



INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI

F. No. GAC-21-21/2014-CDN

Dated the 30th April, 2014

ENDORSEMENT

Department of Pension & Pensioners' Welfare, Ministry of Personnel, Public Grievances & Pensions, Government of India, New Delhi has issued Notification dated 31.3.2014 regarding Amendment to CCS (Pension) Rules 1972. The above mentioned letter is being uploaded on the ICAR Web-Site www.icar.org.in for information and further necessary action.

(J.N. Bhagat)
Under Secretary (GAC)

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भारतीय कृषि अनुसंधान परिषद
कृषि भवन- नई दिल्ली

फा० सं० सा० प्र० सं०-21-21/2014.समन्वय

दिनांक : 30.4.2014

पृष्ठांकन

पेंशन एवं पेंशनर्स कल्याण विभाग, कार्मिक मंत्रालय, लोक शिकायत और पेंशन, भारत सरकार, नई दिल्ली द्वारा दिनांक 31.3.2014 को सीसीएस (पेंशन) नियम, 1972 सूचना में संशोधन - के बारे में जारी किया है। यह का.जा. भा.कृ.अ.प. की वेबसाइट www.icar.org.in पर सूचना एवं अनुपालन हेतु अपलोड कर दिया गया है।

(जे. एन. भगत)

अवर सचिव (जीएसी)

वितरण:

- 1 भा.कृ.अ.प. के संस्थानों/परियोजना निदेशालयों/राष्ट्रीय अनुसंधान केन्द्रों/परियोजना समन्वयकों/ अनुसंधान परियोजना समन्वयकों/क्षेत्रीय परियोजना समन्वयकों के सभी निदेशक/ब्यूरों के सभी निदेशक।
- 2 महानिदेशक., भा.कृ.अ.प. के वरिष्ठ प्रधान निजी सचिव/सचिव, भा.कृ.अ.प. के प्रधान निजी सचिव/वित्त सलाहकार (डायर) के प्रधान निजी सचिव।
- 3 अध्यक्ष, कृ.वै.च.मं./राष्ट्रीय निदेशक एनएआईपी/परियोजना निदेशक (डीकेएमए), पूसा, नई दिल्ली
- 4 श्री हंस राज, आईएसओ, (डीकेएमए), कृषि अनुसंधान भवन-1 को आईसीएआर की वेबसाइट पर डालने करने हेतु।
- 5 भा.कृ.अ.प. के सभी अधिकारी/अनुभाग कृषि भवन/कृषि अनुसंधान भवन-1/2, एनएएससी काम्पलेक्स। 6 सचिव (कर्मचारी पक्ष) सीजेएससी राष्ट्रीय मांस अनुसंधान केन्द्र चंगीचेरला



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, सोमवार, मार्च 31, 2014/चैत्र 10, 1936

No. 168]

NEW DELHI, MONDAY, MARCH 31, 2014/CHAITRA 10, 1936

कार्मिक, लोक शिकायत और पेंशन मंत्रालय

(पेंशन और पेंशनभोगी कल्याण विभाग)

अधिसूचना

नई दिल्ली, 28 मार्च, 2014

सा.का.नि. 233(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक और अनुच्छेद 148 के खंड (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखा परीक्षा और लेखा विभाग में सेवारत व्यक्तियों के संबंध में भारत के नियंत्रक महालेखा परीक्षक से परामर्श करने के पश्चात केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 का और संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम केंद्रीय सिविल सेवा (पेंशन) तीसरा संशोधन नियम, 2014 है ।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे ।

2. केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 में,—

(क) नियम 53 के उपनियम (1) में, “या प्ररूप 2 में, जो भी मामले की परिस्थितियों में उपयुक्त हो,” शब्दों और अंकों का लोप किया जाएगा ;

(ख) प्ररूप 1 के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—

“प्ररूप 1

उपदान, साधारण भविष्य निधि और केंद्रीय सरकारी कर्मचारी समूह बीमा स्कीम के लिए सामान्य नाम निर्देशन प्ररूप

[केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 का नियम 53, साधारण भविष्य निधि (केंद्रीय सेवाएं) नियम, 1960 का नियम 5 और केंद्रीय सरकारी कर्मचारी समूह बीमा स्कीम, 1980 का पैरा 19.7 देखें]

मैं.....नीचे वर्णित व्यक्ति/व्यक्तियों को नाम निर्दिष्ट करता हूँ और उस/उन पर मेरी मृत्यु की दशा में नीचे विनिर्दिष्ट सीमा तक निम्नलिखित के लेखे रकम प्राप्त करने का अधिकार प्रदत्त करता हूँ : —

(i) कोई उपदान, जिसका संदाय केंद्रीय सिविल सेवा (पेंशन) नियम, 1972 के नियम 50 के अधीन प्राधिकृत किया जाए ;

(ii) कोई रकम, जो साधारण भविष्य निधि में मेरे खाते में हो ;

(iii) कोई रकम, जो केंद्रीय सरकार द्वारा केंद्रीय सरकारी कर्मचारी समूह बीमा स्कीम, 1980 के अधीन स्वीकृत की जाए ।

नाम निर्देशिती का नाम, जन्म तारीख और पता	कर्मचारी/पेंशनभोगी से नातेदारी	प्रत्येक को संदत्त किया जाने वाला भाग	यदि नाम निर्देशिती अवयस्क है तो उस व्यक्ति का नाम और जन्म तारीख, जो अवयस्क के निमित्त रकम प्राप्त कर सकेगा	स्तंभ (1) के अधीन नामा निर्देशिती की कर्मचारी/पेंशनभोगी से पूर्व मृत्यु की दशा में वैकल्पिक नाम निर्देशिती का नाम, जन्म तारीख और पता	प्रत्येक को संदत्त किया जाने वाला भाग	उस व्यक्ति का नाम, जन्म तारीख और पता, जो स्तंभ (5) में वैकल्पिक नाम निर्देशिती के अवयस्क होने की दशा में रकम प्राप्त कर सकेगा	वह आकस्मिकता, जिसके घटित होने पर नाम निर्देशन अविधिमान्य हो जाएगा
1	2	3	4	5	6	7	8

यह नाम निर्देशन पूर्व में मेरे द्वारा किए गए किन्हीं नाम निर्देशनों को अधिक्रान्त करेंगे ।

स्थान और तारीख :

सरकारी सेवक के हस्ताक्षर

टेलीफोन नं.

