

Pay and Accounts Office  
Central Water Commission  
Pension Section, Sewa Bhawan,  
R.K. Puram, New Delhi

No. WR/PAO/CWC/Pension/Misc/2277

Dated: 30/12/20

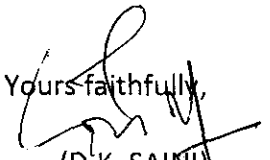
To

The Secretary  
CWC, 3<sup>rd</sup> Floor  
Sewa Bhawan,  
R.K. Puram, New Delhi


Sub: Procedures to be followed by the Head of Offices/DDOs for pension cases

Sir,

In order to obviate delay in finalization of pension/family pension cases, and to save the precious time, stationery and manpower, all the field offices of Central Water Commission may kindly be advised to follow the enclosed guidelines/ procedure while submission the pension/family pension case and bills of retirement benefits to the pensioners/family pensioners.

Yours faithfully,  
  
(D.K. SAINI)

Sr. Accounts Officer

  
30-12  
E-I  
Dir (Admin) /  
DD (e-Gov)

## Guidelines/procedure

### Regular Pension cases:

- 1) All documents have been completed as per enclosed check-list.
- 2) All cases must be processed through 'Bhavishya Portal' only.
- 3) Cases should be submitted within stipulated time as per CCS (Pension) Rules.
- 4) Ensure that pay fixation is correct from time to time and audited by Internal Audit.
- 5) Date of birth, spelling of name of the pensioners, family members must be the same as given in the service book, pan card, aadhar card
- 6) Service book must be completed in all respects.
- 7) Case must be submitted in physical form within 10 working days after submitting it online.
- 8) There is no provision for withholding any amount from gratuity except if Directorate of estates gives in writing to withhold the amount for a person having govt. Accommodation. Therefore no proposal for withholding the amount may be sent to this office. All recoveries from gratuity may be proposed while submitting pension case to this office.

### Cases converted from 'New Pension Scheme' to 'Old pension Scheme'

- 1) It may be ensured that copy of order regarding converting an employee status from **NPS to old Scheme** is to be pasted in the Service Book.
- 2) All entries regarding temporary status, regularization of service of an employee, service verification of all period of temporary status as well as regular service are required to be made in the Service book with proper attestation by the responsible officer.
- 3) Apart from all documents for regular **Check-list**, it may be seen that NPS subscription plus interest have been received from the NSDL and deposited into the Govt. Accounts in the respective heads of account.
- 4) Pay fixation has been correctly done for the period of temporary service.
- 5) Where an employee on retirement, has already received 100% accumulation from NSDL, amount is required either to adjust from DCRG/leave encashment completely or if it cannot be recovered, balance amount must be deposited by the retiree before submission the pension case to PAO. Copy of challans and a certificate from the HOO may be furnished with the pension case.
- 6) If an employee has been registered on EIS, his/her data is captured automatically from EIS to Bhavishya. Therefore, all such cases where an employee converted from NPS to old pension scheme are reported to NIC, Bhavishya for changing their status. Before submission the case to PAO, it may be ensured that needful has been done by the NIC, Bhavishya in all the cases.
- 7) In the death case of the employee, it may be ensured that family pension is not being paid from the Central Pension Accounting Office (CPAO). Action is required to be taken immediately through PAO to stop such pension where family opts to get pension from Bank. Any amount paid to the family on account of accumulation funds of NPS is required to be recovered in such cases from the family.

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### For family pension case

- 1) When a family pension case for children below 25 years of age, dependent widowed/divorced daughter, dependent parents etc is received in the Division office it should prime facie be examined and if it is considered fit for family pension, an immediate intimation may be sent to PAO to manage to call for the PPO of the pensioner/family pensioners from the bank for cancellation and issue a fresh PPO in the name of the family pensioners (Details of pensioner/family pensioner alongwith PPO number must be given.
- 2) Family pension to spouse is paid by the bank after receiving a simple application from the spouse alongwith death certificate and identification of the pensioner. Application of spouse of deceased pensioner is not required to be sent to PAO. Family Pensioner may be advised accordingly to approach to the bank.

### Bills of pensioners/family pensioners

- 1) Bills are not sent in duplicate. Only single bill related to arrear of pension/family pension, commuted value of pension, Gratuity (service/retirement/death), CGEGIS (Insurance and Saving fund) and leave encashment on retirement are required to be sent in respect of pensioner/family pensioners
- 2) Bills may be supported by PFMS generated bills, original sanction issued by the HOO regarding leave encashment and CGEGIS/ original authority of Gratuity ( service retirement/death), commuted value of pension, letter issued for arrear of pension/family pension and mandatory forms (Bank details of the pensioner/family pensioners) and documents asked for in the authority letter.
- 3) Sanction may kindly be signed only with **Blue Pen Ink**
- 4) Correct Head of accounts are required to be mentioned in making all the payments.  
*Head of account under which the pensioner benefits are required to be made are as below:*

