



CPAO/IT&Tech/PFMS/84 (P.F.)/2022-23/11144/202

10.11.2022

**Office Memorandum**

**Subject: Implementation of Revised format of PPO Booklet (CAM-52)**

Office of Controller General of Accounts vide its correction slip No. 10 issued under reference TA-2-01001/2/2021-TA-II/327 dated 30.03.2021 replaced the existing form- 52 (PPO Booklet) with the revised one attached therewith. Thereafter other correction slips No. 19, 22 and 27 were also issued on the subject.

2. It has been observed from the cases received in this Office that the revised format of PPO as amended by O/o CGA is not being used by the Pay and Account Offices while sending the Pension Payment Order booklets to CPAO. This is causing problems in capturing of data in CPAO as prescribed in revised format of PPO.

3. All Pr. CCAs/CCAs/CAs are requested to direct their respective PAOs to ensure the revised format of PPO and all amendments issued by the O/o CGA on the cited subject are duly complied with while sending the pension cases to CPAO.

This issues with the approval of the Chief Controller (Pensions).

**(Dr. N Shravan Kumar)**  
Controller of Accounts

To,

All Pr.CCAs/CCAs/CAs

Copy to NIC (CPAO) for information and making necessary amendments for data capturing as per revised format of PPO Booklet (CAM-52).

12/01/04/21  
F.No.TA-2-01001/2/2021-TA-II/327

Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts  
Mahalekha Niyantrak Bhawan,  
GPO Complex, E-Block, INA, New Delhi-110023

744  
01.04.21

Dated, the 30<sup>th</sup> March, 2021.

**Subject: Amendment in Civil Accounts Manual Revised Second Edition -2007 Volume-I & II (Reprinted in 2012)**

**Correction Slip No. 10**

| Page No.   | CAM reference                       | Amendments                                                                                                                                 |
|------------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| -          | Annexure to Para 7.5.3              | After the "Annexure H1", a new "Annexure-H2" (Special Seal Authority of CPAO) may be inserted.                                             |
| 139        | Para 7.5.3                          | After the words "CPAO will transmit the PPO", the words "under the Special Seal Authority in Annexure-H2 to this Chapter" may be inserted. |
| 424 to 437 | Form CAM-52 (Pension Payment Order) | The existing 'Form CAM-52' may be replaced by the one attached herewith.                                                                   |

**Authority:** - CGA's U.O. No. TA-3-602/2/2019-TA-III/CS-550/237 dated 16-03-2021.

**Encl.:** 1. Annexure-H2  
2. Revised Form CAM-52.

Neelakantan R.  
(Neelakantan R.) 30/3/2021  
Senior Accounts Officer

1. All Pr. CCAs/ CCAs/ CAs of Ministries/ Departments  
2. DG (A/cs.), O/o Comptroller & Auditor General of India, Bahadur Zafar Marg, New Delhi  
3. CC (Pension), CPAO, DoE, MoF, Trikot-II, Bhikaji Cama Place, RK Puram, New Delhi  
4. PAOs, Lok Sabha Secretariat/ Rajya Sabha Secretariat/ President Secretariat/Election Commission, Delhi  
5. Director of Accounts, UTs Administration- Andaman & Nicobar Islands/ Dadra and Nagar Haveli and Daman & Diu/ Lakshadweep and Ladakh.  
6. The AG(A&E), UT of Chandigarh Administration.  
7. PAO (Audit), O/o AG (Audit), AGCR Building, IP Estate, New Delhi-2  
8. All Sections in CGA Office.  
9. Sr. A.O. (ITD), O/o CGA for uploading the correction slip on the website of CGA.

‘ANNEXURE-H2’  
(Para 7.5.3)

Special Seal Authority of CPAO

CENTRAL CIVIL PENSIONS

SPECIAL SEAL AUTHORITY:

Date:

To

The PDA

The authority given for under mentioned PPO has been verified as per records given by respective PAO.

You are requested to make payment as per this authorisation below (Details are given in enclosed P.P.O) to Name .....

Holder of P.P.O. No.

Category of Pension

Aadhaar No: #####

PAN No:

Mobile No:

Email ID.

