



केन्द्रीय विद्यालय संगठन (मु.)/ Vidyalaya Sangathan (HQ)  
18 संस्थागत क्षेत्र, /18, Institutional Area,  
शहीद जीत सिंह मार्ग/Shaheed Jeet Singh Marg,  
नई दिल्ली/110016 – New Delhi -110016  
दूरभाष/Telephone No.: 011-26858570  
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फ.स.110239/51/2024/बजट/केवीएस(मुख्या.)

दिनांक: 21.01.2025

विषय: भारत सरकार द्वारा जारी परिपत्र/Circulars issued by Govt. of India.

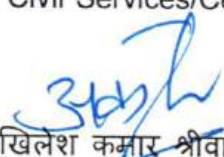
भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग, एवं विदेश मंत्रालय द्वारा निम्नवर्णित कार्यालय ज्ञापन/ आदेश-सूचना आवश्यक कार्रवाई हेतु केवीएस वेब साइट पर अपलोड किये जा सकते हैं।

Govt. of India, Ministry of Health & Family Welfare, Department of Pers. & Trg. And Ministry of External-Affairs, Officer-Memorandum/Order is uploaded in the website for information and necessary action.

1. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No. 3/7/2024-P& PW (F)(10139), दिनांक 25-10-2024 – Clarification regarding timely payment of GPF final payment to the retiring Government servant
2. भारत सरकार, आवासन एवं शहरी कार्य मंत्रालय का कार्यालय ज्ञापन संख्या No. 1-17011/12/2002-H.III, दिनांक 03-10-2024 – Compliance with the terms and conditions attached with the sanction of House Building Advance (HBA)
3. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No.11(15)/2022-P&PW(H)-8363 दिनांक 15-10-2024 –Submission of Annual Life Certificate in respect of pensioners/family pensioners living abroad
4. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No.11(15)/2022-P&PW(H)-8363(I) दिनांक 24-10-2024 –Change of name of spouse- Advice of Department of Pension and Pensioners' Welfare
5. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No.11(15)/2022-P&PW(H)-8363(IV) दिनांक 25-10-2024 –Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a Government servant
6. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No.11(15)/2022-P&PW(H)-8363(II) दिनांक 30-10-2024 –Clarification on deletion of name of daughter from the family details of a Central Government pensioner

7. भारत सरकार, कार्मिक, सामाजिक न्याय एवं अधिकारिता मंत्रालय कार्यालय ज्ञापन संख्या F.No. P-13013/50/2024-UDID/IT/STATISTICS दिनांक 16-10-2024 - Amendment of Rights of Persons with Disabilities Rules, 2017

8. भारत सरकार, कार्मिक, लोक शिकायत एवं प्रशिक्षण विभाग, वित्त मंत्रालय का कार्यालय ज्ञापन संख्या No.104/33/2024-AVD-IA, दिनांक 09-10-2024 - Revised Guidelines regarding grant of 'Vigilance Clearance' to Central Civil Services/Central Civil posts.

  
(अखिलेश कुमार श्रीवास्तव)  
सहायक आयुक्त(वित्त)

**वितरण :**

- 1 उपायुक्त, के. वी. एस., सभी क्षेत्रीय कार्यालय।
- 2 वित्त अधिकारी, के. वी. एस., सभी क्षेत्रीय कार्यालय।
- 3 सभी अधिकारी / अनुभाग, के. वी. एस. (मु.)।
- 4 प्राचार्य, के. वी. काठमांडू, मास्को एवं तेहरान।
- 5 महासचिव, सभी मान्य संघ।
- 6 निदेशक, जीट ग्वालियर, मुंबई, मैसूर, चंडीगढ़ एवं भूबनेश्वर।
- 7 उपायुक्त/सहायक आयुक्त ई डी पी, के वी एस (मु.) को के वी एस (मु.) की वैबसाइट के शीर्ष सूचना पट्ट (Announcements) के अंतर्गत अपलोड करने हेतु प्रेषित।
- 8 आर टी आई, के वी एस (मु.)।
- 9 गार्ड फ़ाइल।

सं.3/7/2024-पी&पीडबल्यू(एफ) (10139)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
पेंशन एवं पेंशनभोगी कल्याण विभाग

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तीसरा तल, लोक नायक भवन, खान मार्केट

नई दिल्ली, दिनांक : 25.10.2024

कार्यालय ज्ञापन

विषय : सेवानिवृत्त होने वाले सरकारी कर्मचारी को जीपीएफ का अंतिम भुगतान समय पर करने से संबंधित स्पष्टीकरण संबंधी।

हाल ही में विभाग को ऐसे कई संदर्भ प्राप्त हुए हैं, जिनमें सेवानिवृत्त सरकारी कर्मचारियों को जीपीएफ के विनिवृत्त भुगतान पर ब्याज दिए जाने के संबंध में पूछा गया है, कि सेवानिवृत्ति के बाद जीपीएफ पर ब्याज देय है या नहीं।


2. इस संबंध में, यह उल्लेखनीय है कि इस विभाग के दिनांक 16 जनवरी, 2017 के कार्यालय ज्ञापन संख्या 3/3/2016 पी&पीडबल्यू(एफ) (प्रति संलग्न) द्वारा सेवानिवृत्त होने वाले सरकारी कर्मचारी को जीपीएफ का अंतिम भुगतान समय पर करने से संबंधित विनिवृत्त स्पष्टीकरण सभी मंत्रालयों/विभागों को प्रेषित किए गए थे।

3. सामान्य भविष्य निधि (केंद्रीय सेवा) नियमावली, 1960 के नियम 34 में स्पष्ट प्रावधान है कि जब अंशदाना वे भविष्य निधि खाते में जमा धनराशि देय हो जाती है, तो भुगतान करने का दायित्व लेखा अधिकारी का होगा।

4. यह भी उल्लेखनीय है कि सामान्य भविष्य निधि खाते में जमा धनराशि पूरी तरह से सरकारी कर्मचारी की व्यक्तिगत संपत्ति है। उनके खिलाफ संबंधित किसी भी अनुशासनिक मामले या लगाए गए जुर्माने का सामान्य भविष्य निधि राशि वे संवितरण पर कोई प्रभाव नहीं पड़ता है। सामान्य भविष्य निधि नियमावली के नियम 11(4) के अनुसार, यदि सेवानिवृत्ति पर जीपीएफ की बकाया राशि का भुगतान नहीं किया जाता है, तो सेवानिवृत्ति के बाद की अवधि के लिए सामान्य भविष्य निधि की बकाया राशि पर ब्याज का भुगतान करना अपेक्षित है।

5. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

संलग्नक : यथोक्त

  
(अनुराग कुमार सिंह)  
(निर्वाह अधिकारी)

अवर सचिव, भारत सरकार

दूरभाष सं. 011-24641627

सेवा में,

सभी मंत्रालय/विभाग/संगठन(मानक सूची के अनुसार)

सं. 3/3/2016-पी एंड पी डब्ल्यू (एफ)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

(पेंशन और पेंशनभोगी कल्याण विभाग)

डेस्क-एफ

तृतीय तल, लोक न्यायक भवन,  
खान मार्केट, नई दिल्ली-110003

दिनांक 16 जनवरी, 2017

कार्यालय सापत

**विषय : सेवा निवृत्त होने वाले सरकारी कर्मचारी को समय पर जीपीएफ का अंतिम भुगतान करने से संबंधित स्पष्टीकरण - के संबंध में।**


