



**DAKSHIN HARYANA BIJLI VITRAN NIGAM**  
**REGD OFFICE: VIDYUT SADAN, VIDYUT NAGAR, HISAR**  
**CIN No. U99999HR1999SGC034165**

From

Financial Adviser/Hqs  
DHBVN, Hisar

To

1. All Chief Engineers in DHBVN.
2. All Superintending Engineers in DHBVN.
3. Chief Auditor/CAO/FA(MM)/FA(CBO), DHBVN, Hisar.
4. All XENs in DHBVN.
5. All A.Os/Sr. A.Os working as DDOs in DHBVN.
6. Chief Communication Officer, DHBVN, Hisar.

Memo No. Ch-19/FA/HQ/F&B-504/Vol-II

Dated: 20/08/2020

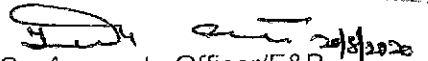
**Subject: Revision of Pension/Family Pension of pre 01/01/2016 pensioners / family pensioners of Haryana Govt. (7<sup>th</sup> CPC) w.e.f. 01/01/2016.**

Dakshin Haryana Bijli Vitran Nigam vide office order no. 492/FA/HQ/F&B-504/Vol-II dated 14/07/2020 has adopted the State Government, Finance Department office memorandum no. 2/23/2016-1Pension dated 10/01/2018 vide which it has been decided by the State Government to revise the pension/family pension in respect of all Haryana Government pensioners/family pensioners who retired/died prior to 01/01/2016 with effect from 01/01/2016 alongwith subsequent clarifications issued by the State Govt. on dated 30.01.2018/01.02.2018, 11/10/2018, 04/12/2018, 07/12/2018, 31/01/2019, 27/05/2019, 10/06/2019 & 19/02/2019.

Now the State Government, Finance Department has further clarified the matter vide even notification No. 2/23/2016-1Pension (FD) dated 10/07/2020 and 24/07/2020 (Copy attached). These clarifications are hereby adopted in DHBVN and circulated to all concerned for meticulous compliance pl.

This issues with the approval of WTDs of DHBVN.

DA/as above

  
Sr. Accounts Officer/F&B  
for Financial Advisor/HQ,  
DHBVN, Hisar.

CC to :-

1. SPS to CMD, DHBVN, Hisar for kind information of CMD, please.
2. SPS to Director/Projects, DHBVN, Hisar for kind information of Director/Projects, please.
3. SPS to Director/Operation, DHBVN, Hisar for kind information of Director/Operation, please.
4. The Company Secretary, DHBVN, Hisar.
5. The Chief Financial Officer, DHBVN, Hisar.
6. The SE/IT, DHBVN, Hisar for uploading the circular on the Nigam website, pl.

From

Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All Heads of Departments, Commissioners of Divisions
2. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Memo No. 2/23/2016-1Pension(FD).  
Dated, Chandigarh, the 10.07.2020.

Subject: Revision of pension/family pension of pre-01.01.2016 pensioners/family pensioners of Haryana Government (7th CPC) w.e.f. 01.01.2016 --- clarification thereof.

Sir/Madam

I am directed to invite your attention to the Finance Department's Office Memorandum No. 2/23/2016-1Pension dated 10.01.2018 vide which it has been decided by the State Government to revise the pension/family pension in respect of all Haryana Government pensioners/family pensioners, who retired/died prior to 01.01.2016, with effect from 1<sup>st</sup> January, 2016 followed by clarification memo of even number dated 30.01.2018/01.02.2018, 11/22.10.2018, 07.12.2018, 31.01.2019, 27.05.2019 and 19.02.2020.

For some time now, the matter was under active consideration with Principal Accountant General (A&E) Haryana and Director General, Treasuries & Accounts Department, Haryana for expeditious finalization of pension revision cases of pre-2016 pensioners/family pensioners, as pre-2016 pensioners/family pensioners are pressing hard for early revision of their pension/family pension cases.

To avoid delay in finalization in revisions of pension cases and recommendations of Principal Accountant General (A&E) Haryana as well as Director General, Treasuries & Accounts Department, Haryana, it has been decided by State Government that:-

1. SAS personnel may be allowed to use similar digital signature during pension revision verification which is already been used by DDO. The SAS personnel who have not been provided Digital Signature Certificate (DSC) may use the same by procuring it from authorized vendor as in the case of existing DDOs of the department.

