


## CIRCULAR

Subject : Implementation of 7th CPC Recommendation on Revision of pension of pre 01.01.2016 Pensioners/Family Pensioners.

Pensioners/Family Pensioners are needed to provide the data/information in the format (Annexure – I) for revision of pension Pre-2016 as per Office Memorandum No CPAO/IT & TECH/Revision ( 7<sup>th</sup> CPC)/19. Vol-III/2016-17/37 Dated 25.05.2017 issued by the Ministry of Finance, New Delhi (Annexure – II).

  
14/7/2017

(Kailash Mamgain)  
Admin. Office-III (Pension)  
For Director General of Meteorology

DGM UOI No. GP-20015/Mise./      Dated 14<sup>th</sup> July, 2017

Details for Revision of Pension of Pre-2016

1. PPO No. (with copy)
2. Name of pensioner.
3. Date of birth.
4. Date of retirement / VRS.
5. Class of pension. Superannuation / VRS
6. Last Pay/Basic Pay.
7. Basic pension.
8. Pension after commutation.
9. Date of death of pensioner.
10. Name of family pensioner.
11. Date of birth family pensioner.
12. Adhaar No.(with copy)
13. PAN No. (with copy)
14. Mobile No.
15. Mail ID.
16. Bank detailed.(with BSR Code) IFSC-  
A/C No.

Signature of pensioner

भारत सरकार  
वित्त मन्त्रालय, व्यय विभाग  
केन्द्रीय पेंशन लेख कार्यालय  
ट्रिकूट-II भीकाजी कामा प्लेस  
नई दिल्ली-110066  
फोन : 26174596, 26174456, 26174438

DCM's Secretariat

Dy. No. 939 Dated 6/7/17



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CENTRAL PENSION ACCOUNTING OFFICE  
TRIKOOT-II, BHIKAJI CAMA PLACE,  
NEW DELHI-110066  
PHONES : 26174596, 26174456, 26174438

DDGM (A&S) Secretariat

07 JUL 2017

1025

CPAO/IT&Tech/Revision (7<sup>th</sup> CPC)/19.Vol-III/2016-17/37

Dated: 25/05/2017

Annexure

### Office Memorandum

Implementation of Revision of Pension of Pre 1.1.2016 Pensioners/Family Pensioners in pursuance to DP&PW OM 38/37/2016-P&PW (A) dated 12<sup>th</sup> May 2017 and Ministry of Finance (Deptt. of Expenditure) OM No. 1(13)/EV/2017 dated 23<sup>rd</sup> May, 2017.

1. Reference is invited to DP&PW OM No.38/37/2016-P&PW(A) dated 12/05/2017 regarding revision of pension of Pre-2016 retirees under 7<sup>th</sup> CPC. As per Para 4 of this OM, it has been decided that the revised pension/ family pension w.e.f. 01.01.2016 in respect of all Central civil pensioners/ family pensioners, including CAPF's, who retired/died prior to 01.01.2016, may be revised by notionally fixing their pay in the pay matrix recommended by the 7<sup>th</sup> CPC in the level corresponding to the pay in the pay scale/pay band and grade pay at which they retired/died. This will be done by notional pay fixation under each intervening Pay Commission based on the Formula for revision of pay. While fixing pay on notional basis, the pay fixation formulae approved by the Government and other relevant instructions on the subject in force at the relevant time shall be strictly followed. 50% of the notional pay as on 01.01.2016 shall be the revised pension and 30% of this notional pay shall be the revised family pension w.e.f. 1.1.2016 as per the first Formulation. In the case of family pensioners who were entitled to family pension at enhanced rate, the revised family pension shall be 50% of the notional pay as on 01.01.2016 and shall be payable till the period up to which family pension at enhanced rate is admissible as per rules.

2. As per Para 18 of this OM, the Pension Sanctioning Authority would impress upon the concerned Head of Office (HOO) for fixation of pay on notional basis and issue revised authority at the earliest. The revised authority will be issued under the existing PPO number and would travel to the Pension Disbursing Authority through the same channel through which the original PPO had travelled.

