

ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਸੈ.ਸਿ), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

1. ਸਮੂਹ ਜਿਲਾ ਸਿੱਖਿਆ ਅਫਸਰ(ਸੈ.ਸਿ/ਐ.ਸਿ),ਪੰਜਾਬ।
2. ਸਮੂਹ ਸਕੂਲ ਮੁੱਖੀ,ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. 160199/DPSE-COORDCIRC/65/202180835-836
ਮਿਤੀ. 05-03-2021

ਵਿਸ਼ਾ:- i) Conversion of PPO to e-PPO for pensioners of Government of Punjab-
Standardization of e-PPO format for original and revised e-PPO;
ii) Issuance of e-Family Pension Payment Order (e-FPPO) to family pensioners of
deceased employees of Government of Punjab who die in harness-regarding.
ਹਵਾਲਾ:- Government of Punjab, Department of Finance (Finance Pension Policy &
(Coordination Branch) ਦੇ ਪੱਤਰ FD/FPPCOMISC/20/2021-1FPPC/93
ਮਿਤੀ.24.02.2021 ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਅਗਲੇਰੀ ਯੋਗ ਕਾਰਵਾਈ ਹਿਤ
ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ:ਉਕਤ ਅਨੁਸਾਰ

ਪਿਠ.ਅੰਕਣ ਨੰ.ਉਕਤ/2021 80837-840

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)
ਮਿਤੀ. 05-03-2021

1. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ,ਦਫਤਰ ਡੀ.ਜੀ.ਐਸ.ਈ,ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ,ਦਫਤਰ ਡੀ.ਪੀ.ਆਈ(ਸੈ.ਸਿ/ਐ.ਸਿ),ਪੰਜਾਬ।
4. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁੱਖੀ, ਦਫਤਰ ਡਾਇ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ, ਪੰਜਾਬ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

Email sent to AD (Card)

No. FD/FPPCOMISC/20/2021-1FPPC/93

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY & COORDINATION BRANCH)

Dated, Chandigarh the 24.02.2021

480-60
01/03/21

To

The Special Chief Secretary/Additional Chief Secretaries/
Principal Secretaries to Government of Punjab,
All Heads of Departments,
Commissioners of Divisions,
Registrar, Punjab & Haryana High Court,
District and Session Judges and
All Deputy Commissioners in the State,
Secretary, Punjab Vidhan Sabha, Chandigarh.

- Subject: i) Conversion of PPO to e-PPO for pensioners of Government of Punjab- Standardization of e-PPO format for original and revised e-PPO;
ii) Issuance of e-Family Pension Payment Order (e-FPPO) to family pensioners of deceased employees of Government of Punjab who die in harness- regarding.

Sir/Madam,

Kindly refer to the letter No. FD/FPPCOFAMP/20/2020-1FPPC/869, dated 21.10.2020 issued by the Department of Finance with regard to conversion of PPO to e-PPO for the pensioners of Government of Punjab.

2. A need has been felt to standardize the e-PPO format with an objective that the same format can be used on first issuance of e-PPO at the time of retirement of the employee of Government of Punjab, as also on subsequent revision(s) in the amount of pension and pensionary benefits due to any reason.

3. A need has also been felt to standardize the issuance of Family Pension Payment Order (e-FPPO), on the lines of e-PPO, where the employee of Government of Punjab dies in harness and the family of the deceased employee is eligible for family pension and family pensionary benefits as per the provisions of Punjab Civil Services Rules, Vol.II.

4. The Government, after, due consideration, has now therefore, decided to issue the following instructions:-

A. Conversion of PPO to e-PPO for Pensioners of Government of Punjab- Standardization of e-PPO format for original and revised e-PPO.