Date of Birth (Pensioner):

Pay level in the Pay Matrix:

Last Pay Drawn:

Net Qualifying Service (Years-Month-Days):

1

Name of Spouse:

Date of Birth (Spouse):

Paying Branch:

A/C No.

P.P.O. issuing authority:

1. Basic Pension P. M:-

Date of commencement:

2. Residual Pension P.M: Commencement Date (Residual Pension):

3. Additional Pension P.M. (80 Years & above):

4. Constant Attendant Allowance P.M.:

5. Family Pension at Enhanced Rate:

From: To:



6. Family Pension Normal Rate:

From: To:

7. Medical Allowance Payable (as per rate admissible from time to time):

8. Commuted Value Payable by Bank:

**Pay & Accounts Officer**

**Note:**

1. The Pensioner Portion of the PPO is to be handed over to the Pensioner by the Bank.
2. If Pension papers do not pertain to your Bank, Please redirect them to the concerned Bank, under intimation to this Office to avoid delay.
3. DR is admissible on Basic Pension + Additional Pension if any.
4. Reduced Pension payable w.e.f. date of crediting the amount of Commuted Value into Pensioner's A/c.
5. Undertaking for recovery of over payment made by Bank is attached.
6. Please see reverse for other guidelines for Bank & Pensioners.

Copy Forwarded to:

**1.Pensioner:**

**2.PAO:**

FORM CAM-52  
(Para 7.3.2)

(Rubber stamp of the Office issuing the Pension Payment Order)

**PENSION PAYMENT ORDER**  
(Pensioner's Portion)

P.P.O.No. \_\_\_\_\_ Date \_\_\_\_\_ Debitable to Union Government.

Head of Account

Major Head /Sub-major Head

Minor Head

Voted /Charged

Sir,

UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay Shri/Smt. \_\_\_\_\_ the pension as set out in Part II of this order /Family Pension as set out in Part III/ Part IV of this order \* plus the amount of Dearness Relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The Payment should commence from \_\_\_\_\_. The income tax, where deductible, should be deducted at source.

2. Arrears of pension/family pension at Rs. \_\_\_\_\_ P.M. (Rupees \_\_\_\_\_ per month) from \_\_\_\_\_ to \_\_\_\_\_ plus the admissible dearness relief thereon may also be paid to Shri/Smt. \_\_\_\_\_

Signature  
Designation

To

(Pension Disbursing Authority where pension is to be paid)

(Special Seal of the Pension Payment Order issuing Authority)

(1) Pay & Accounts Officer, M/o \_\_\_\_\_ D/o \_\_\_\_\_

(2) Name of the Paying Branch (with IFSC code) \_\_\_\_\_ (Mandatory)  
(Account No. \_\_\_\_\_)

\* In applicable clause to be deleted.

1. Name of the Government Servant
2. Post /Grade/Rank last held
- 2.a Group of Service:
3. Detail of establishment of pensioner/deceased Government servant retired/last attended
  - a.Name of the Ministry/Deptt./ Office.
  - b.Designation /Address of Head of Office
  - c.Address/code of PAO
  - d. Designation /Address/code of DDO
  - e.EIS Number/Payroll ID (if available)
4. Pay level in the Pay Matrix last held by the Government Servant at the time of retirement(Mandatory)
  - 4(a) Pay last drawn
5. Date of Birth
6. Date of entry into Government service.
7. Date of ending service (Last day of Service).
8. Details of weightage in service allowed, if any
9. Period of service not qualifying for pension.

| From | To | Period |   |   | Reasons |
|------|----|--------|---|---|---------|
|      |    | Y      | M | D |         |
|      |    |        |   |   |         |
|      |    |        |   |   |         |

|                                                            | Years<br>2 | Months | Days |
|------------------------------------------------------------|------------|--------|------|
| 10. Total length of qualifying Service. [ Col. (7-6) +8-9] |            |        |      |

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

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

12. Average Emoluments for pension Rs.

13. Emoluments for family pension Rs.

14. Emoluments for Retirement Gratuity/Death Gratuity Rs.

15. Amount of Retirement Gratuity/Death Gratuity allowed (Not to be paid/to be paid by the bank) Rs.:

16. Grant of Medical allowance to be paid by the Bank

17. Details of Extra Ordinary Pension (EOP)

- a) Category (B, C, D or E as per EOP rules)
- b) Percentage of disability
- c) Service Element :
- d) Disability Element:
- e) Pension Sanctioned:

18. Constant Attendant allowance

(No Dearness Relief is payable on Sl. No. 16 & 18)



## Part II (Applicable on Retirement)

### Section I - Particulars of Pensioners

1. Joint photograph with the spouse.



2. Name of the retiring Govt. Servant.

3. Permanent Address.

4. Personal marks of identification.

4a Signatures or the left hand Thumb impression of the pensioner (To be verified by PDA).

