



केंद्रीय विद्यालय संगठन/ Kendriya Vidyalaya Sangathan  
18, संस्थानिक क्षेत्र/ 18, Institutional Area  
शाहीद जीत सिंह मार्ग/ Shaheed Jeet Singh Marg  
नई दिल्ली-16/ New Delhi - 16

F.No.110239/51/Cir./2014/KVS (Budget)

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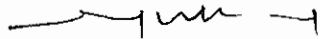
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Dated: .05.2014

The following orders issued by Government of India are uploaded on the KVS Website for information and necessary action.

1. G.I Dept. of Per. & Trg. O.M No. 11012/17/2013-Estt.(A), dated.2-1-2014 regarding Consolidated instructions on suspension
2. G.I.,Dept. of Per. & Trg., O.M.No.36034/3/2013-Estt.(Res.),dated 25-2-2014 regarding issue of Compendium of instructions on reservation for ex-servicemen
3. G.I.,M.F.,Resolution No.F.No.5(1)-B(PD)/2014,dated 4-3-2014 regarding interest for the year 2014-15 – GPF and other similar funds.
4. G.I.,Dept. of Per. & Trg.,Notfn.No.F.No.13026/4/2012-Estt.(L) dated 18-2-2014 regarding amendment to CCS(Leave)Rules,1972
5. G.I.,Dept. of Per.&Trg.,O.M.No.13026/4/2012-Estt.(L),dated 18-2-2014 regarding Execution of Bond for availing Study Leave under Rule 53(4) of the CCS(Leave)Rules,1972.
6. G.I., Addl. Dir. CGHS, Nagpur,O.M.No.CGHS/NP/Admn./HEMP/2014/2516, dated 7-2-2014 regarding empanelment of private hospitals(including Dental Clinics and Eye Care Centres) and diagnostic centres under CGHS,Nagpur.
7. G.I.,M.H.,O.M.No.S.11011/1/2014-CGHS(P), dated 10-2-2014 regarding Renewal of CGHS Plastic Cards.
8. G.I.,M.F.,Resolution No.1/1/2013-E.III(A), dated 28-2-2014 regarding appointment of seventh Central Pay Commission.
9. G.I.,Dept. of Pen.&P.W.,Letter No.1/19/2013-P&PW(E), dated 20-2-2014 regarding amendment to CCS(Pension)Rules,1972 – Notification.
10. G.I.,Dept. of Per. & Trg., O.M.No.25013/3/2010-Estt.(A), dated 27-2-2014 regarding voluntary retirement under FR 56(k),etc. and amendment of Rules.
11. G.I.,Dept. of Pen. & P.W.,Notification No.4/23/2013-P&PW(D), dated 3-3-2014 regarding amendment to CCS(Pension) Rules,1972.
12. G.I.,Dept. of Per. & Trg., O.M.No.20011/1/2012-Estt.(D), Dated 4-3-2014 regarding inter se seniority of direct recruits and promotes – instructions thereof.
13. G.I.,M.F., O.M.No.21(2)/2011-E.II(B), dated 19-2-2014 regarding grant of Transport Allowance to Central Government Employees – Extension of benefit of Transport allowance at double the Normal Rates to Deaf and Dumb Employees – Implementation of the Order of the Apex Court.
14. G.I.,M.F.,O.M.No.21/8/2010-E.II(B),dated 7-3-2014 regarding payment of Transport Allowance to Central Government Employees posted in offices located at Faridabad, Ghaziabad Gurgaon, and Noida – Order of Hon'ble Central Administrative Tribunal(CAT),Principal Bench, New Delhi in O.A.No.2080 of 2012 of ML Rustagi V.Union of India and others and 22 OAs(clubbed together)

15. G.I., Dir. of Estates, O.M.No.12031/1/2013-Pol-II, dated 18-2-2014 regarding review of guidelines on regularization/allotment of alternate accommodation in the name of the eligible spouse/ward of the allottee in the event of death/retirement/transfer of the allottee.

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



(S.Muthusivam)

Asstt.Commissioner(Fin.)

Tel.No. 011-26523070

**Distribution:**

1. The Deputy.Commissioner, KVS, all ROs.
2. The Finance Officer, KVS, all ROs.
3. All Officers/Section at KVS (HQ.).
4. Principal, KV, Kathmandu, Moscow/Tehran.
5. The General.Secretary, All Recognized Associations.
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.

*Gl., Dept. of Per. & Trg., O.M. No. 11012/17/2013-Estt. (A),  
dated 2-1-2014*

### **Consolidated instructions on suspension**

Suspension, in the context of disciplinary proceedings, may be defined as temporary withdrawal of duties from a Government servant, pending inquiry into his / her conduct, with simultaneous reduction in pay and withdrawal of some rights / privileges.

2. The provisions relating to suspension are scattered across several rules. The main provisions are contained in Rule 10 of CCS (CCA) Rules, 1965 (or corresponding rules governing the Government servant concerned) and FRs 53, 54 and 55.

3. Suspension, though not a penalty, is to be resorted to sparingly. Whenever a Government servant is placed under suspension not only does the Government lose his services but also pays him for doing no work. It also has a stigma attached to it. Therefore the decision to place a Government servant under suspension must be a carefully considered decision and each case would need to be considered on merits. A Government servant may be placed under suspension, in the following circumstances:

- (a) where, a disciplinary proceeding against him is contemplated or is pending;
- or
- (b) where, in the opinion of the competent authority, he has engaged himself in activities prejudicial to the interest of the security of the State;
- or
- (c) where, a case against him in respect of any criminal offence is under investigation, inquiry or trial.

[ Rule 10 (1) of CCS (CCA) Rules, 1965 ]

4. A Disciplinary Authority may consider it appropriate to place a Government servant under suspension in the following circumstances. These are only intended for guidance and should not be taken as mandatory:—

- (i) Cases where continuance in office of the Government servant will prejudice the investigation, trial or any inquiry (e.g. apprehended tampering with witnesses or documents);
- (ii) where the continuance in office of the Government servant is likely to seriously subvert discipline in the office in which the public servant is working;

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- (iii) where the continuance in office of the Government servant will be against the wider public interest [ other than those covered by (i) and (ii) ] such as there is public scandal and it is necessary to place the Government servant under suspension to demonstrate the policy of the Government to deal strictly with officers involved in such scandals, particularly corruption;
  - (iv) where allegations have been made against the Government servant and preliminary inquiry has revealed that a prima facie case is made out which would justify his prosecution or is being proceeded against in departmental proceedings, and where the proceedings are likely to end in his conviction and/or dismissal, removal or compulsory retirement from service.

NOTE:

- (a) In the first three circumstances, the Disciplinary Authority may exercise his discretion to place a Government servant under suspension even when the case is under investigation and before a prima facie case has been established.
- (b) Suspension may be desirable in the circumstances indicated below:—
  - (i) any offence or conduct involving moral turpitude;
  - (ii) corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;
  - (iii) serious negligence and dereliction of duty resulting in considerable loss to Government;
  - (iv) desertion of duty;
  - (v) refusal or deliberate failure to carry out written orders of superior officers. In respect of the types of misdemeanour specified in sub-clauses (iii) and (v), discretion has to be exercised with care.

5. Reasons for suspension, if not indicated in the suspension order itself, should be communicated within three months.

## 6. Deemed Suspension

A Government servant shall be deemed to have been placed under suspension by an order of appointing authority—

- (a) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;

- (b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

EXPLANATION.— The period of forty-eight hours referred to in Clause (b) shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (c) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant under suspension is set aside in appeal or on review and the case is remitted for further inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (d) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon a Government servant is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the Government servant shall be deemed to have been placed under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders :

Provided that no such further inquiry shall be ordered unless it is intended to meet a situation, where the Court has passed an order purely on technical grounds without going into the merits of the case.

[ Rule 10 (2), (3) and (4) of CCS (CCA) Rules, 1965 ]

**7. Authority competent to place a Government servant under suspension**

The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the President, by general or special order, may place a Government servant under suspension

Provided that, except in case of an order of suspension made by the Comptroller and Auditor-General in regard to a member of the Indian Audit and Accounts Service and in regard to an Assistant Accountant General or equivalent (other than a regular member of the Indian Audit and Accounts Service), where the order of suspension is made by an authority lower than the Appointing Authority, such authority shall forthwith report to the appointing authority, the circumstances in which the order was made.

[ Rule 10 (1) of CCS (CCA) Rules, 1965 ]

### **8. Review of Suspension**

An order of suspension made or deemed to have been made may, at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

[ Rule 10 (5) (c) of CCS (CCA) Rules, 1965 ]

An order of suspension made or deemed to have been made shall be reviewed by the authority competent to modify or revoke the suspension, before expiry of ninety days from the effective date of suspension, on the recommendation of the Review Committee constituted for the purpose and pass orders either extending or revoking the suspension. Subsequent reviews shall be made before expiry of the extended period of suspension. Extension of suspension shall not be for a period exceeding one hundred and eighty days at a time.

An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the Government servant continues to be under detention at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his Appointing Authority, whichever is later.

[ Rule 10 (6) & (7) of CCS (CCA) Rules, 1965 ]

### **9. Subsistence Allowance**

A Government servant under suspension is not paid any pay but is allowed a Subsistence Allowance at an amount equivalent to the leave salary which the Government servant would have drawn if he had been on leave on half average pay or half pay and in addition dearness allowance, if admissible on the basis of such leave salary.

Subsistence allowance to be reviewed after 3 months and may be increased by up to 50 % of the allowance during the first 3 months or reduced by up to 50% of the allowance during the first 3 months.

[ FR 53 1 (ii) (a) - (i) & (ii) ]

#### **10. Headquarters during Suspension**

An officer under suspension is regarded as subject to all other conditions of service applicable generally to Government servants and cannot leave the station without prior permission. As such, the headquarters of a Government servant should normally be assumed to be his last place of duty. The order placing an officer under suspension should clearly indicate what his headquarters would be.

However, where an individual under suspension requests for a change of headquarters, there is no objection to a competent authority changing the headquarters if it is satisfied that such a course will not put Government to any extra expenditure like grant of T.A. etc., or other complications.

#### **11. Promotion during suspension**

Officer under suspension shall be considered by the DPC along with others. However, the recommendations in respect of those under suspension shall be placed in a sealed cover. The sealed cover shall be opened/ not acted upon depending on the outcome of the disciplinary proceedings.

If an officer is suspended subsequent to the meeting of the DPC but before he is actually promoted, then the recommendations would be deemed to have been placed in the sealed cover.

[ DoP&T, O.M. No. 22034/4/2012-Estt. (D), dated 2-11-2012 ]

#### **12. LTC**

A Government servant under suspension cannot avail of LTC as he cannot get any leave including casual leave during the period of suspension. As he continues to be in service during the period of suspension, members of his family are entitled to LTC.