- i) The PEN 10 form, as issued vide the above mentioned instructions dated 21.10.2020, is substituted with the format annexed to this letter (Annexure-I);
- ii) The same format of the e-PPO shall be used for authorization of pension and pensionary benefits on first issuance (original pension/original pensionary benefits) and on subsequent revisions due to any reasons (revised pension/revised pensionary benefits); and



DGSE Punjab <dgse@punjabeducation.gov.in>

Conversion of PPO to E-PPO for pensioners to govt. of Punjab -Standardization of e-PPO format for original revised e-PPO

1 message

FP PC <fppc.pb@gmail.com>

Fri, Feb 26, 2021 at 3:34 PM

To: Secretary Personnel <secy.pers@punjab.gov.in>, Jaspal Singh <fcah@punjab.gov.in>, "Secretary Animal Husbandry Pb." <secy.ah@punjab.gov.in>, CEO Punjab <ceo_punjab@eci.gov.in>, psca@punjab.gov.in, Kalpana Mittal Baruah <fccoop@punjab.gov.in>, acsfccoop@punjab.gov.in, Admin Secy DSW <secy.dsw@punjab.gov.in>, Anirudh Tewari <fcd@punjab.gov.in>, Admn Secy EGT <secy.egt@punjab.gov.in>, A Venu Prasad <fct@punjab.gov.in>, Principal Secretary Food Punjab <secy.fs@punjab.gov.in>, Ravneet Kaur <fct@punjab.gov.in>, Administrative Secretary Freedom Fighters <secy.fff@punjab.gov.in>, Principal Secretary GAD <secy.ga@punjab.gov.in>, Punjab Mail <secy.gr@punjab.gov.in>, ACS GR <psgr@punjab.gov.in>, Vinni Mahajan <pri.sec@punjab.gov.in>, HUSSAN LAL <pshfw@punjab.gov.in>, Kumar Rahul <secy.health@punjab.gov.in>, Admin Secy Higher education and Languages <pshe@punjab.gov.in>, Admin Secy Home <acsh@punjab.gov.in>, VIKAS GARG <secy.horticulture@punjab.gov.in>, ACS HUD <acshud@punjab.gov.in>, "ACS Industry Pb." <psic@punjab.gov.in>, sit@punjab.gov.in, "ACS It Pb." <psit@punjab.gov.in>, ceo@punjabinvest.gov.in, Admin Secy Jails <ps.jails@punjab.gov.in>, Sarvjit Singh <psi@punjab.gov.in>, Punjab Mail <psl@punjab.gov.in>, Satish Chandra <secy.lg@punjab.gov.in>, Principal Secretary <secy.mer@punjab.gov.in>, "Dr. Vijay N. Zade" <secy.mining@punjab.gov.in>, Principal Secretary NRES <ps.nres@punjab.gov.in>, Admn Secy NRI Affairs <psnri@punjab.gov.in>, KAP Sinha <secy.pa@punjab.gov.in>, Admin Secretary Planning <psplanning@punjab.gov.in>, Anurag Agarwal <secy.power@punjab.gov.in>, secy ps <secy.ps@punjab.gov.in>, Admin Secy PWD <secy.pw@punjab.gov.in>, Removal of Grievances <secy.rog@punjab.gov.in>, "Sh. Viswajeet Singh Khanna" <fcr@punjab.gov.in>, FCRDP <fc.rdp@punjab.gov.in>, Admn Secy Science Technology and Environment <secy.te@punjab.gov.in>, Krishan Kumar <psse@punjab.gov.in>, Punjab Mail <psgov@punjab.gov.in>, PS Social Justice Empowerment and Minorities <pswscbc@punjab.gov.in>, "Principal Secretary, Department of Social Security and Women & Child Development." <psss@punjab.gov.in>, Admin Secy Sports and Youth Services <secy.yh@punjab.gov.in>, M P Singh <psteit@punjab.gov.in>, Pr Secy Technical Education <steit@punjab.gov.in>, "Admin Secy Tourism and Cul. Aff." <psecy.tca@punjab.gov.in>, "K.Siva Prasad" <pstpt@punjab.gov.in>, "Secretary Vigilance, Government of Punjab" <secy.vb@punjab.gov.in>, "Admin. Secy. Water Supply and Sanitation" <secy.wss@punjab.gov.in>, dgsepunjab18@gmail.com

Sir,

Please find the attachment.



