

No.36-02/2016-Pen (T)
Government of India
Ministry of Communications
Department of Telecommunications
(Pension Section)

**516-Sanchar Bhawan, 20, Ashoka Road,
New Delhi-110001**

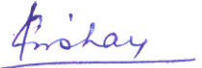
Dated: 07 June, 2017.

OFFICE MEMORANDUM

Subject: - 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 circulate OM No. 1(13)/EV/2017 dt. 23rd May, 2017 from Ministry of Finance (Department of Expenditure) and OM No. CPAO/IT&Tech/Revision(7th CPC)/19.vol-III_2016-17/37. dt. 25th May, 2017 from Central Pension Accounting Office (Ministry of Finance, Department of Expenditure), for implementation and necessary action on the matter.

Encl: As above.



(K.S. Dahiya)

Under Secretary to the Govt. of India

Tel: 23036854

To:

1. All the CCAs/ TERM Cells.
2. JS(Admn.), Sanchar Bhawan, 20-Ashoka Rd, New Delhi-110001.
3. Sr. DDG(TEC), Khurshid Lal Bhawan, Janpath, New Delhi.
4. Sr. DWA, 6th floor, Sanchar Bhawan, 20-Ashoka Rd, New Delhi-110001
5. DDG(Estt.)/DDG(Accounts)/DDG(E&F), DoT, Hqrs, New Delhi.
6. DDG (T&A), NTIPRIT, Ghaziabad-201002.
7. Director General, National Institute of Communication Finance(NTICF), Ghitorni, New Delhi-110047.
8. Director(Estt.), Director (Accts.I), Director (Accts.II), DOT, Hqrs, New Delhi.
9. Executive Director, CENTRE FOR DEVELOPMENT OF TELEMATICS(C-DOT) New Delhi 110030.
10. Director, Telecom Centres of Excellence(TCOEs), New Delhi - 110030.
11. CMD, BSNL Corporate Office, Janpath, New Delhi.
12. CMD, MTNL, Khursheed Lal Bhawan, New Delhi.
13. CMD, Bharat BroadBand Network Limited(BBNL), New Delhi -1100 30.
14. CMD, Telecommunications Consultants India Limited(TCIL), New Delhi - 110 048.
15. CMD, ITI Limited, New Delhi-110001.
16. Director(IT), DoT(HQ), Sanchar Bhawan, New Delhi for uploading the same on DoT website.

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

New Delhi, the 23rd 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 7th 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

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



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

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

Dated: 25/05/2017

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 12th May 2017 and Ministry of Finance (Deptt. of Expenditure) OM No. 1(13)/EV/2017 dated 23rd 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 7th 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 7th 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 23rd 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 7th CPC will be provided to the Pay and

Account Officers (PAOs) in their logins under CPAO website **www.cpaonline.in** by 31st 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.

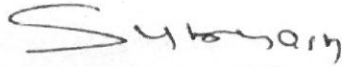
- ii. In the meanwhile, since all the service records/details of the pensioners are available with the respective HOOs from where they retired/died, HOOs are required to check their records and start revising the pension in terms of Para 4 of the aforementioned OM of the DP&PW forthwith. Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs may monitor number of such cases received at PAOs and submit a report to CPAO by 31st 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 6th 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 7th 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

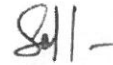
Encl- As above

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

Copy for information to:

1. Sr. PPS to Finance Secretary, Ministry of Finance, North Block, New Delhi-110001.
2. Sr.PPS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi.
3. PPS to Addl. Secretary (Expenditure), Ministry of Finance, North Block, New Delhi
4. Jt. CGA (SD), PFMS, 4th Floor, Shivaji Stadium Annexe, C.P., Shaheed Bhagat Singh Marg, New Delhi to resolve the issues if any, related with registration of digital signatures of PAOs on PFMS.
5. PS to Chief Controller(Pension),CPAO, New Delhi
6. TD (NIC), CPAO, New Delhi
7. ACA, CPAO, New Delhi
8. Sr.AO(CDN), CPAO, New Delhi
9. PAOs of all Authorization Sections, CPAO, New Delhi
10. AAO (IT&Tech), CPAO, New Delhi for uploading of this OM on CPAO website.



(Controller of Accounts)

ANNEXURE

PRE-2016 REVISION

PAO _____

Ministry of _____

As per 7CPC (Pre-2016)

Date: _____

No. _____

To

The Pay & Account Officer
Central Pension Accounting Office
Ministry of Finance, Govt. of India
Trikoote-II, 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 modification in both halves of the PPO as detailed below consequent upon the recommendations of 7th pay commission.

1. Pensioner

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

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

- (a) Basic Pension
(b) Commuted Pension
(c) Reduced Pension (a-b)
(d) Family Pension

Normal Rate:
Enhanced Rate:

From: To:
From: To:

3. Old Pay details

- (a) Date of Retirement/Death
(b) Applicable Pay Commission
(c) Pay Scale
(d) Pay/Notional Pay
(e) NPA
(f) Other pay if any

4. Pay fixed under 7CPC

- (a) Level
(b) Index
(c) Pay Fixed

5. Revised Pension with effect from 01-01-2016

- (a) Basic Pension (greater of 2(a)*2.57 or 4(c)*.5)
(b) Family Pension
(greater of 2(d)*2.57 or 4(c)*.3) Normal Rate:
(greater of 2(d)*2.57 or 4(c)*.5) Enhanced Rate:

From: To:
From: To:

6. Disbursing Bank

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

Pay & Account Officer

Copy to:

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

