with effect from 1.1.86 in pursuance of IVth Central Pay Commission recommendations. This will now consist of service element and disability element but will be a consolidated amount. War Injury Pension for 100% disability shall be equal to reckonable emoluments last drawn. Where the disability is less than 100% , the amount of War Injury Pension shall be proportionately reduced but in no case, it shall be less than 60% of the reckonable emoluments last drawn.
- (26) The concept of compensation in lieu of disability element /war Injury element was introduced w.e.f 1.1.86 in pursuance of IV Central Pay commission recommendations. According to this, lump-sum compensation equal to capitalized value in lieu of disability/war injury element is admissible when the officer is retained in service despite disability/war injury, which is assessed at 20% or more for life.
- (27) W.e.f 1.1.86 means limit for dependant's pension was done away.
- (28) In order to shorten the gap between pension rates between pre-86 and post-86 retirees Government had introduced the scheme for payment of One Time Increase (OTI) w.ef. 1.1.92 to all pre-86 retirees. This is not payable to those who were re-employed or in receipt of two pensions.
- Note:** The payment of One Time Increase has been discontinued w.e.f. 1.1.96 under Vth Central Pay Commission's orders since existing pension including One Time Increase was consolidated w.e.f 1.1.96 under Government of India, Ministry of Defence letter No. 1(2)/97/D(Pen/Sers) dated 24.11.97
- (29) Minimum amount of retiring pension and Family Pension :- various dates on which minimum

pension and Family Pension were raised increased and the amount of pension are as under:-

Dates	Rs. Pm
1.1.1964	25/-
1.3.1970	40/-
1.1.1973	150/-
1.4.1983	160/-
1.1.1986	375/-
1.1.1996	1275/-
1.1.2006	3500/-

### **Consolidation of pension in respect of Pre-96 pensioners/family pensioners.**

(30) In pursuance of recommendations of VCPC, Government of India, Ministry of Defence issued orders for consolidation of existing pension/Family Pension of all the pre-96 pensioners/Family Pensioners w.e.f. 1.1.196 by adding together the following:-Existing pension/Family Pension - It includes basic pension before commutation, One Time Increase.(ii) Dearness relief up to CPI 1510@ 148% ,111% and 96% of basic pension.(iii) Interim Relief I and II(iv) Fitment weightage @ 40% of existing pension/Family Pension. The amount which will be worked out as above will be the revised and consolidated pension(RCP) with effect from 1.1.96 and revised dearness relief will be payable with effect from 1.7.96 on this revised consolidation pension (RCP)

### **Consolidation Of Pension Where Individual Is In Receipt Of Two Pensions**

(31) Provisions for consolidation of pension are laid down in Government of India, Ministry of Personnel, Public Grievances Pensions, & PW OM No. 2/187-P &PW(PIC) dated 08.03.1988. According to this, w.e.f. 1.1.86 Armed Forces pensioners who are in receipt of more than one pension, their pensions will be consolidated in terms of provisions contained in Government of India, Ministry of Defence letter No. 1(4)/87-D(Pen-C) dated 12.05.1987 and even No. dated 27.07.1987. For example, if an Armed Forces pensioner who is in receipt of a second pension as a civilian pensioner, the pension sanctioned first will remain undisturbed at the consolidated amount as on .1.1.1986 and the pension sanctioned second will be increased by so much amount that the total of both consolidated pensions is Rs. 375/- .However, in cases where a pensioner is in receipt of pension/family pension from the State Government /Public Sector undertaking/Autonomous body shall not be taken into account for consolidation as well as for applying the minimum limit of Rs. 375/-.

However, with the issue of Government of India, Ministry of Personnel, Public Grievances & pensions,. OM No. 38/38/02-P & PW(A) dated 23.04.2003, both Military and Civil pensions will be consolidated separately under that Ministry's OM No. 45/86/97-P & PW(A) Part-II dated 27.10.2007 and Ministry of Defence letter No. 1(2)/97/D(Pen/Sers) dated 24.11.2007, if it falls short of Rs. 1275/- p.m. The floor ceiling of Rs. 1275/- p.m. taking the two pensions (Military and Civil) together will not apply.

### **One Time Increase (OTI)**

32. W.e.f. 01.01.2002, one time increase is payable to Armed Forces pensioners who were discharged prior to 01.01.1986 at the rates prescribed in Government of India, Ministry of Defence letter No. 1(2)/92/D (Pension/Services) dated 16.03.2002 and 1(3)/93/D (Pension/Services) dated 25.02.2004.

2. The salient features of one time increase are as under.

- (i) the amount of OTI is based on the rank and qualifying service and pension.
- (ii) It is admissible as a separate element. However, dearness relief is payable on OTI.

(iii) The Ad-hoc ex-gratia amount sanctioned to pre 01.01.1973 w.e.f. 01.09.1984 will continue to be paid as a separate element in addition to pension and the OTI but no dearness relief is, however, payable on that ad-hoc ex-gratia amount.

(iv) Personal pension sanctioned to personnel who retired on or after 31.03.1985 but before 01.01.1986 will be absorbed in the OTI. Where the OTI is less than Personal Pension, the unabsorbed portion of Personal Pension will continue to be paid as unadjusted Personal Pension w.e.f. 01.01.2002 but no dearness relief is payable on this amount.

(v) No part of OTI is commutable.

(vi) The provisions of OTI shall not be applicable to the categories of pensioners mentioned in Para 4.1 of Ministry of Defence letter dated 16.03.2002 as amended vide that Ministry's letter dated 25.02.2004.

(vii) The pension disbursing authorities are authorised to pay the OTI without any further authorization from Pension Sanctioning Authorities. In cases, where obtaining authorization of the correct amount of OTI becomes necessary due to non-matching/non availability of basic information, the same may be obtained from the PCDA(P).

(viii) Pensioners who are entitled for OTI are to apply to their respective pension disbursing authority in the prescribed Application Form appended to Government letter of 16.03.2002

3. The payment of one time increase has been discontinued with effect from 01.01.2006 under Vth CPC orders since existing pension including OTI has been consolidated under Government of India, Ministry of

Defence letter No. 1(2)/97D(Pen/Sers) dated 24.11.2007.

### **Modified Parity**

33. This is a unique feature of Vth Central Pay Commission, which stipulates that w.e.f. 1.1.96, pension of all Armed Forces Pensioners irrespective of their date of retirement shall not be less than 50% of the minimum pay in the revised scale of pay introduced w.e.f. 1.1.96 of the rank last held by the pensioner. This will be the pension for 33 years service. If the service is less than 33 years including admissible weightage, the pension will proportionately be reduced. Similarly, w.e.f. 1.1.96 Family Pension shall not be less than 30% of the minimum pay in the revised scale introduced w.e.f. 1.1.96 of the rank last held by the pensioner/deceased individual.

**Note:** Non Practicing Allowance in respect of Pre-86 retirees will not be taken into account for purpose of Modified Parity.

### **Revision of pension- Post and Pre 1.1.96:**

34. Pension shall continue to be calculated at 50% of the average emoluments in all cases and shall be subject to a minimum of Rs. 1275/- pm and a maximum of up to 50% of the highest pay applicable to Armed Forces personnel but the full pension in no case shall be less than 50% of the minimum of the revised scale of pay introduced with effect from 1.1.96 for the rank last held by the commissioned officer at the time of his/her retirement even if the rank held for less than 10 months before retirement. However, such pension shall be reduced proportionately, where the pensioner has less than the maximum required service for full pension.

Similarly, Ordinary Family Pension, so calculated/ consolidated under Para 8 of Government of India, Ministry of Defence letter dated 27.5.98 shall not be less than 30% of the minimum of the revised scale of pay introduced with effect from 1.1.96 for the rank held by the pensioner/deceased commissioned officer.

**Note 1.** The family pension of an officer of the rank of Major General and equivalent shall not be less than family pension which would have been admissible to the family of the officer as a Brigadier or equivalent, had he not been promoted to rank of Major General and equivalent.

**Note 2.** Non-Practicing Allowance (NPA) granted to medical officers is not to be taken into consideration after re-fixation of pay on notional basis on 1.1.96. It is also not to be added to the minimum of the revised scale of pay as on 1.1.96 in cases where consolidated pension/Family Pension is to

be stepped up to 50% /30% respectively in term of Government of India, Ministry of Defence letter no 1(1)/99/D(Pen/Sers) dated 7.6.99 as clarified vide that Ministry's letter No. 11(1)/99/D(Pen/Sers) dated 11.9.2001.

**Note 3.** Govt. of India, Ministry of Defence vide letter No. F.No. 7(4)/2008/D (Pension/Legal) dated 18.12.2013 has issued order to waive recovery of excess amount of element of NPA paid to pre-96 retired Armed Forces Doctors for the period from 11.09.2001 to 31.03.2008. However, amount of excess amount of the element of NPA recovered so far is not to be refunded in accordance with Para 3 of above letter.

### **35. Revision of Pension w.e.f. 01.01.2006 under VICPC**

#### **Consolidation of Pension**

1. The Pension/Family Pension of existing Pre-1.1.2006 pensioners/family pensioners is to be consolidated with effect from 1.1.2006 by adding together:

(i) The Existing Pension (including commuted portion of pension, if any)/Existing Family Pension.

(ii) Dearness Pension, if any, as applicable from 1.4.2004 to those retired/died prior to 1.4.2004.

(iii) Dearness Relief upto AI CPI (IW) 536 i.e. 24% of basic pension/family pension plus dearness pension.

(iv) Fitment weightage @ 40% of the Existing Pension/Existing Family Pension. Where the amount of fitment weightage works out in fraction of a rupee, it will be rounded off to the next higher rupee.

**NOTE:** Where the Existing Pension/Existing Family Pension includes the effect of merger of 50% of Dearness Pay in respect of those retired/died on or after 1.4.2004, the existing pension/family pension for the purpose of fitment weightage will be re-calculated after excluding the merged Dearness Pay of 50% from emoluments for computation of existing pension/existing family pension. This will be in line with the definition of "Existing Pension" and "Existing Family Pension" given in Para 3 of these orders.

2. The amount so arrived at in terms of above will be regarded as consolidated pension/family pension with effect from 1.1.2006. Since the consolidated pension will be inclusive of commuted portion of pension, if any, the amount of pension commuted will be deducted from the said amount while making monthly disbursements.

3. The consolidation of pension will further be subject to the provision that the consolidated pension, in no case shall be lower than fifty percent of the minimum of the pay in the pay band plus the grade pay corresponding to the pre revised scale from which the pensioner had retired/discharged including Military service Pay and 'X' Group pay where applicable. The pension so calculated will be reduced pro-rata, where the pensioner had less than the maximum required service of 33 years for full pension and in no case it will be less than Rs. 3,500/-. In case the pension consolidated as per Para 4.1 above is higher than the pension calculated in the manner indicated above, the same (higher consolidated pension) will be treated as Basic Pension with effect from 1.1.2006.

4. The consolidation of family pension will be subject to the provision that the consolidated family pension in no case, shall be lower than thirty percent of the sum of the minimum of the pay in the pay

band and the grade pay thereon corresponding to the pre-revised pay scale in which the pensioner/deceased Armed Force personnel had retired/died including Military Service Pay where applicable. In case the family pension consolidated as per Para 1 above is higher than the family pension calculated in the manner indicated above, the same (higher consolidated family pension) will be treated as Basic family pension with effect from 1.1.2006. Similarly, the revised consolidated enhance rate of ordinary family pension during the applicable period, shall not be less than fifty percent of the minimum of pay in the pay band and the grade pay thereon corresponding to the pre-revised pay scale in which the pensioner/deceased Armed Force personnel had retired/died including Military Service Pay and where applicable.

5. Where the consolidate pension/family pension in terms of paragraph 1 above works out to an amount less than Rs. 3,500/- per month, the same will be stepped upto Rs. 3,500/- per month. This will be regarded as pension/family pension with effect from 1.1.2006.

6. Where a pensioner is in receipt of disability/liberalized disability/war injury pension, the minimum limit of Rs. 3,500/- will apply to service pension/service element and disability/war injury element will be payable in addition. Where the disability element is drawn in isolation, the minimum limit of Rs. 3,500/- will apply for 100% disability. For lesser degree of disability the minimum limit will be proportionately reduced.

7. The upper ceiling on pension/ordinary family pension laid down in the Department of Pension and Pensioners' Welfare Office Memorandum No. 45/86/97-P&PW (A) (Part-I) dated 27.10.1997 has been increased from Rs. 15000/- and Rs. 9000/- to Rs. 45,000/- and Rs. 27,000/- i.e. 50% and 30% respectively of the highest pay in the Government (The highest pay, in the Government is Rs. 90,000/- since 1.1.2006).

**(MOD letter No. 17(4)/2008(1)/D (Pensions/Policy), dated 11.11.2008 as further amended vide letters No. 17(4)/2008(1)/D (Pensions/Policy), dated 18.01.2011, 17(3)/2010/D (Pensions/Policy), dated 15.11.2010 and 2(1)/2012/ D(Pen/ Policy) dated 16.01.2013**

**36. Revision of Pension w.e.f. 24.09.2012 under VICPC**

In order to consider various issues on pension of Armed Forces personnel and Ex-Servicemen, the Government had constituted a Committee of Secretaries headed by Cabinet Secretary. The Committee in its Report have recommended that the minimum guaranteed pension/ordinary family pension of pre-2006 retiree Commissioned Officers pensioners/family pensioners should be determined with reference to minimum of the fitment table for the rank in the revised pay structure issued for implementation of recommendations of Sixth CPC instead of the minimum of the pay band.

2. The above recommendation of the Committee has been accepted by the Government and with effect from 24th September 2012 the minimum guaranteed pension and ordinary family pension in respect of pre-2006 Commissioned officers pensioners / family pensioners shall be determined as fifty and thirty percent respectively, of the minimum of the fitment table for the rank in the revised pay band as indicated under fitment tables annexed with SAI 2/S/2008 as amended and equivalent instructions for Navy & Air Force and SAI 4/S/2008, plus the Grade pay corresponding to the pre-revised scale from which the pensioner had retired/discharged/invalided out/died including Military Service Pay, wherever applicable. Similarly with effect from 24th September 2012 the minimum guaranteed pension and ordinary family pension in respect of pre-1996 EC/SSC pensioners / family pensioners shall be determined as fifty and thirty percent respectively, of the pay in the pay band corresponding to the pre-revised pay of Rs 10,500/- (in terms of Para 9(a)(1) of SAI 1/S/2008 as amended and equivalent instructions for Navy & Air Force) plus the Grade pay of Rs. 5400 and Military Service Pay of Rs. 6000/-

**(MOD letter No. 1(11)/2012-D (Pensions/Policy), dated 17.01.2013)**

**37. (A) Additional Pension for Pensioners 80 years age and above**

The quantum of additional pension/family pension available to the old pensioners/family pensioners shall be as follows:-

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

The amount of additional pension is paid directly by the PDA without any individual authorization where date of birth of pensioner/family pensioner is available in the PPO and shown separately in the pension scroll. In cases where the age of pensioner/family pensioner is not available on the PPO/office records, the same shall be obtained by the concerned Records office/Service HQrs from the pensioner/family pensioner. The authenticity of the age declared by the pensioner/family pensioner shall be verified buy the concerned Records office/Service HQrs before submitting the claim to the PSAs concerned for notification of date of birth through the corrigendum PPO. The date of birth of Pensioner/ Family Pensioner is to be notified through corrigendum PPO. For this purpose a LPC cum Data Sheet has been designed which needs to be filled in and forwarded by Service H Qtrs. along with supporting documents to this office for notification of Date of birth.

**(MOD letter No. 17(4)/2008(1)/D (Pensions/Policy), dated 11.11.2008)**

(B) The quantum of additional pension payable to old pensioners/family pensioners as per the rates notified in the Govt. letter No.17(4)/2008(1)/D(Pen/Policy) dated 11.11.2008 in respect of Pre2006 pensioner and in Govt. letter NO. 17(4)/2008(2)/D(Pen/Pol) dated 12.11.2008 in respect of pensioners who retired on or after 01.01.2006 shall also be applicable to old pensioners/family pensioner of 80 years and above in receipt of War Injury Pension/Disability pension/Liberalised family pension/Special Family Pension.

**GOI, MOD letter No. 17(4)/08/D(Pen/ Policy)/Part V dated 31.08.2010.**

### **38. REVISION OF DISABILITY/ LIBERALISED DISABILITY/WAR INJURY ELEMENT WITH EFFECT FROM 01.01.2006 IN PRE-2006 CASES**

#### **Disability Pension**

The disability element shall not be less than 30% of minimum of the pay in the pay band plus Grade pay, Military Service pay, 'X' Group pay where applicable in the revised pay structure introduced from 1.1.2006 corresponding to the pre-revised scale held by the Armed Forces personnel at the time of retirement/ discharge/ invalidment for 100% disability. For disability pension less than 100%, the disability element shall be proportionately reduced as per period and degree of disability already accepted.

In cases where permanent disability is not less than 60%, the disability pension (i.e. total of service element revised in terms Para 2.1 of this Ministry's letter dated 4.5.2009 plus disability element) shall not be less than 60% of minimum of the pay in the pay band plus Grade pay, Military Service pay, minimum of pay in case of HAG and above pay scales, in the revised pay structure introduced from 1.1.2006 corresponding to the pre-revised scale held by the Armed Force personnel at the time of retirement/ discharge / invalidment subject to minimum of Rs. 7,000/- per month.

#### **Liberalized Disability Pension**

The disability element shall not be less than 30% of minimum of the pay in the pay band plus Grade pay, Military Service pay, 'X' Group pay where applicable / minimum of pay in case of HAG and above pay scales, the revised pay structure introduced from 1.1.2006 corresponding to the pro-revised scale held by the Armed Force personnel at the time of retirement / discharge / invalidment for 100% disability.

For disability less than 100%, the disability element shall be proportionately reduced as per the period and degree of disability already accepted. However, in no case the revised liberalized disability pension (i.e. aggregate of service element revised in terms Para 2.1 of this Ministry's letter dated 4.5.2009 plus disability element) shall be less than 80% of minimum of the pay in the pay band plus Grade pay, Military Service pay/ minimum of pay in case of HAG and above pay scales, in the revised pay structure introduced from 1.1.2006 corresponding to the pre-revised scale held by the Armed Force personnel at the time of retirement/discharge /invalidment.

#### **War Injury Pension**

The rates of war injury shall not be less than 100% in case of invalidment and 60% in case of retirement/discharge, of minimum of the pay in the pay band plus Grade pay, Military Service pay, 'X' Group pay where applicable / minimum of pay in case of HAG and above pay scales, in the, revised pay structure introduced from 1.1.2006 corresponding to the pre- revised scale held by the Armed Force personnel at the time of retirement/ discharge / invalidment for 100% disability.

For disability less than 100%, the disability element shall be proportionately reduced as per the period and degree of disability already accepted.

All other terms and conditions for revision of pension /family pension in respect of pre-2006 Armed Forces pensioners/family pensioners drawing pension under casualty pensionary awards which are not affected by the provisions stated above will remain unchanged.

All Pension Disbursing Agencies (PDAs) handling disbursement of pension to the Defence pensioners have been authorized to pay revised, disability / liberalized disability / war injury pension / special / liberalized family pension to the existing pensioners under these orders without ally further authorization from the concerned Pension Sanctioning Authorities vide PCDA **Circular No. 456 dated 18/03/2011.**

(MoD letter No 17(4)/2008(1)/0 (Pen/Policy)/Vol – V Dated:- 15<sup>th</sup> Feb 2011)

### **39. Revision of Pension due to non deduction of rank pay at the time of fixation of Pay as on 01.01.1986 in terms of SAI 1/S/87**

The Govt. of India, Min. of Defence vide letter No. 34(6)/2012-D(Pay/ services dated 26.11.2012 and letter No. 34(6)/2012-D(Pay/services) dated 27.12.2012 has issued orders for revision of Pension in Implementation of Hon'ble Supreme Court dated 04.09.2012 in IA No. of 2010 in Transfer Petition No. 56 of 2007 – Union of India and others versus N.K. Nair & others, etc.

As per above referred Govt. letters Pay of the officers has to be re-fixed as on 01/01/1986 without the deducting rank pay in compliance of above court order. As per para 10 of Govt. letter dated 27.12.2012, the pensionary benefits due to the re-fixation of pay will be admissible as per rule on the subject. Fresh LPC Cum data sheet for the purpose is required to be issued. PPO revising the pension are required to be issued to all concerned. It is also directed in Para 11 of the Govt letter that interest @ 6% per annum on arrears is also to be paid with effect from 01/01/2006.

The pensionary benefits require to be revised as per above orders include pension under various pay commissions, gratuity, CVP, and all types of pension. Two sets of the data sheets for revision have been designed for revision. The PPO revising pension are to be issued in M/SCJ/ ..... /2014.

40. REVISION OF PENSION OF Pre- 01.01.1996 retired EC/SSC officers under VCPC and VICPC :-

Vth CPC has not specifically made any recommendations regarding revision of pension in respect of Pre-1996 retiree Emergency Commissioned Officers (ECOs)/Short Service Commissioned Officers (SSCOS). Thus, pension of these officers was only consolidated under fitment weightage formula prescribed under this Ministry's letter No. 1(2)/97/D (Pensions/Services), dated 24.11.1997. **The orders for revision has been issued vide MOD letter No. 1(1)/2007-D (Pensions/Policy), dated 20<sup>th</sup> May 2009**. The rates of revised basic pension with effect from 1.1.1996 are given in the Appendix to above mentioned letter which have been determined by taking into account the following:

- (i) Pay of Rs. 10,500/- (fixed) as introduced for Honorary Lieutenant from 1.1.1996 under Vth CPC notionally adopted for fixation of revised pension.
- (ii) Full pre-commissioned rank service for working out the qualifying service for determining the revised pension subject to fulfillment of other conditions.
- (iii) The benefit of weightage at uniform rate of 5 years in qualifying service to those who had rendered actual qualifying service of 12 years and more but less than 20 years.
- (iv) Rank – wise weightage at par with regular Commissioned Officers provided in Para 5(b) (i) of this Ministry's letter No. 1(6)/98/D (Pensions/Services), dated 3.2.1998 to all Pre – 1.1.1996 retiree EC/SSC officers who rendered actual qualifying service of 20 years and more. While computing the pension of these officers with rank weightage, the pension of higher rank with same length of qualifying service would in no case be less than pension of lower rank.

2. The family pension of these officers would be uniformly worked out @ 30% of the notional pay of Rs. 10,500/- (fixed) p.m.

3. No fresh option will be exercised by the affected pensioners and all the ECOs/SSCOs who were drawing pension as on 1.1.1996 will now be covered under these revised provisions. As these are exceptionally stray cases, the provisions being made under these orders will not be quoted as precedence for future.