टिप्पण 1 - उन फायदों को पूरी तरह काट दें जिसके लिए नाम निर्देशन आशयित नहीं है । पूर्वोक्त फायदा (i), (ii) और (iii) के लिए विभिन्न व्यक्तियों को नाम निर्देशित किए जाने के लिए इस नाम निर्देशन प्ररूप की पृथक् प्रतियों का उपयोग किया जा सकेगा ।

टिप्पण 2 - सरकारी सेवक अंतिम प्रविष्टि के नीचे खाली स्थान पर तिरछी रेखाएं खींचेगा ताकि उसके हस्ताक्षर करने के पश्चात् किसी नाम को अंतःस्थापित करने से निवारित किया जा सके । नाम निर्देशिती/वैकल्पिक नाम निर्देशिती के भाग मिलकर संपूर्ण रकम को कवर करेंगे ।

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(कार्यालय अध्यक्ष/प्राधिकृत राजपत्रित अधिकारी द्वारा भरा जाएगा)

निम्नलिखित नियमों के अधीन श्री/श्रीमती/कुमारी..... पदनाम.....
कार्यालय..... द्वारा किए गए नाम निर्देशन, तारीख....., प्राप्त किए,-

1. केंद्रीय सिविल सेवा (पेंशन) नियम, 1972
2. साधारण भविष्य निधि (केंद्रीय सेवाएं) नियम, 1960
3. केंद्रीय सरकारी कर्मचारी समूह बीमा स्कीम, 1980

(अप्राप्त नाम निर्देशन को काट दें)

सेवा पंजिका के पृष्ठ.....खंड..... पर नाम निर्देशन (नाम निर्देशनों) की प्राप्ति की प्रविष्टि कर ली गई है।

कार्यालय अध्यक्ष /प्राधिकृत राजपत्रित अधिकारी का नाम, हस्ताक्षर और पदनाम, मुहर सहित प्राप्ति की तारीख.....

प्राप्त करने वाला अधिकारी, पूर्वोक्त सूचना को भरेगा और सम्यक् रूप से पूर्ण प्ररूप की एक हस्ताक्षरित प्रति सरकारी सेवक को लौटाएगा जो उसे सुरक्षित अभिरक्षा में रखेगा ताकि वह उसकी मृत्यु की दशा में फायदाग्राहियों के कब्जे में आ सके।

प्राप्त करने वाला अधिकारी अपने तारीख सहित हस्ताक्षर, इस प्ररूप के दोनों पृष्ठों पर करेगा।”

(घ) प्ररूप 2 का लोप किया जाएगा।

[फा. सं. 1/12(i)/2013-पी एंड पी डब्ल्यू ई]

वंदना शर्मा, संयुक्त सचिव

टिप्पण --मूल नियम अधिसूचना संख्या का.आ. 934, तारीख 1 अप्रैल, 1972 द्वारा प्रकाशित किए गए थे। नियमों का चौथा जुलाई, 1988 तक सही किया गया संस्करण वर्ष 1988 में प्रकाशित किया गया था। उक्त नियम तत्पश्चात् निम्नलिखित अधिसूचना संख्याओं द्वारा संशोधित किए गए थे-

1. का. आ. 254, तारीख 4 फरवरी, 1989
2. का. आ. 970, तारीख 6 मई, 1989
3. का. आ. 2467, तारीख 7 अक्टूबर, 1989
4. का. आ. 899, तारीख 14 अप्रैल, 1990
5. का. आ. 1454, तारीख 26 मई, 1990
6. का. आ. 2329, तारीख 8 सितंबर, 1990
7. का. आ. 3269, तारीख 8 दिसंबर, 1990
8. का. आ. 3270, तारीख 8 दिसंबर, 1990
9. का. आ. 3273, तारीख 8 दिसंबर, 1990
10. का. आ. 409, तारीख 9 फरवरी, 1991
11. का. आ. 464, तारीख 16 फरवरी, 1991
12. का. आ. 2287, तारीख 7 सितंबर, 1991
13. का. आ. 2740, तारीख 2 नवंबर, 1991

14. सा.का.नि. 677, तारीख 7 दिसंबर, 1991
15. सा.का.नि. 39, तारीख 1 फरवरी, 1992
16. सा.का.नि. 55, तारीख 15 फरवरी, 1992
17. सा.का.नि.570, तारीख 19 दिसंबर, 1992
18. का. आ. 258, तारीख 13 फरवरी, 1993
19. का.आ. 1673, तारीख 7 अगस्त, 1993
20. सा.का.नि. 449, तारीख 11 सितंबर, 1993
21. का.आ. 1984, तारीख 25 सितंबर, 1993
22. सा.का.नि. 389(अ), तारीख 18 अप्रैल, 1994
23. का.आ. 1775, तारीख 19 जुलाई, 1997
24. का.आ. 259, तारीख 30 जनवरी, 1999
25. का.आ. 904(अ), तारीख 30 सितंबर, 2000
26. का.आ. 717 (अ), तारीख 27 जुलाई, 2001
27. सा.का.नि. 75 (अ), तारीख 1 फरवरी, 2002
28. का.आ. 4000, तारीख 28 दिसंबर, 2002
29. का.आ. 860 (अ), तारीख 28 जुलाई, 2003
30. का.आ. 1483 (अ), तारीख 30 दिसंबर, 2003
31. का.आ. 1487 (अ), तारीख 14 अक्तूबर, 2005
32. सा.का.नि. 723 (अ), तारीख 23 नवंबर, 2006
33. का.आ. 1821 (अ), तारीख 25 अक्तूबर, 2007
34. सा.का.नि. 258(अ), तारीख 31 मार्च, 2008
35. का.आ. 1028 (अ), तारीख 25 अप्रैल, 2008
36. का.आ. 829(अ), तारीख 12 अप्रैल, 2010
37. सा.का.नि.176, तारीख 8 जून, 2011
38. सा.का.नि.928 (अ), तारीख 26 दिसंबर, 2012
39. सा.का.नि.938 (अ), तारीख 27 दिसंबर, 2012
40. सा.का.नि. 103(अ), तारीख 21 फरवरी, 2014
41. सा.का.नि. 138 (अ), तारीख 3 मार्च, 2014

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS

(Department of Pension and Pensioners' Welfare)

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 233(E).—In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the

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President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely :—

1. (1) These rules may be called the Central Civil Services (Pension) Third Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Pension) Rules, 1972, -

(a) in rule 53, in sub-rule (1), the words and figure "or 2, as may be, as appropriate in the circumstances of the case" shall be omitted;

(b) for Form 1, the following shall be substituted, namely:—

"Form 1

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rule 5 of General Provident Fund (Central Services) Rules, 1960 and Para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:—

(i) any gratuity the payment of which may be authorised under rule 50 of CCS (Pension) Rules

(ii) amount that may stand to my credit in the General Provident Fund

(iii) any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to each	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant

Telephone No.

