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Directorate of Air Veterans
Subroto Park
New Delhi – 110010

Air HQ/99798/SP/DAV

16 Nov 20

As per distribution List

DAVCL 02/2020
SIMPLIFICATION OF PENSION CLAIM FORMS
IN RESPECT OF AIRMEN & NCs(E)

- Appendices:-**
- A** Checklist for submission of Pension Claim
 - B** Application for Pension, Retirement Gratuity and request for Commutation of Pension - Cum - Descriptive Roll iro Airmen / NCs(E)
 - C** Nomination for Payment of Life Time Arrears (Form-A)
 - D** Undertaking by Retiring Service Personnel
 - E** Form of Certificate of Non-Employment/Re-Employment
 - F** Certificate for Pension Disbursement

INTRODUCTION

1. The present format of pension claim forms in respect of Airmen & NCs(E) in use for processing of pension claims are a combination of various forms and sheets. While processing the case files for pension, a large numbers of observations are being raised by the O/o Jt CDA (AF) and other agencies due to mismatch of data in different forms which causes delay in timely processing of pension. Also the data required by Pension Sanctioning Authority (PSA) in separate forms makes the case file bulky which leads to time taking process in audit.
2. Further, on implementation of Govt. decision for endorsement of name(s) of the permanently disabled child/children/siblings/dependent parents and widowed/divorced/unmarried daughter in the PPO the requisite information is being submitted in separate forms. The Descriptive Roll which is forwarded to Pension Disbursing Authority (PDA) contains various data which are not connected to disbursement of pension/family pension.

3. Accordingly, after a thorough examination of pension processing and various order/circulars of GoI and PCDA (P) a comprehensive pension claim form has been prepared for the benefits of pensioners and speeding up the process of sanctioning and disbursement of pension and gratuity to the eligible Airmen/NCs(E).

AIM

4. The aim of this circulation letter is to provide detailed guidelines for filling of the new simplified pension claim forms when the Airmen / NCs(E) are released/discharged/ invalidated out from Air Force Service under AF Act 1950 and AF Rules 1969 after completion of the minimum qualifying service and fulfilling of other such conditions which make them eligible to earn Pension (service/disability/invalid/war-injury pension) and gratuity (including retirement/invalid etc) under Pension Regulation for the Air Force 1961 (Part-I & II) and other orders issued by the Competent Authority from time to time.

EXECUTION

5. As per AFO 19/18 Discharge Order are being issued by the AFRO 12 months advance in scheduled discharge cases (i.e, on superannuation, RE expiry etc).

6. **Action by Unit.** On issue of DO by the AFRO the following formalities are to be completed by the Adjt:-

(a) The Air Warrior proceeding on discharge is to be suitably briefed about his entitlement towards Pension and other retiral benefits. A series of video capsules and PPTs covering these aspects are uploaded in the DAV website i.e, www.dav.iaf.in & www.iafpensioner.gov.in. Necessary provisions with a separate PC along with audio facility (within the available resources) are to be made at the Stn/Unit level for easy access to these informative materials by the individuals.

(b) Within **one month** of issue of DO, obtain Pension Claim Forms from the individual as given under:-

Sl No.	Appendices / Documents	No of copies
(i)	Appendix 'A' to this letter	1
(ii)	Appendix 'B' to this letter	3
(iii)	Appendix 'C' to this letter	3
(iv)	Medical Examination Certificate for Commutation (only when option for grant of commutation is exercised)	2
(v)	Appendix 'D' to this letter	1
(vi)	Appendix 'E' to this letter	1
(viii)	Appendix 'F' to this letter	1

(ix)	Copy of PAN Card (Self & Spouse)	1
(x)	Copy of Aadhaar Card (Self, Spouse & Dependent)	1
(xi)	Copy of front page of Passbook or a Cancelled Cheque	1
(xii)	Jt Photographs with Spouse in civil dress (duly attested by Adj/CO) (Single in case of unmarried/widower/divorcee etc)	2

Note:- One additional copy of above Appendices/ documents should be kept in the individual's personal file maintained at Unit level.

(c) Check the correctness of details filled by the individual in the Pension Papers/documents submitted under clause (b) above.

(d) Forward the complete set as under clause (b) above to Dte of AV, Air HQ within **two months** of issue of DO.

(e) Promptly report the fact to the Dte of AV, Air HQ, if subsequent to the forwarding of pension claim form, it comes to notice that the individual is involved in a disciplinary/quasi-judicial/judicial proceedings, or any other event occurs which has a bearing on the amount of the pension admissible.

