

Registered/AD

**Important Circular No.58
No.GI/C/0198/VOL-I/Tech
O/O The Pr. C.D.A. (P)
Allahabad- 211014
Date 23rd September, 2008**

TO,

(All Heads of Department under Min. of Defence)

Subject: - Implementation of Govt. decision on the recommendation of VI th CPC-procedure for notification of pension/family pension bases on the CCS (Revised Pay) Rules 2008 in respect of Defence Civilian (including DAD, GREF and Cost Guard employees) and their families.

Reference: - GOI, Min of P, PG & Pensions, Deptt. Of P&PW OM No.38/37/08-P&PW (A) dated, the 2nd September 2008.

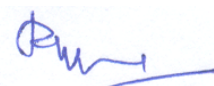
The Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. of Pension & Pensioners' Welfare in their O.M. No 38/37/08-P&PW (A) dated, the 2nd September, 2008. have issued orders for implementing Govt's decision on the recommendations of VI th CPC revising provisions pension/commutation of pension with effect from 1-1-2006. With a view to implement the Govt. decision, the following procedural changes are made in regard to submission of fresh pension/family pension and commutation of pension claims.

- 2.1 Consequent on application of C.C.S. (RP) Rules, 2008 and Deptt. Of P&PW OM dated 2nd September 2008 referred to above, it has been decided that all pension/family pension claims shall be submitted to this office in the revised LPC Cum Data Sheets enclosed as Appendix-'E', 'F', 'G' and 'H' to this circular
- 2.2 Pension claims in r/o individuals who have drawn pay and allowances in the revised scale of pay will be floated by the Head Of Office in the revised LPC Cum Data Sheet as per Appendix-'E'. Another Data Sheet (Rev) has been designed as Appendix 'F' for proposing amendments/revision of pensionary awards (for issue of corrigendum PPO) notified in the original PPO based on LPC Cum Data Sheet (Appendix-'E') as stated above.
- 2.3 In cases of death while in service/after retirement on or after 1-1-2006, the family pension claim will be submitted alongwith the data sheet as per Appendix-'G' together with other documents as per the existing procedure. Data Sheet viz- Appendix-'H' will be used for issue of Corrigendum PPO of family pension.
3. Those individuals who have not opted for revised scales of pay and continue to draw their pay under the pre-revised scale will be regulated under Para 13 of the subject Govt. order. Their claims are to be submitted to this office for manual processing together with service book of the individual. Data sheet for

these claims need not be submitted. However, the details of pay drawn during the last ten months will be countersigned by the Pay Audit Officer. The forwarding memo of such cases will be prominently marked as **'For Manual Process'** preferably in red ink.

4. The cases of Govt. Servants who have opted for fixation of pay in the revised pay structure and retire within 10 months from the date of coming over to the revised pay structure will be regulated under Para-12 of Govt. OM dated 2nd September, 2008. In such cases revised pay and pre-revised pay will be calculated separately and sum of both will be shown in the respective column (10 month average) in the data sheet.
5. The new designed Data-sheets, viz, Appendix E, F, G, H, will be given effect for implementation as soon as Pay under VI th CPC is fixed & H.O.O. is in a position to initiate the pension cases on the revised formats. However no case on the old Data-sheets will be accepted **after 31-10-2008**. It may please be noted that this is an essential requirement for expeditious notification of pension/revision of pension.
6. In this connection, 25 sets of each data sheet alongwith instructions contained in Annexure-'A', 'B' & XIII are forwarded herewith for transmission of the same to the lower formation/unit/HOO under your control. The units/formation declared as H.O.O. may be instructed to initiate the data sheets alongwith supporting documents as per the revised procedure. Additional copies of data sheets and instruction, if required, may please be prepared/printed at you end for circulation. A copy of the instruction issued by you to your unit/formation/HOO may please be endorsed to this office.
7. **These orders do not apply to those cases where the pension at the old rates has already been finalized. For revision of pension of such cases a separate Circular No. 59 is being issued. Separate proformae for preparation of Data-Sheets in such cases, as provided in the Circular, would be used.**

The receipt of this communication may please be acknowledged.

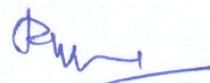


(Raminder Singh)
ACDA (P)

Enclosure: - As above

Copy to: -

1. The CGDA, West Block-V, R.K. Puram, New Delhi-66
2. All Pr.CsDA/CsDA/C of F & A (Fys)/ CDA (Funds)
3. All G.M. Fys
4. All CE/Nodal CE of various commands.



(Raminder Singh)
ACDA (P)

Annexure -I

FORM OF OPTION

(Applicable to those pensioners in whose case commutation of pension became absolute on or after 1-1-2006 but before 2nd September, 2008)

(i) I hereby opt to commute the amount of Pension that has become additionally commutable on a/c of retrospective revision of Pay/Pension. I undersigned that such additional commutation shall in accordance with the revised table of commutation value for pension Annexed to GOI, Ministry of P,PG and Pensions, Deptt. Of P&PW OM No. 38/37/08-P&PW (A) dated 2nd September, 2008.

