

No. 1/20/2011-P&PW (E)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated: 28<sup>th</sup> January, 2013

**OFFICE MEMORANDUM**

**Sub: Revision of PPO of pre-2006 pensioners/family pensioners – (i) even if age/date of birth of spouse is not available, (ii) model advertisement for use by Ministries/Departments – regarding.**

The undersigned is directed to refer to this Department's OM of even number, dated 16.12.2011, 2.11.2012 and 14.11.2012 and OM No. 1/23/2012-P&PW(E), dated 13.09.2012 and 27.09.2012 on an extremely important issue, i.e. revision of the Pension Payment Order (PPOs) of pensioners/family pensioners who retired/died before 2006. The revision has to be done on priority because the pensioners are suffering harassment due to non-revision of their PPOs.

2. A number of initiatives were taken in the last quarter of 2012 such as allowing change in date of birth of spouse, use of certain documents for revision of PPOs, inclusion of present postal address and mobile and telephone number in the life certificate and use of e-scroll for extracting information from banks' database. In order to further streamline the process, it has been decided to allow revision of PPOs even in those cases where date of birth/age of spouse is not given in the PPO or this information is not available in the office records. Such PPOs may be revised again when age/date of birth becomes available. It has also decided that only live cases in which pension/family pension is being disbursed will be included in the pendency statement of the Central Pension Accounting Office (CPAO) and for this purpose e-scroll alone will be relied upon by the CPAO.

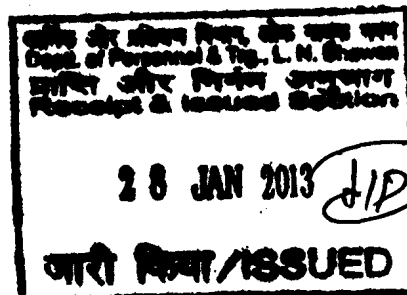
3. A copy of the advertisement previously circulated to all Ministries/Departments vide this Department's OM of even number, dated 16.12.2011 for use by them for eliciting information from pensioners/family pensioners is enclosed. It is requested that the advertisement may be posted on the website and if desired get it published in the leading News Papers.

O/K

*Sujasha Choudhury*  
(Sujasha Choudhury)  
Deputy Secretary

All Ministries/Departments of the Govt. of India.

Copy to CPAO, Trikoot-II, Bhikaji Kama Place, New Delhi-66. (not in original)  
(The Chief Controller (Pensions) may take a meeting with the banks. The deliberations of this meeting may be put up to the Secretary (Pension) for taking a decision regarding holding a meeting with the banks.)



*Sujasha Choudhury*  
(Sujasha Choudhury)  
Deputy Secretary

No.1/20/2011-P&PW(E)  
Government of India  
Ministry of Personnel, Public Grievances & Pension  
Department of Pension & Pensioners' Welfare

Lok Nayak Bhavan, Khan Market,  
New Delhi, the 16<sup>th</sup> December, 2011.

**Office Memorandum**

Sub: Revision of PPOs of pre-2006 family pensioners - meeting chaired by Secretary (Pension) on 3/11/11 - a model advertisement - regarding.

The undersigned is directed to refer to this Department's O.M. of even number, dated 15<sup>th</sup> November and 22<sup>nd</sup> November, 2011 circulating the minutes of the meeting concerning revision of Pension Payment Orders (PPOs) in respect of pre-2006 Pensioners, which was chaired by Secretary (Pension) on 3/11/11. It was decided, vide para 9 of the minutes, that the Department of Pension and PW would bring out a model advertisement spelling out the utility of the revision of PPO to the individual pensioner/family pensioner, which may be used by administrative Ministries/ Departments for eliciting responses from the pensioners/family pensioners belonging to them. It was also agreed that the advertisement shall also be posted on the web-site of respective Ministry/Department.