7. In case of unscheduled discharge cases (including IMB), all the formalities mentioned in Para 6 above to be completed within one month of issue of DO by AFRO.

8. **Action by DAV.** Within one month of receipt of Pension Claim forms and RCSR both from Unit and AFRO respectively, Dte of AV, Air HQ shall:-

(a) Check the correctness of details in the Pension Papers/ documents received with the RCSR.

(b) Forward following documents to Jt CDA (AF), Subroto Park i.e **PSA** through AFCAO (Pre-NE) for audit verification and issue of PPO:-

SI No.	Appendices / Documents	No of copies
(i)	RCSR	Original
(ii)	IAFF (P-5)	Original
(iii)	LPC-cum-Data Sheet	2
(iv)	Appendix 'B' to this letter	1
(v)	Appendix 'C' to this letter	1
(vi)	Medical Examination Certificate for Commutation	1

(d) Within two weeks of receipt of copies of PPOs (original, Record and Individual copy) from PSA, forward original copy of PPO along with following documents to the Pension Disbursing Authority for disbursement of pension.

SI No.	Appendices / Documents	No of copies
(i)	Appendix 'B' to this letter	One copy each
(ii)	Appendix 'C' to this letter	
(iii)	Appendix 'D' to this letter	
(iv)	Appendix 'E' to this letter	
(v)	Single /Jt photograph in civil dress	

(e) The individual copy of pension payment order shall also be forwarded to the individual at his mailing address.

9. Adjutant of respective Stn/Unit and supervisory staff of the Unit Orderly Room shall be responsible for correct documentation and timely submission of Pension Claim forms to Dte of AV, Air HQ. The Orderly Room shall provide all necessary assistance to the individual in preparation of Pension Claim. It shall also be the responsibility of the individual to check the correctness of name and DOB of self / spouse / dependent and the non qualifying period with his UCSR and the data available in the form of e-RCSR under IPIS login in AFRO Web, and submit his completed pension claim form in time to his Unit Orderly Room. The application for correction of missing entries, if any to be promptly submitted through proper channel by the individual before submission of his Pension Forms.

10. These provisions are applicable for the retirees from **01 Jul 2021** onward. The pension claim forms in respect of affected future retirees which has already been processed at Unit level till issue of this letter are to be accepted by all concerned as per the old provisions. However, the retirees prior to **01 Jul 2021** have option to submit their pension claim form either in old or new format.

11. This issues with the concurrence with O/o PCDA (P), Prayagraj and O/o Jt CDA (AF) vide their letter No Gts/Tech/0148/LXI dated 31 Jul 2020 and अ.स.पत्र. स.डीसीए/ पेंशन-III/Misc/भाग-2 दिनांक 24 Aug 2020 respectively.

12. Cases not covered by this letter are to be dealt as per the existing procedure. All previous letters on the subject are hereby superceded.

(T Thomas)
Air Cmde
Air Cmde AV

Annexure: As stated.

Distribution List

<u>External</u>	<u>No of Copies</u>	<u>Method</u>
HQ WAC IAF (CPSO)	1	By DR/Hand
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HQ SAC IAF (CPSO)	1	By SDS
HQ TC IAF (CPSO)	1	By SDS
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HQ SFC (PD Adm)	1	By SDS
HQ ANC (CAPO)	1	By SDS
CMDT AFAC	1	By SDS
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AFCAO (AOC)	1	By DR/Hand
AFCME (AOC)	1	By DR/Hand
CSDO (AOC)	1	By DR/Hand
<u>Internal</u>		
All BCOs	1	By DR/Hand

Appendix – 'A'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
Dated 16 Nov 20)

CHECKLIST FOR SUBMISSION OF PENSION CLAIM FORM

Sl No.	Description	Yes/No
1.	Have you read and understood the DAVCL 02/2020 dated 16 Nov 20?	
2.	Have you checked your service and personal particulars from e-RCSR and UCSR?	
3.	The DOB and name of self/spouse /dependent are found correct?	
4.	If answer at para 3 above is negative have you applied for change / correction of details (if yes mention date)	
5.	Have you been briefed by your Adj/Asst Adj about NE benefits (if yes mention the date)?	
6.	Have you seen the PPTs and videos available at DAV website?	
7.	Have you opted for commutation of pension?	
8.	If answer at Para 7 above is yes, have you attached the medical certificate for commutation?	
9.	Have you attached Jt Photograph with spouse?	
10.	If answer at para 9 above is negative mention the reason.	

