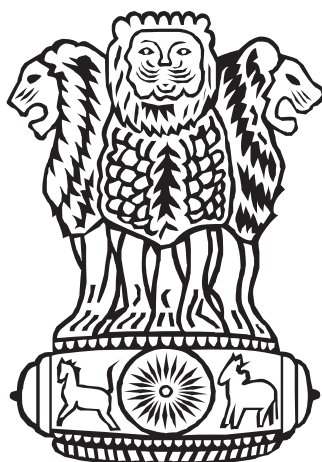


DEFENCE ACCOUNTS DEPARTMENT



सत्यमेव जयते

OFFICE MANUAL
PART-IV
[VOLUME – IV]

REVISED EDITION 2014

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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

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CHAPTER- I

OBJECTIVES

Objectives of the Grants (ORs) Sections are:

- 1(i) Timely grant of pensionary (including commutation) benefits as admissible under rules.
- (ii) To render necessary advice to all concerned on pensionary benefits as and when asked for.

Duties

2 This Section deals with all types of pension/gratuity claims of service personnel including Territorial Army and their families as indicated below: -

(i) Service, Special, Reservists, Disability, War injury, Invalid, Disability Reassessment, Family pension (Ordinary, Special and Liberalized including Ex-gratia lump sum compensation) claims and also retirement/death gratuity claims connected therewith.

Note: Service gratuity and retirement gratuity claims of personnel discharged with less than 15 years of qualifying service are dealt with by the Pay Accounts Officer (ORs).

- (ii) Compensation in lieu of disability/war injury element
- (iii) Invalid gratuity claims in the case of individuals invalided from service and the retirement gratuity claims connected therewith.
- (iv) Terminal gratuity claims of the personnel of Territorial Army invalided out of service.
- (v) Special Road Mileage allowance claims in respect of Gorkha disabled pensioners.
- (vi) Application for commutation of pension.
- (vii) Claims for grant/continuance of allowance attached to gallantry decorations
- (viii) Jangi Inam claims
- (ix) Jagir allowance claims.
- (x) Adjudication of disability and special family pension claims and appeals against such decision of Principal PCDA(Pensions).
- (xi) Revision of all types of pensionary awards as per Govt. letters issued from time to time.
- (xii) Grant of Pending Enquiry Award.

Distribution of work

3 These pension/gratuity claims are dealt with in different sub-sections in accordance with the nature of claims. The procedure to be followed in dealing with such claims of those sections is laid down in the relevant Chapters.

CHAPTER-II
Grant I Section
Coordination, Technical Section And
Defence Pension Adalat Cell

Functions

4 This Section is divided in three-sub sections:

- (i) Coordination Section.
- (ii) Technical Section.
- (iii) Defence Pension Adalat Cell.

5 (i) Coordination Section.

This Section --

- (a) Looks after the general administration of all the sub sections of the Grants (ORs) Section in general and maintains centrally various reports and returns and other relevant statistical data pertaining to Grants (ORs) Section.
- (b) is responsible centrally for examination and furnishing reply to Parliament Questions relating to various types of pensionary awards pertaining to JCOs/ORs.
- (c) Receives the payment vouchers and D.P. sheets from different sub sections of Grant (ORs) Section and passes them on to the Disbursement Section after allotting vouchers No. for payment. The vouchers received back from the Disbursement Section through the Accounts section are returned to the concerned sub sections for record. This Section is also responsible for numbering and transmission of original copy of punching media for the Grants (Other Rank) Section as a whole to the EDP centre and duplicate copy to Accounts section.
- (d) is also responsible for receiving centrally all the complaints from V.I.Ps., Ministries and CGDA relating to pension matters pertaining to JCOs/ORs and watching its final disposal and rendition of completion report to O & M Cell.
- (e) Deals with originating of D.I.D. schedules pertaining to Grants (Other Ranks) Section.
- (f) is centrally responsible to receive the lists of outstanding pension claims from Record Offices and intimating the position to them regarding action taken against such claims after ascertaining the position from the concerned sub sections of grants.

Grants (Other Ranks) Section

(ii) Technical Section

This Section

- (a) examines the rules and orders issued by the competent authorities from time to time on the pension/gratuity matters relating to the JCOs/ORs and brings these to the notice of the various sections through the medium of Group Order, Routine Note, Circular, etc.
- (b) Offers its comments on Office Notes put up by various sub sections of the Grants (Other Rank) for a decision of Group Officer /JPCDA/PCDA /PCDA (P).
- (c) Maintains Master Note Book of all orders pertaining to pension/gratuity relating to the JCOs/ORs.
- (d) Obtains ruling from the authorities concerned on points of doubt in application of rules and orders relating to pension/gratuity matters and tenders advice to higher administrative and technical authorities on pension/gratuity matters relating to JCOs/ORs.
- (e) Maintains subject files.
- (f) Ensures uniformity in application of rules and orders relating to the pension/gratuity matters of JCOs/ORs.
- (g) Review the working of the various sub sections of the Grants (ORs) with a view to ensuring proper functioning, effecting simplification of procedure and improvement of efficiency.
- (h) Issues general circulars to Pension Disbursing Agencies for payment without issue of individual PPOs in implementation of the decision regarding change in pensionary entitlements in respect of JCOs/ORs.
- (i) Vetting and drafting of draft Govt. letters relating to pension/.gratuity matters in respect of JCOs/ORs.

(iii) Defence Pension Adalat Cell

This cell is responsible for the following items of work: -

- (i) to organize Defence Pension Adalat and finalise cases received before, during and after Adalat.
- (ii) to finalise cases of Pension Adalat held by PCDA (PD) Meerut & PCDA Chennai.
- (iii) to organize Quarterly Mini Defence Pension Adalats in office premises in January, April, July and October every year and finalise the cases received.
- (iv) to finalise pending cases of Ex-Servicemen Rallies.

(A) Holding of Defence Pension Adalat:-

The cell is responsible to hold Defence Pension Adalat on the places for which responsibility is given to the office of Pr. CDA (P). Defence Pension Adalat is organized under the annual action plan of the Ministry of Defence every year mainly for the redressal of pension related grievances of the Defence pensioners. Pension Adalat is a platform where Defence Pension Sanctioning authorities interacts directly with the pensioners and try to solve their grievances within the ambit of the existing rule position. Its aims are also to bring consciousness/awareness among the pensioners to make them aware about their legitimate pensionary entitlements and latest rule position on pension matters.

Defence Pension Adalat is not vested with any judicial powers like a Court of Law. The problems of the pensioners are resolved within the frame-work of pension rules and Govt. orders. Adalat may not sanction or disburse any amount of pension which is precisely not covered under pension rules or Govt. orders.

Defence pension Adalat is organised by PCDA (P)/PCDA(PD)/Meerut/PCDA Chennai under the guidance and direction of the Head of Department i.e. CGDA. While selecting the venue of Adalat due consideration is given to the large concentration of the pensioners and their problems relating to pension matters.

Settlement of pension adalat cases received either before holding of the adalat or after conclusion of the adalat will be monitored centrally by the Pension Adalat Cell of the PCDA (P), Allahabad.

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 pensioners by examining the records available in this office or after calling the requisite details/documents from the ROs/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.

General Guidelines for holding Defence Pension Adalat

- (i) A Nodal Officer either from Army or DAD on the station of holding the Adalat should be nominated for liaison with concerned authorities for logistic support.
- (ii) The fixation of venue, date (s) and time for holding the pension adalat should be decided **at least four months in advance** to give adequate time to pensioners for sending their cases for consideration in such adalat.
- (iii) The fixation of last date for receiving representations/grievances from Defence pensioner should be such as to allow at least three months time for examination of the cases by the concerned agencies before the adalat day.
- (iv) The representations from the pensioners should be invited by giving wide publicity through leading English/Hindi/Regional language News papers, Radio and T.V. announcements from stations covering the selected zones/ areas, etc. The name and designation of the officer to whom the representations for pension adalat shall be sent should be publicized in such announcements. The Public Relation Officer (Defence) and Public Relation Officer (State) may also be kept in picture and their help may be taken for proper publicity.
- (v) Additional display of posters at appropriate places like MH, CSD canteen, Station HQ, Zila Sainik Welfare Office, TO/DPDO/P.S.Bs railway Station/Bus Stand where bulk of pensioners are likely to notice them should be displayed.
- (vi) An IDAS Officer should also be deputed to the place where Defence Pension Adalat is to be held for on the spot logistic support assessment.
- (vii) At least four to five Adalat benches depending upon the number of representations should likely to be arranged for hearing during the adalat.
- (viii) Senior officers of the rank of JPCDA/PCDA/PCDA (P) Allahabad/ any officer of CGDA office should hear the cases in Defence Pension Adalats and take decision on the spot.

(ix) The following dignitaries may also be invited: -

- (a) A Nodal officer from Banking Division in addition to senior officers of P.S.Bs. and representatives of DPDO and Treasury Officer at the station.
- (b) The representatives of Ministry of Defence, CGDA, PCDA(PD) Meerut, PCDA Chennai and the Service Headquarter New Delhi.
- (c) Zila Sainik Welfare Officer/Representative of Director Sainik Welfare Officers.
- (d) The representatives of Ex-servicemen League/Association of the station/SCOVA members.
- (e) Local Senior Army /Navy/Air Force Officers/ DAD Officers

(x) The representations received up to the last date fixed for receiving such representations should be captured electronically through a in-house built software and a registration number is allotted. These representations should be examined carefully keeping in view the nature of complaint and forwarded duly super-scribed "Defence Pension Adalat Case" by red ink to the concerned section of this office/R.O./H.O.O/PDA for taking appropriate action before the date of holding the adalat. The action taken by the concerned authorities on the representations of the individual is also informed to them through Registered letter. He is also given an opportunity to represent his case to Adalat in person if he is not satisfied. In the intimation memo, it will be mentioned that no TA/DA will be paid to them. Besides the representations received after the fixed date and also on the spot on the day of Adalat should also captured electronically through a in-house built software, examined and necessary action taken in the same manner as for registered cases.

(xi) There should be proper follow up action on these cases which may not be settled on the spot for certain administrative reasons. Such cases should be settled within one month after the date of the Adalat.

(xii) Monthly progress report on the status of various cases will be sent to the CGDA office after monthly review of the cases of the pension adalat.

(B) Mini Pension Adalat.

With a view to give boost to the complaint management and take grievance redressal machinery to the doorstep of the pensioners, the concept of holding mini pension adalat has been introduced . Under this system, mini pension adalat will be held by PCDA(PD) Meerut/PCDA Chennai where defence pensioners are drawing their pension from DPDOs by Inspecting Officer of the DPDO.

This cell is responsible to finalise the pension cases pertaining to this office which could not be settled by mini pension adalats held by PCDA (PD) and Meerut/PCDA Chennai.

Guidelines for Mini Pension Adalat where defence pensioners draw their pension through DPDOs.

- (i) DPDO will be nominated as a Nodal Officer for mini pension adalat to be held in his office.
- (ii) DPDO will initiate action for calling for applications from the pensioners at least two months before the proposed month of inspection. Minimum time of 30 days will be given to the pensioners to submit their representations to the DPDO.
- (iii) Wide publicity should be given by displaying the Notice for Mini Pension Adalat on the Notice Board in the offices of DPDO, all NBS bank branches, Zila Sainik Board, Director Sainik Welfare Office, Military Hospital, CSD and other units on that station.
A specimen of the Notice is given in **Sl. No. 82 of Annexure-C.**
- (iv) Applications from pensioners will be called for in duplicate duly noted HO NO, Bank A/C No, PPO No, and name of the Record office/ Head of office in their applications.
- (v) DPDO will open a register of mini pension adalat in the proforma given at **Sl. No. 7 of Annexure-B**
- (vi) The applications will be acknowledged and the pensioner also informed of Registration No allotted.
- (vii) Each application will be carefully examined and a copy of the same will be sent to the concerned agency on which the action devolves for taking action thereon. The cases actionable by PCDA(P) will be sent to their Nodal officer by name. Similarly, where action devolves on Record offices/Head of the offices, copies of the applications will be sent to that office under forwarding memo duly super-scribed as "MINI PENSION ADALAT CASE." They will be requested to complete action within 10 days of receipt of letter at their end.

(viii) The cases in which action is to be taken by the DPDO, PC file, Check Register and Pension Schedules of these pensioners will be taken out and action to settle the complaint taken.

(ix) DPDO will prepare brief of each complaint and action taken thereon before the Pension Adalat is held. All PC files, Check registers, Pension Payment Schedules, relevant provisions of PPI, Pension Regulations Part I and II will also be kept ready. The brief will be submitted for scrutiny and examination to the SO(A)/AAO/AO/SAO leading the inspection team and wanting information, if any, will be filled up.

(x) Registered Call letters to all pensioners whose representations are received by the DPDO will be issued at least 15 days before the date of Mini Pension Adalat for representing his case if he is not satisfied intimating venue and time for the Adalat. It will also be mentioned in the call letter that no TA/DA will be paid to them.

(xi) It will be advisable to invite Zila Sainik Welfare Officer/ representative of Director Sainik Welfare as well as Commanding Officers of local Army formations to be present on the date of Mini Pension Adalat.

(xii) Arrangement will also be made to register representations of the pensioners on the spot on the day of Adalat and their applications will also be put up to the Inspecting Officer.

(xiii) The bench will be presided over by the Inspecting Officer of the rank of Sr. IDAS officer who will hear grievances of the affected pensioners and pass on appropriate decision with reference to relevant information/ rule position. He will be assisted by the SO (A)/AAO/AO/SAO of the Inspecting team.

(xiv) In all the cases where complaint of the pensioner is settled finally, he will be informed by Registered Post.

(xv) The cases which remain unresolved will be perused till finality by the DPDO and Monthly Progress Report on the status of various cases will be rendered to PCDA(PD) Meerut/PCDA Chennai through their Zonal officers after monthly review of the cases of Mini Pension Adalat.

(C) Quarterly Mini Defence Pension Adalat: Defence Pension Adalat Cell is also responsible to organise quarterly Mini Defence Pension Adalat in office premises on the first working day of each quarter of January, April, July and October of each year. The adalat will be presided by PCDA(P) or PCDA(P) in his absence.

A notice is also published in local daily News Papers at least one month in advance inviting Defence Pensioners drawing their pension from treasury office, DPDO or public sector banks of Allahabad or its adjoining districts who may attend adalat for redressal of their grievances relating to sanction of pension by Pension Sanctioning Authority or revision and payment of pension by Pension Disbursing Authority. The cases of all such pensioners attending the mini adalat will first be registered at the reception counter of the office and then will be heard by Pension Adalat Adhikari of the rank of Sr. IDAS Officer or Sr. A.O. and the same will be attended for its settlement by the representatives of the concerned sections on the same day. At the end, a summary showing total no of pensioners attended, cases finally settled and cases referred to the concerned authorities will be prepared and submitted to PCDA (P)/PCDA(P) for information.

(D) Ex-Servicemen Rally/ Army Mela

Ex-servicemen rallies are organized by Army formations where such personnel are settled in large number after discharge from service. In such rallies, Army formation also invites team from this office for sorting out the problems of the Ex-servicemen relating to pension matters. A team consisting of one **IDAS officer** /Sr.AO/AO/AAO/Auditor depending on the level of participation & dignitaries and population of ex-servicemen is detailed. The team will hear the grievances of the Ex-servicemen and clarify their doubts on the spot. There may be some cases which need to be examined with relevant records held in this office or documents/information available with RO/HOO/PDA. The team will carry such cases and hand it over to Defence Pension Adalat cell for further processing. A detailed report of rally will be submitted by the team to PCDA/ PCDA (P) on arrival.

The cell will examine all such cases carefully after entering in a separate register and forward the same to the concerned section of this office/ RO/HOO/PDA to whom the case pertains for taking appropriate action endorsing a copy of the same to the petitioner. The concerned agencies are also advised to intimate the petitioner about the final action taken with a copy to this cell. Monthly review of unsettled cases will be carried out and report will be put up to the PCDA/PCDA (P).

CHAPTER-III
G-2(computer) Section
Service Pensionary Awards

Functions

6. The following pension/gratuity claims of service personnel below officer rank are dealt with in this Section:-

- (a) The claims for Service pension (including disability/war injury element), Special pension and retirement gratuity at the time of discharged/ retirement on fulfilment of term of engagement of ORs/JCOs including TA personnel
- (b) Service Pension claims based on AFT/Court Orders and other claims, which cannot be process through LPC-Cum-Data Sheet.
- (c) The claims of commutation of service pension.
- (d) claims for authorization of OTI under Govt. of India Min of Def. 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 F1 (3/93/d (Pen /Sers) dt. 27-3-97 in respect of pensioners discharged/retired prior to 1-1-86 and issue of clarification thereon

Persons Entitled To Pensionary Benefits

7 All service JCOs/ORs(including those of DSC and TA) who served on regular engagement and are discharged under Army/Navy/Air Force Act are eligible for pension under the relevant Armed Forces Pension Regulations except where specifically provided otherwise vide Reg. 41 Pension Regulations for the Army Part I (2008).

Territorial Army Personnel

8 With effect from 11.06.1985, service pension can be granted to all Territorial Army JCOs/ ORs (other than civil Govt. servants and civil pensioners) who have a minimum qualifying and aggregate embodied service of 15 years as indicated below.

- (a) Former qualifying regular service in Army, Navy, and Air Force in any rank will be counted to the same extent as admissible to the regular Army personnel.
- (b) The weightage added to the qualifying service of regular Army personnel will, not be allowed in the case of T.A. personnel.
- (c) The qualifying embodied service as mentioned above, may be continuous or rendered in broken spells. For calculating the total embodied service the breaks in embodied service due to disembodiment, will be treated as condoned but the period of breaks itself will not be treated as qualifying service for pension. Where qualifying embodied service has been rendered in broken spells, five percent cut will be imposed on the pension of those JCOs/ORs who have completed 15 years or more of aggregate embodied service, but have not completed 20 years of aggregate embodied service.

Note:- Where the service pension of TA personnel exceeds the service pension of regular Army personnel of the same rank who are discharged at the same time, the service pension of the TA personnel will be restricted to the service pension of the Regular Army personnel.

Circumstance in which a claim for service pension arises

9 The claims on account of Pensionary benefits in respect of individuals serving on regular terms /engagement arise in the following circumstances:

- (a) On transfer to pension establishment; on completion of tenure/service limit period of engagement
- (b) On attaining the prescribed age. In this event he is eligible to a service pension/gratuity GOI MOD letter No. A/16909/Policy/AG/P 52(c)/2085/S/D(AG) dt. 16.12.76
- (c) On discharge from military service owing to reduction in the strength of the establishment of the Army, etc. or on the reorganisation which results in disbandment of any unit/ formation.

In this event he is eligible to a special pension/gratuity as admissible vide Regulation 56 PRA Part I (2008).

10 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 individual is discharged from Army vide Army Reg. 2 Pension Regulation for the Army Part I (2008) refers).

Provisional Pension

11 A service personnel against whom any departmental or judicial proceedings are pending or instituted after retirement in respect of an event which took place not more than 4 years before such institution, may be authorised by the competent authority payment of provisional pension under the provisions contained in Govt. of India, Min. of Def. Letter No. F.12 (i) /73/556/S/D (pension/services) dated 20.07.74. The provisional pension will be notified for the period commencing from the date of retirement to the date on which, upon conclusion of the departmental or judicial proceedings final orders are passed by the competent authority.

Note The power to grant provisional pension has been delegated to PCDA (P) vides Govt. of India, Min. of Def. Letter No. B/40418/AG/PS4(e)/1252/B/ (Pen/Sers) dt. 21.06.1985.

The claim will be audited and checked on the lines of audit checks. The PPO notifying the provisional pension will be marked at the top "Provisional" and will contain the following guide notes: -

- (a) Commutation of provisional pension is not permissible.
- (b) No retirement gratuity will be authorized along with provisional pension.
- (c) No family pension will be notified along with provisional pension. Payment of provisional pension will be adjusted against the final retirement benefits, but no recovery will 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.

When a communication regarding finalisation of the proceedings and result thereof is received, the Record office concerned will be asked to obtain and forward the orders of the competent authority under Regn. 3 P.R.A. Part I and based on the proceedings and the orders of the competent authority the final award will be notified in the PPO which will be issued in suppression of the provisional PPO. The PPO for the final award will contain the following guide notes: -

(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 thereon will be adjusted in full before making first payment on this PPO".

(b) When the final award is less than the provisional award: -

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

In cases where pension is with-held permanently or for a specified period, instructions for stoppage will be issued to the pension disbursing officer telegraphically under intimation to Audit Section concerned and the information, as to date up to and for which the provisional pension has been paid, is obtained. In such cases period of award will be suitably restricted. The finalisation of the cases will be watched through a register to be opened in the form **GO (2) R.6 (Sl. No. 1 of Annexure B)**.

Service Pension Claims - Computerised Processing(PHP System)

12 Pension payment order in respect of JCOs/ORs retired or retiring on or after 01.01.2013 including DSC and TA personnel is being generated on computer based on LPC-cum- data sheet (**Sl.No. 49 of Annexure C**). There is a separate data sheet for DSC personnel (Annexure C SL)

Under the computerized system (PHP based), all regular claims are initiated by the Record Office through LPC-Cum-Data sheet (Sl.No. 49 of Annexure C) and are forwarded to this office Four(4) months before the anticipated date of discharge of the individual for sanctioning pensionary awards.

The data sheet along with Sheet Roll and all documents is forwarded to PAO (ORs) who in turn verify all the columns with reference to these documents and fill Pay and Allowances columns, receipt column and affix LPC seal and forward LPC Cum Data Sheet along with all documents to PCDA (P) and returns Sheet Roll to the Record Office. The data sheet contains all the relevant data required for sanction of pensionary awards. Therefore submission of Sheet Roll/Enrolment form, etc, alongwith pension claim to PCDA (P) has been dispensed with.

Service pension claims processed through data sheet for generation of computerized PPOs are dealt with in EDP Service Manual Section. The detailed procedure to be followed in this section is explained in succeeding paras.

13. Details procedure for generation of computerised PPOs for fresh claims **(After implementation of PHP System)**

The procedure to be followed after implementation of new system has been enumerated below.

- (a) The Service Pension Claims with LPC-Cum-Data Sheet & requisite documents along with soft copy /CD will be received by GP-I of G-2 Computerised Section.
- (b) The acknowledgement in token of the receipt of the claims will be issued by GP-I and same will be handed over to Gp-II. Scrutiny of the claims is carried out by the operative group and all the rejected/returned claims are handed over to GP-I along with the observations noticed through a forwarding memo. These returned claims will be handed over to the couriers of ROs after entering in a specific Register. If the claims are dispatched by the Registered Post due to non arrival of courier of R.Os within a fortnight week from issuance of rejection/return memo .The acknowledgement will be watched and linked with the office copy of forwarding memo by GP-I.
- (c) After receipt of claims from GP-I the GP-II, i.e. control group , will hand over the soft copies on day to day basis to EDP Centre for uploading of claims, Generation of CDR and Auto distribution of Service Pension Claims. After generation of CDR, Unique CDR No. and date will be entered at the specific place of each LPC-Cum-Data Sheet in GP-II and the same will be distributed in a batch of 25 claims invariably as per CDR among the operative task holders for audit and editing with reference to LPC-Cum-Data Sheet and other requisite documents.

Detailed Scrutiny of the Pension Claim

14 Detailed scrutiny of pension claim taken up for generation of computerized PPO involves:

- (a) Checking of documents
- (b) Verification and processing of LPC-Cum-Data-Sheet.
- (c) Issue of observation memo, if any.
- (d) Preparation of punching medium & 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. These checks are in addition to checks mentioned in Para 34

Checking of Documents.

15 It will be seen that

- (i) The pension claim processed through the data sheet contains the following documents:-
 - (a) LPC-Cum-Data sheet.
 - (b) Discharge roll (IAFY-1948 A).
 - (c) Release Medical Examination Report (AFMSF-18) for discharge on shape I or Release Medical Board Proceedings (AFMSF-16) for discharge other than shape I.
 - (d) Commutation application (IAFA-340 A).
 - (e) Annexure-A containing family details and duly attested joint photographs.
- (ii) The particulars of the applicant recorded in the claim (IAFY- 1948 A) viz the name, date of birth, name of spouse Pension Disbursement Agencies details tally with those reflected in the data sheet. Three specimen signatures/thumb impressions should also be verified.

- (iii) The Discharge Roll (IAFY-1948 A) has been signed by the appropriate authority in the space provided for the purpose.
- (iv) The details of service and other particulars have been recorded on page 1 & 2 of the claim.
- (iv) The “Remarks of the R.O.” on page 4 of the claim are completed in all respect and are signed by the appropriate authority.

15A Following documents are required for simultaneous notification of service element and disability element where individual is discharged *at own request* or on completion of terms of engagement.

S. No.	Name of Documents
All Cases of Discharge	
1.	LPC-Cum-Data Sheet (PHP-001/2013) duly completed in all respect which is applicable for post 01 Jan 2006 retirees.
2.	Discharge Roll (IAFY-1948 A) and discharge Part-II Order
3.	Release Medical Board (AFMSF-18) (For SHAPE-I individual only), AFMSF-16 for other than SHAPE-1
4.	Application for Commutation of pension.
5.	Family details submitted by the individual verified by OC and countersigned by Record Office.
6.	Details of Embodied and Disembodied Services duly countersigned by PAO (OR) (In TA Cases)
7.	CTC of Service Pension PPO already issued for Army Service (DSC cases)
8.	Photocopy of cancelled PPO if issued earlier for any reason.
9.	BC Part-II Order (Section BC) Cases.
10.	Sanction of OIC Records in Attributable/Aggravated cases.
11.	Rejection letter issued by OIC Records in Neither Attributable Nor Aggravated (NANA) cases.
12.	Adjudication sheet of OIC Records for acceptance/rejection of disability.
13.	Attributability Certificate in case of disablement due to injury.
14.	Injury Report in case of disablement due to injury.
15.	BC Part-II Order (For BC Cases)
16.	Sheet roll of individual

Verification of LPC-Cum-Data Sheet.

16(a) Auditor will carryout 100% check of all the columns of LPC-Cum-Data Sheet with reference to the requisite documents for filling up the columns and amend the columns online, where necessary.

(b) Similarly, AAO will exercise the audit/edit checks and forward the approved data of the claims to SAO/AO for final approval after exercising following checks-

100% check of 10% claims and columns no 3, 4, 7, 10, 11, 12, 13, 14, 15, 16, 20, 21, 22, 26, 27, 28, 29, 30, 49, 50, 51, 52, 53, 54, 59 and 60 of LPC-Cum-Data Sheet will be checked 100% by AAO.

(c) SAO/AO will scrutinize the data and approve the same for generation of PPO after 100% checking of columns no 3, 12, 18, 20, 48, 50, and 61 of LPC-Cum-Data Sheet. SAO / AO will check 100% of 5% claims. After exercising above checks, SAO/AO will generate the PPO which will have prefix ‘S’ and a unique No. of particular year.

1. Group-II will complete DPR Register and will put up DPR to the OI/C daily.

NOTE:- Detailed Scrutiny of Pension Claims, Checking of Documents and verification of LPC-Cum-Data Sheet (Audit of Claims) will be carried out . 100% audit and comparison of Screen data with LPC-Cum-Data Sheet will be carried out by the Auditor, 100% in 10% claims at SO(A)/AAO Level and 100% in 5% claims at AO/SAO Level.

Calling for wanting documents:

17 Pension claim will be returned if the pension application and the data sheet have not been signed by the individual and competent authority.

- (i) After detailed scrutiny of the claim in the manner as stated above, the wanting documents/information, if any, required for the settlement of the case should be determined. Wanting documents/information should be called for by OI/C. Before the draft is issued it should be ensured that observations are comprehensive, so that claim may be finalized after settlement of the observations.
- (ii) Piece meal observations should be avoided.

Preparation of Punching Medium and DID Schedules

18 The demand shown in the data sheet will be transcribed with full particulars in “Demand Register” to be maintained by the Group-II in the proforma given below for preparation of punching medium.

Proforma for Demand Register

Name of Record Office	CR No.	Regt. Rank and Name	Amount of Advance	Nature of demands RDR or other than RDR	PPO No. under which recovery is Made
1	2	3	4	5	6

EDP (Centre) prints all demands notified through PPOs each month and demand statement received by Group-II, will prepare PM, and DID schedule. The Group-II i.e. control Group, 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 concerned and debiting the same to retirement gratuity head. All the four copies of the PM will be passed on to coordination group for numbering and passing of the same to Accounts Section for ensuring compilation in the month in which the pension/gratuity is payable to the pensioner. The full particulars of the individuals and details of demand should be mentioned in the PM. A separate control register containing following information invariably should be maintained in group II.

Class II Voucher Numbering Register

Sl No.	Regt. No. Rank and Name	Nature of demands	Name of Record Office	Amount
1	2	3	4	5

PCDA to whom credit is being passed on	PPO No.	PMs No. Month / Year	DID schedule	Remark if any
6	7	8	9	10

The distribution of four copies of PM will be as under: -

One copy of the PM duly numbered will be returned to group II section for record with the pension documents. Two copies of the PM will be forwarded to Accounts Section and the fourth copy will be retained as office copy in the grants coordination group.

Illustration for preparation of Punching Medium

Ex No. 3179556 A Sep. Narendra Singh is due to be discharged from Service on 31.10.2012 (AN) from Jat Regt. Rs. 58118/- and Rs. 7624/- on account of RDR and other than RDR are shown as demand in LPC-cum-data sheet. (In the present case Pay and Audit controller of Jat Regt. is PCDA (Army) Meerut) These amounts have been recovered from his retirement gratuity while notifying the pensionary awards and a PM will be prepared in the manner as indicated below:

Punching Medium

Month 10/02 PCDA 01 Section 13 Class of Vr. II Vr. No. 8

Classification code	Receipts		Classification code	Charges	
	(R) (1)	(R) (2)		C(3)	C(4)
0/073/21	65742.00	-	0/014/34 0/014/36	58118.00 7624.00	
	65742.00			65742.00	

DID Schedules

Simultaneously with the preparation of PM, the DID schedule on IAF (PCDA) 338 will also be prepared by the EDP Service Manual Section in quintuplicate out of which one copy will be sent to Accounts Section for noting the same centrally in their out ward 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 or the transaction of Defence Exchange Heads will be scrutinised carefully with reference to DID schedules already prepared and a certificate rendered to Accounts Section regarding completion of this scrutiny.

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

Three copies received by the Accounts Section of the originating controllers and one copy will be retained as office copy of group II, one copy of office copy of grants coordination.

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 Centre processing the compilation for that particular office (alongwith PM for other classes of vouchers). One copy will be sent to the section entrusted with the works of preparing monthly report of DID Schedule responded/adjusted through 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 consist of 15 digits. The first two digits will indicate the PCDA, next four digits section number, the seventh digit, the class of voucher, eight to eleventh digits voucher number twelfth and thirteenth, the month and fourteenth, the year as shown below in the case of class II voucher floated by EDP Service Manual Section of Pr. PCDA(P) Allahabad.

Note List of Code Heads for originating and responding Cs.DA is given at **Appendix 1**.

19 After approval of data at SAO/AO level, a unique PPO prefixed with S of consecutive number is generated in master and became ready for printing.

Printing and dispatch of PPOs

20 On receipt of 6 copies of the printed PPOs from EDP Centre, Group VIII will obtain the necessary batches of the pension claims from Group II and arrange the claims in ascending no. of unique CDR Nos . It will be checked that all the of LPC-Cum-Data Sheets and connected documents in respect of printed PPOs have been received and there are no missing serial numbers.

21 (i) The dispatch group will remove the carbon of the PPOs and the same be handed over to Auditor deployed for purpose they will separate copies of PPOs as under:-

- I. Original (For PDA through R.O)
- II. Duplicate (For CH Section of PCDA(P))
- III. Triplicate (For R.O)
- IV. Quadruplicate (For draft PPO/Office Copy)
- V. Quintuplicate (Spare Copy)
- VI. Hextuplicate (For pasting in pension certificate/pensioner's copy)

(ii) The Draft PPOs will be compared with the entries in the LPC-Cum- Data Sheet 100% at the auditors' level, 10% of the PPOs will be compared 100% by the S.O.(A) / AAO and 5% by the Sr. A.O level . The Data Sheets should be duly endorsed and if discrepancies are found on comparison of the computerized PPOs with the data given in the LPC-Cum-Data Sheet at the Draft PPO approval stage, such PPO will be enfaced with the words "CANCELLED" on all the six copies . A remark will also written on PPO register and the case will be processed afresh after handing over the same to Group –II for further necessary action .

(iii) The PPOs printed in respect of The LPC-Cum-Data Sheet the Draft PPO will be initialled by the Auditor, S.O. (A)/AAO and A.O in the space provided on LPC-Cum-Data Sheet .The PPO No. and year will be indicated in the space provided in the rubber stamp "Claim finalized vide PPO No.S/ / / . They will also put their initials on the rubber stamp "Claim notified vide PPO No. S/ / / .

(iv) Copy of the PPO meant for Pension Certificate will be pasted between pages 2-3 of the P.C. after putting Facsimile Signatures of the PPO signing officers of particular year as notified vide circular issued by Audit Tech Section of this office in this regard and a rubber stamp on PPO on Page 4 of PC will also be completed after affixing the rubber stamp.

Pensionary awards authorized vide PPO No. S/ /

(v) The triplicate copy of PPO meant for R.O as well as copy meant for spare copy will be enfaced with facsimile signature of the PPO signing officer.

(vi) After completion of the steps mentioned above a rubber stamp.

*FAIR COPY ISSUED will be affixed on the Draft PPO and Original and Duplicate copies of PPOs along with the P.C. will be submitted to the Sr. AO authorized to sign the PPOs for PCDA(P) for his signature. The Sr. AO (P) will authenticate the PPO, original & duplicate on the basis of attestation of Sr. AO/SO (A) /AAO on the draft PPO.

(vii) The original copy of the PPO and Pension Certificate will be embossed in presence of the PPO Signing Officer simultaneously at the time of authentication.

After receipt of the original and duplicate copies of the PPOs along with PC and Draft PPOs, the PPOs will be segregated as under:-

(i) Original and Triplicate – R.O. wise along with PC

(ii) Duplicate PPO – CH copy Serial wise.

(iii) Draft Copy / Officer Copy – Serial wise.

(viii) The date of dispatch will be affixed on all the copies of the PPO with a rubber stamp.

(ix) The original and triplicate copies of the PPOs along with pension certificate will be arranged in the ascending order of the PPO No. for each R.O and this will be entered in a PPO Dispatch register for each R.O indicating PPO NO. and Date of dispatch. These documents along with forwarding letter to each R.O will be handed over to Group –I who will further hand over these PPOs to couriers of ROs.

(x) The Draft PPO along with the LPC-Cum-Data Sheet and connected documents will be sent to Group-I duly arranged in ascending order of PPOs for binding purposes and handing them over to Old Record section of this office.

22(i) The PC Books and PPOs after comparison and signing by SAO/AO will be handed over by GP-VIII to GP-I along with the forwarding letter to ROs. to handover these PPOs to the courier of the ROs. Due to any reasons if the PPOs are dispatched to the R.O by Registered Post, the acknowledgement thereof will be watched and will be linked with the office copy of the forwarding memo.

(ii) On receipt of Draft PPOs from GP-VIII (Dispatch Group) the PPO No. and Year will be entered in respective claims registers and the Draft PPOs will be arranged strictly in accordance with serial No. and will be got bounded in batches of 25 each. The bound volumes will be given Book No. (as allotted by the PCDA (P) for the respective computer centre). The Book No. and PPO No. with year will be properly marked on the outer cover of the bound volume on the side as well as on the front.

(iii) The folders containing the CH copies of the PPOs and the spare copies of the PPOs will be kept in safe custody by GP-I and will be sent to CH Section of C.D.A.(P) in batches of 400 PPOs and will be got bound locally for reference.

Issue of Corrigendum PPOs through computer

22 Any amendment/revision claims, which become due either on receipt of wanting documents/information or a proposal for amendments made by the R.O. in the original PPO earlier issued or due to change in entitlement as per Govt. decision where service pension has been notified on computer, shall be processed through data sheet (Rev.)

24 The data sheet (Rev.) will be prepared on the basis of revised data by the R.O. in triplicate. The R. O. after completing the data sheet and making necessary endorsement in the relevant bottom cage will retain the third copy as office copy and submit the original and duplicate copies along with supporting documents in each case to the PAO (ORs) for their check. The PAO (ORs) after exercising necessary check and completing the revised pay details and affixing LPC seal wherever required will return the original copy to R.O and retain duplicate copy at his end. The R.O. will transmit the original copy of the data sheet along with supporting documents to the of the PCDA (P) office for issue of corrigendum PPO on computer.

Preliminary action on receipt of revision claim through data sheet

25 On receipt of revision/amendment claim through data sheet (Rev.) action to diarise the same in a separate claim diary register will be taken in the same manner as laid down for fresh claim.

Detailed scrutiny of the revision/amendment claims

26 It will be seen that: -

- (i) In cage-I the basic particulars, i.e. original PPO number, R.O. code and name of the pensioner in respect of whom the revision/amendment is to be carried out, have been filled in correctly.
- (ii) Only the affected columns have been completed with the revised data and unaffected columns have been left blank.
- (iii) The data sheet (Rev.) having financial bearing on the original pensionary award has invariably been got verified and signed by the PAO(ORs) on the appropriate cage at the bottom of data sheet (Rev.)

Processing of data Sheet

27 The data Sheet (Rev.) will be processed for issue of computerized corrigendum PPO in the same manner as laid down in sub Para 13 to 19 above.

Printing of PPOs and their disposal

28 Corrigendum PPOs will be printed and disposed of in the same manner as laid down in sub Paras 20 to 22 above.

Note 1 General instructions for preparation and completion of data sheet by the Record Offices and its checking by the PAO (ORs) are given in **Appendix-2**. These instructions will also apply mutatis mutandis in respect of DSC/TA personnel.

Manual Processing of Service Pension Claims

29 The service pension claim which can not be processed through LPC-Cum-Data Sheet due to various reasons are processed manually on the pension claim form IAFY-1948-A/AFMSF-16/-IAFA-370 and submitted to this office along with service documents for manual notification of pensionary awards. These claims mainly include Pre - 96 retirees, court cases, cases of Hony Commissioned Officer discharged with less than 21 years qualifying service and cases where pensioner died after retirement before sanction of the service pension. Such claims are dealt with in Manual group of G-2 Section. The procedures to be followed for processing of such claims manually are explained in the succeeding paragraphs of this chapter.

Preliminary action on receipt of pension claims.

30 On receipt, the pension claim should be entered in the claim Register on the proforma given in G O (2) R-1 (Sl. No. 2 of Annexure B) which is maintained Record Office wise and allotted a claim number which will be the serial number at which the claim is entered in the claim register. The claims will be entered in the claim Register in serial order commencing from No. 1 from the beginning of a calendar year. The claim serial number should be noted on the forwarding memo of the Record office under which the claim has been received as well as on the Discharge Roll (IAFY-1948-A/AFMSF-16).

Preliminary Scrutiny

31 It will be ensured that the claim is prima-facie tenable by verifying from service documents of the individual that he is entitled to pensionary benefits. It may be noted that the title to pension arises only if the following conditions are fulfilled:-

(i) The individual has rendered service on regular engagement terms.

Note 1 When an individual is initially engaged for a minimum period of 15 years [(5 years from 1.4.68) and 15 years in the case of NCs(E)], he should be treated as on regular engagement.

Note 2 War engaged or other irregular personnel not made regular have no title to pension unless they fulfilled certain specific conditions laid down in separate orders issued by Govt. from time to time.

(ii) The individual has actually rendered a minimum period of 15 years' qualifying colour service (20 years' qualifying service in the case of NCs (E)) without weightage vide Regn. 47 PRA Part I (2008).

(iii) **For Special Pension:-** 10 years qualifying service in the case of personnel other than NCs(E) and 15 years qualifying service in the case of NCs(E).

(iv) The individual has been discharged under the provisions of the Army Act and the Rules made there under and not dismissed from service vide Regn. 41 PRA Part- I 2008.

32 If it is established that the claim is not tenable the same will be rejected and the detailed reasons for rejection will be intimated to the Record officer. After rejection the same should be reflected in Central claim diary register.

Documents required for the grant of pensionary awards.

33 It should be seen that the following documents have been received in support of the claim:

(a) Discharge Roll (IAFY-1948-A)

(b) Sheet Roll (in original) in the case of Army and Air Force Personnel and service certificate in the case of Navy Personnel and Enrolment Form, etc.

(c) Last Pay Certificate (IAFA-447) (Original)/LPC cum Data Sheet.

(d) Commutation application form (IAFA-340-A), if applied for commutation.

(e) Medical Examination Report (AFMSF-18) along with a copy of annotation made about longevity of the individual for the purpose of commutation or AFMSF-16 if the individual was brought before Release Medical Board due to being in low medical category.

(f) Family details.

(g) One copy of the nomination made by the individual for payment of life time arrears of pension.

(h) Sanction of the competent authority where such a sanction is necessary under Pension Regn.

(i) One copy of latest joint photograph with spouse in civil dress duly attested.

(j) Certificate whether or not a disciplinary/judicial proceeding is pending against the individual.

Detailed scrutiny of claims

34 The various checks to be observed in conducting the detailed scrutiny of the claims are set out in the succeeding paras:-

It should be seen that:

(a) The documents mentioned in the forwarding memo, have been received.

(b) The claim has been submitted within 12 months of the date on which it fell due and if not, the explanations for the cause of the delay in its submission has been furnished by the Record Officer, and is satisfactory vide Regn. 83, PRA Part-II (1961).

Note: If claim for pension and gratuity submitted after 12 months from due date where pension sanctioning authority is not satisfied for reasons for delay, sanction of Service HQrs. will be necessary vide GOI, MOD ID No. 4684/DIR/PEN/2001 dt. 14-8-2001

(c) The individual was enrolled on regular terms of engagement and if the enrolment was not on regular terms, he was subsequently brought on regular terms.

Checking of documents

35 The following documents attached with service pension claim should be checked in detail in the manner indicated as under: -

(a) Discharge Roll

- (b) Sheet Roll and Enrolment form
- (c) Last pay certificate / LPC Cum Data Sheet

(A) Discharge Roll (IAFY-1948-A/AFMSF-16)

It should be seen that:

- (i) All the items are completed and the particulars of the individual recorded viz. Regimental No. Rank, Name, Regiment/Corps, date of birth/age on enrolment, date of enrolment, date of promotion, date of discharge, etc., are correct with reference to the relevant entries in the Sheet Roll/Service certificate and Enrolment Form;
- (ii) The discharge roll has been signed by the appropriate authorities in the space provided for the purpose;
- (iii) The individual's specimen signatures or left hand thumb and fingers impressions have been obtained in the space provided for the purpose and have been attested by a Commissioned Officer;
- (iv) The station from which the individual is desirous of drawing pension is correctly given. The list of Pension Disbursing Authorities from which pension can be drawn is given Appendix I P.R.A. Part-II (1961).
- (v) The individual has been discharged under the Army/Navy/Air- Force Act and the rules made there under.

Note An individual dismissed from service is ineligible for pension/gratuity unless specifically sanctioned by the Service HQrs. As per GOI, MOD No. 4684/DIR/PEN/2001 dt. 14-8-2001.

- (vi) the certificate regarding quantum of pension has been correctly completed by scoring the inapplicable alternative and if the pension recommended is at a reduced rate, the claim is supported by the certificate of the competent authority.
- (vii) the total service up to date of discharge, period(s) of service not counting as qualifying for pension and any previous service counting towards pension or gratuity as verified by the Defence Accounts Department, have been correctly worked out on the basis of the entries in the Enrolment Form IAFF-958 and the Sheet Roll.
- (viii) if cash allowance attached to any gallantry decoration is claimed, an entry to that effect indicating, inter alia, the No. and date of the order/Gazette of India Notification exists in the Sheet Roll and the rate claimed agrees with the rate shown in the L.P.C./LPC-cum-datasheet.

Note: Where L.P.C. received is from an agency other than D.A.D., the order/Gazette Notification will be verified and the correctness of the cash allowance will also be confirmed with reference to the relevant order on the subject viz Regulations.235 & 242 and Appendix III of Pay and Allowances Regulations-(ORs) (1979 Edition).

(B) Sheet Roll and Enrolment Form

It should be seen that: -

- (i) The Sheet Roll and Enrolment form are original copies; or, where duplicate copies have been submitted, sanction of the Govt. of India for re-construction of the documents and a certificate in terms of Rule 43 F.R. Part-II has been obtained.

It may be noted that the officer in charge Air Force Records is authorized to reconstruct record copies of Sheet Rolls from unit copies, in case of loss or mutilation of original record copies of Sheet Rolls.

The certificate under Rule 43 F.R. Part-II(1968) and the certificate of the Air Force Record Office to be endorsed on the cover of reconstructed Sheet Roll should be on the following lines:

Certificate under Rule 43 F.R. Part-II (1968)

“Certified that (here enter the missing document) has been lost, and to avoid the possibility of a double charge being made a note has been made in (here enter in which document) on record in my office.”

- (ii) the following entries exist and are correct:

- (a) date of Enrolment.
- (b) terms of engagement.

- (c) (i) date of transfer to man-service in the case of individuals recruited as “BOYS”.

(ii) date of transfer to regular Service in the case of individuals enrolled on non-regular/war engagement terms.

- (d) date of promotion to the Paid Acting/Substantive ranks held and particularly for the rank actually held regardless of whether in substantive or paid acting capacity during the last 10 months of service qualifying for pension as given in the L.P.C. (A.O. 65/70)/LPC-cum-data sheet.
- (e) lowest pay group for which paid during the last 10 months of service qualifying for pension as given in the LPC-cum-Data Sheet.
- (f) period of P/A/Rank last held where pension for that rank has been claimed and a certificate has been furnished by the P.A.O. (ORs).
- (g) red ink entries affecting qualifying service viz. period for which pay and allowances have been forfeited and are non-qualifying for pension.
- (h) secondment/deputation for service to others formation which are administered centrally but the expenditure is debitable to other than Defence Services Estimates for which Government letters have been issued laying down the manner of allocation of pensionary charges. The notification should not, however, be held up pending allocation.
- (i) length of former service allowed to count by the PAO (ORs) towards pension/gratuity and its review by him under New Pension Code, where necessary vide Reg. 126 P.R.A. Pt. I, as endorsed on the Sheet Roll.
- (j) restoration of service rendered prior to desertion in cases where a individual has been tried and convicted by summary Court Martial on a charge of desertion vide Sec. 38 Army Act. An endorsement to this effect should be looked for in the Sheet Roll
(Reg. 123 P.R.A. Part-I (1961)).

(C) Last Pay Certificate

It should be seen that:

- (a) Regimental No., Rank and Name of the individual agree with the entries in the service documents.
- (b) the L.P.C. is in original, is signed, embossed with L.P.C. Seal and cuttings/over writings in the entries made therein are attested.
- (c) the lowest substantive rank held and pay group for which paid during the last 10 months of service qualifying for pension, the rank and pay group actually held at the time of discharge and the date of promotion to the rank actually held are correct with reference to the entries in the Sheet Roll.
- (d) the date up to which paid is shown both in figures as well as in words and agrees with the date of discharge recorded in the Sheet Roll.
- (e) the certificate regarding paid acting rank last held, if any, showing the period with dates has been completed and the particulars given therein agree with the entries in the Sheet Roll.
- (f) if any demand for recovery is noted on the L.P.C., the Code Head to which it is to be compiled is also indicated.
- (g) if there are any special remarks on the L.P.C. (or the certificate submitted in lieu thereof in the case of Navy and Air Force personnel) regarding withholding of pay and allowances for any period, the said period will be treated as non-qualifying service.

Note: Cases arising on or after 01.11.85 in respect of Air Force/Navy personnel are dealt with by PCDA (Air Force) New Delhi and PCDA(Navy) Mumbai respectively.

Retirement Gratuity (DCRG)

36 Under A.I 8/S/70, Death-Cum-retirement gratuity (now termed as Retirement gratuity on discharge and death gratuity in the event of death while in service wef 1.1.86) came into operation wef 10.9.70 i.e. for those who were discharged from service on or after that date with 5 years or more of qualifying service. In the beginning, two months emoluments in respect of married personnel were deducted from D.C.R.G. as contribution for ordinary family pension. However, deduction of two months emoluments was done away wef 22.9.77 under A.I. 25/S/77.

Retirement gratuity is calculated at 1/4th of the "emoluments" for each completed six monthly period of qualifying service subject to maximum of 16 1/2 times of reckonable emoluments but limited to maximum ceiling as shown below whichever is less with reference to date of discharge.

Sl. No.	Date of discharge	Max. ceiling of retirement gratuity	Authority
(i)	10.9.70 to 31.12.72	Rs.24,000/= only	AI 8/S/70
(ii)	1.1.73 to 31.1.82	Rs.30,000/= only	AI 2/S/75
(iii)	1.2.82 to 31.3.85	Rs.36,000/= only	GOI, MOD No. 13/ 38055 / AG /PS-4(a)/2574/C/ D (Pen/Sers) dated 18.12.82 (Group order No. 1139)
(iv)	1.4.85 to 31.12.85	Rs.50,000/= only	GOI, MOD No. 5(3)-85/D (Pen/ Sers) dated 11.06.85 (Group order No. 1202)
(v)	1.1.86 to 31.3.95	Rs.1,00,000/=only	GOI, MOD No. 1(5)/87/D(Pen /Sers) dated 30.10.87
(vi)	1.4.95 to 31.12.95	Rs.250,000/= only	GOI, MOD No.5(1)/95/D(Pen/Sers) dated 08.08.95
(vii)	1.1.96 to 31.12.2005	Rs.3,50,000/=only	GOI, MOD No. 1(6)/D(Pen/Sers) dated 03.02.98
(viii)	1.1.2006 onwards	Rs.10,00,000/=only	GOI, MOD No. 17(4)/2008(2)/D(Pen/Pol) dated 12.11.2008

Note: With effect from 01.01.2006 a weightage of 5 years is allowed in qualifying service subject to the total qualifying service including weightage not exceeding 33 years.

Detailed Scrutiny of the Retirement Gratuity claims

37 It should be seen that

(i) the Regimental No., Rank, Name and particulars regarding age on enrolment, date of discharge, length of qualifying service agree with the particulars recorded on IAFY-1948-A etc. as checked for service pension.

(ii) the number of completed six monthly periods are double the completed years of qualifying service plus one, if the qualifying service exceeds the completed years by 180 days or more subject to maximum of 60 six monthly periods in respect of those who retired before 1.1.73 and 66 six monthly periods in respect of those who retired on or after 1.1.73.

Note: Retirement gratuity, where admissible under A.I. 8/S/70 will be paid in addition to the pension as specified in Appendix “A” to A.I. 1/S/75 as amended from time to time.

(iii) the rank last held agrees with that shown in the LPC/Naval Pay Office or A.F. CAO’s certificate.

Note: If the rank shown is higher than that shown in the LPC., etc. the Certificate of the Pay Audit Officer to the effect that the individual would have continued to hold the rank but for proceeding on leave will be looked for.

(iv) pay of the rank last held in the concerned Pay group, classification allowance, etc. agree with those shown in the LPC and in the case of Navy/Air Force personnel, where LPC is not furnished, Part-II of the claim has been signed by the OI/C Naval Pay Office/O.C.A.F. CAO.

(v) the amount of gratuity payable has been correctly arrived at and the amount of debit balance/demand shown in the LPC, etc. has been indicated against the item “Other deductions”.

Note 1 In the event of death of the recipient before receiving the payment of retirement gratuity, the amount of retirement gratuity is to be authorized in favour of the nominee on the basis of the nomination

executed by the deceased during his life time through a Corrg. PPO. Where there is no nomination or nomination is not valid or does not subsist the amount of retirement gratuity is payable in equal to the surviving members of the deceased family.

Note 2 W.e.f. 01.01.2006, the gratuity is calculated on pay in pay band, Grade Pay, MSP, X, Group Pay, Whole of Class Allowance plus Dearness Pay admissible on the date of discharge as define in GOI, MOD letter No. 17(4)/2008(2)(Pen/Pol) dated 12.11.2008.

Calculation of pensionary entitlement

38 After the pension claim has been checked in the manner stated in the foregoing paras. The pensionary entitlement should be calculated in the manner stated in succeeding paras.

39 Linkage of full pension with 33 years of qualifying service is dispensed with from 1.1.2006. Service pension of PBOR will be calculated at 50% of emoluments last drawn or average of reckonable emoluments drawn during last 10 months, whichever is more beneficial, subject to a minimum of Rs. 3500/= pm

Note 1. The weightage for the purpose of calculation of Pension in terms of para 2 of GOI MOD letter dated 18.8.2010 for the rank of Sepoy, Naik and Havildar shall be taken as 12, 10 and 8 years respectively subject to a maximum qualifying service of 32 years. However, in case an individual's qualifying service works out to be more than 32 years with existing weightage of 5 years, he would continue to get the benefit of that and there will be no enhancement of weightage in such cases.

NOTE 2 the provisions of GOI MOD letter dated 18.8.2010 shall also be applicable to post-1.1.2006 JCO/OR granted honorary Commission as Lieutenant and Captain.

Note 3. The notional pay in the revised pay structure for these ranks shall be worked out by adding pay in the revised pay band corresponding to the fixed pay of Fifth CPC (in terms of Para 9(a)/(1)/SAI 1/S/2008 as amended and equivalent instructions for Navy & Air Force) plus the Grade pay and Military Service Pay introduced under Sixth CPC revised pay structure. The other terms and conditions prescribed vide Para 2 & 3 of this Ministry's above said letter dated 18.8.2010 shall remain unchanged.

Note 4. These orders shall take effect from 24.09.2012 and shall also cover cases of post-1.1.2006 retiree/death in service cases. The financial benefit in past cases shall, however, be granted from 24.09.2012 only. .

Note 5 The above weightage shall not be reckoned for determining the minimum qualifying service specified for admissibility of service pension i.e. 15 years for personnel below officer rank and 20 years for NCs (E). The calculation of disability/war injury element should be in manner given in succeeding paras.

39 (a) In case of normal discharge on completion of terms of engagement if disability /war injury element need also to be notified.

(a) Disability element: Where an Armed forces personnel is retained in service despite disability and is subsequently retired/discharged on attaining age of retirement or on completion of tenure, he shall be entitled to disability element at the rates 30% of emoluments last drawn or average of reckonable emoluments drawn during last 10 months, 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%. The disability element will be assessed on the basis of the accepted degree of disablement at the time of retirement compensation to be included as in War Injury at Para 39(b).

Note- COMPENSATION IN LIEU OF DISABILITY ELEMENT-In case service personnel is found to have a disability which is sustained under the circumstances mentioned under category B and C of Regulation 82 of PR -2008 and which is assessed at 20% or more for life but the individual is retained in service despite such disability, he shall be paid a compensation in lump sum in lieu of the disability element equal to the capitalised value of disability element on the basis of disability actually assessed by Disability Compensation Board. The rates of disability element for calculating the capitalised value shall be as laid down in Regulation 94 (b) and Regulation 98 (b) of PR -2008 as the case may be, which shall be proportionately reduced for lesser percentage of disability. The age next birthday shall be reckoned with reference to date of onset of disability with loading of age, if any, recommended by the Disability Compensation Medical Board. Once compensation has been paid in lieu of 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. This is one time payment on account of compensation, no restoration of disability element shall be permitted

Note: Rounding off benefit of disability element will not be admissible in discharge/released cases.

Disability element admissible under Reg. 53 PRA Part I will be notified as a separate element in addition to service pension already granted. The amount so payable will be notified in the PPO after rounding off the same to the next higher rupee.

Note: 3 The rates of disability element for 100% disablement sanctioned from time to time for different rank prior to 1-1-2006 are indicated in **Appendix -8**

39(b) WAR INJURY PENSION ON RETENSION IN SERVICE

Service personnel who is retained in service despite the disability due to war injury sustained under circumstances mentioned in category 'E' of Regulation 82 of PR -2008 of these Regulations and retired/discharged subsequently, shall have an option to be exercised within a period of 3 months at the time of retention in service

(i) to draw lump-sum compensation in lieu of war injury element, foregoing war injury element at the time of subsequent retirement;

or

(ii) to draw war injury element at the time of retirement in addition to retiring/service pension or retiring / service gratuity admissible on retirement/discharge foregoing lump sum compensation.

LUMP SUM COMPENSATION IN LIEU OF WAR INJURY PENSION

In case Service personnel is found to have a disability which was sustained under the circumstances mentioned in category 'E' of Regulation 82 of PR-2008 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, shall be paid the lump sum compensation in lieu of war injury element. For the purpose of calculation of lump sum compensation in lieu of war injury element for 100 percent disability for life, war injury element shall be 60 percent of reckonable emoluments last drawn subject to minimum of Rs. 7020.00 for 100 percent disability.

(b) For disability due to war injury of less than 100%, the rate shall be proportionately reduced. The one time compensation in lump sum in lieu of war injury element shall be equal to the capitalised value of war injury element for the accepted percentage of the disability at the appropriate rate mentioned above. For this purpose, age next birth day shall be reckoned with reference to the date of onset of disability with loading to age, if any, recommended by the Disability Compensation Medical Board. 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/discharge. This is one time payment on account of compensation, no restoration of war-injury element shall be permitted.

WAR INJURY ELEMENT ON SUBSEQUENT RETIREMENT

Where Service personnel is retained in service despite war injury/disability sustained under the circumstances mentioned in category 'E' of Regulation 82 of these Regulations and does not opt for lump sum compensation in lieu of war injury, and retires/discharged, he shall be entitled to payment of war injury element as in clauses (a) and (b) below in addition to retiring/service pension as admissible in normal course of retirement/discharge.

(a) War injury element on a monthly basis at 60 percent of reckonable emoluments last drawn for 100 percent disability. For disability of less than 100 percent, but not less than 20 percent, the above rate shall be reduced proportionately. Provisions contained in Regulation 94(c) or 98(c) of PR-2008 as the case may be, shall not be applicable for computing war-injury element .

(b) In the case of individuals retired prior to 1.7.2009, the aggregate of service element and war-injury element as admissible under clauses (a) and (b) above shall not exceed the emoluments last drawn.

LIBERALISED DISABILITY PENSION

Service personnel sustained disability under the circumstances mentioned in category 'D' of Regulation 82 of PR-2008 shall be entitled to Liberalised disability pension on retirement from service as under :-

Liberalised disability element on retirement/discharge from service shall be at 30 percent of emoluments last drawn subject to minimum of Rs 3,510/- for 100 percent disability. For disability less than 100 percent, it shall be reduced proportionally. In addition retiring / service pension as admissible in the case of normal retirement/discharge shall be admissible.

Note 2 Service pension or service gratuity w.e.f 1.1.2006 as admissible as per Min. of Def. shall be payable in addition to war injury element from the date of discharge.

Qualifying Service

40 In determining the qualifying service the following points should be kept in view.

Length of qualifying service

All service from the date of appointment or enrolment/transfer to man's service to the date of discharge shall qualify for pension or gratuity with the exception of:

(i) On issue of GOI, MOD letter No. B/39027/AG/PS-4(a & c)/589/C/D(Pen/Sers) dated 27.03.2002 any period rendered before attaining the age of 17 years from the date of enrolment will qualify for pension.

(ii) any period of service on a temporary establishment or for which a special rate of pay is granted on the understanding that no pension is admissible.

(iii) any period of unauthorized absence for which pay and allowances have not been admitted

(iv) any period of absence regularized as extra ordinary leave without pay and allowances.

(v) any period of absence as a prisoner of war, unless full pay and allowances have been admitted in that case, a certificate from the PAO (ORs) to that effect should be looked for.

(vi) any period of detention in civil custody being convicted by Civil Court.

(vii) any period of imprisonment by sentence of civil court or of a Court Martial.

Note This provision will cover all past cases also. The benefit will be allowed to those who are still alive and applied for the same. No life time arrears on this account or any subsequent benefit of onetime increase will be admissible.

Note1: The period of close arrest preceding the period of rigorous imprisonment by Court Martial, in which an individual remains in service and carries out work and undergoes military instructions in the unit itself under the orders and supervision of military authorities, will be treated as qualifying for pension.

(viii) any period of absence without leave and period between dismissal/discharge and its cancellation to the extent it is regularized as E.O.L. without pay and allowances.

(ix) any period of service rendered before the date of desertion/fraudulent enlistment if the individual has been tried and convicted by a Court Martial on a charge of offence under section 38/43 (a) of the Army Act unless restored Regn. 43 PRA Part-I (2008)].

Note: 2 An individual charged with an offence of desertion will invariably be tried by a Court Martial.

Note: 3 The date on which a deserter is arrested will be treated as the date on which such deserter rejoined from desertion and taken on strength accordingly vide Army Head Quarter letter No. 72026/AG/ORG 3(10 GR) dated the 4th July 59 as amended.

Rounding of Qualifying Service

41 While calculating the length of qualifying service for the pensionary benefits, a fraction of a year equal to 3 months and above is treated as one half (1/2) year period and nine months or more but less than a year is treated as a completed one year for determining the amount of pension w.e.f. 28/06/1983. Prior to 28/06/1983 the broken period of service of 180 days or more was treated as ½ years w.e.f. 22/04/1960. In view of above, if Q.S has been mentioned as 17 years 10 months in PPO/ Corr PPO then it should be rounded upto 18 year, 17.5 years and 17 years for post 28.06.1983 retirees, pre-28.6.83 but post 22.04.60 retirees and pre-22.04.60 retirees respectively.

Tenure/Service Limits

42 In the case of JCOs, it should be seen that tenure/service limits are not exceeded unless extended under orders of the competent authority or separate Govt. orders have been issued for retention beyond

these limits vide Paras 163 and 165, Regulation for the Army, 1987. The tenure/service limits are as follows:-

- (i) Sub/Risaldar Major 5 years as such or 32 years pensionable service whichever is earlier.
- (ii) Sub/Risaldar 28 years pensionable service.
- (iii) Naib Subedar- 24 years pensionable service.

Note: 1 with effect from 1.12.76, terms of service/tenure and age limits for retirement have been revised vide GOI MOD letter No. A/16909/Policy/AG/P 52(c)/2085/S/D(AG) dt. 16.12.76 as under.

- (i) Risaldar Major/ Subedar Major- 32 years of pensionable service or 4 years tenure or 52 years of age, whichever is earlier.
- (ii) Risaldar/Subedar- 28 years of pensionable service or 50 years of age whichever is earlier.
- (iii) NaibRisaldar/Naib Subedar - 26 years of pensionable service or 50 years of age, whichever is earlier.

The revised limits are subject to screening 3 years in advance of the date of superannuation by a screening Board and found suitable for retention. However, w.e.f 30.5.1998, the period of service has been extended by two years vide GOI. MOD No. F.14 (3)/98-D(AG) dt. 3.9.98, which is also subject to screening.

Condonation of deficiency in service

43 Where deficiency in length of service qualifying for pension has been condoned the sanction of the competent authority should be seen vide Reg. 125 P.R.A. Part-I (1961).

It may be noted that condonation is not permissible to an individual discharged at his own request or who is entitled to special pension under Reg. 164 or on Invalidment with less than 15 years service. Condonation is also not permissible in respect of L.M.C. personnel who are discharged before completion of their engagement vide Army Head Quarters letter No. A/07099/AG/PS 4 (b) dt.20.9.65

Note: - Deficiency in service upto 6 months may be condoned by the competent authority viz. Officer in Charge, Records and beyond six months and upto 12 months by Service HQrs. to make individual eligible for a minimum pension vide GOI, MOD, Nos. A/24055/AG/PS-4(b)/1753/A/D(Pe/Sers) dated 21.05.1986, Order No. 684/DIR(PEN) / 2001 dated 14.08.2001 as clarified vide ID No. even dated 10.09.2002 received under CGDA letter No. 5189/ATP/ VCPC/PC dated 03.10.2002 respectively.

Former service

Necessary entries in this regard will be seen in the Sheet Roll. It may be noted that the responsibility for audit and counting of previous service to reckon towards pension/gratuity devolves on the Pay Accounts Officers concerned.

Regrouping of group

44 Groups for all ranks of PBOR have been introduced w.e.f. 01/06/1953. Initially there were 8 groups i.e. A, B, C, D, E, F,G and H. These pay groups were regrouped in 5 (i.e. A, B, C, D,E) w.e.f. 01/01/1973 which was further regrouped in 3 groups (X, Y & Z) w.e.f. 10/10/1997. It has been clarified that eight groups have been regrouped in five groups from 1.1.73 and further reduced to three groups from 10.10.1997 are as follows:-

Group			
PRE-1973	"A"	"B" TO "F" and Gunner GD	"G" & "H"
POST -1973	"A"	"B" TO "D"	"E"
POST 10.10.97	"X"	"Y"	"Z"
Post 1.1.2006	"X"	"Y"	

Additional Pension for Hony Rank of Nb/ Sub

45 The NCOs granted honorary rank of Naib Subedar on retirement are eligible to additional pension of Rs. 12/= p.m. vide Reg. 137 P.R.A. Part-I. In this context necessary gazette notification regarding the grant of honorary rank should be seen. It may be noted that this allowance is payable only in the case of

NCOs who retire and are not invalidated out of service except where the individual has completed the maximum service limit for a Havildar/Dafadar i.e. 21 years-24 years w.e.f. 1.12.1976 and the service element of his disability pension is maximum service pension for his rank and group. Individuals who became/will become non-effecting on or after 1st January, 1973, the additional pension has been increased to Rs. 30/= p.m. This amount has further been increased to Rs. 36/=, Rs.45/= and Rs. 100/= p.m. w.e.f. 1.3.78, 1.4.79 and 1.10.91 respectively i.e. in respect of personnel discharged on or after these dates. W.e.f 1.1.2006, Hony Rank of Naib Subedar granted to Havildar will be notionally considered as promotion to the higher grade of Naib Subedar and benefit of fitment in Pay Band and the higher grade pay will be allowed notionally for the purpose of fixation of pension only (vide Govt. of India MOD letter dated 12.06.2004).

Note: 1 Additional pension for Hony rank of Naib Subedar is a pension and may be commuted.

Note: 2 Dearness Relief is also payable on additional pension.

Condonation of Deficiency in Rank Service

46 It may be noted that condonation of deficiency in rank service upto 3 months is permissible vide Reg. 134, P.R.A. Part-I. The power to condone deficiency has been delegated to OI/C Records.

Rates of pension/gratuity

47 The rates of pension of these personnel are laid down in Pension Regulation, MOD letters, Army, Navy and Air Force instructions, etc. The rates prevalent at the time of discharge will be adopted for the purpose unless there is provision for option in which case the rates opted for by the individual will be applicable. Where applicable, the rate of pension, is not in whole rupees will be rounded off to the next higher rupee vide Govt. of India, Min. of Def. Letter No. 1(3)/66/2624- D (Pension/Services) dated 12.4.66. The reduction in pension, if any, recommended by the competent authority will also be effected in whole rupees vide Govt. of India, Min. of Def. Letter No. A/10112/AG/PS 4 (c)/-7495-A/D (Pensions/Services) dt. 5th October 1967.

Note-1: The dates on which rates of service pensions in respect of Regular Army personnel (other than DSC) revised are indicated in **Appendices-3 and 5** indicating the relevant authority under which the rates were revised.

Note-2: Evolution of pensionary structure of PBOR is given at **Appendix 18**.

Notification and Documentation for Arranging Payment Of Pensionary Awards

48 The following procedure will be followed in the context of notification of the award of pension: -

(i) The draft pension payment order on IAF(PCDA)-222 will be prepared. The other columns of the PPO will be completed with reference to the audited discharge roll and LPC/Certificate. The date of commencement of pension shall be the date following the date of discharge and in the case of individuals transferred to reserve after earning service pension, the date following that of transfer. The period of grant shall be "for life".

(ii) The payment of retirement gratuity and commuted value of pension if applied, will also be authorized along with service pension. If there is any debit balance/ demand against the individual shown in the LPC, the recovery of the same is to be made lump-sum from retirement gratuity / Capitalised value.

(iii) Payment of allowance attached to gallantry decorations, if any, will be authorized through a guide Note on the PPO as per rates given in Appendix-14.

Minimum Pension

(iv) If the rate of pension is less than the minimum level of pension of Rs 3500/- pm the pension to be raised to minimum level and will be authorized.

(v) If the pension sanctioned is anticipatory / provisional vide Regulation. 26 PRA Part II, the draft PPO will be suitably endorsed at the top and a suitable entry will also be made in the relevant register for watching the finalisation of the case.

(vi) A pension certificate on IAFA-373 will be prepared on the basis of the draft PPO and the discharge roll. Care should be taken that all the guide/ foot notes appearing on the draft PPO are also transcribed on the pension certificate.

(vii) Suitable endorsements regarding the grant of pension should be made on the discharge roll in the space provided therein for the purpose.

Note: The service pension claims will be sent by Record offices to the PAO(ORS) concerned 5 to 6 months in advance of retirement/discharge and would be accepted by the PAO(ORS) for processing as per prescribed procedure. The PCDA.(P). will sanction service pension, retirement gratuity and CVP not later than one month prior to release of the individual.

(viii) While preparing the draft PPO it should be ensured that:-

(a) A separate draft PPO is used for each pensioner.

(b) The name of the pensioner is written in capital letters;

(c) The amount of pension is specified in figure as well as in words

(d) The place of payment of pension is that on which the individual has desired to draw pension and is also a station at which pension is disbursed;

(e) The channel of payment i.e. Treasury/Post Office/ Defence Pension Disbursement Offices /. PSBs is one laid down in Appendix I to PRA Part II (1961) as amended from time to time and if the pensioner has also given the name of the sub treasury/sub Post office/ sub Station, it should be verified that the pension is payable at the sub Treasury, etc and the name of sub Treasury etc should be indicated within brackets;

(f) The proper designation and correct and complete address of each of the parties , to whom the copies of the PPOs are required to be sent, are endorsed on the draft PPO.

(g) Abbreviations of all kinds should be avoided and

(h) The draft PPO is signed in full by the officer approving it.

(ix) Simultaneously with the preparation of the draft notification whether the case is one of the original grant or revision an endorsement showing the particulars of awards and the number of pension payment order in which the award would appear should be made on the documents on which the sanction is based viz, the Discharge Roll, Govt. sanction, etc., the sheet Roll of the individual should be similarly endorsed. Such endorsement should be attested by the Accounts officer. In cases of re-employed/ re-enrolled pensioners original draft Pension Payment order should also be linked.

Simultaneous Notification of Commutation of a Portion of Pension

49 Armed forces personnel below officer rank who apply for commutation of pension along with their pension claims, the capitalized value payable to them will be notified in the service pension PPO itself in the following cases: -

(a) Where the individuals have retired/discharged on attaining the normal ages of retirement or on fulfilling the terms of regular engagement.

(b) And also where individuals placed in low medical category who have retired/discharged on attaining the normal age of retirement or after completion of their terms of engagement.

Simultaneous Notification of Ordinary Family Pension

50 The amount of normal and enhanced rates of ordinary family pension that would be admissible to the wife after death of the pensioner who retired/ discharged/ released/ invalidated out of service will be notified simultaneously in the original pension payment order sanctioning service/disability/ invalid pension in respect of Armed forces personnel below officer rank (including JCOs granted Hony. Commission as ICOs of Army and DSC). However, where entitlement to family pension was not notified simultaneously, the same may be notified through S/JN or D/JN series of PPOs, as the case may be, on receipt of application from the concerned pensioners through Pension Disbursing Authority and Record Office. The entitlement notified through these PPOs is to be endorsed on the draft PPO notifying service or disability pensionary awards indicating the PPO No.

Note 1 This facility is only available to legally wedded wife.

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Sanction of Pensionary Awards

52 After detailed scrutiny, the draft PPO along with pension certificate and the claim should be put up to the Accounts officer for approval of pensionary awards.

53 The PCDA (Pensions) Allahabad, is the competent authority to sanction the pension/gratuity claims. However, the Controller of Defence Accounts (Navy) Mumbai, and Dy. Controller of Defence Accounts (Air Force) New Delhi are the competent authorities to sanction the pension/gratuity claims in respect of personnel below officers rank of the Navy and Air Force who retire or die while in service on or after 1st November, 1985 except to the extent indicated below: PCDA(P) will continue to deal with the following types of cases:-

- (a) sanction and notification of all pensionary awards in respect of sailors of Navy and Air men of the Air Force who retired or died while in service on or before 31st, October, 1985 as hitherto fore.
- (b) revision of all types of pensionary awards in respect of sailors of the Navy and Air men of the Air Force who retired/died while in service. on or before 31st, October, 1985.
- (c) Adjudication of disability and family pension claims in respect of sailors of the Navy and Airmen of the Air Force who retired or died while in service on or after 1st November, 1985, and appeals against such decisions.

Note-1 The power to sanction pension/gratuity /death gratuity exercised by the PCDA (P); PCDA(Navy), PCDA(Air Force) is delegated to the Accounts Officer working in the Section.

54 After sanction of pension by the Accounts officer, a draft PPO and the claim together with pension certificate and working sheet should be passed on to group I along with pension claim register for allotment of serial number of the PPO. And for issue of fair copy of the PPO and despatch of documents to the Record office concerned under covering list **GO(2) F-2 (Sl. No. 2 of Annexure-C) in the same manner mentioned in para 15 to 22.**

Note: Specimen of PPO format is appended at **Sl No. 65 of Annexure-C.**

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Loss of PPO/Pension Certificate

60 If a pension certificate is reported to have been lost before drawal of pension, a duplicate pension certificate will be issued after obtaining a declaration from the pensioner in IAFA-384 and also a non-payment certificate from the PDA.

Note: If a PPO is reported to have been lost after drawal of first payment the duplicate PPO is issued by the PPO Section on receipt of a loss certificate from pension disbursing authority on prescribed form. The prescribed form is appended at **Sl. No. 83 of Annexure- C.**

Transfer of Pension

61 Transfer of pension account from one PDA to another after pension has been drawn is the responsibility of Audit Section concerned. PDA can transfer a pension account without intervention of PCDA(P). Where, however, a request for such a transfer is received before drawl of pension the transfer will be effected through a corrigendum PPO.

Special Pension and gratuity claim

62 In the case of special pension/gratuity claims in respect of individuals who were initially granted disability pension and whose disability pension is discontinued on account of re-assessment of disability at less than 20 percent or because of refusal to appear before the resurvey medical board, it should be seen that an endorsement regarding discontinuance of disability pension has been made in the sheet Roll. In such cases the LPC submitted at the time of initial grant of disability pension will be consulted and an endorsement regarding grant of special pension will also be made in the draft PPO for the initial grant of disability pension, care should be taken that if there is any note regarding non-recovery of certain dues because of the earlier award being disability pension, the same shall be noted for recovery from the award of special pension. In such of the cases where special pension is granted, no fresh pension certificate will be prepared.

63 It may be noted that special pension/gratuity is admissible in the following cases:-

(i) Individuals discharged in large numbers in pursuance of Government policy vide Regn. 56 P.R.A I (2008) look for the Govt. sanction under which the claim has been prepared.

Note: The title of the individual is to a special pension if the date of discharge was prior to 1st March, 1968 and the individual had not less than 10 years qualifying service[15 years in the case of NCs(E)] and the title is to a special gratuity, if individual had less than 10 years[15 years in the case of NCs(e)] qualifying service. In cases of discharge on or after 1st March, 1968 where qualifying service is less than 5 years, the title of the individual is to a special gratuity vide Govt of India, Min. of Defence letter NO 1(4)/8/1035- A/S/D(Pen/Sers) dated 30.10.1968.

In the case of individuals who became/become non-effective on or after 1.01.1973 and were/are granted disability pension and where degree of disablement is reassessed at less than 20 % the title of the individual is service element which is already notified along with disability pension.

(ii) for scales of pension/gratuity see Regn. 165 to 167 PRA Part I. in the case of individuals who became/become non-effective on or after 15th June, 1968 the special gratuity will be assessed on the basis of the pay of the rank actually held at the time of discharge vide Govt. of India, Ministry of Defence letter No. A/28262 /AG /PS4 (a)/2993/D(Pen/Sers) dated 24.04.1970.

Note: In the case of individuals who became/become non-effective on or after 01.01.1986 and 1-1-96, the scales of special pension or gratuity shall be admissible as per the rate prescribed in the Govt. of India, Min. of Def. Letter No. 1(5)/87 /D(Pen/Ser) dated 30.10.1987 and 1(6)/98 / (D) (Pen/Sers) dt. 3-2-98 respectively.

Scrutiny of Special Gratuity Claims

64 It may be noted that service gratuity claims are dealt with by Pay and Accounts Officer. (ORs). This Section deals with claims relating to special gratuity:

A claim for special gratuity in respect of an individual initially granted disability pension will be received on IAFA- 370 and is supported by

- (a) Discharge Roll.
- (b) Sheet Roll/Service Certificate
- (c) Enrolment form

Audit of Special Gratuity Claim

65 The discharge Roll will be checked in the manner as laid down in Para 35 in the scrutiny of service pension claim (IAFA-370), it should be seen that:

- (i) The length of qualifying service agrees with that worked out on the discharge roll;
- (ii) PAO has completed the certificate regarding pay;
- (iii) amount of gratuity has been correctly worked out on the basis of length of qualifying service and pay; as laid down in para 37.
- (iv) If the disability has been reassessed temporarily less than 20 percent, the amount claimed is half the amount of gratuity due. The other half shall be paid only in a fresh claim when the reassessment of less than 20 % is regarded as permanent.

Note: In the case of individuals who became/ become non-effective on or after 1.01.1973 and were /are granted disability pension which is attributable to or aggravated by military service and re-assessed at less than 20 percent at the time of subsequent RSMB, the service element would be permanent irrespective of the length of service.

- (v) any demand for recovery has been taken into account.
- (vi) the amount of money order commission is on the net amount of gratuity payable.

Authorisation of special Gratuity

66 After scrutiny of the claim, the authorization of special gratuity will be made in the following manner:-

- (i) the claim should be passed for payment by completing the column provided thereon.
- (ii) Punching medium should be prepared in triplicate for the amount of the claim passed
- (iii) the cheque slip should be prepared in duplicate in favour of the specified Bank for credit to the Public Fund Account of the Unit/ RO as stated by the claimant
- (iv) a memo for returning the documents to the RO should be prepared.

(v) necessary endorsement in the discharge roll, Sheet Roll/- Service Certificate, the draft PPO for initial grant of disability pension and the IAFY-1948/ AFMSF-16 attached with the disability pension draft PPO should be made.

67 After detailed scrutiny, the claim should be submitted to the Accounts Officer for sanction and after sanction by the Accounts Officer necessary entry should be made in the claim register regarding finalisation of the claim. The service documents and the memo will be dispatched to the Record Officer.

Group I will prepare DP sheet giving full particulars of each payment and make entries in Audit Payment Register (IAFA-514). DP sheet supported by the claims and other documents will then be put up to the Officer in Charge for approval. After approval it will be sent to Grants/ Coord Section for allotting D.V. No. and onward transmission to 'D' Section for payment. Group I will also watch the return of documents viz. Claim (IAFA-370) IAF- 1948/AFMSF-16 and one copy of the Punching Media from Grants Coord Section after authorisation/issue of the payment/cheque. The vouchers will be got bound in convenient batches for record in 'R' Section.

Note In the case of Navy and Air force personnel as also in the case of Gorkhas of the Army residing in Nepal the payment of special gratuity will be authorized on IAFA-468. In such case the pay order on IAFA-370 will be suitably modified.

Jagir Allowance

68 The Jagir Allowance under Paras 13 and 14 of Appendix-V of P&A Regulation (ORs) 1955 is sanctioned for JCOs on the effective list and on the pension establishment. The award of those if any who are on the effective list will be paid monthly in arrears through the IRLA. If a recipient is subsequently transferred to the pension establishment award will be notified along with his pension with reference to the particulars given in the pension claim in which the No. and date of the Army Order and the authority sanctioning the award for the first life should be quoted. The Jagir Allowance sanctioned for the JCOs on the pension establishment would be similarly notified in the Pension Payment Order on receipt of or after ascertaining from the Record Officer concerned, information as to the No and date of the Pension Circular/ Pension Payment Order in which the recipient's pension was notified and also the Army order in which his Jagir Allowance was sanctioned. No separate descriptive roll- and special pension certificate are thus required to be prepared for the first holder. The payment will be made by the pension paying officers at the same time as the individual's pension. The allowance is payable for three lives reducible by one half at each succession. On receipt of intimation of death of the first holder PCDA(P) will take steps for preparation of a claim on IAFA-392 (induplicate) for the second holder. On completion of the part I of the form by that officer it will be forwarded to the investigation officer for completion of the Part II thereof. On receipt back of the claim duly investigated as laid down in the printed instructions there on the continuance of the Jagir Allowance will be notified in Pension Payment Order in GO(2) F.3 (Sl. No. 4 of Annexure C). The duplicate copy of the claim(IAFA- 392) will be sent to the pension disbursing authority and the special pension certificate (IAFA-368) issued to the grantee, an intimation to the effect being simultaneously sent to the Record office concerned. Similar procedure will also be followed in dealing with the claim for the continuance of the Jagir Allowance to the third holder. Consolidation of Pension where individual is in receipt of two pensions

69 Provisions for consolidation of pension are laid down in Government of India, Ministry of Personnel, PGP & PW OM No. 2/1/87-P & PW(PIC) dated 08.03.1988. According to this, w.e.f. 01.01.1986 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 01.01.1986 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, PG & P 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 27.10.1997 and Ministry of Defence letter No. 1(2)/97/D(Pen/Sers) dated 24.11.1997, if it falls short of Rs. 1275/- p.m.. The floor ceiling of Rs. 1275/- p.m. taking the two pension (Military and Civil) together will not apply.

One Time Increase (OTI)

70(1). W.e.f. 01.01.1992, one time increase in pension 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 16.03.1992 and 1(3)/93/D(Pension /Services) dated 25.02.1994.

(2) The salient features of one time increase are as under: -

(i) the amount of OTI is based on the rank, group and qualifying service and pension.

(ii) it is admissible as a separate element. However, dearness relief is payable on OTI.

(iii) the Adhoc-exgratia amount sanctioned to pre-01.01.1973 with effect from 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 adhoc-exgratia 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. 01.01.1992 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 MOD letter dated 16.03.1992 as amended vide that Ministry's letter dated 25.02.1994.

(vii) the pension disbursing authorities are authorised to pay the OTI without any further authorisation from pension sanctioning authorities. In cases, where obtaining authorisation of the correct amount of OTI becomes necessary due to non-matching/on availability of basic information, the same may be obtained from the Principal PCDA (Pensions) through the concerned Record Offices.

(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 16.03.1992.

(3) The payment of one time increase has been discontinued with effect from 01.01.1996 under Vth CPC Orders since existing pension including OTI has been consolidated under Govt. of India, Ministry of Defence letter No. 1(2)/97/D(Pen/Sers) dated 24.11.1997.

Limitation of grant of pension / gratuity

71 Claims of the above subject preferred by the personnel below officer rank and their families after twelve months (in the case of gratuity after 12 months but within 3 years) from the date on which they fell due may be admitted with full arrears, if otherwise in order provided the claimants explanation is found satisfactory. Where claimants explanation is not found satisfactory pension will be notified from the date of application and the case for admittance of arrears shall be submitted to the Government for orders. In case of gratuity, if the cause of the delay is unsatisfactory such cases will be referred to Government. if it is preferred after 3 years. Claims involving delay upto 5 years, more than 5 years but less than 10 years and more than 10 years will be submitted to AO/SAO, GO and Jt.PCDA/PCDA(P)PCDA(P) respectively for waiving the time bar provided the explanation is found satisfactory.

CHAPTER – IV
GRANTS 3 SECTION
Disability Pensionary Awards
FUNCTIONS

72 The following categories of pension/gratuity claims of service personnel below officer rank are dealt with in this Section.

- (a) The claims for disability pension, invalid pension, invalid gratuity, war injury pension and retirement gratuity claim.
- (b) The claims for terminal gratuity in respect of personnel of Territorial Army
- (c) The claims for Special Road Mileage Allowance in respect of Gorkha disabled pensioners.
- (d) Special pension to blinded Soldiers.
- (e) Claims for substantial increase.
- (f) Notification of PPO in case of appeal.
- (g) The claim for ex-gratia lump sum compensation.
- (h) Broad banding revision w.e.f. 01.07.2009 in respect of pre-96 invalidated out cases.
- (i) Claims for service element whose service element has been stopped due to disability accepted below 20% in respect of pre-73 invalidated out cases.
- (j) Notification of PPO based on court judgment followed by Government sanction.
- (k) Notification of disability element only in cases of APS deputationists.
- (l) Notification of PPO on basis of RSMB (AFMS-17)

**Computerisation of notification of disability pension/ invalid pension/war injury pension/
liberalised disability pension**

73. The notification of disability pension, invalid pension, disability element and war injury pension has since been computerised under P.H.P. w.e.f. 31.03.2014 and the Pension Payment Order in respect of JCOs/Ors notifying disability pension/invalid pension/war injury pension is generated on computer in one go i.e. simultaneous notification of SE+DE/WIE irrespective of their qualifying service. These claims are processed through LPC-Cum-Data Sheet on PHP No. 003/2013 and PHP 004/2013 except in case of following categories.

- (i) reservists
- (ii) cases where individual is involved in disciplinary case.
- (iii) claims of Army Postal Service Deputationists.
- (iv) reassessment cases.
- (iv) All court cases.

Computerized Processing Of Disability Pension Claim

74 The detailed procedure to be followed in G3 Section for notification of awards through computer (under PHP system) is explained in succeeding paras: -

In the computerized system, the following two types of data sheet have been designed:

(i) **LPC-Cum Data Sheet (Initial)**-The existing format of LPC-cum data Sheet (initial) for grant of regular service pensionary awards have been redesigned to provide for filling of data required for grant of service element of disability pension/disability pension/invalid pension The data Sheet contains 95 columns, showing relevant service element of disability pension/disability pension data. All columns are required to be filled by RO.

(ii) **Data Sheet for corrigendum:** - This data Sheet will be used for issue of corrigendum PPO as well as grant of DE. This data sheet contains 95 columns All columns are required to be filled by R.O

Note The specimen of LPC-cum-data sheet (initial) and Corrigendum are given as Sl No. 52 & 53 of Annexure C.

Organization of disability pension work

75 The work of disability pension has been restructured on functional basis as under :

- (a) Receipt Group
- (b) Computer processing Group
- (c) PPO dispatch group

Receipt of claims

76 The claims will be received centrally by the Receipt group from various Record Offices. The claims will be diarised in computer and unique CDR(claim diary register) NO will be allotted by the computer in each case. Number will be prominently written on the top right of each data sheet.

77 After allotment of claim diary register No. the cases will be passed on by the Receipt Group to the initial or corrigendum group for audit and processing.

Computer Processing Group (s)

78 After scrutiny and audit of claims by the Auditor the data will be punched in the computer and passed on to the SO (A)/AAO of the Group. The SO (A)/AAO will Check 100% of the data of the claims thoroughly and pass on to the AO/SAO of the Group. The AO/SAO will also check the data and if found correct in all respects he will generate the master for each case. The computer will allot unique PPO No as well as Pensioner ID No. for each case by default. This PPO No. will be noted in each case by the AO/SAO of the group.

79 After generation of master for cases the EDP centre will take print of all the cases periodically and provide the prints to the G-3 (PHP) for completing the formalities before dispatch of PPO.

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DESPATCH OF PPOs

82. On receipt of prints of PPOs from the EDP Centre, the dispatch group will take action for dispatch of PPOs.

Six copies of PPOs earmarked for distribution will be segregated as under: -

- (i) Original copy for PDA through RO
- (ii) Duplicate for CH Section
- (iii) Triplicate copy for RO
- (iv) Quadruplicate copy for draft/office copy
- (v) Quintuplicate copy (spare for EDP)
- (vi) Seixtuplicate copy (Pensioner's copy) for pasting in PC

Original copy and duplicate (C.H. Section) copy will be signed by the PPO signing officer authorized specially for the purpose and office copy by AO/SAOs of the G3 Section and facsimile signature put on remaining copies. Original PPO copy and Pension Certificate will be embossed and date of dispatch marked on the PPO.

The original and R.O. copies of the PPO will be kept together R.O. wise for dispatch to RO/handing over to the couriers. In SE of Disability Pension/Invalid Pension cases, P.C copy will be pasted on pensioner's pension certificate and kept with PPOs copies meant for dispatch to R.O. The C.H. Section copies will be maintained PPO number-wise and passed on to C.H. Section periodically. The office copies will be kept with data sheets and other documents and got bound in convenient batches to be maintained in Old Records.

PPO NUMBERING REGISTER

83 The E.D.P. Centre will print out PPO Register in triplicate at fortnightly intervals for the PPOs generated in each fortnight in ascending order of PPO. Numbers. The EDP Centre will also generate RO-wise lists in duplicate for the PPOs generated in each fortnight. One copy of such list will serve the purpose of top sheet for forwarding PPOs to ROs and other copy will be retained as office copy by the control task.

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Manual Processing of Disability Pension Claim

85 The disability pension/disability element claim which can not be processed through LPC-cum-data sheet are processed manually by the ROs in the claim form AFMSF-16 and submitted to this office

along with service documents for manual notification of pensionary awards. These claims mainly include cases of the following categories:-

- (i) disability pension cases
- (ii) war injury pension cases
- (iii) compensation in lieu of disability element
- (iv) disability pension cases of DSC.
- (v) appeal cases in respect of Pre-96 retirees.
- (vi) court cases
- (vii) state Force cases
- (viii) all re-assessment cases where disability was accepted initially less than 20% but on subsequent RSMB disability is accepted at 20% or more
- (ix) all corrigendum cases
- (x) disability pension cases of T.A. personnel.
- (xi) disability element cases of TA,DSC and others where service pension has been notified through manual process.
- (xii) all cases of Pre-96 retirees.
- (xiii) revision cases of WIP
- (xiv) cases of APS deputationist.
- (xv) special pension to blind soldiers
- (xvi) special RMA for Gorkha pensioners

The procedure followed for processing of such claims manually are explained in succeeding paras: -

Preparation and submission of Disability pension claims.

86 The claims on account of disability pensions are prepared by Record office on the prescribed form on AFMSF-16.

87 The pension claims with necessary documents are forwarded by the Record office to this office as soon as the individual is discharged on account of disablement.

Preliminary action on receipt of the pension claim

88 On receipt, the claim number will be allotted in serial order commencing from number one from the beginning of a calendar year. The claim will be placed in a file cover and the file number will be transcribed on the cover of the case file and at the top of data sheet / LPC Cum Data Sheet. The claims will be entered in a central claim diary register. Thereafter, the claims will be distributed amongst the respective groups who will enter the claims in claim registers which are maintained R.O. wise.

Preliminary Scrutiny

89 It will be ensured that the claim is prima facie tenable by verifying the cause of discharge from service and medical documents of the individual. It may be noted that a claim for disability pension arises only if an individual is invalided out of service on account of disability or is discharged because of his being permanently in a medical category lower than "A" or is found to be suffering from a disability at the time of discharge on completion of tenure/service limits/age limits/period of engagement which is accepted as attributable to or aggravated by military service and is assessed at 20% or above except in the case of invalidment, where the claim for disability pension will arise even if the accepted percentage of disability is less than 20% as provided in Para 7.2 to GOI. MOD letter No. 1(2)/97/D (Pen-C) dated 31-1-2001

Note: 1 A case of an Armed Forces Personnel who retires voluntarily or seek discharge on request will be regulated as per GOI MOD letter No. 16(5)/2008/D(pen/policy) dated 29.09.2009 and in PHP process these type of cases will be done by EDP manual section in a 'S' series PPO.

Note: 2 As per A.O. 3/89 all personnel below officer rank are required to be medically examined by a Medical Officer prior to release, retirement or discharge, completion of tenure or service limit or release/discharge at their own request.

The individuals who are in SHAPE –I /Category 'A' will be required to under go only a Release Medical Examination whereas those who are in low medical category will under go a Release Medical Board. The

proceedings of the Medical Board will be recorded on form AFMSF-16 in addition to Release Medical Examination Report (AFMSF-18) in quintuplicate.

Categorization of disability

90 For determining the pensionary benefits for disability under different circumstances due to attributable/aggravated causes, the cases of disability pension arising on or after 1.01.1996 will be broadly categorized in terms of GOI, MOD letter No. 1 (2)/-97/D (Pen-C) dt. 31-01-2001 as follows:-

Category “A”

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, accidents while not on duty.

Category “B”

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

Category “C”

Disability due to accidents in the performance of duties such as: -

- (i) accidents while travelling on duty in Govt. vehicles or public/private transport.
- (ii) accidents during air journeys.
- (iii) mishap at sea while on duty.
- (iv) electrocution while on duty, etc.
- (v) accidents during participation in organised sports events/adventure activities/expeditions/training.

Category D

Death or disability due to acts of violence/attack by terrorists, anti social 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 the aid of civil power in dealing with natural calamities.

As per GOI, MOD letter No. 2(1)/2011-D(Pen/policy) dated 3rd February, 2011 Circumstance under Category ‘D’ had been enlarged placed below-

- (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 deployment on international border of line of control.

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 as also minesweeping operation.
- (e) on account of accidental explosions of mines while laying operationally oriented mine-field or lifting or negotiating minefield laid by 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.