5. Permanent Account Number for Income Tax (PAN)

6. Aadhaar No. (if available)

7. Mobile No. (if available)

8. Email id: (if available)

Image of  
signature

### Section 2 - Details of pension.

| Sl. No. |                                                                    | Original Pension | Revised Pension (1) | Revised Pension (2) |
|---------|--------------------------------------------------------------------|------------------|---------------------|---------------------|
| 1       | Amount of monthly pension before commutation (i.e. basic pension). |                  |                     |                     |
| 2       | Class of Pension                                                   |                  |                     |                     |
| 3.      | Rules under which sanctioned                                       |                  |                     |                     |
| 4       | Date of commencement of pension                                    |                  |                     |                     |
| 5       | Fraction/amount of pension commuted, if any                        |                  |                     |                     |
| 6       | Commuted value and the date of its payment                         |                  |                     |                     |





3. Amount of Family pension (payable in the event of the death of the pensioner)

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

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

**Section I - Particulars of family Pensioner**

1. Photograph of the Family Pensioner
2. Name of the recipient of family pension



2(a) Date of Birth of family pensioner

3. Relationship with the deceased Govt. Servant.
4. Permanent Address.
5. Personal marks of identification
6. Signature or the left hand Thumb impression of the family pensioner (To be verified by PDA).



7. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.

**Section 2**

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

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



3. Details of other family members eligible for family pension in the event of the death of family pensioner in their order of eligibility as per CCS(Pension) rules. Family Pension of co-authorised members (refer column 9 below) shall be disbursed directly by PDA as provisioned in CCS (Pension) Rules without routing the case to Head of Office. Separate PPO is not required for co-authorised members in the PPO.

| Sl. No. | Name | Marital status (whether married/unmarried/widow/widower/divorcee) | Relationship with the Govt. servant | Date of Birth | Present Address | Whether permanently disabled / mentally retarded | Aadhaar Number | Whether member under column 2 is co-authorised in PPO (Y/N) | % of family pension, if applicable |
|---------|------|-------------------------------------------------------------------|-------------------------------------|---------------|-----------------|--------------------------------------------------|----------------|-------------------------------------------------------------|------------------------------------|
| 1       | 2    | 3                                                                 | 4                                   | 5             | 6               | 7                                                | 8              | 9                                                           | 10                                 |
|         |      |                                                                   |                                     |               |                 |                                                  |                |                                                             |                                    |

#### PART-IV:

#### (CO-AUTHORIZATION OF FAMILY PENSION OF PERMANENTLY DISABLED CHILDREN/DEPENDENT PARENTS & PERMANENTLY DISABLED SIBLINGS)

##### Section 1- Particulars of Family Pensioner

1. Photograph of the Family Pensioner (i.e. Permanently Disabled Children/ Dependent Parents & Permanently Disabled Siblings).
- 2 a) Name of the recipient of family pension  
b) Name of the guardian in case of Mentally Challenged Children
3. Date of Birth of family pensioner
- 4 Relationship with the deceased Govt. Servant
- 5 Permanent Address
- 6 Personal marks of identification
- 6a. Signature/ the left hand Thumb impression of the family pensioner (To be verified by PDA).

