



FINANCE [Pension] DEPARTMENT

G.O.No.103, Dated 31st March, 2015.

(Jaya, Panguni-17, Thiruvalluvar Aandu-2046)

ABSTRACT

PENSION / FAMILY PENSION – Submission of Certificates by the Pensioners and Family Pensioners with additional information to update master data in e-Pension Portals - Revised Format - Orders – Issued.

Read:-

1. G.O.Ms.No.456, Finance (Pension) Department, dated: 30-06-1988.
2. G.O.Ms.No.212, Finance (Pension) Department, dated: 24-05-2001.
3. From the Director of Treasuries and Accounts Letter No.3020 / 2014 / R1, dated: 24-02-2015.

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ORDER:

In the Government Order second read above, orders were issued to the effect that all State Government Pensioners including Family Pensioners who are drawing their pension / family pension through the banks under “Pension Pilot Scheme” (i.e. payment of pension / family pension are being made to the Pensioner / Family Pensioner in Chennai City by Pension Pay Office, Chennai and Treasuries and Sub-Treasuries in mofussil) shall furnish Life Certificate, Non-employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate in the prescribed format at any time during the months of April, May and June every year to the Pension Disbursing Officer concerned after duly getting it attested by an attesting authority. It was also ordered that if the Pensioners / Family Pensioners do not submit the said certificate on or before 30th June, the Pension Disbursing Officer concerned shall call for annual mustering of the Pensioners / Family Pensioners during the month of July every year for personal appearance. If the Pensioners / Family Pensioners neither submit their Life Certificate, Non-employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate nor appear before the Pension Disbursing Officer concerned for annual mustering, the Pension Disbursing Officer concerned shall stop the payment of pension / family pension with effect from the month of August and the payment of pension / family pension will resume either only on submission of the said certificate or the Pensioner / Family Pensioner appearing in person before the Pension Disbursing Officer concerned.

2. In the Government Order first read above, orders were issued to the effect that all State Government Pensioners including Family Pensioners who are drawing their pension / family pension directly from the banks under “Public Sector Bank Scheme” (i.e. payment of pension / family pension are being made to the Pensioner / Family Pensioner directly by the Public Sector Banks) shall furnish Life Certificate, Non-employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate in the prescribed format in the month of November every

P.T.O.

year to ensure continued receipt of pension / family pension without interruption to the Pension Paying Branch of the Public Sector Banks. The Pensioner / Family Pensioner can also present himself / herself at any branch of the pension paying bank for being identified for issue of life certificate. In case a Pensioner / Family Pensioner is unable to obtain a Life Certificate on account of serious illness / incapacitation, bank official shall visit his / her residence / hospital for the purpose of obtaining the life certificate. The pension paying branch shall be responsible for obtaining the certificate.

3. In the reference third read above, the Director of Treasuries and Accounts has stated that in order to alleviate the hardship caused to Pensioners / Family Pensioners, a web-enabled software to process the pension payment and to have a Centralized Database of the Pensioners / Family Pensioner is to be implemented in districts and Pension Pay Office, Chennai. It is also proposed to have a digital life certificate based on Aadhaar Biometric Authentication, aimed at further simplifying the process of submission of life certificate and facilitating accuracy and timely disbursal of pension / family pension. In order to facilitate implementation of this facility, some additional information of Pensioners / Family Pensioners are required to update the master database. The Director of Treasuries and Accounts has requested for approval of the revised format of Life Certificate with photo and additional information of Pensioners / Family Pensioners.

4. Government, accordingly approve the revised format of Life Certificate with photo and additional information of Pensioners / Family Pensioners as in Annexure-I to III to this order to update master data of the Pensioners / Family Pensioners.

5. Government direct that all State Government Pensioners including Family Pensioners who are drawing their pension / family pension through the banks under "Pension Pilot Scheme" shall furnish additional information along with Life Certificate with photo, Non employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate, as the case may be, in the prescribed format as in Annexure-I to III to this order at any time during the months of April, May and June of this year to the Pension Disbursing Officer concerned after duly getting it attested by an attesting authority or at the time of annual mustering of the Pensioners / Family Pensioners during the month of July for personal appearance.