- (a) Flying operation involved in rehearsing of war plans and implementations of OP instructions inclusive of international exercise.
- (b) All combat and Tactical Sorties in preparation of war.
- (c) Valley flying and missions involving operating at Ultra Low Levels.
- (d) All operational mission undertaken during peace like Special operations, Live ORP, Recce, Elint, Survey and induction trials of new weapons.
- (e) Mission undertaken in support of troops and security forces deployed in forward areas.
- (f) Flying mission involving landings on the ALGs.
- (iii) kidnapping by extremists while on operational duty.
- (iv) Death or disability arising as a result of poisoning of water by enemy agents while deployed in operational area in active hostilities

As per GOI, MOD letter No. 2(1)/2011-D(Pen/policy) dated 3rd February, 2011 circumstance under Category 'E' have been enlarged as mentioned below-

- (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 will be covered under this category.
- (i) Operations specially notified by the Government from time to time..

Note-1 Cases covered under category "A" would be dealt with in accordance with the provisions contained in the Paras 13 to 22 and Paras 79 to 89 respectively

Note-2 The illustrations given in each category are not exhaustive. Cases not covered under these categories will be dealt with as per Entitlement Rules to casualty pensionary awards in vogue

Note-3 The question whether a disability is attributable to or aggravated by military service will be determined as per provisions of the Pension Regulations for the Armed Forces and the Entitlement Rules in vogue as amended from time to time but see para 98 also.

Note-4 Where an Armed Force personnel is invalidated out of service due to non-attributable/non-aggravated causes. Invalid pension/ gratuity shall be paid.

Documents required in support of the disability pension claims

91 It should be seen that the following documents have been received: -

- (a) invaliding Medical Board proceedings on AFMSF –16.
- (b) sheet Roll (including recruits progress card and A.F.B. 122 –M).
- (c) enrolment Form (IAFK- 1162/1165)
- (d) service and Casualty Form (IAFF-958)
- (e) LPC-cum Data sheet or LPC (IAFF-447)
- (f) Medical History Envelope (AFMSF-1)
- (g) Medical History Sheet (AFMSF-2).
- (h) Field Medical Card (AFMSF-20 AND 21 (A))
- (i) *Decision/adjudication of OI/C Records on attributability/aggravation in r/o injury/disease as per Entitlement Rule-2008*
 - (i) period of service in field area
 - (ii) period of service in high altitude/snow bound area.
- (j) In the case of disease, the following documents in addition
 - (i) Report of the OC unit and Medical officer (AFMSF-81)
 - (ii) Medical Case Sheet (AFMSF-71/AFI-1237) All hospitalization documents including Board proceedings during entire service.
 - (iii) Temperature Chart (AFMSF-14/AFB-181)
 - (iv) Specialist Report (AFMSF –9/IAFM-1278)
 - (v) Venereal Disease Card (AFMSF-6/IAFM/1272).
 - (vi) (a) Details of service in FD/HAA/OPAREA during six months prior to onset of disease/I.D.
 - (b) Whether the individual was in receipt of any compensatory allowance and nature of duty.
 - (c) Altitude of stations and their names with living conditions i.e. whether lived in Barracks/ Tents/ Bashas/ Bunkers.
 - (vii) For Ihd/ Angina/ Cerebral Stroke Cases Myocardial Infection Cases.

14 days charter of duties performed prior to onset of disease day to day and hour to hour basis.

- (viii) State of health of the individual prior to proceeding on CL/AL/Temporary duty or journey time. If the individual was on LMC, state whether medical categorization was BEE/CEE and what are the disabilities.
- (ix) In case of Para Troopers details of para jump performed with dates and year prior to onset of disabilities.
- (j) In the case of injury/injuries, the following documents in addition:-
 - (i) Injury reports on IAFY-2006 or other documentary evidence relating to this injury.
 - (ii) Proceedings of the Court of Inquiry on IAFD-931, where held.
 - (iii) In case of Injury report/Court of inquiry not available or court of inquiry not held, individual's statement regarding the events in which sustained injury/injuries duly witnessed by two eye witnesses duly countersigned by the O.C. unit.
 - (iv) In case of injury/injuries sustained during journey while travelling, specify nature of move (Ty. duty, posting. Leave/whether travelling by authorized routes on Railway warrants/concession vouchers/ own expense.
- (k) In case of "battle casualties" and "Battle accidents" extract from Part-II orders or from the casualty list.
- (l) In leprosy cases, a nominal roll together with AFMSF-16 of persons invalidated out of service on account of leprosy from the units with which the individual served during the last 10 years of his service.
- (m) Where the individual has refused treatment or operation, individual's refusal certificate.
- (n) In post discharge case
 - (1) Application of the individual.
 - (2) Medical certificate in support of the disability showing sign symptom and duration thereof.
 - (3) All medical documents for hospitalization during service.
 - (4) Medical report at the time of discharge (AFW – 3149 /AFMSF-18.).
- (o) An explanation of the OC Regt. Centre/R.O./claimant where submission of the claim has been delayed.
- (p) Where a claim for gratuity is preferred (i) A gratuity claim on IAFA-370 (ii) a certificate from the PAO (ORs) showing the pay and allowances drawn on the date of discharge.

92 A disability pension claim is processed in two stages viz. (i) adjudication of the entitlement and (ii) determination of pensionary awards. The adjudication of the entitlement will be determined on the basis of the following documents:-

- (a) Medicals Board proceedings (AFMSF-16)
- (b) Sheet Roll in the case of Army and Air Force personnel and Service Certificate in the case of Navy personnel.
- (c) Enrolment Form
- (d) Primary Medical Examination Report-AFMSF-2A.
- (e) IAFF-958 in the case of Army personnel.
- (f) OC unit and Medical officers report (AFMSF-81)
- (g) Other relevant medical documents.

Note: The processing of the claim for adjudication of entitlement will not be held up for want of documents mentioned at (c), (d), (e), (f) and (g).

The determination of the pensionary awards will be carried out on the basis of the following additional documents.

- (i) LPC or Supply Officer-in Charge, Naval Pay office Certificate in the case of Naval personnel and officer commanding Air Force Central Accounts officer certificate in the case of Air Force personnel, in lieu of last pay certificate for the purpose of admitting provisional/anticipatory pension/gratuity.
- (ii) Claim for retirement gratuity if the Record office has certified that the individual has opted to be governed by the provisions of A.I./8/S/70 or A.I. 48/72 and the individual has completed 5 years or more of qualifying service.

(iii) Claim for invalid gratuity on IAFA-370 if the individual has got less than 10 years of qualifying service.

Detailed Scrutiny of the claim

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

The claim has been submitted within 12 months of the date on which it fell due and if not, the explanation for the cause of delay in its submission has been furnished by the Record officer.

It should also be seen that: -

- (a) all the documents mentioned in the forwarding memo have been received.
- (b) the Sheet Roll/Service certificate, Enrolment Form and LPC-cum data sheet are in original. In case original documents are lost, it should be seen that sanction of the appropriate authority for the preparation of duplicate copies have been obtained and submitted with the claim

Checking of documents

94 (A) Medical Board Proceedings (AFMSF-16) and Sheet Roll

It should be seen that.

- (i) all the items of Medical Board proceedings are complete and the particulars of the individual recorded viz. Regt. No. Rank, name are correct as per the Sheet Roll.
- (ii) the proceedings have been signed by the individual as well as by the members of the medical board and have been approved by the ADMS/DDMS of the Area concerned and the date of approval is prior to the date of discharge.

Note1 Cases in which the proceedings of the medical board have been approved by the ADMS/DDMS after the individual's date of discharge will not be processed further but will be submitted to the Pension Sanctioning Authority for regularization of the same if the delay is upto one year from the date of discharge. The PCDA (P) has authorized the Group officers of Grants (ORs) to exercise above power of regularization. If the delay involved is beyond one year, the case will be submitted to Min. of Def. for regularization alongwith an audit report from the concerned CDA.

Note2 In the cases of individuals found to be suffering from a disability at the time of discharge on completion of tenure/service limits, etc. as also in the case of individuals suffering from T.B. and given sanatorium treatment the medical board proceedings need not necessarily be approved by the A.D.M.S./DDMS before the date of discharge

Note3 In the case of individuals who are found to be insane and are invalided out of service, the signature of the individual on medical board proceedings will be dispensed with. In such cases, if disability or invalid pension is granted, a guide note as under will be given on the PPO: -

"If and when the pensioner on regaining sanity comes to draw his pension he will be required to produce to the PDA, a certificate from a magistrate to the effect that he has regained sanity. His signature/thumb and finger impressions will then be obtained by the Pension Disbursing authority on the Descriptive Roll."

(iii) in the case of disorder (including insanity) resulting from indulgence in drugs or drink; the proceedings have been routed through the competent authority and his certificate indicating whether the disorder is for reasons beyond /within the control of the individual is furnished. In case where the individual's disorder is for reasons within his control, the recommendation of the competent authority under Regn. 3 PRA Part-I for the quantum of pension /gratuity will also be looked for.

(iv) in the case of ID requiring operation/treatment and where the individual has refused to undergo operation/ treatment the relevant columns have been properly completed and the refusal certificate from the individual attached.

(v) the OC's opinion or the opinion of the medical board as the case may be (showing reasons) as to the "reasonableness" or otherwise of the individual's refusal has been duly recorded at the appropriate space provided for the purpose on page 6/4 of the invaliding roll.

(vi) in the case of IDs due to accident; the requisite certificate by the OC unit/R.O. has been furnished in the appropriate space on page 6 of the invaliding roll.

(vii) in the case of IDs due to individual's own negligence/misconduct, the relevant columns have been completed.

Note: Cases involving serious negligence/mis-conduct will be referred to Min, of Def. for orders regarding reduction of disability pension, if any, vide Regn. 175, P.R.A. Pt. I.

- (viii) in the case of 100% disablement: the relevant columns regarding grant of C.A.A has been duly completed.
- (ix) the information regarding rank (substantive/paid acting) held on the following dates is recorded in service document.
 - (a) the date of invaliding from service.
 - (b) the date on which wound or injury was sustained or in the case of disease the date of first removal from duty.
 - (c) if the individual has rendered further service and suffered aggravation thereby: the date of later removal from duty. Besides the above checks, the checks prescribed for the scrutiny of discharge roll vide Para 35 will apply mutatis mutandis to the scrutiny of Part IV of AFMSF –16.
- (x) Decision/Adjudication of OI/C Records regarding attributability/aggravation of injury/disease to be audited with reference to rules laid down in Entitlement Rules-2008.

(B) L.P.C. Cum –data sheet and Retirement Gratuity Claim.

The checks prescribed in Paras 35 and 36 will equally apply.

(C) Claims for Invalid Gratuity and Terminal Gratuity in respect of Territorial Army personnel.

The checks prescribed in Para 63 apply mutatis mutandis.

95 Procedure for adjudication of entitlement of disability pension claim (modified from 1.09.2005)

Findings of Medical Board, attributability/aggravation and adjudication of case for disability pension due to injury,/disease will be regulated as per GOI,MOD letter No. 1 (2) /97/D/(Pen-C) dt. 7.2.2001 as modified by GOI,MOD letter No. 1 (2) /2002/D/(Pen-C) dt. 1.09.2005.

I

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.
- (c) OI/C, Records in Army, Navy and Air Force in respect of PBOR

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 authorities can also get the individual re-examined, if in their opinion the assessment of percentage of disability made by IMB/RMB is abnormally high or low.

Approving Authority for Medical Board:

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. 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.

II

Disease Cases – Attributability/Aggravation:

Decision regarding attributability/aggravation would be taken by the following authorities for the purpose of grant of war injury/disability *element* 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
- (c) OIC, Records in Army, Navy and Air Force in respect of PBOR.

Assessment:

The assessment and period of assessment with regard to percentage of disability as recommended by the IMB/RMB and as approved by the 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 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:

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

Note: 1 the next higher medical authority as stated in clauses above, as clarified by Ministry of Defence vide their ID No. B/10139/AG/PS-4(d)/528/D(Pen-C) dated 23.07.2001 would be as follows: -

JCO/ORs

(a) 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) Invaliding Medical Board (IMB)

Medical Board held at Hospital Under	Next Higher Authority	Confirming by	Remarks
DIV	ADMS (DIV)		The IMB proceedings are sent to respective Record Office.
Area/Corps	DDMS (Area Corps)		
Command	ADMS (Command)		

Airmen

Category of personnel	Type of Board	Approving Authority
Airmen	IMB	DGMS(Air)
Airmen Aircrew NC(E)	RMB	PMO Command HQrs., Air HQ for Personnel posted to Air HQ and units under Air HQ.
Recruits enrolled for Airmen/NC(E)	IMB	PMO HQ TC

Sailors

Category of personnel	Type of Board	Approving Authority
Sailors	IMB RMB	DGMS(N) CMO of respective Command

Note: 2 The decision of rejection of disability pension claims in respect of Injury cases in case of PBOR, the individual is informed directly by the Record Offices.

96 Blank

Action after Audit of claims

97 The cases received from the R.O fall into the following categories: -

- (i) cases where entitlement decision is not given but additional information/documents have been called for
- (ii) cases where disability rejected or accepted at less than 20% i.e. pensionable degree.
- (iii) cases where disability is accepted either attributable to or aggravated by service and is assessed at 20% or above.

98 In cases mentioned at Para 97 (i) if the information/document are not available, the same will be obtained from the Record Officer concerned. However, it will be ensured that if an interim award if admissible was not granted at earlier stage, the same will be granted in the usual manner before making a reference to the R.O. On receipt of the requisite information/documents the action will be taken accordingly.

99 The cases mentioned at Para 97 (ii) fall into the following categories: -

- (a) cases where service/invalid pension or service gratuity would have already been granted;
- (b) cases where the interim award of invalid pension had not been granted.

100 Cases of category mentioned at Para 97 (iii) may be further subdivided into the following types: -

- (a) cases where service pension would have already been sanctioned
- (b) cases where invalid pension would have already been sanctioned.
- (c) cases where none of the above awards would have been sanctioned.

101 If in any of these cases the individual has refused to undergo operation/ medical treatment or the accepted disability, it should be seen that:

- (a) the medical board/OC unit has viewed the refusal as reasonable or unreasonable in accordance with the criteria laid down in Regulations, and.

It however, the reasons adduced by the medical board / OC unit are not in accordance with the criteria, the matter should be referred to Area HQrs / Naval HQrs / Air HQrs. for deciding whether the individuals refusal to undergo medical treatment / operation is reasonable or unreasonable as required vide Regn. 177(c) PRA. Part I. If the refusal is considered unreasonable and the Medical Board has not already given the degree of assessment to which the disability would be reduced on operation, the case again be sent to them for giving the award which would form the basis for grant of disability pension or invalid Pension/Gratuity, as may be admissible.

Final award of Disability pension

102 On receipt of the cases from R.O. disability as attributable to or a aggravated by service and where a further reference to other parties is not necessary action will be initiated to grant final award of disability pension.

Note:- Armed Force personnel below officer rank who apply for commutation of pension alongwith their pension claim, the capitalized value will be payable to them will be notified in service pension PPO itself in the following cases.

- (a) where the individual have retired / discharged on attaining the normal ages of retirement or on fulfilling the terms of regular engagement.
- (b) where individual in LMC who have retired / discharged on attaining the normal ages of retirement or after completion of their term of engagement.

103 It may be noted that disability pension consists of two elements viz:-

- (i) service element

(ii) disability element and is awarded either for life or for a specified period. The service element and disability element in case of invalidment and normal discharge are assessed in the manner stated in paras 107 and 108 respectively.

DISABILITY/LIBERALIZED DISABILITY PENSION ON INVALIDMENT

104-(a) As hitherto, Disability/War Injury/Liberalized Disability Pension in invalidment cases will continue to consist of service element and disability/war injury element and shall continue to be admissible under the provisions laid down in Para 7, 10 and 12 of this Ministry's letter No. 1(2)/97/D(Pen-C) dated 31.1.2001 respectively, subject to the amount to be arrived at in the manner and at the rates specified in the succeeding paras .

(b) Service Element of Disability/Liberalized Disability Pension

The amount of service element shall be equal to retiring/service pension determined as per Para 6 of this Ministry's letter No. 17(4)/2008(2)/D(Pension/Policy) dated 12.11.2008 subject to minimum of Rs. 3,500/- per month. There shall be no condition of minimum qualifying service having been actually rendered for earning this element, if otherwise admissible.

(c) Disability Element of Disability Pension/Liberalized Disability Pension

The rates of disability element for 100% disability for the various ranks shall be 30% of emoluments last drawn subject to minimum of Rs.3,51 0/- per month for 100% disability. *For Liberalised disability, see Rule also.*

(d) The provisions of Para 7.2 of this Ministry's letter No. 1(2)/97/D (Pen-C) dated 31.1.2001 for reckoning of disability or functional incapacity shall continue for computing disability element/war injury element.

Percentage of disability as assessed by invaliding Medical Board	Percentages to be reckoned for computing of disability element
Less than 50	50
Between 50 and 75	75
Between 76 and 100	100

105 In case of normal discharge on completion of terms of engagement.

(a) Service element: The service element is assessed on (i) length of qualifying service and (ii) rank and pay group of the individual.

(b) Disability element: Where an Armed forces personnel is retained in service despite disability and is subsequently retired/discharged on attaining age of retirement or on completion of tenure, he shall be entitled to disability element at the rates prescribed at Para 104 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%. The disability element will be assessed on the basis of the accepted degree of disablement at the time of retirement and rank held on the date on which the wound /injury was sustained or in the case of disease on the date of first removal from duty on account of disease. However, in cases of composite disabilities whose onsets were of different ranks and the rates of disability element are different, the amount of disability element will be worked out with reference to the percentage of disability in each rank e.g. ID No. 1 at the rank of Sepoy and ID No. 2 at rank of Naib/Sub. and total amount notified should not exceed 100%.

Note: Rounding off benefit of disability element as admissible in Para 104(ii) above will not be admissible in discharge/released cases. In post discharge cases, the disability element will be assessed on the substantive rank/paid acting last held vide Regn. 178 PRA Part I (1961)

Disability element admissible under Regn. 179 PRA Part I will be notified as a separate element in addition to service pension already granted. The amount so payable will be notified in the PPO after rounding off the same to the next higher rupee.

Note: 1 Recruits and young soldiers will be treated as Sepoy of the lowest group vide Regn. 181, PRA Part I (1961).

Note: 2 Boys do not have any rank and are sanctioned disability pension at a consolidated rate as given in Regn. 183-A, PRA Part I.

Note: 3 The rates of disability element for 100% disablement sanctioned from time to time for different rank prior to 1-1-2006 are indicated in **Appendix -8**

(On implementation of simultaneous notification of disability element with service element or service pension and after computerisation in PHP, these types of discharge cases will be dealt by G-2 Computerized section in 'S' series PPO. Only Cases of pre-2006 discharged will be dealt by G-3 section.)

106 The various types of cases mentioned in Para 100 will be processed for finalisation in the following manner:-

- (a) cases where service pension would have already been sanctioned. The disability element alone will be notified. However, the PPO number under which service element is notified will be indicated,
- (b) cases where invalid pension would have already been sanctioned. The disability pension or war injury pension as the case may be notified in super-session of invalid pension
- (c) cases where service gratuity would have already been admitted The disability element of disability pension will be notified.
- (d) cases where none of the above awards have been sanctioned. The disability pension or war injury pension as the case may be will be notified.

Note 1 In case of an individual already granted service pension, the service pension becomes the service element.

Note 2 In case of individual discharged with service gratuity or in the case of an individual who has got permanent lien on a civil appointment, only disability element of disability pension is payable.

Note 3 In case an individual is in receipt of civil pension (Central or state), the amount of disability pension will be abated by the amount of civil pension.

Period of grant of Disability Pension

107 The period for which disability pension is granted depends upon the capability or otherwise of improvement of the disability but in the case of a disability incapable of improvement the period will be for life only if the disability is loss of a limb, total loss of sight, amputation, etc. The period for the grant of disability pension will be shown in the decision given by the OI/C RO on the opening sheet i.e. entitlement notes. It should be noted that where the disability pension is sanctioned for a specified period, the period will count from the date on which the medical board was held or the date of discharge, whichever is earlier. The pension will, however, be payable from the date following that of discharge except in post discharge disability pension cases in which cases the date of commencement would be decided by the OI/C RO.

In case of temporary disability pensioners where accepted degree of disability has been assessed at the same percentage on the basis of three successive medical boards irrespective of the date on which the individual became non-effective, the disability pension/disability element for a period of 10 years will be sanctioned in the first instance. However, the award for a period of 10 years will be sanctioned only on the basis of third or subsequent medical board held on or after 30.08.76. But w.e.f. 01.01.1996 in cases of disabilities which are not of a permanent nature, there will be only one review of the percentage by the re-assessment Medical Board. The percentage of disability assessed/recommended by RSMB shall be final and for life unless the individual himself requests for a review.

Commencement of Disability Pension.

108 Payment of disability pension normally commences from the date following that of discharge except in the following circumstances.

- (i) In post discharge cases.

The date of commencement of disability element will be decided by Medical Board or *from the date RMB was held.*

- (ii) In cases where substantial increase in the degree of disability has been claimed.

The increased pension will be granted with effect from the date on which the medical board was held.

- (iii) Where claims have been submitted more than twelve months after the date of discharge, this will be regulated in accordance with Regulation 88 PRA Part II.

109 On completion of the scrutiny of the claim, a draft PPO for the grant of disability pension should be prepared on IAF-306 or IAFA- 307 according to whether the award is for life or for a specified period. In preparation of the PPOs the instruction contained in Para 48 (VIII) will be observed.

110 The endorsement on the PPO meant for the Record office will also show the name of disability, the basis of acceptance viz attributability or aggravation, the period for which accepted and the percentage of disability.

111 Simultaneously a pension certificate on IFA-373 will be prepared on the basis of the draft PPO and AFMSF –16 . Suitable endorsements will also be made on the Sheet Roll and Medical Board Proceedings (AFMSF –16) in the space provided for the purpose. Care should be taken that all guide notes appearing on the draft PPO are transcribed on the pension certificate.

Note:-No pension certificate will be prepared if the disability pension is granted in supersession of service/invalid pension.

112 An intimation to the Record Office on Form No. **GO (3) F.6** (appended at **Sl. No. 11 of Annexure C**) should also be prepared and in cases where PEA has been notified for recovery a copy of this intimation will be endorsed to PEA Section as well.

Procedure for recovery of public claims, regimental debts

113 The following procedure will, however, be followed in cases involving recovery of public claims, regimental debts and regimental claims from service pension which is subsequently converted into disability pension with retrospective effect vide GOI,MOD letter No. 198662/68/Pen-C dt. 30-08-71.

(a) As soon as it is decided to convert the service pension into disability pension in a case where recovery of public claims, etc, was effected or was being effected, this office will immediately refer the case to Ministry of Defence for obtaining the orders of the President regarding continuance or refund of recovery, simultaneously endorsing a copy of the reference to Army Head quarters (AG's Branch) and to the Min. of Finance (Defence). The reference to Min. of Def. will interalia, show.

(i) The total amount of recovery intimated to the PDA (ii) the monthly rate or mode of recovery. (iii) The date of issue of orders for recovery to the PDA and (iv) the date of issue of instructions to the PDA suspending further recovery (see clause (b) below).

(b) Further recovery will be pending until the President's orders are obtained and communicated to this office. Necessary instructions for not effecting recovery will be issued to the PDA through a guide note in the PPO for disability pension.

(c) As soon as possible after the receipt of the reference from this office, representatives of Min. of Def., Min. of Finance (Def.) and AG's Branch will meet and finalise the decision. The orders of the President will then be communicated to this office urgently and in any case within three months of the reference from this office.

(d) On receipt of the Govt. order: -

(i) The guide note inserted in the disability pension PPO will be suitably modified, through a Corr. PPO in the light of the decision of the Govt.

(ii) If the Govt. orders are for refund of recovery, the party who intimated the demand will be suitably informed.

Note : A public claim/Regt. debt even if noted for recovery in LPC shall not be recovered from the disability pension except under the special order of the President vide Regn. 93 (b) P.R.A. Part II which will be obtained by the PAO (ORs).

Sanction and dispatch of PPO of disability pensionary awards.

114 After the relevant documents for the grant of disability pension have been scrutinized and draft PPO and pension certificate prepared, the claim together with working sheet should be put to the Accounts Officer for sanction of disability pension.

115 Thereafter the claim will be processed further in the manner indicated in Para 46 et seq. It may, however be noted that numbering of PPOs for this section will be done by pre fixing with under mentioned symbols.

- (a) Disability Pension/Invalid Pension : 'D'
- (b) Disability Element : 'D/ E'
- (c) War Injury Pension : 'D/BC'

Note: 1 The receipt of acknowledgement of the PPO, will be watched in the manner laid down in Para - 58

Note: 2 Specimen of PPO formats for the above series which are notified manually are given at serial Nos.67,68,69 and 70 respectively of Annexure-C.

Constant Attendance Allowance.

116 It may be noted that a Constant Attendance Allowance is admissible to an individual who is granted a disability pension for 100 percent disablement if in the opinion of the Medical Board he needs the services of a constant attendant for at least a period of 3 months and the need arises only from the conditions of the accepted disability.

It should be ensured that Constant Attendance Allowance is granted only if the following conditions are fulfilled:-

- (i) the individual should have 100 percent disability for not less than 3 months.
- (ii) he needs an attendant as certified by the Medical Board.

Note: The allowance may be granted if the accepted degree of disablement is 100% but reduced award is made for serious negligence/misconduct.

Constant attendance allowance at uniform rate of Rs. 300/- p.m. irrespective of rank is payable w.e.f 1.1.86. However, w.e.f. 1.1.96, CAA in all eligible battle/ non-battle cases has been revised to Rs. 600/- pm vide GOI MOD letter No. 1(2)/97/D (Pen-C) dt. 31.1.2001 subject to fulfilment of other conditions the award of constant attendance allowance will be allowed for the period, as recommended by Medical Board.

As per GOI, MOD letter No.16(6)/2008/(1)/ D(Pension/Policy) dated 04.05.2009, With effect from 01.01.2006, Constant Attendance Allowance (CAA), in all eligible battle/ non battle casualty case shall be paid at the revised rate of Rs **3000/- PM**, irrespective of the rank. Further this rate to increase by 25% every time the dearness allowance payable on revised pay band goes up by 50%.

Rates of CAA increased by 25% wef 01st January' 2011, accordingly the rate of CAA payable @ Rs **3750/- PM** w.e.f. 01st January' 2011.

Rates of CAA again increased by 25% wef 01st January' 2014, accordingly the rate of CAA payable @ Rs **4500/- PM** w.e.f. 01st January' 2014.

The payment of constant attendance allowance will be authorised through the following guide note on PPO for the grant of disability pension.

"In addition, he will draw Constant Attendance Allowance @ Rs.....(Rupees..... only) for the period fromto on production of a certificate appended to this PPO."

Constant attendance Allowance will not be payable: -

- (i) For any period during which the pensioner was an inmate or an inpatient of a Govt. Institution or hospital; (ii) for any period for which a constant and paid attendant was not actually employed to look after him; and (iii) for the period of re-employment of the pensioner."

The certificate alluded to in sub-para 1 of the guide note and which should be sent with the PPO will be on Form **G.O. (3) F-7 (Sl. No. 12 of Annexure C)**.

Disability Pension claim of the individuals suffering from Pulmonary Tuberculosis/Leprosy:

117 (a) Individuals (except-recruits) suffering from PULMONARY TUBERCULOSIS will be transferred to Military Hospital, Pune/M.H. Namkum/ L.L.S. Kasauli and those suffering from Leprosy to Armed Forces hospitals where beds for treatment of Leprosy are located. After required investigation, definite diagnosis of Pulmonary Tuberculosis/Leprosy will be made within 60 days of such transfer. From the date of definite diagnosis which should be confirmed by a duly constituted medical board other than one suffering from Lepromatous Leprosy will be entitled to a maximum of 12 months treatment with full pay and allowances. However, cases in which medical or surgical finality is reached prior to the expiry of this period will be invalidated out of service immediately.

Note: Lepromatous cases of Leprosy will be invalided out from service immediately on confirmation of the disease by the medical board.

(b) In the cases falling under sub Para (a) above, if at any time during the period of 12 months treatment the disease is arrested, the individual would be brought before a duly constituted medical board to determine his fitness for retention in service. Those who are found fit for retention in service will be dealt with as under:-

(i) If an individual is found fit for retention in service he will be placed in medical category "C" (CEE) and sent back to his unit/ship/establishment/Regt Centre provided he can be given sheltered employment for a period of one year. During the period of sheltered employment he will be governed by the conditions mentioned in sub-para (ii) below. If he cannot at all be provided sheltered employment he will be invalided out of service in which case also, the procedure detailed in sub-para (ii) will be followed.

(ii) If at the end of one year's sheltered employment the medical category of the individual cannot be upgraded on account of the disability or in the event of relapse of the disease at any time during the period of five years after rejoining the duty, he will be invalided out of service.

Note:- The term upgraded used in (ii) above implies that medical category of individual is raised from "C" to even "B" within the specified period it indicates an improvement in the clinical state of the individual.

(c) The medical boards held under clauses (a) & (b) above will also express an opinion as to attributability to or aggravation of the disease by service conditions.

(d) The individuals who complete their age/tenure/colour or extended colour service/engagement/or re-engagement with the Armed Forces during the 12 months entitlement period of treatment will be invalided out of service on due date but will be afforded treatment as pensioners until medical/Surgical finality is reached or they are fit for discharge from the hospital or complete the remainder of the 12 months period, whichever is earlier. Maintenance allowance of Rs. 40.00 p.m. will be admissible to these patients during the period of treatment after invalidment so long as they do not receive or are not entitled to disability/service/invalid pension.

Note: The term invalided out of service will be used only in the case where finality of invaliding medical board is reached prior to the due date of completion of terms of service of the individual otherwise, the individuals will be discharged from service on the due date, in the latter case personnel will be deemed to have been invalided out of service for purpose of grant of disability pension on the basis of the recommendation of the invaliding medical board even though such a board is either held or its proceedings confirmed by the competent authority after the due date of discharge of the individual.

(e) Cases of individuals suffering from Pulmonary TB/Leprosy who refuses to take further treatment and are consequently invalided out of service and discharge from hospital will be regulated in accordance with provision of Reg. 177 of P.R. for the Army Pt I (1961)

(f) Patients who do not cooperate with hospital authorities and do not abide by the rules and orders laid down by those authorities may be invalided out and discharged from the hospitals by the Officer Commanding of the Hospital or Superintendent of the Sanatorium as he case may be with the approval of Sub-Area or equivalent Commander.

(g) During the period of their treatment as T.B. patients after having been invalided out of service, the individuals may be paid monthly advance by the Officer Commanding at the specified rates. The advance is not payable to an individual to whom a PEA/Pension/Gratuity has been sanctioned or intimation has been received from this Office that the disease has not been accepted as attributable to or aggravated by service. The total amount of advance is recoverable from the pension/gratuity that would ultimately be sanctioned, for which a declaration is obtained by the Officer Commanding Hospital from the individual before starting payment.

(h) In T.B. cases these hospital authorities forward the provisional medical board proceedings to the concerned R.O. for initiating the action for processing the disability pension claims of the individuals. The R.O. forwards the following documents to this office: -

- (1) Medical Board proceedings (AFMSF-16)
- (2) Service documents
- (3) PAO's certificate regarding rank and group.

After scrutiny of the documents in usual manner the case where the disease is held as capable of improvement, the degree of disablement will be regarded as 100 per cent for one year and in cases where

it is held as incapable of improvement, the degree of disablement will be regarded as 100 per cent for two years.

Authorisation of Pending Enquiry Award

The proceeding of the provisional medical board will be recorded on AFMSF-16 to enable attributability question to be decided. On receipt back of the case from the APO, PEA will be sanctioned for one year from the date of discharge on the basis of provisional medical board proceedings and its payment will be authorised in **Form No. GO (3) F. 8 (Sl. No. 13 of Annexure C)** a copy of which will be endorsed to. -: The O.C. Hospital where the individual is under treatment with a request to stop further payment of advance and also to intimate the total amount paid and the PEA Section for noting the sanction of PEA.

The Sheet Roll and provisional medical board proceedings should be endorsed suitably.

It will be the responsibility of the R.O. to determine the date of discharge in consultation with hospital authorities. The disability pension will, however, be sanctioned on receipt of the final medical board proceedings and L.P.C.

On receipt of the final medical board proceedings and other relevant documents from the R.O. the claim for final award should be subjected to scrutiny in the usual manner and the claim resubmitted to the Award Panel for final adjudication.

if the claim is accepted following action should be taken.

(i) The R.O. should be asked to stop payment of PEA. On receipt of the information, the same should be got verified from the PEA Section.

(ii) The amount of advance should be ascertained from the hospital concerned.

(iii) The amount of disability pension should be calculated in the usual manner and notified in a PPO with suitable guide notes for recovery of the advance and PEA.

NOTE- Consequent upon issue of Govt. of India, Ministry of Defence letter No. 1(9)2012-D(Pen/Pol) dated 14th November, 2013 the **facilities of Pending Enquiry Award (PEA) are extended to all invalidment (Attributable/ aggravated)/ War casualty cases** also instead of only to personnel suffering from Pulmonary TB/ Leprosy.

(i) Individuals retained in service on being found fit after treatment, if invalided out of service on the expiry of the period of sheltered employment or as a result of relapse of the disease within 5 years of rejoining duty will be entitled to disability pension as under provided the disease is regarded as attributable to or aggravated by the individual's service rendered prior to the date he rejoined duty:-

(a) **Service Element** - Service Element will be assessed on the basis of the service rendered upto the date preceding the date of rejoining duty but if an individual has earned a service pension under the applicable rules for the total length of qualifying service assessed at the time of invalidment, the service element will be equal to the service pension thus earned, if it is more favourable to him.

(b) **Disability Element**- Disability Element will be appropriate to the accepted degree of disablement as on the date the individual was found fit for retention in service.

(j) After the expiry of the total period of 5 years service from the date of resuming duty (on being declared, medically fit for retention) the individual will be governed by the normal terms and conditions of service in their entirety. The period of medical surveillance itself will count for pension.

(k) If the claim is not accepted a communication will be sent to the **R.O. in GO (3) F.4. at Sl. No. 9 of Annexure C.**

Post discharge claims

118 It may be noted that an individual who is retired/discharged from service with a pension or gratuity but who within a period of 7 years from the date of retirement/discharge is found to be suffering from a disease which is accepted as attributable to/aggravated by military service, may be granted a disability element appropriate to the substantive rank last held and degree of disablement in addition to his pension /gratuity.

If the individual is discharged with gratuity only and subsequently his disability is accepted as attributable to military service with 20% or more, he will be entitled to disability pension and gratuity already paid will be recovered.

(The cases which have initially not done by PHP will be dealt by G-3 section otherwise such type of cases will be dealt by EDP Manual section.)

Note- The date from which the disability element will commence will be decided by the Medical Board.

It should be seen that the following documents have been received from the R.O.

- (a) Application of the individual.
- (b) Medical certificate showing sign, symptoms and duration of the disability.
- (c) All medical documents for hospitalisation during service.
- (d) AFW -3149.
- (e) Service documents,

It should be verified that :-

- (i) The individual was not initially discharged from service due to a disease.
- (ii) The disease arose within 7 years from the date of discharge.
- (iii) The individual was retired/discharged otherwise than at his own request.
- (iv) He retired/discharged with a pension/gratuity.

After scrutiny of the claim, the case will be sent to Award Panel Officer for advice.

On receipt back of the case from Award Panel Officer, the following action should be taken:-

- (a) In cases where Award Panel Officer has advised that the individual should not be brought before a board.

The R.O. should be informed accordingly and the service documents should be endorsed.

- (b) In cases where Award Panel Officer has advised for holding a medical board on the individual.

The claim should be returned to R.O. with a request to bring the individual before a medical board and re-submit the claim along with medical board proceedings duly supported by the requisite documents. The claim when received should be processed in the usual manner as for a disability pension claim.

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Grant of Invalid Pension/ Gratuity

120 When an individual is invalided out of service with a disability neither attributable to nor aggravated by service, he will be entitled to invalid pension, if the qualifying 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 - an amount equal to the service element of disability pension that would have been admissible in case the causes were attributable to or aggravated by service and should not be less than ordinary family pension at normal rates of 30%.
- (ii) Invalid Gratuity- @ at half a month's reckonable emoluments i.e. Pay including classification allowance plus stagnation increment, if any, plus dearness allowance last drawn by the individual for each six monthly period of qualifying service. Specimen of rejection memo **GO(3) F-13** is given at Sl. No. 17 of Annexure C.

Note: 1 The provision for invalid pension and invalid gratuity has been made w.e.f. 1.4.64. vide A.I. 12/S/64.

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

Rs. 25/-pm.wef 1.4.64 Army Instruction 3/S/64 read with AI 12/S/64

Rs. 40/-pm. w.e.f. 1.3.70 Army Instruction 2/S/70

Rs. 150/-pm. w.e.f. 1-4-82 GOI, Min. of Personnel OM No.F/1(6)-EV/82 dated 30.06.82

Rs. 160/-pm. w.e.f. 1-4-83 GOI, MOD letter No. 1(3)/82/D(Pen/Ser) dated 04.05.83

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

Rs. 1275/-pm. w.e.f. 1-1-96 GOI, MOD No. 1(6)/98/D(Pen/Sers) dt. 03.02.98.

Rs. 3500/-pm.

w.e.f.1-1-2006 GOI, MOD letter No. 17(4)/2008(2)/D (Pen/Policy) dated 12.11.2008

121 The procedure for determination and notification of service pension as laid down in Para 39 et. seq. will apply mutatis mutandis in case of invalid pension also.

War Injury Element of War Injury Pension

122 (a) The rates of War Injury Element for 100% disability for the various ranks shall be equal to the reckonable emoluments last drawn, which would be proportionately reduced where disability is less than 100%. However, in no case aggregate of service element and war injury element should exceed the emoluments last drawn. However w.e.f 1.7.2009 this restriction has been removed.

Authority: GOI MOD letter No. 10(01)/D(Pen/Pol)/2009 Vol-II dated 1.9.2010

- (b) The provisions of Para 7.2 of this Ministry's letter No. 1(2)/97/D (Pen-C) dated

31.1.2001 for reckoning of disability or functional incapacity shall continue for computing disability element/war injury element.

Percentage of disability as assessed by invaliding Medical Board	Percentages to be reckoned for computing of disability element
Less than 50	50
Between 50 and 75	75
Between 76 and 100	100

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 would have normally retired in that rank plus weightage as applicable (total not exceeding 33 years).

Note 1 The provision of War Injury Pay was made vide GOI, MOD, letter No. 200847/Pen-C/71 dated 24-2-72 to cover all past cases and also cases of disablement occurred on or after this date. According to the above Govt. letter, War injury pay consist of a service element and a disability element. The service element in invalidment cases will be equal in amount to the normal service pension including retirement gratuity to which individual would have been entitled on the basis of his emoluments as defined from time to time for maximum service of the rank and pay group held at the time of disablement. 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 amounts to the emoluments last drawn minus the service element, the amount being limited to Rs. 500. For lower percentage of disability, the disability element will be proportionately reduced. Emoluments will comprise basic pay, rank/appointment pay, dearness allowance, interim relief, Good Service pay, dearness pay plus and an amount of Rs. 60/- for ration w.e.f. 01.01.1986, the limit of Disability Element has been raised to Rs. 1000/-.

Note 2 wef. 1-1-73, emoluments will comprise of the following elements:-

- (i) Pay (Revised)
- (ii) Appointment Pay.
- (iii) Good Service Pay
- (iv) Classification Pay.
- (v) Dearness Allowance (introduced wef; 1-5-73)
- (vi) Rs. 60/- for rations.

Note- 3 The service element in retained cases will be calculated with reference to rank held at of the time of retirement and length of service while the disability element will be calculated at the percentage of disability assessed at the time of retirement but with reference to the rank held at the time of disability was incurred.

Note 4 w.ef. 1-1-86 War Injury Pay is known as War Injury Pension which will be consolidated amount as per GOI, MOD letter No. 1 (5)/87-D (Pen/Sers) dt. 30-10-87. War Injury pension on invalidment for 100% disability shall be equal to the reckonable emoluments last drawn. Where disability is less than 100%, the amount of war injury pension shall be proportionately reduced but in no case the amount of War injury pension shall be less than 80% of the reckonable emoluments last drawn. Emoluments includes pay plus classification pay as defined in Para 3-1 of above Govt. letter.

Note:5 A working sheet as per specimen **GO(3)F-14 at Sl. No. 18 of Annexure C** will be prepared.

Note:6 Specimen of LPC-cum-datasheet for revision of War Injury Pension is given at **Sl. No. 58 of Annexure C**.

123 War injury Pension on retention in service.

Armed forces personnel who are retained in service despite the disability due to war injury sustained under circumstances mentioned in category 'E' of Para 90 above and retire subsequently will have an option as follows to be exercised within the period as prescribed by Govt. from time to time: -

- (i) To draw lump sum compensation in lieu of war injury element foregoing war injury element at the time of subsequent discharge; or.
 - (ii) To draw war injury element at the time of retirement in addition to service pension admissible on discharge foregoing lump sum compensation.
- Option once exercised will be final.

(on implementation simultaneous notification of disability element with service element or service pension and after computerisation in PHP these type of discharge cases will be dealt by G-2 Computerised section in 'S' series PPO. Only Cases of pre-2006 discharged will be dealt by G-3 section.)

124 Lump sum compensation in lieu of war injury element.

In case an Armed forces personnel is found to have a disability which is sustained in circumstances mentioned in category 'E' of Para 90 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 lump sum compensation in lieu of war injury element.

The rate for calculation of lump sum compensation in lieu of war injury element for 100% disability for life will be as under:-

- (i) Hony commissioned officer of the three services, TA and DSC – wef 1-1-2006 the rates for the various ranks shall be 60% of emoluments last drawn subject to minimum of Rs.7020/- per month for 100% disability. Rs.5200/- (w.e.f. 01.01.1996) & Rs. 1500/- (w.e.f. 01.01.1986)
- (ii) wef 1-1-2006 the rates for the various ranks shall be 60% of emoluments last drawn subject to minimum of Rs.7020/- per month for 100% disability JCOs and equivalents ranks of the Air force/ Navy, TA and DSC –Rs.3800/- (w.e.f. 01.01.1996) & Rs. 1100/- (w.e.f. 01.01.1986)
- (iii) wef 1-1-2006 the rates for the various ranks shall be 60% of emoluments last drawn subject to minimum of Rs.7020/- per month for 100% disability ORs/NC (E) and equivalents ranks of Air Force/ Navy, TA and DSC –Rs.3100/- (w.e.f. 01.01.1996) & Rs. 900/- (w.e.f. 01.01.1986)

For disability due to war injury of less than 100% the rates shall be proportionately reduced. The one time compensation in lump sum in lieu of war injury element will be equal to the capitalised value of war injury element which shall be calculated in accordance with Regulation 344 of the Pension Regulations for the Army Part-I and will be equal to the capitalised value of war injury element for the actual percentage of the disability at the appropriate rate mentioned above. For this purpose, the rank shall be the rank at the time of injury sustained by the individual due to war. Age next birth day will be reckoned with reference to the date of onset of disability with loading to age: if any, recommended by the compensation Medical Board. 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 discharge from the Armed Forces. Since this is one time payment on account of compensation, no restoration will be permitted.

Note 1. The provisions of above para shall also apply to Armed Forces personnel who were in service as on 1-1-86 or joined/join service thereafter.

Note: 2. The procedure to be followed for grant of such compensation as laid down in Para 127 (b) will apply mutatis mutandis for this purpose also.

125 War injury element on subsequent retirement

Where an Armed Forces personnel is retained in service despite injury/disability sustained on or after 1-1-96 under the circumstances mentioned in category 'E' of Para 90 above does not opt for lump sum compensation in lieu of War injury, he shall be entitled to the payment of war injury element on a monthly basis at the rates prescribed in Para 124 above on subsequent discharge or on completion of terms of engagement. 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 122 for commuting percentage of disability shall not be applicable in this case. Disability actually assessed by the duly approved Release Medical Board shall reckon for computing war injury element.

W.e.f. 1-1-96, rates of disability element on account of war injury for 100% disability will be as under:-

- (i) Hony commissioned officers of three services, TA and DSC Rs. 5200/- p.m.
- (ii) JCOs and equivalent ranks of Air Force Navy, TA DSC. 3800/- p.m.
- (iii) Other Ranks/NCs (E) and equivalent ranks of AF/Navy, TA and DSC 3100/- p.m.
- (iv) The rates of war injury element for 100% disability on or after -1-2006 for the various ranks shall be 60% of emoluments last drawn subject to minimum of Rs.7020/- per month for 100% disability.

Note 1 Rank for this purpose shall be the rank held at the time of injury sustained by the individual due to war/ war like conditions.

Note 2 Service pension or service gratuity as admissible as per Min. of Def. letter No. 1 (6)/98/D (Pen/Sers) dt. 3.2.98 shall be payable in addition to war injury element from the date of discharge.

(on implementation simultaneous notification of disability element with service element or service pension and after computerisation in PHP these type of discharge cases will be dealt by G-2 Computerized section in 'S' series PPO. Only Cases of pre-2006 discharged will be dealt by G-3 section.)

Note: -Armed forces personnel sustaining disability under the circumstances mentioned in category 'D' of Para 90 above shall not be treated as war disabled. Hence they will not be entitled to any special concession/dispensation otherwise available to war disabled.

126 Liberalised disability pension

W.e.f., 1-1-96, Armed Force personnel sustaining disability under the circumstances mentioned in category 'D' of Para 90 above shall be entitled to same pensionary benefits as admissible to war injury cases on invalidment/ discharge including lump sum compensation in lieu of disability element as mentioned in Paras 123 and 124. 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 service pension to which he would have been entitled on the basis of his pay on the date of invalidment but counting service upto the date on which he would have retired in that rank in the normal course including weightage admissible. Provision of Para 6 of Ministry of Defence letter No. 1 (6)/98/D(Pen/Sers) dt. 3.2.98 shall apply for calculation service pension. There shall be no condition of minimum qualifying service for earning this element. The disability element for 100% disability would be admissible as under:

- (i) Hony commissioned officers of the three Services TA and DSC Rs. 2600/- p.m.
- (ii) JCOs and equivalent ranks of the three Services, TA and DSC Rs. 1900/-p.m.
- (iii) Other Ranks of the three services, TA and DSC Rs. 1550/-p.m. 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 reckonable emoluments last drawn.
- (iv) The rates of liberalised disability element for 100% disability on or after -1-2006 for the various ranks shall be 30% of emoluments last drawn subject to minimum of Rs.3,510/- per month for 100% disability.

Compensation in lieu of disability Element

127 (a) In case a person belonging to the Armed Forces is found to have a disability which is sustained under the circumstances mentioned under category 'B' and 'C' in Para 90 above which is assessed at 20% or more for life but the individual is retained in service despite such disability he shall be paid compensation in lump sum (in lieu of disability element) equal to the capitalized value of disability element on the basis of disability actually assessed. Rounding off benefit is not admissible. The rate of disability element shall be as laid down in Para 104 which shall be proportionally reduced for lesser percentage of disability. The age next birth day will be reckoned with reference to the date of onset of disability with loading to age, if any, recommended by the disability Compensation Medical Board. Once compensation has been paid in lieu of the disability element for the same disability, such disability shall also not qualify for grant of any pensionary benefit or relief subsequently.

(b) The payment of compensation in lieu of disability element will be made through individual running ledger account on the basis of the payment authority issued by this office. Accordingly, Record Office while preferring claim will submit Part I & II of AFMSF – 16 (Medical Board Proceedings except discharge roll) and a contingent bill duly completed and signed by the individual and countersigned by the Record Office. A payment authority letter will be issued to the concerned PAO(ORs) after proper adjudication of the case. Sheet Roll will be enfaced at the time of issue of payment authority. The PAO(ORs) will keep a note of such payment authority in the individual's ledger account for subsequent noting in LPC Cum Data Sheet. A copy of the payment authority will also be endorsed to the concerned Record Office for their information and making endorsement in the individual's Sheet Roll.

PAO(ORs) while issuing the LPC at the time of retirement/discharge from service will endorse the fact of such payment suitably in the LPC-cum-data Sheet. Similarly, Record officers while processing the claim

for disability pension will also certify whether any compensation for any disability has been paid or not. Record office will also keep a record of such payment authorities in the Sheet Roll.

Note1 A register specimen given in **GO(2)R-9 (Sl. No. 8 of Annexure B)** in G3 Group I will be maintained centrally and kept under proper safe custody. Each file on which compensation has been authorised will be got bound in convenient size periodically in order of entries made in the register under the dated signature of the AO/SAO concerned. These files and register will be the basis of checking the LPC-cum-data-sheet/Claim submitted by the ROs and operative groups will see the claim preferred by the RO is not on of that disability for which compensation has been paid.

Note2 In case the compensation has been paid for any disability and a disability pension claim has been preferred for another disability, the opening sheet of the individual will be prominently marked as “compensation case” so that the benefit of earlier disability has not been claimed for which compensation has been paid.

Note3 Each claim of disability pension and disability element hereafter will be only allowed to be processed when it is verified from the compensation register and no entry exists.

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APPEALS

129(I) (a)First Appeal

If a person is aggrieved by the denial of entitlement, he may, if he so desires, submit an appeal before Record Office/Service HQrs 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.

(b) Second Appeal

Any person, aggrieved by the decision in the first appeal, may file a second appeal within six months of the decision of the Appellate Committee for First Appeal, to the Defence Minister’s Appellate Committee on pension (DMACP).

(II) The composition of the Appellate Committee for First Appeal and the Defence Minister’s Appellate Committee on Pension and detailed procedures for disposal of appeals shall be issued by the Ministry of Defence from time to time.

Special Pension to Blind Soldiers

130 It may be noted that the special pension to blind soldiers is admissible vide GOI, MOD letter No. 12-SB (8)/- 57-69/665/D(AG-I) t. 3-2-69 read with their letter no. 12- SB (8)52075/2632/D (Res.) t. 17-4-75 and A.O. 318/73 who is precluded from earning his livelihood on account of total or partial blindness caused as a result of is military service subject to fulfilment of the following conditions: -

- (i) The individual has been invalided out of service on account of total or partial blindness.
- (ii) He is not already in receipt of special pension, due to blindness.
- (iii) He is in receipt of disability pension.
- (iv) The blindness of the soldier has been accepted as attributable to military service and is assessed at 40% and above.
- (v) He is not gainfully employed.

On receipt of the claim, after its scrutiny, an audit report will be rendered to Govt. of India, (Ministry of Defence D(Resettlement) (Indian Soldiers, Sailors; and Airman's Board) for consideration. On receipt of Govt. Sanction, the award will be notified through a corrigendum PPO on **G.O. (3) F.10 (Sl. No. 14 of Annexure C)**.

The rates of special pension admissible from time to time are as under:

Rs. 5/- PM w.e.f. 27-2-42. vide GOI, MOD No. (1)/1474/A/D/5/866-Rel/15 B) dt. 27-2-42.

Rs. 10/- PM w.e.f. 1-06-50 vide GOI, MOD letter No. 12-SB (.) /50/- 7210-D/6 (a) dt. 21-7-50.

Rs. 15/ PM w.e.f. 1-4-69 vide GOI MOD letter No.12-SB (8)/52- 69/665/D(A.G-I) dt. 3-2-69.

Rs.30/- PM w.e.f. 1-1-73 vide GOI MOD letter No.12-SB (8)/5- 75/2632/D- (Res) dt. 17-4-75.

Rs. 50/- PM w.e.f. 3-7-82 vide GOI MOD letter No. 12-SB (8)52- 82/795/DA (Res) 26-3-83.

Rs. 500/- PM w.e.f. 1-10-2001 vide GOI MOD letter No. 12-SB /(8)/52-2001/958/D(Res) dt. 16-11-2001

Special Road Mileage Allowance.

131 It may be noted that a Special Road Mileage Allowance @ Rs. 6/- per diem is admissible to disabled Gorkha pensioners residing in Nepal whose I.D. has been accepted at 40 per cent or above for journeys from their home to pension disbursing centers and back to draw the annual pension vide GOI, MOD letter No. B/29331.QMOVD/-5931/D (MOV) dt. 27-6-60. The allowance will be notified through a corrigendum PPO in **GO (3) F.11 (Sl. No. 15 of Annexure C)**.

Note 1 In cases where the distance between the pensioner's village and the paying centres falls within two days each way, the claims will be accompanied by distance verification report from the authority competent to investigate the family pension claim of IMPs residing in Nepal.

Note 2 If the pensioner's residential address changes or districts in Nepal are re-organised, the distance between the home and the paying centre will be computed afresh with reference to the revised address of the individual, whether or not there has been any physical change in the residence.

Note 3 The allowance is payable only if the pensioner appears himself and is not payable to his agent.

Note 4 Residential address of the Gorkha pensioners (including name of Zila/Tehsil) residing in Nepal will be notified in the P.P.O.

Note 5 Unlike ordinary R.M.A. there is no condition for eligibility to special R.M.A. that the journey period must extend over two days: each way.

Note 6 The distance between different paying centers and Tahsil Zila of Nepal in No. of days, where the journey exceeds two days each way may be verified from the relevant Army Instructions.

On receipt of the claim it will be entered in the claim Register centrally in **GO(2)R-1 Serial No. 2 of Annexure B**.

It may be seen that:

- (i) The claim has been supported by service documents and duplicate copy of Medical Board proceedings.
- (ii) The I.D. of the pensioner is 40 per cent or more.
- (iii) The address of the pensioner is the same as shown in the Sheet Roll/Invaliding Roll.
- (iv) The distance from the pensioner's home to the pension paying centre is correct.
- (v) The amount of S.R.M.A. claimed is correct. After the scrutiny of the claim in the manner stated above, a Corrigendum P.P.O. on **GO (3) F-11 Sl. No. 15 of Annexure C** will be prepared for approval. The draft P.P.O., Medical Board Proceedings and Sheet Roll will be suitably endorsed.

Defence Security Corps (D.S.C.)

132 It may be noted that the grant of pensionary awards to D.S.C. personnel are governed by the same general rules as are applicable to combatants of the Army, except where they are inconsistent with the provisions of the Regulations contained in Chapter IV of P.R.A. Part I (1961). However in dealing with cases of D.S.C. personnel, it should be seen that the provisions of Government orders issued in respect of combatants of the Army have been made specifically applicable to D.S.C. personnel or separate Government orders extending similar benefits to D.S.C. personnel have been issued.

In case of re-enrolment in DSC, Service Pension for former service of an individual held in abeyance under Regulation 267(d) of Pension Regulations for the Army Part-I (1961), shall be restored as service element of disability pension on termination of re-employment in DSC, if it is more than the service pension admissible under Regulation 271 for the service in DSC as per Government of India, Ministry of Defence letter No. 1(2)/84/D(Pen-C) dated 29.05.1986.

Note 1 DSC personnel who were in service on 31-12-72 or those who died on that date as well as those who joined / join thereafter and become/became non-effective on or after 1-1-1973 will be granted pensionary award as revised with effect from 1-1-73

Note 2 The relevant authority under which rates of service pension admissible from time to time to DSC personnel are given in **Appendices 4 and 6**.

Territorial Army (T.A.) Personnel:

133 It may be noted that the grant of disability pensionary awards to members of the T.A. will be subject to the conditions governing the grant of disability pensionary awards to personnel of the corresponding ranks of the Army except where they are inconsistent with the provisions of the Regulations in Sub-Section II of Chapter V Pension Regulations for the Army Part I.

N.C.C./A.C.C Personnel:

134 It may be noted that an Ex-JCO/OR re-employed/re-enrolled in N.C.C. who is invalided out of service on account of disability considered as attributable to or aggravated by service in N.C.C./A.C.C. will be eligible for compensation for functional incapacity due to such service at the rates laid down in A.I. 71/58 and A.I. 72/58 as amended from time to time.

An Ex-Hony. Lt., Captain who were in medical category 'A' at the time of their appointment in N.C.C./A.C.C. will be eligible for grant of disability element at appropriate rate laid down in Government of India, Ministry of Defence letter No. 76642/AG/PS2(c)/676-S/D)AG-II) dated 16-4-64 in addition to their service pension in the event of their invalidment from N.C.C./A.C.C. service.

Those appointed in Medical Category 'B' will not, however, be eligible for disability pension.

Regular Army personnel serving on extra Regimental duty on secondment to N.C.C./A.C.C. will remain eligible for disability pensionary awards admissible to other personnel of Regular Army.

The disability pension claim in respect of the above mentioned individuals will be processed in the same manner as for a disability pension.

Civilian Govt. Servants Deputed for Service in Military Capacity with Military Force

135 The sanctioning authority for disability awards in respect of civilian government servants 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: -

(a) PCDA (P) in the case of those personnel whose pay accounts etc. re maintained by the Defence Accounts Department authorities.

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

However, w.e.f. 1-1-1991, PCDA (P) has been authorized to adjudicate the claims for disability element (including CAA) of the disability pension in respect of those civilians Govt. servants of the Post & Telegraph Department who are employed/ eputed for service in a military capacity (as JCOs/NCOs/ORs) in the Army Postal Service Corps. The individual claims shall be regulated in accordance with procedure laid down in A.I. 64/76 and continuance of awards in respect of cases where claims have been adjudicated by the Govt. in the past shall be reviewed by the Pr. CDA (P) from time to time as the case of regular army personnel.

Broad banding of Disability claims w.e.f. 01.07.2009

135(A) As per GOI letter dated 31.01.2001 the rounding off benefits have been given to the invalided out who have been invalided out on medical grounds on or after 1.1.96 and his disability has been accepted as attributable or aggravated by military service.

Consequent of issue of GOI MOD letter No. 10(D)/(Pen/Pol)/2009-Vol-II dt 19.01.2010 this benefit has been extended to pre-96 invalided out such pensioners, but the financial effect has been given w.e.f. 1.7.2009.

Following documents are required for notification of Corr PPO:-

- (a) LPC-Cum-Data Sheet No 203/2010
- (b) Sheet Roll/Certificate of RO showing clause of discharge.
- (c) Latest Corr. PPO showing disability element as on 1.7.2009
- (d) Annexure of Govt letter Dt 19/01/2010 duly signed by individual PDA and RO
- (e) Certificate from RO to avoid double payment.

Court Cases

135(B) In court cases where Hon'ble Court Order is not covered under any Govt order/beyond the Government letters/Manual Orders/Rules & Regulations, PPO, in implementation of court order, is notified on authority of Government sanction issued by IHQ of MOD (Army), New Delhi.

PPOs may be notified computerised as well as manually in implementation of Hon'ble Court Order.

Computerised: - In cases, where pensioner is post 1.1.2006 discharge and Hon'ble Court has not ordered to grant interest/cost.

Manual: - All pre-1.1.2006 discharge cases and post-1.1.2006 discharge and those cases where Hon'ble Court has ordered to grant interest/cost.

NOTE: - On receipt of Government Sanction, it is immediately verified that sanction is in consonance of Hon'ble Court's order. In case of any discrepancy, the matter may be taken with RO/IHQ ADG PS-4 (Pen-Legal) for amendment in Government Sanction without wasting time.

Grant of Service Element of Disability Pension to Pre 01.01.1973 invalided out JCOs, ORs and NCs(E)/ Sailor/ Airmen when the accepted degree of disablement re-assessed as less than 20%.

135(C) Consequent upon issue of Govt. of India, Ministry of Defence letter No. 12(28)/2010-D(Pen/ Pol) dated 10th February' 2014, the condition prescribed prior to 01.01.1973 for continuance of service element with reference to minimum stipulated qualifying service have been dispensed with from 01.01.1973 or the date from which the accepted degree of disability fell below 20%, whichever is later. .

(A) REQUISITE DOCUMENTS FOR GRANT OF DISABILITY PENSION

- i. Corr LPC CUM DATA SHEET quoting PPO No. Under which disability pension/ Service element of disability pension initially sanctioned.
- ii. Annexure of MOD letter No. 12(28)/2010-D(Pen/Pol) dated 10th Feb.' 2014 duly completed in Triplicate copy by the Armed Forces disability pensioners invalided out prior to 01.01.1973 duly verified by PDA & Records Office.
- iii. Sheet Roll of the service personnel if available otherwise Long Roll.
- iv. A certificate from Records Office about invalidment of the Individual along with statement that "the individual invalided out on dated with Q.S. under clause of discharge..... Individual has been granted initially Disability Pension/ Service Element of Disability Pension vide PPO NO. for period to but the same discontinued as their accepted degree of disability was% at the time of re-assessment i.e. (Date of re-assessment medical board)".
- v. Non Conviction certificate of the invalided out personnel.
- vi. Non re-employed certificate but if re-employed then full details.

Payment of Ex-Gratia Lump Sum compensation to Defence Service Officers and Personnel Below Officer Rank who are invalided out of service on account of Disability attributable to or aggravated by Military Service.

135(D) Consequent on the issue of the GOI, MOD letter No. 2(2)/2011/D (Pen/Pol), dated 26th December 2011, the Defence Service Personnel who are invalided out from service in the performance of their bonafide official duties shall be entitled to **Ex-Gratia Lump Sum compensation of Rs. 9 lakhs for 100% disability** under the condition as mentioned in GOI, MOD letter No. 20(1)/98/D (Pay/Ser), dated 22nd Sep. 1998 read with letter No. 20(5)/2009/D (Pay/Ser) New Delhi dated 4th June, 2010 and dated 17th August, 2010.

The Defence Personnel who are disabled/incapacitated in the performance of their bonafide official duties under various circumstances and are boarded out from service on account of Disability/war injury attributable to or aggravated by Military Service, shall be paid Ex-Gratia Lump Sum compensation amounting to Rs. 9 lakhs for 100% disability. For disability/war injury less than 100% but not less than 20%, the amount of Ex-Gratia Lump Sum compensation shall be paid proportionately. The proportionate compensation would be based on actual percentage of disability as certified by Invaliding Medical Board, without applying broad banding provisions.

The order shall apply to all the eligible Defence Service Personnel who are invalided out of service on or after 01.04.2011 i.e. the date from which similar benefits are allowed to personnel of Central Armed Police Forces (CAPF).

The Conditions governing payment of Ex-Gratia Lump Sum compensation is given under the GOI, MOD letter No. 20(1)/98/D (Pay/Ser), dated 22nd Sep. 1998 and the guidelines to be observed have been given in the Annexure attached to the letter dated 22nd Sep. 1998 (Circulated vide this office circular No. 228 dated 03.05.1999).

CHAPTER V

RESURVEY MEDICAL BOARD AWARD CASES

Functions (Re-Assessment)

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Preparation and Submission of Re-assessment claims

137 The claims on account of re-assessment of disability pension are prepared and initiated by R.Os. On the Form AFMSF-17. The pension claim with necessary service documents are forwarded by the R.Os. to his office 2 months before the due date of expiry of the current award of disability pension. The action as indicated in Para 88 will be taken on numbering of the claim and recording it in the Claim Register.

However, w.e.f. 1-7-94 till implementation of the 6th CPC the award of continuance of disability pension is to be notified on computer in those cases in which the initial award of Disability pension/Disability element was notified through computer. For this purpose, a Data Sheet (G3-RA) has been designed. The **Data Sheet (G3-RA)** has been divided into three parts viz:-

- (i) Basic particulars
- (ii) PDA particulars
- (iii) Reassessment particulars

The first and second parts covering column 1 to 17 are required to be completed/checked by R.Os. and the third part i.e. col. 18 to 38 the adjudication columns will be completed in the office of PCDA (P). The column provided below cage No 3 should be signed by the R.O. and the space provided for PCDA (P) will be completed by this office.

The cases of continuance award of disability pension will be initiated by the R.Os. in the same manner as in the manual system. The only change being made in the existing procedure of initiation of these claims is that copies of Data Sheet (G3-RA) duly completed/checked will also be attached with the continuance of Disability pension claims. The data Sheet will be prepared in duplicate. The original copy of Data Sheet (G3-RA) will be submitted along with the claim for use in the office of PCDA (P), and the duplicate copy will be retained in the Record office.

In cases where an amendment relating to change in place and channel of payment is proposed to be processed through LPC cum Data Sheet (Rev.) Cage II Viz. column for the PDA particulars should invariably be filled in the Data Sheet (G3-RA).

The Specimen form of Data Sheet (G3-RA) and PPO formats both computerised and manual are at **Sl. No. 60, 71 and 72 respectively of Annexure -C**. Detailed instructions for filling/checking of LPC-cum data Sheet (DIS) and Data Sheet for Disability Element will by and large be applicable for filling/checking of **Data Sheet (G3-RA)** for reassessment of disability pensionary award also. However, important guidelines to complete various columns of Data Sheet (G3-RA) are given in **Appendix- 9** to this Manual.

Further on implementation of 6th CPC, the cases are being notified manually also. On introduction of simultaneous notification, where the initial award has been notified in D series PPO, the continuation award of disability element with service element (only in invalidated out cases) will be dealt by this section through D/CORR. However the continuation award of disability element with service pension where the initial award has been notified in S series PPO in discharge cases, will be dealt by G-2 Computerised section through S/CORR.

Preliminary action on receipt of the claim

138 It will be ensured that the claim is prima facie tenable by verifying from the service and medical documents of the individual that he was granted a disability pension for a limited period.

Note: Claim for increase in the accepted degree of disablement in the I.D. during the currency of initial award will, however, be received and dealt with in G3 Section.

Documents in support of re-assessment claim

139 It should be seen that the following documents have been received:

- (i) Re-survey medical board proceedings (AFMSF-17).
- (ii) Sheet Roll/Service Certificate.

Note: The name of the Bank /Treasury/Post Office/DPDO from where the individual is drawing pension and SBA/C NO/ Treasury Serial/Head Office No. allotted to him is shown by the R.O. in the forwarding memo to facilitate linking.

Processing of the claim and its detailed Scrutiny.

140 After preliminary scrutiny of the claim the number and year of this office P.C/P.P.O. under which the initial grant of disability pension was notified should be ascertained from the enfacement already recorded in the Sheet Roll as also from the particulars given under item 16 on page 1 of AFMSF-17.

141 The P.Cs./P.P.Os. notifying the initial award of disability pension will be indented for from the Old Record Section.

142 On receipt of the P.C./P.P.O. the claim should be taken up for detailed scrutiny. The various checks to be observed in conducting the detailed scrutiny of RSMB Proceeding (AFMSF-17) are as follows: -

- (i) All the columns of AFMSF-17 have properly been completed.
- (ii) It has been signed by all the members of the RSMB.
- (iii) The RSMB Proceedings have been approved by the prescribed competent authority viz. DDMS/ADMS.
- (iv) The individual has been examined by the RSMB. for the I.D. originally accepted.
- (v) The claim has been preferred within one year from the date of the expiry of the previous award or within one year from the date of the P.P.O. notifying the previous award as the case may be.
- (vi) If the R.A claim has not been preferred within the time limit stipulated at (v) above, it should be seen that the delay in submission of the R.A. claim is fully explained by the R.O. as well as by the individual i.e. if the delay in any way is attributable to failure of the individual i.e. shifting of the residence without informing the R.O., non-appearance before the R.S.M.B. on the due date and taking no initiative for the continuation of disability pension after cessation of the previous award etc.

In case any information/documents referred to at (i) to (vi) above is wanting, the same will be called for from the R.O. by issuing a communication in **GO (RA) F-1 (Sl. No. 23 of Annexure C)**.

Audit of RSMB claim

143 After the abolition of MA(P), the decision regarding attributability /aggravation is taken by OI/C records in respect of injury cases as well as disease cases as per rules laid down in Entitlement Rules 2008 .After receipt of claim in the office the following points will be seen while scrutinising and auditing the claim.

- (i) Items 1 to 4 from the AFMSF –17.
- (ii) Items 5 to 6 and 7 (i) from the Entitlement Notes bound with the draft P.P.O. for initial grant of disability pension.
- (iii) Item 7 (ii), 9 and 10 from the enfacement regarding last Reassessment award made in the Sheet Roll as also on the draft P.P.O. for initial grant of disability pension.

Note If there has been any break in the continuation award of disability pension, the fact and the reason for which it was discontinued should be specifically mentioned. For example “no disability pension was payable fromto as the individual’s disablement was less than 20 percent.”

- (iv) Item 8- This item is applicable in cases where the RSMB has been held after the expiry of the current award. The interim period to be shown would be from the date following the date upto which current award was payable to the date preceding the date of the RSMB. 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.

Note1 In cases of interim award, it should be seen that the claim is accompanied by delay explanation, certificate of re-employment and non-conviction certificate duly countersigned by Police Authorities.

Example: If the current award expired on 23-1-2001 and the RSMB has been held in 19-4-2001 the interim period will be from 24- 1-2001 to 18-4-2001.

Note 2 Any office note for obtaining sanction for waiving delay by the competent authority should also be put up.

(v) Item 11 from RSMB Proceedings (AFMSF-17).

Note: 1 In case of a claim for Substantial Increase (S.I.) in the I.D. substantial increase in cases where last assessment was less than 20 percent it should be seen that the case file where the I.D. was accepted at less than 20 percent is also submitted along with the case under adjudication.

Note:2 W.e.f. 1-1-96, there will be no periodical reviews by the Resurvey Medical Boards for re-assessment of disabilities as per para 7 of GOI, MOD letter No. 1 (2)/97/D (Pen-C) dt. 7-2-2001. 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 Resurvey 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: 3 Claims preferred after 7 years based on aggravation need not be entertained.

As regards, Pre-96 disability pensioners, the procedure stated above will be followed in cases of assessment made by the Reassessment Medical Board held on or after the date of issue of the above Government letter.

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Action after Audit of the claim

145 The cases fall into the following categories for notification of PPO -

- (i) Cases where the degree of disablement including that for interim period, if any, is assessed at a pensionable degree i.e. at 20 percent or above (Discharge cases).
- (ii) Cases where the degree of disablement for interim period is assessed at a pensionable degree and thereafter below pensionable degree (Discharge cases).
- (iii) Cases for disability in invalided out cases.

146 In the case mentioned at Para 145 (i), where the degree of disablement has been assessed at 20 per cent or above, a draft P.P.O. for reassessment award of disability pension should be prepared on IAF DA-6. Irrespective of the period to which the grant relates, the rate of disability pension should be determined under that set of rates which was adopted for the purpose of initial grant of disability pension. If the set of rates provides for the grant of disability pension at consolidated rate e.g. under Old Pension Code, the rate of reassessment award should be determined independently with reference to the rank of the individual, on set of ID and the accepted degree of disablement in pre -2006 cases and as per last pay drawn in post 2006 cases. If the applicable set of rates provides for separate calculation of service element and disability element, the service element will be the same that was included in the initial grant and the disability element will be calculated independently according to the accepted percentage of disablement and rank and in accordance with the table of rates as was prevalent at the time of individual's invalidment. The column 'Place and Channel of payment' will be completed as per information furnished by the R.O. in the forwarding memo.

The date of commencement of re-assessment award will be the date following that upto which the current award is payable and the period for which the award will be payable, will reckon from the date of RSMB. Where RSMB has been held after the date of expiry of the current award the medical board will give the assessment of degree of disablement for the interim period also and the award for this period will be for that accepted percentage.

147 In cases where the P.P.O. for the initial award of disability pension was a "no payment" P.P.O., a pension certificate on IAFDA- 373 will also be prepared. In such cases the original copy of "No. payment" P.P.O. will also be sent to the P.D.A. with the P.P.O. for R.A Award.

Sanction and dispatch of R. A. Award of disability Pension.

148 After all the relevant documents for the grant of Reassessment Award of disability pension has been scrutinised prepared the claim and draft PPO should be put up to the Accounts Officer for sanction of pension.

Thereafter, the claim will be processed further in the manner indicated in Para 52 et seq. It may, however, be noted that the numbering of P.P.Os for this section will commence by prefixing the symbol D/CORR;

Note: The receipt of acknowledgement of the PPO from the PDAs concerned will be watched in the manner laid down in Para 59.

149 In cases mentioned in Para 145 (ii) the award for the interim period should be notified in the manner stated in Para 146. However, in such cases the entry made under the column “the rate and period for which continued” of the PPO will be amplified by addition of the words “No disability pension is payable from.....”

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151 In the case of an individual who dies after the expiry of current award and could not be brought before the R.S.M.B. the case will be processed on the basis of the death certificate and will be submitted for advice to the Medical authority by RO.

Special Road Mileage Allowance

152 It will be noted that if disability of a Gorkha pensioner residing in Nepal who had earlier been granted Special Road Mileage Allowance @ 6.00 per day is reassessed at 40 per cent or above, he will be authorized to draw the Special Road Mileage Allowance at the rate as originally sanctioned provided there is no change in his residential address and the place and channel of payment.

153 The payment of the road mileage allowance should be authorized through a specific guide note on the PPO (IAF-CDA-6).

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155 The procedure for dealing with the following type of cases will be the same as laid down for disability pension vide Chapter IV.

- (i) Cases involving refusal to undergo operation/medical treatment.
- (ii) Cases involving grant of Constant Attendance Allowance.
- (iii) Cases involving reference to Service HQrs/MOD for orders on entitlement.
- (iv) Appeals, and
- (v) Cases regarding grant of special pension to blind soldiers.

Note-1 If individual is not satisfied with the assessment of RSMB he may ask for review.

Note 2 Cases for decision on Government sanction on appeal against rejection cases will be sent by RO to IHq/MOD.

Note 3 On receipt of Government sanction the PPO will be notified by this office.

CHAPTER-VI
GRANT 4 SECTION
FAMILY PENSIONARY AWARDS

Functions

156 The family pension claims of the following nature in respect of personnel below officer rank are dealt with in this section:-

- (a) All types of Family Pension including exgratia lump-sum compensation.
- (b) Death gratuity claims of the individuals who die while in service.
- (c) Residual gratuity claims of the individuals who die after discharge and in whose case the pensionary benefits, at the time of discharge, were granted by this office.
- (d) Claims to monetary allowance attached to gallantry decorations.
- (e) Jangi Inam claims relating to second life of second world war only.

Types of Family Pension claims:

157 It may be noted that family pension claims are of the following types:-

- (i) Claims for initial grant of special family pension.
- (ii) Claims for division of Special Family Pension.
- (iii) Claims for transfer of Special Family Pension to widow.
- (iv) Claims for restoration of Special Family Pension on second widowhood.
- (v) Claims for continuance of Special Family Pension as a second life award to Parents/Brothers/Sisters.
- (vi) Claims of Special Family Pension on re-marriage of widow.
- (vii) Claims for ex-gratia awards of special family pension.
- (viii) Claims for initial grant of ordinary family pension.
- (ix) Claims for division of ordinary family pension.
- (x) Claims for re-grant of ordinary family pension.
- (xi) Claims for grant of ordinary family pension in respect of missing personnel/pensioners.
- (xii) Claims for grant of family pension in addition to Family Pension sanctioned under Employees Family Pension Scheme 1995 and Family Pension Scheme 1971.
- (xiii) Claims for initial grant of liberalised family pension.
- (xiv) Claims for Jangi Inam.
- (xv) Claims for transfer of liberalised family pension.
- (xvi) Claims for division of liberalised family pension.
- (xvii) Claims for second life award of liberalised family pension.
- (xviii) Claims of liberalised family pension on remarriage of widow.
- (xix) Claims for grant of ex-gratia lump sum compensation.
- (xx) Claims for ex-gratia awards who died in Air Craft Accidents.
- (xxi) Claims for family gratuity
- (xxii) Claims for Death Gratuity.
- (xxiii) Claims for Residual Gratuity
- (xxiv) Claims for monetary allowances attached to Gallantry Decorations.
- (xxv) *Claims for Ordinary Family Pension in respect of Widowed/ Divorced daughter, Parents, Siblings.*
- (xxvi) *Claims for dual Family Pension for eligible heirs.*

Claims for initial grant of special family pension.

Circumstances in which a claim for special family pension arises

158 The claim on account of special family pension benefits arises if the death of the individual whether during service or after discharge is caused due to injury or disease and is accepted as attributable to or aggravated by military service.

Special family pension is granted to the family of Service personnel if his death occurred in the circumstances mentioned in category B and category C due to or hastened by:

- (i) *a wound, injury or disease which was attributable to military service, or*
- (ii) *Was due to aggravation by service of a wound, injury or disease which existed before or arose during service and in case of death after retirement/discharged. Provided that the service personnel had*

retired/discharge otherwise that voluntarily/at own request on compassionate grounds before completion of terms of engagement.

NOTE 1:-*The question whether death is attributed to or aggravated by military service shall be determined under the Entitlement Rule, 2008 For Casualty Pensionary Awards contained in APPENDIX-IV*

Note 1 Cases in which a disease did not actually lead to the member's discharge from service, but death took place as a result of a disease which arose within 7 years thereafter, may be recognized as due to service if it can be established medically that the disease is a delayed manifestation of a pathological process set in motion by service conditions obtaining prior to discharge vide para 5 of Post March – 1948 Entitlement Rules (reproduced in Appx II, PRA Pt. I)

Note 2 No special family pension claim lies in the following circumstances and should be rejected as untenable.

- (a) If the individual outlived the normal span of life i.e. he died at the age of 60 years or above
- (b) If the individual was on reserve (except when he is called up for service or training) or was discharged on other than medical grounds with a service pension/gratuity and the cause of death is other than a disease.
- (c) If the individual was discharged in medical category AYE and his death occurs after 7 years from the date of his discharge.
- (d) In suicide cases.
- (e) In missing cases.

To whom the original grant of special family pension payable

159 (a) When there is a nomination.

- (i) The pension will be granted to the nominated heir if on the date the draft P.P.O. is approved, he is alive and eligible vide Reg. 118 PRA Part I, 2008 (for eligibility see Para 160).
- (ii) If the nominated heir (other than the widow) has waived his/her claim in favour of the widow by a written declaration, the pension will be granted to the widow.
- (iii) If on this date the nominated heir is dead or disqualified, pension will be granted to the next highest living and eligible heir.
- (iv) Where the nominated heir or the highest eligible heir is missing, the question of grant of ex-gratia awards or family pension to the next highest eligible heir will be referred to Government for orders.
- (v) A nominated heir for special family pension cannot be denied pension so long as he/she remains qualified therefore and his/her pecuniary circumstances cannot be regarded as disqualification.
- (vi) If the nominated heir is father, who is below 50 years on the date of sanction of pension and there is/are widow and/or mother living, who will be deemed to be eligible for the original grant of pension as a first life award. On his death or disqualification the pension shall be transferred to the widow or continued to the mother as the case may be.

Note 1 In case father is below 50 and only minor children (son/daughter) are living, pension will be granted to the son or daughter (as the case may be) as first life award, which will be transferred to the father on his attaining the age of 50 years and the grant will be treated as a second life award.

Note 2 If father is below 50 years and there is no other heir living, no pension will be granted to the father till he attains the age of 50, however, see Notes below Para 160.

Note 3 It may be noted that an individual need not make any nomination unless he intentionally wants to change the order of eligibility as indicated in Para 160.

An individual, if he wants to make a nomination during his life time may nominate any, but only one, of the relatives specified in para 160 as heir to the family pension. A Gorkha residing in Nepal may, however, nominate in addition, another relative from those specified in para 160 below, as a second heir, who will be treated as a nominated heir only if the first heir is dead, or disqualified on the date on which this office decides that the claim to family pension is admissible (i.e. the date on which the draft PPO is approved vide Reg. 117, PRA Part I, 2008).

(b) When there is no nomination but eligible heirs are living:

The pension will be granted to the highest living heir in the list shown in Para 160 provided he/she is eligible on the date of sanction of the pension, otherwise to the next highest living and eligible heir vide Reg 118(b) PRA Part I, 2008. Where special family pension is to be granted to a son/daughter, the same shall be granted to the eligible child in the order of their birth irrespective of the sex of the child.

160 Special family pension shall be admissible to the members of family subject to the fulfilment of the following conditions:

(i) **Widow** – till her widowhood. Also refer Regulation 121.

Note 1 Marriage after discharge/invalidment will not make the widow ineligible for special family pension vide Note 1 below Regn.216 PRA Part-I.

Note2 In cases, where there are more than one wife, the first married wife will be regarded as the widow under the above rules. Junior widow will be eligible if she is nominated heir or the only surviving widow on the date of death of the soldier vide CGDA's No. 3079/AT-I dt. 5/6-1-1953.

(ii) **Children: (a)** In the case of an eligible son or daughter, till he/she attains the age of 25 years or upto the date of his/her marriage or till the date he/she starts earning whichever is earlier.

(b) The unmarried daughter above 25 years of age/widowed/ divorced/disabled daughter in receipt of children allowance irrespective of her age would also be eligible for family pension for life, subject to conditions that her monthly earning from all sources is less than the amount equal to minimum ordinary family pension alongwith dearness relief thereon as sanctioned from time to time.

Note 1 The term 'child' includes a child born posthumously as well as a step child.

Note 2 If son or 'daughter' is suffering from any disorder or disability of mind or physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of 25 years, the special family pension shall be payable to such 'son' or 'daughter' for life as per the date of birth irrespective of the sex subject to fulfilment of the conditions laid down in GOI, MOD letter No. A/49601/AG/PS 4 ©/- 3363/B/D/(Pen/Sers) dt. 27.8.87.

These orders shall apply in respect of those who retired/died on or after 30.9.74.

However, the benefit of family pension to such sons or daughters of Armed Forces personnel who retired or died before 30.9.74 has been extended for life also but in their cases the financial benefit will take effect from 20.5.87 vide that Ministry's letter No A/49601/AG/PS- 4(e)/3363/B/D(Pen/Sers) dt. 7.10.87.

Note 3: Family Pension shall be payable only after the other eligible children below the age of 25 years have ceased to be eligible to receive family pension and that there is no disabled child to receive the family pension.

(iii) **Father** – for life.

Note 1 A father below 50 years will be eligible, if he is incapable of self support by reason of a physical or mental infirmity. A medical certificate signed by the M O I/C of the Civil Hospital where the claimant is residing, showing that he is cripple or the nature of infirmity, should be looked for.

Note 2 A father below 50 years of age will also remain eligible for special family pension provided he is nominated heir and the widow/and/or mother of the deceased soldier is/are alive vide Regn. 219 PRA Part-I.

(iv) **Mother** – till her widowhood.

Note 1 The terms 'father' and 'mother' used above will also include such putative parents as had not contracted a lawful marriage but were living as husband and wife at the time of, or got lawfully married subsequent to the conception of the deceased soldier vide Notes below Reg. 216 PRA Part-I

Note 2 A mother who is a widow at the time of her son's death or who becomes a widow thereafter and has not re-married remains eligible.

Note 3 If the widowed mother had re-married before her son's death, she shall remain eligible for special family pension, unless and until she again becomes a widow and re-marries.

(v) **Brother and sister** – till he/she attains the of 25 years or up to the date of marriage whichever is earlier and has not started earning his/her livelihood.

Documents Required in Support of Special Family Pension Claim

161 It should be seen that the following documents have been received:-

(I) Death while in service:

- (a) Sheet Roll.
- (b) Enrolment Form.
- (c) IAFF-958 (Service & Causality form).
- (d) AFMSF: 1 (Medical History envelope).
- (e) AFMSF: 2 Medical History Sheet).
- (f) AFMSF: 20 and 21 (Field Medical Card).

- (g) Death certificate/IAFA 393, Part I
 - (h) AFMSF-93 Part-I and Part-II
 - (i) Decision/adjudication sheet of OI/C Record for acceptance/rejection for treating death/disease attributability or aggravation by medical authority in terms of Entitlement Rule 2008.
 - (j) In the case of disease the following documents in addition:
 - (i) AFMSF-81 Report of the O.C. unit.
 - (ii) IAFA-393 Part II (attributability certificate)
 - (iii) AFMSF-71 Medical case sheet.
 - (iv) AFMSF-14 (Old IAFB-181) Temperature Chart.
 - (v) AFMSF-9 (Old IAFM Specialist Report).
 - (vi) AFMSF-6 Venereal disease card.
 - (vii) IAFM –1265 D and IAF (Med) –70
 - (k) In the case of injuries/accidents, the following documents in place of the documents at (i).
- (a) Attributability certificate in case of death due to injury as legal medico case.
 - (b) Injury report on IAFY-2006 or such other documentary evidence relating to the injury.
 - (c) Proceedings of the Court of Inquiry (IFD-931)/Court of Inquest, Post-mortem report or Police Inquest report, where applicable.
 - (l) Family Pension claim (Annexures I & II).
 - (m) Full Family Details on Format –H.
 - (n) 14 Days Charter duties authenticated by the OI/C of unit.
 - (o) Investigation Report of ARO under Regulation 130 PRA Part- I, 2008 in case division of Special Family Pension / Liberalized Family Pension.
 - (p) An explanation of the R.O. or the claimant where submission of the claim has been delayed.
 - (q) L.P.C./P.A.O's certificate.

(II) Death after discharge.

- (a) Documents mentioned at (a) to (f) and at (o) to (p)
- (b) A death certificate signed by a qualified medical practitioner who may have treated the deceased prior to his death, showing the date of death, signs, symptoms and duration of the disease or failing that,
- (c) An extract from the village or Municipal Death Register showing the date and cause of death; or failing both (b) and (c).
- (d) Statement of the claimant and two reliable and disinterested witnesses (not related to the claimant) as to the date of death and date of onset of the fatal disease, nature, symptoms of the disease, and the duration thereof and medical treatment, if any, received by the deceased after his discharge from service.
- (e) All medical documents for hospitalisation during service.
- (f) AFW-3149/AFMSF-18 (Medical report about state of health before leaving unit)

Preparation and submission of special family pension claims.

162 The claims on account of special family pension/gratuity are prepared by the Record Office in the prescribed claims forms. The pension claim with necessary documents is forwarded to this office by the R.O. as soon as the casualty occurs. However, w.e.f. 01.01.2003, special family pension claims in respect of individuals who died in harness or after discharge on or after 01.01.1996 will be notified on computer. The detailed instructions for completion of LPC – cum-data- sheet by the ROs and its checking by PAO (ORs) are given in **Appendix 12**.

Preliminary action on receipt of the claims

163 The action as indicated in Para 88 will be taken for the numbering of the claim and recording it in the claim register in case of notification of PPO other than computerised PHP system .

Preliminary scrutiny

164 It will be ensured that the claim is prima-facie tenable by verifying that the conditions stipulated in Para 158 are fulfilled. For this purpose, it should be seen that the entries in the sheet roll regarding the

date of discharge/invalidment and the age of enrolment agree with the corresponding entries in the Sheet Roll.

Detailed scrutiny of the claims

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

It should also be seen that:

- (i) All the documents mentioned in the forwarding memo have been received.
- (ii) The Sheet Roll/Certificate of Service, Enrolment Form and L.P.C. are original copies. Where duplicate copies have been submitted sanction has been accorded by the appropriate authority for the preparation of duplicate copies and/or requisite certificates have been furnished.
- (iii) The claim has been submitted within 12 months of the date on which it fell due and if not, the explanation for the cause of delay in its submission has been furnished by the Record Office.

Checking of Documents

166 (A) Sheet Roll

It should be seen that Sheet Roll and Enrolment form are original

(B) Death Certificate

(I) Death while in service.

It should be seen that it is in the prescribed form (IAFA-393, Part-I) and signed by the competent authority viz O.C. Hospital/Field Medical Unit.

(II) Death after discharge

It should be seen that:

- (i) It has been signed by a medical practitioner where a medical certificate has been given.
- (ii) In case an extract from the Village/ Municipal Death Register has been furnished; it bears the stamp and seal of the issuing authority and duly signed by him.
- (iii) Where the statement of the claimant has been furnished, it is witnessed by two responsible and disinterested persons not related to the claimant.

(C) Court of Inquiry Proceedings.

It should be seen that the competent authority viz. Brigade Commander, has recorded his opinion regarding the attributability or otherwise of the cause of death to military service.

Audit of Annexure I & II of pension claims

167 (A) Audit of the Annexure I of the pension claim.

It should be seen that:

- (i) the relevant columns have been correctly completed and signed by the R.O.
- (ii) the relevant particulars shown against various sub-items of item 1(e) of the Annexure have been certified as correct by the PAO(ORs) under his signature.
- (iii) the No., Rank and Name of the deceased and date and cause of death agree with that recorded in service/medical documents.
- (iv) the date upto which pay & allowances has been shown to have been credited, is the date of death (in cases of death while in service).
- (v) the substantive rank/paid acting rank/pay group shown against items 1(e) (ii), (iii) and (iv) agree with that recorded in the service documents.
- (vi) IAFA-393 Part-I is signed by the competent authority.
- (vii) the details regarding claimant to family pension agree with the entries in the Kindred Roll portion of the Sheet Roll.

(B) Audit of Annexure II of the pension claim

It should be seen that:

- (a) the No., Name and Rank of the deceased soldier agree with those given in annexure I and the service documents.

(b) the claimant is the heir nominated to family pension as recorded in the Kindred Roll portion of the Sheet Roll and is one of the relations mentioned in Para 160.

(c) if the nominated heir is other than the widow but the claimant is the widow; either a declaration of the nominated heir duly attested and countersigned by the R.O. waiving his/her claim in favour of the widow or a report duly attested and countersigned by the R.O. showing the disqualification of the nominated heir has been received.

(d) the mark of identification are permanent. Tattoo marks are not acceptable.

(e) if there is no nomination; the claimant is the highest living heir in the relationship shown in Para 175.

(f) the date of birth of the claimant agrees with that recorded in the Kindred Roll portion of the Sheet Roll and in the case of wide variation if the claimant is a son or a father, below 50 years of age, the claim is supported by documentary evidence.

(g) there is no dispute among the claimants and no application for the division of pension has been received.

Note If an application for division has been received the claim should be dealt with in accordance with the instructions governing division of family pension.

(h) If widow is the claimant: she is eligible according to the rules in Para 160.

(i) If father/mother or a son/daughter is the claimant: he/she is eligible according to rules in Para 160.

(j) The place at which pension has been desired is a station where pension is disbursed.

(k) The thumb finger impressions of the claimant (Right hand in the case of female pensioners/C.A. holders) have been obtained in the places provided for the purpose.

(l) The names and addresses of the witnesses have been recorded in the appropriate place and their signatures/thumb impressions have been obtained.

(m) The attestation portion of the claim has been properly completed by one of the authorities mentioned on page 8 of the form.

Note 1 In the case of Gorkha pensioners whose homes are in Nepal, the claim is to be investigated and attested by Gorkha Record Officer/R.O. C/O Military/and Air Attache, Embassy of India, Kathmandu, Nepal vide Govt. of India Ministry of Defence letter No. A/00968/AG/12749/Pen C dated the 20th October, 1965.

Note 2 In the case of insane claimants, claim forms will be completed by the person in whose custody the claimant is held. A certificate from the Magistrate that the claimant is insane, will be looked for vide Govt. of India, Ministry of Defence letter No. A/01323/AG/PS- 4(a)/6186/Pen-C dated the 20th June. 1965

(n) The claim has been countersigned by the Record Officer.

Processing of Special Family Pension claims.

168 A special family pension claim is processed in two stages viz. (i) adjudication of entitlement, and (ii) determination of pensionary awards.

(I) the adjudication of entitlement will be determined on the basis of the following documents:-

(a) Death Certificate

(b) Sheet Roll in the case of Army and Air Force personnel and certificate of service in the case of Navy personnel.

(c) Enrolment Form

(d) Primary Medical Examination Report (AFMSF-2A).

(e) IAFF-958 in the case of Army personnel.

(f) OC unit and Medical officers Report (AFMSF-81) and

(g) In case of death at home, while on leave or after discharge. Medical practitioner's certificate or statement of relatives showing signs, symptoms of the fatal disease.

(h) Court of Injury proceedings where death is due to accident.

(i) Other relevant medical documents.

(II) The determination of pensionary award will be carried out on the basis of the following documents:

(a) Pension claim from the eligible heir duly completed and countersigned by the Record Office.

(b) Proforma showing particulars of the deceased and the eligible heirs for special family pension i.e. Part I of the family pension claim duly completed by the Record Office.

(c) Last pay certificate.

(d) Death gratuity claims in cases of death while in service and where the scheme is applicable alongwith-

(i) Nomination for death gratuity or if there is no nomination or the nomination does not subsist list of eligible heirs.

(ii) Descriptive Roll in respect of each heir to whom a share of death gratuity is payable.

(e) Residual gratuity claim, where applicable.

169 *Now the RO is the competent authority to take the decision whether death caused due to disease is attributable to or aggravated by military service on the recommendation of medical board after role of MA (P) has been dispensed with from 01.09.2005 under provision of GOI, MOD letter No.-1(2)/2002/D (Pen-C), dated 01.09.2005 and corrigendum Adjutant General's Branch, Integrated HQ of Ministry of Defence (Army) letter No. B/40122/MA (P)/AG/PS-5, dated 20.07.2006. The following points are required to be scrutinize/auditing the claim after receiving it from record office*

Note the decision regarding attributability would be taken by the officer in charge Record concerned i.e the authority next higher to the commanding officer which in no case shall be lower than a brigade/sub area commander or equivalent in term of Paras 9 and 2 of MOD letter No. 1(2)/97/D(Pen-C) dated 07.02.2001.

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Adjustment of PEA

175 As soon as a family pension case is ready for notification and if pending enquiry award, if any, has been granted to the family by the Record office concerned, the operative group of G-4 section ascertains the total amount paid from PEA group of Grants (ORs) Section on **GO(4)F-11 and 12 at Sl. 35 & 36 of Annexure C** in cases of acceptance and rejection of special family pension respectively. On receipt of the details of total amount paid on account of PEA, the R.O. will be intimated to stop payment of PEA with effect from a prospective date which will be after 3 months after the month of the issue of the intimation memo from PCDA(P). The total amount paid or to be paid will also be intimated to the R.O. for recovery through the PPO. In case, the recovered amount so intimated is more than what actually been paid as per R.O's records, the difference be paid by R.O. on his own. Where, however, the amount so intimated is less than the amount actually paid, the difference will be adjusted against the PEA under remittance failing which the matter will be specifically intimated to Gts/PEA Section.

