



सत्यमेव जयते

**SCHEME FOR PAYMENT OF PENSIONS**  
**To**  
**CENTRAL GOVERNMENT CIVIL PENSIONERS**  
*By*  
**AUTHORISED BANKS**  
(Fifth Edition, July 2021)

Issued by  
**Ministry of Finance**  
**Department of Expenditure**  
**O/o the Controller General of Accounts**  
**CENTRAL PENSION ACCOUNTING OFFICE**





Government of India

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## **PREFACE TO FIFTH EDITION**

This is the fifth edition of the book on “Scheme for Payment of Pensions to Central Government Civil Pensioners by Authorised Banks” since inception of the CPAO on 1st January, 1990. In the course of the last thirty one years based on our experience, interaction with Reserve Bank of India, the 17 Authorised Banks and suggestion from Pensioners’ Association we have been endeavoring to refine and update this booklet with the approval of Controller General of Accounts. The Operating and Accounting Procedure for Central Pension Processing Centres of Authorised Banks for Pension Disbursement to Central Government (Civil) Pensioners have also been merged in this edition. This edition incorporates all correction slips, updations and procedural amendments during the period and the relevant Office Memoranda issued by DoP&PW apart from the provisions to ease the credit of pension/family pension to the accounts of pensioners/family pensioners.

We would recommend that every CPPC of all Authorised Bank disseminates this booklet to all the Pension Account Holding Branches (PAHBs) and its link cell and conduct capacity building so that the staffs are fully conversant with the updated procedures and formats. The Scheme Booklet will also be available at the website of the Central Pension Accounting Office from where it may be viewed and downloaded.

Suggestions for further improvement of this Booklet are welcome.

New Delhi  
29<sup>th</sup> July, 2021

**(ROKHUM LALREMRUATA)**  
Chief Controller (Pensions)  
Central Pension Accounting Office

## **Glossary**

1	AB	Authorised Bank
2	AP	Additional Pension
3	AG	Accountant General
4	AIS	All India Services
5	ATM	Automated Teller Machine
6	BSR	Basic Statistical Return
7	C&AG	Comptroller & Auditor General of India
8	CA	Controller of Accounts
9	CAM	Civil Accounts Manual
10	CAS, Nagpur	Central Accounts Section, Nagpur
11	CBS	Core Banking Solution
12	CC(P)	Chief Controller (Pension)
13	CCS(Pension) Rules	Central Civil Services (Pension) Rules
14	CGA	Controller General of Accounts
15	CGHS	Central Government Health Scheme
16	COMPACT	Comprehensive Payment and Accounting Software
17	CPAO	Central Pension Accounting Office
18	CPPC	Central Pension Processing Centre
19	CRA	Central Record keeping Agency
20	C/S	Correction Slip
21	CTR	Central Treasury Rules
22	CVP	Commutated Value of Pension
23	DA	Dearness Allowance
24	DR	Dearness Relief
25	DMS	Date-wise Monthly Statement
26	Dy.CA	Deputy Controller of Accounts
27	EI Kathmandu	Embassy of India, Kathmandu
28	e-PPO	electronic-Pension Payment Order

29	e-SSA	electronic-Special Seal Authority
30	FFR	Freedom Fighters & Rehabilitation
31	IFSC	Indian Financial System Code
32	GoI	Government of India
33	KYC	Know Your Customer
34	MHA	Ministry of Home Affairs
35	NIC	National Informatics Centre
36	NPS	National Pension System
37	NPS-AR	National Pension System-Additional Relief
38	NRI	Non Resident Indian
39	NRO	Non-Resident Ordinary
40	PAO	Pay & Accounts Office
41	PAHB	Pension Account Holding Branch (also known as Home Branch)
42	PARAS	Pension Authorization Retrieval & Accounting System
43	PBOR	Personnel Below Officer Rank
44	PDA	Pension Disbursing Authority
45	PFMS	Public Financial Management System
46	PPO	Pension Payment Order
47	PPPO	Provisional Pension Payment Order
48	PSA	Pension Sanctioning Authority
49	PSBS	Public Sector Bank Suspense
50	RBI	Reserve Bank of India
51	SBI	State Bank of India
52	SFF	Special Frontier Force
53	SMS	Short Message Service
54	Sr.AO	Senior Accounts Officer
55	SSA	Special Seal Authority
56	UT	Union Territory
57	WRPS	Web Responsive Pensioners' Service

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# **SCHEME FOR PAYMENT OF PENSIONS TO CENTRAL GOVERNMENT CIVIL PENSIONERS THROUGH AUTHORISED BANKS**

## **1. SHORT TITLE AND COMMENCEMENT**

**1.1** The scheme is called “Scheme for payment of pensions to Central Government Civil Pensioners through Authorized Banks” applicable w.e.f. 01.01.1990.

### **1.2 Establishment of CPAO**

To simplify the procedure relating to the payment of Central (Civil) Pensions and computerizing the accounting work connected with it, a scheme on the subject has been approved by the Government of India in consultation with the Department of Pensions & Pensioners’ Welfare, Reserve Bank of India, the National Informatics Centre and Comptroller & Auditor General of India. The payment of Freedom Fighter Pensioner has also been covered by this scheme. Central Pension Accounting Office under the Controller General of Accounts has been established w.e.f. 01.01.1990 to implement it. All the banks (listed in Annexure-I) authorized to disburse the pensions are required to make the payment on the authority (Special Seal Authority) issued by the Central Pension Accounting Office (CPAO) and adhere to the instructions in this Scheme. Banks should strictly adhere to the instructions contained in Special Seal Authority (SSA) issued by CPAO and Pension Payment Order (PPO booklet) duly embossed with special seal and signed by the concerned Pay & Accounts Officer and/or sent electronically under digital signature of the concerned Pay & Accounts Officer.

**Authority: Cabinet Note bearing No. M.23021/2/87/MF-CGA (Pt.) dated-03.03.1989 followed by Office Order No. 23021/1/89/MF.CGA (Coord., CPAO) dated-02.05.1989 and OM No. M.23021/1/89/MF-CGA/ Pension/ 808 dated- 29.12.1989.**

## **2. BROAD FEATURES OF THE BANKING ARRANGEMENT**

**2.1** The Scheme for payment of pensions to Central Government Civil Pensioners by Authorized Banks was introduced in stages from 1st July, 1976 and was made applicable throughout the country with effect from 1st February, 1977.

After the introduction of Central Pension Processing Centres (CPPCs), all the Public Sector Banks and three Private Sector Banks (i.e. Axis Bank, ICICI Bank and HDFC Bank) have been authorized to disburse pensions through their approved (refer para 2.1.1.6) CPPCs. Jammu & Kashmir Bank

has also been authorized to disburse pension to the Pensioners of Union Territory of Ladakh through its CPPC at Srinagar. The pensioners can draw their pension through any of the CBS enabled branches of any Authorised Bank throughout the country. As such CPAO will send the Special Seal Authority (SSA/eSSA) and the PPO/ePPO to the CPPC of the Authorised Bank only. In turn, CPPC will start crediting the pension directly to the pensioner's account in their PAHB after completing the necessary formalities of identification of pensioner/family pensioner with reference to KYC documents available in their CBS system and details provided in PPO booklet/e-PPO by the Pay & Accounts Officer.

## **2.2 Pre-requisites for the establishment and functioning of a CPPC**

### **2.2.1 Infrastructure**

- i. Each bank will nominate any one or more branches to act as the Central Pension Processing Centre (CPPC). These branches established by the bank should be equipped with adequate manpower and provided with infrastructure to support the activities matching with its scope of work. The infrastructure facilities in the CPPCs should match with the requirements for all categories of pensions across Civil and Non-Civil Departments of the GOI and State Governments being dealt by the Bank.
- ii. CPPCs should provide for the safe custody of all pension papers. It is a basic requirement that the Disburser's half of the PPO portion and revisions thereto, all SSAs, and all papers pertaining to one pensioner be securely placed in one file. Indexing of all such files and maintenance of proper archival and retrieval systems are necessary. It is imperative for efficient disbursement that the place of storage of these files should be within the precincts of the CPPC.
- iii. Digitization of all papers in the pensioner's file should be completed in respect of civil pensioners within 3 months of the date of receipt of the physical documents.

### **2.2.2 Connectivity, hardware and software**

- i. It is necessary that the quality and configuration of the connectivity, hardware and software may be commensurate with the volume of transactions and user expectations. An efficient process may be designed for working with necessary validations. All change management requests based on the directions for amendment from CPAO or GoI may be incorporated in the CPPC System duly in a reasonable time.



- ii. The configuration for hardware and networking should be reviewed from time to time by the Bank and improved with technological advancement and experience of CPPCs. Similarly, the software may require enhancement from time to time and suitable provision for maintenance may be provided by the bank.

### **2.2.3 Adherence to Codal provisions**

- i. All banks should take adequate care to ensure that codal provisions of Scheme for Payment of Pensions to Central Government Civil Pensioners through Authorised Banks, CCS (Pension) Rules, orders and guidelines on pension issued by Government of India/ Reserve Bank of India from time to time are incorporated into the software.
- ii. The software should generate all reports and returns as may be required from time to time.

### **2.2.4 Creation of Database:**

- i. Wherever PPOs/documents are found to be missing/lost, the bank should obtain duplicate copies of PPOs as per procedure laid down in para 27.2 to 27.4 of this scheme. Once obtained, the duplicate PPOs should be digitised, archived and also retained as paper documents record.
- ii. The consolidated digital Index Register known as the CPPC Index Register will record the list of all PPOs or Revision Authorities received in the CPPC. This Master List should be an integral part of the CPPC Software and all events relating to the movements of PPOs and Revision Authorities to CPAO or any other branch/bank should be recorded through the system and date-stamped. This would provide a tool for exercising control over the processing and movement of PPOs/Amendments in the domain of the bank to ensure adherence to performance standard for each activity.

### **2.2.5 Matching of the master-data with CPAO**

- i. CPAO was created in 1990 and a separate project for the collection of pre-1990 data from banks was initiated in 2002. The new Master Data format was issued in April 2009

followed by its updation from time to time. The requirement of Master Data matching has been reiterated time and again.

- ii. The data construction in respect of pre-90 live pensioners should have been completed by all banks and 12 digit numeric PPO numbers should have been obtained from CPAO. The 12 digit numbers thus obtained should be incorporated in all payment scrolls submitted to CPAO. No alpha numeric numbers will be recognized for reimbursement after implementation of CPPC.
- iii. The Master Data of all the pensioners should be reconciled with the data base available in CPAO. The Master Data of the Bank should be fully matched with that of CPAO by the respective banks. In case, the pensioners' information is not available in the CPAO database, the bank will provide necessary documents to enable incorporation into the CPAO database. The smooth implementation of the CPPC and the re-imbursement depends on a perfect match of the Master Data. The exercise of iterative matching may be concluded by deploying a special team to provide collateral evidence to CPAO for new cases and by undertaking corrective measures for erroneous inclusions.

#### **2.2.6 Formation of Central Pension Processing Centre (CPPC)**

- i. The Bank has to select one or more of its branches to act as a CPPC and submit their proposal to the office of the CGA. After approval of office of the CGA , the bank should obtain the BSR code/IFSC Code and privilege code from the Reserve Bank of India i.e. Ministry/UDCH code, Reporting Branch code, Reporting RBI code, for this branch. Once the privilege code is received, it shall be intimated to the CPAO with the complete list of Bank Branches covered under the particular CPPC. The soft copy of the list shall be sent electronically and it must contain the complete address with pin code, IFSC, phone number and other contact details of the branches in the format prescribed by CPAO. The Banks should adhere to the instructions prescribed in the "Procedure for Reporting and Accounting of transactions of Departmentalized Ministries" and also those issued by the Reserve Bank of India and the office of the Controller General of Accounts, Ministry of Finance from time to time. The CPPC will thereafter receive all SSAs/eSSAs from CPAO as well as act as the Nodal branch- reporting transactions to CPAO and sending Daily Memos to its link cell for claiming reimbursement from RBI.

### 3. EXTENT OF APPLICATION

#### 3.1 The scheme shall apply to:-

- i. Former Presidents and Vice-Presidents of India including medical & travelling expenses.
- ii. All Civil Pensioners of Central Government retired from Ministries or Departments (other than Railways, P&T and Defence).
- iii. Pensioners of Union Territory Administrations without legislatures i.e. Chandigarh, Andaman and Nicobar Islands, Daman & Diu, Dadra and Nagar Haveli, Lakshadweep, Ladakh and also Delhi (as an interim arrangement for Delhi).
- iv. Retired Judges of Supreme Court.
- v. Retired Judges of High Courts.
- vi. All India Service Pensioners w.e.f. 01.04.2008.
- vii. Pensions to Leaders and Trainees including volunteer Girls and Tibetan Female Nursing Assistants (PBORs) of Special Frontier Force (SFF) w.e.f. January 2009.
- viii. Former Members of Parliament
- ix. Freedom Fighter Pensioners i.e. Swatantrata Sainik Samman Yojna.
- x. Payment of ex-gratia pension to families of deceased CPF beneficiaries introduced by Central Govt. w.e.f 01.01.1986 is also covered by this scheme.
- xi. Divisional Accountants/Divisional Accounts Officers (Forest, PWD, etc.) of the state AGs.

Provided the payments are in conformity with the rules/orders/instructions on the relevant scheme issued by the concerned Administrative authorities. It should be kept in mind that:-

- a. The Dearness Relief, Fixed Medical Allowance and Additional Pension (after attaining the age of 80 years and above) are not admissible to former Presidents/Vice-Presidents, Member of Parliaments and their spouses. The Freedom Fighter pensioners are also not entitled to fixed medical allowance and additional pension but Dearness Relief to Freedom Fighters is admissible at Central Civil rates w.e.f. 15.08.2016.
- b. In case of Freedom Fighter Pensioner, the banks must ensure that a dependent pension is not sanctioned to a spouse or a daughter of a freedom fighter if:
  1. The spouse/daughter is already employed in a Central or a State Government, Central/ State PSU or Local Body and income from such job/activity exceeds ₹2,40,000/- per year or ₹20,000/- per month.
  2. In case the spouse/daughter is working in a private sector or having his/her own business/activity and income from such job/activity exceeds ₹2,40,000/- per year or ₹20,000/- per month.

3. The spouse/daughter is receiving a pension/salary on account of his or her own job or by virtue of the previous employment of the deceased freedom fighter and income from such job/activity exceeds ₹2,40,000/- per year or ₹20,000/- per month.\*
4. Dependent unmarried daughters are entitled to get the pension @ ₹5070/-(maximum three daughters at any point of time)

**Authority: FFR Division, MHA OM No.45/03/2014-FF (P) dated-30.12.2015 read with letter No.45/06/2016-FF (P) dated-17.08.2016 read with letter No.45/06/2016-FF (P) dated-09.01.2017.**

#### **4. MODE OF CREDITING PENSION IN PENSIONER'S/FAMILY PENSIONER'S ACCOUNT**

**4.1** Payment of pensions, including family pension, will be automatic and no bill will be required to be submitted. The amount of monthly pension, including relief on pension sanctioned by Government from time to time, will be credited electronically by CPPC to pension accounts opened or to be opened with any of the CBS enabled branches of concerned bank selected by the pensioner. Pensioners are given option for getting their pension credited to their savings bank accounts (either single account in their names or joint accounts with their spouses in whose favour an authorization for family pension exists in the PPO operated either by "former or survivor" or "either or survivor" basis) subject to the following conditions: -

- i. Once pension has been credited to a pensioner's bank account, the liability of the Government/bank ceases. No further liability arises, even if the spouse has wrongly drawn the account.
- ii. As pension is payable only during the life of a pensioner, his/her death shall be intimated to the bank at the earliest and in any case within one month of the demise, so that the bank does not continue crediting monthly pension to the joint account with the spouse, after the death of the pensioner. If, however any amount has been wrongly credited to the joint account, it shall be recoverable from the joint account and/or any other accounts held by the pensioners/spouse either individually or jointly. The legal heirs, successors, executors etc. shall also be liable to refund any amount, which has been wrongly credited to the joint account. However, payment in cash is not permissible.

Existing pensioners desiring to get their pension credited to a joint account as indicated above are required to submit an application to the Pension Account Holding Branch, from where they are presently drawing pension. This would also be signed by the pensioner's spouse in token of having accepted the terms and conditions. Payment of pension in cash is not permitted. Further, in case of joint account, pensioner must be the **first/primary account holder**.



**4.2** The Pension account cannot be allowed to be operated by a holder of power of attorney except in case of an account of former President/ Vice-President of India or of the spouse of the deceased President/Vice-President. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure III.

**4.3** The amount required by the President/Vice- President of India towards 'other amenities' as authorised through Special Seal Authority (SSA) by CPAO will be drawn by him from the bank in the form of a simple receipt. The medical expenses will be drawn on production of Certificate in Form II-A (by the President/Vice-President) or in Form II-B (by the holder of Power of Attorney) as incorporated in Annexure IV. The travelling expenses towards medical check-up will be drawn on production of Certificate in Form III or in Form IV as given in Annexure V. The medical expenses in respect of spouse will be drawn on production of Certificate in Form II-A or in Form II-B as given in Annexure VI and travelling expenses towards medical checkup of spouse will be drawn in Form III or in Form IV as given in Annexure VII. Banks are required to submit details of pension and other amenities separately in the scrolls submitted to CPAO.

**4.4.** As soon as the simple receipt or certificate as mentioned in Para 4.3 above is produced, the bank will credit the account of the former President/Vice-President or of the spouse of the deceased President/Vice-President with the amount shown in the receipt or in the Certificate, as the case may be.

## **5. DEATH/RETIREMENT GRATUITY**

**5.1** Unless otherwise specified, payment of Death/Retirement gratuity is not covered under the Scheme.

## **6. AUTHORITIES COMPETENT TO ISSUE PPOs**

**6.1** Competent authorities to issue PPOs are mentioned below against each category of Pensioners:

Note: Even in those cases where the Accountants General before the Departmentalization issued the original PPOs, the amendments to these PPOs to revise the original pension will be issued by the concerned Departmentalized PAO.

**Competent authority to issue PPOs/ePPOs are mentioned below against each category of Pensioners: -**

<b>Sr. No.</b>	<b>Category of pensioners</b>	<b>Rules applicable</b>	<b>Authority by which the PPO/ePPO is to be issued.</b>
<b>1.</b>	Former President of India  Former Vice-President of India	President's (Emoluments and Pension) Act, 1951 as amended from time to time	PAO President Secretariat.  PAO, Rajya Sabha Secretariat.
<b>2.</b>	Central Govt (Civil) Employees retiring/death cases from Ministries/Departments and their family members.  AIS officers borne on State cadres and retiring from Central Government.	Central Civil Services (Pension) Rules, 1972.	Respective Pay & Accounts Officer of Ministry/Department.
<b>3. (a)</b>	AIS officers borne on State Government and retiring from State Government.	All India Service (Death-Cum-Retirement Benefits) Rules, 1958.	AG of the concerned states as per the option exercised by the officers
<b>3. (b)</b>	Pensioners (including All India Service Officers borne on U.T. cadre) belonging to U.T. Administration.	-----do-----	
<b>(i)</b>	Whose accounts have been separated from Audit.	-----do-----	Respective Pay & Accounts Officer of the Union Territory
<b>(ii)</b>	Whose accounts have not been separated from Audit.	-----do-----	Respective Accountant General of the Union Territory
<b>3. (c)</b>	Pensioners belonging to All India Service (U.T. cadre) and retiring from U.T. Governments with legislatures.	-----do-----	As per the option exercised: a. AG/PAO of the UT without legislature b. AG/PAO of the

			UT with legislature
<b>(i)</b>	Whose accounts have been separated from Audit.	-----do-----	Respective Pay & Accounts Officer of the Union Territory
<b>(ii)</b>	Whose accounts have not been separated from Audit.	-----do-----	Respective Accountant General of the Union Territory
<b>4.</b>	Supreme Court Judges and Chairmen/Vice Chairmen/Members of C.A.T.	The Supreme Court Judges (Conditions of Service) Act 1958	Respective Pay & Accounts Officer of the Supreme Court/Tribunal.
<b>5.</b>	High Court Judges	The High Court Judges (Conditions of Service) Act, 1954.	Respective State Accountant General
<b>6.</b>	Members of Parliament	Salary, Allowances and Pension of Members of Parliament Act, 1954	PAO Rajya Sabha PAO Lok Sabha
<b>7.</b>	Central Freedom Fighters	(i) Central Govt. Freedom Fighters Scheme, 1972. (ii) Swatantrata Sainik Samman Pension Scheme, 1980 subsequently renamed as Swatantrata Sainik Samman Yojana w.e.f 01.04.2017 (Financial Year 2017-18).	Pay & Accounts Officer (Pension & Misc.) Ministry of Home Affairs

**6.2.** The new PPOs and subsequent amendments shall be sent by the PAO to the CPAO by post or special messenger after embossing the special seal for arranging payment to the pensioner through bank. The PAO while issuing the PPO will indicate in the PPO the particular branch of the Authorized Bank from which the pensioner has opted to draw the pension.

The specimen of the special seal and the signature of the PAO (Officer authorized to sign the PPO and amendments thereto) will be sent by the concerned Ministry/ Department to the CPAO. In the event of a change in the incumbency of the PAO the specimen signature of the relieving officer will

be sent to the CPAO by the relieved Officer. Similarly, digital signature directory of the pension processing PAOs will also be maintained to authenticate the pension cases received online under the digital signatures of the PAOs.

Consequent upon the digitization of the pension processing, PAO will process the pension cases through the Pension utility of PFMS, generate the e-PPO after due verification of the case with reference to physical documents and service records submitted by the Head of Office. Further, PAO will digitally sign the e-PPO and transmit the same to CPAO electronically. Pay and Accounts office will also send the Physical PPO Booklet along with PDF of e-PPO and other requisite documents after ensuring that the data of the e-PPO is invariably matched with the data of the physical PPO Booklet. Physical copy of the PPO Booklet along with requisite documents should continue to be sent by the PAO to CPAO, in respect of the Pension cases processed through PFMS, till the system of e-PPO stabilizes.

The authorized officer of CPAO on receipt of physical PPO(s) shall, process the Pension cases after verifying the details of e-PPO and details mentioned in the physical PPO. If found in order, the e-PPO along with e-SSA, duly signed digitally by the authorized officer of the CPAO, will be forwarded to the concerned CPPC of authorized Banks electronically. The physical PPO(s) along with SSA and other requisite documents shall be sent by Post or by hand as the case may be.

The CPPC will credit the first pension into the account of pensioner/family pensioner immediately on the basis of e-PPO and e-SSA received from the CPAO. On receipt of the physical PPO booklet and related documents, the CPPC will verify the details, and if any differences are found between the e-PPO and physical PPO, the same shall be intimated to CPAO within a month of credit of Pension/Family Pension for necessary corrective action.

PFMS will share the digital Signature directory of officers of PAOs authorized to sign e-PPO with CPAO.

## **7. ACCOUNTING AUTHORITY THROUGH WHOM PPOs HAVE TO BE TRANSMITTED TO CENTRAL PENSION PROCESSING CENTRES (CPPCs) ETC.**

**7.1** The designated officers of the Central Pension Accounting Office (CPAO) would be responsible for forwarding PPO/e-PPO with SSA/e-SSA and for other amenities in respect of former Presidents and Vice-Presidents of India or the spouse of the deceased Presidents and Vice-Presidents to the concerned CPPC of Authorised Bank. The provision of this para is equally applicable to amendment letters required to be issued consequent on revision of pension. SSA



/eSSA are issued by the CPAO in all new pension cases and subsequent amendments received in CPAO physically or electronically. They are forwarded to concerned CPPC duly digitally signed by authorized officer of the CPAO electronically as well as physically. All concerned Pay & Accounts their login. Officers of the Ministries/Departments can download the same from CPAO's website by using their login for updation of their records.

**7.2** Specimen signatures of PAOs of CPAO who are authorised to forward pension papers to banks are forwarded to CPPCs of Authorised Banks by the CPAO. In the event of a change in the incumbency of the PAO of CPAO, the specimen signatures of the new officer will be sent by CPAO to the CPPCs of Authorised Banks duly attested by the relieved officer. The CPPCs of Authorised Banks will keep the specimen signatures of PAOs of CPAO and the impression of special seal so received in their records.

The CPAO will also share the directory of digital signature of the PAOs of CPAOs authorized to sign e-PPOs and e-SSAs with the CPPCs of Authorised Banks.

The CPAO will also share the directory of digital signature of the PAOs of CPAOs authorized to sign e-PPOs and e-SSAs with the CPPCs of Authorised Banks.

**7.3** The time schedule to be followed by the various offices will be as under:

<b>Name of the Office</b>	<b>Time Schedule</b>
Pay & Accounts Officer/ Officer of the Accountant General issuing PPO	Dispatch of PPO along with "Undertaking of recovery of over payment" by PAO/ Designated Authority to the CPAO by last working day of the month preceding the month of retirement.
Central Pension Accounting Office (CPAO)	Dispatch of PPO by CPAO to the CPPC of Authorised Bank within 15 days of the receipt of the PPO from PAO.

Central Processing Centre (CPPC)	Pension Centre	<p>1. CPPC will verify the identification details of the pensioner given in the PPO and Documents attached to it from the KYC document and other details available in their CBS System. The pensioner's half of the PPO will be sent by CPPC to the PAHB (if it is opted by the Government Servant to receive the pensioner's portion of PPO through the Bank) with a copy of forwarding letter endorsed to pensioner, upon receipt of the PPO from CPAO. If sent by post to PAHB, tracking should be visible on CPPC site.</p> <p>2. Emails should be used as far as possible to intimate pensioners.</p> <p>3. CPPC should ensure that the pension has been credited to the pensioner's Account on the scheduled date by last date of the month following the month of retirement and e-scroll submitted to CPAO the same day.</p> <p><b>*Authority: DP&amp;PW OM No.1/27/2011-P&amp;P0W (E) dated-7th May 2014 read with ID No.1/27/2011-P&amp;PW (E)/6540 dated-24.06.2014</b></p>
Pension Holding Branch (PAHB)	Account Branch	On receipt of the pensioners' half of the PPO, the PAHB shall immediately intimate the pensioner to collect the same without any loss of time. Emails should be used extensively to intimate pensioners.

**7.4** In case of Union Territory Governments/Administrations where accounts have not been separated from Audit, the Accountant General will perform the functions of PAO and send the PPO to CPAO for onward transmission to CPPC.

## **8. RECORD OF TRANSFER OF PPOs**

**8.1** The CPAO will maintain a Central Data Bank in the Form as given in Annexure VIII to this Scheme in respect of all PPOs. For creation of Data bank every PPO has to be allotted 12 digit unique PPO number. Therefore, all the pending pre-1990 PPOs have to be converted to 12 digit PPOs. For this purpose, banks have to provide details and necessary documents to CPAO.

**8.2** The CPPC of the bank will maintain pensioner wise physical folders having original disburser's portion and subsequent amendments etc. and electronic folder viewable by the branches (PAHB). Similarly, all PPOs received from other CPPCs/banks on migration (Transfer of

Pension Account from one CPPC to another CPPC) are also to be entered, scanned and reposed in CPPC database in pensioner wise electronic and physical folders. All authorities/documents for any revisions/changes authorized by CPAO are also to be sent to CPPC. The documents should be scanned and archived after the data is entered into the CPPC system. The CPPC should also maintain an electronic register in the form prescribed in Annexure IX to serve as a consolidated record of the PPOs received by it from the CPAO for arranging their payments.

**8.3** The genuineness of PPOs issued will be verified by the CPPC of the banks by comparing the specimen signatures received by them separately (to be obtained, if not already on record), with those affixed on the letters from the CPAO forwarding the PPOs. In case it is sent in online mode, genuineness of e-PPOs and e-SSAs will be verified on the basis of digital signatures of the PAOs in CPAO who have forwarded it. Banks should make provision of time stamping of digitally signed SSAs received from CPAO.

**8.4** If PPO is dispatched manually, it will invariably be dispatched under speed post cover preferably in one packet having maximum 10 PPOs for each CPPC giving a bar code number. This bar code can be used from 1 to 9999 series. After exhausting this series these bar codes are renumbered starting from one. Through this bar code, movement of any PPO, right from the date of dispatch by CPAO to its delivery to the bank can be tracked during the period of three months from the date of dispatch through the CPAO's website i.e. [www.cpao.nic.in](http://www.cpao.nic.in).

If a PPO is to be delivered at the same station, its delivery may be arranged through a special messenger and proper acknowledgement obtained.

## **9. PROCEDURE FOR SWITCH-OVER OF PENSION PAYMENT FROM PAOs/TREASURIES TO AUTHORISED BANKS**

**9.1** The applications for switch-over of pension payment from PAOs/Treasuries to authorized banks will be made in the form as given in Annexure-X in duplicate to the Pension Disbursing Authority. A switch over of payment channel is permissible in the following cases:

- i. Treasury Office to Authorized Bank;
- ii. Pay & Accounts Office to Authorized Bank;

A switch over of payment of pension from Bank to Treasury/ PAO or from Pay & Accounts Office to Treasury or from one treasury to another is prohibited.

**9.2** The pensioners should first draw their pension which has already fallen due, before applying for transfer of pension from one mode of disbursement to another.

**9.3** Transfer applications in duplicate shall be forwarded immediately by the Pension Disbursing Authority along with the disburser's copy of the PPO halves, duly authenticated and written up to date to the CPAO for transmission to the concerned CPPC of Authorised Banks for arranging payment of pension after keeping necessary note in their records. All such cases should be reflected in the e-Scroll to CPAO also.

Action will also be taken by Pension Disbursing Authority to update the entries of payment made in the pensioner's portion of the PPOs, if not already done, before the transfer applications are sent to the CPAO.

**9.4** If a PPO (disburser's portion) has got torn or mutilated, it will be renewed by the CPAO with the help of PAO, if necessary, before sending it to the CPPC.

**Authority:** CPAO's OM No. CPAO/Tech/Banks Performance/2015-16/45 dated-02.06.2016 read with OM No. CPAO/Tech/Banks Performance/2015-16/60 dated-14.06.2016 and OM No. IT & Tech/Single Window Service/54/2018-19/71 dated 26.07.2018

## **10. INFORMATION TO PENSIONERS**

**10.1** The PAO and the other competent authorities mentioned in para 5.1, CPAO and CPPC will ensure that the pensioner is kept informed of the issue of PPO and about its subsequent movements at all stages. In this context, CPAO has also provided facility to the pensioners to track the movement of their PPOs from CPAO website. Moreover, SMS facility is also made available by CPAO to pensioners whose mobile numbers are available with CPAO, whereby pensioners are sent SMS on the receipt of PPO in CPAO from PAO and dispatch of pension cases from CPAO to CPPC of the concerned bank. CPPCs of Banks are also required to establish similar facility for the information of pensioners on the receipt of their pension cases from CPAO.

**10.2** CPAO, through its "Web Responsive Pensioners Service" (WRPS) has provided the facility to track pension cases, update contact details, view and download facility of SSAs, lodge and track grievances, and see details of pension payments made to the pensioners on its website [www.cpao.nic.in](http://www.cpao.nic.in). CPAO has also established a link between "Bhavishya" system of DoPPW and CPAO website whereby retiring employee/pensioner can track the status of his/her pension case

even before the case reaches CPAO. Pensioner may also view and download a copy of e-SSA from digilocker as well as WRPS.

**Authority:** CPAO's OM No. CPAO/Tech/Banks Performance/2015-16/45 dated-02.06.2016 read with OM No. CPAO/Tech/Banks Performance/2015-16/60 dated-14.06.2016 and OM No. IT & Tech/Single Window Service/54/2018-19/71 dated 26.07.2018

## **11. ROLES AND RESPONSIBILITIES OF CENTRAL PENSION PROCESSING CENTRE (CPPC)**

### **11.1 Roles and Responsibilities of Central Pension Processing Centre (CPPC)**

- i. CPAO will send the disburser's half of PPOs/e-PPO/revision authorities to the CPPC physically as well as electronically. Pensioner's half of PPO, if required, will also be sent to CPPC which will send it to Pension Account Holding Branch for delivery to the pensioner.
- ii. Central Pension Processing Centre (CPPC) of authorized Banks will send acknowledgement of receipt of PPO /e-PPO to the CPAO. Automated acknowledgment of the receipt and consumption of e-PPO should be generated and forwarded to CPAO in the format prescribed by CPAO (Annexure-XII).
- iii. CPPC will maintain pensioner-wise folder physically and electronically. The Disburser's portion of the PPOs shall be placed in serial order in a separate file for Central Govt. Civil Pensioners, which must be kept in the personal custody of the authorised officer of the CPPC. The scanned copy of the PPO will be kept in the concerned pensioner's electronic folder by the CPPC and will be viewable by branches. Similarly, all PPOs received from other CPPCs/ banks on migration will be entered and scanned and will repose in the CPPC database in the pensioner-wise electronic and physical folders.
- iv. All authorities /documents for any revisions/ changes authorized by CPAO will also be sent to CPPC. The documents should be scanned and archived after the data is entered into the CPPC system.
- v. The pension calculations will be done at the CPPC and credited to all pension accounts electronically. (However in SBI, the 16 CPPCs process the payment and upload the credit advice to the Central Data Centre in Mumbai, who affords the credit to each pensioner's account).

- vi. No bill will be required to be submitted by the pensioner for drawing pension at the paying branch. The pension will be paid by the paying branch after deduction of tax, The CPPC should ensure that the net amount of pension should be credited into the pensioner's account (individual or joint with spouse) by the last working day of the month to which pension relates, except in the month of March when it would be credited in the first working day of April. If in exceptional cases, the pension could not be credited on the due date, it must be ensured that it is credited within seven working days after the due date. The term working day shall be deemed to be a day on which the concerned paying branch is open for transacting its ordinary business. Pension will not be paid in cash.
- vii. As the drawing and disbursing agency, the CPPC will be responsible for the deduction of TDS and its report to CPAO through scrolls and other reports as required by CBDT from time to time. While deducting such tax from pension payment, the paying branch will also allow deduction on account of reliefs available under Income Tax Act from time to time on production of proper and acceptable evidence of eligible savings by pensioners. The paying branch will issue to the pensioner in April each year a certificate of tax deducted in the form prescribed in the Income Tax Rules. The paying branch will also issue Certificate of Income from pension to the pensioner in the form as above with necessary modification, even in cases where no income tax is deducted at source, if the pensioner applies for such a certificate in writing.
- viii. CPPC, on receipt of transfer applications, will ensure all necessary action for the transfer of pension account from one branch of the bank to another branch of the same bank or another bank.
- ix. CPPC may closely monitor family pension applications, transfer cases and cases where PPO halves are reported to be lost for corrective action in co-ordination with CPAO and other branches.
- x. On the website of CPAO (<http://www.cpao.nic.in>), bank-wise list of New PPO/Revision cases issued by CPAO are available in a downloadable excel file. All banks are required to download this excel file in respect of their bank and provide the date of credit of pension etc. and send it back to CPAO through e-mail.
- xi. The undertaking for recovery of excess amount paid to the pensioner by the bank has been made a part of the pension papers to be submitted by the retiring Govt. Servant to



Head of the Office before his/her retirement. The undertaking addressed to the branch manager of the bank will route from Head of the Office to the CPPC of the bank through CPAO along with Pension Payment Order booklet (PPO). Therefore, the PAHB need not insist the pensioner to separately submit the same for credit of first pension. This undertaking shall also be archived by the CPPC suitably in the relevant pensioner's folder. It must be ensured that there are no delays in the disbursement of the first credit of pension on this account.

**Authority: M/o PPG&P, OM No. 1/27/2011-P&PW (E) dated- 7th May, 2014 and Para 4.3.5 of CPPC Guidelines approved by CGA's Office (APPENDIX-A)**

- xii. The life and other mandatory certificates shall also be furnished by the pensioners to the Home Branch, who shall transmit the same to the CPPC on the same day or not later than three working days from its receipt. The Home Branch and the CPPC must ensure acknowledgment of receipt of the certificates to the pensioners. While doing so, the CPPC must ensure suitable systems/flags for registration of the certificates to ensure that there is no disruption in regular pension disbursement. The Pensioner and Family Pensioner may submit Life certificate through "*Jeevan Praman*" as referred in Para 14.3(xiii) of the Scheme Booklet. The CPPC of the concerned banks must also ensure scanning and archiving these certificates in the relevant pensioners' folder.
- xiii. The scheme requires that the arrears be drawn up by the CPPC of the bank only after the calculation and verification of the Due and Drawn Statement. Thereafter, the PAHB should be able to access Due and Drawn Statements and provide a copy of the Due Drawn Statement to the pensioners physically/electronically in all cases. The copy of the Due Drawn Statement will also be shared with CPAO along with scroll to enable dissemination to Pensioners through WRPS.
- xiv. The CPPC will submit the e-scrolls to CPAO on daily basis and send the daily memo to its Link Cell for seeking re-imbursement from RBI. The CPPC will also furnish the Date-wise Monthly Statement and other documents to CPAO for reconciliation.
- xv. The CPPC is responsible for furnishing all periodical reports/statements sought by CPAO from time to time, for budgetary and other requirements. The CPPC has to submit monthly DMS to CPAO every month. The CPPC is also responsible for transmitting the electronic scroll on daily basis to CPAO.
- xvi. The CPPC will receive Government Orders relating to Pension and disseminate the same to all concerned agencies for necessary action.