2. SAS personnel may follow the time limit prescribed by the Principal Accountant General (A&E) for verification of Pension revision cases in the following manner:-

"That period of maximum 10 calendar days (assessed time of maximum of 5 working days) for the first stage and 4 calendar days (assessed time of one working day) for the second stage, for doing these functional role on the online DDO-SAS Cadre personnel Module for revision of Pension cases."

3. A copy of circular No. Pen-1/Rev/DDO-SAS/2020-21/145 dated **18.06.2020** of Principal Accountant General (A&E) Haryana is enclosed herewith for circulating the same among all the DDOs under your control.

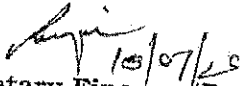
The first para of above letter dated **18.06.2020** of Principal Accountant General (A&E) Haryana has been amended to the extent as per following:-

In the Circular	Amended
"a utility has been developed to forward the duly filled Annexure-2/Annexure-3 (as the case may be) from DDO to SO Cadre personnel for verification for pension revision cases under notification dated 10.01.2018 and revision cases other than 7 <sup>th</sup> CPC except the revision under notification dated 27.05.2019."	"a utility has been developed to forward the duly filled Annexures (as the case may be) from DDO to SAS personnel for verification for pension revision cases under notification issued from time to time."

4. The annexures for revision of pension/family pension under modified/upgraded/ACP Pay Scale shall be available in due course as informed by Principal Accountant General (A&E) Haryana.

You are requested to provide the Digital Signature Certificate (DSC) facility to the concerned SAS personnel in their department for the above said purpose, as referred to in para 1 above.


The above order can be downloaded from the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

  
**Deputy Secretary Finance (Pension)**  
 for Addl. Chief Secretary to Government Haryana  
 Finance Department.

Subject:- Revision of pension/family pension of pre-2016 pensioners/family pensioners, etc (7<sup>th</sup> CPC) w.e.f. 01.01.2016 -- clarification thereof.

A copy is forwarded to the following for information and necessary action in continuation of above reference:-

1. Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.

  
**Deputy Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana  
Finance Department

To

1. Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.

U.O No. 2/23/2016-1Pension(FD)

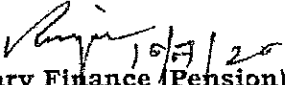
Dated **10.07.2020**.

Endst. No. 2/23/2016-1Pension(FD)

Dated **10.07.2020**.

A copy is forwarded to the following for information and necessary action in continuation of above reference:-

1. Principal Accountant General (A&E/Audit) Haryana, Chandigarh w.r.t. his circular No. Pen-1/Gen 3A/20-21/133 dated **11.06.2020** & No. Pen-1/Rev/DDO-SAS/2020-21/145 dated **18.06.2020**.
2. Director, Treasuries & Accounts, Haryana, 30 Bays Building, Sector 17, Chandigarh w.r.t. his letter No. TA-HR(DMC)/Prog/2020/3165 dated **22.06.2020**.
3. All Treasury Officers/Assistant Treasury Officers in Haryana State.
4. Treasury Officers Haryana, Delhi & Chandigarh.
5. In-charge, Computer Cell, Finance Department for placing the same on the website of FD i.e. [www.finhry.gov.in](http://www.finhry.gov.in)
6. All CAOs/SAOs/AOs/SOs posted in various departments.

  
**Deputy Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana  
Finance Department

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) HARYANA,  
CHANDIGARH  
CIRCULAR**

**Subject: Online submission of pension revision annexure by DDO to SO cadre personnel**

This is in supersession to this office circular No. Pension-1/Rev/DDO-SAS/2020-21/121 dated 08.06.2020 in reference to the above noted subject. It is intimated that a utility has been developed to forward the duly filled Annexure 2/Annexure-3 (as the case may be) from DDO to SO cadre personnel for verification for pension revision cases under 7<sup>th</sup> CPC notification dated 10.01.2018 and revision cases other than 7<sup>th</sup> CPC except the revision under notification dated 27.05.2019. Following steps are to be taken while submitting the duly filled annexure 2/annexure 3 to the SAS personnel

