

PROFORMA FOR REVISION OF PENSION/FAMILY PENSION

To.....
Head of Office,
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Sub:- Revision of Pension/Family Pension in terms of the recommendation of 6th CPC.

- 1. Name of the Pensioner :
- 2. Date of Birth :
- 3. Designation & Date of Retirement of the Central Civil Pensioner :
- 4. Office Address from :
where he/she has been
retired
- 5. Date of Death of the Pensioner(if application is by family Pensioner) :
- 6. PPO No. :
- 7. Name of the Bank & Branch :
- 8. Postal Address of Branch (with Pin Code) :
- 9. Account Number :
- 10. Present Address (with Pin Code)
- 11. Phone Number & E-mail ID of Pensioner/Family Pensioner :
- 12. Details of spouse who is co-authorised in PPO or family pensioner drawing family pension,(Proof of Date of Birth must be enclosed).
 - a. Name of spouse / family pensioner :
 - b. Date of Birth (proof to be enclosed) :
 - c. Name of documents enclosed as proof :

Signature of the Pensioner/Family Pensioner

Date :

Place :

Note:

- 1. All pensioners of CLC(C)'s Organisation are advised to submit the above information to the Head of Office from where the Govt. employee retired.
- 2. Attested photocopy of any one of the following documents in support of date of birth of the spouse/eligible family member may be submitted:
 - i. PAN Card
 - ii. Matriculation Certificate (containing the information regarding Date of Birth).
 - iii. Passport.
 - iv. CGHS Card.
 - v. Driving License (if it contains Date of Birth)
 - vi. Voter's ID Card may also be accepted as proof of Date of Birth subject to following conditions:-

- a. The pensioner/family pensioner certifies that he/she is not a matriculate.
 - b. The pensioner certifies that he/she does not have any of the documents mentioned from i to v.
- vii) In case pensioner/family pensioner is unable to submit any of the documents mentioned above (i) to (vi) but claims additional pension based on some other documentary evidence such cases will be submitted to the administrative ministry whose decision in this regard will be final. (DPPW Order No.38/37/08-P&PW(A) dated 21.05.2009, 11.08.2009 & 28.09.2010 may be referred to).
- 3. The above information will help to expedite the case. In the absence of the above Information/Application, the process of revision of pension/family pension may be delayed and the case revised as per the records available with Head of the Deptt./Head of Office.**
 4. In case their documents have already been provided to the bank from where pension is being disbursed, mention may be made of the fact.
 - 5. In case pensioner/family pensioner is not aware of the office where the information is to be provided, it may be sent to Sr. Accounts Officer, Special Cell, CPAO, Trikoot-II, R.K. Puram, New Delhi.**