

**OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS  
(PENSION), DRAUPADI GHAT, ALLAHABAD – 211014**

**Circular No. 408**

**Dated: 24.4.2009**

**To**

**The OI/C,  
Records/ PAO (ORs)**

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**Subject: Issue of Corr. for filling/punching of Data Sheet bearing No. 202-A/2008 and LPC CUM Datasheet for additional pension.**

**Reference:** This Office Circular No. 400 dated 05.12.2008 and No. Gts./Tech. 0113-LVI dated 20.02.2009.

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In this Office Circular No. 400 dated 05.12.2008, three Data Sheet for initial as well as revision of Service Pension alongwith instructions for filling and punching of same has been provided.

Some discrepancy in the Data Sheet bearing No. 202-A/2008 has come to notice and following amendments are proposed: -

**a) In Data Sheet bearing No. 202-A/2008:**

I) Add 4 characters prior to field no. 'A' (3 digit numeric for SI No. and 1 character (Alpha) for Transaction – code)

II) Add 3 characters (Alpha) at the end for 'status' (new field name)

**Note- However, the above mentioned new cages may be left blank, since it is our internal requirement.**

**b)** The field length of “**Class allowance**” should be taken as 3 instead of 4 and revised amount of Classification allowance w.e.f. 1/9/08 should be mentioned in the concerned column (Refers SAI 1/S/2008). Prior to 1/9/08 old rate of Classification allowance should be filled.

**c)** The field length of “ **pensioner’s name** “ should be 35 instead of 25 and” **Pay Band** “code should be 1digit instead of 02 digit as already circulated vide this office letter no Gts/Tech/0113/LVI dated 20/02/2009.

**d)** “**MSP**” should be mentioned in all cases, including in case of pre 2/9/2008. Although it is not paid to the pensioners, it should be filled and may be marked notionally.

e) "**Option form**" is required to be submitted for all cases duly mentioning the option exercised by the pensioner.

2) It is advised that a batch prepared for revision of pension cases should not be more than 50(fifty) cases and cases in a batch should pertain to the same year i.e.2005, 2006, 2007, 2008. Batch may be prepared on the basis of year of PPO issued not year of discharge.

3) It is also intimated that LPC-cum-Data Sheet for all types of cases may please be printed at your end as per sample/specimen already given under our Circular No. 400 dated 5/12/2008. A revised data sheet (taken into account the above proposed amendments) bearing No 202A/2008 is also enclosed for ready reference.

4) **LPC-Cum-datasheet (DS No 210/2009) along with instructions for filling for notifying date of birth in PPO for grant of addition pension to pensioners/ Family pensioners over 80 years is also forwarded herewith for necessary action at your end.** It is requested that for notifying date of birth in PPO for payment of additional pension/Family pension may be submitted in convenient batches along with sheet roll/long roll/descriptive roll or any other valid documents of pensioners/ Family pensioners held in the ROs with forwarding letters addressed to **Shri S. L. Pandey, SAO (P), and 6<sup>th</sup> CPC cell** of this office. It is pertinent to mention here that this LPC-cum-Data Sheet is applicable only to those cases where date of birth is not available in the PPO but the same is available in any valid documents held in the RO. However, the cases where date of birth is neither available in the PPOs nor in any valid documents held in RO, such cases, may be processed only after hearing from this Office, as the matter has been taken up with the appropriate authority.

5) This circular is also available on the website of this office (i.e. [www.pcdapension.nic.in](http://www.pcdapension.nic.in)).

