



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन), प्रयागराज- 211014  
**Principal Controller of Defence Accounts (Pensions), Prayagraj - 211014**  
www.pcdapension.nic.in, e-mail: cda\_albd@nic.in, FAX-05322420274  
EPBX Tele-(0532)-(2421877; 2421879; 2421880) Extn-147  
Call Centre No.(Toll Free)-1800-180-5325 (Timing-9:30AM to 6:00PM)



Registered Post

**Important Circular No. 44**

**Date: 11.08.2022**

To,

1. The Records Office.....
2. The Pay Accounts Office.....
3. The Officer Records Office.....
4. The PCDA(O).....

**Subject:-Counting of former service in respect of Short Service Commissioned/ Emergency Commissioned Officers of Army/ Navy/ Air Force who have died/dies prior to making claim/filing form for counting of pre-commissioned service rendered in ranks towards commissioned service.**

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As per AO 649/73, on the retirement of short service commissioned officer their pension claim was being initiated by the Records office concerned and forwarded to the Controller of Defence accounts (Pensions) duly completed in all respects accompanied by the last pay certificates, the pre-commissioned service documents and the option certificates of the officers. The officers themselves was not required to submit any separate claims for assessing the pre-commissioned service, which was assessed by the this office i.e. Office of the PCDA( P) while dealing with pension cases.

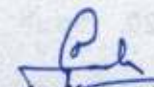
2. Instances have come to notice that there is no provision for counting of former pre-commissioned service (rendered in ranks) of Short Service Commissioned/Emergency Commissioned Officers who died/dies prior to exercising option/making claim/filing form for counting of pre-commissioned service and in the absence of such provision, the eligible next of kin of such deceased officer bears difficult to claim pensionary benefits.

3. Taking into consideration the difficulties faced by such aggrieved families, it has been decided that immediate necessary action may be taken for counting of pre-commissioned service (rendered in ranks) towards pensionary benefits as per GoI, MoD's letter No. 1(7)/2015/D(Pen/Pol) dated 08.06.2022 in respect of such SSCOs/ECOs who have died/dies prior to making the claim/filing up the form for counting of their pre-commissioned service (rendered in ranks) towards commissioned service and release the pensionary benefits to the eligible NoK of such SSCOs/ECOs accordingly. For the purpose of counting of pre-commissioned service in above mentioned circumstances, a simple and speedy Standard Operating Procedure(SOP) may be also be adopted.

4. This circular has been uploaded on PCDA (P) website [www.pcdapension.nic.in](http://www.pcdapension.nic.in) for dissemination across to all concerned.

**File No. G-1/M/032/Vol-VI**

**Date: 11.08.2022**

  
**(Rajendra Kumar Gupta)**  
**ACDA(P)**

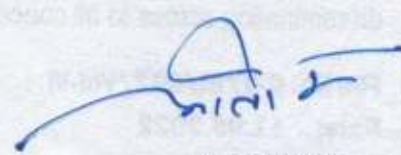
Copy to:-(By Regd. Post)

1. The Dy. Secretary, Govt. of India, Ministry of PPG & P (Deptt. of P & PW), Lok Nayak Bhawan, New Delhi.
2. Director (Pensions), Govt. of India, Ministry of Defence D(Pen/Sers), Sena Bhawan, Wing 'A' New Delhi.
3. The CGDA(AT-P), O/o the CGDA, Ulan Batar Road, Palam, Delhi Cantt.- 110010
4. AHQ GS Branch, TA Directorate, DHQ PO New Delhi - 110011.
5. Naval HQrs, PP & A, DHQ PO New Delhi.
6. DPA, Vayu Bhawan, New Delhi - 11.
7. Air HQrs Ad PP & P - 3, West Block-VI, R. K. Puram, New Delhi - 110066.
8. Army HQrs. AG's Branch, PS-4(b) DHQ, PO New Delhi - 110011.
9. The PCDA(Navy) No.-1, Cooperage Road, Mumbai - 400039.
10. The CDA(AF), West Block-V, R. K. Puram, New Delhi - 110066.
11. The PCDA (O), Golibar Maidan, Pune
12. The JCDA(AF) Subroto Park, New Delhi - 110010.
13. The Director of Audit, Defence Service, New Delhi
14. Army HQrs AG's Branch,MP-6(D) West Block-III, R K Puram, New Delhi-11
15. Army HQrs AG's Branch, MP-5 & 6 West Block-III, R K Puram, New Delhi-11
16. Army HQrs AG's Branch,MP-6(C) West Block-III, R K Puram, New Delhi-11