OR

(ii) I hereby elect to retain payment of commutation of pension calculated/ to be calculated with reference to the pre-revised table of commutation value based on pre-revised pay/pension.

Station	_____	Signature	_____
Date	_____	Name	_____
		PPO NO.	_____

Countersigned

Head of Office

Instructions to complete the columns of new LPC cum data sheets to notify pensionary awards as per 6th CPC orders in r/o post 1/1/2006 retiree Of Defence Civilians

L.P.C. cum Data sheets to notify pensionary awards and corrigendum thereon, as per 6th CPC orders in r/o post 1/1/2006 retiree of Defence Civilians have been designed to accommodate additional requirements. **These data sheets will be used for post 2006 retiree only.**

Following fields under the heading of "Last PAY DETAILS" have been introduced in the new data sheet for Civil Pension (Appendix 'E') and Civil Pension Corr (Appendix 'F').

SL NO	FIELD NAME	NATURE OF FIELD	FIELD LENGTH
1	PAY CODE	NUMERIC	2
2	PAY BAND CODE	NUMERIC	2
3	PAY IN PAY BAND/SCALE (Excluding GRADE PAY)	NUMERIC	5
4	GRADE PAY	NUMERIC	5
5	NPA/MS PAY	NUMERIC	5

One character alphabetic Fields named "RETIREMENT FN/AN" has also been introduced in the new data sheet.

A field named "Date of Birth of Spouse" has replaced the field "AGE of SPOUSE".

One character alphabetic Fields named "ADDITIONAL AMT. TO BE COMMUTED (to be used for pre 2/9/2008 retiree)" have been introduced in the new data sheet for Civil Pension Corr (Appendix 'F') only.

Field of "PAY-SCALE", "BASIC-PAY" "STAGN-INCR" and "NPA/RANK PAY" fields under the heading of "Last PAY DETAILS" have been deleted. All the fields of 3 spells for pay drawn by the individual during the last 10 months period preceding the date of his retirement (from 27 to 47 of old data sheet) under the heading of "PAY DRAWN DURING LAST 10 MONTHS" have also been deleted.

THE INSTRUCTIONS FOR FILLING UP DATA SHEETS

The instructions for filling up above introduced/replaced fields of data sheets are as under:

- A. **DATE OF RETIREMENT/SUPERANNUATION.** According to existing instructions where individual retired in forenoon the date falling immediately prior to the date of retirement is filled in this Column. Now, in this new data sheet the date of retirement with reference to part II order should be filled in this field either the individual retired in forenoon or afternoon.
- B. **RETIREMENT FN/AN:** If the individual retired in forenoon (as per part II order), 'F' should be filled in this column otherwise it should be filled with 'A'.
- C. **Following fields under the heading of "Last PAY DETAILS" should be filled as under:**
 - 1. **PAY CODE** - This field should be filled with the pay code pertaining to Pay Band/Scale applicable to the individual as shown in Annexure XIII. Relevant code from the Annexure-XIII should be picked up and filled in this Column. In no case it should be left blank or filled with zeroes.

For example:

For Pay Code 5 this field should be filled as

0	5
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- 2. **PAY BAND CODE** - This field should be filled with the pay Band/scale code applicable to the individual. Pay Band Code should be same as shown in Annexure XIII against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

For example:

For Pay Band Name PB2 this field should be filled as

B	2
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- 3. **PAY IN PAY BAND/SCALE (EXCLUDING GRADE PAY) -** Pay in pay band/scale drawn by the individual at the time of retirement should be filled in this Column. In no case it should be left blank or filled with zeroes.
- 4. **GRADE PAY** - Grade Pay, if any, drawn by the individual at the time of retirement should be filled in this column. Grade Pay should be same as shown in Annexure XIII against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

ANNEXURE 'A'

5. NPA/MS PAY - In case of Doctors employed as Defence Civilians, Non practicing allowance drawn at the time of retirement should be filled in this Column. In case of NCC whole time officers granted permanent Commission and MNS LOCAL Officers, MS PAY drawn at the time retirement should be filled in this Column.

D. 10 MONTHS AVERAGE:

The average pay which includes sum of Pay in Pay Band/Scale, Grade Pay and non-practicing allowance(NPA)/MS Pay actually drawn by the individual during the last 10 months period preceding the date of his retirement will be shown in this Column.

This field contains 5 boxes for rupee and 2 boxes for paise. This field should not be left blank.

Where new pay (VICPC pay) and old pay (VCPC) are involved during last 10 months pay. The new pay and old pay drawn during last 10 months will be calculated separately and the sum of both will be shown in this column.