The amount of PEA is to be shown in the PPO through a guide Note for adjusting against the family pension due before making first payment.

176 Rank and pay group for assessment of Special family pension

The amount of special family pension will be assessed on the substantive/paid acting rank held by the individual on the date of death, if death occurs in service. If death takes place after invalidment the special family pension will be assessed on the rank and pay group in which he was granted disability pension. In other cases of death after discharge, the rank and the pay group held by the deceased at the time of discharge vide Regulation 223 PRA. Part I.

Note: In the event of death of an individual on account of Tuberculosis / Leprosy the rank for the purpose of special family pensionary award will be assessed as laid down in para 5 of Govt. of India Min. of Def. letter No. 22679/DGAFMS/DG3A/2721/D (Med.) dt. 18 July 1974.

In the case of individuals suffering from Pulmonary Tuberculosis/Leprosy and who on being found fit after treatment are retained in service and if death takes place on account of Tuberculosis/Leprosy before the expiry of 5 years from the date of rejoining duty, the award of special family pension will be regulated on the basis of rank as also pay in manner laid down in para 5 ((ii) (b) of Government of India Min. Def. letter No. . 22679/DGAFMS/ DG3A/ 2721/D (Med.) dt. 18 July 1974.

Date of commencement of special family pension.

177 The original grant of commencement of special family pension shall be made as first life award from the date following that of casualty which created the claim to the nominated heir and in the absence of the nomination, to the highest living heir on the date referred to in Para 159 above, If on the date of casualty referred to above, all the eligible members are dead or disqualified, the arrears of special family pension may only be paid at the discretion of the President.

In no case claims preferred after disqualification be entertained.

Period of Grant.

178 Period of the grant depends on the relationship of the pensioner with the deceased soldier and is as under: -

SL No.	Eligible Heir	Period
(a)	Widow	During widowhood
(b)	Widow who has remarried with the real brother of the deceased.	<i>pension will be regulated as per GOI, MoD letter dated 31.01.2001</i>
(c)	Father 50 years of age and above.	For life
(d)	Father below 50 years (i) Where he is not the sole surviving heir. (ii) Where he is the sole surviving heir	(i) Upto the date on which he attains 50 years of age provided widow/mother of the deceased is alive and thereafter for life. (ii) From the date on which 50 years of age is attained for life.
(e)	(i) Mother, if widow (ii) Mother, if not widow.	(i) During widow hood. (ii) Till such time she becomes a widow again and thereafter during widowhood.
(f)	Son	Till the date preceding that on which he attains the age of 25 years or upto the date of his marriage whichever is earlier
(g)	Daughter	Till marriage or till the date preceding that on which she attains the age of 25 years whichever is earlier.
(h)	<i>Son & Daughter</i> , if crippled	For life.

Rates of special family pension

179 W.e.f 01.01.2006, Special family pension shall be calculated at a uniform rate of 60% of reckonable emoluments last drawn subject to minimum of 7000/- per month irrespective of whether widow has child(ren) or not. There shall be no maximum ceiling of special family pension.

However as per Govt. of India, Min.of Defence Letter No.- 1(17)/2012/DPen/Pol) dated 17.01.2013 the Liberalised Family Pension w.e.f 24.09.2012 in respect of Post-06 JCO/ORs Family Pension including Honorary Commissioned Officer and Non Combatant (Enrolled) shall be worked out 120% respectively of the revised notional pension determined as per above provision

(b) In case children become the beneficiary, special family pension at the same rate mentioned in clause as above shall be admissible to the senior most eligible child thereafter special family pension shall pass on to the next eligible child.

The reckonable emoluments for this purpose will be pay in pay-band, Grade Pay, Military Service Pay, Classification allowance, Group Pay if any, last drawn by the individual. In the case of Pre-06 pensioners who are in receipt of special family pension as on 01. 01. 06, the Special Family Pension so consolidated, irrespective of the date of the award shall not be less than 60% of the minimum 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 scale, in the revised scale of pay introduced w.e.f 01.01.2006 of the rank and group held by the deceased at the time of death subject to the minimum of Rs 7000/- p.m.

W.e.f 24.09.2012, the minimum guaranteed Special Family Pension and 2nd Life Awards in respect of Pre-2006 Family Pensioner of JCOs/ORs including honorary Commissioned Officer and Non Combatants (Enrolled), shall be determined with reference to the minimum of the fitment table for the rank in the

revised pay band as indicated under fitment tables annexed with SAI 1/S/2008, SAI 2/S/2008 & 4/S/2008 as amended and equivalent instructions for Navy & Air Force, plus the Grade pay corresponding to the pre-revised scale from which the pensioner had retired/ discharged/ invalided out/died including military Service Pay, 'X' Group pay wherever applicable under the same rates and conditions as prescribed vide para 3 to 8 of GOI, MOD Letter No.- 17(4)/2008(1)/D(Pen/Policy)/Vol-V dated 15.02.2011.

Note 2 The rates of special family pension admissible from time to time are given in **Appendix-10**.

Sanction and despatch of documents regarding special family pensionary awards.

180 After all the relevant documents for grant of special family pension have been scrutinized and entitlement, etc, worked out, a draft PPO on IAF(CDA)-308 is prepared and put up to the Account Officer alongwith working sheet, pension certificate (IAFA-373) and portion of Annexure II (F.P. claim) for sanction of pension in case of notification of PPO other than computerised PHP system.

After all the relevant documents for grant of special family pension have been scrutinized and audited the LPC cum data sheet have been approved by AO/SAO on computer through PHP software

Detailed procedure for generation of computerized PPO of Family Pension claim in PHP Software

i) The family pension claims will be received by the concerned task holders in Concerned Group. The details of claim will be punched by task holders and thereafter allotment of Corr. No. in PFO (Pension Family Original) or PFC (Pension Family Corrigendum) depending on it being original or Corrigendum claim respectively. Subsequently the claims will be distributed equally by the system (auto generated) among the entire active task holder.

If any discrepancy is found in the claim the same will be returned to RO concerned with specific observation.

ii) The claim will be audited manually and adjudicated for LFP, SFP and OFP depending on the merit of the case and in intricate cases will be initiated through office note by Auditors for approval of competent authority. The competent authority decide which type of pension i.e OFP, SFP and LFP be admissible to the NOK of the deceased

iii) PEA status of the claims are verified from the PEA section and PEA stoppage memos will be sent to the concerned RO's through Port/courier.

iv) Data filled in 83 columns LPC cum datasheet will be punched after audit duly verified from the supporting documents furnished with the claim by the Clerks/Auditors/Sr .Auditors in data sheet designed as per PHP software. After punching the SO(A)/ AAO compare & verify data punched in 83 column with special emphasis on column No.-3,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20,21,22,23,24,24(A)for extension of service 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 45, 46, 48, 49, 50, 51, 52, 54, 80, 83.

v) After necessary verification AAO will forward the claim to AO for verification and There will be mainly two types of action

a) master generation i.e PPO generation.

b) Claims to be returned for resubmission are marked 'R' in the system as outlined in step 2 by AO.

181 Thereafter the claim will be processed further in the manner indicated in Para 54. etc seq. It may be noted that numbering of the PPOs for this section will commence by prefixing the symbol "F". for special family pension.

The PPO's so generated as per para 180(v) (a) will be printed through EDP and the 6 copies of PPOs as under

(a) Original (For PDA through Record Office concerned)

(b) Duplicate (For Record Office concerned)

(c) Triplicate (For Pensioner through Record Office concerned)

(d) Quadruplicate((For CH section of PCDA(P))

(e) Quintuplicate (For Pasting in Pension Certificate)

(f) Hextuplicate (For Office copy)

(ii)The above PPOs will be segregated by the concerned task holder and the PPO so generated will be compared with the relevant information contained in datasheet and its consequent reflection in status of the pension. The segregated PDA, RO, Pensioner, the office copy, CH copy and linking copy of PPO

along with pension certificate, Sheet Roll and other documents will be submitted to AAO.

(iii) The AAO will compare entitlement as per information contained in respective LPC cum Data sheet on system for determining the correct Name, Regimental No. , rate of pensions, date of initiation of Pension etc and submit the claim to AO for verification and sanction of Family Pension.

(iii) After completion of the steps mentioned above the all copies of PPOs along with documents will be handed over to Despatch section.

After that a rubber Stamp “FAIR COPY ISSUED” will be affixed on the Draft Copy and Original and Quadruplicate, Pension Certificate along with Sheet Roll and these will be submitted by task holder of Despatch Section to the Sr AO/AO (P) who authorize to sign PPO “For CDA(P)” for putting his authorized signature. Simultaneously, the Original copy of the PPO and Pension Certificate will be embossed in presence of the PPO signing officer

The Duplicate, triplicate will be enfaced with facsimile signature of the PPO signing officer.

(iv) . The Original, Duplicate and triplicate copies of the PPOs along with Pension Certificate will be entered in a PPO Dispatch Register for each RO indicating PPO No. and date of Dispatch simultaneously the date of dispatch will be affixed on all the copies of the PPOs. These will be handed over to courier of RO after getting his authorised signature with full details of the courier i.e Name, Rank and Regimental No. on register for record purpose.

(v) After receipt of Draft PPO from Dispatch Group of G-4 the PPO No. and year will be entered in respective claims register and the Draft PPOs will be arranged strictly in accordance with Serial No and will be got bounded in batch of 25 each.

(vi) The folder containing the CH copies of the PPO will be kept in safe custody of Coordination group G-4 and the will be sent to CH section of C.D.A (P) in batched of 400 PPOs.

Note 1 The receipt of acknowledgement of the PPO from the PDOs concerned will be watched in the manner laid down in Para. 59.

Note 2 Specimen of PPO format for Special Family Pension is given at **Sl. No. 73 of Annexure C.**

Division of Special Family Pension.

182 The award of special family pension is for the benefit of entire family If the recipient of special family pension refuses to contribute proportionately towards the support of other eligible heirs in the family who where dependent on the deceased, or if the pension is in the name of the child but not devoted to the interest of the family generally, the competent authority as per regulation 130 of PR part – I, 2008, may on the basis of verification/investigation report rendered by the Zila Sainik Board/Recruiting Organization or Centre Commandant or Sub Area Commander and supported by the statement of any one of the under mentioned Local Civil Authorities, divide at his discretion, the special family pension among the eligible heirs of the deceased:

- (i) Sarpanch of a Village;
- (ii) Any serving or retired Gazetted Officer, Civil or Military, including a Junior Commissioned Officer.
- (iii) Sub Post Master;
- (iv) Qanungo or Patwari/Lekhpal;
- (v) Sub-Inspector of Police;
- (vi) A Member of Municipal Corporation or Committee or a Zila Parishad/District Board;
- (vii) Panchayat President/Village Munsif/Patel/Village Officer/ Panchayat Executive Officer.
- (viii) Member of Lok Sabha, Rajya Sabha, Vidhan Sabha or Vidhan Parishad;
- (ix) Oath Commissioner/Notary Public.

Note 1 The competent authority may order similar division of special family pension at the time of initial grant, if at the time of initial investigation of a claim, it is found that the nominated heir is not living a communal life with other eligible heirs, or he is not willing to contribute proportionately towards his support.

2. *In the event of a division of special family pension, the widow's share shall not be less than the normal rate of ordinary family pension that would have been admissible to her had the death not been caused due to injury/disease decided as attributable to or aggravated by service.*

(b) *The division of special family pension as per clause (a) above, shall hold good only for the period during which the pension is payable to the original recipient under the Regulation governing its grant. If during this period one of the parties to the division (other than the original recipient) is disqualified or dies, his or her share shall be restored to the original recipient, if he or she is the only one living, or shall be divided among the remaining recipients, if there are more than one.*

Procedure for division of special family pension.

183 (i) On receipt of the claim for division, it should be entered in the claim register and the claim number will be allotted to it as in the case of fresh claim.

(ii) It should be checked that the claim is complete and supported with the investigation report of the Recruiting Organisation/Zila Sainik Board and all other necessary documents in support of the claim.

(iii) It should be ensured that the investigating agency has taken into consideration the facts submitted by both the parties in support of their arguments and the investigating agency has recommended the case for division in a judicious way without any partiality. If the demand for division is considered justified an office Note is put up for approval of the Group Officer Grants (ORs) who is the competent authority, to decide the division of special family pension. The Group Officer after examining the case may accord his approval for division, if he is satisfied that the division is justified indicating the ratio of division between nominated heir/highest eligible heir and other eligible heir. After according approval for division, *accorded* a draft Corr. PPO reducing the pension of the original recipient and a draft PPO on IAF (CDA)-308 *claim* should be prepared processed for notification for the division of pension in favour of the other heir on the pension disbursing agency as desired by him/her. The date of commencement of the divided share will be the date from which reduction has been made in the case of original recipient and the period of the grant will be as for special family pension amplified by adding of the following (except in the case of widow).

"but for so long as the original recipient viz.....is alive and eligible for his/her share of pension".

Both the Corr. PPO and the PPO for division of special family pension will be linked through guide notes. A Pension certificate for the heir granted division of special family pension should be prepared and the portion on the claim form meant for use by Defence Accounts Department should also be completed. Similarly, two PPOs in case of initial division of special family pension i.e one for nominated/highest eligible heir and the other PPO for other eligible heir shall be prepared. Thereafter action to be taken will be the same as in the case of initial grant of special family pension.

Note In the event of division of special family pension, the widow's share shall not be less than the normal rate of ordinary family pension that would have been admissible to her had the death not been held as attributable to service.

Claim for transfer of special family pension.

184 When for any cause a special family pension ceases to be payable to an heir other than a widow, it shall be transferred to the widow provided she is not disqualified vide **Reg. 126 of P.R.A Part-I, 2008**. The claim of widow should be audited with a view to checking its completeness/correctness and the eligibility of the widow. After audit of the claim a draft P.P.O. on IAF(CDA)-308 marked on the top "Transfer of family Pension" should be prepared. The claim may be processed to notify PPO with a noting "Transfer of family pension" The rate of pension will be the same as was in issue to the original recipient and allocation etc, will also be the same. Besides, a guide note to the effect that "the pension was originally sanctioned to.....vide PPO No....." will also be given. The date of commencement will be the date following the date of death or the date of disqualification of the original recipient unless the claim has been received after 12 months from the date on which it fell due in which case the date of commencement will be fixed under **Reg.10 of P.R.A Part-II,2008** The period of grant

will be the same as for special family pension. A pension certificate on IAFA-373 should be prepared and the portion meant for use by the Defence Accounts Department should also be completed. Thereafter action will be taken as in the case of special family pension.

Note If the widow was in receipt of division of special family pension, the transfer will be affected through a Corr. PPO and no fresh pension certificate will be prepared.

**Claims for grant of continuance of special family pension as a
second life award to parents/brothers/sisters**

185 On cessation of special family pension to the original recipient and if there is no case for transfer of family pension either because the original recipient was widow or the soldier was bachelor or the widow is not alive and eligible, the whole or portion of the pension may be continued to a parent(s) of the deceased irrespective of single or both and in their absence to the eligible brothers and sisters at a rate equal to 50% of notional special family pension that would have been admissible as per **Para 179**.

When both the parents are alive, second life award will be payable to the father if he is otherwise eligible. It shall be payable to the mother only when father is not alive. In the case of brothers/sisters, second life award shall be payable to the senior most eligible brother/sister at a time till he/she attains the age of 25 years or up to the date of his/her marriage whichever is earlier .

The continuance of special family pension shall be granted from the date of application of the claimant.

186 Rates of continuance of award (second life award) of special family pension to Parents/Brothers/Sisters.

The rate of continuance award of special family pension admissible to parents/brothers/sisters/shall be equal to 50% of notional special family pension that would have been admissible as per **Para 179**.

Procedure for grant of continuance award.

187 For this purpose, either of the parents/eligible brother/sister may prefer a claim for continuance of special family pension on the form prescribed for the purpose. On receipt of the claim, the claim form submitted by the claimant should be audited with a view to checking its completeness and also the eligibility of the parent i.e. the claimant parent is real parent and if a mother, she has not married after the death of the individual. Similarly, in case of brothers and sister, it should be seen that they are below the age of 25 years and not married.

The date of commencement will be the date of application wherein the parent applied for the award.(and which the Record Office is required to send alongwith the claim) and the period of award will be as for the grant of special family pension. The allocation will be the same as was in the case of original recipient. Besides, as also a guide note indicating that the payment will be made only if the pensioner is alive and eligible on.....(here will be entered the date of approval of the PPO)" will also be given. A pension certificate on IAFA-373 should be prepared and the pension on the claim form meant for use by Defence Accounts Department also completed. Thereafter action should be taken as in the case special family pension.

Note Continuance of a special family pension beyond the second life shall not be permissible vide Regulation 127(b) PRA Part I,2008.

Claim of special family pension on remarriage of widow

188 W.e.f. 1.1.96, special family pension claim on re-marriage of widow shall be regulated in term of GOI, MOD letter No. 1(2)/97/D(Pen-C) dt. 31.1.2001, in the manner as indicated below.

I If special family pension is sanctioned to the widow.

(i)	If she has child(ren)	
(a)	If she continues to support children after re-marriage	Full special family pension to continue to widow.
(b)	If she does not support children after re-marriage.	Ordinary family pension equal 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 continue to widow.

II Where First life award is sanctioned to parents:-

(a)	If widow continues to support child(ren) after re-marriage or has no issues	50% of special family pension to parents. 50% of special family pension to widow.
(b)	If widow does not support children after re-marriage but the children are supported by the parents.	Full special family pension to parents ordinary family pension to widow.
(c)	If children are not supported either by the re-married widow or the parents.	50% of special family pension to parents. 50% of special family pension to eligible children. Ordinary family pension to widow.
(d)	On death or disqualification of parents and the widow supports the children or has no issues.	Full special family pension to widow.
(e)	On death or disqualification of parents and the widow does not support the children.	Full special family pension to eligible children. Ordinary family pension to widow.

Claims for restoration of special family pension

189 The special family pension of a widow, which was discontinued on her re-marriage with a person other than real brother of the deceased may be restored in the event of her again becoming a widow or such marriage being annulled by divorce or desertion by the second husband, if she is otherwise qualified, and provided her pecuniary circumstances are such as in the opinion of the President to justify restoration of the pension.

However, wef 1.1.96, the grant of special family pension on remarriage of widow other than the real brother will not be discontinued but will be regulated in the manner as explained in Para. 188 above.

Further, under provision of GOI, MOD Letter No.- 1(1)/2001/D (Pen/Policy) dated 20.01.2009 a widow whose Special Family Pension was stopped on her remarriage before 01.01.1996 with a person other than the real brother of the deceased, such pension may be regulated w.e.f 20.01.2009 in terms para 6.8 MOD Letter dated 31.01.2001.

Claims for ex-gratia awards of special family pension

190 In cases where cause of death is accepted due to service and there is no heir within the degree of relationship to receive special family pension, an ex-gratia award may be made at the discretion of the President to a foster parent or a step child or a minor brother/sister of the deceased. Separate claim form is prescribed for the purpose and a pension claim when received will be audited with a view to checking its completeness/correctness and verifying the eligibility of the claimant. If the claim is in favour of a major brother/sister in his(her) capacity as a foster parent it will be entertained. After check the claim will be referred to the Govt. of India, Ministry of Defence with an audit report for orders. On receipt of Govt. sanction, the grant of ex-gratia award, at the rate specified in the Govt. sanction will be notified on AF(CDA)-308 and a pension certificate will also be issued as in the as of award for special family pension.

The question of grant of an ex-gratia award of special family pension may also arise in cases where the nominated/highest eligible heir is missing or has refused to submit his/her claim and another eligible heir claims the award. In such cases the claim will be on the form prescribed for the special family pension. After audit the claim will be referred with an audit report, to the GOI, MOD for orders,. On receipt of Govt. sanction action will be taken as above to notify the award in a P.P.O.

Grant of ordinary family pension

191 Personnel below officer rank, for the grant of ordinary family pension, are governed by the provisions of "Family pension scheme, 1964." which was introduced w.e.f. 1-1-64 vide Army instruction No. 2/S/64 (replaced vide A.I. No. 51/80).

Under this scheme, ordinary family pension is payable when death of an individual is for causes neither attributable to nor aggravated by military service.

Conditions governing the grant of ordinary family pension

192 (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 1-1-64 and to an individual 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 service pension/ disability or invalid pension/special pension.

Note w.e.f. 27-1-79, the condition of 1 year continuous active service at the time of death/invalidment of service personnel has been waived vide A.I. 51/80. Ordinary family will be admissible to the family provided the person immediately before his recruitment was found fit after medical examination for enrolment.

(iii) The benefits of "Family Pension Scheme, 1964" have also been extended from 22-9-77 to the families of Armed Forces personnel of those Who retired/died before 31-12-63 and also to those who were alive on 31-12-63, but had opted out of the above Scheme vide Govt. of India, Min of Def. Letter No. Govt. of India, Min. of Def. letter No. F.6 (2)/85/1689/B/D (Pension/Service) dt. 8-8-85.

Eligible members of family for ordinary family pension

193 (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 lawfully married and also judicially separated wife subject to the condition that such separation has not been granted on the ground of adultery and the person surviving was not held guilty of committing adultery.

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 under provision of para 11.3 of GOI, MOD letter No. 17(4)/2008(2)/D(Pen/Pol.), dated 12.11.2008.

(ii) Unmarried 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/- p.m. whichever is earlier w.e.f.01.01.2006 not more than Rs 3500/- p.m + DA.**

Note 1 Eligible Son / daughter include a posthumous child as well as step child.

Note 2 The financial benefit of the ordinary family pension in r/o children adopted legally after retirement will be available w.e.f. 18-1-93 only vide Govt. of India Min of Def. Letter No. B / 40015/AG/PS-4(d) /300/B/D (Pen / Sers) dt. 26-3-98 but all cases arising even before 18-1-93 will be covered.

(iii) widowed / divorced daughter till she attains the age of 25 years or upto the date of her remarriage and their earning is **not more than Rs. 2550/p.m.whichever is earlier. w.e.f.01.01.2006 not more than Rs 3500/- p.m + DA**

Note- 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 to be eligible 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 him/her has become ineligible for grant of family pension in that category.

(iv) **Parents** who were wholly dependant 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 parents is *not more than Rs 3500/- p.m + DA*. It will be the responsibility of the PSA concerned to satisfy them selves based on a scrutiny of the service records and other relevant documents that the parents were, in fact, wholly dependant on the deceased Armed Forces Personnel when he was alive and that he has 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 GOI MOD letter No. 241/B/D/Pen / Sers/ 2001 dt. 28-8-2001 or a succession certificate from a court may be furnished, which may be treated as sufficient proof in the matter for the claim.

Note 1 The specimen form of the affidavit is given at **Sl. No. 84 of Annexure C**. **In case they are self employed or are in receipt of income from source other than employment, income certificate furnished by the concerned beneficiaries themselves may be accepted for the purpose as per clarification received by GOI, MOD letter No. 1(3)/99/D(Pension/Services), dated 24.11.1999 on GOI, MOD letter No. B/38207/AG/PS-4 (b)/931/B/D (Pension/Services), dated 26.08.1998.**

Note 2 The financial benefits of ordinary family pension to dependant parents and widowed /divorced daughter is admissible with effect from 01.01.1998 or the date following the date of death whichever is later but cases, where death occurred prior to 01.01.1998 will also be included subject to 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.

(B) In addition to family members as listed above, the following members of the family who are placed in peculiar situations shall also be eligible for ordinary family pension under the provisions of "Family Pension Scheme, 1964."

(i) Handicapped children:- If the son or daughter of service personnel is suffering from any disorder or disability of mind or physically crippled or disabled so as to render him or her 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 Govt. of India, Min. of Def. letter No.A/49601/AG/PS4(E)/3363/ B/D(Pen/ Sers) dated 27.08.1987 as amended vide that Min.'s letter dated 21.12.1989

The benefit of family pension to such son or daughter of Armed Forces personnel shall be admissible to those who retired/ died on or after 30.09.1974. However, with effect from 20.05.87, the above benefits have been extended to such sons/daughters of those Armed Forces personnel who retired/ died before 30.09.1974.

Note:-*In case the eligible child is physically or mentally handicapped and is unable to earn a livelihood the ordinary family pension would be admissible for life even after his / her marriage as per 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 retrial spouses of the Armed forces pensioners vide Govt. of India, Min. of Def. letter No 6(7)/87/D(Pen/Sers) dated 5.04.1991.

(iii) Missing personnel/pensioners: - The benefits of ordinary family pension shall also be admissible to the families of the Armed Forces personnel /pensioners who are declared missing and whose whereabouts are not known vide Govt. of India, Min. of Def. letter No. 12(16)/86/D(Pen/Sers) dated 3.06.1988 and 20.03.1990.

Note The benefit of the family pension shall be sanctioned and paid to the eligible member of the family *six month* after the date of lodging FIR with the Police. The family pension will, however, accrue from the date of lodging FIR or expiry of leave of the service personnel who has disappeared which-ever is

later. vide Govt. of India, Min. of Def. letter No 12(16)/86/D(Pens/Sers) dated 26.08.1993 amended vide Govt. of India, Min. of Def. letter No 1(1)/2010/D(Pens/Pol) dated 15.02.2011.

(iv) Children born out of void or voidable marriages.

Child/children born out of voidable marriages or marriage, which are held void under Sec. 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 corr. No 3 of A.I. 51/80.

(v) Children from divorced wife

When the deceased soldier 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 service personnel or pensioner had she not been divorced.

(vi) Minor Child/children

The minor child/children of the deceased Govt. servant are also entitled to the award of ordinary family pension in the order of their birth and the younger of them will not be eligible for family pension unless the elder next above him/ her has become ineligible for the grant of family pension

(vii) Twin Children

In case of twin children, the family pension admissible to them on their turn will be divided in equal share.

NOTE:- 1 For the purpose of grant of Ordinary Family Pension under 6th CPC in terms of GOI MOD letter No..17(4)/2008(2)/D(Pen/Policy).dated 12.11.2008, the 'Family' shall be categorized 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), up to the date of his/her marriage/remarriage 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.

NOTE 2 The dependency criteria for the purpose of family pension shall be the minimum family pension along with dearness relief thereon.

NOTE 3 Under provision of GOI, Ministry of Personnel, PG and Pension DOPPW Letter No.- 1/11/2011-P&PW(E) dated 30.11.2011 received under MOD ID No.-1/1/13 /P&PW(E)/44366 dated 18.05.2013, the Family Pension admissible to a beneficiary in respect of one deceased employees/Pensioners is not to be counted in income for the purpose of determination of eligibility for another family pension which is admissible in connection with another deceased employee/Pensioner. However, any other income/earning of the beneficiary under consideration will be counted towards income of deciding eligibility for Family pension.

NOTE 4 The enhanced rate of ordinary family pension 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. These provisions will, however, not apply 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 family 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.

Processing of ordinary family pension claim

Computerized system

194 Ordinary family pension in respect of personnel below officer rank of the following categories has been computerized with effect from 1.12.1994 and **LPC-Cum- Data Sheet-family pension (ORs) Post- 1/86** will be used for the purpose:-

(a) Where the individual died during service on or after 1.01.1986, and also in those cases where the individual has been discharged from service on or after 1.01.1986 with a service/disability/invalid/special pension but family pension was not notified jointly along with pension.

(b) Further this data-sheet will be used only in those cases where both family pension and death gratuity is payable to the spouse of the deceased based on the nomination available.

However, w.e.f. 01.01.2003 ordinary family pension of all the categories who died or discharge on or after 01.01.1996 and where joint notification of family pension was not done alongwith service/disability/invalid/special pension will be notified on computer. The detailed instructions for completion of LPC-cum-data sheet by the ROs and its checking by PAO(ORs) are given in Appendices 11 and 12 in respect of Post-86 and Post-2003 cases respectively.

195 The cases of family pensionary awards in respect of above categories of deceased personnel will be initiated by the ROs in the same manner as is being done in the manual system. The only change made in the existing procedure of initiation of these claim is that copies of data Sheet duly completed/ checked will also be attached with the family pension claim.

Submission of ordinary family pension claim through Data -Sheet

196 Where the claim is processed through data sheet, three copies of the data sheet shall be prepared. The original copy of the data sheet will be submitted along with the claim for use in the office of PCDA (P) and duplicate and triplicate copies thereof will be retained in the Record Office and PAO (ORs) respectively as office copies.

Note: Specimen of the LPC-cum-data sheet is given at Sl. No. 51 of Annexure C.

Documents required

197 The documents required for notification of the award of the special family pension as mentioned in para 161 above, are also the documents required for the grant of ordinary family pension in addition to LPC-Cum-Data-Sheet Family pension (ORs) of Pre-86 and Post 1.1.86 (specimen of LPC-cum-datasheet at Sl. No. 54 and 55 of Annexure C respectively).

The following additional documents shall be looked into depending upon the nature of case:

In case of Handicapped child

(i) **Medical Certificate:** - In the case of handicapped child, a certificate from 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, shall accompany the family pension claim. In the certificate, the competent medical authority should also mention that handicap is of such a nature so as to prevent him or her from earning his or her livelihood.

(ii) **Guardianship Certificate:** - The physically crippled/disabled children who are minor are paid family pension/gratuity through guardian appointed by court of law, till they attain the age of majority. A guardianship certificate from the court would therefore be necessary in these cases vide Govt. of India, Min. of Def. letter No. A/49601/AG/PS4(e)/1372B/D/(Pen/Sers) dated 20.12.1991.

In case of Missing personnel /pensioners

Before grant of ordinary family pension or death gratuity to the families of the missing personnel/pensioner, the following additional documents will be looked for:

(a) **FIR-** A copy of the first information report lodged by the family of the missing personnel/pensioner with the concerned Police station

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

(c) **Indemnity bond** – An indemnity bond, duly signed by obligor and two solvent sureties should be obtained from the nominee/dependants of the personnel/pensioner that all payments will be adjusted against the payments due to the personnel/pensioner in case he reappears on the scene and makes any claim. The alterations/cuttings are attested to obliges/sureties and they are majors.

Note 1 The indemnity bond should be put up to the CDA/PCDA on an office Note for acceptance.

Note 2 The specimen of the Indemnity Bond and office note in respect of missing personnel and pensioners are reproduced at **Sl. No. 85, 86 and 87 of Annexure C**.

Note 3 The specimen of the LPC-cum-data sheet and PPO format both computerised and manual are given at **Sl. No. 59,62,74 and 75 respectively of Annexure C**

In case of post Retiral Spouse

In the case of ordinary family pension claim in respect of post retrial 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 retrial marriages.
- (b) The details of child/children from previous marriage, if any, showing the date of birth, relation to the deceased personnel and their marital status.

Preliminary action on receipt of data sheet

198 Ordinary family pension claim processed through data sheet will be received in group I of G4 Section of Grants (ORs). On receipt of pension claim, it will be entered in the Central Pension Claim Diary Register through which a Diary serial No will be allotted to it. The diary serial number will be allotted in serial order commencing from serial No1, from the beginning of a calendar year. On allotment of serial No. from Central family pension claim diary register, the DS No will be noted down on the pension application and the cover of the case file. Thereafter, the pension claim is passed on to the operative groups concerned of the G4 Section.

The initial claim for OFP are notified as per PHP software, will be required to be dealt as per manner prescribed in Para 180 and Para 181.

Detailed scrutiny of the claim

199 Detailed scrutiny of family pension claim taken up for generation of computerized PPOs. Involves:

- (i) Checking of documents
- (ii) Verification of LPC- Cum-Data Sheet.

Audit of pension claim for ordinary family pension

The points to be seen in the audit of the claim are the same as for claims for special family pension except that

- (i) Even if the claimant is not living communal life with other members of the family his/her title is not affected
- (ii) remarriage of a widow with the real brother of the deceased is a disqualification and if the individual married more than one and there is (are) other widow (s) or child (ren) from her then the family pension will be equally divided amongst the eligible heirs, and for this purpose separate claim in respect of each such heir will be looked for.

Calling for wanting documents:- family pension claim will be returned if the application for family pension and the data sheet have not been signed by the appropriate authority. Since the family pension claims are to be processed on the basis of data recorded in the data sheet, it should be ensured that the necessary documents in support of the data are submitted by RO along with the claim. Total amount of PEA paid by Record office, if any, may be worked out and noted for recovery in the PPO. An intimation to RO and PEA Section on Form **GO(4)F-9** at **Sl. No. 34 of Annexure C** will be sent.

Note The instructions for completion of data sheet in respect of family pension are given in **Appendix 11**.

Processing of data sheet

200 The procedure as laid down in Para 19 above will be followed.

Manual processing of ordinary family pension claim

201 The ordinary family pension claims in respect of all other categories except mentioned in Para 194 above will be processed through manual notification. The procedure as laid down in Paras 168 to 176 above for special family pension claim will be applicable mutatis mutandis for processing of ordinary family pension claims also.

Determination of entitlement of ordinary family pension

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

Rates of Ordinary Family Pension

203 Normal Rate The ordinary family pension at normal rate in respect of death occurring on or after 1-1-96 shall be calculated at a uniform rate of 30% of reckonable emoluments last drawn subject to a minimum of Rs 1275/- p.m. vide GOI,MOD, letter No. 1 (6)/98/D/(Pen./Sers) dt. 03-02-98.

For this purpose, reckonable emoluments comprises pay including classification allowance, plus stagnation increment if any, last drawn by the individual.

However in terms of Min. of Def Letter no.- 1(16)/2012/D(Pen/Policy) dt 17.01.2013, in no case the Enhanced and Normal rate of Ordinary Family pension w.e.f 24.09.2012 will be worked out as 100% and 60% of the revised notional pension determined in terms of GOI, MoD Letter No.- 17(4)/08/(2)/D(Pen/Policy) dated 18.08.2010.

The rates of ordinary family pension admissible from time to time prior to 1.01.1996 are given in **Appendix-13.**

Enhanced rate: Under provision GOI, MOD Letter No. 17(4)/2008 (2)/D(Pen/Policy) dated 12.11.2008 The enhanced rate of Ordinary Family Pension 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.

These provisions will, however, not apply in case where the period of seven years for payment of enhanced family pension has already been completed as on 01.01.2006 and the family was in receipt of normal rate of Ordinary Family Pension. There will be no change in the period for payment of enhanced family pension to the family in the case of death of a pensioner i.e 7 yrs from the date of death or till attaining the age 67years whichever is earlier.

With effect from 1.01.1996, the amount of enhanced rate of ordinary family pension for this period shall be the lowest of the following amounts:-

- (a) 50% of the reckonable emoluments as defined above.
- (b) The amount of service/invalid pension/service element of disability pension /special pension (before commutation) admissible under govt. Of India, Min. of Def. letter No 1(6)/98/d(Pens/Sers) dated 3.02.1998, in cases where the deceased was a pensioner.

Division of ordinary family pension Payment of share (s) of Ordinary family pension to other widows / children

204 Where an individual is survived by more than one eligible widow, the ordinary family pension will be paid to them in equal shares. On the death of a widow, her share of the 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 widows in equal share, or if there is only one such other widow, in full to her.

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 share of ordinary family pension which the mother would have received if she had been alive at the time of the death of the individual.

Provided that on the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable, such share shall not lapse but shall be payable to 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.

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 death of the individual had he not been divorced.

If the share or shares of family pension payable to such a child or children or to a widow or widows ceasing to be payable such share or shares shall not lapse, but shall be payable to the 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.

Authority Govt. of India, Min. of Def. letter NO. A/6320/ Div/AG/PS4 (e) /325/B/D (Pen/Sers) dated 25.05.1992.

Claim for re-grant of ordinary family pension

205 When an ordinary family pension ceases to be payable to the original recipient and there is a child eligible for the same, the pension will be re-granted to the child vide Army Instructions 2/S/64. On receipt of the claim for ordinary family pension from the R.O. the same will be audited with a view to checking its completeness and the eligibility of the child. After audit a draft PPO on I.A.F (CDA)-308 marked at a top "Re-grant of ordinary family pension" should be prepared. The rate of pension will be the same as was in issue to the previous recipient, the date of commencement will be the date from which the award of original recipient was discontinued and the period of grant will be as for ordinary family pension. For propose of linking of PPO, A Guide note will be given as under:-

"The recipient of the previous Award Shri. /Smt. ----- vide PPO No.-----has expired / dis-qualified on ----- and the award has now been re-granted to ----- w.e.f.-----"

A pension certificate on I.A.F.A - 373 should be prepared and the portion on the claim form meant for use by the Defence Accounts Department should be completed. There after action will be taken as in case of grant of special family pension.

Grant of ordinary family pension under Employees Provident and Miscellaneous Provisions Act, 1952 in addition to family pension from Military side

206 *As per provisions of GOI, MoD Letter No.- 01(05)/2010-D(Pen/Policy) dated 17.01.2013 the families of Armed Force pensioners who got reemployed in Civil Department/ PSUs/ Autonomous bodies/ Local Funds of Central/ State Government after getting retired from military Service and were in receipt of Military Pension till death, shall be allowed to draw Ordinary family Pension from military side w.e.f 24.09.2012 in addition to the Family Pension, if any authorized from the reemployed Civil department*

Consequent on issue of Deptt. of P & PW decision in Note 71 of file No. 10801/P & PW (E) dt. 10-10-94, the benefits available to Ex Servicemen and or to their families under the Govt. Family Pension Scheme would not debar such members from the benefits under employees Provident and Miscellaneous Provisions Act, 1952 which are based on the contributions made by a Ex Servicemen during his / her reemployment in Public under takings and Autonomous bodies.

Grant of Family Pension under the Employees Family Pension Scheme 1995 and Family Pension Scheme 1971 in-addition to family pension from Military side

207 As per provisions of Min. of Personnel, Public Grievances and Pensions, Deptt of P & PW OM NO. 1/19/96-P & PW (E) dt. 27-07-2001, the families of the Govt. 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 Govt. in addition. The provision of the above O.M. has also been extended mutatis / mutandis to Armed Forces personnel w.e.f. 27.07.2001 who were re-employed in the organization / establishment where employee Pension Scheme, 1995 and family pension Scheme, 1971 are in force vide GOI, MOD No. 2/CC/B/D(Pen/Sers) dated 28.08.2001. However, the above benefit will be admissible in those cases also where retirement/death of a reemployed pensioner who was covered by the Family Pension Scheme 1971 or the Employees Pension Scheme 1995 took place prior to 27.07.2001 but the benefit of second family pension in such cases will be admissible w.e.f. 27.07.2001 vide that Ministry of Defence letter of even No. dated 05.09.2002.

Claim of initial grant of liberalized family pension

General

208 The concept of liberalized family pension was introduced after 1962 (Chinese war) and 1965 (Pak aggression). It was then admissible @ 1-1/2 times of special family pension. Subsequently after 1971 war, the concept of liberalized family pension was defined more clearly under Govt. of India, Min. of Def. Letter No. 200847/Pen-C/71 dt. 24-2-72 and the benefit of liberalized family pension was extended to all past war casualties commencing since 1948 (Kashmir Operation) but the financial benefit was given w.e.f. 1-2-72.

In case of death of Personnel below Officer Rank, the eligible member of the family shall be entitled to liberalized family pension equal to reckonable emoluments last drawn by the deceased. Liberalized family pension at this rate shall be admissible to the nominated heir until death or disqualification.

(b) If an individual is not survived by widow but is survived by child (ren) only, all children together shall be eligible for liberalized family pension at the rate equal to 60% of reckonable emoluments last drawn. Liberalized family pension to children shall be payable to the child/children for the period during which, they would have been eligible as in the case of special family pension. The liberalized family pension shall be paid to the senior most eligible child at a time. On his death/disqualification it shall pass on to next eligible child and the younger of them will not be eligible for special family pension unless the elder above him/her becomes ineligible.

Note: In case the eligible child is physically or mentally handicapped and unable to earn livelihood, the liberalized family pension @ 60% of reckonable emoluments shall be admissible to such child for life as laid down in Regulation 108 of Pension Regulation Part- I, 2008. Child includes widowed/divorced daughter irrespective of her age and unmarried daughter above 25 years of age.

Conditions governing the grant of liberalized family pension

209 (i) The title to liberalized family pension arises, if the deceased in whose respect family pension is claimed dies due to any of the circumstances mentioned in category 'D' or 'E' of *Para 90* (amended as per new no. of Para) above.

(ii) Where a service personnel is invalided out of service with a disability pension under these orders but dies subsequently as a result of same injury he will be deemed to have been killed in action for admissibility of liberalized family pensionary awards.

(iii) Liberalised family pension shall be admissible to the nominated heir until death or disqualification.

(iv) If the armed forces personnel is not survived by widow but survived by child / children, all children together shall be eligible for liberalized family pension at the rate equal to special family pension.

(v) Liberalised family pension shall be payable to the child/children for the period during which they would have been eligible.

(vi) The liberalised family pension shall be payable to the senior most eligible child at a time. On his/her disqualification/death it will pass on to next eligible child.

(vii) Liberalised family pension on remarriage of widow either with real brother or with any other person in cases occurring on or after 01-01-96 will now be regulated in terms of para 6.6 of Min. of Defence Letter No. 1(2)/97/D (Pen-C) dt. 31-1-2001 *and as explained in Para 220*.

Note The Provision under, (vii) above is applicable in respect of cases occurring on or after 1-1-96. However under provision of GOI, MOD Letter No.- 1(1)/2001/D (Pen-C) dated 24.06.2005 a widow whose liberalised Family Pension was stopped on her remarriage before 01.01.1996 with a person other than the real brother of the deceased, such pension may be regulated w.e.f 24.06.2005 in terms para 6.6 MOD Letter dated 31.01.2001.

Eligible members of the family for liberalized family pension

210 It may be noted that the members eligible for special family pension as listed in Para 160 are also eligible for grant of liberalised family pension.

Determination of entitlement of liberalized family pension from 01.01.2006

211 *The rates of liberalized family admissible w.e.f 1-1—96 are laid down in Govt. of India Min. of Def. Letter No. 1 (2) /97/D (Pen-C) dt. 31-1-2001. According to this letter, liberalized family pension shall be equal to the reckonable emoluments last drawn*

a) In terms of GOI, MOD Letter No.- 16(6)/2008/(2)/2008/D(Pensions/Policy) date 05.05.2009, The Liberalized Family pension/ 2nd Life Award in respect of JCOs/ORs including NC(E), shall continue to be regulated at the rates and under condition laid down in Govt. of India Min. of Def. Letter No. 1 (2) /97/D (Pen-C) dt. 31-1-2001 subject to reckonable emoluments as defined under Para 3 of GOI, MOD Letter No.- 17(4)/2008(2)/D(Pen/Policy) dated 12.11.2008. The amount of Liberalized family Pension, admissible to the child/children of Armed Forces personnel under circumstances of GOI, MOD letter dated 31.01.2001, will be subject to minimum of Rs 7000/- per month.

b) Under provision of GOI, MOD Letter No.- 1(17)/2012/D(Pen/Policy) dated 17.01.2013, w.e.f 24.09.2012, the rate of Liberalized Family Pension in respect Post-2006 JCO/ORs Family Pensioners including honorary Commissioned Officer and Non- Combatants (Enrolled) shall be worked out as 200% respectively of the revised notional pension determined as per notional pension. The notional pension will be determined in terms of GOI, MOD letter No.- 1(13)/2012/D(Pen/Pol) dated 17.01.2013.

The Liberalised Family Pension so determined as per (a) and (b), the beneficial among them shall be granted.

Note: For this purpose pay in pay-band, Grade Pay, Military Service Pay, Classification allowance, 'X' Group Pay if any, last drawn by the individual

Pre-2006 Pensioner.

The Liberalized Family pension in terms of GOI, MOD Letter No.- 17(4)/2008 (2)/D(Pen/Policy) dated 12.11.2008 read with letter dated 04.05.2009, shall not be less than the 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 scale in the revised pay structure introduced from 01.01.2006 corresponding to the Pre revised Scale held by the deceased Armed Force Personnel at the time of death.

With effect from 24.09.2012, the minimum guaranteed Liberalized Family Pension in respect of Pre-2006 Family Pensioner of JCOs/ORs including honorary Commissioned Officer and Non Combatants (Enrolled), shall be determined with reference to the minimum of the fitment table for the rank in the revised pay band as indicated under fitment tables annexed with SAI 1/S/2008, SAI 2/S/2008 & 4/S/2008 as amended and equivalent instructions for Navy & Air Force, plus the Grade pay corresponding to the pre-revised scale from which the pensioner had retired/ discharged/ invalided out/died including military Service Pay, 'X' Group pay wherever applicable under the same rates and conditions as prescribed vide para 3 to 8 of GOI, MOD Letter No.- 17(4)/2008(1)/D(Pen/Policy)/Vol-V dated 15.02.2011.

Preparation and submission of liberalized family pension claim

212 The claim on account liberalized family pension are initiated by the Record office and submitted to this office in the same manner as laid down in Para. 162.

However, with effect from 01.01.2003, liberalised family pension claims in respect of individual who died in harness on or after 01.01.1996 will be notified on computer.

The detailed instructions for completion of LPC-cum-data sheet by the RO and its checking by PAO (ORs) for all types of family pensionary awards and PPO formats are given in **Appendix 12** and **Annexure-C** respectively.

Documents required

213 Documents as mentioned at items (a) to (c) of Para 161 above in addition to that extracts from Part-II orders or from the casualty list received including B-C certificate issued by IHQ of MoD AG Branch MP 5(d) will be required for liberalized family pension claims.

Detailed scrutiny and audit of pension claim

214 The detailed scrutiny and audit of pension claims will be done in the same manner as laid down in Paras 165 to 167 above.

Processing of liberalized family pension claim

215 A working sheet in order to determine the entitlement of the liberalized family pension is prepared and submitted alongwith draft PPO to SO (A) / A.A.O and AO/SAO for checking and approval.

Note- Cases of death due to battle casualties are not adjudicated upon. In such case, the cause of death is to be accepted as due to service on the basis of casualty report and a copy of Battle Casualty D.O. P+II.

Adjustment of P.E.A.

216 The procedure for adjustment of PEA paid, if any, by the R.O., as laid down in Para 175 above, will be followed in this case also.

Sanction and dispatch of PPO

217 Procedure for sanction of liberalized pensionary award and dispatch of PPO, as laid down in Para 180 above, will similarly be followed in this case.

Note Specimen of the PPO format for liberalised family pension notified manually is given at **Sl. No. 76 of Annexure-C**.

Division and transfer of liberalized family pension

218 The procedure of Paras 182-and 183-shall apply in cases of division and transfer of liberalized family pension.

Claim for second life award (Liberalized family)

219 The claim for second life award in respect of personnel below officer rank who die under the circumstances mentioned in category 'D' and 'E' of Para 90 above shall be regulated as under:-

(a) If the first recipient (other than the parent) of the family pensionary award dies/is disqualified earlier than 7 years (counting from the date of casualty), the award will be continued at the same rate to the parents as second life award, if still alive, for the balance of years without any reduction. After the initial period of 7 years, the second life award will be continued at the rate at 60% of the liberalized family pension.

(b) Where the first life award was given to a parent and the widow re-marries, the liberalized family pension shall be regulated depending upon the period of widow's re-marriage as follows:-

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

Widow will get family pension equal to special family pension (i.e. 60% or liberalized family pension or reckonable emoluments) from the date of remarriage and the parents will also get family pension at the rate of 60% of liberalized family pension for the balance of 7 years if the remarriage of widow takes place during 7 years of casualty. After the period of seven years or where re-marriage of widow took place after seven years, widow will get family pension @ 60% liberalized family pension and parents will get family pension at the rate of 30% of liberalized family pension. On death or disqualification of parent, widow will get family pension equal to liberalized family pension for life.

(ii) If widow does not support the children.

Widow will get ordinary family pension (i.e. 30% of reckonable emoluments) for life from the date of re-marriage and the parents will continue to get first life award at the same rate. (i.e., full liberalized family pension) for balance of seven years where remarriage takes place within 7 years of casualty, provided they support the children. Otherwise, the entitlement of parents will be equally divided between the parents and children. After the period of 7 years or where remarriage of widow takes place after seven years of casualty, parents, will get family pension at the rate of 60% liberalized family pension provided they support the children, otherwise, it will be divided equally between the parents and the children. On death/ disqualification of parents of deceased service personnel, the senior most eligible child will get family pension at the rate of 60% of liberalized family pension.

Note Wherever children become beneficiary the award will be continued for a period and subject to conditions as applicable for grant of special family pension.

Claim for liberalized family pension on re-marriage of widow

220 The claim for liberalized family pension on re-marriage of the widow will be regulated in terms of Para 6,6, (b) of the Govt. of India Min. of Def. Letter No. ` (2)/97/D (Pen-C) dt. 31-1-2001 in the manner as indicated below.

(A) If liberalized family pension is sanctioned as first life award to the widow.

(i)	If she has children:-	
(a)	If she continues to support children after remarriage.	Full liberalized 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 liberalized family pension to continue to widow.

(B) Where first life award is sanctioned to parents.

The admissibility of liberalized family pension in such cases would be regulated as mentioned in Para 6.5(b) of GOI, MOD letter No. 2(97)/D(Pen-C) dated 31.01.2001 which are explained as under: -

(i) **If Widow continues to support the children or has no children:** Widow will get family pension equal to Special Family Pension (i.e. 60% of liberalised family pension or reckonable emoluments) from the date of remarriage and the parents will also get family pension at the rate of 60% of liberalised family pension for the balance of 7 years if the remarriage of widow takes place during 7 years of casualty. After the period of seven years or where remarriage of widow took place after seven years, widow will get family pension @ 60% of liberalised family pension and parents will get family pension @ 30% of liberalised family pension. On death or disqualification of parents, widow will get family pension equal to the liberalised family pension for life.

(ii) **If Widow does not support the children:** Widow will get Ordinary Family Pension (i.e. 30% of reckonable emoluments) for life from the date of remarriage and the parents will continue to get first life award at the same rate (i.e. full liberalised family pension) for balance of seven years where remarriage takes place within 7 years of casualty, provided they support the children. Otherwise, the entitlement of parents will be equally divided between the parents and children. After the period of 7 years or where remarriage of widow takes place after seven years of casualty, parents will get family pension at the rate of 60% of liberalised family pension provided they support the children; otherwise it will be divided equally between the parents and the children. On death/disqualification of parents of deceased service personnel, the senior most eligible child will get family pension at the rate of 60% of liberalised family pension.

Procedure for grant of second life award and on re-marriage of widow

221 In both the above circumstances, corrigendum PPO will be prepared as and when contingency arise on receipt of the claim from the Record office and Corrg. PPOs, issued in the same manner as laid down in Para 187 above.

Ex-gratia Award in Air Crash cases

222 Claim on account of ex-gratia payment to the families of personnel died during Air Craft accidents.

The families of personnel below officer rank who die while travelling by Service Aircraft's in the course of performance of official duties (excluding those who travel on leave) as a result of accidents to the aircraft shall be paid an ex-gratia award of Rs. 1 Lakh w.e.f. 1-11-77 vide Govt. of India, Min. of Def. Letter No. Air HQ /24229/71/P&PR-3/4930/Pen-C dt. 26-6-78.

Mode of payment of ex-gratia award

The mode of payment of ex-gratia award shall be as under: -

Where the deceased is survived either by widow/ children

	Cash payment	In fixed deposit
widow /Children	20,000/-	80,000/-

(B) Where the deceased is survived by the both widow/Children and parent.

	Cash payment	In fixed deposit
Widow/Children	20,000/-	55,000/-
Parents	—	25,000/-

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 Bank deposits for a minimum duration of 63 months unless specifically authorised to be paid in cash.

(Authority - Govt. of India Min. of Def. letter No. Ser HQrs/24229/171/ PP&R-3/2020/Pen-C dt. 21-3-79.

Note 3 During the period of long term deposit the monthly interest accrued thereon will be payable to the beneficiary vide Min. of Def. No. Air HQ/ 24229/171/PP&R-3/3393/Pen-C) dt. 20-6-81.

223 The individual claim of P.B.O.R. shall be adjudicated by the Pension Sanctioning Authority viz PCDA (P), CDA (Navy), and CDA (Air Force) vide GOI, Min of Def. letter No. 1 (4)/89-D (Pen-C) dt. 10-4-91. No. Specific Govt. sanction deciding attributability for grant of ex-gratia award will be issued.

224 The attributability for ex-gratia award in such cases will be decided on the basis of the following documents:-

- (i) A certificate from the OC of unit duly authenticated by Service HQrs. to the effect that PBOR was travelling in performance of official duty at the material time of accident.
- (ii) A detailed report on the basis of initial report/ FIR, indicating:
 - (1) Nature, date and place of casualty
 - (2) Name, rank, Regt. and unit of the individual killed in the air craft accident.
 - (3) A report containing information regarding.
 - (A) Name, and address of the widow / children
 - (B) Name of PDA from where the claimant is desirous of payment of ex-gratia.
 - (C) Nomination for the death gratuity.
 - (D) L.P.C.
 - (E) Intimation regarding family gratuity paid to the next of Kin.

Claim for grant of ex-gratia lump sum compensation who die in harness

225 Ex-gratia lump sum compensation is admissible to the families of personnel of Defence Services who are killed while performing their duties in an encounter with or in an incident involving armed hostiles, extremist, terrorists or other anti social elements such as dacoits or smugglers and also those killed in enemy action and border skirmishes vide Govt. of India Min. of Def. Letter No. B/39902/XXII/AG/PS-4(d)/2869/D (Pay/Sers) dt. 8-10-96 as amended vide their letter dated 4-6-97, at the following rates.

- (a) Rs. 1 lakhs where the death takes place between 20.8.93 to 30.4.95.
- (b) Rs. 2 lakhs where the death takes place between 1.5.95 to 31.7.97.

Govt. of India Min. of Def. letter No. 20 (1)/98/D (Pay/Sers) dt. 22-9-98 as amended vide letter of even number dated 12.04.1999,03.08.1999,19.05.2000,21.10.2008 and Govt. of India Min. of Def. Letter No.- 20(5)/2009/D(Pay/Services) dated 04.06.2010 the rate of Ex- gratia Lump Sum Compensation w.e.f 01.01.1996 as follows:-

(a)	Death occurring due to accidents in the course of duties.	Rs. 10 lakhs
(b)	Death in the course of duties attributable to acts of violence by terrorists, etc.	Rs. 10 lakhs
(c)	Death occurring during enemy action in war or border skirmishes or in action against militants, terrorists, etc.	Rs.15 lakhs

(d)	<i>Death occurring while on duty in the specified high altitude, inaccessible border post etc, on account of natural disasters, extreme weather condition</i>	<i>Rs 15 Lakh</i>
(d)	<i>Death occurring during enemy action in international war or war like engagements specifically notified.</i>	<i>Rs.20 Lakhs</i>

Procedure for grant of ex-gratia lump sum compensation

226 The claim for grant of ex-gratia lump sum compensation in respect of the casualties occurred while on duty or otherwise in the operational area shall be submitted by the R.O. to this office for adjudication along with the following documents.

- (i) Recommendation of ex-gratia lump-sum compensation along with detailed statement of the case duly approved by the competent authority i.e. by the officer not below the rank of Brigadier.
- (ii) A certificate to the effect that the casualty occurred as a result of attack by or during in an action against extremists/ antisocial elements, etc.
- (iii) A special casualty BC report notified by the competent service authority.
- (iv) A copy of the F.I.R. lodged with the Civil Police and /or proceedings/ recommendation of the Court of Inquiry.
- (v) On receipt of the claim, the same will be entered in the Claim Register maintained R.O.-wise and a Diary Serial No. allotted to it.
- (vi) 14 Days Charter duties authenticated by the OI/C of unit

The claim will be scrutinised to ensure that the criterion laid down for grant of ex-gratia compensation are fulfilled. The grant of exgratia lump sum compensation shall be notified in favour of the nominated heir in whose favour liberalised family pension/special family pension was notified. In case the liberalised family pension/special family pension has been divided initially, the exgratia lump-sum compensation shall also be divided in the same ratio in which the liberalised family pension/special family pension was divided.

Ex-gratia lump-sum compensation shall be notified in the same PPO in which liberalised family pension/special family pension is notified. However, where liberalised family pension /special family pension had already been notified, ex-gratia lump sum compensation may be sanctioned through a Corr. PPO.

Note Power to sanction ex-gratia lump-sum compensation has been delegated to PCDA (P) vide Min. of Def. letter No. 20(1)/98/D (Pen/Sers) dt. 12-4-99 in respect of service personnel of all the three Arms of Services. However, the power to sanction ex-gratia lump sum compensation in respect of service personnel of Air Force and Navy has been delegated to CDA (Air Force) and CDA (Navy) respectively vide that Ministry's letter of even no. dt. 19th May, 2000. This will be effective from the date of issue of the Government letter *ibid*.

Ex-gratia awards from Compassionate Gratuity fund.

227 An ex-gratia award from compassionate gratuity fund may be sanctioned to the dependants of the deceased service personnel who die while in service. But whose deaths are due to causes neither attributable to nor aggravated by service. The scheme has been introduced with effect from 1-4-1971 and the award is granted under specific Govt. Orders in each case.

The condition and the procedure for the grant of the award are laid down in Govt. of India, Ministry of Defence letter No. 200384/ Pen-C dated 10-10-71.

Family Gratuity

228 In battle casualty cases as also in certain other cases of death while in service, family gratuity is also payable in addition. The rates of family gratuity in battle casualty cases are given in Govt. of India, Min. of Def. Letter No. 200847/Pen.-C/71 dt. 24-2-72 and in other cases in Govt. of India, Min. of Def. Letter No. 197829/68/Pen-C.III dt. 30-10-68 and A/28436/AG/PS 4 (d)/5397/Pen-C dt. 6-8-70 (for DSC).

Title to family gratuity arises in the following circumstances only

229(i) In cases where the individual is killed in action or dies from wound sustained in action.

(ii) Where the individual dies of flying accident while being carried on duty in an air craft under proper authority otherwise than through his own serious negligence/misconduct..

- (iii) Where the individual dies of cause attributable to circumstances which are similar to those encountered on field service or in an operation, otherwise than through his own serious negligence/misconduct.
- (iv) Where the individual suffers a violent death while employed in aid of civil power.
- (v) Death while laying or clearing land or sea mines.
- (vi) Death while on diving duty.
- (vii) Death while on duty in a submarine or while being carried on duty in a submarine under proper authority.
- (viii) Dies as a result of action in international war.
- (ix) Dies as a result of participation in war like operations or border skirmishes with other countries.
- (x) Dies during action against armed hostiles.
- (xi) Dies during action with Peace keeping mission abroad.
- (xii) Dies during laying or clearance of mines including enemy mines as also mine sweeping operations between one month before the commencement and three months after the conclusion of the operation.
- (xiii) On account of accidental explosions of mines while laying operationally oriented mine fields or lifting or negotiating mine field laid down by enemy or own forces in operational areas near international border or line of Control.
- (xiv) Dies as a result of attack by extremists, terrorists, anti-social elements, etc, or during action against dacoits, smugglers, hostiles, etc.
- (xv) Dies as a result of operation specially notified by the Govt. from time to time.

Note Family gratuity under clause (iii) above is payable by this office under Govt. order on the basis of an audit report rendered by us. In cases, covered vide clause (i) and (iv) above, gratuity in full is payable by the PAO (ORs). In cases covered under clause (ii) and (v) to (vii) the PAO (ORs) will pay provisionally 75 percent of the gratuity and make a note to that effect on the LPC/Sheet Roll for final adjustment of the amount by this office.

Death Gratuity

230 If an Armed forces personnel 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 Govt. of India Min. of Def. letter No. 1(6) 98/D (Pen/Sers) dated 3.02.1998 are as under:

Length of qualifying service	Rate of Death Gratuity
Less than 1 year	2 times of emoluments
1 Year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12times of emoluments
20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments 10 Lakh whichever is less.

Note 1 In respect of deaths occurring on or after 1.01.1996, the amount of death gratuity , shall, in no case exceed Rs 10 lakhs.

Note 2 Where the amount of death gratuity as finally calculated contains a fraction of a rupee, it shall be rounded of to the next higher rupee.

Note 3 W.e.f 01.01.2006, for this purpose pay in pay-band, Grade Pay, Military Service Pay, Classification allowance, 'X' Group Pay if any, plus Dearness allowance last drawn by the individual

Nomination for Death gratuity:

231 Where the nomination for death gratuity has been submitted alongwith family pension claim, it should be seen that:

- (i) The claimant was validly nominated to receive the amount of death gratuity as per A.I. 8/S/70.
- (ii) The nomination for death gratuity can be exercised in favour of any one of the following members of the family:-
 - (a) Wife or wives including judicially separated wife or wives in the case of a male.
 - (b) Husband, including judicially separated husband in the case of a female.

- (c) Sons including step sons and legally adopted sons
- (d) Unmarried daughters including step daughters and legally adopted daughters.
- (e) Widowed daughters including step daughters and legally adopted daughters.
- (f) Father: - including adopted parents in the case of individuals whose personal law permits adoption
- (g) Mother: - Including adopted parents in the case of individuals whose personal law permits adoption.
- (h) Brothers below the age of 18 years including step brothers
- (i) Unmarried sisters and widowed sisters including step sisters.
- (j) Married daughters. and
- (k) Children of a pre-deceased son,.
- (iii) The nomination is in the prescribed form and is duly countersigned by the Record Office.
- (iv) If the individual had nominated any outside person, or persons or a body of person, corporate or incorporate, it should be ensured that he had no family as defined in (ii) above at the time of making such nomination. Such nomination becomes invalid after the individual subsequently acquires the family
- (v) If at the time of making the nomination the Govt. servant has only one member in his family the nomination shall become invalid in the event of the individual subsequently acquiring an additional member in the family
- (vi) The death gratuity in the absence of nomination is payable in equal shares to one or more surviving members of the deceased individual's family who belong to the category (a) to (d) mentioned in (ii) above. If there is no such surviving member but there are one or more members of the family who belong to categories (e) to (k) , the death gratuity is payable to all such members in equal shares.

Audit of Death Gratuity claim:

232 It should be seen that:-

- (i) The date of enrolment agrees with that given in the enrolment form and the Sheet Roll;
 - (ii) The date of death agrees with supporting documents and the entry in the Sheet Roll;
 - (iii) The period of non-qualifying service and the net qualifying service have been correctly worked out;
 - (iv) If the net qualifying service is 24 years and 180 days or more, the number of six monthly periods have been correctly worked out;
 - (v) The rank last held agrees with that shown in the LPC;
 - (vi) The pay including classification allowance plus stagnation increment, if any, plus dearness allowance agree with those shown in the LPC.
- Note** The element of reckonable emoluments, as shown above, shall be taken in to account in cases occurring on or after 1-1-96.
- (vii) The total of emoluments has been correctly arrived at.
 - (viii) The amount of gratuity admissible has been correctly worked out as shown in Para 230 above.
 - (ix) The amount of gratuity payable has been correctly arrived at and the amount of debit balance/demand shown in LPC, etc. has been indicated against the item "other deductions"
 - (x) The person (s) to whom the gratuity is payable is (are) the same in whose favour nomination was made by the individual. If otherwise, it should be seen that the nomination does not subsist. In such cases as also in cases where there is no nomination it should be seen that the claim is supported by a duly attested statement of the highest eligible heir giving the particulars of the living eligible heirs of the family, as also their names and relationship and their shares have been correctly shown and the descriptive roll in respect of each heir to whom gratuity is payable has been received.

Notification of death gratuity

233 In cases where only death gratuity is payable, a separate PPO for the same in favour of the eligible heir should be prepared on IAF (CDA) 308. Since the PPO will be for a single payment, a dash should be drawn in the column "date of commencement and the period of grant". The inapplicable guide note printed on the form will be scored through 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 to this office."

Note Outstanding public claims can not be recovered from special family pension / family gratuity vides Army Order No. 94/65. Recoveries of such claims from death gratuity is, however, permissible.

Audit of residual gratuity claim:

234 Claims to residual gratuity is preferred by ROs, when a service / disability pensioner dies before receiving his pension / death gratuity. The claim is audited to see that

- (i) The claim has been preferred by the individual and the R.O. on the prescribed form used for retirement/death gratuity.
- (ii) Non payment certificate of death gratuity has been obtained from the Pension Disbursement Agencies concerned and submitted with the claim.
- (iii) The amount of residual gratuity has been correctly worked out and that the person(s) to whom it has been shown payable is/are in accordance with the nomination, etc [item x of Para...232 above refers]

Authorisation of residual gratuity claims

Residual gratuity claims wherever admissible in terms of Para 2 (b) of A.I. 8/S/70 and corresponding Navy and Air Force Instructions will be notified on the basis of relevant information available in the draft PPOs notifying the award of service/disability/disability (service element)/disability element and commutation of pension as authorized/admissible for payment to the heirs of the deceased as under:

- (a) Where Retirement Gratuity (DCRG) has been sanctioned to the individual and amount of DCRG has not been claimed and only Residual gratuity is payable to the heirs of the deceased.

On receipt of the claim, the amount of pension, gratuity, commutation, relief, etc. authorized / admissible upto and for the date of death will be worked out and also the amount of residual gratuity. This will be notified in PPO with the following clause:

“Any over payment of pension / gratuity made to the pensioner / his family against this office PPO No(s)- -----and still outstanding will be recovered from the residual gratuity now authorised.”

- (b) Where Residual Gratuity and Retirement Gratuity (DCRG) notified in favour of the individual are both payable to the heirs of the deceased i.e. where DCRG sanctioned to the individual is stated as not having been received by him and this amount is also claimed.

On receipt of the claim, the amount of death -cum-retirement gratuity already authorised to the individual will be notified in the PPO/Corr. PPO in one Guide Note and for the residual gratuity in a separate Guide Note. The Guide Note for DCRG will contain caution clause as under:-

“This amount should be paid only if no payment of death gratuity sanctioned in this office PPO No. ----- has been made.-

As regards the amount of residual gratuity the caution clause as (a) will be depicted in relevant guide Note in the PPO /Corr. PPO.

Claims to monetary allowances attached to gallantry decorations.

235 The allowances are generally payable to a widow. Where no family pension is payable to the widow for the reason that she is not nominated heir for the same the claim for the allowance will be submitted on a form specifically designed for the purpose. In audit it should be seen that the claim is complete in all respects and the widow is otherwise eligible in accordance with the rules governing the grant of special family pension. After audit the award at the appropriate rate will be notified through corrigendum PPO by inserting a note in the original PPO notifying pension/family pension, as the case may be in the following form; if the recipient is not in receipt of any pension.

" In addition, a sum of Rs. ----- p.m. w.e.f. -- ----- on account of monetary allowance in respect of gallantry decorations viz. ----- is also payable to ----- (Name of the payee) during his/her life time as a I/Ind 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 referred to Pr. CDA(P) immediately on receipt of necessary information in this respect"

On receipt of an intimation of the death of the payee, the operative group concerned will examine whether the recipient was a first life awardee and a IInd life award is payable, the case will be processed as per procedure prescribed in the case of first award.

When the award is made posthumously to a bachelor, the monetary allowance shall be paid to his father or mother, and in the case of posthumous awardee is a widower, the allowance shall be paid to his son below 18 years or unmarried daughter, as the case may be.

Rates of various gallantry awards have been revised by Govt. of India Min. of Def. Vide their letter No. 7(32)/2007/D(AG) dated 14.05.2008 as amended by even no. dated 07.10.2008.

Further revised rates of various gallantry awards w.e.f 30.03.2011 sanctioned by Govt. of India, Min. of Def. Vide their letter No. 7(119)/2008-D(AG), dated 30.03.2011:

(i)	Param vir Chakra(PVC)	10,000/-
(ii)	Ashok Chakra (AC)	6,000/-
(iii)	Mahavir Chakra(MVR)	5,000/-
(iv)	Kirti chakra(KC)	4,500/-
(v)	Vir Chakra(VrC)	3,500/-
(vi)	Shauraya Chakra(SC)	3,000/-
(vii)	Sena /Nao Sena/Vayu Sena Medal (awarded for gallantry)	1,000

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/Nav Sena Medal/Vayu Sena Medal shall carry the same amount of monetary allowance as attached to the original grant.

Note 1 Monetary allowance of Rs. 250/- pm. shall also be payable to the Sena/Nao Sena/Vayu Sena Medal awardees (where the award has been given for gallantry) will be payable to all the existing awardees vide GOI, MOD No. 3 (8)/98/D(Ceremonials) dated 12.10.2000. The awardees of such medal would be eligible to the monetary allowance attached to it till forfeiture of the above award by the President vide that Ministry's ID No. 1566/2002/D(Ceremonials) dated 30.04.2002. .

Note 2 The monetary allowance at enhanced rate is also payable to the family pensioners/dependant pensioners/ war injury pensioners who were/are in receipt of such awards at old rates.

Note 3 The monetary allowance will not be taken into account for computing dearness relief.

Note 4 Rate of monetary allowance attached to Post Independence Gallantry decorations prior to 1-2-99 and Pre-Independence Gallantry awards are given in **Appendix- 14**.

Jangi Inam Claims - World War - I

236 All grants to first holders have already been made and the notification of the allowance for payment alongwith pension has also been made in cases where the grantee was transferred to the pension establishment. The question of continuance of the allowance during the second life only will, therefore, arise in future.

The Jangi Inam allowance for the Second Life becomes admissible on the death or disqualification of the first holder. It is payable to the heir nominated by the first holder provided such a nomination has been made in favour of an heir who is within the recognised degree of relationship.

In the event of the first holder not nominating an heir within the prescribed degree of relationship or the heir nominated having previously died or becoming disqualified by marriage or re-marriage and no fresh heir has been nominated by the first holder, the heir who is to receive Jangi Inam for the second life will be the one who stands highest in the degree of relationship given in Reg. 216 P.R.A. Part I. If, however, none of them is living or is eligible for the Inam, the award may be granted to the grandson or grand daughter of the deceased for receiving 2nd life Jangi Inam, such grandson or grand daughter, through the son having priority over grandson or grand daughter through the daughter.

A nominated second holder of a Jangi Inam may be allowed to waive his or her right to succeed to the Inam in favour of another heir of the deceased soldier provided the heir in whose favour the transfer is made is within the prescribed degree of relationship of the original grantee.

All changes in the nomination for the second life are to be intimated by the Pension Disbursing Authority to this office to notify the same in the pension payment order by issuing a corrigendum to the pension Circular/pension payment order in which the grant was originally notified.

On the death or disqualification of the first holder, his Jangi Inam certificate and descriptive roll will be returned by the Pension Disbursing Authority to this office. On receipt of these documents the Audit

Section concerned will note date of death/disqualification in the CH copy of PPO and audit card and forward them to the Grant Section.

The descriptive roll and certificate of the first holder received from the pension paying officer will then be forwarded by this section to the Record officer together with two blank copies of claim for Jangi Inam Pension by the second holder as prescribed in Govt. of India Ministry of Defence letter No. 120- ISB/460/69/1883/D(AG-II) dated 26-3-69 for investigation and return after completion. In respect of personnel whose records are not maintained by any Record Office in India, the document will be forwarded to Sub-Area Headquarters in whose jurisdiction the claimant resides.

On receipt back of the forms duly completed it should be seen that the claim has been investigated in favour of the heir nominated by the first holder. When the claim is preferred in favour of some other individual, it should be seen that the claim has been investigated by the Recruiting Organizations and is supported by a report that the nominated heir has died or become disqualified. The checking of Part II of the form should, in general, follow the lines indicated for family pension except that if the personnel in receipt of pay or pension, it will not effect his title. The grant will be notified in the Pension Payment Order, one copy of the Descriptive Roll will be forwarded to the Pension Disbursing Authority together with the Jangi Inam certificate of the first holder. This certificate will be made over by the Disbursing Officer to the second holder.

Note The rate of Jangi Inam has been enhanced to Rs. 100/- pm wer. 25-1-95 to all categories of Jangi Inam awardees and their legal heirs of world (War-I (two lives) and World War II (one life only) vide Govt. of India, Min, of Def. Letter No. 7 (67)/92/D (AG) dt. 18-5-95.

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Appeals

238 A person may submit two appeals against rejection of special family pension within 6 months from the date of rejection memo. Any representation made by a claimant against the decision on the claim will be treated, as the first appeal and in cases decided by the PCDA (P) the first appeal is to be considered by him on behalf of the Government.

The second appeal will be considered by the Govt. (Defence Ministry's Appellate Committee headed by RM/RRM) and for this purpose the Ministry of Defence will retain the relevant documents while rejecting the first appeal. In so far as this office is concerned, the action on Govt. orders on the 2nd appeal will be the same as in the case of first appeal except that when the 2nd appeal is rejected, the Sheet Roll of the individual will be suitably endorsed before returning it to the R.O. along with the documents received in connection with the appeal.

Claim in Respect of Civilian Govt. Servants Deputed for Service in Military Capacity with Military Force.

239 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 and military are as under: -

(a) PCDA (P) in the Case of those personnel whose pay accounts are maintained by the Defence Accounts authorities.

(b) Director General, Posts and Telegraphs/Railway Board in consultance , where necessary, with the Ministry of Defence in the case of personnel of the Posts and Telegraphs and Railway Departments respectively whose pay Accounts etc. are maintained by the Posts and Telegraphs Departments/Railway Department and their Accounts and Audit officers. When cases concerning Posts and Telegraphs/Railway personnel are dealt with under Military Rules. The Posts and Telegraphs/Railway Audit officer will, where necessary, consult the PCDA (P), Allahabad concerning the application of the Military Rules.

However, w.e.f. 1-1-91, PCDA (P) has been authorized to adjudicate the claim for special family pension in respect of those civilian Govt. Servants of the Post and Telegraphs Department who are employed/deputed for service in a military capacity (as JCOs/WOs/ORs in the Army Postal service). The individual claim shall be regulated in accordance with the procedure laid down in A.I 64/76, vide Govt. of India Min of Def. Letter No. PC to MF 90100/- APS-D/8987/D (Pen-C) dt. 20.12.90

CHAPTER VII

Grants Pending Enquiry Award Section

240 This Section deals with

- (a) Payment of advances to the Record office for remittance of pending enquiry awards.
- (b) Audit of monthly cash accounts received in connection therewith.
- (c) Noting of pending enquiry awards sanctions.
- (d) Verification of recoveries on account of pending enquiry award.
- (e) Marking of PPO Nos. in which recoveries of PEA amounts have been notified, in the PEA Payment Register.
- (f) Review of objections on cash accounts.
- (g) Review of Demand Register.
- (h) Maintenance of guard file of specimen signatures of ROs who are authorised to sign Cash requisitions.

Opening of Pending Enquiry Awards Accounts

241 On receipt of copies of authorities issued by Grants-3 Section in case of disability pension and Record offices in case of family pension the particulars of the individuals, the rate of award, the period of payment of Pending Enquiry Awards should be entered in the respective Pending Enquiry Award Payment Register. **GO (2)-R-5 (Sl. No. 6 of Annexure B)** which are maintained RO-wise.

Payment of Pending Enquiry Award

242 Based on the authorities sanctioning Pending Enquiry Award issued by this office and Record offices, the RO. forward cash requisition for advances for remittance of Pending Enquiry Awards which are received in this Section. On receipt of a cash requisition from the Record office it should be seen that.

- (i) The persons for whom the amounts have been demanded were sanctioned Pending Enquiry Awards.
- (ii) The amount demanded in each case and the total of the requisition are correct.
- (iii) The Amount of advance has not been already claimed for the same persons.
- (iv) The requisition has been signed by the officer authorized to sign and tallies with specimen on our record.
- (v) PEA authorization memo are enclosed with reference to serial no. quoted in the requisition.
- (vi) Suitable explanations are furnished where PEA has been claimed beyond six months.
- (vii) Total amount claimed in respect of each pensioner is correct.

After scrutinising the cash requisition in the manner as stated above, a payment order on IAF (CDA –13) should be prepared and the amount of advance noted as a demand against the R.O. in the respective demand register of the particular category viz. Pending Enquiry Award of disability pension or Pending Enquiry Award of family pension. A daily payment sheet for all the voucher i.e. IAF –(CDA)-13 will be prepared and after approval of the IAF (CDA)-13 and the daily payment sheet by the officer –in-charge the passed vouchers and DP sheet should be sent to the Grants (ORs) Coordination Section for allotting vouchers No and onward transmission to the Disbursement Section for issue of a cheque simultaneously, an intimation on G.O. (PEA) F-1(Sl. No. 38 of Annexure C) should be sent to the R.O. Punching Medium should also be prepared in the manner indicated as under: -

Receipt	Charge
(+)	(+)
CB (Amount)	0/014/37 (Amount)

Cash Account

243 The R.Os. submit monthly cash accounts for the advances drawn by them. The cash accounts consist of three appendices viz:

- (a) **Appendix 'A':** Showing the opening balance, the total of the amounts received from this office during the month, the total of the amounts received back during the month as undelivered money orders, total credit, the total of the amounts remitted during the month, the amounts credited into treasury, total debits and the balance carried over to the next month's account.

- (b) **Appendix 'B':** Showing the particulars of individuals to whom remittances have been made, the amount remitted in each case, the No. and date of Pending Enquiry Award authority.
- (c) **Appendix 'C':** Showing the particulars of the individuals in whose case undelivered money orders have been received back.

Audit of Cash accounts

244 The cash account should be subjected to audit keeping in view the following points:-

- (i) All the arithmetical calculation should be checked.
- (ii) The amount remitted is not in excess of the amount sanctioned.
- (iii) Payments has not been made beyond period for which the Pending Enquiry Award was sanctioned.

Note: Money order commission for remittance of Pending Enquiry Award etc. are claimed by the R.Os. from the Regional Controllers.

Action after audit of cash accounts.

245 (a) The demand register should be posted as under:-

- (i) Credit will be given to the Record Office for the amounts remitted during the month and for the amounts credited into treasury.
- (ii) The amount received back as undelivered money orders will be debited against the R.O.
- (iii) After posting (i) & (ii) above, the balance should be struck in the demand register and it should be seen that this balance agrees with the closing balance of Appendix 'A'

(b) The Pending Enquiry Award registers should be posted as under:-

- (i) the amount remitted should be noted in each individual case as debit balance quoting interalia, the month of the particular cash account;
- (ii) the amounts received back as undelivered money order should be posted as credit by drawing a ring around the entry of payment and by giving an indication that the amount has been received back as undelivered money order quoting, interalia the month of the particular cash account.

(c) The treasury receipt if any, should be adjusted by preparing a class II voucher.

(d) An intimation to the R.O. should be prepared in **G.O. (PEA) F-2(Sl. No. 39 of Annexure C)** under intimation to the Local Audit Officer concerned.

Verification of amount of Pending Enquiry Awards etc

246 When payment of Pending Enquiry Award of disability pension or Pending Enquiry Awards of family pension is stopped by Grant-3 or the R.O. and the information regarding the total amount paid and the date of stoppage is received by them from the R.O. The G3 Section passes on the files along with the R.O.'s memo to this section for verification of the amount paid and noting the date of stoppage. Necessary verification should be made from the payment register and after verification a note regarding the amount paid and the date of stoppage should be made on R.O.'s memo and the same should be returned to the sections immediately. Necessary note should also be made in the register against the respective item. If in any case cash accounts upto the date of stoppage have not been received, the amount as per payment register should be verified and a note for the total amount paid should be kept for verification on receipt of the cash accounts.

Closing of Pending Enquiry Awards Account

247 The Grant-3 or Grant-4 section concerned will notify the total amount intimated by the R.O. and as verified by P.E.A. section for recovery through the P.P.O. and will send an intimation regarding recovery quoting, interalia, the P.P.O. No. to this Section. On receipt of these intimations from Grant 3/Grant-4 section the fact of the recovery of the amount as verified will be made against the relevant entry and the account in the payment register should be treated as closed. The PEA Payment Registers should be reviewed monthly in order to see whether any item which has been verified, its PPO No. should be noted in order to close the item and if one month has elapsed after verification. Section concerned should be reminded to give the PPO No. in which amount verified has been noted for recovery. The outstanding cases would be persued with RO/Section concerned.

Review of objections on cash accounts

248 It may be noted that objections raised on cash accounts should be reviewed constantly and its finalisation monitored closely. All the outstanding objections may be reviewed every month and RO should be advised to take appropriate action for its settlement. In case of old/very old outstanding objections, the level may be raised and a demi-official letter at Group Office's level issued for its settlement. The progress of the review may be shown to CDA/PCDA quarterly i.e., Jan., April, July and October in first week positively with a detailed note showing opening balance, receipt during quarter, disposal and closing balance with oldest date.

Review of Demand Register

249 The Demand Register should be reviewed periodically and in cases where no recovery, etc. has been made against the cash requisitions should be brought to the notice of the concerned Record Offices.

Chapter-VIII

AWARD PANEL SECTION ADJUDICATION OF CASUALTY PENSIONARY AWARDS

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CHAPTER IX

Commutation of pension

256 The existing Grants commutation Section who deals with applications for commutation in respect of Ors/JCOs where initially commutation was not sanctioned at the time of grant of Service/Special/Mustering out/Disability /Invalid /War Injury pension is now merged with G2 (computerised) section and G/3 section respectively for discharge and invalidment case .

General

257 When a pensioner 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 pension;

and

(b) to acquire the title to receive the capitalized value thereof subject to observance of the rules laid down in Pension Regulations.

Note Commutation of pension to PBOR was not admissible prior to 1-4-61. With effect from 1-4-61 they were also allowed to commute a portion of their pension vide A.I. 7/S/61.

Limit on commutation of pension.

258 Personnel below officer rank who on discharge/retirement/release or invalidment, shall be entitled to commute for a lump sum payment up to 50% of his pension which is sanctioned for life.

Note 1 In the beginning the PBOR were allowed to commute a portion not exceeding one half of their pension. However, consequent upon introduction of DCRG Scheme w.ef. 10-9-70 this has been reduced to 45% of their pension vide A.I. 8/S/70 w.e.f 1.1.2006 it is commuted up to 50%

Note 2 If fraction of pension to be commuted resulting in fraction of a rupee shall be ignored for the purpose of commutation.

Types of pension commutable

259 Commutation is permissible in the case of individuals in receipt of service pension (ordinary, special, mustering out or Invalid pension disability element, Territorial Army pension or Reservist pension) and in certain circumstances in the case of individuals granted disability pension.

260 (a) It may be noted that if the individual is in receipt of permanent disability pension, commutation will be allowed with reference to the entire disability pension i.e. service element plus disability element. However, if disability is accepted for life at RSMB stage, the amount of disability element, so sanctioned, is not commutable.

(b) If the individual is in receipt of a temporary disability pension and the date of invalidment is prior to 1.3.1968, commutation will be allowed with reference to special pension, if any, which may notionally be admissible to the individual on cessation of disability pension, in the event of his disability falling below percent.

(c) If the individual is in receipt of a temporary disability pension and was invalided out of service on or after 1.3.68, commutation will be allowed with reference to the service element, if any, which is or may notionally be admissible to the individual on cessation of disability pension.

(d) In the cases of individuals who became/become non-effective on or after 1.1.1973 and were/are granted temporary disability pension, the commutation will be allowed with reference to service element, which is or may notionally be admissible to the individual on cessation of disability pension.

(e) In the cases of individuals who became/become non-effective on or after 1.1.1973 and the disability is accepted as attributable to or aggravated by military service but initially assessed at less than 20 percent, the award of service element will be notified for life irrespective of length of service, the commutation will be allowed with reference to service element which may be admissible to the individual.

(f) In the cases of individual who became/become non-effective on or after 1.1.86 and were/are granted War Injury pension, commutation shall be allowed with reference to war injury pension admissible to the individuals due to invalidment.

(g) In the cases of individual who is retained in service inspite of War injury and retires subsequently on or after 1.1.86, commutation of service element and disability element on account of War injury shall be allowed commutation where the disability is of a permanent nature and sanctioned for life.

(h) In cases where the Hony Nb/Sub is granted additional pension of Rs. 100/-, the commutation of the same shall be allowed.

Note Amount of revised pension effective from the date of commencement of pension is commutable but revised consolidated pension (RCP) is not commutable.

When Commutation of pension becomes absolute

261 It may be noted that the commutation of pension shall become absolute:

(i) In case where one applies before release/discharge/invalidment - on the date following the date of release/discharge/invalidment.

(ii) In case where one applies within one year after release/discharge/invalidment - on the date on which the application is received by the Pension Sanctioning Authority; and

(iii) In case where one applies one year after release/discharge/invalidment and where medical board for commutation is held - on the date on which the Medical Board signs the medical certificate.

Note: If the pensioner dies on or before the day on which commutation becomes absolute but before receiving the commuted value, this value will be paid to the nominee failing which to his legal heirs.

Application for commutation.

262 An application for commutation of pension is made by an individual in Part I of Form 'A' (IAFA-340-A) (which will be supplied by this office, if necessary) along with two copies of his pass port size photographs duly attested (one copy is to be pasted on the application form itself at the place provided for the purpose and the other copy is to be loosely attached with the form) and the prescribed documentary proof of age, or in its absence, a non-availability certificate. In case the non availability certificate is not received, the same will be called for and the date of birth will be determined with reference to service records available in this office.

Note The document for the proof of age may be either of the following: -

(i) Matriculation or secondary school leaving certificate in original.

(ii) Municipal birth certificate or extract from Municipal Birth Register duly certified by the proper authority .

(iii) Certificate, in original, showing Record of admission in the registers of school, in which the applicant was educated.

263 The application for commutation will be made to PCDA (P) as under:-

(i) If the applicant is still in service or has retired but his pension has not yet been sanctioned, through his Record Office.

(ii) If the applicant is in receipt of pension, through the Pension Disbursing Agency who will also complete the portion 'B' in Part I of Form 'A'.

If application for commutation submitted within one year of the date of discharge

264 A pensioner who is in receipt of pension, as referred to in Paras 259 and 260 above, shall be eligible to commute a portion of his pension without medical examination.

Note The period of one year shall reckon from the date of discharge /retirement/invalidment/release.

265 An applicant who applies for commutation of pension within one year of the date of his retirement but his application is received by PCDA(P) after one year of the date of his retirement, shall not be eligible to get his pension commuted, without medical examination.

Computerisation of Commutation of Service Pension

266 (A) Commutation of service pension, where initial award was notified through computer through "S" series of PPOs, has been computerized.

This relate to the cases of the following two categories :-

(i) commutation of pension without a fresh medical board where commutation is applied within one year of discharge.

(ii) commutation of pension where fresh medical board is required where commutation is applied after one year of discharge.

The detailed instructions for completing data sheet for commutation purposes G-3 Computerised Section already exists and is dealt as corr. system of service pension.

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270 During the scrutiny of the application for commutation of pension, it will be seen that:-

(a) Part I of the application has been completed in all respects by the individual and that it is accompanied by two copies of his passport size photographs duly attested.

(b) if the application has been received through the pension disbursing authority, the portion 'B' in Part I has been completed by the pension disbursing authority, the Pension is being drawn regular and has not been suspended or reduced and that it is also free from encumbrances.

(c) The date of birth shown in the application agrees with that recorded in the document(s) for the proof of age submitted there with. If the documentary evidence has not been furnished, irrespective of whether or not the individual has submitted the non-availability certificate, the date of birth will be assessed with reference to the apparent age given in the Enrolment Form or in its absence, in the Sheet Roll.

Note The Enrolment Form and Sheet Roll, if necessary and not received, should be obtained from the Record office.

(d) The portion of pension to be commuted is in whole rupee.

(e) The total of the 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 desired to be commuted together with the amount(s) already commuted.

Note 1 Temporary increase, Ad-hoc increase, Interim relief, Graded relief, Ad-hoc relief & Dearness relief are not commutable.

Note 2 The Additional pension sanctioned to Havildars/Dafadar granted Hony. Rank of Naib Subedars/Risaldar on retirement is commutable.

The eligibility of a pensioner to commute a portion of pension is determined with reference to the original pension (i.e. by excluding the elements e.g. extra pension, personal pension 'ad-hoc increase' where admissible)

(f) In case the pensioner has once been 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, he has not applied for a second medical examination unless year has elapsed from the date of the previous medical examination.

271 If after scrutiny of the application it is found that the individual is not entitled to commute any portion of his pension, the application should be returned to him informing him the reasons therefore. A suitable remark should be endorsed in the claim Register against the relevant entry

272 If after scrutiny of the application it is found that the same is defective in certain respects, it should be returned to the applicant/PDA for rectification of the defects. A suitable remark should be endorsed in the Claim Register against the relevant entry.

273 Arrangement of Medical Examination: - When after scrutiny, the application form is found to be in order.

(a) The Sheet Roll and Enrolment Form, if not already received should be called for from the R.O.

(b) It should be verified that a certificate from Record officer indicating whether or not the individual was examined by Invaliding /Release Medical Board at the time of his discharge has been received. If the

individual was so medically examined, the Medical Board proceeding, if not already received should be called for from the Record officer.

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275 A working sheet to determine the commuted value of pension will be floated in **GO(Com)F-3(Sl. No. 42 of Annexure C)**. The working sheet will be carefully completed by the auditor from the available records. The capitalized value of pension to be shown against item 4 of Part II will be calculated on the basis of table of present value of commutation. For using the table of commuted value, the age next birthday should be taken. The calculation of commuted value should be made as under: - Amount of pension to be commuted x 12 x purchase value as per commutation table for the age next birth day.

Note The commutation table effective from 1.03.1971 is given in A.I 85/71 which is reproduced in **Appendix-16. This table is further amended w.e.f 2.9.2008 vide GOI, MOD letter dated 12.11.2008** which is reproduced in **Appendix-16A**

276 Whether a Medical Board or single Medical Authority which 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) when the pensioner has once been 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 the pension.

(b) In cases other than those mentioned in (a) above, the medical examination will be conducted by a single Medical Officer, not being of lower in status than the Civil Surgeon/District Medical officer/Presidency Surgeon.

Note In cases where it is not possible to arrange medical examination by a Civil Medical authority or when difficulty/delay is apprehended in getting the medical report of the Civil Medical Board etc. papers for medical examination will be sent to Area HQrs nearest to the applicants place of residence for arranging a Service Medical Board.

277 After determining the commuted value of pension for the two successive years and ascertaining the particular medical authority which has to conduct medical examination of the individual, the Part II of the application Form 'A' and Part I and II of the Form B'(IAFA-340-B) will be completed in the following manner.

(a) Part II of form 'A' and Part I of Form 'B' will be completed from item 4 of part II of the working sheet.

(b) The calculations made for two successive years of age should be shown in Form 'A' and Form 'B' If the Medical authority prescribed addition of years to his actual age the applicant should be informed forth with the revised sum payable on commutation .

(c) The powers to sanction commutation of pension is exercised by the Pension Sanctioning Authority vide Regn 350 PRA Part I read with item 20 of Table VI referred to in Regn. 22 PRA Part II. The Principal Controller of Defence Accounts (P) who can delegate this power to subordinate officers of his office. Pursuant to this, the powers to accord administrative sanction of commutation of pension have, as standing arrangement, been delegated to the AO(P)/SAO(P). Part III of form 'A' and Part II of Form 'B' where in the administrative sanction is to be accorded should be completed by indicating (I) the designation of the authority empowered to accord administrative sanction and (II) the particulars of the medical authority which has to conduct the medical examination.

278 The Form 'A' and Form 'B' duly completed as indicated above, as also the memo for arranging medical examination of the pensioner in **GO(Com) F-5/GO(Com) F-4-A (Sl. No. 43 & 44 of Annexure C respectively)** (in case of Gorkha pensioner residing in Nepal) duly completed should be submitted to the Accounts Officer /SAO who, after due scrutiny and satisfying himself of the correct completion of the

working sheet and other relevant documents, will affix his signatures in Parts II and III of Form 'A' and Parts I and II of Form 'B' and also approve the memo.

Document to be sent for medical examination

279 After approval, the fair copies should be prepared in duplicate and disposed of as follows:-

(A) The original copy of the forwarding memo should be despatched to the medical authority alongwith the following documents:

(a) Application for commutation of pension (Form 'A') in original duly pasted with the attested copy of photograph of the applicant at the right hand top corner of Part I.

(b) A copy of Form 'C' (IAFA-340-C) duly pasted with the second attested copy of the photograph of the applicant.

(c) An extra copy of Part III of Form 'C' (IAFA-340-C Pt. III) for showing thereon the finding of the medical authority and handing over to the pensioner.

(d) A copy of Invaliding/Release Medical Board Proceedings, if any

(e) In case the applicant has previously commuted any portion of his pension (or declined to accept commutation on the basis of an addition of years to his age or has been refused commutation on medical grounds) copies of the previous medical reports (Form-C);

(B) The duplicate copy of the forwarding memo should be despatched to the pensioner with the following documents:-

(a) One copy of Form 'B'(IAFA-340-B).

(b) One copy of Form 'C'(IAFA-340-C), Part I of which is to be filled in by the applicant before his medical examination, and then the form is to be handed over to the medical authority.

(c) Original document, if any, submitted as proof of date of birth

280 After dispatch of the documents to the parties concerned as above, the relevant columns of the claim register should be completed.

281 The administrative sanction remains valid for three months. The individual should appear before the medical authority for examination within three months of the date of the administrative sanction or if he has applied for commutation in advance of the date of his retirement, within three months of that date, but in no case earlier than the actual date of retirement. If the applicant does not appear for examination before the medical authority within the prescribed period, the administrative sanction may be renewed, at the discretion of the Officer-in-charge, for a further period of three months without obtaining a fresh application for commutation of pension. PBOR including NCs(E) retiring on or after 26.12.1977 on completion of terms of their engagement shall not be subjected to medical examination for the purpose of commutation of a portion of their pension upto 50% provided they apply within one year of discharge/release . in respect of those who are in LMC, an annotation shall be made in the form to be completed by the RMB regarding their longevity, which shall be acted upon for the purpose of commutation.