E-PPO instructions.PDF

4252K

- iii) In cases where the retiree of the Government of Punjab expires after retirement, the e-PPO format annexed to this letter (Annexure-I) shall be used for the grant of family pension irrespective of the fact that whether the e-PPO has been issued or not before his/her death.

B. Issuance of e-Family Pension Payment Order (e-FPPO) to family pensioners of deceased employees of Government of Punjab who die in harness.

- i) In the cases where an employee of the Government of Punjab dies in harness before attaining the age of superannuation, the family pension/family pensionary benefits admissible to the family of the deceased Government employee shall be authorized and issued in the standardized e-FPPO format annexed to this letter (Annexure-II);
- ii) The e-FPPO, on the pattern of e-PPO, combines the two payment orders, i.e., Family Pension Payment Order and Death Gratuity Payment Order into a single e-FPPO authority;
- iii) The same format of the e-FPPO shall be used for authorization of Family pension and family pensionary benefits on first issuance (original family pension/original family pensionary benefits) and on subsequent revision(s) due to any reasons (revised family pension/revised family pensionary benefits);
- iv) The e-FPPO will be forwarded by the Accountant General Punjab's Office on the iHRMS employee ID of the deceased employee alongwith an SMS on the mobile number of the deceased employee registered in iHRMS. The Pension Sanctioning Authorities are requested to intimate the iHRMS employee code of the deceased employee to the family pensioner while sending the family pension case to the office of Accountant General, Punjab in the endorsement to be sent to the family pensioner;
- v) As far as the password of iHRMS employee ID is concerned, the instructions with regard to "forget password" available on hrms.punjab.gov.in may be followed to reset the password; and
- vi) It is again reiterated that all security checks for password resetting as also the SMS on authorization and issuance of e-FPPO will only be sent on the mobile number of the deceased employee registered in iHRMS.

5. The procedure with regard to the disbursement of Pension/Pensionary benefits and Family Pension/Family Pensionary benefits to be followed by the pensioners/family pensioners as also by the Distt. Treasury Officers shall be as per the

instructions issued vide letter No. FD/FPPCOFAMP/20/2020-1FPPC/56, dated 10.02.2021 (which is applicable from the date of issue of that letter). The term "pensioner" in the said letter shall be construed to include "family pensioners", as well.

6. These instructions shall be applicable w.e.f. 01.03.2021.
7. You are requested to implement these instructions in their letter and spirit.
8. Punjabi version of these instructions shall follow.

Yours faithfully,


(Dr. Abhinav Trikha), IAS,
Special Secretary Expenditure

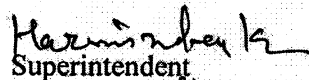
Endst.No. FD/FPPCOMISC/20/2021-1FPPC/94 Dated, Chandigarh the 24.02.2021

A copy is forwarded to the Principal Accountant General (A&E) Punjab, Chandigarh w.r.t. his office D.O. No. PP&CB/e-PPO/2020-21/505 dated 24-12-2020 for information and necessary action.


Special Secretary Expenditure

Endst. No. FD/FPPCOMISC/20/2021-1FPPC/95 Dated, Chandigarh, 24.02.2021

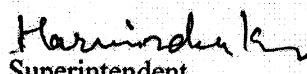
A copy of above is forwarded to the Officer on Special Duty (O.S.D)/ Chief Secretary, Punjab for information.


Superintendent

Endst. No. FD/FPPCOMISC/20/2021-1FPPC/96/1-2 Dated, Chandigarh, 24.02.2021

A copy is forwarded to the following for information and necessary action:-

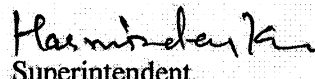
1. Accountant General (A&E), Punjab Pension-3 Branch, Sector 17, Chandigarh.
2. Accountant General (Audit), Punjab, Chandigarh.