Average pay in above cases shall be calculated by Head of Offices (H.O.Os) and filled in this column. The calculation sheet of average pay prepared by HOO must be enclosed with data sheet. The Average pay so calculated by H.O.Os. must be checked by the PAY AUDIT CONTROLLERS.

Example: - If average pay works out to Rs.20475.50 the same shall be filled as under:

2	0	4	7	5	.	5	0
---	---	---	---	---	---	---	---

E. **ADDITIONAL AMT. TO BE COMMUTED Y/N (to be used for pre 2/9/2008 retiree)**: Where individual opted to commute the additional commutable amount of pension as per revised table of commutation for pension of 6th CPC orders, "Y" should be filled in this column otherwise left blank. In this regard a declaration on prescribed form furnished by individual must be enclosed with the data sheet as Annexure 'I'.

F. Date of Birth of Spouse:

This is a numerical data of 8 characters.

It should be taken from the service book and filled in the format as:-

Y	Y	Y	Y	M	M	D	D
---	---	---	---	---	---	---	---

G. Remaining fields of data sheets should be filled as per instructions already issued for filling up data sheets of Civil Pension (Appendix 'A') and Civil Pension Cor (Appendix 'B').

Instructions to complete the columns of new LPC cum data sheets to notify family pension awards as per 6th CPC orders to individual retired/died on or after 1/1/2006 in r/o Of Defence Civilians

L.P.C. cum Data sheets to notify family pension awards and corrigendum thereon, as per 6th CPC orders in r/o post 1/1/2006 retiree/deceased of Defence Civilians have been designed to accommodate additional requirements. **These data sheets will be used for post 2006 retiree/deceased only.**

Following fields under the heading of "Last PAY DETAILS" have been introduced in the new data sheet for Civil Family Pension (Appendix 'G') and Civil Pension Corr (Appendix 'H').

SL NO	FIELD NAME	NATURE OF FIELD	FIELD LENGTH
1	PAY CODE	NUMERIC	2
2	PAY BAND CODE	NUMERIC	2
3	PAY IN PAY BAND/SCALE (Excluding GRADE PAY)	NUMERIC	5
4	GRADE PAY	NUMERIC	5
5	NPA/MS PAY	NUMERIC	5

Field of "PAY-SCALE", "BASIC-PAY" "STAGN-INCR" and "NPA/RANK PAY" fields under the heading of "Last PAY DETAILS" have been deleted.

THE INSTRUCTIONS FOR FILLING UP DATA SHEETS

The instructions for filling up above introduced/replaced fields of data sheets are as under:

A. Following fields under the heading of "Last PAY DETAILS" should be filled as under:

1. **PAY CODE** - This field should be filled with the pay code pertaining to Pay Band/Scale applicable to the individual as shown in Annexure XIII. Relevant code from the Annexure-XIII should be picked up and filled in this Column. In no case it should be left blank or filled with zeroes.

For example:

For Pay Code 5 this field should be filled as

0	5
---	---

2. **PAY BAND CODE** - This field should be filled with the pay Band/scale code applicable to the individual. Pay Band Code should be same as shown in Annexure XIII against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.

For example:

For Pay Band Name PB2 this field should be filled as

B	2
---	---

3. **PAY IN PAY BAND/SCALE (EXCLUDING GRADE PAY)** - Pay in pay band/scale drawn by the individual at the time of retirement should be filled in this Column. In no case it should be left blank or filled with zeroes.
4. **GRADE PAY** - Grade Pay, if any, drawn by the individual at the time of retirement should be filled in this column. Grade Pay should be same as shown in Annexure XIII against Pay Code filled in the data sheet. In no case it should be left blank or filled with zeroes.
5. **NPA/MS PAY** - In case of Doctors employed as Defence Civilians, Non practicing allowance drawn at the time of retirement should be filled in this Column. In the case of NCC whole time officers granted permanent Commission and MNS LOCAL Officers, MS PAY drawn at the time retirement should be filled in this Column.

B. Remaining fields of data sheets should be filled as per instructions already issued for filling up data sheets of Civil Family Pension (Appendix 'C') and Civil Family Pension Corr (Appendix 'D').

