

स्वर्ण जयंती वर्ष 2013 / Golden Jubilee Year 2013



केंद्रीय विद्यालय संगठन / Kendriya Vidyalaya Sangathan

18, संस्थानिक क्षेत्र / 18, Institutional Area

शाहीद जीत सिंह मार्ग / Shaheed Jeet Singh Marg

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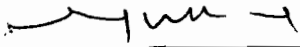
Dated: 28/09/2013
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The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. Frequently asked Questions regarding Establishment(Leave)Section
2. G.I., M.H., O.M.No.S.11045/23/2013-CGHS (P), dated 17-5-2013 regarding empanelment of private hospitals including Dental Clinics)and diagnostic centres under CGHS, Delhi & NCR.
3. G.I., M.H., Notfn.No.4-2/2006-C&P/CGHS (P), dated 9-7-2013 regarding merger of 19 Postal Dispensaries presently functioning in 12 CGHS covered cities with CGHS.
4. G.I.,CGA, Corrigendum No.1(7)/DCPS(NPS)/2009/TA/295,dated 27-5-2013 regarding additional relief on death/disability of Government servants covered by the Defined Contribution Pension System (NPS)
5. G.I.,Dept.of Pen.& P.W.,O.M.No.F.No.1/17/2011-P&PW(E), dated 24-25-6-2013 regarding grant of family pension and gratuity to the eligible member of the family of an employee/pensioner/family pensioner reported missing –consolidated instructions.
6. G.I.,Dept.of Pen. & P.W.,O.M.No.41/26/2010-P&PW(E),dated 25/26-6-2013 regarding grant of ex gratia to those pre-1986 Contributory Provident Fund(CPF)employees who retired otherwise than on superannuation after 20 years of service.
7. G.I.,Dept. of Pen. & P.W.,O.M.No.1/10/2012-P&PW(E),dated 27/28-6-2013 regarding enhancement of amount of ex gratia payable to pre-1986 CPF retirees and dependent family members of the deceased pre-1986 CPF employees.
8. G.I.,Dept. of Pen. & P.W., O.M.No.1/27/2011-P&PW (E), dated 1-7-2013 regarding simplification of pension process for permanently disabled children/siblings and dependent parents – instructions. This Department's O.M.No.1/19/11-P&PW (E), dated 3-8-2011,O.M.No.1/6/2008-P&PW(E),dated 22-6-2010and O.M.Np.1/21/91-P&PW(E), dated 20-1-1993.
9. G.I., Dept. of Pen. & P.W., O.M.No.1/22/2012-P&PW (E), dated 10-7-2013 regarding (i) payment of arrears of pension in cases where valid nomination has not been made under the Payment of arrears of Pension (Nomination) Rules, 1983. (ii)Payment of arrears of family pension.
10. G.I.,Dept. of Pen. & P.W., O.M.No.20/16/1998-P&PW (F), dated 11-7-2013 regarding withholding of 10% gratuity from the retiring Government servants - clarification.

11. G.I.Dept. of Per., O.M.No.12011/01/2012-Estt.(AL) dated 31-7-2013 regarding Children Education Allowance – reimbursement of Examination fee.

Copies of the aforesaid orders may now be got downloaded from the KVS Website for office record.


(S.Muthusivam)
Asstt.Commissioner (Fin.) 27/8/13

Distribution:

1. The Deputy.Commissioner, KVS, all ROs.
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6. The Director, ZIET Gwalior, Mumbai, Mysore, Chandigarh & Bhubaneswar.
7. The Asstt.Commissioner, (EDP), KVS (HQ.) with the request to upload the above circulars on the KVS Web site.
8. RTI Cell KVS (HQ.)
9. Guard file.

FREQUENTLY ASKED QUESTIONS

Establishment (Leave) Section

Sl. No.	Frequently Asked Questions	Answer
General entitlement of Leave		
1.	<p>What is the maximum period of leave of any kind which can be allowed to a Government servant?</p> <p>What is the impact if such limit is exceeded?</p>	<p>No. Government servant shall be granted leave of any kind for a continuous period of 5 years [Rule 12 (1)].</p> <p>Normally, absence from duty, with or without leave, for a continuous period exceeding 5 years other than on foreign service, implies that such Government servant has deemed to have resigned from Government service. [Rule 12 (2)].</p>
2.	<p>What are the leave entitlements of Government servants serving in a vacation Department?</p>	<p>The Rule 28 of the CCS (Leave) Rules, 1972 which came into effect from 1-9-2008 regulates the grant of Earned Leave for persons serving in the Vacation Department. The said rule provides for as follows:—</p> <p>(1) (a) A Government servant (other than a military officer) serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.</p> <p>(b) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation:</p> <p>Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of his service.</p> <p>(c) If, in any year, the Government servant does not avail himself of any vacation,</p>

Sl. No.	Frequently Asked Questions	Answer
		<p>earned leave shall be admissible to him in respect of that year under Rule 26.</p> <ul style="list-style-type: none"> • For the purpose of this rule, the term 'year' shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department. • A Government servant entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation: <ul style="list-style-type: none"> Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation. • When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacation that falls during the year commencing from the date on which he completed the previous year of duty. • As per Rule 29 (1), the half pay leave account of every Government servant (other than a military officer, shall be credited with half pay leave in advance, in two

Sl. No.	Frequently Asked Questions	Answer
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instalments of ten days each on the first day of January and July of every calendar year. This is subject to conditions laid down in O.M. No. 13013/2/2008-Estt. (L), dated 11-11-2008.

