

CHECK OFF LIST – PENSION CLAIM- INVALID PENSION

Invalid Pension. Under Rule 49 read with Rule 38 of CCS (Pension), Rules 1972, DP&PW notification No. GSR 12(E) dated 04 Jan 2019 and OM 21/1/2016-P&PW(F) dated 12 Feb 2019, invalid pension may be granted if a government servant retires from the government service on account of any bodily or mentally infirmity which permanently incapacitates him for the service. Requirement of minimum 10 years of service has been removed by government. Individual must have to apply for invalidation, then medical board will recommend for invalidation. The final decision would be from Head of organisation. Following points should be kept in mind while dealing with invalid cases:-

- (a) Service rendered below 18 years of age is non-qualifying service.
- (b) Check EOL (Extra Ordinary Leave) period of the individual, if any.
 - (i) EOL granted with medical certificate will be counted as “Qualifying Service”.
 - (ii) EOL granted without medical certificate will be counted as “Non-Qualifying Service”.
 - (iii) EOL granted for higher studies for public interest will be counted as “Qualifying Service”.
- (c) Bank account for pension: -The pensioner should be the first account holder and the spouse will be the second account holder.
- (d) The name of the pensioner in pension account, cheque leaf, and service record as well as in PAN/Aadhaar card should be the same.
- (e) Suspension period of retiree, if any.
 - (i) If fully exonerated – Qualifying service
 - (ii) If not exonerated – Non-qualifying service.
- (f) Invalid pension = 50% of last emoluments. The amount of pension shall be subject to a minimum of Rs 9,000 and the maximum pension would be Rs 1, 25,000.
- (g) In the calculation of gratuity, DA forms a part of emoluments.
- (h) If govt servant is on deputation to another department of central govt and retires from there, his pension will be counted on his pay what he was drawing in the borrowing department.
- (j) For the period of “**dies-non**” no pay and allowances are allowed. Recovery for entire period is to be made if already paid.
- (k) For calculation of broken period w.r.t. EOL/ Dies Non/ Overstayed/ - divide by 30 days (irrespective of number of days of that month) However, in case basic pay increase/ decrease in a month, then divide by actual no. of days of that month.

(l) In case of plural marriage or death/ divorce/ any dispute about the marital status col. 41 and 42 are to be filled properly.

(m) In remarriage case, present status of the children of first wife/ husband has to be furnished. This is the important information to process the pension claim.

(n) Spelling of pensioner's name has to be identical in datasheet, IAFA 356 (application for pension or gratuity and death- cum- retirement gratuity) and bank details.

(p) Part II order (Genform) should be attached in all pension claims except in superannuation cases where superannuation serial issued by HOO should be attached.

(q) Unauthorised absence: - "Dies non" is a "NQ" service. Dies non is a provision to avoid break in service without granting leave. Dies non should be entered in service book in red pen. For the absence period, there are three options:-

- (i) Option I – Leave grant and regularise.
- (ii) Option II - Disciplinary action.
- (iii) Option III - Grant of dies-non period for the period of absence.

(v) Rule 50, GoI decision No.7. DA will be counted for 10 months average and DCRG calculation.

(w) Check any gallantry award of the retiring officer. If yes, mention the same in the LPC-cum-datasheet in an appropriate column. Attach copy of gazette notification and genform. Highlight award amount in the last SOE attached.

(v) Pension under CCS(EOP) Rules will only be determined after receipt of BoI proceedings.

(w) In the event of invalidation, NPS cases also comes under CCS(Pension), Rules 1972.

