



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन

केन्द्रीयविद्यालयसंगठन) मु.(/

Kendriya Vidyalaya Sangathan (HQ)

18संस्थागत क्षेत्र/18Institutional Area,

शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg,

नईदिल्ली - 110016/New Delhi -110016

दूरभाष/Telephone No.: 011-26858570

Email-pensionkvshq@gmail.com

फ.110230(e-Pen)/3/2023/केविएस(मु०)/पेंशन/ 7274

दिनांक: 20.03.2026

उपायुक्त/निदेशक,

केन्द्रीय विद्यालय संगठन

सभी क्षेत्रीय कार्यालय/जीट

Sub: Strict Compliance of Instructions regarding processing pension cases and disbursement of Pensionary Benefits through e-Pension Portal – reg.

Madam/Sir,

In accordance with the initiative to enhance digital governance, Kendriya Vidyalaya Sangathan implemented the online e- Pension portal with effect from 01.04.2023 which expedited the processing of pension cases and ensured timely disbursement of retirement benefits. KVS (HQ) has issued numerous letters dt. 31.12.2024, 11.04.2025, 19.09.2025, 28.10.2025, 21.11.2025 and 23.12.2025, where in detailed instructions have been issued regarding processing of pension cases and disbursement of pensionary benefits i.e. Commutation, Gratuity, Leave Encashment & NPS Gratuity under Payment of Gratuity act, 1972 cases through the e- Pension portal.

However, it has been observed that despite clear & repeated instructions, some regional offices are not strictly adhering to the prescribed timelines. Due to non- compliance, avoidable delays are occurring in processing of some pension cases as well as disbursement of retirement benefits, causing inconvenience to retiring employees and other stakeholders.

The copies of the aforesaid letters are enclosed with this letter for strict compliance of the instructions contained thereon. All Regional Offices are again directed to ensure strict compliance of the instruction contained in the above-mentioned letters. It is reiterated that any undue delay in the processing and transmission of PPO's and uploading/transmitting leave encashment cases will be viewed seriously by the competent authority of KVS and appropriate action may also be imitated against the concerned erring official/unit.

This issues with the approval of the Competent Authority of KVS.

Yours sincerely,

(Satya Narain Gulia)
Joint Commissioner (Fin.)

Copy to:-

1. The Assistant Commissioner (Estt. I) & (Estt. III), Kendriya Vidyalaya Sangathan (HQ) New Delhi for information & similar action.
2. The Assistant Commissioner (IT cell), with the request for uploading the same on KVS website.

Joint Commissioner (Fin.)



F.110230(Misc)2022-KVS(HQ)/P&I

Date :13.04.2023

The Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional offices/ZIETs

Sub:- Implementation of e-pension portal w.e.f. 15.04.2023.

Madam/Sir,

This is in continuation to this office letter of even no. Dated 14.03.2023 on the subject cited above vide which all the Regional offices were requested to login to the e-pension portal and to obtain hands on experience by following the iteratives required by the portal.

It is expected that all the stake holders (staff of ROs/ZIETs/KVs) have obtained familiarity and functionality of e-pension portal. The response of stake holders was encouraging one.

It has been decided that the system will be functional on Real Time basis for processing of pension cases w.e.f. 15.04.2023. In this regard, following points have to be kept in mind:

- Present system of processing of Pension cases along with documents, Service Book and Personal File will continue till further order.
- PPO No. and File No. are auto generated.
- Pensioner has liberty to open account in any Nationalised bank. This may also be informed to prospective pensioners.
- The documents/Service Book to be uploaded in the Portal are to be scanned and uploaded as pdf.
- The process of digital signature of Pension File is presently not active due to certain technical reasons which will be made functional within a short span of time. Until such time, the duly signed Printout (through

manual process/system generated) may be forwarded to the Indian Bank for disbursement of pension at Indian Bank, CPPC Chennai, T Nagar Building 2nd Floor, No.7, Prakasam Salai, Chennai- 6000017

(Email: cppc@indianbank.co.in, Contact: 9445030401/02, Landline: 04428159851)

- The pensioner has to submit a Life Certificate to Indian Bank only.(visiting branch of Indian bank/video conferencing or other e-mode available).
- The Pension Papers/Notesheets generated through system should also move along with physical file, while obtaining approval of pension Sanctioning Authority. For the time being calculation etc. should also be checked.