Leave Encashment with LTC

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| 1. Whether encashment of leave is allowed after LTC is availed? | Sanction of leave encashment should, as a practice, be done in advance, at the time of sanctioning the LTC. However, <i>ex post facto</i> sanction of leave encashment on LTC may be considered by the sanctioning authority as an exception in deserving cases within the time-limit prescribed for submission of claims for LTC. |
| 2. Whether encashment of leave with LTC can be availed at the time when the LTC is availed by the Government servant only or can leave be encashed at the time when LTC is availed by family members? | Yes. A Government servant can be permitted to encash earned leave up to 10 days either at the time of availing LTC for himself or when his family avails it, provided other conditions are satisfied. |
| 3. Whether leave encashment should be revised on retrospective revision of pay / D.A.? | In terms of Rule 38-A of CCS (Leave) Rules, encashment of EL along with LTC is to be calculated on pay admissible on the date of availing LTC and DA admissible on that date. If pay or DA admissible has been revised with retrospective effect, going by the rule, the Government servant would be entitled to encashment of Leave on the revised rates. |
| 4. Whether encashment of Earned Leave and Half Pay Leave is admissible to industrial employees? | The industrial employees, other than those under the cadre control of the Ministry of Railways, are entitled to encash both Earned Leave and Half Pay Leave, subject to overall limit of 300. The cash equivalent of Half Pay Leave |

Sl. No.	Frequently Asked Questions	Answer
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shall be equal to leave salary admissible for Half Pay Leave *plus* Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. But no commutation of Half Pay Leave shall be allowed to make up for the shortfall in Earned Leave and these orders are effective from 7-11-2006. [O.M.No. 12012/3/2009-Est. (L), dated 28-12-2012].

Encashment of Earned Leave on joining Central Government from PSUs and vice versa

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| 1. Whether earned leave encashment allowed by the State Governments, PSUs, Autonomous Bodies to Government servant prior to his joining the Central Government is to be taken into account while calculating ceiling of leave encashment on his superannuation and retirement from Central Government? | Encashment of EL allowed by the State Governments, Public Sector Undertakings / Autonomous Bodies for services rendered therein need not be taken into account for calculating the ceiling of 300 days of Earned leave to be encashed as per CCS (Leave) Rules. |
| 2. Whether Leave encashment allowed by Government under CCS (Leave) Rules, 1972 on absorption in a Central Autonomous Body / PSU is to be taken into account? | Encashment of EL allowed by the Government under the CCS (Leave) Rules, 1972 for service rendered in the Central Government prior to absorption in Central autonomous body shall not be taken into account while calculating the number of days of E.L. encashable in an autonomous body / PSU for the post absorption period. |
| 3. Whether cash equivalent of leave salary in case of permanent absorption in PSU / Autonomous Body is permissible? | A Government servant who has been permitted to be absorbed in a Corporation / Company wholly or substantially owned or controlled by Central / State Government shall be <i>suo motu</i> granted cash equivalent of leave salary of |

Sl. No.	Frequently Asked Questions	Answer
		<p>earned leave at his credit on the date of absorption subject to a maximum of 300 days (being calculated as per provisions of Rule 39) [Rule 39-D].</p> <p>Permanent absorption under the rule shall mean such appointment for which the Government servant applied through proper channel and resigned from Government service for taking up of such appointment — [Note below Rule 39-D — Notification No. 13026/3/2011-Estt. (L), dated 28-3-2012].</p>

Leave Encashment on Suspension / Dismissal / Removal

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| 1. Whether leave encashment can be sanctioned to a Government servant on his superannuation while under suspension? | <p>Leave encashment may be allowed in such cases. However, Rule 39 (3) of CCS (Leave) Rules, 1972 allows withholding of leave encashment in the case of a Government servant who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in view of the authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he/she will become eligible to the amount so withheld after adjustment of Government dues, if any.</p> |
| 2. Whether leave encashment can be sanctioned to a Government servant on his dismissal / removal, from service? | <p>A Government servant, who is dismissed / removed from service, ceases to have any claim to leave at his credit from the date of such dismissal, as per Rule 9 (1). Hence he is not entitled to any leave encashment.</p> |

Interest on Leave Encashment

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| 1. Whether interest is payable on delayed payment of leave encashment dues? | <p>No. There is no provision in the CCS (Leave) Rules 1972 for payment of interest on leave encashment.</p> |
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Sl. No.	Frequently Asked Questions	Answer
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Study Leave

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| 1. What is the maximum amount of study leave which can be availed? | The maximum amount of study leave for other than CHS Officers is restricted to twenty-four months during the entire service period and ordinarily it can be allowed for up to twelve months at a time [Rule 51-(1)].

For CHS officers, the ceiling is for 36 months for acquiring PG qualifications [Rule 51 (2)]. |
| 2. Whether study leave can be clubbed with other leave? | Yes. Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty-eight months generally and thirty-six months for the courses leading to Ph. D. degree from the regular duties of the Government servant [Rule 54]. |
| 3. What is the validity period of bond to be executed by the Government servant while proceeding on study leave? | Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave. For CHS officers the period is five years. (Rule 55). |
| 4. Whether a Government servant who has been granted study leave may be allowed to resign to take up a post in other Ministries / Department of the Central Government within the bond period? | As per Rule 50 (5) (iii), a Government servant has to submit a bond to serve the Government for a period of 3 years. As the Government servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Government if he had applied for the post through proper channel. |

Paternity Leave for Child Adoption / Child Adoption Leave

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| 1. How is a child defined for the purpose of grant of | As per notes below Rules 43-AA and 43-B, "Child" for the purpose will |
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Sl. No.	Frequently Asked Questions	Answer
	Paternity Leave for Child Adoption / Child Adoption Leave.	include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child.

Child Care Leave

1. Whether women employees of Public Sector undertakings / Bodies, etc., are entitled to CCL?

Orders issued by DoP&T are not automatically applicable to the employees of Central Public Sector Undertakings / Autonomous Bodies, Banks, etc. It is for the PSUs / Autonomous Bodies to decide the applicability of the rules / instructions issued for the Central Government employees to their employees in consultation with their Administrative Ministries.
2. Whether Government servant can be permitted to leave station / go abroad while on CCL?

Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Government servant has to go abroad for taking care of the child, she may do so subject to other conditions laid down for this purpose.
3. What is the intention behind the instruction that CCL is to be treated like EL and sanctioned as such?

The intention is that, CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on EL.

The restriction of the limit of 180 days at a stretch as applicable in the case of EL will not apply in case of CCL.

The other conditions like CCL may not be granted for less than 15 days or in more than 3 spells etc., will apply [Rule 43-C].
4. Whether child care leave has been extended to female industrial employees?

Child Care leave has been extended to all civilian female industrial employees covered by the CCS (Leave) Rules, 1972 subject to the conditions provided in Rule 43-C of the CCS (Leave) Rules, 1972, as amended from time to time [O.M. No. 12012/2/2009-Estt. (L), dated 1-8-2012].