3. Reference is also invited to Ministry of Finance (Deptt. of Expenditure) OM No. 1(13)/EV/2017 dated 23<sup>rd</sup> May, 2017 mentioning procedural points of action to be taken by concerned agencies including Pension Accounting Authorities & PAOs.

4. To facilitate early revision of pension and monitoring timely progress in this regard as required by aforesaid OM, course of actions are brought out below:

i. List of all the live cases available in CPAO along with details of last pay (wherever available) due for pension revision under 7<sup>th</sup> CPC will be provided to the Pay and

MOESIC R Section  
Digitized vide No. E-7795

for due long time  
-1- ph.

16/11/17



Account Officers (PAOs) in their logins under CPAO website [www.cpaonline.in](http://www.cpaonline.in) by 31<sup>st</sup> May, 2017 to provide the details to concerned Head of Offices within 3 days and coordinate with them for getting the revised pension cases at the earliest. PAOs/HOOs may also check their records to verify actual number of cases.

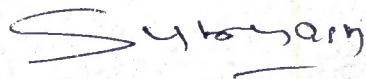
- ii. In the meanwhile, since all the service records/details of the pensioners are available with the respective HOOs from where they retired/died, HOOs are required to check their records and start revising the pension in terms of Para 4 of the aforementioned OM of the DP&PW forthwith. Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs may monitor number of such cases received at PAOs and submit a report to CPAO by 31<sup>st</sup> May, 2017.
- iii. For the expeditious revisions of these pension cases, CPAO has developed an e-revision utility which has facility of sending online revision authorities from PAOs to CPAO under the digital signatures of PAOs. PAOs are required to revise pension cases through e-revision utility. Since under this utility, revision authorities would be sent under the digital signatures, pension processing PAOs are urgently required to arrange digital signatures and their registration on PFMS, if not done so far. In unavoidable circumstances to avoid delay, PAOs may process the pension cases manually as hitherto and send the paper based revision authorities to CPAO in the format given at **Annexure**.
- iv. The list as mentioned at (i) above will also be provided under the logins/dashboard of Chief Controller of Accounts and Joint Secretary (Admn)/Admn in charge of the Ministries/Departments on CPAO website. Joint Secretary (Admn)/Admn in charge may also distribute the list of pension cases to the HOOs falling under their administrative control and monitor the progress of pension revisions at HOOs level. Similarly, Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs may keep a watch on the progress of the revision of cases received from HOOs to PAOs.
- v. To facilitate effective monitoring of progress of revision at each level i.e. CCA/JS(Admn)/PAO, relevant progress reports would be available on CPAO website under logins/dashboards of respective authorities. On the basis of these reports, periodical review meetings may be held at the Ministry/Deptt./Organization level.
- vi. In those cases, where 2.57 multiplication method of pension fixation is beneficial under DP&PW OM No. 38/37 /2016-P&PW (A) [ii] dated 4/08/2016, revised pension authority under 2.57 multiplication methods will also require to be issued by HOOs/PAOs for updation of records at CPAO & Banks as well as for information of pensioners by CPAO. However, HOOs/PAOs while revising the pension may prioritize the cases which are beneficial to the pensioners under pay fixation

method. To cover large number of cases, in less time, Pr. CCAs/ CCAs/CAs/ AGs/Administrators of UTs & JS(Admn) of Ministries/ Deptts./ Organizations may identify the cases where revisions may be effected easily without involving multiple steps e.g. revisions of pension of those pensioners who retired/died during the period from 1.1.2006 to 31.12.2015 and whose pension is already fixed under 6<sup>th</sup> CPC.

- vii. Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs may nominate a Nodal Person/ Key Resource Person (KRP) to coordinate with CPAO regarding any issues related with pension revisions and use of e-Revision utility. In case of any difficulty in the use of e-Revision utility Sh. Davinder Kumar, Technical Director, NIC, CPAO may be contacted on **Telephone No.011-26715338** and **email-kumardavinder@nic.in**. If required, officials of Ministries/ Departments/ PAOs may also visit CPAO on every Wednesday to resolve their issues related with pension revisions.