Withdrawal of application for commutation

282 It 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 despatched at any time before medical examination is due to take place. This option shall expire on his appearance before a medical authority.

(b) If the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched by Regd. Post within two weeks from the date on which he receives intimation of the findings of the medical authority. If he does not do so, he shall be assumed to have accepted the commutation money offered.

(c) In the event of the table of present values applicable to an applicant is modified before the date on which commutation becomes absolute, it shall be open to the applicant, if the modified table is less favourable to him than previously in force. In such an event the applicant shall be informed of the modified amount payable and he may withdraw his application by notice in writing dispatched within 14 days of the date on which he receives notice of the modification.

(d) Failure to appear before Medical authority- If the applicant after receipt of communication from the Chief Administrative Medical Authority or the medical authority fails to appear for medical

examination before the medical authority on the date and time communicated to him and there is no reasonable ground for his failure, the medical authority shall report the fact to the PCDA(P) Allahabad and return to him the documents received as mentioned in **Para 277**. With the return of documents to the PCDA(P) Allahabad, the application for commutation shall be treated as having been withdrawn.

Determination of Commuted Value of Pension

283 On receipt back of the documents from the medical authority, it should be seen that:-

- (a) The application form for commutation (Form 'A') and Form 'C' (in duplicate) duly completed have been received.
- (b) The second copy of the photograph (pasted in form 'C') has been duly attested by the Medical Officer or by a member of the Medical Board.
- (c) The medical authority has completed the certificate on Part III of Form 'C' correctly in all respects and that the certificate has been signed by all the members of the Medical Board/Medical Officer and that the signature of the applicant in Part I of Form 'C' has been attested,
- (d) The individual has been examined within three months of the date of administrative sanction or the extended date of sanction, as the case may be, or if he had applied for commutation in advance of the date of his retirement, within three/ six months of that date, but in no case earlier than the actual date of retirement. Cases where the medical examination takes place after the maximum period of administrative sanction viz. 6 months will be submitted to Group Officer for orders.

Note In the case of Gorkha Soldier whose home is in Nepal medical examination may be carried out, before he leaves his Regiment/Corps/ Centre on discharge at the Military Hospital of the station at which the Regt/Corps/Centre is located vide Reg. 119(d) P.R.A. Part II.

284 If the applicant has not been declared as unfit subject for commutation, the lump sum amount payable to him should be determined on the basis of the report of the medical authority and in accordance with the table of present value of commutation. In the case of impaired lives, the age should be fixed by adding to the age next birthday, the number of years more than the actual age, as recommended by the medical authority. In such cases Part II of the working sheet will also be completed to determine the revised capitalised sum.

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Reduction in pension due to commutation.

290 (a) The reduction in pension by the commuted portion of pension in the cases of discharge/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 in the same month. Where, however, payment of commuted value of pension could not be made within the first month after the date of discharge/invalidment, the pension will be reduced from the date of payment.

(b) In the case of pensioner who is drawing his pension from a Treasury or 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 issue of authority by Accounts Officer for the payment of commuted value of pension, whichever is earlier, and.

(c) In the case of an applicant who is drawing pension from a branch of nationalised bank, the reduction in the amount of pension on account of commutation shall be operative from the date on which the commuted value of pension is credited by the bank to the applicant's account to which pension is being credited.

Restoration of commuted portion of pension.

291 Such Armed Forces pensioners who have commuted a portion of their pension and on 1.4.1985 or thereafter have completed or will complete 15 years from the respective dates of their retirement, will have their commuted portion of pension restored subject to following conditions without waiting application from the pensioner vide CGDA letter No. 5621/AT-P dated 05.06.2002:-

(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 became/becomes effective.

Commutation of War Injury pension.

292 The provision of commutation of War Injury pension is made w.e.f. 1.1.86 vide GOI, MOD letter No. 1(5)/87/D(Pen/Sers) dt. 30.10.87 and will be regulated as per guide lines prescribed vide that Ministry's letter No. 1(6)/95/D(Pen-C) dt. 29.2.2000. which are explained as under:-

(a) Commutation of War Injury on Invalidment

In cases where an individual is invalidated out of service and granted war injury pension equal to reckonable emoluments last drawn or proportionate lower pension, shall be allowed to commute war injury pension at the rate of 50% for disability of permanent nature sanctioned for life in the first instance as per relevant provision of Pension Regulation for the Army Part-I (1961). However, w.e.f. 1.1.96, war injury Pension consists of service element and war injury element and aggregate of both should not exceed last pay drawn as per GOI, MOD letter No. 1(2)/97/D(Pen-C) dt. 31.1.2001. However, the cases on or after w.e.f. 1.7.2009 this restriction has been removed (cap removal) and sum of WIE+SE may be allowed for commutation. In such cases, individual shall be allowed to commute @ 50% of service element and war injury element if disability is of permanent nature and is assessed for life by Invaliding Medical Board but commutation will be restricted to 50% of aggregate of service element and disability element.

(b) Commutation of War Injury element and service element on retention in service

Where a service personnel is retained in service inspite of war injury for life and retires subsequently, commutation of service element and disability element on account of War Injury shall be allowed at the rate of 50% in the case of PBOR. Where the disability is of a permanent nature and is sanctioned for life in the first instance as per relevant provision of Pension Regulations.

Note The provisions of above para shall apply to Armed Forces Personnel who were in service as on 01.01.2206 or joined/join service thereafter. The rates for disability element on account of war injury pension for 100% disability sanctioned by the Govt. from time to time are as under: -

SL. No.	Category of personnel	W.e.f. 1.1.86 (GOI.MOD. No. 1 (5)/87/D(Pen/Sers) dt. 30 Oct. 87)	W.e.f. 1.1.96 (GOI, MOD No. 1(2) /97/D(Pen-C) dt. 31.1.2001).	w.e.f 1.1.2006
(i)	Hony commissioned officer	Rs 1500/- p.m.	Rs. 5200/- p.m.	60% of last pay drawn of individual
(ii)	JCOs and equivalent ranks of Air Force, Navy,TA and DSC	Rs. 1100/- p.m.	Rs. 3800/- p.m.	
(iii)	Other ranks/NCs(E) and equivalent ranks of Air Force/Navy TA and DSC	Rs. 900/- p.m	Rs. 3100/- p.m.	

Note 1 Rank for this purpose shall be the rank held at the time of the injury sustained by the individual due to war/war like operations. However w.e.f 1.1.2006 rank for this purpose shall be the rank held at the time of the retirement.

Note 2 In cases where an individual applies for commutation after one year of invalidment/discharge, commutation of war injury pension as above shall be allowed on receipt of duly approved commutation medical board proceedings. Existing provisions/procedure shall apply for holding commutation medical board.

CHAPTER X

Reservist Pension

293 Other Ranks of the Armed Forces, depending upon their terms of engagement, serve for specified number of years in 'Reserve'. The service rendered while in active service in the Armed Forces is called 'Colour' service and that in reserve is called "Reserve" Service.

While the minimum "colour" service necessary to earn a service pension is 15 years, there are individuals who retire after completing 15 years of combined colour and reserve service, the latter category of other ranks are granted pension which is called "Reservist Pension".

294 Prior to 1-4-68, the other ranks who retired after completing at least 15 years colour plus reserve service had the option to choose between 'Reservist Pension' or "lump sum Gratuity in lieu. There were four rates of pension, ranging from Rs. 10/- to Rs. 12/- and corresponding four rates of gratuity from Rs. 750/- to Rs. 1100/- depending upon the length of colour and reserve service.

295 With effect from 1-4-68, the option to choose between pension or gratuity was abolished. Instead, a uniform rate of pension of Rs. 15/- was prescribed.

296 The rates of Reservist pension revised from time to time are indicated as under:

Effective date	Rates of Reservist pension Rupees p.m.	Relevant authority under which the rates were revised.
1-4-68	15.00	Army Instruction 17/S/68
1-1-73	50.00	Army Instruction 3/S/77
1-10-77	59.00	GOI, MOD No. B/38034/AG/PS4 (a)/ 1671/A/D (Pen /Ser) dt. 28.06.84 (Group Order No 1181)
1-3-78	70.00	GOI, MOD No. B/38034/AG/PS4 (a)/ 1069/A/D (Pen /Ser) dt. 10-6-82 (Group Order No 1132)
1-4-79	79.00	GOI, MOD No. B/38034/AG/PS4 (a)/1069/A/D(Pen /Ser) dt. 10-6-82 (Group Order No 1132)
1-2-82	86.00	GOI, MOD No. B/38063/AG/PS4 (a)/1671/I/A/D (Pen /Ser) dt. 28-6-84 (Group order No. 1181)
1-7-82	91.00	GOI, MOD No. B/38063/AG/PS4 (a)/1671/I/A/D (Pen /Ser) dt. 28-6-84(Group order No. 1181)
2-6-83	89.00 (For those who have not opted for treatment of a portion of ADA as pay for assessment of pension	GOI, MOD No. B/38082/AG/PS4 (a)/1407/I/A/D (Pen /Ser) dt. 3-5-85 as amended vide that Ministry's letter dated 30-9-85 (Group order No. 1200)
	100.00 (For those who have opted for treatment of a portion of ADA as pay for assessment of pension)	GOI, MOD No. B/38082/AG/PS4 (a)/1407/ C/D (Pen /Ser) dt. 3-5-85 as amended vide that Ministry's letter dated 30-9-85 (Group order No. 1200)
2-3-85	99.00 (For those who have not opted for treatment of a pension of ADA as pay for assessment of pension).	GOI, MOD No. B/38095/AG/PS4 (a)/3093/ C/D (Pen /Ser) dt. 4-10-85 (Group order No. 1216)
	110.00 (For those who have opted for treatment of a pension of ADA as pay for assessment of pension).	GOI, MOD No. B/38095/AG/PS4 (a)/ 3093/ C/D (Pen /Ser) dt. 4-10-85 (Group order No. 1216)
1-4-85	174.00	GOI, MOD No. B/38096/AG/PS4 (a)/ 3092 / C/D (Pen /Ser) dt. 4-10-85

1-1-86	375.00	GOI. MOD letter No.1(4)/87/ D(Pen/ Ser) dt. 12-05-87
1-1-96	1275.00	GOI. MOD letter No.1(2)/97/D(Pen/Ser) dt. 24-11-97
1.1.2006	3500/-	GOI MOD letter No. 17(4)/2008(1)/D (Pen/Policy) dated 11.11.2008

Ex-gratia to Reservists

297 Exgratia payment of Rs. 750/- p.m. w.e.f. 4.6.2013 plus dearness relief applicable from time to time to the reservists who were discharged prior to 1-4-68 and who, having rendered minimum qualifying service required for grant of pension, has opted/ accepted for lump sum amount of gratuity at the time of release from service and have not availed benefits of rehabilitation assistance granted by the Govt. and also are not in receipt of any other pension, will be payable wef. 1-11-97 vide GOI. MOD. letter No. 1(06)/2010-D(Pen/Policy) dt. 22.11.2013.

Note 1 Payment of Dearness Relief involving fraction of a rupee shall be rounded off to the next higher rupee vide GOI, MOD letter No. Air/HQrs/41003/1193/PA-III/363/C/D(Pen/Sers) dated 25.02.2002.

Note 2 Such claims will be dealtwith in Grants-2 Section.

Ex-Gratia Family Pension To The Families Of The Deceased Reservists

298 Prior to 1.04.68, a Reservist on his discharge from service on completion of terms of engagement of combined colour and reserve service had an option to draw either monthly reservist pension or one time lump sum reservist Gratuity in lieu of monthly pension. The option once exercised was final. A Reservist who opted to the one time lump sum Reservist gratuity in lieu of monthly pension. was not entitled to any pension and consequently, his family was also not eligible for ordinary family pension. Subsequently wef 1.01.92 the Widows and dependent children of the deceased Reservists who had, opted to receive one time lump –sum gratuity in lieu of pension vide Regns. 155 and 156 Pension Regulations Part-I shall be granted ex-gratia family pension of Rs.150/- p.m. or from the date following the date of death of the deceased Reservists, whichever is later.

The ex-gratia payment, as sanctioned @ Rs 150/- p.m. shall be consolidated @ Rs. 645/- p.m. w.e.f. 4.6.2013 vide letter No. 1(06)/2010-D(Pen/Policy) dt. 22.11.2013. Dearness Relief will be admissible at the rates notified from time to time by the Government.

The recipient of ex-gratia payment who were employed/ reemployed under the central or state Government or under a body Corporate/- Autonomous organization belonging to the Central/State Government were eligible only for pre consolidated basic ex-gratia and were not eligible for increase in dearness relief on ex-gratia payment allowed from time to time in the past during the period of their employment/re-employment. However, they will be eligible for ex gratia payment, as indicate in Para 3 above w.e.f. 4.6.2013 during the course of their employment/re-employment. These family pensioners will not be entitled to dearness relief during the period they remain employed/ re-employed

The definition of ‘family’ and other conditions for eligibility for exgratia family pension shall be the same as prescribed for grant of ordinary family pension.

Procedure For Grant Of Ex-gratia Family Pension.

299 The eligible member of the family will apply in the application form, given in the **Serial No. 89 of Annexure C**, (in-triplicate) and submit the same to the Record Office concerned. The Record Offices will scrutinize the details furnished by the claimant with reference to the documents available at their end and satisfy themselves regarding the genuineness and eligibility of the claimant. Thereafter, the application alongwith endorsement of the Record Officer will be forwarded to G4 Section of PCDA(P) office alongwith service records viz Sheet Roll indicating date of marriage and the amount of gratuity paid to the deceased with PPO No and year NO and date of authority letter authorising the gratuity by this office

The application will be entered in the Claim Register to be maintained R.O. wise and processed in the manner as prescribed for ordinary family pension. The exgratia family pension will be notified through the PPO after verifying the eligibility of the claimant.

CHAPTER XI

Ad-hoc allowance to Burma Army Pensioners/ Family Pensioners.

300 Pensionary liability of the Burma Army Pensioners who are Indian Nationals living in India is that of Govt. of Burma although they are getting their pensions in India through PCDA(P) and the various treasuries in India. Their pensions have not been increased although the cost of living has increased manifold since the time of their retirement. An ex-gratia/ad-hoc allowance to these pensioners was sanctioned, on compassionate grounds, to increase the existing pension and any relief sanctioned by the Govt. of Burma, to Rs 160/- p.m. wef 13.12.1985 vide GOI, MOD, Letter No. A/31452/BAP/AG/PS4(b)/4152/C/D/Pension/ services) dated 13.12.1985.

The above amount of ad-hoc exgratia was enhanced to Rs 375/- p.m. wef 1.06.1987 vide that Ministry's letter No. 12(9)/87/D(Pens/Ser) dated 19.1.1988 . This was again enhanced to Rs. 3500/- p.m w.e.f 1.1.2006 vide GOI MOD letter No. B/38174/PS-5/D(Pen/Pol) dated 3.9.2009.

The adhoc exgratia allowance would also be admissible to the families of such pensioners in the event of their death. Where such family pensioners have not been sanctioned family pension consequent to the death of the pensioners, an exgratia allowance of Rs. 375/- will be sanctioned by PCDA(P) or the concerned Accountant General as the case may be.

The pensioners who are being sanctioned ad-hoc exgratia allowance will also be entitled to relief on pension as admissible in respect of Central Government pensioners from time to time.

The provision of GOI, MOD letter No. 6(1)/87/D(Pen/Sers) dated 05.04.1991 regarding recognition of marriage after retirement for the purpose of ordinary family pension will also apply mutatis mutandis to the migrated Burma Army family pensioners who are getting exgratia adhoc-allowance (Not pension) on compassionate grounds vide GOI, MOD letter No. 1(1)/96/D-(Pen/Sers) dated 17.03.2003.

Procedure for grant of ex-gratia ad-hoc allowance

301 The prospective Burma family pensioners may apply to PCDA (P) in form appended at **Sl. No. 90 of Annexure C** if the claimant desires payment through DPDO or Post Office. In case, the claimant desires payment through the treasuries, the application form, if received, will be transmitted to A.G. concerned under intimation to the pensioner under Regd. Post.

The application will be entered in a separate Claim Register to be maintained R.O. wise. The application will be processed in the same manner as prescribed for ordinary family pension. After scrutiny, the exgratia adhoc allowance will be sanctioned through PPO

The PPOs of the family pensioners will be issued with separate series with prefix F/NA/'P&B'.

The extra liability on account of the grant of adhoc exgratia allowance to Burma pensioners/family pensioners will be borne by the Government of India.

The expenditure on the above account will be debitable to the Head of Account under " Major Head-2071- Pension and Other retirement Benefits 02- Defence –101 Army" vide Ministry of Defence letter No 12(9)/87/D(Pen/Sers) dated 30.12.1988.

Adhoc exgratia allowance to the families of Armed forces pensioners migrated from Pakistan.

302 There was no family pension scheme at the time of partition of the country. Therefore, the families of retired employees who migrated to India after partition were not authorized any family pension in the event of the death of the pensioner.

Consequent on the introduction of " Family Pension Scheme, 1964" exgratia adhoc allowance @ Rs. 375/- p.m. wef 1.06.87 was sanctioned to such families of Pakistan pensioners vide GOI MOD letter No. 12(9)/87/D(Pen/Ser) dated 20.01.1988. This allowance was further enhanced to Rs. 3500/- p.m w.e.f 1.1.2006 vide GOI MOD letter No. B/38174/PS-5/D(Pen/Pol) dated 3.9.2009.

The pensioners who are being sanctioned ex-gratia adhoc allowance will also be entitled to dearness relief on the rates admissible to Central Government pensioners from time to time.

The extra liability on account of the grant of ex-gratia adhoc allowance will be borne by the Govt. of India and the expenditure will be debitable to the following head of Account:- " 2235 Social Security and Welfare, 60 other Social Scrutiny and Welfare Programmes, 102 pension under Social Security Schemes.

Procedure for grant of adhoc exgratia allowance

303 Prospective family pensioners will apply to the office of the PCDA(P) in the Form appended at **Sl. No. 89 of Annexure C.**

On receipt of the application the same will be entered in a separate claim register in G4 section and the cases will be processed in the manner as for ordinary family pension. After scrutiny the adhoc exgratia allowance will be notified through PPO. The PPOs will be issued with a special series with prefix "F/NA/P & B" by G4 Section.

CHAPTER- XII

Procedure for grant/payment of pension to Hongkong and Singapore Royal Artillery (HKSRA), J & K Militia and State Forces Pensioners

Hong Kong and Singapore Royal Artillery (HKSRA):

Introduction

304 The Hongkong and Singapore Royal Artillery Regiment (HKSRA) was formed in 1891 and was disbanded in 1946. Pensions were awarded to Ex-members of the HKSRA under the auspices of the British Government who took responsibility for providing the funds for payment. The Army Pension Office (APO) Glasgo London administers the scheme and pensions are paid in accordance with the Indian Army Pensions Code.

Procedure for processing claims

305 An ex-serviceman or eligible dependent writes to Army Pension Office (APO) Glasgo London enquiring if they are entitled to receive a pension. On receipt of such a request, the APO will check existing files for evidence of service.

If the APO is satisfied with the claimant's proof of service and eligibility and has received a valid life certificate, then authorisation is given to pay the pension at the appropriate rate.

306 A pension award is made by completing Annexure-C annexed with HKSRA Regularisations and guidelines and sending 5 copies of the form to the Pension Authorities in the appropriate countries by the APO, Glasgo(U.K). The authorities in India then forward a copy of the authority to the pensioners pension disbursing authority who issue the money to the pensioner.

307 Pensions will be awarded with affect from the date of application. Any arrears due will also be calculated from that date.

Eligibility to receive HKSRA Pension

308 Pension can be awarded to ex-members of the HKSRA or their dependants provided they fall into one of the 7 categories mentioned below; -

(i) Soldiers discharged on termination of their engagement. Those soldiers who are discharged from HKSRA service and have completed a minimum of 10 years pensionable service with the regiment are entitled to receive a service pension.

(ii) Soldiers disabled out of service :- Soldiers who were disabled through their military service are entitled to receive a disability pension.

(iii) Soldier dies while on active service:- If a soldier is killed while on active service, a pension is paid to the appropriate dependant , i.e. widow, child or parent.

(iv) Parents of an HKSRA Soldier:- If an HKSRA soldier was killed while on active service and he had no spouse then his parents would be entitled to receive a pension.

(v) Children of an HKSRA Soldier :- Sons and daughters are entitled to receive, upon the death of their parents, an HKSRA pension subject to the conditions below:

A son may receive a pension until he attains the age of 24 years. Payment may be continued beyond this age provided the son is incapable of self support by reason of physical or mental infirmity which arose before he attained the age of 18. Such cases would require sufficient medical evidence to support it.

Note On the death or disqualification of the original recipient, the pension rights may be claimed by the appropriate dependant, whether widow or eligible minor son until there are no more sons, and then continued to the eldest eligible minor daughter until there are no more daughters (the 24 year age rule still applies). The pension then will cease.

(vi) Soldier dies after discharge from HKSRA widows are entitled to claim their husbands HKSRA pension upon his death. This entitlement remains only as long as the widow does not re marry, when entitlement will cease. In the case of widows who married their husbands after discharge from the HKSRA, they are also entitled to claim family pension.

Note 1 HKSRA pensions are not paid to ex-soldiers or their families if the eligible soldier after finishing service with the HKSRA Regiment then went on to serve in the Pakistan or Indian Armies and receives a pension from this service.

Note 2 Specimen of payment authority is appended at **Sl. No. 80 of Annexure C**.

Reassessment of disability pension

309 RSMB in respect of HKSRA pensioners will be arranged in India by HKSRA Record in the Military hospitals in India and RSMB proceedings will be sent to CHELESEA, LONDON who will authorise payment of disability pension.

Authorities

310 The Assistant Defence Attaché, based in New Delhi and Islamabad, act as a focal point for HKSRA Pensioners between the APO and the pension authorities in India and Pakistan respectively. They can be contacted at the following addresses: -

PCDA(P)

Draupadi ghat.

Allahabad

Office of The Controller Of Military Pension

Lahore Cantt

Pakistan

Defence Attache

311 Correspondence for the Defence Attache who is based in the British High commissions in New Delhi should be sent to **C/O Foreign And Common Wealth Office King Charles Street, London.**

Payments

312 The Indian authorities are responsible for paying out pensions authorised by APO. In order to recover the money paid out to pensioners they submit 1/2 yearly reimbursement claims to the APO who are responsible for processing these claims.

J & K Militia

General

313 J & K Militia force was raised as a para military force in April, 1948 vide Govt. of India, Ministry of Defence letter No. 16518/SD-I on 18.03.1948.

314 The force was re-organised from 1.04.1964 as a permanent force and rules applied to civilians viz. Liberalised Pension Rules and CCS (EOP) Rules were made applicable to the personnel of the force vide Govt. of India, Min. of Home Affairs letter NO. F. 16/19/63-K dated 16.05.1964.

315 J & K Militia force was brought at par with the Indian Army wef 1.12.71 vide Govt. of India Min. of Home Affairs letter No. F.13/36/72-K dated 1.12.72 and the members of J& K Militia are deemed to have been covered for the purpose of pay, allowances and pension wef 1.12.71.

316 The existing personnel of the J& K Militia were to be given an option to accept the regular Army terms and conditions of service and who did not opt or who are other wise not considered fit for the regular Army would be wasted out from service under the existing terms and conditions of J & K Militia Service. Thus, the pension and gratuity claims of J& K Militia personnel who accepted the regular terms and conditions of the Army are to be dealt with under the rules and orders applicable to Indian Army personnel. However, the expenditure on these accounts is to be borne by Govt. of India, Ministry of Home Affairs and accordingly a guide note regarding incidence of pensionary charge in the PPO notifying the pensionary awards in respect of J & K Militia personnel is to be made as under.
“ Debitable to Home Ministry”

317 The work in regard to grant of pension to J& K Militia personnel was taken over by this office from A.G. J& K, Srinagar in August- September, 1973 and since then the work relating to grant of fresh and revised award is being done by this office

318 Initially, the work relating to grant of service pension, disability pension, re assessment of disability pension, special family pension and commutation of pension was being dealt with by the respective Grants Section. But wef 17.09.73, a separate Cell named “ Grants /J&K Militia Cell “ was formed with a view to deal with centrally cases of the adjudication and notification of reassessment (disability) and family pension claims and notification of PPOs relating to these awards. However, claims relating to grant of service pension, initial disability pension, and liberalized family pension including ex-gratia lump sum compensation claims are dealt with in EDP(Manual), G3 and G4 Section of the Grants (ORs) Section respectively

Note Specimen of PPO format for disability reassessment and family pension are given at Serial Nos. 40 and 41 respectively of **Annexure C**.

STATE FORCES

General

319 With effect from 1-4-1950, Indian State Force units had been merged with I Indian Army.

320 Consequent to this, individuals were permitted to make election for service pension, and gratuity of the following alternatives:-

(i) to be governed for pension or gratuity by the normal rules for regular personnel of the Indian Army in respect of their service from the date of grant of JCO commission / enrolment in the Indian Army.

(ii) to count the following period of pension qualifying service for pension under the Indian Army rules:-

(a) Half previous qualifying service rendered in the State Force towards service pension/gratuity will count towards pension in the Indian Army except the service rendered either under the crown or the Government of India during the last war and post war period which will be deemed as service in the Indian Army and will reckon in the full towards pension under the Indian Army rules.

(b) Previous Indian Army service to count in full, subject to the conditions of Regn. 213, **PRI Part II(1940)**.

Disability pension: -These will be governed by the relevant rules in the Pension Regulations, India Part-II the service element of disability pension will be calculated as in alternative given in Para (a) & (b) above, whichever is more favourable to which will be added the disability element of pension admissible under **Pension Regulations in India Part II(1940)**. Where, however, no service element has been earned under either of the above method of calculation he will be admitted the minimum disability pension under Pension Regulations, India, Part II..

Family pensions children allowance and family gratuity:-

These will be admissible at the rates and under the conditions laid down in Pension Regulation in India Part II(1940).

Procedure for sanction of disability /family pension

321 The grant of disability /family pension in respect of personnel of the State Forces arising out of their service with the Indian Army is governed by the same, Rules and Rates as are applicable to the corresponding ranks of the Indian Army. The disability and family pension claims of the above personnel are dealt with in Grant -3 and Grant -4 Sections respectively. The procedure laid down for processing the claims of disability and family pension in respect of regular Army personnel mutatis mutandis will be followed in the same manner for such claims relating to State Forces personnel.

Note Claims relating to disability pension and family pension in respect of Non - ISF personnel will be dealt with in G1/Military Section for which see **OM Part-IV Vol. III**.

CHAPTER-XIII

Grant of Relief to Pensioners/Family pensioners

GENERAL.

322 Prior to 1.01.1973 i.e. the date of implementation of a Govt. orders on the recommendation of IIIrd 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 a 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 IIIrd CPC with a view to having proper pension structure for pensioners. Pursuant to Govt. decision on the recommendation of IIIrd 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 rupees 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 Govt. 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 p.m. 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 IVth CPC the DR is payable twice a year as on 1st January and 1st July. The recommendations were implemented by the Govt. wef 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 Vth CPC and has also been accepted by the Govt. to sanction DR to pensioners at a uniform rate as admissible to serving employees wef 1.07.1996.

Rates of Temporary Increase/Adhoc Increase/Adhoc Relief/Relief/Dearness Relief

323 The rates of TI/AHI/AHR/Relief and Dearness Relief admissible to the pensioners as sanctioned by the Govt. from time to time are indicated in succeeding paras.

324 Temporary Increase With Effect From 1.11.1943(AI 15/44)

Amount of Pension	Amount of T.I.
Pension not exceeding Rs 20/-pm	Rs.3/-p.m.
Pension exceeding 20/- but not exceeding Rs. 40/-pm	Rs 4/-pm
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 1st 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 reemployed.

**Temporary Increase With Effect From 1.01.1945(Army nstruction
No 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.
Exceeding Rs 60/- but not exceeding Rs 100/-pm	Rs.6/-p.m.
Pension exceeding Rs.100/- but not exceeding Rs.106/-pm	An amount which will bring the total pension to Rs.106/-pm

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(AI 6/S/60)

W.e.f. 1.04.58, 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 up to Rs 50/-pm	Rs.10/-p.m.
Pension above Rs.50/- but not above 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 Instructions quoted in paragraph –1 above.

Ad-hoc Increase With Effect from 1.10.1963 and revised w.e.f. 1.09.69(AI 19/S/63 and AI 4/S/69)

325 Adhoc 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/-pm	Rs.5/-p.m.	Rs.15/-p.m.
Pension above Rs. 30 but not above Rs.75/-pm	Rs.7.50/-pm	Rs.17.50/-p.m.
Pension above Rs. 75 but not above Rs.200/-pm	Rs.10/-pm	Rs.20/-p.m.
Pension above Rs. 200 /- pm	Such ad-hoc increase as will bring the total pension to Rs.210/-pm	Such ad-hoc increase as will bring the total pension to Rs.220/-p.m.

All other order in force in regard to temporary increases in pensions will apply mutatis mutandis to these adhoc increases also.

Ad-hoc Relief to Pre-73 Retirees with effect from 1.01.73

326 Govt. of India have decided to grant adhoc relief and relief to all categories of Armed forces pensioners excluding pensioners in receipt of ordinary or special family pension who retired prior to 1.01.73, at the rates mentioned below w.e.f 1.01.1973 vide their letter No. F 11(1)/74/D (Pen/Sers) dated 09.05.1974.

Pension range	Amount of Ad-hoc relief in pension
Below Rs. 85/-	Rs.15/- pm
Rs. 85 and above but below Rs.209	Rs.21/- pm
Rs.210 and above but below Rs.499	Rs.25/- pm
Rs. 500 and above	Rs.35/- pm

Note 1 The term 'original pension' does not include either the adhoc increase, if any, granted prior to 1.01.1973 or the pension equivalent of DCRG but includes the commuted portion of pension, if any.

Note 2 The above orders will not apply to pensioners whose pension has been determined adhoc such as political pension, special pension, war risk pension, etc. and the pensioners who were in re-employment on 1.01.1973.

Ad-hoc Relief and Relief to family pensioners wef.1.10.1975

327 Govt. of India have decided to grant Adhoc Relief/Relief to the families of Armed Forces personnel (including DSC, Ex State Forces pensioners, pensioners in receipt of reservist pension and pensioners who migrated from Pakistan upto 25th 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 w.e.f. 1.10.75 on an adhoc basis vide Government of India, Ministry of Defence letter No. 11(1)/74/D (Pen-C) dated 27.04.1976.

2 In addition to the relief mentioned in para 1 above the President is pleased to grant to such of these pensioners who are in receipt of pension from a date prior to 1st January, 1973 an adhoc relief on the following rates w.e.f. 1.10.1975.

Family Pension Range (Based on original pension or Rs.40/- PM where the original pension is less than Rs. 40/- PM)	Amount of Adhoc relief in pension
Below Rs. 85/-	Rs.15/- pm
Rs. 85 and above but below Rs.210	Rs.21/- pm
Rs. 210 and above but below Rs.500	Rs.25/- pm
Rs. 500 and above	Rs.35/- pm

3 The term 'original pension' for the purpose of calculation of ad-hoc relief in para 2 does not include the temporary/ ad-hoc increases in pension admissible prior to 1.01.1973.

4 The quantum of relief in Para 1 above will be calculated on the total of the elements mentioned below: -

- (i) Original pension as mentioned in Para 3 above.
- (ii) Temporary/Ad-hoc increases in pension where admissible prior to 1.01.1973.
- (iii) Ad-hoc relief as mentioned in para 2 above

5 In the case of families who have been sanctioned liberalised awards, Temporary and / or adhoc increase in pension, sanctioned from time to time will not be admissible in addition to liberalised awards. However, where and for so long as awards admissible under the existing rule and orders happen to be more favourable than those sanctioned in Government of India, Ministry of Defence letter No. 200847/Pen-c/71 dated 24.02.1972, the higher entitlements will be payable.

Adhoc Ex-gratia w.e.f. 1.09.1984

328 Government have decided to grant on a purely ad-hoc ex-gratia basis, payments at the monthly rates to the Armed Forces pensioners who retired prior to 10.09.70 and also those who retired on or after 10.09.70 but before 1.01.1973. w.e.f. 1.0984 at the rates indicated below and no arrears are payable prior to this date vide GOI, MOD, letter No. 1(3)/84/D(Pen/Ser) dated 29.08.84 as amended vide that Ministry's letter of Even No. dated 18.09.1984.

Category	Amount of ad-hoc ex-gratia	
	Pensioners who retired before 10.09.70	Pensioners who retired on or after 10.09.70 but before 1.01.73.
OR. Reservist	Rs.10/-p.m.	Rs.10/-p.m.
Sepoy/SWR	Rs.25/- p.m.	Rs.25/- p.m.
Naik/L.Dafadar	Rs.25/- p.m.	Rs.25/- p.m.
Havildar/Dafadar	Rs.30/- p.m.	Rs.25/- p.m.
Nb/Sub/Nb Jamadar	Rs.30/- p.m.	Rs.25/- p.m.
Subedar/Risaldar	Rs.30/- p.m.	Rs.25/- p.m.
Sub. Major/Risaldar Major	Rs.35/- p.m.	Rs.25/- p.m.
Hony. Commissioned Officer	Rs.35/- p.m.	----

Note 1 The above amounts of adhoc ex-gratia are in addition to pension/relief as due under extent 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 extent orders.

Note 3 The following types of cases are not covered by the above orders:-

- (i) Widows/children of the Armed Forces pensioner granted family pension.
- (ii) Pensioner of HKSRA and pensioner in whose case the pensionary liability in that of U.K. Government or any other foreign Government including Government of Pakistan or any State government of India.
- (iii) Civilian pensioners paid from Defence Services Estimates.
- (iv) Ex-gratia pensions
- (v) Widows in receipt of compassionate allowance.
- (vi) Pensioners who are not in receipt of any pension but are drawing only Jangi Inam or any gallantry award, e.g. Victoria cross, IOM allowances, Mahavir Chakra, Vir Chakra, etc.
- (vii) Children in receipt of children allowance.
- (viii) State Forces pensioners
- (ix) Re-employed pensioners.
- (x) Cases where 10 months rank rule authorised after actual calculation and also where pensioners have opted or deemed to have opted with reference to a higher rank than the one for which they were sanctioned pension as a result of Supreme Court Judgement.

Graded Relief w.e.f. 1.08.1973

329 Graded relief is admissible to all then 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 1.01.1973**

Period		Retired Before 30.9.1977		Retired Between 30.9.77& 30.01.1982 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 31.03.85 & 31.12.1985	
From	To	%	Max	%	Max	%	Max	%	Max
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	31.01.81	57.5	288	37.5	188				
1.02.81	31.03.81	60	300	40	200				
1.04.81	31.05.81	62.5	313	42.5	213				
1.06.81	31.07.81	65	325	45	225				
1.08.81	30.09.81	67.5	338	47.5	238				
1.10.81	31.10.81	70	350	50	250				
1.11.81	31.01.82	72.5	363	52.5	263				
1.02.82	31.03.82	75	375	55	275	40	200		
1.04.82	31.05.82	77.5	388	57.5	288	42.5	213		
1.06.82	31.08.82	80	400	60	300	45	225		
1.09.82	30.11.82	82.5	413	62.5	313	47.5	238		
1.12.82	28.02.83	85	425	65	325	50	250		
1.03.83	30.04.83	87.5	438	67.5	338	52.5	263		
1.05.83	30.06.83	90	450	70	350	55	275		
1.07.83	31.07.83	92.5	463	72.5	363	57.5	288		
1.08.83	30.09.83	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		
1.01.84	31.01.84	102.5	513	82.5	413	67.5	338		

1.02.84	31.03.84	105	525	85	425	70	350		
1.04.84	31.05.84	107.5	538	87.5	438	72.5	363		
1.06.84	31.07.84	110	550	90	450	75	375		
1.08.84	31.10.84	112.5	563	92.5	463	77.5	388		
1.11.84	31.12.84	115	575	95	475	80	400		
1.01.85	30.04.85	117.5	588	97.5	488	82.5	413	2.5	13
1.05.85	31.07.85	120	600	100	500	85	425	5	25
1.08.85	31.10.85	122.5	613	102.5	513	87.5	438	7.5	38
1.11.85	31.12.85	125	625	105	525	90	450	10	50
1.01.86	31.03.86	127.5	638	107.5	538	92.5	463	12.5	63
1.04.86	31.05.86	130	650	110	550	95	475	15	75
1.06.86	31.06.86	132.5	663	112.5	563	97.5	488	17.5	88
1.07.86		135	675	115	575	100	500	20	100

Dearness Relief to pensioners/family pensioners' w.ef.1.07.1986

330 In pursuance of Govt. 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 Upto 1750	1750 to 3000	Subject to min. Rs.	Exceeding Rs.3000/-	Subject to min.Rs.
1.07.86	4%	3%	70	2%	90
1.01.87	8%	6%	140	5%	180
1.07.87	13%	9%	228	8%	270
1.01.88	18%	13%	315	11%	391
1.07.88	23%	17%	403	15%	510
1.01.89	29%	22%	508	19%	660
1.07.89	34%	25%	595	22%	750
1.01.90	38%	28%	665	25%	840
1.07.90	43%	32%	753	28%	960
1.01.91	51%	38%	893	33%	1140
1.07.91	60%	45%	1050	39%	1350
1.01.92	71%	53%	1243	46%	1590
1.07.92	83%	62%	1453	54%	1860
1.01.93	92%	69%	1610	59%	2070
1.07.93	97%	73%	1698	63%	2190
1.01.94	104%	78%	1820	67%	2340
1.07.94	114%	85%	1995	74%	2550
1.01.95	125%	94%	2188	81%	2820
1.07.95	136%	102%	2380	88%	3060
1.01.96	148%	111%	2590	96%	3330
1.07.96	159%	119%	2783	103%	3570
1.01.97	170%	128%	2975	110%	3840

Dearness Relief to Pensioners/Family Pensioners wef.1.07.1996

331 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

Period	Rate of D.R. per month.
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%
1.04.2004 to 30.04.2004	11%
1.07.2004 to 31.12.2004	14%
1.01.2005 to 30.06.2005	17%
1.07.2005 to 31.12.2005	21%

Dearness Relief to Pensioners/Family Pensioners wef.1.07.2006

331(A) Dearness relief is payable in pursuance of Govt. decision on the recommendations of VI CPC to Central Govt. Pensioners/family pensioners with effect from 1.07.2006 and thereafter as sanctioned by the Government from time to time at the uniform rate as indicated below: -

1.01.2006 to 30.06.2006	0%
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 30.06.2014	100%

For the purpose of payment of dearness relief

Pension/family pension in the case of pre-1.01.12006, retirees and where family pension was sanctioned prior to 1.01.2006, means the consolidated pension or consolidated family pension as the case may be, effective from 1.01.2006, in terms of Govt. of India Ministry of Defence letter No. 17(4)/2008(1)/D (Pen/Sers) dt. 11.11.2008.

In the case of pensioners who retire from service on or after 1.01.2006 or where family pension is sanctioned for the first time on or after 1.01.2006, pension / family pension means the basic pension/basic family pension as the case may be in terms of Govt. of India Ministry of Defence letter No. 17(4)/2008(2)/D (Pen/Sers) dt. 12.11.2008.

CHAPTER-XIV MISCELLANEOUS

Court Cases

332 Legal cases filed by the Defence 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. Promptitude of action is of paramount importance in dealing with the court cases, Court Cases, broadly speaking, comprise of the following categories;

- (i) Legal Notice under Section 80 CPC.
- (ii) Writ Petition
- (iii) Court Judgment
- (iv) Contempt Petition

The AAO/SO(A) in-charge Group-1 of all sub-section of GTS/ORs Section will maintain a Register of Court Cases on the proforma **GO(2) R-11 (Sl. No. 10 of Annexure B)** with separate folios for the above types of Court cases.

333 Legal Notice:- The legal notices are being dealt with by different subsections of Gts./ORs Section. On receipt of a legal notice under section 80 of CPC in Group-1 sub-section of GTS/ORs Section, it will be entered in the Register opened for the purpose (proforma given in **GO(2) R-10 (Sl. No. 9 of Annexure B)** and then passed on to the concerned operative group of the sub-Section for necessary action.

It will be the personal responsibility of the Sr. AO/AO in charge of the group concerned to ensure that a reply is promptly sent to the advocate duly approved by the GO concerned under intimation to Legal Cell. When a final reply is being sent, it should be comprehensive but at the same time, self contained, precise and supported by the relevant rules/Govt. orders. However, the brevity should not be at the cost of clarity. The AAO/SO(A) I/C of the Group-1 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 issued to the Advocate concerned.

334 Writ Petitions- On receipt of a writ petition it will be centrally entered in the “Register of Court Cases” maintained by the Group-1 of subsection of GTS/ORs Section and passed on to the operative group immediately

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. Parawise comments will be prepared by the dealing group concerned duly supported by the relevant rules/Govt. orders, where required. Parawise comments are given to facilitate the Senior Govt. Standing Counsel to prepare the draft counter affidavit. The para-wise comments duly approved by the SAO/AO I/C dealing Group and seen by the GO Gts/ORs will be forwarded to Record office to enable them to finalise the draft counter affidavit in consultation with the SGSC.

The Group-1 before passing on the para wise comments to Legal Cell will complete the “Register of Court Cases.”

335 Court Judgment:- All the Court Judgments will be received centrally in the Group-1 of sub-section of Gts./ORs 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 judgment.

A photocopy of judgment will be passed on to Technical Group of GTS/ORs to examine whether the judgment is going to affect the individual case only or is likely to embrace all the person either retired or serving in general. If the judgment is likely to affect all the effective or retired personnel, the matter will be brought to the notice of the CDA/PCDA(P).

The AAO/SO(A) I/C of the Group-1 will personally show the judgment to the GO/SAO/AO concerned who will call for the Auditor/SO(A)/AAO of the dealing Group and explain to them the operative part of the judgment and the urgency of the case. He will immediately arrange to notify the award where Government sanction is not required, otherwise immediate action to be taken to advise R.O. to obtain Government sanction/file SLP/LPA as the case warrants. This may be perused till the finality of the case to avoid contempt.

In cases where the court judgment cannot be implemented within the time stipulated by the Court for any reason such as nonreceipt of pension claim etc. the case will be shown to the Pr. CDA/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 judgment.

336 Contempt Petition:- Necessary action for entering the contempt petition in the “Register of Contempt/Court Cases” will be taken centrally by group-1 of sub-section of GTS/ORs Section as in other writ cases. The contempt petition will be cross linked with the court Judgement and passed on to the dealing group.

On receipt of the contempt petition the following action will be taken by the dealing group.

(i) In case the Court Judgment has already been implemented , a reply to this effect may be sent to Govt. Counsel /R.O along with Para-wise comments through Legal Cell during the course of the day for preparation and filing of counter affidavit.

(ii) In case the Court Judgment has not been implemented due to some reasons, expeditious action will be taken to get the extension of time, through the legal cell, to implement the court judgment. The dealing group will prepare and send the Para-wise comments, duly seen and approved by the G.O. within the course of the day to Legal Cell to facilitate preparation of draft counter affidavit.

Action taken on all “contempt of court cases” should be shown invariably to CDA/PCDA(P).

337 Govt. Sanction: - All Govt. sanctions received pursuant to Court Judgements will be centrally received by Group-1 sub-section of GTS/ORs Section and entered in the “Register of Court Cases.”

The Group-1 will pass on the Govt. 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

The Group officer will be personally responsible to ensure that the pensionary awards as sanctioned by the Govt. are notified immediately and the parties concerned are informed.

After notification of the award, the “Register of Court Cases” will be completed by the Group-1.

The register of Court cases should be submitted monthly to Group Officer.

Note A reference to the Ministry of Defence shall be made on the Form GO(3)F-18 (appended at Sl. No. 22 of Annexure C) for obtaining ex-post facto sanction for the payment upto the end of financial year arising as a result of court judgement as charged expenditure.

Parliament Question

338 The Parliament questions asked by the Hon. Members of the Parliament, are to be answered by the Minister concerned by a fixed date. It is therefore to be ensured by the G.O that the reply to parliament questions are prepared on the same day on which, the questions are received. The reply to the question should be precise, definite ,self contained, to the point and supported by the relevant rules and Govt. 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. The draft reply to the Parliament question must be shown to the CDA/PCDA (P) before issue.

The Parliament questions are of two categories i.e. starred and unstarred. 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 question 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 question asked by the Hon. M.P may be answered by the Minister on the spot.

(ii) **Unstarred question-** An unstarred question does not carry any asterik. Answer to such question is not given orally but in a written form. Consequently, no supplementary question can be 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/Ex-servicemen Rallies

339 The cases of Defence Pension Adalat and Ex-servicemen rallies should be settled in the light of the procedure as explained in **Para 5** above.

Complaints Received From Ministries CGDA Office/VVIPs

340 All complaints received from various Ministries, CGDA office and VVIPs should be entered in a separate register to be maintained by Group-1 of sub-sections of GTS/ORs Section. Thereafter, the complaints should be passed on to the concerned Officer-in-Charge of the operative group. The Officer-in-Charge shall personally call for all relevant documents and examine the case and furnish reply to the concerned parties duly approved by the G.O. within three days. The Officer-in-Charge of the group concerned shall invariably inform to Officer-in-Charge AN-III cell by endorsing a copy of the reply.

Reports & Returns

341 Report and return rendered by Grants (Other Ranks) Section which are peculiar to this office are shown in **Annexure A**

Register and their fly leaf instructions

342 The registers maintained in Grants (other rank) section which are peculiar to this organisation and their fly leaf instructions are shown in **Annexure B**.

Specimen of Form

343 The specimen of forms LPC-cum-data sheets, PPO formats and Miscellaneous application forms used in Grants (Other Ranks) Section which are peculiar to the work carried out in this organisation are published in **Annexure- C**.

Illustrations

344 A few illustrations indicating the calculation of pensionary awards are published in **Annexure-D**

**Appendix-1
(See Para 18)**

CODES FOR OPERATING PUNCHING MEDIUM ORIGINATING AND RESPONDING CODE HEADS OF CsDA

SI NO	Name of the CDA	CDA Code No	Originating Code Heads	Responding Code heads
1	CDA PATNA	00	0/070/21	0/070/22
2	PCDA(P) ALLAHABAD	01	0/071/21	0/071/22
3	CDA (O) PUNE	02	0/072/21	0/072/22
4	CDA (ARMY) MEERUT	03	0/073/21	0/073/22
5	PCDA (SC) PUNE	04	0/074/21	0/074/22
6	CDA(ORS) South Bangalore	05	0/075/21	0/075/22
7	PCDA (WC) CHADIGARH	06	0/076/21	0/076/22
8	PCA (FY) KOLKATA	07	0/077/21	0/077/22
9	CDA (AF) DEHRADUN	08	0/078/21	0/078/22
10	CDA (NAVY) MUMBAI	09	0/079/21	0/079/22
11	JCDA (FUND) MEERUT	10	0/080/21	0/080/22
12	CDA(ORS) North Meerut	11	0/081/21	0/081/22
13	PCDA(NC) Jammu	12	0/082/21	0/082/22
14	Zonal Office DPDO Chennai	13	0/083/21	0/083/22
15	CDA (CSD) MUMBAI	15	0/085/21	0/085/22
16	PCDA (HQrs) NEW DELHI	16	0/086/21	0/086/22
17	CDA(ORS) Central Nagpur	17	0/087/21	0/087/22
18	CDA CHENNAI	18	0/088/21	0/088/22
19	CDA (R & D) NEW DELHI	19	0/089/21	0/089/22
20	CDA (PD) MEERUT	20	0/090/21	0/090/22
21	CDA GUWAHATI	21	0/091/21	0/091/22
22	PCDA (CC) LUCKNOW	22	0/092/21	0/092/22
23	CDA (BR) NEW DELHI	23	0/093/21	0/093/22
24	CDA (R & D) BANGALORE	24	0/093/31	0/093/32
25	CDA SECUNDERABD	25	0/093/41	0/093/42
26	CDA JABALPUR	26	0/093/51	0/093/52
27	CDA (AF) NEW DELHI	27	0/093/61	0/093/62
28	CDA (R & D) HYDERABAD	28	0/093/71	0/093/72

DID SCHEDULE No.					
CDA	SECTION	CLASS OF Vrs.	Vr. 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 I 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	G-1/MILITARY	1100	PAY-VI	0004
AUDIT-5	0500	G-1/CIVIL	1200	AN-V	0005
AUDIT-6	0600	GRANTS	1300		
AUDIT-7	0700				

APPENDIX -2
(Referred to in Note 1 to Para 28)

Procedure for preparation and completion of data sheet by Record Office.

1. GENERAL

The procedure for processing and sanction of service pension claim in respect of personnel below officer rank has been computerised. Under the computerised system, all regular claims should be initiated by the Record Office through LPC-Cum-Data-Sheet (Final). However, if certain cases can not be finalised prior to retirement provisional pension will be granted and for this purpose also LPC-Cum-Data-Sheet (Final) is to be initiated.

2. For initiation of data sheet, Record Office interacts with unit and the individual 8 months in advance of the date of discharge. The individual to be discharged shall furnish the following information/documents to his Record Office through his Unit at least 8 months before his discharge.

- (i) Three copies of the joint photograph alongwith spouse, in civil dress, duly verified on the reverse by O.C of the unit.
- (ii) Application for commutation of pension (IAFA-340A), if he so desires.
- (iii) Nomination for payment of life times arrears of his pension in quadruplicate, and particulars of the Pension Disbursing Authority from where the individual would like to draw his pension.

3 (i) The Record Office concerned shall check the record of the personnel due to be discharged within next 18 months and initiate preliminary action 12 months in advance of their retirement, required for the grant of service pension and retirement gratuity to them as per procedure laid down in Government of India, Ministry of Defence No. A/48977/AG/PS-4(b)/44/S/D(Pen/Sers) dated 18.01.1978.

(ii) He should also verify the service of the individual and record a certificate to this effect at least nine months in advance of the retirement of the individual.

(iii) R.O. should also obtain sanction of the competent authority for the condonation of deficiency in service/rank, where necessary.

(iv) R.O. is to prepare LPC-Cum-Data-Sheet in triplicate containing the service particulars and other details of the individual and forward the same in duplicate duly signed alongwith service records of the individual to the PAO (ORs) concerned for check and completion at least five months in advance of the date of discharge.

(v) The PAO(ORs) will carry out the necessary check of the data sheet with reference to entries in Sheet Roll and other documents and forward the original copy of the LPC-Cum-Data-Sheet duly checked and signed and affixing the LPC Seal on it after retaining the third copy to the office of the Principal PCDA (Pensions) 4 months in advance of the date of retirement as per para 3(a) of AHQ, New Delhi letter No. A/48977/3/AG/PS-4(b) dated 29.04.1986. PAO should also sign the certificate on the service of Data Sheet that all columns of LPC-Cum-Data Sheet have been properly checked. Further, qualifying service for pension has also been checked with reference to Sheet Roll.

II. Instructions for completion of the data sheet by Record Office.

The Data Sheet should be filled in neatly and accurately in block letters. Only one alphabet, numeric, or special character should be filled in one box.

Cuttings and alterations should be avoided. If there are at all any cuttings alteration, the same should be properly attested under the signature of PAO (ORs).

Various kinds of data may be filled in various columns of the data sheet as given below: -

(a) ALPHABETIC DATA

The alphabetic data consist only of alphabets A to Z like Name of the pensioner, his wife's name, name of bank, branch, station, nationality of the pensioner and of his wife, P.D.O. Code, State code, etc.

Alphabetic data is to be filled in from the left hand side to the right hand side of the column. If the number of boxes is more than the alphabets to be filled in, the remaining boxes on the right side should be left blank. Similarly, if the number of boxes is less than the number of alphabets, alphabetic information may be suitably abbreviated but in no circumstances, additional boxes shall be created.

(b) NUMERIC DATA:- Numeric data consist of numbers from 0 to 9. Certain codes have been provided for defining the name of Record Office, PDO Codes, etc.

The numeric data is to be filled in from the right hand side to the left hand side. Zeros should be filled in the unused boxes on the left hand side. All the data, for example, date of birth, date of enrolment, etc, are to be filled in the form of:-

	Y	Y	M	M	D	D
--	---	---	---	---	---	---

(i.e in the reverse order YY denotes year, MM denotes months and DD denotes Dates)

For example, if the date of birth of the individual is 01.01.1950, the same will be filled in as under.

5	0	0	1	0	1
---	---	---	---	---	---

(c) ALPHA NUMERIC DATA:- Alphanumeric data consists of alphabets, numeric and special characters. For example, if the Regimental Number of a sepoy is 4426232 H. The data will be filled in as under:-

0	4	4	2	6	2	3	2	H
---	---	---	---	---	---	---	---	---

In this case, the first box from right hand side will be filled with check digit and the numeric data will be filled from IInd box right to left and the left out blank box will be filled with zero.

In the case of JCO, whose Regimental Numbers are prefixed with JC. For example, in case of a Subedar, whose Number is JC 82776 X column for Regimental Number will be filled in as under:-

J	C	O	8	2	7	7	6	X
---	---	---	---	---	---	---	---	---

Instruction for filling Data Sheet in r/o Service Personnel, who discharge from service on or after 01/04/2013.

SL No.	Field Name	Field Type	Field length	Description
1	Record Office	C	2	Record Office as per code list annexure-1
2	Initial Rank	C	1	As per rank code list annexure-3 It will be filled in case of JCOs who were appointed direct in the rank of JCOs:
3	Rank Last Held	C	1	As per rank code list annexure-3
4	Whether ACP granted	C	1	A for 1 st ACP 'B' for 2 nd ACP & 'C' for 3 rd ACP & 'N' for NO ACP granted/applicable
5	Group	C	1	Filled with 'X' or 'Y'
6	Nationality	C	1	"T" "N" "B" as the case may be
7	Regimental No.	C	9	Current Regimental No.
8	Old Regimental No.	C	9	In case of JCOs who were appointed directly it will not be filled.
9	Individual's Name	C	35	
10	Date of Birth	D	8	These Fields are to be filled as "YYYYMMDD"
11	Date of Enrolment	D	8	These Fields are to be filled as "YYYYMMDD"
12	Date of Discharge	D	8	These Fields are to be filled as "YYYYMMDD"
13	Non-Qualifying Service	C	6	These Fields are to be filled as "YYYYMMDD" and a detail showing all the spell of NQS should be filled in the col. given on the reverse side of Data Sheet. If spells are more than the space provided separate sheet may be attached with the claim duly attested.
14	Former Service	C	6	This Field is to be filled as "YYYYMMDD" if any.
15	Service Condon	C	4	This Field is to be filled as "MMDD" and Max limit is "1200"
16	Clause of Discharge	C	1	In case of Ors it should be filled as 1,2,3,4,5 and in case of JCO it should be A,B,C,D,E,F
17	Provisional Pension	C	1	Y or N to be filled
18	Pension recommended Code	C	1	"F" for full pension/gratuity, "T" for 2/3 rd of pension/gratuity, "H" for Half pension/gratuity & "P" for provisional pension where gratuity and family pension not to be sanctioned.
19	Gratuity recommended code	C	1	"F" for full pension/gratuity, "T" for 2/3 rd of pension/gratuity, "H" for Half pension/gratuity & "P" for provisional pension where gratuity

				and family pension not to be sanctioned
20	Commutation percentage	I	2	Maximum limit is 50%
21	Loading in age	I	2	“YY”
22	Extn. Service	C	1	Y or N to be filled
23	Medical Option	C	1	“Y” applicable only in the case of Nepalese pensioner otherwise “N” will be filled.
24	ECHS Code	C	1	“Y” or “N” as the case may be. In case erroneously recovered the same will be refunded through Corr. PPO by filling “R” in the Data Sheet for Corr. PPO
25	Disability Pension Type	C	1	It should be filled as “W” for War Injury Element and “D” for Disability Element and “N” for No Disability.
26	Date of Medical Board	D	8	These Fields are to be filled as “YYYYMMDD”
27	Composite %age of pt. Disability (Assessed for Life)	I	3	Maximum limit is 100%
28	Composite %age of pt. Disability (Including Pt. & Temp.)	I	3	Maximum limit is 100%
29	Period of Assessment	I	2	It should be filled between 1 to 10.
30	Whether CAA is Payable	C	1	“Y” or “N” as the case may be.
31	Whether Married	C	1	“Y” or “N” as the case may be.
32	Spouse Alive	C	1	“Y” in the case of wife alive and extension of ser. is not granted. “E” in the case of wife alive and extension of ser. is granted. “N” in the case where wife is not alive, “D” for divorced cases. “P” for plural marriage cases. “U” for disputed cases & Blank for provisional Pen. Cases.
33	Spouse Nationality	C	1	If field no. 27 is filled as “Y” or “E” it will be filled ‘I’/’N’ ‘B’. as the case may be.
34	Spouse Date of Birth	D	8	If field no. 27 is filled as “Y” or “E” this field is to be filled as “YYYYMMDD”.
35	Spouse Name	C	35	If field no. 27 is filled as “Y” or “E” this field will be filled. In case name is having more than 25 characters the same will be abbreviated.
36	Whether Handicapped Child	C	1	“Y” or “N” as the case may be.
37	Relation of Child	C	1	“S” for Son & “D” for Daughter in case field no. 23 is filled as “Y” otherwise left blank.
38	Handicapped Child Name	C	35	In case field no. 23 is filled as “Y”

				otherwise left blank.
39	PDA	C	1	1 to 9 as per annexure-5
40	DPDO	C	2	As per annexure-6 if PDA code is "1" otherwise "00"
41	PDA State	C	2	As per Annexure-7
42	PDA Station	C	25	District name of PDA.
43	Bank/Sub Try Code	C	3	As per annexure-8, code or 'SUB' for treasury will be filled if PDA Code is '3' and pensioner desire to draw pension from sub treasury.
44	CPPC Bank	C	40	Address of link bank.
45	Bank A/c No.	C	25	Filled from left side only. If the character is < 25 the right hand boxes may be kept blank.
46	Bank Branch/Sub Treasury Station	C	35	
47	BSR Code Paying Branch	C	7	The code allotted by RBI to each bank branch.
48	BSR Code Link Bank	C	7	The code allotted by RBI to each bank branch.
49	Pay Band	C	1	According to 6 th CPC i.e. 1/2/3
50	Pay in Pay Band	I	5	Fixed under 6 th CPC.
51	Grade Pay	I	4	According to 6 th CPC
52	MS Pay	I	4	According to 6 th CPC
53	Group Pay	I	4	According to 6 th CPC applicable to group "X" only.
54	Class Allowance	I	3	According to 6 th CPC
55	Average Pay	I	5	In case where last pay drawn < Average Pay it will be filled and statement showing detail of pay, Grade Pay, Class Pay for last 10 months may be filled on the reverse of data sheets/enclosed duly Authenticated.
56	Gal Award 1	C	2	First character pertain to award code & second character pertain no. of bars. Annexure-4
57	Gal Award 2	C	2	First character pertain to award code & second character pertain no. of bars. Annexure-4
58	Gal Award 3	C	2	First character pertain to award code & second character pertain no. of bars. Annexure-4
59	RDR Demand	I	6	
60	Other Demand	I	6	
61	Absolute date of Commutation	D	8	"YYYYMMDD"
62	Previous PPO No. if Any	C	18	Previous PPO no. for cate-2,3 and 5 pensioner.
63	Category of Pension	C	1	Category no. as per code list

				annexure-2
64	Total period including weight age if any for which gratuity paid with 1 st pension (for cate-2 & 6 only)	C	6	Filled with “YYMMDD”
65	Amt of Pension commuted from 1 st pension (for cate-3 only)	I	5	

*** FIELD CHARACTER:- C =Character I =Numeric**

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

ANNEXUURE-1

SL No.	RO CODE	RO NAME
1	50	ARMY POSTAL SERVICE KAMPTEE
2	51	ARMOURED CORPS AHMEDNAGAR
3	52	PRESIDENT' BODY GUARD NEW DELHI
4	53	ARTILLERY NASIK ROAD CAMP
5	54	MEG BANGALORE
6	55	BEG KIRKEE
7	56	BENGAL ENGINEERING GROUP –ROORKEE
8	57	CORPS OF SIGNALS JABALPUR
9	58	PUNJAB REGIMENT RAMGARH CANTT
10	59	MADRAS REGIMENTAL CENTRE WELLINGTON
11	60	GRENADIERS JABALPUR
12	61	MLI BELGAUM
13	62	RRRC DELHI CANTT
14	63	RAJPUT REGIMENT FATEHGARH
15	64	JAT REGIMENTAL CENTRE BAREILLY
16	65	SIKH REGIMENTAL CENTRE RAMGARH CANT
17	66	SIKH LIGHT INFANTRY FATEHGARH
18	67	DOGRA REGIMENTAL CENTRE FAIZABAD
19	68	GARHWAL RIFLES LANSDOWNE
20	69	KUMAON REGIMENTAL CENTRE RANIKHET
21	70	ASSAM REGIMENTAL CENTRE SHILLONG
22	71	BIHAR REGIMENTAL CENTRE DANAPORE CANTT
23	72	MAHAR REGIMENT, SAUGOR
24	73	AD REGT. NASIK
25	74	MECH INFANTRY RECORDS AHMEDNAGAR
26	75	14 GTC SUBATHU SIMLA
27	76	58 GTC SHILLONG
28	78	39 GTC VARANASI
29	79	11 GRRC LUCKNOW
30	80	ASC(SUPPLY) BANGALORE
31	81	ASC(AT) GAYA
32	84	RVC MEERUT CANTT
33	85	AMC LUCKNOW
34	86	APTC PUNE
35	87	AOC SECUNDERABAD
36	88	EME SECUNDERABAD
37	89	INTELLIGENCE CORPS PUNE
38	90	CMP BANGALORE
39	91	PCTC BANGALORE
40	93	AEC PANCHMARHI
41	94	DSC CANNANORE
42	95	J & K RIFLES JABALPUR 95
43	96	PARA REGIMENT BANGALORE 96
44	97	BRIGADE OF GUARDS KAMPTEE 97
45	98	LADAKH SCOUTS LEH 98
46	99	J & K LIGHT INFANTRY SRINAGAR 99

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-2

CATEGORY	DESCRIPTION OF CATEGORY
1	DSC Personnel with no previous pension
2	Second pension cases of DSC i.e. opted to draw previous service pension in addition to DSC pension without weightage.
3	Enhanced rate of DSC pension who opted to cases to draw previous service pension and refunded pension and gratuity whatever received by him from previous service.
4	TA personnel pension claims, who are given 95% of pension.
5	TA personnel pension claims of those who have served regularly in TA are given 100% of pension.
6	Second pension case of DSC pensioner where family pension is to be notified.

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-3

SL No.	RANK CODE	RANK NAME
1	0	RECRUIT
2	1	SEPOY
3	2	HONY-NAIK
4	3	NAIK
5	4	HONY HAVILDAR
6	5	HAVILDAR
7	6	HONY-NB-SUBEDAR
8	7	NB-SUBEDAR
9	8	SUBEDAR
10	9	SUB-MAJOR
11	G	HONY-CAPT
12	H	TS-NAIK
13	K	NB-SUBEDAR-CLERKS
14	L	SUB-HONY-LT
15	M	SM-HONY-LT
16	N	SM-HONY-CAPT

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-4

SL NO	GALLANTARY AWARD CODE	GALLANTRY AWARD NAME
1	A0	Ashok Chakra
2	A1	Ashok Chakra with one Bar
3	A2	Ashok Chakra with two Bar
4	A3	Ashok Chakra with three Bar
5	G0	Sena medal for gallantry
6	G1	Sena medal for gallantry with One Bar
7	G2	Sena medal for gallantry with Two Bar
8	G3	Sena medal for gallantry with Three Bar
9	K0	Kirti Chakra
10	K1	Kirti Chakra with One Bar
11	K2	Kirti Chakra with Two Bar
12	K3	Kirti Chakra with Three Bar
13	M0	Maha Vir Chakra
14	M1	Maha Vir Chakra with One Bar
15	M2	Maha Vir Chakra with Two Bar
16	M3	Maha Vir Chakra with Three Bar
17	P0	Param Vir Chakra
18	P1	Param Vir Chakra with One Bar
19	P2	Param Vir Chakra with Two Bar
20	P3	Param Vir Chakra with Three Bar
21	S0	Shaurya Chakra
22	S1	Shaurya Chakra with One Bar
23	S2	Shaurya Chakra with Two Bar
24	S3	Shaurya Chakra with Three Bar
25	V0	Vir Chakra
26	V1	Vir Chakra with One Bar
27	V2	Vir Chakra with Two Bar
28	V3	Vir Chakra with Three Bar

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-5

SL No.	PDA CODE	PDA NAME
1	1	DPDO
2	2	POST OFFICE
3	3	TREASURY OFFICE
4	4	INDIAN EMBASSY NEPAL
5	5	PAO
6	6	DIR OF ACCOUNTS GOA
7	7	FINANCE SECRETARY SIKKIM
8	8	INDIAN EMBASSY BHUTAN
9	9	BANKS

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-6

SL No	BANK CODE	BANK NAME
1	ALB	ALLAHABAD BANK
2	ANB	ANDHRA BANK
3	BOB	BANK OF BARODA
4	BOI	BANK OF INDIA
5	BOM	BANK OF MAHARASHTRA
6	CBI	CENTRAL BANK OF INDIA
7	CNB	CANARA BANK
8	COB	CORPORATION BANK
9	DEB	DENA BANK
10	HDF	HDFC BANK
11	ICI	ICICI BANK
12	IDB	IDBI BANK
13	INB	INDIAN BANK
14	IOB	INDIAN OVERSEAS BANK
15	OBC	ORIENTAL BANK OF COMMERCE
16	PNB	PUNJAB NATIONAL BANK
17	PSB	PUNJAB AND SINDH BANK
18	SBB	STATE BANK OF BIKANER AND JAIPUR
19	SBD	STATE BANK OF INDORE
20	SBH	STATE BANK OF HYDERABAD
21	SBI	STATE BANK OF INDIA
22	SBM	STATE BANK OF MYSORE
23	SBP	STATE BANK OF PATIYALA
24	SBS	STATE BANK OF SAURASHTRA
25	SBT	STATE BANK OF TRAVANCORE
26	SYB	SYNDICATE BANK
27	UBI	UNION BANK OF INDIA
28	UCO	UNITED COMMERCIAL BANK
29	UTB	AXIS BANK
30	UTI	UNITED BANK OF INDIA
31	VJB	VIJAYA BANK

(Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-6

SL NO	STATE CODE	STATE NAME
1	AN	ANDAMAN & NICOBAR ISLA
2	AP	ANDHRA PRADESH
3	AR	ARUNACHAL PRADESH
4	AS	ASSAM
5	BH	BHUTAN
6	BI	BIHAR
7	CG	CHATTIS GARH
8	CH	CHANDIGARH
9	DE	DELHI
10	DN	DADAR & NAGAR HAVELI

11	GD	GOA, DAMAN & DIU
12	GU	GUJARAT
13	HA	HARYANA
14	HP	HIMACHAL PRADESH
15	JK	JAMMU & KASHMIR
16	JR	JHARKHAND
17	KA	KARNATAKA
18	KE	KERALA
19	LD	LAKSHADWEEP
20	MA	MAHARASHTRA
21	ME	MEGHALAYA
22	MN	MANIPUR
23	MP	MADHYA PRADESH
24	MZ	MIZORAM
25	NA	NAGALAND
26	NE	NEPAL
27	OR	ORISSA
28	PB	PUNJAB
29	PO	PONDICHERY
30	RS	RAJASTHAN
31	SK	SIKKIM
32	TN	TAMILNADU
33	TR	TRIPURA
34	UP	UTTAR PRADESH
35	UR	UTTARAKHAND
36	WB	WEST BENGAL

Applicable to Data Sheets –PHP-001/2013 & PHP-002/2013

Annexure-6

SL NO	DPDO CODE	DPDO NAME
1	1	CHANDIGARH
2	10	YOL
3	11	MANDI
4	12	SIMLA
5	13	KARNAL
6	14	AMBALA
7	15	BHIWANI
8	16	JHAJHAR
9	17	SONEPAT
10	18	GURGAON
11	19	ROHTAK
12	2	RED-FORT-I
13	20	NARNAUL
14	21	HISSAR
15	22	REWARI
16	23	AKHNOOR ROAD
17	25	JAMMU-CANTT(SHASTRI NAGAR)
18	26	UDHAMPUR
19	27	SRINAGAR
20	28	RAJOURI
21	29	LEH
22	3	RED-FORT-II
23	30	BANGLORE
24	31	ERNAKULAM
25	32	KOTTAYAM
26	33	TRICHUR
27	34	TRIVENDRUM
28	35	QUILON
29	36	AMRITSAR
30	37	KAPURTHALA
31	38	BATALA

32	39	LUDHIANA
33	4	BRAR SQUARE
34	40	MOGA
35	41	JULLUNDHER
36	42	JAGRAON
37	43	PATIALA
38	44	BHATINDA
39	45	ROPAR
40	46	HOSHIARPUR
41	47	FEROZEPUR
42	48	SANGRUR
43	49	PATHANKOT
44	5	HYDERABAD
45	50	GURDASPUR
46	51	JAIPUR
47	52	CHENNAI
48	53	VELLORE
49	54	MEERUT
50	55	KANPUR
51	56	GORAKHPUR
52	57	ALLAHABAD
53	58	KOLKATA
54	59	UNA
55	6	SECUNDERABAD
56	60	PATHANAMTHITTA
57	61	JHUNJHUNU
58	62	DASUYA
59	7	PALAMPUR
60	8	HAMIRPUR
61	9	DHARAMSHALA

APPENDIX-3
(Referred to in Para 47)
EFFECTIVE DATES FROM WHICH PENSION IN RESPECT OF JCOs/NCOs/ORs/NCS (E) OF
REGULAR ARMY REVISED

SL NO	WHO BECAME NON EFFECTIVE BETWEEN	RELEVANT AUTHORITY	GRANT TECHNICAL SECTION GROUP ORDER NO.
1	1.6.53 & 31.3.61	A.I. 1/S/53	REGN. 136 PRA PART-I (1961)
2	1.4.61 & 29.2.68	A I 6/S/62	REGN. 136 PRA PART-I (1961)
3	1.3.68 & 30.11.68	A I 25/S/68	REGN. 136 PRA PART-I (1961)
4	1.12.68 & 30.11.69	A I 41/S/71	775
5	1.12.69 & 9.9.70 (without DCRG)	A I 5/S/69	REGN. 136 PRA PART-I (1961)
6	10.9.70 & 31.12.72 (with DCRG)	A I 8/S/70	REGN. 136 PRA PART-I (1961)
7	1.1.73 & 30.9.77 (also those became NE from 1.10.77 onwards and not opted for merger of ADA.)	A I 11/S/75 as amended vide Corr No. 35/77	904 1023
8	1.10.77 & 28.2.78 (with merger of 50% of DA)	GOI, MOD letters No. B/38027/AG/PS 4(a)/2491/C/D(Pe n/Sers) dt. 2.9.82	1137
9	1.3.78 & 31.3.79 (with merger of full DA upt CPI 272)	B/38027/AG/PS 4(a)/1733/C/D/(Pe n/Sers) dt. 21.6.79 as amended vide their letter of 14.9.79	1063 1066
10	1.4.79 & 31.1.82 (also those became NE from 1.2.82 onwards and not opted for merger of ADA)	B/38027/AG/PS 4(a)/1738/C/D(Pe n/Sers) dt. 21.6.79 as amended.	1063 1066
11	1.2.82 & 30.6.82 (with merger of 50% of ADA)	B/38055/AG/2574 /C/D/(Pen/Sers) dt. 18.10.82 as amended vide their letter of 19.8.83.	1139 1168
12	1.7.82 & 1.6.83 (with merger of full ADA)	B/38055/AG/2574 /C/D/(Pen/Sers) dt. 18.10.82 as amended vide their letter of 19.8.83.	1139 1168
13	2.6.83 & 1.3.85	B/38069/AG/PS	1195

	(with merger of ADA)	4(a)/222/C/D/(Pen/Ser s) dt. 22.1.85 , 3.6.85 & 9.12.85	1207 1229
14	2.6.83 & 1.3.85 (without merger of ADA)	B/38069/AG/PS 4(a)/222/C/D/(Pen /Sers) dt. 22.1.85 , 3.6.85 & 9.12.85	1195 1207 1229
15	2.3.85 & 31.3.85 (with merger of ADA)	B/38087/AG/PS 4(a)/3076/C/D/(Pe n/Sers) dt. 3.10.85	1228
16	2.3.85 & 31.3.85 (Without merger of ADA)	B/38087/AG/PS 4(a)/3076/C/D/(Pe n/Sers) dt. 3.10.85	1228
17.	1.4.85 & 1.1.86	B/38091/AG/PS 4(a)/3035/C/D/(Pe n/Sers) dt.27.9.85	1210
18.	2.1.86 & 1.1.96	1(5)/87/D(Pen/Ser s) dt. 30.10.87 as amended vide their letter No. 1(I)/92/D(Pen/Sers) dt. 2.4.92	1283 1343
19.	2.1.96 & 9.10.97	GOI, MOD No. 1(5)/86/D(Pen/Ser s) dt. 3.2.98	1391
20.	10.10.97 to 01.01.2006	GOI, MOD No. 1(5)/86/D(Pen/Ser s) dt. 3.2.98	1391
21.	On or after 30.5.98 for those who are allowed extended service benefits of 2 years.	MOD No. 1(6)/98/D(Pen/Ser s) dt. 9.1.2001	1428
22	2.1.2006 onwards	MOD No. 17(4)/2008(2)/D(Pen/Policy)dt 12.11.2008	Circular 400

APPENDIX - 4
(Referred to in Para 132)
EFFECTIVE DATES FROM WHICH PENSION IN RESPECT OF JCOs/ORs OF DSC
REVISED

SL NO	WHO BECAME NONEFFECTIVE BETWEEN	RELEVANT AUTHORITY REVISING THE RATES OF SERVICE PENSION.	GRANT TECHNICAL SECTION GROUP ORDER NO UNDER WHICH RELEVANT AUTHORITY REPRODUCED	CATEGORY VIZ GENERAL/ CLERICAL
1	1.6.53 & 31.3.61	A.I. 3/S/56		General & Clerical (Both)
2	1.4.61 & 31.5.65	A I 7/S/65		General & Clerical (Both)
3	1.6.65 & 29.2.68	A.I. 18/68		General & Clerical (Both)
4	1.3.68 & 30.11.68	A I 87/72-I	838	General & Clerical (Both)
5	1.12.68 & 30.11.69	A I 87/72-II		General & Clerical (Both)
6	1.12.69 & 31.12.72 (without DCRG)	A.I. 1/S/70	735	General & Clerical (Both)
7	10.9.70 & 31.12.72 (with DCRG)	A.I. 8/S/70		General & Clerical (Both)
8	1.1.73 & 31.3.79 (including those who became non-effective from 1.10.77 onwards and did not opt for merger of DA upto CPI 372.	A.I 2/S/75	919	General & Clerical (Both)
9	1.10.77 & 28.2.78 (with merger of 50% ADA upto CPI-272)	GOI, MOD letters No. A/38030/AG/ PS 4(a)/2394/C/ D(Pen/Sers)dt. 17.9.82 as amended vide their letter dt. 27.9.88	1138 1171	General & Clerical (Both)
10	1.3.78 & 31.3.79 (with merger of full DA)	No. B/38030/ AG/PS 4(c)/522 /C/D(Pen/Sers) dt. 6.3.80.	1081	General & Clerical (Both)
11	1.4.79 & 1.11.79	DO	DO	DO
12	2.10.81 & 1.6.83	No. B/38030/AG/ PS 4(a)/3618/C/ D/(Pen/Sers) dt. 5.1.82	1121	General
13	2.11.79 & 1.6.83	B/38030/AG/ PS 4(a)/1674/C/ D (Pen/Sers) dt. 31.5.80 & 8.4.83	1093 1164	Clerical
14	1.2.82 & 30.6.82 (with merger of 50% of ADA upto CPI-320)	B/38030/AG/ PS4(a)/2576/C /D (Pen/Sers) dt. 25.10.82 & 24.6.83	1140 1165	Clerical & General (Both)
15	1.7.82 & 1.6.83 (with merger of full ADA upto CPI-320)	B/38030/AG/ PS4(a)/2576/C /D(Pen/Sers)	1140 1165	Clerical & General (Both)

		dt. 25.10.82 & 24.6.83		
16	2.6.83 & 1.3.85 (without merger of ADA upto CPI-320.	B/38071/AG/PS4(a)/3313/C/D(Pen/Sers) dt. 14.12.84	1194	Clerical & General(Both)
17	2.3.85 & 31.3.85 (without merger of ADA)	B/38099/AG/PS4(a)/3201/C/D/(Pen/Sers) dt. 10.10.85	1219	Clerical & General(Both)
18	1.4.85 & 1.1.86	GOI, MOD No. B/38093/AG/PS4(a)/3147/C/D(Pen/Sers) dt. 8.10.85	1221	Clerical & General(Both)
19	2.1.86 & 1.1.96	1/5/87/D(Pen/Sers) dt. 30.10.87	1283	Clerical & General(Both)
20	2.1.96 & 9.10.97	1(6)/98/D(Pen/Sers) dt. 3.2.98	1391	Clerical & General(Both)
21	10.10.97 and 01.01.2006	1(6)/98/D(Pen / Sers) dt. 3.2.98	1391	Clerical & General(Both)
22	02.01.2006	MOD letter No. 17(4)/2008 (2)/D(Pension/Policy) dated 12.11.2008	CircularNo. 400	

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F.No.1(3)/2002/Vol.III/D(Pen/Pol)
Government of India
Ministry of Defence
Department of Ex-Servicemen Welfare
New Delhi, 18th January, 2010

To

The Chief of the Army Staff
The Chief of the Naval Staff
The Chief of the Air Staff

Subject: Entitlement Rules for Casualty Pensionary Awards to the Armed Forces Personnel, 2008.

Sir,

I am directed to say that the President is pleased to decide that with effect from 1st January, 2008 and in supersession of all previous orders on the subject, the Entitlement Rules set out in Appendix to the letter shall apply in cases of disablement or death of service personnel, who became non-effective on or after 1st January, 2008.

2. This issues with the concurrence of Ministry of Defence (Finance) vide their U.O. No.98/Fir/Pen/10 dated 15.1.2010.

Yours faithfully,

(Harbans Singh)
Director (Pen/Policy)

Copy to :-

1. The Secretary (Def/Fin)
2. The CGDA
3. DGA/MS
4. The PCDA(P), Allahabad
5. The PCDA(N), Mumbai
6. The CDA(A), Subroto Park, New Delhi
7. The Director of Audit
8. D(Pen-A)/D(Pen/L)/D(PGC)
9. AGPS/AHQ
10. DPP&R, Air HQ/DPA, Air HQrs
11. DPA, Naval HQrs



Appendix to Ministry of Defence letter
No.1(3)/2002/D(Pen/Pol) dated 18.1.2009

**Entitlement Rules for Casualty Pensionary Awards
to Armed Forces Personnel, 2008**

1. (a) These Rules may be called Entitlement Rules for Casualty Pensionary Awards to Armed Forces Personnel, 2008 and supersede the Entitlement Rules for Casualty Pensionary Awards to Armed Forces Personnel, 1982 as amended from time to time.
(b) These Rules shall be read in conjunction with the Guide to Medical Officers (Military Pension), 2008, as amended from time to time.
2. Cases of death/disablement of Cadets (Direct), due to causes attributable to or aggravated by military training shall be governed under the provisions contained in the Ministry of Defence letter No. 1(5)/93/D(Pen-C) dated 16th April, 1996, as amended from time to time in so far as entitlement of ex-gratia is concerned. However, the claims for ex-gratia award shall be governed in accordance with these Rules. A copy of the letter dated 16th April 1996 appended as Annexure I to these Rules.
3. **Extent of Application:**
These Rules do not apply in cases where disablement or death, on which the claim to casualty pensionary awards is based, took place (a) during the period 3rd September, 1939 to 31st March, 1948, which will be dealt with in accordance with the entitlement criteria laid down in Annexure II; and (b) during the period of emergency post-1948 which will be dealt with in accordance with Annexure III to these Rules.
4. **Invalidment from Service:**
 - (a) Invalidation from service with disablement caused by service factors is a condition precedent for grant of disability pension. However, disability element will also be admissible to personnel who retire or are discharged on completion of terms of engagement in low medical category on account of disability attributable to or aggravated by military service, provided the disability is accepted as not less than 20%.
 - (b) An individual who is boarded out of service on medical grounds before completion of terms of engagement shall be treated as invalided from service.

(c) PBOR and equivalent ranks in other services who are placed permanently in a medical category other than SHAPE/1 or equivalent and are discharged, because (i) no alternative employment suitable to their low medical category can be provided, or, (ii) they are unwilling to accept alternative employment, or, (iii) they having been retained in alternative employment are discharged before the completion of their engagement, shall be deemed to have been invalided out of service.

5. **Medical Test at entry stage:**

The medical test at the time of entry is not exhaustive, but its scope is limited to broad physical examination. Therefore, it may not detect some dormant disease. Besides, certain hereditary constitutional and congenital diseases may manifest later in life, irrespective of service conditions. The mere fact that a disease has manifested during military service does not per se establish attributability to or aggravation by military service.

6. **Causal connection:**

For award of disability pension/special family pension, a causal connection between disability or death and military service has to be established by appropriate authorities.

7. **Onus of proof:**

Ordinarily the claimant will not be called upon to prove the condition of entitlement. However, where the claim is preferred after 15 years of discharge/retirement/invalidment/release by which time the service documents of the claimant are destroyed after the prescribed retention period, the onus to prove the entitlement would lie on the claimant.

8. **Post discharge claims:**

(a) Cases in which a disease was not present at the time of the member's retirement/discharge from service but arose within 7 years thereafter, may be recognized as attributable to service if it can be established by the competent medical authority that the disability is a delayed manifestation of a pathological process set in motion by service conditions obtaining prior to discharge.

(b) In cases where an individual in receipt of a disability pension dies within a period of 7 years from the date of release/retirement, may be considered to have died of the disease for which he was granted disability pension if it can be so established by the competent medical authority. If the medical certificate as to the cause of the death is not available, other factors and circumstantial evidence would be taken into account.

9. **Duty:**

For the purpose of these Rules, a person subject to the disciplinary code of the Armed Forces shall be treated on 'duty':

- (a) When performing an official task or a task failure to do which would constitute an offence, triable under the disciplinary code applicable to him.
- (b) When moving from one place of duty to another place of duty irrespective of the mode of movement.
- (c) During the period of participation in recreation and other unit/sports activities organized or approved by service authorities and during the period of traveling in relation thereto.

Note 1: Personnel of the Armed Forces participating in local/national/international sports tournaments as members of service teams; or mountaineering expeditions/gliding organized by service authorities, with the approval of Service HQs, shall be deemed to be 'on duty' for the purpose of these Rules.

Note 2: Personnel of Armed Forces participating in sports tournaments or in privately organized mountaineering expeditions of indulging in gliding as a hobby in their individual capacity, shall not be deemed to be 'on duty' for the purpose of these Rules, even though prior permission of the competent service authorities may have been obtained by them.

Note 3: Injuries sustained by personnel of the Armed Forces in impromptu games and sports which are organized by or with the approval of the local service authority and death or disability arising from such injuries, will be regarded as having occurred 'on duty' for the purpose of these Rules.

Note 4: The personnel of the Armed Forces deputed for training at courses conducted by the Himalayan Mountaineering Institute, Darjeeling and other similar institutes shall be treated at par with personnel attending other authorized professional courses or exercise for the Defence Services for the purpose of grant of disability/family pension on account of disability/death sustained during the courses.

- (d) When proceeding on leave/valid out pass from his duty station to his leave station or returning to duty from his leave station on leave/valid out pass.

Note 1: An Armed Forces personnel while traveling between his place of duty to leave station and vice-versa is to be treated 'on duty' irrespective of whether he has availed railway warrant/concession vouchers/cash TA etc or not for the journey. This would also include journey performed from leave station to duty station in case the individual returns early.

Note 2: The occurrence of injury should have taken place in reaching the leave station from duty station or vice versa using the commonly available/adopted route and mode of transport.

(e) When traveling by a reasonable route from one's official residence to and back from the appointed place of duty, irrespective of the mode of conveyance (whether private or provided by the Government)

(f) Death or injury which occurs when an individual is not strictly 'on duty' e.g. on leave, including cases of death/disability as a result of attack by or action against extremists or anti social elements may also be considered attributable to service, provided that it involved risk which was due to his belonging to the Armed Forces and that the same was not a risk faced by a civilian. Death and disability due to personal enmity is not admissible.

Note: For the purpose of these Rules, leave shall include casual leave. Leave/casual leave shall not be treated as 'duty' except in situations mentioned above.

10. **Attributability:**

(a) **Injuries:**

In respect of accidents or injuries, the following rules shall be observed:

(i) Injuries sustained when the individual is 'on duty', as defined, shall be treated as attributable to military service, (provided a nexus between injury and military service is established).

(ii) In cases of self-inflicted injuries while 'on duty', attributability shall not be conceded unless it is established that service factors were responsible for such action.

(b) **Diseases:**

(i) For acceptance of a disease as attributable to military service, the following two conditions must be satisfied simultaneously:-

- (a) that the disease has arisen during the period of military service; and,
- (b) that the disease has been caused by the conditions of employment in military service.

(ii) Diseases due to infection arising in service other than that transmitted through sexual contact shall merit an entitlement of attributability and where the disease may have been contracted prior to enrolment or during leave, the incubation period of the disease will be taken into consideration on the basis of clinical course as determined by the competent medical authority.

(iii) If nothing at all is known about the cause of disease and the presumption of the entitlement in favour of the claimant is not rebutted, attributability should be conceded on the basis of the clinical picture and current scientific medical application.

(iv) When the diagnosis and/or treatment of a disease was faulty, unsatisfactory or delayed due to exigencies of service, disability caused due to any adverse effects arising as a complication shall be conceded as attributable.

11. **Aggravation:**

A disability shall be conceded aggravated by service if its onset is hastened or the subsequent course is worsened by specific conditions of military service, such as posted in places of extreme climatic conditions, environmental factors related to service conditions e.g, Fields, Operations, High Altitudes etc.

12. **Competent Authorities:**

(a) **Attributability/Aggravation:**

(i) Injury Cases:

Decision regarding attributability/aggravation in respect of injury cases in invalidment/retirement or discharge would be taken by the Service HQrs. in case of officers and OIC Records in case of PBOR, for the purpose of casualty pensionary awards.

(ii) Disease Cases:

The decision regarding attributability/aggravation in respect of disease cases shall be taken by the Service HQrs in case of officers and OIC Records in case of PBOR on the basis of the findings of the RMB/IMB as approved by the next higher medical authority which would be treated as final and for life.

(b) **Assessment:**

(i) The assessment with regard to percentage of disability in both injury and disease cases as recommended by the Invaliding/Release Medical Board as approved by the next higher medical authority shall be treated as final and for life unless the individual himself requests for a review, except in the cases of disability/disabilities which are not of a permanent nature.

(ii) Where disablement is due to more than one disability, a composite assessment of the degree of disablement shall be made by reference to the combined effect of all such disabilities in addition to separate assessment for each disability. In case of overlapping disabilities, the composite assessment may not be the sum of individual disabilities.

(c) **Re-Assessment of Disability:**

There shall be no periodical review by Resurvey Medical Boards for re-assessment of disabilities except for disabilities which are not of a permanent nature, for which there shall be only one reassessment of the percentage by a Reassessment Medical Board. The percentage of disability assessed/recommended by the Reassessment Medical Board shall be final and for life unless the individual himself asks for a review.

13. **Death cases:**

(i) Due to injury – Decision regarding attributability/aggravation in respect of death in injury cases for grant of special family pension shall be taken by Service HQrs in case of officers/OIC Records in case of PBOR.

(ii) Due to disease – Decision regarding attributability/aggravation shall be taken by Service HQrs/OIC Records, as the case may be, on the basis of medical opinion of DGAFMS or such medical authorities as prescribed by him.

Note: In case of battle casualty, the awards for liberalized family pension shall be decided by the Pension Sanctioning Authority based on the casualty report published by the authorities concerned.

14. **Appeals:**

(I) (a) **First appeal:**

If a person is aggrieved by the denial of entitlement, he may, if he so desires, submit an appeal before Record Office/Service HQrs 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.

(b) **Second appeal:**

Any person, aggrieved by the decision in the first appeal, may file a second appeal within six months of the decision of the Appellate Committee for First Appeal, to the Defence Minister's Appellate Committee on Pension (DMACP).

(II) The composition of the Appellate Committee for First Appeal and the Defence Minister's Appellate Committee on Pension and detailed procedures for disposal of appeals shall be issued by the Ministry of Defence from time to time.

Amended
22/2

No.1(5)/93/D(PEN-C),
Government of India/Bharat Sarkar
Ministry of Defence/Raksha Mantralaya,

New Delhi, dated April, 16, 1996.

To
The Chief of the Army Staff,
The Chief of the Naval Staff,
The Chief of the Air Staff,

Subject: Scheme for grant of Ex-gratia Awards in cases of
Death/Disablement of Cadets(direct) due to causes
attributable to or aggravated by Military Training.

Sir,

I am directed to state that the President is pleased to sanction a scheme for grant of ex-gratia awards in respect of Cadets in the event of death/disablement due to causes attributable to or aggravated by the conditions of military training. The rates and other conditions for grant of these ex-gratia benefits shall be as laid down in the succeeding paragraphs.

2. Ex-Gratia Awards in cases of disablement : In cases of invalidment on medical grounds due to disabilities attributable to or aggravated by the conditions of military training, an ex-gratia award at the rate of Rs.375/- per month for life shall be admissible to the ex-cadets (except Service entry). In addition, a Disability Award on ex-gratia basis shall also be admissible to the ex-cadet at the rate of Rs.600/- per month for 100% disability, during the period of disablement. 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.

3. Ex-gratia Awards in cases of Death : 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 cannot marry during the pre-commission training. However, in cases of entries such as Technical graduate entry/post graduate entry/Short Service Commission (tech. and Non-tech), Entry

contd/-

through the Army Cadet College (ACC) etc., marriage prior to pre-commission training is not a bar. In the event of death of a Cadet due to causes attributable to military training, the following ex-gratia awards shall be payable to the Next of Kin of the deceased Cadet depending on his marital status:-

(i) On death of married Cadet during training, Ex-gratia Award at the rate of Rs.600/-per month 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 in age) till they attain the age of 25 years. In case of unmarried daughter(s), the payment of ex-gratia award 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 the para 3(ii) below.

(ii) In case of unmarried/widower cadet with no children, ex-gratia award at the rate of Rs.375/-per month 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 award shall be stopped on her/their getting married.

(iii) The ex-gratia award shall be payable to only one member of the family at a time.

(iv) In the event of death of an ex-cadet in receipt of disability award under para 2 above, Ex-gratia Awards 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.

contd/-

4. Constant Attendance Allowance (CAA) : When the degree of disability is assessed at 100% and is accepted as attributable to or aggravated by the conditions of military service, Constant Attendance Allowance at the rate of Rs.300/- p.m. shall be admissible to the ex-Cadet on the recommendation of the Invaliding Medical Board.
5. No ex-gratia award under these instructions shall be payable if the death/disablement is neither attributable to nor aggravated by the conditions of military service/training.
6. Other rules and procedure regarding assessment/re-assessment of disablement and acceptance of disability/death as attributable to or aggravated by conditions of military service/training in cases of cadets shall be the same as for regular Commissioned Officers of the Armed Forces. The procedure for sanction and conditions for grant of ex-gratia awards to the Next of Kin in case of deceased Cadets shall be same as in cases of casualties of regular Commissioned Officers due to attributable causes.
7. Awards under these instructions are being 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 awards sanctioned under para 2 & 3 of these instructions.
8. The provisions of this letter shall be applicable in cases of casualties occurring on or after 1.1.86.
9. This issues with the concurrence of the Finance Division of this Ministry vide their U.O.NO.607/Pon/96 dated 9.4.96.

Yours faithfully,

(P.K.K.TARIA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA.

Copy to:-

1. JS (Trg.&CAO), JS (G), JS (N), JS (Air)
2. CGDA, New Delhi.

contd/-

3. CCDA(P), Allahabad.
4. CDA(PD), CDA(Navy), Bombay; CDA(Air Force), New Delhi and CDA(O) Pune, CDA(Air Force), Dehra Dun.
5. The Director General of Audit, Defence Services, New Delhi.
6. Army HQ/LG/PS-4.
7. Naval HQ/DPA.
8. Air HQ/DPP&R.
9. Director General of Resettlement.
10. Department of Pension & Pensioners' Welfare.
11. Department of Expenditure(EV Section).
12. Addl. FA(P)/DFAs(Pen) Min. of Def(Pin/Pen).
13. D(Pen-A); D(Pen-C); D(Civ-II); D(GS-VI); D(Res); PG Coll, D(Air-III), D(Navy-I), D(GS-II).
14. Director of Public Relations.
15. Editor-in-Charge, Sainik Samachar,
16. D(Hindi-IV)- for Hindi version.