Commuted Leave

1. Whether commuted leave is admissible based on medical certificates of Hospitals/Medical Practitioner approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse?

Leave on medical grounds may be allowed on the basis of certificates issued by Hospitals / Medical Practitioners approved by the employer of the spouse in such cases.

Empanelment of private hospitals(including Dental Clinics)and diagnostic centres under CGHS, Delhi & NCR

In continuation of this Ministry's Office Memorandum of even number, dated 30-4-2013 on the above mentioned subject, the undersigned is directed to convey that in addition to the list of the hospitals(including dental clinics), diagnostic laboratories and Imaging Centres already empanelled, the hospitals(including dental clinics), diagnostic laboratories and Imaging Centres as per the list attached have also been empanelled under the continuous empanelment scheme under CGHS in Delhi and NCR. The newly empanelled hospitals (including dental clinics), diagnostic laboratories and Imaging Centres may be treated as included in the existing list with same terms and conditions as has been indicated in the Office Memorandum, dated 30.4.2013.

ANNEXURE

ADDITIONAL LIST OF NEW HOSPITALS/DIAGNOSTIC CENTRES EMPANELLED UNDER CGHS

DELHI & NCR: category-wise

NEW HOSPITALS

NABH APPLIED FOR

S. No.	Name of the Hospital	Specialities empanelled for
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NEW EMPANELLED SUPER SPECIALITY HOSPITALS

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| 1. | Saroj Hospital and Heart Institute, Sector-14 Extn., Madhuban Chowk, Rohini, New Delhi - 110 085 | General Medicines and General Surgery, Cardiology and Cardio-thoracic surgery, Orthopaedics including Joint Replacement, GI-Surgery, Neurology, Neuro-surgery, Nephrology, Urology, Eye, ENT, Gynae. and Obstetrics, Laparoscopic Surgery, Dialysis, Dental, Medical Oncology and Lab and Imaging Services. |
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NEW DENTAL CLINICS

Non-NABH

S. No.	Name of the Dental Clinic	Facilities available
1.	Sure Cure Multispeciality Dental Clinic and Implant Centre, 345, Sector-34, Vaishali, Ghaziabad (UP).	As a Dental Clinic
2.	S.N Dental Hospital and Implant Centre, Shop 5, B-13, Sector-34, Mother Dairy Market, Noida.	As a Dental Clinic

EYE CARE CENTRES

Non-NABH

S. No.	Name of the Eye Care Centre	Facilities available
1.	Medfort Hospitals Pvt. Ltd., A3/24, 3 rd Floor Janakpuri, New Delhi-110 058.	As Eye Centre for all available facilities
2.	Drishhti Eye Care Centre, Shop Plot No. 4, First Floor, Anand Complex, Pandav Nagar, Patparganj Rd., Opp. Mother Dairy, Delhi-110 092.	As Eye Centre for all available facilities

NEW DIAGNOSTIC CENTRES

NABL (Not required for Imaging Centres)

S. No.	Name of the Hospital	Facilities available
1.	Dr. Gulati Imaging Institute, Unit of S.M. Imaging Institute Pvt. Ltd., J-16, Hauz Khas Enclave, Main Aurobindo Marg, New Delhi-110 016.	X-ray, Mammography, Ultrasound with Colour Doppler, MRI, CT, BMD (Dex Cardiac - ECG, ECHO, TFT, TMT, PF
2.	Dr. Suri Lab Pvt. Ltd., 23 B, Pusa Road, New Delhi-110 005.	Laboratory Services
3.	Dr. D.K. Gulati's Path Lab, 20, Community Centre, Ashok Vihar Ph. II, Opp. Satyavati College Ph-II, Delhi-52.	Laboratory Services

G.I., M.H., Notfn. No. 4-2/2006-C&P/CGHS (P), dated 9-7-2013

**Merger of 19 Postal Dispensaries presently functioning in
12 CGHS covered cities with CGHS**

In pursuance of the decision taken by the Government on recommendations of Sixth Pay Commission, the following 19 (nineteen) Post Dispensaries presently functioning in 12 (twelve) CGHS covered cities i.e., Ahmedabad (3), Bhopal (1), Bhubaneswar (1), Dehradun (1), Guwahati (2), Jaipur (2), Jammu (1), Jabalpur (1), Lucknow (3), Pune (2), Ranchi (1) and Shillong (1) are hereby merged with the Central Government Health Scheme (CGHS).

2. All serving employees and pensioners of Department of Posts (DoP) and Department of Telecom (DoT) who are residing / settled in the above 12 cities and are beneficiaries of the 19 Postal Dispensaries shall now be covered under CGHS and the Postal Dispensaries shall be rechristened as CGHS Wellness Centres. CGHS membership to the pensioners will be confined to those who are residing / settled in these 12 cities only.

3. In so far as the existing facilities and manpower in position in the 19 Postal Dispensaries are concerned, the merger shall be effective as per the following terms and conditions: —

- A. All serving employees and pensioners of Department of Posts (DoP) and Department of Telecom (DoT) shall have to abide by the CGHS Rules and guidelines to become a member of the Scheme. They shall have to pay the requisite contribution per the prevailing rates prescribed by the Ministry of Health and Family Welfare / CGHS. DoP and DoT will take necessary action to inform their employees and pensioners in this regard.
- B. All existing facilities and infrastructure like buildings, furniture and fixtures, equipments, etc. will be taken over by CGHS on 'as is where is' basis. The Department of Post shall hand over the possession of the Postal Dispensaries accommodation to the Department of Health and Family Welfare / CGHS at a token rent of ₹ 1 per annum. In the case of rented accommodations, CGHS will pay the rent from the date of taking over of the dispensaries.
- C. All doctors of GDMO sub-cadre of CHS working in the above 19 dispensaries will be taken on roll of CGHS and they shall be placed under the administrative control of Department of Health and Family Welfare / CGHS for all purposes.
- D. All employees (technical / non-technical staff) along with the work allocated and posts they are currently holding in these 19 Postal Dispensaries shall be taken over by CGHS. Their seniority and other conditions of service in CGHS shall be governed by the relevant instructions and guidelines issued by DoP&T from time to time.
- E. All expenditure relating to these dispensaries including medicines, hospitalization and other reimbursable expenses (of pensioners), salaries and other allowances to the Postal dispensary employees as a result of merger of these dispensaries shall be borne by CGHS from its own resources.
- F. Local Committees shall be constituted in the respective cities with representatives from both CGHS and Postal dispensaries to resolve all staffing and other local issues arising on account of the merger in consultation with nodal Ministries.

