



Council of Scientific & Industrial Research
Anusandhan Bhavan, 2- Rafi Marg, New Delhi - 110 001
Phone: 011-23710500, FAX :011-23711321

No.34-1(11)/CSIR/Pen/2011-12

Dated October 24, 2011

From:

The Financial Adviser
Council of Scientific & Industrial Research

To

All the Controller of Finance & Accounts /
Finance & Accounts Officer of the National Lab/Instt.,

Sub: Creation of Data Bank of CSIR Pensioners/Family Pensioners

Sir/Madam,

As you may be aware that Central Pension Accounting Office (CPAO), Trikoot-II, Bhikaji Cama Place, New Delhi, Department of Expenditure, Ministry of Finance, Government of India has issued a Notification (copy enclosed) in leading national dailies requesting to furnish the information like Name of the Pensioner, Date of Birth for self, spouse and other family memebtrs, PPO Number, Name of the Bank & Paying Branch, Postal Address of Branch, Account Number etc., by a stipulated date. A specific proforma was prescribed to submit the said information.

In view of the above, the competent authority in CSIR has decided to create a Data Bank of all CSIR Pensioners/Family Pensioners with full details. All the Pension Sanctioning Authorities (COFA/FAO's) are requested to obtain the information from the respective pensioners/family pensioners in the enclosed prescribed proforma and forward a copy along with soft copy of the same to Pension Disbursing Office as well as to CSIR Hqtrs., on or before 15th November, 2011.

Yours faithfully,

(C.S.Malik)

Sr.Dy.Financial Adviser

Encl: 2 (Two Proforma)

NOTIFICATION

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

ATTENTION: Central Civil Pensioners/Family Pensioners regarding 6th Central Pay Commission

Revision of pension/family pension of Pre-2006 Pensioners/Family Pensioners is being implemented in terms of Govt. of India O.M. No. F. No. 38/37/08-P&PW (A) dt. 01.09.2008 and No. 38/37/08-P&PW (A) Pt-1 dt. 14.10.2008. In order to facilitate the above, pensioners/family pensioners in receipt of pension/family pension through Pension Payment Order (PPOs) issued by Central Pension Accounting Office (CPAO) are requested to provide the following information to the Head of the Deptt./Office from where the Govt. servant retired as soon as possible. It is urged that the information be provided within one month from the date of issue of Notification.

To

Head of Department or Head of Office, Ministry ofGovt. of India Sub-Revision of Pension/ Family Pension in terms of the recommendation of 6th CPC

1. Name of the Pensioner :
2. Date of Birth :
3. Date of Retirement of the Central Civil Pensioner :
4. Date of Death of the Pensioner (if application is by family pensioner) :
5. PPO Number :
6. Name of the Bank & Branch :
7. Postal Address of Branch (with Pin Code) :
8. Account Number :
9. Present Address (with Pin Code) :
10. Phone Number & E-mail ID of Pensioner/Family Pensioner :
11. Details of spouse who is co-authorised in PPO or family pensioner drawing family pension, (Proof of Date of Birth must be enclosed)

(a) Name of spouse / family pensioner :

(b) Date of Birth (proof to be enclosed) :

(c) Name of documents enclosed as proof :

Date :
Place : (Signature)

- Note:
1. All pensioners are advised to submit the above information to the Head of the Deptt./Office from where the Govt. employee retired.
 2. Attested photocopy of any one of the following documents in support of date of birth of the spouse/eligible family member may be submitted:
 - i. PAN Card
 - ii. Matriculation Certificate (containing the information regarding Date of Birth).
 - iii. Passport.
 - iv. CGHS Card.
 - v. Driving License (if it contains Date of Birth).
 - vi. Voter's ID Card may also be accepted as proof of Date of Birth subject to following conditions:-
 - a. The pensioner/family pensioner certifies that he is not a matriculate.
 - b. The pensioner certifies that he/she does not have any of the documents mentioned from i to v.
 - vii. In case pensioner/family pensioner is unable to submit any of the documents mentioned above (i) to (vi) but claims additional pension based on some other documentary evidence such cases will be submitted to the administrative ministry whose decision in this regard will be final. (DPPW Order No. 38/37/08-P&PW(A) dated 21-05-2009, 11-08-2009 & 28-09-2010 may be referred to).
 3. **The above information will help to expedite the case. In the absence of the above Information/Application, the process of revision of pension/family pension may be delayed and the case revised as per the records available with Head of the Deptt./Head of Office.**
 4. In case their documents have already been provided to the bank from where pension is being disbursed, mention may be made of the fact.
 5. **In case pensioner/family pensioner is not aware of the office where the information is to be provided, it may be sent to Sr. Accounts Officer, Special Cell, CPAO, Trikoort-II, R.K. Puram, New Delhi.**

Chief Controller (Pensions)

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)
2- RAFI MARG, ANUSANDHAN BHAWAN,
NEW DELHI-110 001.

NAME OF THE LABORATORY: _____

PENSIONER's BASIC DETAILS

1. a) Name of the Lab Wherefrom (Retired/
Superannuated)
b) Pension Disbursing Lab/Bank :
c) Co-ordinating Lab (in case of drawing through bank :
2. Name of the Pensioner :
3. Pension Payment Order No. :
4. Date of Birth :
5. Date of Appointment :
6. Date of Retirement :
7. Last Pay Drawn : Rs.
8. Last Pay Scale (at the time of retire- : Rs.
ment/Superannuation
9. Corresponding Scale of Pay/ Pay : Rs.
Band in 6th CPC
10. Grade Pay : Rs.
11. Net Qualifying Service : Year Month Days [Total SMP: _____]
12. Revised Basic Pension under 6th CPC : Rs.
13. Commuted Part of Pension ## : Rs.
14. Date of Commutation :Rs.
15. Date of Restoration ## :Rs.
16. Revised Residuary Pension : Rs.
17. Disbursing Authority in case of Bank : CSIR Lab / Bank
(Please tick the relevant)
18. In case of Bank please give : SBI A/c No. _____
19. Branch Code No. / MICR Code No. : _____ IFSC Code No. _____
20. Present Address (with Pin Code) : _____

21. Telephone/Mobile Number & :
Email ID of the Pensioner

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH (CSIR)
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NAME OF THE LABORATORY: _____

FAMILY PENSIONER'S BASIC DETAILS:

Name of the Lab (Retired) _____

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1. Name of the Family Pensioner : _____
 2. Pension Payment Order No. : _____
 3. Date of Birth : _____
 4. Date of Retirement of the Pensioner : _____
 5. Date of Death of the Pensioner : _____
 6. Last Pay Drawn : Rs. _____
 7. Last Pay Scale (at the time of retirement /Superannuation/ death) : Rs. _____
 8. Corresponding Scale of Pay/ Pay Band in 6th CPC : Rs. _____
 9. Grade Pay : Rs. _____
 10. Family Pension Enhanced rate : Rs. _____ Up to _____
Normal rate : Rs. _____ From _____
 11. Disbursing Authority : CSIR Lab / Bank.
(Please tick the relevant)
 12. SBI Account No. : _____ : Branch _____
 13. Branch Code No. & MICR Code No. : _____
 14. IFSC Code No. : _____
 15. Present Address of the Family Pensioner : _____

 16. Telephone/Mobile Number & Email ID : _____

Please attach a copy of PAN Card, Matriculation Certificate, Passport, CGHS Card, Driving License, etc.