'भविष्य' के क्रियान्वयन की स्थिति का मूल्यांकन करने के लिए मंत्रालयों/ विभागों के साथ आयोजित समीक्षा बैठकों में यह देखा गया है कि कई मामलों में सेवानिवृत्त हो रहे कर्मचारी/ अधिकारी को सेवानिवृत्ति पर सामान्य भविष्य निधि का अंतिम भुगतान तत्काल नहीं किया जा रहा है, जिसके कारण विलंबित अवधि के लिए ब्याज का भुगतान करना पड़ता है।

2. सामान्य भविष्य निधि (केन्द्रीय सेवा) नियमावली के नियम 34 में स्पष्ट प्रावधान है कि जब अंशदाता के भविष्य निधि खाते में जमा धनराशि देय हो जाती है, तो भुगतान करने का दायित्व लेखा अधिकारी का होगा। भुगतान करने का प्राधिकार, अधिवर्षिता की आयु पूर्ण होने पर सेवानिवृत्ति की तारीख से कम से कम एक महीने पहले जारी किया जाएगा, किंतु वह सेवानिवृत्ति की तारीख को देय होगा। यह उल्लिखित है कि सेवानिवृत्त हो रहे कर्मचारी द्वारा सामान्य भविष्य निधि के अंतिम भुगतान के लिए आवेदन प्रस्तुत करने की आवश्यकता को इस विभाग के दिनांक 15.11.1996 की अधिसूचना सं. 20(12)/94-पी एंड पी डब्ल्यू (ई) द्वारा समाप्त कर दिया गया है और दिनांक 23.11.1996 के एस.ओ. सं. 3228 के तहत अधिसूचित किया गया है।

3. सामान्य भविष्य निधि नियमावली के नियम 11 (4) के अनुसार, यदि सेवानिवृत्ति पर सामान्य भविष्य निधि की बकाया राशि का भुगतान नहीं किया जाता है, तो सेवानिवृत्ति के बाद की अवधि के लिए सामान्य भविष्य निधि की बकाया राशि पर ब्याज का भुगतान करना पड़ेगा। जहां सामान्यतः सेवानिवृत्ति के बाद छह महीने की अवधि के लिए ब्याज की अनुमति वेतन एवं लेखा अधिकारी (पीएओ) द्वारा दी जा सकती है, वहीं छह महीने से अधिक के ब्याज के भुगतान के लिए लेखा कार्यालय के प्रमुख और एक वर्ष से अधिक की अवधि के लिए लेखा नियंत्रक/वित्तीय सलाहकार के अनुमोदन की आवश्यकता है।

4. सामान्य भविष्य निधि का समय से भुगतान सुनिश्चित करने और सेवानिवृत्ति के बाद ब्याज के अनावश्यक बोझ से बचने के लिए अब यह निर्णय लिया गया है कि ऐसे सभी मामलों में जहां कि सामान्य भविष्य निधि नियमावली, 1960 के नियम 11 (4) के अनुसार सामान्य भविष्य निधि पर ब्याज का भुगतान अनिवार्य हो जाता है, उन मामलों को प्रशासनिक मंत्रालय/विभाग के सचिव के समक्ष प्रस्तुत किया जाएगा। ऐसे सभी मामलों में सामान्य भविष्य निधि के भुगतान में देरी के लिए सभी स्तरों पर जिम्मेदार पाए जाने वाले सरकारी सेवक/सेवकों के विरुद्ध यथोचित कार्रवाई करने के लिए प्रशासनिक मंत्रालय/विभाग के सचिव जिम्मेदारी तय करेंगे।

5. इसे वित्त मंत्रालय, वयय विभाग की सहमति से उनके दिनांक 27 सितंबर, 2016 के आईडी सं. 187/E.V/2016 के तहत जारी किया जाता है।

  
(सीमा गुप्ता)  
निदेशक

सेवा में,

1. सभी मंत्रालय/विभाग (मानक डाक सूची के अनुसार)
2. राष्ट्रपति सचिवालय
3. संघ लोक सेवा आयोग
4. भारत के नियंत्रक-महालेखापरीक्षक, डीडीयू मार्ग, नई दिल्ली।

No. I - 17011/12/2002-H.III/  
Government of India  
Ministry of Housing & Urban Affairs  
(Housing-III-Section)

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Nirman Bhavan, New Delhi  
Dated: 3<sup>rd</sup> October, 2024.

**OFFICE MEMORANDUM**

**Subject: Compliance with the terms and conditions attached with the sanction of House Building Advance (HBA)-reg.**

Instructions have been issued from time to time to all Ministries and Departments of the Government of India to ensure compliance of all terms and conditions attached with the sanction of House Building Advance (HBA) as per provisions of the extant HBA Rules.

2. This Ministry vide OM No. I-17011/12/2002-H.III dated the **9th January, 2003 (copy attached)** has issued instructions to ensure compliance attached with the sanction including those relating to insurance and mortgage by all the concerned loanee government servants. Moreover, provisions have also been made for condonation/relaxation in these terms and conditions in cases where the circumstances are beyond the control of the loanee government servant and supported by recommendation of the concerned Joint Secretary/ Head of Department.

3. However, it has been observed that the cases involving condonation/relaxation of non-mortgaging and non-insurance periods etc. are being referred to this Ministry in routine manner without adequate examination. It is seen that in some cases, supporting documents justifying reasons for relaxation are not provided whereas in some, proposals are referred without the specific recommendation of the concerned Joint Secretary.

4. It is once again impressed upon all the Ministries/Departments of the Government of India that the compliance of all the terms and conditions of HBA rules should be strictly monitored in the interests of both, the loanee government employee as well as the Government of India.



5. Requests of loanee Govt. employee(s) seeking any relaxation/condonation of condition of HBA sanction/Rules including those of mortgage and insurance should be thoroughly examined by the Administrative Ministry/Department on case to case basis on its merits and documentary supports provided with the request by the employee. If they are satisfied with the justification/merits of the case, then only the case be referred to this Ministry **with concurrence of Finance Division and specific recommendation of the concerned Joint Secretary/Head of Department** for condonation/relaxation of the provisions of the HBA rules/sanction with all the details in the prescribed proforma (**ANNEXURE-I**) along with all the supporting documents (**ANNEXURE-II**) certifying that the circumstances leading to non-compliance of HBA rules are beyond the control of the government servant.

6. Further, all the Ministries/Departments are requested to keep a strict watch over compliance of the provisions of HBA rules by the loanee government employee.

7. This OM supersedes all the earlier relevant orders on the subject.

This issues with the approval of competent authority.



(Ram Singh)

Deputy Secretary to the Government of India  
Tel. No. 011-23061358

To

1. All the Ministries/Department of the Government of India
2. All the attached and subordinate offices of Ministry of Housing & Urban Affairs.
3. Union Territories of Andaman & Nicobar Islands, Chandigarh, Dadra and Nagar Haveli and Daman & Diu, Lakshadweep.
4. Office of the Comptroller and Auditor General of India.
5. Supreme Court of India.

