

Government of India
Ministry of Finance
Department of Expenditure
Central Pension Accounting Office
Trikoort-II, Bhikaji Cama Place
New Delhi

CPAO/Tech/Simplification/2014-15 / 19

04.04.2014

OFFICE MEMORANDUM

Subject: Particulars to be obtained by Head of office from the retiring govt. servant eight months before the date of his retirement.

P-179 ←
P-142 ←
The Ministry of Personnel, Public Grievance and Pensions vide its notification dated 20th Feb 2014 has provided a checklist of documents to be submitted by the retiring personnel along with form 5 (under Rule 59(1)(c) & 61(1) of CCS(Pension)Rules) by adding "Undertaking for refunding any excess payment made by pension disbursing bank".

Earlier this undertaking was required to be submitted by the pensioners to their opted bank at the time of first time identification before the commencement of pension. Henceforth this undertaking has become an integral part of the Pension Payment order booklet.

141 ←
All Pr CCAs/CCAs/CAs/A.Gs and designated authorities in the case of AIS officers with independent charge are requested to issue instructions in this regard to all concerned and forward the PPOs to CPAO along with this undertaking without fail in the Proforma enclosed/Annexure-XI to the Scheme for Payment of Pension for onward transmission to the CPPC of the bank. It may be ensured that no fresh PPO is sent to CPAO without this undertaking in future.


(Suman Bala)
Chief Controller (Pensions)

To

All Pr. CCAs/CCAs/CAs with independent charge
(As per the list)

177

FORM 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
(i)
(ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
(a) BSR code of the branch
(b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government -
9. I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Designation:

Place :

Ministry/Department/Office:

Mobile No.:

Date :

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government

servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted along with Form 5

| S.No. | Description of documents to be enclosed | Whether enclosed |
|--------|--|------------------|
| 1. (a) | Two specimen signatures (to be furnished in a separate sheet) | |
| (b) | Additional information (Only in case of an illiterate or disabled Government servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant. | |
| 2. | Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office) | |
| 3. | Details of the family in Form 3. | |
| 4. | Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972 | |
| 5. | Written statement for counting of period of service under rule 59(1) (a), if any | |
| 6. | Undertaking for refunding any excess payment made by the pension disbursing Bank | |
| 7. | Nomination for gratuity, CGEGIS and GPF in Common Nomination Form | |
| 8. | Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form | |

178