All the Test Data available in the system will be deleted on 14.04.2023. It will be pertinent to mention that e-pension portal is now fully functional. However, any suggestion for betterment/upgradation of the Portal shall be appreciated.

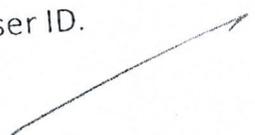
Yours sincerely,


(Sanjay Kumar)

Deputy Commissioner (Fin.)

Copy to:

1. The Chief Manager, Indian Bank, Delhi- with the request to erase all the data available in e-pension portal by 14.04.2023 except User ID.


Deputy Commissioner (Fin.)



तत् त्वं पूषन् अपावृणु
केन्द्रीय विद्यालय संगठन



आजादी का
अमृत महोत्सव

केन्द्रीय विद्यालय संगठन (मु.) /

Kendriya 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

Email-pensionkvshq@gmail.com

फ.110230(विविध)/2023/केविएस(मु0)/पेंशन/5301

दिनांक: 31.12.2024

सहायक महाप्रबंधक / The Assistant General Manager,

संसाधन एवं सरकारी संबंध विभाग / Resources & Govt. Relations Department

इंडियन बैंक, 17, पार्लियामेंट स्ट्रीट / Indian Bank, 17, Parliament Street

नई दिल्ली / New Delhi

विषय: Disbursement of Pension Commutation and Gratuity amount directly to the KVS units/ Pensioner through e-Pension portal – reg.

महोदय,

The Pension of Kendriya Vidyalaya Sangathan Pensioners retired with effect from 01.04.2023 is being processed and paid through e-Pension Portal developed by Indian Bank. At present, there are 3000 (Approx.) Pensioners who are receiving Pension through e-Pension portal of Indian Bank. But, the payment of Retirement Benefits of the Pensioners is still released through respective KVS units.

During our discussion for issue of ID card and payment of Commutation and Gratuity amount directly to the KVS unit/Pensioner through e-Pension portal, it was mutually agreed that Indian bank will propose modalities in e-Pension portal. Indian Bank vide its e-mail dated 04.12.2024 proposed the required changes in e-Pension portal and also informed about opening of separate bank accounts for Gratuity and Commutation for ease of reconciliation.

In this regard, it is informed that the modalities and the proposal of Indian Bank and issue of Pensioners ID card through portal have been agreed to by the Competent Authority of KVS. However, payment will be released to KVS units/Pensioners on 15th of the month (in case of holiday, on next working day) in respect of Commutation/Gratuity sanction orders transmitted upto 10th of the month. Similarly, the payment will be released to KVS units/Pensioners on 25th of the month in respect of the remaining Commutation/Gratuity sanction orders transmitted upto 20th of the month as discussed and agreed to in the meetings held with Indian Bank officials from time to time. The KVS will remit the funds on 10th and 20th of the month for disbursement of payment to KVS units/Pensioners as per aforesaid modalities.

In view of the above, you are requested to confirm the above for further necessary action for opening of a Bank Account as Competent Authority of KVS has already accorded the approval for opening of a saving Bank Account in Mehrauli Institutional Area branch of Indian Bank. The confirmation of issue of Pensioner ID card through the portal may also be sent to this office.

भवदीय

(सत्य नारायण)

संयुक्त आयुक्त

प्रतिलिपि:

1. प्रबंधक, इंडियन बैंक, महरोली संस्थागत क्षेत्र, कटारिया सराय, नई दिल्ली - 1100016

संयुक्त आयुक्त (वित्त)



केन्द्रीय विद्यालय संगठन (मु.)
KENDRIYA VIDYALAYA SANGATHAN (HQ)
18, संस्थागत क्षेत्र/18, Institutional Area,
शहीद जीत सिंह मार्ग/Saheed Jeet Singh Marg
नई दिल्ली-110016/ New Delhi-110016.
फोन नं./Phone no. : 26561153, 26858570,
फैक्स/Fax 26514179
वेबसाइट/Website: www.kvsangathan.nic.in

No.F.110230(Misc.)2025-KVS(HQ)P&I | 5759

Dated:11.04.2025

E-mail only

To

The Deputy Commissioner/Director,
Kendriya Vidyalaya Sangathan
All regional Offices/ZIETs.