**ANNEXURE-I**

**Information required in cases of relaxation/condonation of terms and conditions of HBA sanction:**

S.NO.	Requisite documents	Information
1	HBA sanctioning Ministry/Department	
2	i) HBA sanctioned amount  ii) Year of sanction  (copy of Sanction letter to be attached)	
3	Property details:- i) Type of property purchased and its address ii) Name of details of the seller agency iii) Date of completion of construction/date of possession of the property	
4	Possession letter of the flat or completion certificate of the house (copy to be attached).	
5	Is loanee still in service? Yes/No	
6	Present employer of the loanee	
7	All dues paid by loanee G/S? (Advance with interest & penal interest) Yes/No [Certificate in this regard is to be attached]	
8	Municipal taxes, if any, paid until the recovery of HBA	
9	Any other loans/advance exists for property in question? Yes/No	
10	Is Reconveyance Deed executed?	
11	Period of non-mortgage and non-insurance with details	
12	Request of the loanee G/S for condonation of the lapses with justification supported by documents.	
13.	Views of the HBA sanctioning Ministry/Department on justification for non-compliance of HBA rules. [ A certificate in this regard is to be given by the concerned Ministry/Department duly certifying that the non-compliance of conditions of HBA sanction were beyond the control of the loanee Govt. Servant]	
14.	Is concurrence of Finance Division obtained? Yes/No	
15.	Is the case approved by JS (Admn)? Yes/No	

**ANNEXURE-II**

**Documents required in cases of relaxation/condonation of terms and conditions of HBA:**

1. HBA Sanction Order
2. Possession letter of the property
3. Mortgage Papers of the property
4. Insurance papers
5. Reconveyance Deed
6. Request letter of the loanee for condonation of the lapses with justification supported by documents.
7. Certificate regarding payment of all dues including interest and penal interest by the loanee.
8. Municipal tax receipts if the property was not insured during the recovery of HBA.

A handwritten signature in black ink, consisting of a stylized 'P' followed by a horizontal line and a small flourish.

3

**F. No. 11(15)/2022-P&PW(H)-8363**  
Government of India  
Ministry of Personnel, PG & Pensions  
Department to Pension & Pensioners' Welfare

3<sup>rd</sup> floor, Lok Nayak Bhawan  
Khan Market, New Delhi  
15<sup>th</sup> October, 2024

**OFFICE MEMORANDUM**

**Subject: - Submission of Annual Life Certificate in respect of pensioners/family pensioners living abroad.**

Every Central Government pensioner/family pensioner has to submit **Annual Life Certificate** in the month of November for further continuation of pension/family pension. In the case of a pensioner/family pensioner residing abroad, the following methods are available for submission of life certificate -

- i. In the case of a pensioner/family pensioner residing abroad and drawing his pension/family pension through any bank included in the Second Schedule to the Reserve Bank of India Act, 1934, the life certificate may be signed by an officer of the Bank. A pensioner/family pensioner gets exemption from personal appearance subject to production of Life Certificate signed by the above mentioned officer of the bank.
- ii. A pensioner/family pensioner not residing in India in respect of whom his duly authorized agent produces a life certificate signed by a Magistrate, a Notary, a Banker or a Diplomatic Representative of India is exempted from personal appearance.
- iii. Pensioner/family pensioner can also provide Digital Life Certificate online through Aadhaar based biometric authentication system. <https://jeevanpramaan.gov.in/>

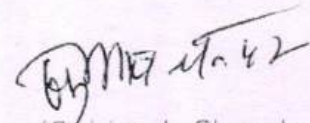
**(CPAO SCHEME BOOKLET PARA No. 14.3, pg 38 -  
CERTIFICATES TO BE FURNISHED BY THE  
PENSIONERS/FAMILY PENSIONERS - SCHEME FOR PAYMENT  
OF PENSIONS TO CENTRAL GOVERNMENT CIVIL  
PENSIONERS By AUTHORISED BANKS (Fifth Edition, July  
2021)**

- iv. In case of NRI pensioners/family pensioners who are unable to come to India for personal identification, pension/family pension may be allowed on the basis of a certificate to be issued by an authorized official of the Indian Embassy/High Commission of India or Consul of Indian Consulate in the country where the pensioner/family pensioner is residing. This certificate is to be issued on verification of Pensioner/Family Pensioner on the basis of photograph pasted in

the PPO or on the basis of photograph pasted on the Passport or any other such document.

- v. In case the pensioner/family pensioner is unable to visit the Embassy of India/Consulate, he/she may submit requisite documents by post to the Embassy/Consulate, including Doctor's Certificate showing the pensioner's/family pensioner's inability to present himself/herself in person. Embassy of India/High Commission/ Indian Consulate may also assist pensioners/family pensioners in submission of the Life Certificate.

**(CPAO SCHEME BOOKLET PARA No. 16, pg. 44 - Payment of Pension to NRI Pensioners -SCHEME FOR PAYMENT OF PENSIONS To CENTRAL GOVERNMENT CIVIL PENSIONERS By AUTHORISED BANKS (Fifth Edition, July 2021)**



(Subhash Chander)

Under Secretary to the Government of India

Copy to:

1. Secretary, CPV and Overseas Indian Affairs
2. Secretary Department of Financial Services
3. Chairman, Railway Board
4. Secretary, Ex-Servicemen Welfare
5. Secretary Posts
6. Secretary Telecom
7. Controller General of Accounts, Department of Expenditure
8. CMDs/MDs of all the Pension Disbursing Banks
9. Head of CPPCs of All Pension Disbursing Banks.
10. NIC: - for posting on website of this Department.
11. All Pensioners' Associations under Pensioners' Portal: - for giving wide publicity among pensioners.

11/15/2022-पी&पीडब्ल्यू(एच)-8363(I)

भारत सरकार

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय

पेंशन एवं पेंशनभोगी कल्याण विभाग

तीसरा तल, लोकनायक भवन,  
खान मार्केट, नई दिल्ली-110003

दिनांक : 24-10-2024

कार्यालय जापन

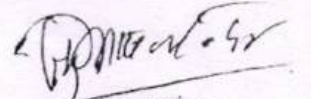
**विषय :** पति/पत्नी के नाम में परिवर्तन - पेंशन एवं पेंशनभोगी कल्याण विभाग की मलाह।

अधोहस्ताक्षरी को पति/पत्नी के नाम में परिवर्तन के संबंध में इस विभाग के दिनांक 6-10-2022 के का.जा.सं. 3(2)/2022-पी&पीडब्ल्यू(एच)-7942(प्रतिलिपि संलग्न) का संदर्भ देने का निदेश हुआ है। दिनांक 6-10-2022 के उपरोक्त कार्यालय जापन में निहित मलाह निम्नानुसार है :

(i) केंद्रीय सिविल सेवा(पेंशन) नियमावली, 2021 या केंद्रीय सिविल सेवा(पेंशन) नियमावली, 1972 में सेवानिवृत्त होने के पश्चात सरकारी कर्मचारी या पति/पत्नी के पेंशन संदाय आदेश(पीपीओ) में नाम/उपनाम के परिवर्तन के लिए पृथक् रूप से कोई प्रक्रिया निर्धारित नहीं है। पेंशन संदाय आदेश(पीपीओ) कर्मचारी की सेवा रिकॉर्ड/सेवा-पुस्तिका के आधार पर जारी किया जाता है और सेवा पुस्तिका के रखरखाव का कार्य कार्मिक एवं प्रशिक्षण विभाग से संबंधित है।

(ii) इसके अतिरिक्त, निदेशक(पीडब्ल्यू), पेंशन एवं पेंशनभोगी कल्याण विभाग की अध्यक्षता में आयोजित मीपेनग्राम्स में लंबित शिकायतों की अंतर-मंत्रालयी समीक्षा बैठक में इस मामले पर चर्चा की गई। सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय को सूचित किया गया कि वे कुटुंब पेंशनभोगी के नाम में परिवर्तन के लिए भी कार्मिक एवं प्रशिक्षण विभाग के दिनांक 12 मार्च, 1987 के कार्यालय जापन संख्या 190016/187-स्था. का अनुसरण कर सकते हैं। यदि सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय को ऐसा प्रतीत होता है कि पीपीओ में नाम में परिवर्तन करने के लिए दिए गए आवेदन के समर्थन में शिकायतकर्ता कुटुंब पेंशनभोगी द्वारा प्रस्तुत दस्तावेजों में कुछ विसंगति है, तो वे उनके साथ संपर्क करके इसका समाधान कर सकते हैं और यह सुनिश्चित करें कि नाम में परिवर्तन करने के लिए किया गया अनुरोध कार्मिक एवं प्रशिक्षण विभाग के दिनांक 12 मार्च, 1987 के कार्यालय जापन संख्या 190016/187-स्था. की शर्तों को पूरा करता है।