4. These Orders shall be effective from 1st August, 2013.

5. This issues with the concurrence of Ministry of Finance, Department of Expenditure *vide* I.D. No. 18 (3)/E.V/2008, dated 6-3-2013.

G.I., CGA, Corrigendum No.1 (7)/DCPS
(NPS)/2009/TA/295, Dated 27-5-2013

Additional relief on death/disability of Government servants covered by the Defined contribution Pension System(NPS)

Reference is invited to this office O.M.No.1 (7)/DCPS (NPS)/2009/TA/221, dated 2-7-2009, on the above-mentioned subject. The existing Para.No.3 (xix) of the above OM has been substituted by the following:-

“(xix)The Pension Account holding bank will be responsible for obtaining periodical certificates such as Life Certificate, Re-employed Certificate, etc.(as prescribed in CPAO’s Scheme for “Payment of Pensions to Central Government Civil Pensioners through authorized Banks’) and intimated electronically to CPAO on due dates,(Life certificate should be obtained by 1st November each year and intimation uploaded on CPAO’s website),Drawing of pensions/family pensions will be subject to the receipt of Life Certificate by CPAO”.

G.I Dept. of Pen. P.W O.M No. 1/17/2011-P&PW (E), dated 24/25-6-2013

Grant of family pension and gratuity to the eligible member of the family of an employee/ pensioner/family pensioner reported missing- consolidated instructions.

The provisions regarding grant of gratuity and family pension to the members of families of the deceased Government servants/ pensioners who were appointed on or before 31st December, 2003 and who are /were borne on pensionable establishments are contained in Rules 50-54 of the Central Civil Services (Pension) Rules, 1972. The instructions regarding grant of family pension and gratuity under rules to the eligible member of the family of an employee reported missing had been issued vide this Department's earlier Office Memorandum No. 1/17/86-P&PW, dated the 29th August 1986. Clarifications/ amendments in this regard were issued vide O.M No. 1/17/86-P&PW, dated the 25th January, 1991 and 18th February, 1993 and O.M No. 1/28/04-P&PW (E), dated the 31st March, 2009 and 2nd July, 2010, O.M of even number, dated the 14th September, 2011 and O.M no. 1/17/2010-P&PW (E), dated the 2nd January, 2012.

2. A reference has been received in this Department to clarify whether in a situation where SHO states that FIR is not required to be lodged in the case of person gone missing, the eligible member of the family can be granted family pension. The matter has been examined in consultation with the Ministry of Home Affairs. Section 154 (1) of the Criminal Procedure Code mandates filing of an FIR by the Police authorities on a report received of the commission of a cognizable offence. A missing person *per se* does not point to commission of a cognizable offence. In view of this, cognizance of a person's disappearance can be taken by the Head of Office on the basis of an authenticated Daily Diary (DD) / General Diary Entry (GDE), filed by the Police authorities concerned, as per the practice prevalent in that State / UT.

3. It has now been decided to issue consolidated instructions in supersession of previous instructions regarding grant of family pension to the eligible members of family of the employee / pensioner / family pensioner reported missing and whose whereabouts are not known. It includes those kidnapped by insurgents / terrorists but does not include those who disappear after committing frauds / crime, etc.

4. In the case of a missing employee / pensioner / family pensioner, the family can apply for the grant of family pension, amount of salary due, leave encashment due and the amount of GPF and gratuity (whatever has not already been received) to the Head of Office of the organization where the employee / pensioner had last served, six months after lodging of Police report. The family pension and/or retirement gratuity may be sanctioned by the Administrative Ministry / Department after observing the following formalities:—

- (i) The family must lodge a report with the concerned Police Station and obtain a report from the Police, that the employee/ pensioner / family pensioner has not been traced despite all efforts made by them. The report may be a First Information Report or any other report such as a Daily Diary / General Diary Entry.
- (ii) An Indemnity Bond should be taken from the nominee / dependants of the employee / pensioner / family pensioner that all payments will be adjusted against the payments due to the employee / pensioner / family pensioner in case she / he appears on the scene and makes any claim.

5. In the case of a missing employee, the family pension, at the ordinary or enhanced rate, as applicable, will accrue from the expiry of leave or the date up to which pay and allowances have been paid or the date of the police report, whichever is later. In the case of a missing pensioner / family pensioner, it will accrue from the date of the police report or from the date immediately succeeding the date till which pension / family pension had been paid, whichever is later.

6. The retirement gratuity will be paid to the family within three months of the date of application. In case of any delay, the interest shall be paid at the applicable rates and responsibility for delay shall be fixed. The difference between the death gratuity and retirement gratuity shall be payable after the death of the employee is conclusively established or on the expiry of the period of seven years from the date of the police report.

7. Before sanctioning the payment of gratuity, the Head of Office will assess all Government dues outstanding against the employee / pensioner and effect their recovery in accordance with Rule 71 of the CCS (Pension) Rules, 1972 and other instructions in force for effecting such recoveries.

8. The amount of salary due, leave encashment due and the amount of GPF will be paid to the family in the first instance as per the nominations made by the employee / pensioner on filing of a police report and submission of an indemnity bond as indicated above.

9. The benefits to be sanctioned to the family / nominee of the missing employee / pensioner will be based on and regulated by the emoluments drawn by him / her and the rules / orders applicable to him / her as on the last date he / she was on duty including authorized periods of leave.

10. Formats of separate Indemnity Bonds to be used in the case of missing employees, missing pensioners and missing family pensioners are available at this department's website www.persmin.nic.in.

G.I Dept. of Pen. P.W O.M No. 41/26/2010-P&PW(E),
dated 25/26-6-2013

**Grant of ex gratia to those pre- 1986 Contributory
Provident Fund (CPF) employees who retired otherwise
than on superannuation after 20 years of service.**

In this Department's O.M No. 45/52/97-P&PW(E), dated 22.3.2004, it was clarified that the following categories of CPF beneficiaries would not be entitled to grant of ex gratia payment in terms of O.M No. 45/52/97-P&PW (E), dated 16-12-1997 (SI.No. 149 of Swamy's Annual, 1997):-

- (a) those who were dismissed or removed from service,
- (b) those who resigned from service, and;
- (c) those who resigned from service other than on attaining the prescribed age of superannuation.