4. Where the pensioner/family pensioner, to whom benefit accrues under the provisions of this letter, is not alive at the time of receiving the payment on account of arrears, payment of LTA will be made in the normal manner.

5. Pension Sanctioning Authorities (PSA) will revise pension under these orders by issuing corrigendum PPO. Any overpayment of pension coming to the notice or under process of recovery shall be adjusted in full by the Pension Disbursing Agencies (PDA) against arrears becoming due on revision of pension on the basis of these orders.

**(MOD letter No. 1(1)/2007-D (Pensions/Policy), dated 20<sup>th</sup> May 2009)**

**Explanation;** Rate of revised pension from 1.1.1996 is printed below 1(1)/2007-D(Pen/Policy), dated 3<sup>rd</sup> September 2009.

The Govt has issued order for revision in respect of pre 1.1.1996 retiree Emergency Commissioned Officers(ECOs)/Short Service Commissioned Officers(SSCOs) w.e.f 1.1.2006 vide GoI **MOD letter No. 1(1)/2007-D(Pen/Policy), dated 3<sup>rd</sup> September 2009**. As per this order for determining the minimum guaranteed pension/family pension in terms of Para 5 of this Ministry's letter No. 17(4)/2008(1)/D(Pen/Policy) dated 11.11.2008, the corresponding pay band for fixation of revised pension/family pension w.e.f 1.1.2006 will be Rs. 15,600-39,100(PB-3) along with Grade Pay of Rs. 5,400/- and Military Service Pay of Rs. 6,000/-. Accordingly, the revised rates of service/family pension for this category of pensioners w.e.f 1.1.2006 under 6<sup>th</sup> CPC will be as indicated in the enclosed Annexure.

2. In order to enable the Pension Disbursing Agencies to regulate the revised pension/family pension and payment of arrears of pension arising due to such revision, the Pension Sanctioning Authorities while notifying the revised pension through the corrigendum PPO in terms of this Ministry's above said letter dated 20<sup>th</sup> May 2009, will also simultaneously notify the revised pension payable w.e.f 1.1.2006 in terms of this letter.

3. The provisions relating to Additional pension for pensioners 80 years age and above, Dearness relief and Miscellaneous Instructions respectively issued earlier, are to be applied mutatis mutandis to above mentioned category of pensioner/family pensioners.

**MOD letter No. 1(1)/2007-D(Pen/Policy), dated 3<sup>rd</sup> September 2009**

**Rates of revised service pension who retired prior to 1.1.1996. in respect of Emergency Commissioned Officers/Short Service Commissioned Officers**

Year of service	With effect from 1.1.1996	with effect from 1.1.2006
12	2705	6955
12.5	2784	7160
13	2864	7364
13.5	2943	7569
14	3023	7773
14.5	3102	7978
15	3182	8182
15.5	3261	8387
16	3341	8591
16.5	3420	8796
17	3500	9000
17.5	3580	9205
18	3660	9410
18.5	3739	9614
19	3818	9819
19.5	3898	10023
20	4614	11864
20.5	4693	12069
21	4773	12273
21.5	4852	12478
22	4932	12682
22.5	5011	12887
23	5091	13091
23.5	5170	13296
24 years and more	5250(maximum permissible)	13,500(maximum permissible) <b>Family Pension:-</b> Irrespective of the rank last held by the pensioner, the rate of family pension with effect from 1.1.2006 will be @ Rs. 8,100/- p.m. (i.e. 30% of total of minimum of pay in the pay band-3 of Rs. 15,600--39,100 plus grade pay of Rs. 5,400/- and MSP of Rs. 6,000/-). In addition, dearness relief thereon sanctioned by Govt. from time to time, will also be payable
	Appendix-2 MOD letter NO. 1(1)/2007-D(pen/Pol) dated 20 <sup>th</sup> May, 2009	Appendix-2 MOD letter NO. 1(1)/2007-D(Pen/Pol) dated 3.9.2009

**Rank Pay**

41. Rank pay is admissible to the commissioned officers of the three services, holding their rank either in a substantive or acting capacity. It is that element of their pay identified with their Rank, which in turn, has a relationship with their scale of pay. It is granted separately in recognition of the specific needs of their conditions of service and command structure. It will consequently be taken into account for determining their entitlement to such of those financial benefits, concessions etc. including retirement benefits as are directly related to the basic pay of their pay scale.

**Payment of Dearness Relief to Employed Family Pensioners**

42. All family pensioners in receipt of family pension from the Central Government and who were/are employed under the Central Government or State Government or a Corporation/Company/Body/Bank under them in India or abroad shall be eligible to draw dearness relief at rates applicable from time to time on the amount of Family Pension with effect from 18.7.97 through their pension disbursing authorities.

In all other cases of employed Commissioned Officers pensioners no dearness relief shall be admissible on pension during the period of their re-employment for the reasons that (i) the pension is taken into account in such cases and is not entirely ignored (ii) the pay on re-employment is not required to re-fix at the minimum of the scale in all cases and (iii) dearness relief is also admissible on the pay fixed. payment of dearness relief in these cases shall become admissible only with effect from the date they cease to be re-employed. The

pension disbursing authority shall require such a pensioner to produce a certificate of cessation of re-employment from the office in which he had been re-employed.

#### Medical Allowance

43. Every existing Armed forces pensioner/family pensioner with effect from 1.12.97 will be entitled for payment of fixed medical allowance of Rs. 100/-pm (**Revised to Rs. 300/- per month with effect from 01/09/2008 vide letter No. 1(10)/09-D(Pen/Policy) dated 12/01/2011**) in lieu of out door patient that he/she is residing in an area where no Military Hospital/ M.I. room facilities exist. The option and undertaking are to be given to the pension disbursing authority where from the pensioner is drawing his/her pension.

The specimen of the option and undertaking are given in **Annexure-I and II** at the end of the Appendix.

Similarly, all the prospective pensioner/family pensioners will also be entitled to it subject to option and undertaking as above, in their cases, fixed medical allowance will be notified in the Pension Payment Order itself. As and when grant of medical allowance is authorised by the PDA intimation to this effect shall be sent to the PCDA(P) in the prescribed proforma as per **Annexure-III** of this Appendix.

**Note 1.** Only one change in the lifetime of the pensioner/family pensioners shall be allowed.

**Note 2.** If any pensioner or family pensioner is in receipt of two pensions, medical allowance @ Rs. 100/- pm (**Revised to Rs. 300/- per month with effect from 01/09/2008**) would be admissible only on one pension, if he/she does not avail of the medical facilities provided by the respective organization.

**Note 3** Where medical allowance is shared by two widows/claimants, same criteria as in the case of dearness relief is to be adopted.

**Note 4** Lifetime arrears of Medical Allowance would be admissible to the Nominated heir.

#### 44. Medical Allowance Is Not Admissible To The Following Categories:

- (i) Re-employed pensioners/employed Family Pensioners as medical facilities are provided by his /her organization.
- (ii) The beneficiaries of the ex-gratia and compassionate allowance as they are not treated as defence pensioners/family pensioners

#### Form of Option

##### Annexure-I

(i) I ..... hereby opt. For the medical facilities from Armed forces Hospital/MI rooms  
OR

(ii) I ..... hereby opt to claim fixed medical allowance of Rs. 100/- pm as I am residing in area where no Armed forces Hospital/M.I. room (OPD facility) is available  
OR

(iii) I ..... hereby opt to claim fixed medical allowance of Rs. 100/- pm in lieu of OPD facilities at Armed forces Hospital/M.I. Room.

Existing address:

.....Signature

Name

Personal No /Regt. No.

Unit/formation.....

Date

Station

Countersigned

Commissioned Officers/Treasury/

PSB/Paying Branch/DPDO/PAO

Seal

(i) To be scored out if not applicable.

(ii) This is one time option.

#### Annexure-II

##### Form of undertaking to be furnished by pensioners to his PDA.....

I hereby declare and undertake that I am entitled to medical facilities in Armed Forces Hospital/M.I. rooms but I am residing in area where no such medical facilities are available

I hereby declare and undertake that I am entitled to medical facilities in Armed Forces Hospital/M.I. rooms but not wish to avail OPD facilities at Armed Forces Hospital/M.I. rooms in order to claim the fixed medical allowance.

My residential address is .....

Vill/Moh.....

P.O. ....

Distt. ....

Pin.....

Sign. ....

Name. ....  
PPO. No.....  
SB/Current A/c. No. ....  
P.D.A. ....  
Date  
Station

Countersigned

Commissioned Officers/Treasury/PSB/Paying Branch/DPDO/PAO  
Seal

### Annexure-III

#### Intimation to PCDA(P), Allahabad regarding payment of Medical Allowance to pensioners. (to be prepared in duplicate)

- (1) Name of the pensioner/Family Pensioner
- (2) Rank and I.C/Regt. No. of the pensioner/deceased.
- (3) PPO. No.
- (4) TS/PS/HO. No.
- (5) SB/Current A/c. No.
- (6) Whether opted for Medical Allowance Yes /No.
- (7) Whether pensioner has submitted an undertaking Yes/No.
- (8) Whether necessary entries regarding payment of Medical allowance has been made in PPO and pension certificate of the Pensioner Yes /No.

Signature of PDA  
Bank BranchDistt.  
Seal.

#### 45. Ex-servicemen Contributory Health scheme (ECHS)

1. Service personnel who are transferred to pension establishment on or after 1.04.2003 will compulsorily be a member of Ex-servicemen Contributory Health scheme (ECHS) by contributing his/her share of contribution as given below and the scheme would be applicable for life time similarly, ex-service men who have already retired can become members by making a one time contribution. There would be no restriction on age or medical condition the rates of lump- sum contribution are indicated below:

Pension/Family Pension	Lump Sum Contribution
Upto Rs. 1500	Rs.1800
Rs.1501 to Rs. 3000	Rs. 4800
Rs. 3001 to Rs. 5000	Rs.8400
Rs.5001 to Rs. 7500	Rs 12000.
Rs 7501 and above	Rs. 18000

The amount so recovered will be indicated in the PPO as proof of recovery to enable the pensioner to produce the same if required for issue of identify card to avail the facility wherever the recovery of ECHS contribution is not indicated in the PPO of the Defence Service personnel transferred to pension establishment. W.e.f 1.4.2003, the lump sum contribution will have to be remitted into the treasury for credit to Govt. by the individual ECHS beneficiary The pensioners would be making similar one time payment towards ECHS contribution as the civilian pensioners making payment for availing CGHS facilities by contributing 10 times the annual contribution payable at the time of retirement. 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 hither to fore. Such persons should not be entitled to any medical facility from Armed forces clinics/ Hospitals or polyclinics set up under the scheme.

**Authy:** Government of India, Ministry of Defence, letter No. 22(1)/01 /US (WE)/ D(Res) dated 30.12.2002 and CGDA New Delhi letter No. At/IV/4807/ECHS Dated 02.04.2003)

2. **CLARIFICATION:-** A case was referred to Adjutant General's Branch Army Headquarters for clarification whether ECHS contribution amount by "widows" of Service personnel, is to be calculated as per "Enhanced Pension" rate or "Basic Pension" rate. It has been clarified by Adjutant General's Branch Army Headquarters vide letter No. B/49701-PR/AG/ECHS dated 30 September 2003 that contribution for ECHS, by such affected widows, will be based on the amount of "Basic Pension" which will be subsequently drawn by them and NOT on 'Enhanced Family Pension'.

(Adjutant General's Branch Army Headquarters B/49701-PR/AG/ECHS dated 30 September 2003)

3. War widows are exempted from payment of contribution under Ex-servicemen Contributory Health Scheme (ECHS).

(MoD letter No. 22(1)/01/US(WE)/D(Res) dt. 8<sup>th</sup> March, 2004)

4. Consequent upon the merger of 50% Dearness Relief component with the basic pension w.e.f. 1<sup>st</sup> April 2004, the term basic 'pension has undergone change. After merger it consists of un-commuted basic

pension plus dearness pension (i.e. 50% of basic pension). ECHS contribution is required to be paid as per revised rates intimated vide this Organisation letter dated 15 Jan 05.

5. **CLARIFICATION:-** A large number of queries were being received by the Central Organisation of the ECHS seeking clarification on the amount of contribution to be paid by disabled pensioners receiving disability pension, which includes service element and disability element. The matter has been examined and the following guidelines were issued for computing the amount of ECHS contribution in such cases:-

(a) Where a pensioner is in receipt of normal pension (Service pension)

Where a pensioner is in receipt of normal pension (Service pension), the amount of ECHS contribution required to be paid, by him will be determined by taking into account un-commuted basic pension (normal pension) plus 50% dearness pension.

(b) Where a pensioner is in receipt of disability pension

Where a pensioner is in receipt of disability pension which consists of two elements VIZ. Service Element and Disability Element, the amount of ECHS contribution will be determined by taking into account the amount of pension pertaining to Service Element plus Dearness pension @ 50% of basic service element pension only.

(MoD letter No;22(34)/05/US(W.E)/D((Res) dated:- 27<sup>th</sup> March 2006)

6. **REVISED RATE OF ECHS CONTRIBUTION:-** The ECHS contribution rate has been revised with effect from 01/06/2009 as under

Grade pay drawn at the time of retirement	Contribution(in rupees)
Rs. 1800/- Rs 1900/- Rs2000/- Rs 2400/- and Rs 2800/- per month and recruits drawing family pension/medical pension	15,000
Rs. 3400/- per month and Rs 4200/- per month	27,000
Rs 4600/- Rs 4800/- Rs 5400/- Rs. 6100/- and Rs 6600/- per month	39,000
Rs 7600/- per month and above and Officers under HAG Scale	60,000

*The revised order will be effective from 1<sup>st</sup> June, 2009.*

(MoD Corr. letter No. 22D(04)/10/US(WE)/D(Res) dated 2<sup>nd</sup> August, 2011 as amended by No. 22D(04)/10/US(WE)/D/Res dt 8.8.2011)

# **ANNEXURE-A**

**ANNEXURE-A**  
(Referred to in Para 345)

**List of reports and returns due from Grants-Military section**

SL No.	Particulars of reports and returns	Authority	Form on which rendered	To whom due	Date on which due
<b>Monthly</b>					
1.	Revision of pension	CGDA No. 5189/AT-P VCPC/ MON / Pre-96/Dis dt. 18/9/01 and 20. 11. 01	Manuscript	CGDA	Monday
2.	Monthly progress report	CGDA. No. 9928/AN. Dated 5.9.58	Manuscript	AN-V	5 <sup>th</sup> of each month
3.	Prompt disposal of retiring pension claims	PCDA(P) No. GX/1197/W R dt. 25.2.89	Manuscript	AN-V	5 <sup>th</sup> of each month
4.	Battle casualty and special family pension report	CGDA No. 5607/AT-P/UN Return dt. 23.9.96	Manuscript	CGDA	7th of each months
5.	Charged Expenditure	PCDA(P) No. A/1/062-X dt. 14.7.2000	Manuscript	Accounts Section	15 <sup>th</sup> of each month
<b>Quarterly</b>					
6.	Progressive Use of Hindi	PCDA(P) No. GX/0554/Hdt . 11.10.88	Manuscript	Hindi Cell	5 <sup>th</sup> of each quarter.
7.	Special family pension/disability pension report	CGDA No. 5639/AT-P/ dt. 28.2.97	Manuscript	CGDA through Grants(ORs)	5 <sup>th</sup> of each quarter.

# **ANNEXURE-B**

## INDEX OF ANNEXURE-B

### List of registers maintained in Grants-Military Section and their flyleaf instructions.

SL No.	Name of register	Form No	Relevant Para	Page No.
1.	Register of claims for retiring pension	GMR-3	14 and 67	180
2.	Numerical Index Register	GMR-1	38	181
3.	Index register of retirement/invalidment	GMR-2	38	182
4.	PPO numbering register	GMR-15	65 and 69	183
5.	Register for recording the particulars of Corrg. PPOs to the disadvantage of the pensioner	GMR-16	68	183
6.	Gratuity payment register	GMR-4	77	184
7.	Register of claims for disability pension	GMR-5	83	185
8.	Numerical index register (Family pension)	GMR-6	138 & 190	185
9.	Register of claims for family pension	GMR-7	144 ,182 & 186	186
10.	Register of commutation of pension	GMR-9	233& 245	186
11.	Claim register for state forces pension	GMR-13	259	187
12.	Register of claims for imperial pension	GMR-14	263	188
13.	Provisional pension claim register	GMR-17	8	188
14.	Register of claims for compensation in lieu of disability element	GMR-18	116	189
15.	Register of court cases	GMR-19	312	189
16.	Register of legal Notice	GMR-20	313	190

### GMR-3

**Reference:** Serial No 1 of Annexure B

Fly leaf instruction of maintenance of the register showing claims on account of retiring pension service officers

**Authority:** Paras 14 and 67 O.M Part IV, Vol-III

**Object:** To register, record and watch the progress and disposal of pension claims of service officers.

Sl No.	Reference to index register	Case file No	Date of retirement	Date on which audit report rendered (In case audit report is not rendered) it will be mentioned in this column.	The rate of provisional pension sanctioned
1	2	3	4	5	6

Initials of Auditor/SO (A)/AAO	No and date of Govt letter sanctioning the final award/date of sanction of the final award by section officer	Number of PPO notifying the award	Remarks(stating court, disciplinary case, if any, against the officers
7	8	9	10

2. The following drill will be observed by SO (A)/AAO/Auditors in maintaining the claim register.

(a) Entries should be initialed as soon as an audit report is rendered to service Hqrs.

(b) Subsequent stages in processing the claims should be recorded in the appropriate columns.

(c) A monthly summary showing the general progress made in the disposal of claims is to be prepared before 10<sup>th</sup> of each month. The register should be closed and submitted to officer-in charge by 10<sup>th</sup> of each month for the preceding month.

### GMR-1

**Reference:** Serial No 2 of Annexure B

Flyleaf instructions for the maintenance of numerical index register showing record of pension case files.

**Authority:** Para 38 of O.M. Part IV Vol III

**Object:** To keep a record of pension files opened in the section.

The register will be maintained in the following proforma:-

Sl No of the file	Rank, Name and IC No of the officer	Date of retirement/Invalidment.
1	2	3

The register will contain the No and Name of the officer concerned (other than the subject files) and is recorded in a serial numerical orders. When a new file is opened, the next serial No. after the last No in the register will be allotted to it and its particulars noted in the register.

The register will be submitted to the officer-in-charge on the 10<sup>th</sup> of each month.

## GMR-2

**Reference:** Serial No 3 of Annexure B

Fly leaf instructions for the maintenance of register for watching action in respect of retiring and disability pension claims.

**Authority:** Para 38 of OM Part-IV Vol-III

**Object:** To maintain a complete record of retirements/invalidments of all commissioned officers of the Army and to render audit reports wherever necessary.

A register in the proforma indicated below will be maintained.

### Proforma

Sl No	Case file No	Rank, I.C. No. and Name of the officer	No and date of Service Hqrs. letter notifying retirement/invalidment	Date of retirement/Invalidment
1	2	3	4	5

Initials of Auditor and SO (A)/AAO	Date of rendering audit report (State if audit report is not due)	Reference to serial No. of claim register	Remarks.
6	7	8	9

2. To ensure timely action in respect of all retiring and disability pension claims, the following drill will be followed for the purpose: -

(a) On receipt of the retirement notification from Army Hqrs, MS Branch/Medical Directorate, an entry in the register will be made by the auditor concerned and attested by the SO(A)/AAO.

(b) As and when provisional award are sanctioned, an audit report are submitted. The entries in the register will be cleared by the auditor and attested by SO(A)/AAO.

(c) At the end of each month, the outstanding item in the register will be reviewed by SO(A)/AAO and a report as to the outstanding cases will be prepared.

(d) The register will be submitted to the officer-in-charge of the Section on the 5<sup>th</sup> of the each month.

## GMR- 15

**Reference:** Serial No 4 of Annexure B

**Authority:** Paras 65 and 69 of OM Part IV Vol. III

**Object:** To allot a running Serial No to the PPOs (including corrigendum PPOs) issued during a year under 'M' series.

The register will be maintained by Group I (Admin) in manuscript in proforma given below :-

2. The following drill will be observed in maintaining the Register:-

(i) The register will be maintained calendar year-wise.

(ii) Serial No 1 will be allotted to the first approved PPO received in the beginning of the calendar year. Thereafter, running serial numbers will be allotted to the draft PPOs as and when received. First column of the Register will be marked accordingly and columns 2 to 6 should be filled in from the particulars noted on the draft PPO.

(iii) Columns 7 to 9 of the Register will be completed as and when acknowledgements to PPOs are received from the P.D.A's.

(iv) The receipt of acknowledgements from PDAs will be watched. Monthly reminders on GMF-35 will be issued to PDAs for expediting acknowledgement to PPOs not received.

(v) The register will be submitted to the officer-in-charge of the section monthly on the 10<sup>th</sup> of each month of outstanding items in respect of which acknowledgments are awaited.

PROFORMA

PPO No	Case file No	Previous PPO / Claim No	Initial notification of corr. PPO	Rank, Personal No and Name of the officer.
1	2	3	4	5

PDA place and channel of payment.	No and date of acknowledgment	Page no of acknowledgment file	Initials of Auditor	Remarks
6	7	8	9	10

## GMR-16

**Reference:** Serial No. 5 of Annexure B

**Authority :** Para 68 of OM Part IV Vol-III

Flyleaf instruction for the maintenance of the Register for recording the particulars of corrigendum pension payment orders to the disadvantage of pensioners.

**Object:-** To keep a special watch over the receipt of acknowledgements of such of the PPOs as are to the disadvantage of the pensioners e.g. PPOs canceling an earlier award, reducing the rate of pension, curtailing the period of grant or modifying the conditions of the grant, etc. This register will be maintained by the Admin Group of Grants (Commissioned Officers) Section centrally for the Section as a whole in manuscript in **proforma** given below.

(a) The following drill will be observed in maintaining the Register:-

(i) The register will be maintained calendar year wise.

(ii) Columns 1,2,3,5,6 and 7 will be completed at the time of preparation and approval of the draft PPO by the concerned Auditor/SO(A)/AAO. It will be the responsibility of the supervisory staff i.e. the SO(A)/AAO and the officer approving the PPO to determine as to which PPO comes within the categories to be entered in the Register.

(iii) Column-4 of the register will be completed by the Group-I (Admin) responsible for the maintenance of register, by consulting PPO numbering register GMR-15 . SO (A)/AAO of Group I (Admin.) will also periodically ensure completion of column 4 of the Register. Columns of 8, 9, 10, and 11 will also be watched by that Group.

(iv) The Register will be allotted control No noted on chart of Registers and submitted to the officer-in-charge of the section on 10<sup>th</sup> of each month with outstanding drawn for which reminders will also be issued to parties concerned simultaneously monthly.