2. सभी मंत्रालयों/विभागों से अनुरोध है कि उपरोक्त उपबंधों का अनुपालन करने हेतु, उन्हें मंत्रालय/विभाग और उसके अधीन संबद्ध/अधीनस्थ कार्यालयों में पेंशन हितलाभों का निपटान करने वाले कार्मिकों के संज्ञान में लाएं।

  
(सुभाष चंदर)

अवर सचिव, भारत सरकार

दूरभाष सं. 24644631

सेवा में,

सभी मंत्रालय/विभाग/संगठन (मानक सूची के अनुसार)

8वीं मंजिल 'बी' विंग, जनपथ भवन  
जनपथ, नई दिल्ली-110001  
दिनांक: 6 अक्टूबर, 2022

कार्यालय ज्ञापन

विषय: स्वर्गीय श्री मन मोहन चंदर, पूर्व सहायक के पेंशन संदाय आदेश (पीपीओ) में पत्नी श्रीमती सिमरो देवी के नाम में परिवर्तन- पेंशन और पेंशनभोगी कल्याण विभाग की सलाह लेने के संबंध में।

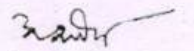
अधोहस्ताक्षरी को उपरोक्त विषय पर सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय के दिनांक 8/7/2022 के यूओ सं. ए-38012/1/2021-प्रशा-II और इस विभाग के दिनांक 17/5/2022 के आईडी नोट सं. 3(21)/2022-पीडीडब्ल्यू-7942 का संदर्भ देने का और यह सूचित करने का निर्देश हुआ है कि इस विभाग की सलाह पहले ही उपरोक्त संदर्भित दिनांक 17/5/2022 के आईडी नोट द्वारा जारी की जा चुकी है।

2. इस विभाग में मामले की पुनः जांच की गई है। यह सूचित किया जाता है कि:-

(1) केंद्रीय सिविल सेवा (पेंशन) नियमावली, 2021 या केंद्रीय सिविल सेवा (पेंशन) नियमावली, 1972 में सेवानिवृत्ति के पश्चात सरकारी कर्मचारी या पति/पत्नी के पीपीओ में नाम/कुलनाम का परिवर्तन करने के लिए कोई पृथक प्रक्रिया निर्धारित नहीं है। पीपीओ कर्मचारी के सेवा अभिलेख/सेवा पुस्तिका के आधार पर जारी किया जाता है और सेवा पुस्तिका के रखरखाव का संबंध डीओपीटी से है।

(2) इसके अलावा, पेंशन और पेंशनभोगी कल्याण विभाग के निदेशक (पीडब्ल्यू) की अध्यक्षता में आयोजित सीपेनग्राम्स में लंबित शिकायतों की अंतर-मंत्रालयी समीक्षा बैठक में इस मामले पर चर्चा की गई। सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय को सूचित किया गया कि वे कुटुंब पेंशनभोगी के नाम में परिवर्तन के लिए भी डीओपीटी के दिनांक 12 मार्च, 1987 के कार्यालय ज्ञापन संख्या 190016/187-स्था. का अनुसरण करें। यदि सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय को ऐसा प्रतीत होता है कि शिकायतकर्ता कुटुंब पेंशनभोगी द्वारा पीपीओ में नाम परिवर्तन करने के लिए दिए गए आवेदन के समर्थन में प्रस्तुत दस्तावेजों में कुछ विसंगति है, तो वे उनके साथ संपर्क करके इसका समाधान कर सकते हैं और यह सुनिश्चित करें कि नाम परिवर्तन करने के लिए किया गया अनुमोदित डीओपीटी के दिनांक 12 मार्च, 1987 के का.जा. सं. 190016/187-स्था. की शर्तों को पूरा करता है।

3. इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

  
(अशोक कुमार सिंह)

अवर सचिव, भारत सरकार  
फोन: 23310108

सेवा में,  
अवर सचिव (प्रशा. II)  
सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय  
सुशील भाल भवन, जनपथ  
नई दिल्ली

Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Date: 25-10-2024

**OFFICE MEMORAN DUM**

Subject: Timelines for completion of various activities in the process of authorization of pension and gratuity on retirement on superannuation of a government servant.

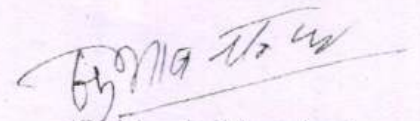
The undersigned is directed to refer to this Department's OM No. 11/15/2022-P&PW(II)-8363 (1) dated 28-10-2022 on the above subject and to say that the process of authorization of pension and gratuity involves various activities to be performed by different offices/authorities. Timelines have been prescribed in the Central Civil Service (Pension) Rules, 2021 for completion of each of these activities. These activities include:

- A. As per Rule 54, every Head of Department (HoD) is required to have a list prepared by 15<sup>th</sup> day of every month, of all Government servants, who are due to retired within the next fifteen months of that date.
- B. As per Rule 55, Complete details regarding the Government accommodation are required to be obtained from the Government servant at least one year before the anticipated date of retirement and send these details Directorate of Estates for issuing a 'No demand certificate' in respect of the period preceding eighth months of the retirement of the Government servant.
- C. Elaborate procedure has been laid down in Rules 56 and 57 for preparatory work for processing of pension case on superannuation during the period of one year before retirement. This includes verification of service, making good the omissions, imperfections or deficiencies in the service book.
- D. As per Rule 59 & 60, the HOO is required to send the pension case to the Pay & Accounts Office with a covering letter in Format 10 within two months from the date of receipt of pension forms from the Government servant.

E. On receipt of pension case the Accounts Officer shall apply the requisite checks and issue the pension payment order not later than two month in advance of the date of retirement of a Government servant on attaining the age of superannuation.

F. The Accounts Officer shall forward a copy of the Pension Payment Order to the Central Pension Accounting Office, within two months from the date of receipt of pension papers from the HOO. The CPAO shall issue the Special Seal Authority and forward the same to the Pension Disbursing Authority along with the copy of the Pension Payment Order within twenty one days from the date of receipt of the Pension Payment Order. The Pension Disbursing Authority shall thereafter take action to disburse the pension to the retired Government servant on the date on which it becomes due.

2. All Ministries/Departments are, therefore, requested that the above provisions may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder for compliance.



(Subhash Chander)

Under Secretary to the Govt. of India  
Tele. No. 24644631

To

All Ministries/Departments/Organizations (As per standard list)

16

11/15/2022-P&PW(II)-8363 (II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Date: 30-10-2024

**OFFICE MEMORANDUM**

Subject: Clarification on deletion of name of daughter from the family details of a Central Government pensioner.

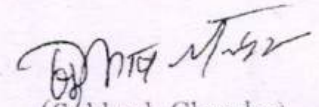
The undersigned is directed to say that the Department of Pension and Pensioners' Welfare has notified the Central Civil Services (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

2. Rule 50 (15) of the CCS (Pension) Rules, 2021 provides that as soon as a Government servant enters Government service, he shall give details of his family in Form 4 to the Head of Office, which shall include all relevant details relating to spouse, all children, parents and disabled siblings (whether or not eligible for family pension). This Rule further provides that the Government servant shall submit the up to date details of the family in Form 4 again along with the pension papers, before retirement from Government service.

3. References were received seeking clarification in respect of deletion of name of the daughter from the details of family members after retirement of the Government servant.

