

GUIDELINES FOR PAYMENT OF ADDITIONAL PENSION

NOTIFICATION OF DATE OF BIRTH IN PPO FOR SELF

1. In terms of recommendations of 6th CPC, Para 12 of GOI MOD Letter No. 17 (4)/2008(1)/D (Pen/Policy) dated 11 Nov 2008 & Para 11 of O/o the PCDA (P) Circular No. 397 dated 18.11.2008 and Circular No. 417 dated 02.09.2009, the pensioners/family pensioners who have completed 80 yrs of age are eligible for additional pension (**80 yrs – 20%, 85 yrs – 30%, 90 yrs – 40%, 95 Yrs – 50% and 100 Yrs – 100%**). The Pension Sanctioning Authority (PCDA (P), Allahabad) vide ibid circulars has authorised all Pension Dispersing Agencies to pay additional pension automatically to the pensioners who have completed 80 yrs of age, if the DoB or age exists in their records as appended below:

"If the exact date of birth is available in the PPO/Office records, the payment of additional pension may be made by the PDAs from 1st day of the month in which pensioner's date of birth falls. In those cases where, only age is mentioned in PPO/Office records, the additional pension will start from 1st January of the year following the year in which pensioner has completed the age of 80 yrs.

2. Further, as per their circular No. 441 dated 01.10.2010, no Corr PPO are required to be notified if the DOB/age is available in the PPOs/Office records. The Pay Pension Certificate, Descriptive Roll and Discharge Book of the pensioner can also be treated as office records.

3. However, if Date of Birth of self is not mentioned in Original PPO or Joint Notification Corrigendum PPO where age is mentioned, then following documents are required for notification / amendment of Date of Birth of self in Corrigendum PPO:-

(a) Personal Application from the Pensioner for notification / change of date of birth of self in Corrigendum PPO, duly recommended by the respective Zila Sainik Board. Please mention PIN Code of your village/town and also Mobile Number for query, if any in the application.

(b) Photo copy of Birth Certificate issued by Registrar of Births and Deaths / Matriculation certificate issued by any School/board of education recognized by State Education Boards/CBSE/ISE/UGC etc / Aadhar Card / PAN Card where date of birth is mentioned in the format Date/Month/Year. Photocopy of the certificate should be self attested. ***Please ensure that the name of self including spelling in the certificate/Aadhar Card/PAN Card is same as mentioned in the Original PPO / Corrigendum JN PPO. If there is mismatch of name in the DOB Proof and PPO, either get your name amended in the DOB proof or apply for change of name of wife in service records/PPO.***

(c) Photocopy of Original PPO and Joint Notification Corrigendum PPO where the name of self is endorsed. Photocopy to be self attested. ***If the copies of PPO is not available with you due to any reason, a certified copy of the same may be obtained from your Pension Disbursing Agency (PDA) i.e DPDO / Treasury / Bank from where you are drawing pension. Pension Book/Certificate is not to be treated as PPO.***

(d) PDA details (i.e. DPDO / Treasury / Bank) from where you are drawing your pension and submitting the Life Certificate, duly verified by them. ***A blank proforma for PDA details is annexed herewith.***

(e) Photo copy of Discharge book / Descriptive Roll / IAFF(P) 28 / IAFF(P) 61 etc, if the same is held with you. (to be Self attested).

PDA DETAILS

**(FOR NOTIFICATION/ENROSEMENT OF DATE OF BIRTH (SELF & WIFE) / CHANGE OF
DATE OF BIRTH OF SPOUSE IN PPO)**

(To be submitted in duplicate)

Service No	
Rank	
Name	
Group	
Original PPO No	
Joint Notification PPO No (if wife's name is already notified)	
Corr PPO No for change of name of Self, Wife or change of rank etc, if any issued)	
PDA Details (Where, annual Life Certificate is submitted)	
Bank Account No (If pension is drawn directly from Bank). In case pension is forwarded to Bank by DPDO, Bank details not to be mentioned here)	
Bank's Full Address including IFS Code of the Branch.	

Date:

Signature of the Pensioner

Verified by PDA (DPDO / Bank)

Office Stamp

Date:

Signature of DPDO / Bank

GUIDELINES FOR PAYMENT OF ADDITIONAL PENSION

ENDORSEMENT / NOTIFICATION OF DATE OF BIRTH IN PPO FOR SPOUSE (WIFE)

1. In terms of recommendations of 6th CPC, Para 12 of GOI MOD Letter No. 17 (4)/2008(1)/D (Pen/Policy) dated 11 Nov 2008 & Para 11 of O/o the PCDA (P) Circular No. 397 dated 18.11.2008 and Circular No. 417 dated 02.09.2009, the pensioners/family pensioners who have completed 80 yrs of age are eligible for additional pension (**80 yrs – 20%, 85 yrs – 30%, 90 yrs – 40%, 95 Yrs – 50% and 100 Yrs – 100%**). The Pension Sanctioning Authority (PCDA (P), Allahabad) vide ibid circulars has authorised all Pension Dispersing Agencies to pay additional pension automatically to the pensioners who have completed 80 yrs of age, if the DoB or age exists in their records as appended below:

"If the exact date of birth is available in the PPO/Office records, the payment of additional pension may be made by the PDAs from 1st day of the month in which pensioner's date of birth falls. In those cases where, only age is mentioned in PPO/Office records, the additional pension will start from 1st January of the year following the year in which pensioner has completed the age of 80 yrs.