Superintendent

Endst. No. FD/FPPCOMISC/20/2021-1FPPC/97 Dated, Chandigarh, 24.02.2021

A copy is forwarded to the following for information and necessary action:-

1. Principal Secretary Finance, Secretary Expenditure, Special Secretary Expenditure, Special Secretary Finance & Additional Secretary Finance.
2. Director, Treasury & Accounts, Punjab, Chandigarh.
3. All District Treasury Officer/Treasury Officers in the State of Punjab.
4. All Deputy/Under Secretaries/Superintendents, Finance Expenditure Branches, Finance Budget Branches, Finance Personnel Branches to ensure compliance of instructions mentioned in the letter.
5. In-charge, N.I.C.


Superintendent

Endst. No. FD/FPPCOMISC/20/2021-1FPPC/98

Dated, Chandigarh, 24.02.2021

A copy is forwarded to the following for information and necessary action:-

1. Secretary to Government of Himachal Pradesh, Department of Finance, Shimla.
2. Secretary to Government of Haryana, Department of Finance, Chandigarh.
3. Finance Secretary, Chandigarh Administration (U.T.), Chandigarh.
4. Accountant General, Haryana, Chandigarh.
5. Accountant General, Himachal Pradesh, Shimla.
6. Director, Pensions and Pensioner's Welfare, Punjab, Chandigarh.
7. Director, Public Relation Department, Punjab, Chandigarh.
8. Director, Public Relations, Punjab, Chandigarh.
9. Additional Director, IAO (R), Sector 33-A, Chandigarh.
10. Deputy Director, Pension, Sector 33-A, Chandigarh.
11. Examiner, Local Fund Accounts, Sector 33-A, Chandigarh.
12. Chief Accountant, Reserve Bank of India, Department of Government and Bank Accounts, Central Office C-7, Bandra Kurla Complex, Post Box No.8143, Bandra (E), Mumbai-400051
13. Secretary, Punjab State Electricity Board, The Mall, Patiala.
14. Registrar, Guru Nanak Dev University, Amritsar.
15. Principal Secretary, Finance, Uttrakhand-4, Subhash Road, Secretariat, Dehradun-248001.
16. Accountant General, Uttrakhand, Oberoi Motor Building, Saharanpur Road, Majra, Dehradun-248171.
17. Accountant General (A&E), Allahabad, Uttar Pradesh..

Harminder Kaur
Superintendent

Endst. No. FD/FPPCOMISC/20/2021-1FPPC/99

Dated, Chandigarh, 24.02.2021

A copy is forwarded to the following for information and necessary action:-

1. General Manager, Operation, Parliament Street, State Bank of India, New Delhi.
2. Development Manager (P&S Banking), State Bank of India, The Mall, Patiala.
3. Regional Manager, Indian Overseas Bank, Show Room 11-13, Madhya Marg, Sector 7-C, Chandigarh
4. Regional Manager, Central Bank of India, Regional Office, 427-A, Ghumiar Mandi, Ludhiana
5. Regional Manager, Central Bank of India, Regional Office, 1, Queen Road, Civil Lines, Amritsar.
6. Regional Manager, State Bank of India, Zonal Office, Punjab, No. 113, 68-69 Bank Square, Sector 17, Chandigarh.
7. The Zonal Manager, Bank of India, 181-82, Sector 17, Chandigarh.
8. Punjab National Bank, Feroze Gandhi Market, Ludhiana.
9. Regional Manager, Punjab National Bank, Regional Office, Neeland Road, Amritsar.
10. Regional Manager, Punjab National Bank, Feroze Gandhi Market, Pakhowal Road, Ludhiana.
11. Regional Manager, Punjab National Bank, Regional Office, Civil Lines, Jalandhar.