2. The matter has been reviewed. It has now been decided to delete the Clause (c) above from the OM, dated 22-3-2004. Accordingly, all CPF beneficiaries who retired voluntarily or on medical invalidation before 1-1-1986 after completing 20 years of continuous service would also be eligible for the *ex gratia* payment in terms of OM, dated 16-12-1997. Other conditions given in OM, dated 16-12-1997 will remain same.

3. This is issued with the concurrence of Ministry of Finance, Department of Expenditure *vide* their ID 563/E.V./2013, dated 24-6-2013.

G.I Dept. of Pen. P.W O.M No. 1/10/2012-P&PW (E),
dated 27/28-6-2013

Enhancement of amount of ex gratia payable to pre-1986 CPF retirees and dependent family members of the deceased pre- 1986 CPF employees.

The undersigned is directed to refer to this Department's O.M No. 45/52/97-P&PW (E), dated the 16th December, 1997 sanctioning monthly payment of an amount of Rs. 600 as ex gratia, to CPF beneficiaries who had retired from service prior to 1-1-1986. This amount was payable with effect from 1-11-1997. similarly, monthly ex gratia being paid to the widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1-1-1986 and the widows and dependent children of the CPF beneficiaries who died while in service prior to 1-1-1986 had been revised from Rs. 150 to Rs 605.

2. Reference is also invited to this Department's O.M No. 42/2/2004-P&PW (G), dated the 15th March, 2004. in terms of this O.M Dearness Relief equal to 50% of the above amounts of ex gratia has been converted in to dearness ex gratia with effect from 1st April, 2004. Consequently, dearness relief, as announced from time is being paid, on the sum of the amounts of ex gratia and dearness ex gratia.

3. This Department has since been receiving representations from the CPF retirees who are in receipt of *ex gratia* in terms of the above instructions, to enhance the amount of *ex gratia*. The matter has now been considered and the President is pleased to enhance the existing amount of *ex gratia* of ₹ 600 p.m. being paid to the surviving CPF retirees and the amount of *ex gratia* of ₹ 605 p.m. being paid to dependent members of the families, i.e., widows and dependent children of deceased beneficiaries at the following rates with effect from 4th June, 2013:

S. No.	Group of Service to which CPF retirees belonged at the time of retirement	Enhanced amount of basic monthly <i>ex gratia</i>
		₹
1.	Group 'A' Service	3,000
2.	Group 'B' Service	1,000
3.	Group 'C' Service	750
4.	Group 'D' Service	650
5.	Widows and dependent children of the deceased CPF beneficiary	645

4. Dearness ex gratia equal to 50% of the enhanced amount of ex gratia and Dearness Relief, as notified from time to time, on the sums of enhanced amounts of ex gratia and dearness ex gratia shall also be admissible to them.

5. The terms and conditions for grant of ex gratia and dearness relief will continue to be governed by this Department's O.M No. 4/1/87-PIC, dated the 13th June, 1988 and O.M No. 45/52/7-P&PW (E), dated the 16th December, 1997 and subsequent Office Memorandums issued in this regard.

6. As laid down in the Ministry of Finance O.M., dated 28-11-1969, the *ex gratia* payment is not admissible to (a) those who were dismissed / removed from service and (b) those who resigned from service.

7. It shall be the responsibility of the Head of the Department of the Ministry, Department, Office, etc. from which the CPF beneficiary had retired or where he was working prior to his demise to revise the *ex gratia* with effect from 4th June, 2013 and to issue revised *Ex gratia* Payment Order (EPOs). Action to revise *ex gratia* in terms of these provisions shall be initiated by the concerned Heads of Departments. In the case of the Defence Civilian Employees, however, the procedure prescribed in this regard by the Ministry of Defence shall be followed. It is emphasized that the Sanctioning Authority, in no case, will ask the beneficiary to surrender his / her original *Ex gratia* Payment Order (EPO) for issuing revised authority.

8. The CPF beneficiaries may send applications to the Head of Office and/or Disbursing Authority concerned for revision of *ex gratia* amount indicating the EPO details and the office from which he/she retired / last served. The Disbursing Authority shall intimate the details of the beneficiaries to the Central Pension Accounting Office and the Pay & Accounts Offices concerned in the pro forma enclosed as Annexure to this O.M.

9. The periodical certificates such as life certificate, non-employment certificate etc., prescribed for drawal of pension will also be required to be submitted by the recipient of the *ex gratia* payment to the appropriate disbursing authorities for drawal of *ex gratia*.

10. These orders apply to all civilian Central Government employees covered under Contributory Provident Fund Scheme retired / died before 1986, including civilians paid from Defence Service Estimates but will not apply to Railway Employees. Separate orders will be issued by the Ministry of Railways (Railway Board) for revision of *ex gratia* payable to the dependent members of families of eligible employees covered under the State Railways Provident Fund (Contributory).

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

ANNEXURE

Form of intimation by the *Ex Gratia* Payment Disbursing Authority to the Central Pension Accounting Office / Pay and Accounts Office regarding enhancement of *Ex Gratia* Payment in terms of Department of Pension and Pensioners' Welfare Office Memorandum No. 1/10/2012-P&PW (E), dated the 27th June, 2013.

1. Name of the *Ex gratia* beneficiary
2. *Ex gratia* Payment Order No.
3. Date of retirement / death (in case of Payment to family member)
4. Savings Bank A/c No.
5. Name of the bank / Paying Branch
6. Bank Code No.
7. Existing basic payment of *ex gratia* payment
8. Revised amount of *ex gratia* as on 4th June, 2013

Remarks, if any.

SIGNATURE OF *EX GRATIA*
PAYMENT DISBURSING AUTHORITY

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

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi
Dated: 1st July, 2013.

OFFICE MEMORANDUM

01

Sub: Simplification of pension process for permanently disabled children/siblings and dependent parents – instructions regarding. This Department's O.M. No.1/19/11-P&PW (E), dated 3.8.2011, O.M. No.1/6/2008-P&PW (E), dated 22.6.2010 and O.M. No.1/21/91-P&PW (E), dated 20.1.93 refer.

