



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पें) द्रौपदी घाट, इलाहाबाद - 211014  
O/o The Principal Controller of Defence Accounts (Pension), Draupadighat, Allahabad - 211014.

IMPORTANT CIRCULAR

Regd

No. G-I / Civil / Imp. Circular/XV  
Dated: 24-10-2013

To,

The Director General  
Coast Guard HQs  
National Stadium Complex  
Purana Quila Road  
(Opp. Patiala House Court)  
New Delhi - 01

**Subject: - Major Shortcomings in forwarding / processing of Pension Claims**

During processing of pension claims in this office, it has been experienced that claims are being submitted by various units / formations in very casual manner. Generally the claims are found incomplete and documents required in support of the information furnished in Data sheet are not found enclosed with the claims. Many times it has been noticed that the information furnished in LPC cum data sheet does not tally with the supporting documents. It may please be ensured that the page-5 of IAFA-356 i.e. HOO's remarks are invariably completed and signed with rubber stamp. This results in returning of claims and delay in finalisation of pension to the pensioner. Further, it is also noticed that supporting documents are not submitted in the same order as mentioned in data sheet. This makes difficult for the task holder to go through the papers submitted along with the claim.

The matter has been examined in this office and in order to maintain the uniformity in submission of pension claims and speedy settlement of pension claims, a list of documents in chronological order, in support of information furnished in Data sheet, is attached as Annexure "A" to this circular. Further, major shortcomings noticed by this office during processing of pension claims is also enclosed as per Annexure "B" to this circular to avoid frequent return of claims.

All the HOOs/Head of the formations/units are therefore requested to go through the contents of this circular and necessary instruction may be issued to dealing staff / officers to ensure submission of pension claims accordingly to enable this office to notify PPOs in time.

Group Officer (P)

Annexure – "A"

SEQUENCE OF SUPPORTING DOCUMENTS ACCORDING TO DATA SHEET

1. Forwarding memo of claim showing list of documents attached with the claim.
2. Data sheet completely and correctly filled and signed with rubber stamp of HOO. This should also be verified by pay audit authority/
3. Attested copy of CCO-9/ Fund statement.
4. IAFA – 356 completed in all respect and with the remarks of HOO on page/5 duly signed and affix of rubber stamp of HOO.
5. Pt. II order notifying the retirement.
6. EOL statement duly verified by the competent authority.
7. Medical option form duly marked the option and countersigned by the competent authority.
8. Calculation sheet duly verified by the pay audit authority.
9. No demand certificate.
10. Certificate that there is no judicial/no departmental proceeding is pending against the individual.
11. Commutation application duly signed by the pensioner and counter signed by the competent authority.
12. Family details.
13. Bank detail duly signed by the bank authorities.
14. No demand certificate for government accommodation, in support of col. 62 of data sheet.
15. Photograph/joint photograph, duly attested.
16. Specimen signatures of the claimant and spouse.
17. Descriptive roll of claimant and spouse
18. Nomination for DCRG and family pension.
19. Audit report regarding verification of service
20. Other documents required in support of claim as already circulated from time to time.

MAJOR SHORT COMING NOTICED DURING AUDIT AND GUIDELINES FOR SUBMISSION OF PENSION CLAIMS

- 1- Claims are not submitted on proper form (appendix) of data sheet. For cases after 1/1/2006 please submit the claim on Appendix – “E” of either 63 col. or 61 col. For cases belongs to Vth CPC it should be on Appendix –“A” of 81 col.
- 2- Information furnished in data sheet not tallied with supporting documents. All entries in data sheet should be same as mentioned in connected documents.
- 3- Data sheet must be verified by concern auditing authority.
- 4- DATA SHEET and remarks of HOO on page-5 of IAFA-356 must be signed with rubber stamp of HOO.
- 5- Calculation sheet should be verified by the audit authorities.
- 6- It is also noticed that average pay has not been calculated correctly. **Pay for EOL periods during last 10 months also found accounted in calculation.** It must be calculated for those last 10 months/300days for which the individual has actually received the payment.
- 7- Please enclose the certificate that there is no judicial/departmental proceeding is pending against the individual.
- 8- Incomplete Commutation application has been found enclosed with the claim. All parts ( I, II and III) are required to be submitted.
- 9- **Date of commutation application should be after the date of retirement in case of VRS and not before the date of retirement.**
- 10- In case former service has been counted for pension purpose, copy of audit report, for counting of former service, issued by this office has not been found enclosed with the claim.
- 11- Medical option form has not been filled correctly. It should be clearly mentioned in medical option form, whether individual opts for medical facility or medical allowance and col. No.20 of DATA SHEET should be filled up accordingly. Medical option certificate must be counter signed by the HOO.
- 12- **Please enclose copy of CCO-9/GPF statement in support of GPF no. mentioned in LPC cum DATA SHEET to avoid duplicity of claim.**
- 13- Complete Address of HOO should be filled up (with pin code of the city) in col.5 Of LPC cum DATA SHEET.
- 14- **If the individual is not occupying the Govt. accommodation and 10% gratuity is not required to be withheld, Please submit the claim on data sheet of 63 columns. Please also attach the NO DEMAND CERTIFICATE on account of GOVT.ACCOMODATION issued by the HOO.**
- 15- If the claimant has died before submitting the pension paper; the bank detail may be submitted in the name of the claimant only, not in the name of nominee. Generally it is submitted in the name of nominee.
- 16- In case of plural marriage or death /divorce/any dispute about the marital status col. 41 and 42 are not filled correctly. Please fill ‘Y’ in the col.41 & ‘T’ in col. 42.

- 17- In remarriage case, present status of the children of first wife/husband has not been intimated. This is important information for processing the claim.
- 18- If individual is on EOL during the last month of retirement, the Last Pay Drawn should be the date for which he has actually drawn the payment and not the Date of Retirement.
- 19- While resubmitting the claims by the units/organisations, para wise reply/clarification of our observations has not been furnished. They generally replied that observations have been complied but the same has not been found complied in the most of the cases.
- 20- Spelling of pensioner's name has been found different in Data Sheet, IAFA-356 and bank details. This should be identical in all places.
- 21- Pension commuted has been found written in data sheet as fraction of pension such as 2/5 or 1/3. It should be written in % age of pension such as 40% or 33%.