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1. The PA to PCDA/ CDA/ Addl. CDA /Jt. CDA in Main Office.
2. All GOs in Main Office.
3. All AOs/AAOs in G-1/Military Section.
4. The OI/C, EDP Center (Local) .....for uploading on this office website.
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7. The OI/C, GTs/Tech. ....for information and necessary action.
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20. Spare.

  
(ALOK GIRI)  
Accounts Officer(P)

No. 1(7)/2015/D(Pen/Pol)  
Government of India  
Ministry of Defence,  
Department of Ex-Servicemen Welfare  
D(Pension/Policy)

Room No.222, B-Wing, Sena Bhawan,  
New Delhi-110011  
Dated: 2<sup>nd</sup> June, 2022

To

The Chief of Defence Staff  
The Chief of the Army  
The Chief of the Navy  
The Chief of the Air Force

Sub: Counting of former service in respect of Short Service Commissioned Officers (SSCOs)/Emergency Commissioned Officers (ECOs) of Army/Navy/Air Force who have died/dies prior to exercising option/making claim/filling form for counting of pre-commissioned service rendered in ranks, towards Commissioned Service.

Sir,

The undersigned is directed to refer to this Ministry's letter No. 1(2)/88/D(Pens/Sers) dated 09.01.1990 wherein it has been decided that w.e.f. 01.01.1986, as in case of Regular Commissioned Officers, service rendered in the ranks prior to grant of Emergency or Short Service Commission will also be counted in full towards Commissioned Service. Consequent to this change, requirement of exercising the option prescribed under AI 6/S/65 has become redundant. Further, AO 14/2018/AG/PS-5, for processing the case for counting of former service of SSCOs/ECOs at the time of commission has also been issued on 24.09.2018 relating to the procedure for counting of pre-commissioned service in respect of SSCOs/ECOs.

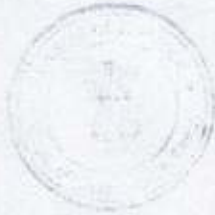
2. Instances have come to the notice of this Ministry that there is no provision for counting of former pre-commissioned service (rendered in ranks) in respect of Short Service Commissioned Officers/Emergency Commissioned Officers who died/dies prior to exercising option/making claim/filling form for counting of pre-commissioned service and in the absence of such provision, the eligible next of kin of such deceased officer face difficult situation in claiming pensionary benefits.




3. Taking into consideration the difficulties faced by such aggrieved families, it has been decided that immediate necessary action may be taken for counting of pre-commissioned service (rendered in ranks) towards pensionary benefits as per MoD's letter No. 1(2)/88/D(Pens/Sers) dated 09.01.1990 in respect of such eligible SSCOs/ECOs who have died/dies prior to exercising option/making the claim/filling up the form for counting of their pre-commissioned service (rendered in ranks) towards Commissioned Service and release the pensionary benefits to the eligible NoK of such SSCOs/ECOs accordingly. For the purpose of counting of pre-commissioned service in above mentioned circumstances, a simple and speedy Standard Operating Procedure (SOP) may also be adopted, detailing eligibility conditions etc.

4. This issues with the approval of competent authority and with the concurrence of Finance Division of this Ministry vide their ID No 10(01)/2017/Fin/Pen dated 20.01.2021.

5. Hindi version will follow.



Yours faithfully,

  
08.06.2021  
(A K Agrawal)

Deputy Secretary to the Government of India

Copy to:

All concerned as per standard list.  
Controller General of Defence Accounts.  
MoD(Finance/Pension), MoD.