- xvii. The CPPC should have direct access to the websites of the Department of Pension & Pensioners' Welfare, M/o Home Affairs and Ministry of Health & Family Welfare so that these are regularly browsed and orders on Dearness Relief & Medical Allowance issued by various Departments are acted upon immediately.
- xviii. The dues of the pensioner accruing with time, based on age, must be automatically paid to the pensioner/family pensioner. In case neither the exact date of birth nor the age is available either in the PPO or in the office records, the Pension Disbursing Authority/Bank will intimate the pensioner/family pensioner in this regard and request them to submit four copies of the document as mentioned in the G.I Department of Pension and Pensioners' Welfare OM Number 38/37/08-P&PW(A) dated 21.05.2009 and 11.08.2009. The document should be duly attested by a Gazetted officer/MLA to Pension Disbursing Authority/Bank. Additional Pension/Family pension shall be payable as per the document submitted by the Pensioner/family Pensioner in the manner indicated in the DP&PW O.M dated 3.10.2008 and 21.05.2009. Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the manner indicated in the OM mentioned above, on provisional basis, up to a period of six months from the month in which the proof of age/date of birth is submitted by the pensioner/family pensioner. The Pension Disbursing Agency/Banks, in such cases, will immediately send one copy of each submitted document to PAO through CPAO for formal authorization of additional pension/family pension. The Pension Disbursing Agency will make payment of additional pension/family pension beyond a period of six months only on receipt of authorization from PAO through CPAO.

**Authority: GID 5 & 5-A below Rule 49 of CCS (Pension) Rule**

- xix. At the time of credit afforded at CPPC, a confirmation report must be generated and monitored to ensure that the pension/family pension etc. in respect of all pensioners of the CPPC have been credited. A monthly discrepancy report with respect to the total number of pensioners and those paid in the previous month may be reviewed regularly. The changed information in Annexure XVI (Format-F) must be sent to CPAO along with paid e-scrolls without fail. Exceptions should be reviewed by the senior management of the bank to enable immediate rectification of any omission.
- xx. CPPC software is required to have a grievance redressal module. It should also have grievance registration facility and redressal mechanism for Pensioners .The same also needs to be enabled for PAHB to hand hold and enable lodging of grievance by the Pensioner.

- xxi. CPPC may exercise oversight on quality of service to pensioners including services to the handicapped pensioners.
- xxii. CPPC may ensure that the responsibilities assigned to PAHB are enforced so that the pensioners are not redirected to CPPC for redressal of grievances and information needs. Necessary performance measures and monitoring mechanisms, in co-ordination with the respective administrative structures to achieve the desired level of service delivery in PAHB as well as CPPCs may be instituted by the bank.
- xxiii. Regular training sessions on CPPC systems/procedure for bank personnel dealing with pension matters may be organized. In view of the fact that bank personnel are constantly rotated, there is a need for such training to be conducted on an ongoing basis.
- xxiv. CPPC may be perceived by Home Branches as the custodian of records and responsible for servicing the pensioners. Therefore, there is a need to sensitize Home Branches to handle pensioners' queries and grievances in a proactive manner by accessing the data and records either available with them or with the CPPC.
- xxv. CPPC will maintain a detailed record of pension payments made by it from time to time in the form prescribed in Annexure-XI (Electronic format –A). Every payment will also be entered on the disburser's portion of the PPO and authenticated by the authorised officer of the CPPC.
- xxvi. It is desirable that each CPPC should have its own web page and the PPO status should be transparently depicted thereon. Facility for enquiry through PPO number should be made available.
- xxvii. An institutional mechanism in the CPPC shall be put in place to ensure that reconciliation is carried out on a fortnightly basis for the ongoing payments.
- xxviii. New CPPC of any bank should commence its operations on the first day of a month. In the CPPC set up, claims shall be preferred and settled promptly.
- xxix. Till such time the IFSC completely replaces the BSR Code in CPAO, the CPPC shall maintain both the BSR Code and IFSC Directory of the banks and will update it on a monthly basis carrying out the changed information in respect of new/merged/closed

bank branches, including change of postal addresses and intimate to CPAO in the prescribed electronic format (Annexure II) in order to obviate any problem to the pensioners. This is to be substituted by a suitable web service for IFSC at the earliest. This directory may be made available to CPAO for download from the web page of CPPC on need basis. Changes, if any, may be regularly uploaded to the web page of CPPC and intimation be sent to CPAO.

- xxx. Following the introduction of the CPPC all CBS enabled branches of the bank are authorized for serving as pension account holding branches.
- xxxi. All data provided by CPAO in PPOs/revision authorities or any duplicate documents may be scrupulously entered into the format prescribed for Master Data.
- xxxii. Synchronizing the database or restructuring it as per Government Orders from time to time in addition to providing information on any change will be required.

## **11.2 Compensation to the Pensioners**

Pension Paying Banks should compensate the pensioner for delay in crediting pension/arrears thereof at a fixed interest rate of 8 percent per annum for the delay after the due date of payment and the compensation shall be credited to the pensioner's account automatically without any claim from the pensioner on the same day when the Bank affords credit for revised pension/pension arrears, in respect of delayed pension payments made since October 2008.

## **12. ROLES AND RESPONSIBILITIES OF HOME BRANCHES (PENSION ACCOUNT HOLDING BRANCHES)**

### **12.1 Roles and Responsibilities of Home Branches (Pension Account Holding Branches)**

- i. The Pension Account Holding Branch (PAHB) or Home Branch is the branch where the pensioner opens his pension account and which directly deals with the pensioner. Home Branch is responsible for collecting the requisite certificates from the pensioners and providing them with all customer related information.

- ii. It is desirable that the requirements of the pensioners should be attended to on his first visit. There should also be prioritized service to physically handicapped/very old pensioners as well as seating arrangements/people management available at all branches.

Currently, the Home Branches across the country are the nodal point for providing service to pensioners at their doorsteps. The pensioners will continue to transact through the Home Branch where they maintain their pension account. It is intended that besides timely and automated payments, the pensioners should receive all information from the Home Branch.

- iii. The pensioner is not required to visit the bank to activate the first payment of pension. On receipt of PPO Booklets the CPPC itself will verify the identification details i.e. specimen signature, photos, permanent address etc. of the pensioner given in the PPO booklet & attached documents to it, from the details of "Know Your Customer" norms applied at the time of opening of bank account by the retiring Govt. Servant and other details available in their CBS System. Pensioner's half of PPO will be sent by CPPC to PAHB for delivery to the pensioner, if required, as the Government Servant has to opt at the time of submitting pension papers to the Head of the Office before his/her retirement as to whether he/she would prefer to have his/her PPO booklet through Head of the Office along with other dues or through bank. On receipt of pensioner's portion of PPO the PAHB shall immediately address the pensioner to collect the same. While handing over the pensioner's portion of the PPO to the pensioner, PAHB will obtain pensioners' signature as a proof of delivery of the same and archive the same in the relevant pensioner's folder at CPPC.

**Authority: - M/o PPG&P, OM No. 1/27/2011-P&PW (E) dated- 7th May, 2014. Para 4.6.4 of CPPC Guidelines approved by CGA's Office (APPENDIX-A)**

- iv. If the pensioner is transferring his account to any new branch of the same authorized bank, he may submit an application for transfer of pension account at either the old branch or the new branch. An arrangement to receive and acknowledge pensioner's application may be put in place.
- v. The Home Branch will meet all information needs of the pensioner using the CPPC system. The CPPC software will display on the computer screen, options and view of the details of calculation of pension and its breakup of the pension paid to the pensioner/family pensioner. The Home Branch will act as intermediary between the pensioner & CPPC and, besides providing accounts statement, provide to the pensioners the TDS, pension slip, the Due and Drawn Statement in respect of each arrear and the Annual Income Statement.

- vi. The Home branch will be responsible for reporting the relief sought in respect of income tax to enable CPPC to deduct tax at source. They will verify and upload the admissible reliefs claimed by pensioners and provide Form 16 to the pensioners.
- vii. The Home Branch will interact with the pensioners and redress their grievances, if necessary, in consultation with the CPPC within the prescribed time limit and also communicate to the pensioner through SMS and e-mail.
- viii. Any change in the status of the pension which originates at the Home Branch such as the death of the pensioner (subsequent application seeking family pension/Life time arrears), change in address, transfer to another branch or bank, non-operative pension account, etc. will be communicated without delay by the branch to the CPPC which in turn will inform CPAO. All such cases shall be processed by the CPPC for further action. The CPPC will retain this information on its database with suitable audit trail.
- ix. It would be the responsibility of the Home Branch to update the entries of the pensioners' half under the signature of the appropriate authority, if desired by the pensioner.

## **12.2 Additional Relief to National Pension System subscribers in death/disability cases**

- i. The additional relief to National Pension System subscribers in the event of death/disability in the form of provisional pension is being directly disbursed by CPAO to the bank accounts of pensioners/family pensioners each month.
- ii. The Home Branch is required to act as a service delivery point of presence for the pensioners and also act as an intermediary of CPAO for uploading/intimating first time identification issued by the bank in the form mentioned in Annexure XXXIII on the basis of details of pensioner verified by the bank at the time of opening of bank account through KYC and available in its CBS system, life certificate, etc. to CPPC. Home Branch will register grievances and redress the same. If the grievance does not pertain to the branch, then it shall be forwarded to CPAO through the CPPC.
- iii. The oversight responsibility would inter-alia pertain to redressal of grievances and delivery of services by the Home Branches. As and when required by CPAO, the CPPC may closely co-ordinate with the Home Branches to resolve difficulties.



### **12.3 Preparation of e-Scrolls, its Submission to CPAO and its reimbursement from RBI**

**12.3.1** Timely disbursement of pension and terminal benefit with minimum lag after authorization by CPAO is essential. Timely submission of scrolls to CPAO should immediately follow. CPPCs may ensure that there is no mis-classification of Non-civil pensions/other pensions as civil pensions etc.

**12.3.2** The CPPC, will generate e-scrolls on the day on which the pension account of the pensioner is credited and electronically submit the scrolls to CPAO and send the daily memo along with a certificate to the effect that all e-scrolls have been uploaded to the website of CPAO by CPPC and to its Link Cell for seeking re-imbursement from RBI in the Electronic format-A at Annexure-XI. The CPPC will include all the pension payments made by them in twenty three categories of pension.

These categories are:

**(A)** Superannuation Pension (other than that of High Court and Supreme Court Judges). Earlier pensioners who were under voluntary retirement and invalid pension category should now be marked "V" and "I" respectively according to the new revised categories of pension.

**(B)** Family Pension (other than High Court and Supreme Court Judges). It should only be family pension for A, I, V categories.

**(C)** Pension to High Court Judges and their family pensions.

**(D)** Superannuation Pension of Supreme Court Judges.

**(E)** Family Pension for Supreme Court Judges.

**(F)** Pension to Ex-MPs.

**(G)** Swarntrata Sainik Samman Pensioners (Freedom Fighters/Political Pensioners) and their family pensioners.

**(H)** Pensions and other amenities to the former President of India including Payment of Medical expenses and traveling expenses towards medical checkup of the spouse of the retired/deceased President.

**(I)** Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British authorities.

**(V)** Voluntary Retirement: This is a new category added. All the earlier pensioners who are under category "A" (as per original category) and are voluntary retired should be made the category "V" according to new system.

**(P)** Prorata Pension (newly added category for PSU absorbee).

**(O)** Other pension.

**12.3.3** While preparing scrolls, the CPPC should prepare a separate scroll for each category. In order to enable the CPPC of Authorised Banks to know the category to which a particular pensioner belongs, the PPO Issuing Authority or the CPAO will indicate the same prominently on the PPO/SSA in the prescribed column. In the case of old PPOs, classification may be done by the CPPC of the Authorised Banks. The authorised signatory of the CPPC, while uploading the e-scrolls in Format – A (Annexure-XI) will certify that each and every payment of pension to the pensioner (including family pensioners) during the period of payment in the preceding year has been made after obtaining and verifying the life-certificate, non-employment/re-employment certificate as required in Annexure-XIII and XIV of para 14.3 & para 14.4 and remarriage/marriage certificate as required in Annexure-XV para 14.8 of the scheme. It is also confirmed that the relevant certificate in each case is held in the system of the bank concerned, for verification if needed.

**12.3.4** The CPPCs of the banks shall submit the e-scrolls to CPAO and simultaneously inform their Link Cell at Nagpur through the daily memo. All the payments or receipt scrolls should have unique file names and scroll numbers, generated for submission to CPAO. The CPPC should ensure that:-

- i. It will not submit any claim, older than one year, directly to RBI. The claims, having date of transactions older than one year of the date of claim, will be submitted to RBI for reimbursement only through and after approval of CPAO.
- ii. All the claims will be preferred by the banks through CPPCs only. If any claim is raised by the banks through any nodal branch, other than CPPCs, the claim will be disallowed and RBI would be requested by the CPAO to reverse the put-through amount.
- iii. The bank will be liable to refund the amount of over claim received together with interest calculated at bank rate plus 2% from the date of put-through till the date of refund. The Link Cell of the CPPC will claim reimbursement from RBI in line with the procedure detailed in para 12.3.2. RBI will send the CPPC-wise Monthly Put-Through Statement to CPAO back to back with the same scroll number and amount generated by the CPPC for submission to CPAO. CPPC will be fully responsible to generate e-scroll and to send or upload or both daily on the date on which the pension account of the pensioner is credited and simultaneously upload the same to the website of CPAO in the Electronic Formats A and F (Annexure-XI & XVI) and send the daily Memo for reimbursement to the Link Cell of the bank at Nagpur (GAD, Mumbai in case of SBI). The CPPC will also furnish the Date-wise

Monthly Statement and other documents to CPAO for reconciliation. Each and every CPPC is supposed to provide its e-mail ID to CPAO for sending the discrepancy report.

**Authority: RBI/2020-21/03 DGBA.GBD.No.2/31.12.010/2020-21 July 1, 2020**

**12.3.5** CPAO incurs certain expenditure on behalf of other Ministries or Governments. In respect of these pensions, RBI has opened different sub-accounts for CPAO. For instance, for pensions payable to employees of Government of Delhi, the code is 2071-03. Scrolls for each of these categories are to be generated and consolidated separately and the sub-category has to be invariably mentioned to RBI for claiming re-imbursement. The codes as on date are given below:

<i><b>Code</b></i>	<i><b>Category</b></i>
2071-01	Central Civil Pensions
2071-2	All India Service
2071-03	Pensioners of G.O.N.C.T Delhi
2071-98	Freedom Fighter Pensioner

**12.3.6** The format of the scroll prescribed in the Scheme for Payment of Pensions to Central Government Civil Pensioners through authorized banks requires reporting of pensions paid both gross and net of recoveries and tax deducted. The accurate accounting for each category of payment prescribed, (such as monthly pension, commutation value payment or gratuity, monthly family pension) is imperative for efficient budget management and proper accounting by CPAO.

**12.3.7** Reimbursements are to be claimed based on the pension paid net of recoveries including taxes. This needs to be enforced by the CPPC. Each error scroll and corrected claim of reimbursement should be linked and preferred on a back to back basis.

**12.3.8** In respect of scrolls pertaining to category 'C' i.e. payment of pension to High Court Judges supporting vouchers are to be attached and submitted to CPAO for claiming the reimbursement from concerned Accountant General by CPAO.

**12.3.9** In case there is any change in financial or non-financial details of the pensioner in any particular month as compared to the pension payment of preceding month, for any reason, the

CPPC will provide to CPAO the changed information in the format 'F' (Annexure-XVI) along with each and every electronic scroll.

### **13. ACTION BY CPAO ON RECEIPT OF THE SCROLL AND ITS RECONCILIATION AND ACCOUNTING**

#### **13.1 Reconciliation**

On receipt of electronic scrolls, CPAO would verify File validation error in Annexure-XVII and send an acknowledgement-1 in Annexure-XVIII to RBI and CPPC mentioning bank identity detail, transaction date, Amendment Flag (blank), receipt/ payment scroll number and receipt/payment amount in an electronic string in format provided at Annexure-XIX\_within the same working day or latest by the next working forenoon. In the event of failure of the validation, the scroll would be returned to the CPPC with the error detail in Annexure-XX for reconciliation.

**13.1.1** On successful validation the scroll would be incorporated in the database. The data base will be analyzed in respect of payment made (Logical validation list at Annexure-XXI). The analysis will generate an exception/discrepancy report in Annexure-XXII for each aspect of irregular payment and return to the bank for corrective action. Where the error is recognized by the bank they will submit an error scroll within 7 days in Annexure-XXIII.

**13.1.2** In case the pension paid was due, the bank will have to change the master data included in the database of CPAO within 7 days with the collateral evidence in Annexure-XXIV and CPAO would incorporate the change in the database and accept the said transaction. In case the error is not responded by the bank for correction within 15 days, instruction will be issued to the CGM/Executive Director from CC (P)/CA, CPAO requiring the reversal of the transaction through an error scroll in Annexure-XXIII within 7 days, failing which, CPAO would convey the reversal to RBI in an electronic string with Amendment Flag (marked) through the same route.

**13.1.3** Date-wise Monthly Statements would be continued to be received in CPAO. The bank will, however, be allowed to re-claim this amount only after submission of e-scroll with the prior approval of CPAO. The electronic format for DMS is at Annexure-XXV. For the purpose of final reconciliation in CPAO with electronic data from CPPCs and the put-through from RBI, CPAO and

RBI CAS Nagpur shall on periodic basis square off the position between the put – through, as posted by RBI in respect of banks, and the e-scroll received by CPAO from such banks.

**13.1.4** The reconciliation in CPAO with electronic data from CPPC and similar consolidated statements generated through the database will be undertaken regularly.

**13.1.5** The daily confirmation memo to RBI and the reimbursement made by them will be compared by instituting a reconciliation mechanism between RBI and CPAO each fortnight. Similarly the put-through statements from RBI will be reconciled and these arrangements will enable close monitoring and concurrent correction.

## **13.2 Accounting**

**13.2.1** The scrolls received from banks are compiled into monthly accounts in CPAO by debiting the composite “Pension” grant of the GOI for civil pensions. This forms the basis of the preparation of the Union Finance Accounts and the Appropriation Accounts (Civil). In order to ensure budget monitoring, it is imperative that banks incur the authorised expenditure and report the same to CPAO in a regular and systematic manner. The CPAO will be responsible for accounting of gross pensions and deductions towards income-tax and will adjust the transactions in the usual manner.

The accounting for E-scrolls is as under:-

<b>S.No.</b>	<b>Operation</b>	<b>Accounting</b>
<b>1.</b>	On generation of acknowledgement with reference number	<p>The concerned accounting heads under the Major Head ‘2071-Pensions and other Retirement Benefits will be debited based on the scroll entries i.e. gross Pension and deduction of Income Tax. The contra-credit will be afforded to ‘Major Head-8658 Suspense Accounts- Minor Head 108-Public Sector Bank Suspense or 138- Private Sector Bank Suspense.</p> <p>In case of Swatantrata Sainik Samman, the debit would be afforded to 2235 – Social Security and Welfare, 107 – Swatantrata Sainik Samman Pension Scheme.</p> <p>The above debit will be accounted for as gross</p>

S.No.	Operation	Accounting
		expenditure and all recoveries made from pension will be accounted for under the corresponding head. For example in case, tax is recovered, the amount of recovery would be accounted as receipt under Major Head – 0021. The contra entry would be to the debit under 8658-PSBS/108 or 138
2	RBI will send the CPPC wise put-through at the end of the month.	The corresponding entries crediting/ debiting major Head 8675-Reserve Bank Deposits by clearing the credit or the debit under 8658/ 108 or 138 will be carried out
3.	If logical error exists in uploaded file, CPAO will generate discrepancy report and send it to bank	Will be accounted for outside books and recorded in the electronic Objection Book in CPAO and watched by Sr. AO(Compilation) under the supervision of CA/Dy.CA [Annexure-XX]
4.	CPAO will incorporate the details of the PPO when the banks provide satisfactory collateral evidence (Annexure-IX) in support of additional entries.	The corresponding entries in the electronic Objection Book (Annexure-XX) will be removed.
5	The bank may correct its own position and issue an error scroll to reverse the entry claimed.	The corresponding entries in the electronic Objection (Annexure-XX) will be removed. The error scroll be accounted for as in Sl. No. 1 above
6.	If the bank fails to provide collateral evidence (Annexure-IX) in support of discrepant items within the stipulated cut-off time or to provide error scroll in correction, the RBI will be instructed for reversal of credit amount through a demand letter.	The concerned head under Major Head '2071-pensions' will be minus debited and minus credited to '8658-PSBS'/108 or 138.
7	RBI will send the reversal in a separate put-through.	The effective transfer entry will be incorporated into monthly account on receipt of reversal put through by bank
8	End of the month	The monthly account generated would be incorporated into PFMS.

## **14. CERTIFICATES TO BE FURNISHED BY THE PENSIONERS/FAMILY PENSIONERS**

**14.1** All the requisite certificates mentioned below may be submitted by the pensioner to the bank by visiting bank personally or deputing the representative to the bank after signing LC by the authorized officers as mentioned under para 14.3 of this booklet. The pensioner may also submit the certificates through "*Jeevan Praman*" which are available on its website.

All Pension disbursing banks shall make an exception list, as on 1st December every year, of those pensioners who fail to submit their Life Certificate by 30th November and send SMS/E-mail to the pensioners included in the aforesaid exception list advising them to submit the Life Certificate at the earliest to avoid discontinuation of their pension. The Bank shall also ask such pensioners, through SMS/E-mail, as to whether they are interested in submission of Life Certificate through a doorstep visit by the bank. Wherever a Call Centre/App based facility is available, Banks should also encourage taking request for doorstep visit through such modes. The banks shall not charge any Pensioner more than Rs. 60/- for such a doorstep visit. In line with the Reserve Bank of India circular, RBI/2014-15/587, dated 07.05.2015, all banks shall encourage promoting Life Certificate through Digital means.

**DoP&PW circular no. 12/4/2020-P&PW©-6300 dated 17th January, 2020**

**14.2 Life Certificate:** The pensioners/family pensioners would be required to furnish a Life Certificate in November each year in the form prescribed in Annexure XIII to any branch of the bank through which his/her pension/family pension is being disbursed. Officers of the Reserve Bank of India and of the Authorised banks listed in Annexure I are authorised to give life certificates for this purpose.

The Pensioners/Family Pensioners aged 80 years and above may submit their Life certificate w.e.f 1st October of each year which would be valid till 30th November of the Subsequent Year in order to provide Senior Pensioners with an exclusive Window at Banks for the activity and avoid the general rush.

Designated officer of the bank to accept the life certificate will give the acknowledgement duly signed with stamp of the receiving bank branch as prescribed in the Proforma of Life Certificate.

**Authority: Ministry of Finance, UO ID No.245/E.V./2013 dated-13.02.2013 read with Correction Slip No. 24 and OM No. 1/20/2018-P&PW (E) dated 18.07.2019**

**14.3** In case a pensioner/family pensioner is unable to obtain a life certificate from an Authorised Bank Officer on account of serious illness/incapacitation etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his inability to appear in person may be sent to the officer-in-charge of the Pension Account Holding Branch (PAHB) so that the latter may nominate an officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

However, a pensioner who produces a life certificate in the prescribed form in Annexure -XIII\* signed by any person specified hereunder, is exempted from personal appearance:

- i. A person exercising the powers of a Magistrate under the Criminal Procedure code;
- ii. A Registrar or Sub-Registrar appointed under Indian Registration Act;
- iii. A Gazetted Government servant;
- iv. A Police Officer not below the rank of Sub-Inspector in-charge of a Police Station;
- v. A Postmaster, a departmental Sub-Postmaster or an Inspector of Post Offices;
- vi. A Class-I officer of the Reserve Bank of India, an officer (including Grade II officer) of the State Bank of India or of its subsidiary;
- vii. A Justice of Peace;
- viii. A Block Development Officer, Munsif, Tehsildar or Naib Tehsildar;
- ix. A Head of Village Panchayat, Gram Panchayat, Gaon Panchayat or an
- x. Executive Committee of a Village;
- xi. A Member of Parliament, of State legislatures or of legislatures of Union Territory Governments/Administrations.
- xii. Treasury Officer.

**(xiii)\*** A life certificate in the form of "*Jeevan Pramaan*", which initially requires a pensioner to undergo Aadhaar Biometric Authentication and is subsequently issued online, will be accepted as a valid life certificate pursuant to the provision of the Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2016".

In the case of a pensioner/family pensioner drawing his/her pension through Authorised Bank, the life certificate may be signed by an officer of an Authorised Bank. In the case of a pensioner residing abroad and drawing his pension through any other bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank. A pensioner/family pensioner gets exemption from personal appearance subject to production of Life Certificate signed by the above mentioned officer of the bank. A pensioner not residing in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from personal appearance. He may provide Digital Life Certificate online through Aadhaar based biometric authentication system. Banks should give SMS alerts to pensioners/family pensioners from 1<sup>st</sup>



December to 10th December of each year to minimize the number of cases of stoppage of pension due to non-receipt of life certificate.

\* **Authority:** CGA's UO No.1 (7) (1)/2000/TA/377 dated-19.08.2003 & UO No.1 (7)/CPAO Scheme Book/2005/TA/254 dated-28.06.2011, CPAO's C.S.No.14 & 15 dated-30.06.2011 read with Correction Slip No. 25 dated-22.12.2016 to the Scheme Booklet and DoP&PW'sOM No. 12/5/2020-P&PW©-6363 dated 20.02.2020.

**14.4 Non-employment Certificate :** The pensioner would be required to furnish a certificate of non-employment or employment/re-employment in a Department/ Office of Central or State Govt. or Union Territory or in a Company, Corporation, Undertaking or Autonomous Body or a Registered Society of Central or State Govt. or Union Territory, any Govt. outside India/an International Organization of which Govt. of India is not a member, or in a Nationalized Bank including Reserve Bank of India and the State Bank of India, in a Local Fund, yearly, i.e. in the month of November each year in the form prescribed in Annexure XIV. In the case of a pensioner who declares about his employment/re-employment with emoluments which include D.A., A.D.A. etc., provisions of para 18.2 (I and II) below should be enforced.

**14.5** Subsequent payments of pension for the month of November each year to a former MP will be subject to production of declaration in form at Annexure XXVI regarding holding of an office/employment/receiving of any other pension etc. The former MP pensioner is also required to inform the PAO (which issued the PPO) as well as the Pension Disbursing Officer about his election/employment as referred to in Condition -A or his getting pension as referred to in Condition -B of the Annexure XXVI within one month of the event.

**14.6** The pension including element of dearness relief for November and onward may not be credited by the bank in case the pensioner fails to submit requisite certificate except non-employment or employment/re-employment certificate on due date. In case, however, the pensioner fails to submit the non-employment or an employment/re-employment certificate on due date, only the elements of dearness relief for November and onward may not be credited by the bank. Pension will continue to be credited.

**14.7** At the end of each year a Certificate in the prescribed form given in Annexure XXVII to the effect that the amount of other amenities so far drawn has been spent for the purpose for which it had been drawn shall be furnished:

- i. by the former Presidents /Vice Presidents" in Form A, or
- ii. by any other person authorised by such President/Vice Presidents" on his/her behalf in Form B.

**14.8 Marriage/Re-marriage Certificate: -**

- i. Widow or Widower is entitled to Family Pension up to the date of death or re-marriage. Provided that family pension shall be continued to be payable to Childless widow on re-marriage, if her income from all sources is less than the amount of minimum family pension under sub rule 2 of Rule 54 of CCS (Pension) Rules plus dearness relief thereon. He/She is required to submit a self-certificate of non-marriage in the month of November each year or intimate the date of marriage if it falls prior to November.
- ii. Unmarried dependent son/daughter (including widowed daughter) is entitled to get family pension until he/she attains the age of 25 years or until he/she gets married or until he/she starts earning his/her livelihood whichever is the earliest (earning livelihood means Income from all sources is equal to or more than the minimum family pension under sub rule 2 of Rule 54 of CCS (Pension) Rules plus dearness relief thereon). He/she is required to submit a self-certificate of non-marriage in the month of November each year or intimate the date of marriage if it falls prior to November.
- iii. Unmarried or widowed or divorced dependent daughter is entitled to get family pension until she gets married or re-married or until she starts her livelihood whichever is the earliest (earning livelihood means Income from all sources is equal to or more than the minimum family pension under sub rule 2 of Rule 54 of CCS (Pension) Rules plus dearness relief thereon). She is required to submit a self-certificate of non-marriage in the month of November each year or intimate the date of marriage if it falls prior to November.

**Authority: DP&PW OM No. 1/1/2016-P&PW(E)/23913 dated 19.12.2016 read with correction slip no 23**

- iv. However, the unmarried/divorced/widowed daughter, will be eligible for family pension up to the date of marriage/re-marriage or till the date she starts earning or up to the date of death whichever is earlier only after the other eligible family member mentioned in Category-I in GID No.23 below Rule 54 of CCS Pension Rules,1972 of the family pensioners

have ceased to be eligible to receive family pension and there is no disabled child to receive the family pension. She shall be required to furnish marriage/remarriage certificate in the prescribed form Annexure-XV once in a year in the month of November.

**Authority: -GID No.23 below Rule 54 of CCS Pension Rules**

**14.9 Income Certificate:-** All family pensioners except spouse are required to submit a self-certificate of income to the effect that he/she has not started earning his/her livelihood (earning livelihood means Income from all sources is equal to or more than the minimum family pension under sub rule 2 of Rule 54 of CCS (Pension) Rules plus dearness relief thereon) in the month of November or intimate any earlier date from which he/she starts earning a livelihood.

**14.10** The life and other mandatory certificates furnished by the pensioners to any branch of the bank through which his/her pension/family pension is being disbursed shall be transmitted by that branch to the CPPC. The receiving bank branch will upload it on the CBS System and forward the original certificate to CPPC for taking necessary action. That Branch must ensure acknowledgment of receipt of the certificates to the pensioners. On receipt of the certificate, the CPPC must ensure suitable systems/flags for registration of the certificates to ensure that there is no disruption in regular pension disbursement. The CPPC of the bank must also ensure scanning and archiving these certificates in the relevant pensioners' folder.

**14.11** In cases where the son or daughter of a Govt. Servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of twenty-five years will continue to be paid family pension beyond the maximum age limit referred to above subject to the condition that there is no eligible claimant for family pension under provision to rule 54(6) of the CCS (Pension) Rules, 1972.

The person receiving the family pension as guardian of such son/daughter or such son/daughter not receiving the family pension through guardian should produce a certificate from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the institution or his nominee as chairman and two other Members, out of which at least one shall be a specialist in the particular area of mental or physical disability including mental retardation, once, if the disability is permanent and if the disability is temporary once in every five years to the effect that the person continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled.

In such cases, the guardian shall be required to furnish certificate every year in the month of November that he or she has not started earning his/her livelihood and subject to the condition that in case of any eventuality taking place at any point of time during the year, the same shall be reported by the guardian or son or daughter to the bank/treasury at the earliest possible.

In other cases also, it shall be the duty of son or daughter or siblings or the guardian to furnish a self certificate to the Treasury or Bank, as the case may be, once in a year in the month of November that he or she has not started earning his or her livelihood. A similar self certificate shall be furnished by a childless widow after her re-marriage or by the disabled son or daughter or parents to the Treasury or Bank, as the case may be, once in a year.

**Authority: DP&PW OM No.1/1/2016-P&PW(E)/23913 dated-19.12.2016**

**Authority: Sub Rule 6 of Pension Rule 54 of CCS Pension Rules, 1972.**

## **15. PROCEDURE FOR TRANSFER OF PENSION PAYMENT FROM ONE BRANCH/BANK TO ANOTHER**

**15.1** All cases of transfer of PAHB may be hand held by Branches, CPPC(s) and the continuity of monthly pension protected. Applications for transfer of pensions may fall under the following two categories:

- i. Transfer from one PAHB to another of the same CPPC of authorized bank
- ii. Transfer from one CPPC of Authorized Bank to another CPPC of authorized bank,
- iii. Transfer of Pension from CPPC of Authorised Banks to Embassy of India Kathmandu
- iv. Transfer of Pension from Embassy of India, Kathmandu to CPPC of Authorised Banks in India.

### **15.2 Transfer from one PAHB to another of the same CPPC of authorized bank**

The pensioner/family pensioner may submit an application for transfer of pension/family pension account at either the old branch or the new branch of the bank chosen. The transfer application will require mentioning both account numbers (the old & new branch) with both branch contact details, if account portability is not available in the bank. If the account portability is available then the pensioner may simply seek a transfer of his/her pension account to the new branch. The branch receiving the application will scan and forward the same to CPPC. CPPC will coordinate the continuity of disbursement of monthly pension/family pension without any break. The changed information will be provided to CPAO along with the electronic scroll in the Annexure-XVI (Format F).

### **15.3 Transfer from one CPPC of Authorized Bank to another CPPC of authorized bank**

The Pensioner will submit transfer of Pension Accounts request on simple sheet of paper to the old PAHB indicating the details of the bank of the New PAHB Account Number, PPO Number, etc. The PAHB on receipt of the request from Pensioner will forward it to the CPPC for taking further action.

On receipt of the request from the PAHB, the scanned PPO and scanned application for transfer will be electronically transmitted by the CPPC to the new CPPC along with record of last pension paid, arrears of pension, if any, yet to be paid & amount of recoveries, if any, yet to be made along with attested Due & Drawn Statement. The new CPPC will acknowledge the receipt of the scanned copy and last payment reported by revert mail and will incorporate this into the system and start the pension payment to the new account on an ad-hoc basis for a period of three months or till the original documents are received whichever is earlier. On receipt of acknowledgement, the old CPPC will stop pension disbursement; arrange to have the PPO sent directly to the new CPPC through Speed Post and intimate the post number to the receiving CPPC. It will wait for the confirmation of receipt of Physical PPO from the new CPPC. The changed information will be provided to CPAO along with the electronic scroll in the format F (Annexure-XVI) in respect of any pensioner included/excluded along with the reasons. All PPOs received from other CPPCs on migration will be entered and scanned and reposed in the new CPPC's database in the pensioner wise electronic and physical folders.

To avoid the risk of overpayment at the time of transfer, the following certificate may be recorded on the Disburser's portion of the PPO by the old CPPC of the Authorized Bank: "Certified that payment of pension has been made up to the month of ..... and that this PPO consists of ..... continuation sheets for recording disbursement".

### **15.4 Transfer of Pension from CPPC of Authorised Banks to Embassy of India Kathmandu**

The Pensioner will submit transfer of Pension Account request on simple sheet of paper to the old PAHB after drawing the pension which has already fallen due. The PAHB on receipt of the request from Pensioner will forward it to the CPPC for taking further action.

On receipt of request of transfer of Pension Account from PAHB, CPPC will forward the disburser portion of PPO along with the request of transfer application of the pensioner to CPAO. CPPC will also send Certificate of last pension paid, arrears of pension, if any, yet to be paid & amount of recoveries, if any, yet to be made along with attested Drawn Statement along with PPO. On receipt of the documents from the CPPC of authorized Banks, CPAO will authorize EI Kathmandu for

making payment of future pension and forward all the documents to EI Kathmandu. CPAO will inform concerned Pay & Account office in such cases.

### **15.5 Transfer of Pension from Embassy of India Kathmandu to CPPC of Authorised Banks in India.**

The Pensioner will submit transfer of Pension Accounts request on simple sheet of paper to the Embassy of India, Kathmandu indicating the detail of the Bank after drawing the pension which has already fallen due. On receipt of the request from Pensioner, the Embassy of India, Kathmandu will forward Disburser portion of PPO along with request letter of the pensioner to CPAO. EI Kathmandu will also send Certificate of last pension paid, arrears of pension, if any, yet to be paid and amount of recoveries, if any, yet to be made along with attested Drawn Statement along with PPO.