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Note 1 : Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules :—

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari.....

Designation.....

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.”;

- (c) Form 2 shall be omitted.

[F.No.1/12(i)/2013-P&PW (E)]

VANDANA SHARMA, Jt. Secy.

Note.—The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide the following notifications, namely :—

1. S.O. 254, dated the 4th February, 1989
2. S.O. 970, dated the 6th May, 1989
3. S.O. 2467, dated the 7th October, 1989
4. S.O. 899, dated the 14th April, 1990
5. S.O.1454, dated the 26th May, 1990

6. S.O. 2329, dated the 8th September, 1990
7. S.O. 3269, dated the 8th December, 1990
8. S.O. 3270, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
10. S.O. 409, dated the 9th February, 1991
11. S.O. 464, dated the 16th February, 1991
12. S.O. 2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 39, dated the 1st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993
22. G.S.R. 389(E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904(E), dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O. 4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928 (E), dated the 26th December, 2012
39. G.S.R. 938 (E), dated the 27th December, 2012
40. G.S.R. 103 (E), dated the 21st February, 2014
41. G.S.R. 138 (E), dated the 3rd March, 2014

अधिसूचना

नई दिल्ली, 28 मार्च, 2014

सा.का.नि. 234(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक और अनुच्छेद 148 के खंड (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखा परीक्षा और लेखा विभाग में सेवारत व्यक्तियों के संबंध में भारत के नियंत्रक महालेखा परीक्षक से परामर्श करने के पश्चात् साधारण भविष्य निधि (केंद्रीय सेवा) नियम, 1960 का और संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम साधारण भविष्य निधि (केंद्रीय सेवा) संशोधन नियम, 2014 है ।
(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे ।

2. साधारण भविष्य निधि (केंद्रीय सेवा) नियम, 1960 में,—

(क) नियम 5 के उपनियम (3) के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—

नियम, 1972 के प्ररूप 1 में । "

(ख) पहली अनुसूची का लोप किया जाएगा ।

[फा. सं. 1/12(ii)/2013-पी एंड पी डब्ल्यू ई]

वंदना शर्मा, संयुक्त सचिव

टिप्पण.—मूल नियम अधिसूचना संख्या का.आ. 3000, तारीख 1 दिसंबर, 1960 द्वारा प्रकाशित किए गए थे । नियमों का 29 फरवरी, 1988 तक सही किया गया चौथा संस्करण द्विभाषी रूप में प्रकाशित किया गया था । उक्त नियम तत्पश्चात् निम्नलिखित अधिसूचना संख्याओं द्वारा संशोधित किए गए थे :—

1. का. आ. 2002, तारीख 2.9.1989
2. का. आ. 710, तारीख 4.3.1990
3. का. आ. 3006, तारीख 17.11.1990
4. का. आ. 3272, तारीख 8.12.1990
5. का. आ. 146, तारीख 20.3.1993
6. का. आ. 377, तारीख 10.2.1996
7. का. आ. 379, तारीख 10.2.1996
8. का. आ. 3228, तारीख 23.11.1996
9. का. आ. 826, तारीख 25.4.1998
10. का. आ. 2500, तारीख 5.12.1998
11. का. आ. 2690, तारीख 16.9.2003
12. का. आ. 1485(अ), तारीख 30.12.2003
13. का. आ. 3682, तारीख 15.10.2005
14. सा.का.नि.1529, तारीख 6.6.2009
15. सा.का.नि. 2689, तारीख 3.10.2010
16. का. आ. 3091, तारीख 25 सितंबर, 2012

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 234(E).—In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the General Provident Fund (Central Services) Rules, 1960, namely :—

1. (1) These rules may be called the General Provident Fund (Central Services) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the General Provident Fund (Central Services) Rules, 1960, —

(a) in rule 5, for sub-rule (3), the following shall be substituted, namely:—

“(3) Every Nomination shall be made in a common nomination form, namely, Form 1 of the Central Civil Services (Pension) Rules, 1972.”

(b) First Schedule shall be omitted.

[F.No.1/12(ii)/2013-P&PW (E)]

VANDANA SHARMA, Jt. Secy.

Note.— The General Provident Fund (Central Services) Rules, 1960, were published vide S.O. 3000, dated 1.12.1960. The Fourth re-print of the Rules (corrected up to 29.2.1988) have since been published in diglot form. The said rules were subsequently amended vide following Notifications, namely:—

1. S.O. 2002, dated 2.9.1989
2. S.O. 710, dated 4.3.1990
3. S.O. 3006, dated 17.11.1990
4. S.O. 3272, dated 8.12.1990
5. S.O. 146, dated 20.3.1993
6. S.O. 377, dated 10.2.1996
7. S.O. 379, dated 10.2.1996
8. S.O. 3228, dated 23.11.1996
9. S.O. 826, dated 25.4.1998
10. S.O. 2500, dated 5.12.1998
11. S.O. 2690, dated 16.9.2003
12. S.O. 1485 (E), dated 30.12.2003
13. S.O. 3682, dated 15.10.2005

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14. S.O. 1529, dated 6.6. 2009

15. S.O. 2689, dated 03.10. 2010

16. S.O. 3091, 25th September, dated 2012.

अधिसूचना

नई दिल्ली, 28 मार्च, 2014

सा.का.नि. 235(अ).—राष्ट्रपति, पेंशन अधिनियम, 1871 (1871 का 23) की धारा 15 और संविधान के अनुच्छेद 148 के खंड (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखा परीक्षा और लेखा विभाग में सेवारत व्यक्तियों के संबंध में भारत के नियंत्रक महालेखा परीक्षक से परामर्श करने के पश्चात् पेंशन बकाया संदाय (नाम निर्देशन) नियम, 1983 का और संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम पेंशन बकाया संदाय (नाम निर्देशन) संशोधन नियम, 2014 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. पेंशन बकाया संदाय (नाम निर्देशन) नियम, 1983 में,—

(क) नियम 5 में,—

(i) उपनियम (5) के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—

"(5) किसी पेंशनभोगी द्वारा उसके नाम निर्देशन का उपांतरण करने के मामलों में, जिसके अंतर्गत वे मामले भी हैं, जहां नाम निर्देशिनी की पेंशनभोगी से पूर्व मृत्यु हो जाती है तो पेंशन संवितरण प्राधिकारी को प्ररूप 'क' में तीन प्रतियों में एक नया नाम निर्देशन उपनियम (1) में विनिर्दिष्ट रीति में प्रस्तुत किया जाएगा और तत्पश्चात् उपनियम (2) के उपबंध उपांतरणों, यदि कोई हों, सहित यथावश्यक परिवर्तन सहित जैसा कि उपनियम (1) के अधीन किए गए थे, लागू होंगे।";

(ii) उपनियम (6) का लोप किया जाएगा ;

(ख) नियम 8 में, "गृह मंत्रालय (कार्मिक और प्रशासनिक सुधार विभाग)" शब्दों के स्थान पर, "कार्मिक, लोक शिकायत और पेंशन मंत्रालय (पेंशन और पेंशनभोगी कल्याण विभाग) " शब्द रखे जाएंगे ;

(ग) प्ररूप क के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :—

"प्ररूप क

(पेंशन बकाया और पेंशन संराशीकरण के लिए सामान्य नाम निर्देशन प्ररूप)

[पेंशन बकाया संदाय (नाम निर्देशन) नियम, 1983 का नियम 5 और केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981 का नियम 7 देखें]

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नाम निर्देशिती का नाम, जन्म तारीख (जन्म तारीख) और पता	कर्मचारी/पेंशनभोगी से नातेदारी	प्रत्येक को संदत्त किया जाने वाला भाग	यदि नाम अवयस्क है तो उस व्यक्ति का नाम और जन्म तारीख, जो अवयस्क के निमित्त रकम प्राप्त कर सकेगा	स्तंभ (1) के अधीन नाम निर्देशिती की कर्मचारी/पेंशनभोगी से पूर्व मृत्यु की दशा में वैकल्पिक नाम निर्देशिती का नाम, जन्म तारीख और पता	कर्मचारी/पेंशनभोगी से नातेदारी	उस व्यक्ति का नाम, जन्म तारीख और पता, जो स्तंभ (5) में वैकल्पिक नाम निर्देशिती के अवयस्क होने की दशा में रकम प्राप्त कर सकेगा	वह आकस्मिकता, जिसके घटित होने पर नाम निर्देशन अविधिमान्य हो जाएगा
1	2	3	4	5	6	7	8

यह नाम निर्देशन पूर्व में मेरे द्वारा किए गए किन्हीं नाम निर्देशनों को अधिक्रान्त करेंगे।

स्थान और तारीख :

सरकारी सेवक के हस्ताक्षर

टेलीफोन नं०

टिप्पण 1 - उन फायदों को पूरी तरह काट दें जिसके लिए नाम निर्देशन आशयित नहीं है। पूर्वोक्त फायदा (i) और (ii) के लिए विभिन्न व्यक्तियों को नाम निर्देशित किए जाने के लिए इस नाम निर्देशन प्ररूप की पृथक् प्रतियों का उपयोग किया जा सकेगा।

टिप्पण 2 - सरकारी सेवक अंतिम प्रविष्टि के नीचे खाली स्थान पर तिरछी रेखाएं खींचेगा ताकि उसके हस्ताक्षर करने के पश्चात् किसी नाम को अंतःस्थापित करने से निवारित किया जा सके। नाम निर्देशिती/वैकल्पिक नाम निर्देशिती के भाग मिलकर संपूर्ण रकम को कवर करेंगे।

मैं नीचे वर्णित व्यक्ति/व्यक्तियों को नाम निर्दिष्ट करता हूं और उस/उन पर मेरी मृत्यु की दशा में नीचे विनिर्दिष्ट सीमा तक निम्नलिखित के लेखे रकम प्राप्त करने का अधिकार प्रदत्त करता हूं: --

(i) पेंशन का बकाया ;

(ii) केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981 के अधीन संदेय पेंशन का संराशीकृत मूल्य

(कार्यालय अध्यक्ष/प्राधिकृत राजपत्रित अधिकारी द्वारा भरा जाएगा)

निम्नलिखित नियमों के अधीन श्री/श्रीमती/कुमारी पदनाम.....

कार्यालय..... द्वारा किए गए नाम निर्देशन, तारीख, प्राप्त किए,-

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1. पेंशन बकाया संदाय (नाम निर्देशन) नियम, 1983
2. केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981

(अप्राप्त नाम निर्देशन को काट दें)

सेवा पंजिका के पृष्ठ खंड पर नाम निर्देशन (नाम निर्देशनों) की प्राप्ति की प्रविष्टि कर ली गई है।

कार्यालय अध्यक्ष/प्राधिकृत राजपत्रित अधिकारी का नाम, हस्ताक्षर और पदनाम
प्राप्ति की तारीख

प्राप्त करने वाला अधिकारी, पूर्वोक्त सूचना को भरेगा और सम्यक् रूप से पूर्ण प्ररूप की एक हस्ताक्षरित प्रति सरकारी सेवक को लौटाएगा जो उसे सुरक्षित अभिरक्षा में रखेगा ताकि वह उसकी मृत्यु की दशा में फायदाग्राहियों के कब्जे में आ सके।

प्राप्त करने वाला अधिकारी अपने तारीख सहित हस्ताक्षर, इस प्ररूप के दोनों पृष्ठों पर करेगा।”

(घ) प्ररूप ख का लोप किया जाएगा।

[फा. सं. 1/12(iii)/2013-पी एंड पी डब्ल्यू (ई)]

वंदना शर्मा, संयुक्त सचिव

टिप्पण -- मूल नियम का0आ0 3478, तारीख 10 सितंबर, 1983 द्वारा प्रकाशित किए गए थे।

1. का0आ0 789, तारीख 17/03/1984
2. का0आ0 4351, तारीख 15/12/1984
3. का0आ0 73, तारीख 11/01/1986

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 235(E).—In exercise of the powers conferred by section 15 of the Pensions Act, 1871 (23 of 1871) and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Payment of Arrears of Pension (Nomination) Rules, 1983, namely:—

1. (1) These rules may be called the Payment of Arrears of Pension (Nomination) Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Payment of Arrears of Pension (Nomination) Rules, 1983,—
- (a) in rule 5,—
- (i) for sub-rule (5), the following shall be substituted, namely —

“(5) In cases where a pensioner wants to modify his/her nomination, including cases where a nominee predeceases the pensioner, a fresh nomination shall be submitted in triplicate in Form ‘A’ to the Pension Disbursing Authority in the manner specified in sub-rule (1) and thereafter the provisions of sub-rule (2) shall apply mutatis mutandis with modifications as if it was made under sub-rule (1).”;

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- (ii) sub-rule (6), shall be omitted;
- (b) in rule 8, for the words "Ministry of Home Affairs (Department of Personnel and Administrative Reforms)", the words "Ministry of Personnel, Public Grievances and Pensions (Department of Pension & Pensioners' Welfare)" shall be substituted;
- (c) for Form A, the following shall be substituted, namely:-

"Form A

(Common Nomination Form for Arrears of Pension and Commutation of Pension)

[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983 and Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

(i) Arrears of Pension

(ii) Commuted Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981

Name, date of birth (DOB) and address of the nominee	Relation-ship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Relationship with employee/pensioner	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Signature of Government servant/Pensioner

Telephone No.