**1. Mapping of SO cadre personnel**

- 1.1. On the homepage of DDO login, two new tabs namely **SAS Entry** and **SAS Detail** have been provided. DDOs will check the availability of SAS personnel/Section Officer in **SAS Detail** and take action as per para 1.5 below.
- 1.2. In case a particular SAS personnel/Section Officer is not available in **SAS Detail**, then DDO will click on the tab named **SAS Entry**. A data entry form will appear where details of the SAS personnel/Section Officer attached to the DDO's department are to be entered. After saving the data, a 6 digits SAS code will be generated in the 1st column.
- 1.3. This data will come to the admin panel, where administrator will approve the request of mapping SAS personnel/Section Officer with the concerned DDO after confirmation from the office of the Treasury and Accounts Department Haryana. Office of the Principal Accountant General (A&E) Haryana will communicate the User ID and password to the concerned SAS personnel/Section Officer through SMS. Particular SO cadre personnel/Section Officer will be mapped against that DDO who made this request.
  - 1.3.1. The information of existing SAS personnel/Section Officer required, will be provided by the Joint Director, Treasury & Accounts Department to office of the Principal Accountant General (A&E) Haryana in soft copy. The details of information required for each SAS personnel/Section Officer are given in Annexure A. Letter to Joint Director, Treasury & Accounts Department has been issued by office of the Principal Accountant General (A&E) Haryana letter no. Pen-1/SAS Data/2020-21/120 dated 05.06.2020. This information will be the basis of approaching and communicating User ID and password to SAS personnel/Section Officer. This information will be incorporated in SAS Personnel matter.
  - 1.3.2. Editing/updation of data in respect of SO cadre official for the purpose of updation will be done by the officials of AG office on admin panel on receipt of request through user communication after necessary verification from Treasury and Accounts Department.

- 1.4. Once the name of a SAS personnel/Section Officer has been added by any DDO and approved by Office of Principal Accountant General (A&E) Haryana or the data inserted by the Office of Principal Accountant General (A&E) Haryana suo-motto, his name will appear in the next tab i.e. **SAS Detail**. A button **Request for Link** has been provided against the name of the SAS personnel/Section Officer and DDO has to click this button for sending his mapping request to the SAS personnel/Section Officer. SAS personnel has to accept the mapping request within 3 calendar days and in case of non acceptance forced linking of the SAS personnel with the DDO will be done after 96 hours. Similarly *de-linking* of existing SO cadre official with the DDO and requirement for fresh linking SAS cadre official has been provided in the ODMS. Features for transfer of pending cases with the earlier SAS personnel (who has been de-linked) to the freshly linked SO personnel is available with the DDO and in case of failure cases will be transferred by the admin panel in AG office.
- 1.5. Before making a new entry of SAS personnel, DDOs are requested to verify the **SAS Detail** tab; to check, if name of the SO cadre personnel is appearing in the list. List of SAS personnel can be filtered treasury/Department wise for enabling easy selection. If the name of the SO cadre personnel is appearing under **SAS Detail** tab, then DDO has to click the button **Request for Link** (placed opposite the name of the SAS personnel).
2. **Preparation of Annexure 2 or 3 by DDO and verification by SAS personnel**
  - 2.1. For the purpose two more tabs have been provided namely **Annexure Entry** and **Annexure Detail**. For preparation of annexure DDO will use the **Annexure Entry** tab, where he will be asked to enter the type of annexure he wants to prepare viz Annexure 2 or 3 and PPO No./ File ID of the pensioner.
  - 2.2. Here, a pop up window will appear on the monitor showing the basic detail in respect of the pensioner against the PPO Number/File ID entered by the DDO. If DDO is satisfied with the details shown by the computer, he will click the button **Proceed for Annexure Entry**.
  - 2.3. A prefilled editable Annexure-2/Annexure-3 will appear on the screen, where DDO can insert additional data and/or modify the existing data and Click the Save button.
  - 2.4. In case no data appears after entering the PPO Number/File ID, an alert message will appear on the screen to recheck the PPO No/File ID. If DDO opts that entered details are correct, he will be redirected to another screen where he will prepare the Annexure 2/Annexure 3 from data available with him/her and finally save the data.
  - 2.5. After saving the data as per Para 2.3 or 2.4, a print preview of Annexure-2/Annexure-3 will appear with two options viz. **Edit** and **Forward to SAS**. If DDO wants to review the annexure, he may choose **Edit** option and Annexure will be available in editable format.
  - 2.6. By clicking the **Forward to SAS** tab, annexure will be available to the mapped SAS personnel/ Section Officer for verification under the tab **Annexure Detail**.