On receipt of the documents from the EI Kathmandu, CPAO will forward all the documents to the concerned CPPC of Authorised Bank for making payment of future pension. CPAO will inform concerned Pay & Account office in such cases.

## **16. PAYMENT OF PENSION TO N.R.I. PENSIONERS**

**16.1** The authorised bank may credit the pension amount of non-resident to a non-resident (ordinary) account opened/maintained as per provision of the Exchange Control. The amount of pension of a pensioner who has become non-resident may be credited to the said account after ensuring the personal identification and other requirements from PPO, with reference to KYC document and other relevant information available in their CBS system.

In case of NRI pensioners/family pensioners who are unable to come to India for personal identification, pension/family pension may be allowed on the basis of a certificate to be issued by an authorized official of the Indian Embassy/High Commission of India or Consul of Indian Consulate in the country where the pensioner is residing. This certificate is to be issued on verification of Pensioner/Family Pension on the basis of photograph pasted in the PPO or on the basis of photograph pasted on the Passport or any other such document.

In case the pensioner is unable to visit the Embassy of India/Consulate, he/she may submit requisite documents by post to the Embassy/Consulate, including Doctor's Certificate showing the pensioners inability to present himself/herself in person. Embassy of India/High Commission/

Indian Consulate may also assist pensioners/family pensioners in submission of the Life Certificate.

**Authority: DP&PW OM No.1/27/2011-P&PW (E) dated-07.05.2014 read with ID No.1/27/2011-P&PW (E)/6540 dated-24.06.2014**

**DP&PW Circular No.12/5/2020-P&PW(C)-6363 dated 20.02.2020**

**16.2** In case of the existing accounts, the pensioner should intimate the fact that he has become non-resident Indian to the PAHB in India and on receipt of the same the PAHB in India should convert the account of the pensioner to Non-Resident Ordinary (NRO) Account.

**16.3** The pensioner has to furnish the life certificate issued by an authorised official of the Embassy/High Commission of India or Consul of Indian Consulates or a Notary Public or an Officer of an Indian Authorised Bank attached to its branch in the country where the pensioner is residing, once in a year, during the month of November and during the months of October and November by pensioners aged 80 years and above.

**16.4** The pensioner has to furnish other certificates viz. non- employment/re-employment certificate, Re-marriage/Marriage Certificate, Income Certificate as prescribed in the pension scheme (Annexure XIV & XV)

**16.5** The CPPC will credit the amount of pension due every month to the Non-resident Ordinary Account of the pensioner.

**16.6** Withdrawals from the Non-Resident Ordinary Accounts will be governed by the instructions contained in the Exchange Control Manual and the PAHB should allow the withdrawal accordingly.

**16.7** Pension credited to the Pensioner's Non-Resident (Ordinary) Account may be remitted by the bank to the Pensioners outside India, in case the Non-Resident Pensioner so desires, by debit to his NR (O) Accounts either by direct remittance or by credit to his NR(E) Accounts.

**16.8** The CPPC should return PPOs after the lapse of three years of such Non-Resident Indian pensioners who are drawing pension from them and are unable to furnish the prescribed life certificate, to the pension sanctioning authority through CPAO for arranging future payments to them.

**16.9** The change in the citizenship by any Non-Resident Indian pensioner will not affect his entitlement to the pension.

**16.10** Pension is payable in India in Indian Rupee Only. For correspondence with CPAO the pensioners should give only the Indian Address and preferably the same address on which NRO account was opened.

**16.11 Commencement of Pension after demise of a pensioner residing abroad**

- i. In case the Pensioner and spouse are holding joint Account, the requirements of Form 14 has been dispensed with. The Spouse may inform the Pension disbursing Bank of the death of the pensioner and request the Bank for commencement of family Pension through a simple letter. He/She may enclose a copy of the death certificate of the Pensioner. PPO, proof of his/her own age/date of Birth and a undertaking for recovery of excess payment. In other cases where the payment of Pension is not credited to the joint bank account of the pensioner, Form 14 will be continued to be obtained by the Banks from the Family Pensioner. However the condition of attestation of Form 14 has been done away with and witnessing by two persons has been considered as sufficient.

**G.I D/o Pension & Pensioner Welfare's OM No. 1/27/2011-P&PW(E) dated 20.09.2013**

- ii. In case of family pensioners who are unable to visit India for personal identification, they may be allowed pension/family pension on the basis of certificate to be issued by an authorized official of the Embassy of India/High Commission of India/Indian Consulate in the country where the pensioner is residing. This Certificate is to be issued on verification of the Pensioner/Family Pensioner on the basis of photograph available in the PPO or on the basis of photograph available in Passport.



## **17. OPENING THE BANK ACCOUNT AND FACILITY FOR WITHDRAWAL OF PENSION TO SICK AND PHYSICALLY HANDICAPPED PENSIONERS.**

**17.1** The following provisions will apply for opening the Bank Account and withdrawal of pension by old, sick, incapacitated and handicapped pensioners.

- i. Opening the Account: In case of a pensioner who has lost both his hands and therefore cannot sign, his signature can be obtained by means of a mark. This mark can be placed by the persons in any manner. It could be the toe impression. It can be by means of mark which anybody can put on pensioner's behalf, the mark being put by an instrument which has had a physical contact with the person who has to sign.
- ii. Withdrawal of money from the account: The following method will be adopted in case of sick, incapacitated handicapped pensioners.
  - a) Pensioner who is too ill to sign a cheque and cannot be physically present in the bank to withdraw money from his account, but can put his thumb/toe impression on the cheque/withdrawal form. In this case, the thumb or toe impression should be identified by two independent witnesses known to the bank, one of whom should be responsible bank official.
  - b) Pensioner who is not only unable to be physically present in the bank, but is also not even able to put his thumb/toe impression on the cheque/withdrawal form due to certain physical defect/incapacity. In this case a mark can be obtained on the cheque/withdrawal form in the same manner as described in sub- para (1) above. That mark should be identified by two independent witnesses one of whom should be a responsible bank official.
  - c) In both the cases mentioned above, the pensioner might also be asked to indicate to the Bank as to who would withdraw pension amount from the bank on the basis of cheque/withdrawal form as obtained above and that person should be identified by two independent witnesses. The person who is actually drawing the money from the bank should be asked to furnish his signatures to the bank.

However, banks may provide the Micro ATM facility for withdrawal of pensions to the incapacitated pensioners/family pensioners due to old age or otherwise at their doorstep.

## **18. PAYMENT OF DEARNESS RELIEF TO PENSIONERS**

**18.1** The CPPC should regularly access the websites of the Department of Pension & Pensioners' Welfare, Ministry of Home Affairs and Ministry of Health & Family Welfare and ensure orders on Dearness Relief and enhanced Medical Allowance to the pensioners/family pensioners residing in the area not covered by CGHS issued by these Departments are acted upon immediately. Government orders received by CPPC will be disseminated to all concerned agencies for necessary action. The calculations of Dearness Relief would be made by CPPC and amount so arrived will be credited to the pensioners account without any delay. The CPPC software will display on the computer screen an option for viewing of the details of these calculations.

**18.2 (i)** All Family pensioners in receipt of family pensions from the Central Government who were/are re-employed under the Central Government or the State Government or a Corporation/ Company/Body/Bank under them in India or abroad shall be eligible to draw dearness relief at rates applicable from time to time on the amount of family pension wef 18.07.1997 as per Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pensions & Pensioner's Welfare, New Delhi OM No. 45/73/97-P & PW (G) dated 2.7.99 (Annexure XXVIII). A certificate may still be necessary to determine dependency.

**18.2 (ii)** Central Government pensioners who held posts below Group 'A' and those ex-servicemen who held posts below the ranks of commissioned officers at the time of their retirement and who were/are re-employed under the Central Government or the State Government or a Corporation/ Company/Body/Bank including an Autonomous Organization under them in India or abroad or had/have been permanently absorbed in such corporation/Company/Body/Bank or Autonomous Organization, are entitled to Dearness Relief on their pension at the rates applicable from time to time. For this purpose the Central Government Departments concerned, including subordinate organization, State Government/Corporation/Company/Body/Bank etc. employing a central government pensioner shall be required to issue a certificate as specified in SI. No. (I), (II) and (III) below Para 4 (II) (a) of the Ministry of DP&PW OM dated-02.07.1999 (Annexure XXVIII).

## **19. COMMUTATION OF PENSION**

**19.1 (i)** Except when a Govt. Servant retiring on superannuation is paid commuted value of pension by the Head of Office on the basis of authorization issued by Accounts Office, the lump sum payment of partly commuted pension becoming due would be made on receipt of authorization from the Pay and Accounts Officer or the Accounts Officer of the Ministry/ Department of Union Territory Government/Administration through a separate authority letter

only. The payment authority will be communicated to the concerned CPPC through CPAO in the usual manner as indicated in the relevant paragraph of the scheme. The CPPC on its receipt will arrange immediate payment of the amount payable by crediting the same to the pensioner's account. On Family Pension commutation is not applicable.

**19.1 (ii)** Where the pensioner has been drawing pension through the Bank and has not been paid commuted value of the pension by the Head of the Office on the authorization issued by the Accounts Officer, the payment in such case will be made by the bank. This will be done on receipt of authorization from the Pay and Accounts Officer of the Ministry/Department or the Accounts Officer of the Union Territory Government/Administration, through a separate authority letter. The payment Authority will be communicated to the concerned paying branch through CPPC by the Central Pension Accounting Office.

**19.2** While making payment, the CPPC will:

- i. Enter the date of commutation and flag it in their system in pensioners ledger account for affecting the reduced pension and its restoration after 15 years. Paying branch will call for the pensioner's portion of the PPO from the pensioner and record the date of crediting the CVP at the earliest opportunity under attestation by the authorised officer of the bank.
- ii. CPPC of the bank will intimate to the CPAO, the date on which the payment of commuted portion of pension is credited to the pensioner's account and the date from which the payment of reduced pension has commenced i.e. the date on which lump sum amount of commutation has actually been credited to the pensioner's account. The CPPC will also make appropriate entries in its record i.e. Index Register etc. on the basis of such intimation and flag the ledger folio of the pensioner for the purpose of restoration of commuted value of pension after completion of 15 years.

The necessary entries will also be incorporated in the disburser portion and pensioner portion of PPO by CPPC and PAHB respectively. Bank will maintain a Pension payment Account in the system for making it available to the pensioner as and when required.

**19.3** For the purpose of obtaining reimbursement etc., the payment made will be included in the relevant payment scroll in electronic format 'A' as given in the Annexure XI.

**19.4** The former Presidents, Vice-Presidents and Ex-Members of Parliament are not entitled to commute their pension.

## 20. REVISION OF PENSION

**20.1** In cases where the amount of pension payable is revised for some reasons, payments at the revised rate, including arrears, if any, may be arranged in the following manner.

- i. On receipt of an amendment letter from CPAO indicating the revised rates of pension and relief due thereon and the date(s) from which the revised rate is effective, the CPPC of the concerned authorized bank will keep the original and scanned copy of the amendment in the concerned pensioner's folder i.e. electronic folder and physical folders respectively which will be viewable by branches. The CPPC of the bank will record the revision authority received in the consolidated Index Register known as CPPC Index Register (Annexure-IX) and will enter the data into the CPPC system after carrying out the requisite corrections on disburser's half of the PPO, under attestation by the CPPC In-charge, quoting thereon the authority of CPAO. On viewing the amendment, the Designated Officer in the PAHB will later obtain the pensioner's half of the PPO from the pensioner for making these corrections. A note on the body of the amendment letter that necessary corrections have been made in the disburser's portion is recorded by the CPPC.
- ii. Before making payment, the CPPC will draw up a 'due and drawn' statement of pension and relief due there-on, in form as in Annexure XXIX and credit the same in to pensioner/family pensioner's account. Further actions to pay the pension and the dearness relief at the revised rates based on the amended PPO, from the date the revision takes effect, along with arrears, if any, will then be taken by the CPPC.
- iii. The additional amount of Death/Retirement Gratuity, if any, payable due to revision of pensionary benefits (if not directly paid by the Departmentalized Pay & Accounts Office) might also be authorised likewise for payment by the CPPC through the amendment letter. Any amount overpaid, shall be adjusted, to the extent possible from the additional amount of Death/Retirement Gratuity. The balance of overpayment, if any, would be recovered from the future payment of the reduced amount of relief due on the revised pension. If however, after adjusting all overpaid amounts from the additional Death/Retirement Gratuity payable there is still any balance of Death/Retirement Gratuity at the credit of the pensioner, it shall be paid to the pensioner and note of this payment kept in Col.5 (Relief) of the Register of Payment of Pensions (Annexure IX). Gratuity payment being debitable to a separate head of account requires to be included in a separate bank scroll.
- iv. An account of the recoveries made due to excess payment made (whether by adjusting it against the amount of additional gratuity, or from further payments of graded relief due on

the revised pension) will be maintained in the Remarks column of the Register of Payment of Pension (Annexure IX).

## **21. PROCEDURE FOR PAYMENT OF ARREARS :-**

### **21.1 Payment of Pension Arrear due to delayed finalization of Pension cases**

It must be ensured that arrears of pension due to the pensioners on account of delayed finalization or for any other reason may be correctly worked out. They must be paid to the pensioners in accordance with the provisions of various rules and orders applicable, by the Pay and Accounts Offices. Only the future monthly pensions payable will be authorized to the Banks by transmitting the PPOs to Central Pension Accounting Office. The details of the arrear of Pension paid by the PAO and Month of commencement may invariably be mentioned in the PPO while forwarding the PPO to CPAO by the Pay and Account officer for arranging payment of pension.

### **21.2 Payment of Arrear of Pension due to death of Pensioner before forwarding of PPO to CPAO**

There may be an occasion when the pensioner opting to draw pension through a bank dies before the PPO is sent to Central Pension Accounting Office. In such cases, Pay and Accounts Office will make the payment of arrears of pension to the heirs of deceased pensioner and PPO will be sent to CPAO for authorizing family pension only. However the details of the arrear of pension may be mentioned in the PPO while forwarding it to the CPAO.

### **21.3 Payment of arrear due to non-submission of the life certificate relate to period less than three years**

If the arrears relate to a period less than three years and if they have not been credited due to late submission of prescribed certificate(s) by the pensioner or for routine matters which do not require detailed examination with reference to the files of PAOs, they may be paid by the CPPC of authorized Banks after obtaining specific orders of the Manager/Officer in charge of the bank who would release the payment subject to verification of the bonafide of the claim of the pensioner. It must be ensured that no double payment/over payment is made by the paying branch. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half yearly returns through which non-drawl had been reported.

**Authority CGA's UO No. 1(7) (1)2000/TA/377 dated 19-8-2002.**

## **21.4 Payment of arrear due to non-submission of the life certificate relate to period three years and above**

If pension has not been credited to the account of the pensioner for a period of 3 years and above, the disbursing's portion of the PPO should be returned to the CPAO by the CPPC, with suitable endorsement thereon, specifying the date up to which the pension was credited in the pensioner's account; CPAO will forward the same to PPO issuing authority for updation of their record. Payment of arrears in such cases as also payment of current pension will be made by the CPPC on receipt of PPO with a sanction of the competent authority through the CPAO. Such payments will also be mentioned prominently in the e-payment scrolls.

## **21.5 Pension Arrear when pensioner expires**

Pension shall be drawn for the day of pensioner's death irrespective of the time of the death. On receipt of a death certificate in respect of pensioner, the CPPC will work out the amount of arrears due to the deceased or over-payments, if any, made to him. It will take action immediately to recover the overpayment from the deceased's account in terms of the undertaking obtained from the pensioner before his/her retirement i.e. at the time of submission of pension papers to the Head of the Office. Payment of arrears of pensioners will be regulated as under:

### **21.5.1 Cases where valid nomination exists:**

The CPPC will enter the date of death of the pensioner in the disbursing's portion of the PPO and will retain this information on its database with suitable audit trail and in the register maintained in their software in the form as Annexure-IX. An entry for date of death of the pensioner will be made in pensioner's half by PAHB. The pensioner's half of PPO will then be returned to the nominee if family pension stands authorised through the same PPO; otherwise it will be returned by CPPC to CPAO along with the disbursing's half. The CPAO will up-date its record and transmit both halves of the PPO after keeping necessary note in their records to the PAO/AG who had issued the PPO for similar action and record. For payment of arrears to the nominee, he/she will be asked to apply for the same to the PAHB along with the pensioner's half of the PPO showing the period of arrears. The PAHB, after verifying the fact that the payment is actually due to the deceased pensioner, and also the particulars of the nominee as given in the nomination, will intimate the CPPC along with pensioners portion of PPO for making payment by crediting the account of the claimant. The provision of this rule will apply mutatis mutandis to cases where the family pension ceases to be payable either due to death of the family pensioner, his/her re-marriage/marriage or on the pensioner attaining the maximum age prescribed in the rules.

### **21.5.2 Cases where valid nomination does not exist:**

In the absence of any nomination made by the pensioner, the arrear of his/her pension are paid as per procedure prescribed in the Government of India, Ministry of PPG & Pensions, Department of Pension & Pensioners Welfare New Delhi OM No. 1/22/2012-P&PW (E) dated 10.07.2013(see at Annexure XXX)

### **21.5.3 Cases where pensioner expires without receiving first payment:**

Bank should start paying family pension on receipt of death certificate and undertaking of recovery of excess payment in case of Joint Account. Otherwise the surviving spouse has to open a fresh account for continuation of his/her family pension.

### **21.5.4 Cases where pensioner expires without receiving commuted value of pension/ Additional commuted value of pension:**

The commuted value of pension/Additional commuted value of pension may be paid as per nomination. If there is no nomination, the commuted value of pension/additional commuted value of pension arrear will be paid in the manner given in Rule 7(2) of CCS (commutation of Pension) rules 1981 read with Rule 51(1) (b) of CCS pension Rules 1972.

Unless otherwise specified, payment of Death/Retirement gratuity is not covered under the Scheme.

## **22. FAMILY PENSION**

**22.1** The PPO indicates the entitlement in respect of family pension to the widow/husband/disabled child/siblings or parents in the event of death of the pensioner. The Co-authorization of family pension to permanently disabled is indicated in part-IV of the PPO (CAM-52). In the case of spouse having joint account with the pensioner, as and when he/she submits the death certificate along with a request in writing to the bank for commencement of family pension the payment of family pension at the rate mentioned in the PPO may be commenced. He/she should also enclose undertaking for recovery of excess payment in the prescribed format Annexure-XXXI. The PAHB will send the original copies to CPPC who will keep the scanned copies of the same in the electronic folder of the pensioner viewable by the PAHB and original copy in the physical folder of the pensioner. In other cases, i.e. where the pension is not being credited to the joint account of the pensioner and his/her spouse, an application in the prescribed form (Annexure-XXXII) along with necessary requisite documents are required. It would be the responsibility of the Home

Branch to update the entries of the pensioners' half under the signature of the appropriate authority. However, before the payment is actually commenced, the identity of the spouse/disabled child entitled to family pension shall be verified by CPPC with reference to the KYC and other details available in their CBS system.

**Authority: DP&PW OM No. 1/27/2011-P&PW (E) dated- 20th September, 2013 and Para 2(a)(i) of M/o PPG &P Notification No.1/19/2013-P&PW (E) dated-29.08.2014**

## **22.2 If the family Pensioner (spouse or co-authorized family pensioner) opens Bank account in branch of another CPPC**

In case the pension account is opened by the spouse in PAHB under different CPPC of authorized bank, the existing PAHB will forward all the documents along with Annexure-XXXII to its CPPC. Existing CPPC will forward scanned copy of all the documents along with PPO to the concerned CPPC for commencement of family pension immediately and also send original PPO along with last payment certificate and other requisite documents. Concerned CPPC will credit the family pension in the account of the family pensioner on the basis of the scanned documents received from the previous bank CPPC after verifying the detail with reference to KYC available in their CBS. This is the responsibility of the previous CPPC to send the original documents of the pensioners, i.e. disburser's portion of PPO along with relevant documents to the new CPPC at the earliest.

## **22.3 Submission of Pension Papers by the claimants on the death of Pensioner/Family Pensioner for family pension**

- i. In case the claimant is a minor child/parents/unmarried/widowed daughter, he/she will furnish the application in the prescribed form for starting the family pension along with Death certificate and pensioner's portion of PPO to PAHB. The PAHB will check the name of the claimant in the details of the family in the PPO. If the name of the claimant is appearing in the detail of the family, the banks will forward his/her application along with Death certificate, undertaking for recovery of excess payment made by bank and pensioner's portion of PPO to CPPC. In turn CPPC will forward the same as in Annexure-XXXII along with both halves of the PPO to CPAO for onward transmission to Pay & Accounts Office for issuing fresh payment authority along with the undertaking of recovery of overpayment on the basis of list of family members available in PPO.

CPAO will forward all the documents received from the CPPC of the authorized banks after cancellation/deactivation of the PPO for issuing the fresh PPO and authority.



On receipt of documents, PAO will forward the application of the family pensioner application to the concerned head of office for sanctioning the family pension to the eligible family member in conformity with rules and regulations. PAO will keep the PPO in his safe custody after making necessary entries in the records.

Accordingly, on receipt of fresh payment authority along with the fresh PPOs from Pay & Accounts Office, CPAO will issue a fresh SSA and send the same to the CPPC along with both halves of PPO and undertaking of recovery of overpayment. CPPC will commence the payment of family pension after completing the formalities of identification of the beneficiary/guardian in the manner indicated in para 12.1(iii).

- ii. The beneficiary eligible for family pension may also submit his/her application directly to the Head of office along with Death certificate, undertaking for recovery of excess payment made by bank and pensioner's portion of PPO in the prescribed format as in Annexure XXXII of the Scheme Booklet.
- iii. In case the name of the claimant for family pension is not available in PPO, the claimant of family pension should approach the Head of Office from where the pensioner had retired for processing the case of family pension.

**22.4** Payment of family pension will be made by credit to savings/current account of the recipient (single or a joint account with spouse operated by former or survivor/either or survivor basis). The single account may be opened if the recipient doesn't already have one. Additionally, an undertaking as at Annexure XXXI referred to in para 22.1 above will be obtained by PAHB from the recipient for onward transmission to CPPC before payment of family pension is commenced.

**Authority: Para 7.5.1 of Civil Accounts Manual.**

**22.5** As pension is payable only during the life of a pensioner, his/her death shall be intimated to the bank at the earliest and in any case within one month of the demise so that the bank may not continue crediting monthly pension to the joint account with the spouse or single account of the pensioner after the death of the pensioner. However, if any amount has been wrongly credited to the pensioner's account (either joint or single account), it shall be adjusted against the future payment of family pension. The legal heirs, successors, executors etc. shall also be liable to refund any amount, which has been wrongly credited to the joint account.

The CPPC will also intimate the CPAO in the format at Annexure XXXIV, the date of pensioner's death and commencement of payment of family pension for keeping necessary note in their records.

**Authority: Correction Slip No.1 to Scheme Booklet dated-08.02.2006**

**22.6** In case the report about the death of a pensioner is received by PAHB first, from a source other than the eligible claimant of the family pensioner, the Manager shall after satisfying himself about the correctness of the report, contact the family members at the address given in the PPO, seeking compliance with the prescribed formalities, so that payment of family pension to the entitled person(s) is commenced early.

**22.7** In certain cases governed by the provisions of sub-rule (3) of Rule 54 of the Central Civil Services (Pension) Rules, 1972, family pension is payable at a higher rate up to a particular date and the normal rate thereafter, Part III-Section 2 of the PPO would indicate the rates and the date up to which the higher rate is payable. A provision of indication of the date from which the payment of family pension at the normal (lower) rate is to commence, should be flagged in CPPC software in the electronic ledger account of the family pensioner so as to enforce the change in the rate from the specified date to avoid overpayments.

## **23. CANCELLATION OF PPO :-**

**23.1** "PPO record/history table of pensioner and family pensioner shall be maintained by CPPC and CPAO". Pension Payment orders are cancelled/deactivated from the data base of CPAO for the following reasons:-

### **23.1.1 Pension Payment Orders returned by the CPPC after the death of the Pensioner and Family pensioner:-**

Pension and Family Pension ceases to be payable either due to death of the pensioner/Family pensioner, his/her marriage/re-marriage or on the pensioner attaining the maximum age prescribed in the rules and there is no family pensioner co-authorized in the PPO. In such cases, CPPC will return the disburser's portion of PPO along with the death Certificate and other relevant documents (SSA issued by the CPAO time to time) to the CPAO. CPPC will recover the overpaid amount if any, from the account of the Pensioner in terms of the undertaking furnished by the pensioner/Family Pensioner. CPPC will also indicate the date and month up to which the payment of pension has been made in the PPO. CPAO after cancellation/de-activation of the PPO

in the CPAO database will transmit the PPO along with other documents to concerned PAO/AG for updating of their records.

**23.1.2 Cancellation of PPO of the Pensioner/Family Pensioner to issue fresh PPO to the other eligible family Pensioner after the death of the pensioner and the family pensioner.**

- i. **If application for Family Pension is submitted to PAHB by the family pensioner other than co-authorized Family Pensioner in the PPO.**

On receipt of the application in the prescribed format Annexure XXXII [i.e. Form 14 of CCS (Pension) Rules] from the claimant, PAHB will forward applications along with supporting documents to the CPPC for onward submission to CPAO.

CPPC will forward the PPO along with all documents i.e. SSA issued by CPAO, Death Certificate of the Pensioner/Family Pensioner and the application and other documents received from the claimant, if there is no other Family Pensioner co-authorized in the same PPO. On receipt of the same, CPAO will forward all these documents to concerned PAO for taking necessary action after cancellation/de-activation of the PPO from the CPAO database.

Pay and Accounts Officer should also record cancelled PPO Number in the fresh PPO issued to the family pensioner while forwarding it to CPAO for arranging pension payments.

- ii. **If application for Family Pension is submitted to HOO by the claimant.**

On receipt of the necessary documents from the claimant, HOO will issue necessary sanction of the Family Pension to the eligible Family Pensioner as per laid down pension rules and forward the same along with requisite documents to the concerned PAO. On receipt of the family pension papers from HOO, PAO will request CPAO to obtain PPO issued earlier to the pensioner/family pensioner from the bank and return it to PAO after cancellation/de-activation of the same for re-issuing fresh PPO to the eligible Family Pensioner. On receipt of the request from PAO, CPAO will request concerned CPPC to return the PPO along with all documents and the Last Payment Certificate.

On receipt of the PPO along with requisite documents and last payment certificate from CPPC of authorized bank, CPAO will forward the same to the concerned PAO after cancellation/deactivation of the same from CPAO database for necessary action

Pay and Accounts Officer should also record cancelled PPO Number in the fresh PPO issued to the family pensioner while forwarding it to CPAO for arranging pension payments.

### **23.1.3 Cancellation of PPO due to extension of service**

The service of the officer is extended but in the meanwhile the PPO of the officer has been prepared and sent to the bank along with requisite documents through CPAO for payment. In such cases, Pay and Accounts Officer will request CPAO to return such PPOs after cancellation. CPAO will obtain such PPO from concerned CPPC of the authorized bank and return such PPO to the concerned PAO after deletion from CPAO database.

## **24. ADDITIONAL PENSION ON ATTAINING THE AGE OF 80 YEARS.**

**24.1** On attaining the age of 80 years an additional pension/family pension is payable to the pensioners/family pensioners covered under CCS(Pension) Rules 1972, from the 1st day of the month in which the date of birth falls. In case the exact date of birth is not available in the PPO/Office records, the additional pension/family pension may be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years/85 years, etc. For example if a pensioner/family pensioner completes the age of 54 years in 2012, his/her age as on 1st January, 2013 may be taken as 54 years and PPO may be revised accordingly. The additional pension payable is as follows:-

<b>Age of pensioner/family pensioner</b>	<b>Additional quantum of pension/family pension</b>
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

In case neither the exact date of birth nor the age is available either in the PPO or in the office records, the Pension Disbursing Authority/Banks will send intimation to pensioner/family

pensioner about the non-availability of the information regarding date of birth/age and request him/her to submit four copies of either of the following documents: PAN Card, Matriculation Certificate (containing the information regarding date of birth), Passport, CGHS card, Driving License (if it contains date of birth).

The banks should complete the exercise of recording the age of existing pensioner/family pensioner wherever not available in a time bound manner to avoid hardships to pensioners at a later stage.

If the document submitted by pensioner/family pensioner contains the information regarding exact date of birth, the additional pension/family pension will be payable from the first day of the month in which his/her date of birth falls. In case the exact date of birth is not available on the document submitted by the pensioner/family pensioner but an indication regarding the age of pensioner/family pensioner is available therein, the additional pension/family pension shall be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years.

Voter ID Card may also be accepted as proof of date of birth/age for payment of additional pension/family pension of 80 years and above subject to the following conditions:-

- i. The pensioner/family pensioner certifies that he/she is not a matriculate.
- ii. The pensioner certifies that he/she does not have any of the documents mentioned above.

The Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner on provisional basis up to a period of six months from the month in which the proof of age/date of birth was submitted by the pensioner/family pensioner. Claims of additional pension based on some other documentary evidence will be submitted to the Administrative Ministry. If the administrative ministry is satisfied about the claim of the pensioner/family pensioner, it will authorize additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final. Therefore, Heads of Offices may ensure that all formalities regarding sanction may be taken up and additional pension sanctioned within the period of six months as prescribed above.

**Authority: GID No. 5 & 5A below Rule 49 of CCS (Pension Rules), 1972**

## **25. GRIEVANCE REDRESSAL SYSTEM IN CENTRAL PENSION PROCESSING CENTRE (CPPC)**

**25.1** CPPC should have a sound grievance redressal system. Clear time lines and the processes for delivery of pensions and also for redressal of grievances of pensioners should be provided on the website of the CPPC. The escalation matrix of the CPPC and the senior management should be embedded in the grievance redressal system. The interface with the pensioner could be through internet/phone/fax/letter/personal visit for initially registering the grievance. A toll free telephone number should be provided exclusively for the pensioners by the bank and widely published. The bank can provide web based enquiry to the pensioners. Each paying branch should also have the facility to lodge the grievance of the pensioner in the CPPC system. Home Branches should be instructed to provide services to the pensioner and under normal circumstances the pensioners' problem should be efficiently redressed at the branches itself. The grievance monitoring cell in the CPPC should be connected electronically with the grievance cell of CPAO. The grievance cell in CPAO would pass any grievance to the concerned bank with the ID number and after settlement of the grievance, the pensioner and CPAO should be informed by the CPPC. A link of the website of CPPC on the CPAO's website would guide the pensioners suitably.

## **26. PERFORMANCE MANAGEMENT:**

### **26.1 Pensioner's Charter/Citizen's Charter for Pensioners**

The CPPC may publish a pensioners' charter on the services being provided to the pensioners as conveyed vide CPAO O.M. No. CPAO/DCA Sectt/Banks/2009 dated 23.04.2009.

Each bank should prepare and publish a Citizen's Charter for pensioners and this should be displayed in each pension paying branch. The Charter should outline timelines, standards and services required to be provided to the pensioners by each node of the bank. This would enable banks to be more responsive and accountable in serving the pensioners efficiently and effectively. The pensioner's charter may be place on the website of each bank.

### **26.2 Quarterly or periodical meetings**

In accordance with RBI direction vide letter No. DGBA. GAD.H-3085/45.01.001/ 2008-09 dated 1st October, 2008, addressed to Chairman/Managing Director of all banks; Bank Managers need to have structured interaction with a cross section of pensioners serviced at the branch regularly, on a quarterly basis.

### **26.3 Performance standards**

GoI or the RBI may impose penalties for delay or deficiency in delivery of services to the pensioners or non-compliance of orders regarding pension disbursement.

## **27. MISCELLANEOUS PROVISIONS (FOR PENSIONERS AS WELL AS FAMILY PENSIONERS)**

**27.1** If all the pages for entering monthly payments in the disburser's/pensioner's portion of the PPO is fully used up, the paying branch may add extra sheet(s) with similar columns for noting further payments. A suitable entry will be made by the paying branch on both the halves of PPO (disburser's and pensioner's) whenever a continuation sheet is added, specifying the number of cases on the sheet.

**27.2** If both the halves of a PPO are reported to have been lost in transit due to natural calamities etc., before commencement of payment of pension, the CPPC concerned will report to the concerned Pay & Accounts Office through CPAO requesting for issue of a duplicate PPO in favour of the concerned pensioner in terms of the provisions of rule. Before initiating action in this behalf, the CPPC will, however, verify from the register of payment of pensions (Annexure-IX) that no payment has been made to the pensioner and confirm this fact to the PAO while writing for a duplicate PPO. The CPPC will also take the following actions before commencing payment in such cases on receipt of duplicate PPOs.

- i. The fact that no payment is to be made against the Original PPO will be prominently mentioned in the Register of Payments of Pension Annexure IX Electronic format 'A' while noting therein the particulars of the duplicate PPO.
- ii. A declaration from the pensioner to the effect that he has not already received any payment against the Original PPO; and also an undertaking from him to the effect "that he will surrender to the PAHB the Original PPO, if traced out later, and will not claim any payment on its strength" will be obtained from the pensioner and kept on the record.
- iii. CPPC will ensure that no payment has been made to the pensioner on the basis of the original PPO during the period following the report made to the PAO as regards its reported loss.

**27.3** In cases in which pensioner's portion of the PPO is lost, worn or torn and it is sought to be renewed, the PAHB will forward the request of the pensioner, along with attested copies of disburser's portion of the PPO through CPPC to the CPAO for renewal. The payment in such cases will not be unnecessarily delayed as the scanned copy of the PPO would be available in the concerned pensioner's electronic folder maintained by the CPPC and viewable by PAHB. CPAO will verify the particulars of the pensioner from the details available in its data base and issue the duplicate PPO to the concerned CPPC.

**27.4** In case where disburser's portion of PPO is lost by the CPPC of the bank, the CPPC will report the matter to the CPAO requesting for issue of duplicate disburser's portion of PPO. For this purpose, the CPPC will forward the scanned copy of the PPO available in its electronic database. If the pensioners physical folder is not traceable due to any reason and the same is not available in the electronic folder also the CPPC will forward the photocopy of pensioner's portion of PPO duly attested by the authorized officer of CPPC and certificate indicating the month up to which the payment has been made to the pensioner. CPAO will verify the particulars of the pensioner from the details; if available in its database and issue the duplicate PPO to the concerned CPPC otherwise it will send the particulars to concerned PAO for issuing Disbursers portion of PPO.

**27.5** In case both halves of PPOs are lost due to any reason, the case may be referred by the concerned CPPC to CPAO for issuing duplicate PPO. The procedure of para 27.3 and 27.4 may be followed.

## **28. POST-PAYMENT CHECKS**

**28.1** The CPAO will be responsible for accounting of the pensions of all categories of pensioners mentioned at para 3 and will also conduct post-check of payments through the computer system and any irregularity noticed during the course of the post-check will be communicated to the CPPC who will be responsible for carrying out necessary rectifications as per guidelines issued by the RBI. In cases where the banks find that instructions received through PPO/Amendment letters to PPO/ready- reckoner to DA relief are found to be vague or liable to different interpretations, the CPPC may seek the advice of CPAO through the quickest mode of communication so as to avoid inconvenience to the pensioners in crediting the amounts to their accounts promptly. For this purpose, the facility to E-mail: **cccپao@nic.in** and Fax Number 011-26167326 and 011-26715108 at CPAO, New Delhi may be availed with a copy to **internalaudit.cپao@gov.in**.



## **29. AUDIT OF PENSION PAYMENTS DISBURSED BY AUTHORISED BANKS**

**29.1** The pensionary payments, Accounts, Records and Registers maintained in the CPPC of Authorized Banks making pension payments shall be open to audit by the Comptroller and Auditor General of India or any person appointed by Government in this regard.

**29.2** In addition to audit by C&AG, the CPAO will also undertake the Internal Audit of the CPPCs. The Internal Audit Wing, Central Pension Accounting Office will conduct audit of pensionary payments by Authorised Banks to check:

- i. The Internal Controls Mechanisms of the Banks;
- ii. The accuracy and correctness of pension disbursements by the Banks and its reporting and accounting;
- iii. Existence of the Grievance Redressal Mechanism for pensioners and its functioning;
- iv. Whether various instructions issued by the Government from time to time are being followed or not;

**Authority: Rule 70 of the General Financial Rules, 2017**

**Authority: Civil Accounts Manual para 7.17 and the Inspection Code issued by Office of the CGA.**

## **30. LIST OF PAOs AND CODES**

**30.1** A list of Code Numbers of PPO issuing authorities is given at Annexure XXXV along with their addresses. First five digits in a 12 digit PPO Number represent the code number of concerned PAO, next two numbers indicate the year of issue and the next four digits indicate the sequential number of the PPO while the last digit is a check digit. For example, a PPO bearing number 709650601302 implies that PPO has been issued by AG Madhya Pradesh in the year 2006 and is the 130th PPO issued by that PPO issuing authority for that year and is allotted computer code 2. In all correspondence with CPAO, the 12 Digit PPO Numbers must invariably be quoted correctly for easy and quick identification and computer processing.