In view of the above, Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs are requested to follow the above guidelines and issue necessary instructions to their PAOs for early revision of Pre-2016 pension cases under 7<sup>th</sup> CPC. They are further requested to coordinate with their JS(Admn)/Admn in charge/HODs for timely submission of revised pension cases by the HOOs to PAOs and monitor the progress in this regard.

This issues with the approval of Controller General of Accounts.

  
(Subhash Chandra)  
(Controller of Accounts)  
Ph. No.011-26174809

Encl- As above

To

1. Pr.CCAs/CCAs/CAs/AGs/Administrators of UTs
2. Joint Secretary (Admn)/Admn in charge of Ministries/Departments with request to instruct their Heads of Offices (HOOs) to start immediately sending the revised pension cases to the PAOs on the basis of records available with them and monitor the progress in this regard.
3. Pay and Accounts Officers through their Pr.CCAs/ CCAs/ CAs/ AGs/ Administrators of UTs

**PAO-NAME**  
**MINISTRY/DEPARTMENT**

**ANNEXURE**

No. : \_\_\_\_\_

**Pre-2016 Revision**

As Per 7th CPC(Pre 2016)  
Date: \_\_\_\_\_

To,  
The Pay & Account Officer  
Central Pension Accounting Office,  
Min. of Finance, Govt. of India,  
Trikot II Complex, Bhikaji Cama Place,  
R.K. Puram, New Delhi - 110 066.

**Subject: Revision of Pension of Pre-2016 pensioners/family pensioners**

**Sir/Madam,**

I request you to make arrangement for carrying out the modifications in both the halves of the said PPO as detailed below consequent upon the government decision on recommendations of the 7th Pay Commission.

**1.Pensioner**

(a) PPO No. :	(g) Class of Pension:
(b) Name Of Pensioner :	
(c) Date Of Birth :	(h) Adhaar No. :
(d) Name Of Family Pensioner(FP) :	
(e) Date Of Birth Of FP :	(i) PAN No. :
(f) DDO Code :	(j) Phone No. :
	(k) Email Id :

**2.Pre-Revised Pension as on 01-01-2016**

(a) Basic Pension :	
(b) Commuted Pension :	
(c) Reduced Pension(a-b) :	
(d) Family Pension (Enhanced Rate):	From : To :
(e) Family Pension (Normal Rate) :	From : To :

**3.Old Pay Details**

(a) Date Of Retirement	(e) Pay/Notional Pay:
(b) Date Of Death	(f) NPA :
(c) Applicable Pay Commission	(g) Other Pay if any :
(d) Pay Scale	

**4.Pay fixed under 7CPC**

(a) Pay Fixed : (Level: , Index: )

**5.Revised Pension with effect from 01-01-2016 : Pay Fixation/2.57 factor (Whichever is beneficial)**

(a) Basic Pension :	
(b) Commuted Pension :	
(c) Reduced Pension(a-b) :	
(d) Family Pension(Enhanced Rate) :	From : To :
(e) Family Pension(Normal Rate) :	From : To :
(f) Additional Pension :	

**6.Disbursing Bank**

(a) Name of Bank :  
(b) Paying Branch(BSR Code) :  
(c) Account No. :  
(d) Address :

**Pay & Account Officer**

**Copy To:**  
**Pensioner :**

**DDO :**

**Disclaimer: Signatory must cross check the correctness of the authority before signing it.**



No.38/37/2016-P&PW(A)  
Ministry of Personnel, PG & Pensions  
Department of Pension & Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
Dated, the 12<sup>th</sup> May, 2017

**Office Memorandum**

Sub:- Implementation of Government's decision on the recommendations of the Seventh Central Pay Commission – Revision of pension of pre-2016 pensioners/family pensioners, etc.

The undersigned is directed to say that the 7<sup>th</sup> Central Pay Commission (7<sup>th</sup> CPC), in its Report, recommended two formulations for revision of pension of pre-2016 pensioners. A Resolution No. 38/37/2016-P&PW (A) dated 04.08.2016 was issued by this Department indicating the decisions taken by the Government on the various recommendations of the 7<sup>th</sup> CPC on pensionary matters.