Note 1 : Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/ authorised Gazetted Officer)

Received the nominations, dated, under the following Rules:-

1. Payment of Arrears of Pension (Nomination) Rules, 1983
2. Central Civil Services (Commutation of Pension) Rules, 1981

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made by Shri/Smt./Kumari.....

Designation.....

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page Volume..... of Service Book.

Name, Signature and Designation of Head of Office/authorised Gazetted Officer with seal

Date of receipt.....

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form."

(d) Form B shall be omitted.

[F.No.1/12(iii)/2013-P&PW (E)]

VANDANA SHARMA, Jt. Secy.

Note.— The principal rules were published vide number S.O.3478, dated the 10th September, 1983 and were subsequently amended vide following Notifications of Department of Pension and Pensioners Welfare, namely:—

1. S.O. 789, dated the 17th March, 1984
2. S.O. 4351, dated the 15th December, 1984
3. S.O. 73, dated the 11th January, 1986

अधिसूचना

नई दिल्ली, 28 मार्च, 2014

सा.का.नि. 236(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक और अनुच्छेद 148 के खंड (5) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय लेखा परीक्षा और लेखा विभाग में सेवारत व्यक्तियों के संबंध में भारत के नियंत्रक महालेखा परीक्षक से परामर्श करने के पश्चात केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981 का और संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम केंद्रीय सिविल सेवा (पेंशन संराशीकरण) संशोधन नियम, 2014 है ।
(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे ।
2. केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981 में,—
(क) नियम 7 के उपनियम (1) में, " प्ररूप 5" शब्द और अंक के स्थान पर, "पेंशन बकाया संदाय (नाम निर्देशन) नियम, 1983 का प्ररूप क" शब्द, अंक, कोष्ठक और अक्षर रखे जाएंगे ;
(ख) प्ररूप 5 का लोप किया जाएगा ।

[फा. सं. 1/12(iv)/2013-पी एंड पी डब्ल्यू (ई)]

वंदना शर्मा, संयुक्त सचिव

टिप्पण - केंद्रीय सिविल सेवा (पेंशन संराशीकरण) नियम, 1981 का 0आ0 1134, तारीख 11 अप्रैल, 1981 द्वारा प्रकाशित किए गए थे और अधिसूचना सं0 34/1/81-पेंशन एकक, तारीख 8 जुलाई, 1983 द्वारा संशोधित किए

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[TO BE PUBLISHED IN THE GAZETTE OF INDIA EXTRAORDINARY.

PART II. SECTION 3, SUB - SECTION (i)]

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Pension and Pensioners' Welfare

NOTIFICATION

New Delhi, the 20th February, 2014

G.S.R..... - In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Pension) Rules, 1972, for Form 3, Form 5, Form 7, Form 8, Form 10, Form 11, Form 12, Form 13, Form 14, Form 18, Form 19, Form 20, Form 21, Form 22 and Form 24, the following Forms shall respectively be substituted, namely:-

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"FORM 3
[See rule 54 (12)]
Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on-----;

S. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

Note 1. - The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2. - The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3. - The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4. - Wife and husband shall include judicially separated wife and husband.

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FORM 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
 - (i)
 - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
 - (a) BSR code of the branch
 - (b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
9. I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Designation:

Place :

Ministry/Department/Office:

Mobile No.:

Date :

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be stuck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

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Check List of Documents to be submitted along with Form 5

S.No.	Description of documents to be enclosed	Whether enclosed
1. (a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant.):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1) (a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	

FORM 7
[See rules 58, 60, 61 (1) & (3) and rule 65(1)]

Form for assessing Pension/Family Pension and Gratuity
[To be sent six months before the Date of Retirement to the PAO]

PART - I

1. Name of the retiring Government employee
2. Father's/Husband's name
3. PAN No.
4. Height & Marks of Identification
5. Date of Birth
6. Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service)
7. Particulars of post held at the time of retirement -
 - (a) Name of the Office
 - (b) Post held
 - (c) Scale of pay/Pay Band & Grade pay of the post
 - (d) Basic Pay / pay in the Pay Band & Grade pay
 - (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms
 - (f) If on foreign service, scale of pay/ pay band, pay in the pay band & grade pay of the post in the parent department
8. Whether declared substantive in any post under the Central Government
9. Date of beginning of service
10. Date of ending of service
11. Cause of ending of service (please tick one)-
 - (a) Superannuation (Rule 35)
 - (b) Voluntary retirement on being declared surplus (Rule 29-A)
 - (c) Voluntary/premature retirement at the initiative of the Government servant [under Rules 48, 48-A and FR 56 (k)]
 - (d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]
 - (e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B)
 - (f) Invalidment on medical ground (Rule 38)
 - (g) Due to abolition of post (Rule 39)
 - (h) Compulsory retirement (Rule 40)

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- (i) Removal/dismissal from service (Rules 24 and 41)
- (j) Death
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)
13. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)
14. Particulars relating to military service, if any -
- (a) Period of military service
- (b) Terminal benefits drawn/being drawn for military service
- (c) Whether opted for counting of military service towards civil pension (Rule 19)
- (d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded
15. Particulars relating to service in autonomous body/State Government, if any -
- (a) Particulars of service :

Name of Organisation	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for pension in the Government
- (c) Whether the autonomous organisation has discharged its pensionary liability to the Central Government
- 16 Whether any departmental or judicial proceedings in terms of rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)
17. Qualifying service -
- (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]
- (b) Period not counting as qualifying service -
- (i) Boy service (2nd proviso to Rule 13)
- (ii) Extraordinary leave not counting as qualifying service (Rule 21)
- (iii) Periods of suspension not treated as qualifying service (Rule 23)
- (iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]
- (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)

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- (vi) Any other period not treated as qualifying service
(give details)
- (c) Additions to qualifying service -
- (i) Civil service (Rule 18)
- (ii) Military service (Rule 19)
- (iii) Benefit of service in an autonomous body
- (d) Net qualifying service
- (e) Qualifying service expressed in terms of completed six
monthly periods (Period of three months & above is to be
treated as completed six monthly period (Rule 49)
18. Emoluments -
- (a) Emoluments in terms of Rule 33
- (b) Emoluments drawn during ten months preceding
retirement-