## **31. WITHDRAWAL OF FACILITY OF BANKING TREASURY**

**31.1** With the introduction of this Scheme all over the country, the restricted facility for collecting pensions through the banks on the presentation of bills to the treasuries in case of pensioners residing in the country stands withdrawn with effect from 1st April, 1977.

### **32. RELEVANT PROVISIONS OF THE CTRs**

The relevant provisions of the CTRs relating to payment of pension to the pensioners covered under CCS (Pension) Rules 1972 stand modified in the light of change in the infrastructure and modification of the CCS (Pension) Rules 1972.

### **33. NATIONAL PENSION SYSTEM (NPS)- REVISED GUIDELINES**

Additional relief on death/disability of government servants covered by the Defined Contribution Pension System (NPS) was granted vide Dept. of Pension and Pensioners' Welfare (DPPW O.M. No.38/41/06/P&PW (A) dated 5-5-2009). The additional relief was initially provided on provisional basis and is now regularized vide Gazette Notification of DoPPW dated 30.03.2021. Therefore, the procedure for payment of provisional pension to the pensioners covered under NPS communicated vide OM No. 1(7)DCPS(NPS)/009/TA/221 dated 2.07.2009 has to be discontinued and new mechanism is to be adopted.

As per the Notification dated 30.03.2021, every Government servant covered under the National Pension System shall, at the time of joining Government service exercise an option in Form 1 for availing benefits under the National Pension System or under the Central Civil Service (Pension) Rules, 1972 or the Central Civil Service (Extraordinary Pension) Rules, 1939 in the event of his death or boarding out on account of disablement or retirement on invalidation.

If the Government Servant exercises his option in Form 1 as per section 10 of the notification published in Gazette of India: Extra ordinary dated 30.03.2021 and opts for availing the benefits under the Central Civil Service (Pension) Rules or the Central Civil Service (Extraordinary Pension) Rules, 1939, his pension case will be processed accordingly.

# ANNEXURES

**ANNEXURE I: LIST OF AUTHORISED BANKS FOR DISBURSEMENT OF CIVIL PENSIONS (See  
Para 1.2 , 14.2)**

**LIST OF AUTHORISED BANKS FOR DISBURSEMENT  
OF CIVIL PENSIONS**

<b>S. No.</b>	<b>Name of Bank</b>	<b>Address CPPC</b>	<b>Head of Govt. Business Deptt.</b>	<b>BSR Code</b>
<b>1.</b>	<b>Axis Bank</b>	Vice President Axis Bank Ltd. Centralized Reconciliation and Settlement(CRS) Cell 4 <sup>th</sup> Floor, Gigaplex Building No. 1,Plot No. I.T. 5, MIDC, Airoli Knowledge Park, Airoli, Navi Mumbai- 400708		6360002
<b>2.</b>	<b>Bank of Baroda</b>	The Chief Manager Bank of Baroda, Central Pension Processing Centre (CPPC) Baroda Global Sharad Services (BGSS) RLBO, 21 <sup>st</sup> floor, Gift One Tower, Gift City, Gandhinagar, Gujarat-382355	Asstt. General Manager Govt. Business Department Bank of Baroda, 16 <sup>th</sup> Floor, Bank of Baroda bldg., Parliament Street, New Delhi – 110 001	0203244
<b>3.</b>	<b>Bank of India</b>	The Chief Manager Bank of India CPPC Branch Kingsway Station Road, Nagpur, Maharashtra- 440001.	The General Manager Govt. Banking Division Bank of India STAR HOUSE, C-5, "G" Block Bandra Kurla Complex, Bandra (East), Mumbai - 400051	0223222
<b>4.</b>	<b>Bank of Maharashtra</b>	The General Manager Bank of Maharashtra Central Pension Processing Cell, 1177, Budhwar Peth Janmangal, Bajirao Road Pune-411002	The Dy. General Manager Govt. Business Department Bank of Maharashtra Central Office, 'Lokmangal', 1501, Shivajinagar Pune-411005	0231471

5.	<b>Canara Bank</b>	The General Manager Canara Bank Centralized Pension Processing Centre CPPC, GA Wing, Head Office Annexe, No.29 Dwarkanath Bhavan, K.R.Road, Bangaluru (KAR)-560004	General Manager (Govt. Business) Canara Bank Transaction Banking Wing 86, Spencers Towers, M G Road, Bangalore 560 001	0242962
6.	<b>Central Bank of India</b>	The Asstt. General Manager Central Bank of India (CPPC) MMO Bldg., Mumbai Main Office, Fort Mumbai-400023	The General Manager Central Bank of India, Central Bank Building, 2nd Floor, Mahatma Gandhi Rd., Fort Mumbai – 400023.	0283760
7.	<b>HDFC Bank</b>	Vice President HDFC Bank A-111, First Floor, Pension Dept, Sec-4, Noida (UP) – 201301	Executive Vice President & County Head) FIPSU & GBG, HDFC Bank Ltd. Vartika Atrium, A-Block, Golf Course Road, Sector-53, Gurgaon-122002	0510645
8.	<b>ICICI Bank</b>	The General Manager ICICI Bank Ltd. 6 <sup>th</sup> Floor, Autumn Estate Chandivali, Andheri East Mumbai-400072	The National Manager, Strategy & Policy, Government Banking Group ICICI Bank Ltd., NBCC Place, Bhishmah Pitamah Marg, New Delhi-110014	6390005
9.	<b>IDBI Bank</b>	The General Manager IDBI Bank Ltd. Annexe Bldg., 6 <sup>th</sup> Floor Plot No. 39-40-41 Sector-11, CBD Belapur Navi Mumbai -400614	Dy. General Manager Govt. Banking Division IDBI Bank Ltd. IDBI Tower, WTC Complex, Cuffe Parade, Colaba, Mumbai 400005.	6910695
10.	<b>Indian Bank</b>	The General Manager Indian Bank CPPC, Fourth Floor, No. 66, RajajiSalai,, Chennai-	General Manager Govt. Accounts Indian Bank, Corporate Office,	0261721



	<p>Centralised Pension Processing Centre (CPPC) Amaravati Circle), #1<sup>st</sup> Floor, Methodist Complex, Opp: Charmas Show Room, Abids, Hyderabad-500001 (Andhra Pradesh) - Amravati</p> <p>The Asstt. General Manager State Bank of India Centralised Pension Processing Centre, 1st Strand Road, Block-C, Kolkata-700001.</p> <p>The Asstt. General Manager State Bank of India Centralised Pension Processing Centre, HAAT Bhawan, (near PICUP Bldg.), Vibhuti Khand, Gomti Nagar, Lucknow, U.P- 226010.</p> <p>The Asstt. General Manager State Bank of India Centralised Pension Processing Centre, 5th Floor, Premises No. T-651 &amp; T-751, I.T.C. Belapur,CBD Belapur Railway Station Complex, Navi Mumbai-400614</p> <p>The General Manager State Bank of India, Centralised Pension Processing Centre, SBI, Chandni Chowk Branch</p>	<p>The General Manager GBU Branch State Bank of India (GBU) Corporate Centre, Main Branch Building, 11 Sansad Marg, New Delhi – 110001</p>	<p>0004473</p> <p>0004474</p> <p>0004464</p> <p>0004475</p>
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		<p>Premises, 2<sup>nd</sup>Floor, Chandni Chowk, Delhi - 110006</p> <p><b>The Asstt. General Manager</b> State Bank of India, Centralised Pension Processing Centre,State Bank of India, 4th floor, Administrative Building, Judges Court Road, Patna - 800001</p> <p><b>The Asstt. General Manager</b> State Bank of India, Centralised Pension Processing Centre, State Bank of India, GanapathyKovil Road, Vazhuthankadu Trivendrum Pin 695014</p> <p>The Asstt. General Manager State Bank of India, Centralised Pension Processing Centre, F-4, SiddharajZavod Nr. Sargasan Cross Road, S.G.Highway, Sargasan Dist. Gandhinagar -328421</p> <p>The Chief Manager State Bank of India, Centralised Pension Processing Centre, 2nd Floor, B-Block, BKG Complex No. 1, Avenue Rd., Bangalore-560009</p>		<p>0004476</p> <p>0004477</p> <p>0004465</p> <p>004466</p> <p>0004467</p>
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		<p><b>The Asstt. General Manager</b>  State Bank of India  Centralised Pension  Processing  Centre, SBI Govindpura  Branch Premises, Behind  Working Women Hostel  Premises Govindpura,  BHEL, Bhopal – 462023</p>		0004468
		<p>The Manager  State Bank of India,  Centralised Pension  Processing Centre,  161/162, CSD Bldg.,  Bomikhal, Cuttack Road,  Bhubaneswar- 751006</p>		0004469
		<p>The Dy. Manager  State Bank of India  Centralised Pension  Processing Centre,  Administrative Office Bldg.  II ND Floor, Plot NO I -2,  Sector -5,Panchkula,  Haryana 134109</p>		0004470
		<p>The Asst. General Manager  State Bank of India  Centralised Pension  Processing Centre,  112/4, Kaliamman Koil  Street, Virugambakkam,  Chennai - 600092</p>		0004471
		<p>The Dy. Manager  State Bank of India</p>		

		Centralised Pension Processing Centre, 3rd Floor, Subham Greens, Sanjukta Square, Lokhra, Chariali, Guwahati, Assam - 781040  The Asst. General Manager State Bank of India Centralised Pension Processing Centre SMS Highway Branch Jaipur, Rajasthan -302003.		0029178
16.	<b>Union Bank of India</b>	The General Manager Union Bank of India CPPC, Government Business Division, PBOD, 12 <sup>th</sup> floor, Union Bank Bhavan, 239, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021	General Manager Union Bank of India PBOD, 12 <sup>th</sup> floor, Union Bank Bhavan 239, Vidhan Bhavan Marg, Nariman Point, Mumbai-400021	0293137
17.	<b>UCO Bank</b>	The Chief Manager United Commercial Bank Central Pension Processing Centre, Somalwar Bhawan, 1 <sup>st</sup> floor, Mount Road Extension, Sadar Nagpur-440001	UCO Bank, Head Office – II, 4 <sup>th</sup> Floor, Operations & Service Department No. 3&4, DD-Block, Sector- 1 Salt Lake, Kolkata – 700064.	0322345

**ANNEXURE II: -FORMAT FOR ADDITION OF NEW BRANCHES/CHANGES (UPDATION OR DELETION) OF EXISTING BRANCHES IN CPAO'S BANK CODE**

(See para 11.1 (xxix))

**Electronic Format for Addition of New Branches / Changes (Updation Or Deletion) of Existing Branches in CPAO's Bank Code Directory**

#	Field Name	Width	Type	Mandatory(M) /Optional(O)	Remarks
1.	Bank Branch Code	7 Char	C	M	Bank Branch BSR Code
2.	Bank Branch Address 1	40 Char	C	M	Bank Branch Address 1 <sup>st</sup> Line
3.	Bank Branch Address 2	40 Char	C	O	Bank Branch Address 2 <sup>nd</sup> Line
4.	Bank Branch City	20 Char	C	M	Bank Branch City
5.	Bank Branch District	20 Char	C	M	Bank Branch District Name
6.	Bank Branch State Code	3 Char	C	M	State Code, List Attached (Page 3)
7.	Bank Branch Pin Code	6 Char	N	M	Bank Branch Pin Code
8.	CPPC Branch Code	7 Char	N	M	
9.	CPPC Branch Address 1	40 Char	C	M	CPPC Address 1 <sup>st</sup> Line
10.	CPPC Branch Address 2	40 Char	C	O	CPPC Address 2 <sup>nd</sup> Line
11.	CPPC Branch City	20 Char	C	M	CPPC City
12.	CPPC Branch District	20 Char	C	M	CPPC District Name
13.	CPPC Branch State Code	3 Char	C	M	State Code, List Attached (Page 3)
14.	CPPC Branch Pin Code	6 Char	N	M	CPPC Pin Code
15.	Addition (A) or Deletion (D) or Change (C)	1 Char	C	M	Genesis of Change A – Addition D –Deletion C – Change
16.	Authority of RBI	50 char	C	M	Letter No.
17.	Letter Date	11 char	D	M	Letter Date (Date format in 'DD-MON-YYYY')
18.	IFSC CODE	11 char	C	M	IFSC CODE

**Total Number of columns: 18**

Data will be in MS Excel ( i.e with .xls file extension) file format. The List of State Codes is given in page 3.

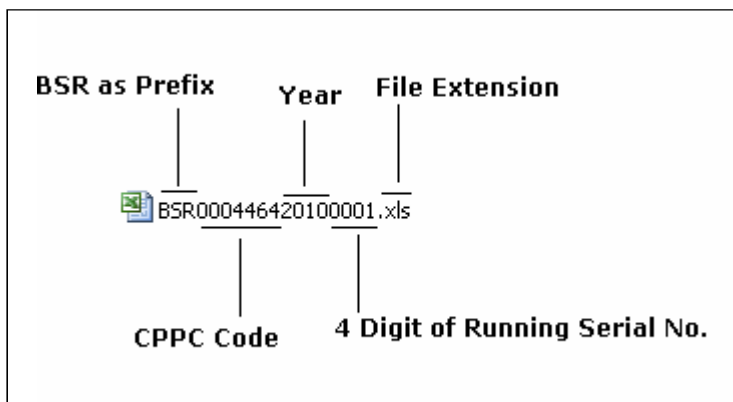
Note:-

- 1.CPPC Branch Code and Bank Branch Code all should be part-I of BSR Code issued by RBI.
- 2.State Code would be 3 digit as per list given on the next page.
- 3.Changes of Nodal Branches are not allowed at present.

### ◆ File Name Nomenclature

Files containing the required data in MS Excel file format should be sent to CPAO with following file nomenclature example given below.

#### Example:



File sent by SBI CPPC Mumbai for 2010 should be like this: **BSR 000446420100001.xls**

**Explanation:** Here “**BSR**” stands for BSR Data from Bank, “**0004464**” Is the CPPC code for SBI (State Bank of India), “**2010**” is the file year i.e. in which year the file is being sent, “**0001**” is running serial number i.e. should change with every file sent.

**Note:** Running Serial No should be restarted from 0001 every new calendar year.

### State Code List

Sl.No.	State Code	State Description
1.	AND	ANDAMAN & NICOBAR & ISLANDS
2.	ANP	ANDHRA PRADESH
3.	ARP	ARUNACHAL PRADESH
4.	ASS	ASSAM
5.	BIH	BIHAR
6.	CHA	CHANDIGARH
7.	CHG	CHATTISGARH
8.	DAD	DADRA & NAGAR HAVELI
9.	DAM	DAMAN & DIU
10.	DEL	DELHI
11.	GOA	GOA
12.	GUJ	GUJRAJ
13.	HAR	HARYANA
14.	HIM	HIMACHAL PRADESH
15.	JAK	JAMMU & KASHMIR
16.	JHA	JHARKHAND
17.	KAR	KARNATAKA
18.	KER	KERALA
19.	LAK	LAKSHADWEEP
20.	MAP	MADHYA PRADESH
21.	MAH	MAHARASHTRA
22.	MAN	MANIPUR
23.	MEG	MEGHALAYA
24.	MIZ	MIZORAM
25.	NAG	NAGALAND
26.	NEP	NEPAL
27.	ORI	ORISSA
28.	PON	PONDICHERRY
29.	PUN	PUNJAB
30.	RAJ	RAJASTHAN
31.	SIK	SIKKIM
32.	TAN	TAMIL NADU
33.	TRI	TRIPURA
34.	UTT	UTTAR PRADESH
35.	UTL	UTTRANCHAL
36.	WEB	WEST BENGAL

## **ANNEXURE III: RBI INSTRUCTIONS: PENSIONERS ACCOUNTS IN BANKS**

(See para 4.2)

### **RBI INSTRUCTIONS: PENSIONERS ACCOUNTS IN BANKS**

An extract of instructions issued by RBI to the Managing Directors of State Bank of India and its Associate Banks and General Managers of Authorised Banks in connection with the extension of facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the accounts of Central Civil Pensioners drawing pension under the Scheme for payment of Pensions through Authorised banks is reproduced below:-

#### **I. ACCEPTANCE OF STANDING INSTRUCTIONS FROM THE PENSIONERS**

The matter has been examined by us in consultation with the Government of India, Ministry of Finance who have advised that acceptance of standing instructions for transfer of funds etc. from the pensioner's accounts would not be inconsistent with the scheme and that they see no objection to Authorised banks dealing with such requests from pensioners at their discretion. In exercising such discretion banks may bear in mind the fact that in view of the bond of indemnity executed by them under the scheme, they will have to compensate the Government in respect of any overpayment or wrong payment.

#### **II. EXTENDING CHEQUE BOOK FACILITY TO PENSIONERS**

- a. Once the amount of pension and/or other pensionary benefit is credited to a pensioner's individual savings/current account, all the operations in the account will be governed by general banking rules and practices. Therefore, withdrawals from the account can be permitted by means of cheque/withdrawal slip/ATM as in the case of other account holders. Request for issue of cheque book from the pensioners may therefore be considered by banks on merits of each case and subject to the rules and regulations framed by individual bank in this regard. It is felt that withdrawal by means of cheque, if permitted, will be of immense help to old pensioners.
- b. It is also not necessary to make it compulsory for a pensioner to come personally to bank's office to withdraw the amount of his pension every month, because account holders have the option to withdraw money from their accounts by means of withdrawals slip/cheques through bearer.

**(Authority: R.B.I. (Central Office) Ref. GA.NB.333/GA 64(11-CVL-Misc)/86/87) dated 5th August, 1986).**

**ANNEXURE IV: CERTIFICATE FOR MEDICAL EXPENSES OF FORMER PRESIDENT /  
VICE-PRESIDENT**

(See para 4.3)

**CERTIFICATE FOR MEDICAL EXPENSES OF FORMER PRESIDENT / VICE-PRESIDENT**

**FORM II-A**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
Drawn by me has been expended in connection with my medical  
treatment/attendance/consultation.

Signature

Date

Place

**FORM II-B**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn has been expended in connection with retired President's/ Vice-President's medical  
treatment/attendance/consultation.

Signature

Designation

Date

Place

**ANNEXURE V: CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECK UP  
OF FORMER PRESIDENT/VICE-PRESIDENT**

(See para 4.3)

**CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECK UP OF  
FORMER PRESIDENT / VICE-PRESIDENT**

**FORM III**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn by me on account of travelling expenses has been incurred by me/my Medical  
Attendant/ Specialists/Medical Practitioner in connection with medical  
consultation/Attendance/treatment.

Signature

Date

Place

#### **FORM IV**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ drawn on account of Travelling Expenses has been incurred by the retired President/Vice-President's Medical Attendant/Specialist/Medical Practitioner in connection with medical consultation/ attendance/treatment.

Signature  
Designation  
Date  
Place



**ANNEXURE VI: CERTIFICATE FOR MEDICAL EXPENSES OF SPOUSE OF FORMER  
PRESIDENT/VICE PRESIDENT**

(See para 4.3)

**CERTIFICATE FOR MEDICAL EXPENSES OF SPOUSE OF FORMER  
PRESIDENT/VICE-PRESIDENT**

**FORM II-A**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) drawn by me has been expended in connection with my spouse’s medical treatment/attendance/consultation.

Signature

Date

Place

\_\_\_\_\_

**FORM II-B**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ drawn by me has been expended on account of medical treatment/attendance/consultation. Of Shri/Smt. \_\_\_\_\_ Spouse of \_\_\_\_\_

Signature  
Designation

Date

Place

**ANNEXURE VII: CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECKUP  
OF SPOUSE OF FORMER PRESIDENT/VICE PRESIDENT**

(See para 4.3)

**CERTIFICATE FOR TRAVELLING EXPENSES FOR MEDICAL CHECKUP OF SPOUSE OF  
FORMER  
PRESIDENT/ VICE-PRESIDENT**

**FORM-III**

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ drawn by me on account of travelling expenses has been incurred by me/my Medical Attendant/ Specialist/Medical Practitioner in connection with medical consultation/attendance/treatment in r/o my spouse.

Signature

Date

Place

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## FORM IV

Certified that the amount of Rs. (in figures) \_\_\_\_\_ Rupees (in words) \_\_\_\_\_  
drawn on account of travelling expenses has been incurred by :

- i. Shri/Shrimati\_\_\_\_\_ Spouse of \_\_\_\_\_  
or
- ii. Medical Attendant/Specialist/Medical Practitioner of  
Shri/Shrimati\_\_\_\_\_ Spouse of \_\_\_\_\_  
In connection with medical consultation/ attendance/ treatment.

Signature

Date

Place

ANNEXURE VIII: FORM OF CENTRAL DATA BANK AT CPAO

(See para 8.1)

FORM OF CENTRAL DATA BANK AT CPAO

PPO No. & Date	Class of Pension	Name of Pensioner	Department/Ministry in which pensioner	Qualifying Service	Accounts Officer issuing PPO with Code No.	Date of retirement of Pensioner	Date of commencement of Pension	Pension Disbursing Treasury/PAO/ Bank Branch with
1	2	3	4		5	6	7	8

Monthly Amount of Pension										
9			10							
Name of CPPC& Code No.(in case of pension through bank)	Pay Band plus Grade Pay (Pay	Last Pay Drawn / Index	Basic Pension	Personal Pension	Ad-hoc Relief	Additional Relief	Dearness Relief	Total	Effective Date of Payment	
1.										
2.										

Constant Attendance Allowance					Medical Allowance		
-------------------------------	--	--	--	--	-------------------	--	--

Allocation of Pension, if any				Commutation of Pension, if any			
11		12					
Nomenclature of Government (a)	Basic Pension (b)	Ad-hoc/Additional Relief/Dearness Relief (c)	Amount of Commuted Pension (a)	Date of Commutation of Pension (b)	Residual monthly Pension payable after commutation (c)	Date from which commuted pension is to be restored (d)	

Family Pension								
13								
Name of recipient of Family Pension (a)	Relationship with deceased Govt. Servant	Date of Birth of Spouse	Date of Death of Pensioner (c)	F.P. at enhanced rate (d)	Period (e)	F.P. at Normal rate (f)	Period (g)	Remarks (h)

Nominee Particular								
14								
Name of recipient of Family Pension (a)	Relationship with deceased Govt. Servant	Date of Birth of Spouse	Date of Death of Pensioner (c)	F.P. at enhanced rate (d)	Period (e)	F.P. at Normal rate (f)	Period (g)	Remarks (h)

## ANNEXURE IX: INDEX REGISTER OF PENSION PAYMENTS AUTHORISED THROUGH BRANCHES OF THE AUTHORISED BANKS

(See para 8.2,13.2.1(4),13.2.1(6),20.1(i), (iii) (iv) and 27.2)

### INDEX REGISTER OF PENSION PAYMENTS AUTHORISED THROUGH BRANCHES OF THE AUTHORISED BANKS

*(To be maintained by CPPC)*

Name of the Pensioner	Date of retirement	Ministry/ Department from which retired (Code No.)	Number of the PPO & Name of authority issuing PPO (Code No.)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made BSR Code/IFSC	Date from which pension payment will commence	Date of receipt of PPO	Date of dispatch of PPO to the specified PAHB	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
1. 2 3.									

**Note :** Each entry should be attested by the nominated officer of the CPPC of the Authorised Banks. (Additional entries may be provided under Reserve Bank's instructions).

## ANNEXURE X: APPLICATION FOR SWITCHOVER OF PENSION PAYMENT THROUGH AUTHORISED BANK

(See para 9.1)

## APPLICATION FOR SWITCHOVER OF PENSION PAYMENT THROUGH AUTHORISED BANK

*(To be submitted in duplicate)*

To  
The PAO/ Treasury/Pension Disbursing Officer

\_\_\_\_\_  
\_\_\_\_\_ (Address)

Sir,

I opt to draw my pension through Authorised Bank and give below necessary particulars to enable you to make arrangements in this regard.

## 1. PARTICULARS OF PENSIONER

- (a) Name  
(b) PPO No.  
(c) Present address  
(d) Contact No. & E-mail address (if any).

## 2. PARTICULARS OF THE AUTHORISED BANKS WHERE PAYMENT IS DESIRED

- (a) Name  
(b) Branch and Address where payment is desired  
\*(c) My S.B./Current Account No.  
(either single account in their names or joint accounts with their spouses operated either by  
"former or survivor" or either or survivor basis )  
(d) IFSC

Yours faithfully,

(Pensioner)

(Sd)

Place:

Date:

\*('Joint' or either or survivor' account is permissible).

Pensioner's Specimen Signature .....

**FOR USE IN THE OFFICE OF THE PENSION DISBURSING AUTHORITY**

Forwarded to the Central Pension Accounting Office for transmission to the CPPC of AB (Name of PAHB.  
The Disburser's half of PPO of Shri/Smt./Kum. \_\_\_\_\_ bearing No. \_\_\_\_\_ is (are) sent  
herewith.

The pensioner has been paid pension © Rs. \_\_\_\_\_ p.m. and dearness relief  
thereon © Rs. \_\_\_\_\_ up to the month of \_\_\_\_\_  
Pension due from the month of \_\_\_\_\_ is to be arranged by the Bank.

Station:

(Pension Disbursing Authority)

Date:

(With Name & Seal)

## ANNEXURE XI: ELECTRONIC FORMAT FOR PENSION PAYMENT SCROLL

(See para 11.1 (xxv) ,12.3.2, 12.3.3, 12.3.4(iii) ) 19.3

### ELECTRONIC FORMAT – A

**ELECTRONIC FORMAT FOR PENSION PAYMENT SCROLL  
(CORRESPONDING TO ANNEXURE-XI OF SCHEME BOOKLET)  
(FROM CPPC TO CPAO)**

SR. NO.	FIELD NAME	TYPE	MAXIMUM WIDTH (CHARACTERS)	DESCRIPTION
1	CPPC CODE*	C	7	BSR CODE OF CPPC
2	SCROLL CATEGORY*	C	1	'1' IF CENTRAL CIVIL GENERAL, '2' IF AIS PENSION '3' GOVERNMENT OF DELHI  '4' HIGH COURT JUDGE  '5' FREEDOM FIGHTER PENSION
3	SCROLL NO*	N	5	SCROLL NO. (RUNNING SL. NO. FOR FINANCIAL YEAR).

<b>4</b>	SC DATE*	D	8	SCROLL DATE (YYYYMMDD).
<b>5</b>	TRANSACTION ID**	C	35	TRANSACTION IDENTIFICATION NO.
<b>6</b>	PENSION ACCOUNT HOLDING BRANCH BSR CODE(PART-I, 7 DIGIT CODE)*	C	7	PAY BRANCH CODE (BSR CODE).
<b>7</b>	PENSIONER NAME*	C	70	PENSIONER NAME
<b>8</b>	PPO NUMBER*	C	12	POST 1990 PPO NO. AND IN CASE OF PRE-1990 12 DIGIT NEW PPO NO ISSUED BY CPAO
<b>9</b>	OLD PPO NUMBER	C	30	PRE-1990 OLD PPO NO, NOT APPLICABLE FOR POST 1990 CASES.
<b>10</b>	ACCOUNT NO.*	C	20	PENSIONER'S S.B. ACCOUNT NO
<b>11</b>	PENSION CAT *	C	1	CATEGORY OF PENSION
<b>12</b>	BASIC PENSION APPLICABLE	N	6	BASIC PENSION BEFORE COMMUTATION
<b>13</b>	PENSION COMMUTED AS PER RECORD	N	7	AMOUNT OF PENSION COMMUTED.



<b>14</b>	ADDITIONAL PENSION PAID	N	7	ADDITIONAL PENSION PAID ON ACCOUNT OF AGE
<b>15</b>	DEARNESS RELIEF PAID	N	6	DEARNESS RELIEF ON BASIC PENSION (12) + ADDITIONAL PENSION (14) =12+14
<b>16</b>	PENSION PAID (AFTER COMMUTATION IF ANY)	N	6	BASIC PENSION (12) WHERE NO COMMUTATION AND REDUCED PENSION OTHERWISE (12-13)
<b>17</b>	PERSONAL PENSION PAID	N	6	PERSONAL PENSION
<b>18</b>	DEARNESS PENSION PAID	N	6	DEARNESS RELIEF AMOUNT
<b>19</b>	MEDICAL ALLOW PAID	N	5	MEDICAL ALLOWANCE
<b>20</b>	INTERIM RELIEF PAID	N	6	INTERIM RELIEF

	<b>21</b>	COMMUTED VAL PAID	N	8	COMMUTED VALUE	
	<b>22</b>	DATE OF PAYMENT OF COMMUTATION	D	8	DATE OF PAYMENT OF COMMUTATION	
	<b>23</b>	DIFF COMMUTED VALUE PAID	N	8	DIFFERENTIAL COMMUTED VALUE	
	<b>24</b>	DATE OF PAYMENT OF DIFF. COMMUTATION	D	8	DATE OF PAYMENT OF DIFF. COMMUTATION	
	<b>25</b>	DIFF GRATUITY AMOUNT PAID	N	8	DIFFERENTIAL GRATUITY AMOUNT	
	<b>26</b>	DATE OF PAYMENT OF DIFF. GRATUITY	D	8	DATE OF PAYMENT OF DIFFERENTIAL GRATUITY AMOUNT	
	<b>27</b>	CONSTANT ATTENDANT ALLOWANCE PAID	N	8	CONSTANT ATTENDANT ALLOWANCE PAID FOR DISABILITY PENSION	
	<b>28</b>	DA ARREARS	N	8	ARREARS AMOUNT	
	<b>29</b>	OTHER ARREARS	N	8	OTHER ARREARS AMOUNT	
	<b>30</b>	OTHER PENSION PAID	N	8	OTHER PENSION PAYMENT PAID	
	<b>31</b>	GROSS PENSION PAID*	N	8	GROSS PENSION AMOUNT =(14+15+16+17+18+19+20+21+23+25+27+28+29+30)	
	<b>32</b>	CURRENT YEAR SUPERANNUATION PENSION RECOVERY	N	8	CURRENT SUPERANNUATION PENSION RECOVERY AMOUNT	

		AMOUNT			
	<b>33</b>	CURRENT YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	CURRENT FAMILY PENSION RECOVERY AMOUNT
	<b>34</b>	CURRENT YEAR COMMUTATION RECOVERY AMOUNT	N	8	CURRENT COMMUTATION PENSION RECOVERY AMOUNT
	<b>35</b>	CURRENT YEAR GRATUITY RECOVERY AMOUNT	N	8	CURRENT GRATUITY AMOUNT
	<b>36</b>	PREVIOUS YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	PREVIOUS SUPERANNUATION PENSION RECOVERY AMOUNT. ***
	<b>37</b>	PREVIOUS YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	PREVIOUS FAMILY PENSION RECOVERY AMOUNT. ***
	<b>38</b>	PREVIOUS YEAR COMMUTATION RECOVERY AMOUNT	N	8	PREVIOUS COMMUTATION PENSION RECOVERY AMOUNT. ***
	<b>39</b>	PREVIOUS YEAR GRATUITY RECOVERY AMOUNT	N	8	PREVIOUS GRATUITY AMOUNT. ***
	<b>40</b>	INCOME TAX	N	8	INCOME TAX

<b>41</b>	NET PAID*	N	8	NET AMOUNT PAID=31-(32+33+34+35+36+37+38+39)
<b>42</b>	YEAR MONTH WHEN PAYMENT DUE*	N	6	YEAR & MONTH OF PENSION PAID (YYYYMM)
	<b>MAX RECORD SIZE</b>		<b>466</b>	425+41 = 466 INCLUDING DELIMITER

**\*DATA IN FILE SHOULD BE PIPE ( | ) DELIMITED AND RECORDS BY A LINE BREAK OR END-OF-LINE (EOL)  
CHARACTER I.E. CARRIAGE RETURN/LINEFEED (CR/LF)**

**Note : The category may be indicated as A, B, C etc as shown below:**

- (A) - Superannuation Pension (other than High Court and Supreme Court Judges). Earlier Pensioners who were under Voluntary retirement and Invalid pension category should now be marked “V” and “I” respectively according to new revised categories of pension.
- (B) - Family pension (other than High Court Judges and Supreme Court Judges). It should only be family pension for A, I and V categories.
- (C) - Pension to High Court Judges and their family pensions.
- (D) - Superannuation pensions of Supreme Court Judges.
- (E) - Family Pension for Supreme Court Judges.
- (F) - Pension to Ex-MPs.
- (G) - Swatantrata Sainik Samman Pensions (Central Freedom Fighters / Political Pensions) and their Family Pensions.
- (H) - Pension and other amenities to the former President / Vice-President of India including payment of medical expenses and travelling expenses towards medical checkup to the spouse of the retired / deceased President / Vice-President.
- (I) - Invalid Pension.
- (V) - Voluntary Retirement. This is a new category added. All the earlier pensioners who are under category “A” (as per original category) and are Voluntary retired should be made category “V” according to new system.
- (P) - Prorata Pension (newly added category for PSU absorbee).
- (O) - Other Pension including Special pension to Ex-Army personnel, including the widows of Army personnel who revolted against the British Authorities.

Note (1) In the case of Old Pensioner classification can be done by the Authorised Banks.

Note (2) Each entry should be attested by the nominated officer of the branch at which payment is made (additional entries may be provided under Reserve Bank instructions).

Note (3)      Separate Scroll must be prepared for all commutation and gratuity amounts.  
“We hereby certify that each and every payment of pension to the pensioner and surviving pensioners (including family pensioners) during the period from ..... to ..... in the preceding year has been made after obtaining and verifying the life-certificate, non-employment / re-employment certificate as required in Annexure-XIII and XIV of para 14 and re-marriage / marriage certificate as required in Annexure-XV of para 14.9 of the scheme. It is also confirmed that the relevant certificate in each case is held in the branch of the bank concerned, for verification if needed”.

Branch Manager

Signature with Date:

## ANNEXURE XII: Format of Acknowledgment (XML)

(See para 11.1(ii))

### Format of Acknowledgment (XML)

1. **File Name(Nomenclature):**ACK-<SAME as of ePPO(Revision) Data file>.xml

The Name of file should be same as what file name was received from CPAO but with a prefix 'ACK-'

*E.g. ACK-1724046-20150601.xml*

2. **File Structure** :

<ACK>

<PPO\_NO></PPO\_  
N>

<DIARY\_NO></DIARY\_NO>

<SSA\_NO></SSA\_NO>

<PROCESSED\_DATE></PROCESSED\_DA  
TE>

<PROCESSING\_STATUS></PROCESSING\_STATUS>

<PROCESSING\_REMARKS></PROCESSING\_REMAR  
KS>

</ACK>

2.1. **TAG Description:**

2.1.1. <PPO\_NO>:PPO Number of Case Processed.

2.1.2. <DIARY\_NO>:Diary Number Associated with PPO number

(Already provided by CPAO in ePPO (Revision)Data file).

2.1.3. <SSA\_NO>: SSA Number Associated with PPO number

(Already provided by CPAO in ePPO (Revision)Data file).

2.1.4. <PROCESSED\_DATE>:Date when case was processed by BANK(CPPC).

2.1.5. <PROCESSING\_STATUS>:This Tag will only have either of two Value

2.1.5.1. **ACCEPTED:** in case of successful processing.

2.1.5.2. **REJECTED:** in case of discrepancy or error.

2.1.6. <PROCESSING\_DATE>:status\status      This is mandatory in case when  
is 'REJECTED' and error/      processing description should be  
given about the discrepancy

**Note:** *The acknowledgment file should be generated individually for all cases received and processed i.e. a file will contain record for only one PPO case, **if acknowledgment is not received within 3 days it will be treated as accepted***



### ANNEXURE XIII: LIFE CERTIFICATE

(See para 12.3.3, 14.2 & 14.3)

#### Part-A (Every year)

#### LIFE CERTIFICATE

(To be submitted by Pensioner once a year in November)

Certified that I have seen the pensioner Shri/Smt./Ms. \_\_\_\_\_  
(Name of Pensioner)

\_\_\_\_\_ holder of Pension Payment Order No.  
\_\_\_\_\_ and that he/she is alive on this date.