2. Based on the decisions taken by the Government on the recommendations of the 7<sup>th</sup> CPC, orders for revision of pension of pre-2016 pensioners/family pensioners in accordance with second Formulation were issued vide this Department's OM No. 38/37/2016-P&PW (A) (ii) dated 04.08.2016. It was provided in this O.M. that the revised pension/family pension w.e.f. 1.1.2016 of pre-2016 pensioners/family pensioners shall be determined by multiplying the pension/family pension as had been fixed at the time of implementation of the recommendations of the 6<sup>th</sup> CPC, by 2.57.

3. In accordance with the decision mentioned in this Department's Resolution No. 38/37/2016-P&PW (A) dated 04.08.2016 and OM No. 38/37/2016-P&PW(A) (ii) dated 04.08.2016, the feasibility of the first option recommended by 7<sup>th</sup> CPC has been examined by a Committee headed by Secretary, Department of Pension & Pensioners' Welfare.

4. The aforesaid Committee has submitted its Report and the recommendations made by the Committee have been considered by the Government. Accordingly, it has been decided that the revised pension/family pension w.e.f. 01.01.2016 in respect of all Central civil pensioners/family pensioners, including CAPF's, who retired/died prior to 01.01.2016, may be revised by notionally fixing their pay in the pay matrix recommended by the 7<sup>th</sup> CPC in the level corresponding to the pay in the pay scale/pay band and grade pay at which they retired/died. This will be done by notional pay fixation under each intervening Pay Commission based on the Formula for revision of pay. While fixing pay on notional basis, the pay fixation formulae approved by the Government and other relevant instructions on the subject in force at the relevant time shall be strictly followed. 50% of the notional pay as on 01.01.2016 shall be the revised pension and 30% of this notional pay shall be the revised family pension w.e.f. 1.1.2016 as per the first Formulation. In the case of family pensioners who were entitled to family pension at enhanced rate, the revised family pension shall be 50% of the notional pay as on 01.01.2016 and shall be

payable till the period up to which family pension at enhanced rate is admissible as per rules. The amount of revised pension/family pension so arrived at shall be rounded off to next higher rupee.

5. It has also been decided that higher of the two Formulations i.e. the pension/family pension already revised in accordance with this Department's OM No. 38/37/2016-P&PW(A) (ii) dated 04.08.2016 or the revised pension/family pension as worked out in accordance with para 4 above, shall be granted to pre-2016 central civil pensioners as revised pension/family pension w.e.f. 01.01.2016. In cases where pension/family pension being paid w.e.f. 1.1.2016 in accordance with this Department's OM No. 38/37/2016-P&PW(A) (ii) dated 04.08.2016 happens to be more than pension/family pension as worked out in accordance with para 4 above, the pension/family pension already being paid shall be treated as revised pension/family pension w.e.f. 1.1.2016.

6. Instructions were issued vide this Department's OM No. 45/86/97-P&PW(A) (iii) dated 10.02.1998 for revision of pension/ family pension in respect of Government servants who retired or died before 01.01.1986, by notional fixation of their pay in the scale of pay introduced with effect from 01.01.1986. The notional pay so worked out as on 01.01.1986 was treated as average emoluments/last pay for the purpose of calculation of notional pension/family pension as on 01.01.1986. The notional pension/family pension so arrived at was further revised with effect from 01.01.1996 and was paid in accordance with the instructions issued for revision of pension/family pension of pre-1996 pensioners/family pensioners in implementation of the recommendations of the 5<sup>th</sup> Central Pay Commission.

7. Accordingly, for the purpose of calculation of notional pay w.e.f. 1.1.2016 of those Government servants who retired or died before 01.01.1986, the pay scale and the notional pay as on 1.1.1986, as arrived at in terms of the instructions issued vide this Department's OM 45/86/97-P&PW(A) dated 10.02.1998, will be treated as the pay scale and the pay of the concerned Government servant as on 1.1.1986. In the case of those Government servants who retired or died on or after 01.01.1986 but before 1.1.2016, the actual pay and the pay scale from which they retired or died would be taken into consideration for the purpose of calculation of the notional pay as on 1.1.2016 in accordance with para 4 above.

