



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)  
OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)  
द्रौपदी घाट इलाहाबाद -211014  
DRAUPADI GHAT, ALLAHABAD- 211014

**Circular No.C-** 157

**No:G1/C/0199/Vol-I/Tech**  
**Dated: -27.10.2016.**

To,

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(All Heads of Department under Min. of Defence)

**Subject: -** Implementation of Govt. decision on the recommendations of Seventh Central Pay Commission – Revision of provisions regulating pension/gratuity/commutation of pension/family pension/disability pension/ex-gratia lump-sum compensation, etc in respect of civilians/Defence Civilians of Ministry of Defence and their families.

**Reference: -** GOI, Min of P, PG & Pensions, Deptt. of P&PW OM No.38/37/2016-P&PW (A)(i) dated, the 4<sup>th</sup> August, 2016.

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The Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. of Pension & Pensioners' Welfare in their O.M. No 38/37/2016-P&PW (A) (i) dated, the 4<sup>th</sup> August, 2016 have issued orders for implementing Govt's decision on the recommendations of Seventh CPC revising provisions of pension/family pension/gratuity with effect from 1-1-2016. With a view to implement the Govt. decision, the following procedural changes are made in regard to submission of family pension claims.

- 2.1 Consequent on application of the C.C.S. (RP) Rules, 2016 and Deptt. of P&PW OM dated 4<sup>th</sup> August, 2016 referred to above, it has been decided that all Family Pension claims shall be submitted to this office in the revised LPC Cum Data Sheets enclosed as Appendix-'G', 'H' and 'J' to this circular.
- 2.2 In case of death while in service/after retirement on or after 01-01.2016, 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.
- 2.3 For the purpose of revision of family pension and death gratuity in respect of Govt. servants who retired/ died on or after 01.01.2016 and in whose cases PPOs have been issued, Data sheet viz.- Appendix- 'J' is introduced and enclosed to this circular alongwith details instructions for filling up of the data sheet.

3. The new designed Data-sheets, viz, Appendix 'G', 'H' and 'J', will be given effect for implementation as soon as Pay under Seventh CPC is fixed and 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 30-11-2016**. It may please be noted that this is an essential requirement for expeditious notification of pension/revision of pension.
4. In this connection, sets of each data sheet alongwith instructions are forwarded herewith for transmission of the same to the lower formation/unit/HOO under your control. The unit/formation declared as H.O.O. may be instructed to use 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 your end for circulation. A copy of the instruction issued by you to your unit/formation/HOO may please be endorsed to this office.

The receipt of this communication may please be acknowledged.  
(The copy of this circular is available on the website of this office  
[www.pcdapension.nic.in](http://www.pcdapension.nic.in))



**(Dr. Upinderbir Singh)**  
**DCDA (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.



**(Dr. Upinderbir Singh)**  
**DCDA (P)**

**DATA SHEET FOR SANCTION OF FAMILY PENSION AWARDS TO DEFENCE CIVILIAN**

**PART - A Service Particulars of Deceased Govt. Servant**

1. Organisation Code        2. ORG. Group for GPF No.           3. GPF No.

4. Office/Unit Formation 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

5. Head of office Address 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

6. Name 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

      7. Nationality Code       8. Sex       9. Group

10. PPO No.                     11. Pension           12. Nature of Pension

13. Death Category       14. Industrial/Non-Industrial       15. Post Last Held 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

16. Date of Birth              17. Date of joining (Current Spell)              18. Date of Death/ Missing

19. Date of Retirement/ Superannuation              20. Weather Compensation Paid Under W.C. Act       21. Non-Qualifying Service

22. Former Service Counted Towards (Current (Spell))            23. Net-Qualifying Service

**PART - B Family Particulars**

24. Name of Payee

25. Payee Aadhar No.                  26. Payee PAN No.

27. Mobile No.                 28. E-mail ID 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	

29. Pensioner Address 

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36

30. Nationality of Payee       31. Date of Birth              32. Relation Payee       33. Medical Allowance

34. Medical Category       35. Family Pension Rule       36. Family Pension Nature       37. Whether Family Pension Payable       38. Share Family Pension

