

Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
New Delhi

Correction Slip to the Civil Accounts Manual Revised Second Edition -2007  
Volume- I & II (Reprinted in 2012)

Correction Slip No. 7

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Page No. 135 & 136

Para No.	Amendments
7.3.1 (i)	Replace the words " <b>two years</b> " with " <b>one year</b> "
7.3.1 (iii)	Replace the words " <b>ten months</b> " with " <b>eight months</b> " and " <b>fortnight</b> " with " <b>two months</b> ".
7.3.1 (iv)	<p><b>The para may be replaced with the following:-</b></p> <p>He is required to forward pension papers in Form-5 and Form -7 along with the service book and other documents complete in all aspects for verification to the Pay and Accounts Office and further processing. The Head of Office has to forward the pension papers to the Pay and Accounts Officer not later than four months before the date of retirement of the Govt. servant and in cases other than retirement on superannuation not later than three months after the date of submission of Form 5 by a Government servant. He should also retain a copy of all these papers for their record.</p>
7.3.1 (vii)	<p><b>The para may be replaced with the following:-</b></p> <p>The Head of Office shall, after ascertaining and assessing the Government dues referred to in Rule 71, furnish the particulars thereof to the Accounts Officer in Form 8 [Rule 61 of CCS (Pension) Rules].</p> <p>Any amount of licence fee or damages, remaining unpaid after adjustment from the withheld amount of gratuity, may be ordered to be recovered by the Head of Office through the Accounts Officer concerned from the dearness relief without the consent of the family pensioner and in such cases no dearness relief shall be disbursed until full recovery of such dues has been made.</p>

7.3.2

a) The following may be added after the words "Special Seal Authority" :-

not later than one month in advance of the date of the retirement of a Government servant on attaining the age of superannuation.

In the cases of retirement otherwise than on attaining the age of superannuation, the Accounts Officer shall apply the requisite checks, complete Part II of Form 7, assess the amount of pension, family pension and gratuity, assess dues and issue the pension payment order within three months of the date of receipt of pension papers from the Head of Office.

The Accounts Officer shall indicate in the Pension Payment Order the name of the spouse of the Government Servant, if alive as family member.

The Accounts Officer shall also indicate in the Pension Payment Order, the names of permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings. On receipt of a written communication from the Head of Office on an applicant from an existing pensioner or family pensioner, the Accounts Officer shall also indicate in the Pension Payment Order, the names of the permanently disabled child or children and dependent parents and disabled siblings as family pensioners if there is no other member of family to whom family pension may become payable before such disabled child or children or dependent parents or disabled siblings.

Authority:- 1. Department of Pension and Pensioners, Welfare Notification  
G.S.R...(E) Dated 29.8.2014 (F.No.1/19/2013-P&PW (E)).

2. File No. 1(7)(4)/2011/S.O.P.P/TA-III

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