2. Further, as per their circular No. 441 dated 01.10.2010, no Corr PPO are required to be notified if the DOB/age is available in the PPOs/Office records. The Pay Pension Certificate, Descriptive Roll and Discharge Book of the pensioner can also be treated as office records.

3. However, if Date of Birth of family pensioner (wife) is not mentioned in Original PPO or Joint Notification Corrigendum PPO where name of wife is endorsed and only age is mentioned, then following documents are required for notification / amendment of Date of Birth of wife in Corrigendum PPO:-

(a) Personal Application from the Pensioner for notification / change of date of birth of spouse (wife) in Corrigendum PPO, duly recommended by the respective Zila Sainik Board. Please mention PIN Code of your village/town and also Mobile Number for query, if any in the application.

(b) Photo copy of Birth Certificate issued by Registrar of Births and Deaths / Matriculation certificate issued by any School/board of education recognized by State Education Boards/CBSE/ISE/UGC etc / Aadhar Card / PAN Card where date of birth is mentioned in the format Date/Month/Year. Photocopy of the certificate should be Self attested. **Please ensure that the name of wife including spelling in the certificate/Aadhar Card/PAN Card is same as mentioned in the Original PPO / Corrigendum JN PPO. If there is mismatch of name in the DOB Proof and PPO, either get your wife's name amended in the DOB proof or apply for change of name of wife in service records/PPO.**

(c) An Affidavit on non-judicial stamp paper sworn before 1st Class Magistrate or Self Declaration, in Original, countersigned by Zila Sainik Board regarding correct date of birth of wife. (Specimen copy of Self Declaration / Affidavit is annexed).

(d) Photocopy of Original PPO and Joint Notification Corrigendum PPO where the name of wife is endorsed. Photocopy to be self attested. **If the copies of PPO is not available with you due to any reason, a certified copy of the same may be obtained from your Pension Disbursing Agency (PDA) i.e DPDO / Treasury / Bank from where you are drawing pension. Pension Book/Certificate is not to be treated as PPO.**

(e) PDA details (i.e. DPDO / Treasury / Bank) from where you are drawing your pension and submitting the Life Certificate, duly verified by them. **A blank proforma for PDA details is annexed herewith.**

(f) Photo copy of Discharge book / Descriptive Roll / IAFF(P) 28 / IAFF(P) 61 etc, if the same is held with you. (to be Self attested).

SPECIMEN AFFIDAVIT
(FOR CHANGE/NOTIFICATION OF DATE OF BIRTH OF SPOUSE)

1. I, ... (Name of wife as per birth POR/RCSR) is legally wedded wife of residing at (Address) do hereby solemnly affirm and state on Oath as follows:-

(a) My Date of Birth is _____ in service documents/PPO/JN PPO.

(b) That, I want to amend my Date of Birth from _____ (Date of Birth as per POR) to _____ (actual Date of Birth of wife) due to _____ (reason for change).

(c) That both Date of Birth _____ and _____ pertain to one and same person.

(d) That I am producing Birth Certificate issued by Registrar of Births and Deaths / Matriculation certificate issued by any School/board of education recognized by State Education Boards/CBSE/ISE/UGC etc / Aadhar Card / PAN Card where date of birth is mentioned in the format Date/Month/Year for the purpose of evidence for my Date of Birth.

(d) That, I shall a+t all times hereafter in all records, deeds and writing and in all proceedings dealing with transactions, private as well as under all occasions what so ever will annotate Date of Birth as _____ (Date of Birth).

(e) That what is stated above is true and correct to best of my knowledge, information and belief. Nothing material has been concealed there from.

Finger Print of all fingers of Right Hand of the Wife whose Date of Birth is proposed to be endorsed/changed

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Attested latest passport size photograph of person whose Date of Birth is proposed to be endorsed/changed

Date:

Place:

Signature of deponent (wife)

VERIFICATION

I, the deponent above named, do hereby solemnly declare and verify that the contents of the above Affidavit are true to the best of my knowledge and belief and nothing has been concealed or suppressed there from.

Signature of Deponent (wife)

TO BE COUNTERSIGNED BY ZSB/AFA/FIRST CLASS MAGISTRATE

PDA DETAILS

(FOR ENDORSEMENT / CHANGE OF DATE OF BIRTH OF SPOUSE IN PPO)

Service No	
Rank	
Name	
Group	
Original PPO No	
Joint Notification PPO No (if wife's name is already notified)	
Corr PPO No for change of name of Self, Wife or change of rank etc, if any issued)	
PDA Details (Where, annual Life Certificate is submitted)	
Bank Account No (If pension is drawn directly from Bank). In case pension is forwarded to Bank by DPDO, Bank details not to be mentioned here)	
Bank's Full Address including IFS Code of the Branch.	

Date:

Signature of the Pensioner

Verified by PDA (DPDO / Bank)

Office Stamp

Date:

Signature of DPDO / Bank