39. Whether Gty. Payable       40. Share Gratuity         41. Date restoration

42. Date F.I.R. Commencement              43. Gallantry. Award

**PART - C Pay Particulars**

44. Level In Pay Matrix         45. Pay in Matrix            46. NPA/MS Pay

47. Date of Last Pay Drawn              48. Ex- Gratia

**Amount of Demand/Refund/Interest**

49. On A/c of RDR Head             50. On A/c of other than RDR Head             51. Interest on RDR Demand             52. Interest Payable             53. Prov. F.P. Paid

**PART - D PDA DETAILS**

54. PDA Code       55. DPDO Code        56. PDA Station 

1	2	3	4	5	6	7	8	9	10	11	12
1	2	3	4	5	6	7	8	9	10	11	12

      57. PDA State Code

58. Bank/Sub Try Code         59. BSR Code of CPPC                  60. IFSC Code Paying Branch

61. Bank A/c No. 

1	2	3	4	5	6	7	8	9	10	11	12	13
1	2	3	4	5	6	7	8	9	10	11	12	

      62. Dual Family Pension (D/S)       63. Gty. Withheld (Y/N)

**PART-E (DETAILS OF DEPENDENTS)**

64(I). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(II). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(III). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(IV). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(V). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

**PART-G FOR PCDA (P) USE ONLY**

65. Letter receipt date

66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor            AAO            Sr.A.O.	Auditor            AAO            Sr.A.O.

<p><b>CDA (P)</b></p>    <p>Auditor            AAO            Sr.A.O.</p>
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\*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

**Note:-** If authority for \* and # is same, both may be signed by same authority.



**PART-E (DETAILS OF DEPENDENTS)**

64(I). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(II). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(III). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(IV). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

64(V). Name

Whether Handicapped  Relation with Ind.  Date of Birth  Aadhaar No.

**PART-G FOR PCDA (P) USE ONLY**

65. Letter receipt date

66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor            AAO            Sr.A.O.	Auditor            AAO            Sr.A.O.

**CDA (P)**

  
  
  
  
  

Auditor            AAO            Sr.A.O.

\*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

**Note:-** If authority for \* and # is same, both may be signed by same authority.

**DATA SHEET FOR REVISION OF FAMILY PENSION AWARDS IN RESPECT OF DEFENCE CIVILIAN  
POST 01-01-2016 (As per 7th CPC)**

**Personal Details**

1. Organisation Code\*        2. Original PPO No.             **F. P.**

3. Name

4. PAN No.(Payee)

5. Aadhaar No.(Payee)

6. Mobile No.(Payee)

**Revised Pay Details as Per 7th CPC**

7. Level In Pay Matrix

8. Pay in Pay Matrix

9. NPA/MS Pay

10. (10 Months Average)

11. IFSC Code

**FOR PCDA (P) USE ONLY**

12. Letter receipt date

13. CDR No.

**H.O.O.**

**\*CDA/AAO/PAO**

**CDA (P)**

Checked & Found Correct.

**Auditor**

**AAO**

**SAO**

**Auditor**

**AAO**

**SAO**

[Type text]

**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA (Appendix-‘G’ Post-2016) SHEET FOR FAMILY PENSION AWARDS TO DEFENCE CIVILIANS**

**Column 1:- (Organisation Code)**

Organisation Code will be filled with reference to the **Annexure-1** to Data Sheet.

**Column 2(ORG. GROUP for GPF-NO.)**

This column will be filled with reference to the **Annexure-2** to Data Sheet.

**Column 3(GPF-NO.)**

This column will be filled with 9 digits GPF NO. of the individual. If the GPF NO. is less than 9 characters it should be prefixed by sufficient no of zeros to make it of 9 characters.

**Column 4(Office/Unit Formation)**

This column will be filled with 36 characters office name of the individual

**Column 5(Head of office)**

This column will be filled with 50 characters Head of office of the individual.

**Column 6(Name)**

The name of the individual as recorded in the Service Book may be filled in this column. One box may be left blank between first, middle and surname etc.

**Column 7(Nationality Code)**

The nationality of the individual may be filled in as under:-

Indian -I  
Nepalese -N  
Bhutanese -B

**Column 8(SEX)**

The Sex of the individual may be filled in as under:-

Male -M  
Female -F

**Column 9 (Group)**

This Column should be filled with ‘A’ for group A officer, ‘B’ for Group B officer/staff, ‘C’ for Group C staff.

**Column 10 (PPO No.)**

This Column should be filled with the Original PPO No. of the pensioner, in cases, where the death occurs after the date of retirement.