- 2.7. SAS personnel/Section Officer can review the annexure online for conveying his agreement or disagreement to the DDO. In case of disagreement, SAS personnel/Section Officer have to mention the reasons for disagreement. Suitable space has been provided for this purpose.
- 2.8. This communication will come to DDO under the tab **Annexure Detail**. Now, there could be two possibilities:
- 2.8.1. In case SO cadre personnel has agreed with the annexure prepared by the DDO, then DDO will click on the link **Download annexure checked by SAS** and pdf of that particular annexure will be downloaded on the computer. Now, DDO can attach his digital signature on the annexure and forward it to SO cadre personnel for attaching his digital signatures.
- 2.8.2. If SAS personnel/Section Officer has not agreed with the information given in annexure, DDO will rectify the annexure as suggested by the SO cadre personnel and then attach his digital signature and forward it to SO cadre personnel for attaching his digital signatures.
- 2.8.3. There could be one more possibility that DDO is not convinced with the suggestions made by the SAS personnel. In such cases, DDO and SO cadre personnel will resolve the issue offline and only after resolution, DDO can submit the case.
- 2.9. Now, SO cadre personnel on receipt of digitally signed annexure received as per action para 2.8.1 and 2.8.2 will download the annexure by clicking a link provided **Download annexure digitally signed by DDO** and attach his digital signature on the annexure and return it to DDO for onward submission to the office of Principal Accountant General (A&E) Haryana. SAS personnel who do not have the digital signatures can use the facility of e-sign (Aadhaar Based) and mobile based OTP authentication as an alternative to digital signature.
3. **Submission of pension revision case**
- 3.1. Pension revision cases under two different categories are to be submitted by the DDOs through Online Diary Management System. These categories are
- 3.1.1. **Submission of Pension Revision Cases under notification dated 10.01.2018:** Pension/Family pension revision cases under this category will be submitted through two tabs provided in the ODMS namely **Cases Where Data is Available** and **Cases Where Data is not Available**. For submission of pension revision cases through these two tabs, DDO will download the annexure received from SAS personnel/Section Officer as per Para 2.9 and attach this annexure.
- 3.1.2. **Submission of pension/family pension revision cases other than notification dt 10.01.2018:** At the stage of para 2.9 DDO will have two options. First option is to download the annexure (which will be used to perform action as per para 3.1.1) and second option is to **Send to Admin**. DDO will use this tab for submitting the pension revision cases other than 7<sup>th</sup> CPC.

3.1.3. Now, DDO will get a form for to enter the case type, letter no and letter date with a button SAVE.

3.1.4. A new form will appear, where DDO will be asked to enter the reason for revision and value of revision. DDO will also get the link to upload any document, if required to be submitted in respect of pension revision.

3.1.5. Finally, DDO will click the button Lock the Form and case will be submitted to the office of the Principal Accountant General (A&E) Haryana.

4. The entire DDO-SAS module is operational and working. Treasury & Accounts Department, Government of Haryana and other concerned accounting departments may test the utility. Suggestions and/or deficiencies if any, may be intimated to the office of the Principal Accountant General (A&E) Haryana, Chandigarh on or before 22.06.2020.
5. Timelines for SAS personnel for pre-checking/Pre-audit as per Para 2.7 above will be 5 working days ( 10 Calendar days are being provided in the application/module) and for affixing Digital Signature/OTP based verification as per Para 2.9 above will be 2 working days ( 5 Calendar days are being provided in the application/module)
6. The facility will be made compulsory w.e.f. 01.07.2020 and no other mode of annexure verification and submission will be permissible.
7. **Future activities under rollout**
  - 7.1. Data entry/updation for all pension records is undergoing.
  - 7.2. Once this is completed then Cases Where Data is Available will be used for forwarding this data to the office of the Principal Accountant General (A&E) Haryana.
  - 7.3. For verification of annexure by SAS personnel, DDO-SAS module will only be permissible.