<u>Nature of payment</u>	<u>Functional Head</u>	<u>Object Head</u>	<u>Category</u>
Arrear of pension/Family pension	2071011010100 - ORDINARY PENSIONS	04-pension charges	5 -voted
Leave encashment	2071011150100-Ordinary pension	04-pension charges	5 -voted
DCRG	2071011040100-Ordinary pension	04-pension charges	5 -voted
Commuted value of pension	2071011020100-Ordinary pension	04-pension charges	5 -voted
Saving Funds	8011001030100	00	7-Public account (expenditure)
Insurance Fund	8011001030200	00	7-Public account (expenditure)

- 5) Bills of arrear of pension/family pension may be submitted immediately to avoid delay in issue of PPO since PAO has to record this payment in the PPO
- 6) DA on full pension is to be worked out whereas residuary pension (Pension after commutation) is to be taken into account to make the arrear of pension
- 7) Single bill may be prepared for Insurance Fund and Saving Fund with separate correct head of account.
- 8) Leave accounts must be maintained properly and closed before submitting the bills of leave encashment ( A certificate may be recorded while closing the leave account

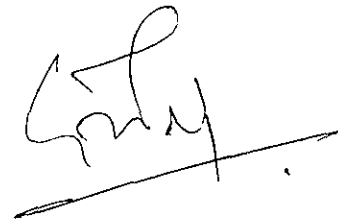
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stating that " Leave account has been re-casted and found correct. EL and HPL on retirement was found \_\_\_ and \_\_\_ respectively)

- 9) Bills may be sent along with service book
- 10) Fixed medical allowance is payable from the date when the pensioner/family pensioner has actually applied for it. Please ensure it before submitting the arrear of FMA bills to this office.
- 11) Application for change of option for getting FMA or CGHS facility by the pensioner/family pensioner is to be entertained once after retirement. Please ensure it before sending pensioners' requests to this office to change such option.
- 12) No other papers except sl. No. (2) above may be sent alongwith the bills.

**Misc. observations**

- 1) This office is receiving many letters regarding Govt. Accommodation to the Govt. Servant. This is to be examined by the DDO/HOO. This information may not be sent to this office.
- 2) Original sanction order is to be attached with the bills. Separate copy of sanction order is not required to be sent to PAO as it unnecessary increases the filling work.
- 3) Any information required by the HOO/DDO from the pensioner/family pensioners. Copy of the same is also addressed to the PAO which may be avoided.
- 4) All letters addressed to PAO must contain the Phone number/Mobile number of the DDO/HOO so that they may be approached immediately in case of any documents requirement.
- 5) Authority of gratuity/commuted value is sent to DDO through PFMS but it has been seen that authority is sent back to PAO. This should be avoided as these authority itself helps the DDO to generate the bills through PFMS.

A handwritten signature in black ink, appearing to be 'G. S. S.', with a long horizontal line drawn underneath it.

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**CHECK LIST FOR REGULAR PENSION CASES**

1	An undertaking in prescribed format for excess payment addressed to the Paying Branch from retiring government servant duly accepted by H.O.O.
2	Vigilance clearance certificate
3	No dues certificate
4	Form-8
5	Bank option form
6	Specimen signature of retiring government servant duly accepted by H.O.O.
7	Three Joint photographs duly attested by the competent authority on the passport size photograph in such a manner that the faces of pensioners are clearly visible.
8	Identification marks of retiring government servant duly accepted by H.O.O.
9	Aadhaar card copy
10	PAN card copy
11	Details of family in Form-3 accepted by H.O.O.
12	Form-7
14	Pension Calculation Sheet
15	Statement indication details of qualifying & non-qualifying service
16	Form -5
17	Form of option for fixed medical allowance
19	Personal Details as generated in the Bhavishya portal
20	Name and date of birth of govt. servant as recorded in first page of service book
21	Nomination Form-I and Nomination Form-A

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**CHECK LIST FOR FAMILY PENSION CASES**

1	An undertaking in prescribed format for excess payment addressed to the Paying Branch from retiring government servant duly accepted by H.O.O.	
2	No dues certificate	
4	Bank option form	
5	Specimen signature of family pensioner duly accepted by H.O.O.	
6	Three photographs of family pensioner duly attested by the competent authority.	
7	Identification marks of family pensioner duly accepted by H.O.O.	
8	Aadhaar card copy of family pensioner	
9	PAN card copy of family pensioner	
10	Details of family in Form-3 submitted by govt. employee at the time of service period accepted by H.O.O.	
11	Form-18	
12	Form - 14	
13	Pension Calculation Sheet	
14	Statement indication details of qualifying & non-qualifying service & annual certificate of verification	
15	Form -12	
16	Form of option for fixed medical allowance	
17	Death Certificate and nomination of DCRG/CGEGIS/GPF in Family Pension cases	
19	Name and date of birth of govt. servant as recorded in first page of service book	
20	Unmarried certificate/Income/unemployment certificate in r/o children of	