**Column 11 (Pension)**

This Column should be filled with the amount of pension of the deceased pensioner from the original PPO/Corr. PPO (for post retiree cases.)

**Column 12 (Nature of Pension)**

This Column should be filled with as per the codes for Pen-Nature attached with the **Annexure –3 ( for the post retiree cases)**



[Type text]

**Column 13(Death Category)**

The column should be filled in as under ;

<b>Category</b>	<b>Code</b>
For ordinary F.P.	A
For F.P. under E.O.P. rules	E
For FP under liberalised Pensionary Awards in Special cases	L
For FP in r/o missing employee	M
For F.P. in cases of death after retirement	R

**Column 14 (Industrial/Non-Industrial)** following codes may be used to fill up this

column Industrial -	I
Non-Industrial-Scientist(R&D)-	N S

**Column 15 (Post Last Held)**

The Post Last Held of the individual as recorded in the Service Book. One box may be left blank between first middle and Last .

**Column 16(Date of Birth) (DDMMYYYY)**

Date of birth may be filled from Service Book. In case the verified date of birth is not available therein, the matriculation certificate may be relied upon for this information.

Example: - The Date of Birth is 5/2/2008 it will be filled in as under:-

0	5	0	2	2	0	0	8
---	---	---	---	---	---	---	---

**Column 17 (Date of Joining) (DDMMYYYY)**

Dated on which first recruitment of the individual may be filled in this column.

**Column 18 (Date of Death/missing) (DDMMYYYY)**

The date of death either before or after the date of retirement should be filled in this column. In case of missing employee the date of missing as shown in the FIR should be filled in this column.

**Column 19 (Date of retirement/superannuation) (DDMMYYYY)**

This column may be filled with date of retirement.

**Column 20 (Weather compensation paid under W.C act)**

If the deceased is governed by the W.C act 1923 and compensation was paid, then this column is to be filled in as “Y” otherwise “N”.

**Column 21 (Non-qualifying service)**

Total non- qualifying service, if any, may be filled in this column. It may be verified from the Service Book.

**Column 22 (Former service counted towards) current spell (YY MM DD)**

The period of former service, if any, to be counted towards pensionary benefits may be filled in this column

Example- If the individual has the former service of 01 year 03 month and 12 days; the same will be completed as under.

0	1	0	3	1	2
---	---	---	---	---	---

[Type text]

**Column 23 (Net- qualifying service) (YY MM DD)**

Total Net- qualifying service, may be filled in this column.

**Column 24(Name of Payee)**

The name of payee may be filled with reference to family details as per Service Book. On space may invariably be left blank between first, middle and last portions of the name.

**Column 25(Aadhaar No.)**

This column may be filled with 12 Digit Aadhaar No. of the claimant.

**Column 26(PAN No.)**

This column may be filled with PAN No. of the claimant

**Column 27(d)(Mobile No.)**

This column may be filled with **Mobile No.** of the claimant.

**Column 28(E-Mail Id.)**

This column may be filled with **E-Mail Id.** of the claimant.

**Column 29 (Pensioner Address.)**

This column may be filled with **Residential Address** of the claimant.

**Column 30(Nationality of Payee)**

The nationality of the spouse may be completed as under:

<u>Nationality</u>	<u>Code</u>
Indian	I
Nepalese	N
Bhutanese	B

**Column 31 (Date of birth of payee)**

If the officer married and spouse is alive, the date of birth of spouse may be entered in this column. The data will be filled as under:

(DDMMYYYY)

**Column 32 (Relation payee)**

This column should be filled with relation.

Relation	Code
Wife	W
Husband	H
Son	S
Daughter	D
Divorced Daughter	R
Unmarried Daughter	U
Widowed Daughter	V
Mother	M
Father	F
Brother	B
Sister	T

**Column 33 (Medical Allowance)**

This column may be filled as under.

If individual want Medical Allowance:- Y

If individual does not want Medical Allowance:- N

**Column 34 (Medical Category)**

Where FP is granted to handicapped child for life, this column should be filled with alphabetical code "H".

**Column 35 (F.P. Rule)**

The codes for this column are

- “E” For Extra ordinary F.P
- “O” For ordinary F.P.
- “L” For liberalised F.P.

**Column 36 (F.P nature)**

The filling codes for this column are

- “P” For parents pension (single parent)
- “B” For both parents alive
- “T” For transfer of F.P
- “R” For restoration of F.P
- “G” For other (General) F.P.