Image of signature

7 Whether the pensioner/ family pensioner is in receipt of any other pension, if so, its particulars and source from which being drawn

## Section 2

1 Rules under which Family pension is sanctioned

2. Amount of Family Pension

Amount (Rs.) From To

(i) At Enhanced Rate

(ii) At Normal Rate

## Section 3- Details of Pension Disbursing Authority

1. Name of the Paying Branch

2. Address with Pincode

3. IFS Code

4. Saving Bank Account No.

Notes:-

i) The name(s) of permanently disabled child /children/ siblings and /or dependent parents may be added to the PPO issued to the retiring Government servant only if there is no other eligible prior claimant for family pension other than the spouse.

ii) The authorization made shall become invalid in case a person becomes member of family after issue /amendment of such PPO and is entitled to family pension prior to the disabled child/ sibling/dependent parent at the time of the death of the pensioner/ spouse.

### PART -IV-A

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

Amount of Pension at the time of Retirement Rs. \_\_\_\_\_ Amount of Dearness Relief at the time of retirement \_\_\_\_\_

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

### PART V

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

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



## PART VI

Periodical identification of pensioner

| Date | Initials of designated Officer | Date | Initials of designated Officer | Date | Initial of Designated Officer |
|------|--------------------------------|------|--------------------------------|------|-------------------------------|
|      |                                |      |                                |      |                               |
|      |                                |      |                                |      |                               |

## PART VII

(Record of Disbursement)

| Month for which pension is due | Amount      |                     |          | Date of Payment | Disbursing officers initials | Remarks |
|--------------------------------|-------------|---------------------|----------|-----------------|------------------------------|---------|
|                                | Pension Rs. | Dearness Relief Rs. | Total Rs |                 |                              |         |
| March                          |             |                     |          |                 |                              |         |
| April                          |             |                     |          |                 |                              |         |
| May                            |             |                     |          |                 |                              |         |
| June                           |             |                     |          |                 |                              |         |

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| July      |  |  |  |  |  |  |
| August    |  |  |  |  |  |  |
| September |  |  |  |  |  |  |
| October   |  |  |  |  |  |  |
| November  |  |  |  |  |  |  |
| December  |  |  |  |  |  |  |
| January   |  |  |  |  |  |  |
| February  |  |  |  |  |  |  |

Note: Dearness relief is payable with reference to the amount of pension before commutation. (Rubber stamp of the Office issuing the Pension Payment order)

## Part VIII

### PPO Record/History Table of pensioner and family pensioner

(Intimation is to be given to CPAO on commencement of family pension to the next beneficiary by CPPC)

(Commencement date of pension/family pension is to be recorded in order to their eligibility)

Name of the Government Servant:

*Details of PPOs numbers, if any, in case family pension is shared more than one beneficiary.*

| Sl. No. | Pensioner/ family pensioner detail/name | Relationship with pensioner/ Govt. Servant | PPO No. | Date of commencement of pension/family pension | Date of cancellation of PPO of pensioner/ family pensioner, if any. | Detail of Special Seal    |      |
|---------|-----------------------------------------|--------------------------------------------|---------|------------------------------------------------|---------------------------------------------------------------------|---------------------------|------|
|         |                                         |                                            |         |                                                |                                                                     | Authority issued by CPAO. | Date |
|         |                                         |                                            |         |                                                |                                                                     | Letter No.                |      |
|         |                                         |                                            |         |                                                |                                                                     |                           |      |
|         |                                         |                                            |         |                                                |                                                                     |                           |      |
|         |                                         |                                            |         |                                                |                                                                     |                           |      |
|         |                                         |                                            |         |                                                |                                                                     |                           |      |



**PENSION PAYMENT ORDER**  
(Disburser's Portion)

P.P.O.No. \_\_\_\_\_ Date \_\_\_\_\_ Debitable to Union Government.

Head of Account

Major Head /Sub-major Head

Minor Head

Voted /Charged

Sir,

UNTIL FURTHER NOTICE, and on the expiration of every month be pleased to pay Shri/Smt. \_\_\_\_\_ the pension as set out in Part II of this order /Family Pension as set out in Part III/ Part IV of this order \* plus the amount of Dearness Relief as admissible from time to time thereon after due identification of the pensioner/family pensioner. The Payment should commence from \_\_\_\_\_. The income tax, where deductible, should be deducted at source.