4. It has been clarified by this Department vide OM No. 3(2)/2022-P&PW(II)-7942 dated 07-10-2022 that the Government servant/pensioner shall submit details of all member of family whether or not eligible for family pension. The daughter is deemed to be a member of the family of Government servant as and when intimated by the Government servant in the prescribed proforma. Hence, the name of the daughter shall remain included in the details of family members. The eligibility for family pension would be decided after demise of pensioner/family pensioners in accordance with the existing rules.

5. All Ministries/Departments are requested that the above provisions may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder for compliance.

  
(Subhash Chander)

Under Secretary to the Govt. of India  
Tele. No. 24644631

To

All Ministries/Departments/Organizations (As per standard list)

## MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

(Department of Empowerment of Persons with Disabilities)

## NOTIFICATION

New Delhi, the 16th October, 2024

**G.S.R. 649(E).**—Whereas a draft of certain rules further to amend the Rights of Persons with Disabilities Rules, 2017, were published, as mandated by sub-sections (1) and (2) of section 100 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), vide G.S.R. 455(E), dated the 29<sup>th</sup> July, 2024 in the Official Gazette of India, Extraordinary, Part-II, Section-3, Sub-section (i), inviting objections and suggestions from the public and persons likely to be affected thereby, before expiry of thirty days from date on which the copies of the Official Gazette containing the said notification was made available to the public;

And whereas, the copies of the Official Gazette in which the said notification were made available to the public on 29<sup>th</sup> July, 2024;

And whereas, the objections and suggestions received from the public were considered by the Central Government;

Now, therefore, in exercise of powers conferred by sub-sections (1) and (2) of section 100 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), the Central Government hereby makes the following rules further to amend the Rights of Persons with Disabilities Rules, 2017, namely:-

(1) These rules may be called the Rights of Persons with Disabilities (Amendment) Rules, 2024.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. In the Rights of Persons with Disabilities Rules, 2017 (hereinafter referred to as the said rules), for rule 17 the following rule shall be substituted, namely:-

**“17. Application for disability certificate and UDID Card.-** (1) Any person with specified disability may apply in Form -IV for a disability certificate/ **Unique Disability Identity (UDID)** Card and submit the application through UDID Portal to:

- (a) a medical authority or any other notified competent medical authority to issue such a certificate in the district of residence of the applicant as mentioned in the proof of residence in the application; or
- (b) the concerned medical authority in a hospital where he may be undergoing or may have undergone treatment in connection with his disability;

Provided that where a person with disability is a minor or suffering from intellectual disability or any other Disability which renders him unfit or unable to make such an application himself, the application on his behalf may be made by his legal guardian or by any organisation registered under the Act having the minor under its care.

(2) The application shall be accompanied by -

- (a) proof of identity;
- (b) a recent photograph not older than six months;
- (c) proof of residence;
- (d) aadhaar number or aadhaar enrolment number.

**Note:** if an Aadhaar Card is submitted as proof of identity, no additional documents will be required for address proof in case Aadhaar has the same residential address”

**In the said rules, for rule 18, the following rule shall be substituted, namely:-**

**“18 Issue of disability certificate/ UDID Card.-** (1) On receipt of an application under rule 17, the medical authority or any other notified competent medical authority shall verify the information as provided by the applicant and shall assess the disability in terms of the relevant guidelines issued by the Central Government and after satisfying himself that the applicant is a person with disability, issue a disability certificate in Form-V and Form-VI and one of the three types of colour-coded UDID card in form VII in his favour, as the case may be. One of the three types of colour-coded UDID Card shall be issued based on the severity of the disability-

- a. White Band Card: When the disability percentage of a Person with Disability is below forty percent.
- b. Yellow Band Card: When the disability percentage of a Person with Disability is forty percent or above but below eighty percent.
- c. Blue Band Card: When the disability percentage of a Person with Disability is eighty percent or above.

(2) The medical authority shall issue the Disability certificate and UDID card within three months, in case any disability is diagnosed.

(3) In case, due to any reason not attributable to concerned Medical authority, no decision is taken by the Medical authority on the application of the applicant for a period above two years, such application shall be made inactive, and the applicant needs to apply afresh on portal, or approach the medical authority to re-activate the pending application.

(4) The medical authority shall, after due examination-

(i) issue a permanent Disability certificate/UDID card in cases where there are no chances of improvement over time in the degree of disability; or

(ii) issue a certificate of disability/UDID Card indicating the period of validity, in cases where there is any chance of improvement over time in the degree of disability.

(5) If an applicant is found ineligible for issuance of certificate of disability/UDID Card after assessment by Specialist or Medical Board or as the case may be, the medical authority shall convey the reasons to him in Form-VIII through online platform within a period of one month from the date of such rejection. The aggrieved applicant may file appeal within ninety days of such rejection, using the mechanism prescribed under Section-59 (1) of the Rights of Persons with Disabilities Act, 2016.

(6) The State Government and Union territory Administration shall ensure that the certificate of disability/UDID Card is granted through online platform as notified by the Central Government.

[(F.No. P-13013/50/2024-UDID/IT/STATISTICS)]

RAJEEV SHARMA, Jt. Secy.

**Note:-** The Rights of Persons with Disabilities Rules, 2017 were published in the Gazette of India, Extraordinary, Part-II, section-3, sub-section (i) vide notification number G.S.R. 591 (E), dated the 15<sup>th</sup> June, 2017 and was last amended vide G.S.R. 361 (E), dated the 2<sup>nd</sup> July, 2024.

#### FORM- IV

Application for Obtaining Certificate of Disability/Unique Disability Identity (UDID) Card by Applicant

[See rule 17(1)]

#### 1. Personal Details:

- Applicant's Full Name : \_\_\_\_\_
- Gender (Male/Female/Transgender): \_\_\_\_\_
- Date of Birth : DD/MM/YYYY
- Mobile number (10 digits only): \_\_\_\_\_
- Email id (Optional) : \_\_\_\_\_
- Name of Applicant's Father/Mother/Guardian: \_\_\_\_\_
- Contact Number of Father/Mother/Guardian \_\_\_\_\_
- In case of Guardian, relation of Guardian with Applicant: \_\_\_\_\_

Recent passport  
size photograph  
(Showing face  
only) of the  
applicant

#### 2. Proof of Identity:

- Aadhaar no. of the applicant : \_\_\_\_\_
- I agree to share Aadhaar information with Government Department:  
(Please see **Note** at the end of this Form in case Aadhaar Card is not available.)

#### 3. Proof of Address:

- Address : \_\_\_\_\_
- State/UT: \_\_\_\_\_
- District: \_\_\_\_\_
- Sub District: \_\_\_\_\_
- Village / Town (Optional): \_\_\_\_\_

(f) Pin Code: \_\_\_\_\_

(g) Nature of Document for Address Proof (Please tick as applicable):