ANNEXURE II

WARTIME RULES

No. 106121/4/P.P.3 (a)

General Headquarters

Adjutant General's Branch

GHQ APO

New Delhi, 25th November, 1946

Headquarters All Commands, Divisions,
Brigades, Areas and Sub Areas
With sufficient copies for distribution to all medical officers,
Instructions for Medical Officers called upon to Sign Death
Certificates and for Medical Boards.

MEMORANDUM

1. New rules on entitlement to pensions were introduced for the Indian Army by A.I. (I) 43/45. Medical Boards will be held in accordance with these instructions which will be simplified or amended from time to time as may be found necessary. While not comprehensive, they are intended to be a guide so that medical officers may be enabled to give immediate effect to the alterations brought about by the new rules. Medical Officers should appreciate that not only has the old criteria been discarded but that the whole approach to the question of attributability has been changed and the changes explained below entail more accurate medical recording on their part and a more accurate appreciation of the various findings in each case.

2. Terms employed under the new rules - Hitherto the word "attributable" had an artificial meaning covering both "directly attributable" and "materially aggravated". In that sense, it has now been replaced by "due to" and "attributable" replace "directly attributable" as meaning "caused by".

The word "materially" and the words "to a material extent" have been omitted in reference to aggravation. Under the new rules worsening to any extent by service will be regarded as aggravation. The Ministry of Pensions test of the existence of aggravation in this sense will now apply to the Indian Army, namely there is held to be "aggravation" where effective service is found to have caused a degree of worsening in a previously existing condition resulting in discharge from service on account of that condition.

3. New method of approach to the question of entitlement - Though the principle that there must be a causal connection between the disability or cause of death and service is still reserved the question of supporting evidence is to be approached from a new angle. The Government of India will give full weight to two presumptions arising out of the fact that the man is opted for service during the present war in a certain medical category. These presumptions are:-

.....2/-

COPIES/CH (FMS) DATED 20 Jan 1947 addressed to DPMO.

- (1) That at the time of acceptance he was fit for the kind of service demanded of a man in that medical category, and
- (2) That in the event of his subsequently being discharged from the service on medical grounds any deterioration in his health which has taken place is due to his service.

While the medical services are not directly concerned with the making of these artificial presumptions, in future they must bear them in mind, since, in cases which, in their opinion, should be regarded as not attributable to military service, it will be necessary to record evidence sufficient to rebut one or both of these presumptions.

Presumption (1) itself does not lead to any conclusion of entitlement but approach to Presumption (2) will be affected as pre-sumption (1) stands or falls. It is, therefore, necessary to record any evidence available which may affect Presumption (1). This may take the form of radiological or other evidence that the disease was of long standing or there may be evidence in the individual's medical history sheet or other medical documents. The history given by the individual on first admission to hospital may also be of importance.

Presumption (2) is the vital one. Unless there is contrary evidence attributability must be conceded. This contrary evidence may take the form of showing,

- (1) that no deterioration in health, persisting to date of discharge, occurred during service, or
- (2) that, where there has been persisting deterioration, the presumption that such deterioration is due to service is not well founded.

The mere fact that an individual has been invalided does not necessarily mean that his health has deteriorated during service. The disability may have been discovered soon after joining and the individual discharged in his own interest in order to prevent deterioration. In such a case there may even be worsening during service, but if treatment given before discharge restored the individual to his normal condition so that his discharge was on grounds of expediency to prevent a recurrence, no lasting damage was inflicted by service and there is no ground for conceding attributability. Again an individual may be found to be so weak mentally that it is impossible to make him an efficient soldier, this does not establish that his condition has worsened during service but only that it is worse than was realised on enrolment.

On the other hand, where there has been deterioration attributability must be conceded under presumption (2) unless there is evidence indicating that the presumption is not well founded. There may be direct evidence of the contraction of disability otherwise than by service, e.g. by infection while

at home on leave, and even then the question of aggravating by subsequent service will have to be considered. The difficulty will be greatest in those diseases regarded as constitutional and naturally progressive. Deterioration must be accepted as due to service unless there is evidence to the contrary including as evidence a consensus of medical opinion regarding the particular disability or the group of disabilities to which it belongs. It will thus be seen that a claim to pension will not be rejected unless presumption (2) is shown to be ill founded by written or other reliable evidence or such a consensus of medical opinion as amounts to reliable evidence.

In other words, the Government of India must be satisfied that there are reasonable grounds before any case is rejected and it will be for the medical officers concerned with the case to put forward all the medical evidence available which may have a bearing on the final decision.

4. Procedure to be adopted by Medical Boards:- It is obvious that with the new approach to the question of attributability, the present method of completing the invaliding roll must be considerably altered. At present, there are not sufficient particulars recorded regarding many of those invalided from service on account of disease to allow of a correct decision on entitlement to pension under the new criteria. It should be realised that all cases will be subject to review and it may be necessary to reverse the decision in those cases recommended for rejection of the claim to pension where the supporting evidence is insufficient. Phrases such as "equally common in civil life" will no longer have any force and should not be used except in cases of diseases which run their course independently of external circumstances; see paragraph 6(c) below. Until it is found possible to issue a revised form of invaliding roll IAFY-1948, the procedure therefore will be as follows:-

- (1) On page 5 of the invaliding roll, the medical officer-in-charge of the case should first of all give a concise history of invaliding disability as complete as possible clearly specifying the station of origin, e.g. field service area or peace station. The duration of the disability and the circumstances in which it arose may have a vital bearing on the case. Such particulars may possibly be obtained from the individual documents. The medical notes made when the individual first fell ill are of special importance as not only do they frequently show the pathological state of the disease when it first came to notice enabling a deduction to be made as to its probable duration but they often contain a statement as to the history prior to that date. Such information may be of more value than statements made at the time of invaliding when the question of a disability pension has arisen. Where relevant a short note should be added regarding defects noted

on enrolment, family history, other illness during or prior to service. This all important history of the case should be followed by ;

- (ii) The diagnosis of the disability, about which there should be no serious doubt and an exact description of the clinical conditions present. This description should not necessarily be detailed but should make clear any features likely to assist the board in forming an opinion on the question of attributability and on the assessment of disablement. Notes on laboratory, X-ray findings etc., should be included when necessary and specialists reports on the case may be of value. Where the medical officer-in-charge of the case has considered that the individual was non-co-operative or has retarded his cure or that he was malingering, a note to that effect should invariably be recorded for the information of the board.
- (iii) Finally, whether there was neglect, delay, faulty technique or lack of reasonable skill in service medical treatment, or the exigencies of service, before, during or after the treatment could be held to have caused or aggravated the condition, these should be recorded as on these grounds alone a presumption of aggravation through service may be made if deterioration thereby resulted.
- (iv) On page 6 of IAFY-1948. In addition the words "in the hope of obtaining pension or gratuity" should be deleted from question (8). Bearing in mind that decisions contrary to the opinion of the medical board may be given on review, the percentages of disablement should be carefully assessed in all cases and entered at question (5).

5. Death certificates.- IAFY-393 Part II, in which the medical officer records his opinion regarding attributability should likewise in future contain more details of the cause of death. As a rule, not only the immediate cause of death but also the underlying disease should be noted. In the case of infectious disease it may be relevant to note the incubation period of the particular disease, eg. when the individual may have contracted the disease while on leave or prior to enrolment. It is specially important

in death cases to note whether neglect, delay, faulty technique or lack of reasonable skill** in service medical treatment can be held responsible for untoward outcome, or the exigencies of service before, during or after the treatment can be held to have caused or hastened death. The presumption already referred to will apply equally in cases of death. It should be clearly stated whether the individual died overseas or in India in a hospital or at home as a result of disease contracted overseas, or whether he died in a peace station of disease contracted in such station.

**N.B.--Should a recognised complication of the normally accepted methods of treatment properly prescribe and administered, occur, then that complication is regarded as NOT attributable to service.

6. Notes on common diseases.-- It may be advisable at a later date to issue detailed guidance regarding certain diseases. In the meantime the following notes may in some cases, be helpful. They contain the ideas of the Ministry of Pensions formed from their experience in applying the new principles in the U.K. The Ministry of Pensions state that the position regarding psychoneurosis is not yet sufficiently clear to make a pronouncement so that medical officers should use their own discretion in expressing an opinion on attributability in such cases for the present.

(a) Common diseases known to be affected by exposure to weather.-- Diseases such as Bronchitis, rheumatism and nephritis-- indeed most diseases of the respiratory system, joints and kidneys are affected by climatic conditions and here the man's condition has worsened during service, the presumption that this worsening was caused or aggravated by service would be well founded, unless the service was of such short duration or the conditions of service were so good that it would be quite unreasonable to grant entitlement to pension.

(b) Common diseases known to be affected by stress and strain.-- If the individual has given reasonable service in a branch of the service where physical effort or other strain can be assumed the presumption that deterioration is due to service can be regarded as well founded. This refers particularly to pulmonary tuberculosis and certain heart conditions. It may be that in an exceptional case the man has been engaged on sedentary duties and the presumption would not then usually apply.

-6-

(c) Diseases which run their course independently of external circumstances.-- There are certain diseases which would have run the same course whether the member had been in the Force or not. Such cases if equally common in civil life will not be accepted as aggravated by war service unless it is clear that owing to the exigencies of his service the man did not receive medical treatment of a satisfactory character and standard or such treatment was so delayed as to be less effective than it should have been.

(d) Infectious diseases.-- Death or disablement resulting from infectious disease other than venereal disease contracted during service will be regarded as attributable to military service. Where the disease may have been contracted prior to enrolment or during leave, the question of determining the incubation period in a particular case will arise and an opinion on this point should be expressed.

(e) Venereal diseases.-- Presumption (2) is not regarded as applying in the case of venereal disease, having regard to the way in which the disease is normally acquired; similarly the question of onus of proof does not arise. Cases of venereal disease or later manifestations of sequelae thereof will, therefore, only be accepted as attributable--

(i) If the disease has been contracted in the course of duty e.g., by a doctor or medical orderly.

(ii) If, having contracted disease during service, the man after treatment has returned to full duty and has been subjected to such strain as has produced one of the after-effects of the disease sooner than would normally have been the case.

(iii) If, having contracted the disease prior to enrolment, the man has been subjected to such strain as has produced or hastened a later manifestation of the disease.

Note 1. --For the purposes of (b) and (c), the strain must be due to service and of such a degree as is unlikely to be met in civil life, and it must be clear that the later manifestation was in fact produced or hastened

by that strain. If, however, the man had reached an age when such a manifestation could be expected, the case is difficult for acceptance.

Note 2.-- A member engaged on clerical duties would not normally be subjected to any such strain, and it may be taken as axiomatic, that no sedentarily employed man could establish a claim to pension save in the most exceptional circumstances.

(iv) If the disease is due to heredity and the latter manifestation is produced or hastened by conditions of the man's service (the normal considerations as to giving the benefit of doubt apply).

(v) If the disease existed before enrolment and death results from treatment given with a view to making the man an efficient soldier.

(vi) If the disease was contracted during service and death results from faulty technique in treatment.

NOTE 1.--In case of disease contracted during service should the man advance the argument that owing to the exigencies of his service he did not receive treatment when he ought to have received it, such argument will be treated with reserve.

NOTE 2.-- "Faulty technique in treatment" implies the use of drugs obviously wrong or contra-indicated, and unreasonably low or high dosage, procedures not generally recognised as correct or the lack of proper precautions.

Medical Boards will always record their opinion with reasons in support, as to whether the disease is congenital or was contracted before or after enrolment.

The general principle underlying the provisions of this sub-para is that when the disease is either hereditary or contracted by sexual contact either before or during service, entitlement for the disease itself can never be granted. Such entitlement can only be given

for a later manifestation or sequela of this disease which has been precipitated or whose onset has been hastened by the stress of service in the Army.

(f) Service employment similar to civil employment. Where the man's employment in the service, e.g., a lorry driver, is the same as his pre-service civil employment, and it is clear that there has been deterioration during service, the similarity of employment is not a sufficient ground for rejecting a claim to pension on the plea that the risks to health were not increased by service. That would be equivalent to giving the same weight to the possibility of deterioration in civil life as to the fact that deterioration took place in the service. This argument cannot be maintained. Where, however, the disease is one that could not be influenced by employment as, e.g., a clerk, the case is different.

7. In conclusion, it is necessary to reiterate that where a medical officer considers that a case is not attributable to military service, the evidence on which the opinion is based must be clearly stated whether this takes the form of certain facts peculiar to the case or well known features regarding the disease in question.

8. G.H.Q. memoranda Nos 106122/1/AG 14(b), dated 20th July 1944 and 106123/3/P.3(a) dated 6th July 1945, are hereby cancelled.

ANNEXURE II

ENTITLEMENT RULES FOR THE DISABILITY AND SPECIAL FAMILY PENSIONARY AWARDS IN RESPECT OF ALL RANKS OF THE ARMED FORCES DURING EMERGENCY

Period of Emergency	Government of India letter
3 Sep 62 to 9 Jan 68	- A/01927/AG/PS-4(a)/9948/Pen-C dated 26 Dec 62
3 Dec 71 to 31 Mar 72	- A/01927/AG/PS-4(d)/11133/Pen-C dated 16 Dec 71
25 Mar 71 to 31 Mar 72 (Op Cactus Lily)	
15 Aug 71 to 31 Mar 72 (Naval personnel)	- FN/3948/1191/Pen-C dated 1 Feb 72

Entitlement to disability or family pensionary awards in respect of all ranks of the Armed Forces eligible for pension under the Military Rules, disablement or death, shall be accepted as due to service, if -

- (a) the disablement is due to a wound, injury or disease, which
 - (i) is attributable to service; or
 - (ii) existed before or arose during service and has been, or remains aggravated thereby.
- (b) the death was due to or hastened by -
 - (i) a wound or injury or disease which was attributable to service; or
 - (ii) the aggravation by service of a wound, injury or disease which existed before or arose during service.

2. In dealing with these cases, the benefit of reasonable doubt will be given to the claimant. The entitlement shall be denied only if it can be established beyond reasonable doubt that the conditions mentioned above are not fulfilled.

3. Where an injury or disease, which led to discharge or death during service, was not noted in a medical report or other appropriate enrolment papers prepared at the time of commencement of the individual's service, fulfilment of the conditions mentioned in para 1 above may be accepted unless there is a positive evidence to the contrary.

4. Where there is no note in contemporary official records of a material fact on which the claim is based, other reliable corroborative evidence of that fact may be accepted.

N.B. - "Service" means service in the Armed Forces during emergency rendered anywhere in India.

Special proforma should be attached to the DMB proceedings of all ranks to provide additional information vide DGAFMS letter No. 16033/PS 117/71 dated 28 Jan 72.

ANNEXURE-III

CLASSIFICATION OF DISEASES

A. Diseases affected by climatic conditions

1. Pulmonary tuberculosis
2. Pulmonary oedema
3. Pulmonary tuberculosis with pleural effusion
4. Tuberculosis(non-pulmonary)
5. Bronchitis
6. Pleurisy, Emphysema, Lung abscess, and Bronchiectasis
7. Lobar Pneumonia
8. Nephritis(acute and chronic)
9. Otitis media
10. Rheumatism(acute and chronic)
11. Arthritis
12. Myalgia
13. Lumbago
14. Local effects of severe cold climate-i.e., frost bite, trench foot and chilblains
15. Effects of hot climate-i.e., heat stroke and heat exhaustion

B. Diseases affected by stress and strain

1. Psychosis and Psychoneurosis
2. Hypertension(BP)
3. Pulmonary tuberculosis
4. Pulmonary tuberculosis with pleural effusion
5. Tuberculosis(non-pulmonary)
6. Mitral stenosis
7. Pericarditis and adherent pericardium
8. Endocarditis
9. Sub-acute bacterial endocarditis, including infective endocarditis
10. Myocarditis(acute and chronic)
11. Valvular diseases
12. Myocardial infarction, and other forms of IHD
13. Cerebral haemorrhage and cerebral infarction
14. Peptic ulcer

C. Diseases affected by dietary compulsions

1. Infective hepatitis(Jaundice)
2. Diseases of stomach and duodenum
3. Worm infestation and particularly guinea worm and round worm infections
4. Gastritis
5. Food poisoning, especially due to tinned food

.....2

Gastric ulcer
Duodenal ulcer
Nutritional disorders

Diseases affected by training, marching prolonged standing etc.

1. Tetanus, erysipelas, septicaemia and pyaemia etc. resulting from injuries
2. Ankylosis and acquired deformities resulting from injuries
3. Post traumatic epilepsy and other mental changes resulting from head injuries
4. Internal derangements of knee joint
5. Deformities of feet
6. Osteoarthritis of spine and lower limb joints
7. Burns sustained through petrol, fire, kerosene oil etc. leading to scars and various deformities and disabilities
8. Hernia
9. Varicose veins

Environmental Diseases

1. Diseases contracted in the course of official duty of attending to a venereal or septicemic patient or while conducting a postmortem examination
2. Diseases contracted on account of handling infectious material, poisonous chemicals and radioactive substance

Diseases affected by altitude

1. High altitude pulmonary oedema and pulmonary hypertension
2. Acute mountain sickness
3. Psychosis, Psychoneurosis, suicide
4. Thrombosis

Diseases affected by service in Submarines and in diving

1. Acoustic trauma resulting from continuous noise and vibrations
2. Effects of exposure to high levels of toxic gases
3. Droplet infections
4. Neurosis and psychosomatic disorders
5. Effects of barotrauma
6. Decompression sickness
7. Dysbaric osteo-necrosis

Diseases affected by service in flying duties

1. Otitic barotrauma
2. Altitude decompression sickness
3. Hypoxia
4. Explosive decompression
5. Long duration G

Diseases not normally affected by service

1. Malignant diseases (Cancer and carcinoma)
2. Sarcoma (except in cases of sarcoma of bone with a history of injury, due to service, on the site of development of the growth)
3. Epithelioma
4. Rodent ulcer
5. Lympho-sarcoma
6. Lymphomas except of viral aetiology
7. Leukaemia (except radiation effect)
8. Pernicious anaemia (Addison's disease)
9. Osteitis deformans (Paget's disease)
10. Gout
11. Acromegaly
12. Cirrhosis of the liver - if alcoholic

Eyes

13. Error of refraction
14. Hypermetropia
15. Myopia
16. Astigmatism
17. Presbyopia
18. Glaucoma - acute or chronic - unless there is a history of injury due to service or of disease of the eye due to service.

APPENDIX-5 (Referred to in Para 47)
EFFECTIVE DATES FROM WHICH PENSION IN RESPECT OF HONY
COMMISSIONED OFFICER (REGULAR ARMY)

SL.N.	WHO BECOME NON-EFFECTIVE BETWEEN	RELEVANT AUTHORITY	GRANT TECHNICAL SECTION GROUP ORDER NO
1.	1.6.53 & 31.3.61	A.I. 1/S/53	REGN. 136 PRRA Pt-I 1961
2.	1.4.61 & 29.2.68	A.I. 9/S/64	566
3.	1.3.68 & 30.11.68	A. I. 2/S/69	699
4.	4.12.68 & 30.11.69	A. I. 132/73	850
5.	1.12.69 & 31.12.72 (without DCRG)	A.I. 5/S/70	761
6.	1.1.73 & 31.3.79 (also who become NE from 1.10.77 onwards and not opted for merger of ADA)	A.I. 4/5/75	933
7.	1.10.77 & 28.2.78 (with merger of 50% of DA)	GOI, MOD letters No B/38031/AG/PS 4(a)/2472/C/D(Pen/Sers) dt. 20.9.82	1136
8.	1.10.77 & 28.2.78 (with merger of 50% of DA)	B/38031/AG/PS 4(a)/2472/C/D(Pen/Sers) dt. 20.9.82	1136
9.	1.3.78 & 31.3.79 (with merger of full DA)	B/38031/AG/PS 4(a)/109/C/D(Pen/Sers) dt. 15.1.80	1076
10.	1.4.79 & 1.6.83 (also those become NE from 1.2.82 and not opted for merger of ADA)	B/38031/AG/PS 4(a)/109/C/D(Pen/Sers) dt. 15.1.80	1076
11.	1.2.82 & 30.6.82 (with merger of 50% of ADA)	B/38057/AG/PS 4(a)/2586/C/D(Pen/Sers) dt. 21.10.82 as amended vide their letter of 2.9.83.	1141 1168
12.	1.7.82 & 1.6.83 (with merger of full ADA)	B/38036/AG/PS 4(a)/2843/C/D(Pen/Sers) dt. 2.9.83	1168
13.	2.6.83 & 30.3.85 (without merger of ADA)	B/38070/AG/PS 4(a)/513/C/D(Pen/Sers) dt. 22.2.85	1197
14.	1.3.85 & 30.3.85 (with merger of ADA)	B/38088/AG/PS 4(a)/3146/C/D(Pen/Sers) dt. 8.10.85	1224
15.	1.3.85 & 30.3.85 (without merger of ADA)	B/38088/AG/PS 4(a)/3146/C/D(Pen/Sers) dt. 8.10.85	1224
16.	1.4.85 & 1.1.86	B/38092/AG/PS 4(a)/3148/C/D(Pen/Sers) dt. 8.10.85	1225
17.	2.1.86 & 1.1.96	1(5)/87/D(Pen/Sers) dt. 30.10.87	1283
18.	2.1.96 and 01.01.2006	1(6)/98/D(Pen/Sers) dt. 3.2.98	1391
19.	02.01.2006	MOD letter No. 17(4) MOD letter No. 17(4)/2008 (2)/D(Pension/Policy) dated 12.11.2008/	Circular No. 400

APPENDIX-6
(Referred to in Para 132)
EFFECTIVE DATES FROM WHICH PENSION IN RESPECT OF HONY
COMMISSIONED OFFICER-DSC REVISED

SL.NO.	WHO BECAME NON-EFFECTIVE BETWEEN	RELEVANT AUTHORITY REVISING THE RATES	GRANT TECHNICAL SECTION GROUP ORDER NO
1.	1.1.73 & 31.3.79 (also those became NE from 1.10.77 onwards and not opted for merger of ADA)	A.I. 6/7/76	991
2.	1.10.77 & 28.2.78 (with merger of 50% of DA)	GOI, MOD letter No. B/38032/AG/PS 4(a)/3046/C/D(Pen/Sers) dt. 16.11.82	1150
3.	1.3.78 & 31.3.79	B/38032/AG/PS 4(a)/2448/C/D(Pen/Sers) dt. 21.5.80	1092
4.	1.4.79 & 31.1.82	B/38032/AG/PS 4(a)/2448/C/D(Pen/Sers) dt. 21.5.80	1092
5.	1.2.82 & 30.6.82	B/38062/AG/PS 4(a)/3353/C/D(Pen/Sers) dt. 17.1.83, as amended vide their letter of even No. dated 25.6.83	1153 1166
6.	1.7.82 & 1.6.83	B/38062/AG/PS 4(a)/3353/C/D(Pen/Sers) dt. 17.1.83, as amended vide their letter of even No. Dated 25.6.83	1153
7.	2.6.83 & 1.3.85 (without merger of ADA)	B/38072/AG/PS 4(a)/3400/C/D(Pen/Sers) dt. 26.12.84	1194
8.	2.3.85 & 31.3.85 (with merger of ADA)	B/38094/AG/PS 4(a)/3200/C/D(Pen/Sers) dt. 10.10.85	1221
9.	2.3.85 & 31.3.85 (without merger of ADA)	B/38089/AG/PS4(a)/C/D (Pen /Sers) dt. 10-10-85	1219
10.	1.4.85 & 1.1.86	B/38089/AG/PS4(a)/C/D (Pen /Sers) dt. 08-10-85	1221
11.	2.1.86 & 1.1.96	1(5)/87/D(Pen/Sers) dt. 30.10.87	1283
12.	2.1.96 Onwards	1(6)/98/D(Pen/Sers) dt. 3.2.98	1391
13.	02.01.2006	MOD letter No. 17(4)/2008 (2)/D(Pension/Policy) dated 12.11.2008/	Circular No. 400

APPENDIX-7

(Referred to in Note 1 to para 84)

INSTRUCTIONS FOR COMPLETION LPC-CUM-DATA SHEET (INITIAL) FOR DISABILITY/INVALID PENSION AND DATA SHEET FOR DISABILITY/INVALID PENSION (CORR) IN RESPECT OF JCOs/ORs

INTRODUCTORY

The work of regular service pensionary awards and subsequent amendment/revision in respect of JCOs/ ORs have already been computerised. It has now been decided to take up the work of Disability Pension also on Computer. For this, two kinds of data sheets have been designed.

(i) LPC-CUM-DATA SHEET (INITIAL and CORR) The existing format of awards have been redesigned to provide for filling of data required for grant of Disability/Invalid Pension. This included columns showing relevant service pension/ disability pension data to be filled by RO/ PAO (ORs).

2.1 LPC-CUM-DATA SHEET (INITIAL and CORR) contains 95 columns. Column 1 to 93 are required to be filled by the RO/PAO (ORs) and columns 95 and 96 are to be filled by the office of the P.C.D.A.(Pensions).

2.2 Detailed instructions for filling/ checking of the LPC-CUM-DATA SHEET (circulated from time to time to the ROs/ PAOs) for sanction of service pensionary award, will by and large be applicable for filling/ checking of data sheets for Disability Pensionary awards also. However, important guidelines to complete various columns of Data sheets are given in the following paras.

2.3 The Record Office will initiate LPC-Cum data Sheet in triplicate in case of initial disability/Invalid pension and in duplicate in case of Corr. with reference to records held at that end and complete the cages/columns as mentioned in para 2.1 above.

2.4 After completing the LPC-CUM DATA SHEET (INITIAL) in triplicate for grant of Disability/Invalid Pension, the RO will sign the boxes provided for this purpose and forward it to the PAO (ORs) for checking/completion, PAO (ORs) will, in turn, check all columns ap columns pertaining to him. He will retain the third copy and return two copies viz Original and Duplicate to the R.O. duly signed and affixing LPC Seal on it. The RO will retain the duplicate copy with him as office copy and transmit the original to the PCDA (P) along with disability pension claim.

2.5 Where service pensionary awards have already been notified on computer, Disability Claim has to be processed for grant of Disability Element. In such cases, only basic particulars (Corr) of data sheet will be completed in duplicate by the R.O. at the time of initiation of Disability claim. Such data sheets are not required to be sent to the PAO(ORs) Instead, it will directly be sent to the office of the PCDA (Pensions) alongwith disability pension claim.

3. SCOPE OF DATA SHEET

(i) Data Sheets, mentioned above, contain all elementary data which are required for sanction of Disability Pension/Invalid Pension/Disability Element, Retirement Gratuity, Commuted value of Pension and Family Pension in respect of JCOs/ORs/NCs (E) of Army (including JCOs granted Honorary Commission).

Instruction for filling of Data sheet in r/o DISABILITY PENSION who 'Invalided Out' from service (fresh PPO required to be issued)

Sl No	Field Name	Field Type	Field Length	Description
1.	Record Office	C	2	Record Office as per code list annexure -1'
2.	Initial Rank	I	1	As per rank code list annexure-3 It will be filled in case of JCOs who were appointed Direct in the rank of JCOs..
3.	Rank Last Held	I	1	As per rank code list annexure-3

4.	Whether ACP granted	C	1	A for 1st ACP 'B' for 2nd ACP & 'C' for 3rd ACP & 'N' for NO ACP granted/applicable.
5.	Group	C	1	Filled with 'X' or 'Y'
6.	Nationality	C	1	"I" "N" "B" as the case may be
7.	Regimental No.	C	9	Current Regimental NO.
8.	Old Regimental No.	C	9	In case of JCOs who were appointed directly it will Not be filled.
9.	Individual's Name	C	35	
10.	Date Of Birth	D	8	These Fields are to be filled as "YYYYMMDD"
11.	Date Of Enrolment	D	8	These Fields are to be filled as "YYYYMMDD"
12.	Date Of Discharge	D	8	These Fields are to be filled as "YYYYMMDD"
13.	Non-Qualifying Service	D	6	This Field is to be filled as "YYMMDD" and a detail showing all the spell of NQS should be filled in the col. Given on the reverse side of Data sheet. If spells are more Than the space provided separate sheet may be Attached with the claim duly attested.
14.	Former Service	D	6	This Field is to be filled as "YYMMDD" if any.
15.	Discharge on Completion of Service	C	1	Y for Yes OR N for No TO BE FILLED
16.	Clause Of Discharge	I	1	In Case of Ors it should be filled as 3 or 5 and In case of JCO it should be C or F
17.	Provisional Pension	C	1	Y OR N TO BE FILLED
18.	Pension Recommended Code	C	1	'F' for full pension/gratuity, 'T' for 2/3rd of pension/gratuity, 'H' for Half pension/gratuity & 'P' for provisional pension Where gratuity and Family Pen. not to be sanctioned
19.	Gratuity Recommended Code	C	1	'F' for full pension/gratuity, 'T' for 2/3rd of pension/gratuity, 'H' for Half pension/gratuity & 'P' for provisional pension Where gratuity and Family Pen. not to be sanctioned
20.	Commutation Percentage	I	2	Maximum limit is 50%
21.	Loading in Age	D	2	"YY"

22.	Extn. Service	C	1	Y OR N TO BE FILLED
23.	Medical Option	C	1	'Y' applicable only in the case of Nepalese pensioner Otherwise 'N' will be filled.
24.	ECHS Code	C	1	'Y' OR 'N' as the case may be. In case erroneously Recovered the same will be refunded through corr. PPO by filling 'R' in the Data Sheet for Corrg. PPO.
25.	Whether Married	C	1	"Y" or "N" as the case may be.
26.	Spouse Alive	C	1	'Y' in the case of wife alive and extension of ser. is not granted. 'E' in the case of wife

				alive and extension of ser. Is granted. 'N' in the case where wife is not Alive, 'D' for Divorced cases. 'P' for Plural Marriage Cases 'U' for Disputed cases & Blank for Provisional Pen. Cases.
27.	Spouse Nationality	C	1	IF Field no. 27 is filled as 'Y' or 'E' it will be filled 'I'/'N' 'B'. as the case may be.
28.	Spouse Date Of Birth	D	8	IF Field no. 27 is filled as 'Y' or 'E' this Field is to be filled as "YYYYMMDD".
29.	Spouse Name	C	35	IF Field no. 27 filled as 'Y' or 'E' this field will be filled. In Case name is having more than 25 characters the same Will be abbreviated.
30.	Whether Handicapped Child?	C	1	'Y' OR 'N' as the case may be.
31.	Relation of Child	C	1	'S' for SON & 'D' for Daughter in case field no. 23 Is filled as 'Y' otherwise left blank.
32.	Handicapped Child Name	C	35	In case field no. 23 is filled as 'Y' otherwise left blank.
33.	PDA	C	1	1 to 9 as per annexure-5
34.	DPDO	C	1	As per annexure-6if PDA CODE is '1' otherwise '00'
35.	PDA State	C	2	AS per annexure-7
36.	PDA Station	C	25	DISTRICT NAME OF PDA
37.	Bank/Sub Try Code	C	3	As per annexure-8 Code or 'SUB' for treasury will be Filled if PDA Code is '3' and pensioner desire to Draw pension from sub treasury.
38.	CPPC/Link Bank	C	40	Address of link bank
39.	Bank A/c No.	C	25	Filled from left side only. If the character is < 25 the Right hand boxes may be kept blank.
40.	Bank Branch/Sub Treasury Station	C	35	
41.	BSR code Paying Branch	C	7	The code allotted by RBI to each bank branch
42.	BSR code Link Bank	C	7	The code allotted by RBI to each bank branch
43.	Pay Band	I	1	According to 6th CPC i.e. 1/2/3
44.	Pay in Pay Band	I	5	Fixed under 6th CPC
45.	Grade Pay	I	4	According to 6th CPC
46.	MS Pay	I	4	According to 6th CPC
47.	Group Pay	I	4	According to 6th CPC applicable to Group 'X' Only
48.	Class Allowance	I	3	According to 6th CPC
49.	Average Pay	I	5	IN case where Last Pay Drawn < Average Pay it will be filled and statement showing detail of Pay, Grade Pay Class pay for last 10 months may be filled on the reverse of data sheets/enclosed duly Authenticated .
50.	Gal Award1	I	2	First character pertains to award code & second character pertain no. of bars. Annexure - 4

51.	Gal Award2	I	2	First character pertains to award code & second character pertain no. of bars. Annexure - 4
52.	Gal Award3	I	2	First character pertains to award code & second character pertain no. of bars. Annexure - 4
53.	RDR Demand	I	6	
54.	Other Demand	I	6	
55.	Absolute Date of Commutation			YYYYMMDD
56.	Pension Type	C	3	It should be filled as 'DIS' for DISABILITY PENSION and 'LIB' for LIBERALISED DISABILITY PENSION and 'WAR' for WAR INJURY PENSION and 'INV' for INVALID PENSION
57.	Date of Medical Board	D	8	These Fields are to be filled as "YYYYMMDD"
58.	Nature Code	C	1	I for Invalided Out and D for Deemed to be Invalided Out.
59.	Medical Category	C	3	AYE,BEE,CEE,DEE,EEE –Shape as per the Medical Board
60.	Category Dis.	C	1	Category of the Disability A,B,C,D or E as the case may be.
61.	Name	C	25	Name of the Disease
62.	ATR/AGR	C	3	ATR- For Attributable, AGR- For Aggravation and NA- Neither Attributable nor Aggravation.
63.	Asses %	N	3	0 to 100 %
64.	Compensation Paid	C	1	Y for Yes OR N for No TO BE FILLED
65.	Composite %age of Pt. Disability (Assessed for life only)	I	3	Maximum limit is 100%
66.	Composite %age of Disability (including Pt. & Temp. Both)	I	3	Maximum limit is 100%
67.	Period of Assessment	I	2	It should be filled between 1 to 10 or L- for Life.
68.	Period Accepted From	D	8	Disability Period Accepted From. These Fields are to be filled as "YYYYMMDD"
69.	Period Accepted To	D	8	Disability Period Accepted To. These Fields are to be filled as "YYYYMMDD"
70.	Ex Gratia (as approved by Competent Authority)	C	1	'Y' for Yes OR 'N' for No as the case may be to be filled.
71.	Whether CAA is Payable	C	1	'Y' OR 'N' as the case may be.

72.	C.A.A. for Life or Temp	C	1	L for life and T for Temp.
73.	CAA Payable From	D	8	These Fields are to be filled as "YYYYMMDD"
74.	CAA Payable To	D	8	These Fields are to be filled as "YYYYMMDD"
75.	Previous PPO No. if Any	C	18	Previous PPO No. for cate-2,3 and 5 pensioner
76.	Category Of Pension	C	1	Category no. as per code list annexure -2'
77.	Total period including Weight age if any for Which gratuity paid With 1st pension (for cate-2 & 6 only)	D	6	Filled with YYMMDD
78.	Amt of Pension commuted from 1st pension (for cat. 3 only)	I	5	
79.	Date Receipt	D	8	YYYYMMDD

***FIELD CHARACTER: - C = Character, I = Numeric, D = Date.**

APPENDIX-8

(Referred to in Note-4 to Para 105)

The rates of disability element for 100% disablement sanctioned from time to times for different ranks prior to 1.01.1996, are as under

Period	Hony. Commissioned Officer	Sub/Maj.	Sub	Nb/Sub.	Hav.	Nk.	Sepoy	Ncs (E)	Authority
Prior to 1.06.53	-	-	-	-	25/-	22/-	18/-	-	Regn. 370PRA (India) Pt.-II
1.06.53-24.04.67	125/-	90/-	75/-	50/-	36/-	30/-	25/-	20/-	Regn 183PRA Part-I 1961
25.04.67-31-12.72	142.50	105/-	90/-	65/-	48/-	40/-	35/-	30/-	AI 90/67
1.01.73-31.12.85	170/-	110/-	110/-	110/-	60/-	60/-	45/-	40/-	AI 4/S/75
1.01.86-31.12.95	750/-	550/-	550/-	550/-	450/-	450/-	450/-	450/-	GOI, MOD No. 1(4)/87/D(Pe n/Sers) dated 27.07.1987 for Pre-86 and MOD
01.01.1996	2600/-	1900	1900	1900	1550	1550	1550	1550	GOI, MOD No. 1(2)/97/D(Pe n-C) dated 31.01.2001 For Post-96 and MOD letter

WEF 1-1-2006

Rank	Group 'X'	Group 'Y'	As per Govt letter 15.2. 2011 circulated vide circular No. 456 and Govt. Letter dt. 4.5.2009
Sepoy	3510	3510	
Naik	3510	3510	
Havildar	3510	3510	
Nb Sub	5070	4650	
Subedar	5190	4770	
Sub Maj	5250	4830	
Hony Lt.	8100	-	
Hony Capt	8310	-	

APPENDIX-9

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APPENDIX –10

(Referred to in Note 2 to Para 179)

The rates of special family pension admissible from time to time are as under:-

Prior to 1-06-53

The rate of special family pension was a fixed rate for each rank.

(Authority: Regn. 404, PRA (INDIA) Part-II (1940 Edn.)

From 01.06.1953 but before 01.01.1964

The rate of special family pension was a fixed rate for each rank

(Authority: Regn. 227, PRA Part-I (1961 Edn.)

After 1-1-64

The rates of special family pension for those who retired/died on or after 1-1-64 but before 31-12-72 are as under:-

Pay of the deceased

Below Rs. 200/- p.m.

Rs. 200/- p.m. and above but

below Rs. 800/- p.m.

Rates of special family pension

45% of pay subject to a maximum of Rs. 75/- and minimum of Rs. 40/

25% of pay subject to a maximum of

Rs. 150/- p.m. and minimum of Rs. 75/- p.m.

Authority: Govt. of India, Ministry of Defence letter NO. 196093/Pen-C dated 14.06.67 (Group order No. 640 dated 29.07.67)

From 1-1-73

Pay of the deceased

(i) Below Rs. 400/- p.m.

(ii) Rs. 400/- and above but below Rs.1200/- p.m.

(iii) Rs. 1200/- p.m. and above

Rates of special family pension

45% of pay subject to a maximum of Rs 125/- p.m. and min of Rs. 96/- p.m.

25% of pay subject to a maximum of Rs. 250/- and minimum of Rs. 125/- p.m.

20% of pay, minimum of Rs.270/- and maximum of Rs.460/-p.m.

(Authority: GOI, MOD No. A/49785/AG/PS-4(a)/2663/Pe-C dated 15.04.1977)

From –1-1-86

	Pay of deceased	Rates of Special Family Pension
If the widow is childless	Not exceeding Rs. 1500/-	50% of Reckonable emolument subject to 375/-minimum of Rs
	(ii) Exceeding Rs. 1500/- but not exceeding Rs. 3000/-	40% of Reckonable emoluments subject to minimum of Rs. 750/-
	(iii) Exceeding Rs.3000/-	30% of Reckonable emoluments subject to minimum of Rs. 1200/- and maximum of Rs. 2500/-

(b) If the widow has In all cases
Children

60% of Reckonable
emoluments subject to minimum
of Rs. 750/- and maximum of Rs.
2500/-

Note: 1. Reckonable emoluments for this purpose will be pay including classification pay, if any, last drawn by the individual.

Note: 2. Special family pension at the rates indicated as at (b) above shall be admissible to the widow till the child/ children attain the age prescribed under rules and thereafter the widow shall be paid family pension at the rates indicated as at (a) above special family pension shall be regulated similarly where parents have been nominated as the first life awardee.

Note: 3. In cases where special family pension is granted to the widow and she dies or remarries, the children shall be paid special family pension at the rates indicated at para (a) above and the same rate shall also apply to fatherless/motherless children. In both the cases, special family pension shall be paid to the children for the period during which they would have been eligible, as in the case of ordinary family pension.

(Authority: Govt. of India, Min. of Def. Letter No. 1 (5)/87-D(Pen/Sers)
dt. 30-10-87).

TABLE 3
Table For Minimum Pensionary Awards admissible w.e.f 1.1.2006 in respect of Pre-2006 Family Pensioners of PBOR(ARMY AND

EQUIVALENT IN NAVY AND AIR FORCE															
S.No	Equivalent Rank of Army/Navy/Air Force			Group Held Prior to 1.1.1973				Group -A in Army, Group -A and Group 1 in Navy & Group-I in AF				Group-B to H in Army, Group-2,3 & 4 other than Group A, B&C in Navy & Gp-II to V in Air Force			
				Group Between 1.1.1973 to 9.10.1997				Group-A in Army, GP-A and Group 1 in Navy & Gp-I in AF				Group-B to E in Army, Gp-2&3, Special Group B&C in Navy & Group-II to V in AF			
				Group Between 10.10.1997 to Min Pay in Pay Band				Group-X in all three services				Group-Y and Z in all three services			
				Min. Pay in pay Band	Grade pay	Total of Min Enrolment for Group-X including MSP& Group-X pay Rs1400	Total of Min Enrolment for Group-Y including MSP	Special family Pension	Liberalised Family Pension	2nd Life award of SFP	2nd Life award of LFP	Special family Pension	Liberalised Family Pension	2nd Life award of SFP	2nd Life award of LFP
	Army	Navy	Air Force					60% of Col (7) subject to Min of Rs 7000	100% of Col (7)	50% of Col (9)	60 % of Col (10)	60% of Col (8) subject to Min of Rs 7000	100% of Col (8)	50% of Col (13)	60% of Col (14)
								80% Of the min. Pay in revised Pay scale	Equal to min. Pay in the revised Pay	50% of SFP	60% of LFP	60% of the min. Pay in revised Pay scale	Equal to min. Pay in the revised Pay	50% of SFP	60% of LFP
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Sepoy	Seaman I & II & Equivalent	AC and LAC	5200	2000	10600	9200	7000	10600	3500	6360	7000	9200	3500	5520
2	Naik	L/Seaman, Artificer-V	CPL	5200	2400	11000	9600	7000	11000	3500	6600	7000	9600	3500	5760
3	Havildar	PO/ Artificer IV/Mech IV	SGT	5200	2800	11400	10000	7000	11400	3500	6840	7000	10000	3500	6000
4		Artificer III-I		9300	3400	16100		9660	16100	4830	9660				
5	Nb/Subedar	***	JWO	9300	4200	16900	15500	10140	16900	5070	10140	9300	15500	4650	9300
6	Subedar	MCPO- II	W/O	9300	4600	17300	15900	10380	17300	5190	10380	9540	15900	4770	9540
7	Sub. Major	MCPO-I	W/O	9300	4800	17500	16100	10500	17500	5250	10500	9600	16100	4830	9600
8	Hony Lt	Hon Sub Lt	Hon Flg Off	15600	5400	27000		16200	27000	8100	16200				
9	Hony Capt	Hon Lt	Hon Flt Lt	15600	6100	27700		16620	27700	8310	16620				

*** CPO/Mech I, II & H/Art. I, II & II/Chief Artificer/Chief Mech - I & II

16.

TABLE 5 (Army)

Rank	Seyoy			Hony.Naik			TS Naik		Naik		Hony. Havildar			Havildar		Hony Nb Sub			Naib Subedar			Subedar		Subedar Major			Hony Lt	Hony Capt							
PRE. 1973	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD	"G" & "H"	"A"	"B" To "F" and Gunner GD			"G" & "H"						
POST 1973	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"	"A"	"B" To "D"	"E"								
POST 10.16. 97	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"	"X"	"Y"	"Z"								
Q.S.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32			
15.5	7344	7000	7000	7344	7000	7000	7710	7000	7000	7710	7000	7000	7710	7000	7000	8352	7000	7000	8352	7000	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
16	7419	7000	7000	7419	7000	7000	7710	7000	7000	7710	7000	7000	7980	7000	7000	8352	7000	7000	8352	7000	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
16.5	7551	7000	7000	7551	7000	7000	7710	7000	7000	7710	7000	7000	8147	7000	7000	8352	7000	7000	8420	7048	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
17	7683	7000	7000	7683	7000	7000	7710	7000	7000	7710	7000	7000	8314	7000	7000	8352	7000	7000	8586	7186	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
17.5	7816	7000	7000	7816	7000	7000	7710	7000	7000	7816	7000	7000	8480	7052	7000	8481	7053	7000	8752	7324	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
18	7948	7000	7000	7948	7000	7000	7948	7000	7000	7948	7000	7000	8646	7190	7000	8648	7191	7000	8919	7462	7000	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
18.5	8081	7000	7000	8081	7053	7000	8081	7053	7000	8081	7054	7000	8812	7329	7000	8813	7330	7000	9084	7601	7114	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
19	8213	7030	7000	8213	7176	7000	8213	7176	7000	8213	7178	7000	8979	7467	7000	8980	7438	7000	9251	7739	7244	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
19.5	8345	7143	7000	8345	7300	7000	8345	7300	7000	8345	7301	7000	9144	7605	7100	9146	7606	7101	9417	7877	7372	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
20	8478	7257	7000	8478	7424	7000	8478	7424	7000	8478	7425	7000	9311	7743	7229	9312	7744	7230	9584	8015	7502	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
20.5	8478	7257	7000	8584	7547	7000	8584	7547	7000	8585	7548	7000	9477	7881	7358	9478	7882	7359	9749	8153	7630	11004	9996	9528	12336	11328	10848	13014	11616	11448	18558	19374			
21	8478	7257	7000	8724	7671	7000	8724	7671	7000	8726	7672	7000	9644	8020	7487	9645	8021	7488	9916	8292	7760	11004	10094	9528	12392	11328	10848	13014	11616	11483	18558	19374			
21.5	8478	7257	7000	8866	7794	7000	8866	7794	7000	8867	7796	7000	9810	8158	7616	9812	8159	7617	10083	8430	7888	1092	10896	9666	12629	11536	10934	13097	11840	11704	18558	19374			
22	8478	7257	7000	9006	7918	7197	9006	7918	7197	9008	7919	7198	9678	8296	7745	9677	8297	7746	10248	8568	8018	11302	10482	9849	12868	11753	11140	13344	12063	11925	18558	19374			
22.5	8478	7257	7000	9006	7918	7197	9006	7918	7197	9008	7919	7198	10143	8434	7803	10144	8435	7876	10415	8706	8147	11511	10676	10031	13106	11970	11346	13590	12286	12146	18558	19374			
23	8478	7257	7000	9006	7918	7197	9006	7918	7197	9008	7919	7198	10308	8573	8003	10310	8574	8004	10581	8846	8276	11271	10870	10214	13344	12189	11535	13898	12509	12366	18558	19374			
23.5	8478	7257	7000	9006	7918	7197	9006	7918	7197	9008	7919	7198	10475	8711	8133	10476	8712	8134	10748	8984	8405	11930	11064	10396	13582	12406	11756	14085	12732	12587	18558	19374			
24	8478	7257	7000	9006	7918	7197	9006	7918	7197	9008	7919	7198	10641	8849	8261	10642	8850	8262	10913	9122	8534	12348	11452	10761	14060	12842	12171	14579	13180	13029	18558	19374			
24.5	8478	7257	7000							9008	7919	7198	10641	8849	8261	10642	8850	8262	10913	9122	8534	12557	11646	10943	14297	13059	12377	14826	13043	13250	18558	19374			
25	8478	7257	7000							9008	7919	7198	10641	8849	8261	10642	8850	8262	10913	9122	8534	12767	11841	11126	14536	13277	12584	15074	13626	13470	18558	19374			
26	8478	7257	7000							9008	7919	7198	10641	8849	8261	10642	8850	8262	10913	9122	8534	12976	12035	11308	14774	13494	12790	15321	13850	13691	18558	19374			
26.5	8478	7257	7000							9008	7919	7198				10642	8850	8262	10913	9122		13185	12228	11490	15012	13712	12996	15568	14073	13912	18558	19374			
27	8478	7257	7000							9008	7919	7198				10642	8850	8262	10913	9122					13395	12423	11673	15250	13930	13203	15815	14296	14133	18558	19374
27.5	8610	7370	7000							9148	8043	7311				10809	8988	8392	11080	9260					13604	12617	11555	15489	14747	13409	16082	14519	14354	18558	19374
28	8742	7482	7000							9288	8166	7427				10974	9126	8520	11246	9398					13812	12810	12036	15726	14364	13614	16308	14742	14574	18558	19374

APPENDIX -11

(Referred to in Para 194)

INSTRUCTIONS FOR COMPLETING LPC- CUM- DATA SHEET: FAMILY PENSION TO DECEASED JCOs/ORs POST 1.01.1986 CASES

Introduction

1.1 Ordinary family pension is admissible when an individual dies on account of causes which are neither attributable to nor aggravated by military service. Either while in service provided he had been found fit after successful completion of the requisite training and medical examination at the time of enrolment. However, in cases where the individual was having less than one-year service a certificate to this effect will be given by the Record offices. After discharge from service and was in receipt of or eligible for service/disability/ invalid/war injury pension.

1.2(a) This data sheet i.e. LPC-cum-data sheet – Family Pension (ORs) post 1.01.86 will be used in respect of the cases where the armed forces personnel below officers rank died during service on or after 1.01.1986 and also in those cases where the individual has been discharged from service on or after 1.01.1986 with a pension but family pension was not notified jointly alongwith the pension.

(b) Further this data- sheet will be used only in those cases where both family pension and death gratuity is payable to the spouse of the deceased based on the nomination available.

1.3 The data sheet will be prepared by the R.Os. in triplicate as per the instructions contained in the succeeding paras. The family pension claim will be submitted to this office along with the relevant documents as per the existing rules alongwith the LPC-Cum-Data Sheet :- Family pension (ORs) : post 1.01.86

2. The data sheet is divided into three portions namely:

A: Particulars of the Deceased

B: Family particulars

C: Other particulars

2.1 The Record Office will initiate the data sheet in triplicate with reference to the records held at his end after filling in the affected columns in A, B, C, of the data sheet. Remaining columns shall be left blank.

2.2 After completing the data sheet as above, the Record office will get it checked/ completed by the PAO(ORs) concerned. For this purpose, all the three copies of data sheet will be forwarded to P. A.O. (ORs) concerned who after checking and completing the data sheet will return two copies ie original and duplicate to the Record office and retain the third copy as office copy. The R.O. will retain the duplicate copy with him as the office copy and transmit the original copy to the PCDA(P) alongwith the supporting documents for grant of family pension.

Important Note

It may be noted that in post retirement death cases where family pension was not notified earlier and the deceased pensioner was in receipt of pension, the data-sheet including pay particulars are to be completed by the ROs based on the relevant details including pay particulars already held by them. Such claims are to be submitted to this office directly and need not be routed through PAOs.

3. COMPLETION THE DATA SHEET GENERAL

3.1 The data sheet consists of 41 columns, which are required to be completed by ROs/PAOs in accordance with the instructions given below. The Data- sheet should be filled in neatly and accurately in Block Letters. Only one alphabet or

number as the case may be should be filled in one box. Cuttings and alterations should be avoided. If there is at all any cutting/ alteration, the same should be properly attested under the signature of appropriate authority. The data to be filled in the Data Sheet can be of one of the following types.

(a) Alphabetic Data:

Alphabetic Data Consists only of alphabets A to Z like name of pensioner, wife's name, bank code, state codes etc. alphabetic data is to be filled in from the left hand side to the right hand side of the column. If the number of boxes is more than the alphabets to be filled in, all the remaining boxes on the right hand side should be left blank.

Alphabetic Data is to be filled in columns: 1,6,8,9,22,23,29, and 30.

(b) Numeric Data:

Numeric data consists of numbers from 0 to 9. certain codes have been provided for defining the names of ROs, PDOs etc. Numerical Data is to be filled in from the right hand side to the left hand side. Zeros are to be entered in the left- out boxes.on the left hand side.

Numeric data is to be filled in Columns:2,4, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20,21,24, 26,27,35,36,37,38,39,40,&41

(c) Alphanumeric Data:

This data is mixed data and consists of both alphabets and numbers and special characters.

Alphanumeric Data is to be filled in Columns: 3, 5, 7, 25, 28, 31, 32, 33, 34.

3.2 Column wise instructions for filling of data: Column1 (Deceased in receipt of Pension)

in case the deceased was a pensioner then this column should be filled with "y" or else with "N"

e.g. "Y"

Column2:- (Amount of Pension)

If Column I is 'y' then the amount of pension drawn by the individual is to filled or else zeros may be filled

4	8	0	0
---	---	---	---

Column3 : Original PPO NO.)

If the deceased was drawing a pension then the PPO Number should be filled else the column should be left blank.

S/0/4/5/2/3/6/2/0/0/1

Column4: R.O. Code

In this column numeric code allotted to various RO should be filled as per Annexure-1 of Appendix-2. For eg. AMC Lucknow whose RO code is 85 should be filled as

8	5	
---	---	--

Column5: Rank Last

In this column codes have already been allotted to the various ranks held by JCO's/ORs. The same should be filled in the appropriate box. For sepoy whose code is 1 should be filled as 1 for Sub. Hony Capt. whose code is 'c' should be filled as G Rank codes are given in Annexure- II of Appendix-2 Column of Group

The relevant groups (A,B,C,D,E) as may be applicable is to be filled in this column.

Column 7: Regt. No.

This is an alphanumeric filled and should be filled as under

J/C/3/4/5/0/9/7/K/

Column 8: & 23 : (NATIONALITY)

The nationality of the individual will be filled in as under:

INDIAN I, NEPALESE N, BHUTANESE B, FOREIGNERS F

If the nationality of the individual is Indian it should be filled in as:

I

I

Column 9 Name of Deceased)

The name of the deceased as recorded in the Sheet Roll should be filled in this column. due box should always be left blank between different part of the name . for i.e. M/O/H/A/N/ L/A/L/ G/I/L/D/I/Y/A/L/

Column 10 to 18 & 21

The dates should be filled in as YYMM DD and should be taken from the Sheet Roll. For ie.

Y/Y/M/M/D/D

Column 19 : (Balance NQS)

If NQS exceeds the three spells, then the balance of Non- qualifying service is to be reflected in the column as:

/Y/Y/M/M/D/D/

Column 20: (Total Former Service)

Entire former service rendered by JCOs/ORs, if any may be reflected in this column as :

Column 22: (Wife's Name)- Same as Col.9 above.

Column 24 : (Wife's year of Birth)

Only the year part of the birth is to be reflected in this column. If the wife's year of birth is 1955 then only 55 should be filled as under:-

/5/5/

Column 25: (Address of Claimant)

The address of the claimant is to be entered in this column. As it is an alphanumeric field both types (alphabetic and numeric) data are to be filled. One box should always be left blank between different parts of the address. For ie. the address is 32 Elgin Road, Allahabad it should be written as

A/L/L/A/H/A/B/A/D 3/2/ E/L/G/I/N/ R/O/A/D/

Column 26 PDO Code)

Nine codes of single digit have been allotted to various pension disbursement offices and only the relevant code as per Annexure IV (of Appendix-2) is to be filled. For Treasury office, the code NO.3 is to be filled. Column 27: (DPDO Code)

This column should be filled up only when PDO Code in column 26 is I (i.e the individual wants to draw pension thorough DPDO). The appropriate code for the DPDO as per Annexure-V of Appendix- 2 should be

filled in this column. For instance if the individual desires to draw pension from DPDO Jallandhar, column 26 should be filled as 'I and column 27 should be filled as if column 26 is other than I column 27 should be filled with zeros.

Column 28 PDO Station)

The station from where the individual desires to draw his pension will be entered in this column

Column 29: (PDO State code)

Abbreviation of states in two digits will be entered as per list enclosed as Annexure – VI of Appendix –2.

Column 30: (Bank/Sub-treasury code)

Abbreviation of bank in three digits will be entered as per list enclosed in Annexure-VII of Appendix-2. in case the family pensioner desires to draw pension from a Sub-Treasury his field is to be entered as :

S/U/B/

Column 31: (link Bank)

When the individual opts for payment through a Public Sector Bank (PDO code 9) directly without going through any other agency such as DPDO, the link bank for the corresponding paying Bank-Branch at the station should be filled in this column. It has to be checked from the list of link bank branches that the public sector bank is authorized to make disbursement of pension to Defence pensioners at that station.

Column 32 (Bank A/C No.)

The relevant A/C No. opened by the individual is to be entered in this column. No joint accounts No. is to be filled in this column. 10 Boxes have been provided for this field. If the A/C No. is S/B 1050 it is to be entered as under:

/S/B/O/O/O/O/1/0/5/0

Column 33 (Bank Branch)

The name of the branch of the bank from where the individual desires to draw his pension will be indicated in this column.

Column 34 (Bank Station)

The name of the Station where the bank is situated is to be indicated in this column.

Column 35 : (Basic Pay))

Basic pay last drawn by the individual as per records held by PAO in the IRLA is to be entered. For eg. If the pay is Rs. 4800/- it will be entered as

4	8	0	0
---	---	---	---

Column 36 D.Pay) & Column 37 Stag-Inc)

Four Digits for D. Pay and three digits for stag. Increment is to be entered in these columns, if admissible.

Column 38 (Class Pay)

Two digit class pay is to be entered in this

Column 39 : (Amount of PEA)

Amount paid as pending enquiry award is to be reflected in this column else filled with zeros by the Record offices.

Column 40 : (Amount of Demand)

Total amount of demand outstanding is to be reflected in this column. The entries to the left of the decimal point indicate Rupees and to the right paise. For instance a demand of Rs. 365.50 is outstanding against an individual the data in this column will be filled as

/0/0/0/0/3/6/5/./5/0/

if the paise part is zero, then the right hand side of the column is to be invariably entered as 0/0/ meant for paise.

Column 41 : (Date of Receipt by PAOs)

The dates should be filled in as YY MM DD as shown above.

INSTRUCTIONS FOR PAO (ORs)

A copy of instructions issued to the Record offices for filling up the data sheet for ordinary family pension in respect of JCOs/ORs is enclosed. Ros will submit cases in triplicate to PAO (ORs) after completing relevant columns of the data sheet as applicable. Third copy will be retained by PAO(ORs) while original and duplicate will be returned to ROs after carrying out necessary check/ completion of data sheet.

2. Since the data sheets proposed by ROs is subject to 100% checking with reference to documents held with him, it is impressed upon all the PAO(ORs) that the utmost care should be taken at their end while checking/ completing the data sheet. PAO(ORs) shall complete column 35,36 and 38 of the data sheet and in addition they shall ensure the correctness of all other columns filled by ROs with reference to relevant documents.

3. After filling/checking up the affected columns of data sheet, PAO(ORs) should sign and affix the LPC Seal in all cases in the space provided at the bottom of the format

(Authority: PCDA(P) Circular No. 160 dated 02.09.94 bearing file No. Gts/Tech/0156)

Annexure - I

INSTRUCTIONS FOR FILLING OF DATA SHEETS

Due to implementation of Govt. order regarding the name of handicapped child in the PPO, incorporation of field for sanction of family pension to families of DSC/TA personnel, inclusion of fields for ECHS-RECOVERY, BSR-CODE & Link BSR-code, Link Bank Pin Code, extension of field limit of bank account number and PEA recovery and provision of field for change in pension type, Data-sheet of Family Pension (PBOR-ARMY) Post-'96 has been revised. The pensionary benefits on the basis of the revised Data sheet will be notified with effect from 1st March 2007.

The format consists **74 columns** which are required to be completed by the record offices and PAO(ORS) in accordance with the instructions given in this circular in consultation with this office **Important Circular NO. 309 dated 23-08-2002.**

Column-No.	Field Name	Description
1	Nature of Original Pension	Fill up as per column 1 of Circular 309
2	Pension Amount	Fill up as per column 2 of Circular 309
3 (New Column)	RO Type	One character numeric field. Fill up as follows:- '1' for only DSC service '2' for previous service counted in DSC '3' for previous service not counted in DSC '4' for TA Personnel '5' for all other cases
4	RO-Code	Fill up as per column 3 of Circular 309
5	Original PPO NO	Fill up as per column 4 of Circular 309
6	Rank Last	Fill up as per column 5 of Circular 309
7	Group Pension	Fill up as per column 6 of Circular 309
8	Regimental NO	Fill up as per column 7 of Circular 309
9	Deceased Nationality	Fill up as per column 8 of Circular 309
10	Deceased Name	Fill up as per column 9 of Circular 309
11	Date Of Birth	Fill up as per column 10 of Circular 309
12	Date of Enrollment	Fill up as per column 11 of Circular 309

13	Date Of discharge	Fill up as per column 12 of Circular 309
14	Date upto which Paid	Fill up as per column 13 of Circular 309
15	Date of Death	Fill up as per column 14 of Circular 309
16	Total NQS	Fill up as per column 15 of Circular 309
17	Former Service	Fill up as per column 16 of Circular 309
18	Basic Pay	Fill up as per column 17 of Circular 309
19	Stagnation Increment	Fill up as per column 18 of Circular 309
20	Class Allowance	Fill up as per column 19 of Circular 309
21	Demand	Fill up as per column 20 of Circular 309
22	Gallantry Award1	Fill up as per column 21 of Circular 309
23	Gallantry Award2	Fill up as per column 22 of Circular 309
24	Gallantry Award3	Fill up as per column 23 of Circular 309
25	Missing Personnel	Fill up as per column 24 of Circular 309
26	Date of FIR	Fill up as per column 25 of Circular 309
27	Whether Married	Fill up as per column 26 of Circular 309
28	Widow*Alive	Fill up as per column 27 of Circular 309
29	Date of Death of Widow	Fill up as per column 28 of Circular 309
30	Whether having	'Y' or 'N' as applicable
(New Column)	handicapped child	
31	Relation with	'S' for son 'D' for daughter
(New Column)	Handicapped Child	
32	Name of Handicapped child	Left justified Maximum 25 characters
(New Column)		
33	ECHS Recovery	'Y' or 'N' as applicable. 'R' may be filled in the data sheet in case ECHS contribution recovered erroneously.
(New Column)		
34	Name of Family Pensioner	Fill up as per column 29 of Circular 309
35	Nationality of Family Pensioner	Fill up as per column 30 of Circular 309
36	Relation with deceased	Fill up as per column 31 of Circular 309
37	Date of Birth of Family Pensioner	Fill up as per column 32 of Circular 309
38	Whether handicapped child	Fill up as per column 33 of Circular 309
39	Whether Family Pension Pension Payable	Fill up as per column 34 of Circular 309
40	F.P. Share Fraction	Fill up as per column 35 of Circular 309
41	Whether Gratuity Payable	Fill up as per column 36 of Circular 309
42	Gratuity Share Fraction	Fill up as per column 37 of Circular 309
43	Medical Allowance Option	Fill up as per column 38 of Circular 309

44	Guardian Name	Fill up as per column 39 of Circular 309
45	Pending Enquiry Award	Fill up as per column 40 of Circular 309
46	Refund/Interest of Pension	Fill up as per column 41 of Circular 309
47	PDO-Code	Fill up as per column 42 of Circular 309
48	DPDO Code	Fill up as per column 43 of Circular 309
49	PDO State	Fill up as per column 45 of Circular 309
50	Bank Code	Fill up as per column 46 of Circular 309
51	Bank Account No.	Fill up as per column 47 of Circular 309
52	Bank BSR Code	7 digit Numeric code (To be obtained from the concerned bank by the family pensioner)
(New Column)		
53	Link BSR Code	7 digit Numeric code (To be obtained from the concerned bank by the family pensioner)
(New Column)		
54	Link Bank	Fill up as per column 48 of Circular 309
55	Link Bank Pin Code	7 digit Numeric code (To be obtained from the concerned bank by the family pensioner)
(New Column)		
56	Bank Branch	Fill up as per column 49 of Circular 309
57	PDO/Bank Station	Column 44 and 50 of old data sheet has been merged. Fill up with PDO/Bank Station of the Family Pensioner as per column 44 and 50 of Circular 309
58	1 st Recipient of Family Pension	Fill up as per column 51 of Circular 309
59	Last Recipient of Family Pension	Fill up as per column 52 of Circular 309
60	Previous PPO of Family Pensioner	Fill up as per column 53 of Circular 309
61	Whether Widow Re-marry	Fill up as per column 54 of Circular 309
62	Date of Re-marry of Widow	Fill up as per column 55 of Circular 309
63	Whether Widow has child	Fill up as per column 56 of Circular 309
64	Whether Family pension with child	Fill up as per column 57 of Circular 309
65	Parent Alive	Fill up as per column 58 of Circular 309
66	Parent Employed	Fill up as per column 59 of Circular 309
67	Pension Type	Fill up as per column 60 of Circular 309
68	Life Award	Fill up as per column 61 of Circular 309
69	Pre Sanctioned Pension1	Fill up as per column 62 of Circular 309
70	Pre Sanctioned Pension2	Fill up as per column 63 of Circular 309
71	Family Pension Date from	Fill up as per column 64 of Circular 309
72	Ex-Gratia	Fill up as per column 65 of Circular 309
73	CDR-No.	Fill up as per column 66 of Circular 309

74 (New Column)	Pen-type change	This column is to be filled with 'Y' only when Pension type of the family pensioner already notified and required to be changed through corrigendum ppo otherwise it should be filled with 'N'. For example if previously family pension was notified as Ordinary Family Pension and now it is required to be re-notified as Special Family Pension it should be filled with 'Y'. In fresh case it should be left blank.
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Note :- (1) for payment through Sub Treasury code SUB will be filled in the Column of Bank code and name of Sub-Treasury will be filled in the Column of Bank-Branch.

(2) following new rank codes are being added to **Annexure – II** of **Important Circular 309 Dated'23-08-2002:-**

"A"	for	Sepoy granted 1 st ACP
"B"	for	Sepoy granted 2 nd ACP
"C"	for	Naik granted 1 st ACP

LPC-CUM-Data Sheet for Grant of Family Pension (PBOR-ARMY)**PART I - TO BE FILLED BY RECORD OFFICE OF THE DECEASED**

A. DECEASED PARTICULARS			
1. Nature of Original Pension <input type="checkbox"/>	2. Pension Amount <input type="text"/>	3. RO Type <input type="checkbox"/>	4. RO Code <input type="text"/>
5. Original PPO No. <input type="text"/>			6. Rank Last <input type="checkbox"/>
7. Group Pension <input type="checkbox"/>	8. Regimental No. <input type="text"/>	9. Deceased Nationality <input type="checkbox"/>	
10. Deceased Name <input type="text"/>	11. Date of Birth <input type="text"/>		
12. Date of Enrollment <input type="text"/>	13. Date of Discharge <input type="text"/>		
14. Date upto which paid <input type="text"/>	15. Date of Death <input type="text"/>		
16. Total NQS <input type="text"/>	17. Former Service <input type="text"/>		
18. Basic Pay <input type="text"/>	19. Stag. Inc. <input type="text"/>	20. Class Allowance <input type="text"/>	
21. Demand <input type="text"/>	22. Gal. Award1 <input type="text"/>	23. Gal. Award2 <input type="text"/>	24. Gal. Award3 <input type="text"/>
25. Missing Personnel <input type="checkbox"/>	26. Date of FIR <input type="text"/>	27. Whether Married <input type="checkbox"/>	28. Widow Alive <input type="checkbox"/>
29. Date of Death of Widow <input type="text"/>	30. Handi Family <input type="checkbox"/>	31. Handi Family Relation <input type="checkbox"/>	
32. Handi Family Name <input type="text"/>	33. ECHS Recovery <input type="checkbox"/>		

B. FAMILY PENSIONER'S PARTICULARS			
34. Name of FP <input type="text"/>	35. Nationality of FP <input type="checkbox"/>		
36. Relation with Deceased <input type="checkbox"/>	37. Date of Birth of FP <input type="text"/>	38. Whether Handicapped Child <input type="checkbox"/>	39. Whether FP Payable <input type="checkbox"/>
40. FP Share Fraction <input type="text"/>	41. Whether GTY Payable <input type="checkbox"/>	42. GTY Share Fraction <input type="text"/>	43. Med. Allow. Option <input type="checkbox"/>
44. Guardian Name <input type="text"/>	45. P-E-A <input type="text"/>		
46. Refund/Interest of Pension <input type="text"/>			
47. PDO Code <input type="text"/>	48. DPDO Code <input type="text"/>	49. PDO State <input type="text"/>	50. Bank Code <input type="text"/>
51. Bank Account No. <input type="text"/>	52. Bank BSR Code <input type="text"/>		
53. Link BSR Code <input type="text"/>	54. Link Bank <input type="text"/>		
55. Link Bank Pin Code <input type="text"/>	56. Bank Branch <input type="text"/>		
57. PDO/Bank Station <input type="text"/>			
58. 1st Recipient of FP <input type="checkbox"/>	59. Last Recipient of FP <input type="checkbox"/>		
60. Previous PPO of FP <input type="text"/>			
61. Whether Widow Re-Marry <input type="checkbox"/>	62. Widow Date of Re-marry <input type="text"/>	63. Whether Widow has Child <input type="checkbox"/>	
64. Whether FP with Child <input type="checkbox"/>	65. Parent Alive <input type="checkbox"/>	66. Parent Employed <input type="checkbox"/>	

PART II - TO BE FILLED BY OFFICE OF THE PCDA(P), ALLAHABAD

67. Pension Type <input type="text"/>	68. Life Award <input type="checkbox"/>	69. Pre. San. Pen1 <input type="text"/>	70. Pre. San. Pen2 <input type="text"/>
71. FP Date From <input type="text"/>	72. EX-Gratia <input type="text"/>		
73. CDR <input type="text"/>	74. Pen. Type Change <input type="checkbox"/>		

RECORD OFFICE**P.A.O. (ORs)****Pr.CDA (P)**

AFFIX LPC SEAL HERE

Auditor.

SO/AAO

AO/SAO

Auditor

SO/AAO

AO/SAO

Annexure - II

INSTRUCTION FOR COMPLETION OF DATA SHEET FOR CORRIGENDUM PENSIONARY AWARDS IN RESPECT OF Family Pension (PBOR-ARMY) Post-'96

General

- 1.1 Data sheet has been designed for proposing amendments/revisions of the pensionary awards notified earlier on computer. However, no corrigendum will be notified in cases Record Office Code (i.e. column 4). 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, following instructions 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 competent authority 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 the form, from the left-hand side to the right-hand side of the Column. If the numbers 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 the additional boxes should be created. Following Columns will be filled with alphabetic data.

Columns: C, D, 1, 6, 7, 9, 10, 25, 27, 28, 30, 31, 32, 33, 34, 35, 36, 38, 39, 41, 43, 44, 49, 50, 58, 59, 61, 63, 64, 65, 66, 67, 74.

(b) Alphanumeric Data

Alphanumeric data consists of alphabets, numeric and special characters. These data are also filled in the form, 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. Following Columns will be filled with alphanumeric data.

Columns: -A, B, 5, 8, 22, 23, 24, 51, 54, 56, 57, 60,

(c) **Numeric Data**

Numeric data will be filled in the form, from the 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:-2,3,4,11,12,13,14,15,16,17,18,19,20,21,26,29,37,40,42,45,46, 52,53,47,48,55,62,68,69,70,71,72,73,

1.4 **Dates**

Various dates appearing in the data sheet will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD days

- 1.1 In case any alphabetic or alphanumeric data originally filled in the data sheet at the time of notification of pensionary awards are to be deleted from the data sheet/original PPO, the entire column should be filled as "Z". This may be noted for strict compliance. Similarly, If any numeric data are required to be deleted from the data sheet/original PPO, the entire column should be filled as "8".

For Example: Former service for 2 Years, 4 months 11 Days was wrongly incorporated in the data sheet at the time of notification, the same has to be deleted through a Corrigendum PPO, the Column 17 of data sheet will be filled in as under:

8	8	8	8	8	8
---	---	---	---	---	---

2. **COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET:**

2.1 **Basic Particulars**

Basic particulars in the Column A (original PPO number), Column B (Regimental No) and Column C (Deceased Name) will invariably be filled in all cases while initiating a Corrigendum claim on data sheet. Claims will be summarily rejected if the Record Office does not complete all or any of these Columns. These Columns will be completed with reference to information available in the Record Office copy or the PDA copy of the original PPO notifying the family pensionary awards. In other words, all or any one of these information's, even if incorrectly notified in the Original PPO, the same are to be filled as it is in the Basic Particulars of data sheet in its original form.

Note:- Column D (Action Code) will be filled as under:
Where Original PPO to be **cancelled** Fill with 'C'.
Where Original PPO is **not to be cancelled** this Column should be left "**Blank**".

2.2 Original PPO number in the Column A of Basic Particulars will be filled up as under from the left side.

PPO Series (Box 1)

PPO Series Type (Box 3 & 4)

PPO Number (Box 6 to 11)

PPO Year (Box 13 to 16)

- F - As indicated in the Original PPO

- do -

- do -

NOTE: In box 2,5,12 of Column A the symbol "/" will permanently be printed in the data sheet

2.3 Amendments/revision proposed

The data sheet for family pension has been reproduced in PART I & PART II with suitable changes here and there. **It should be kept in mind for strict compliance that only affected Column (s) will be filled while initiating a Corrigendum Claim. All other Columns should be left blank.**

For Example: The correct name of family pensioner in a particular case was **Jamuna Devi**, which was erroneously notified as **Jamna Devi** in the Original PPO. While initiating a Data Sheet, Column 34(Name of FP) will be completed as under:

J	A	M	U	N	A		D	E	V	I
---	---	---	---	---	---	--	---	---	---	---

All the remaining Columns of the Data Sheet will be left blank.

Column wise detailed instructions are as under:

Column No. 1 to 74 will be filled as and if required as per detailed instructions given for filling up data in the data sheet for notification of family pensionary awards except for following Columns.

✓

Column No. 4 (record office code) is address Column. If this Column is found incorrect in the PPO, all copies of PPOs should be returned to this office for reprinting. No corrigendum PPO will be issued for this Column.

Column No. 21 (Demand Column)

In this Column only additional demand, if any, coming to notice after the notification of initial demand shall be shown.

For example:-

If the demand of Rs.20,000/- has been notified earlier for recovery through previous PPO(Original/Corrg. PPO) an additional demand of Rs.2,000/- comes to notice again, only the demand of Rs. 2,000/- shall be shown and not the revised demand of Rs. 22,000/-.

Column No 34 (Name of FP): if any correction in the name of family pension is required to be done it may be done through corrigendum PPO but in no case family pensioner may be changed. In other words for transfer of family pension to any other person a fresh data sheet for notification of fresh family pension case should be submitted alongwith family pension claim.

Column No. 71 (Pension Type): for change in this column, column no 60 and 74 should invariably be filled.

NOTE: A certificate as incorporated in Annexure 'A' should invariably be forwarded to this office along with each data sheet.

Annexure 'A'

Certificate

(a) Certified that family pensionary awards in r/o-----

were notified at new rates on computer in implementation of Govt. decision on the recommendations of Vth Central Pay Commission.

(b) Certified that no corrigendum PPO has been issued through manual process in this case.

(c) Certified that no amendments to Data sheet for family pension (PBOR)-ARMY-POST-'96 have been sent to PCDA (P) Allahabad for issue of a corrigendum PPO through manual process in this case.

(Officer Incharge, Records)

(Seal)

A. Original PPO No.	B. Regimental No.
---------------------	-------------------

A. Original PPO No.		B. Regimental No.	
----------------------------	--	--------------------------	--

C. Deceased Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 D. Action-Code ☐

DECEASED PARTICULARS

1. Nature of Original Pension		2. Pension Amount		3. RO Type		4. RO Code		
5. Original PPO No.							6. Rank Last	
7. Group Pension		8. Regimental No.				9. Deceased Nationality		
10. Deceased Name						11. Date of Birth		
12. Date of Enrollment				13. Date of Discharge				
14. Date upto which paid				15. Date of Death				
16. Total NGS				17. Former Service				
18. Basic Pay				19. Stag. Inc.				
20. Class Allowance				21. Gal. Award1		22. Gal. Award2		
23. Whether Married		24. Widow Alive		25. Missing Personnel		26. Date of FIR		
27. Date of Death of Widow				28. Handi Family		29. Handi Family Relation		
30. Handi Family Name							31. ECHS Recovery	

FAMILY PENSIONER'S PARTICULARS																																																			
34. Name of FP											35. Nationality of FP																																								
36. Relation with Deceased											37. Date of Birth of FP											38. Whether Handicapped Child											39. Whether FP Payable																		
40. FP Share Fraction											41. Whether GTY Payable											42. GTY Share Fraction											43. Med. Allow. Option																		
44. Guardian Name																																																			
45. P-E-A											46. Refund/Interest of Pension																																								
47. PDO Code											48. DPDO Code											49. PDO State											50. Bank Code																		
51. Bank Account No.																																																			
52. Bank BSR Code											53. Link BSR Code																																								
54. Link Bank																																									55. Link Bank Pin Code										
56. Bank Branch																																																			
57. 1. <input type="checkbox"/> Bank Station																																																			
58. 1st Receipt of FP											59. Last Receipt of FP																																								
60. Previous PPO of FP																																																			
61. Whether Widow Re-Marry											62. Widow Date of Re-marry											63. Whether Widow has Child																													
64. Whether FP with Child											65. Parent Alive											66. Parent Employed																													

67. Pension Type [][] 68. Life Award [] 69. Pre. San. Pen1 [][] 70. Pre. San. Pen2 [][]
71. FP Date From [][][][][][] 72. EX-Gratia [][][][][][][][][][]
73. CDR [][][][][][][][][][] 74. Pen. Type Change []

RECORD OFFICE

P.A.O. (ORs)
AFFIX LPC SEAL HERE

Pr.CDA (P)

Auditor.	SO/AAO	AO/SAO	Auditor	SO/AAO	AO/SAO
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1. ELD-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEETS:

2.1 Basic Particulars

Basic particulars in the Field A (original PPO number), Field B (Regimental No) and Field C (Deceased Name) will invariably be filled in all cases while initiating a Corrigendum claim on data sheet. Claims will be summarily rejected if the Record Office does not complete all or any of these Fields. These Fields will be completed with reference to information available in the Record Office copy or the PDA copy of the original PPO notifying the family pensionary awards. In other words, all or any one of these information's, even if incorrectly notified in the Original PPO, the same are to be filled as it is in the Basic Particulars of data sheet in its original form.

Note:- *Field D* (Action Code) will be filled as under:

- (i) Where Original PPO to be cancelled Fill with "C".
- (ii) Where Original PPO is not to be cancelled this Field should be left "Blank".

2.2 Original PPO number in the *Field "A"* of Basic Particulars will be filled up as under from the left side.

PPO Series	(Box 1)	-	F
PPO Series Type	(Box 3 & 4)	-	As indicated in the original PPO.
PPO Number	(Box 6 to 11)	-	-----do-----
PPO Year	(Box 13 to 16)	-	-----do-----

NOTE: In box 2,5,12 of Field A the symbol "/" is permanently be printed in the data sheets.

2.3 Amendments/revision proposed

It should be kept in mind for strict compliance that only affected Field (s) will be filled while initiating a Corrigendum Claim. All other Fields should be left blank.

For Example: The correct name of family pensioner in a particular case was **Jamuna Devi**, which was erroneously notified as **Jamna Devi** in the Original PPO. While initiating a Data Sheet, Field *Name of FP* will be filled as under:

J	A	M	U	N	A		D	E	V	I
---	---	---	---	---	---	--	---	---	---	---

All the remaining Fields of the Data Sheet will be left blank.

2. / Field wise detailed instructions are as under:

2.4.1 All the fields will be filled as and if required as per detailed instructions given for filling up data in the data sheet for notification of family pensionary awards except for following Fields.**1. Record office code :-** Record office code is address field. If this field is found incorrect in the PPO, all copies of PPOs should be returned to this office for reprinting. No corrigendum PPO will be issued for this field.

2.4.2. Demand Field :- In this Field only additional demand, if any, coming to notice after the notification of initial demand shall be shown.

For example:

If the demand of Rs.20,000/- has been notified earlier for recovery through previous PPO(Original/Corr. PPO) an additional demand of Rs.2,000/- comes to notice again, only the demand of Rs. 2,000/- shall be shown and not the revised demand of Rs. 22,000/-.

2.4.3. Name of FP:- If any correction in the name of family pension is required to be done it may be done through corrigendum PPO but in no case family pensioner may be changed. In other words, for transfer of family pension to any other person a fresh data sheet for notification of fresh family pension case should be submitted along with family pension claim.

2.4.4. Pension Type:- For change in this Field, field for **FP-PREVIOUS-PPO-NO.** and **PEN-TYPE-CHANGE** should invariably be filled. Related fields like first-recipient, life-award, echs-recy, med-payable-option, parent-alive, parent-employed, widow remarries, date-of re-marriage, fp-with-child fields should also be filled.

2.4.5. PDA Fields:- for change in PDA fields like PDO-CODE, DPDO-CODE, PDA-STATION, BANK-BRANCH, LINK-BRANCH, BANK-ACCOUNT NUMBER etc. care should be taken and all the related fields should be proposed.

2.4.6. For notification of period of Enhanced rate of ordinary family Pension from previously notified 07 years to 10 years in case of personnel dying in harness, only basic particulars should be filled for correction in periodicity of Enhanced rate of OFP and reason for proposal for corrigendum PPO should be mentioned in covering memo.

For this purpose "ACTION-CODE" field of the basic particulars should be filled with "R".

2.4.7. For proposal of change in Eg-Gratia Award for personnel died during service on or after 01-01-2006, it should be made through PCDA(P) Data-sheet no 213-B/2009.

NOTE: A certificate as under should invariably be forwarded to this office along with each corrigendum data sheet:-

Certificate

(a) Certified that family pensionary awards in r/o-----

were notified at new rates **on computer** in implementation of Govt. decision on the recommendations of 5th / 6th Central Pay Commission.

(b) Certified that **no corrigendum** PPO has been issued through manual process in this case.

(c) Certified that **no amendments** to Data sheet for family pension (PBOR)-ARMY)-PRE'96/POST-'96/POST'06 have been sent to PCDA (P) Allahabad for issue of a corrigendum PPO through manual process in this case.

(Officer Incharge, Records)

(Seal)

Part-I TO BE FILLED BY RECORD OFFICE OF THE DECEASED

1. Nature of Original pension	2. Pension Amount	3. RO Type	4. RO Code
5. Original PPO No.	6. Rank Last		7. Rank ACP
8. Group Pension	9. Regil Number	10. Deceased Nationality	
11. Deceased Name			
12. Date of Birth	13. Date of Enrolment	14. Date of Discharge	
15. Date upto which paid	16. Date of Death/Missing	17. Total NQS	
18. Former Service	19. Pay Band	20. Band Pay Last Drawn	21. Grade Pay
22. MS-Pay	23. Group Pay for 'X' Gp	24. Class Pay	25. Gal.-Award 1
26. Gal.-Award 2	27. Post Gal.-Award	28. Date of Post Gal.-Award	29. Lump-sum Gal Award
30. Gratuity Re-Authorisation	31. Overpaid LTA	32. Demand	
33. Missing Personnel	34. Date of FIR	35. Whether Married	36. Widow Alive
37. Date of Death of Widow	38. Whether 2nd Widow child	39. Whether Handicapped Child	40. Ration with Child
41. Name of Handicapped Child	42. Whether ECHS Recovery		

43. Name of FP		44. Nationality of FP	
45. Retention with Deceased		46. Date of Birth of FP	
47. Child Nature		48. Whether FP Payable	
49. FP Share Fraction		50. Whether GTY Payable	
51. GTY Share Fraction		52. Med. Allow. Option	
53. Guardian Name		54. P-E-A	
55. Refund/Interest of Pension		56. PDO Code	
57. DPDO Code		58. PDO State Code	
59. Sub-Treasury / Bank Code		60. Bank Account Number	
61. BSR Code Paying Br.		62. BSR Code Link Bank	
63. Link Bank		64. Link Bk.Pin Code	
65. Bank Branch		66. PDA Station	
67. First Recipient of FP		68. Last Recipient of FP	
69. Previous PPC of FP		70. Whether Widow Re-Marry	
71. Widow Date of Re-Marry		72. Whether Widow has Child	
73. Whether FP with Child		74. Parent Alive	
75. Parent Employed			

76. Pen Type [][] 77. Life Awd [] 78. Pre San Pen1 [][] 79. Pre San Pen2 [] 80. FP Date From [][][][][][][][][][]
81. Ex-Gratia [][][][][][][][][][] 82. C.D.R. [][][][][][][][][][] 83. Pen Type Change []

AO

PCDA(P) D.S. NO. 213-A/2009

CAGE-I BASIC PARTICULARS (AS PER ORIGINAL PPOs)

[illegible]

CAGE-II: AMENDMENTS/REVISED PAY PROPOSED

1. Group ☐ 2. Pay Band ☐ 3. Band Pay 4. Grade Pay

5. MS-Pay 6. Group Pay for 'X' Gp 7. Class Pay

CAGE-III: PDA DETAILS (CHANGES IF ANY)

8. PDO Code 9. DPDO Code 10. PDO State Code 11. Sub-Treasury / Bank Code

12. Bank Account Number

13. BSR Code Paying Br. 14. BSR Code Link Bank

15. Link Bank 16. Link Bk.Pin Code

17. Bank Branch

18. PDA Station

RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.CDA (P) CHECKED/APPROVED
No.		Auditor SQ/AAO AO
DATE		

LPC-CUM-Data Sheet for Corg. Grant of Family Pension (PBOR-ARMY) - Pre 1996

A. Original P.O. No. B. Regt Number
 C. Deceased Name D. Action - Code

DECEASED PARTICULARS

1. Name of Original Pensioner 2. Pension Amount 3. RO Code
 4. Original PPO No.
 5. Pension Circular No. 6. Rank Last
 7. Group Pension 8. Regimental No. 9. Deceased Nationality 10. RO Type
 11. Deceased Name 12. Date of Birth
 13. Date of Retirement 14. Date of Discharge
 15. Name of Group 16. Total NOS 17. Former Service
 18. Basic Pay 19. Dear Pay 20. Class Allowance
 21. Special Service Pay 22. Gal Award1 23. Gal Award2 24. Gal Award3
 25. Missing Pensioner 26. Date of FIR 27. Whether Married 28. Widow Alive
 29. Date of Death of Widow 30. Handl Family 31. Handl Family Relation
 32. Handl Family Name

B. TO BE FILLED BY RO/PAG DSC IN CASE OF RE-ENROLLED IN DSC

33. Pre-DSC Basic Pay 34. Pre-DSC Stagnation Inc.
 35. Pre-DSC Class Allowance 36. Pre-DSC Dear Service Pay 37. Pre-DSC Service Pension

C. FAMILY PENSIONER'S PARTICULARS

38. Name of FP 39. Nationality of FP
 40. Relation with Deceased 41. Date of Birth of FP 42. Whether Handicapped Child
 43. FP Share Fraction 44. Med. Allow Option
 45. Guardian Name
 46. P.F.A. 47. Refund/Interest of Pension
 48. PPO Code 49. PPO State 50. Bank Code
 51. Bank Account No.
 52. Bank BSR Code 53. Link BSR Code
 54. Link Bank 55. Link Bank Pin Code
 56. Bank Branch
 57. Bank Station
 58. 1st Recipient of FP 59. Last Recipient of FP
 60. Previous PPO of FP
 61. Whether Widow has Child 62. Whether Widow has Child
 63. Whether FP with Child 64. Parent Alive 65. Parent Employed
 66. Pension Type 67. Life Award 68. FP Date From
 69. CDR 70. Pen. Type Change

RECORD OFFICE

P.A.O. (ORs)
 AFFIX LPC SEAL HERE

Pr.CDA (P)

Auditor

SO/AAO

AO/SAO

Auditor

SO/AAO

AO/SAO

1. PC-CUM DATASHEET FOR CORG. GRANT OF FAMILY PENSION (PBOR-ARMY)-POST '96

PART I - TO BE FILLED BY RECORD OFFICE OF THE DECEASED

DECEASED PARTICULARS

FAMILY PENSIONER'S PARTICULARS

[illegible]

PART II - TO BE FILLED BY OFFICE OF THE PCDA(P), ALLAHABAD

RECORD OFFICE

P.A.O.
AFFIX LPC SEAL HERE

Pr.CDA (P)
CHECKED/APPROVED

No.

DATE _____

Auditor

SO/AAO

AQ

APPENDIX-12

(Referred to in Paras 162, 194 and 212)

FAMILY PENSION OF PBORs-ARMY INSTRUCTIONS FOR COMPLETION OF DATA SHEET OF PENSIONARY AWARDS IN RESPECT OF FAMILY PENSION OF PBOR-ARMY

General

1.1 Data Sheet has been designed for notification of all types of family pensionary awards on 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 In case of more than one eligible recipient, separate data sheets will be prepared for every recipient of the family pension such as parent, widow and eldest eligible child. Only Part-I of the data sheets will be filled by the ROs and Part -II of the data sheets will be filled by Office of the Pr. CDA(P), Allahabad.

1.3 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.

1.4 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 is 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:-

1,6,8,9,24,26,27,29,30,31,33,34,36,38,39,51,52,54,56,57,58,59,60,

(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: 4,5,7,21,22,23,44,45,46,47,48,49,50,53

(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:-

2,3,10,11,12,13,14,15,16,17,18,19,20,25,28,32,35,40,41,42,43,55,61,62,63,
64,65,66

1.5 Dates

Various dates appearing in the data sheet will be entered as YYYYMMDD. Here YYYY denotes Year, MM denotes Month and DD date. In field no. 15 and 16 i.e. TOTAL-NQS and FORMER-SERVICE will be entered as YYMMDD.

2. COLUMN-WISE INSTRUCTIONS FOR FILLING UP OF DATA SHEET:

Column wise detailed instructions are as under:

Column 1 (Nature of original pension)

This should only be filled when death of deceased takes place after discharge with the following codes:-

- (i) "W" -----> When he was in receipt of War- Injury-Pay.
- (ii) "S" -----> When he was in receipt of Service- Pension.
- (iii) "D" -----> When he was in receipt of Disability-Pension.
- (iv) When he/she was in receipt of pension, this column should be left blank.

In the case of death during service, it should be kept blank.

Example: If the deceased was in receipt of Disability pension:-

D

Column2(PensionAmount):-

This should be filled with the original pension granted to deceased at the time of his discharge in case of death after discharge cases only, otherwise it should be filled with zeroes. When field number "T" is either filled with "W" or "S" or "D" it should not be zeroes.

Column 3 (RO Code):- Record Office code should be filled in as per ANNEXURE-I of Appendix-I where the individual was enrolled.

Example: If the deceased was enrolled in AMC, it should be filled with 85 as under:-

8	5
---	---

Column 4 (Original PPO No.):

This should only be filled when death of deceased takes place after discharge. When field "T" is not spaces, it should invariably be filled in following manner:- First column should be filled with series of PPO number under which pension to deceased was sanctioned.

Next 9 columns should be filled with next alphabetic part of the PPO number, if any, otherwise it should be left blank.

Next 6 columns should be filled with year of the PPO number. Next 4 columns should be filled with year of the PPO number.

Example: If the deceased was granted disability pension as per this office

PPO number D/BC/4545/1998, it should be filled with as under:-

D	/	B	C							/	0	0	4	5	4	5	/	1	9	9	8
---	---	---	---	--	--	--	--	--	--	---	---	---	---	---	---	---	---	---	---	---	---

Column 5 (rank last):-

Rank-code for Rank last held by the deceased as per ANNEXURE-II of Appendix-I will be indicated in this field.

Example: If the deceased was SEPOY, it should be filled with "T" as under:

1

Column6 (GroupPension):-

Group of the deceased PBOR will be indicated in this field.

Example: If the deceased was in Group "Y", it should be filled with "Y" as under :-

Y

Column 7 (Regimental Number):-

Regimental Number of the PBOR should be filled in this field. The last character of this column is meant for check digit and should, therefore, be either an alphabet or blank

Example: If the deceased was a JCO and his regimental number was 0123456F, it should be as under:-

0	1	2	3	4	5	6	F
---	---	---	---	---	---	---	---

Example: If the deceased was a JCO and his regimental number was JC033451H, it should be as under:-

J	C	0	3	3	4	5	H
---	---	---	---	---	---	---	---

Column 8 (Deceased Nationality):-

Nationality of PBOR will be filled in as under:

Indian	"I"
Nepalese	"N"
Bhutanese	"B"

Column 9 (Deceased Name):-

Name of the individual as recorded in the sheet-roll of service personnel should be filled in this column. One box should be left blank between different parts of the name.

Example: For deceased name Nag Nath Yadav, it should be filled as under:-

N	A	G		N	A	T	H		Y	A	D	A	V				

In this column 36 boxes have been provided. If the name of the deceased is bigger than the boxes provided for the name should be abbreviated properly.

DATA-FIELDS:-

Column: 10,11,12,13,14,
25,28,32,55,64

} These columns should be filled as information available in sheet Roll and supported documents.

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

Example: For any DATE 29 August 2001 i.e. 29.08.2001 it should be written as under :

2	0	0	1	0	8	2	9
---	---	---	---	---	---	---	---

Column 13 (Date Upto which paid):-

This Column has been provided for filling the date of last pay actually drawn, so that D.A. for Gratuity purpose can be calculated on the basis of D.A. rates in force on this date. In other words. if the pay has not been drawn on the date of retirement, the date immediately proceeding the date of retirement on which the pay has actually been drawn should be shown in this column. This column should not be left blank.

If the date of last Pay drawn is 29-12-2000 the same shall be filled as under:-

2	0	0	0	1	2	2	9
---	---	---	---	---	---	---	---

Column 15 (Non Qualifying Service) & Column 16 (Former Service):-

Total non-qualifying service and former service should be calculated and should be written as YYMMDD

Example: For NON-QUALIFYING-SERVICE 01 year 04 months 15 days, it should be filled in column 15 as under:-

0	1	0	4	1	5
---	---	---	---	---	---

Column 16 (Former Service):-

Former service should be calculated and should be written as YYMMDD.