Apart from above points following documents are required for processing the pensionary and terminal benefits:-

Pensionary benefits (Pension, Commutation and Gratuity)			
SI	Description	Qty	Action by
(a)	LPC-cum-Datasheet signed by HOO and countersigned by CGPAO	03	HOO(CGHQ)
(b)	Calculation sheet signed by HOO and countersigned by CGPAO	03	-do-
(c)	Copy of retirement genform	03	-do-
(d)	Formal application for sanction of pension and gratuity	03	Individual
(e)	Application for pension and gratuity IAFA 356	03	HOO(CGHQ)
(f)	Invalid Medical Board proceedings	03	Individual/ Last unit/CGHQ
(g)	Proforma regarding verification of qualifying service issued by NLAO	03	HOO(CGHQ)
(h)	Certificate for non-submission of pension case for manual notification	03	-do-
(j)	Certificate regarding non-qualifying service	03	-do-
(k)	Certificate regarding judicial/ disciplinary clearance	03	-do-
(l)	Certificate of government dues countersigned by PAO	03	-do-
(m)	Descriptive roll of the officer	06	Individual
(n)	Descriptive roll for spouse of the officer	06	Individual
(p)	Form of joint photograph of the officer and spouse	06	Individual
(q)	Nomination for retirement gratuity	03	Individual
(r)	Nomination for family pension	-do-	Individual
(s)	Kindered roll (Full family details should be mentioned including parents)	-do-	Individual
(t)	Form of option for medical allowance	-do-	Individual
(u)	Certificate from the bank regarding pension account	-do-	Individual
(v)	Copy of cheque leaf (Joint account with spouse)	-do-	Individual
(w)	No demand certificate of Govt. accommodation	-do-	Last unit
(x)	Undertaking for refund of overpayment	06	Individual
(y)	Certificate of Govt dues/ No demand certificate issued by the last unit	03	Last unit
(z)	Copy of latest of GPF Statement (CCO-9)	01	Individual
(aa)	Copy of PRAN card (NPS cases only)	03	Individual
(ab)	Copy of latest SOE	03	Individual
(ac)	Copy of Aadhaar card for self and dependents	03	Individual
(ad)	Copy of PAN card self & spouse	03	Individual
(ae)	Service book (s)	--	HOO(CGHQ)

Final settlement of GPF account (Documents required to be forwarded to CG Veteran Cell (CGHQ) for further necessary action.

SI	Description	Qty	Action by
(a)	Application for settlement of GPF account (Appendix 'D')	03	Individual
(b)	Nomination for GPF	-do-	Individual
(c)	Contingent bills for settlement of GPF account	-do-	Individual
(d)	Undertaking for refund of over payment	-do-	Individual
(e)	Original latest GPF statement (CCO-9)	--	Individual
(f)	Copy of cancelled cheque leaf	03	Individual
(g)	Copy of retirement genform/ CG appointment list.	03	Last unit/ CGHQ

Final settlement of NGIF account (Documents required to be forwarded to CG Veteran Cell (CGHQ) for further necessary action.

SI	Description	Qty	Action by
(a)	Copy of retirement genform/ CG appointment list	03	Last unit/ CGHQ
(b)	Pre-receipt for NGIF survival benefits	03	Last unit/ individual
(c)	Application for Post Retirement Death Insurance Extension Scheme (PRDIES)	03	Last unit/ individual
(d)	Copy of Medical Board Proceedings (Invalid medical out)	03	Last unit/ individual/ CGHQ
(e)	Copy of cancelled cheque leaf	02	Individual
Note: -Check whether the officer was covered under Addl NGIS scheme. Additionally, disability benefit is payable as per disability percentage.			Individual/ CGHQ

Final settlement of IPA including leave encashment (Documents required to be forwarded to CG Veteran Cell (CGHQ) for further necessary action.

SI	Description	Qty	Action by
(a)	Copy of retirement genform/ CG appointment list	03	Last unit/ CGHQ
(b)	CGHQ sanction letter for leave encashment	03	CGHQ
(c)	Leave audit certificate	02	CGHQ/ NLAO
(d)	Leave account duly audited by NLAO	02	CGHQ/ NLAO
(e)	Contingent bill for finalization of individual's pay account	03	Individual
(f)	Contingent bill for encashment of earned leave	-do-	Individual
(g)	Undertaking for refund of over payment	03	Individual
(h)	No demand certificate for Govt. accommodation	02	Last unit
(j)	Copy of cancelled cheque leaf	02	Individual
(k)	Pay book (Original)	--	Individual/ last unit
(l)	Service book	--	CGHQ