



Govt. of India
Ministry of Finance
O/o Principal Chief Controller of Accounts
Central Board of Indirect Taxes & Customs
Expenditure-Coordination Section
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F. No. Pr. CCA/CBIC/Coord-Expdr./Circular- Instruction/Vol.I/2022-23/201 Dtd: 15/12/2022

CIRCULAR

Subject :- Processing of Pension/Family Pension cases where arrears of pension are paid before the finalization of pension/family pension case- reg.

Please find enclosed herewith O.M. No. CPAO/IT&Tech/Corres. With PAO/35(Vol-II)/2022-23/6824/199 Dated: 15.11.2022 issued by Central Pension Accounting Office, New Delhi on the subject cited above.

All Zonal Heads of CBIC are therefore requested to bring the contents of the O.M. to the notice of all PAOs under their administrative control for Information and strict compliance.

This issues with the approval of Competent Authority.


Sr. Accounts Officer

Encl: As Above

To:

1. All Zonal Heads (North/West/South/East)
2. Sr. A.O, (Admin), O/o Pr. CCA, CBIC

Copy for information to:-

1. Sr. PS to Pr. CCA (CBIC)
2. PS to CCA (CBIC)
3. PS to DCA(HQ), CBIC
4. Sr. AO, GST-IT Section (With request to upload it on ARPIT Portal)

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



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

CPAO/IT&Tech/Corres. with PAO/35 (Vol-II)/2022-23/6824/199

15.11.2022

OFFICE MEMORANDUM

Sub:- Processing of Pension/Family Pension cases where arrears of pension are paid before the finalization of pension/family pension case - reg.

Central Pension Accounting Office (CPAO) has been receiving some pension/family pension cases where hand written remarks in respect of payment of arrears of pension/family pension etc. are added in the print of e-PPO, which is not a correct method to process pension/family pension cases as the data of physical PPO and e-PPO do not match with each other. This may also result in duplicate/double payments by Banks. Pension cases pertaining to those employees who are getting provisional pension by PAO or the arrears of pension were paid by PAO are required to be processed manually and the PPO number should be obtained from the CPAO. This issue has already been addressed vide this Office OM No. CPAO/IT&Tech/PFMS/84 (P.F.)/2020-21/85 dated 06.09.2021 and a proforma was provided to obtain the PPO number from CPAO.

2. It is also intimated that these types of pension/family pension cases received in this Office cannot be processed for payment of pension but will be returned to respective PAOs. This will result in delayed pension payment which further leads to hardship to pensioners.

3. In view of above, all the Pr. CCAs/CCAs/CAs/AGs are requested to issue instructions to PAOs under their control to follow the prescribed procedure while processing pension cases of similar nature.

This issues with the approval of the Chief Controller (Pensions).

[Signature]
12/11/2022

Sr. Accounts Officer (IT & Tech)

To,

1. All Pr. CCAs/CCAs/CAs/AGs (as per list)

Copy to:

1. GIFMIS, O/o CGA, Mahalekha Niyantarak Bhawan E-Block, GPO Complex, INA, New Delhi-110023.
2. PS to CC (P), CPAO
3. Sr. TD, NIC (CPAO)
4. PA to CA, CPAO
5. PA to Dy. CA



CPAO/IT&Tech/PFMS/84(P.F.)/2020-21/ 85

06.09.2021

OFFICE MEMORANDUM

Subject: Regarding obtaining of PPO Number in respect of the pension cases not processed through Pension Module of PFMS.

Central Pension Accounting Office vide circular dated 07.02.2020 had stopped the allotment of PPO numbers through its website to PAOs where Pension Module of PFMS had been activated. Such PAOs are required to submit the pension cases through PFMS only (with some exceptions).

With regard to PAOs where Pension Module of PFMS are not activated, the PPO Number is allotted manually by CPAO in the following category of cases:

- i. Disability/Family Pension under EOP Rules.
- ii. Family Pension to more than one person like twins, more than one widow (Rule 57).
- iii. Issue of alternate PPO- Capturing of information regarding cancellation of PPO and issue of new PPO to another family member (In case the old PPO is required to be cancelled in CPAO database the certificate regarding receipt of both halves of PPO in PAO custody and cancelled should be recorded).
- iv. Provision to handle the cases where pensioner expired immediately after retirement and before filing Pension Papers.
- v. Pension case pertaining to those employees who are getting provisional pension and gets regular pension on a later date.
- vi. Pension cases of those employees which are being handled after completion of more than one year and Provision for payment of arrear of pension.
- vii. Dual Family pension case.
- viii. Allotment of PPO No. for NPS-AR pensioners (Details such as NPS case & PRAN No. must be recorded on the proforma).

While receiving the PPO No. allotment requests from PAOs in respect of the above mentioned cases, it is noticed that various important mandatory details are not being provided by the PAOs resulting in delay in allotment of PPO Number.

In view of the above, the Pr. CCAs/CCAs/CAs (with independent charge) of all the Ministries are requested to direct the PAOs to verify the following while sending the PPO allotment requests to CPAO:

- i. The old PPO No. should be cancelled before sending the new PPO No. allotment request.
- ii. All the details mentioned in the proforma should be provided (Revised allotment proforma is attached).
- iii. The Proforma should be duly signed and stamped by the competent authority.
- iv. There should be no error in the name of the pensioner against whom the number is to be issued.
- v. The scanned PAN card copy should be clear and legible.
- vi. PAOs should use only the official gov/nic e-mail id.

This issues with the approval of the Chief Controller (Pensions).

Sr. Accounts Officer (IT & Tech)

To,

1. All Pr. CCAs/CCAs/CAs/AGs(as per list) with the request to issue direction to their PAOs accordingly

Copy to:-

1. PS to CC (P), CPAO, New Delhi

PROFORMA FOR ALLOTMENT OF PPO NUMBER FROM THE OFFICE OF CPAO

Beneficiary Name -

Status of Beneficiary: Govt. Servant / Family

1. PAO Code-
2. Type of Pension-
3. Reasons for obtaining the PPO number from CPAO-
4. DDO Code-

5.	Details of Govt Servant
a.	Name
b.	Gender
c.	Designation
d.	Date of Retirement
e.	Date of death (if applicable)
f.	File No.
g.	Mobile No.
h.	PAN
i.	PRAN (in case of NPS)
j.	PPO number(if allotted)
k.	Email Id

6.	Family Pensioner's Details (In whose favour PPO number is to be allotted)
a.	Name
b.	Gender
c.	Relation with govt. servant
d.	File No.
e.	Mobile No.
f.	PAN
g.	Email Id

7. Details of Old PPO No. allotted to pensioner or some other family member and their current Status:

a) PPO No.	
b) Status (Active/Cancelled)	
c) Reason for cancellation	

NOTE:-

- a. This information may be sent to ppoallotment@gmail.com.
- b. A self attested scanned copy of PAN is also to be sent along with the above mentioned information.
- c. Please mention the correct name that is to be on PPO Booklet.
- d. Also enclose a copy of cancellation of old PPO No., if any

(Pay & Accounts Officer)
 (Signature with official stamp)
 Ph. No.-.....