Example: For FORMER SERVICE 01 year 04 days, it should be filled in column 16 as under :-

0	1	0	4	1	5
---	---	---	---	---	---

Column 17 & 18 (basic Pay and Stagnation Increment):-

Basic pay & stagnation increment if any as drawn by the individual at the time of retirement/death/missing should be filled in these Columns respectively.

Column 19 (CLASSIFICATION ALLOWANCE):-

Classification Allowance, if any as drawn by the individual at the time of retirement/death/missing should be filled in this column.

Column 20 (Demand):-

Total amount of demand outstanding is to be reflected in this column in whole rupees i.e. in rounded form.

Column 21, 22, & 23 (Gallantry Award, if Any):-

This should be filled from Annexure III of Appendix –I Gal-Code shall be filled in first box and each bar shall be filled in second box. If more than one Gallantry Award is to be given to the same personnel, highest award should be in column 21, next to next to highest award should be in column 22 and next award should be filled in column 23. If no Gallantry Award is admissible or only one gallantry award is admissible, rest columns should be left blank.

Example:- If the gallantry award is SHAURYA CHAKRA for the first time (i.e.without any bar) the field should be filled in column 21 as under:

S	O
---	---

And column 22 & 23 will be left blank.

Column 24 (Missing personnel):

This column should be filled either with “Y“ or “P or “N” as under

For Missing personnel	---	Fill with “Y”
For Missing Pensioner	---	Fill with “P”
For Rest Family Pension Cases	---	Fill with “N”

Column 26 (Whether Married):-

Marriage status of the Personnel/deceased Personnel should be filled in this column as “Y” or “N” as under :-

For Married personnel	---	Fill with “Y”
For Unmarried Personnel	---	Fill with “N”

Column 27 (Widow-Alive):-

Whether the wife of personnel is alive or not, it should be filled here with “Y” or “N” as under:

For wife alive --- Fill with "Y"
 For wife not alive --- Fill with "N"

Column 29 (Name of the family Pensioner):-

Name of the family pensioner to whom family pension is to be notified should be filled in this column as recorded in the sheet-roll/family details of the service personnel/Deceased personnel. One box should be left blank between different parts of the name

Example: For family pensioner name Kareena Kapoor, it should be filled as under:

K	A	R	E	E	N	A		K	A	P	O	O	R				

In this column 36 boxes have been provided.

If the name of the deceased is bigger than the boxes provided for the name should be abbreviated properly.

Column 30 (Nationality of Family pensioners):- Nationality of PBOR will be filled in as under:

Indian → "I"
 Nepalese → "N"
 Bhutanese → "B"

Column 31 (Relation With Deceased):-

It should be filled as per the code mentioned below:

"W" ---- FOR- WIFE
 "F" ---- FOR-FATHER
 "M" ---- FOR-MOTHER
 "S" ---- FOR-SON
 "D" ---- FOR-DAUGHTER
 "T" ---- FOR-DIVORCED DAUGHTER
 "U" ---- FOR-WIDOWED DAUGHTER
 "B" ---- FOR-BROTHER
 "C" ---- FOR-SISTER

Column 33 (whether Handicapped Child):-

If the family pension is to be notified either to the son or to the daughter of the missing personnel/deceased personnel and he/she is physically handicapped, it should be mentioned as "Y" in this filled otherwise it should be filled as "N" as under:

For Handicapped child --- Fill with "Y"

For not Handicapped child --- Fill with "N"

If family pension is to be sanctioned neither to a son nor to a daughter, this column should be left blank.

Column 34 (Whether Family Pension Payable):-

This column is to be filled as "Y" OR "N" as the case may be

For Family pension to be notified --- Fill with "Y"

For Family Pension not to be notified --- Fill with "N" Or for death gratuity only to be notified.

Column 35 (F.P. Share Fraction):-

This numeric field is a set of three characters, of which first character denotes a numerator and rest two characters denote denominator. If full family pension is

to be notified this column should be filled with “000” whereas if divided share of family pension is to be notified, firstly it should be converted in fraction with one numerator and two denominator and then this fraction should be filled in this column.

Example: if the family pension is to be divided between two wives and $2/3^{\text{rd}}$ pension is to be notified to the family pensioner in question, it should be filled in as under

2	0	3
---	---	---

Column 36 (Whether Gratuity Payable):-

This column is to be filled with ‘Y’ OR ‘N’ as the case may be

For Death Gratuity to be notified ---

Fill with “Y”

For Death Gratuity not to be notified

Or for death gratuity only to be notified. ---

Fill with “N”



Column 37 (Gratuity - Share Fraction):-

This numeric field is a set of three characters, of which first character denotes a numerator and rest two characters denote denominator. If full Death Gratuity is to be notified this column should be filled with “000” whereas if divided share of Death Gratuity is to be notified, firstly it should be converted in fraction with one numerator and two denominator and then this fraction should be filled in this column.

Example: If the Death Gratuity is to be divided between two wives and $2/3^{\text{rd}}$ Death Gratuity is to be notified to the family pensioner in question, it should be filled in as under

2	0	3
---	---	---

Column 39 (Medical Allowance Option):-

If individual has opted for drawl of fixed medical allowance this column should be filled with ‘Y’ alphabet otherwise with ‘N’ alphabet. This column should invariably be filled in.

For Medical Allowance Payable --- Fill with “Y”

For Medical Allowance not Payable --- Fill with “N”

Column 39 (Guardian Name):-

If on the date of commencement of family pension, the family pensioner is minor, the name of guardian should invariable be filed otherwise, this column should be left blank.

Column 40 (PEA i.e. Pending Enquiry Award):-

If any amount of Pending Enquiry Award had been paid to family pensioner, it should be reflected in this column, so that the recovery of PEA could be affected.

Column 41 (Refund/Interest on pensionary emoluments):-

If any amount of Refund/Interest on pensionary emoluments is to be refunded/paid to family pensioner, it should be reflected in this column, so that the payment could be made.

Column 42 (PDA Code):-

The codes for different PDAs are given in Annexure-IV Appendix –I the same should be filled as per the code shown against each

Column 43 (DPDO Code):-

List of code as given in Annexure- V of Appendix –I may be used to fill up this Column.

Column 44 (PDA Station):-

The station headquarter of the Pension Disbursing Agencies from where individual had desired to draw his pension will be entered in this Column. This column should be left blank in cases of Public Sector Bank

Column 45 (PDA State Code):-

Codes for various states as published in Annexure-VI of Appendix –I will be used to fill up this Column. These are two digit alphabetic codes.

Column 46 (Bank/Sub-Treasury Code):-

Three digit alphabetic codes for PSBs as published in Annexure- VII V of Appendix –I 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 47 (Bank Account Number):-

This column will be completed on the basis of information as furnished by the individual in his application. No Joint Account number should be entered in this column.

Column 48 (Link Bank):-

Link Bank Branches are located at Distt. Headquarters. 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 station in the list as notified by the RBI. List of state-wise of PSB is. given at Appendix –16.

Column 49 (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 50 (bank/Sub-treasury Station):-

The station where the bank branch or sub-treasury is situated is to be entered in this Column.

Column 51 (First Recipient of Family Pension):-

If the pension type is “OFP”, it should be left blank, whereas it should invariably, be filled when pension type is either “SFP” or “LFP” with following codes:-

When initial family pension was granted/ Is to be granted to father or mother	Fill with “P”
When initial family pension was granted/is to be granted to widow of deceased	Fill with “W”
When initial family pension was granted/is to be granted motherless child	Fill with “C”

Column 52 (Last Recipient of Family Pension):-

This column is to be filled when division of SFP/LFP is to be made, with the family –pensioner’s relation with the deceased, whose pension is to be divided. If the

pension type is 'OFP', it should be left blank, whereas it should, invariably, be filled whenever case for division of "LFP" or "SFP" is to be processed.
It should be fill as per the code mention below

"W"	----	FOR- WIFE	"F"	----	FOR-FATHER
"M"	----	FOR-MOTHER	"S"	----	FOR-SON
"D"	----	FOR-DAUGHTER			
"T"	----	FOR-DIVORCED DAUGHTER			
"U"	----	FOR-WIDOWED DAUGHTER			

Column 53 (Previous PPO of Family pensioner):

This should only be filled when division of family pension is involved, with the PPO No of the previous family pensioner, whose family pension is to be divided.

First Column should be filled with series of PPO number under which family pension to family pensioner was sanctioned. Next 9 columns should be filled with next alphabetic party of the PPO number, if any, otherwise it should be left blank. Next 6 columns should be filled with numeric part of the PPO number. Next 4 columns should be filled with year of the PPO number.

Example: If the family pensioner was granted liberalized family pension as per this office PPO number F/BC/0545/1999, it should be filled with as under:-

F	/	B	C							/	0	0	4	5	4	5	/	1	9	9	9
---	---	---	---	--	--	--	--	--	--	---	---	---	---	---	---	---	---	---	---	---	---

Column 54 (whether widow Re-Marry):-

Whether the wife of deceased has re-married or not, it should be clearly mentioned in this column with "Y" or "N" where the personnel died as bachelor or widower, it should be left blank.

Column 56 (whether Widow Has Child):-

Whether the widow has child or not, it should be clearly mentioned in this column with "Y" or "N" where the personnel died as bachelor it should be left blank.

Column 57 (whether Family Pension with Child):-

If the widow is childless, this column should be left blank otherwise it should be filled with following codes:-

When child/children lives /live with Family-Pensioner, whom the pension is to be notified	Fill with "Y"
When child/children does/do not live with the Family-Pensioner, Whom the pension is to be notified.	Fill with "N"
When Family-Pensioner is child Himself/herself	Fill with "C"
When Family-Pensioner was sanctioned to child and all the children became ineligible and Family Pension is to be sanctioned to Father/ Mother of the deceased	Fill with "D"

Column 58 (Whether Parent Alive):-

When "LFP" or "SFP" is to be sanctioned either to mother or to father, this column should invariably be filled with the following codes.

When both of parent are alive	----	Fill with "Y"
When both of parent are dead	----	Fill with "N"
When only mother of deceased is alive	----	Fill with "M"
When only Father of deceased is alive	----	Fill with "F"

For rest cases column 58 should be left blank

Column 59 (Whether Parent Employed):-

When "SFP" is to be sanctioned either to mother or to father, this column should invariably be filled with the following codes.

When parent employed	----	Fill with "Y"
When parent not employed	----	Fill with "N"

For rest cases column 59 should be left blank.

Part-II (column 60 to 66)

To be filled by the office of the PCDA(P), Allahabad (In all type of cases)

Column 60 (Pension Type):-

Nature of family pension to be granted, is to be filled in this column.

This column should invariably be filled invariably be filled with the following codes:-

FOR LIBERLISED FAMILY PENSION	----	Fill with "LEP"
FOR SPECIAL FAMILY PENSION	----	Fill with "SEP"
FOR ORDINARY FAMILY PENSION	----	Fill with "OFF"

Column 61 (life Award):-

When "LFP" or "SFP" is to be sanctioned, this column should invariably be filled with "1" or "2" as under:-

For first life award of LFP/SFP	----	Fill with "1"
For second life award of LFP/SFP	----	Fill with "2"

For "OFF" column 61 should be left blank.

Column 62 (Pre Sanction Pension-1):-

This column is a three dignity numeric field and should be filled only in the case of division of LFP/SFP The cases of division of LFP/SFP have been divided into two categories as follows:-

- (i) Initial Division of LFP/SFP.
- (ii) Subsequent Division of LFP/SFP

(1) Initial Division of LFP/SFP.

(2)

When a division of LFP/SFP is initially involved, separate LPC-CUM- DATA-SHEET for each sharer will be prepared. This column of the data sheet for the first sharer will be left blank. For the 2nd sharer, total pension would have been granted had the family pension been not divided should be worked out in percentage form and should be filled in this column of 2nd sharer's LPC-CUM-DATA -SHEET. The first – sharer DATA-SHEET should be processed in a separate batch and after notification of first sharer pension, rest sharers cases should be processed in another batch

column 62 will be filled with the help of this PPO. These percentage may be one of them as mentioned hereunder:-

30% of pay but not equal to Rs 1275 or Rs 2550 -- fill with "030"
50% of pay but not equal to Rs 1275 or Rs 2550 -- fill with "050"
60% of pay but not equal to Rs 1275 or Rs 2550 -- fill with "060"
100% of pay but not equal to Rs 1275 or Rs 2550 -- fill with "100"
Minimum Pension of Rs 1275 -- fill with "002"
Minimum Pension of Rs 2550 -- fill with "001"
for first sharer pension -- fill with "000"

Example:- Suppose a case of initial division of liberalized Family Pension between two widows in equal share is to be processed in the case of a havildar group "B", whose basic pay was Rs 5000/-, classification allowance was Rs 50/- and stagnation increment was Rs Nil. The notional family pension and divided share of Liberalized Family Pension is now to be notified will be worked out as under:-

Pay for LFP= Basic-Pay+ class allowance + stagnation increment

5000+050+00= 5050

Notional LFP= 100% of Pay i.e. Rs 5050

First widow-share = $5050 \times 1/2 = 2525$

(Column 62 of data-sheet for first widow will be filled with "000" and for divided share, column 35 is to be filled with "102")

Notional LFP= 100% of Pay i.e. Rs 5050

Second widow-share = $5050 \times 1/2 = 2525$

(Column 62 of data-sheet for first widow will be filled with "100" and for divided share, column 35 is to be filled with "102")

Here, your attention is drawn towards column 62. for first widow-share, it is "000" whereas for 2nd widow –share , it is "100".

(2) Subsequent Division of LFP/SFP:-

When case for subsequent division of LFP/SFP is to be processed, LFP/SFP already granted should be filled in this column in percentage form as explained above. However, in the above example, for both sharer, column 62 will be filled with "100". All cases of divisible shares will be processed in the same batch through separate LPC-CUM-DATA-SHEET for every sharer.

Column 63 (Pre sanction Pension-2):-

This column is a two digits numeric field and should be filled only in the case of division of LFP/SFP. The cases of division of LFP have been divided into two categories as follows.

(i) Initial Division of LFP/SFP

(ii) Subsequent Division of LFP/SFP

(i) Initial Division of LFP.SFP:-

When a division of LFP is initially involved, separate LPC-CUM-DATA-SHEET for each sharer will be prepared. this column of the data sheet for the first sharer will be left blank. For filling this column for the 2nd sharer, the PPO of first sharer should be seen and if it is found that two rates of liberalized family pension have been provided for in the PPO, total pension (second rate) would have been granted had the family pension been not divided, should be worked out in percentage form and should be filled in this column of 2nd sharer's LPC-CUM-DATA-SHEET. The first sharer Data-sheet should be processed in a separate batch and after notification of first sharer pension, rest sharers cases should be processed in another batch column 63 will be filled with the help of this PPO. These percentage may be one of them as mentioned hereunder.

30% of pay but not equal to Rs 1275	-- fill with "30"
50% of pay but not equal to Rs	-- fill with "50"
60% of pay but not equal to Rs 1275	-- fill with "60"
minimum Pension of Rs 1275	-- fill with "02"
for first sharer pension	-- fill with "00"

Example:- Suppose a case of initial division of liberalized Family Pension in equal share is to be processed in the case of a havildar group "B", whose basic pay was Rs. 5000/-, classification allowance was Rs. 50/- and stagnation increment was Rs Nil and recipient is a person whose Family Pension and divided share of liberalized Family Pension is now to be notified will be worked out as under:-

Pay for LFP= Basic-Pay+ class allowance + stagnation increment
 $5000+050+00= 5050$

First rate of Notional LFP= 100% of Pay i.e. Rs 5050

First rate of first shares-share = $5050 \times 1/2 = 2525$

Second rate of Notional LFP= 60% of Pay i.e. Rs 3030

Second rate of first shares-share = $3030 \times 1/2 = 1515$

(Column 63 of data-sheet for first person will be filled with "000" and for divided share, column 35 is to be filled with "102")

(Column 63 of data-sheet for second person will be filled with "100" and for divided share, column 35 is to be filled with "102")

Here, your attention is drawn towards column 63. For first widow-share, it is "00" whereas for 2nd shares –share , it is "100".

(2) Subsequent Division of LFP:-

When case for subsequent division of LFP is to be processed, LFP already granted should be filled in this column in percentage form as explained above. However, in the above example, for both sharer, column 62 will be filled with "30". All cases of divisible shares will be processed in the same batch through separate LPC-CUM-DATA-SHEET for every sharer.

Column 64 (family Pension Date From):-

This column should be left blank, when Family Pension is to be notified from the next date of death of the deceased or from the date for FIR in the case of missing personnel. Whenever Family Pension is to be notified from any other date other than from the next date of death of the deceased or from the date of FIR in the case of missing personnel.

Column 65 (Ex-Gratia):-

In the case of LFP/SFP, Ex-Gratia to be notified in the PPO should be filled in this column.

Column 66 (CDR-No):-

Column 66 is a 9 digits numeric field. This column should be filled as under:-

First Two Digits --- RO code as mentioned at Column 03 of the LPC-CUM-DATA-SHEET
 Next Five Digits --- Central claim Diary Number

Example: Suppose for JCO of AMC, RO code is 85 and case is received in year 2001 and diaries at serial number 04228 in the office of the PCDA(P), Allahabad. It will be shown as under:-

8	5	0	1	0	4	2	2	8
---	---	---	---	---	---	---	---	---

INSTRUCTIONS FOR PAY ACCOUNTS OFFICES (ORs) FOR CHECKING OF DATA SHEETS

A copy of Instructions issued to the Record Offices for filling up the data sheet for Family Pension Awards (OFP/LFP/SFP) in respect of JCO's/OR's is enclosed. In case of more than one eligible recipient separate data sheets will be prepared for every recipient of the family pension such as parent, widow and eldest eligible child. ROs will submit cases in triplicate to PAO(ORs) after completing relevant columns of the data sheet as applicable. Third copy will be retained by PAO(ORs) while Original and Duplicate will be returned to RO after carrying out necessary check/completion of Part-I of the data sheet.

2. Since the data sheets proposed by RO's is subject to 100% checking with reference to documents held with him, it is impressed upon all the PAO(ORs) that the utmost care should be taken at their end while checking/completing the Part-I of the data sheets. PAO(ORs) shall complete/check, if already filled, column 5, 6, 11, 13, 17, 18, 19, 20, 21, 22 & 23 of the Part-I of the data sheet and in addition they shall ensure the correctness of all other columns filled by RO with reference to relevant documents.

3. After filling/checking up the affected columns of data sheet, PAO(ORs) should sign and affix the LPC seal in all cases in the space provided at the bottom of the format.

(Authority: PCDA(P) circular NO.309 bearing file No. Gts/Tech/0156-XV dated 23.08.2002)

Part-I TO BE FILLED BY RECORD OFFICE OF THE DECEASED

PCDA(P) DS 213/2009

A. DECEASED PARTICULARS

1. Nature of Original pension	2. Pension Amount	3. RO Type	4. RO Code
5. Original PPO No.	6. Rank Last	7. Rank ACP	8. Group Pension
9. Regtl Number	10. Deceased Nationality	11. Deceased Name	12. Date of Birth
13. Date of Enrolment	14. Date of Discharge	15. Date upto which paid	16. Date of Death/Missing
17. Total NQS	18. Former Service	19. Pay Band	20. Band Pay Last Drawn
21. Grade Pay	22. MS Pay	23. Group Pay for 'X' Gp	24. Class Pay
25. Gal. Award 1	26. Gal. Award 2	27. Post Gal. Award	28. Date of Post Gal. Award
29. Lump-sum Gal Award	30. Gratuity Re-Authorisation	31. Overpaid LTA	32. Demand
33. Missing Personnel	34. Date of FR	35. Whether Married	36. Widow Alive
37. Date of Death of Widow	38. Whether 2nd Widow child	39. Whether Handicapped Child	40. Retalation with Child
41. Name of Handicapped Child	42. Whether ECHS Recovery		

B. FAMILY PENSIONER's PARTICULARS

43. Name of FP	44. Nationality of FP	45. Retalation with Deceased	46. Date of Birth of FP	47. Child Nature	48. Whether FP Payable
49. FP Share Fraction	50. Whether GTY Payable	51. GTY Share Fraction	52. Med. Allow. Option	53. Guardian Name	54. P-E-A
55. Refund/Interest of Pension	56. PDO Code	57. DPDO Code	58. PDO State Code	59. Sub-Treasury / Bank Code	60. Bank Account Number
61. BSR Code Paying Br.	62. BSR Code Link Bank	63. Link Bank	64. Link Bk. Pin Code	65. Bank Branch	66. PDA Station
67. First Recipient of FP	68. Last Recipient of FP	69. Previous PPO of FP	70. Whether Widow Re-Marry	71. Widow Date of Re-Marry	72. Whether Widow has Child
73. Whether FP with Child	74. Parent Alive	75. Parent Employed			

Part-II TO BE FILLED BY OFFICE OF THE PCDA(P) ALLAHABAD

76. Pen Type	77. Life Awd	78. Pre.San.Pen1	79. Pre.San.Pen2	80. FP Date From
81. Ex-Gratia	82. C.D.R.	83. Pen Type Change		

RECORD OFFICE

P.A.O.
AFFIX LPC SEAL HERE

Pr.CDA (P)
CHECKED/APPROVED

For Data sheet 213/2009

Instruction for filling of Data sheet for ordinary family pension in r/o who discharge from service on or after 1/1/2006(fresh PPO required to be issued)

Field No.	Field Name	Field length	Field* Type	Description
1	NATURE OF ORIGINAL PENSION	1	A	When Nature of pension sanctioned was: (i) War-Injury-Pay fill with "W". (ii) Service-Pension fill with "S". (iii) Disability-Pension fill with "D". (iii) Family-Pension fill with "F". For rest cases left it blank.
2	PENSION AMOUNT	5	N	Fill with original pension granted when field-1 not spaces.
3	RO TYPE	1	N	'1' for only DSC service '2' for previous service counted in DSC '3' for previous service not counted in DSC '4' for TA Personnel '5' for all other cases
4	R O CODE	2	N	R O CODE as per code list Annexure -1
5	ORIGINAL PPO NO	20	X	This should only be filled when death of deceased takes place after discharge or transfer of family pension.
6	RANK LAST	1	X	As per rank code list Annexure-2.
7	Rank ACP	1	X	A for 1 st ACP, 'B' for 2 nd ACP, 'C' for 3 rd ACP & 'N' for NO ACP granted/applicable.
8	Group pension	1	A	Fill with 'X' OR 'Y'
9	Regimental no.	9	X	Regimental NO of the Deceased.
10	DECEASED NATIONALITY	1	A	Indian "I" Nepalese "N" Bhutanese "B" Other Foreign countries "F"
11	Deceased Name	35	A	Fill with Deceased Personnel name.
12	DATE OF BIRTH,	8 Each Field	N	These Fields are to be filled as "YYYYMMDD"
13	DATE OF Enroll.			
14	Date of Discharge			
15	Date upto which paid			
16	DATE OF Death/Missing			
17	TOTAL NQS	6	N	This Field is to be filled as "YYMMDD" if any.
18	Former service	6	N	This Field is to be filled as "YYMMDD" if any.
19	PAY-BAND	1	N	According to 6 th CPC "1" OR "2" OR "3"
20	BAND PAY Last Drawn	5	N	Pay Fixed under 6 th CPC
21	GRADE PAY	4	N	According to 6 th CPC
22	MS-PAY	4	N	Military Service Pay According to 6 th CPC

23	GROUP PAY	4	N	According to 6th CPC applicable to Group 'X' Only
24	CLASS PAY	3	N	According to 6 th CPC
25	GAL -AWARD 1	2	X	BLANK FOR OFF.
26	GAL -AWARD 2	2	X	BLANK FOR OFF.
27	POST GAL -AWARD	2	X	BLANK FOR OFF.
28	DATE OF POST GAL -AWARD	8	N	BLANK FOR OFF.
29	LUMP SUM GAL -AWARD	1	X	BLANK FOR OFF.
30	Gratuity re-authorization	7	N	Fill with the amount of Gratuity where individual died before payment of the same and that is to be re-authorized.
31	OVERPAID LTA	7	N	Fill with Overpaid LTA Amount for recovery.
32	DEMAND	6	N	Fill with total amount of Demand outstanding.
33	MISSING PERSONNEL	1	X	For Missing personnel fill with "Y" For Missing-Pensioners fill with "P" For Rest Family Pension Cases fill with "N"
34	DATE OF FIR	8	N	Fill with date of FIR in case of missing.
35	WHETHER MARRIED	1	X	"Y" OR "N".
36	WIDOW ALIVE	1	X	"Y" OR "N".
37	DATE OF DEATH OF WIDOW	8	N	Fill with date of death of Widow.
38	WHETHER 2 nd WIDOW CHILD	X	1	Fill with "Y" where claim for family pension pertains to 2 nd widow child else fill with "N" for other child.
39	Whether Handicapped Child	1	A	"Y" or 'N' as the case may be.
40	Relation with H. Child	1	A	'S' for SON & 'D' for Daughter in case field no. 39 Is filled as 'Y' otherwise left blank.
41	Name of Handicapped Child	25	A	In case field no. 39 is filled as 'Y' otherwise left blank.
42	ECHS RECOVERY	1	A	'Y' OR 'N' as the case may be.
43	NAME OF FP	25	A	Name of the Family pensioner to whom family pension is to be notified.
44	NATIONALITY OF FP	1	A	Fill with "I" "N" "B" OR "P" as the case may be.
45	RELATION WITH DECEASED	1	X	Fill with: 'W' for - wife 'R' for - father 'M' for - mother 'S'/'R' for - son / adopted son 'D'/'F' for - daughter/adopted daughter. 'T' for - divorced daughter 'I' for - adopted divorced daughter 'U' for - widowed daughter. 'K' for - adopted widowed daughter.
46	DATE OF BIRTH OF FAMILY PENSIONER	8	N	Date of birth of Family Pensioner as YYYYMMDD.

				case of division, if any.
70	Whether Widow Re-Marry	1	X	Fill with "Y" or "N".
71	Widow Date of Re-Marry	8	N	When field 70 is "Y" fill it with date of re-marry.
72	Whether Widow Has Child	1	X	Fill with "Y" or "N".
73	Whether Family Pension with child	1	X	BLANK FOR OFF.
74	Whether Parent Alive	1	X	When both of parent are alive fill with "Y" When both of parent are dead fill with "N" When only mother of deceased is alive fill with "M" When only Father of deceased is alive fill with "F"
75	Whether Parent Employed	1	X	BLANK FOR OFF.
76	Pen Type	3	A	Fill with "OFF".
77	Life Award	1	N	BLANK FOR OFF.
78	Pre.San. Pen -1	3	N	BLANK FOR OFF.
79	Pre.San. Pen -2	2	N	BLANK FOR OFF.
80	Family Pension Date From	8	N	Whenever family pension is to be notified from any other date other than from the next date of death of the deceased or from the date of FIR in the case of missing personnel this field should be filled with the commencement date to be notified.
81	Ex-Gratia	7	N	BLANK FOR OFF.
82	CDR NUMBER	9	N	To be filled by O/o The PCDA with claim diary number
83	PEN TYPE CHANGE	1	X	O/o The PCDA(P) should fill code for note to be printed.

***FIELD TYPE:**

A = Alphabet
N = Numeric
X = Alpha-Numeric

47	CHILD NATURE	1	X	Fill with following codes: 'P' for- Physically Handicapped. 'H' for- Mentally Handicapped. 'F' for- For life pension to unmarried /widowed /divorced daughter.
48	WHETHER FP PAYABLE	1	A	Fill with 'Y' or 'N'.
49	FP SHARE FRACTION	4	N	This numeric field is a set of four characters, of which first two characters denote a numerator and rest two characters denote denominator. If full family pension is to be notified this column should be filled with "0101" whereas if divided share of family pension is to be notified, firstly it should be converted in fraction with two numerator and two denominator and then this fraction should be filled in this column.
50	WHETHER GTY PAYABLE	1	A	Fill with 'Y' or 'N'.
51	GTY SHARE	4	N	Fill as stated in description for field

Revision Data sheet 213-A/2009

Instruction for filling up Revision LPC-CUM Data sheet in r/o Family Pensioner of PBOR – ARMY in whose case deceased personnel discharged from service on or after 1/1/2006 and died thereafter OR died during service on or after 1/1/2006 and whose Pensionary awards have been notified under the orders of the 5th CPC.

Field No.	Field Name	Field length	Field* Type	Description
A	ORIGINAL PPO NO.	1	A	"F" to be filled
	PPO-PRE	2	A	"NA" for OFP, "BC" for LFP and blank for SFP.
	PPO-MID	6	N	NUMBER of the PPO.
	PPO-NUM	4	N	YEAR of the PPO.
B	Regimental no.	9	X	Regimental NO. Notified in the PPO mentioned in A above
C	DECEASED NAME	35	A	Deceased name as Notified in the PPO mentioned in "A" above
D	ACTION CODE	1	X	Fill with "C" for cancellation of PPO as shown at "A" above.
1	GROUP	1	A	"X" or "Y"
2	PAY BAND	1	X	According to 6 th CPC i.e 1/2/3
3	BAND PAY Last Drawn	5	N	Fixed under 6 th CPC
4	GRADE PAY	4	N	According to 6 th CPC
5	MS PAY	4	N	To be filled Notionally although the pensioner has not drawn.
6	GROUP PAY	4	N	Group pay for "X" group according to 6 th CPC.
7	CLASS PAY	4	N	According to 6 th CPC
8	PDO CODE	1	N	1 to 9 as per annexure-4
9	DPDO CODE	2	N	AS per Annexure-5
10	PDA STATE CODE	2	N	AS per Annexure-6
11	SUB Treasury / Bank Code	3	A	As per Annexure-7 Code or 'SUB' for treasury will be filled if PDA Code is '3' and pensioner desire to draw pension from sub treasury.
12	Bank A/C NO.	25	X	Filled from left side only. If the character is < 25 the right hand boxes may be kept blank.
13	BANK BSR CODE	7	N	The code allotted by RBI to each bank
14	LINK BANK CODE	7	N	branch
15	LINK BANK	40	X	Address of link bank
16	LINK BANK Pin code	6	N	Fill with LINK BANK Pin code
17	Bank Branch/Sub Treasury station	35	X	Address of bank branch/ sub-Treasury station.
18	PDA STATION	25	X	DISTRICT NAME OF PDA
16	LINK BANK Pin code	6	N	Fill with LINK BANK Pin code

NOTE: In case of change of PDA Col. No. 8 to 18 will be filled otherwise these col. be Left blank.

***FIELD CHARACTER**

A =Alphabet
N = Numeric
X = Alpha-Numeric

C-CUM-Data Sheet for Revising Family Pensionary awards (PBOR-ARMY)-Post 2006
Discharge/Death on or after 01-01-2006

CAGE-I BASIC PARTICULARS (AS PER ORIGINAL PPOs)

[illegible]

CAGE-II: AMENDMENTS/REVISED PAY PROPOSED

1. Group ☐ 2. Pay Band ☐ 3. Band Pay 4. Grade Pay

5. MS-Pay 6. Group Pay for 'X' Gp 7. Class Pay

CAGE-III; PDA DETAILS (CHANGES IF ANY)

8. PDO Code 9. DPDO Code 10. PDO State Code 11. Sub-Treasury / Bank Code

12. Bank Account Number

13. BSR Code Paying Br. 14. BSR Code Link Bank

15. Link Bank 16. Link Bk.Pin Code

17. Bank Branch

18. POA Station

RECORD OFFICE

P.A.O.
AFFIX LPC SEAL HERE

Pr.CDA (P)
CHECKED/APPROVED

No.

DATE _____

Auditor

SO/AAO

AO

ANNEXURE - 1
TABLE FOR RECORD OFFICES

Sl. No.	R.O. Codes	Name of Records
1.	50	A P S KAMPTEE
2.	51	A C AHMEDNAGAR
3.	52	PRESIDENT BODY GUARD
4.	53	ARTILLERY NASIK
5.	54	MEG BANGALORE
6.	55	BEG KIRKEE
7.	56	BEG ROORKEE
8.	57	CORPS OF SIGNALS JABALPUR
9.	58	PUNJAB REGIMENT RAMGARH CANTT
10.	59	MADRAS REGIMENTAL CENTRE WELLINGTON
11.	60	CRENEDIERS JABALPUR
12.	61	ALI BELGAUM
13.	62	RRC DELHI CANTT
14.	63	RAJPUT REGIMENT FATEHGARH
15.	64	JAT REGIMENTAL CENTRE BAREILLY
16.	65	SIKH REGIMENTAL CENTRE FATEHGARH CANTT
17.	66	SIKH LIGHT INFANTRY
18.	67	DOGRA REGIMENTAL CENTRE FAIZABAD
19.	68	GARHWAL RIFLES LANSDOWNE
20.	69	KUMAON REGIMENTAL CENTRE RANIKHET
21.	70	ASSAM REGIMENTAL CENTRE SHILLONG
22.	71	BIHAR REGIMENTAL CENTRE DANAPUR CANTT
23.	72	MAHAR REGIMENT SAGAR
24.	73	ARTILLERY AD RECORDS NASIK
25.	74	MECHNISED INFANTRY RECORDS
26.	75	14 GTC SUBATHU
27.	76	58 GTC SHILLONG
28.	78	39 GTC VARANASI
29.	79	11 GRRC LUCKNOW
30.	80	ASC(SOUTH) BANGALORE
31.	81	ASC(AT) GAYA
32.	84	RVC MEERUT
33.	85	AMC LUCKNOW
34.	86	APTC
35.	87	AOC SECUNDERABAD
36.	88	EME SECUNDERABAD
37.	89	INTELLIGENCE CORE
38.	90	CMP BANGALORE
39.	91	PCTC BANGALORE
40.	93	AEC PANCHMARHI
41.	94	DSC CANNANORE
42.	95	J&K RIFLES JABALPUR
43.	96	PARA REGIMENT BANGALORE
44.	97	BRIGADE OF GUARDS
45.	98	LADAKH SCOUT
46.	99	J&K LIGHT INFANTRY

ANNEXURE - 2**RANK FOR ARMY.**

RANK Code	ARMY
0	RECRUIT
1	SEPOY
2	HONY-NAIK
3	NAIK
4	HONY-HAVILDAR
5	HAVILDAR
6	HONY-NB-SUBEDAR
7	NB-SUBEDAR
8	SUBEDAR
9	SUB-MAJOR
L	S-HONY-LT
G	S-HONY-CAPT
M	SM-HONY-LT
N	SM-HONY-CAPT
H	TS-NAIK
K	NB-SUBEDAR

Note: If a sepoy granted 1st ACP and subsequently promoted in the rank of 'NAIK' RANK CODE will be filled as '3' and ACP Code with 'N' and he is further granted ACP after 16 years of service then Rank will be filled with '3' and ACP code with 'A'. IF After 16 years of a sepoy get 2nd ACP and not promoted in the rank of "NAIK" Rank code will be filled with '1' & ACP code with 'B'.

ANNEXURE-3**GALLANTARY AWARD CODES**

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
25.	Sena medal for gallantry	G0

ANNEXURE - 4**PDO 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

ANNEXURE - 5

DPDO CODES

DPDO	CODES	CGDA CODE	DPDO	CODE	CGDA CODE
CHANDIGARH	01	1401	BANGALORE	30	5601
RED-FORT-I	02	1101	ERNAKULAM	31	6801
RED-FORT-II	03	1102	KOTTAYAM	32	6804
BRAR SQUARE	04	1103	TRICHUR	33	6805
HYDERABAD	05	5001	TRIVENDRUM	34	6803
SECUNDERABAD	06	5002	QUILON	35	6802
PALAMPUR	07	1701	AMRITSAR	36	1405
HAMIRPUR	08	1704	KAPURTHALA	37	1403
DHARAMSALA	09	1702	BATALA	38	1415
YOL	10	1703	LUDHIANA	39	1411
MANDI	11	1705	MOGA	40	1406
SIMLA	12	1706	JULLUNDER	41	1402
KARNAL	13	1209	JAGRAON	42	1407
AMBALA	14	1201	PATIALA	43	1409
BHIWANI	15	1203	BHATINDA	44	1410
JHAJHAR	16	1208	ROPAR	45	1414
SONEPAT	17	1205	HOSHIARPUR	46	1404
GURGOAN	18	1207	PEROZEPUR	47	1408
ROHTAK	19	1202	SANGRUR	48	1412
NARNAUL	20	1206	PATHANKOT	49	1907
HISSAR	21	1204	GURDASPUR	50	1413
RIWARI	22	1210	JAIPUR	51	3001
JAMMU-TAWI-I	23	1902	MADRAS	52	6001
(AKHNOOR ROAD)					
JAMMU-TAWI II	24	1903	VELLORE	53	6002
JAMMU-CANTT	25	1910	MERUT	54	2001
(SHASTRI NAGAR)					
UDHAMPUR	26	1905	KANPUR	55	2003
SRINAGAR	27	1906	GORAKHPUR	56	2004
RAJOURI	28	1904	ALLAHABAD	57	2001
LEH	29	1908	CALCUTTA	58	7001
PATHANAMTHITTA	60	1707	UNA	59	1707
JHUNJHUNU	61	3002	DASUYA	62	1416

Note: CGDA Codes will be utilized in creation of the DPDO files of all modules.

ANNEXURE - 6

CODES FOR STATE / UNION TERRITORIES / NEPAL

SLNO	STATE	CODE
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.	CHHATTIS GARH	CG
34.	JHARKHAND	JR
35.	UTTARANCHAL	UR
36.	BHUTAN	BH

ANNEXURE - 7

BANK CODES

<u>SL.NO</u>	<u>NAME OF BANK</u>	<u>CODE</u>
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
33.	SUB-TREASURY	SUB

स्वा लेखा प्रधान निबंधक (पेंशन) कार्यालय, इलाहाबाद / OFFICE OF THE PRINCIPAL CDA (PENSIONS) ALLAHABAD

संशोधन प.मु.आ.सं. / Corr. P.P.O. No.

वेतन बैंड PAY BAND

इस कार्यालय के मूल फॉर्म P.P.O. संशोधन प.मु.आ.सं.

THIS OFFICE ORIGINAL P.P.O. NO.

संशोधन प.मु.आ.सं.

BY CORRIGENDUM P.P.O. NO.

यथा संशोधित
AS AMENDED

अविज्ञापित / NOTIFYING

पेंशनरी अवार्ड के संबंध में
PENSIONARY AWARD IN RESPECT OF

नाम / NAME

ग्र.सं. / Ex No.

रैंक / RANK

अभिलेख / RECORDS

अभिलेखित प्रारंभ से पुनः संशोधित किया जाय / IS FURTHER AMENDED AS UNDER

मूल फॉर्म P.P.O. की अन्य प्रविष्टियां तथा अनुदेश यथावत रहेंगे / OTHER ENTRIES AND INSTRUCTIONS ON ORIGINAL P.P.O. REMAIN UNCHANGED

भुगतान का माध्यम एवं स्थान / PLACE AND CHANNEL OF PAYMENT

महत्वपूर्ण : कृपया भुगतान से पहले पीछे लिखे अनुदेश देख लें।

कृते रा. ले. नि. (पेंशन)
FOR CDA (PENSIONS)

IMPORTANT: PLEASE SEE INSTRUCTIONS OVERLEAF BEFORE MAKING ANY PAYMENT

सेवा में / To

(प्रभारी अधिकारी अभिलेख के माध्यम से THROUGH OFFICER-IN-CHARGE RECORDS)

पेंशन प्रमाण पत्र यथानुसार संशोधित कर लिया जाय / PENSION CERTIFICATE MAY PLEASE BE AMENDED ACCORDINGLY

1. प्रभारी एवं अनुभाग (स्थानीय) / OFFICER-IN-CHARGE CH. SECTION, (LOCAL)

2. अभिलेख कार्यालय / RECORD OFFICE

प्रेषण तिथि / DATE OF DESPATCH

शीट रोल पर विहित प्रमाणित करें / SHEET ROLL MAY BE ENDORSED SUITABLY

परिवार पेंशन (फि.बी.ओ.आर) / FAMILY PENSION (PBOR)

G-4 OFFICE COPY

कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन) इलाहाबाद
OFFICE OF THE PRINCIPAL C.D.A. (PENSIONS) ALLAHABAD

पें 0 मु 0 आ 0 संख्या / PENSION PAYMENT ORDER No.:

वेतनमान / PAY - BAND:

अभिलेख कार्यालय / RECORD OFFICE

गण-जमापत्र आंकलन / DEBIT : CIVIL ESTIMATES

अ : मृतक का विवरण / A: DECEASED PARTICULARS									
1. रे 0 सं 0 / REGIMENTAL NUMBER	2. मृतक का नाम / NAME OF DECEASED					3. राष्ट्रियता / NATIONALITY			
4. अंशदा मृतक / महागाई व P.O. NO. / PAY LAST DRAWN	5. वर्गीकृत भत्ता / गुण पै CLASS ALLOWANCES G.P.	6. तलब पै / स्टोर्ड MSP/Star Iner	7. महागाई भत्ता C ALLOWANCE FOR DORG	8. अर्हक सेवा QUALIFYING SERVICE	9. मृतक का पेंशन DECEASED PENSION	10. मृतक का पें 0 मु 0 आ 0 P.P.O. NUMBER OF THE DECEASED			
11. जन्मदिनांक / DATE OF BIRTH	12. अंशदा वर / RANK LAST HELD	13. वर्ग / GROUP	14. मृतक का मृत्यु / DATE OF DEATH MISSING	15. अंशदा तिथि / Discharge Date					
ब : स्वीकृत परिवार पेंशन / B: A:									
16. परिवार पेंशनर का नाम / NAME OF FAMILY PENSIONER				17. सम्बन्ध / RELATIONSHIP		18. जन्मदिनांक / DATE OF BIRTH		19. राष्ट्रियता / NATIONALITY	
20. अभिभावक का नाम / GUARDIAN NAME									
21. परिवार पेंशनर का पें 0 मु 0 आ 0 यदि कोई है / FAMILY PENSIONER P.P.O. IF ANY									
22. अंशदा पेंशन PENSIONER P.P.O. IF ANY									
23. अंशदा पेंशन PENSIONER P.P.O. IF ANY									
24. अंशदा पेंशन PENSIONER P.P.O. IF ANY									
25. प्रतिमास देय चि 0 भत्ता / MEDICAL ALLOWANCE PAYABLE PER MONTH									
26. शौर्य पुरस्कार / GALLANTRY - AWARDS PAYABLE									
27. सकल मु 0 सं 0 रे 0 मु 0 GROSS DCRG									
28. मांग DEMAND									
29. देय तलब का अंशदा PEA AMT. PAID									
30. शुद्ध उपदान / NET GRATUITY									
31. एकमुश्त क्षतिपूर्ति अंशदा / 31. EX-GRATIA LUMP SUM COMPENSATION									
स : भुगतान की एजेंसी व स्थान / C: AGENCY AND PLACE OF PAYMENT									
32. पें 0 मु 0 आ 0 कार्यालय / PENSION DISBURSEMENT OFFICE					33. बैंक शाखा / उपभोगार / BANK BRANCH / SUB TREASURY				
34. स्टेशन / STATION					35. बैंक खाता संख्या / BANK ACCOUNT NUMBER				
36. राज्य / STATE		37. विकलांग बच्चे का नाम / NAME OF HANDICAPPED CHILD			38. सम्बन्ध / RELATION				
IMPORTANT : (i) PLEASE SEE INSTRUCTIONS & CLARIFICATORY NOTES ON REVERSE. (ii) AMOUNT OF PEA IS TO BE ADJUSTED BEFORE MAKING FIRST PAYMENT. (iii)									
39. प्रेषण की तारीख / DATE OF DESPATCH									
पंतिशेष : / 1. प्रभारी अधिकारी ली 0 ए 0 अनुभाग (स्थानीय) 2. OFFICE-INCHARGE C.H. SECTION (LOCAL) 3. अभिलेख कार्यालय 3. RECORD OFFICE कृपया शीट रोल को उपयुक्त रूप से प्रमाणित करें / SHEET ROLL MAY BE ENDORSED SUITABLY									
कृते रे 0 ले 0 नि 0 (पेंशन) For C.D.A.(PENSIONS)									

C-CUM-Data Sheet for Revising Family Pensionary awards (PBOR-ARMY)-Post 2006
Discharge/Death on or after 01-01-2006

A. Original PPO No. [] [/] [] [/] [] [] [] [] [] [] [] B. Regtl Number [] [] [] [] [] [] [] []
C. Deceased [] [] [] [] [] [] [] [] [] [] [] [] D. Action - Code []
Name [] [] [] [] [] [] [] [] [] [] [] []

1. Group ☐ 2. Pay Band ☐ 3. Band Pay 4. Grade Pay

5. MS-Pay 6. Group Pay for 'X' Gp 7. Class Pay

8. PDO Code 9. DPDO Code 10. PDO State Code 11. Sub-Treasury / Bank Code

12. Bank Account Number

13. BSR Code Paying Br. 14. BSR Code Link Bank

15. Link Bank 16. Link Bk.Pin Code

17. Bank Branch

18. PDA Station

RECORD OFFICE	P.A.O. AFFIX I.P.C SEAL HERE	Pr.CDA (P) CHECKED/APPROVED
No.		
DATE		Auditor SO/AAO AO

APPENDIX-13 (Referred to in Para 203)

Rates of ordinary family pension admissible prior to 1-1-96

From 1-1-1964

For those who became non-effective on or after 1-1-1964 but before 1-1-1973

Pay of the deceased	Monthly pension
Below Rs. 200/- pm.	30% of pay subject to a minimum of Rs. 25/- (where pension is less than 40/- pm. the same has to be raised to Rs. 40/- pm. wef. 1-3-70)
Rs. 200/- pm. and above but below Rs. 800/- pm.	15% of pay subject to a minimum of Rs. 60/- pm. and maximum of Rs. 96/- pm.
Rs. 800/- and above	12% of pay subject to a maximum of Rs. 150/- pm.

From 1-1-73

Authority : AI 2/S/64

(ii) For those who became/become non effective on or after 1-1-1973 (including those who died on 31-12-72)

Pay of the deceased	Monthly pension
(a) Below Rs. 400/- pm.	30% of pay subject to a minimum of Rs. 60/- and maximum of Rs. 100/-
(b) Rs. 400/- pm. and above but below Rs. 1200/- pm.	15% of pay subject to a minimum of Rs. 100/- pm. and maximum of Rs. 160/- pm.
(c) Rs. 1200/- and above	12% of pay subject to a minimum of Rs. 160/- and a maximum of Rs. 250/- pm.

From 1.01.86.

Authority: Army Instruction 8/S/76 and 51/80

Pay of the deceased	Monthly pension
(i) Not exceeding Rs. 1500/- PM	30% of reckonable emoluments subject to a minimum of Rs.375/-pm
(ii) Exceeding Rs.1500/-pm but not exceeding Rs. 3000/-pm	20% of reckonable emoluments subject to a minimum of Rs.450/-pm
(iii) Exceeding Rs.3000/-pm	15% of reckonable emoluments subject to a minimum of Rs.600/-pm and a maximum of Rs.1250/-pm

Authority:- Govt. of India, Min. of Def. Letter No. 1(5)/87/D(Pen/Sers) dated 30-10-87

Annexure to MOD letter No 17(3)/2010/D(Pen/Policy) dated 15th Nov 2010 to be treated as Annexure - III (Revised) to MOD letter No.17(4)/2008(1)/D(Pen/Pol) dated 11.11.2008

PERSONNEL BELOW OFFICER RANK - ARMY & EQUIVALENT IN NAVY & AIR FORCE

PERSONNEL BELOW OFFICER RANK - ARMY & EQUIVALENT IN NAVY & AIR FORCE														
TABLE - 1: SERVICE PENSION														
Rank Group Held	BEPOY		NAIK		HAVILDAR		NB SUB		SUBEDAR		SUB MAJOR		HONY LT.	HONY CAPT.
	A	W to Y	A	W to Y	A	W to Y	A	W to Y	A	W to Y	A	W to Y		
Pre-1973	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z		
Post-1973	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z		
Post-18.10.82	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z		
Post-1.1.89	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z	X	Y to Z		
Qualifying Service														
16	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
17	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
18	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
19	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
20	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
21	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
22	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
23	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
24	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
25	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
26	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
27	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
28	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
29	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
30	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
31	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
32	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
33	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
34	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
35	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
36	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
37	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
38	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
39	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
40	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
41	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
42	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
43	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
44	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
45	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
46	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
47	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
48	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
49	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
50	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
51	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
52	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
53	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
54	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
55	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
56	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
57	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
58	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
59	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
60	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
61	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
62	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
63	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
64	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
65	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
66	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
67	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
68	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
69	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
70	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
71	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
72	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
73	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
74	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
75	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
76	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
77	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
78	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
79	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
80	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
81	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
82	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
83	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
84	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
85	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
86	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
87	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
88	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
89	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
90	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
91	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
92	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
93	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
94	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
95	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
96	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
97	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
98	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
99	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
100	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
101	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
102	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
103	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
104	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
105	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
106	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500	3500		
107	3500	3500	3500	3500	3500	3500	3500	3500	3500					

NOY 12.

- The Pension of Pre-1-1-2006 pensioners is required to be first revised by Pension Disbursing Agencies in terms of Annexure-I read with Para 4 of QO, MOI letter dated 17/4/2008 (174/Pen/Po) dated 11.11.2008. However, in case the pension so computed happens to be less than the amount indicated in the Table above, the pension protection as indicated in this Table will be given.
2. While the qualifying service indicated in Table-1 above is the actual qualifying service, the amount of pension indicated is inclusive of rank weightage as admissible.
3. In order to avoid any anomaly in pension of a senior rank with same qualifying service as a lower rank, arises as a result of the difference in weightage attributable to different ranks, the pension of senior rank have been stepped up to the level of the senior counterpart.
4. Rates of Pension at Table-1 above have been shown for qualifying service of 10 years and above as Armed Forces personnel is entitled for invalid pension after 10 years of qualifying service.
5. Rank marks rank lost held and not the rank for which pensioned.
6. RBR retained in service beyond the maximum term of engagement during emergencies from 26.10.62 to 10.1.68 and 4.8.71 to 3.8.73 and during OP PRAKARAB from 1.3.02 to 31.12.2002, their minimum guaranteed pension have been shown upto 28 years.
7. Defence Security Corps (DSC) pensioners belonging to Clerical Cadre and General Duty Cadre shall be paid on the basis of pension/family pension for Group 'A' in respective rank of Army.

Enhanced rate of Ordinary Family Pension in respect of Pre 01.01.2006 discharged JCO/OR (Army)

Enhanced Table of Original Family Pension in respect of Retired Sepoys and Naiks (Contd.)																																										
Rank	Sepoy				Hony. Naik				TS Naik				Naik				Hony. Havildar				Havildar				Hony. No. Sub				Naik Subedar				Subedar				Subedar Major				Hony. LT	Hony. Capt
Pay Band	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T							
Pay Band	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T							
Pay Band	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T							
16	8120	5125	4940	8120	5155	4940	8425	5520	5230	8425	5520	5230	8425	5520	5230	8660	5820	5525	6660	5820	5525	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
16.5	8120	5196	4940	8120	5256	4940	8425	5520	5230	8425	5520	5230	8652	5520	5230	8660	5820	5525	6660	5820	5525	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
16.5	8182	5291	4940	8182	5361	4940	8425	5520	5230	8425	5520	5230	8650	5530	5230	8660	5820	5525	6660	5820	5525	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
16.5	8292	5385	5027	8292	5464	5027	8425	5520	5230	8425	5520	5230	8789	5848	5271	8660	5820	5525	7018	5873	5525	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
17	8402	5480	5115	8402	5567	5115	8425	5567	5230	8425	5568	5230	8828	5761	5378	8660	5820	5525	7155	5888	5605	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
17.5	8513	5574	5203	8513	5670	5203	8513	5670	5230	8513	5671	5230	7066	5876	5465	7067	5877	5525	7293	6103	5713	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
17.5	8623	5669	5291	8623	5773	5291	8623	5773	5291	8623	5774	5291	7295	5991	5593	7206	5992	5594	7432	6218	5820	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
18.5	8734	5763	5380	8734	5877	5380	8734	5877	5380	8734	5878	5380	7343	6107	5701	7344	6108	5702	7570	6334	5928	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
18	8844	5858	5468	8844	5980	5468	8844	5980	5468	8844	5981	5468	7482	6222	5808	7483	6223	5810	7709	6449	6038	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
19	8954	5952	5558	8954	6083	5558	8954	6083	5558	8954	6084	5558	7820	6337	5918	7621	6338	5917	7847	6584	6143	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
20	9065	6047	5644	9065	6186	5644	9065	6186	5644	9065	6187	5644	7759	6452	6024	7760	6453	6025	7986	6679	6251	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
20.5	9175	6141	5732	9175	6289	5718	9175	6289	5718	9175	6290	5717	7897	6567	6131	7898	6568	6132	8124	6794	6358	9170	8330	7940	10280	9440	9040	10845	9880	9540	15465	18145										
21	9285	6247	5844	9285	6392	5810	9285	6392	5810	9285	6393	5811	8036	6683	6239	8037	6684	6240	8263	6910	6486	9170	8411	7940	10328	9440	9040	10845	9880	9599	15485	18145										
21.5	9395	6347	5944	9395	6495	5903	9395	6495	5903	9395	6496	5904	8175	6798	6348	8176	6799	6347	8402	7025	6573	9243	8573	8055	10524	9613	9111	10914	9865	9753	15485	18145										
22	9505	6447	6044	9505	6598	5997	9505	6598	5997	9505	6599	5997	8313	6913	6454	8314	6914	6455	8540	7140	6681	9418	8735	8207	10723	9794	9283	11120	10052	9937	15485	18145										
22.5	9615	6547	6144	9615	6699	6097	9615	6699	6097	9615	6700	6098	8452	7028	6562	8453	7029	6563	8676	7255	6799	9592	8898	8359	10921	9875	9455	11325	10238	10121	15485	18145										
23	9725	6647	6244	9725	6800	6198	9725	6800	6198	9725	6801	6199	8590	7144	6669	8591	7145	6670	8817	7371	6896	9767	9058	8511	11120	10157	9627	11531	10424	10305	15485	18145										
23.5	9835	6747	6344	9835	6901	6299	9835	6901	6299	9835	6902	6300	8729	7258	6777	8730	7259	6778	8946	7486	7004	9941	9220	8663	11318	10338	9798	11737	10610	10499	15485	18145										
24	9945	6847	6444	9945	7002	6390	9945	7002	6390	9945	7003	6391	8867	7374	6884	8868	7375	6885	9094	7601	7111	10115	9382	8815	11517	10520	9970	11943	10798	10873	15485	18145										
24.5	10055	6947	6544	10055	7103	6485	10055	7103	6485	10055	7104	6486	8996	7483	6984	8997	7484	6985	9220	7711	7111	10290	9543	8967	11718	10701	10142	12149	10983	10857	15485	18145										
25	10165	7047	6644	10165	7204	6575	10165	7204	6575	10165	7205	6576	9125	7592	7084	9126	7593	7085	9349	7821	7111	10464	9705	9119	11914	10882	10314	12355	11189	11041	15485	18145										
25.5	10275	7147	6744	10275	7305	6671	10275	7305	6671	10275	7306	6672	9254	7703	7195	9255	7704	7196	9478	7931	7111	10639	9867	9271	12113	11064	10486	12561	11355	11225	15485	18145										
26	10385	7247	6844	10385	7405	6767	10385	7405	6767	10385	7406	6768	9383	7814	7639	9384	7815	7640	9607	8059	7111	10813	10029	9423	12311	11245	10858	12767	11541	11409	15485	18145										
26.5	10495	7347	6944	10495	7506	6861	10495	7506	6861	10495	7507	6862	9512	7925	7750	9513	7926	7751	9829	8187	7111	10987	10190	9575	12510	11428	10830	12973	11727	11593	15485	18145										
27	10605	7447	7044	10605	7607	6957	10605	7607	6957	10605	7608	6958	9641	8036	7750	9642	8037	7751	10000	8448	7111	11162	10352	9727	12708	11608	11002	13179	11913	11777	15485	18145										
27.5	10715	7547	7144	10715	7708	7057	10715	7708	7057	10715	7709	7058	9770	8147	7869	9771	8148	7870	10229	8559	7111	11336	10514	9879	12907	11799	11174	13385	12098	11981	15485	18145										
28	10825	7647	7244	10825	7809	7151	10825	7809	7151	10825	7810	7152	9899	8258	7969	9899	8259	7970	10229	8559	7111	11510	10675	10030	13105	11970	11345	13590	12285	12145	15485	18145										

APPENDIX -14
(Referred to in Paras 48(iii) & 235)

1.

Rates of Monetary Allowances attached to Post Independence Gallantry decorations

	1.01.72 to 31.12.81 . (GOI, MOD No. F-3(32)/72 /D (Cor) dated 30.10.72) Rs. p.m	1.01.82.to 30.04.85 (GOI, MOD No. 3(9)/80/D (Ceremonials) dated 12.11.82) Rs.p.m.	1.05.85 to 31.12.86 (GOI, MOD No. 3(8)/83/D (Ceremonials) dated 09.05.85) Rs. p.m.	1.01.87 to 31.12.94 (GOI, MOD No. 3(21)/85/D (Ceremonials) dated 12.04.88) Rs.p.m.	1.01.95 to 31.12.95 (GOI, MOD No. 3(6)/93/D (Ceremonials) dated 31.01.95). Rs. p.m	1.01.96 (GOI, MOD No. 3(8)/98 /D (Ceremonials) dated 08.06.98). Rs. p.m	GOI MOD letter no. 7(32)/2007/D(AG), dated	GOI MOD letter no. 7(119)/2008-D (AG) dated 30/03/2011
Param Vir Chakra	100/-	150/-	150/-	200/-	350/-	1500/-	3000/-	10000/-
Each Bar	40/-	60/-	150/-	200/-	350/-	1500/-		
Maha Vir Chakra	75/-	115/-	115/-	160/-	275/-	400/-	2400/-	5000/-
Each Bar	25/-	40/-	115/-	160/-	275/-	400/-		
Vir Chakr	50/-	75/-	75/-	120/-	200/-	300/-	1700/-	3500/-
Each Bar	20/-	30/-	75/-	120/-	200/-	300/-		
Ashok Chakra	90/-	135/-	135/-	180/-	325/-	450/-	2800/-	6000/-
Each Bar	35/-	55/-	135/-	180/-	325/-	450/-		
Kirti Chakra	65/-	100/-	100/-	140/-	250/-	350/-	2100/-	4500/-
Each Bar	20/-	30/-	100/-	140/-	250/-	350/-		
Saurya Chakra	40/-	60/-	60/-	100/-	175/-	250/-	1500/-	3000/-
Each Bar	16/-	25/-	60/-	100/-	175/-	250/-		
Sena/ Nao Sena/ Va yu Sena Medal	-	-	-	-	-	250/- (w.e.f. 01.02.99)	500/-	1000/-

II

Rates of Monetary allowances attached to Pre-Independence gallantry decorations

	1.01.86 to 28.02.94 Rs. p.m. (GOI, MOD No. 7(140)/84/D (AG) dated 08.07.86)	to 1.03.94 to 18.04.99 Rs. p.m. (GOI, MOD No. 7(67)/92/D (AG) dated 30.03.94)	19.04.99 onwards Rs. p.m. (GOI, MOD No. 7(67)/92/D (AG) dated 19.04.99)	
(a) Indian order of Merit	100/- 100/-	175/- 175/-	350/- 350/-	2000/- 2000/-
(b) Indian order of Merit Class I	85/- 85/-	100/- 100/-	300/- 300/-	2000/- 2000/-
(c) Indian order of Merit Class II	85/- 85/-	100/- 100/-	200/- 200/-	2000/- 2000/-
(d) Distinguished service cross	60/- 60/-	100/- 100/-	200/- 200/-	1400/- 1400/-
(e) Military Cross Each Bar	60/- 60/-	100/- 100/-	200/- 200/-	1400/- 1400/-
(f) Distinguished Flying Cross	60/- 60/-	100/- 100/-	200/- 200/-	
(g) Conspicuous Gallantry Medal	60/- 60/-	100/- 100/-	200/- 200/-	
(h) Military Medal Each Bar	25/- 25/-	45/- 45/-	90/- 90/-	
(i) Indian Distinguished Service Medal	20/- 20/-	35/- 35/-	70/- 70/-	
(j) Distinguished Flying Medal	15/- 15/-	25/- 25/-	- -	

Important Guidelines for monetary allowances attached to Pre and Post Independence gallantry decorations

1. The allowance will be admissible to the recipient of the award and on his death to his widow lawfully married by a valid ceremony. The widow will continue to receive the allowance until her re-marriage or death. The payment of the allowance will, however, be continued to a widow who remarried the late husband's brother and lives a communal life with the living heirs eligible for family pension. Ordinarily the widow who had first married the deceased recipient shall receive the allowance, but with the special sanction of the Government, the allowance may be divided equally between the lawful widows of recipients. Payments to all widows shall cease when the allowance to the first widow terminates.
2. When the award had been made posthumously to a bachelor, the monetary allowance shall be paid to his father or mother, and in case the posthumously awardee was a widower, the allowance shall be paid to his son below 18 years or unmarried daughter as the case may be.
3. The monthly monetary allowance will be paid in respect of all gallantry awards received by an individual including bar attached to Gallantry decorations. Each bar attached to Gallantry decorations including bar attached to Sena Medal/Vayu Sena Medal/Nav Sena Medal shall carry the same amount of monetary allowance as attached to the original grant.
4. Payments, if any, already made will be adjusted against the payment due as per revised rate.
5. The above monetary allowance is also payable to the family pensioner/dependent pensioners/war injury pensioners who were/are in receipt of such awards at old rates.
6. The above monetary allowance will not be taken into account for computing dearness relief.
7. The award is to be notified based on the details of Gazette Notifications/Certificates in lieu of Gazette Notification issued by Service HQs.
8. The expenditure on this account will be debitable to the relevant to the relevant heads of the Defence Services Estimates.

Lump-sum monetary awards to Nepalese Gorkha recipients of Indian Gallantry decorations

Gorkhas of Nepalese domicile in the Army, Navy and Airforce who are awarded the gallantry decorations will get special lump-sum monetary awards as per the scale given below: -

	w.e.f. 03.12.1971	w.e.f. 01.08.2003
	GOI, MOD No. F-3(32)/72/D (Ceremonials) dated 13.11.1972 (Rs.)	GOI, MOD No. F-3(5)/98/D (Ceremonials) dated 05.09.2003 (Rs.)
Param Vir Chakra	15000	150000
Ashok Chakra	-	125000
Maha Vir Chakra	10000	100000
Kirti Chakra	-	75000
Vir Chakra	5000	50000
Shaurya Chakra	-	40000
SM/NM/VM(G) Chakra	-	20000

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 (02.11:04) Civil Estimates Non-effective charges.

APPENDIX – 15 (Referred to in Para 266)

NOT REPRODUCED

APPENDIX-16
(Referred to in Para 275)

COMMUTATIONTABLE

COMMUTATION VALUES FOR A PENSION OF Re. 1 PER ANNUM
Effective from 1st March , 1971

Age next birthday	Commutation value expressed as number of year 's purchase	Age next birth day	Commutation value expressed as number of year's purchase	Age next birthday	Commutati on value expressed as number of year's purchase
17	19.28	40	15.87	63	9.15
18	19.20	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	18.70	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.
(Authority: AI 85/71)

APPENDIX 16A
(Referred to in Para 275)

COMMUTATIONTABLE (w.e.f 1.9.2008)

COMMUTATION VALUES FOR A PENSION OF Re. 1 PER ANNUM

Age next birthday	Commutation value expressed as number of year 's purchase	Age next birth day	Commutation value expressed as number of year's purchase	Age next birthday	Commutati on value expressed as number of year's purchase
20	9.188	41	9.075	62	8.093
21	9.187	42	9.059	63	7.982
22	9.186	43	9.040	64	7.862
23	9.185	44	9.019	65	7.731
24	9.184	45	8.996	66	7.591
25	9.183	46	8.971	67	7.431
26	9.182	47	8.943	68	7.262
27	9.180	48	8.913	69	7.083
28	9.178	49	8.881	70	6.897
29	9.176	50	8.846	71	6.703
30	9.173	51	8.808	72	6.502
31	9.169	52	8.768	73	6.296
32	9.164	53	8.724	74	6.085
33	9.159	54	8.678	75	5.872
34	9.152	55	8.627	76	5.657
35	9.145	56	8.572	77	5.443
36	9.136	57	8.512	78	5.229
37	9.126	58	8.446	79	5.018
38	9.116	59	8.371	80	4.812
39	9.103	60	8.287	81	4.611
40	9.090	61	8.194		

[Basis: LIC (94-96) Ultimate Tables and 8.00% interest

APPENDIX-17

CPPC Addresses of Various PSBs

SI No	Name of Bank	Branch	Address 1	Address 2	Pin Code	BSR Code	Phone/Fax/E mail
1.	Allahabad bank	Central Pension processing centre	1 st Floor, new Building	Hazratganj, Lucknow (U.P.)	226001	0212424	Tele-(0522) 2286489 Fax-(0522)
2.	Andhra bank	Central Pension processing centre	Head Office, Andhra bank Building, 5 th Floor, Koti	Sultan bazaar, Hyderabad (Andhra Pradesh)	500195	0341400	Tele-(040) 24757828/ 24683508/9 Fax-(040) 24757153 Email-
3.	Bank of India	Central Pension processing centre	Nagpur Branch, 87-A, 1 st Floor, Bank of India building	Gandhibagh, Nagpur (Maharashtra)	440002	0223222	Tele- (0712) 2764341 Fax- (0712) 2764091
4.	Bank of Maharashtra	Central Pension processing centre	Janmangal, 2 nd Floor, Bajirao Road	1177, Budhwar Peth, Pune (Maharashtra)	411002	0231471	Tele-(020) 24467937 Email- born1407@
5.	Canara Bank	Central Pension processing centre	Transaction Banking Wing HO, 4 th Floor, 86-M.G. Road	Spencer Towers Bangalore (Karnataka)	560001	0242962	Tele- Fax- Email-
6.	Central Bank of India	Central Pension processing centre	Ground Floor, Plot No-26, Sector 11	CBD Belapur, Navi Mumbai (Maharashtra)	400614	0283760	Tele-(022) 27565115 Fax-(022) 27563400 Email-
7.	Indian Overseas Bank	Central Pension processing centre	Central Office, 763- Anna Salai	Chennai	600002	0272409	Tele-(044) 28514120/ 28889368 Fax-(044) 28514903
8.	State Bank of Bikaner & Jaipur	Central Pension processing centre	2 nd Floor, SMS Highway	Chaurashta, Jaipur (Rajasthan)	302003	0170878	Tele- Fax- E-Mail-
9.	State bank of Hyderabad	Central Pension processing centre	2 nd Floor, Methodist Complex	Abids, Hyderabad (Andhra Pradesh)	500001	0111019	Tele- Fax- E-Mail
10.	State Bank of Mysore	Central Pension processing centre	Birwa Complex, Alake Car Street-PO	Mangalore, Dakshin Kannada Distt (Karnataka)	575003	0120689	Tele-(0824) 2496075 Fax-(0824) 2496074 E-Mail-
11.	State Bank of Patiala	Central Pension processing centre	Plot No 114, Phase-II	Patiala (Punjab)	147002	0130772	Tele-(0175) 2283322/ 2280272 Fax-(0175) 2281034

12.	State Bank of Travancore	Central Pension processing centre	3 rd Floor, Chembikalam building, Vazhuthacaud	Thycaud-PO Thiruvananthapuram (Kerala)	695014	0150908	Tele-(0471) 2326525 Fax-(0471) 2324217 E-Mail-
13.	Syndicate Bank	Central Pension processing centre	Head Office, Central accounts Department	2 nd Floor, Manipal (Karnataka)	576104	0332440	Tele- (0220) (2574075) Fax- E-Mail-
14.	Union Bank of India	Central Pension processing centre	17 th Floor, BSE Building (J. P.Tower)	Dalal Street Fort Mumbai	400001	029137	Tele- 022- 22722433 Fax- 022- 22723223 E-Mail-
15.	Corporation Bank	Central Pension processing centre	Government Business & Bancassurance Division, P.B. No 88, Corporate Office	Mangalore	575001	03501119	Mobile No: 09632029260, Landline: 0824- 2441425[D] Fax-0824- 2444617/2425 222
16.	Indian bank	Central Pension processing centre	1 st Floor, 7- Prakasam Road	T. Nagar, Chennai (Tamil Nadu)	600017	0261721	Tele-(044) 28151754/1755 Fax -(044) 2851751
17.	UCO Bank	Central Pension processing centre	Somalwar Bhawan 1 st Floor, Mount Road Extn	Nagpur	440001	0322345	Tele-0712- 2559919,2559 969,2549910 Fax -0712- 2541100

CPPC of PNB

Sl. No.	CPPC BSR CODE	CPPC Address	CPPC City	CPPC Pin Code	States Covered	e-mail	Fax	Phone
1	0306377	Halwasiya, 1 st Floor, Hazrat Ganj	Lucknow	226001	UP and Uttarakhand	calckcppc@pnb.co.in	0522-2202201	0522-2619963
2	0306378	Maker Towers, 7 th Floor Cuffe Parade, Colaba	Mumbai	400005	Maharashtra & Gujarat	pension_mum@pnb.co.in	022-2152190	022-22186990
3	0306379	2 Nehru Place, Tank Road	Jaipur	302015	Rajasthan	cppcjpr@pnb.co.in	0141-2747108	0141-2747107
4	0306380	Sec- 17B	Chandigarh	160017	UT of Chandigarh, Haryana, Himachal Pradesh &	cochdcppc@pnb.co.in	0172-2544456	0172-2544456
5	0306381	Site No. 15 Firojpur Road (near West Mall)	Ludhiana	141012	Punjab	zoludbsc@pnb.co.in	0161-2550157	0161-2550175
6	0306382	Tower, R Block Chanakya Place	Patna	800001	Bihar and Jharkhand	coptribr@pnb.co.in	0612-2224180	0612-3204618
7	0306383	Rayala Tower, 3 rd Floor, 158 Anna Salai	Chennai	600002	Andhra Pradesh, Tamil Nadu, Karnataka and Kerala	cochngbd@pnb.co.in	044-6785754	044-66785724
8	0306384	135, BRBB Rd.	Kolkata	700001	West Bengal, North East States and Orissa	cppckolkata@pnb.co.in	033-22425619	033-22426048
9	0306385	PNB Building, Jai Pahari, Arera Hills, Jail Bhopal	Bhopal	462011	Chhattisgarh, Madhya Pradesh	cppcbpl@pnb.co.in	0755-2557615	0755-2570931
10	0306386	Gurudwara Road, Karol Bagh	New Delhi	110005	Delhi and districts of Faridabad and Gurgaon	bo4421@pnb.co.in	011-28757840	011-28756703, 287571702

CPPC of SBI

SL.NO	BSR CODE	STATION	ABBREVIATED ADDRESS OF CPPC TO BE FILLED IN COLUMN OF LINK BANK	PIN CODE	STATE CODE	DISTRICTS COVERED UNDER CPPC
1	0004465	AHMEDABAD	SEC-10 ZO BLDG N SECRETARIATE GANDHINAGAR	382010	GU GD DN	All Districts of Gujarat All Districts of Daman & DIU All Districts of Dadar Nagar Haveli, Silvassa Br
2	0004466	BANGALORE	HEBBAL BRANCH GANGA NAGAR(N) BANGALORE	560024	KA	All Districts of Karnataka
3	0004467	BHOPAL	GOVINDPURA BRANCH PREMISES BHEL BHOPAL	462011	MP CG	All Districts of Madhya Pradesh All Districts of Chhatisgarh
4	0004468	BHUBANESHWAR	BOMIKHAL CUTTACK ROAD BHUBANESHWAR	751006	OR	All Districts of Orissa
5	0004469	CHANDIGARH	PLOT NO.1-2 SECTOR 5 PANCHKULA HARYANA	134101	PB HA JK HP	All Districts of Punjab Haryana(Part) All Districts of Jammu & Kashmir All Districts of Himachal Pradesh
6	0004470	CHENNAI	112/4 K K STREET VIRUGAMBAKKAM CHENNAI	600092	TN PO	All Districts of Tamil Nadu All Districts of Pondicherry
7	0004471	GUWAHATI	G S ROAD BHANGAGARH GUWAHATI	781005	AS AR ME MZ MN NA TR	All Districts of Assam All Districts of Arunachal Pradesh All Districts of Meghalaya All Districts of Mizoram All Districts of Manipur All Districts of Nagaland All Districts of Tripura
8	0004472	HYDERABAD	GNR HEIGHTS MUSHIRABAD MAIN RD HYDERABAD	500020	AP	All Districts of Andhra Pradesh
9	0004473	KOLKATA	2 ND FLOOR 83-1/A VIVEKANAND ROAD KOLKATA	700006	WB SK AN	All Districts of West Bengal All Districts of Sikkim All Districts of Andaman & Nicobar Islands(UT)

10	0010385	ALLAHABAD	4. KUTCHERY ROAD ALLAHABAD	211002	UP	Bareilly,Budaun,Rampur,Bijnor,Jyotiba Phule Nagar,Muradabad, Hardoi, Shahajahanpur,Pilibhit,Gorakhpur, Azamgarh,Sidharthnagar,Basti,Sant Kabir Nagar,Mau,Deoria,Kushi- Nagar,Maharajganj,Kanpur,Banda, Fatehpur,Chitrakoot,Hamirpur,Unnao, Jhansi,Lalitpur,Jalaun,Auraiya,Mahoba,Itawah,Farrukhabad, Kannauj, Lucknow,Pratapgarh,Sultanpur, Raebareli,Barabanki,Bahraich, Lakhimpur(Khiri),Ambedkar Nagar, Balrampur,Faizabad,Gonda,Varanasi, Allahabad,Chandoli,Mirzapur, Sonbhadra,Balia,Ghazipur,Sant Ravidas Nagar and Kausambi
11	0004464	MUMBAI	T-651 & T-751 ITC CBD BELAPUR NAVIMUMBAI	400614	MA GD	All Districts of Maharashtra All Districts of Goa
12	0004475	NEW DELHI	SBI BR 2 ND FLOOR CHANDNI CHOWK DELHI	110006	DE UR RS HA UP	Entire Delhi & New Delhi All Districts of Uttarakhand All Districts of Rajasthan Sonepat,Faridabad,Mehrauli Road Gurgaon Agra,Mainpuri,Aligarh,Etah,Mathura, Firozabad,Meerut,Bagpat,Ghaziabad, Bulandshahr,Gautam Budh Nagar, Muzzafarnagar and Saharanpur
13	0004476	PATNA	ADMIN BLDG JUDGES COURT PATNA	800001	BI JR	All Districts of Bihar All Districts of Jharkhand
14	0004477	THIRUVANANTHA PURAM	GANAPATHY KOVIL ROAD THIRUVANANTHA PURAM	695014	KE LD	All Districts of Kerala All Districts of Lakshadweep(UT)

APPENDIX-18

(Referred to in Note 2 of Para 47) Evolution of Pensionary Structure of PBOR

PRIOR TO 1.06.53.

History of Pension for Armed forces` personnel may be traced in olden days since British periods. However, it was in different shape. The concept of pension was introduced clearly when pension Act 1871 was introduced.

Prior to 1.06.53 (the date from which New Pension Code was introduced) pension structure in respect of PBOR was governed under Old pension Codes Vide ARI-1918, PRI 1928 and 1940 Edns. The special FEATURES for pensions for JCOs/Ors/followers prior to 1.06.53 are as under:-

1. Minimum qualifying service for pension was 15 years. 'Service Pension' was termed as 'Ordinary Pension'.
2. If service was 10 years or more benefit of 'Mustering Out' pension was available but the rates were different from rank to rank.
3. There were no Pay Groups of JCOs/ORs
4. Different rates of Pension were fixed for different Arms of Service for the same rank e.g. Infantry, M.T., Pioneer, Sower, Combatant clerks.
5. Pension was assessed on the lowest rank of grade held for the last 3 years of service.
6. Pension was calculated with reference to rank and qualifying service rendered by the individual in the slab system eg. 15-18 years, 19-21, 25-28, 28 & above.
7. Qualifying service was calculated upto the date on which individual was declared fit to be released from service i.e. the date on which ADMS approved the Medical Board proceedings and the period from the date of ADMS signature & date of Invalidment/release/discharge was treated as non-qualifying service.
8. Provision for special pension and special gratuity exists in respect of those who are discharged from service on disbandment of units/ reduction in the strength of Army or as a policy decision of His Majesty Govt.
9. In order to compensate the pensioner, due to increase in the cost of living an element named 'Temporary Increase' in a form of fixed amount for pensioners drawing pensions upto a certain limit was introduced from 1.11.1943.
10. There was no provision for ordinary family pension, invalid pension, DCR gratuity and liberalized family pension
11. There was no provision for commutation
12. Benefit for ½ year qualifying service was not given/allowed.
13. There was no provision for rounding off pension
14. No benefit of Hony rank of Nb/Subedar was allowed for Havildars.
15. No Medical Advise(Pension) was posted to Principal CDA(P) for adjudication of disability & family pension cases.

NEWPENSIONCODE

A new pension structure, called New Pension Code came into force with effect from 1.06.53 for the Armed Forces vide A.I.1/S/53 New Pension Rules were applicable to those who join service on or after 1.06.53 or discharged on or after this date. This structure was based on the recommendations of the Armed forces Pension Revision Committee appointed in 1949. the new structure for other ranks followed the civilian formula of pension applicable when DCRG was not granted.

Important features of New Pension code are as under: Service Pension-1

- (i) Minimum qualifying service to earn service pension for JCOs/ Ors and NCs(E) was 15 years and 20 years respectively
- (ii) Rank for assessment of service pension was the lowest substantive rank held during last three years of service.
- (iii) Rates of service pension were table based.

Service Gratuity:-

- (i) Minimum qualifying service for service gratuity was 5 years.
- (ii) Scale of gratuity was 2/3rd of a month's pay for each completed year of qualifying service
- (iii) Pay for assessment of service gratuity was consisting of the following elements;
 - (a) basic pay of the substantive rank last held.
 - (b) rank/appointment pay of the substantive rank last held
 - (c) increments of pay
 - (d) good service pay
 - (e) parachute pay, if any , and
 - (f) dearness allowance appropriate to the emoluments of the substantive rank last held.

Disability pension.

Disability pension, in case of Invalidment consist of service element and disability element. Service element is calculated at the minimum service pension appropriate to his rank and group in case individual was disabled while on flying duty in a service aircraft or while being carried on duty in a service aircraft under proper authority.

In all other cases, service element will be minimum service pension appropriate to the individual's rank and group which the number of his completed years of qualifying service bears to 15 (20 in the case of NC(E)) but in no case will be less than 2/3 of the minimum service pension.

Disability element :- The rates of disability element varies from rank to rank.

Rank for assessment of disability pension.

Service and disability elements will be assessed on the substantive rank held by an individual on the date of invalidment from service.

Special family pension:- The family of a JCOs/ORs/NCs(E) who dies on account of a wound, injury or illness, the cause of which is attributable to or aggravated by military service may be granted a special family pension at a fixed rate for each rank and group.

Family Gratuity- In addition to special family pension, a gratuity at the appropriate rate may be granted to the family of a JCOs/ORs/NCs(E) who is killed in action or dies of wound received in action or is killed or dies of injuries sustained while on flying duty in a service aircraft or suffers a violent death while employed in the aid of civil power.

**Important changes in pension matters due to Government decision,
Supreme Court Judgement and in pursuance of Pay Commissions
recommendations after introduction of New Pension Code:**

Pay Groups

(i) In pursuance of recommendations of 3rd Central Pay Commission, the existing 8 pay groups were regrouped to the following 5 pay groups;

A, B, C, D & E

Existing 'G' & 'H' groups were converted to group 'E' and group 'F' to group 'D'. However, no change was suggested by the 4th Central Pay Commission in the Group structure. .

In pursuance of recommendation of Vth Central Pay Commission group structure of PBOR was further streamlined and the existing 5 groups were reduced only to the following three groups 'X', 'Y' and 'Z' wef 10.10.97.

Additional pension to Havildar granted Honorary rank of Nb/Sub on retirement.

(ii) In Regulation 137 PRA Part-I(1961) provision exists for grant of Additional pension for Hony rank @ Rs. 12/- pm to those Havildars who are granted Hony. Rank of Nb/Sub on retirement.

The rates of additional pension revised from time to time are as under

Sl .No.	Rates p.m.	
1	Rs.30/-p.m.	w.e.f.1.1.73 to those who retired on or after 31.12.72
2	Rs.36/-p.m.	w.e.f.1.03.78 to those who were discharged on or after 1.03.78
3	Rs.45/-p.m.	w.e.f. 1.04.79 to those who are discharged on or after 1.04.79
4	Rs.100/-p.m.	w.e.f.1.10.91 to those who retired/discharged on or after 1.10.91
5	Notional fixation	w.e.f. 01/01/2006

Note :- Additional pension for Honorary rank is taken into account for the purposes of grant of commutation and of dearness relief.

Fraction of a year of qualifying service :-

(iii) Prior to 22.04.60 service rendered in full years was computed for pension Fraction of a year of qualifying service was ignored. However, wef 22.04.60 i.e those discharged on or after this date service rendered 180 days or above was taken as ½ year i.e. benefit of ½ year service was allowed from this date.

Subsequently wef 28.06.83 service rendered 3 months or more, 9 months or more over and above completed year is taken as ½ year and full year respectively.

Rounding of Pension to Rupees:-

(iv) Prior to 12.04.66 pension used to be sanctioned in Rupees and paise if the actual calculation works out to in rupees and paise. Pension was rounded to next 5 paise from the date decimal coinage system introduced in 1955. But wef 12.04.66 pension is rounded off to next higher rupees.

10 Month's Rank Rule:-

(v) In pursuance of Supreme Court Landmark judgement in Shri D.S. Nakra's case, the benefit of 10 month's rank was introduced wef 1.04.79. In other words, pension started to be assessed on the rank and group held during the last 10 months of service. The special feature of this judgement was that this benefit was allowed to all past cases also wef 1.04.79. Accordingly, pension of all past retirees was revised wef 1.04.79. apropos Appex. Court Judgement. In nut shell the pension was assessed as under:

36 months service in the Rank prior to 1.06.53

24 months service in the Rank wef 1.06.53

10 months service in the Rank wef. 1.04.79

One Time Increase (OTI) W.E.F. 1.01.92

(vi) In order to bridge the gap between pension rates of pre-86 and Post- 86 pensioners, Govt. of India, introduced the scheme for payment of One Time Increase wef 1.01.92. This was given based on the rank, group and qualifying service and pension. Thus the rates of OTI varies from rank to Rank and group to group.

Note:- The payment of One Time Increase has been discontinued wef 1.01.1996 under Vth Central Pay Commission's orders since existing pension including One Time Increase was consolidated wef 1.01.96 under Min. of Def. letter dated 24.11.97 (For details see Chapter-III)

Minimum Pension and Family Pension:-

(vii) Various dates on which minimum pension and family pension were raised/increased the amount of pension are as under:

1.01.64	25.00 p.m.
1.03.70	40.00 p.m. including TI and AHI
1.04.82	150.00 p.m. including TI and AHI
1.04.83	160.00 p.m.
1.01.86	375.00 p.m.
1.01.96	1275.00 p.m.

Various dates on which rates of service pension were revised:-

(VIII) Rates of service pension were revised by Government from time to time. The dates on which these rates were revised and relevant authority are indicated as under:-

Dates	Relevant authority
1.04.1961	Army Instruction 6/S/62
1.03.1968	Army Instruction 25/S/68
1.12.1968	Army Instruction 41/71
1.12.1969	Army Instruction 5/S/69
10.09.1970	Army Instruction 8/S/70
1.01.1973	Army Instruction 1/S/75
1.10.1977	Govt. of India Min. of Def. Letter No. B/38027/AG/PS4(a)/ 2491/-C/D(Pen/Sers) date.2.09.82
1.03.1978	Govt. of India Min. of Def. Letter No. B/38027/AG/PS4(a)/ 1733/-C/D(Pen/Sers) date.21.06.79
1.04.1979	Govt. of India Min. of Def. Letter No. B/38027/AG/PS4(a)/ 2491/-C/D(Pen/Sers) date.21.06.79
1.02.1982 1.07.1982	Govt. of India Min. of Def. Letter No. B/38055/AG/PS4(a)/ 2574/-C/D(Pen/Sers) date.18.10.82
2.06.1983	Govt. of India Min. of Def. Letter No. B/38069/AG/PS4(a)/ 222/-C/D(Pen/Sers) date.22.01.85
2.03.1985	Govt. of India Min. of Def. Letter No. B/38087/AG/PS4(a)/ 3076/-C/D(Pen/Sers) date.3.10.85
1.04.1985	Govt. of India Min. of Def. Letter No. B/38091/AG/PS4(a)/ 3035/-C/D(Pen/Sers) date.27.09.85
1.01.1986	Govt. of India Min. of Def. Letter No. 1(5)/87//D(Pen/Sers) date.30.10.87
1.01.1996	Govt. of India Min. of Def. Letter No. 1(6)/98//D(Pen/Sers) date.3.02.98
10.10.1997	Govt. of India Min. of Def. Letter No. 1(6)/98//D(Pen/Sers) date.3.02.98
30.05.1998	Govt. of India Min. of Def. Letter No. 1(6)/98//D(Pen/Sers) date.9.01.2001

(IX) Medical Allowance:-

Every existing pensioner/family pensioner wef 1.12.1997 will be entitled for payment of fixed medical allowance of Rs.100/-pm in lieu of outdoor patient department (OPD) facilities provided he opts for the same and gives undertaking to the effect that he is residing in an area where no MH/MI Room facilities exist.

Similarly all the prospective pensioners/family pensioners will also be entitled to it subject to option and undertaking. In their case, fixed medical allowance will be notified in the Pension Payment Order (PPO)

Note1: Only one change in the life time of the pensioners/ family pensioners shall be allowed.

Note2: If any pensioner or family pensioner is in receipt of two pensions, medical allowance @ Rs 100/- Rs 300/- p.m. would be admissible only on one pension, if he/she does not avail of the medical facilities provided by the respective organisation.

Note3: Where medical allowance is shared by two widows/ claimants, same criteria as in the case of dearness relief is to be adopted.

Note4: Life time arrears would be admissible to the nominated heir.

Medical allowance is not admissible to the following categories;

(i) Re-employed pensioners/employed family pensioners as medical facilities are provided by his /her organisation

(ii) The beneficiaries of the ex-gratia and compassionate allowance as they are not treated as Defence pensioners/ family pensioner.

Authority:- Govt. of India Min. of Def. Letter No.1(1)1/98/D (Pen/Sers) date.15.06.98 and B/38207/7/AG/PS4(B)/ 193/A/D(Pen/Sers) dated 7.03.2001.

However, Service Personnel who are transferred to pension establishment on or after 01.04.2003 will compulsorily become a member of Ex-servicemen Contributory Health Scheme (ECHS) by contributing his/her share and the scheme would be applicable for life time. Similarly, ex- servicemen already retired can become members by making a one time contribution. There would be no restriction on age or medical condition.

Grade pay drawn at the time of retirement (in Rupees) contribution (in Rupees)	Contribution (in Rupees)
1800/- pm, 1900/- pm, 2000/- pm, 2400/- pm and 2800/- pm and recruits drawing family pension/medical pension.	15000/-
3400/- pm and 4200/- pm	27000/-
4600/- pm, 4800/- pm, 5400/- pm, 6100/- pm and 6600/- pm	39000/-
7600/- pm and above and officers under HAG scale	60000/-

The amount of lump-sum contribution will be recovered from the Pensionary Benefits and compiled to Code Head 0/471/02.

The amount so recovered will be indicated in the PPOs as proof of recovery to enable the pensioner to produce the same if required for issue of identity 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. 01.04.2003, the lump-sum contribution will have to be remitted into the treasury for credit to Government 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. 300/- presently admissible to them and those who do not join the scheme would continue getting Medical Allowance as hitherto fore. Such persons would not be entitled to any Medical facility from Armed Forces Clinics/Hospitals or Polyclinics setup under the scheme.

(Authority: GOI, MOD 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)

Retirement gratuity and other gratuities:-

(X) All types of gratuities wef 1.01.1996 will now be calculated taking into account the last pay, classification allowance, stagnation increment(if any) and full dearness relief drawn/admissible at the time of retirement.

(Authority:- Govt. of India Min. of Def. Letter No 1(6)/98/D(Pen/Sers) date.3.02.98.

Modified Parity:

(XI) Modified parity is a unique feature of VIth CPC. These order provide that w.e.f. 1.01.2006, pension of a pensioner irrespective of date of retirement shall not be less than 50% of the minimum pay in the revised scales of pay introduced wef 1.1.2006 of the rank and group last held at the time of discharge. This will be pension for 33 years service. If the service is less than 33 years including admissible weightage, it will be proportionately reduced.

Similarly wef 1.1.2006 family pension shall not be less than 30% of the minimum of the revised scale of pay introduced wef 1.1.2006 of the rank last held by the pensioner/deceased. Thus the modified parity concept has brought on the same level to all the existing pensioners/family pensioners as on 1.1.2006.

Revision of pension/ family pension in respect of Pre- 2006 pensioners/family pensioners:-

(XIII) In pursuance of recommendations of VIth CPC, Govt. of India, Min. of Def. Issued orders for consolidation of existing pensions/ family pension of all the pre-2006 pensioners/family pensioners wef 1.01.1996 by adding together the following :

- (i) Existing pension/family pension- It includes basic pension before commutation.
- (ii) Dearness relief upto CPI(IW) 536 24% of basic pension
- (iii) Fitment weightage @ 40% of existing pension/family pension. Where the amount of fitment weightage work out in fraction of a rupee rounded off to the next higher rupee.

(Authority: GOI, MOD letter No. 17(4)/2008(1)/D(Pen/Pol) dtd. 11.11.2008

(XIV) Revision of pension in respect of Post-2006 pensioners/family pensioners:- In pursuance of recommendations of VIth CPC, Min. of Def. issued orders for fixation of service pension formula and calculation of ordinary family pension. Service pension in respect of PBOR will be calculated on maximum of the pay scale, including 50% of the highest classification allowance, if any of the rank held and group in which paid continuously for last ten months.

(Authority: GOI, MOD letter No. 1(2)/98/D(Pen/Sers) dated 03.02.1998.

ANNEXURE – A

Annexure-A

List of Reports and Returns rendered by Grants (Other Rank) Section

Sl No.	Particulars of Reports and Returns	Authority	Form on which rendered	To whom due	Date on which due	Remarks
Monthly						
1	Revision of Pension	CGDA Nos. 5189/AT-P VCPC/Mon/ Pre-96/Dis dated 18.09.2001 and 5189/AT-P/ Mon/Pre-96/ Dis dated 20.11.2001	Manuscript	CGDA	Monday	---
2	Monthly Progress Report	CGDA No. 9928/AN dated 05.09.1958	Manuscript	AN-V	5 th of each Month	
3	Prompt disposal of service pension claims	PCDA(P) No. GX/1197/ WR dated 25.02.1989	Manuscript	AN-V	5 th of each Month	
4	Battle casualty and special family pension	CGDA No. 5607/AT-P/ UN Return dated 23.09.1996	Manuscript	CGDA	7 th of each Month	
5	Review and disposal of appeals	PCDA(P) No. GX/1197/ WR dated 25.02.1989	Manuscript	AN-V	5 th of each Month	
6	Charged Expenditure Report	PCDA(P) No. A/1/ 062-X dated 14.07.2000	Manuscript	Accounts Section	15 th of each Month	
7	JKLI Report	PCDA(P) No. AP/1050 dated 13.09.1975	Manuscript	Accounts Section	25 th of each Month	
Quarterly						
8	Progressive use of Hindi	PCDA(P) No. GX/0554/(H) dated 11.10.1988	Manuscript	Hindi Cell	10 th of each Quarter	
9	Special Family Pension/ Disability Pension Report	CGDA No. 5639/AT-P dated 28.02.1997	Manuscript	CGDA	5 th of each Quarter	
10	PEA Review Report	PCDA(P) No. AN./O & M/ 0365/Part dated 23.10.1997	Manuscript	O & M Cell	1 st Week of each Quarter	

Report and return

Sr. No.	Name of Report/Return	The section which has to be presented	Date of submission	Remarks
Monthly Report				
1	Monthly Progress Report	Admin - V	Up to 3 rd of Month	
2	A. R. P. G.	Complaint Cell	Up to 3 rd of Month	
3	Monthly Leave Status	Admin - VI	Up to 5 th of Month	
4	Safe Guard Report	Pay – II	Up to 22 nd of Month	
5	Charged Expenditure Report	Account Section	Up to 5 th of Month	
6	Preparation of Budget Estimate under the Defence Pension	Account Section	1 st week of July	
7	Follow up Report	Admin - V	Up to 22 nd of Month	
Quarterly Report				
8	General Target Report	O & M Cell	Up to 10 th of Month	
9	Public Grievance News Paper Report	O & M Cell	Up to 10 th of Month	
10	Questions of MP/MLA	O & M Cell	Up to 10 th of Month	
11	Work Distribution in SAO/AO	Admin - II	Up to 10 th of Month	
12	Hindi Report	Hindi Cell	Up to 8 th of Month	
13	Audit Objection/Remark on Pending Enquiry Award	O & M Cell	Up to 8 th of Month	
14	Weekly Status Report	O & M Cell	1 st day of Week	
15	Weekly Report	O & M Cell	1 st day of Week	
16	Work Status	O & M Cell	1 st day of Week	
Others				
17	Special Fortnightly Report on Joint Notification	CGDA, Delhi Cantt.	1 st day of Fortnightly	

ANNEXURE – B

ANNEXURE – B

List of Registers maintained in Grants (Other Ranks) Section and their fly leaf instructions.