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(R. K. SAROJ)  
Dy. C.D.A. (P)

**No. Gts/Tech/0165-XI**  
**Dated: 24.4.2009**

**Copy to:**

1. The Dy. Secretary, Govt. of India, Ministry of PPG & P (Deptt. of P & PW), Lok Nayak Bhawan, New Delhi.
2. Director (Pensions), Govt. of India, Ministry of Defence D(Pen/Sers), Sena Bhawan, Wing 'A' New Delhi.
3. Army HQrs AG's Branch, PS-4(b) DHQ, PO New Delhi – 110011.
4. AHQ GS Branch, TA Directorate, DHQ PO New Delhi – 110011.
5. Naval HQrs, PP & A, DHQ PO New Delhi.
6. DPA, Vayu Bhawan, New Delhi – 11.
7. Air HQrs Ad PP & P – 3, West Block-VI, R. K. Puram, New Delhi – 110066.
8. Shri A. K. JENA, IDAS, Dy. CGDA(AT-II), O/O the CGDA, West Block-V, R. K. Puram, New Delhi – 110066.
9. PCDA(Navy) No.-1, Cooperage Road, Mumbai – 400039.
10. CDA(AF), West Block-V, R. K. Puram, New Delhi – 110066.
11. JCDA(AG) Subroto Park, New Delhi – 110010.
12. Director of Audit, Defence Service, New Delhi
13. All Record Offices/Regiment. Corp.
14. Bureau of Sailors, Cheetah Camp, Mumbai.
15. Air Force Record, Dhaula Kunwa, Delhi Cantt.
16. All Addl CsDA/Jt. CsDA in Main Office.
17. All GOs in Main Office.
18. The OI/C, G-1(M), AT(ORs)-Tech. & G-1/Civil (Tech.)
19. All SAOs/AOs/AOs/SOs(A) in Gts/Ors Complex.
20. The OI/C, EDP Manual.
21. The OI/C, EDP Centre.
22. Defence Pension Liaison Cell.
23. All Sections in Main Office.
24. Spare copies in file No. Gts/Tech/0148, 148, 0162 & 0158

*R. K. SAROJ*

**(R. K. SAROJ)  
Dy. C.D.A. (P)**

LPC-CUM-Data Sheet for Revision of Pensionary Awards Discharged from Service on or after: 01.01.2006 and whose PPOas per pre-06 orders has already been notified -PBOR (Army) &DSC/TA Personnel

S.No

TR.Code

CAGE-I : BASIC PARTICULARS (AS PER ORIGINAL PPOs)

Original Service Pension PPO No.

DE- PPO No. If any

A.

B.

C. Regt. Number

D. R.O. Code

E. Pensioner Name

CAGE-II : REVISED PAY DETAILS

1. Group  2. Pay Band  3. Band Pay Last Drawn  4. Grade Pay

5. M.S. Pay  6. Group Pay  7. Class Pay  8. Average Pay

9. Spouse D.O.B  10 (a) Option for Comm of Revised Pension  10 (b) If Colm 10(a) filled with 3 %age to be commuted

10 (c) If Col. 10(a) filled with 3 Date of Option

CAGE-III :PDA DETAILS (Changes if any)

11. PDO Code  12. DPDO Code  13. PDO State Code  14. Bank/Sub Treasury Code

15. BSR Code Link Bank  16. Link Bank

17. Bank Account No.

18. BSR Code Bank Br.  19. Bank Branch

20. PDA Station

**R.O.**  
RECORD OFFICE

**P.A.O.**  
AFFIX LPC SEAL HERE

**Pr.CDA (P)**  
CHECKED/APPROVED

No.

DATE

Adr/Sr.Adr. SO(A)/AAO AO/SAO

Adr/Sr.Adr. SO(A)/AAO AO/SAO



Instructions for filling of Data sheet in r/o PBOR SERVICE PENSION & DSC /TA  
Personnel for Grant of additional Pension over 80 years of age.