Sub:- Confirmation to release Gratuity amount and Commutation amount -
Reg.

Madam/Sir,

As you are aware that the lump sum amount of commutation and DCRG in respect of those cases which are processed through E- Pension Portal, will now be paid/ remitted by KVS HQ directly in the account of the concerned retired employees(lump sum amount of Commutation) and concerned unit of KVS (DCRG amount) as already intimated/explained in the recently FO meeting held on 19.03.2025 through Virtual Mode.

2. This will be applicable for all the cases (including revised cases) for which e-PPO is generated through E-Pension Portal on or after 01/04/2025 irrespective of the date of retirement of the employee. For example, if an employee retired voluntarily on 31/07/2024 and e-PPO is generated through E-Pension Portal on or after 1st April, 2025 in this case , then lump sum amount of Commutation and DCRG will be paid directly by HQ in the account of the retired employee/ concerned unit as explained above.

3. In view of the above, it is intimated that lump sum amount of commutation and DCRG will not be paid by the Regional Offices and ZIETs for such cases. This may be noted for strict compliance to avoid the over payment on account of lump sum commutation and DCRG.

4. The requirement of funds for commutation and DCRG for such cases will not be entertained by the KVS, HQ. However, the leave encashment amount is to be paid to the retired employees by the concerned RO/ZIET as per the existing practice.

In this regard the details of lump sum amount of commutation and DCRG to be disbursed through e-pension portal in respect of all pensioners whose PPO have been digitally signed and transmitted through e-pension portal up to 10th of the April is enclosed.

You are requested to **confirm the Bank Account number** and payment of lump sum amount of commutation and Gratuity under the relevant coloumn of Excel Sheet

Yours faithfully,



(Sanjay Kumar)
Deputy Commissioner (Fin.)

Encl: As above.



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन
KENDRIYA VIDYALAYA SANGATHAN
18 - संस्थागत एरिया, शहीद जीत सिंह मार्ग
18, Institutional Area, Shaheed Jeet Singh Ma
नई दिल्ली/NEW DELHI - 110016.
दूरभाष/TEL 26858570, फैक्स/FAX 26415179
वेबसाइट: www.kvsangathan.nic.in
ई-मेल/E-mail: pensionkvshq@gmail.com

Date: 9.09.2025

F.11-110230/e-Pen/2025(KVSHQ)/Pension/6427-30

The Deputy Commissioners/Directors
All Regional Offices/ZIETs,
Kendriya Vidyalaya Sangathan,

Sub: Disbursement of Leave Encashment through e-Pension portal by the Pension portal – reg.

Madam/Sir,

With reference to the subject, it is to inform that the Competent Authority of KVS has decided to disburse the Leave Encashment directly to the retirees through e-Pension Portal by the Pension Disbursement Authority i.e, Indian Bank. The above process will commence from 01.10.2025 i.e employees retiring on or after 30.09.2025 will get Leave Encashment directly through e-pension portal maintained by Indian Bank. The processing of Leave Encashment will be done as per the procedure mentioned below:

Processing of Leave Encashment through e-Pension portal:

- The concerned RO/ZIET/Estt. (I) & Estt. (III) (for KVS (HQ)) shall calculate and sanction Leave Encashment amount in each eligible case as per the prevailing practice and rules.
- The copy of the sanction order shall be marked to the Finance Section (for Regional Offices/ZIETs) and Pension Section (for KVS (HQ)). Thereafter, the concerned dealing hand of the Finance/Pension Section will initiate the process by feeding/uploading the necessary information and Sanction order of the Leave Encashment on e-Pension portal for approval of payment by the competent Authority.
- All the cases of Leave Encashment must be approved latest by 20th of every month. The Leave Encashment amount for the cases approved up to 10th will be paid by Indian Bank on 16th and similarly for the cases approved between 11th to 20th, the Leave Encashment amount will be paid on 26th of every month (except Holiday) directly to the retirees. The above process will run in parallel like for Commutation & Gratuity cases.
- It may be noted that Leave Encashment cases can only be processed through e-Pension portal after creation and transmission of PPO of the concerned Pensioner (GPF)/Gratuity Sanction order for NPS subscribers. Necessary changes/updation in this regard have already been made by the Indian Bank on e-Pension Portal.
- If the amount of Leave encashment is withheld, the same can be paid to the Pensioners after issuing supplementary order of withheld Leave Encashment and processing of the same through Leave Encashment module in the portal.
- For CPF cases, the payment of Leave Encashment will be done manually and will NOT be processed through e-Pension portal.

