



कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)  
OFFICE OF THE PR. CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)  
द्रौपदी घाट इलाहाबाद -211014  
DRAUPADI GHAT, ALLAHABAD- 211014

Circular No - 132

No. G1/C/0176/ Vol-XVII/Tech  
O/o the PCDA (P), Allahabad  
Dated: 27/01/2015

To,


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(All Head of Department under Min. of Defence)

**Sub:** -Simplification of pension procedure- submission of undertaking by the retiring Government Servant along with pension papers-reg.

Of late, it is found that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on the part of the pensioner in approaching the bank for submission of undertaking to refund or make good any amount to which pensioner is not entitled. Now reference is invited to Govt. of India, Min of PPG & P, Deptt of P&PW OM No. 1/27/2011-P&PW (E), dt.7<sup>th</sup> May, 2014 (copy enclosed), in which it has been decided that the required undertaking may be obtained by the Head of Office from retiring Government servant along with the Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing authority along with Pension Payment Order by the Head of Office following the usual procedure. The PDA/Bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

2. In line with the procedure outlined in aforesaid Para as per Govt. OM dt. 7<sup>th</sup> May' 2014, you are requested to issue suitable instructions (along with copy of this circular) to all the Head of Offices under your administrative control to ensure obtaining the undertaking of recovery of overpayment from the retiring government servant along with other documents and forwarding thereof to PDA/Bank along with original PPO for payment of pension.

  
(C.B. Yadav )  
ACDA (P)

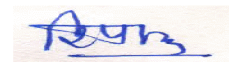
No: No. G1/C/0176/ Vol-XVII/Tech

Dated: 27/01/2015

**Enclosure:** - As above

**Copy to:-**

1. The CGDA, West Block-V, R.K. Puram, New Delhi-66
2. All Pr. CDA/CDA/C of F&A (Fys)/CDA ( Funds )
3. All G. M. Fys
4. All CE/Nodal CE of various commands



( S. P. Pandey )  
Sr. Accounts Officer (P)

No. 1/27/2011-P&PW (E)  
Government of India  
Ministry of Personnel, P.G. & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi,  
the 7<sup>th</sup> May, 2014

Office Memorandum

Sub: Simplification of pension procedure – submission of undertaking by retiring Government servant along with pension papers - reg.

'The Scheme for Payment of pensions to Central Government Civil Pensioners through Authorised Banks', issued by the Central Pension Accounting Office provides for an undertaking to be submitted by the retiring Government servant/pensioner to the pension disbursing bank before commencement of pension. The pensioner undertakes to refund or make good any amount to which he is not entitled.

2. It has been found that the first payment of pension after retirement gets delayed mainly due to two reasons. One, the delay in receipt of intimation by the pensioner that pension papers have reached the bank and two, delay on part of the pensioner in approaching the bank for submission of undertaking.

3. The feasibility of submission of undertaking by the retiring Government servant along with pension papers had been under consideration in the Government for some time. The following simplification has therefore been approved with the concurrence of Department of Expenditure, vide their I.D. No.130/E.V/2014, dated 24<sup>th</sup> February, 2014. The required undertaking may be obtained by the Head of Office from the retiring Government servant along with Form 5 and other documents before his retirement. This undertaking shall be forwarded to the pension disbursing bank along with the Pension Payment Order by the Accounts Officer/CPAO following the usual procedure. The bank shall credit the pension to the account of the pensioner as soon as this Undertaking is received along with the pension documents.

4. The pensioner would no longer be required to visit the bank to activate the first payment of pension. Therefore, after ascertaining that the Bank's copy has been despatched by the Central Pension Accounting Office, the pensioner's copy of the Pension Payment Order (PPO) may be handed over to him at the time of retirement along with other retirement dues. This should be feasible in all cases where the Government servant had submitted pension papers within the time-limits prescribed in the Central Civil Services (Pension) Rules, 1972.

5. An employee posted at a location away from the office of the Head of Office or who for any other reasons feels that it would be more convenient to him to obtain his copy of PPO from the bank, may inform the Head of Office of his option in writing while submitting his pension papers.



6. Office of Controller General of Accounts is requested to instruct all Pay and Accounts Offices and all pension disbursing banks to follow the above procedure as well as make necessary amendments to the pension sanction and payment procedures and the Scheme Booklet.

7. All Ministries/Departments are requested to follow the above procedure henceforth. Department of Posts and Department of Telecommunications are requested to make suitable amendments to the instructions to the Accounts Officers and pension disbursing Post Offices/Banks to adhere to the above procedure.



(D.K. Solanki)

Under Secretary to the Government of India

Ph: 24644632

1. All Ministries/Departments of the Government of India as per list
2. O/o Controller General of Accounts, 7<sup>th</sup> Floor, Lok Nayak Bhavan, Khan Market, New Delhi.
3. Central Pension Accounting Office, Trikot -II, Bhikaji Kama Place, New Delhi.
4. Department of Expenditure (E.V Branch, w.r.t. their I.D. No.130/E.V/2014, dated 24<sup>th</sup> February, 2014), North Block, New Delhi.
5. Department of Posts, Dak Bhavan, New Delhi
6. Department of Telecommunications, Sanchar Bhavan, New Delhi.

**SPECIMEN LETTER OF UNDERTAKING BY THE PENSIONER**

Date \_\_\_\_\_

To

The Branch Manager

\_\_\_\_\_ (Bank)

\_\_\_\_\_ (Branch & address)

Dear Sir,

**Payment of pension under A/C No. \_\_\_\_\_ through your Bank**

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I the undersigned agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

**Witnesses:**

(1) Signature:

Name:

Address:

Date:

(2) Signature:

Name:

Address:

Date: