

**As directed by CPAO, the following information is to be obtained from the pensioners and should be sent to PAO, who is PPO issuing authority and also to update data In GBMPEN Menu.**

To:

Head of Department or Head of Office, Ministry of ..... Govt. of India, Sub-Revision of Pension/Family Pension in terms of the recommendation of 6<sup>th</sup> CPC.

1.	Name of the Pensioner	:	
2.	Date of Birth	:	
3.	Date of Retirement of Central Civil Pensioner	:	
4.	Date of Death of the Pensioner (if application is by family pensioner.	:	
5.	PPO Number	:	
6.	Name of the Bank & Branch	:	
7.	Postal Address of Branch (with Pin Code)	:	
8.	Account Number	:	
9.	Present Address (with Pin Code)	:	
10.	Phone Number & E-mail ID of Pensioner/Family Pensioner	:	
11.	Details of spouse who is authorized 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 : .....

Date : .....

Place: .....

.....

(Signature)

**Note :**

1. All pensioners are advised to submit the above information to the Head of the Deptt./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 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).

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.

In case their documents have already been provided to the bank from where pension is being disbursed, mention may be made of the fact.

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.