12. Regional Manager, Punjab National Bank, Regional Office, Jalandhar Road, Hoshiarpur.
13. Regional Manager, Punjab National Bank, Kapurthala.
14. Zonal Office, Punjab National Bank, Sector 17, Chandigarh.
15. Manager, State Bank of India, Banking Operation, Department Local Head Office, Sector 17, Chandigarh.
16. Zonal Manager, United Commercial Bank, Zonal Office, S.C.O. NO. 1092-93, Sector 22-C, Chandigarh.
17. Divisional Manager, United Commercial Bank, Divisional Bank, First Floor, Bank Square, Sector 17, Chandigarh.
18. Divisional Manager, United Commercial Bank Building, Third Floor, Sector 17, Chandigarh.
19. Divisional Manager, United Commercial Bank, M.C. Chowk, Jalandhar.
20. Regional Manager, P.N.B., Dharmshala, Himachal Pradesh.
21. Regional Manager, Punjab National Bank, Regional Office, Karnal (Haryana).
22. Regional Manager, Oriental Bank of Commerce, Sector 17, Chandigarh.
23. Regional Manager, Punjab National Bank, Transaction Banking Division, Rajindra Bhawan, Rajindra Palace, New Delhi.
24. U.C.O. Bank, Head Office, Finance Department-2, India Exchange Place, Third Floor, Kolkata-700001.
25. Regional Manager, Oriental Bank of Commerce, The Mall, Patiala.
26. Regional Manager, Oriental Bank of Commerce, The Main Road, Jalandhar.
27. Regional Manager, Punjab & Sind Bank, Sector 17, Chandigarh.
28. Manager, Indian Overseas Bank, Regional Office, 550/1, College Road, Fountain Chowk, Civil Lines, Ludhiana.
29. Manager, Central Bank of India, Sector 17, Chandigarh.
30. Regional Manager, Indian Bank, S.C.O. No. 189-192, Sector 7-C, Chandigarh.
31. Assistant General Manager, State Bank of India, C.P.P.C, Second Floor, Sector-5, Panchkula.
32. President Pensioners Association (Regd.), Kothi No. 820, Phase-7, Mohali.
33. President Govt. Pensioners Association, Kothi No.2786, Sector 22-C, Chandigarh.
34. General Secretary the President, Punjab Civil Secretariat (Retd.) Officers Association, House No. 222, Sector 44-A, Chandigarh.
35. President, Punjab State Accounts Services Association (Regd.), Sector 33, Chandigarh.
36. President Punjab Govt. Pensioners Association (Regd.), Ferozepur.
37. Sh. J.K. Sharma, Manager Pensioners Helpline 169/2, Heera Mahal Colony, Nabha (Distt. Patiala).
38. President Pensioners & Senior Citizen Welfare Association, 762, Sector 60, Mohali.
39. President Pensioners Welfare Association, Room No. 110, B-Block, Mini Secretariat, Patiala-147001.
40. President Retired Teachers & Other Pensioners Welfare Association, 259, Kirti Nagar, Ferozepur City.
41. President Government Association, House No. 3018, Sector 28-D, Chandigarh.
42. General Secretary, Government Pensioners Association (Regd.), 1618, Sector 15, Panchkula.
43. President, Punjab Irrigation Retired Engineers Welfare Association, S.C.O. No. 212, Sector 36-D, Chandigarh.
44. President State Pensioners, Mahasangh, Ward No. 3, Samrala, Ludhiana.
45. President Punjab Pensioners Welfare Association (Regd.), Distt. Hoshiarpur, Head Office, Room No. 19, Mini Secretariat, Hoshiarpur.
46. President, Punjab Government Pensioners Association, Distt. S.A.S. Nagar (Mohali), 2755, Phase 7, Mohali.

Harinder Singh
Superintendent
12

Form Pension 10
(Referred to in rule 10.11)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), PUNJAB
PENSION PAYMENT ORDER
CUM-GRATUITY ORDER-CUM-COMMUTATION PAYMENT ORDER
(PART I & II)