**Column 37 (Whether FP payable)**

This column may be filled with yes or not (Y/N).

**Column 38 (Share F.P)**

This column may be filled as numeric data e.g. if there are three shares (3) then it should be filled as

1	0	3
---	---	---

For 2/3<sup>rd</sup> Share

2	0	3
---	---	---

For single share

1	0	1
---	---	---

**Column 39 (Whether Gty payable)**

This column may be filled with yes or not (Y/N).

**Column 40 (Share gratuity)**

Same as column 38 above.

**Column 41 (Date restoration) (DDMMYYYY)**

This column is to be filled when restoration of F.P. is required.

**Column 42 (Date of F.I.R./commencement) (DDMMYYYY)**

This column is to be filled in case of missing pensioner/employee or for the continuance of F.P. In case of missing pensioners/employee the date of F.I.R. and in case of continuance of family pension the date of commencement of family pension should be filled in this column. In other cases this Column should be left blank.

**Column 43 ( Gal Award)**

These columns may be filled with reference to the codes provided for different Gallantry Awards in **Annexure-5** to the Data Sheet. In first box gallantry awards code and in second box bar code will be filled.

**Column 44 (Level In Pay Matrix)**

This column may be filled with **Level In Pay Matrix** as per **Annexure-4**.

If **Level In Pay Matrix** is less than 3 characters it should be prefixed by sufficient no of zeros to make it of 3 characters.

The same will be completed as under.

L	0	1
---	---	---

For Pay Level 13A

A	1	3
---	---	---

**Column 45 (Pay in Pay Matrix)**

Pay in Pay Matrix drawn in the Pay Level 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.

**Column 46 (NPA/MS Pay)**

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 MNS LOCAL Officers, MS PAY drawn at the time of retirement should be filled in this Column.

**Column 47 (Date of Last Pay Drawn)(DDMMYYYY)**

This Column should be filled with date of Last Pay drawn by the individual.

**Column 48 (Ex-gratia)**

This Column should be filled with amount of Ex-gratia.

**Column 49, 50 & 51 (On A/c of RDR Head, On A/c of other than RDR Head, Interest on RDR Demand)**

These columns may be filled with demands if any to be recovered from the pensionary benefits.

**Column 52** This columns may be filled with interest payable, if any.

**Column 53** This columns may be filled Provisional Family Pension paid, if any.

**Column 54 (PDA Code)**

In this column codes are given as under, may be filled for different pension disbursing agencies.

PDA	CODE
DPDO	1
Post Office	2
Treasury	3
Indian Embassy, Nepal	4
PAO	5
Directorate of Accounts, Panaji, Goa	6
Finance Secretary, Gangtok	7
Political Officer, Thimpu	8
Public Sector Banks	9

**Column 55 (DPDO Code)**

This column may be completed only if the PDO code in the column 29 is 1 i.e. the officer desires to draw his pension from DPDO. A list of codes for all the DPDOs is given in the **Annexure-6** to the Data Sheet. The appropriate code for the DPDO concerned may be ascertained and filled in this column.

**Example-** If the individual desires to draw his pension from DPDO, Gurgaon Column 30 will be filled as under

1	8
---	---

**Column 56 (PDA Station)**

PDA Station Field will be used for bank station also. The station where the paying bank branch is located may be entered in this column. If pensioner desires to draw his pension from a Sub Treasury, then it should be filled Sub Treasury name after then PDA station name. One box may be left blank between Sub Treasury name and PDA station.

For example: Sub Treasury is Meja and PDA station is Allahabad.

M	E	J	A		A	L	L	A	H	A	B	A	D
---	---	---	---	--	---	---	---	---	---	---	---	---	---

**Column 57(PDO State Code)**

The station from where the officer desires to draw his pension may be entered in this column. Alphabetic codes assigned to various states as per Annexure-7 to the Data Sheet may be used to fill up this column.

**Column 58(Bank /sub-treasury code)**

Three digital alphabetic codes assigned to various public sector banks as shown in Annexure-8 to the Data Sheet may be used to fill up this column. Abbreviation of sub treasury as SUB may filled up in this column, if the individual desires to draw his pension from a sub treasury.

