

PROCESSING OF PENSION APPLICATION

(i) Submission of signed application to office of the Accountant General (A&E) office through department along with all the FORM, enclosures and service book.

(ii) On receipt of the application and after verification of the proposal, AG admits the pensionary benefits based on the qualifying service and average emoluments and sends the admittance report to the department along with the service book.

(iii) Authorises the pensionary benefits in Pension Payment Order (for pension) Gratuity Order & commutation order (commutation of the pension) .

Pension Payment Order

Two PPO books are prepared (Pensioner's half & Disburser's half) and sent to CPAO/Treasury Officer

Pension is payable at the treasury/Bank desired by the pensioner

Gratuity Payment Order

GPO authorisations are prepared, and sent to the Treasury Officer, DDO, and the Pensioner

Commutated Value of Pension

CVP authorisations are prepared and sent to the Treasury Officer, DDO and the Pensioner