File ID:		Date of Authorization		Date of Start of Pension	
Case File No.			Place of Payment (Treasury/Sub Treasury)		
Whether Original (ePPO) or Revised(eRPPO)			(i) Original ePPO (ii) Revision as on (DD/MM/YYYY) (iii) Revision due to -----		
Pension Payment Order No. (PPO No.)					
Gratuity Payment Order No. (GPO No.)					
Commutation Payment Order No. (CPO No.)					
1		Name of the Govt. employee			
2		Father's/Husband's Name			
3		Gender of the Govt. employee			
4		Employee unique code (HRMS ID)			
5	(i)	Full Residential Address			
	(ii)	Mobile No.			
	(iii)	Email ID (if any)			
	(iv)	Aadhaar Card Number			
	(v)	PAN			
6		Date of Birth of the Govt. Employee			
7		Date of joining Govt. Service			
8		Date of retirement/ Pre-Mature retirement.			
9		Post held at the time of retirement/Pre-Mature retirement.			
10		Pay Band & GP/ Level last held			
11		Group of the Service last held			
12		Office from where retired			
13		Class of Pension			
14	(i)	Debitable to Head of Account	2071-Pension & Other Retirement Benefits 01-Civil		
	(ii)	For Pension	101-Superannuation and Retirement Allowances		
	(iii)	For Family Pension	105-Family Pension		
	(iv)	For DCRG	104-Gratuties		
	(v)	For Commutation of Pension	102-Commuted Value of Pension		
15		Rules Applicable	Punjab Civil Services Rules, Volume II.		
16	(i)	Total Qualifying Service	YY	MM	DD
	(ii)	Non-Qualifying Service	YY	MM	DD
	(iii)	Weightage in Service	YY	MM	DD
	(iv)	Net Qualifying Service	YY	MM	DD
17	(i)	Last Pay Drawn			
	(ii)	Average Emoluments of last ten months			
	(iii)	(a) Amount of Pension			
		(b) Amount of Revised Pension			
	(iv)	Pension withheld, if any			
	(v)	Pension Already drawing			
	(vi)	Cut in Pension, if any			
	(vii)	Net Pension Payable			
	(viii)	Provisional Pension, if any (to be adjusted in payable pension)	Amount (in Rs.)-----		
	(ix)	Period from to			
18	(i)	(a) Commuted Portion of Pension			

[illegible]

*If Share is not mentioned against each name, the amount mentioned in 19(a)(vi)/ 19(b)(vi) be distributed in equal share.

Instructions:

Instructions:	
1.	Until further notice and on the expiry of every month, please pay to ----- (Name of the Pensioner), the above said Pension (as Set out in Part I & II of this order) plus the amount of Dearness Relief as admissible from time to time thereon after due identification of the Pensioner, subject to the condition(s) below and Punjab Government (FD) Notification dated 17.08.2009 (can be seen at www.agpunjab.gov.in or www.pbfinance.gov.in). Pension includes Interim relief.
2.	The Payment of Pension should commence from-----
3.	Dearness Relief is payable with reference to the amount of pension before commutation.
4.	In the event of death of----- (Name of the Pensioner), Family Pension @ Rs. ----- per month may be paid to ----- (Name of the Family Pensioner) as per condition mentioned in Punjab Civil Service Rules, Vol-II.
5.	The Income Tax, where deductible, should be deducted at source.

Specimen Signature

(Signature and Designation)
Seal of Pension Payment order
Issuing Authority

To,

1. The District Treasury Officer-----;
2. A copy of the above is forwarded to: ----- (Designation and Address of the PSA);
3. A copy is forwarded to:----- (Name of the Pensioner with complete address)

Specific Remarks of Senior Accounts Officer:

- 1.
- 2.
- 3.

(PART III)

Bank Details for Pension Payment

Bank Details for Pension Payment		
1.	Joint Bank Account Number	
2.	IFSC	
3.	Bank Name	
4.	Branch Name	
5.	Branch Code	
6.	CPPC Code	
7.	Bank Address	
8.	MICR code	
9.	PIN	
10.	Phone Number	

(PART IV)

(For Pension Disbursing Authority - Record of initial pension and revision thereof)

Amount of Pension at the time of Retirement (Rs.)-----

Amount of Pension at the time of Retirement (P),			Total	P
Amount of Dearness Relief (DR) at the time of Retirement-				

[illegible]

(PART V)