The undersigned is directed to state that a number of representations are being received in the Department of Pension & Pensioners' Welfare about the difficulties being faced in getting the revised Pension Payment Orders (PPOs) issued for old parents and disabled children/siblings after the death of the pensioner/family pensioner.

2. The matter has been examined and it has been decided that the employee/pensioner/family pensioner may, at any time before or after retirement/death of employee, make a request to the Appointing Authority seeking advance approval for grant of family pension for life to a permanently disabled child/sibling in terms of provisions contained in rule 54 of the CCS (Pension) Rules, 1972, which are reproduced as under:

Proviso (iv) to sub-rule 6 (iv): before allowing the family pension for life to any such son or daughter, the appointing authority shall satisfy that the handicap is of such a nature so as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation setting out, as far as possible, the exact mental or physical condition of the child;

Sub rule 10 (B): Family pension to the dependent disabled siblings shall be payable if the siblings were wholly dependent upon the Govt. servant immediately before his or her death and deceased Govt. servant is not survived by a widow or an eligible child or eligible parents.

3. In terms of sub-rule (10-A) (reproduced below) a request for advance approval to the grant of family pension to the parents may be made to the Head of Office.

Sub rule 10 A (a): Family pension to the parents shall be payable if the parents were wholly dependent on the Govt. servant immediately before his or her death and the deceased Govt. servant is not survived by a widow or an eligible child.

(b): The family pension, wherever admissible to parents, will be payable to the mother of the deceased Govt. servant failing which to the father of the deceased Govt. servant.

4. On acceptance of such a request, the Head of Office (HOO) will immediately issue a sanction order for grant of family pension to such children/siblings/dependent

parents on their turn. No further authorisation for grant of family pension to the disabled child/sibling/ dependent parents would be required. The HOO and Pay and Accounts Officer (PAO) will maintain the details of such disabled children/siblings/dependent parents in the service book and pension file of the employee/pensioner to enable prompt processing of such requests. On the basis of this approval, the permanently disabled child/sibling/ dependent parents will be authorised to receive family pension at the appropriate time, i.e., after the death of pensioner and/or after the death/ineligibility of any other member in the family eligible to receive family pension prior to the disabled child/sibling/ dependent parents, as explained in the succeeding paragraphs.

5. The name(s) of permanently disabled child/children/siblings and/or dependent parents may be added to the PPO issued to the retiring Government servant if there is no other eligible prior claimant for family pension other than the spouse. No fresh PPO need to be issued in such cases and the family pension will be payable by the pension disbursing authority in the following order and the following manner:

- (i) To the spouse – on the death of the pensioner - on production of death certificate of pensioner. This family pension will continue till death or remarriage of spouse. In the case of a childless widow, the family pension may continue even after her re-marriage as per rules.
- (ii) To the permanently disabled child/children – on the death/remarriage of spouse – on production of such death certificate/remarriage-intimation. Family pension to the spouse will be discontinued and family pension would be allowed by the PDA for life for permanently disabled children in the order prescribed in Rule 54 of the CCS (Pension) Rules, 1972.
- (iii) To the dependent parents – first mother, then father - when claimants in (i) and (ii) die or become ineligible – on production of death certificate/remarriage-intimation of spouse and/or death certificates of all permanently disabled children, family pension would be allowed by the PDA to dependent parents. This family pension would continue till death of the dependent parents.
- (iv) To the permanently disabled sibling/s – when family pension to all above ceases to be payable on account of death/re-marriage – on production of death certificates/ remarriage-intimation as applicable, the family pension will be allowed by PDA to the permanently disabled siblings.

6. For all other cases where there are other eligible prior claimants to family pension in accordance with rule 54 of CCS (Pension) Rules, 1972, the names of disabled child/children/dependent parents/permanently disabled sibling will be added to the PPO issued to the preceding eligible family pensioner, based on the authorisation made as in para 3 above. Family pension to these permanently disabled child/children/siblings /dependent parents will be payable after the death/ineligibility of the prior claimant, as the case maybe.

7. The authorisation as indicated above shall be made in the PPO or by issuing a revised authority if a child, parents or sibling is authorised for family pension after issue of the PPO. The revised authority shall take the usual route to the pension disbursing authority. The Pension Disbursing Authority shall start disbursing family pension to the permanently disabled child/sibling or dependent parents after the death of the pensioner/spouse/other family pensioner, as the case may be, on the basis of the PPO/revised PPO, approval of the appointing authority and the death certificate(s) of the pensioner and other family pensioners and the self-certificate for income.

8. Such an authorisation shall become invalid in case a person becomes member of family after issue/amendment of such PPO and is entitled to family pension prior to the disabled child/sibling/dependent parents at the time of the death of the pensioner/spouse. For example, the pensioner may marry/remarry after the death of first spouse or adopt a child. Such spouse/child may be eligible for family pension at the time of death of the pensioner or death/ineligibility of the spouse. A child adopted by the spouse of the pensioner shall not be treated as a member of the family of the deceased pensioner. A decision regarding grant of family pension in such cases will be taken by the Head of Office in accordance with the provisions of rule 54 of the CCS (Pension) Rules, 1972.

9. In order to facilitate the Bank Authorities to promptly sanction the family pension in such cases, the Govt. Employees/pensioners/their spouses may open a bank account of such children/siblings/parents and indicate this information to the Head of Office for inclusion in the PPO/revised authority.

10. As regards pensioners/family pensioners belonging to the Indian Audit and Accounts Departments, these instructions issue after consultation with the Office of Comptroller and Auditor General of India.

O/C

Sujasha Choudhury
(Sujasha Choudhury)
Deputy Secretary

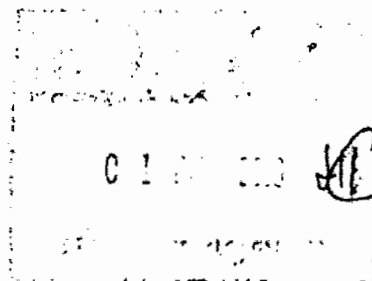
All Ministries/Departments of the Government of India *w/med vide P.B. 12 of 13*

Copy to:-

1/4/13
1. O/o CGA, 7th Floor, Lok Nayak Bhavan, New Delhi. (Apart from the usual action, it is also requested to make necessary amendments in the format of the PPO to accommodate authorisation of the permanently disabled children/siblings and dependent parents.)