2. Arrears of pension/family pension at Rs. \_\_\_\_\_ P.M. (Rupees \_\_\_\_\_ per month) from \_\_\_\_\_ to \_\_\_\_\_ plus the admissible dearness relief thereon may also be paid to Shri/Smt. \_\_\_\_\_

Signature  
Designation

(Special Seal of the Pension Payment Order issuing Authority)

To

(Pension Disbursing Authority where pension is to be paid)

(1) Pay & Accounts Officer, M/o \_\_\_\_\_ D/o \_\_\_\_\_

(2) Name of the Paying Branch (with IFSC code) \_\_\_\_\_ (Mandatory)  
(Account No. \_\_\_\_\_)

\* In applicable clause to be deleted.

**Part-I-Particulars of service of the pensioner/deceased Government servant**  
(\*Strikeout whichever is not admissible)

1. Name of the Government Servant
2. Post /Grade/Rank last held
- 2.a Group of Service:
3. Detail of establishment of pensioner/deceased Government servant retired/last attended
  - f. Name of the Ministry/Deptt./ Office.
  - g. Designation /Address of Head of Office
  - h. Address/code of PAO
  - i. Designation /Address/code of DDO
  - j. EIS Number/Payroll ID (if available)
4. Pay level in the Pay Matrix last held by the Government Servant at the time of retirement(Mandatory)
- 4(a) Pay last drawn
5. Date of Birth
6. Date of entry into Government service.
7. Date of ending service (Last day of Service).
8. Details of weightage in service allowed, if any
9. Period of service not qualifying for pension.

| From | To | Period |   |   | Reasons |
|------|----|--------|---|---|---------|
|      |    | Y      | M | D |         |
|      |    | 15     |   |   |         |

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

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

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

12. Average Emoluments for pension Rs.

13. Emoluments for family pension Rs.

14. Emoluments for Retirement Gratuity/Death Gratuity.Rs.

15. Amount of Retirement Gratuity/Death Gratuity allowed (Not to be paid/to be paid by the bank) Rs:

16. Grant of Medical allowance to be paid by the Bank

17. Details of Extra Ordinary Pension (EOP)

- f) Category (B, C, D or E as per EOP rules)
- g) Percentage of disability
- h) Service Element :
- i) Disability Element:
- j) Pension Sanctioned:
- 18. Constant Attendant allowance

(No Dearness Relief is payable on Sl. No. 16 & 18)

## Part II (Applicable on Retirement)

### Section I - Particulars of Pensioners

1. Joint photograph with the spouse.
2. Name of the retiring Govt. Servant.
3. Permanent Address.
4. Personal marks of identification.
- 4a. Signatures or the left hand Thumb impression of the pensioner (To be verified by PDA).
5. Permanent Account Number for Income Tax (PAN)
6. Aadhar No. (if available)
7. Mobile No. (if available)
8. Email id: (if available)



Image of  
signature

### Section 2 - Details of pension.

| Sl. No. |                                                                    | Original Pension | Revised Pension (1) | Revised Pension (2) |
|---------|--------------------------------------------------------------------|------------------|---------------------|---------------------|
| 1       | Amount of monthly pension before commutation (i.e. basic pension). |                  |                     |                     |
| 2       | Class of Pension                                                   |                  |                     |                     |
| 3.      | Rules under which sanctioned                                       |                  |                     |                     |



|    |                                                                                                                                      |  |  |  |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|
| 4  | Date of commencement of pension                                                                                                      |  |  |  |  |
| 5  | Fraction/amount of pension commuted, if any                                                                                          |  |  |  |  |
| 6  | Commuted value and the date of its payment                                                                                           |  |  |  |  |
| 7  | Reduced monthly pension after commutation                                                                                            |  |  |  |  |
| 8  | Date of commencement of reduced basic pension                                                                                        |  |  |  |  |
| 9  | Date (in words) from which commuted portion shall stand restored (subject to pensioner being alive on that date).                    |  |  |  |  |
| 10 | Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn. |  |  |  |  |

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

1. Rules under which family pension is admissible
2. Details of family members eligible for family pension in the event of the death of pensioner in their order of eligibility as per CCS (pension) rules. Family Pension of co-authorised members (refer column 9 below) shall be disbursed directly by PDA as provisioned in CCS (Pension) Rules without routing the case to Head of Office. Separate PPO is not required for co-authorised members in the PPO.

