



प्रधान मुख्य आयकर आयुक्त, आं. प्र. व तेलंगाना का कार्यालय  
**Office of the Pr. Chief Commissioner of Income Tax ,**  
9<sup>th</sup> Floor, C-Block, I.T. Towers, Masabtank , Hyderabad – 500 004  
☎ : 040 – 23425492

F.No. Pr.CCIT/ Guard file/Accts./2022-23

Date : 12.07.2022

To

All the Head of Offices/ DDOs,  
A.P. & Telangana, Hyderabad.

Sir/Madam,

Sub: Processing of Pension Papers by the DDOs - Forwarding of – reg.

Ref: Letter from the ZAO, Hyderabad in F.No.  
ZAO/CBDT/HYD/Pension/2022-23/5467 dated 05.07.2022.

-oOo-

Kind reference is invited to the above.

I am directed to forward herewith the letter dated 05.07.2022 received from the ZAO, CBDT, Hyderabad regarding processing of pension papers by the DDOs.

In this regard, I am directed to state that Zonal Accounts Office, Hyderabad has observed that proper attention is not being paid by the DDOs while submitting the pension papers. Time and again it has been reminded by the Zonal Accounts Officer about the discrepancies noticed in the pension papers. In this regard, the ZAO vide letter dated 05.07.2022 has listed out the observations as enclosed.

The PCsIT/Controlling authority/Range Heads are requested to cross-check the pension papers before submission of the same in the Zonal Accounts Office. It is further requested that a strict compliance may please be made to the directions given so as to process the pension papers by the ZAO without delay.

Yours faithfully,

(एन.एस.प्रेम कुमार/N.S. PREM KUMAR)  
प्रशासनिक अधिकारी (डी डी ओ)  
Administrative officer (DDO),  
प्रधान मुख्य आयकर आयुक्त, हैदराबाद  
O/o.Pr.CCIT, Hyderabad.

Encl: As Above



PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS  
CENTRAL BOARD OF DIRECT TAXES  
ZONAL ACCOUNTS OFFICE  
4<sup>th</sup> FLOOR, AAYAKAR BHAVAN  
BASHEERBAGH, HYDERABAD – 500 004  
Phone No / Fax No. 040 – 23425590 / 040 – 23236512

प्रधान मुख्य आयकर आयुक्त का कार्यालय  
O/o. Pr. Chief Commissioner of Income Tax  
08 JUL 2022  
प्रशासनिक अधिकारी (डी.डी.ओ)  
Administrative Officer (DDC)

ZAO/CBDT/HYD/Pension/2022-23/ 5467

05.07.2022

To

The Principal Commissioner of Income Tax (Admin)  
O/o Pr.CCIT, IT Tower  
AC Guards, Hyderabad

Sir,

**Sub: Processing of pension papers by the DDO's**

It is brought to your kind notice that, the Pension Papers and Service Books of employees who are due to retire are not submitted by the DDO's on time to this office causing delay in payment of terminal benefits and pension. As per CCS Pension rules the pension papers are to be submitted six months before the date of retirement.

It is also observed that the pension papers are not scrutinized thoroughly by the DDO's before submitting to this office. The DDOs may be instructed to exercise followings checks.

- i) The name of the Government servant should be the same as per what is recorded in the Service Book in all the supporting documents namely Aadhar card, Pan Card and Bank Pass Book.
- ii) The date of birth of the Government servant should be the same in all supporting documents as per what is recorded in the Service Book. No request for change in date of birth should be entertained by the competent authority after completion of five years of service by the Government servant.
- iii) Nominations for death /retirement gratuity, CGEGIS, GPF, arrears of pension and commutation of pension should be obtained from the Government servant and pasted in the Service Book. The percentage of shares mentioned in these forms should match with the percentage of shares filled in the Bhavishya portal by the Government servant.
- iv) The details of family mentioned in Form-3 of Service Book should match with the details filled in Bhavishya portal. The Name, Date of birth in all the supporting documents enclosed in respect of the family should match with the Service Book.
- v) Option for medical allowance/CGHS should be obtained from the Government servant.
- vi) Undertaking for excess payment must be submitted.