6. Government also direct that all State Government Pensioners including Family Pensioners who are drawing their pension / family pension directly from the banks under "Public Sector Bank (PSB) Scheme" shall furnish additional information along with Life Certificate with photo, Non-employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate, as the case may be, in the prescribed format as in Annexure-I to III to this order during the month of November of this year to the Pension Paying Branch of the Public Sector Bank concerned. The Pension Paying Branch Managers shall update the master data of the Pensioners / Family Pensioners based on the additional information furnished by the Pensioner / Family Pensioner and send the Life Certificate with photo and additional information to the Pension Pay Office, Chennai, District Treasuries and Sub-Treasuries concerned for updating the master data of the Pensioner / Family Pensioner drawing pension / family pension through Public Sector Bank Scheme.

7. The additional information (as in Part-B of Annexure-I) shall be furnished by the Pensioners / Family Pensioners as a onetime measure i.e. during submission of Life Certificate or during annual mustering for this year or at the time of first payment of pension after retirement or at the time of first payment of

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family pension to the eligible family member. Any information, not available at the time of submission, shall be submitted as and when they become available.

8. The Director of Treasuries and Accounts shall take necessary action for intimating the Pensioners / Family Pensioners to furnish the additional information along with Life Certificate with photo, Non-employment / Re-employment Certificate and Non-remarriage / Non-marriage Certificate, as the case may be, in the prescribed format through a press release in newspapers and other media so as to reach the Pensioners / Family Pensioners well in advance. All Treasury Officers / Sub-Treasury Officers in districts, the Pension Pay Officer, Chennai-6 and all Bank Managers of Pension Paying Branches of the Public Sector Banks shall display the forms in the Notice Board of their respective offices.

9. The Director of Stationery and Printing shall print and supply the required forms as indented by Director of Treasuries and Accounts.

(BY ORDER OF THE GOVERNOR)

**K.SHANMUGAM
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

All Additional Chief Secretaries / Principal Secretaries /
Secretaries to Government, Chennai-600 009.
All Departments of Secretariat.
The Legislative Assembly Secretariat, Chennai - 600 009.
The Governor's Secretariat, Raj Bhavan, Chennai - 600 022.
All Heads of Departments.
The Accountant General (A&E), Chennai - 600 018. (By name)
The Accountant General (A&E), Chennai - 600 018.
The Principal Accountant General (Audit-I), Chennai - 600 018.
The Accountant General (Audit-II), Chennai - 600 018.
The Accountant General (CAB), Chennai - 600 009.
The Registrar, High Court, Chennai - 600 104.
The Secretary, Tamil Nadu Public Service Commission, Chennai-600 003.
The State Information Commission, No.2, Thiyagaraya Salai, Teynampet, Chennai - 600 018.
All District Collectors / District Judges / Chief Judicial Magistrates.
The Director of Treasuries and Accounts, Chennai-600 015.
The Director of Stationery and Printing, Chennai-600 002.
All Regional Joint Directors of Treasuries and Accounts Departments.
The Pension Pay Officer, Chennai - 600 006.
All Treasury Officers / Sub-Treasury Officers.
The Works Manager, Government Central Press, Chennai-79.

Copy to:

The Finance [All Sections] Department, Chennai - 600 009.
The Secretary to Chief Minister, Chennai-600 009.
The Director of Pension, D.M.S. Complex, Chennai - 600 006.
The Director of Local Fund Audit, Chennai - 600 108.
The Commissioner, Corporation of Chennai / Madurai / Coimbatore / Tiruchirappalli /
Salem / Tirunelveli / Erode / Tiruppur/ Vellore/Thoothukudi.
All Municipal Commissioners.
All Panchayat Union Commissioners.
All State Government owned Boards / Corporations.
The Reserve Bank of India, Chennai - 600 001.
The Reserve Bank of India, Department of Government and Bank Accounts, Central Office,
(Opp. to Mumbai Central Railway Station, Byculla, Mumbai-400008. (75 copies).
All Head Offices / Regional Offices of Public Sector Banks through the Director of
Pension, D.M.S. Complex, Chennai - 600 006.
All Public Sector Banks through the Director of Pension, Chennai-600 006.
The President, Tamil Nadu Retired Officials Association, Chennai - 600 006.
The President, Tamil Nadu Secretariat Retired Officers Association,
No.70, Medavakkam Tank Road, Kilpauk, Chennai - 600 010.