| Sl. No. | Name | Marital status (whether married/unmarried/widow/widower/divorcee) | Relationship with the Govt. servant | Date of Birth | Address | Whether permanently disabled / mentally retarded | Aadhaar Number | Whether member under column 2 is eligible for co-authorisation in PPO (Y/N) | % of family pension, if applicable |
|---------|------|-------------------------------------------------------------------|-------------------------------------|---------------|---------|--------------------------------------------------|----------------|-----------------------------------------------------------------------------|------------------------------------|
| 1       | 2    | 3                                                                 | 4                                   | 5             | 6       | 7                                                | 8              | 9                                                                           | 10                                 |
|         |      |                                                                   |                                     |               |         |                                                  |                |                                                                             |                                    |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

3. Amount of Family pension (payable in the event of the death of the pensioner)

|                        | Amount Rs | From                                                     | To |
|------------------------|-----------|----------------------------------------------------------|----|
| (iii) At Enhanced Rate |           | The day following the date of the death of the pensioner |    |
| (iv) At Normal Rate    |           |                                                          |    |

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



**Section I - Particulars of family Pensioner**

1. Photograph of the Family Pensioner
2. Name of the recipient of family pension
- 2(a) Date of Birth of family pensioner
3. Relationship with the deceased Govt. Servant.
4. Permanent Address.
5. Personal marks of identification
6. Signature or the left hand Thumb impression of the family pensioner (To be verified by PDA).
7. Whether the pensioner/Family Pensioner is in receipt of any other pension. If so, its particulars and source from which being drawn.

Image of  
signature

**Section 2**

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

|                        | Amount Rs | From | To |
|------------------------|-----------|------|----|
| (iii) At Enhanced Rate |           |      |    |
| (iv) At Normal Rate    |           |      |    |



3. Details of other family members eligible for family pension in the event of the death of family pensioner in their order of eligibility as per CCS(Pension) rules. Family Pension of co-authorized members (refer column 9 below) shall be disbursed directly by PDA as provisioned in CCS (Pension) Rules without routing the case to Head of Office. Separate PPO is not required for co-authorized members in the PPO.

| Sl. No. | Name | Marital status (whether married/unmarried/widower/divorcee) | Relationship with the Govt. servant | Date of Birth | Present Address | Whether permanently disabled / mentally retarded | Aadhaar Number | Whether member under column 2 is co-authorized in PPO (Y/N) | % of family pension, if applicable |
|---------|------|-------------------------------------------------------------|-------------------------------------|---------------|-----------------|--------------------------------------------------|----------------|-------------------------------------------------------------|------------------------------------|
| 1       | 2    | 3                                                           | 4                                   | 5             | 6               | 7                                                | 8              | 9                                                           | 10                                 |
|         |      |                                                             |                                     |               |                 |                                                  |                |                                                             |                                    |

#### PART-IV:

#### (CO-AUTHORIZATION OF FAMILY PENSION OF PERMANENTLY DISABLED CHILDREN/DEPENDENT PARENTS & PERMANENTLY DISABLED SIBLINGS)

##### Section 1 - Particulars of Family Pensioner

1. Photograph of the Family Pensioner (i.e. Permanently Disabled Children/ Dependent Parents & Permanently Disabled Siblings).
2. a) Name of the recipient of family pension  
b) Name of the guardian in case of Mentally Challenged Children
3. Date of Birth of family pensioner
4. Relationship with the deceased Govt. Servant
5. Permanent Address

6. Personal marks of identification

6a. Signature/ the left hand Thumb impression of the family pensioner (To be verified by PDA).

Image of signature



7. Whether the pensioner/ family pensioner is in receipt of any other pension, if so, its particulars and source from which being drawn

## Section 2

|      |                                                |              |         |
|------|------------------------------------------------|--------------|---------|
| 1    | Rules under which Family pension is sanctioned |              |         |
| 2.   | Amount of Family Pension                       | Amount (Rs.) | From To |
| (i)  | At Enhanced Rate                               |              |         |
| (ii) | At Normal Rate                                 |              |         |

## Section 3- Details of Pension Disbursing Authority

1. Name of the Paying Branch
2. Address with Pincode
3. IFS Code
4. Saving Bank Account No.

Notes: -

- (i) The name(s) of permanently disabled child /children/ siblings and /or dependent parents may be added to the PPO issued to the retiring Government servant only if there is no other eligible prior claimant for family pension other than the spouse.
- (ii) The authorization made shall become invalid in case a person becomes member of family after issue /amendment of such PPO and is entitled to family pension prior to the disabled child/ sibling/dependent parent at the time of the death of the pensioner/ spouse.