**Column 59(BSR Code Link Bank/CPPC)**

The code allotted by RBI to each bank branch. (Annexure-9)

**Column 60(IFSC Code Paying Branch)**

The code allotted by RBI to each bank branch. Please also attach a cancelled cheque for verifying Bank A/c no. and IFSC code.

**Column 61(Bank account Number)**

The bank account number of the paying branch may be entered in this column.

**Example:** If the account number of the officer is SB/4502 It should be filled as under

S    B    /    4    5    0    2

**Column 62(Dual Family Pension)**

In the dual family pension case, the code 'D' should be filled in this field otherwise the code 'S' should be filled in this field. 'D' denotes for Double and 'S' for single.

**Where government employee died after retirement but before 24/09/2012, the Dual family pension will not be notified/processed through Civil pension Data Sheets. Such cases will be processed through Civil F. P. Data sheets. Where employee retired before 24/09/2012, before processing of Dual F. P. case through civil pension Data sheets it may be ensured that the individual was alive on 23/09/2012.**

**Column 63(Gratuity withheld)**

If any 'Government dues' on a/c of Government accommodation are outstanding then in this column 'Y' should be filled otherwise it should be filled with 'N'.

If 'N' is required to be filled in the revised data sheet i.e. in case Retirement/death gratuity is not to be withheld for the purpose of recovery of outstanding Government dues.

#### **Column 64 (i) to 64 (v)**

##### **Name Column**

The name of the dependant members of officer may be filled in these columns. One box may be left blank between first middle and surname etc.

##### **Whether Handicapped**

This column may be filled with "Y" if the officer is having a handicapped child otherwise it should always be filled with "N" and in no case it should be left blank.

##### **Relation with Individual**

This column may be filled as under.

RELATION	RELATIONSHIP CODE
Son	S
Daughter	D(less 25 year)
Divorced Daughter	R
Unmarried Daughter	U(above 25 year)
Widowed Daughter	V
Mother	M
Father	F
Brother	B
Sister	T

### **COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA(Appendix-'H' Post-2016) SHEET FOR CORR FOR FAMILY PENSION OF DEFENCE CIVILIANS**

**CAGE I -** Basic particulars in the column "A" (original PPO number), Column B (organisation Code) and Column C (name of pensioner) will be invariably completed in all cases while initiating a Corr claim on data sheet.

Column D (Action Code) will be filled as under ;

Original PPO to be cancelled – C

Where Original PPO is not to be cancelled this column should be left BLANK.

#### **CAGE – II amendment/revision proposed.**

The existing data sheet for family pension in respect of Defence civilians has been reproduced in cage II with suitable changes here and there. It should be kept in mind for strict compliance that only affected Column (s) in cage II will be filled while initiating a Corrigendum Claim. All other column should be left blank

**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA(Appendix-‘J’ Post-2016) SHEET FOR REVISION OF PENSIONARY AWARDS IN R/O OF FAMILY PENSION OF DEFENCE CIVILIANS POST 01-01-2016 (AS PER 7<sup>TH</sup> CPC)**

**Column 1:- (Organisation Code)**

Organisation Code will be filled with reference to the **Annexure-1** to Data Sheet.

**Column 2(Original PPO No.)**

It should be filled with original PPO No. of individual.

**Column 3(Payee Name)**

The name of the payee as recorded in the Service Book may be filled in this column. One box may be left blank between first, middle and surname etc.

**Column 4(PAN No. of payee)**

This column may be filled with PAN No. of the claimant

**Column 5(Aadhaar No. of payee)**

This column may be filled with 12 Digit Aadhaar No. of the claimant.

**Column 6(Mobile No. of payee)**

This column may be filled with **Mobile No.** of the claimant.

**Column 7 (Level In Pay Matrix)**

This column may be filled with **Level In Pay Matrix** as per **Annexure-2**.

If **Level In Pay Matrix** is less than 3 characters it should be prefixed by sufficient no of zeros to make it of 3 characters.

The same will be completed as under.

L	0	1
---	---	---

For Pay Level 13A

A	1	3
---	---	---

**Column 8 (Pay in Pay Matrix)**

Pay in Pay Matrix drawn in the Pay Level 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.

**Column 9 (NPA/MS Pay)**

**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 MNS LOCAL Officers, MS PAY drawn at the time of retirement should be filled in this Column.

**Column 10 (10 Months Average)**

**10 MONTHS AVERAGE:**

The average pay which includes sum of Pay in Pay Band, 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.

