

**Speed post**

No.55/12/2016-P&PW(C)  
Government of India  
Ministry of Personnel PG & Pension  
Department of Pension & Pensioners Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110 003  
Dated: 10 May, 2016

To,  
President / Secretary  
Pensioners Associations as per list attached

Subject: Web-based 'Pensioners' Portal', a Mission Mode Project under the National e-Governance Plan (NeGP) -Activities undertaken during 2015-2016 - Formulation of Annual work Plan 2016-17 - Release of Grants-in-aid for 2016-17

Sir,

As you are already aware that this Department would be considering the proposal for release of Grant-in-Aid for the financial year 2016-17 to various identified Pensioners' Associations under the Scheme of Pensioners' Portal for the financial year 2016-17. For this, it is necessary that the Pensioners' Associations submit a brief on the activities undertaken in the last financial year and also to formulate a Work Plan for the current financial year. While formulating the Action Plan it also needs to be ensured that activities under SANKALP are also included in the Work Plan.

2. You are therefore requested to furnish the following information/documents :

- i) Activities undertaken during 2015-2016 with reference to Annual Action Plan 2015-2016 submitted by you in the enclosed proforma
- ii) Utilization certificate (proforma enclosed) and audited statement of accounts for the Grant-in-aid released during 2015-16.
- iii) Annual work plan for the year 2016-17. While undertaking this exercise, you may include activities which may contribute to overall welfare of the pensioners.
- iv) The Work Plan/activities undertaken under "SANKALP" in pursuance of this Department's letter No.4/36/2013-P&PW(C) dated 17.09.2014(copy enclosed)
- v) The number of Pensioners Grievances registered online on CEPENGRAMS by the Pensioners Association and present status of these Grievances.
- vi) Total membership of the Association as on 01.04.2016 and no. of members added/deleted during 2015-16 and the present status.
- vii) Filled in proforma for furnishing Association Details(copy enclosed)

3. In addition to above, the Pensioners' Association are also required to submit quarterly progress report in this regard to the department of Pension & Pensioners' Welfare for perusal.

4. In view of the above, all the identified Pensioners' Associations are requested to submit the above stated information alongwith requisite documents latest by 30<sup>th</sup> May, 2016 positively so as to enable for this Department to release the Grant-in-Aid for the financial year 2016-17 well in time.

Encls: as above

Yours faithfully,

*ms*  
8/5/2016  
(Seema Gupta)

Dy. Secretary (PW)

Telefax: 24624804

E-mail: [seema.gupta75@gov.in](mailto:seema.gupta75@gov.in)

**PROFORMA FOR FURNISHING ASSOCIATION/ AGENCY DETAILS**

Association/Agency Details	
1	Association Name (as per bank account)
2	Act/Registration No.
3	Date of Registration (DD/MM/YYYY)
4	Registering Authority
5	State of Registration
6	TIN Number*
7	TAN Number*
8	PAN Number*
9	Address
10	City
11	State
12	District
13	PIN Code
14	Contact Person
	Phone Number
	Mobile Number
15	Alternate Contact Person
	Phone Number
	Mobile Number
16	E-mail ID of the Association
17	Bank Branch Name & Address, Bank Code of the Association
18	Bank Account Number of Association
19	IFSC Code of Bank

\* TIN/TAN/PAN – Number of one of these is compulsory. If none of these is available, Grant cannot be released

(Signature of Authorized Signatory along with rubber stamp of Pensioners Association)

Date:

(This duly filled in Proforma may be sent to Mr. Prem Kumar, Sr. Consultant, D/o Pension & Pensioners Welfare, Pensioners Portal Cell, 3<sup>rd</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003)

GFR 19 - A  
(See Rule 212 (1))

Form of Utilization Certificate

Sl. No.	Letter No. and date	Amount
1.		
2.		
3.		

Certified that out of Rs. \_\_\_\_\_/- of Grants-in-Aid sanctioned during the year 2015-16 in favour of \_\_\_\_\_ (name of Association) vide this Department's Letter No. given in the margin and Rs. \_\_\_\_\_/- on account of unspent balance of the previous year aggregating Rs.75000/- a sum of Rs. \_\_\_\_\_/- has been utilized (during \_\_\_\_\_) for the purpose of Pensioners' Portal for which it was sanctioned and that the balance of Rs. \_\_\_\_\_/- remaining unutilized at the end of the year 2015-16 will be adjusted towards the Grants-in-Aid payable during the next year 2016-17.

2. Certificate that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kind of checks exercised

1. Audited Accounts and guidelines prescribed by the Department of Pension & Pensioners' Welfare

Date \_\_\_\_\_

Place \_\_\_\_\_

(Sig. of authorized signatory)

Name \_\_\_\_\_

(Rubber stamp of the Association)

**Department of Pension & Pensioner Welfare**

**Proforma for furnishing the achievements with reference to Annual Action Plan 2015-2016**

**Name of the Association:**

<b>S.No.</b>	<b>Activities planned for 2015-2016</b>	<b>Activities undertaken with details and photograph wherever available.</b>

**Signature of authorized signatory**