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- The President, All India Federation of Pensioners' Association, No.22, Kavarai Street, Saidapet West, Chennai - 600 015.
- The President, The Retired Teachers Association, No.12, Abayambalpuram, Mayiladuthurai, Nagapattinam District.
- The State President, All Bharat Confederation of Senior Citizens and Pensioners, No.7, Bharathidasan Street, Avinashi, Coimbatore District.
- The President, The Indian Officers Association, No.35, Thiru Vi Ka High Road, Royapettah High Road, Chennai - 600 014.
- The President, Tamil Nadu Senior Citizens' Association, No.V.95, Anna Nagar, Chennai - 600 040.
- The President, Tamil Nadu Senior Citizens and Pensioners Welfare Association, No.38-B, First Main Road, Perumalpuram, Tirunelveli.
- The President, Retired Officials Association, Narayanarao Building, Muthu Kalathi Street, Triplicane, Chennai-600 005.
- The President, Govt, Tansi Retired Employees Association, Plot No.65, Tamarai Salai, Ayyappa Nagar, Pammal, Chennai-600 075.
- The President, Welfare Association of Tamilnadu Ind Absorbee Pensioners, No.12, 9th Street, Tansi Nagar, Velachery, Chennai-600 042.
- Stock File / Spare Copies.

-/ Forwarded : By Order /-


31/3/2015.

RESEARCH OFFICER.

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ANNEXURE-I
PART-A
LIFE CERTIFICATE

[To be submitted by Pensioner / Family Pensioner once a year]
[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31st March, 2015.]

Certified that I have seen the Pensioner/Family Pensioner

Thiru/Tmt./ _____

holder of P.P.O. No.

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and that he/she is alive on this date.

Recent Passport Size Photo
[colour]

Specimen Signature of Pensioner / Family Pensioner

Signature of Attesting Officer

Name :

Place :

Designation :

Date :

Office Seal :

This certificate shall be attested by any one the following authorities:

1. Revenue Inspector of the area where the Pensioner / Family Pensioner resides.
2. Tahsildars and Deputy Tahsildars of Revenue Department.
3. Gazetted Officers of the State Government.
4. Gazetted Officers of the Central Government.
5. Bank Managers of the Branch where the Pensioners / Family Pensioners receive pension / family pension under Pension Pilot Scheme.
6. **Pensioners / Family Pensioners staying abroad** are permitted to produce this certificate with Identification Details duly signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India that the Pensioner / Family Pensioner is alive.

PART-B**ADDITIONAL INFORMATION OF PENSIONER / FAMILY PENSIONER**

[To be submitted by Pensioner / Family Pensioner ONE-TIME ONLY]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31st March, 2015.]

1. **P.P.O.No.** :
[Pension Payment Order Number]
2. Pension scheme opted : Tick wherever applicable. **Pension Pilot Scheme** **PSB Scheme**
3. Place of payment of Pension / Family Pension : **PPO, Chennai** **District Treasury** **Sub-Treasury** **Directly from Banks**
4. Name of Treasury / Sub-Treasury/Bank & Branch :
5. Name of Pensioner / Family Pensioner :
6. Expansion of Initials :
7. Date of Birth (with proof* for Family Pensioners) : / /

* (a). School Certificate. (b). Driving Licence. (c). PAN Card. (d). Voter's ID Card. (e). Passport. (f). Aadhaar Card