2. CPAO, Trikot-II, Bhikaji Kama Place, New Delhi-66 (It is requested to make necessary amendments in the Scheme Booklet to facilitate implementation of the above decisions).

3. National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities, 16-B, Bada Bazar Road, Old Rajinder Nagar, New Delhi-110060 (w.r.t DO No. 1/67/NAT/2012, dated 6th March, 2013).



G.I., Dept. of Pen. & P.W., O.M. No. 1/22/2012-P&PW (E),
dated 10-7-2013

- (i) **Payment of arrears of pension in cases where valid nomination has not been made under the Payment of Arrears of Pension (Nomination) Rules, 1983**
- (ii) **Payment of arrears of family pension**

Attention is invited to the Payment of Arrears of Pension (Nomination) Rules, 1983 which provide that after the death of the pensioner, all moneys payable to the pensioner on account of pension will be paid to the nominee of the deceased pensioner. In the absence of any nomination made by the pensioner, the arrears of his/her pension are paid to the legal heir as per the procedure indicated in Para. 4 of Part A of Annexure to Ministry of Finance O.M. No. 1 (3)-E.V/83, dated 11-10-1983. However, dependants of some pensioners expressed difficulties in obtaining the legal heirship certificates and represented that the necessity of production of legal heirship certificates may be waived where the amount of arrears payable is small.

2. The matter had been examined in Ministry of Finance, D/o Expenditure *vide* OM, dated 4-6-1985 and it was decided that in case where a valid nomination does not exist under the Payment of Arrears of Pension (Nomination) Rules, 1983 and the dependant of pensioner is unable to produce the legal heirship certificate, the Payment of Lifetime Arrears of Pension accruing to the deceased pensioner may be authorized on the basis of any documentary proof regarding the relationship and heirship of the claimant if the gross amount of arrear does not exceed ₹ 25,000. In such cases, if the gross amount did not exceed ₹ 5,000 and case represented no peculiar features, the accounts officer was authorized to make the payment on his own authority.

3. The Government has further looked into the matter and decided to increase the limits of ₹ 5,000 and 25,000 as indicated in Department of Expenditure OM, dated 4-6-1985 to ₹ 50,000 and 2,50,000 respectively. The conditions and the procedure of payment as indicated in Department of Expenditure OM, dated 22-10-1983 and 4-6-1985 will remain the same, which are reiterated hereunder.

4. The Pension Disbursing Authority (PDA) may receive application along with any documentary proof regarding the relationship and heirship of the claimant. In case the claimant is the recipient of family pension, the Disbursing Officer will verify the identity of the claimant with reference to the disburser's half as well as pensioner's half of the PPO and give a certificate of having done so. PDA will duly attest the documents received from the applicant and forward these along with the application to the Accounts Officer. The Accounts Officer, on receipt of application along with a copy of PPO of the pensioner and other documents from the PDA, will calculate the amount of arrears and issue necessary authority for payment of life-time arrears to the disbursing authority if the case does not present any peculiar features and the amount does not exceed ₹ 50,000. In case the amount exceeds ₹ 50,000 but does not exceed ₹ 2,50,000, the Accounts Officer will obtain the orders of the Head of Department or Administrator or the CAG in the case of pensioners from Indian Audit and Accounts Department or any Officer of that Department declared as an HOD. Payment will be made on execution of a duly stamped indemnity bond in Form T.R. 14 / G.A.R. 26, with such sureties as necessary in terms of Para. 7 below. In case of any doubt and also in cases where the amount of arrears exceeds ₹ 2,50,000, payments shall be authorized to be made only to the persons producing the legal authority.

5. This Department's O.M No. 43/4/95-P&PW (G), dated 30-10-1995 stipulated that in the event of death of a family pensioner, the right to receive any arrears of family pension would automatically pass on to the eligible member of the family next in line. the requirement of succession certificate for payment of any arrears occurs only where there is no member in the family who is eligible to receive pension after the death of the family pensioner. Therefore, it has been decide that the provisions of this office memorandum will also apply to the payment of arrears of family pension where no member of family is eligible to receive family pension.

6. The Head of Department here means the Head of Department as defined in Rule 2 (xvi) of the General Financial Rules, 2005. However, in order to ensure that the citizens do not have to face unnecessary hardships, it has been decided that in the case of field establishments, the Administrative Ministries / Departments may delegate the power of Head of Department to the Head of Office in the rank of Deputy Secretary / Director, if felt necessary by them. It is also clarified that this OM will cover all such past cases.

7. Normally, there should be two sureties, both of known financial stability. However, in case the amount of claim is less than ₹ 75,000, the authority accepting the indemnity bond for and on behalf of the President of India should decide on the merits of each case whether to accept only one surety instead of two. The obligor as well as the sureties executing the indemnity bond should have attained majority so that the bond has legal effect or force. The bond is required to be accepted on behalf of the President by an officer duly authorized under Article 299 (1) of the Constitution.

8. These orders will not be applicable in cases where a valid nomination exists under the Payment of Arrears of Pension (Nomination) Rules, 1983. In such cases, the payment of arrears will be authorized to be made to the nominee (s).

9. As regards pensioners / family pensioners belonging to the Indian Audit and Accounts Departments, these Orders issue after consultation with the Comptroller and Auditor-General of India.

10. This issues with the concurrence of Ministry of Finance Department of Expenditure *vide* their ID Note No. 568/E.V/2013, dated the 28th June, 2013 and O/o Controller General of Accounts *vide* their ID No. 1 (7)/TA-III/2011-12/Misc.1/16, dated the 13-2-2013.

No.20/16/1998-P&PW (F)
Government of India
Ministry of Personnel Public Grievances and Pensions
Department of Pension and Pensioners Welfare

3rd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110 003
Dated the 11th July, 2013.

OFFICE MEMORANDUM

Subject: Withholding of 10% gratuity from the retiring Government servants – clarification regarding.

The undersigned is directed to refer to this Department's OM of even number dated the 19th February 2013 on the above cited subject and to say that this Department is still receiving representations from individuals and Pensioners Associations that Government Departments have been withholding 10% of the amount of gratuity from retirees even when they had not been provided any Government accommodation. This is in contravention of existing instructions.