Record of transfer of PPO from one Pension Disbursing Authority to another, if any:

Sr. No.	Full Particulars of PDA at which Pension is drawn before transfer	Date upto which Pension has been paid	Full particulars of PDA to which PPO is transferred	Date and signature of authorized officer of transferring PDA

(PART VI)

Periodical Identification of the Pensioner

(To be done annually in the month of November each year)

Sr. No.	Ack No. of Life Certificate Received physically or electronically	Initial of the designated officer	Remarks	Sr. No.	Ack No. of Life Certificate Received physically or electronically	Initial of the designated officer	Remarks
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

(PART VII)

Record of disbursement

(To be maintained by the Bank in the following proforma)

Month for which pension is due	Basic Pension	OAA	IR	DR	FMA	Total (Rs)	Date of Payment	Initials

Standard Instructions:

- 1.
- 2.
- 3.

Specific Instructions:

- 1.
- 2.
- 3.

Form Pension 10
(Referred to in rule 10.11)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), PUNJAB
FAMILY PENSION PAYMENT ORDER
CUM- DEATH GRATUITY ORDER
(PART I & II)

File ID:		Date of Authorization		Date of start of Family Pension	
Case File No.		Place of Payment (Treasury / Sub Treasury)			
Whether Original (eFPPO) or Revised (eRFPPO)			(i) Original eFPPO (ii) Revision as on (DD/MM/YYYY) (iii) Revision due to -----		
Family Pension Payment Order No. (FPPO No.)					
Death Gratuity Payment Order No. (DGPO No)					
1		Name of the Govt. employee			
2		Father's /Husband's Name			
3		Gender of the Govt. employee			
4		Employee Unique code (HRMS ID)			
5		Date of Birth of the Govt. Employee			
6		Date of joining Govt. Service			
7		Date of Death of the Govt. employee			
8		Post held at the time of death			
9		Serving Office when died			
10		Group of the Service last held			
11		Pay Band & GP/level last held			
12	(i)	Name of the Family Pensioner			
	(ii)	Gender of the Family Pensioner			
	(iii)	Relation with the deceased Govt. Employee			
	(iv)	Full Residential address of Family Pensioner			
	(v)	Mobile No. of Family Pensioner			
	(vi)	Email ID (if any) of Family Pensioner			
	(vii)	Aadhaar Card Number of Family Pensioner			
	(viii)	Date of Birth of Family Pensioner			
	(ix)	PAN of Family Pensioner			
13	(i)	Debitable to Head of Account		2071-Pension & Other Retirement Benefits 01-Civil	
	(ii)	For Pension		101-Superannuation and Retirement Allowances	
	(iii)	For Family Pension		105-Family Pension	
	(iv)	For DCRG		104-Gratuities	
	(v)	For Commutation of Pension		102-Commuted Value of Pension	
14		Rules Applicable			
15	(i)	Total Qualifying Service	YY	MM	DD
	(ii)	Non-Qualifying Service	YY	MM	DD
	(iii)	Weightage in Service	YY	MM	DD
	(iv)	Net Qualifying Service	YY	MM	DD
16	(i)	Last Pay Drawn			
	(ii)	Family Pension/ Revised FP			
		(a) At enhanced Rate	Upto.....		
		(b) At normal Rate	Thereafter.....		
	(iii)	Family Pension already drawing			
		(a) At enhanced Rate			

	(b) At normal Rate	
(iv)	Provisional Family Pension, if any (to be adjusted in payable family pension)	Amount (in Rs.).....
(v)	Period from..... to.....	
17	(i) Emoluments for DCRG (with break up i.e. Pay, DA, NPA etc)	
	(ii) Pay	
	(iii) IR if any	
	(iv) NPA, if any	
	(v) Special Pay, if any	
	(vi) Any other Pay as per rule 2.44	
	(vii) DA	
	(viii) Total	
	(a) Death Gratuity	
	(i) Number of completed Half Years	
	(ii) (a) DCRG Sanctioned (Amount)	
	(b) Revised DCRG Sanctioned(Amount)	
	(iii) DCRG withheld	
	(iv) DCRG since paid, if any	
	(v) DCRG Recovery	
	(vi) Net DCRG Authorized	
	(vii) Balance amount of DCRG payable	
18	Details of other Family members eligible for Family Pension/Death Gratuity:	
Sr. No	Name	Relationship
		DOB /Age
		Whether Disabled/handicapped (with proof attached)
		Share *
		Aadhaar Card No.