Field No.	Field Name	Field length	Field* Charact	Description
1.	<u>ORIGINAL PPO NO.</u> Series Prefix PPO No. PPO Year	01 08 06 04	A A N N	F/S/D to be filled.
2.	<u>Latest Corr. PPO NO.</u> Series Prefix PPO No. PPO Year	01 08 06 04	A A N N	F/S/D to be filled.
3.	R O CODE	02	N	RO Code as per code list annexure -1
4.	Rank for Pension	01	N	Rank Code as per code list annexure -3
5.	Group for Pension	01	A	Group of pensioner.
6.	Category of Pensioner	01	N	For DSC/TA personnel as per annexure
7.	Pensioner's Name	36	A	Name of Pensioner.
8.	Regimental no.	9	X	Regimental NO. Notified in the PPO mentioned Above as Original PPO.
9.	Pensioner's Date of birth	08	N	DDMMYYYY
10.	Whether Pensioner Alive	01	A	Y/N
11.	Name of spouse/family Pensioner	36	A	Name of Spouse/Family Pensioner.
12.	Date of birth of spouse/family Pensioner	08	N	DDMMYYYY
13.	PDA code	1	N	1 to 9 as per annexure-4.
14.	DPDO Code	2	N	If PDA Code is '1' as per annexure-5 Otherwise '00'.
15.	PDA State Code	2	A	As per annexure-6.
16.	Bank/Sub Treasury Code	3	A	As per annexure-7 or 'SUB' for treasury is to be filled if PDA Code is '3' and pensioner Desires to draw pension from sub treasury.
17.	Link Bank BSR CODE	7	N	The code allotted by RBI to each bank branch.
18.	LINK BANK	40	X	Address of link bank.
19.	Bank A/C NO.	25	X	Filled from left side only. If the character < 25 the right hand boxes may be kept blank.
20.	Paying BANK BSR CODE	7	N	The code allotted by RBI to each bank branch.
20.	Bank Branch/SubTreasury station	35	X	Address of bank branch/Sub Treasury.
21.	PDA STATION	25	X	DISTRICT NAME OF PDA.

**FIELD CHARACTER**

- A** = Alphabet  
**N** = Numeric  
**X** = Alpha-Numeric

**Method for preparation of Batches**

First 2 digits for ROCODE  
Next 2 digits for month  
Next 2 digits for batch no  
Next 2 digits for Year Part (Eg. 09 for 2009, 10 for 2010)

**ANNEXURE - 1****TABLE FOR RECORD OFFICES**

<b>Sl. No.</b>	<b>R.O. Codes</b>	<b>Name of Records</b>
1.	50	A P S KAMPTEE
2.	51	A C AHMEDNAGAR
3.	52	PRESIDENT BODY GUARD
4.	53	ARTILLERY NASIK
5.	54	MEG BANGALORE
6.	55	BEG KIRKEE
7.	56	BEG ROORKEE
8.	57	CORPS OF SIGNALS JABALPUR
9.	58	PUNJAB REGIMENT RAMGARH CANTT
10.	59	MADRAS REGIMENTAL CENTRE WELLINGTON
11.	60	GRENIERS JABALPUR
12.	61	MLI BELGAUM
13.	62	RRC DELHI CANTT
14.	63	RAJPUT REGIMENT FATEHGARH
15.	64	JAT REGIMENTAL CENTRE BAREILLY
16.	65	SIKH REGIMENTAL CENTRE FATEHGARH CANTT
17.	66	SIKH LIGHT INFANTRY
18.	67	DOGRA REGIMENTAL CENTRE FAIZABAD
19.	68	GARHWAL RIFLES LANSDOWNE
20.	69	KUMAON REGIMENTAL CENTRE RANIKHET
21.	70	ASSAM REGIMENTAL CENTRE SHILLONG
22.	71	BIHAR REGIMENTAL CENTRE DANAPUR CANTT
23.	72	MAHAR REGIMENT SAGAR
24.	73	ARTILLERY AD RECORDS NASIK
25.	74	MECHNISED INFANTRY RECORDS
26.	75	14 GTC SUBATHU
27.	76	58 GTC SHILLONG
28.	78	39 GTC VARANASI
29.	79	11 GRRC LUCKNOW
30.	80	ASC(SOUTH) BANGALORE
31.	81	ASC(AT) GAYA
32.	84	RVC MEERUT
33.	85	AMC LUCKNOW
34.	86	APTC
35.	87	AOC SECUNDERABAD
36.	88	EME SECUNDERABAD
37.	89	INTELLIGENCE CORE
38.	90	CMP BANGALORE
39.	91	PCTC BANGALORE
40.	93	AEC PANCHMARHI
41.	94	DSC CANNANORE
42.	95	J&K RIFLES JABALPUR
43.	96	PARA REGIMENT BANGALORE
44.	97	BRIGADE OF GUARDS
45.	98	LADAKH SCOUT
46.	99	J&K LIGHT INFANTRY