#### **13. Leave**

Leave may not be granted to a Government servant under suspension.

[ FR 55 ]

#### **14. Recoveries from Subsistence Allowance**

##### **A. Compulsory Deductions to be enforced**

##### **(a) Income Tax**

- (b) House Rent (Licence Fee) and allied charges
- (c) Repayment of loans and advances taken from Government — rate of recovery to be determined by Head of Department.
- (d) CGHS contribution
- (e) CGEGIS subscription

B. *Deductions at the option of the suspended officer*

- PLI premia
- Amounts due to Co-op stores / Societies
- Refund of GPF advance

C. *Deduction NOT to be made*

- GPF subscription
- Amounts due to court attachments
- Recovery of loss to Government

**15. Forwarding of applications, etc.**

Application of a Government servant for appointment, whether by Direct Recruitment, transfer on deputation or transfer, to any other post should not be considered / forwarded if he is under suspension.

[ DoP&T, O.M. No. AB-14017/101/91-Estt. (RR) dated 14-7-1993 ]

Vigilance clearance may not be granted to an officer under suspension for deputation, empanelment etc.

[ DoP&T, O.M. No. 11012/11/2007-Estt. (A),  
dated 14-12-2007 and 21-06-2013 ]

**16. Voluntary Retirement / Resignation**

(a) **Notice of Voluntary Retirement Under FR 56 (k) or Rule 48 (1) of CCS (Pension) Rules, 1972—**

It shall be open to the Appropriate Authority to withhold permission to a Government servant under suspension who seeks to retire under either of these rules.

[ Proviso (c) of FR 56 (k) (1) (c) and second proviso to Rule 48 (1) of CCS (Pension) Rules, 1972 ]

(b) **Voluntary Retirement under Rule 48-A of Pension Rules—**

A notice of voluntary retirement given after completion of twenty years' qualifying service will require acceptance by the Appointing Authority if the date of retirement on the expiry of the notice would be



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earlier than the date on which the Government servant concerned could have retired voluntarily under the existing rules applicable to him [ e.g., FR 56 (k), Rule 48 of the CCS (Pension) Rules, 1972, Article 459 of CSRs or any other similar rule ]. Such acceptance may be generally given in all cases except those (a) in which disciplinary proceedings are pending or contemplated against the Government servant concerned for the imposition of a major penalty and the disciplinary authority, having regard to the circumstances of the case, is of the view that the imposition of the penalty of removal or dismissal from service would be warranted in the case, or (b) in which prosecution is contemplated or may have been launched in a Court of Law against the Government servant concerned. If it is proposed to accept the notice of voluntary retirement even in such cases, approval of the Minister-in-charge should be obtained in regard to Group 'A' and Group 'B' Government servants and that of the Head of the Department in the cases of Group 'C' and Group 'D' Government servants. Even where the notice of voluntary retirement given by a Government servant requires acceptance by the Appointing Authority, the Government servant giving notice may presume acceptance and the retirement shall be effective in terms of the notice unless, the competent authority issues an order to the contrary before the expiry of the period of notice.

[ *GoI Decision below Rule 48-A of CCS (Pension) Rules, 1972* ]

**(c) Resignation—**

The competent authority should examine, with reference to the merit of the disciplinary case pending against the Government servant, whether it would be in the public interest to accept the resignation. Normally, as officers are placed under suspension only in cases of grave delinquency, it would not be correct to accept the resignation of an officer under suspension. Exceptions would be where the alleged offence does not involve moral turpitude or where the evidence against the officer is not strong enough to justify that departmental proceedings, if continued would result in removal from service / dismissal or where departmental proceedings are likely to be so protracted that it would be cheaper for the exchequer to accept the resignation.

**(d) Retirement**

A Government servant who retires while under suspension is entitled to provisional pension equal to the maximum pension on the basis of qualifying service up to the date immediately preceding the date on which he was placed under suspension.

Gratuity will not be paid until the conclusion of disciplinary proceedings except where the proceedings are under Rule 16 of CCS (CCA) Rules (for imposition of minor penalty)

## 17. Revocation of Suspension

An order of suspension made or deemed to have been made may be modified or revoked at any time by the authority who made it (or deemed to have made) or any authority to which such authority is subordinate.

[ Rule 10 (5) (c) of CCS (CCA) Rules, 1965 ]

An order of suspension made or deemed to have been made shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

Provided that no such review of suspension shall be necessary in the case of deemed suspension, if the Government servant continues to be under detention at the time of completion of ninety days of suspension and the ninety days period in such case will count from the date the Government servant detained in custody is released from detention or the date on which the fact of his release from detention is intimated to his appointing authority, whichever is later.

[ Rule 10 (7) of CCS (CCA) Rules, 1965 ]

## 18 On Conclusion of Proceedings

### A. If Exonerated

- (a) Where the Competent Authority is of the opinion that the suspension was wholly unjustified, the Government servant may be paid full pay and allowances.
- (b) Where the Competent Authority is of the opinion that the proceedings were delayed for reasons directly attributable to the Government servant, it may after notice to the Government servant and considering his representation, if any, order a reduced amount to be paid.
- (c) The period of suspension will be treated as period spent on duty for all purposes. [ FR 54-B (3) & (4) ]

### B. Minor Penalty is imposed

Where the proceedings result only in minor penalty being imposed, then the suspension is treated as wholly unjustified.

[ DoP&T, G.M. No. 11012/15/85-Estt. (A), dated 3-12-1985 ]

### C. Other than exoneration / minor penalty

- (a) The competent authority shall determine the amount to be paid, after notice to Government servant and considering his representation if any. [ FR 54-B (5) ]

- (b) The period of suspension shall not be treated as duty unless the competent authority specifically directs that it shall be so treated for any specified purpose.
- (c) If the Government servant so desires, the period of suspension may be converted into leave of the kind due and admissible. (NOTE: Such leave can be in excess of 3 months in case of temporary Government servants or 5 years in case of permanent Government servants) [ FR 54-B (7) ]

NOTE.— As per FR 54-B (9) wherever the amount allowed is less than full pay and allowances, it shall not be less than the Subsistence Allowance already paid.

#### **D. Death while under suspension**

Where a Government servant under suspension dies before the disciplinary proceedings or the court proceedings against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances to which he would have been entitled had he not been suspended, for that period subject to adjustment of Subsistence Allowance already paid. [ FR 54-B (2) ]

#### **19. Serving of Charge Sheet, etc.**

- (a) Suspension order should normally indicate the grounds for suspension.
- (b) Where the suspension is on grounds of contemplated proceedings, charge-sheet should be served upon the Government servant within 3 months.
- (c) Where charge sheet is not served within 3 months, the reasons for suspension should be communicated to the Government servant immediately on expiry of 3 months from the date of suspension.

[ DoP&T, O.M. No. 35014/1/81-Ests. (A),  
dated the 9<sup>th</sup> November, 1982 ]

#### **20. Appeal**

Order of Suspension is appealable under Rule 23 (i) of CCS (CCA) Rules, 1965.

*G.I., Dept. of Per. & Trg., O.M. No. 36034/3/2013-Estt. (Res.),  
dated 25-2-2014*

**Issue of Compendium of instructions on reservation  
for ex-servicemen**

This Department has been in the process of issuance of a compendium on instruction on reservation, concessions and relaxations for Ex-servicemen in Central Government Services. In this regard, the Department of Ex-servicemen Welfare may refer to their O.M. No. 28 (66)/2013/D (Res. I), dated 17-7-2013 and 18-9-2013. The compendium has now been finalized covering various notifications and Office Memoranda issued on reservation, concessions and relaxations for Ex-servicemen in Central Government Services. A copy of Compendium is enclosed (*not printed*).

*GI, M.F., Resolution No. F. No. 5 (1)-B (PD)/2014,  
dated 4-3-2014*

**Interest for the year 2014-15 — GPF and other similar funds**

It is announced for general information that during the Year 2014-2015, accumulations at the credit of subscribers to the General Provident Fund and other similar funds shall carry interest at the rate of 8.7% (Eight point seven per cent) per annum. This rate will be in force during the financial year beginning on 1-4-2014. The funds concerned are:—

1. The General Provident Fund (Central Services).
  2. The Contributory Provident Fund (India).
  3. The All India Services Provident Fund.
  4. The State Railway Provident Fund.
  5. The General Provident Fund (Defence Services).
  6. The Indian Ordnance Department Provident Fund.
  7. The Indian Ordnance Factories Workmen's Provident Fund.
  8. The Indian Naval Dockyard Workmen's Provident Fund.
  9. The Defence Services Officers Provident Fund.
  10. The Armed Forces Personnel Provident Fund.
2. Ordered that the Resolution be published in Gazette of India.

**Amendment to CCS (Leave) Rules, 1972**

**G.S.R. 96 (E).**— In exercise of the powers conferred by the proviso to Article 309 read with Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules 1972 namely;—

1. (1) These rules may be called the Central Civil Services (Leave) Fourth Amendment Rules, 2013.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave) Rules, 1972, in Rule 53, in sub-rule (4).—
  - (a) in Forms 7 and 8, after Para. 4, the following para. shall respectively be *inserted*, namely:—

“NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me during the currency of the bond period.”
  - (b) in Forms 9 and 10, after Para. 5, the following para. shall respectively, be *inserted*, namely:—

“NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the study leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period.”

Gl., Dept. of Per. & Trg., O.M. No. 13026/4/2012-Estt. (L),  
dated 18-2-2014

**Execution of Bond for availing Study Leave under  
Rule 53 (4) of the CCS (Leave) Rules, 1972**

The undersigned is directed to state that Government servants are allowed to avail "Study Leave" in terms of the provisions of Rules 50-63 of the CCS (Leave) Rules, 1972. The provisions of Rule 53 (4) mandates for execution of a bond by the Government servant who is granted such leave in the relevant format prescribed for the said purpose i.e. Forms 7-10 of the CCS (Leave) Rules, 1972.

2. The said Bond executed by the Government servant requires putting in specified period of service after expiry of the Study Leave as prescribed by provisions of Rule 50 (5) of the said rules.

3. It has come to the notice of this Department that the provisions of the aforesaid bond are being circumvented and officers who have availed Study Leave proceed on prolonged spells of leave due and admissible to them and thus do not put in active service for the requisite period as indicated in the bond executed by them.

4. In view of the above position, the provisions of the prescribed format of the Bond have been reviewed in consultation with the Department of Legal Affairs and it has been decided that the prescribed Forms 7, 8, 9 and 10 of the CSS (Leave) Rules, 1972 may be revised by incorporating a specific clause confirming commitment of the Government servant to put in requisite active service after expiry of the Study Leave. The copies of the revised formats are enclosed herewith. The grant of Study Leave shall continue to be regulated in terms of the relevant provisions of the rules as indicated in Para. 1 above. Ministry of Home Affairs, etc. are requested to ensure that the necessary Bond in respect of grant of Study Leave under the CCS (Leave) Rules, 1972 may henceforth be obtained in the revised formats.