ANNEXURE XIII

PAY CODE	Name of Pay Band	Pay Band Code	Pay Band	Grade Pay
01	1S	S1	4440 - 7440	1300
02	1S	S1	4440 - 7440	1400
03	1S	S1	4440 - 7440	1600
04	1S	S1	4440 - 7440	1650
05	PB-1	B1	5200 - 20200	1800
06	PB-1	B1	5200 - 20200	1900
07	PB-1	B1	5200 - 20200	2000
08	PB-1	B1	5200 - 20200	2400
09	PB-1	B1	5200 - 20200	2800
10	PB-2	B2	9300 - 34800	4200
11	PB-2	B2	9300 - 34800	4600
12	PB-2	B2	9300 - 34800	4800
13	PB-2	B2	9300 - 34800	5400
14	PB-3	B3	15600 - 39100	5400
15	PB-3	B3	15600 - 39100	6600
16	PB-3	B3	15600 - 39100	7600
17	PB-4	B4	37400 - 67000	8700
18	PB-4	B4	37400 - 67000	8900
19	PB-4	B4	37400 - 67000	10000
20	PB-4	B4	37402 - 67000	12000
21	HAG+SCALE	H1	75500 - 80000	NIL
22	APEX SCALE	A1	80000	NIL

Appendix-'G' POST 2006

LPC CUM DATA SHEET FOR SANCTION OF FAMILY PENSION AWARDS TO DEFENCE CIVILIAN

PART-A SERVICE PARTICULARS OF DECEASED GOVT. SERVANT										
1. Organisation Code	<input type="text"/>	2. ORG.GROUP for GPF-NO.	<input type="text"/>	3. GPF-NO.	<input type="text"/>					
4. Office/Unit Formation	<input type="text"/>									
5. Head of Office Address	<input type="text"/>									
6. Name	<input type="text"/>					7. Nationality Code	<input type="text"/>	8. Sex	<input type="text"/>	
9. PPO No.	<input type="text"/>				10. Pension	<input type="text"/>		11. Pen. Nature	<input type="text"/>	
12. Death Category	<input type="text"/>	13. Industrial /Non-Industrial	<input type="text"/>	14. Post Last Held	<input type="text"/>					
15. Date of Birth	<input type="text"/>		16. Date of Joining (Current Spell)	<input type="text"/>		17. Date of Death /Missing	<input type="text"/>			
18. Date of Retirement/ Superannuation	<input type="text"/>		19. Weather Compensation Paid Under W.C. Act	<input type="text"/>	20. Non-Qualifying Service	<input type="text"/>				
21. Former Service Counted Towards (Current Spell)	<input type="text"/>		22. Weightage Allowed in Qualifying Service Under Rule 29, 30, 48-B of CCS(Pen. Rule 1972)	<input type="text"/>		23. Net Qualifying Service	<input type="text"/>			
PART-B FAMILY PARTICULARS										
24. Name of Payee	<input type="text"/>									
25. Nationality Payee	<input type="text"/>	26. Birth Payee	<input type="text"/>		27. Relation Payee	<input type="text"/>	28. Medical Allowance	<input type="text"/>		
29. Medical Category	<input type="text"/>	30. F. P. Rule	<input type="text"/>	31. F. P. Nature	<input type="text"/>	32. Whether F. P. Payable	<input type="text"/>	33. Share F. P.	<input type="text"/>	
34. Whether Gty. Payable	<input type="text"/>	35. Share Gratuity	<input type="text"/>		36. Date Restoration	<input type="text"/>				
37. Date - F.I.R./ Commencement	<input type="text"/>		38. Gal. Award	<input type="text"/>		38A.Group	<input type="text"/>			
LAST PAY DETAILS					PART-C PAY PARTICULARS					
39. Pay Code	<input type="text"/>	40. Pay Band Code	<input type="text"/>	41. Pay in Pay Band/Scale (Excluding Grade Pay)	<input type="text"/>	42. Grade Pay.	<input type="text"/>		43. NPA /MS Pay	<input type="text"/>
44. Date of Last Pay Drawn	<input type="text"/>				45. Ex-Gratia	<input type="text"/>				
AMOUNT OF DEMAND/REFUND/INTEREST										
46. On A/c. of RDR Head	<input type="text"/>		47. On A/c. of other than RDR Head	<input type="text"/>		48. Interest on RDR Demand	<input type="text"/>		50. Interest Payable	<input type="text"/>
	<input type="text"/>			<input type="text"/>			<input type="text"/>		51. Prov. FP Paid	<input type="text"/>
PART-D PDA DETAILS										
52. PDA Code	<input type="text"/>	53. DPDO Code	<input type="text"/>		54. PDA Station	<input type="text"/>			55. PDAState Code	<input type="text"/>
56. Bank/Sub Try Code	<input type="text"/>		57. Link Bank	<input type="text"/>						
58. Bank Branch /Sub Treasury	<input type="text"/>					59. BSR code of Bank Br.	<input type="text"/>			
60. BSR code of Link Bank	<input type="text"/>		61. Bank A/c. No.	<input type="text"/>						
62. Pensioner Address	<input type="text"/>									
63. Pin Code	<input type="text"/>				64. Having Handicapped Child Y/N	<input type="text"/>				
65. Name of Handicapped Child	<input type="text"/>			66. Relationship (Handicapped Child)	<input type="text"/>	67. CDR No.	<input type="text"/>			
H.O.O.			CDA/AAO			CDA (P)				