**Category Codes for DSC/TA personnel**

<b>Category</b>	<b>DESCRIPTION OF CATEGORY</b>
1	DSC personnel with no previous pension
2	Second pension cases of DSC i.e opted to draw previous service pension in addition to DSC pension without weight age.
3	Enhanced rate of DSC pension who opted to cease to draw previous service pension and refunded pension and gratuity whatever received by him from previous service.
4	TA personnel pension claims, which are given 95% of pension.
5	TA personnel pension claims of those who have served regularly in TA are given 100% of pension.
6	Second pension case of DSC pensioner where family pension is to be notified.

**RANK FOR ARMY**

<b>RANK Code</b>	<b>ARMY</b>
1	SEPOY
2	HONY-NAIK
3	NAIK
4	HONY-HAVILDAR
5	HAVILDAR
6	HONY-NB-SUBEDAR
7	NB-SUBEDAR
8	SUBEDAR
9	SUB-MAJOR
L	S-HONY-LT
G	S-HONY-CAPT
M	SM-HONY-LT
N	SM-HONY-CAPT
H	TS-NAIK
K	NB-SUBEDAR

**Note:** If a Sepoy granted 1<sup>st</sup> ACP and subsequently promoted in the rank of 'NAIK' RANK CODE will be filled as '3' and ACP Code with 'N'. and he is further granted ACP after 16 years of service then Rank will be filled with '2' and ACP code with 'A'. IF After 16 years of a sepoy get 2<sup>nd</sup> ACP and not promoted in the rank of "NAIK" Rank code will be filled with '1' & ACP code with 'B'.



**ANNEXURE - 4****PDA CODES**

<b>Pension Disbursing Agencies</b>	<b>CODE</b>
DPDO	1
POST OFFICE	2
TREASURY	3
INDIAN EMBASSY NEPAL	4
PAO	5
Director of Accounts, PANAJI, GOA	6
FINANCE SECRETARY GANGTOK	7
Indian Embassy, THIMPU	8
PUBLIC SECTOR BANK	9

**DPDO CODES**

<b>DPDO</b>	<b>CODE</b>	<b>DPDO</b>	<b>CODE</b>
CHANDIGARH	01	BANGALORE	30
RED-FORT-1	02	ERNAKULAM	31
RED-FORT-II	03	KOTTAYAM	32
BRAR SQUARE	04	TRICHUR	33
HYDERABAD	05	TRIVENDRUM	34
SECUNDERABAD	06	QUILON	35
PALAMPUR	07	AMRITSAR	36
HAMIRPUR	08	KAPURTHALA	37
DHARAMSALA	09	BATALA	38
YOL	10	LUDHIANA	39
MANDI	11	MOGA	40
SIMLA	12	JULLUNDER	41
KARNAL	13	JAGRAON	42
AMBALA	14	PATIALA	43
BHIWANI	15	BHATINDA	44
JHAJHAR	16	ROPAR	45
SONEPAT	17	HOSHIARPUR	46
GURGOAN	18	FEROZEPUR	47
ROHTAK	19	SANGRUR	48
NARNAUL	20	PATHANKOT	49
HISSAR	21	GURDASPUR	50
RIWARI	22	JAIPUR	51
JAMMU-TAWI-I (AKHNOOR ROAD)	23	MADRAS	52
JAMMU-TAWI- II	24	VELLORE	53
JAMMU-CANTT (SHASTRI NAGAR)	25	MEERUT	54
UDHAMPUR	26	KANPUR	55
SRINAGAR	27	GORAKHPUR	56
RAJOURI	28	ALLAHABAD	57
LEH	29	CALCUTTA	58
PATHANAMTHITTA	60	UNA	59
JHUNJHUNU	61	DASUYA	62