-Sd-

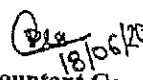
Deputy Accountant General (P)

Dated 18.06.2020

No. Pen-1/Rev/DDO-SAS/2020-21/145

Copy forwarded to:

1. The Chief Secretary to Government Haryana for information.
2. The Additional Chief Secretary, Government of Haryana (Finance Department) with the request that this office circular may be forwarded to all The Additional Chief Secretaries, Principal Secretaries, Secretaries of various Departments as well as Head of Departments for circulating the same among all the DDOs under his/her control.
3. Deputy Secretary Pension (Finance Department) for communication to all DDOs.
4. Director General (Treasury & Accounts) Government of Haryana for necessary action.
5. Joint Director (Treasury & A/cs) Haryana with the request that necessary arrangements may be made for making this available to all the DDOs in the State.
6. Joint Director, Pension Disbursement Cell with the request to circulate this among all the Treasury Offices in the State.
7. Sri Sunil Bahl, Programmer for communication to all DDOs and other stakeholders.

  
Deputy Accountant General (P)



ANNEXURE-A

Information required for SAS personnel

1. UCP Code
2. Name
3. Current Address
4. Email ID
5. Mobile No.
6. Department
7. Designation
8. Treasury
9. Aadhar Number

From

Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All Heads of Departments.
2. Commissioners of Divisions.
3. All the Deputy Commissioners & Sub Divisional Officers (Civil) in Haryana.
4. The Registrar, Punjab & Haryana High Court, Chandigarh.

Memo No. 2/23/2016-1Pension (FD)  
Dated, Chandigarh, the 24.07.2020

**Subject: Revision of pension/family pension of pre 01.01.2016 pensioners/family pensioners of Haryana Government (7<sup>th</sup> CPC) w.e.f. 01.01.2016.**

Sir/Madam,

I am directed to invite your kind attention to the Finance Department's Office Memorandum No. 2/23/2016-1Pension (FD) dated 10.01.2018 vide which it has been decided by the State Government to revise the pension/family pension in respect of all Haryana Government pensioners/family pensioners, who retired/died **prior to 01.01.2016** with effect from **1<sup>st</sup> January, 2016** followed by clarification memo of even number dated 30.01.2018 /01.02.2018, 11/22.10.2018, 07.12.2018, 31.01.2019, 27.05.2019, 19.02.2020 & 10.07.2020.

After consulting the Principal Accountant General (A&E) Haryana, State Government has decided to issue formats for revision of Pension/Family Pension of pre-2016 pensioners/family pensioners in modified/upgraded/ACP scale.

In reference of **Para 4** of instructions issued vide letter No. 2/23/20/2016-1Pension dated 10.07.2020, please find enclosed herewith following formats, for revision of pension/family pension of pre-2016 pensioners/family pensioners in modified/upgraded/ACP scale in relation to the letter No.2/23/2016-1Pension (FD) dated 27.05.2019:-

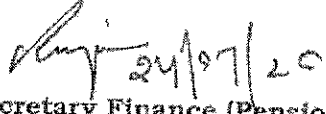
Sr. No.	Particulars	Remarks
1.	Annexure-4 (for pensioners)	For revision of Pension
2.	Annexure-5 (for family pensioners)	For revision of Family Pension

Further, the point No. 2 & 3 of letter No. 2/23/2016-1Pension (FD) dated 19.02.2020 be also kept in view while filling the above annexures.

You are requested to revise the pension/family pension of pre-2016 pensioners/family pensioners as early as possible.

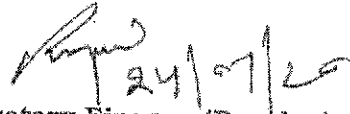
The above order can be downloaded from the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in).

DA/as above

  
24/07/20  
**Deputy Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana  
Haryana Finance Department.

A copy is forwarded to the following for information and necessary action in continuation of above references:-

1. Chief Secretary to Government Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.

  
24/07/20  
**Deputy Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana  
Haryana Finance Department

To


1. Chief Secretary to Government, Haryana.
2. All the Additional Chief Secretaries/Principal Secretaries to Govt. Haryana.

U.O No. 2/23/2016-1Pension(FD)  
Endst. No. 2/23/2016-1Pension(FD)

Dated. 24.07.2020  
Dated. 24.07.2020

A copy is forwarded to the following for information and necessary action in continuation of above references:-

1. Principal Accountant General (A&E) Haryana, Chandigarh w.r.t. his circular No. Pen-1/27.05.2019-2020-21/174 dated 25.06.2020 [received on 29.06.2020].
2. Director General, Treasuries & Accounts Department, Haryana, 30 Bays Building, Sector 17, Chandigarh
3. All Treasury Officers/Assistant Treasury Officers in Haryana State.
4. Treasury Officers, Haryana, Delhi & Chandigarh.
5. In-charge, Computer Cell, Finance Department for placing the same on the website of Finance Department i.e. [www.finhry.gov.in](http://www.finhry.gov.in)
6. All CAOs/SAOs/AOs/SOs posted in various departments.