From	To	Rate of Pay (including NPA)	Amount
------	----	--------------------------------	--------

Note: If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)

- (c) Average emoluments (Rule 34)
- (d) Emoluments or average emoluments (whichever
is higher) to be reckoned for pension (Rule 49)
- (e) Emoluments reckoned for retirement
gratuity/death gratuity (Rule 50)
- (f) Pay reckoned for family pension (Rule 54)
19. Amount of retirement gratuity/death gratuity (Rule
50) (Refer S. No.9 of Calculation Sheet)
20. Details of Government dues recoverable out of
gratuity -
- (a) Licence fee for Government accommodation
[see sub-rules (2), (3) and (4) of Rule 72]
- (b) Dues referred to in Rule 73
- (c) Amount indicated by Directorate of Estates to be
withheld under sub-rule (5) of Rule 72
21. (a) Proposed pension/service gratuity (Rule 49)
- (b) Proposed dearness relief on pension (as on the
date of retirement)
- (c) Date from which pension is to commence (Rule
83)

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22. Rate of Family Pension -
- | | | | |
|--|-----|-----|-----|
| (a) Enhanced rate [Rule 54(3)] | ... | ... | ... |
| (b) Period for which family pension will be payable at enhanced rate | ... | ... | ... |
| (c) Ordinary rate [Rule 54(2)] | ... | ... | ... |
| (d) Date from which ordinary rate of family pension will be payable | ... | ... | ... |
23. Commutation of pension -
- | | | | |
|--|-----|-----|-----|
| (a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension) | ... | ... | ... |
| (b) The percentage of pension commuted | ... | ... | ... |
| (c) Amount of monthly pension commuted | ... | ... | ... |
| (d) Commuted value of pension | ... | ... | ... |
| (e) Amount of residuary pension after deducting Commuted portion | ... | ... | ... |
| (f) Date from which reduced pension is payable | ... | ... | ... |
| (g) Date from which commuted pension is to be restored | ... | ... | ... |
- 24 Post-retirement address of the retiree
25. e-mail ID, if any
- 26 Mobile number, if any

Signature of the
Head of Office

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**FORM 7 CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF
RETIREMENT DUES**

1.	Whether retiring employee is an allottee of Government accommodation
2.	If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office
3.	The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-
4.	Date of receipt of 'No demand certificate' from Directorate of Estates
5.	Date on which intimation regarding any recovery withholding of amount from gratuity received from Directorate of Estates
6.	Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59
7.	Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)
8.	Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/ average emoluments proposed to be reckoned for retirement gratuity and pension.
9.	Whether any objection received from the employee on the above certificate
10.	Date on which the employee submitted his application for pension in Form 5
11.	Whether nominations made in Common Nomination Forms for (i) death gratuity/retirement gratuity (ii) payment under CGEGIS (iii) amount of GPF, if applicable (iv) arrears of pension (v) commuted value of pension (if applicable)
12.	(i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972 (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record
13.	Whether Details of family in Form 3 attached
14.	Whether Medical certificate of incapacity (for invalid pension) attached.
15.	Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).
16.	Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.
17.	Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.
18.	Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

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PART II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlements admitted -
 - A. Length of qualifying service
 - B. Pension -
 - (i) Class of pension
 - (ii) Amount of monthly pension
 - (iii) Date of commencement
 - C. Commutation of Pension -
 - (i) Portion of pension commuted, if any
 - (ii) Commuted value of portion of pension commuted, if any
 - (iii) Residuary pension after commutation
 - (iv) Date from which reduced pension is payable
 - (v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
 - D. Retirement/Death Gratuity -
 - (i) Total amount of gratuity
 - (ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4))
 - (iii) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72(5))
 - (iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)
 - (v) Net amount to be released immediately
 - E. Family Pension -
 - (i) At enhanced rate
 - (ii) Period for which Family Pension at enhanced rate is payable
 - (iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited

Accounts Officer

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PENSION CALCULATION SHEET

- | | | |
|---|------|-----|
| 1. Name | | ... |
| 2. Designation | | ... |
| 3. Scale of pay/Pay Band & Grade pay | | ... |
| 4. Date of birth | | ... |
| 5. Date of entry in the Government service | | ... |
| 6. Date of retirement | | ... |
| 7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO) | | ... |
| 8. Emoluments drawn during the last ten months | | ... |
| 9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO) | | ... |
| (2) Pension admissible (if qualifying service is ten years or more) | | ... |
| Calculations to be shown as follows :-
Emoluments or Average Emoluments/2 | | |
| 10. (1) Emoluments for gratuity (as indicated in PPO) | | ... |
| (2) Retirement gratuity admissible | | ... |
| Calculation to be shown as follows :-
Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.) | | |
| 11. (1) Pay for Family Pension (as indicated in PPO) | | ... |
| (2) Family Pension admissible | | ... |
| Calculations to be shown as follows :- | | |
| (a) Ordinary Family Pension : | | |
| Pay X 30% subject to prescribed minimum and maximum | | |
| (b) Enhanced Family Pension : | | |
| Pay ÷ 2 | | |
| [Subject to prescribed minimum and maximum as per Rule 54]. | | |

Head of Office

Countersigned by

PAO

Copy to:-Shri/Smt./Kumari.....
retiring Govt. Servant

25/48

FORM 8
[See rule 61 (1)]
[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

No
Government of India
Ministry of
Department/Office

Dated the

To

The Pay and Accounts Officer/ Accountant-General

Subject:- Pension papers of Shri/Smt./Kumari..... for authorisation of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt/ Kumari.....of this Ministry/ Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below -

- | | |
|--|-----|
| (a) Balance of the house-building or conveyance advance | Rs. |
| (b) Overpayment of pay and allowances including leave salary | Rs. |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | Rs. |
| (d) Arrears of licence fee for occupation of Government accommodation | Rs. |
| (e) The amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement | Rs. |
| (f) amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any | Rs. |
| (g) Any other assessed dues and the nature thereof | Rs. |

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3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Your faithfully,

Head of Office.

List of enclosures

- 1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- 2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

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FORM 10

[See rule 77(2)]

Form of letter to the nominee of a deceased Government servant where valid nomination for the grant of the death gratuity exists

No.....

Government of India

Ministry of.....

Department/Office.....

Dated the.....

To

.....
.....
.....

**Subject:- Payment of death gratuity in respect of the late Shri/Smt./
Kumari.....**

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt..... (Name & Designation) in the Office/Department/Ministry of..... a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,

Head of Office

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3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Your faithfully,

Head of Office.

List of enclosures

- 1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- 2) Service Book (date of retirement to be indicated in the service book).