2 The recovery and adjustment of Govt. dues from retirement gratuity is regulated under Rules 71 to 73 of the CCS (Pension) Rules, 1972. Rule (1) to (3) of Rule 72 ibid provide for recovery of actual amount of Govt. dues in respect of Govt. accommodation from pay & allowances before retirement and from Retirement Gratuity. Sub rule (5) of Rule 72 ibid stipulates that if, in any particular case, it is not possible for the Directorate of Estates to determine the outstanding licence fee, that Directorate shall inform the Head of Office that ten per cent of gratuity may be withheld pending receipt of further information. Further, if no Government accommodation is allotted to a Government servant, in accordance with Dte of Estate's OM No.18011/5/1990-Pol-III dated 12.10.2010, it is for the Administrative Ministry to issue an 'NDC'.


3. As regards recovery in respect of 'Govt. dues' other than those pertaining to Govt. accommodation, the Head of Office is required to complete assessment of such dues eight months prior to the date of retirement [Rule 73(2)]. The actual amount of such dues and the dues which come to notice subsequently and remain outstanding are to be adjusted against the amount of retirement gratuity becoming payable to the Govt. servant on retirement.

4. It is, therefore, clear that there is no provision for withholding any part of gratuity at the time of retirement for the purpose of recovery of outstanding government dues other than those pertaining to government accommodation and the onus of timely collection of license fee is on the Directorate of Estates. If the Directorate of Estate does not specifically inform the Administrative Department of the outstanding dues and requests for withholding of 10% gratuity for the outstanding license fee, Gratuity cannot be withheld on this account. The only other circumstance under which gratuity can be withheld is in case of ongoing disciplinary proceedings against the Government servant. Thus the Pay and Accounts Officer shall not withhold any gratuity unless the Head of Office

- (a) encloses instructions received from Directorate of Estate for withholding of 10% gratuity for outstanding license fee or
- (b) Informs of ongoing disciplinary proceedings.

These instructions are for strict compliance of all Administrative Ministries/ Departments.

5. A revised FORM 8 – form of letter to the Accounts Officer forwarding the pension papers of Government servant is also enclosed. Formal amendment in the CCS(Pension) Rules for revised Form 8 will be notified later.


(Tripti P. Ghosh)
Director (PP)
TEL: 24624802

To,
1 All Ministries/Departments of the Government of India as per standard distribution list.

FORM 8

[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

No.....
Government of India
Ministry of.....
Department/ Office.....
Dated the

To

The Pay and Accounts Officer/
Accountant General,
.....
.....
.....

Sub:- Pension papers of Shri/Smt/Kumari
For authorization of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari..... of this Ministry/Department/ Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Government servant and which need to be recovered out of the amount of retirement gratuity are indicated below.

(a) Balance of the house building or conveyance advance	Rs.
(b) Overpayment of pay and allowances including leave salary	Rs.
(c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	Rs.
(d) Arrears of licence fee for occupation of Government accommodation... ..	Rs.
(e) The amount of licence fee for the retention of Government accommodation for the permissible period of two months beyond the date of retirement	Rs.
(f) Any other assessed dues and the nature thereof... ..	Rs.

3. Your attention is invited to the list of enclosures which is forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned.

...2/..

5. The retirement gratuity will be drawn and disbursed by this Ministry/ Department/ Office on receipt of authority from you. The outstanding Government dues as mentioned in para 2 above will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Head of Office.

List of enclosures

1. Form 5* and Form 7 duly completed.
2. Medical certificate of incapacity (if the claim is for invalid pension).
3. Statement of the savings effected and the reasons why employment could not be found elsewhere (if claim is for compensation pension or gratuity).
4. Service Book (date of retirement to be indicated in the service book).
5. (a) Two specimen signatures, duly attested by a Gazette Government servant or in the case of pensioner not literate enough to sign his name, two slips bearing the left hand thumb and finger impressions, duly attested by a Gazetted Government servant.

 **(b) Three copies of passport size photograph with wife or husband (either jointly or separately) duly attested by the Head of Office.

 (c) Two slips showing the particulars of height and identification marks, duly attested by a Gazetted Government servant.
6. A statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant.
7. Written statement, if any, of the Government servant as required under Rule 59(1)(a).
8. Brief statement leading to re-instatement of Government servant in case the Government servant has been re-instated after having been suspended, compulsorily retired, removed or dismissed from service.

[NOTE- When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.]

[FOOTNOTE- * If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts officer without Form 5. The Form may be sent as soon as it is obtained from the Government servant.]

[**Only two copies of passport size photograph need to be furnished if the Government servant is governed by Rule 54 of the Central Civil Services (Pension) Rules, 1972 and is unmarried or a widower or a widow.]

No.12011/01/2012-Estt.(AL)
Government of India
Ministry of Personnel, Public Grievances and Pension
Department of Personnel & Training

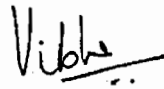
Block-IV, Old JNU Campus,
New Delhi, July 31, 2013

OFFICE MEMORANDUM

Subject: Children Education Allowance – Reimbursement of Examination Fee –

Subsequent to issue of Department of Personnel & Training's O.M. No.12011/03/2008-Estt.(Allowance) dated 2nd September, 2008, and subsequent clarifications issued from time to time on the subject cited above, a number of references have been received on reimbursement of "examination fee". After due consideration of the references, in consultation with the Ministry of Finance, Department of Expenditure, it has been agreed to allow reimbursement of "examination fee" as part of reimbursable items as indicated in para 1(e) of O.M. dated 2nd September, 2008, with effect from the current academic year, subject to the fulfillment of other existing conditions.

2. In so far as persons working in the Indian Accounts and Audit Departments are concerned, these orders issue in consultation with Comptroller and Auditor General of India.


(Vibha Govil Mishra)
Director
Telefax:26164314

1. All Ministries/Departments of the Government of India.
2. Office of the Comptroller & Auditor General of India/Controller General of Accounts.
3. Secretaries to UPSC/Supreme Court of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/ Planning Commission.
4. President's Secretariat/Vice-President's Secretariat/Prime Minister's Office.
5. All State Governments and Union Territories' Administration.
6. All Members of Staff Side of the National Council of JCM/Departmental Council.
7. Railway Board, New Delhi.