5. These orders are being issued after consultation with the C&AG of India in respect of persons serving in the Indian Audit and Accounts Department.

6. Formal amendments to CCS (Leave) Rules, 1972 are being issued separately.

**FORM 7**

[ See Rule 53 (4) ]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT  
IN PERMANENT EMPLOY, WHEN PROCEEDING  
ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I, .....  
resident of ..... in the District of ..... at present employed as  
..... in the Ministry / Office of ..... do hereby bind myself and my  
heirs, executors and administrators to pay to the President of India  
(hereinafter called "the Government") on demand the sum of ₹ .....  
(Rupees ..... only) together with interest thereon from the date of  
demand at Government rates. For the time being in force on Government  
loans or, if payment is made in a country other than India, the equivalent of  
the said amount in the currency of that country converted at the official  
rate of exchange between that country of India AND TOGETHER with all  
costs between attorney and client and all charges and expenses that shall  
or may have been incurred by the Government.

WHEREAS I ..... am granted study leave by Government.

AND WHEREAS for the better protection of the Government, I have agreed to execute this Bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years / five years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this ..... day of ..... two thousand and .....

Signed and delivered by .....

In the presence of .....

Witnesses 1. ....

2. ....

ACCEPTED

For and on behalf of the  
President of India

EXPLANATION.— The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.



## FORM 8

[ See Rule 53 (4) ]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT  
IN PERMANENT EMPLOY, WHEN GRANTED  
EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I, ..... resident of ..... in the District of ..... at present employed as ..... in the Ministry / Office of ..... do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I ..... was granted study leave by Government for the period ..... to ..... in consideration of which I executed a Bond, dated ..... for ₹ ..... (Rupees ..... only) in favour of the President of India.

AND WHEREAS the extension (of study leave has been granted to me at my request until .....

AND WHEREAS for the better protection of the Government, I have agreed to execute this Bond with such conditions as hereunder are written.

NOW, THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, of resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years / five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating, putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making, such payments, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

Signed and dated this ..... day of ..... two thousand and .....

Signed and delivered by .....

In the presence of .....

Witnesses 1. ....  
2. ....

ACCEPTED

For and on behalf of the  
President of India

EXPLANATION.— The 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

**FORM 9**

[ See Rule 53 (4) ]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT  
NOT IN PERMANENT EMPLOY,  
WHEN PROCEEDING ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... residents of ..... in the District of ..... at present employed as ..... in the Ministry / Office of ..... (hereinafter called "the Obligor") and Shri / Shrimathi / Kumari ..... son / daughter of ..... and Shri / Shrimathi / Kumari ..... son / daughter of ..... of ..... and Shri / Shrimathi / Kumari ..... son / daughter of .....

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of ..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country, converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as hereunder is written.

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the Obligor Shri / Shrimati / Kumari ..... failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of Study or at any time within a period of three years / five years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the study leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period.

AND upon the Obligor Shri / Shrimati / Kumari ..... and or Shri / Shrimati / Kumari ..... and or Shri / Shrimati / Kumari ..... the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force by virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before

suing the Sureties Shri / Shrimati / Kumari ..... and Shri / Shrimati / Kumari ..... or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

Signed and dated this ..... day of ..... two thousand and .....

Signed and delivered by the Obligor .....

Above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

Signed and dated this ..... day of ..... two thousand and .....

Signed and delivered by the Obligor above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

Signed and delivered by the Obligor above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

Signed and delivered by the Obligor above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

ACCEPTED

For and on behalf of the  
President of India

EXPLANATION.— The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

**FORM 10**

[ See Rule 53 (4) ]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT  
NOT IN PERMANENT EMPLOY, WHEN  
GRANTED EXTENSION OF STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... residents of ..... in the District of ..... at present employed as ..... in the Ministry / Office of ..... (hereinafter called "the Obligor") and Shri / Shrimathi / Kumari ..... son / daughter of ..... of ..... and Shri / Shrimathi / Kumari ..... son / daughter of ..... of ..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government from the period from ..... to ..... in consideration of which he executed a Bond, dated ..... for ₹ ..... (Rupees ..... only) in favour of the President of India:

AND WHEREAS the extension of study leave has been granted to the Obligor at his request until .....

AND WHEREAS for the better protection of the Government the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the Obligor Shri / Shrimati / Kumari ..... failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years / five years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government, on demand the said sum of ₹ ..... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the Study Leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her, during the currency of the bond period.

AND upon the Obligor Shri / Shrimati / Kumari ..... and, or Shri / Shrimati / Kumari ..... and, or Shri / Shrimati / Kumari ..... the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue;

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government of any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri / Shrimati / Kumari ..... and Shri / Shrimati / Kumari ..... or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

Signed and delivered by the Obligor .....

Above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

Signed and delivered by the Obligor .....

Above-named Shri / Shrimati / Kumari .....

In the presence of .....

Witnesses 1. ....  
2. ....

ACCEPTED

For and on behalf of the  
President of India

EXPLANATION.— The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive, to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

*Gl., Addl. Dir: CGHS, Nagpur, O.M. No. CGHS/NP/Admn./HEMP/2014/2516, dated 7-2-2014*

**Empanelment of private hospitals (including Dental Clinics and Eye Care Centres) and diagnostic centres under CGHS, Nagpur**

A Corrigendum showing the corrected name of “Sengupta Hospital and Research Institute” in place of Sengupta Hospital and Research Centre Nagpur is enclosed under reference to this Office Memorandum No. CGHS/NP/Admn./HEMP/2013/943, dated 22-7-2013, Office Memorandum No. CGHS/NP/Admn./Hosp. EMP/2013/1328, dated 29-8-2013 *vide* which the lists of private hospitals (including dental clinics and eye care centres) and diagnostic centres under CGHS, Nagpur have been notified under different categories.

**ANNEXURE  
CORRIGENDUM**

**I. NEW EMPANELLED HOSPITALS**

**NABH APPLIED FOR**

---

<p>1. Sengupta Hospital and Research Institute Ravinagar Square, Nagpur - 440 033 Tel No. 2532697, 2536628</p>	<p>General Purpose <b>Cardiology and Cardiac Surgery,</b> Internal Medicine, General Surgery, Gynaecology, ENT, Head and Neck surgery, Oncology, Onco Surgery, Plastic Surgery, Trauma Care, Critical Care, Ortho Surgery, Pain Clinic Intensive Care.</p>
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GI., M.H., O.M. No. S. 11011/1/2014-CGHS (P), dated 10-2-2014

**Renewal of CGHS Plastic Cards**

The undersigned is directed to refer to this Ministry's O.M. No. S. 11012/3/2011-CGHS (P), dated 29-12-2011 laying down the guidelines for issue of individual plastic cards to CGHS beneficiaries. CGHS Plastic Cards were introduced in September, 2008 in Delhi NCR and the cards were initially issued with a validity period of 5 years. The CGHS Plastic Cards completing their validity period are due for renewal and accordingly fresh cards with renewed validity period are being issued by the Office of Additional Director, CGHS of the city concerned. With a view to further streamline the process of renewal of CGHS Plastic Cards, it has been decided to issue the following guidelines supplementing the existing instructions on issue of CGHS Plastic Cards:—

**Serving beneficiary**

(a) Application for renewal of CGHS Plastic Cards in the prescribed pro forma (Form AA) (*printed*) along with requisite documents (current photographs, copy of pay slip and address proof of residence, if changed), should be submitted through their Administrative Office to the Office of Additional Director, CGHS of the respective CGHS city following the same procedure as prescribed for issue of fresh CGHS card.

(b) Fresh CGHS Plastic Cards with same beneficiary ID nos. shall be issued with a validity period of 5 years.

(c) Applications for renewal of old plastic cards can be made 3 months in advance prior to its expiry.

**Pensioner beneficiary**

(a) Application for renewal of Pensioners' CGHS Plastic Cards in the prescribed pro forma (Form BB) (*printed*) along with requisite documents (current photographs, PPO or LPC, address proof, if changed) should be submitted to the parent CGHS Wellness Centre where his / her card is registered. He / she can also submit the application to the Office of Additional Director, CGHS of the respective CGHS city for renewal of CGHS cards.



(b) Fresh CGHS Plastic Cards with same beneficiary ID nos. shall be issued with validity for lifetime or up to the date for which the contribution has been made by the beneficiary.

(c) Applications for renewal of old plastic cards can be made 3 months in advance prior to its expiry.

This issues with the approval of Additional Secretary and Director General, CGHS.

**Form AA**

**CENTRAL GOVERNMENT HEALTH SCHEME**

**Application Form for renewal of CGHS card (serving employees)**

- 1. Name of the applicant : CGHS Card No.:
- 2. Name of the Department / Office :
- 3. Pay Band : Pay in Pay band Grade Pay:  
(excluding Grade Pay):
- 4. Designation : Ward Entitlement: Contact No. :
- 5. Residential Address : Email ID :
- 6. Details of Family:—

Photo				
Name				
Relationship				
D.O.B				
Photo				
Name				
Relationship				
D.O.B				

## DECLARATION

I hereby declare that the statements made above are true and that the persons included in the details of family are wholly dependent on me and that no information has been concealed or has been misrepresented and I stand by the same.

Dated:

Signature of CGHS card holder

### FOR OFFICIAL USE

The information furnished by the Applicant has been verified and found to be correct and CGHS subscriptions are being deducted every month from the salary of the Applicant.

Name of the sponsoring authority / office  
Tel. No.

Signature (with seal)  
Dated:

### IMPORTANT

- (i) Self attested photocopy of old CGHS cards should be attached with the application form.
- (ii) Definition of family under CGHS should be referred to prior to filling the details of family.
- (iii) For disabled son / brother, proof of age of son / dependent brother along with the disability certificate should be enclosed.
- (iv) A copy of the current pay slip, and address proof of residence / affidavit (in case of change in address) should be attached.

### Form BB

#### CENTRAL GOVERNMENT HEALTH SCHEME

#### Application Form for renewal of CGHS card (pensioners)

1. Name of the Applicant : CGHS Card No.:
2. Basic Pension / Grade Pay as indicated in PPO/LPC :
3. Ward Entitlement: Contact No. :
5. Residential Address: Email ID :

## 6. Details of Family:--

Photo				
Name				
Relationship				
D.O.B				
Photo				
Name				
Relationship				
D.O.B				

DD No. ...., dated ..... drawn on Bank .....  
 Branch ..... / Postal Order No. .... for ₹ .....

**DECLARATION**

I hereby declare that the statements made above are true and correct and that the persons included in the details of family are wholly dependent on me and that no information has been concealed or has been misrepresented and I stand by the same.