- vii) Name of physically/Mentally disabled children, with disability certificate should be enclosed along with pension papers so as to ensure automatic payment to such children when they become eligible.
- viii) Leave account should be closed up to the date of retirement while submitting leave encashment bills.
- ix) CGEGIS entries should be updated up to the date of retirement while submitting CGEGIS bills.
- x) No change of Bank IFSC code should be entertained by the DDO after submission of the same in Bhavishya. All pension payments should be made only to the Bank branch and account number mentioned in Bhavishya.
- xi) Vigilance clearance certificate may be submitted on the day of retirement to facilitate payment of DCRG, commutation on the same day.
- xii) If the Government servant is an allottee of Government Accommodation 'No due certificate' should be obtained from the Directorate of Estate.
- xiii) No due certificate should be obtained from ZAO office in respect of Government servant who have availed HBA, OMCA, computer and Car advances.

Please find enclosed herewith the checklist of documents to be submitted by the DDO's to this office for processing the pension cases.

It is requested to advise the DDO's to follow the above procedure to avoid delay in processing pension cases.

Encl: As above

Yours faithfully,

*K Chitra*  
5/7/2022

(K CHITRA)

ZONAL ACCOUNTS OFFICER

Copy to

1. The Deputy Controller Accounts, South Zone, CDBT-Chennai

*sd*

ZONAL ACCOUNTS OFFICER

**Documents required in r/o Superannuation / Voluntary Retirement Cases:**

1. FORM 1
2. FORM A
3. FORM 3
4. FORM 5
5. FORM 7
6. FORM 8
7. CGHS Option
8. Undertaking (Annexure – XI)
9. Joint Photograph (03 separate copies) duly attested by the competent authority
10. Personal Details – from Bhavishya Individual Login
11. PAN Card Copy
12. Aadhaar Card Copy
13. PAN Card Copy of spouse
14. Aadhaar Card Copy of spouse
15. Bank Passbook Copy
16. Last Pay Certificate / Provisional Last Pay Certificate for the month of retirement
17. No Dues Certificate
18. VRS Application by Individual (in VRS Cases)
19. VRS Application forwarding by the DDO (in VRS Cases)
20. VRS Acceptance by the Competent Authority (in VRS Cases)

**\*\* The documents mentioned above are required in TRIPLICATE**

**\*\* The names and Dates of Birth in r/o the Pensioner / Family Pensioner should be the same across all the documents**

**\*\* The documents are to be signed by the individual and duly attested by the competent authority, wherever required**

---

**1) In case eligible son / unmarried or widowed daughter:**

- Death Certificates in r/o Father, Mother and Husband in original
- PPO Book in original
- Service Register in original in r/o the deceased government official
- Form – 14 (Application for Family Pension)
- Family Members details certificate
- No Objection Certificate from other eligible family members in Affidavit
- Divorce copy in full in the case of divorced daughter
- Physical Disability certificate, if applicable
- Income Certificate in original from the competent authority
- An affidavit stating non Re-marriage and returning of Family Pension on Re-marriage
- An affidavit stating Un-employed
- Undertaking for Excess drawn pension and other benefits in Annexure – XI
- FMA / CGHS Option by the family pensioner
- Specimen Signature Sheet duly attested by the competent authority along with photo duly attested across
- Photos duly attested across along with stamp by the competent authority
- Descriptive Rolls including photo (Photo should be duly attested across along with stamp by the CA)
- Proof of Date of Birth
- A copy of the Aadhaar Card
- A copy of the PAN Card
- Bank details (copy of the passbook)
- Last pay Certificate of the expired official
- No Dues Certificate of the expired official

**2) In case of Death while in service:**

- Death Certificate of the expired official in Original
- Family Members certificate (mee Seva) in Original
- Service Register of the expired official
- Form 10
- Form 12
- Form 13
- Form 14
- Form 18
- Form 19
- Undertaking by the family pensioner in Annexure XI
- FMA / CGHS Option by the family pensioner
- Bank passbook copy of the family pensioner
- PAN Card copy of the family pensioner
- Aadhaar Card copy of the family pensioner
- Last pay Certificate of the expired official
- No Dues Certificate of the expired official
- Descriptive Rolls including photo (Photo should be duly attested across along with stamp)
- Specimen Signature Sheet (with photo of the family pensioner duly attested across by the competent authority)
- Photos of the family pensioner duly attested across by the competent authority

**\*\* The documents mentioned above are required in TRIPLICATE**

**\*\* The names and Dates of Birth in r/o the Family Pensioner should be the same across all the documents**