8. The minimum pension with effect from 01.01.2016 will be Rs. 9000/- per month (excluding the element of additional pension to old pensioners). The upper ceiling on pension/family pension will be 50% and 30% respectively of the highest pay in the Government (The highest pay in the Government is Rs. 2,50,000 with effect from 01.01.2016).

9. The pension/family pension as worked out in accordance with provisions of Para 4 and 5 above shall be treated as 'Basic Pension' with effect from 01.01.2016. The revised pension/family pension includes dearness relief sanctioned from 1.1.2016 and shall qualify for grant of Dearness Relief sanctioned thereafter.



10. The existing instructions regarding regulation of dearness relief to employed/re-employed pensioners/family pensioners, as contained in Department of Pension & Pensioners Welfare O.M. No. 45/73/97-P&PW(G) dated 02.07.1999, as amended from time to time, shall continue to apply.

11. These orders would not be applicable for the purpose of revision of pension of those pensioners who were drawing compulsory retirement pension under Rule 40 of the CCS (Pension) Rules or compassionate allowance under Rule 41 of the CCS (Pension) Rules. The pensioners in these categories would continue to be entitled to revised pension in accordance with the instructions contained in this Department's O.M. No. 38/37/2016-P&PW(A)(ii) dated 4.8.2016.

12. The pension of the pensioners who are drawing monthly pension from the Government on permanent absorption in public sector undertakings/autonomous bodies will also be revised in accordance with these orders. However, separate orders will be issued for revision of pension of those pensioners who had earlier drawn one time lump sum terminal benefits on absorption in public sector undertakings, etc. and are drawing one-third restored pension as per the instructions issued by this Department from time to time.

13. In cases where, on permanent absorption in public sector undertakings/autonomous bodies, the terms of absorption and/or the rules permit grant of family pension under the CCS (Pension) Rules, 1972 or the corresponding rules applicable to Railway employees/members of All India Services, the family pension being drawn by family pensioners will be updated in accordance with these orders.

14. Since the consolidated pension will be inclusive of commuted portion of pension, if any, the commuted portion will be deducted from the said amount while making monthly disbursements.

15. The quantum of age-related pension/family pension available to the old pensioners/ family pensioners shall continue to be as follows:-

<b>Age of pensioner/family pensioner</b>	<b>Additional quantum of pension</b>
From 80 years to less than 85 years	20% of revised basic pension/ family pension
From 85 years to less than 90 years	30% of revised basic pension / family pension
From 90 years to less than 95 years	40% of revised basic pension / family pension
From 95 years to less than 100 years	50% of revised basic pension / family pension
100 years or more	100% of revised basic pension / family pension

The amount of additional pension will be shown distinctly in the pension payment order. For example, in case where a pensioner is more than 80 years of age and

his/her revised pension is Rs.10,000 pm, the pension will be shown as (i).Basic pension=Rs.10,000 and (ii) Additional pension = Rs.2,000 pm. The pension on his/her attaining the age of 85 years will be shown as (i).Basic Pension = Rs.10,000 and (ii) additional pension = Rs.3,000 pm. Dearness relief will be admissible on the additional pension available to the old pensioners also.

16. A few examples of calculation of pension/family pension in the manner prescribed above are given in Annexure-I to this O.M.

17. No arrears on account of revision of Pension/Family pension on notional fixation of pay will be admissible for the period prior to 1.1.2016. The arrears on account of revision of pension/family pension in terms of these orders would be admissible with effect from 01.01.2016. For calculation of arrears becoming due on the revision of pension/ family pension on the basis of this O.M., the arrears of pension and the revised pension/family pension already paid on revision of pension/family pension in accordance with the instructions contained in this Department's OM No. 38/37/2016-P&PW(A) (ii) dated 04.08.2016 shall be adjusted.

18. It shall be the responsibility of the Head of Department and Pay and Accounts Office attached to that office from which the Government servant had retired or was working last before his death to revise the pension/ family pension of pre – 2016 pensioners/ family pensioners with effect from 01.01.2016 in accordance with these orders and to issue a revised pension payment authority. The Pension Sanctioning Authority would impress upon the concerned Head of Office for fixation of pay on notional basis at the earliest and issue revised authority at the earliest. The revised authority will be issued under the existing PPO number and would travel to the Pension Disbursing Authority through the same channel through which the original PPO had travelled.