I, ... do hereby solemnly declare and verify that the information furnished above are true to the best of my knowledge and belief and nothing has been concealed.

Place:

Date:

Signature of service personnel

COUNTERSIGNED

(to be furnished by Adj/CO)

Station:

Date:

Adj/CO

Appendix – 'B'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
dated 16 Nov 20)

**APPLICATION FOR PENSION, RETIREMENT GRATUITY AND REQUEST FOR
COMMUTATION OF PENSION - CUM - DESCRIPTIVE ROLL IRO AIRMEN / NCs(E)**

(to be submitted in triplicate)

Ser No. Rank (only paid/sub)
Name in Block Capital (As per Discharge Order)
.....
Trade/Group..... Last Unit Served

Joint
Photograph
with spouse in
civil dress (to
be attested by
Adj/CO

To

O/o Jt CDA (AF)
Subroto Park, New Delhi-10

Sir,

1. I am submitting the following information/documents in connection with the sanction of my pension and gratuity.

2. **Service Details:-**

(a)	Date of Enrolment			
(b)	Date of Discharge			
(c)	Date of Birth			
(d)	Authority for discharge			
(e)	Cause & Clause of Discharge			
(f)	Previous Service, if any, counted towards pension & gratuity	From	To	Total
		Authority		
(g)	Non-qualifying period	Type	From	To
				No of days
(h)	Gallantry Awards details	Type of Award	Date of Award	POR No.
(j)	Medical Category			

3. **Personal Details:-**

(a)	Aadhaar No.	
(b)	PAN No.	
(c)	Mob No.	
(d)	e-mail ID	
(e)	Permanent Identification Marks	
(f)	Three specimen signature of individual (to be attested by Adj/CO)	
	(1).....	(2) (3)

(g) Address after discharge (PPO to be despatched on :- Permanent / Correspondence Address)					
Permanent Address			Correspondence Address		
Dist: State: PIN:			Dist: State: PIN:		

4. **Details of NOK & Family:-**

(a) Marital Status: (unmarried / married / widower / divorcee).....

(b) Particulars of spouse (N/A in case of widower, divorcee and unmarried):-

(i)	Name of Spouse				
(ii)	Date of Marriage		(iii)	Date of Birth	
(iv)	Mob No.		(v)	PAN No	
(vi)	Aadhaar No.				
(vii)	e-mail ID				
(viii)	Permanent Identification Marks				
(ix)	Three specimen Signatures or Right Hand Thumb impression of spouse (to be attested by Adjt)				
(1)..... (2) (3)					

(c) Details of Next of Kin:-

(i)	Name & Relationship	
(ii)	Address for communication	

(d) Details of Dependent Family members (other than spouse) as on date including parents, divorced/widowed daughter, step child, permanently divyang (mentally/physically) siblings. This is for endorsement of name in PPO, if they are eligible for family pension under circumstances as specified by Govt of India from time to time:-

SI No.	Name	DOB	Relationship	Marital Status	Aadhaar No.	POR No.
(i)						
(ii)						
(iii)						
(iv)						

Name(s) of Permanently Divyang (mentally/physically) child/siblings, if any

SI No.	Name	DOB	Relatio -nship	Marital Status	% of disability	Aadhaar No.	POR No.

(Note:- attach requisite documents for eligibility of family pension, wherever applicable)

5. **Details of Pension Disbursing Authority:-**

(a) In case of Bank (attach a certificate obtained from bank):-

Pension A/C No.	
Joint with spouse or single	
Name of Bank & Branch	
IFSC Code	
Full Postal Address of the Bank	

(b) In case of Treasury / DPDO/ Post Office complete address (a cancelled cheque of bank a/c where you wish to credit your monthly pension to be attached):-

6. I wish to commute.....(in words & figures) percent (0-50%) of my pension. I am enclosing a Medical Examination Report / copy of annotation made about my longevity.

7. Whether anticipatory pension desired : Yes / No
 (if yes, attach declaration as per Regulation 26 (a) of AF PR, 1961, Part-II)

8. Four copies of Joint Photographs (size of 4cm x 5cm) with spouse in Civil dress (Note: photographs to be attested by OC / Adjt on reverse or front) and two copies in uniform (self only without attested). **Attached**

DECLARATION

9. I, ... do hereby solemnly declare and verify that the information furnished above are true to the best of my knowledge and belief and nothing has been concealed. If any information is found untrue at later stage, then, I shall be held responsible for delay in finalisation of my pension and other NE benefits. Further, I understood that any changes in the details of my family (self, spouse and dependent) from last year of retirement will be entertained by Dte of AV, Air HQ with a maximum limit of five years from my date of discharge or from the date of such occurrence, whichever is later.