Sl. No.	Name of Register	Register No.	Relevant Paras	Page no.
1	Register of awards of pension in respect of the personnel against whom Department/Judicial proceedings are instituted.	G.O. (2) R-6	11	251
2	Pension Claim Register	GO (2) R-1	13, 30	252
3	Rejected Pension Claim Register	GO (2) R – 2	32	253
4	Register for recording the particulars of corr. PPOs to the disadvantage of the pensioners	G.O. (2) R-7	55	253
5	Pension Payment Order Numbering Register	G.O. (2) R-4	56, 59	254
6	Pending Enquiry Award Payment Register : Disability/Family Pensioners	G.O. (2) R-5	241	255
7	Defence Pension Adalat Register	GO(2) R-8	5	256
8	Compensation in lieu of disability element	GO (2) R-9	127	256
9	Legal Notice Register	GO (2) R-10	322	258
10	Court Case Register	GO (2) R-11	323	258

G. O. (2) R-6
Sl. No. 1 of Annexure 'B'

Fly Leaf instruction for the maintenance of Register of Awards of Pension in respect of the personnel against whom Departmental /Judicial proceedings are instituted.

Authority: Para 11 Office Manual Part IV Vol. (IV).

Object: To watch the finalisation of provisional award of pension against whom Departmental/Judicial proceedings are instituted

The Register will be centrally maintained by each Grant section in manuscript in the proforma given below. As soon as provisional pension is sanctioned the particulars of such case will be entered in columns 1 to 8 and its finalisation watched. On issue of final PPO the register will be completed.

The register will be submitted every month to Officer-in-charge and quarterly to G.O. (Grants).

Register of awards of pensions in respect of personnel against whom
Department/Judicial Proceedings are instituted

Sl. No.	Claim No.	Regtl. No. and Name and Rank of the individual	Name of the RO	No. & Date of the communication with which claim received	No & Date of communication from command Headquarters indicating amount of provisional pension pending finalisation of disability of judicial proceedings.
1	2	3	4	5	6

PPO. No. in which provisional award notified.	Initials of the SO (A)/AAO	No. & date of the communication intimating the final settlement of the case, result of the proceedings and amount of recovery, if any ordered.	PPO. No. in which final award notified	Initials of the SO (A)/AAO	Remarks
7	8	9	10	11	12

Sl. No. 2 of Annexure 'B'

Not reproduce due to introduction of claim diary system

Sl. No. 3 of Annexure 'B'

Not reproduce due to introduction of claim diary system

Sl. No. 4 of Annexure 'B'

Not reproduce due to introduction of claim diary system

Sl. No. 5 of Annexure 'B'

Not reproduce due to introduction of claim diary system

Sl. No. 6 of Annexure 'B'

Fly Leaf instructions for the maintenance of P.E.A. Payments Registers: Disability/Family Pensioners.

Authority: Para 241 Office Manual Part IV (Volume-IV).

Object: To have a record of sanction and remittance of P.E.A. of disability/family pensions and to watch the subsequent adjustment.

The register will be maintained centrally in P.E.A. Section of Grants ORs. Section in manuscript in the proforma given below.

2. On receipt of the sanctions of P.E.A. of disability/family pension entries will be made in appropriate columns of the register.
3. On receipt of the monthly cash account from the R.Os. these will be subject to audit and necessary postings will be made against the names of the individual concerned in proper columns of the register.
4. On ultimate acceptance/rejections of the claim necessary note of the rejection or of the PPO No. issued will be kept against the name of the individual concerned.
5. The register will be submitted to the Officer In-charge Section by the first week of the following month.

Proforma

Sl. No.	Regtl. No. and Rank	Name of the individual	PEA sanction No. and date	Heir's Name	Rate of P.E.A.	Period from to	Initials of SO(A) and Auditor	No. & Date of acknowledgment
1	2	3	4	5	6	7	8	9

Sl. No. 7 of Annexure 'B'

Not reproduce due to electronic data capture through in house built software

Sl. No. 8 of Annexure 'B'

Not reproduce

GO(2)R-10
Legal Notice Register
Sl. No. 9 of Annexure 'B'

Authority – Para 332 of OM Part-IV, Vol-IV

Fly leaf instructions for maintenance of Legal Notice Register.

Object: To watch the progress of Legal Notices. The register will be maintain in the following proforma.

Sl. No.	No. & Date of Legal Notice	Date of receipt in this office	From whom received (details of address)	Brief particulars of Grievances	Case file No.	Action taken	Remarks
1	2	3	4	5	6	7	8

- As soon as the Legal Notice is received, columns 1 to 6 should be completed.
- Column 7 should be completed on final disposal of Legal Notice
- Register should be submitted to Group Officer monthly.

GO(2)R-11
Court Cases Register
SL. No. 10 Annexure 'B'

Authority: Para 333 of OM Part-IV, Vol-IV

Object: To watch the progress of the court cases. The register will be maintained in the following proforma.

Sl. No.	File No.	Court case No.(CMP/CP/OA)	Name of the Court/CAT and Station	Name, Regtl. No. and Unit Of Petitioner/Applicant.	Relief sought for	Date of Submission of Parawise comments	Interim / Final Order if any	Action taken
1	2	3	4	5	6	7	8	

- On receipt of a court case columns 1 to 6 will be completed and action to prepare parawise comments will be taken.
- Column 7 will be completed on rendition of parawise comments.
- Columns 8 & 9 will be completed on receipt of interim/final order on the court case.
- The register will invariably be submitted to Group Officer by 10th of the following month in which the court case was received.

ANNEXURE – C

ANNEXURE-C

SPECIMEN OF FORMS

List of non-standard Forms used in Grants (Other Ranks) Sections

Sl. No	Name of the Form	Form No.	Para	Page no.
1.	Working Sheet	GO (2) F.1	38	264
2.	Covering list of Draft Pension Payment Orders	GO(2) F.2	54	265
3.	Memo for reminding the RO/PDA for acknowledgement of PPO	GO(2) F.4	59	266
4.	Pension Payment order for 2 nd /3 rd life Jagir Allowance	GO(2) F.3	69	267
5.	Memo for delayed submission of service pension claim	GO(2) F.5	13	268
6.	Return of in-complete service pension claims	GO(2) F.6	17	269
7.	Blank			
8.	Opening Sheet for increase in degree of disability pension	GO(3) F.9	96	271
9.	Blank			
10.	Blank	GO(3) F.4	99	274
11.	Intimation Memo to Record Office	GO(3) F.6	112	275
12.	Constant Attendance Allowance Certificate	GO(3)F.7	116	276
13.	Pending Enquiry Award for TB cases	GO(3) F.8	117	278
14.	PPO for blinded soldiers.	GO(3)F.10	130	279
15.	PPO for special Road Mileage Allowance	GO(3)F.11	131	280
16.	Blank	GO(3)F.12	77	281
17.	Memo for calling of invalid gratuity claim	GO(3)F.13	120	283
18.	Working Sheet (War Injury pension claim)	GO(3)F.14	122	285
19.	Blank	GO(3)F.15	129	286
20.	Blank	GO(3)F.16	129	288
21.	Blank	GO(3)F.17	129	289
22.	Memo for ex-post facto sanction for charged expenditure	GO(3)F.18	337	290

23	Memo where R.S.M.B. proceedings were approved by authority lower than ADMS or re-assessment claim preferred at a belated stage.	GO(RA)F.1	142	291
24	Blank	GO(RA)F.2	143	292
25	Blank	GO(RA)F.4	150	293
26	Blank	GO(RA)F.5	151	294
27	Blank	GO(RA)F.6	155	295
28	Blank	GO(RA)F.7	155	296
29	Blank	GO(RA)F.8	155	298
30	Opening sheet for family pension	GO(4) F.6	169	299
31	Memo for rejection of special family pension claim	GO(4) F.7	173	300
32	Memo for calling for special family pension claim	GO(4) F.8	174	302
33	Working sheet	GO(4) F.3	174	303
34	Intimation to RO	GO(4) F.9	203	305
35	Memo for stopping payment of PEA	GO(4) F.11	175	306
36	Memo for stopping PEA in respect of ordinary family pension.	GO(4) F.12	175	307
37	Blank	GO(4) F.13	238	309
38	Intimation to R.O. for issue of cheque	GO(PEA) F.1	242	311
39	Cash Account form	GO(PEA) F.2	245	312
40	Memo for verification of title for commutation of the disability pension	GO(Com) F.1	270	313
41	Extract of Sheet Roll and Enrolment form	GO(Com) F.2	274	314
42	Working Sheet for commutation	GO(Com) F.3	275	315
43	Memo for arranging medical examination	GO(Com) F.4	278	317
44	Memo for arranging medical examination for Gorkha pensioners residing in Nepal	GO(Com) F.4-A	278	323
45	Commutation PPO form	GO(Com) F.5	285	328
46	Intimation to R.O. and pensioner.	GO(Com) F.6	285	330
II Specimen Form of LPC-Cum-Data Sheet Containing control No.				
Sl. No.	BRIEF DESCRIPTION OF DATA SHEET	CONTROL NUMBER	Para	Page No.

47	Service Pension	PCDA(P) Alld./DS.No. 201/2001	28	331
48	Service Pension (corr.)	PCDA(P) Alld./DS.No. 202/2001	28	332
49	DSC/TA personnel pension	PCDA(P) Alld./DS.No. 203/2001	28	333
50	DSC/TA personnel (Corrg.)	PCDA(P) Alld./DS.No. 204/2001	28	334
51	PBOR family pension	PCDA(P) Alld./DS.No. 205/2001	196	335
52	Disability /invalid pension	PCDA(P) Alld./DS.No. 206/2001	74	336
53	Disability element	PCDA(P) Alld./DS.No. 207/2001	74	337
54	Revision of pension/family Pension-pre-96 pensioners	PCDA(P) Alld./DS.No. 208/2001	196	338
55	Revision of pension/family Pension-pre-86 pensioners	PCDA(P) Alld./DS.No. 209/2001	196	339
56	Revision post-88 pensioners	PCDA(P) Alld./DS.No. 210/2001	23	340
57	Revision of pre-96 and post 88 pensioners(AF)	PCDA(P) Alld./DS.No. 211/2001	23	341
58	Blank	PCDA(P) Alld./DS.No. 212/2001	122	342
59	Grant of family pension(PBOR-Army	PCDA(P) Alld./DS.No. 213/2001	197	343
60	Re-assessment of disability pension/disability element	PCDA(P) Alld./DS.No. 214/2001	137	344
61	Commutation of pension in respect of JCOs/ORs(Army)	PCDA(P) Alld./DS.No. 215/2001	266	345
62	Ordinary family pension(Corr)	PCDA(P) Alld./DS.No. 216/2001	197	346
III Specimen of PPO formats				
63	PPO format for service pension (Computerised)		28	347
64	PPO format for service pension Corr. (Computerised)		28	348
65	PPO format for service pension (Manual)		54	349

66	PPO format for disability pension (Computerised)	84	351
67	PPO format for disability pension (Manual)	115	352
68	PPO format for disability element (Computerised)	84	354
69	PPO format for disability element (Manual)	115	355
70	PPO format for war injury pension (Manual)	115	356
71	Blank	137	358
72	PPO format for disability reassessment (Manual)	137	359
73	PPO format for special family pension (Manual)	181	361
74	PPO format for ordinary family pension (Computerised)	197	362
75	PPO format for ordinary family pension (Manual)	197	363
76	PPO format for liberalised family pension (Manual)	217	365
77	PPO format for commutation of service pension (Manual)	292	366
78	PPO format for commutation of disability pension (Corrg.)	292	368
79	PPO format for commutation of pension (Computerised)	292	370
80	Payment Authority in respect of HKSRA pensioners (Manual)	308	371
IV Specimen of Notices and Miscellaneous Application Forms			
81	Notice for Defence Pension Adalat	5	372
82	Notice for Mini Pension Adalat to be held by DPDOs	5	373
83	Form for Loss Certificate	60	374
84	Form for Affidavit	193	375
85	Indemnity Bond for missing personnel	197	376
86	Indemnity Bond for missing pensioners	197	378
87	Office Note for acceptance of Indemnity Bond	197	380
88	Application Form for grant of ex-gratia family pension to the deceased Reservists	299	381
89	Application Form for grant of adhoc-ex-gratia allowance to Burma Army Pensioners	301	383
90	Application Form for grant of adhoc-ex-gratia allowance to the Armed Forces Pensioners migrated from Pakistan	303	385

Sl. No. 1 of Annexure C
WORKING SHEET
G.O(2)F-1
(See Para -38)
Grant2Section

1. Regtl.
No.....Rank.....Group.....
..... Name..... R.O.
.....
- 2.Date of receipt of the claim
- 3.Date of discharge
- 4.Age as per IAFY-1948/ AFMSF-16
- 5.Total qualifying service as per IAFY-1948A/AFMSF-16.
- 6.Rank and pay group in which to be pensioned as per L.P.C./LPC-cum- Data Sheet
- 7.Rate of service pension admissible. Rs.....p.m.
8. Amount of Retirement gratuity as per claim for the same .
Rs.....p.m.
- 9.Demand, if any, as per L.P.C./LPC-cum-data sheet Rs.....p.m. or other
intimation from R.O etc.
- 10.Amount of commutation admissible.
Rs.....p.m.
- 11.Place and channel of payment as per IAFY-1948A/AFMSF-16.

Treasury/ Post Office DPDO P.S.Bs.

Auditor

SO(A)/AAO

AO (P)/SAO(P)

Sl. No. 2 of Annexure C
G.O.(2)F-2
(See Para -54 & 57)
GRANT 2 SECTION

Covering List of Draft P.P Os.

No. G2/
Dated.....200 .

Sl. No.	P.P.O. No.	Regtl. No.	Rank	Name	R.O.
Remarks					
1	2	3	4	5	6
					7

Forwarded in (triplicate) to the Officer-in charge, P.P.O. Section along
with.....
Draft P.P.Os for necessary action.

For Accounts Officer (Pension)
Grant 2 Section

No. P.P.O./
Dated.....200 .

Returned to the Officer -in-Charge, Grant 2 Section together with the Draft P.P.Os
referred to above alongwith the triplicate copies from
No.....to.....and also
original copies from No.....to..... for necessary action.

For Accounts Officer (Pension)
P.P.O. Section

G.O. (2) F-4
(See Para -59)
Sl. No. 3 of Annexure C

To be issued in duplicate
No.Grants/.....
Office of the PCDA(Pensions), Allahabad
Dated:

To
The Officer-in Charge Records/
Treasury Officer/Post Master/
DPDO /Manager of PSBs

Subject: - Pension Payment Order- Acknowledgement of.

Your acknowledgements for the PPOs detailed overleaf have not been received so far
Please confirm that the same have been received by you.

2. This communication is being sent in duplicate and it is requested that one copy may be returned to this office after completing the lower portion (ii), which will be treated as acknowledgement.

Accounts Officer/SAO(P)

The PCDA (Pension)
Grants (ORS) Section Allahabad.

It is confirmed that the PPOs mentioned overleaf have been received.

Officer-in-charge Records

Treasury Officer/Post Master/DPDO/Manager PSB

(2)

Sl. No.	No. of P.P.O.	Rank, Name & Regt. No. of the individual	Date of dispatch of PPO by PCDA(P), Allahabad	Remark s

Note: (1) Col. 1 to 4 will be completed by Grants Section of PCDA (P) before issue

(2) If any PPO has not been received, remarks col. may be completed by RO/PDA to give the details of the same vide col. 5 above.

(**Authority:** Routine Note No. 327 date 10-6-1969).

Sl. No. 4 of Annexure C
G.O. (2) F-3
(See Para -69)

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)
ALLAHABAD

Pension Payment Order No. S/ /200

The under mentioned beneficiary is admitted jagir Allowance for 2nd/3rd life as shown below:

Sl. No.	Name of Applicant	Age	Relationship to the deceased i.e. the first holder	Rank, Name & Corps of the deceased i.e. the first holder	No. and date of the PC/PPO in which pension & Jagir Allowance for first/Second life was notified	Date of birth of 1 st /2 nd holder of the assignment of land revenue	Amount	Place and Channel of payment
1	2	3	4	5	6	7	8	9

Accounts Officer, (Pensions)
For CDA (Pension), Allahabad

Copy to: -

1. The Post Master/Treasury Officer/DPDO / Manager / PSBs together..... with the duplicate copy of IAFA-392.....
2. The Officer-in -charge, Card Holder Section (Local)
3. The Officer-in-Charge Records/.....
Sheet Roll & Jagir Allowance Certificate are forwarded herewith with reference to his No.....
4. The Officer-in charge, Audit.....Section (Local).

Date of Dispatch: Allahabad.

Accounts Officer, (Pension)/SAO (P)

Sl. No. 5 of Annexure C
GO (2) F.5
(See Para -13)

No. EDP/M/
Office of the PCDA(P) Allahabad.
Dt .200

To
The Officer-in- charge
Records

Sub: Submission of service pension claim - PBOR.

Ref: Your/ Letter No. dated:

Please refer to the letter quoted under reference forwarding
_____ service pension claim for notification of pensionary awards.

2. It has been observed that out of total
claims_____claims pertain to the months of
It may be noted that submission of belated claims may result in delayed
notification of pensionary awards.

Responsibility of delayed notification of awards will rest on your office.

3. It is, therefore, requested that submission of service pension claims four
months prior to the date of discharge of PBOR may kindly be ensured.

Sr. Accounts Officer (P)

Copy to:-

The OI/C P.A.O.(ORs).....

.....
for information and similar action.

Sr. Accounts Officer (P)

Sl. No. 6 of Annexure C
G.O. (2) F.6
(See Para -17)

BY HAND

R.O. Code No. _____

No. EDP/M/
Office of the PCDA(P) Allahabad.
Dated:

To
The Officer-in -charge
Records

Sub: Service Pension Claim

Ref: Your No.

Service Pension claim in respect of the following individuals received under your No. cited above are returned herewith unactioned with the observations/reasons/remarks given against the name of each individual. The claim in question may be corrected and resubmitted to this centre with the next batch of claims and errors pointed out may please be avoided in future.

Sl. No.	Rank	Regtl. No. and Name	Date of discharge	Observation for which claim is returned.

Copy to: -
1.The P.A.O.(O.Rs)
2. The C.D.A.

Sr. Accounts Officer(P) EDP (M)

Sr. Accounts Officer (P) EDP (M)

Sl. No. 8 of Annexure C
G.O.(3)F-9
(See Para –96)

OPENING SHEET
DISABILITY PENSION CLAIM (SI)

NO.G3/

1. Regtl. No.
2. Rank
3. Name
4. Record Office
5. Name of accepted disability/disabilities
 - (i)
 - (ii)
 - (iii)
6. Basis of acceptances viz. Attributability or aggravation.
7. Degree of accepted disablement with period of assessment.
8. Period of previous grant.
9. Whether or not the individual had unreasonably refused to undergo operation etc. advised at an earlier stage.
10. Whether C.A.A. recommended.

AAO/SO (A)

Sl. No. 11 of Annexure C
G.O.(3) F-6
(See Para -112)

No. G3 _____
Office of the P.C.D.A. (Pensions)
Allahabad. Dated.....

To,

The Officer-in-Charge Record

Subject: Disability Pension Claim of Ex. No.....
Rank Name -----

Reference: Your No.----- Dated-----

The award to disability pension has since been notified and P.P.O along with service documents will be forwarded shortly. The pensioner may please be informed accordingly under advice to this office.

Accounts Officer/AO (P)

Not on Original

Copy to Officer-in-Charge, Grant/ P.E.A. Section (Local) a sum of Rs.
..... paid as P E A . In this section payment authority bearing No.
.....has been noted for recovery in P.P.O. No./D/.

Accounts Officer/AO(P)

Sl. No. 12 of Annexure C
G.O.(3) F-7
(See Para –116)

CERTIFICATE FOR PURPOSE OF DRAWING CONSTANT ATTENDANCE
ALLOWANCE.

(Not to be treated as Life Certificate)

Name of Pensioner.....
Address: Village.....Tehsil.....
District..... Regimental
Number.....
Rank.....
Regiment/Corps.....
PensionCircular No..... Serial No.....
Part Vol. Date
Pension Payment Order No.....
Rate of constant attendance allowance.....

Particulars of any period spent as an inmate or an inpatient of a Government hospital of institution, since the allowance was last drawn.....

- (a) Date of admission to hospital or institution.....
(b) Date of discharge from hospital or institution.....
(c) Address of hospital or institution.....

CERTIFICATE

Certified from my personal knowledge of the pensioner described above that the particulars given on this form are correct and that during the period viz.....for which constant attendance allowances now claimed:-

(a) the pensioner was not an inmate or inpatient of a Govt. hospital or institution and

(b) He actually employed ShriSon of
Shri.....

as a constant and paid attendant to look after him, such attendance having been necessitated by the disability/disabilities for which he is drawing the disability pension. To the best of my knowledge and belief Shri.....is not related to the pensioner.

Dated.....
Signature.....
Designation.....
Full address
.....
.....
.....

NOTE:1. This certificate should be submitted to the pension disbursing officer each time he allowance is drawn.

NOTE: 2. The certificate will be signed by a responsible Govt. Officer or by some other well known and trustworthy e.g. a JCO, a Sub Inspector of Police, a sub-

Postmaster drawing not less than Rs 50/- a (month, a tehsildar, a village headman, a patti patwari (in the case of Garhwali pensioners resident in Kumaon), or the head of the village Panchayat who is personally acquainted with the pensioner.

In the case of Gorkha pensioner residing in Nepal, the certificate may so be signed/countersigned by the Recruiting Officer /Asst. Recruiting Officer for Gorkha and Military Attaché/Asst. Military Attaché/Asst. Air Attaché to the Indian Embassy in Nepal.

Sl. No. 13 of Annexure C
G.O.(3) F-8
(See Para -117)

No. G3
Office of the PCDA (P) Allahabad.
Dated:

To
The Officer Incharge Records,

Sub: Disability pension claim No. Rank.....
Name..... Unit.....
Ref: Your No.Dated.....

-----*-----

The entitlement to disability pension in respect of the above named individual has been conceded. Please forward the invaliding Medical Board proceedings duly completed in all respect.

To avoid hardship to the individual PEA @ Rs. p.m. is sanctioned from the date of following that of discharge for one year reckonable from the date of the final Medical Board or till further order from this office whichever is earlier. Before commencing payment of PEA to the individual it is requested that the firm date of discharge from service as well as the date upto which advances, if any, have been paid by the O.C. Hospital may please be ascertained from the hospital authorities under intimation to this office. The payment PEA should commence from the date subsequent to that upto which the advances (if any) have been paid by the Hospital authorities.

Please acknowledge receipt.

AO (P)/SAO

Copy forwarded for information to:

The O.C. Military Hospitalit is requested that advances sanctioned vide Govt. of India Min. of Def. Letter No. 08766/3/DMS3(A)/278/(MED) DT. 22-01-62 may not be paid to the above soldier hereafter . If they have been paid further payments be stopped forthwith and date upto which paid intimated to the R.O. so as to enable him to remit the amount of PEA from a date subsequent to that upto which the advance have been paid by you. This Office may also please be informed of the amount paid and the date upto which advance have been paid by you. A nil report is also requested.

Officer -in- Charge, Grants/PEA Section (Local)

A.O.(P)/ SAO

Sl. No. 14 of Annexure C
G.O.(3)F-10
(See Para –130)

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS),
ALLAHABAD

Corrigendum P.P.O. No. D/ /20

Ref: This Office P.P.O. No. as amended by P.P.O.
No..... in respect of Ex. No..... Rank.....
Name..... Of Regt.
Insert guide note() and connect it with the following Foot Note:-

“In addition he will draw Rs..... (Rupees..... only)
p.m. as special pension from.....to.....”

All other entries remain unchanged.
Place and Channel of payment.....

Note: The expenditure involved will be adjusted in the manner indicated in para 2 of
Government of India, Late Defence Department letter No. 1474- A/D-5866-REL/ISB
dated 27-02-42.

AO/SAO

Authority: Government of India, Ministry of Defence, Indian Soldier's
sailor's and Airmen's Board No.....
dated

Copyto:

1. The Treasury Officer/ Post Master/ DPDO/ Manager, PSBs
The Pension Certificate may please be amended accordingly.
Please acknowledge receipt.
2. CH Section Local.
3. The Officer – in – charge
Records The sheet Roll duly endorsed is forwarded herewith.
Please acknowledge receipt.

Allahabad.
Date of Dispatch.

Accounts Officer (Pensions)

Sl. No. 15 of Annexure C
G.O.(3) F-11
(See Para –131)

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS),
ALLAHABAD

Pension Payment Order No D/Corrigendum/ /200

Ref: Pension Circular No.....Part.....
Sl.No.....
PPO No.....in respect of Ex No..... RO...
Name.....Rank.....

Put a guide letter ‘-‘ in the column “Amount” and connect with the following foot note.

In addition to the disability pension of Rs.....he will draw
Rs..... (Rs.....) annually as Road Mileage
allowance.

1. Road mileage allowance will be payable only if the pensioner appears before the PDA to draw pension personally and not through an agent
2. Every time a pensioner turns up to draw his disability pension and special road mileage allowance the pension paying authority should obtain a certificate regarding non- change in residence part of road mileage allow should not be made till the PPO is issued.

Authority: - CGDA No. 5630/AT-P, Dt. 13/02/86.

Copy forwarded for information to: -

1.
2. Card Holder Section (Local)
3. OIC Records,
4. OI/C AuditSection(Local).

Allahabad
Date of despatch

A.O. (P) / SAO (P)

GO (3) F.12
Sl. No. 16 of Annexure C
(See Para -77)

No. G-3
Office of the PCDA(P) ALLAHABAD
Dt.

To,
The Officer-in-Charge

Sub: Disability pension claim in respect of Ex. No.
Rank.....Name.....

Ref: Your letter No.dated

The disability pension claim in respect of above named individual was examined in this office and after consideration of the case have called for the following information/ documents to arrive at the final decision regarding attributability/aggravation aspect of the invaliding disability of the individual as on the basis of documents produced it is not possible to do so.

- (A) Court of Inquiry proceedings duly approved and signed by the competent authority.
- (B) Injury report duly signed in ink.
- (C) Individual's statement with two eye witnesses duly counter signed by the OC of the unit.
- (D) Charter of duties on day to day and hour to hour basis for last 14 days prior to onset of invaliding disease.
- (E) AFMSF-16 (IMB/RMB) duly approved by the competent authority.
- (F) Whether the individual was proceeding on leave at public expense. If so, details of Railway warrants/concession vouchers etc may please be furnished.
- (G) A copy of the order of the competent authority in support of the injury sustained in organising games or other specified duties.
- (H) Field service/living conditions six months prior to onset of ID.
- (I) whether he was in receipt of FSCA/HAA.

2. The cause and clause of discharge are contradictory to each other as per Army Rule 1954 which may also be reconciled.

3. Pending the receipt of above information all the service and medical documents received under your above quoted letter are returned herewith as these may be required for other administrative purposes. The claim of the individual and these documents may be resubmitted with the information when the same is available to enable us to take further action in the matter.

Accounts Officer (P).

Enclosures: -

- 1. IAFK-1155 Sheet Roll for disability element
- 2. IAFK- 1162 Enrolment form
- 3. IAFY-1948 A discharge Roll
- 4. AFMSF-16 Release/Invaliding Medical Board Proceedings

5. AFMSF-15/15A Medical Board proceedings
 6. AFMSF-81 Medical form papers.
 7. IAFY-2006 Injury Report.
 8. IAFY-931 Court of inquiry
 9. Data Sheet
 10. Details of family members.
 11. Application for commutation.
 12. All hospitalization documents during the entire Military service including those relating those relating to invaliding disease.
 13. X-ray Plates
-

Sl. No. 17 of Annexure C
GO (3) F.13
(See Para –120)

REGISTERED

NO.G3/
Office of the P.C.D.A.(P) Allahabad.
Dt....

To,

The OI/C Records

.....
.....

SUB: Disability Pension Claim in respect of ex. No.....
RANK----- NAME-----
UNIT-----

REF: Your No.

It has been decided that the disability viz. from which the above named individual suffered while rendering his service in the Army and on which his invalidment is based.

- (i) is not attributable to Military service.
- (ii) does not fulfil the following conditions, namely it existed before and has remained aggravated thereby.
- (iii) is attributable to/ aggravated by service and is assessed at less than 20% i.e. from..... to for

Accordingly no disability pension is admissible under rules; please forward his LPC invalid gratuity claim on IAFY-370 to enable us to grant him the same.

This decision may please be communicated to the claimant by registered post and a clause may also be added in your letter to the claimant that if he so desires, he may appeal against the decision not later than six months from the date of issue of letter on such grounds once may deem fit to put forth.

A sum of Rs. on account of invalid gratuity and a sum of Rs. on account of M.O. commission has been admitted in case the individual dies before receiving Gratuity amount. It should not be paid to his heir and the matter referred to G-4 Section of this office. The individual has been admitted.

DE/SE from

The individual being in receipt of service pension vide PPO No. S/.....
no action is required to be taken at this end.

The following document are enclosed-

- | | |
|-----------------------|----------------|
| (i) IAFK-1151 & 1152 | (ii) IAFK-1162 |
| (iii) IAFF-958 & 3031 | (iv) AFMSF-8 |

Please acknowledge receipt.

SAO/AO(P)

Sl. No. 18 of Annexure C
GO(3) F.14.
(See Para -122)

Working Sheet
(War injury Pension Claim)

Date:

1. Name
2. Regimental No.
3. Rank
4. Date of birth
5. Date of enrolment
6. Date of invalidment/discharge.
7. Date of receipt of the claims.
8. Qualifying service rendered.
9. Maximum service of the rank
- 10 (a). Nature of injury
- 10 (b). Period and percentage recommended by Medical Board and approved by next higher authority.
11. (a) Basic Pay Rs.
(b) Classification allowance Rs.
(c) Dearness Relief Rs.

Calculation

12. Service Element Rs.
13. War injury element Rs.

Restricted to last pay drawn for 100% Disability
w.e.f. 1.7.2009 the restriction has been withdrawn Rs.

14. Retirement Gratuity Formula

$\frac{1}{4}$ of reckonable emoluments for each completed six monthly period of qualifying service subject to a maximum of $16 \frac{1}{2}$ times of reckonable emoluments restricted to Rs 10 lakhs.

Note: The service upto the date on which he would have normally retired in that rank plus weightage as applicable (total not exceeding 33 years) will be taken into account for calculation of Retirement gratuity.

15. Commutation

Amount to be commuted=
Age on the next birth day
Loading in age, if any.
Purchase value of Commutation.
Amount of Commutation-
Residual pension-

16. Family pension

Enhanced Rate

50% of emoluments or amount of service element whichever is less
for a period of 7 years from the date following the date of death or upto 65 years
or 67 years of age (as the case may be) whichever is earlier.

Normal Rate

30% of emoluments subject to minimum of Rs. 3500/-p.m..

Auditor

SO(A)/AAO

AO/SAO(P)

Sl. No. 22 of Annexure C
GO(3) F.18
See Para 337

Regd.
No. G-3/
O/O The Principal CDA (P)
Allahabad.
Dated.....

To
Shri
Under Secretary to
Govt. of India, Min. of Defence
New Delhi.

Sub:- Implementation court order dated.....passed by Hon'ble filed
byNo. EX Vs union of India and others.

Ref:- MOD letter No.

In compliance of above court order dt.the above named individual has
already been granted pensionary benefits vide this office PPO no. (Photostat
copy attached).

The total amount of pension and relief works out to Rs. (only) involve
during the period of award ie. Up to the date of court order (calculation sheet
attached).

It is therefore requested that Ex-post-facto sanction for charged expenditure
for the aforesaid amount may kindly be accorded and communicated to this
office for further necessary action.

Enclosers:-(as above)

DCDA(P)/ACDA(P)

Copy to:-
The OI/C Legal Cell
(local) for information with reference to his no. Xerox copy of
PPO is enclosed herewith.

A.O.(P)/Sr. AO(P)

Sl. No. 23 of Annexure C
G.O.(R.A.)F-1
(See Para –142)

Registered
No. G3/RA/
Office of the P.C.D.A.(P) Allahabad.
Dated

To
The Office In charge Records,
.....
.....

Sub: Re-assessment of disability in respect of.....
Ref: Your No.Dated.....
-----*-----*-----

The AFMSF-17 dated.....together with all other documents received under your above quoted memo is returned herewith for re-submission to this office after completion in the following respects: -

(i) In accordance with Para 425 Regulations for Medical services (1962)all R.S.M.B.PROCEEDINGS are to be approved by ADMS whereas RSMB proceedings received with your above quoted memo have been approved by a subordinate officer "For A.D.M.S. As no authority exists for delegation of these powers to any subordinate staff officer, the proceeding may please be got approved by A.D.M.S concerned.

(ii) The initial/last continuation award in respect of above named pensioner expired on.....whereas claim for re-assessment has been preferred as late as on.....please, therefore, state the circumstances under which the claim could not be preferred within twelve months from the date of expiry of the last award to enable this office to consider the admissibility of arrears of pension vide Regulation 88 pension for the Army part II.
An early reply is requested.

Encls: -

AO(P)SAO(P)

Sl. No. 30 of Annexure C
GO (4) F.6
(See Para –169)

PROFORMA'D'
GRANTS-4 SECTION

Accident/Disease/Post Discharge Death

Case File No. G4/

Sub: - Family Pension claim in respect of No.

Rank:

Name:

Unit:

.....

Sl No.	Particulars about the deceased and the fatal accident	Page of File

1. (a) Date of birth
(b) Date of discharge
2. (a) Date of death
(b) Cause of death
(c) Place of death whether
Peace or field service area.
3. (a) Accepted I.D. if any
(I)
(II)
(b) Last assessment of RSMB

Certified that all the documents received from the R.O. are contained in the file.

A.A.O.(P) / SO(A)

Sl. No. 31 of Annexure C
GO (4) F.7
(See Para 173)

No. G4/
Office of the PCDA (P)
Allahabad
Dated.....

To

The OI/C Records

.....
.....

Sub: REJECTION OF SPECIAL FAMILY PENSION IN RESPECT OF LATE NO.
RANK NAME
REF: Your Memo No.

It has been decided to reject the claim to the special F.P. in respect of the above named deceased as his death is due to a wound/injury of disease which is neither attributable to nor aggravated by his military service.

2. The decision may please be communicated to the claimant by regd. Post and a clause may also be added in your letter that if she so desired she may appeal against this decision not later than 6 months from the date of issue of this communication on such ground as may deem fit to put forth.

3. Ordinary family pension under AI 51/80 is not admissible in this case as the soldier died as bachelor/has not left behind his wife.
Claim for ordinary family pension under AI 61/80 may therefore please be initiated, if admissible duly supported by the documents.

4. The Ordy. F.P. claim in favour of Smt.has been audited & found correct, please ensure the further payment of PEA sanctioned toby your office is being stoppedA sum of Rs.has been worked out as PEA payment to widow of the deceased as detailed below and noted for recovery in the PPO under issue, please ensure that further payment of PEA from the date indicated above is not arranged. You are requested to note the date of stoppage of payment in your record. Any excess/under payment already made may be adjusted at your own against ensuing months remittance as advise in this office circular no. Gts/tech/OllHV dt.13.11.86.

AMOUNT OF PEA PAID

- (i) As per cash a/c up to and for Rs. _____
(ii) Anticipated payment up to Rs. ____
Total Rs. ____

5. The Ordy. F.P./DCRG is being notified.

6. In the absence of nomination for DCRG/death of the nominee please get the Annexure 'c' from the highest eligible heir and Annexure 'A' from all the eligible

heir completed and forwarded this office.

7. Service documents are returned herewith for reference and return duly
enfaced has been retained to this office.

8. Please acknowledge receipt.

ACCOUNTS OFFICER (PENSIONS)/Sr. AO (P)

G.O.(4) F.8
(See Para –174)
Sl. No. 32 of Annexure C

No. G4/-
Office of the PCDA(Pensions) Allahabad,
Dated.....

To,

The Officer-in-Charge Records,

Sub: Family Pension Claim late No..... Rank..... Name.....Unit

Ref: your No.....dated.....

It has been decided that the death of the above name individual is due to hastened by :-

(i) A wound, injury or disease which was attributable to military service;

or

(ii) The aggravation by Military Service of a wound, injury or disease which existed before or arose during Military service.

His heirs are, therefore, entitled to family pension if eligible under rules.

(2) Please forward a family pension claim on the prescribed form in duplicate duly investigated in favour of the nominated heir as shown in LAFF-958 supported by the Sheet Roll. If IAFF-958 is not available in this case, the fact may please be stated.

(3) The individual died on..... Whereas the claim has been submitted on.....Please state the cause of delay in submission of the claim. If there was delay on the part of the claimant his/her explanation for the cause of delay may please be obtained and furnished along with first application made by him/her on this account.

(4) The following documents are returned herewith.

(a) IAFF-958.

(b) IAFK-1162/1155

Please forward PAO certificate showing the rank and pay group in which the individual was paid.

Accounts Officer (Pensions)/SAO(P)

Sl. No. 33 of Annexure C
GO(4) F.3
(See Para –174)

WorkingSheet

File No

Late No.

Rank

Name:-

Date of Birth -

Date of Enrolment -

Date of Discharge -

Date of Death -

Total qualifying service -

Cause of Death -

Death during service or after discharge –

Whether death accepted as attributable

Or aggravated by Military service

By APO in consultation with MA(P) –

Details of last pay drawn

(i) Basic pay	Rs.
(ii) Classification allowance	Rs.
(iii) Dearness Relief	Rs.

Rate of special family pension 60% of the reckonable Emoluments (i.e. pay including classification allowance stagnation increment, if any) last drawn subject a minimum of Rs.2550/- pm.

Rate of liberalized family pension.

Equal to reckonable emoluments last drawn.

Rate of ordinary family pension

EnhancedRate- Shall be the lowest of the following:-

- (i) 50% of the reckonable emoluments the amount of
- (ii) service pension/service element of disability pension /special pension

Note:- Enhanced rate of ordinary family pension is admissible where an individual die while in service after having rendered not less than 7 years continuous qualifying service or who dies after discharge/Invalidment with a pension for a period of 7 years from the date following the date of death or upto 65 years or 67 years (wef 13.05.1998 as the case may be) whichever is earlier.

NormalRate-

30% of the reckonable emoluments last drawn subject to minimum of Rs.1275/-pm

DeathGratuity:-

Less than 1 year	2 times of emoluments
1 year or more but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments

20 years or more	1/2 of emoluments for every completed six monthly completed period of qualifying service subject to a minimum of 12 times and a maximum of 33 times of emoluments.
------------------	--

Note- Amount of Death gratuity shall be restricted to Rs 3.5 lakhs in case of death in service accruing on or after 1.01.1996

Relief- At the rate admissible from time to time in addition.

Note- In applicable portion may be scored.

O/O the P.C.D.A.(P) Allahabad.

Dated:

To
The OI/C Records

Sub: FAMILY PENSION CLAIM IN RESPECT OF LATE NO. RANK NAME:

REF: Your Memo No. ----- dated -----

The award of family pension has been notified and PPO alongwith service documents will be forwarded shortly. The claimant may please be informed accordingly under advice to this office.

Accounts Officer (Pensions)

N.O.O.

Copy to:

The OI/C, Grants PEA Section (Local)

A sum of Rs. ----- paid as PEA on this Section Payment Authority bearing No. ---

dated ----- has been noted for recovery in PPO No. F/ -----.

Accounts Officer (Pensions)

O/O the P.C.D.A.(P) Allahabad.

Dated:

To
The OI/C Records

Sub: FAMILY PENSION CLAIM IN RESPECT OF LATE NO.

RANK NAME:

REF: Your Memo No.

Cause of death of the above named individual has been accepted as attributable to/aggravated by Military service.

2. The family pension claim in respect of the above named deceased has been audited and found correct/rejected.

The payment of PEA sanctioned to Smt.by your office is being stopped w.e.f..

A sum of Rs. (Rs.

has been worked out as PEA payment to widow of the deceased as detailed below and noted for recovery in the PPO under issued.

Please ensure that further payment beyond the date indicated above is not arranged. You are requested to note the date of stoppage of payment in your records. Any excess/under payment already made be adjusted at your end against ensuing month (s) remittance as advised in this office circular No. Gts/Tech/0111-IV/dt. 13.11.1986.

AMOUNT OF PEA PAID

(I)	As per cash a/c up to	
	And for	Rs.
(II)	Anticipated payment	
	Up to	Rs.____
	TOTAL	Rs.____

3. In the absence of nomination for DCRG due to death of the nominee please get all the Annexure 'C' from the highest eligible heir and Annexure 'B' from all the eligible heir completed and forward to this office.

4. The details of payment of special family pension allowance may be nominated duly verified by your PAO.

5. Service documents are returned herewith.

Accounts Officer (Pensions)

Sl. No. 36 of Annexure C
(See Para -175)

No. G4/
Office of the PCDA (P) Allahabad.
Dt:.....

To
The Ol/C Records

Sub: Family pension claim in respect of late No. Rank Name
Ref: Your No.

The above named individual was enrolled in the Army on -----
-----and was discharged from service
wef-----He was in receipt of service/disability pension vide this office
PPO/PC No.

He is now reported to have died on-----due to one of the cause other than
disease after outliving the normal span of life i.e. 'Sixty Years' ie. after 7 years from
the date of discharge from the Army Medical Category 'A'special family pension is
therefore not tenable to the heirs of the deceased under rules and accordingly the
case is treated as closed.

2. The ordinary family pension claim in favour of Smt. -----
-----has been audited and found correct. Accordingly the payment of PEA
sanctioned to -----by your office/this office is being stopped
wef.

A sum of Rs. (Rs.

Paid to widow of the deceased as detailed below are noted for recovery in the PPO
under issue. Please ensure the further payment of PEA beyond the date indicated
above is not arranged. You are requested to note the date of a stoppage of
payment in your records. Any excess/under payment already made may be
adjusted at your end against ensuing month (Remittance)as advised in this office
circular No. Gts/Tech0110-iv dated 19.11.87.

AMOUNT OF PEA PAID

(i)As per cash up to and for Rs.____

(ii)Anticipated payment up to Rs._

3. The ordinary family pension/DCRG is being notified.

4. In the absence of nomination for DCRG/Death of the nominee please get the
Annexure 'C'from the highest eligible heir and Annexure'D' from all the eligible
heir completed and forwarded to this office .

5. Service documents are returned herewith for reference and return duly
enfaced/has been retained in this office.

6. Please acknowledge receipt.

Accounts Officer
(Pensions)/SAO(P)

Sl. No. 38 of Annexure C
GO(PEA) F.1
(See Para –242)

No. Grants/PEA/...
Office of the Principal C.D.A. (P)
Allahabad,
Dated-----

To,
The Officer-in-Charge.
Records-----

Subject:- Payment on account of PEA of Disability Pension.

Reference:-Your Memo No. -----dated-----
---*---*---

A Cheque for Rs. ----- (Rupees-----) on account of Pending Enquiry Award of Disability Pension is being issued separately in favour of the State Bank of India -----for credit to your public fund account.

Please forward cash account in support thereof, quoting the number and date of this communication.

AO (P)/SAO(P)

Sl. No. 39 of Annexure C
G.O.(PEA) F.2
(See Para –245)

No. Grants/PEA/
Office of the P.C.D.A. (Pensions),
Allahabad,
Dated: 20

To,
The Officer-in-Charge Records

Subject:- Audit of Cash accounts of P.E.A. of family Pension/Disability
Pension/Ad -hoc payment of invalid gratuity for the month of --

-----.

Reference:- Your memo No.-----dated-----
-

---*---*

The above quoted cash account has been audited, passed in full and taken in
part/full adjustment of the amount already paid to you and accounted for in
the (cash) account for the month of-----
-----.

Accounts Officer (Pensions)/Sr. AO (P)

Copyto:-

The Local Audit Officer.

Duplicate copy(ies) of Appendix(ces) 'A', 'B' & 'C' to the above Cash account
is/are enclosed.

The receipt of this communication may please be acknowledged.

Encls: -

Accounts Officer (Pensions)/Sr. AO(P)

Sl. No. 40 of Annexure C
GO (Com.) F-1
(See Para -269)

PART I

1. Rdgtl. No., Rank and Name
2. Unit/ Corps.
3. Rate of disability pension
4. Period of the award.
5. P.C./P.P.O. No.
6. Amount of pension desired to be commuted.

Forwarded to the O.I./C G2/G3 Section (Local) for completion of Part II/III below and early return. The rate to be shown against item (ii) or (iii) as the case may be would be exclusive of the benefits of extra pension admissible under A.I.2/S/70 regarding raising of pension to minimum level.

Accounts
Officer(Pensions)

PART II

(To be completed by G2 Section)

1. Length of qualifying service.
2. Special pension admissible under Regn. 186(a) P.R.A. Pt. I (1961).
Returned to O.I./C Grants Commutation Section duly completed.

Accounts Officer(Pensions)

PART III

(To be completed by G3 Section)

1. Length of qualifying service.
2. Service element of disability pension.

Accounts Officer (Pensions)

Returned to O.I./C Grants commutation Section duly completed.

Sl. No. 41 of Annexure C
G.O.(Com.) F-2
(See Para -274)

GRANT/COMMUTATION

ESSENTIAL PARTICULARS EXTRACTED FROM SERVICE DOCUMENTS Regtl.

No..... Rank..... Name
..... Unit.....

File No.....

- I (i) Date of Enrolment
(ii) Date of Medical Examination as recorded on Enrolment form.....
(iii) Apparent age.....
OR
Date of birth as per Enrolment Form.....
(iv) Age as per Sheet Roll.....

II If the former service documents have been received in addition-

- (i) Date of Enrolment (First Spell).....
(ii) Date of Medical Examination as recorded on Enrolment form.....
(iii) Apparent Age
OR
(iv) Age as per sheet Roll.....

III Date of birth to be accepted if none of the documents mentioned in
Reg.115 PRA Part II is received

IV. Particulars of pension granted, as per service documents.

- (a) Rate of Pension
(b) Date of commencement.....
(c) This Office PPO/Corr PPO No.....

V. Previous commutations if any.....

(Please also indicate as to whether, as per entries in Sheet Roll, any application for
commutation was previously rejected/withdrawn and, if so, particulars thereof.).

VI Remarks if any..... (write
here any other information considered material).

Auditor

S.O.(A)/AAO

A.O.(P)/SAO(P)

Sl. No. 42 of Annexure C
G.O. (COM)F-3.
(See Para –275)

WORKING SHEET
GRANTS COMMUTATION SECTION

- (i) Date of receipt of the application for commutation (Form`A`)
- (ii) Serial No. allotted to the application.

PART I

1. Regtl. No., Rank, Name, and Corps.
2. Date of Birth
3. Class of pension (Service/Ordinary/Special/ Mustering out/ Invalid/Disability).
4. P.C./P.P.O. No.
5. Amount of pension.
6. Date of Commencement of original pension.
7. Whether pension specified at item(5) is in issue in `FULL` if not state the reduced rate and reasons for the same
8. (a) Amount of pension/previously commuted.
(b) If so, date from which reduced, rate of pension (after commutation) was payable.
9. Whether there is any established over payment for recovery from pensions.
10. Whether the pensioner has been refused commutation on medical grounds previously or has once declined to accept commutation on the basis of an addition of year to his actual age. If so, date of last medical examination.
11. Amount now desired to be commuted.
12. Whether pension is debatable to Defence Services Estimates of Govt. of India.
13. Place and Channel of payment.
14. Whether the individual appeared before the Invaliding/released medical board.

SO (A)/AAO Grants /Com.Section.

IMMEDIATE

Forwarded to Audit/Section for checking (except items 2, 10, 11 and 14) and return within 48 hours.

SO (A)/AAO Grants /Com Section.

Returned duly checked. HO/TS No. of the pensioner.

SO(A)/AAO AuditGroupSection

PART II

1. Date of Birth.
 - (a) as verified from the documents furnished by the pensioner; or
 - (b) as assessed with reference to the entry in the Enrolment form.
2. Age next birth day which falls on
3. No. of years purchased at
 - (i) Years Rs.
 - (ii) Years Rs.

4. Capitalised value of Rs.....p.m.. at the age of.....

(i)	Years	Rs
(ii)	Years	Rs

APPROVED

Auditor

SO (A)/AAO

AO(P)

PARTIII

1 The medical authority vide his certificate in Part II of form `C` dated..... has opined that the age next birthday of the pensioner should be taken to beyears more than his actual age.

2. Age next birth day which falls on ...by adding.....year would therefore be.....

3. No. of years purchased at the age vide(2) above.

4. Capitalised value.

Auditor

SO(A)/AAO

AO(Pension)

Sl. No. 43 of Annexure C
GO(COM)F.4
(See Para -278)

Office of the PCDA(P) Allahabad.
Dated....

To
The Chief Administrative Medical Authority

Sub: Medical examination for commutation of portion of pension Ex. No.

Sir,

I have the honour to forward herewith the under mentioned documents in respect of above named individual, who have applied for commutation of portion of his pension.

- (a) Application in Form 'A' in original with an unattested copy of individual's photograph.
- (b) A copy of form 'C' with 3 spare copies of Part.II O.O. thereof.
- (c) A copy of AFMSF- 16(proceedings of the Release/Invaliding Medical Board held at Military Hospital.

With respect to arrange for his medical examination keeping in view of the requirements indicated below, and those set out in the Annexure.

- 2. The individual has applied for commutation of Rs.----- out of his pension and he is to be examined by a medical Board/ Single Officer.
- 3. The individual's date of birth for commutation has been accepted as --
-----Thus as his next birthday falls on his medical examination may please be arranged before that date, but within three months from the date of issue of this letter, which is the period of validity of the sanctioning order.

The individual desires to be examined at..... his address is given in the endorsement and he has been asked to await further instructions from you in regard to the Medical examination.

Yours faithfully,

A.O.(P)/SAO

Registered/A.d.
Copyforwardedto:-
Ex. NO.....
.....

MF(Deptt of Expr.) Notification No.F. 2(5)-EV/C/62 dated 22.08.1962

2.1 Subject to the medical Authority recommending commutation eligible for lump-sum payment as under:-

Sum payable, if the commutation on the basic normal becomes absolute before the age i.e. applicants next birthday which falls on

2.2. The commutation for lump-sum payment of the pension of Rs.. (Rs.....) is administratively sanctioned as above. The total of present values, on the basis of which calculation as per para 2.1 have been made is subject to alteration at any time without notice and consequently they are liable to be revised before payment is made. The sum payable will be the sum appropriate to the applicants age on his nest birthday after the date on which the commutation becomes absolute or is the medical authority direct that years shall be added to that age of the consequent assumed age.

3. He should report for medical examination to the Medical authority direct on hearing from the latter as soon as possible in view of the consequent of para of letter of the medical authority. He should take with him the enclosed form "C" with signature thumb and finger impression.

4. He will pay a sum of Rs.16.00 on account of medical officer fee and the method of the payment will be advised by the medical authority. No refund of any TA or other expenses incurred in connection with commutation of pension is admissible.

ANNEXURE

Medical Authority who will conduct The Medical Examination

- (a) Medical Board if the amounts desired to be commuted exceeds Rs.100.00 per month.

Note: In case such a Board can not be arranged to meet at station reasonably near the applicant's residence in the period prescribed, the individual may be got examined by the Civil Surgeon or the District Medical Officer of the area in which he is ordinarily resident. The medical report in the health and expectation of life of the applicant made by such an examining Medical officer should be reviewed by a Reviewing Board (either the attending Board at the R.Os end or the Civil Administration of the senior Medical Officer nominated by him of status not lower than that of a Civil Surgeon constituting the Medical Board) which after calling for any information if thinks fit from the examining officer shall pass final orders.

- (b) Single Medical Officer not below the status of a Civil Surgeon of the District officer or the Area in which the applicant is ordinarily resident, if the amount desired to be commuted together with the amount previously is Rs.100/- or less.

2. MEDICAL EXAMINATION FEE

- (a) When medical examination is conducted by a Civil Medical Board: The applicant may be directed to pay a fee of Rs. 4.00 into a Govt. treasury to be credited to the Department to which the Medical Officers of the Board belong and make over the receipt of the Medical Board before his examination and pay an additional fee of Rs. 12.00 to the Medical Board in cash to be retained and divided by member of the Board among themselves. The applicant has been asked to await your instructions in the matter of depositing the fee in treasury.

- (b) When Medical examination is conducted by a single Medical Officer and medical Report is reviewed by a Reviewing Board.

The applicant may be directed to pay Medical officer the prescribed fee of Rs. 16.00 out of which Rs. 12.00 should be retained and Rs. 4.00/- credited by the Medical officer to the State Govt.

- (c) When Medical examination is conducted by a single Medical officer.

The applicant may be directed to pay to the Medical officer the prescribed fee of Rs. 16.00 out of which Rs. 12.00 will be retained by the Medical Officer and Rs.4.00 will be credited by him for the State Government.

- (d) When Medical Examination is conducted in Delhi, the entire fee of Rs.16.00 may be credited in the Govt. Treasury.

3.(a) The left hand thumb and finger impression of signature of the pensioner should in variably be obtained in the space provided for the purpose in Part-I as well as in the Part-III of Form 'B' (both copies) in the

presence of the Examination Medical Officer/member of the Medical Board. The left hand thumb and finger impressions need be obtained only if the pensioner is illiterate otherwise the signature of the pensioner should be obtained and attested by the examining medical authority.

(b) The pensioner's photograph pasted on Form 'C' may be verified by a member of the medical board/single medical officer.

(c) A certified true copy of Part-III of Form 'C' showing the findings of the Medical Authority should be given by the concerned Medical Authority to the individual.

(d) After the Medical examination of the Pensioner has been carried out . Form 'A' alongwith both copies of Form 'C' including on copy that will be handed over by the pensioner to the Medical Authority, should be returned to this office.

4. In cases where a copy of AFMSF-16 is enclosed vide Para 1.(c) of the letter, the contents thereof may be considered by, the examining medical authority at the time of the pensioner's medical examination.

FORM 'C'

Medical examination by the

(Hqrs. enter the name of the medical authorities)

PART-I

Statement by the applicant for commutation of a portion of his pension.

The applicant must complete this statement prior to his examination by the..... (Hqrs. enter the name of the Medical authority) And must sign the declaration appended there to in the presence of that authority.

1. Name in full(in Block letters)

2. Date of Birth

3. Have you ever been granted leave on medical grounds, if so, state the period of leave and nature of illness.

4. Have any application for insurance of your life ever been declined or accepted at increased premium.

5.

(a) Have your ever been told that you have albumen or sugar in the urine.

(b) Do you rise at night to urinate.

(c) Are you now or have your ever been on special diet for health.

(d) Has there been may marked increase or decrease in your weight within the past three years, if so, how much....

6. Have you been under the treatment of any doctor within that last three months, if so, for which illness. Form 'C' (part-III) for commutation of pension of a JCO/OR/NC(E) (including Master Chief Petty Officer) Airmen and (including Master Warrant Officer) I/We have carefully examined Shri

..... and am/are of opinion that- either he is/ not in good bodily health/was the prospect of an ever go duration of life/ is not fit subject for commutation

or (in the case of impaired life which is not considered) fit subject for commutation) As..... is suffering from....for the purpose of commutation i.e. his age next birthday should be taken to be years more than his actual age.

Station Date

Left hand thumb and finger impression or signature of the applicant. Signature and designation impression or signature of the applicant. (Signature and designation examining medical authority
Reviewing medical authority)

DECLARATION BY APPLICANT

(To be signed in the presence of the Medical Authority)

I declare all the above answers to be to the best of my belief, true and correct.

I will fully reveal to the medical authority all circumstances within my knowledge that concern my health. I am fully aware that by will fully making a false statement or concealing a relevant fact . I shall incur the risk of losing the commutation. I have applied for and having my pension with held or with drawn under Regulations. Pension Regulations for the Army Part-I (1961 Regn. 4 of Navy (Pension) Regulations, 1964/Regulations, Pension Regulations. For the Air Force Part-I (1961.

Signed in presence of Applicant's Signature

Signature and designation of Medical Authority

PART-II

(To be filled by the Examining Medical Authority)

1. Apparent age;
2. height.....
3. birth of abdomen at level of umbilicus
4. -----
 - (a) Pulse rate
 - (b) Sitting
 - (c) Standing
5. What is Character of spouse .
6. Blood Pressure
 - (a) Systolic
 - (b) Diastolic.
7. Is there any evidence of the main organs
 - (a) Heart
 - (b) Lungs

- (c) Liver
- (d) Spleen

8. Is there any evidence of disease of the main organs:- (a) Heart
(b) Lungs (c) Liver (d) Spleen
(e)
.....
.....

9. Does chemical examination of urine show

- (I) Albumen
- (II) Sugar, state specific gravity

10. Has the applicant a rupture. If so, state the kind and if reducible.

11. Describe any scar identifying marks

12. Any additional information

Part-III

I/We have carefully examined Shri and am/are of the opinion that:-..... .
either he is/ is not in good bodily health and has the prospect of an average duration
of life/is not a fit subsequent for commutation or (in the event of married life which
is yet considered fit subject of commutation, as Suffering from His age for the
purpose of examination i.e. His age on next birthday should be taken to Years
more than his actual age.

Left hand thumb and finger impression or signature of the applicant. Signature and
designation of examining medical authority

Reviewing Medical Authority

Signature
Dated.....

Sl. No. 44 of Annexure C
G.O (Com) F-4-A
(See Para –278)

Priority

Registered/ Ack. Due.
No. Grts/Com/Gorkha-
Office of the P.C.D.A.(Pensions) Allahabad-1.
Dt.....

To,
The Medical Officer
Indian Embassy in Nepal
PO Box No. 292, Kathmandu (Nepal)

Sub: Application for Commutation of a portion of pension-Medical
Examination of the Applicant Ex. No.....

Sir ,

I have the honour to forward herewith Form 'A' (Part I to III) in respect of the above named pensioner with the request that you may kindly arrange for his medical examination and furnish a report on his health In Parts II & III of the enclosed Form 'C'

NOTES : 1. Where more convenient, the medical examination of the applicant who is a resident of Nepal may be carried out at the Central Co-ordination Board hospitals in Nepal or at the Check Post Hospital at Dhankutta.

NOTE : 2. In case the medical examination is carried out vide Note 1 above and the commuted amount exceeds Rs. 25/- p.m. the medical report,
(a) may be reviewed by the medical officer of the Indian embassy in Nepal.
(b) Need not be reviewed by the Medical Officer of the Indian Embassy in Nepal, if the examination is carried out at the Check Post Hospital Dhankutta when it is Medical Officer happens to be a Govt. employee. In such a case, it may be clearly indicate that the examining Medical Officer of the Check Post Hospital Dhanbkutta is a Govt.Employee.

Note:3.(i) A list of hospitals where pensioners residing in Nepal can go for medical examination is attached.

(ii) After the medical examination of the pensioner has been carried out, Form 'A' alongwith both copies of Form 'C' (i.e. including one copy of Form 'C' that will be handed over by the

pensioner for the examining medical authority) should be returned to this office.

(iii) A certified copy of Part III only of Form 'C' (an extra copy enclosed) showing the findings of the medical authority should please be given by the concerned medical authority to the pensioner.

(iv) The left hand thumb and finger impressions or signature of the pensioner should invariably be obtained in the space provided for the purpose in Part I as well as in Part III of form 'C' (both copies), in the presence of the examining medical

officer (s) member of the Medical Board. The left hand thumb and finger impressions need be obtained only. If the pensioner is illiterate; otherwise the signature of the pensioner should be obtained and attested by the examining medical authority.

(v) The pensioner's photograph pasted on Form 'C' may also please be verified by the examining Medical Officer.

2. The medical examination may please be held as early as possible but not LATER THAN THREE MONTHS from the date of issue of this letter. In case the individual does not turn up for medical examination within this period, the enclosures may please be returned to this office.

The individual will be TRANSFEREED to the pension establishment with effect from.....and his medical examination may please be held within three months from that date but in no case earlier than that date.

OR

As the pensioner's NEXT BIRTHDAY FALLS ON.....his Medical examination may please be arranged BEFORE that date if possible, unless the pensioner desires that it should be held after that date, but within the period prescribed i.e. 3 months from the date of issue of this letter.

3. The pensioner desires to be examined at.....
.....
.....

4. The pensioner may please be contacted through the Record Officer, Care Military & Air Attache, Indian Embassy in Nepal. He has been asked to await your orders regarding the time, date and place of medical examination.

MEDICAL EXAMINATION FEES

5. The applicant may be directed to pay to the medical officer the prescribed fee or Rs. 16 out of which Rs. 12 will be retained by the Medical Officer and Rs.4 will be credited by him to the Govt. to which he belongs.

6. If the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than actual age, an acknowledgement will be obtained from the applicant for a copy of Part III of Form 'C' handed over to him and the date on which he receives the copy will be intimated to this office in the forwarding memo returning the commutation papers.

7. The applicant is in receipt of a pension of Rs..... p.m. out of which he has applied to commute Rs.....
p.m. (including any previous commutation).

8. The pensioner's date of birth for commutation purpose accepted in accordance with the prescribed Rules is.....
.....

9. The above pensioner was found to be suffering from..... by Release/Invaliding Medical Board held at Military hospital.....
..... A copy of the above Medical Board Proceedings is enclosed with the request that the contents thereof may please be considered by the certifying me local authority at the time of the pensioner's Medical Examination.

The copy of Medical Board proceedings may please be returned alongwith the commutation papers.

Enclosures : (i) Form 'A' (Pt.I and II) alongwith an extra copy and pensioner's photograph.

(ii) Form 'C' (Pt.I and II) alongwith an extra copy of Pt. III and pensioner's photograph.

Your faithfully, SAO(P)/Accounts Officer(Pensions)

Registered A/D

Copyforwardedto:-

Ex. No.

Through Record Officer, care Military and Air Attached, Indian Embassy in Nepal, Embassy of India, (Nepal) P.O. Box. No. 292 Katmandu(Nepal). Form 'B' duly

completed together with a blank Form 'C' is sent herewith.

2. Part I of Form 'C' should please be filled in by you except for putting : the signatures (Or left hand thumb finger impressions). The signature (or thumb and finger impression if illiterate) will be recorded in the presence of the medical authority and the Form 'C' thus completed handed over to that authority for forwarding it to this office.

3. The sum of Rs.16 on account of the Medical Officer's fee will be borne by you and the medical authority will advise the method of its payment.

4. As the medical examination has to be conducted within a period of three months from the date of issue of this memo you should appear before the examining Medical Officer(s) on receipt of instructions from the authority as soon as possible but before the expiry of this period.

OR

As you will be TRANSFERRED TO THE Pension Establishment with effect from.....you should report for medical examination within 3 months from the date and in no case earlier than that date.

OR

5. As your next birthday falls on.....you may be desired to contact the medical authority for your expeditious medical examination if possible before that date.

You have the option of withdrawing your application for commutation of a portion of your pension by giving written notice to this office, dispatched at any time before the medical examination is due to take place but this option will expire on your appearance before the examining medical authority.

6. (i) If the competent medical authority reports that you have an AVERAGE EXPECTATION OF LIFE, the commutation will become absolute, i.e. you will be entitled to receive the

capitalized value of the portion of your pension commuted by you, and from the date of signature of the report by the competent medical authority the rate of pension which you are in receipt of, will be reduced by the amount of the pension commuted.

- (ii) If the competent medical authority reports that your age for the purpose of commutation is to be ASSUMED to be greater than your actual age, the position would be as under:-

(a) If the value payable of the assumed age is already mentioned in the Form 'B' you need not await for any further communication from this office. In such a case you will have the option of withdrawing your application by written notice despatched to this office within two weeks from the date on which you receive the intimation of the findings of the medical authority.

(b) If the value payable on the assumed age is not mentioned in the Form 'B' you may await a further communication from this office in regard to the revised sum that will be payable to you on commutation on that basis. In such a case you will have the option of withdrawing your application by written notice despatched to this office within two weeks from the date on which you receive the intimation of the revised sum payable to you on commutation, and

(c) If you do not withdraw (in writing) your application within the period prescribed above, you shall be assumed to have accepted the sum offered.

(d) Written notices when sent to this office should be dispatched by Registered Post, as this office cannot accept any responsibility for the loss of such notice in transit

7. The payment of the commuted value will be authorized as expeditiously as possible by issuing a commutation P.P.O., an intimation of which will be sent to you for contacting the P.P.O. from whom you are drawing your pension for receiving the payment of the commuted money.

8. No refund of any T.A. or other expenses incurred by you in connection with the commutation of your pension is admissible.

Accounts Officer (Pensions)

Enclosures:

- (i) Form 'B' (Parts I and II)
- (ii) Blank Form 'C' (Parts I And III)

List of hospitals where pension residing in Nepal can go for medical examination in respect of commutation of their pensions.

1. Embassy Hospital, Kathmandu
2. Medical Officer (AMC) Pension Payment Office, Pokhara
- CENTRAL COORDINATION BOARD INSTITUTIONS
3. Western Zone Hospital, Pokhara.
4. District Soldiers' Hospital Syangia, No. 4 West.
5. District Soldiers; Board Hospital, Gulmi (Tamgas).
6. District Soldiers; Board Hospital, Piuthan (West Nepal).
7. District Soldiers' Boards Hospital, Bhojpur (East Nepal).
8. District Soldiers' Board Hospital, Terathum (East Nepal).
9. Check Post Hospital, Dhankutta (East Nepal).

Sl. No. 45 of Annexure C
G.O.(Com) F.5
(See Para -285)

Registered/A.D.

OFFICE OF THE Pr. CDA(PENSIONS) ALLAHABAD-1.

Pension payment order No. S/Com/ /200. (Under Rs.)

To

The Treasury Officer/DPDO/Manager P.S.Bs.

The Military Attaché, Indian Embassy, Nepal(Katmandu) The Pay & Accounts Officer,

Govt. of Maharastra,

Old Sectt.Annexe, Fort, Bombay.

Sub: Commutation of a portion of pension of Ex. No.

.....Rank.....Name.....

.....Unit.....

Ref: This office P.P.O./P.C. No.

.....of.....

Sanction has been accorded to the commutation of a sum of Rs.

.....(Rs.only) p.m. by the above named pensioner

out of his final/anticipatory/provisional/Residual service/disability pension of Rs.

.....(Rs.only)p.m. for capitalized

sum of Rs.(Rs.only).

---*---*---

Please arrange to pay the above-mentioned capitalized amount of the pensioner.

The payment may be included in the "change statement" of the month in which payment

of this amount is made.

If, however, the pension has been withheld, suspended or discontinued in full or

in part under the existing rules/orders or on specific instructions from this

office, no payment shall be made on the authority of this P.P.O. and the case with full particulars shall be referred to Grants/Commutation Section of this office for instruction.

2. The pension of the above named pensioner is reduced to Rs.

.....(Rs.Only) p.m. with effect

fromany adjustment found necessary as a result of this change will be made from the capitilised sum before payment.

The disability pension if continued or the service pension (when

restored) granted on cessation of disability pension will also be reduced by Rs.

.....p.m.

3. Any recoveries outstanding against the pensioner on account of capitalized overpayments including the over payments/6 months advance of pension of Rs. (Rs. Only) should be effected from the capitalized sum before payment.

4. The commuted money paid should be shown separately in the Top schedules sent to this office for the payment on account of pension proper and also separately in respect of ARMY, NAVY and AIR FORCE.

FOR DPDOs only: - The account paid is debitable to Code Head No. 0/009/00, 01 or 02 as the case may be.

5. Form 'C' (I.A.F.A.340 C) with his photograph duly pasted thereon is sent herewith for verification of the pensioner's signature or the thumb and finger impressions with those already on record with you and may be returned to this office along with pension payment schedule/journal duly verified soon after the payment has been made to him. The word 'VERIFIED' may invariable be endorsed on form 'C' before return to this office (Audit Section) inter-alia stating the date on which payment is made.

6. Suitable note of the payment of capitalized sum and the reduction in the rate of pension as above may be made in the pension certificate of the pensioner.

7. Please acknowledge receipt.

ENCL: - Form along with pensioner's photograph.

NOTE: 1. If on re-enrolment/re-employment of the individual his pension is held in abeyance a sum of Rs.....pm will in addition be recovered from the re-employed pay and allowances.

NOTE: 2. In the event of the pensioner's re-employment as an Assistant Recruiting Officer, personal allowance of Rs.....pm will be stopped and the pension will be further reduced to Rs.....

For Pr. CDA (P)

Copy forwarded for information to:-

1. The Officer-in-Charge, Audit Card Holder Section, Local
2. The OI/C, PPO Section Local.
3. The OI/C, Audit....., Local.

Address: -

Accounts Officer (Pensions)

Sl. No. 46 of Annexure C
G.O (Com) F-6
(See Para – 285)

NO. Grants/Com/
Office of the P.C.D.A (Pensions)
Allahabad. Dated....

To,

Ex No.....

.....

.....

Subject: Commutation of a portion of pensions-personnel below officers ranks.

REF: Your application dated.....

---*---*---

A sum of Rs.(Rupees.....) representing the capital sum
of Rs.(Rupees.....) commuted by you out of
your monthly pension of Rs.....P.M. has been notified in this office
Pension Payment Order No./S/Com/...../200 payable
at.....Treasury Post Office/DPDO.

2. You may please contact the Pension Disbursing Authority for receiving the
payment after about three weeks of the receipt of this letter.

3. Your pension will be reduced to Rs.....P.M. with effect
from.....

Accounts Officer (Pensions)

Registered

Copyforwardedforinformationto:-

The Officer-in-Charge Records.

.....

The Service documents of the pensioner are returned herewith duly endorsed.

Please acknowledge receipt.

Accounts Officer (Pensions)

CONTROL NO. PCDA(P) ALLD/DS NO. 201/2002

LPC-CUM-DATA SHEET (FINAL) FOR FINAL PENSIONARY AWARDS: ARMY
(See Para - 28)

1.	Provisional PPO. No.(if any)	2.	R.O. Code
3.	Rank Last	4.	Regt. No.
5.	Nationality	6.	Name
7.	Date of Birth	8.	Date of Enrolment
9.	Last Date up to which paid	10.	Date From (NQS SPELL-1)
11.	Date From (NQS SPELL-2)	12.	Date From (NQS SPELL-3)
13.	Date Upto	14.	Date Upto
15.	Date Upto	16.	Balance NOS
17.	Total Former Service	18.	Service Condoned
19.	Clause of discharge	20.	Option to AO 13/77
21.	Rank Pension	22.	Group Pension
23.	Pension Recommended	24.	D.C.R.G. Recommended Code
25.	Loading in age	26.	Percentage Commuted
27.	Married before Discharge	28.	Wife Alive or not
29.	Nationality of Wife	30.	Wife's year of Birth
31.	Wife's Name	32.	PDO Code
33.	D.P.DO. Code	34.	PDO Station
35.	PDO State Code	36.	Bank/Sub Code
37.	Link Bank	38.	Bank Account No.
39.	Bank Branch	40.	Bank/Sub-try Station
41.	Basic Pay	42.	Classification Allowance
43.	Stagnation Increment	44.	Gallantry Award-1
45.	Gallantry Award-2	46.	Gallantry Award-3
47.	RDR Demand	48.	Other Than R.D.R. Demand
49.	Date of Receipt by PAO (ORS)	50.	Medical Option

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORs)	
	NO.	
	DATE	
DATE	Auditor, SO(A)/AAO, AO/SAO	Auditor, SO(A)/AAO, AO/SAO

LPC-CUM-DATA SHEET (REV.) FOR CORRIGENDUM PENSIONARY AWARDS:
ARMY
(See Para - 28)

CAGE-I BASIC PARTICULARS/As per original PPO			
1.	Original PPO.	2.	R.O. Code
3.	Regt. No.	4.	Name
5.	PPO to be cancelled		
CAGE-II PARTICULARS HAVING NON FINANCIAL EFFECT			
6.	Regt. No.	7.	Name
8.	Nationality	9.	Wife's Name
10.	Nationality of Wife	11.	Married before Discharge
12.	Wife Alive	13.	Wife's year of Birth
14.	PDO Code	15.	D.P.DO. Code
16.	PDO Station	17.	PDO State Code
18.	Bank/Sub Code	19.	Link Bank
20.	Bank Branch	21.	Bank Station
22.	Bank Account No		
CAGE-III PARTICULARS HAVING FINANCIAL EFFECT			
23.	Date of Birth	24.	Date of Enrolment
25.	Date upto which paid	26.	(i) Date From (ii) Date Upto
27.	(i) Date From (ii) Date Upto	28.	(i) Date From (ii) Date Upto
29.	Balance NOS	30.	Total Former Service
31.	Service Condoned	32.	Rank Last
33.	Clause of discharge	34.	Option to AO 13/77
35.	Rank Last	36.	Group Pension
37.	Pension Recommended Code	38.	D.C.R.G. Recommended Code
39.	Loading in age	40.	Percentage Commuted
41.	Basic Pay	42.	Classification Allowance
43.	Stag Increment	44.	Gallantry Award-1
45.	Gallantry Award-2	46.	Gallantry Award-3
47.	RDR Demand	48.	Other Than R.D.R. Demand

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
	DATE	
DATE	Auditor , SO(A)/AAO, AO/SAO	Auditor , SO(A)/AAO, AO/SAO

LPC-CUM-DATA SHEET PENSIONARY AWARDS: DSC/TA PERSONNEL (See Para - 28)

1.	First PPO. No.(if any)	2.	R.O. Code
3.	Category of Pension	4.	Rank Last
5.	Regt. No.	6.	Nationality
7.	Name	8.	Date of Birth
9.	Date of Enrolment	10.	Last Date up to which paid
11.	Total NQS	12.	Total Period including weightage if any for which Gratuity paid with Ist pension (For CAT .2 Only)
13.	Total Former Service To Be Counted	14.	Service Condoned
15.	Clause of Discharge	16.	Rank Pension
17.	Group Pension	18.	Pension Recommended
19.	D.C.R.G. Recommended Code	20.	Loading in age
21.	Percentage Commuted	22.	Married before Discharge
23.	Wife Alive or not	24.	Nationality of Wife
25.	Wife's year of Birth	26.	Wife's Name
27.	PDO Code	28.	DPDO Code
29.	PDO Station	30.	PDO State Code
31.	Bank/Sub Code	32.	Link Bank
33.	Bank Account No.	34.	Bank Branch
35.	Bank Station	36.	Basic Pay
37.	Stagnation Increment	38.	Classification Allowance
39.	Gallantry Award-1	40.	Gallantry Award-2
41.	Gallantry Award-3	42.	RDR Demand
43.	Other Than R.D.R. Demand	44.	Amount of Pension Commuted from Ist Pension (For CAT. 3. Only)
45.	Date of Receipt by PAO (ORS)	46.	Medical Option

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
DATE	DATE Auditor , SO(A)/AAO, AO/SAO	Auditor , SO(A)/AAO, AO/SAO

**LPC-CUM-DATA SHEET CORRIGENDUM PENSIONARY AWARDS: DSC/TA
PERSONNEL
(See Para - 28)**

CAGE-I: BASIC PARTICULARS (As per original PPO)			
A	Original PPO. No.	B.	R.O. Code
C.	Regt. No.		
D	Name	E.	Action Code.
CAGE-II: REVISION/ AMENDMENT PROPOSED			
1.	First PPO. No.(if any)	2.	R.O. Code
3.	Category of Pension	4.	Rank Last
5.	Regt. No.	6.	Nationality
7.	Name	8.	Date of Birth
9.	Date of Enrolment	10.	Last Date up to which paid
11.	Total NQS	12.	Total Period including weighta if any for which Gratuity paid with Ist pension (For CAT .2 Only)
13.	Total Former Service To Be Counted	14.	Service Condoned
15.	Clause of Discharge	16.	Rank Pension
17.	Group Pension	18.	Pension Recommended
19.	D.C.R.G. Recommended Code	20.	Loading in age
21.	Percentage Commuted	22.	Married before Discharge
23.	Wife Alive or not	24.	Nationality of Wife
25.	Wife's year of Birth	26.	Wife's Name
27.	PDO Code	28.	D.P.DO. Code
29.	PDO Station	30.	PDO State Code
31.	Bank/Sub Code	32.	Link Bank
33.	Bank Account No.	34.	Bank Branch
35.	Bank Station	36.	Basic Pay
37.	Stagnation Increment	38.	Classification Allowance
39.	Gallantry Award-1	40.	Gallantry Award-2
41.	Gallantry Award-3	42.	RDR Demand
43.	Other Than R.D.R. Demand	44.	Amount of Pension Commuted from Ist Pension (For CAT. 3. Only)
45.	Date of Receipt of Commutation appl. By PAO(ORs)	46.	Medical Option

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
	DATE	
DATE	Auditor , SO(A)/AAO, AO/SAO	Auditor , SO(A)/AAO, AO/SAO

SI No. 51 of Annexure C
LPC-CUM-DATA SHEET ORDINARY FAMILY PENSIONARY AWARDS: ARMY(PBOR)
(See Para - 196)

<u>A: PARTICULARS OF DECEASED</u>			
1.	Deceased in Receipt of pension	2.	Amount of pension
3.	Original PPO Number	4.	R.O. Code
5.	Rank Last	6.	Group
7.	Regt. No.	8.	Nationality
9.	Name of Deceased	10.	Date of Birth
11.	Date of Enrolment	12.	Last Date up to which paid
13.	Date From (NOS SPELL-1)	14.	Date From (NOS SPELL-2)
15.	Date From (NOS SPELL-3)	16.	Date Upto
17.	Date Upto	18.	Date Upto
19.	Balance NOS	20.	Total Former Service
21.	Date of Death		
<u>B: FAMILY PARTICULAR</u>			
22.	Wife's Name	23.	Nationality of Wife
24.	Wife Year of Birth	25.	Address of Claimant
<u>C: OTHER PARTICULARS</u>			
26.	PDO Code	27.	D.P.DO. Code
28.	PDO Station	29.	PDO State Code
30.	Bank/Sub Code	31.	Link Bank
32.	Bank Account No.	33.	Bank Branch
34.	Bank/Sub-try Station	35.	Basic Pay
36.	D. Pay	37.	Stagnation Increment
38.	Classification Allowance	39.	Amount of PEA
40.	Demand	41.	Date of Receipt by PAO (ORS)

R.O RECORD OFFICE NO. DATE	P.A.O. AFFIX LPC SEAL HERE PAO(ORS) NO. DATE Auditor , SO(A)/AAO, AO/SAO	Pr.C.D.A.(P) CHECKED/APPROVED Auditor , SO(A)/AAO, AO/SAO
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Sl No. 52 of Annexure C

Appendix-A PCDA(P) ALLAHABAD DS NO; PHP-003/2013									
DATA SHEET FOR SANCTION OF PENSIONARY AWARDS TO PBORs SERVICE (INVALIDED OUT)									
Part-A Personal Details									
1. Record Office*	<input type="checkbox"/>	2. Initial Rank	<input type="checkbox"/>	3. Rank Last Held*	<input type="checkbox"/>	4. Whether ACP granted ?*	<input type="checkbox"/>	5. Group*	<input type="checkbox"/>
6. Nationality*	<input type="checkbox"/>	7. Regimental No*	<input type="text"/>			8. Old Regimental No.	<input type="text"/>		
9. Individual's Name*	<input type="text"/>					10. Date of Birth	<input type="text"/>		
11. Date of Enrolment	<input type="text"/>		12. Date of Discharge	<input type="text"/>		13. Non-Qualifying Service	<input type="text"/>		
14. Former Service	<input type="text"/>		15. Discharge on completion of Service	<input type="checkbox"/>		16. Clause of Discharge	<input type="checkbox"/>		17. Provisional Pension
18. Pension Recommended Code	<input type="text"/>								
19. Gratuity Recommended Code	<input type="text"/>		20. Commutation Percentage	<input type="text"/>		21. Loading in Age	<input type="text"/>		22. Extn. Service*
23. Medical Allowance	<input type="checkbox"/>		24. ECHS Code*	<input type="text"/>					
PART - B FAMILY DETAILS									
25. Whether Married?	<input type="checkbox"/>		26. Spouse Alive	<input type="checkbox"/>		27. Spouse Nationality	<input type="checkbox"/>		28. Spouse Date of Birth
29. Spouse Name	<input type="text"/>								
30. Whether Handicapped Child?*	<input type="checkbox"/>		31. Relation of Child	<input type="checkbox"/>		32. Handicapped Child Name	<input type="text"/>		
PART - C PDO DETAILS									
33. PDA *	<input type="checkbox"/>		34. DPDO	<input type="checkbox"/>		35. PDA State*	<input type="checkbox"/>		36. PDA Station*
37. Bank/Sub Try Code	<input type="text"/>								
38. CPPC Bank	<input type="text"/>					39. Bank A/c. No.	<input type="text"/>		
40. Bank Branch /Sub Treasury Station	<input type="text"/>					41. BSR code Paying Branch	<input type="text"/>		
42. BSR code Link Bank	<input type="text"/>								
PART - D PAY DETAILS									
43. Pay Band*	<input type="checkbox"/>		44. Pay in Pay Band	<input type="text"/>		45. Grade Pay*	<input type="text"/>		46. MS Pay*
47. Group Pay (X only)	<input type="text"/>								
48. Class Allowance*	<input type="text"/>		49. Average Pay*	<input type="text"/>		50. Gal. Award 1	<input type="text"/>		51. Gal. Award 2
52. Gal. Award 3	<input type="text"/>								
53. RDR Demand	<input type="text"/>		54. Other Demand	<input type="text"/>		55. Absolute Date of Commutation	<input type="text"/>		
PART-E (DISABILITY DETAILS)									
56. Date of Medical Board held*	<input type="text"/>		57. Nature Code	<input type="checkbox"/>		58. Pension Type	<input type="text"/>		59. Category Dis.
60. Name (A)1st I.D. Detail	<input type="text"/>		61. ATR/AGR	<input type="text"/>		62. Asses%	<input type="text"/>		63. Compensation Paid
64. Name (B) 2nd I.D. Detail	<input type="text"/>		65. ATR/AGR	<input type="text"/>		66. Asses%	<input type="text"/>		67. Compensation Paid
68. Name (C)1st I.D. Detail	<input type="text"/>		69. ATR/AGR	<input type="text"/>		70. Asses%	<input type="text"/>		71. Compensation Paid
72. Name (D)1st I.D. Detail	<input type="text"/>		73. ATR/AGR	<input type="text"/>		74. Asses%	<input type="text"/>		75. Compensation Paid
76. Name (E)1st I.D. Detail	<input type="text"/>		77. ATR/AGR	<input type="text"/>		78. Asses%	<input type="text"/>		79. Compensation Paid
80. Permanent Composite Assessment % (For Life)	<input type="text"/>		81. Final Composite Assessment % (including Temp. & Permanent)	<input type="text"/>		82. Period of Assessment	<input type="text"/>		83. Period of Accet. from
84. Period of Accet. upto	<input type="text"/>		85. Ex Gratia (as approved by (Com. Auth.))	<input type="checkbox"/>		86. C.A.A.	<input type="checkbox"/>		87. C.A.A. (for life or temp.)
88. CAA payable upto	<input type="text"/>		89. CAA payable from	<input type="text"/>					
Record Office					PCDA (P)				
Cik/Aud/SA SO/AAO AO/SAO					Cik/Aud/SA SO/AAO AO/SAO				

PART-F (FOR DSC/TA PERSONNEL ONLY)

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PART-G (FOR PCDA(P) OFFICE ONLY)

[illegible]

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Details of Non-Qualifying Service

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YY	MM	DD

[illegible]

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CERTIFICATE

1. Certified that Col. Nos. 1 to 65 of LPC- Cum- Data Sheet in respect of
Regt. No. _____ Rank _____ Name _____
have been properly checked with reference to the entries in the Enrolment Form, Discharge Roll,
(Original) etc. and found correct.
2. Certified that qualifying service has been checked with reference to the Sheet Roll
(Original).

AO/SAO PAQ(Ors)

Claim Notified Vide

PPO No. / /20

Adr/Sr.Adr. SO(A)/AAO AO/SAO (P)

SI No. 53 of Annexure C

Appendix-A PCDA(P) ALLAHABAD DS NO: PHP-004/2013											
CORRIGENDUM DATA SHEET FOR SANCTION OF PENSIONARY AWARDS TO PBORs SERVICE (INVALIDATED OUT)											
Part-A Personal Details											
A. Original PPO* <input type="checkbox"/>					B. Pensioner ID* <input type="checkbox"/>						
1. Record Office* <input type="checkbox"/>	2. Initial Rank <input type="checkbox"/>	3. Rank Last Held* <input type="checkbox"/>	4. Whether ACP granted ?* <input type="checkbox"/>	5. Group* <input type="checkbox"/>							
6. Nationality* <input type="checkbox"/>	7. Regimental No* <input type="checkbox"/>	8. Old Regimental No. <input type="checkbox"/>									
9. Individual's Name* <input type="checkbox"/>					10. Date of Birth <input type="checkbox"/>						
11. Date of Enrolment <input type="checkbox"/>	12. Date of Discharge <input type="checkbox"/>	13. Non-Qualifying Service <input type="checkbox"/>									
14. Former Service <input type="checkbox"/>	15. Discharge on completion of Service <input type="checkbox"/>	16. Clause of Discharge <input type="checkbox"/>	17. Provisional Pension <input type="checkbox"/>	18. Pension Recommended Code <input type="checkbox"/>							
19. Gratuity Recommended Code <input type="checkbox"/>	20. Commutation Percentage <input type="checkbox"/>	21. Loading in Age <input type="checkbox"/>	22. Extn. Service* <input type="checkbox"/>	23. Medical Allowance <input type="checkbox"/>	24. ECHS Code* <input type="checkbox"/>						
Part - B FAMILY DETAILS											
25. Whether Married? <input type="checkbox"/>	26. Spouse Alive <input type="checkbox"/>	27. Spouse Nationality <input type="checkbox"/>	28. Spouse Date of Birth <input type="checkbox"/>								
29. Spouse Name <input type="checkbox"/>											
30. Whether Handicapped Child? <input type="checkbox"/>	31. Relation of Child <input type="checkbox"/>	32. Handicapped Child Name <input type="checkbox"/>									
Part - C PDO DETAILS											
33. PDA * <input type="checkbox"/>	34. OPDO <input type="checkbox"/>	35. PDA State* <input type="checkbox"/>	36. PDA Station* <input type="checkbox"/>	37. Bank/Sub Try Code <input type="checkbox"/>							
38. CPPC Bank <input type="checkbox"/>				39. Bank A/c. No. <input type="checkbox"/>							
40. Bank Branch /Sub Treasury Station <input type="checkbox"/>				41. BSR code Paying Branch <input type="checkbox"/>							
42. BSR code Link Bank <input type="checkbox"/>											
Part - D PAY DETAILS											
43. Pay Band* <input type="checkbox"/>	44. Pay in Pay Band <input type="checkbox"/>	45. Grade Pay* <input type="checkbox"/>	46. MS Pay* <input type="checkbox"/>	47. Group Pay (X only) <input type="checkbox"/>							
48. Class Allowance* <input type="checkbox"/>	49. Average Pay* <input type="checkbox"/>	50. Gal. Award 1 <input type="checkbox"/>	51. Gal. Award 2 <input type="checkbox"/>	52. Gal. Award 3 <input type="checkbox"/>							
53. RDR Demand <input type="checkbox"/>	54. Other Demand <input type="checkbox"/>	55. Absolute Date of Commutation <input type="checkbox"/>									
Part-E (DISABILITY DETAILS)											
56. Date of Medical Board held* <input type="checkbox"/>	57. Nature Code <input type="checkbox"/>	58. Pension Type <input type="checkbox"/>	59. Category Dis. <input type="checkbox"/>								
60. Name (A)1st I.D. Detail <input type="checkbox"/>	61. ATR/AGR <input type="checkbox"/>	62. Asses% <input type="checkbox"/>	63. Compensation Paid <input type="checkbox"/>								
64. Name (B) 2nd I.D. Detail <input type="checkbox"/>	65. ATR/AGR <input type="checkbox"/>	66. Asses% <input type="checkbox"/>	67. Compensation Paid <input type="checkbox"/>								
68. Name (C)1st I.D. Detail <input type="checkbox"/>	69. ATR/AGR <input type="checkbox"/>	70. Asses% <input type="checkbox"/>	71. Compensation Paid <input type="checkbox"/>								
72. Name (D)1st I.D. Detail <input type="checkbox"/>	73. ATR/AGR <input type="checkbox"/>	74. Asses% <input type="checkbox"/>	75. Compensation Paid <input type="checkbox"/>								
76. Name (E)1st I.D. Detail <input type="checkbox"/>	77. ATR/AGR <input type="checkbox"/>	78. Asses% <input type="checkbox"/>	79. Compensation Paid <input type="checkbox"/>								
80. Permanent Composite Assessment % (For Life) <input type="checkbox"/>	81. Final Composite Assessment % (including Temp. & Permanent) <input type="checkbox"/>	82. Period of Assessment <input type="checkbox"/>	83. Period of Accet. from <input type="checkbox"/>								
84. Period of Accet. upto <input type="checkbox"/>	85. Ex.Gratia (as approved by (Com. Auth.) <input type="checkbox"/>	86. C.A.A. <input type="checkbox"/>	87. C.A.A. (for life or temp.) <input type="checkbox"/>	88. CAA payable from <input type="checkbox"/>							
89. CAA payable upto <input type="checkbox"/>											
Record Office			PCDA (P)								
CIK/Aud/SA			SO/AAO			AO/SAO			CIK/Aud/SA		
SO/AAO			AO/SAO			CIK/Aud/SA			SO/AAO		
AO/SAO			CIK/Aud/SA			SO/AAO			AO/SAO		

PART-F (FOR DSC/TA PERSONNEL ONLY)

90. Previous PPO No if Any

91. Category of Pension ☐

92. Total period including weightage if any for which
Gratuity paid with 1st Pension (For Cat-2 & 6 only)

93. Amt of Pension Commuted from
from 1st Pension(For Cat-3 Only)

PART-G (FOR PCDA(P) OFFICE ONLY)

94. CDR No.

95. Date of Receipt

Details of Non-Qualifying Service

Date From	Date Upto	Period		
		YY	MM	DD
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL				
<input type="text"/>				

CERTIFICATE

1. Certified that Col. Nos. 1 to 65 of LPC- Cum- Data Sheet in respect of
Regt. No.----- Rank-----Name -----
have been properly checked with reference to the entries in the Enrolment Form, Discharge Roll,
(Original) etc. and found correct.
2. Certified that qualifying service has been checked with reference to the Sheet Roll
(Original).

Auditor

SO(A)/AAO

AO/SAO PAQ(Ors)

Gaim Notified Vide

PPO No. / /20

Adr/Sr.Adr.