### PROFORMA

SL No	No of previous PPO	Name, Rank and personal No of the officer	Corr. PPO No (To be completed on allotment of PPO No.)	PDA from whom acknowledgment is to watched.	Initials Auditor
1	2	3	4	5	6

Initials SO(A)/AAO	No and date of acknowledgements	Initials Auditor	Initials SO (A)/AAO	Reminder issued on (Date)	Remarks
7	8	9	10	11	12

### GMR-4

**Reference:** Serial No 6 of Annexure B

Fly leaf instructions for maintaining register for recording payments on account of gratuity.

**Authority:** Para 77 of OM Part IV Vol. III.

**Object:** Gratuity register is maintained to avoid that no double payment is made to an individual discharged from service.

A register will be maintained in the proforma indicated below:

### PROFORMA

Sl No.	File No	By whom claimed.	Authority	Amount claimed
1	2	3	4	5

Amount paid	Initials Auditor SO(A)/AAO	Remarks
6	7	8

- All gratuity claims passed for payments will be entered on the proper page allotted to a Centre. The Auditor and SO(A)/AAO will initial in the column provided for the purpose.
- The voucher no. assigned by the 'D' Section will be recorded in the register before submission of the same to the officer-in-charge for inspection.
- The register will be submitted to officer-in-charge of group on 10<sup>th</sup> of each month for inspection. It will be submitted to the Group officer for inspection once in every quarter i.e. 10<sup>th</sup> of January 10<sup>th</sup> of April, 10<sup>th</sup> of July and 10<sup>th</sup> of October.

### GMR-5

**Reference:** Serial No. 7 of Annexure B.

Fly leaf instructions for maintenance of the register showing claims on account of disability pension of service officers.

**Authority:** Para 83 of OM Part IV Vol. III.

**Object:** To register, record and watch the progress and disposal of disability pension claims of service officers.

The register will be maintained in the following proforma :-

### Proforma

Sl No.	Reference to index register	Case file No.	Date of retirement	Date on which audit report rendered (in case Audit report is not due) it will be mentioned in this column.
1	2	3	4	5

Date/rate of provisional pension sanctioned.	Initials of Auditor SO(A)/AAO	No and date of Govt. letter sanctioning the final award/date of sanctioning the final award by the Section officer.
6	7	8

No of PPO notifying the award	Remarks (stating court/disciplinary cases, if any, against the officer.)
9	10

2. The following drill will be observed by SO(A)/AAO/Auditors in maintaining the claim register:-
- Entries should be initialed as soon as an audit report is rendered to Service HQrs or provisional pension is sanctioned as the case may be.
  - Subsequent stages in processing the claims should be recorded in the appropriate columns.
  - A monthly summary showing the general progress made in the disposal of claims is to be prepared before 10<sup>th</sup> of each month.
- The register should be closed and submitted to officer-in-charge by 10<sup>th</sup> of each month for the preceding month.

### GMR-6

**Reference:** Serial No. 8 of Annexure B

Fly leaf instructions for the maintenance of numerical index register showing record of family pension case files.

**Authority:** Paras 138 and 190 of OM Part IV Vol. III.

**Object:** To keep record of family pension files opened in the Section.

The register will be maintained in the following proforma:-

#### Proforma

Sl No.	Case file No	Rank, Name and I.C. No. of the deceased officer	Date of death
1	2	3	4

The register will contain the No and Name of the officer concerned (other than subject files) and recorded in a serial numerical order. When a new file is opened the next serial No and after the last No in the register will be allotted to it and its particulars noted in the register.

The register will be submitted to the officer-in-charge on 10<sup>th</sup> of each month.

### GMR-7

**Reference:** Serial No. 9 of Annexure 'B'

Fly leaf instructions for maintenance of register showing claims on account of Family Pension.

**Authority:** Paras 144, 182 and 186 of OM Part IV (Vol. III.)

**Object:** To register record and watch the progress and disposal of family pension claims in respect of service officers.

Sl No	Case file No	Rank and Name of the deceased	Name of the claimant	Date of receipt of the claim
1	2	3	4	5

Date of death	Initial of Auditor/SO (A)	Date and rate of ordinary family pension sanctioned	PPO No and year	Date on which audit report rendered(if necessary)
6	7	8	9	10

No and date Govt. letter conveying the attributable decision or otherwise	PPO No and year notifying special family pension.	Initial of Auditor/SO(A)	Remarks
11	12	13	14

2. The following drill be observed by SO(A)/Auditor in maintaining the claim Register:-
- Claim is registered as soon as the application duly completed in all respects is received from the next of kin.
  - Subsequent stages in processing the claims should be recorded in the appropriate columns.
  - Monthly summary showing the general progress made in the disposal of claims is to be prepared before 10<sup>th</sup> of each month.
- The Register should be closed and submitted to officer in charge by the 10<sup>th</sup> of each month for the preceding month.

### GMR-9

**Reference:** Serial No. 10 of Annexure-‘B’

Fly leaf instructions for the maintenance of the register showing disposal of commutation application of service officers.

**Authority:** Para 233 & 245 of OM Part IV Vol. III.

**Object:** To register, record and watch the progress and disposal of commutation application of service officers.

The register will be maintained in the following proforma: -

#### Proforma

SI No	Rank, Name, IC No and corps of pensioner	Amount of pension	Portion of pension commuted	Capitalised value
1	2	3	4	5

Date on which audit report rendered	Date on which sanction received	Date on which commutation took effect	Remarks
6	7	8	9

All applications for commutation of pension as soon as they are received should be entered in this register.

After the sanction for commutation of pension has been accorded by the competent authority and medical board proceedings from the medical authorities have been received, the Register should be completed and the entry initialed by the Accounts officers in support of the amount authorised for payment or rejected claim. This register will be submitted to the officer-in-charge on the 5<sup>th</sup> of every month and half yearly to Group officer (i.e., June and December)

### GMR-13

**Reference:** Serial No. 11 of Annexure B.

Fly leaf instructions for the maintenance of Register showing the claims in respect of State Forces Pensioners.

**Authority:** Para 259 of OM Part IV (Vol. III.)

**Object:** To watch the progress and the disposal of pension claims in respect of State Forces Pensioners. The register will be maintained in the following proforma:

Proforma

Sl. No	File No.	No. and date of communication with which the claim was received	Unit	Name of the individual with Regt. No. and rank
1	2	3	4	5

Date of Release /Retirement /Invalidment	Name of the applicant	Nature of claim	Date of receipt	Initial of the Auditor SO(A)/AAO
6	7	8	9	10

Date of submission to EDP	Date on which received back from EDP	PPO No. and Year	Date of dispatch	Initials of the Auditor/SO (A)/AAO
11	12	13	14	15

The following drill will be observed by the SO(A)/AAO and Auditors in maintaining the register:-

- (i) The pension claim Register would be maintained Record office wise/unit wise.
- (ii) On receipt of a fresh claim from RO, Columns 1 to 9 of the Proforma should immediately be filled in by the Auditor. The Auditors should record their initials in Column 10 of Proforma and the SO (A)/AAO should also put in his initials therein in token of the correctness of the entries.
- (iii) Subsequent stages in processing the claims should be recorded in the appropriate columns from 11 to 15 provided in the proforma.
- (iv) A monthly summary showing the number of claims outstanding upto the period with RO/AHQ/Govt. should be prepared on the claim register in the following proforma:-

Summary of claims outstanding on-----

Opening balance	Receipt	Disposal	Total closing balance with items No. and date of oldest. U/R to Govt. U/R to Others In hand	Oldest date
-----------------	---------	----------	---------------------------------------------------------------------------------------------	-------------

- (v) The register should be closed monthly and submitted to the officer-in-charge by the first week of the following month.

### GMR-14

**Reference:** Serial No. 12 of Annexure B

Flyleaf instructions for the maintenance of the register showing the claim in respect of Imperial Pensioners.

**Authority:** Para 263 of OM Part-IV Vol. III.

**Object:** To register, record and watch the progress and disposal of pension claims of Imperial pensioners.

The register will be maintained in the following proforma: -

Proforma

Sl. No.Sl No	No. and date of Audit Section letter under which claim received	Name of the pensioner	PPO No.	Initial of the Auditor /SO(A)/AAO
1	2	3	4	5

As and when claim is received from Audit Section, Local entry is made in the register. After finalising the case relevant columns are completed. A monthly summary showing the general progress made in the disposal of claims is to be prepared before 10<sup>th</sup> of each month.

The register should be closed and submitted to the officer-in-charge by 10<sup>th</sup> of each month for the preceding month.

### GMR-17

**Reference:** Serial No 13 of Annexure-B

Fly leaf instructions for maintenance of the register showing claims on account of provisional pension.

**Authority** - Para 8 O M Part-IV, Vol. III

**Object-**To register record and watch the progress and disposal of provisional pension claim of service officers

The register will be maintained in the following proforma: -

Proforma

Sl. No.	Reference to Index Register	Case file No.	Date of retirement	Nature of disciplinary/ court case
1	2	3	4	5

No of PPO granting provisional award	Initial of Auditor/SO(A) /AAO	Final decision on disciplinary /court case	No of PPO notifying the final award	Initial of Auditor/SO (A)/AAO
6	7	8	9	10

The following drill will be observed by SO(A)/AAO/Auditor in maintaining of claim register:-

- (a) Entries should be initialed as soon as provisional awards is sanctioned.
- (b) Subsequent stages in processing the claims should be recorded in the appropriate columns.
- (c) A monthly summary showing the general progress made in the disposal of claims is to be prepared before 10<sup>th</sup> of each month.

The register should be closed and submitted to officer in charge by the 10<sup>th</sup> of each month for the preceding month.

### GMR-18

**Reference:** Serial No. 14 of Annexure B

**Authority:** Para 116 of OM Part IV Vol. III.

**Object:** To note details of compensation paid in lieu for disability element.

The register will be maintained centrally in manuscript as per proforma given below.

2. The following drill will be observed in maintaining the register:

- (i) On receipt of the claim for compensation in lieu of disability element, columns 1 to 4 will be completed by the Auditor.
- (ii) After passing the claim and issue of payment authority, columns 5 to 8 should be completed.
- (iii) Remaining columns should be completed after notification of the service element of disability pension.
- (iv) The Register should be put up to officer-in-charge of the group for authentication of the entries made in the Register as and when payment on above account is authorised.

Sl No.	IC No, Rank and Name	Date of Birth	Accepted percentage of disability	Amount of compensation
1	2	3	4	5

**PROFORMA**

No and date of payment authority	File No	Initial of Auditor/SO(A)/AO	PPO No under which service elements disability pension notified.	Remarks
6	7	8	9	10

**GMR-19**

**Reference:** Serial No. 15 of Annexure B  
Flyleaf instructions for the maintenance of the register for court cases  
**Authority:** Para 312 of OM Part-IV, Vol. III  
**Object:** To keep a record of all court cases received in the Section.

The register of court cases Register will be maintained in the following proforma:-

Sl. No.	File No.	Court Case No.	Name of Court/ CAT and Station	Name and IC no. of applicant/pensioner
1	2	3	4	5

Relief sought for	Date of submission of para wise comments	Interim/ Final order, if any	Action taken
6	7	8	9

To ensure timely action in respect of all court cases, the following drill will be followed for the purpose:-

- On receipt of Court case from the pensioner, an entry in the register will be made by the Auditor concerned and attested by SO(A)/AAO.
- At the end of each month outstanding items in the register will be reviewed by the SO(A)/AAO and a summary be prepared and submitted to officer in-charge on 5<sup>th</sup> of each month.

**GMR-20**

**Reference:** Serial No. 16 of Annexure B.  
**Authority:** Para 313 of OM Part-IV, Vol. III  
**Object:-** To keep a record of legal notices received in the section.

The register of legal notice will be maintained in the following proforma:-

Proforma

Sl.No.	No. and date of legal notice	Date of receipt in the office	From whom received
1	2	3	4

Brief particulars of Grievances	Case file no.	Action taken	Remarks
5	6	7	8

To ensure timely action in respect of legal notices, the following drill be followed: -

- On receipt of legal notice from the applicant/lawyer, an entry in the register will be made by the Auditor concerned and attested by SO (A)/AAO.
- At the end of each month, all-outstanding case of legal notices should be reviewed and a summary be prepared and submitted to officer-in-charge by 5<sup>th</sup> of each month.

# **ANNEXURE-C**

**INDEX OF ANNEXURE-C**  
**List of Forms used in Grants-Military Section**

Sl. No.	Nature of Form	Form No.	Relevant Para	Page No.
1.	Audit report in respect of officers who have been cashiered/dismissed/permited to retire, resign, etc.	GMF-11	6 & 58	194
2.	Check List-Retiring pension, etc.	GMF-1	38 and 149	195
3.	Memo calling for full pay commissioned service certificate from the pay Audit officer viz <b>PCDA(O)</b> , Pune-Army officers	GMF-2	39	196
4.	Memo calling for information /document from the officer	GMF-5	41	197
5.	Statement of assessment of pension gratuity	GMF-6	47 & 85	198
6.	Covering list for forwarding draft pension payment orders to PPO cell for typing	GMF-12	65	200
7.	Intimation to officers regarding notification of final pensionary awards	GMF-13	67	200
8.	Memo for reminding the PDA for the acknowledgement of PPOs	GMF-35	69	201
9.	Intimation to officer regarding grant of disability pension/disability element of pension	GMF-14	92 & 96	202
10.	Family pensionary awards-communication to Army Headquarters asking for option certificate under AO 471/68 and satisfactory service certificate, etc.	GMF-16	139	203
11.	Communication to the widow of the deceased officer asking her to return form MPB-501 pension duly completed	GMF-17	141, 142 & 149	204
12.	Statement of assessment of family pensionary awards	GMF-18	145 and 192	205
13.	Control chart for family pension	GMF-15	147	206
14.	Intimation to widow regarding finalisation of pensionary awards	GMF-22	152 ,170 and 187	207
15.	Communication to the parent of the deceased officer calling for certain information and documents	GMF-27	181	208
16.	Form of application for commutation of pension	GMF-29	231	209
17.	Memo calling for documents required for verification of date of birth of officer for the purpose of commutation of pension	GMF-28	235	210
18.	Intimation to officer regarding submission of audit report for commutation of pension	GMF-31	238	211
19.	Memo for arranging Medical Board for commutation of pension	GMF-33	238	212
20.	Check statement for payment of capitalised value of pension	GMF-36	239	214
21.	Intimation to officer regarding addition of years to his actual age for commutation purposes by the commutation Medical Board	GMF-34	240	215
22.	LPC-Cum-data sheet form for retiring pension	GMF-37	35	216
23.	LPC -Cum-data sheet form (Rev)	GMF-38	35	217
24.	LPC-Cum-data sheet Form for disability element	GMF-39	97	218
25.	LPC-Cum-data sheet Form for family pension	GMF-40	150	219
26.	PPO format for retiring pension computerized	GMF-41	35	220
27.	PPO format for retiring pension corrigenda Computerized	GMF42	35	221
28.	PPO format for disability element computerized	GMF-43	97	222
29.	PPO format for retiring, invalid, war injury pension(manual)	GMF-44	35 & 97	223
30.	PPO format for disability element (manual)	GMF-45	97	226
31.	PPO format for family/ dependant pension computerized	GMF-46	150	227
32.	PPO format for family pension Ordinary/ Special/Liberalised	GMF-47	150	228
33.	Specimen form loss certificate	GMF-48	70	231

34.	Indemnity Bond-Missing officers	GMF-49	136	232
35.	Indemnity Bond-Missing pensioners	GMF-50	136	234
36.	Office Note for acceptance of Indemnity Bond	GMF-51	136	236
37.	Report frm civil authority in regard to the verification of civil service of ICOs pension.	GMF-52	267	237
38.	Counting of other Rank's Service toward, permanent commissioned service	GMF-53	281	238
39.	Intimation memo regarding assessment of pre-commissioned Military/Civil service towards ICOs pension	GMF-54	282	239

**Sl. No. 1 of Annexure-C**  
**G.M F 11**  
**(See Paras 6 & 58)**  
**Registered**

No. G1/M/  
Office of the PCDA (Pension)  
Allahabad  
Dated

To,

-----

Subject: Grant of Retiring Pension -----

Reference: -----The above named officer was retired/cashiered/dismissed/permited to retire/resign w.e.f. ----- He is stated to be involved in a Disciplinary /S.P.E. case as intimated by you in your No. .... An audit report on his pensionary entitlement was also required from this office vide your No..... Satisfactory service certificate in respect of the officer has also not been received.

2. An officer of the category as mentioned in Para 1 above is not eligible for full retiring benefits. He may however be granted such an award to the discretion of the President not exceeding that admissible to him, had he retired in the normal course as shown in the succeeding paragraphs.

3. With reference to Regulations. ....of Pension Regulation for the Army/Air Force Part-I (1961) /Navy Pension Regulation-1964 all commissioned service excluding the periods of forfeited service or leave /absence without pay and allowances qualifies for pension. According to the audit particulars of service as recorded at page.....of Annual. ....last..... and those contained in your Headquarters letter cited above and in the communication received from the Pay Audit Officers concerned, the Officer will have/had to his credit a period of .....years qualifying service for pension/gratuity on .....(the date of retirement). It has also been confirmed by the Pay Audit Officer that the Officer was not paid any gratuity other than war gratuity for service rendered prior to the grant of P.R.C. to him.

4. The officer has elected to receive pension under New Pension code/A.I 8/S/70 vide his election certificate (enclosed in original).

5. According to the facts mentioned in Paras.....above, the officer will be eligible for a retiring pension or Rs. ....(rupees) ..... Per mensem/gratuity w.e.f. on the date of his retirement.

6. Sanction of the Govt. of India on the case may kindly be obtained and communicated to this office at an early date.

Accounts officer (Pensions)

**Sl. No. 2 of Annexure-C**

**G. M. F. 1  
(Referred to in Paras 38 and 149)  
Check List- Retiring Pension**

Name .....  
(appears on page .....of the Annual Army List 197.)

1. Particulars appearing in Annual Army List.

Date of birth .....(Verified/Unverified)  
E.C./S.S.R.C .....  
P.R.C. ....  
Sub Rank .....

Pre-commissioned service allowed to count for pension:-

2. Date of Promotion to paid acting rank intimated by C.D.A.(O).

Promoted to the paid acting Rank .....on.....(see page.....of the file).

3. (a) date of Retirement as intimated .....(See page .....of file).

(b) Nature of retirement - Normal/ Premature.

4. Service verified as under: -

(a) Pre commissioned Service

(i) Vide Annual Army list.

(ii) Vide PCDA letter at page of file .....

(b) As I.C.O. as intimated by C.D.A.(O)

Form .....to.....(Page.....of file)

.....to.....(Page.....of file)

.....to.....(Page.....of file)

.....to.....(Page.....of file)

5. Service in the paid Acting rank verified as under as intimated by C.D.A (O):-

From .....to.....(Page.....of file)

.....to.....(Page.....of file)

.....to.....(Page.....of file)

6. Whether gratuity (other than war gratuity)

For non regular service paid/not paid (See page .....of file)

If paid, whether gratuity refunded by the officer. (See page .....of file)

7. Demands against the Officer. (See page .....of file)

8. Election certificate of retiring pension. (See page .....of file)

9. Name of the P.D.A (See page .....of file)

10. Election certificate for ordinary family pension. (See page .....of file)

**Sl. No. 3 of Annexure-C  
G.M.F-2  
(Referred to in Para 39)**

No. G1/M/.....  
Office of the PCDA(Pensions)  
Allahabad.  
Dated.

To  
The **PCDA(O)**  
Pune-1

Subject: - Retirement:

Reference: AHQ MS Branch letter No ..... Dated.....

Please furnish the full pay commissioned service certificate and other particular in respect above named officer on the usual proforma with reference to CGDA's No 6527/AT-P dt 18-8-66. the pay of rank last drawn by the officer in terms of para 3 (a)(i) & (b) of AI. 8/S/70 may also please be furnished specifically.

**Accounts Officer (Pensions)**

Copy to:-  
Army Headquarters.  
M.S Branch  
DHQ Po  
New delhi-11

With reference to their Head Quarters letter quoted above.

Kindly furnish/intimate:-

- (a) the satisfactory service certificate in due course.
- (b) The effective date of retirement from the army service.
- (c) No and date of specific AIs under the terms and condition of which the above named officer was granted EC/TC/SSC/SSRC and subsequently PRC.

2. Army Headquarters,  
AG;s Branch, PS4(e) IInd floor,  
R.K. Puram, west Block N0.3  
Wing No2 IInd . New Delhi for information.

3. Army Headquarters,  
(Org.3, RR&C)  
DHQ PO, New Delhi-11.

- (a) The officer's record of Service (IAFZ-2041) for the non-regular period may please be furnished.
- (b) Please forward option certificate exercised by the officer under A.I 8/s/70, if received by your Headquarters.

Accounts Officer (Pensions)

**Sl. No. 4 of Annexure-C**  
**GMF-5**  
**(See Para-41)**  
**Registered ACK due**

No.G1/M

Office of the Pr. CDA(P),  
Allahabad  
Dated:

To.

.....  
.....

Sub: Retiring pension .....

Ref: Army HQrs./DGAFMS letter No..... dated ....

Please furnish the following information/ documents at an early date to enable this office to progress your pension case and to authorise pension/retirement gratuity without delay:-

1. The particular pension disbursing authority from whom you wish to draw your pension.
2. Two copies of your latest photograph (in passport size) duly attested by a commissioned officer other than yourself. It should be attested as follows  
"Attested photograph of ..... (IC. ....)"
3. Whether you are likely to be re-employed in Army/Navy/Air Force after retirement.
4. it is seen that you have pre-commissioned JCO/OR service qualifying for pension as ICO. Please furnish your Regimental/Army No. relating to that service and the name of the Record officer who is maintaining your Sheet Roll relating to that service.
5. your post retirement permanent address.

Accounts Officer (Pensions)

**Sl. No. 5 of Annexure-C**  
**G.M.F.-6**  
**(Referred to in Paras 47 and 85)**  
**Statement of Assessment of Pension/Gratuity**

Name .....

(Name appears at page ..... of Annual ..... List for .....)

I. Particulars of Service  
 Date of birth  
 Date of I st Commission EC/SSRC under  
 Date of P.R.C. under  
 Date Sub. Rank of (i)

(ii)

Date of promotion to the paid acting rank of .....  
 Date of Retirement .....

Nature of Retirement Normal/Premature  
 Pension Rules by which governed :-  
 Pension Regn./A.I. 8/S/70

II. Qualifying Service for Pension Yrs. Days.  
 (i) Pre-commissioned service  
 (ii) Commissioned service -----

Total  
 (or years complete)

From .....  
 To .....

Note :- The officer's service from ..... to ..... has not been verified so far. Whether that period has effect on the amount of pension/Death-cum-retirement gratuity. .... No/Yes.