Dated: ..... Signature of CGHS card holder

**FOR OFFICIAL USE**

The information furnished by the Applicant has been verified and found to be correct and CGHS subscriptions are being deducted every month from the salary of the applicant.

Dated: .....  
 CGHS Wellness Centre ..... Signature of CMO I/c (with seal)

**IMPORTANT**

- (i) Self attested photocopy of old CGHS cards should be attached with the application form.
- (ii) Definition of family under CGHS should be referred to prior to filling the details of family.
- (iii) For disabled son / brother, proof of age of son / dependent brother along with the disability certificate should be enclosed.
- (iv) A copy of the PPO or LPC, and address proof of residence / affidavit (in case of change in address) should be attached.

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*G.I., M.F., Resolution No. 1/1/2013-E.III(A), dated 28-2-2014*

### **Appointment of Seventh Central Pay Commission**

The Government of India have decided to appoint the Seventh Central Pay Commission comprising of the following:—

1. Chairman — Justice Shri Ashok Kumar Mathur
2. Member — Shri Vivek Rae
3. Member — Dr. Rathin Roy
4. Secretary — Smt. Meena Agarwal

2. The terms of reference of the Commission will be as follows:—

- (a) To examine, review, evolve and recommend changes that are desirable and feasible regarding the principles that should govern the emoluments structure including pay, allowances and other facilities / benefits, in cash or kind, having regard to rationalization and simplification therein as well as the specialized needs of various Departments, agencies and services, in respect of the following categories of employees:—
  - (i) Central Government employees — industrial and non-industrial;
  - (ii) Personnel belonging to the All India Services;
  - (iii) Personnel of the Union Territories;
  - (iv) Officers and employees of the Indian Audit and Accounts Department;
  - (v) Members of the regulatory bodies (excluding the RBI) set up under the Acts of Parliament; and
  - (vi) Officers and employees of the Supreme Court.
- (b) To examine, review, evolve and recommend changes that are desirable and feasible regarding the principles that should govern the emoluments structure, concessions and facilities / benefits, in cash or kind, as well as the retirement benefits of the personnel belonging to the Defence Forces, having regard to the historical and traditional parities, with due emphasis on the aspects unique to these personnel.
- (c) To work out the framework for an emoluments structure linked with the need to attract the most suitable talent to Government service, promote efficiency, accountability and responsibility in the work culture, and foster excellence in the public governance system to respond to the complex challenges of modern administration and the rapid political, social, economic and technological changes, with due regard to expectations of stakeholders, and to recommend appropriate training and capacity building through a competency based framework.

- (d) To examine the existing schemes of payment of bonus, keeping in view, *inter alia*, its bearing upon performance and productivity and make recommendations on the general principles, financial parameters and conditions for an appropriate Incentive Scheme to reward excellence in productivity, performance and integrity.
- (e) To review the variety of existing allowances presently available to employees in addition to pay and suggest their rationalization and simplification with a view to ensuring that the pay structure is so designed as to take these into account.
- (f) To examine the principles which should govern the structure of pension and other retirement benefits, including revision of pension in the case of employees who have retired prior to the date of effect of these recommendations, keeping in view that retirement benefits of all Central Government employees appointed on and after 1-1-2004 are covered by the New Pension Scheme (NPS).
- (g) To make recommendations on the above, keeping in view:
  - (i) the economic conditions in the country and the need for fiscal prudence;
  - (ii) the need to ensure that adequate resources are available for developmental expenditures and welfare measures;
  - (iii) the likely impact of the recommendations on the finances of the State Governments, which usually adopt the recommendations with some modifications;
  - (iv) the prevailing emolument structure and retirement benefits available to employees of Central Public Sector Undertakings; and
  - (v) the best global practices and their adaptability and relevance in Indian conditions.
- (h) To recommend the date of effect of its recommendations on all the above.

3. The Commission will devise its own procedure and may appoint such Advisors, Institutional Consultants and Experts, as it may consider necessary for any particular purpose. It may call for such information and take such evidence, as it may consider necessary. Ministries and Departments of Government of India shall furnish such information and documents and other assistance as may be required by the Commission. The Government of India trusts that State Governments, Service Associations and others concerned will extend to the Commission their fullest cooperation and assistance.

4. The Commission will have its Headquarters in Delhi.

5. The Commission will make its recommendations within 18 months of the date of its constitution. It may consider, if necessary, sending interim reports on any of the matters as and when the recommendations are finalized.

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GI, Dept. of Pen. & PW, Letter No. 1/19/2013-P&PW (E),  
dated 20-2-2014

### Amendment to CCS (Pension) Rules, 1972 — Notification

**G.S.R. 103 (E).**— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor-General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:—

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules 2014
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972, for Form 3, Form 5, Form 7, Form 8, Form 10, Form 11, Form 12, Form 13, Form 14, Form 18, Form 19, Form 20, Form 21, Form 22 and Form 24, the following Forms shall respectively be *substituted*, namely:—

#### FORM 3

[ See Rule 54 (12) ]

#### Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on .....

S. No. (1)	Names of the members of family (2)	Date of birth (3)	Relationship with the officer (4)	Marital status (5)	Remarks (6)	Dated signature of Head of Office (7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place :

Date :

NOTE 1.— The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government, servant should submit the details of family afresh along with Form 5.

NOTE 2.— The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

NOTE 3.— The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

NOTE 4.— Wife and husband shall include judicially separated wife and husband.

**FORM 5**

[ See Rules 59 (1) (c) & 61 (1) ]

[ Also see Rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981 ]

**Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement**

- 1. Name ...
- 2. (a) Permanent Account Number for Income Tax (PAN) ...
- (b) Aadhaar No., if available ...
- 3. Specify a few marks of identification, not less than two, if possible—
  - (i) ...
  - (ii) ...
- 4. Height ...
- 5. Address after retirement / permanent address for future correspondence ...
- 6. Bank Account No. to which pension is to be credited ...  
 (Joint account, either or survivor, with the spouse)  
 (in case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).

7. Name of the Branch of Bank through which pension is to be drawn ...  
 (a) BSR code of the branch ...  
 (b) 1FSC code of the branch ...
8. Indicate whether family pension is also admissible from any other source — Military or State Government and/or a Public Sector Undertaking / Autonomous body / Local Fund under the Central or a State Government—
9. I desire to commute .....% (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner / family pensioner shall be an implied condition for every grant of pension / family pension and its continuance.

Enclosures as per check-list are enclosed. Signature :

Designation :

Place : Ministry / Department / Office :

Mobile No. :

Date : Email ID:

NOTE 1.— Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

NOTE 2.— A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

NOTE 3.— It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

### Check-List of Documents to be submitted along with Form 5

S. No.	Description of documents to be enclosed	Whether enclosed
1. (a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant.): Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person	



S. No.	Description of documents to be enclosed	Whether enclosed
	<p>who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions, he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.</p>	
2.	<p>Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child / siblings / dependent parents, if applicable. (To be attested by the Head of Office)</p>	
3.	<p>Details of the family in Form 3.</p>	
4.	<p>Undertaking in Form 26 for those who served in Security-related or Intelligence Organizations referred to in Rule 8 of the CCS (Pension) Rules, 1972</p>	
5.	<p>Written statement for counting of period of service under Rule 59 (1) (a), if any</p>	
6.	<p>Undertaking for refunding any excess payment made by the pension disbursing Bank</p>	
7.	<p>Nomination for gratuity, CGEGIS and GPF in Common Nomination Form</p>	
8.	<p>Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form</p>	

### FORM 7

[ See Rules 58, 60, 61 (1) & (3) and Rule 65 (1) ]

### Form for assessing Pension / Family Pension and Gratuity

[ To be sent six months before the Date of Retirement to the PAO ]

#### PART - I

1. Name of the retiring Government employee ...
2. Father's / Husband's name ...
3. PAN No. ...

- 4. Height and Marks of Identification ...
- 5. Date of Birth ...
- 6. Service to which he/she belongs (indicate name of organized service, if any. otherwise say, General Central Service) ...
- 7. Particulars of post held at the time of retirement—
  - (a) Name of the Office ...
  - (b) Post held ...
  - (c) Scale of pay / Pay Band and Grade Pay of the post
  - (d) Basic Pay / pay in the Pay Band and Grade pay...
  - (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms ...
  - (f) If on foreign service, scale of pay / pay band pay in the pay band and grade pay of the post in the parent department ...
- 8. Whether declared substantive in any post under the Central Government ...
- 9. Date of beginning of service ...
- 10. Date of ending of service ...
- 11. Cause of ending of service (please tick one)—
  - (a) Superannuation (Rule 35) ...
  - (b) Voluntary retirement on being declared surplus (Rule 29-A) ...
  - (c) Voluntary / premature retirement at the initiative of the Government servant [ under Rules 48, 48-A and FR 56 (k) ] ...
  - (d) Premature retirement at the initiative of the Government [ Rule 48 or FR 56 (j) ] ...
  - (e) Permanent absorption in public sector undertaking / autonomous body (Rule 37 or 37-A/37-B)
  - (f) Invalidment on medical ground (Rule 38) ...
  - (g) Due to abolition of post (Rule 39) ...
  - (h) Compulsory retirement (Rule 40) ...
  - (i) Removal / dismissal from service (Rules 24 and 41) ...
  - (j) Death ...

- 12. In the case of compulsory retirement, the orders of the competent authority, whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40) ...
- 13. In case of removal / dismissal from service, whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41) ...
- 14. Particulars relating to military service, if any—
  - (a) Period of military service ...
  - (b) Terminal benefits drawn / being drawn for military service ...
  - (c) Whether opted for counting of military service towards civil pension ( Rule 19) ...
  - (d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded ...
- 15. Particulars relating to service in autonomous body / State Government, if any—
  - (a) Particulars of service :

Name of Organization	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for pension in the Government ...
- (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government ...
- 16. Whether any departmental or judicial proceedings in terms of Rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be

admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.) ...

17. Qualifying service—

- (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [ under Rule 59 (1) (b) (ii) ] ...
- (b) Period not counting as qualifying service—
  - (i) Boy service (2nd proviso to Rule 13) ...
  - (ii) Extraordinary leave not counting as qualifying service (Rule 21)
  - (iii) Periods of suspension not treated as qualifying service (Rule 23)
  - (iv) Interruptions in service [ Rule 27 (1) (b) and Rule 28 (c) ]
  - (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31) ...
  - (vi) Any other period not treated as qualifying service (give details) ...
- (c) Additions to qualifying service—
  - (i) Civil service (Rule 18) ...
  - (ii) Military service (Rule 19) ...
  - (iii) Benefit of service in an autonomous body ...
- (d) Net qualifying service ...
- (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly) period (Rule 49) ...