### PART -IV-A

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

Amount of Pension at the time of Retirement Rs. \_\_\_\_\_ Amount of Dearness Relief at the time of retirement \_\_\_\_\_

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

### PART V

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

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

## PART VI

Periodical identification of pensioner

| Date | Initials of designated Officer | Date | Initials of designated Officer | Date | Initial of Designated Officer |
|------|--------------------------------|------|--------------------------------|------|-------------------------------|
|      |                                |      |                                |      |                               |
|      |                                |      |                                |      |                               |

## PART VII (Record of Disbursement)

| Month for which pension is due | Amount      |                     |          | Date of Payment | Disbursing officers initials | Remarks |
|--------------------------------|-------------|---------------------|----------|-----------------|------------------------------|---------|
|                                | Pension Rs. | Dearness Relief Rs. | Total Rs |                 |                              |         |
| March                          |             |                     |          |                 |                              |         |
| April                          |             |                     |          |                 |                              |         |
| May                            |             |                     |          |                 |                              |         |
| June                           |             |                     |          |                 |                              |         |

|           |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|
| July      |  |  |  |  |  |  |
| August    |  |  |  |  |  |  |
| September |  |  |  |  |  |  |
| October   |  |  |  |  |  |  |
| November  |  |  |  |  |  |  |
| December  |  |  |  |  |  |  |
| January   |  |  |  |  |  |  |
| February  |  |  |  |  |  |  |

Note: Dearness relief is payable with reference to the amount of pension before commutation. (Rubber stamp of the Office issuing the Pension Payment order)



### Part VIII

#### PPO Record/History Table of pensioner and family pensioner

(Intimation is to be given to CPAO on commencement of family pension to the next beneficiary by CPPC)

(Commencement date of pension/family pension is to be recorded in order to their eligibility)

Name of the Government Servant:

*Details of PPOs numbers, if any, in case family pension is shared more than one beneficiary.*

| Sl. No. | Pensioner/ family pensioner detail/name | Relationship with pensioner/ Govt. Servant | PPO No. | Date of commencement of pension/family pension | Date of cancellation of PPO of pensioner/ family pensioner, if any. | Detail of Authority issued by CPAO. |      | Seal |
|---------|-----------------------------------------|--------------------------------------------|---------|------------------------------------------------|---------------------------------------------------------------------|-------------------------------------|------|------|
|         |                                         |                                            |         |                                                |                                                                     | Letter No.                          | Date |      |
|         |                                         |                                            |         |                                                |                                                                     |                                     |      |      |
|         |                                         |                                            |         |                                                |                                                                     |                                     |      |      |
|         |                                         |                                            |         |                                                |                                                                     |                                     |      |      |
|         |                                         |                                            |         |                                                |                                                                     |                                     |      |      |

## IMPORTANT INSTRUCTIONS

(To appear on inside cover of the PPO booklet)

1. No payment shall be liable to seizure, attachment of sequestration by process of any Court in India in the instance of creditor for any demand against the pensioner (Section II, ACT XXIII of 1871).
2. Payment under this order is to be made only to the pensioner in person, with the following exceptions.

- a. To persons specially exempted by Government.
- b. To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity.

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

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



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

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

4. In the event of the death of the pensioner governed by the Liberalised pension Rules within a period of five years from the date of retirement the Disbursing officer should take the following action: -

- (i) Intimation regarding the benefits of family pension and/or residuary gratuity admissible under of Liberalised pension Rules under certain circumstances should be sent to the person to whom arrears of the pension are paid or are payable under Rule 370 of the Central Treasury Rules Vol. I, and
- (ii) Intimation about the death of the pensioners should be sent to the Head of the Office/Deptt. along with statement of pension etc. so far paid, in order to enable him to take further action regarding grant of family pension and/or residuary gratuity