III. Retiring Pension Admissible to the above named officer vide Regulation 9, 28, 29, 30 and 31 P.R. (Army)/AF Part-I (1961) read with A.I.8/S/70 for the acting/substantive rank of ..... Rs. (Rupees ..... ) per mensem with effect from ..... (the date of retirement)

IV. Retirement Gratuity Admissible to the officer  
 (a) Rate of Pay ..... Rs. Para 3(a) (i) and (b) of A.I. 8/S/70 No. of completed ½ years service.  
 (b) Total Retirement Gratuity.

Accounts Officer (Pensions)

**Sl. No. 6 of Annexure-C**

**G.M.F.-12  
(See Para 65)**

**Grant-I(Military) Section  
Statement of Assessment of Pension/Gratuity**

**Covering List of Draft PPOs**

PPO No. Year	I.C. No.	Rank/Unit	Name	PDO	Remarks
1	2	3	4	5	6

**Sl. No. 7 of Annexure-C**  
**G M F -13**  
**(Referred to in Para 67)**

No. G1/M/.....  
Office of the PCDA(Pensions)  
Allahabad.

Dated.

To,

-----

Subject: Notification of pensionary awards in respect of Army officer.  
Reference: Your pension application/letter No. .... dated

Pensioner's copy of PPO meant for your record is enclosed herewith. The PPO has been despatched to your Banker's Link Branch mentioned in your PPO under Principal CDA(P), Post Office Postal Receipt No.....dated ..... The Link Branch in turn will transmit the same to your paying bank, if paying branch to different to link branch for making payment of your pensionary benefits.

In case of non receipt of the PPO in your paying branch, before enquiry the same from this office, you are advised to contact the Banker's link branch for expediting expenditure submission of your PPO to paying branch for early payment.

This PPO is sole of authority for payment of pension and gratuity by this office. PDA/Banker's are required to credit the gratuity and capitalized value of pension immediately when it becomes due i.e. the date following the date of retirement.

The withheld amount of gratuity will be automatically released by the PDA after six month from the date of retirement.

As per standing instruction to all PDA's the commuted portion of pension shall be restored and full pension will be paid automatically by the PDA after expiry of 15 years from the date of pension is reduced on account of commutation on a simple application from the pensioners.

As per your pension claim it has been, observed that you have applied for commutation of pension but **PCDA(O)** while sending the case to this office has not shown this commutation of pension against col. NO. 22 of LPC Cum-Data Sheet for want of Release Medical Board with them. Hence this office could not notify the commutation of pension. Please contact **PCDA(O)** in this regard for issue of an amended LPC cum Data Sheet duly supported with RMB.

In case of change of banker, the PDA will directly transfer the pension account to the new Bank on receipt of application from the pensioner. Thereafter the officer is to inform the audit section of this office for information, indicating SB/Current A/C and full address of new paying branch.

Encl.: As above

**Accounts Officer (Pensions)**

**Sl. No. 8 of Annexure-C**  
**GMF-35**  
**(To be issued in duplicate)**  
**(See Para 69)**

No. G1/M/.....  
Office of the Principal CDA(Pensions)  
Allahabad.  
Dated

To,

The Treasury Officer/DPDO/Manager PSBs  
-----

Subject: Pension Payment Orders-Acknowledgement of.

Your acknowledgments for the PPOs detailed overleaf have not been received so far. Please confirm that the same have been received by your office.

2. This communication is being sent in duplicate and it is requested that one copy may be return to this office after completion.

Accounts officer(pension)

No.....  
Dated .....

From :

The Treasury Officer/DPDO/Manager PSB  
-----

To

The PCDA(Pensions)  
ALLAHABAD

It is confirmed that all the PPOs mentioned below have been received. \*

Treasury Officer/DPDO/Manager

Sl No.	No. of the PPO	Name of the Pensioner to whom the PPO relates	Date of dispatch of PPO by PCDA (P) Allahabad

**Note**-columns 1 to 4 will be filled in by Section before issue.

**Sl. No. 9 of Annexure-C**  
**GMF-14**  
**(See Paras 92 & 96)**

**Registered**

No. G1/M/.....  
Office of the PCDA (Pensions)

Allahabad.

Dated

To,

-----  
-----  
-----

A disability pension consisting of service element @ Rs.....pm and disability element @ Rs. ....pm disability element of pension @ Rs.....pm for the period from .....to as for ..... % disablement has been sanctioned to you. A pension payment order bearing No. G1/M/..... to this effect has been sent to your banker's link Branch. And a copy thereof meant for your is enclosed. The link Branch in turn will transmit the same to your paying branch.

2. you are advised to contact your paying branch after a fortnight from the date of receipt of this communication.

3. in case of non-receipt of your PPO in your paying branch, you may contact the banker's Link Branch for expediting the transmission of our PPO to paying branch for early payment.

Encl.(As above)

AO(P)

Copy for information to

1. Army HQrs.  
AG's Branch (PS-5)  
West Block-III, RK Puram  
New Delhi-110066

2. Army HQrs.  
AG's Branch ( MP 5(d))  
West Block-III, RK Puram  
New Delhi-110066

AO(P)

**Sl. No. 10 of Annexure-C**  
**GMF-16**  
**(Referred to Para-139)**

No. GI/M/F  
O/o the Pr. CDA(P),  
Allahabad  
Dated:

To  
Army Headquarters  
AG's Branch,MP5(b)  
West Block-III  
R.K. Puram  
New Delhi-66

Sub: Family Pensionary Awards in Respect of Late.....  
Ref: .....dated  
.....

\*\*\*\*\*

..... Reported to died on..... Please expedite following documents  
for completion of claim of family pension.

- (i) Casualty Report
- (ii) NOK and Family details
- (iii) Nomination for DCRG
- (iv) Ex-Gratia claim(if applicable)

It has also requested to please advise NOK to submit family pension form

**Copy To:**

1. The PCDA(O)  
Golibar Maidan  
Pune-01  
Please furnish LPC, full pay commission  
service certificate, No demand certificate  
in respect of above named officer.
2. ....  
.....  
.....  
This office noted with regret the sad  
demise of your..... on .....  
please find enclosed herewith MPB-501/  
/MPB510 form for filing, attestation from a  
Gazetted/Commissioned Officer and then  
submission to this office alongwith three  
recent attested passport size photograph  
through Army Headquarter.

**A.O.(P)**

**Sl. No. 11 of Annexure-C**

**GMF-17**

**(Referred to in Paras-141,142,& 149**

No. GI/M/F

O/O the Pr. CDA(P),

Allahabad

Dated:

To .....

.....

Sub: Family Pensionary Awards in respect of Late .....

.....

This office notes with regret the death of your husband on ..... To enable this office to forward your pension claim to the Army Hqrs., please complete the enclosed form "MPB 501/Pensions" and return the same to this office. A set of instructions to be followed in completion of the above form is also enclosed. Please also obtain and forward the birth certificate of your children below 25 years of age, if any, in support of your claim.

Kindly also obtain and furnish a death certificate of your husband from the Hospital/Nagar Mahapalika or from the doctor who might have attended the deceased at the time of death showing the signs and symptoms of disease from which he expired and the treatment given to him

Yours faithfully

Accounts officer (Pensions)

N.O.O.

Copy forwarded for information to:-

AHQ, AG's Branch

DHQ PO New Delhi-11

With reference to their letter No. .... dated ..... kindly intimate the dates of birth of the children of above named deceased officer, if available le in his service record.

It is requested that the entitlement decision as to whether or not the cause of death of above named deceased officer was attributable to his military service may kindly he communicated to this office, at an early date.

Necessary action for the grant of ordinary family pension, if any, admissible will be taken by this office on receipt of the pension application form duly completed from the widow.

Accounts Officer(Pensions)

**Sl. No. 12 of Annexure-C**  
**G.M.F-18**  
**(Referred to in Paras 145 and 192)**  
**Statement attached to Case file No. G1/M/F**

Name .....

(Name appears at Page..... of annual .....list for .....

**I. Particulars of Service:-**

Date of I st Commission /EC/SS/RC  
(Under .....)  
Date of P.R.C. (Under .....)  
Rank held on date of death

**II. Qualifying Service for Pension:- Years . Months Days .**

(i) Pre-commissioned service .....

(ii) Commissioned Service .....From .....

..... To .....

Total

Note : The officer's service .....  
From ..... To ..... has not been verified so far.  
.....

Whether that period has any effect upon eligibility of Family Pension and Death Gratuity . No./Yes.

**III. Whether the service rendered has been satisfactory or not.**

**IV. Details of Family.**

Name of the widow ..... Born on .....

Date of marriage .....

Name of children ..... born on .....

**V. Amount of Pension Admissible.**

(a) Under the Rules in PRA Part-I (1961) as amended vide PRA Part-I(2008)

**VI. Amount of Death Gratuity Admissible:-**

(a) No. of completed ½ years of service .....

(b) Rate of Pay the officer is in receipt of .....

(c) Total death Gratuity admissible .....

**VII. Person eligible to receive Gratuity as per nomination indicating % applicable:-**

(1)  
(2)  
(3)

**VIII. If no nomination exists/ subsist details of surviving members eligible to the Gratuity in equal shares and actual amount payable to each:-**

(1)  
(2)  
(3)

Accounts Officer (Pensions)

**IX. Family Pensionary awards as below sanctioned :-**

(a) Pension to Smt. @ Rs. .... P.M. w.e.f. ....

(b) Death Gratuity payable to:

Accounts Officer (Pension)

**Sl. No. 13 of Annexure-C**  
**G.M.F.-15**  
**(See Para 147)**

Claim No. ....  
File No. ....  
Name of the deceased officer .....  
(Appears on Page ..... of A.A. L. .... )

- I. Particulars of the Deceased Officer
- (a) Date of birth .  
Date of First Commission.  
Date of P.R.C.
  - (b) Pre-commissioned service (Page.....)
  - (c) Gratuity for service prior to grant of P.R.C. paid/not paid (Page.....)
  - (d) A.I. under which granted commission (Page.....)
  - (e) Full pay commissioned service from .... To..... (Page.....)
  - (f) Last Pay drawn Rs. .... / pm. (Page.....)
- II.
- (a) (i) Date of death (Page.....)
  - (ii) Date retirement (Page.....)
  - (b) Date of sending pension application (Page.....)
  - (c) Date of receipt of pension application Details of children (Page.....)
- III.
- (a) Satisfactory service certificate (Page.....)
  - (b) Attributability decision. (Page.....)
  - (c) Option certificate A.I. 8/S/70 (Page.....)
  - (d) Option certificate under A.I. 471/68 (Page.....)
- IV
- (a) Date of grant of pension (Page.....)
  - (i) Ordinary (Page.....)
  - (ii) Special Delivery (Page.....)
  - (b) Date of intimation to widow (Page.....)
- V.
- (a) Date of issue of L.P.C. (Page.....)
  - (b) Date of issue of Final P.P.O (Page.....)

**Sl. No. 14 of Annexure-C**  
**GMF-22**  
**(See Paras-152 , 170 and 187 )**

No.G1/M/

Office of the Pr. CDA(P),  
Allahabad  
Dated:

To.

Smt.....

W/O Late.....

.....

Sub: Family pensionary awards in respect of Late .....

Madam,

On receipt of the Government of India(now Service HQrs. decision that the death of your husband was caused due to reasons attributable to/aggravated by service factors a special Family Pensionary awards has been sanctioned in your favour vide this office PPO. No. M/F/...../(Copy enclosed )

The above award has been sanctioned in place of Ordinary Family Pension notified earlier vide PPO No. M/F/.../-

Yours faithfully

Accounts Officer (Pensions)

**Sl. No. 15 of Annexure-C**

**G.M.F. 27  
(Referred to in Para 181)  
Registered**

No. GI/M/D/  
Office of the PCDA (Pensions)

Allahabad , dated

To,

Subject:- \_\_\_\_\_  
Claim for the award of dependants pension in respect of Late.....

Sir/Madam,

This office notes with regret the death of your son ...on.....Service Hqrs are being requested to intimate as to whether or not the cause of death of the above named deceased officer is due to his military service and on its receipt further action regarding grant of pensionary awards if any, admissible will be taken and you will be informed accordingly.

2. To enable this office to proceed with the dependants pension claim in respect of the above named deceased officer please state if your son was married and also the name of his widow and children if any may please be intimated to this office. In case he was not married, enclosed forms MPB-510/Pensions may please be got completed from a person who would like to prefer dependant's pension claim and return to this office duly supported by the requisite information/ certificate. The declaration on page 4 of the form MPB-510/Pension and on page 2 of form MPC -60 should be attested by a commissioned Officer of the defence Services, not below the rank of Capt. or equivalent on the effective list or by a Magistrate under his court seal or any serving civilian gazetted officer. On receipt of the above forms duly completed in all respects further action in the matter will be taken by this office and you will be informed accordingly. The enclosed annexure for grant of death Gratuity may also please be completed and returned to this office duly attested.

Your faithfully

Accounts Officer (Pensions)

N.O.O

Copy forwarded for information to:-

(1) The AHQrs,

AG's Branch MP-5 (b) with reference to their casualty report. It is requested that the New Delhi -110066 entitlement decision as to whether or not the cause of death of the officer was attributable to his Military service may please be communicate to this office, at an early date. The option /nomination for death gratuity in terms of A.I 8/S/70 may also please be furnished.

Accounts Officer (Pensions)

**Sl. No. 16 of Annexure-C**  
**GMF-29**  
**(Referred to in Para 231)**

Form of application for commutation of pension

When this form has been duly filled up and signed, it should be sent to the appropriate authority mentioned in Para 232.

Sl. No.	Questions	Answers
1	The personal number, rank and name of applicant?	
2.	Place of Birth?	
3.	Date of birth-Age next birthday years?	
4.	Married or single?	
5.	Have you on any previous occasion applied for permission to commute a portion of your pension, and, if so, with what result?	
6.	What percentage of your pension do you now wish to commute?	
7.	Name of the nationalised bank from where you desire payment?	

Place .....

Signature

Date.....

Address

**Sl.No. 17 of Annexure-C**  
**G.M.F.28.**  
**(See Para 235)**

No. G1/M/  
Office of the PCDA(P)  
Allahabad  
Dated:

To.

.....

Sub: Verification of date of birth for purpose of commutation of pension.

Ref: Your letter .....

Your date of birth viz ..... shown in the commutation application is not verified in audit as per records available at this end.

2. In order to take the necessary action in the matter please produce the following documents as evidence of date of your birth in the given order of precedence vide A.O. 410/58 as amended:-

(a) The Matriculation certificate or the Higher Secondary school Leaving certificate or a certificate recognized by an Indian University as equivalent to Matriculation, or the State Government Gazette containing the date of birth in those cases where efforts to obtain a certificate from the Board/University are not successful or failing that,

(b) Birth certificate issued by the Municipalities/Police Stations/ Health authorities or an extract from their records duly certified by the proper authorities, or Birth certificates issued by the Pradhan, Gram Sabha/Sarpanch, Village Panchayat certified as correct by the District Magistrate or Baptismal certificate in the case of Christian officers or failing that,

(c) The record of admission in the registers of School or Schools in which the officer was educated.

3. You should make every possible effort to obtain and produce the available document in original as early as possible.

4. In case you are not able to produce any of documents referred to in Para 2, you are advised to submit personal affidavit supported by the affidavit from a person who has personal knowledge of your birth. The forms of affidavit are given in Annexures A & B to AO 246/68. On receipt of the same your date of birth will be verified by this office.

5. In case you are unable to furnish the documentary evidence mentioned in Para 2 above you may please furnish a simple statement to that effect. Your date of birth will be verified (in accordance with the provisions of AO 10/61) with reference to your apparent age given in your enrolment form. For this purpose you are advised to intimate your regimental No. as on OR/CO and the name of the Record Officer from whom your enrollment form can be obtained by this office.

Accounts Officer (Pensions)

**Sl. No. 18 of Annexure-C**

**G.M.F.31  
(See Para 238 )**

No. GI/M/

Office of the CDA (Pensions)  
Allahabad, dated

To,

-----  
-----  
-----

Subject: Commutation of a portion of pension.  
Reference: Your letter dated.....

Your commutation application dated.....together with this office audit report showing your title to the capitalized value of Rs. ....for commuting Rs.....per mensem(i.e.....%) of your retiring pension of Rs.....p.m. in the event of your being declared fit by the Medical Board on or after.....but before.....has been forwarded to Headquarters.....for arranging a Medical Board on you. You are, therefore advised to contact the above Headquarters for further instructions regarding your Medical Examination.

**Accounts Officer (Pensions)**

**Sl.No. 19 of Annexure-C**  
**G.M.F.33.**  
**(See Para 238)**

No. G1/M/  
Office of the Pr. CDA(P)  
Allahabad  
Dated:

To.

HQrs.

.....  
.....

Sub: Commutation of a portion of pension of ..... The above named officer has applied for pre-mature retirement/is due to retire/has retired from Army service with effect from ..... He has applied for commutation of Rs. .... / ..... percent/ maximum permissible portion, of his pension, and desires to be medically examined at ..... on .....

2. His commutation application dated ..... which contains his address also, is enclosed. The date of birth of the officer viz. .... has been verified in audit.

3. Necessary arrangements may be made to bring him before a Medical Board to be assembled in accordance with the provisions of Regulation 108(c) PR Part-II(1961) on or after the date of his retirement.

4. IAFM 1253 (form of Medical Examination by Medical Board of Applicant's for Commutation of pension) is to be completed by the officer in the presence of the Medical Board and certificate of the Board is invariably to be given in the specimen form referred to in the Regulation 110 ibid. Three copies of IAFM 1253 and the prescribed forms of medical certificate are enclosed herewith. Two copies of these forms may please be arranged to be returned to this office duly completed.

5. If addition of any year(s) to the actual age of the officer is recommended by the Medical Board for purposes of commutation, the procedure laid down in Regulation 111(a) will be (ii) followed.

6. Commutation of pension is not permissible in respect of officers re-employed in a Military capacity during an emergency vide Regulation 343 PRA Part-I. In case the officer is re-employed in the Army/Navy/Air Force before he appears for Medical Examination, Medical Board should not be held and the documents returned to this office.

Accounts Officer (Pensions)

Copy to :-

.....  
.....

With reference to his letter No. .... dated ....., the officer may please be advised/ He is advised to contact the above Hqrs. regarding his Medical Board. He may please appear before the Medical Board only, on or after the date of his actual retirement from service and not earlier, otherwise the proceedings of the Medical Board will be null and void.

The capitalized sum due will be determined after the amount of retiring pension is assessed on receipt of the requisite service particulars etc. from the Pay Audit Controller and other concerned.

Accounts Officer (Pensions)



**Sl. No. 21 of Annexure-C**  
**G.M.F.34**  
(See Para 240)

**Registered/Ack. Due**

No. G1/M/  
O/O the PC.D.A. (Pensions),  
Allahabad, dated

To

\_\_\_\_\_

Subject: Commutation of Pension

Ref: This office even no. dated \_\_\_\_\_

The Medical board held on you on \_\_\_\_\_ has recommended the additional of \_\_\_\_\_ years to your actual age for commutation purposes. Accordingly, your age, next birthday for commutation purposes will now be taken as \_\_\_\_\_ years. The capital sum payable on the basis of this age would be Rs. \_\_\_\_\_ (instead of Rs. \_\_\_\_\_).

2. Kindly intimate if the revised sum is acceptable to you. If so, your acceptance may be communicated to this office, under intimation to HQrs. \_\_\_\_\_ If you desire, you are at liberty to withdraw your commutation application within 2 weeks from the date of receipt of this letter. If no reply is received within this period or 2 weeks, the rules provide that your consent should be assumed, and as such arrangements for payment of the capital sum would be made by this office.

3. It may be stated for your information that in case you choose to withdraw your application, you will be eligible for one re-examination by a Medical Board provided that a period of not less than one year has elapsed since the date of the first medical board viz. \_\_\_\_\_

Accounts Officer (Pensions)

Copy for information to: -

Headquarters

-----  
-----

With reference to their No. \_\_\_\_\_ dated \_\_\_\_\_ on receipt of the officer's acceptance, sanction of the competent authority for the revised capital sum of Rs. \_\_\_\_\_ may kindly be obtained and communicated to this office.

