

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 (7<sup>th</sup> 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 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

Account Officers (PAOs) in their logins under CPAO website [www.cpaonline.gov.in](http://www.cpaonline.gov.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.

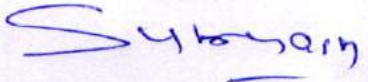
- ii. In the meanwhile, since all the service records/details of the pensioners are available with the respective HOOs from where they retired/died, HOOs are required to check their records and start revising the pension in terms of Para 4 of the aforementioned OM of the DP&PW forthwith. Pr. CCAs/CCAs/CAs/AGs/Administrators 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

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)**

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  
 Trikot-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 7<sup>th</sup> 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*)

(*greater of 2(d)\*2.57 or 4(c)\*.5*)

Normal Rate:  
 Enhanced Rate:

From: To:  
 From: To:

- (c) Additional Pension:

## 6. Disbursing Bank

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

Pay &amp; Account Officer

Copy to:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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