- i. Aadhaar Card
- ii. Indian Passport
- iii. Ration/Public Distribution System Photograph Card or E-Ration Card
- iv. Voter Identity Card or E-Voter Identity Card
- v. Disability Certificate issued under RPwD Rules, 2017
- vi. Photograph Identity Card or Certificate with Photograph issued by Central Govt./State Government like Bhamashah, Domicile Certificate, Resident Certificate, Jan-Aadhaar, MGNREGA/ NREGS Job Card, Labour Card etc.
- vii. ST/SC/OBC Certificate issued by Central/State Government
- viii. Transgender Identity Card or Certificate issued under Transgender Persons Act, 2019
- ix. Certificate issued by MP or MLA or MLC or Municipal Councillor
- x. Certificate issued by Gazetted Officer of Central/State Government etc.
- xi. Certificate issued by Superintendent or Warden or Matron or Head of Institution of recognized shelter or Home or orphanages (for children of concerned shelter home or orphanage only)
- xii. Certificate issued by Village Panchayat Head or President or Mukhiya or Gaon Bura or Panchayat Secretary etc.
- xiii. Electricity bill (but not older than three months)
- xiv. Water bill (but not older than three months)
- xv. Telephone Landline bill or Postpaid mobile bill/Broad band bill (but not older than three months)
- xvi. Valid Registered Sale Agreement or Registered Gift Deed in Registrar Office or Registered or non registered rent
- xvii. Lease agreement or Leave and License agreement
- xviii. Gas Connection bill (but not older than three months)
- xix. Allotment letter of accommodation issued by Central Government or State Government or Public Sector Undertaking or Regulatory Bodies or Statutory bodies (Not older than one year)
- xx. Life or Medical Insurance Policy (Valid upto one year from the date of issue of the policy)

**4. Disability Details:**

(a) Disability Type (Please tick as applicable):

- (i) Acid Attack Victim
- (ii) Autism Spectrum Disorder
- (iii) Blindness
- (iv) Cerebral Palsy
- (v) Chronic Neurological Conditions
- (vi) Dwarfism
- (vii) Hearing Impairment
- (viii) Hemophilia
- (ix) Intellectual Disability
- (x) Leprosy cured
- (xi) Locomotor Disability
- (xii) Low Vision
- (xiii) Mental Illness

- (xiv) Multiple Sclerosis
- (xv) Muscular Dystrophy
- (xvi) Parkinson's Disease
- (xvii) Sickle Cell Disease
- (xviii) Specific Learning Disabilities
- (xix) Speech and Language Disability
- (xx) Thalassemia
- (xxi) Multiple Disabilities \*

(\*Note: In Case of Multiple Disabilities, Please choose 2 or more out of the 20 disabilities listed above)

(b) Disability due to:

- (i) Accident
- (ii) Congenital
- (iii) Diseases
- (iv) Hereditary
- (v) Infection
- (vi) Medicine
- (vii) Any other

(c) Period since when disabled: From Birth or since year \_\_\_\_\_

(d) Do you have the old (manual) disability certificate (Yes/No): \_\_\_\_\_

If yes, scanned copy of disability certificate to be uploaded with below details

- i) Certificate Number
- ii) Date of Issue
- iii) Details of Issuing Medical Authority

**5. Mention the hospital for assessment/issue of Unique Disability Identity card /disability certificate:**

Is your treating Hospital in other State or District (Yes/No): \_\_\_\_\_

If yes,

- (a) Hospital Treating State / UTs: \_\_\_\_\_
- (b) Hospital Treating District: \_\_\_\_\_
- (c) Hospital Name

If No, choose Hospital from your domicile district

Hospital Name : \_\_\_\_\_

Declaration: I hereby declare that all particulars stated above are true to the best of my knowledge and belief, and no material information has been concealed or misstated. I further state that if any inaccuracy is detected in the application, I shall be liable to forfeiture of any benefits derived and other action as per law.

\_\_\_\_\_  
(Signature or left thumb impression  
of person with disability, or of his/her  
legal guardian in case of persons with  
intellectual disability, autism, cerebral palsy  
and multiple disabilities, etc)

Date:

Place:

**Enclosures:**

1. Proof of Identity- Aadhaar Card (Please see **Note** at the end of this Form in case Aadhaar Card is not available.)
2. Proof of Address (As indicated in Para 3(g) above) if it is other than Aadhaar.

**Note (In Reference to Para 2: Proof of Identity):**

If Applicant has Enrolled for Aadhaar but has not got Aadhaar Number till now, mention your Aadhaar Enrollment Number \_\_\_\_\_ and Attach or Upload the Aadhaar Enrollment Slip along with any one of the following documents, namely:-

- I. Bank or Post Office Passbook with Photo; or
- II. Permanent Account Number (PAN) Card; or
- III. Passport; or
- IV. Ration Card; or
- V. Voter Identity Card; or
- VI. Mahatma Gandhi National Rural Employment Guarantee Act Card; or
- VII. Kisan Photo Passbook; or
- VIII. Driving License Issued by the Licensing Authority under Motor Vehicle Act, 1988 (59 of 1988); or
- IX. Certificate of Identity having Photo of such Person Issued by a Gazetted Officer or a Tehsildar on an Official Letter Head; or
- X. Any other Document as Specified by the Department;

Logo of Government of India	Logo of Department of Empowerment of Persons with Disabilities, GoI	Logo of Respective State or Union Territory
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**Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice and Empowerment, Government of India**

**Form-V****Disability Certificate**

(In case of Single Disability)

[See rule 18(1)]

(Name and Address of the Medical Authority Issuing the Certificate)

Recent passport  
size photograph  
(Showing face  
only) of the  
person with  
disability

Certificate/UDID No. \_\_\_\_\_

Date of Issue : \_\_\_\_\_

This is to certify that I/we have carefully examined <Name of the applicant>, Son/Daughter/Care of < name of father/mother/guardian> , Date of Birth (DD/MM/YYYY), Gender < Male/Female/Transgender> , Registration No. <UDID Enrolment No.> Resident of < address of PwD> whose photograph is affixed above, and I am /we are satisfied that:

(A) He/She is a case of (Any one of the following disabilities):

- i. Locomotor Disability
- ii. Muscular Dystrophy
- iii. Leprosy Cured

- iv. Dwarfism
- v. Cerebral Palsy
- vi. Acid Attack Victim
- vii. Low Vision
- viii. Blindness
- ix. Hearing Impairment
- x. Speech and Language Disability
- xi. Intellectual Disability
- xii. Specific Learning Disabilities
- xiii. Autism Spectrum Disorder
- xiv. Mental Illness
- xv. Chronic Neurological Conditions
- xvi. Multiple Sclerosis
- xvii. Parkinson's Diseases
- xviii. Haemophilia
- xix. Thalassemia
- xx. Sickle Cell Disease

(B) Name of affected body part:

(C) The diagnosis in his/her case is \_\_\_\_\_

(D) He/She has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) disability and the nature of certificate is {Permanent / temporary and valid till (DD/MM/YYYY) } as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide <Notification No> dated (DD/MM/YYY).

Signature / Thumb impression of the Person with Disability:

Signature of notified Medical Authority Member(s):

Signature:

Name and Address of the Medical Authority Issuing the Certificate:

Logo of Government of India	Logo of Department of Empowerment of Persons with Disabilities, GoI	Logo of Respective State or Union Territory
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**Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice and Empowerment, Government of India**

**Form-VI**

**Disability Certificate**

(In case of Multiple Disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport  
size photograph  
(Showing face  
only) of the  
person with  
disability

Certificate/UDID No.