Accounts Officer(Pensions)

**Sl. No. 22 of Annexure-C  
GMF-37  
(Referred to in Para-35)  
(LPC cum data sheet under COBOL system**

G1M/DS-1A

**LPC-CUM-Data Sheet for Pensionary Awards - Commissioned Officers  
(Retired on or after 1-1-2006)**

1. Rank Last Held	<input type="text"/>	2. Rank Substantive	<input type="text"/>	3. Personal Number	<input type="text"/>
4. Corps/Deptt.	<input type="text"/>	5. Nationality	<input type="text"/>	6. Name	<input type="text"/>
7. Sex	<input type="text"/>	8. Category	<input type="text"/>	9. Date of Birth	<input type="text"/>
10. Date of Commission	<input type="text"/>	11. Date of Retirement	<input type="text"/>	12. Former Service	<input type="text"/>
13. Anti Date Period	<input type="text"/>	14. Total Non Qualifying Service	<input type="text"/>	15. Net Qualifying Service	<input type="text"/>
16. whether Late Entrant	<input type="text"/>	17. Whether Disciplinary/Judicial Case Pending	<input type="text"/>	18. Forfeited Q.S.	<input type="text"/>
19. Nature of Retirement	<input type="text"/>	20. Pension Recommended Code	<input type="text"/>	21. DCRG Recommended Code	<input type="text"/>
22. Percentage Commuted	<input type="text"/>	23. Loading in Age	<input type="text"/>	24. Married Before Retirement	<input type="text"/>
25. Spouse Alive	<input type="text"/>	26. Spouse's date of Birth	<input type="text"/>	27. Nationality of Spouse	<input type="text"/>
28. Name of Spouse	<input type="text"/>				
29. PDO Code	<input type="text"/>	30. DPDO Code	<input type="text"/>	31. PDO State Code	<input type="text"/>
32. Bank/Sub Treasury Code	<input type="text"/>	33. BSR Code Link Bank	<input type="text"/>	34. Link Bank	<input type="text"/>
35. Bank Account No.	<input type="text"/>				
36. BSR Code Paying Br.	<input type="text"/>	37. Bank Branch	<input type="text"/>		
38. PDO Station	<input type="text"/>				
39. Link Bank Pin Code	<input type="text"/>	40. CDA (O) A/c. No.	<input type="text"/>		
<b>LAST PAY DETAILS</b>					
41. Pay in Pay Band	<input type="text"/>	42. Grade Pay	<input type="text"/>	43. M S Pay	<input type="text"/>
44. NPA	<input type="text"/>	45. Last Ten Month's Average Pay	<input type="text"/>		
<b>PAY DRAWN DURING LAST 10 MONTHS</b>					
46. Date From1	<input type="text"/>	47. Date Upto1	<input type="text"/>	48. Pay in Pay Band	<input type="text"/>
49. Grade Pay	<input type="text"/>	50. M S Pay	<input type="text"/>	51. NPA	<input type="text"/>
52. Date From2	<input type="text"/>	53. Date Upto2	<input type="text"/>	54. Pay in Pay Band	<input type="text"/>
55. Grade Pay	<input type="text"/>	56. M S Pay	<input type="text"/>	57. NPA	<input type="text"/>
58. Date From3	<input type="text"/>	59. Date Upto3	<input type="text"/>	60. Pay In Pay Band	<input type="text"/>
61. Grade Pay	<input type="text"/>	62. M S Pay	<input type="text"/>	63. NPA	<input type="text"/>
64. Gal. Award 1	<input type="text"/>	65. Gal. Award 2	<input type="text"/>	66. Gal. Award 3	<input type="text"/>
67. RDR Demand	<input type="text"/>	68. Interest on RDR Demand	<input type="text"/>	69. Other than RDR Demand	<input type="text"/>
70. Date of Receipt of Comm. Appl.	<input type="text"/>	71. Medical Allowance (Y/N)	<input type="text"/>	72. ECHS Recovery (Y/N)	<input type="text"/>
73. Having Handicapped Child (Y/N)	<input type="text"/>	74. Name of Handicapped Child <input type="text"/>			
75. Relation with Officer ( S/D)	<input type="text"/>	76. In case of Maj. Gen whether Pay as Brigadier is more <input type="text"/>			
<b><u>CDA (O)</u></b>			<b><u>Pr.CDA (P)</u></b>		
Auditor	SO(A)/AAO	AO/SAO	Auditor	SO(A)/AAO	AO/SAO

LPC-CUM-Data Sheet for Pensionary Awards Commissioned Officers

(Retired on or after 1-1-2006) (Under PHP system)

1. Rank last Held	<input type="text"/>	2. Rank Substantive	<input type="text"/>	3. Personal Num	<input type="text"/>
4. Corps/Dept.	<input type="text"/>	5. Nationality	<input type="checkbox"/>	6. Name	<input type="text"/>
7. Sex	<input type="text"/>	8. Category	<input type="checkbox"/>	9. Date of Birth	<input type="text"/>
10. Date of Commission	<input type="text"/>	11. Date of Retirement	<input type="text"/>	12. Former Service	<input type="text"/>
13. Anti Date Period	<input type="text"/>	14. Total Non Qualifying Service	<input type="text"/>	15. Net Qualifying Service	<input type="text"/>
16. whether Late Entrant	<input type="checkbox"/>	17. Whether Disciplinary/Judicial Case Pending	<input type="checkbox"/>	18. Forfeited Q.S.	<input type="text"/>
19. Nature of Retirement	<input type="checkbox"/>	20. Pension Recommended Code	<input type="checkbox"/>	21. DCRG Recommended Code	<input type="checkbox"/>
22. Percentage Commuted	<input type="text"/>	23. Loading in Age	<input type="text"/>	24. Married Before Retirement	<input type="checkbox"/>
25. Spouse Alive	<input type="checkbox"/>	26. Spouse's date of Birth	<input type="text"/>	27. Nationality of Spouse	<input type="checkbox"/>
28. Name of Spouse	<input type="text"/>				
29. PDO Code	<input type="text"/>	30. DPDO Code	<input type="text"/>	31. PDO State Code	<input type="text"/>
32. Bank/Sub Treasury Code	<input type="text"/>	33. BSR Code Link Bank	<input type="text"/>	34. Link Bank	<input type="text"/>
35. Bank Account No.	<input type="text"/>				
36. BSR Code Paying Br.	<input type="text"/>	37. Bank Branch	<input type="text"/>		
38. PDO Station	<input type="text"/>				
39. Link Bank Pin Code	<input type="text"/>	40. CDA (O) A/c. No.	<input type="text"/>		

LAST PAY DETAILS

41. Pay in Pay Band	<input type="text"/>	42. Grade Pay	<input type="text"/>	43. M S Pay	<input type="text"/>	44. NPA	<input type="text"/>	45. Last Ten Month's Average Pay	<input type="text"/>
---------------------	----------------------	---------------	----------------------	-------------	----------------------	---------	----------------------	----------------------------------	----------------------

PAY DRAWN DURING LAST 10 MONTHS

46. Date From1	<input type="text"/>	47. Date Upto1	<input type="text"/>	48. Pay in Pay Band	<input type="text"/>	49. Grade Pay	<input type="text"/>	50. M S Pay	<input type="text"/>	51. NPA	<input type="text"/>
52. Date From2	<input type="text"/>	53. Date Upto2	<input type="text"/>	54. Pay in Pay Band	<input type="text"/>	55. Grade Pay	<input type="text"/>	56. M S Pay	<input type="text"/>	57. NPA	<input type="text"/>
58. Date From3	<input type="text"/>	59. Date Upto3	<input type="text"/>	60. Pay In Pay Band	<input type="text"/>	61. Grade Pay	<input type="text"/>	62. M S Pay	<input type="text"/>	63. NPA	<input type="text"/>
64. Gal. Award 1	<input type="text"/>	65. Gal. Award 2	<input type="text"/>	66. Gal. Award 3	<input type="text"/>	67. RDR Demand	<input type="text"/>	68. Interest on RDR Demand	<input type="text"/>	69. Other than RDR Demand	<input type="text"/>
70. Date of Receipt of Comm. Appl.	<input type="text"/>	71. Medical Allowance (Y/N)	<input type="checkbox"/>	72. ECHS Recovery (Y/N)	<input type="checkbox"/>	73. Having Handicapped Child (Y/N)	<input type="checkbox"/>	74. Name of Handicapped Child	<input type="text"/>		
75. Relation with Officer (S/D)	<input type="checkbox"/>	76. In case of Maj. Gen whether Pay as Brigadier is more	<input type="checkbox"/>	77. Disability Pension Type	<input type="checkbox"/>	78. Date of Medical Board	<input type="text"/>	79. Composite % age of Pt Disability	<input type="text"/>	80. Composite % of Disability (including Pt & Temporary)	<input type="text"/>
81. Period of Assessment	<input type="text"/>	82. Whether CAA is payable (Y/N)	<input type="checkbox"/>								

PCDA (O)

Pr.CDA (P)

Pay Details for last 10 months where the number of spells exceed Three

---

Date From	Date Upto	Pay in Pay Band	Grade Pay	M S P	NPA

---

**Sl. No. 23 of Annexure-C  
GMF-38  
(Referred to in Para-35)**

**DATA SHEET(REV.) FOR CORRIGENDUM OF PENSIONARY AWARDS- COMMISSIONED OFFICERS**

G1M/DS-1B

LPC-CUM-Data Sheet for Corrigendum of Pensionary Awards-Commissioned Officers

(Retired on or after 1-1-2006) (Under PHP system)

A. Original PPO No.	<input type="text"/>		
B. Personal Number.	<input type="text"/>		
C. Latest Corr. PPO No.	<input type="text"/>	<input type="text"/>	D. Action Code <input type="text"/>
1. Rank last Held	<input type="text"/>	2. Rank Substantive <input type="text"/>	3. Personal Number <input type="text"/>
4. Corps/Deptt.	<input type="text"/>	5. Nationality <input type="text"/>	6. Name <input type="text"/>
7. Sex	<input type="text"/>	8. Category <input type="text"/>	9. Date of Birth <input type="text"/>
10. Date of Commission	<input type="text"/>	11. Date of Retirement	<input type="text"/>
12. Former Service	<input type="text"/>	13. Anti Date Period <input type="text"/>	15. Total Non-Qualifying Service <input type="text"/>
15. Net Qualifying Service	<input type="text"/>	16. whether Late Entrant <input type="text"/>	17. Whether Disciplinary/Judicial Case Pending <input type="text"/>
18. Forfeited Q.S.	<input type="text"/>	19. Nature of Retirement <input type="text"/>	20. Pension Recommended Code <input type="text"/>
21. DCRG Recommended Code	<input type="text"/>	22. Percentage Commuted <input type="text"/>	23. Loading in Age <input type="text"/>
24. Married Before Retirement	<input type="text"/>	26. Spouse's date of Birth <input type="text"/>	27. Nationality of Spouse <input type="text"/>
25. Name of Spouse	<input type="text"/>		

---

43. PDO Code	<input type="text"/>	30. DPDO Code	<input type="text"/>	45. PDO State Code	<input type="text"/>	46. Bank/Sub Treasury Code	<input type="text"/>
44.	<input type="text"/>	47. BSR Code Link Bank	<input type="text"/>	48. Link Bank	<input type="text"/>		
49. Bank Account No.	<input type="text"/>						
50. BSR Code Paying Br	<input type="text"/>	51. Bank Branch	<input type="text"/>				
52. PDO Station	<input type="text"/>						
53. Link Bank Pin Code	<input type="text"/>	54. CDA (O) A/c. No.	<input type="text"/>				

**LAST PAY DETAILS**

55. Pay in Pay Band	<input type="text"/>	56. Grade Pay	<input type="text"/>	43. M S Pay	<input type="text"/>	44. NPA	<input type="text"/>	45. Last Ten Month's Average Pay	<input type="text"/>
---------------------	----------------------	---------------	----------------------	-------------	----------------------	---------	----------------------	----------------------------------	----------------------

**PAY DRAWN DURING LAST 10 MONTHS**

46. Date From1	<input type="text"/>	50. Date Upto1	<input type="text"/>	51. Pay in Pay Band	<input type="text"/>	52. Grade Pay	<input type="text"/>	50. M S Pay	<input type="text"/>	51. NPA	<input type="text"/>
52. Date From2	<input type="text"/>	53. Date Upto2	<input type="text"/>	54. Pay in Pay Band	<input type="text"/>	55. Grade Pay	<input type="text"/>	56. M S Pay	<input type="text"/>	57. NPA	<input type="text"/>
58. Date From3	<input type="text"/>	59. Date Upto3	<input type="text"/>	60. Pay in Pay Band	<input type="text"/>	61. Grade Pay	<input type="text"/>	62. M S Pay	<input type="text"/>	65. NPA	<input type="text"/>



**Sl. No. 24 of Annexure-C****GMF-39****(Referred to in Para 97)****DATA SHEET DISABLITY ELEMENT AWARD-COMMISSIONED OFFICERS**

<b>CAGE-I BASIC PARTICULARS</b>	
<b>A. Original PPO No.</b>	<b>B. Personal No.</b>
<b>C. Name</b>	<b>D. Computerised or Manual</b>
E. Invalided out or released due to other reasons	
<b>CAGE-II DISABLITY PARTICULARS</b>	
1. Name of 1 <sup>st</sup> I.D	2. Attributable /Aggravated 1 <sup>st</sup> I.D
3. Assessed % of 1 <sup>st</sup> I.D	4. Name of 2 <sup>nd</sup> I.D
5. Attributable /Aggravated 2 <sup>nd</sup> I.D	6. Assessed % of 3 <sup>rd</sup> I.D.
7. Name of 3 <sup>rd</sup> I.D	8. Attributable /Aggravated 3 <sup>rd</sup> I.D
9. Assessed % of 3 <sup>rd</sup> I.D.	10. Name of 4 <sup>th</sup> I.D
11. Attributable/Aggravated 4 <sup>th</sup> I.D	12. Assessed % of 4 <sup>th</sup> I.D.
13. Name of 5 <sup>th</sup> I.D	14. Attributable/Aggravated 5 <sup>th</sup> I.D
15. Assessed % of 5 <sup>th</sup> I.D.	16. % of composite Assessment
17. Period of Acceptance	18. CAA
19. Date of MB Held	20. Date Receipt of Claim in PCDA(P)
<b>CAGE-III PDA AND OTHER PARTICULARS IN CASE OF MANUAL PPOs.</b>	

21. Rank	22. Corps
23. Nationality	24. PDO Code
25. DPDO Code	26. PDO Station
27. PDO State Code	28. Bank/Sub. Treasury Code
29. Link Bank	30. Bank A/C No.
31. Bank Branch	32. Bank Station
33. PDO Pin Code	34. <b>PCDA(O)</b> A/C No.
35. Date of receipt of commutation Application	36. Date of retirement
37. Date of Birth	38. Commutation Percentage
39. Loading in Age	40. Corrg. PPO 1
41. Corrg. PPO 2	

Pr. CDA (P) Auditor SO (A)/AAO SAO/AO



**Sl. No. 26 of Annexure-C  
GMF-41  
(Referred to in Para-35)  
PPO FORMAT FOR RETIRING PENSION (COMPUTERISED)**

**OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD**

**PENSION PAYMENT ORDER NO.**

DEBIT DEFENCE SERVICES(CIVIL) ESTIMATE(ARMY)

1. PERSONAL NUMBER		2. NAME		3. NATIONALITY	
4. RANK LAST HELD			5. CORPS		
6. DATE OF BIRTH	7. DATE OF COMMISSION		8.Q.S (Y/M/D)	9. NATURE OF PENSION	
10. LAST BASIC PAY DRAWN		10-A. STAG. INC.		11. RANK PAY	
12. NPA	13. AVERAGE EMOLUMENTS FOR LAST 10 MONTHS		14. DATE OF COMMENCEMENT OF PENSION		
15. PENSION SANCTIONED PER MONTH FOR LIFE		16. AMOUNT COMMUTED		17. RESIDUAL PENSION PER MONTH TO BE PAID	
18. GALLANTRY AWARDS PER MONTH TO BE PAID	18-A. MEDICAL ALLOWANCE PER MONTH TO BE PAID		19. RETIREMENT GRATUITY		
20. DEMANDS		21. CD		22. AMOUNT WITH HELD	
23. NET RETIREMENT GRATUITY TO BE PAID	24. ABSOLUTE DATE COMMUTATION		25. CAPITALISED VALUE OF PENSION		
<b>B. FAMILY PENSION</b>					
26. NAME		27. RELATIONSHIP		28. BIRTH YEAR	
29. NATIONALITY		30. ENHANCED RATE OF FAMILY PENSION			
The rate is payable for 7 years from the date following the date of death or up to ----- which ever is earlier.					
31. NORMAL RATE OF FAMILY PENSION					
<b>C. AGENCY AND PLACE OF PAYMENT</b>					
32. PENSION DISBURSEMENT OFFICE		33. STATION		34. BANK /SUB TREASURY	
35. BANK BRANCH		36. BANK A/C. NO.		37 BANK/SUB TREASURY STATION	
38. STATE			39. PIN CODE		

COPY To

- 1.
2. OFFICER-IN-CHARGE G1/MILY SECTION
3. OFFICER-IN-CHARGE AUDIT SECTION
4. **PCDA(O)** GOLIBAR MAIDAN PUNE 411001
- 5.
- 6.

FOR CDA(P)

**Sl. No. 27 of Annexure-C**

**GMF-42  
(Referred to in Para-35)**

**PPO FORMAT FOR RETIRING PENSION(CORRG.)(COMPUTERISED)**

**OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD**

CORRIGENDUM PPO. NO.
-------------------------

THIS OFFICE ORIGINAL PPO NO.  
BY LATEST CORRIGENDUM PPO. NO. AS AMENDED  
NOTIFYING PENSIONARY AWARDS IN RESPECT OF

NAME  
RANK  
PERSONAL NO. CORPS

IS FURTHER AMENDED AS UNDER  
OTHER ENTRIES AND INSTRUCTION ON ORIGINAL PPO REMAIN UNCHANGED.  
PLACE AND CHANNEL OF PAYMENT

FOR CDA (PENSION)

COPY TO

- 1.
2. OFFICER-IN CHARGE G-1/Mily SECTION(LOCAL)
3. OFFICER-IN CHARGE AUDIT-1 SECTION (LOCAL)
- 4.
- 5.

DATE OF DESPATCH

**Sl. No. 28 of Annexure-C**  
**GMF-43**  
**(Referred to in Para-97)**  
**PPO FORMAT FOR DISABILITY ELEMENT (COMPUTERISED under COBOL system)**  
**OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD**  
**PENSION PAYMENT ORDER NO.**

DEBIT DEFENCE SERVICES(CIVIL) ESTIMATE(ARMY)

<b>A. DISABILITY ELEMENT</b>		
1. PERSONAL NUMBER	2. NAME	3. NATIONALITY
4. RANK LAST HELD	5. CORPS	6. CDA(O) A/C. No.
7. DISABILITY ELEMENT SANCTIONED P.M. FROM		TO
8. AMOUNT COMMUTED	16. RESIDUAL DISABILITY ELEMENT	
10. COPITALISED VALUE OF DISABILITY ELEMENT TO BE PAID		
11. CAA SANCTIONED PM. FROM		TO
<b>B. AGENCY AND PLACE OF PAYMENT</b>		
12. PENSION DISBURSEMENT OFFICE	13. STATION	
14. BANK/SUB TREASURY	15. BANK BRANCH	16. BANK A/C NO.
17. BANK/SUB-TRESURY STATION	18. STATE	19. PIN CODE
THE AWARD OF DISABILITY ELEMNTN IS IN ADDITION TO SERVICE PENSION NOTIFIED IN PPO NO. S/ AS AMENDED VIDE CORR PPO NO. S/CORR/ AUTHORITY Disability element sanctioned vide Government of India Ministry of Defence letter no. 1(2)/97/D(PEN-C) 31.01.2001		

COPY To

- 1.
2. OFFICER-IN-CHARGE G1/MILY SECTION (LOCAL)
3. OFFICER-IN-CHARGE AUDIT CELL (LOCAL)
4. CDA(OFFICERS) GOLIBAR MAIDAN PUNE 411001
- 5.
- 6.

FOR CDA(P)

INVALIDING DISABILITY VIZ

- 1<sup>ST</sup>
- 2<sup>nd</sup>
- 3<sup>rd</sup>

DATE OF DESPATCH.

**Sl. No. 29. of Annexure-C****GMF-44**

(Referred to in Paras 35 and 97)

**PPO Format for Retiring/Invalid/War Injury Pension(Manual)****IAF- (CDA) 327 (MOD)**

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS) ALLAHABAD.

Pension Payment Order No. M/ /

Retiring/Invalid pension and Ordinary Family Pension as per details given below is sanctioned to the following individuals:

**1.1. Retiring/Invalid Pension/War Injury Pension.**

Rank,Name Personal Number and nationality	Corps/unit Date of Birth	(a) Qualifying service  (b) Average emoluments  (c) Last pay drawn.	Nature of pension & amount of Pension period of grant	Date of commence- ment and
1.	2.	3.	4.	5.

(a) Rs.

(Rupees ..... ) for life

(b) Rs.

(c) Rs.

1.2. Dearness Relief on pension is payable in addition at the rate of .....% per mensem from .....till further orders as sanctioned by the Government of India from time to time subject to the terms and conditions

Note:- The amount of Dearness Relief is to be worked out on the gross amount of Pension shown in column 4.

**Retirement Gratuity:-**

2.1. In addition, a Retirement Gratuity is Sanctioned as under:-

Retirement Gratuity-..... Rs. ....

Less (1) Amount withheld for adjustment towards un-assessed dues

(2) Other recoveries, if any Rs. ....

Net amount of retirement gratuity payable Rs. ....

(Rs. ....)

2.2. The withheld amount of Retirement Gratuity as mentioned in para 2(1) above shall be released the pensioner after six months from the date of retirement unless otherwise notified by this office.

2.3. If the officer dies before receiving payment of Retirement Gratuity sanctioned above, the same shall

not be payable to his/her heir and the matter reported to Grants (Commissioned Officers) Section, office of the PCDA (Pensions) Allahabad.

### COMMUTATION OF PENSION

3.1. The above named individual has commuted a sum of Rs..... only out of his pension of Rs. .... (Rs. ....) for a capitalized sum of Rs. .... (Rs. ....) The commutation of pension becomes absolute, on .....

The capitalized sum is to be paid to him/her provided he/she was alive on that date and his/her pension is reduced to Rs. ....(Rs.....only) per mensem. The date of reduction shall be as under: -

(a) Where Commutation becomes absolute after the date of commencement of pension reduction in pension shall be made: -

(i) By Treasury/DPDO/PAO etc. from the date of payment of capitalized sum or at the end of 3 months after the issue of this PPO (see the date of despatch) or (ii) By PSBs from the date the capitalized sum is credited to pensioners account, whichever is earlier.

(b) In case commutation becomes absolute on the date of commencement of pension, the reduction in the amount of pension on account of commutation shall be made from the date of commencement of pension. Where payment of commuted value of pension is made after the month of the commencement of pension, the reduction in pension shall be made from the date of payment of commuted value of pension but the date of reduction shall be notionally the date of commencement of pension for all other purposes.

3.2. The commuted portion of pension shall be restored on..... i.e. after expiry of fifteen years from the date pension was reduced on account of commutation.

### ORDINARY FAMILY PENSION

4.1. Ordinary family pension is also sanctioned to Smt. /Shri .....  
Nationality Wife/Husband of the above

Commissioned officer as under:

- (i) Ordinary Family Pension Rs. pm. wef. the date following the death  
(Enhanced rate) Rs. of the pensioner at Para 1 for 7 yrs. or  
up to the date of attaining the age of  
65/67 years whichever is earlier.
- (ii) Ordinary Family Pension Rs. pm from onward till death  
(Normal Rate) Rs. or remarriage whichever is earlier.

Note:- Ordinary family pension shall be payable only on receipt of death certificate and after proper identification of the claimant with reference to descriptive particulars and photograph on record.

4.2. Dearness Relief on ordinary family pension sanctioned above is also payable as sanctioned by the Govt. of India from time to time.

- Notes: -1. Amount payable are chargeable to Def. Services, Civil Est. (Army)  
2. In-come tax shall be recovered if assessable.

3. Photograph of officer/joint photograph of officer and his wife is enclosed as additional means of

identification.

4. dearness relief is not payable during re-employment/employment with govt. Deptt./autonomus bodies/public undertakings etc.

5. Address of Officer:-

6. Place and Channel of payment:-

(In case payment is desired from PSB,

Full address of paying Br. with saving/Current account no.)

Accounts Officer (Pensions)  
For Controller of Defence Accounts (P)

No. G1/M

Copy to: -

1. The (PDA)

(In case of PSBs, full address of link Branch)

2. The Officer-In-Charge G1/Mily Section (Local)

3. Officer in-charge Audit-I Section (Local)

4. **PCDA(O)**, Golibar Maidan, Pune - 411001

5. Army Hqrs. AG's Branch (MP-5) West Block-3, R.K.Puram, New Delhi-110066

(In case of all arms/services excepting AMC, MNS&ADC)

Army Hqrs. MPRS(O) 'L' Block DHQ PO New Delhi-110011.

(In case of AMC MNS & ADC Officer).