All concerned must ensure the compliance of the aforesaid instructions and to bring this to the notice of concerned officials under your jurisdiction for disbursement of Leave Encashment through e-Pension portal, properly.

Hindi version follows.

Copy to:

- The R&GR Dept., Indian Bank, Parliament Street, N. D - 110001 - for information.
- The Branch Manager, Indian Bank, Katwaria Sarai, New Delhi - 110016 - for information.
- The Asstt. Comm., Estt. -I/ Estt. III, KVS (HQ), New Delhi - for information and necessary action.
- The Asstt. Comm., (IT Cell) with the request to upload the letter on KVS Website.

Yours sincerely,



(Sanjay Kumar)

Deputy Commissioner (Fin)

Deputy Commissioner (Fin)

19/9/25

19/9

19/9/25
(E-1)



केन्द्रीयविद्यालयसंगठन (मु.)/
Kendriya Vidyalaya Sangathan (HQ)
18 संस्थागतक्षेत्र/18 Institutional Area,
शहीदजीतसिंहमार्ग/Shahed Jeet Singh Marg,
नईदिल्ली - 110016/New Delhi -110016
दूरभाष/Telephone No.: 011-26858570
Email-pensionkvshq@gmail.com

दिनांक: 28.10.2025

फ.110230(e-Pen)/3/2023/केविएस(मु0)/पेंशन/6575

उपायुक्त/निदेशक,
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय/जीट

विषय: Processing and Transmission of PPOs on or before 10th of the month – reg.

महोदया/महोदय,

This is in reference to the earlier letters dated 31.12.2024 & 19.09.2025 of this office, wherein it was informed that disbursement of Commutation, Gratuity & Leave Encashment amount will be paid on 16th (for PPOs transmitted upto 10th of the month) and on 26th (for PPOs transmitted upto 20th of the month) for pensioners retired in previous month.

As you are aware that Leave Encashment is now being processed through e-Pension portal for the Pensioners retiring on or after 30.09.2025. Leave Encashment can be processed only after e-PPO is transmitted so, in partial modification to the above said letters it has been decided to curtail the PPO transmission date to 10th of the succeeding month, so that Leave Encashment can be processed through the portal latest by 20th of the succeeding month of the retirement. All other information/work flow will remain the same.

Therefore, all the KVS units (KV/RO/ZIET/HQ) are hereby requested to take utmost care and ensure timely processing of Pension cases and retiral benefits of the retiree.

Yours sincerely,

(Sanjay Kumar)
Deputy Commissioner (Fin.)

Copy to:

1. Assistant Gen. Manager, RGR, Indian Bank, Parliament Street, New Delhi-110001 for information and necessary action.
2. Branch Manager, Indian Bank, Mehrauli Institutional Area, Katwaria Sarai, Delhi - 110016 for information.

Deputy Commissioner (Fin.)



केन्द्रीयविद्यालयसंगठन (मु.)/
Kendriya Vidyalaya Sangathan (HQ)
18 संस्थागतक्षेत्र/18 Institutional Area,
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Email-pensionkvshq@gmail.com

फ.110230(e-Pen)/3/2023/केविएस(मु0)/पेंशन/66 ५४

दिनांक: २।.11.2025

उप्रायुक्त/निदेशक,
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय/जीट

विषय: Processing and payment of Gratuity to NPS subscribers through e-Pension Portal as per Payment of Gratuity Act, 1972.