1. Present address of the pensioner/family pensioner.
2. Telephone/Mobile number (if any).
3. E-mail Address (if any).
4. Account No.
5. Signature of the Pensioner/Family Pensioner

Name

Place:

Designation of Authorised Person  
Seal

Date:

-----**ACKNOWLEDGEMENT**

Life Certificate of Pensioner/Family Pensioner of Shri/Smt/Ms. \_\_\_\_\_  
(Name of Pensioner)

holder of Pension Payment Order No. \_\_\_\_\_ has been received.

Date:-

**Signature**.....

**Name**.....

**Stamp of the receiving Bank branch**

## ANNEXURE XIV: NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

(See para 12.3.3, 14.4, 16.4)

### NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

(To be given by pensioner once a year in November)

- (A) I declare that I have been employed / re-employed in the Offices which is a part of / financed by and was in receipt of the following monthly rates of emoluments during the year ended November, 20..... or during the month of within the said year:

- (a) Pay \_\_\_\_\_  
(b) Special Pay \_\_\_\_\_  
(c) Other Allowances / Fees / Honorarium (it includes D.A., A.D.A., these to be shown clearly)

Further, that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment period.

I declare that I have not accepted any commercial employment in India. Or

I declare that I have accepted commercial employment in India, after obtaining previous sanction of the Central Government and none of the conditions, if any, attached thereto by Government has been violated.

Or

I declare that I have accepted Commercial Employment in India without obtaining the sanction of Central Govt.

NOTE - This declaration is required to be given for a period of one year from the date of retirement.

- (B) I declare that I have not accepted any employment under a Govt. outside India /an International Organisation of which Govt. of India is not a member.

Or

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member after obtaining the previous sanction of the Central Government and none of the conditions attached thereto by the Govt. has been deviated from.

Or

I declare that I have accepted employment under a Govt. outside India/an International Organisation of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt. of which Govt. of India is not a member, without obtaining the previous sanction of the Central Govt.

Place:

Date:

Signature

Name of the Pensioner \_\_\_\_\_

P.P.O. No.

Certificates at (B) is to be furnished only by retired Group 'A' Officers in May and November each year.

**ANNEXURE XV: SELF-CERTIFICATION BY THE FAMILY PENSIONER ITSELF**

(See Para 12.3.3, 14.8(iv), 16.4)

**SELF-CERTIFICATION BY THE FAMILY PENSIONER ITSELF**

I hereby declare that I have not got re-married and I undertake to report such any event promptly to the Pension Disbursing Authority / Bank.

(Applicable only for widow recipient of family pension and to be furnished only once)

Or

I hereby declare that I am not married/ I have not got married during the last six months.

(To be submitted by widowers every six months in May and November)

Or

I hereby declare that I am not married/ I have not got married during last one year.

(To be submitted by unmarried Son/Daughter/widowed/divorced daughter once in a year in November)

Signature \_\_\_\_\_

Name of the pensioner \_\_\_\_\_

P.P.O. No. \_\_\_\_\_

Place:

Date:

## ANNEXURE XVI: ELECTRONIC FORMAT-F FOR REPORT ON CHANGE OF STATUS OF PENSION CHANGE OF STATUS OF PENSION

(See para 11.1 (xix), 12.3.4 (iii), 12.3.9, 15.2, 15.3)

### Electronic Format - F

Electronic Format for Report on Change of Status of pension Change of status of pension  
(To be prepared by CPPC)

Sr.	Field Name	Type	Width (Characters)	Description
1	CPPC Code*	C	7	BSR Code of CPPC
2	SCROLL NO*	C	5	Same as provided in the corresponding Format A.
3	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD)
4	PENSION ACCOUNT HOLDING BRANCH BSR CODE	C	7	Bank Branch Code (BSR Code).
5	IFSC of existing PAHB	C	11	IFSC
6	BANK ACCOUNT NO.	C	20	Pensioner SB Account No.
7	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
8	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases
9	PENSIONER NAME*	C	70	Pensioner's Name
10	PENSIONER AC*	C	20	Pensioners Bank Account No
11	PENSIONER CAT OLD ###	C	1	Category of Pension Original
12	PRESENT CAT ###	C	1	Changed Status of Pension (Refer to Pension Categories, In Case of Discontinuation give present)
13	CHANGE TYPE *	C	1	Change Type '0' No Change. '1' IF Death of Pensioner and Discontinuation of pension. '2' IF Death of Pensioner and change of case to Family Pension. '3' IF New Pension Case. '4' IF Transfer IN from Other CPPC. '5' IF Transfer OUT from Current CPPC. '6' IF Suspension. **** '7' Payment of Arrear legal heir.\$\$
14	DATE OF CHANGE *	D	8	Date of Change of Status(YYYYMMDD)
15	CHEQUE NO ##	N	10	Cheque No.

16	CHEQUE DATE ##	D	8	Date on Which Issued(YYYYMMDD)
17	CHEQUE AMT ##	N	12	Cheque Amount
18	COMM AMT	N	12	Total Commutation Amount
19	COMM DATE	D	8	Commutation Start Date(YYYYMMDD)
20	NEW CPPC***	N	7	New CPPC Code
21	NEW PENSION ACCOUNT HOLDING BRANCH BSR CODE.***	N	7	New Bank Branch Code
22	IFSC of new PAHB	C	11	New IFSC
23	ADHAAR NO.	N	12	Adhaar No.
24	PAN NO.	C	10	Pan No.
25	MOBILE NO.	N	10	Mobile No.
26	EMAIL ADDRESS	C	50	Email Address
27	LIFE CERTIFICATE DATE	D	8	Date of Life Certificate Received last time. (YYYYMMDD)
28	MONTH YEAR*	N	6	Year and Month (YYYYMM).
29	PAY_COMMISSION	C	4	Pension revised under pay commission '5CPC'; '6CPC'; '7CPC'; 'NA'

**Note:-**

1. Indicates mandatory fields.
2. ## Indicates Mandatory fields in case of overpayments.
3. \*\*\*Indicates Mandatory fields in case of Transfer of Pensioner from one bank to another.
4. ### Indicates Mandatory fields in case of Pension Category Change.
5. All the date fields should be in YYYYMMDD format.
6. Type Description: N=Numeric, C=Character=DATE.
7. In case of overpayments the details of cheque for recovery has to be given (when Pension is discontinued).
8. \*\*\*\* Suspension here means temporary holding pension payment due to any valid reason.(for ex. Life certificate not given)
9. \$\$ when this flag is used, then the details of legal heir i.e. Name and cheque details can be entered in format F itself while the claimed figure can be entered in the main e-scroll format 'A'.
10. There should be one to one correspondence between records of Format-A and Format-F. i.e., corresponding to every record in Format-A there should be a corresponding record in Format-F related with either account no. or PPO\_No. of records in Format-F will be greater than or equal to no. of records in Format-A.

## ANNEXURE XVII: LIST OF FILE VALIDATION ERROR

(See Para 13.1.1)

### *LIST OF FILE VALIDATION ERROR*

S no	Project code	Error code	Error description
1	ESROLL		File Format Type not valid
2	ESROLL		File CPPC Code is Invalid i.e. records in the file does not contain same CPPC Code as provided in the file name
3	ESROLL		File Running Serial No is invalid
4	ESROLL		File Year is invalid
5	ESROLL	0401	PPO Number not Mentioned
6	ESROLL	0403	Scroll Date is not same for all the records in the e-Scroll file

## ANNEXURE XVIII: ACKNOWLEDGEMENT FORMAT – 1 (FROM CPAO TO CPPC)

(See Para 13.1.1)

### ACKNOWLEDGEMENT FORMAT – 1 (FROM CPAO TO CPPC) AT LEVEL ONE

S.No	Field Name	Type	Maximum Width (Characters)	Description
1.	REF ID NO	C	15	Reference Id of Scroll
2.	DATE	D	8	Date of generation
3.	CPPC CODE*	N	7	Branch Code
4.	SCROLL NO*	N	5	Same as provided in the corresponding format A.
5.	SC DATE*	D	8	Scroll Date (YYYYMMDD).
6.	NO.OF RECORDS	N	15	Total number of record in file
7.	RECEIPT AMOUNT	N	15	
8.	PAYMENT AMOUNT	N	15	
9.	FILE SIZE	N	5	File size (In bytes)
10.	REMARK	C	50	“Format Passed”
Max Record Size			152	143+9=152 including delimiter

#### Remark:

- **Format Passed (First level of validation: file validation error)**

## ANNEXURE XIX: ELECTRONIC FORMAT FOR CONFORMATION STRING (FROM CPAO TO RBI)

(See para 13.1.1)

### ELECTRONIC FORMAT FOR CONFORMATION STRING (FROM CPAO TO RBI)

**Agency input files Data Structure: -**

Sr. No.	Field Name	Position	Type	Format	Example
1.	CPPC code*	01:08	Alpha-Numeric	Left justified with trailing blanks.	SBI2671
2.	Account/Ministry Code	09:12	Alpha-Numeric	Left justified with trailing blanks.	722,725A
3.	PAO/ZA0/Scheme Code	13:15	Numeric	Right justified with Left padding with zeros.	006,151
4.	Tax/State Code	16:19	Numeric	Right justified with Left padding with zeros.	0020,0001
5.	Transaction Date*	20:27	Date	DDMMYYYY	For 07-Oct-07: 07102007
6.	Month & Yr.*	28:33	Date	MMYYYY	For Oct-07: 102007
7.	Receipt Amount	34:47	Numeric	Right justified with Left padding with zeros.	For Rs. 520.00: 00000000052000. The last Two digits are for 'Paisa' reporting.  For Rs. 520.12: 00000000052012. The last Two digits are for 'Paisa' reporting.
8.	Payment Amount	48:61	Numeric	Right justified with Left padding with zeros.	For Rs. 520.00: 00000000052000. The last Two digits are for 'Paisa' reporting.  For Rs. 520.12:



					0000000052012. The last Two digits are for 'Paisa' reporting.
9.	Amendment Flag	62:62	Number	0/1 or Blank	For fresh reporting: Leave the field blank.  For Receipt amendment: 0  For Payment amendment: 1
10.	Receipt Scroll Number	63:65	Numeric	Right justified with Left padding with zeros.	001,100
11.	Payment Scroll Number	66:68	Numeric	Right justified with Left padding with zeros.	001,100
12.	Reference id numb	69:84	Alpha- Numeric	Reference Id of Scroll	9cx22yzz6612we4

**Remark:**

- **Transaction date is same as Scroll date**
- **\* Data is mandatory**

## ANNEXURE XX: DISCREPANCY REPORT FORMAT (FROM CPAO TO CPPC)

(See para 13.1.1, 13.2.1(3), 13.2.1(4), 13.2.1(5))

### *DISCREPANCY REPORT FORMAT (FROM CPAO TO CPPC)*

S.no	Field Name	Type	Maximum Width (Characters)	Description
1.	REF. ID	C	15	Reference Id of Scroll
2.	DATE	D	8	Date of generation
3.	SCROLL NO*	N	5	Scroll number
4.	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD).
5.	TRANSACTION ID**	C	35	Transaction Identification
6.	PPO NO*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
7.	ACCOUNT NO.	C	20	Pensioner's S.B Account number
8.	ERROR CODE*	C	290	Coma Separated Codified Error
Max Record Size			400	393+7 = 400  including delimiter

\*, \* Data is mandatory

## Annexure XX

(para 13.1 .1)

### Electronic Objection Book

**Name of CPPC and Bank**

**CPPC Code**

					Amount kept under objection						Details of Adjustments													
S. No .	Month of Account	Scroll No.	Scroll Date	Transaction ID	For want of CE	Error Scroll	For any other reason	Total = 7+8 +9	Nature of Item & Objection (Error Code)	Details of discrepancy report sent	Details of reminder with discrepancy report	Date of adjustment	Admitted error scroll No.	Admitted error scroll amount	Admitted error scroll date	Admitted collateral evidence No.	Admitted collateral evidence amount	Admitted collateral date	Any other document no.	Any other document amount	Any other document date	Amount adjusted	Remarks	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

---

**Total of the month's objection**

**Add Balance from the last month**

**Total**

**Deduct amount adjusted during**

**this month**

**Total of the deduct  
amounts**

**Balance carried  
forward**

**ANNEXURE XXI: LIST OF LOGICAL ERROR (See Para 13.1.2)*****LIST OF LOGICAL ERROR***

S no	Project code	Error code	Error description
1	ESROLL	0101	Length of CPPC Code should not be null or blank
2	ESROLL	0102	Length of Scroll Category should not be null or blank
3	ESROLL	0103	Length of Scroll No should not be null or blank
4	ESROLL	0104	Length of Scroll Date should not be null or blank
5	ESROLL	0105	Length of Pension Account Holding Branch BSR Code should not be null or blank
6	ESROLL	0106	Length of SL No should not be null or blank
7	ESROLL	0107	Length of Pensioner Name should not be null or blank
8	ESROLL	0108	Length of PPO number should not be null or blank
9	ESROLL	0110	Length of Account No should not be null or blank
10	ESROLL	0111	Length of Pension Category should not be null or blank
11	ESROLL	0131	Gross Pension Paid should not be blank or zero
12	ESROLL	0137	Net Paid should not be blank or zero
13	ESROLL	0138	Year month when payment due should not be null or blank
14	ESROLL	0201	Length of CPPC Code Should not more than 7 characters
15	ESROLL	0202	Length of Scroll Category should not More than 1 characters
16	ESROLL	0203	Length of Scroll No should not More than 5 characters
17	ESROLL	0204	Length of Scroll Date should not More than 8 characters
18	ESROLL	0205	Length of Pension Account Holding Branch BSR Code should not More than 7 characters
19	ESROLL	0206	Length of S No should not More than 5 characters
20	ESROLL	0207	Length of Pensioner Name should not More than 70 characters
21	ESROLL	0208	Length of PPO Number should not More than 12 characters
22	ESROLL	0209	Length of Old PPO Number should not More than 30 characters
23	ESROLL	0210	Length of Account Number should not More than 20 characters
24	ESROLL	0211	Length of Pension Category should not More than 1

			characters
25	ESROLL	0212	Length of Basic Pension should not More than 6 characters
26	ESROLL	0213	Length of Commuted Pension As Per Record should not More than 7 characters
27	ESROLL	0214	Length of Additional Pension Paid should not More than 7 characters
28	ESROLL	0215	Length of Dearness Relief should not More than 6 characters
29	ESROLL	0216	Length of Pension Paid should not More than 6 characters
30	ESROLL	0217	Length of Personal Pension Paid should not More than 6 characters
31	ESROLL	0218	Length of Dearness Pension Paid should not More than 6 characters
32	ESROLL	0219	Length of Medical Allowance Paid should not More than 5 characters
33	ESROLL	0220	Length of Interim Relief paid should not More than 6 characters
34	ESROLL	0221	Length of Commuted value Paid should not More than 8 characters
35	ESROLL	0222	Length of Date of payment of commutation should not More than 8 characters
36	ESROLL	0223	Length of Diff Commuted Value Paid should not More than 8 characters
37	ESROLL	0224	Length of Date Of Payment of Diff. Commutation should not More than 8 characters
38	ESROLL	0225	Length of Diff. Gratuity Amount Paid should not More than 8 characters
39	ESROLL	0226	Length of Date of Payment Of Diff. Gratuity should not More than 8 characters
40	ESROLL	0227	Length of Constant Attendant Allowance Paid should not More than 8 characters
41	ESROLL	0228	Length of DA Arrears should not More than 8 characters
42	ESROLL	0229	Length of Other Arrears should not More than 8 characters
43	ESROLL	0230	Length of Other Pension Paid should not More than 8 characters
44	ESROLL	0231	Length of Gross Pension Paid should not More than 8 characters
45	ESROLL	0232	Length of Recovery Amount1 should not More than 8

			characters
46	ESROLL	0233	Length of type of Recovery Amount1 should not More than 1 characters
47	ESROLL	0234	Length of Recovery Amount2 should not More than 8 characters
48	ESROLL	0235	Length of type of Recovery Amount2 should not More than 1 characters
49	ESROLL	0236	Length of Income tax should not More than 8 characters
50	ESROLL	0237	Length of Net Paid should not More than 8 characters
51	ESROLL	0238	Length of Year month when payment due should not More than 6 characters
52	ESROLL	0300	Errors in records levels. columns are not matches
53	ESROLL	0301	Length of CPPC Code Must be 7 characters
54	ESROLL	0304	Length of Scroll Date Must be 8 characters
55	ESROLL	0331	Value of Gross Pension Paid must be greater than one
56	ESROLL	0337	Value of Net Paid must be greater than one
57	ESROLL	0338	Length of Year month when payment due Must be 6 characters
58	ESROLL	0402	Duplicate PPO found in the e-Scroll File

## ANNEXURE XXII: DETAILED DISCREPANCY FORMAT (FROM CPAO TO CPPC)

(See [para 13.1.2](#))

### *DETAILED DISCREPANCY FORMAT (FROM CPAO TO CPPC)*

Sr. No.	Field Name	Type	Maximum Width (Characters)	Description
<b>1</b> <b>0.</b>	CPPC Code*	C	7	BSR Code of CPPC
<b>2</b>	SCROLL CATEGORY*	C	1	'1' IF CENTRAL CIVIL GENERAL,
				'2' IF AIS PENSION
				'3' GOVERNMENT OF DELHI
				'4' HIGH COURT JUDGE
				'5' FREEDOM FIGHTER PENSION
<b>3</b>	SCROLL NO*	N	5	Scroll No. (Running Sl. No. For Financial Year).
<b>4</b>	SC DATE*	D	8	Scroll Date (YYYYMMDD).
<b>5</b>	TRANSACTION	C	35	Transaction Identification.



	ID**			
6	PENSION ACCOUNT HOLDING BRANCH BSR CODE(Part-I, 7 Digit Code)*	C	7	Pay Branch Code (BSR Code).
7	PENSIONER NAME*	C	70	Pensioner Name
8	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
9	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases.
10	ACCOUNT NO.*	C	20	Pensioner's S.B. Account No
11	PENSION CAT *	C	1	Category Of Pension
12	BASIC PENSION APPLICABLE	N	6	Basic Pension Before Commutation
13	PENSION COMMUTED AS PER RECORD	N	7	Amount Of Pension Commuted.
14	ADDITIONAL PENSION PAID	N	7	Additional Pension Paid on Account of Age
15	DEARNESS RELIEF PAID	N	6	Dearness Relief On Basic Pension (12) + Additional Pension (14) =12+14
16	PENSION PAID (After	N	6	Basic Pension (12) Where No Commutation And Reduced

	Commutation If Any)			Pension Otherwise (12-13)
<b>17</b>	PERSONAL PENSION PAID	N	6	Personal Pension
<b>18</b>	DEARNESS PENSION PAID	N	6	Dearness Relief Amount
<b>19</b>	MEDICAL ALLOW PAID	N	5	Medical Allowance
<b>20</b>	INTERIM RELIEF PAID	N	6	Interim Relief
<b>21</b>	COMMUTED VAL PAID	N	8	Commutated Value

### ANNEXURE XXIII: ELECTRONIC FORMAT – G ERROR SCROLL FORMAT (FROM CPPC TO CPAO)

(See Para 13.1.2 and 13.1.3)

#### Electronic Format –G ERROR SCROLL FORMAT (FROM CPPC TO CPAO)

Sr. No.	Field Name	Type	Maximum Width (Characters)	Description
1	CPPC Code*	C	7	BSR Code of CPPC
2	SCROLL CATEGORY*	C	1	'1' IF CENTRAL CIVIL GENERAL, '2' IF AIS PENSION '3' GOVERNMENT OF DELHI  '4' HIGH COURT JUDGE  '5' FREEDOM FIGHTER PENSION
3	SCROLL NO*	N	5	Scroll No. (Running Sl. No. For Financial Year).
4	SC DATE*	D	8	Scroll Date (YYYYMMDD).
5	TRANSACTION ID**	C	35	Transaction Identification no.

<b>6</b>	PENSION ACCOUNT HOLDING BRANCH BSR CODE(Part-I, 7 Digit Code)*	C	7	Pay Branch Code (BSR Code).
<b>7</b>	PENSIONER NAME*	C	70	Pensioner Name
<b>8</b>	PPO NUMBER*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
<b>9</b>	OLD PPO NUMBER	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases.
<b>10</b>	ACCOUNT NO.*	C	20	Pensioner's S.B. Account No
<b>11</b>	PENSION CAT *	C	1	Category Of Pension
<b>12</b>	BASIC PENSION APPLICABLE	N	6	Basic Pension Before Commutation
<b>13</b>	PENSION COMMUTED AS PER RECORD	N	7	Amount Of Pension Commuted.
<b>14</b>	ADDITIONAL PENSION PAID	N	7	Additional Pension Paid on Account of Age
<b>15</b>	DEARNESS RELIEF PAID	N	6	Dearness Relief On Basic Pension (12) + Additional Pension (14) =12+14
<b>16</b>	PENSION PAID (After Commutation If Any)	N	6	Basic Pension (12) Where No Commutation And Reduced Pension Otherwise (12-13)
<b>17</b>	PERSONAL PENSION PAID	N	6	Personal Pension
<b>18</b>	DEARNESS PENSION	N	6	Dearness Relief Amount

	PAID			
19	MEDICAL ALLOW PAID	N	5	Medical Allowance
20	INTERIM RELIEF PAID	N	6	Interim Relief
21	COMMUTED VAL PAID	N	8	Commuted Value
22	DATE OF PAYMENT OF COMMUTATION	D	8	Date of Payment of Commutation
23	DIFF COMMUTED VALUE PAID	N	8	Differential Commuted Value
24	DATE OF PAYMENT OF DIFF. COMMUTATION	D	8	Date of Payment of Diff. Commutation
25	DIFF GRATUITY AMOUNT PAID	N	8	Differential Gratuity Amount
26	DATE OF PAYMENT OF DIFF. GRATUITY	D	8	Date of Payment of Differential Gratuity Amount
27	CONSTANT ATTENDANT ALLOWANCE PAID	N	8	Constant Attendant Allowance Paid for disability Pension
28	DA ARREARS	N	8	Arrears Amount
29	OTHER ARREARS	N	8	Other Arrears Amount
30	OTHER PENSION PAID	N	8	Other Pension Payment Paid
31	GROSS PENSION PAID*	N	8	Gross Pension Amount =(14+15+16+17+18+19+20+21+23+25+27+28+29+30)
32	CURRENT YEAR SUPERANNUATION	N	8	Current Superannuation Pension Recovery Amount

	PENSION RECOVERY AMOUNT			
33	CURRENT YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Current Family Pension Recovery Amount
34	CURRENT YEAR COMMUTATION RECOVERY AMOUNT	N	8	Current Commutation Pension Recovery Amount
35	CURRENT YEAR GRATUITY RECOVERY AMOUNT	N	8	Current Gratuity Amount
36	PREVIOUS YEAR SUPERANNUATION PENSION RECOVERY AMOUNT	N	8	Previous Superannuation Pension Recovery Amount. ***
37	PREVIOUS YEAR FAMILY PENSION RECOVERY AMOUNT	N	8	Previous Family Pension Recovery Amount. ***
38	PREVIOUS YEAR COMMUTATION RECOVERY AMOUNT	N	8	Previous Commutation Pension Recovery Amount. ***
39	PREVIOUS YEAR GRATUITY RECOVERY AMOUNT	N	8	Previous Gratuity Amount. ***
40	INCOME TAX	N	8	Income Tax
41	NET PAID*	N	8	Net Amount Paid=31-(32+33+34+35+36+37+38+39)

42	YEAR MONTH WHEN PAYMENT DUE*	N	6	Year & Month Of Pension Paid (YYYYMM)
43	SCROLL NO. OF ORIGINAL SCROLL	C	15	Scroll number of original scroll
44	SCROLL_DATE OF ORIGINAL SCROLL	D	8	Scroll number of original scroll (YYMMDD)
45	REF. ID	C	15	Reference Id(CPAO) of original scroll
	<b>Max Record Size</b>		<b>507</b>	463+44 = 507 including delimiter

**ANNEXURE XXIV: FORM H: FEEDBACK FORMAT (FROM BANK TO CPAO)**

(See para 13.1.3, para 22.4)

**FORMAT H****FEEDBACK FORMAT (FROM BANK TO CPAO)**

S.no	Field Name	Type	Maximum Width (Characters)	Description
1.	DATE	D	8	Date of generation
2.	SCROLL NO*	N	5	Scroll number
3.	SCROLL DATE*	D	8	Scroll Date (YYYYMMDD).
4.	TRANSACTION ID**	C	35	Transaction Identification
5.	PPO NO*	C	12	POST 1990 PPO No. and in case of Pre-1990 12 Digit New PPO no Issued by CPAO
6.	OLD PPO NO.	C	30	Pre-1990 Old PPO No, not applicable for Post 1990 Cases
7.	Reference no of file /photo copy of PPO sent	C	20	
8.	Reference date of file/ Photo copy of PPO sent	D	8	Date (YYYYMMDD).
9.	ERROR_SCROLL_NO	C	20	To be filled up in case the transaction has been reversed by the bank.
10	ERROR_SCROLL_DATE	D	8	
11	PAYMENT_AMOUNT	N	15	
12	RECEIPT_AMOUNT	N	15	
13	REMARK			



<b>Max Record Size</b>	<b>196</b>	184+12 = 196 including delimiter
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**\*: \* Data is mandatory**

**Remark: For every transaction id either S.No. 7 should be given, if collateral Evidence is given otherwise se.no. 8-11if reversal was made through error scroll**

## ANNEXURE XXV: FORMAT 1; Electronic Format – DMS File

(See Para 13.1.4)

### **FORMAT I**

#### **Electronic Format – DMS File**

#### **Electronic Format for Date wise Monthly Statement**

#### **(FORM CPPC TO CPAO)**

Sr. No.	Field Name	Type	Width (Characters)	Description
1	DATE	D	8	Date of generation
2	CPPC Code*	C	7	BSR Code of CPPC
3	SCROLL DATE*	D	8	Report Date (YYYYMMDD)
4	RECEIPT AMOUNT IN SCROLL*	C	20	Receipt Amount mentioned in Date wise Monthly Statement based on Scroll
5	PAYMENT AMOUNT IN SCROLL*	C	20	Payment Amount mentioned in Date wise Monthly Statement based on Scroll
6	MONTH YEAR*	C	6	Year and Month (YYYYMM).
	<b>Max Record Size</b>		<b>74</b>	69+5 = 74 including delimiter

#### **Remark:**

- **\*Indicates mandatory fields.**
- **Data in file should be Pipe(|) delimited and records by a line break or end-of-line (EOL) character i.e. Carriage Return/Linefeed (CR/LF)**

## ANNEXURE XXVI: DECLARATION BY MPs FOR DRAWAL OF PENSION

(See para 14.5)

### DECLARATION BY MPs FOR DRAWAL OF PENSION

(To be furnished by the former Member of Parliament with his first pension bill and thereafter once a year in the month of November)

(A) I declare that -

- (i) I am not elected to the Office of the President/Vice-President or appointed to the Office of the Governor of any State or Administrator of any Union Territory

Or

- (ii) I am not a member of Council of States (Rajya Sabha) or House of the People (Lok Sabha), any Legislative Assembly or Legislative Council of a State or Metropolitan Council of Delhi constituted under Section 3 of Delhi Administration Act, 1966,

Or

I am not employed on salary under the Central Govt. or any State Govt. or any Corporation owned or controlled by the Central Govt. or any State Govt. or any Local Authority or I am not otherwise entitled to any remuneration from such Govt. or Corporation or Local Authority.

Or

- (iv) I am not receipt of any pension from Central Govt./State Govt./ and Local Authority/ Corporation owned or controlled by the Central Govt. or any State Govt.

Or

- (B) (i) I am holding the Office of or \_\_\_\_\_  
Member of or employed as \_\_\_\_\_  
In\* \_\_\_\_\_ and the total remuneration received by me is Rs. \_\_\_\_\_

Or

- (ii) I am in receipt of Rs. \_\_\_\_\_  
Pension drawing from\* \_\_\_\_\_

Station: SIGNATURE \_\_\_\_\_

NAME OF PENSIONER \_\_\_\_\_

Date: ADDRESS \_\_\_\_\_

\*Here mention the name of Office of the Central Government/ State Government/ Local Authority/ Corporation owned or controlled by the Central Government or State Government.

## **ANNEXURE XXVII: CERTIFICATE OF EXPENDITUREI**

(See para 14.7 )

### **CERTIFICATE OF EXPENDITURE**

*(By Former President/ Vice President)*

#### **FORM A**

Certified that the amount of Rs. (in figures)\_\_\_\_\_ Rupees (in words)

drawn by me during the year ending 31<sup>st</sup> March, 20.....  
has been expended on the maintenance of my Secretariat Staff and the office expenses thereof

Signature:

Place:

Date:

Or

#### **FORM B**

*(By any Person Authorised by the Former President/ Vice-President) "*

Certified that the amount of Rs. (in figures)\_\_\_\_\_ Rupees, (in words)

drawn by me during the year ending 31<sup>st</sup> March, 20 .....  
has been expended on the maintenance of the retired President's/ Vice-President's " Secretarial Staff  
and the Office expenses thereof.

Signature:

Name:

Designation:

Place:

Date:

## **ANNEXURE XXVIII: OFFICE MEMORANDUM**

(Para 18.2 (i) & (ii) )

*DoP&PW OM No.45/73/97-P&PW (G) dated-02.07.1999*

### **OFFICE MEMORANDUM**

**Subject: - Recommendations of the 5th Central Pay Commission- Payment of Dearness Relief to re-employed pensioners and employed family pensioners- decision regarding.**

In terms of the existing orders, Dearness Relief to pensioners and family pensioners is to remain suspended during the period a pensioner/ family pensioner is re-employed/ employed under the Central or State Government or in a Statutory Corporation / Company/Body/Bank under them in India or abroad. These orders are also applicable to pensioners and family pensioners permanently absorbed in a Statutory Corporation/ Company / Body / Bank under the Central or State Government.

2. In Paragraph 138.21 of their Report, the 5th Central Pay Commission had recommended that Dearness Relief should be paid to employed family pensioners and re-employed pensioners in cases where their pay is fixed at the minimum of the pay scale of the post of re-employment ignoring the entire pension, and that in other cases of re-employment, Dearness Relief shall be payable on pay plus the non-ignorable portion of pension as was the case at present. The Commission had further recommended in Paragraph 141.12 that, with a view to maintaining the original value of the pension, the payment of Dearness Relief should not be suspended where pay is fixed at the minimum of the pay scale during employment / re-employment of a family pensioner/ pensioner.
3. These recommendations have been considered and accepted by the Government. The President is accordingly pleased to decide as follows:-
  - (a) In so far re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held posts below Group "A" and those ex-servicemen who held posts below the ranks of Commissioned Officers at the time of their retirement. Their pay, on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Such civilian pensioners will consequently be entitled to Dearness Relief on their pension in terms of the recommendations of the 5th Central Pay Commission at the rates applicable from time to time.
  - (b) In terms of the existing orders on the subject, the pay of re-employed pensioners who held Group 'A' post or posts of the ranks of Commissioned Officers at the time of their retirement is to be fixed at present.

- at the same stage as last drawn before retirement or, if there is no such stage at the stage next above the pay last drawn.

- at the maximum of the pay scale, if the last drawn is more than the maximum of the pay scale of the post in which re-employed.

•at the minimum of the pay scale of the post in which re-employed, if it is more than the pay last drawn.

Further, the pay on re-employment is required to be fixed after ignoring only a portion of the pension [Rs.1,500] received for the previous employment. In view of the fact that (i) the pension is taken into account in such cases and is not entirely ignored; (ii) the pay in the post of re-employment is not required to be fixed at the minimum of the scale in all cases; and (iii) Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject, these re-employed pensioners will not be entitled, in addition, to any Dearness Relief on their pension.

- (c) As regards employed family pensioners, since the family pension received by the eligible dependents of Central Government employees is, in any case, not taken into account in determining their pay on employment, Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.
- (d) While implementing these decisions, orders issued by the Department of Personnel & Training vide O.M. No. 3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time regarding fixation of pay of re-employed pensioners shall be duly kept in view.
- (e) These orders shall be effective from July 18, 1997.

4. (I) In accordance with the Government's decision, referred to in the preceding Paragraph, all family pensioners, in receipt of family pension from the Central Government who were/ are employed under the Central Government or the State Government or a Corporation/ Company/ Body /Bank under them in India or abroad shall be eligible to draw dearness relief, at rates applicable from time to time, on the amount of family pension, with effect from July 18, 1997. A certificate may still be necessary to determine dependency. All Pension Payment Authorities, including authorized Public Sector Banks are requested to forthwith release dearness relief on family pensions in cases where this was withheld on account of the family pensioners concerned being employed. The arrears, if any, due with effect from July 18, 1997 shall also be paid.

(II) (a) In the case of Central Government pensioners who were/are re-employed under the Central Government or the State Government or a Corporation/ Company/ Body/Bank including an autonomous organization under them in India or abroad or had/ have been permanently absorbed in such Corporation/ Company/ Body/Bank or autonomous organization, dearness relief will now be admissible to such of those re-employed pensioners who satisfy the conditions referred to in Para 3(a) above. For this purpose, the Central Government Departments concerned, including subordinate organizations, State Government, Corporation Company/ Body/Bank etc. employing a Central Government pensioner shall be required to issue of certificate indicating the following:-

- (i) The re-employed pensioner retired from a civil or military post in the Central Government and was holding a post not included in classified as Group 'A' or a post below the rank of commissioned officer in the armed forces.
- (ii) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of the pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired/ retiree officer was re-employed/ absorbed: and
- (iii) The pay of the re-employed/ absorbee was / is fixed at the minimum of the pay scale of the post in which he had/ has been initially re-employed after his retirement from the Central Government.

- (b) All Central Government Ministries/ Departments/ Organizations shall bring these orders to the notice of all Central Government pensioners who happened to be re-employed by them as on July 18, 1997 or were/ are re-employed subsequently. In cases such re-employed pensioners satisfy the conditions referred to above, the necessary certificate on the above lines shall be issued after verification from the details referred to in Para 17 of the Central Civil Services (Fixation of pay of Re-employed pensioners) Order 1986 issued vide Department of Personnel & Training O.M. No.3/1/85-Estt. (Pay-II) dated 31.07.1986 and as amended from time to time.
  - (c) The Pension Disbursing Authority shall release dearness relief on pension to those re-employed pensioners who submit the Certificate referred to above.
  - (d) In all other cases of re-employed pensioners, no dearness relief shall be admissible on pension during the period of their re-employment. Payment of dearness relief in these cases shall become admissible only with effect from the date they cease to be re-employed.
  - (e) The Pension Disbursing Authority shall require such a pensioner to produce a certificate of cessation of re-employment from the office in which he had been re-employed.
- 5. Formal amendment to the Central Civil Services (Pension) Rules, 1972 is being issued separately.
  - 6. CPAO may take immediate action to suitably amend the relevant provision of the Scheme for Payment of pension to Central Government Civil Pensioner, including the proforma at Annexure-XVIII and notify the same to all Public Sector Banks disbursing pension to Central Government pensioners/ family pensioners. A copy of the notification may be endorsed to this department.
  - 7. Necessary orders in respect of re-employed Defence pensioners and family pensioners will be issued separately by the Ministry of Defence.
  - 8. Administrative Ministries may bring these orders to the notice of all subordinate organizations, autonomous bodies and Public Sector Undertakings including Nationalized banks, financial institutions, etc. under them so that the eligible Central Government pensioners re-employed in these organizations do not face any difficulty in obtaining the requisite certificate.
  - 9. This issues with the concurrence of the Ministry of Finance, Department of Expenditure.
  - 10. In so far as these orders relate to personnel of the Indian Audit and Accounts Department, these have been issued in consultation with the Comptroller & Auditor General of India.

Sd.  
(Ganga Murthy)  
Director

## ANNEXURE XXIX: DUE AND DRAWN STATEMENT FOR REVISION OF PENSION

(See para 20.1(ii))

### DUE AND DRAWN STATEMENT FOR REVISION OF PENSION

Name of the Pensioner \_\_\_\_\_

Month	Amount as per revised authority letter received		Amount drawn		Balance payable (+) / Recoverable (-)	
	Pension Rs.	Graded relief Rs.	Pension Rs.	Graded relief Rs.	Pension Rs.	Graded relief Rs.

TOTAL (A) \_\_\_\_\_ Rs.

**Less** amount payable as additional Death/ Retirement Gratuity (B)\_\_\_\_\_ Rs.

Net amount recoverable on account of graded relief (A-B) \_\_\_\_\_ Rs.

(Rupees (in words) \_\_\_\_\_ only)

(Sd)

Branch Manager In charge

Date .....