18. Emoluments—

- (a) Emoluments in terms of Rule 33 ...
- (b) Emoluments drawn during ten months preceding retirement—

From	To	Rate of Pay (including NPA)	Amount

NOTE.— If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in Items (a) and (b) above (Note 7 below Rule 33).

- (c) Average emoluments (Rule 34) ...
  - (d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49) ...
  - (e) Emoluments reckoned for retirement gratuity / death gratuity (Rule 50) ...
  - (f) Pay reckoned for family pension (Rule 54) ...
19. Amount of retirement gratuity / death gratuity (Rule 50) (Refer S. No. 9 of Calculation Sheet) ...
20. Details of Government dues recoverable out of gratuity—
- (a) Licence fee for Government accommodation ....  
[ see sub-rules (2), (3) and (4) of Rule 72 ]
  - (b) Dues referred to in Rule 73 ...
  - (c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72 ...
21. (a) Proposed pension / service gratuity (Rule 49) ...
- (b) Proposed dearness relief on pension (as on the date of retirement) ...
  - (c) Date from which pension is to commence (Rule 83) ...
22. Rate of Family Pension—
- (a) Enhanced rate [ Rule 54 (3) ] ...
  - (b) Period for which family pension will be payable at enhanced rate ...
  - (c) Ordinary rate [ Rule 54 (2) ] ...
  - (d) Date from which ordinary rate of family pension will be payable ...
23. Commutation of pension—
- (a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension) ...

- (b) The percentage of pension commuted ...
- (c) Amount of monthly pension commuted ...
- (d) Commuted value of pension ...
- (e) Amount of residuary pension after deducting Commuted portion ...
- (f) Date from which reduced pension is payable ...
- (g) Date from which commuted pension is to be restored ...
- 24. Post-retirement address of the retiree ...
- 25. e-mail ID, if any ...
- 26. Mobile number, if any ...

Signature of the Head of Office

**FORM 7**

**CHECK-LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF RETIREMENT DUES**

1. Whether retiring employee is an allottee of Government accommodation.
2. If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office.
3. The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 57.
4. Date of receipt of "No demand certificate" from Directorate of Estates.
5. Date on which intimation regarding any recovery / withholding of amount from gratuity received from Directorate of Estates.
6. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in Rule 59.
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in Rule 73 (1).
8. Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments / average emoluments proposed to be reckoned for retirement gratuity and pension.

9. Whether any objection received from the employee on the above certificate ...
10. Date on which the employee submitted his application for pension in Form 5 ...
11. Whether nominations made in Common Nomination Forms for—
  - (i) death gratuity / retirement gratuity ...
  - (ii) payment under CGEGIS ...
  - (iii) amount of GPF, if applicable ...
  - (iv) arrears of pension ...
  - (v) commuted value of pension (if applicable) ...
12. (i) Has the retiring Government servant worked in any of the organizations mentioned in sub-rule 3-A of Rule 8 of the CCS (Pension) Rules, 1972 ...
  - (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record ...
13. Whether Details of family in Form 3 attached ...
14. Whether Medical Certificate of incapacity (for invalid pension) attached ...
15. Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity) ...
16. Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement / dismissal / removal against Item No. 12 or 13 placed on record ...
17. Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached ...
18. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service) ...

## PART - II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office ...
2. Entitlements admitted—
  - A. Length of qualifying service ...
  - B. Pension—
    - (i) Class of pension ...
    - (ii) Amount of monthly pension ...
    - (iii) Date of commencement ...
  - C. Commutation of Pension—
    - (i) Portion of pension commuted, if any ...
    - (ii) Commuted value of portion of pension commuted, if any ...
    - (iii) Residuary pension after commutation ...
    - (iv) Date from which reduced pension is payable.
    - (v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live ...
  - D. Retirement / Death Gratuity—
    - (i) Total amount of gratuity ...
    - (ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Government accommodation beyond retirement (Rule 72 (1) and 72 (4) ) ...
    - (iii) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee (Rule 72 (5)) ...
    - (iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73) ...
    - (v) Net amount to be released immediately ...
  - E. Family Pension—
    - (i) At enhanced rate ...
    - (ii) Period for which Family Pension at enhanced rate is payable ...
    - (iii) At normal rate ...



3. Head of Account to which the amount of pension, retirement / death gratuity and family pension are to be debited

...  
Accounts Officer

### FORM 8

[ See Rule 61 (1) ]

[ 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

*Subject:—* 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  | ... | ₹ |
| (b) Overpayment of pay and allowances including leave salary   | ... | ₹ |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)  | ... | ₹ |
| (d) Arrears of licence fee for occupation of Government accommodation  | ... | ₹ |
| (e) The amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement | ... | ₹ |
| (f) Amount to be withheld as per intimation of the Directorate of Estates under Rule 72 (5), if any                                  | ... | ₹ |
| (g) Any other assessed dues and the nature thereof   | ... | ₹ |

### PENSION CALCULATION SHEET

- 1. Name ...
- 2. Designation ...
- 3. Scale of pay / Pay Band and Grade Pay ...
- 4. Date of birth ...
- 5. Date of entry in the Government service ...
- 6. Date of retirement ...
- 7. Length of qualifying service reckoned for pension / gratuity (as indicated in PPO) ...
- 8. Emoluments drawn during the last ten months ...
- 9. (1) Emoluments or Average Emoluments, whichever is more beneficial for pension (as indicated in PPO) ...
- (2) Pension admissible (if qualifying service is ten years or more) ...
- Calculations to be shown as follows :—
- Emoluments or Average Emoluments / 2
- 10. (1) Emoluments for gratuity (as indicated in PPO) ...
- (2) Retirement gratuity admissible ...
- Calculation to be shown as follows :—
- Emoluments / 4 x Qualifying Service
- (In completed six monthly period, not exceeding 66.)
- 11. (1) Pay for Family Pension (as indicated in PPO) ...
- (2) Family Pension admissible ...
- Calculations to be shown as follows :—
- (a) Ordinary Family Pension :
- Pay x 30% subject to prescribed minimum and maximum
- (b) Enhanced Family Pension ...
- Pay ÷ 2
- [ Subject to prescribed minimum and maximum as per Rule 54 ].

Head of Office  
*Countersigned by*  
 PAO

Copy to:— Shri / Smt / Kumari .....  
 retiring Government Servant

41

**FORM 10**

[ See Rule 77 (2) ]

**Form of letter to the nominee of a deceased Government servant where valid nomination for the grant of the death gratuity exists**

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

Dated the .....

To

.....  
.....  
.....

*Subject:—* Payment of death gratuity in respect of the late Shri/  
Smt./Kumari .....

Sir / Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt. .... (Name and Designation) in the Office / Department / Ministry of ..... a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,  
Head of Office

3. Your attention is invited to the enclosures 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, under intimation to the retiring Government servant / pensioner,

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 Paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Your faithfully  
Head of Office

**List of enclosures**

- (1) Form 5 and Form 7 duly completed, along with enclosure and check-lists.
- (2) Service Book (date of retirement to be indicated in the service book).

**NOTES.—**

1. When initials or name of the Government servant are or are incorrectly given in the various records consulted, this fact should be mentioned in the letter.

2. 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 Office without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

**FORM 11**

[ See Rule 77 (2) ]

**Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of the death gratuity does not exist**

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

Dated the .....

To  
 .....  
 .....  
 .....

**Subject:—** Payment of death gratuity in respect of the late Shri/ Smt./Kumari .....

Sir / Madam,

I am directed to say that in terms of Rules 50 and 51 of the Central Civil Services (Pension) Rules, 1972, a death gratuity is payable to the following members of the family of late Shri / Smt. .... (Name and Designation), in the Office / Department / Ministry of ..... in equal shares :—

- (i) Wife / husband including judicially separated wife / husband.
  - (ii) Sons
  - (iii) Unmarried daughters
  - (iv) widowed daughters
- } including step children and adopted children.

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares :—

- (i) Father ]
- (ii) Mother ] including adoptive parents in case of individuals whose personal law permits adoption;
- (iii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iv) Married daughters: and
- (v) Children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,  
Head of Office

**FORM 12**

[ See Rule 77 (2) ]

**Form of application for the grant of death gratuity on the death of a Government servant**

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

- 1. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed ...
- (ii) Date of death of Government servant ...
- (iii) Office / Department / Ministry in which the deceased served last ...

2. Name and other details of claimant(s)—

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant(s) is/are minor, details of guardian—

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

4. Details of Bank with Account No. IFSC Code for e-Payment / ECS

Signature / Thumb impression of the claimant / guardian

ENCLOSURES.—

- (i) Death Certificate.
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature / left hand thumb finger impressions of the and claimant / guardian.

FORM 13

[ See Rule 77 (3) ]

(Form of letter to family member of a deceased Government servant for grant of Family Pension)

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

Dated the .....

To  
 .....  
 .....  
 .....

Subject:— Payment of Family Pension in respect of the late Shri / Smt. / Kumari .....

Sir / Madam,

I am directed to state that in terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt. .... (Name and Designation) in the Office / Department / Ministry of .....

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.

3. In the event of death or ineligibility after re-marriage of the widow / widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of Rule 54 of Central Civil Service (Pension) Rules, 1972.

4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is

less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully  
Head of Office

**FORM 14**

[ See Rule 77 (3) and 81 (2) ]

**Form of application for family pension on death of a Government servant / pensioner / family pensioner**

- 1. (i) Name of the Government servant in respect of whom family pension is being claimed ...
- (ii) Office / Department / Ministry served last ...
- (iii) Date of retirement of Government servant ...
- (iv) Date of death of Government servant / pensioner / family pensioner ...
- (v) PPO No. of Government servant / pensioner / family pensioner ...

2. Name and other details of claimant(s)—

Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian / nominee, wherever applicable ...

Name	Date of birth	Relationship with the minor / mentally disabled claimant	Relationship with the deceased Government servant	Postal Address

4. Details of surviving widow / widower, children, dependent parents and disabled siblings of the deceased Government servant / pensioner are enclosed in Form 3.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension — Military or State Government and/or a Public Sector Undertaking, Autonomous body / Local Fund under the Central or a State Government, if any—

46.

I am aware that future good conduct of the claimant / family pensioner shall be an implied condition for every grant of family pension and continuance.

Encl: As per the check-list.

Signature or left hand thumb impression  
of the claimant / guardian

Mobile / Telephone No. ....

Permanent Account Number for Income Tax (PAN) .....

Aadhar No., if available .....

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

NOTE.— Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disabled children / siblings and dependent parents to whom family pension has been authorized in the PPO of pensioner will submit this Form to the Pension Disbursing Authority.

### **Check-List of Documents to be submitted with Form 14**

1. Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.  
(Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not a literate to sign his name. If such a claimant, on account of physical disability is unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)
2. Two copies of passport size photographs of the claimant, duly attested.
3. Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Government servant.
4. Details of the family in Form 3.
5. Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or



from the local panchayat or from the head of a recognized school or Central / State Board of Education.