19. These orders shall apply to all pensioners/family pensioners who were drawing pension/family pension before 1.1.2016 under the Central Civil Services (Pension) Rules, 1972, and the corresponding rules applicable to Railway pensioners and pensioners of All India Services, including officers of the Indian Civil Service retired from service on or after 1.1.1973. A pensioner/family pensioner who became entitled to pension/family pension with effect from 01.01.2016 consequent on retirement/death of Government servant on 31.12.2015, would also be covered by these orders. Separate orders will be issued by the Ministry of Defence in regard to Armed Forces pensioners/family pensioners.

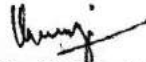
20. These orders do not apply to retired High Court and Supreme Court Judges and other Constitutional/Statutory Authorities whose pension etc. is governed by separate rules/orders.

21. These orders issue with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.D. No. 30-1/33(c)/2016-IC dated 11.05.2017 and I.D. No. 30-1/33(c)/2016-IC dated 12.05.2017.

22. In their application to the persons belonging to the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India.

23. Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of Heads of Department/Controller of Accounts, Pay and Accounts Officers, and Attached and Subordinate Offices under them on top priority basis. All Ministries/Departments are requested to accord top priority to the work of revision of pension of pre-2016 pensioners/family pensioners and issue the revised Pension Payment Authority in respect of all pre-2016 pensioners.

24. Hindi version will follow.

  
(Harjit Singh)  
Director

To

1. All Ministries/Departments of Government of India (as per standard mailing list)
2. Central Pension Accounting Office, New Delhi
3. Comptroller & Auditor General of India, New Delhi



## ANNEXURE I

## EXAMPLES

(Reference Para 16 of OM No.38/37/2016-P&PW(A) dated 12<sup>th</sup> May, 2017.)

S.No	Description	1 <sup>st</sup> case	2 <sup>nd</sup> Case	3 <sup>rd</sup> Case	4 <sup>th</sup> Case
1.	Date of Retirement	31.12.1984	31.01.1989	30.06.1999	31.05.2015
2.	Scale of Pay (or Pay Band & G.P.) at the time of retirement  <u>OR</u> Notional pay scale as on 1.1.1986 for those retired before 1.1.1986	975-1680 (4 <sup>th</sup> CPC Scale)	3000-4500 (4 <sup>th</sup> CPC Scale)	4000-6000 (5 <sup>th</sup> CPC Scale)	67000-79000 (6 <sup>th</sup> CPC Scale)
3.	Pay on retirement  <u>OR</u> Notional pay as on 1.1.1986 for those retired before 1.1.1986	1210	4000	4800	79000
4.	Pension as on 01.01.2016 before revision	4191	12600	5424	39500
5.	Family pension as on 01.01.2016 before revision	3500	7560	3500	23700
6.	Family pension at enhanced rate as on 01.01.2016 before revision (if applicable)	NA	N.A.	NA	39500
7.	Revised pension by multiplying pre-revised pension by 2.57	10771	32382	13940	101515
8.	Revised family pension by multiplying pre-revised family pension by 2.57	9000	19430	9000	60909
9.	Revised family pension at enhanced rate by multiplying pre-revised enhanced family pension by 2.57	NA	NA	N.A.	101515
10.	Pay fixed on notional basis on 1.1.1996	3710 (3200-4900)	11300 (10000-15200)	N.A.	NA
11.	Pay fixed on notional basis on 1.1.2006	8910 (PB-I, GP 2000)	27620 (PB-3, GP 6600)	11330 (PB-I, GP-2400)	NA
12.	Pay fixed on notional basis on 1.1.2016	23100 (Level -3)	71800 (Level-11)	29600 (Level-4)	205100 (Level-15)
13.	Revised pension w.e.f. 1.1.2016 as per first formulation.	11550	35900	14800	102550
14.	Revised family pension w.e.f. 1.1.2016 as per first formulation.	9000	21540	9000	61530
15.	Revised family pension at enhanced rate w.e.f. 1.1.2016 as per first formulation.	NA	N.A.	N.A.	102550
16.	Revised pension payable (Higher of S.No. 7 and 13)	11550	35900	14800	102550
17.	Revised family pension payable (Higher of S.No. 8 and 14)	9000	21540	9000	61530
18.	Revised family pension at enhanced rate payable (Higher of S.No. 9 and 15)	NA	N.A.	N.A.	102550