2. In pursuance of the minutes as indicated above, a copy each of Hindi and English versions of the model advertisement is enclosed. It is requested that the administrative Ministries/ Departments may consider publishing the advertisement in the leading newspapers in English and Indian languages so that maximum number of pensioners/family pensioners come to know about the benefits of getting their PPOs revised. It may also be ensured that the text of the advertisement is posted on the web-site of the Ministry/Department concerned.

*K.K. Mittal*  
(K.K. Mittal) 16/12/2011  
Director  
Ph: 24624752

Ministries/Departments of the Government of India as per list enclosed

व्यक्ति विभाग Personnel & Trg. विभाग अनुभाग Account & Issue Section
22 DEC 2011
जारी किया/ISSUED
हस्ताक्षर/Sig.

**Model advertisement**

No.....  
Government of India/  
Government of the UT of .....  
Ministry of .....  
Department of .....

**ATTENTION: Pensioners/Family Pensioners of Ministry/Department of .....**

Pension/family pension of Pre-2006 Pensioners/Family Pensioners has already been revised and arrears have been paid in 2008 and 2009 as per the recommendations of the 6<sup>th</sup> Central Pay Commission. It is noticed that in some cases, fresh pension papers indicating revised amount of pension/family pension have not reached the pensioner/family pensioner so far, despite the efforts being made by the authorities concerned in the Government.

2. Attention is invited that it is in their interest that such pensioners/family pensioners get the revised pension papers issued as the revised papers will ensure that a) there is no error in the pension revised by the Bank, b) they get the additional pension/family pension on attaining the age of 80/85/90/95/100 years of age on time, c) whenever pension is revised again in future, they do not face any problem in calculating the revised amount and d) after the death of the pensioner, the eligible family pensioner, including unmarried/divorced/widowed daughters, if any, in their family start getting family pension without any delay or harassment. In order to facilitate the above, such pre-2006 pensioners/family pensioners who have not got their revised pension papers (PPO) issued are requested to provide the following information to the ..... as soon as possible.

To

The Head of Office,  
Ministry/Department/Office of .....  
Government of India

(In case a pensioner/family pensioner is not aware of the above, it may be sent to Sr. Accounts Officer, Special Cell, CPAO, Trikoot-II, R.K. Puram, New Delhi.)

**Subject:- Revision of pension papers (PPO) for pre-2006 Pensioners/Family Pensioners**

1. Name of the Pensioner : .....
2. Date of Birth : .....
3. Date of Retirement : .....
4. Date of Death of the Pensioner  
(if application is by family pensioner) : .....
5. Scale of pay at the time of retirement/death : .....
6. PPO Number : .....
7. Present Address  
(with Pin Code) : .....
8. Phone Number & E-mail ID of  
Pensioner/Family Pensioner : .....
9. Name of the Bank & Branch : .....
10. Postal Address of Branch (with Pin Code) : .....

11. Account Number : .....

12. Details of office where the employee/pensioner last served

13. Details of spouse who is co-authorised in PPO or any other family pensioner (A copy of relevant page of PPO as a proof of Date of Birth must be enclosed. Otherwise, please see Note below)

- (a) Name of spouse/family pensioner : .....
- (b) Date of Birth (proof to be enclosed) : .....
- (c) Name of documents enclosed as proof : .....

14. Name and date of birth of other family members, not provided already and if the pensioner/spouse wants to provide to the HOO/HOD may also be added below)

Date : .....  
Place : .....

(Signature of Pensioner/family pensioner)

**Note:** In case copy of PPO is not available or date of birth of the spouse or any other family pensioner is not given therein, attested photocopy of any one of the following documents in support of date of birth of the spouse/eligible family member may be submitted:

- a. PAN Card
- b. Matriculation Certificate (containing the information regarding Date of Birth).
- c. Passport
- d. CGHS Card
- e. Driving License (if it contains Date of Birth)
- f. Voter's ID Card/Aadhar Number may also be accepted as proof of Date of Birth subject to condition that the pensioner/family pensioner certifies that he/she is not a matriculate and he/she does not have any of the documents mentioned from (a) to (e) above.

( )  
US/DS/Director etc.