**Column 11(IFSC Code Paying Branch)**

The code allotted by RBI to each bank branch. Please also attach a cancelled cheque for verifying bank A/c No. and IFSC Code (Applied only for bank pensioner)

**Annexure-1**

org_no	org_code
01	FYS
02	AOC
03	ENG
04	AOC
05	AOC
06	MISC
07	MISC
08	MISC
09	MISC
10	NAVY
11	AF
12	GRAF
13	DAD
14	MISC
15	GRAF
16	MISC
17	MISC
18	CGO
19	MISC
20	MISC

**Annexure-3**

DEPTCODE_V	NATUREOFPENSION_V
A	COM ALLOWANCE
C	COMPULSORY
D	DISCIPLINARY
E	SUP (EXTENDED)
G	COMPENSATION
I	INVALID
K	RETIRING
L	SUP(LATE)
P	PRO RATA
Q	RETIRING
R	RETIRING
S	SUPERANNUATION
V	VOLUNTARY

**Annexure-2**

organisation	grp_code
AIR FORCE	AF
ARMY HEAD QUARTERS	AHQ
ARMY SUPPLY CORPS	ASC
COAST GUARD	CGO
DEFENCE ACCOUNTS DEPARTMENT	DAD
ELECTRICAL MECHANICAL ENG	EME
FACTORIES	FYS
GRAF	GRAF
MILITARY ENGINEERING SERVICES	MES
MISCELLANEOUS	MISC
MNS(LOCAL)	MNS
NAVY	NAVY
NCC(OFFICERS)	NCC
ORDNANCE DEPOT	AOC
PRE COMPULSORY(GPF UPTO 65999)	COMP
RESEARCH AND DEVELOPMENT	RDE
TECHNICAL DEVELOPMENT EST	TDE

**ANNEXURE A4**

Pay Level	Pay Code
1	L01
2	L02
3	L03
4	L04
5	L05
6	L06
7	L07
8	L08
9	L09
10	L10
11	L11
12	L12
13	L13
13A	A13
14	L14
15	L15
16	L16
17	L17
18	L18



**Annexure-5**

<b>gall_code</b>	<b>gall_award_name</b>
A0	Ashok Chakra
A1	Ashok Chakra with one Bar
A2	Ashok Chakra with two Bar
A3	Ashok Chakra with three Bar
G0	Sena medal for gallantry
G1	Sena medal for gallantry with One B
G2	Sena medal for gallantry with Two B
G3	Sena medal for gallantry with Three
K0	Kirti Chakra
K1	Kirti Chakra with one Bar
K2	Kirti Chakra with two Bar
K3	Kirti Chakra with three Bar
M0	Maha Vir Chakra
M1	Maha Vir Chakra with one Bar
M2	Maha Vir Chakra with two Bar
M3	Maha Vir Chakra with three Bar
P0	Param Vir Chakra
P1	Param Vir Chakra with one Bar
P2	Param Vir Chakra with two Bar
P3	Param Vir Chakra with three Bar
S0	Shaurya Chakra
S1	Shaurya Chakra with one Bar
S2	Shaurya Chakra with two Bar
S3	Shaurya Chakra with three Bar
T0	Tat Rakshak Medal
T1	President Tatrakshak Medal
V0	Vir Chakra
V1	Vir Chakra with one Bar
V2	Vir Chakra with two Bar
V3	Vir Chakra with three Bar
FS	FIRE SERVICE MEDAL

**Annexure-7**

<b>state_code</b>	<b>state_name</b>
AN	ANDAMAN & NICOBAR ISLA
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BHUTAN
BI	BIHAR
CG	CHHATTIS GARH
CH	CHANDIGARH
DE	DELHI
DN	DADAR & NAGAR HAVELI
GD	GOA, DAMAN & DIU
GU	GUJARAT
HA	HARYANA
HP	HIMACHAL PRADESH
JK	JAMMU & KASHMIR
JR	JHARKHAND
KA	KARNATAKA
KE	KERALA
LD	LANKSHADWEEP
MA	MAHARASHTRA
ME	MEGHALAYA
MN	MANIPUR
MP	MADHYA PRADESH
MZ	MIZORAM
NA	NAGALAND
NE	NEPAL
OR	ORISSA
PB	PUNJAB
PO	PONDICHERY
RS	RAJASTHAN
SK	SIKKIM
TL	TELANGANA
TN	TAMILNADU
TR	TRIPURA
UP	UTTAR PRADESH
UR	UTTARAKHAND
WB	WEST BENGAL