5. Payees acknowledgements of Money Orders received back through the postal authorities, in respect of remittances of Pending Enquiry Awards of disability/family pension and ad hoc payments of invalid gratuity will be recorded by the Regt and Corps Record Officers in their offices and produced for local audit to local audit officers concerned during their periodical visits. Undisbursed amounts of Money Orders received back from the Post Offices will be credited through the cash account vide item 3 of Appendix 'D' and a note to this effect stating the particular month's account through which credit was afforded should be made against the items for which payees receipts are not submitted.

*Safeguards against overpayments of Pending Enquiry Awards*

6. A careful watch should be kept to ensure that a money order is not sent out twice in the same month to the party concerned. To achieve this object, copies of Appendix 'E' should be filed safely month after month in guard files.

7. AO 538/63 is HEREBY CANCELLED.

A/44284/AG/PS4(b)

AO 549/73 Procedure for sanction of pension and assessment of pre-commissioned service in respect of ECOS

Reference Army Instruction 6/S/65.

2. Service Pension of Emergency Commissioned Officers governed under paras 6 and 7 of the above Army Instruction would be sanctioned by the Controller of Defence Accounts (Pensions). On the retirement of such officers, their pension claims will be initiated by the Record Office concerned and forwarded to the Controller of Defence Accounts (Pension) duly completed in all respects accompanied by the last pay certificates, the pre-commissioned service documents and the option certificates of the officers under para 8 of Army Instruction 6/S/65. The officers themselves are not required to submit any separate claims for assessing the pre-commissioned service, which will be assessed by the Controller of Defence Accounts (Pension) while dealing with the pension cases.

3. The Officer Commanding the Officer's unit will intimate to the Record Office regarding termination of the officer's Emergency Commission. He will also obtain the option certificate from the officer concerned for despatch to the authorities mentioned in para 8 of the Army Instruction *ibid*. The copy of the officer's option certificate meant for Controller of Defence Accounts (Pension) will be forwarded by the Officer Commanding the officer's unit to the Record Office concerned, who will attach them with the pension claims. No pension claim will be submitted to the Controller of Defence Accounts (Pensions) unless

it is supported by the Officer's option certificate if the officer has exercised his option within the stipulated time. In case an officer has not exercised his option within the prescribed time limit, the Record Officer will certify accordingly and in that case the pensioner will be governed by clause (b) of para 6 of the Army Instruction *ibid* read with para 7 *ibid* and the pension claim will be initiated by the Record Office accordingly.

4. In case an officer has exercised option under clause (a) of para 6 of the Army Instruction *ibid*, the terminal gratuity for Emergency Commissioned service will be payable by the Controller of Defence Accounts (Officers).

5. For the purpose of this Army Order, the 'Record Office' is the Record Office which maintains the officer's service documents pertaining to his JCO/OR service. In the case of Emergency Commissioned Officers, who rendered pre-commissioned service in the Navy or the Air Force, the functions of the Record Office will be performed by the undermentioned authorities:—

(a) Captain, Naval Barracks—in the case of service rendered in the Navy.

(b) OIC, Air Force Record Office, NEW DELHI—in the case of service rendered in the Air Force.

6. AO 418/66 is HEREBY CANCELLED.

A/15339/AG/PS4 (c)

AO 650/73 Austerity Measures

Government of India, Ministry of Defence letter No 32(56)/66/D (Coord) dated 28 Apr 67, on the above subject, is reproduced as Appendix 'A' to this Order for guidance and strict compliance.

39594/AG/PS6

AO 651/73 Discipline—Reciprocal powers of Army, Naval and Air Force Police

1. All ranks of the Army will give their personal number, rank, name and unit to Naval and Air Force Provost Officers and personnel of the Naval and the Air Force Police when called upon to do so. Similarly, all ranks of the Navy and the Air Force have been instructed in Naval and Air Force orders to give their details to any Army Provost Officer, any member of the Corps of Military Police or any Garrison Military Policeman, if asked to do so.