6. Pensioners Address –

ACCOUNTS OFFICER (P)

**Sl. No. 30 of Annexure-C**  
**G.M.F.45.**  
 (Referred to in Para 97)  
**PPO FORMAT FOR DISABILIT ELEMENT (MANUAL)**

OFFICE OF THE PRINCIPAL CDA(P), ALLAHABAD  
 Corr. P.P.O. No. M/ Dis/

This office PPO No. M/

In respect of .....

The Competent Authority has been pleased to decide that the Disability viz.

- (i)
- (ii)
- (iii)

From which the above named officer was found suffering at the time of release from service should be regarded as attributable to or aggravated by his military service and degree of disablement assessed at .....% for the period from (the date of release from service) to.

(Viz..... years from the date on which the release Medical Board was held.)

Accordingly

Is sanctioned subject to usual condition the disability element of pension @ Rs. .... (Rupees. .... only) PM for % disablement w.e.f. .... to .....

Note: (i) The above award is in addition to retiring pension already notified vide PPO NO. M/ (ii) Relief are also payable in addition at applicable rate on total of retiring pension plus disability pension.

(iii) The disability element of pension is debitable to Defence Services Estimates.

Place and Channel of Payment.

Authority: Government of India, Ministry of Defence letter No. 1(2)/97/D(Pen-C) dated 31.1.2001/ 16(1)/2008(2)-D(pen/Pol) dated 05.05.2009  
 other entries remain unchanged.

For C.D.A.(P)

No. GI/M/

Copy to

1. The Manager

Please acknowledge receipt.

2. The O.I/C GI/Mily. Section, Local

3. The O.I/C Audit Section, Local

4. **PCDA(O)**, Golibar Maidan, Pune - 411001

5. Army PP & R/Naval/Air HQrs. DHQ, PO New Delhi.

6. Pensioners Name

Address:- .....

Sr. A.O.(P)

**Sl. No. 31 of Annexure-C**  
**GMF-46**  
( Referred to in Para-150)

**PPO FORMAT FOR FAMILY/ PENSION/ DEPENDENT PENSION (COMPUTERISED)**

**OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD**  
**PENSION PAYMENT ORDER NO.**

PAY SCALE

NAME

RANK

PERSONAL NO.

OTHER ENTRIES AND INSTRUCTION ON ORIGINAL PPO REMAIN UNCHANGED.  
PLACE AND CHANNEL OF PAYMENT

FOR CDA (PENSIONS)

COPY TO

- 1.
2. OFFICER-IN CHARGE G-1/Mily SECTION(LOCAL)
3. OFFICER-IN CHARGE AUDIT SECTION (LOCAL)
- 4.
- 5.
- 6.

DATE OF DESPATCH

**Sl. No. 32. of Annexure-C****GMF-47**

{ Referred to in Para 150 }

**PPO format for Family Pension (Manual)**

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS) ALLAHABAD.

PENSION PAYMENT ORDER NO.M/F

CLASS-II

The family pension is granted to the widow as under:

Name, Nationality & date of birth of widow.	Rank, Number, Name and Corps of the deceased officer, date of his retirement and death.	Total Qualifying Service & Total reckonable emoluments	Amount description of pension (whether Ordinary Or Special or Liberalised)	Date of Commencement and period of Grant.	Place & Channel of payment.
1	2	3	4	5	6

## REMARKS

- (a) The charge is debit to Def. Services Civil Estimates.  
 (b) Retiring pension notified vide PPO No.M/

## NOTES:

(i) Relief is payable w.e.f.

at @ rate of family pension drawn from time to time rounded off to the higher rupee.

(ii) No further consolidation at the rates admissible under Govt. of India, Ministry of Defence letter No.4/87/D(Pen/Sers) dated 12.5.87. 1(2)/97/D(Pen/Sers) dt. 24.11.97 and 1(1)99/D/(Pen/Sers) dt. 7.6.99 and 17(4)/2008(1)/ D(pension/ Policy) dated 11/11/2008.

(iii) The award of family pension is payable during widowhood. The payment of pension shall cease from the date following date of her re-marriage or death.

(iv) In addition the above named widow has also been sanctioned DCRG of Rs. (Rs.

). The payment thereof should be made after adjustment as indicated below:

- (a) withheld DCRG Rs.  
 (b) Demand on a/c of Rs.  
 Total Recovery Rs.  
 Balance Rs.

Net amount payable is Rs.

(Rs.

This amount may be paid to the widow in lump sum FORTHWITH.

## INSTRUCTION:

If the widow is died before the amount DGRG is paid to her, no payment on this account should be made to her heir (s) without prior instruction from, this office.

(v) In addition, the widow is entitled to the payment of Rs.

(Rs.

On account of **Ex-gratia** sanctioned under Govt. of India, Min. of Def. Letter No. dt.

Out of the above amount a sum of Rs. (Rs.

) on account of family Gty. over paid to her may be recovered and balance of

Rs. (Rs. ) may be paid in lump sum.

(vi) In addition monetary allowance Rs. (Rs. ) as a 2<sup>nd</sup> life award to the above named widow wef till the date of her death or re-marriage whichever is earlier. The payment of the allowance shall cease from the date following the date of her death or re-marriage and the fact reported to this office immediately on receipt of necessary information in this respect.

(vii) DCRG Amount withheld Rs. 1000/- (Rs. One thousand only) is payable after 3 months from the date of death of the officer.

NO.G-1/M/F-

FOR P.C.D.A.(P)

Copy forwarded for  
Information to.....

1. The

Please enter in the respective column of your payment Register Class -I, the following particulars also regarding the above named pensioner with a view of the necessary arrangement being made for the payment of the award sanctioned at

- (i) Pension Bill Forms IAFA-818 to be used
- (ii) I.T. shall be recovered, if payable
- (iii) Family pension is payable monthly in arrears.
- (iv) In the event of cessation of family pension or death or re-marriage of the pensioner the fact may please be intimated to this office.
- (v) The date on which the first payment of award is made may please be intimated to this office. Pl. ack. receipt.

2. The O.I/C G-1/Mily. Section (Local)

3. The O.I/C Audit Section (Local).

4. **PCDA(O)**, Golibar Maidan, Pune - 411001

5. Army HQrs., AG's Branch, W.B-III, RK Puram, New Delhi-66.

Air /Naval HQrs, DGQ, PO, New Delhi.

6. Pensioners Address:-

Sr.A.O. (P)

**Sl. No. 33 of Annexure-C**

**GMF-48  
(Referred to in Para 70)  
FORM OF LOSS CERTIFICATE**

Certified that Pension Payment Order No.

Date:

Rank

Unit

In respect

Name:

Saving Bank A/C No.

Has been lost/is not available and to avoid double payment a note has been kept in the Check/Descriptive/Payment/Index Register on record in my office. The same PPO if found out at a later stage will not be acted upon but will be returned to the Pr.CDA(P) Allahabad for cancellation.

Place:

Dated:

Signature(Full)

Name:

Designation :

Seal of Treasury/Bank /DPDO

**Sl. No. 34 of Annexure-C**  
**GMF-49**  
 Referred to in Note 1 to Para 136)  
**INDEMNITY BOND**  
**[In the case of missing Personnel]**

KNOW ALL MEN by these presents that we(a).....(b)..... the Wife/son/brother/nominee, etc., of (c )..... who was holding the rank of .....in the Unit/Corps of ..... is reported to have been missing since ..... (hereinafter referred to as “missing service personnel) resident of .....(hereinafter called “the Obligor”) and (d) ..... son/wife/daughter of Shri ..... resident of ..... and ..... son/ wife/ daughter of Shri ..... resident of ..... the sureties for and on behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India (hereinafter called “the Govt.”) in the sum of Rs. .... (in words) equivalent of the amount on account of payment of salary, leave encashment, Retirement/Death Gratuity and each and every sum being the monthly family pension well and truly to be paid to the Government, on demand and without a demur together with simple interest @ ..... % p.a. from the date of payment thereof until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this ..... day of ..... two thousand and .....  
 WHEREAS(C ) ..... was at the time of his disappearance in the employment of the Govt. receiving a pay at the rate of Rs. .... (in words) only per month from the Govt.

AND WHEREAS the said (c ) ..... disappeared on the ..... day of ..... 20 ..... and there was due to him at the time of his disappearance the sum equivalent of (i) salary due/(ii) leave encashment, (iii) AFPF Fund and (iv) Retirement/ Death Gratuity.

AND WHEREAS the obligor is entitled to family pension at Rs. .... (Rupees..... only) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Govt. for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Govt. has agreed to make payment of the said sum of Rs. ....(in words) and monthly family pension @ Rs. ....(in words) only and relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Govt. against all claims to the amount so due to the aforesaid missing Govt. servant.

AND WHEREAS the obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing employee on appearance, against the Govt. with respect to the aforesaid sum of Rs. ....(in words)and the sums paid by the Govt. as monthly pension and relief as aforesaid then refund to the Govt. The said sum of Rupees ..... (in words) and each and every sum paid by Govt. as monthly pension and relief together with simple interest @ ..... % per annum and shall, otherwise, indemnify and keep the Govt. harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act of omission of the Govt. whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Govt. to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Govt. agrees to bear

the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

- 1. ....
- 2. ....

Signed by the above named 'Surety' / 'Sureties'

- 1. ....
- 2. ....

Accepted for and on behalf of the President of India by .....  
 .....[ Name and designation of the Officer directed or authorized , in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the President] in the presence of .....

(Name and designation of witness)

- Note 1.(a) Full name of the claimant referred to as the 'Obligor'  
 (b) State relationship of the 'Obligor' to the 'missing Govt. servant'.  
 (c) Name of the 'missing service personnel.'  
 (d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

Note 2 The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

Note 3 The rate of simple interest will be as prescribed by the Govt. from time to time. It is 6% p.a. on the date of issue of the OM.

(Authority: Government of India Ministry of Defence No. 12(16)/86/D(Pen/Sers) dated 23.03.92 )

**Sl. No. 35 of Annexure-C**  
**GMF-50**  
 (Referred to in Note 1 to Para 136)

**INDEMNITY BOND**  
**[In the case of missing pensioner]**

KNOW ALL MEN by these presents that we(a).....(b)..... the  
 Wife/son/brother/nominee, etc., of (c )..... who had retired was discharged in the rank of  
 .....from /Department/ Unit / Corps.....and who was in receipt of pension from PCDA (P) is  
 reported to have been missing since ..... (hereinafter referred to as “missing pensioner”) resident of  
 .....(hereinafter called “the Obligor”) and (d) ..... son/wife/daughter of Shri ..... resident of  
 ..... and ..... son/ wife/ daughter of Shri..... resident of ..... the sureties for and on  
 behalf of the Obligor (hereinafter called “the Sureties”) are held firmly bound to the President of India  
 (hereinafter called “the Govt.”) in each and every sum being the arrears of pension and monthly family  
 pension and relief thereon well and truly to be paid to the Government, on demand and without a demur  
 together with simple interest @ ..... % p.a. from the date of payment until repayment for which  
 payment we bind ourselves and our respective heirs, executors, administrators, legal representatives,  
 successors and assigns by these presents.

Signed this ..... day of ..... two thousand and .....  
 WHEREAS(C ) ..... was at the time of his disappearance a Central Govt. pensioner receiving a  
 pension at the rate of Rs. .... (in words) only per month and relief thereon from the Govt.

AND WHEREAS the said (c ) ..... disappeared on the ..... day of .....  
 20..... and there was due to him at the time of his disappearance the sum equivalent of arrears of pension  
 due.

AND WHEREAS the obligor is entitled to family pension at Rs. .... (Rupees.....  
 only) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and  
 approached the Govt. for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Govt. has agreed to make payment of the said sum of Rs. ....(in words)  
 and monthly family pension @ Rs. ....(in words) plus relief thereon to the Obligor upon the Obligor and  
 the Sureties entering into a Bond in the above-mentioned sum to indemnify the Govt. against all claims to the  
 amount so due to the aforesaid missing Govt. pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the  
 Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the  
 Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person  
 or the missing pensioner on appearance, against the Govt. with respect to the aforesaid sum of Rs. ....(in  
 words)and the sums paid by the Govt. as monthly family pension and relief as aforesaid then refund to the  
 Govt. the said sum of Rupees..... (in words) and each and every sum paid by Govt. as monthly  
 family pension and relief together with simple interest @ ..... % per annum and shall, otherwise,  
 indemnify and keep the Govt. harmless and indemnified against and from all liabilities in respect of the  
 aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or

obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act of omission of the Govt. whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Govt. to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Govt. agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.....

2.....

Signed by the above named 'Surety'/'Sureties'

1.....

2.....

Accepted for and on behalf of the President of India by .....

.....[ Name and designation of the Officer directed or authorized , in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the President] in the presence of .....

.....

(Name and designation of witness)

- Note 1 (a) Full name of the claimant referred to as the 'Obligor'
- (b) State relationship of the 'Obligor' to the 'missing pensioner'.
- (c) Name of the 'missing pensioner'.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

Note 2 The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

Note 3 The rate of simple interest will be as prescribed by the Govt. from time to time. It is 6% p.a. on the date of issue of the OM.

(Authority: Government of India Ministry of Defence No. 12(16)/86/D(Pen/Sers) dated 23.03.92 )

**GMF-50A**

(Referred to in Note 1 to Para 136)

**INDEMNITY BOND****[In the case of missing family pensioner]**

KNOW ALL MEN by these presents that we(a).....resident of .....and the son/daughter/ mother / father/ disabled sibling etc. (hereinafter called "the Obligor") of (b) ..... who was in receipt of / eligible for family pension before reported to have been missing since ..... On account of being the widow/ widower/son/daughter/ disabled sibling etc. ((hereinafter referred to as "missing family pensioner") of (c) .....who was holding/ had retired from the post of ..... in the ministry/ Dept./ office of .....and who died on ..... And (d) .....) ..... son/wife/daughter of Shri ..... resident of ..... and ..... son/ wife/ daughter of Shri..... resident of ..... the sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the President of India (hereinafter called "the Govt.") in each and every sum being the arrears of pension and monthly family pension and relief thereon well and truly to be paid to the Government, on demand and without a demur together with simple interest @ ..... % p.a. from the date of payment until repayment for which payment we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this ..... day of ..... two thousand and .....

WHEREAS(b ) ..... was at the time of his disappearance a Central Govt. family pensioner receiving/ eligible for receiving a pension at the rate of Rs. .... (Rs.....) only per month and relief thereon from the Govt.

AND WHEREAS the said (b ) ..... disappeared on the ..... day of ..... 20..... and there was due to him/ her at the time of his/ her disappearance the sum equivalent of arrears of family pension due.

AND WHEREAS the obligor is entitled to family pension at Rs. .... (Rupees..... only) plus admissible dearness relief thereon.

AND WHEREAS the obligor has represented that he/she is entitled to the aforesaid sum and approached the Govt. for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Govt. has agreed to make payment of the said sum of Rs. ....(Rs.....) and monthly family pension @ Rs. ....(Rs.....) plus relief thereon to the Obligor upon the Obligor and the Sureties entering into a Bond in the above-mentioned sum to indemnify the Govt. against all claims to the amount so due to the aforesaid missing Govt. family pensioner.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/Sureties shall in the event of a claim being made, by any other person or the missing family pensioner on appearance, against the Govt. with respect to the aforesaid sum of Rs. ....(Rs. ....) and the sums paid by the Govt. as monthly family pension and relief as

aforesaid then refund to the Govt. the said sum of Rupees..... (Rs. ....) and each and every sum paid by Govt. as monthly family pension and relief together with simple interest @ ..... % per annum and shall, otherwise, indemnify and keep the Govt. harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties hereunder shall not be impaired or discharged by reason of time being granted by or any forbearance act of omission of the Govt. whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Govt. to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder, and the Govt. agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named 'Obligor' in the presence of

1.....

2.....

Signed by the above named 'Surety'/ 'Sureties'

1.....

2.....

Accepted for and on behalf of the President of India by .....

.....[ Name and designation of the Officer directed or authorized , in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the President] in the presence of

.....

.....

.....

(Name and designation of witness)

Note 1<sub>2</sub>(a) Full name of the claimant referred to as the 'Obligor'

(b) State relationship of the 'Obligor' to the 'missing family pensioner'.

(c) Name of the 'deceased employee/ pensioner'.

(d) Full name or names of the Sureties with name or names of the father(s)/husband(s) and place of residence.

Note 2 The Obligor as well as the sureties should have attained majority so that the bond may have legal effect or force.

Note 3 The rate of simple interest will be as prescribed by the Govt. from time to time. It is 6% p.a. on the date of issue of the OM.

(Authority: GOI, MOD letter No. 1(1)/2012/ D(Pen/ Policy) dated 05.06.2013

**Sl. No. 36 of Annexure-C**  
**GMF-51**  
 (Referred to in Note 2 of Para 136)  
**Office Note for submission of Indemnity Bond for acceptance.**  
**( In respect of minor child/children)**

**Ex** ..... Who was employed in unit ..... and died on ..... has left behind ..... Minor children who are eligible for pensionary benefits in respect of the deceased as under: -

(a) Family pension to minor son/daughter ----- @ Rs. .... p.m. from ..... to .....

(a) Dearness Relief on pension where admissible @ Rs. .... p.m. from..... to .....

(b) Death Gratuity to minor son/daughter ..... Shri/Smt./Kum. .... Rs. .... Total Rs. ....

2. Indemnity Bond had been submitted for Rs. .... only completed by Shri/Smt ..... of the deceased and in whose custody the minors are. An affidavit has also been received in support from the obligor.

3. The indemnity bond has been gone through carefully and found to be in order. It has been furnished on plain paper and is in the proforma prescribed in Govt. of India, Ministry of Defence letter No. 12(16)/86/D(Pen/Sers) dated 23.03.92 )

4. The indemnity bond is submitted for acceptance by the CDA(P)/PCDA(P).

**Sl. No. 37. of Annexure-C  
GMF-52**

(Referred to in Para 267)

**Report From Civil Authority In Regard To The Verification Of Civil  
Service Of ICO's Pension.**

1. Name, Grade and IC No.
2. period of Former Civil Services  
indicating Ty/Pt/Gazetted/  
Non-Gazetted.
  - (a) The Name of Post held
  - (b) The name of Office /Deptt to which attached.
  - (c) Scales of pay attached to the civil post.
3.
  - (a) whether the civil service rendered by the officer was pensionable under the civil rules.
  - (b) whether any period of temporary or officiating service in non-pension able establishment/period of casual/daily rates service or period of service in post paid from contingencies are included in the above period of services.
  - (c) whether the officer was paid any pension or gratuity in respect of his above period .....civil service(In case of any payment the amount may please be shown.
  - (d) whether any leave other than CL/EL/PL was availed of by him during the above period of civil service
  - (e) whether the officer was holding any lien on his civil post. If so, the date of termination may please be shown.
  - (f) whether any leave salary or pension contribution was paid by the defence deptt. to the civil deptt. for the officer's service for the period upto .....i.e. prior to the grant of permanent commission. If so, full particulars thereof may please be shown.
  - (g) whether the service verification certificate Have been endorsed in Gazetted service.
  - (h) whether the officer has resigned his civil post before joining the Army. If so, whether the case falls under the scope of Art. 418(b)CSR. A suitable note to this effect may please be incorporated in service Book.
  - (i) whether the officer was paid any pay and allowances beyond the date of relief for joining time etc.
  - (j) whether the service Book/History sheet of Gazetted service duly completed upto the date (regulated to be submitted, alongwith the report) is enclosed.

The above facts have been carefully verified.

Signature of the competent Civil authority bearing name, designation and seal of the officer.

Case file No.      Dated      Office of the

**Sl. No. 38. of Annexure-C**  
**GMF-53**  
**(Referred to in Para 281)**  
**Office Note**

No. GI/M/238697/II

O/o the PCDA (P)  
 Allahabad

Dated:-

**SUB: - Counting of other rank's service towards permanent commissioned officer's service.**

The Re-assessment is based on the following documents:-

1. Enrolment Form and Sheet Roll
2. Field in conduct sheet(AFB-122-M)or Certificate in lieu.
3. Certificate regarding Non Payment of Service  
 Gratuity by the PAO/CDA(O) (Where applicable)
4. Special documents if any.

-----  
 Further particulars of the Officer.

1. Name, Grade & Personnel No.
2. Date of Birth
3. Date of Enrolment
4. Date of Grant of Commission
5. (As Recorded in AAL/ Gazette Notification)
6. Date of Grant of EC/TC/SSC
7. Date of Promotion as JC
8. Period of reserve service if any (not to be counted)
9. whether the officer was in service on 1.1.86
10. Whether any service gratuity paid
11. Whether there is any forfeited service or non qualifying service.
12. CDA A/C No.
13. Non Qualifying service
14. PAO letter No. and date

-----  
 Period of service with calculation      years      extent to which counted.

AS OR

AS JCO

AS CADET

Submitted for orders.

Auditor

A.A.O./S.O. (A)

AO/Sr. A.O. (P)

**Sl. No. 39. of Annexure-C  
GMF-54**

(Referred to in Para-282)Registered/Insured For Rs. 200/-

No. GI/M/  
Office of the PCDA (P),  
Allahabad  
Dated

TO,

The Officer-In-charge  
Records.

Sub: Assessment of Pre Commissioned Military/Civil Service towards ICO's Pension in respect of.....

Ref: Your Letter No.

Pre-Commissioned Military/Civil Service rendered by above named officer has been assessed for ICO's pension given below. The assessment will appear in due course in the Army List.

Nature of Service	Service		Years	Days	Extended to be counted.
	From	To			
As ORs					Full counted
As CADET					Full counted
As JCO					
As Assts./Pt. Civilian					

NOTE:-

- The above named officer was granted PRC vide Gazette Notification NO. \_\_\_\_\_ dated \_\_\_\_\_

Sheet Roll and Enrolment Form is returned herewith.  
Please acknowledge receipt.

For PCDA (P)

Copy to:  
Regd:

1. Ministry of Defence Army list Section,  
WestBlock VIII, R K Puram,  
Wing 5, New Delhi-66.

The name of the officer  
appears on page no.--- of the  
annual Army list. The above assessment of service

may please be shown against the name of the officer in the next issue

2. The PCDA (O) : For info. With reference to PCDA A/C no.  
Golibar Maidan  
Pune-411001.

3. Army Hqrs AG'S Br. MP-5  
WestBlock-III, RK Puram,  
New Delhi-110066.

4. The OI/C  
Pay Accounts Office (Ors)

.....  
.....