महोदया/महोदय,

This is to inform that Indian Bank has incorporated the provisions for processing and payment of Gratuity as per Payment of Gratuity Act, 1972 in the e-Pension Portal for NPS subscribers of KVS. From 01.12.2025 onwards (employee retiring on or after 30.11.2025), Gratuity for NPS subscribers will be processed through e-Pension Portal only.

It is therefore requested that all the KVS units under your jurisdiction may be informed to process the Gratuity payment cases (for NPS subscribers) through e-Pension portal. It may also be noted that utmost care and timely processing of such cases is required at all level.

In addition to above, it is also requested that all the KVS units under your jurisdiction may be directed to obtain nomination in form 'F' (format enclosed) from the NPS subscribers who have completed one year of service as mentioned under Section 6 of Payment of Gratuity Act, 1972. This exercise of collection of nomination for all NPS subscribers must be completed by 31st December, 2025 under intimation to this office.

This issues with the approval of the Competent Authority of KVS.

Yours sincerely,


(Sanjay Kumar)
Deputy Commissioner (Fin.)

Copy to:

1. Assistant Gen. Manager, RGR, Indian Bank, Parliament Street, New Delhi-110001 is requested to make necessary updations in the NPS Gratuity forwarding letter as per the attached format.
2. Branch Manager, Indian Bank, Mehrauli Institutional Area, Katwaria Sarai, Delhi - 110016 for information.
3. The Assistant Commissioner (Estt. I) & (Estt. II/III) for similar action as mentioned in the letter.


Deputy Commissioner (Fin.)



ततु सृं पूषन् अपावृषु
केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मु.) /

Kendriya Vidyalaya Sangathan (HQ)

18 संस्थागत क्षेत्र/18 Institutional Area,

शहीद जीत सिंह मार्ग/Shahed Jeet Singh Marg,

नई दिल्ली - 110016/New Delhi -110016

दूरभाष/Telephone No.: 011-26858570

Email-pensionkvshq@gmail.com

फ.110230(e-Pen)/3/2023/केविएस(मु०)/पेंशन/ 8943

दिनांक: 27 12.2025

To
Deputy Commissioner,
Regional Office – Chandigarh, Dehradun, Delhi, Guwahati, Mumbai & Ranchi,
Kendriya Vidyalaya Sangathan

Subject: Non-compliance of KVS (HQ) instructions on timelines for processing and transmission of PPOs and Leave Encashment cases – regarding.

Madam/ Sir,

With reference to the subject, it has been observed that despite clear instructions issued by KVS (HQ) vide letter dated 28.10.2025 for processing and transmission of Pension Payment Orders (PPOs) and uploading/transmitting Leave Encashment cases are not being adhered to by your Regional Office.

The instructions of KVS (HQ) issued vide letter dated 28.10.2025 are given below: -

- "1. PPOs must be transmitted by the 10th of the month following retirement, and*
- 2. Leave Encashment cases must be approved/transmitted by the 20th of the month following retirement."*

However, scrutiny of records obtained from the Regional Offices & Pension Portal for the month of October, 2025 & November, 2025 revealed multiple instances of delay. From the compiled data, it is observed that RO Dehradun (01 case) & Delhi (05 cases) have transmitted PPOs of October month retirees after the 10th November, 2025, and RO Delhi (05 cases) & Mumbai (06 cases) have not approved/transmitted Leave Encashment cases even by the 20th of November, 2025.

RO Chandigarh (04 cases) & RO Ranchi (01 case) have also not transmitted PPOs of retirees of November month. It has also come to the notice that RO Guwahati has not processed two Pension cases of October 2025 even after 10th December, 2025.

Such delays adversely affect the timely settlement of retiral benefits of employees and also amounts to non-compliance of the directions issued by KVS (HQ). In view of the above, Regional Offices mentioned above are directed to furnish the reasons/explanation for such delay to this office at the earliest.

This issues with the approval of the competent authority.

Yours sincerely,


(Sanjay Kumar)

Deputy Commissioner (Fin.)

Copy to:

- All Deputy Commissioners, Regional Offices – with the request to strictly adhere to the prescribed timelines for processing and transmission of PPOs and Leave Encashment cases.

Deputy Commissioner (Fin.)