SO(A)/AAO

AO/SAO (P)

**LPC-CUM-DATA SHEET FOR REVISION OF PENSION/FAMILY PENSION PRE-96
PENSIONERS (PBOR)
(See Para - 197)**

1.	Original PPO. No.	2.	Latest Corr. PPO No.
3.	R.O. Code	4.	Rank Last Held
5.	Rank for Pension Held During Last Ten months	6.	Group for Pension
7.	Category of Pensioner	8.	Name of Pensioner/Deceased
9.	Regimental No.	10.	Date of Birth
11.	Date of Enrolment	12.	Date of Discharge
13.	Date of Death	14.	Net Q.S including former service if any & excluding non-qualifying service
15.	Whether Family Pension Jointly Notified	16.	Whether Family Pension is to be Jointly Notified now
17.	Name of Spouse/ Family Pensioner	18.	Age of Spouse/Family Pension
19.	Notional Pension in r/o Pre- 86 retirees/ Basic Pension in Post- 86 retiree cases.	20.	Consolidated service Pension as on 1.1.1996 fixed by the PDAs.
PDA DETAILS			
21.	PDO Code	22.	D.P.DO. Code
23.	PDO Station	24.	PDO State Code
25.	Bank/Sub Code	26.	Link Bank
27.	Bank Account No.	28.	Bank Branch
29.	Bank/Sub-try Station		
PAY DETAILS			
Notional Pay as on 1.1.1986 for Pre-86 pensioners OR Basic Pay for Post -86 and Pre-96 pensioners is to be filled			
30.	Basic/ Notional Pay	31.	Stagnation Increment
32.	Classification Allowance		

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
DATE	DATE Auditor , SO(A)/AAO, AO/SAO	Auditor , SO(A)/AAO, AO/SAO

**LPC-CUM-DATA SHEET FOR REVISION OF PENSON/FAMILY PENSION PRE-86
PENSIONERS (PBOR)
(See Para - 197)**

1.	Original PPO. No.	2.	Latest Corr. PPO No.
3.	R.O. Code	4.	Rank Last Held
5.	Rank for Pension Held During Last Ten months	6.	Group for Pension
7.	Category of Pensioner	8.	Name of Pensioner/Deceased
9.	Regimental No.	10.	Date of Birth
11.	Date of Enrolment	12.	Date of Discharge
13.	Date of Death	14.	Net Q.S including former service if any & excluding non-qualifying service
15.	Whether Family Pension Jointly Notified	16.	Whether Family Pension is to be Jointly Notified now
17.	Name of Spouse/ Family Pensioner	18.	Age of Spouse/Family Pension
19.	Notional pension in r/o Pre- 86 retirees/ Basic Pension in Post- 86 retiree cases.	20.	Consolidated service Pension as on 1.1.1996 fixed by the PDAs.
<u>PDA DETAILS</u>			
21.	PDO Code	22.	D.P.DO. Code
23.	PDO Station	24.	PDO State Code
25.	Bank/Sub Code	26.	Link Bank
27.	Bank Account No.	28.	Bank Branch
29.	Bank/Sub-try Station		
<u>PAYDETAILS</u>			
Notional Pay as on 1.1.1986 for Pre-86 pensioners OR Basic Pay for Post –86 and Pre-96 pensioners is to be filled			
30.	Basic/ Notional Pay	31.	Stagnation Increment
32.	Classification Pay		

R.O RECORD OFFICE NO. DATE	P.A.O. AFFIX LPC SEAL HERE PAO(ORS) NO. DATE Auditor , SO(A)/AAO, AO/SAO	Pr.C.D.A.(P) CHECKED/APPROVED Auditor , SO(A)/AAO, AO/SAO
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**LPC-CUM-DATA SHEET FOR REVISION OF PENSION/FAMILY PENSION POST-
“86”, PRE-“96” PENSIONERS (PBOR)**

(To be used where original PPO was issued on computer in Post
01.01.1988 cases and no manual corrigenda PPO issued) (See Para - 23)

1.	Original PPO. No.	2.	R.O. Code
3.	Regimental No.	4.	Name of Pensioner
<u>PDA DETAILS</u>			
1 4	PDO Code	15	D.P.DO. Code
1 6	PDO Station	17	PDO State Code
1 8	Bank/Sub Code	19	Link Bank
2 2	Bank Account No.	20	Bank Branch
4 9	Consolidated Pension as on 01.01.1996	21	Bank Station

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
DATE	DATE Auditor , SO(A)/AAO, AO/SAO	Auditor , SO(A)/AAO, AO/SAO

**LPC-CUM-DATA SHEET FOR REVISION OF PENSON/FAMILY PENSION PRE-86
PENSIONERS (PBOR) NAVY
(See Para - 23)**

1.	Original PPO. No.	2.	Latest Corr. PPO No.
3.	R.O. Code	4.	Rank Last Held
5.	Rank for Pension Held During Last Ten months	6.	Group for Pension
		7.	Name of Pensioner/Deceased
8.	Regimental No.	9.	Date of Birth
10.	Date of Enrolment	11.	Date of Discharge
12.	Date of Death	13.	Net Q.S including former service if any & excluding non-qualifying service
14.	Whether Family Pension Jointly Notified	15.	Whether Family Pension is to be Jointly Notified now
16.	Name of Spouse/ Family Pensioner	17.	Age of Spouse/Family Pension
18.	Notional Pension in r/o Pre- 86 retirees/ Basic Pension in Post- 86 retiree cases.	19.	Consolidated service Pension as on 1.1.1996 fixed by the PDAs.
<u>PDA DETAILS</u>			
20.	PDO Code	21.	D.P.DO. Code
22.	PDO Station	23.	PDO State Code
24.	Bank/Sub Code	25.	Link Bank
26.	Bank Account No.	27.	Bank Branch
28.	Bank/Sub-try Station		
<u>PAYDETAILS</u>			
Notional Pay as on 1.1.1986 for Pre-86 pensioners			
29.	Basic/ Notional Pay	30.	Stagnation Increment

R.O RECORD OFFICE NO. DATE	P.A.O. AFFIX LPC SEAL HERE PAO(ORS) NO. DATE Auditor , SO(A)/AAO, AO/SAO	Pr.C.D.A.(P) CHECKED/APPROVED Auditor , SO(A)/AAO, AO/SAO
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**LPC-CUM-DATA SHEET FOR GRANT OF FAMILY PENSION (PBOR) ARMY
DECEASED PARTICULARS
(See Para - 197)**

1.	Nature of Original Pen.	2.	Pension Amount
3.	R.O. Code	4.	Original PPO NO.
5.	Rank Last Held	6.	Group for Pension
7.	Regimental No.	8.	Deceased Nationality
9.	Deceased Name	10.	Date of Birth
11.	Date of Enrolment	12.	Date of Discharge
13.	Date Upto Which Paid	14.	Date of Death
15.	Total Non Qualifying service	16.	Former Service
17.	Basic Pay	18.	Stag.- Inc.
19.	Class Allowance	20.	Demand
21.	Gallantry Award-1	22.	Gallantry Award-2
23.	Gallantry Award-2	24.	Missing personnel
25.	Date of FIR	26.	Whether Married
27.	Widow Alive	28.	Date of Death of Widow
<u>FAMILY PENSIONER'S PARTICULARS</u>			
29.	Name of Family Pension	30.	Nationality of Family Pension
31.	Relation with Deceased	32.	Date of Birth of Family Pension
33.	Whether Handicapped Child	34.	Whether Family Pension payable
35.	Family Pension share Fraction	36.	Whether Gty Payable
37.	Gty Share Fraction	38.	Med. Allow Option
39.	Guardian Name	40.	PEA
41.	Refund/Interest of Pension	42.	PDO Code
43.	D.P.DO. Code	44.	PDO Station
45.	PDO State Code	46.	Bank/Sub Code
47.	Link Bank	48.	Bank Account No.
49.	Bank Branch	50.	Bank Station.
51.	First Recipient of Family Pension	52.	Last Recipient
53.	Previous PPO of Family Pension	54.	Whether widow Re-Marry
55.	Widow Date of Re-Marry	56.	Whether widow has child
57.	Whether Family Pension with child	58.	Parent Alive
59.	Parent Employed		
PART-II TO BE FILLED BY PCDA(P), ALLAHABAD			
60.	Pension Type	61.	Life Award
62.	Pre. San. Family Pension 1	63.	Pre. San. Family Pension 2
64.	Family Pension Date From	65.	Ex. Gratia
66.	CDR		
RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED	
NO.	PAO(ORS) NO.		
DATE	DATE Auditor , SO(A)/AAO,AO/SAO	Auditor , SO(A)/AAO,AO/SAO	

Sl. No. 60 of Annexure C
CONTROL NO. G3 RA PCDA(P) ALLD/DS NO. 214/2002
DATA SHEET (G3-RA) FOR REASSESSMENT OF DISABILITY
PENSION/DISABILITY ELEMENT JCO/ORs
(See Para - 137)

CAGE-IBASIC PARTICULARS(ASPERSERVICEPPO)			
1.	R.O. Code	2.	Regt. No.
3.	Name	4.	Type of Award
5.	Service Pension PPO No.	6.	Disability Element PPO
7.	Disability Pension PPO No.	8.	Last G3/RA PPO No.
CAGE-II DISABILITY DETAILS TO BE FILLED BY PCDA(P)			
9.	PDO Code	10.	D.P.DO. Code
11.	PDO State Code	12.	PDO Station
13.	Link Bank	14.	Bank Code
15.	Bank Account No.	16.	Bank Branch
17.	Bank Station		
CAGE-III REASSESSMENT PARTICULARS(TO BE FILLED BY PCDA(P)			
18.	Assessment % of 1 st I.D.	19.	Rank At Ist I.D.
20.	Interim Assessment % of Ist I.D.	21.	Assessment % of 2 nd I.D.
22.	Rank at 2 nd I.D.	23.	Interim Assessment % of 2 nd
24.	Assessment % 3 rd I.D.	25.	Rank At 3 rd I.D.
26.	Interim Assessment % of th I.D.	27.	Assessment % 4 th I.D.
28.	Rank At 4 th I.D.	29.	Interim Assessment % of 5 th
30.	Assessment % of 5 th I.D.	31.	Rank As 5 th I.D.
32.	Interim Assessment % of 5 th I.D.	33.	% of Composite
34.	CCA	35.	Interim % of Composite Assessment 5 th I.D.
36.	DELAY EXPLANATION/NON EMPLOYMENT/NON CONVICTION CERTIFICATE	37.	PERIOD OF acceptance
38.	Date of MB. Held	39.	Date of Receipt

Note: Col. Nos. 5,6,7&8 i.e. PPO NO. the Year Part of the PPO NO. should be filled with Central part also. For Example, in the Original PPO the year is 97 but in the existing data sheet it should be filled as "1997"

R.O RECORD OFFICE	P.A.O. AFFIX LPC SEAL HERE	Pr.C.D.A.(P) CHECKED/APPROVED
NO.	PAO(ORS) NO.	
DATE	DATE Auditor SO(A)/AAO AO/Sr.AO	Auditor SO(A)/AAO AO/Sr. AO

CONTROL NO. EDP (M) PCDA(P) ALLD/DS NO. 215/2002
LPC-CUM-DATA SHEET (REV.) FOR CORRIGENDUM PENSIONARY AWARDS:
ARMY
(See Para - 266)

CAGE-I BASIC PARTICULARS/As per original PPO)			
1.	Original PPO.	2.	R.O. Code
3.	Regt. No.	4.	Name
CAGE-II PARTICULARS HAVING NON FINANCIAL EFFECT			
5.	Loading Age	6.	Percentage Commuted
7.	PDO Code	8.	D.P.DO. Code
9.	PDO Station	10.	PDO State Code
11.	Bank/Sub Code	12.	Link Bank
13.	Bank Account No	14.	Bank Station
15.	Bank Branch	16.	Date of Receipt comm.. Application
17.	Date of MB. Approved.		

R.O RECORD OFFICE NO. DATE	P.A.O. AFFIX LPC SEAL HERE PAO(ORS) NO. DATE Auditor , SO(A)/AAO, AO/SAO	Pr.C.D.A.(P) CHECKED/APPROVED Auditor SO(A)/AAO AO/Sr. AO
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CONTROL NO. G/4 PCDA(P) ALLD/DS NO. 216/2002
LPC-CUM-DATA SHEET FAMILY PENSIONARY CORRIGENDUM AWARDS:
ARMY(PBOR)
(See Para - 197)

<u>CAGE-1:BASIC PARTICULARS(As per original PPO)</u>			
A.	Original PPO No.	B.	RO Code
C.	Regt. No.		
D.	Name	E.	PPO to be Cancelled.
A: PARTICULARS OF DECEASED			
1.	Deceased in Receipt of pension	2.	Amount of pension
3.	Original PPO Number	4.	R.O. Code
5.	Rank Last	6.	Group
7.	Regt. No.	8.	Nationality
9.	Name of Deceased	10.	Date of Birth
11.	Date of Enrolment	12.	Last Date up to which paid
13.	Date From (NOS SPELL-1)	14.	Date From (NOS SPELL-2)
15.	Date From (NOS SPELL-3)	16.	Date Upto
17.	Date Upto	18.	Date Upto
19.	Balance NQS	20.	Total Former Service
21.	Date of Death		
B: FAMILY PARTICULAR			
22.	Wife's Name	23.	Nominee of Wife
24.	Wife Year of Birth	25.	Address of Claimant
<u>C: OTHER PARTICULARS</u>			
26.	PDO Code	27.	D.P.DO. Code
28.	PDO Station	29.	PDO State Code
30.	Bank/Sub Code	31.	Link Bank
32.	Bank Account No.	33.	Bank Branch
34.	Bank/Sub-try Station	35.	Basic Pay
36.	D Pay	37.	Stagnation Increment
38.	Classification Allowance	39.	Amount of PEA
40.	Demand	41.	Date of Receipt by PAO (ORS)

R.O RECORD OFFICE NO. DATE	P.A.O. AFFIX LPC SEAL HERE PAO(ORS) NO. DATE Auditor , SO(A)/AAO, AO/SAO	Pr.C.D.A.(P) CHECKED/APPROVED Auditor SO(A)/AAO AO/Sr.AO
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PPO FORMAT FOR SERVICE PENSION(COMPUTERISED) (SEE PARA-28)
OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD

PENSION PAYMENT ORDER NO _____ -/ _____ ---/200

Provisional PPO No. (if any)

RECORD OFFICE

DEBIT

A. SERVICE PENSION						
1. REGIMENTAL NUMBER		2. NAME		3. NATIONALITY		
4. LAST BASIC PAY DRAWN	5. STAGN. INCREMENT	6. CLASS ALLOW LAST DRAWN	7. DA FOR GRATUITY ONLY	8. Q.S FOR PENSION (WITHOUT WEIGHTAGE)	9. Q.S FOR RETIREMENT GRATUITY (WITHOUT WEIGHTAGE)	10. DATE OF BIRTH
11. RANK HELD	LAST	12. RANK FOR PENSION		13. GROUP		14. DATE OF COMMENCEMENT OF PENSION
15. PENSION SANCTIONED PER MONTH FOR LIFE						
16. AMOUNT COMMUTED		17. RESIDUAL PENSION PER MONTH				
18. GALLANTRY AWARDS PER MONTH						
19. GROSS RETIREMENT GTY		20. DEMANDS	21. OTHER DEDUCTION		22. NET RETIREMENT GRATUITY TO BE PAID	
23. ABSOLUTE DATE COMMUTATION		24. CAPITALISED VALUE OF PENSION TO BE PAID				
25. MEDICAL ALLOWANCE						
B. ORDINARY FAMILY PENSION						
26. NAME		27. RELATIONSHIP		28. AGE	29. NATIONALITY	
30. ENHANCED RATE OF ORDINARY FAMILY PENSION						
The enhanced rate is payable for seven years from the date following the date of death or upto whichever is earlier						
31. NORMAL RATE OF ORDINARY FAMILY PENSION						
32. PENSION DISBURSMENT OFFICE			33. STATION			
34. BANK/SUB TREASURY			35. BANK BRANCH		36. BANK A/C NO.	
37. BANK/SUB-TREASURY STATION			38. STATE		39. DATE OF DESPATCH	

To

- 1.
 2. Officer-In-Charge CH Section (Local)
 3. Record office
- SHEET ROLL MAY BE ENDORSED SUITABLY

FOR PCDA(P)

(SEE PARA-28)

CORRIGENDUM PPO. NO. -/ ---/200

PAY SCALE

THIS OFFICE ORIGINAL PPO NO.
NO.

AS AMENDED BY CORRIGENDUM PPO.

NOTIFYING PENSIONARY AWARDS IN RESPECT OF NAME

EX. NO.

RANK

RECORDS

IS FURTHER AMENDED AS UNDER

[illegible]

OTHER ENTRIES AND INSTRUCTION ON ORIGINAL PPO REMAIN UNCHANGED.

PLACE AND CHANNEL OF PAYMENT

For PCDA(Pension)

COPYTO

1. The PDA (THROUGH OFFICER INCHARGE RECORDS)
PENSION CERTIFICATE MAY PLEASE BE AMENDED
2. C.H. SECTION (AT) LOCAL
3. OFFICER-IN CHARGE RECORDS.
SHEET ROLL MAY PLEASE BE ENFACED SUITABLY
DATE OF DESPATCH

PPO FORMAT FOR SERVICE PENSION(MANUAL)

(SEE PARA-54)

G-2(Service Pension Post 1.1.86

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD

PPO. NO. S/ / 200

UNIT

Scale of Pay Rs.

Basic Pay Rs.

Classification

Allowance Rs.

Stagnation increment Rs.

DA for Gratuity only

Rs.

The under mentioned individual is transferred to the pension establishment from the date shown below and is sanctioned service pension as under

Regtl. No., Rank and Name	Date of birth qualifying service in years and days reckonable pay for DCRG	Rank/Group in which pensioned	Amount of pension PM (in figures & words)	Date of commencement & period of grant.	Place and channel of payment
---------------------------	--	-------------------------------	---	---	------------------------------

Note:

1. Debitable to Civil Estimates of Defence Services.
2. Dearness Relief @ % (percent) is payable in addition wef. and also as sanctioned from time to time by the Government of India.
3. Retirement Gratuity of Rs. (Rs.) is also payable in addition on or after . If however, the individual dies before receiving the Retirement Gratuity, the amount thereof should not be paid to his heir (s) and the matter referred to G-4 section of this office
4. The above individual has commuted a sum of Rs. Rs. Out of his service pension Rs. (Rs.) for capitalised sum of Rs. (Rs.)
) The capitalized sum shall be paid to him on or after provided he is alive on that date. As a result of this, his pension will be reduced to Rs. (Rs.) p.m.. w.e.f the date of payment of commuted value or three months after the date of issue of this PPO (the date of despatch given below) whichever is earlier. In case the three months period expired before the commencement of pension the reduction of pension can take place from the date of commencement of pension. In case of payment through Public Sector Bank the reduction of pension shall take effect from the date of capitalized value is credited in the pensioner's account. The commutation becomes absolute on and therefore the capitalized sum shall be paid if the individual was alive on that date.
5. The commuted portion of pension shall be restored after expiry of 15 years from the date of commutation become absolute or the date of reduction on account of commuted value of pension which ever is later.
6. In the event of the death of the above pensioner mentioned in para 1 above the following rate of ordinary Family Pension is payable wef the date following the date of death.

Name & Nationality of the family pensioner(wife) in block letters	Relation with the pensioner mentioned at Para I above	Date of birth of family pensioner (wife)	Rate of Family Pension
(i) Enhanced rate @ Rs. (Rs.) seven years following the date of death of pensioner or upto or till remarriage whichever is earlier.			
(ii) Normal rate @ Rs. Rs. Till remarriage after expiry of enhanced rate			

7. Dearness relief on family pension is payable in addition at the appropriate rate sanctioned by the Govt. of India, from time to time.

Note:-1. Family Pension as sanctioned above is payable only after receipt of the death certificate of the pensioner sanctioned in para 1 of the above and report thereof submitted to Audit Section of this office

Note:-2. A certificate from the wife that she is not in receipt of any other Family Pension in respect of the deceased should invariably be taken before making any payment of family pension to her.

Note:-3. Address of the pensioner:

.....

For PCDA(P)

(Authority – Ministry of Defence letter No. 1(6)/98(pensions/services) dated 03.02.98

COPYTO:-REGD.

1. ThePDA through the OI/C Records
2. The OI/C Audit C.H. Section (Local)
3. The OI/C Records

Original and triplicate copy of PPO alongwith Sheet Roll, Enrolment Form and pension certificate are enclosed for necessary action. The Joint Photograph of the pensioner and his wife may please be pasted on the descriptive roll before sending the original copy of the PPO for identification of the pensioner.

Please acknowledge receipt.

AO/Sr. A.O. (P)

Date of despatch

आवश्यक निर्देश एवं संक्षेपण हेतु पीछे देखें। See on reverse for instructions and abbreviations

कृते र० ले० नि० (पेंशन)
For CDA (Pensions)

Sl. No. 67 of Annexure C

**PPO FORMAT FOR DISABILITY PENSION(MANUAL) (SEE PARA-115)
OFFICE OF THE PRINCIPAL CDA(P) ALLAHABAD**

PPO. NO. **D/** **/200**
Scale of Pay Rs. **Basic Pay Rs.** **Classification**
Allowance Rs.
Stagnation increment Rs. **DA for Gratuity only**
Rs.

Regtl. No. Rank Name and Unit	Date of Birth qualifying service in year and days Reckonable pay for DCRG	Rank & Group in which pensioned	Amount of Pension PM (in Figures & words)	Period For which granted	place Channel of payment
<div style="text-align: center;"> (i) Service Element Rs. P.M. (ii) Disability element Rs. P.M. </div>					

Disability/ Invalid Pension is sanctioned for the following individual for the period noted against him:

NOTE:-

(a) The charge is wholly debitable to Civil Estimates of Defence Services.

(b) Service element and Disability element constitute disability pension. The award is subject to modification in the event of the competent pension sanctioning authority deciding as a result of further medical examination of the individual for any purpose that the individual's disability is reduced or has disappeared or has become capable of improvement.

(c) On any date the Service Element shall not be payable at less than minimum of Rs. 3500/- P.M. however the amount of pension commuted shall be reduced.

2. The dearness Relief @ % is also payable in addition on sum total of the service pension/service element and Disability element. Further dearness Relief shall also be payable as sanctioned by the Government of India, from time to time.

3. A lump sum amount of Rs. (Rupees
 on account of Retirement Gratuity will be paid in addition on or after. If however, the individual die before receiving the Retirement Gratuity, the amount there of should not be paid to his heir(s) and the matter referred to G-4 section of this office for further instruction.

4. The above named individual has commuted a sum of Rs. out of his service pension for capitalized sum of Rs. as a result of this, his service element of disability pension will be reduced to Rs. (Rupees) with effect from the date of payment of commuted value of pension or three months after the date of issue of the PPO. (See date of despatch given below) whichever is earlier. In case the 3 months period expires before the

commencement of pension, the reduction of pension shall take place from the date of commencement of pension.

In case of payment through public sector Bank, the reduction of Pension shall take effect from the date the capitalized value is credited in the pensioner's account.

The commutation becomes absolute on _____ and therefore the capitalized sum shall be paid if the individual was alive on that date. The commuted portion shall be restored after expiry of fifteen years from the date commutation become absolute.

5. In the event of death of the pensioner mentioned at Para 1 above the Following rate of ordinary family pension is payable wef the date following the date of death

Name of the Family pensioner (wife) In block letters	Relation with the pensioner at Para 1 above	Date of birth of family pensioner (wife)	Rate of Family Pension	Date of commencement of family pension
(i) Enhanced rate @ Rs. _____ pm (Rs. _____) Seven years following the date of death of pensioner upto _____ or till death or remarriage whichever is earlier.				
(ii) Normal rate Rs. _____ PM after expiry of enhanced rate till remarriage.				

6. Dearness relief on family pension is payable in addition at the appropriate rate as sanctioned by the Government of India from time to time .

Note:-1. Family Pension as sanctioned above is payable only after receipt of death certificate of pensioner mentioned in a para 1 above and a report thereof submitted to Audit Section of this office.

Note 2. A certificate from the widow that she is not in receipt of any other family pension in respect of the deceased pensioner should invariably be taken before making any payment of family pension to her.

7. Authority: Ministry of Defence No. 1 (2) /97/D(Pen.-C) dated 31.1.2001

FOR PCDA((P)

No. G-3/

Copyforwardedto:-

1. The

through the OI/C Records Pension Certificate may please be amended accordingly.

2. The OI/C C.H. Section (Local)

3. The OI/C Records

The individual's disability viz. has been accepted at _____ % attributable to /aggravated by military service for _____ years. The individual's disability viz. has been rejected being neither attributable to/nor aggravated by military service is less than

20% (_____) for _____ years. Invalid pension/service element has been authorised. The following documents are enclosed. Sheet Roll IAFK-1162, IAFK-11 _____ AFMSF-81, AFMSF-15, AFMSF- 2 A and IAFF-958. Original and duplicate copy of PPO and pension certificate are enclosed for necessary action. The slip containing the left hand thumb and finger impression/ specimen signature of the wife of the pensioner is enclosed. The joint photograph of the pensioner and his wife may be pasted on the descriptive roll before forwarding the original copy of the PPO for identification of the pensioner and or his wife as the case may be. Please acknowledge receipt to G-3 section of this office.

Date of despatch.

AO/Sr. A.O. (P)

कार्यालय प्रति Grants (Office Copy)	
रक्षा लेखा प्रधान नियंत्रक (पेंशन) कार्यालय, इलाहाबाद / OFFICE OF THE PRINCIPAL CDA (PENSIONS) ALLAHABAD	
संशोधन पं.मु.आ.सं० / Corrg. P.P.O. No.	
वैतन बैंड PAY BAND	यथा संशोधित AS AMENDED
इस कार्यालय के मूल पं०मु०आ.सं० THIS OFFICE ORIGINAL P.P.O. NO.	पेंशनरी अवार्ड के संबंध में PENSIONARY AWARD IN RESPECT OF
संशोधन पं.मु.आ.सं० BY CORRIGENDUM P.P.O. NO.	
अधिसूचित / NOTIFYING	
मान / NAME	
पद / EX NO.	
रैंक / RANK	
अभिलेख / RECORDS	निम्नलिखित प्रकार से पुनः संशोधित किया जाता है / IS FURTHER AMENDED AS UNDER
<p>मूल पं०मु०आ.सं० की अन्य प्रतियाँ तथा अनुदेश यथावत रहेंगे / OTHER ENTRIES AND INSTRUCTIONS ON ORIGINAL P.P.O. REMAIN UNCHANGED</p>	
<p>भुगतान का माध्यम एवं स्थान / PLACE AND CHANNEL OF PAYMENT</p>	
<p>महत्वपूर्ण : कृपया भुगतान से पहले पीछे लिखे अनुदेश देख लें। IMPORTANT : PLEASE SEE INSTRUCTIONS OVERLEAF BEFORE MAKING ANY PAYMENT</p>	
<p>सर्व / To</p>	
<p>प्रभारी अधिकारी अभिलेख के माध्यम से THROUGH OFFICER-IN-CHARGE RECORDS</p>	
<p>पेंशन प्रमाण पत्र यथानुसार संशोधित कर लिया जाये। PENSION CERTIFICATE MAY PLEASE BE AMENDED ACCORDINGLY</p>	
<p>1. प्र.अ.सी.एच. अनुभाग (स्थानीय) / OFFICER-IN-CHARGE CH. SECTION. (LOCAL)</p>	
<p>2. अभिलेख कार्यालय / RECORD OFFICE</p>	
<p>प्रेषण तिथि / DATE OF DESPATCH</p>	
<p>शीट रोल पर विहित पंजीकृत करें / SHEET ROLL MAY BE ENDORSED SUITABLY</p>	

Sl. No. 69 of Annexure C

**PPO FORMAT FOR DISABILITY ELEMENT (MANUAL)
(SEE PARA-115)**

OFFICE OF THE PRINCIPAL CDA(P) ALLAHABAD PPO. NO. D/E
/200

Disability element in addition to service pension/gratuity is sanctioned to the under mentioned individual for the period noted below:

Name. Rank	Regtl. No and Unit	Rank in which pensioned	Amount	Period for which granted	place & Channel of payment

NOTES:-

Debitable to Civil Estimate of Defence services (Army) Estimates.

The award is subject to modification in the event of the competent pension sanctioning authority deciding as a result of further medical examination of the individual for any purpose that the individuals disability is reduced or has disappeared or has become capable of improvement.

The award of disability element is in addition to service pension notified in PPO No. S/

The dearness relief is payable in addition @ % on the total sum of service pension and disability element notified above. Further dearness relief shall also be payable as sanctioned by the Government of India from time to time.

Disability element granted under Ministry of Defence letter No. 1 (2)/97/D(Pensions/Services) dated 31.01.2001.

FOR PCDA (P)

No. G-3/

Copy forwarded to.:-

REGD.

1. The

Through the Ol/C Records Pension Certificate may please be amended accordingly

. Please acknowledge receipt direct to Record officer.

2. The Ol/C C.H. Section (Local)

3. The Ol/C Records

The invaliding disability Viz of the individual has been accepted as attributable to/ aggravated by military service at % for The following documents are enclosed. Original copy of PPO AFMSF -18, AFMSF-84 IAFK-958, Pension Certificate. Please acknowledge receipt to G-3

Sec. of this office.

AO/SAO (P)

Sl. No. 70 of Annexure C

**PPO FORMAT FOR WAR INJURY PENSION (MANUAL)
(SEE PARA-115)**

OFFICE OF THE PRINCIPAL CDA (P) ALLAHABAD

PPO. NO. D/BC /200.

**Pay Scale Rs. Last Basic Pay drawn Rs..... stagnation/ increment
Rs..... Classification Allowance DA for gratuity only Rs.**

War-Injury Pension is sanctioned for the following individual for the period noted against his name:

Regtl. No Name. Rank and Unit	Date of birth Qualifying service in yrs. and days.	Rank & Group in which pensioned	Amount of pension (in figures words)	Period for (in) Which & granted	Place & Channel of payment
(i) WIP Rs.		From			
(ii) S/E Rs.		From			
(iii) WIE Rs.		From			

NOTE:-

- (a) Debitable to (Civil) Estimates of Defence Services.
 - (b) The above War-Injury Pension includes SE and War. Injury Element .
The award is subject to modification by the competent PSA as a result of further medical examination of the individual for assessing his disability.
 - (c) This is in lieu of /supersession of invalid/service pension notified in PPO. No. the pension of which is held in abeyance except the amount of retirement gratuity and CVP till this award is in issue. All payments made except Retirement Gratuity & CVP will be adjusted against the arrears of WIP/disability pension now due before making first payment.
 - (d) This award is in addition to the service pension/ SE notified in PPO No.
2. The dearness Relief @ Rs. % is also payable in addition on the sum total of service pension/ SE and war Injury Element/disability element. Further Dearness Relief shall also be payable as sanctioned by the Govt. of India from time to time.
3. A lump sum amount of Rs. (Rs.) On account of Retirement Gratuity or difference of Retirement Gratuity will be paid in addition. If however, the individual dies before receiving the amount of Retirement Gratuity the payment of the same should not be made to his heir (s) and the matter be referred to G4 section of this office for further instructions
4. The above individual has commuted a sum of Rs. pm out of his above service element of Rs. for a capitalized sum of Rs (Rs. Date The capitalized sum shall be paid to him on or after provided he is alive on that date. As a result of this his service element will be reduced to Rs. (Rs .. wef the date of payment of the commuted

value or three months after the date of issue of this PPO. (See the date of despatch given below) whichever is earlier.

5. As the individual has already commuted a sum of Rs. out of his service element of disability pension his war injury pension will be reduced to Rs. pm w.e.f. the same date from which his service elements was reduced.

6. In the event of the death of the above pensioner, the following rate of ordinary Family Pension is payable w.e.f the date following the date of death.

Name of the family pensioner(wife) in block letters	Relation with the pensioner mentioned at Para 1 above	Date of birth of family pensioner (wife)	Rate of Family Pension. Date of commencement
(i) Enhanced rate @ Rs. For Seven years following the date of death of pensioner or till death or remarriage of wife whichever is earlier.			
(iii) Normal rate @ Rs. After expiry of enhanced rate till remarriage or death of wife			

8. Dearness relief on family pension is payable in addition at the appropriate rate sanctioned by the Govt. of India, from time to time.

Note1 Family Pension as sanctioned above is payable only after receipt of the death certificate of the pensioner sanctioned in para-1 of the above and report thereof submitted to audit section of this office

Note2 A certificate from the wife that she is not in receipt of any other Family Pension in respect of the deceased pensioner should invariably be taken before making any payment of family pension to her.

(Authority – Govt. of India Min. of Def. New Delhi letter No. 1(2)/97/D (pen.-C) dt. 31.01.2001

No. G-3/

Copyforwarded to.:-

REGD.

1. The

For PCDA(P)

through the OI/C Records Pension Certificate may please be amended accordingly.

2. The OI/C C.H. Section (Local)

3. The OI/C Records

4. The individuals disability viz. has been accepted at as attributable/ aggravated by service for years . The following documents are enclosed. Original copy of PPO for transmission to PDA and Triplicate copy of PPO for RO along with Sheet roll and Enrolment form and PC are enclosed for necessary action. The slip containing the left hand thumb and finger impression/ specimen signature of the pensioner and his wife may be pasted on the descriptive roll duly attested by RO before forwarding the original copy of the PPO for identification of the pensioner and or his wife as the case may be. Pl. ack. receipt to the G-3 section of this office.

SR. ACCOUNTS OFFICER(P)

Sl. No. 72 of Annexure C

**PPO FORMAT FOR DISABILITY RE-ASSESSMENT (MANUAL)
(SEE PARA -137)
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014**

P.P.O. NO.		
P.P.O. NO.	D/CORR/	/200

Disability Pension in respect of Ex. No.

Re-Assessment Award of Disability Pension is sanctioned as under:

No. & Date of the PC/PPO, in which the initial and previous award of disability pension was notified.	Rate and period for which granted previously	Rate and period for which continued	Place and channel of payment
Disability Element.			

- (a) Debitable to civil estimates of Defence Service (Army) Estimates.
- (b) The reassessment award is subject to modification by the competent pension sanctioning authority or further medical examination of the above individual for any purpose, if the disability is reduced or has disappeared or become capable of improvement in the case of permanent award.
- (c) Disability pension constitutes of service and disability element service pension/ service element notified in PPO No. as amended will be payable in addition. Service element included in disability pension or service pension/ element notified separately vide PPO No. as amended will be consolidated by you in terms of Govt. of India, Ministry of Defence No. 1(4)/87/D(Pen/Sers) dated 12.05.87, 27.7.87, 08.03.88 and 1(2)/97/D(Pen/Sers) dated 24.11.97 and the same will be paid in addition. Service element/Service element/ Service pension will not be less than Rs. 1275/- wef. 01.01.96. However, the amount of pension commuted will be reduced.
- (d) Ad-hoc Ex-gratia Sanctioned to those discharged prior to 01.01.73 shall be paid in addition and personal pension to those discharged between 01.04.85 and 31.12.85 will continue to be paid upto 31.12.95 only.
- (e) The dearness relief @ % is payable in addition w.e.f. and also as sanctioned by the Govt. of India from time to time in future.

For PCDA(Pensions)

No. G-3/RA/

Copyto.:-

REGD.

1. The
2. The OI/C C.H. Section (Local)
3. The OI/C Records

Please acknowledge receipt

Sheet Roll of the individual is hereby enclosed duly endorsed. The disability of the individual has been accepted by this office at % for life

Note:- to enable this office to notify awards for the period from please obtain and furnish the delay explanation of the pensioner, and give your specific comments thereon duly supported with non-employment certificate and non-conviction certificate from date of despatch

SAO/AO (P)

ALLAHABAD-211014

Special Family Pension is sanctioned to the under mentioned heir of
late No..... Rank----- Name----- of Unit----- who died on
----- during service/after discharge/invalidment and as sanctioned
pension vide PPO. No. ----- Pay Scale Rs. -----
Last Basic Pay drawn Rs. ----- Stagnation Increment Rs. -----
Classification Allowance last drawn Rs. ----- DA for Death Gratuity Rs. -----

Name of the Heir	Date of Birth/ Age	Relationship to the deceased	Amount P.M.	Date of comment and period of grant	Amount which is to be recovered before making first payment (recovery Amount)	Place Channel of payment
------------------	-----------------------	------------------------------	-------------	-------------------------------------	---	--------------------------

- (a) Debitable to Defence Services (Civil) Estimates.
- (b) First Payment of Special Family Pension will be made only if Smt. /Shri was alive and eligible on the otherwise PPO will be treated as cancelled and returned to the PCDA(P) for cancellation.
- (c) Employment under Govt. is a disqualification for receipt of pension in the case of parent of the deceased.

3. A sum of Rs. (Rs.) is to be paid in addition on account of death gratuity. If however, Shri/Smt. Dies before received this amount no payment on this account is to be made to his/ her heir(s) and the matter should be reported to this office.

4. Dearness Relief on new pattern on family pension as sanctioned vide Govt. of India, DP & PW OM No. 2/5/87 GIC, dated. 22.04.87 and from time to time is payable in addition @ % from

NOTE: The Family Pension has been determined in terms of Govt. of India Ministry of Defence letter No. 1(2) /97-D.(Pen-C)/Sers) Dated 31.1.2001.

For P.C.D.A(PENSIONS)

No.G4/ Copyto. Regd.1.

1. The _____ (_____)
through the OI/C Records)
Please acknowledge receipt to Record Officer _____
2. The OI/C C.H. Section (Local)
3. The OI/C Records
Original copy of PPO for transmission to _____
and Pension Certificate. Please acknowledge receipt to _____
4. The OIC Audit _____ Section (Local)

Date of despatch.

PPO FORMAT FOR ORDINARY FAMILY PENSION (COMPUTERISED) (SEE PARA-197)

OFFICE OF THE PRINCIPAL . CDA(P), ALLAHABAD

PENSION PAYMENT ORDER NO. _____/_____/200

RECORD OFFICE

DEBIT

A. DECEASED PARTICULARS						
1. REGIMENTAL NUMBER		2. NAME		3. NATIONALITY		
4. BASIC PAY DRAW N	5. CLASS PAY	6. STAGN. PAY INCREMENT	7. DA FOR GRATUIT Y ONLY	8. Q.S.	9. DATE OF BIRTH	
10. RANK LAST HELD		11. GROUP		12. DATE OF DEATH		
13. AMOUNT OF PENSION		14. ORIGINAL PPO NUMBER				
B. FAMILY PENSION SANCTIONED						
15. NAME		16. RELATIONSHIP		17. AGE	18. NATIONALITY	
19. ENHANCED RATE OF ORDINARY FAMILY PENSION						
W.E.F. TO OR TILL WIDOWHOOD WHICHEVER IS EARLIER						
20. NORMAL RATE OF ORDINARY FAMILY PENSION						
W.E.F. TILL WIDOWHOOD WHICHEVER IS EARLIER						
21. GROSS DEATH GRATITY		22. DEMAND		23. AMOUNT OF PEA		24. NET GRATUITY TO BE PAID
C. AGENCY AND PLACE OF PAYMENT						
25. PENSION DISBURSEMENT			26. STATION			
27. BANK/SUB TREASURY			28. BANK BRANCH		29. BANK A/C NO.	
30. BANK/SUB-TRESURY STATION			31. STATE		32. DATE OF DESPATCH	
ADDRESS OF CLAIMANT						

To

- 1.
 2. Officer-In-Charge CH Section (Local)
 3. Record office
- SHEET ROLL MAY BE ENDORSED SUITABLY**

Sl. No. 75 of Annexure C

PPO FORMAT FOR ORDINARY FAMILY PENSION (MANUAL) (SEE PARA 197)
(To be used in Pre and Post 1.1.86 Death/ Retirement cases) OFFICE OF THE
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS), ALLAHABAD-
211014

P.P.O. NO. F/NA

/ /200

Scale of Pay Rs. Basic Pay Rs. Classification Allowance Rs.

Stagnation increment Rs. DA for Gratuity only

Rs.

Name:

Ordinary Family Pension in respect of Regt. No.

Ranks:

Units: whose qualifying service is

years and days and

reckonable pay for Family Pension Rs. is sanctioned as under:

Name of the Heir	Date of Birth	Age/years	Relation ship with the deceased	Date of discharge of the deceased if discharged/invalided out	Date & cause of death	Amount PM	Date of commencement and period	Place & channel of payment

As sum of Rs. (Rs.) already paid on account of pending enquiry a ward is to be recovered before making first payment.

2. A sum of Rs. (Rs.) is to be paid on account of death gratuity . If however, Shri/Smt. dies before receiving the amount, no payment on this account should be made and matter reported to this office.

3. Dearness Relief @ pm w.e.f. as sanctioned by the Govt. of India, Ministry of Defence from time to time is also payable in addition

Note:- A fixed Medical Allowance @ Rs 100. (Rs. One hundred only) pm w.e.f. is also payable.

(a) Debitable to Defence Services (Civil Estimates).

(b) The individual has been granted service/Disability pension vide P.P/O. No.

(c) Payment of ordinary Family Pension will be discontinued if she remarries even with the real brother of the deceased

(d) Ordinary Family Pension sanctioned under (s) applicable orders on the date of death/discharge and consolidated under Ministry Defence letter No. 1(2)97/D(Pens/Sers) dated 24.11.97 and 1(6)98/D (Pen/Sers) dated 3.2.98.

(e) An income certificate as under may please be obtained annually from the beneficiary, "Certified that my income from all sources is less than Rs. 2,550/- P.M"

(f) A half yearly certificate regarding martial status may please be obtained from the beneficiary.

(g) Employment under Govt. will not be a disqualification.

(h) Pensioner's Address:-

No. G4/

For P.C.D.A(PENSIONS)

Copyto:-

Regd.1.

1. The

(through the OI/C Records)

Please acknowledge receipt to Record Officer

2. The OI/C C.H. Section (Local)

3. The OI/C Records

P.P.O. , Sheet roll, Annexure-I & II and Pension Certificate enclosed

4. The OIC Audit Section (Local)

AO/SAO (P)

Date of despatch.

**PPO FORMAT FOR LIBERALISED FAMILY PENSION (MANUAL) (SEE PARA 217)
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014**

P.P.O. NO. F/BC/ /200

Pay Scale Rs.

Last Basic Pay drawn Rs.

Stagnation Increment Rs.

Class Allowance last drawn Rs.

D.A. for Death gratuity only Rs.

Liberalised Family Pension in respect of Regt. No.

Rank:

Name:

Unit: whose qualifying service is years and days is

sanctioned as under:

Nam e of the Heir	Date of Birth Age/ years	Relation -ship with the decease d	Regtl No. Rank Name & Unit	Date & caus e of deat h	Amou nt Rs. PM	Amou nt of lump- sum ex- gratia (if any)	Date of Comm encem ent and Period	Amount which is to be recovere d	Place & channel of paymen t

A sum of Rs. (Rs.) Paid on account of PEA of LFP is to be recovered before making first payment.

(a) Debitable to Defence Services (Civil Estimates).

(b) Family Pension/C.A. has been granted under Govt. No. 20047/Pens/71 dated 24.02.72

(c) First payment of Family Pension will be made only if alive & eligible or otherwise PPO will be treated as cancelled/returned to PCDA(P) for cancellation.

(d) Family Pension / sanctioned to vide PPO NO. F/

(e) The individual was granted pension vide PPO No.

(f) The employment under Govt. will not be a disqualification.

(g) The date Represents the date following the date up to for which pay and allowances were last paid.

(h) Relief @% with effect fromonwards.

Note:-A sum of Rs. (Rs.) To be paid in addition on a/c of DCRG. If however, she dies before receiving this amount no payment on this a/c is to be made to her heir(s) and the matter should be reported to this office.

No. G4/

For P.C.D.A (PENSIONS)

Copyto:- Regd.

1. The

(through the OI/C Records) Please acknowledge receipt.

2. The OI/C C.H. Section (Local)

3. The OI/C Records

Original & triplicate copy of P.P.O. , Sheet Roll, Annexure-I & II and Pension Certificate are enclosed.

4. The OIC Audit Section (Local)

Date of despatch.

PPO FORMAT FOR COMMUTATION OF SERVICE PENSION(MANUAL)
(SEE PARA-292)
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014

PPO No. _____ S/COM/ _____ /200

Under Rs.

The

Sub: Commutation of pension in respect of Ex. No. _____ Name _____
Rank _____ Unit _____

Ref: This Section PPO No. _____

Sanction has been accorded to the communication of a sum of Rs.

_____ (Rs. _____) p.m. to the above named
pensioner out of his final service /disability pension of
_____ (Rs. _____) for a capitalized
sum of Rs. _____

Please arrange to pay the above mentioned capitalized sum to the pensioner. The payment may be included in change statement of the month, in which payment of the amount is made. If however, the pension has been withheld /suspended or discontinued in full or in part under the existing rules/order or on specific instructions from this office, no payment shall be made on the authority of this PPO, and the case with full particulars shall be referred to the Grant Commutation Section of this office for further instruction.

The pension of the above named pensioner is reduced toRs.

.....(Rs.) P.M. wef the date of payment of the commuted value of pension to the pensioner or three months after the date of issue of this PPO the date of despatch given below) whichever is earlier. In case three months expire before commencement of the pension, the reduction of pension shall take place from the date of commencement of pension.

In case of payment through public sector bank, the reduction of pension shall take effect from the date of capitalized sum is credited in the pensioners accounts. Any adjustment found necessary as a result of this change shall be made from the capitalized sum before payment the disability pension of continued of service pension when restored/granted on cessation if continued will also reduced to Rs.....

Any recovery outstanding against the pensioner on a/c of overpayment including the overpayment of six months advance of pensions Rs. _____
.. shall be made from the capitalized sum before payment.

The commutation become absolute on and therefore, capitalized sum shall be paid if the individual was alive on this date. The commuted portion of pension shall be restored after expiry of fifteen years from the date of commutation becomes absolute.

The commuted money paid should be shown separately in to schedule sent to this office for payment on a/c of pension proper and also separately in respect of army /A.F/ Navy for PPOs only .

The amount paid is debitable to codes O/C 14/36, o/o 14/56, 0/014/47, is the case may be.

3. From 'C' (I?AFA-340-C) with his photograph duly pasted thereon sent herewith for verification of pensioner's signature the thumb in impression with those already an record with you may be sent to this office Audit See.) duly verified. The verification may invariably be endorsed on from 'C' before return to the Audit Section inter-alia stating the date on which payment is made.

Note:- If the pensioner is reported to have died before... the date or which the commuted becomes absolute, payment of commuted value will not be made, and PPO returned to PCDA(P) Allahabad for necessary instruction/ cancellation. If however , the pensioner has died after the date of absolute the amount of CVP should be paid to the legal heirs.

4. Suitable note on the payment of the capitalized sum, and reduction of the rate of pension above may be made in the pension. certificate of the pensioner.

Please Acknowledge Receipt.

for PCDA(P)

Note(i) in on re-employment/ re-enrolment of the individual, his is held in abeyance sum of Rs. ...has be recovered from the re-employment pay and allowances .
(iii) in the event of re-employment as Asst. Recruiting Officer, the residual personnel allowances of Rs. ... PM. Will be stopped, and the pen. Will be further reduced the Rs.....P.M.

Copyto

1. The OI/C C.H. Section Local.
2. The OI/C, Audit Section , Local
3. the OI/C Records

Date of despatch

Sl. No. 78 of Annexure C
PPO FORMAT FOR COMMUTATION OF DISABILITY PENSION (MANUAL) (SEE
PARA-292)

OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014

PPO No. D/ COM/_____/200

Under Rs.

The

Sub: Commutation of pension in respect of Ex. No. _____ Name

Rank _____ Unit

Ref: This Section PPO No. _____

Sanction has been accorded to the communication of a sum of Rs.

_____ (Rs. _____) p.m. to the above named

pensioner out of his final service /disability pension of

_____ (Rs. _____) for a capitalized sum of

Rs. _____

Please arrange to pay the above mentioned capitalized sum to the pensioner. The payment may be included in change statement of the month, in which payment of the amount is made. If however, the pension has been withheld /suspended or discontinued in full or in part under the existing rules/order or on specific instructions from this office, no payment shall be made on the authority of this PPO, and the case with full particulars shall be referred to the Grant comm. sec. Of this office for further instruction.

The pension of the above named pensioner is reduced toRs.

.....(Rs.) P.M. wef the date of payment of the commuted value of pension to the pensioner or three months after the date of issue of this PPO the date of despatch given below) whichever is earlier. (In case three months expire before commencement of the pension, the reduction of pension shall take place from the date of commencement of pension.

In case of payment through public sector bank, the reduction of pension shall take effect from the date of capitalized sum is credited in the pensioners (a/c). Any adjustment found necessary as a result of this change still be made from the capitalized sum before payment the disability pension of continued of service pension when restored/granted on cessation if continued will also reduced to Rs.....

Any recovery outstanding against the pensioner on a/c of overpayment including the overpayment of six months advance of pensions Rs. _____

.. shall be made from the capitalized sum before payment.

The commutation become absolute on and

therefore, capitalized sum shall be paid if the individual was alive on this date

.The commuted portion of pension shall be restored after expiry of fifteen years from the date.

The commuted money paid should be shown separately in to schedule sent to this office for payment on a/c of pension proper and also separately in respect of army /A.F/ Navy for PPOs only .

The amount paid is debitable to codes O/C 14/36, o/o 14/56, O/014/47, is the case may be.

3. From 'C' (I?AFA-340-C) with his photograph duly pasted thereon sent herewith for verification of pensioner's signature the thumb in impression with those already an record with you and may be sent to this office Audit See.) duly verified. The verification may invariably be endorsed on from 'C' before return to the Audit Section and inter-alia stating the date on which payment is made.

Note:- If the pensioner is reported to have died before... the date or which the commuted becomes absolute, payment of commuted value will not be made, and PPO returned to PCDA(P) Allahabad for necessary instruction/ cancellation. If however , the pensioner has died after the date of absolute the amount of CVP should

be paid to the legal heirs.

4. Suitable note on the payment of the capitalized sum, and reduction of the rate of pension above may be made in the Pension Certificate of the pensioner.

For PCDA(P)

Copyto

1. The OE/C C.H. Section Local.
2. The OI/C, Audit Section , Local
3. The OI/C Records

Date of despatch

PPO FORMAT FOR COMMUTATION OF PENSION(CORR.)(COMPUTERISED)
(SEE PARA-292)
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014

COMMUTATION PPO NO. S/COMM/ _____/200

UNDER RUPEES:

THIS OFFICE ORIGINAL PPO. NO S/ _____ / _____ AS AMENDED BY
CORRIGENDUM PPO NOS S/CORR/ _____ / _____ NOTIFYING SERVICE
PENSIONARY AWARDS IN RESPECT OF

EX NO

RANK

NAME

RECORDS IS FURTHER AMENDED AS

UNDER

SANCTION HAS BEEN ACCORDED TO THE COMMUTATION OF A SUM OF Rs.
(RUPEES: ONLY)

TO THE ABOVE NAMED PENSIONER OUT OF HIS SERVICE PENSION OF Rs.

RUPEES: (ONLY)

FOR A CAPITALISED SUM OF Rs. (RUPEES: ONE ONLY)

THEREBY REDUCING THE PENSION TO Rs. RUPEES:

ABSOLUTE DATE OF COMMUTATION

OTHER

ENTRIES AND INSTRUCTIONS ON ORIGINAL PPO REMAIN UNCHANGED

PLACE AND CHANNEL OF PAYMENT (BANK A/C NO.)

FOR PCDA(PENSIONS)

COPY TO:

1.

PENSION CERTIFICATE MAY PLEASE BE AMENDED

2. THE OI/C C.H. SECTION (LOCAL)

3. THE OI/C RECORDS

SHEET ROLL MAY PLEASE BE

ENFACED SUITABLY DATE OF DESPATCH.

Payment Authority in respect of HKSRA pensioner
(See Para 308)
OFFICE OF THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS), ALLAHABAD-211014

CORR.: AUTHORITY MEMO NO. RW/REL/HKSRA/_____-/200
DATED

TO

The D.P.D.O./T.O.
.....

Sub: Payment of HKSRA pension including relief in respect of
No. Rank
Name of HKSRA/TS. NO.

Ref: this office payment authority No. RW/REL/HKSRA/P DATED
/PPO. NO.

.....

The rates of total pension including relief in favour of the above named pensioner is authorised for payment as under

1. Arrears of Pension up to of Rs.
2. New Rate of Pension @ Rs. (Rupees wef. onwards.

Authority, APO Kentigern House 65 Brown street Glassgow(U&K) authority letter dated

Please acknowledge receipt.

For PCDA(P)

Copyto:-

The OI/C

AT/DPDO-II/UK Cell

Please make suitable entry in the Audit Card of the above named KHSRA pensioner regarding grant of the above increase.

NOTICE
(Referred to in Para-5(III) (A)(VI))

ATTENTION DEFENCE PENSIONERS DEFENCE PENSION ADALAT

A Defence Pension Adalat will be held at in the month of for redressal of grievances of Defence Pensioners drawing their pension from Treasury Offices, D.P.D.Os, and Public Sector Banks of . The Defence pensioners having specific grievances regarding sanction and/or payment of pension by their pension disbursing authority, may submit their representation (in triplicate) indicating their (i) Name, Rank/Post, Regimental/Personal Number, (ii) Name and address of Record Office/Head of Office, (iii) Pension Circular/Pension Payment Order No. & Date, (iv) Treasury Serial No./Pensioner Serial No., (v) Name & Address of the bank with Saving Bank Account No. in which pension is drawn, (vi) Previous reference of C.C.D.A. (P) Allahabad, (Now Principal C.D.A. (P) Allahabad) if any, (vii) the specific nature of grievances in brief and (viii) their latest postal address in the name of SHRI..... PENSION ADALAT OFFICER, OFFICE OF THE PRINCIPAL C.D.A (PENSIONS), ALLAHABAD – 211 014 latest by....

All efforts will be made to redress their grievances and position explained in person to them in Pension Adalat. All the cases including those where settlement is not coming even after a protracted correspondence will be considered by the Adalat.

The exact date and venue of the Adalat will be notified later on. Pensioners attending the Adalat will bear their own expenses for their journey to and from the Adalat venue.

It may be noted that Defence Pension Adalat is not vested with any judicial powers like Court of Law. The problems of the pensioners will be resolved within the framework of Pension Rules and Govt. Orders. Adalat will not sanction or disburse any amount of pension, which is precisely not covered under Pension Rules or Govt. Orders.

NOTICE
(Referred to in Para 5(III)(B)(III))

MINI PENSION ADALAT IN D P D O.....
(To be held by CDA (PD) Meerut/CDA Chennai)

It is for the information of all the pensioners drawing pension from D P D O.....
(Name of DPDO) that a Mini Pension Adalat will be held tentatively in the month of.....(month & year). All the pensioners who have got any grievance on pension matter are requested to submit their applications in duplicate to the DPDO In-charge by hand and get acknowledgement therefor. The pensioners can also send their applications by Registered Post by name to the DPDO In-charge super scribing their applications as MINI PENSION ADALAT CASE on the following address:

Shri.....(Name of DPDO Incharge) Office of The
D.P.D.O.,
.....(Name of DPDO)
.....(Postal Address)

All the applications must be submitted to the DPDO so as to reach by.....(last date of receipt).

The pensioners are requested to invariably mention their name. H.O. No., PPO No., NBS Account No. and name of the Record Office/Head of Office in their application besides giving a brief of their grievance.

It may be noted that the grievances of the pensioners will be looked into personally in Adalat by Zonal Officer (PD)/an IDAS Officer from CDA (PD), Meerut/ CDA Chennai The firm date of the Adalat will be intimated to the individual pensioners by post. Pensioners attending the Adalat will bear their own expenses for their journey to and from the Adalat venue.

It may be noted that Mini Pension Adalat is not vested with any judicial powers like Court of Law. The problems of the pensioners will be resolved within the framework of Pension Rules and Govt. Orders. Adalat will not sanction or disburse any amount of pension, which is not precisely covered under Pension Rules or Govt. Orders.

PRESCRIBED FORM OF LOSS CERTIFICATE
(Referred to in Para 60)

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

Specimen form of Affidavit

(Referred to in Para 193)

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,
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 and nothing
has been concealed thereof.

DEPONENT

PLACE

DATED:

INDEMNITY BOND

[In the case of missing Personnel]
(Referred to in Note-2 to Para 197)

KNOW ALL MEN by these presents that we(a).....(b)..... the Wife/son/brother/nominee, etc., of (c)..... who was holding the rank ofin 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: Grants/Tech/0156-IX dated 02.09.94 bearing circular No. 160)

Sl. No. 86 of Annexure C
INDEMNITY BOND
[In the case of missing pensioner]
(Referred to in Note-2 to Para 197)

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 offrom /Department/ Unit / Corps.....and who was in receipt of pension from PCDA (P) is reported to have been missing since (herein after referred to as “missing pensioner”) resident of(herein after 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: Grants/Tech/0156-IX dated 20.06.1997 bearing circular No. 192)

Office Note for submission of Indemnity Bond for acceptance.
(In respect of minor child/children)
(Referred to in Para 197)

Ex who was employed in unit and died on eligible for pensionary benefits in respect of the deceased as under: -

- (a) Family Pension to minor son/daughter @ Rs. p.m. from to
- (b) Dearness Relief on pension where admissible @ Rs. P.m. from to
- (c) Death Gratuity to minor son/daughter Shri/Smt./Kum. Rs. Total Rs.

2. Indemnity Bond had been submitted by Record Office for Rs. only completed by Shri/Smt. of the deceased and is 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 prescribed proforma..... The RO has confirmed that the obligor and surely/sureties are major.

4. The Indemnity Bond is submitted for acceptance by the CDA(P)/PCDA(P).

**FORM OF APPLICATION
(TO BE FURNISHED IN TRIPLICATE)**

(Referred to in Para 299)

Sub: Application for the grant of ex-gratia family pension to the families of deceased Reservists who retired before 1-3-68 and opted for one time lump-sum gratuity in lieu of pension.

Sir,

I hereby, apply for grant of ex-gratia family pension in terms of Govt. of India, Ministry of Defence letter No. 10(7)/D(Pens/Sers), dt. 30 March 1992. The requisite particulars are given below:

Name of the

- (i) Applicant
- (ii) Widow/widower/Child
- (iii) Guardian, if the deceased person is survived by minor child or children.

Full address of the applicant

Name and age of surviving widow/widower and children of the deceased
Govt. servant.

Sl No.	Name	Relationship with the deceased person	Date of birth in Christian Era.

4 Name; Rank and Regimental /personal No. of the deceased Reservists

5 Date of death of the Reservist (Documentary evidence to be attached)

6 Corps/Unit/Formation in which the deceased Reservist served last

7 Name of the Record Office

8 If the Applicant is guardian, his date of birth and relationship with the deceased Reservist.

9 Is the applicant (other than guardian) in receipt of any other pension, if so, the details thereof.

10 Please attach:

- (i) Two specimen signature of the applicant duly attested
- (ii) Two copies of passport size photograph of the applicant duly attested
- (iii) Two slips each bearing left/right hand thumb and finger impression of the applicant, duly attested.
- (iv) Descriptive Roll of the applicant duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face etc.

(specify a few Conspicuous marks not less than two, if possible).

(v) Certificate (s) of age (two attested photo copies) showing the date of birth of the children. The certificate should be from the Municipal Authorities or from the local Panchayat or from the Head of recognised school, if the child is studying in such school (this information should be furnished in respect of such child or children, the particulars of whose date of birth are not available with the Head of Office).

Signature or left/right thumb impression of the applicant

Attested by:

Of the treasury or Defence pension Disbursing Office or Post Master of the Branch of the authorised Public Sector Bank or Pay and Accounts Officer through which the family pension is to be drawn.

List of documents/evidence attached:

Discharge certificate of the deceased Reservist; Death certificate of the Reservist
Marriage Certificate from the Registrar of marriages or other competent authority under the relevant law or any other valid acceptable proof.

An affidavit sworn before a 1st class Magistrate or legal heir – ship certificate. Birth

Certificate of the eligible child.

Any other documents in support of the claim.

Yours faithfully, (Signature) (Name)

To be furnished in case the applicant is not literate enough to sign his/her name.

Note: Attestation should be done by two gazetted Govt. Servants or two or more persons of respectability in the village or Pargana in which the applicant residence.

II The particulars furnished above have been verified with reference to service records. The one time lumpsum gratuity of Rs. ----- in lieu of pension was paid to the deceased Reservist by -----on -----. The deceased Reservist had rendered a minimum combined colour reserve qualifying service of 15 years.

Station: Date:

Sl. No. 89 of Annexure C
FORM OF APPLICATION
(Referred to in Para 301)

Subject: Application for the grant of Ad-hoc Ex-gratia allowance to the family of Burma Army pensioner.

Sir,

I hereby apply for grant of ad-hoc ex-gratia allowances @ Rs. 375/- p.m. to me in terms of the Ministry of Defence letter No. 12(9)/87/D (Pension/Services) dated 19-1-88. Requisite particulars are given below: -

- 1 Name of the applicant (widow/widower)
- 2 Date of marriage with the deceased pensioner
- 3 Full address of the applicant
- 4 Name of the deceased pensioner
- 5 Date of death of the pensioner (Documentary evidence to be attached)
- 6 PC/PPO No. if any, of the deceased pensioner
- 7 Name of authority who issued. PC/PPO
- 8 Name of pension Disbursing officer (PDO), and TS/PS/H.O. No. allotted to the pensioners by the PDO
- 9 If the applicant is a pensioner, the amount of monthly pension.
- 10 PLEASE ATTACH:
 - (i) Two specimen signatures of the applicant, duly attested (to be furnished in two separate sheets)
 - (ii) Two copies of passport size photograph of the applicant duly attested.
 - (iii) Two slips each bearing left hand thumb and finger impressions of the applicant, duly attested (in case of female-right hand)
 - (iv) Descriptive Roll of the applicant duly attested, indicating (a) height and (b) personal marks, if any, on the apparent part of the body (Specify a few conspicuous identification marks).
11. Signature of left hand thumb * impression of the applicant (in case of female, right thumb)

Attested By:
Full Address

NAME

Signature

- (i)
- (ii)

12 WITNESSES:

- (i)
- (ii)

13 Name of the Treasury or the Branch of the Authorised public Sector Bank through which the ex-gratia is to be drawn.

14 List of Documents/Evidence attached

- (i) Death Certificate of the pensioner

- (ii) PPO/PC of the pensioner
- (iii) Any other documents indicating that
The applicant is genuine claimant

Yours faithfully,

Date:

*To be furnished in case the applicant is illiterate and cannot sign. His/her name.

Attestation should be done by two gazetted Government Servants or two or persons of respectable in the town, village or pargna in which the applicant resides.

Sl. No. 90 of Annexure C
FORM OF APPLICATION
(Referred to in Para 303)

To,

Sub: Application for the grant of Ad-hoc Ex-gratia allowance to the family of Armed Forces pensioner migrated from Pakistan.

Sir,

I hereby apply for grant of ad-hoc ex-gratia allowances @ Rs. 375/- p.m. to me in terms of the Ministry of Defence letter No. 12(9)/87/D (Pensions/Services) dated 20-1-88. Requisite particulars are given below:-

1. Name of the applicant (widow/widower)
2. Date of marriage with the deceased pensioner
3. Full address of the applicant
4. Name of the deceased pensioner
5. Date of death of the pensioner (Documentary evidence to be attached)
6. PC/PPO No. if any, of the deceased pensioner
7. Name of authority who issued. PC/PPO
8. Name of pension Disbursing officer (PDO),
and TS/PS/H.O.No. allotted to the pensioners by the PDO
9. If the applicant is a pensioner, the amount of monthly pension.
10. PLEASE ATTACH:
 - (i) Two specimen signatures of the applicant, duly attested (to be furnished in two separate sheets)
 - (ii) Two copies of passport size photograph of the applicant duly attested.
 - (iii) Two slips each bearing left hand thumb and
finger impressions of the applicant, duly attested
(in case of female-right hand)
 - (iv) Descriptive roll of the applicant, duly attested, indicating (a) height (b) personal marks, if any, on the apparent part of the body. (specify a few conspicuous identification marks)
11. Signature of left hand thumb * impression of the applicant
(in case of female, right thumb)

Attested By:
Full Address

NAME

Signatures

(iii) (iv)

12 WITNESSES:

(i) (iii)

13 Name of the Treasury or the Branch of the Authorised public Sector Bank through which the ex-gratia is to be learn.

14 List of Documents/Evidence attached

- (iv) Death Certificate of the pensioner
- (v) PPO/PC of the pensioner
- (vi) Any other documents indicating that the applicant is genuine claimant.

Yours faithfully,

Date:

Signature
(Name and complete postal Address)

*To be furnished in case the applicant is illiterate and cannot sign. His/her name.

Note: Attestation should be done by two gazetted Government Servants or two or persons of respectably in the town, village or pargna in which the applicant resides.

ANNEXURE – D

List of illustrations

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ILLUSTRATION No. 1

Service Pension Retirement Gratuity, Commuted value of Pension & Joint notification of Ordinary Family Pension

(See Para-39 OM Part – IV Vol. – IV)

I. DATA

1.	Name	‘X’
2.	Regimental No.	
3.	Rank	Nb Subedar
4.	Pay Group	Y
5.	Date of Birth	01.06.1960
6.	Date of Enrolment	25.03.1981
7.	Date of Discharge	31.03.2009
8.	Pay Scale	9300 - 34800
9.	Pay last drawn	
	Pay in Pay Band	12690
	Grade pay	4200
	MSP	2000
	Classification Pay	00
	Group Pay	00
	Total Pay for pension	18890

II. CALCULATION

Service Pension

10.	Total qualification service	Year	Month	Day
	Date of enrolment	1981	3	25
	Date of discharge	2009	3	31
		0028	0	07
	Less non-qualifying service	-----	--	--
		0028	0	07
	Add total former service	-----	--	--
	Add Service condoned	-----	--	--
11.	Net qualifying service	0028	0	07

12. Rates of Service Pension

Formula: 50% pay last drawn or 50% of maximum of the pay scale of rank and group across the three services for 33 years of qualifying service including admissible weight age. For lesser service pro-rata pension .

$$= 50\% \text{ of } 18890 = 9445$$

Disability Element along with service pension in case of discharge case

Percentage and period of disability recommended by Release Medical Board 30% for life
Disability element= 30% of last pay drawn for 100% disablement

Disability Element for 30% = (30% of 18890) of 30% = 2834

Note: Amount of disability element is payable in addition to service pension and dearness relief is also payable on this amount.

13. Retirement Gratuity

Formula: $\frac{1}{4}^{\text{th}}$ reckonable emoluments for each completed six monthly period of qualifying service plus weightage of 5 years subject to a maximum of $16\frac{1}{2}$ times of reckonable emolument restricted to Rs. 10 lakhs.

Total qualifying service	28 years
Add weightage	<u>+5 years</u>
Total	33 years

Number of completed six monthly periods of qualifying service $(33 \times 2) = 66$

Pay last drawn	18890
Dearness allowance (22% of 18890)	<u>4156</u>
Total	23046

Amount of Retirement Gratuity $\frac{23046 \times 16\frac{1}{2}}{4} = 3,80,259$
Less any demand NIL

Net Amount of Retirement Gratuity payable: Rs 3,80,259

14. Commuted Value of Pension (CVP)

Maximum Percentage of service pension commutable 45%
50% of service pension i.e. $50 / 100 \times 18890 = 9445/-$

Age next birth day	49 years
Loading in age, if any	NIL

Purchase value vide Commutation Table published in GOI MOD letter dated 12.11.2008 = 8.881

Formula Amount of service pension commutable X 12 X Purchase value

Calculation $9445 \times 12 \times 8.881 = 503233/-$
Amount of commutation payable = **503233/-**
Residual amount of service pension $(9445 - 4722) = 4723/-$ pm

Note: Dearness Relief will be payable on the original pension before commutation.

15. Family Pension (Joint Notification)

Enhanced Rate

Formula : 50% of the emoluments last drawn or Amount of service pension whichever is less for a period of 7 years from the date following the date of death or up to 65 or 67 years age (as applicable) whichever is earlier.

50% of Emoluments	$18890 / 2 = 9445/-$
Amount of service pension	9445/-

Enhanced Rate restricted to Rs 9445/- pm up to 31.05.2027

Normal Rate

Formula:

30% of the emoluments last drawn or 60% service pension subject to a minimum of Rs. 3500/- pm

30 % of emoluments	$30\% \text{ of } 18890 = \text{Rs. } 5667/- \text{ pm}$
Normal rate	Rs. 5667/- pm from 01.06.2027 till widow

16. Medical allowance (if opted) Rs. 300/- pm

17. Dearness Relief at the rate of 22% and as sanctioned by Govt. from time to time is also admissible.

ILLUSTRATION No. 2

Disability pension on Invalidment (See Para-104 OM Part IV Vol. IV)

I. Data

1. Name
2. Regimental Number
3. Rank
4. Pay Group
5. Date of Enrolment
6. Date of Invalidment
7. Total qualifying service
8. Date of invaliding Medical Board
9. Cause of Invalidment Disease
10. Name of invaliding disease PLEURAL EFFUSION TUBERCULAR(LT)
11. Percentage of disability and period
as accepted by IMB 100% for 2 yrs

II. Calculation

13. **Service Element** 50% of last emoluments subject to minimum Rs. 3500/pm for life.
14. **Disability Element** 30% of last pay drawn for 100% disability subject to minimum Rs. 3510/-pm w.e.f.
ROUNDED TO 50%
Disability element -----50% of 100% Disability
15. **Retirement Gratuity** Not admissible if qualifying service less than 5 years otherwise as per illustration No.1.
16. **Commutation** Service element alone is commutable. The commutation of this amount will be done in the manner as indicated in illustration No.1. Disability element cannot be commuted as the same is for limited period and not for life.
17. **Family pension** Entitlement to family pension is not indicated as the individual was bachelor at the time of Invalidment. However, entitlement of family pension both at enhanced rate and normal rate would have been done in the same manner as indicated in illustration No.1. Had the individual been married on the date of Invalidment?
18. **Dearness Relief @ 100%** on the aggregate of service element and disability element is admissible in addition and at the rates as sanctioned by Govt. from time to time

Authority: GOI, MOD letter No. 1(2)/97/D(Pen-C) dated 31.01.2001 and
GOI MOD Letter Dated 5-5-2009

ILLUSTRATION No. 3

War Injury Pension (See Para-122 OM Part IV Vol. IV)

I. Data

- | | | |
|-----|--|--------------|
| 1. | Name | 'A' |
| 2. | Regimental Number | |
| 3. | Rank | |
| 4. | Pay Group | Y |
| 5. | Date of birth | 12.12.1977 |
| 6. | Date of enrolment | 15.01.1995 |
| 7. | Date of Invalidment | 15.07.2010 |
| 8. | Date of injury | 13.02.2009 |
| 9. | Cause of Invalidment | injury |
| 10. | Name of operation where injury sustained | "OP RAKSHAK" |
-
- | | | | |
|---------------|--------------------------|-----|----------|
| 11. Pay Scale | Pay in pay band | Rs. | 8550/- |
| | Grade pay - | | 2400/- |
| | MSP | | 2000/- |
| | Classification allowance | | 300/- |
| | Total | | 13,250/- |
-
- | | | |
|-----|---|---|
| 12. | Total qualifying service | 15 Yrs. 6 Months |
| 13. | Name of Invaliding disease(s) | (I) Lt Nephrectomy done
(II) GSW Abdomen (optd)
(III) Brust fracture LV3-4 paraplegic M-806, E-892. |
| 14. | Percentage and period of disability recommended by Invaliding Medical Board | 100% Permanent. |
| 15. | Percentage and period of disability | (I) I.D.No.1 50%
(II) I.D.No.2 80%
(III) I.D.No.3 100% |
-
- | | |
|-----------|---------------|
| Composite | 100% for life |
| Rounding | 100% |

II. Calculation

16. **War Injury Pension:** Formula:

Service Element: Equal to 50% of last emoluments i.e. 50% of 13250
= 6625/- for life.

War Injury Element: Equal to reckonable emoluments last drawn for 100% disablement i.e. 100% of 13250/-
=13250/-

Authority: GOI, MOD letter No. 1(2)/97/D(Pen-C) dated 31.01.2001, GOI MOD Letter Dated 12.11.2008 and GOI MOD Letter Dated 5-5-2009

Note: Amount of commutation and retirement gratuity, entitlement of family pension will be calculated in the same manner as explained in illustration No. 1. However, gratuity will be calculated on the basis of Max. Term of engagement of rank of the individual plus 5 year weightage

ILLUSTRATION No 4

Disability Element (where Service Element already notified) (See Para-105 OM Part IV Vol. IV)

I. Data

1.	Name	'Z'
2.	Regimental Number	14532994 Y
3.	Rank	NK
4.	Pay Group	Y
5.	Date of Birth	18.04.1971
6.	Date of enrolment	19.03.1989
7.	Date of discharge	31.03.2010
8.	Date of Release Medical Board	17.11.2009
9.	Name of I.D.	PIVD L4.5, L-55-1724(E) V.67.
10.	Percentage and period of disability	
	Approved by Release Medical Board	30% for 2 years
11.	Pay Scale	
	Pay in pay band	Rs. 8550/-
	Grade pay -	2400/-
	MSP	2000/-
	Classification allowance	<u>300/-</u>
	Total	13,250/-

II Calculation

$$\begin{aligned} 11. \quad \text{Amount of disability element for 100\% shall be } & \frac{13,250 \times 30}{100} \\ & = \text{Rs. 3975/- p.m.} \end{aligned}$$

$$\begin{aligned} \text{Amount of disability element for 30\% shall be } & \frac{3975 \times 30}{100} \\ & = \text{Rs. 1193/- p.m.} \end{aligned}$$

Note:- Amount of disability element is payable in addition to service element notified through 'S' series of PPO and dearness relief is also payable on this element.

Authority: GOI, MOD letter No. 1(2)/97/D(Pen-C) dated 31.01.2001 and GOI MOD Letter No. Dated 5.5.2009

ILLUSTRATION No 5

Compensation in lieu of War Injury element (See Para-124 O M Pt.-IV Vol.- IV)

I. DATA

1.	Name	Z
2.	Regimental No.	2590477-H
3.	Rank	N K
4.	Date of Birth	03-03-1977
5.	Date of Enrolment	04-01-1996
6.	Date of Injury	05-08-2005
7.	Name of Operation	“ OP RAKSHAK ”
8.	Name of I.D.	“ GSW (RT) Arm with COMBINED COMMIA
9.	Date of Compensation MB	31.12.2005
10.	Percentage of Disability Recommended by Compensation Medical Board	60% For Life
11.	Percentage of Disability accepted By APO in consultant with MA(P).	60% For Life
12.	Age next Birth day	29 YEARS
13.	Loading of Age, if any	NIL
14.	Purchase value as per AI 85/71 for 29 Yrs.	9.176

II Calculation n

15.	.Rate of 100% War Injury Element	Rs. 7020/-
16.	Amount of War Injury Element	$7020 \times 60 / 100 = \text{Rs. } 4212/-$

i.e. 60% of Rs.7020/-

17.	Amount of Commutation admissible (4212X12X9.176)	$= 463791.7$ rounded to $= \text{Rs. } 463792/-$
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Note-1: Payment of compensation in lieu of war injury element is to be authorized through Payment authority in favour of PAO (ORs) for crediting in the individual's IRLA.

Note-2: The PAO (ORs) shall also be advised to keep a suitable note regarding the payment of compensation in lieu of war injury element in the LPC-cum-Data Sheet to avoid double payment.

Authority: GOI, MOD Letter No. 1(2)/97/D(PEN-C) Dt. 31.01.2001

ILLUSTRATION No 6

Reassessment of Disability Pension (Continuation Award of Disability Pension)

(See Para-146 O M Pt.-IV Vol.- IV)

I. DATA

1. Name	'Y'
2. Regimental No.	1062545
3. Rank	Sepoy
4. Period of original grant of D.P.	8.3.86 to 18.12.87
5. Period of Last Award	4.8.99 to 10.6.2009
6. Rate of disability	Rs.90/-PM
7. Date of R.S.M.B	17.04.2009
8. Period and Percentage of Disability recommended by RSMB	20% for Life

II. CALCULATION

10. Disability Element

- (i) This will be calculated with reference to percentage of disability accepted and rank of the individual.
- (ii) The rates of disability element for 100% disablement for Sepoy is Rs. 3510/-
- (iii) The 20% of Rs 3510/- comes to

$$\text{Rs. } \underline{3510 \times 20\%} = \text{Rs } 702/-$$

11. Rate: The rate of disability element will be Rs. 702/- pm wef. 11.06.2009 for life

(Authority: G.O.I, M.O.D. Letter No. 1(2)/97/D(Pen-C) Dt. 31.01.2001 and PC1(2)/97/D (Pen-C) dated 16.05.2001 and 15-2-2011.)

Note:- Service element included in the initial PPO will be payable in addition. The service element will be consolidated by the PDA in terms of GOI MOD letter No 1(2)/97/D(Pen-ser) dated 24.11.97 which will not be less than Rs. 1275/-pm wef 1.01.1996. However the amount of pension commuted will be reduced. Dearness Relief is also payable at the rates sanctioned by Govt. from time to time.

ILLUSTRATION No 7

Special Family Pension (Death in Service) (See Para-179 O M Pt.-IV Vol.- IV)

I. DATA

1.	Name		'X'
2.	Regimental No.		1460569 P
3.	Rank		Havildar
4.	Pay Group		Y
5.	Date of Birth		01-10-1968
6.	Date of Enrolment		17-09-1987
7.	Date of Death		19-01-2011
8.	Cause of Death		DISEASE
9.	Name of Fatal Disease	(1)	BILATERAL PNEUMONIA
		(2)	RENAL ALLOGRAFT
10.	Whether accepted as Attributable to Military Services		YES
11.	Nominated Heir for Family Pension		WIFE
12.	Pay Scale		5200-20200
13.	Pay of the Deceased at the time of death		
	Pay in Pay Band		9880
	MSP		2000
	Grade Pay		2800
	Class Pay		300
	Total		14980

II. CALCULATION

Formula:

14. Special Family Pension : 60% of the Reckonable Emolument
15. Amount of Special Family Pension : $\frac{14980 \times 60}{100} = \text{Rs. } 8988/-\text{p.m.}$
16. DEATH GRATUITY FORMULA

Half of reckonable emoluments for each completed six monthly period of qualifying service subject to a minimum of 12 times and a maximum of 33 times of the reckonable emoluments restricted to Rs. 10 lakhs.

16. Qualifying service rendered 23 YEARS 3 MTH. 3 DAYS
rounded to 23 1/2 years add weightage of 5 YRS.
17. Total number of completed Six months period of qualifying service
 $28.50 \times 2 = 57.$
18. DA% 51%
19. Emoluments including DA $14980 + 7640 = 22620$
20. Death Gratuity $= \frac{57 \times 22620}{2} = 644670$

Authority: (G.O.I, M.O.D. letter No. 1(6)/98/D(PEN/SERS) DT. 03.02.1998 and 1(2)/97/D(PEN-C) DT. 31.01.2001 & GOI, MOD letter no 16(6)/2008(2)/D(Pension/Policy DT 05.05.2009)

Ordinary Family Pension (Death in Service)

(See Para-203 O M Part.-IV Vol.- IV)

I. DATA

1.	Name	'F'
2.	Regimental No.	JC218095X
3.	Rank	Subedar
4.	Pay Group	Y
5.	Date of Birth	26.09.1966
6.	Date of Enrolment	26.09.1985
7.	Total Qualifying Service	25 Years 04 Months 17 Days
8.	Date of Death	15.02.2011 (Died in Service)
9.	Pay in Pay Band	10460
10.	Grade Pay	4200
11.	MSP	2000
12.	Nominated Heir For Family Pension	Wife
12.	Cause of Death	Natural Death
13.	Cause of Death Accepted by Award Panel	Non-Attributable

II. CALCULATION

14. Normal Rate: Ordinary family pension is admissible @ 30% of reckonable emoluments LAST DRAWN subject to a minimum of Rs.3500/- pm

15. Enhanced Rate:

(A) The amount of enhanced rate of Ordinary Family pension is admissible lowest of the following amounts:-

(i) 50% of reckonable emoluments

(ii) Amount of service pension in cases when the deceased was a Pensioner.

(B) Where individual has rendered a minimum period of 7 years of continuous qualifying service or after retirement with a pension, for a period of 7 years from the date following the date of death or upto the date on which the deceased would have attained the age of 65 years (67 years from 13/7/98 provided opted for extension of service) had he been alive.

16. Ordinary family pension admissible:

Enhanced rate 50 % of reckonable emoluments Rs. 16660/-p.m. wef 16.2.2011 to 15.02.2018 i.e. $\frac{50 \times 16660}{100} = 8330/-$

Normal rate 30% of reckonable emoluments ie. $\frac{30 \times 16660}{100}$
= Rs 4998/-p.m.

17. Death gratuity will be calculated in the same manner as indicated in illustration No. 7

(Authority: G.O.I, M.O.D. LETTER NO. 1(6)/98/D(PEN/SERS) DT.
03.02.1998)

ILLSTRATION NO. 9
Liberalised Family Pension(battlecasualtycases)
(See Para-211 O M Part.-IV Vol.- IV)

I. DATA

1.	Name	'C'
2.	Regimental No.	JC448357
3.	Rank	Subedar
4.	Pay Group	'Y'
5.	Date of Birth	06.03.1967
6.	Date of Enrolment	02.05.1985
7.	Date of Death	03.06.2009
8.	Cause of Death	Killed in Action
9.	Nominated Heir for Family Pension	Wife
10.	Pay in Pay Band	12560
11.	Grade Pay	4600
12.	MSP	2000
	Total	

II. CALCULATION

Formula:

Liberalised family pension is admissible at the rate equal to reckonable emoluments last drawn.

12. last pay drawn : Rs. 19160/-
13. Rate: Liberalised family pension admissible- Rs. 19160/-pm
14. Death Gratuity shall be calculated in the SAME manner as indicated in illustration No.7.

(Authority: GOI.MOD letter No. 20(I)/98/ D(Pay/services) dated 22.09.98 as amended vide that Ministry's letter of Even No dated 12.04.1999, 3.08.1999 and 1(2)/97/D (PEN-C) DT. 31.01.2001 & GOI, MOD letter no16 (6)/2008(2) /D (Pension /Policy DT 05.05.2009

Concordance table of draft Office Manual part-IV Vol-IV

Para in OM Part IV , Vol IV (2006 Edition)	Para in OM Part IV Vol IV(2014 Edition)	Addition/Deletion / Modification	Authority
5	5	Modified	MoD letter No 1(13)/2012/D (Pen/Pol) dated 17.01.2013
6	6	Modified	HQrs EDP U.O No EDP/Suvigya/ Project/Sangam dated 17.10.2014
7	7	Modified	Reg-41 PRA-2008
9	9	Modified	Reg- 54&56 PRA-2008
10	10	Modified	Reg-2 PRA-2008
12-13	12-13	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
15-22	15-22	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
28	28	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
31	31	Modified	Reg-41 & 47 PRA-2008
32	32	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
34	34	Modified	PRA-2008
35	35	Modified	As per PRA-2008
36	36	Modified	GOI,MOD letter dated 12.11.2008
37	37	Modified	GOI,MOD letter dated 12.11.2008
38	38	Modified	GOI,MOD letter dated 12.11.2008
39	39	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014 and Due to 6 th CPC(disability element and war injury element)
40	40	Modified	As per GOI, MOD letter No. B/39027/AG/PS-4(a & c)/589/C/D(Pen/Sers) dated 27.03.2002
41	41	Modified	Modified as per circular No 512 dated 26.06.2013
42	42	Modified	Being obsolete.
44	44	Modified	circular No 512 dated 26.06.2013
45	45	Modified	GOI,MOD letter 12.06.2009
48	48	Modified	min pension is 3500/- as per circular No 397 and Govt. letter dated 12.11.2008
51	-	Deletion	Reg-12 of PRA PART-I 2008
53	53	Modified	On abolition of MAP vide letter No.- 1(2)/2002/D(Pen-C) dt. 1.09.2005 this Para has no relevance

55-59	55-59	Deletion	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
63	63	Modified	Modified as per Reg 56 of PRA-I 2008 and GOI MOD letter 31.01.2001
67	67	Modified	HQrs office letter No A/III/12157/CMP/2013-14 dated 08.05.2013 and even no dated 05.08.2014
69	-	Deletion	obsolete after 6 th CPC order

72	72	Deleted	GOI MOD letter dated 31.01.2001 and 26/12/2011 and Entitlement Rule-2008
73	73	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
74-79	74-79	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014.
80-81	80-81	Deleted	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
82	82	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
84	84	Deleted	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
89	89	Modified	GOI MOD letter No.16(5)/2008/D(pen/policy) dated 29.09.2009
90	90	Modified	As per GOI, MOD letter No. 2(1)/2011-D(Pen/policy) dated 3 rd February, 2011
91	91	Modified	Renumbered as per entitlement Rule 2008
94	94	Modified	As per Entitlement Rules-2008
95-99	95-99	Modified	as per Govt Letter Dated 1- 09-2005
101-102	101-102	Modified	as per Govt Letter Dated 1- 09-2005
104	104	Modified	as per Govt Letter Dated 5-5- 2009
105	105	Addition	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
107-108	107-108	Modified	as per Govt Letter Dated 1- 09-2005
116	116	Modified	As per GOI, MOD letter No.16(6)/2008/(1)/ D(Pension/Policy) dated 04.05.2009,
117	117	Addition	Added Govt. of India, Ministry of Defence letter No. 1(9)2012- D(Pen/Pol) dated 14th November, 2013

118	118	Modified	i HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014 ii) On abolition of MA(P) vide GOI Letter No.- 1(2)/2002/D/(Pen-C) dated 01.09.2005. iii) Entitlement Rule 2008
119	119	Modified	due to abolition of MA(P),vide letter dated 01.09.2005 , these type of cases are directly submitted by RO to this office for notification of PPO as now RO is the adjudicating authority
120	120	Addition	as per 6th CPC rates Rs. 3500/-pm. w.e.f.1-1-2006 GOI, MOD letter No. 17(4)/2008(2)/D (Pen/Policy) dated 12.11.2008
122	122	Modified	Authority: GOI MOD letter No. 10(01)/D(Pen/Pol)/2009 Vol-II dated 1.9.2010
123	123	Addition	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
124	124	Addition	as per GOI ,MoD letter No 16(6)/2008/D(Pension/Pol) dated 04.05.2009
125	125	Addition	as per GOI ,MoD letter No 16(6)/2008/D(Pension/Pol) dated 04.05.2009 and HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
126	126	Addition	as per GOI ,MoD letter No 16(6)/2008/D(Pension/Pol) dated 04.05.2009
127	127	Modified	as per Govt Letter Dated 1-09-2005
128	128	Deletion	as per Govt Letter Dated 1-09-2005
129	129	Modified	Modified as per Entitlement Rules-2008
135	135	Addition	GOI MOD letter No.- 10(D)/(Pen/Pol)/2009-Vol II dt. 19.01.2010, GOI, MOD letter No. 2(2)/2011/D (Pen/Pol), dated 26 th December 2011, GOI MOD letter No. 12(28)/2010-D(Pen/ Pol) dated 10 th February' 2014, and Procedure changes (Notification of PPO in Court cases)
136	136	Deletion	Procedure changes (Section merged with G3 section)
137	137	Modified	Procedure changes after implementation of 6 th CPC.

			HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
143-145	143-145	Modified	As per Govt letter dt 1-09-2005
146	146	Modified	Rule 179 with CS No. 44/IV/67 of PR 1961 Army and as per 6 th CPC GOI, MoD letter dated 04.05.2009
146	146	Modified	Accepted as per Govt letter dt 1-09-2005
148	148	Modified	Procedure modified due to merger of G-3 RA section in G-3 section and language modified
150	150	Deletion	as per Govt Letter Dated 1- 09-2005
151	151	Modified	as per Govt Letter Dated 1- 09-2005
154	154	Deletion	Deleted being obsolete as role of MA(P) abolished . Modified as per Govt letter dt 1-09-2005
155	155	Modified	As per Govt letter dt 1-09-2005 and letter No.- 1(2)/97/D(Pen- C) dt 7-2-2001
157	157	Modified	as per GOI, MoD letter No 01(05)/2010-D(Pen/Pol) dated 17.01.2013
158	158	Modified	No 1(2)/97/D(Pen-C) New Delhi Dated-31.01.2001,
158	158	Modified	Accepted as per Entitlement Rule-2008
159	159	Modified	as per Reg 117, 118 & 118(b) of PRA-I 2008
160	160	Modified	No 1(2)/97/D(Pen-C) New Delhi Dated-31.01.2001, GOI, MOD letter No. A/49601/AG/PS 4 ©/-3363/B/D/(Pen/Sers) dt. 27.8.87,MOD ID No 878/A/D(Pen/Sers)/04 dated- 21.09.2004, No 1(3)/2007- D(Pen/Policy) dated- 25.10.2007, . GOI, MOD letter No. 17(4)/2008(2)/D(Pen/Pol.), dated 12.11.2008
161	161	Modified	as per Entitlement Rule 2008.
163	163	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
168	-	Deletion	As per MoD letter dated 01.09.2005.

169	169	Modified	As per MoD letter dated 01.09.2005 and Ministry of Defence (Army) letter No. B/40122/MA (P)/AG/PS-5, dated 20.07.2006
170-174	-	Deletion	As per MoD letter dated 01.09.2005
178	178	Modified	As per GOI, MoD letter dated 31.01.2001.
179	179	Modified	As per GOI, MOD letter No. 1(2)/97/D(Pen-C) dt. 31.1.2001, and letter No.17(4)/2008(1)/D(Pen/Policy)/Vol-V dated 15.02.2011 and Letter No.- 1(17)/2012/DPen/Pol) dated 17.01.2013
180	180	Addition	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
181	181	Modified	HQrs EDP U.O No EDP/Suvigya/Project/Sangam dated 17.10.2014
182	182	Modified	As per Regn 130 of PR Part-I 2008
183	183	Modified	Language modified
184	184	Modified	As per Regn 126, of PRA-I 2008 and Regn 10 of PRA-I Part-II
187	187	Modified	Modified as Regn 127(b) of PRA-I 2008.
189	189	Modified	As per GOI, MOD Letter No.- 1(1)/2001/D (Pen/Policy) dated 20.01.2009
193	193	Modified	GOI, MOD letter No. 17(4)/2008(2)/D(Pen/Pol.), dated 12.11.2008, Letter No.- 02(03)/2010-D (Pen/ Policy) dated 17.01.2013 ,letter No 1(1)/2010/D(Pens/Pol) dated 15.02.2011,
198	198	Modified	Procedure has been changed as per GOI, MOD letter No. 1(3)/99/D(Pension/Services), dated 24.11.1999 on GOI, MOD letter No. B/38207/AG/PS-4 (b)/931/B/D (Pension/Services), dated 26.08.1998
203	203	Modified	As per Min. of Def Letter no.- 1(16)/2012/D(Pen/Policy) dt 17.01.2013, GOI, MOD Letter No. 17(4)/2008 (2)/D(Pen/Policy) dated 12.11.2008
206	206	Modified	GOI, MoD Letter No.-

			01(05)/2010-D(Pen/Policy) dated 17.01.2013.
208	208	Modified	GOI,MOD letter No 1(2)97/D(Pen-C) new Delhi dt- 31.01.2001
209	209	Modified	GOI, MOD Letter No.- 1(1)/2001/D (Pen-C) dated 24.06.2005.
211	211	Modified	GOI, MOD letter No.- 1(13)/2012/D(Pen/Pol) dated 17.01.2013 and GOI, MOD Letter No.- 17(4)/2008(1)/D(Pen/Policy)/ Vol-V dated 15.02.2011 and MoD letter No 17(4)/2008(2)/D(Pen/Pol) dated 12.11.2008
213	213	Modified	As per SOP forwarded under CGDA Letter No.- 5669/AT- P/Ministry dated 05.11.2013
225	225	Modified	Govt. of India Min. of Def. Letter No.- 20(5)/2009/D(Pay/Services) dated 04.06.2010
226	226	Modified	As per SOP forwarded under CGDA Letter No.- 5669/AT- P/Ministry dated 05.11.2013 and office note No Gts/Tech/0176/OM-IV dated 19.09.2014.
230	230	Modified	GOI,MOD letter dated 12.11.2008 and
235	235		Govt. of India Min. of Def. Vide their letter No. 7(32)/2007/D(AG) dated 14.05.2008 as amended by even no. dated 07.10.2008.
237	237	Deletion	GOI, MOD letter No.- 1(2)/2002/D (Pen-C), dated 01.09.2005
238	238	Modified	GOI, MOD letter No.- 1(2)/2002/D (Pen-C), dated 01.09.2005
250-255	250-255	Deletion	GOI, MOD letter No.- 1(2)/2002/D (Pen-C), dated 01.09.2005
256	256	Modified	Procedure changes due to merger of commutation section with G-2 and G-3 section .
258	258	Modified	As per GOI MOD letter No 17(4)/2008(2)/D(Pen/Pol) dated 12.11.2008
259	259	Modified	Procedure changes due to merger of commutation section

			with G-2 section .
266	266	Modified	Procedure changes due to merger of commutation section with G-2 section
267-269	267-269	Deletion	Procedure changes due to merger of commutation section with G-2 section
270	270	Deletion	Regn-12 PRA PART-I 2008 and MOD letter no. 12/11/2009
274	274	Deletion	Procedure changes due to merger of commutation section with G-2 section
275	275	Modified	GOI, MOD letter dated 12.11.2008 which is reproduced in Appendix-16A
276	276	Deletion	Being obsolete.
285-289	285-289	Deletion	Procedure changes due to merger of commutation section with G-2 section.
292	292	Modified	GOI MOD letter No.- 10(01)/D(Pen/Pol) /2009/Vol.II dt. 31.01.2001 and GOI MOD letter No.- 16(6)/2008(2)/2008/D(Pension/ Policy) dt. 05.05.2009 and GOI MOD letter No.- 10(01)/D(Pen/Pol) /2009/Vol.II dt. 19.01.2010
296	296	Modified	GOI MOD letter No. 17(4)/2008(1)/D (Pen/Policy) dated 11.11.2008
297	297	Modified	GOI MOD letter No. 1(06)/2010-D(Pen/Policy) dt. 22.11.2013.
298	298	Modified	GOI MOD letter No. 1(06)/2010-D(Pen/Policy) dt. 22.11.2013. Para 5 deleted being obsolete
300	300	Modified	Modified vide GOI MOD letter No. B/38174/PS-5/D(Pen/Pol) dated 3.9.2009.
302	302	Modified	Modified vide GOI MOD letter No. B/38174/PS-5/D(Pen/Pol) dated 3.9.2009.
331(A)	New added	Modified	DA Rate of 6 th CPC
Appendix			
Appendix 1			No Change
Appendix 2 to 18			Amended/Modified
Annexure-I	Annexure-A		Modified
Annexure-II	Annexure-B		Sl No. 1 -- No Change Sl. No. 2 to 5 - Not Reproduced Sl No. 6 –No Change

			Sl. No. 7 to 8-Not Reproduced Sl No. 9 to 10—No Change
Annexure-III	Annexure-C		<p>No change except the following:- The following existing forms have been deleted being obsolete</p> <p>S.N. 7 - GO(3) F-3 S.N. 9- GO(3) F-2 S.N. 10- GO(3) F-4 S.N. 16- GO(3) F-12 S.N. 19- GO(3) F-15 S.N. 20- GO(3) F-16 S.N. 21- GO(3) F-17 S.N. 24- GO(RA) F-2 S.N. 25- GO(RA) F-4 S.N. 26- GO(RA) F-5 S.N. 27- GO(RA) F-6 S.N. 28- GO(RA) F-7 S.N. 29- GO(RA) F-8</p> <p>S.N. 37- GO(4) F-13 S.N. 58 & 71</p> <p>The Following have been amended:- S.N. 52, 53 & 66</p>
Annexure-IV	Annexure-D		Modified