Date of Issue:

This is to certify that we have carefully examined <Name of the applicant>, Son/Daughter/Care of <write name of father/mother/guardian>, Date of Birth (DD/MM/YYYY), Gender< Male/Female/Transgender >, Registration No. <UDID Enrolment No.> Resident of < address of PwD> whose photograph is affixed above, and we are satisfied that:

(A) He/She is a case of **Multiple Disabilities**. His/her extent of physical impairments/ disabilities have been evaluated as per the guidelines for the purpose of assessing the extent of specified disability in a person included under the Rights of Persons with Disabilities Act, 2016 notified by Government of India vide <Notification No> dated (DD/MM/YYYY) for the disabilities below:

S. No.	Disability	Name of Affected Body Part	Diagnosis	Disability Percentage
1.	Locomotor Disability			
2.	Muscular Dystrophy			
3.	Leprosy Cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid Attack Victim			
7.	Low Vision			
8.	Blindness			
9.	Hearing Impairment			
10.	Speech and Language Disability			
11.	Intellectual Disability			
12.	Specific Learning Disabilities			
13.	Autism Spectrum Disorder			
14.	Mental Illness			
15.	Chronic Neurological Conditions			
16.	Multiple Sclerosis			
17.	Parkinson's Diseases			
18.	Haemophilia			
19.	Thalassemia			
20.	Sickle Cell Disease			

(Note: Only the disabilities diagnosed will be listed)

(B) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_percent (in words) overall disability and the nature of certificate is { permanent/ temporary and valid till (DD/MM/YYYY) }

Signature / Thumb impression of the Person with Disability:

Signature of notified Medical Authority Members:

Signature:

Name and Address of the Medical Authority Issuing the Certificate:

**Form-VII****UDID Card**

[See rule 18(1)]

A. **White Card:** When the disability percentage of a Person with Disability is below forty percent

**White Card**

UNIQUE DISABILITY ID  
Government of India

State Logo

UDID No. \_\_\_\_\_

Issuing Authority Sign

Passport Size Photo

Fold here to see final card preview

**White Card**

UNIQUE DISABILITY ID  
Government of India

State ID: If Applicable  
.....

Address of the Card Issuing Authority  
.....

B. **Yellow Card:** When the disability percentage of a Person with Disability is forty percent and above but below eighty percent

**Yellow Card**

UNIQUE DISABILITY ID  
Government of India

State Logo

UDID No. \_\_\_\_\_

Issuing Authority Sign

Passport Size Photo

Fold here to see final card preview

**Yellow Card**

UNIQUE DISABILITY ID  
Government of India

State ID: If Applicable  
.....

Address of the Card Issuing Authority  
.....

C. **Blue Card:** When the disability percentage of a Person with Disability is eighty percent and above

**Blue Card**

UNIQUE DISABILITY ID  
Government of India

State Logo

UDID No. \_\_\_\_\_

Issuing Authority Sign

Passport Size Photo

Fold here to see final card preview

**Blue Card**

UNIQUE DISABILITY ID  
Government of India

State ID: If Applicable  
.....

Address of the Card Issuing Authority  
.....

Logo of Government of India	Logo of Department of Empowerment of Persons with Disabilities, GoI	Logo of Respective State or Union Territory
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Department of Empowerment of Persons with Disabilities,  
Ministry of Social Justice and Empowerment, Government of India

**Form-VIII****Rejection Certificate**

(In case of Rejection of Application for Certificate of Disability)

[See rule 18(5)]

(Name and Address of the Medical Authority Issuing the Certificate)

Recent passport  
size photograph  
(Showing face  
only) of the  
applicant

Date of Rejection:

To,

(Name and Address of the Applicant for Certificate of Disability)

**Subject: Rejection of Application for Certificate of Disability/Unique Disability Identity Card**

Sir/Madam,

Please refer to your UDID Application/Registration No. <UDID Enrolment No.> dated <DD/MM/YYYY> for issuance of a Certificate of Disability/UDID Card for the following disability:

- (i)
- (ii)
- (iii)

2. Pursuant to your application, you have been examined dated <DD/MM/YYYY> by the undersigned/Medical Authority and I regret to inform that it is not possible to issue a Certificate of Disability/UDID Card in your favour for the reason(s) mentioned below:

- (i)
- (ii)
- (iii)

3. In case you are aggrieved by the rejection of your application, you may represent to the Appellate Authority within 90 days requesting for review of this decision.

Signature:

Name and Address of the Medical Authority Issuing the Certificate:

No.DOPT-1732605007121  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
AVD(AVD-IA)  
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8

North Block, New Delhi  
Dated 09 October, 2024

OFFICE MEMORANDUM

Subject:- Revised Guidelines regarding grant of 'Vigilance Clearance' to AIS Officers & Central Civil Services/Central Civil posts

**No. 104/33/2024-AVD-IA**

**Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

North Block, New Delhi

Dated the 9<sup>th</sup> October 2024

OFFICE MEMORANDUM

**Subject:- Revised Guidelines regarding grant of 'Vigilance Clearance' to AIS Officers & Central Civil Services/Central Civil posts.**

D/o Personnel & Training (DoPT) has from time to time issued instructions / guidelines regarding grant of Vigilance Clearance to AIS officers & Central Civil Services/Central Civil posts. An effort has been made to revise the said guidelines for better understanding and guidance.

**Part A-Grant of Vigilance Clearance to AIS Officers**

2. These orders shall be applicable to vigilance clearance with respect to:
- (i) Inclusion in the offer list
  - (ii) Empanelment

- (iii) Ex-India study leave
- (iv) Cases of inter-cadre transfer and extension thereof
- (v) Any deputation, including inter-cadre deputation and extension thereof
- (vi) Appointments to sensitive posts
- (vii) Assignments to training programmes except mandatory training
- (viii) Confirmation in service
- (ix) Retirement on VRS where the Central Government is the competent authority for consideration of the case
- (x) Post-retirement commercial employment
- (xi) Pre-mature repatriation (voluntary)

In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

3. Vigilance clearance shall be denied on the following grounds:

(a) (I) A complaint has been received against the officer and it has been established by the concerned Government on the basis of at least a preliminary inquiry as stipulated in para 6 of DoPT OM No. 104/76/2024-AVD-IA dated 09.10.2024 *Consolidated guidelines regarding handling of complaints in Ministries/ Departments/Organizations/State Governments*; or on the basis of any information that the concerned Government may already have in its possession, that there is prima facie substance to verifiable allegations regarding acts of an officer that involve a vigilance angle, such as:

- (i) Corruption, including demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his/her influence with any other official; or obtaining a valuable thing, without consideration or with inadequate consideration from a person with whom he/she has or is likely to have official dealings or his subordinates have official dealings or where he can exert influence; or obtaining for himself/herself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- (ii) Possession of assets disproportionate to known sources of income
- (iii) Involvement in cases of misappropriation, forgery or cheating or other similar criminal offences
- (iv) Moral turpitude
- (v) Violation of AIS Conduct Rules, 1968

- (I) Vigilance clearance shall be granted if preliminary inquiry, if so required, and as envisaged at (I) above is not initiated by the concerned Government within three months from the date of receipt of the complaint, or if the preliminary inquiry after initiation remains pending for more than three months without completion.
- (b) The officer is under suspension.
  - (c) The officer is on the Agreed List, provided that in all such cases the position shall be mandatorily revisited after a period of one year.
  - (d) Disciplinary proceedings have been initiated against the officer as per the approval of the Disciplinary Authority with the issuing of the chargesheet and the proceeding is pending.
  - (e) Orders for instituting a criminal case or sanction for investigation/enquiry/inquiry against the officer have been approved by the Disciplinary Authority/ Government and the charge sheet is served within three months.
  - (f) Chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending.
  - (g) Sanction for prosecution has been granted by the Competent Authority in a case under the Prevention of Corruption Act, 1988 (as amended in 2018) or any other criminal matter and the case is pending in the trial court.
  - (h) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.
  - (i) After investigation on an FIR filed on the basis of a private complaint, a charge sheet against the officer has been filed by the Investigating Agency in the Court.
  - (j) An FIR has been filed or a case registered by the concerned Government against the officer, provided that the charge sheet is served within three months from the date of filing/registering the FIR/case.

(k) The officer fails to submit annual Immovable Property Return of the previous year latest by 31<sup>st</sup> January of the current year, as required under Rule 16 of the All India Services (Conduct) Rule, 1968.