No.1(13)/EV/2017  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 23<sup>rd</sup> May, 2017

Office Memorandum

Subject: Procedural actions for revision of pension of pre-1.1.2016 retirees of Central Government in pursuance of the OM of Department of Pension and Pensioners' Welfare dated 12.5.2017 - Regarding.

The Ministries/Departments of the Central Government are aware of the orders issued by Department of Pension and Pensioners' Welfare (DoP&PW) contained in their OM No. 38/37/2016-P&PW(A) dated 12.5.2017 regarding revision of pension of pre-1.1.2016 retirees. In terms of para 4 thereof, the revised pension/family pension w.e.f. 1.1.2016 in respect of all Central civil pensioners/family pensioners, including CAPF's who retired/died prior to 1.1.2016 may be revised by notionally fixing their pay in the pay matrix recommended by the 7<sup>th</sup> Central Pay Commission in the level corresponding to the pay in the pay scale/pay band and grade pay at which they retired/died. The said OM further provides that this will be done by notional pay fixation under each intervening Pay Commission based on the formula for revision of pay. 50% of the notional pay as on 1.1.2016 shall be the revised pension and 30% of this notional pay shall be the revised family pension w.e.f. 1.1.2016.

2. The Ministries/Departments are aware that actual implementation of the aforesaid order contained in the OM dated 12.5.2017 of the Department of Pension and Pensioners' Welfare involves a procedure for revision of pension of such pensioners, which covers a number of agencies like the Heads of Departments/Heads of Offices, under whose administrative control a particular pensioner had worked before retirement/death, the concerned PAOs, pension accounting organizations like CPAO in case of civil pensioners and similar pension accounting organizations pertaining to pensioners in Ministries of Railways, Defence and Department of Posts, etc. Therefore, a coordinated action amongst these agencies is required to ensure that revision of pension in such cases is processed expeditiously.

3. Accordingly, while the substantive matter pertaining to revision of pension of pre-1.1.2016 Central Government retirees concerns Department of Pension and Pensioners' Welfare as already provided in their aforesaid OM dated 12.5.2017 and any further substantive order thereon issued by them, there are certain procedural actions which need to be taken by the concerned administrative agencies in each Ministry/Department as well as the pension accounting organisations like the Central Pension Accounting Office under the Ministry of Finance, Department of Expenditure; Controller General of Defence Accounts under the Ministry of Defence and similar pension accounting organisations under the Ministry of Railways and Department of



Posts etc so that appropriate implementation of the orders of Department of Pension and Pensioners' Welfare as per their OM dated 12.5.2017 is carried out expeditiously.

4. In order, therefore, to put the procedural issues in this regard in perspective and to provide for coordinated action amongst the concerned agencies, the following procedural points of action are to be taken by the concerned agencies as brought out below:-

(A) Department of Expenditure, Ministry of Finance

- (i) The fitment tables for fixation of notional pay will be worked out by the Department of Expenditure and provided to Department of Pension and Pensioners' Welfare for appropriate guidelines for the purpose of issue of any further substantive order in the matter.

(B) Department of Pension & Pensioners' Welfare

- (i) The appropriate guidelines/ instructions for revision of pension based on fitment tables for notional pay will be issued for use by the pension revising administrative authorities, PAOs and pension accounting organisations in the Central Government.

