



सां/No. : 5-1(49)/2008-PD

दिनांक/Dated: 08.03.2021

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

महोदय/Sir / महोदया/Madam,

मुझे भारत सरकार द्वारा जारी किए गए निम्नलिखित कार्यालय ज्ञापन को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है:

I am directed to forward herewith the following Office Memorandum issued by the Government of India for your information, guidance and compliance:

क्रम सं. Sl. No.	कार्यालय ज्ञापन सं/. Office Memorandum No.	विषय/ Subject
1.	भारत सरकार, कर्मिक और लोक शिकायत मंत्रालय, पेंशन और पेंशनभोगी कल्याण विभाग का कार्यालय ज्ञापन सं० 12(19)/2020-P&PW(H)-6569 दिनांक 18.02.2021 Government of India, Ministry of Personnel & Public Grievance, Department of Pension and Pensioners' Welfare OM No. 12(19)/2020-P&PW(H)-6569 Dated 18.02.2021	Process to be adopted for settlement of pension dues where a retiree expires prior to filing Pension papers.

भवदीय/Yours faithfully

(बी. के. सिंह / B. K. Singh)

वरिष्ठ उप सचिव (नीति प्रभाग) /Sr. DS (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- आई.टी. प्रभाग प्रमुख वेबसाइट और पॉलिसी रिपॉजिटरी पर इस परिपत्र को उपलब्ध कराने के अनुरोध के साथ/
Head, IT Division with the request to make this circular letter available on the website & Policy Repository.
- कार्यालय प्रति/Office copy.

No. 12(19)/2020-P&PW(H)-6569
Government of India
Ministry of Personnel & Public Grievance
Department of Pension and pensioners' Welfare

8th Floor, Janpath Bhavan,
Janpath, New Delhi,
Dated: 18th February, 2021

OFFICE MEMORANDUM

Subject: – Process to be adopted for settlement of pension dues where a retiree expires prior to filing Pension papers.

The undersigned is directed to say that Rule 59 of the Central Civil Services (Pension) Rule, 1972 provides for a definite timeline for preparatory work for processing of pension case of a retiring Government servant. The Rule inter alia provides for submission of pension papers by the retiring Government servant six months before the date of superannuation. Instances have, however, been brought to the notice of this Department where a Government servant died after retirement without having submitted the pension papers. As a result of this, the PPO could not be issued to the Government servant after his retirement. This also makes it difficult to sanction family pension to the eligible member of the family of the deceased retired Government. It is, therefore, again emphasized that the timeline for submission and processing of pension papers may be strictly adhered to avoid such situations.

2. The claim of a Government servant for pension accrues as soon as he retires from Government service. Similarly, the claim of the family for family pension accrues on death of a Government servant during service or after retirement. In order to avoid any hardship to the family of a retired Government servant, who dies without submitting the pension papers, it has been decided, in consultation with the office of Controller General of Accounts, that the following procedure may be adopted for processing of the case for sanction of pension in respect of the deceased retired Government servant and for sanction of family pension to his/her family:-

- i. The spouse of the deceased retired Government servant or, in the absence of the spouse, a member of his/her family eligible for family pension, may submit the claim in Form 14 (Application for family pension on death of a Government servant/pensioner/family pensioner) along with Form 3 (Details of family), to the Head of Office.
- ii. The Head of Office shall process the case in Form 7 (Form for assessing pension, family pension and gratuity) and send Form 7, Form 3, Form 14, Form 20 (Sanction for family pension on death of a pensioner/family pensioner) and a forwarding letter in Form 8 to the PAO for authorization of pension and family pension in respect of the deceased retired Government servant.
- iii. The PAO shall authorize the pension (in respect of the deceased retired Government servant) and family pension to the spouse/eligible family member.

Only one PPO shall be issued by the PAO authorizing pension and family pension in Part-II of the PPO. Part-III of the PPO, which is applicable on death of a Government servant while in service, would not be relevant in such cases.

- iv. The payment of arrears of pension for the period from the date following the date of retirement upto the date of death shall be made by the PAO to the family pensioner.
 - v. The PPO shall, thereafter, be sent to the Pension Disbursing Authority, through the Central Pension Accounting Office (CPAO), for payment of family pension.
3. While forwarding the pension papers to the PAO, the Head of Office shall make an indication in the Check List of Form 7 to the effect that the case pertains to a retired Government servant, who died without submitting the pension papers.
4. The Administrative Divisions of all Ministries/Department, their attached/subordinate offices and Pay & Accounts Offices are requested to bring these instructions to the notice of all concerned for compliance.

Rajesh Kumar
(Rajesh Kumar)

Under Secretary to the Government of India

To,

1. All Ministries/Departments of Govt. of India
2. Office of CGA: with reference to comments submitted by them in F.No.12(19)/2020-P&PW(C)-6569
3. US (Bhavishya)
4. NIC: to upload in the website of this Department and incorporate the change in Bhavishya module.