Date: Signature :
 Name :
 Rank :

Note:- Strike out which is not applicable

CERTIFICATE **(to be furnished by Adj/CO)**

Certified that the details furnished by as above is checked with service record and found correct.

Station:
 Date:

Adj/CO

COUNTERSIGNED BY CO/STN CDR/AOC

Forwarded to the Jt CDA (AF), Subroto Park for verification and assessment
through
Dte of AV, Air HQ.

Station: (Seal)
Dated:

Signature of the CO/Stn Cdr/AOC Unit

For Use at O/o Jt CDA (AF), Subroto Park

Admitted

Rs..... (Rupees..... Only pm) with effect from
..... for life vide PPO No.....

Date:

Signature of AAO/AO

Appendix – 'C'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
dated 16 Nov 20)

FORM – A**NOMINATION FOR PAYMENT OF LIFE TIME ARREARS**

Pension disbursing authority / Head of office (Name of Bank / Treasury / Post Office / Pay Accounts Office)

I, ... hereby nominate the Person named below to receive the Life Time arrears in the event of my death.

Name & address of the Nominee	Relationship with pensioner	Date of Birth	If the nominee is minor name & address of person who may receive the said pension during the nominee's minority
(1)	(2)	(3)	(4)
Name & address of other nominee in case the nominee under Col. 1 above predecease the pensioner	Relationship with pensioner	Date of Birth	Name & Address of person who may receive the pension during the other nominee's minority
(5)	(6)	(7)	(8)

Contingency on happening of which nomination shall become invalid.
(9)
DEATH / DIVORCE / INSANITY

Place:

Witness (1): Sign. _____ Name _____ Address _____	Witness (2): Sign. _____ Name _____ Address _____
---	---

Date:

Signature & Name of Service Personnel

Certified that application/Nomination has been received from
 whose permanent address is
 (to be filled by the pensioner)

Place : New Delhi

Date :

Address : Dte of AV, Air HQ, Subroto Park, New Delhi-10

Signature :
 (Head of office i.e. at DAV)

Appendix – 'D'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
dated 16 Nov 20)

UNDERTAKING BY RETIRING SERVICE PERSONNEL

To,
The Branch Manager

_____(Name of Bank)
_____(Address of branch)

Dear Sir,

Payment of pension under A/C No..... through your Bank.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successor, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account / deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name: _____

Address: _____

Date:

Witness No. 1

Signature :

Name:

Address:
.....

Date:

Witness No. 2

Signature :

Name :

Address :
.....

Date:

Appendix – 'E'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
dated 16 Nov 20)

FORM OF CERTIFICATE OF NON - EMPLOYMENT/RE-EMPLOYMENT

I declare that I have not been serving in any capacity either in a Govt.Dept/Office, Company, Corporation, Autonomous body or Society of Central or State Government or Union Territory or Local Fund during the half year ended May/November.

OR

I declare that I have been employed /re-employed in the office of ----- with effect from ----- which is partly/fully financed by ----- Government and was in receipt of the following monthly rates of emoluments during during the half year ended May/November or during the month of falling, within the said half year.

- (a) Pay.....
Special Pay.....
Allowance.....
(including DA, ADA, etc.).....

OR

- (b) Honorarium.....

Further that the orders of my re-employment do/do not stipulate my pension being held in abeyance during the re-employment.

Signature -----

Place:
Date :

Name of the Pensioner.....
P P O No :
TS/PS No :

Appendix – 'F'

(Refers to Para 6(b) of
Air HQ/ 99798 /SP/DAV
dated 16 Nov 20)

CERTIFICATE FOR PENSION DISBURSEMENT

(To be signed by the Pension Disbursement Bank)

1. It is certified that this bank has participation in the Pension Disbursement Scheme of the National Banks for Defence Service Pensioners. The Full Postal address is as under:-

(a) Pension disbursing branch (in which pensioner holds account): -

.....
.....

Dist: State: Pin Code:

BSR CODE

IFSC :

(b) Full postal address of CPPC is as under: -

.....
.....

Dist: State: Pin Code:

BSR CODE

IFSC :

2. Shri resident of
..... is holding a pension
account no. in this Bank as primary account holder, which is in
their joint names with:

1..... 2.
(Name and relation).

Date:

(Signature of Manager with Rubber Stamp)