6. Undertaking for refunding any excess payment made by the Pension Disbursing Bank.
7. Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name.
8. Two attested copies of passport size photograph of the guardian / nominee.
9. Descriptive roll of the guardian / nominee, showing the particulars of height and identification marks, duly attested.
10. Copy of PPO of previous pensioner / family pensioner.
11. Proof of permanent address of the guardian.
12. Copy of death certificate of the deceased employee or pensioner / previous family pensioner, if applicable.
13. Copy of document regarding ineligibility of previous family pensioner, if applicable.

### FORM 18

[ See Rules 78 (1), 80 (1), 80 (3), 80 (5), 80-B (1) and 80-B (5) ]

**Form for assessing and authorizing the payment of family pension and death gratuity when a Government servant dies while in service**

#### PART - I

##### Section I

1. Name of the deceased Government servant ...
2. Father's name ...
3. Husband's name in the case of female Government servant ...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion ...
7. Particulars of post held at the time of death—
  - (a) Name of the Office ...
  - (b) Post held substantively ...
  - (c) Officiating post ...
  - (d) Scale of pay / Pay Band and Grade Pay ...

- (e) Basic Pay / Pay in Pay Band and Grade Pay... ..
- (f) Whether the last post held was under the Government or outside the Government on foreign service terms ... ..
- (g) If on foreign service, scale of pay / pay band, pay in the pay band and grade pay of the post in the parent department ... ..
- 8. Date of beginning of service ... ..
- 9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned ... ..
- (ii) Amount and nature of any pension / gratuity received for the military service ... ..
- 10. Particulars relating to service in autonomous body / State Government, if any—
- (a) Particulars of service ... ..

Name of Organization	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for gratuity in the Government ... ..
  - (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government ... ..
  - 11. Amount and nature of any pension / gratuity received for previous civil service, if any ... ..
  - 12. Service qualifying for death gratuity—
  - (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [ under Rule 59 (1) (b) (ii) ] ... ..
  - (b) Periods of non-qualifying service—
- |   | From | To |
|---|------|----|
| (i) Interruption in service condoned under Rules 27 and 28 ... .. |      |    |
| (ii) Extraordinary leave not qualifying for gratuity ... ..       |      |    |
| (iii) Period of suspension treated as non-qualifying ... ..       |      |    |
| (iv) Boy service (2nd proviso to Rule 13) ... ..                  |      |    |

- (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31) ...
- (vi) Any other service not treated as qualifying service ...
- Total period of non-qualifying service
- (c) Additions to qualifying service—
  - (i) Civil service (Rule 18) ...
  - (ii) Military service (Rule 19) ...
  - (iii) Benefit of service in an autonomous body
  - Total period of qualifying service
- (d) Net qualifying service ...
- (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months and above is to be treated as completed six monthly period (Rule 49) ...
- 13. (a) Emoluments reckoning for death gratuity ...
- (b) Amount of death gratuity ...
- 14. Details of Government dues recoverable out of death gratuity—
  - (i) Licence fee for occupation of Government accommodation [ See Rule 80-C ] ....
  - (ii) Amount to be withheld as indicated by the Directorate of Estates [ See Rule 80-C (i) (v) ] ....
  - (iii) Dues referred to in Rule 80-C (2) ...
- 15. Net amount payable as death gratuity ...
- 16. Details of the nominee(s) to whom death gratuity is payable—

S. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Government servant

17. Details of guardian / nominee who will receive payment of death gratuity in the case of minor / mentally disabled children—

S. No.	Name of minor / mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office ...

19. The date on which action initiated to—

- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in Rule 77:
- (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in Rule 80-C (1) ...
- (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in Rule 80-C (2)
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in Rules 78 and 79.

20. Details of payment of Family Pension—

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [ if service rendered at the time of death is more than seven years as in Rule 54 (3) ]			
Ordinary rate			
Additional family pension, as on date, to old Family pensioner, if any, under Rule 54 (2-A)			

- 21. Persons to whom family pension is payable—
  - (i) Name ...
  - (ii) Relationship with the deceased Government servant ...
  - (iii) Full postal address ...
- 22. Details of guardian who will receive payment of family pension in the case of minor / mentally disabled children ...

S. No.	Name of minor / mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable ...

Place

Dated the .....

Signature of Head of Office

**PART - II**  
**Account Enforcement**  
Section I

- 1. (i) Total period of qualifying service accepted for Death Gratuity ...
- (ii) Total period of continuous service accepted for Family Pension ...
- 2. Net amount of death gratuity after adjusting Government dues ...
- 3. Amount and the period of tenability of Family Pension—

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [ if service rendered at the time of death is more than seven years as in Rule 54 (3) ]			
Ordinary rate			
Additional family pension, as on date, to old Family pensioner, if any, under Rule 54 (2-A)			

4. Date from which family pension is admissible ...
5. Head of Account to which death gratuity and family pension are debitale ...

Section II

1. Name of the deceased Government servant ...
2. Date of death of the Government servant ...
3. Date on which pension papers received by the Accounts Officer ...
4. Amount of family pension authorised ...
5. Amount of gratuity authorized ...
6. Date of commencement of family pension ...
7. Date on which payment of family pension and gratuity authorized ...
8. Amount recoverable from gratuity ...
9. Amount of gratuity held over pending receipt of 'No demand certificate' ...

Place

Dated, the .....

Accounts Officer

Section II

**Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with Rule 80-A**

- Provisional family pension ... ₹ ..... p.m.
- Death Gratuity [ amount mentioned in Item 13 (b) of Section I ] ... ₹ .....

Less :

- (a) Licence fee recoverable from gratuity for occupation of Government accommodation [ as in Item 14 (i) of Section I ] ... ₹ .....
- (b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [ as the item 14 (ii) of Section I ] ... ₹ .....
- (c) Other Government dues as mentioned in Item 14 (iii) of Section I ... ₹ .....
- (d) Total of (a), (b) and (c) ... ₹ .....

Place

Dated, the .....

Signature of  
Head of Office

**FORM 19**

[ See Rule 81)

**Form of letter to the Accounts Officer forwarding papers for the grant of family pension and death gratuity to the family of a Government servant who dies while in service**

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

Dated the .....

To

The Pay and Accounts Officer

.....  
.....

*Subject:—* Grant of family pension and death gratuity.

I am directed to say that Shri/Smt./Kumari ..... (Name and designation) died on ..... His family has become eligible for the grant of family pension and death gratuity). Form 18 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.

3. Your attention is invited to the enclosures forwarded herewith.

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

Yours faithfully.

Head of Office

**List of enclosures**

1. Forms 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

FORM 20

[ See Rule 81 (2) ]

Form of letter sanctioning Family Pension to a member (other than spouse) on death of a retired Government servant

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

Dated the .....

To  
The Pay and Accounts Officer

Subject:— Grant of Family Pension to the child / children / dependent parents / disabled sibilings.

Sir / Madam,

I am directed to say that Shri/Smt. .... formerly ..... (Designation) in this Ministry / Department was authorized pension of ₹ ..... with effect from ..... on his/her retirement from service.

2. Intimation has been received in this Ministry / Department / Office that Shri/Smt. .... died on ..... and that at the time of death left no widow / widower but was survived by the following members of family:—

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

3. In terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt. .... The Family Pension will be payable, on behalf of the minor / mentally disabled child, to Shri/Smt. .... who is the nominee / guardian.

4. Sanction for the grant of Family Pension of ₹ ..... per month to Shri/Kumari/Smt. .... is hereby accorded. The Family Pension will take effect from ..... and will be tenable as per the provisions of sub-rule (6) of Rule 54 of the Central Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head .....



6. Your attention is invited to the enclosures forwarded herewith.

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

Yours faithfully  
Head of Office

**List of enclosures—**

- 1. Forms 14 (along with check-list)

**FORM 21**

[ See Rule 81 (2) ]

**Form of letter sanctioning Family Pension to another member of family on death or ineligibility of a recipient of Family Pension**

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

Dated the .....

To  
The Pay and Accounts Officer

**Subject:—** Grant of Family Pension on death or ineligibility of a recipient of Family Pension.

Sir,

I am directed to say that Shri/Smt. .... (relationship) of late Shri/Smt. .... formerly ..... (designation) in this Ministry / Department / Office was authorized the payment of Family Pension of ₹ ..... with effect from *vide* PPO No. ....

2. Intimation has been received in this Ministry / Department / Office that Shri/Smt./Kum. .... died / ceased to be eligible for family pension on account of ..... on ..... (date).

3. These are the following surviving members of family of the deceased Government servant / pensioner:—

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

4. In terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt. .... The Family Pension will be payable on behalf of the minor /mentally disabled child to Shri/Smt. .... who is the nominee / guardian.

5. Sanction for the grant of Family Pension of ₹ ..... per month to Shri/Kumari/Smt ..... is hereby accorded. The Family Pension will take effect from ..... and will be tenable as per the provisions of sub-rule (6) of Rule 54 of the Central Civil Services (Pension) Rules, 1972.

6. The Family Pension is debitable to the Head .....

7. Your attention is invited to the enclosures forwarded herewith.

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

Yours faithfully

Head of Office

**List of enclosures--**

1. Forms 14 (along with check-list)

**FORM 22**

[ See Rule 81 (4) ]

**Form of application for the grant of Residuary Gratuity  
on the death of a pensioner**

(To be filled in separately by each claimant)

1. (i) Name of the pensioner in respect of whom residuary gratuity is being claimed ...  
(ii) Office / Department / Ministry served last ...  
(iii) Date of retirement of pensioner ...  
(iv) Date of death of pensioner ...  
(v) PPO No. of pensioner, if applicable ...

2. Name and other details of claimant(s)-

S. No.	Name	Date of birth	Relationship with the deceased pensioner	Postal Address

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian—

Name	Date of birth	Relationship with the minor	Relationship with the deceased pensioner	Postal Address

4. Account No., name and BSR code of the Branch of Bank to which amount is to be credited:

5. Amount of monthly pension (including *ad hoc* increase, if any) / service gratuity sanctioned to deceased pensioner:

6. Amount of retirement gratuity received by the deceased pensioner:

7. The amount of pension (including *ad hoc* increase, if any) / service gratuity drawn by the deceased till the date of death:

8. If the deceased had commuted a portion of pension before his death, the commuted value of the pension:

9. Total of items 6, 7 and 8:

10. Amount of death gratuity equal to 12 times of the emoluments:

11. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:

Encl: Specimen signatures / thumb impression duly attested by a Gazetted Government servant

Signature or left hand thumb impression of the claimant / guardian

Mobile / Telephone No. ....

Permanent Account Number for Income Tax (PAN) .....