**Annexure-8**

bankCode	bankName
ALB	ALLAHABAD BANK
ANB	ANDHRA BANK
BOB	BANK OF BARODA
BOI	BANK OF INDIA
BOM	BANK OF MAHARASHTRA
CBI	CENTRAL BANK OF INDIA
CNB	CANARA BANK
COB	CORPORATION BANK
DEB	DENA BANK
HDF	HDFC BANK
ICI	ICICI BANK
IDB	IDBI BANK
INB	INDIAN BANK
IOB	INDIAN OVERSEAS BANK
OBC	ORIENTAL BANK OF COMMERCE
PNB	PUNJAB NATIONAL BANK
PSB	PUNJAB AND SINDH BANK
SBB	STATE BANK OF BIKANER AND JAIPUR
SBD	STATE BANK OF INDORE
SBH	STATE BANK OF HYDERABAD
SBI	STATE BANK OF INDIA
SBM	STATE BANK OF MYSORE
SBP	STATE BANK OF PATIALA
SBS	STATE BANK OF SAURASHTRA
SBT	STATE BANK OF TRAVANCORE
SYB	SYNDICATE BANK
UBI	UNION BANK OF INDIA
UCO	UNITED COMMERCIAL BANK
UTB	AXIS BANK
UTI	UNITED BANK OF INDIA
VJB	VIJAYA BANK

**Annexure-9**

LINK_BSR	bankCode	LINK_BSR	bankCode
0004464	SBI	0306380	PNB
0004465	SBI	0306381	PNB
0004466	SBI	0306382	PNB
0004467	SBI	0306383	PNB
0004468	SBI	0306384	PNB
0004469	SBI	0306385	PNB
0004470	SBI	0306386	PNB
0004471	SBI	0311690	UTI
0004472	SBI	0322345	UCO
0004473	SBI	0332440	SYB
0004475	SBI	0341400	ANB
0004476	SBI	0351119	COB
0004477	SBI	0391167	VJB
0010385	SBI	0510645	HDF
0111009	SBH	6360002	UTB
0120689	SBM		
0130772	SBP		
0150908	SBT		
0170878	SBB		
0203244	BOB		
0212424	ALB		
0223222	BOI		
0231471	BOM		
0242962	CNB		
0261721	INB		
0272409	IOB		
0283760	CBI		
0293137	UBI		
0306377	PNB		
0306378	PNB		
0306379	PNB		

### Annexure-6

dpdoCode	dpdoName
1	CHANDIGARH
10	YOL
11	MANDI
12	SIMLA
13	KARNAL
14	AMBALA
15	BHIWANI
16	JHAJHAR
17	SONEPAT
18	GURGAON
19	ROHTAK
2	RED-FORT-I
20	NARNAUL
21	HISSAR
22	REWARI
23	AKHNOOR ROAD JAMMU
25	JAMMU-CANTT(SHASTRI NAGAR)
26	UDHAMPUR
27	SRINAGAR
28	RAJOURI
29	LEH
3	RED-FORT-II
30	BANGLORE
31	ERNAKULAM
32	KOTTAYAM
33	TRICHUR
34	TRIVENDRUM
35	KOLLAM
36	AMRITSAR
37	KAPUTHALA
38	BATALA
39	LUDHIANA
4	BRAR SQUARE
40	MOGA

dpdoCode	dpdoName
51	JAIPUR
52	CHENNAI
53	VELLORE
54	MEERUT
55	KANPUR
56	GORAKHPUR
57	ALLAHABAD
58	KOLKATA
59	UNA
6	SECUNDERABAD
60	PATHANAMTHITTA
61	JHUNJHUNU
62	DASUYA
63	VISHAKHAPATNAM
64	DEHRADUN
65	SUBTRO PARK
66	KANNUR
7	PALAMPUR
8	HAMIRPUR
9	DHARAMSHALA
41	JULLUNDHER
42	JAGRAON
43	PATIALA
44	BHATINDA
45	ROPAR
46	HOSHIARPUR
47	FEROZEPUR
48	SANGRUR
49	PATHANKOT
5	HYDERABAD
50	GURDASPUR