NOTES

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

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FORM 12
[See rule 77(2)]

Form of application for the grant of death gratuity on the death of a Government servant

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

- 1 (i) Name of the deceased Government servant in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant
- (iii) Office/Department/Ministry in which the deceased served last

2 Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address
------------	------	---------------	---	----------------

3. In case the claimant(s) is/are minor, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address
------	---------------	-----------------------------	---	----------------

4. Details of Bank with Account No., IFSC Code for e-Payment/ECS

Signature/Thumb-
impression of the
claimant/guardian

Enclosures:

- (i) Death Certificate,
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

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FORM 13
(Set rule 7.3)
(Form of letter to family member of a deceased Government servant for grant of
Family Pension)

No.....
Government of India
Ministry of.....
Department/Office.....

Dated the

To

.....
.....
.....

Subject:- Payment of Family Pension in respect of the late Shri/Smt.
.....

Sir/Madam,

I am directed to state that in terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt. (Name and Designation) in the Office/Department/ Ministry of

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.

3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 54 of Central Civil Service (Pension) Rules, 1972.

4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully,

Head of Office

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FORM 14-

[See Rules 13, 14, and 15 (2)]

Form of application for family pension on death of a Government servant/pensioner/family pensioner

- (i) Name of the Government servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of Government servant
- (iv) Date of death of Government servant/pensioner/family pensioner
- (v) PPO No. of Government servant/pensioner/family pensioner

2. Name and other details of claimant-

Name	Date of birth	Relationship with the deceased Government servant	Postal Address
------	---------------	---	----------------

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable-

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Government servant	Postal Address
------	---------------	--	---	----------------

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased Government servant / pensioner are enclosed in Form 13.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension - Military or State Government and/or a Public Sector Undertaking/ Autonomous body/Local Fund under the Central or a State Government, if any -

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.....

Permanent Account Number for Income Tax (PAN).....

Aadhar No., if available -

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

Note: Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disabled children/siblings and dependent parents to whom family pension has been authorised in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

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FORM 18

[See rules 78(1), 80(1), 80(3), 80 (5), 80-B (1) and 80-B (5)]

**Form for assessing and authorising the payment of family pension
and death gratuity when a Government servant dies while in service****PART I****Section I**

1. Name of the deceased Government servant ...
2. Father's name ...
3. Husband's name in the case of female Government servant...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion...
7. Particulars of post held at the time of death
 - (a) Name of the Office
 - (b) Post held substantively:
 - (c) Officiating post:
 - (d) Scale of pay/Pay Band & Grade Pay
 - (e) Basic Pay/Pay in Pay Band & Grade Pay
 - (f) Whether the last post held was under the Government or outside the Government on foreign service terms
 - (g) If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department
8. Date of beginning of service ...
9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:
(ii) Amount and nature of any pension/gratuity received for the military service
10. Particulars relating to service in autonomous body/State Government, if any -
 - (a) Particulars of service :

Name of Organization	Post held	Period of service		
		From	To	Period
(b)	Whether the above service is to be counted for gratuity in the Government
(c)	Whether the autonomous organization has discharged its pensionary liability to the Central Government
11. Amount and nature of any pension/gratuity received for previous civil service, if any
12. Service qualifying for death gratuity -
 - (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii)] -

Check List of Documents to be submitted with Form 14

1.	Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant. (Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.	
4.	Details of the family in Form 3.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested. in the case of the guardian who is not literate enough to sign his or her name	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, Showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	

- (b) Periods of non-qualifying service –
- (i) Interruption in service condoned under rules 27 & 28
 - (ii) Extraordinary leave not qualifying for gratuity
 - (iii) Period of suspension treated as non-qualifying
 - (iv) Boy service (2nd proviso to rule 13)
 - (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)
 - (vi) Any other service not treated as qualifying service

From

To

Total period of non-qualifying service

- (c) Additions to qualifying service -
- (i) Civil service (Rule 18)
 - (ii) Military service (Rule 19)
 - (iii) Benefit of service in an autonomous body

Total period of qualifying service

- (d) Net qualifying service

(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49))

13. (a) Emoluments reckoning for death gratuity ...
(b) Amount of death gratuity ...

14. Details of Government dues recoverable out of death gratuity -
- (i) Licence fee for occupation of Government accommodation [See rule 80-C]....
 - (ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)]....
 - (iii) Dues referred to in rule 80-C (2) ...

15. Net amount payable as death gratuity

16. Details of the nominee(s) to whom death gratuity is payable

S. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office

19. The date on which action initiated to -

- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77:
- (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1):
- (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2):
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.

20. Details of payment of Family Pension -

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

21. Persons to whom family pension is payable -

- (i) Name ...
- (ii) Relationship with the deceased Government servant ...
- (iii) Full postal address ...

22. Details of guardian who will receive payment of family pension in the case of minor/mentally disabled children

S. No.	Name of minor/mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable

Place

Dated the

Signature of
Head of Office

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PART II

Account Enfacement

Section I

1. (i) Total period of qualifying service accepted for Death gratuity ...
(ii) Total period of continuous service accepted for Family Pension

2. Net amount of death gratuity after adjusting Government dues

3. Amount and the period of tenability of Family Pension –

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

4. Date from which family pension is admissible:
5. Head of Account to which death gratuity and family pension are debitable:

Section II

1. Name of the deceased Government servant ...
2. Date of death of the Government servant ...
3. Date on which pension papers received by the Accounts Officer ...
4. Amount of family pension authorised ...
5. Amount of gratuity authorised ...
6. Date of commencement of family pension ...
7. Date on which payment of family pension and gratuity authorised ...
8. Amount recoverable from gratuity
9. Amount of gratuity held over pending receipt of 'No demand certificate'...

Place

Dated, the

Accounts Officer

37/48

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with rule 80A.

Provisional family pension	Rs.....p.m.
Death Gratuity [amount mentioned in item 13(b) of Section I]	Rs.....
Less	
(a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 14(i) of Section I]	Rs.....
(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 14(ii) of Section I]	Rs.....
(c) Other Government dues as mentioned in item 14 (iii) of Section I	Rs.....
(d) Total of (a), (b) and (c)	Rs.....

Place

Dated, the

Signature of
Head of Office

38/48

FORM 19
(See rule 81)

Form of letter to the Accounts Officer forwarding papers for the
grant of family pension and death gratuity to the family of a
Government servant who dies while in service

No.....

Government of India

Ministry of.....

Department/Office.....

Dated the.....

To

The Pay and Accounts Officer

.....

.....

Subject:- Grant of family pension and death gratuity.