  
24/07/20  
**Deputy Secretary Finance (Pension)**  
for Addl. Chief Secretary to Government Haryana  
Haryana Finance Department.

**ANNEXURE - 4**

**(Performa for Revision of Pension in upgraded/modified Pay Scale/Pay Band/Pay Level)  
(FOR PENSIONER)**

(Reference of OM No. 2/23/2016-1 Pension dated 10.01.2018 & dated 27.05.2019)

Sr. No.	Particulars	Remarks																												
1.	Name of the Pensioner																													
2.	Father/Husband's Name																													
3.	Current Address of the Pensioner																													
4.	Mobile No. & Email ID (if Available)																													
5.	Date of Birth																													
6.	Date of Joining																													
7.	Date of Retirement																													
8.	Date of Death (After 01.01.2016)/after retirement																													
9.	Qualifying Service (in years)																													
10.	Pension Payment Order No.																													
11.	Case File No.																													
12.	Current Pension Disbursing Authority (Treasury/Sub Treasury)																													
13.	Bank Branch and Savings Bank Account No.																													
14.	Date of last increment of retiree																													
15.	Post Held and Scale of Post at the time of Retirement																													
16.	Scale of Pay/Pay Band & G.P./Pay level at the time of retirement																													
17.	Reasons for difference in Scale of Post and Scale of Pay/Pay Band & G.P./Pay level at the time of retirement																													
18.	Whether retiree get scale in Col. 16 due to promotion or due to granting ACP																													
19.	Details of promotion/details of ACP granting with copy of relevant orders.																													
20.	Pay on retirement or Notional Pay as on 1.1.1986 for those retired before 1.1.1986																													
21.	Upgraded/Modified Scale of Pay/Pay Band/Pay Level in next Pay Commission:- As on 01.01.1996 As on 01.01.2006 As on 01.01.2016																													
22.	Upgraded/Modified Scale of Pay/Pay Band/Pay Level and ACP structure of the post after the date of Retirement upto 01.01.2016:-																													
	<table border="1"> <thead> <tr> <th>Date from which applicable</th> <th>Pay Scale/Pay Band and G.P. at the time of retirement</th> <th>Modified/upgraded scale /Pay Band/Pay Level</th> <th>Letter No. and Date</th> <th>Modified 1<sup>st</sup> ACP scale/G.P</th> <th>Modified 2<sup>nd</sup> ACP scale/G.P</th> <th>Modified 3<sup>rd</sup> ACP scale/G.P</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date from which applicable	Pay Scale/Pay Band and G.P. at the time of retirement	Modified/upgraded scale /Pay Band/Pay Level	Letter No. and Date	Modified 1 <sup>st</sup> ACP scale/G.P	Modified 2 <sup>nd</sup> ACP scale/G.P	Modified 3 <sup>rd</sup> ACP scale/G.P																						
Date from which applicable	Pay Scale/Pay Band and G.P. at the time of retirement	Modified/upgraded scale /Pay Band/Pay Level	Letter No. and Date	Modified 1 <sup>st</sup> ACP scale/G.P	Modified 2 <sup>nd</sup> ACP scale/G.P	Modified 3 <sup>rd</sup> ACP scale/G.P																								

*Rajeev*  
24/7/20

23.	Pension as on 31.12.2015	
24.	Revised pension by multiplying pre-revised pension by 2.57 (Col. No. 23) /Revised pension in corresponding pay scale as per O.M. dated 10.01.2018 (if already done) i.e. already drawing.	
25.	Pay fixed on notional basis on 01.01.1996 or after retirement in modified pay scale (as the case may be)	
26.	Pay fixed on notional basis on 01.01.2005 or after retirement in modified pay band (as the case may be)	
27.	Pay fixed on notional basis on 01.01.2016 or after retirement in modified pay level (as the case may be)	
28.	Revised pension w.e.f 1.1.2016 (as per column 27) (Amount of pension has been reduced pro-rata according to length of service as prescribed in the rules and calculation has also been made on the basis of average emoluments of last ten months or last pay drawn (as the case may be)	
29.	Revised pension payable (Higher of Sr. -No.24 and 28)	
30.	Revised Family Pension at enhanced rate/Revised Family Pension w.e.f. 1.1.2016 (as per column 27)	
31.	Class of Pension	

Note:- Calculation of Average Emoluments on the basis of Notional Pay.