## **ANNEXURE XXX: OFFICES MEMORANDUM**

(See para 21.6.2)

No. 1/22/2012-P&PW (E)  
**Government of India Ministry of Personnel,  
P.G. & Pensions  
Department of Pension & Pensioners' Welfare**

3<sup>rd</sup> Floor, Lok Nayak Bhavan  
Khan Market, New Delhi  
Dated: 10<sup>th</sup> July, 2013

### **Offices Memorandum**

- Sub: (i) Payment of arrears of pension in cases where valid nomination has not been made under the Payment of Arrears of Pension (Nomination) Rules, 1983;
- (ii) payment of arrears of family pension — reg.

Attention is invited to the Payment of Arrears of Pension (Nomination) Rules, 1983 which provide that after the death of the pensioner, all moneys payable to the pensioner on account of pension will be paid to the nominee of the deceased pensioner. In the absence of any nomination made by the pensioner, the arrears of his/her pension are paid to the legal heir as per the procedure indicated in para 4 of part A of annexure to Ministry of Finance OM No. 1(3)-E.V/83, dated 11.10.1983. However, dependents of some pensioners expressed difficulties in obtaining the legal heir-ship certificates and represented that the necessity of production of legal heir-ship certificates may be waived where the amount of arrears payable is small.

2. The matter had been examined in Ministry of Finance, D/o Expenditure vide OM dated 04/06/1985 and it was decided that in case where a valid nomination does not exist under the Payment of Arrears of Pension (Nomination) Rules, 1983 and the dependent of pensioner is unable to produce the legal heir-ship certificate, the Payment of Lifetime Arrears of Pension accruing to the deceased pensioner may be authorized on the basis of any documentary proof regarding the relationship and heir-ship of the claimant if the gross amount of arrear does not exceed Rupees 25,000. In such cases, if the gross amount did not exceed Rupees 5,000 and case represented no peculiar features, the accounts officer was authorised to make the payment on his own authority.

3. The Government has further looked into the matter and decided to increase the limits of Rupees 5000 and 25000 as indicated in Department of Expenditure OM, dated 4.6.85 to Rupees 50,000 and 2,50,000 respectively. The conditions and the procedure of payments indicated in Department of Expenditure OM dated 22.10.1983 and 04.06.1985 will remain the same, which are reiterated hereunder.

4. The Pension Disbursing Authority (PDA) may receive application along with any documentary proof regarding the relationship and heir-ship of the claimant. In case the claimant is the recipient of family pension, the disbursing Officer will verify the identity of the claimant with reference to the disburser's half as well as pensioner's half of the PPO and give a certificate of having done so. PDA will duly attest the documents received from the applicant and forward the seal along with the application to the Accounts Officer. The Accounts Officer, on receipt of application along with a copy of PPO of the pensioner and other documents from the PDA, will calculate the amount of arrears and

issue necessary authority for payment of life-time arrears to the disbursing authority if the case does not present any peculiar features and the amount does not exceed Rs.50,000. In case the amount exceeds Rupees 50,000 but does not exceed Rupees 2,50,000, the Accounts Officer will obtain the orders of the Head of Department or Administrator or the CAG in the case of pensioners from Indian Audit & Accounts Department or any Officer of that Department declared as an HOD. Payment will be made on execution of a duly stamped indemnity bond in Form T.R. 14/G.A.R. 26, with such sureties as necessary in terms of para 7 below. In case of any doubt and also in cases where the amount of arrears exceeds Rupees 2,50,000, payments shall be authorized to be made only to the persons producing the legal authority.

5. This department's OM No. 43/4/95-P&PW(G), dated 30.10.1995 stipulates that in the event of death of a family pensioner, the right to receive any arrears of family pension would automatically pass on to the eligible member of the family next in line. The requirement of succession certificate for payment of any arrears occurs only where there is no member in the family who is eligible to receive family pension after the death of the family pensioner. Therefore, it has been decided that the provisions of this office memorandum will also apply to the payment of arrears of family pension where no member of family is eligible to receive family pension.

6. The Head of Department here means the Head of Department as defined in rule 2(xvi) of the General Financial Rules, 2005. However, in order to ensure that the citizens do not have to face unnecessary hardships, it has been decided that in the case of field establishments, the Administrative Ministries/Departments may delegate the power of Head of Department to the Head of Office in the rank of Deputy Secretary/Director, if felt necessary by them. It is also clarified that this OM will cover all such past cases.

7. Normally, there should be two sureties, both of known financial stability. However, in case the amount of claim is less than Rs.75,000/-, the authority accepting the indemnity bond for and on behalf the President of India should decide on the merits of each case whether to accept only one surety instead of two. The obligor as well as the sureties executing the indemnity bond should have attained majority so that the bond has legal effect or force. The bond is required to be accepted on behalf of the President by an officer duly authorised under Article 299 (1) of the Constitution.

8. These orders will not be applicable in cases where a valid nomination exists under the Payment of Arrears of Pension (Nomination) Rules, 1983. In such cases, the payment of arrears will be authorised to be made to the nominee (s).

9. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these Orders issue after consultation with the Comptroller and Auditor General of India.

10. This issues with the concurrence of Ministry of Finance, Department of Expenditure, vide their ID Note No.568/E.V/2013, dated 28" June, 2013 and O/o Controller General of Accounts vide their ID No. 1(7)/TA-III/2011-12/Miscl/116, dated13.02.2013.

  
(Sujasha Choudhury)

Deputy Secretary to the Govt. of India

1. All Ministries/Departments of the Government of India
2. O/o The Comptroller & Auditor General of India
3. O/o The Controller General of Accounts, Lok Nayak Bhavan, New Delhi.
4. Pensioners' Associations as per mailing list maintained in this department.

**ANNEXURE XXXI: SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

(See para 22.1 & 22.4)

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Date \_\_\_\_\_

To

The Branch Manager

\_\_\_\_\_ (Bank)

\_\_\_\_\_ (Branch & address)

Dear Sir,

Payment of pension under P.P.O. No. \_\_\_\_\_ through your office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorize the bank to recover the amount due by debit to my said account or any other account/ deposits belonging to me in the possession of the bank.

Yours faithfully, Signature:

Name:

Address:

**Witnesses:**

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date:

**ANNEXURE XXXII: FORM OF APPLICATION FOR FAMILY PENSION ON DEATH OF A GOVERNMENT SERVANT OR PENSIONER OR ON DEATH OR INELIGIBILITY OF A FAMILY PENSIONER OR ON DEATH OR INELIGIBILITY OF A FAMILY PENSIONER**

(See para 22.1, 22.2, 22.3 (i), 22.3 (ii), and 23.1.2(i))

**FORM OF APPLICATION FOR FAMILY PENSION ON DEATH OF A GOVERNMENT SERVANT OR PENSIONER OR ON DEATH OR INELIGIBILITY OF A FAMILY PENSIONER**

**1.**

- 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 the Government Servant
- iv. Date of death of the Govt. Servant/ Pensioner/date of death or ineligibility of family pensioner.....
- v. PPO number of the Government Servant/ Pensioner/Family Pensioner.....

**2. Name and other details of claimants**

Sl. No.	Name	Date of Birth	Relationship with the Government Servant	Postal Address
1.				
2.				
3.				
4.				

**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 Govt Servant/Pensioner enclosed in form 3.**

5. Account Number, IFSC of branch of Bank, Address of branch of Bank to which family pension is 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 the future good conduct of the claimant / family pensioner shall be an implied condition for every grant of family pension and its continuance.

Signature or left hand Thumb impression  
of the claimant /guardian

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Full address: \_\_\_\_\_

PAN -----

Mobile / Telephone Number-----

Encl. As per check list

Witness:

(i)

(ii)

**Enclosures:**

- (i)** Two specimen signatures of the applicant or left hand thumb impression\* duly attested (to be furnished in two separate sheets)
- (ii)** Two copies of passport size photograph of the applicant, dully attested.
- (iii)** Descriptive Roll of the applicant duly attested by Gazetted Government Servant in duplicate indicating height and personal marks, if any, on the hand, face etc. (Specify at least two conspicuous marks)
- (iv)** Certificate(s) of age, two attested copies, showing the dates of birth of the children. The certificate should be from the local panchayat or from the Head of a recognized school if the child is studying in Such school. (This information should be furnished in respect of such child or children the particulars of whose date of birth are not available with the Head Office.)
- (v)** Details of family in form 3.
- (vi)** Undertaking for refunding any excess payment made by the pension Disbursing Bank
- (vii)** Specimen Signature or Left hand thumb and finger impressions of the guardian duly attested in the case of guardian who is not literate enough to sign his/her name
- (viii)** Copy of the PPO of the previous pensioner/ Family Pensioner
- (ix)** Two attested copies of the passport size of photograph of the guardian /nominee
- (x)** Descriptive Roll of the guardian/Nominee duly attested by Gazetted Government Servant in duplicate indicating height and personal marks, if any, on the hand, face etc.
- (xi)** Proof of permanent address of the guardian.
- (xii)** Copy of death certificate of the deceased employees or pensioner/previous family pensioner if applicable.
- (xiii)** Copy of document regarding ineligibility of previous family pensioner if applicable.

**NOTE:** Attestation should be done by two Gazetted Government officials or two or more persons of respectability in the town, village or paragana in which the applicant resides.

## ANNEXURE XXXIII: FIRST TIME IDENTIFICATION PROFORMA

(See para 12.2(ii))

### **First Time Identification Proforma**

I confirm the completion of required first time identification procedure. I have handed over the Pensioner's PPPO to him/her	
Name of Pensioner /Family Pensioner	
PPPO No. of Pensioner /Family Pensioner	
PAN No. of Pensioner /Family Pensioner	
His/her contact telephone /mobile no.	
Bank account number is correctly mentioned as:	
My branch IFSC is correctly mentioned as:	
Name Signatory and designation of sender	
Telephone /mobile number of sender	

**Bank Branch Seal**



**ANNEXURE XXXIV: FORMAT FOR INTIMATION OF PENSIONER'S DEATH & COMMENCEMENT OF FAMILY PENSION CPPC TO CPAO**

(See Para 22.5)

Format for intimation of pensioner's death & commencement of family pension CPPC to CPAO								
Name of CPPC .....							CPPC Code .....	
Sr. No.	PPO No.	Name of Pensioner	Date of Death	Name of Family Pensioner	Relation with Pensioner	Date of Birth	Date of commencement of family pension	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Authorised signatory of CPPC  
with stamp

**ANNEXURE XXXV: CODE Nos. OF PAY AND ACCOUNTS OFFICES OF  
MINISTRY/DEPARTMENT/ACCOUNTANT GENERAL**

**CODE Nos. OF PAY AND ACCOUNTS OFFICES OF MINISTRY/DEPARTMENT/ACCOUNTANT  
GENERAL**

<b>Sl. No.</b>	<b>MIN_DEPT</b>	<b>PAO_NAME</b>	<b>PAO_ADD1</b>	<b>PAO_CITY</b>	<b>PAO_PIN</b>	<b>PAO</b>
1	ACCOUNTANT GENERAL (A&E)	PAO, Arunachal Pradesh, Itanagar	1ST FLOOR, JNK BUILDING E- SECTOR, NH-52A	ITANAGAR	791111	001717
2	ACCOUNTANT GENERAL (A&E)	AG (A & E), Hyderabad	ANDHRA PRADESH	TELANGANA	500004	061808
3	ACCOUNTANT GENERAL(A& E)	Pr. Director of Audit, Port Blair	REGIONAL AUDIT OFFICE,SP/1 SOUTH POINT	PORT BLAIR (ANI)	744106	061887
4	ACCOUNTANT GENERAL (A&E)	AG (A&E) Shillong	SHILLONG, MEGHALAYA	SHILLONG	793001	061964
5	ACCOUNTANT GENERAL (A&E)	A.G (A & E) Jharkhand, Ranchi	P.O-DORANDA, RANCHI	JHARKHAND	834002	062044
6	ACCOUNTANT GENERAL (A&E)	AG (A&E) Patna, Bihar	BIRA CHAND PATEL PATH, BIHAR	PATNA	800001	062123
7	ACCOUNTANT GENERAL (A&E)	Pr. AG (A&E) West Bengal, Kolkata	TREASURY BUILDING, 2 GOVT. PLACE, WEST BENGAL	KOLKATA	700001	062289
8	ACCOUNTANT GENERAL (A&E)	AG(Audit), Delhi	I.P.ESTATE, AGCR BUILDING	NEW DELHI	110002	062376
9	ACCOUNTANT GENERAL (A&E)	AG (A & E), Rajkot, Gujarat	GUJARAT	RAJKOT	360001	062463

10	ACCOUNTANT GENERAL (A&E)	Sr.DAG (A&E), Shimla	HIMACHAL PRADESH	SHIMLA	171003	062541
11	ACCOUNTANT GENERAL (A&E)	AG (J&K), Srinagar	O/O THE A.G(A&E) JAMMU & KASHMIR	SRINAGAR	190001	062621
12	ACCOUNTANT GENERAL (A&E)	AG (A&E), Kerala, Trivandrum	KERALA, THIRU'PURAM	THIRU'PURAM	695039	062699
13	ACCOUNTANT GENERAL (A&E)	AG (A&E), Karnataka, Bangalore	RESIDENCY PARK ROAD	BANGALORE	560001	062779
14	ACCOUNTANT GENERAL (A&E)	A.G (A&E), Madhya Pradesh, Gwalior	RANI JHANSI ROAD	GWALIOR	474002	062859
15	ACCOUNTANT GENERAL (A&E)	AG (A&E) II, Nagpur, Maharashtra	CIVIL LINES	NAGPUR	440001	062939
16	ACCOUNTANT GENERAL (A&E)	Sr.DAG (A&E) , Imphal, Manipur	MANIPUR	IMPHAL	795001	063017
17	ACCOUNTANT GENERAL (A&E)	Sr.DAG (A&E), Kohima, Nagaland	NAGALAND	KOHIMA	797001	063094
18	ACCOUNTANT GENERAL (A&E)	AG (A&E), Bhubaneshwar, Odisha	ODISHA	BHUBAN'WAR	715001	063171
19	ACCOUNTANT GENERAL (A&E)	AG (A & E), Chandigarh	SECTOR-17	CHANDIGARH	160017	063252
20	ACCOUNTANT GENERAL (A&E)	AG (Rajasthan), Jaipur	STATUE CIRCLE	JAIPUR	302005	063335
21	ACCOUNTANT GENERAL (A&E)	AG (A&E), Chennai, Tamil Nadu	NO.261, ANNASALAI	CHENNAI	600018	063413

22	ACCOUNTANT GENERAL (A&E)	AG (A&E), Agartala, Tripura	TRIPURA	AGARTALA	799006	063499
23	ACCOUNTANT GENERAL (A&E)	AG (A&E)-I,U.P., Allahabad	20 SAROJINI NAIDU MARG	ALLAHABAD	211001	063576
24	ACCOUNTANT GENERAL (A&E)	Accountant General, Sikkim	SIKKIM LAKARS BUILDING	GANGTOK	737101	063658
25	ACCOUNTANT GENERAL (A&E)	AG (A&E), Ahmedabad	NAVRANGPURA	AHMEDABAD	380009	063735
26	ACCOUNTANT GENERAL (A&E)	Director of Audit, Defence Service ,Delhi	L-II BLOCK, BRASSEY AVENUE	NEW DELHI	110001	063811
27	ACCOUNTANT GENERAL (A&E)	AG (A&E), Chattisgarh	12/27, RAMAN MANDIR WARD, FAFADIH	RAIPUR	492009	063821
28	ACCOUNTANT GENERAL (A&E)	A.G. (Audit), Uttarakhand	MAJRA, DEHRADUN, UTTARAKHAND	DEHRADUN	248171	063830
29	ACCOUNTANT GENERAL (AIS)	AG(A&E), T.N. CHENNAI	NO. 261, ANNANSALAI	CHENNAI	600018	000679
30	ACCOUNTANT GENERAL (AIS)	AG (A&E), Tripura, Agartala		AGARTALA		000680
31	ACCOUNTANT GENERAL (AIS)	Govt. of Arunachal Pradesh	NAHARLAGUN, ARUNACHAL PRADESH	NAHARLAGUN	791110	000656
32	ACCOUNTANT GENERAL (AIS)	AG (A&E) Karnataka, Bangalore	P.B.NO.5329/536 9, PARK HOUSE ROAD	BANGALORE	560001	000663
33	ACCOUNTANT GENERAL (AIS)	AG (A&E), Andhra Pradesh	PAO, AG(A&E) ANDHRA PRADESH	HYDERABAD		000655

34	ACCOUNTANT GENERAL (AIS)	AG (A&E) Assam, Guwahati	ASSAM	GUWAHATI		000654
35	ACCOUNTANT GENERAL (AIS)	AG(A&E), Bihar	PATNA, BIHAR	PATNA	800001	000657
36	ACCOUNTANT GENERAL (AIS)	O/O Accountant General	O/O ACCOUNTANT GENERAL CHHATTISHGARH,	RAIPUR		000658
37	ACCOUNTANT GENERAL (AIS)	Dir. Of Accounts, Goa	GOVT. OF GAO, PANAJI, GOA	PANAJI		000659
38	ACCOUNTANT GENERAL (AIS)	PAO AG(A&E) Jharkhand,	P.O.DORANDA, RANCHI, JHARKHAND	RANCHI	864002	000661
39	ACCOUNTANT GENERAL (AIS)	AG (A&E) Kerala, Trivandrum	THIRU'PURAM	THIRU'PURAM		000662
40	ACCOUNTANT GENERAL (AIS)	AG (A&E) Madhya Pradesh, Gwalior	JHANSI ROAD	GWALIOR	474001	000664
41	ACCOUNTANT GENERAL (AIS)	AG (A&E) Maharashtra, Mumbai	101, MK ROAD, MUMBAI	MUMBAI		000665
42	ACCOUNTANT GENERAL (AIS)	Government of Mizoram	GOVERNMENT OF MIZORAM	AIZWAL	796007	000666
43	ACCOUNTANT GENERAL (AIS)	SR. DAG (A&E) Manipur, Imphal	MANIPUR	IMPHAL		000667
44	ACCOUNTANT GENERAL (AIS)	AG (A&E) Meghalaya, Shillong		SHILLONG		000668

45	ACCOUNTANT GENERAL (AIS)	AG(A&E) Nagaland, Kohima	NAGALAND			000669
46	ACCOUNTANT GENERAL (AIS)	AG(A&E) Odisha, Bhubaneswar	BHUBANESHWAR	BHUBAN'WAR		000670
47	ACCOUNTANT GENERAL (AIS)	DIRECTOR (A&E) Uttarakhand,	DEHARADUN, UTTARAKHAND	DEHERADUN	248001	000673
48	ACCOUNTANT GENERAL (AIS)	Finance, Reveue & Expenditure Deptt.	DEPTT. GOVT. OF SIKKIM	GANGTOK		000674
49	ACCOUNTANT GENERAL (AIS)	SR. DAG (A&E)Himachal Pradesh, Shimla	SHIMLA, HIMACHAL PRADESH	SHIMLA	171003	000675
50	ACCOUNTANT GENERAL (AIS)	Dte. of Pension & Provident Fund	SECTOR-10 B, OLD SECTT. GUJARAT	GANDHI NAGAR	382010	000676
51	ACCOUNTANT GENERAL (AIS)	O/o Pr. (A&E) J&K, Srinagar	NEAR EXHIBITION GROUND	SRINAGAR	190001	000677
52	ACCOUNTANT GENERAL (AIS)	Dte. of Pension & Pensioners Welfare	NEAR VITTA BHAWAN, VIDYUT MARG	JAIPUR	302005	000678
53	ACCOUNTANT GENERAL (AIS)	AG (A&E) Punjab, Chandigarh	SECTOR NO. 17	CHANDIGARH		000671
54	ACCOUNTANT GENERAL (AIS)	Pension and Service Records & Ex-Officio	WRITERS' BUILDINGS	KOLKATA	700001	004356
55	ACCOUNTANT GENERAL (H C JUDGES)	PAO AG (A&E) Jharkhand, High Court Judges	P.O DORANDA, RANCHI, JHARKHAND	RANCHI	834002	000346

56	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Andhra Pradesh, Hyderabad (High Court Judges)	ANDHRA PRADESH	HYDERABAD	500004	070679
57	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Assam, Guwahati (H.C.Judges)	MAIDAN GAON,BELTOLA	GUWAHATI	781029	070701
58	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Bihar, Patna, (High Court Judges)	PATNA, BIHAR	BIHAR	800001	070723
59	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Maharashtra, Mumbai (H.C.Judge)	MAHARASHTRA	MUMBAI	400020	070745
60	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) West Bengal, Kolkata (H.C.Judges)	TREASURY BUILDING, 2, GOVT. PLACE WEST,	KOLKATA	700001	070767
61	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), Gujarat, Ahmedabad (H.C.Judges)	10-B JIVRAJ MEHTA BHAWAN	GANDHINAGAR	380009	070811
62	ACCOUNTANT GENERAL (H C JUDGES)	SR.DAG (A&E) H.P. , Shimla (H.C.Judges)	SHIMLA, HIMACHAL PRADESH	SHIMLA	171003	070833
63	ACCOUNTANT GENERAL (H C JUDGES)	SR.DAG (A&E), J&K, Srinagar (H.C.Judges)	SECTT.	SRINAGAR	190009	070877
64	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Kerala, Trivandrum (H.C.Judges)	THIRU'PURAM	THIRU'PURAM	695039	070921

65	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Karnataka, Bangalore (H.C.Judges)	PRESIDENCY PARK ROAD	BANGALORE	560001	070943
66	ACCOUNTANT GENERAL (H C JUDGES)	SR.DAG (A&E), Manipur, Imphal (H.C.Judges)	MANIPUR	IMPHAL	797001	071009
67	ACCOUNTANT GENERAL (H C JUDGES)	AG(A&E) Nagaland, Kohima (HighCourt Judges)	NAGALAND	KOHIMA	797001	071031
68	ACCOUNTANT GENERAL (H C JUDGES)	AG(A&E), Odisha, Bhubaneshwar (H.C.Judges)	BHUBAN'WAR	BHUBAN'WAR	715001	071053
69	ACCOUNTANT GENERAL (H C JUDGES)	AG(A&E), Punjab, Chandigarh (H.C.Judges)	SECTOR NO. 17	CHANDIGARH	160017	071075
70	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), Rajasthan, Jaipur (H.C.Judges)	BHAGWAN DAS ROAD	JAIPUR	302005	071097
71	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E),T.N. Chennai (H.C.Judges)	NO. 261, ANNASALAI	CHENNAI	600018	071119
72	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), PUNJAB, Chandigarh (H.C.Judges)		CHANDIGARH	160017	071229
73	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), Meghalaya, Shillong (H.C.Judges)		SHILLONG	793001	071251



74	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), Arunachal Pradesh (H.C.Judges)	SHILLONG	Meghalaya	793001	071273
75	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E), Tripura, Agartala (H.C.Judges)		AGARTALA	799006	071141
76	ACCOUNTANT GENERAL (H C JUDGES)	AG (A&E) Amravati (ANP),High Court Judges	VTPS ROAD, IBRAHIMPATNA, VIJAYAWADA	ANDHRA PRADESH	521456	002700
77	ACCOUNTANT GENERAL (STATES)	AG(A&E), Assam, Guwahati	MAIDAMGAON, BELTOLA, GUWAHATI, ASSAM	GUWAHATI	781029	070703
78	ACCOUNTANT GENERAL (STATES)	AG (A&E) M.P., Gwalior	JHANSI ROAD	GWALIOR	474002	070965
79	ACCOUNTANT GENERAL (STATES)	AG (A&E), UP-II, Allahabad	20, SAROJINI NAIDU MARG	ALLAHABAD	211001	071163
80	ACCOUNTANT GENERAL (STATES)	Dir. of Accounts, Goa	GOVT. OF GOA, PANAJI, GOA	PANAJI		071310
81	ACCOUNTANT GENERAL (STATES)	AG (A&E), Chattisgarh, Raipur	CHATTISGARH	RAIPUR	492009	071312
82	ADMINISTRAT ION OF U.T. LADAKH	PAO, Kargil		KARGIL	194103	009031
83	ADMINISTRAT ION OF U.T. LADAKH	PAO, Leh	OFFICE COMPLEX SKAMPIRI	LEH	194101	009030

84	AG (A&E), WEST BENGAL	AG (A&E), AIS West Bengal	TREASURY BUILDING	KOLKATA	700001	000672
85	AGRICULTURE	PAO (Deptt. of Marketing & Inspection), Nagpur	NEW SECRETARIATE BLDG.	NAGPUR	440001	004797
86	AGRICULTURE	PAO, Animal Husbandry and Dairying	ROAD, BALLARD ESTATE, MUMBAI	MUMBAI	400038	075602
87	AGRICULTURE	PAO(Sectt)-I, M/o Agriculture, New Delhi	NEW DELHI	NEW DELHI	110001	000001
88	AGRICULTURE	PAO(DMS), New Delhi	NEW DELHI	NEW DELHI		000085
89	AGRICULTURE	PAO(Dir. of Ext.), Agriculture, New Delhi	NEW DELHI	NEW DELHI		000162
90	AGRICULTURE	PAO (Agri-Coop & Farmers' Welfare), Mumbai	(New CGO BLDG.), New Marine Lines	MUMBAI	400020	000264
91	AGRICULTURE	PAO (Agri- Coop), Chennai	BASANT NAGAR	CHENNAI	600090	000365
92	AGRICULTURE	PAO (Agri- Coop), Cochin	ERNAKULAM	COCHIN	682016	000476
93	AGRICULTURE	PAO (Plant Protection & Misc), Faridabad	CGO COMPLEX,N.H. IV	FARIDABAD	121001	000569
94	AGRICULTURE	PAO (Sectt)-II, M/o Agriculture, New Delhi	JEEVAN TARA BLDG. PARLIAMENT STREET	NEW DELHI	110001	000743
95	AGRICULTURE	PrAO, New Delhi	ANNEXE BUILDING	NEW DELHI	110011	000802

96	AGRICULTURE	PAO (Agri-Coop), Kolkata	J. C. BOSE ROAD	KOLKATA	700020	000824
97	ANDAMAN & NICOBAR ISLAND ADMN.	PAO (Andaman & Nicobar Admn.), Port Blair		PORT BLAIR	744101	071383
98	ANDAMAN & NICOBAR ISLAND ADMN.	PAO (Car Nicobar)	NICOBAR DISTT	CAR NICABAR	744301	071405
99	ANDAMAN & NICOBAR ISLAND ADMN.	PAO (Rangat)	MIDDLE & NORTH ANDAMAN	RANGAT	744205	071427
100	ATOMIC ENERGY	PAO (Heavy Water Plant), Manuguru	DISTT. KHAMMAM, ANDHRA PRADESH	KHAMMAM	507116	046390
101	ATOMIC ENERGY	Pay & Accounts Office, (BRIT), Navi Mumbai	SECTOR-20, OPP. AMPC MARKET,VASHI COMPLEX	NAVI MUMBAI	400705	046400
102	ATOMIC ENERGY	PAO (BARC Facilities), Kalpakkam	TAMIL NADU	KANCHIPURAM	603102	046500
103	ATOMIC ENERGY	PAO (Variable Energy Cyclotron Cnt.), Kolkata	WEST BENGAL	KOLKATA	700064	046550
104	ATOMIC ENERGY	PAO (Dir. of Const. Estt. & Mang.), Mumbai	ANUSHAKTI NAGAR	MUMBAI	400094	046600
105	ATOMIC ENERGY	PAO (Atomic Energy Regul. Board), Mumbai	ANUSHAKTI NAGAR	MUMBAI	400094	046630
106	ATOMIC ENERGY	PAO (Madras Regional A/Cs Unit), Chennai	26,HADDAWS ROAD	CHENNAI	600006	045531

107	ATOMIC ENERGY	PAO (Atomic Minerals), Hyderabad	BEGUMPET	HYDERABAD	500016	046228
108	ATOMIC ENERGY	PAO (General Services Orgn.), Kalpakkam	TAMIL NADU	KALPAKKAM	603102	046450
109	ATOMIC ENERGY	PAO (Heavy Water Board), Mumbai	ANUSHAKTI NAGAR	MUMBAI	400094	045067
110	ATOMIC ENERGY	PAO (Heavy Water Plant), Baroda	FERTILIZER NAGAR,VADODRA, GUJARAT	VADODRA	391750	045144
111	ATOMIC ENERGY	PAO (PREFRE TARAPUR ACCTS. DIV)	P.O.GHIVALI VIA. BOISAR (W.RLY), THANE	THANE	401502	046650
112	ATOMIC ENERGY	PAO (Heavy Water Projects), Kota	RAWATBHATA, RAJASTHAN	KOTA	323303	045221
113	ATOMIC ENERGY	PAO (Heavy Water Plant), Tuticorin	TUTICORIN, TAMIL NADU	TUTICORIN	628007	045298
114	ATOMIC ENERGY	PAO (Heavy Water Plant), Talcher	TALCHER, DISTT. ANGUL, ODISHA	ANGUL	759016	045375
115	ATOMIC ENERGY	PAO (Dir. of Purchase & Stores), Mumbai	ANUSHAKTI NAGAR	MUMBAI	400094	045453
116	ATOMIC ENERGY	PAO (BARC), Mumbai	CENTRAL COMPLEX, TROMBAY	MUMBAI	400085	045685
117	ATOMIC ENERGY	PAO (I.G.C. for Atomic Research), Kalpakkam	TAMIL NADU	KANCHIPURAM	603102	045920
118	ATOMIC ENERGY	PAO (Nuclear Fuel Complex), Hyderabad	MOULA ALI	HYDERABAD	500762	046151

119	ATOMIC ENERGY	PAO (Deptt. of Atomic Energy), Mumbai	CHHATRAPATI SHIVAJI MAHARAJ MARG	MUMBAI	400001	046295
120	ATOMIC ENERGY	PAO (Centre for Adv. Technology), Indore	RAJENDRA NAGAR,MADHYA PRADESH	INDORE	452013	046380
121	ATOMIC ENERGY	RARE Materials Project	RARE MATERIALS PROJECT, YELWAL,	MYSORE	571130	001738
122	ATOMIC ENERGY	Nuclear Recycle Board, BARC	ANUSHAKTI NAGAR	MUMBAI	400094	000411
123	ATOMIC ENERGY	PAO (BARC), Visakhapatnam Project	IDA Block 'B', 4th Cross Road, Autonagar	VISHAKHA'NAM	530012	006109
124	CHANDIGARH ADMINISTRATION	A.O. Chandigarh Admn., Chandigarh	17,BAYS BUILDING, SECTOR 17	CHANDIGARH	160017	070855
125	CHEMICAL & FERTILIZER	PAO (Fertilizers), New Delhi	`A' WING, JANAPATH BHAWAN	NEW DELHI	110001	005942
126	CHEMICAL & FERTILIZER	PAO-II (Dir. of A/Cs Fertilizers), New Delhi	JANPATH BHAWAN,CONNAUGHT PLACE	NEW DELHI	110001	006030
127	CHEMICAL & FERTILIZER	PAO (Chemicals & Petrochemicals)	JANPATH BHAWAN,NEW DELHI	NEW DELHI	110001	006120
128	CHEMICAL & FERTILIZER	PAO (Petrochemical), New Delhi	NEW DELHI	NEW DELHI		026740
129	CHEMICAL & FERTILIZER	PRAO (Chemical & Petro Chemical), New Delhi	JANPATH BHAWAN	NEW DELHI	110001	075691
130	CHEMICAL & FERTILIZER	PAO(O/o Welfare Commissioner), Bhopal	OPP.VIDHAN SABHA, BHOPAL	BHOPAL	462003	075808

131	CHEMICAL & FERTILIZER	PAO, Pharmaceuticals	JANPATH BHAWAN, JANPATH	NEW DELHI	110001	003479
132	CHEMICALS & PETRO-CHEMICALS	PAO, Bhopal (Chem. & Petrochem.)	OPP. OLD VIDHAN SABHA,	BHOPAL	462003	075800
133	CIVIL AVIATION	Pr. AO (Civil Aviation), New Delhi	I.A. OFFICE COMPLEX, SAFDARJUNG AIRPORT	NEW DELHI	110003	040842
134	CIVIL AVIATION	PAO (Sectt.), Civil Aviation, New Delhi	NEAR SAFDARJUNG AIRPORT, NEW DELHI	NEW DELHI		040866
135	CIVIL AVIATION	PAO (Tourism), New Delhi	DALHOUSIE ROAD	NEW DELHI		040951
136	CIVIL AVIATION	PAO (CAD), Mumbai	NEW AIRPORT CLY, SAHAR RD, VILE PARLE(E)	MUMBAI	400099	041255
137	CIVIL AVIATION	PAO (CAD), Chennai		CHENNAI	600027	041386
138	CIVIL AVIATION	PAO (CAD), Kolkata	DUMDUM AIR PORT	KOLKATA	700052	041490
139	CIVIL AVIATION	PAO (DGCA & Safdarjung Airport), New Delhi		NEW DELHI		041056
140	COAL	PAO (Coal), New Delhi	BHIKAJI CAMA PLACE, R.K.PURAM	NEW DELHI	110066	014775
141	COAL	RPAO (Coal), Dhanbad	PO. JAGJIVAN NAGAR, DHANBAD	DHANBAD		014859
142	COAL	PrAO (Coal), New Delhi	Bhikaji Cama Place, R.K.Puram	NEW DELHI	110066	014910
143	COMMERCE & TEXTILES	CPAO (Commerce), New Delhi		NEW DELHI	110001	006953

144	COMMERCE & TEXTILES	CPAO (DGFT), New Delhi		NEW DELHI	110001	007032
145	COMMERCE & TEXTILES	RPAO (Commerce), Kolkata		KOLKATA	700001	007115
146	COMMERCE & TEXTILES	RPAO (Commerce), Mumbai	3RD FLOOR, 101, M.K.ROAD	MUMBAI		007202
147	COMMERCE & TEXTILES	RPAO (Commerce), Chennai	HADDOWS ROAD	CHENNAI	600006	007290
148	COMMERCE & TEXTILES	PAO (Textile), Kolkata		KOLKATA		007377
149	COMMERCE & TEXTILES	CPAO (D.E. Handicraft), New Delhi	R.K. PURAM, SEVA BHAWAN	NEW DELHI	110066	007468
150	COMMERCE & TEXTILES	PAO (Textile), Mumbai	3RD FLOOR, 101, M.K. ROAD	MUMBAI	400020	007638
151	COMMERCE & TEXTILES	PAO (Textile), New Delhi		NEW DELHI		007815
152	COMMERCE & TEXTILES	Pr. AO (Commerce), New Delhi		NEW DELHI		007906
153	COMMERCE & TEXTILES	PAO (Textile), Chennai	HADDOWS ROAD	CHENNAI	600006	007726
154	CONSUMER AFFAIR FOOD & PUB DST	PAO (Consumer Affairs), New Delhi		NEW DELHI	110011	071504
155	CONSUMER AFFAIR FOOD & PUB DST	PAO (Public Distribution), New Delhi	Parliament Street	NEW DELHI	110001	003433
156	CONSUMER AFFAIR FOOD & PUB DST	PAO (Sugar & Edible Oil), New Delhi	KASTURBA GANDHI MARG,	NEW DELHI	110001	003450

157	CONSUMER AFFAIR FOOD & PUB DST	PAO (Food & Public Distribution), Mumbai	BALLARD ESTATE	MUMBAI	400001	003521
158	CONSUMER AFFAIR FOOD & PUB DST	PAO (Food & Public Distribution), Kolkata		KOLKATA	700069	003603
159	CONSUMER AFFAIR FOOD & PUB DST	PAO (Public Distribution), Chennai	26 HADDOWAS ROAD	CHENNAI	600006	003687
160	CONSUMER AFFAIR FOOD & PUB DST	PAO (Public Distribution), Kolkata		KOLKATA	700001	003710
161	CONSUMER AFFAIR FOOD & PUB DST	PAO (Consumer Affairs) ,Mumbai	RAMAGULAM MARG,BALLARD ESTATE	MUMBAI	400001	003810
162	CONSUMER AFFAIR FOOD & PUB DST	PAO (Consumer Affairs) ,Chennai	26,HADDOWS ROAD	CHENNAI	600006	003850
163	CORPORATE AFFAIRS	PAO (Corporate Affairs), New Delhi	NEW DELHI	NEW DELHI	110003	086000
164	CORPORATE AFFAIRS	PAO(Corporate Affairs), Mumbai	RAMGULAM MARG, BALLARD ESTATE,	MUMBAI	400001	086200
165	CORPORATE AFFAIRS	PAO (Corporate Affairs), Kolkata	4TH FLOOR	KOLKATA	700001	086400
166	CORPORATE AFFAIRS	PAO (Corporate Affairs),Chennai	FIFTH FLOOR	CHENNAI	600006	086600
167	CORPORATE AFFAIRS	PAO (Corporate Affairs), New Delhi	LODHI ROAD	NEW DELHI	110003	026366
168	CORPORATE AFFAIRS	PAO(Corporate Affairs), Mumbai	RAMGULAM MARG, BALLARD ESTATE,	MUMBAI	400001	026456
169	CORPORATE AFFAIRS	PAO (Corporate Affairs), Chennai	26 HADDOWS ROAD,SHASTRI BHAVAN	CHENNAI	600006	026629