(l) In cases where a minor penalty has been imposed on an officer, vigilance clearance will not be granted for a period of three year after the currency of the penalty. In cases where a major penalty has been imposed on an officer, vigilance clearance will not be granted for a period of five years after the currency of the punishment. After the currency of the penalty, the performance of the officer should be closely watched and vigilance clearance will continue to be denied if the name of the officer is included in the Agreed List or ODI List.

4. Vigilance clearance shall be decided on a case by case basis by the competent authority keeping in view the sensitivity of the purpose, gravity of the allegations/charges and facts and circumstances, in the following situations:

(a) Where a pre-investigation enquiry undertaken by any investigating agency against the officer in a criminal matter remains pending for more than three months.

(b) Where the investigating agency has not been able to complete its investigations and file charges even after a period of two year from the date of initiation of investigation. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the cadre and not for the other matters of the dispensation listed in Paragraph-2 above. Ministries/Departments will identify sensitive posts within their organizations forthwith. All posts of Joint Secretary and above (not equivalent) in the Ministries/Departments shall be treated as sensitive, inter alia.

(c) In cases where the Investigating Agency or the competent authority recommends closure of the case, but the closure of the case/FIR is not permitted by the Court.

(d) In cases where the Investigating Agency/IO holds the charges as proved but the State Government differs on the converse.

5. While considering cases for grant of vigilance clearance for the purpose of empanelment of AIS officers, the vigilance status will continue to be ascertained also from the respective State Governments. In respect of officers serving in connection

with the affairs of the Central Government, the vigilance status will be obtained from the respective Ministry/Department as well. The comments of the CVC will also be obtained for all cases of empanelment of AIS officers.

6. The vigilance clearance will be issued with the approval of Head of Vigilance Division for officers upto the level of Deputy Secretary/Director in the Ministry/Department. For Joint Secretary/Additional Secretary/Secretary, vigilance clearance will be issued with the approval of the Secretary. In case of doubt, orders of Secretary in the Ministry/Department concerned will be obtained keeping in view the purpose for which 'vigilance clearance' is required to be given.

### **Part B- Grant of Vigilance Clearance to members of Central Civil Services/Central Civil posts**

7. These orders shall be applicable to vigilance clearance with respect to:

- (i) Inclusion in the offer list
- (ii) Empanelment
- (iii) Ex-India study leave
- (iv) Any deputation for which clearance is necessary and extension thereof
- (v) Appointments to sensitive posts
- (vi) Assignments to training programmes except mandatory training
- (vii) Confirmation in service
- (viii) Retirement on VRS
- (ix) Post-retirement commercial employment
- (x) Pre-mature repatriation (voluntary) from any deputation

In all these cases, the vigilance status may be placed before and considered by the Competent Authority before a decision is taken.

8. Vigilance clearance shall be denied on the following grounds:

- (a) (I) A complaint has been received against the officer and it has been established by the concerned Government on the basis of at least a preliminary inquiry as stipulated in para 6 of DoPT OM No. 104/76/2024-AVD-IA dated 09.10.2024

*Consolidated guidelines regarding handling of complaints in Ministries/ Departments/Organizations/State Governments;* or on the basis of any information that the concerned Government may already have in its possession, that there is prima facie substance to verifiable allegations regarding acts of an officer that involve a vigilance angle, such as:

- (i) Corruption, including demanding and/or accepting gratification other than legal remuneration in respect of an official act or for using his/her influence with any other official; or obtaining a valuable thing, without consideration or with inadequate consideration from a person with whom he/she has or is likely to have official dealings or his subordinates have official dealings or where he can exert influence; or obtaining for himself/herself or for any other person any valuable thing or pecuniary advantage by corrupt or illegal means or by abusing his position as a public servant.
- (ii) Possession of assets disproportionate to known sources of income
- (iii) Involvement in cases of misappropriation, forgery or cheating or other similar criminal offences
- (iv) Moral turpitude
- (v) Violation of CCS (Conduct Rules), 1964

(II) Vigilance clearance shall be granted if preliminary inquiry, if so required, and as envisaged at (I) above is not initiated by the concerned Government within three months from the date of receipt of the complaint, or if the preliminary inquiry after initiation remains pending for more than three months without completion.

- (b) The officer is under suspension.
- (c) The officer is on the Agreed List, provided that in all such cases the position shall be mandatorily revisited after a period of one year.
- (d) Disciplinary proceedings have been initiated against the officer as per the approval of the Disciplinary Authority with the issuing of the chargesheet and the proceeding is pending.
- (e) Orders for instituting a criminal case or sanction for investigation/enquiry/inquiry against the officer have been approved by the Disciplinary Authority/ Government and the charge sheet is served within three months.

- (f) Chargesheet has been filed in a Court by the Investigating Agency in a criminal case and the case is pending.
  - (g) Sanction for prosecution has been granted by the Competent Authority in a case under the Prevention of Corruption Act, 1988 (as amended in 2018) or any other criminal matter and the case is pending in the trial court.
  - (h) The officer is involved in a trap/raid case on charges of corruption and investigation is pending.
  - (i) After investigation on an FIR filed on the basis of a private complaint, a charge sheet against the officer has been filed by the Investigating Agency in the Court.
  - (j) An FIR has been filed or a case registered by the concerned Government against the officer, provided that the charge sheet is served within three months from the date of filing/registering the FIR/case.
  - (k) The officer fails to submit annual Immovable Property Return of the previous year latest by 31<sup>st</sup> January of the current year, as required under Rule 18 of the CCS (Conduct) Rule, 1964.
  - (l) In cases where a minor penalty has been imposed on an officer, vigilance clearance will not be granted for a period of three years after the currency of the penalty. In cases where a major penalty has been imposed on an officer, vigilance clearance will not be granted for a period of five years after the currency of the punishment. After the currency of the penalty, the performance of the officer should be closely watched and vigilance clearance will continue to be denied if the name of the officer is included in the Agreed List or ODI List.
9. Vigilance clearance shall be decided on a case by case basis by the competent authority keeping in view the sensitivity of the purpose, gravity of the allegations/charges and facts and circumstances, in the following situations:
- (a) Where a pre-investigation enquiry undertaken by any investigating agency against the officer in a criminal matter remains pending for more than three

months.

- (b) Where the investigating agency has not been able to complete its investigations and file charges even after a period of two year from the date of initiation of investigation. However, such vigilance clearance will entitle the officer to be considered only to be appointed to non-sensitive posts and premature repatriation to the cadre and not for the other matters of the dispensation listed in Paragraph-7 above. Ministries/Departments will identify sensitive posts within their organizations forthwith. All posts of Joint Secretary and above (not equivalent) in the Ministries/Departments shall be treated as sensitive, inter alia.
- (c) In cases where the Investigating Agency or the competent authority recommends closure of the case, but the closure of the case/FIR is not permitted by the Court.
- (d) In cases where the Investigating Agency/IO holds the charges as proved but the Competent Administrative Authority differs on the converse.
10. While considering cases for grant of vigilance clearance for the purpose of empanelment of members of Central Civil Services/Central Civil posts, the vigilance status will continue to be ascertained also from the respective Cadre Authority. The comments of the CVC will also be obtained for all cases of empanelment of members of Central Civil Services/Central Civil posts.
11. The vigilance clearance will be issued with the approval of Head of Vigilance Division for officers upto the level of Deputy Secretary/Director in the Ministry/Department. For Joint Secretary/Additional Secretary/Secretary, vigilance clearance will be issued with the approval of the Secretary. In case of doubt, orders of Secretary in the Ministry/Department concerned will be obtained keeping in view the purpose forwhich 'vigilance clearance' is required to be given.
12. Insofar as the personnel serving in the Indian Audit and Accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.