Signature of DDO  
(Name & Designation)

*Rajni*  
24/07/28

Pension Rs..... Family Pension Rs.....  
Verified by SAS Personnel of Department  
(Name & Designation)

**ANNEXURE - 5**

**(Performa for Revision of Pension in upgraded/modified Pay Scale/  
Pay Band/Pay Level)  
(FOR FAMILY PENSIONER)**

(Reference of OM No. 2/23/2016-1 Pension dated 10.01.2018 & dated 27.05.2019)

Sr.No	Particulars	Remarks
1.	Name of the Family Pensioner	
2.	Father/Husband's Name	
3.	Current Address of the pensioner	
4.	Mobile No. & Email ID (If Available)	
5.	Date of Birth of Family Pensioner	
6.	Date of Joining of Deceased Employee	
7.	Date of Death of the employee	
8.	Qualifying Service (in years) of deceased employee	
9.	Family Pension Payment Order No.	
10.	Case file number	
11.	Current Pension Disbursing Authority (Treasury/Sub Treasury)	
12.	Bank Branch and Savings Bank Account No.	
13.	Post held by the deceased at the time of retirement/death	
14.	Date of last increment of deceased	
15.	Scale of Pay/Pay Band & G.P./Pay Level at the time of retirement/death	
16.	Reasons for difference in Scale of Post and Scale of Pay/Pay Band & G.P./Pay level at the time of retirement/death	
17.	Whether deceased get scale in Col. 15 due to promotion or due to granting ACP	
18.	Details of promotion/details of ACP granting with copy of relevant orders.	
19.	Pay on date of death or Notional Pay as on 1.1.1986 for those who died before 1.1.1986	
20.	Upgraded/Modified Scale of Pay/Pay Band/Pay Level in next Pay Commission:- As on 01.01.1996 As on 01.01.2006 As on 01.01.2016	

21.	Upgraded/Modified Scale of Pay/Pay Band/Pay Level /ACP Structure of the post after the date of Retirement/Death upto 01.01.2016:-						
	Date from which applicable	Pay Scale/Pay Band and G.P. at the time of retirement /Death	Modified/ upgraded scale /Pay Band/Pay Level	Letter No. and Date	Modified 1 <sup>st</sup> ACP scale/ G.P.	Modified 2 <sup>nd</sup> ACP scale/ G.P.	Modified 3 <sup>rd</sup> ACP scale/ G.P.
22.	Family pension as on 31.12.2015						
23.	Family pension at enhanced rate as on 31.12.2015 (if applicable)						
24.	<b>Revised family pension</b> by multiplying pre-revised family pension by <b>2.57 (Col. No. 22)</b> /Revised family pension in corresponding pay scale as per O.M. dated 10.01.2018 (if already done) i.e. already drawing.						
25.	Revised family pension at enhanced rate by multiplying pre-revised enhanced family pension by <b>2.57(Col. No. 23)</b>						
26.	Pay fixed on notional basis on 01.01.1996 or after death in modified pay scale (as the case may be)						
27.	Pay fixed on notional basis on 01.01.2006 or after death in modified pay band (as the case may be)						
28.	Pay fixed on notional basis on 01.01.2016 or after death in modified pay level (as the case may be)						
29.	<b>Revised family pension w.e.f. 1.1.2016</b> (as per column <b>28</b> )						
30.	Revised family pension at enhanced rate w.e.f. 1.1.2016. (as per column <b>28</b> )						
31.	<b>Revised family pension payable (Higher of Sr.No.24 and 29)</b>						
32.	Revised family pension at enhanced rate payable ( <b>Higher of Sr. No. 25 and 30</b> )						

*Rajni*  
24/7/20

Signature of DDO  
(Name & Designation)

Family Pension of Rs..... Enhanced Family Pension of Rs.....  
Verified by SAS Personnel of Department  
(Name & Designation)