I am directed to say that
Shri/Smt./Kumari.....(Name
and designation) died on..... His family has become eligible for the
grant of family pension and death gratuity. Form 18 duly completed is forwarded
herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered
out of the death gratuity as indicated in Section II of Part I of Form 18.

3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this
Ministry/Department/Office informed that necessary instructions for the disbursement
of family pension and death gratuity have been issued to the disbursing authority
concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures

1. Forms 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

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FORM 20
[See rule 81(2)]
Form of letter sanctioning Family Pension to a member (other than spouse)
on death of a retired Government servant

No.....

Government of India

Ministry of.....

Department/Office.....

Dated the.....

To

The Pay and Accounts Officer

.....
.....
.....

Subject:- **Grant of Family Pension to the child/children/dependent parents/disabled siblings.**

Sir/Madam,

I am directed to say that Shri/Smt.
formerly..... (Designation) in this Ministry/Department was authorized
pension of Rs..... with effect from on his/her retirement
from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt.
..... died on and that at the time of death left no widow/widower
but was survived by the following members of family:-

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

3. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt..... The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. who is the nominee/guardian.

4. Sanction for the grant of Family Pension of Rs.....per month to Shri/Kumari/Smt..... is hereby accorded. The Family Pension will take effect from..... and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head.....

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6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures-

1. Forms 14 (along with check-list)

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FORM 21
[See rule 81(2)]
**Form of letter sanctioning Family Pension to another member of family
on death or ineligibility of a recipient of Family Pension**

No.....
Government of India
Ministry of.....
Department/Office.....

Dated the.....

To

The Pay and Accounts Officer
.....
.....

Subject:- Grant of Family Pension on death or ineligibility of a recipient of Family Pension.

Sir,

I am directed to say that Shri/Smt.
(relationship) of late Shri/Smt. formerly
..... (designation) in this Ministry/Department/Office was authorised the
payment of Family Pension of Rs with effect from
vide PPO No.....

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt./Km.
..... died/ceased to be eligible for family pension on account of
..... on (date).

3. There are the following surviving members of family of the deceased Government
servant/pensioner:-

S. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

4. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of
Family Pension has become payable to Shri/Kumari/Smt..... The
Family Pension will be payable on behalf of the minor/mentally disabled child to Shri/Smt.
..... who is the nominee/guardian.

5. Sanction for the grant of Family Pension of Rs.....per month to
Shri/Kumari/Smt. is hereby accorded. The Family Pension will
take effect from..... and will be tenable as per the provisions of sub-rule (6) of rule
54 of the Central Civil Services (Pension) Rules, 1972.

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6. The Family Pension is debitable to the Head.....
7. Your attention is invited to the enclosures forwarded herewith.
8. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures-

1. Form 14 (along with check-list)

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FORM 22

[See rule 81(4)]

Form of application for the grant of Residuary Gratuity on the death of a pensioner
(To be filled in separately by each claimant)

1. (i) Name of the pensioner in respect of whom residuary gratuity is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of pensioner
- (iv) Date of death of pensioner
- (v) PPO No. of pensioner, if applicable

2. Name and other details of claimant(s)-

S. No.	Name	Date of birth	Relationship with the deceased pensioner	Postal Address
--------	------	---------------	--	----------------

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased pensioner	Postal Address
------	---------------	-----------------------------	--	----------------

4. Account No., name and BSR code of the Branch of Bank to which amount is to be credited:
5. Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to deceased pensioner:
6. Amount of retirement gratuity received by the deceased pensioner:
7. The amount of pension (including ad hoc increase, if any)/service gratuity drawn by the deceased till the date of death:
8. If the deceased had commuted a portion of pension before his death, the commuted value of the pension:
9. Total of items 6, 7 and 8:
10. Amount of death gratuity equal to 12 times of the emoluments:
11. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:

Encl: Specimen signatures/thumb impression
duly attested by a Gazetted Government servant

Signature or left hand thumb impression of the claimant/guardian
Mobile/Telephone No.....
Permanent Account Number for Income Tax (PAN).....
Aadhar No., if available -

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

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Note 1.- If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

Note 2.- Two specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a person on account of physical disability is unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.

FORM 23
[See rule 38(3)]
Form of Medical Certificate

Certified that I/(We) have carefully examined AB son of CD, a in the His age by his own statement is.....years, and by appearance about.....years. I/(We) consider AB to be completely and permanently incapacitated for further service of any kind in the Department to which he belongs in consequence of (here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

"I am/We are of opinion that AB is fit for further service of a less laborious character than that which he had been doing/may, after resting for months, be fit for further service of less laborious character than that which he had been doing. "

Place
Dated the

Medical Authority

46/48

FORM 24
[See rule 32]
Form of certificate of verification of service for pension

No
Government of India
Ministry of
Department/Office

Dated the

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. (Name and Designation) has completed a qualifying service of years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & Stamp of Head of Office

To

Shri.....
(Name & Designation)"

[F.No.1/19/2013-P&PW (E)]


(Sujasha Choudhury)
Deputy Secretary

Note: The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:-

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1. S.O.254, dated the 4th February, 1989
2. S.O.970, dated the 6th May, 1989
3. S.O.2467, dated the 7th October, 1989
4. S.O.899, dated the 14th April, 1990
5. S.O.1454, dated the 26th May, 1990
6. S.O.2329, dated the 8th September, 1990
7. S.O.3269, dated the 8th December, 1990
8. S.O.3270, dated the 8th December, 1990
9. S.O.3273, dated the 8th December, 1990
10. S.O.409, dated the 9th December, 1991
11. S.O.464, dated the 16th February, 1991
12. S.O.2287, dated the 7th September, 1991
13. S.O.2740, dated the 2nd November, 1991
14. GSR 677, dated the 7th December, 1991
15. GSR 399, dated the 1st February, 1992
16. GSR 55, dated the 15th February, 1992
17. GSR 570, dated the 19th December, 1992
18. S.O.258, dated the 13th February, 1993
19. S.O.1673, dated the 7th August, 1993
20. GSR 449, dated the 11th September, 1993
21. S.O.1984, dated the 25th September, 1993
22. GSR 389(E), dated the 18th April, 1994
23. S.O.1775, dated the 19th July, 1997
24. S.O.259, dated the 30th January, 1999
25. S.O.904(E), dated the 30th September, 2000
26. S.O.717(E), dated the 27th July, 2001
27. GSR 75(E), dated the 1st February, 2002
28. S.O.4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. GSR 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. GSR 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. GSR 176, dated the 11th June, 2011
38. GSR 928 (E), dated the 26th December, 2012
39. GSR 938 (E), dated the 27th December, 2012