170	CORPORATE AFFAIRS	PAO (Corporate Affairs), Kolkata (26543)	4TH FLOOR	KOLKATA	700001	026543
171	DADRA & NAGAR HAVELI	UT Administration of DNH	SECRETARIAT, DADRA & NAGAR HAVELI	Silvassa	396230	070789
172	DAMAN AND DIU	Dir. of A/Cs, U.T. Daman & Diu, Daman	FORT AREA ,NEAR POST OFF. MOTI-DAMAN	DAMAN	396220	071207
173	DAMAN AND DIU	Admn. Of Daman & Diu	OPP. MUNICIPAL LIBRARY, FORT AREA	MOTI-DAMAN	396220	071220
174	DEFENCE	CDA, (CSD), Mumbai	ADELPHI BUILDING, 119, M K ROAD	MUMBAI	400020	071339
175	DEFENCE	Dy. CGDA, (P&A), New Delhi	RAMAKRISHNA PURAM	NEW DELHI	110066	071341
176	DEFENCE (CIVIL)	AO (DAD), Min. of Defence Civil, New Delhi	DHQ P.O.	NEW DELHI	110011	071317
177	DELHI ADMINISTRATION	PAO No. XII, Delhi Administration	ITO NEW DELHI	DELHI	110002	067305
178	DELHI ADMINISTRATION	PAO-XXV, GOVT OF NCT, NEW DELHI	PEERAGARHI, DELHI	DELHI		068800
179	DELHI ADMINISTRATION	PAO No. XX, Delhi Administration		NEW DELHI	110027	068989
180	DELHI ADMINISTRATION	PAO No. XIX, Delhi Administration		NEW DELHI		069093
181	DELHI ADMINISTRATION	PAO-XXIII, Govt of NCT, New Delhi	NEAR SRI NIWAS PURI	NEW DELHI		069270
182	DELHI ADMINISTRATION	PAO No. XIII, Delhi Administration	SHANKAR ROAD	NEW DELHI		069461

183	DELHI ADMINISTRAT ION	PAO No. XIV, Delhi Administration		NEW DELHI		069572
184	DELHI ADMINISTRAT ION	PAO No. I, Delhi Administration	R.K.PURAM	NEW DELHI	110066	069674
185	DELHI ADMINISTRAT ION	PAO No. II, Delhi Administration	R.K.PURAM	NEW DELHI	110066	069898
186	DELHI ADMINISTRAT ION	PAO No. III, Delhi Administration	NAJAFGARH	NEW DELHI	110043	070173
187	DELHI ADMINISTRAT ION	PAO No. XV, Delhi Administration		NEW DELHI	110002	070250
188	DELHI ADMINISTRAT ION	PAO No. XVI, Delhi Administration	MAN SINGH ROAD	NEW DELHI	110011	070332
189	DELHI ADMINISTRAT ION	PAO No. XVII, Delhi Administration	IIND FLOOR, VISHWAS NAGAR, SHAH DARA	DELHI	110092	070418
190	DELHI ADMINISTRAT ION	PAO No. XXII, Delhi Administration	MANDAVALI	DELHI	110092	070503
191	DELHI ADMINISTRAT ION	PAO No. XXI, Delhi Administration	1ST BASEMENT, SHERSHAH SURI MARG	NEW DELHI		070580
192	DELHI ADMINISTRAT ION	PAO No. IX, Delhi Administration	OLD SECTT.	DELHI		066831
193	DELHI ADMINISTRAT ION	PAO No. X, Delhi Administration	I.P.ESTATE	NEW DELHI	110002	066998
194	DELHI ADMINISTRAT ION	PAO No. XI, Delhi Administration	OLD SECTT	DELHI	110054	067099
195	DELHI ADMINISTRAT ION	PAO No. VI, Delhi Administration		NEW DELHI		067580

196	DELHI ADMINISTRAT ION	PAO No. VII, Delhi Adminis tration, Delhi	PEERA GARHI	DELHI	110063	067669
197	DELHI ADMINISTRAT ION	PAO No. VIII, Delhi Administration	OLD SECTT.SHAHDAR A	DELHI		068037
198	DELHI ADMINISTRAT ION	PAO-XXIV, GOVT OF NCT, NEW DELHI	FIRST FLOOR, INDL. AREA, VISHWAS NAGAR,	DELHI	110032	068250
199	DELHI ADMINISTRAT ION	PAO No. IV, Delhi Administration		NEW DELHI	110054	068447
200	DELHI ADMINISTRAT ION	PAO No. V, Delhi Administration		NEW DELHI		068541
201	DELHI ADMINISTRAT ION	PAO No. XVIII, Delhi Administration		NEW DELHI	110005	068618
202	DEPARTMENT OF LAND RESOURCES	DEPARTMENT OF LAND RESOURCES	R.NO. 603, 6TH FLOOR, BLOCK NO. 11,	CGO COMPLEX, ND	110003	001710
203	Deptt. of Fisheries	Fisheries & Animal Husbandary Dairying	Fine Arts Avenue	Ernakulam	682016	008744
204	Deptt. of SPACE	Human Space Flight Centre (HSFC)	New BEL Road, Anthariksha Bhawan	Bangalore	560094	008598
205	DEPTT.OF FINANCIAL SERVICES	PAO(DFS), NAGPUR	2ND FLOOR, N.S.BLDG., CIVIL LINES	NAGPUR	440001	006701
206	DEPTT.OF FINANCIAL SERVICES	PAO(DFS), DELHI	ITO	NEW DELHI	110002	006077
207	DEV. OF NORTH EASTERN REGION	PR. CUM. PAO, DONER	E-BLOCK, 5TH FLOOR, GPO COMPLEX, INA	NEW DELHI	110023	003240
208	Dir. of Accounts &	Dir. of Accounts	NEAR TELEPHONE	PORT BLAIR	744101	071361

	Budget	& Budget	BHAWAN			
209	Dir.Gen.of Audit, Def.Services	Director of Audit,DefenceService,Delhi	L-II Block, Brassey Avenue	New Delhi	110001	001918
210	DIRECTOR PENSION (AIS)	DIRECTOR PENSION (U.P)	ASHOK MARG	LUCKNOW		000681
211	DISABILITY AFFAIRS	M/O SOCIAL JUSTICE & EMPOWERMENT	CGO COMPLEX, LODHI ROAD	NEW DELHI	110003	005782
212	DRINKING WATER SUPPLY	PAO, D/O DRINKING WATER SUPPLY	ROOM NO. 624, 6TH FLOOR, BLOCK NO. 11	CGO COMPLEX, ND	110003	001711
213	DRINKING WATER SUPPLY	PAO, D/O DRINKING WATER SUPPLY	ROOM NO. 624, 6TH FLOOR, BLOCK NO. 11	CGO COMPLEX, ND	110003	005788
214	EARTH SCIENCES	PAO, IMD, PUNE	SHIVAJI NAGAR	PUNE	411005	059080
215	EARTH SCIENCES	PAO, IMD, Pune	PUNE	PUNE	411005	000113
216	EARTH SCIENCES	PAO, IMD, CHENNAI	CHENNAI	CHENNAI	600006	000112
217	EARTH SCIENCES	PAO, IMD, KOLKATTA	ALIPORE	KOLKATTA	700027	000111
218	EARTH SCIENCES	PAO, IMD, NEW DELHI	LODHI ROAD	NEW DELHI	110003	000110
219	EARTH SCIENCES	PAO(IMD), New Delhi	LODHI ROAD	NEW DELHI	110003	058845
220	EARTH SCIENCES	PAO(IMD), Chennai		Chennai	600006	058925
221	EARTH SCIENCES	PAO(IMD), Kolkata	ALIPORE	KOLKATA	700027	059002
222	EARTH SCIENCES	PAO (SECRETARIATE ), MOES, NEW DELHI	CGO COMPLEX, LODHI ROAD	NEW DELHI	110003	075211

223	ELECTION COMMISSION OF INDIA	PAO(Election Commission Of India),ND	ASHOK ROAD, NEW DELHI	NEW DELHI	110001	084001
224	ELECTRONICS	PAO(C.C.I. Wing), New Delhi	LODI ROAD	NEW DELHI		047401
225	ENVIRONMEN T	PAO(Pension & Fund), New delhi	PARYAVARAN BHAVAN,CGO COMPLEX	NEW DELHI	110003	075010
226	ENVIRONMEN T & FORESTS	PAO(BSI/ZSI), Kolkata	IIND M.S.O. BUILDING,NIZAM PALACE	KOLKATA	700020	075011
227	ENVIRONMEN T & FORESTS	PAO(Environme nt), New Delhi	PARYAVARAN BHAVAN,CGO COMPLEX,LODHI ROAD	NEW DELHI	110003	070753
228	ENVIRONMEN T & FORESTS	PAO (BSI/ZSI) Kolkata	IIndM.S.O.Building , Nizam Palace	Kolkata	700020	075020
229	ENVIRONMEN T & FORESTS	PAO(Environme nt), New Delhi	PARYAVARAN BHAVAN,CGO COMPLEX,LODHI ROAD	NEW DELHI	110003	075126
230	EXTERNAL AFFAIRS	PAO OVERSEAS INDIAN AFFAIRS		NEW DELHI	110021	091001
231	EXTERNAL AFFAIRS	PrAO/PAO(Exter nal Affairs), N.Delhi	JANPATH	NEW DELHI	110011	073544
232	FINANCE	PAO(Expenditur e) New Delhi	NORTH BLOCK	NEW DELHI	110001	015954
233	FINANCE	PAO (CGA),New Delhi	GENERAL POOL OFFICE (GPO) COMPLEX, INA	NEW DELHI	110023	016001
234	FINANCE	PAO(INSTITUTE OF GOVT.A/C & FIN),N.DELHI	J.N.U., NEW DELHI-67	NEW DELHI	110067	016100
235	FINANCE	PAO(Sectt.), Economic Affairs, New Delhi		NEW DELHI	110001	016101

236	FINANCE	PAO(Banking), New Delhi	IST FLOOR,I.P ESTATE	NEW DELHI	110002	017057
237	FINANCE	PAO(NSO), Nagpur,Maharas htra	CIVIL LINES,OPP.VCA GROUND	NAGPUR	440001	017136
238	FINANCE	PAO(I.G. Mint), Kolkata	ALIPORE	KOLKATA	700053	017242
239	FINANCE	PAO(I.G. Mint),Hyderaba d	IDA PHASE- II,CHERLAPELLE R R DISTT.	HYDERABAD	500051	017320
240	FINANCE	PAO(I.G. Mint), Mumbai	SHAHID BHAGAT SINGH ROAD	FORT MUMBAI	400023	017398
241	FINANCE	PAO(ISP), Nasik Road		NASIK ROAD	422101	017476
242	FINANCE	Pay & Accounts Officer(Bank Node Press)	DEWAS ,M.P	DEWAS	455003	017555
243	FINANCE	Pay & Accounts Officer(SPM), Hoshangabad		HOSHANGABAD	461005	017632
244	FINANCE	PAO(Accounts,Cl aims& Rupee (Loans),DEA	I.P. ESTATE	NEW DELHI	110002	017709
245	FINANCE	PAO(CNP), Nasik Road		NASIK ROAD	422101	017859
246	FINANCE	PAO(India Govt.Mint), NOIDA		NOIDA	201301	017856
247	FINANCE	PAO(Aid Accounts & Audit), New Delhi	3RD FLOOR,JANPATH	NEW DELHI	110001	018790
248	FINANCE	PAO(Sectt),D/o Revenue,M/o Finance, ND	HUTMENTS,NEW DELHI	NEW DELHI	110001	019795
249	FINANCE	PAO(Appropriati on),DEA,New Delhi	I P ESTATE	NEW DELHI	110002	019872

250	FINANCE	PAO(Claims),DE A,New Delhi	I P ESTATE	NEW DELHI	110002	019889
251	FINANCE	PAO(Consolidati on), New Delhi	NEW DELHI	NEW DELHI		019902
252	FINANCE	PAO(O/O Narcotics Commissioner), Gwalior	MORAR,MADHYA PRADESH	GWALIOR	474006	053401
253	FINANCE	PAO(Govt Opium & Alkaloids Works Undtkg)		GHAZIPUR	233001	053509
254	FINANCE	PAO(Govt Opium & Alkaloids Works Undkgs)	UNDERTAKINGS	NEEMUCH	458441	053586
255	FINANCE	PAO (DISINVESTMEN T), NEW DELHI	NORTH BLOCK	NEW DELHI	110001	026801
256	FINANCE	PAO(CPAO), Delhi	OPP HYATT REGENCY	NEW DELHI	110066	075305
257	FINANCE	PAY AND ACCOUNTS OFFICE (SPP) Hyderabad	MINT COMPOUND SAIFABAD	HYDERABAD	500004	017784
258	FINANCE	PAO(Estt.) D.E.A, New Delhi	I P ESTATE	NEW DELHI	110002	019856
259	FINANCE	PAO (Sectt.) Economic Affair	NORTH BLOCK	New Delhi	110001	016977
260	FINANCE	PAO (India Govt.Mint) Noida	DGACR BUILDING	NEW DELHI	110002	017940
261	FINANCE - C.B.E.C.	PAO (CBEC) DIBRUGARH, ASSAM	RANGE OFFICE Bldg., PO:CR. BUILDING	DIBRUGARH	786003	050205
262	FINANCE - C.B.E.C.	PAO, C.B.E.C., AMRITSAR	C.R. Building, The Mall	AMRITSAR	143001	050240
263	FINANCE -	PAO CUSTOMS (PREVENTIVE)	BEDI BUNDER ROAD,	JAMNAGAR	361002	050275

	C.B.E.C.	COMMISSIONER ATE	JAMNAGAR, GUJARAT			
264	FINANCE - C.B.E.C.	PAO(CBEC), New Delhi	I P ESTATE,NEW DELHI	NEW DELHI	110002	050672
265	FINANCE - C.B.E.C.	PAO,(Central Excise) Ahmedabad	ASHRAM ROAD	AHMEDABAD	380014	050725
266	FINANCE - C.B.E.C.	PAO(Commisio nerate of C.Ex.&C)Allahab ad		ALLAHABAD	211001	050812
267	FINANCE - C.B.E.C.	PAO(Commirate of C.Ex And Cust)Bangalore	QUEENS ROAD	BANGALORE	560001	050896
268	FINANCE - C.B.E.C.	PAO(Commirate. ofC.Exc.& Cust.), Baroda	CENTRAL EXCISE BUILDING	VADODARA	390007	050982
269	FINANCE - C.B.E.C.	PAO(Comm.of C. Exc.& Cust.),Bhubanes war	R.VIHAR	BHUBNESHWAR	751002	051070
270	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise- I),Mumbai	115,M.K. ROAD, CHURCH GATE	MUMBAI	400020	051151
271	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise- I),Kolkata	RAJDANGA MAIN ROAD	KOLKATA	700107	051237
272	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc. &Customs,Chan digarh	6TH FLOOR	CHANDIGARH	160017	051323
273	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc.& Customs ), Cochin	I S PRESS ROAD	COCHIN	682018	051408
274	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise), Jaipur	STATUE CIRCLE, RAJASTHAN	JAIPUR	302005	051917
275	FINANCE - C.B.E.C.	PAO(Comm. of C.Exc. &	5th Floor,C R BUILDING	PATNA	800001	052338



		Customs), Patna				
276	FINANCE - C.B.E.C.	PAO(Commissionerate of Customs), Kolkata	CUSTOMS HOUSE, WEST BENGAL	KOLKATA	700001	052775
277	FINANCE - C.B.E.C.	PAO(CUSTOMS & CENTRAL EXCISE), GHAZIABAD	K D - 107, KAVI NAGAR, GHAZIABAD, U.P.	GHAZIABAD	201002	054800
278	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE & CUSTOMS), TRIVANDRUM	PRESS CLUB RD., STATUE, THIRUVANANTHAPURAM	THIRUVANANTHAPUR	695001	054926
279	FINANCE - C.B.E.C.	PAO (CBEC) RANCHI, JHARKHAND	MAIN ROAD, RANCHI	RANCHI		055140
280	FINANCE - C.B.E.C.	PAO (CENTRAL EXCISE), MUMBAI-IV	NEW EXCISE BUILDING, WAGLE INDL ESTATE,	RD NO. 16, THANE	400604	050005
281	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE), BELAPUR & RAIGAD	NAVI MUMBAI-400614	NAVI MUMBAI	400614	050045
282	FINANCE - C.B.E.C.	PAO(CUSTOMS PREVENTIVE) MUMBAI	CUSTOMS HOUSE, BELLARD ESTATE	MUMBAI	400001	050090
283	FINANCE - C.B.E.C.	PAO (Central Ex. & Customs), Bhopal		BHOPAL	462011	050135
284	FINANCE - C.B.E.C.	PAO (CBEC), BHAVNAGAR, GUJARAT	B-1, SATYANARAYAN ROAD, WAGHAWADI,	BHAVNAGAR	364001	050170
285	FINANCE - C.B.E.C.	PAO(Comm. of Customs ), Goa-Panaji	CUSTOMS HOUSE, BANDODKAR ROAD	PANAJI	403001	051581
286	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise), Guntur	P.B.NO.139	GUNTUR	522004	051659

287	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise),Hyderabad	BASHEER BAGH, LAL BAHADUR SASTRI STADIUM	HYDERABAD	500029	051743
288	FINANCE - C.B.E.C.	PAO(Comm. of C.Exc.& Customs),Indore	MADHYA PRADESH	INDORE	452001	051830
289	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc.& Customs ), Kanpur	UTTAR PRADESH	KANPUR	208005	052000
290	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise), Chennai	NUNGAMBAKKAM ,HIGH ROAD	CHENNAI	600034	052084
291	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise), Madurai	BIBI KULAM,TAMIL NADU	MADURAI	625002	052170
292	FINANCE - C.B.E.C.	PAO(Comm. of C.Exc. & Customs) Nagpur	CIVIL LINES	NAGPUR	440001	052257
293	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise), Pune	2ND FLOOR,OPP.WADI A COLLEGE	PUNE	411001	052425
294	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc.& Customs) Shillong	NEAR O/O COMMISSIONARATE OF CUSTOMS	SHILLONG	793001	052512
295	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise-II),Kolkata	M S BUILDING, 6th Floor	KOLKATA	700001	052679
296	FINANCE - C.B.E.C.	PAO(Commissionerate of Customs), Cochin		COCHIN	682009	052853
297	FINANCE - C.B.E.C.	PAO(Commissionerate of Customs),Chennai	RAJAJI SALAI,TAMIL NADU	CHENNAI	600001	052930
298	FINANCE - C.B.E.C.	PAO(Commissionerate of Customs)	Plot No. 82,Sec.-8, Opp. Ramleela Maidan	Gandhidham	370201	053007

299	FINANCE - C.B.E.C.	PAO(Comm.of Customs &Cent.Exc.),Vizag	VISAKHAPATNAM , ANDHRA PRADESH	VISAKHAPATNAM	530035	053084
300	FINANCE - C.B.E.C.	PAO(Dirc.ofInspc. &Audit,C&CE),N. Delhi	"D" BLOCK, I.P. BHAVAN	NEW DELHI	110002	053161
301	FINANCE - C.B.E.C.	PAO(Dir.of Data Management,C&CE),N.Delhi	PUSHPA BHAVAN, MADANGIR, NEW DELHI	NEW DELHI	110062	053245
302	FINANCE - C.B.E.C.	PAO(Dirc.of Preventive Op.,C&CE),N.Delhi	KHAN MARKET	NEW DELHI	110003	053324
303	FINANCE - C.B.E.C.	Pr.A.O.(CBEC),New Delhi(Admn.&Estt.-II)	A.G.C.R. BUILDING	NEW DELHI		053663
304	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise-II),Mumbai	LAL BAGH, PAREL	MUMBAI	400012	053755
305	FINANCE - C.B.E.C.	PAO(Comm. of C.Exc. & Customs),Meerut	OPP.MEERUT UNIVERSITY	MEERUT	250005	053844
306	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise),Coimbatore	RACE COURSE ROAD,TAMIL NADU	COIMBATORE	641018	053929
307	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc.& customs), Belgaum	ROOM NO.324, 71 CLUB ROAD	BELGAUM	590001	054097
308	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise),New Delhi	I.P. ESTATE	NEW DELHI	110002	051493
309	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise),Aurangabad	AURANGABAD	AURANGABAD	431003	054180

310	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise-III),Mumbai	RANADE ROAD,THANE, DADAR(WEST)	MUMBAI	400028	054263
311	FINANCE - C.B.E.C.	PAO(Comm. of Central Excise), Rajkot	RING ROAD,GUJARAT	RAJKOT	360001	054347
312	FINANCE - C.B.E.C.	PAO(Comm.of Central Excise),Bolpur, W.B.	PO.SIAN,VIA BOLPUR,DISTT.BI RBHUM,W.B.	BOLPUR		054432
313	FINANCE - C.B.E.C.	PAO(Jawahar Customs House), Nhavasheva	NHAVASHEVA,TE H.URAN	RAIGARH	400707	054515
314	FINANCE - C.B.E.C.	PAO (Comm. of C.Exc.& Customs),Raipur	TIKRAPARA,DHA MTARI ROAD,CHATTISGA RH	RAIPUR	492001	054565
315	FINANCE - C.B.E.C.	PAO(Commissio nerate of Customs),N.Delh i	NEAR I.G.I AIRPORT	NEW DELHI	110037	054700
316	FINANCE - C.B.E.C.	PAO(C.EXCISE & CUSTOMS),NOID A	C-56/42,SECTOR- 62,NOIDA, U.P.	NOIDA		054725
317	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE),CALICU T	MANANCHIRA,CA LICUT	CALICUT	673001	054750
318	FINANCE - C.B.E.C.	PAO(Comm.ofC. Exc& Cust.)Tiruchirap ali		TIRUCHIRAPAL LI	620001	054014
319	FINANCE - C.B.E.C.	PAO(Commissio nerate of Customs), Mumbai	BALLARD ESTATE,9 th Floor	MUMBAI	400001	052598
320	FINANCE - C.B.E.C.	PAO(CENRAL EXCISE & CUSTOMS),ROH TAK	NEAR SHEELA BYE PASS	ROHTAK	124001	054775
321	FINANCE -	PAO(CENTRAL EXCISE &	10- ASHOK MARG	LUCKNOW	226001	054825

	C.B.E.C.	CUSTOMS),LUCK NOW	, LUCKNOW			
322	FINANCE - C.B.E.C.	PAO(CENTRAL EX.& CUSTOMS),KOL KATA-III	KOLKATA-VII,BAMBOOVILL A,169 AJC BOSE RD.	KOLKATA	700014	054851
323	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE & CUSTOMS),JAMS HEDPUR	OUTER CIRCLE ROAD, BISTUPUR	JAMSHEDPUR,	831001	054876
324	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE & CUSTOMS),MAN GALORE	Central Revenue Building, Attavar	MANGALORE	575001	054901
325	FINANCE - C.B.E.C.	PAO(CENTRAL EXCISE & CUSTOMS),KOL KATA-IV	15/1 STRAND ROAD,KOLKATA	KOLKATA	700001	054951
326	FINANCE - C.B.E.C.	PAO, CENTRAL EXCISE & CUSTOMS, NASIK	TAKAH ROAD, NEAR DWARKA CIRCLE	NASIK	422002	054975
327	FINANCE - C.B.E.C.	PAO (Cen.Ex.& Customs Comm),JALLAN DHAR	CHANDIGARH	CHANDIGARH	160017	055005
328	FINANCE - C.B.E.C.	PAO (CBEC) LUDHIANA	RISHI NAGAR, LUDHIANA, PUNJAB	LUDHIANA		055055
329	FINANCE - C.B.E.C.	PAO(CBSE), PONDICHERRY	BEACH ROAD,GOUBERT AVENUE	PONDICHERRY	605001	055105
330	FINANCE - C.B.E.C.	CBEC SILIGURI, WEST BENGAL	HAKIMPARA, SILIGURI, DARJEELING, W.B.	SILIGURI	734401	055185
331	FINANCE - C.B.E.C.	PAO (CBEC) SURAT	CHOWK BAZAR, SURAT, GUJRAT	SURAT	395001	055210
332	FINANCE - C.B.E.C.	PAO (CBEC) TIRUPATI	New Balaji Colony, AIR Bypass Road	TIRUPATI (ANP)	517502	055240

333	FINANCE - C.B.E.C.	PAO (CBEC) TIRUNELVELI	NGO "A" COLONY, TIRUNELVELI	TIRUNELVELI	627007	055275
334	FINANCE - C.B.E.C.	PAO (CBEC) TUTICORIN	CUSTOM HOUSE, TUTICORIN	TUTICORIN	628004	055310
335	FINANCE - C.B.E.C.	PAO (Central Excise) SALEM	FOULKS COMPOUND, ANAI MEDU, SALEM, T.NADU	SALEM	636001	055340
336	FINANCE - C.B.E.C.	PAO (CENTRAL EXCISE & CUSTOMS), MYSORE	SIDDARATH NAGAR, MYSORE, KARNATAKA	MYSORE	570011	055370
337	FINANCE - C.B.E.C.	PAO (CBEC), VAPI, GUJARAT	TOWN POLICE STN., VAPI-DAMAN RD., VALSAD	VAPI		055405
338	FINANCE- C.B.D.T.	ZAO (CBDT), Mumbai	M.K ROAD	MUMBAI		057050
339	FINANCE- C.B.D.T.	ZAO (CBDT), DEHRADUN	DEHRADUN,	UTTARAKHAND	248001	004164
340	FINANCE- C.B.D.T.	ZAO (CBDT), Patna	BORING ROAD, PATNA	PATNA	800001	055623
341	FINANCE- C.B.D.T.	ZAO (CBDT), Bhopal	ZONE II, OPP. SANGAM TALKIES	BHOPAL		055703
342	FINANCE- C.B.D.T.	ZAO (CBDT), Patiala	PATIALA, PUNJAB	PATIALA	147001	055784
343	FINANCE- C.B.D.T.	ZAO (CBDT), Nagpur	SEMINARY HILLS, NAGPUR	NAGPUR	440012	055862
344	FINANCE- C.B.D.T.	ZAO (CBDT), Kanpur	KANPUR	KANPUR		055940
345	FINANCE- C.B.D.T.	ZAO (CBDT), Ahmedabad	2ND FLOOR, ASHRAM ROAD	AHMEDABAD	380014	056017
346	FINANCE- C.B.D.T.	ZAO (CBDT), Jaipur	BHAGWAN DASS ROAD	JAIPUR	302005	056099
347	FINANCE-	ZAO (CBDT),	RAJASWA VIHAR	BHUBANESWAR	751007	056180

	C.B.D.T.	Bhubaneswar				
348	FINANCE-C.B.D.T.	ZAO(CBDT), Lucknow	18 MADAN MOHAN,MALVIYA MARG	LUCKNOW	226001	056260
349	FINANCE-C.B.D.T.	ZAO(CBDT), Shillong	ShillongCherrilly's Duplex,	SHILLONG	793003	056339
350	FINANCE-C.B.D.T.	ZAO(CBDT), Amritsar	AAYAKAR BHAVAN	AMRITSAR		056418
351	FINANCE-C.B.D.T.	ZAO(CBDT), Merrut	BHALNSALI GROUND	MEERUT CITY		056496
352	FINANCE-C.B.D.T.	ZAO(CBDT), Hyderabad	BASHEER BAGH	HYDERABAD	500004	056576
353	FINANCE-C.B.D.T.	ZAO(CBDT), Allahabad	38,MAHATMA GANDHI MARG	ALLAHABAD	211001	056658
354	FINANCE-C.B.D.T.	PAO,ZAO(CBDT), Jallandhar	JALLANDHAR	JALLANDHAR	144001	056737
355	FINANCE-C.B.D.T.	ZAO(CBDT), Agra	MAHATMA GANDHI ROAD	AGRA	282002	056815
356	FINANCE-C.B.D.T.	ZAO(CBDT), Rohtak (Haryana)	CIVIL LINES	ROHTAK(HARYANA)	124001	056892
357	FINANCE-C.B.D.T.	ZAO(CBDT), Kolkata	4TH FLOOR	KOLKATA	700069	056971
358	FINANCE-C.B.D.T.	ZAO(CBDT), Chennai	121,MAHATMA G ROAD,T.N.	CHENNAI	600034	057127
359	FINANCE-C.B.D.T.	ZAO(CBDT), Cochin	BEHIND CENTRAL REV. BLDG,OLD RLY STN RD	COCHIN	682018	057208
360	FINANCE-C.B.D.T.	ZAO(CBDT), New Delhi	I P ESTATE,FIELD PAY UNIT(PRE-CHECK)	NEW DELHI	110002	057288
361	FINANCE-C.B.D.T.	ZAO(CBDT), SHIMLA	SHIMLA	HIM PRADESH		004167
362	FINANCE-C.B.D.T.	ZAO (FINANCE), CHHATTISGARH	PACHPEDI NAKA	RAIPUR (C.G)	492001	004172
363	FINANCE-	ZAO (CBDT),	CITY CENTRE,	DURGAPUR	713216	004187

	C.B.D.T.	DURGAPUR				
364	FINANCE-C.B.D.T.	ZAO(CBDT), BHAGALPUR	RADHA RANI, SINHA ROAD	BHAGALPUR		004189
365	FINANCE-C.B.D.T.	ZAO(CBDT), NASIK	KUTHWAD NAGAR, KAMATWADA	NASIK, (MAH)	422008	004180
366	FINANCE-C.B.D.T.	ZAO(CBDT), RAJKOT	AMRUTA ESTATE, M.G.ROAD	RAJKOT	360001	004185
367	FINANCE-C.B.D.T.	ZAO(CBDT), MADURAI	C.R. BLDG., BIBIKULAM	MADURAI	625002	004175
368	FINANCE-C.B.D.T.	ZAO(CBDT), PANAJI	EDC COMPOLEX, PATTO PLAZA	PANAJI	403001	004182
369	FINANCE-C.B.D.T.	ZAO(CBDT), BARODA	2ND FLOOR, SAYAJIGUNJ	BARODA	390002	004183
370	FINANCE-C.B.D.T.	ZAO(CBDT), RANCHI	MAIN ROAD	RANCHI	834001	004190
371	FINANCE-C.B.D.T.	ZAO(CBDT), LUDHIANA	FEROZPUR ROAD	LUDHIANA,PUNJ AB	141012	004166
372	FINANCE-C.B.D.T.	ZAO(CBDT), VISAKHAPATNAM	LAKSHMI STREET, DABA GARDENS	VISHAKHAPATNAM	530020	004179
373	FINANCE-C.B.D.T.	ZAO(CBDT), TRIVENDRUM	Vasantham Tower, THIRUVANANTHAPURAM	TRIVENDRUM	695005	004178
374	FINANCE-C.B.D.T.	ZAO(CBDT), SURAT	MAJURA GATE,	SURAT		004184
375	FINANCE-C.B.D.T.	ZAO(CBDT), UDAIPUR	UDAIPUR	UDAIPUR	313001	004170
376	FINANCE-C.B.D.T.	ZAO(CBDT), JODHPUR	PAOTA, B-ROAD,	JODHPUR	342010	004171
377	FINANCE-C.B.D.T.	ZAO(CBDT), PANCHKULA	SECTOR-2, PANCHKULA	HARYANA	134109	004169
378	FINANCE-C.B.D.T.	ZAO(CBDT), Pune	60/61 ERANDWANE ROAD KARVE	PUNE	411004	055461
379	FINANCE-	ZAO(CBDT),	KARNATAKA CENTRAL	BANGALORE		055542



	C.B.D.T.	Bangalore	REV.BLDG,QUEEN S ROAD			
380	FINANCE- C.B.D.T.	ZAO(CBDT), CHANDIGARH	SECTOR-17, C.R.BUILDING	CHANDIGARH	160017	004168
381	FINANCE- C.B.D.T.	ZAO(CBDT), Bareilly	KAMLA NEHRU MARG, CIVIL LINES,	BAREILLY	243001	004163
382	FINANCE- C.B.D.T.	ZAO (CBDT), COIMBATORE		COIMBATORE	641018	004174
383	FINANCE- C.B.D.T.	ZAO(CBDT), HUBLI	NAVANAGAR, P.B.ROAD	HUBLI	580025	004177
384	FINANCE- C.B.D.T.	ZAO(CBDT), THANE	GOKHALE ROAD, NAUPADA	THANE(W)	400602	004181
385	FINANCE- C.B.D.T.	ZAO(CBDT), INDORE	INCOMETAX ANNEXE BLDG,WHITE CHURCH ROAD,	INDORE	452001	004173
386	FINANCE- C.B.D.T.	ZAO(CBDT), JALPAIGURI	AYKAR BHAVAN, RACE COURSE,NAYA BASTI,	JALPAIGURI	735101	004186
387	FINANCE- C.B.D.T.	ZAO (CBDT), TRICHY	NO.44, WILLIAMS ROAD, CANTONMENT	TIRUCHIRAPPA LLI	620001	004176
388	FINANCE- C.B.D.T.	ZAO(CBDT), GUWAHATI	G.S. ROAD, GUWAHATI	ASSAM	781005	004188
389	FINANCE- C.B.D.T.	ZAO(CBDT), JAMMU	RAIL HEAD COMPLEX, PANAMA CHOWK	JAMMU	180001	004165
390	FOOD PROCESSING INDUSTRIES	PrAO(Food Processing),New Delhi	AKBAR ROAD,NEW DELHI	NEW DELHI	110011	075501
391	HEALTH & FAMILY WELFARE	Pr.AO, New Delhi	NEW DELHI	NEW DELHI	110001	020810
392	HEALTH & FAMILY WELFARE	PAO(DGHS), New Delhi	NIRMAN BHAWAN	NEW DELHI	110011	020946

393	HEALTH & FAMILY WELFARE	PAO(CGHS), New Delhi	DISPENSARY BUILDING	NEW DELHI		021029
394	HEALTH & FAMILY WELFARE	PAO(Safdarjung Hospital), New Delhi	SAFDARJUNG HOSPITAL	NEW DELHI	110023	021108
395	HEALTH & FAMILY WELFARE	PAO(MSD), Mumbai	BYCULLA CENTRAL,MUMBAI CENTRA	MUMBAI		021277
396	HEALTH & FAMILY WELFARE	PAO(H & FW), Kolkata		KOLKATA		021371
397	HEALTH & FAMILY WELFARE	PAO(H & FW), Chennai	FIRST FLOOR,BESANT NAGAR	CHENNAI	600090	021545
398	HEALTH & FAMILY WELFARE	PAO(RML Hospital), New Delhi	R.M.L. HOSPITAL	NEW DELHI		021642
399	HEALTH & FAMILY WELFARE	PAO(LHMC & Hospital), New Delhi	AND S K HOSPITAL	NEW DELHI		021721
400	HEALTH & FAMILY WELFARE	PAO(Sectt.), M/O Health & FW, New Delhi	NIRMAN BHAWAN	NEW DELHI		020866
401	HEALTH & FAMILY WELFARE	PAO(NICD), Delhi	DELHI	DELHI	110054	021186
402	HEALTH & FAMILY WELFARE	PAO(H & FW), Pondicherry	DHANVANTARI NAGAR	PONDICHERRY		021468
403	HOME AFFAIRS	PAO (PENSION & MISC),New Delhi		NEW DELHI	110011	0MHAF F
404	HOME AFFAIRS	PAO (PENSION & MISC),MHA	NEW DELHI	New Delhi	110011	0MHEA P
405	HOME AFFAIRS	PAO (SECTT.), M/O HOME AFFAIRS N.DELHI	DALHOUSE ROAD	NEW DELHI		022744