AO/Sr. Account officer (Pensions)

# **ANNEXURE-D**

**INDEX OF ANNEXURE-D  
ILLUSTRATIONS**

Illustration No.	Subject	Para	Page
1	Retiring pension, gratuity, CVP and Joint notification of ordinary Family Pension	54	243
2	Disability pension on invalidment	100	245
3	War injury pension on invalidment	120	246
4	Re-assessment award of Disability Element	127	247
5	Ex-gratia award to Cadet	126	247
6	Ordinary Family Pension (Enhanced and normal rates)	154	248
7	Ordinary Family Pension (Normal Rate)	154	249
8	Ordinary Family Pension in case of (Parents)	135	250
9	Ordinary Family Pension in case of children	135	251
10	Special Family Pension	172	252
11	Liberalized Family Pension	194	253
12	Dependant Pension (Special)	184	254
13	Dependant Pension (Liberalised)	200	255
14	Commutation of Pension	239	256
15	Restoration of commuted portion of pension in respect of officers absorbed in central Public enterprise	247	256

**ILLUSTRATION NO. 1**  
**(See Para-54)**  
**RETIRING PENSION, GRATUITY, CVP AND JOINT NOTIFICATION OF ORDINARY FAMILY PENSION**  
**I. DATA**

1	Name	“X”
2.	I.C. No.	40609A
3.	Rank	Col (TS)
4.	Date of Birth	15.09.1960
5.	Date of Commission	12.06.1982
6.	Date of retirement	30.09.2014
7.	Pre-Commissioned Service	Nil
8.	Non Qualifying Service	Nil
9.	Pay Band	Rs. 37400- 67000
10.	Last Pay Drawn (i) Pay drawn during last 10 months (ii) Grade Pay (iii) Military service pay	Rs. 59540 (BP) + 8700 (GP) +6000(MSP) Total emoluments Rs. 74240/-
11.	Relevant Authority for calculation of pension	Government of India ,Ministry of Defence, letter No.17(4)/2008(2)/D(en/policy) dt. 12/11/2008
<b>II. CALCULATIONS</b>		
12.	Retiring Pension Formula 50% of last pay drawn or 50% of average of last ten months whichever is beneficial	50% of last pay drawn $\frac{74,240}{2} = 37120$
13.	Retiring Pension admissible	Rs. 37120/-pm
14	Retirement Gratuity Formula	$\frac{1}{4}$ th of reckonable emoluments for each completed six monthly period of qualifying service provided that the amount of retirement gratuity payable shall in no case exceed Rs. 10 lakhs
	Total qualifying service	32 years 03 month 19 days
	Total Service	32 years 03 month 19 days
	Basic Pay, Grade Pay, MSP and D.A.	Rs. 59540 +Rs. 8700+ Rs. 6000= Rs.74240 DA as on 01.06.14 (100%) = 74240
15	Retirement Gratuity admissible	Rs. (74240+74240)*65/4 = Rs. 2412800/- Restricted to Rs. 10,00000/-
16.	Commutation 50% of Retiring pension	$37120 \times 50/100 =$ Rs. 18560/-
17.	Age next birth day	55 Years
18.	Purchase value	Rs. 8.627
19.	Amount of commuted value of pension	$18560 \times 12 \times 8.627 =$ Rs. 1921406/-

20.	Entitlement of Family Pension	-
21.	Enhanced rate formula	50% of the reckonable emoluments for a period of 7 years from the date following the date of death or upto the date on which the officer would have attained the age of 67 whichever earlier or amount of retiring pension whichever is less.
22.	Amount of Family Pension at enhanced rate admissible	Rs. 37120/- for a period of 7 years from the date following the date of death or up to 14/09/2027 which ever is earlier.
23.	Normal rate formula	30% of reckonable emoluments
24.	Amount of Family Pension at normal rate admissible	Rs. 22272/-

**ILLUSTRATION NO.2**  
**(See Para-100)**

**Disability Pension on Invalidment (SE+ DE)**

1	Name	SATYAKAM DAS
2.	I.C. No.	MR-07424Y
3.	Rank	CAPT
4.	Date of Birth	20.09.1977
5.	Date of Commission	11.03.2000
6.	Date of Invalidment	15.05.2006
7.	Percentage and period of disability accepted	100% for life.
8.	Total Qualifying Service	06 Years, 02 MONTHS, 05 DAYS
9.	Revised pay band introduced wef 01.01.06	15600-39100
10.	Pay last drawn	BP-Rs.20750/-, GP-Rs.6100/-, MSP-Rs.6000/-, NPA- Rs.6713/-
11.	Average Pay drawn during last 10 months	Rs.39563/-
<b>II. CALCULATION.</b>		
12.	Service Element Formula	$(BP+GP+MSP+NPA) \times 50\%$
13.	Amount of service Element	Rs.19782/- p.m.
14.	Disability Element Formula	$(BP+GP+MSP+NPA) \times 30\%$ for 100% disability
15.	Amount of disability element	Rs.11869/- p.m.

Authority : GoI, MoD letter No. 16(6)/2008(2)/2008/D(Pen/Policy) dated 05.05.2009

**ILLUSTRATION NO.3**  
**(See Para-120)**  
**War Injury Pension on Invalidment**

1	Name	RAJESH KUMAR SAHU
2.	I.C. No.	IC-50903
3.	Rank	LT COL
4.	Date of Birth	12.06.1970
5.	Date of Commission	14.12.1991
6.	Date of Invalidment	06.05.2011
7.	Qualifying Service	19 Years,2 Months,24 Days
8.	Revised pay Scale introduced wef 01.01.06	37400-67000
9.	Percentage of disability	100%
10.	Pay last drawn including Grade Pay and MSP	BP-Rs.45970/-, GP-RS.8000 MSP-Rs.6000
<b>II. CALCULATION.</b>		
	Formula	WIP= 100% of Last emoluments drawn
11.	Amount of Service element	Rs..29985/-
12.	War Injury Element	100% of Last emoluments drawn= Rs.59970/-

Authority : GoI, MoD letter No. 16(6)/2008(2)/2008/D(Pen/Policy) dated 05.05.2009

**ILLUSTRATION NO.4**  
(See Para-127)

**Re-assessment Award of Disability Element**  
**I - DATA**

1	Name	BIRENDRA SINGH TOMAR
2.	I.C. No.	RC-01008Y
3.	Rank	MAJOR
4.	Nature of disability	Pivd L4-L5
5.	Degree of disablement and the period of previous award	20% wef 01.01.2009 to 15.06.2013.
6.	Interim period, if any	Nil.
7.	Date of RSMB	16.04.2014
9.	Formula for calculation of Rate of disability element for 100% disability	30% of reckonable emoluments (BP+GP+MSP)
<b>II. CALCULATION.</b>		
10.	reckonable emoluments (BP+GP+MSP)	$27960+6600+6000= 40560$
10.	Amount of disability element admissible	$40560*30/100*20/100 =Rs.2434/-pm$
11.	Period of grant	w.e.f.16.06.2013 to for life.

Note- The award is in addition to retiring pension already notified.  
(Authority : GOI ,MOD No. 1(2)/97/D(Pen-C) dated 31.01.2001.)

**ILLUSTRATION NO.5**  
**(See Para-126)**  
**Ex-gratia Award to Cadet**

Ex. GC 'Atul Singh' (No.D/41775) was withdrawn from IMA Dehradun w.e.f. 25.01.2012 on account of disability "SNAPPING ELBOW SYNDROME (ULNAR NERVE SNAPPING) B/L (OPTD)". The DISABILITY has been accepted by the competent authority as attributable to military service training with degree of disablement at 30% for life. Therefore, the sanction of the President has been conveyed for grant of disability award @ 30% for life in addition to monthly ex-gratia award.

Amount of Ex-gratia award- Rs. 3500/-- w.e.f. 25.01.2012 for life  
Amount of disability element for 30% disability= 30% of Rs.6300/- from  
25.01.2012 for life  
= Rs.1890/-

Authority : GOI,MOD letter No. 6/(1)/2009-D/(Pen/Pol) dated 1.6.2010

**ILLUSTRATION NO.6**  
**(See Para-154)**  
**Ordinary Family Pension**  
**(Where enhanced and normal rate admissible)**

**I - DATA**

1	Name	“A”
2.	I.C. No.	34991 L
3.	Rank	Lt. Col.
4.	Date of Birth	20.07.1968
5.	Date of Commission	14.12.1991
6.	Date of Death ( in service )	20.01.2014
7.	Whether cause of death accepted as attributable to or aggravated by military service	No.
8.	Revised Pay Scale introduced w.e.f 01.01.2006	Rs. 37400-67000 Grade Pay : 8000
9.	Pay Details : Basic Pay, Grade Pay, M S Pay, D.A, Total	Rs. 50980/-, Rs.8000/- , Rs.6000/- ,Rs.64980/- 129960/-
10.	Details of Family	Wife
11.	Name of Widow	‘B’
12.	Date of Birth	13.03.1971
13.	Date of marriage	001.06.1995
14.	Children -Son- Date of Birth Daughter Date of birth	16.011.1996, 10.06.1998
<b>II. CALCULATION.</b>		
15	Enhanced rate of ordinary Family Pension Formula	50% of the reckonable emoluments for a period of 10 years from the date following the date of death Rs. 64980 X 50/100= Rs. 32490/-pm
16.	Period of grant at enhanced rate	From 21.01.2014 to 20.01.2024 or remarriage or death whichever is earlier.
17.	Normal rate ordinary Family Pension	30% of reckonable emoluments Rs. 64980 X 30/100 = Rs. 19494/-pm
18.	Period of grant at normal rate	From 21.01.2024 till widowhood or death whichever is earlier
19.	Death gratuity Formula	- For service exceeding 20 years or more Half of amount for every completed six monthly period of qualifying service subject to a minimum of 12 times and maximum of 33 times of emoluments or Rs. 10 lakh whichever is less.
20	Total qualifying service from 14.12.1991 to 20.01.2014 Total Service	22years 01 months 06 days say 22 years
21.	Amount of death gratuity admissible = (Pay + Grade Pay + M S Pay + DA)*QS*2/2	(Rs.50980+Rs.8000+Rs 6000- + Rs. 64980) x22x2/2= 28,59,120/- Restricted to Rs.10,00,000/-

Authority : Regn. 86, PRA Part-I(1961) and GOI ,MOD No. 17(4)/2008(2)/D(Pen/Policy) dated 12/11/2008

**ILLUSTRATION NO.7**  
**(See Para-154)**  
**Ordinary family Pension**  
**(Where normal rate alone admissible)**

**I - DATA**

1	Name	“B”
2.	I.C. No.	6709
3.	Rank	LT COL (TS)
4.	Date of Birth	01.04.1940
5.	Date of Commission	02.02.1964
6.	Date of Retirement	31.05.1989
7.	Date Date of death ( After Retirement )	08.03.2013
8.	Date of attaining the age of 65 years	31.03.2005
9.	Revised pay scale of Major introduced w.e.f. 01.01.2006	Rs. 15600-39100
10.	Pay details -Minimum Pay in Pay Band corresponding to minimum of VCPC scale+Grade Pay +M S Pay= Total	Rs. 23810/-+ Rs. 6600/- Rs.6000=36410/-
11.	Whether Nomination executed ? If So, in whose favour	Not applicable
12.	Details of family, Name of widow , Date of birth ,Date of marriage	Wife, ‘M’ . 29.05.1939 ,19.08.1960
<b>II. CALCULATION.</b>		
13	Entitlement of ordinary family pension Formula	30% of amount shown in column $10=30/100 \times 36410= 10923$
14.	Period of grant	W.e.f. 9.3.2013 till widowhood or death whichever earlier

(Authority : GOI ,MOD letter No. 1(11)/2012-D(Pen/Policy) dated 17/01/2013

**ILLUSTRATION NO.8**  
**(See Para-135)**  
**Ordinary family Pension**  
**(In case of Parents)**  
**I - DATA**

1	Name	“K”
2.	I.C. No.	IC-25731
3.	Rank	Lt
4.	Date of Birth	03.08.1989
5.	Date of Commission	08.12.2012
6.	Date of death	29.112013
7.	Martial Status	Died as a bachelor
8.	Status of the parents	Both Parents
9.	Revised Pay scale introduced wef 01.01.2006	Rs. Rs. 15600-39100 Grade Pay : 5400
10.	Last pay drawn Basic Pay + Grade Pay +M S Pay	Rs. 16230/-+ Rs.5400/- +Rs.6000/- =27630
11	Qualifying Service	00Y11M21D
<b>II. CALCULATION.</b>		
12	Formula for grant of Ordinary Family Pension to parents	30% of last pay drawn
13.	Amount of ordinary Family Pension	27630 X30/100 =Rs. 8289/-pm
14.	Period of grant	Wef 30.11.2013 till widowhood or death whichever is earlier

(Authority : GOI ,MOD letter No. B/38207/AG /PS4(b)/931/B/D(Pens/Sers) dated 26.08.98 and 1(3)/99/D(Pen/Sers) dated 24.11.99 GOI ,MOD No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008

**ILLUSTRATION NO. 9**  
**(See Para-135)**  
**Ordinary Family Pension**  
**(in case of Children )**

**I - DATA**

1	Name	“X”
2.	I.C. No.	24968 L
3.	Rank	Lt Col
4.	Date of Birth	30.09.1964
5.	Date of Commission	14.12.1985
6.	Date of Death	28.02.2011
7.	Qualifying Service	25Y 02 M 06D
8.	Details Children , Son	‘Nil ’
9.	Daughter	Two
10.	Date of Birth	29.01.1991, 16.03.1995
11.	Martial Status	Both are unmarried
<b>II. CALCULATION.</b>		
12.	Enhanced rate of ordinary Family Pension Formula	50% of the reckonable emoluments for a period of ten years from the date following the date of death
13.	Details of Last Pay Drawn – Pay in Pay Band +Grade Pay + M S Pay = Total	Rs. 47320/-+ Rs. 8000/- + Rs.6000/- = 61320 X 50/100=Rs. 30660/-pm
14.	Amount of ordinary Family Pension at enhanced rate	Rs. 30660/-pm
15.	Period of grant at enhanced rate	01.03.2011 to 28.01.2016 or starts earning livelihood or marriage whichever is earlier.

Note- Death gratuity has been notified in favour of nominated heir in term of AI 8/S/70  
(Authority : A.I. 51/80 read with GOI ,MOD No. 1(6)/98/D(Pen/Sers) dated 3.2.98, GOI ,MOD No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008)

**ILLUSTRATION NO.10**  
**(See Para-172)**  
**Special Family Pension to Wife**  
**I - DATA**

1	Name	“Y”
2.	I.C. No.	NR-18739H
3.	Rank	Capt.(MNS)
4.	Date of Birth	03.12.1984
5.	Date of Commission	12.12.2009
6.	Date of death	11.12.2012
7.	Whether cause of death accepted as attributable to or aggravated by Military service	Yes
8.	Revised Pay Scale introduced w.e.f 1.01.2006	Rs. 15600-39100 Grade Pay 5700
9.	Last Pay drawn : Basic Pay, Grade Pay, M S Pay	Rs. 18260/-, 5700/-, 4200/-
10.	Details of Family	Husband
11.	Name of Husband	"Z"
12.	Details of Children	Nil
<b>II. CALCULATION.</b>		
13	Formula for Special Family Pension	60% of reckonable emoluments p. m.
14.	Amount of Special Family Pension	28160 X 60/100=16896/-
15.	Period of grant	w.e.f 12.12.2012 till death or re-marriage whichever is earlier

Note :- Amount of death gratuity shall be calculated as per Illustration No. 6.  
(Authority : Regn. 85, PRA Part-I read with GOI ,MOD letter No 1(2)/97/D(Pen-C) dated 31-01.2001)

**ILLUSTRATION NO.11**  
**(See Para-194)**  
**Liberalised Family Pension**  
**I-DATA**

1	Name of the deceased	“X”
2.	I.C. No.	42045F
3.	Rank	Lt. Col.
4.	Date of Birth	14.11.1974
5.	Date of Commission	12.12.1998
6.	Date of Death	26.09.2013
7.	Cause of death	Battle casualty in terrorist attack
8.	Total qualifying Service	14 years 9 months and 9 days , say 14 years
9.	Whether nomination executed If so, in whose favour	Yes, in favour of widow 100%
10.	Pay last drawn Basic Pay Grade Pay M S Pay	Rs. 40180/- Rs. 8000/- Rs. 6000/-
11.	Details of Family : Name of Widow Date of birth Date of marriage Details of children Date of birth of son	'Y' 04.10.1977 04.04.2004 one 27.05.2005
<b>II. CALCULATION.</b>		
12.	Formula for grant of Liberalised Family Pension	Equal to reckonable emoluments last drawn .
13.	Amount of liberalized Family Pension	Rs. 40180/- + Rs. 8000/- - Rs. 6000/-p.m. = Rs. 54180/-
14.	Period of grant	Wef 29.09.2013 till widowhood or death whichever is earlier.
15.	Death gratuity Formula	For service exceeding 20 years or more Half of amount for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments or Rs. 10 lakhs whichever is less.
16.	Qualifying service	14 years 09 Months 14 days says 15 Years
17.	Amount of death gratuity	Rs. 40180/-+ Rs. 8000/- + Rs. 6000 + 48762 = 102942 X15 = Rs. 1544130/- Restricted to Rs. 10,00,000/-
18.	Amount of ex-gratia lump-sum compensation	Rs. 15,00,000/-

(Authority : GOI ,MOD No. 20084/Pen-C/7/dt 24.02.72,1(2)/97/D(Pen-C) dated 31.01.2001,20(1)/98/D(Pen/Sers) dated 22.09.98 as amended vide that Ministry letter Even No. dated 12/4/99 and 3/8/99)

**ILLUSTRATION NO.12**  
**(See Para-184)**  
**Dependant Pension (Special)**  
**I-DATA**

1	Name	“Z”
2.	I.C. No.	IC 39034K
3.	Rank	Major
4.	Date of Birth	27.05.1971
5.	Date of Commission	13.05.2000
6.	Date of Death	28.08.2011
7.	Qualifying Service	11 Years 03 Months 16 Days
8.	Revised pay scale	Rs. 15600/- to Rs. 39100/-
9.	Pay last drawn : Pay in Pay Bank, Grade Pay, M S Pay	Rs.28080/-,Rs. 6600/- , Rs.6000/-
10.	Whether married	No
11.	Details of parent	Father
12.	Whether death accepted as attributable to or aggravated by military service	yes
<b>II. CALCULATION.</b>		
13.	Formula	50% of notional special Family Pension i.e. 30% of the last pay drawn
14.	Amount of dependant pension	Rs. 40680 X 30/100 =Rs.12204/- pm
15.	Period of grant	W.e.f 29.08.2011 till death or change in position of parents whichever is earlier

(Authority : Regn. 85, PRA Part-I(1961 and GOI ,MOD No.1(2)/97D(Pen-C) dated 31.01.2001)

**ILLUSTRATION NO.13**  
**(See Para-200)**  
**Dependant Pension (Liberalised )**  
**I-DATA**

1	Name	“K”
2.	I.C. No.	59116N
3.	Rank	Lt
4.	Date of Birth	20.02.1988
5.	Date of Commission	20.03.2010
6.	Date of Death	20.07.2011
7.	Cause of death	Battle casualty
8.	Total qualifying service	01 years 4 months 01 days
9.	Whether married	No
10.	Details of parents	Father and Mother alive
11.	Revised pay scale introduced wef 1.1.2006	Rs.15600/- to Rs.39100/-
12.	Pay last drawn : Pay in Pay Bank ,Grade pay, M S Pay	Rs. 16230, Rs 5400/-, 6000/-
13	Total Pay drawn	Rs.27630/-
<b>II. CALCULATION.</b>		
14	Formula	75% OF LIBERALISED Family Pension for both parents
15	Amount of dependant pension	27630 x 75/100=Rs 20723/- p.m.
16	Period of grant	W.e.f. 21.07.2011 for life or till change in position of the parents whichever is earlier.
17	Amount of death gratuity	(Rs. 27630/- + Rs.16025) X 6=Rs. 261930/-
18	Amount of ex-gratia lump-sum	Rs. 15 lakhs

(Authy : GOI, MOD No. 1(2)/97/D(Pen-C) dated 31.01.2001 and 20(1)/98/D (Pen/Sers) dt 22.09.98 as amended vide that Ministry letter Even No. dated 12/4/99 and 3/8/99)

**ILLUSTRATION NO.14**  
**(See Para-239)**  
**Commutation of Pension**

1	Name	“X”
2.	I.C. No.	40609A
3.	Rank	Col (TS)
4.	Date of Birth	15.09.1960
5.	Date of Commission	12.06.1982
6.	Date of retirement	30.09.2014
7.	Nature of pension sanctioned	Retiring
8.	Maximum percentage of pension commutable	50%
9.	Percentage of pension desired to be commuted	50%
10.	Amount of pension sanctioned	Rs. 37120/-
11.	Amount of pension commutable	Rs. 18560/-
12.	Date of approval of Medical Board proceedings.	24.03.2014
13.	Loading if any, recommended by Medical Board	Nil
14	Age next birth day	55 years
15.	Commutation value applicable as per GOI MOD letter No. 17(4)/2008(2)/D(Pen/Policy) dt. 12/11/2008.	8.627
16.	Amount of commutation payable Formula	Amount to be commuted X purchase value X12= 18560X 8.627 X12 = Rs. 1921406/-
17.	Amount of residual pension	Rs. 18560/-

**ILLUSTRATION NO.15****(See Para-247)****Restoration of commuted portion of pension in respect of officer absorbed in central public enterprise**

1	Name	“Y”
2.	I.C. No.	IC-19534w
3.	Rank	Lt. Col.(TS)
4.	Date of Commission	15.06.1969
5.	Date of retirement	08.08.1993
6.	Total qualifying service	24 years 55 days
7.	Amount of Pro-rata pension	Rs. 1774/- wef 30.09.84
8.	Whether officer opted for lump-sum in lieu of pension	Yes
9.	Amount of capitalized value	Rs. 3,11,657/-
10.	Date of payment	01.08.1995
11.	revision of pension under modified rules	
12.	Revised amount under V CPC	=14700x24/66x2= 5346
13.	Consolidation of Rs.5346/-t under VI CPC	12083
14.	43% as on 31/12/2005	2298
15.	Dearness Pension as on 31/12/2005	2673
16.	Dearness relief on full pension on 31/12/2005	1925
17.	Fitment @ 40%	2138
<b>18.</b>	<b>Restored amount (Sum of Sl. 14 to Sl.17)</b>	<b>9034</b>
19.	Calculation of full pension	
20.	Minimum Pay in Pay Band	Rs. 37,400/-
21.	Grade pay, MSP Total	Rs. 8,000/-, Rs. 6,000/- Rs. 51,400/-
<b>22.</b>	<b>Full pro-rata pension</b>	<b>51400X24/2x33=Rs. 18,691/pm</b>
23..	Date of restoration	01.08.2010
24.	Dearness Relief	45%

**Concordance Table**  
**(OM Part-IV Volume-III, 2014)**

Para as per OM Part-IV Vol. III (2006)	Para as per OM Part-IV Vol. III (2014)	Addition/Deletion /Modification	Authority
1 (Third line)	1 (Third line)	Addition	MoD letter No.68699/221/GS/TA-3(a)/1161/B/D/(GS-VI) dated 11.06.1985
1(ix)(xi) (xvi) (xvii) (xix) (xxii)	1(ix)(xi) (xvi) (xvii) (xix) (xxii)	Modified	MoD letter No.1(2)/97/D(Pen-C) dated 31.01.2001
1(xviii) (xix) (xx) wrongly numbered below (xxii)	1(xxiii)	Modified	Correctly numbered
2	2	Modified	Section Order No. 16 dated 25.06.2004
3,4,5	3,4,5	Modified	PRA Part-I,2008
6	6	Old deleted & new added	MoD letter No.No.12(1)/78/D (Pen/ Sers) dated 24.04.79. PR Part-I 2008, Regn 7.
10,36	10,36	Modified	As the cases of NCC officers are not dealt with by this office.
17	17	Modified	Instructions as per new LPC cum Data sheet
27	27 A New Para		Section Order No. 04 dated 19.09.2014
30	30	Modified	Section Order No. 09 dated 11.07.2013
33	33	Modified	Introduction of PHP system
39(iv)	39(iv)&note below it	Added	MoD letter No. 17(4)/2008(2)/D(Pen/POL) dated 12.11.2008 and MoD letter No. 1(6)/98/D(Pen/Sers) dated 03.02.1998
48	48 k	Added	MoD letter No. 46347/Pens/ TA-4/ 342/ US/D (GS-III)/ 2008 dated 23/5/2008
49	49	Addition	MoD letter No. 1(6)/98/D (Pension/ Services) dated 03.02.1998
50	50	Heading modified	MoD letter No. 17(4)/2008(2)/D(Pen/Policy) dated 30/10/2009
51		Deleted	Para 14(a) of SAI 8/S/70,
54	54 & Note 1&2 below it	New sub para added and addition in Note 1&2	MOD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008
56(i) (ii)	56(i) (ii)	Addition at the end of para	MoD letter No. 17(4)/2008(2)/ (Pen/Policy) dated 30/10/2009 MoD letter No. 17(4)/2008(2)/D(Pen/Policy) dated 12/11/2008
Note below 57	Note below 57	Addition	MOD letter No. 5(4)/85/A/D(Pen/Sers) dated 24.09.1986.
73	73	Modification at the end of para	MOD letter No. 5(4)/85/A/D(Pen/Sers) dated 24.09.1986.