*If Share is not mentioned against each name, the amount mentioned in 17(vii) be distributed in equal share.

Instruction:

1	Until further notice and on the expiry of every month, please pay to (Name of the Family pensioner), the above said family pension (as Set out in Part I&II of this order) plus the amount of Dearness Relief as admissible from time to time thereon after due identification of the Family Pensioner, subject to the condition(s) below and Punjab Government (FD) Notification dated 17.08.2009 (can be seen at www. agpunjab.gov.in or www.pbfinance.gov.in). Family Pension includes Interim relief.
2	The payment of Family Pension should commence from.....
3	Dearness Relief is payable with reference to the amount of basic family pension.
4	Family Pension at enhanced Rate is payable from the day following the day of death till the expiry of 15 years from the date of death or on completion of 65 years of age had the deceased survived, whichever is earlier. Thereafter, normal Family Pension shall be paid as per the provisions mentioned in Punjab Civil Services Rules Vol-II.
5	The Income Tax, where deduct able, should be deducted at source.

Specific Remarks of Senior Accounts Officer:

- 1.
- 2.
- 3.

Specimen Signature

(Signature and Designation)
Seal of family Pension Payment order
Issuing Authority

To.

1. The District Treasury Officer-----;
2. A copy of the above is forwarded to:----- (Designation and Address of the PSA);
3. A copy is forwarded to: ----- (Name of the Family Pensioner with complete address)

(PART III)

Bank Details for Pension payment

1.	Joint Bank Account Number	
2.	IFSC	
3.	Bank Name	
4.	Branch Name	
5.	Branch Code	
6.	CPPC Code	
7.	Bank Address	
8.	MICR code	
9.	PIN	
10.	Phone Number	

(PART IV)

(For Pension Disbursing Authority- Record of initial pension and revision thereof)

Amount of Pension at the time of Retirement (Rs.).....

Amount of Dearness Relief (DR) at the time of Retirement.....

Letter No and Date	Date of effect	Amount of Revised pension (Rs)	Brief Reason of Revision	Amount of Revised DR (Rs)	Total Monthly Pension Plus DR (Rs)	Remarks	Initial of the Designated Officer

(PART V)

Record of transfer of PPO from one Pension Disbursing Authority to another, if any:

Sr. No.	Full Particulars of PDA at which Pension is drawn before transfer	Date up to which Pension has been paid	Full particulars of PDA to which PPO is transferred	Date and signature of authorized officer of transferring PDA

(PART VI)

Periodical Identification of the Family Pensioner

(To be done annually in the month of November each year)

Sr. No.	Ack No. Of Life Certificate Received physically electronically	Initial of the designated officer	Remarks	Sr. No.	Ack No. Of Life Certificate Received physically electronically	Initial of the designated officer	Remarks
1.				26.			
2.				27.			
3.				28.			

4.				29.			
5.				30.			
6.				31.			
7.				32.			
8.				33.			
9.				34.			
10.				35.			
11.				36.			
12.				37.			
13.				38.			
14.				39.			
15.				40.			
16.				41.			
17.				42.			
18.				43.			
19.				44.			
20.				45.			
21.				46.			
22.				47.			
23.				48.			
24.				49.			
25.				50.			

(PART VII)

Record of disbursement

(To be maintained by the Bank in the following proforma)

Month for which Pension is due	Basic Pension	OAA	IR	DR	FMA	Total (Rs.)	Date of Payment	Initials

Standing Instruction:

- 1.
- 2.
- 3.

Specific Instructions:

- 1.
- 2.
- 3.