Aadhar No., if available— .....

Signatures of two Witnesses with names and full addresses:

(i)

(ii)

NOTE 1.— If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from

service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including *ad hoc* increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

NOTE 2.— Two specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not a literate to sign his name. If such a person on account of physical disability is unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.

**FORM 23**

[ See Rule 38 (3) ]

**Form of Medical Certificate .**

Certified that I/(We) have carefully examined AB son of CD, a ..... in the ..... His age by his own statement is ..... years, and by appearance about ..... years. I/(We) consider AB to be completely and permanently incapacitated for further service of any kind in the Department to which he belongs in consequence of ..... (here state disease or cause).

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.)

“I am/We are of opinion that AB is fit for further service of a less laborious character than that which he had been doing / may, after resting for ..... months, be fit for further service of less laborious character than that which he had been doing.”

Place

Dated the .....

Medical Authority

**FORM 24**

[ See Rule 32 ]

**Form of certificate of verification of service for pension**

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

Dated the .....

**Certificate**

It is certified, in consultation with the Accounts Officer, that Shri/ Smt./Kum. .... (Name and Designation) has completed a qualifying service of ..... years ..... months ..... days as on ..... (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of Rule 32 of the Central Civil Services (Pension) Rules, 1972 shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

**DETAILS OF QUALIFYING SERVICE**

S. No.	Name of Ministry / Department / Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature and Stamp of Head of Office

To

Shri .....  
(Name and Designation)

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G.I., Dept. of Per. & Trg., O.M.No.25013/3/2010-Estt.(A),  
dated 27-2-2014

Voluntary retirement under FR56 (K), etc. and amendment of  
Rules

The provisions of Fundamental Rule 56(k), 56(m) and Rule 48 of CCS(Pension) Rules, 1972 relating to acceptance of request of voluntary retirement have been revisited as per the Central Administrative Tribunal, Principal Bench judgment, dated the 4<sup>th</sup> August, 2010 in O.A.No.1600/2009 filed by Shri Gopal Singh Purohit v. UOI and others to bring them at par with each other.

2. The matter has been examined in consultation with Department of Pension and Pensioners 'Welfare and the Ministry of Law. FR 56(k) and 56(m) have been amended vide Extraordinary Gazette Notification No. GSR 27(E), dated the 17<sup>th</sup> January, 2014. It shall be open to the appropriate authority to withhold permission to a Government servant who seeks to retire under FR 56(k) or 56(m) in the following circumstances:-

- (i) If the Government servant is under suspension ; or
- (ii) If a charge-sheet has been issued and the disciplinary proceedings are pending; or
- (iii) If judicial proceedings on charges which may amount to grave misconduct are pending.

EXPLANATION.— For the purpose of this clause, judicial proceedings shall be deemed to be pending, if a complaint or report of a police officer, of which the Magistrate takes cognizance, has been made or filed in a criminal proceedings.

3. Copy of the Gazette Notification No. GSR E.(27), dated 17-1-2014 amending FR 56 (k) and FR 56 (m) is enclosed (*not printed*).

4. All Ministries / Departments are requested to bring the contents of this OM. to the notice of all concerned.

G.I., Dept. of Pen. & P.W., Notification No. 4/23/2013-P&PW (D),  
dated 3-3-2014

**Amendment to CCS (Pension) Rules, 1972**

**G.S.R. 138 (E).**— In exercise of the powers conferred by the proviso to Article 309 and Clause (5) of Article 148 of the Constitution and, after consultation with the Comptroller and Auditor-General of India in relation to conditions of service of persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:—

- 1. (1) These rules may be called the Central Civil Services (Pension) Second Amendment Rules, 2014.
- (2) They shall be deemed to have come into force with effect from the 1<sup>st</sup> October, 2000.
- 2. In the Central Civil Services (Pension) Rules, 1972, in Rule 37-A—
  - (a) in sub-rule (22) and sub-rule (23), after the words “Bharat Sanchar Nigam Limited” in both the places where they occur, the words “and Mahanagar Telephone Nigam Limited” shall be *inserted*;
  - (b) for sub-rule (24), the following sub-rule shall be *substituted*, namely:—

“(24) The arrangements under sub-rule (23) shall be applicable to the existing pensioners and to the employees who are deemed to have retired from the Government service for absorption in Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited and shall not apply to the employees directly recruited by the Bharat Sanchar Nigam Limited and Mahanagar Telephone Nigam Limited for whom they shall devise their own pension schemes and make arrangements for funding and disbursing the pensionary benefits.”

**EXPLANATORY MEMORANDUM**

Payment of pensionary benefits to all categories of the erstwhile employees of the Government (Groups ‘A’, ‘B’, ‘C’ and ‘D’) absorbed in Mahanagar Telephone Nigam Limited who have opted for pension on combined service will be made by the Government in the same manner as in Bharat Sanchar Nigam Limited with effect from 1<sup>st</sup> October, 2000. Such erstwhile Government employees including those absorbed in Mahanagar Telephone Nigam Limited with effect from 1<sup>st</sup> November, 1998 and governed *vide* DoP&PW’s, O.M.No. 4/18/87-P&PW (D), dated 5-7-1989 shall be brought within the purview of these rules with effect from 1<sup>st</sup> October, 2000. This is certified by the Department of Telecommunication that no one shall be adversely affected by giving retrospective effect to this notification.

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*G.I., Dept. of Per. & Trg., O.M. No. 20011/1/2012-Estt. (D),  
dated 4-3-2014*

***Inter se seniority of direct recruits and promotees —  
instructions thereof***

The undersigned is directed to refer to the subject mentioned above and to say that the fundamental principles of *inter se* seniority of direct recruits and promotees in Central Civil Services / posts were laid down in the Department of Personnel and Training (DoP&T) O.M. No. 9/11/55-RPS, dated 29-12-1959 which provided, *inter alia*, that the relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees, which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively, in the Recruitment Rules.

2. The carrying forward of unfilled slots of a vacancy year, for being filled up by direct recruits of later years, was dispensed with through modified instructions contained in DoP&T, O.M No. 35014/2/80-Estt, (D) dated 7-2-1986 which provides that rotation of quotes for purpose of determining seniority would take place only to the extent of the available direct recruits and the promotes. The unfilled direct recruitment/ promotion quota vacancies would be carried forward and added to the corresponding direct recruitment / promotion quota vacancies of the next year (and to subsequent years where necessary) for taking action for the total number of direct recruitment/ promotion according to the usual practice. Thereafter, in that year, while seniority will be determined between direct recruits and promotes, to the extent of the number of vacancies for direct recruits and promotes, as determined according to the quota for that year, the additional direct recruits/ promotes selected against the carried forward vacancies of the previous year, would be placed an bloc below the last promote/ direct recruit, as the case may be, in the seniority list, based on the rotation of vacancies for that year.

3. All the existing instructions on seniority were consolidated by DoP&T through a single O.M No. 22011/7/86-Estt (D), dated 3-7-1986.

4. In the view of divergent stance taken by different Ministries/ Departments on interpretation of 'available direct recruits and promotees' in the context of OM, dated 7-2-1986, the DoP&T had issued O.M No. 20011/1/ 2006-Estt (D), dated 33-2008, which provide that the actual year of appointment, both in the case of direct recruits and promotes, would be reckoned as the year of availability for the purpose of rotation and fixation of *inter se* seniority.



5. The matter has been examined in pursuance of Hon'ble Supreme Court Judgment on 27-11-2012, in Civil Appeal No. 7514-7515/2005 in the case of *N.R. Parmar v. UOI and others* in consultation with the Department of Legal Affairs and it has been decided, that the manner of determination of *inter se* seniority of direct recruits and promotees would be as under:

- (a) DoP&T O.M. No. 20011/1/2006-Estt. (D), dated 3-3-2008 is treated as non-existent / withdrawn *ab initio*;
- (b) The rotation of quota based on the available direct recruits and promotees appointed against the vacancies of a Recruitment Year, as provided in DoP&T, O.M. dated 7-2-1986 / 3-7-1986, would continue to operate for determination of *inter se* seniority between direct recruits and promotees;
- (c) The available direct recruits and promotees, for assignment of *inter se* seniority, would refer to the direct recruits and promotees who are appointed against the vacancies of a Recruitment Year;
- (d) Recruitment Year would be the year of initiating the recruitment process against a vacancy year;
- (e) Initiation of recruitment process against a vacancy year would be the date of sending of requisition for filling up of vacancies to the recruiting agency in the case of direct recruits; in the case of promotees the date on which a proposal, complete in all respects, is sent to UPSC / Chairman-DPC for convening of DPC to fill up the vacancies through promotion would be the relevant date.
- (f) The initiation of recruitment process for any of the modes viz., direct recruitment or promotion would be deemed to be the initiation of recruitment process for the other mode as well;
- (g) Carry forward of vacancies against direct recruitment or promotion quota would be determined from the appointments made against the first attempt for filling up of the vacancies for a Recruitment Year;
- (h) The above principles for determination of *inter se* seniority of direct recruits and promotees would be effective from 27-11-2012, the date of Supreme Court Judgment in Civil Appeal No. 7514-7515/2005 in the case of *N.R. Parmar v. UOI and others*.
- (i) The cases of seniority already settled with reference to the applicable interpretation of the term availability, as contained in DoP&T, O.M. dated 7-2-1986 / 3-7-1986 may not be reopened.

7. As the conferment of seniority would be against the recruitment Year in which the recruitment process is initiated for filling up of the vacancies, it is incumbent upon all administrative authorities to ensure that the recruitment process is initiated during the vacancy year itself. While requisition for filling up the vacancies for direct recruitment should be sent to the recruiting agency, complete in all respects, during the vacancy year itself, the timelines specified in the Model Calendar for DPCs contained in DOPT O.M.No.22011/9/98-Estt. (D), dated 8-9-1998 and the Consolidated Instructions on DPCs contained in O.M.No.22011/S/86-Estt.(D), dated the April 10,1989 should be scrupulously adhered to, for filling up the vacancies against promotion quota.

Grant of Transport Allowance to Central Government Employees-  
Extension of benefit of Transport Allowance at double the Normal  
Rates of Deaf and Dumb Employees- Implementation of the order  
of the Apex Court

The undersigned is directed to refer to Order, dated the 12<sup>th</sup> December, 2013, of the Hon'ble Supreme Court of India in Writ Petition (Civil) No. 107/2011 of Deaf Employees' Welfare Association and another v. Union of India and others, and to say that in compliance of the said Judgment of the Apex Court benefit, it has been decided to extend the benefit of Transport Allowance, as admissible to blinds and orthopedically handicapped employees in terms of para.2 (i) of Ministry of Finance, Department of Expenditure O.M No. 21(2)/2008-E-II (B), dated the 29<sup>th</sup> August, 2008 to deaf and dumb employees of the Central Government also, with immediate effect, subject to the condition that the recommendation of the Head of ENT Department of a Government Civil Hospital is received by the Head of Department and fulfillment of other conditions mentioned in Ministry of Finance, Department of Expenditure O.M. No. 19029/1/78-E.IV (B), dated the 31<sup>st</sup> August., 1978 read with O.M dated 29.8.2008.