80	80	Category D and E conditions added	MOD letter no. 2(i)/2011/D(Pen/Policy) dated 3.2.2011 MOD letter no. 1(ii)/2006/ D(Pen-C) PC dated 8.9.2009 & 1(ii)/2006/D(pen-c) PC dated 5/8.3.2010.
81	81A	New para added	MoD letter No. 1(2)/2002/Pen-C, dated 1.9.2005, as amended vide corrigendum No.1(2)/2002/Pen-C, dated 31.05.2006) Para 7 of GOI, MOD letter No. F. No. 1(3)/2002/Vol.III/D(Pen/Pol.) dated 18.01.2010
85	85	Added at the end of para	Procedural change due to introduction of PHP system Annexure C of Section Order No. 4 dated 19/9/14
86	86	Addition at the end of para	Section Order No. 4 dated 19/9/14
	91A	New para added	Section Order No. 4 dated 19/9/14
92	92	Last sentence deleted	Procedural, There is no EDP copy of PPO.
97	97	Added at the end of para	MoD letter No. 1(2)/2002/Pen-C, dated 1.9.2005
100(i)	100(i)	Added new sub para	,MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09
100(ii)	100(ii)	Heading modified and added after sub para (ii)	Words added to distinguish VICPC cases with cases prior to VICPC MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09 as further amended vide GOI, MOD letter No. 17(6)/2010-D(Pen/Pol)
100(ii) (b)	100(ii)(b)	added after sub para (ii)(b)	GoI, MoD letter No. 10(01)/ D(Pen/Pol)/2009/ Vol. II dated 19/01/2010
101(i)	101(i)	added after sub para 101(i)	MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09
101(ii)	101(ii)	Existing sub para 101 (ii) renumbered as 101 (ii)(a) & new sub para 101 (ii) (b) and (c) added after sub para 101 (ii) (a)	GOI,MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09 as further amended vide GOI, MOD letter No. 17(6)/2010-D(Pen/Pol) dated 19.08.2010 GOI,MOD letter No. 16/(5)/2008//2008/D/(Pen/Pol) dated 29.09.09
101 Note 1	101 Note 1&2	Addition in note 1 and	Rates prior to 01.01.2006 shown due to

		new note 2 added	introduction of VI CPC & MoD letter No 17(4)/2008(1)/0 (Pen/Policy)/Vol – V Dated:- 15 <sup>th</sup> Feb 2011) .
108 (i)	108(i)	Modified	Regn. No. 88 (a) of P.R. Part- I, 2008
108(ii)	108(ii)	Modified	Regn. No. 88 (a) of P.R. Part- I, 2008
110	110	Heading modified	To make differentiation in Newly introduced Clause stated below this Para , which is applicable from 30.08.2006.
110(ii)	110(ii)	New sub Para (C) added below sub para B(ii)	MOD letter No.1(9)/2006/D (Pen-C), dated 30 <sup>th</sup> August, 2006.
111	111	Note inserted below Para	_MoD letter No. 16(5)/2008/ D(Pay/Policy) dated 29/09/2009.
114, 3 <sup>rd</sup> line	114, 3 <sup>rd</sup> line	Modified	MoD letter No. 1(2)/2002/Pen-C, dated 1.9.2005.
115	115	Note inserted	MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09.
	115A	New Para 115A added below newly inserted note under para 115.	MOD letter No. 2(2)/2011 (Pensions/Policy), dated 26 <sup>th</sup> December, 2011).
117	117	Existing sub Para (c) renumbered as (d) and a new sub Para (c) inserted	MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.09 as amended vide GOI,MOD letter No. 17/(6)/2010-D/(Pen/Pol) dated 19/08/2010.
118	118	Addition in last line.	GOI, MOD letter No. 1(6)/98/D(Pen/Sers) dated 03.02.1998
118(ii)	118(ii)	Addition in second line & at the end of para	Amended to incorporate procedure of computing Invalid Gratuity under VICPC as well. MoD letter No. 17(4)/2008(2)/D(Pen/ Policy) dated 12/11/2008
118(ii) Note 2	118(ii) Note 2	Rates of Min. invalid Pension under VICPC incorporated	MOD letter No. 17(4)/2008(2)/ D(Pen/ Pol) dt.12.11.2008
120(a)	120(a)	Added at the end of para	<i>MOD letter No. 16/(6)/2008/(2)/2008/D/(Pen/Pol) dated 5.5.2009.</i>
120(b)	120(b)	Addition in third line and at the end of para	MoD letter No. 10(01)/ D(Pen/ Pol)/2009/ Vol. II dated 19/01/2010.
121	121	Added at the end of para	MOD letter No.17(4)/2008(2)/D(pen/Pol.) dated 12/11/2008.
123(b)	123(b)	Added at the end of sub para(b)	MOD letter No. 16(6)/2008(2)/D(Pen/Pol) dated 05.05.2009 as further amended vide , MOD letter No. 17(6)/2010-D(Pen/Pol.) dated 19.08.2010
124(c)	124(c)	Addition	Amended to incorporate VICPC cases.

125	125	Added at the end of first & second para	MOD letter No. 16(6)/2008(2)/D(Pen/Pol) dated 05.05.2009 as further amended vide MOD letter No. 17(6)/2010-D(Pen/Pol.) dated 19.08.2010.
	126(A)	New para inserted below para 126.	<i>MOD letter No. 6/(1)/2009-D/(Pen/Pol) dated 1.6.2010.</i>
130	130	Old deleted new added	MoD letter No., F. No. 1(3)/ 2002/ Vol. III/D(pen/Pol.) dated 18.01.2010 as further amended vide letter No. 1(3)/2002/D(pen/Pol.) dated 15.02.2010 and 16(2)/2008/D(Pen/Pol.) dated 25.05.2012.
130	130(A)	New para inserted below para 130.	MoD letter No. 16(01)/2009-D (Pen/Policy) Dated 10 <sup>th</sup> November, 2010.
135(A) (iii),(iv) & (v)	135(A) (iii),(iv) & (v)	Addition at the end of sub para	letter No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008
135(B)	135(C)	earlier Sub para (B) renumbered as (C), and new sub para (B) inserted below sub para (A)	GoI, MoD letter No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008.
135(B) 1 (iv) & (v)	135(C)1(iv) & (v)	addition at the end of sub paras	MoD vide letter No. letter No. 906/A/D (Pen/Sers) 13/08/2008
135(B)1(v) Note 1	135 renumbered as (C) 1 (v) Note 1	Note 1A inserted below note 1.	MOD ID NO. 1(11)/2013-D(Pen/Pol) dated 13.11.2013 along with DP&PW ID NO. 1/5/09-P&PW(E)/90192 dated 29.10.2013 under CGDA letter NO. 5635/AT-P/VOL-XXXVI dated 28.11.2013.
135(B)1(v) Note 3	135 renumbered as (C) 1 (v) Note 3	Added in the note and at the end of note	MoD letter No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008.
135(B)1(v) Note 4	135 renumbered as (C) 1 (v) Note 4	New note No. 5 added below note 4	MoD letter No. 02(03)/2010-D(Pen/ Policy) dated 17/01/2013.
135	135(C)(II)	New sub para (C) (III) inserted below (C)(II) and existing sub para (B) III to (B)(V) renumbered as (C) IV to (C)VI respectively	MOD letter No. 1(3)/2007-D/(Pen/Pol) dated 25.10.2007.
135	135(C)(VI)	New sub para (C) (VII) inserted below renumbered sub para (C)(VI)	MoD letter No. 17(4)/2008(2)/ D(Pen/Policy) dated 12/11/2008
135	135(C)(VII)	New sub para (C) (VIII) inserted below new sub para (C) (VII) inserted. Existing sub para (B)(VI) & (B) (VII)	MOD letter No. PN/7995/D/(Pen/Pol) dated 1.10.2010.

		renumbered as C) (IX) and (C)(X) respectively	
136(A)(i) &(ii)	136(A)(i)&(ii)	Addition in para (A) (i) & end of para (A)(ii)	MOD letter No. 906/A/D(Pen/Sers) dated 13.08.2008 and MOD letter No. PC/MF-Air HQ/24229/ 283/FPHC/PP&R-3(i)/2678/ D (Pen/Policy) dated 26.10.2007.
142	142	Last line deleted	MOD letter No. 1(4)/68/1035-D/D/Pension/ Services) dated 30.10.1968
151 third line	151 third line	Added	PHP system incorporated
154	154	Added at the end of para	MoD letter No.17 (4)/2008(2)/ D(Pen/ Policy) dated 12/11/2008.
155	155A	New para inserted	MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008
156(ii) & (iiI)	156(ii) & (iiI)	Added at the end of sub para	MoD letter No. 17(4)/2008(2)/D(Pen/Pol) dated 12/11/2008
	158A	New para inserted	<i>MoD letter no. 01(05)/2010-D(Pen/Policy) dt 17.01.2013.</i>
165	165	Note below para 165 inserted.	MoD letter No., F. No. 1(3)/ 2002/ Vol. III/D(pen/Pol.) dated 18.01.2010 as further amended vide letter No. 1(3)/ 2002/D(pen/Pol.) dated 15.02.2010 and 16(2)/2008/ D(Pen/Pol.)
167(b)	167(b)	Added at the end of sub para (b)	Department of P&PW vide letter No. 2(2)/2012/D(Pen/Pol)dated-14/12/2012.
172	172	Added at the end of para	Para 5.2 of MOD letter No. 1(2)/97/ D(Pen-C) dated 31.01.2001
173 third line	173 third line	Addition	Para 9.2 of MOD letter No. 16(6)/2008(2)/2008/D(Pension/Policy) dated 05.05.2009
173 Note 1	173 Note 1	Added at the end of note	Para 9.1 of MOD letter No. 16/(1)/2008(2)-D/(Pen/Pol) dated 5.5.2009 and Para 3 of , Mod letter No. 17(4)/2008(2)/D(Pen/Policy) dated 12.11.2008.
173 Note 2	173 Note 2 (i) & (ii)	Note 2 renumbered as Note 2(i) and Note 2(ii) inserted below Note 2(i)	Para 3 of MoD letter No. 17(4)/2008(1)/D(Pen/Policy)-Vol. V dated 15/02/2011as further amended vide Para 2.1 of MOD letter No. 1(16)2012/D(Pen/Policy)dated 17/01/2013.
176	176	Note inserted below para 176	MOD letter No. 1/(1)/2001-D/(Pen/Pol) dated 20.01.2009
184, Note	184, Note	Note renumbered as Note (i) and Note (ii) inserted below Note (i)	Para 4 of MoD letter No. 17(4)/2008(1)/D(Pen/Policy)-Vol. V dated 15/02/2011as further amended vide Para 2.1 of MOD letter No. 1(16)2012/D(Pen/Policy) dated 17/01/2013

194(a)	194(a)	Added at the end of note	Para 9.1 of MOD letter No. 16/(1)/2008(2)-D/(Pen/Pol) dated 5.5.2009.
194(b)	194(b)	Note inserted below para (b)	Para 6 of MoD letter No. 17(4)/2008(1)/D(Pen/Policy)-Vol. V dated 15/02/2011 as further amended vide Para 2.1 of MOD letter No. 1(16)2012/D(Pen/Policy) dated 17/01/2013.
202	202A	New sub para inserted	Para 3 and 6 of MOD letter No. 6/(1)/2009-D/(Pen/Pol) dated 1.6.2010.
209	209	Addition in Heading	MOD letter No.20(1)/98-D(Pay/Services) dated 22.09.1998
213	213	Addition at the end of para	MOD letter No.20(1)/98-D(Pay/Services) dated 22.09.1998
214	214A	New sub para added  Note below 214A added	MOD letter no. 20(5)/2009/D(Pay/Pers) dt 04.06.2010. MoD letter no. 20(5)/2009/D (Pay/Pers) dt-17.08.2010
219	219	Added at the end of Note 1 & 3	Para 8 of GOI, MOD, Department of Ex-Servicemen Welfare No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008 Para 3 of GOI, MOD, Department of Ex-Servicemen Welfare No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008
224	224	Modified	MoD vide letter No. 7(119)/2008-D (AG), dated 30 <sup>th</sup> March, 2011.
Note-1 below 224	Note-1 below 224	Modified	MoD letter No. 3(8)/98/D(ceremonials) dated 18.3.1999
Note 4 below 224	Note 4 below 224	Added	Appendix -2 of Office Manual Part- IV, Vol. III
227	227	Added at the end of para	Para 9.1 of MoD letter No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008
Note below 227	Note below 227	Added	MOD, Department of Ex-Servicemen Welfare No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008 as amended vide MOD letter No. 17(4)/2008(2)/D (Pen/Policy) dated- 27 <sup>th</sup> November, 2008 and 20 <sup>th</sup> January, 2009
235(d)	235(d)	Percentage modified	GOI, MOD letter No. 17(4)/2008(2)/D(Pen/Pol.) dated 12.11.2008
Note below 239	Note below 239	Addition	GOI, MOD letter No. 17(4)/2008(2)/D(Pen/Pol.) dated 12.11.2008
248	248	Note 3 added below 2	Para 9.1 of MoD letter No. 17(4)/2008(2)/D (Pen/Policy) Dated 12.11.2008
249	249	Addition	The rates under 6 <sup>th</sup> CPC are mentioned in Para No 120 and 123

274	274	Note added	MOD letter No. 46347/Pens/ TA-4/ 342/ US/D (GS-III)/ 2008 dated 23/5/2008
279,280	279,280	Modified	Army Order 56/2001
293	293	Note added	MoD letter no. 01(05)/2010-D(Pen/Policy) dt 17.01.2013
297	297	Sub para I&II added	MoD vide letter No. (4)/07/ D(Pension/ Policy) dated 04.12.2007  MOD letter No. 1(4)/07/D(Pension/ Policy) dated 21/08/2009
302	302	Addition at the end of para	Para 1.1 of MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 12.11.2008 as further amended vide MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 27.11.2008
303	303	Note added	MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 12.11.2008
304	304	Addition at the end of para	Para 1.1 of MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 12.11.2008 as further amended vide MOD letter No. 17(4)/2008(2)/ D(Pen/Pol) dated 27.11.2008
305(I)	305(I)	Addition at the end of sub para	Para 6.2 of MoD letter No.16(6)/2008(2)/2008/D(Pen/Pol.) dated 05.05.2009
343	343	DR table added	Before implementation of VI CPC
344	344 A	New sub para added	Dearness rates wef 01.01.2006
Appendix 2	Appendix 2	Modified	Section orders 5 dt. 19.9.2014
Appendix 4	Appendix 4	Modified	MOD No.17(4)/2008(2)/D/(Pen /Pol) dt.12.11.2008
Appendix 5	Appendix 5	Modified	MOD letter No. 5(1)/91/D(Pen/ Sers) dated 20.07.1995
Appendix 7	Appendix 7	Sl no. 5 added	MoD letter No. 1 1(2)/97/D(Pen-C) dt 31.01.2001
Appendix 8	Appendix 8	Old deleted new added	Section orders 6 dt. 19.9.2014
Appendix 9	Appendix 9	Sl No. F added	Para 3 and 13.1 of GOI, MOD, letter No. 1(6)/98/D(Pen/Sers) dt. 03.02.1998)
Appendix 12	Appendix 12	Dates in Column 5 &6 modified	MOD No. 3(21) 85/D (Cer) dt. 12.04.88 MOD letter No. 3(6)93 (Cer) dt. 31.01.95
Appendix 12	Appendix 12	III to VII added. Previous III renumbered as VIII	MoD letter No 3(8)/98/ D(ceremonials) dated 18.3.1999

Appendix 13	Appendix 13A	New addition	MoD letter no. 17(4)/2008(2)/D (pen/policy) dated 12 <sup>th</sup> November 2008
Appendix 16	Appendix 16	Sl No. 29 modified  Note 3 added at Sl.No.34  Sl No. 35 added below 34 Earlier Sl No. 35 to 39 renumbered as 41 to 45	MoD letter no. 17(4)/2008(2)/D (pen/policy) dated 12 <sup>th</sup> November 2008  MoD letter No. F.No. 7(4)/2008/D (Pension/Legal) dated 18.12.2013  MOD letter No. 17(4)/2008(1)/D (Pensions/Policy), dated 11.11.2008
-do-	-do-	Sl.No. 36 added	MOD letter No. 1(11)/2012-D (Pensions/Policy), dated 17.01.2013)
-do-	-do-	Sl.No. 37 added	MOD letter No. 17(4)/2008(1)/D (Pensions/Policy), dated 11.11.2008) PCDA (P) Letter No. G-1/M/01/ICOs/ VICPC/Comp./Vol.. V dated 11/09/2009(For Notification of date of birth) GOI, MOD letter No. 17(4)/ 08/ D(Pen/Policy) dated 31.08.2010
-do-	-do-	Sl.No. 38 added	MoD letter No 17(4)/2008(1)/0 (Pen/Policy)/Vol – V Dated:- 15 <sup>th</sup> Feb 2011
-do-	-do-	Sl.No. 39 added	Min. of Defence vide letter No. 34(6)/2012-D(Pay/ services dated 26.11.2012 and letter No. 34(6)/2012-D(Pay/services) dated 27.12.2012
-do-	-do-	Sl.No. 40 added	MOD letter No. 1(1)/2007-D (Pensions/Policy), dated 20 <sup>th</sup> May 2009) and MOD letter No. 1(1)/2007-D(Pen/Policy), dated 3 <sup>rd</sup> September 2009
-do-	-do-	Sl. No. 43 modified	MoD letter No. 1(10)/09-D(Pen/Policy) dated 12/01/2011
-do-	-do-	sub para 2 added in Sl. No. 45 added	Adjutant General's Branch Army Headquarters B/49701-PR/AG/ECHS dated 30 September 2003
-do-	-do-	sub para 3 added in Sl. No. 45 added	MoD letter No. 22(1)/01/US(WE)/D(Res) dt. 8 <sup>th</sup> March, 2004
-do-	-do-	sub para 4&5 added in Sl. No. 45 added	MoD letter No;22(34)/05/US(W.E)/D((Res) dated:- 27 <sup>th</sup> March 2006
-do-	-do-	sub para 6 added in Sl. No. 45 added	MoD letter No. 22D(04)/10/US(WE)/D(Res) dated 2 <sup>nd</sup> August, 2011 as amended by No. 22D(04)/10/US(WE)/D/Res dt 8.8.2011
Annexure C	Annexure C	Sl.No.7 GMF 13	Due to change in LPC cum data sheet

Annexure C	Annexure C	Sl.No.10 GMF 16 old format deleted new added	Due to change in LPC cum data shee
Annexure C	Annexure C	Sl.No.11 GMF 17 line 4 option form deleted	The option in present cases are not required. As per GOI, MOD letter No. 1(4)/68/ 1035-D/D/DPension/ Services) dated 30.10.1968,
Annexure C	Annexure C	Sl.No.12 GMF 18,para V(a)	Modified with new PR2008
Annexure C	Annexure C	Sl.No.22 GMF 37 old LPC cum data sheet deleted new added	Section order No.5 dt 19.09.2014.
Annexure C	Annexure C	Sl.No.23 GMF 38 old LPC cum data sheet deleted new added	Section order No.5 dt 19.09.2014.
Annexure C	Annexure C	Sl.No.25 GMF 40 old LPC cum data sheet deleted new added	Section order No.5 dt 19.09.2014.
Annexure C	Annexure C	Sl.No.29 GMF 44 sub para 1.2,line4 deleted	OM No. 2/5/87-PIC dated 22.04.1987 was relevant only during IV CPC
Annexure C	Annexure C	Sl.No.30 GMF 45 sub para 3 addition	MoD letter No.16(1)/2008(2)/ D(Pen/Pol.) dated 05.05.2009
Annexure C	Annexure C	Sl.No.32 GMF 47 Note II old deleted new added	VI CPC
Annexure C	Annexure C	Sl.No.35 GMF 50A added	MOD lettr No. 1(1)/2012/ D(Pen/ Policy) dated 05.06.2013
Annexure C	Annexure C	Sl.No.38 GMF 53 modified	---
Annexure D	Annexure D	Old illustration deleted new added	MOD letter No. 17(4)/2008(2)/ D(Pen/Pol.) dated 12/11/2008

**REGISTER OF CORRECTION POSTED**

No. and date of correction	Para affected	Initials of the posting correction	No. and date of correction	Para affected	Initials of the posting correction
1	2	3	1	2	3