



From

Chief Accounts Officer/Pension,  
DHBVN, Hisar.

To

All the DDOs/XENs  
Under DHBVN.

Memo no. 7024/33 CAO/Pen Dated: 20-07-2020

**Subject:**

**Revision of Pension/family pension of pre 1.1.2016 Pensioners/Family Pensioners of DHBVN (7<sup>th</sup> CPC) w.e.f. 01.01.2016: procedure for submission of undertaking thereof.**

Please refer to Office Order no. 492/FA/HQ/F&B-504/Vol-II Dated 14.07.2020 issued by FA/HQ, DHBVN, Hisar on the cited subject.

In this connection, it is intimated that following procedure has been adopted to facilitate the pensioner/family pensioner of DHBVN for submission of their undertaking (Annexure-I) for revision of pension/family pension w.e.f. 01.01.2016:-

- 1- Pensioners/Family pensioners may submit their undertaking (Annexure-I) to any convenient/nearest DDO/Xen of DHBVN and same will be forwarded by the DDO to Sr.AO/Pension, DHBVN, Hisar duly counter signed by DDO. All the DDOs/XENs are requested to accept undertaking of any pensioner/family pensioner of DHBVN irrespective of recognizing last DDO of retiree/expiree, so that concerned pensioner/family pensioner may not suffer/harass, considering outbreak of pandemic Covid-19.
- 2- Pensioners/Family pensioners may submit their undertaking (Annexure-I) duly counter signed by any Gazetted Officer, through post to Sr.AO/Pension DHBVN, Vidyut Sadan Hisar-125005.
- 3- Pensioners/family pensioners of DHBVN are requested to opt the procedure given under serial No. 1 & 2 while submitting their undertaking, but in exceptional cases where no nearby DDO/Gazetted officer is available, pensioner/family pensioner may submit their undertaking (Annexure-I) through personal visit in the office of Sr.AO/Pension DHBVN, Vidyut Sadan, Hisar-125005 but considering guidelines & precautions of outbreak of pandemic Covid-19 issued by the Government.
- 4- Pensioners/family pensioners who have attained the age of 80 years may submit their undertaking (Annexure-I) either through the procedure given in serial no. 1 to 3 or through special messenger in the office of any nearest DDO/XEN of DHBVN and DDO will accept the same after telephonic discussion with concerned pensioner/family pensioner.

Contd. on page no. 2



**Note 1:-** Counter sign of DDO/Gazetted Officer is obligatory/compulsory to ensure genuineness of signature of pensioner/family pensioner & to avoid duplication/bogus signature of pensioner/family pensioner. These procedures have been adopted considering facilitation/convenience of pensioners/family pensioners and to avoid rush of pensioner/family pensioner at any place considering outbreak of pandemic Covid-19.

**Note 2:-** Pensioner and family pensioner are requested to follow the guidelines and precautions regarding outbreak of pandemic Covid-19 issued by the Government while submitting their undertaking in the office of DDO.

**This issues with the approval of the Chief Financial Officer, DHBVN, Hisar.**

**DA/Undertaking (Annexure-I).**



C.A.O., DHBVN, Hisar

**Endst Number: -**

**Dated:**

A copy of the above is forwarded to the following on E-Mail for information and necessary action:

1. The all Chief Engineers under DHBVN.
2. The FA/HQ/The Chief Auditor/FA /MM, DHBVN, Hisar.
3. The SE/IT, DHBVN, Hisar. It is requested to upload this letter along with its annexures on website.
4. All SEs under DHBVN including SE/Civil/SE/M&P/SE/Const./COS, DHBVN, Hisar.
5. All Pensioner's unions in DHBVN (on E-mail) w.r.t. meeting held in the chamber of worthy CFO, DHBVN, Hisar on 20<sup>th</sup> July-2020.

**DA/Undertaking (Annexure-I).**



C.A.O., DHBVN, Hisar

**CC:-**

- 1- SPS to CMD, DHBVN, Hisar for information of W/CMD, DHBVN, Hisar.
- 2- SPS to Director/Projects, DHBVN, Hisar for information of the Director(Project), DHBVN, Hisar.
- 3- SPS to Director/operations, DHBVN, Hisar for information of the Director(Op), DHBVN, Hisar.
- 4- Company Secretary, DHBVN, Hisar.



## ANNEXURE-I

[See rule 12 (1)]  
UNDERTAKING

I hereby undertake that in case excess payment is found to have been made as a result of incorrect fixation of pension/family pension or any excess payment detected in the light of discrepancies noticed subsequently shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Date:  
Place:

Signature of applicant

[See rule 12 (2)]  
UNDERTAKING

I hereby undertake that as a result of any rectification or adjustment in the pension granted to me on the basis of any interim order by any Court of law, any excess amount which is found to have been made as a result of relevant appropriate decision taken by the Government on the final decision of the Court of law, shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise. I further undertake to abide by such relevant appropriate decision of the Government taken on the final decision of such Court of law as the case may be.

Date:  
Place:

Signature of applicant

Stamp & sign  
DDO/Gazetted Officer

### (TO BE FILLED BY PENSIONER/FAMILY PENSIONER)

1.	Name of the Pensioner/Family Pensioner:-	
2.	Date of birth	
3.	Father Name/Husband Name	
4.	Date of retirement/death	
5.	PPO No.	
6.	DDO Name:	
7.	Address:	
8.	Mobile No.	
9.	E-Mail	
10.	PAN No.	
11.	Aadhar No.	
12.	Saving Bank Account Details	
	<ul style="list-style-type: none"><li>Name of Bank</li><li>Account No.</li><li>IFSC Code</li></ul>	

Certified that above particulars are correct.

Signature of applicant