**CODES FOR STATE / UNION TERRITORIES / NEPAL**

<b>SLNO</b>	<b>STATE</b>	<b>CODE</b>
1.	ANDHRA PRADESH	AP
2.	ASSAM	AS
3.	BIHAR	BI
4.	GUJARAT	GU
5.	HARYANA	HA
6.	HIMACHAL PRADESH	HP
7.	JAMMU & KASHMIR	JK
8.	KARNATAKA	KA
9.	KERALA	KE
10.	MADHYA PRADESH	MP
11.	MAHARASHTRA	MA
12.	MANIPUR	MN
13.	MEGHALAYA	ME
14.	NAGALAND	NA
15.	NEPAL	NE
16.	ORISSA	OR
17.	PUNJAB	PB
18.	RAJASTHAN	RS
19.	SIKKIM	SK
20.	TAMIL NADU	TN
21.	TRIPURA	TR
22.	UTTAR PRADESH	UP
23.	WEST BENGAL	WB
24.	GOA, DAMAN & DIU	GD
25.	ANDAMAN & NICOBAR ISLAND	AN
26.	ARUNACHAL PRADESH	AR
27.	DADAR & NAGAR HAVELI	DN
28.	CHANDIGARH	CH
29.	DELHI	DE
30.	LAKSHADWEEP	LD
31.	MIZORAM	MZ
32.	PONDICHERY	PO
33.	CHHATTIS GARH	CG
34.	JHARKHAND	JR
35.	UTTARANCHAL	UR
36.	BHUTAN	BH

**BANK CODES**

<b>SLNO</b>	<b>NAME OF BANK</b>	<b>CODE</b>
1.	ALLAHABAD BANK	ALB
2.	BANK OF BARODA	BOB
3.	BANK OF INDIA	BOI
4.	BANK OF MAHARASHTRA	BOM
5.	CANARA BANK	CNB
6.	CENTRAL BANK OF INDIA	CBI
7.	DENA BANK	DEB
8.	INDIAN BANK	INB
9.	INDIAN OVERSEAS BANK	IOB
10.	NEW BANK OF INDIA	NBI
11.	ORIENTAL BANK OF COMMERCE	OBC
12.	PUNJAB & SIND BANK	PSB
13.	PUNJAB NATIONAL BANK	PNB
14.	STATE BANK OF BIKANER & JAIPUR	SBB
15.	STATE BANK OF HYDERABAD	SBH
16.	STATE BANK OF INDIA	SBI
17.	STATE BANK OF INDORE	SBD
18.	STATE BANK OF MYSORE	SBM
19.	STATE BANK OF PATIALA	SBP
20.	STATE BANK OF SAURASHTRA	SBS
21.	STATE BANK OF TRAVANCORE	SBT
22.	SYNDICATE BANK	SYB
23.	UNION BANK OF INDIA	UBI
24.	UNITED BANK OF INDIA	UTI
25.	UNITED COMMERCIAL BANK	UCO
26.	VIJAYA BANK	VJB
27.	CORPORATION BANK	COB
28.	ANDHRA BANK	ANB
29.	I.C.I.C.I. BANK LTD	ICI
30.	H.D.F.C. BANK LTD.	HDF
31.	I.D.B.I. BANK LTD.	IDB
32.	AXIS BANK LTD.	UTB