406	HOME AFFAIRS	PAO(IB), New Delhi	AGCR BUILDING	NEW DELHI		022878
407	HOME AFFAIRS	PAO(Census), New Delhi	I P ESTATE	NEW DELHI	110002	022984
408	HOME AFFAIRS	PAO(DCPW), New Delhi	CGO COMPLEX ,LODHI ROAD	NEW DELHI	110003	023093
409	HOME AFFAIRS	PAO(ITBP), New Delhi	CGO COMPLEX,LODHI ROAD	NEW DELHI	110003	023184
410	HOME AFFAIRS	PAO(CISF), New Delhi	INA	NEW DELHI	110023	023283
411	HOME AFFAIRS	RPAO(IB), Shillong	NEAR LAITUMKHARH	SHILLONG	793003	023408
412	HOME AFFAIRS	PAO(Assam Rifles), Shillong	Nongrim Maw	SHILLONG	793011	023498
413	HOME AFFAIRS	RPAO(CISF), Kolkata	"D" WING,2nd FLR,SALT LAKE CITY,SECTOR-I	KOLKATA	700064	023608
414	HOME AFFAIRS	RPAO(CISF), Ranchi	PO NO 14 HINOO	RANCHI	834002	023704
415	HOME AFFAIRS	RPAO(CISF), Chennai	BEASANT NAGAR	CHENNAI	600090	023801
416	HOME AFFAIRS	Dy. Director(A/Cs)C RPF, New Delhi	SECTOR-23, ROHINI	NEW DELHI	110085	023903
417	HOME AFFAIRS	PAO CENTRAL (BSF), New Delhi	MADAN GIR	NEW DELHI	110062	024055
418	HOME AFFAIRS	PAO ( NSG ),NEW DELHI	NEW DELHI	NEW DELHI	110037	024450
419	HOME AFFAIRS	PAO (Pension & Misc), New Delhi	NEW DELHI	NEW DELHI	110011	024650
420	HOME AFFAIRS	ZONAL PAO,SSB,PATNA, BIHAR	BOYS HOSTEL,SHAIKHPURA,RAJA BAZAR	PATNA	800014	024876
421	HOME AFFAIRS	ZONAL PAO,SSB,LUCKN	ALIGANJ,LUCKNOW,UTTAR	LUCKNOW	226024	024886

		OW,UP	PRADESH			
422	HOME AFFAIRS	PAO(SSB), New Delhi	R K PURAM	NEW DELHI	110066	025301
423	HOME AFFAIRS	PAO (Rehabilitation), New Delhi	ROOM NO.98, JAM NAGAR HOUSE	NEW DELHI		039631
424	HOME AFFAIRS	PAO, FA & CAO, DNK, Koraput				039789
425	HOME AFFAIRS	PAO EAST (BSF), New Delhi	MADAN GIR	NEW DELHI	110062	002184
426	HOME AFFAIRS	PAO(WEST)(BSF ), New Delhi	MADANGIR	NEW DELHI	110062	002185
427	HOME AFFAIRS	PAO NORTH EAST (BSF) NEW DELHI	MADAN GIR	NEW DELHI	110062	002183
428	HOME AFFAIRS	PAO NORTH (BSF), New Delhi	MADAN GIR	NEW DELHI	110062	002186
429	HOME AFFAIRS	RPAO, NATIONAL SECURITY GUARD	2ND FLOOR, ROAD NO 12, BANJARA HILLS	HYDERABAD	500036	001762
430	HOME AFFAIRS	RPAO- (NSG)	CGO COMPLEX, SALT LAKE CITY	KOLKATA	700064	001761
431	HOME AFFAIRS	REGIONAL PAY & ACCOUNTS OFFICE	KHARGHAR	NAVI MUMBAI(MS)	410210	005060
432	HOME AFFAIRS	PAO(Sectt.), New Delhi		NEW DELHI		027744
433	HOME AFFAIRS	DY. DIRECTOR (A/CS)CRPF1, NEW DELHI	SECTOR-23, ROHINI	NEW DELHI	110085	002178
434	HOME AFFAIRS	DY. DIRECTOR (A/CS)CRPF2, NEW DELHI	SECTOR-23, ROHINI	NEW DELHI	110085	002179
435	HOME AFFAIRS	DELHI POLICE (H.Q.)	K-BLOCK, VIKAS BHAWAN, I.P.ESTATE	NEW DELHI	110002	004009

436	HOME AFFAIRS	RPAO- BSF, SHILLONG	LAITUMKHRAH	SHILLONG	793003	001754
437	HOME AFFAIRS	PAO-National Intelligence Grid	SHAHEED BHAGAT SINGH MARG	NEW DELHI	110001	003266
438	HOME AFFAIRS	RPAO, CRPF, JAMMU	GC, CRPF CAMPUS, BANTALAB	JAMMU	181123	001755
439	HUMAN RESOURCES DEVELOPMENT	PAO(Elementary Edu. & Literacy), New Delhi	SHASTRI BHAWAN	NEW DELHI	110001	011700
440	HUMAN RESOURCES DEVELOPMENT	PAO(HIGHER EDUCATION), NEW DELHI	SHASTRI BHAWAN	NEW DELHI	100001	011751
441	HUMAN RESOURCES DEVELOPMENT	PAO(Culture), Kolkata	3RD FLOOR	KOLKATA	700001	011397
442	HUMAN RESOURCES DEVELOPMENT	PAO(Woman & Child Development), Mumbai	BALLARD ESTATE	MUMBAI	400001	011525
443	HUMAN RESOURCES DEVELOPMENT	PAO(Woman & Child Development), Kolkata	CALCUTTA	KOLKATA	700069	011601
444	HUMAN RESOURCES DEVELOPMENT	PAO(Woman & Child Development), Chennai	26 HADDOWS ROAD	CHENNAI	600006	011676
445	HUMAN RESOURCES DEVELOPMENT	Pr.AO(HRD), New Delhi	SHASTRI BHAVAN	NEW DELHI		010302
446	HUMAN RESOURCES DEVELOPMENT	PAO(Education), New Delhi	SHASTRI BHAVAN	NEW DELHI		010338

447	HUMAN RESOURCES DEVELOPMENT	PAO(Culture), New Delhi	JANPATH	NEW DELHI	110001	011120
448	HUMAN RESOURCES DEVELOPMENT	PAO(ASI), New Delhi	DHAROHAR BHAWAN	NEW DELHI	110001	011210
449	HUMAN RESOURCES DEVELOPMENT	PAO(ASI), Hyderabad	KAVADI GUDA, SECUNDERABAD	HYDERABAD	500080	011309
450	HUMAN RESOURCES DEVELOPMENT	PAO(Youth Affairs & Sports), New Delhi	SHASTRI BHAVAN	NEW DELHI		010648
451	HUMAN RESOURCES DEVELOPMENT	PAO(Women & Child Development), New Delhi	NEW DELHI	NEW DELHI	t10001	011450
452	Indian Audit & Accounts Deptt.	Pr. AG (A&E), Mizoram, AIZWAL	DINTHAR	AIZWAL	796001	071295
453	Indian Audit & Accounts Deptt.	Pr. AG (A&E), Mizoram, AIZWAL	AIZWAL		796001	005463
454	INDIAN AUDIT & ACCOUNTS DEPTT.	PAO-COMPTROLLER & AUDITOR GENERAL		NEW DELHI	110124	005860
455	INDIAN AUDIT & ACCOUNTS DEPTT.	PAG (A&E) ANDHRA PRADESH	ENIKEPADU	VIJAYAWADA	521108	008644
456	INDUSTRY	Pr.AO(Admn.), New Delhi		NEW DELHI		025402
457	INDUSTRY	PAO(IPP), New Delhi	UDYOG BHAVAN	NEW DELHI	110001	025426
458	INDUSTRY	PAO(DGTD), New Delhi	UDYOG BHAVAN	NEW DELHI		025513

459	INDUSTRY	PAO(SSl), New Delhi	NIRMAN BHAVAN	NEW DELHI	110001	025591
460	INDUSTRY	PAO(SSl), Kolkata		KOLKATA	700108	025791
461	INDUSTRY	PAO(SSl), Chennai	GUINDY	CHENNAI		025898
462	INDUSTRY	PAO(Salt), Jaipur	JHALANA DOONGRI	JAIPUR	302004	026005
463	INDUSTRY	PAO(Explosives), Nagpur	SEMINARY HILLS,CIVIL LINES	NAGPUR	400006	026190
464	INDUSTRY	PAO(Heavy Industries), New Delhi		NEW DELHI	110001	026281
465	INDUSTRY	PAO (HEAVY INDUSTRIES), NEW DELHI	UDYOG BHAVAN	NEW DELHI	110011	026704
466	INDUSTRY	Pr.AO(Comp.),New Delhi		NEW DELHI	110001	025403
467	INDUSTRY	PAO(SSl), Mumbai	SAKINAKA	MUMBAI	400072	025695
468	INDUSTRY	PAO(PD & TM), Mumbai	S.M.ROAD, ANTOP HILL, MUMBAI	MUMBAI	400037	026103
469	INFORMATION AND BROADCASTING	PAO(Doordarshan), Chennai	SWAMI SIVANANDA SALAI	CHENNAI	600005	028660
470	INFORMATION AND BROADCASTING	PAO(Doordarshan), Kolkata	GOLF GREEN ,CALCUTTA	KOLKATA	700095	028750
471	INFORMATION AND BROADCASTING	PAO(Films Division), Mumbai	24-G,DESHMUKH MARG	MUMBAI	400026	028825
472	INFORMATION AND BROADCASTING	PAO(DOORDARSHAN),NAGPUR	CIVIL LINES	NAGPUR		029100

473	INFORMATION AND BROADCASTING	PAO(DAVP), New Delhi	Soochna Bhawan, CGO Complex	NEW DELHI	110003	027973
474	INFORMATION AND BROADCASTING	PAO(IRLA), New Delhi	CGO COMPLEX, LODHI ROAD	NEW DELHI	110003	028062
475	INFORMATION AND BROADCASTING	PAO(All India Radio), Lucknow		LUCKNOW	226001	028139
476	INFORMATION AND BROADCASTING	PAO(Main Sectt.), M/O I & B, New Delhi	SHASTRI BHAVAN	NEW DELHI	110001	027667
477	INFORMATION AND BROADCASTING	PrAO(I & B), New Delhi	H-BLOCK, CONNAUGHT CIRCUS	NEW DELHI	110001	027640
478	INFORMATION AND TECHNOLOGY	PrAO cum PAO(DOE), New Delhi	CGO COMPLEX, LODHI ROAD	NEW DELHI	110003	047315
479	INFORMATION AND TECHNOLOGY	PAO, NIC, New Delhi-110003	CGO COMPLEX LODHI ROAD	NEW DELHI	110003	033195
480	INFORMATION AND TECHNOLOGY	UNIQUE IDENTIFICATION AUTHORITY OF INDIA	TOWER-1, CANNAUGHT CIRCUS	NEW DELHI	110001	006393
481	LABOUR	PAO(Main Sectt.), M/O Labour, New Delhi	SHRAM SHAKTI BHAVAN	NEW DELHI		029803
482	LABOUR	PAO(DGET), New Delhi	SHRAM SHAKTI BHAVAN	NEW DELHI		029922
483	LABOUR	PAO(Chief Labour Commissioner), New Delhi	SHRAM SHAKTI BHAVAN	NEW DELHI		030050



484	LABOUR	PAO(Labour Bureau), Chandigarh		CHANDIGARH		030181
485	LABOUR	PAO(DGFASLI), M/O Labour, Mumbai	&LABOUR INST.,M/O LABOUR,CLI BULDG.,SION	MUMBAI	400022	030263
486	LABOUR	PAO(DGMS), Dhanbad	BIHAR	DHANBAD		030352
487	LABOUR	PAO,(DGE&T), Chennai	GUINDY	CHENNAI	600032	030461
488	LABOUR	Pr. AO,New Delhi	SHRAM SHAKTI BHAWAN	NEW DELHI		029775
489	LAKSHADWEE P ADMN.	PrPAO,UT of Lakshadweep,Kavaratti	OF LAKSHADWEEP, KAVARATTI	KAVARATTI	682555	070899
490	LAW, JUSTICE AND SCI	Pr. A.O., New Delhi	LOK NAYAK BHAWAN, KHAN MARKET	NEW DELHI	110003	021408
491	LAW, JUSTICE AND SCI	PAO(Legal Affairs), New Delhi	NEW DELHI	NEW DELHI		031438
492	LAW, JUSTICE AND SCI	PAO(Electoral Offices), New Delhi	LOK NAYAK BHAVAN	NEW DELHI	110003	031626
493	LAW, JUSTICE AND SCI	PAO(Supreme Court), New Delhi	BHAGWAN DAS ROAD	NEW DELHI		031709
494	LAW, JUSTICE AND SCI	PAO(Legislative Department), New Delhi	BHAGWANDAS ROAD	NEW DELHI		031545
495	LOK SABHA SECRETARIAT	PAO (Lok Sabha)	PARLIAMENT HOUSE ANNEXE	NEW DELHI	110001	0MPLO K
496	LOK SABHA SECRETARIAT	Accounts Officer, Lok Sabha	PARLIAMENT HOUSE ANNEXE	NEW DELHI	110001	064815
497	M/o FINANCE, D/o EXPENDITUR	PAO (PFMS), New Delhi	3RD FLOOR, SHIVA JI STADIUM ANNEXE	NEW DELHI	110001	008391

	E					
498	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying		Chennai		008743
499	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying	3rd Flr, Jeevan Tara Bldg, 5 Sansad Marg	New Delhi	110011	008739
500	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying	Old CGO Complex	Faridabad	121001	008741
501	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying	BALLARD ESTATE, MUMBAI	MUMBAI	400038	008746
502	M/o Fisheries & AHD	PAO(Sectt)-II,M/o Fisheries & AHD	JEEVAN TARA BLDG. PARLIAMENT STREET	NEW DELHI	110001	008737
503	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying	New Secretariate Bldg., Civil Line	Nagpur	440001	008745
504	M/o Fisheries & AHD	Fisheries & Animal Husbandary Dairying	NIZAM PALACE CAMPUS,	KOLKATA	700020	008742
505	M/o Home Affairs	Central Reserve Police Force	ASHIANA DIGHA ROAD	PATNA	800025	003709
506	MINES	Pr.AO(Mines), New Delhi	KHAN MARKET	NEW DELHI	110003	036617
507	MINES	PAO(GSI), Kolkata	KOLKATA	KOLKATA	700069	036699
508	MINES	PAO(GSI) Central Region, Nagpur	3RD FLOOR SEMINARY HILLS	NAGPUR	440006	036794
509	MINES	PAO(GSI) Western Region,	JHALANA	JAIPUR	302004	036879

		Jaipur	DOONGARI			
510	MINES	PAO(GSI) Northern Region, Lucknow	ALIGANJ	LUCKNOW	226020	036963
511	MINES	PAO(GSI) Southern Region, Hyderabad	BUNDLAGUDA	HYDERABAD	500068	037055
512	MINES	PAO(GSI) AMSE(Krntk. Circle), Bangalore	KUMARASWAMY LAYOUT, WASUDHA BHAWAN	BANGALORE	560078	037141
513	MINES	PAO(GSI) N.E. Region, Shillong	LEITUMKHARAH	SHILLONG	793003	037224
514	MINES	PAO(Indian Bureau of Mines), Nagpur	4TH FLOOR, 'A' BLAOCK,CIVIL LINES	NAGPUR	440001	037307
515	MINISTRY OF HOME AFFAIRS	RPAO (ITBP), SHILLONG	SHILLONG	SHILLONG	793003	001759
516	NATIONAL DISASTER MANAGMENT AU	PAO NDMA, MIN. OF HOME AFFAIRS	NDMA BHAWAN, A-1,SAFDARJUNG ENCLAVE,	NEW DELHI	110029	001818
517	NATIONAL INVESTIGATI ON AGENCY	PAY & ACCOUNTS OFFICER (NIA)	JAI SINGH ROAD	NEW DELHI	110001	001807
518	NEW AND RENEWABLE ENERGY	PrAO cum PAO(DNES), New Delhi	CGO COMPLEX ,LODHI ROAD	NEW DELHI	110003	072539
519	NORTH EASTERN COUNCIL	M/O DONER	NEC SECRETARIAT COMPLEX,NONGR IM HILLS	SHILLONG	793003	003683
520	O/o Pr.ACCOUNTA NT GENERAL(AIS )	AG(A&E) HARYANA		CHANDIGARH	160020	000660

521	PAG(A&E)-I, Maharashtra, Mumbai	PAO(Audit), Mumbai	101,M K ROAD	MUMBAI	400020	062201
522	PAO- DADRA & NAGAR HAVELI	DIR. OF A/CS, DADRA & NAGAR HAVELI	LEKHA BHAWAN, DADRA & NAGAR HAVELI	SILVASSA	396230	009007
523	PAO-DAMAN	DIR.OF ACCOUNTS- DAMAN	LEKHA BHAWAN, DHOLAR, MOTI DAMAN	DAMAN	396220	008998
524	PAO-DIU	DIR.OF ACCOUNTS- DIU	DIU BRANCH, FIRANGIWADA, DIU	DIU	362520	009002
525	PERSONNEL,P UBLIC GRIEVANCES	Pr.AO,(Personel & Training), New Delhi	KHAN MARKET,	NEW DELHI	110003	049401
526	PERSONNEL,P UBLIC GRIEVANCES	PAO(DP & AR), New Delhi	KHAN MARKET	NEW DELHI	110003	049429
527	PERSONNEL,P UBLIC GRIEVANCES	PAO (CBI), New Delhi	IST FLOOR, 'A' WING,	NEW DELHI		049512
528	PERSONNEL,P UBLIC GRIEVANCES	PAO(CBI), New Delhi	PLOT NO.5-B, CGO COMPLEX, LODHI ROAD	NEW DELHI	110003	049521
529	PERSONNEL,P UBLIC GRIEVANCES	PAO(Cabinet Affairs), New Delhi	DALHOUSIE ROAD	NEW DELHI		049634
530	PERSONNEL,P UBLIC GRIEVANCES	PAO(UPSC), New Delhi	SHAHJAHAN ROAD	NEW DELHI	110069	049720
531	PERSONNEL,P UBLIC GRIEVANCES	PAO(Central Admn. Tribunal), New Delhi	NEW POST OFFICE, MUNIRKA	NEW DELHI	110067	049801
532	PETROLEUM AND NATURAL GAS	PAO(Petroleum) , New Delhi	SHASTRI BHAVAN	NEW DELHI		005865
533	PLANG,STATS & PROG. IMPLMNTN	Pr.AO.,(Planning & Statistics),New	R.K.PURAM	NEW DELHI	110066	032685

		Delhi				
534	PLANG,STATS & PROG. IMPLMNTN	PAO(Planning Commision), New Delhi	NITI AAYOG,SANSAD MARG	NEW DELHI	110001	032714
535	PLANG,STATS & PROG. IMPLMNTN	PAO(Statistics), New Delhi	R.K.PURAM	NEW DELHI	110066	032800
536	PLANG,STATS & PROG. IMPLMNTN	PAO(Statistics), Kolkata	2nd FLOOR	KOLKATA	700001	032991
537	PLANG,STATS & PROG. IMPLMNTN	PAO(Programme Implementation), New Delhi	R.K.PURAM	NEW DELHI	110066	033500
538	PLANG,STATS & PROG. IMPLMNTN	PAO(Statistics), Nagpur	SEMINARY HILLS	NAGPUR	440006	032895
539	PLANG,STATS & PROG. IMPLMNTN	PAO(Statistics), Bengaluru	Sir Visvesvaraya Kendriya Bhawan,	Bengaluru	560071	008934
540	PONDICHERY ADMINISTRATION	Dir. of A/Cs & Treasuries, Pondichery	NEW MUNICIPAL ROAD,KUMARAGURU PALLAM	PONDICHERY	605001	071185
541	POWER	PAO I(Central Elect. Authority),N.Delhi	SEWA BHAWAN, R.K. PURAM	NEW DELHI		013533
542	POWER	PAO II(Central Elect. Authority),N.Delhi	SEWA BHAWAN, R. K. PURAM	NEW DELHI		013572
543	POWER	PAO(CEA), Bangalore	CROSS ROAD,SRPC CAMPUS	BANGALORE	560009	013617
544	POWER	PAO(Badarpur Management Cell), New Delhi	SEWA BHAWAN, R. K. PURAM	NEW DELHI		013693
545	POWER	Pr.AO(Power), New Delhi	SEWA BHAVAN	NEW DELHI		013850

546	POWER	PAO(Badarpur Management Contract cell)ND	SEWA BHAVAN, R K PURAM	NEW DELHI	110066	013963
547	POWER	PAO(Sectt.), Deptt. of Power, New Delhi	SEVA BHAWAN,R.K. PURAM	NEW DELHI	110066	013455
548	PRASAR BHARTI	PAO(All India Radio), Mumbai	CHURCH GATE	MUMBAI	400020	028233
549	PRASAR BHARTI	PAO(All India Radio), Kolkata		KOLKATA	700001	028438
550	PRASAR BHARTI	PAO(All India Radio), Chennai	MYLAPORE	CHENNAI	600004	028554
551	PRASAR BHARTI	PAO(I&B/PRASAR BHARTI),GUWAHATI (NER)	SURVEY, BELTOLA	GUWAHATI	781028	028875
552	PRASAR BHARTI	PAO(All India Radio), New Delhi	PARLIAMENT STREET	NEW DELHI	110001	027752
553	PRASAR BHARTI	PAO(Dooradarshan), New Delhi	NEW DELHI	NEW DELHI	110001	027886
554	PRESIDENT'S SECRETARIAT	PrAO cum PAO(President Sectt.),New Delhi		NEW DELHI	110004	048406
555	RAJYA SABHA SECRETARIAT	PAO (Rajya Sabha)	PARLIAMENT HOUSE ANNEXE	NEW DELHI	110001	0MPRAJ
556	RAJYA SABHA SECRETARIAT	PAO(Rajya Sabha)	PARLIAMENT HOUSE ANNEXE	NEW DELHI	110001	065820
557	ROAD, TRANSPORT & HIGHWAYS	RPAO (NH), MORTH, PATNA		PATNA	800001	006484
558	RURAL DEVELOPMENT	PAO (Panchayati Raj), New Delhi	G-WING 5th Floor, Rafi Marg	NEW DELHI	110001	089001
559	RURAL DEVELOPMENT	PrAO cum PAO(Sectt.)Rural Dev. New Delhi	5th Floor, Krishi Bhavan	NEW DELHI	110001	004710

560	SCIENCE & TECHNOLOGY	PrAO, New Delhi	NEW MEHRAULI ROAD	NEW DELHI		058271
561	SCIENCE & TECHNOLOGY	RPAO(Survey of India), kolkata		KOLKATA	700016	058606
562	SCIENCE & TECHNOLOGY	CPAO(Survey of India), Dehradun	DEHRADUN	UTTARAKHAND	248001	058374
563	SCIENCE & TECHNOLOGY	RPAO(Survey of India), Hyderabad	SULTAN BAZAR	HYDERABAD	500195	058490
564	SCIENCE & TECHNOLOGY	RPAO(Survey of India), Jaipur	SECTOR 10, VIDHYADHAR NAGAR	JAIPUR	302039	058743
565	SCIENCE & TECHNOLOGY	PAO(DSIR), New Delhi	NEW MEHRAULI ROAD	NEW DELHI	110016	059161
566	SCIENCE & TECHNOLOGY	PAO(DBT), New Delhi	NEW MEHRAULI ROAD	NEW DELHI	110016	059241
567	SCIENCE & TECHNOLOGY	PAO(DST), New Delhi	NEW MEHRAULI ROAD	NEW DELHI	110016	058296
568	SHIPPING, ROAD TRANSPORT & HIGHWAYS	Pr.AO (S.H. CONTROL-SHIPPING)	NEW DELHI	DELHI	110011	088000
569	SHIPPING, ROAD TRANSPORT & HIGHWAYS	PAO(ALHW), Port Blair	Mohan Pura, Port Blair	Port Blair	744101	088100
570	SHIPPING, ROAD TRANSPORT & HIGHWAYS	PAO(Sectt. Shipping), New Delhi		NEW DELHI	110003	088200
571	SHIPPING, ROAD TRANSPORT & HIGHWAYS	Dte. of Lighthouse & Lightships	NOIDA, GAUTAM BUDH NAGAR, U.P.	NOIDA	201301	088300
572	SHIPPING, ROAD TRANSPORT & HIGHWAYS	PAO(Shipping), Kolkata	MARINE HOUSE, HASTINGS	KOLKATA	700022	088500

573	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(RPA), Mumbai	10, R.K.MARG, BALLARD ESTATE	MUMBAI	400001	088400
574	SHIPPING,ROAD TRANSPORT&HIGHWAYS	RPAO(NH), Jaipur	DCM GODOWN	JAIPUR	302019	034975
575	SHIPPING,ROAD TRANSPORT&HIGHWAYS	RPAO(NH), Patna	Gulzarbagh Opp. Telephone Bhawan	Bihar		035036
576	SHIPPING,ROAD TRANSPORT&HIGHWAYS	RPAO(NH)- RAIPUR	National Highway, Campus, Raipur	Chhatisgarh	492001	002192
577	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(SECTT.II),S urface Tranpt., New Delhi	JAM NAGAR HOUSE	NEW DELHI		034132
578	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(LHLS), New Delhi	NOIDA, DISTT. GAUTAM BUDH NAGAR	UTTAR PRADESH		034211
579	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(Shipping), Mumbai	IST FLOOR, RAMJI BHAJI KAMANI MARG	MUMBAI	400038	034304
580	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(NH), New Delhi	JAM NAGAR HOUSE, SHAHJAHAN ROAD	NEW DELHI	110011	034415
581	SHIPPING,ROAD TRANSPORT&HIGHWAYS	PAO(Control), New Delhi	JAM NAGAR HOUSE	NEW DELHI		034516
582	SHIPPING,ROAD TRANSPORT&HIGHWAYS	RPAO(NH), Mumbai	GAWASJI PATEL STREET	MUMBAI	400001	034650
583	SHIPPING,ROAD	PAO(Shipping-	HASTINGS	KOLKATA		034705



	TRNSPRT&HI GHWAYS	II), Kolkata				
584	SHIPPING,ROAD TRNSPRT&HI GHWAYS	RPAO(NH), Kolkata	SALT LAKE CITY	KOLKATA	700091	034756
585	SHIPPING,ROAD TRNSPRT&HI GHWAYS	PAO(NH), Chandigarh	KENDRIYA SADAN, SECTION 9-A,	CHANDIGARH	160017	034862
586	SHIPPING,ROAD TRNSPRT&HI GHWAYS	RPAO(NH), Gauhati	6th BY-LANE (WEST), R.G. BARUAH ROAD	GUWAHATI	781003	034921
587	SHIPPING,ROAD TRNSPRT&HI GHWAYS	PAO(Sectt.), Surface Transport,New Delhi	Room No. 533	NEW DELHI	110001	034050
588	SHIPPING,ROAD TRNSPRT&HI GHWAYS	PAO(ALHW), New Delhi	JAMNAGAR HOUSE	NEW DELHI	110011	034591
589	SHIPPING,ROAD TRNSPRT&HI GHWAYS	RPAO(NH), Bangalore	17th Main Road, 2nd Block, KORAMANGALA	BANGALORE	560034	034807
590	SHIPPING,ROAD TRNSPRT&HI GHWAYS	RPAO (NH), HYDERABAD	NEW R&B HEAD OFFICE BLDG.,IRRUM MANZIL	HYDERABAD	500082	002193
591	SKILL DEV. & ENTERPRENE URSHIP	PAO(MSDE), MUMBAI	V.N.PURAV MARG, CHUNABHATTI	SION, MUMBAI	400022	006542
592	SKILL DEV. & ENTERPRENE URSHIP	PAO(MSDE), CHENNAI	GUINDY	CHENNAI		006529
593	SKILL DEV. & ENTERPRENE URSHIP	PAO(MSDE), DELHI	SHRAM SHAKTI BHAWAN, RAFI MARG	NEW DELHI	110001	005949
594	SOCIAL JUSTICE AND	Pr-cum- PAO(Welfare),	SHASTRI BHAVAN	NEW DELHI	110001	012435

	EMPOWERMENT	New Delhi				
595	SOCIAL JUSTICE AND EMPOWERMENT	PrAO Cum PAO(Tribal Affairs), New Delhi	NEW DELHI	NEW DELHI	110001	015200
596	SOCIAL JUSTICE AND EMPOWERMENT	PAO MINORITIES AFFAIRS	CGO COMPLEX, NEW DELHI	NEW DELHI	110003	092001
597	SPACE	Head Accounts & IFA, SHAR	NELLORE DISTRICT	ANDHRA PRADESH	524124	060256
598	SPACE	Head Accounts & IFA, PSLV	THUMBA	TRIVANDRUM	695022	060647
599	SPACE	PAO(Mas.Cont.F acility,D/o Space),Blore	P.B.NO.66,HASSAN,KARNATAKA	HASSAN	573201	060700
600	SPACE	Head Accounts & IFA(P)ISAC (IRS Project)	AIRPORT ROAD	BANGALORE	560017	060727
601	SPACE	Head Accounts & IFA, LPSC,Trivandrum	VALIAMALA POST,THIRUVANANTHAPURAM	THIRUPURAM	695547	060803
602	SPACE	Accounts Officer, ISTRAC	2ND PHASE, PEENYA INDUSTRIAL ESTATE	BANGALORE	560058	060880
603	SPACE	Head, Accounts & IFA(IISU),TRIVANDRUM	COMPLEX,D-BLOCK,VATTIYORKANA POST	TRIVANDRUM	695013	060955
604	SPACE	PAO(Civil Engg.Div.Deptt.of Space),B'lre	80 FT.ROAD,HAL II STAGE,BANGALORE	BANGALORE	560038	060990
605	SPACE	PAO(D/O Space,ISRO HQ ),Bangalore	NEW BEL ROAD,BANGALORE,KARNATAKA	BANGALORE	560094	061100

606	SPACE	Head Accounts & IFA, VSSC	THUMBA, THIRUV ANANTHAPURAM	THIRU'PURAM	695022	060175
607	SPACE	Head Accounts & IFA, SAC	AMBAWADI VISTAR P.O., JODHPUR TEKRA	AHMEDABAD	380015	060334
608	SPACE	PAO(Department of Space), Bangalore	NEW B.E.L. ROAD	BANGALORE	560094	060412
609	SPACE	Head Accounts & IFA, ISRO Satellite Centre	AIRPORT ROAD	BANGALORE	560017	060493
610	SPACE	Accounts Officer-I ISRO Office, New Delhi	LOK NAYAK BHAWAN, KHAN MARKET	NEW DELHI	110003	060570
611	SPACE	INDIAN INST. OF REMOTE SENSING	DEHRADUN	UTTARAKHAND	248001	005083
612	SPACE	NATIONAL REMOTE SENSING CENTRE (NRSC)	NATIONAL REMOTE SENSING CENTRE (NRSC)	BALANAGAR, HYD	500037	000996
613	SPACE	PAO-ISRO, D/O SPACE	MAHENDRAGIRI PO.	TIRUNELVELI	627133	005821
614	STEEL	Pr.AO(Steel), New Delhi	NEW DELHI	NEW DELHI		035521
615	STEEL	PAO(Steel), Kolkata	NIZAM PLACE	KOLKATA	700020	035600
616	SUPPLY	PAO(Supply), New Delhi	16 AKBAR ROAD HUTMENTS	NEW DELHI	110011	038363
617	SUPPLY	PAO(Supply), kolkata		KOLKATA	700001	038447
618	SUPPLY	PAO(Supply), Mumbai	SIR SHIVSAGAR RAMGULAM MARG	MUMBAI	400001	038531
619	SUPPLY	PAO(Supply), Chennai	26, HADDOWS ROAD	CHENNAI	600006	038614

620	TELECOMMUNICATION	Director (TAF), Deptt of Telcomm. N.Delhi	20-ASHOK ROAD,SANCHAR BHAVAN	NEW DELHI		077101
621	TELECOMMUNICATION	PAO, MIN OF COMMUNICATION & IT, New Delhi	SANCHAR BHAWAN, NEW DELHI	NEW DELHI	110001	077188
622	TELECOMMUNICATION	Pr.CCA, MAHARASHTRA CIRCLE, MUMBAI	BSNL ADMINISTRATIVE BLDG, JUHU DADA,	SANTACRUZ (W),	400054	077148
623	UIDAI	PAO, UIDAI	BUILDING, CONNAUGHT PLACE	NEW DELHI	110001	003173
624	URBAN DEVELOPMENT	PAO(Food Zone) CPWD, New Delhi	I.P.BHAVAN	NEW DELHI		043729
625	URBAN DEVELOPMENT	PAO(CPWD), North Eastern Zone, Shillong	(MALKI POINT)	SHILLONG	793001	043810
626	URBAN DEVELOPMENT	PAO(Sectt.), New Delhi	NIRMAN BHAWAN	NEW DELHI		043881
627	URBAN DEVELOPMENT	PAO(Sectt.), M/O Urban Dev., New Delhi	NIRMAN BHAVAN	NEW DELHI	110001	043884
628	URBAN DEVELOPMENT	PAO(South Zone) CPWD, Chennai	3rd AVENUE, RAJAJI BHAWAN, BEASANT NAGAR	CHENNAI	600008	043951
629	URBAN DEVELOPMENT	PAO(Printing), Kolkata	4TH FLOOR, SALT LAKE CITY, KOLKATA	KOLKATA	700064	042805
630	URBAN DEVELOPMENT	PAO(PRINTING), NASIK	NASIK	NASIK	422006	042890
631	URBAN DEVELOPMENT	PAO(Printing), Chennai	ANNEXE BLDG., 2ND FLOOR	CHENNAI	600006	042972

632	URBAN DEVELOPMENT	PAO(DGW), M/O Urban Dev.,New Delhi	NIRMAN BHAWAN	NEW DELHI		043051
633	URBAN DEVELOPMENT	PAO(DGW), New Delhi	NIRMAN BHAVAN	NEW DELHI		043053
634	URBAN DEVELOPMENT	PAO(New Delhi Zone) CPWD, New Delhi	I.P.BHAVAN	NEW DELHI	110002	043144
635	URBAN DEVELOPMENT	PAO(North Zone) CPWD, New Delhi	LEVEL-IX,R.K.PURAM	NEW DELHI	110066	043335
636	URBAN DEVELOPMENT	PAO(East Zone) CPWD, Kolkata	NIZAM PLACE	KOLKATA	700020	043460
637	URBAN DEVELOPMENT	PAO(West Zone) CPWD, Mumbai	M K ROAD	MUMBAI	400020	043571
638	URBAN DEVELOPMENT	PrAO(Accounts), M/O Urban Dev.,New Delhi	NIRMAN BHAVAN	NEW DELHI		042597
639	URBAN DEVELOPMENT	PAO(Estates), M/O Urban Dev., New Delhi	NIRMAN BHAVAN	NEW DELHI		042624
640	URBAN DEVELOPMENT	PAO(Printing), M/O Urban Dev.,New Delhi		NEW DELHI	110011	042700
641	URBAN DEVELOPMENT	PAO(UD), New Delhi		NEW DELHI	110011	042709
642	URBAN DEVELOPMENT	PrAO, M/O Urban Development, New Delhi	NIRMAN BHAVAN	NEW DELHI		042572
643	UT LAKSHADWEEP	PAO,Admn of UT of Lakshadweep	KAVARATTI	LAKSHADWEEP	682555	085001
644	WATER RESOURCES	PAO (CWPRS), PUNE	KHADAKWASLA	PUNE	411024	001956

645	WATER RESOURCES	PAO(Sectt)M/O Water Resources, New Delhi	SHASTRI BHAWAN	NEW DELHI	110001	001793
646	WATER RESOURCES	PAO(CWC), New Delhi	R.K.PURAM	NEW DELHI	110066	001872
647	WATER RESOURCES	PAO(CWPRS), Pune	CWPR STATION,P.O.KHA DAK WASLA	PUNE	411024	001954
648	WATER RESOURCES	PAO(CGWB), Faridabad	N.H.IV	FARIDABAD	121001	002338
649	WATER RESOURCES	PAO (CSMRS)	HAUS KHAS, 01-OF PALME MARG	NEW DELHI	110016	002450
650	WATER RESOURCES	PAO(WR),M/O Water Resources, New Delhi	SHASTRI BHAWAN	NEW DELHI	110001	001765
651	WATER RESOURCES	PAO(Farraka Barrage Proj),Murshidabad	PROJECT, P.O.FARAKKA BARRAGE,WEST BENGAL	MURSHIDABAD	742212	002032
647	WATER RESOURCES	PAO(CWPRS), Pune	CWPR STATION,P.O.KHA DAK WASLA	PUNE	411024	001954



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