2. In so far as the persons serving in the Indian Audit and Accounts Department are concerned, this Order issues in consultation with the Comptroller and Auditor-General of India.

Payment of Transport Allowance to Central Government Employees posted in offices located at Faridabad, Ghaziabad, Gurgaon and Noida- Order of Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi in O.A No. 2080 of 2012 of ML Rustagi v, Union of India and others and 22 OAs (clubbed together)

The undersigned is directed to refer to Order, dated the 4<sup>th</sup> October, 2013 of Central Administrative Tribunal (CAT), Principal Bench, New Delhi in O.A No. 2080/2012 of ML Rustagi v. Union Of India and Others and 22 similar OAs (clubbed together) wherein Hon'ble CAT has directed the Ministry of Finance to re-examine the whole issue of payment of Transport Allowance to Central Government Employees posted in offices located at Faridabad, Ghaziabad, Gurgaon and Noida holistically taking into consideration its history starting from the issue of O.M No. 21(1)/97-E-II (B), dated 3.10.1997, the various directions given by the Tribunal from time to time, the arguments advanced by the Applicants in all the OAs for grant of special dispensation to satellite towns with further direction that the decision taken is to be communicated to Ministries/ Departments by means of a reasoned order.

2. Accordingly, as directed by Hon'ble CAT, the entire matter has been re-examined ab initia in this Ministry. It is stated that Central Government Employees posted in offices located in Faridabad, Gurgaon, Ghaziabad and Noida are eligible for Transport Allowance at rates applicable to 'Other places' specified in Ministry of Finance, O.M No 21 (2)/2008-E-II (B), dated 29-8-2008 and NOT at 'A-1/A' class cities rates for the following reasons/ grounds:-

(a) The 'special dispensation' to certain localities, including Faridabad, Ghaziabad, Gurgaon, and Noida, in the matter of grant of House Rent Allowance (HRA) and City Compensatory Allowance (CCA) were allowed, *as special cases*, by means of separate orders issued during 1974 to 1990. The 'special dispensation' allowed grant of HRA & CCA at Delhi rates to employees posted in offices located in Faridabad, Ghaziabad, Gurgaon, and Noida. However, the 'special dispensation' was neither based on classification of Faridabad, Ghaziabad, Gurgaon, or Noida as 'A-1/A' Class cities nor inclusion of any of these areas into Delhi (UA) for the purpose of HRA and CCA.

(b) The special dispensation in the matter of grant of HRA & CCA at rates applicable to 'A-1/A' Class cities to certain localities including Faridabad, Ghaziabad, Gurgaon, and Noida has been continued till date in respect of HRA and till 31-8-2008 in the respect of CCA, by making explicit provisions in the orders issued by the Ministry of Finance since 1993.

(c) The concept of Transport Allowance was introduced by the Fifth Central Pay Commission (5<sup>th</sup> CPC) to defray the cost of commuting between residence and office. The Fifth CPC recommended grant of Transport Allowance @ ₹ 800, ₹ 400 and ₹ 100 p.m. for 'A-1/A' class cities and @ ₹ 400, ₹ 200 and ₹ 75 p.m. for remaining cities / towns to be classified as 'Other Places'. The 5<sup>th</sup> CPC had not specified / recommended as to what should be the basis for classification of cities / towns as 'A-1/A' class cities or 'Other Places' for the purpose of Transport Allowance. On accepting the recommendation of Fifth CPC, order for grant of Transport Allowance was issued *vide* Ministry of Finance O.M. No. 21(1)/97-E-II (B), dated 3-10-1997. Though it was decided that the cities classified as 'A-1 and 'A' for the

Purpose of CCA shall be the same for grant of Transport Allowance also, however, it was not decided to extend the 'special dispensation' granted to CCA, in respect of certain localities including Faridabad, Ghaziabad, Gurgaon, and Noida, for Transport Allowance.

(d) Clarification in this regard was issued at point No.9 of Ministry of Finance O.M.No.21(1)/97-E-II(B), dated 22-2-2002 that the 'special dispensation' to some cities was extended in the case of HRA/CCA only, and that it was not applicable for Transport Allowance.

(e) The issue of grant of Transport Allowance at higher rates to employees posted in offices located in Faridabad, Ghaziabad, Gurgaon and Noida were raised in various OAs filed in CAT, in particular O.A. No. 1270 of 2005 which was disposed by Order, dated 18-11-2005, O.A. No. 483 of 2005 along with O.A. No. 1292 of 2005 disposed by Order, dated 16-9-2005 and O.A. No. 2263 of 2005 disposed by Order, dated 3-1-2006. The Order of CAT, dated 16-9-2005 in O.A. No. 483 of 2005 was challenged in the Delhi High Court and the matter was admitted as WP (C) No. 2600 of 2006 of *ESIC and others v. Joint Action Council Speciality and Doctors* wherein the Union of India is being represented through Secretary, Ministry of Labour and Employment. The Hon'ble High Court of Delhi is yet to decide the matter. Hence, the order of CAT allowing grant of Transport Allowance at 'A-1/A' class cities to employees posted in offices located at Faridabad, Ghaziabad, Gurgaon and Noida is, therefore, sub judice.

(f) The Sixth CPC, while recommending CCA to be subsumed in Transport Allowance, did not recommend any special dispensation to be given to any locality in the matter of grant of Transport Allowance. Orders on implementation of the recommendations of the 6<sup>th</sup> CPC were issued vide Ministry of Finance O.M. No. 21(2)/2008-E.II (B), dated 29-8-2008 (effective from 1-9-2008) wherein higher rates of Transport Allowance were allowed to 'A-1/A' class cities and lower rates to 'Other Places'. The names of those 13 cities, to which higher rates of Transport Allowance is admissible, have been explicitly mentioned therein, which do not include Faridabad, Ghaziabad, Gurgaon or Noida. All cities / towns / places other than those 13 specified cities, come under the classification of 'Other places' for the purpose of admissibility of Transport Allowance. Moreover, Delhi (UA) classified as 'A-1 class city for CCA purpose does not include the areas of Faridabad, Ghaziabad, Gurgaon and Noida.

3. Therefore, Transport Allowance to Central Government Employees posted in offices located at Faridabad, Ghaziabad, Gurgaon and Noida should be regulated as per the rates applicable to 'Other Places' in terms of Ministry of Finance O.M. No. 21(2)/2008-E.II (B), dated 29-8-2008.

**Review of guidelines on regularization / allotment of alternate accommodation in the name of the eligible spouse / ward of the allottee in the event of death / retirement / transfer of the allottee**

Several instructions have been issued from time to time by this Directorate regarding regularization/ allotment of alternate accommodation in the name of eligible spouse/ward of an allottee in the event of death/retirement/transfer of the allottee. It has been observed that some of the provisions contained in these instructions are inconsistent. Further, the rationale behind providing the facility of regularization / allotment of alternate accommodation in the name of the spouse / ward of the deceased / retired / transferred allottee is to avoid dislocation and hardships to the family of the allottee due to such an event. It is, however, felt that imposition of conditions like 'date of priority should be covered' for providing such a facility undermines the very motive behind such a provision and causes undue hardships to the family of the allottee

2. In view of above, the matter has been reviewed and, in supersession of all previous Orders / OMs issued by this Directorate on the subject, it has now been decided with the approval of the competent authority to consolidate the several instructions issued from time to time in this regard by harmonizing and modifying them as under:—

- (i) In the event of death of the allottee, the same accommodation may be regularized in the name of the eligible spouse / ward of the deceased allottee if he/she is entitled for it and; if not, an alternate accommodation of entitled lower type may be allotted to him/her on payment of normal licence fee irrespective of the fact whether the eligible spouse/ward had been residing with the allottee prior to the death of the allottee, subject to fulfilment of the following conditions:—
  - (a) In case the spouse / ward had been residing with the deceased allottee prior to the death of the allottee, he/ she has not drawn house rent allowance for this period;
  - (b) Request for regularization / allotment of alternate accommodation may be considered in case the spouse / ward gets employment in an eligible office even after the death of the allottee, provided the appointment is secured within a period of two years after the death of the allottee and the accommodation in occupation has not been vacated;
  - (c) In case of compassionate appointment, where appointment has been approved by the concerned Department and the name of spouse / ward has been under consideration for three years for offering appointment due to non-availability of a clear vacancy and the prescribed Committee has reviewed and certified his/her penurious condition at the end of the first and the second year, the accommodation may be regularized / allotted in the name of such a spouse / ward, provided the appointment is secured within a period of three years after the death of the allottee and the accommodation in occupation has not been vacated; and
  - (d) A daughter-in-law, working in an eligible office, will also be eligible for regularization / allotment of alternate accommodation.
- (ii) In the event of retirement of the allottee, the same accommodation may be regularized in the name of the eligible spouse / ward of the retiring allottee if he/she is entitled for it and, if not, an alternate accommodation of entitled lower type may be allotted to him/her on payment of normal licence fee irrespective of the fact whether the eligible spouse / ward

had been residing with the allottee prior to the retirement of the allottee, subject to fulfilment of the following conditions:—

- (a) In case the spouse / ward has been residing continuously with the retiring allottee, he/she has not drawn house rent allowance for this period;
  - (b) Request for regularization / allotment of alternate accommodation may be considered in case the spouse / ward of the retiring allottee joins the Government service in an eligible office even after the date of retirement of the allottee, provided he/she joins the Government service within the permissible period of retention and the accommodation in occupation has not been vacated;
  - (c) A married daughter, working in an eligible office, will be eligible for regularization / allotment of alternate accommodation irrespective of the fact that the retiring official is having a son and he is in a position to maintain the parents;
  - (d) A daughter-in-law, working in an eligible office, will also be eligible for regularization/allotment of alternate accommodation; and
  - (e) In case of more than one eligible ward, the retiring official will have option to exercise his/her choice in favour of his/her wards.
- (iii) In the event of transfer of the allottee to another station, the same accommodation may be regularized in the name of the eligible spouse of the transferred allottee if he/she is entitled for it and, if not an alternate accommodation of entitled lower type may be allotted to him/her on payment of normal licence fee.
- (iv) Regularization / allotment of alternate accommodation in the event of death / retirement / transfer of the allottee shall also be subject to the following conditions:—
- (a) The facility of regularization / allotment of alternate accommodation shall be admissible in all the aforesaid cases irrespective of the facts whether the date of priority of the spouse / ward is covered on the date of death / retirement / transfer of the allottee;