



केन्द्रीयविद्यालयसंगठन (मु.)/
Kendriya Vidyalaya Sangathan (HQ)
18 संस्थागतक्षेत्र/18 Institutional Area,
शहीदजीतसिंहमार्ग/Shahed Jeet Singh Marg,
नईदिल्ली - 110016/New Delhi -110016
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दिनांक: 11.03.2025

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

विषय: पेंशन के सरांशीकरण (Commutation) एवं उपदान (Gratuity) राशि का वितरण ई-पेंशन पोर्टल के माध्यम से सीधा पेंशनर एवं केविएस इकाई (केन्द्रीय विद्यालय/क्षेत्रीय कार्यालय/जीट/मुख्यालय) को करने के संबंध में।

महोदया/महोदय,

This is in continuation of KVS(HQ) communication on automation of Pension and disbursement of Retirement benefits, in this regard now it has been decided to remit the lump-sum amount of Commuted portion of Pension i.e. Commutation money and Gratuity directly to the Pensioner and the concerned unit i.e. KV/RO/ZIET/HQ respectively by the Pension Disbursing Authority i.e. Indian Bank through e-Pension portal.

The necessary changes have been incorporated in the e-Pension portal. Two additional fields under the sub menu 'Commutation details' and 'Gratuity details' i.e. 'Commutation value to be paid' and 'Gratuity to be paid' respectively have been incorporated. The Regional Offices are required to check the amount appearing in the said field. It will be relevant to mention that the amount so reflected will be paid directly to the Pensioner/concerned unit i.e. KV/RO/ZIET/HQ through portal itself, therefore its accuracy has to be ensured before submission/approval and transmission of Pension case through e-Pension portal.

This mode of disbursement will be applicable and effective from 01.04.2025 i.e. all PPOs transmitted on or after 01.04.2025 will contain a provision for remittance of lump-sum amount of commuted portion of Pension and Gratuity directly to the Pensioner and unit concerned respectively.

Henceforth, NO Fund for disbursement of Gratuity and lump-sum amount of Commuted portion of Pension will be provided to Regional Offices/ZIETs (except for old matters of arrears and court cases). The fund required for disbursement of leave encashment will be processed in accordance with present practice.

Hindi version follows.

Yours sincerely,



(Satya Narain Gulia)

Joint Commissioner (Fin.) Copy to:

1. PS to Commissioner for necessary information.
2. Assistant Gen. Manager, RGR, Indian Bank, Parliament Street, New Delhi-110001 for information and necessary action.
3. Branch Manager, Indian Bank, Mehrauli Institutional Area, Katwaria Sarai, Delhi - 110016 for information and necessary action.
4. Assistant Commissioner (Fin), Budget Section for providing required funds to the Indian Bank for timely disbursement of Retirement Benefits.
5. Deputy Commissioner (EDP), KVS (HQ), New Delhi with the request to upload the same on KVS Website "Announcement".

Joint Commissioner (Fin.)