8. Type of Pensioner : **Civil Pensioner** **Civil Family Pensioner** **Teacher Pensioner** **Teacher Family Pensioner**
A.I.S. Pensioner **A.I.S. Family Pensioner** **Ex-Gratia Pensioner** **Ex-Gratia Family Pensioner**
1/3rd Pensioner **1/3rd Family Pensioner** **Divisible Family Pensioner** **Others (Specify)**
9. Are you in receipt of Military Pension? : **YES** **NO**
If Yes, specify Family Pension opted. : **Civil Family Pension** **Military F.P.**

10. **Bank Details** Bank Name :
11. Branch Name :
12. IFSC Code :
13. Bank Account No. :
14. **Other Details** Ration Card No.* :
15. Aadhaar No.* :
16. PAN Card No.* :

* If available, specify now. Otherwise, whenever these numbers are obtained, the same may be furnished immediately for updation

17.	Contact Details	e_Mail Address, if available	:	<input type="text"/>
		Landline No., if available	:	<input type="text"/>
		Mobile No.	:	<input type="text"/>
20.	Blood Group	:	<input type="text"/>	
21.	Address with PIN Code	:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	District		<input type="text"/>	
	PIN Code		<input type="text"/>	

Signature of Pensioner / Family Pensioner

FOR OFFICE USE ONLY

- (a) Received Date : _____
- (b) Entered Date : _____
- (c) Vol.No. / Page No. : _____

-/ True Copy /-

Antimshayan
31/3/2015.

RESEARCH OFFICER.

ANNEXURE-II

NON-EMPLOYMENT / RE-EMPLOYMENT CERTIFICATE

[To be submitted by Pensioner / Family Pensioner once a year OR at the time of employment / re-employment]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31st March, 2015.]

I declare that I have not been serving in any capacity either in a State or Central Government or a Government Undertaking or a Government Corporation or an Autonomous Body or a Local Fund.

OR

I declare that I have been employed/re-employed in the office of

_____ and was in receipt of the following monthly rates of emoluments during the year ended _____ or during the months of _____ within the said years.

- (i) Pay in the Pay Band
- (ii) Grade Pay
- (iii) Dearness Allowance
- (iv) Other Allowance
[like HRA/CCA/MA etc.]

OR

- (i) Honorarium / Consolidated Pay / Other (specify)

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

OR

I declare that I have not accepted employment under Government outside India.

OR

I declare that I have accepted employment under a Government outside India after obtaining the previous sanction of the Government and none of the conditions attached by the Government has been deviated from without obtaining previous sanction of the Government.

Signature of the Pensioner / Family Pensioner

Place :

Name :

Date :

P.P.O. No.

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I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of Attesting Officer

Place :

Name :

Date :

Designation :

Office Seal :

-/ True Copy /-


31/3/2015

RESEARCH OFFICER.

ANNEXURE-III

NON RE-MARRIAGE / NON MARRIAGE CERTIFICATE

[To be submitted by Family Pensioner once a year OR in the event of remarriage/marriage]

[Applicable only for Widow / Widower / Daughter / Son recipient of family pension]

[Vide G.O.Ms.No.103, Finance (Pension) Department, Dated:31st March, 2015.]

I hereby declare that I have not married and that I have not been married during the past year.

OR

I hereby declare that I have not re-married/married and I undertake to report such an event promptly to the Treasury / Bank concerned.

Signature of the Family Pensioner

Place :

Name :

Date :

P.P.O. No.

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I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of Attesting Officer

Place :

Name :

Date :

Designation :

Office Seal :

This certificate shall be furnished by the recipient of family pension:

1. Widow / Widower.
2. The eligible daughter / son who have not attained the age of 25 years.
3. The eligible daughter including widowed / divorced daughter who is suffering from any disorder or disability of mind (including mentally retarded) or physically crippled or disabled so as to render her unable to earn a livelihood even after attaining the age of twenty-five years.
4. The eligible unmarried / widowed / divorced daughters above the age of twenty-five years.

-/ True Copy /-


31/3/2015

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