(c) Pension Accounting Authorities

- (i) The Central Pension Accounting Office in case of civil pensioners and similar pension accounting offices in the Ministry of Defence, Ministry of Railways, Department of Posts etc., shall pass on the available and relevant data of live pensioners to the concerned PAOs by 31.05.2017, if such data is already available with them. This action will be completed within two weeks. In cases where the data is not available, the same will be obtained by the pension accounting offices from the disbursing banks and shall be passed on to the concerned PAOs. This action will be taken up simultaneously and completed within four weeks.
- (ii) The pension accounting offices, while passing on the data to the concerned PAOs, may also devise a suitable mechanism for electronic revision, as far as possible, to enable PAOs to process the cases of pension revision expeditiously.
- (iii) The central pension accounting offices like the CPAO, at the time of passing on the data to the concerned PAOs, shall send a few illustrative examples on pension revision in such cases to the pension disbursing Banks to enable them to consider suitable changes in the software, if necessary, for the purpose.




**(D) Pay & Account Office (PAO)/Head of the Department.**

- (i) The concerned PAOs, on receiving data from the pension accounting organizations, shall immediately, and not later than 3 days from the receipt of data, pass on the data to the concerned administration/establishment Branches/Heads of the Office (HOO)s under various Heads of Department (HODs) of the Ministries/Departments. The HOOs will also check their records to ascertain the actual numbers of retirees.
- (ii) The concerned administration/establishment branches/Heads of Offices (HOO) under various Heads of Departments (HODs) of the Ministries/Departments shall take action to revise the pension in case of retirees who had worked under their administrative control, based on the orders issued by the Department of Pension and Pensioners' Welfare dated 12.5.2017 and any further order containing the fitment table providing for notional pay, after due verification of the relevant records.
- (iii) In cases where records are readily available with the HoD/DDO, the action to process revision of pension shall be initiated forthwith and not later than 30 days from the date of receipt of the list of pensioners by the PAOs from the CPAO. In such cases, revised pension cases will be sent to the PAOs for further necessary action by the concerned administrative Branches/HOOs, which normally process the pension cases in case of employees under their administrative domain on their retirement/death.
- (iv) In cases where records are not readily available, the concerned HOOs/HODs will ensure appropriate action for verification of such cases and ensure expeditious revision of pension as per the prescribed procedure and passing on the same to PAOs for further necessary action.
- (v) On receipt of revised pension cases from the administrative/establishment branches, the PAOs shall take further appropriate action expeditiously and pass on the duly verified pension revision authorities to the pension accounting offices like the CPAO, which will in turn take further action to issue necessary instructions/authority to the disbursing Banks without delay.
- (vi) Once the revised pension authority is received by the Banks, they will ensure timely payment of revised pension and arrears, if any, to the accounts of pensioners.

5. In order to ensure effective monitoring of the progress of pension revision based on the procedure outlined above, a monitoring mechanism will also be followed as brought out below:-

- (i) DOP&PW will periodically monitor the Ministry-wise progress of pension revision. For this purpose, Ministry-wise details would be made available by the respective pension accounting organisations, viz, CPAO, CGDA, etc, to the Department of P&PW.
- (ii) The progress of pension revision at the HOD/HOO level will be monitored by the concerned JS(Admn) of the Ministry/Department on a weekly basis. This will be included as one agenda in the Senior Officers Meetings (SOM) in each Ministry/Department.
- (iii) CPAO and similar pension accounting organisations shall place online a dashboard of the progress of revision of pension cases with PAOs, CCAs, nodal authorities of Ministries/Departments and Department of Pension and Pensioners' Welfare.
- (iv) In order to ensure timely action on the part of Chief Controller of Accounts/Controller of Accounts/PAOs and Pension Accounting Organisations, a weekly progress meeting shall be held at the level of Chief Controller of Pension and this shall be monitored on monthly basis by Controller General of Accounts, CGDA and similar levels in the Ministry of Railways, Department of Posts, etc.

  
(Amar Nath Singh)  
Director

To

1. All Secretaries to the Government of India.
2. Financial Commissioner (Railway), Railway Board, Ministry of Railways
3. Member (Finance), Department of Posts
4. Member (Finance), Department of Telecom
5. All Financial Advisors
6. Controller General of Defence Accounts
7. Controller General of Accounts
8. Chief Controller (Pension), Central Pension Accounting Organization