



CPAO/IT & Tech/Clarification/Vol-IV (P.F)(13)/21-22 / 25

17.06.2021

## Subject- Clarification on Payment of Commuted Value of Pension

### Office Memorandum

It has been observed that the procedure for the payment of commuted value of pension is not being strictly adhered to by the Pay and Accounts Offices and the Paying Branches of the Authorised Banks for payment of pensions. All the CPPCs of the Authorised Banks and Pay & Accounts Offices are directed to sacrosanctly follow the procedure for the payment of commuted value of pension mentioned in the "Scheme for payment of pensions to Central Government Civil Pensioners through Authorised Bank", Civil Accounts Manual, and CCS Pension Rules. The procedure for payment of commuted value of pension is reiterated as under-

1. The case in which Government servants retiring on superannuation may desire authorisation for payment of the commuted value of the pension at the time of the issue of the PPO-

- a. The Accounts Officer after necessary verification shall authorise the Head of Office to draw the amount of commuted value of pension on submission of a bill to him and hand over the cheque/draft superscribed 'Not payable before the.....' (date following the date of retirement) to the pensioner.
- b. The Account Officer shall indicate in both the halves of the PPO- gross pension, amount of pension commuted and the fact that the commuted value of pension has been authorised separately through DDO.
- c. The Account Officer shall make a note of payment of the commuted value of pension having been made to the retiring Government servant in his Service Book.

(Para 7.8.2 of Civil Accounts Manual read with  
Appendix 1 of CCS Pensions Rules)

2. The case in which the pensioner who has been drawing pension through the bank and has not been paid commuted value of the pension by the Head of the Office on the authorisation issued by the Accounts Officer-

- a. The payment in such case will be made by the bank.

- b. This will be done on the receipt of authorisation from PAO of the Ministry/Department or the Accounts Officer of the UT Government/Administration through a separate authority letter as shown in Annexure I (enclosed) of the CAM.
- c. The payment authority will be communicated to the concerned paying branch through CPAO in accordance with the procedure indicated in the Scheme of Payment of Pensions to the Central Government Civil Pensioners by authorised banks.
- d. As per Para 20 of the Scheme Booklet, the paying branch on the receipt of the paying authority will arrange immediate payment of the amount payable by crediting the same to the account opened by the pensioner for payment of pension under intimation to the pensioner.

(Para 7.8.3 of Civil Accounts Manual read with  
Appendix 1 of CCS Pensions Rules)

This issues with the approval of the Chief Controller of Pensions.

  
(Satish Kumar Garg) 11/6/2021

**(Sr. Accounts Officer (IT & Tech))**

To

1. All the Pr. CCAs/CCAs/CAs of all the Ministries and AGs/Administrators of UTs with the request to direct the Pay and Accounts Offices to adhere to the procedure
2. Heads of CPFCs of the authorised banks with a request to direct the paying branches to adhere to the procedure

Copy for information

1. Sr. PS to CGA, O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi
2. PS to Jt. CGA (GBA), O/o the CGA, Mahalekha Niyantarak Bhawan, E-Block, General Pool Office (GPO) Complex, INA, New Delhi
3. PS to CC(P), CPAO

**ANNEXURE 'I'**  
**(PARA 7.8.3)**

Office of the Pay and Accounts Officer  
Deptt./Ministry.

Regd. AD (if sent by post).

To

The Pay and Accounts Officer,  
Central Pension Accounting Office  
Govt. of India, Ministry of Finance  
Trikoort -II, Bhikaji Cama Place  
R.K. Puram, New Delhi -110066.

**(Authority for Commutation)**

**Subject:** Commutation of pension of Shri/Smt./Kum.....  
holder of PPO No. ....

Sir,

I request you to make arrangement for payment of commuted value of pension amounting to Rs..... (Rupees.....) in respect of PPO mentioned above by carrying out the modifications in both halves of PPOs as detailed below:-

1. (A) Basic Pensions Rs.....  
(Rupees..... only)
- (B) Pension Commuted Rs.....  
(Rupees..... only)

Reduced pension payable after  
Commutation Rs.....  
(Rupees ..... only)

2. Details of Disbursing Bank:

- (i) Name of Bank.....
- (ii) Branch, location and Code No. (if known) .....
- (iii) Account No. ....
- (iv) Distt.....
- (v) State .....

3. \* Already drawing pension from the Bank indicated at 2 above/pension being authorised simultaneously.

**Note:**

- I. Reduced monthly pension after commutation will take effect from the date commuted value is credited into the pensioner's Account by the Bank.
- II. Pension/provisional pension, if paid, may be adjusted suitably.
- III. Dearness Relief to be allowed as admissible from time to time.

\* Strike out whichever is not applicable.

Yours faithfully,

**Pay and Accounts Officer**  
(Signature with Special Seal Authority).